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.

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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.

MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, FEBRUARY 7, 2017 – 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)(1): -0- matters

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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


DISCUSSION OF PERSONNEL MATTERS (Gov't Code §54957): -2- matters

1. Public Employee Performance Evaluation
   Title: City Manager

2. Public Employee Performance Evaluation
   Title: City Attorney

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

PUBLIC EMPLOYMENT (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, Professional Employees Association; City Employee Association and Executive and Management/Confidential Employees.

   Agency Designated Representative: Steve Filarsky and City Manager, Greg Carpenter

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 7, 2017 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER

INVOCATION – Pastor George Lopez, The Bridge

PLEDGE OF ALLEGIANCE – Council Member Dugan
PRESENTATIONS

a) Presentation – Recognition of Centennial Ball Sponsors
b) Presentation – The 2016 Holiday Parade Winners
c) Proclamation – School Choice Week, January 22-28, 2017
d) Presentation – Treasury Department’s Quarterly Investment Portfolio Report

ROLL CALL

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

CITY COUNCIL COMMENTS – (Related to Public Communications)

A. PROCEDURAL MOTIONS

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

Recommendation – Approval.

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

1. Consideration and possible action regarding approval of Environmental Assessment No. EA-1064 and Zone Text Amendment No. ZTA 14-01 to amend the development standards regarding two-story homes and second story additions in the City’s R-1, single-family residential zone; create new definitions and amend certain existing definitions contained in the El Segundo Municipal Code; and amend the parking requirements for single-family residences.
   (Fiscal Impact: None with this action.)
The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code Regulations § 15301 as a Class 1 (existing facilities), § 15303 as a Class 3 (new construction or conversion of small structures), and § 15304 as a Class 4 (minor alteration to land) categorical exemptions.

Recommendation – 1) Conduct a public hearing; 2) Take testimony and other evidence as presented; 3) Introduce an Ordinance (Zone Text Amendment No. ZTA 14-01) amending the development standards regarding two-story homes and second story additions in the City’s R-1, single-family residential zone, creating new definitions and amending certain existing definitions contained in the El Segundo Municipal Code, and amending the parking requirements for single-family residences; 4) Schedule second reading and adoption of the Ordinance for February 21, 2017; and/or, 5) Alternatively, discuss and take other possible action related to this item.

2. Consideration and possible action regarding Environmental Assessment No. EA-1158 and Precise Plan Amendment No. PPA 16-01 regarding the proposed conversion of an existing single lane restaurant drive-thru to a double lane drive-thru at 101 South Sepulveda Boulevard in the Heavy Industrial (M-2) Zone. Applicant: McDonald’s Corporation. The proposed project is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations §15301 which identifies the project as a Class 1 exemption (Existing Facilities) and § 15304 as a Class 4 categorical exemption (Minor Alterations to Land).
(Fiscal Impact: N/A)

Recommendation – 1) Open public hearing and take testimony; 2) Close public hearing and discuss item; 3) Adopt Resolution No. ___ approving Environmental Assessment No. 1158 and Precise Plan Amendment No. PPA 16-01; and/or 4) Alternatively, discuss and take other possible action related to this item.

C. UNFINISHED BUSINESS

3. Consideration and possible action to review and approve the three-year strategic plan (FY 2016-17 through FY 2018-19).
(Fiscal Impact: $0)

Recommendation – 1) City Council review and approve the three-year Strategic Plan (FY 2016-17 through FY 2018-19); and/or, 2) Alternatively, discuss and take other possible action related to this item.
4. Consideration and possible action to determine how to proceed with Paolucci Selling & Martin Communications Art ("PSM") and the City's business marketing program in light of the delayed decision from the Fair Political Practices Commission ("FPPC") regarding whether the City can continue to contract with PSM.
(Fiscal Impact: To be Determined)
Recommendation – 1) Wait for the FPPC to issue an opinion re PSM before making a decision as to whether to amend its contract; or, 2) Proceed with a process to select a new business marketing consultant and potentially terminate PSM's contract; and/or, 3) Authorize the City Manager in amount not to exceed $25,000 to procure business marketing services until a decision has been made regarding PSM or until a new business marketing consultant is under contract; and/or, 4) Alternatively, discuss and take other possible action related to this item.

5. Consideration and possible regarding introduction and first reading of an Ordinance amending Title 8 of the El Segundo Municipal Code to regulate parking of oversized vehicles, recreational vehicles, and trailers; establish a registration/permit process; and prohibit the placement of electrical cords, cables and similar items between such vehicles and nearby property.
(Fiscal Impact: Not to exceed $4,000.00)
Recommendation – 1) Conduct a public hearing; 2) Take public testimony and other evidence as presented; 3) Introduce the proposed Ordinance amending the El Segundo Municipal Code Title 8; 4) Provide direction to City staff regarding possible cost-recovery fees for one-time vehicle registration, permits and/or annual handicapped permits issued under the ordinance; and/or, 5) Alternatively, discuss and take other possible action related to this item.

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

6. Consideration and possible action to receive and file the El Segundo Senior Housing Board Corporation (Park Vista) proposed annual budget for 2017.
(Fiscal Impact: None to the General Fund)
Recommendation – 1) Approve the 2017 Park Vista Annual Budget; and/or, 2) Alternatively, discuss and take other possible action related to this item.

7. Consideration and possible action to announce the appointments to the Arts and Culture Advisory Committee.
(Fiscal Impact: None)
Recommendation – 1) Announce the appointees to the Arts and Culture Advisory Committee; and/or, 2) Alternatively, discuss and take other possible action related to this item.
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.

8. Warrant Numbers 3014763 through 3015090 on Register No. 8 the total amount of $1,666,676.10 and Wire Transfers from 01/09/17 through 01/29/17 in the total amount of $3,159,843.65.

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

10. Consideration and possible action to award a standard Public Works Contract to Ayus and Co., Inc. for the Fire Station 1 Men’s Bathroom Improvements, Project No. PW 17-08.
(Fiscal Impact: $57,805)

Recommendation – 1) Authorize the City Manager to execute a standard Public Works Contract in a form approved by the City Attorney with Ayus and Co., Inc. in the amount of $52,550.00, and authorize an additional $5,255.00 for construction related contingencies; 2) Authorize to transfer $40,000 from account #301-400-8208-8706 (Seismic Early Warning System) to account #301-400-8201-8707 (Fire Department Upgrades); and/or, 3) Alternatively, discuss and take other possible action related to this item.

11. Consideration and possible action to award a standard Public Works Contract to Ayus and Co., Inc. for the Fire Station 1 Kitchen Improvements, Project No. PW 17-06.
(Fiscal Impact: $138,270.00)

Recommendation – 1) Authorize the City Manager to execute a standard Public Works Contract in a form approved by the City Attorney with Ayus and Co., Inc. in the amount of $125,700.00 and authorize an additional $12,570.00 for construction related contingencies; and/or, 2) Alternatively, discuss and take other possible action related to this item.
12. Consideration and possible action to accept as complete the Water Main Improvement Project on Center St., Walnut Ave. and Maple Ave., Project No. PW16-02.
   (Fiscal Impact: $1,527,796.80)
   Recommendation – 1) Accept the Water Main Improvement Project work for Project No.16-02 as complete; 2) Authorize the City Clerk to file Notice of Completion in the County Recorder’s office; and/or, 3) Alternatively, discuss and take other possible action related to this item.

13. Consideration and possible action to 1) award a standard Public Works Contract to Stephen Doreck Equipment Rentals, Inc. for the Water Main Improvement on Mariposa Avenue, Project No. PW17-03; and, 2) award a standard Public Works Professional Services Agreement to AKM Consulting Engineers for construction inspection services.
   (Fiscal Impact: $750,386.13)
   Recommendation – 1) Authorize the City Manager to execute a standard Public Works Contract, in a form approved by the City Attorney, with Stephen Doreck Equipment Rentals, Inc., in the amount of $579,657.50 and approve an additional $86,948.63 for construction-related contingencies; 2) Authorize the City Manager to execute a standard Public Works Professional Services Agreement in a form as approved by the City Attorney with AKM Consulting Engineers in the amount of $73,780 for construction inspection and geotechnical (compaction) oversight and testing, and approve an additional $10,000 for related contingencies; and/or, 3) Alternatively, discuss and take other possible action related to this item.

14. Consideration and possible action to approve energy efficiency products from Southern California Edison’s Direct Install Program and installation of energy efficient replacement equipment at the Library and Water Plant and authorize the City Manager to execute the Southern California Edison Direct Install Program Agreement.
   (Fiscal Impact: $)
   Recommendation – 1) Approve the installation of energy efficiency products from Southern California Edison’s Direct Install Program at the Library and Water Plant, and authorize the City Manager to sign the Direct Install Program Partner Authorization Forms; and/or, 2) Alternatively, discuss and take other possible action related to this item.
15. Consideration and possible action regarding a request for two new ABC Licenses (Type 21 for the sale of beer, wine and distilled spirits for off-site consumption and Type 86 for instructional tasting) within the existing Cost Plus World Market located at Plaza El Segundo at 720 South Sepulveda Boulevard in the Commercial Center (C-4) Zone. EA No. 1170 and AUP No. 16-13. Applicant: Cost Plus World Market c/o Jane Baughman. 
(Fiscal Impact: N/A)
Recommendation – 1) Receive and file this report without objecting to the issuance of the alcohol licenses; and/or, 2) Alternatively, discuss and take other possible action related to this item.

16. Consideration and possible action regarding authorization for the Police Department to purchase thirty-five (35) sets of Level III+ rifle body-armor protective plates with related carriers using Asset Forfeiture Funds. 
(Fiscal Impact: $37,075)
Recommendation – 1) Authorize the Police Department to purchase thirty-five (35) sets of Level III+ rifle body armor protective plates with related carriers from Galls; and/or, 2) Alternatively, discuss and take other possible action related to this item.

17. Consideration and possible action regarding the expansion of alcohol service to include instructional tasting of beer, wine and distilled spirits (Type 86 ABC License) at a grocery store at 500 North Sepulveda Boulevard, EA No. 1169, AUP No. 16-12. The 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). Applicant: Ralphs Grocery Company. 
(Fiscal Impact: N/A)
Recommendation – 1) Receive and file this report for the instructional tasting of beer, wine and distilled spirits at an existing grocery store at 500 North Sepulveda Boulevard; and/or, 2) Alternatively, discuss and take other possible action related to this item.

18. Consideration and possible action regarding 1) Approval of Examination Plan for Records Technician. 
(Fiscal Impact: N/A)
Recommendation – 1) Approval of Examination Plan for Records Technician; and/or, 2) Alternatively, discuss and take other possible action related to this item.
19. Consideration and possible action regarding a request for the expansion of alcohol service (Type 47 ABC License) for a new Kona Grill restaurant located at “The Atrium at Continental Park,” at 2321 East Rosecrans Avenue, Suite 1225. Applicant: Kona Grill Inc.  
(Fiscal Impact: N/A)
Recommendation – 1) Receive and file this report without objecting to the issuance of an alcohol license for the on-site sale of beer, wine and distilled spirits for on-site consumption at a new restaurant 2321 East Rosecrans Avenue, Suite 1225; and/or, 2) Alternatively, discuss and take other possible action related to this item.

20. Consideration and possible action to award a standard Public Works Contract to Cinbad Industry Inc., in a form approved by the City Attorney, for construction of the Police Department Kitchen Remodel, Project No. PW 17-07 (Fiscal Impact: $38,148.00)
Recommendation – 1) Authorize the City Manager to execute a standard Public Works Contract in a form approved by the City Attorney with Cinbad Industry Inc. in the amount of $34,680.00 and authorize an additional $3,468 for construction related contingencies; and/or, 2) Alternatively, discuss and take other possible action related to this item.

21. Consideration and possible action to receive and file an informational report on the Transient Occupancy Tax (T.O.T.) revenue to the City and the impact of Measure B.  
(Fiscal Impact: $0)
Recommendation – 1) Receive and file an informational report on the Transient Occupancy Tax (T.O.T.) revenue to the City and the impact of Measure B; and/or 2) Alternatively, discuss and take other possible action related to this item.

22. Consideration and possible action to award a standard Public Works Contract to Corral Construction & Development Inc., in a form approved by the City Attorney, for construction of the Police Department Men’s Locker Room Improvements, Project No. PW 15-10.  
(Fiscal Impact: $64,898.00)
Recommendation – 1) Authorize the City Manager to execute a standard Public Works Contract in a form approved by the City Attorney with Corral Construction & Development Inc. in the amount of $58,998.00 and authorize an additional $5,900.00 for construction related contingencies; and/or, 2) Alternatively, discuss and take other possible action related to this item.
23. Consideration and possible action authorizing the City Manager to execute an amendment to the Professional Services Agreement with NCM Engineering Corp. for preliminary roadway and railroad design work for the Park Place Extension Project.
(Fiscal Impact: $0 to General Fund; Reimbursement Grant up to $735,000 and Property Owner Deposit of $150,000)
Recommendation – 1) Authorize the City Manager to execute an amendment to the Professional Services Agreement with NCM Engineering Corp. in a form approved by the City Attorney in the amount of $49,146.00; and/or, 2) Alternatively, discuss and take other possible action related to this item.

F. NEW BUSINESS

24. Consideration and possible action to adopt a resolution to implement the honorary memorialization of Lairport Street as Carl Jacobson Drive.
(Fiscal Impact: None)
Recommendation – 1) Adopt the attached Resolution implementing the honorary memorialization of Lairport Street as “Carl Jacobson Drive” effective April 3, 2017; and/or, 2) Alternatively, discuss and take other possible action related to this item.

25. Consideration and possible action to receive and file an informational report on the fiscal impact to the City from the change to the CalPERS discount rate.
(Fiscal Impact: $0 for FY 2016-17)
Recommendation – 1) Receive and file information regarding the reduction to the CalPERS discount rate and the resulting fiscal impact to the City; and/or, 2) Alternatively, discuss and take other possible action related to this item.

26. Consideration and possible action to direct staff to carry out the necessary actions to change the name of Sepulveda Blvd. to Pacific Coast Highway in the City of El Segundo.
(Fiscal Impact: None)
Recommendation – 1) Direct staff to carry out the necessary actions to change the name of Sepulveda Blvd. to Pacific Coast Highway in the City of El Segundo; and/or, 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 Brann –

Council Member Pirsztuk –

Council Member Dugan –

Mayor Pro Tem Boyles –

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: 02.02.17
TIME: 08:30 AM
NAME: [Signature]
Presentation

Recognition of Centennial Ball Sponsors
Presentation

The 2016 Holiday Parade Winners
WHEREAS, all children in El Segundo should have access to the highest-quality education possible; and

WHEREAS, El Segundo recognizes the important role that an effective education plays in preparing all students in El Segundo to be successful adults; and

WHEREAS, quality education is critically important to the economic vitality of El Segundo; and

WHEREAS, El Segundo is home to a variety of high quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and

WHEREAS, El Segundo has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options.

NOW, THEREFORE, the Mayor and Member of the City Council of the City of El Segundo, California, hereby recognize January 22 – 28, 2017 as El Segundo School Choice Week, and call this observance to the attention of all of our citizens.

Mayor Suzanne Fuentes
Mayor Pro Tem Drew Boyles
Council Member Michael Dugan
Council Member Carol Pirsztuk
Council Member Don Brann
EL SEGUNDO CITY COUNCIL

AGENDA STATEMENT

MEETING DATE: February 7, 2017
AGENDA HEADING: Presentation

AGENDA DESCRIPTION:
Presentation of Investment Portfolio Report
(Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Receive and File
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

FISCAL IMPACT: None

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

STRATEGIC PLAN:

Goal: 5 Champion Economic Development & Fiscal Sustainability
Objective: 3 The City will maintain a stable, efficient, and transparent financial environment

ORIGINATED BY: Dino Marsocci, Deputy City Treasurer II
REVIEWED BY: Crista Binder, Treasurer
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

The Treasury Department presents the December, 2016 Investment Portfolio Report which provides a status of Treasury Investment activities and related economic indicators.

This report will be created and submitted to Council on a quarterly basis. The report will also be posted to the City’s web site under the Treasury Department.
Date: February 7, 2017  
From: Office of the City Treasurer  
To: El Segundo City Council  
RE: Investment Portfolio Report – As of December 31, 2016

**Introduction:**

This report will serve as a summary for the City of El Segundo’s Treasury Department investment reporting, compliance, investment environment and future plans; as well as subsidiary schedules which will support the Portfolio Summary and provide additional analysis of our investments.

**Investment Summary:**

The investments as of December 31, 2016 are as follows:

<table>
<thead>
<tr>
<th>Security Type</th>
<th>Cost</th>
<th>Market value</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government</td>
<td>23,980,461.50</td>
<td>23,850,218.90</td>
<td>31.75%</td>
</tr>
<tr>
<td>Corp. Bonds</td>
<td>3,527,200.00</td>
<td>3,483,730.00</td>
<td>4.64%</td>
</tr>
<tr>
<td>CD’s</td>
<td>8,862,938.75</td>
<td>8,891,337.03</td>
<td>11.84%</td>
</tr>
<tr>
<td>Union Bank Trust</td>
<td>36,370,600.25</td>
<td>36,225,285.93</td>
<td>48.22%</td>
</tr>
<tr>
<td>Plaza Bank CBD</td>
<td>5,000,000.00</td>
<td>5,000,000.00</td>
<td>6.66%</td>
</tr>
<tr>
<td>LAIF Immediate</td>
<td>11,725,517.31</td>
<td>11,725,517.31</td>
<td>15.61%</td>
</tr>
<tr>
<td>LAIF Sr. Housing</td>
<td>1,093,337.55</td>
<td>1,093,337.55</td>
<td>1.46%</td>
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<tr>
<td>LAIF - LAWA</td>
<td>10,609,087.08</td>
<td>10,609,087.08</td>
<td>14.12%</td>
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<tr>
<td>LAIF Subtotal</td>
<td>23,427,941.94</td>
<td>23,427,941.94</td>
<td>31.19%</td>
</tr>
<tr>
<td><strong>Total Invested</strong></td>
<td><strong>64,798,542.19</strong></td>
<td><strong>64,653,227.87</strong></td>
<td><strong>86.06%</strong></td>
</tr>
<tr>
<td>Trust Acct. Cash</td>
<td>10,146.53</td>
<td>10,146.53</td>
<td>0.01%</td>
</tr>
<tr>
<td>Chase Bank - Cash</td>
<td>10,458,743.76</td>
<td>10,458,743.76</td>
<td>13.92%</td>
</tr>
<tr>
<td><strong>Total Portfolio</strong></td>
<td><strong>75,267,432.48</strong></td>
<td><strong>75,122,118.16</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>
The portfolio Breakdown by Short Term (< 1 year) and Long Term is:

<table>
<thead>
<tr>
<th>Portfolio Value (Market)</th>
<th>Short Term</th>
<th>Long Term</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$38,943,838</td>
<td>$25,719,536</td>
<td>$64,663,374</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Effective Yield</th>
<th>0.786%</th>
<th>1.520%</th>
<th>1.078%</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Average Wtd. Maturity</th>
<th>71 Days</th>
<th>2.98 Years</th>
<th>1.30 Years</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Benchmark Yield</th>
<th>0.51%</th>
<th>1.47%</th>
<th>0.85%</th>
</tr>
</thead>
</table>

* Benchmark value is the Interpolated Treasury Yield to the Portfolio’s Avg. Weighted Maturity

The interest income received during the period was:

<table>
<thead>
<tr>
<th>Month</th>
<th>Invested Cost</th>
<th>Interest Received</th>
<th>% Yield</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>68,048,087</td>
<td>84,176.39</td>
<td>1.48%</td>
</tr>
<tr>
<td>November</td>
<td>66,946,787</td>
<td>48,736.57</td>
<td>0.87%</td>
</tr>
<tr>
<td>December</td>
<td>64,798,542</td>
<td>54,229.76</td>
<td>1.00%</td>
</tr>
<tr>
<td><strong>Avg/Total</strong></td>
<td><strong>66,597,806</strong></td>
<td><strong>187,142.72</strong></td>
<td><strong>1.12%</strong></td>
</tr>
</tbody>
</table>

* Note: the monthly fluctuation is because interest on most bonds is paid semi-annually, with LAIF paid quarterly, and some investments paid monthly.

**Compliance:**

It is the intention of the City Treasurer’s office to ensure that our investments are in compliance with the maturity time limits and percentage allocation limits with all of our investments. The City is currently in compliance as demonstrated below:

**Partial List of Allowable Investment Instruments for Local Agencies**

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Maximum Maturity</th>
<th>Maximum Specified % of Portfolio</th>
<th>Minimum Quality Requirements</th>
<th>City of El Segundo Investments</th>
<th>In Compliance Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Agency Bonds</td>
<td>5 years</td>
<td>None</td>
<td>None</td>
<td>0.00%</td>
<td>Y</td>
</tr>
<tr>
<td>U. S Treasury Obligations</td>
<td>5 years</td>
<td>None</td>
<td>None</td>
<td>0.00%</td>
<td>Y</td>
</tr>
<tr>
<td>US Agency Obligations</td>
<td>5 years</td>
<td>None</td>
<td>None</td>
<td>31.75%</td>
<td>Y</td>
</tr>
<tr>
<td>Negotiable Certificates of Deposit</td>
<td>5 years</td>
<td>30%</td>
<td>None</td>
<td>11.84%</td>
<td>Y</td>
</tr>
<tr>
<td>Medium Term Notes</td>
<td>5 years</td>
<td>15%</td>
<td>&quot;A&quot; Rating</td>
<td>4.64%</td>
<td>Y</td>
</tr>
<tr>
<td>Collateralized Bank Deposits</td>
<td>5 years</td>
<td>None</td>
<td>None</td>
<td>6.66%</td>
<td>Y</td>
</tr>
<tr>
<td>Local Agency Investment Fund (LAIF)</td>
<td>N/A</td>
<td>None</td>
<td>None</td>
<td>31.19%</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Investment Type: Medium Term Notes** - As of: December, 2016

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Issuer</th>
<th>Maximum Specified % of Portfolio</th>
<th>Minimum Quality Requirements</th>
<th>Actual S&amp;P Rating</th>
<th>City of El Segundo Investments</th>
<th>In Compliance Y/N</th>
<th>MARKET VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium Term Notes</td>
<td>TOTAL</td>
<td>15%</td>
<td>&quot;A&quot; Rating</td>
<td>4.64%</td>
<td>Y</td>
<td></td>
<td>3,483,730</td>
</tr>
<tr>
<td>Medium Term Notes</td>
<td>HSBC USA, INC.</td>
<td>3%</td>
<td>&quot;A&quot; Rating</td>
<td>0.65%</td>
<td>Y</td>
<td></td>
<td>485,635</td>
</tr>
<tr>
<td>Medium Term Notes</td>
<td>WELLS FARGO &amp; CO.</td>
<td>3%</td>
<td>&quot;A&quot; Rating</td>
<td>0.67%</td>
<td>Y</td>
<td></td>
<td>501,415</td>
</tr>
<tr>
<td>Medium Term Notes</td>
<td>CATERPILLAR FINANCIAL SVCS</td>
<td>3%</td>
<td>&quot;A&quot; Rating</td>
<td>0.66%</td>
<td>Y</td>
<td></td>
<td>498,810</td>
</tr>
<tr>
<td>Medium Term Notes</td>
<td>GENERAL ELECTRIC CAP CORP</td>
<td>3%</td>
<td>&quot;A&quot; Rating</td>
<td>0.67%</td>
<td>Y</td>
<td></td>
<td>501,335</td>
</tr>
<tr>
<td>Medium Term Notes</td>
<td>TOYOTA</td>
<td>3%</td>
<td>&quot;A&quot; Rating</td>
<td>0.66%</td>
<td>Y</td>
<td></td>
<td>493,950</td>
</tr>
<tr>
<td>Medium Term Notes</td>
<td>WALT DISNEY CO</td>
<td>3%</td>
<td>&quot;A&quot; Rating</td>
<td>0.67%</td>
<td>Y</td>
<td></td>
<td>499,570</td>
</tr>
<tr>
<td>Medium Term Notes</td>
<td>BANK OF NEW YORK MELLON</td>
<td>3%</td>
<td>&quot;A&quot; Rating</td>
<td>0.67%</td>
<td>Y</td>
<td></td>
<td>503,015</td>
</tr>
</tbody>
</table>
City of El Segundo - Treasury Department
Continuing Education Tracking - As of December 31, 2016

<table>
<thead>
<tr>
<th></th>
<th>Requirement</th>
<th>YTD Hours</th>
<th>Excess/(Deficit)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer</td>
<td>5.00</td>
<td>11.50</td>
<td>6.50</td>
<td>GIOA Conference - March, 2016</td>
</tr>
<tr>
<td>Deputy City Treasurer II</td>
<td>5.00</td>
<td>11.50</td>
<td>6.50</td>
<td>GIOA Conference - March, 2016</td>
</tr>
<tr>
<td>Deputy City Treasurer I</td>
<td>5.00</td>
<td>10.00</td>
<td>5.00</td>
<td>CMTA Training - January, 2016</td>
</tr>
</tbody>
</table>

**Investment Environment:**

During the fourth quarter of 2016, rates increased significantly, ending much higher than they were at the beginning of the quarter. While the highest rates in years were seen right after the FOMC meeting in the middle of December, the good news is that as of January 25th the rates have increased to above where they were at December 31st. Based upon the projected 2017 Federal Funds Rate from the December meeting, it appears that the Fed may raise rates one to three times during 2017. The current expectation is for gradual increases, but this could change depending on the policies of the new Presidential Administration.

The graphs and charts below show some of the key interest rates on items we invest in. As rates are expected to rise over the next few years, we want to time our investments to take advantage of the increases as they occur.

**US Treasury Bonds Yield Curve as of 12/30/16**

![US Treasury Bonds Yield Curve as of 12/30/16](chart_url)
## Composite Bond Rates (as of 1/3/17)

<table>
<thead>
<tr>
<th>US Treasury Bonds</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maturity</td>
<td>Yield</td>
<td>Yesterday</td>
<td>Last Week</td>
<td>Last Month</td>
</tr>
<tr>
<td>3 Month</td>
<td>0.47</td>
<td>0.47</td>
<td>0.49</td>
<td>0.44</td>
</tr>
<tr>
<td>6 Month</td>
<td>0.59</td>
<td>0.59</td>
<td>0.60</td>
<td>0.57</td>
</tr>
<tr>
<td>2 Year</td>
<td>1.18</td>
<td>1.15</td>
<td>1.20</td>
<td>1.07</td>
</tr>
<tr>
<td>3 Year</td>
<td>1.48</td>
<td>1.43</td>
<td>1.54</td>
<td>1.36</td>
</tr>
<tr>
<td>5 Year</td>
<td>1.94</td>
<td>1.89</td>
<td>2.03</td>
<td>1.80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Municipal Bonds</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maturity</td>
<td>Yield</td>
<td>Yesterday</td>
<td>Last Week</td>
<td>Last Month</td>
</tr>
<tr>
<td>2yr AA</td>
<td>1.15</td>
<td>1.16</td>
<td>1.18</td>
<td>1.17</td>
</tr>
<tr>
<td>2yr AAA</td>
<td>1.09</td>
<td>1.01</td>
<td>1.09</td>
<td>1.09</td>
</tr>
<tr>
<td>2yr A</td>
<td>1.17</td>
<td>1.00</td>
<td>1.26</td>
<td>1.25</td>
</tr>
<tr>
<td>5yr AAA</td>
<td>1.62</td>
<td>1.76</td>
<td>1.79</td>
<td>1.85</td>
</tr>
<tr>
<td>5yr AA</td>
<td>1.70</td>
<td>1.92</td>
<td>1.87</td>
<td>1.84</td>
</tr>
<tr>
<td>5yr A</td>
<td>1.96</td>
<td>2.12</td>
<td>2.06</td>
<td>2.11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Corporate Bonds</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Maturity</td>
<td>Yield</td>
<td>Yesterday</td>
<td>Last Week</td>
<td>Last Month</td>
</tr>
<tr>
<td>2yr AA</td>
<td>1.34</td>
<td>1.32</td>
<td>1.42</td>
<td>1.34</td>
</tr>
<tr>
<td>2yr A</td>
<td>1.43</td>
<td>1.39</td>
<td>1.50</td>
<td>1.41</td>
</tr>
<tr>
<td>5yr AAA</td>
<td>2.11</td>
<td>2.06</td>
<td>2.21</td>
<td>2.05</td>
</tr>
<tr>
<td>5yr AA</td>
<td>2.17</td>
<td>2.12</td>
<td>2.32</td>
<td>2.17</td>
</tr>
<tr>
<td>5yr A</td>
<td>2.35</td>
<td>2.28</td>
<td>2.46</td>
<td>2.28</td>
</tr>
</tbody>
</table>

Data provided by ValuBond.


## Cash Flow Analysis:

The chart below shows the historical cash flow for the last 12 months. We can see that the majority of our funds are received in the second quarter of the fiscal year, January thru March, primarily due to Business License Renewals and the annual Chevron Payment. We also receive Sales and UUT taxes during the first few months of the year as well.

Our investments will be purchased with the liquidity relative to our cash flow needs.
This chart shows the net change in Cash as related to the Cash Flow Analysis above. Some of the larger disbursements occur in the third and fourth quarters of the fiscal year. During Q-3, March to June, we have a significant payment to CalPERS for our Other Post-Employment Benefits, and in Q-4, July-September, a payment to ICRMA for our citywide insurance premiums, and a large infrastructure payment for roadwork which was completed several years ago. We have added the prior year to highlight the changes that have occurred this year.
Additional Economic Indicators:

Economic Projections from September Meeting

The Economic Indicators presented below are key items that the Federal Reserve will look at in deciding whether or not to change interest rates going forward.

The GDP, or Gross Domestic Product, represents the market value of all goods and services produced by the economy during the period measured, including personal consumption, government purchases, private inventories, paid-in construction costs and the foreign trade balance (exports are added, imports are subtracted). This is a key indicator the Federal Reserve will look at when deciding on interest rate changes. The target level for GDP is in the 2.5% to 3.5% range.

The Unemployment Rate shows the percentage of the labor force that is unemployed but seeking work. The target level for Unemployment is around 5.6%.

The PCE Inflation is the Personal Consumption Expenditures rate of inflation. This index is essentially a measure of goods and services targeted toward individuals and consumed by individuals. The long term inflation target is around 2% per year. Core PCE Inflation excludes items such as food and energy due to the nature of their potential price swings.

<table>
<thead>
<tr>
<th>Fed Economic Projections (central tendencies as of December 2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variable</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>Change in real GDP</td>
</tr>
<tr>
<td>September projection</td>
</tr>
<tr>
<td>Unemployment rate</td>
</tr>
<tr>
<td>September projection</td>
</tr>
<tr>
<td>PCE inflation</td>
</tr>
<tr>
<td>September projection</td>
</tr>
<tr>
<td>Core PCE inflation</td>
</tr>
<tr>
<td>September projection</td>
</tr>
<tr>
<td>Memo: Projected appropriate policy path</td>
</tr>
<tr>
<td>Federal funds rate</td>
</tr>
<tr>
<td>September projection</td>
</tr>
</tbody>
</table>
Unemployment

![Unemployment Graph]

Source: [http://data.bls.gov/cgi-bin/surveymost?bls](http://data.bls.gov/cgi-bin/surveymost?bls)

Inflation:

![Inflation Graph]

Inflation Rates by Month

Source: [http://data.bls.gov/cgi-bin/surveymost?bls](http://data.bls.gov/cgi-bin/surveymost?bls)
Average Inflation Rates by Year

Source: http://www.usinflationcalculator.com/inflation/current-inflation-rates/

Retail Trade & Food Services, ex Auto, US Total
Seasonally Adjusted Sales (Millions of $)

Investment Strategy:

It is the City and City Treasurer’s policy to invest funds in accordance with the Investment Policy and to meet all legal requirements regarding the safeguarding of funds.

In the past we maintained a higher cash balance at the bank in order to offset our bank fees since our Earnings Credit rate was higher than the LAIF rate. Now that the LAIF interest rate exceeds our Earnings Credit rate we have lowered our bank balance and invested more short term funds in LAIF. We will now pay bank fees but earn more interest income, and will continue to monitor our cash flow needs in order to determine which investments will maximize return while providing the proper level of liquidity.

The Liquidity Schedule provides an overview of when our current investments are due to mature. We will plan our future investments to coordinate with these maturities in order to ensure a liquidity balance to our portfolio. The Investments by Security Type schedule provides an additional breakdown of how our funds are presently allocated.

The Portfolio Summary for the month is included as an attachment to this report.

Additional Notes:

The City has funds of $1,093,337.55 which belong to the El Segundo Senior Citizens Housing Fund and is now shown as its own LAIF balance. There are also LAWA RSI (Los Angeles World Airports Residential Sound Insulation) funds of $10,609,087.08 included in the City’s LAIF balances. The applicable interest for these accounts is posted quarterly in the same manner as the regular City LAIF interest posting.

In October we deposited $5,000,000 into a Collateralized Bank Deposits account at Plaza Bank. This is a special account structure set up for Government funds and backed by a Federal Home Loan Bank of San Francisco Irrevocable Letter of Credit. The interest rate is above that of LAIF, and the funds, while intended for a 1 year deposit, are available if needed.
City of El Segundo  
Investment Advisory Committee  
Liquidity Schedule  
As of: December 31, 2016

<table>
<thead>
<tr>
<th>Item</th>
<th>Availability</th>
<th>Par Value</th>
<th>Cumulative Balances</th>
<th>% of Total Assets</th>
<th>% of Total Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in Bank</td>
<td>Immediate</td>
<td>10,458,743.76</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Union Bank - Trust Account</td>
<td>Immediate</td>
<td>10,146.53</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash in Bank - Total</td>
<td></td>
<td>$10,458,890.29</td>
<td>$10,458,890.29</td>
<td>13.90%</td>
<td>13.90%</td>
</tr>
<tr>
<td>L.A.I.F. (State of California)</td>
<td>LAIF Immediate</td>
<td>$11,726,517.31</td>
<td>$22,194,407.60</td>
<td>29.48%</td>
<td>15.57%</td>
</tr>
<tr>
<td></td>
<td>Cash Immediate</td>
<td>$22,194,407.60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L.A.I.F. - Senior Housing Fund</td>
<td>LAIF Immediate</td>
<td>1,093,337.55</td>
<td>$23,287,745.15</td>
<td>30.93%</td>
<td>14.09%</td>
</tr>
<tr>
<td>L.A.I.F. - LAWA (Restricted)</td>
<td>LAIF Immediate</td>
<td>10,609,087.08</td>
<td>$33,896,832.23</td>
<td>45.02%</td>
<td>14.09%</td>
</tr>
<tr>
<td>Plaza Bank CBD</td>
<td>5,000,000.00</td>
<td>$38,896,832.23</td>
<td></td>
<td>51.66%</td>
<td>6.64%</td>
</tr>
<tr>
<td><strong>Portfolio Investments:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt; 30 Days</td>
<td>$0.00</td>
<td>$38,896,832.23</td>
<td></td>
<td>51.66%</td>
<td>6.64%</td>
</tr>
<tr>
<td>31 to 90 Days</td>
<td>$500,000.00</td>
<td>$39,396,832.23</td>
<td></td>
<td>52.32%</td>
<td>0.66%</td>
</tr>
<tr>
<td>91 to 180 Days</td>
<td>$1,850,000.00</td>
<td>$41,246,832.23</td>
<td></td>
<td>54.78%</td>
<td>2.48%</td>
</tr>
<tr>
<td>181 to 365 Days</td>
<td>$8,153,000.00</td>
<td>$49,399,832.23</td>
<td></td>
<td>65.61%</td>
<td>10.83%</td>
</tr>
<tr>
<td>1 to 2 Years</td>
<td>$7,735,000.00</td>
<td>$57,134,832.23</td>
<td></td>
<td>75.88%</td>
<td>10.27%</td>
</tr>
<tr>
<td>2 to 3 Years</td>
<td>$6,850,000.00</td>
<td>$63,989,832.23</td>
<td></td>
<td>84.99%</td>
<td>9.10%</td>
</tr>
<tr>
<td>3 to 4 Years</td>
<td>$6,455,000.00</td>
<td>$70,444,832.23</td>
<td></td>
<td>93.58%</td>
<td>8.57%</td>
</tr>
<tr>
<td>4 to 5 Years</td>
<td>$4,850,000.00</td>
<td>$75,294,832.23</td>
<td></td>
<td>100.00%</td>
<td>6.44%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td>$53,109,424.63</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td>$75,294,832.23</td>
<td></td>
<td>100.00%</td>
<td></td>
</tr>
</tbody>
</table>

Investment Portfolio subtotal: $64,836,088.47

![Investments by Maturity Date](chart.png)
City of El Segundo  
Investment Advisory Committee  
Investments by Security Type  
As of: December 31, 2016

<table>
<thead>
<tr>
<th>Item</th>
<th>Availability</th>
<th>Market Value</th>
<th>Cumulative Balances</th>
<th>Cumulative % of Total Assets</th>
<th>% of Total Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in Bank</td>
<td>Immediate</td>
<td>10,468,890.29</td>
<td>$10,468,890.29</td>
<td>13.94%</td>
<td>13.94%</td>
</tr>
<tr>
<td>Union Bank - Trust Account</td>
<td>Immediate</td>
<td>10,146.53</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
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<tr>
<td></td>
<td>Cash Immediate</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>1.46%</td>
</tr>
<tr>
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<td>10,609,087.08</td>
<td>$33,896,832.23</td>
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</tr>
<tr>
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<td></td>
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<td>51.78%</td>
<td>6.66%</td>
</tr>
<tr>
<td>Portfolio Investments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD's</td>
<td></td>
<td>8,891,337.03</td>
<td>$47,788,169.26</td>
<td>63.61%</td>
<td>11.84%</td>
</tr>
<tr>
<td>Gov't Obligations</td>
<td></td>
<td>23,850,218.90</td>
<td>$71,638,388.16</td>
<td>95.36%</td>
<td>31.75%</td>
</tr>
<tr>
<td>Bonds</td>
<td></td>
<td>3,483,730.00</td>
<td>$75,122,118.16</td>
<td>100.00%</td>
<td>4.64%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td><strong>$52,927,710.56</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td><strong>$75,122,118.16</strong></td>
<td></td>
<td></td>
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Investment Portfolio subtotal: $64,663,374.40

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![Investments by Security Type Chart](chart.png)
AGENDA DESCRIPTION:

Consideration and possible action regarding approval of Environmental Assessment No. EA-1064 and Zone Text Amendment No. ZTA 14-01 to amend the development standards regarding two-story homes and second story additions in the City’s R-1, single-family residential zone; create new definitions and amend certain existing definitions contained in the El Segundo Municipal Code; and amend the parking requirements for single-family residences.

(Fiscal Impact: None with this action.)

The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code Regulations § 15301 as a Class 1 (existing facilities), § 15303 as a Class 3 (new construction or conversion of small structures), and § 15304 as a Class 4 (minor alteration to land) categorical exemptions.

RECOMMENDED COUNCIL ACTION:

1. Conduct a public hearing;
2. Take testimony and other evidence as presented;
3. Introduce an Ordinance (Zone Text Amendment No. ZTA 14-01) amending the development standards regarding two-story homes and second story additions in the City’s R-1, single-family residential zone, creating new definitions and amending certain existing definitions contained in the El Segundo Municipal Code, and amending the parking requirements for single-family residences;
4. Schedule second reading and adoption of the Ordinance for February 21, 2017;
5. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Proposed Ordinance (strike-out/underline version)
2. Planning Commission Resolution No. 2810

FISCAL IMPACT: None.

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

STRATEGIC PLAN:

Goal: Enhance customer service and engagement
Objective: City services are convenient, efficient and user-friendly for all residents and businesses.

PREPARED BY: Eduardo Schonborn, AICP, Principal Planner
REVIEWED BY: Gregg McClain, Planning Manager
Sam Lee, Planning and Building Safety Director
APPROVED BY: Greg Carpenter, City Manager
INTRODUCTION:

In 2016, the City Council directed Staff to prepare a zoning code amendment that would clean-up the R-1 Zone development standards and improve or eliminate the existing modulation requirements. An R-1 Subcommittee was formed which was tasked with exploring alternatives to the current modulation standards that regulate second stories in the R-1 zone, and to propose alternatives. The Subcommittee made its recommendations and the proposed amendments were reviewed by the Planning Commission on November 10, 2016 and January 12, 2017. At the January 12 meeting, the Planning Commission adopted a resolution recommending that the City Council approve the amendments, which include deleting the modulation requirements in ESMC §15-4A-6, and replacing them with a formula based on floor area ratio (FAR); increasing the allowable FAR; and a general cleanup of article 15-4A to eliminate redundancies and provide clarity.

BACKGROUND:

The City Council adopted Ordinance No. 1401 amending the development standards of the Single-Family Residential (R-1) Zone and other sections of the El Segundo Municipal Code in 2006. Generally, the amendments were intended to minimize bulk and mass of two-story homes, encourage architectural elements and features in accordance with the goals and policies of the City’s General Plan.

Most notable of the 2006 amendments was the inclusion of a new building wall modulation requirement along the sides of second stories, whereby a portion of the second story is required to be set back from the first story by a minimum of 4-feet and up to a maximum of 6-feet. The following standards and requirements were adopted and codified (ESMC Section 15-4A-6(D)(2), attached) to implement the modulation requirements for second stories:

"Side Yard: Structures must maintain a minimum setback on each side of the lot of ten percent (10%) of the width of the lot, but can never be less than three feet (3') and need not be more than six feet (6'). Side yard setbacks need not be more than five feet (5') for any single story additions, or for a second story addition that does not add more than five hundred (500) square feet to the existing structure. Side yard setbacks for new dwellings, second floor additions to dwellings, or additions to dwellings that add more than five hundred (500) square feet in area to the existing structure must comply with the following additional requirements if located on a lot greater than forty feet (40') wide:

a. Modulation of the second floor exterior perimeter walls must occur on the second floor of the dwelling that is equal to a minimum of fifteen percent (15%) of the building area (including garages and carports) on the ground floor, but not less than two hundred (200) square feet of area.

b. Modulation of the second floor exterior perimeter walls must occur on the side of the structure that faces the side yards.

c. The total area required to be modulated must be divided equally between both sides of the building facing the side yards.

d. Modulation must be a minimum of four feet (4') in depth and must be a maximum of six feet (6') in depth.

e. No additional modulation is required if the exterior walls of the second floor facing each side yard is set back an amount that is equal to the ten percent
(10%) of the lot width and an additional four feet (4') in depth.

f. If a portion of the second floor facing a side yard is set back an amount that is equal to ten percent (10%) of the lot width plus an additional four feet (4') to six feet (6') in depth, that portion may count towards the total required area of modulation as required in subsection D2a of this section.”

Since adoption of the 2006 amendments, the Staff consistently receives regular complaints from the public, developers and architects, about the modulation requirements. They express frustration and dissatisfaction with how to implement the regulations. Additionally, Staff is told that the modulation standards are confusing and onerous to property owners in that they lead to difficulties in designing and increased construction costs. In response, on April 5, 2016, the City Council directed Staff to prepare a zoning code amendment that will clean-up the R-1 zone standards and improve or eliminate the modulation requirements.

In accordance with the Council’s direction, on August 25, 2016, Staff took an item to the Planning Commission regarding modulation in the R-1 zone. At the meeting Staff presented various alternatives to the current modulation requirements, and sought public input and Planning Commission direction. Alternatives included: limiting the size of second floors; establishing a setback encroachment plane; requiring second stories to be set back from the first story facade; and, requiring additional setback from the property lines.

After discussing the alternatives presented to them, the Planning Commission felt that additional information was needed and that a subcommittee should be formed to study the matter and to present their recommendation to the Commission. With authorization and support from the City Council, the Planning Commission formed the R-1 Subcommittee comprised of seven members consisting of various community stakeholders, including a member from the Council, two members of the Planning Commission, local residents and architects. The subcommittee was tasked with exploring alternatives to the current modulation standards, and to propose alternatives to the standards or the language of the regulations contained in the zoning code.

DISCUSSION:

Based upon the Subcommittee’s recommendation, the Planning Commission suggests changes to the development standards that regulate lot coverage, structure size and setbacks for second stories, which the Commission believes achieves the desired goals and simplifies the process for residents, architects and developers.

Modulation and Structure Size:

The current zoning code requires modulation of the second floor along the side yards as illustrated above. The modulation requirements dictate the square footage of modulated areas and require that such modulated areas be equally distributed along the sides of second floors in an attempt to minimize bulk and mass of second floors. The current zoning code also regulates structure size by establishing a total gross floor area of 0.53 FAR. However, the proposed Zone Text Amendment removes the modulation requirements, increases the overall FAR to a maximum of 0.6, and limits second stories to 0.25 FAR.

Although FAR would increase to 0.6, it important to note that certain areas that are not currently calculated into FAR would now constitute floor area for purposes of FAR. For example, rotundas and spaces with high vaulted ceilings currently count towards the FAR calculation on one floor;
however, the amendments would specify that such areas would be counted on both the first and second stories for FAR calculation if the height is 14-feet or more. Further, the entire garage is currently exempt from the FAR calculation; however, the amendments would allow up to a 500 square foot exemption, with anything above that counting as floor area. One last example is that the amendments would include second floor balconies and decks that are covered into the FAR calculation. Thus, although FAR would increase, additional areas would now constitute FAR.

As part of increasing the overall FAR to a maximum of 0.6, second stories would be limited to 0.25 FAR. This will ensure that most second stories are smaller than the first story. Additionally, when designing a house, as the second story increases in area, the first floor would necessarily decrease to ensure that the overall FAR does not exceed 0.6. For example, should a second story be designed to the maximum FAR (0.25), the first floor would be limited to 0.35 (0.60 minus 0.25).

The Subcommittee, Planning Commission and Staff believe that limiting the size of a second floor through Floor Area Ratio (FAR) will produce similarly attractive houses, create a simpler process and allow architectural design flexibility while meeting the needs of homeowners. Further, this is a far superior alternative to the current modulation requirement as it simplifies the regulations, results in standards that are easier to understand and implement, and will result in designs that are very much in line with the intent and purpose that modulation was intended to achieve. In particular, the new regulations will result in smaller second floors than currently permitted, which will have a positive impact on light, shadows and air circulation.

Lot Coverage:

The proposed amendment removes the multiple lot coverage standards since they are not necessary for the purpose of regulating building size when FAR and setbacks are applied. Removal of the lot coverage regulations greatly simplifies the process without losing any degree of control.

Parking Requirements for Single-Family Residences:

During the Subcommittee’s meetings, there was discussion regarding the Code’s current requirement for an additional (third) garage parking space. The current zoning code requires two spaces for each unit and one additional space for dwelling units exceeding 3,000 square feet. The Subcommittee believed this to be stringent and burdensome, and felt that increasing the threshold is necessary since additional parking is typically available on the driveway in front of garages. Further, to accommodate a third space, garages are typically widened. This results in a negative impact, especially when the garage is at the front. In these cases, the garage becomes the focal point of a house; it practically eliminates opportunities for porches, verandas and other architectural elements that are of human-scale; over time it will change the character of the neighborhood; and significantly increases the bulk and massing of the first floor. Thus, for these reasons, the proposed code amendment includes increasing the threshold for requiring a third garage space from 3,000 square feet, to 3,500 square feet.

Definitions:

During the process of this code amendment, Staff reviewed the current definitions that apply to residential properties, uses, and structures, and found that certain definitions are ambiguous and difficult to follow. Further, there are also terms that are used throughout the code or in the proposed amendment that need a definition. Thus, definitions have been updated, modified or created as necessary.
ENVIRONMENTAL REVIEW:

The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) because it consists only of minor revisions and clarifications to existing zoning regulations and procedures related thereto and will not have the effect of substantially changing any regulatory standards or findings. The proposed Ordinance is an action that does not have the potential to cause significant effects on the environment, but rather will help reduce the impact of new construction in residential zone property on the environment. As such, the proposed Ordinance constitutes a Class 1 (existing facilities), Class 3 (new construction or conversion of small structures), and Class 4 (minor alteration to land) categorical exemptions.

RECOMMENDATION:

Planning Staff recommends that the Council:
1. Conduct a public hearing;
2. Take testimony and other evidence as presented;
3. Introduce an Ordinance (Zone Text Amendment No. ZTA 14-01) amending the development standards regarding two-story homes and second story additions in the City’s R-1, single-family residential zone, creating new definitions and amending certain existing definitions contained in the El Segundo Municipal Code, and amending the parking requirements for single-family residences; and,
ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 15 OF THE EL SEGUNDO MUNICIPAL CODE REGARDING REGULATIONS FOR PROPERTIES IN THE SINGLE-FAMILY RESIDENTIAL (R-1) ZONE, DEFINITIONS AND THE PARKING REQUIREMENTS FOR SINGLE-FAMILY RESIDENCES.

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

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

A. On April 5, 2016, the City Council directed Staff to prepare a Zoning Code Amendment that would clean up the R-1 Zone development standards and improve/eliminate modulation requirements for the Planning Commission’s and City Council’s consideration;

B. On September 22, 2016, the Planning Commission formed the R1 Modulation Subcommittee comprised of seven members, including members from the Council, Planning Commission, local residents and architects. The subcommittee was tasked with exploring alternatives to the current modulation standards that regulate second stories in the R1, Single-Family residential zone, and to propose alternatives to the concept or the language of the regulations contained in the City’s Zoning Code.

C. The R1 Subcommittee formulated draft regulations to address second story residential structures.

D. On November 10, 2016, the Planning Commission conducted a public forum to review the Subcommittee’s draft development standards for two-story homes and second story additions in the R1 zone, and provide staff with feedback on the draft regulations.

E. 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);

F. On January 12, 2017, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed amendments, including, without limitation, information provided to the Planning Commission by City staff and public testimony;

G. On January 12, 2017, the Planning Commission adopted Resolution No. 2810 recommending the City Council approve Environmental Assessment No. EA-1064 and Zone Text Amendment No. ZTA 14-01;
J. On February 7, 2017, the City Council held a public hearing and considered the information provided by City staff and public testimony regarding this Ordinance; and

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 February 7, 2017 hearing and the staff report submitted by the Planning and Building Safety Department.

SECTION 2: Environmental Assessment. Pursuant to the provisions of the California Environmental Quality Act, Public Resources Code Sections 21000 et. seq. ("CEQA"), the State's CEQA Guidelines, California Code of Regulation, Title 14, Section 15000 et. seq., and the City's Local CEQA Guidelines, the proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15301 because it consists only of minor revisions and clarifications to existing zoning regulations and procedures related thereto and will not have the effect of substantially changing any regulatory standards or findings required therefor. The proposed Ordinance is an action that does not have the potential to cause significant effects on the environment, but rather will help reduce the impact of new construction in residential zone property on the environment. Accordingly, the proposed Ordinance constitutes a Class 1 (existing facilities), Class 3 (new construction or conversion of small structures), and Class 4 (minor alteration to land) categorical exemptions. In addition, this ordinance constitutes a component of the ESMC which the Planning Commission determined to be consistent with the General Plan FEIR. Further, any environmental impacts associated with this ordinance are adequately addressed in the General Plan FEIR. Consequently, no further environmental review is required.

SECTION 3: Factual Findings and Conclusions. The City Council finds, without limitation, that the proposed ordinance to amend ESMC §15-4A regulating the single-family residential (R-1) zone would result in the following:

A. The proposed amendment to the ESMC modifies ESMC Chapters 15-4A regulating Single-Family Residential (R-1) Zone Site Development Standards; 15-1 Definitions; and 15-15-6A, parking requirements for single-family residences.

B. The General Plan Land Use designation for the affected properties in the Single-Family Residential (R-1) Zone is Single-Family Residential.

C. It replaces an inaccurate setback diagram for parcels 25 feet or less in width.

D. Deletes the modulation requirements, and deletes the building wall modulation using architectural features requirements for lots 40-feet wide or wider.

E. Creates a maximum floor area ratio (FAR) for lots 40-feet wide or wider, with standards that include a maximum FAR, limits the size of second stories, and defines the areas that constitute floor area in on R1 zoned properties.
F. It deletes redundant language by expressing numbers as digits, rather than a combination of using digits and writing out the number in words.

G. It increases the threshold for requiring a 3rd parking space, from 3,000 square feet of floor area to 3,500 square feet of floor area.

H. It updates certain existing definitions, and creates new definitions for residential areas, features, structures or improvements found in the R1 zone standards.

I. The proposed amendment to the ESMC that modifies Chapters 15-4A regulating Single-Family Residential (R-1) Zone Site Development Standards; 15-1 Definitions; and 15-15-6A parking requirements for single-family residential relate only to the new construction of a single-family residence in the City's R-1 Zone, an urbanized area; alterations and additions to existing residential structures in the R-1 Zone that involve negligible expansion of an existing use; repair and maintenance of existing residential structures in the City's R-1 Zone that involve no expansion beyond what is permitted in the R-1 Zone; and new construction of accessory structures including garages, carports and patios in the City's R-1 Zone.

**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 amendment conforms with the Land Use Element Goals, Objectives and Policies. Specifically, the amendment is consistent with Goal LU1, Objective LU1-1, Goal LU3, in that the amendment as a comprehensive whole create polices, design standards, and helps create a sense of place for the entire City; preserves and maintains the City's low-medium density residential nature, with low building height profile and character, and minimum development standards; adopting the amendment ensures the preservation, protection and extension of existing single-family residential uses; and promotes the health, safety, and wellbeing of the people of El Segundo by adopting standards for the proper balance, relationship, and distribution of the residential land uses at all times in accordance with applicable law.

B. The proposed text amendment to the Single-Family (R-1) Zone Site Development Standards, Definitions, Open Space Encroachments and Off-Street Parking Requirements conforms with the General Plan. The proposed changes do not modify or increase the maximum density of dwelling units per acre currently allowed in the Single-Family Residential Land Use designation. As a result, the proposed Zone Text Amendment conforms to the Land Use Element of the General Plan.

C. The amendment conforms to the Land Use Element Goals, Objectives and Policies. Specifically, the amendment is consistent with Goal LU1 and Objectives LU1-1 and LU3-2, in that the minor code changes make corrections to existing exhibits and code language and clarifies the Single-Family Residential (R-1) Zone.
regulations. The R-1 Zone establishes comprehensive regulations to preserve and maintain the City's low-medium density residential nature, with low building height profile and character. Large portions of the City are zoned R-1 and maintaining the character of these areas is essential to the continuation of El Segundo’s “small town” atmosphere.

D. The text amendment complies with Objective LU 1-5.6 in that the changes to the existing language to clarify and update regulations and correct errors in the R-1 regulations will make it easier for projects to demonstrate consistency with the City’s Zoning Ordinance.

E. The text amendment is consistent with the Single-Family (R-1) Residential Land Use designation in that the proposed changes do not modify or increase the maximum density of dwelling units per acre currently allowed by the R-1 designation.

SECTION 5: Zone Text Amendment Findings. In accordance with ESMC § 15-4A and based on the findings set forth in Section 3, 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 facilitate the development process and ensure the orderly development of single-family residences since the proposed amendment corrects errors and clarifies the standards contained in the zoning regulations for the Single-Family (R-1) Residential Zone.

SECTION 6: El Segundo Municipal Code (ESMC) §15-1-6 “Definitions” is amended to add, amend or delete the follow definitions (strikethrough is language deleted, and underlined is language added):

"15-1-6: DEFINITIONS:

* * * *

ACCESSORY: A building, part of a building or structure, or use which is subordinate to, and the use of which is incidental to, that of the main building, structure or use on the same lot.

ACCESSORY BUILDING OR STRUCTURE: A building or structure that is physically detached from, on the same lot as, and incidental and subordinate to the principal building or structure. “Accessory building or structure” includes, but is not limited to, accessory dwelling units, garages, gazebos, greenhouses, playhouses, storage and tool sheds, and workshops.
ACCESSORY USE: A use of a portion of land or building that is customarily and clearly incidental and subordinate to the principal use of the land or building, is located on the same lot as the principal use and is dependent upon the principal use for the majority of its utilization or activity. Accessory uses typically are very small in proportion to the principal use.

* * * *

ATTACHED: Having a wall or roof in common with another structure, when referring to dwelling units or garages.

ATTIC: The space area located between the ceiling joists of the top floor or story and the roof of a building. An attic may not be used as habitable space.

* * * *

BALCONY: A covered or uncovered platform that can be used as a walking surface, projecting outward from the vertical surface/face of a building or structure, and which is directly accessible from floor area located on the same level as the balcony.

BASEMENT: Any floor level below the first story in a building that is more than 4-feet below “grade” for more than 50-percent of the total perimeter, or is more than 8-feet below “grade” at any point, except that a floor level in a building having only one floor level shall be classified as a basement unless such floor level qualifies as a “first story” as defined herein.
One Story and Basement Building

* * *

BUILDING AREA: See "Floor Area (Gross)".

* * *

CEILING: The upper interior surface of a room, opposite and directly above, the finish floor or walking surface.

* * *

DECK: An outdoor open, unroofed porch or platform that can be used as a walking surface and outdoor gathering/activity area, typically extending outward from a house, structure, or other building.

* * *

DETACHED: Not having a wall or roof in common with another structure, when referring to dwelling units or garages.

* * *

DWELLING: Any building or portion thereof which contains not more than two (2) dwelling units.

DWELLING UNIT, ACCESSORY: An attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family dwelling is situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit, as defined in Section 17958.1 of Health and Safety Code.
(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

DWELLING, MULTIPLE-FAMILY: A building or portion of a building containing three or more dwelling units, thereof designed or arranged for occupancy by three (3) or more households, families living independently in which they may or may not share common entrances and/or other spaces. Individual dwelling units may be owned as condominiums, or offered for rent.

DWELLING, PRIMARY (or MAIN STRUCTURE): The principal dwelling on a residential lot, which existed prior to the establishment of a secondary ("second unit") or accessory dwelling unit.

DWELLING, SINGLE-FAMILY: A building containing no more than one dwelling unit, detached dwelling unit with only one kitchen, designed for occupancy by not more than one household, one family. This definition shall also apply to one-family dwellings.

DWELLING, TWO-FAMILY: A building containing no more than two dwelling units, designed or arranged for occupancy by two households (2) families living independently, the structure having only two (2) dwelling units.

DWELLING UNIT: Any building or portion thereof that is used as a complete, independent living facility for one or more persons containing permanent provisions for living, sleeping, eating, cooking, and sanitation, as required by the California Building Code which, containing living facilities, including provisions for sleeping, eating, cooking and sanitation, as required by the building code, for not more than one family.

EAVE: The overhanging lower edge of a roof plane that extends up to 18-inches beyond the facade of a wall attached to said roof plane.

* * * *

FLOOR: The approximately horizontal, level base surface structure of a room.

FLOOR AREA-(GROSS): The total horizontal area on all floors, stories or levels, as measured to the interior of a building's perimeter walls, included within the surrounding exterior walls of a building or portion thereof, including all floors, stories or levels of the primary dwelling, attached and detached accessory dwelling units, habitable attic space, and accessory buildings. See Section 15-4A-6.F for additional details when calculating "floor area", exclusive of garages, vent shafts and courts. The floor area of a building, or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above.
FLOOR AREA (NET): The total horizontal area of all floors, stories or levels, as measured to the interior of a building's perimeter walls, not included within the exterior surrounding walls of a building or structure. The total space devoted to high or medium bay labs, in the M-1 zone only, may be multiplied by a factor of 0.5 to determine the net floor area. Space devoted to the following shall not be included when determining the total net floor area within a building or structure:

A. Elevator shafts.

B. Stairwells and stairway enclosures.

C. Courts or atriums uncovered and open to the sky.

D. Rooms exclusively holding building operating equipment.

E. Parking spaces at or above grade and access thereto; provided, that in commercial and manufacturing zones:
   1. Not less than the front 50 percent (50%) of the ground floor is devoted to commercial/manufacturing use; and
   2. At least one full level of parking below grade is provided.

F. Structures devoted exclusively to parking.

G. Restrooms in common areas of nonresidential buildings.

In the M-1 Zone only, the total space devoted to high or medium bay labs may be multiplied by a factor of 0.5 to determine the net floor area.

FLOOR AREA RATIO: The floor area or net floor area of all buildings on a lot, divided by the lot area.
HABITABLE AREA: As defined by the California Building Code.

PORCH: A covered platform that is an exterior appendage to a building, usually having a separate roof from the building, that may have railings and/or supporting columns, which forms forming a covered approach entrance or vestibule to a doorway. The covering may have a separate roof from the building, and may have railings and/or supporting columns. (Sometimes referred to as a "Veranda").

ROTUNDA: A round, domed feature, building or portion thereof containing high interior vertical space between the floor and ceiling above.

STORY: That portion of building included between the surface of any floor and the surface of the next floor above it; or, if there is no floor above, then the space between such floor and the ceiling above, upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor level directly above a usable or unused underfloor space is more than 6-feet six-feet (6') above "grade" as defined herein for more than 50-percent fifty-percent (50%) of the total perimeter, or is more than 12-feet twelve-feet (12') above "grade" as defined herein at any point, such usable or unused underfloor space shall be considered as a "story".
Two Story Building

STORY, FIRST: The lowest story in a building which qualifies as a "story", as defined herein, except that a floor level in a building having only one floor level, said floor level shall be classified as the a first story, provided such floor level is not more than four feet (4') below "grade", as defined herein, for more than fifty percent (50%) of the total perimeter, or not more than eight feet (8') below "grade", as defined herein, at any point.

* * *

TRELLIS: A system of horizontal latticework supported on posts, designed to support growing vines and plants, or to provide partial shade for outdoor gathering/activity areas. (Also referred to as a "Pergola").

* * *

VERANDA: A large, open porch, usually roofed and partly enclosed as by a railing, which extends often extending across the front and sides of a house.

* * *

SECTION 7: ESMC §15-4A-2 "Permitted Uses" is amended to read as follows (strikethrough is language deleted, and underlined is language added):

"15-4A-2: PERMITTED USES:

Only the following uses and developments may be conducted or constructed. The following uses are permitted in the R-1 zone:
A. Single-family dwellings; provided, that where a dwelling containing seven hundred (700) square feet or less exists on the rear portion of the lot and was placed thereon prior to, or for which a building permit was issued prior to December 26, 1947, in conformance to the requirements of ordinance 293 of the city, a second one-family dwelling may be erected on the front portion of the lot, whereupon the dwelling on the rear portion of the lot shall assume the status of a nonconforming use as defined herein, but may be expanded to a maximum of seven-hundred (700) square feet.

B. Parks, playgrounds, recreational areas (publicly owned and operated) but excluding ballparks, bleachers, swimming pools or other types of facilities where racing or contests are conducted or public amusement devices are for hire.

C. The renting of not more than two (2) rooms to not more than four (4) persons per dwelling unit.

D. The keeping of animals and pets in accordance with title 6, chapter 2 of this code.

E. A state authorized, certified or licensed family care home, foster family home, or group home serving six (6) or fewer children.

F. A state authorized, certified or licensed residential facility, residential care facility, residential care facility for the elderly, intermediate care facility, developmentally disabled habilitative or nursing, or congregate living health facility, serving six (6) or fewer persons.

G. Home occupations.

H. Small family daycare homes.

I. Large family daycare homes pursuant to section 15-4A-4 of this article.

J. Second dwelling unit, when the side lot line forms a common boundary with a lot or lots zoned for R-3, P, C-RS, C-2, C-3, CO, or MU. In no case shall the property used for the second dwelling unit consist of more than one lot nor be more than fifty feet (50') in width. (Ord. 1245, 2-6-1996; amd. Ord. 1381, 2-15-2005)

J.K. One mobile or manufactured home subject to the following:

1. The mobile or manufactured home shall not be permitted unless it has been certified pursuant to the national manufactured housing construction and safety standards act of 1974, and has not been altered in violation of applicable codes; and

2. The mobile or manufactured home must be installed on a permanent foundation in compliance with all applicable building regulations and division 13,
part 2 (commencing with section 18000) of the California Health and Safety Code.

**K.L.** Other similar uses approved by the director of community, economic and development services **Director**, as provided by chapter 22 of this title.”

**SECTION 8:** ESMC §15-4A-3 “Permitted Accessory Uses” is amended to read as follows (strikethrough is language deleted, and **underlined** is language added):

**“15-4A-3: PERMITTED ACCESSORY USES:**

A. Any use customarily incidental to a permitted use.

B. Detached accessory buildings and structures, including private garages.

C. Play **structures houses**.

D. **Accessory dwelling unit,** pursuant to Article 15-4E (Accessory Dwelling Units) of this title.

E. Other similar uses approved by the director of community, economic and development services **Director**, as provided by chapter 22 of this title.”

**SECTION 9:** ESMC §15-4A-4 “Large Family Daycare Facilities” is amended to read as follows (strikethrough is language deleted, and **underlined** is language added):

**“15-4A-4: LARGE FAMILY DAYCARE FACILITIES:**

All large family daycare facilities must comply with the following provisions for a large family daycare permit:

A. **Apply For Permit Application:** Applications for large family daycare permits shall **must be** submitted to the director of community, economic and development services, **Director** by a property owner or an applicant with the consent of the owner(s).

B. **Notice To Adjacent Property Owners:** At least ten (10) days prior to the date on which the director of community, economic and development services **Director** will make a decision on the application, the department of community, economic and development services Planning and Building Safety shall give written notice of the proposed use by mail or delivery to all owners shown on the last equalized assessment roll as owning real property, and all residents within a 500 five hundred foot (500') radius of the exterior boundaries of the proposed facility, the owner of the subject property and the project applicant.
C. Request For Hearing: No public hearing shall will be held before a decision is made on the application unless a hearing before the planning commission is requested by the applicant or a property owner or resident within the 500 five hundred foot (500') notification radius. If a hearing is requested, it shall be provided in accordance with section 15-27-5 of this title, except, both the owners and all residents within a 500 five hundred foot (500') radius are required to be notified of the hearing. The applicant shall be is required to pay an additional fee for the cost of the hearing.

D. Findings: Before a large family daycare permit may be granted, the director of community, economic and development services Director or planning commission shall must make the following findings that the proposed facility:

1. Provides one off street parking space for each employee who drives to the facility and who requires a parking space.

2. Provides drop off facilities as necessary to avoid interference with traffic and to promote the safety of children.

3. Is not located within three hundred (300) linear feet of an existing large family daycare facility; provided, however, that the director of community, economic and development services Director or planning commission shall disregard this requirement where the applicant can demonstrate that:
   a. The existing large family daycare facility is operating at full capacity; or
   b. The proposed facility meets the need for a particular service not provided by the existing large family daycare facility.

4. Complies with the noise element of the city's general plan.

5. Has been or will be licensed for such use by the state.

6. Complies with all state fire marshal requirements for large family daycare facilities, and with all local building and fire codes which apply to single-family residences.

E. Appeal: The decision of the director of community, economic and development services Director may be appealed to the planning commission, and shall be processed as provided by chapter 25 of this title."

SECTION 10: ESMC §15-4A-5 "Uses Subject to Conditional Use Permit" is amended to read as follows (strikethrough is language deleted, and underlined is language added):

"15-4A-5: USES SUBJECT TO CONDITIONAL USE PERMIT:

The following uses are permitted, shall be allowed subject to obtaining a conditional use permit, as provided by chapter 23 of this title."
A. Mobile home parks, subject to all applicable building regulations and division 13, part 2 (commencing with section 18000) of the California Health and Safety Code. 
B. Other similar uses approved by the director of community, economic and development services Director, as provided by chapter 22 of this title.

SECTION 11: ESMC §15-4A-6 “Site Development Standards for Lots Wider than Twenty Five Feet” is amended to read as follows (strikethrough is language deleted, and underlined is language added):

"15-4A-6: SITE DEVELOPMENT STANDARDS FOR LOTS WIDER THAN TWENTY FIVE FEET:

All uses on lots that are wider than 25 twenty-five feet (25') within the R-1 zone must comply with the development standards contained in this section.

A. General Provisions:

1. As provided by chapter 2 of this title.

2. New dwelling units must be internally integrated and connected.

3. An addition to, or extension of, a dwelling unit, except a garage or an accessory dwelling unit, must share a common wall and be internally integrated and connected to the existing dwelling unit.

B. Height: The height of all buildings must not exceed 26 feet and 2 stories. Dwelling units cannot exceed twenty-six feet (26') and two (2) stories, except as provided in subsection H of this section. The height of all other one-story buildings and detached accessory structures, including detached garages, cannot exceed fourteen feet (14').

![Diagram of dwelling unit and accessory structure showing height limitations.]

The height of all other two-story buildings and detached accessory structures, including detached garages, cannot must not exceed the height of the primary dwelling.
Height shall be measured from the finish grade or natural grade adjacent to the building or structure, whichever is lower.

C. Lot Area: A minimum of five thousand (5,000) square feet.

D. Setbacks:

1. Front and Rear Yards: The combined total of setbacks for the front and rear yards must be at least 30 thirty feet (30'), with no front yard setback less than 22 twenty-two feet (22') and no rear yard setback less than 5 five feet (5'). Front yard setbacks for two (2)-car and three (3)-car garages located in the front half of a lot must comply with the standards contained as described in the placement of buildings and structures requirements in subsection G of this section.

a. Permitted Front Yard Setback Encroachments:

   (1) Porches or verandas in a front yard setback not fully enclosed on three (3) sides (railings and/or columns permitted) may encroach into the front setback a maximum of 6 six feet (6') in depth;

   (2) The first floor front yard setback facing exterior wall of a dwelling may encroach up to 2 two feet (2') for a width not exceeding 30 thirty feet (30') when a first floor porch or veranda, not fully enclosed on three (3) sides, is also projecting into the front yard setback. The total amount of encroachment may not exceed 6 six feet (6') in depth combined for both the dwelling structure and a porch or veranda, for a maximum 50-fifty percent (50%) of the building width not to exceed 30 thirty feet (30');

   (3) Courtyards (with walls not exceeding 42 inches in height) may encroach into the front yard setback a maximum of 6 six feet (6') and 50-fifty percent (50%) of the building width not to exceed 20 twenty feet (20');

   (4) Raised decks not greater than 24 twenty-four inches (24") above adjacent grade constructed in conjunction with a lattice deck cover not greater than 10 ten feet (10') above adjacent grade may encroach into
the front yard setback a maximum of 6 six feet (6') in depth and 50 fifty percent (50%) of the building width not to exceed 20 twenty feet (20');

(5) Lattice patio covers not greater than 10 ten feet (10') above adjacent grade may encroach into the front yard setback a maximum of 6 six feet (6') in depth and 50 fifty percent (50%) of the building width not to exceed 20 twenty feet (20');

(6) Architectural elements such as towers or turrets not greater than 8 eight feet (8') in diameter may encroach into the front setback a maximum of 4 four feet (4');

(7) Pergolas not greater than 10 ten feet (10') in overall height (as measured from lowest grade adjacent to the pergola, to the highest point of the pergola) that are attached to the dwelling may encroach into the front setback a maximum of 6 six feet (6') in depth and 50 fifty percent (50%) of the width not to exceed 20 twenty feet (20') in width;

(8) An arbor or trellis, not exceeding 8 eight feet (8') in overall height (as measured from lowest grade adjacent to the arbor or trellis), to the highest point of the arbor or trellis and 8 eight feet (8') in width may encroach into the front yard setback.

2. Side Yard: Structures must maintain a minimum setback on each side of the lot of 10 ten percent (10%) of the width of the lot, but can never be less than 3 three feet (3') and need not be more than 6 six feet (6'). Side yard setbacks need not be more than five feet (5') for any single-story additions, or for a second story addition that does not add more than five hundred (500) square feet to the existing structure. Side yard setbacks for new dwellings, second floor additions to dwellings, or additions to dwellings that add more than five hundred (500) square feet in area to the existing structure must comply with the following additional requirements if located on a lot greater than forty feet (40') wide.

a. Modulation of the second floor exterior perimeter walls must occur on the second floor of the dwelling that is equal to a minimum of fifteen percent (15%) of the gross building area (including garages and carports) on the ground floor, but not less than two hundred (200) square feet of area.

b. Modulation of the second floor exterior perimeter walls must occur on the side of the structure that faces the side yards.

c. The total area required to be modulated must be divided equally between both sides of the building facing the side yards.

d. Modulation must be a minimum of four feet (4') in depth and must be a maximum of six feet (6') in depth.
e. No additional modulation is required if the exterior walls of the second floor facing each side yard is set back an amount that is equal to the ten percent (10%) of the lot width and an additional four feet (4') in depth.

f. If a portion of the second floor facing a side yard is set back an amount that is equal to ten percent (10%) of the lot width plus an additional four feet (4') to six feet (6') in depth, that portion may count towards the total required area of modulation as required in subsection D2a(1) of this section.

3. Setbacks for Detached Accessory Structures:

a) Detached accessory structures, including garages, must maintain a minimum setback on each side of the lot of 10-tent percent (10%) of the width of the lot, but may not be less than 3 three feet (3') and need not be more than 6 six feet (6') on the first floor.

b) The second floor of a detached accessory structure, including garages, must maintain a minimum setback on each side of the lot of 10-tent percent (10%) of the width of the lot plus an additional setback of 2 two feet (2'), but may not be less than 5 five feet (5') and need not be more than 8 eight feet (8') on the second floor.

c) Detached accessory structures, including garages, that are only one story in height and are located in the rear one-third (1/3) of the lot, must maintain a minimum side setback of 2 two feet (2').

d) Detached accessory structures that are 2 two (2) stories high, and located in the rear one-third (1/3) of the lot, must maintain a minimum side setback of 2 two feet (2') on the first floor and a minimum 5 five feet (5') on the second floor. Attached garages on twenty-five feet (25') wide lots only, located on the rear one-third (1/3) of the lot, are allowed zero setback on one interior side lot line.

e) Detached accessory structures must maintain a minimum setback of 3 feet from the rear property line on the first floor and must maintain a minimum setback of 5 feet from the rear property line on the second floor.

f) Rooftop decks with required guardrailings are permitted on either single-story accessory structures and on top of the single-story portions of two-story accessory structures. Rooftop decks are not permitted on top of two-story accessory structures. Rooftop decks must maintain a minimum setback on each side of the lot of 10 ten percent (10%) of the width of the lot, plus an additional setback of 2 two feet (2') but can never be less than 5 five feet, (5') as measured from the property line to the required railing of the rooftop deck.

4. Side Yard, Reversed Corner: Reversed corner lots must have the following side yard with a triangular area described as follows: One angle must be formed by
the rear and street side property lines, and the sides of this angle must be 15 fifteen feet (15') in length, measured along the rear and street side property lines. The third side of this triangle must be a straight line connecting the two-(2) other lines at their endpoints. This triangular side yard setback area is in addition to the other side yard setback requirements described in subsection D2 of this section.

5. Rear Yard: Structures must maintain a minimum setback of 5 five feet (5') on the first and second floors. Detached accessory structures must maintain a minimum setback of three feet (3') from the rear property line on the first floor and must maintain a minimum setback of five feet (5') from the rear property line on the second floor.

6. Exceptions: Notwithstanding the provisions of this subsection D, the west side yard of 618 W. Oak Avenue, more particularly described as the north 142.5 feet of the south 285 feet of the east 50.265 feet of Lot 14, Block 9, Tract No. 1685, commencing 63 feet south of the front lot line and continuing south a distance of 30 feet, must be 3 three inches (3") in width so long as that certain structure located along that 30 thirty foot (30') distance which existed on January 11, 1973, remains in existence. Upon the removal or destruction of said building, this property is no longer exempt from this subsection D.

Notwithstanding the provisions of this subsection D, the south side yard of 724 Penn Street, more particularly described as the north 55 feet of the north 110 feet of Lot 8, Block 92, El Segundo Sheet No. 4, commencing 84 feet east of the front lot line and continuing east a distance of 20 feet, must be 3 three feet (3') in width so long as that certain structure located along that 20 twenty foot (20') distance which existed on January 11, 1973, remains in existence. Upon
the removal or destruction of said building, this property is no longer exempt from this subsection D.

E. Lot Width: Every lot created after the effective date hereof must maintain a width of not less than 50 fifty feet (50') at the rear line of the required front yard setback line. However, any lot or parcel of land of record on May 14, 1954, having a street frontage not exceeding 200 two hundred feet (200'), may be subdivided into two (2) or more parcels having a width of not less than the average width of the narrowest 20 twenty percent (20%) of the lots fronting on its block. The "block" is defined as the area on both sides of the street between the nearest intersecting streets. Each parcel must have an area of not less than five thousand (5,000) square feet.

F. **Floor Area Ratio: Building Area:** No minimum requirement. The total gross floor area of all buildings, as defined in section 15-1-6 of this title, on any parcel or lot forty feet (40') or wider in width cannot exceed the total square footage of the parcel or lot area multiplied by 0.53, thereby giving a floor area ratio of 0.53 to one (0.53:1). The floor area ratio requirement would exclude square footage of second dwelling units and basements where at least 80 eighty percent (80%) of the exterior perimeter walls of the second dwelling unit or basements are fully below natural grade.

1. The maximum total building area on the lot shall not exceed an overall Floor Area Ratio (FAR) of 0.60. There is no minimum building size.

2. The maximum FAR for the second floor of the primary structure shall not exceed 0.25.

3. In calculating the overall FAR, floor area is measured to the interior of a building’s perimeter walls and shall include all floors of the primary dwelling (i.e., main structure), attached and detached accessory dwelling units, habitable attic space, accessory buildings, and balconies, decks, verandas and porches.

4. Areas where the vertical measurement between the floor and ceiling directly above is 14-feet or more shall be counted on both the first and second stories for FAR calculations (areas such as rotundas, spaces with vaulted ceilings, and other similar areas with volume).

5. Stairs and elevators are counted once and are applied to the first floor.

6. For purposes of calculating floor area, the following are not included:

   a. Basements as defined in Section 15-1-6;

   b. Up to 500 square feet of interior floor area of an attached or detached garage;
c. Detached accessory structures measuring not more than 120 square feet;
d. Up to 500 square feet cumulative of first floor decks, verandas and porches, covered or uncovered, attached or detached, and not more than 4 feet in height (as measured from adjacent grade to the walking surface), provided that the deck, veranda or porch is at least 50 percent open on the sides.
e. Second floor balconies and decks that are not covered.
f. Up to 12 square feet of second floor decks and balconies that are covered by roof, lattice or trellis.
g. The area of decks, balconies, verandas or porches covered by eave projections up to 18 inches

7. In cases of uncertainty or ambiguity, the Director will determine whether an area is counted toward FAR.

G. Placement Of Buildings and Structures:

1. The minimum distance of 3 feet must be maintained between buildings is regulated by the California Building Code.

2. A detached single-story accessory structure in the rear one-third (\(\frac{1}{3}\)) of the lot may be located as described in the requirements for setbacks in subsection D of this section, unless one of the following conditions exists:

   a. Where the lot abuts rear upon an alley and the vehicular entrance to the detached accessory structure is from the alley, such detached accessory structure must be set back a distance measured from the opposite side of the alley that will provide a turning radius as follows:

   - 90 degrees - 25 feet
   - 75 degrees - 21 feet
   - 60 degrees - 18 feet
   - 45 degrees - 15 feet

   b. On the rear third of a reversed corner lot a single-story detached accessory structure may be built to the interior lot side line, but no building may be erected closer than five feet (5') to the property line of any abutting lot to the rear. However, if an alley intervenes and the vehicular entrance to the detached accessory building is directly from the street side, a detached accessory building may be built to the rear lot line.

3. A garage that is attached to a dwelling that is located in the front half of the lot facing the front property line must be set back a minimum of twenty-four feet (24') from the front property line unless the building has a porch, veranda,
courtyard or deck at least 8 eight feet (8') in width by 4 four feet (4') in depth, then a minimum front setback of 22 twenty-two feet (22') is permitted.

4. An attached three-(3-) car garage located in the front half of the lot that faces the front property line where one of the stalls is not tandem, must have at least two-(2) individual car door openings. The following garage designs are encouraged) car garages located on the front of a dwelling face toward the side property lines.

a. Three-(3-) car garages constructed as attached or detached structures at the rear of a lot.

b. Tandem parking for parking provided in excess of a two-(2-) car garage.

c. Attached three-(3-) car garages located on the front of a dwelling face toward the side property lines.

5. Accessory outdoor showers attached to a building wall are permitted, but cannot not encroach in a required setback and cannot be roofed. They may be enclosed with walls on three-(3) sides and a shower door on one side.

H. Lot Coverage: All buildings greater than eighteen feet (18') in height, including detached accessory buildings, cannot cover more than thirty-five percent (35%) of the lot area. This coverage may be increased to sixty percent (60%) if all buildings on the lot are single story and do not exceed eighteen feet (18') in height. If the buildings located on the lot are a combination of one and two (2) stories, where sixty percent (60%) of the total building area does not exceed eighteen feet (18') in height, the lot coverage must not be more than forty-three percent (43%). Properties that are permitted to have a second dwelling unit cannot cover more than forty percent (40%) of the lot area if there are buildings over eighteen feet (18') in height on the lot. Properties that are permitted to have a second dwelling unit cannot cover more than forty-seven percent (47%) of the lot area if all buildings on the lot do not exceed eighteen feet (18') in height. Covered porches and eaves do not count toward lot coverage.
H.J. Detached Accessory Buildings, not including detached accessory dwelling units as defined in Section 15-1-6:

1. Any detached accessory building or combination of accessory buildings, except the garage, may not be larger in gross floor area than six hundred (600) square feet;

2. Detached accessory buildings are limited to two (2) stories, and may include an attic, which may be used for storage purposes only, provided that access to the attic is not from permanently fixed stairs (pull down type stairs are permitted), no plumbing is permitted, and electrical fixtures are limited to the minimum required by the California Building Code (CBC) and national California Electrical Code (NEC);
3. Unless permitted as an accessory dwelling unit, detached accessory buildings may not contain a kitchen or kitchen facilities, a bathtub or shower and cannot be used for sleeping purposes or as an "R" occupancy, as defined by the California Building Code (CBC), except that they may contain a sink and a toilet;

4. Detached accessory buildings may not be rented or used as a separate dwelling unit; and,

5. Before the city issues a building permit for a detached accessory structure, except a garage, the Director of Planning and Building Safety will require that a covenant running with the land must be recorded stating that the accessory structure may not be used as a dwelling unit or used in violation of this section."

SECTION 12: ESMC §15-4A-6-1 "Site Development Standards for Lots twenty Five Feet Wide or Less" is amended to read as follows (strikethrough is language deleted, and underlined is language added):

"15-4A-6-1: SITE DEVELOPMENT STANDARDS FOR LOTS TWENTY FIVE FEET WIDE OR LESS:

All uses on lots twenty-five feet (25') wide or less within the R-1 zone must comply with the development standards contained in this section.

A. General Provisions:

1. As provided by chapter 2 of this title.

2. New dwelling units must be internally integrated and connected.

3. An addition to, or extension of, a dwelling unit, except a garage or an accessory dwelling unit, must share a common wall and be internally integrated and connected to the existing dwelling unit.

B. Height: The height of all dwelling units may not exceed twenty-six feet (26') and two (2) stories, except as provided in subsection H of this section. The height of all other buildings and detached accessory structures, including detached garages, may not exceed fourteen feet (14').
Height shall be measured from the finish grade or natural grade adjacent to the building or structure, whichever is lower.

C. Lot Area: A minimum of five-thousand (5,000) square feet.

D. Setbacks:

1. Front And Rear Yard: The combined total of setbacks for the front and rear yard must be at least 30 thirty feet (30'), with no front yard setback less than 22 twenty-two feet (22') and no rear yard setback less than 5 five feet (5').

2. Side Yard: Structures must maintain a minimum setback on each side of the lot of 10 ten percent (10%) of the width of the lot, but can never be less than three feet (3') and need not be more than 5 five feet (5').

3. Detached Accessory Structures and Garages: Detached accessory structures and attached garages are allowed along the property line on one interior side lot line, provided that the detached accessory structure or attached garage is located in the rear one-third (1/3) of the lot, are allowed zero setback on one interior side lot line. Attached garages on twenty-five foot (25') wide lots only, located on the rear one-third (1/3) of the lot, are also allowed zero setback on one interior side lot line.

4. Side Yard, Reversed Corner: Reversed corner lots must have the following side yard with a triangular area described as follows: One angle must be formed by the rear and street side property lines, and the sides of this angle must be 15 fifteen feet (15') in length, measured along the rear and street side property lines. The third side of this triangle must be a straight line connecting the two (2) other lines at their endpoints. This triangular side yard setback area is in addition to the other side yard setback requirements described in subsection D2 of this section.

5. Rear Yard: Structures must maintain a minimum setback of 5 five feet (5'). Detached accessory structures are allowed zero setback on the rear property line.
6. Exceptions: Notwithstanding the provisions of this subsection D, the west side yard of 618 W. Oak Avenue, more particularly described as the north 142.5 feet of the south 295 feet of the east 50.265 feet of Lot 14, Block 9, Tract No. 4685, commencing 63 feet south of the front lot line and continuing south a distance of 30 feet, must be three inches (3") in width so long as the certain structure located along that 30-thirty foot (30') distance which existed on January 11, 1973, remains in existence. Upon the removal or destruction of said building, this property shall no longer be exempt from this subsection D.
Notwithstanding the provisions of this subsection D, the south side yard of 724 Penn Street, more particularly described as the south 55 feet of the north 110 feet of Lot 8, Block 92, El Segundo Sheet No. 4, commencing 84 feet east of the front lot line and continuing east a distance of 20 feet, must be 3 three feet (3') in width so long as that certain structure located along that 20 twenty-foot (20') distance which existed on January 11, 1973, remains in existence. Upon the removal or destruction of said building, this property is no longer exempt from this subsection D.

E. Lot Width: Every lot created after the effective date hereof must maintain a width of not less than fifty feet (50') at the rear line of the required front yard. However, any lot or parcel of land of record on May 14, 1954, having a street frontage not exceeding two hundred feet (200'), may be subdivided into two (2) or more parcels having a width of not less than the average width of the narrowest twenty percent (20%) of the lots fronting on its block. The "block" is defined as the area on both sides of the street between the nearest intersecting streets. Each parcel must have an area of not less than five thousand (5,000) square feet.

F. Building Area: No minimum requirement.

G. Placement of Buildings and Structures:

1. The distance between buildings is regulated by the California Building Code;

2. A detached accessory structure in the rear one-third (1/3) of the lot may be located on the rear and one interior side lot line, unless one of the following conditions exists:

   a. Where the lot rears upon an alley and the vehicular entrance to the detached accessory structure is from the alley, such detached accessory structure must be set back a distance measured from the opposite side of the alley that will provide a turning radius as follows:

      90 degrees - 25 feet
      75 degrees - 21 feet
      60 degrees - 18 feet
      45 degrees - 15 feet

   b. On the rear third of a reversed corner lot a detached accessory structure may be built to the interior lot side line, but no building must be erected closer than 5 five feet (5') to the property line of any abutting lot to the rear. However, if an alley intervenes and the vehicular entrance to the detached accessory building is directly from the street side, a detached accessory building may be built to the rear lot line.

H. Lot Coverage: All buildings, including detached accessory buildings, shall not cover more than forty percent (40%) of the lot area. This coverage may be increased to forty-seven percent (47%) if the height of all the structures is limited
to 18 eighteen feet (18'). If a building exceeds 18 eighteen feet (18') in height, the lot coverage shall not exceed 40 forty percent (40%) under any circumstances.

A+B ≤40% if bldg. height is over 18'.

A+B ≤47% if bldg. height is 18' or under.

I. Building Wall Modulation: Architectural building features, in conformance with the definition of "architectural building feature" in section 15-1-6 of this title, must be included to modulate the one-story exterior building walls subject to the approval of the Director, director of planning and building safety and for two-story structures as specified in subsection D, "Setbacks", of this section.

J. Detached Accessory Buildings, not including detached accessory dwelling units as defined in Section 15-1-6:

1. Any detached accessory building or combination of accessory buildings, except the garage, cannot be larger in gross floor area than six hundred (600) square feet;

2. Detached accessory buildings are limited to one floor, but may include an attic, which may be used for storage purposes only, provided access to the attic is not from permanently fixed stairs (pull down type stairs are permitted), no plumbing is permitted, and electrical fixtures are limited to the minimum required by the California building code (CBC) and national electrical code (NEC);

3. Detached accessory buildings cannot contain a kitchen or kitchen facilities, a bathtub or shower and cannot be used for sleeping purposes or as an R occupancy, as defined by the California building code (CBC), except that they may contain a sink and a toilet;
4. Detached accessory buildings cannot may not be rented or used as a separate dwelling unit; and

5. Before the city issues a building permit for a detached accessory structure, except a garage, the director of planning and building safety must require that a covenant running with the land be recorded stating that the accessory structure cannot may not be used as a dwelling unit or used in violation of this section."

SECTION 13: ESMC §15-4A-7 "Landscaping" is amended to read as follows (strikethrough is language deleted, and underlined is language added):

"15-4A-7: LANDSCAPING:

Landscaping and irrigation must be provided within the front and street side setback areas. Those setback areas fronting upon a public street must incorporate a combination of soft (plantings) and hard (rock, brick, concrete) landscape materials, except for those portions devoted to vehicular parking.

A. A minimum of 25 twenty-five percent (25%) of the front yard setback area must be maintained with permanent landscaping that contains a combination of lawn, trees, vines, bushes and ground covers, and does not include hard landscape materials for lots less than 50 fifty feet (50') in width.

B. A minimum of 35 thirty-five percent (35%) of the front yard setback area must be maintained with permanent landscaping that contains a combination of lawn, trees, vines, bushes and ground covers, and does not include hard landscape materials for lots that are 50 fifty feet (50') or greater in width."

SECTION 14: ESMC §15-4A-8 "Off Street Parking and Loading Spaces" is amended to read as follows (strikethrough is language deleted, and underlined is language added):

"15-4A-8: OFF STREET PARKING AND LOADING SPACES:

Off street parking must be provided as required by chapter 15 of this title but in no case can a driveway or curb cut be less than 10 ten feet (10') in width. Where the driveway access and curb cut is to a 2 two (2) car or larger garage which exits directly onto the front street, the driveway and curb cut cannot may not be less than 16 sixteen feet (16') in width. Driveway entrances and exit locations including curb cuts must be provided in conformance with subsection 15-15-50 of this title."

SECTION 15: ESMC §15-4A-9 "Signs" is amended to read as follows (strikethrough is language deleted, and underlined is language added):

"15-4A-9: SIGNS:
Signs in the R-1 zone shall **must** comply with the requirements of chapter 18 of this title.

**SECTION 16:** ESMC §15-4A-10 "Vehicular Access" is amended to read as follows (strikethrough is language deleted, and **underlined** is language added):

"**15-4A-10: VEHICULAR ACCESS:**

Where an R-1 lot abuts an alley, vehicular access to the lot must be from the alley, except when **80**-eighty percent (80%) or more of the properties on the block have existing vehicular access from the street. For the purposes of this section, the "block" is defined as the properties on the same side of the street between the nearest intersecting streets. Curb cuts and driveways must be installed in conformance with section 15-4A-8 of this article and subsection 15-15-50 of this title."

**SECTION 17:** Subsection A of ESMC §15-15-6 "Required Parking Spaces" is amended to read as follows (strikethrough is language deleted, and **underlined** is language added):

"A. Automobile Spaces Required:

<table>
<thead>
<tr>
<th>Use</th>
<th>Number Of Parking Spaces Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Accessory dwelling units</td>
<td>Refer to ESMC 15-4E</td>
</tr>
<tr>
<td>Single-family and two-family dwellings</td>
<td>2 spaces for each dwelling unit and 1 additional space for dwelling units exceeding 3,500 square feet of gross floor area</td>
</tr>
<tr>
<td>*</td>
<td>*</td>
</tr>
</tbody>
</table>

**SECTION 18:** **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 19:** **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 20: 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 21: 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 22: 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 23: This Ordinance will go into effect and be in full force and effect on the thirty-first (31st) day after its passage and adoption. Upon the effective date of the Ordinance, the Ordinance will apply to building plans submitted to the City of El Segundo for plan check for construction, reconstruction or remodeling of structures within the R-1 Zone. Building plans that have been submitted to the City of El Segundo for plan check for construction, reconstruction or remodeling of structures within the R-1 Zone prior to the Effective Date are exempt from the regulations contained within this Ordinance, even if such projects have not yet obtained a permit to commence construction.

PASSED AND ADOPTED this ___ day of ______________, 2017.

______________________________
Suzanne Fuentes, Mayor

ATTEST:

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES  
CITY OF EL SEGUNDO

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. ___ was duly introduced by said City Council at a regular meeting held on the ___ day of ______________, 2017, 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 ______________, 2017, 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
RESOLUTION NO. 2810

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF EL SEGUNDO RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE AMENDING TITLE 15 OF THE EL SEGUNDO MUNICIPAL CODE REGARDING REGULATIONS FOR PROPERTIES IN THE SINGLE-FAMILY RESIDENTIAL (R-1) ZONE, DEFINITIONS AND THE PARKING REQUIREMENTS FOR SINGLE-FAMILY RESIDENCES.

(EA NO. 1064 and ZTA NO. 14-01)

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

SECTION 1: The Planning Commission finds and declares that:

A. On April 5, 2016, the City Council directed Staff to prepare a Zoning Code Amendment that would clean up the R-1 Zone development standards and improve/eliminate modulation requirements for the Planning Commission’s and City Council’s consideration;

B. On September 22, 2016, the Planning Commission formed the R1 Modulation Subcommittee comprised of seven members, including members from the Council, Planning Commission, local residents and architects. The subcommittee was tasked with exploring alternatives to the current modulation standards that regulate second stories in the R1, Single-Family residential zone, and to propose alternatives to the concept or the language of the regulations contained in the City’s Zoning Code.

C. The R1 Subcommittee met weekly during October, and formulated draft regulations to address second story residential structures.

D. On November 10, 2016, the Planning Commission conducted a public forum to review the Subcommittee’s draft development standards for two-story homes and second story additions in the R1 zone, and provide staff with feedback on the draft regulations.

E. 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);

F. On January 12, 2017, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed
amendments, 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 12, 2017, hearing including, without limitation, the staff report submitted by the Planning and Building Safety Department.

SECTION 2: Factual Findings and Conclusions. The Planning Commission finds, without limitation, that the proposed ordinance to amend ESMC §15-4A regulating the single-family residential (R-1) zone would result in the following:

A. The proposed amendment to the ESMC modifies ESMC Chapters 15-4A regulating Single-Family Residential (R-1) Zone Site Development Standards; 15-1 Definitions; and 15-15-6A, parking requirements for single-family residences.

B. The General Plan Land Use designation for the affected properties in the Single-Family Residential (R-1) Zone is Single-Family Residential.

C. It replaces an inaccurate setback diagram for parcels 25 feet or less in width.

D. Deletes the modulation requirements, and deletes the building wall modulation using architectural features requirements for lots 40-feet wide or wider.

E. Creates a maximum floor area ratio (FAR) for lots 40-feet wide or wider, with standards that include a maximum FAR, limits the size of second stories, and defines the areas that constitute floor area in on R1 zoned properties.

F. It deletes redundant language by expressing numbers as digits, rather than a combination of using digits and writing out the number in words.

G. It increases the threshold for requiring a 3rd parking space, from 3,000 square feet of floor area to 3,500 square feet of floor area

H. It updates certain existing definitions, and creates new definitions for residential areas, features, structures or improvements found in the R1 zone standards.

I. The proposed amendment to the ESMC that modifies Chapters 15-4A regulating Single-Family Residential (R-1) Zone Site Development Standards; 15-1 Definitions; and 15-15-6A parking requirements for single-family residential relate only to the new construction of a single-family
residence in the City's R-1 Zone, an urbanized area; alterations and additions to existing residential structures in the R-1 Zone that involve negligible expansion of an existing use; repair and maintenance of existing residential structures in the City's R-1 Zone that involve no expansion beyond what is permitted in the R-1 Zone; and new construction of accessory structures including garages, carports and patios in the City's R-1 Zone.

SECTION 3: Environmental Assessment. Based upon 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 the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, et seq., the "CEQA Guidelines") because it consists only of minor revisions and clarifications to existing zoning regulations and procedures related thereto and will not have the effect of substantially changing any regulatory standards or findings required therefor. The proposed Ordinance is an action that does not have the potential to cause significant effects on the environment, but rather will help reduce the impact of new construction in residential zone property on the environment. Accordingly, the proposed Ordinance constitutes a Class 1 (existing facilities), Class 3 (new construction or conversion of small structures), and Class 4 (minor alteration to land) categorical exemptions. In addition, this ordinance constitutes a component of the ESMC which the Planning Commission determined to be consistent with the General Plan FEIR. Further, any environmental impacts associated with this ordinance are adequately addressed in the General Plan FEIR. Consequently, no further environmental review is required.

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 amendment conforms with the Land Use Element Goals, Objectives and Policies. Specifically, the amendment is consistent with Goal LU1, Objective LU1-1, Goal LU3, in that the amendment as a comprehensive whole create polices, design standards, and helps create a sense of place for the entire City; preserves and maintains the City's low-medium density residential nature, with low building height profile and character, and minimum development standards; adopting the amendment ensures the preservation, protection and extension of existing single-family residential uses; and promotes the health, safety, and well being of the people of El Segundo by adopting standards for the proper balance, relationship, and distribution of the residential land uses at all times in accordance with applicable law.

B. The proposed text amendment to the Single-Family (R-1) Zone Site Development Standards, Definitions, Open Space Encroachments and Off-Street Parking Requirements conforms with the General Plan. The proposed changes do not modify or increase the maximum density of dwelling units per acre currently allowed in the Single-Family Residential Land Use designation. As a result, the
proposed Zone Text Amendment conforms to the Land Use Element of the General Plan.

C. The amendment conforms to the Land Use Element Goals, Objectives and Policies. Specifically, the amendment is consistent with Goal LU1 and Objectives LU1-1 and LU3-2, in that the minor code changes make corrections to existing exhibits and code language and clarifies the Single-Family Residential (R-1) Zone regulations. The R-1 Zone establishes comprehensive regulations to preserve and maintain the City's low-medium density residential nature, with low building height profile and character. Large portions of the City are zoned R-1 and maintaining the character of these areas is essential to the continuation of El Segundo's "small town" atmosphere.

D. The text amendment complies with Objective LU 1-5.6 in that the changes to the existing language to clarify and update regulations and correct errors in the R-1 regulations will make it easier for projects to demonstrate consistency with the City's Zoning Ordinance.

E. The text amendment is consistent with the Single-Family (R-1) Residential Land Use designation in that the proposed changes do not modify or increase the maximum density of dwelling units per acre currently allowed by the R-1 designation.

SECTION 5: Zone Text Amendment Findings. In accordance with ESMC § 15-4A 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 facilitate the development process and ensure the orderly development of single-family residences since the proposed amendment corrects errors and clarifies the standards contained in the zoning regulations for the Single-Family (R-1) Residential Zone.

SECTION 6: Recommendations. The Planning Commission recommends that the City Council adopt an Ordinance amending ESMC Sections 15-1-6 (Definitions), 15-4A (Single-Family Residential), and 15-15-6A (Automobile Spaces Required), which is set forth in the attached Exhibit "A" (Draft Ordinance) and 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: Limitations. The Planning Commission’s analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the Planning Commission’s lack of knowledge of future events. In all instances, best efforts have been made to form accurate assumptions. Somewhat related to this are the limitations on the city’s ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 9: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 10: The Commission secretary is directed to mail a copy of this Resolution to any person requesting a copy.

SECTION 11: 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.
PASSED, APPROVED AND ADOPTED this 12th day of January, 2017.

Ryan Baldino, Chairperson
City of El Segundo Planning Commission

ATTEST:

Sam Lee, Secretary

Baldino  
Newman  
Nicol  
Nisley  
Wingate  

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

By:       ___________________________
          David King, Assistant City Attorney
AGENDA DESCRIPTION:

Consideration and possible action regarding Environmental Assessment No. EA-1158 and Precise Plan Amendment No. PPA 16-01 regarding the proposed conversion of an existing single lane restaurant drive-thru to a double lane drive-thru at 101 South Sepulveda Boulevard in the Heavy Industrial (M-2) Zone. Applicant: McDonald’s Corporation. (Fiscal Impact: N/A)

The proposed project is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations §15301 which identifies the project as a Class 1 exemption (Existing Facilities) and § 15304 as a Class 4 categorical exemption (Minor Alterations to Land)

RECOMMENDED COUNCIL ACTION:

1. Open public hearing and take testimony;
2. Close public hearing and discuss item;
3. Adopt Resolution No. ___ approving Environmental Assessment No. 1158 and Precise Plan Amendment No. PPA 16-01; and/or,
4. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

2. Draft Planning Commission Minutes (December 8, 2016)
3. Project Plans
4. Draft City Council Resolution No. ___
5. Resolution No. 2372, adopted by the City Council on March 8, 1971, adopting Precise (Specific) Plan No. 8

FISCAL IMPACT: None

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

STRATEGIC PLAN:

Goal: N/A
Objective: N/A

ORIGINATED BY: Gregg McClain, Planning Manager
REVIEWED BY: Sam Lee, Planning and Building Safety Director
APPROVED BY: Greg Carpenter, City Manager
BACKGROUND AND DISCUSSION:

I. Background

On December 8, 2016, the Planning Commission considered the request and recommended City Council approval. The City Council considered the project at its January 17, 2016 meeting, however, the public was not properly noticed of the hearing. To give the public proper notice, a new hearing was advertised for February 7, 2017.

In 1971, a Precise Plan for the subject property, PP-8 (later renumbered Precise Plan 71-2 and 71-3) was adopted by the City Council. The Precise Plan allowed for the redevelopment of an older service station, a cashier kiosk, and the construction of a training center adjacent to the service station. The Precise Plan was amended on August 5, 1997 (EA-394 and PP 97-2) which allowed for the construction of a fast food restaurant with a single-lane drive-thru and a food mart that was integrated into the restaurant building.

The project site is currently developed with a 12 pump Chevron service station, a 3,342 square foot McDonald’s restaurant, and a 1,736 square foot Chevron food mart integrated into the restaurant building.

On August 17, 2016, the Planning and Building Safety Department received an application for an environmental assessment (EA-1158) for the second amendment to Precise Plan 71-2/71-3 (originally referred to as Precise Plan 8) to allow the conversion of an existing single lane restaurant drive-thru to a double lane drive-thru at 101 Sepulveda Boulevard. The present action would amend the precise plan to allow the proposed double lane drive-thru.

II. Discussion

The 1997 Amendment specified that “[t]he development standards for Precise Plan 8 are those set forth in the plans for the proposed project,” which depicted a single-lane drive-thru. Because a double-lane drive thru is now being proposed, a Second Amendment to the Precise Plan is required. Due to the legislative nature of precise plan amendments, staff recommends that this amendment be approved by the City Council.

The term “precise plan” is commonly used to refer to a plan for a specific project for a particular area within the city, which is to be developed with specific development standards. The adoption (and amendment) of a precise plan is a legislative act by the City Council. Therefore, there are no specific required findings that must be made for the uses or development standards, other than the facts and findings as to why the precise plan is necessary to implement the General Plan within a particular area.

The proposed modification to the drive-through and other exterior site modifications are intended to alleviate congestion in the drive-through lane and improve on-site circulation. On December 8, 2016, the Planning Commission conducted a public hearing, reviewed the facts and required findings related to the precise plan amendment. A complete background, discussion, and
justification for the proposed project is contained in the staff report presented to the Planning Commission at its December 8, 2016 meeting. (Attachment 1)

At the December 8, 2016 Planning Commission public hearing, the Commission raised concerns about the project with respect to the improved efficiency of the proposed double lane drive-through. While the project proceeded through the development review process, the restaurant initiated the use of a drive-through attendant who takes food orders when cars start to back-up at the drive-through entrance. The Commission questioned if the double lane drive-through would be sufficient to alleviate congestion without the continued use of a drive-through attendant.

The applicant affirmed that other fast food restaurants that have implemented the use of a double lane drive-through experienced an increased efficiency of 20% with regard to speed of service. The double lane drive-through has also resulted in increased volume of business as more customers are able to be served. The double lane drive-through is effective at improving on-site circulation for restaurants that implemented a similar design. The applicant also clarified that the drive-through has two points of contact after food orders are placed: the first where orders are confirmed and cash is taken, and the second when food orders are presented to customers. The Planning Commission was satisfied by the restaurant proactively providing a solution to issues related to on-site circulation. No conditions other than those in the draft resolution were recommended. Accordingly, the Commission unanimously adopted Resolution No. 2808, recommending the City Council approve the project.

III. Environmental Review

The proposed project is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations §15301 which identifies the project as a Class 1 exemption (Existing Facilities) and § 15304 as a Class 4 categorical exemption (Minor Alterations to Land). The project consists of the reconfiguration of an existing drive-thru. The project also includes minor alterations to the parking lot, resulting in a reduction of 6 parking spaces, installation of additional landscaping and other exterior site modifications to comply with the Americans with Disabilities Act. The proposed project would result in negligible expansion of the existing use and includes minor alterations to landscaping that do not involve removal of healthy, mature, and/or scenic trees. Furthermore, the site has no value as a habitat for endangered, rare, threatened species. There are adequate utilities and public services to serve the project. The project is consistent with the City’s General Plan and Zoning Code, and is not anticipated to have any significant impacts with regard to traffic, noise, air quality, or water quality.

IV. Conclusion

Staff recommends that the Council adopt Resolution No. ____, approving Environmental Assessment No. 1158, adopting Precise Plan Amendment No. PPA 16-01.
RESOLUTION NO. 2808

A RESOLUTION RECOMMENDING THE CITY COUNCIL APPROVE ENVIRONMENTAL ASSESSMENT NO. EA-1158 AND ADOPT PRECISE PLAN AMENDMENT NO. PPA 16-01 TO AMEND PRECISE PLAN 71-2 AND 71-3 TO ALLOW A "SIDE-BY-SIDE"/DOUBLE LANE DRIVE-THROUGH AT A DRIVE-THROUGH RESTAURANT LOCATED AT 101 SOUTH SEPULVEDA BOULEVARD IN THE HEAVY INDUSTRIAL (M-2) ZONE.

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

SECTION 1: The Planning Commission finds and declares that:

A. On August 17, 2016, McDonald’s Corporation filed an application for Environmental Assessment No. EA-1158 and Precise Plan Amendment No. PP 16-01 for a second amendment to Precise Plan 8 (later renumbered as Precise Plan 71-2 and 71-3) to allow the conversion of an existing single lane drive-through to a "side-by-side"/double lane drive-through at a McDonald’s fast food restaurant within the Heavy Industrial (M-2) Zone located at 101 South Sepulveda Boulevard.

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 Planning and Building Safety Department completed its review and scheduled a public hearing regarding the application before this Commission for December 8, 2016;

E. On December 8, 2016, 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 representatives of McDonald’s Corporation and Chevron USA Inc.; and

F. The Commission considered the information provided by City staff, public testimony, and representatives of McDonald’s Corporation and Chevron

-1-
USA Inc. This Resolution and its findings are made based upon the evidence presented to the Commission at its December 8, 2016 hearing including, without limitation, the staff report submitted by the Planning and Building Safety Department.

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

A. The subject site is located in the Heavy Industrial (M-2) Zone on a 1.27-acre portion of a larger 625.24-acre section of the Chevron Oil Refinery located at 101 South Sepulveda Boulevard.

B. The surrounding land uses consist of a three-story office/research and development building across El Segundo Boulevard to the northwest, the 22 story Pacific Corporate Towers, containing approximately 1,683,056 square feet of office uses, to the northeast, a single-story commercial shopping center across Sepulveda Boulevard to the east, and the surrounding area to the west and south is developed as the Chevron Oil Refinery, with an employee park and fitness center adjacent to the project.

C. The existing development and uses were approved in 1971 under Precise Plan 71-2 and 71-3 and an amendment in 1997 (EA-394 and PP 97-2).

D. The subject site is developed with a 12-pump Chevron service station, a 3,341.5-square foot McDonald’s fast food restaurant with a single lane drive-through, and a 1,735.5-square foot Chevron foodmart integrated into the restaurant building.

E. Vehicular access for the project site is provided by three existing driveways on Sepulveda Boulevard and one existing driveway on El Segundo Boulevard. A 13’ x 50’ loading zone will be located on the east side of the building. A previously approved parking demand study determined 45 parking spaces would be required for the restaurant and foodmart. The project will provide 62 parking spaces, including 59 standard parking spaces and 3 accessible parking spaces.

F. The proposed project would amend the existing Precise Plan to allow a “side-by-side”/double lane drive-through at drive-through restaurants, including new menu boards, customer ordering display, directional signage, and additional landscaping.
SECTION 3: Environmental Assessment. Based upon the facts identified in Section 2 of this Resolution and the evidence presented to the Planning Commission at its December 8, 2016 hearing, the proposed project is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations §15301 which identifies the project as a Class 1 exemption (Existing Facilities) and § 15304 as a Class 4 categorical exemption (Minor Alterations to Land). The project consists of a Precise Plan Amendment that will allow the conversion of an existing single lane drive-through to a “side-by-side”/double lane drive-through at drive-through restaurants, including new menu boards, customer ordering display, directional signage, and additional landscaping. in the Heavy Industrial (M-2) Zone. The proposed project would result in negligible expansion of the existing use and includes minor alterations to landscaping that do not involve removal of healthy, mature, and/or scenic trees. Furthermore, the site has no value as a habitat for endangered, rare, of threatened species. There are adequate utilities and public services to serve the project. The project is consistent with the City’s General Plan and Zoning Code, and is not anticipated to have any significant impacts with regard to traffic, noise, air quality, or water quality.

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

A. The General Plan Land Use Designation of the project site is Heavy Industrial. The proposed project is consistent with the following General Plan Economic Development objectives and policies: Objective ED1-1 and Policies ED1-2.1 and ED 1-2.3, which relate to the maintenance and expansion of El Segundo’s economic base.

B. The proposed project is consistent with the following General Plan Land Use policies: LU 1-5.6, LU 4-1.1, and LU 4-1.2, which relate to conformance with City zoning standards and guidelines for the implementation of CEQA, requiring landscaping and its maintenance for commercial projects, and compliance with Health and Safety Code requirements.

C. The proposed project is consistent with the following General Plan Circulation goals, objectives, and policies: C 1-2 and C 2-1, C 3-1, Goal C-1, and Policy C 3-2.1, which relate to the provision of a circulation system to ensure safety of residents, workers, and visitors of El Segundo and the consideration of circulation impacts.

D. The proposed project is consistent with the General Plan Air Quality Objective AQ-10-1 which relates to the control of particulate emissions.

E. The site is zoned Heavy Industrial (M-2), which permits drive-through restaurants, service stations, and foodmarts with the approval of a
Conditional Use Permit (CUP). However, because Precise Plan Amendment 97-2 established a drive-through restaurant as a permitted use by right, an amendment to the Precise Plan is required to modify the previously approved development.

SECTION 5: Recommendation. The Planning Commission hereby recommends the City Council adopt the following amendments to Precise Plan 8 subject to the attached Conditions of Approval:

A. To convert the existing single lane drive-through to a "side-by-side"/double lane drive-through. Precise Plan 97-2 established a fast food drive-through restaurant as a permitted use by right at the project site. ESMC § 15-5-5(Q) allows drive-through lanes to encroach into required landscaped setbacks up to a maximum of 50% of the required setback. Drive-through lanes must not interfere with on-site and off-site circulation and must maintain a minimum continuous length of 150 feet for an eating and drinking establishment. The proposed modification to the existing single-lane drive-through is consistent with these standards.

SECTION 6: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 7: The Commission Secretary is directed to mail a copy of this Resolution to Chevron USA, Inc., McDonalds' Corporation, and to any other person requesting a copy.
SECTION 8: Except as provided in Section 6, this Resolution is the Planning Commission’s final decision and will become effective immediately upon adoption.

PASSED AND ADOPTED this 8th day of December 2016.

Ryan Baldino, Chairperson
City of El Segundo Planning Commission

ATTEST:

Sam Lee, Secretary

Baldino    -
Newman    -
Nicol     -
Nisley    -
Wingate  -

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

By:       David King, Assistant City Attorney
PLANNING COMMISSION RESOLUTION NO. 2808

Exhibit A

CONDITIONS OF APPROVAL

In addition to all applicable provisions of the El Segundo Municipal Code ("ESMC"), McDonald's Corporation and Chevron USA Inc. agree to comply with the following provisions as conditions for the City of El Segundo's approval of Environmental Assessment No. EA-1158 and Precise Plan Amendment No. PP 16-01, ("Project Conditions"):  

Planning Division Conditions

1. Before the City issues a building permit, the applicant must submit plans which show that the Project substantially complies with plans and conditions approved and on file with the Planning and Building Safety Department. Any subsequent modification to the approved Project must be referred to the Planning and Building Safety Director to determine whether Planning Commission approval is required for the proposed modification.

2. Any subsequent modification to the project as approved must be referred to the Director of Planning and Building Safety for approval and a determination regarding the need for Planning Commission review of the proposed modification.

3. A complete Landscape Plan and Irrigation Plan must be submitted for the review and approval of the Director of Planning and Building Safety. The Landscape and Irrigation Plan must have a planting schedule and description of the proposed irrigation system. The proposed Landscape and Irrigation Plan must meet the requirements of ESMC §§ 15-4C-6 and 15-4C-5(I) regarding Open Space and Landscaping. The Landscape Plan and Irrigation Plan must also meet the Water Conservation in Landscaping requirements in ESMC §§15-1-6, 15-2-14, and 15-15A (Ordinance No. 1515).

4. Prior to the issuance of a Certificate of Occupancy, the applicant must submit a Master Sign Program to ensure compatibility with the surrounding area and the aesthetic objectives of the General Plan, as well as ensure sign do not impede traffic or pedestrian safety. The Master Sign Program is subject to approval of the Director of Planning and Building Safety, or their designee.

5. All conditions of approval contain in Resolution No. 4028, adopted by the City Council on July 24, 1997, will remain in effect.
Building Safety Division Conditions

6. The applicant must comply with the ESMC, the applicable State Water Conservation requirements, the 2013 edition of the California Building Code (CBC), as amended by the City of El Segundo, the California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards and Building Energy Efficiency Standards.

7. Before the City issues building permits, the applicant must submit plans stamped by a State-licensed architect or engineer to the Planning and Building Safety Division for review and approval. Building Safety Division staff will determine if the plans must include demolition, complete structural calculations, details, notes and material specifications.

Fire Department Conditions

8. The applicant must comply with the applicable requirements of the 2013 California Building and Fire Codes and the 2013 International Fire Code as adopted by the City of El Segundo and El Segundo Fire Department Regulations. On January 1, 2017, the City will be adopting the 2016 California Building Standards. For projects submitted for plan review after January 1, 2017, the 2016 California Editions apply.

Construction Conditions

9. The applicant must keep soil stockpiled for two days or more covered, moist, or treated with soil binders to prevent dust generation.

10. The applicant must cover or maintain two feet of free board on any stock pile of debris, dirt or rusty materials on-site.

11. All haul trucks hauling soil, sand, and other loose materials must either be covered or maintain two feet of freeboard.

12. The owner or contractor must conduct daily street sweeping and truck wheel cleaning to prevent dirt in the storm drain system.

13. All diesel equipment must be operated with closed engine doors and must be equipped with factory-recommended mufflers.

14. The applicant must provide a telephone number for local residents to call to submit complaints associated with the construction noise. The number must
be posted on the project site and must be easily viewed from adjacent public areas.

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

Miscellaneous Conditions

16. McDonald’s Corporation c/o Lorraine Fortelka, Senior Counsel, and Chevron USA Inc. c/o Jacqueline McGinnis, Real Property Officer, 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-1158 and Precise Plan Amendment No. PP 16-01. 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-1158 and Precise Plan Amendment No. PP 16-01, McDonald’s Corporation c/o Lorraine Fortelka, Senior Counsel, and Chevron USA Inc. c/o Jacqueline McGinnis, Real Property Officer 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.

By signing this document, McDonald’s Corporation c/o Lorraine Fortelka, Senior Counsel, and Chevron USA Inc. c/o Jacqueline McGinnis, Real Property Officer certify that they have read, understood, and agrees to the Project Conditions listed in this document.

McDonald’s Corporation c/o Lorraine Fortelka, Senior Counsel

Chevron USA Inc. c/o Jacqueline McGinnis, Real Property Officer

{If Corporation or similar entity, needs two officer signatures or evidence that one signature binds the company}
MINUTES OF THE MEETING
OF THE PLANNING COMMISSION
OF THE CITY OF EL SEGUNDO, CALIFORNIA

December 08, 2016

Chair Baldino called the El Segundo Planning Commission meeting to order at 5:30 p.m. in the El Segundo City Hall’s Council Chambers, 350 Main Street, El Segundo, California.

Commissioner Wingate led the Pledge of Allegiance.

PRESENT: NICOL, NEWMAN, BALDINO, NISLEY, WINGATE

None.

Chair Baldino presented the Consent Calendar.

None.

Ms. Wingate moved, seconded by Commissioner Newman, for the Planning Commission to approve the September 22, 2016 and October 13, 2016 minutes. Motion carried (5-0).

None.

Chair Baldino presented Agenda Item H-3, Environmental Assessment No. EA-1158 and Precise Plan Amendment No. PP 16-01. Address: 101 South Sepulveda Boulevard. Property Owner Chevron USA Inc. c/o Jacqueline McGinnis, Real Property Officer. Applicant: McDonald’s Corporation c/o Lorraine Fortelka, Senior Counsel.

Assistant Planner Raneika Brooks presented presentation of the staff report.

Zorah Mariano, Stantec Architecture, applicant

Mr. Baldino asked Ms. Mariano if the proposed additional drive-through lane would resolve the issue.

Mrs. Mariano stated that she believed that it would. She said that past projects show that adding a lane improves efficiency by 20%. She added that technological improvements also help the line move quicker.

Mr. Baldino stated that since the overflow is into their own property, rather than into the street, they have the incentive to address such issues on their own.

Ms. Wingate moved, seconded by Commissioner Nicol, for the Planning Commission to approve Environmental Assessment No. EA-1158 and Precise Plan Amendment No. PP 16-01. Motion carried (5-0).
Chair Baldino presented Agenda Item J-4, Scoping Meeting for the proposed Park Place Extension.

Alan Ashimine of Michael Baker International gave a brief overview of the project options and the environmental documents that his firm would be preparing.

Mr. Baldino asked if the Environmental Impact Report would look at all of the presented options, and asked who ultimately chooses which option will be taken.

Principal Planner Paul Samaras stated that the document would analyze the impacts of all options. He also stated that the City Council makes the final decision.

Commissioner Newman asked why some of the options take the street right into the Arc Light Cinemas property rather than going straight through.

Mr. Samaras responded that since this project directly impacts access to their property. The said configuration of the street is a way to make up for that.

Mr. Baldino questioned whether a future southward leg to Rosecrans Avenue would need a separate EIR.

Mr. Nicol asked why the City would pay for two EIRs rather than include the present and future projects into the one being prepared now.

Mr. Samaras said that our application for grant funding states that we will use the money for the City to complete its road network as outlined in the Circulation Element of the General Plan. A street connecting S. Allied Way to E. Rosecrans Avenue is not proposed in the General Plan.

Mr. Newman asked if we could amend the General Plan.

Mr. Samaras stated that we could, but that it is not the project before the Commission at present.

Ms. Wingate asked if the railroad companies would be willing to move their tracks.

Mr. Ashimine stated that they have only had preliminary meetings with the companies, and that they have not made any statements about moving their tracks. He said that they will be in contact with them throughout the CEQA process.

Ms. Wingate asked if the railroad companies are unwilling to move their tracks, the City’s only option would be subgrade roads.

Mr. Hishish stated that to get them to move their tracks would require a significant amount of coordination between the companies.

**Allan Mackenzie, Rosecrans Sepulveda Partners**
Mr. Mackenzie stated that it is their intention to eventually continue S. Allied way south.
Mr. Baldino asked for an explanation as to why such a connection cannot be included in the current EIR.

City Attorney David King stated that this could be done, but that General Plan Amendment would have to first be approved, and the current project would have to start over, since the project description would have to be modified.

Ms. Wingate asked how long a General Plan Amendment would take.

Mr. King replied that it would take several months.

Mr. Mackenzie counseled that staff continue current project without amending the General Plan.

**Ken Berkman, Interim Public Work Director**

Mr. Berkman stated that the project is partially funded by Measure R, and that stopping to amend the General Plan in order that a future addition to the project be included in the current EIR may impact funding.

**Rod Spackman, Manager of Govt. Affairs for Chevron in the South Bay**

Mr. Spackman said that Chevron is not opposed to the reconfiguration of the railroads, but said that they are also interested in their ability to continue to operate as they do today. He stated that much of the crude oil that comes into the refinery for processing comes through a pipeline infrastructure that would have to be reconfigured along with the railroads. An interruption of this flow for such a reconfiguration would constitute a significant impact that would have to be addressed in the EIR.

He stated that the ideal choice from Chevron’s perspective would be the option with grade separation at each track, which requires no reconfiguration of the tracks or pipelines, thus allowing them to continue to operate normally.

He added that at-grade rail crossings for the new streets are a “non-starter”, and that he did not believe them to be workable or safe, and that they would raise safety and security concerns that they would rather not have.

**Michael Strahs, Federal Realty Investment Trust**

Mr. Strauss expressed support for the project, stating that it would increase connectivity and reduce traffic congestion. He stated that the element of the project that his company is most concerned about is: if there is a grade separation at the railroad tracks, whether the road will rise to street grade again in time for cars to conveniently get into The Point’s parking lot.

Planning & Building Safety Director Sam Lee gave a brief overview of the progress that the Department has made over the last year and the goals for 2017. He thanked the Commission and staff for a wonderful year and for everyone's hard work.

Mr. Nicol asked why the R-1 update was not on the agenda, and if staff was behind schedule.
Planning Manager Gregg McClain stated that staff found it necessary to make changes to the Definitions section of the Code in tandem with the R-1 changes. He stated that this has caused a slight delay, but that staff is still on schedule and that the item will be before the Commission for the next meeting.

Chair Baldino adjourned the meeting.

The meeting adjourned at 6:41 p.m.

PASSED AND APPROVED ON THIS 8TH DAY OF DECEMBER 2016.

Sam Lee, Secretary of
the Planning Commission
and Director of the
Planning and Building Safety Department

Ryan Baldino, Chairman
Planning Commission
City of El Segundo, California
EL SEGUNDO PLANNING COMMISSION

Meeting Date: December 8, 2016

Agenda Statement

AGENDA DESCRIPTION:

Consideration and possible action regarding Environmental Assessment No. EA-1158 and Precise Plan Amendment No. PPA 16-01 amending Precise Plan 8 to allow a “side-by-side”/double lane drive-thru, including new menu boards, customer ordering display, and directional signage, at a drive-thru restaurant. The project site is located at 101 South Sepulveda Boulevard in the Heavy Industrial (M-2) Zone. Applicant: McDonald's Corporation.

RECOMMENDED PLANNING COMMISSION ACTION:

It is recommended that the Planning Commission open the public hearing, receive testimony, consider the evidence, and then adopt Resolution No. 2808 recommending the City Council approve Environmental Assessment No. EA-1158 and adopt Precise Plan Amendment No. PPA 16-01.

ATTACHED SUPPORTING DOCUMENTS:

1. Draft Planning Commission Resolution No. 2808
2. Resolution No. 2372, adopted by the City Council on March 8, 1971, adopting Precise (Specific) Plan No. 8
4. Plans

Originated By: Raneika Brooks, Assistant Planner
Reviewed By: Paul Samaras, Principal Planner
Reviewed By: Gregg McClain, Planning Manager
Approved By: Sam Lee, Director of Planning and Building Safety

I. INTRODUCTION:

The Planning and Building Safety Department received an application for an environmental assessment (EA-1158) for a second amendment to Precise Plan No. 8 (later renumbered Precise Plan 71-2 and 71-3) to allow the conversion of an existing single lane drive-thru to a “side-by-side”/double lane drive-thru, including new menu boards, customer ordering display, and directional signage. The project site is located at 101 South Sepulveda Boulevard.
II. BACKGROUND AND DISCUSSION:

Background

The project site is located in the Heavy Industrial (M-2) Zone on the block bounded by El Segundo Boulevard to the north, Rosecrans Avenue to the south, Vista Del Mar to the west, and Sepulveda Boulevard to the east.

<table>
<thead>
<tr>
<th>Direction</th>
<th>Land Use</th>
<th>Zone</th>
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</thead>
<tbody>
<tr>
<td>North</td>
<td>Office / Industrial</td>
<td>Medium Manufacturing (MM)</td>
</tr>
<tr>
<td>East</td>
<td>Commercial / Parking / Recreation</td>
<td>General Commercial (C-3)</td>
</tr>
<tr>
<td>South</td>
<td>Oil Refinery</td>
<td>Heavy Industrial (M-2)</td>
</tr>
<tr>
<td>West</td>
<td>Oil Refinery</td>
<td>Heavy Industrial (M-2)</td>
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</tbody>
</table>

Discussion

Site Description

The subject property is a 1.27-acre portion of a larger 625.24-acre section of the Chevron Oil Refinery at the southwest corner of Sepulveda Boulevard (State Highway 1) and El Segundo Boulevard. The project site is currently developed with a 12 pump Chevron service station, a 3,341.5-square foot McDonald’s fast food restaurant with a single-lane drive thru, and a 1,735.5-square foot Chevron foodmart integrated into the restaurant building.

Project Description

The applicant seeks a second amendment to Precise Plan 71-2 and 71-3 that would allow for the conversion of an existing single lane drive-thru to a “side-by-side”/double lane drive-thru, including new menu boards, customer ordering display, and directional signage. The proposed modification to the drive-thru and other exterior site modifications are intended to alleviate existing drive-thru congestion in the drive-thru lane and improve on-site circulation.

Precise Plan

Adopted in 1971, the Precise Plan for the subject property, PP-8 (later renumbered Precise Plan 71-2 and 71-3) allowed for the redevelopment of an older service station and the construction of new 240-square foot cashier kiosk and training center adjacent to the service station. The training center building was used as a fitness center by Chevron employees and was located directly west of the parking lot at the south end of the project site.
The adoption (and amendment) of a Precise Plan is a legislative act by the City Council. Therefore, there are no specific required findings that must be made for the uses or development standards, other than the facts and findings as to why the Precise Plan is necessary to carry out the general purpose of the Zoning Code.

The Precise Plan was amended on August 5, 1997 (EA-394 and PP 97-2) which allowed for the construction of 3,341.5-square foot McDonald’s fast food restaurant with a single-lane drive-thru and a 1,795.5-square foot Chevron food mart that was integrated into the restaurant building. The Amendment specified that “[t]he development standards for Precise Plan 8 are those set forth in the plans for the proposed project,” which depicted a single-lane drive-thru. Because a double-lane drive thru is now being proposed, a Second Amendment to the Precise Plan is required. Although the 1997 Amendment does allow the Director of Planning and Building Safety authority to approve modifications to the project as approved in 1997 (Section 3, Condition #1), due to the legislative nature of precise plan amendments, staff recommends that this amendment be approved by the City Council.

**General Plan and Zoning Consistency**

The General Plan Land Use designation for the site is Heavy Industrial. This designation allows heavy manufacturing uses such as construction yards, factories, generation stations, and refineries at a maximum floor area ratio (FAR) of 0.6. The project is consistent with the goals, objectives, and policies of the General Plan, which are discussed in detail in the attached resolution.

The site is zoned Heavy Industrial (M-2), which permits drive-thru restaurants, service stations, and foodmarts with the approval of a Conditional Use Permit (CUP). However, because Precise Plan Amendment 97-2 made drive-thru restaurants and retail sales permitted uses, a CUP is no longer required. Instead, because the amendment to the Precise Plan established development standards in the form of the 1997 plans submitted to the City, an amendment is required to modify the previously-approved development. The Precise Plan Amendment requires a public hearing by the Planning Commission. Conditions of approval may be imposed through the Precise Plan Amendment process in order to minimize potential impacts to noise, traffic, lighting, etc.

The proposed conversion of the single-lane drive-thru to a “side-by-side”/double lane drive-thru and other site modifications are consistent with the zoning standards for drive-thru lane dimensions. The project does not propose a change to the FAR of the existing building nor does it result in a reduction of required parking spaces.

**III. Inter-Departmental Comments**

The project application and plans were circulated to all departments for review and comment. Staff incorporated those comments that have a legal nexus as conditions of approval.

**IV. Environmental Review**

The proposed project is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations §15301 which identifies the project as
a Class 1 exemption (Existing Facilities) and § 15304 as a Class 4 categorical exemption (Minor Alterations to Land). The project consists of the conversion of an existing single lane drive-thru to a "side-by-side"/double lane drive-thru, including new menu boards, customer ordering display, and directional signage. The proposed project would result in negligible expansion of the existing use and includes minor alterations to landscaping that do not involve removal of healthy, mature, and/or scenic trees. Furthermore, the site has no value as a habitat for endangered, rare, or threatened species. There are adequate utilities and public services to serve the project. The project is consistent with the City’s General Plan and Zoning Code, and is not anticipated to have any significant impacts with regard to traffic, noise, air quality, or water quality.

V. **Recommendation**

Planning staff recommends that the Planning Commission review the facts as contained within this report and adopt Resolution No. 2808 recommending City Council approval of Environmental Assessment No. EA-1158 and adoption of Precise Plan Amendment No. PPA 16-01.
RESOLUTION NO. ___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO, CALIFORNIA, APPROVING ENVIRONMENTAL ASSESSMENT NO. EA-1158 AND ADOPTING PRECISE PLAN AMENDMENT NO. PPA 16-01 TO AMEND PRECISE PLAN 71-2 AND 71-3 TO ALLOW A DOUBLE LANE DRIVE-THROUGH AT 101 SOUTH SEPULVEDA BOULEVARD IN THE HEAVY INDUSTRIAL (M-2) ZONE. PETITIONED BY MCDONALD’S CORPORATION.

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

SECTION 1: The City Council finds and declares that:

A. On August 17, 2016, McDonald’s Corporation filed an application for Environmental Assessment No. EA-1158 and Precise Plan Amendment No. PPA 16-01 for a second amendment to Precise Plan 71-2/71-3 (originally referred to as Precise Plan 8) to allow the conversion of an existing single lane drive-through to a double lane drive-through at a McDonald’s restaurant within the Heavy Industrial (M-2) Zone located at 101 South Sepulveda Boulevard.

B. The application was reviewed by the City’s Planning and Building Safety Department for 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. On December 8, 2016, 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 City staff and public testimony, and representatives of McDonald’s Corporation. Following the public hearing, the Planning Commission adopted Resolution No. 2808 recommending that the City Council approve the project;

E. On February 7, 2017, the City Council held a duly advertised public hearing to receive public testimony and other evidence regarding the application including, without limitation, information provided to the City Council by City Staff and public testimony;
F. The City Council considered the information provided by City Staff and public testimony. This Resolution, and its findings, are made based upon the evidence presented at the Planning Commission at its February 7, 2017 hearing including the staff reports submitted by the Planning and Building Safety Department.

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

A. The subject site is located in the Heavy Industrial (M-2) Zone on a 1.27-acre portion of a larger 625.24-acre section of the Chevron Oil Refinery located at 101 South Sepulveda Boulevard.

B. The surrounding land uses consist of a three-story office/research and development building across El Segundo Boulevard to the northwest, the 22 story Pacific Corporate Towers, containing approximately 1,683,056 square feet of office uses, to the northeast, a single-story commercial shopping center across Sepulveda Boulevard to the east, and the surrounding area to the west and south is developed as the Chevron Oil Refinery, with an employee park and fitness center adjacent to the project.

C. The existing development and uses were approved in 1971 under Precise Plan 71-2 and 71-3 and an amendment in 1997 (EA-394 and PP 97-2). The 1997 Amendment specified that “[t]he development standards for Precise Plan 8 are those set forth in the plans for the proposed project,” which depicted a single-lane drive-through.

D. The subject site is developed with a 12-pump Chevron service station, a 3,342-square foot McDonald’s fast food restaurant with a single lane drive-through, and a 1,736-square foot Chevron foodmart integrated into the restaurant building.

E. Vehicular access for the project site is provided by three existing driveways on Sepulveda Boulevard and one existing driveway on El Segundo Boulevard. A previously approved parking demand study determined 45 parking spaces would be required for the restaurant and foodmart. The project will provide 62 parking spaces, including 59 standard and 3 accessible spaces.

F. The proposed project would amend the existing Precise Plan to allow a double lane drive-through.
SECTION 3: Environmental Assessment. Based upon the facts identified in Section 2 of this Resolution and the evidence presented, the City Council finds that the proposed project is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations §15301 which identifies the project as a Class 1 exemption (Existing Facilities) and § 15304 as a Class 4 categorical exemption (Minor Alterations to Land). The project consists of a Precise Plan Amendment that will allow the conversion of an existing single lane drive-through to a double lane drive-through at drive-through restaurants in the Heavy Industrial (M-2) Zone. The proposed project would result in negligible expansion of the existing use and includes minor alterations to landscaping that do not involve removal of healthy, mature, and/or scenic trees. Furthermore, the site has no value as a habitat for endangered, rare, of threatened species. There are adequate utilities and public services to serve the project. The project is consistent with the City’s General Plan and Zoning Code, and is not anticipated to have any significant impacts with regard to traffic, noise, air quality, or water quality.

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 Heavy Industrial. The proposed project is consistent with the following General Plan Economic Development objectives and policies: Objective ED1-1 and Policies ED1-2.1 and ED 1-2.3, which relate to the maintenance and expansion of El Segundo’s economic base.

B. The proposed project is consistent with the following General Plan Land Use policies: LU 1-5.6, LU 4-1.1, and LU 4-1.2, which relate to conformance with City zoning standards and guidelines for the implementation of CEQA, requiring landscaping and its maintenance for commercial projects, and compliance with Health and Safety Code requirements.

C. The proposed project is consistent with the following General Plan Circulation goals, objectives, and policies: C 1-2 and C 2-1, C 3-1, Goal C-1, and Policy C 3-2.1, which relate to the provision of a circulation system to ensure safety of residents, workers, and visitors of El Segundo and the consideration of circulation impacts.

D. The proposed project is consistent with the General Plan Air Quality Objective AQ-10-1 which relates to the control of particulate emissions.

E. The site is zoned Heavy Industrial (M-2), which permits drive-through restaurants, service stations, and foodmarts with the approval of a Conditional Use Permit (CUP). However, because the 1997 Amendment to the Precise Plan specified that “[t]he development standards for Precise
Plan 8 are those set forth in the plans for the proposed project," which depicted a single-lane drive-through, an amendment to the precise plan is required.

SECTION 5: Approval. The City Council hereby approves and adopts the following amendments to Precise Plan 8 subject to the attached Conditions of Approval:

That double lane drive-throughs are permitted under the Precise Plan. Any proposed modification to the existing single-lane drive through must comply with ESMC § 15-15-5(Q) which (1) allows drive-through lanes to encroach into required landscaped setbacks up to a maximum of 50% of the required setback; (2) provides that drive-through lanes must not interfere with on-site and off-site circulation and (3) requires drive-throughs maintain a minimum continuous length of 150 feet for an eating and drinking establishment.

SECTION 6: Reliance on Record. Each and every one of the findings and determinations 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 City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 7: Summaries of Information. All summaries of information in the findings which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from such summary is not an indication that a particular finding, is not based in part on that fact.

SECTION 8: This Resolution will become effective immediately upon adoption and will remain effective until superseded by a subsequent resolution.

SECTION 9: A copy of this Resolution must be mailed to McDonald’s Corporation and Chevron USA Inc., and to any other person requesting a copy.
PASSED, APPROVED AND ADOPTED this ____ day of February, 2017.

ATTEST:

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 Resolution No. ____ was duly passed, approved and adopted by said City Council at a regular meeting held on the ____ day of February, 2017, approved and signed by the Mayor, and attested to by the City Clerk, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney
CITY COUNCIL RESOLUTION NO. ____

Exhibit A

CONDITIONS OF APPROVAL

In addition to all applicable provisions of the El Segundo Municipal Code ("ESMC"), McDonald's Corporation and Chevron USA Inc. agree to comply with the following provisions as conditions for the City of El Segundo's approval of Environmental Assessment No. EA-1158 and Precise Plan Amendment No. PPA 16-01, ("Project Conditions"):

Planning Division Conditions

1. Before the City issues a building permit, the applicant must submit plans which show that the Project substantially complies with plans and conditions approved and on file with the Planning and Building Safety Department. Any subsequent modification to the approved Project must be referred to the Planning and Building Safety Director to determine whether Planning Commission approval is required for the proposed modification.

2. Any subsequent modification to the project as approved must be referred to the Director of Planning and Building Safety for approval and a determination regarding the need for Planning Commission review of the proposed modification.

3. A complete Landscape Plan and Irrigation Plan must be submitted for the review and approval of the Director of Planning and Building Safety. The Landscape and Irrigation Plan must have a planting schedule and description of the proposed irrigation system. The proposed Landscape and Irrigation Plan must meet the requirements of ESMC §§ 15-4C-6 and 15-4C-5(I) regarding Open Space and Landscaping. The Landscape Plan and Irrigation Plan must also meet the Water Conservation in Landscaping requirements in ESMC §§15-1-6, 15-2-14, and 15-15A (Ordinance No. 1515).

4. Prior to the issuance of a Certificate of Occupancy, the applicant must submit a Master Sign Program to ensure compatibility with the surrounding area and the aesthetic objectives of the General Plan, as well as ensure sign do not impede traffic or pedestrian safety. The Master Sign Program is subject to approval of the Director of Planning and Building Safety, or their designee.

5. All conditions of approval contain in Resolution No. 4028, adopted by the City Council on July 24, 1997, will remain in effect.
Building Safety Division Conditions

6. The applicant must comply with the ESMC, the applicable State Water Conservation requirements, the 2013 edition of the California Building Code (CBC), as amended by the City of El Segundo, the California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards and Building Energy Efficiency Standards.

7. Before the City issues building permits, the applicant must submit plans stamped by a State-licensed architect or engineer to the Planning and Building Safety Division for review and approval. Building Safety Division staff will determine if the plans must include demolition, complete structural calculations, details, notes and material specifications.

Fire Department Conditions

8. The applicant must comply with the applicable requirements of the 2013 California Building and Fire Codes and the 2013 International Fire Code as adopted by the City of El Segundo and El Segundo Fire Department Regulations. On January 1, 2017, the City will be adopting the 2016 California Building Standards. For projects submitted for plan review after January 1, 2017, the 2016 California Editions apply.

Construction Conditions

9. The applicant must keep soil stockpiled for two days or more covered, moist, or treated with soil binders to prevent dust generation.

10. The applicant must cover or maintain two feet of free board on any stock pile of debris, dirt or rusty materials on-site.

11. All haul trucks hauling soil, sand, and other loose materials must either be covered or maintain two feet of freeboard.

12. The owner or contractor must conduct daily street sweeping and truck wheel cleaning to prevent dirt in the storm drain system.

13. All diesel equipment must be operated with closed engine doors and must be equipped with factory-recommended mufflers.

14. The applicant must provide a telephone number for local residents to call to submit complaints associated with the construction noise. The number must
be posted on the project site and must be easily viewed from adjacent public areas.

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

Miscellaneous Conditions

16. McDonald's Corporation c/o Lorraine Fortelka, Senior Counsel, and Chevron USA Inc. c/o Jacqueline McGinnis, Real Property Officer, 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-1158 and Precise Plan Amendment No. PPA 16-01. 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-1158 and Precise Plan Amendment No. PPA 16-01, McDonald’s Corporation c/o Lorraine Fortelka, Senior Counsel, and Chevron USA Inc. c/o Jacqueline McGinnis, Real Property Officer 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.

By signing this document, McDonald’s Corporation c/o Lorraine Fortelka, Senior Counsel, and Chevron USA Inc. c/o Jacqueline McGinnis, Real Property Officer certify that they have read, understood, and agrees to the Project Conditions listed in this document.

McDonald’s Corporation c/o Lorraine Fortelka, Senior Counsel

Chevron USA Inc. c/o Jacqueline McGinnis, Real Property Officer

{If Corporation or similar entity, needs two officer signatures or evidence that one signature binds the company}
RESOLUTION NO. 2372

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF EL SEGUNDO, CALIFORNIA, ADOPTING
WITH CERTAIN CONDITIONS SPECIFIC (PRECISE)
PLAN NO. 8. (SERVICE STATION)

WHEREAS, under the provisions of Title 20 (The Comprehen-
sive Zoning Ordinance) of the "El Segundo Municipal Code" and the laws of
the State of California, applicable to such matters, Standard Oil Company of
California, Western Operations, Inc., has filed its petition for the adoption
of Specific (Precise) Plan No. 8; and

WHEREAS, said Plan is for property located in the City of
El Segundo, County of Los Angeles, State of California, more particularly
described as follows:

A portion of Lot 3, Tract No. 1314, in the City of El Segundo as
recorded in Book 20, Page 61 of Maps, Records of Los Angeles
County, California, described as follows:

BEGINNING at the Northeast corner of said Lot 3 said
point also being the Northeast corner of Section 13,
Township 3 South, Range 15 West, S.B.B. & M.; thence
due West along the northerly line of said Lot 3 a distance
of 225.00 feet to a point; thence South 0° 01' 00" East
along a line parallel with and 225 feet westerly of the
easterly line of said Lot 3 a distance of 50 feet to the
two point of beginning; thence continuing South 0° 01'
00" East along said parallel line a distance of 200 feet
to a point; thence North 89° 59' 30" East along a line a
distance of 217 feet to a point in a line parallel with and
6.00 feet westerly of the easterly line of said Lot 3;
thence North 0° 01' 00" West along said parallel line a
distance of 160.01 feet to a point of tangency with a cir-
cular curve concave to the Southwest with central angle
of 89° 59' 00" and radius of 40 feet; thence along an arc
of said curve a distance of 62.82 feet to a point of tan-
gency with a line parallel with and 50 feet southerly of
the said northerly line of Lot 3; thence due West along
said parallel line a distance of 177.01 feet to the point
of beginning;

and said Plan was submitted to the Planning Commission of the City of
El Segundo, and after a hearing duly and regularly held, was approved and
recommended for adoption by the City Council; and

WHEREAS, the City Council of the City of El Segundo has duly
and regularly held a public hearing on said Plan; and

WHEREAS, the City Council of the City of El Segundo has now
acquired jurisdiction to adopt this resolution;
NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF
EL SEGUNDO, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETER-
MINE AND ORDER AS FOLLOWS:

SECTION 1. That said Specific (Precise) Plan No. 8 herein-
above referred to as approved by the Planning Commission of the City of
El Segundo in its Resolution No. 730, be and the same is hereby approved
and adopted upon the following conditions:

(1) That Alameda brick veneer shall be added to the main build-
ing as indicated on the right and left elevations on the drawing as submitted.

(2) That the exterior trash storage area shall be screened from
view regardless of the location of the storage area.

(3) That a sidewalk shall be constructed to City specifications
from the South property line to the North property line paralleling Sepulveda
Boulevard.

(4) That street trees shall be planted and maintained between
the driveways on Sepulveda Boulevard in accordance with the City's master
plan of street trees.

(5) That all utilities providing services to the new building nor-
mally placed above ground, including without limitation electrical service
lines and telephone service lines, shall be placed underground, except that
if it is not possible to place said lines underground, overhead services may
be approved by the City Council.

(6) That signs shall not be permitted to overhang the street right-
of-way.

(7) That plants shall not exceed 24 inches in height and the park-
ing of automobiles, and the placement of sign poles, or lighting standards, shall
not be permitted in the 15 foot corner vision clearance triangle (Section 20.58.000
of the "El Segundo Municipal Code").

(8) That the roof line as indicated on the elevation sheet be
changed to a suburban style station with a low pitch roof.

(9) That no building or structure shall be constructed that will
interfere with the use of the existing free right turn until the right turn at
El Segundo and Sepulveda Boulevards is completed.

(10) That construction shall commence within one year from March 8, 1971; this request becomes null and void if construction has not commenced within said time.

SECTION 2. That the applicant is informed that the City Council does not, by this action, intend to impair its authority to modify the traffic and circulation restrictions in the neighborhood of applicant's property if the need arises to make such modification.

SECTION 3. That the City Clerk is hereby authorized and directed to endorse the said plan as hereby approved and adopted by the City Council. Said plan is on file in the office of the City Clerk for public inspection and by this reference incorporated in this resolution and made a part hereof.

SECTION 4. That this resolution shall become effective upon adoption.

SECTION 5. That the City Clerk shall certify to the passage and adoption of this resolution; shall enter the same in the book of original resolutions of said City, and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City, in the minutes of the meeting at which the same is passed and adopted.

PASSED, APPROVED and ADOPTED this 8th day of March

1971.

Mayor of the City of El Segundo, California.

ATTEST:

City Clerk

(SEAL)
STATE OF CALIFORNIA,  
COUNTY OF LOS ANGELES,  
CITY OF EL SEGUNDO.

I, JANE D. HOUGH, City Clerk of the City of El Segundo, California, DO HEREBY CERTIFY that the whole number of members of the City Council of the said City is five; that the foregoing Resolution, being Resolution No. 2372 was duly passed and adopted by the said City Council, approved and signed by the Mayor of said City, and attested by the City Clerk of said City, all at a regular meeting of the said Council held on the 8th day of March, 1971 and that the same was so passed and adopted by the following vote:

AYES: Councilmen Frederick, McGill, Nagel and Mayor Stephens;

NOES: Councilmen None;

ABSENT: Councilmen None;

ABSTAINING: Councilman Balmer.

WITNESS my hand and the official seal of said City this 15th day of March, 1971.

(Signature)

City Clerk of the City of El Segundo
California

(SEAL)
RESOLUTION NO. 4028

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO, CALIFORNIA, APPROVING PRECISE PLAN AMENDMENT 97-2 TO AMEND PRECISE PLAN 8, CERTIFYING A MITIGATED NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACTS FOR ENVIRONMENTAL ASSESSMENT EA-394 AND ADOPTING A MITIGATION MONITORING PROGRAM, TO ALLOW A MCDONALD’S DRIVE-THRU RESTAURANT, A REBUILT CHEVRON SERVICE STATION AND A FOODMART AT 101 SOUTH SEPULVEDA BOULEVARD, PETITIONED BY CHEVRON USA PRODUCTS COMPANY.

WHEREAS, an application has been received from Chevron USA Products Company, requesting approval of an Environmental Assessment and an Amendment to a Precise Plan to allow the development of a McDonald's drive-thru restaurant, a Chevron Service station with 12 fueling positions, and a Chevron foodmart on 1.27 acres located at 101 South Sepulveda Boulevard in the Heavy Industrial (M-2) Zone; and

WHEREAS, an Environmental Assessment (EA-394), including a Draft Initial Study and Mitigated Negative Declaration of Environmental Impacts for the proposed use, has been prepared and circulated to all interested parties, staff, and affected public agencies for review and comment in the time and manner prescribed by law; and

WHEREAS, the Planning Commission has reviewed the application and supporting evidence with the authority and criteria contained in the California Environmental Quality Act, State CEQA Guidelines and the City of El Segundo Guidelines for the Implementation of the California Environmental Quality Act (Resolution No. 3805); and

WHEREAS, a Traffic Impact Study was conducted to evaluate all transportation and circulation impacts associated with the project and submitted with the application; and

WHEREAS, a Parking Demand Analysis was conducted to evaluate all parking impacts associated with the project and submitted with the application; and

WHEREAS, an Air Quality Assessment was conducted to estimate the air pollution emissions which will be generated by the project to evaluate any potential air quality impacts associated with the construction and operation of the facility and submitted with the application; and

WHEREAS, a Fiscal Impact Analysis to evaluate the project costs versus project revenues and the project's impact on City services was conducted by City Staff; and

WHEREAS, and Environmental Site Investigation was submitted by the applicant, which examined potential subsurface soil contamination on the property; and

WHEREAS, on July 24, 1997, the Planning Commission did hold, pursuant to law, a duly advertised public hearing on such matter in the Council Chamber of the City Hall, 350 Main Street, and notice of the public hearing was given in the time, form and manner prescribed by law; the Planning Commission adopted Resolution No. 2397, recommending approval of the Precise Plan Amendment and Environmental Assessment; and
WHEREAS, on August 5, 1997, the City Council did hold, pursuant to law, a duly advertised public hearing on such matter in the Council Chamber of the City Hall, 350 Main Street, and notice of the public hearing was given in the time, form and manner prescribed by law; and

WHEREAS, opportunity was given to all persons present to speak for or against the findings of Environmental Assessment EA-394 and Precise Plan Amendment 97-2; and

WHEREAS, at said hearing the following facts were established:

1. The applicant is proposing to construct a new 3,341 square foot McDonald’s drive-thru restaurant, a 1,795.5 square foot Chevron Foodmart, and Chevron Service Station with 12 fueling positions at 101 South Sepulveda Boulevard. No outdoor dining or alcohol sales are proposed. The restaurant is proposed to operate from 5:00 am to 12:00 am (midnight) Sunday through Thursday and 5:00 am to 1:00 am on Friday and Saturday. The drive-thru is proposed to operate twenty-four (24) hours a day, seven (7) days a week. While there are three windows designed to allow “face-to-face” ordering payment and pick-up, ordering will usually take place from menu board/speaker box located west side of the building with the drive-thru queue on the west and south side, and pick-up window on the south side of the building. The building is one story and 22 feet maximum in height.

2. The lot currently has a Chevron Service Station with 14 fueling positions, a four-bay automobile service center, and a 240 square foot cashier kiosk. The existing structures will be demolished.

3. Access to the site would be provided by two existing driveways on Sepulveda Boulevard, one existing driveway on El Segundo Boulevard and one new 37 foot wide driveway on Sepulveda Boulevard. Additionally, a 30 foot wide existing driveway on El Segundo Boulevard closest to Sepulveda Boulevard would be eliminated. A 13 foot wide by 50 foot long loading zone is proposed on the east side of the building and 45 total parking spaces would be provided, including 43 standard spaces and 2 handicapped spaces.

4. No new fences or walls are proposed; the existing 6 foot high chain link fence on the south and west sides of the property are proposed to remain. The total site landscaping would be approximately 11,110 square feet in area, covering 20% of the total site.

5. A total of sixty (60) to seventy (70) employees would occupy the site; with a total of ten (10) to twenty (20) employees per shift.

6. The proposed FAR would be 0.09, well below the 0.6 FAR limit. All development standards required by the Heavy Industrial (M-2) Zone would be met with the exception of the width of the new parking lot driveway, the number of parking spaces provided, and the number of trees in the Vehicular Use Area and street side setbacks. The proposed development is on a 1.27 acre portion of a larger 625.24 acre section of the Chevron Oil Refinery. The property would be leased to the operators of the McDonald’s/ Chevron. No division of land is proposed or required by the Subdivision Map Act.

7. The surrounding area to the west and south is developed as the Chevron Oil Refinery, with an employee park and a fitness center adjacent to the project. A landscape strip approximately five (5) feet to nine (9) feet in width would then separate the project parking lot from adjacent portions of the Chevron Oil Refinery. To the east is a single-story
commercial shopping center across Sepulveda Boulevard, and there is a vacant three story office, research and development building across El Segundo Boulevard to the north. To the northeast are the 22 story Pacific Corporate Towers, containing 1,683,056 square feet of office uses. The properties to the north across El Segundo Boulevard are zoned Medium Manufacturing (MM), Public Facilities (PF), and General Commercial (C-3), to the south and west is zoned Heavy Industrial (M-2), to the east across Sepulveda Boulevard is zoned Open Space (OS), Parking (P), and General Commercial (C-3), and to the northeast across El Segundo and Sepulveda Boulevards is zoned Corporate Office (CO).

8. The project site is located within the southwest portion of the City of El Segundo, approximately one mile west of the San Diego (I-405) Freeway and two miles south of the Glenn Anderson (I-105) Freeway and Los Angeles International Airport (LAX). The Metro Green Line Light Rail and the closest station at El Segundo Boulevard and Nash Street is located approximately one-half mile to the east of the project site.

9. The existing buildings, uses and development standards were approved under a Precise Plan (PP-8) in 1971, later renumbered as Precise Plan 71-12 and 71-13 for the redevelopment of an older service station and the construction of a training center adjacent to the service station. The training center building is currently used as a fitness center by Chevron employees and is located directly west of the proposed parking lot at the south end of the project.

10. The proposed project is subject to the California Environmental Quality Act (CEQA). In accordance with State guidelines and local requirements, a Draft Initial Study and Mitigated Negative Declaration was prepared and circulated for interdepartmental and affected agency review. No significant adverse impacts were identified which could not be mitigated to an insignificant level, including impacts to traffic/circulation, risk of upset, air quality and public services.

11. The Fiscal Impact Analysis, utilizing the City's Fiscal Impact Model, indicates that the project will generate a fiscal surplus for the City of approximately $375,400 during its first five years, after consideration of City service costs.

SECTION 1. AFTER CONSIDERING THE ABOVE FACTS, TESTIMONY AND EVIDENCE PRESENTED AT THE HEARING, AND STUDY OF PROPOSED ENVIRONMENTAL ASSESSMENT EA-394 AND PRECISE PLAN AMENDMENT 97-2, THE CITY COUNCIL MAKES THE FOLLOWING FINDINGS FOR THE PROPOSED PROJECT AND AMENDMENT TO PRECISE PLAN 8:

ENVIRONMENTAL ASSESSMENT

1. The Draft Initial Study was made available to all local and affected agencies and for public review and comment in the time and manner prescribed by law. The Initial Study concluded that the proposed project will not have a significant, adverse effect on the environment, and a Mitigated Negative Declaration of Environmental Impact will be prepared pursuant to the California Environmental Quality Act (CEQA); and

2. That when considering the whole record, there is no evidence that the project will have the potential for an adverse effect on wildlife resources or the habitat on which the wildlife depends, because the project is in a built-out urban environment; and
3. That the City Council authorizes and directs the Director of Planning and Building Safety to file with the appropriate agencies a Certificate of Fee Exemption and de minimus finding pursuant to AB 3158 and the California Code of Regulations. Within ten (10) days of the approval of the Mitigated Negative Declaration of Environmental Impacts, the applicant shall submit to the City of El Segundo a fee of $25.00 required by the County of Los Angeles for the filing of this certificate along with the required Notice of Determination. As approved in AB 3158, the statutory requirements of CEQA will not be met and no vesting shall occur until this condition is met and the required notices and fees are filed with the County.

PRECISE PLAN

1. That the proposed location of the project is in accord with the purposes of the zone in which the site is located. The proposed project is consistent with the intent of the Heavy Industrial (M-2) Zone which refining, construction yards, factories, and heavy manufacturing uses. The proposed project adds restaurants with drive-thru operations, and retail sales to the permitted uses stated in Precise Plan 8 (PP 71-12 & 71-13).

2. Precise Plan 8 (PP 71-12 & 71-13), which established the design of the existing facilities and the placement of essential related facilities such as parking, traffic circulation, and loading, is not significantly altered by the proposed amendment. The traffic will still access the site from three of the four original locations with an additional driveway at the south end of the project site.

3. The amendment to allow the proposed restaurant and foodmart to provide 45 parking spaces instead of 51 parking spaces as required by the current Zoning code, based on the submitted Parking Demand Analysis, the amendment to allow the placement of 7 trees in the 36,218 square foot Vehicular Use Area (VUA) instead of the 12 trees required by the Zoning Code, the amendment to provide 5 and 8 trees in the in the El Segundo Boulevard and Sepulveda Boulevard street side setbacks, respectively, instead of 7 and 11 trees in the respective setbacks, and the amendment to allow the new driveway to exceed the required 30 foot maximum width by 7 feet are consistent with the purposes of a Precise Plan which, like a Specific Plan or a Planned Residential Development, provides the flexibility to allow for deviation from specific site development standards to achieve the overall design for the site.

GENERAL PLAN CONSISTENCY

1. That the proposed use is consistent with the following General Plan Economic Development objectives and policies: ED 1-1.1, ED 1-2.1, ED 1-2.2, and ED 1-2.3, which relate to prioritizing economic development, diversification of an economic base, expanding the retail and commercial base, targeting industries that balance economic development and quality of life goals, and balancing development with resource and infrastructure capacity.

2. That the proposed use is consistent with the following General Plan Land Use Goals, Policies and Objectives: LU 1-5.6, LU 1-5.7, LU 3-2.3, LU 4-1.1, LU 4-1.2, LU 4-1.4, LU 7-1.2 and LU 7-2.3. These issues relate to providing a stable tax base, providing landscaping, providing high quality retail facilities in proximity to employment centers, insuring seismic safety, providing good accessibility to transportation routes, encouraging
alternative transportation modes, and requiring adequate public facilities and underground utilities.

3. The proposed use is consistent with the following General Plan Goals, Policies and Objectives related to circulation: C-1, C 1-2, C 1-1.8, C 1-1.13, C 1-1.15, C 1-1.16, C 2-1, C 2-1.6, C 2-2.2, C 3-1.1, C 3-1.2, C 3-1.5, C 3-1.7, C 3-2.1, and C 4-1.2. These issues identify the need for full examination the providing for the present and future circulation needs of the City, implementation of Master Plan roadway improvements, evaluation of project impacts, protecting right-of-way to accommodate future growth, upgrading substandard streets, provide a safe and convenient pedestrian circulation system, encouraging facilities designed for easy pedestrian access, bicycle facilities, full mitigation of all project-related circulation impacts, requiring developers to pay for mitigation measures, integration of transportation with land uses and surrounding environments, adequate pedestrian and bicycle access, adequate parking, evaluation of project impacts on CMP routes, and evaluation of circulation system impacts.

4. The proposed use is consistent with the following General Plan Goals, Policies and Objectives related to air quality: AQ 6-1.1, AQ 10-1, AQ 10-1.2, and AQ 10-1.3, which relate to truck delivery schedules, paving parking lots, encouraging energy conservation features in the design of new projects, and requiring conformance with the SCAQMD PM10 standards.

SECTION 2. THE CITY COUNCIL HEREBY APPROVES AND ADOPTS THE FOLLOWING AMENDMENTS TO PRECISE PLAN 8 SUBJECT TO THE CONDITIONS SET FORTH IN SECTION 3 OF THIS RESOLUTION:

1. Drive-thru restaurants and retail sales are permitted uses under Precise Plan 8.

2. The development standards for Precise Plan 8 are those set forth in the plans for the proposed project, dated July 1, 1997, including any revisions to said plans pursuant to Condition 1 of Section 3 of this Resolution. In particular, there shall be a minimum of 7 trees in the Vehicular Use Area and a minimum of 5 and 8 trees in the El Segundo Boulevard and Sepulveda Boulevard street side yard setbacks, respectively.

3. The design of the existing facilities and the placement of essential facilities such as parking, traffic circulation and loading are as set forth in said plans and pursuant to Condition No. 9 of Section 3 of this Resolution. In particular, the required parking for the Precise Plan includes reduced parking, based on a Parking Demand Analysis, as set forth in Condition No. 23 of Section 3 of this Resolution. The width of the proposed driveway at the south end of the proposed parking lot may be maximum of 37 feet wide, as set forth in Condition No. 23 of Section 4 of this Resolution.

SECTION 3. THE CITY COUNCIL HEREBY APPROVES ENVIRONMENTAL ASSESSMENT EA-394, AND ADOPTS AND CERTIFIES A MITIGATED NEGATIVE DECLARATION OF THE PROPOSED PROJECT SUBJECT TO THE FOLLOWING CONDITIONS AND MITIGATION MEASURES:

1. Prior to approval of the building plans, the applicant shall develop plans which indicate that the project is in substantial conformance with plans approved and on file with the Department of Planning and Building Safety. Any subsequent modification to the project as approved shall be referred to the Director of Planning and Building Safety for a
determination regarding the need for Planning Commission review of the proposed modification.

2. Prior to issuance of a Certificate of Occupancy, the applicant shall pay a one-time library services mitigation fee of $0.03 per gross square foot of building floor area for each building.

3. Prior to issuance of a Certificate of Occupancy, the applicant shall pay a one-time Fire Services Mitigation Fee of $0.14 per gross square foot of building floor area for each building.

4. Prior to issuance of a Certificate of Occupancy, the applicant shall pay a one-time Police Services Mitigation Fee of $0.11 per gross square foot of building floor area for each building.

5. Prior to issuance of a Certificate of Occupancy, the applicant shall pay a Traffic Impact Mitigation Fee, pursuant to City Council Resolution No. 3969, to the Department of Public Works.

6. Prior to approval of the building plans, the applicant shall submit a Security Plan, including a complete exterior lighting plan, to the Police Department for review and approval. The security measures shall be installed prior to issuance of a Certificate of Occupancy or implemented prior to operation, as appropriate.

7. A Landscaping and Irrigation Plan shall be submitted by the applicant to the Directors of Planning and Building Safety and Recreation and Parks and the Police Chief prior to approval of the building plans. All landscaped areas shall be provided with a permanent automatic watering or irrigation system and shall be permanently maintained in a neat and clean manner. The Landscape Plans shall be revised to include 1 shade tree for every 5,174 square feet of Vehicular Use Area (VUA). A minimum of 5 shade trees must be located along the El Segundo Boulevard street frontage and 8 shade trees must be located along the Sepulveda Boulevard street frontage. The applicant, if feasible, shall incorporate provisions for the use of reclaimed water in the Landscaping and Irrigation Plan. The Plan shall be reviewed and approved by the Director of Planning and Building Safety and Director of Recreation and Parks and installed per the approved plans by the applicant prior to the issuance of a Certificate of Occupancy.

8. Prior to the issuance of a Certificate of Occupancy, the applicant shall submit a Master Sign Plan to ensure compatibility with the surrounding area and the aesthetic objectives of the General Plan, as well as to ensure that signs do not impede traffic or pedestrian safety. The Master Sign Plan shall be subject to the approval of the Director of Planning and Building Safety and all signs shall be installed per the approved plan prior to issuance of a Certificate of Occupancy.

9. The applicant shall submit a Circulation Plan, prior to approval of the building plans, to be reviewed and approved by the Directors of Public Works and Planning and Building Safety which contains, but is not limited to, the following provisions:

A. The eastern most driveway on the El Segundo Boulevard side of the property shall be removed and replaced with sidewalk, curb and gutter;
B. Signs which limit left-turn ingress to the project from westbound El Segundo Boulevard and left-turn egress onto westbound El Segundo Boulevard from the existing driveway at the west end of the site shall be prohibited from 6:00 a.m. to 6:00 p.m. Monday through Friday, excluding holidays, shall be installed;

C. The area in front of the drive-thru, within the 25 foot wide drive aisle, shall be striped and labeled as "keep clear" to prevent vehicles from blocking the area which could create a traffic safety hazard; and,

D. Caltrans approval for all work to be performed in the Sepulveda Boulevard (State Route 1) right-of-way.

All required Circulation Plan elements shall be installed prior to issuance of a Certificate of Occupancy.

10. A circulation and traffic review will be required a minimum of six (6) months to a maximum of twelve (12) months after the issuance of the Certificate of Occupancy for the site. The definition of a "review" involves the preparation of a study for the actual operating restaurant, foodmart, and service station identical to that performed for the development of the site. Additionally, the review shall include reporting of any accidents or other vehicular conflicts related to the fuel delivery operations and/or any other on-site circulation problems. The findings shall be submitted to the Departments of Planning and Building Safety, Public Works, Police and Fire for review and approval. If necessary, the drive-thru and other operations will be modified to maintain clear circulation and access at all times or other mitigation that the City deems appropriate will be required.

11. During construction, the entire project site shall be enclosed by a six-foot high chain link fence. Gates for site fencing shall be located at driveways and shall not open over sidewalk/public right-of-way. A fencing plan shall be submitted by the applicant and reviewed and approved by the Director of Planning and Building safety prior to installation.

12. All work within the City public right-of-way shall be in accordance with the latest edition of the Standard Specifications for Public Works Construction and City of El Segundo Standard Specifications. No work shall be performed in the public right-of-way without first obtaining a Public Works permit.

13. Prior to approval of the building plans, plans shall indicate that all existing and proposed utilities shall be placed underground to the satisfaction of the City Engineer. The applicant shall assume the costs for the relocation of all utilities, including but not limited to, light poles, electrical vaults, and fire hydrants which are affected by the proposed project.

14. Encroachment permits must be obtained from the Engineering Division Public Works Department for demolition haul-off. Permit must be obtained at the same time the permit for demolition is issued. An encroachment permit for grading is also required when import or export of dirt exceeds fifty (50) cubic yards. Demolition and grading may be listed on one encroachment permit.

15. If new sewer laterals are required and constructed in the public right-of-way they shall be a minimum of six (6) inches inside diameter. Material shall be "vitreous clay pipe". Each lateral shall have a six (6) inch clean-out brought to grade at the property line and securely
capped. A B9 size box shall be placed around the C.O. for protection. The box shall have a cover emblazoned with the word "sewer". If in a traffic area, cover shall be traffic approved. All planned sewer connections shall be checked for elevation prior to starting construction. Existing sewer laterals shall be plugged at the sewer mainline and capped at the property line. Existing six (6) inch wyes may be reused if approved by the Director of Public Works.

16. No material storage is allowed in the public right-of-way except by permit issued by the Engineering Division of the Public Works Department. If material storage is allowed in the public right-of-way it shall be confined to parkway areas and street parking areas, as long as safe and adequate pedestrian and vehicular passage is maintained at all times. Storage beyond these areas in the public right-of-way requires prior approval of the Public Works Department and shall be limited to a maximum period of 24 hours.

17. Prior to Certificate of Occupancy, new curbs, sidewalk, driveway approaches, wheelchair ramps and A.C. pavement, including alleys, shall be constructed/reconstructed as required by the Director of Public Works. Existing driveways and other concrete work not to be incorporated into the construction shall be removed and replaced with standard curb and sidewalk.

18. The applicant shall submit the appropriate documentation to show conformance with or exemption from the state Water Quality Control Board's National Pollution Discharge Elimination System (NPDES) Permit for construction related stormwater run-off to the Director of Public Works prior to the approval of the building plans.

19. The applicant shall develop the property pursuant to applicable provisions of the City's Water Conservation Ordinance.

20. The removal and relocation of any underground storage tanks (UST's) shall be required to comply with all applicable State and Federal requirements for UST's, which will include additional soil sampling around the existing tanks and associated piping to the dispensing islands. If additional soil contamination is discovered, remediation may be required.

21. Should any previously un-recorded archeological or cultural resources be encountered during construction of the project, all work will be stopped and the Department of Planning and Building Safety will be notified immediately. At the owner's expense a qualified archeologist will be consulted to determine the potential significance of the find, and his findings shall be submitted to the Director of Planning and Building Safety prior to the commencement of work.

22. During construction dust control measures shall be required in accordance with the City's Dust Control Ordinance. Grading will be discontinued during first-stage smog alerts and suspended during periods of high wind (i.e. over 15 miles per hour). All hauling trucks shall have loads covered or wetted and loaded below the sideboards to minimize dust.

23. The proposed restaurant and foodmart shall be allowed to have a minimum of 45 parking spaces, based on a total floor area of 5,137 square feet.

24. The proposed driveway at the south end of the proposed parking lot shall be a maximum width of 37 feet.
25. The applicant shall indemnify, defend, protect, and hold harmless the City, its elected and appointed officials, officers, agents and employees from and against any and all claims, actions, causes of action, proceedings or suits which challenge or attack the validity of the City's approval of Environmental Assessment EA-394 and Precise Plan Amendment 97-2.

SECTION 4: The City Clerk shall certify to the passage and adoption of this Resolution; shall entered the same in the book of original resolutions of said city; and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City, in the minutes of the meeting which the same is passed and adopted.

PASSED, APPROVED AND ADOPTED this 5th day of August 1997.

[Signature]
Sandra Jacobs, Mayor of the City of El Segundo, California

ATTESTED:

[Signature]
for Cindy Mortensen, City Clerk
(SEAL)

APPROVED AS TO FORM:

[Signature]
Mark D. Hensley, City Attorney
CERTIFICATION

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES  
CITY OF EL SEGUNDO

I, Lora Freeman, Deputy City Clerk of the City of El Segundo, California, DO HEREBY CERTIFY that the whole number of members of the City Council of the said City is five; that the foregoing resolution, being RESOLUTION NO. 4028 was duly passed and adopted by the said City Council, approved and signed by the Mayor or said City, and attested by the City Clerk of said City, all at a regular meeting of the said Council held on the 5th day of August, 1997, and the same was so passed and adopted by the following vote:

AYES:  
Mayor Jacobs, Mayor ProTem Wernick, Councilwoman Friedkin, Councilman Weston, and Councilman Gordon

NOES:  
None

ABSENT:  
None

ABSTENTION:  
None

NOT PARTICIPATING:  
None

WITNESS MY HAND THE OFFICIAL SEAL OF SAID CITY this 7th day of August, 1997.

[Signature]
Lora Freeman, Deputy City Clerk of the City of El Segundo, California
(SEAL)
AGENDA DESCRIPTION:

Review and approve the three-year strategic plan (FY 2016-17 through FY 2018-19). (Fiscal Impact $0)

RECOMMENDED COUNCIL ACTION:

1. City Council review and approve the three-year Strategic Plan (FY 2016-17 through FY 2018-19).
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Proposed Strategic Plan
2. Example of Community Survey

FISCAL IMPACT:

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STRATEGIC PLAN:

**Goal:** 5(b) Champion Economic Development and Fiscal Sustainability:

El Segundo approaches its work in a financially disciplined and responsible way

**Objective:** 2 The City will maintain a stable, efficient, and transparent financial environment

PREPARED BY: Joseph Lillio, Director of Finance
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:

The City started the strategic planning process by holding its first Strategic Planning session on June 22, 2016. A second meeting was held on August 3, 2016. The community and staff were encouraged to attend and participate in the sessions. During these open sessions, City Council and staff discussed the City’s strengths and weaknesses as well as opportunities and threats (SWOT analysis). This analysis was used to help identify the City’s vision and goals. Based on decisions at these planning sessions, the goals, objectives and activities were developed and incorporated into the draft strategic planning document. On November 7, 2016, a third Strategic Planning session was held. This meeting focused on further developing the objectives and activities, as well as introducing the metrics. Also, during the November 7th meeting, City Council asked staff to provide an example of a citizen and/or business survey. Staff has developed a draft survey for Council’s review.
On January 17th, Council was presented the revised draft strategic plan and customer satisfaction survey. Council provided feedback to develop the customer satisfaction survey to align the survey with the concept of the Net Promoter Score (NPS). The NPS provides the core measurement for customer experience. In order to calculate your NPS, the survey will use the answer to a key question, using a 0-10 scale: i.e. How likely is it that you would recommend [brand] to a friend or colleague?

Respondents are grouped as follows:

- **Promoters** (score 9-10) are loyal enthusiasts who will keep engaging and refer others, fueling possible growth.
- **Passives** (score 7-8) are satisfied but unenthusiastic customers who are vulnerable to alternative offerings.
- **Detractors** (score 0-6) are unhappy customers who can damage your brand and impede growth through negative word-of-mouth.

Subtracting the percentage of Detractors from the percentage of Promoters yields the Net Promoter Score, which can range from a low of -100 (if every customer is a Detractor) to a high of 100 (if every customer is a Promoter).

\[
\text{% Promoters} - \text{% Detractors} = \text{NPS (Net Promoter Score)}
\]

Also, an employee satisfaction survey and questionnaire are in the process of being developed and will be presented to City Council at a future Council meeting.

The attached proposed strategic plan incorporates the direction City Council provided to staff during the November 7th and January 17th meetings. The strategic plan begins with a message from the City Manager and includes the following sections:

- Executive Summary
- Mission, Vision & Values
- Strategic Direction
- Goals, Objectives, Activities & Key Performance Indicators
- Appendix: Work Plan for FY 2016-2019
The **Goals** are general topics that are likely to involve multiple departments and encompass many objectives. Combining objectives within goals helps to ensure that activities covering similar areas are aligned to produce effective and efficient results.

The **Objectives** are multi-year in nature. The timeframe for achieving an objective is typically three to five years, although some may take longer to accomplish.

The **Activities** are the means to achieve the goals. The timeframe for implementing activities can be within a single budget year and may span several years depending on the specific program or projects undertaken.

The Mayor and City Council, the City Manager, and staff worked diligently to develop a three-year Strategic Plan. The mission, "Provide a great place to live, work and visit," serves as the foundation for the City's five major goals. These goals are:

1. Enhance Customer Service and Engagement;
2. Support Community Safety and Preparedness;
3. Develop as a Choice Employer and Workforce;
4. Develop Quality Infrastructure and Technology; and
5. Champion Economic Development and Fiscal Sustainability,

Identifying these goals will enable the City to align its efforts and resources to accomplish the goals and achieve positive progress for the community of El Segundo. This plan sets the course for the City of El Segundo to ensure the City’s mission is accomplished.

The three-year Strategic Plan is a living document and should not be considered static by any means. The strategic plan features a framework that can be adjusted based on the current needs of the community. The goals, objectives, activities, and key performance indicators (KPIs) will be reviewed annually and Council can modify these if necessary. Also, on a quarterly basis the City will provide updates on the progress and performance of the work plan and monthly updates on the KPIs. As such, the plan may be modified to ensure that stated goals are aligned with the needs of the community.

The City’s quarterly updates will include a status column that delineates whether there is compliance with each activity.

- **Green**: **Current compliance with stated activity**: City has fully implemented the stated activity.

- **Yellow**: **Current non-compliance with stated activity**: City activity is not fully implemented as identified in the Strategic Plan but the estimated date to achieve full implementation is delineated in “Next Steps to Compliance”.

- **Red**: **Current non-compliance and cannot comply with stated activity**: City activity is not currently attainable as identified in the Strategic Plan and staff recommends suspending attempts to pursue implementation at this time. This may necessitate a change in the activity in the future.

Since assumptions, community needs, the economy, legislation and other factors upon which this plan is based continue to change, it is necessary that this be considered as the beginning, rather than an end, to managing the organization and serving El Segundo’s community. Furthermore, with the adoption of
the 3-year strategic plan, the strategic planning and budgeting process are now linked to assure that the City's budget reflects City Council and community priorities. Also, the City’s staff report template has been modified to include a reference to a strategic goal and objective with the associated agenda description. All staff reports that appear on the City Council agenda packet will have this reference.

With the development and implementation of the strategic plan, the City of El Segundo reaffirms its commitment to continue to provide exceptional services and programs to its community.
Strategic Plan
2016-2019

Table of Contents

Message from the City Manager
Executive Summary
Mission, Vision & Values
Strategic Direction
Goals, Objectives, Activities & Key Performance Indicators
Appendix: Work Plan for FY 2016-2019
Message from the City Manager

February 7, 2017

Honorable Mayor Fuentes and Members of the City Council:

I am pleased to present the City of El Segundo’s 2016-2019 Three-Year Strategic Plan. The plan will serve as a roadmap of El Segundo’s vision for the future through a number of goals, objectives and strategies.

With this Strategic Plan, the City will continue to work towards making El Segundo the best place to live, work, and visit. The citizens and the business community continue to expect the City to provide a high level of service by keeping the City safe at all times and by providing programs and services that enhance the quality of life.

As the City implements the various projects and programs outlined in the Strategic Plan, City Staff will continue to work with our community to build upon the partnerships we have established.

I look forward to many years of progress and important developments within our City, and extend my personal appreciation to the Department Heads and City Staff for their hard work and cooperation while completing this Three-Year Strategic Plan.

Respectfully,

Greg Carpenter
City Manager
Executive Summary

A Strategic Plan is a living document, which features a comprehensive framework that can be adjusted based on the current needs of the community; and to ensure that the priorities set by the City Council are clear, concise, and are being met by City staff. On a periodic basis, the City will provide updates on the progress and performance of each goal. As such, the plan may be modified to ensure that stated goals are aligned with the needs of the community.

Through a series of outreach efforts, the City identified key goals that will advance El Segundo as the City “Where Big Ideas Take Off” and a hub for innovation.

1. **Enhance Customer Service and Engagement**
   - El Segundo provides unparalleled service to internal and external customers
   - El Segundo’s engagement with the community ensures excellence

2. **Support Community Safety & Preparedness**
   - El Segundo is a safe and prepared city

3. **Develop as a Choice Employer & Workforce**
   - El Segundo is a City employer of choice and consistently hires for the future
   - The El Segundo workforce is inspired, world-class, engaged – increasing stability and innovation

4. **Develop Quality Infrastructure & Technology**
   - El Segundo’s physical infrastructure supports an appealing, safe, and effective City
   - El Segundo’s technology supports effective, efficient, and proactive operations

5. **Champion Economic Development & Fiscal Sustainability**
   - El Segundo promotes community engagement and economic vitality
   - El Segundo approaches its work in a financially strategic and responsible way

Each of these goals has specific objectives and activities identified and outlined in order to support, implement, and accomplish these goals. The strategies are essentially the series of steps leading to the action plans to fully and successfully execute the completion of these goals. The Strategic Plan also incorporates an Action Plan Worksheet. This section takes the Goals, Objectives, and Activities and assigns the responsible department and division.
Mission, Vision & Values

Mission – What is our purpose?
The Mission of the City of El Segundo is to “Provide a great place to live, work and visit.”

This serves as the “destination” that our strategies should lead towards and provides the context for our decisions.

Vision – Where do we want to be in the future?
El Segundo has continued to be the City “Where Big Ideas Take Off” and a hub for innovation.

El Segundo residents enjoy a high quality of life as evidenced by reduced crime, improved schools, and a sense of vibrant community – of fun! It is a tolerant, kind and compassionate community. It is recognized as a best place to raise a family and a center of innovation. The appeal of working for the City is such that there are application backlogs for jobs in the area. It has engaging, sophisticated, capitalized events that showcase tradition and match the City’s evolving demographics. We also have a robust network and service structure in place to support aging in place.

The City has transformed. We are leading the way with innovation and environmental responsibility. With fewer people driving cars, we have adapted our street, parking and land use plans. We have high-speed fiber optics as a utility to support more work from home and fewer brick and mortar businesses. The downtown is vibrant with successful businesses and day and evening pedestrian activity. The east side of town has become denser (especially near the rail lines) including a high level of service with retail and a school to support it. While our revenue base has shifted to changing businesses, we are financially sustainable and growing because we have capitalized on the changes. In fact, we have more invested capital per square mile (commercial) than any other California city. All of that said, we still have the Air Force base in part because we fought for it.

The City has also changed as a service provider. Customer service has increased. There is easy access to City information (1-click to answer and/or a single point of entry/contact for services) and an ability to do virtually everything online for real time access to services. Pathways for citizen and business feedback are easy and comfortable. The City is seen as a nimble partner to businesses and residents with cutting edge infrastructure and scalable processes/systems. At the same time, interactions are personal to keep the small town feel.

Values & Culture – How will we serve and manage our city

El Segundo Values
- Accountability
- Productivity
- Ethics
- Stewardship
- Service
- Challenging ourselves
- Continuous improvement and reflection

El Segundo works to create a working culture of
- Innovation
- Support and recognition
- Leadership by example
- Proactive action
- Problem-solving – getting to yes
Strategic Direction

Goal: Enhance Customer Service & Engagement

Goal 1(a): El Segundo provides unparalleled service to internal and external customers
- City operations are unified and integrated
  - Staff know about the whole City and can:
    - Problem-solve
    - Offer solutions to the underlying need - even if facilitating a referral
    - Anticipate the potential impact of an action on the work of others
- City services are convenient, efficient and user-friendly for all residents, businesses, and visitors
  - There are multiple points of entry for services, whether one-click or one-call away
  - The public is educated on who to call, when, and what to expect
  - It is also available as a virtual city with virtual services (i.e., online, paperless, 24/7)
  - It has centralized, searchable information repositories for internal and external access
  - Services are delivered pro-actively with outreach to ensure all can access them
  - There is continuous improvement and innovation is encouraged across the City

Goal 1(b): El Segundo’s engagement with the community ensures excellence
- The City is transparent regarding services and performance
  - Communication is two-way, multi-channel, accessible to all, and targeted to specific community segments and to specific activities/services
  - Constituent expectations are aligned with service delivery
- The City engages in regular, intentional information gathering
- City communication is comprehensive and integrated

Goal: Support Community Safety & Preparedness

Goal 2: El Segundo is a safe and prepared city
- The City has a proactive approach to risk and crime that is outcome focused
  - All hazard mitigation and emergency services:
    - Have appropriate plans and industry accreditations in place
    - Are prepared to respond and pro-actively work to prevent incidents
    - Respond appropriately when called upon with positive outcomes
    - Are able to recover within industry standards
  - El Segundo focuses metrics on prevention and positive outcomes as well as frequency and response
  - El Segundo approaches preparation and safety in a financially responsible way
- Proactive communication and community engagement align perceptions of safety with reality
  - Constituent perceptions of safety are aligned with service delivery

Goal: Develop as a Choice Employer & Workforce

Goal 3(a): El Segundo is a City employer of choice and consistently hires for the future
- The City has a strong culture of customer service, employee retention, and internal feedback
  - The City has and inspired, engaged workforce
  - The City publicly recognizes and rewards outstanding employee achievements
- The City provides a competitive environment and nimble hiring / on-boarding process for its employees
  - Departments are, to the extent possible, at full staffing levels
- The City has a comprehensive, intentional approach to staff development, training and succession
  - The City has a robust and meaningful training and development program
  - The City has a Succession Planning Program

Goal 3(b): The El Segundo workforce is inspired, world-class, engaged – increasing stability and innovation
- The City has a culture of innovation, trust and efficiency in which all aboard rise together
- The Staff rise when:
  - Innovations are shared across the City
  - The City comes ahead of resource competition
  - Centralization and consistency is valued
  - Success is celebrated
- City staff enjoy mastery, autonomy and purpose in their work – pride
  - El Segundo realizes that success in this area is a pre-requisite for success in its other goals

Goal: Develop Quality Infrastructure & Technology

**Goal 4(a): El Segundo’s physical infrastructure supports an appealing, safe, and effective City**
- The City optimizes its physical resources
  - The City maintains its physical assets for the safety, beauty, and function of the City
  - The City improves and replaces existing assets as appropriate for efficiency
  - The City engages in new initiatives that continue to move the City forward
    - The City engages in prospective thinking that allows the City to do more than keep up

**Goal 4(b): El Segundo’s technology supports effective, efficient, and proactive operations**
- The City has an integrated focus on technology
  - Align staff to support technology goals
  - Ensure City employees receive appropriate training to use systems effectively
  - Improve departmental synergies
- The City has an effective structure to meet the technology needs of the City and its constituents
  - Regularly assess technology in place and market trends in order to meet goals
  - Continue to optimize systems already in use, and maintain their capabilities with timely upgrades
- The City invests in systems as necessary in order to add citizen value, provide access to information that is easily available, engage residents in civic participation, and provide mass notification
  - Increase paperless function of the City for ease of access and transparency of process
  - Add citizen value (e.g., allow for online transactions with the City across departments)
  - Ensure secure, reliable, disaster resilient function and data access at all times

Goal: Champion Economic Development & Fiscal Sustainability

**Goal 5(a): El Segundo promotes economic growth and vitality for businesses and the community**
- Implement a comprehensive economic development strategy to ensure the City encourages a vibrant business climate that is accessible, user-friendly and welcoming to all residents and visitors
  - The City promotes economic growth through a range of programs, PR, marketing and communication strategies
  - The City of El Segundo offers modern creative office developments, low tax rates, a highly-skilled workforce, and a range of corporate office and manufacturing space in a well-planned business community

**Goal 5(b): El Segundo approaches its work in a financially strategic and responsible way**
- The City will maintain a structurally balanced budget with appropriate reserve levels
  - The City will provide citizens, businesses, staff, and all other stakeholders with a balanced budget and prudent reserves
- The City will maintain a stable, efficient, and transparent financial environment
  - The City promotes financial transparency and accountability
## Goals, Objectives, Activities & Key Performance Indicators

### Goal: Enhance Customer Service & Engagement

1(a): El Segundo provides unparalleled service to internal and external customers

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
<th>Key Performance Indicators (KPIs)</th>
</tr>
</thead>
</table>
| * City operations are unified and integrated | * Cross-training and cross-communication  
* Enhance collaborative capacity Citywide (e.g., teleconferencing) | * Average time to process various plan check reviews (P&BS) |
| * City services are convenient, efficient and user-friendly for all residents, businesses, and visitors | * Build a one-stop business center  
* Provide online business transactions for residents and business community  
* Replace, streamline and optimize website with mobile app and robust intranet  
* Provide a user-friendly digital file cabinet for public to access online  
* Provide GIS software access to basic property information and relevant documents | * Average time to process film permits (Finance)  
* Monthly report on Resident/Business satisfaction surveys (CM)  
* Turnaround time to process all City contracts (City Clerk)  
* Employee satisfaction surveys (H.R.) (to be developed) |
| | * Each department will set goals for outreach and access  
* Implement year-long festivities and celebration of the City’s Centennial | |
| | * Each department will set goals for improvement  
* Identify areas of internal service improvement from Human Resources  
* Amend zoning code in response to emerging issues discovered by staff and customers | |

1(b): El Segundo’s engagement with the community ensures excellences – it understands and exceeds customer expectations

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
<th>Key Performance Indicators (KPIs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* The City is transparent regarding services and performance</td>
<td>* Report Citywide performance indicators to City Council</td>
<td>* Quarterly status report to City Council on the strategic work plan (Finance)</td>
</tr>
</tbody>
</table>
| * The City engages in regular, intentional information gathering | * Assess customer satisfaction via  
  - An annual resident and business survey  
  - Post service and event questionnaires  
  - Personal outreach throughout the year | * Monthly report on Resident/Business satisfaction surveys (Finance) |
| * City communication is comprehensive and integrated | * Expand use of social media as communication tool  
* Expand use of E-newsletters as communication tool  
* Provide inter-departmental tours and brief overview of services provided | * Number of library users attending programs offered (Library)  
* Enrollment in programs offered and event attendance (Rec/Park) |
### Goal: Support Community Safety & Preparedness

**Goal 2:** El Segundo is a safe and prepared city

<table>
<thead>
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<th>Objectives</th>
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<th>Key Performance Indicators (KPIs)</th>
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</table>
| * The City has a proactive approach to risk and crime that is outcome focused | * Ensure equipment, systems and staffing remain up to date with standards and local needs (e.g., high-density construction and increased service demands, changed crime rates, State laws and funding)  
  * Institute proactive plans to mitigate hazards within the City with community involvement  
  * Ensure redundancies are in place  
  * Prepare via planning, training and mock activities  
  * Ensure ordinances are current with new/emerging risks | * Monthly report on Crime Statistics (P.D.)  
  * Monthly report on Priority 1 response times (P.D.)  
  * Number of CERBT members trained annually (F.D.)  
  * Average total response time – Fire & EMS calls (FD)  
  * Number of service calls per sworn FTEs (PD & FD) |
| * Proactive communication and community engagement                          | * Inform owners regarding retro-fit for earthquakes  
  * Use social media to keep community & staff informed & engaged                   | * Citizen surveys & questionnaires (CM)                                                      |

### Goal: Develop as a Choice Employer & Workforce

**Goal 3(a):** El Segundo is a City employer of choice and consistently hires for the future

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<th>Objectives</th>
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</table>
| * The City has a strong culture of customer service, employee retention, and internal feedback | * Implement an employee wellness program to enhance the wellbeing and morale  
  * Implement a formal Employee Recognition Program  
  * Review online platforms, such as Glassdoor.com, that report on employee satisfaction and salary & benefits | * Average time to fill recruitments (H.R.)  
  * Number of vacancies (H.R.)  
  * Turnover percentage (H.R.) |
| * The City provides a competitive environment and nimble hiring / on-boarding process for its employees | * Ensure process excellence to attract qualified applicants                                  | * Applicant surveys (H.R.) (to be developed)                                                  |
| * The City has a comprehensive, intentional approach to staff development, training and succession | * Train employees to effectively and efficiently perform their jobs  
  * Develop employees so they are prepared to progress in the organization & be able to fill critical vacancies from within | * Number of internal promotions (H.R.)                                                      |
**Goal 3(b):** The El Segundo workforce is inspired, world-class, engaged – increasing stability and innovation

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
<th>Key Performance Indicators (KPIs)</th>
</tr>
</thead>
</table>
| * The City has a culture of innovation, trust and efficiency in which all aboard rise together | * Each department will develop plans for advancing these items  
* Department leaders as a group will develop plans for reinforcing these items | * Annual Employee satisfaction surveys (H.R.) (to be developed) |
| * City staff enjoy mastery, autonomy and purpose in their work – pride | | |

**Goal: Develop Quality Infrastructure & Technology**

**Goal 4(a):** El Segundo’s physical infrastructure supports an appealing, safe, and effective City

<table>
<thead>
<tr>
<th>Objectives</th>
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</thead>
</table>
| * The City optimizes its physical resources | * Regularly assess Citywide facility needs meet safety standards and best practices  
* Identify funding and commitment to future infrastructure needs  
* Coordinate multi-agency CIP  
* Maintain park equipment and fixtures to meet safety standards and best practices  
* Enhance trimming schedule to mitigate risk | * Quarterly report on status of capital improvement plan implementation (PW)  
* Monthly report on number of pothole repairs and sidewalk repairs completed (PW) |

**Goal 4(b):** El Segundo’s technology supports effective, efficient, and proactive operations

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
<th>Key Performance Indicators (KPIs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* The City has an integrated focus on technology</td>
<td>* Improve efficiency and effectiveness of staffing and leave replacement, with public safety focus</td>
<td>* Status update of IS master plan implementation (IS)</td>
</tr>
<tr>
<td>* The City has an effective structure to meet the technology needs of the City and its constituents</td>
<td>* Use the full potential of software</td>
<td>* Number of online transactions conducted from residents, businesses and employees (City-wide/Finance to report)</td>
</tr>
</tbody>
</table>
| * The City invests in systems as necessary in order to add citizen value, provide access to information that is easily available, engage residents in civic participation, and provide mass notification | * Each department will set paperless goals  
* Each department will set value goals  
* Wi-Fi in all critical City facilities  
* Purchase equipment and systems | * Monthly analytical analysis of City website traffic: number of visitors (hits), what webpage was most viewed, and how many inquiries were made from community via web tools (IS - pending implementation of new website) |
**Goal: Champion Economic Development & Fiscal Sustainability**

**Goal 5(a):** El Segundo promotes economic growth and vitality for businesses and the community

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
<th>Key Performance Indicators (KPIs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Implement a comprehensive economic development strategy to ensure the City encourages a vibrant business climate that is accessible, user-friendly and welcoming to all residents and visitors</td>
<td>* Promote business attraction and industry diversification.</td>
<td>* Tracking of economic indicators and tax revenue annually (Econ Dev)</td>
</tr>
<tr>
<td></td>
<td>* Business retention through proactive outreach</td>
<td>* Business retention / attraction/satisfaction surveys (Econ Dev - to be developed)</td>
</tr>
<tr>
<td></td>
<td>* Enhance marketing and branding efforts through public relations and advertising</td>
<td></td>
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<tr>
<td></td>
<td>* Advocate and promote local arts</td>
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</tbody>
</table>

**Goal 5(b):** El Segundo approaches its work in a financially strategic and responsible way

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
<th>Key Performance Indicators (KPIs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* The City will maintain a structurally balanced budget with appropriate reserve levels</td>
<td>* Annual adoption of a balanced budget</td>
<td>* Monthly OpenGov status reports on budget versus actuals (accessed via City website) (Finance)</td>
</tr>
<tr>
<td></td>
<td>* Develop revenue streams and reserve fund to keep infrastructure advancing</td>
<td></td>
</tr>
<tr>
<td>* The City will maintain a stable, efficient, and transparent financial environment</td>
<td>* Review and refine the budget / strategic plan process</td>
<td>* Quarterly status report to City Council on the strategic work plan progress (Finance)</td>
</tr>
<tr>
<td></td>
<td>* Develop a comprehensive master fee schedule and cost recovery policy to support City needs</td>
<td>* Percent of costs recovered for services provide (Finance)</td>
</tr>
<tr>
<td></td>
<td>* Review of Business License Tax structure</td>
<td></td>
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<tr>
<td></td>
<td>* Annual review of financial policies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Quarterly financial status report to Community and Council</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* Annual status update on financial policies and master fee schedule</td>
<td></td>
</tr>
</tbody>
</table>
# Appendix: Work Plan for FY 2016-19

## Enhance Customer Service and Engagement

**Goal 1(a):** El Segundo provides unparalleled service to internal and external customers

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
<th>Responsible Party</th>
<th>Resources Required</th>
<th>Projected Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1) City operations are unified and integrated</strong></td>
<td>Cross-training and cross-communication</td>
<td>HR</td>
<td>City-wide vacant positions filled</td>
<td>Develop training plan &amp; survey</td>
</tr>
<tr>
<td></td>
<td>Enhance collaborative capacity Citywide (e.g., teleconferencing)</td>
<td>IS</td>
<td>IS fully staffed</td>
<td>Develop approach</td>
</tr>
<tr>
<td></td>
<td>Build a business center for the development team and customers</td>
<td>P&amp;B</td>
<td>PW &amp; Dev support</td>
<td>Finalize design for one-stop business center and West Conference Room</td>
</tr>
<tr>
<td></td>
<td>Replace, streamline and optimize website with mobile app and robust intranet</td>
<td>IS</td>
<td>Internal Working Group (WG) &amp; Tech Committee (TC)</td>
<td>Pending IS Director recommendation to TC</td>
</tr>
<tr>
<td></td>
<td><strong>2) City services are convenient, efficient and user-friendly for all residents and businesses</strong></td>
<td>Provide online business transactions for residents and business community</td>
<td>Planning Finance</td>
<td>IS Support</td>
</tr>
<tr>
<td></td>
<td><em>E-file and Online Plan Check, online permitting (all business areas), Online business license renewal, new application process, payments. Online T.O.T. reporting and payment remittance</em></td>
<td></td>
<td>Additional funding</td>
<td>Upgrade (supplement) software</td>
</tr>
</tbody>
</table>

**FUTURE:** Enhance site based on service needs / customer feedback

**FUTURE:** Monitor system and research BMPs; Include all building permit applications; New integrated enterprise system RFP; Pilot to test applications
## Enhance Customer Service and Engagement

**Goal 1(a):** El Segundo provides unparalleled service to internal and external customers

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
<th>Responsible Party</th>
<th>Resources Required</th>
<th>Projected Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>FY 2016-17</td>
<td>FY 2017-18 thru 18-19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Plan</td>
<td>Implement</td>
</tr>
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<td>N/A</td>
<td>Discuss implementation plan options w/new IS Director &amp; Tech Committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) City services are convenient, efficient and user-friendly for all residents and businesses</td>
<td>Provide a user-friendly digital file cabinet for public to access online</td>
<td>City Clerk</td>
<td>IS support</td>
<td></td>
</tr>
<tr>
<td>2) City services are convenient, efficient and user-friendly for all residents and businesses</td>
<td>Provide GIS software access to basic property information and relevant documents</td>
<td>P&amp;BS</td>
<td>IS support &amp; Funding</td>
<td></td>
</tr>
<tr>
<td>2) City services are convenient, efficient and user-friendly for all residents and businesses</td>
<td>Create a citizens' training academy</td>
<td>PD</td>
<td>Funding</td>
<td>Develop curriculum</td>
</tr>
<tr>
<td>2) City services are convenient, efficient and user-friendly for all residents and businesses</td>
<td>Expand Library hours, search access, programs, etc.</td>
<td>Library</td>
<td>IS support</td>
<td>Investigate extended hours</td>
</tr>
<tr>
<td>2) City services are convenient, efficient and user-friendly for all residents and businesses</td>
<td>Expand Parks &amp; Rec programs to (a) meet the customer demand of affordable, safe, and fun programs for youth</td>
<td>Parks &amp; Rec</td>
<td>Volunteers, sponsors, PT salaries</td>
<td>Expand Summer Day Camp and Year-round Recreation Classes</td>
</tr>
<tr>
<td>2) City services are convenient, efficient and user-friendly for all residents and businesses</td>
<td>Implement year-long festivities and celebration of the City's Centennial</td>
<td></td>
<td></td>
<td>Implement Centennial via committee of business, elected and community members</td>
</tr>
<tr>
<td>2) City services are convenient, efficient and user-friendly for all residents and businesses</td>
<td>Amend codes in response to issues discovered by staff and customers</td>
<td>P&amp;BS</td>
<td>Complete 4-6 amendments</td>
<td>Complete additional amendments as identified</td>
</tr>
<tr>
<td>2) City services are convenient, efficient and user-friendly for all residents and businesses</td>
<td>Identify areas of internal service improvement from Human Resources</td>
<td>HR</td>
<td>Support staff in HR</td>
<td>Solicit department feedback to clarify service expectations</td>
</tr>
<tr>
<td>2) City services are convenient, efficient and user-friendly for all residents and businesses</td>
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<td></td>
<td>Develop employee survey</td>
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<td>Enhance Media Services</td>
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</table>

Each department will set goals for improvement

Each department will set goals for improvement
## Enhance Customer Service and Engagement

**Goal 1(b): El Segundo's engagement with the community ensures excellence - it understands and exceeds customer expectation**

<table>
<thead>
<tr>
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<th>Resources Required</th>
<th>Projected Milestones</th>
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</thead>
<tbody>
<tr>
<td>3) The City is transparent regarding services and performance</td>
<td>● Report Citywide performance indicators</td>
<td>City Manager</td>
<td>Department support</td>
<td>Develop tracking systems Begin quarterly reports</td>
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<tr>
<td></td>
<td>● Assess customer satisfaction via</td>
<td>City Manager</td>
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<td>Develop</td>
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<td></td>
<td>○ Annual resident and business surveys</td>
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<td></td>
<td>○ Post service or event questionnaires</td>
<td>Finance</td>
<td>City Manager &amp; Department support</td>
<td>Refine the budget and strategic planning process to incorporate community voices</td>
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<td></td>
<td>○ Personal outreach throughout year</td>
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<tr>
<td>4) The City engages in regular, intentional information gathering</td>
<td>● Provide inter-departmental tours and brief overview of services provided</td>
<td>Director of Parks/Rec</td>
<td></td>
<td>Quarterly or bi-annual</td>
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<tr>
<td>5) City communication is comprehensive and integrated</td>
<td>● Expand use of social media as communication tool</td>
<td>Citywide City Manager</td>
<td>PD to assist Social media policy</td>
<td>Develop Social Media Policy</td>
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<tr>
<td></td>
<td>● Expand use of E-newsletters as communication tool</td>
<td>City Attorney</td>
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<td>Notify public of surveys and meetings via social media</td>
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<td>Launch bi-monthly newsletter to disseminate service updates, milestones achieved, pending goals</td>
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## Support Community Safety and Preparedness

**Goal 2:** El Segundo is a safe and prepared city

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<td>FY 2016-17</td>
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<td>Study Fire Dept. administrative work demands + deployment and work demands</td>
<td>Monitor BMPs &amp; replace PPE and Ballistic vests &amp; helmets in per BMP. Implement current NFPA standards</td>
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<td>Fire PD</td>
<td>Additional funding &amp; HR review</td>
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<td></td>
<td>Replace Public Safety equipment per standards and end-of-life demands</td>
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<td>Finance</td>
<td>Concurrence with RCC &amp; IS support</td>
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<td>Upgrade Dispatch (CAD) &amp; Records Management</td>
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<td>Contingent on staffing</td>
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<td>Analysis of equipment replacement fund</td>
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<td>Department input</td>
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<td>Update Depreciation Schedule</td>
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<td>HR</td>
<td>Add Emergency Services Coordinator position</td>
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<td>Ongoing hazard mitigation</td>
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<td>Implement hazard mitigation program with community support</td>
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<td>Emergency Services Coordinator (ESC)</td>
<td>Update plans, continue inspections, professionals list, program outline</td>
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<td>PW, Fire, PD support</td>
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<td>Emergency PD</td>
<td>Evaluate equipment, personnel and systems; upgrade as appropriate</td>
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<td>Expand disaster personnel via Citywide cross-training program</td>
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<td>Update evacuation plans Drills, training, exercises</td>
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<td></td>
<td>Approve evacuation plan Drills, training, exercises</td>
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<td>P&amp;B Services</td>
<td>Prepare via planning, training and mock activities</td>
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<td>City Attorney</td>
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<td>Adopt drone ordinance</td>
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<td>Update code to align with high risk of seismic activity</td>
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<td>List critical Geo fence locales</td>
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<td>Develop a list - emergency operations requiring TFRs</td>
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1) The City has a proactive approach to risk and crime that is outcome focused
### Support Community Safety and Preparedness

**Goal 2:** El Segundo is a safe and prepared city

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</thead>
</table>
| 2) Proactive communication and community engagement | - Inform owners re retro-fit for earthquakes  
- Use social media to keep community & staff informed & engaged | P&Bs  
P | Implementati on of social media policy  
Enhance mass notifications via social media | Add voluntary seismic retrofit standards to code  
Study/survey and inform retrofit programs  
Implement BMP for community engagement |

### Develop as a Choice Employer and Work Force

**Goal 3(a):** El Segundo is a City employer of choice and consistently hires for the future

<table>
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<th>Objective</th>
<th>Activity</th>
<th>Responsible Parties</th>
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</thead>
</table>
| 1) The City has a strong culture of customer service, employee retention, and internal feedback | - Institute a wellness program to enhance wellbeing and morale  
- Institute a formal Employee Recognition Program | Department support  
Funds for a consultant  
Department support Staff | N/A  
N/A | Use a consultant to determine how to best implement and administer  
Research and collect information on the programs in place in other agencies |
| 2) The City provides a competitive environment and nimble hiring / on-boarding process for its employees | - Ensure process excellence to attract qualified applicants | HR  
HR staff to handle the high recruitment and selection workload | Priority vacancies so staff can focus efforts on most critical positions  
Survey applicants  
Hire staff dedicated to recruitment and selection  
Work through the recruitment and selection workload | Implement a remote video conference system for use in hiring  
Survey applicants  
Work through the recruitment and selection workload |
| 3) The City has a comprehensive, intentional plan for staff development, training and succession | - Train employees to effectively and efficiently perform their jobs  
- Develop employees so they are prepared to progress in the organization | HR Lead  
Department Heads  
Funds for a consultant  
Staff to oversee program | Consultant assessments  
Analyze, propose P/T classification updates  
Prepare staff to compete with leadership, supervisory and management skills | Develop ongoing training programs for all  
Prepare staff to compete with leadership, supervisory and management skills |
Develop as a Choice Employer and Work Force

Goal 3(a): El Segundo is a City employer of choice and consistently hires for the future

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<tbody>
<tr>
<td>1) Develop employees to be able to fill critical vacancies from within</td>
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<td>FY 2016-17</td>
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<td>FY 2017-18 thru 18-19</td>
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<td>Implement Succession Plan to retain talent and expertise.</td>
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</table>

Develop as a Choice Employer and Work Force

Goal 3(b): The El Segundo workforce is inspired, world-class, engaged – increasing stability and innovation

<table>
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<th>Resources Required</th>
<th>Projected Milestones</th>
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<tbody>
<tr>
<td>4) The City has a culture of innovation, trust and efficiency</td>
<td></td>
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<td>FY 2016-17</td>
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<tr>
<td>5) City staff enjoy mastery, autonomy and purpose in their work – pride</td>
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<td>FY 2017-18 thru 18-19</td>
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<td>See Goal 3(a)</td>
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<td>Each department will develop plans for advancing these items Department leaders as a group will develop plans for reinforcing these items</td>
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</tbody>
</table>
### Develop Quality Infrastructure & Technology

**Goal 4(a): El Segundo’s physical infrastructure supports an appealing, safe, and effective City**

<table>
<thead>
<tr>
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<th>Resources Required</th>
<th>Projected Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) The City optimizes its physical resources</td>
<td>Regulary assess Citywide facility needs meet safety standards and best practices</td>
<td>PW</td>
<td>Funding for Citywide Facility Assessment</td>
<td>Identify and develop list of projects (see schedule)</td>
</tr>
<tr>
<td></td>
<td>Identify funding and commit to future infrastructure needs</td>
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<tr>
<td></td>
<td>Coordinate multi-agency CIP</td>
<td>PW (construction)</td>
<td>Aquatic Center Little league miracle field Top Golf/The Lakes</td>
<td>Replace synthetic turf at Campus El Segundo Playground resurface &amp; shade structures</td>
</tr>
<tr>
<td></td>
<td>Maintain park equipment and fixtures to meet safety standards and best practices</td>
<td>Parks &amp; Rec</td>
<td>PW support Council approval/funds</td>
<td>Routine pruning, removal of undesirable and hazardous street trees, and planting approved species</td>
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<tr>
<td></td>
<td>Enhance trimming schedule to mitigate risk</td>
<td></td>
<td>Increased funding</td>
<td></td>
</tr>
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</table>

### Develop Quality Infrastructure & Technology

**Goal 4(b): El Segundo’s technology supports effective, efficient, and proactive operations**

| 2) The City has an integrated focus on technology | Improve efficiency and effectiveness of staffing and leave replacement, with safety focus | IS | Fire Support TC input Council approval/funds | Implement Automated Staffing Technology for Safety | Research Citywide opportunities Automate Staffing and Payroll |
| | | | Department input | Research options for EDEN & building and vehicle maintenance tracking | Implement (replace manual to streamline / increase efficiency) |
| 3) The City has an effective structure to meet the technology needs of the City and its constituents | Use the full potential of software | Fire | Limited IS Support TC input | Implement online policy software to ensure compliance with laws and best management practices regarding personnel supervision and policy administration | Maintain online policy software to ensure compliance with laws and best management practices regarding personnel supervision and policy administration |
### Develop Quality Infrastructure & Technology

**Goal 4(b): El Segundo's technology supports effective, efficient, and proactive operations**

<table>
<thead>
<tr>
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<th>Resources Required</th>
<th>Projected Milestones</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Use mobile app to allow residents to easily report ROW problems and issues</td>
<td>IS, PW support</td>
<td>Evaluate apps available</td>
<td>Implement apps</td>
</tr>
<tr>
<td></td>
<td>Implement paperless: Payroll, Purchasing &amp; A/P</td>
<td>Finance, IS support, Server space, TC input</td>
<td>Implement paperless payroll, Replace printing direct deposit paystubs with secure email</td>
<td>Add modules to Eden that process purchasing and a/p digitally</td>
</tr>
<tr>
<td></td>
<td>Scan historical documents</td>
<td>P&amp;BS, Dependent on funding</td>
<td>TC review</td>
<td>Scan microfilm/microfiche plans and permits</td>
</tr>
<tr>
<td></td>
<td>Develop an updated and user friendly website that is easily navigated; communicating City’s ability to meet citizen and business service expectations; attracts new business; and is feature-rich</td>
<td>IS</td>
<td>Public access online catalog, word processing, EBook, music, downloadable apps; Convert reference into Wi-Fi stations</td>
<td>Based on TC priorities and scheduling with IS, Upgrade A/V system in the Friends’ meeting room and Rose Garden meeting room</td>
</tr>
<tr>
<td></td>
<td>Expand Library access to internet</td>
<td>Library, Funding, IS support, TC input</td>
<td>Library, Funding, IS support, TC input</td>
<td>Library, Funding, IS support, TC input</td>
</tr>
<tr>
<td></td>
<td>Agenda Management System(s)</td>
<td>City Clerk, All Departments</td>
<td>Research, present and select</td>
<td>Implement</td>
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<tr>
<td></td>
<td>Replace Online classes &amp; reservations system (CLASS)</td>
<td>Parks &amp; Rec, IS support, Funding</td>
<td>Research options, discuss with TC, make selection</td>
<td>Council approve, Implementation</td>
</tr>
<tr>
<td></td>
<td>Plan and implement self-checkout</td>
<td>Library, IS support</td>
<td>Explore cost/funding, TC review</td>
<td>Implement compatible with SIERRA</td>
</tr>
</tbody>
</table>

4) The City invests in systems as necessary in order to add citizen value, provide access to information that is easily available, engage residents in civic participation, and provide mass notification

- Wi-Fi in all critical City facilities
  - IS, Fiber Optic Network project in Data Center
  - TC review
  - Obtain cost and funding source, Begin installation

- Purchase equipment and systems
  - PD, IS, Additional budget may be required
  - Radios, license plate readers, Citywide camera system, Fiber E of Sepulveda
  - Purchase equipment and systems

- Plan and implement self-checkout
  - Library, IS, Depends on CAD/RMS
  - Work with RCC Dispatch Monitor CAD Upgrade
  - Install Pre-alert Dispatch Software
#### Develop Quality Infrastructure & Technology

**Goal 4(b):** El Segundo’s technology supports effective, efficient, and proactive operations

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<td>FY 2016-17</td>
<td>FY 2017-18 thru 18-19</td>
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<td>TC input</td>
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#### Champion Economic Development & Fiscal Sustainability

**Goal 5(a):** El Segundo promotes community engagement and economic vitality

<table>
<thead>
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<td>FY 2016-17</td>
<td>FY 2017-18 thru 18-19</td>
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<td>1)</td>
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<td>Committee mission &amp; vision</td>
<td>Committee fosters community advocacy and promotion of the arts in El Segundo</td>
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<td>Implement a comprehensive economic development strategy to ensure the City encourages a vibrant business climate that is accessible, user-friendly and welcoming to all residents, businesses and visitors</td>
<td>Parks &amp; Rec</td>
<td>Recommend business development opportunities to Council Guide resource identification to achieve goals, EDAC work plan</td>
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<td>Advocate and promote local arts</td>
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<td>Proactively attract new businesses, and high-quality jobs through exhibiting at conventions and trade shows</td>
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<td>Promote business attraction and retention</td>
<td>Ec. Dev. Manager</td>
<td>Meet with businesses regarding challenges, assistance programs, resources</td>
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<td>Use events strategically</td>
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<td>Survey all licensed businesses through the business license renewal mailing</td>
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<td>Actively communicate, advertise and engage in Public Relations</td>
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<td>Annual event to recognize economic development achievements, honor and acknowledge local businesses, and provide a networking opportunity</td>
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<td>Annual regional brokers’ event to build awareness and showcase real estate opportunities in the City to real estate professionals</td>
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<td>Digital Campaign; Print Campaign; Outdoor</td>
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<td>Develop micro-sites to promote local hotels, retailers and restaurants</td>
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<td>Distribute monthly SOAR e-newsletter to business leaders, real estate brokers, and regional economic development influencers</td>
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<td>Guide, Brochures, &amp; Promotional Items to promote B2B review</td>
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<td>Highlight competitive advantages, newsworthy stories</td>
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<td>Target tours that highlight the assets of the City to businesses and visitors</td>
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<td>Objective</td>
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| 2) The City will maintain a structurally balanced budget with appropriate reserve levels | Annual adoption of a structurally balanced budget  
Develop revenue streams and reserve fund to keep infrastructure advancing | Finance | City Manager & Department Support | Present plan to Council  
Review FY 17-18 Strategic Plan (Spring 2017), Budget (Feb-Aug) |
| 3) The City will maintain a stable, efficient, and transparent financial environment | Review and refine the budget / strategic plan process  
Develop a comprehensive master fee schedule and cost recovery policy to support City needs  
Review of Business License Tax  
Annual review of financial policies | Finance | Department Support  
Necessary vacant positions filled | -Develop and issue RFP for City-wide fee study  
-Present master fee schedule to Council for approval  
-Conduct study on business license structure  
-Maintain master fee schedule  
-Present business license options to Council in a workshop  
-Direction from Council on potential new business license structure |
City of El Segundo Strategic Plan Community Survey

Q1  How effective is the local government at solving problems in the City of El Segundo?

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<td>Completely Ineffective</td>
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<td>Extremely Effective</td>
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</table>

Q2  Overall, do you feel the City is quick to effectively respond to requests for help from residents/businesses?

Q3  Overall, do you feel the City’s roads and sidewalks are well maintained and in good condition?

Q4  Do you feel that the City is open and transparent in how it conducts business?

Q5  Overall, how safe do you feel in the City of El Segundo?

Q6  Overall, how responsive is El Segundo Police Department to the needs of the community?

Q7  Overall, how responsive is El Segundo Fire Department to the needs of the community?

Q8  Please rate your level of satisfaction with the City of El Segundo’s Park & Recreation Services:

Q9  Please rate your level of satisfaction with the City of El Segundo’s Library Services:

Q10 Please rate your level of satisfaction with the City of El Segundo’s Planning & Building Safety Services:
Q11  Is the City of El Segundo business friendly?

Q12  Do you have any other comment, questions, or concerns?
AGENDA DESCRIPTION:
Consideration and possible action to determine how to proceed with Paolucci Selling & Martin Communications Art ("PSM") and the City's business marketing program in light of the delayed decision from the Fair Political Practices Commission ("FPPC") regarding whether the City can continue to contract with PSM.
(Fiscal Impact: to be determined)

RECOMMENDED COUNCIL ACTION:
1. Wait for the FPPC to issue an opinion re PSM before making a decision as to whether to amend its contract; or,
2. Proceed with a process to select a new business marketing consultant and potentially terminate PSM's contract, and/or,
3. Authorize the City Manager in amount not to exceed $25,000 to procure business marketing services until a decision has been made regarding PSM or until a new business marketing consultant is under contract; and/or
4. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

FISCAL IMPACT: None
Amount Budgeted: $440,000
Additional Appropriation: N/A
Account Number(s):

STRATEGIC PLAN:
Goal: Champion Economic Development and Fiscal Sustainability
Objective: El Segundo promotes economic growth and vitality for businesses

ORIGINATED BY: Mark Hensley, City Attorney
REVIEWED BY: Greg Carpenter, City Manager
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

On February 28, 2014, the City Council approved a contract in the amount of $450,000 to provide the City with business marketing services. On July 28th the City Manager increased the contract amount by $20,000 to $470,000. On November 15, 2016, the Council was going to consider another amendment to the contract in the amount of $440,000. At that time it was recommended by the City Attorney that the Council should wait to take action until he had time to analyze a potential conflict of interest by Council Member Boyles in participating in voting on the
amendment and also whether the City could legally enter into the amendment based upon Council Member Boyles’ business arrangements with PSM.

Subsequently on December 5, 2016, the City Attorney’s office sent a request to the FPPC to seek an opinion from the FPPC as to Council Member Boyle’s potential conflict and whether the Council could enter into the amendment with PSM. Generally, a FPPC opinion takes approximately 21 business days. With the holidays falling within this 21-day period, the facts were somewhat complex and the requested opinion sought advice not only under the Political Reform Act but also Government Code Section 1090 et seq., the FPPC has been delayed in responding to the City.

The Political Reform Act is the body of law that applies to whether or not Council Member Boyles can participate in deciding whether to amend PSM’s contract whereas Government Code Section 1090 is the law that governs the issue of whether the City can enter into the amendment with PSM.

Given the extended delay, some Council Members have raised concerns to the City Manager regarding the delay in the City’s marketing program caused by the delay in receiving a response from the FPPC. The City Attorney’s Office has contacted the FPPC on two occasions but the FPPC has declined to give a date by which the City will receive a response.

The options for the Council at this point are to continue to (1) wait for a FPPC opinion until it makes a decision on the contract amendment; (2) direct staff to undertake a process to find a new marketing consultant, and (3) direct the City Manager to contract for interim marketing services in an amount not to exceed $25,000 until either the FPPC makes a decision or the a new consultant is under contract.

The agreement with PSM does provide for a 30-day cancellation period. The Council does not have to, but could provide such termination notice at this time if its desire is to find a new consultant. Alternatively, it could initiate the process for finding a new consultant, while leaving PSM as an option as the City could and should receive a response from the FPPC during the process of searching for new consultant.

The City’s Economic Development Advisory Council (“EDAC”) went through a request for proposals process back in late 2013 and early 2014. If the Council so desires it could either have EDAC go back through and review the proposals it received at that time and have EDAC propose another firm or have EDAC go through a new request for proposal process. The Council does not have to use EDAC for this process but since it was the process utilized before staff wanted the Council to be aware of this fact.
EL SEGUNDO CITY COUNCIL
AGENDA STATEMENT
MEETING DATE: February 7, 2017
AGENDA HEADING: Continued Business

AGENDA DESCRIPTION:
Consideration and possible action regarding introduction and first reading of an Ordinance amending Title 8 of the El Segundo Municipal Code to regulate parking of oversized vehicles, recreational vehicles, and trailers; establish a registration/permit process; and prohibit the placement of electrical cords, cables and similar items between such vehicles and nearby property. (Fiscal Impact: Not to exceed $4,000.00)

RECOMMENDED COUNCIL ACTION:
1.) Conduct a public hearing;
2.) Take public testimony and other evidence as presented;
3.) Introduce the proposed Ordinance amending the El Segundo Municipal Code Title 8;
4.) Provide direction to City staff regarding possible cost-recovery fees for one-time vehicle registration, permits and/or annual handicapped permits issued under the ordinance;
5.) Alternatively, discuss and take other possible action related to this item

ATTACHED SUPPORTING DOCUMENTS:
- Exhibit “A” – Examples of Vehicles Subject to the Proposed Ordinance
- Exhibit “B” – Proposed Ordinance

FISCAL IMPACT:
Amount Budgeted: $0
Additional Appropriation: N/A
Account Number(s):

STRATEGIC PLAN:
Goal: 2. Support Community Safety and Preparedness
Objective: 1. El Segundo has a proactive approach to risk and crime
2. El Segundo has proactive community engagement so that perceptions of safety align with reality

ORIGINATED BY: Jeff Leyman, Lieutenant
REVIEWED BY: Mitch Tavera, Chief of Police
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
The parking of recreational vehicles, oversized vehicles and detached trailers on City streets has been a source of concern and increasing complaints from El Segundo residents and business
owners for several years. Complaints frequently focus on the parking of these large vehicles for extended periods of time, blocking drivers’ line of sight near intersections, overnight camping and taking up multiple on-street parking spaces. Surrounding cities have implemented oversized vehicle ordinances, which have resulted in increased parking of these vehicles in El Segundo.

As a result, on June 7th, 2016, the City Council directed staff to further research and gather public input on the topic. After the results of a public opinion survey and field survey were presented on August 16th, 2016, City Council directed staff to prepare a proposed Ordinance to address the issue. A proposed ordinance was brought before City Council on October 18, 2017 for first reading and November 1st for second reading. Due to residents’ comments, City Council directed staff to hold a community meeting for feedback and potential changes. A community meeting was held on November 29, 2016. The proposed ordinance incorporates the public’s comments from previous hearings and the community meeting.

ANALYSIS:

State Law and the Current City Code

The El Segundo Municipal Code (ESMC) currently:

1. Limits any vehicle from parking on City streets for no more than 72 hours (ESMC § 8-5-6(A));
2. Limits the time “any trailer, camp car or any other similar type of equipment” may be parked on a City street to no more than 48 hours every seven days (ESMC § 8-5-6(B));
3. Disallows parking within 20 feet “of the approach to any traffic signal, boulevard stop sign or official electric flashing device” (ESMC § 8-5-3(J));
4. Prohibits anyone from living out of a mobile home, camper, house trailer or other recreational vehicle on any street, park, beach, square, avenue, alley, public parking lot or public way, within the city between 10:00 p.m. and 6:00 a.m. (ESMC § 7-6-1);
5. Limits parking of commercial vehicles, trailers, recreational vehicles or motor homes on any City-owned public parking lot to five hours (ESMC § 8-5B-9);
6. Allows an encroachment permit for encroachments in the public right-of-way, which include heavy vehicles, machines, and vehicles or other property that may be associated with an adjacent job site (ESMC Title 9, Chapter 2); and
7. Allows a “habitable vehicle” parked on private property to be occupied for residential purposes for up to 72 hours within a 30-day period (ESMC § 15-15-6(D)).

Despite such restrictions, the current ESMC does not fully address the community’s concerns about oversized vehicles, recreational vehicles and trailers. For these reasons, the City Council directed that staff prepare a proposed ordinance.

State law allows the City Council to prohibit or restrict parking on City streets and highways, and may “provide for a system of permits for the purposes of exempting... disabled persons, residents and guests of residents of residential areas.” (Veh. Code § 22507.5; see also Veh. Code § 22507; Homes on Wheels v. City of Santa Barbara (2004) 119 Cal.App.4th 1173). The proposed ordinance fits squarely within the City’s authority under state law.
The Proposed Ordinance

The attached Ordinance was drafted by Police Department staff, in consultation with the City Attorney’s office. The Police Department researched and evaluated several ordinances in surrounding cities, including Hawthorne, Hermosa Beach, Manhattan Beach, Redondo Beach and Torrance. In addition, and after the initial oversized vehicle ordinance was postponed by Council, a community meeting was held to address concerns from citizens effected by the proposed ordinance.

There are several components to the modified proposed ordinance:

1. The ordinance prohibits overnight parking of oversized vehicles, recreational vehicles and trailers (as defined) between the hours of 2 a.m. and 6 a.m. on all streets and highways within the City. This is essential for the Police Department to manage a successful program addressing the aforementioned concerns of citizens. The prohibition for overnight parking of trailers includes both attached and detached trailers.

2. The ordinance establishes an Oversized Vehicle Resident Registration Program. Any resident who owns an oversized vehicle, recreational vehicle or trailer that is parked within the City must register their vehicle with the Police Department. When a vehicle or trailer is registered, the Police Department will issue a sticker which must be affixed to the registered vehicle. Importantly, registration alone does not allow the registered vehicle or trailer to park on City streets during overnight hours. Thus, even if a vehicle has been registered, unless it has been issued a permit, it may not lawfully park on a City street between the hours of 2 a.m. and 6 a.m. and would be subject to citation and towing.

3. The ordinance creates an Oversized Vehicle Parking Permit process, by which owners of registered vehicles may apply to receive an Oversized Vehicle Parking Permit which will allow an otherwise prohibited vehicle to park from 2:00 a.m. to 6:00 a.m. for two consecutive days (i.e., 2:00 a.m. to 6:00 a.m. one day and 2:00 a.m. to 6:00 a.m. the following day). Residents may apply for and receive up to two consecutive permits at one time, and have the option to use such permits consecutively for a total of four consecutive days. Residents may request no more than 12 two-day Oversized Vehicle Parking Permits per quarter and no more than 48 of such permits per calendar year. A “quarter” for purposes of this ordinance is January through March, April through June, July through September, and October through December of each calendar year.

4. The ordinance also creates a similar permit process for both guests staying with City residents but who need to park their oversized vehicle, recreational vehicle or trailer adjacent to their hosts’ home. The ordinance also establishes a permit process for handicapped residents.

5. The ordinance restricts parking of oversized vehicles, recreational vehicles and trailers within 25 feet of an intersection. To eliminate possible safety hazards to pedestrians in the City, the ordinance also prohibits owners from running electrical cords, cables and hoses
across or above sidewalks and streets from the oversized vehicle, recreational vehicle or trailer to a nearby property.

In sum, several of the proposed Ordinance’s components are depicted in the following chart:

<table>
<thead>
<tr>
<th>PROPOSED OVERSIZED VEHICLE ORDINANCE</th>
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<tbody>
<tr>
<td><strong>Vehicle Type</strong></td>
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<tr>
<td>---------------</td>
</tr>
<tr>
<td>Trailer</td>
</tr>
<tr>
<td>Recreational Vehicle</td>
</tr>
<tr>
<td>Oversized Vehicle</td>
</tr>
</tbody>
</table>

For examples of the vehicles that would be subject to the ordinance, please see the attached Exhibit “A.”

The Proposed Ordinance Compared with Other Cities’ Ordinances

The municipalities around El Segundo have varying limits on how many permits are allowed per year; Torrance has a maximum of ninety 24-hour permits and Hermosa Beach sets it as 32 permits. Both Hermosa Beach and Torrance set a limit to how many permits may be used within a period of 90 days.

It is significant to note that the municipalities around El Segundo do not give businesses the option of using permits; the permits are for residents and guests of residents only.

Next Steps

If the City Council introduces the proposed ordinance for first reading, staff will then bring back the ordinance for second reading. If adopted at second reading, the ordinance will take effect 30 days later. However, the Ordinance proposes an “implementation period,” which will start on the effective date of the ordinance and will end on March 31, 2017, which would allow time for City residents to register their vehicles. As proposed, the registration requirement would commence on April 1, 2017, and the overnight parking permit requirement would commence on April 1, 2017. In addition, before the ordinance may be enforced, signage would need to be posted throughout the City.
City staff also request that the City Council provide direction on whether they want staff to collect fees based on the City’s administrative costs in implementing the permit program. Under the program, City staff will be:

1. Registering vehicles on a one-time basis;
2. Issuing two-day permits as needed; and
3. Issuing handicapped permits to qualified applicants on an annual basis.

If directed by the City Council, staff will bring back a resolution amending the Fee Schedule to impose such fees. The fees would be based on the City’s estimated costs of processing the registration and permit applications. Although staff has not yet completed the fee study, staff estimated that the one-time registration fee per vehicle will likely range between $25.00 and $50.00 and the daily permit fee will likely be at no cost to our residents or non-residents.

It is unknown at this time how many residents will choose to register their RV’s or oversized vehicles; however, the fee is designed to reimburse the City its costs for processing registration applications. The ordinance may result in increased enforcement costs, which are also recouped from the parking penalties assessed.

RECOMMENDATION:

Based on the foregoing, staff recommends that the City Council introduce the proposed ordinance for first reading and provide direction to staff with regard to fees. In the alternative, the City Council may discuss the proposed Ordinance and direct staff to modify the ordinance and bring it back for further consideration at a future meeting.
Exhibit “A”

May not be parked on any City street or highway from 2:00 AM – 6:00 AM unless Registered and Displaying a Valid Permit:

![Boat Trailer](image1)

![Camper Trailer](image2)
May not be parked on any City street or highway from 2:00 AM – 6:00 AM unless Registered and Displaying a Valid Permit:

Class C Motorhome

Class A Motorhome
May not be parked on any City street or highway from 2:00 AM – 6:00 AM unless Registered and Displaying a Valid Permit:

Jet Ski Trailer

Motorcycle Trailer
Sample RV/Oversized Residential Permit

May not be parked on any City street or highway from 2:00 AM – 6:00 AM unless Registered and Displaying a Valid Permit (if associated with a resident) or subject of a City-Issued Encroachment Permit (which may be issued to non-residents):

Work Trailers
ORDINANCE NO. 1523

AN ORDINANCE AMENDING TITLE 8 OF THE EL SEGUNDO MUNICIPAL CODE TO CREATE OVERNIGHT PARKING LIMITS FOR OVERSIZED VEHICLES, RECREATIONAL VEHICLES AND TRAILERS, TO ESTABLISH A REGISTRATION AND PERMIT PROCESS AND TO PROHIBIT THE PLACEMENT OF ELECTRICAL CORDS, HOSES, CABLES OR OTHER SIMILAR ITEMS BETWEEN SUCH VEHICLES AND PROPERTIES.

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

SECTION 6: The Council finds and declares as follows:

A. On June 7, 2016, the City Council directed staff to develop options to limit or prohibit overnight parking of oversized vehicles, recreational vehicles and trailers;

B. On August 16, 2016, the City Council held a public hearing and considered the information provided by City staff and public testimony regarding this Ordinance;

C. On October 18, 2016 and November 1, 2016, the City Council considered a proposed Ordinance to address overnight parking of oversized vehicles, recreational vehicles and trailers; per the City Council’s direction, a community meeting was held on November 29, 2016 to solicit further input from the public on the proposed Ordinance;

D. The parking of oversized vehicles, recreational vehicles and trailers on City streets creates a variety of public safety and public health problems, ranging from interference with the normal flow of vehicle traffic, especially on narrow streets; the creation of visual obstacles and reduction of the lines of sight for driveways, intersections, and traffic signage, thereby reducing sidewalk and street safety for motorists, pedestrians, and bicyclists; to illegal dumping of garbage and waste matter on sidewalks and streets.

E. In addition, the parking of oversized vehicles, recreational vehicles and trailers on City streets exposes bicyclists to greater traffic dangers as they travel around such oversized vehicles and trailers; and fire and Emergency access is reduced, especially on narrow streets and cul-de-sacs;

F. Further, limited availability of on-street parking is diminished
due to oversized vehicles, recreational vehicles and trailers being stored on streets; and trailers hauling debris and other unsightly materials contribute to blight in neighborhoods.

G. In addition, detached trailers parked on certain City streets constitute a safety hazard as some do not have an independent braking system and could roll unexpectedly down the street;

H. The City issues encroachment permits for work or encroachments in the public right-of-way (ESMC Title 9, Chapter 2); although encroachment permits would be required for vehicles and other non-vehicular property that are associated with work being performed at adjacent property, and heavy vehicles or machines, the encroachment permit process does not pertain to other oversized vehicles, recreational vehicles or trailers;

I. The City’s current parking regulations are inadequate to address the above-referenced problems associated with the parking of oversized vehicles, recreational vehicles and trailers on City streets;

J. By creating a permit and registration system, the City Council desires to strike a balance between ensuring that persons who own oversized vehicles, recreational vehicles and trailers have the opportunity to park their vehicles on City streets for short periods of time, while at the same time imposing reasonable regulations on all City streets to address the adverse impacts described above;

K. California Vehicle Code Sections 22507 and 22507.5, and case law such as Homes on Wheels v. City of Santa Barbara (2004) 119 Cal.App.4th 1173, confirm the City’s authority to restrict the parking of vehicles on certain streets, during all or certain hours of the day, including but not limited to, between the hours of 2 a.m. and 6 a.m.;

L. The City currently prohibits any wires, pipes or conduit to be placed in or upon any street within the City unless such wires, pipes or conduit are permitted by an encroachment permit issued by the City (ESMC Section 9-2-6);

M. The City Council is concerned about the potential hazards posed by cords, hoses, cables and wires strewn on City streets and sidewalks between Oversized Vehicles, Recreational
Vehicles, and Trailers, and private residences, and desires to prohibit such items in the public right-of-way.

SECTION 7: Section 8-1-1 of the El Segundo Municipal Code (ESMC) is amended to add the following definitions in alphabetical order:

"Oversized Vehicle" means any vehicle, as defined by Section 670 of the California Vehicle Code, or combination of vehicles, which exceeds twenty-two feet in length, seven feet in width, or eight feet in height, exclusive of projecting lights or devices allowed by Section 35109 or 35110 of the California Vehicle Code, as may be amended. The term "Oversized Vehicle" does not include pickup trucks or sport utility vehicles that are less than twenty-five feet in length and eighty-two inches in height.

"Police Department" means the El Segundo Police Department.

"Recreational Vehicle" has the same meaning as Section 18010 of the Health and Safety Code.

"Trailer" means a trailer, semitrailer, camp trailer (including tent trailers), unmounted camper, or trailer coach as defined in Sections 242, 243, 550, 630, 635, and 636 of the California Vehicle Code, or fifth-wheel travel trailer, as defined in Section 324 of the Vehicle Code. The term "Trailer" includes trailers that are attached to another vehicle by means of a hitch or otherwise, and trailers that are not attached to another vehicle (i.e., "detached" trailers).

SECTION 8: Section 8-5-6 of the ESMC is amended as follows:

A. Seventy-Two Hours: Except as otherwise provided in this Chapter, No person who owns or has possession, custody or control of any vehicle may park the vehicle upon any street or alley for more than a consecutive period of seventy two (72) hours.

B. Forty-Eight Hours For Certain Vehicles: Except as otherwise provided in this chapter, it is unlawful for any person to park or stand any trailer, camp car or any other similar type of equipment owned, operated or controlled by such person, in or upon any public street, court, drive, alley or other public place in the city for more than forty-eight (48) consecutive hours within any period of seven (7) days.

SECTION 9: Chapter 5, Article B of Title 8 of the ESMC is amended to add the following new section:

"Section 8-5B-10. Cords Associated with Oversized Vehicles, Recreational Vehicles and Trailers on Public Streets."
No person may run electrical cords, extension cords, hoses, cables, wires or other similar items across, above or on the parkway or sidewalk from a residential or commercial property to an Oversized Vehicle, Recreational Vehicle or Trailer parked on a public street or highway."

SECTION 10: Chapter 5 of Title 8 of the ESMC is amended by adding a new Article G to read as follows:

"ARTICLE G. OVERSIZED VEHICLE, RECREATIONAL VEHICLE AND TRAILER PERMIT PARKING

8-5G-1: Purpose.

This article is adopted pursuant to the City’s police powers, California Constitution article XI, section 11 and California Vehicle Code sections 22507 and 22507.5, and any successor statute or regulation, to allow permit parking in specified areas within the City’s jurisdiction.

8-5G-2: Parking Prohibited, Exceptions.

A. No person may park or leave standing any Trailer, Recreational Vehicle or Oversized Vehicle on any public street or highway in the City between the hours of 2 a.m. through 6 a.m.

B. No person may park or leave standing any Trailer, Recreational Vehicle or Oversized Vehicle on any public street or highway in the City within twenty-five feet (25') of any intersection.

C. Exceptions. The prohibition stated in subsection A does not apply:

1. To any Trailer, Recreational Vehicle or Oversized Vehicle for which a valid Oversized Vehicle Parking Permit has been issued and is properly displayed, in accordance with this Article.

2. To any vehicle for which a valid Oversized Vehicle Handicapped Parking Permit has been issued and is properly displayed, in accordance with this Article.

3. To any Oversized Vehicle or Trailer for which an encroachment permit has been duly issued by the City.

4. To any Trailers, Recreational Vehicles or Oversized Vehicles parked or left standing as a result of a mechanical breakdown so as to allow the performance of emergency repairs on the vehicle for a period not to exceed twenty-four (24) hours.

5. To any commercial vehicles making pickups or delivery of goods, wares or merchandise, or while providing services to a residence, including, but not
limited to yard maintenance, pool care and maintenance, repair and construction services.

6. To any tow trucks and similar vehicles that are in the course of providing services.

7. To any public or utility vehicles and trailers that are in the course of providing services.

8. To any motor coach or bus that is operated by a common carrier of passengers for hire that is associated with a hotel in the City and is parked adjacent to the hotel.

9. To any public emergency vehicle.

10. During any state of emergency declared by the City Council to exist within the City of El Segundo.

8-5G-3: Oversized Vehicle Resident Registration Program.

The purpose of the Oversized Vehicle Resident Registration Program is to have an index of all Oversized Vehicles, Recreational Vehicles and Trailers that are owned by residents and parked within the City. The one-time registration is valid for the life of the vehicle and is signified by a sticker that is issued by the Police Department. Registration alone does not allow an Oversized Vehicle, Recreation Vehicle or Trailer to park at all times on City public streets or highways. Rather, once such a vehicle has been registered with the City, the owner may apply for Oversized Vehicle Parking Permits pursuant to this Article.

8-5G-4: Registration of Oversized Vehicles, Recreational Vehicles or Trailers.

A. Each person registering an Oversized Vehicle, Recreational Vehicle or Trailer with the City must file with the Police Department a completed application containing the following:
   1. The name, address, and phone number of the registered owner of designated Oversized Vehicle, Recreational Vehicle or Trailer;
   2. The name, address, and phone number of the applicant for the permit;
   3. Proof of residency, which must be current and must include the following: California Driver's License or California Identification Card and one of the following: Property Tax Bill or Public Utility Bill (telephone bills are not acceptable).
   4. The registration from the California Department of Motor Vehicles for the Oversized Vehicle or Trailer that shows the Oversized Vehicle, Recreational Vehicle or Trailer is registered to a resident of the City of El Segundo;
   5. The license number, make, and model of designated Oversized Vehicle,
Recreational Vehicle or Trailer; and
6. Any additional information the Police Department may require.

B. The applicant must sign the application under penalty of perjury.

C. The applicant must pay any applicable fees in an amount set by City Council resolution.

D. The Police Chief or designee must issue an Oversized Vehicle Resident Registration Sticker to each person who submits a completed application, pays the registration fee set by City Council resolution, and otherwise meets the requirements of this Article. The Registration Sticker must be issued within 10 working days from the date all requirements have been met.

E. The Oversized Vehicle Resident Registration Sticker must be displayed on the left side of the rear bumper of the Oversized Vehicle, Recreational Vehicle or Trailer that has been registered with the City. The sticker must be displayed in a manner so that it is clearly visible from the street.

8-5G-5: Oversized Vehicle Parking Permits.

A. The purpose of the Oversized Vehicle Parking Permits is to give owners of Oversized Vehicles, Recreational Vehicles and Trailers the opportunity, for a limited time, to park the Oversized Vehicle, Recreational Vehicle or Trailer on a public street or highway adjacent to their residence, and to allow an out-of-town visitor who owns an Oversized Vehicle, Recreational Vehicle or Trailer to park on a public street or highway adjacent to the residence which the out-of-town visitor is visiting for a limited time period. For purposes of this article, the phrase “adjacent to the residence” means as close as practicable to the residence, but no more than 400 feet from the residence.

B. A duly issued Oversized Vehicle Parking Permit only allows an otherwise prohibited vehicle to lawfully park on a City street or highway from 2:00 a.m. to 6:00 a.m. for two consecutive days. The permit does not allow the vehicle or trailer to be parked in an otherwise unlawful manner.


A. Each person who seeks an Oversized Vehicle Parking Permit for an Oversized Vehicle, Recreational Vehicle or Trailer that is currently registered with the City must:
   1. Have registered their Oversized Vehicle, Recreational Vehicle or Trailer and permanently affixed the Oversized Vehicle Residential Sticker to their vehicle or trailer in conformance with Section 8-5G-3 of this Article.
   2. File with the Police Department a completed application form containing the following:
a. The dates for which the permit is requested;
b. The dates and duration of any and all Oversized Vehicle Parking Permits issued to the applicant within the immediately preceding 90-day period;
c. Any additional information the Police Department may require.

3. Pay any applicable permit fee set by City Council resolution.

B. Each person who seeks an Oversized Vehicle Parking Permit for an Oversized Vehicle, Recreational Vehicle or Trailer that is not currently registered with the City must:
   1. Be a guest of a resident of the City, and not a resident of the City.
   2. File with the Police Department a completed application form containing the following:
      a. The name, address, and phone number of the registered owner of designated Oversized Vehicle or Trailer;
      b. The name, address, and phone number of the applicant for the permit;
      c. The registration from the California Department of Motor Vehicles, or equivalent agency in another state, for the Oversized Vehicle, Recreational Vehicle or Trailer;
      d. The name, address, and phone number of the resident that is being visited;
      e. The license plate number, make, and model of designated Oversized Vehicle or Trailer;
      f. The dates for which the permit is requested;
      g. The dates and duration of any and all Oversized Vehicle Parking Permits issued to the applicant during the current calendar year;
      h. The dates and duration of any and all Oversized Vehicle Parking Permits issued to the resident being visited during the current calendar year; and
      i. Additional information the Police Department may require.
   3. Sign the application under penalty of perjury.
   4. Pay any applicable permit fee set by City Council resolution.

C. The Police Chief or designee must issue an Oversized Vehicle Parking Permit to each person who submits a completed application, pays the registration fee set by City Council resolution, and otherwise meets the requirements of this Article. Oversized Vehicle Parking Permit(s) must be issued within two working days from the date all requirements have been met.

D. Oversized Vehicle Parking Permits issued by the Police Chief or designee must include the license plate number of the designated Oversized Vehicle, Recreational Vehicle or Trailer, the date of issuance, and the day of its expiration.

E. Permits must be displayed in the vehicle for which it has been issued. The permit must be affixed on the lower driver's side of the windshield or the driver's window so that it is clearly visible from the street and from the exterior of the vehicle. For those vehicles without windows, such as a Trailer, permits must be
displayed on the side of the Trailer so that it is clearly visible from the street, which is usually the left side of the Trailer.

8-5G-7: Oversized Vehicle Parking Permits – Duration.

A. For an Oversized Vehicle Parking Permit that is issued for a registered vehicle pursuant to subsection A of Section 8-5G-6, the permit is valid for two consecutive days. An Oversized Vehicle Parking Permit will allow an otherwise prohibited vehicle to lawfully park on a City street or highway from 2:00 a.m. to 6:00 a.m. one day and 2:00 a.m. to 6:00 a.m. the following day. Upon expiration of the permit, the applicant may apply for and be granted additional Oversized Vehicle Parking Permits if the applicant still qualifies under the conditions set forth in this Article. An applicant may request no more than two consecutive Oversized Vehicle Parking Permits (to allow an otherwise prohibited vehicle to lawfully park on a City street or highway from 2:00 a.m. to 6:00 a.m. for four consecutive days) at one time. An applicant may request no more than 12 two-day Oversized Vehicle Parking Permits per quarter. A “quarter” for purposes of this section is January through March, April through June, July through September, and October through December of each calendar year.

B. For an Oversized Vehicle Parking Permit that is issued for a vehicle that is not registered pursuant to subsection B of Section 8-5G-6, the permit is valid for two consecutive days. An Oversized Vehicle Parking Permit will allow an otherwise prohibited vehicle to lawfully park on a City street or highway from 2:00 a.m. to 6:00 a.m. one day and 2:00 a.m. to 6:00 a.m. the following day. Upon expiration of the permit, the applicant may apply for and be granted additional Oversized Vehicle Parking Permits if the applicant still qualifies under the conditions set forth in this Article. The Oversized Vehicle Parking Permit must be associated with the residence being visited. An applicant may request no more than two Oversized Vehicle Parking Permits (to allow an otherwise prohibited vehicle to park from 2:00 a.m. to 6:00 a.m. for four consecutive days) at one time. An applicant may request no more than 12 two-day permits per quarter and no more than 48 of such permits per calendar year.

8-5G-8: Oversized Vehicle Handicap Parking Permits.

A. Purpose. The purpose of authorizing the issuance of Oversized Vehicle Handicap Parking Permits is to allow a handicapped person to park a designated Oversized Vehicle on a street/highway directly in front of (or the side of the property if it is a corner lot) their residence.

B. Requirements. In order to be eligible to receive an Oversized Vehicle Handicap Parking Permit, both of the following requirements must be met:

1. The applicant must be entitled to receive a handicapped placard or license plate pursuant to the provisions of the California Vehicle Code;
2. The Oversized Vehicle is the only vehicle owned by the resident and is required to meet the daily transportation needs of the resident.


A. Each person desiring an Oversized Vehicle Handicap Parking Permit must:
   1. Have registered their Oversized Vehicle, Recreational Vehicle or Trailer and permanently affixed the Oversized Vehicle Residential Sticker to their vehicle in conformance with this Article.
   2. File with the Police Department a completed City application form containing the following:
      a. The name, address, and phone number of the registered owner and applicant of designated Oversized Vehicle;
      b. The license number, make, and model of designated oversized vehicle;
      c. The year for which the permit is requested;
      d. The years of any and all previous Oversized Vehicle Handicap Parking Permits issued to the applicant;
      e. Additional information the Police Department may require;
   3. Sign the application under penalty of perjury.

B. The Police Chief or designee must issue an Oversized Vehicle Handicap Parking Permit to each person who submits a completed application and otherwise meets the requirements of this Article. Oversized Vehicle Handicap Parking Permit(s) must be issued within 10 working days from the date all requirements have been met.

C. Oversized Vehicle Handicap Parking Permits issued by the Police Chief or designee must include the license plate number of the designated Oversized Vehicle, the date of issuance and the day of its expiration.

D. Oversized Vehicle Handicap Permits must be issued without any fees.

E. Permits must be displayed in the vehicle for which it has been issued. The permit must be affixed on the lower driver’s side of the windshield or the driver’s window so that it is clearly visible from the street and from the exterior of the vehicle.


Oversized Vehicle Handicap Parking Permits are valid for a period of one year, so long as the permit holder meets the requirements of this section relating to such permits. Permits may be renewed on an annual basis.

8-5G-11: Permit Denial.
An Oversized Vehicle Parking Permit or an Oversized Vehicle Handicap Parking Permit must be denied if the Police Chief or designee finds that:

1. The applicant or the person the applicant is visiting is not a bona fide City resident;
2. The out-of-town visitor is not a guest of the resident;
3. Information submitted by the applicant is materially false; or
4. If the application is for an Oversized Vehicle Handicap Permit, the applicant is not entitled to receive a handicap placard or license plate under the California Vehicle Code; or the Oversized Vehicle is not the applicant's only vehicle.

8-5G-12: Penalties for Violations, Review Request.

A. Unless otherwise specified, any person who violates any provision in this Article is guilty of an infraction and will be subject to citation, towing, or both.

B. Every person who displays a fraudulent, forged, altered, or counterfeit Oversized Vehicle Parking Permit or Permit number with the intent to avoid compliance with this Article is guilty of a misdemeanor.

C. Every person who displays a fraudulent, forged, altered, or counterfeit Oversized Vehicle Handicap Parking Permit or Permit number with the intent to avoid compliance with this Article is guilty of a misdemeanor.

D. Every person who displays a fraudulent, forged, altered, or counterfeit Oversized Vehicle Resident Registration Sticker with the intent to avoid compliance with this Article is guilty of a misdemeanor.

E. Every person who forges, alters, or counterfeits an Oversized Vehicle Parking Permit, an Oversized Vehicle Handicap Parking Permit, or an Oversized Vehicle Resident Registration Sticker is guilty of a misdemeanor.

F. Every person who is issued a notice of parking violation pursuant to this Article may request review of that notice under California Vehicle Code section 40215 et seq.

8-5G-13: Application of Regulations.

A. The prohibitions in this Article apply at all times, or at those times specified, except when it is necessary to stop a vehicle to avoid conflict with other traffic or to comply with the directions of a police officer or official traffic control device.

B. The time limitations on standing or parking in this Article do not relieve any person from the duty to observe other and more restrictive provisions of the
California Vehicle Code or this Code prohibiting or limiting the standing or parking of vehicles in specified places or at specified times.

C. Nothing in this Article may be construed to permit vehicle habitation on a public street as prohibited by Section 7-6-1 of this Code."

SECTION 6: Implementation Period; Effective Date.

A. There will be an implementation period during which the ordinance will not be enforced. The implementation period will start on the effective date of the ordinance and will end on March 31, 2017. The purpose of the implementation period is to give owners of Oversized Vehicles, Recreational Vehicles and Trailers the opportunity to register their vehicles with the City. The registration will consist of completing an application and submitting the required supporting documentation.

B. Effective April 1, 2017, only Oversized Vehicles, Recreational Vehicles and Trailers with a City of El Segundo Oversized Vehicle Resident Registration Sticker will be allowed to park on any public street or highway in the City between the hours of 2 a.m. and 6 a.m. Effective April 1, 2017, Oversized Vehicles, Recreational Vehicles and Trailers without a City of El Segundo Resident Registration Sticker parked on a public street or highway between the hours of 2 a.m. and 6 a.m., will be in violation of, and subject to the penalty provisions of, this ordinance.

C. Effective April 1, 2017, no Oversized Vehicle or Recreational Vehicle will be allowed to park on any public street or highway in the City without displaying a valid Oversized Vehicle Parking Permit or Oversized Vehicle Handicap Parking Permit between the hours of 2 a.m. and 6 a.m.

SECTION 7: Environmental Review. This ordinance is exempt from environmental review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA regulations (14 California Code of Regulations §§ 15000, et seq.) because it consists only of minor revisions and clarifications to existing regulations. It does not portend any new development and does not relax existing regulatory restrictions on future development. This ordinance, therefore, does not have the potential to cause significant effects on the environment. Consequently, it is exempt from CEQA review under 14 Cal. Code Regs. § 15061(b)(3).

SECTION 8: 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 9: 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 10: Enforceability. Repeal of any provision of the El Segundo Municipal Code 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 11: 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 12: This Ordinance will become effective on the thirty-first (31st) day following its passage and adoption.

PASSED AND ADOPTED this ___ day of __________, 2017.

Suzanne Fuentes, Mayor

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

ATTEST:

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. ________ was duly introduced by said City Council at a regular meeting held on the ___ day of __________ 2017, 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 __________, 2017, and the same was so passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tracy Weaver, City Clerk
AGENDA DESCRIPTION:
Consideration and possible action to receive and file the El Segundo Senior Housing Board Corporation (Park Vista) proposed annual budget for 2017. (Fiscal Impact: None to the General Fund)

RECOMMENDED COUNCIL ACTION:
1. Approve the 2017 Park Vista Annual Budget; and/or,
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Park Vista 2017 Budget Worksheet

FISCAL IMPACT: None

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

STRATEGIC PLAN:

Goal: 5b El Segundo approaches its work in a financially disciplined and responsible way

Objective: 2 The City will maintain a stable, efficient, and transparent financial environment

ORIGINATED BY: Liz Tran, Acting Recreation Superintendent
REVIEWED BY: Meredith Petit, Director of Recreation and Parks
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
The El Segundo Senior Housing Board approved the 2017 Annual Budget for the Park Vista Senior Housing apartments located at 615 East Holly Avenue. The increase in Operating Expense is due to an anticipated increase in maintenance and utility fees. The increase Net Operating Income is due to the completion of the loan payment.

<table>
<thead>
<tr>
<th>Operating Budget Annual Comparison</th>
<th>2016</th>
<th>2017</th>
<th>Variance</th>
<th>Increase/Decrease</th>
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<tr>
<td>Operating Income</td>
<td>$ 633,084</td>
<td>$ 633,084</td>
<td>$ 0</td>
<td>0 %</td>
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<tr>
<td>Operating Expense</td>
<td>$ 403,050</td>
<td>$ 447,200</td>
<td>$ 44,150</td>
<td>11.0 %</td>
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<tr>
<td>Loan Payment</td>
<td>$ 156,000</td>
<td>$ 0</td>
<td>$ 0</td>
<td>0 %</td>
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<tr>
<td>Net Operating Income</td>
<td>$ 74,634</td>
<td>$ 186,484</td>
<td>$ 111,850</td>
<td>149.9 %</td>
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</tbody>
</table>
# Park Vista 2017 Budget Worksheet

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>RENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent Income</td>
<td>460,884.00</td>
<td>614,512.40</td>
<td>610,584.48</td>
<td>590,000.00</td>
<td>587,396.59</td>
<td>610,584.48</td>
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<td>16,626.87</td>
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<td>17,682.62</td>
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<td>Total RENT</td>
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<td>631,139.27</td>
<td>627,384.48</td>
<td>596,000.00</td>
<td>585,079.21</td>
<td>626,564.48</td>
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<td>Laundry Income</td>
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<td>5,102.00</td>
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<tr>
<td><strong>Total Operating Income</strong></td>
<td><strong>476,435.90</strong></td>
<td><strong>635,217.50</strong></td>
<td><strong>632,884.48</strong></td>
<td><strong>612,500.00</strong></td>
<td><strong>590,581.41</strong></td>
<td><strong>631,064.48</strong></td>
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<td>Expense</td>
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<td>Fire Service</td>
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<td>4,748.70</td>
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<td>Gardening</td>
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<td>Management Fees</td>
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<td>156,000.00</td>
<td>156,000.00</td>
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<td>149,096.97</td>
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<td>Pest Control</td>
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<td>Insurance - Property</td>
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<td>22,174.67</td>
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<td>700.00</td>
<td>625.00</td>
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<td>Stenographer</td>
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<td>1,866.67</td>
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<td>911.89</td>
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<td>1,750.00</td>
<td>1,840.34</td>
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<td>5,500.00</td>
<td>7,000.00</td>
<td>5,000.00</td>
<td>5,000.00</td>
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<tr>
<td><strong>Total Operating Expense</strong></td>
<td><strong>354,891.35</strong></td>
<td><strong>468,840.85</strong></td>
<td><strong>439,225.00</strong></td>
<td><strong>439,225.00</strong></td>
<td><strong>365,876.08</strong></td>
<td><strong>447,200.00</strong></td>
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| NCC - Net Operating Income | 117,543.55 | 207,777.15 | 223,359.48 | 223,359.48 | 251,909.33 | 188,864.48 |

| Other Income & Expenses | | | | | | |
| Other Income | Interest on Bank Accounts | 823.34 | 1,071.12 | 600.00 | 600.00 | 721.96 | 600.00 |
| Total Other Income | 823.34 | 1,071.12 | 600.00 | 600.00 | 721.96 | 600.00 |

| Net Income | 68,757.21 | 81,477.55 | 74,634.48 | 75,079.00 | 64,551.29 | 188,481.49 |
AGENDA DESCRIPTION:

Consideration and possible action to announce the appointments to the Arts and Culture Advisory Committee. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:

1. Announce the appointees to the Arts and Culture Advisory Committee;
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

None

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $ None
Additional Appropriation: N/A
Account Number(s):

ORIGINATED BY: Mishia Jennings, Executive Assistant

REVIEWED BY:

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

<table>
<thead>
<tr>
<th>Committee/Commission and Board</th>
<th>Number of Openings</th>
<th>Appointee(s)</th>
<th>Term Expiration</th>
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</thead>
<tbody>
<tr>
<td>Arts and Culture Advisory Committee</td>
<td>2</td>
<td>Jay Beynon, Dolores Mc Allister</td>
<td>06/30/19 – Partial Term, 06/30/20 – Full Term</td>
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## CITY OF EL SEGUNDO
### WARRANTS TOTALS BY FUND

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
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<tr>
<td>001</td>
<td>GENERAL FUND</td>
<td>$930,106.25</td>
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<tr>
<td>104</td>
<td>TRAFFIC SAFETY FUND</td>
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<td>106</td>
<td>STATE GAS TAX FUND</td>
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</tr>
<tr>
<td>108</td>
<td>ASSOCIATED RECREATION ACTIVITIES FUND</td>
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<tr>
<td>109</td>
<td>ASSET FORFEITURE FUND</td>
<td>$3,660.34</td>
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<td>111</td>
<td>COMM. DEVEL BLOCK GRANT</td>
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<td>112</td>
<td>PROP &quot;A&quot; TRANSPORTATION</td>
<td>$570.39</td>
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<td>114</td>
<td>PROP &quot;C&quot; TRANSPORTATION</td>
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<td>115</td>
<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>119</td>
<td>TDA ARTICLE 3 - 8B 821 BIKEWAY FUND</td>
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<td>121</td>
<td>MTA GRANT</td>
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<td>122</td>
<td>FEMR</td>
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<tr>
<td>123</td>
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<tr>
<td>124</td>
<td>L.A.W.A. FUND</td>
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<td>125</td>
<td>LSAP PROPERTY TAX PUBLIC SAFETY</td>
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<tr>
<td>202</td>
<td>ASSESSMENT DISTRICT #73</td>
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<tr>
<td>301</td>
<td>CAPITAL IMPROVEMENT FUND</td>
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<td>302</td>
<td>INFRASTRUCTURE REPLACEMENT FUND</td>
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<td>FACILITIES MAINTENANCE</td>
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<td>501</td>
<td>WATER UTILITY FUND</td>
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<td>WASTEWATER FUND</td>
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<td>GOLF COURSE FUND</td>
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<td>EQUIPMENT REPLACEMENT</td>
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<td>RETIRED EMP. INSURANCE</td>
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<td>EXPENDABLE TRUST FUND - DEVELOPER FEES</td>
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<td>703</td>
<td>EXPENDABLE TRUST FUND - OTHER</td>
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<td>708</td>
<td>OUTSIDE SERVICES TRUST</td>
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<td></td>
<td><strong>TOTAL WARRANTS</strong></td>
<td><strong>$1,666,675.10</strong></td>
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**STATE OF CALIFORNIA**
**COUNTY OF LOS ANGELES**

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

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

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

**CODES:**

- **R**: Computer generated checks for all non-emergency/urgent payments for materials, supplies and services in support of City Operations.
- **A**: Payroll and Employees 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, 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**

**DATE:** 1-31-2017

**CITY MANAGER**

**DATE:** 2-1-2017

**VOID CHECKS DUE TO ALIGNMENT:** N/A

**VOID CHECKS DUE TO INCORRECT CHECK DATE:**

**VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:**

**NOTES:**
**CITY OF EL SEGUNDO**
**PAYMENTS BY WIRE TRANSFER**
**1/9/17 THROUGH 1/29/17**

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>1/10/2017</td>
<td>West Basin</td>
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<tr>
<td>1/13/2017</td>
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<tr>
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<td>Manufacturers &amp; Traders</td>
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<td>552.31</td>
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<tr>
<td>1/13/2017</td>
<td>State of CA EFT</td>
<td>EFT Child support payment</td>
<td>1,820.10</td>
</tr>
<tr>
<td>1/13/2017</td>
<td>Health Comp</td>
<td>Weekly claims</td>
<td>261.38</td>
</tr>
<tr>
<td>1/17/2017</td>
<td>Nationwide NRS EFT</td>
<td>EFT 457 payment</td>
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<td>1/17/2017</td>
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<td>1/18/2017</td>
<td>Cal Pers</td>
<td>EFT Retirement Safety-Fire-PEPRA New</td>
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<td>EFT Retirement Safety-Police-PEPRA New</td>
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<td>1/18/2017</td>
<td>Cal Pers</td>
<td>EFT Retirement Misc - Classic</td>
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<td>Cal Pers</td>
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<td>1/27/2017</td>
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<td>EFT Child support payment</td>
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<td>1/19/2017</td>
<td>Lane Donovan Golf Ptr</td>
<td>Payroll Transfer</td>
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<td>1/2/17-1/8/17</td>
<td>Liability Trust - Claims</td>
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<td>1/9/17-1/15/17</td>
<td>Liability Trust - Claims</td>
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<td>1/23/17-1/29/17</td>
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<td>Retiree Health Insurance</td>
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</tr>
<tr>
<td>1/9/17-1/15/17</td>
<td>Retiree Health Insurance</td>
<td>Health Reimbursement checks issued</td>
<td>0.00</td>
</tr>
<tr>
<td>1/16/17-1/22/17</td>
<td>Retiree Health Insurance</td>
<td>Health Reimbursement checks issued</td>
<td>0.00</td>
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<tr>
<td>1/23/17-1/29/17</td>
<td>Retiree Health Insurance</td>
<td>Health Reimbursement checks issued</td>
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**DATE OF RATIFICATION: 1/30/17**
**TOTAL PAYMENTS BY WIRE:**

3,159,843.65

Certified as to the accuracy of the wire transfers by:

Deputy City Treasurer

Director of Finance

City Manager

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.

P:\City Treasurer\Wire Transfers\Wire Transfers 10-01-16 to 9-30-17
SPECIAL MEETING OF THE EL SEGUNDO CITY COUNCIL
MONDAY, NOVEMBER 7, 2016
El Segundo Public Library
111 W. Mariposa Avenue, El Segundo, CA 90245
12:00 p.m.
(Strategic Planning Workshop No. 3)

12:00 P.M. SESSION

CALL TO ORDER – Mayor Fuentes at 12:02 PM

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Boyles

ROLL CALL

Mayor Fuentes - Present
Mayor Pro Tem Boyles - Present
Council Member Dugan - Present
Council Member Brann - Present
Council Member Pirsztuk - Present

PUBLIC COMMUNICATIONS – (Related to City Business Only) – 5 minute limit per person, 30 minute limit total) None

SPECIAL ORDERS OF BUSINESS:

1. Consideration and possible action regarding the development of a specific work plan related to the City’s current strategic planning and resulting in City Council defining the City of El Segundo’s short term and long term work priorities. Receiving, filing and providing direction regarding staff’s analysis and recommendations for the specific work plan. Staff will also present measurable metrics directly related to the work plan. Recommendation: 1) City Council consider and discuss input regarding the specific work plan related to Strategic Planning; and 2) alternatively, take such additional, related, action that may be desirable.

Greg Carpenter, City Manager, introduced the item and outlined the meeting process.

Sara A Peterson, Management Consultant and facilitator, recapped the previous meetings and stated the goals for the meeting.

The meeting was a forum for the Council and each department to discuss and ask questions pertaining to the 2016-2019 Draft Strategic Work Plan handout (attached to this document for reference).

Recessed at 1:14 PM
Reconvened at 1:24 PM

Continued discussion
The final 2016-2019 Strategic Work Plan will be approved at the December 20, 2016 City Council Meeting. All comments and suggested edits to the Draft Strategic Plan will be emailed directly to Joe Lillio, Finance Director and Sara A Peterson, Management Consultant and together they will finalize the 2016-2019 Strategic Plan for the City of El Segundo.

Council requested monthly reports from each department in correlation with the Strategic Plan and how each department is doing on 2-3 metrics from each goal area and quarterly reports green, yellow and red lining of the Strategic Work Plan.

Attached is the meeting summary from Sara A. Peterson, Management Consultant.

ADJOURNMENT at 3:00 PM

________________________
Tracy Weaver, City Clerk
CITY OF EL SEGUNDO  |  CITY COUNCIL MEMBERS
350 Main Street El Segundo, California (310) 524-2302

Suzanne Fuentes
Mayor
sfuentes@elsegundo.org

Drew Boyles
Mayor Pro Tem
dboyles@elsegundo.org

Michael Dugan
Council Member
mdugan@elsegundo.org

Don Brann
Council Member
dbrann@elsegundo.org

Carol Pirsztuk
Council Member
cpirsztuk@elsegundo.org
Strategic Plan
2016-2019

Table of Contents

Message from the City Manager, Greg Carpenter

Executive Summary

Part I: Mission, Vision & Values

Part II: Goals & Objectives

Part III: Work Plan for FY 2016-2019

Appendix: Draft Key Performance Indicators (KPIs)
Message from the City Manager

To: Honorable Mayor Fuentes and Members of City Council

I am pleased to present the City of El Segundo’s 2016-2019 Three-Year Strategic Plan. The plan will serve as a roadmap of El Segundo’s vision for the future through a number of goals, objectives and strategies.

With this Strategic Plan, the City will continue to work towards making El Segundo the best place to live, work, and play. The citizens and the business community continue to expect the City to provide a high level of service by keeping the City safe at all times and by providing programs and services that enhance the quality of life.

As the City implements the various projects and programs outlined in the Strategic Plan, City Staff will continue to work with our community to build upon the partnerships we have established.

I look forward to many years of progress and important developments within our City, and extend my personal appreciation to the Department Heads and City Staff for their hard work and cooperation while completing this Three-Year Strategic Plan.

Respectfully,

Greg Carpenter
City Manager
Executive Summary

A Strategic Plan is a living document which features a comprehensive framework that can be adjusted based on the current needs of the community; and to ensure that the priorities set by the City Council are clear, concise, and are being met by City staff. On a periodic basis, the City will provide updates on the progress and performance of each goal, objective, and strategy. As such, the plan may be modified to ensure that stated goals are aligned with the needs of the community.

Through a series of outreach efforts, the City identified five key goals:

1. Enhance Customer Service and Engagement
2. Support Community Safety and Preparedness
3. Develop as a Choice Employer and Workforce
4. Develop Quality Infrastructure and Environment
5. Optimize Impact of Technology

Each of these goals have specific objectives and strategies identified and outlined in order to support, implement, accomplish these goals. The strategies are essentially the series of steps leading to the action plans to fully and successfully execute the completion of these goals. The Strategic Plan also incorporates an Action Plan Worksheet. This section takes the Goals, Objectives, and Strategies and assigns the responsible department and division.
Part I: Mission, Vision & Values

Mission – What is our purpose?
The Mission of the City of El Segundo is to “Provide a great place to live, work and visit.”

This serves as the “destination” that our strategies should lead towards and provides the context for our decisions.

Vision – Where do we want to be in the future?
El Segundo residents enjoy a high quality of life as evidenced by reduced crime, improved schools, and a sense of vibrant community – of fun! It is a tolerant, kind and compassionate community. It is recognized as best place to raise a family and a center of innovation. The appeal of working for the City is such that there are application backlogs for jobs in the area. It has engaging, sophisticated, capitalized events that showcase tradition and match the City’s evolving demographics. We also have a robust network and service structure in place to support aging in place.

The City has transformed. We are leading the way with innovation and environmental responsibility. With fewer people driving cars, we have adapted our street, parking and land use plans. We have high-speed fiber optics as a utility to support more work from home and fewer brick and mortar businesses. The downtown is vibrant with successful businesses and day and evening pedestrian activity. The east side of town has become denser (especially near the rail lines) including a high level of service with retail and a school to support it. While our revenue base has shifted to changing businesses, we are financially sustainable and growing because we have capitalized on the changes. In fact, we have more invested capital per square mile (commercial) than any other California city. All of that said, we still have the Air Force base in part because we fought for it.

The City has also changed as a service provider. Customer service has increased. There is easy access to City information (1-click to answer and/or a single point of entry/contact for services) and an ability to do virtually everything online for real time access to services. Pathways for citizen and business feedback are easy and comfortable. The City is seen as a nimble partner to businesses and residents with cutting edge infrastructure and scalable processes/systems. At the same time, interactions are personal to keep the small town feel.

Values & Culture – How will we serve and manage our city?

- Accountability
- Productivity
- Ethics
- Stewardship
- Service
- Challenging ourselves
- Continuous improvement and reflection

El Segundo works to create a working culture of
- Innovation
- Support and recognition
- Leadership by example
- Proactive action
- Problem-solving – getting to yes
Part II: Goals & Strategies

Goal 1: Enhance Customer Service & Engagement

El Segundo provides unparalleled service to internal and external customers

- El Segundo is available as a virtual city with virtual services (i.e., online, paperless, 24/7)
- Services are convenient and efficient for all resident and businesses
- There are multiple points of entry for services, whether one-click or one-call away
  - El Segundo operates as unified City
  - It has comprehensive service and contact data systems for easy access across departments
  - It has centralized, searchable repositories of information for both internal and external access
  - The public is educated on who to call, when, and what to expect.
  - Staff are knowledgeable about the whole City and have the ability to problem-solve
  - Staff are able to offer solutions to the underlying need – even if it is facilitating a referral
  - Cross-training and cross-communication helps staff anticipate the potential impact of an action on the work of others
  - There is continuous improvement and innovation is encouraged across the City

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
</tr>
</thead>
</table>
| 1) The City is available as a virtual City with online services and expanded public access to information | - Replace, streamline and optimize website with mobile app functions
- Develop an Intranet
- Provide online business transactions for residents and business community
- Provide a user-friendly digital file cabinet for public to access online
- Provide GIS (mapping software) access to basic property information and relevant documents |
| 2) Services are convenient, efficient and user-friendly for all residents and businesses | - Enhance teleconference capacity Citywide
- Increase library hours by 15% (or 9 / week) over the next 3 years
- Replace and upgrade public Internet stations (library) for more effective service
- Enhance library catalog to search multiple sources at once
- Expand programs and art exhibits to promote book collections; increase circulation of materials; provide cultural outlet for the arts in the City
- Build a center for the development team to co-exist |
| 3) Identify areas for continuous improvement of services | - Refine the City's budget and strategic plan and process
- Identify areas of internal service improvement from Human Resources
- Amend zoning code in response to emerging issues discovered by staff and customers
- Develop a comprehensive master fee schedule and a cost recovery policy to support City services and infrastructure |
El Segundo understands and exceeds customer expectations through comprehensive community / stakeholder engagement

- Services are delivered in a pro-active fashion with outreach to ensure all can access them
- El Segundo engages in regular, intentional information gathering such as through
  - An annual survey of residents and businesses
  - Regular satisfaction questionnaires following service or events
  - Use of “would you recommend / refer” questioning as used by many businesses
  - Use of personal outreach throughout the year
- El Segundo is transparent to its constituents with regard to
  - Services provided (and thus not provided) as well as service contacts and processes
  - Availability of the City’s key performance indicators
- El Segundo has a comprehensive and integrated approach to external communication that is multi-channel, accessible to all, and targeted to the needs of specific segments of the community, kinds of activities / services

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
</tr>
</thead>
</table>
| 1) Services are delivered in a pro-active fashion with outreach to ensure all can access them | • Expand Parks & Rec programs to meet customer demand of affordable, safe, fun youth programs  
• Implement year-long festivities and celebration of the City’s Centennial  
• Repackage the Community Cable Division as Media Services |
| 2) El Segundo engages in regular, intentional information gathering       | • Engage stakeholders to assess customer satisfaction  
• Develop Social Media Policy  
• Use social media to notify public of surveys and meetings  
• Refine the City’s budget and strategic planning process to incorporate community engagement  
• Report Citywide performance indicators to City Council quarterly  
• Disseminate 34ty E-newsletter – service updates, milestones achieved, goals for following month  
• Provide inter-departmental tours and brief overview of services provided |
| 3) El Segundo is transparent to its constituents                           |                                                                                                                                             |
| 4) El Segundo promotes community engagement and economic vitality through a wide-range of programs, PR, marketing and communication strategies | • Advocate and promote local arts  
• Create a citizens’ training academy  
• Promote business attraction and retention through the Economic Development Advisory Council  
• Advance business attraction through Conventions and Tradeshows  
• Advance business retention through business outreach  
• Champions of Business Celebration and Regional Brokers’ Event  
• Advertising campaigns  
• Promote ElSegundoBusiness.com  
• SOAR E-Newsletter  
• Develop & update collateral materials, Video Testimonials  
• Active engagement in Public Relations |
Goal 2: Support Community Safety & Preparedness
El Segundo is a safe and prepared city

- El Segundo has a proactive approach to risk and crime – all hazard mitigation and emergency services:
  - Have appropriate plans and industry accreditations in place
  - Are prepared to respond and pro-actively work to prevent incidents
  - Respond appropriately when called upon with positive outcomes
  - Are able to recover within industry standards
- El Segundo has a proactive communication and community engagement so that perceptions of safety align with reality
- El Segundo focuses metrics on prevention and positive outcomes as well as frequency and response
- El Segundo approaches preparation and safety in a financially responsible way

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1) El Segundo has a proactive approach to risk and crime</strong></td>
<td>• Conduct a Fire Department needs assessment – evaluating staffing for high-density construction and increased service demands, per national standards&lt;br&gt;• Replace Public Safety equipment consistent with recognized best management practices (BMP) and end-of-life service demands&lt;br&gt;• Communications and Dispatch Upgrades&lt;br&gt;• Reconfigure PD structure to address BMPs with rising crime rates and City Growth&lt;br&gt;• Update code to align with high risk of seismic activity&lt;br&gt;• Recertify ISO (Insurance Services Organizations)&lt;br&gt;• Add Emergency Services Coordinator position&lt;br&gt;• Proactively plan to mitigate hazards within the City with community involvement&lt;br&gt;• Ensure adequate redundancies are in place within the EOC&lt;br&gt;• Implement a cross-training program within the EOC&lt;br&gt;• Participate in disaster planning, training and mock activities&lt;br&gt;• Develop City ordinances &amp; regulations to manage drone usage&lt;br&gt;• Identify critical locations to establish Geo fences&lt;br&gt;• Identify emergency operations requiring Temporary Flight Restrictions</td>
</tr>
<tr>
<td><strong>2) El Segundo has proactive community engagement so that perceptions of safety align with reality</strong></td>
<td>• Owners receive more information to retro-fit buildings for future earthquakes including various voluntary seismic retrofit standards&lt;br&gt;• Use social media to keep community &amp; staff informed &amp; engaged</td>
</tr>
<tr>
<td><strong>3) El Segundo approaches safety in a financially responsible way</strong></td>
<td>• Detailed review &amp; analysis of Equipment Replacement fund&lt;br&gt;• General equipment &amp; Capital Equipment Replacement</td>
</tr>
</tbody>
</table>
**Goal 3: Develop as a Choice Employer & Workforce**

*El Segundo is a City employer of choice and consistently hires for the future*

- El Segundo realizes that success in this area is a pre-requisite for success in its other goals
- El Segundo has a comprehensive, intentional approach to staff development and training that promises opportunities for development in a “succession organization”
- El Segundo is able to provide a competitive environment (e.g., compensation within an acceptable zone, incentives, equipment, facilities) through a nimble hiring and onboarding process
- El Segundo has a strong culture of internal customer service, retention first, and process for internal feedback

*It maintains an inspired, world-class, engaged workforce that reduces turnover and increases innovation*

- El Segundo has a culture of innovation, trust and efficiency
- El Segundo’s staff enjoy mastery, autonomy and purpose in their work – pride
- Staff, leadership and departments recognize that all boats rise together, e.g.:
  - Innovation in one department is shared across the City
  - The City comes before competition for resources
  - Centralization and consistency is valued
  - Success is celebrated

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
</tr>
</thead>
</table>
| **1) The City has a robust and meaningful training and development program** | • Train employees so they can effectively and efficiently perform their jobs  
• Develop employees so they are prepared to take on higher level jobs and progress in the organization |
| **2) The City has a Succession Planning Program** | • Position the City to be able to fill critical vacancies in the organization from within |
| **3) Departments are, to the extent possible, at full staffing levels** | • Administer the required recruitment and selection processes to attract qualified applicants |
| **4) The City has and inspired, engaged workforce** | • Implement an employee wellness program to enhance the workforce’s wellbeing and morale.  
• Implement a formal Employee Recognition Program aimed at publicly recognizing and rewarding outstanding employee achievements. |
Goal 4: Develop Quality Infrastructure & Environment

El Segundo consistently invests in its infrastructure so that it is an appealing, safe, and effectively functioning City comparable to its ideal peer group

- El Segundo is able to
  - First, maintain its physical assets for the beauty, safety and function of the city
  - Second, improve and replace existing assets as appropriate for efficiency
  - Third, engage in new initiatives that continue to move the city forward
  - Fourth, engage in prospective thinking that allows the city to do more than keep up
- El Segundo continually assesses its assets to optimize resources
- El Segundo develops and maintains appropriate revenue streams and reserve fund to keep each of the four categories above moving forward at a consistent pace

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
</tr>
</thead>
</table>
| 1) City infrastructure is well maintained | - Develop citywide facility needs assessment and plan; service routine maintenance and repairs.  
- Implement CIP projects  
- Coordinate multi-agency CIP  
- Repair / replace park equipment and fixtures to meet safety standards and best practices  
- Enhance Tree trimming schedule to a 4-year cycle in order to mitigate risk |
Goal 5: Optimize Impact of Technology

El Segundo's technology infrastructure allows it to work effectively, efficiently, and proactively – maintaining its position as a city of innovation

- Create effective structure for integrated focus on the technology needs of the city and its constituents
  - Align staff as appropriate to support technology goals
  - Ensure City employees receive appropriate training to use systems effectively
  - Regularly assess technology in place and market trends in order to meet other technology goals
  - Continue to optimize systems already in use, and maintain their capabilities with timely upgrades
- Invest in systems as necessary in order to:
  - Increase paperless function of the City for ease of access and transparency of process;
  - Add citizen value (e.g., allow for online transactions with the City across departments); and
  - Ensure secure, reliable, disaster resilient function and data access at all times
- Develop an updated and user-friendly website that is easily navigable; communicating City's ability to meet citizen and business service expectations; attracts new business; and is feature-rich.
- Provide access to information that is easily available, engage residents in civic participation, and provide mass notification

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
</tr>
</thead>
</table>
| **1) Create effective structure for integrated focus on the technology needs of the city and its constituents** | • Improve efficiency and effectiveness of staffing and leave replacement, with public safety focus
• Wi-Fi in all critical City facilities
• Public access to Internet, online catalog, word processing, EBook, music and downloadable apps
• Convert adult reference area book stacks into Wi-Fi download stations with remodeled seating
• Use mobile app to allow residents to easily report ROW problems and issues |
| **2) Invest in systems** | • Agenda Management System(s)
• Implement online policy software to ensure compliance with laws and best management practices re personnel supervision and policy administration
• Install Pre-alert Dispatch Software
• Purchase equipment and systems
• Provide online recreation classes & facility reservations
• Plan and implement self-checkout technology that is compatible with circulation database |
| **3) Optimize systems in use to improve departmental synergies, and maintain their capabilities with timely upgrades** | • Use the full potential of EDEN, building maintenance and vehicle maintenance tracking software
• Paperless Payroll and Financial systems
• Scan historical microfilm/microfiche plans and permits
• Upgrade the 15 yr. old A/V system in the Friends’ meeting room and the 10 yr. old Rose Garden meeting room. (Equipment Replacement funds) |
## Part III: Work Plan for FY 2016-19

### Goal 1a: Enhance Customer Service and Engagement

El Segundo provides unparalleled service to internal and external customers.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
<th>Responsible Party</th>
<th>Resources Required</th>
<th>Projected Milestones FY 2016-17</th>
<th>Projected Milestones FY 2017-18 thru 18-19</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Replace, streamline and optimize website with mobile app functions</td>
<td>IS</td>
<td>Internal Working Group (WG)</td>
<td>WG recommendation to TC</td>
<td>New website designed and implemented</td>
</tr>
<tr>
<td></td>
<td>Develop an Intranet</td>
<td></td>
<td>Tech Committee (TC)</td>
<td>Council approve vendor</td>
<td>Future: Enhance site based on service needs / customer feedback</td>
</tr>
<tr>
<td></td>
<td>Provide online business transactions for residents and business community</td>
<td>Planning</td>
<td>IS Support &amp; availability of additional funding</td>
<td>Research options</td>
<td>Issue RFPs and Implement systems</td>
</tr>
<tr>
<td></td>
<td>E-file and Online Plan Check, and online permitting (all business areas)</td>
<td></td>
<td>TC and WG input</td>
<td>Upgrade (supplement) software</td>
<td>Expand test system to Building &amp; Safety, Planning, PW, Fire and Finance applications</td>
</tr>
<tr>
<td></td>
<td>Online business license renewal, new application process, and payments. Online T.O.T. reporting and payment remittance</td>
<td>Finance</td>
<td>IS support</td>
<td>Research options</td>
<td>Train staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TC and WG input</td>
<td>Upgrade (supplement) business license software</td>
<td>Future: Monitor system and research BMPs; Include all building permit applications; New integrated enterprise system RFP; Pilot program to test applications</td>
</tr>
<tr>
<td></td>
<td>Provide a user-friendly digital file cabinet for public to access online</td>
<td>City Clerk</td>
<td>IS support</td>
<td>Plan</td>
<td>Implement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Future: Link entitlement docs first, then other planning and building docs to map</td>
</tr>
<tr>
<td></td>
<td>Provide GIS (mapping software) access to basic property information and relevant documents</td>
<td>P&amp;BS</td>
<td>IS support</td>
<td>Develop system/controls with IS implement with web redesign)</td>
<td>Go online prior to end of year 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Funding</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enhance City teleconference capacity</td>
<td>IS</td>
<td></td>
<td>Develop approach Use, Develop and train</td>
<td></td>
</tr>
</tbody>
</table>
## Goal 1a: Enhance Customer Service and Engagement

El Segundo provides unparalleled service to internal and external customers.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
<th>Responsible Party</th>
<th>Resources Required</th>
<th>Projected Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>2)</td>
<td><strong>Services are convenient, efficient and user-friendly for all residents and businesses</strong></td>
<td></td>
<td></td>
<td>FY 2016-17</td>
</tr>
<tr>
<td></td>
<td>Increase library hours by 15% (or 9/week) over the next 3 years</td>
<td>Library</td>
<td>Investigate extended hours for Library Services</td>
<td>FY 2017-18 thru 18-19</td>
</tr>
<tr>
<td></td>
<td>Replace and upgrade public Internet stations for more effective service</td>
<td></td>
<td>Replace Adult Services Stations (16)</td>
<td>Analyze staffing for additional hours and expand Friday and Saturday hours (4 hrs)</td>
</tr>
<tr>
<td></td>
<td>Enhance catalog to search multiple sources at once</td>
<td>IS support (depends on IS staffing levels)</td>
<td>Install Encore enhancement (target 11/16)</td>
<td>Future: Add Sunday hours (5 hrs)</td>
</tr>
<tr>
<td></td>
<td>Expand programs and art exhibits to promote book collections; increase circulation of materials; provide cultural outlet for the arts in the City</td>
<td></td>
<td>Expand the Adult Summer Reading Program, Drop-In lobby presentation, and monthly art exhibits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Build a center for the development team to co-exist (Building, Planning, Fire, Police, Public Works, Rec &amp; Parks)</td>
<td>Support from Public Works &amp; Development departments</td>
<td>Finalize design for center and West Conference Room</td>
<td>Construction management (Public Works); temporary office; technology support</td>
</tr>
<tr>
<td>3)</td>
<td><strong>Identify areas for continuous improvement of services</strong></td>
<td></td>
<td></td>
<td>FY 2016-17</td>
</tr>
<tr>
<td></td>
<td>Refine the City’s budget and strategic plan and process</td>
<td>Finance</td>
<td>Present plan to Council</td>
<td>FY 2017-18 thru 18-19</td>
</tr>
<tr>
<td></td>
<td>Identify areas of internal service improvement from Human Resources</td>
<td>HR</td>
<td>Review FY 17-18 Strategic Plan (Spring 2017), Budget (Feb-Aug)</td>
<td>Analyze staffing for additional hours and expand Friday and Saturday hours (4 hrs)</td>
</tr>
<tr>
<td></td>
<td>Amend zoning code in response to emerging issues discovered by staff and customers</td>
<td>P&amp;BS</td>
<td>Solicit department feedback regarding service level provided to clarify expectations</td>
<td>Future: Add Sunday hours (5 hrs)</td>
</tr>
<tr>
<td></td>
<td>Develop a comprehensive master fee schedule and a cost recovery policy to support City services and infrastructure</td>
<td>Finance</td>
<td>Complete 4-6 amendments</td>
<td>Complete 5 additional amendments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Develop and issue RFP</td>
<td>Update schedule annually with CPI escalation and present to City Council with budget adoption</td>
</tr>
</tbody>
</table>
**Goal 1a: Enhance Customer Service and Engagement**

El Segundo provides unparalleled service to internal and external customers.

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<tr>
<td></td>
<td></td>
<td></td>
<td>FY 2016-17</td>
<td>FY 2017-18 thru 18-19</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Present schedule to Council for approval</td>
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</tr>
</tbody>
</table>

**Goal 1b: Enhance Customer Service and Engagement**

El Segundo understands and exceeds customer expectations through comprehensive community/stakeholder engagement.

<table>
<thead>
<tr>
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<th>Projected Milestones</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>FY 2016-17</td>
<td>FY 2017-18 thru 18-19</td>
</tr>
<tr>
<td>1) Services are delivered in a proactive fashion with outreach to ensure all can access them</td>
<td>Expand Parks &amp; Rec programs to meet the customer demand of affordable, safe, and fun programs for youth</td>
<td>Parks &amp; Rec</td>
<td>Committee, volunteers, sponsors</td>
<td>Expand summer day camp and year-round recreation classes</td>
</tr>
<tr>
<td>1) Services are delivered in a proactive fashion with outreach to ensure all can access them</td>
<td>Implement year-long festivities and celebration of the City's Centennial</td>
<td>Committee, volunteers, sponsors</td>
<td>Implement via committee of business leaders, elected officials and community members</td>
<td></td>
</tr>
<tr>
<td>1) Services are delivered in a proactive fashion with outreach to ensure all can access them</td>
<td>Repackage the Community Cable Division as Media Services</td>
<td>PT salaries</td>
<td>Provide internal customer support to all departments</td>
<td>Add summary of enhanced services</td>
</tr>
<tr>
<td>2) El Segundo engages in regular, intentional information gathering</td>
<td>Engage stakeholders to assess customer satisfaction</td>
<td>City Manager</td>
<td>Develop Department surveys</td>
<td>Implement surveys and identified mode of media</td>
</tr>
<tr>
<td>2) El Segundo engages in regular, intentional information gathering</td>
<td>Develop Social Media Policy</td>
<td>City Manager</td>
<td>Present to City Council</td>
<td></td>
</tr>
<tr>
<td>2) El Segundo engages in regular, intentional information gathering</td>
<td>Use social media to notify public of surveys and meetings</td>
<td>Citywide</td>
<td>Implement</td>
<td></td>
</tr>
<tr>
<td>2) El Segundo engages in regular, intentional information gathering</td>
<td>Refine the City's budget and strategic planning process to incorporate community engagement</td>
<td>Finance</td>
<td>City Manager &amp; Department Head support</td>
<td></td>
</tr>
<tr>
<td>2) El Segundo engages in regular, intentional information gathering</td>
<td>Report Citywide performance indicators to City Council quarterly</td>
<td>City Manager</td>
<td>Develop data tracking system</td>
<td>Make performance indicators public</td>
</tr>
<tr>
<td>2) El Segundo engages in regular, intentional information gathering</td>
<td></td>
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</tbody>
</table>
### Goal 1b: Enhance Customer Service and Engagement

**El Segundo understands and exceeds customer expectations through comprehensive community/stakeholder engagement.**

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</tr>
</thead>
<tbody>
<tr>
<td>3) El Segundo is transparent to its constituents</td>
<td>Disseminate 3xly E-newsletter – service updates, milestones achieved, goals for following month</td>
<td>Director of Parks/Rec</td>
<td>Implement mid-year</td>
<td>FY 2016-17</td>
</tr>
<tr>
<td></td>
<td>Provide inter-departmental tours and brief overview of services provided</td>
<td></td>
<td></td>
<td>Quarterly or bi-annual</td>
</tr>
<tr>
<td></td>
<td>Advocate and promote local arts</td>
<td>Parks &amp; Rec</td>
<td></td>
<td>FY 2017-18 thru 18-19</td>
</tr>
<tr>
<td></td>
<td>Create a citizens’ training academy</td>
<td>PD</td>
<td></td>
<td>Committee fosters community advocacy and promotion of the arts in El Segundo</td>
</tr>
<tr>
<td></td>
<td>Promote business attraction and retention through the Economic Development Advisory Council (EDAC)</td>
<td>Ec. Dev. Manager</td>
<td></td>
<td>Recommend business development opportunities to Council</td>
</tr>
<tr>
<td></td>
<td>Advance business attraction through Conventions and Tradeshows</td>
<td></td>
<td>Guide resource identification to achieve development goals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advance business retention through business outreach</td>
<td></td>
<td>EDAC strategic work plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Champions of Business Celebration</td>
<td></td>
<td>Proactively attract new businesses, and high-quality jobs through exhibiting at conventions and trade shows</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Regional Brokers’ Event</td>
<td></td>
<td>Meet with businesses to address challenges and introduce assistance programs / resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advertising campaigns</td>
<td></td>
<td>Survey all licensed businesses through the business license renewal mailing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Promote ElSegundoBusiness.com</td>
<td></td>
<td>Annual event to recognize economic development achievements, honor and acknowledge local businesses, and provide a networking opportunity</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual regional brokers’ event to build awareness and showcase real estate opportunities in the City to real estate professionals</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Digital Campaign – AdWords, Banner Ads, and Pre-Roll Video; Print Campaign – Industry Publications, Wraps, and Sponsorship Ads; Outdoor – Banner/ Signage</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Develop micro-sites to promote local hotels, retailers and restaurants</td>
<td></td>
</tr>
<tr>
<td>4) El Segundo promotes community engagement and economic vitality through a range of programs, PR, marketing and communication strategies</td>
<td></td>
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</tr>
</tbody>
</table>
### Goal 1b: Enhance Customer Service and Engagement

El Segundo understands and exceeds customer expectations through comprehensive community/stakeholder engagement.

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<tr>
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<th>Projected Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>5) El Segundo promotes community engagement and economic vitality through a range of programs, PR, marketing and communication strategies</td>
<td>SOAR E-Newsletter</td>
<td></td>
<td>Distribute monthly e-newsletter to business leaders, real estate brokers, and regional economic development influencers</td>
<td>FY 2016-17</td>
</tr>
<tr>
<td></td>
<td>Active engagement in Public Relations</td>
<td></td>
<td>Highlight competitive advantages, important newsworthy stories</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Target tours that highlight the assets of the City to businesses and visitors</td>
<td></td>
</tr>
<tr>
<td>Objective</td>
<td>Activity</td>
<td>Responsible Party</td>
<td>Resources Required</td>
<td>Projected Milestones</td>
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<td>-----------</td>
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<td>-------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1) El Segundo has a proactive approach to risk and crime</td>
<td>Conduct needs assessment – evaluating staffing for high-density construction and increased service demands, per national standards</td>
<td>Fire</td>
<td>Additional funding &amp; HR review</td>
<td>Study administrative work demands + deployment and work demands</td>
</tr>
<tr>
<td></td>
<td>Replace Public Safety equipment consistent with recognized best management practices BMP and end-of-life service demands</td>
<td>Fire</td>
<td>Replace PPE and Ballistic vests/helmets per BMP; new patrol rifles, body armor; review safety equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communications and Dispatch Upgrades</td>
<td>PD</td>
<td>Concurrent with RCC implement &amp; IS support</td>
<td>Monitor BMPs &amp; replace PPE and Ballistic vests &amp; helmets in per BMP. Implement current NFPA standards</td>
</tr>
<tr>
<td></td>
<td>Reconfigure PD structure to address BMPs with rising crime rates and City Growth</td>
<td>PD</td>
<td>Develop a strategy to restructure PD to address change in crime rates, State law and funding</td>
<td>Implement</td>
</tr>
<tr>
<td></td>
<td>Update code to align with high risk of seismic activity</td>
<td>P&amp;BS</td>
<td>Support from Fire &amp; PD</td>
<td>Adopt CA Building Standards Codes 2016 + Regional Amendments</td>
</tr>
<tr>
<td></td>
<td>Recertify ISO (Insurance Services Organizations)</td>
<td></td>
<td>Obtain re-certification</td>
<td>Educate internal and external customers of the changes</td>
</tr>
<tr>
<td></td>
<td>Add Emergency Services Coordinator position</td>
<td>HR</td>
<td>Approve FTE and fill position</td>
<td>Maintain certification &amp; recertify in future</td>
</tr>
<tr>
<td></td>
<td>Proactively plan to mitigate hazards within the City with community involvement</td>
<td>Emergency Services</td>
<td>Update Local Hazard Mitigation Plan (Cal OES &amp; FEMA approval)</td>
<td>Ongoing hazard mitigation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Implement hazard mitigation program with community support</td>
</tr>
</tbody>
</table>
### Goal 2: Support Community Safety and Preparedness

**El Segundo is a safe and prepared city in Public Health & Safety, Police & Fire, and Disaster Preparedness**

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Coordinator (ESC)</td>
<td>Community involvement</td>
<td>Continue City inspections, Form list of professionals and program outline, Evaluate systems/equipment within the EOC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PW, Fire and PD support</td>
<td>Evaluate equipment and personnel needs, Upgrade equipment and systems within the EOC</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Support from Departments</td>
<td>Cross-train staff across City to expand disaster personnel</td>
<td>Cross-train staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire, PD</td>
<td>Department input &amp; support</td>
<td>Update/draft evacuation plans, Evacuation drills, EOC activation training and exercises for managers / key staff, Approve evacuation plan, Train, including mock activities, Evacuation drills for all buildings, EOC activation training and exercises for managers / key staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>City Attorney</td>
<td>Draft ordinance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PD</td>
<td>Fire support Adoption of Ordinance</td>
<td>List critical locations, work with property owners, Implement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire, PD</td>
<td>Adoption of Ordinance</td>
<td>Develop a list, Implement</td>
</tr>
<tr>
<td>2) El Segundo has proactive community engagement so that perceptions of safety align with reality</td>
<td>Owners receive more information to retrofit buildings for future earthquakes including various voluntary seismic retrofit standards</td>
<td>P&amp;BS</td>
<td>Include voluntary measures in code adoption, Study/survey and inform retrofit programs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use social media to keep community &amp; staff informed &amp; engaged</td>
<td>PD</td>
<td>Implementation of social media policy, Enhance mass notifications via social media</td>
<td>Implement BMP for community engagement</td>
</tr>
</tbody>
</table>
**Goal 2: Support Community Safety and Preparedness**

El Segundo is a safe and prepared city in Public Health & Safety, Police & Fire, and Disaster Preparedness

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</tr>
</thead>
<tbody>
<tr>
<td>3) El Segundo approaches safety in a financially responsible way</td>
<td>Detailed analysis of Equipment Replacement fund</td>
<td>Finance</td>
<td>Contingent on staffing</td>
<td>Analysis to be completed with FY 17-18 budget</td>
</tr>
<tr>
<td></td>
<td>General equipment &amp; Capital Equipment Replacement</td>
<td></td>
<td>Department input</td>
<td>Study, implement Apparatus &amp; Capital Equipment Depreciation Schedule</td>
</tr>
</tbody>
</table>
### Goal 3: Develop as a Choice Employer and Work Force

El Segundo is a City employer of choice and consistently hires for the future. It maintains an inspired, world-class, engaged workforce that reduces turnover and increases innovation.

<table>
<thead>
<tr>
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<th>Responsible Parties</th>
<th>Resources Required</th>
<th>Projected Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) The City has a robust and meaningful training and development program</td>
<td>Train employees so they can effectively and efficiently perform their jobs</td>
<td>HR Lead</td>
<td>Funds for a consultant Staff to oversee program</td>
<td>Consultant conducts a training needs assessment. Develop an ongoing training program for all occupations</td>
</tr>
<tr>
<td></td>
<td>Develop employees so they are prepared to take on higher level jobs and progress in the organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) The City has a Succession Planning Program</td>
<td>Position the City to be able to fill critical vacancies in the organization from within</td>
<td>Department Heads</td>
<td>Consultant analyzes the workforce and future staffing needs Analyze, propose P/T classification updates</td>
<td>Prepare employees to compete with a focus on developing leadership, supervisory, and management skills. Implement the City’s Succession Plan, which, in conjunction with Objective #1, will allow the City to retain talent and expertise.</td>
</tr>
<tr>
<td>3) Departments are, to the extent possible, at full staffing levels</td>
<td>Administer the required recruitment and selection processes to attract qualified applicants</td>
<td>HR staff to handle the high recruitment and selection workload</td>
<td>Prioritize vacancies so staff can focus efforts on most critical positions Hire staff dedicated to handling the recruitment and selection processes</td>
<td>Work through the recruitment and selection workload</td>
</tr>
<tr>
<td></td>
<td>Implement a remote video conference system for use in hiring</td>
<td>IS support TC input</td>
<td>HR Research Possible PW project</td>
<td></td>
</tr>
<tr>
<td>4) The City has and inspired, engaged workforce</td>
<td>Implement an employee wellness program to enhance the workforce’s wellbeing and morale.</td>
<td>Department input / support Funds for a consultant</td>
<td>Use a consultant to determine how to best implement and administer an employee wellness program.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Implement a formal Employee Recognition Program aimed at publicly recognizing and rewarding outstanding employee achievements.</td>
<td>Department support Staff to oversee program</td>
<td>Conduct research and collect information on the various employee recognition programs in place in other public sector agencies.</td>
<td></td>
</tr>
</tbody>
</table>
## Goal 4: Develop Quality Infrastructure and Environment

El Segundo consistently invests in its infrastructure so that it is an appealing, safe, and effectively functioning City comparable to its ideal peer group.

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>Develop Citywide facility needs assessment and plan; service routine maintenance and repairs.</td>
<td>PW</td>
<td>Funding for Citywide Facility Assessment</td>
<td>Citywide facility assessment study</td>
</tr>
<tr>
<td></td>
<td>Implement CIP projects</td>
<td></td>
<td></td>
<td>Develop policy to fund current/future needs</td>
</tr>
<tr>
<td></td>
<td>Coordinate multi-agency CIP</td>
<td>PW (construction)</td>
<td>Aquatic Center</td>
<td>City Council approves funding policy and implementation plan</td>
</tr>
<tr>
<td>1) City infrastructure is well maintained</td>
<td>Repair / replace park equipment and fixtures to meet safety standards and best practices</td>
<td>Parks &amp; Rec</td>
<td>PW support Additional funding approved by City Council</td>
<td>Replace synthetic turf at Campus El Segundo Playground resurface &amp; shade structures</td>
</tr>
<tr>
<td></td>
<td>Enhance Tree trimming schedule to a 4-year cycle in order to mitigate risk</td>
<td>Increased funding</td>
<td>Routine pruning, removal of undesirable and hazardous street trees, and planting approved species</td>
<td>Repair or replace playgrounds, fencing, sidewalks, guardrails, bleachers and other parks related infrastructure</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
### Goal 5: Optimize impact of Technology

El Segundo’s technology infrastructure allows it to work effectively, efficiently, and proactively – maintaining its position as a city of innovation.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Create effective structure for integrated focus on the technology needs of the city and its constituents</td>
</tr>
<tr>
<td>Improve efficiency and effectiveness of staffing and leave replacement, with public safety focus</td>
</tr>
<tr>
<td>Wi-Fi in all critical City facilities</td>
</tr>
<tr>
<td>Public access to Internet, online catalog, word processing, EBook, music and downloadable apps</td>
</tr>
<tr>
<td>Convert adult reference area book stacks into Wi-Fi download stations with remodeled seating</td>
</tr>
<tr>
<td>Use mobile app to allow residents to easily report ROW problems and issues</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invest in systems</td>
</tr>
<tr>
<td>Implement online policy software to ensure compliance with laws and best management practices re personnel supervision and policy administration</td>
</tr>
<tr>
<td>Install Pre-alert Dispatch Software</td>
</tr>
<tr>
<td>Purchase equipment and systems</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Party</th>
<th>Resources Required</th>
<th>Projected Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve efficiency and effectiveness of staffing and leave replacement, with public safety focus</td>
<td>IS</td>
<td>Fire Support, TC input, Council approval &amp; funding</td>
<td>Implement Automated Staffing Technology in late 16-17 or start of FY 17-18</td>
</tr>
<tr>
<td>Wi-Fi in all critical City facilities</td>
<td>IS</td>
<td>Fiber Optic Network project into Data Center</td>
<td>TC review</td>
</tr>
<tr>
<td>Public access to Internet, online catalog, word processing, EBook, music and downloadable apps</td>
<td>Library</td>
<td>Funding</td>
<td></td>
</tr>
<tr>
<td>Convert adult reference area book stacks into Wi-Fi download stations with remodeled seating</td>
<td>IS</td>
<td>RW support</td>
<td>Evaluate apps already available</td>
</tr>
<tr>
<td>Use mobile app to allow residents to easily report ROW problems and issues</td>
<td>IS</td>
<td>RW support</td>
<td></td>
</tr>
<tr>
<td>Agenda Management System(s)</td>
<td>City Clerk</td>
<td>All Departments</td>
<td>Research options, present to Department Heads, TC</td>
</tr>
<tr>
<td>Implement online policy software to ensure compliance with laws and best management practices re personnel supervision and policy administration</td>
<td>Fire</td>
<td>Limited IS Support, TC input</td>
<td>Implement - Fire</td>
</tr>
<tr>
<td>Install Pre-alert Dispatch Software</td>
<td>Depends on new CAD/RMS, TC input</td>
<td>Work with RCC Dispatch center, Monitor CAD Upgrade</td>
<td>Install pre-alert dispatch software Monitor system &amp; research upgrades</td>
</tr>
<tr>
<td>Purchase equipment and systems</td>
<td>PD, IS</td>
<td>Additional budget may be required</td>
<td>Radios for new comm. system, License plate readers, Citywide camera system</td>
</tr>
</tbody>
</table>
Goal 5: Optimize Impact of Technology

El Segundo’s technology infrastructure allows it to work effectively, efficiently, and proactively – maintaining its position as a city of innovation.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Activity</th>
<th>Responsible Party</th>
<th>Resources Required</th>
<th>Projected Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Provide online recreation classes &amp; facility reservations</td>
<td>Parks &amp; Rec</td>
<td>IS support</td>
<td>Fiber project east of Sepulveda</td>
</tr>
<tr>
<td></td>
<td>Plan and implement self-checkout technology that is compatible with our current circulation database, SIERRA.</td>
<td>Library</td>
<td>IS support</td>
<td>Explore cost / funding sources TC review</td>
</tr>
<tr>
<td></td>
<td>Use the full potential of EDEN, building maintenance and vehicle maintenance tracking software</td>
<td>IS</td>
<td>Department input Research options</td>
<td>Implement (replace manual to streamline / increase efficiency)</td>
</tr>
<tr>
<td>3) Optimize systems in use to improve departmental synergies, and maintain their capabilities with timely upgrades</td>
<td>Paperless Payroll and Financial systems</td>
<td>Finance</td>
<td>IS support Server space TC input</td>
<td>Implement paperless payroll with current version of Eden Replace printing direct deposit paystubs with secure email</td>
</tr>
<tr>
<td></td>
<td>Scan historical microfilm/microfiche plans and permits</td>
<td>P &amp; BS</td>
<td>Dependent on funding</td>
<td>TC review</td>
</tr>
<tr>
<td></td>
<td>Upgrade the 15 yr. old A/V system in the Friends’ meeting room and the 10 yr. old Rose Garden meeting room. (Equipment Replacement funds)</td>
<td>Library</td>
<td>IS support TC input</td>
<td>Based on TC priorities and scheduling with IS</td>
</tr>
</tbody>
</table>
# Appendix: Draft Key Performance Indicators (KPIs)

<table>
<thead>
<tr>
<th>KPI</th>
<th>Department Specifics</th>
<th>Desired Outcome</th>
<th>Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enhance Customer Service &amp; Engagement</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Initial response times meet specified parameters | - Average Total Response Time – Fire Calls  
- Average Total Response Time – EMS Calls  
- % of response times under 5 minutes (NFPA 1710)  
- Average STEMI response time  
- In progress crimes & priority one calls  
- Respond to customer complaints within 24 hours (typically same day) | 8 minutes with 90% Compliance  
6 minutes with 90% Compliance  
Greater than 50% compliance  
Within 90 minutes at 90% compliance  
Set by dept. policy – 100% compliance | fire  
fire  
fire  
fire  
PD |
| Final completion times meet specified parameters | - Turnaround time from application to approval for film permits  
- Time to issue new business license  
- Average calendar days – requisition approval to PO date  
- Total dollar amount of invoices processed for payment on a monthly basis  
- All non-emergency internal work orders completed in 15 days  
- Turnaround time to process all City contracts  
- Ensuring all recurring open contracts have required insurance  
- Regular/resubmittal building plan checks  
- Regular/resubmittal/accelerated mechanical, electrical & plumbing plan checks  
- Processing time for planning applications  
- Review and return plan check permits within 2 weeks  
- Issue encroachment permits within 24 hours for simple permits, within 2 weeks for complicated permits | Issued within 72 hours of application  
iissued within 10 days – 100% compliance  
14 calendar days  
Establish baseline trend, seasonality  
100% compliance  
Within 10 working days  
100% compliance  
Establish baseline; will improve performance 2% each quarter until 95%-99% compliance achieved & maintained  
100% compliance | finance  
finance  
finance  
finance  
PW  
City Clerk  
City Clerk  
P& BS  
PW |
| **Access to government information (transparency) meets specified parameters** | - OpenGov YTD actual revenues and expenditures to budget  
- Posting City’s agendas for public meetings: City Council, committees, commissions & boards | Update OpenGov within 14 days of month-end – 100% compliance  
Post & disseminate agendas & supporting docs 72+ hours prior to meeting  
Accessible through City’s website within 24 hours | finance  
City Clerk  
City Clerk |
|  | - Bids/RPF submittals  
- FPPC filings  
- Public Records Act Requests | Online access to all FPPC filings within 5 days of submission  
Respond within statutory requirements | City Clerk  
City Clerk |
| **Access to services meet specified parameters** | - Annual number of visitors to the Library  
- Annual number of public internet station login sessions | Create year-over-year comparison, increase | Library  
Library |
<table>
<thead>
<tr>
<th>KPI</th>
<th>Department Specifics</th>
<th>Desired Outcome</th>
<th>Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Annual number of print and a/v materials checked-out at main library and school libraries.</td>
<td>Establish baseline</td>
<td>Library</td>
</tr>
<tr>
<td></td>
<td>• Annual number of library users attending programs.</td>
<td>Establish baseline &amp; increase participation</td>
<td>Library</td>
</tr>
<tr>
<td></td>
<td>• Enrollment, participation, &amp; event attendance</td>
<td>Offer 12 new classes/activities/events each year to meet the customer needs, increase registration by 15%, increase program revenue by 10%, fill at least 80% capacity in group swim lesson programs, &amp; reduce refund transactions by 5%</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td></td>
<td>• Ridership data</td>
<td>Increase transportation ridership by 15%</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td></td>
<td>Citizen engagement meets specified parameters</td>
<td>Establish baseline &amp; increase number of social media followers by 10%</td>
<td>City-wide</td>
</tr>
<tr>
<td></td>
<td>• Followers on social media sites</td>
<td>Establish baseline &amp; set future frequency, response rates, &amp; performance rating</td>
<td>PD/City-wide</td>
</tr>
<tr>
<td></td>
<td>• Citizen surveys &amp; questionnaires</td>
<td>At least 90% of respondents are satisfied or highly satisfied with their experience</td>
<td>Rec &amp; Park</td>
</tr>
<tr>
<td></td>
<td>• Survey at least half of all recreation programs at the conclusion of the class or event</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Support Community Safety & Preparedness

#### Response Times

- **above**

  - Average cost per claim closed
  - Overall Annual EMS Documentation Audit
  - Overall Annual CUPA Audit Compliance
  - Compliance of business & commercial Inspections
  - Compliance of Annual Underground Tank Inspections

- Establish baseline w/goal of reducing the long-term average cost per claim
- 90% Compliance
- 90% Compliance
- 100% Compliance
- 100% Compliance

- Total Hours of NIMS/EOC Annual Training
- Number of CERT Members Trained Annually

- 8 hours/year/employee assigned to the EOC
- 50 Members Trained Annually

- Annual Crime Statistics
- Internal Audits, inspections with car video and body camera review

- Report baseline & historic trends
- PD

#### Develop as a Choice Employer & Work Force

##### Recruitment

- 80% of recruitments with set hire date complete within 3 months
- 95% of new hire benefits enroll within 2 bus. Days of doc receipt
- 100% of new hire orientations completed within 3 business days

- 90 Days
- 2 business days
- 3 business days

- Number of In-Service Fire Suppression Training Hours

- Develop baseline & industry standards
- 240 hours annually/employee
- 8 hours/year

- Number of Leadership Development Training Hours

- City-wide
- PD
- City-wide
<table>
<thead>
<tr>
<th>KPI</th>
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<th>Desired Outcome</th>
<th>Dept.</th>
</tr>
</thead>
</table>
| **Develop Quality Infrastructure & Environment** | - Service all vehicles within the desired frequency per vehicle type  
- Clean all storm drains annually and prior to large rain events  
- Exercise all valves within the city within a 2-3 year cycle  
- Perform 20-25 infrastructure projects annually  
- Perform routine trimming to all city trees every four years | 100% compliance  
100% compliance  
100% compliance  
100% compliance  
100% compliance with schedule | PW  
PW  
PW  
PW  
P&R |
| **Fiscal Sustainability** | - Hotel occupancy rates  
- Commercial vacancy rates  
- Cost Recovery for all City services & programs  
- Cost recovery for recreation programs  
- Transportation - cost per ride  
- Portfolio Benchmark  
- Policy Compliance by Investment Type  
- Total dollar amount of invoices paid on a monthly basis  
- Number of residents per authorized FTE employee | Establish baseline for tracking trends  
Establish baseline for tracking trends  
Establish policy and baseline  
Attain 40% cost recovery department-wide  
Analyze “cost per rider” on each transportation program and become more cost effective by 10%  
Meet or Exceed baseline  
Zero deviations from State Code  
Remain 100% with adopted budget  
Report resident to FTE on a monthly basis | EconDev  
EconDev  
City-wide  
Rec & Park  
Rec & Park  
treasury  
treasury  
finance  
finance |
PARTICIPANTS

<table>
<thead>
<tr>
<th>Elected Officials</th>
<th>Appointed &amp; Department Heads</th>
<th>Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzanne Fuentes, Mayor</td>
<td>Greg Carpenter, City Manager</td>
<td>Sara A. Peterson, Management Consultant</td>
</tr>
<tr>
<td>Drew Boyles, Mayor Pro Tem</td>
<td>David King, Assistant City Attorney</td>
<td>El Segundo TV</td>
</tr>
<tr>
<td>Michael Dugan, Council Member</td>
<td>Joseph Lillo, Finance</td>
<td>Members of the Public</td>
</tr>
<tr>
<td>Carol Pirsztuk, Council Member</td>
<td>Chief Chris Donovan, Fire</td>
<td></td>
</tr>
<tr>
<td>Dr. Don Brann, Council Member</td>
<td>Martha Dijkstra, Human Resources</td>
<td></td>
</tr>
<tr>
<td>Tracy Weaver, City Clerk</td>
<td>Debra Brighton, Library Services</td>
<td></td>
</tr>
<tr>
<td>Crista Binder, City Treasurer</td>
<td>Sam Lee, Planning &amp; Building Safety</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chief Mitch Tavera, Police</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ken Berkman, Public Works</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meredith Petit, Recreation &amp; Parks</td>
<td></td>
</tr>
</tbody>
</table>

AGENDA

Introduction

Confirm Overall Direction & Document Approach

Discuss Draft Goals, Objectives & Activities
- Are we comfortable with the direction of each?
- Are we comfortable with the components proposed for the goal areas?
- Are there any questions to answer or gaps to fill?
- What sort of performance indicators is the Council interested in seeing for each goal area?

Wrap Up & Next Steps

SUMMARY

Since this meeting was largely to work through the emerging plan document, this summary presents the broad feedback received rather than detailed edits. Details from the discussion will be integrated into the plan document for review.

Feedback re the Overall Direction & Document
The Council expressed their appreciation for the work done to date and direction of the plan while offering the following to guide staff in completing the document.

- Review all items to ask if we are setting the bar high enough. In doing so, set specific measurement targets.
- Review all items for active versus passive statements, and bring performance indicators into the document body.
- Roll tactics up into comprehensive strategy statements that fill the space between 50,000 feet and the day-to-day work of the City.

Feedback re Customer Service & Engagement Goal
Again, the Council approved of the direction for this goal area with suggestions that:

- The strategies should address not only virtual customer service but also in-person for a more balanced approach.
- Both the plan and department heads in carrying it out it should embed a substantial process early on in implementation to define the "El Segundo customer experience." Doing so will result in more intentional data
collection, measurement, improvement efforts, etc. This process should include discussions about the City’s hours of business, response times, etc.

- The plan should incorporate performance indicators related to:
  - Satisfaction levels for both residents and businesses;
  - Understanding customer feedback (good and bad) by category; and
  - Use of new systems (e.g., percent of transactions completed online versus manually).

Feedback re Safe & Prepared City Goal
Council suggestions here included the following:

- There should be a discussion of how the City will reach the community re safety and preparation, especially East of Sepulveda, and how it will communicate/coordinate this work internally.
- The plan should incorporate performance indicators related to:
  - Crime rates,
  - Response times, and
  - Insurance incidents and claim costs.
- The Fire Chief also mentioned the development of a disaster “readiness” score and tracking of CERT-trained residents over time as possible performance indicators.

Feedback re Choice Employer & Work Force Goal
Council suggestions here included the following:

- Make a direct link between this goal and the first (customer service and engagement) since success for the first is dependent upon success here.
- Make sure the strategies include a culture that nurtures improvement, innovation, and collaboration.
- The plan should incorporate performance indicators related to:
  - Some form of external rating (e.g., Glassdoor);
  - Time to hire, which may vary by department because of external requirements (e.g., police);
  - Promotions from within (evidence of staff development and succession planning); and
  - Workers compensation and time between incidents or type of incidents.

Feedback re Infrastructure & Environment Goal
Council suggestions here included the following:

- This goal area should include a commitment to preventive maintenance, effective use of new facilities, longer-term projections re what the City should be developing, and fiscal strategies to maintain momentum.
- The plan should incorporate performance indicators related to:
  - Satisfaction levels for both residents and businesses re quality of infrastructure;
  - Utilization of equipment; and
  - Links to the indicators for other goals since City infrastructure is a means to arrive at other City goals.

Feedback re Technology Goal
Council suggestions here included the following:

- Ensure that the plan is not simply a series of projects and upgrades but that it is also about the integration of technology across the City, the integration of systems with each other, and the centralization of information.
- The plan should incorporate performance indicators related to:
  - Integration of online versus manual systems, and
  - Perceptions of the City’s use of technology given its business base.
Feedback re Other Plan Elements

What is Missing?
After the Council discussed each goal as presented, they were asked: “what is missing?” In response, Council discussed fiscal sustainability, economic development, and environmental sustainability as possible goals. They decided to amend the infrastructure goal to include stewardship of the environment. They agreed that the plan should add a fiscal goal focused on planning ahead, stewardship of funds, and transparency. They also felt that the economic development elements included in the current draft should be paired with fiscal goals.

Reporting
Before closing the meeting, staff and Council discussed preliminary guidelines for reporting process toward Strategic Plan goals. They agreed on:

- Monthly updates by goal;
- Quarterly reports assessing progress as green (on target), yellow (slowed), or red (on hold or interrupted); and
- Ongoing data transparency at the department level.

The Council reiterated that they are not interested in data for the sake of data or for creating work/reports that detract from the goals themselves or result in mission creep. Rather they are interested in trends that will help them to make better, more strategic decisions.

NEXT STEPS

Staff will continue work refine the plan per Council’s feedback, select key performance indicators, begin planning for reports to the City Council, and begin work on instruments to gather customer feedback.

City Council will receive a revised document for review in December.
EL SEGUNDO CITY COUNCIL

AGENDA STATEMENT

MEETING DATE: February 7, 2017

AGENDA HEADING: Consent Agenda

AGENDA DESCRIPTION:
Consideration and possible action to award a standard Public Works Contract to Ayus and Co., Inc. for the Fire Station 1 Men’s Bathroom Improvement Project. Project No. PW 17-08. (Fiscal Impact: $57,805)

RECOMMENDED COUNCIL ACTION:
1. Authorize the City Manager to execute a standard Public Works Contract in a form approved by the City Attorney with Ayus and Co., Inc. in the amount of $52,550.00 and authorize an additional $5,255.00 for construction related contingencies,

2. Authorize to transfer $40,000 from account #301-400-8208-8706 (Seismic Early Warning System) to account #301-400-8201-8707 (Fire Department Upgrades)

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

ATTACHED SUPPORTING DOCUMENTS:
Protest Letter from R. Dependable Const Inc., dated January 26, 2017
City Response to Protest Letter, dated February 1, 2017

FISCAL IMPACT: Included in the adopted budget

Amount Budgeted: $438,426 for Various Fire Department Upgrades
Additional Appropriation: N/A
Account Number(s): $40,000 from 301-400-8201-8707 (Fire Dept. Upgrades)
$17,805 from 405-400-0000-6215 (Facilities Repairs & Maintenance)

STRATEGIC PLAN:
Goal: 4 Develop Quality Infrastructure and Technology
Objective: 1 City infrastructure is well maintained
Goal: 3 Develop as a Choice Employer & Workforce
Objective: 4 The City has an inspired, engaged workforce

ORIGINATED BY: Cheryl Ebert, Senior Civil Engineer
REVIEWED BY: Ken Berkman, Interim Public Works Director
Chris Donovan, Fire Chief
APPROVED BY: Greg Carpenter, City Manager
BACKGROUND AND DISCUSSION:

The men’s bathroom in Fire Station #1’s dormitory has not been upgraded since it was constructed in the 1980’s. Due to frequent plumbing issues and poor condition of the wall, floors, and shower tiles, the bathroom improvement was identified as one of the top priorities among various fire department upgrades. The funding for the project was anticipated to come from the adopted FY 2015-16 budget as part of the ongoing projects. However, due to other fire station upgrades including the Fire Department Roof Replacement Project (PW 15-18) and the Kitchen Improvement Project (PW 17-06), there is a budget shortfall of $40,000. To cover the shortfall, staff has identified that the seismic early warning system can be eliminated since the proposed apparatus bay doors will be upgraded from rolling doors to bi-folded doors and will provide a quicker response time, as well as the ability to manually open the bay doors in the event of an earthquake, thereby making the seismic early warning system unnecessary.

On December 20, 2016, the City Council adopted the plans and specification for Project No. PW 17-08, Fire Station 1 Men’s Bathroom Improvement Project, and authorized staff to advertise for receipt of construction bids. On January 24, 2017, the City Clerk received and opened four (4) bids as follows:

1. Ayus and Co., Inc. $52,550.00
2. The Stone Collector $84,000.00
3. CTG Construction, Inc. $78,070.00
4. R Dependable Const Inc. $83,180.00

The lowest responsive and responsible bidder is Ayus and Co., Inc. (Ayus). Staff checked the Contractor’s license status and references, and found Ayus has satisfactorily met the City’s requirements and has successfully completed similar projects for other public agencies.

A protest against Ayus was received on January 30, 2017. After review of the protest in cooperation with the City Attorney’s Office and clarification from Ayus, staff concluded that Ayus remains the lowest responsive and responsible bidder. The protest and City response letters are attached.

Staff respectfully recommends that City Council authorize the City Manager to execute a standard Public Works Contract in a form approved by the City Attorney with Ayus in the amount of $52,550.00, and authorize an additional $5,255.00 for construction related contingencies.

Construction is slated to commence in April and be completed in May 2017.
JANUARY 26, 2017

CITY OF EL SEGUNDO

RE: BID PROTEST PROJECT: MEN'S BATHROOM IMPROVEMENTS
BID: PW 17-08

Bid Date 1/25/2017

Pertaining to the above noted project which bid on January 25 2017, R Dependable Const. Inc. is Protesting the bid of the apparent low bidder as being non-responsive for the following reasons.

Ayus & Co Inc.

1. Per Notice inviting bids

   Note that the Project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations. Pursuant to California law, the City must find bids failing to comply with all applicable Labor Code requirements including, without limitation, Labor Code §§ 1725.5 and 1771.4, to be non-responsive.

   Ayus & Co. Inc. subcontractor listed Caseworx Inc. License # 663046 is not currently registered with DIR at the time of bid (see Attachment A)

This makes R Dependable Const. Inc. the lowest responsible bidder

Rosemary Padilla
President
Public Works Contractor (PWC) Registration Search

This is a listing of current and active PWC registrations pursuant to Division 2, Part 7, Chapter 1 (commencing with section 1720 of the California Labor Code.)

Enter at least one search criteria to display active registered public works contractor(s) matching your selections.

Registration Year: [Current Fiscal Year: 2016/17]

PWC Registration Number: example: 1234567890

Contractor Legal Name: example: ABC COMPANY

License Number: 663946

County: Select County

Search Reset

Search Results

No active registered contractors to display. If the contractor name you searched for does not appear, the registration may have expired. Expired registrations may be viewed by selecting "renew" on the registration page and searching again using the PWC Registration Number or Contractor Legal Name.

It is also possible that the contractor’s registration is active and you simply need to modify your search. The best way to search for a specific contractor is to complete only one of the search criteria, either the PWC Registration Number or the License Number, and to leave the Contractor Legal Name blank.

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February 1, 2017

R. Dependable Const. Inc.
Attn: Rosemary Padilla, President
1019 W. 3rd Street
San Bernardino, CA 92410
Via US Mail and Email to marco@rdpconstinc.com

Response to Bid Protest by R Dependable Const. Inc. for Fire Station #1 Men's Bathroom Improvement Project (PW 17-08)

Dear Ms. Padilla,

In response to the protest letter from R Dependable Constr. Inc. for the Fire Station #1 Kitchen Improvement Project (PW 17-08), which had a bid opening on January 24th, 2017, the City of El Segundo has investigated the protest items and has come to the following conclusions:

1. R Dependable Const. Inc. protests that Ayus & Co. Inc. subcontractor listed Caseworx Inc. (license # 663046) and they are not currently registered with DIR at the time of bid.

City response: The City of El Segundo recognizes that the contractor listed in the “Declaration of Subcontractor’s” form is not DIR registered. However, in accordance with the bid requirements, the prime contractor, Ayus & Co. Inc. listed all subconsultants and vendors that will be on the project. Ayus & Co. Inc. has confirmed that Caseworx is a vendor and is only supplying materials for the project and therefore is not required to be DIR registered. Ayus & Co. Inc. will be installing the materials as part of the work.

For the reasons set forth above, the City of El Segundo does not find substantial reason to reject Ayus & Co. Inc. bid. At the February 7th regular Council meeting, staff will recommend that the City Council award the contract to Ayus & Co. Inc.

Please contact Cheryl Ebert for questions or additional information regarding this project at cebert@elsegundo.org or 310-524-2321. We thank you for your interest in the project and hope that you will continue to monitor the City’s website for future contracting opportunities.

Sincerely,

Ken Berkman, P.E.
Interim Public Works Director

350 Main Street, El Segundo, California 90245-3813
Phone (310) 524-2300
AGENDA DESCRIPTION:

Consideration and possible action to award a standard Public Works Contract to Ayus and Co., Inc. for the Fire Station 1 Kitchen Improvements, Project No. PW 17-06. (Fiscal Impact: $138,270.00)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to execute a standard Public Works Contract in a form approved by the City Attorney with Ayus and Co., Inc. in the amount of $125,700.00 and authorize an additional $12,570.00 for construction related contingencies;

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

ATTACHED SUPPORTING DOCUMENTS:

Protest Letter from R. Dependable Const Inc., dated January 26, 2017
City Response to Protest Letter, dated February 1, 2017

FISCAL IMPACT: Included in the adopted budget

<table>
<thead>
<tr>
<th>Amount Budgeted:</th>
<th>$438,426 for Various Fire Department Upgrades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Appropriation:</td>
<td>N/A</td>
</tr>
<tr>
<td>Account Number(s):</td>
<td>$100,700 from 301-400-8201-8707 (Fire Department Upgrades)</td>
</tr>
<tr>
<td></td>
<td>$25,000 from 001-400-3203-4101 (Paramedic Salaries Full Time)</td>
</tr>
<tr>
<td></td>
<td>$12,570 from 405-400-0000-6215 (Facilities Repairs &amp; Maintenance)</td>
</tr>
</tbody>
</table>

STRATEGIC PLAN:

| Goal: | 4 Develop Quality Infrastructure and Technology |
| Objective: | 1 City infrastructure is well maintained |
| Goal: | 3 Develop as a Choice Employer & Workforce |
| Objective: | 4 The City has an inspired, engaged workforce |

ORIGINATED BY: Cheryl Ebert, Senior Civil Engineer

REVIEWED BY: Ken Berkman, Interim Public Works Director
Chris Donovan, Fire Chief

APPROVED BY: Greg Carpenter, City Manager
BACKGROUND AND DISCUSSION:

Kitchen improvements were identified as one of the top priorities among various Fire Department upgrades. The funding for this project was included in the adopted FY 2015-16 budget and was carried over to the FY 2016-17 budget as part of the ongoing projects.

On December 20, 2016, the City Council adopted the plans and specifications the Project and authorized staff to advertise for construction bids. On January 24, 2017, the City Clerk received and opened four (4) bids as follows:

1. Ayus and Co., Inc. $125,700.00
2. The Stone Collector $155,900.00
3. CTG Construction, Inc. $229,980.00
4. R Dependable Const Inc. $144,780.00

The lowest responsive and responsible bidder is Ayus and Co., Inc. (Ayus). Staff checked the Contractor’s license status and references, and found Ayus has satisfactorily met the City’s requirements and has successfully completed similar projects for other public agencies.

A protest against Ayus was received on January 30, 2017. After review of the protest in cooperation with the City Attorney’s Office and clarification from Ayus, staff concluded that Ayus remains the lowest responsive and responsible bidder. The protest and City response letters are attached.

Capital improvement funds are available for various projects at Fire Station #1, including the estimated $100,000 for the kitchen remodel, which was prepared several years ago. Due to current construction costs and the detailed upgrade plans that were not considered when originally estimating the project, the Fire Department recommends using the upgrades fund and salary savings within the full-time paramedic fund for this project to make up for the shortfall.

Staff respectfully recommends that City Council authorize the City Manager to execute a standard Public Works Contract in a form approved by the City Attorney with Ayus in the amount of $125,700.00, and authorize an additional $12,570.00 for construction related contingencies.

Construction is slated to commence in April and be completed in May 2017.
JANUARY 26, 2017

CITY OF EL SEGUNDO

RE: BID PROTEST PROJECT: FIRE STATION #1 KITCHEN IMPROVEMENTS
BID: PW 17-06

Bid Date 1/25/2017

Pertaining to the above noted project which bid on January 25 2017, R Dependable Const. Inc. is protesting the bid of the apparent low bidder as being non-responsive for the following reasons.

1. Per Asbestos report Section 4.1 RECOMMENDATIONS

   When work is performed in the vicinity of an asbestos-containing material, the workers must be informed that the material contains asbestos. Removal of an asbestos-containing material must be performed by a licensed (Contractor's State License Board) and registered (Cal/OSHA) asbestos abatement contractor under the supervision of a Cal/OSHA Certified Asbestos Consultant.

Ayus & Co. Inc. does not hold license and did not list a licensed subcontractor for the removal of (ACM) Asbestos containing material

2. Per Notice Inviting bids

   Note that the Project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations. Pursuant to California law, the City must find bids failing to comply with all applicable Labor Code requirements including, without limitation, Labor Code §§ 1725.5 and 1771.4, to be non-responsive.

Ayus & Co. Inc. subcontractor listed Caseworx Inc. License # 663046 is not currently registered with DIR at the time of bid (see Attachment A)

This makes R Dependable Const. Inc. the lowest responsible bidder

Rosemary Padilla
President
Public Works Contractor (PWC) Registration Search

This is a listing of current and active PWC registrations pursuant to Division 2, Part 7, Chapter 1 (commencing with section 1720 of the California Labor Code.)

Enter at least one search criteria to display active registered public works contractor(s) matching your selections.

<table>
<thead>
<tr>
<th>Registration Year:</th>
<th>Current Fiscal Year: 2016/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>PWC Registration Number:</td>
<td>example: 1234567890</td>
</tr>
<tr>
<td>Contractor Legal Name:</td>
<td>example: ABC COMPANY</td>
</tr>
<tr>
<td>License Number:</td>
<td>963046</td>
</tr>
<tr>
<td>County:</td>
<td>Select County</td>
</tr>
</tbody>
</table>

Search Results

No active registered contractors to display. If the contractor name you searched for does not appear, the registration may have expired. Expired registrations may be viewed by selecting "renew" on the registration page and searching again using the PWC Registration Number or Contractor Legal Name.

It is also possible that the contractor's registration is active and you simply need to modify your search. The best way to search for a specific contractor is to complete only one of the search criteria, either the PWC Registration Number or the License Number, and to leave the Contractor Legal Name blank.

v2.20160101
February 1, 2017

R. Dependable Const. Inc.
Attn: Rosemary Padilla, President
1019 W. 3rd Street
San Bernardino, CA 92410
Via US Mail and Email to marco@rdpconstinc.com

Response to Bid Protest by R Dependable Const. Inc. for Fire Station #1 Kitchen Improvement Project (PW 17-06)

Dear Ms. Padilla,

In response to the protest letter from R. Dependable Constr. Inc. for the Fire Station #1 Kitchen Improvement Project (PW 17-06), which had a bid opening on January 24th, 2017, the City of El Segundo has investigated the protest items and has come to the following conclusions:

1. R Dependable Const. Inc. protests that Ayus & Co. Inc. does not hold a Cal/OSHA license and did not list a licensed subcontractor for the removal of Asbestos Containing Material (ACM).

   City response: On page 1-C-11 of Ayus & Co. Inc.’s bid, Enkay Engineering is listed as the subcontractor for asbestos abatement. Enkay Engineering is registered with the DIR (registration #100009004, expiration 6/30/2017), has a current and valid contractor’s license (CSLB #509785, expiration 06/30/2017), and a current and valid Cal/OSHA certification (DOSH #054, expiration 03/08/2017). Given that Enkay Engineering will be handling the removal of ACM, Ayus & Co. Inc. is not required to hold a Cal/OSHA license.

2. R Dependable Const. Inc. protests that Ayus & Co. Inc. subcontractor listed Caseworx Inc. (license # 663046) and they are not currently registered with DIR at the time of bid.

   City response: The City of El Segundo recognizes that the contractor listed in the “Declaration of Subcontractor’s” form is not DIR registered. However, in accordance with the bid requirements, the prime contractor, Ayus & Co. Inc. listed all subconsultants and vendors that will be on the project. Ayus & Co. Inc. has confirmed that Caseworx is a vendor and is only supplying materials for the project and therefore is not required to be DIR registered. Ayus & Co. Inc. will be installing the materials as part of the work.
For the reasons set forth above, the City of El Segundo does not find substantial reason to reject Ayus & Co. Inc. bid. At the February 7th regular Council meeting, staff will recommend that the City Council award the contract to Ayus & Co. Inc.

Please contact Cheryl Ebert for questions or additional information regarding this project at cebert@elsegundo.org or 310-524-2321. We thank you for your interest in the project and hope that you will continue to monitor the City’s website for future contracting opportunities.

Sincerely,

Ken Berkman, P.E.
Interim Public Works Director
AGENDA DESCRIPTION:

Consideration and possible action to accept as complete the Water Main Improvement Project on Center St., Walnut Ave. and Maple Ave., Project No. PW16-02. (Fiscal Impact: $1,527,796.80.)

RECOMMENDED COUNCIL ACTION:

1. Accept the Water Main Improvement Project work for Project No.16-02 as complete.
2. Authorize the City Clerk to file Notice of Completion in the County Recorder’s office.
3. Alternatively, discuss and take other possible actions related to this item.

ATTACHED SUPPORTING DOCUMENTS:

Notice of Completion
Project Location Map

FISCAL IMPACT: Budget Adjustment Required

Amount Budgeted: $1,750,787.00
Additional Appropriation: N/A
Account Number(s): 501-400-7103-8207 (Water Enterprise Fund CIP)

STRATEGIC PLAN:

Goal: 4 Quality Infrastructure and Technology
Objective: 1 The City’s infrastructure is well maintained

ORIGINATED BY: Lifan Xu, City Engineer
REVIEWED BY: Ken Berkman, Interim Public Works Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

On February 2, 2016, City Council adopted plans and specifications for the Water Main Improvement at Center St., Walnut Ave., and Maple Ave. (Project No. PW16-02, “Project”) and authorized staff to advertise for bids. A total of approximately 4,300 linear feet of water mains and about 130 service lines and meters were scheduled for replacement at the following locations:

- Center St., from Mariposa Ave. to Imperial Ave. (built in 1930s/40s, undersized)
- Walnut Ave., from Center St. to California St. (built in 1930s)
- Maple Ave., from Center St. to California St. (built in 1930s)
On March 15, 2016, City Council awarded a standard public works contract to the lowest responsible bidder, Ramona, Inc. for $1,388,300.00 and approved an additional $208,245.00 for construction-related contingencies. City Council also awarded a professional services agreement to AKM Consulting Engineers to provide construction inspection and geotechnical inspection for the project in the amount of $144,242.00, with an additional $10,000.00 for contingencies.

Construction began on June 13, 2016 and was successfully completed by Ramona, Inc. on December 10, 2016. All punchwork has been completed to the satisfaction of the Public Works Department.

Staff recommends that City Council accept the work performed by Ramona, Inc. as complete and authorize the City Clerk to file a Notice of Completion with the County Recorder's office. The unspent budgeted amount will return to the Water Enterprise Fund for future water infrastructure improvements.

**Accounting Summary:**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,388,300.00</td>
<td>Ramona, Inc. Contract Amount</td>
</tr>
<tr>
<td>-$0.00</td>
<td>Change Order and Contingency Utilized</td>
</tr>
<tr>
<td>+$138,728.80</td>
<td>AKM Construction Inspection Funds Utilized</td>
</tr>
<tr>
<td>+$768.00</td>
<td>Advertising for Bids in Newspaper</td>
</tr>
<tr>
<td><strong>$1,527,396.80</strong></td>
<td><strong>Total Funds Spent</strong></td>
</tr>
<tr>
<td>$1,750,787.00</td>
<td>Amount Budgeted for the project</td>
</tr>
<tr>
<td>-$1,527,796.80</td>
<td>Total Funds Spent</td>
</tr>
<tr>
<td><strong>$ 222,990.20</strong></td>
<td><strong>Unspent Budgeted Amount Returned to the Water Fund</strong></td>
</tr>
</tbody>
</table>
NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: Water Main Improvement at Center, Walnut, and Maple

Project No.: PW 16-02  Contract No. 4998

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 December 10, 2016. The work done was: Water Main Improvement.

6. On February 7, 2017 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: Ramona, Inc.

8. The property on which said work of improvement was completed is in the City of El Segundo, County of Los Angeles, State of California, and is described as follows: Center St. from Imperial Ave. to Mariposa Ave., Maple Ave. from Center St. to California St., and Walnut Ave. from Center St. to California St.

9. The street address of said property is: Center St., Walnut Ave., Maple Ave. in El Segundo, CA 90245

Dated: ____________________________

Ken Berkman
Interim Public Works Director

VERIFICATION

I, the undersigned, say: I am the Director of Public Works 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 _________________, 2017 at El Segundo, California. 90245

Ken Berkman
Interim Public Works Director
EL SEGUNDO CITY COUNCIL
AGENDA STATEMENT

AGENDA DESCRIPTION:

Consideration and possible action to 1) award a standard Public Works Contract to Stephen Doreck Equipment Rentals, Inc. for the Water Main Improvement on Mariposa Avenue, Project No. PW17-03; and, 2) award a standard Public Works Professional Services Agreement to AKM Consulting Engineers for construction inspection services. (Fiscal Impact: $750,386.13)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to execute a standard Public Works Contract, in a form approved by the City Attorney, with Stephen Doreck Equipment Rentals, Inc., in the amount of $579,657.50 and approve an additional $86,948.63 for construction-related contingencies.

2. Authorize the City Manager to execute a standard Public Works Professional Services Agreement in a form as approved by the City Attorney with AKM Consulting Engineers in the amount of $73,780 for construction inspection and geotechnical (compaction) oversight and testing, and approve an additional $10,000 for related contingencies.

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

ATTACHED SUPPORTING DOCUMENTS:

Location Map

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $3,000,000.00 (Water CIPs)
Additional Appropriation: N/A
Account Number(s): 501-400-7103-8206 (Water Enterprise Fund)

STRATEGIC PLAN:

Goal: 4 Quality Infrastructure and Technology
Objective: 1 The City's infrastructure is well maintained

ORIGINATED BY: Arianne Bola, Senior Engineering Associate
REVIEWED BY: Ken Berkman, Interim Public Works Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

The City is the owner of and responsible for maintaining its water transmission and distribution system. As part of regular annual maintenance, staff reviewed maintenance records and identified Mariposa Avenue between Lairport and Nash Streets as one the most problematic
areas due to multiple main breaks. Many of the pipes in the City’s system were installed in the early 1920s and are undersized in comparison to modern water main standards. The age and size of the lines, coupled with corrosion and sediment accumulation over the years, has affected the flow rate and quality of water. This water main replacement project will eliminate poor sections of the system, enhance the water pressure and safeguard water quality.

This work was identified and approved in FY 2016/17 Budget as part of the Capital Improvement Program. The project consists of installing approximately 1,600 linear feet of 12-inch water pipe along with all appurtenant valves and associated infrastructure, as well as performing associated site work including, but not limited to, reconnecting water services, reconnecting fire hydrants, testing, trenching, backfilling and paving.

On December 20, 2016, City Council adopted plans and specifications for the Water Main Improvement on Mariposa Avenue (Project No. PW17-03) and authorized staff to advertise the project for receipt of construction bids. On January 10, 2017, the City Clerk received and opened four (4) bids as follows:

1. Stephen Doreck Equipment Rentals, Inc. $579,657.50
2. Kana Subsurface Engineering $591,000.00
3. Ramona, Inc. $774,231.00
4. Minako America Corporation dba Minco Construction $858,450.00

The lowest responsive and responsible bidder is Stephen Doreck Equipment Rentals, Inc., whose bid is below the engineering cost estimate of $600,000.00. Staff checked the Contractor’s license status and references, and found them to have satisfactorily completed similar projects for other public agencies, and was satisfied with work they have done in the past for the City.

Staff has contracted with AKM Consulting Engineers for inspection and geotechnical services on several similar projects and has found them to be highly competent and professional at providing daily oversight and construction inspection. Staff has also verified that AKM’s rates are typical of the market for this type of inspection work.

Staff therefore respectfully recommends that City Council:

1) Authorize the City Manager to execute a standard Public Works Contract, in a form approved by the City Attorney, with Stephen Doreck Equipment Rentals, Inc. in the amount of $579,657.50 and approve an additional $86,948.63 for construction-related contingencies.

2) Authorize the City Manager to execute a standard Public Works Professional Services Agreement in a form as approved by the City Attorney with AKM Consulting Engineers in the amount of $73,780.00 for construction inspection and geotechnical (compaction) oversight and testing, and approve an additional $10,000.00 for related contingencies.

Construction is anticipated to commence in March and be completed in June 2017. Any remaining funds will be returned to the Water Enterprise Fund.
AGENDA DESCRIPTION:
Consideration and possible action to approve energy efficiency products from Southern California Edison’s Direct Install Program and installation of energy efficient replacement equipment at the Library and Water Plant and authorize the City Manager to execute the Southern California Edison Direct Install Program Agreement.

RECOMMENDED COUNCIL ACTION:
1. Approve the installation of energy efficiency products from Southern California Edison’s Direct Install Program at the Library and Water Plant, and authorize the City Manager to sign the Direct Install Program Partner Authorization Forms.
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Southern California Edison Direct Install Program Partner Authorization Form

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: N/A
Additional Appropriation: No
Account Number(s): N/A

STRATEGIC PLAN:
Goal: 4 Quality Infrastructure and Technology
Objective: 1 The City’s infrastructure is well maintained

ORIGINATED BY: Julie Hegvold, Management Analyst
Ron Fajardo, General Services Manager

REVIEWED BY: Ken Berkman, Interim Public Works Director

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
In 2015, the City of El Segundo participated in the Southern California Edison (SCE) Local Government Agency Direct Install Program, which provided energy efficiency products and installation at 11 City facilities by SCE’s approved contractor, at no cost to the City. The Direct Install program allows the City to reduce energy costs and save money with energy upgrades that are in line with Assembly Bill 32 (AB32) and the policies set forth to reduce Greenhouse Gas Emissions.
At the time, the Library and the Water Plant were not eligible to upgrade to LED lighting due to the type of ballasts that the buildings’ fixtures required. However, SCE has recently unveiled their latest Direct Install Program, which has expanded since 2015, and the LED lighting upgrades for these two facilities can now be done.

Public Works staff and FCI Management Consultants, SCE’s approved contractor, revisited the two City facilities last month and confirmed eligibility. The LED lighting upgrades will be provided at no cost to the City. With Council’s approval, the upgrades would be scheduled immediately, as all SCE Direct Install Program installations must be completed by March 31, 2017.
2016 Direct Install Program
Partnerships Customer Authorization Form

Please review, complete, sign and submit this form authorizing an SCE-approved Consultant to perform the services outlined below.

Customer Name________________________  Service Account Name________________________
Contact Name__________________________  Service Account Number_____________
Contact Title___________________________  Service Address_______________________
Phone_______________________________

This Customer Authorization Form is entered into by the Customer listed above in connection with Southern California Edison’s (SCE) Third Party Implemented Turnkey Program (Program).

City Manager on behalf of the City of El Segundo, (use “Contact Name” listed above), a representative of Customer, am duly authorized to sign this Authorization on behalf of Customer. Customer hereby authorizes ___________________________ (Consultant) to conduct an Energy Survey of Customer’s facility and to replace and/or install energy efficiency equipment recommended by Consultant as a result of the Energy Survey (collectively, the “Work”). Consultant underestimates that Consultant has been pre-approved, after a competitive solicitation, by SCE to perform the Work and that the Work will be performed at no cost. Customer agrees that all of the Work shall be subject to all terms and conditions of this Authorization and of the Program.

Customer agrees to provide Consultant reasonable access to Customer’s facility for the Work, including the Energy Survey and replacement and/or installation of the recommended energy efficient measures. Customer further agrees to provide SCE and Consultant (or other SCE consultants) reasonable access to Customer’s Facility for all inspections or verifications of such Work as may be required by SCE in its sole discretion.

Customer acknowledges that SCE will provide up to $10,000 in services and equipment per Service Account for accounts with demands of 0-99 kW, or up to $15,000 per Service Account for accounts with demands of 100-199 kW. Project caps are subject to change without notice. Program funding is limited and is available on a first-come, first-served basis until funding is depleted or the Program is terminated.

Customer must meet the following requirements to be eligible for the Program: (1) Facility site must be a nonresidential active SCE customer and the facility must be located within SCE’s service territory; (2) SCE Customers must pay the Public Purpose Programs Charge (“PPP”) on the SCE electric meter where the Work is to be performed; (3) Customer certifies that Customer has not and will not receive any funds from any other energy conservation program funded by the PPP for the same energy savings components installed under this Program; and (4) Customer and all Work must meet all other Program requirements, terms and conditions.

Customer acknowledges that connected load at Customer’s facility may increase if the Work involves replacing burned out or missing lamps.

Customer hereby agrees that SCE makes no warranty, expressed or implied, with respect to the Work, including without limitation the implied warranties of merchantability and fitness for a particular purpose. Customer agrees to hold harmless SCE, its officers, directors, affiliates and employees, from and against any and all liability, damages, losses, claims, demands, actions, costs, including attorneys’ fees and expenses and all court or arbitration or other dispute resolution costs, or any of them, resulting from, arising out of, or in any way directly connected with Work performed by Consultant. Customer hereby agrees to hold the Consultant solely responsible for any and all claims, losses, liabilities, damages and expenses, including attorneys’ fees and costs, which Customer may incur as a result of the Work. Customer is solely responsible for ownership of the equipment and services under the Program. Items installed are warranted by Consultant for one year.

Customer agrees that SCE may provide Customer’s contact information to Consultant (and other SCE consultants) for the exclusive purpose of carrying out the Work and the Program. Customer acknowledges that Consultant has been authorized to contact Customer only with regard to performing the Work, and that any other services, installations, improvements or equipment provided to Customer by Consultant have not been authorized by SCE, and SCE assumes no responsibility therefore.

By signing below, I acknowledge that SCE will reimburse the installing contractor for the Work performed and that this expense will be charged to the Partnership budget allocated to my City, County or Partnership. Partnership programs may count energy savings associated with the Work towards their goal achievement. This initiative is limited in funding and is in conjunction with SCE's Commercial Direct Install (DI) program. All terms and conditions of the Commercial Direct Install program apply to Partnerships customers.

AGREED AND ACCEPTED:

Customer Signature________________________ Date________________________

APPROVED AS TO FORM:

CITY ATTORNEY 1370 North Beale Street • Anaheim, CA 92807 www.california-codfls.com
CBL Lighting & Electrical

FESS COMMERCEATIVE ENERGY 620 S. Lake Ave., Suite 101 • Pasadena, CA 91101
http://fess-energy.com/index.htm

ICI Management Consultants
3660 E. Gilmont Street • Long Beach, CA 90815
www.ilmgmt.com

Direct Install Program is funded by California ratepayers and administered by SCE under the auspices of the California Public Utilities Commission.
For further information, please contact SCE at (800) 736-4772.

White - SCE  Canary - Vendor  Goldcrest - Customer

230-02-V1-0913
2016 Direct Install Program
Partnerships Customer Authorization Form

Please review, complete, sign and submit this form authorizing an SCE-approved Consultant to perform the services outlined below.

Customer Name: [Printed Name]  Service Account Name: [Printed Name]
Contact Name: [Printed Name]  Service Account Number: [Account Number]
Contact Title: [Title]  Service Address: [Address]
Phone: [Phone Number]

This Customer Authorization Form is entered into by the Customer listed above in connection with Southern California Edison’s (SCE) Third Party Implemented Turnkey Program (Program).

City Manager on behalf of the City of El Segundo

(use ‘Contact Name’ listed above, a representative of Customer, am duly authorized to sign this Authorization on behalf of Customer. Customer hereby authorizes [Consultant] to conduct an Energy Survey of Customer’s facility and to replace and/or install energy efficiency equipment recommended by Consultant as a result of the Energy Survey (collectively, the “Work”). Customer understands that Consultant has been pre-approved, after a competitive solicitation, by SCE to perform the Work and that the Work will be performed at no cost. Customer agrees that all of the Work shall be subject to all terms and conditions of this Authorization and of the Program.

Customer agrees to provide Consultant reasonable access to Customer’s facility for the Work, including the Energy Survey and replacement and/or installation of the recommended energy efficiency measures. Customer further agrees to provide SCE and Consultant (or other SCE consultants) reasonable access to Customer’s Facility for all inspections or verifications of such Work as may be required by SCE in its sole discretion.

Customer acknowledges that SCE will provide up to $10,000 in services and equipment per Service Account for accounts with demands of 0-99 kW, or up to $15,000 per Service Account for accounts with demands of 100-199 kW. Project caps are subject to change without notice. Program funding is limited and is available on a first-come, first-served basis until funding is depleted or the Program is terminated.

Customer must meet the following requirements to be eligible for the Program: (1) Facility site must be a nonresidential active SCE customer and the facility must be located within SCE’s service territory; (2) SCE Customers must pay the Public Purpose Programs Charge (“PPP”) on the SCE electric meter where the Work is to be performed; (3) Customer certifies that Customer has not and will not receive any funds from any other energy conservation program funded by the PPP for the same energy savings components installed under this Program; and (4) Customer and all Work must meet all other Program requirements, terms and conditions.

Customer acknowledges that connected load at Customer’s facility may increase if the Work involves replacing burned out or missing lamps.

Customer hereby agrees that SCE makes no warranty, expressed or implied, with respect to the Work, including without limitation the implied warranties of merchantability and fitness for a particular purpose. Customer agrees to hold harmless SCE, its officers, directors, affiliates and employees, from and against any and all liability, damages, losses, claims, demands, actions, costs, including attorneys’ fees and expenses and all court or arbitration or other dispute resolution costs, or any of them, resulting from arising out of, or in any way directly connected with Work performed by Consultant. Customer hereby agrees to hold the Consultant solely responsible for any and all claims, losses, liabilities, damages and expenses, including attorneys’ fees and costs, which Customer may inure as a result of the Work. Customer is solely responsible for ownership of the equipment and services under the Program. Items installed are warranted by Consultant for one year.

Customer agrees that SCE may provide Customer’s contact information to Consultant (and other SCE consultants) for the exclusive purpose of carrying out the Work and the Program. Customer acknowledges that Consultant has been authorized to contact Customer only with regard to performing the Work, and that any other services, installations, improvements or equipment provided to Customer by Consultant have not been authorized by SCE, and SCE assumes no responsibility therefore.

By signing below, I acknowledge that SCE will reimburse the installing contractor for the Work performed and that this expense will be charged to the Partnership budget allocated to my City, County or Partnership. Partnership programs may count energy savings associated with the Work towards their goal achievement. This initiative is limited in funding and is in conjunction with SCE’s Commercial Direct Install (DI) program. All terms and conditions of the Commercial Direct Install program apply to Partnerships customers.

AGREED AND ACCEPTED: City Manager on behalf of City of El Segundo

Customer Signature: ____________________________ Date: ________________

APPROVED AS TO FORM:

CITY ATTORNEY
1375 North Bircheter Street • Anaheim, CA 92807
www.california-energy.com

FESS
FESS Comprehensive Energy
529 S. Leche Ave., Suite 110 • Fountain Valley, CA 92708
http://fesse-energy.com/index.htm

FOC Management Consultants
3860 E. Gilmore Street • Long Beach, CA 90805
www.focmgmt.com

ATTEST:

CITY CLERK
CITY OF EL SEGUNDO

Direct Install Program is funded by California ratemakers and administered by SCE under the auspices of the California Public Utilities Commission.
For further information, please contact SCE at (800) 736-4772

White - SCE  Caseo - Vendor  California - Cty
AGENDA DESCRIPTION:
Consideration and possible action regarding a request for two new ABC Licenses (Type 21 for the sale of beer, wine and distilled spirits for off-site consumption and Type 86 for instructional tasting) within the existing Cost Plus World Market located at Plaza El Segundo at 720 South Sepulveda Boulevard in the Commercial Center (C-4) Zone. EA No. 1170 and AUP No. 16-13, Applicant: Cost Plus World Market c/o Jane Baughman. (Fiscal Impact: N/A)

RECOMMENDED COUNCIL ACTION:
1. Receive and file this report without objecting to the issuance of the alcohol licenses.
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Planning Commission Staff Report, dated January 12,
   A. Administrative Use Permit Approval Letter, dated January 5,
3. 2016 Police Reporting Districts Map
4. 2016 Crime and Arrest Statistics by Reporting Districts (RD)

FISCAL IMPACT: None
Amount Budgeted: N/A
Additional Appropriation: N/A
Account Number(s): N/A

STRATEGIC PLAN:
Goal: N/A
Objective: N/A

ORIGINATED BY: Gregg McClain, Planning Manager
REVIEWED BY: Sam Lee, Planning and Building Safety Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

I. Background

On January 5, 2017, the Director of Planning and Building Safety approved an Administrative Use Permit application (EA-1170 and AUP No. 16-13 for 720 S. Sepulveda Blvd.) which allows the sale of beer, wine, and spirits for off-site consumption and on-site instructional tasting at the existing Cost Plus World Market. The Director’s decision was forwarded to the Planning Commission on January 12, 2017, and the Planning Commission Received and Filed the Director’s decision.
In 1995, the City Council directed staff to bring all future Department of ABC licenses to it for review. Based upon previous Council direction, staff is providing background information regarding this application.

Under California law, once the ABC receives an application for a license, it must notify the applicable city of the pending application. The local agency then has 30 days to review and, if applicable, protest the issuance of the license. The grounds of a protest should relate to public health, safety or welfare concerns. In this case, the applicant has not yet applied to ABC for the license.

II. Analysis

The application for a license, if approved by the Department of ABC, would allow the sale of beer, wine, and spirits for off-site consumption and on-site instructional tasting in conjunction with the operations of the 18,205 square-foot market. The normal hours of operation are to continue 9:00am-9:30pm Monday-Saturday and 10:00am-7:00pm Sundays. They are requesting to extend hours for the holiday season (from Thanksgiving to New Year’s) to 7:00am-11:00pm daily. Per conditions by ABC, instructional tasting events will be limited to operating between 10:00am-9:00pm daily.

According to the most recent Crime and Arrest statistics report prepared by the Police Department, the proposed restaurant is located in Reporting District (RD) 318. Based on the July 2016 – December 2016 data reported by the Police Department, the district had a total of 47 Part I & II crimes and 14 felony/misdemeanor arrests. This rate is 239% higher than the City’s average. The Police Department and the Planning and Building Safety Department do not object to the issuance of Type 21 & 86 ABC Licenses for the market.

The project site is located in the Commercial Center (C-4) zone within Plaza El Segundo. The off-site sale of alcohol at retail establishments is permitted with an Administrative Use Permit within the C-4 zone.

ABC license review requires mandatory findings that are regulated by ABC. The City’s AUP process is separate. ABC is responsible for running a complete background check on all alcohol license applicants, as well as conducting site inspections, before issuing any type of alcohol license.

III. Environmental Review

The 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). The project is a request for alcohol licenses for an existing building. The project is not anticipated to have any significant impacts with regard to traffic, noise, air quality or water quality.

IV. Conclusion
Staff recommends that the Council receive and file this report without objecting to the issuance of a new Type 21 ABC license for the off-site sale of beer, wine, and spirits and a new Type 86 ABC license for an existing retail store at 720 S. Sepulveda, or alternatively discuss and take another action related to this item.
The Director of Planning and Building Safety issued the following decision:

1. Approved - Environmental Assessment No. EA-1170 and Administrative Use Permit No. AUP 16-13

Address: 720 South Sepulveda Boulevard
Applicant: Cost Plus World Market, Inc. c/o Jane Baughman
Property Owner(s): Federal Realty Investment Trust

The applicant requests the approval of an Administrative Use Permit to allow a Department of Alcoholic Beverage Control (ABC) License Type 21 (on-site sale of beer, wine and distilled spirits for off-site consumption) and Type 86 (Instructional Tasting) within their existing store. The applicant currently holds ABC License Type 20 (beer & wine for off-site consumption), which was permitted through AUP 06-04 in 2006. The 18,205 square-foot market is located at an existing commercial shopping center (Plaza El Segundo) at 720 South Sepulveda Boulevard in the Commercial Center (C-4) Zone.

As approved, the hours of operation for off-site alcohol sales are limited to 9:00am-9:30pm Monday-Saturday and 10:00am-7:00pm Sundays, and 7:00am-11:00pm daily during the holiday season (from Thanksgiving to New Year’s). Per conditions by ABC, instructional tasting events will be limited to operating between 10:00am-9:00pm daily.

The Planning and Building Safety Director approved Environmental Assessment No. EA-1170 and Administrative Adjustment No. ADJ 16-13. A detailed description of the project and the findings for the decision are included in the attached decision letter.
Environmental Assessment

The 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). The project is a negligible expansion of the planned-for operation of an existing use involving alcohol sales and tastings. The property is in an urbanized and developed area where it has adequate access and all public services and facilities are available. Therefore, the project is not anticipated to have any significant impacts with regard to traffic, noise, air quality or water quality.

Recommendation

Staff recommends that the Planning Commission receive and file the Director's decision. In the alternative, any Planning Commissioner may request that an item be discussed and a decision on the application be made by the Planning Commission instead of received and filed.
January 5, 2017

Jane L. Baughman
200 4th St.
Oakland, CA 94607

RE: Environmental Assessment No. EA-1170 and Administrative Use Permit AUP No. 16-13

An Administrative Use Permit request to allow ABC License Types 21 (on-site sale of beer, wine and distilled spirits for off-site consumption) and 86 (Instructional Tasting) within the existing store.

Address: 720 South Sepulveda Boulevard

Dear Ms. Baughman:

In accordance with El Segundo Municipal Code ("ESMC") Chapter 15-22, the Planning Division has reviewed your application for the above-referenced project and the Director of Planning and Building Safety Department has APPROVED Environmental Assessment No. EA-1170 and Administrative Use Permit No. 16-13 for the on-site sale of beer, wine and distilled spirits for off-site consumption with a Type 21 ABC license, as well as instructional tastings of alcoholic beverages with a Type 86 ABC license at 720 South Sepulveda Boulevard (Cost Plus World Market). The following are the findings and facts in support of each finding for this decision:

FINDINGS AND FACTS IN SUPPORT OF FINDINGS:

Environmental Assessment No. EA-1170

Finding 1

- 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).

Facts in Support of Finding 1

1. The project is a negligible expansion of the planned-for operation of an approved use involving alcohol sales and tastings. The property is in an urbanized area where there is adequate access and all public services and facilities are available. The site is in an area that is not environmentally sensitive. Therefore, the project is not anticipated to have any significant impacts with regard to traffic, noise, air quality, or water quality.

Administrative Use Permit 16-13

Finding 1

- There is compatibility of the particular use on the particular site in relationship to other existing and potential uses within the general area in which the use is proposed to be located.

Facts in Support of Finding 1

1. The General Plan Land Use designation for the site is Commercial Center. Off-site sale of alcohol at retail establishments is permitted in the Zone with the approval of an Administrative Use Permit. The applicant currently holds an ABC Type 20 license for off-site sales of beer and wine (approved by AUP 06-4). The current request is only for a modification to the previous AUP in order to be able to also sell distilled spirits for off-site consumption, and to allow instructional tasting.

2. The Commercial Center (C-4) zone permits and the surrounding land uses include similar specialty retail stores.

3. Since there is no change or physical expansion of use proposed, no additional parking spaces are required for the request.

Finding 2

- The proposed use is consistent and compatible with the purpose of the Zone in which the site is located.

Facts in Support of Finding 2

1. The zoning for the site is Commercial Center (C-4). Regulations within this zone are designed to promote and control the growth of commercial center projects such as retail and service uses. Off-site sale of alcohol at retail establishments is permitted in the Zone with the approval of an Administrative Use Permit.
2. The proposed use is consistent with Land Use Element Goal LU4 in that it provides a stable tax base for the City through an expansion of a commercial use.

3. The immediate surrounding land uses include commercial, office and industrial uses. The proposed off-site sale of alcohol will be compatible with the surrounding uses.

**Finding 3**

- The proposed location and use and the conditions under which the use 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.

**Facts in Support of Finding 3**

1. The surrounding land uses include commercial, office and industrial uses. The proposed sale of beer, wine, and spirits for off-site consumption is a permitted use within the C-4 zone.

2. Types 21 and 86 Department of Alcoholic Beverage Control (ABC) Licenses are to be obtained. The applicant must abide by ABC regulations and license restrictions.

**Finding 4**

- Potential impacts that could be generated by the proposed use, such as noise, smoke, dust, fumes, vibration, odors, traffic, and hazards have been recognized and mitigated.

**Facts in Support of Finding 4**

1. The on-site consumption of alcohol will be for instructional tasting only, and will therefore not create any new impacts that would not be normally associated with the operation of a retail store.

2. The existing hours of operation are to continue from 9:00am-9:30pm Monday-Saturday and 10:00am-7:00pm Sundays, with holiday season hours limited to 7:00am-11:00pm daily (from Thanksgiving to New Year’s). Per conditions by Alcoholic Beverage Control, instructional tasting events will be limited to operating between 10:00am-9:00pm daily. The applicant must comply with ESMC §§ 7-2-1, et seq. regarding noise and vibration.

3. The on-site tastings will be located inside the existing store and will be constructed in accordance with all applicable codes and regulations. The project proposes no changes to physical characteristics of the building, to parking or to
landscaping. Sufficient parking will be provided on-site in compliance with ESMC Chapter 15-15.

**Finding 5**

- The State Department of Alcoholic Beverage Control has issued or will issue a license to sell alcohol to the applicant.

**Facts in Support of Finding 5**

1. The applicant must obtain a license from the State of California Department of Alcoholic Beverage Control for off-site sale and consumption of alcohol (Type No. 21) and on-site instructional tasting (Type No. 86).

**DIRECTOR OF PLANNING AND BUILDING SAFETY DEPARTMENT ACTION**

Based on these findings and facts in support of these findings, the Director of Planning and Building Safety Department **APPROVES** the proposed project, subject to the following conditions:

1. The hours of operation for off-site alcohol sales are limited to 9:00am-9:30pm Monday-Saturday, 10:00am-7:00pm Sundays, and 7:00am-11:00pm daily during the holiday season (from Thanksgiving to New Year's). Per conditions by Alcoholic Beverage Control, instructional tasting events will be limited to operating between 10:00am-9:00pm daily. 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.

2. Any subsequent modification to the project as approved must be referred to the Director of Planning and Building Safety for approval and a determination regarding the need for Planning Commission review of the proposed modification.

3. The applicant must obtain and maintain all licenses required by the Alcoholic Beverage Control Act (Business & Professions Code §§ 23310 et seq.). The applicant must obtain and maintain both Type 21 and Type 86 licenses.

4. The store must comply with ESMC §§ 7-2-1, et seq. regulating to noise and vibration.

5. 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 administrative use permit.

6. 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._

7. 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 specific alcoholic beverage products. Interior displays of alcoholic beverages which are clearly visible to the exterior constitute a violation of this condition.

8. 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._

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

   a. Completed training from the State of California Department of Alcoholic Beverage Control (ABC), 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, 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.

10. The licensee 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.

11. If complaints are received regarding excessive noise, parking availability, lighting, building access, and the like associated with the sale of beer and wine, the city may, in its discretion, take action to review the Administrative Use Permit, including without limitation, adding conditions or revoking the permit.

12. The building must not be occupied by more persons than allowed by the California Building Code, as adopted by the ESMC.
13. The building must comply with California Building and Fire Code requirements, as adopted by the ESMC.

14. The Applicant agrees 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. 1170 or Administrative Use Permit AUP No. 16-13. 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 EA-1170 or AUP 16-13, the Applicant agrees 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.
By signing this document, the following officers of Cost Plus Inc. and Federal Realty Investment Trust certify that they have read, understood, and agrees to the Project Conditions listed in this document.

Susan E. Lattmann, Secretary, Cost Plus, Inc.

Jane L. Baughman, President, Cost Plus, Inc.

Debbie Colson, VP of Legal Operations, Federal Realty Investment Trust

Dawn Becker Executive VP, Federal Realty Investment Trust

**PLANNING COMMISSION & CITY COUNCIL REVIEW PENDING**

This determination is scheduled to be received and filed by the Planning Commission at its January 12, 2016 meeting. Please be advised that this does not conclude the review process. The City Council will determine whether or not to protest the approval of the alcohol permit at its meeting at as of yet undetermined date.

Should you have any questions, please contact Russell Toler, Contract Planning Technician, at (310) 524-2371.

Sincerely,

[Signature]

Sam Lee, Director
Department of Planning and Building Safety
## REPORTED PERIOD: JANUARY–JUNE, 2016
### PART I & II CRIMES AND ARRESTS BY REPORTING DISTRICT (RD)

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| TOTALS             | 681                | 328                 | 1,009 |                           |

Number of Reporting Districts = 52
Average # of Part I & II Crimes per Reporting District = 13
Average # of Felony/Misdemeanor Part I & II Crime Arrests per Reporting District = 6
Average # of Crimes and Arrests per Reporting District = 20
(Results from 01/01/2016 through 06/30/2016)

High Crime Area per B&P Code Section 23958.4 ➔ >20%
AGENDA DESCRIPTION:
Consideration and possible action regarding authorization for the Police Department to purchase thirty-five (35) sets of Level III+ rifle body-armor protective plates with related carriers using Asset Forfeiture Funds. (Fiscal Impact: $37,075)

RECOMMENDED COUNCIL ACTION:
1. Authorize the Police Department to purchase thirty-five (35) sets of Level III+ rifle body armor protective plates with related carriers from Galls; and/or,

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

ATTACHED SUPPORTING DOCUMENTS:
(3) Vendor quotes – Galls, U.S. Armor and First Spear/F.S.O.C. LLC

FISCAL IMPACT: $37,075

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STRATEGIC PLAN:

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<th>Goal:</th>
<th>2. Support Community Safety and Preparedness</th>
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<td>Objectives:</td>
<td>1. El Segundo has a proactive approach to risk and crime</td>
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<td>3. El Segundo approaches safety in a financially responsible way</td>
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ORIGINATED BY: Raymond Garcia, Lieutenant  
REVIEWED BY: Mitch Tavera, Chief of Police  
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
Staff requests approval from Council to utilize existing Asset Forfeiture Funds for the purchase of thirty-five (35) sets of Level III+ rifle body-armor protective plates with related carriers. Police personnel currently do not have access to rifle protective body-armor, which is a vital piece of equipment needed when responding to calls for service involving heavily armed suspects often seen during active shooter incidents. It is Staff’s intent to place rifle body-armor kits in all police vehicles so Police personnel have immediate access to this equipment as needed.

Quotes were obtained from three vendors for the proposed rifle body-armor and related carriers. All vendors returned quotes for Level III+ rifle body-armor, which can stop rifle rounds from 5.56mm to 7.62mm, which includes the 5.56mm SS109 (green tip armor piercing round). Galls
provided the most competitive price for their Level III+ stand-alone plates with carriers. For this, it is recommended the purchase of this protective equipment be made through Galls. If approved, it is also recommended these rifle body-armor plates and carriers be placed on the Equipment Replacement schedule with a five-year service life.
Company / Agency: EL SEGUNDO POLICE DEPARTMENT  
Customer / Contact: Lt. Ray Garcia  
310-524-2260  rgarcia@elsegundo.org  
Contact: Becky Evans  
(562) 305-0357  
evans-becky@galls.com

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Subtotal $34,013.35  
Tax $3,061.20  
S & H no charge

Grand Total $37,074.55
U. S. Armor Corporation  
10715 Bloomfield Avenue  
Santa Fe Springs, CA 90670  

SALES QUOTE  
Original  
Sales Quote No.: 1474  
Sales Quote Date: 12/14/16  
Valid Until: 01/14/17  
Customer No.: CAP_ELSE  
Customer PO No.:  
Page No.: Page 1 of 1

BILL TO  
CITY EL SEGUNDO  
350 MAIN STREET  
EL SEGUNDO CA 90245  
USA

Sales Rep.: -No Sales Employee-  
Contact Name:  
ATTN:  
Terms:  
Ship Via:  
FOB:  

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Remarks: CUSTOMER PICK UP; NO FREIGHT CHARGES  
CA SALES TAX NOT INCLUDED

Subtotal                              $1,096.00
Shipping  
Tax $98.64
Total Quote Value                      $1,194.64

Entered By: usarmor4

Phone: 562-207-4240  Fax: 562-207-4238  E-Mail: customerservice@usarmor.com  Website: www.usarmor.com

TOTAL $41,812.40 (35 SETS)
F.S.O.C.

803 Eucalyptus Dr
El Segundo, CA 90245
Phone (424) 634-9573
Fax (310) 640-6899

Quotation For:
El Segundo Police Department
Attn: Lt. Ray Garcia

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<tr>
<th>SALES REP</th>
<th>P.O. NUMBER</th>
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<th>SHIP VIA</th>
<th>F.O.B. POINT</th>
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SHIPPING IS INCLUDED

| SUBTOTAL | $ 39,515.00  |
| TAX RATE  | 9.00%       |
| SALES TAX | 3,556.35    |
| SHIPPING  | -           |
| TOTAL     | $ 43,071.35 |

DATE 1/5/17
QUOTATION:
VALID UNTIL 3/6/17
AGENDA DESCRIPTION:
Consideration and possible action regarding the expansion of alcohol service to include instructional tasting of beer, wine, and distilled spirits (Type 86 ABC License) at a grocery store at 500 North Sepulveda Boulevard, EA No. 1169, AUP No. 16-12. The 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). Applicant: Ralphs Grocery Company. (Fiscal Impact: N/A)

RECOMMENDED COUNCIL ACTION:
1. Receive and file this report for the instructional tasting of beer, wine, and distilled spirits at an existing grocery store at 500 North Sepulveda Boulevard; and/or
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Crime and Arrest Statistics by Reporting Districts (RD)
2. Police Reporting Districts Map
3. Planning and Building Safety Director Decision Letter Dated January 5, 2017

FISCAL IMPACT: None
Amount Budgeted: N/A
Additional Appropriation: N/A
Account Number(s): N/A

STRATEGIC PLAN:
Goal: Champion Economic Development and Fiscal Sustainability.
Objective: Promotes economic growth and vitality for businesses and the community.

ORIGINATED BY: Gregg McClain, 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 Department of Alcoholic Beverage Control (ABC) licenses to it for review. Based upon that direction, relevant background information regarding this application is also provided. After the City Council considers the AUP request, staff will advise ABC of the conclusion of the entitlement process.
On January 5, 2017, the Director of Planning and Building Safety approved an Administrative Use Permit application (EA-1169, AUP 16-12) for 500 North Sepulveda Boulevard with conditions of approval, which allows instructional tasting of beer, wine, and distilled spirits at an existing grocery store (Type 86). Currently, the grocery store is operating under a Type 21 ABC License which allows for the off-site sale of alcohol. The Planning Commission received and filed the Director’s decision on January 12, 2017.

Under California law, once the Department of Alcohol Beverage Control (ABC) receives an application for a license, it must notify the applicable local city of the pending application. The local agency then has 30 days to review and, if applicable, protest the issuance of the license. The grounds of a protest should relate to public health, safety or welfare concerns. In this case, the applicant has not yet applied to ABC for the license.

II. Analysis

The application for a license, if approved by the Department of ABC, would modify an existing AUP (EA-406 and AUP 97-1) to allow instructional tasting of alcoholic beverages at an existing 31,457 square foot grocery store. The instructional tasting of alcoholic beverages is an accessory use to off-site sale of alcohol under AUP 97-1. No additional on-site consumption of alcohol is authorized under this AUP. The applicant proposes the following AUP modifications:

a. Add an ABC Type 86 license to allow instructional tasting of beer, wine, and distilled spirits to their existing Type 21 ABC License to sell the same.
b. Hours of operation for instructional tasting of alcohol to take place between 10 a.m. and 9 p.m. daily.
c. The grocery store will continue to sell alcohol between 6 a.m. and 2 a.m.

According to the most recent crime and arrest statistics report prepared by the Police Department, the existing grocery store is located in Reporting District (RD) 308. Based on the July – December 2016 data, the district experienced 39 Part I & II crimes and 9 felony/misdemeanor arrests. This represents a rate of crime 167% above the average for the entire City. The Police Department and the Planning and Building Safety Department do not object to the issuance of the Type 86 ABC License for the existing grocery store.

The project site is located in the General Commercial (C-3) Zone. The off-site sale of alcohol at retail establishments requires an administrative use permit in accordance with El Segundo Municipal Code Section 15-5C-4(A). The instructional tasting of alcohol is an authorized accessory use to off-site sale of alcohol subject to the approval of an administrative use permit. The permit was approved by the Director of Planning and Building Safety and the Planning Commission with appropriate conditions attached.

ABC license review requires mandatory findings that are regulated by ABC, which is independent of the City’s AUP process. ABC is responsible for running a complete background check on all alcohol license applicants, as well as conducting site inspections, before issuing any type of alcohol license.
III. Environmental Review

The 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). The project is a request for instructional tasting of alcohol at an existing grocery store. The approval of an administrative use permit for alcohol at the proposed grocery store involves a negligible expansion of the existing use, which was previously used as a restaurant.

IV. Conclusion

Staff recommends that the Council receive and file this report without objecting to the issuance of a new Type 86 ABC license at 500 Sepulveda Boulevard or alternatively discuss and take another action related to this item.
REPORTED PERIOD: JULY – DECEMBER, 2016
PART I & II CRIMES AND ARRESTS BY REPORTING DISTRICT (RD)

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<th>REPORTING DISTRICT</th>
<th>PART I &amp; II CRIMES</th>
<th>FELONY/MISDEMEANOR ARRESTS</th>
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TOTALS: 715

Number of Reporting Districts = 62
Average # of Part I & II Crimes per Reporting District = 14
Average # of Felony/Misdemeanor Part I & II Crime Arrests per Reporting District = 4
Average # of Crimes and Arrests per Reporting District = 18
(Results from 07/01/2016 through 12/31/2016)

High Crime Area per B&P Code Section 23958.4 = >20%
January 5, 2017

Art Rodriguez & Associates
ATTN: Alex Campbell
709 East Colorado Boulevard, Suite 200
Pasadena, CA 91101

Re: 500 North Sepulveda Boulevard, Administrative Use Permit No. AUP 16-12

Dear Mr. Campbell:

Your request to modify an administrative use permit for a restaurant was APPROVED by the Director of Planning and Building Safety in accordance with El Segundo Municipal Code (ESMC) Chapter 15-22.

The Director approved the expansion of alcohol service for instructional tasting (ABC type 86 license) at 500 North Sepulveda Boulevard. The instructional tasting of alcohol is authorized as an accessory use to off-site sale of alcohol at a retail establishment (ABC type 21 license). This AUP supersedes the AUP previously issued for the subject property on May 9, 1997 (AUP 97-1). No additional on-site consumption of alcohol is authorized under this AUP.

SECTION 1: Administrative Use Permit Findings:

Finding 1: There is compatibility of the particular use on the particular site in relationship to other existing and potential uses within the general area in which the use is proposed to be located.

1. The applicant proposes to provide instructional tasting of alcoholic beverages at an existing 31,457 square foot grocery store. The grocery store is located at 500 North Sepulveda Boulevard. The instructional tasting of alcoholic beverages is an accessory use to off-site sale of alcohol under AUP 97-1. No additional on-site consumption of alcohol is authorized under this AUP.
2. The applicant proposes to provide instructional tasting of alcoholic beverages at an existing 31,457 square foot grocery store located at 500 North Sepulveda Boulevard. The instructional tasting is an accessory to sale of alcohol for off-site consumption approved under AUP 97-1. No additional on-site consumption of alcohol is authorized under this AUP.

3. The surrounding land uses include: general commercial, hotels, and restaurants. A grocery store with instructional tasting of alcohol as an accessory use is compatible with the surrounding uses.

4. The General Plan land use designation for the site is General Commercial. The zoning for the site is General Commercial (C-3). Retail sales of alcohol is permitted in the zone with the approval of an Administrative Use Permit.

5. The applicant proposes the following AUP modifications:
   a. Add an ABC type 86 license to allow instructional tasting of beer, wine, and distilled spirits to their existing type 21 license to sell the same.
   b. Hours of operation for instructional tasting of alcohol to take place between 10 a.m. and 9 p.m. daily.
   c. The grocery store will continue to sell alcohol between 6 a.m. and 2 a.m.

Finding 2: The proposed use is consistent and compatible with the purpose of the Zone in which the site is located.

1. The zoning for the site is General Commercial (C-3). Retail is a permitted use in this zone pursuant to ESMC §15-5C-2. Instructional tasting of alcohol is an accessory use which requires an Administrative Use Permit pursuant to ESMC §15-5C-4.

2. The C-3 Zone is intended to provide for the development of commercial establishments which serve a broad cross section of the city and surrounding area. Regulations are designed to promote and control business growth in the context of surrounding land uses. Principal uses, therefore, include a broad spectrum of retail and service commercial uses. The proposed use is consistent with the purpose of the zone in that it will enhance the experience for consumers that purchase alcohol at the grocery store. The building is currently occupied by a major grocery retailer which serves the immediate and surrounding areas.

3. The surrounding land uses include: general commercial, a public parking lot, offices, restaurants, and residential. A retail establishment that provides instructional tasting of alcohol is compatible with the surrounding uses.
Finding 3: The proposed location and use and the conditions under which the use 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.

1. A major grocery retailer currently occupies the existing building and will continue to operate as a grocery store.

2. The instructional tasting of alcoholic beverages will occur in a small “flex” area of approximately 25 square feet within the 31,457 square foot sales floor.

3. The hours for the instructional tasting are limited to between 10 a.m. and 9 p.m. daily.

4. The applicant must abide by all ABC regulations and license restrictions.

Finding 4: Potential impacts that could be generated by the proposed use, such as noise, smoke, dust, fumes, vibration, odors, traffic, and hazards have been recognized and mitigated.

1. The instructional tasting of alcohol will not create new impacts that would not be normally associated with the operation of a grocery store.

Finding 5: The State Department of Alcoholic Beverage Control has issued or will issue a license to sell alcohol to the applicant.

1. The applicant maintains an active license from the State of California Department of Alcoholic Beverage Control for off-site sale of alcohol at a retail establishment (type 21). In addition, the applicant must obtain a separate license for instructional tasting of alcohol at a retail establishment (type 86) before the activity may legal commence.

SECTION 2: Environmental Assessment: After considering the above facts and findings, the Director finds this 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). The project includes minor alterations to the interior of an existing building and a small expansion of alcohol-related service.

1. The proposed project involves a negligible expansion of use since the grocery store was previously approved to have alcohol service (off-site sale of beer, wine and distilled spirits). The proposed expansion of alcohol service to allow for the instructional tasting will occur in a small “flex” area of approximately 25 square feet within the 31,457 square foot sales floor. The project involves negligible expansion of an existing use.
DIRECTOR OF PLANNING AND BUILDING SAFETY DEPARTMENT ACTION

Based on these findings and facts in support of these findings, the Director of Planning and Building Safety Department APPROVES the proposed project, subject to the following conditions:

1. The approval for Environmental Assessment No. EA-1169 and Administrative Use Permit No. AUP 16-12 supersedes the approval of EA-406 and AUP 97-1 issued on May 9, 1997.

2. The instructional tasting of alcohol is permitted only between the hours of 10 a.m. and 9 p.m. daily. The sale of alcohol for off-site consumption is permitted only between the hours of 6 a.m. and 2 a.m. daily. Any change to these hours is subject to review and approval by the Director of Planning and Building Safety.

3. No additional on-site consumption is authorized at the project site.

4. Any subsequent modification to the floor plan and areas where instructional tasting events occur must be referred to the Director of Planning and Building Safety for approval.

5. The applicant must obtain and maintain all licenses required by the Alcoholic Beverage Control Act (Business & Professions Code §§23000 et seq.). The applicant must obtain and maintain types 21 and 86 licenses.

6. The grocery store operations must comply with ESMC §§7-2-1, et seq. regulating noise.

7. 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.

8. 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.

9. 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 specific alcoholic beverage products. Interior displays of alcoholic beverages which are clearly visible to the exterior constitute a violation of this condition.

10. All employees serving alcoholic beverages to patrons must enroll in and complete a certified training program approved by the State Department of Alcoholic Beverages Control for the responsible sales of alcohol. The training must be offered to new employees on not less than a quarterly basis.
11. Any and all employees hired to sell alcoholic beverages must provide evidence that they have either:

a. Completed training in ABC-administered Leadership and Education in Alcohol and Drugs (LEAD) Program as demonstrated by an ABC-issued certificate; or,

b. Completed an accepted equivalent by ABC 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 15 days of the Director’s decision, or by final project approval, that a date certain is scheduled within the local ABC Office to complete the LEAD course.

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

12. The licensee must have readily identifiable personnel to monitor and control the behavior of customers inside the building premises.

13. Ralphs Grocery Company and New Group – El Segundo LLC 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-1169 or Administrative Use Permit No. AUP 16-12. 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 EA-1169 or AUP 16-12, the Applicant and the Property Owners 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.
By signing this document, the applicant, Ralphs Grocery Company, c/o Steven Prough, and the property owner, New Group – El Segundo LLC, c/o William Crigger, certify that they read, understood, and agree to the Project Conditions listed in this document.

Ralphs Grocery Company, c/o Steven Prough, Applicant

New Group – El Segundo LLC, c/o William Crigger, Property Owner

New Group – El Segundo LLC, c/o Charals Haagen, Property Owner
PLANNING COMMISSION

This determination is scheduled to be received and filed by the Planning Commission at its January 12, 2017 meeting. Please be advised that this does not conclude the review process. The City Council will determine whether or not to protest the approval of the alcohol permit at its meeting at as of yet undetermined date.

Should you have any questions, please contact Raneika Brooks, Assistant Planner, at (310) 524-2343.

Sincerely,

Sam Lee, Director
Department of Planning and Building Safety
AGENDA DESCRIPTION:
Consideration and possible action regarding 1) Approval of Examination Plan for Records Technician. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Approval of Examination Plan for Records Technician.
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

FISCAL IMPACT: None

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STRATEGIC PLAN:

<table>
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<tr>
<th>Goal:</th>
<th>1</th>
<th>Enhance Customer Service &amp; Engagement</th>
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</thead>
<tbody>
<tr>
<td>Objective:</td>
<td>1</td>
<td>Services are convenient, efficient and user-friendly for all residents and businesses</td>
</tr>
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</table>

ORIGINATED BY: Mayra Houston, Interim Human Resources Director
REVIEWED BY: Mayra Houston, Interim Human Resources Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

At the November 17, 2015 Council Meeting, Council took action to reactivate the Records Technician classification and to include in the Classification Plan. The Record Technician position previously assigned to the City Clerk’s Office was a part-time position. Examination Plans are not required for part-time positions. Then, at the September 28, 2016 Council Meeting, Council adopted Resolution approving the 2016-2017 Final Operating and Capital Improvement Budget which included converting the part-time Records Technician position to full-time; therefore an Examination Plan is necessary in order to implement the approved change.

Staff is recommending that the City Council approve the examination plan that contains the following examination techniques and weights for the Records Technician classification.
Examination Plan

Records Technician                      Open Competitive or Promotional

- Written Exam                            Pass/Fail

- Structured Technical and
  Career Preparation Interview         Weighted 100%

Approval of exam plans for Merit System job classifications in all City Departments has been required since the passage of Initiative Ordinance No. 586 in April 1962.

For departments other than Police and Fire, the plan may consist of any one or combination of the following techniques:

1. Written;
2. Oral;
3. Demonstration; and
4. Any evaluation of education, experience, or skills or physical fitness, which fairly evaluate the relative capacities of the applicants.

Police and Fire Departments:

The examination plan for entrance or promotional, for the Police and Fire Departments, shall consist of a written examination and one or more of the following:

1. Oral;
2. Demonstration; and
3. Any evaluation of education certification, experience, or skills or any test of manual skills or physical fitness, which fairly evaluates the relative capacities of the applicant.
EL SEGUNDO CITY COUNCIL
AGENDA STATEMENT
MEETING DATE: February 7, 2017
AGENDA HEADING: Consent Calendar

AGENDA DESCRIPTION:
Consideration and possible action regarding a request for the expansion of alcohol service (Type 47 ABC License) for a new Kona Grill restaurant located at “The Atrium at Continental Park,” at 2321 East Rosecrans Avenue, Suite 1225. (Applicant: Kona Grill Inc.)

RECOMMENDED COUNCIL ACTION:
1. Receive and file this report without objecting to the issuance of an alcohol license for the on-site sale of beer, wine and distilled spirits for on-site consumption at a new restaurant 2321 East Rosecrans Avenue, Suite 1225;
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Crime and Arrest Statistics by Reporting Districts (RD)
2. Police Reporting Districts Map

FISCAL IMPACT:
If approved, the proposed project will include a full-service restaurant, resulting in a nominal increase in sales tax revenue and business license tax revenue.

<table>
<thead>
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</tr>
</tbody>
</table>

STRATEGIC PLAN:
Goal: Champion Economic Development and Fiscal Sustainability.
Objective: Promotes economic growth and vitality for businesses and the community.

ORIGINATED BY: Gregg McClain, Planning Manager
REVIEWED BY: Sam Lee, Planning and Building Safety Director
APPROVED BY: Greg Carpenter, City Manager

I. BACKGROUND AND DISCUSSION

On January 5, 2017, the Director of Planning and Building Safety approved an Administrative Use Permit application (EA-1173 and AUP No. 16-14) for 2321 East Rosecrans Avenue, Suite 1225, with conditions of approval allowing the sale of beer, wine and distilled spirits for on-site consumption at a new Kona Grill restaurant. The Director’s decision was forwarded to the Planning Commission on January 12, 2017, and the Planning Commission Received and Filed the Director’s decision. Additionally, the
Planning Commission approved a conditional use permit for the expansion of the existing outdoor dining area.

Under California law, once the Department of Alcoholic Beverage Control (ABC) receives an application for a license, the Department must notify the applicable local city council, law enforcement agency and planning department. (Bus. & Prof. Code § 23987). The city council or local agency then has 30 days to review and, if applicable, protest the issuance of the license. The grounds of a protest, if any, should relate to public health, safety or welfare concerns. The applicant has not yet filed its application with the Department of ABC.

In 1995, the City Council directed staff to bring all future Department of ABC licenses to it for review. Based upon previous Council direction, staff is providing background information regarding this application.

II. ANALYSIS

The proposed license request, if approved by the Department of ABC, would allow the sale of beer, wine and distilled spirits for on-site consumption in conjunction with the operation of a 7,209 square-foot restaurant with a 2,147 square-foot outdoor dining area. The restaurant will contain 3,453 square feet of indoor dining area. The hours for alcohol sales will be the same as the hours the restaurant is open, which is from 11:00 a.m. to 1:00 a.m., seven days per week.

According to the most recent Crime and Arrest report prepared by the Police Department, the proposed restaurant is located in Reporting District 319. Based on the January – June 2016 data, the district had a total of 33 Part I & II crimes and 11 felony/misdemeanor arrests. This district is 144% higher than the City’s average. The Police Department and the Planning and Building Safety Department do not object to the issuance of the Type 47 ABC License for the new restaurant.

Kona Grill will be located at an existing tenant space previously operated by Romano’s Macaroni Grill. Restaurants are permitted in the MU-S zone in accordance with ESMC §15-5F-2(I). The on-site sale and consumption of beer, wine and distilled spirits at a restaurant requires the approval of an administrative use permit in accordance with ESMC §15-5F-4(C). The outdoor dining area which is more than 200 square feet required a conditional use permit pursuant to ESMC §15-5F-5(I).

ABC license review requires mandatory findings that are regulated by ABC. The City’s AUP process is separate. ABC is responsible for running a complete background check on all alcohol license applicants, as well as conducting site inspections, before issuing any type of alcohol license.
III. ENVIRONMENTAL REVIEW

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), and §15303 as a Class 3 categorical exemption (New Construction or Conversion of Small Structures). The project includes a negligible expansion of an existing use.

IV. CONCLUSION

Planning staff recommends that Council receive and file the Director’s determination without objecting to the issuance of a Type 47 ABC license at a new restaurant at 2321 East Rosecrans Avenue, Suite 1225.
<table>
<thead>
<tr>
<th>REPORTING DISTRICT</th>
<th>PART I &amp; II CRIMES</th>
<th>FELONY/MISD ARRESTS</th>
<th>TOTAL</th>
<th>AVERAGE BY RD PERCENTAGE +/-</th>
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<td>323</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>-83%</td>
</tr>
</tbody>
</table>

Number of Reporting Districts = 52  
Average # of Part I & II Crimes per Reporting District = 14  
Average # of Felony/Misdemeanor Part I & II Crime Arrests per Reporting District = 4  
Average # of Crimes and Arrests per Reporting District = 18  
(Results from 07/01/2016 through 12/31/2016)  
High Crime Area per B&P Code Section 23958.4 = >20%
AGENDA DESCRIPTION:
Consideration and possible action regarding approval of:

1. Environmental Assessment No. EA-1173;

2. Administrative Use Permit No. AUP 16-14: A modification to allow the expansion of a previously-approved AUP for the sale of beer, wine and distilled spirits for onsite consumption at a restaurant; and

3. Conditional Use Permit No. CUP 16-06: A Conditional Use Permit to allow for the expansion of an existing outdoor dining area.

The project site is at “The Atrium at Continental Park,” located at 2321 East Rosecrans Avenue, Suite 1225, in the Urban Mixed-Use South (MU-S) zone. The applicant is: Kona Grill Inc.

RECOMMENDED PLANNING COMMISSION ACTION: It is recommended that the Planning Commission:

1. Receive and File the Director’s determination approving Administrative Use Permit No. AUP 16-14;

2. Open the public hearing, receive testimony, close the public hearing, consider the evidence, and then adopt Resolution No. 2807 approving Environmental Assessment No. EA-1173, and Conditional Use Permit No. CUP 16-06.

ATTACHED SUPPORTING DOCUMENTS:

1. Draft Planning Commission Resolution No. 2807
   A. Conditions of Approval
2. Plans
3. Administrative Use Permit approval letter dated January 5, 2017

ORIGINATED BY: Maria Baldenegro, Assistant Planner
REVIEWED BY: Paul Samaras, Principal Planner
REVIEWED BY: Gregg McClain, Planning Manager
APPROVED BY: Sam Lee, Director of Planning and Building Safety

I. INTRODUCTION

The proposed project is a request to modify a previously-approved Administrative Use Permit to allow the expansion of alcohol service for a new Kona Grill restaurant, and a Conditional Use Permit for the expansion of an existing outdoor dining area which is greater than 200 square feet.
II. BACKGROUND AND DISCUSSION

Background

On October 12, 2016, applications for a Conditional Use Permit and Administrative Use Permit were submitted to the Planning and Building Safety Department.

The project site is in the Urban Mixed Use South (MU-S) zone, and is located on the block bounded by Douglas Street to the west, Continental Circle to the north and east, and Rosecrans Avenue to the south. The site is surrounded by commercial offices, a financial institution, retail, restaurants, a private gym, and a hotel.

The surrounding land uses are summarized in the following table:

<table>
<thead>
<tr>
<th>Direction</th>
<th>Land Uses</th>
<th>Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Parking Structure</td>
<td>Urban Mixed Use South (MU-S)</td>
</tr>
<tr>
<td></td>
<td>Hotel</td>
<td></td>
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<tr>
<td></td>
<td>Restaurant</td>
<td></td>
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<tr>
<td>East</td>
<td>Office</td>
<td>Urban Mixed Use South (MU-S)</td>
</tr>
<tr>
<td></td>
<td>Restaurant</td>
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<td>South</td>
<td>Office</td>
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<tr>
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<td>Retail</td>
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<td></td>
<td>Restaurants</td>
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<td>Urban Mixed Use South (MU-S)</td>
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<tr>
<td></td>
<td>Retail</td>
<td></td>
</tr>
<tr>
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<td>Financial Institution</td>
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<td>Gym</td>
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<tr>
<td></td>
<td>Restaurants</td>
<td></td>
</tr>
</tbody>
</table>

Discussion

Kona Grill will be located at an existing tenant space previously operated by Romano's Macaroni Grill. The restaurant is 7,209 square feet and contains a 1,538 square-foot outdoor dining area. The applicant proposes the sale of beer, wine, and distilled spirits for on-site consumption for the indoor and outdoor dining areas, which requires an AUP pursuant to ESMC § 15-5F-4(C). The restaurant will be remodeled and contain 3,453 square feet of indoor dining with 160 seats. The outdoor dining area will be expanded by 609 square feet to a total of 2,147 with 106 seats. The outdoor dining area is more than 200 square feet, which requires a CUP pursuant to ESMC § 15-5F-5(I).

The proposed hours of operation for the restaurant are from 11:00 am to 1:00 am, seven days a week. A full service menu will be available during the hours of operation of the restaurant and no live entertainment or dancing is proposed.
The applicant will apply for a Type 47 Alcohol Beverage Control (ABC) license. A Type 47 ABC License allows for the service of beer, wine and distilled spirits in conjunction with a bona fide eating place. The applicant must obtain the license from the California Department of Alcoholic Beverage Control prior to serving alcohol at the restaurant.

### III. ANALYSIS

#### Zoning consistency

The proposed restaurant, outdoor dining area and operations will be consistent with the ESMC requirements in the MU-S Zone, including but not limited to parking, floor area ratio, setbacks, screening and outdoor dining. The following table contains the development standards for the MU-S zone.

<table>
<thead>
<tr>
<th>ESMC Standard</th>
<th>Urban Mixed Use South (MU-S)</th>
<th>Proposed</th>
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<tbody>
<tr>
<td>Permitted Uses</td>
<td>Restaurants</td>
<td>Restaurant</td>
</tr>
<tr>
<td>15-5F-5(I)</td>
<td>Alcohol (AUP)</td>
<td>AUP for Alcohol</td>
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<tr>
<td></td>
<td>Outdoor dining &gt;20% of total dining area (CUP)</td>
<td>CUP for outdoor dining (38% of total dining area) Complies</td>
</tr>
<tr>
<td>Lot Area</td>
<td>Minimum 10,000 square feet</td>
<td>289,435 square feet.</td>
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<tr>
<td>15-5F-8(B)</td>
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<td>Complies</td>
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<tr>
<td>Height</td>
<td>Maximum 175 feet</td>
<td>26 feet</td>
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<tr>
<td>15-5F-8(C)</td>
<td></td>
<td>Complies</td>
</tr>
<tr>
<td>Setbacks</td>
<td>Front: 20 feet and 30 feet facing Rosecrans Avenue. (Minimum 5’ distance for outdoor dining area.) Interior Side Yard: 20 feet Street Side Yard: 20 feet Rear: 5 feet</td>
<td>Front: 50’-5” to the building and 28’-4” to the outdoor dining area Side (east): 106 feet Side (west): 26 feet Rear: 5 feet</td>
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<tr>
<td>15-5F-8(D)</td>
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</tr>
<tr>
<td>Landscaping</td>
<td>Setbacks and 5% of vehicle use areas</td>
<td>Not applicable</td>
</tr>
<tr>
<td>15-5F-9 and 15-2-14.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>Non-dining areas: 1 space/250 sf</td>
<td>2,184 sf = 9 spaces</td>
</tr>
<tr>
<td>15-15-6</td>
<td>Indoor dining areas: 1 space/75 sf</td>
<td>3,453 sf = 46 spaces</td>
</tr>
<tr>
<td></td>
<td>Outdoor dining areas: 1 space/75 sf (200 square feet exempt)</td>
<td>2,147 sf = 26 spaces Total: 81 spaces Complies*</td>
</tr>
</tbody>
</table>

* The proposed restaurant is part of a larger development where parking is shared among multiple uses.
Parking

The site contains 272,304 square feet of office and 20,099 square feet of restaurant use areas, both of which are permitted in the MU-S zone. The total proposed restaurant areas, including all indoor and outdoor dining, kitchens and other usable areas is 20,708 square feet. The overall development requires 905 spaces and 1,011 are provided, which results in a surplus of 106 spaces. The parking breakdown for the entire site is as follows:

### Parking for The Atrium at Continental Park

<table>
<thead>
<tr>
<th>Use</th>
<th>Square feet</th>
<th>Parking Ratio</th>
<th>Spaces Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; 25,000</td>
<td>25,000</td>
<td>1/300</td>
<td>84</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 25,000</td>
<td>25,000</td>
<td>1/350</td>
<td>72</td>
</tr>
<tr>
<td>remaining</td>
<td>222,304</td>
<td>1/400</td>
<td>556</td>
</tr>
<tr>
<td>Restaurant (Kona Grill)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restrooms &amp; mechanical:</td>
<td>1,094</td>
<td>None</td>
<td>9</td>
</tr>
<tr>
<td>Non-dining:</td>
<td>2,184</td>
<td>1/250</td>
<td>46</td>
</tr>
<tr>
<td>Indoor dining:</td>
<td>3,453</td>
<td>1/75</td>
<td>26</td>
</tr>
<tr>
<td>Outdoor dining:</td>
<td>2,147</td>
<td>1/75</td>
<td>81</td>
</tr>
<tr>
<td>(200 sf exempt)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restaurant (Flemings Steakhouse)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-dining:</td>
<td>4,658</td>
<td>1 space/250</td>
<td>19</td>
</tr>
<tr>
<td>Indoor dining:</td>
<td>4,827</td>
<td>1 space/75</td>
<td>64</td>
</tr>
<tr>
<td>Outdoor dining:</td>
<td>1,538</td>
<td>1 space/75</td>
<td>29</td>
</tr>
<tr>
<td>(200 sf exempt)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>289,607</td>
<td></td>
<td>905</td>
</tr>
</tbody>
</table>

(1,011 provided)

### General Plan Consistency

The General Plan Land Use Designation of the site is Urban Mixed-Use South. The proposed project is consistent with the Goals and Policies of the General Plan as specified in the attached Approval Letter and Resolution.

### Administrative Use Permit

The project includes a request to expand service of alcohol in conjunction with a new restaurant. The Director of Planning and Building Safety may grant an Administrative Use Permit upon making the findings in ESMC §15-22-5. The Director made the necessary findings to grant the AUP subject to the conditions of approval in the attached approval letter dated January 5, 2017. Pursuant to ESMC § 15-22-7, staff recommends that the Planning Commission receive and file the Director’s determination.

### Conditional Use Permit
The project includes a request to expand an existing outdoor dining area, which exceeds 200 square feet of outdoor dining area. Pursuant to El Segundo Municipal Code § 15-23-4, the Planning Commission is authorized to grant a conditional use permit if it makes three specific findings listed in §15-23-6(A). The required findings are: 1) The proposed location of the conditional use permit is in accord with the objectives of the ESMC and the purposes of the zone in which the Property is located; 2) 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) The proposed conditional use permit will comply with each of the applicable provisions of Title 15. Facts in support of said findings are outlined in the attached resolution of approval.

Staff believes that there is adequate evidence to support the three required conditional use permit findings subject to the listed conditions of approval in the attached resolution. The Planning Commission may consider and impose additional conditions which it deems necessary if it demonstrates a reasonable relationship between the condition it desires to impose and the project’s impacts.

IV. INTER-DEPARTMENTAL COMMENTS

Comments from other departments were incorporated into Resolution No. 2807.

V. ENVIRONMENTAL REVIEW

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), and §15303 as a Class 3 categorical exemption (New Construction or Conversion of Small Structures). The project includes minor alterations to an existing building, the expansion of alcohol service for a restaurant with an outdoor dining area, and the expansion of an existing outdoor dining area. The adoption of the Resolution approves a Conditional Use Permit for the expansion of the existing outdoor dining area, which is a negligible expansion of an existing use.

VI. RECOMMENDATION

Planning staff recommends that the Planning Commission Receive and File the Director’s determination approving Administrative Use Permit No. AUP 16-14, and adopt Resolution No. 2807 approving Environmental Assessment No. EA-1173 and Conditional Use Permit No. CUP 16-06.
RESOLUTION NO. 2807

A RESOLUTION APPROVING ENVIRONMENTAL ASSESSMENT NO. EA-1173 FOR CONDITIONAL USE PERMIT NO. 16-06 FOR THE EXPANSION OF AN OUTDOOR DINING AREA FOR A RESTAURANT LOCATED AT 2321 EAST ROSECRANS AVENUE, SUITE 1225.

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

SECTION 1: The Commission finds and declares that:

A. On October 17, 2016, Kona Grill Inc. filed an application for Environmental Assessment No. EA-1173 for Conditional Use Permit No. CUP 16-06 for the expansion of an outdoor dining area for a restaurant located at 2321 East Rosecrans Avenue, Suite 1225;

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 Planning and Building Safety Department completed its review and scheduled a public hearing regarding the application before this Commission for January 12, 2017;

E. On January 5, 2017, the Director of Planning and Building Safety Department made the required findings for the approval of an Administrative Use Permit in accordance with ESMC §15-22-5A for the on-site sale and consumption of alcohol at a restaurant which includes an outdoor dining area;

F. On January 12, 2017, 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 the applicant; and

G. The Commission considered the information provided by City staff, public testimony, and the applicant. This Resolution, and its findings, are made, in part, based upon the evidence presented to the Commission at its January 12, 2017 public hearing including, without limitation, the staff report submitted by the Planning and Building Safety Department.

SECTION 2: Factual Findings and Conclusions. The Commission finds that the following facts exist:
A. The subject site is located in the Urban Mixed-Use South (MU-S) zone within the Atrium at Continental Park development located at 2321 East Rosecrans Avenue, Suite 1225. The existing development, "The Atrium at Continental Park" contains commercial office, retail, restaurants and a hotel.

B. The subject site is developed with two 5-story buildings and a 5-story parking structure. The site contains a total of 293,084 square feet of office and restaurant uses with 1,011 parking spaces.

C. The site is bounded by Douglas Street to the west, Continental Circle to the north and east, and Rosecrans Avenue to the south.

D. The proposed restaurant, Kona Grill, will be located at an existing tenant space that was previously operated by Romano’s Macaroni Grill. The existing tenant space for the restaurant is 7,209 square feet and contains a 1,538 square-foot outdoor patio area.

E. The applicant requests a Type 47 ABC license to allow the sale of beer, wine, and distilled spirits for on-site consumption at a new restaurant with interior and outdoor seating for dining, which requires the approval of an Administrative Use Permit, pursuant to ESMC § 15-5F-4(C).

F. The applicant proposes a 609 square-foot expansion to the existing outdoor dining area, which will total 2,147 square feet, and requires 9 additional parking spaces. A Conditional Use Permit is required for the expansion of the outdoor dining area which exceeds 20% of the total interior dining area of the restaurant, pursuant to ESMC § 15-5F-5(l).

G. Interior tenant improvements are proposed which will modify the existing seating area for dining within the restaurant. The proposed interior dining area for the restaurant will contain 160 seats and the outdoor dining area will contain 106 seats. A combined total floor area for dining is 5,600 square feet with 266 seats and will include alcohol service.

H. The subject site was approved with 1,011 parking spaces and 905 parking spaces are required for the proposed project.

I. The proposed hours of operation for the restaurant are from 11:00 am to 1:00 am, seven days a week. The hours of the outdoor dining area and sale of alcohol for on-site consumption of beer, wine and distilled spirits will be the same as the restaurant. A full food service menu will be available during the hours of operation of the restaurant and no live entertainment or dancing is proposed.

SECTION 3: Environmental Assessment. The adoption of this Resolution 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), and § 15303 as a Class 3 categorical exemption (New Construction or Conversion of Small Structures). The project includes minor alterations to an existing building, the expansion of alcohol service for a restaurant with an outdoor dining area, and the expansion of an existing outdoor dining area. The adoption of this Resolution approves a Conditional Use Permit for the expansion of the existing outdoor dining area, which is a negligible expansion of an existing use.

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

A. The El Segundo General Plan Land Use designation of the property is Urban Mixed-Use South. This Land Use designation permits a mixture of office, research and development, retail, and hotel uses.

B. The current zoning of the site is Urban Mixed Use South (MU-S) and is consistent with the land use designation of the property. It is the intent to have several types of uses occupy each building located in this zoning district and the subject site contains commercial offices, restaurants with outdoor dining areas, and parking.

C. The proposed use is consistent with Land Use Element Goal LU4 in that it provides a stable tax base for the City through development of new commercial uses, primarily within a mixed-use environment, without adversely affecting the viability of Downtown.

D. The proposed use is consistent with Land Use Element Objective LU4-1 in that it promotes the development of high quality retail facilities in proximity to major employment centers.

E. The proposed use is consistent with Land Use Element Objective LU4-4 in that it adds to the mixture of uses, which has the potential to maximize economic benefit, reduce traffic impacts, and encourage pedestrian environment.

F. Policies ED1-2.1 and ED1-2.2, both seek to promote land uses, which improve the City’s retail and commercial tax base. The proposed new outdoor dining area and expansion of alcohol service for an existing restaurant would contribute in generating an increase in tax revenue and would financially benefit the City.

G. Implementation of the proposed project will meet relevant goals and policies with regard to the Land Use Element. The project will help increase the tax base through the proposed expansion of an existing outdoor dining area, and the approval of alcohol service for a new restaurant without adversely affecting the viability of downtown (Goal LU4).

H. The surrounding land uses include: commercial offices, retail, restaurants with outdoor dining, a financial institution, a private gym, and a hotel. The
proposed expansion to the outdoor dining area will be compatible with the surrounding uses.

SECTION 6: Conditional Use Permit Findings. After considering the above facts, the Commission finds as follows:

A. The proposed location of the conditional use is in accord with the objectives of the Zoning Code and the purposes of the zone in which the site is located.

The zoning designation of the property is Urban Mixed Use South (MU-S). This zoning district allows outdoor dining areas which exceed 200 square feet or 20% of the indoor dining area with the approval of a conditional use permit, pursuant to ESMC § 15-5F-5(l). This zoning district permits a mixture of commercial offices, research and development, retail, restaurant and hotel uses. The tenant space for the proposed restaurant is currently vacant and within the Atrium Continental Park development. The tenant space was previously used as a restaurant and contains an outdoor dining area. The proposed outdoor dining area expansion is appropriate for this site. The site is located in an area that is surrounded by commercial offices, retail, restaurants with outdoor dining, a financial institution, a private gym, a hotel, and is in accord with the objectives of the zoning district in which the site is located.

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 proposed outdoor dining area expansion is adjacent to the restaurant and is located on the southeast side of the existing patio. The site is surrounded by commercial offices, retail, restaurants with outdoor dining, a financial institution, a private gym, and a hotel. Outdoor dining activities are not anticipated to be detrimental to adjacent businesses and no residential uses are located in the immediate vicinity. The proposed outdoor dining area expansion is subject to the conditions listed in the attached Exhibit A. The proposed location of the project under the conditions in which it will be operated will not be detrimental to the public health, safety or welfare, or materially injurious to properties 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 Chapters 15-23 and 15-27 since proper notice was provided and proper hearing was conducted on January 12, 2017. In addition, proper hearing decision and records will be complied with, and the required findings will be considered. The proposed project meets all of the current ESMC requirements.
SECTION 7: Approval. Subject to the conditions listed on the attached Exhibit “A,” which are incorporated into this Resolution by reference, the Planning Commission approves Environmental Assessment No. EA-1173 and Conditional Use Permit No. CUP 16-03.

SECTION 8: 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 9: Limitations. The Planning Commission’s analysis and evaluation of the project is based on information available at the time of the decision. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. In all instances, best efforts have been made to form accurate assumptions.

SECTION 10: This Resolution will remain effective unless superseded by a subsequent resolution.

SECTION 11: The Commission Secretary is directed to mail a copy of this Resolution to Kona Grill Inc. and Continental Atrium Corporation, and to any other person requesting a copy.

SECTION 12: 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 13: Except as provided in Section 12, this Resolution is the Commission's final decision and will become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED this 12th day of January, 2017.

Ryan Baldino, Chair
City of El Segundo Planning Commission

ATTEST:

Sam Lee, Secretary

Baldino  -
Newman  -
Nicol   -
Nisley  -
Wingate -

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

By:
David King, Assistant City Attorney
PLANNING COMMISSION RESOLUTION NO. 2807

Exhibit A

CONDITIONS OF APPROVAL

In addition to all applicable provisions of the El Segundo Municipal Code ("ESMC"), Continental Atrium Corporation agrees to comply with the following provisions as conditions for the City of El Segundo's approval of Environmental Assessment No. EA-1173 and Conditional Use Permit No. 16-06 ("Project Conditions"): 

Zoning Conditions

1. This approval is for the project as shown on the plans reviewed and approved by the Planning Commission on file. Before the City issues a building permit, the applicant must submit plans, showing that the project substantially complies with the plans and conditions of approval on file with the Planning and Building Safety Department. Any subsequent modification must be referred to the Planning and Building Safety Director for a determination regarding the need for Planning Commission review and approval of the proposed modification.

2. The outdoor dining area will be limited to 2,147 square and must comply with all requirements of ESMC § 15-2-16.

3. The hours of operation for the restaurant and sale of alcoholic beverages for on-site consumption will be limited to 11:00 am to 1:00 am, seven days a week. A full service menu will be required during the hours of operation of the restaurant. 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.

4. No live entertainment is permitted at the restaurant or the outdoor dining area.

5. Pursuant to ESMC §15-23-11(B)(1), this conditional use permit expires 24 months after its approval if the use does not commence or construction does not commence under a valid building permit. The City is not responsible for informing the applicant regarding a pending CUP expiration.

Building Safety Conditions

6. Before the City issues building permits, the applicant must obtain Los Angeles County Health Department approval.

7. Before the City issues building permits the applicant must comply with all applicable building codes.

8. Before the City issues building permits the applicant must comply with all access, ingress and egress, and walkway widths pursuant to a report completed by a Certified Access Specialist (CASp) as determined by the City Building Official.
Fire Department Conditions

9. The applicant must comply with applicable California Fire Code requirements and El Segundo Fire Department regulations.

Public Works Department Conditions

10. The project must comply with the latest NPDES requirements and must provide Best Management Practices (BMP’s) for sediment control, construction material control and erosion control.

Miscellaneous Conditions

11. Kona Grill Inc. and Continental Atrium Corporation 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-1173 and Conditional Use Permit No. CUP 16-06. 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-1173 and Conditional Use Permit No. CUP 16-06, the Applicant and Property Owner 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.

By signing this document, Kona Grill Inc. and Continental Atrium Corporation certify that they have read, understood, and agree to the Project Conditions listed in this document.

Christi Hing, Treasurer and Secretary (Applicant)
Kona Grill Inc., an Arizona Corporation

Alex J. Rose, Vice President-Development (Property Owner)
Continental Atrium Corporation, a California limited liability company

(If Corporation or similar entity, needs two officer signatures or evidence that one signature binds the company)
January 5, 2017

Jason Smith
Landshark Development Services Group
1641 W. Collins Avenue
Orange, CA 92867

RE: Environmental Assessment No. EA-1173 for Administrative Use Permit No. AUP 16-14.

Address: 2321 East Rosecrans Avenue, Suite 1225, El Segundo, CA 90245

Dear Mr. Smith:

Your request to modify a previously-approved administrative use permit for a restaurant was APPROVED by the Director of Planning and Building Safety Department in accordance with El Segundo Municipal Code ("ESMC") Chapter 15-22. The Director approved the expansion of alcohol service for on-site sale and consumption of alcohol (beer, wine, and distilled spirits) for the indoor and outdoor dining area of a restaurant located at 2321 East Rosecrans Avenue, Suite 1225.

SECTION 1: Administrative Use Permit Findings:
The following are the facts in support of each finding for this decision:

Finding 1

- There is compatibility of the particular use on the particular site in relationship to other existing and potential uses within the general area in which the use is proposed to be located.

Facts in Support of Finding 1

1. The applicant proposes the expansion of on-site sale and consumption of alcohol (beer, wine, and distilled spirits) for the interior and outdoor dining area of a new restaurant (Kona Grill).

2. The proposed restaurant is 7,209 square feet and the interior floor area for dining is 3,453 square feet will contain 160 seats. The existing outdoor dining area is 1,538 square feet and will be expanded by 609 square feet bringing the patio to 2,147 square feet containing 106 seats for dining.
3. The surrounding land uses include: commercial office, retail, restaurants with outdoor dining, a financial institution, a private gym, and a hotel. Other existing restaurants and uses in the general area sell alcohol for onsite consumption. The proposed alcohol service for the interior and outdoor dining area of the restaurant will be compatible with the surrounding uses.

4. The proposed hours of operation for the restaurant are from 11:00 am to 1:00 am, seven days a week. Alcohol service is proposed during the same hours as those of the restaurant. A full food service menu will be available during the hours of operation of the restaurant and no live entertainment or dancing is proposed. The proposed hours for alcohol service at the restaurant are not anticipated to be detrimental to adjacent businesses, and no residential uses are located in the vicinity.

5. Alcohol service for the proposed outdoor dining area expansion for the new restaurant, requires an Administrative Use Permit in accordance with ESMC § 15-5F-4C and 15-22-5A. The restaurant must also obtain and maintain the State of California Beverage Control (ABC) Type 47 license in accordance with ESMC §15-22-5B.

6. The minimum number of required parking spaces for the restaurant and outdoor dining area is 81 parking spaces. The proposed project at the Atrium at Continental Park development is required a total of 905 parking spaces, a total of 1,011 parking spaces are provided, and 106 surplus spaces are available at the site.

7. The property contains an existing restaurant which will be remodeled for a new occupant. The applicant proposes modifications to the existing AUP (EA-605 and AUP 02-03). The proposed expansion of alcohol service for a new restaurant is a minor modification to an existing approved use.

Finding 2

- The proposed use is consistent and compatible with the purpose of the Zone in which the site is located.

Facts in Support of Finding 2

1. The General Plan Land Use designation for the site is Urban Mixed-Use South.

2. The Urban-Mixed-Use South Land Use permits a mixture of office, research and development, retail, and hotel uses.

3. The Urban Mixed Use South (MU-S) zone is established to provide area(s) where a mixture of compatible offices, research and development, retail, and hotel uses can locate and develop in a mutually beneficial manner. It is the intent to have several types of uses occupy each building located in this zoning district.
4. The subject site contains office, restaurants, parking and is consistent with the intent of the zone and land use designation of the property.

5. The proposed restaurant use is permitted in the Urban Mixed Use South (MU-S) zone, pursuant to ESMC § 15-5F-2(l).

6. Outdoor dining areas are permitted accessory uses in the Urban Mixed Use South (MU-S) zone, pursuant to ESMC § 15-5F-3(A).

7. The proposed outdoor dining area expansion exceeds 20% of the total interior dining area of the restaurant, and requires the approval of a Conditional Use Permit, pursuant to ESMC § 15-5F-5(l).

8. The proposed expansion of alcohol service (sale of alcohol for on-site consumption at a restaurant) to the additional outdoor dining area, requires an Administrative Use Permit in accordance with ESMC § 15-5F-4C.

9. The proposed use is consistent with the purpose of the zone in that the building contains a mix of uses and the ground floor of the building contains a restaurant.

Finding 3

- The proposed location and use and the conditions under which the use 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.

Facts in Support of Finding 3

1. Alcohol service is proposed at an existing restaurant which was previously approved to operate with a Type 47 ABC License. Interior tenant improvements are proposed which will modify the existing seating area for dining within the restaurant and the outdoor dining area will be expanded by 609 square feet. The restaurant will include 3,453 square feet of indoor dining area and 1,538 square feet of outdoor dining area. The on-site consumption of alcohol is proposed for the interior and the outdoor dining area of the restaurant. Minimal changes are proposed to the landscaping facing Rosecrans and Continental Circle. Sufficient parking will be provided on-site for the restaurant and the expansion of the outdoor dining area in compliance with ESMC Chapter 15-15.

2. The surrounding land uses include: commercial offices, retail, restaurants with outdoor dining, a financial institution, a private gym, and a hotel.

3. The proposed hours of operation to serve alcohol will be the same as the restaurant from 11:00 am to 1:00 am, seven days a week. No live entertainment is
proposed. The proposed use is subject to certain conditions outlined in this approval letter.

4. Because the location of the proposed restaurant is surrounded by commercial uses with no residential uses adjacent to the site, the proposed on-site consumption of alcohol will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or the immediate vicinity of the property.

Finding 4

- Potential impacts that could be generated by the proposed use, such as noise, smoke, dust, fumes, vibration, odors, traffic, and hazards have been recognized and mitigated.

Facts in Support of Finding 4

1. The restaurant was previously-approved to serve beer, wine and distilled spirits for onsite consumption. The proposed expansion of on-site sale and consumption of alcohol will not create any new impacts that would not be normally associated with the operation of a restaurant.

2. The proposed hours of operation and alcohol sales are limited to 11:00 am to 1:00 am, seven days a week. The applicant must comply with ESMC §§ 7-2-1, et seq. regarding noise and vibration.

3. The proposed hours of operation and alcohol service for a restaurant within a commercial district will help minimize impacts on surrounding uses.

4. In addition to complying with the requirements of the City of El Segundo and the State of California Department of Alcoholic Beverage Control the restaurant is subject to County Health Department regulations that address and monitor impacts of fumes and odors.

Finding 5

- The State Department of Alcoholic Beverage Control has issued or will issue a license to sell alcohol to the applicant.

Facts in Support of Finding 5

1. The applicant must obtain a license from the State of California Department of Alcoholic Beverage Control for on-site sale and consumption of alcohol for restaurants (Type 47).

SECTION 2: Environmental Assessment: After considering the above facts and findings, the Director finds this 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) and § 15303 as a Class 3 categorical exemption (New Construction or Conversion of Small Structures). The project includes minor alterations to the interior of an existing building, the expansion of an existing outdoor dining area, and the expansion of alcohol service for a new restaurant tenant at the site.

1. The proposed project involves a negligible expansion of use since the restaurant was previously approved to have alcohol service (sale of beer, wine and distilled spirits for onsite consumption) for the existing interior and outdoor dining area. The proposed expansion of alcohol service to the outdoor dining area that will be increased in size by 609 square feet is negligible. The project is not anticipated to have any significant impacts with regard to traffic, noise, air quality, or water quality, and the proposed project will not result in any changes to the land use or density.

DIRECTOR OF PLANNING AND BUILDING SAFETY DEPARTMENT ACTION

Based on these findings and facts in support of these findings, the Director of Planning and Building Safety Department APPROVES the proposed project, subject to the following conditions:

1. The City's approval of EA-1173, AUP 16-14 and CUP 16-06 supersedes the prior approvals granted by EA-605 and AUP 02-03.

2. The hours of operation for the indoor and outdoor dining area of the restaurant, including the sale of alcohol for on-site consumption is limited to 11:00 am to 1:00 am, seven days a week. A full service menu must be available during the hours of operation for the indoor and outdoor dining area of the restaurant. 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.

3. The seating for the restaurant is limited to 3,453 square feet of indoor dining, and 2,147 square feet of outdoor dining. The restaurant will contain a combined total 5,600 square feet for dining with 266 seats.

4. Any subsequent modification to the floor plan and areas where alcohol will be served and consumed must be referred to the Director of Planning and Building Safety for approval and a determination regarding the need for Planning Commission review of the proposed modification.

5. The applicant must obtain and maintain all licenses required by the Alcoholic Beverage Control Act (Business & Professions Code §§ 23000 et seq.). The applicant must obtain and maintain a Type 47 license.
6. The restaurant operations must comply with ESMC §§ 7-2-1, et seq. regulating noise and vibration.

7. 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 administrative use permit.

8. 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.

9. 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 specific alcoholic beverage products. Interior displays of alcoholic beverages which are clearly visible to the exterior constitute a violation of this condition.

10. All employees serving alcoholic beverages to patrons must enroll in and complete a certified training program approved by the State Department of Alcoholic Beverages Control (ABC) for the responsible sales of alcohol. The training must be offered to new employees on not less than a quarterly basis.

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

   a. Completed training from the State of California Department of Alcoholic Beverage Control (ABC), 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, 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.
12. The licensee 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.

13. If complaints are received regarding excessive noise, parking availability, lighting, building access, and the like associated with the sale of beer, wine, and distilled spirits for on-site consumption, the city may, in its discretion, take action to review the Administrative Use Permit, including without limitation, adding conditions or revoking the permit.

14. The building and any outdoor seating must comply with California Building and Fire Code requirements, as adopted by the ESMC.

15. The Applicant and the Property Owners 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-1173 or Administrative Use Permit No. AUP 16-14. 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 EA-1173 or AUP 16-14, the Applicant and the Property Owners 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.
PLANNING COMMISSION

This determination is scheduled to be received and filed by the Planning Commission at its January 12, 2017 meeting. Please be advised that this does not conclude the review process. The City Council will determine whether or not to protest the approval of the alcohol license at its meeting on February 7, 2017.

Should you have any questions, please contact Assistant Planner Maria Baldenegro at (310) 524-2341.

Sincerely,

Sam Lee, Director
Department of Planning and Building Safety

By signing this document, the applicant Christi Hing, and the property owner, Alex J. Rose, certify that they read, understood, and agree to the Project Conditions listed in this document.

Christi Hing, Secretary and CFO (Applicant)
Kona Sushi Inc., an Arizona Corporation

Alex J. Rose, Senior Vice President – Development (Property Owner)
Continental Atrium Corporation
AGENDA DESCRIPTION:

Consideration and possible action to award a standard Public Works Contract to Cinbad Industry Inc., in a form approved by the City Attorney, for construction of the Police Department Kitchen Remodel, Project No. PW 17-07 (Fiscal Impact: $38,148.00)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to execute a standard Public Works Contract in a form approved by the City Attorney with Cinbad Industry Inc. in the amount of $34,680.00 and authorize an additional $3,468 for construction related contingencies.

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

ATTACHED SUPPORTING DOCUMENTS:
None

FISCAL IMPACT: Included in Adopted Budget

<table>
<thead>
<tr>
<th>Amount Budgeted:</th>
<th>$300,000 for Various Police Department Upgrades</th>
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<tr>
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STRATEGIC PLAN:

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<tr>
<th>Goal:</th>
<th>Objective:</th>
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<td>City infrastructure is well maintained</td>
</tr>
<tr>
<td>2</td>
<td>Develop Quality Infrastructure and Technology</td>
</tr>
<tr>
<td>3</td>
<td>Develop as a Choice Employer &amp; Workforce</td>
</tr>
<tr>
<td>4</td>
<td>The City has an inspired, engaged workforce</td>
</tr>
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ORIGINATED BY: Orlando Rodriguez, Senior Civil Engineer
REVIEWED BY: Ken Berkman, Interim Public Works Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

The kitchen and break room in the Police Department has not been upgraded since it was constructed in the 1950’s. Given the poor condition of the existing floor tiles, kitchen cabinets, fixtures and plumbing, the police kitchen remodel was identified as one of the top priorities among various Police Department upgrades. In addition to this work, modifications will be made to ensure the kitchen is in compliance with the latest Americans with Disabilities Act (ADA) requirements. The modifications include installing the countertop and sink at the required ADA heights.
The funding for the project was included in the adopted FY 2015-16 budget and was carried over to the FY 2016-17 budget as part of the ongoing projects.

Prior to the project being advertised, staff hired an environmental consultant to conduct asbestos and lead sample testing in various locations in the kitchen given the age of the facility. The results of the sample testing have shown that a small sample of materials contain asbestos. Asbestos abatement will be performed during the construction of the kitchen remodel.

On December 20, 2016, Council approved the complete set of plans and specifications for the project and authorized staff to advertise the project for construction bids. On January 24, 2017, the City Clerk received and opened 8 bids, as follows:

1. Cinbad Industry Inc.  $34,680.00
2. Ayus & Co., Inc.  $38,450.00
3. CTG Construction, Inc.  $41,500.00
4. Corral Construction & Development Inc.  $43,979.75
5. The Stone Collector  $52,875.00
6. New Art Construction  $54,200.00
7. R Dependable Const Inc.  $58,765.00
8. CC Layne & Sons, Inc.  $67,935.00

The lowest responsive and responsible bidder is Cinbad Industry Inc. Staff checked the Contractor's references and license status and found that Cinbad Industry Inc. has satisfactorily completed similar projects for other public agencies and its license is in good standing.

Therefore, staff respectfully recommends City Council authorize the City Manager to execute a standard Public Works Contract in a form approved by the City Attorney with Cinbad Industry Inc. in the amount of $34,680.00 and authorize an additional $3,468 for construction related contingencies. The project is slated to commence in March and be completed in April 2017.
AGENDA DESCRIPTION:

Receive and file an informational report on the Transient Occupancy Tax (T.O.T.) revenue to the City and the impact of Measure B. (Fiscal Impact: $0)

RECOMMENDED COUNCIL ACTION:

1. Receive and file an informational report on the Transient Occupancy Tax (T.O.T.) revenue to the City and the impact of Measure B.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

None

STRATEGIC PLAN:

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<td>The City will maintain a stable, efficient, and transparent financial environment</td>
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FISCAL IMPACT: $ (0)

- Amount Budgeted: $0
- Additional Appropriation: N/A

PREPARED BY: Joseph Lillio, Finance Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:

On April 12, 2016 a proposed change in the City of El Segundo’s T.O.T. rate appeared on the ballot as “Measure B.” Measure B gave registered voters the opportunity to approve or disapprove a rate increase in the T.O.T. from 8% to 12%. The Measure passed with a 71.8% approval from voters.

Measure B was expected to raise an additional $3,200,000 in annual revenue for El Segundo’s General Fund. The revenue comes from hotel visitors.

The T.O.T. revenue in FY 2013-14 was approximately $6.0 million. The T.O.T. revenue in FY 2014-15 was approximately $5.4 million. This decrease, compared to the prior year, was due to the remodeling of the Hacienda Hotel.
The T.O.T. budget for FY 2015-16 was $6.1 million. The City ended up receiving $7.6 million (unaudited) for FY 2015-16. The increase of unaudited actuals to budget was mainly due to passage of Measure B that took effect as of June 1, 2016. The proposed T.O.T. budget for FY 2016-17 is $9.6 million. During the 1st quarter of the current year, we received approximately $1.8 million in T.O.T. revenue.

The T.O.T. revenue received in October is for September activity (hotel stays). Following generally accepted accounting principles, the revenue received in October is accrued back to September (prior fiscal year). Therefore the $1.8 million for the 1st quarter of FY 2016-17 represents only two months of revenue, which is in line with the total annual budget projection of $9.6 million.

The full 1st quarter financial report will be presented to Council on February 21.
AGENDA DESCRIPTION:
Consideration and possible action to award a standard Public Works Contract to Corral Construction & Development Inc., in a form approved by the City Attorney, for construction of the Police Department Men’s Locker Room Improvements, Project No. PW 15-10. (Fiscal Impact: $64,898.00)

RECOMMENDED COUNCIL ACTION:
1. Authorize the City Manager to execute a standard Public Works Contract in a form approved by the City Attorney with Corral Construction & Development Inc. in the amount of $58,998.00 and authorize an additional $5,900.00 for construction related contingencies,

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

ATTACHED SUPPORTING DOCUMENTS:
None.

FISCAL IMPACT: Included in the adopted budget

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<tr>
<th>Amount Budgeted:</th>
<th>$300,000 for Various Police Department Upgrades</th>
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STRATEGIC PLAN:

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<td>Goal:</td>
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<td>Develop as a Choice Employer &amp; Workforce</td>
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<tr>
<td>Objective:</td>
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<td>The City has an inspired, engaged workforce</td>
</tr>
</tbody>
</table>

ORIGINATED BY: Orlando Rodriguez, Senior Civil Engineer
REVIEWED BY: Ken Berkman, Interim Public Works Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
The Men’s Locker Room improvements were identified as one of the top priorities among various Police Department. The funding for this project was included in the adopted FY 2015-16 budget and was carried over to the FY 2016-17 budget as part of the ongoing projects.
On December 6, 2016, Council approved the complete set of plans and specifications for the project and authorized staff to advertise the project for receipt of construction bids. On January 3, 2017, the City Clerk received and opened two (2) bids, as follows:

1. Corral Construction & Development Inc. $58,998.00
2. Cinbad Industry Inc. $59,950.00

The lowest responsive and responsible bidder is Corral Construction & Development Inc. Staff checked the Contractor’s license status and references, and found Corral Construction & Development Inc. has satisfactorily met the City’s requirements and has successfully completed similar projects for other public agencies. Therefore, staff respectfully recommends that City Council authorize the City Manager to execute a standard Public Works Contract in a form approved by the City Attorney with Corral Construction & Development Inc. in the amount of $58,998 and authorize an additional $5,900 for construction related contingencies.

Construction is slated to commence in March and be completed in May 2017.
AGENDA DESCRIPTION:
Consideration and possible action authorizing the City Manager to execute an amendment to the Professional Services Agreement with NCM Engineering Corp. for preliminary roadway and railroad design work for the Park Place Extension Project. (Fiscal Impact: $0 to General Fund; Reimbursement Grant up to $735,000 and Property Owner Deposit of $150,000)

RECOMMENDED COUNCIL ACTION:
1. Authorize the City Manager to execute an amendment to the Professional Services Agreement with NCM Engineering Corp. in a form approved by the City Attorney in the amount of $49,146.00;
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
NCM Engineering Corp. Scope of Services

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $0 [Reimbursement from Grant and Property Owner Deposit]
Additional Appropriation: No
Account Number(s): 301-107-0000-0107

ORIGINATED BY: Ken Berkman, Interim Public Works Director
REVIEWED BY: Ken Berkman, Interim Public Works Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
In 2008, the City secured a federal earmark of $750,000 to initiate design concepts and evaluate the possible extension of Park Place between Nash Street and Sepulveda Blvd. On March 20, 2013 the Federal Highway Administration (FHWA) approved the encumbrance and the California Department of Transportation (Caltrans) issued a Notice to Proceed (E-76) for preliminary design work for extending Park Place. Total available funds for the project include the earmark ($750,000 less Caltrans’ $15,000 administration fee) plus the 20% match requirement ($150,000), for a total of $885,000. The match funds are being provided by Federal Realty Investment Trust (Street Retail, Inc.) through a separate reimbursement agreement with the City.

A Request for Proposals (RFP) for the preliminary roadway and railroad design work for the Park Place Extension Project (Project) was released in Spring 2013; NCM was selected to
provide the preliminary design services, and has successfully provided those services in advancement of the Project since that time.

In concert with the development of the Draft Environmental Impact Report (DEIR), the initial scope of work included:

1. Evaluating three preliminary design alternatives (one above grade crossing and two below grade crossings);
2. Compiling data on the feasibility of each design alternative based on, among other things, on the railroads’ willingness to relocation (railroad alignment studies), topographical site limitations, geotechnical considerations, structural feasibility, utility relocation, right-of-way considerations, environmental considerations and cost.
3. Progressing through conceptual design and probably cost estimates for the one preferred alternative. The conceptual design will include:
   a. Initial site assessment
   b. Roadway plans
   c. Traffic and signal lighting plans
   d. Rail plans
   e. Grading plans
   f. Drainage plans
   g. Utility relocation plans
   h. Structural plans
   i. Right of way requirements

Since the award of the contract, there have been two (2) amendments. The first one was procedural in nature to include Federal Contact Requirements, the second was to extend the agreement to September 30, 2015. No other terms and conditions were revised.

This third agreement will extend the agreement to February 28, 2018 and provide an additional $49,146.00 to allow NCM to continue working on the Project in concert with the (D)EIR phase, providing critical right-of-way analysis and coordination with the railroads and utilities, and ultimately draft Memorandums of Understanding with those key stakeholders, as well as ensuring a smooth transition into the design phase.
SCOPE OF SERVICES PM SUPPORT

PROJECT MANAGEMENT SUPPORT DURING ENVIRONMENTAL DOCUMENT PHASE

1.0 Review Existing Documents/Info
The NCM team will review any additional documents, reports, and studies prepared during the environmental phase.

✓ Environmental reports prepared by Michael Baker

Task 1.0 Deliverables:
✓ Existing Document Review Summary Memorandum

1.1 Railroad Coordination
Coordinate with the Union Pacific Railroad (UPRR), BNSF Railway Company (BNSF) and Chevron through the environmental phase with the goal of obtaining consensus on the plan of action for each of the alternatives under consideration. Begin the coordination process of the C&M Agreement with the UPRR and BNSF. For UPRR, BNSF and Chevron prepare Memorandum of Understanding (MOU) for the City as a road map for final design once a preferred alternative is selected. Coordination with the CPUC will not begin until the project is in the final design stage. The CPUC Application for an Order to Construct cannot be submitted until after an environmental document has been certified and the project design is at a stage where the project is well defined – typically 65% design complete.

The team will utilize the support of Larry Long of Wilson and Company for our railroad coordination efforts. The key items to coordinate with the railroads include:

✓ Existing Rail Operations and impacts to Rail Operations during construction
✓ Potential impacts to Rail served customers
✓ Temporary and permanent horizontal and vertical clearances proposed from the existing tracks
✓ Bridge overhead clearance
✓ Changes in drainage

✓ Protection or potential relocation of utilities within railroad right of way under railroad license agreements
✓ Fundamental construction sequencing
✓ Maintenance Access
✓ Obtaining pertinent information from the railroad to develop design documents
✓ Project schedule

Task 1.1 Deliverables:
✓ Meeting Attendance and Minutes as applicable
✓ Draft MOUs (3)
✓ Draft C&M Agreement

1.2 Utility Relocation Coordination
Coordinate with Plains All American, West Basin Municipal Water District and ExxonMobil through the environmental phase with the goal of obtaining consensus on the plan of action for each of the alternatives under consideration for environmental clearance. Prepare MOU for each agency with the City as a road map for final design once a preferred alternative is selected. The team will utilize the support of William Johns of Utility Coordinating Inc. for our utility coordination efforts. The key items to coordinate with the utility companies include:

✓ Existing Utility Operations and impacts to Utility Companies during construction

Task 1.2 Deliverables:
✓ Meeting Minutes Attendance and as applicable
✓ Draft MOUs (3)

1.3 Right of Way Coordination
Based on the alternatives being evaluated for the environmental phase, develop a comparative strategy for R/W acquisition for alternatives under consideration under the environmental phase.

Task 1.3 Deliverables:
✓ Preliminary Project Right of Way Strategy
NCM Engineering Corp.
COST PROPOSAL
Project: Park Place Extension Project Management Support

Client: City of El Segundo
350 Main Street
El Segundo, CA 90245
ATTN: Lifan Xu, PE
City Engineer

Consultant: NCM Engineering Corp
22362 Gilberto
Suite 125
Rancho Santa Margarita, CA 92688
ATTN: William Nascimento, PE, SE

Project No. OHL_1301
Prepared by: WN
Date: January 3, 2017

Proposed Services:
Provide On Call Project Management Support to City Engineer to coordinate with the railroads, Chevron, utility companies, and analyze right of way acquisition to assist in advancing the project.

William Nascimento and Mark Gonzalez (the PSR PM and PE) of NCM shall primarily lead coordination on behalf of the City with support by other NCM staff and subconsultants as appropriate.

OH Multiplier for Design Build Proposal: 273%

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Other Direct Costs:
Other Direct Costs (Billed at actual cost with receipts)
1 Reproduction
2 Copying
3 Plotting
4 Transportation/Travel
5 Special Deliveries
6 Computer
7 Subconsultants

Subtotal - ODC $19,357 (B)

Total Proposed Fee

Total Amount $49,146 (C)=(A+B)
## Exhibit ___

**NCM Engineering Corp.**  
**COST PROPOSAL**  
**Project:** Park Place Extension Project Management Support

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### Tasks / Subtasks

- **Engineering Services**
  - Coordination: 36 hours, 100% - $29,790
  - Other tasks: 0 hours, 0% - $0

---

303
## COST PROPOSAL

**Project:** Park Place Extension Project Management Support

### Client: City of El Segundo

### Element: Project Management Support

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<td>418 EA / Round Trip</td>
<td>225</td>
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<td>1 Day(s) EA Trip</td>
<td>5 Trips Total</td>
<td>45 EA Day</td>
<td></td>
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<td>Hotel/Per Diem</td>
<td>Days</td>
<td>5 Trips Total</td>
<td>45 EA Day</td>
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<td></td>
<td>Personal Car (Mileage)</td>
<td>120 Miles Round Trip</td>
<td>17 Trip</td>
<td>0.540 $ / mile</td>
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<td>1,326.60</td>
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<td>5</td>
<td>Special Deliveries</td>
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<tr>
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<td>Express Mail</td>
<td>2 Deliveries</td>
<td>1 Ea</td>
<td>25 $ / EA</td>
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<td>Wilson &amp; Co</td>
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<td>LS</td>
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<td>5,000</td>
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<td><strong>Total (1 through 6)</strong></td>
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<td>$19,366.60</td>
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**Date:** January 3, 2017  
**Proj:** OHL_1301

---
AGENDA DESCRIPTION:

Consideration and possible action to adopt a resolution to implement the honorary memorialization of Lairport Street as Carl Jacobson Drive. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:

1. Adopt the attached Resolution implementing the honorary memorialization of Lairport Street as “Carl Jacobson Drive” effective April 3, 2017; and/or,
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Resolution
2. Map

FISCAL IMPACT: None

<table>
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<th>Additional Appropriation</th>
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</tr>
</thead>
<tbody>
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<td>$0</td>
<td>N/A</td>
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</table>

STRATEGIC PLAN:

<table>
<thead>
<tr>
<th>Goal</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Develop Quality Infrastructure and Environment</td>
</tr>
<tr>
<td>1</td>
<td>City infrastructure is well maintained</td>
</tr>
</tbody>
</table>

ORIGINATED BY: Greg Carpenter, City Manager

REVIEWED BY: Ken Berkman, Director of Public Works

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

At the City Council meeting on January 24, 2017, Mayor Fuentes requested an agenda item to consider the dedication of Lairport Street as “Carl Jacobson Drive” in honor of the significant contributions made by the former El Segundo Councilmember and Mayor. This action will provide a lasting tribute to Mr. Jacobson, who served on City Council with dedication and integrity from 1984 to 2016, including two terms as Mayor from 1988-1996 and 2012-2013.

The street is especially appropriate because it is home to the Automobile Driving Museum where Mr. Jacobson shares his time, leadership and passion for historic automobiles.
Applicable Code and Policy

Streets and Highways Code (SHC) Section 5026 provides that City Council may, by resolution, change the name of any street located within the City. The recommended street dedication and street name modification is the type of action covered by SHC Section 5026.

The City’s current Facilities Naming Policy does not specifically apply to street names. Accordingly, if it so decides with the adoption of the attached Resolution, the Council may directly take action to dedicate Lairport Street as “Carl Jacobsen Street” in his honor.

This street is approximately 1,100 feet in length, and is fronted by 10 properties from Mariposa to Maple Avenues. In order to minimize any impact on residents and business, the name Lairport Street will also be retained; businesses will not need to change stationary or other items bearing a Lairport Street address, although they may do so should they desire. Additionally, the U.S. Postal Service will recognize both street names and no notice of change of address will be required to be filed with the Postal Service.

Street signs along the affected portion will bear the new name as well as the honorary name to minimize any confusion on the part of drivers. The cost of the new signs is estimated to be approximately $2,000 and can be provided within the existing Public Works Repairs and Maintenance Budget.
RESOLUTION NO: ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO DEDICATING LAIRPORT STREET AS CARL JACOBSON DRIVE

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

SECTION 1 The City Council finds and declares that:

A Carl Jacobson was elected to the City Council in 1984 and served with dedication and integrity through 2016, including two terms as Mayor from 1988 to 1996 and 2012 to 2013;

B During Carl Jacobsen’s service to the City of El Segundo, he diligently and passionately represented the City’s interests, including leading the City through both prosperous and difficult times; always looking out for the best interests of the City’s residents and businesses; maintaining the City’s financial stability; being actively involved in monitoring activities at the Los Angeles International Airport and working diligently to limit their impacts on the City;

C Carl Jacobson’s accomplishments and service to the City of El Segundo and the region warrant significant and lasting tribute; and,

D The Streets and Highways Code Section 5026 provides that the City Council may, by resolution, change the name of any street located in the City of El Segundo.

SECTION 2 The Council of the City of El Segundo, California hereby resolves that the street currently named Lairport Street is hereby dedicated as “Carl Jacobson Drive” in his honor.

SECTION 3 The City Clerk is directed to certify the adoption of this Resolution, record this Resolution in the book of the City’s original resolutions, file a certified copy of this Resolution with the Board of Supervisors and the County Surveyor of the County of Los Angeles, and make a minute of the adoption of the Resolution in the Council’s records and the minutes of this meeting.
SECTION 4 This Resolution will become effective April 3, 2017 and will remain unless repealed or superseded.

PASSED, APPROVED, AND ADOPTED this 7th day of February 2017.

Suzanne Fuentes, Mayor

ATTEST:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney
CERTIFICATION

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. ___ was duly passed, approved and adopted by said City Council at a regular meeting held on the 7th day of February, 2017, approved and signed by the Mayor, and attested to by the City Clerk, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

WITNESS MY HAND THE OFFICIAL SEAL OF SAID CITY this 24th day of January, 2017.

___________________________
Tracy Weaver, City Clerk
of the City of El Segundo,
California

-3
Proposed "Carl Jacobson Drive" (Lairport) Location
Receive and file an informational report on the fiscal impact to the City from the change to the CalPERS discount rate. (Fiscal Impact: $0 for FY 2016-17)

RECOMMENDED COUNCIL ACTION:

1. Receive and file information regarding the reduction to the CalPERS discount rate and the resulting fiscal impact to the City.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

None

STRATEGIC PLAN:

Goal: 5(b) Champion Economic Development and Fiscal Sustainability:

El Segundo approaches its work in a financially disciplined and responsible way

Objective: 2 The City will maintain a stable, efficient, and transparent financial environment

FISCAL IMPACT: $(0)

Amount Budgeted: $0
Additional Appropriation: N/A

PREPARED BY: Joseph Lillio, Finance Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:

At the December 21, 2016, CalPERS Board (the “Board”) meeting, it was approved by the Board to lower the CalPERS discount rate assumption. The discount rate, or long-term rate of return, was adjusted from 7.5% to 7.0%. This adjustment will be phased in over a three year period. The result of this Board action is an increase of public agency employee contribution costs beginning in Fiscal Year (FY) 2018-19.

The phase-in of the discount rate change approved by the Board for the next three years is as follows:

<table>
<thead>
<tr>
<th>Valuation Date</th>
<th>FY for Required Contribution</th>
<th>Discount Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30, 2016</td>
<td>2018-19</td>
<td>7.375%</td>
</tr>
<tr>
<td>June 30, 2017</td>
<td>2019-20</td>
<td>7.25%</td>
</tr>
<tr>
<td>June 30, 2018</td>
<td>2020-21</td>
<td>7.00%</td>
</tr>
</tbody>
</table>
Lowering the discount rate means the City’s plan will see an increase in both the normal cost (the cost of pension benefits accruing in one year for active members) and the accrued liabilities (the future cost of pension benefits). These increases to the normal cost and accrued liabilities will result in higher required employer contributions beginning in FY 2018-19.

The increase in costs to the City are detailed by fiscal year in Table 1. The increase costs are identified by Public Safety and Miscellaneous groups. As detailed in Table 1, the impacts of the discount rate change will be an annual increase to the Public Safety Group of $2.5 million by FY 2022-23 and $980,000 to the Misc. Group. Currently, there are 238 active full-time equivalents (FTEs). The Public Safety Group has 95 FTEs and the Misc. Group has 143 FTEs. However, the numbers in Table assume all budgeted positions will be filled at a total of 274 FTEs.

Table 1: Annual increase to the City’s CalPERS pension contributions

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Impact of the CalPERS Discount Rate Change to the City by Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety</td>
<td>$0</td>
</tr>
<tr>
<td>Misc. Staff</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td>$0</td>
</tr>
</tbody>
</table>

In the current fiscal year, the City is budgeted to pay about $10.6 million in employer contributions. Using the new discount rate of 7.0%, it is anticipated the City will pay $19.4 million in employer contributions by FY 2022-23. This is an increase of $3.5 million compared to keeping the discount rate unchanged. The below graph (graph 1) depicts the total annual employer contributions by the City to the CalPERS pension plan before the discount rate change and after implementation of the rate change. This is a drastic change from the current year projected $10.6 million compared to the adjusted amount of $19.4 million by FY 2022-23.

As displayed in the above table and the below graph, the City will begin to experience additional pension contributions from the discount rate change beginning in FY 2018-19.
Graph 1: Total annual CalPERS pension contributions by the City

$25,000,000

$20,000,000

$15,000,000

$10,000,000

$5,000,000

\[
\begin{array}{cccccccccc}
\hline
7.5\% \text{ Discount Rate} & 10,596,497 & 11,269,657 & 12,422,183 & 13,642,946 & 14,379,473 & 15,227,620 & 15,929,139 \\
7.0\% \text{ Discount Rate} & 10,596,497 & 11,269,657 & 12,422,183 & 13,642,946 & 14,379,473 & 15,227,620 & 15,929,139 \\
\end{array}
\]

Per a CalPERS news release on January 19, “the benefits of reducing the discount rate include:
- Strengthening long-term sustainability of the fund
- Reducing negative cash flows; additional contributions will help to offset the cost to pay pensions
- Reducing the long-term probability of funded ratios falling below undesirable levels
- Improving the likelihood of CalPERS investments earning our assumed rate of return
- Reducing the risk of contribution increases in the future from volatile investment markets”.

In April 2013, the CalPERS Board approved new amortization and smoothing policies that were aimed at returning the System to fully funded status within 30 years. The current reduction of the discount rate more accurately reflects the average CalPERS portfolio returns and achieves the Board’s policy goal of 100% funded (fully funded) by the year 2043. Fully funded is a pension plan that has sufficient assets needed to provide for all accrued (future) benefits. A fully funded pension plan is one that has the financial stability to make current and future benefits payments to pensioners. The plan depends on returns on its investments to achieve stability.

During the last two years, June 30, 2016 and 2015, the portfolio returns have been 0.8% and 2.4%. Currently, the City’s Public Safety pension is funded at 65.7% and the Miscellaneous group is funded at 75%.

The CalPERS Board is contemplating further changes that may be required to further mitigate risks. Additional steps that could be taken to further mitigate funding risks include:
- **Margins for conservatism:** This could be accomplished by either further lowering the discount rate or by changing other actuarial assumptions to include additional conservatism.
• **Systematic De-risking**: This would involve changing the asset allocation gradually over time to lower investment risk and reduce the funding risks outlined in the report.

• **Flexible De-risking**: This would involve changing the asset allocation but only when good investment returns permit this to occur without increasing employer rates beyond their expected levels.

• **Multiple Asset Allocation Choices**: This would involve providing employers with the ability to choose from a range of asset allocations (e.g. high, medium and low risk). This option has been requested by a number of employers.

• **Risk Sharing Options**: While the Board does not have the ability to change the benefit structure or member contribution rates, the level of risk could be reduced by either benefit design or various forms of employee/employer cost sharing. This would require legislative changes.

The total CalPERS portfolio for all participants is $307.2 billion as of January 27, 2017. This is funded through contributions from employers, contributions from employees, and investment earnings. Graph 2 breaks down the percentage of the funding sources.

**Graph 2 - CalPERS Pension Funding Sources**

**Conclusion**

The City will need to address these forthcoming pension increases during the FY 2017-18 strategic planning and budget study sessions. In order for the City to proactively address this issue, remain fiscally sustainable, and financially prudent, it is likely that any effective plan will require a multifaceted approach that combines a number of different elements: reviewing reserve levels to offset increases of financial uncertainty, discussion of revenue enhancements, expenditure reductions, and policy discussions involving solutions to mitigate the City’s liability.
AGENDA DESCRIPTION:
Consideration and possible action to direct staff to carry out the necessary actions to change the name of Sepulveda Blvd. to Pacific Coast Highway in the City of El Segundo.
(Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Direct staff to carry out the necessary actions to change the name of Sepulveda Blvd. to Pacific Coast Highway in the City of El Segundo;
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
April 13, 2015 letter to the Mayor of Manhattan Beach from the Mayor of El Segundo

FISCAL IMPACT: None

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STRATEGIC PLAN:

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<th>Goal:</th>
<th>4</th>
<th>Develop Quality Infrastructure and Environment</th>
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</thead>
<tbody>
<tr>
<td>Objective:</td>
<td>1</td>
<td>City infrastructure is well maintained</td>
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ORIGINATED BY: Ken Berkman, Interim Director of Public Works

REVIEWED BY: Greg Carpenter, City Manager

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
In the fall of 2013, staff was directed to investigate what would be required by the California Department of Transportation (Caltrans) in order to change the name of Sepulveda Blvd. to Pacific Coast Highway. Caltrans first confirmed that changing the street name is feasible since Sepulveda Blvd. is already officially designated as Highway 1 (i.e., Pacific Coast Highway) by the California State Legislature, the governing body that oversees naming of the State’s highway system. Caltrans also indicated that the City would need to take several preliminary steps, including conducting outreach to and receiving support from a majority of affected property/business owners (due to the name/address change), approving the request for a name change through a City Council formal action (e.g., resolution of support) and submitting a formal request to Caltrans. The agency also indicated that submitting a request in concert with Manhattan Beach would be desirable for consistency purposes.
Staff presented an overview of the qualifying criteria at a joint City Council/Economic Development Advisory Committee (EDAC) meeting held on October 23, 2013. At that meeting staff was directed to bring the item back to the full City Council for consideration and direction.

On November 19, 2013, staff was given direction to proceed with a preliminary survey to gage support among businesses and property owners along the Sepulveda corridor and to reach out to Manhattan Beach to determine whether it is interested participating with El Segundo in a joint application to Caltrans. In the spring of 2014, staff sent out 509 survey mailers to businesses and property owners, and set up a Survey Monkey website for respondents to utilize in lieu of returning the surveys. Staff also hosted a community workshop on May 6, 2014, whereupon only three organizations attended. In all, 86 survey responses were received, representing a 17% response rate. Their responses are listed in the following table:

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<th>Sepulveda Blvd. Name Change Survey</th>
<th>Strongly Disagree</th>
<th>Somewhat Disagree</th>
<th>No Opinion</th>
<th>Somewhat Agree</th>
<th>Strongly Agree</th>
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<td>0</td>
<td>2</td>
<td>9</td>
</tr>
<tr>
<td>Survey Card</td>
<td>30</td>
<td>2</td>
<td>12</td>
<td>3</td>
<td>21</td>
</tr>
<tr>
<td><strong>Total (86)</strong></td>
<td><strong>36</strong></td>
<td><strong>3</strong></td>
<td><strong>12</strong></td>
<td><strong>5</strong></td>
<td><strong>30</strong></td>
</tr>
<tr>
<td>% Response</td>
<td>42%</td>
<td>3%</td>
<td>14%</td>
<td>6%</td>
<td>35%</td>
</tr>
</tbody>
</table>

Among the respondents, four were property owners, 73 were business owners, five were property managers and four declined to state their category.

Survey information was presented to the joint City Council/EDAC Committee in the summer of 2014, but no formal action was taken or recommendation given at that time; however, this information was brought to Council again on March 3, 2015. At that meeting, staff presented the possible next steps, including:

1. Expanding survey efforts to ensure that a majority of property owners are reached and support the name change, as required by Caltrans. Detailed outreach to achieve a high response rate will require additional support beyond the City resources currently available.
2. Working with the post office to gather specific information about the lead time needed for implementation.
3. Submitting a formal request to Caltrans with a resolution of support adopted by City Council.
4. Establishing an implementation schedule and conducting detailed outreach to business owners about the pending name change.
5. Coordinating signage installation.

At that time, staff estimated that process to take approximately 12-18 months to complete given the lead time businesses were expected to need to ensure that costs and impacts to them are minimized. The post office allows for up to 18 months of transition time when street names are changed, which will help businesses minimize costs in planning for the transition. According to the Minutes, the Council directed staff to reach out to the city of Manhattan Beach to understand their opinion on the possible name change and bring the item back. Attached is the only follow up action found in Public Works files – a letter from Mayor Fuentes to Mayor Powell of Manhattan Beach.
April 13, 2015

Wayne Powell, Mayor
City of Manhattan Beach
1400 Highland Ave.
Manhattan Beach, CA 90266

Re: Renaming Sepulveda Blvd. to Pacific Coast Highway

Dear Mayor Powell,

I hope 2015 finds you well. El Segundo reached out to Manhattan Beach just over one year ago regarding your City's interest in formally redesignating the southern segment of Sepulveda Blvd. as Pacific Coast Highway (PCH). As you know, Sepulveda Blvd. “shares” its designation with Pacific Coast Highway from LAX southward through Manhattan Beach until it reaches Hermosa Beach, where the street is recognized as PCH again.

CalTrans indicated the name change is possible because, starting at LAX, Sepulveda Blvd. is already designated as Highway 1 (i.e. Pacific Coast Hwy) by the California State Legislature. In order to request the name change, El Segundo was directed to take several preliminary steps, including 1) conducting outreach to and receiving support from the majority of affected property owners who will be affected by this change, 2) approving the name change request through a City Council formal action (e.g., resolution of support) and 3) submitting a formal request to Caltrans for processing. The agency also indicated, although not required, submitting a partnership request with Manhattan Beach is desirable for consistency purposes because Hermosa Beach and Redondo Beach already designated their street segments as Pacific Coast Highway.

El Segundo’s City Council has not voted to approve the highway’s name change.

El Segundo and CalTrans both recognize having a Sepulveda Blvd. “island” in the middle of a continuous PCH segment is not ideal and could be confusing to locals and visitors. As we consider a name change, it is important for El Segundo to understand the level of interest from Manhattan Beach.

Please let us know if there is anything we can do or provide to Manhattan Beach that will assist with your consideration of this matter. We look forward to hearing from you.

Respectfully,

Suzanne Puentes, Mayor
City of El Segundo

cc: Mark Danaj, City Manager