AGENDA
EL SEGUNDO CITY COUNCIL
WEST CONFERENCE ROOM – 350 MAIN STREET

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

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

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

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

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

MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, DECEMBER 18, 2018 – 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:

1. Consideration and possible action to interview candidates of the Economic Development Advisory Council (EDAC) and the Technology Committee.
   (Fiscal Impact: None)
   Recommendation – 1) Interview candidates; 2) Announce appointment(s) at the 7:00 PM, January 15, 2019 City Council meeting, if any; 3) Alternatively, discuss and take other action related to this item.

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): -1- matters.


DISCUSSION OF PERSONNEL MATTERS (Gov’t Code §54957): -0- matters

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

PUBLIC EMPLOYMENT (Gov’t Code § 54957) -1- matter

Position: City Manager
CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov't Code §54956.8): 0-matters

CONFERENCE WITH CITY’S LABOR NEGOTIATOR (Gov’t Code §54957.6): 6-matters

1. Employee Organizations: Police Management Association; Police Support Services Employees Association; Supervisory, Professional Employees Association; City Employee Association; and Executive and Management/Confidential Employees (unrepresented groups).

Agency Designated Representative: Irma Moisa Rodriquez, City Manager, Greg Carpenter and Human Resources Director.
Consideration and possible action to interview candidates of the Economic Development Advisory Council (EDAC) and the Technology Committee. (Fiscal Impact: $None)

RECOMMENDED COUNCIL ACTION:

1. Interview candidates;
2. Announce appointment(s) at the 7:00 p.m., January 15, 2019 City Council meeting, if any;
3. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

FISCAL IMPACT: None

  Amount Budgeted:   $None
  Additional Appropriation: N/A
  Account Number(s):

STRATEGIC PLAN:

  Goal:    1     Enhance Customer Service Engagement
  Objective: 1(b) The City engages in regular, intentional information gathering

ORIGINATED BY: Mishia Jennings, Executive Assistant
REVIEWED BY:
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

EDAC – Five (5) openings
Technology Committee – One (1) opening

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Applying to: CCBs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Richard Lundquist (5:30 pm)</td>
<td>Economic Development Advisory Council (Incumbent)</td>
</tr>
<tr>
<td>2. Al Keahi (5:40 pm)</td>
<td>Economic Development Advisory Council (Incumbent) – 310-720-4404</td>
</tr>
<tr>
<td>3. Bob Healey (5:50 pm)</td>
<td>Economic Development Advisory Council (Incumbent)</td>
</tr>
<tr>
<td>5. Bob Gray (6:10 pm)</td>
<td>Economic Development Advisory Council (Incumbent)</td>
</tr>
<tr>
<td>6. Todd Felker (6:20 pm)</td>
<td>Technology Committee</td>
</tr>
<tr>
<td>7. Matthew Thompkins (6:30)</td>
<td>Economic Development Advisory Council (Tentative Phone Interview)</td>
</tr>
</tbody>
</table>
AGENDA
EL SEGUNDO CITY COUNCIL
COUNCIL CHAMBER - 350 MAIN STREET

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REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, DECEMBER 18, 2018 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER

INVOCATION – Pastor Lee Carlile, The Methodist Church

PLEDGE OF ALLEGIANCE – Council Member Nicol
PRESENTATIONS

a) Proclamation – Annual Christmas Dinner at Joslyn Center

b) Presentation - Police Department presenting and demonstrating the developing Unmanned Aerial Vehicle Program.

c) Presentation – Finance – Introduction of new employee – Darryl Felder, Payroll Accountant

d) Presentation – Recreation and Parks Department – Introduction of new employee – Devon (Bargmann) Zamora, Recreation Coordinator

ROLL CALL

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

CITY COUNCIL COMMENTS – (Related to Public Communications)

A. PROCEDURAL MOTIONS

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

Recommendation – Approval.
B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

1. Consideration and possible action (Public Hearing) authorizing a proposed change to the City’s Community Development Block Grant (CDBG) 2018-2019 Program to cancel, “Installation of Americans with Disabilities Act (ADA) Compliant Curb Ramps (CDBG Project Number 601959-18)”, and alternatively, implement a new 2018-2019 CDBG Project entitled, “City Facilities Americans with Disabilities Act (ADA)-Compliant Parking Lot Restriping and Signage”. 2018-2019 CDBG funds in the amount of $53,608 from the cancelled project will be used to implement the new, proposed project. Pursuant to the provisions of the California Environmental Quality Act, the proposed action is exempt from CEQA pursuant to CEQA Guidelines §15061(b)(3), as it can be seen with certainty that there is no possibility that the activity will have a significant effect on the environment.

(Fiscal Impact: $53,608.00)

5) Authorize the City Manager to execute all contracts, in a form approved by the City Attorney, with the Los Angeles County Community Development Commission (CDC);
6) Alternatively, discuss and take other action related to this item.

2. Consideration and possible action regarding (Public Hearing) the proposed project and budget for the 2019-2020 Community Development Block Grant (CDBG) Program Year. The estimated CDBG budget allocation for Program Year 2019-2020 is approximately $56,584. Additionally, previously unspent CDBG funds from prior years in the amount of $43,501 will be added to the 2019-2020 CDBG allocation for a total of $100,085 to implement a new CDBG project, entitled, “Americans with Disabilities Act (ADA)-Compliant Restroom Facilities at the Joslyn Center.” Pursuant to the provisions of the California Environmental Quality Act, the proposed action is exempt from CEQA pursuant to CEQA Guidelines §15061(b)(3), as it can be seen with certainty that there is no possibility that the activity will have a significant effect on the environment.

(Fiscal Impact: $100,085)

Recommendation – 1) Open public hearing and take testimony; 2) Close public hearing and discuss item; 3) Approve the new 2019-2020 CDBG project and budget; 4) Authorize the City Manager to execute the contracts, in a form approved by the City Attorney, with the Los Angeles County Community Development Commission (CDC); 4) Alternatively, discuss and take other action related to this item.
3. Consideration and possible action to (1) receive and file a report from Public Works on the Downtown Traffic and Pedestrian Safety Study, and (2) provide staff direction on follow up actions.  
(Fiscal Impact: $26,000.00 estimated)
Recommendation – 1) Receive and file a report from Public Works related to the Downtown Traffic and Pedestrian Safety Study; 2) Provide staff direction on follow up actions; 3) Alternatively, discuss and take other action related to this item.

C. UNFINISHED BUSINESS

4. Consideration and possible action to direct staff to enter into negotiations for an exclusive franchise to EDCO Waste & Recycling Services (EDCO) to provide residential and municipal solid waste hauling services.  
(Fiscal Impact: Est. $7,620,000.00 over 7 years)
Recommendation – 1) Direct staff to enter into negotiations with EDCO for an exclusive 7-year franchise agreement, in a form approved by the City Attorney, with an annual estimated cost of $1,088,530.00 2) Alternatively, discuss and take other action related to this item.

5. Consideration and possible action to review and approve the three-year strategic plan and the associated work plan (FY 2019 through 2021).  
(Fiscal Impact: $0)
Recommendation – 1) City Council review and approve the three-year Strategic Plan and associated Work Plan (FY 2019 through 2021); 2) Alternatively, discuss and take other action related to this item.

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

6. Consideration and possible action to open the recruitment process for the positions on the Committees, Commissions and Boards (“CCBs”) that expires in the year 2019.  
(Fiscal Impact: None)
Recommendation – 1) Direct staff to open the recruitment process for the positions on the CCB’s, as listed; 2) Alternatively, discuss and take other action related to this item.
7. Consideration and possible action regarding development of Arts and Culture Advisory Committee proposals for a fee to be imposed on commercial development for purposes of funding art in public places ("Percent for Arts ordinance") and the formation of a City non-profit organization to support public art and programming in El Segundo.
(Fiscal Impact: City Attorney Time and City Staff Time (Library, Planning, Finance, Public Works, and Economic Development Departments) and retaining special tax/legal counsel for preparing non-profit documents (approximately $30,000 for special counsel)

Recommendation – 1) Receive and file presentation by Arts and Culture Advisory Committee members; 2) Direct Arts and Culture Advisory Committee, City Staff, and City Attorney’s Office to develop a Percent for Arts proposal for City Council consideration in spring 2019; 3) Direct Arts and Culture Advisory Committee, City Staff, and City Attorney’s Office to develop a proposal for creation of a City non-profit public benefit organization for City Council consideration in spring 2019; 4) Alternatively, discuss and take other action related to this item.

8. Consideration and possible action to receive and file an informational update from the Information Systems Department and the Technology Committee regarding the projects completed in 2018.
(Fiscal Impact: None)

Recommendation – 1) Receive and file informational update and status reports(s); 2) Alternatively, discuss and take other 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.

9. Warrant Numbers 3023870 through 3023975 and 600656 and 6000656 on Register No. 5a in the total amount of $403,666.54 and Wire Transfers from 11/26/18 through 12/2/18 in the total amount of $111,521.78. Warrant Numbers 3023976 through 3024064 on Register No. 5b in the total amount of $447,930.76 and Wire Transfers from 12/3/18 through 12/9/18 in the total amount of $1,068,054.32.

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 – 1) Approval

11. Consideration and possible action regarding authorization for the Police Department to purchase a SWAT vehicle from Emergency Vehicles, Inc., using Asset Forfeiture Funds approved in the 2018/2019 Council budget. (Fiscal Impact: not to exceed $320,000.)
Recommendation – 1) Pursuant to El Segundo Municipal Code § 1-7-9, waive the bidding procedures otherwise required by the ESMC and authorize the Police Department to purchase a SWAT truck directly from Emergency Vehicles, Inc., without a competitive selection process; 2) Declare the current 1993 SWAT vehicle to be surplus property and authorize staff to remove it from the fleet entirely to either repurpose it or auction it; 3) Alternatively, discuss and take other action related to this item.

12. Consideration and possible action to adopt a Resolution approving plans and specifications for the Holly Valley Park Playground Project, No. PW 18-33. (Fiscal Impact: To be Determined)
Recommendation – 1) Adopt a Resolution approving plans and specifications for the Holly Valley Park Playground Project; 2) Authorize staff to advertise the project for construction bids; 3) Alternatively, discuss and take other action related to this item.

13. Consideration and possible action to adopt a resolution confirming the use of Pump Station 18 Basin and Sandhill’s Retention Basin as infiltration basins for the National Pollutant Discharge Elimination System (NPDES) Permit’s Best Management Practices. (Fiscal Impact: None)
Recommendation – 1) Adopt the Resolution; 2) Alternatively, discuss and take other action related to this item.

Recommendation – 1) Authorize the City Manager to amend the standard Professional Services Agreement with J.C. Chang & Associates, Inc. to a total amount not-to-exceed $75,465 for Pump Station 17 Equipment Repair, Project No. PW 18-13, and amend the contingency to a total amount not-to-exceed $7,500; 2) Alternatively, discuss and take other action related to this item.
15. Consideration and possible action to adopt a Resolution approving plans and specifications for the Campus El Segundo Shade Structure Project, No. PW 18-28.
   (Fiscal Impact: To Be Determined)
   Recommendation – 1) Adopt a Resolution approving plans and specifications for the Campus El Segundo Shade Structure Project; 2) Authorize staff to advertise the project for receipt of construction bids; 3) Alternatively, discuss and take other action related to this item.

   (Fiscal Impact: $210,518.83)
   Recommendation – 1) Authorize the City Manager to execute a standard Public Works Contract, in a form approved by the City Attorney, with Delta Electric in the amount of $191,418.83, for the Downtown Landscape Lighting Project, Project No. PW 18-24, authorize an additional $19,100 for construction related contingencies, and transfer $52,167.69 from the Capital Improvement Unappropriated Fund Balance to account for shortfall in the project budget; 2) Alternatively, discuss and take other action related to this item.

17. Consideration and possible action to approve a license agreement with Swimming Los Angeles Swim School (Swimming L.A.) in a form approved by the City Attorney.
   (Fiscal Impact: $5,400 estimated annual revenue)
   Recommendation – 1) Approve the license agreement with Swimming L.A. approved as to form by the City Attorney; 2) Alternatively, discuss and take other action related to this item.

18. Consideration and possible action to accept specialized rescue equipment, personal protective equipment and a utility truck from Chevron USA in a sum equal to $246,950 following a Federal Consent Decree and a new 2019 fire engine from Pierce Manufacturing, utility truck and emergency radio equipment totaling $900,000 from Chevron USA from a local grant.
   (Fiscal Impact: $0)
   Recommendation – 1) Authorize the City Manager, in a form approved by the City Attorney, to accept specialized rescue equipment, personal protective equipment and utility truck from Chevron USA in a sum equal to $249,950 in conformance with requirements of the Federal Consent Decree; 2) Authorize the City Manager, in a form approved by the City Attorney, to accept a new 2019 fire engine from Pierce Manufacturing, utility truck and emergency radio equipment from Chevron USA in conformance with a local grant totaling $900,000; 3) Alternatively, discuss and take other action related to this item.
F. NEW BUSINESS

19. Consideration and possible action to incorporate an Environmental Consideration Statement in all Staff Reports not subject to the California Environmental Quality Act (CEQA) 
(Fiscal Impact: None) 
Recommendation – 1) Direct staff to incorporate an Environmental Consideration Statement in all Staff Reports; 2) Alternatively, discuss and take other action related to this item.

20. Consideration and possible action regarding Fiscal Year (FY) 2017-18 Fourth Quarter Financial Review of the General Fund (GF) and Enterprise Funds. 
(Fiscal Impact: None) 
Recommendation – 1) Receive and File FY 2017-18 Fourth Quarter Financial Review; 2) Alternatively, discuss and take other action related to this item.

G. REPORTS – CITY MANAGER

H. REPORTS – CITY ATTORNEY

I. REPORTS – CITY CLERK

J. REPORTS – CITY TREASURER

K. REPORTS – CITY COUNCIL MEMBERS

Council Member Pimentel –

Council Member Nicol –

Council Member Brann –

Mayor Pro Tem Pirsztuk –
Mayor Boyles –

21. Consideration and possible action regarding the annual request of Mr. S. Claus for variances from the Municipal Code.  
(Fiscal Impact: None)

Recommendation – 1) The use of air rights and waiver of the Santa Monica Radial 160 R procedure; 2) Grant a free business license for a non-profit organization; 3) Waiver of the Noise Ordinance to permit the sound of bells; 4) Waiver of the Trespass Ordinance including dealing with trespassing animals; 5) Waiver of the ordinance on Animal Regulations; 6) Alternatively, discuss and take other action related to this item.

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MEMORIALS –

CLOSED SESSION

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

REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

ADJOURNMENT

POSTED:

DATE:  December 18, 2018

TIME:  10 A.M.

NAME:  [Signature]
Proclamation

WHEREAS, The El Segundo Community Christmas Dinner was conceived by El Segundo resident Bill Coffman in 1983; Bill solicited the help of local businesses, residents and organizations to fund, cook, and serve a traditional Christmas dinner that brought people together to share the holiday spirit; and

WHEREAS, The El Segundo Community Christmas Dinner has become a hometown tradition that has served the community for over 30 years. The last 30 Christmas dinners have been served at the Joslyn Center; and

WHEREAS, The Annual Christmas Dinner will be provided this season by JMW Catering sponsored by the El Segundo Kiwanis Club, with food donations from the Doubletree Hotel, floral arrangements provided by Natural Simplicity, donations from Costco, PCT and the time and effort of many individual volunteers along with the support of the Recreation and Parks Department Outreach Office; and

WHEREAS, The El Segundo Community Christmas Dinner will be held at 12:00 p.m. on December 25th at the Recreation and Parks Department’s Joslyn Center, for the benefit of all those in the community who wish to participate in fellowship and share in some Christmas cheer.

NOW, THEREFORE, on this 18th day of December, 2018, the Mayor and Members of the City Council of the City of El Segundo, California, do hereby commend and thank all sponsors, supporters and volunteers, for their unselfish community service in keeping this hometown holiday tradition alive in El Segundo.

Mayor Drew Boyles
Mayor Pro Tem Carol Pirsztuk
Council Member Chris Pimentel
Council Member Dr. Don Brann
Council Member Scot Nicol
AGENDA DESCRIPTION:
Police staff be be providing a presentation and demonstration of our developing Unmanned Aeriel Vehicle program. (Fiscal Impact: N/A).

RECOMMENDED COUNCIL ACTION:
N/A

ATTACHED SUPPORTING DOCUMENTS:
N/A

FISCAL IMPACT: TBD
  Amount Budgeted:  N/A
  Additional Appropriation:  
  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:  Bill Whalen, Chief of Police
APPROVED BY:  Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

The El Segundo Police Department is constantly reviewing emerging technology as it relates to public safety. In the past few years, law enforcement agencies have been increasingly incorporating Unmanned Aerial Vehicles (UAV’s) into their operations. These UAV’s have been used for everything from SWAT operations, suspect searches, crime scene mapping, search and rescue missions, and public works assists.

One of the greatest values a UAV program brings to a police agency is they are extremely cost effective compared to helicopter programs. In addition, they can fly places helicopters cannot, such as inside buildings, in carports, and very low into potential hiding areas. Due to our proximity to The Los Angeles International Airport, helicopters are not cleared to fly over much of the northern part of our city. A UAV program would allow law enforcement air support for all geographic areas of El Segundo.
Police staff will be presenting a PowerPoint introducing the development of our own UAV program. This presentation will include a demonstration of UAV operations from the Torrance Police Department UAV team.
Presentation

Finance

Introduction of new employee

Darryl Felder – Payroll Accountant
Presentation

Recreation and Parks Department

Introduction of new employee

Devon (Bargmann) Zamora – Recreation Coordinator
EL SEGUNDO CITY COUNCIL
MEETING DATE: December 18, 2018
AGENDA STATEMENT AGENDA HEADING: Special Order of Business - Public Hearing

AGENDA DESCRIPTION:
Consideration and possible action (Public Hearing) authorizing a proposed change to the City’s Community Development Block Grant (CDBG) 2018-2019 Program to cancel, “Installation of Americans with Disabilities Act (ADA) Compliant Curb Ramps (CDBG Project Number 601959-18)”, and alternatively, implement a new 2018-2019 CDBG Project entitled, “City Facilities Americans with Disabilities Act (ADA)-Compliant Parking Lot Restriping and Signage”. 2018-2019 CDBG funds in the amount of $53,608 from the cancelled project will be used to implement the new, proposed project.

Pursuant to the provisions of the California Environmental Quality Act, the proposed action is exempt from CEQA pursuant to CEQA Guidelines §15061(b)(3), as it can be seen with certainty that there is no possibility that the activity will have a significant effect on the environment. (Fiscal Impact: $53,608).

RECOMMENDED COUNCIL ACTION:
1. Open public hearing and take testimony;
2. Close public hearing and discuss item;
5. Authorize the City Manager to execute all contracts, in a form approved by the City Attorney, with the Los Angeles County Community Development Commission (CDC); and/or,
6. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS: None

FISCAL IMPACT: $53,608

Amount Budgeted: Total CDBG $53,608
Account Number(s): CDBG Fund 111

STRATEGIC PLAN:
Goal: 4 Develop Quality Infrastructure and Technology
Objective: (a) El Segundo’s physical infrastructure supports an appealing, safe, and effective City

ORIGINATED BY: Tina Gall, CDBG Consultant
REVIEWED BY: Gregg McClain, Planning Manager
Lifan Xu, City Engineer
Sam Lee, Director of Planning and Building Safety
BACKGROUND AND DISCUSSION:
Each year, Community Development Block Grant (CDBG) funds are allocated to cities by the Federal Housing and Urban Development Department (HUD) and administered through the Los Angeles County Community Development Commission (LACDC). Participating cities receive funding based upon the total number of cities participating in the County’s program, census population counts, estimates of poverty, overcrowding and aged housing stock. Since 1986, the City of El Segundo has participated in the Los Angeles Urban County’s CDBG Program. Generally, the City receives approximately $53,000 in CDBG funding annually.

On December 5, 2017, the El Segundo City Council approved the use of the City’s 2018-2019 CDBG funds in the amount of $53,608 to remove approximately 8 existing, non-compliant or deteriorated concrete curbs and replace with American with Disabilities Act (ADA) compliant accessible concrete ramps with truncated domes. Removal of architectural barriers to improve mobility and accessibility of senior adults and severely disabled persons that allow unobstructed paths of travel is an example of an eligible project under the CDBG Program. CDBG-funded ADA improvements that allow access to public facilities throughout the city are also eligible projects under federal guidelines.

However, Public Works staff determined that, in order to comply with current California Building Code accessibility standards, improvements to the proposed locations of the ramps posed significant construction challenges. These construction challenges would require additional street improvements (i.e., slope and grade changes) that were deemed infeasible and outside of the scope and budget of the existing project.

Thus, staff recommends canceling the 2018-2019 CDBG Project 601959-18, “Installation of ADA-Compliant Curb Ramps”, and alternatively implementing, “City Facilities Americans with ADA-Compliant Parking Lot Restriping and Signage”. This new project will reconfigure and restripe various existing City-owned parking lot facilities to accommodate ADA-accessible parking for both vans and standard automobiles. Specifically, El Segundo city-owned parking lots at City Hall, the Police Station, the Fire Station, the Library, and at the Park and Recreation complex will be restriped. The project will also include appropriate signage designating the parking locations as accessible. CDBG funds in the amount of $53,608 will be used to implement this project.

Cancellation of this project represents a substantial change to the City’s 2018-2019 CDBG Program and requires that the public be properly noticed at least thirty days in advance of the public hearing. Pursuant to Federal requirements, notice of this public hearing was posted throughout City public buildings and on the City website on November 16, 2018.

Environmental Assessment
This action is exempt from CEQA pursuant to CEQA Guidelines §15061(b)(3) which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.
AGENDA DESCRIPTION:

Consideration and possible action regarding (Public Hearing) the proposed project and budget for the 2019-2020 Community Development Block Grant (CDBG) Program Year. The estimated CDBG budget allocation for Program Year 2019-2020 is approximately $56,584. Additionally, previously unspent CDBG funds from prior years in the amount of $43,501 will be added to the 2019-2020 CDBG allocation for a total of $100,085 to implement a new CDBG project, entitled, “Americans with Disabilities Act (ADA)-Compliant Restroom Facilities at the Joslyn Center.”

Pursuant to the provisions of the California Environmental Quality Act, the proposed action is exempt from CEQA pursuant to CEQA Guidelines §15061(b)(3), as it can be seen with certainty that there is no possibility that the activity will have a significant effect on the environment. (Fiscal Impact: $100,085).

RECOMMENDED COUNCIL ACTION:

1. Open public hearing and take testimony;
2. Close public hearing and discuss item;
3. Approve the new 2019-2020 CDBG project and budget;
4. Authorize the City Manager to execute the contracts, in a form approved by the City Attorney, with the Los Angeles County Community Development Commission (CDC); and/or,
5. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS: NONE

FISCAL IMPACT: $100,085

Amount Budgeted: Total CDBG $100,085
Account Number(s): CDBG Fund 111

STRATEGIC PLAN:

Goal: 4  Develop Quality Infrastructure and Technology
Objective: (a) El Segundo’s physical infrastructure supports an appealing, safe, and effective City

ORIGINATED BY: Tina Gall, CDBG Consultant
REVIEWED BY: Gregg McClain, Planning Manager, Lifan Xu, City Engineer
REVIEWED BY: Sam Lee, Director of Planning and Building Safety
APPROVED BY: Greg Carpenter, City Manager
BACKGROUND AND DISCUSSION:

Each year, Community Development Block Grant (CDBG) funds are allocated to cities by the Federal Housing and Urban Development Department (HUD) and administered through the Los Angeles County Community Development Commission (CDC). Participating cities receive funding based upon the total number of cities participating in the County's program, census population counts, estimates of poverty, overcrowding and aged housing stock.

Since 1986, the City of El Segundo has participated in the Los Angeles Urban County's CDBG Program. In order to continue its participation in the upcoming 2019-2020 Program Year, which begins on July 1, 2019, and ends on June 30, 2020, the City of El Segundo must prepare and submit its proposed CDBG action plan and/or project descriptions to the CDC by February 1, 2019, for review and approval.

Pursuant to Federal requirements, notice of this public hearing was posted in public buildings within the City. Federal requirements also mandate that as part of the hearing, the Council and public be informed of the range of eligible housing and community development activities that may be funded under the CDBG program. Interested persons may obtain a copy of the federal eligibility guidelines, available at the City of El Segundo’s Department of Planning and Building Safety, during regular business hours.


In 2018-2019, the City’s CDBG funds in the amount of $53,608 will be used to reconfigure and restripe up to five existing City-owned parking lot facilities to accommodate ADA-accessible parking for both vans and standard automobiles. Specifically, the parking lots at City Hall, the Police Station, the Fire Station, the Library, and at the Recreation & Parks complex will be restriped. The project will also include appropriate signage designating the parking locations as accessible. Removal of architectural barriers to improve mobility and accessibility of senior adults and severely disabled persons that allow unobstructed paths of travel to public facilities is an example of an eligible project under the CDBG Program.

Proposed CDBG Projects and Budgets

The proposed 2019-2020 CDBG allocation for the City is approximately $56,584. This allocation is consistent with the amount of funding the City has received over the last several years. This proposed CDBG allocation is a planning estimate only; the CDC will release final appropriations in Spring 2019. The City’s final CDBG allocation is generally within five- to ten-percent of the estimate provided. The City needs to identify and submit the 2019-2020 proposed project to the CDC by February 1, 2019.

Recommended 2019-2020 CDBG Action Plan

Staff recommends using the 2019-2020 CDBG Program Year allocation of $100,085, which is comprised of the aforementioned $56,584 plus the previously unspent $43,501 of CDBG funds, to remove portions of the existing non-compliant, non-accessible men’s and women’s restrooms at the Joslyn Center and replace with ADA-compliant restroom facilities. Removal of architectural barriers in public facilities that improve accessibility for senior adults and severely
disabled persons is an eligible project under federal CDBG guidelines.

Staff will review the scope of work of this proposed project with recommended projects in the Citywide Facility Condition Assessment (FCA) related to the Joslyn Center restrooms to ensure the best use of the funds is applied. The final FCA report is slated for completion in Spring 2019.

The total cost of construction is estimated to be approximately $200,000. This project will be vetted and prioritized in the CIPAC process and included in the FY2019/2020 budget.

**Environmental Assessment**

This action is exempt from CEQA pursuant to CEQA Guidelines §15061(b)(3) which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.
EL SEGUNDO CITY COUNCIL  MEETING DATE: December 18, 2018
AGENDA ITEM STATEMENT  AGENDA HEADING: Special Order of Business

AGENDA DESCRIPTION:
Consideration and possible action to (1) receive and file a report from Public Works on the Downtown Traffic and Pedestrian Safety Study, and (2) provide staff direction on follow up actions. (Fiscal Impact: $26,000 est.)

RECOMMENDED COUNCIL ACTION:
1. Receive and file a report from Public Works related to the Downtown Traffic and Pedestrian Safety Study; and,
2. Provide staff direction on follow up actions; or,
3. Alternatively, take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Traffic and Pedestrian Safety Study for Main Street, Grand Avenue, and Mariposa Avenue Appendix B – Collision Data – El Segundo Police Department

FISCAL IMPACT: Yes
Amount Budgeted: None
Additional Appropriation: $26,000
Account Number(s):

STRATEGIC PLAN:
Goal: 4 Develop Quality Infrastructure and Technology
Objective: (a) El Segundo’s physical infrastructure supports an appealing, safe, and effective City.

PREPARED BY: Ken Berkman, Director of Public Works
Bill Whalen, Chief of Police

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:
As part of the Strategic Planning sessions, the City Council requested staff to analyze and report back on the downtown area’s roadway user safety. Specifically, the roadways to be analyzed were:

- Main Street from El Segundo Boulevard to Imperial Avenue
- Grand Avenue from Pacific Coast Highway (PCH) to Loma Vista Street
- Mariposa Avenue from PCH to Main Street

Public Works executed an agreement with traffic engineering consultant firm Garland Associates to complete the work. The field investigations were completed in May and June of this year, and the data and the attached report were reviewed by the Public Works Director and Police Department/Traffic Division personnel.
Overview

According to the Master Plan of Streets in the Circulation Element of the City’s General Plan, Main Street is designated as a Four-Lane Collector between Imperial Avenue and Grand Avenue, and as a Secondary Arterial between Grand Avenue and El Segundo Boulevard. Grand Avenue is designated as a Secondary Arterial and Mariposa Avenue is designated as a Two-Lane Collector.

The speed limits on the three streets in the study area are as follows:

- Main Street – 25 miles per hour (mph)
- Grand Avenue – 25 mph from Loma Vista Street to Eucalyptus Drive and 35 mph from Eucalyptus Drive to PCH
- Mariposa Avenue – 25 mph

The tasks that were conducted for the analysis are as follows:

- Speed surveys were conducted at three locations on each of the three streets for the AM peak period, mid-day conditions, and the PM peak period.
- Pedestrian counts were taken at several locations on each of the three streets during the AM and PM peak periods.
- Collision statistics that were provided by the El Segundo Police Department were reviewed and analyzed.
- Safety issues were identified and potential measures were developed that could be implemented to improve safety problems on the three study area streets.

Vehicle Speed Surveys

Speed surveys were conducted at three locations on each of the three study area streets to quantify the typical travel speeds during the AM peak hour, the mid-day time period, and the PM peak hour. The vehicle speeds were measured with a radar speed meter from inside an inconspicuous private vehicle in May and June, 2018, on days when schools were in session. The nine survey locations that were selected represent segments of the streets that are relatively unaffected by traffic signals and stop signs so that the vehicles were in a free flow operation. Samples of 100 vehicles were surveyed at each location (50 vehicles in each direction).

The critical value that is typically used for analyzing vehicle speed data and setting speed limits is the 85th percentile speed, which is the speed at or below which 85 percent of the traffic is moving. Table 1 of the report shows the 85th percentile speeds that were observed at each monitoring location for the AM peak hour, mid-day time period, and PM peak hour.
### TABLE 1
**VEHICLE SPEED DATA – 85<sup>TH</sup> PERCENTILE SPEEDS**

<table>
<thead>
<tr>
<th>Street/Location</th>
<th>Speed Limit (mph)</th>
<th>85&lt;sup&gt;th&lt;/sup&gt; Percentile Speed (mph)</th>
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<tbody>
<tr>
<td></td>
<td>AM Peak Hour</td>
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<td>Main Street</td>
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</tr>
<tr>
<td>Between Kansas Street &amp; Pacific Coast Hwy</td>
<td>35</td>
<td>39</td>
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<tr>
<td>Mariposa Avenue</td>
<td></td>
<td></td>
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<tr>
<td>Between Main Street &amp; Sheldon Street</td>
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<td>26</td>
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<tr>
<td>Between Sheldon Street &amp; Center Street</td>
<td>25</td>
<td>29</td>
</tr>
<tr>
<td>Between California Street &amp; Washington St</td>
<td>25</td>
<td>30</td>
</tr>
</tbody>
</table>

Note: AM peak hour is 7:00 to 8:00, mid-day is 10:00 to 11:00, and PM peak hour is 5:00 to 6:00.

Table 1 indicates that the 85<sup>th</sup> percentile speeds on these three streets are generally higher than the speed limit by values that range from one mph over the speed limit (Mariposa Avenue between Main Street and Sheldon Street) to 7 mph over the speed limit (Main Street between Imperial Avenue and Maple Street and Mariposa Avenue between California Street and Washington Street). Speed limits are set to the nearest 5 mph increment of the 85<sup>th</sup> percentile speed, and can be set one 5 mph increment lower than that value if certain field criteria are met such as decreased sight distances or roadway geometry.

Given these facts, it can be concluded that the speed limits are set appropriately and are enforceable by the Police Department. However, the speed data were also reviewed to identify the 96<sup>th</sup> to 100<sup>th</sup> percentile speeds. These are the travel speeds that were observed for the highest five percent of the vehicles that were surveyed. The locations with the most blatant abuse of speed (i.e., speeds that are at least 20 mph above the speed limit) are Grand Avenue between Kansas Street and PCH, which had a car traveling 55 mph in a 35 mph speed zone, and Mariposa Avenue between California Street and Washington Street, which had a car traveling 48 mph in a 25 mph speed zone. In addition, Main Street between Imperial Avenue and Maple Avenue, Grand Avenue between Eucalyptus Drive and Lomita Street, and Mariposa Avenue between Sheldon Street and Center Street had vehicles traveling 19 mph over the speed limit.

These 96<sup>th</sup> to 100<sup>th</sup> percentile motorists are the ones that are observed as “excessive speeders” and are generally the cause of the safety issues associated with speeding vehicles.

**Pedestrian Crossing Counts**

Pedestrian counts were taken at three to four locations on each of the three study area streets to quantify the number of pedestrians crossing the street during the AM and PM peak periods. The pedestrian crossings were monitored in May and June, 2018, on days when schools were in session. The PM peak hour for the locations near schools represented the afternoon dismissal times (i.e., 2:30 to 3:30 PM), while the PM peak hour for the non-school locations represented the afternoon commuter peak (i.e., 5:00 to 6:00 PM).
The survey locations that were selected are generally locations where pedestrians cross the street without the benefit of a traffic signal or multi-way stop signs. The exceptions are the Grand Avenue/Center Street and Mariposa Avenue/Center Street intersections, which have 4-way stop signs. These two intersections were monitored because they are near the Center Street Elementary School and the El Segundo Middle School.

Table 3 in the report (see attachment) indicates that the locations with a relatively high concentration of pedestrian crossings are Main Street at Oak Avenue (near El Segundo High School), Main Street between Holly Avenue and Grand Avenue (a midblock crosswalk at City Hall), Grand Avenue at Arena Street (near a skate park and teen center), Grand Avenue at Center Street (near El Segundo Middle School), Mariposa Avenue at Standard Street (at El Segundo High School), and Mariposa Avenue at Center Street (near Center Street Elementary School).

The Main Street/Oak Avenue, Main Street/City Hall, Grand Avenue/Arena Street, and Mariposa Avenue/Standard Street locations have uncontrolled crosswalks where the pedestrians do not have the benefit of a stop sign or traffic signal to facilitate the crossing movements. However, the 100 to 400 blocks of Main Street have the new pedestrian-activated lighting in the crosswalks.

Collision Statistics

Collision statistics were provided by the El Segundo Police Department for the three study area street segments. The data represent the reported collisions for the time period extending from January 2014 to mid-June 2018.

A summary of the collision data is provided in Table 4 of the report (see attachment), which shows the total number of collisions, the number of pedestrian-related collisions, the number of collisions involving bicycles, and the collisions resulting in a fatality. The collision statistics are provided for three segments each for the three study area streets.

There were 89 reported collisions on Main Street during the 4½-year time period, which includes two pedestrian-related incidents. On Grand Avenue, there were 63 reported collisions, including two pedestrian-related incidents and two incidents involving bicycles. On Mariposa Avenue, there were 50 collisions, which includes four pedestrian-related incidents and one incident involving a bicycle. There were no collisions resulting in a fatality.

Overall, the segment of Main Street with the highest number of collisions is the southern segment between Pine Avenue and El Segundo Boulevard, which had 39 reported collisions. The segment of Grand Avenue with the highest number of collisions is the middle segment between Main Street and Center Street, which had 32 reported collisions. The segment of Mariposa Avenue with the highest number of collisions is the eastern end between Center Street and PCH, which had 26 reported collisions. The locations of the collisions involving pedestrians and bicycles are provided below.

An overview of the reported collisions was conducted to determine if any of these streets would be considered as high-accident locations. This was accomplished by calculating the annual average number of collisions per million vehicle-miles of travel for each street, which is a standard measurement for collision statistics. The calculations were conducted by using the number of collisions, the time period addressed (4.5 years), the length of the street segments, and the average daily traffic volumes on each street. The results are: Main Street: 3.37 collisions per million vehicle-miles of travel; Grand Avenue: 3.60 collisions per million vehicle-miles of travel; and Mariposa Avenue: 5.14 collisions per million vehicle-miles of travel.
This level of collision experience is not indicative of a severe safety issue as the values represent the number of collisions per million miles of travel.

Another measure that is typically used to identify high collision locations is the threshold of five accidents per year at a single location. A review of the Police Department’s collision statistics indicates that there are no locations on the three study area streets where five or more accidents have been reported within a one-year period.

It is concluded, therefore, that the collision history on the three roadway segments is not indicative of a critical safety problem.

Summary of Findings and Recommendations

While the comprehensive review of the study area street segments data indicate that there are no roadway user safety issues that require actual changes to the roadways’ design, speed limits, or right-of-way control devices such as stop signs or traffic signals, there are several focus areas at which traffic and pedestrian safety can be improved to maintain the City’s high standards regarding public health and safety.

For purposes of this study, focus areas are defined as locations where one or more of the analysis criteria were observed to be excessive relative to pedestrian concentrations and/or collision history. The focus areas that were identified based on this methodology are listed in Table 5 of the report (see attachment) and include:

- Main Street at Oak Avenue
- Main Street from Holly Avenue to Grand Avenue
- Grand Avenue from Arena Street to Sheldon Street
- Grand Avenue from Illinois Street to Indiana Street
- Mariposa Avenue from Main Street to Eucalyptus Drive

Recommended improvements are outlined in Table 6:

<table>
<thead>
<tr>
<th>Locations</th>
<th>Recommended Improvements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Street at Oak Avenue</td>
<td>Install high visibility ladder crosswalks at the Main Street/Oak Avenue intersection and flashing beacons on top of crosswalk warning signs on Main Street</td>
</tr>
<tr>
<td>Main Street from Holly Avenue to Grand Avenue</td>
<td>None. The City of El Segundo has already installed in-pavement lights at the crosswalk</td>
</tr>
<tr>
<td>Grand Avenue from Arena Street to Sheldon Street</td>
<td>Install high visibility ladder crosswalks and flashing beacons on top of the crosswalk warning signs at the Arena Street and Sheldon Street crosswalks. Install vehicle speed feedback signs on Grand Avenue.</td>
</tr>
<tr>
<td>Grand Avenue from Illinois Street to Indiana Street</td>
<td>Install vehicle speed feedback signs on Grand Avenue</td>
</tr>
<tr>
<td>Mariposa Avenue from Main Street to Eucalyptus Drive</td>
<td>Install high visibility ladder crosswalks at the Mariposa Avenue/Standard Street intersection.</td>
</tr>
</tbody>
</table>
With regard to stop signs, the California Manual on Uniform Traffic Control Devices states that stop signs should not be used for speed control. The objective of a stop sign is to establish right-of-way priorities for motorists. Stop signs should be installed only if they are shown to be needed by a warrant analysis.

As a result of this study, there are no locations that have been deemed to require a warrant analysis for additional stop signs.

Field Implementation Measures

Main Street at Oak Avenue – high visibility ladder crosswalks have been installed. New solar-lighted, pedestrian-activated crosswalk signage will be installed by City crews once the signage is procured.

Grand Avenue from Arena Street to Sheldon Street - high visibility ladder crosswalks have been installed. New solar-lighted, pedestrian-activated crosswalk signage will be installed at Arena Street by City crews once the signage is procured. The lights in the crosswalk at Sheldon Street are in the process of being repaired by the business owner that installed them, after which the Public Works Department will take over for maintenance purposes. Staff is in the process of procuring two mobile vehicle speed feedback signs, one of which will be deployed on Grand Avenue at various locations from Arena to Indiana Streets.

Mariposa Avenue from Main Street to Eucalyptus Drive - high visibility ladder crosswalks have been installed by the current paving contractor.
TRAFFIC AND PEDESTRIAN SAFETY STUDY FOR
MAIN STREET, GRAND AVENUE, AND MARIPOSA AVENUE
EL SEGUNDO

Prepared for
CITY OF EL SEGUNDO

Prepared by
GARLAND ASSOCIATES
16787 Beach Boulevard, Suite 234
Huntington Beach, CA 92647
714-330-8984

OCTOBER 2018
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<td>III. Pedestrian Crossing Counts</td>
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3. Speed Survey Locations
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I. INTRODUCTION AND PROJECT DESCRIPTION

The City of El Segundo City Council has expressed various concerns regarding traffic and pedestrian safety on three arterial streets in the city; i.e., Main Street, Grand Avenue, and Mariposa Avenue. In response to these concerns, a study has been conducted to evaluate the existing conditions on these three streets, identify the traffic and pedestrian safety issues, and develop potential measures for improving the safety deficiencies.

The following street segments were included in the analysis:

- Main Street from El Segundo Boulevard to Imperial Avenue
- Grand Avenue from Pacific Coast Highway (formerly Sepulveda Boulevard) to Loma Vista Street
- Mariposa Avenue from Pacific Coast Highway (PCH) to Main Street

A location map showing the location of these three roadway segments is provided on Figure 1 in Appendix A. Main Street is a four lane north-south street that runs through the city’s downtown area and is adjacent to El Segundo High School and El Segundo City Hall. Grand Avenue is a four lane east-west street that extends from the downtown area to PCH and runs near (south of) El Segundo Middle School at Center Street. Mariposa Avenue is a two lane east-west street that extends from Main Street to PCH and is adjacent to El Segundo High School (at Main Street) and Center Street Elementary School (at Center Street).

According to the Master Plan of Streets in the Circulation Element of the City of El Segundo General Plan, Main Street is designated as a 4-Lane Collector between Imperial Avenue and Grand Avenue and as a Secondary Arterial between Grand Avenue and El Segundo Boulevard. Grand Avenue is designated as a Secondary Arterial and Mariposa Avenue is designated as a 2-Lane Collector.

Figure 2 in Appendix A illustrates the existing traffic control features along each of the three study area streets. Shown on the figure are the locations of each traffic signal, the intersections with 4-way stop signs, the intersections with 3-way stop signs, and the locations of each painted crosswalk at the unsignalized locations. Stop signs on the numerous cross streets that intersect with the study area streets are not shown on the figure except at the intersections with 3-way or 4-way stop signs (to eliminate clutter on the figure).

The speed limits on the three streets in the study area are as follows:

- Main Street – 25 miles per hour (mph)
- Grand Avenue – 25 mph from Loma Vista Street to Eucalyptus Drive and 35 mph from Eucalyptus Drive to PCH
- Mariposa Avenue – 25 mph
This report summarizes the results of the traffic and pedestrian safety study that was conducted for the three study area streets. The tasks that were conducted for the analysis are as follows:

- Speed surveys were conducted at three locations on each of the three streets for the AM peak period, mid-day conditions, and the PM peak period.

- Pedestrian counts were taken at several locations on each of the three streets during the AM and PM peak periods.

- Collision statistics that were provided by the El Segundo Police Department were reviewed and analyzed.

- Safety issues were identified and potential measures were developed that could be implemented to improve safety problems on the three study area streets.
II.
VEHICLE SPEED SURVEYS

Speed surveys were conducted at three locations on each of the three study area streets to quantify the typical travel speeds during the AM peak hour, the mid-day time period, and the PM peak hour. The vehicle speeds were measured with a radar speed meter from inside an inconspicuous private vehicle in May and June, 2018, on days when schools were in session.

The survey locations that were selected represent segments of the streets that are relatively unaffected by traffic signals and stop signs so that the vehicles were in a free flow operation. Figure 3 in Appendix A shows the nine locations where the speed surveys were conducted. Samples of 100 vehicles were surveyed at each location (50 vehicles in each direction).

The critical value that is typically used for analyzing vehicle speed data is the 85th percentile speed, which is the speed at or below which 85 percent of the traffic is moving. This is the speed value that is typically used as a starting point in establishing speed limits. Table 1 shows the 85th percentile speeds that were observed at each monitoring location for the AM peak hour, mid-day time period, and PM peak hour. On Main Street between Imperial Avenue and Maple Avenue, for example, the 85 percentile speed was 30 mph during the AM peak hour, 32 mph for mid-day, and 32 mph for the PM peak hour. As the speed limit on Main Street is 25 mph, the 85th percentile speeds range from 5 to 7 mph over the speed limit on this segment of Main Street.

<table>
<thead>
<tr>
<th>Street/Location</th>
<th>Speed Limit (mph)</th>
<th>85th Percentile Speed (mph)</th>
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<tr>
<td></td>
<td>AM Peak Hour</td>
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<td>Main Street</td>
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<td>31</td>
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</tbody>
</table>

Note: AM peak hour is 7:00 to 8:00, mid-day is 10:00 to 11:00, and PM peak hour is 5:00 to 6:00.

Table 1 indicates that the 85th percentile speeds on these three streets are generally higher than the speed limit by values that range from one mph over the speed limit (Mariposa Avenue between Main Street and Sheldon Street) to 7 mph over the speed limit (Main Street between Imperial Avenue and Maple Street and Mariposa Avenue between California Street and Washington Street).
While the 85th percentile speeds shown in Table 1 are not indicative of a speeding problem, the speed data were also reviewed to identify the 96th to 100th percentile speeds. These are the travel speeds that were observed for the highest five percent of the vehicles that were surveyed. The 96th to 100th percentile speeds that were observed at each monitoring location are shown in Table 2 for the AM peak hour, mid-day, and PM peak hour.

The numbers shown in bold in Table 2 highlight the locations where the top travel speeds that were observed are 15 mph or more above the posted speed limit. The locations with the most blatant abuse of speed (i.e., speeds that are at least 20 mph above the speed limit) are Grand Avenue between Kansas Street and PCH, which had a car traveling 55 mph in a 35 mph speed zone, and Mariposa Avenue between California Street and Washington Street, which had a car traveling 48 mph in a 25 mph speed zone. In addition, Main Street between Imperial Avenue and Maple Avenue, Grand Avenue between Eucalyptus Drive and Lomita Street, and Mariposa Avenue between Sheldon Street and Center Street had vehicles traveling 19 mph over the speed limit.

### TABLE 2

**VEHICLE SPEED DATA – 96TH TO 100TH PERCENTILE SPEEDS**

<table>
<thead>
<tr>
<th>Street/Location</th>
<th>Speed Limit (mph)</th>
<th>96th to 100th Percentile Speeds (mph)</th>
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</table>

Note: AM peak hour is 7:00 to 8:00, mid-day is 10:00 to 11:00, and PM peak hour is 5:00 to 6:00.

The primary findings of the speed survey are that most of the motorists on the three study area streets are driving at reasonable speeds, as represented by the fact that the 85th percentile speeds range from 1 to 7 mph over the speed limits. Excessive speeding behavior was observed, however, for about 5 percent of the motorists, as represented by the travel speeds shown in bold in Table 2. These 96th to 100th percentile motorists are the ones that are observed as “excessive speeders” and are generally the cause of the safety issues associated with speeding vehicles.
III. PEDESTRIAN CROSSING COUNTS

Pedestrian counts were taken at three to four locations on each of the three study area streets to quantify the number of pedestrians crossing the street during the AM and PM peak periods. The pedestrian crossings were monitored in May and June, 2018, on days when schools were in session. The PM peak hour for the locations near schools represented the afternoon dismissal times (i.e., 2:30 to 3:30 PM), while the PM peak hour for the non-school locations represented the afternoon commuter peak (i.e., 5:00 to 6:00 PM).

The survey locations that were selected are generally locations where pedestrians cross the street without the benefit of a traffic signal or multi-way stop signs. The exceptions are the Grand Avenue/Center Street and Mariposa Avenue/Center Street intersections, which have 4-way stop signs. These two intersections were monitored because they are near the Center Street Elementary School and the El Segundo Middle School.

The eleven locations where pedestrian counts were taken are shown on Figure 4 in Appendix A. The number of pedestrians per hour that crossed the street at each of the monitoring locations are shown in Table 3 for the AM and PM peak hours.

**TABLE 3**

<table>
<thead>
<tr>
<th>Street/Location</th>
<th>Number of Pedestrians Crossing (per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AM Peak Hour</td>
</tr>
<tr>
<td>Main Street</td>
<td></td>
</tr>
<tr>
<td>At Walnut Avenue</td>
<td>5</td>
</tr>
<tr>
<td>At Oak Avenue*</td>
<td>14</td>
</tr>
<tr>
<td>Between Holly Avenue &amp; Grand Avenue (midblock)</td>
<td>19</td>
</tr>
<tr>
<td>Between Franklin Ave &amp; El Segundo Blvd (midblock)</td>
<td>5</td>
</tr>
<tr>
<td>Grand Avenue</td>
<td></td>
</tr>
<tr>
<td>At Arena Street</td>
<td>10</td>
</tr>
<tr>
<td>At Sierra Street</td>
<td>6</td>
</tr>
<tr>
<td>At Center Street*</td>
<td>5</td>
</tr>
<tr>
<td>Crossing Center Street*</td>
<td>24</td>
</tr>
<tr>
<td>At California Street</td>
<td>8</td>
</tr>
<tr>
<td>Mariposa Avenue</td>
<td></td>
</tr>
<tr>
<td>At Standard Street*</td>
<td>21</td>
</tr>
<tr>
<td>At Center Street*</td>
<td>22</td>
</tr>
<tr>
<td>At Illinois Street</td>
<td>7</td>
</tr>
</tbody>
</table>

* Represents locations that are adjacent to or near a school.

Table 3 indicates that the locations with a relatively high concentration of pedestrian crossings are Main Street at Oak Avenue (near El Segundo High School), Main Street between Holly Avenue and Grand Avenue (a midblock crosswalk at City Hall), Grand Avenue at Arena Street (near a skate park and teen center), Grand Avenue at Center Street (near El Segundo Middle
School), Mariposa Avenue at Standard Street (at El Segundo High School), and Mariposa Avenue at Center Street (near Center Street Elementary School).

The Main Street/Oak Avenue, Main Street/City Hall, Grand Avenue/Arena Street, and Mariposa Avenue/Standard Street locations have uncontrolled crosswalks where the pedestrians do not have the benefit of a stop sign or traffic signal to facilitate the crossing movements.
IV. COLLISION STATISTICS

Collision statistics were provided by the El Segundo Police Department for the three study area street segments. The data represent the reported collisions for the time period extending from January 2014 to mid-June 2018. The printout of the traffic collision report is provided in Appendix B.

A summary of the collision data is provided in Table 4, which shows the total number of collisions, the number of pedestrian-related collisions, the number of collisions involving bicycles, and the collisions resulting in a fatality. The collision statistics are provided for three segments each for the three study area streets.

As shown, there were 89 reported collisions on Main Street during the 4½-year time period, which includes 2 pedestrian-related incidents. On Grand Avenue, there were 63 reported collisions, including 2 pedestrian-related incidents and 2 incidents involving bicycles. On Mariposa Avenue, there were 50 collisions, which includes 4 pedestrian-related incidents and 1 incident involving a bicycle. There were no collisions resulting in a fatality.

**TABLE 4**

<table>
<thead>
<tr>
<th>Street/Location</th>
<th>Number of Collisions (2014-2018)</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>Pedestrian</td>
<td>Bicycle</td>
<td>Fatal</td>
</tr>
<tr>
<td>Main Street</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Imperial Avenue to Maple Avenue</td>
<td>28</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>From Maple Avenue to Pine Avenue</td>
<td>22</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>From Pine Avenue to El Segundo Blvd</td>
<td>39</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>89</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grand Avenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Loma Vista Street to Main Street</td>
<td>8</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>From Main Street to Center Street</td>
<td>32</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>From Center Street to Pacific Coast Hwy</td>
<td>23</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>63</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Mariposa Avenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Main Street to Sheldon Street</td>
<td>15</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>From Sheldon Street to Center Street</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>From Center Street to Pacific Coast Hwy</td>
<td>26</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>50</td>
<td>4</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Overall, the segment of Main Street with the highest number of collisions is the southern segment between Pine Avenue and El Segundo Boulevard, which is the downtown area. It had 39 reported collisions. The segment of Grand Avenue with the highest number of collisions is the middle segment between Main Street and Center Street, which had 32 reported collisions. The segment of Mariposa Avenue with the highest number of collisions is the eastern end between Center Street and PCH, which had 26 reported collisions. It should be noted that the collision totals shown for Grand Avenue and Mariposa Avenue in Table 4 are lower than the
numbers shown on the collision report provided by the El Segundo Police Department because the Police Department printout included collisions that occurred on PCH (Sepulveda Boulevard) near Grand Avenue and Mariposa Avenue, which are not a component of this analysis.

The locations of the collisions involving pedestrians and bicycles are provided below.

**Locations of Pedestrian-Related Collisions**

- Mariposa Avenue at PCH
- Main Street at Pine Avenue
- Grand Avenue at Indiana Street
- Mariposa Avenue at Eucalyptus Drive
- Grand Avenue at Loma Vista Street
- 300 Block of Main Street
- 200 Block of Mariposa Avenue
- 100 Block of Mariposa Avenue

**Locations of Collisions involving Bicycles**

- Mariposa Avenue at Indiana Street
- Grand Avenue at Sheldon Street
- Grand Avenue at Main Street

An overview of the reported collisions was conducted to determine if any of these streets would be considered as high-accident locations. This was accomplished by calculating the annual average number of collisions per million vehicle-miles of travel for each street, which is a standard measurement for collision statistics. The calculations were conducted by using the number of collisions, the time period addressed (4.5 years), the length of the street segments, and the average daily traffic volumes on each street. The results are as follows:

- **Main Street:** 3.37 collisions per million vehicle-miles of travel
- **Grand Avenue:** 3.60 collisions per million vehicle-miles of travel
- **Mariposa Avenue:** 5.14 collisions per million vehicle-miles of travel

This level of collision experience is not indicative of a severe safety issue as the values represent the number of collisions per million miles of travel. Another measure that is typically used to identify high collision locations is the threshold of five accidents per year at a single location. A review of the Police Department’s collision statistics indicates that there are no locations on the three study area streets where five or more accidents have been reported within a one-year period. It is concluded, therefore, that the collision history on the three streets is not indicative of a critical safety problem.
V.
SUMMARY OF FINDINGS AND RECOMMENDATIONS

A comprehensive review of the study area street segments with regard to the pedestrian crossing locations and the geographical distribution of the collision data indicate that there are several focus areas relative to traffic and pedestrian safety. For purposes of this study, focus areas are defined as locations where one or more of the analysis criteria were observed to be excessive relative to pedestrian concentrations and/or collision history. The focus areas that were identified based on this methodology are listed in Table 5.

<table>
<thead>
<tr>
<th>Safety Focus Area Locations</th>
<th>Criteria to Identify Focus Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Street at Oak Avenue</td>
<td>Pedestrian Crossings</td>
</tr>
<tr>
<td>Main Street from Holly Avenue to Grand Avenue</td>
<td>Pedestrian Crossings, Collision History, Pedestrian Collision, &amp; Bike Collision</td>
</tr>
<tr>
<td>Grand Avenue from Arena Street to Sheldon Street</td>
<td>Collision History, Pedestrian Crossings, &amp; Bike Collision</td>
</tr>
<tr>
<td>Grand Avenue from Illinois Street to Indiana Street</td>
<td>Collision History &amp; Pedestrian Collision</td>
</tr>
<tr>
<td>Mariposa Avenue from Main Street to Eucalyptus Drive</td>
<td>Pedestrian Crossings &amp; Pedestrian Collisions</td>
</tr>
</tbody>
</table>

While the study area streets are not excessively problematic relative to vehicle speeds and collision history, these focus areas were evaluated to identify potential improvement measures that could be taken to maintain the City of El Segundo’s high standards regarding public health and safety. The potential safety improvement measures are outlined below.

Toolbox of Potential Safety Improvement/Traffic Calming Measures

There are various measures that could potentially be implemented in an effort to reduce travel speeds and enhance safety along the study area street segments and at the focus areas outlined above in particular. The toolbox of safety improvements/traffic calming measures includes the following:

High Visibility Ladder Crosswalks – Replace the conventional crosswalks that have two parallel lines crossing the street with high visibility ladder crosswalks that have the two parallel lines as well as wide lines within the crosswalk that run perpendicular to the outside lines to improve the visibility of the crosswalks for motorists.

Median Islands – Install median islands at midblock locations to decrease the effective width of the travel lanes and thereby serve as a traffic calming device to reduce travel speeds.

Traffic Circles – Install small traffic circles in the center of unsignalized intersections to serve as traffic calming devices to reduce travel speeds through the intersections.
Install Flashing Lights at Crosswalks – Install flashing yellow lights at the uncontrolled crosswalks to inform motorists of the presence of the painted crosswalks. The flashing lights could be installed as supplemental beacons on top of the standard pedestrian crossing warning signs or the conventional signs could be replaced with a row of small flashing lights along the perimeter of the warning signs.

Bulb-Outs at Intersections – Install curb extensions at intersections to decrease the width of the travelled way, which would serve as a traffic calming device to reduce travel speeds, and reduce the walking distance for pedestrians crossing the street.

In-Pavement Lighting – Install flashing lights in the pavement along the alignment of the crosswalk lines to enhance the visibility of the crosswalks and more effectively notify motorists of the presence of the crosswalks. The flashing lights could be activated with pedestrian push buttons or with automatic pedestrian detectors.

Vehicle Speed Feedback Signs – Install electronic signs that use a radar device to measure the speed of oncoming vehicles and then display the speeds to the motorists to inform them of their travel speeds. The signs can be programmed to flash or blink when travel speeds are excessive.

<table>
<thead>
<tr>
<th>Locations</th>
<th>Recommended Improvements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Street at Oak Avenue</td>
<td>Install high visibility ladder crosswalks at the Main Street/Oak Avenue intersection and flashing beacons on top of crosswalk warning signs on Main Street</td>
</tr>
<tr>
<td>Main Street from Holly Avenue to Grand Avenue</td>
<td>None. The City of El Segundo has already installed in-pavement lights at the crosswalk</td>
</tr>
<tr>
<td>Grand Avenue from Arena Street to Sheldon Street</td>
<td>Install high visibility ladder crosswalks and flashing beacons on top of the crosswalk warning signs at the Arena Street and Sheldon Street crosswalks. Install vehicle speed feedback signs on Grand Avenue.</td>
</tr>
<tr>
<td>Grand Avenue from Illinois Street to Indiana Street</td>
<td>Install vehicle speed feedback signs on Grand Avenue</td>
</tr>
<tr>
<td>Mariposa Avenue from Main Street to Eucalyptus Drive</td>
<td>Install high visibility ladder crosswalks at the Mariposa Avenue/Standard Street intersection.</td>
</tr>
</tbody>
</table>

The recommended improvements outlined in Table 6 are focused specifically on the focus area locations that were identified previously. In addition, high visibility ladder crosswalks should be considered at all locations that currently have a conventional two-line crosswalk at uncontrolled locations (i.e., no traffic signal or stop sign at the crosswalk) and vehicle speed feedback signs should be considered for use at all of the locations that were shown to have some drivers operating at excessive speeds.

Other somewhat questionable measures that are often used by cities to control speeding are speed humps and stop signs. Speed humps are not recommended for the three study area streets because these streets are designated as collector and arterial streets. Guidelines for speed hump
installations generally state that speed humps should be used on local streets and are not to be used on collector or arterial streets because the speed humps would have a negative impact on response times for emergency vehicles (police, fire, and paramedic vehicles), which routinely use these streets as travel routes.

With regard to stop signs, the California Manual on Uniform Traffic Control Devices states that stop signs should not be used for speed control. The objective of a stop sign is to establish right-of-way priorities for motorists. Stop signs should be installed only if they are shown to be needed by a warrant analysis. As a result of this study, there are no locations that have been deemed to require a warrant analysis for additional stop signs.
APPENDIX A

FIGURES
FIGURE 1
LOCATION MAP

EL SEGUNDO TRAFFIC AND PEDESTRIAN SAFETY STUDY
MAIN STREET, GRAND AVENUE, AND MARIPOSA AVENUE
FIGURE 2
EXISTING TRAFFIC CONTROL FEATURES
MAIN STREET, GRAND AVENUE AND MARIPOSA AVENUE

- TRAFFIC SIGNAL
- 4-WAY STOP SIGNS
- PAINTED CROSSWALK
FIGURE 3
SPEED SURVEY LOCATIONS

EL SEGUNDO TRAFFIC AND PEDESTRIAN SAFETY STUDY
MAIN STREET, GRAND AVENUE, AND MARIPOSA AVENUE
FIGURE 4
PEDESTRIAN COUNT LOCATIONS

EL SEGUNDO TRAFFIC AND PEDESTRIAN SAFETY STUDY
MAIN STREET, GRAND AVENUE, AND MARIPOSA AVENUE
APPENDIX B

COLLISION DATA

FROM EL SEGUNDO POLICE DEPARTMENT
TRAFFIC COLLISION REPORT – FOR SELECTED AREAS

CATEGORY: TRAFFIC COLLISIONS
LOCATIONS: MAIN STREET (BETWEEN EL SEGUNDO BLVD – IMPERIAL AVENUE)
GRAND AVENUE (BETWEEN PACIFIC COAST HWY – LOMA VISTA ST)
MARIPOSA AVENUE (BETWEEN PACIFIC COAST HWY – MAIN ST)
LEVEL: MOST FREQUENT COLLISIONS
JURISDICTION: CITY OF EL SEGUNDO

TRAFFIC COLLISION TOTALS BY SELECTED LOCATIONS

GRAND AV (PCH TO LOMA VISTA ST) 79
MARIPOSA AV (PCH TO MAIN ST) 84
MAIN ST (EL SEGUNDO BL TO IMPERIAL AV) 89

MOST FREQUENT TRAFFIC COLLISIONS

600-630 N SEPULVEDA BL
E MARIPOSA AV/N SEPULVEDA BL
500 N SEPULVEDA BL
800-900 BLK MAIN ST
300-BLK MAIN ST
E GRAND AV/N SEPULVEDA BL
E IMPERIAL AV/MAIN ST
1900-BLK E GRAND AV
W GRAND AV/MAIN ST
TRAFFIC COLLISION REPORT – FOR SELECTED AREAS

TRAFFIC COLLISIONS BY TYPE

- TC DUI: 18
- TC HIT & RUN: 75
- TC WITH INJURIES: 65
- TC PROPERTY DAMAGES: 57
- TC PEDESTRIAN: 10
- TC BICYCLE: 3
- TC CITY PROPERTY: 23
- TC FATAL: 1

MAP: MAIN STREET

LOCATION:
MAIN ST
(BTW EL SEGUNDO-IMPERIAL)

REPORTED PERIOD:
2014/2015/2016/2017/2018(YTD)

CATEGORY: RMS - REPORTED TRAFFIC COLLISION INCLUDING DUI/HIT & RUN

TRAFFIC COLLISION

SELECTED LOCATION
TRAFFIC COLLISION REPORT – FOR SELECTED AREAS

TIME OF DAY

![Time of Day Graph]

DAY OF WEEK

![Day of Week Graph]

MONTH OF YEAR

![Month of Year Graph]
MAP: GRAND AVENUE

TIME OF DAY
TRAFFIC COLLISION REPORT – FOR SELECTED AREAS

DAY OF WEEK

MONTH OF YEAR
EL SEGUNDO POLICE DEPARTMENT

TRAFFIC COLLISION REPORT – FOR SELECTED AREAS

MAP: MARIPOSA AVENUE

EL SEGUNDO POLICE DEPARTMENT

TRAFFIC COLLISION

STATISTICAL REPORT

LOCATION:
MARIPOSA AVENUE
(BTW PCH - MAIN ST)

REPORTED PERIOD:
2014/2015/2016/2017/2018(YTD)

CATEGORY: RMS - REPORTED
TRAFFIC COLLISION
INCLUDING DUI/HIT & RUN

TIME OF DAY

The Omega Group

Page 6 of 13 6/20/2018 RECORDS/EJ
TRAFFIC COLLISION REPORT – FOR SELECTED AREAS
DAY OF WEEK

MONTH OF YEAR

DATA SOURCE: RMS – TRAFFIC COLLISION REPORTS

<table>
<thead>
<tr>
<th>RPT No</th>
<th>LOCATION</th>
<th>#</th>
<th>DATE</th>
<th>TIME</th>
<th>OFFENSE</th>
<th>DESCRIPTION</th>
<th>RD</th>
<th>OFCR</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-0219</td>
<td>INDIANA ST/E MARIPOSA AV</td>
<td></td>
<td>01/22/2014</td>
<td>14:24:37</td>
<td>TC BICYCLE</td>
<td>TC BICYCLE INJURY</td>
<td>E209</td>
<td>30453</td>
</tr>
<tr>
<td>14-0379</td>
<td>E GRAND AV/SHELDON ST</td>
<td></td>
<td>02/06/2014</td>
<td>14:24:37</td>
<td>TC BICYCLE</td>
<td>TC BICYCLE INJURY</td>
<td>E113</td>
<td>30602</td>
</tr>
<tr>
<td>17-1370</td>
<td>W GRAND AV/MAIN ST</td>
<td></td>
<td>05/08/2017</td>
<td>16:43:16</td>
<td>TC BICYCLE</td>
<td>TC BICYCLE INJURY</td>
<td>E113</td>
<td>30467</td>
</tr>
<tr>
<td>14-0467</td>
<td>MAIN ST/E MARIPOSA AV</td>
<td></td>
<td>02/15/2014</td>
<td>12:15:36</td>
<td>TC CITY PR</td>
<td>TC CITY PROPERTY</td>
<td>E108</td>
<td>30437</td>
</tr>
<tr>
<td>14-1222</td>
<td>348 MAIN ST</td>
<td></td>
<td>05/09/2014</td>
<td>12:43:56</td>
<td>TC CITY PR</td>
<td>TC CITY PROPERTY</td>
<td>E111</td>
<td>30495</td>
</tr>
<tr>
<td>14-1508</td>
<td>803 N SEPULVEDA BL</td>
<td></td>
<td>06/04/2014</td>
<td>16:17:30</td>
<td>TC CITY PR</td>
<td>TC CITY PROPERTY</td>
<td>E210</td>
<td>30453</td>
</tr>
<tr>
<td>14-1588</td>
<td>500 N SEPULVEDA BL</td>
<td></td>
<td>06/12/2014</td>
<td>21:55:04</td>
<td>TC CITY PR</td>
<td>TC CITY PROPERTY</td>
<td>E308</td>
<td>30483</td>
</tr>
<tr>
<td>14-1917</td>
<td>348 MAIN ST</td>
<td></td>
<td>07/18/2014</td>
<td>16:50:09</td>
<td>TC CITY PR</td>
<td>TC CITY PROPERTY</td>
<td>E111</td>
<td>30507</td>
</tr>
<tr>
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<td>LOCATION</td>
<td>#</td>
<td>DATE</td>
<td>TIME</td>
<td>OFFENSE</td>
<td>DESCRIPTION</td>
<td>RD</td>
<td>OFCR</td>
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</tr>
<tr>
<td>15-0236</td>
<td>N SEPULVEDA BUE MARIPOSA AV</td>
<td>01/28/2015</td>
<td>20:57:54</td>
<td>TC FATAL</td>
<td>TC FATAL</td>
<td>E210</td>
<td>30492</td>
<td></td>
</tr>
<tr>
<td>14-0014</td>
<td>E GRAND AV/N SEPULVEDA BL</td>
<td>01/03/2014</td>
<td>07:31:17</td>
<td>TC NON INJ</td>
<td>TC PROP DAMAGE</td>
<td>E12</td>
<td>30504</td>
<td></td>
</tr>
<tr>
<td>14-0066</td>
<td>310 E GRAND AV</td>
<td>01/08/2014</td>
<td>18:49:33</td>
<td>TC NON INJ</td>
<td>TC PROP DAMAGE</td>
<td>E13</td>
<td>30492</td>
<td></td>
</tr>
<tr>
<td>14-0200</td>
<td>E IMPERIAL AV/MAIN ST</td>
<td>01/21/2014</td>
<td>05:49:44</td>
<td>TC NON INJ</td>
<td>TC PROP DAMAGE</td>
<td>E10</td>
<td>30495</td>
<td></td>
</tr>
<tr>
<td>14-0382</td>
<td>1000-BLK E MARIPOSA AV</td>
<td>02/07/2014</td>
<td>07:41:04</td>
<td>TC NON INJ</td>
<td>TC PROP DAMAGE</td>
<td>E20</td>
<td>30495</td>
<td></td>
</tr>
<tr>
<td>14-0703</td>
<td>1400 E GRAND AV</td>
<td>03/10/2014</td>
<td>16:23:14</td>
<td>TC NON INJ</td>
<td>TC PROP DAMAGE</td>
<td>E21</td>
<td>30453</td>
<td></td>
</tr>
<tr>
<td>14-0913</td>
<td>500-BLK N SEPULVEDA BL</td>
<td>04/02/2014</td>
<td>08:03:22</td>
<td>TC NON INJ</td>
<td>TC PROP DAMAGE</td>
<td>E30</td>
<td>30453</td>
<td></td>
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<tr>
<td>14-1346</td>
<td>CENTER ST/E MARIPOSA AV</td>
<td>05/22/2014</td>
<td>15:11:29</td>
<td>TC NON INJ</td>
<td>TC PROP DAMAGE</td>
<td>E20</td>
<td>30497</td>
<td></td>
</tr>
<tr>
<td>14-1356</td>
<td>100 E GRAND AV</td>
<td>05/23/2014</td>
<td>13:28:19</td>
<td>TC NON INJ</td>
<td>TC PROP DAMAGE</td>
<td>E13</td>
<td>30472</td>
<td></td>
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<tr>
<td>14-1558</td>
<td>506 MAIN ST</td>
<td>06/10/2014</td>
<td>20:45:54</td>
<td>TC NON INJ</td>
<td>TC PROP DAMAGE</td>
<td>E10</td>
<td>30414</td>
<td></td>
</tr>
<tr>
<td>14-1660</td>
<td>919 MAIN ST</td>
<td>06/21/2014</td>
<td>16:18:39</td>
<td>TC NON INJ</td>
<td>TC PROP DAMAGE</td>
<td>E10</td>
<td>30497</td>
<td></td>
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AGENDA DESCRIPTION:
Consideration and possible action to direct staff to enter into negotiations for an exclusive franchise to EDCO Waste & Recycling Services (EDCO) to provide residential and municipal solid waste hauling services. (Fiscal Impact: est. $7,620,000 over 7 years)

RECOMMENDED COUNCIL ACTION:
1. Direct staff to enter into negotiations with EDCO for an exclusive 7-year franchise agreement in a form approved by the City Attorney, with annual estimated cost of $1,088,530; or,
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
EDCO Differentiators

FISCAL IMPACT: Included in Adopted Budget
Amount Budgeted: $920,000
Additional Appropriation: N/A
Account Number(s): 001-400-4206-6206

ORIGINATED BY: Ken Berkman, Public Works Director
REVIEWED BY: Mark Hensley, City Attorney
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
At the July 17, 2018 meeting, the City Council directed staff to proceed with a Request for Proposals (RFP) process to procure the next Residential Solid Waste Collections services provider, as well as a Proposition 218 process that would require eligible residential dwellings to pay a maximum of $20 per month for the services. Additionally, Council directed staff to include both manual and automated services as base bid options, and to exclude 3- and 4-unit multi-family complexes from the services, in accordance with the City’s municipal code which requires the City to provide refuse service to “single-family and two-family unit residences, not including condominiums or stock cooperatives”. Council also authorized a month-to-month extension of Republic’s contract for up to six months at a rate of $16.55 per month per eligible dwelling, which will expire on April 30, 2019.

At the Sept 4, 2018 meeting, Council approved the scope of services to be included in the Residential Solid Waste Collection RFP and authorized staff to seek bids. The services included the following:
Automated Collections Bid

Base Bid Items:
- Weekly collection of Trash, Recyclables, and Green Waste with hauler-provided carts
- Four bulky item pick-ups per year (Six items per pickup maximum)
- Holiday tree collection
- Abandoned item collection in public right-of-way
- Five City-sponsored events/year*
- Outreach and education
- Two annual cleanup weeks for bulky items (Alternate Bid)
- Two annual document shredding events (Alternate Bid)

* 4th of July Fireworks Show, Concerts in the Park, Hometown Fair, Richmond St. Fair, Holiday Parade

Manual Collections Bid

Base Bid Items:
- Weekly unlimited waste - residents provide containers
- Weekly unlimited green waste – residents provide containers
- Weekly Unlimited recyclables - hauler provides 1-32 or 2-16 gallon containers, or equivalent
- Four bulky item pick-ups per year (Six items per pickup maximum)
- Holiday tree collection
- Abandoned item collection in public right-of-way
- Five City-sponsored events/year (as noted above)
- Outreach and education
- Two annual cleanup weeks for bulky items (Alternate Bid)
- Two annual document shredding events (Alternate Bid)

Proposal and Interview Evaluation Process

On November 7, 2018, staff received four (4) responsive proposals from qualified companies:

- Athens Services
- EDCO Waste & Recycling Services
- Republic Services
- Waste Management

A panel consisting of the Public Works Director, Finance Director, General Services Manager (Public Works), Senior Management Analyst (Public Works), and the City’s Solid Waste Program Manager (Vice President) from SCS Engineers reviewed each of the proposals and evaluated them based upon a series of 33 questions specifically related to each of the key criteria of the RFP.
The results of the proposal evaluation process were as follows:

<table>
<thead>
<tr>
<th>Rater</th>
<th>EDCO</th>
<th>WM</th>
<th>RSI</th>
<th>ATHENS</th>
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Given the scoring spread, the panel invited the top three ranked proposers to continue on to the interview phase; EDCO, Waste Management, and Republic Services.

Interviews were conducted by the same panel members on November 29, 2018 in City Hall, with the addition of the City Manager. They consisted of a 15-minute presentation by the proposing team followed by a series of six questions asked of all proposers. The last portion of the interview consisted of questions by panel members specific to the company’s proposal itself or follow up questions on the answers received.

At the conclusion of the interview process, the ranking of the proposers remained the same, including Rater 1 revising their ranking to also have EDCO as the top ranked firm.

Costs

The proposers completed a series of pre-populated Cost Proposal Excel spreadsheets that were provided to them once they indicated to staff they were interested in responding to the RFP. The results, which included the alternate bids, were as follows:

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<th>Manual</th>
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Recommendation

El Segundo is the only city in LA County that uses curbside, manual collection for its solid waste. There is no legal requirement to provide automated services; however, when compared to manual service, automated services are more effective, efficient, cleaner, will inherently encourage residents to reduce their waste stream, and will provide a specific green waste container that can also accept organic material (food waste). The automated system will also facilitate compliance with the State’s solid waste regulations that are managed by the California Department of Resources, Recycling, and Recovery (CalRecycle).
The lack of a residential green waste program was identified as a “gap” in the City’s Solid Waste Program by CalRecycle, who placed the City in its Jurisdictional Compliance Unit. Currently, residents can dispose of green waste by self-hauling to a container located in the Public Works Yard. Providing green waste curbside service will address that “gap” and allow the City to more accurately report on residential green waste disposal. Organics regulations have been passed into law by the State for multi-family properties of five or more. Food waste regulations are expected to eventually impact single-family residential units in the future. Having an established automated green and organics waste collection program will assist the City in regaining compliance status with CalRecycle.

The Environmental Committee is fully supportive of automated services.

For these reasons, coupled with the fact that the automated services bids provided the greatest value to the City, staff is recommending switching to automated services for this Franchise Agreement. Furthermore, based upon the rankings of the panel, staff is seeking Council’s authorization to enter into negotiations with EDCO to be the service provider.

A spreadsheet is attached that highlights the key differentiators that set EDCO apart from the other haulers, based upon the panel’s review of the proposals and the interviews. The key differentiator categories were based upon the RFP requirements, and included collection services, CalRecycle compliance, transition plan, applicable experience, customer service, and cost, among others.

With Council’s authorization, staff will immediately commence negotiations with EDCO, and return to Council in February seeking approval of the Franchise Agreement.

EDCO provided a detailed draft schedule in their proposal demonstrating a path from agreement execution through and beyond the anticipated May 1, 2019 service initiation date, which includes a very robust public outreach and education campaign, and staff will be sure to include the 3- and 4-unit dwellings that will no longer be eligible for the residential collections once the new services start.

Staff respectfully recommends the City Council direct staff to enter into negotiations for an exclusive franchise with EDCO Waste & Recycling Services (EDCO) to provide residential and municipal solid waste hauling services.
## EDCO DIFFERENTIATORS

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<tr>
<td>Weekly Solid Waste Collection</td>
<td>Conducted field reviews, used GIS system to propose 4-day collections, which eliminates Friday collections. Sweeping proposed for day after collections; will pay for all signage changes.</td>
</tr>
<tr>
<td></td>
<td>Invest in the latest clean-air technology (2017) Near Zero Renewable Natural Gas (RNG) trucks, which provide almost zero emissions of Nitrous Oxides (NOx). These vehicles meet the State’s 2023 NOx and 2031 petroleum reduction goals. RNG is produced from decomposed organic matter.</td>
</tr>
<tr>
<td></td>
<td>32- or 64-gallon carts can be substituted at no cost to the property owner.</td>
</tr>
<tr>
<td></td>
<td>Additional trash cart for each dwelling at no charge. Up to three additional recycling carts for each dwelling at no charge. Up to three additional organics carts for each dwelling at no charge.</td>
</tr>
<tr>
<td></td>
<td>Partnership with Food Finders to recover perishable, nonperishable and prepared foods.</td>
</tr>
<tr>
<td>Compliance with CalRecycle Regulations</td>
<td>Full compliance, with no disclaimers or potential requests for contract amendments. Executive Team includes a Sustainability Manager who will work directly with City staff to ensure all information and reporting is provided.</td>
</tr>
<tr>
<td></td>
<td>Diversion – EDCO does not own any landfills, so they are committed to recycling and reducing the waste stream. Their plan estimates increasing El Segundo’s diversion rate to 53.1%, without caveats, qualifiers, or additional costs.</td>
</tr>
<tr>
<td></td>
<td>Owns and operates the EDCO Recycling &amp; Transfer (ER&amp;T) facility in Signal Hill, under permit with LA County Department of Environmental Health and concurred with by CalRecycle. Five-year permit review process completed 2016.</td>
</tr>
</tbody>
</table>
## EDCO DIFFERENTIATORS

<table>
<thead>
<tr>
<th>RFP Requirement</th>
<th>Differentiator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulky Item Pickup</td>
<td>Primary goal to ensure materials do not go to landfills, by distributing reusable items such as sofas and mattresses to various charities and non-profits.</td>
</tr>
<tr>
<td>City Sponsored Events</td>
<td>Will provide public education to promote reduce, reuse, recycle, as well as financial and personnel support.</td>
</tr>
<tr>
<td>Bi-Annual Clean Up Weeks and Shredding Events</td>
<td>Will provide free mulch to residents.</td>
</tr>
<tr>
<td>Billing</td>
<td>Only hauler with combined property owner and agency billing experience.</td>
</tr>
<tr>
<td>Transition Plan</td>
<td>Meet with City staff weekly upon Franchise Agreement approval by Council. Two new RNG trucks are ready for our anticipated start date.</td>
</tr>
<tr>
<td></td>
<td>Already determined draft routing plans with field reviews and GIS software. All parking restriction signage replaced at zero cost to City, as necessary for new routing.</td>
</tr>
<tr>
<td></td>
<td>At least six public workshops, as well as presentations at service clubs, community events, as desired.</td>
</tr>
<tr>
<td></td>
<td>Hire and train additional drivers, with preference given to City residents and existing Republic drivers.</td>
</tr>
<tr>
<td></td>
<td>Drivers will have driven each route at least five times prior to service.</td>
</tr>
</tbody>
</table>
## EDCO DIFFERENTIATORS

<table>
<thead>
<tr>
<th>RFP Requirement</th>
<th>Differentiator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Applicable El Segundo Experience</td>
<td>Rancho Palos Verdes (2010) - Transition from another hauler for twice-weekly, manual, unlimited, residential solid waste collections to weekly, automated cart services. Over 45,000 cans replaced with carts.</td>
</tr>
<tr>
<td></td>
<td>La Mirada (2009) - Transition from another hauler for exclusive residential, commercial, and industrial services. Over 50,000 carts replaced.</td>
</tr>
<tr>
<td></td>
<td>Lakewood (2013; 2017) – Transition from manual service with no curbside recycling or greenwaste collection to fully automated collection. Over 30,000 carts.</td>
</tr>
<tr>
<td></td>
<td>City of Coronado (1993) – Transition from manual, unlimited, free residential service to automated, as well as combined billing of the property owners and the City. This combined billing protocol still exists today.</td>
</tr>
<tr>
<td></td>
<td><em>Proposed EDCO executive team members were directly responsible for the transitions noted above.</em></td>
</tr>
<tr>
<td></td>
<td>- Steve South, President and CEO</td>
</tr>
<tr>
<td></td>
<td>- Efrain Ramirez, Senior Vice President</td>
</tr>
<tr>
<td></td>
<td>- Mark Perumean, General Manager</td>
</tr>
<tr>
<td></td>
<td>- Marty Simonoff, Director of Public Affairs</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Direct text messaging communications for residents. If a customer is not ultimately satisfied, (s)he may speak to the President.</td>
</tr>
<tr>
<td></td>
<td>24-hour phone access with President/CEO; GM; and Director of Operations.</td>
</tr>
</tbody>
</table>
## EDCO DIFFERENTIATORS

<table>
<thead>
<tr>
<th>RFP Requirement</th>
<th>Differentiator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outreach and Education</td>
<td>Dedicated internal team to promote recycling. General Manager, Director of Communications, Sustainability Manager, and Field Representative will meet with City staff quarterly to coordinate outreach materials and strategy. City-specific website at edcdisposal.com, including service day map and residential “diversion calculator”. Committed to staffing a booth at City events to distribute educational materials. No additional costs; included in proposal.</td>
</tr>
<tr>
<td>Cost</td>
<td>Lowest cost by approximately $10,000 per year under 3rd ranked proposer and $134,000/year under 2nd ranked proposer.</td>
</tr>
</tbody>
</table>
AGENDA DESCRIPTION:
Consideration and possible action to review and approve the three-year strategic plan and the associated work plan (FY 2019 through 2021). (Fiscal Impact $0)

RECOMMENDED COUNCIL ACTION:
1. City Council review and approve the three-year Strategic Plan and associated Work Plan (FY 2019 through 2021).
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
A. Three Year Strategic Plan  
B. The associated work plan and Key Performance Indicators (KPIs)

FISCAL IMPACT:

<table>
<thead>
<tr>
<th>Amount Budgeted:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Appropriation:</td>
<td>N/A</td>
</tr>
<tr>
<td>Account Number(s):</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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:

After adopting the City’s first three-year strategic plan in 2016, the City revisited the strategic planning process by holding its first strategic planning session on July 11, 2017. A second meeting was held on August 8, 2017. The community and staff were encouraged to attend and participate in the sessions. During these open sessions, City Council and staff discussed any changes to the goals and objectives that need to be revised or new ones added to the plan. Also discussed was the Council priorities for the next year. This analysis was used to help update the strategic plan document itself, as well as the associated work plan. Based on decisions at these planning sessions, the goals, objectives and activities were either confirmed or updated and incorporated into the strategic planning document.
The attached updated three-year strategic plan incorporates the direction City Council provided to staff during the 2018 strategic planning meetings. The strategic plan begins with a message from the City Manager and includes the following sections:

- Executive Summary
- Opportunities and Challenges Facing El Segundo
- Strategic Plan Components
- El Segundo Mission, Vision, Values and Culture
- Goals & Top Council Priorities

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 and Maintain Quality Infrastructure and Technology; and

Identifying these goals has enabled 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 updates on the KPIs. As such, the plan may be modified to ensure that stated goals are aligned with the needs of the community.

Further development of the KPIs will be explored through an ad-hoc committee which includes the City Manager, the executive team, and two Council Members. The first meeting is scheduled for December 20, 2018. This first meeting will include a discussion with the Chief Performance Officer from the City of Santa Monica and the advances that have been made towards incorporating KPIs into the everyday operation at the City of Santa Monica.

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 deliniated 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. 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.
City of El Segundo
City Council

Drew Boyles
Mayor

Carol Pirsztuk
Mayor Pro-Tem

Dr. Don Brann
Councilmember

Chris Pimentel
Councilmember

Scot Nicol
Councilmember
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A Message from the City Manager

Honorable Mayor Boyles, Members of the City Council and Valued Community Members of El Segundo:

We are pleased to present the City of El Segundo’s 2019-2021 Three-Year Strategic Plan. The plan serves as a roadmap for El Segundo’s vision as a “hub for innovation where big ideas take off.” The plan provides goals, objectives and strategies to help the City achieve this vision.

With this Strategic Plan, the City will continue its work toward making El Segundo the best place to live, work and visit. Our citizens and business community expect us to provide a high level of service while keeping the community safe at all times and by providing programs and services which enhance quality of life. As we implement the projects and programs outlined in this strategic plan, we will continue to work with our community to and build upon the partnerships we have established.

I look forward to being part of our progress in achieving the Council’s goals for El Segundo, and extend my personal appreciation to our executive team and staff for their hard work and commitment to completing this Three-Year Strategic Plan.

Respectfully,

Greg Carpenter
City of El Segundo City Manager
August 2018
Executive Summary

This strategic plan is a living document, featuring a comprehensive framework that can be adjusted based on the current needs of the community. It sets forth City Council priorities to be met by City staff. Staff provides periodic updates to the Council on the progress and performance of each goal. It is intended that the plan can 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 that will advance El Segundo as "a hub for innovation where big ideas take off." The goals and a brief description of what we are seeking to achieve by each goal are provided below.

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

**Goal 2: Support Community Safety and Preparedness**
- El Segundo is a safe and prepared community.

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

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

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

Specific objectives and activities have been identified in the strategic plan to support and achieve these five goals. To aid in implementation, an Action Plan Worksheet is utilized as a management tool for the strategic plan, which indicates the responsible departments and divisions for carrying out the goals, objectives and activities.
Opportunities and Challenges Facing El Segundo

The context for this Three-Year Strategic Plan is a series of opportunities and challenges facing the City of El Segundo. Both are briefly highlighted below.

**Opportunities**
- Attracting new technology businesses through access to land, employees and transportation
- Improving our downtown and supporting existing businesses
- Determining the future of the east side of the community
- Attracting young professionals and families to move into El Segundo

**Challenges**
- Growing pension liability
- Replacing outdated technology
- Growing infrastructure replacement and maintenance costs
- Planning for future development on east side of the community
- Engaging community more in emergency preparedness
- Recruiting and retaining employees in a tightening public sector job market
Strategic Plan Components

- Vision
- Mission
- Values
- Goals
- Priorities
- Objectives and Activities
- Key Performance Indicators
City of El Segundo
Mission, Vision, Values and Culture

Mission
Provide a great place to live, work and visit.

Vision
A hub for innovation where big ideas take off.

Values and Culture
El Segundo’s values define how we serve and manage our City. We practice
- Accountability
- Productivity
- Ethics Stewardship
- Service
- Challenging ourselves
- Continuous improvement and reflection

El Segundo strives to create a working culture of
- Innovation
- Support and recognition
- Leadership by example
- Proactive action
- Problem solving – getting to yes
Top Council Priorities for FY 2018-19

In June 2018, the City Council identified their priorities for FY 2018-19. Their top priorities for the year are shown below, by goal.

The full list of strategic plan activities are shown on subsequent pages of this document.

| Goal 1. Enhance Customer Service, Engagement, and Communications | Develop an effective strategy for improving communications with the public.  
|                                                               | Clarify roles and expectations of the Council, committees, boards, subcommittees and task forces.  
|                                                               | Strengthen relationships between Council, executives and staff. |
|                                                               | Increase community awareness of the need for preparedness; increase the number of people who are prepared for disaster and involved in CERT services we offer. |
| Goal 3. Develop as a Choice Employer and Workforce            | Develop a new approach to human resources that will position the City for being a choice employer and meeting future workforce needs. |
| Goal 4. Develop and Maintain Quality Infrastructure and Technology | Focus on improving City facilities through completing a needs assessment and making improvements.  
|                                                               | Successfully implement new technology as prioritized in the Technology Master Plan. |
| Goal 5. Champion Economic Development and Fiscal Sustainability | Advocate for the City’s interests regarding the impacts of LAX.  
|                                                               | Continue to implement a strategy to shrink pension liabilities.  
|                                                               | Continue on a sustainable financial path, solve future structural deficits and maintain reserves. |
Goals, Strategic Direction, Objectives, Planned Activities, and Key Performance Indicators

This section includes five broad goals, the Council's strategic direction for each goal and the full list of Council priority activities for FY 2018-19. This section includes other activities that are planned to be accomplished over the next three years. It also includes the key performance indicators (KPIs) for each of the goals.
Goal 1: Enhance Customer Service and Engagement

**Strategic Direction**

Our team of dedicated City staff are committed to creating an environment that supports our community and encourages people to be engaged. Staff are proactive problem solvers who understand the needs of our customers and offer innovative solutions to address underlying challenges. Information and outreach materials about our programs and services are designed to be accessible and easy-to-use.

**Objective 1A:** El Segundo provides unparalleled service to internal and external customers.
- City operations are unified and integrated.
- City services are convenient, efficient and user-friendly for all residents, businesses, and visitors.

**Tier 1 Priorities**

A. Develop an effective strategy for improving communications with the public.
B. Clarify roles and expectations of the Council, committees, boards, subcommittees and task forces.
C. Strengthen relationships between Council, executives and staff.

**Other Activities**

D. Streamline the contract policy for greater efficiency and effectiveness.
E. Develop and implement an operations and management plan for the new aquatics center.
F. Implement the business center for increased customer service and efficiency.
G. Develop options for expanding Library services.
H. Provide GIS software access to basic property information and relevant documents.

**Key Performance Indicators**

- Average time to process various plan check reviews (P&BS)
- Average time to process film permits (Finance)
- Monthly report on Resident/Business satisfaction surveys (CM)
- Turnaround time to process all City contracts (City Clerk)
Goal 1: Enhance Customer Service and Engagement

(Continued)

Objective 1B: El Segundo’s engagement with the community ensures excellence.

Other Activities
A. Obtain customer feedback, assess customer satisfaction and use it to improve services through surveys and other methods (e.g., annual resident and business survey, transactional and event questionnaires, and personal outreach throughout the year).
B. Proactively identify City successes and highlight them to the public.
C. Update the website and create a mobile app for full interface with the website.
D. Expand use of social media as communication tool.

Key Performance Indicators
- Quarterly status report to City Council on the strategic work plan (Finance)
- Annual report on Net Promoter Score for resident and business satisfaction surveys (Finance)
- Number of library users attending programs offered (Library)
- Enrollment in programs offered and event attendance (Rec/Park)
Goal 2: Support Community Safety and Preparedness

Strategic Direction
A prepared El Segundo is a safe El Segundo. We are actively preparing to be ready to respond as soon as possible during times of crisis. Our outcome-focused approach to reducing risk and crime is bolstered by detailed planning and accreditation efforts that help us recover from disasters while meeting industry standards.

Objective: El Segundo is a safe and prepared city.

Tier 1 Priorities
A. Implement strategies for recruitment and training of police officers.
B. Increase community awareness of the need for preparedness; increase the number of people who are prepared for disaster and involved in CERT services we offer.

Tier 2 Priority
C. Enhance the public safety in the City’s streets and sidewalks.

Other Activities
D. Initiate the fire accreditation process, to include a response coverage study.
E. Meet and where feasible exceed national standards for in-service training and employee development.
F. Establish and maintain a local all-hazard Incident Management Team (IMT).

Key Performance Indicators
✓ Monthly report on Crime Statistics (P.D.)
✓ Monthly report on Priority 1 response times (P.D.)
✓ Number of CERT members trained annually (F.D.)
✓ Average total response time – Fire and EMS calls (F.D.)
✓ Number of service calls per sworn FTEs (P.D. and F.D.)
Goal 3: Develop as a Choice Employer and Workforce

Strategic Direction
El Segundo’s ability to provide quality programs and services depends on our ability to attract and retain the best staff. We support our inspired and engaged workforce by encouraging innovation and celebrating success as well as through our robust and meaningful training and development programs that promote thoughtful succession planning for key positions.

Objective: El Segundo is a City employer of choice and consistently hiring for the future, with a workforce that is inspired, world-class and engaged, demonstrating increasing stability and innovation.

Tier 1 Priority
A. Develop a new approach to human resources that will position the City for being a choice employer and meeting future workforce needs.

Tier 2 Priorities
B. Complete current labor negotiations.
C. Improve our employees’ experience in our organization and enhance employee/management relations.
D. Conduct a review of part-time classifications and wages to ensure the City can attract and retain needed staff.
E. Fill vacant positions in order to provide needed services to the community.

Other Activities
F. Engage a third-party to conduct a Human Resources audit to identify best practices that will enable the City to become a choice employer.
G. Improve our attention on employee development and engagement (e.g., develop leadership bench-strength professional development plans, meaningful employee evaluations, succession planning).
H. Enhance employee safety and reduce accidents and costs.
I. Implement formal and informal methods of recognizing employees which are valued by the employees.

Key Performance Indicators
✓ Number of vacancies (H.R.)
✓ Vacancy rate citywide and by department (H.R.)
✓ Turnover percentage (H.R.)
✓ Applicant surveys (H.R.)
✓ Number of internal promotions (H.R.)
Goal 4: Develop and Maintain Quality Infrastructure and Technology

Strategic Direction
El Segundo’s small town charm is due in large part to our beautiful tree-lined streets, award-winning parks and well-maintained public facilities. Protecting and investing in our physical infrastructure assets is vital for the well-being of our community. We perform preventive maintenance and look for opportunities to enhance and replace existing assets to improve efficiency and safety.

Objective 4A: El Segundo’s physical infrastructure supports an appealing, safe and effective community.

Tier 1 Priority
A. Focus on improving City facilities through completing a needs assessment and making improvements.

Tier 2 Priority
B. Develop and deliver a multi-year capital improvement plan (CIP).

Other Activities
C. Develop a plan to utilize increased transportation funding.
D. Regularly assess Citywide facility needs meet safety standards and best practices.
E. Identify funding and commitment to future infrastructure needs.
F. Monitor the desalinization plant project of the water district.

Key Performance Indicators
✓ Quarterly report on status of capital improvement plan implementation (PW)
✓ Monthly report on number of pothole repairs and sidewalk repairs completed (PW)
Goal 4: Develop and Maintain Quality Infrastructure and Technology

(Continued)

Objective 4B: El Segundo’s technology supports effective, efficient, and proactive operations.

Tier 1 Priority
A. Successfully implement new technology as prioritized in the Technology Master Plan.

Tier 2 Priorities
B. Digitize document imaging of historical plans and records to aid in public accessibility.
C. Implement emergency operations center (EOC) software.

Other Activities
D. Use the full potential of software.
E. Implement paperless goals.
F. Install Wi-Fi in all critical City facilities.

Key Performance Indicators
✓ Status update of IS master plan implementation (IS)
✓ Number of online transactions conducted from residents, businesses and employees (Citywide/Finance to report)
✓ 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)
Goal 5: Champion Economic Development and Fiscal Sustainability

Strategic Direction
We promote economic growth through programs, public relations, marketing and communication strategies that promote the benefits of locating within El Segundo. Our modern office developments, low tax rates, highly skilled workforce and range of corporate office and manufacturing space make us uniquely poised to attract new companies. Our business friendly practices are balanced with dedication to ensuring our local government is financially sustainable. We are committed to maintaining a structurally balanced budget with appropriate reserve levels as we provide the highest quality services for our community, now and in the future. We champion financial transparency and accountability.

Objective 5A: El Segundo promotes economic growth and vitality for businesses and the community.

Tier 1 Priority
A. Advocate for the City’s interests regarding the impacts of LAX.

Tier 2 Priorities
B. Complete the golf course request for proposals process and determine the future of the property.
C. Implement the accessory dwelling unit ordinance, reflecting amendments as necessary.
D. Refine our focus on economic development to define who we want to attract and why.

Other Activities
E. Implement Downtown improvements and “re-imagine” the downtown, which includes downtown beautification, developing a vision for the downtown, promoting the downtown and creating a funding source for marketing the downtown.
F. Implement the economic development strategic plan in order to promote business attraction, retention of existing businesses, and industry diversification.
G. Conduct proactive outreach with existing businesses as part of the City’s business retention program.
H. Enhance new business attraction, marketing and branding efforts through public relations and advertising.
I. Launch hospitality and tourism marketing program.
J. Identify El Segundo’s advantages for employers and use that to inform marketing campaigns to attract new employers.

Key Performance Indicators
✓ Tracking of economic indicators and tax revenue annually (Econ Dev)
✓ Business retention, attraction, and satisfaction surveys (Econ Dev)
Goal 5: Champion Economic Development and Fiscal Sustainability

(Continued)

Objective 5B: El Segundo approaches its work in a financially strategic and responsible way.

Tier 1 Priorities
A. Continue to implement a strategy to shrink pension liabilities.
B. Continue on a sustainable financial path, solve future structural deficits and maintain reserves.

Tier 2 Priorities
C. Negotiate the trash contract, assess services, and determine how to pay for the services.
D. Identify new revenue options for operations and infrastructure.
E. Explore developing a strategy in collaboration with other cities to get relief from low property tax with the potential of working toward a future statewide ballot measure.
F. Create a development fee for the arts to help with economic development.
G. Review the business license tax to determine the appropriate level.
H. Evaluate creating a risk manager position to establish a coordinated program of management and reduction of costs associated with liability claims and workers’ compensation.

Other Activities
I. Conduct a water and sewer rate study to ensure adequacy of rates to support the water and sewer system.
J. Annual review of the City’s master fee schedule and cost recovery policy to support City programs and needs.

Key Performance Indicators
✓ Monthly OpenGov status reports on budget versus actuals (accessed via City website) (Finance)
✓ Quarterly status report to City Council on the strategic work plan progress (Finance)
✓ Investment policy compliance (Treasury)
This document contains all of the goals, objectives and activities in the current strategic plan. The status of each activity is shown. The items highlighted in green are the Priority Activities as determined by the Council in 2018.

<table>
<thead>
<tr>
<th>Goals and Activities</th>
<th>Responsible Department</th>
<th>Activity Completed/Underway in FY 2018-19</th>
<th>Activity delayed &amp; to be completed in 2019-20</th>
<th>Activity unattainable in 2019 or 2020; may need to modify</th>
<th>Status and Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOAL 1: Enhance Customer Service and Engagement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Develop an effective strategy for improving communications with the public</td>
<td>City Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Clarify roles and expectations of the Council, committees, boards, subcommittees and task forces</td>
<td>City Manager</td>
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</tr>
<tr>
<td>c. Strengthen relationships between Council, executives and staff</td>
<td>City Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Streamline the contract policy for greater efficiency and effectiveness</td>
<td>Finance/City Clerk</td>
<td></td>
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<tr>
<td>e. Develop and implement an operations and management plan for the new aquatics center</td>
<td>Rec/Parks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goals and Activities</td>
<td>Responsible Department</td>
<td>Activity Completed/ Underway in FY 2018-19</td>
<td>Activity delayed &amp; to be completed in 2019-20</td>
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<td>Status and Comments</td>
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<tr>
<td>f. Implement the business center for increased customer service and efficiency</td>
<td>Planning/BS</td>
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<tr>
<td>g. Develop options for expanding Library services</td>
<td>Library</td>
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<tr>
<td>h. Provide GIS software access to basic property information and relevant documents</td>
<td>IS</td>
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<tr>
<td><strong>Goal 1B: El Segundo’s engagement with the community ensures excellence.</strong></td>
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<td><strong>Other Activities</strong></td>
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<tr>
<td>a. Obtain customer feedback, assess customer satisfaction and use it to improve services through surveys and other methods (e.g., annual resident and business survey, transactional and event questionnaires, and personal outreach throughout the year)</td>
<td>Finance/City Manager</td>
<td></td>
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<tr>
<td>b. Proactively identify City successes and highlight them to the public</td>
<td>City Manager</td>
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<tr>
<td>c. Update the website and create a mobile app for full interface with the website</td>
<td>IS</td>
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<tr>
<td>d. Expand use of social media as communication tool</td>
<td>CM</td>
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<tr>
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<tr>
<td><strong>Goal 2: Support Community Safety and Preparedness</strong></td>
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<tr>
<td>Goal 2A: El Segundo is a safe and prepared city.</td>
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<td><strong>Tier 1 Priority Activities</strong></td>
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<td></td>
</tr>
<tr>
<td>a. Implement strategies for recruitment and training of police officers</td>
<td>PD</td>
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<tr>
<td>b. Increase community awareness of the need for preparedness; increase the number of people who are prepared for disaster and involved in CERT services we offer</td>
<td>PD/Fire</td>
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<tr>
<td><strong>Tier 2 Priority Activities</strong></td>
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<tr>
<td>c. Enhance the public safety in the City’s streets and sidewalks</td>
<td>PW</td>
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<tr>
<td><strong>Other Priorities</strong></td>
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<tr>
<td>d. Initiate the fire accreditation process, to include a response coverage study</td>
<td>Fire</td>
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<tr>
<td>e. Meet and where feasible exceed national standards for in-service training and employee development</td>
<td>Fire</td>
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<tr>
<td>f. Establish and maintain a local all-hazard Incident Management Team (IMT)</td>
<td>Fire</td>
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</table>
Exhibit B

<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Goal 3: Develop as a Choice Employer and Workforce</strong></td>
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<tr>
<td><strong>Goal 3A:</strong> El Segundo is a City employer of choice and consistently hiring for the future, with a workforce that is inspired, world-class and engaged, demonstrating increasing stability and innovation</td>
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<tr>
<td>Tier 1 Priority Activities</td>
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<tr>
<td>a. Develop a new approach to human resources that will position the City for being a choice employer and meeting future workforce needs</td>
<td>HR</td>
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<tr>
<td>Tier 2 Priority Activities</td>
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<tr>
<td>b. Complete current labor negotiations</td>
<td>HR</td>
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<tr>
<td>c. Improve our employees’ experience in our organization and enhance employee/management relations</td>
<td>HR</td>
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<tr>
<td>d. Conduct a review of part-time classifications and wages to ensure the City can attract and retain needed staff</td>
<td>HR</td>
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<tr>
<td>e. Fill vacant positions in order to provide needed services to the community</td>
<td>HR</td>
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<tr>
<td>Other Activities</td>
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<tr>
<td>f. Engage a third-party to conduct a Human Resources audit to identify best practices that will enable the City to become a choice employer</td>
<td>Finance/HR</td>
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</table>
### Goals and Activities

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<tbody>
<tr>
<td>g. Improve our attention on employee development and engagement (e.g., develop leadership bench-strength professional development plans, meaningful employee evaluations, succession planning)</td>
<td>HR</td>
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<tr>
<td>h. Enhance employee safety and reduce accidents and costs</td>
<td>HR</td>
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<tr>
<td>i. Implement formal and informal methods of recognizing employees which are valued by the City</td>
<td>HR</td>
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</tbody>
</table>

### Goal 4: Develop and Maintain Quality Infrastructure and Technology

**Goal 4A: El Segundo’s physical infrastructure supports an appealing, safe and effective community.**

#### Tier 1 Priority Activities

| a. Focus on improving City facilities through completing a conditions assessment and making improvements | PW | | | | |

#### Tier 2 Priority Activities

| b. Develop and deliver a multi-year capital improvement plan (CIP) | PW | | | | |

#### Other Activities

| c. Develop a plan to utilize increased transportation funding | PW | | | | |
| d. Regularly assess Citywide facility conditions meet safety standards and best practices | PW | | | | |
| e. Identify funding and commitment to future infrastructure needs. | PW | | | | |
| f. Monitor the desalinization plant project of the water district | CM | | | | |
## Exhibit B

<table>
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<tr>
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<tbody>
<tr>
<td><strong>Goal 4B: El Segundo’s technology supports effective, efficient and proactive operations</strong></td>
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<tr>
<td><strong>Tier 1 Priority Activities</strong></td>
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<tr>
<td>a. Successfully implement new technology as prioritized in the Technology Master Plan</td>
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<td><strong>Tier 2 Priority Activities</strong></td>
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<tr>
<td>b. Digitize document imaging of historical plans and records to aid in public accessibility</td>
<td>IS</td>
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<tr>
<td>c. Implement emergency operations center (EOC) software</td>
<td>CM</td>
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<td><strong>Other Activities</strong></td>
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<tr>
<td>d. Use the full potential of software</td>
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<tr>
<td>e. Implement paperless goals.</td>
<td>IS/All City Departments</td>
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<td>f. Install Wi-Fi in all critical facilities.</td>
<td>IS</td>
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## Goal 5: Champion Economic Development and Fiscal Sustainability

**Goal 5A:** El Segundo promotes economic growth and vitality for businesses and the community.

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<tbody>
<tr>
<td><strong>Tier 1 Priority Activities</strong></td>
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<tr>
<td>a. Advocate for the City’s interests regarding the impacts of LAX.</td>
<td>CM</td>
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**Tier 2 Priority Activities**

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<tr>
<th>Activity</th>
<th>Responsible Party</th>
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<tbody>
<tr>
<td>b. Complete the golf course request for proposals process and determine the future of the property.</td>
<td>Rec/Park</td>
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<tr>
<td>c. Implement the accessory dwelling unit ordinance, reflecting amendments as necessary.</td>
<td>P&amp;BS</td>
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<tr>
<td>d. Refine our focus on economic development to define who we want to attract and why.</td>
<td>CM</td>
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**Other Activities**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Party</th>
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<tr>
<td>e. Implement Downtown improvements and “re-imagine” the downtown, which includes downtown beautification, developing a vision for the downtown, promoting the downtown and creating a funding source for marketing the downtown.</td>
<td>CM &amp; Downtown Sub-committee</td>
</tr>
<tr>
<td>f. Implement the economic development strategic plan in order to promote business attraction, retention of existing businesses, and industry diversification.</td>
<td>CM</td>
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<tr>
<td>g. Conduct proactive outreach with existing businesses as part of the City’s business retention program.</td>
<td>CM</td>
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<tr>
<td>h. Enhance new business attraction, marketing and branding efforts through public relations and advertising.</td>
<td>CM</td>
</tr>
<tr>
<td>i. Launch hospitality and tourism marketing program.</td>
<td>CM</td>
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<tr>
<td>j. Identify El Segundo’s advantages for employers and use that to inform marketing campaigns to attract new employers.</td>
<td>CM</td>
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</tbody>
</table>
### Goals and Activities

<table>
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<tr>
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**Goal 5B: El Segundo approaches its work in a financially strategic and responsible way.**

#### Tier 1 Priority Activities

a. Continue to implement a strategy to shrink pension liabilities.  
   - Finance

b. Continue on a sustainable financial path, solve future structural deficits and maintain reserves.  
   - Finance

#### Tier 2 Priority Activities

c. Negotiate the trash contract, assess services, and determine how to pay for the services.  
   - PW

d. Identify new revenue options for operations and infrastructure.  
   - Finance

e. Explore developing a strategy in collaboration with other cities to get relief from low property tax with the potential of working toward a future statewide ballot measure.  
   - Finance

f. Create a development fee for the arts to help with economic development.  
   - Library

g. Review the business license tax to determine the appropriate level.  
   - Finance

h. Evaluate creating a risk manager position to establish a coordinated program of management and reduction of costs associated with liability claims and workers’ compensation.  
   - HR

#### Other Activities

i. Conduct a water and sewer rate study to ensure adequacy of rates to support the water and sewer system.  
   - Finance

j. Annual review of the City’s master fee schedule and cost recovery policy to support City programs and needs.  
   - Finance
EL SEGUNDO CITY COUNCIL

AGENDA STATEMENT

AGENDA DESCRIPTION:

Consideration and possible action to open the recruitment process for the positions on the Committees, Commissions and Boards ("CCBs") that expires in the year 2019. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:

1. Direct staff to open the recruitment process for the positions on the CCBs, as listed;
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

CCB Listing of the year 2019 vacancies on Committees, Commission and Boards and Background Information

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:

Pursuant to Government Code §54972, attached is the Local Appointment List of the positions on Committee, Commissions and Boards that will expire in the year 2019.

Application forms, the anticipated vacancies in the year 2018 and the background information list are posted on the City’s website at www.elsegundo.org or may be obtained from the Council Office at City Hall or, upon request, will be mailed or emailed to interested persons.

To apply to any CCB, potential candidates should contact City Hall at 310-524-2302, for an application. The deadline for filing applications is 48 hours prior to the posted interview date. Interviews of candidates are set by the City Council when a sufficient number of candidates have applied to a position.
CITY OF EL SEGUNDO
LOCAL APPOINTMENTS LIST
(COMMISSIONS, COMMITTEES, AND BOARDS)
Positions to Open in Year 2019 Posted pursuant to Govt Code § 54972
TO APPLY, CONTACT CITY HALL ADMINISTRATION, 310-524-2302

JANUARY
ECONOMIC DEVELOPMENT ADVISORY COUNCIL: (3 Yr Term – No Term Limit – Residents and Business Members)

   Richard Lundquist (apptd 06/16/94 no terms at time of appointment) 01/01/19
   Robert Gray (apptd 09/19/06 no terms at time of appointment) 01/01/19
   Sandra Jacobs (apptd 06/18/13 no terms at time of appointment) 01/01/19
   Al Keahi (apptd 06/18/13 no terms at time of appointment) 01/01/19
   Bob Healey (apptd 10/07/14 no terms at time of appointment) 01/01/19

MAY
RECREATION & PARKS COMMISSION: (4 Yr Term – No Term Limit - All Residents)

   Lee Davis (apptd 08/04/15 to 1st full 4-yr term) 05/30/19

JUNE
ARTS AND CULTURE ADVISORY COMMITTEE: (3 Yr Term – No Term Limit – Residents/Vested Members in the Arts)

   Jeffrey Cason (apptd 11/21/17 to a partial term) 06/30/19
   Sally Martin (appt 10/18/16 to partial term) 06/30/19
   Tyler Leisher (appt 08/21/18 to partial term) 06/30/19
   Michael Kreski (appt 11/21/17 to partial term) 06/30/19
   Natalie Strong (appt 06/19/18 to partial term) 06/30/19

ENVIRONMENTAL COMMITTEE: (4 Yr Term – No Term Limit – 2 Residents/2 Business Person/1ESUSD)

   Corrie Zupo (appt 10/20/15 to a full term) 06/30/19

LIBRARY BOARD OF TRUSTEES: (3 Yr Term – Max. 2 Term Limit - All Residents)

   Carol Ericson (apptd 07/17/18 to a partial term) 06/30/19
   Janice Merva (appt 08/30/16 to 1st full term) 06/30/19

PLANNING COMMISSION: (4 Yr Term – No Term Limitation) (All Residents)

   Carol Wingate (apptd 08/04/15 to 1st full 4-yr term) 06/30/19

TECHNOLOGY COMMITTEE: (4 Yr Term – No Term Limit - All Residents)

   Lindsey Breeden (appt 10/18/16 to partial term) 06/30/19
   Chad Hahn (appt 01/16/19 to partial term) 06/30/19
   Brian Hauer (appt 04/04/17 to partial term) 06/30/19

AUGUST
INVESTMENT ADVISORY COMMITTEE: (4 Yr Term – No Term Limit - 2 Residents or 1 Res/1 Bus)

   Matthew Robinson (apptd 10/20/15 to 1st full 4-yr term) 08/30/19

NOVEMBER
CAPITAL IMPROVEMENT PROGRAM ADVISORY COMMITTEE: (4 Yr Term – No Term Limit – 2 Business/3 Residents)

   William Whalen (apptd 06/16/15 to 1st full term) 11/30/19
   Mike Rotolo (appt 10/20/15 to 2nd full term) 11/30/19
   Mike Van Kleeck (appt 10/20/15 to 1st full term) 11/30/19

Council Approval:
Posted:
By: M. Jennings

THIS LIST IS TO REMAIN POSTED ALL YEAR -- DO NOT REMOVE
1. **Arts & Culture Advisory Committee: (Library Services)** is an 11-member committee, of whom must be residents or vested in the arts, and two (2) members of the City Council. The Arts and Culture Advisory Committee was established by the City Council on August 2, 2016 and was added to the City’s Local Appointment List pursuant to the Government Code of the State of California (Sec. 54972). The Arts & Culture Committee updated their bylaws on February 6, 2018 to add four (4) additional members. **The committee meets the 4th Tuesday of the month at 5:30 p.m. at the El Segundo Library in the Rose Garden Room.**

2. **Capital Improvement Program Advisory Committee: (Public Works)** is a 5-member committee, composed of 3 residents and 2 local Business representatives (no residency requirements for business reps). Members serve without compensation, for 4-year terms, without term limits. The Director of Administrative Services and the Director of Public Works provide staff support to the committee. The committee assists in the development of the 5-year Capital Improvement Program ("CIP"). Each year staff proposes CIP projects for a 5-year period. The committee reviews these projects and makes recommendations to the City Council for funding consideration in conjunction with the City's annual budget process. In addition to the projects proposed by staff, the committee holds a community workshop each year to receive project requests from the general public. **The committee generally meets at 7:00 p.m., on a weekly basis in March, April and May, with the goal of finalizing its recommendations to the City Council in June.**

3. **Economic Development Advisory Council: (Economic Development)** The purpose of EDAC is to provide support and guidance to staff and to advise the City Council on business attraction, expansion and retention as well as the implementation of the City’s Economic Development Program. The EDAC serves as a forum for effective collaboration leading to the identification of responsible economic development strategies. Currently there are 19 committee members due to the Council action on September 4, 2018. EDAC is comprised of local residents and business representatives (no residency requirements for business reps). Members serve without compensation for 3-year terms without limits. The Deputy City Manager provides staff support to the committee. **The committee meets on the third Wednesday of every month at 4:30 p.m. at various locations.**

4. **Investment Advisory Committee: (Treasurer)** was established by Resolution #3764 dated June 2, 1992, for the purpose of advising the City Treasurer and City Council on matters pertaining to the investment of the City's idle funds. This is a 4-member committee; two are automatic appointments – (City Treasurer and Director of Administrative Services); the other two members (one of whom must be a resident of El Segundo) serve without compensation, for 4-year terms, without term limits. **The committee meets quarterly at City Hall on the 3rd Tuesday in March, June, September and December.**
5. **Library Board of Trustees: (Library Services)** was established by City Council Resolution #3665 on December 4, 1990, pursuant to Education Code Section 18910 et seq. The Board’s 5-members must be 1-year, or more, residents of El Segundo, who serve without compensation. Trustees serve for 3-year terms without term limits. The board acts in an advisory capacity to the City Council in all matters pertaining to the Library and cooperates with other governmental agencies and civic groups in the advancement of sound planning and programming. The board considers, reviews, edits, and issues policy recommendations on library service, recommends the adoption of standards pertaining to library services and programs and makes recommendations for the provision of adequate library services consistent with community needs. The board may administer any trust declared or created for the Library and approves the Library’s Annual Report to the State Librarian. The board meets at 7:00 p.m., on the 2nd Tuesday of every other month, beginning in January, in the Friends of the Library Meeting Room.

6. **Planning Commission: (Planning & Building Safety)** was established pursuant to the Planning Laws of the State of California (Sec. 65100-65106) on August 20, 1946 by City Ordinance #300. The commission is comprised of 5-members who must be residents of El Segundo, serve with minimal compensation, for 4-year terms, without term limits. The commission makes recommendations to the City Council on the adoption or amendment of the City’s General Plan; performs duties with respect to land subdivision, planning and zoning as prescribed by City and State law; and, advises the City Council on those matters falling within its charged responsibilities in a manner reflecting concern for the overall development and environment of the City as a setting for human activities. The Commission meets on the 2nd and 4th Thursday of each month, at 5:30 p.m., in City Hall Council Chambers.

7. **Recreation & Parks Commission: (Recreation & Parks)** was established on March 23, 1938 by Resolution #448. It is comprised of 5-members, who must be residents of El Segundo. Commissioners serve with minimal compensation for 4-year terms, without term limits. The commission advises the City Council on all matters pertaining to recreation, parks, parkways and street trees. It makes recommendations to the City Council regarding level of services, policies and assists in implementing Recreation and Parks Department improvements and programs, including youth counseling, senior outreach, golf operations, city transportation, and in the acquisition and disposal of park property. The commission meets on the 3rd Wednesday of each month, at 7:00 p.m., in City Hall Council Chambers.

8. **Senior Citizen Housing Corporation Board: (Recreation & Parks)** is a non-profit corporation formed in 1984 for the construction of the low-income housing facility for seniors, referred to as “Park Vista.” The Board was established in 1986 to actively oversee the management, operation, maintenance, and finances of Park Vista. The Board enters into an operating agreement with the City Council, and enlists a management company to operate the facility. The Board, comprised of five (5) directors, all El Segundo residents (per revised bylaws July 7, 2015), serve without compensation, for 4-year terms, without term limits. The Board meets on the 4th Wednesday of every month, at 7:00 p.m., at Park Vista, 615 E. Holly Avenue, El Segundo.
9. **El Segundo Environmental Committee: (Public Works)** was established on February 6, 2008, for the purpose of reviewing existing City environmental programs and recommending new policies and programs to the City Council that facilitate the goals stated within the Environmental Work Plan. The Environmental Committee is comprised of 6-members, three members from the business community, three members from the residential community, one member from the El Segundo School District to serve four-year terms. One City staff member will serve the committee in an ex-official capacity. **The committee meets on the first Friday of the month that City Hall is open at 12:00 p.m. in the West Conference Room.**

10. **Technology Committee (Information Systems)** is a comprised of 11-members who must be residents or business members of El Segundo and two (2) members of the City Council. The Technology Committee as established by the City Council on July, 19, 2016 to make recommendation to City staff and the City Council regarding the implementation of technological systems and software; advises on the development of long term technology strategies; and, recommends annual priorities as part of the budget development process. **The committee meets twice a month on the 1st and 3rd Monday of every month at 6:00 p.m. at the Police Department Emergency Operations Center (EOC).**
AGENDA DESCRIPTION:

Consideration and possible action regarding development of Arts and Culture Advisory Committee proposals for a fee to be imposed on commercial development for purposes of funding art in public places ("Percent for Arts ordinance") and the formation of a City non-profit organization to support public art and programming in El Segundo.

Fiscal Impact: City Attorney Time and City Staff Time (Library, Planning, Finance, Public Works, and Economic Development Departments) and retaining special tax/legal counsel for preparing non-profit documents (approximately $30,000 for special counsel).

RECOMMENDED COUNCIL ACTION:

1. Receive and file presentation by Arts and Culture Advisory Committee members;
2. Direct Arts and Culture Advisory Committee, City Staff, and City Attorney’s Office to develop a Percent for Arts proposal for City Council consideration in spring 2019;
3. Direct Arts and Culture Advisory Committee, City Staff, and City Attorney’s Office to develop a proposal for creation of a City non-profit public benefit organization for City Council consideration in spring 2019; and/or
4. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

A. Chart of Percent for Arts – South Bay Cities+
B. Los Angeles County – Percent for Art Report Summary (dated April 13, 2011)

FISCAL IMPACT:

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STRATEGIC PLAN:

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<th>Goal:</th>
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<th>Enhance Customer Service, Engagement, and Communications</th>
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<tr>
<td>Objective: (a)</td>
<td>El Segundo provides unparalleled service to internal and external customers</td>
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<tr>
<td>Goal:</td>
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<td>Develop and Maintain Quality Infrastructure and Technology</td>
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<td>Objective: (a)</td>
<td>El Segundo’s physical infrastructure supports an appealing, safe, and effective community</td>
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<tr>
<td>Goal:</td>
<td>5</td>
<td>Champion Economic Development and Fiscal Sustainability</td>
</tr>
<tr>
<td>Objective: (a)</td>
<td>El Segundo promotes economic growth and vitality for businesses and the community</td>
<td></td>
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BACKGROUND AND DISCUSSION:

Staff seeks City Council direction at this time whether to use staff and attorney resources to support the Arts and Culture Advisory Committee’s development of proposals for a Percent for Arts ordinance and related City of El Segundo non-profit public benefit corporation to be presented for City Council consideration in spring 2019.

In addition to the background information about the Creative Economy, Percent for Arts and non-profit public benefit organizations below, the Arts and Culture Advisory Committee plans to make a supplementary presentation at the City Council Meeting on December 18.

*Creative Economy*

The Creative Economy, including arts and culture, digital media, entertainment, product and toy design, and more, plays an important role in El Segundo as it does in all of California. The 2018 *Otis Report on the Creative Economy of California* reports:

- Creative Economy output totaled $407.1 billion
- Creative Economy generated 1.6 million jobs
- The Los Angeles Region has a higher proportion of creative economic workers than the New York metro area
- Property taxes, state and local personal income taxes, and sales taxes directly and indirectly generated by the creative industries totaled $16.4 billion across all of California
- Attendance in arts courses continues to rise for K-12 students, underlining the importance of arts education to facilitate creativity and move students towards high-earning creative industries

The Arts and Culture Advisory Committee believes the Creative Economy should be considered in future planning and programming efforts by the City of El Segundo. At the request of the Arts and Culture Advisory Committee and Deputy City Manager Barbara Voss, Beacon Economics is developing a report to identify and analyze the Creative Economy in El Segundo, highlight its financial impact and existing city attributes, and identify potential opportunities for future economic development. The City of El Segundo’s Creative Economy Report should be complete in February or March 2019, and will influence the Arts and Culture Advisory Committee’s development of a Percent for Arts proposal.

*Percent for Arts*

Many cities, including Los Angeles, Manhattan Beach, Culver City, Santa Fe Springs, and West Hollywood, created Public Art Funds to support some or all of the following. This is the City of Glendale’s list.

- Cultural Arts Events – Large scale events that include live art and are used as a tool for visitor attraction, promotion of the arts, and economic development
- Cultural Programming – Live performance of music, dance, drama, film, or poetry recitation, and lectures related to the humanities and are educational in purpose
- Mural/Neighborhood Beautification – A mural is any piece of artwork painted or applied directly on a wall, ceiling, or other large permanent surface. Murals help beautify neighborhoods, urban landscapes, buildings, and structures.
- Permanent Art – Freestanding, free hanging, or structural part of a building or structure that is intended to remain unchanged in design, size, or location.
- Performing Art – Presented by professional or amateur performers, including theater performance, musical theater/opera, dance, music/concert, and children’s theater
- Temporary Art – Serves as an outdoor art gallery or an indoor gallery that is publicly accessible or viewable that enlivens the urban landscape and creates a dynamic visual experience for residents and visitors

In addition, select Public Art Funds are used for maintenance of artwork as well as infrastructure and capital improvements of existing or new City facilities for the purposes of art and culture.

The City of El Segundo’s Arts and Culture Advisory Committee identified six goals for how a Public Art Fund could be used in the community to help achieve many of the City’s strategic priorities and arts and culture goals.

- Artistically enhance already-budgeted capital improvement projects
- Advocate for art and cultural events on weekends to increase hotel occupancies
- Permeate the City with public art and programs to create a comprehensive community identity
- Award local excellence in commercial beautification and amenities
- Stimulate a higher level of art engagement in schools and civic organizations
- Contribute to achieving the City Enjoyable

Percent for Arts ordinances and related program management vary among cities (see Exhibits A and B), but cities often require a 1% contribution to a Public Art Fund for large commercial projects with a certain value. For example, Manhattan Beach’s ordinance imposes a 1% development fee on commercial and industrial building projects exceeding $500,000 building valuation.

In El Segundo, the total valuation for development projects with valuation of $500,000 and over for FY 17-18 is approximately $100 million. At one percent, the Art Fee would be $1 million.

Below is a comparison of the old fee structure vs. the new fee structure (which went into effect September 1, 2018) for projects at different valuation and the difference between them. The old fees are closely aligned with a ¼ percent Art Fee.

<table>
<thead>
<tr>
<th>Project Valuation</th>
<th>Total Old Fee</th>
<th>Total New Fee</th>
<th>Difference</th>
<th>1% Art Fee</th>
<th>¼% Art Fee</th>
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<td>$500,000</td>
<td>$9,560</td>
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<td>$15,438</td>
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Art “in lieu” fees are unlike other types of City fees, because art “in lieu” fees constitute the City’s lawful exercise of its traditional planning and zoning police power and such fees are not a development impact fee that is subject to the California Mitigation Fee Act. (Ehrlich v. City of Culver City (1996) 12 Cal.4th 854.). This means that unlike other types of development impact fees that must satisfy a “nexus” requirement, to impose an art “in lieu” fee, the City must only demonstrate that the fee is reasonably related to a constitutionally permissible public purpose. (Cal. Bldg. Industry Assn. v. City of San Jose (2015) 61 Cal.4th 435).

The Arts and Culture Advisory Committee will continue to engage with community members during development of their proposals. Outreach plans include arts and culture pop-ups, interviews and presentations, and online and in person surveys.

Recommendations also need to be developed in terms of the use of City staff, consultants, community members, or some combination of all to implement a Public Art program in El Segundo. The Public Art Coalition of Southern California (PACSOCAL) is a regional organization of public arts administrators and consultants dedicated to sharing information and national best practices with the public art field in Southern California. Arts and Culture Advisory Committee members and City staff have started communicating with PACSOCAL members already, including public arts administrators from West Hollywood, Culver City, and Los Angeles County.

If the Council wishes to proceed with considering a Percent for Arts fee, the City Attorney’s Office will work with staff and the Arts and Culture Advisory Committee to prepare an ordinance for Council’s consideration in spring 2019.

Non-Profit Public Benefit Corporation
The Committee has also expressed an interest in the City forming a non-profit public benefit corporation that could apply for grant funding and also solicit donations directly from the community. Currently, the City can accept donations and such donations are tax deductible; but some cities create non-profit public benefit corporations to encourage donations and to assure the public the donated funds will be used for specific purposes.

If the City Council directs staff to explore the option of creating a non-profit public benefit corporation, there are several issues that Council would need to decide at some point in the process, including:

1. How the newly created non-profit corporation would relate to the existing Arts and Culture Commission.
2. Who would serve as members of the newly created non-profit corporation?
3. What would be the purpose of the non-profit corporation? Only arts and culture, or something more general?
4. Who would provide administrative support to the non-profit corporation?

To create such a non-profit public benefit corporation, the corporation would need to be approved by the Secretary of State’s office and tax-exempt status approved by both the State Franchise Tax Board and the IRS. Such a non-profit public benefit corporation would be a distinct legal entity from the City.
The City Attorney’s Office estimates that it will cost approximately $30,000 to create a non-profit entity plus annual filing and administrative expenses. This includes hiring special tax/legal counsel to prepare the necessary state and federal and state tax and Secretary of State filings. Articles of Incorporation and bylaws will need to be developed as well and decisions will need to be made as to how to staff the non-profit and handle the administrative tasks of entity including financial administration and annual audits of the non-profit.

If the Council wishes to proceed with consideration of a non-profit public benefit corporation, the City Attorney’s Office will work with staff and the Arts and Culture Advisory Committee to prepare the necessary documents for Council’s consideration in spring 2019.
**Exhibit A**

Percent for Arts – South Bay Cities+
Compiled by Arts and Culture Advisory Committee – October 2018

<table>
<thead>
<tr>
<th>City</th>
<th>Population (2016)</th>
<th>Percent for Arts</th>
<th>Fund</th>
<th>Lead (Staff/Consultant)</th>
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<td>El Segundo</td>
<td>16,893</td>
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<td>Hermosa Beach</td>
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<td>Inglewood</td>
<td>110,654</td>
<td>Yes</td>
<td>Public Art Fund</td>
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<td>Lomita</td>
<td>20,693</td>
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<tr>
<td>Manhattan Beach</td>
<td>35,741</td>
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<td>Public Art Trust Fund</td>
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<td>Redondo Beach</td>
<td>67,867</td>
<td>Yes</td>
<td>Public Art Fund</td>
<td>Cultural Arts Manager</td>
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</table>

**Exhibit B**

Los Angeles County Public Art Programs
Percent for Art Report Summary – April 13, 2011

Full Report Available at
LOS ANGELES COUNTY PUBLIC ART PROGRAMS

PERCENT FOR ART REPORT

April 13, 2011

Los Angeles County Arts Commission
1055 Wilshire Boulevard, Suite 800
Los Angeles, CA 90017

Researched by Jessie Nemiroff, Civic Art Program Intern
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Percent for Art Summary .................................................. 3
Los Angeles County Percent for Art Map ................................ 4
Los Angeles County Percent for Art List ................................ 5
Los Angeles County Municipalities
Public Art Ordinance Research

<table>
<thead>
<tr>
<th>Location</th>
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<td>Claremont</td>
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<td>Community Redevelopment Agency/Los Angeles</td>
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<td>Culver City</td>
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<td>Whittier</td>
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In order to broaden the PACSoCal network and gain a better understanding of the scope of existing municipal art programs within Los Angeles County, in the spring of 2011 a study was conducted by the Civic Art Department at the Los Angeles County Arts Commission that yielded the following results:

**Of the 88 Municipalities in LA County**

31 municipalities have a private percent-for-art requirement (ranging from .5% to 2%); comprising 35% of the county

16 municipalities have a private and public percent-for-art requirement (1%); comprising 18% of the county

No municipalities have only a public percent-for-art requirement

5 municipalities have a funding cap on private development requirements

**By Supervisory District**

- 1st District: 5 (of 22 total municipalities; 23%)
- 2nd District: 4 (of 8 total municipalities; 50%)
- 3rd District: 5 (of 9 total municipalities; 55%)
- 4th District: 8 (of 25 total municipalities; 32%)
- 5th District: 9 (of 23 total municipalities; 39%)
AGENDA DESCRIPTION:
Consideration and possible action to receive and file an informational update from the Information Systems Department and the Technology Committee regarding the projects completed in 2018. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Receive and file informational update and status reports(s);

ATTACHED SUPPORTING DOCUMENTS:

FISCAL IMPACT: $0.00

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STRATEGIC PLAN:

Goal: 1A El Segundo Provides unparalleled service to internal and external customers.
Objective: I. City operations are unified and integrated
II. City services are convenient, efficient and user-friendly for all residents, businesses, and visitors

Goal: 3A Develop as a Choice Employer and Workforce
Objective: IV. The City has a culture of innovation trust and efficiency in which all aboard rise together

Goal: 4A El Segundo’s physical infrastructure supports and appealing, safe and effective community
Objective: I. The City optimizes its physical resources.

Goal: 4B El Segundo’s technology supports effective, efficient, and proactive operations.
Objective: I. The City has an integrated focus on technology
II. The city has an effective structure to meet the technology needs of the City and its constituents

ORIGINATED BY: Charles Mallory, Information Systems Director
REVIEWED BY: Charles Mallory, Information Systems Director
APPROVED BY: Greg Carpenter, City Manager

8
BACKGROUND AND DISCUSSION:

The Information Systems Department (ISD), along with the Technology Committee, have worked diligently over the past year to complete many projects. To date a total of 21 projects have been completed; 9 of which are from the Technology Master Plan (*). The remaining handful of smaller projects were considered operational and have reduced the use of paper and increased operational efficiency through process improvement.

**Finance:**
- Business License Online*
- Payment Gateway for Credit Card Processing*
- Cashiering System (Eden)*
- Tyler Eden Software updates
- Automated Requisition Processing

**Library:**
- Upgrade Public Internet Workstations*
- Implement Password-free Wi-Fi Access
- Self-checkout and receipt printing
- Public Scanning/ Wi-Fi printing Capabilities

**Fire:**
- Dispatch Pre-Alerting System: Westnet*
- First Net (Fire Cell Phones - Priority Calling)

**Police:**
- In-Car & Body Worn Cameras: Technical components*

**Parks & Recreation:**
- Recreation Management Software: CivicRec*
- Aquatic Center Technical Infrastructure completion date expected 12/31/18

**Information Systems:**
- Fiber Installation*
- SIP Conversion – Upgrade Voice Over Internet Protocol (VOIP)
- Go to Meeting Teleconferencing (All City)
- Implementation of new virus scanning tools
  - Malware Bytes
  - Trend Micro

**Public Works:**
- SCADA System Server

**City Attorney/City Clerk's Office:**
- Email Archival*
  - Committee, Commission and Board’s City Email
The completion of the aforementioned projects and initiatives will help to improve the quality of life for all El Segundo residents. The City will continue to implement a shared services model for technology across departments that will result in better services at less cost through streamlined processes and the sharing of resources.

With the strategic direction of the Technology Committee, the City will continue to expand and update its mobile capabilities, social media platform, and online technology presence to increase and improve communication with its residents and business partners. The Information Systems Department will lead the technology conversation, plans, designs and implementation for long term success.

Staff recommends that council file this informational update and status report(s) from the Information Systems Department and the Technology Committee.
## CITY OF EL SEGUNDO
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</table>

**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 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.

For Rationale:

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

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

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

**FINANCE DIRECTOR**

**CITY MANAGER**

**DATE:** 11-30-18
CITY OF EL SEGUNDO  
PAYMENTS BY WIRE TRANSFER  
11/26/18 THROUGH 12/2/18

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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<td>11/29/2018</td>
<td>Health Comp</td>
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<td>11/30/2018</td>
<td>Health Comp</td>
<td>Weekly claims</td>
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<td>11/30/2018</td>
<td>Health Comp</td>
<td>Weekly claims</td>
<td>503.33</td>
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<tr>
<td>11/30/2018</td>
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<td>IRA payment Vantagepoint</td>
<td>511.52</td>
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<td>11/30/2018</td>
<td>Nationwide NRS EFT</td>
<td>EFT 457 payment</td>
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<td>11/19/18-11/25/18</td>
<td>Workers Comp Activity</td>
<td>SCRMA checks issued</td>
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<tr>
<td>11/19/18-11/25/18</td>
<td>Liability Trust - Claims</td>
<td>Claim checks issued</td>
<td>0.00</td>
</tr>
<tr>
<td>11/19/18-11/25/18</td>
<td>Retiree Health Insurance</td>
<td>Health Reimbursement checks issued</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>111,521.78</strong></td>
</tr>
</tbody>
</table>

**DATE OF RATIFICATION: 11/30/18**

**TOTAL PAYMENTS BY WIRE:**

111,521.78

Certified as to the accuracy of the wire transfers by:

Deputy City Treasurer II  
Date: 11/30/18

Director of Finance    
Date: 11/30/18

City Manager  
Date: 11/30/18

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.
### CITY OF EL SEGUNDO
### WARRANT TOTALS BY FUND

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>001</td>
<td>GENERAL FUND</td>
<td>321,967.28</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>
<td>-</td>
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<tr>
<td>108</td>
<td>ASSOCIATED RECREATION ACTIVITIES FUND</td>
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<td>109</td>
<td>ASSET FORFEITURE FUND</td>
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<td>111</td>
<td>COMM. LEVEL. BLOCK GRANT</td>
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<tr>
<td>112</td>
<td>PROP &quot;A&quot; TRANSPORTATION</td>
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<tr>
<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>HYPERSON MITIGATION FUND</td>
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<td>118</td>
<td>TDA ARTICLE 3 - 05 021 BIKEWAY FUND</td>
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<td>119</td>
<td>MTA GRANT</td>
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<td>121</td>
<td>FEMA</td>
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<td>120</td>
<td>C.O.P.S. FUND</td>
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<td>122</td>
<td>L.A.W.A FUND</td>
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<td>123</td>
<td>PSAF PROPERTY TAX PUBLIC SAFETY</td>
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<td>202</td>
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<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>RETIRED EMP. INSURANCE</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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</tbody>
</table>

**TOTAL WARRANTS $ 447,930.76**

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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.

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

**FINANCE DIRECTOR**

**CITY MANAGER**

**DATE:** 12-11-18

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**VOID CHECKS DUE TO ALIGNMENT:**

**VOID CHECKS DUE TO INCORRECT CHECK DATE:**

**VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:**

**NOTES:**

**DATE:** 12-11-18
CITY OF EL SEGUNDO  
PAYMENTS BY WIRE TRANSFER  
12/3/18 THROUGH 12/9/18  

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee</th>
<th>Amount</th>
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<td>12/3/2018</td>
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<td>12/7/2018</td>
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<td>12/7/2018</td>
<td>Cal Pers</td>
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<td>11/26/18 -12/2/18</td>
<td>Workers Comp Activity</td>
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<td>11/26/18 -12/2/18</td>
<td>Liability Trust - Claims</td>
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<td>Retiree Health Insurance</td>
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<tr>
<td></td>
<td></td>
<td>1,068,054.32</td>
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</tr>
</tbody>
</table>

DATE OF RATIFICATION: 12/10/18  
TOTAL PAYMENTS BY WIRE: 1,068,054.32

Certified as to the accuracy of the wire transfers by:

Deputy City Treasurer II                       Date: 12/10/18

Director of Finance                           Date: 12/18/18

City Manager                                 Date: 12-11-18

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.
MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, DECEMBER 4, 2018 – 5:00 PM

5:00 P.M. SESSION

CALL TO ORDER – Mayor Boyles at 5:00 PM

ROLL CALL

Mayor Boyles Present
Mayor Pro Tem Pirsztuk Present
Council Member Brann Present
Council Member Pimentel Present
Council Member Nicol Present

PUBLIC COMMUNICATION – (Related to City Business Only – 5 minute limit per person, 30 minute limit total) None

Presentation – Sam Lee, Director of Planning Building and Safety introduced three of PBS’s newest employees; Sharon Malone – License Permits Specialist II, Tatiana Ruiz – License Permit Specialist I and Brenna Callero was promoted to Assistant Planner.

SPECIAL ORDER OF BUSINESS:

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

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): -1- matters.


DISCUSSION OF PERSONNEL MATTERS (Gov’t Code §54957): -0- matters
APPOINTMENT OF PUBLIC EMPLOYEE (Gov't. Code § 54957): -0- matter

PUBLIC EMPLOYMENT (Gov't Code § 54957) -1- matter

1. Position: City Manager

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

CONFERENCE WITH CITY'S LABOR NEGOTIATOR (Gov't Code §54957.6): -6- matters

1. Employee Organizations: Police Management Association; Police Support Services Employees Association; Supervisory, Professional Employees Association; City Employee Association; and Executive and Management/Confidential Employees (unrepresented groups).

Agency Designated Representative: Irma Moisa Rodriquez, City Manager, Greg Carpenter and Human Resources Director.

Adjourned at 6:50 PM
REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, DECEMBER 4, 2018 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER – Mayor Boyles at 7:00 PM

INVOCATION – Pastor Wes Harding, The Bridge Church

PLEDGE OF ALLEGIANCE – Council Member Nicol

PRESENTATIONS

aa) Presentation by Mayor Boyles, welcoming Honorable Mayor Sara Valle and Representatives from City of El Segundo’s Sister City, Guaymas, Mexico. The following were in attendance; Luz Matilde Ruiz Valencia, Lucy Ruiz – Private Secretary, Alejandro Rodriguez Zapata – Technical Secretary and Servando Rodrigues – Appointed Liaison to El Segundo.

a) Presentation by Council Member Pimentel honoring Girls’ Softball League All Stars, Coaches and Managers from teams 8U Gold, 10U Gold, 10U Silver and 12U Gold.

b) Presentation by Lt. Leyman, introducing the Police Departments’ New Canine Officer, Ory and his handler, Officer Rudolph.

c) Presentation by Fire Chief Donovan, introducing the Fire Departments’ new employees; Liz Lydic – Management Analyst and Vanessa Arias – Administrative Specialist.

d) Presentation by Public Works Director, Ken Berkman, introducing Public Works new employee, Jasmine Allen – Sr. Management Analyst.

e) Commendation read by Council Member Brann, presenting Allen Gragg, El Segundo Police Department’s 2018 RSVP (Retired Senior Volunteer) of the Year.

f) Proclamation read by Council Member Nicol, proclaiming El Segundo’s Candy Cane Lane from December 8, 2018 at 7:00 PM through December 23, 2018. Marsha Hansen, CEO, El Segundo Chamber of Commerce.

e) Proclamation read by Council Member Pirsztuk, proclaiming Sunday, December 9, 2018 the 55th Annual El Segundo Holiday Parade.

g) Presentation by Crista Binder, City Treasurer and Dino Marsocci, Deputy City Treasurer II, regarding the Treasury Investment Portfolio Report.
ROLL CALL

Mayor Boyles Present
Mayor Pro Tem Pirsztuk Present
Council Member Brann Present
Council Member Pimentel Present
Council Member Nicol Present

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total)
Rod Spackman, Chevron El Segundo, announced Chevron USA will be adding an additional $900,000.00 to the Federal Consent Decree Order and National Settlement from the Department of Justice (DOJ) and Environmental Protection Agency (EPA). The additional funds will be used for the purchase of a replacement fire truck.
Chris Cagle, SBWIB Regional Affairs Manager (South Bay Workforce Investment Board), gave the quarterly report.
Lt. Leyman, gave an update on the Safety Plan for Candy Cane Lane Event. Hard closures will be located at Walnut and California and Acacia and Center (1100 & 1200 E. Acacia).
Jeff Tiddens, representing El Segundo’s Inline Hockey League, commented on their 20th Anniversary and an event held this year honoring the Anniversary.

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.

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

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

C. UNFINISHED BUSINESS

1. Consideration and possible action regarding a discussion on the City’s accomplishments made towards addressing the California Public Employees Retirement System (CalPERS) rising annual costs and long-term liabilities. (Fiscal Impact: None)

(Item moved to the second meeting in January 2019)

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

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

2. Approve Warrant Numbers 3023597 through on Register No. 4a in the total amount of $1,744,663.74 and Wire Transfers from 11/05/18 through 11/11/18 in the total amount of $1,094,426.63. Warrant Numbers 3023699 through 3023839 3023698 and 9000616 through 9000655 on Register No. 4b in the total amount of $1,075,606.11 and Wire Transfers from 11/12/18 through 11/18/18 in the total amount of $2,198,586.62. Warrant Numbers 3023840 through 3023869 on Register No. 4c in the total amount of $1,177,477.48 and Wire Transfers from 11/19/18 through 11/25/18 in the total amount $537,557.59. Ratified Payroll and Employee Benefit checks; checks released early due to contracts or agreement; emergency disbursements and/or adjustments; and wire transfers.

3. Approve Special City Council Meeting Minutes of November 20, 2018 and Regular City Council Meeting Minutes of November 20, 2018.

4. Approve Resolution No. 5117 and Final Vesting Parcel Map No. 74713 for a three-unit residential condominium subdivision located at 231 Virginia Street, 406 West Grand Avenue, and 412 West Grand Avenue and authorize the appropriate City Officials to sign and record said Map
(Fiscal Impact: N/A)

5. Receive and file an informational report on the quarterly update for the City Council’s Strategic Work Plan and the Key Performance Indicators (KPIs) for the fourth quarter of Fiscal Year (FY) 2017-18.
(Fiscal Impact: None)

(Fiscal Impact: $0 – {Appropriations of $6,739,061 from FY 2017-18 requested to be continued into FY 2018-19})

7. Adopt Resolution No. 5118, Conflict of Interest Code, required by The Political Reform Act (Government Code Section 81000 et. seq.) rescinding Resolution No. 4887, and adopting a new resolution approving a new Conflict of Interest Code.
(Fiscal Impact: None)

8. Adopt Resolution No. 5119 authorizing the destruction of identified records for the Police Department in accordance with the provisions of Section 34090 of the Government Code of the State of California.
(Fiscal Impact: Not to exceed $500.00)
8a. Authorize the City Manager to transfer $15,600 of funds from General Fund Reserves to a Designated Smoky Hollow Parking In-Lieu Implementation account for the purpose of funding an El Segundo Boulevard on-street parking pilot project, Agreement No. 5623 with KOA Corporation.
(Fiscal Impact: $15,600.00)

MOTION by Council Member Brann, SECONDED by Council Member Nicol approving Consent Agenda items 2, 3, 4, 5, 6 7, 8 and 8a. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

F. NEW BUSINESS

(Item #F10 was presented before item #F9)

9. Consideration and possible action to receive and file a report of emergency communications protocol.
(Fiscal Impact: None)

Greg Carpenter, City Manager, introduced the item.

Barbara Voss, Deputy City Manager, gave a presentation.

Council discussion

Council consensus to receive and file the report and directed staff to develop City Wide Policy Memorandum and distribute Citywide.

10. Consideration and possible action to receive and file a Fire Department Environmental Safety Division Overview Report.
(Fiscal Impact: $0)

Greg Carpenter, City Manager, introduced the item

Fire Chief Donovan, prefaced the item and introduced Victor Morales, Environmental Safety Manager, who gave a presentation.

Council discussion

Council consensus to receive and file the report.

G. REPORTS – CITY MANAGER – Mentioned he enjoyed his day with the Mayor and her group from Guaymas, our Sister City. Meredith Petit, gave a report on the Holiday Tree Lighting in the Plaza, the event may be moved to an indoor location due to the possibility of rain. The tree is scheduled to be lit at 5:30 PM. Thanked sponsors; Mattel and Chevron.

H. REPORTS – CITY ATTORNEY – Passed
I. REPORTS – CITY CLERK

11. Consideration and possible action regarding Council consensus to cancel the January 2, 2019 City Council Meeting. (Fiscal Impact: None)

Tracy Weaver, City Clerk, introduced the item.

MOTION by Mayor Boyles, SECONDED by Council Member Nicol approving the cancellation of the January 2, 2019 Council Meeting. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

J. REPORTS – CITY TREASURER – Gave a report under Presentations earlier in the meeting.

K. REPORTS – CITY COUNCIL MEMBERS

Council Member Pimentel – Thanked Mishia Jennings, Executive Assistant, City Council, for all her work on the Little League presentation this evening.

Council Member Nicol –

12. Consideration and possible action to direct staff to research the possibility of higher density residential in the area east of and abutting Washington Park. (Fiscal Impact: None with this action.)

Council Member, Scot Nicol, introduced and reported on the item.

Council discussion

Council consensus directed staff to partner with the Planning Commission and explore and research the possibility of developing higher density residential in certain areas of the City, namely in the area east of and abutting Washington Park. This discussion to be brought back to Council within the next 4-5 months.

Council Member Brann – Mentioned the City of Hawthorne is having issues with the Hawthorne Airport, mainly new flight patterns, therefore, the COG will introduce a subcommittee to address the issues and help to mitigate these new issues.

Mayor Pro Tem Pirsztuk – Mentioned Manhattan Beach Council would be voting on whether to change Sepulveda Blvd to PCH at their meeting this evening, thanked Kiwanis and the Police Department for the Santa Sleigh event and mentioned she was a Santa’s helper last night and if anyone is looking to attend winter concerts, the ESUSD is the place to look, they will be performing several concerts this month.
13. Consideration and possible action to explore discussion of evaluating the current business license tax structure and recommendations for potential reform during the Fiscal Year 2019-20 Strategic Planning and Budgeting sessions. (Fiscal Impact: None)

Mayor Pro Tem, Carol Pirsztuk, introduced the item.

Council discussion

Council consensus directed staff to explore reevaluating the current business license tax structure during the next few months in order to begin the process of possibly placing the item on the ballot for the City’s next election in March of 2020.

Mayor Boyles – Will be assisting Santa on his Sleigh (Kiwanis and Police Department’s event), Wednesday night, December 5th, attended the Menorah Lighting in the Plaza on Monday night, reminded everyone to attend the Tree Lighting in the City’s Plaza, attending a Google Starburst Accelerator Event as a sponsor, El Segundo is hosting the quarterly Los Angeles Convening of the Mayor’s event at Cross Campus on Friday, December 7, 2018, a Mayor Garcetti event and reminded everyone to remember the Boy Scout House when purchasing your Christmas trees this year.

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total) None

MEMORIALS – None

ADJOURNMENT at 9:39 PM

Tracy Weaver, City Clerk
AGENDA DESCRIPTION:

Consideration and possible action regarding authorization for the Police Department to purchase a SWAT vehicle from Emergency Vehicles, Inc., using Asset Forfeiture Funds approved in the 2018/2019 Council budget, with a fiscal impact not to exceed $320,000.

RECOMMENDED COUNCIL ACTION:

1) Pursuant to El Segundo Municipal Code § 1-7-9, waive the bidding procedures otherwise required by the ESMC and authorize the Police Department to purchase a SWAT truck directly from Emergency Vehicles, Inc., without a competitive selection process.

2) Declare the current 1993 SWAT vehicle to be surplus property and authorize staff to remove it from the fleet entirely to either repurpose it or auction it.

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

ATTACHED SUPPORTING DOCUMENTS:

- EVI Proposal ($302,069.99)

FISCAL IMPACT: $320,000 ($302,069.99 + approximately $18,000 contingency)

Amount Budgeted: $45,668 – Equipment Replacement (FY 18/19)
Additional Appropriation: $256,401.99
Account Number: 601-400-3101-8105
Account Number: 109-400-3105-8105 (Asset Forfeiture)

STRATEGIC PLAN:

Goal: (2) Support Community Safety & Preparedness
Objective: (3) El Segundo approaches safety in a financially responsible way
Goal: (3) Develop as a Choice Employer & Workforce
Objective: (4) The City has an inspired, engaged workforce

ORIGINATED BY: Jeffrey Leyman, Lieutenant
REVIEWED BY: Bill Whalen, Chief of Police
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

The City purchased its current SWAT vehicle in 1993. The Police Department recently determined that it is time to replace its current truck with a new one. As part of the 18-19 Fiscal Year Budget, both equipment replacement funds and asset forfeiture funds were set aside for
such a purchase. City Council approved the purchase of a new SWAT vehicle as part of the FY 18/19 budget.

The Need for a New SWAT Vehicle

Modern SWAT team vehicles are specifically designed to safely transport all the equipment needed for a SWAT response, to include some personnel, and serve as a tactical command post. SWAT officers are responsible for maintaining tactical equipment including long weapons, sniper weapons, CS gas, ammunition, diversionary devices, ladders, shields, rams, breaching tools, bang poles, gas guns, less lethal weapons and munitions, robots, etc. All long guns should be in specific locked gun racks. Diversionary devices and gas canisters are required by the Federal Government to be in approved, locked and secured storage containers. Heavy equipment such as shields, rams, and ladders should have specific secured locations for safe transportation. Finally, each officer’s personal equipment bags should be stored in a location that is easily accessible and safe from unnecessary damage.

The current SWAT van has several issues related to its layout, age, and overall condition. They are as follows:

1. Team member’s equipment bags must be left on the floor and on the seats due to lack of sufficient storage. There is often up to 14 bags on the floor at one time preventing access to any other equipment in the van.
2. Long guns are left in soft cases and stored unsecured wherever the officers find room.
3. Cabinet doors are broken and no longer lock.
4. The generator no longer operates.
5. There is no air conditioning.
6. The vehicle has no Command Post capabilities.
7. There is no passenger space due to the above listed equipment.
8. There is no ability to charge equipment.
9. Officers must completely unload the vehicle each time they deploy to be able to get to all their equipment, meaning equipment is strewn across the ground outside the van.
10. Equipment is only secured by the van’s basic lock system, so equipment cannot be left unattended in the van.
11. There is no room for tactical medical supplies.
12. Precision sniper rifles are stored on seats or the floor and allowed to move about while the vehicle moves. This can affect their optics and performance.
13. It does not meet federal requirements for storage of diversionary devices and CS gas. These items currently must be stored at our station.

The proposed new SWAT truck will solve each problem listed above. It is specifically designed for the current configuration of the ESPD SWAT team, yet still leaves room for growth. In addition to secured gun lockers, approved storage drawers for gas and diversionary devices, and locations to safely store heavy items, the vehicle is equipped with 24 cubicles for each officer’s equipment. By creating a vehicle that holds all the equipment for the team, including personal items such as tactical vests and helmets, team members will be able to respond directly from home or work to the location of an incident. This will save valuable time when it is most critical.
It should be noted that the department Humvee and the regional Bearcat armored response vehicles serve a different purpose than this proposed SWAT van. The primary function of an armored vehicle is to transport personnel into hostile areas, conduct high risk rescues, and potential takedowns of violent armed individuals. The SWAT van is designed to transport equipment to a critical incident command post, from which SWAT officers and their armored vehicles will be deployed.

Waiver of Purchasing Procedures

The City’s Code requires a formal bidding process for any equipment purchases above $50,000. Section 1-7-9(a) of the Code, however, allows the City Council to waive such purchasing procedures “when the City’s best interests are served by a direct award of a contract without a competitive selection process.” Staff requests the City Council waive the bidding process for the following reasons:

- EVI is a General Services Administration (GSA) approved vendor and the vehicle we will be purchasing is from the GSA approved list. This means the Federal Government has vetted the pricing and determined it to be “fair and reasonable”.
- EVI is offering a $4,425 discount if this vehicle is purchased in 2018.
- EVI is the only manufacturer that offers a lifetime guarantee from structural defects.
- As referenced below, staff has contacted numerous agencies who have contracted with EVI and all have reported receiving a superior product and outstanding customer service.

As part of our due diligence, Staff surveyed other Los Angeles County SWAT teams to determine pricing they obtained for their SWAT vehicles. Because SWAT vehicles are custom built, it is difficult to do like kind comparisons. Staff was able to locate two agencies with comparable purchases from different manufacturers within the last 10 years. Manhattan Beach Police Department purchased a similar vehicle in 2015 and the manufacturer of that vehicle has estimated its current cost to be over $300,000. Beverly Hills PD purchased a SWAT vehicle in 2012 that is very similar in size and design to our proposed vehicle. The purchase price of this vehicle was $275,000.

EVI is considered one of the premier builders of specialty law enforcement vehicles. They have built hundreds of custom vehicles for a variety of missions. They build between 80-100 specialty vehicles for law enforcement agencies throughout the country per year. Staff has contacted several agencies that currently use EVI designed and built vehicles and they were all very satisfied. Sandia National Laboratory Police Department has ordered three separate vehicles from EVI because they are very satisfied with the quality. In addition, Miami Beach Police Department were so pleased with their first EVI product they waived the option for a competitive bid and took delivery of a second EVI SWAT truck. Staff believes this vehicle will be in the city fleet for many years to come and EVI offers the highest quality product.

Attached is a copy of EVI’s proposal.
Emergency Vehicles, Inc.
Building Custom Emergency Vehicles Since 1971!
Team Approach | Value Engineering

Proposal

To: Attn: Lt. Jeffrey Leyman
City of El Segundo
348 Main Street
El Segundo, CA 90245

Date: November 7, 2018
Quote No.: ELSEGUNDO-0001
Submitted By: Michael Cox, Vice-President of Sales

We hereby propose to furnish to you the following unit(s) and equipment to be built in accordance with the attached specifications. Acceptance of this proposal shall be deemed as approved of all terms herein. We reserve the right to withdraw this proposal if not accepted within 60 days from the above date.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SIN 190-03</td>
<td>TRU-16 16-Ft. Tactical Response Unit</td>
<td>$ 275,863.00</td>
</tr>
</tbody>
</table>

Note: If order is received by 12/31/2018, you may deduct $4,425.00

F.O.B. EL SEGUNDO, CALIFORNIA

Note: Purchases made under the Disaster Purchasing Program must contain the following mandatory order language: "This order is placed under GSA Contract GS-30F-0005R under the authority of the GSA Disaster Purchasing Program. The products and services purchased will be used in preparation or response to disasters or recovery from major disaster declared by the President, or recovery from terrorism or nuclear, biological, chemical, or radiological attack."

1. TERMS OF PAYMENT: Payable upon delivery and acceptance

- Net 30 days from date of completion.
- Late Payment Charges: 16% APR or maximum legal finance charge starts 30 days from date of completion.
- Certificate of Origin (if applicable) will be issued upon receipt of payment in full.

2. DELIVERY SCHEDULE: The Tactical Response Unit shall be completed approximately 120-140 working days from receipt of chassis and approved construction drawings at the Company’s factory location in Palm Beach County, Florida.

WARRANTY: Company warrants the new emergency vehicle against defective workmanship and materials. See attached warranty statements for specific coverage and procedure.

CONTINGENCIES: Company shall have no liability to Buyer for any loss or damage arising directly or indirectly from any delay in delivery due to strikes, inability to obtain materials, fires, accidents, or any other causes beyond the Company’s control.

DISCLAIMER OF CONSEQUENTIAL DAMAGES: Company expressly disclaims any liability for consequential or incidental damages which may be sustained by Buyer, including but not limited to those arising from the use, inability to use, maintenance or repair of the emergency vehicle, whether under theories of breach of expressed or implied warranty, negligence, strict liability or otherwise.

CANCELLATION: This contract is subject to cancellation by Buyer only upon payment to Company of reasonable cancellation charges, which shall take into account expenses already incurred and commitments made by Company and Company’s anticipated profit.

LIQUIDATION DAMAGES: Buyer and Seller agree that if the Buyer requests the work on the vehicle to be temporarily halted or suspended, for any reason that damages would be difficult to ascertain. Therefore, the parties agree to liquidated damages of $100.00 per day to compensate the Company for expenses, damages and administration.

SEVERABILITY: If any part hereof is contrary to, prohibited by, or deemed invalid under applicable laws or regulations, such provision shall be deemed inapplicable and deemed omitted to the extent so contrary, prohibited or invalid, but the remainder shall not be invalidated and shall be given effect so far as possible.

705 13th Street | Lake Park, FL 33403-2303
Tel: 800-848-6652 | Fax: 561-848-6658 | sales@evi-fl.com | www.evi-fl.com
AGENDA DESCRIPTION:

Consideration and possible action to adopt a Resolution approving plans and specifications for the Holly Valley Park Playground Project, No. PW 18-33. (Fiscal Impact: To be determined)

RECOMMENDED COUNCIL ACTION:

1. Adopt a Resolution approving plans and specifications for the Holly Valley Park Playground Project;
2. Authorize staff to advertise the project for construction bids; or,
3. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

Resolution

FISCAL IMPACT: Included in the FY 2017-18 budget

Amount Budgeted: $175,000

Additional Appropriation: None

Account Number(s): 301-400-8202-8420 (Park Facilities Upgrades)

ORIGINATED BY: Cheryl Ebert, Senior Civil Engineer

REVIEWED BY: Ken Berkman, Public Works Director
Meredith Petit, Recreation and Parks Director

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

The Holly Valley Park playground is a recreational area that mainly accommodates the local community near the site. The existing playground’s play structure is old, outdated, and worn and has become difficult for staff to maintain; and much of the equipment is no longer manufactured, making repairs and replacements infeasible. When possible, staff has attempted to devise temporary fixes and riggings to keep the equipment working. Additionally, the surface area beneath the structures is comprised of sand. Sand is a material no longer used in play areas because it is difficult to maintain, can hide trash, animal feces, and other pollutants.

This project is designed to replace the playground equipment with modern, standard equipment that incorporates varying degrees of difficulty and skill areas for children under the age of 5. The design upgrades the playground’s accessibility by replacing the sand with poured-in-place rubber for fall protection and incorporates other features for ADA compliance, such as widening the sidewalk from the street to the playground.
The project was identified as a top priority project by Recreation and Parks Commission. The funding for the project was included in the adopted FY2017/18 budget and was carried over to this fiscal year’s budget as part of the ongoing projects.

Staff respectfully recommends that City Council adopt the attached resolution approving the plans and specifications for the Holly Valley Park Playground Project (Project No. PW 18-33) and authorize staff to advertise the project for construction bids.

With Council approval, the anticipated schedule is as follows:

<table>
<thead>
<tr>
<th>January 2019</th>
<th>Advertising and Bid Process</th>
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</thead>
<tbody>
<tr>
<td>February 2019</td>
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<tr>
<td>April 2019</td>
<td>Start Construction</td>
</tr>
<tr>
<td>July 2019</td>
<td>Construction Completed</td>
</tr>
</tbody>
</table>
RESOLUTION NO. ___

A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF HOLLY VALLEY PARK PLAYGROUND PROJECT, PW 18-33. PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.

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

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

A. The City Engineer prepared plans and specifications for Holly Valley Park Playground Project, Project No. PW 18-33 (the “Project”). These plans and specifications are complete. Bidding for construction of the Project may begin;

B. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: Design Immunity; Authorization.

A. The design and plans for the Project are determined to be consistent with the City’s standards and are approved.

B. The design approval set forth in this Resolution occurred before actual work on the Project construction commenced.

C. The approval granted by this Resolution conforms with the City’s General Plan.

D. The City Engineer, or designee, is authorized to act on the City’s behalf in approving any alterations or modifications of the design and plans approved by this Resolution.

E. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

SECTION 3: Project Payment Account. For purposes of the Contract Documents administering the Project, the City Council directs the City Manager, or designee, to establish a fund containing sufficient monies from the current fiscal year budget to pay for the Project (“Project Payment Account”). The Project Payment Account is the sole source of funds available for the Contract Sum, as defined in the Contract Document administering the Project.

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution.
SECTION 5: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this 4th day of December, 2018.

Drew Boyles, Mayor

ATTEST:

Tracy Weaver, City Clerk

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

By:
David H. King, Assistant City Attorney
EL SEGUNDO CITY COUNCIL
MEETING DATE: December 18, 2018
AGENDA STATEMENT
AGENDA HEADING: Consent Agenda

AGENDA DESCRIPTION:
Consideration and possible action to adopt a resolution confirming the use of Pump Station 18 Basin and Sandhill’s Retention Basin as infiltration basins for the National Pollutant Discharge Elimination System (NPDES) Permit’s Best Management Practices. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Adopt the Resolution; or,
2. Alternatively, discuss and take other possible actions related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Resolution
2. Map of Pump Station 18 Basin and Sandhill Retention Basin

FISCAL IMPACT: None

<table>
<thead>
<tr>
<th>Amount Budgeted:</th>
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<tbody>
<tr>
<td>Additional Appropriation:</td>
<td>N/A</td>
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<tr>
<td>Account Number(s):</td>
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STRATEGIC PLAN:

<table>
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<tr>
<th>Goal:</th>
<th>4</th>
<th>Develop Quality Infrastructure and Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective:</td>
<td>(a) El Segundo’s physical infrastructure supports an appealing, safe, and effective City</td>
<td></td>
</tr>
</tbody>
</table>

ORIGINATED BY: Cheryl Ebert, Senior Engineer
REVIEWED BY: Ken Berkman, Public Works Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

On December 28, 2012, the Los Angeles Region California Water Quality Control Board’s Order No. R4-2012-0175 (the NPDES Permit) became effective, instituting waste discharge requirements for municipal separate storm sewer systems (MS4). This regulation set out stipulations on stormwater runoff pollution prevention and control, as pollutants in stormwater have damaging effects on both human health and aquatic ecosystems.

The Permit specified watershed control measures focusing on structural Best Management Practices (BMPs) that physically alter the hydrology or water quality of stormwater runoff. Structural BMPs include infiltration basins, bio-swales, bio-retention and other type of facilities. While structural BMPs are among the most effective treatment control measures for stormwater runoff, they are also very expensive. Fortunately, El Segundo has two existing retention basins
(the Pump Station 18 Basin and Sandhill Basin) that have been operating as infiltration basins for
the last several years, and can be officially converted to infiltration basins at no initial cost. For
comparison, infiltration projects similar in scope and benefit as the Pump Station 18 and Sandhill
Basins would cost upwards of $10,000,000 and $700,000 respectively, not including potential land
acquisition costs. As a result of analysis by consultant Geosyntec, staff is proposing the utilization
of the Pump Station 18 Basin and Sandhill Retention Basin as infiltration basins to comply with
the NPDES Permit.

A large portion of the eastern half of the City drains into the Pump Station 18 Basin (“PS18”,
located on Hughes Way, just east of Pacific Coast Hwy). PS18 has been studied and determined
to retain stormwater in its basin while concurrently allowing adequate infiltration into the ground,
which separates pollutants from the stormwater and thus provides the means for trash, debris and
sediment to be collected by Public Works staff. This process also allows the runoff, which
previously would drain straight into the ocean, to be captured and re-used to refill the subsurface
water aquifers that are critical components of the region’s water supply.

PS18 was also studied to determine if the use of its basin as an infiltration device would
compromise its flood control capacity, and it concluded that the basin volume provides above-and-
beyond the capacity needed for proper flood control. The basin was also analyzed to confirm that
there would be no structural hazard or detriment to operating the basin as an infiltration basin.

The only step necessary to commence infiltration operations and achieve this compliance measure
is to operate the pumping facility’s float control level setting at the elevation needed to ensure
capture of the stipulated pollutant removal from a specific volume of water. This staff report and
the attached resolution are intended to document the direction that, in this case for PS18, the current
operational settings of the pumps will remain set as they are for the continued use of the basin as
an infiltration basin.

A portion of the western half of the City drains into the Sandhill Basin (Sandhill), which is located
in the undeveloped strip of land between the Hyperion Sewage Treatment Plant and the western
most residential properties. Sandhill has also been studied and determined to provide the same
benefits noted above for PS18, and no additional construction or operational changes need to be
made to achieve compliance.

For comparison, construction of new infiltration projects similar in scale and benefit of the Pump
Station 18 Basin and the Sandhill Basin would cost upwards of $10,000,000 and $700,000
respectively, not including any required land acquisition cost.

Staff respectfully recommends City Council adopt the resolution confirming the use of Pump
Station 18 Basin and Sandhill Basin as infiltration basins for Best Management Practices for the
National Pollutant Discharge Elimination System Permit.
RESOLUTION NO. __

A RESOLUTION CONFIRMING THE USE OF PUMP STATION 18 BASIN AND SANDHILL BASIN AS INFILTRATION BASINS FOR BEST MANAGEMENT PRACTICES FOR THE NATIONAL DISCHARGE ELIMINATION SYSTEM PERMIT

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

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

A. On December 28, 2012, the Los Angeles Region California Water Quality Control Board’s Order No. R4-2012-0175 became effective, instituting waste discharge requirements for municipal separate storm sewer system (MS4) discharges;

B. This regulation set out stipulations on stormwater runoff pollution prevention and control, as pollutants in stormwater have damaging effects on both human health and aquatic ecosystems;

C. Pump Station 18 Basin has been studied and identified as a viable part of the permit’s compliance solution when operated as an infiltration basin. The basin’s pumping controls, when set at the appropriate activation elevation, adequately capture and retain for infiltration, the permit’s required stormwater pollution prevention and control volume of water.

D. Sandhill Basin has been studied and identified as a viable part of the permit’s compliance solution when operated as an infiltration basin. The basin adequately captures and retains for infiltration, the permit’s required stormwater pollution prevention and control volume of water.

SECTION 2: Therefore, City Council declares that the Pump Station 18 Basin and Sandhill Basin shall be used as infiltration basins until otherwise determined.

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

SECTION 4: This Resolution will become effective immediately upon adoption and remain effective unless superseded by a subsequent resolution.
PASSED AND ADOPTED this ___ day of _____________, 2018.

__________________________
Drew Boyles, Mayor

ATTEST:

__________________________
Tracy Weaver, City Clerk

APPROVED AS TO FORM:

__________________________ for
Mark D. Hensley
City Attorney
AGENDA DESCRIPTION:

Consideration and possible action to 1) amend the standard Professional Services Agreement with J.C. Chang & Associates, Inc. for Pump Station 17 Equipment Repair, Project No. PW 18-13. (Fiscal Impact: $32,965)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to amend the standard Professional Services Agreement with J.C. Chang & Associates, Inc. to a total amount not-to-exceed $75,465 for Pump Station 17 Equipment Repair, Project No. PW 18-13, and amend the contingency to a total amount not-to-exceed $7,500; or,

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

ATTACHED SUPPORTING DOCUMENTS:

Map of Project Area

FISCAL IMPACT: Included in adopted budget FY 17-18

<table>
<thead>
<tr>
<th>Amount Budgeted</th>
<th>$220,000</th>
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<td>Additional Appropriation</td>
<td>None.</td>
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<tr>
<td>Account Number(s)</td>
<td>301-400-8205-8314 (Pump Replacement - Stormwater Pump Station #17)</td>
</tr>
</tbody>
</table>

STRATEGIC PLAN:

<table>
<thead>
<tr>
<th>Goal</th>
<th>4</th>
<th>Develop Quality Infrastructure and Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>(a)</td>
<td>El Segundo’s physical infrastructure supports an appealing, safe, and effective City</td>
</tr>
</tbody>
</table>

ORIGINATED BY: Lifan Xu, City Engineer

REVIEWED BY: Ken Berkman, Public Works Director

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

The Public Works Department maintains the City’s storm drain system to ensure adequate collection of stormwater runoff and flood control for the City’s residents and businesses. In general, the City’s system is comprised of approximately 18 miles of pipe, 369 catch basins and three pump stations. There are another ~16 miles of pipe and 206 catch basins owned and maintained by LA County within the City.
In the 1960’s, the City built a basin and pump house on Imperial Highway, at the intersection with Center Street. There are a total of three pumps at the facility. The engine for the third pump, which acts as a backup in case one of the main engines fails, has incurred problems that staff can no longer fix. A project to repair or replace the engine was approved in the FY2017-18 budget.

The City executed an agreement with JC Chang & Associates, Inc. for $50,000 to analyze and design the project. Their analysis revealed that not only did the engine need replacement, but the pump did as well, as both components are beyond their usable expected lifespans. The consultant recommended the replacement of the gas-powered engine with an electric one, which will provide better long-term financial performance of the facility given the reduced projected maintenance cost over the lifespan of the equipment for electric motors over gas motors. An added benefit is that the new electric motor will not need to be permitted under the Air Quality Management District, which will also save money and staff time. In general, cities across the region are moving towards electric power for pump stations for these reasons.

These findings triggered additional work for JC Chang above and beyond that which was anticipated for the original contracted gas powered system. The electrical motor will require new service from Southern California Edison; and an addition switchboard, transformer, and switchboard equipment will need to be incorporated into the design. Also, the structural flooring that currently supports the pump equipment will need to be redesigned to support the weight of the heavier electric powered pump. These design cost changes have been summarized by the consulting firm as an increase of $25,465, bringing the total contract value to $75,465.

Staff also recommends increasing the contingency accordingly, to provide a mechanism for minor changes that may arise as the design work moves forward. Although the switch to an electrical driven system has resulted in an increase in the design contract from the original gas power system, the City will save significantly more on the actual construction costs. The design firm has estimated that the construction of the electrical system will cost $127,000 less than the gas system. Once the design is completed, staff will incorporate the budget for project construction in the FY2019-20 CIPAC (Capital Improvement Projects Advisory Committee) process.

Staff respectfully recommends City Council authorize the City Manager to amend the standard Professional Services Agreement with J.C. Chang & Associates, Inc. to a total amount not-to-exceed $75,465 for Pump Station 17 Equipment Repair, Project No. PW 18-13, including a not-to-exceed-contingency amount of $7,500.
EL SEGUNDO CITY COUNCIL
AGENDA STATEMENT

AGENDA DESCRIPTION:
Consideration and possible action to adopt a Resolution approving plans and specifications for the Campus El Segundo Shade Structure Project, No. PW 18-28. (Fiscal Impact: To be determined)

RECOMMENDED COUNCIL ACTION:
1. Adopt a Resolution approving plans and specifications for the Campus El Segundo Shade Structure Project; and,
2. Authorize staff to advertise the project for receipt of construction bids; or
3. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Resolution

FISCAL IMPACT: Included in the FY 2017-18 budget
Amount Budgeted: $125,000
Additional Appropriation: $0
Account Number(s): 301-400-8202-8420 (Park Facilities Upgrades)

ORIGINATED BY: Cheryl Ebert, Senior Civil Engineer
REVIEWED BY: Ken Berkman, Public Works Director
Meredith Petit, Recreation and Parks Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
The Campus El Segundo (CES) athletic fields are a highly-used recreational facility in the City of El Segundo. Through various needs assessments and resident surveys, residents and organizations have expressed the need for more shaded areas within the parks and athletic fields, and specifically at the CES athletic fields. AYSO recently approached the City and offered financial assistance to add shade to CES.

This project includes the procurement and installation of two (2) shade structures over the concrete bleachers on the east and west side of the concessions building and as an alternate bid option, two (2) shade structures over each of the exterior benches along the outer perimeter of the field. If budget allows at the time of bid opening, the alternate bid items may be included in the construction. The funding for the project was included in the adopted FY2017-18 budget and was carried over to the FY2018-19 budget as part of the ongoing projects.
Staff respectfully recommends that City Council adopt the attached resolution approving the plans and specifications for the CES Shade Structure Project (Project No. PW 18-28); authorize staff to advertise the project for construction bids.

With Council approval, the anticipated schedule is as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2019</td>
<td>Advertising and Bid Process</td>
</tr>
<tr>
<td>February 2019</td>
<td>Contract Award</td>
</tr>
<tr>
<td>April 2019</td>
<td>Start Construction</td>
</tr>
<tr>
<td>July 2019</td>
<td>Construction Completed</td>
</tr>
</tbody>
</table>
RESOLUTION NO. __

A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF CAMPUS EL SEGUNDO SHADE STRUCTURE PROJECT, PW 18-28. PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.

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

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

A. The City Engineer prepared plans and specifications for Campus El Segundo Shade Structure Project, Project No. PW 18-28 (the “Project”). These plans and specifications are complete. Bidding for construction of the Project may begin;

B. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: Design Immunity; Authorization.

A. The design and plans for the Project are determined to be consistent with the City’s standards and are approved.

B. The design approval set forth in this Resolution occurred before actual work on the Project construction commenced.

C. The approval granted by this Resolution conforms with the City’s General Plan.

D. The City Engineer, or designee, is authorized to act on the City’s behalf in approving any alterations or modifications of the design and plans approved by this Resolution.

E. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

SECTION 3: Project Payment Account. For purposes of the Contract Documents administering the Project, the City Council directs the City Manager, or designee, to establish a fund containing sufficient monies from the current fiscal year budget to pay for the Project (“Project Payment Account”). The Project Payment Account is the sole source of funds available for the Contract Sum, as defined in the Contract Document administering the Project.

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution.
SECTION 5: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this ________ day of December, 2018.

__________________________
Drew Boyles, Mayor

ATTEST:

__________________________
Tracy Weaver, City Clerk

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

By: ________________________
David H. King, Assistant City Attorney
AGENDA DESCRIPTION:

Consideration and possible action to award a standard Public Works Contract to Delta Electric for the Downtown Landscape Lighting Project, Project No. PW 18-24. (Fiscal Impact: $210,518.83)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to execute a standard Public Works Contract, in a form approved by the City Attorney, with Delta Electric in the amount of $191,418.83, for the Downtown Landscape Lighting Project, Project No. PW 18-24, authorize an additional $19,100 for construction related contingencies, and transfer $52,167.69 from the Capital Improvement Unappropriated Fund Balance to account for shortfall in the project budget; or,

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

ATTACHED SUPPORTING DOCUMENTS:

Location Map

FISCAL IMPACT: Included In the Adopted FY2017-18 and 18/19 Budgets

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<th>$210,518.83</th>
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<td>Additional Appropriation:</td>
<td>No.</td>
</tr>
<tr>
<td>Account Number(s):</td>
<td>$159,359.14 from 301-400-8203-8909 (Downtown Upgrades and Beautification)</td>
</tr>
<tr>
<td></td>
<td>Transferring $52,167.69 from 301-299-0000-2990 (Capital Improvement Unappropriated Fund Balance)</td>
</tr>
</tbody>
</table>

STRATEGIC PLAN:

Goal: 4 Develop Quality Infrastructure and Technology

Objective: (a) El Segundo’s physical infrastructure supports an appealing, safe, and effective City.

ORIGINATED BY: Cheryl Ebert, Senior Civil Engineer

REVIEWED BY: Ken Berkman, Public Works Director

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

The Downtown Committee was formed at the direction of City Council in Fall 2017 to help create a more vibrant, engaging, and beautiful downtown. The Committee, comprised of local businesses and property owners, met regularly to identify key actions for improving the downtown area. One of the projects is repairing and upgrading the existing electrical infrastructure in the downtown planter boxes to provide for new landscape lighting, with a focus on uplighting the trees to create a pleasant ambiance in the downtown corridor on Main Street.
and Grand Avenue. The funding for the downtown projects was included in the FY2017-18 budget and was carried over to the adopted FY2018-19 budget as part of the ongoing projects.

On October 16, 2018, Council adopted the plans and specifications for the Downtown Landscape Lighting Project, Project No. PW 18-24, and authorized staff to advertise for construction bids.

On November 13, 2018, the City Clerk received and opened one bid from Delta Electric (Delta) in the amount of $191,418.83. Staff reviewed Delta's bid package and deemed the contractor as the lowest responsive and responsible bidder. Staff also checked Delta's references and license status and determined that they have satisfactorily completed similar projects for other public agencies and their license is in good standing.

The budget allocated by the City Council for downtown upgrades and beautification is $200,000. Over the past year, the Downtown Committee has worked diligently to determine how to best improve the corridor, and funds have already been allocated towards the following:

1. String lights at three (3) downtown intersections – $5,986.10 (completed)
2. PW 18-22 – Downtown Sidewalk Cleaning Project – $3,500.00 (completed)
3. PW 18-23 – Design and Construction of the Downtown Parklet (design in progress) – $31,154.76
4. PW 18-24 – Downtown Landscape Lighting Project (advertising) – $1,008.00

The Project’s advertising cost was $1,008, leaving a balance of $158,351.14 for construction, resulting in a shortfall in funds of approximately $32,000. Staff is recommending the full-scope project to maximize the benefit of economy of scale and provide a project that will greatly impact the aesthetics of the entire downtown area, as opposed to phasing the project and reducing the scope of work and thus impact area of this project.

The recommended project consists of installing lights in fifty-nine (59) large trees, ninety (90) small trees, and fifty-six (56) tree grates within the project corridor, which includes Main Street between El Segundo Boulevard and Mariposa Avenue and Grand Avenue between Eucalyptus Drive and Concord Street. To complete the entire scope of the project as publically bid with an additional $19,100 for contingency, an additional $52,167.69 in funds from a reserve account would need to be transferred to this project. The reserve funds identified will come from the $200,000 Golf Course Lighting Project approved in the FY2017-2018 budget that was no longer needed. These funds were transferred to the Capital Improvement Unappropriated Fund Balance.

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 Delta Electric in the amount of $191,418.83, authorize an additional $19,100 for construction related contingencies, and transfer $52,167.69 from the Capital Improvement Unappropriated Fund Balance.

With approval, the project is expected to commence in March and be completed in May, 2019.

Alternatively, the scope of work may be reduced to remain within the allotted project budget. After analyzing the bid result, it was determined that removing proposed lights from twenty (20) larger trees and ten (10) smaller trees would achieve this result. Staff has evaluated the project corridor and has determined that removal of the proposed tree lights within the 100 block of
Main Street and from two blocks on Grand Avenue between Eucalyptus Drive and Standard Street would keep the project within budget.

With this modification, 39 large trees are proposed to have lights installed in them, in addition to eighty (80) smaller trees and fifty-six (56) tree wells within the project corridor. The contract amount would be reduced to $155,104.93 with the aforementioned scope deduction. The construction phase of the Eucalyptus Storm Drain Abandonment Project has been completed and is under budget; staff will bring that project’s Notice of Completion report to Council next month. Sufficient funding can be transferred from that project to this Project’s account to provide the 10% construction contingency, if needed.

If Council desires this alternative, it could authorize the City Manager to execute a standard Public Works Contract in a form approved by the City Attorney with Delta Electric in the amount of $155,104.93, and authorize an additional $15,000 for construction related contingencies. The total project cost would be $170,104.93 and be funded by $159,359.14 from 301-400-8203-8909 (Downtown Upgrades and Beautification), and a transfer of $10,745.79 from 301-400-8205-8313 (Eucalyptus Storm Drain Abandonment) into the project account.
AGENDA DESCRIPTION:
Consideration and possible action to approve a license agreement with Swimming Los Angeles Swim School (Swimming L.A.) in a form approved by the City Attorney. (Fiscal Impact: $5,400 estimated annual revenue)

RECOMMENDED COUNCIL ACTION:
1. Approve the license agreement with Swimming L.A. approved as to form by the City Attorney.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS: None

FISCAL IMPACT: Estimated annual revenue of $5,400

<table>
<thead>
<tr>
<th>Amount Budgeted:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Appropriation:</td>
<td>N/A</td>
</tr>
<tr>
<td>Account Number(s):</td>
<td>N/A</td>
</tr>
</tbody>
</table>

STRATEGIC PLAN:

<table>
<thead>
<tr>
<th>Goal:</th>
<th>1</th>
<th>Enhance Customer Service and Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>Support Community Safety and Preparedness</td>
</tr>
</tbody>
</table>

PREPARED BY: Arecia Hester, Recreation Superintendent
REVIEWED BY: Meredith Petit, Director of Recreation and Parks
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:
Swimming Los Angeles Swim School (Swimming L.A.) submitted a proposal to the Recreation and Parks Department with the desire to provide “Parent & Child” swim lessons to infants under 35 months of age. Currently, the Parent and Child Swim Lessons provided by the City of El Segundo part-time swim instruction staff are only offered Saturday mornings due to staff availability and limitations in specialization of skills. Swimming L.A. is currently proposing to teach swim lessons Thursday mornings from 9:30–11:00 a.m., a historically under-utilized time for the Plunge instructional pool. Matt Harrigan is Swimming L.A.’s instructor and founder, and has in-depth aquatics experience which will make his organization an excellent fit to help expand the City of El Segundo aquatics program.

Matt learned to swim independently by the age of two in his hometown of Pittsburgh, Pennsylvania. He went on to become a 5-time state champion in high school in three events and eventually qualified and competed in the 2000 U.S. Olympic Trials in the 400 IM and 200 Breaststroke. Matt swam intercollegiately during his four years at Princeton University where he won two individual Ivy League titles and is a former university record holder. In 2008, he won seven individual U.S. Masters National Championships and set the Masters World Record with his 200 Freestyle Relay team. Matt also set the Masters World Record with Southern California Aquatic Master’s 800 Freestyle Relay team in 2009 and in that same year became a certified infant-toddler swim instructor. Matt is passionate about water safety, educating parents, teaching
students of all ages, and believes all swim schools should be up to date on the latest research in child development and early age swimming.

The El Segundo Recreation and Parks Aquatics Division is currently undergoing continuous efforts to explore and implement new programs to build a robust set of opportunities for residents of all ages and abilities as well as to generate additional revenue. At a rental rate of $75/hour for exclusive use of the instructional pool, this agreement will generate approximately $450 monthly, or $5,400 annually. This agreement has the potential to expand beyond the one day a week course into a larger program if it is proven to show benefit to El Segundo residents. A License Agreement approved by City Council is required to set the fee for this rental program as there is not an established rental rate for the small pool at the Plunge.
AGENDA DESCRIPTION:
Consideration and possible action to accept specialized rescue equipment, personal protective equipment and a utility truck from Chevron USA in a sum equal to $246,950 following a Federal Consent Decree and a new 2019 fire engine from Pierce Manufacturing, utility truck and emergency radio equipment totaling $900,000 from Chevron USA from a local grant. (Fiscal Impact: $0).

RECOMMENDED COUNCIL ACTION:
1) Authorize the City Manager, in a form approved by the City Attorney, to accept specialized rescue equipment, personal protective equipment and utility truck from Chevron USA in a sum equal to $249,950 in conformance with requirements of the Federal Consent Decree
2) Authorize the City Manager, in a form approved by the City Attorney, to accept a new 2019 fire engine from Pierce Manufacturing, utility truck and emergency radio equipment from Chevron USA in conformance with a local grant totaling $900,000
3) Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
None

FISCAL IMPACT: None
Amount Budgeted: $0
Additional Appropriation: $0
Account Number(s): N/A

STRATEGIC PLAN:
Goal: 2 El Segundo is a safe and prepared City
Objective: 1 The City has a proactive approach to risk and crime that is outcome focused and are prepared to respond appropriately when called upon with positive outcomes.

ORIGINATED BY: Carol Lynn Umer, Senior Management Analyst
REVIEWED BY: Chris Donovan, Fire Chief
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION
The City of El Segundo was notified on October 24, 2018 that Chevron will be purchasing important safety equipment on behalf of the El Segundo Fire Department as part of a Consent Decree Order and National Settlement from the Department of Justice (DOJ) and Environmental Protection Agency (EPA). This action stems from various Federal Clean Air Act violations
following the August 6, 2012 incident at Chevron Richmond. Based on that incident, EPA performed inspections at other Chevron facilities, including: El Segundo, Utah, Mississippi and Hawaii. Each site was found to be in violation of various Clean Air Act provisions and as part of the post incident process a Consent Decree settlement was reached. The DOJ and EPA announced a comprehensive settlement that included fines, enhancements to mechanical integrity and safety processes, as well as, the purchase of emergency response equipment for local jurisdictions surrounding the five subject refineries.

El Segundo Fire was contacted by a law firm representing a local business as early as June 2018 and staff was made aware that this local business (later determined to be Chevron) was negotiating a Federal Consent Decree. Staff was asked by the law firm to provide a list of apparatus and equipment that could be purchased as part of a settlement agreement. Following several conversations with the law firm a comprehensive list of items was presented for consideration. These items were identified as important to continuing exceptional service delivery within the community, while also providing for the health and wellness of the firefighters. Below are the Consent Decree findings for El Segundo Fire for which we can expect to have the orders placed by Chevron within 180 days:

- 45 sets of Personal Protective Equipment (PPE)
- Rescue Equipment
- Forward looking Infrared (FLIR) Camera for Environmental Safety Division
- One (1) 2019 Ford Super Duty XL Crew Cab with custom specifications

In addition to the consent decree, the City of El Segundo was officially notified during the regularly scheduled December 4, 2018 City Council meeting of an additional grant of $900,000. Mr. Rod Spackman, Chevron Manager of Policy, Government & Public Affairs, announced that the El Segundo Fire Department would receive the grant to purchase a new 2019 fire engine from Pierce Manufacturing (the Fire Department had previously received City Council support to replace this unit as part of the fiscal year capital equipment replacement schedule), another utility truck (total of two utility trucks to replace two small vehicles in the current fleet) and emergency radio equipment in compliance with the new digital, trunked radio system that will go live in early 2019.

It is important to note that this consent decree was related to violations of the Federal Clean Air Act only and did not impact negatively the El Segundo Fire Department CUPA regulatory oversight. In fact, the efforts of the CUPA were then and continue to be in alignment with State mandated safety elements for the community as we place considerable efforts into protecting the residents, businesses and visitors of our City. That said, we are grateful to Chevron for the additional grant of $900,000 that will further enhance operational capacity and continue our efforts of exceptional fire and life safety services, while maintaining our excellent working relationship.
AGENDA DESCRIPTION:
Consideration and possible action to incorporate an Environmental Consideration Statement in all Staff Reports not subject to the California Environmental Quality Act (CEQA). (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Direct staff to incorporate an Environmental Consideration Statement in all Staff Reports; or,
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Sample Staff Report with Environmental Considerations Statement

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

STRATEGIC PLAN:
Goal: 4 Develop Quality Infrastructure and Technology
Objective: (a) El Segundo’s physical infrastructure supports an appealing, safe, and effective City

ORIGINATED BY: The Environmental Committee
REVIEWED BY: Ken Berkman, Director of Public Works
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
As part of the Strategic Planning sessions, City Council directed staff to work with the Environmental Committee to develop language to ensure major purchases and City policy changes are vetted from an environmental impact perspective. The Committee is currently comprised of seven volunteer members representing El Segundo-based businesses, El Segundo residents, the El Segundo Unified School District, and City staff.

The consideration of environmental impacts in staff reports supports the environmental considerations that were included in the City’s revised purchasing policies and procedures approved by Council on December 19, 2017. This statement will not apply to the hiring of personnel practices or policies, the hiring of consultants, nor decisions that require a CEQA assessment and determination (such as land use policies, development projects, all public works projects etc.), including projects that are categorically exempt under CEQA; rather, it is intended
to call out opportunities for eco-minded choices that reduce waste, utilize recycled goods, or use green energy, for example.

Current staff reports include a Strategic Plan section. Environmental considerations can be presented in a similar format and reflects the majority of the Core Values of the City, namely by staff:

- Exhibiting **Accountability** for their choices;
- Using **Ethics** in making responsible decisions;
- Assuming **Stewardship** for the future;
- **Challenging themselves** to think eco-mindedly;
- Practicing all of the above is indicative of **Continuous Improvement and Reflection**.

Therefore, as an efficient yet important documentation of non-CEQA environmental considerations, the Environmental Committee suggests the following language be added to the staff reports:

1. Add **ENVIRONMENTAL CONSIDERATIONS** to the summary section below **FISCAL IMPACT**:

**ENVIRONMENTAL CONSIDERATIONS**
*Were Environmental Considerations factored into this purchase or policy change? (Y/N/Not Applicable)*

2. Add **ENVIRONMENTAL CONSIDERATIONS** prior to the recommendation portion of the staff report to elaborate on the response in the summary section:

**ENVIRONMENTAL CONSIDERATIONS**
*Briefly summarize the Environmental Considerations of this purchase or policy change, if applicable.*
AGENDA DESCRIPTION:
Consideration and possible action regarding Fiscal Year (FY) 2017-18 Fourth Quarter Financial Review of the General Fund (GF) and Enterprise Funds. (Fiscal Impact: none)

RECOMMENDED COUNCIL ACTION:
(1) Receive and File FY 2017-18 Fourth Quarter Financial Review.
(2) Alternatively discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS: None

FISCAL IMPACT: None

<table>
<thead>
<tr>
<th>Amount Budgeted:</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Appropriation:</td>
<td>N/A</td>
</tr>
<tr>
<td>Account Number(s):</td>
<td>None</td>
</tr>
</tbody>
</table>

STRATEGIC PLAN:
Goal: 5(b) Champion Economic Development and Fiscal Sustainability:
El Segundo approaches its work in a financially disciplined and responsible way

Objective: 1 The City will maintain a structurally balanced budget
2 The City will maintain a stable, efficient, and transparent financial environment

ORIGINATED BY: Jude Lee, Acting Management Analyst
REVIEWED BY: Joseph Lillio, Director of Finance
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

Unaudited Year-End Financial Review for Fiscal Year 2017-18
Staff has reviewed all revenues and expenditures for the fourth quarter of FY 2017-18, with an emphasis on the General Fund, to determine if all sources and uses are on target with the year-end projections. As we review the fourth quarter results, the City continues to experience steady economic growth, as well as financial challenges related to funding infrastructure, rising CalPERS pension costs, and costs associated with new labor negotiations.

Overall, the economy continues to show signs of steady growth statewide, as well as maintain a
historically low unemployment rate. While we are projecting moderate growth in many City revenues, the concentration of revenues coming from the business and industry sector creates a higher level of volatility in our core tax revenues that is difficult to forecast.

**General Fund Revenues**
The following is a list of major General Fund revenues and the performance of each source through the fourth quarter:

**Table 1: Year-End Top 10 General Fund Revenue Sources Prior Year Comparisons**

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Audited FY 2016-17</th>
<th>Unaudited FY 2017-18</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transient Occupancy</td>
<td>12.88</td>
<td>13.89</td>
<td>8%</td>
</tr>
<tr>
<td>Business License Revenues</td>
<td>11.39</td>
<td>11.54</td>
<td>1%</td>
</tr>
<tr>
<td>Sales &amp; Use Tax</td>
<td>12.20</td>
<td>10.76</td>
<td>-12%</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>6.77</td>
<td>7.66</td>
<td>13%</td>
</tr>
<tr>
<td>Tax Resolution Agreement (TRA)</td>
<td>6.59</td>
<td>6.33</td>
<td>-4%</td>
</tr>
<tr>
<td>Franchise Tax</td>
<td>2.87</td>
<td>3.82</td>
<td>33%</td>
</tr>
<tr>
<td>Gas Utility Tax</td>
<td>1.62</td>
<td>2.96</td>
<td>83%</td>
</tr>
<tr>
<td>Plan Check Fees</td>
<td>2.34</td>
<td>2.49</td>
<td>6%</td>
</tr>
<tr>
<td>Electric Utility Tax</td>
<td>2.38</td>
<td>2.45</td>
<td>3%</td>
</tr>
<tr>
<td>Vehicle License Fee Swap</td>
<td>1.42</td>
<td>1.60</td>
<td>12%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>10.94</td>
<td>11.60</td>
<td>6%</td>
</tr>
<tr>
<td><strong>Total General Fund Revenues</strong> (Net of Transfer)</td>
<td>71.39</td>
<td>75.10</td>
<td>5%</td>
</tr>
<tr>
<td>Transfers In</td>
<td>0.00</td>
<td>0.35</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total General Fund Revenues</strong></td>
<td>71.39</td>
<td>75.45</td>
<td>6%</td>
</tr>
</tbody>
</table>

**Graph 1: Year-End Top 10 General Fund Revenue Sources Prior Year Comparisons**
(Through September 30th of each year)
Table 2: Year-End Estimates for General Fund compared to Budget Received Analysis

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>FY 17-18 Revised Budget</th>
<th>Unaudited FY 2017-18</th>
<th>% of Budget Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transient Occupancy</td>
<td>13.50</td>
<td>13.89</td>
<td>103%</td>
</tr>
<tr>
<td>Business License Revenues</td>
<td>11.48</td>
<td>11.54</td>
<td>101%</td>
</tr>
<tr>
<td>Sales &amp; Use Tax</td>
<td>11.80</td>
<td>10.76</td>
<td>91%</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>6.98</td>
<td>7.66</td>
<td>110%</td>
</tr>
<tr>
<td>Tax Resolution Agreement (TRA)</td>
<td>6.33</td>
<td>6.33</td>
<td>100%</td>
</tr>
<tr>
<td>Franchise Tax</td>
<td>2.90</td>
<td>3.82</td>
<td>132%</td>
</tr>
<tr>
<td>Gas Utility Tax</td>
<td>1.70</td>
<td>2.96</td>
<td>174%</td>
</tr>
<tr>
<td>Plan Check Fees</td>
<td>2.00</td>
<td>2.49</td>
<td>124%</td>
</tr>
<tr>
<td>Electric Utility Tax</td>
<td>2.10</td>
<td>2.45</td>
<td>117%</td>
</tr>
<tr>
<td>VLF Swap</td>
<td>1.50</td>
<td>1.60</td>
<td>106%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>11.38</td>
<td>11.60</td>
<td>102%</td>
</tr>
<tr>
<td><strong>Total General Fund Revenues</strong></td>
<td><strong>71.67</strong></td>
<td><strong>75.10</strong></td>
<td><strong>105%</strong></td>
</tr>
<tr>
<td>(Net of Transfer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Transfers In</strong></td>
<td><strong>0.35</strong></td>
<td><strong>0.35</strong></td>
<td><strong>100%</strong></td>
</tr>
<tr>
<td><strong>Total General Fund Revenues</strong></td>
<td><strong>72.01</strong></td>
<td><strong>75.45</strong></td>
<td><strong>105%</strong></td>
</tr>
</tbody>
</table>
**Graph 2: Year-End General Fund % of Budget Received Analysis**

(Through September 30th of each year)

**Year-End General Fund % of Budget Received Analysis**

($ in millions)

- **FY 17-18 Revised Budget**
- **Unaudited FY 2017-18**

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**Transient Occupancy Tax (TOT)** is now the largest General Fund revenue source, accounting for 18.7% of total estimated revenues. This revenue has been rebounding as the economy improves due to increased occupancies and room rates. 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%. Also, there have been several new hotels to open operations in El Segundo over the course of the last year. The new hotels have contributed to the year-over-year increase in revenue. Total T.O.T. revenue for FY 2017-18 came in at $13.89 million. This is about $400,000 above the year-end estimate and $1 million more than the prior actuals.

**Business License Tax** is the City’s third largest General Fund revenue source, accounting for 15.9% of its total estimated revenues. The majority of this revenue stream is now collected in December due to the online renewal process that was implemented one year ago. The revenue received through year-end is higher than the previous year and the year-end estimate. For
contextual purposes, prior year actual includes a large late penalty of ~$600,000. This penalty has impacted the current year’s budget as our ordinance will credit part of the penalty paid last year (50%) to the amount due this year for the business license. This amount has been built into the budget.

Property Tax is 13% higher than last year. This is primarily due to the sale of large corporate properties and the reassessed value of these properties. The bulk of property tax revenue is received from the County in four large payments that occur in December, January, March and April of each year.

Sales & Use Tax is the City’s second largest revenue source, accounting for over 16.4% of the General Fund revenues. Sales and Use Tax receipts for the year-end of the current fiscal year are 12% lower than the same period last fiscal year. The total sales tax revenue for FY 2017-18 is 9% lower than total estimated budget. The volatility in sales tax revenue is a condition of online sales which go to the County pool versus directly to the City, as well as volatility in the B2B market which heavily contributes to El Segundo’s sales tax base.

Franchise Tax is another one of the City’s major revenue sources that is always impacted by the price of natural gas, its consumption demand, the price of electricity and its demand. The annual payments from Southern California Edison and The Gas Co are received in April of each year. The Gas Co. payment is calculated using the average price of natural gas for the prior calendar year. We are seeing a higher increase in the natural gas price which is driving our Franchise Taxes higher than anticipated. The Franchise tax came in higher than anticipated. Staff projected a 10% increase over the prior year, the actual increase was 32% higher than the previous year.

Gas Utility User’s Tax (UUT) is also trending upward compared to last fiscal year. The Gas UUT came in 83% higher than the previous year’s revenue and 74% higher than the estimated budget. Gas procurement price published by SoCal gas shows that in the month of August, there was a 60% surge on the gas price marking it at 57.159 cents per therm.

Plan Check Fees have come in 6% higher than the previous year’s revenue and 24% higher than the estimated budget. The total revenue for FY 2016-17 compared to 2017-18 indicates steady economic activity.

Electric Utility Tax came in higher than budgeted; 3% higher than previous fiscal year and 17% higher than budgeted for the year.
Table 3: Year-End Expenditures by Departments Prior Year Comparisons

<table>
<thead>
<tr>
<th>Departments ($ in millions)</th>
<th>Audited FYE 2016-17</th>
<th>Unaudited FYE 2017-18</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>20.2</td>
<td>21.3</td>
<td>5%</td>
</tr>
<tr>
<td>Fire</td>
<td>14.4</td>
<td>16.1</td>
<td>12%</td>
</tr>
<tr>
<td>Public Works</td>
<td>6.3</td>
<td>6.4</td>
<td>2%</td>
</tr>
<tr>
<td>Non-department</td>
<td>5.8</td>
<td>6.0</td>
<td>4%</td>
</tr>
<tr>
<td>Recreation &amp; Parks</td>
<td>5.0</td>
<td>5.6</td>
<td>10%</td>
</tr>
<tr>
<td>Planning &amp; Building Safety</td>
<td>2.7</td>
<td>3.0</td>
<td>11%</td>
</tr>
<tr>
<td>Library</td>
<td>2.2</td>
<td>2.2</td>
<td>-2%</td>
</tr>
<tr>
<td>Finance</td>
<td>1.9</td>
<td>2.1</td>
<td>8%</td>
</tr>
<tr>
<td>City Manager</td>
<td>1.3</td>
<td>1.6</td>
<td>20%</td>
</tr>
<tr>
<td>Information Systems</td>
<td>0.9</td>
<td>1.5</td>
<td>55%</td>
</tr>
<tr>
<td>City Attorney</td>
<td>0.5</td>
<td>0.8</td>
<td>66%</td>
</tr>
<tr>
<td>Human Resources</td>
<td>0.8</td>
<td>0.8</td>
<td>-8%</td>
</tr>
<tr>
<td>City Clerk</td>
<td>0.4</td>
<td>0.5</td>
<td>30%</td>
</tr>
<tr>
<td>City Council</td>
<td>0.3</td>
<td>0.3</td>
<td>4%</td>
</tr>
<tr>
<td>City Treasurer</td>
<td>0.3</td>
<td>0.3</td>
<td>-18%</td>
</tr>
</tbody>
</table>

Total General Fund Expenditures 63.1 68.2 8%

Transfers Out 3.6 2.8 -22%

Total General Fund Expenditures 66.7 71.0 7%

Graph 3: Year-End General Fund Expenditures Prior Comparison (Through September 30th)
<table>
<thead>
<tr>
<th>Departments ($) in millions</th>
<th>FY 17-18 Revised Budget</th>
<th>Unaudited FY 17-18</th>
<th>% of Budget Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>22.10</td>
<td>21.27</td>
<td>96%</td>
</tr>
<tr>
<td>Fire</td>
<td>15.97</td>
<td>16.12</td>
<td>101%</td>
</tr>
<tr>
<td>Public Works</td>
<td>7.81</td>
<td>6.38</td>
<td>82%</td>
</tr>
<tr>
<td>Non-department</td>
<td>7.23</td>
<td>5.98</td>
<td>83%</td>
</tr>
<tr>
<td>Recreation &amp; Parks</td>
<td>6.07</td>
<td>5.55</td>
<td>91%</td>
</tr>
<tr>
<td>Planning &amp; Building Safety</td>
<td>2.87</td>
<td>2.98</td>
<td>104%</td>
</tr>
<tr>
<td>Library</td>
<td>2.20</td>
<td>2.18</td>
<td>99%</td>
</tr>
<tr>
<td>Finance</td>
<td>2.15</td>
<td>2.10</td>
<td>98%</td>
</tr>
<tr>
<td>City Manager</td>
<td>1.68</td>
<td>1.56</td>
<td>93%</td>
</tr>
<tr>
<td>Information Systems</td>
<td>2.05</td>
<td>1.47</td>
<td>72%</td>
</tr>
<tr>
<td>City Attorney</td>
<td>0.57</td>
<td>0.80</td>
<td>142%</td>
</tr>
<tr>
<td>Human Resources</td>
<td>0.94</td>
<td>0.77</td>
<td>81%</td>
</tr>
<tr>
<td>City Clerk</td>
<td>0.53</td>
<td>0.51</td>
<td>97%</td>
</tr>
<tr>
<td>City Council</td>
<td>0.30</td>
<td>0.29</td>
<td>97%</td>
</tr>
<tr>
<td>City Treasurer</td>
<td>0.27</td>
<td>0.25</td>
<td>93%</td>
</tr>
</tbody>
</table>

**Total General Fund Expenditures (Net of Transfer)**

<table>
<thead>
<tr>
<th></th>
<th>72.74</th>
<th>68.20</th>
<th>94%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers Out</td>
<td>2.95</td>
<td>2.80</td>
<td>95%</td>
</tr>
</tbody>
</table>

**Total General Fund Expenditures**

|                        | 75.69 | 71.00 | 94% |

**Graph 4: Year-End General Fund Budget Expensed (Through September 30th, 2018)**

*Year-End General Fund % of Budget Expensed Analysis* ($ in millions)
General Fund Expenditures

Year-End Comparison – FY 2017 v. FY 2018

As anticipated from previous quarter, total general fund operating expenditures (less transfers out), compared to the prior fiscal year was 8% higher. Total expenditures were well aligned with the budget and have come in 6% lower with 94% of budget being expensed; resulting in a budget savings of ~$4.7 million. This savings was largely anticipated during the strategic and budget planning sessions for the FY 2018-19 budget.

Notable annual changes in expenditures include Police department +5%, Fire department +12%, Planning & Building Safety +11%, Recreation and Parks +10%, City Manager +20%, Information Systems +55%, City Attorney +66% and City Treasurer -18%. The increases are largely resulted from additional funding towards Pension liabilities (CalPERS normal cost plus Liabilities/UAL), having positions filled versus vacant in prior years, an increase in IS related projects, and an increase in the City Attorneys contract rate as well as an increase in labor negotiation and litigation billable hours that have required additional City Attorney time to address.

Table 5 & 6 below represents the City’s General Fund balance and reserves. The fund balance is the amount of financial resources immediately available for use. The City also has a Council policy to maintain a 19% general fund financial reserve for the current year. The additional fund balance that is not assigned towards the required 19% reserve is referred to as “unassigned” fund balance. These unassigned funds can be used at the discretion of City Council. Staff will continue to monitor revenues and expenditures and reevaluate the funds in the unassigned fund balance during mid-year review. Staff will bring a discussion to Council, based on the City’s newly adopted strategic plan, to set priorities on the potential uses of these funds.

Table 5: General Fund Balance ending FY 2017-18

<table>
<thead>
<tr>
<th></th>
<th>Projected (Sept. 2018)</th>
<th>Estimated (unaudited)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance at October 1, 2017</td>
<td>$15,195,769</td>
<td>$15,195,769</td>
</tr>
<tr>
<td>Plus Year-end revenues for FY 2017-18</td>
<td>72,076,985</td>
<td>75,450,124</td>
</tr>
<tr>
<td>Less Year-end expenditures for FY 2017-18</td>
<td>(68,540,708)</td>
<td>(71,004,368)</td>
</tr>
<tr>
<td><strong>Unaudited Ending Fund Balance at September 30, 2018</strong></td>
<td><strong>$18,732,046</strong></td>
<td><strong>$19,641,525</strong></td>
</tr>
</tbody>
</table>
Table 6: General Fund Reserve

<table>
<thead>
<tr>
<th></th>
<th>Estimated</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FY 2018-19</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning Fund Balance at October 1, 2018</td>
<td>$18,732,046</td>
<td>$19,641,525</td>
</tr>
<tr>
<td>Plus adopted revenues for FY 2018-19</td>
<td>74,465,624</td>
<td>74,465,624</td>
</tr>
<tr>
<td>Less adopted expenditures for FY 2018-19</td>
<td>(79,062,784)</td>
<td>(79,062,784)</td>
</tr>
<tr>
<td>Less estimated continuing appropriations</td>
<td>-</td>
<td>(659,248)</td>
</tr>
<tr>
<td><strong>Ending Fund Balance at September 30, 2019</strong></td>
<td><strong>$14,134,886</strong></td>
<td><strong>$14,385,117</strong></td>
</tr>
<tr>
<td>Less assigned reserve requirement (19% of expenditures, excluding Transfers Out)</td>
<td>(13,952,229)</td>
<td>(13,952,229)</td>
</tr>
<tr>
<td>Unassigned General Fund Reserves</td>
<td>$182,657</td>
<td>$432,888</td>
</tr>
</tbody>
</table>

The revised fund balance and reserves have resulted in an additional ~$250,000 in unassigned General Fund reserves for the current fiscal year.

Discussion on Enterprise Funds

Table 7: Year-End Top Enterprise Revenues Prior Year Comparisons

<table>
<thead>
<tr>
<th>Revenue Source ($ in millions)</th>
<th>Audited FYE 2016-17</th>
<th>Unaudited FYE 2017-18</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Fund Revenues</td>
<td>31.77</td>
<td>30.64</td>
<td>-4%</td>
</tr>
<tr>
<td>Sewer Fund Revenues</td>
<td>4.33</td>
<td>4.41</td>
<td>2%</td>
</tr>
<tr>
<td>Golf Fund Revenues</td>
<td>1.71</td>
<td>1.65</td>
<td>-3%</td>
</tr>
<tr>
<td><strong>Total Enterprise Fund Revenues</strong></td>
<td><strong>37.82</strong></td>
<td><strong>36.70</strong></td>
<td><strong>-3%</strong></td>
</tr>
</tbody>
</table>

Graph 5: Year-End Enterprise Fund Revenues Prior Year Comparison (Through September 30th of each year)
Year-End Enterprise Fund Revenue PY Comparison

- Audited FYE 2016-17
- Unaudited FY 2017-18

Table 8: Year-End Enterprise Fund % of Budget Received Analysis

<table>
<thead>
<tr>
<th>Revenue Source ($ in millions)</th>
<th>FYE 17-18 Revised Budget</th>
<th>Unaudited FYE 2017-18</th>
<th>% of Budget Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Fund Revenues</td>
<td>29.59</td>
<td>30.64</td>
<td>104%</td>
</tr>
<tr>
<td>Sewer Fund Revenues</td>
<td>3.63</td>
<td>4.41</td>
<td>121%</td>
</tr>
<tr>
<td>Golf Fund Revenues</td>
<td>1.85</td>
<td>1.65</td>
<td>89%</td>
</tr>
<tr>
<td><strong>Total Enterprise Fund Revenues</strong></td>
<td><strong>35.08</strong></td>
<td><strong>36.70</strong></td>
<td><strong>105%</strong></td>
</tr>
</tbody>
</table>

Graph 6: Year-End Enterprise Fund % of Budget Received Analysis
(Through September 30th, 2018)
Year-End Enterprise Fund % of Budget Received Analysis
($ in millions)

Table 9: Enterprise Fund Expenditure Sources Prior Year Comparisons

<table>
<thead>
<tr>
<th>Departments ($ in millions)</th>
<th>Audited FYE 2016-17</th>
<th>Unaudited FYE 2017-18</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Fund Expenditures</td>
<td>26.50</td>
<td>27.66</td>
<td>4%</td>
</tr>
<tr>
<td>Sewer Fund Expenditures</td>
<td>4.05</td>
<td>7.40</td>
<td>83%</td>
</tr>
<tr>
<td>Golf Fund Expenditures</td>
<td>2.01</td>
<td>1.76</td>
<td>-13%</td>
</tr>
<tr>
<td><strong>Total Enterprise Fund Expenditures</strong></td>
<td><strong>32.56</strong></td>
<td><strong>36.82</strong></td>
<td><strong>13%</strong></td>
</tr>
</tbody>
</table>

Graph 7: Year-End Enterprise Fund Expenditures Prior Year Comparison
(Through June 30th of each year)

Year-End Enterprise Fund Expenditures PY Comparison
($ in millions)
Table 10: Year-End General Fund % of Budget Expensed Analysis

<table>
<thead>
<tr>
<th>Departments</th>
<th>FYE 17-18 Revised Budget</th>
<th>Unaudited FYE 17-18</th>
<th>% of Budget Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Fund Expenditures</td>
<td>33.00</td>
<td>27.66</td>
<td>84%</td>
</tr>
<tr>
<td>Sewer Fund Expenditures</td>
<td>10.78</td>
<td>7.40</td>
<td>69%</td>
</tr>
<tr>
<td>Golf Fund Expenditures</td>
<td>1.85</td>
<td>1.76</td>
<td>95%</td>
</tr>
<tr>
<td><strong>Total Enterprise Fund Expenditures</strong></td>
<td><strong>45.63</strong></td>
<td><strong>36.82</strong></td>
<td><strong>81%</strong></td>
</tr>
</tbody>
</table>

Graph 8: Year-End Enterprise Fund % of Budget Expensed Analysis
(Through September 30th, 2018)

Water Utility Enterprise Fund
Revenues in the Water Utility Fund are 4% lower than the previous fiscal year and largely due to a timing issue of bills due in the current year. Overall, the revenues were on track with the budget. Expenses have come in 16% below budget due to salary savings and a reduction in operating costs. There are three pending large capital projects: water infrastructure replacement, water main replacement and AMR meters that total $5.7 million.

Sewer Utility Enterprise Fund
As expected, revenues in the Sewer Utility Fund are 2% higher than previous fiscal year with 21% more received than budgeted. Expenditures have been 31% lower than budgeted. There are three pending large capital projects: annual sewer main repair, sewer pump station #1, and force
main and pump stations for a total of $6.4 million.

The **Golf Course Fund** revenues as anticipated have come in 11% lower than budgeted. Expenditures have been on track with the budget with 95% of budgeted expenditures expensed. Expenses continue to exceed revenues in the Golf Fund. The FY 2017-18 expenses exceeded revenues by $110,000.

**Discussion on Debt Service Fund**

The Debt Service Fund records the City’s facility lease activity for the Douglas Street Gap Closure. On September 1, 2005, the City entered into a facility lease agreement with the California Infrastructure and Economic Development Bank (CIEDB) whereby CIEDB issued bonds in the amount of $10,000,000 to finance the Douglas Street Gap Closure Project. The City will make lease payments over a 30-year period, which began on February 1, 2006. The interest rate on the bonds is 2.87% per annum. Payments on the lease obligation are due February 1 and August 1 of each year. The debt service fund is on target to meet the revenue, funded by traffic mitigation fees, and expenditure budgets.

**Conclusion**

At the Department level, the City has been spending under budget primarily due to vacant positions that have resulted in salary and benefit savings. This is reflected in the FY 2017-18 unaudited General Fund year-end results of $71,004,368 compared to the budget of $75,690,733, respectively.

Overall, General Fund revenues have been received in line with the revised mid-year budget (105%), with the exception of the gas and electric UUT and Franchise Taxes which came in higher than anticipated. The year-end net result was revenues exceeded expenditures by ~$4.4 million. While this result was anticipated and built into the FY 2018-19 budget projections, the City did end up slightly better than expected by about $250,000.

Once the FY 2017-18 financial audit is complete, the audited results will be presented to City Council in March/April 2019. The mid-year review of the current budget will take place in April 2019. During the mid-year review, staff will present to Council strategic uses for the unassigned General Fund reserves that fall in line with the City’s adopted Strategic Plan.
AGENDA DESCRIPTION:
Consideration and possible action regarding the annual request of Mr. S. Claus for variances from the Municipal Code.

RECOMMENDED COUNCIL ACTION:
Approve request by Mr. S. Claus for a waiver of the permits required for doing business within the City of El Segundo as follows:

1. The use of air rights and waiver of the Santa Monica Radial 160 R procedure;
2. Grant a free business license for a non-profit organization;
3. Waiver of the Noise Ordinance to permit the sound of bells;
4. Waiver of the Trespass Ordinance including dealing with trespassing animals;
5. Waiver of the ordinance on Animal Regulations.

FISCAL IMPACT: None

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

REVIEWS BY: Mayor Drew Boyles
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
Were Mr. S. Claus required to take the time to obtain all of the necessary permits, there would be many unhappy boys and girls in El Segundo. In order to expedite the timely delivery of presents, Council should waive the fees and permits required.