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.

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

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

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

MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, MAY 21, 2019 – 4:00 PM

4:00 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 Recreation and Parks Commission and Planning Commission.
   (Fiscal Impact: None)

   Recommendation – 1) Interview candidates; 2) Announce appointment(s) at the 7:00 PM June 4, 2019 City Council Meeting, if any; 2) 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): -0- matters.


DISCUSSION OF PERSONNEL MATTERS (Gov’t Code §54957): -1- matters

   1. Performance Review
      Position: City Attorney

APPOINTMENT OF PUBLIC EMPLOYEE (Gov’t. Code § 54957): -1- matter

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

   1. 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): -5-matters

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

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

2. Labor Negotiator: Gary Phillips
   Unrepresented Employee: City Manager Candidates
AGENDA DESCRIPTION:
Consideration and possible action to interview candidates of the Recreation and Parks Commission and Planning Commission. (Fiscal Impact: $None)

RECOMMENDED COUNCIL ACTION:
1. Interview candidates;
2. Announce appointment (s) at the 7:00 p.m., June 4, 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:
Recreation Parks Commission – One position
Planning Commission – One position

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Applying to: CCBs</th>
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<tbody>
<tr>
<td>1. Kelly Watson (4:00 pm)</td>
<td>Recreation and Parks Commission</td>
</tr>
<tr>
<td>2. Lee Davis (4:12 pm)</td>
<td>Recreation and Parks Commission – Incumbent</td>
</tr>
<tr>
<td>3. Carol Wingate (4:24 pm)</td>
<td>Planning Commission – Incumbent</td>
</tr>
<tr>
<td>4. Elaine Moore (4:36 pm)</td>
<td>Planning Commission</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, MAY 21, 2019 - 6:00 P.M.

6:00 P.M. SESSION

CALL TO ORDER

INVOCATION – Pastor Charles Brady, The Lutheran Church

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Pirsztuk
PRESENTATIONS

a) Presentation – Fire Department introduction of Deena Lee, Battalion Chief.


c) Presentation - Police Chief, Michael Ishii, and Hawthorne Police Department, thanking the El Segundo Police Department for their response to a recent officer involved shooting.

d) Presentations – Certificates to be presented to AYSO All Stars Region 92-U12 Girls Division.

ROLL CALL

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

CITY COUNCIL COMMENTS – (Related to Public Communications)

A. PROCEDURAL MOTIONS

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

Recommendation – Approval.

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

1. Consideration and possible action regarding approval of an amendment to Environmental Assessment No. EA-1154, amendment to Specific Plan No. SP 16-01, amended and restated conditions of approval and a Second Amendment to Development Agreement No. DA 16-01, amending the requirement that the developer provide six affordable units for low, very low and extremely low qualified households within the residential development to increase the number of affordable units to eight and to allow the eight units to be purchased by qualified moderate income
households. An Addendum to the Environmental Impact Report (EIR) for the development project was certified by the City Council on September 28, 2016. The requested revision to the affordable housing requirement does not introduce new significant environmental effects or substantially increase the severity of the environmental impacts that previously were identified and analyzed in the certified EIR Addendum. Additionally, the project does not include changed circumstances or new information, which were not known at the time the EIR was certified, that would require the preparation of a subsequent environmental analysis pursuant to CEQA Guidelines. (Applicant: DR Horton CA2, Inc.).
(Fiscal Impact: As part of the proposed amendment, the developer has agreed to provide the City an additional $100,000 for the City's costs of administering the program for two additional units.)
Recommendation – 1) Continue the public hearing to June 18, 2019; 2) Alternatively, discuss and take other action related to this item.

C. UNFINISHED BUSINESS

2. Consideration and possible action to approve the City of El Segundo Communications Plan.
   (Fiscal Impact: None)
   Recommendation – 1) Approve the City of El Segundo Communications Plan; 2) Alternatively, discuss and take other action related to this item.

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

E. NEW BUSINESS

3. Consideration and possible action to approve the purchase of emergency supplies for city facilities and disaster go-kits for city disaster service workers.
   (Fiscal Impact: $65,660.06)
   Recommendation – 1) Approve the vendor and procurement of materials; 2) Alternatively, discuss and take other action related to this item.

4. Consideration and possible action regarding the City Council to receive and file the Comprehensive Annual Financial Report (CAFR) for fiscal year ending September 30, 2018.
   (Fiscal Impact: $0)
   Recommendation – 1) City Council receive and file the Comprehensive Annual Financial Report (CAFR) for fiscal year ending September 30, 2018 (attachment A); 2) Alternatively, discuss and take other action related to this item.
F. 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.

5. Warrant Numbers 3025846 through 3025936 and 9000908 through 9000908 on Register No. 14c in the total amount of $366,501.47 and Wire Transfers from 4/22/19 through 4/28/19 in the total amount of $452,806.88. Warrant Numbers 3025937 through 3026058 and 9000909 through 9000946 on Register No. 15a in the total amount of $486,486.32 and Wire Transfers from 4/29/19 through 5/5/19 in the total amount of $298,675.67. Warrant Numbers 3026059 through 3026127 and 9000947 through 9000947 on Register No. 15b in the total amount of $291,296.36 and Wire Transfers from 5/6/19 through 5/12/19 in the total amount of $3,147,781.82.

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.

6. Regular City Council Meeting Minutes of May 7, 2019 and Special City Council Meeting Minutes of May 13, 2019.

Recommendation – 1) Approval

7. Consideration and possible action regarding a request to allow alcohol service at the expansion of an existing restaurant to serve beer and wine for on-site consumption. Brewport Tap House is located at 200 Main Street, within the Downtown Specific Plan area. EA 1241 AUP 19-01 Applicant: Kristian Krieger, Brewport Tap House.

(Fiscal Impact: None)

Recommendation – 1) Receive and file this report without objecting to the issuance of the alcohol permit for the Expansion of the restaurant at 200 Main Street; 2) Alternatively, discuss and take other action related to this item.

8. Consideration and possible action to authorize the City Manager to amend contracts with the following consultants for Fiscal Year FY 2018/19 by $260,000: J Lee Engineering, JAS Pacific, and Hayer Consultants, Inc.

(Fiscal Impact: None)

Recommendation – 1) Authorize the City Manager to amend the existing agreements with the following consultants: J Lee Engineering, and JAS Pacific, and Hayer Consultants, Inc. to increase the respective contract amounts by a total amount not to exceed $260,000; 2) Alternatively, discuss and take other action related to this item.
9. Consideration and possible action to receive an informational report on the use of the Request for Proposal (RFP) process for the selection of Consultants for plan review, inspection, and supplemental services for the Department of Planning and Building Safety for Fiscal Year (FY) 2019-2020.  
(Fiscal Impact: None)
Recommendation – 1) Receive and file an informational report on the use of the Request for Proposal (RFP) for the selection of Consultants for plan review, inspection, and supplemental services for the Department of Planning and Building Safety for Fiscal Year (FY) 2019-2020; 2) Alternatively, discuss and take other action related to this item.

10. Consideration and possible action to approve a one-year renewal agreement in a form approved by the City Attorney with the City of Redondo Beach for operation of Beach Cities Transit (BCT) Line 109 for FY2019/2020.
(Fiscal Impact: None)
Recommendation – 1) Approve a one-year renewal of the agreement with BCT for operation of Transit Line 109; 2) Authorize the Mayor to execute Transit Service Operation Agreement in a form approved by the City Attorney; 3) Alternatively, discuss and take other action related to this item.

11. Consideration and possible action to approve a Resolution and Letter of Support for AB 1694, San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy: territory: Dominguez Channel watershed and Santa Catalina Island.
(Fiscal Impact: None)
Recommendation – 1) Approve the Resolution and Letter of Support for AB 1694; 2) Alternatively, discuss and take other action related to this item.

12. Consideration and possible action to adopt a proposed ordinance amending El Segundo Municipal Code Chapter 1-7C to increase the dollar limit for the administrative “no bid” award of Public Works Contracts in accordance with state law.
(Fiscal Impact: None)
Recommendation – 1) Adopt proposed Ordinance; 2) Alternatively, discuss and take other action related to this item.

13. Consideration and possible action to accept as complete the Pump Station #1 & #7 Modification, Project No. PW 16-07.
(Fiscal Impact: $4,036,861.13)
Recommendation – 1) Accept the work as complete; 2) Authorize the City Clerk to file a Notice of Completion with the County Recorder’s Office; 3) Authorize to increase the construction related contingencies from $324,895.00 to $787,911.13; 4) Alternatively, discuss and take other action related to this item.
14. Consideration and possible action regarding authorizing the City Manager to pre-pay the City’s unfunded liability contribution to California Public Employees Retirement System (CalPERS) for the CalPERS Fiscal Year (FY) 2019-20.
(Fiscal Impact: savings of $323,073: $80,768 in FY 2018-19 and $242,305 in FY 2019-20)
Recommendation – 1) Authorize City Manager to execute the unfunded annual liability (UAL) prepayment option to CalPERS in the total amount of $9,071,054 resulting in a total savings of $323,073 to the City; 2) Alternatively, discuss and take other action related to this item.

15. Consideration and possible action authorizing the Fire Department to purchase public safety mobile and portable radios, accessories and required programming from the South Bay Regional Public Communications Authority to maintain emergency radio communications.
(Fiscal Impact: $75,598.98)
Recommendation – 1) Authorize the Fire Department to purchase public safety mobile radios, portable radios, accessories and programming from the South Bay Regional Public Communications Authority to maintain emergency radio communications; 2) Alternatively, discuss and take other action related to this item.

16. Consideration and possible action to adopt a City Council Resolution of 1) Recognizing the El Segundo Supervisory and Professional Employees Association (“ESSPEA”or “SPEA”) as exclusive representative of the Supervisory and Professional Employees bargaining unit; 2) Decertifying the California Teamsters, Public, Professional and Medical Union, Local 911 (“Local 911”) as the exclusive representative of that Unit, 3) applying the Memorandum of Understanding with Local 911 to SPEA for the balance of its term for purposes of continuity; and 4) Authorizing labor negotiations with SPEA.
(Fiscal Impact: There is no direct fiscal impact of this recognition of SPEA as exclusive representative of the City’s Supervisory and Professional employees).
Recommendation – 1) Approve the Recognition of SPEA; 2) Adopt the Resolution Recognizing SPEA as exclusive representative for the Supervisory and Professional Employees; decertifying Teamsters SPEA, and applying Teamsters SPEA MOU to SPEA; 3) Authorize labor negotiations with SPEA on successor MOU; 4) 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 –

17. Consideration and possible action for the Council to direct staff to develop ideas for programs that honor and celebrate El Segundo’s military veterans.
(Fiscal Impact: TBD)

Recommendation – 1) Provide staff with direction to develop ideas for programs that honor and celebrate El Segundo's military veterans; 2) Alternatively, discuss and take other action related to this item.

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MEMORIALS –

CLOSED SESSION
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REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

ADJOURNMENT

POSTED:

DATE: 5.15.19
TIME: 12:45 pm
NAME: [Signature]

11
Presentation

Fire Department introduction of Deena Lee, Battalion Chief.
WHEREAS, public works services are central to the health, safety, and general well-being of our citizens’ everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and facilities such as streets and highways, water utilities, sewers, storm drains, public buildings, and solid waste collection; and

WHEREAS, the quality and effectiveness of these systems and facilities, as well as their planning, design, construction and maintenance, are vitally dependent upon the efforts and skill of dedicated public works professionals; and

WHEREAS, the efficiency of said professionals who staff public works departments is materially influenced by the people’s attitude and understanding of the importance of the work they perform;

NOW, THEREFORE, the Mayor and Members of the City Council do hereby proclaim the week of May 19–25, 2019 as “National Public Works Week” in the City of El Segundo and call upon the citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions that public works officials make every day to our health, safety, comfort, and quality of life.

Mayor Drew Boyles
Mayor Pro Tem Carol Pirzstuk
Council Member Dr. Don Brann
Council Member Chris Pimentel
Council Member Scot Nicol
Presentation

Police Chief, Michael Ishii and Hawthorne Police Department, thanking the El Segundo Police Department, for their response to a recent officer involved shooting.
Presentation

Certificates to be presented to AYSO All Stars
Region 92-U12 Girls Division.
AGENDA DESCRIPTION:
Consideration and possible action regarding approval of an amendment to Environmental Assessment No. EA-1154, amendment to Specific Plan No. SP 16-01, amended and restated conditions of approval and a Second Amendment to Development Agreement No. DA 16-01, amending the requirement that the developer provide six affordable units for low, very low and extremely low qualified households within the residential development to increase the number of affordable units to eight and to allow the eight units to be purchased by qualified moderate income households.

An Addendum to the Environmental Impact Report (EIR) for the development project was certified by the City Council on September 28, 2016. The requested revision to the affordable housing requirement does not introduce new significant environmental effects or substantially increase the severity of the environmental impacts that previously were identified and analyzed in the certified EIR Addendum. Additionally, the project does not include changed circumstances or new information, which were not known at the time the EIR was certified, that would require the preparation of a subsequent environmental analysis pursuant to CEQA Guidelines.
(Applicant: DR Horton CA2, Inc.).

(Fiscal Impact: As part of the proposed amendment, the developer has agreed to provide the City an additional $100,000 for the City’s costs of administering the program for two additional units.)

RECOMMENDED COUNCIL ACTION:
1. Continue the public hearing to June 18, 2019.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. None

FISCAL IMPACT: As part of the proposed amendment, the developer has agreed to provide the City an additional $100,000 for the City’s costs of administering the program for two additional units.

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

STRATEGIC PLAN:
Goal: N/A
Objective: N/A

PREPARED BY: Eduardo Schonborn, AICP, Principal Planner
REVIEWED BY: Gregg McClain, Planning Manager

Sam Lee, Planning and Building Safety Director

1
BACKGROUND

On April 16, 2019, the City Council considered a request by the applicant to amend the affordable housing requirement for the DR Horton residential development, located at the former school site at 540 East Imperial Avenue. After hearing from staff, the applicant and the public, the City Council requested the applicant submit information on how the program will operate and how potential buyers will be selected. The Council also requested additional financial information regarding the potential for additional revenue or reduction in the amount of loss resulting from the requested amendment. The applicant has been preparing said information, but has requested a continuance to allow additional time to submit the information. As such, staff recommends that the City Council continue the public hearing to June 18, 2019.
EL SEGUNDO CITY COUNCIL
AGENDA ITEM STATEMENT

MEETING DATE: May 21, 2019
AGENDA HEADING: Unfinished Business

AGENDA DESCRIPTION:
Consideration and possible action to approve the City of El Segundo Communications Plan. (Fiscal Impact: none)

RECOMMENDED COUNCIL ACTION:
1. Approve the City El Segundo Communications Plan and/or,
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS: City of El Segundo Communications Plan

STRATEGIC PLAN:

Goals: 1-5
- Enhance customer service and engagement
- Support community safety and preparedness
- Be a choice employer and workforce
- Support quality infrastructure and technology
- Champion economic development and fiscal stability

Objective: 1
- Develop an effective strategy for improving communications with the public.

FISCAL IMPACT: None

PREPARED BY: Barbara Voss, Deputy City Manager
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:

During the strategic planning process in 2018, City Council identified improved communications as a top priority for the city. The stated objective of this goal is to “develop an effective strategy to improve communications with the public.” To achieve this goal, a new position was created in December of 2018 (Deputy City Manager), to oversee citywide communications and economic development. The city identified the need for comprehensive, centralized program to support and oversee communications standards, news/media needs, branding, content creation, social media, and marketing-related areas of opportunity. The communications team will provide strategic marketing, public relations and creative services to departments and, in the process, deliver city information to the public.

A strategic communications program will strengthen the city’s relationship with residents, businesses, and the community as a whole. The communications plan is a road map outlining where staff plans to focus integrated communication efforts. The development of a communications plan is a critical component establishing a communications program.
From January through March of 2019, an internal communications audit was conducted to gather feedback from all city departments to determine how a citywide communications program would support and enhance their efforts. The feedback gathered was instrumental in guiding the development of the communications plan.

The communication plan aligns and supports all five of the city’s strategic goals, and includes the following ten initiatives.

1. Building Stakeholder Relationships
2. Proactive, Timely, and Consistent Outreach to Our Community
3. New City Website Development
4. Emergency and Crisis Communications Planning
5. Establishing an Integrated Brand Image for the City
6. Strengthening Media Relations
7. Enhancing Social Media
8. Evolving El Segundo TV
9. Improving Internal City Communications
10. Supporting City Manager, Mayor and City Council Priorities

The communications plan aims to be proactive in informing stakeholders of what the city is doing to meet their needs and to strengthen and expand resident and business engagement through multiple channels.

Several tools and metrics will be implemented and reviewed to gauge the city’s success related to the communications program. These include, but are not limited to:

- Reaching key milestone dates and deliverables
- Website(s) engagement and metrics
- Increase in NetPromoter score
- Citizen feedback via online and in-person surveys
- Analysis of metrics in GovDelivery (email and SMS delivery system)
- Social media feedback, input, engagement metrics
- Media coverage
- Staff surveys
- Paid search and social metric results
- New sign-ups on Everbridge/Nixle

**Next Steps**

With the approval of City Council, staff will determine staffing requirements to implement the communications plan, create specific action plans for the initiatives, and further define key performance indicators.
ITEM #2 – ATTACHMENT

City of El Segundo Communications Plan

https://docs elsegundo org /weblink 8/0/doc/954948/Electronic.aspx

A PAPER COPY IS AVAILABLE IN THE CITY CLERK’S OFFICE
AGENDA DESCRIPTION:
Consideration and possible action to approve the purchase of emergency supplies for city facilities and disaster go-kits for city disaster service workers. (Fiscal Impact: $65,660.06)

RECOMMENDED COUNCIL ACTION:
1. Approve the vendor and procurement of materials.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Vendor Bid Pricing sheet and Clerk’s Log

FISCAL IMPACT: None
Amount Budgeted: $67,500.00
Additional Appropriation: N/A
Account Number(s): 001-400-3255-5204

STRATEGIC PLAN:
Goal: 2 Support Community Safety and Preparedness
Objective: 1 El Segundo is a safe and prepared city

ORIGINATED BY: Randy A. Collins, Emergency Management Coordinator
REVIEWED BY:
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
The Emergency Management Office spent the better part of 2018 focusing on the training of the All-Hazards Incident Management Team and the full time employees who will be considered disaster service workers in 2018. Training is meaningless if the training is not accompanied by planning, exercising, and equipping. This purchase satisfies part of the equipping need. Council approved this expense and included it in the current budget last year.

This purchase will meet two needs which are emergency supplies and disaster response go-kits. The first is strategically staging within city facilities and offices emergency supplies. Largely, this purchase is focused on a catastrophic earthquake scenario, but could be applicable with other hazards as well. These kits come with food and water, first aid items, lighting and electrical supplies, sanitation and comfort supplies, and search and rescue supplies. The distribution will be as follows:

Police Station 100 person Kit
Park Vista 100 Person Kit
Fire Station 1  50 Person Kit
Fire Station 2  50 Person Kit
Library  50 Person Kit
Public Works Maintenance Facility  50 Person Kit
Recreation and Parks Facility  50 Person Kit
Water Plant  25 Person Kit
The Golf Course  25 Person Kit
Joslyn Center  25 Person Kit
Campus El Segundo  25 Person Kit
El Segundo Aquatics Center  25 Person Kit

Additionally, five person kits will be distributed to:

1. City Manager’s Office
2. Finance Office
3. Finance/Treasurer’s Office
4. Clerk’s Office
5. Human Resource Office
6. IT Office
7. City Hall West Side Basement
8. Public Works Office
9. Public Works/Planning and Building Safety Division
10. Planning and Building Safety Division
11. Parks and Recreation Office
12. Swim Stadium
13. Teen Center
14. Clubhouse
15. Incident Command Post
16. Mobile Command Vehicle
17. Mobile Communications Vehicle
18. Swim Stadium
19. Hilltop Park
20. Acacia Park and Pool

The Second Portion of the purchase will be to provide Go-Kits to all full time employees. The kits will have the basics of emergency deployment for disaster service workers. Some items included in each kit are a flashlight, helmet, USB charger, first aid kit, handheld radio, work gloves, and jacket. Each kit will need to be equipped with each individual's needs with their clothing, specific job function job-aids, and other individual needs.

Purchasing this equipment will increase the preparedness level of city staff to provide aid and comfort to themselves, co-workers, and the after a catastrophic event for at least three days. The go-kits will provide each full time employee with the basics they need to maintain a kit so that they are ready to deploy and support the city after a disaster as a disaster service worker.

SOS Survival Products is the lowest and recommended vendor. The emergency management office requests approval to proceed with a purchase from SOS Survival Products.
<table>
<thead>
<tr>
<th>COMPANY NAME/ADDRESS</th>
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<tbody>
<tr>
<td>1. Lighthouse for the Blind (Brittney Bettonbille)</td>
<td>✓</td>
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<tr>
<td>10440 Trenton Ave.</td>
<td></td>
</tr>
<tr>
<td>St. Louis, MO 63132</td>
<td></td>
</tr>
<tr>
<td>Received: 4/22/2019 @ 12:55 PM</td>
<td></td>
</tr>
<tr>
<td>2. More Prepared</td>
<td>✓</td>
</tr>
<tr>
<td>4857 W. 147th Street</td>
<td></td>
</tr>
<tr>
<td>Hawthorne, CA 90250</td>
<td></td>
</tr>
<tr>
<td>Received: 4/30/2019 @ 10:00 AM</td>
<td></td>
</tr>
<tr>
<td>3. SOS Survival Products</td>
<td>✓</td>
</tr>
<tr>
<td>15705 Strathern St., Ste. 11</td>
<td></td>
</tr>
<tr>
<td>Van Nuys, CA 91406</td>
<td></td>
</tr>
<tr>
<td>Received: 4/30/2019 @ 12:25 PM</td>
<td></td>
</tr>
<tr>
<td>4. Complete Pkg &amp; Shipping (Glenn Mentzel)</td>
<td>✓</td>
</tr>
<tr>
<td>83 Bennington Ave.</td>
<td></td>
</tr>
<tr>
<td>Freeport, NY 11520</td>
<td></td>
</tr>
<tr>
<td>Received: 4/30/2019 @ 2:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

Staff Present:
- City Clerk's Office
- City Clerk's Office
- EM Representative
<table>
<thead>
<tr>
<th>A</th>
<th>B 100 Person</th>
<th>C 100 Person X 2</th>
<th>D 50 Person</th>
<th>E 50 Person X 5</th>
<th>F 25 Person</th>
<th>G 25 Person X 5</th>
<th>H 5 Person</th>
<th>I 5 Person X 5</th>
<th>J Go Bag</th>
<th>K Go Bag X 250</th>
<th>L Misc Costs</th>
<th>M Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Complete Packaging</td>
<td>$2,194.54</td>
<td>$4,389.08</td>
<td>$1,235.44</td>
<td>$6,177.20</td>
<td>$912.76</td>
<td>$4,563.80</td>
<td>$284.86</td>
<td>$5,697.20</td>
<td>$320.25</td>
<td>$80,062.50</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>More Prepared</td>
<td>$1,989.00</td>
<td>$3,978.00</td>
<td>$1,089.00</td>
<td>$5,445.00</td>
<td>$699.00</td>
<td>$3,445.00</td>
<td>$195.00</td>
<td>$3,900.00</td>
<td>$189.00</td>
<td>$47,250.00</td>
<td>$6,081.71</td>
</tr>
<tr>
<td>4</td>
<td>QuakeCare</td>
<td>$1,685.45</td>
<td>$3,370.90</td>
<td>$1,224.64</td>
<td>$6,123.20</td>
<td>$797.08</td>
<td>$3,985.40</td>
<td>$437.00</td>
<td>$8,740.00</td>
<td>$228.00</td>
<td>$57,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>5</td>
<td>SOS</td>
<td>$2,000.00</td>
<td>$4,000.00</td>
<td>$1,000.00</td>
<td>$5,000.00</td>
<td>$690.00</td>
<td>$3,450.00</td>
<td>$159.00</td>
<td>$3,180.00</td>
<td>$172.94</td>
<td>$43,235.00</td>
<td>$6,795.06</td>
</tr>
</tbody>
</table>

NOTE: Total price reflects the sum of shaded areas which are the amounts quoted. The unshaded...
AGENDA DESCRIPTION:
Consideration and possible action regarding the City Council to receive and file the Comprehensive Annual Financial Report (CAFR) for fiscal year ending September 30, 2018. (Fiscal Impact: $0).

RECOMMENDED COUNCIL ACTION:
1) City Council receive and file the Comprehensive Annual Financial Report (CAFR) for fiscal year ending September 30, 2018 (attachment A).
2) Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
A) Fiscal Year (FY) 2017-18 CAFR
B) Auditor's communication in relation to the calculation of the appropriations limit

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

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

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

BACKGROUND AND DISCUSSION:
The CAFR for FY ending September 30, 2018, is submitted to the City Council for review. A representative from the City's audit firm, The Pun Group LLP, will be providing a brief presentation on the audit and will be available to answer questions.

Overview of the Financial Statements
This annual report consists of four parts – management’s discussion and analysis (MD&A - current portion), the basic financial statements, optional combining statements for non-major governmental funds, and required supplementary information. The MD&A discussion and analysis are intended to serve as an introduction to the City’s basic financial statements. The
City’s basic financial statements are comprised of three components: 1) government-wide financial statements 2) fund financial statements and 3) notes to the financial statements. This report also contains supplementary information in addition to the basic financial statements.

The City’s net position from governmental activities decreased $4,223,133. The decrease in net position is attributed to an increase in revenues and an increase in expenses in all governmental funds. A major contributing factor to the decrease in net position was the rising pension costs, PERS prepayment, and funding of the section 115 pension trust.

- In summary, the following contributing items have impacted the overall net position:

  o Utility user taxes (UUT) increased by $1.46 million due to higher demand for natural gas and cogenerated electric, as well as higher natural gas prices, the other UUT sources (water, electric, and phone) have been steadily declining over the last several years due to conservation efforts, more efficient building codes and appliances, as well as the State’s Cap and Trade Climate Change Law (AB 32) which had a negative impact on the utilities’ bottom line, which ultimately has a negative impact on UUT;
  
  o Property Taxes increased by $1.35 million due to reassessed values granted to properties changing ownership, continuous restorations and remodels that increase the assessed value, and the Prop. 13 CPI increase (maximum of 2%) applied to assessed values by the Assessor’s Office.
  
  o Transient occupancy taxes increased by $1 million primarily due to new hotels reporting for a full year;
  
  o Franchise taxes increased by $1 million due to higher demand for natural gas based commodities, as well as higher commodity prices associated with natural gas;
  
  o Business license taxes increased by $223 thousand primarily due to the annual CPI increase;
  
  o Sales Tax decreased by $1.25 million primarily due to the continued trend of retail sales moving from brick and mortar sites to online sales, negative audit adjustments which resulted in sales tax received by the City in error and now need to be paid back to the correct jurisdiction, as well as the State has moved to a new reporting system which has caused a three month delay in reconciling receipts. This reconciliation will be caught up in FY 2018-19 and the City will be made whole for approximately $700 thousand;
  
  o General government expenses increased by $4.2 million due to filled positions that were vacant in the previous year, a $1 million contribution to the section 115 pension trust, an additional pension payment of ~$600 thousand made to CalPERS for the miscellaneous (non-sworn) employees, and increases in contractual and professional services due to the increase in minimum wage and other inflationary pressures;
  
  o Public safety expenses increased by $1.9 million primarily due to the additional pension payment of $1.3 million made to CalPERS for the Public Safety (sworn) employees and having some previously vacant positions filled;
  
  o Public Works expenses increased by $900 thousand. This is mainly attributed to increases in contractual and professional services due to the increase in minimum
wage and other inflationary pressures, as well as having some previously vacant positions filled.

The following table reflects the change in net position from fiscal year 2017 to fiscal year 2018.

<table>
<thead>
<tr>
<th></th>
<th>Governmental Activities</th>
<th>Business/Enterprise Activities</th>
<th>Total Primary Government</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program revenues:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charges for services</td>
<td>$8,347,105</td>
<td>$8,502,348</td>
<td>$36,144,216</td>
</tr>
<tr>
<td>Operating grants and contributions</td>
<td>2,635,022</td>
<td>1,189,900</td>
<td>-</td>
</tr>
<tr>
<td>Capital grants and contributions</td>
<td>1,197,981</td>
<td>1,737,376</td>
<td>-</td>
</tr>
<tr>
<td><strong>General revenues:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property taxes</td>
<td>10,444,931</td>
<td>9,093,796</td>
<td>-</td>
</tr>
<tr>
<td>Transient Occupancy taxes</td>
<td>13,885,312</td>
<td>12,876,631</td>
<td>-</td>
</tr>
<tr>
<td>Sales taxes</td>
<td>10,951,267</td>
<td>12,201,208</td>
<td>-</td>
</tr>
<tr>
<td>Utility user taxes</td>
<td>6,536,876</td>
<td>5,079,447</td>
<td>-</td>
</tr>
<tr>
<td>Franchise taxes</td>
<td>3,823,851</td>
<td>2,866,533</td>
<td>-</td>
</tr>
<tr>
<td>Business license taxes</td>
<td>11,612,760</td>
<td>11,389,796</td>
<td>-</td>
</tr>
<tr>
<td>Other taxes</td>
<td>7,524,580</td>
<td>7,685,799</td>
<td>-</td>
</tr>
<tr>
<td>Motor vehicles in lieu</td>
<td>-</td>
<td>7,461</td>
<td>-</td>
</tr>
<tr>
<td>Use of money and property, unrestricted</td>
<td>760,598</td>
<td>532,728</td>
<td>176,212</td>
</tr>
<tr>
<td>Other</td>
<td>1,933,724</td>
<td>889,337</td>
<td>16,929</td>
</tr>
<tr>
<td><strong>Total revenues</strong></td>
<td>79,654,007</td>
<td>74,052,360</td>
<td>36,337,357</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General government</td>
<td>19,112,705</td>
<td>14,869,930</td>
<td>-</td>
</tr>
<tr>
<td>Public safety</td>
<td>44,838,280</td>
<td>42,891,455</td>
<td>-</td>
</tr>
<tr>
<td>Public works</td>
<td>8,371,207</td>
<td>7,474,391</td>
<td>-</td>
</tr>
<tr>
<td>Community &amp; cultural</td>
<td>11,332,873</td>
<td>11,407,811</td>
<td>-</td>
</tr>
<tr>
<td>Interest on long-term debt</td>
<td>242,750</td>
<td>361,470</td>
<td>-</td>
</tr>
<tr>
<td>Water</td>
<td>-</td>
<td>-</td>
<td>27,821,053</td>
</tr>
<tr>
<td>Sewer</td>
<td>-</td>
<td>-</td>
<td>4,156,287</td>
</tr>
<tr>
<td>Golf Course</td>
<td>-</td>
<td>-</td>
<td>1,990,093</td>
</tr>
<tr>
<td><strong>Total expenses</strong></td>
<td>83,897,815</td>
<td>77,005,057</td>
<td>33,967,433</td>
</tr>
<tr>
<td><strong>Excess (deficiency) before transfers</strong></td>
<td>-</td>
<td>-</td>
<td>2,369,924</td>
</tr>
<tr>
<td><strong>Transfers</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Increase (decrease) in net position</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net position at beginning of year (as restated due to implementation of GASB 75 in 2018 – OPEB obligations)</strong></td>
<td>(27,271,505)</td>
<td>11,821,173</td>
<td>39,122,956</td>
</tr>
<tr>
<td><strong>Net position at end of year</strong></td>
<td>(31,494,638)</td>
<td>8,868,476</td>
<td>41,492,880</td>
</tr>
</tbody>
</table>
The cost of all governmental activities for the year was $83.9 million. The taxes that ultimately financed these activities were only $64.8 million and a portion of the costs were paid by those who directly benefited from the programs or by other governments ($8.4 million), organizations that subsidized certain programs with grants and contributions ($3.8 million), other miscellaneous revenues ($2.7 million), and unassigned fund balance ($4.2 million).

Overall, the City’s governmental revenues totaled $79.7 million. Of these revenues, $12.2 million came from program revenues, property taxes of $10.4 million, transient occupancy tax of $13.9 million, sales and use taxes of $11 million, utility user taxes of $6.5 million, franchise taxes of $3.8 million, business license taxes of $11.6 million, and other revenues and taxes of $10.3 million.

CONCLUSION AND RECOMMENDATION

The Pun Group LLP completed the audit of the City and issued an unqualified ("clean") opinion on the City’s financial statements for the year ending September 30, 2018.

Copies of the audit will be provided to the City Council Members with their agenda packages. Other interested individuals may obtain a copy of the audit from the Finance Department or through the City's website at www.ELSEGUANDO.org.
TO BE DELIVERED UNDER SEPARATE COVER

Item #4 – Attachments

A) Fiscal Year (FY) 2017-18 CAFR
B) Auditor’s communication in relation to the calculation of the appropriations limit
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>General Fund</td>
<td>341,822.07</td>
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<tr>
<td>104</td>
<td>Traffic Safety Fund</td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>State Gas Tax Fund</td>
<td>62.76</td>
</tr>
<tr>
<td>108</td>
<td>Associated Recreation Activities Fund</td>
<td></td>
</tr>
<tr>
<td>109</td>
<td>Asset Forfeiture Fund</td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>Comm. Dev. Block Grant</td>
<td></td>
</tr>
<tr>
<td>112</td>
<td>Prop &quot;A&quot; Transportation</td>
<td></td>
</tr>
<tr>
<td>114</td>
<td>Prop &quot;C&quot; Transportation</td>
<td></td>
</tr>
<tr>
<td>115</td>
<td>Air Quality Investment Program</td>
<td></td>
</tr>
<tr>
<td>116</td>
<td>Home Sound Installation Fund</td>
<td></td>
</tr>
<tr>
<td>117</td>
<td>Hyperion Mitigation Fund</td>
<td>55.90</td>
</tr>
<tr>
<td>118</td>
<td>TON Article 3 - 69 821 Bikeway Fund</td>
<td></td>
</tr>
<tr>
<td>119</td>
<td>MTA Grant</td>
<td></td>
</tr>
<tr>
<td>121</td>
<td>FEMA</td>
<td></td>
</tr>
<tr>
<td>120</td>
<td>COOPS Fund</td>
<td></td>
</tr>
<tr>
<td>122</td>
<td>L.A.W.A. Fund</td>
<td></td>
</tr>
<tr>
<td>123</td>
<td>PSAP Property Tax Public Safety</td>
<td></td>
</tr>
<tr>
<td>202</td>
<td>Assessment District #73</td>
<td></td>
</tr>
<tr>
<td>301</td>
<td>Capital Improvement Fund</td>
<td>6,985.76</td>
</tr>
<tr>
<td>303</td>
<td>Infrastructure Replacement Fund</td>
<td></td>
</tr>
<tr>
<td>499</td>
<td>Facilities Maintenance</td>
<td></td>
</tr>
<tr>
<td>601</td>
<td>Water Utility Fund</td>
<td>2,242.29</td>
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<tr>
<td>502</td>
<td>Wastewater Fund</td>
<td>1,377.29</td>
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<tr>
<td>603</td>
<td>Golf Course Fund</td>
<td></td>
</tr>
<tr>
<td>601</td>
<td>Equipment Replacement</td>
<td>5,778.83</td>
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<tr>
<td>602</td>
<td>Liability Insurance</td>
<td>122.53</td>
</tr>
<tr>
<td>603</td>
<td>Workers Comp. Reserve/Insurance</td>
<td>81.12</td>
</tr>
<tr>
<td>701</td>
<td>Retired Emp. Insurance</td>
<td>26.63</td>
</tr>
<tr>
<td>702</td>
<td>Expendable Trust Fund - Developer Fees</td>
<td>1,762.98</td>
</tr>
<tr>
<td>703</td>
<td>Expendable Trust Fund - Other</td>
<td>5,834.90</td>
</tr>
<tr>
<td>706</td>
<td>Outside Services Trust</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL WARRANTS**

$369,501.47

---

**STATE OF CALIFORNIA**

**COUNTY OF LOS ANGELES**

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

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

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

**CODES:**

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

* VOID CHECKS DUE TO ALIGNMENT:

* VOID CHECKS DUE TO INCORRECT CHECK DATE:

* VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

**NOTES:**

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**FINANCE DIRECTOR**

**CITY MANAGER**

**DATE:** 4-30-19
CITY OF EL SEGUNDO  
PAYMENTS BY WIRE TRANSFER  
4/22/19 THROUGH 4/28/19

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/22/2019</td>
<td>IRS</td>
<td>255,590.25</td>
<td>Federal 941 Deposit</td>
</tr>
<tr>
<td>4/22/2019</td>
<td>Employment Development</td>
<td>4,706.96</td>
<td>State PIT Withholding</td>
</tr>
<tr>
<td>4/22/2019</td>
<td>Employment Development</td>
<td>54,187.71</td>
<td>State SDI payment</td>
</tr>
<tr>
<td>4/22/2019</td>
<td>State of CA EFT</td>
<td>1,452.91</td>
<td>EFT Child support payment</td>
</tr>
<tr>
<td>4/23/2019</td>
<td>Nationwide NRS EFT</td>
<td>31,074.12</td>
<td>EFT 457 payment</td>
</tr>
<tr>
<td>4/25/2019</td>
<td>Lane Donovan Golf Pt</td>
<td>21,329.38</td>
<td>Payroll Transfer</td>
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<tr>
<td>4/15/19-4/21/19</td>
<td>Workers Comp Activity</td>
<td>82,991.90</td>
<td>SCRMA checks issued</td>
</tr>
<tr>
<td>4/15/19-4/21/19</td>
<td>Liability Trust - Claims</td>
<td>0.00</td>
<td>Claim checks issued</td>
</tr>
<tr>
<td>4/15/19-4/21/19</td>
<td>Retiree Health Insurance</td>
<td>0.00</td>
<td>Health Reimbursement checks issued</td>
</tr>
<tr>
<td>4/15/19-4/21/19</td>
<td>Flexible Spending Card</td>
<td>1,473.65</td>
<td>Employee Health and DCA card charges</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>452,806.88</strong></td>
<td></td>
</tr>
</tbody>
</table>

DATE OF RATIFICATION: 4/29/19  
TOTAL PAYMENTS BY WIRE: 452,806.88

Certified as to the accuracy of the wire transfers by:

Deputy City Treasurer II
Date 4/29/19

Director of Finance
Date 4/30/19

City Manager
Date 4/30/19

Information on actual expenditures is available in the City Treasurer’s Office of the City of El Segundo.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>General Fund</td>
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<tr>
<td>104</td>
<td>Traffic Safety Fund</td>
<td>-</td>
</tr>
<tr>
<td>106</td>
<td>State Gas Tax Fund</td>
<td>-</td>
</tr>
<tr>
<td>108</td>
<td>Associated Recreation Activities Fund</td>
<td>-</td>
</tr>
<tr>
<td>109</td>
<td>Asset Forfeiture Fund</td>
<td>1,656.32</td>
</tr>
<tr>
<td>111</td>
<td>Comm. Dev. Block Grant</td>
<td>-</td>
</tr>
<tr>
<td>112</td>
<td>Prop &quot;X&quot; Transportation</td>
<td>-</td>
</tr>
<tr>
<td>114</td>
<td>Prop &quot;C&quot; Transportation</td>
<td>11,300.00</td>
</tr>
<tr>
<td>115</td>
<td>Air Quality Investment Program</td>
<td>-</td>
</tr>
<tr>
<td>116</td>
<td>Home Sound Installation Fund</td>
<td>-</td>
</tr>
<tr>
<td>117</td>
<td>Hyperion Mitigation Fund</td>
<td>424.52</td>
</tr>
<tr>
<td>118</td>
<td>TDA Article 5 - SB 821 Highway Fund</td>
<td>-</td>
</tr>
<tr>
<td>119</td>
<td>MTA Grant</td>
<td>-</td>
</tr>
<tr>
<td>121</td>
<td>FEMA</td>
<td>-</td>
</tr>
<tr>
<td>120</td>
<td>C.O.P. S. Fund</td>
<td>-</td>
</tr>
<tr>
<td>122</td>
<td>L.A.W.A. Fund</td>
<td>-</td>
</tr>
<tr>
<td>123</td>
<td>PSAT Property Tax Public Safety</td>
<td>-</td>
</tr>
<tr>
<td>202</td>
<td>Assessment District #73</td>
<td>-</td>
</tr>
<tr>
<td>301</td>
<td>Capital Improvement Fund</td>
<td>28,152.50</td>
</tr>
<tr>
<td>302</td>
<td>Infrastructure Replacement Fund</td>
<td>-</td>
</tr>
<tr>
<td>405</td>
<td>Facilities Maintenance</td>
<td>-</td>
</tr>
<tr>
<td>501</td>
<td>Water Utility Fund</td>
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<td>502</td>
<td>Wastewater Fund</td>
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<td>503</td>
<td>Golf Course Fund</td>
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<td>601</td>
<td>Equipment Replacement</td>
<td>955.19</td>
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<tr>
<td>602</td>
<td>Liability Insurance</td>
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<tr>
<td>603</td>
<td>Workers Comp. Reserve/Insurance</td>
<td>-</td>
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<tr>
<td>701</td>
<td>Retired Emp. Insurance</td>
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<tr>
<td>702</td>
<td>Expendable Trust Fund - Developer Fees</td>
<td>12,215.61</td>
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<td>703</td>
<td>Expendable Trust Fund - Other</td>
<td>1,250.00</td>
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<tr>
<td>708</td>
<td>Outside Services Trust</td>
<td>-</td>
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<tr>
<td><strong>Total Warrants</strong></td>
<td><strong>$ 486,496.32</strong></td>
<td></td>
</tr>
</tbody>
</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 as to the accuracy of the Demands and the availability of fund for payment thereof.

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

**CODES:**

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

- **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**

**DATE:** 5-9-19

**CITY MANAGER**

**DATE:** 5-9-19
# CITY OF EL SEGUNDO
## PAYMENTS BY WIRE TRANSFER
### 4/29/19 THROUGH 5/5/19

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee</th>
<th>Amount</th>
<th>Description</th>
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<tbody>
<tr>
<td>4/30/2019</td>
<td>Cal Pers</td>
<td>9,298.98</td>
<td>EFT Retirement Safety-Police-PEPRA New 25021</td>
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<td>Cal Pers</td>
<td>21,815.71</td>
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<td>4/30/2019</td>
<td>Cal Pers</td>
<td>46,387.25</td>
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<td>4/30/2019</td>
<td>Cal Pers</td>
<td>78,224.40</td>
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<tr>
<td>4/30/2019</td>
<td>Cal Pers</td>
<td>43,460.93</td>
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<td>Cal Pers</td>
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<td>5/2/2019</td>
<td>Unum</td>
<td>129.90</td>
<td>Long Term Care Premium - April</td>
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<td>5/2/2019</td>
<td>Unum</td>
<td>92.27</td>
<td>Long Term Care Premium - May</td>
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<td>5/3/2019</td>
<td>Manufacturers &amp; Traders</td>
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<td>5/3/2019</td>
<td>Manufacturers &amp; Traders</td>
<td>800.00</td>
<td>IRA payment Vantagepoint</td>
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<tr>
<td>4/22/19-4/28/19</td>
<td>Workers Comp Activity</td>
<td>60,456.15</td>
<td>SCRMA checks issued</td>
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<td>4/22/19-4/28/19</td>
<td>Liability Trust - Claims</td>
<td>0.00</td>
<td>Claim checks issued</td>
</tr>
<tr>
<td>4/22/19-4/28/19</td>
<td>Retiree Health Insurance</td>
<td>0.00</td>
<td>Health Reimbursement checks issued</td>
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<tr>
<td>4/22/19-4/28/19</td>
<td>Flexible Spending Card</td>
<td>578.50</td>
<td>Employee Health and DCA card charges</td>
</tr>
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</table>

**DATE OF RATIFICATION: 5/6/19**

**TOTAL PAYMENTS BY WIRE:**

298,675.67

Certified as to the accuracy of the wire transfers by:

**Deputy City Treasurer II**

Date 5/6/19

**Director of Finance**

Date 5/6/19

**City Manager**

Date 5/7/19

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.
STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES  
Information on actual expenditures is available in the Director of Finance's office in the City of El Segundo.

I certify as to the accuracy of the demands and the availability of fund for payment thereof.
For Approval: Regular checks held for City council authorization to release.

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

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

FINANCE DIRECTOR: [Signature]  
DATE: 5-14-19

CITY MANAGER: [Signature]  
DATE: 5-14-19

3026059 - 3026127  
9000947 - 9000947

DATE OF APPROVAL:  
AS OF 5/21/19

TOTAL WARRANTS $ 291,296.36

VOID CHECKS DUE TO ALIGNMENT:  
N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:  

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:  

NOTES:  

35
### CITY OF EL SEGUNDO
### PAYMENTS BY WIRE TRANSFER
### 5/6/19 THROUGH 5/12/19

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee</th>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/6/2019</td>
<td>IRS</td>
<td>245,616.65</td>
<td>Federal 941 Deposit</td>
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<td>5/6/2019</td>
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<td>5/6/2019</td>
<td>Employment Development</td>
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<td>State PIT Withholding</td>
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<td>5/6/2019</td>
<td>State of CA EFT</td>
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<td>5/6/2019</td>
<td>Nationwide NRS EFT</td>
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<td>EFT 457 payment</td>
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<td>5/9/2019</td>
<td>Cal Pers</td>
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<td>7,556.23</td>
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<td>5/10/2019</td>
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<td>5/9/2019</td>
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<td>4/29/19-5/5/19</td>
<td>Workers Comp Activity</td>
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<tr>
<td>4/29/19-5/5/19</td>
<td>Liability Trust - Claims</td>
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<td>Claim checks issued</td>
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<tr>
<td></td>
<td></td>
<td><strong>3,147,781.82</strong></td>
<td></td>
</tr>
</tbody>
</table>

**DATE OF RATIFICATION: 5/13/19**

**TOTAL PAYMENTS BY WIRE:**

3,147,781.82

Certified as to the accuracy of the wire transfers by:

Deputy City Treasurer
Date: 5/13/19

Director of Finance
Date: 5/14/19

City Manager
Date: 5/14/19

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, MAY 7, 2019 – 5:00 PM

5:00 P.M. SESSION – Due to lack of quorum at 5:00 PM, meeting adjourned until 6:15 PM.

CALL TO ORDER – Mayor Boyles at 6:15 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

SPECIAL ORDER OF BUSINESS:

Presentations – Department Heads introduced new employees to Council;
Finance – Richard Magana, License Permit Specialist II, Connor Shortland, License Permit Specialist I, Daisy Benoit, Accountant, Victoria Tran, Accounting Technician Library – Kristen Morell, Youth Services Librarian
IT – Jason Martin, Geographic Information System Analyst (GIS)
Deputy City Manager – Cristina Reveles, Economic Development Coordinator and Kristen Bergevin – IT and Communications Consultant

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): -0- matters.
Initiation of litigation pursuant to Government Code §54956.9 (d)(4): -1- matters

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

APPOINTMENT OF PUBLIC EMPLOYEE (Gov't. Code § 54957): -1- matter
PUBLIC EMPLOYMENT (Gov't Code § 54957) -1- matter

1. 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): -4- matters

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

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

Adjourned at 6:55 PM
REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, MAY 7, 2019 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER – Mayor Boyles at 7:02 PM

INVOCATION – Pastor Wes Harding, The Bridge Church

PLEDGE OF ALLEGIANCE – Council Member Nicol

PRESENTATIONS

a) Proclamation read by Mayor Pro Tem Pirsztuk, proclaiming May 12-18, 2019 as
   National Police Week. Proclamation presented to Police Chief Whalen.

b) Proclamation read by Council Member Brann, proclaiming Older American’s
   Month and recognition of the El Segundo Older American of the Year, Cecelia
   “Bebe” Buchen.

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)
Marty Stone, resident and Sr. Citizen Housing Corporation Board member, thanked
Council for including Park Vista in the facilities needs assessment. Invited Council to
tour the Park Vista facility at any time.
Melissa McCaverty, PTA Council President and resident, along with Dr. Melissa Moore
ESUSD Superintendent, commented on item #20 regarding The Run for Education
event fees.
Ron Swanson, resident, complimented El Segundo’s new waste hauling service
company, EDCO and announced S & S Hardware will once again be serving lunch to
City Employee’s on 9/11.

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

Moved up on the agenda for time consideration

19. Consideration and possible action to receive and file a report from Robert Kleinhenz, Economist and Executive Director of Research at Beacon Economics, on the creative economy in El Segundo.
   (Fiscal Impact: None)

Greg Carpenter, City Manager and Barbara Voss, Deputy City Manager introduced the item.

Robert A. Kleinhenz, Ph.D. Economist, Executive Director of Research at Beacon Economics, gave a presentation.

Council discussion

Council consensus to receive and file the El Segundo Creative Economy report.

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

1. Consideration and possible action regarding City Council approval of Environmental Assessment No. EA-1152 and certification of a Final Environmental Impact Report (FEIR) for the Park Place Extension and Grade Separation project. (Applicant: City of El Segundo)
   (Fiscal Impact: None with this action)

Mayor Boyles stated this was the time and place to conduct a public hearing and receive public testimony regarding City Council approval of Environmental Assessment No. EA-1152 and certification of a Final Environmental Impact Report (FEIR) for the Park Place Extension and Grade Separation project. (Applicant: City of El Segundo)

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

Greg Carpenter, City Manager and Sam Lee, Planning Building and Safety Director, introduced the item.

Paul Samaras, Principal Planner, gave a presentation.

Mayor Boyles opened the Public Hearing

Public Comment: None

MOTION by Council Member Nicol, SECONDED by Mayor Pro Tem Pirsztuk to close the hearing. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0
Council Discussion

David King, Assistant City Attorney, read by title only:

RESOLUTION NO. 5149

A RESOLUTION APPROVING ENVIRONMENTAL ASSESSMENT NO. EA-1152 AND CERTIFYING A FINAL ENVIRONMENTAL IMPACT REPORT FOR THE PARK PLACE EXTENSION AND GRADE SEPARATION PROJECT

MOTION by Council Member Brann, SECONDED by Council Member Nicol to adopt Resolution No. 5149. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

C. UNFINISHED BUSINESS

2. Consideration and possible action to receive and file a presentation on the draft Citywide Facilities Condition Assessment reports.  
(Fiscal Impact: None)

Greg Carpenter, City Manager, introduced the item.

Ken Berkman, Public Works Director, answered Council questions.

Mark Surdam, Program Manager with EMG, gave a presentation.

Council Discussion

Council consensus to receive and file a presentation on the draft Citywide Facilities Condition Assessment reports.

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

3. Consideration and possible action to adopt a Resolution revising the Environmental Committee By-Laws.  
(Fiscal Impact: None)

Greg Carpenter, City Manager, introduced the item.

Tracy Miller-Zarneke, Environmental Committee Chairperson, reported on the item

Council Discussion

MOTION by Council Member Brann, SECONDED by Council Member Pimentel approving Resolution No. 5150. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

4. Consideration and possible action to receive and file a report from the Environmental Committee.  
(Fiscal Impact: None)
Greg Carpenter, City Manager, introduced the item.

Tracey Miller-Zarneke, Environmental Committee Chairperson, gave a presentation

Council Discussion

Council Consensus to receive and file a report from the Environmental Committee.

5. Consideration and possible action to receive a verbal report from The Gateway Committee on the project status of developing the vision, goals and scope of the Main Street and Imperial Highway Entryway Capital Improvement Project. (Fiscal Impact: None)

Greg Carpenter, City Manager, introduced the item.

Christopher Henson, Recreation and Parks Superintendent and George Renfro, Gateway Committee member reported on the item.

Council consensus to receive and file a report from the Gateway Committee.

*Items #20 & #21 moved up on the agenda before midyear Financial Review discussion and time consideration.*

20. Consideration and possible action to discuss the current subsidy of fees for the Run for Education and potentially modify to a different subsidy level (Fiscal Impact: currently $12,000. Increase TBD)

Greg Carpenter, City Manager, introduced the item

Meredith Petit, Recreation and Parks Director answered Council questions.

Council Discussion

Council consensus directing staff to reevaluate the score card/policy used in fee waiver decisions and bring back to a future City Council meeting. Using the newly evaluated and refined scorecard, revisit the Run for Education fees to be waived.

Recess at 9:12 PM

Reconvened at 9:19 PM

21. Consideration and possible action to (1) allocate $39,000 to help fund the 2019 El Segundo Art Walk to be held on the third Thursday during the months of June, July, and August 2019, (2) allow use of city property as a central venue, and (3) permit the operation of a beer/wine garden on public property for the 2019 El Segundo Art Walk. (Fiscal Impact: $39,000.00)

Greg Carpenter, City Manager, introduced the item.
George Renfro and John McCullough with El Segundo Art Walk Organization gave a presentation.

Barbara Voss, Deputy City Manager, answered Council questions.

Council Discussion

MOTION by Council Member Brann, SECONDED by Council Member Nicol allocating $39,000 to help fund the 2019 El Segundo Art Walk on June 20, July 18, and August 15, 2019, Agreement No. 5704. MOTION PASSED BY VOICE VOTE. 4/1 YES: Boyles Brann Nicol Pirsztuk NO: Pimentel

MOTION by Mayor Boyles, SECONDED by Council Member Nicol granting permission to the El Segundo Art Walk organization to use city property as a central venue during the three days of the 2019 El Segundo Art Walk and approve the request to operate a beer/wine garden at the central venue on public property during the three days of the 2019 Art Walk. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

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.

6. Approve Warrant Numbers 3025677 through 3025767 and 9000905 through 9000905 on Register No. 14a in the total amount of $610,459.03 and Wire Transfers from 4/08/19 through 4/14/19 in the total amount of $2,974,266.13. Warrant Numbers 3025768 through 3025845 and 9000906 through 9000908 on Register No. 14b in the total amount of $166,358.53 and Wire Transfers from 4/15/19 through 4/21/19 in the total amount of $73,498.00. Ratified Payroll and Employee Benefit checks; checks released early due to contracts or agreement; emergency disbursements and/or adjustments; and wire transfers.

7. Approve Joint Council and Economic Development Meeting Minutes of March 20, 2019, Special City Council Meeting Minutes of March 19, 2019 Regular City Council Meeting Minutes of March 19, 2019, Special City Council Meeting Minutes of April 10, 2019, Special City Council Meeting Minutes of April 16, 2019 (Closed Session), Special City Council Meeting Minutes of April 16, 2019 (Open Session), Regular City Council Meeting Minutes of April 16, 2019 and Special City Council Meeting Minutes of April 25, 2019.
8. Approve Resolution No. 5151 to adopt the proposed fee schedule to establish “alternative use” rates applicable to for-profit rental organizations, authorize the City Manager to enter into a License Agreement, no. 5700, with South Bay United Water Polo, in a form approved by the City Attorney, for usage of the Urho Saari Swim Stadium at a rate of $35 per hour for the main pool for a term of one year, authorize the City Manager to enter into a License Agreement, no. 5701 with Trojan Water Polo Club, in a form approved by the City Attorney, for usage of the Urho Saari Swim Stadium at a rate of $45 per hour for the main pool for a term of one year. (Fiscal Impact: None)

9. Authorize the City Manager to execute contract Amendment No. 4716G with Michael Baker International, in a form approved by the City Attorney, for additional work related to traffic engineering and analysis for the Park Place Extension project and authorize the expenditure of $15,000 from the Park Place Extension Measure R project account (301-400-8203-6679). (Applicant: City of El Segundo)  
(Fiscal Impact: $15,000.00)

10. Waive minor irregularities in the bid from Superior Pavement Markings Inc., authorize the City Manager to execute standard Public Works Contract No. 5702, in a form approved by the City Attorney, with Superior Pavement Markings Inc. in the amount of $49,341.00, and authorize an additional $4,934.00 for construction related contingencies and appropriate $42,184 from TDA Article 3- SB 821 Bikeway Fund to the Project. Project No. PW 19-03.  
(Fiscal Impact: $54,275.00)

11. PULLED BY GREG CARPENTER, CITY MANAGER.

12. Authorize a budget appropriation of $100,000 to the existing Citizens Option for Public Safety (COPS) Supplemental Law Enforcement Services Fund (SLESF) account as part of the City’s Fiscal Year 2018-19 budget, pursuant to Government Code § 30061(c)(2). The grant requires that expenditures be utilized to supplement “front line law enforcement.” Front line law enforcement includes funding special enforcement details and purchasing equipment.  
(Fiscal Impact: $100,000 COPS grant funding)

(Fiscal Impact: None)

14. Authorize the Mayor to sign a letter of support for Assembly Bill 720 introduced by Assembly Members Muratsuchi and Smith, on Separating Instructional Services Agreements from the Student Centered Funding Formula and authorizing the Mayor to sign a letter of support.  
(Fiscal Impact: None)
15. Authorize the City Manager to sign the Amendment No. 5348D, to the Professional Services Agreement, in a form approved by the City Attorney, with Michael T. Little dba Counter Risk, Inc. to provide consultant services for the Regional Training Group (RTG) and fire chiefs within the region, authorize an increase of the blanket purchase order by $201,640 to enable the Fire Department to receive the services provided by Michael T. Little dba Counter Risk, Inc. and authorize and approve additional appropriation to expense account 124-400-3785-6214. (Fiscal Impact: $201,640.00)

16. PULLED BY TRACY WEAVER, CITY CLERK

MOTION by Council Member Nicol, SECONDED by Council Member Brann approving Consent Agenda items 6, 7, 8, 9, 10, 12, 14, and 15. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

PULLED ITEMS FOR CLARIFICATION:

11. Consideration and possible action to award a standard Public Works Contract to Pacific Tennis Courts, Inc., in a form approved by the City Attorney, for construction of the El Segundo Boulevard On-Street Parking Pilot Project. Project No. PW19-15. (Fiscal Impact: $82,487.00)

Greg Carpenter, City Manager, explained the funds will no longer be transferred from the General Fund Reserves to the Smoky Hollow Parking In-Lieu account. Since the writing of the staff report, four (4) parking spaces have been purchased through the In-Lieu program and thus the General Fund Reserves are no longer needed.

MOTION by Council Member Brann, SECONDED by Council Member Pimentel authorizing the City Manager to execute standard Public Works Contract No. 5703, in a form approved by the City Attorney, with Pacific Tennis Courts, Inc. in the amount of $74,988.00 and authorize an additional $7,499.00 for construction related contingencies. Project No. PW 19-15. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

16. Consideration and possible action regarding approval and adoption of 1) A Resolution providing for salary and benefit changes to Chapter 1A2 (Management- Confidential Series) of the El Segundo Administrative Code. (Fiscal Impact: $180,287.00 for FY 2018-19; $1,052,534.00 for FY 2019-20)

David Serrano, Human Resources Director, stated a clerical error occurred on the Resolution. The title of Principal Civil Engineer shows the position is “At Will”, this position is not “At Will” per the City’s Municipal Code. This will be corrected on the final Resolution.
MOTION by Council Member Brann, SECONDED by Council Member Pimentel adopting Resolution No. 5147 amending the City’s Administrative Code setting Salary Benefits for Executive, Management and Confidential Series and adopt Resolution No. 5148 approving the Contract Amendment with CalPERS for the additional PERS pickup. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

F. NEW BUSINESS

17. Consideration and possible action to introduce and waive first reading of a proposed ordinance amending El Segundo Municipal Code Chapter 1-7C to increase the dollar limit for the administrative “no bid” award of Public Works Contracts in accordance with state law.
(Fiscal Impact: None)

Greg Carpenter, City Manager, introduced the item.

Council Discussion

David King, Assistant City Attorney, read by title only:

ORDINANCE NO. 1583

AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE CHAPTER 1-7C TO INCREASE THE DOLLAR LIMIT FOR THE ADMINISTRATIVE, “NO BID” AWARD OF PUBLIC WORKS PROJECTS IN ACCORDANCE WITH STATE LAW

Council Member Brann introduced the ordinance. The second reading is scheduled for the regular City Council meeting on May 21, 2019.

Item #22 moved up on the agenda before midyear Financial Review discussion.

22. Consideration and possible action to direct staff to allocate funding from the mid-year budget surplus for the purpose of developing a policy and project to replace missing sections of sidewalk in the residential areas of the City.
(Fiscal Impact: TBD)

Greg Carpenter, City Manager, introduced the item

Ken Berkman, Public Works Director, answered Council questions

Council discussion

MOTION by Mayor Pro Tem Boyles, SECONDED by Council Member Brann directing staff to develop a plan including funding and policy direction to replace missing sections of sidewalk in the residential areas of the City and return to Council for review and potential adoption; 2) Alternatively, discuss and take other action related to this item.
18. Consideration and possible action regarding Fiscal Year (FY) 2018-19 Midyear Financial Review.
   (Fiscal Impact: Increase of $68,387 to the General Fund Expenditures and an increase of $175,000 to Fund 109 {Asset Forfeiture} expenditures)

   Greg Carpenter, City Manager, introduced the item.

   Joe Lillio, Finance Director, gave a presentation

   Council Discussion

   Council consensus to receive and file the Fiscal Year (FY) 2018-19 Midyear Financial Review.

   MOTION by Mayor Pro Tem Pirsztuk, SECONDED by Mayor Boyles approving the appropriation requests itemized in Attachment A with the removal of Acacia Pool remodel, item #9 on the attachment. MOTION FAILED. YES: Boyles Pirsztuk NO: Brann Nicol Pimentel

   MOTION by Mayor Pro Tem, SECONDED by Mayor Boyles approving the appropriation requests itemized in Attachment A (attached to the minutes). MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

   MOTION by Mayor Boyles, SECONDED by Council Member Nicol to allocate the $205,000.00 surplus to the pension trust fund.

19. Moved up on the agenda

   REPORTS – CITY MANAGER - Mentioned the new Council Meeting start times; closed session will begin at 4:00 PM and regular open session will begin at 6:00 PM, thanked the Council for recognizing the Management Confidential and Executive salary and benefit issue this evening and invited Ken Berkman, Public Works Director to give a quick update on the first week of implementation of the City’s new waste hauling company, EDCO.

   REPORTS – CITY ATTORNEY - Passed

   REPORTS – CITY CLERK – Passed

   REPORTS – CITY TREASURER – Not present

   REPORTS – CITY COUNCIL MEMBERS

       Council Member Pimentel – Observation over the past couple of weeks of residents giving their time for the betterment of the Community.

       Council Member Nicol – Congratulated Beyond Meat who went public on May 2, 2019 and commented on the Run for Education, great event.
20. **Moved up on the agenda**

Council Member Brann – Passed

Mayor Pro Tem Pirsztuk – Thanked the Recreation and Parks for a successful Hometown Fair and reminded everyone of the ED! Gala on Friday, May 10, 2019 at Chevron Park.

Mayor Boyles – Mentioned exciting news from the South Bay Council of Governments (SBCOG), they have received Metro funds for broad band construction and attended the General Assembly for Southern Cal Association of Governments and thanked everyone for their understanding and patience during the new waste hauling roll out.

21. **Moved up on the agenda.**

22. **Moved up on the agenda**

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total)
Dr. Melissa Moore, ESUSD Superintendent, thanked Ken Berkman and staff for their work reconfiguring the street sweeping days around the schools and facilities.

MEMORIALS – None

ADJOURNMENT at 10:54 PM

__________________________
Tracy Weaver, City Clerk
### Executive Summary

Exhibit A: Fiscal Year 2018-2019 Mid-Year Budget Adjustments

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Fiscal Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Fund Expenditures</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>PARS as established by City Council in November 2017</td>
<td>$250,000</td>
</tr>
<tr>
<td>2</td>
<td>Additional funding of legal fees fees to engage in the LAX expansion</td>
<td>150,000</td>
</tr>
<tr>
<td>3</td>
<td>Transfer Out to Capital Improvements - Richmond Street Field</td>
<td>120,000</td>
</tr>
<tr>
<td>4</td>
<td>Transfer Out to Capital Improvements - Sidewalk improvements to the residential areas</td>
<td>100,000</td>
</tr>
<tr>
<td><strong>This item is no longer a request.</strong> The City received a check in the amount of $112,000 in Smoky Hollow Parking In-lieu Fees. Funding for the Smoky Hollow Specific Plan adopted by City Council - pilot project to add on-street parking on the north side of El Segundo Blvd.</td>
<td></td>
<td>82,487</td>
</tr>
<tr>
<td>5</td>
<td>Partial funding of the ES Art Walk event costs</td>
<td>39,000</td>
</tr>
<tr>
<td>6</td>
<td>Personnel Request: Planning &amp; Building Safety – Reclassify the Office Specialist II position to a Senior Administrative Specialist. This request is neutral. Increase personnel budget by $3,999 and decrease professional/Technical Budget by $3,999</td>
<td></td>
</tr>
<tr>
<td><strong>Other Funds</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Asset Forfeiture Fund - Approve an appropriation from available asset forfeiture fund balance to fund upcoming training opportunities and to upgrade outdated equipment to improve the overall safety for officers</td>
<td>175,000</td>
</tr>
<tr>
<td>8</td>
<td>CIP Fund - Reallocate $800,000 from the City-wide facilities CIP towards the Acacia Park &amp; Pool Project. City Council gave staff direction to come up with the additional funding for the Acacia Park &amp; Pool project during the April 16, 2019 City Council meeting</td>
<td>800,000</td>
</tr>
<tr>
<td>9(a)</td>
<td>CIP Fund - Reduce funding in the City-wide facilities improvements CIP account to fund the Acacia Park &amp; Pool Project</td>
<td>(800,000)</td>
</tr>
<tr>
<td>Item #</td>
<td>Description</td>
<td>Expenses</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>1</td>
<td>Additional funding of the section 115 pension trust administered through PARS as established by City Council in November 2017</td>
<td>$250,000</td>
</tr>
<tr>
<td>2</td>
<td>Additional funding of legal fees fees to engage in the LAX expansion</td>
<td>150,000</td>
</tr>
<tr>
<td>3(a)</td>
<td>Transfer Out to Capital Improvements - Richmond Street Field</td>
<td>120,000</td>
</tr>
<tr>
<td>4(a)</td>
<td>Transfer Out to Capital Improvements - Sidewalk improvements to the residential areas</td>
<td>100,000</td>
</tr>
<tr>
<td>5</td>
<td>This item is no longer a request. The City received a check in the amount of $112,000 in Smoky Hollow Parking In-lieu Fees. Funding for the Smoky Hollow Specific Plan adopted by City Council - pilot project to add on-street parking on the north side of El Segundo Blvd.</td>
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</tr>
<tr>
<td>6</td>
<td>Partial funding of the ES Art Walk event costs</td>
<td>39,000</td>
</tr>
<tr>
<td>7(a)</td>
<td>Personnel Request: Planning &amp; Building Safety – Reclassify the Office Specialist II position to a Senior Administrative Specialist. This request</td>
<td>3,999</td>
</tr>
<tr>
<td>7(b)</td>
<td>Is budget neutral.</td>
<td>(3,999)</td>
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<tr>
<td>5-7</td>
<td>Total General Fund Request</td>
<td>741,487</td>
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<tr>
<td>8</td>
<td>Less utilization of budget savings from vacancies</td>
<td>(673,100)</td>
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<tr>
<td>9</td>
<td>Total additional appropriation from GF fund balance</td>
<td>$68,387</td>
</tr>
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</table>

**Other Funds**

Approve an appropriation from available asset forfeiture fund balance to fund upcoming training opportunities and to upgrade outdated equipment to improve the overall safety for officers

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Expenses</th>
<th>Revenues</th>
<th>Account</th>
<th>Comments</th>
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<tr>
<td>8</td>
<td></td>
<td>175,000</td>
<td></td>
<td>109-400-3105-5209</td>
<td>Asset Forfeiture (109)</td>
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**Increase in Asset Forfeiture Fund 109 Expenses**

$175,000

<table>
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<tr>
<th>Item #</th>
<th>Description</th>
<th>Expenses</th>
<th>Revenues</th>
<th>Account</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>3(b)</td>
<td>Capital Improvements - Richmond Street Field</td>
<td>120,000</td>
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<td>301-400-8202-8218</td>
<td>CIP (301)</td>
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<tr>
<td>4(b)</td>
<td>Capital Improvements - Sidewalk Improvements</td>
<td>100,000</td>
<td></td>
<td>301-400-8203-8705</td>
<td>CIP (301)</td>
</tr>
<tr>
<td>9(a)</td>
<td>Reallocate $800,000 from the City-wide facilities CIP towards the Acacia Park &amp; Pool Project. City Council gave staff direction to come up with the additional funding for the Acacia Park &amp; Pool project during the April 16, 2019 City Council meeting. Reduce funding in the City-wide facilities CIP account to fund the Acacia Park &amp; Pool Project.</td>
<td>800,000</td>
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<td>301-400-8202-8423</td>
<td>CIP (301)</td>
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<tr>
<td>9(b)</td>
<td></td>
<td>(800,000)</td>
<td></td>
<td>301-400-8201-8209</td>
<td>CIP (301)</td>
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**Increase in CIP Fund 301 Expenses**

$220,000

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<th>Item #</th>
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<th>Revenues</th>
<th>Account</th>
<th>Comments</th>
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</thead>
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<tr>
<td>3(c)</td>
<td>Transfer in from General Fund to Capital Projects - Richmond Street Field</td>
<td>120,000</td>
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<td>301-300-0000-9399</td>
<td>CIP (301)</td>
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<td>4(c)</td>
<td>Transfer in from General Fund to Capital Projects - Sidewalk Improvements</td>
<td>100,000</td>
<td></td>
<td>301-300-0000-9399</td>
<td>CIP (301)</td>
</tr>
</tbody>
</table>

**Increase in CIP Fund 301 Revenues**

$220,000
SPECIAL MEETING OF THE EL SEGUNDO CITY COUNCIL  
MONDAY, MAY 13, 2019 2:30 PM  

2:30 PM SESSION  

CALL TO ORDER – Mayor Boyles at 2:34 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  

SPECIAL ORDER OF BUSINESS:  

1. Appointment of Gary Phillips as the labor negotiator for city manager candidates.  

Council consensus to appointment Gary Phillips as the labor negotiator for the city manager candidates.  

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:  

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

1. City Manager  

DISCUSSION OF PERSONNEL MATTERS (Gov’t Code §54957): - 1 – matter  

1. Performance Review  
   Position: City Attorney
CONFERENCE WITH CITY’S LABOR NEGOTIATOR (Gov’t Code §546957.6) -1-
matter

1. City Manager Candidates

Agency Designated Representative: Gary Phillips (or other person designated by Council to be decided during public session)

ADJOURNMENT at 6:55 PM

Tracy Weaver, City Clerk
AGENDA DESCRIPTION:
Consideration and possible action regarding a request to allow alcohol service at the expansion of an existing restaurant to serve beer and wine for on-site consumption. Brewport Tap House is located at 200 Main Street, within the Downtown Specific Plan area. EA 1241 AUP 19-01 Applicant: Kristian Krieger, Brewport Tap House. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Receive and file this report without objecting to the issuance of the alcohol permit for the Expansion of the restaurant at 200 Main Street; and/or
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Crime and Arrest Statistics by Reporting Districts (RD) for July to December 2018
2. Police Reporting Districts Map
3. Planning Commission Staff Report, dated April 25, 2019
4. Administrative Use Permit approval letter and conditions, dated April 19, 2019

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

STRATEGIC PLAN: N/A

ORIGINATED BY: Brenna Callero, Assistant Planner
REVIEWED BY: Sam Lee, Planning and Building Safety Director
APPROVED BY: Greg Carpenter, City Manager

On April 19, 2019, the Director of Planning and Building Safety approved an Administrative Use Permit application with conditions of approval, allowing the sale of beer and wine at Brewport Tap House, located at 200 Main Street. The Planning Commission Received and Filed the Director’s decision on April 25, 2019. Pursuant to City Council direction from 1995, this matter is brought to the Council’s attention at this time.

Analysis
According to the most recent Crime and Arrest statistics report prepared by the Police Department, the proposed restaurants are located in Reporting District (RD) 112 Based on the July-December 2018 data reported by the Police Department, the district had a total of 16 Part I & II crimes and 5 felony/misdemeanor arrest. This rate is 11% higher than the City’s average. The Police Department
and the Planning and Building Safety Department do not object to the issuance of the alcohol permit for the new restaurant.

The Planning Commission’s decision to receive and file the Director’s decision on April 25, 2019 granted approval for an Administrative Use Permit. The approval will allow Brewport Tap House to serve beer and wine during their hours of operation from 11am to 12am Monday through Thursday, 11 am to 1am on Friday, 9am to 1am on Saturday, and 9 am to 12 am on Sundays, with alcohol service operating at the same hours. The restaurant will be expanding rom 2,430 sq. ft. and the expansion will provide an additional 3,318 sq. ft. to the restaurant.

The project site is located in the Downtown Specific Plan area. Restaurants are a permitted use by right. On-site and off-site sale of alcohol at a restaurant requires an Administrative Use Permit in accordance with the Municipal Code. As noted above, this permit was approved by the Director of Planning and Building Safety and confirmed by the Planning Commission.

The ABC license review process is separate from the City’s AUP process. ABC is responsible for running a complete background check on all alcohol license applicants, as well as conducting site inspections, before issuing any type of alcohol license. The City reviews compatibility issues.

Environmental Review

The project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations §15301 as a Class 1 categorical exemption (Existing Facilities).

Conclusion

Staff recommends that the Council receive and file this report without objecting to the issuance of a new alcohol permit for the site, or alternatively discuss and take another action related to this item.
# Reported Period: July - December 2016

## Part I & II Crimes and Arrests by Reporting District (RD)

<table>
<thead>
<tr>
<th>Reporting District</th>
<th>Part I &amp; II Crimes</th>
<th>Felony/Misdemeanor Arrests</th>
<th>Total</th>
<th>Average by RD Percentage +/-</th>
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<td>0</td>
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<td>-86%</td>
</tr>
<tr>
<td>323</td>
<td>4</td>
<td>2</td>
<td>6</td>
<td>-68%</td>
</tr>
</tbody>
</table>

**Totals:** 737 | 241 | 977

Number of Reporting Districts = 52
Average # of Part I & II Crimes per Reporting District = 14
Average # of Felony/Misdemeanor Part I & II Crime Arrests per Reporting District = 5
Average # of Crimes and Arrests per Reporting District = 19
(Results from 07/01/2018 through 12/31/2018)
High Crime Area per B&P Code Section 23958.4 = >20%
AGENDA DESCRIPTION:
Consideration and possible action regarding approval of Environmental Assessment 1241: Administrative Use Permit 19-01 for On-site alcohol sales for a proposed restaurant at 200 Main Street, El Segundo, California. The project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption (Existing Facilities).

Address: 200 Main Street

Applicant: Kristian Krieger, Brewport Tap House

RECOMMENDED PLANNING COMMISSION ACTION:
1. Receive and file this report regarding the Director’s approval of an Administrative Use Permit for the on-site consumption of beer and wine at 200 Main Street; or
2. Alternatively, any Planning Commissioner may request that a decision on the application be made by the Planning Commission instead of received and filed.

ATTACHED SUPPORTING DOCUMENTS: Approval letter dated April 19, 2019

ORIGINATED BY: Brenna Callero, Assistant Planner

REVIEWED BY: Gregg McClain, Planning Manager

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

On April 19, 2019, the Director granted approval of an Administrative Use Permit for a Type 41 license for on-site consumption of beer and wine at 200 Main Street. The approval includes conditions that protect the City and surrounding users from potentially negative impacts associated with alcohol consumption. The conditions, findings of approval, and environmental assessment are provided in the attached approval letters. Staff believes that the project is appropriate for the location and will not operate in a manner that will create detrimental impacts, and so recommends that the Commission receive and file this report.
April 19, 2019

Brewport Tap House
ATTN: Kristian Krieger
200 Main Street
El Segundo, CA 90245

RE: Environmental Assessment 1241: Administrative Use Permit 19-01

Address: 200 Main Street, El Segundo, CA 90245

Dear Mr. Krieger:

Your request for an Administrative Use Permit allowing the sale and dispensing of beer and wine (Type 41) at the expansion of the Brewport Tap House is approved and subject to the conditions of approval in the attached Exhibit A. The associated environmental determination and findings supporting the decision are described in Exhibit B.

Please note that this letter does not constitute the City's final decision in this matter. This determination is scheduled to be "received and filed" by the Planning Commission at the April 25, 2019, meeting. Any Planning Commissioner may request that this permit be discussed and a decision be made by the Commission instead of "received and filed."

Should you have any questions, please contact Brenna Callero, Assistant Planner at (310) 524-2342.

Sincerely,

[Signature]

Sam Lee, Director
Department of Planning and Building Safety
Exhibit A
CONDITIONS OF APPROVAL

In addition to all applicable provisions of the El Segundo Municipal Code ("ESMC"), Kristian Krieger, on behalf of Brewport Tap House ("Applicant") agrees that they will comply with the following provisions as conditions for the City of El Segundo’s approval of Administrative Use Permit No. 19-01 ("Project Conditions"):

1. The hours of operation to sell alcohol for on-site consumption is limited to between 11am to 12 am Monday through Thursday, 11 am to 1am Friday, 9 am to 1 am Saturday, and 9am to 12 am on Sunday. Any change to the hours of operation or the hours that alcohol may be served is subject to review and approval by the Director of Planning and Building Safety.

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

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

4. The applicant must obtain and maintain all licenses and comply with all regulations of the Alcoholic Beverage Control (ABC) Act (Business & Professions Code Section 23300) and the regulations promulgated by the Board, including the regulations set forth in 4 Cal. Code of Regs. §§55, et seq.

5. All employees tasked to sell alcoholic beverages must provide evidence that they have either:

   a. Obtained an ABC-issued certificate for completion of the Leadership and Education in Alcohol and Drugs (LEAD) program; or,

   b. Completed an accepted equivalent training offered by the ABC district office to ensure proper distribution of beer, wine, and distilled spirits to adults of legal age.

   c. If a prospective employee designated to sell alcoholic beverages does not have LEAD or equivalent training, then the applicant must within 15 days of this decision confirm with the Planning and Building Safety Department that a date is scheduled with the local ABC district office to complete the LEAD course.

   d. Within 30 days of taking LEAD or equivalent course, employees or their employer must deliver each required certificate showing completion to the Police Department.

6. The licensee must have readily identifiable personnel to monitor and control the behavior of customers inside the building premises. Staff must monitor activity immediately adjacent to the property under the establishment’s control to ensure the areas are generally free of nuisances.
7. If complaints are received regarding excessive noise, or other nuisances associated with the sale of beer, wine, and distilled spirits the City may, in its discretion, take action to review the Administrative Use Permit and add conditions or revoke the permit.

8. There must be no exterior advertising of any kind or type indicating the availability of specific alcoholic beverage products.

9. The building must not be occupied by more persons than allowed by the California Building Code, as adopted by the ESMC.

10. The building and any outdoor seating must comply with the California Building and Fire Code requirements, as adopted by the ESMC.

11. The applicant must comply with the applicable requirements of the 2016 California Building and Fire Codes and the 2015 International Fire Code as adopted by the City of El Segundo and El Segundo Fire Department Regulations.

12. All dining and alcohol consumption is restricted to occur within the area shown on the attached site plan. The site plan shows 100 square feet of outdoor dining. Per the Downtown Specific Plan requirements, outdoor dining is limited to 200 square feet.

13. The Applicant agrees to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney fees), injuries, or liability, arising from the City’s approval of Environmental Assessment 1241 or Administrative Use Permit 19-01. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City approval of Environmental Assessment 1241 or Administrative Use Permit 19-01, the Applicant agrees to defend the City (at the City’s request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section, “the City” includes the City of El Segundo’s elected officials, appointed officials, officers, and employees.

14. Kristian Krieger, on behalf of Brewport Tap House, must acknowledge receipt and acceptance of the project conditions by executing the acknowledgement below.

These Conditions are binding upon Kristian Krieger, on behalf of Brewport Tap Hose and all successors and assigns to the property at 200 Main Street, El Segundo, CA 90245 until superseded by another approval letter or rescinded.

Kristian Krieger, on behalf of Brewport Tap House.
Exhibit B
Environmental Determination and Required Findings

Environmental Assessment 1241:

After considering the above facts and findings, the Director finds this project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations §15301 as a Class 1 categorical exemption (Existing Facilities) because the proposed project consists of the permitting of existing private structures and involves an addition to existing structure that is less than 10,000 square feet.

Administrative Use Permit 19-01:

The following are the facts in support of each finding for this decision:

Finding 1: There is compatibility of the particular use on the particular site in relationship to other existing and potential uses within the general area in which the use is proposed to be located.

1. The project is located in a commercial area and is in proper relation to industrial and commercial adjacent uses within this area. The project is situated in a environment that includes offices, retail, service uses, and other restaurants nearby. The subject site is located in the Downtown Specific Plan area, where restaurants are permitted.

Finding 2: The proposed use is consistent and compatible with the purpose of the Zone in which the site is located.

1. The property is within the Downtown Specific Plan area (DSP). The DSP consists of commercial, residential, and public uses, and accommodates a range of uses, heights, and building square footages. The DSP goals provide consistency and reflect the vision of the General Plan, including facilitating economic development and promoting compatible land uses. The proposed expansion of the restaurant and the expansion of alcohol sales as an ancillary use are consistent with this vision of the General Plan.

Finding 3: The proposed location and use, and the conditions under which the use would be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

1. The restaurant will be located inside an existing retail commercial building and no new construction is proposed as part of the current request for the alcohol license. The expansion proposes new closing hours, however, since the use remains the same, it is unlikely that the consumption of alcohol in a restaurant setting will cause the establishment to become a nuisance.

2. Proposed closing hours are 12 am Monday through Thursday, 1am on Friday and Saturday, and 12 am on Sunday. It is unlikely that the consumption of alcohol in a restaurant setting will cause the establishment to become a nuisance.
Finding 4: Potential impacts that could be generated by the proposed use, such as noise, smoke, dust, fumes, vibration, odors, traffic, and hazards have been recognized and mitigated.

1. The expansion of the consumption of beer and wine will not create any new impacts that would not be normally associated with the operation of a restaurant.

Finding 5: The State Department of Alcoholic Beverage Control has issued or will issue a license to sell beer, wine and distilled spirits to the Applicant.

1. The City expects the Applicant will obtain a license from the State of California Department of Alcoholic Beverage Control for on-site sale and consumption of beer, and wine for restaurants (Type 41). In the event the Applicant does not receive such license, the City's approval will be null (Condition No. 4).
AGENDA DESCRIPTION:

Consideration and possible action to authorize the City Manager to amend contracts with the following consultants for Fiscal Year FY 2018/19 by $260,000: J Lee Engineering, JAS Pacific, and Hayer Consultants, Inc. (Fiscal Impact: S0)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to amend the existing agreements with the following consultants: J Lee Engineering, and JAS Pacific, and Hayer Consultants, Inc. to increase the respective contract amounts by a total amount not to exceed $260,000;

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

ATTACHED SUPPORTING DOCUMENTS: None

STRATEGIC PLAN:

Goal: 1  Enhance Customer Service and Engagement

Objective: 1A  El Segundo provides unparalleled service to internal and external customers

FISCAL IMPACT: None

Amount Budgeted: N/A

Additional Appropriation: N/A

Account Number(s): Planning and Building Safety – Building Safety #001-400-2403-6214

ORIGINATED BY: Lukas Quach, Building Safety Manager

REVIEWED BY: Sam Lee, Planning and Building Safety Director

Joseph Lillio, Finance Director

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
The approved budget for the Planning and Building Safety Department for Fiscal Year 2018/19 includes a total of $911,854 for employee salaries and benefits for the Building Safety Division. Due to vacancies in the Building Safety Divisions, staff has identified cost savings in employee salaries and benefits over the next five months of approximately $260,000 in Building Safety.

The Building Safety Division’s 2018/19 budget includes the following positions where cost savings have been identified: License/Permit Specialist (1/2 year), Senior Plan Check Engineer and MEP Plan Examiner. As a result, the City has had to rely on consultant services. J. Lee Engineering, JAS Pacific, and Hayer Consultants, Inc. who are currently under contract with the
City to provide plan check, inspection and permit specialist consulting services and can provide the City with the necessary services until the positions are filled. The cost savings due to these vacancies are approximately $260,000 for the current fiscal year.

**Current Consultants for Building Safety Department**

Currently, the City utilizes consultants to perform certain services for the Planning and Building Safety Department:

- **JAS Pacific**: JAS Pacific provides code enforcement, plan check and inspection consulting services for the Building Safety Division. The City has utilized JAS Pacific since 2008. The current contract amount is for $60,000. These services are utilized when workload exceeds the level that would preclude City staff from meeting customer service expectations.

- **J Lee Engineering Inc.**: J. Lee Engineering provides plan check and inspection consulting services for the Building Safety Division. The City has utilized J. Lee Engineering since 2008. The current contract amount is for $165,000. These services are utilized when workload exceeds the level that would preclude City staff from meeting customer service expectations.

- **Hayter Consultants, Inc.**: Hayter provides Electrical, Mechanical, and Plumbing (MEP) plan check services for the Building Safety Division. The City has utilized Hayter Consultants since 2015. The current contract amount is for $75,000. These services are utilized when workload exceeds the level that would preclude City staff from meeting customer service expectations.

The contracts with these consultants are proposed to increase (see table below), in order to temporarily fill vacancies and ongoing major department projects. Department of Planning and Building Safety staff is working with the Human Resources Department to fill the vacancies as soon as possible.

Some of the major department projects include:

- EVA Office Condominium
- 888 N. Douglas Renovation (Hackman Group)
- Chick Fil A
- D.R. Horton Residential Development
- The Raytheon Project (El Segundo South Campus Specific Plan)
A summary of staff’s recommended increases is as follows:

<table>
<thead>
<tr>
<th>Consultants</th>
<th>Services</th>
<th>Current contract amount (5/7/19)</th>
<th>Recommended increases to current contract amount</th>
<th>Total Contract Amount with recommended increases</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAS Pacific</td>
<td>Plan check, inspection, and staffing</td>
<td>$60,000</td>
<td>$85,000</td>
<td>$145,000</td>
</tr>
<tr>
<td>JLee Engineering, Inc.</td>
<td>Plan check, Inspection, and staffing</td>
<td>$165,000</td>
<td>$150,000</td>
<td>$315,000</td>
</tr>
<tr>
<td>Hayer Consultants, Inc.</td>
<td>Inspection staffing</td>
<td>$75,000</td>
<td>$25,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>TOTAL (for the above consultants)</td>
<td></td>
<td>$300,000 (current total amount of contracts)</td>
<td>$260,000 (total amount of recommended increases)</td>
<td>$560,000 (total amount of contracts including recommended increases)</td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to amend the existing contract with the following consultants: J Lee Engineering, JAS Pacific, and Hayer Consultants, Inc. as shown in table above. This reallocation of funds will reduce the funds budgeted for employee salaries and benefits for the Building Division for Fiscal Year 2018/19, but will allow Building Safety to meet its operational needs with the help from consultants for the remainder of the fiscal year.

If approved by the City Council, staff will prepare amendments with the above-referenced consultants, in a form approved by the City Attorney.
AGENDA DESCRIPTION:
Consideration and possible action to receive an informational report on the use of the Request for Proposal (RFP) process for the selection of Consultants for plan review, inspection, and supplemental services for the Department of Planning and Building Safety for Fiscal Year (FY) 2019-2020. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Receive and file an informational report on the use of the Request for Proposal (RFP) for the selection of Consultants for plan review, inspection, and supplemental services for the Department of Planning and Building Safety for Fiscal Year (FY) 2019-2020

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

ATTACHED SUPPORTING DOCUMENTS:
1. Exhibit A – Request of Proposal
2. Exhibit B – Proposal from JAS Pacific Consultants
3. Exhibit C – Proposal from JLee Engineering, Inc.
4. Exhibit D – Proposal from CSG Consultants

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

STRATEGIC PLAN:
- Goal: 1 Enhance Customer Service and Engagement
- Objective: 1A El Segundo provides unparalleled service to internal and external customers

ORIGINATED BY: Lukas Quach, Building Safety Manager
REVIEWED BY: Sam Lee, Planning and Building Safety Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
The Building Safety Division is responsible for ensuring public safety, health and welfare through enforcement of Building codes, City standards, and State and Federal regulations that govern building design, construction, maintenance, repair, removal, demolition and occupancy. The Building Safety staff provides permitting, plan check, inspection, and code enforcement services for construction in the City. The staff assists customers to achieve compliance with the many disciplines of construction such as Grading, Storm-water/LID, Soils/Geology, Architectural (Life Safety), Structural, Energy Conservation, Disable Access, Mechanical, Electrical, Plumbing, and Cal-green.
The Building Safety Division is comprised of four functional sections that work together to receive and coordinate plans; review and approve design; collect fees and issue permits; enforce compliance through inspection; and ensure maintenance through code compliance enforcement. The staff strives at all times to achieve the highest professional standards and to provide exceptional personalized service that is streamlined, timely, and cooperative.

The construction industry is intrinsically cyclical. The workload that it creates for the City moves in peaks and valleys. This poses a challenge for the department to structure its staffing level, as if the level of service is expected to remain consistent, then there will be times of over or understaffing. Furthermore, the Building Safety staff is small, with only one or two employees in each section. Submittal of one big project can overload the schedule. Additionally, the myriad of building disciplines (Grading, Storm-water/LID, Soils/Geology, Architectural Life Safety, Structural, Energy Conservation, Disable Access, Mechanical, Electrical, Plumbing, and Cal-green) that is required to be reviewed and enforced makes it impossible for a small staff to have adequate depth and breadth of knowledge to properly ensure compliance. In bigger jurisdictions, most of the disciplines above has its own Division or Bureau with various subject matter expertise.

To mitigate this challenge, the Department’s strategy has been to staff full time employees (FTE) to the base level of demand and utilize the technical and professional services of consultants to meet the demand of increased workload. The employment of this strategy has the benefit of not incurring the long term PERS liability associated with FTE.

Due to the extraordinary level of development activity experienced during the current construction cycle, the demand for plan review services exceeds what the City’s current staffing level can complete on a timely basis. There has also been an increase in the size and complexity of projects that often require specific professional expertise.

Over the years, the City has had agreements with various consultants to provide engineering plan review and building code consulting services as well as on-site temporary technical staffing to respond to customer service level demands during peak work periods. The firms were selected for this agreement based on their specialized professional engineering consulting knowledge and skills, and has consistently demonstrated their ability to respond to the needs of the City. Currently the City has contracts with JLee Engineering, Inc., JAS and Hayer

**DISCUSSION**

On November 2, 2018, staff advertised an RFP for plan review and supplemental services that include: architectural, structural, electrical, mechanical, plumbing, grading, drainage, accessibility, energy, green building, landscape, geology, soils, geotechnical and fire and life safety and smoke control system submittals; certified access specialist, zoning, and public works engineering plans; with a request due date of December 10, 2018. The City issued a solicitation in accordance with current City procedures for procuring professional services.

The City received timely proposals from ten professional firms. These ten firms were Bureau Veritas/California Code Checks, Hayer Consulting, 4Leaf, Inc.; JAS Pacific, Inc., VCA Code, JLee Engineering Inc.; Interwest Consulting Group, Safebuilt, and CSG Consultants, Inc. City staff reviewed and evaluated the proposals based on the criteria identified in the RFP: fees,
understanding of the scope of work, demonstrated professional skills and credentials, related experience of firm and project team, familiarity with City, County, State codes, regulations and procedures, strategy to meet expected plan review turnaround time, and references. At the conclusion of the initial proposal evaluation, staff deemed 5 firms most qualified and invited them to an interview to discuss their proposal and service approach; JAS Pacific, California Code Check, JLee Engineering, Inc.; Hayer Consulting, and CSG Consultants, Inc., namely. With an interviewing panel consisting of staff from Building Safety Division, Planning Division, and the Public Works department, all five firms were interviewed on March 14th. After a thorough analysis of the proposals along with the information from the interviews, the selection panel recommends that the City execute three separate contract agreements with the three top-scoring firms, JAS Pacific, JLee Engineering, Inc. and CSG Consultants, Inc. These three firms were selected based on various criteria including strong resources for overall plan review services as defined in the scope of work of the RFP, competitive pricing and cost structure, experience and knowledge of the City requirements and turn-around times of their services. The three firms also demonstrated the ability to provide the City with a high degree of professional technical skill and expertise to maintain the City’s goal of exceptional customer service.

About the JAS Pacific Consulting Team
Founded and incorporated in California in 1993, JAS Pacific is a full-service comprehensive provider in building and safety services, including plan check, inspection, permit center and public information counter, clerical assistance, full department management and administration, urban planning and public works, and specialized management services. JAS Pacific has provided building and safety support services for over 24 years in California. With their main office located in Upland, California, they currently provide services to numerous local and regional governmental entities throughout the state ranging in size and geography including: City of Santa Monica, City of Glendale, City of Long Beach, City of Culver City, City of Anaheim, City of Pasadena, County of Los Angeles, and County of San Diego to name a few. JAS Pacific is committed to meet with customers at the City facilities as needed for each project. Their strong presence in the region offers the strength, stability, experience, and technical competence that is desired of a firm providing professional plan review services. With the management team possessing over 140 collective years of experience, JAS Pacific provides each city, town, or county with a tailored service program to meet their needs. JAS Pacific has a multitude of resources from which the City will benefit from, they employ nearly 100 professionals.

About JLee Engineering, Inc. Consulting Team
JLee Engineering is a full-service firm located in Alhambra, California, specializing in providing plan check and related services to local governmental agencies. JLee Engineering is committed to meet with customers at the City facilities as needed for each project. For the plan review and other services for various disciplines, the experiences and expertise of their team members give them the ability to provide distinctive quality of services. JLee Engineering has the knowledge and experience to provide successful Plan Review and onsite temporary staffing needs of the City. Since at least 2008, JLee Engineering has been providing customized plan review and other services to the City of El Segundo; as such, JLee Engineering is very familiar with the City’s requirements, procedures, and expectations. Currently, JLee Engineering also provides plan review and related services to other local jurisdictions including: City of Beverly Hills, City of Irvine, City of Santa Ana, and County of San Bernardino.
About CSG Consultants, Inc. Consulting Team

CSG Consultants, Inc. (CSG) is a California company with a local office in the City of Orange. CSG is committed to meet with customers at the City facilities as needed for each project. Founded in 1991, CSG performs work solely for public agencies, eliminating the potential for conflicts of interest. In this way, they can focus exclusively on the specific needs of municipal clients. CSG provides a wide range of services to community development and public works departments. The firm has over 260 individuals that have provided public agency services throughout their careers. CSG staff has provided building and fire plan review, CASp services, zoning and development review, for projects throughout California. CSG Consultants, Inc. provides or has provided plan review and related services to several local jurisdictions including: City of Anaheim, City of Garden Grove, City of Carson, City of Hawthorne, City of Torrance, City of Inglewood, City of Fullerton, and City of Orange.

RECOMMENDATION

Staff recommends the City Council receive and file an informational report on the use of the Request for Proposal (RFP) for the selection of Consultants for plan review, inspection, and supplemental services for the Department of Planning and Building Safety for Fiscal Year (FY) 2019-2020. The contract amounts these three firms will determined during the budget process for the FY 2019-2020 and shall be presented to the City Council for approval.
Exhibit A

CITY OF EL SEGUNDO
Department of Planning and Building Safety

350 Main Street
El Segundo, CA 90245-3813

PLAN CHECK & AS-NEEDED BUILDING INSPECTION SERVICES

REQUEST FOR PROPOSAL
Proposal Number 18-11

November 2, 2018

Inquiries regarding this project should be directed to:

Lukas Quach
Building Safety Manager/ Building Official
Voice: (310)524-2339
lquach@elsegundo.org

Submittal Deadline: December 10, 2018 at 4:00 p.m.
CITY OF EL SEGUNDO
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PROPOSAL REQUEST
The City of El Segundo Department of Planning and Building Safety requests proposals from qualified consultants to perform architectural (life safety), structural, grading, mechanical, plumbing, electrical, accessibility, and energy plan review services on an as needed basis as outlined in this proposal. See Scope of Work for additional information.

CITY INFORMATION
The City of El Segundo contains 5.46 sq. miles of land and is a sub-urban city in the Los Angeles County. The north and south boundaries of the town are Los Angeles International Airport and Manhattan Beach, with the Pacific Ocean as the western boundary. El Segundo is largely an urbanized area of composed of a mix of single family, multi-family, commercial and industrial buildings. There are many complex and interesting projects including creative offices, sport training facilities, Chevron refinery, retail buildings, office campuses, hotels, residential developments, and tenant improvements of all sorts. El Segundo is a diverse community with a population of approximately 17,000 at night and 4 to 5 times that during the day due to the number of businesses in the City.

The City was incorporated in 1917 as a general law city. The City has a council-manager form of government with an elected City Council and a fulltime appointed City Manager. Building Safety services are managed by the Building Division of the Department of Planning and Building Safety. El Segundo’s City Hall hours of operation are 7:00 am to 5:00 pm, Monday through Thursday and on alternate Fridays.

COUNCIL APPROPRIATIONS
El Segundo’s fiscal year runs from October 1 to September 30. Funds for Building Safety’s plan review services are provided through our annual adopted budget. This amount may vary from year to year.

SCOPE OF WORK
The Building Division of the El Segundo Department of Planning and Building Safety provides comprehensive Plan Checking and Building Inspection services for building improvements proposed by private or public applicants/owners that includes, but is not limited to the following:

Plan Review: The City may select more than one firm to perform the requested services with plan check submittals assigned to the consultant from the approved list. Consultant shall agree to attend meetings at City Hall or a particular job site when needed to resolve plan check matters or questions, but is encouraged to work directly by telephone or email with the project’s applicant, engineer/architect or City of El Segundo staff when reviewing submitted plans or subsequent corrections. Review shall be performed by a professional that is registered/licensed in the State of California to perform work within their respective field of competency. All plan check
services shall be performed by or under the responsible charge of a California licensed professional eligible to prepare and sign such plans.

A. The consultant shall provide thorough and efficient plan review services on an as needed basis for a variety of commercial, industrial, and complex residential projects and shall include the following:

- Review and recheck of architectural, structural, grading, mechanical, plumbing, electrical, accessibility, Calgreen, energy plans, calculations, reports, and specifications for compliance as outlined in this proposal.
- Recheck of plans after the applicant has made corrections.
- Review and recheck of field changes and deferred submittals as needed.
- Review and recheck of any additional work on the project as needed.

B. Plan review of submitted projects shall ensure conformance with the City’s most current codes. Plan review letter comments shall be specific, detailed, complete, and reference plan sheet numbers and code sections where applicable. Two copies (one hard copy and one electronic) of the plan check correction list shall be provided to the City for each project reviewed.

C. Geo-technical reports, testing lab reports and any other reports shall be considered in the plan review process.

D. Consultant shall perform accelerated plan review on an as-needed basis. When authorized by the City and agreed to by the consultant, developer-initiated expedited plan check may be accommodated and shall be compensated at a rate not to exceed 1 ½ times the agreed upon hourly rate:

E. Contract between City and consultant shall be valid for three years.

F. Consultant shall be available to attend pre-submittal and design discussion meetings with the permit applicant as requested by the City. These meetings shall be compensated at the rate of one (1) hour of straight-time compensation and does not include travel time.

G. Telephone calls shall be returned on the same day and a live person to answer the telephone calls. Consultant shall make his cell telephone available to City so that consultant can be contacted, if necessary, by the City between the hours of 7:00 A.M. and 5:00 P.M. from Monday through Friday, except on holidays.

H. Plans pick up and drop off at the City shall be part of the plan review services and at the expense of consultant. Plans shall be picked up within 24 hours by the consultant after receiving notification from the City.

I. Structural plans are to be reviewed by at least a registered Structural Engineer. A registered Civil Engineer may be substituted if it can be demonstrated that the individual has acceptable experience in structural design and plan review of complex structures.
J. Accessible plans are to be reviewed by at least a Certified Access Specialist (CASp). A B3 licensed plan reviewer may be substituted if it can be demonstrated that the individual has acceptable experience in accessible plan review and perform the review under the supervision of a CASp.

K. The consultant shall provide an itemized billing for all services on a monthly basis.

L. The City of El Segundo requests consultants to guarantee the following maximum turn around time for performing plan review services. This turnaround time should be measured from the time a plan is received and sent back with complete comments.

1. Structural and Architectural (includes disabled access, Calgreen, and energy)
   - Regular plan check: 15 working days
   - Accelerated plan check and over $1,000,000 in valuation: 10 working days
   - Accelerated plan check and under $1,000,000 in valuation: 5 working days.

2. Grading and Drainage (including LID)
   - Regular plan check: 10 working days
   - Accelerated plan check: 5 working days

3. Plumbing, Mechanical, and Electrical
   - Regular plan check: 8 working days
   - Accelerated plan check: 4 working days

**Inspections:** Consultant upon request of the City shall provide ICC or Other Certified and experienced inspectors to conduct inspections of all phases of construction for compliance with approved plans and all applicable codes and City Ordinances including but not limited to those relating to structural integrity, fire and life safety, electrical, plumbing, heating and air conditioning, as well as energy conservation, handicapped access, grading and site work. Contract inspection services could also include enforcement of compliance with conditions of approval, and the requirements set forth on the plans for which the permit was issued. At the request of the City, and upon the availability of the consultant, building inspection may be performed after hours at a rate not to exceed 1 ½ times the agreed upon hourly rate. In addition, building inspectors are required to perform after-hours stand-by emergency response in the event of fires, accidents, etc.

**Optional On-site Contract Services:** Periodically, the Department of Planning and Building Safety may need unexpected or temporary, project or Department-specific requirements through contract services provided by the applicant firm in the following areas on an hourly-rate basis.

- MEP Plans Examiner
- Senior Plans Examiner
- Certified Accessibility Specialist
- Code Enforcement Officer
- Plan Check Engineer
- Grading Inspector
- Permit Counter Technician
- Building Inspector
- Building Official
- Principal Planner
- Associate Planner
- Others as Requested
The applicant shall identify hourly rate ranges for each of the above responsibilities that could be relied upon during the contract period should the need arise to utilize such services.

The City will provide the selected consultant with access to copies of all adopted Building Code Amendments, available data, information, reports, records and maps available in City files that may be relevant to the contracted work. Research of and familiarity with this material shall be the responsibility of the consultant.

**FEE SCHEDULE**

Consultants providing plan review services to the City of El Segundo will be compensated based on an hourly basis. Consultants will provide accounting of the hours on a monthly period to be included in the monthly invoice.

**CONSULTANT’S PROPOSAL**

The City’s third party plan review consultant shall be compensated for their services based on an hourly basis. Proposals shall specify and meet the following requirements.

1. Provide a proposed schedule of total fees proposed for the components of the scope that you are submitting a proposal for and a listing of estimated other direct costs. Provide a listing of hourly rates for services, by type of personnel and/or service. See sample below:

<table>
<thead>
<tr>
<th>Hourly rate</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Plan Review</td>
<td>$</td>
</tr>
<tr>
<td>MEP Plan Review</td>
<td>$</td>
</tr>
<tr>
<td>Grading/LID</td>
<td>$</td>
</tr>
<tr>
<td>Soils Reports Review</td>
<td>$</td>
</tr>
<tr>
<td>Others</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Turn-a-round Time</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>working days</td>
</tr>
<tr>
<td>Expedited</td>
<td>working days</td>
</tr>
<tr>
<td>Pick-up delivery</td>
<td>Within hours</td>
</tr>
<tr>
<td>Others</td>
<td>working days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Onsite Staffing Capability &amp; Hour Rate</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Inspectors</td>
<td>$</td>
</tr>
<tr>
<td>Plan Reviewer</td>
<td>$</td>
</tr>
<tr>
<td>MEP Plan Reviewer</td>
<td>$</td>
</tr>
<tr>
<td>Permit Technician</td>
<td>$</td>
</tr>
<tr>
<td>Building Official</td>
<td>$</td>
</tr>
<tr>
<td>Others</td>
<td>$</td>
</tr>
</tbody>
</table>

2. For accelerated plan check the consultant will be compensated as submitted in items above. In addition to this percentage, the City’s plan review consultant will receive an additional 50% of the agreed upon hourly rate for the actual number of hours spent reviewing accelerated plans. Consultant shall track total number of hours spent on plan review and submit during monthly invoicing.
3. Applicants shall provide the City with the names, addresses and phone numbers of at least three (3) references that have used their services over the past three years. Please advise these references that someone from the City of El Segundo may be contacting them to inquire about your past/present services to them.

4. Applicant shall provide the City with a resume for each of the staff within your organization. This resume should include but not be limited to:

   - Related plan review experience
   - Type of structures reviewed
   - Number of years reviewing plans
   - Educational background
   - Appropriate degrees and certifications as related to plan checking

5. Applicants shall also submit one additional resume for the company. This resume would give a brief overview of the organization and would include (but not be limited to):

   - Plan check experience
   - Size of the organization
   - Number of years in the plan review business

6. Applicants shall provide a schedule for plan check turn around.

7. Applicants shall provide a single point of contact and accountability to the City.

8. Describe how your firm provides for responsiveness to phone calls or email from city staff; and discuss your anticipated relationship with the City of El Segundo and your organization.

9. List any lawsuits or arbitration proceedings that have been initiated by or against your firm in the past five years. Briefly state the nature of the action and the outcome.

10. Describe your firm’s customer service philosophy and provide examples where this philosophy is demonstrated.
1.0 PROPOSAL REQUIREMENTS

1.01 Communication with the City of El Segundo

All communications about this Request for Proposal must be directed through Lukas Quach, Building Official, for the City of El Segundo. All questions related to this RFP should be submitted in writing via email and be addressed directly to the referenced contact person - this will ensure equity among proposers and that the questions and correct information is routed to the appropriate person. All questions are to be received by the City via email no later than 11/21/18 at 5PM. Responses to all questions will be disseminated at one time to all proposers via email by 11/30/18 at 5PM. Telephone communications shall not be binding upon the City. Contact with City employees or officials, other than the referenced contact person, is expressly prohibited without prior consent, and may result in disqualification of the applicant.

The consultant will name a representative to communicate with the City of El Segundo. The representative must be a person authorized to negotiate a contract in the company’s name. The vendor must also identify a person who will act as the vendor’s contract administrator. This person or a successor must have full authority to resolve disputes with the City of El Segundo. Please direct inquiries as follows:

Lukas Quach, Building Official
City of El Segundo Building Safety Division
350 Main Street
El Segundo, CA 90245

Voice: (310) 524-2339
E-mail: lquach@elsegundo.org

1.02 Proposal Submission

Proposals must be received no later than 4:00 p.m. on December 10, 2018 at the following location and addressed to:

Sam Lee, Director of Planning and Building Safety
C/o City Clerk’s Office
City of El Segundo
350 Main Street, Room 5
El Segundo, CA 90245-3813

Proposals received after this date will not be considered and will be rejected. Proposals can be returned upon request at the bidder’s expense. Proposals must be submitted via mail, courier, or in person. No FAX or electronic submittals will be accepted. All Proposals must be submitted in a sealed envelope or package, plainly marked:

Request for Proposal #18-11
Plan Check and Inspection Services
“Name and Address of Proposer”
Five (5) complete copies (paper) of this Proposal must be provided in addition to one electronic copy on flash drive. Proposals must be signed by an individual authorized to bind the proposing entity to all commitments contained therein. If necessary, proposers may place in a separate envelope clearly identified as “confidential” all financial statements, copyrighted material, trade secrets, or other proprietary information that it asserts is exempt from disclosure under the Public Records Act.

1.03 Proposal Schedule

The City reserves the right to make changes to the below schedule, but plans to adhere to the implementation of this bid process as follows:

- RFP released date: November 2, 2018
- Deadline for submitting questions: November 21, 2018 5PM PST
- Responses to question: November 30, 2018 5PM PST
- Proposals submittal due date: December 10, 2018 4PM PST

1.04 Costs Incurred by Consultant

The City of El Segundo shall not be liable for any costs incurred by the consultant in preparing or submitting a proposal to the City of El Segundo. Proposals should be prepared simply and economically, providing a straightforward, concise description of consultant’s capabilities to satisfy the requirements of the proposal.

1.05 Contract

Selected consultant shall agree to enter into a contract with the City of El Segundo to provide the services agreed upon.

1.06 Rejection of Proposals

The City of El Segundo reserves the right to reject any and all proposals and to waive informalities in the proposal process. The City of El Segundo does not intend to enter into an agreement solely on the basis of a submitted proposal or otherwise pay for the information solicited or obtained.

Subsequent procurement, if any, will be in accordance with the appropriate City of El Segundo contractual action. Noncompliance with any condition of this proposal may result in a recommendation to the City of El Segundo Council that the consultant be disqualified.

1.07 Insurance

Failure to provide insurance coverage and written acceptance of the tendered policy shall be deemed to constitute a material breach of contract by vendor. The City of El Segundo reserves the right to then award the contract to another applicant. In order to protect the public interest and notwithstanding any provisions herein to the contrary, consultant’s failure to comply with any provision in this Section shall subject the contract to immediate termination without notice and without recourse by any person. See Section 4.0 for insurance requirements.
1.08 Business License
The successful applicant shall agree to have a current City of El Segundo business license on file at City Hall or purchase said license. See Section 4.0 for business license requirements.

1.09 Validity of Proposals
Proposals shall be valid for one hundred eighty (180) working days from the submittal deadline.

1.10 Cost of Services
The City of El Segundo reserves the right to negotiate the amount for contract services.

2.0 CONSULTANT INFORMATION

In submitting a proposal, each applicant shall also provide the following information: Brochures and advertisements will not be accepted as a direct response to the questionnaire. A qualifying proposal must address all items.

Organization: Describe your firm’s qualifications to provide the service specified in this RFP. Be sure to include: founding date (month and year) and brief history of firm; facility/office location; current number of employees (full-time and part-time); special equipment acquired for the work; firm’s vision and mission statements, and key services offered.

References: List three or more clients for whom you have provided plan check services. List references that are current and similar in size and scope of work. For each of these references, include organization name, address, and the name and telephone number of the contact person.

Quality Control Program: Describe your firm’s established “proactive” Quality Control program that you will be providing to the City, to ensure a high level of performance is maintained on a consistent basis.

Contract administrator: Indicate the name, title, telephone number, and years of experience of the individual who will be administering the contract, if awarded to your firm.

Subcontracting: Is your firm planning to subcontract portions of the work? Yes _ No _.
If yes, indicate the name of the subcontractor(s) and the portion of the work that will be subcontracted in each case.

Employees: How many employees do you plan to hire or retain to provide the services specified in this RFP? Are they going to be permanent full-time or part-time employees?

Affiliations and Accreditation: If any, what are some of your firm’s professional affiliations, accreditation, and awards?
3.0 EVALUATION PROCESS AND SELECTION CRITERIA

Evaluation of the proposals will be based upon a competitive selection process. Selection will not, however, be limited to price alone. The City's primary objective is to retain a consultant so that the City is best positioned to provide timely and professional plan review services in a qualified, efficient, and cost-effective manner, in combination with in-house city staff resources. City staff and evaluators will review all statements of proposals received timely. The candidate will be evaluated on the following criteria:

a. Experience in providing the same or similar services.
b. Ability to understand and perform the plan review and inspection tasks efficiently and in accordance with the requirements of City, approved documents and State adopted codes.
c. Demonstrated ability to make appropriate judgments about building code interpretations and alternate methods of achieving compliance with applicable codes in consultations with the City's Building Official.
d. Knowledge and familiarity with City of El Segundo Department of Planning and Building Safety operations

e. Strength of personnel and team proposed to provide services.
f. Cost to perform the required services as stated in the Scope of Work.
g. Oral and written communication abilities.
h. References.
i. Responses to Scope of Work.

Consultant must satisfy the City of its ability to perform the services required. Consultant must demonstrate and document a history of timely and satisfactory performance of similar projects in a manner which addresses the stated evaluation criteria. Consultant shall be responsible for the accuracy of information supplied concerning references. In addition, the City may consider evidence of untimely and unsatisfactory performance on prior similar projects, or litigation by the Consultant on previous contracts to be grounds for disqualification.

The City reserves the right to reject any or all Proposals, amend the RFP, and to discontinue or re-open the process at any time. The City reserves the right to request and obtain, from one or more consulting firms, supplementary information as may be necessary for the City to analyze the proposal pursuant to contract selection criteria. Upon completion of the evaluation phase, the City will select those consultants for interviews whose proposals and qualifications most closely conform to the requirements of this RFP. The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP. The City may choose to interview one or more firms responding to this RFP, and may enter into more than one contract with multiple individuals or firms, if City determines that is the best way to address the full range of services needed under this RFP.
4.0 PROFESSIONAL SERVICES AGREEMENT

PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF EL SEGUNDO AND
[Blank]

This AGREEMENT is made and entered into this ___ day of __________, 201___, by and between the CITY OF EL SEGUNDO, a municipal corporation and general law city ("CITY") and P2S __________[name]__________, ______[type of organization]______ ("CONSULTANT"). The parties agree as follows:

1. CONSIDERATION.

   a. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, below;

   b. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement;

   c. As additional consideration, CITY agrees to pay CONSULTANT a sum not to exceed _____________ dollars ($__________) for CONSULTANT's services. CITY may modify this amount as set forth below. Unless otherwise specified by written amendment to this Agreement, CITY will pay this sum as specified in the attached Exhibit "A," which is incorporated by reference.

2. SCOPE OF SERVICES.

   a. CONSULTANT will perform services listed in the attached Exhibit "__," which is incorporated by reference.

   b. CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space and facilities, and all tests, testing and analyses, calculation, and all other means whatsoever, except as herein otherwise expressly specified to be furnished by CITY, necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

3. PERFORMANCE STANDARDS. While performing this Agreement, CONSULTANT will use the appropriate generally accepted professional standards of practice existing at the time of performance utilized by persons engaged in providing similar services. CITY will continuously monitor CONSULTANT's services. CITY will notify CONSULTANT of any deficiencies and CONSULTANT will have fifteen (15) days after
such notification to cure any shortcomings to CITY's satisfaction. Costs associated with curing the deficiencies will be borne by CONSULTANT.

4. PAYMENTS. For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit a detailed invoice to CITY which lists the hours worked and hourly rates for each personnel category and reimbursable costs (all as set forth in Exhibit "A") the tasks performed, the percentage of the task completed during the billing period, the cumulative percentage completed for each task, the total cost of that work during the preceding billing month and a cumulative cash flow curve showing projected and actual expenditures versus time to date.

5. NON-APPROPRIATION OF FUNDS. Payments due and payable to CONSULTANT for current services are within the current budget and within an available, unexhausted and unencumbered appropriation of the CITY. In the event the CITY has not appropriated sufficient funds for payment of CONSULTANT services beyond the current fiscal year, this Agreement will cover only those costs incurred up to the conclusion of the current fiscal year.

6. FAMILIARITY WITH WORK.

   a. By executing this Agreement, CONSULTANT agrees that it has:

   i. Carefully investigated and considered the scope of services to be performed;

   ii. Carefully considered how the services should be performed; and

   iii. Understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.

   b. If services involve work upon any site, CONSULTANT agrees that CONSULTANT has or will investigate the site and is or will be fully acquainted with the conditions there existing, before commencing the services hereunder. Should CONSULTANT discover any latent or unknown conditions that may materially affect the performance of the services, CONSULTANT will immediately inform CITY of such fact and will not proceed except at CONSULTANT's own risk until written instructions are received from CITY.

7. TERM. The term of this Agreement will be from __________, to __________. Unless otherwise determined by written amendment between the parties, this Agreement will terminate in the following instances:

   a. Completion of the work specified in Exhibit "A";

   b. Termination as stated in Section 15.
8. TIME FOR PERFORMANCE.
   a. CONSULTANT will not perform any work under this Agreement until:
      
      i. CONSULTANT furnishes proof of insurance as required under Section 22 of this Agreement; and
      
      ii. CITY gives CONSULTANT a written notice to proceed.
   
b. Should CONSULTANT begin work on any phase in advance of receiving written authorization to proceed, any such professional services are at CONSULTANT’s own risk.

9. TIME EXTENSIONS. Should CONSULTANT be delayed by causes beyond CONSULTANT’s control, CITY may grant a time extension for the completion of the contracted services. If delay occurs, CONSULTANT must notify the Manager within forty-eight (48) hours, in writing, of the cause and the extent of the delay and how such delay interferes with the Agreement’s schedule. The Manager will extend the completion time, when appropriate, for the completion of the contracted services.

10. CONSISTENCY. In interpreting this Agreement and resolving any ambiguities, the main body of this Agreement takes precedence over the attached Exhibits; this Agreement supersedes any conflicting provisions. Any inconsistency between the Exhibits will be resolved in the order in which the Exhibits appear below:
   
a. Exhibit: Scope of Work.
b. Exhibit: Budget
c. Exhibit: Proposal for Services

11. CHANGES. CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.

12. TAXPAYER IDENTIFICATION NUMBER. CONSULTANT will provide CITY with a Taxpayer Identification Number.

13. PERMITS AND LICENSES. CONSULTANT, at its sole expense, will obtain and maintain during the term of this Agreement, all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

14. WAIVER. CITY’s review or acceptance of, or payment for, work product prepared by CONSULTANT under this Agreement will not be construed to operate as a waiver of any rights CITY may have under this Agreement or of any cause of action arising from CONSULTANT’s performance. A waiver by CITY of any breach of any term, covenant, or condition contained in this Agreement will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement, whether of the same or different character.
15. TERMINATION.

a. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause.

b. CONSULTANT may terminate this Agreement at any time with CITY’s mutual consent. Notice will be in writing at least thirty (30) days before the effective termination date.

c. Upon receiving a termination notice, CONSULTANT will immediately cease performance under this Agreement unless otherwise provided in the termination notice. Except as otherwise provided in the termination notice, any additional work performed by CONSULTANT after receiving a termination notice will be performed at CONSULTANT’s own cost; CITY will not be obligated to compensate CONSULTANT for such work.

d. Should termination occur, all finished or unfinished documents, data, studies, surveys, drawings, maps, reports and other materials prepared by CONSULTANT will, at CITY’s option, become CITY’s property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination, not to exceed the total costs under Section 1(C).

e. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.

f. By executing this document, CONSULTANT waives any and all claims for damages that might otherwise arise from CITY’s termination under this Section.

16. OWNERSHIP OF DOCUMENTS. All documents, data, studies, drawings, maps, models, photographs and reports prepared by CONSULTANT under this Agreement are CITY’s property. CONSULTANT may retain copies of said documents and materials as desired but will deliver all original materials to CITY upon CITY’s written notice. CITY agrees that use of CONSULTANT’s completed work product, for purposes other than identified in this Agreement, or use of incomplete work product, is at CITY’s own risk.

17. PUBLICATION OF DOCUMENTS. Except as necessary for performance of service under this Agreement, no copies, sketches, or graphs of materials, including graphic art work, prepared pursuant to this Agreement, will be released by CONSULTANT to any other person or public CITY without CITY’s prior written approval. All press releases, including graphic display information to be published in newspapers or magazines, will be approved and distributed solely by CITY, unless otherwise provided by written agreement between the parties.

18. INDEMNIFICATION.
A. CONSULTANT agrees to the following:

I. Indemnification for Professional Services. CONSULTANT will save harmless and indemnify and at CITY’s request reimburse defense costs for CITY and all its officers, volunteers, employees and representatives from and against any and all suits, actions, or claims, of any character whatever, brought for, or on account of, any injuries or damages sustained by any person or property resulting or arising from any negligent or wrongful act, error or omission by CONSULTANT or any of CONSULTANT’s officers, agents, employees, or representatives, in the performance of this Agreement, except for such loss or damage arising from CITY’s sole negligence or willful misconduct.

II. Indemnification for other Damages. CONSULTANT indemnifies and holds CITY harmless from and against any claim, action, damages, costs (including, without limitation, attorney’s fees), injuries, or liability, arising out of this Agreement, or its performance, except for such loss or damage arising from CITY’s sole negligence or willful misconduct. Should CITY be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of this Agreement, or its performance, CONSULTANT will defend CITY (at CITY’s request and with counsel satisfactory to CITY) and will indemnify CITY for any judgment rendered against it or any sums paid out in settlement or otherwise.

B. For purposes of this section “CITY” includes CITY’s officers, officials, employees, agents, representatives, and certified volunteers.

C. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.

D. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 22, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

19. ASSIGNABILITY. This Agreement is for CONSULTANT’s professional services. CONSULTANT’s attempts to assign the benefits or burdens of this Agreement without CITY’s written approval are prohibited and will be null and void.

20. INDEPENDENT CONTRACTOR. CITY and CONSULTANT agree that CONSULTANT will act as an independent contractor and will have control of all work and the manner in which it is performed. CONSULTANT will be free to contract for
similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.

21. AUDIT OF RECORDS. CONSULTANT will maintain full and accurate records with respect to all services and matters covered under this Agreement. CITY will have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcript therefrom, and to inspect all program data, documents, proceedings and activities. CONSULTANT will retain such financial and program service records for at least three (3) years after termination or final payment under this Agreement.

22. INSURANCE.

a. Before commencing performance under this Agreement, and at all other times this Agreement is effective, CONSULTANT will procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial general liability:</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Professional Liability</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Business automobile liability</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Workers compensation</td>
<td>Statutory requirement</td>
</tr>
</tbody>
</table>

b. Commercial general liability insurance will meet or exceed the requirements of the most recent ISO-CGL Form. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies will be endorsed to name CITY, its officials, and employees as “additional insured” under said insurance coverage and to state that such insurance will be deemed “primary” such that any other insurance that may be carried by CITY will be excess thereto. Such endorsement must be reflected on ISO Form No. CG 20 10 11 85 or 88, or equivalent. Such insurance will be on an “occurrence,” not a “claims made,” basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to CITY.

c. Professional liability coverage will be on an “occurrence basis” if such coverage is available, or on a “claims made” basis if not available. When coverage is provided on a “claims made basis,” CONSULTANT
will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

d. Automobile coverage will be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).

e. CONSULTANT will furnish to CITY duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement and such other evidence of insurance or copies of policies as may be reasonably required by CITY from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of "A:VII."

f. Should CONSULTANT, for any reason, fail to obtain and maintain the insurance required by this Agreement, CITY may obtain such coverage at CONSULTANT's expense and deduct the cost of such insurance from payments due to CONSULTANT under this Agreement or terminate pursuant to Section 05.

23. USE OF SUBCONTRACTORS. CONSULTANT must obtain CITY's prior written approval to use any consultants while performing any portion of this Agreement. Such approval must approve of the proposed consultant and the terms of compensation.

24. INCIDENTAL TASKS. CONSULTANT will meet with CITY monthly to provide the status on the project, which will include a schedule update and a short narrative description of progress during the past month for each major task, a description of the work remaining and a description of the work to be done before the next schedule update.

25. NOTICES. All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

If to CONSULTANT:

P2S Engineering Inc.
[address]

Attention: ____________________________
Phone: ____________________________
Email: ____________________________

If to CITY:

City of El Segundo
350 Main Street
El Segundo, CA

Attention: ____________________________
Phone: ____________________________
Email: ____________________________

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage
prepaid and properly addressed as noted above. In all other instances, notices will be
deemed given at the time of actual delivery. Changes may be made in the names or
addresses of persons to whom notices are to be given by giving notice in the manner
prescribed in this paragraph.

26. CONFLICT OF INTEREST. CONSULTANT will comply with all conflict of interest
laws and regulations including, without limitation, CITY’s conflict of interest
regulations.

27. SOLICITATION. CONSULTANT maintains and warrants that it has not employed
nor retained any company or person, other than CONSULTANT’s bona fide employee,
to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not
paid nor has it agreed to pay any company or person, other than CONSULTANT’s
bona fide employee, any fee, commission, percentage, brokerage fee, gift or other
consideration contingent upon or resulting from the award or making of this
Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind
this Agreement without liability.

28. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein is
generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit
of any other party. There will be no incidental or other beneficiaries of any of
CONSULTANT’s or CITY’s obligations under this Agreement.

29. INTERPRETATION. This Agreement was drafted in and will be construed in
accordance with the laws of the State of California, and exclusive venue for any action
involving this agreement will be in Los Angeles County.

30. COMPLIANCE WITH LAW. CONSULTANT agrees to comply with all federal,
state, and local laws applicable to this Agreement.

31. ENTIRE AGREEMENT. This Agreement, and its Exhibit(s), sets forth the entire
understanding of the parties. There are no other understandings, terms or other
agreements expressed or implied, oral or written. This Agreement will bind and inure
to the benefit of the parties to this Agreement and any subsequent successors and
assigns.

32. RULES OF CONSTRUCTION. Each Party had the opportunity to independently
review this Agreement with legal counsel. Accordingly, this Agreement will be
construed simply, as a whole, and in accordance with its fair meaning; it will not be
interpreted strictly for or against either Party.

33. SEVERABILITY. If any portion of this Agreement is declared by a court of
competent jurisdiction to be invalid or unenforceable, then such portion will be deemed
modified to the extent necessary in the opinion of the court to render such portion
enforceable and, as so modified, such portion and the balance of this Agreement will
continue in full force and effect.

34. AUTHORITY/MODIFICATION. The Parties represent and warrant that all
necessary action has been taken by the Parties to authorize the undersigned to execute
this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment.

35. ACCEPTANCE OF ELECTRONIC SIGNATURES. The Parties agree that this Agreement, agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered by electronic (.pdf) or facsimile transmission. Such electronic or facsimile signature will be treated in all respects as having the same effect as an original signature.

36. CAPTIONS. The captions of the paragraphs of this Agreement are for convenience of reference only and will not affect the interpretation of this Agreement.

37. TIME IS OF ESSENCE. Time is of the essence for each and every provision of this Agreement.

38. FORCE MAJEURE. Should performance of this Agreement be prevented due to fire, flood, explosion, acts of terrorism, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' reasonable control, then the Agreement will immediately terminate without obligation of either party to the other.

39. STATEMENT OF EXPERIENCE. By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public CITY.

[Signatures on next page]
IN WITNESS WHEREOF the parties hereto have executed this Agreement the
day and year first hereinabove written.

CITY OF EL SEGUNDO

__________________________
Greg Carpenter,
City Manager

[consultant company name]

__________________________
(signature)

__________________________
(type name)

__________________________
(type title)

ATTEST:

__________________________
Tracy Weaver,
City Clerk

APPROVED AS TO FORM:

__________________________
Mark D. Hensley,
City Attorney
Proposed Submission:  **December 10, 2018**

Request for Proposal #18-11
Plan Check and Inspection Services
December 10, 2018

Sam Lee, PE
Director of Planning & Building Safety
City of El Segundo
350 Main Street
El Segundo, CA 90245

RE: Request for Proposal – Plan Check and Inspection Services

Dear Mr. Ramirez,

Please accept this proposal as prepared for the City of El Segundo (City) for Plan Check and Inspection Services, as detailed in the Request for Proposal as submitted by Jason Addison Smith Consulting Services, Inc, DBA JAS Pacific to be valid for a period of not less than twelve (12) months from the date of submittal.

Founded and incorporated in California in 1993, JAS Pacific is a full-service comprehensive provider in building and safety services, including plan review, inspection, permit center and public information counter, clerical assistance, full department management and administration, urban planning and public works, and specialized management services. JAS Pacific is prepared to provide the City with plan review consulting services. Through contracting with JAS Pacific for these services, the City will maintain its building standards throughout the community thus ensuring compliance and minimize liability and risk factors. Additionally, JAS Pacific will provide said services in a responsive, cost-effective manner, not compromising thorough customer service to the City, its residents, businesses, and developers.

JAS Pacific has provided building and safety support services for over 24 years in California. Our main office is located at 201 North Euclid Avenue, Suite A, Upland, California, and we currently provide services to numerous local and regional governmental entities throughout the state ranging in size and geography, providing a sufficient labor commitment for both temporary and long term staffing. Our strong presence in the region offers the strength, stability, experience, and technical competence that is desired of a contractor of plan review, inspection, and permit processing services. Because of our reputation and expertise, JAS Pacific is both organizationally and financially sound and is qualified to provide the requested services to the City.

JAS Pacific staff can make available to the City a broad offering of expertise in all areas of building and safety services. With a diverse team of in-house professionals, boasting a full breadth of experience in all levels of local government, JAS Pacific has a solid foundation allowing for efficient contract implementation and service delivery. The City will benefit from our successes through contracting with JAS Pacific for the requested services. We believe our reputation and demonstrated experience throughout California speak for themselves and we look forward to working with you. If you have any questions, as the assigned contact for the City, please contact me directly at (800)818-3677 so that I may assist you.

Respectfully,

Stuart Tom, PE, CBO
President
JAS Pacific
201 N. Euclid Ave. Suite A
Upland, CA 91786
Office: 909.605.7777
stuart@jaspacific.com
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ORGANIZATION

In a service-oriented industry, the demand and service levels for building and safety support services are dictated by an ever-fluctuating economy that affects all levels of government. Founded and incorporated in California in May of 1993, JAS Pacific has provided hands-on superior comprehensive building and safety services to numerous local and regional governmental entities addressing these needs.

With the management team possessing over 160 collective years of experience and a staff of nearly 100 qualified professionals from a number of disciplines, JAS Pacific provides each city, town, or county with a tailored service program including a sufficient labor commitment for both temporary and permanent staffing to meet their needs.

Value Added Services

- Plan Review
- Inspection
- Permit Issuance
- Building Department Administration
- Code Enforcement
- Clerical Support
- Urban Planning and Public Works
- Specialized Management Services

Affiliations

- International Code Council
- California Building Officials
- International Assoc. of Plumbing & Mechanical Officials
- American Public Works Association
- National Fire Protection Association
- American Planning Association
- California Association of Code Enforcement Officers
JAS Pacific has a multitude of resources from which the City may benefit.

JAS Pacific has provided building and safety support services for 25 years in California and has a solid foundation allowing for efficient contract implementation and service delivery. Our strong presence in the region offers the strength, stability, experience, and technical competence that are desired of a contractor of Plan Check and Inspection Services. JAS Pacific has obtained substantial experience in providing local governmental entities with building and safety services. We understand local governmental agencies, challenges faced, and lessons learned which has enabled us to develop methodologies and business practices allowing for the delivery of said services seamlessly and efficiently. The City will benefit from our successes through contracting with JAS Pacific for the requested services.

JAS Pacific delivers all services in an adaptive, tailored, and responsive approach and clients’ needs shape their service programs. Services are provided by trained, qualified, and experienced personnel from various disciplines including Registered Engineers, Plans Examiners, and Certified Inspectors. With a diverse team of in-house professionals, boasting a full breadth of experience in all levels of local government, our team possesses extensive accreditation and affiliation with the following entities:
JAS Pacific currently provides the city with Plan Check and Inspection Services in their Building & Safety Division and Fire Department. JAS Pacific has been responsible for the structural, plumbing, mechanical and electrical review of various high profile, complex projects including mixed-use, residential and commercial structures. Examples of these projects are listed below.

**Ivy Station**
As one of the region’s biggest transit-related projects, the $300-million Ivy Station complex, which will house a 500,000 square foot mixed-use structure including a 5-story apartment complex, a multi-story hotel, an office building, shops, restaurants and along with 5 levels of subterranean parking for residents and commuters heading either to downtown Los Angeles or to Santa Monica.

**Corporate Pointe**
This plaza consists of a 4 story, 200,000+ sq. ft. of retail, office and restaurant space. An elevated, outdoor plaza sits above an auto ramp and tunnel that provides 2 levels of subterranean

**Sony Pictures**
JAS Pacific has worked on various projects for the Sony Pictures Lot. One would be the Sony Arch (9 story commemorative arch over Sony Studios), and their upcoming significant demolition and/or renovation of numerous on site buildings.
JAS Pacific currently provides Plan Check, Permit Processing, Professional Development, Building Inspection, and Code Enforcement services to the Building Division. We have assisted the County with plan check and inspection on various high profile projects.

Department of Mental Health Headquarters
This project consists of the removal of 2 existing buildings, one surface parking lot and one parking structure and the construction of a new 471,000 sq ft, 21 story high rise. The new building will have an 8 story podium parking structure on which a 13 story office tower building will reside. 10,000 sq. ft. of the the space will be used for retail.

La Cultura Affordable Housing Project
This project is a mixed use, transit oriented, infill development totaling up to 425,000 sq ft up to 6 stories, including 355 residential units, with 20 percent of those reserved as affordable to moderate-income households. Additional components include up to 50,000 square feet of retail, including but not limited to, restaurants, café’s, shops, boutiques and a shared commercial kitchen space for culinary demonstrations.

Pier 44 Renovation
80,000 Sq Ft., sea wall and restaurant, dry dock storage, boater’s lounge, boat repair shop, sales offices, community room and promenade.

Neptune Marina Apartments
830,000 Sq. Ft., 5 Buildings, 526 Units, boating facility, retail, restaurants, and multi-levels of subterranean parking.
JAS Pacific currently provides Plan Check services to the City to ensure compliance with all applicable codes, standards and ordinances. Our services include the review of building, plumbing, mechanical, and electrical components and we also provide environmental reviews at the City's request. Some of the Projects JAS Pacific has assisted the City are listed below.

**Avion Project**
Upon completion, the project have a total square footage of approximately 1.2 million square feet of industrial/warehouse, offices, and retail/restaurants in addition to a 166 room hotel all on a 66 acre parcel adjacent to the Burbank Airport. JAS Pacific assisted the City by reviewing the specialty items associated with several of the one and two story buildings.

**Warner Bros Studios**
JAS Pacific has provided expedited reviews for numerous projects on the 132 acre studio lot. These reviews range in size and complexity from simple HVAC change outs to demolition and rebuilding of structures from 6,000 square feet to 35,000.

**Various Projects**
JAS Pacific has performed multi-disciplined reviews on numerous tenant improvements ranging in complexity of HVAC upgrades to multi-story renovations. Additionally, reviews of residential new construction, room additions and the trending idea of small housing accessory dwelling units.
JAS Pacific has provided a full spectrum of building consulting services including Building Official, Plan Check, Inspection, Permit Issuance and Code Enforcement Services to the City’s Building and Safety Division. Since 2003, these services have been provided on an as needed basis.

**Santa Monica Place**
570,000 Sq. Ft. renovation, 3 levels, 120 retail stores and restaurants, 2 multi-level parking structures

**Hampton Inn & Suites**
78,000 Sq. Ft. 6 stories, 143 rooms, outdoor pool deck, gym facility, restaurants, 2 levels subterranean parking

JAS Pacific currently provides Plan Check for building, plumbing, mechanical, electrical, public works, and fire components of residential and commercial projects. Additionally, we have intermittently provided inspection, code enforcement and permit technician services.

**Waldorf Astoria**
570,000 Sq. Ft., 15 stories (2 below grade), 170 guest rooms, high end retail, multiple restaurants, luxury spas, subterranean parking, rooftop deck

**Rodeo Drive**
Performed tenant improvement reviews on various high end retail shops including Prada, Gucci and various private residences.
JAS Pacific currently provides Plan Review and Inspection Services to the City's Building and Safety Department including ensuring compliance with all applicable building laws and providing expedited plan review services as needed. JAS Pacific has been contacted on numerous occasions to provide expert advice on various projects including the $520,000,000 Civic Center Update and the recently passed legislation regarding the legalization of cannabis. The city is expecting a significant increase in cannabis cultivation and manufacturing due to its accessibility to the Port.

JAS Pacific is the Building Official and we are providing Plan Review and Inspection Services to the City and formerly provided Permit Technician and Building Official services. Projects that we have been responsible for conducting multi-discipline reviews on include, but are not limited to, the Yorba Linda Town Center (new construction, 10 acre commercial redevelopment project consisting of high end markets and retailers, luxury movie theatre, restaurants and a 5 story parking structure), National Community Renaissance (new construction, three two-story apartment buildings, a preschool and carports with a combined valuation of $8,829,682 and totaling 59,000 square feet).

JAS Pacific is contracted to provide Plan Review, Inspection, Permit Issuance and Code Enforcement Services to the City. Projects that we have been responsible for conducting multi-discipline inspections and plan reviews on various Newport Coast Custom Homes (8,000-15,000 square foot custom homes, 45 feet above grade, 5+ bathrooms, movie theatres, subterranean garages) Fletcher Jones Mercedes Benz Dealership ($21,000,000 tenant improvement with structural, mechanical, plumbing and electrical upgrades), and Anverde Homes (new construction, two & three story homes up to 8,000 square feet).
JAS Pacific provides **Plan Check** and **Inspection Services** to the City’s Building and Safety Division. Starting in 2012, these services have been provided on an as needed basis for projects including large scale commercial and multi-family residential, tenant improvements and mixed-use.

**Cal State San Marcos Extended Learning Center**
A 202-acre mixed-use development that includes a 6 story, 135,000 SF building, a pedestrian bridge and a 709-stall parking structure. The 6-story facility will house classrooms, laboratory, faculty, and administrative spaces for Extended Learning and their subsidiary departments. The bottom floor has street-facing retail spaces and to the rear, dual laboratories with bi-fold garage doors. There are many breezeways and decks, including a 1600 SF deck surrounding 6th floor administration offices.

JAS Pacific provides **Plan Check**, **Building Inspection**, and **Building Official** services to the County’s Building and Safety Division. We have performed reviews and inspections on residential (single family residences, mixed use & multi-family), commercial (restaurants, retail and warehouses) and industrial projects. JAS Pacific also completed a department review providing recommendations on efficiency, customer service and staffing levels.

**Mountain Grove Shopping Center**
New construction, over 670,000 square feet of retail and restaurant space. Performed multi-discipline review, various retail shops and restaurants including Nordstrom Rack, buybuy Baby, TJ Maxx, HomeGoods.
JAS Pacific provides **Plan Check and Building Inspection** services to the Building Division as a sub-consultant. We have performed plan check and inspection on residential and commercial projects in an expedited manner.

**John Wayne Airport Utility Center**
11,000 Square Feet, fire protection, site utilities, mechanical electrical equipment to generate 7 megawatts to power 3 terminals and parking structure, $31 million project

**Stonegate Apartments I & II**
Two - 4 story, 470,000 sq ft, 38 unit apartment complex, with 1,2, and 3 bedroom options. Included pool area, gym and leasing office.

**Tonner Hill Development**
810 acres, 795 new homes, single, two & three story homes up to 8,000 square feet, new apartment complex, parks, retail and restaurants

**Quest Diagnostics**
Tenant Improvement, 2 story, 78,000 square feet of laboratories, treatment rooms and office space. Major structural modifications with added mezzanine.

**Newport Coast Custom Home**
16,537 sq ft, 2-story home on caissons, with subterranean garage, wine cellar and basement. 11 bedrooms, 12 bathrooms, open floor plan.

**Distribution Warehouse**
New construction, 700,712 square feet, the building has a total of 137 dock-high and three grade-level doors, 4,000-amp heavy power, 36-foot clear heights and a 185-foot truck court.
## City Clients

<table>
<thead>
<tr>
<th>City</th>
<th>Years</th>
<th>Address</th>
<th>Phone</th>
<th>Roles</th>
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</thead>
<tbody>
<tr>
<td>City of Anaheim</td>
<td>2015</td>
<td>200 S. Angelina Blvd, Anaheim, CA</td>
<td>(714) 765-4311</td>
<td>Inspection, Plan Review</td>
</tr>
<tr>
<td>City of Arroyo Grande</td>
<td>2003</td>
<td>300 E. Branch St., Arroyo Grande, CA</td>
<td>(805) 473-5400</td>
<td>Inspection</td>
</tr>
<tr>
<td>City of Arvin</td>
<td>2004</td>
<td>141 Plumtree Dr., Arvin, CA</td>
<td>(661) 854-3134</td>
<td>Inspection, Building Official, Plan Review, Permit Technician</td>
</tr>
<tr>
<td>City of Beverly Hills</td>
<td>2006</td>
<td>455 North Rexford Drive, Beverly Hills, CA</td>
<td>(310) 202-2405</td>
<td>Inspection, Plan Review, Code Enforcement, Permit Technician</td>
</tr>
<tr>
<td>City of Cathedral City</td>
<td>2002</td>
<td>69700 La Guererro, Cathedral City, CA</td>
<td>(760) 202-2405</td>
<td>Inspection</td>
</tr>
<tr>
<td>City of Costa Mesa</td>
<td>2017</td>
<td>77 Fair Drive, Costa Mesa, CA</td>
<td>(714) 754-5000</td>
<td>Inspection, Plan Review</td>
</tr>
<tr>
<td>City of Culver City</td>
<td>2009</td>
<td>9770 Culver Blvd., Culver City, CA</td>
<td>(310) 253-5700</td>
<td>Plan Review</td>
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<tr>
<td>City of El Segundo</td>
<td>2007</td>
<td>350 Main Street, El Segundo, CA</td>
<td>(310) 520-2307</td>
<td>Inspection, Permit Technician</td>
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<tr>
<td>City of Glendale</td>
<td>2013</td>
<td>633 E. Broadway #401, Glendale CA</td>
<td>(323) 520-2307</td>
<td>Plan Review, Inspection</td>
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<tr>
<td>City of Grover Beach</td>
<td>2002</td>
<td>154 2nd St., Grover Beach, CA</td>
<td>(805) 473-4520</td>
<td>Plan Review, Inspection, Building Official, Code Enforcement</td>
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<tr>
<td>City of Guadalupe</td>
<td>2003</td>
<td>913 Obispo St., Guadalupe, CA</td>
<td>(805) 343-1340</td>
<td>Plan Review, Building Official, Inspection, Public Works</td>
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<td>City</td>
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<tr>
<td>City of Hanford:</td>
<td>2011 to Present</td>
<td></td>
<td>317 N Douty St., Hanford, CA 92330 (559)583-2581</td>
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</tr>
<tr>
<td>City of Irvine:</td>
<td>2010 to Present</td>
<td></td>
<td>1 Civic Center Plaza, Irvine, CA (949)724-6320</td>
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</tr>
<tr>
<td>City of Industry:</td>
<td>2016 to Present</td>
<td></td>
<td>PO Box 3366, City of Industry, CA 91744 (626)333-2211</td>
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<tr>
<td>City of La Quinta:</td>
<td>2006 to Present</td>
<td></td>
<td>78495 Calle Tampico, La Quinta, CA 92253 (760)777-7015</td>
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<tr>
<td>City of Newport Beach:</td>
<td>2014 to Present</td>
<td></td>
<td>100 Civic Center Dr, Newport Beach, CA 92660 (949) 644-3275</td>
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<tr>
<td>City of Palmdale:</td>
<td>2014 to Present</td>
<td></td>
<td>38250 Sierra Hwy, Palmdale, CA 93550 (661)267-5100</td>
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<tr>
<td>City of Pasadena:</td>
<td>2014 to Present</td>
<td></td>
<td>175 N. Garfield Ave., Pasadena, CA 91101 (626)744-7087</td>
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<tr>
<td>City of Pico Rivera:</td>
<td>2006 to Present</td>
<td></td>
<td>6615 Passons Blvd., Pico Rivera, CA (562)801-4421</td>
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<tr>
<td>City of Rancho Cucamonga:</td>
<td>2013 to Present</td>
<td></td>
<td>10500 Civic Center, Rancho Cucamonga, CA 91730 (909)477-2710</td>
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<tr>
<td>City of Santa Clarita:</td>
<td>2008 to Present</td>
<td></td>
<td>23920 Valencia Blvd., Santa Clarita, CA 91355 (661)284-1442</td>
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<tr>
<td>City of Santa Monica:</td>
<td>2002 to Present</td>
<td></td>
<td>1685 Main Street, Santa Monica, CA 90401 (310)458-6158</td>
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<td>City of Selma: 2012 to Present</td>
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<tr>
<td>1710 Tucker Street, Selma, CA 93662 (559) 891-2208</td>
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<td>Plan Review</td>
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<tr>
<th>City of Shafter: 2012 to Present</th>
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<tbody>
<tr>
<td>336 Pacific Ave, Shafter, CA 93263 (661) 746-5002</td>
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<tr>
<th>City of Wasco: 2003 to Present</th>
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<tbody>
<tr>
<td>764 E St, Wasco, CA 93280 (661) 758-7200</td>
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<tr>
<th>City of West Hollywood: 2017 to Present</th>
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<tbody>
<tr>
<td>8300 Santa Monica Blvd, West Hollywood, CA 90069 (323) 848-6512</td>
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<th>City of Yorba Linda: 2005 to Present</th>
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<tbody>
<tr>
<td>4845 Casa Loma Ave, Yorba Linda, CA 92886 (714) 961-7125</td>
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### County Clients

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<tbody>
<tr>
<td>2220 Tulare St, Fresno, CA 93721 (559) 600-4232</td>
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<tr>
<th>County of Los Angeles: 2001 to Present</th>
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<tbody>
<tr>
<td>900 S. Fremont Ave, Alhambra, CA 91802 (626) 458-6387</td>
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<th>County of Riverside: 2015 to Present</th>
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<tbody>
<tr>
<td>PO Box 1440, Riverside, CA 92520 (909) 955-2914</td>
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<tr>
<th>County of San Bernardino: 2014 to Present</th>
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<tbody>
<tr>
<td>385 N. Arrowhead, San Bernardino, CA 92415 (909) 387-8311</td>
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<tr>
<td>5510 Overland Ave, San Diego, CA 92123 (858) 571-7723</td>
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<td>Plan Review, Inspection, Code Enforcement</td>
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</table>
EMLOYEE TEAM

Understanding that the structure of an organization can have a major impact on project management, JAS Pacific’s organizational structure is strategically balanced. Our management team boasts one of the most qualified and accomplished building and safety administrations in the industry. Below is JAS Pacific’s organizational chart demonstrating the organization of the contracting group:

JAS Pacific proposes to assign Mr. Stuart Tom as the Contract Administrator and he will manage all aspects of the contract serving as the contact person for building and safety support services.

Mr. Tom is the president of JAS Pacific. Formerly, he was the Fire Marshal for the City of Glendale, California. Prior to this appointment, he served as Building Official for sixteen years, wherein he managed plan check/engineering, field inspections, and administration of the city’s Building & Safety Division. He has been a registered engineer in the states of Washington and California for over 25-years, and is very active in code-development of Fire- and Life-Safety Standards at both the national and state levels. Mr. Tom has co-authored a number of provisions in the International Building Code as well as the California Building Code, California Residential Code, and California Fire Code. He currently serves in an influential capacity on a number of state-wide committees including the CALBO/CalChiefs Building and Fire Advisory Committee for which he is the past chair.

Due to his commitment to safety, Mr. Tom was selected as the state’s Building Official of the Year by the California Building Officials in 2006, and was again selected as Building Official of the Year in 2009 by the California Fire Chiefs Association/Fire Prevention Officers. He has taught numerous courses throughout California; he is the author of a self-study training program which assisted in California’s transition to the IBC; and he is a recognized expert in various aspects of the Building Code. Mr. Tom’s contact information is:

Stuart Tom, PE, CBO
President

201 N. Euclid Ave. Suite A
Upland, CA 91786

Office: 909.605.7777
Cell: 805.749.7134
stuart@jaspacific.com
## Principal Team Members

JAS Pacific understands the importance of the role assigned staff take and their impact on the overall success in the delivery of Plan Check and Inspection Services for the City. Below is a summary of the proposed key personnel who will be assigned to the City and assisting in the delivery of said services and followed by their complete resumes. JAS Pacific will not utilize subcontractors.

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Education Licenses/Certifications</th>
<th>Experience</th>
</tr>
</thead>
</table>
| **Stuart Tom, PE, CBO**  
President  
stuart@jaspacific.com  
800.818.3677 | **International Code Council:**  
Building Official, Building Plans Examiner  
**State of California:**  
Licensed Civil Engineer  
**Education:**  
Bachelor of Science, Civil Engineering | Over 30 years of building & safety experience:  
• JAS Pacific – President  
• International Code Council – Board of Directors  
• City of Glendale - Fire Marshal  
  Building Official  
• City of Los Angeles  
  Engineering Bureau Training Officer  
  Structural Engineering Specialist  
  Earthquake Division Leader |
| **Fady Mattar, PE, CBO**  
Chief Operating Officer  
fady@jaspacific.com  
800.818.3677 | **International Code Council:**  
Building Official, Mechanical Inspector,  
  Plumbing Inspector, Instructor  
**State of California:**  
Licensed Mechanical Engineer  
**Education:**  
Master of Science, Mechanical Engineering,  
  Bachelor of Science, Mechanical Engineering | Over 40 years of building & safety experience:  
• JAS Pacific – Chief Operating Officer  
• City of Long Beach  
  Acting Director of Planning & Building  
  Superintendent of Building & Safety  
• County of Los Angeles  
  Asst Superintendent of Building  
  District Engineer  
  Section Head, Funding |
| **Jack Leonard, PE, CBO**  
Vice President  
Project Manager  
jack@jaspacific.com  
800.818.3677 | **International Code Council:**  
Building Official  
**State of California:**  
Licensed Civil Engineer  
**Education:**  
Bachelor of Science, Civil Engineering | Over 30 years of building & safety experience:  
• JAS Pacific – Vice-President  
• City of Santa Monica – Building Director  
• JTLLeonard Engineering – Engineer  
• City of Bakersfield – Building Director  
• Minner & Davis – Design Engineer  
• Boyle Engineering Corp. – Asst. Engineer |
| **Larry Brugger, SE CBO**  
Director of Plan Review  
larry@jaspacific.com  
800.818.3677 | **International Code Council:**  
Building Official  
**State of California:**  
Licensed Civil Engineer  
  Licensed Structural Engineer  
**Education:**  
Bachelor of Science, Civil Engineering | Over 30 years of building & safety experience:  
• JAS Pacific – Director of Plan Review  
• International Code Council – Gov’t Liaison  
• City of Long Beach – Building Official  
• City of Los Angeles – Plan Review Engineer,  
  Case Management  
  Assistant Office Manager  
• Jacobs Engineering – Design Engineer |
STUART TOM, PE, CBO, PRESIDENT

Responsibilities: Building and Safety Support Services

Building and Safety Work History

With over 30 years of public sector experience, Mr. Tom has thorough knowledge and expertise in various aspects of building and safety services along with fire services. As a State of California and Washington licensed civil engineer, an ICC certified building official and plans examiner, he has held positions such as Chief Building Official, Fire Marshal, Engineering Bureau Training Officer, Staff Engineer and Structural Engineer Specialist. As a building official, Mr. Tom responsible for the oversight of engineering, inspection, and administrative activities for the third largest city within Los Angeles County. He directed all activities within the Permit Services Center including the review of development plans to ensure compliance with zoning, building, fire, traffic, and grading standards. As a Fire Marshal, Mr. Tom was responsible for oversight of fire- and life-safety standards necessary to protect the general population along with the management of Fire Engineering Division, which performs fire plan check and inspection for all new construction throughout the city. The department also administered programs related to hazardous and industrial waste management critical to protect the environment.

Due to his commitment to safety, Mr. Tom was selected as the state’s Building Official of the Year by the California Building Officials Association in 2006, and as Building Official of the Year in 2009 by the California Fire Chiefs Association/Fire Prevention Officers. As a recognized expert in various fields of structural design and life-safety systems, Mr. Tom is the recipient of several other awards, including the CALBO President’s Award in 2010, and he was inducted as a Fellow into the Institute for the Advancement of Engineering in. Mr. Tom’s experience was acquired while employed with the following entities:

- JAS Pacific - President
- City of Glendale, Fire Department - Fire Marshal
- City of Glendale, Building & Safety Department - Building Official
- City of Los Angeles, Department of Building and Safety - Engineering Bureau Training Officer
- City of Los Angeles, Department of Building and Safety - Staff Engineer
- City of Los Angeles, Department of Building and Safety - Structural Engineering Specialist

Education / Professional Licenses and Certifications / Affiliation

California Polytechnic University, San Luis Obispo
Bachelor of Science, Civil Engineering

State of California
Licensed Civil Engineer

State of Washington
Licensed Civil Engineer

International Code Council
Board of Directors
Certified Building Official
Certified Plans Examiner

California Building Official
Fire Advisory Committee
Seismic Safety Committee
Building Official of the Year (2006)
President’s Award (2010)

California State Fire Marshal
Core Advisory Committee
Height & Area Code Amendment Committee
WUI Committee
FADY MATTAR, PE, CBO, CHIEF OPERATING OFFICER

Responsibilities: Building and Safety Support Services

Building and Safety Work History

With over 40 years of public sector experience, Mr. Mattar has thorough knowledge and expertise in all aspects of building services. As a California licensed mechanical engineer, an ICC certified building official, instructor, and mechanical and plumbing inspector, he has held positions such as Mechanical Engineer, Chief Plumbing and Mechanical Inspector, and Supervising Mechanical Engineer. Mr. Mattar served as the Assistant Superintendent of Building for the Los Angeles County Department of Public Works from which he retired. Mr. Mattar’s lengthy public works experience includes expertise in National Pollutant Discharge Elimination System (NPDES), and energy, mechanical, and plumbing reviews. Mr. Mattar has held several key positions with regulatory agencies and has been recognized by the California Building Standards Commission, ICC, IAPMO, and CALBO, among others, with many honors and awards. Following his retirement from Los Angeles County, Mr. Mattar served as the Superintendent of Building & Safety for the City of Long Beach for five years and currently the President of JAS Pacific. Additionally, Mr. Mattar has authored multiple ordinances that subsequently were adopted into the Model Code and the State of California Code in recognition of their value. He also authored the ICBO “Mechanical Code Applications Manual” and several chapters of the IAPMO “Uniform Mechanical Code Illustrated Training Manual.” Mr. Mattar’s experience was acquired while employed with the following entities:

- JAS Pacific - Chief Operating Officer
- City of Long Beach, Planning and Building Department - Acting Director of Planning & Building
- City of Long Beach, Planning and Building Department - Superintendent of Building and Safety
- Los Angeles County, Building and Safety Division - Assistant Superintendent of Building
- Los Angeles County, Building and Safety Division - District Engineer, Bellflower Regional Office
- Los Angeles County, Public Works, Planning Division - Section Head
- Los Angeles County, Building and Safety Division - Mechanical Section, Engineer
- Los Angeles County, Public Works, Waterworks Division - Mechanical Engineer

Education / Professional Licenses and Certifications / Affiliations

California State University, Long Beach
Bachelor and Master of Science, Mechanical Engineering (with honors)

John F. Kennedy School of Government, Harvard University
Graduate of the Senior Executives, State and Local Government Program

State of California
Licensed Mechanical Engineer

International Code Council
Certified Building Official
Certified Mechanical Inspector
Certified Plumbing Inspector
Certified Instructor

California Building Official
Educator of the Year Award (2004)
Residential Mechanical Code Committee

California Building Standards Commission
Past Vice Chair
JACK LEONARD, PE, CBO, VICE PRESIDENT
 Responsibilities: Building and Safety Support Services

Building and Safety Services History

With over 30 years of experience, Mr. Leonard has a strong combination of both private and public sector expertise in building services. As a California licensed civil engineer and ICC certified building official, he has held positions such as Assistant Engineer, Design Engineer, Plan Review Engineer, Building Director, and Building Official. Mr. Leonard served as the Building Director for the City of Bakersfield from which he retired after over 16 years of service. Mr. Leonard’s lengthy experience includes expertise in building structural, building life safety, mechanical, plumbing, and electrical reviews. He was responsible for the development and implementation of department policy; managed, organized, and oversaw the acquisition of personnel; directed the development and implementation of annual budget.

Mr. Leonard also chaired and participated as a member of the Board of Zoning Adjustment; acted as the Public Hearing Officer for Code Enforcement Hearings and Animal Control Appeals Board; represented the Building Division at City Council meetings, Planning Commission meetings, Board of Building Appeals hearings, Accessible Appeals Board hearings, and at civil and criminal court proceedings. Another key area of responsibility was the interpretation and enforcement of California Building codes, laws, ordinances and regulations and the calculation and development of fee structures for building divisions. Having managed several types of building departments at different levels in the public sector, Mr. Leonard has acquired the ability of quickly and efficiently assessing service levels and needs. While with JAS Pacific, Mr. Leonard has served as the Building Official for the City of Hermosa Beach and as the Building and Safety Director for the City of Santa Monica. Additionally, Mr. Leonard has authored multiple ordinances that subsequently were adopted into the State of California Building Code. Mr. Leonard’s experience was acquired while employed with the following entities:

- JAS Pacific - Vice President
- City of Santa Monica, Building Department - Building Director
- JT Leonard Engineering - Structural Engineering Consultant
- City of Bakersfield, Development Services Department - Building Director/Plan Review Engineer
- City of Bakersfield, Public Works Department - Design Engineer I & II
- Minner & Davis Structural Engineering - Design Engineer
- Boyle Engineering Corporation - Assistant Engineer

Education / Professional Licenses and Certifications / Affiliations

California State University, Fresno
Bachelor of Science, Civil Engineering

State of California
Licensed Professional Civil Engineer

State of Arizona
Licensed Professional Civil Engineer

International Code Council
Certified Building Official

International Conference of Building Officials
San Joaquin Chapter – Past President

American Society of Civil Engineers
Member
**LARRY BRUGGER, PE, CBO**

**Responsibilities: Building and Safety Support Services**

**Building and Safety Work History**

Over 33 years of experience as a building official, director of case management that dealt with larger projects, assistant office manager handling a large field office with plans examiners, inspectors and permit technicians, chief of earthquake safety division, code adoption engineer and plans examiner reviewing and analyzing plans with an emphasis in structural, architectural, and accessibility projects. He is experienced in plan check against the California Building Code And California Residential Code. Mr. Brugger has extensive expertise of engineering principles as they relate to design and calculations of loads and forces. He has been responsible for the preparation of comprehensive correction lists for structural, building accessibility and fire life safety for the firm. He provides technical and procedural assistance to architects, engineers and contractors pertaining to building construction and related activities. Mr. Brugger acquired his experience while employed with the following entities:

- **JAS Pacific** - Director of Plan Review
- **International Code Council** - Director of Government Relations
- **City of Long Beach, Planning and Building Department** - Building Official
- **City of Long Beach, Planning and Building Department** - Supervising Plan Review Officer
- **City of Los Angeles, Department of Building and Safety** - Building Director/Plan Review Engineer

**Education / Professional Licenses and Certifications / Affiliations**

**California State University**  
Bachelor of Science, Civil Engineering

**State of California**  
Licensed Civil Engineer  
Licensed Structural Engineer

**International Code Council**  
Certified Building Official

**Structural Engineers Association of California**  
President (2004)  
Board of Directors (1990-1996)

**American Society of Civil Engineers**  
Co-Chair (2007)

**International Conference of Building Officials**  
ES Evaluation Committee  
Accreditation Committee  
Enforcers Guide to Performance Designs  
Developers of Performance Building Code
TEAM QUALIFICATIONS

JAS Pacific is prepared to provide as-needed Plan Check and Inspection Services to the City and has adequate resources to meet existing and future increased workloads. This provides for an instant reliable workforce to continue providing services within the varied communities throughout the City. With nearly 100 employees, JAS Pacific shall have resources available to meet the City's varying needs through the duration of the contract. The area of registration or certification for each team member will be closely related to the primary job function, as determined by the City.

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Professional/Academic Background</th>
<th>Experience</th>
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<tbody>
<tr>
<td>Calvin Chang, PE</td>
<td>State of California:</td>
<td>Over 30 years of building &amp; safety experience:</td>
</tr>
<tr>
<td>Plan Review Engineer</td>
<td>Licensed Civil Engineer</td>
<td>• JAS Pacific, Plan Review Engineer</td>
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<tr>
<td>Structural</td>
<td>Education:</td>
<td>• City of Burbank, Plan Review Manager</td>
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<tr>
<td></td>
<td>Bachelor of Science, Civil Engineering</td>
<td>• Oliver Liu &amp; Associates, Structural Engineer</td>
</tr>
<tr>
<td>Name</td>
<td>Role</td>
<td>Education</td>
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<tr>
<td>Jeff Nespor, PE, CASp</td>
<td>Plan Review Engineer</td>
<td>State of California: Licensed Civil Engineer</td>
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<td>Certified Access Specialist</td>
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<td>International Code Council: Plans Examiner,</td>
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<td>Building Official</td>
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<td>Education: Bachelor of Science, Civil Engineering</td>
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<tr>
<td>Eric Reiter, PE</td>
<td>Plan Review Engineer, Plumbing/Mechanical</td>
<td>State of California: Licensed Mechanical Engineer</td>
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<td>Education: Master of Science, Mechanical</td>
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<tr>
<td>Tony Lam, PE</td>
<td>Plan Review Engineer, Plumbing/Mechanical</td>
<td>State of California: Licensed Mechanical Engineer</td>
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<td>Education: Bachelor of Science, Mechanical</td>
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<td>Engineering</td>
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<tr>
<td>Emanuel Agustine, PE</td>
<td>Plan Review Engineer, Electrical</td>
<td>State of California: Licensed Electrical Engineer</td>
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<td></td>
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<td>Education: Bachelor of Science, Electrical</td>
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<td>Engineering</td>
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<tr>
<td>Adam Marcus, PE</td>
<td>Plan Review Engineer, Electrical</td>
<td>State of California: Licensed Electrical Engineer</td>
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<tr>
<td></td>
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<td>Education: Bachelor of Science, Electrical</td>
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<td></td>
<td>Engineering</td>
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</tbody>
</table>
| Frank Rojas  
Plan Review Engineer | International Code Council:  
Plans Examiner  
**Education:**  
Bachelor of Science, Architectural Engineering | Over 25 years of building & safety experience:  
- JAS Pacific, Plan Review Engineer  
- J. Lee Engineering, Plan Review Engineer  
- City of Los Angeles, Plan Review Engineer |
|---------------------|---------------------------------|--------------------------------------------------|
| Stephen Stuart, CBO  
Plan Review Engineer | International Code Council:  
Building Official  
**Education:**  
Bachelor of Science, Industrial Arts  
**State of California:**  
OES Instructor | Over 30 years of plan review experience:  
- JAS Pacific – Plans Examiner  
- Ventura City College - Instructor  
- Stuart Consulting Services LLC – President  
- City of Santa Paula – Building & Safety Director  
- County of Fresno – Plan Reviewer |
CALVIN CHANG, PE
Responsibilities: Plan Review Services

Building and Safety Services Work History

With nearly 30 years of conducting plan reviews, Mr. Chang has obtained extensive experience in all aspects of plan review services. He has held the positions Project Engineer and Plan Review Manager. While serving in these capacities, Mr. Chang has gained comprehensive experience conducting inspections of various residential, commercial, industrial, mobile home, and swimming pool projects ensuring code compliance. Mr. Chang was responsible for managing, supervising, planning, directing, and recording the daily building plan review and public counter functions of the Building Division; supervising the examination and approval of plans, calculations, and other specialized technical documentations for complex structures related to architectural, structural, and geotechnical construction. Additionally, he developed structural engineering design, working drawings, and specifications for a variety of application in residential and commercial buildings including wood, steel, and masonry design. Mr. Chang’s experience was obtained while employed with the following:

- JAS Pacific - Plan Review Engineer
- City of Burbank, Building Division - Building Official
- Oliver Lui & Associates - Project Engineer

Education / Professional Licenses and Certifications / Affiliations

State of California
Licensed Civil Engineer

International Code Council
Building Plans Examiner

Tennessee Technological University
Bachelor of Science, Civil Engineering

Relevant Experience

Corporate Pointe, City of Culver City, CA: This new 4-story project included 209,355 square feet of retail and office space, along with an auto ramp and tunnel serving a two-level underground parking structure. The valuation of the project was $21,402,390.00. Mr. Chang performed the structural and shoring review of this development.

Ivy Station, City of Culver City, CA: This project includes 500,000 square feet mixed use including a five-story apartment; retail space; hotel; office space; restaurants; and a five-level subterranean parking structure in the heart of Culver City. Mr. Chang reviewed the shoring and structural plans for this project with a $85,000,000 valuation.

Mercy Veterans Housing, City of El Monte, CA: Provided multi-discipline review of the Mercy Veteran’s Housing, a new 3 story, 41 unit apartment structure. The project included 24,580 square feet of living area, common area, laundry facility and covered parking area. The project had an assessed valuation of $3,642,000.

Bloomingtom Housing Project, County of San Bernardino, CA: Provided multi-discipline review of the Bloomington Housing project, a new 70 unit Senior living community consisting of 2-5 unit townhomes, 3-6 unit townhomes, 1-8 unit townhome and community center.
SEA FAN, SE

Responsibilities: Plan Review Services

Building and Safety Services Work History

With over 30 years of experience in the building and safety industry, Mr. Fan has acquired experience in many aspects of plan review services. As state of California Licensed Civil and Structural Engineer, Mr. Fan has held positions such as Plan Review Engineer, Plan Review Supervisor, Plan Review and Permit Services Manager, Senior Structural Engineer, Chief of Metro Structural Plan Review, Chief of Van Nuys Plan Review, Assistant Chief of Grading, and Chief of Commission Office. While serving in these capacities, Mr. Fan has gained extensive experience in planning, organizing, and directing the activities of plan review, public counter, and grading operations. Mr. Fan managed a staff of 40-plus technical and support staff including the activities of reviewing soils/geology reports, reviewing grading plans, issuing grading permits, performing grading inspections, and bringing substandard sites with grading code violations into code compliance. Mr. Fan’s experience was acquired while employed with the following entities:

- JAS Pacific - Plan Review Engineer
- City of Ontario, Building Department - Plan Review and Permit Services Manager
- City of Los Angeles, Department of Building & Safety - Structural Plan Review Engineer
- City of Los Angeles, Department of Building & Safety - Chief of Plan Review/Asst. Chief of Grading
- Facilities Systems Engineering Corporation - Manager
- Burns & Roe - Civil Engineer

Education / Professional Licenses and Certifications / Affiliations

<table>
<thead>
<tr>
<th>Institution / Organization</th>
<th>Degree / Title</th>
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<tbody>
<tr>
<td>Columbia University</td>
<td>Master of Science, Civil Engineering</td>
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<tr>
<td>New Jersey Institute of Technology, New Jersey</td>
<td>Bachelor of Science, Civil Engineering</td>
</tr>
<tr>
<td>California State University, Long Beach</td>
<td>Master Business Administration</td>
</tr>
<tr>
<td>State of California</td>
<td>Licensed Civil Engineer</td>
</tr>
<tr>
<td>Intercalated Code Council</td>
<td>Licensed Structural Engineer</td>
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<tr>
<td>Building Plans Examiner</td>
<td>Building Plans Examiner</td>
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</tbody>
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Relevant Experience

Cultura Affordable Housing Project, County of Los Angeles, CA: This project is a mixed use, transit oriented, infill development totaling up to 425,000 sq ft up to 6 stories, including 355 residential units, with 20 percent of those reserved as affordable to moderate-income households. Additional components include up to 50,000 square feet of retail, including but not limited to, restaurants, café’s, shops, boutiques and a shared commercial kitchen space for culinary demonstrations.

Grosvenor Luxury Apartments, County of Los Angeles, CA: Provided structural and architectural review of a 4-story, 300,000 square foot apartment project consisting of 196 one and two bedroom luxury apartments with 6 carriage units, four courtyards, a pool, fitness center, all of which wrap around a four story parking structure.

Ocean Retirement Home, County of Los Angeles, CA: Provided structural and architectural review of a 6 story, 228,000 square foot, 114 unit retirement facility. The project included a salon, movie theater, restaurant and parking structure. The projects valuation is $29 million.

Via Marina, County of Los Angeles, CA: Provided structural and architectural review of four, 4 story apartment buildings with courtyards, laundry facility, restaurants, pools, and outdoor fire pits. The buildings will consist of one, two and three bedroom units and 2 towers will be constructed at a time.
COLIN LEUNG, SE
Responsibilities: Plan Review Services

Building and Safety Services Work History

With over 20 years of experience in the design and plan review field as a Licensed Professional Structural Engineer, ICC certified Plans Examiner and Building Inspector, Mr. Leung has gained valuable experience in both the private and public sectors. He started his career in the design field as a project manager where he was responsible for the structural integrity of industrial warehouses, commercial buildings, and apartment complexes. Additionally, he worked on countless public school and public institution design projects not only applying the building code, but the Division of State Architect code as well. Mr. Leung public sector experience includes, but is not limited to, conducting plan reviews of a broad range of complex residential and commercial projects, such as single and multi-dwelling units, apartment houses, hotels commercial projects, office and manufacturing buildings. Mr. Leung contributed to the development of standardized correction lists within certain jurisdictions. Mr. Leung provides technical and procedural assistance to architects, engineers, and contractors pertaining to building construction and related activities, interprets and explains requirements of codes, ordinances, and policies. Mr. Leung acquired his experience while employed with the following entities:

- JAS Pacific – Plan Review Engineer
- City of Glendale – Principal Code Specialist III
- John A. Martin & Associates – Project Manager
- KPFF Consulting Engineers – Project Manager
- B&B Associates – Junior Design Engineer
- Melvyn Green & Associates – Structural Engineering Intern

Education / Professional Licenses and Certifications / Affiliations

University of Southern California
Masters of Science, Structural Engineering
Bachelor of Science, Civil Engineering

State of California
Licensed Structural Engineer
Licensed Professional Civil Engineer

International Code Council
Certified Building Inspector
Certified Plans Examiner

Relevant Experience

Mountain Grove Shopping Center, County of San Bernardino, CA: New construction, over 670,000 square feet of retail and restaurant space. Performed electrical review on various retail shops and restaurants including Nordstrom Rack, buybuy Baby, TJ Maxx, HomeGoods, Hobby Lobby, 24 Hour Fitness, Gap, Banana Republic, Old Navy, ULTA.

Ace Hardware, County of Los Angeles, CA: Provided structural/fire life safety, accessibility, energy and CAL Green review. This project was approximately 11,000 square foot remodel to an existing 43,000 square foot facility that is type III-B structure with added 2nd story, additional parking with appropriate striping. Total valuation $2.5 million.

Rancho Palos Verdes Estates, County of Los Angeles, CA: provided structural review on a 17,000 square foot custom home including a septic tanks, media room, multiple bathrooms, a 6 car garage, swimming pool and “mother-in-law” quarters. A complete dry cleaning facility was located in the basement that required special permits for venting. The project has a $33 million valuation in Rancho Palos Verdes.
MIRO LHOTSKY, SE

Responsibilities: Plan Review Services

Building and Safety Services Work History

With over 30 years of experience conducting plan reviews, Mr. Lhotsky’s has obtained valuable experience of plan review services. As an ICC certified Plans Examiner and Building Inspector, and a Licensed Professional Civil Engineer, and has held positions such as Deputy Building Official and Plan Review Engineer. While serving in these capacities, his responsibilities included conducting plan reviews of a broad range of complex residential and commercial projects, such as complex mixed-use commercial projects, libraries; senior housing, adult-care residential units, parking structures, unreinforced masonry retrofit work, and multiplex theaters. Additionally, Mr. Lhotsky reviewed building plans and permit applications for compliance with California and local building codes, conducted plan review and review of homeowner property, and supervised a professional staff. Mr. Lhotsky was also responsible for coordinated reviews with other impacted departments to ensure full compliance. Mr. Lhotsky also provides technical and procedural assistance to architects, engineers, and contractors pertaining to building construction and related activities; interpret and explain requirements of codes, ordinances, and policies. Mr. Lhotsky acquired his experience while employed with the following entities:

- JAS Pacific – Plan Review Engineer
- City of Glendale – Principal Code Specialist
- City of Glendale – Senior Code Specialist
- City of Santa Clarita – Plan Review Engineer
- California Code Check – Plan Review Engineer
- Desa Structural - Owner

Education / Professional Licenses and Certifications / Affiliations

**California State University, Northridge**
Masters of Public Adimistration
Bachelor of Science, Engineering

**State of California**
Licensed Structural Engineer
Licensed Professional Civil Engineer

**International Code Council**
Certified Building Inspector
Certified Plans Examiner

Relevant Experience

**Whittier Permanent Supportive Housing, County of Los Angeles, CA:** 3-Story, mixed use project consisting of 34-unit, multi-family affordable housing. An additional 2-story building over one level, at grade concrete podium garage with amenities that include a community room, kitchen, laundry facility, courtyard, roof-top terraces, on-site property manager’s office, lobby and parking.

**Plan Review, County of Los Angeles, CA:** Provided structural/fire life safety, accessibility, energy and CAL Green review. This project was approximately 11,000 square foot remodel to an existing 43,000 square foot facility that is type III-B structure with added 2nd story, additional parking with appropriate striping. Total valuation $2.5 million.

**Cerritos Apartments, County of Orange, CA:** Provided multi-discipline review of the review of Cerritos Apartment Complex. The project consisted of two stories that exceeded 55,000 square feet and an approximate valuation of $6.5 million.

**Stongate I & II, County of Orange, CA:** Provided multi-discipline review of the Stonegate Apartment Complex. The project consisted of 2 phases with multiple stories that exceeded 80,000 square feet and an approximate valuation of $9 million.
JEFF NESPOR, PE, CASp

Responsibilities: Plan Review Services

Building and Safety Services Work History

Over 20 years of experience performing structural design and plan reviews. As a California licensed civil engineer and ICC certified building official, inspector, and plans examiner, Mr. Nespor has held positions such as Structural Design Engineer, Building Official, Senior Plan Review Engineer, and Manager. Duties included providing plan reviews for both residential and commercial projects, performed building and safety and public works inspections, reviewed drainage plans, performed complex plan reviews of architectural, structural, life-safety, fire, energy, and accessibility plans for compliance. Answered applicants’ questions and provided excellent customer service. Served as the consulting building official for three jurisdictions, met with architects, engineers, developers, contractors, and homeowners to discuss their proposed projects for compliance with code requirements, and managed plan review engineering firm. Experience was obtained while employed with the following:

- JAS Pacific – Plan Review Engineer
- City of Santa Monica, Building & Safety Department – Plan Review Engineer
- California Code Review – Senior Plan Review Engineer, Building Official, Manager
- Harris Engineering – Structural Design Engineer

Education / Professional Licenses and Certifications / Affiliations

California State University Northridge
Bachelors of Science, Civil & Structural Engineering

State of California
Licensed Civil Engineer
Certified Access Specialist

International Code Council
Certified Building Official
Certified Building Inspector
Certified Building Plans Examiner

American Society of Civil Engineers
American Institute of Steel Construction
Structural Engineers Assc. of Southern California

Relevant Experience

Hampton Inn & Suites, City of Santa Monica, CA: Provided multidiscipline review of 6 story hotel with 2 levels of subterranean parking. The project consisted of just under 170,000 square feet with pool area and cabañas, restaurants and mezzanine level.

Mixed Use Apartment Complex, City of Santa Monica, CA: Provided multidiscipline review of 5 story apartment complex with retail area on lower floor. Total square footage exceeded 54,000 in addition to 3 levels of subterranean parking.

Antelope Valley Cancer Center, City of Palmdale, CA: The AV Cancer Center, housed in the Palmdale Regional Medical Center, provides state-of-the-art cancer treatment including radiation, infusion treatment and chemotherapy. Mr. Nespor performed Building, Fire & Life Safety, Electrical, Mechanical, Plumbing, Energy, Cal Green and OSHPD review of this project. Mr. Nespor reviewed this project utilizing ProjectDox.

Davita Dyalisis, City of Palmdale, CA: This medical dialysis building encompasses 13,758 square feet of treatment and administrative/office space to provide therapy for patients with kidney disease. Mr. Nespor performed Building, Fire & Life Safety, Electrical, Mechanical, Plumbing, Energy, Cal Green and OSHPD review of this project. ProjectDox was used to review this plan.
EMMANUEL AGUSTIN, PE
Responsibilities: Plan Review Services

Building and Safety Services Work History

With over 37 years of building and safety experience, Mr. Agustin has obtained valuable experience of building plan review services. As a California licensed electrical engineer, he has held positions such as Plan Review Engineer, Electrical Engineering Associate I & II, Electrical Engineering Assistant, and Assistant Electrical Engineer. While serving in these capacities, Mr. Agustin evaluated plans submitted by consulting engineers; issued plan approvals upon satisfactory compliance with local, state, and national electrical and fire safety codes; and provided engineering support to field inspectors dealing with plan revisions arising from changes in actual jobsite conditions. Met and conferred with other agencies to take appropriate action to resolve engineering issues that come up during construction or product testing; evaluated and approved modifications granting alternate materials or methods of compliance, determined as equivalent to specific code requirements; and wrote job status and progress reports. Additionally, Mr. Agustin developed engineering drawings for construction by utility crews including material and labor estimates, in accordance to electric utility power distribution standards and specifications, and issued electric service and available short circuit current reports. Mr. Agustin’s experience was obtained while employed with the following:

- JAS Pacific - Plan Review Engineer
- City of Los Angeles, Department of Building & Safety – Electrical Engineer Associate II
- State of California, Cal Trans – Assistant Electrical Engineer

Education / Professional Licenses and Certifications / Affiliations

State of California
Licensed Electrical Engineer

University of the Phillipines
Bachelor of Science, Electrical Engineering

Relevant Experience

Mountain Grove Shopping Center, County of San Bernardino, CA: New construction, over 670,000 square feet of retail and restaurant space. Performed electrical review on various retail shops and restaurants including Nordstrom Rack, buybuy Baby, TJ Maxx, HomeGoods, Hobby Lobby, 24 Hour Fitness, Gap, Banana Republic, Old Navy, ULTA.

Marina Del Rey Hotel, County of Los Angeles, CA: Performed electrical review for the interior renovation of the existing Marina Del Rey hotel rooms with a new elevator, balconies, conference room and site improvements. Approximately 105,000 square feet.

Commercial Tenant Improvement, County of Los Angeles, CA: Performed electrical review for a tenant improvement of a beverage production facility with interior alteration and exterior expansion for the installation of a new filling line and associated support equipment. Approximately 100,000 square feet.

Ross Distribution Center, City of Shafter, CA: Provided with the review of the electrical code review of the JMM Central Valley Distribution Center conveyor system. The project consisted of a 2,120,000 square foot distribution warehouse with mezzanine level offices with an assessed value of $55,901,850.
ERIC RIETER, PE

Responsibilities: Plan Review Services
Building and Safety Services Work History

With nearly 25 years of experience performing plumbing and mechanical plan review services, Mr. Hashemi has obtained extensive experience as a plan reviewer. As a Licensed Professional Mechanical and Civil Engineer, he has held the position of Plan Review Engineer Associate, Plan Review Engineer I & II. While serving in this capacity, Mr. Hashemi has gained comprehensive experience in reviewing plans for new construction, additions, and tenant improvement projects. He has been responsible for reviewing plans for plumbing mechanical requirements high profile projects for various jurisdictions. Mr. Hashemi was responsible for the preparation of a process and procedure manual that details key items to look for when reviewing various types of projects ranging from high end residential to industrial, commercial and mixed-use projects. Mr. Hashemi’s experience was obtained while employed with the following:

- JAS Pacific – Plan Review Engineer
- County of Los Angeles – Plan Review Engineer II
- County of Los Angeles – Plan Review Engineer I
- City of Hawthorne – Plan Review Engineer

Education / Professional Licenses and Certifications / Affiliations

University of Southern California
Master of Science, Mechanical Engineering
Bachelor of Science, Civil Engineering

State of California
Licensed Mechanical Engineer
Licensed Civil Engineer

Relevant Experience

Alton Place, City of Irvine, CA: Performed review of new 5 story, studio, 1 & 2 bedroom apartment complex with subterranean parking. The complex included two saltwater swimming pools, numerous courtyards, resident lounges and a 24-hour fitness center. The Alton also offered a rooftop deck with 11,500 square feet of gorgeous outdoor recreation space complete with lounging areas, an entertainment bar with outdoor TVs, BBQs and fire pits.

Cambria Hotel, City of Irvine, CA: Performed review of a new 5 story, 122 room hotel consisting of a contemporary bistro, and a barista bar. This property also had 600 square feet of meeting space and an indoor pool and fitness center.

The Gardens Casino, City of Hawaiian Gardens, CA: Performed review on a 202,000 square foot renovation of The Gardens Casino. Review of this projected included Mechanical and Plumbing, with an assessed valuation of $45 million.

Great Neighborhoods, City of Irvine, CA: New construction 175,000 square foot park, 22,000 square foot stadium, 9600 new homes, 24 tennis courts, 6 soccer fields, 5 volleyball courts, 3 stadiums in addition to a state of the art hockey rink and event center.

Ivy Station, City of Culver City, CA: This project includes 500,000 square feet mixed use including a five-story apartment; retail space; hotel; office space; restaurants; and a five-level subterranean parking structure in the heart of Culver City.
TONY LAM, PE
Responsibilities: Plan Review Services
Building and Safety Services Work History

Mr. Lam has almost 25 years of experience in the design and plan review fields. He has reviewed plans, calculations, and inspected building installations for residential, commercial, and industrial applications in Los Angeles County’s jurisdiction for compliance with the County of Los Angeles Mechanical Codes, Plumbing Codes and the California Energy Standards. As a plan reviewer in Los Angeles County, Mr. Lam had the opportunity to reviewed all types of plans from single family dwelling units, restaurants, clinics, warehouses, solar water heating systems, dust collection systems, high rise buildings and cogeneration plants to attraction and amusement parks. During this period, he was the Head Plan Reviewer for Capital Projects for Los Angeles County where he assisted in the coordination with Project Manager, Architects, Engineers and contractors in, design development, and construction documentation, for Los Angeles County owned facilities. Mr. Lam’s experience was obtained while employed with the following:

- JAS Pacific – Plan Review Engineer
- County of Los Angeles – Plan Review Engineer II
- International Thermal Products – Design Engineer

Education / Professional Licenses and Certifications / Affiliations

San Diego State University
Bachelor of Science, Mechanical Engineering

State of California
Licensed Mechanical Engineer

Relevant Experience

Cultura Affordable Housing Project, County of Los Angeles, CA: This project is a mixed use, transit oriented, infill development totaling up to 425,000 sq ft up to 6 stories, including 355 residential units, with 20 percent of those reserved as affordable to moderate-income households. Additional components include up to 50,000 square feet of retail, including but not limited to, restaurants, café’s, shops, boutiques and a shared commercial kitchen space for culinary demonstrations.

Cambria Hotel, City of Irvine, CA: Performed review of a new 5 story, 122 room hotel consisting of a contemporary bistro, and a barista bar. This property also had 600 square feet of meeting space and an indoor pool and fitness center.

The Gardens Casino, City of Hawaiian Gardens, CA: Performed review on a 202,000 square foot renovation of The Gardens Casino. Review of this project included Mechanical and Plumbing, with an assessed valuation of $45 million.

Great Neighborhoods, City of Irvine, CA: New construction 175,000 square foot park, 22,000 square foot stadium, 9600 new homes, 24 tennis courts, 6 soccer fields, 5 volleyball courts, 3 stadiums in addition to a state of the art hockey rink and event center.

Ivy Station, City of Culver City, CA: This project includes 500,000 square feet mixed use including a five-story apartment; retail space; hotel; office space; restaurants; and a five-level subterranean parking structure in the heart of Culver City with a $85,000,000 valuation.
ADAM MARCUS, PE
Responsibilities: Plan Review Services
Building and Safety Services Work History

With over 8 years of experience conducting plan reviews, Mr. Marcus has obtained valuable experience of plan review services. As a Licensed Electrical Engineer, he has held positions such as Design Engineer Plan Review Engineer I and Plan Review Engineer II. While serving in these capacities, his responsibilities included conducting plan reviews of a broad range of complex residential and commercial projects, such as complex mixed-use commercial projects, libraries, senior housing, adult-care residential units, parking structures, and multiplex theaters. Mr. Marcus was also responsible for coordinated reviews with other impacted departments to ensure full compliance. He provides technical and procedural assistance to architects, engineers, and contractors pertaining to construction and related activities; interpret and explain requirements of codes, ordinances, and policies. Mr. Marcus acquired his experience while employed with the following entities:

- JAS Pacific – Plan Review Engineer
- County of Los Angeles – Plan Review Engineer II
- County of Los Angeles – Plan Review Engineer I
- Fresnies Medical Care – Research Engineer

Education / Professional Licenses and Certifications / Affiliations

University of California Los Angeles
Bachelor of Science, Electrical Engineering

State of California
Licensed Electrical Engineer

International Code Council
Electrical Plans Examiner

Relevant Experience

Alton Place, City of Irvine, CA: Performed review of new 5 story, studio, 1 & 2 bedroom apartment complex with subterranean parking. The complex included two saltwater swimming pools, numerous courtyards, resident lounges and a 24-hour fitness center. The Alton also offered a rooftop deck with 11,500 square feet of gorgeous outdoor recreation space complete with lounging areas, an entertainment bar with outdoor TVs, BBQs and fire pits.

Cultura Affordable Housing Project, County of Los Angeles, CA: This project is a mixed use, transit oriented, Infill development totaling up to 425,000 sq ft up to 6 stories, including 355 residential units, with 20 percent of those reserved as affordable to moderate-income households. Additional components include up to 50,000 square feet of retail, including but not limited to, restaurants, café’s, shops, boutiques and a shared commercial kitchen space for culinary demonstrations.

Ivy Station, City of Culver City, CA: This project includes 500,000 square feet mixed use including a five-story apartment, retail space, adjacent hotel, office space, and restaurants. To accommodate the traffic and parking, a five-level subterranean parking structure lays beneath.

Ross Distribution Warehouse, City of Shafter, CA: Provided with the electrical and energy code review of the JMM Central Valley Distribution Center. The project consisted of a 2,120,000 square foot distribution warehouse with mezzanine level offices along with a robust distribution system all with an assessed value of $55,901,850.
FRANK ROJAS
Responsibilities: Plan Review Services
Building and Safety Services Work History

With nearly 26 years of experience performing structural plan review services, Mr. Rojas has obtained extensive experience as a plan reviewer. As an ICC certified California building plans examiner, he has held the position of Plan Review Engineer. While serving in this capacity, Mr. Rojas has gained comprehensive experience in reviewing plans for new construction, additions, and tenant improvement projects. He has been responsible for reviewing plans for architectural, accessibility, structural and energy requirements. Reviewed plans for building code and zoning code compliance. Additionally, he has experience reviewing commercial and residential plans; seismic retrofit plans for unreinforced masonry, soft-story, and concrete tilt-up buildings; and managing and supervising the public counter. Mr. Rojas’ experience was obtained while employed with the following:

- JAS Pacific – Plan Review Engineer
- J Lee Engineering, Inc. – Plan Review Engineer
- City of Los Angeles, Department of Building & Safety – Plan Review Engineer

Education / Professional Licenses and Certifications / Affiliations

California Polytechnic State University, San Luis Obispo
Bachelor of Science, Architectural Engineering

International Code Council
Certified Building Plans Examiner

Relevant Experience

Mountain Grove, County of San Bernardino, CA: New construction, over 670,000 square feet of retail and restaurant space. Performed multi-discipline review, including structural, on various retail shops and restaurants including Nordstrom Rack, Buybuy Baby, TJ Maxx, HomeGoods, Hobby Lobby.

Distribution Warehouse, County of San Bernardino, CA: New construction, 700,712 square feet, the building has a total of 137 dock-high and three grade-level doors, 4,000-amp heavy power, 36-foot clear heights and a 185-foot truck court.

Ross Distribution Warehouse, City of Shafter, CA: Provided with the review of structural, mechanical, plumbing, and energy code review of the JMM Central Valley Distribution Center. The project consisted of a 2,120,000 square foot distribution warehouse with mezzanine level offices with an assessed value of $55,901,850.

Custom Home, City of Newport Beach, CA: Located in the Corona Del Mar area of Newport Beach, this custom 4,763 square foot four bedroom, four bathroom three-story single family residence was reviewed for Architectural, Structural, Fire Life & Safety, Energy, Plumbing, Electrical and Mechanical code compliance. The valuation for this remodel was $850,000.

Custom Home, City of Newport Beach, CA: New construction of a custom two story house with attic and garage totaling 8,621 square feet was reviewed for Architectural, Structural, Fire & Life Safety and Energy codes. This project, valued at $2,130,000. Included four bedrooms, 3.5 baths, custom kitchen, great room and attached garage.
STEPHEN STUART, CBO
Responsibilities: Plan Review Services

Building and Safety Services Work History

With nearly 30 years of building and safety experience, Mr. Stuart has obtained extensive experience in all aspects of building division services. He has held the positions such as Building & Safety Director and Plans Examiner. Mr. Stuart was responsible for manage, supervising, planning, directing, and recording the daily building plan review and public counter functions of the Building Division; supervising the examination and approval of plans, calculations, and other specialized technical documentations for complex structures related to architectural, structural, and geotechnical construction. Additionally, he instructed courses at local colleges on building codes, energy, plan reading and accessibility. design Mr. Stuart’s experience was obtained while employed with the following:

- JAS Pacific – Building Official/Plans Examiner
- Stuart Consulting – President
- Ventura City College – Instructor
- City of Santa Paula, Building Division - Building & Safety Director
- County of Fresno – Plans Examiner

Education / Professional Licenses and Certifications / Affiliations

Fresno State University
Bachelor of Science, Insustrial Engineering

Ventura City College
Associate of Science

International Code Council
Building Official

State of California
Safety Assessment Program - OES Certified Instructor

Affiliations

International Code Council – Ventura Chapter
Past President – Ventura Chapter
Property Maintenance Code Interpretation Committee

California Building Officials
Emergency Preparedness Committee - Chairman
State Disaster Coordinator

State Office of Emergency Services
Post-Disaster Advisory Committee
Accreditation Committee
Enforcers Guide to Performance Designs
Developers of Performance Building Code

Relevant Experience

Hilton Garden Inn, City of Lompoc, CA: This project was new construction of a 4-story, 156 rooms hotel with 25 suites, meeting space, restaurant, lounge, fitness center, and indoor pool all to total 104,000 square feet.

Solvang Brewery, City of Lompoc, CA: This new construction, state of the art brewery, taproom, restaurant and retail store was constructed with over 12,000 square feet, 2 stories, an outdoor patio and breezeway.

Starbucks, City of Lompoc, CA: This new construction and tenant improvement with just over 1,800 square feet including eating areas, patio, and kitchen with commercial grade ovens and supplemental equipment.

Fletcher Jones Mercedes Benz Dealership, City of Newport Beach, CA: A $21,000,000 tenant improvement with structural, mechanical, plumbing and electrical upgrades.
CUSTOMER SERVICE

JAS Pacific prides itself on the delivery of services through an excellent customer service strategy that starts with JAS Pacific's key personnel as they are each accessible to City staff at their convenience and this same strategy is utilized by our assigned staff. We strive to be proactive before issues arise and resolve issues quickly.

Quality Control

- Staff Work Performance
- Administrative Oversight
- Customer Satisfaction

Communication

- Project Manager
- Assigned Staff
- Management

Service Transition

- Kick Off Meeting
- Staff Approval
- Services Commence

Quality Control

JAS Pacific prides itself in the technical capabilities of its staff members and we take a multi-faceted approach to ensuring the quality of work provided to our clients. Quality control is addressed at three different levels including staff work performance, administrative oversight, and customer satisfaction. To ensure satisfactory staff work performance and work product quality, staff is encouraged to consult with other staff members on various code-related or City topics, seek advice on unique or complex projects, look for specific areas of expertise, and/or learn the new code requirements.

Administrative oversight is also provided which involves our principal staff maintaining a close working knowledge of the product that our staff provides in order to make sure that their work is of the highest quality through periodic work sampling. Additionally, periodic meetings are held to review their progress and the client’s needs. Our administrative staff is also highly trained on up-to-date industry methods in their respective area of expertise.

Lastly, quality control is addressed through ensuring customer satisfaction. Any issues or complaints are handled immediately upon receipt. The process leading up to resolution is monitored to ensure a satisfactory outcome and processes are followed to prevent a reoccurrence.

Communication

JAS Pacific believes that effective communication at all levels is a key component to our partnership with the City. Our staff is trained and understands that establishing and maintaining professional working relationships with the
City is essential to our success. Staff will attend all meetings as necessary and respond to inquiries by the City, applicants, or other stakeholders promptly and within a 24 hour period. Our general approach to ensuring this includes:

- **Project Manager** – Oversees Municipal plan review services being provided to the City, maintains close liaison with City staff as well as our assigned staff ensuring overall satisfaction as well as understanding of outstanding assignments. Manages the assignment of all projects to ensure a balanced and manageable workload.

- **Assigned Staff** – All assigned staff possess the necessary interpersonal skills required to ensure successful and productive working relationships. All staff maintain open and ongoing communication with City staff, applicants, officials, and other stakeholders collaborating to ensure customer satisfaction. Staff report out to the Project Manager regularly to ensure all expectations and deadlines are met.

- **Management** – Available to provide the City with all the necessary support to meet staffing, reporting, and accounting needs.

## Service Delivery Transition

JAS Pacific is committed to a smooth transition for the City, staff and the clients we serve. Below our approach to the transition is mapped out and can be modified to best meet the City's needs. We find the most important step in the transition is the Kick Off Meeting. It is here that all expectations are recognized and questions are clarified.
SCOPE OF WORK

JAS Pacific is prepared to provide the City with seamless quality Plan Check and Inspection Services. Our service procedures are thorough meeting all expectations including great customer service and efficient response times, without compromising quality. As part of JAS Pacific’s overarching goal to attain customer satisfaction, a tailored service delivery system is developed, service models are effective and efficient, and procedures adapted to meet the City’s requirements. We are confident that we can accommodate the City’s needs as well as provide the desired level of customer service. Additionally, because of our available resources, we have the ability to provide supplemental staffing and additional types of services to address increased workloads and customer needs.

<table>
<thead>
<tr>
<th>JAS Pacific Services</th>
<th>City Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>Superior Level of Service</td>
</tr>
<tr>
<td>Expertise</td>
<td>Consistent Code Application</td>
</tr>
<tr>
<td>Staffing Resources</td>
<td>Flexibility to Meet Various Levels of Demand</td>
</tr>
<tr>
<td>Contract Costs</td>
<td>Expenses are Consistent with Revenues</td>
</tr>
</tbody>
</table>

JAS Pacific will ensure that all structures are equal to or exceed the applicable City, State, and Federal regulations. JAS Pacific understands the City’s needs and we have the resources to provide timely deployment. With limited City resources, contracting with JAS Pacific will afford the City more flexibility in the allocation of such resources. Assigned personnel will provide plan review and permit processing services ensuring compliance with the City’s most recent adopted Building Standards, Energy Efficiency Standards, and local ordinances, including the following:

- California Residential Code
- California Building Code
- California Green Code
- California Mechanical Code
- California Plumbing Code
- California Electrical Code
- California Energy Compliance
- California Code of Regulations: Title 19
- California Government Code
- California Health & Safety Code

Acting on behalf of the City, JAS Pacific will provide superior levels of customer service, consistent code application, and develop seamless working relationships with City staff. Contracting with JAS Pacific will provide the City with a cost-effective alternative to a fully internally staffed department and allow the City to focus on other critical municipal matters. JAS Pacific will perform applicable functions as an extension of City staff and will follow all City procedures and directives. JAS Pacific understands the importance of excellent customer service not only to the City but to the clients we serve. We strive to meet and exceed all client expectations and will create a cooperative work environment with the City and the clients we serve. Staff will not only identify building code issues within the plans, but also will address the big picture and offer helpful suggestions to reach life-safety and code compliance standards. JAS Pacific will support the City in attaining its goal of providing timely, efficient, and effective services. Our understanding and approach to the proposed services is detailed below.
Plan Review

JAS Pacific shall review plans for a complete review of all residential, commercial, mixed-use and industrial (tenant improvements included) plan checks to verify compliance with applicable life-safety, structural, seismic retrofit, disabled access, grading and drainage, excavation and shoring, mechanical, electrical, plumbing, energy conservation, green building NPDES-SUSMP, MWEO, codes and standards.

Building Inspection

JAS Pacific staff shall perform inspections including, but not limited to residential, commercial, mixed-use and industrial projects of all types such as architectural, structural, disabled access, mechanical, electrical, plumbing, grading and drainage, excavation and shoring, geology and soils, energy conservation, and green building.

Supplemental Services

Professional Development

JAS Pacific is committed to the continuous education of all staff through both in-house and external training. Mr. Fady Mattar and Mr. Stuart Tom are ICC certified instructors and have provided training to various clients on the building and other codes and regulations. Mr. Mattar’s area of instruction includes plumbing, mechanical, green building, energy and residential fire-sprinkler systems topics. Mr. Tom’s area of instruction includes the California Building and Residential Codes, emergency response, fire codes and other related topics. Both Principal Team Members are available for training at the Cities request.

Mr. Mattar has worked with various JAS clients and industry related organizations providing instruction on a range of topics. He was the Training Coordinator for the County of Los Angeles Building Division, creating the training programs for entry-level inspectors, as well as on-going training for inspectors, plan review staff, permit technicians and district office managers. Mr. Mattar prepared and created training booklets and PowerPoint presentations for training on the California Mechanical and Plumbing Codes, Green Building Code and Residential Fire Sprinklers then conducted trainings for ICC Orange Empire, LA Basin, Foothill, HI Desert, Coachella Valley, and Ventura Chapters of ICC. He has also presented training on code update to jurisdictions including the Cities of Los Angeles, Long Beach, Beverly Hills, Santa Monica, El Monte and the County of Los Angeles. Mr. Mattar has also conducted code classes for UCLA Extension Program and for organizations such as ICC, IAPMO and PHCC.

Mr. Tom has provided industry training for numerous jurisdictions and local organizations, including but not limited to, the ICC LA Basin, Orange Empire, Construction Specification Institute, Structural Engineers Association of Southern California, CALBO for topics including “Light Gauge Steel Frame Construction”, “Design Considerations for Light Gauge Steel”, “Code Cycle Implementation”, “Code Adoption” and “Significant Code Changes.” Additionally, Mr. Tom worked with the LA City Fire Department, Southern California Fire Protection Officers Organization and FEMA providing instruction on “Structural & Equipment Safety” and “Collapse Hazard Assessment.”

Permit Technician

JAS Pacific can provide permit counter services through the contracting of certified Permit Technicians. All permit technicians meet all qualifications, education, and certification/licensing requirements including as needed to perform all required duties. All JAS Pacific assigned permit technicians shall be equipped with the necessary tools and equipment when performing administrative services on behalf of the City. All assigned Permit Technicians shall work as an extension of City staff.

CASp
JAS Pacific can provide CASp certified inspections and plan review with staff knowledgeable of the requirements of the State Senate Bill. Our staff not only can perform these duties but are available to City staff for further clarification on various issues that arise with the bill’s implementation.

**Code Adoption**

At the request of the City, JAS Pacific can perform research of the City’s Municipal Code and provide draft documents for review by the City Attorney and other responsible departments for the adoption of the codes, along with any desired City amendments to these codes. Once these documents are approved, JAS Pacific can help schedule the required hearings before the City Council, testify before the City Council, and answer questions regarding proposed amendments. JAS Pacific personnel has extensive experience in the area of code adoption and can assist the City in future local adoptions.

**Code Enforcement**

JAS Pacific can provide code enforcement services by proactively identifying conditions that threaten the health and welfare of the citizens of the City and by developing long-term strategies that resolve contemporary community problems, and promote community pride and stability. In order to enhance and sustain the highest quality of life standard, we will provide exceptional customer service and rapid and effective responses.
DELIVERY – SCOPE OF SERVICES

JAS Pacific has provided municipal support services for 25 years in California and has a solid foundation allowing for efficient contract implementation and service delivery. Our strong presence in the region offers the strength, stability, experience, and technical competence that are desired of a contractor of Plan Check and Inspection Services. We understand local governmental agencies which has enabled us to develop methodologies and business practices allowing for the delivery of said services seamlessly and efficiently.

Plan Review Services

JAS Pacific will provide the City with plan review services both off-site and on. Off-site services will be provided in a timely manner and will be seamless, as our team members are accessible to promptly respond to all inquiries. Upon contract award, JAS Pacific will analyze the City’s needs and propose the appropriate service level striking a balance between desired services and cost efficiency. The appropriate registered engineer will review each set of plans and their review will not only identify building code issues within the plans, but will also address the “big picture” and offer helpful suggestions to reach life-safety and code compliance standards.

Off-Site Services

JAS Pacific proposes to provide the City with plan review services through our in-house plan review team located at our headquarters. We believe this is the most comprehensive and efficient approach to providing building plan review services to the public and City staff. JAS Pacific has qualified and experienced staff that can provide technical assistance to architects and engineers, discuss and explain plan review corrections and meet any demands requested by the applicants or as directed by the City. The delivery approach of off-site building plan review services mirrors that of on-site services, however, on-site plan checkers can be provided when available. This approach is detailed in the “Plan Review Flow Chart” below.

Electronic Plan Review

JAS Pacific can provide the City with an Internet-based system in support of plan review services for the purposes of electronic plan submission (E-Submittal). This document workflow solution will allow applicants and City personnel to initiate and complete the plan review process online (Including the submission of electronic comments), rather than using a manual, paper-based process which requires printing and shipping. Said services will improve the plan review cycle, reduce costs (i.e. paper use, printing and storage costs, drive time, and gasoline consumption), and support JAS Pacific’s Business Friendly Policy of providing services in a streamlined and seamless fashion and as efficiently as possible. JAS Pacific staff has worked with various programs including, but not limited to, Project Dox, Blue Beam, E-Plan Soft. This approach is detailed in the “Plan Review Flow Chart” below.

Plan Delivery

At no cost to the City, JAS Pacific will be responsible for the transportation of plans from the City to JAS Pacific’s office via our office staff or courier service. JAS Pacific will offer same day pick up when our office is contacted prior to 11:00 a.m. If the day we are contacted is proceeded by a day in which the City is closed, a courier service shall be provided at JAS Pacific’s expense.

Online Tracking
JAS Pacific utilizes a cloud based system in order to provide up to the minute tracking of plans being reviewed. Within this website, the City will be able to see when JAS received the plans, who the plan review engineer is, status, if there has been communication with the applicants and have access to corrections lists.

Staff Availability

JAS Pacific will be available to all City staff and applicants to ensure an efficient plan review process is achieved and to maintain communication. Meetings – At the request of the City, JAS Pacific will be present for all necessary meetings, including but not limited to, prior to permit submittal, during the review process and after permit issuance. Phone Calls/Emails – JAS Pacific is always available via phone or email to discuss projects and technical data.

Review Times

JAS Pacific proposes the following service delivery timeframes and guarantees the proposed timeframes in the performance of the requested services to the City. All other plan review duties and follow-ups not specifically mentioned in the table below shall be performed in a timely and responsive manner by staff.

<table>
<thead>
<tr>
<th>Type of Job</th>
<th>1st Review</th>
<th>Additional Reviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESIDENTIAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Construction</td>
<td>10 Working Days</td>
<td>7 Working Days</td>
</tr>
<tr>
<td>Addition / Remodel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NONRESIDENTIAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor Projects</td>
<td>10 Working Days</td>
<td>7 Working Days</td>
</tr>
<tr>
<td>Major Projects</td>
<td>15 Working Days</td>
<td>10 Working Days</td>
</tr>
</tbody>
</table>

Building Inspection Services

JAS Pacific can provide Building Inspection services through the contracting of certified Building Inspectors. All inspectors meet all qualifications, education, and certification/licensing requirements including as needed to perform all required duties. All JAS Pacific assigned inspectors shall be equipped with the necessary tools and equipment when performing building inspection services on behalf of the City. All assigned Building inspectors shall work as an extension of City staff. This approach is detailed in the “Staff Augmentation Flow Chart” below.
Plan Review Flow Chart

PLAN REVIEW REQUEST RECEIVED

PAPER REVIEW
Pick up and delivery service provided at no cost.

ELECTRONIC REVIEW
Plans are uploaded to JAS's secure cloud based storage.

PROJECT FILE CREATED
File created in JAS Workflow.

PROJECT ASSIGNMENT
Plan assigned to team member

COMPREHENSIVE PLAN REVIEW
A full review is performed according to scope of work.

CORRECTIONS?

YES

CORRECTION LIST
Comprehensive correction list prepared and issued via hard copy and electronically.

PLAN RESUBMITTAL
Corrections are addressed and plans are resubmitted.

NO

PLANS ARE APPROVED
The plans are stamped approved and all documents are returned to the City.
Staff Augmentation Flow Chart

1. STAFFING SERVICE REQUEST RECEIVED
   - JAS searches for candidates that meet the customer service, licensing and experience requirements.
   - JAS reviews submitted resumes and performs an interview to assess job knowledge, capabilities and interpersonal skills.
   - JAS performs a background and reference review on top candidates.

2. RECRUITMENT OF QUALIFIED CANDIDATES
   - The City reviews the resumes and determines if the candidate is a potential fit for their department.

3. APPLICATION REVIEW & INTERVIEW
   - The City interviews the candidate in order to assess the candidate's capabilities.

4. PRE-EMPLOYMENT SCREENING
   - RESUME SUBMITTED TO THE CITY

5. CITY INTERVIEW
   - CONTRACT STAFF REQUIREMENTS

6. JAS PACIFIC EMPLOYEE STARTS
# Billing Structure

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# REFERENCES

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<tr>
<td>City of Culver City 2008 to Present</td>
<td>Craig Johnson, PE Building official <a href="mailto:Craig.johnson@culvercity.org">Craig.johnson@culvercity.org</a></td>
<td>Plan Review, Inspection</td>
<td>(310)253-5818</td>
<td>9770 Culver Blvd. Culver City, CA</td>
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<tr>
<td>City of Santa Monica 1999 to Present</td>
<td>Salvador Valles Assistant Director <a href="mailto:Salvador.Valles@smgov.net">Salvador.Valles@smgov.net</a></td>
<td>Plan Review, Building Official, Inspection, Code Enforcement, Permit Issuance</td>
<td>(310)458-6185</td>
<td>1685 Main Street Santa Monica, CA 90401</td>
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<tr>
<td>City of Burbank 2017 to Present</td>
<td>Ron Takiguchi, PE Building official <a href="mailto:rtakiguchi@burbankca.gov">rtakiguchi@burbankca.gov</a></td>
<td>Plan Review, Inspection</td>
<td>(818)238-5238</td>
<td>150 North Third St Burbank, CA 91502</td>
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<tr>
<td>City of Beverly Hills 2006 to Present</td>
<td>Raj Patel, PE Building official <a href="mailto:rpatel@beverlyhills.org">rpatel@beverlyhills.org</a></td>
<td>Plan Review, Inspection, Code Adoption, Code Enforcement</td>
<td>(310)285-1141</td>
<td>455 North Rexford Dr Beverly Hills, CA 90210</td>
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<tr>
<td>County of Los Angeles 1999 to Present</td>
<td>Hassan Alameddine, PE Asst. Superintendent <a href="mailto:halamedd@dpw.lacounty.gov">halamedd@dpw.lacounty.gov</a></td>
<td>Plan Review, Inspection, Code Adoption, Code Enforcement</td>
<td>(626)458-6387</td>
<td>900 S. Fremont Ave. Alhambra, CA 91803-1331</td>
</tr>
<tr>
<td>City of Irvine 2010 to Present</td>
<td>Joe Kirkpatrick, PE Building official <a href="mailto:jkirkpatrick@ci.irvine.ca.us">jkirkpatrick@ci.irvine.ca.us</a></td>
<td>Plan Review, Inspection, Permit Issuance</td>
<td>(949)724-6320</td>
<td>One Civic Ctr. Plaza Irvine, CA 92623-9575</td>
</tr>
<tr>
<td>City of Yorba Linda 2005 to Present</td>
<td>David Brantley, AIA Comm. Dev. Director <a href="mailto:dbrantley@yorba-linda.org">dbrantley@yorba-linda.org</a></td>
<td>Plan Review, Building Official, Inspection, Permit Issuance</td>
<td>(714)961-7125</td>
<td>4845 Casa Loma Ave Yorba Linda, CA 92886</td>
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<tr>
<td>City of Glendale 2014 to Present</td>
<td>Jan Bear, PE Building official <a href="mailto:jbear@glendaleca.gov">jbear@glendaleca.gov</a></td>
<td>Plan Review, Inspection</td>
<td>(818)548-3200</td>
<td>633 E. Broadway Rm 101 Glendale, CA 91206</td>
</tr>
<tr>
<td>City of Long Beach 2010 to Present</td>
<td>David Khorram, PE Building official <a href="mailto:David.khorram@longbeach.gov">David.khorram@longbeach.gov</a></td>
<td>Plan Review, Inspection</td>
<td>(562)570-6921</td>
<td>333 West Ocean Blvd. Long Beach, CA</td>
</tr>
<tr>
<td>County of Riverside 2015 to Present</td>
<td>Mike Lara, PE Building official <a href="mailto:mlara@rtclima.org">mlara@rtclima.org</a></td>
<td>Plan Review, Inspection</td>
<td>(909)955-2514</td>
<td>PO Box 1440 Riverside, CA 92520</td>
</tr>
<tr>
<td>County of San Bernardino 2014 to Present</td>
<td>Gla Kim, PE Assistant Director <a href="mailto:gkim@lus.sbcounty.gov">gkim@lus.sbcounty.gov</a></td>
<td>Plan Review, Building Official, Inspection, Code Adoption</td>
<td>(909)387-8311</td>
<td>385 N. Arrowhead San Bernardino, CA 92415</td>
</tr>
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Exhibit C

City of El Segundo
Department of Planning and Building Safety

Proposal for Plan Check & As-Needed Building Inspection Services
(Request for Proposal Number 18-11)

December 10, 2018
Section 1

Cover Letter
DATE: December 10, 2018

TO: City of El Segundo  
350 Main St., Room 5  
El Segundo, CA 90245-3813  

Attention: Sam Lee, Director of Planning and Building Safety

SUBJECT: PROPOSAL TO PROVIDE PLAN CHECK & AS-NEEDED BUILDING INSPECTION SERVICES (RFP NO. 18-11)

Dear Mr. Sam Lee:

JLee Engineering, Inc. (JLee Engineering), a California Corporation, is pleased to submit this proposal to provide Plan Check & As-Needed Building Inspection Services for the City of El Segundo, Department of Planning and Building Safety.

JLee Engineering is a full building and safety service firm dedicated to provide high quality and professional services customized to meet the client needs.

For the scope of work described in the request for proposal (RFP), JLee Engineering has the relevant experiences, understanding of scope of services, and effective work plans to successfully and efficiently deliver the plan check, inspection, and other related services.

Since 2008, JLee Engineering has been providing plan review, as-needed building inspection, and other related services to the City of El Segundo with commitment to fulfilling the City’s needs with the customer service as our priority.

JLee Engineering currently provides Building and Safety Services similar to the scope of services in the RFP to the following local government agencies:
- County of Los Angeles Public Works/Building and Safety
- County of San Bernardino
- City of Beverly Hills
- City of Irvine
- City of Long Beach
- City of Santa Ana

Understanding the importance of our clients’ needs and concerns, the dedicated members of JLee Engineering team have successfully and consistently delivered work with efficiency and timeliness in serving our clients.

For this proposal, Mr. Jae Lee is the designated contact person for JLee Engineering. Mr. Lee is authorized to sign and bind JLee Engineering firm to contracts. The contact information is as follows:

Address: Jae Lee, President  
JLee Engineering, Inc.  
430 S. Garfield Ave., Suite 301  
Alhambra, CA 91801  
(626) 284-8906 / JLee@JLeeEngineering.com

Page 1
JLee Engineering is looking forward to the opportunity to provide Plan Review and As-Needed Building Inspection Services for the City of El Segundo, Department of Planning and Building Safety.

Sincerely,

[Signature]

Jae Lee, PE, CPE, CASP
President

Enclosures: Five (5) printed copies of the Proposal
One (1) electronic PDF copy (flash drive)
Section 2

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### SECTION 2 – TABLE OF CONTENTS

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Section 3

Company Information
SECTION 3 –
COMPANY INFORMATION

I. Company Information

JLee Engineering is a California Corporation located in Alhambra, California specializing in providing full range of building and safety related services for governmental agencies.

JLee Engineering is a certified small business enterprise with the State of California, Department of General Services, Office of Small Business (OSDS #1746325).

In April 2000, the company was founded by Mr. Jae Lee, PE, CPE, CASp who currently has over 27 years of experience in the industry and has comprehensive understanding of essential needs to provide high quality and efficient services to governmental agencies.

Since the company’s inception, JLee Engineering has provided services with commitment to fulfilling the clients’ goals with emphasis on the customer service and professionalism. Understanding the importance of our clients’ needs and concerns, the dedicated members of JLee Engineering team have successfully and consistently delivered services to the clients.

JLee Engineering currently has 23 full and time staff providing and supporting the various levels of as-needed services to the clients.

II. Contract Administrator / Contact Person

For delivering the services to the City of El Segundo, Mr. Jae Lee is the designated contact person for JLee Engineering. Mr. Lee is authorized to sign and bind JLee Engineering firm to contracts. The contact information is as follows:

Address:  Jae Lee, President
JLee Engineering, Inc.
430 S. Garfield Ave., Suite 301
Alhambra, CA 91801

Phone:  (626) 284-8906
Email:  JLee@JLeeEngineering.com
III. Type of Services

JLee Engineering provides full range of building and safety related services to governmental agencies as required for enforcement of all the latest applicable county, state, and federal building laws, ordinances, regulations, and applicable standards.

The type of services includes plan check, inspection, and other specific services requested by the clients.

A. Plan Check Services:

1. Plan Reviews – Building (Architectural, Structural and Civil) plans, Electrical plans, Plumbing plans, Mechanical plans, Fire (Fire Sprinkler System, Fire Alarm System, and Smoke Control Systems) plans, Grading and Civil plans, Green Building Plan, Stormwater/Standard Urban Stormwater Mitigation Plans (SUSMP), National Pollution Discharge Elimination System (NPDES), Low Impact Development (LED), and American with Disability Act (ADA) plans. Also, review technical reports as such as structural calculations, geotechnical/soils engineering reports, hydrology reports, and Title 24 energy calculations.

2. Plan Review Services Project Types – Economical, luxurious, and complex constructions in residential, commercial, industrial and other special constructions for all disciplines.

3. Plan Review Services Format – Conventional hard copy or electronic plan review and delivery services as requested and specified by the client. For example, JLee Engineering has been using Eplan plan check system for the City of Beverly Hills and County of San Bernardino, and Bluebeam for the County of Los Angeles for plan reviews.

4. Plan Review Services Codes and Regulations:
   - All related State and Local codes adopted by the specific agency
   - City Ordinances and Codes as corresponding to the specific agency

B. Inspection Services:

1. Inspections – Building inspections, Plumbing inspections, Mechanical inspections, Electrical inspections, Combination residential inspections (one- and two-family dwellings), Fire inspections, Grading inspections, Erosion/Stormwater Best Management Practices (BMPs).

2. Inspection Services Project Types – Economical, luxurious, and complex constructions in residential, commercial, industrial and other special constructions for all disciplines; and code enforcement inspections for special ordinances or regulatory requirements.

3. Inspection Services Codes and Regulations:
   - All related State and Local codes adopted by the specific agency
   - City Ordinances and Codes as corresponding to the specific agency

C. Permit Technician (Public Counter) Services:
   - Assist the general public by providing technical information concerning building and construction permit requirements.
- Make the final check of forms and permit applications for accuracy, completeness, and compliance.
- Assist the public with plan check submittals, and issuing permits.
- Coordinate routing, filing, and logging of plans and permits.
- Compute charges for building permits and receive fees.
- Utilize permit issuance, inspection scheduling, and plan tracking system.
- Assist the Building and Safety office manager/staff in other related permitting activities.

D. **Staff augmentation services include, but not limited to, the following:**
   - Building Officials
   - Plan Check Engineers
   - Plan Examiners
   - Planners
   - Inspectors
   - Permit Technicians
   - Others

E. **Other related services include providing engineering and technical support which include, but not limited to, the following:**
   - Disabled Access evaluations by a Certified Access Specialist (CASp).
   - Geotechnical and engineering geology review services.
   - Prepare or review technical reports or documents.
   - Field engineering, inspections, or investigations.
   - Code interpretations.
   - Training related to plan check or code requirements.
   - Specific technical staff augmentation.
IV. Company's Philosophy Regarding Customer Service

JLee Engineering was founded based on the core tenets of providing the highest quality services and fulfilling clients' needs.

JLee Engineering achieves success through three major strengths: Staff, Commitment, and Responsiveness.

A. JLee Engineering provides the clients with plan check, inspection, and other related services from experienced and knowledgeable professional staff.

1. Each discipline is led by seasoned and professionally licensed engineers in their respective disciplines.

2. Each of the plan reviewers and inspectors is dedicated to stay current with the local code requirements and interpretations.

B. JLee Engineering is committed to provide quality services with the primary focus on client satisfaction. The efforts of achieving client satisfaction includes, but not limited to the following emphasis on the level of services:

1. Deliver plan check services on-time as agreed and scheduled.

2. Deliver all services on-time as agreed and scheduled.

3. Provide plan check and other services status report on regular basis or upon request.

4. Interact professionally and courteously with the client and/or design professionals.

5. Provide responses and address concerns and issues related proactively and timely.

C. JLee Engineering is efficient in company size and has the ability and flexibility to respond to the needs and requests of clients readily and with minimum effort and notice. The responsive efforts include, but not limited to, the following:

1. Develop and execute customized work plans for each client to streamline work flows and communications.

2. Maintain an office staff during work hours to receive phone calls from clients by a live person. Also, provide cell telephone numbers as needed.
V. Pending or Previous Litigations Statement

JLee Engineering does not have any pending or previous litigation over the past five years related to the firm's work.
Section 4

Experience and Qualifications
SECTION 4 –
EXPERIENCE AND QUALIFICATIONS

JLee Engineering has specific and relevant qualifications and experiences to provide plan check, inspections, and other related services described in the RFP (No. 18-11) for the City of El Segundo, Department of Planning and Building Safety.

JLee Engineering’s experiences in providing high quality services to the current client agencies can be directly applied to providing the same level of quality services to the City of El Segundo.
I. Company Experience and Qualifications

JLee Engineering has been providing building and safety related services since April 2000.

Since 2008, JLee Engineering has been providing plan check, inspection, and other related services to the City of El Segundo, Department of Planning and Building Safety.

JLee Engineering currently provides Building and Safety Services similar to the scope of services in the RFP to the following local government agencies:
- County of Los Angeles Public Works/Building and Safety
- County of San Bernardino
- City of Beverly Hills
- City of El Segundo
- City of Irvine
- City of Long Beach
- City of Santa Ana

Plan reviews, inspections, and other related services are provided in accordance with all applicable laws and enforcement of codes specific to each agency, including but not limited to the following:
- California Building Code (CBC)
- California Mechanical Code (CMC)
- California Plumbing Code (CPC)
- California Electrical Code (CEC)
- California Energy Code
- California Residential Code
- California Green Building Standards Code
- City Ordinances and Codes as corresponding to the specific agency
- All related State and Local codes adopted by the specific agency

For the current clients, the following building and safety related services are provided:

A. Plan Review Services:

1. Provide on-site or off-site plan review/check services including rechecks and meetings with various constituents involved in the plans reviewed. The types of plan reviews include, but not limited to, the following:
   a. Architectural and Structural Plan Reviews
   b. Title 24 Energy Plan Reviews
   c. Mechanical, Plumbing, and Electrical Engineering Plan Review
   d. Civil Engineering (Grading, National Pollutant Discharge Elimination System -NPDES, and Low Impact Development – LID) Plan Review
   e. Disabled Access (ADA) Compliance Review
   f. Green Building Plan Review

2. Perform plan reviews for the compliance with the applicable codes and regulatory requirements as well as according to the specific service levels and turnaround goals established by each client agency.
   a. Provide standard and expedited plan reviews as specified in the agreements.
      Comply with the plan pick up services using JLee Engineering’s dedicated in-house staff.
   b. Comply with plan review schedule goals specified by the client.

3. Provide conventional hard copy or electronic plan review and delivery services as requested and specified by the client. JLee Engineering currently provides:
a. ePlan check system (ProjectDox) for the City of Beverly Hills since 2011.
b. ePlan check system (Bluebeam) for the County of Los Angeles and County of San Bernardino.

B. Inspection Services:

1. Provide qualified inspectors to the client agencies to perform inspections related to construction activities for the enforcement of the permit conditions, code and regulatory requirements. Types of project include, but not limited to, the following:
   a. New construction – residential, commercial, industrial, and other constructions.
   b. Remodels, repairs, and tenant improvement.
   c. Enforcements of the code and other regulatory requirements of the agencies.
   d. Other inspection related activities and duties.

2. Inspectors to the client agencies to perform code enforcement duties in the capacity and format specified by the specific agency.

C. Engineering, Technical Support, and Other Services:

When requested, provide engineering and technical support services, and various related activities, including but not limited to:

1. Provide disabled access evaluations by a Certified Access Specialist (CASp).

2. Provide geotechnical and engineering geology review services.

3. Provide engineering and technical support services, certified personnel (where applicable), and equipment associated with building inspection, permit technician, plan review, and other related activities.

4. Provide Code training for staff, including graphic handout materials.

5. Assist in preparing and coordinating required documents and presentations for the agency’s adoption of Building Codes.

6. Provide plan reviews, inspections, and damage assessments following disasters or other events.
II. Key Staff Experience and Qualifications

JLee Engineering staff has the relevant experience and qualifications to provide services to the City of El Segundo, Department of Planning and Building Safety for the scope of services described in the RFP.

JLee Engineering’s staff is knowledgeable and dedicated to stay current with local code and regulatory requirements of each client.

A. Supervisor/Administrator

JLee Engineering is designating Mr. Jae Lee, P.E., CPE, CASp as the Supervisor/Administrator who will be responsible for the delivery of services in accordance with the Scope of Services for the City of El Segundo.

Mr. Jae Lee will be responsible for overall supervision, administration, and coordination of all activities related to providing services to Department of Planning and Building Safety.

Mr. Jae Lee has over 27 years of experience in providing plan check, building and safety, and other consultant services for many municipal and local agencies including the, City of Los Angeles, City of Beverly Hills, City of El Segundo, City of Irvine, City of Long Beach, City of Santa Ana, County of Los Angeles, and County of San Bernardino.

Mr. Jae Lee is successfully delivering quality of services to the current client’s satisfaction.
B. Building Plan Check

1. **Jae Lee, P.E., CPE, CASp – Principal Engineer (Contract Administrator / Building / CASp)**

   **Summary of Experiences**
   - Over 27 years of experience in plan checking and structural engineering with California Division of the State Architect (DSA), County of Los Angeles Building and Safety, City of Los Angeles Building and Safety, City of Beverly Hills, City of El Segundo, City of Irvine, City of Long Beach, Willdan Associates, Bureau Veritas, and JLee Engineering, Inc.

   - Perform plan check services at LA County Alhambra Head Quarter office of Building and Safety Division for LA County Capital projects and complex building projects for 14 years since 2003.

   - Manage and prioritize the plan review workload to ensure completion within established time and coordinate with clients on policies and procedures related to code developments and code compliances.

   - Supervise the work of plan check staff involved in reviews of building plans, structural calculations, geotechnical investigations, Title 24 calculations and related documents for residential, commercial and industrial constructions; ensure all building plan reviews are in compliance with all code and local regulations.

   - Provide plan check reviews for complex building projects and interpretations, recommendations and training in building codes.

   **Education**
   - University of California, Berkeley (UC Berkeley) – B.S. Civil Engineering

   **Licenses, Certificates, and Registrations**
   - California Professional Engineer – Civil Engineer
   - ICC Certified Plan Examiner
   - Certified Access Specialist (CASp)
   - ICC LA Basin Chapter Structural Code Committee Member

2. **Ciara Barnett, P.E, CPE, CASp – Sr. Plan Check Engineer (Building / CASp)**

   **Summary of Experiences**
   - Over 13 years of experience in design and plan checking with County of Los Angeles Building and Safety and JLee Engineering, Inc.

   - Perform plan check for residential and commercial projects for various code requirements, including fire and life safety, structural, and disabled access requirements at the County of Los Angeles.

   - Experience with new residential and commercial buildings as well as additions and alterations, earthquake retrofits and tenant improvements. Estimated total of 4,000 plan checks and permits completed.

   **Education**
   - California Polytechnic University, Pomona – M.S. Structural Engineering
   - California Polytechnic University, Pomona – B.S. Civil Engineering
3. **Edward Alexians, P.E., S.E. – Sr. Plan Check Engineer (Building)**

**Summary of Experiences**
- Joined JLee Engineering after over 24 years of experience in plan checking and structural engineering at the Los Angeles County Building and Safety.
- Provided plan check services for various projects of the County of Los Angeles, City of Beverly Hills, City of Alhambra, City of El Segundo, and Temple City.
- Performed plan check services and assisted research section at the County of Los Angeles in Alhambra headquarters office since 2012.
- Provide plan check for residential, commercial, industrial building projects with varying degree of complexity and sizes: single family wood-frame buildings to mid- and high-rise office buildings. Provide building code interpretations to plan check engineers and design professionals.

**Education**
- University of California, Los Angeles (UCLA) – M.S. Structural Engineering
- Tehran University, Iran – B.S. and M.S. in Structural Engineering

**Licenses, Certificates, and Registrations**
- California Structural Engineer (SE)
- California Professional Engineer – Civil Engineer

4. **Sean M. Hughes, S.E., P.E., CPE, CPRE – Sr. Plan Check Engineer (Building)**

**Summary of Experiences**
- Over 19 years of experience in structural engineering and plan checking with JLee Engineering, Inc and other firms.
- Performed plan check services at the County of Los Angeles San Gabriel office since 2014.
- Perform plan check for residential, commercial, and industrial projects to achieve governing code compliance for fire and life safety, structural, and disabled access.

**Education**
- California State Polytechnic University – M.S. Civil Engineering
- California State Polytechnic University – B.S. Civil Engineering

**Licenses, Certificates, and Registrations**
- California Structural Engineer (SE)
- California Professional Engineer – Civil Engineer
- National Council of Examiners for Engineering & Surveying
- ICC Certified Plans Examiner / ICC Certified Residential Plans Examiner
5. **Benjamin Ling, S.E., P.E., CPE – Sr. Plan Check Engineer (Building)**

**Summary of Experiences**
- Over 28 years of experience in architectural/structural plan review for commercial, residential and government buildings and facilities.
- Significant projects include Campus Kilpatrick, the “LA Model” of holistic juvenile treatment and rehabilitation center, Rancho Los Amigos National Rehabilitation Center, Marina Del Rey mixed use development, Hall of Justice renovation and new construction, Disney Concert Hall, and Reconstruction of USC, UCLA and Martin Luther King Medical Centers.
- Coordinate construction documents, including calculations for LA County facilities, such as music centers, libraries, hospitals, museums, jails, and etc.
- Design unreinforced masonry buildings for earthquake hazard mitigation, and high-rise pre-stressed concrete buildings, subterranean condominium, custom-made houses, and apartment buildings.

**Education**
- University of Texas at Austin – M.S. Structural Engineering
- National Taiwan University – B.S. Civil Engineering

**Licenses, Certificates, and Registrations**
- California Structural Engineer (SE)
- California Professional Engineer – Civil Engineer
- ICC Certified Plans Examiner

6. **Eric Lim, P.E., CPE – Plan Check Engineer (Building)**

**Summary of Experiences**
- Over 7 years of experience in plan checking residential, commercial, and multi-use projects and provide public counter services. Plan checked $50 Million valuation in one year.
- Over 7 years of experience in managing design, construction, and inspection.
  - Manage design, construction, inspection, and training of a SCADA system installation.
  - Manage and contribute to design of Sediment Placement Fill plans and Reservoir Cut Plans, led meetings with Permitting agencies (i.e. USFS, CDFW, etc.) to discuss their respective requirements.
- Project management of 3 hospital projects in collaboration with architects, owner, OSHPD, and inspectors.

**Education**
- University of Southern California (USC) – B.S. Civil Engineering

**Licenses, Certificates, and Registrations**
- California Professional Engineer – Civil Engineer
- ICC Certified Plans Examiner
C. Grading/LID and Civil Plan Check

1. Lisa Marie Naslund, P.E. – Sr. Plan Check Engineer (Building / Grading / Drainage / Civil)

   Summary of Experiences
   - Over 18 years of experience in civil engineering design and project management.
   - Review drainage and grading plans for development projects.
   - Review hydrology reports, SUSMP and LID reports within LA unincorporated areas and contract cities.
   - Assist in the development of new LID Manual, tracking procedure and database, and revising policies.
   - Enforce NPDES compliances.

   Education
   - California State University, Long Beach – B.S. Civil Engineering

   Licenses, Certificates, and Registrations
   California Professional Engineer – Civil Engineer
D. Plumbing and Mechanical Plan Check

1. Raymundo Castellanos, P.E. – Sr. Plan Check Engineer (Plumbing and Mechanical)

Summary of Experiences
- Over 19 years of experience in mechanical and plumbing plan checking for multi-unit residential, commercial, and industrial projects with the County of Los Angeles Building and Safety and JLee Engineering, Inc. Reviews for compliance with applicable plumbing code, mechanical code, green building standards and energy efficiency standards.
- Over 6 years of experience as an instructor in the plumbing code and applications class in a four-year training program for apprentice plumbers at Plumbing, Heating Cooling Contractors Association (PHCC).
- Over 11 years of experience at Rocketdyne Division of Rockwell International and Boeing North American in mechanical engineering supporting space shuttle, space station and expendable launch vehicle program, evaluation and design of high-pressure piping systems for processing safety requirements.

Education
- University of California, Los Angeles (UCLA) – B.S. Mechanical Engineering

Licenses, Certificates, and Registrations
- California Professional Engineer – Mechanical Engineer
- Certification in Plumbing Systems Design

2. Cristina L. Slider, P.E. – Plan Check Engineer (Plumbing and Mechanical)

Summary of Experiences
- Over 11 years of experience in mechanical plan check and mechanical engineering for the Department of Building and Safety at the City of Los Angeles, Los Angeles World Airports, and JLee Engineering, Inc.
- Review plumbing, mechanical, fire sprinkler and elevator system plans for various types of buildings, from single family dwellings to high rises, for operation and code compliance with the Los Angeles plumbing code, mechanical code, state of California energy code, and other applicable state and city ordinances.
- Provide code related interpretations for plumbing, mechanical, fire sprinkler and elevator systems. Perform field inspections and evaluations of existing conditions of its mechanical design.

Education
- University of California, Irvine – B.S. Mechanical Engineering

Licenses, Certificates, and Registrations
- California Professional Engineer – Mechanical Engineer
E. Electrical Plan Check

1. Mostafa Kashe, P.E. – Sr. Plan Check Engineer (Electrical)

Summary of Experiences
- Over 30 years of experience in electrical plan checking for residential, commercial, and industrial projects including high and medium voltage industrial facilities with the County of Los Angeles Building and Safety, and JLee Engineering, Inc. Reviewed for conformity with California Title-24 Energy Standards, National Electrical Codes, and other applicable codes.
- Prepared design and calculations for Southern California Edison Company including site plan parking lot lighting, street lighting for commercial, industrial, and residential buildings.
- Provide guidance and technical assistance to the public on engineering aspects of building laws and constructions.
- Responsible for teaching classes on the State Energy Standards and National Electrical codes to inspectors and office personnel and train newly hired engineers with all aspects of State Energy Standards and National Electrical Codes.

Education
- California State University, Long Beach (CSULB) – B.S. Electrical Engineering

Licenses, Certificates, and Registrations
- California Professional Engineer – Electrical Engineer
- Member of IAEI, IEEE, NFPA

2. Dean Yanagimoto, P.E. – Sr. Plan Check Engineer (Electrical)

Summary of Experiences
- Over 23 years of experience in electrical plan check, electrical engineering and project management for the Department of Water and Power and Department of Building and Safety for the City of Los Angeles, Los Angeles World Airports and JLee Engineering, Inc.
- Prepared Electrical Plans, Specifications and Bid documents for construction projects at Los Angeles International Airport. Projects include LAX Apron Lighting Upgrade, Terminal 3 Switchboard Replacement, and Passenger Boarding Bridge Replacement.

Education
- University of California, Los Angeles (UCLA) – B.S. Electrical Engineering

Licenses, Certificates, and Registrations
- California Professional Engineer – Electrical Engineer
F. Geotechnical and Engineering Geology Review


Summary of Experiences
- Over 27 years of experience in engineering geology and geological studies for the County of Los Angeles, Department of Public Works.
- Review reports prepared by geologist for the building plans, grading plans, tentative tract maps for construction projects.
- Revise existing policies and develop new policies to accommodate changes in the State and County Codes and standards of practices. Contribute to revisions of the County of Los Angeles building and grading codes and policies.

Education
- California State University, Los Angeles (CSULA) – M.S. Geology
- California State University, Humboldt – B.A. Geology

Licenses, Certificates, and Registrations
- California Engineering Geologist
- Association of Environmental & Engineering Geologist
- Geological Society of America
- American Institute of Professional Geologist (AIPG)

2. Brian D. Smith, P.E., G.E. – Geotechnical Engineer

Summary of Experiences
- Over 15 years of experience in preparing geotechnical engineering reports and reviewing report reviews. Experience in performing all levels of geotechnical investigations including site research, field work coordination, sample collection, laboratory analyses, engineering analyses, and report recommendations.
- Experience in the use of analytical softwares as such as liquefyPro, GSTABL7, SLOPE/W 2012, LPILE v5, SNAILZ, gINT, MicroStation v8i, and SETTLE.

Education
- University of New Hampshire, Durham – B.S. Civil Engineering

Licenses, Certificates, and Registrations
- California Professional Engineer – Civil Engineer
- California Geotechnical Engineer
- American Society of Civil Engineers (ASCE)
- American Public Works Association (APWA)
G. Inspection Services

1. **Dan Freleaux – Sr. Inspector (Building / Plumbing)**

   **Summary of Experiences**
   - Over 27 years of experience as Building Inspector, Sr. Building Inspector, District Engineering Associate, and Regional Trainer.
   - Inspected multi-family residential, concrete tilt-up constructions & commercial buildings.
   - Investigated construction site for illegal practices and hazardous conditions.
   - Organized and scheduled the work of building inspectors.
   - Coordinated inspections and developed policies.
   - Supervised construction inspections for high profile projects and inspectors.

   **Licenses and Certifications**
   - ICC Certified Building Inspector
   - ICC Certified Plumbing Inspector
   - ICC Certified Reinforced Concrete Inspector

2. **Richard Bagby – Sr. Inspector (Building/ Fire/ Electrical/ Mechanical/ Plumbing)**

   **Summary of Experiences**
   - Over 35 years of experience as Building Inspector, Sr. Building Inspector, Regional/District Office Manager
   - Sr. Building Inspector at the Los Angeles County Calabasas Building and Safety – Inspection of major projects in Topanga Canyon, Calabasas, Malibu, and Chatsworth
   - Sr. Building Inspector at the City of El Segundo – Commercial and Residential constructions
   - Los Angeles County Building and Safety Lennox Lomita Office – Managed construction in Marina Del Rey in addition to district office boundaries.
   - Los Angeles County Building and Safety – Combination Inspections

   **Licenses, Certificates, and Registrations**
   - ICC Certified Commercial Building Inspector

3. **Ronald Otamura – Sr. Inspector (Building / Mechanical / Plumbing)**

   **Summary of Experiences**
   - Over 19 years of experience in construction, plan examination, and inspection for Building and
Safety of various city agencies.

- Inspected residential building, commercial buildings, and other types of constructions.

- The following is a list of Building and Safety agency experiences: City of Beverly Hills, City of Chino, City of Manhattan Beach, City of Los Alamitos, City of Yorba Linda, City of Brea, and City of Lynwood.

**Licenses and Certifications**
- ICC Certified Building Inspector
- ICC Certified Electrical Inspector
- ICC Certified Mechanical Inspector
- ICC Certified Plumbing Inspector

4. **Jerome Schreiber – Sr. Inspector (Building / Mechanical / Plumbing)**

**Summary of Experiences**
- Over 29 years of experience in building, mechanical, plumbing, and electrical inspections and plan checks.

- Building Inspector for the City of Glendale – duties included building, plumbing, mechanical, and electrical inspections and plan examinations.

- Inspector for the City of Vernon – responsible for electrical plan examination, and building, plumbing, mechanical, and electrical inspections.

**Licenses and Certifications**
- California Professional Engineer – Electrical Engineer
- ICC Certified Building Inspector
- ICC Certified Mechanical Inspector
- ICC Certified Plumbing Inspector

5. **Jose Alvarez, P.E. – Sr. Inspector**

**Summary of Experiences**
- Over 30 years of experience as Plan Check Engineer, Sr. Plan Check Engineer, and Building Official at the City of Inglewood.

- Performed structural plan check, electrical, plumbing, mechanical, and fire protection plan check.

- Provided code interpretations, developed standard plan check correction sheets.

**Education**
- California State Polytechnic University – B.S. Civil Engineering

**Licenses, Certificates, and Registrations**
- California Professional Engineer – Civil Engineer
6. **Peter Lim – Sr. Inspector**

- Over 19 years of experience in the Building Department as Inspector, Sr. Inspector, Interim Building Official, and Building Official, and Building Inspection Manager.

- Performed as a Building Official and Building Inspection Manager for the City of Hawaiian Gardens.

- Managed and train building inspectors, permit technicians, and code enforcement officers in the City of Glendora, City of Azusa, City of Hawaiian Gardens, City of Long Beach, City of Garden Grove, City of Huntington Beach, City of Fullerton, City of Riverside, City of Irvine, City of La Habra. Provide back-up inspections when inspectors when necessary.

- Performed as a Building Official for the City of City of La Puente, City of Rosemead, City of Sierra Madre, City of El Monte, & City of Goleta.

- Performed as an Interim Building Official and Combination Inspector for the City of Monterey Park.

- Performed as a Senior Building Inspector for the City of Baldwin Park for residential, commercial, and industrial combination inspections.

- Performed as Building Inspector for residential, commercial, and industrial combination inspections.

- Inspected Mission Viejo Mall expansion of 500,000 sq. ft., addition to mall Sax Fifth Avenue, Robinson-May and Nordstrom’s and Tenant Improvements to Mission Viejo Mall.

**Licenses and Certifications**

- ICC Certified Building Official
- ICC Certified Building Plan Examiner
- ICC Certified Building Inspector, Combination Dwelling Inspector

7. **Esequiel Mota, Jr. – Sr. Inspector**

- Over 14 years of experience in building, mechanical, plumbing, and electrical inspections for residential and commercial projects.

- Conduct inspections for residential and commercial buildings for compliance with CBC, CPC, CMC, 2015 CEC Code) and other adopted jurisdiction ordinances.

- Interpret/ Enforce Adopted City Codes & Ordinance, Review Plans, Calculations & Specifications, Coordinate & Schedule Daily Inspection Assignments.

- Provide Technical Support to Staff/Contractors/ Clients, Trouble-shoot & Investigate Complaints of Code Violations.
- Manage and Maintain records/logs/ reports & other documentation, Issue Violations and Correction Notices.


- Performed as Combined Inspector duties in
  - City of Santa Ana,
  - City of Yorba Linda
  - City of Patterson
  - City of Isleton
  - Sacramento
  - Fresno
  - City of San Leandro
  - City of Livingston
  - City of Chowchilla

- Inspector for the City of Vernon – responsible for electrical plan examination, and building, plumbing, mechanical, and electrical inspections.

**Licenses and Certifications**
- 2013 ICC California Building Inspector Program
- 1997 UBC Building Inspector Program
H. Permit Technician Services

1. **Danielle Espinoza, Permit Technician**
   - 3 years of experience as a permit technician.
   - Receives and logs in new & resubmittal plans from the contracted cities (clients), process review comments and send the comments and plans back to clients
   - Communicates with city staff for providing plan check engineers and customers accurate plan review requirement.
   - Route building projects to various city agencies and departments.
   - Explain denials of applications, additional requirements, and process of reapplying.
   - Notify applicants when plans are approved and can be issued or when plans still have corrections.
   - Assist the public with completing and filling out applications for various types of permits.
   - Tracks and answers questions related to status of permit applications; communicates with personnel from other departments regarding status of permits.
   - Research files and permit history for staff and the public.

2. **Keumhee Kim, ICC Certified Permit Technician**
   - 13 years of experience as a permit technician.
   - Conduct data entry of permit application information and update plan check progress
   - Communicate with city staffs and design professionals to expedite plan check process
   - Review submissions and plans for completeness
   - Research property records
   - Organize and store plan check related document and records

3. **Sarah Murphy, Permit Technician**
   - 1 year of experience as a permit technician.
   - Created, maintained and organized all Digital Plans incoming and outgoing files for municipalities, architects and engineers.
   - Review all items received and confirm submittal is complete w/ index
   - Log in and out all phases of plans from jurisdictions into Plan Check Database, (ex. New projects, Corrections, Re-Submittals and Approvals)
   - Log all information related to plans; City Plan Check numbers, address, valuation contact information, fees, dates etc.
   - Distribute/Route all plans to appropriate plans examiner for review
   - Ensure plans are scanned and uploaded to Plan Check Database
   - Reviewed plan examiners comments and/or transmittals and edit and reformatted when necessary.
   - Direct contact will all applicants on behalf of jurisdiction until project is completed.

I. Others

Resumes available upon request
Section 5

Implementation of Services
SECTION 5 –
IMPLEMENTATION OF SERVICES

JLee Engineering is committed to deliver high quality services to the City of El Segundo for the Scope of Services specified in the Request for Proposals (RFP) for the Department of Planning and Building Safety.

For all services requested in the RFP, JLee Engineering will provide knowledgeable and experienced staff with the appropriate levels of experience and qualifications.

JLee Engineering understands the scope of services, and has the effective Work Plan and Staff Management Plan to execute delivery of the services.

I. Understanding of Scope of Services

JLee Engineering has the relevant experience and ability to provide the scope of services requested in the RFP. The following is our summarized understanding of scope of services as described in the RFP:

A. Scope of Services:

Provide comprehensive Plan Check and Building Inspection Services for building improvement proposed by private or public applicants/owners for the City of El Segundo as needed.

1. Plan Review/Plan Check Services

   • If requested by the City, attend pre-submittal and design discussion meetings with permit applicants. The meetings will be compensated at the hourly rate and will not include travel time.

   • Pick up and drop off of plans will be a part of plan review process. Pick up plans within 24 hours after receiving notification from the City.

   (JLee Engineering currently uses dedicated JLee Engineering’s staff to pick up and to deliver plans efficiently and expeditiously for the client agencies as a Quality Control measure.)

   • Perform Structural Plan reviews by a registered Structural Engineer or a registered Civil Engineer with an acceptable experience in structural design and plan review of complex structures.

   (JLee Engineering currently uses licensed Structural Engineers to review structural plans to provide the clients with highest quality of plan review services.)

   • Perform Disabled Access Plan reviews by a Certified Access Specialist or a B3 licensed plan reviewer with an acceptable experience in plan review under the supervision of a CASp.

   (JLee Engineering currently uses Certified Access Specialist (CASp) to review Disabled Access)
Plans to provide clients with highest quality of plan review services.

- Provide thorough and efficient plan review services for a variety of commercial, industrial, and complex residential projects.
  - Review and recheck plans of all disciplines including supporting/accompanying documents and reports.
  - Recheck plans after the applicants have made corrections.
  - Review and recheck field changes and deferred submittals.
  - Review and recheck additional work on the projects.

- Review plans, report and document to ensure conformance with the applicable City requirements, including but not limited to, federal, state, city and other governmental agencies requirements according to the City of El Segundo process.
  - Geotechnical reports, testing lab reports and other reports will be considered in the plan review process.

- Resolve plan check matters or questions directly with the applicants via phone or email. If needed, attend meetings at the City Hall or project sites to resolve plan check matters or questions.

- Provide a live person to answer the telephone calls and have calls returned on the same day. Provide a cell telephone number to call for the City during the business hours.

- If requested by the City, attend pre-submittal and design discussion meetings with permit applicants. The meetings will be compensated at the hourly rate and will not include travel time.

2. Inspection Services

- Provide ICC or other Certified and experienced inspectors to conduct inspections for compliance with approved plans, all applicable codes, and City Ordinances including, but not limited to, the following:
  - Structural integrity and Fire and life safety
  - Electrical, plumbing, heating, and air conditioning
  - Energy conservation
  - Disabled Access
  - Grading and site work
  - Conditions on the approved permits

- At the request of the City, perform building inspections after hours. The after-hour inspections will be compensated at 1 1/2 times the agreed hourly rates.

3. Other Services

- Provide project specific services when requested by the City. The compensations will be based on the agreed hourly rates.

- Provide temporary staff augmentations when requested by the City. The compensations will be based on the agreed hourly rates.
• The area of disciplines may include, but not limited to, the following:
  o Building Official
  o Plan Check Engineer
  o Senior Plans Examiner / MEP Plans Examiner
  o Certified Accessibility Specialist
  o Principal Planner / Associate Planner
  o Building Inspector / Grading Inspector / Code Enforcement Officer
  o Permit Counter Technician

4. **Invoices**
   • Provide the City with an itemized billing for all services on a monthly basis.

**B. Compensation**

1. All compensation will be according to the Fee Schedule in the signed agreement.
2. An itemized billing for all services will be provided on a monthly basis.

**C. Length of Contract**

The contract will be valid for three (3) years.
II. Work Plan and Quality Control Program

To consistently deliver high quality services to our clients, JLee Engineering develops a Work Plan with each client as a Quality Control Program to establish clear understandings.

For the Scope of Services described in the RFP, JLee Engineering will work and coordinate with the designated staff by the City to confirm the City’s requirements and expectations for successful delivery of services for the City of El Segundo, Department of Planning and Building Safety.

Based on the confirmed information, a final work plan will be developed. The final work plan will be executed to deliver the services for the City efficiently and effectively.

As an integral part of delivering services, JLee Engineering places high emphasis on being responsive to the clients. In communicating with the clients, JLee Engineering provides the following:

- In-office administrative staff to answer and direct calls in person.
- Return calls are normally within the same day if not immediate.
- Responses to emails and other correspondences from the City are normally within the same day if not immediate.
- JLee Engineering proactively contacts and communicates with the City staff if there are any questions or potential issues which may impact the City.

For the City of El Segundo, JLee Engineering is committed to maintaining open and effective communication with the City staff and share the City's priority and urgency with each communication.

JLee Engineering will use the following work plan template to develop the final work plan:

A. Plan Review / Plan Check Services

1. Initiation of Plan Check Services

Coordinate with the City staff to confirm the City’s expectations and requirements related to plan review and inspection services.

a. Confirm current procedures, policy and practices to be used for the duration of the contract.
b. Confirm current standards, methodology, use of standard documents, and formats.
c. Confirm contact list and method(s) of communications.
d. Confirm service delivery goals for initial check, recheck, and final reviews for type and size of projects. Review and confirm the turn-around times for plan reviews for various types of projects.
e. Discuss anticipated inspection services related to short-term, intermittent, and long-term field inspections needs and requirements.
f. Confirm contact list, method(s) of communications, plan transfer and transmittals.
g. Discuss the City’s use of electronic plan review and permit software.
h. Review and confirm project priorities provided by the City.

2. Execution of Services - Plan Review Services

a. Provide plan review services for assigned projects (residential, industrial and commercial buildings, grading and all other types of structures) for compliance with all local ordinances,
state and federal laws that pertain to the assigned project and compliance to the adopted California Building Standards Code.

b. Plan Review Format
   • Provide plan reviews conventionally or electronically as requested by the City.
   • For electronic plan reviews, utilize plan review software required or preferred by the City.
   • JLee Engineering will comply with all requirements which may include, but not limited to, electronic plan transmittals, plan reviews, correction sheets, communications, correspondences, and record managements.

   ○ Currently, JLee Engineering uses dedicated JLee Engineering's staff to pick-up and to deliver plans efficiently and expeditiously for the client agencies.

   • Pick-ups and deliveries by commercial courier approved by the City are available if requested by the City.

3. Turn-around Times for Plan Review
   a. The turn-around time for plan reviews will depend on the type, scope, and complexity of the project.

   b. For all types of projects, the final turn-around times for plan reviews will be discussed and agreed to meet the City’s service level goals.

   c. For the City of El Segundo, the following are the standard turn-around times for regular and accelerated plan reviews as required in the RFP:

<table>
<thead>
<tr>
<th>Type of Plan</th>
<th>Regular* (Workdays)</th>
<th>Accelerated* (Workdays)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structural and Architectural (includes disabled access, Calgreen, and energy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>— Over $1,000,000 in valuation</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>Structural and Architectural (includes disabled access, Calgreen, and energy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>— Under $1,000,000 in valuation</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>Grading and Drainage (including LID)</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Plumbing, Mechanical, and Electrical (MEP)</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>Others (To be discussed with the City)</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

* Turnaround time is measured from the time a plan is received and sent back with complete comments.
* See “Section 7 – Fee Schedule” for “Regular” and “Accelerated” plan check fees.
4. Plan Reviews

   a. *For the City of El Segundo, perform “Regular” or “Accelerated” plan check as requested and within the corresponding turnaround duration.*

   b. Assign qualified plan reviewer appropriate for the type and scope of project.

   c. Record all plans and documents received from the City using JLee Engineering’s computerized plan review and tracking system.

   d. Review plans and documents for completeness and consistency, scope of work, valuations, and fees.

   e. Perform first plan reviews and recheck reviews in accordance with the City requirements based on the standards, codes, regulations, and policies.

      Initial plan reviews will be performed timely and within the service delivery goals of the City.
      * Create plan review correction sheets listing corrections, clarifications, and/or changes that are required to make the plans conform to the City’s requirements – codes, standards, and policies.
      * Deliver the reviewed plans and documents with correction sheets to the City.
        - *For the City of El Segundo, 2 copies (1 hard copy and 1 electronic) of plan check correction list will be provided to the City for each project reviewed.*

   f. Perform Recheck Reviews
      * Deliver rechecked plans and documents to the City.
      * Indicate whether the plans satisfy all the requirements or additional recheck is required.
      * If additional recheck is required, provide the City corrections sheets with remaining corrections identified.
      * Perform additional rechecks until all required corrections, clarifications and/or changes have been completed and/or addressed if necessary.

   g. Plan Review Logs, Records, and Correspondences
      * Maintain logs of all plan reviews containing dates plans were received, reviewed, and rechecked.
      * Conduct and coordinate all communications with applicants and the City during plan review process according to the City’s procedures.

   h. Perform Subsequent Recheck Reviews
      * Review and Recheck field changes and deferred submittals.
      * Review and Recheck additional work or revisions to the project.

   i. Resolve plan check matters or questions directly with the project applicants via phone, email, or in-person in an expeditious manner.
B. **Inspection Services**

1. **Initiation of Inspection Services**
   
   Coordinate with the City staff to confirm the City’s expectations and requirements related to inspection services.

   a. Confirm current procedures, policy and practices to be used for the duration of the contract.

   b. Confirm current standards, methodology, use of standard documents, and formats.

   c. Confirm contact list and method(s) of communications.

   d. Discuss anticipated inspection services related to short-term, intermittent, and long-term field inspections needs and requirements.

2. **Execution of Inspection Services**

   a. Provide inspection services for permitted structures of residential, commercial and industrial buildings, grading and all other types of structures under construction for compliance with all local ordinances, state and federal laws that pertain to Building and Safety and for compliance to adopted California Building Standards Code.

   b. Upon receipt of inspection service request, provide inspection services as described in the scope of services and as requested by the City.

   c. Create inspection correction sheets listing corrections, clarifications, and/or changes that are required to conform to the City’s requirements – codes, standards, and policies.

3. **Performance of Inspection Services**

   a. Inspection services will be provided for the days and hours requested by the City.

   b. After hour inspections performed will be compensated at 1 ½ times the agreed hourly rates.

C. **Other Services**

1. Provide project related or staff augmentation services as required by the City.

2. Compensations for the services requested by the City will be compensated based on the agreed hourly rates.
III. Resource Availability and Staffing Management Plan

A. Current Staffing Resources and Work Load

Our current and projected workload is such that we can deliver plan check, inspection, and other services for the City of El Segundo. JLee Engineering currently has 23 full and part time staff.

- We expect the plan check to be delivered within the turnaround durations specified in the RFP.

- Our workload assessments are made on regular intervals to proactively manage and meet delivery goals for our clients.

B. Contingency Plans for Increased Workload

- If the plan check workload exceeds the staff capacity, JLee Engineering will provide overtime efforts as necessary to complete plan checks, subsequent and final reviews within the turnaround schedule.
  
  - No additional charges will be made to the City of El Segundo for the additional overtime efforts related to increase in the workload. The City of El Segundo will be only billed for fees specified in the Fee Proposal agreed for this contract.

- As the staff level demand increases, JLee Engineering will hire new, or reassign staff to meet the City staffing needs.

- JLee Engineering currently does not plan to subcontract any portion of the work. However, if the workload change cannot be addressed through overtime or hiring, subcontracting will be considered after approval from the City.
Section 6

References
SECTION 6 – REFERENCES

The following are the references and contact information for the JLee Engineering’s Proposal to the City of El Segundo for providing Plan Review and Inspection Services:

| County of Los Angeles, Department of Public Works, Building and Safety | Hassan Alameddine, Superintendent of Building & Safety |
| Duration of Services: From July 2010 to Present | 900 S Fremont Ave  
Alhambra, CA 91803  
(626) 458-6372 / HALamedd@dpw.lacounty.gov |
| City of Beverly Hills | Raj Patel, Building Official |
| Duration of Services: From September 2007 to Present | 455 N. Rexford Dr  
Beverly Hills, CA 90210  
(310) 285-1123 / rpatel@beverlyhills.org |
| City of Long Beach | Truong Huynh, General Superintendent of Development Services |
| Duration of Services: From June 2017 to Present | 333 West Ocean Blvd.  
Long Beach, CA 90802  
(562) 570-6921 / truong.huynh@longbeach.gov |
| City of Santa Ana | Gerald Carraig, Building and Safety Manager |
| Duration of Services: From September 2014 to Present | 20 Civic Center Plaza  
Santa Ana, CA 92702  
(714) 647-5896 / gcaraig@santa-ana.org |
Section 7

Fee Schedule
(Confidential)
PROPOSAL TO THE
City of El Segundo

RFP for Plan Check & As-Needed Building Inspection Services
No. 18-11

DECEMBER 10, 2018

3707 W. Garden Grove Blvd., Ste. 100
Orange, CA 92868
714,568.1010 phone
714,568.1028 fax
www.csgengr.com
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Letter of Transmittal

December 10, 2018
Lukas Quach
Building Safety Manager / Building Official
City of El Segundo
350 Main Street
El Segundo, CA 90245-3813

RE: RFP for Plan Check & As-Needed Building Inspection Services, No. 18-11

Dear Mr. Quach:

CSG Consultants, Inc. (CSG) is pleased to present its proposal for plan check and as-needed building inspection services to the City of El Segundo (City). Our firm brings specialized expertise, proven digital plan review capabilities, and experienced, certified plan reviewers to meet the City’s needs. Our expertise and qualifications ensure fast turn-around times for plan review, quality plan review with no “late hits” or unforeseen corrections on the subsequent reviews and critical evaluation of all projects using the 2016 CBC.

CSG’s building and safety staff are registered and/or ICC certified, with additional qualifications including CSFM, LEED, DSA, and CASp experience and certification. Each team member has significant plan review experience, and many are cross-trained in multiple service levels, providing our clients with efficient plan review services to respond to their fluctuating needs.

For more than 27 years, CSG has been providing a host of professional services solely to the public sector. CSG currently furnishes building and safety, fire prevention, public works, planning, code enforcement and other municipal services to more than 175 clients throughout California. We have a solutions-oriented approach to our work, leveraging our team’s depth and breadth of experience and technical expertise to address code compliance challenges for our clients.

Our regional office is in Orange and, with a reasonable lead time, we can be available for meetings at the City’s Offices when requested. I will serve as the primary contact for this contract, and my contact information is as follows:

Khoa Duong, PE | Vice President, Building Department
3707 W. Garden Grove Boulevard, Suite 100, Orange, CA 92868
714.568.1010 phone | 714.568.1028 fax | khoa@csgengr.com

Please feel free to contact me with any questions or comments you may have regarding our proposal. We look forward to the opportunity to provide plan check and inspection services to the City of El Segundo. This proposal will remain valid for one hundred eighty (180) working days from the submittal deadline.

Sincerely,

Khoa Duong, PE
Vice President, Building Department
CSG Consultants, Inc.

3707 W. Garden Grove Boulevard, Suite 100, Orange, CA 92868
phone 714.568.1010 | fax 714.568.1028 | www.csgengr.com
Firm Profile

CSG Consultants, Inc. (CSG) is a California company with our regional office in Orange and corporate office in Foster City. Additional support is available from our other offices in Redlands, Pleasanton, San Jose, Sacramento, and Newman. Founded in 1991, CSG performs work solely for public agencies, eliminating the potential for conflicts of interest. In this way, we can focus exclusively on the specific needs of our municipal clients.

NAME OF FIRM: CSG Consultants, Inc.

PROJECT CONTACT: Khoo Duong, PE, Vice President, Building Department

LOCAL OFFICE: 3707 W. Garden Grove Boulevard, Suite 100, Orange, CA 92868
(714) 4.568.1010 phone | 714.568.1028 fax | khoa@csgengr.com email

CORPORATE OFFICE: 550 Pilgrim Drive, Foster City, CA 94404
650.522.2500 phone | 650.522.2599 fax
www.csgengr.com | info@csgengr.com

REGIONAL OFFICES: 1177 Idaho St., Suite 102, Redlands, CA 92374
3875 Hopyard Road, Suite 141, Pleasanton, CA 94588
3150 Almaden Expressway #255, San Jose, CA 95118
1303 J Street, Suite 270, Sacramento, CA 95814
930 Fresno Street, Newman, CA 95360

YEARS IN BUSINESS: 27 • Founded in 1991

EMPLOYEES: 300+

TYPE OF BUSINESS: California Corporation • Incorporated June 15, 2000 • Federal ID: 91-2053749

COMPREHENSIVE RANGE OF MUNICIPAL SERVICES

CSG is customer-centric and organized into the six lines of business outlined in the table below, each managed by highly experienced industry experts. Many of CSG’s staff serve more than one line of business, which improves the quality of customer service.

<table>
<thead>
<tr>
<th>BUILDING &amp; FIRE LIFE SAFETY</th>
<th>PLANNING &amp; SUSTAINABILITY</th>
<th>INFORMATION TECHNOLOGY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Department Administration</td>
<td>Staff Augmentation for Current and Advance Planning</td>
<td>GreenVue Software</td>
</tr>
<tr>
<td>Building Plan Review and Inspection</td>
<td>Project Management Including Plan Amendments</td>
<td>Digital Plan Review</td>
</tr>
<tr>
<td>Fire Plan Review and Inspection</td>
<td>CEQA Environmental Review</td>
<td>Electronic Archiving</td>
</tr>
<tr>
<td>Structural Plan Review</td>
<td>Energy Efficiency, Water Conservation,</td>
<td>Web-Based Construction Management Asset Management</td>
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<tr>
<td>OSHPD3 Review</td>
<td>Solid Waste Program Development</td>
<td>Project Management</td>
</tr>
<tr>
<td>CASp Assessment and Inspection</td>
<td>AB 32 Compliance/Climate Action Plan Development and Implementation</td>
<td>GIS and IT Support</td>
</tr>
<tr>
<td>Public Facilities Assessment</td>
<td>Greenhouse Gas Reduction Strategies</td>
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</tr>
<tr>
<td>LEED/Green Building Services</td>
<td>Grant Writing and Grant Management</td>
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<tr>
<td>Code Compliance/Enforcement</td>
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</tr>
<tr>
<td>Staff Augmentation</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PUBLIC WORKS ENGINEERING &amp; DESIGN</th>
<th>CIP PROJECT &amp; PROGRAM MANAGEMENT</th>
<th>CONSTRUCTION MANAGEMENT &amp; INSPECTION</th>
</tr>
</thead>
</table>
STAFF COMPOSITION

The majority of the 300+ individuals within our firm have provided public agency services throughout their entire careers. Our talented personnel bring a wealth of ideas and experiences having held positions with communities facing similar development issues as the City. Depending upon the needs of our clients, we can serve in either a project-specific or on-call staff augmentation capacity. No subconsultants will be used on this project. Our staff consists of the following types of licensed and credentialed professionals:

- Building Plan Reviewers & Inspectors
- Fire Plan Reviewers & Inspectors
- Structural Engineers
- Plan Review Engineers
- Building Officials
- CASp Professionals
- Planning Professionals
- Grading Improvement Plan Reviewers & Inspectors
- Civil Engineers
- Construction Managers
- Information Technology Professionals
- Sustainability Professionals

INSURANCE COVERAGE

CSG is a fully insured corporation and currently maintains the insurance coverage indicated below and the coverage required by the City.

<table>
<thead>
<tr>
<th>COVERAGE</th>
<th>Limits of Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORKERS COMPENSATION</td>
<td>Statutory</td>
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<td>COMMERCIAL GENERAL</td>
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<tr>
<td>LIABILITY</td>
<td>$1,000,000 Each Occurrence</td>
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<tr>
<td></td>
<td>$1,000,000 Personal &amp; Advertising Injury</td>
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<tr>
<td></td>
<td>$2,000,000 General Aggregate</td>
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<tr>
<td>AUTOMOBILE LIABILITY</td>
<td>$1,000,000 Combined Single Limit</td>
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<tr>
<td>PROFESSIONAL LIABILITY</td>
<td>$5,000,000 Each Claim</td>
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</table>

LEGAL ACTIONS IN PAST 5 YEARS

CSG is a defendant in a legal action filed by a public agency against its contractor, the contractor’s bonding company, and CSG regarding construction defects. CSG has served this public agency for more than ten years and continues to provide substantial services to the public agency. CSG is working with the public agency and other parties to coordinate a remedy.

CSG is a defendant to a complaint filed by an employee of a public agency. Defendants in the matter are the public agency, CSG and a CSG employee. The complaint is currently under investigation. CSG believes the complaint lacks credibility and is without substantial merit.
References

Our track record of success with our clients is outstanding and we encourage you to contact our references with any questions or clarification you might require. The following is a partial list of regional references for which CSG has provided similar services as those requested by the City.

City of Azusa
Tony Myers
Building Official
213 East Foothill Boulevard
Azusa, CA 91702-1395
(626) 812-5295
tmeyers@ci.azusa.ca.us
Building Plan Review and Inspection
2013 – Ongoing

City of Anaheim
Alberto Paiva
Plan Check Manager
200 S. Anaheim Boulevard, #145
Anaheim, CA 92805
(714) 765-4943
bdheinrich@anaheim.net
Building and Fire Plan Review and Inspection,
Staffing, & Permit Technician Services
2008 – Ongoing

City of Huntington Beach
Mark Carnahan
Building Manager
2000 Main Street
Huntington Beach, CA 92648
(714) 536-5241
shess@surfcity-hb.org
Staff Augmentation, Building Plan Review and
Inspection, and Counter Technician
2001 – Ongoing

City of Ventura
Yolanda P. Bundy
Chief Building Official
501 Poli Street
Ventura, CA 93002
(805) 667-3963
ybundy@ci.ventura.ca.us
Building Plan Review
2017 – Ongoing

City of Glendora
Dave Davies
Building Official
116 E. Foothill Boulevard
Glendora, CA 91741
(626) 914-8222
ddavies@cityofglendora.org
Building Plan Review & Inspection Services
2014 – Ongoing

City of Pasadena
Sarkis Nazerian
Building Official
175 N. Garfield Avenue, 1st Floor
Pasadena, CA 91101
(626) 744-7087
snazerian@cityofpasadena.net
Staff Augmentation, Building Plan Review,
MWEOLO Review
2016 – Ongoing
RECENT RELATED PROJECT EXAMPLES

The following is a small sampling of recent projects for which members of CSG's proposed team have provided building plan review and fire life safety services.

PACIFIC CITY | HUNTINGTON BEACH, CA

CSG performed plan review and inspection for the Pacific City development in Huntington Beach. Pacific City rests on a 31-acre piece of land fronting Pacific Coast Highway across from the Huntington Beach Pier. The project includes: Paséa, a luxury oceanfront hotel & spa; The Residences at Pacific City, a 516 “beach-luxe” apartment home complex; a 191,000 sq. ft. area with outdoor shopping, a fitness/spa facility, and restaurants; and an underground parking structure for visitors, and above-ground parking structure for the residents. The plan check and inspection process involved numerous permits, including new construction, tenant improvements, and others.

LOS ANGELES (NFL) STADIUM AT HOLLYWOOD PARK | INGLEWOOD, CA

The Los Angeles (NFL) Stadium at Hollywood Park located in the City of Inglewood is 70,000 fixed seats and has the flexibility to accommodate up to 100,000 seats. This project is a design-build for which CSG performs general building plan review including architectural, accessibility/ADA review, energy plan review, and CALGreen review. CSG also performs review for on-site improvements and off-site public works improvement requirements. Plan review tasks are performed according to the latest Federal, State, and local codes and regulations. In collaboration with the City of Inglewood, the program management team and the architect, CSG participated in meetings prior to plan submittal to address major code interpretation issues to assure seamless processes during the review periods. CSG’s team approach with the stakeholders has provided and continues to facilitate swift turnaround times for the project team in the fast-paced environment inherent to design-build projects.

HOLLYWOOD PARK CASINO AND PARKING STRUCTURE | INGLEWOOD, CA

CSG provided complete plan review for the new Hollywood Park Casino and associated parking structure. The plan review included: all interior walls and finishes, floor finishes, millworks and ceiling components; all MEP equipment; interior and exterior site lighting fixtures; under-slab and in-slab utilities, and slab on grade at food service areas, and telecommunication system. The casino component of the Hollywood Park redevelopment project consists of a new casino building and dedicated parking structure on a 10.6 acre parcel. The casino building includes an enclosed 110,000 square foot single story tilt-up concrete structure approximately 37 feet tall. The grand entry is a 33-foot tall curtain wall fronted by a 10,000 sq. ft. porte-cochere. Several partially enclosed exterior verandas are also incorporated into the design. The adjacent parking structure provides approximately 1,430 parking spaces in four levels in addition to the approximately 200 spaces of new surface parking. The project also included deferred submittals for the fire sprinkler system, fire alarm system, exterior monument signage, seismic MEP supports, low voltage
and surveillance systems, stair, exterior curtain wall system, fences over 6'-0", exterior verandas, MEP components bracing, and interior architectural components bracing.

ANTON LEGACY APARTMENTS | TUSTIN, CA
The new $50 million Anton Legacy Community, located in the center of Tustin, is comprised of 15 residential buildings including 225 one-, two-, and three-bedroom units ranging from 750 sq. ft. to 1,350 sq. ft. The facility also includes a pool deck, athletic studio, clubhouse, and an outdoor recreation area. CSG performed general building plan review on all structures including architectural, accessibility/ADA review, energy plan review, and CALGreen review. Plan review tasks were performed according to the latest Federal, State, and local codes and regulations, and our collaborative approach with the City, architect and other stakeholders enabled quick turnaround times throughout all stages of the project.

HOTEL PASEO | PALM DESERT, CA
CSG staff coordinated and provided a complete plan review for Phase 3 of this 3-story hotel. Phase 3 includes the hotel structure for levels 1, 2, and 3 and the finish site work. The hotel will have 149 guest rooms, 139 parking spaces on the subterranean level, and 9 parking spaces on the grade level. The project for the 151,425 square feet building and 91,290 sq. ft. site area has a $21,486,000 valuation.

THE ANAHEIM CONVENTION CENTER BETTERMENT VII | ANAHEIM, CA
CSG performed complete plan review for the Anaheim Convention Center expansion. The project was split into two phases. Phase 1 is the stacked parking garage and enclosed connector bridge to the existing convention center to add 600 parking stalls. Phase 2 is the main convention center new construction which includes 2 levels of 100,000 square feet multi-purpose spaces/each, 2 levels of prefuction space, kitchen, loading dock, associated back-of-house facilities and 2 levels of parking in-between the multi-purpose spaces. The total area of the project is over 1,000,000 square feet, all valued at approximately $6,000,000.

STATER BROS. DISTRIBUTION CENTER | SAN BERNARDINO, CA
CSG performed building inspection services for the approximately 2.5 million sq.ft. distribution center. Full inspection was provided including: mechanical, electrical, plumbing, framing, ADA, green energy standards, and other code related areas. The project has a valuation of $600,000,000.
ORGANIZATION CHART

CSG proposes the following staff and organizational structure for this project. All building and structural engineering reviews will be directed out of our Orange office with additional resources available, if necessary, from our corporate or any of our regional offices. All staff members proposed are currently employed by CSG. No subconsultants will be used for this project.

Khoa Duong, PE, will serve as Project Manager and ensure adequate resources are applied as well as oversight and quality control at all levels. To his project management role, Mr. Duong brings expertise gained from over 30 years of experience in municipal building department services.
# TEAM QUALIFICATIONS

CSG takes pride in providing building department staff who have a variety of project experiences, who are motivated to achieve the highest level of certification, and who have the code expertise and customer service skills that are crucial to on-the-job success. Proposed staff are registered and/or certified and possess additional required certifications. We work hard to match your jurisdiction’s level of safety and code compliance. The table below illustrates the breadth and depth of staff available for this contract.

<table>
<thead>
<tr>
<th>NAME</th>
<th>QUALIFICATIONS</th>
<th>LICENSE / CERTIFICATION #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Khoa Duong, PE</td>
<td>Professional Civil Engineer, State of California</td>
<td>43901</td>
</tr>
<tr>
<td>Vice President, Building Department</td>
<td>Professional Civil Engineer, State of Nevada</td>
<td>013620</td>
</tr>
<tr>
<td></td>
<td>Certified Plans Examiner, ICC Certified</td>
<td>0840496</td>
</tr>
<tr>
<td></td>
<td>Safety Assessment Program, SAPC</td>
<td>72868</td>
</tr>
<tr>
<td>Edwin Chock, SE, PE, CBO</td>
<td>Professional Structural Engineer, State of California</td>
<td>3759</td>
</tr>
<tr>
<td>Senior Plan Check Engineer</td>
<td>Professional Structural Engineer, State of Nevada</td>
<td>018605</td>
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<tr>
<td></td>
<td>Professional Structural Engineer, State of Arizona</td>
<td>51735</td>
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<tr>
<td></td>
<td>Professional Structural Engineer, State of Utah</td>
<td>7850765-2203</td>
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<tr>
<td></td>
<td>Professional Civil Engineer, State of California</td>
<td>24158</td>
</tr>
<tr>
<td></td>
<td>Professional Civil Engineer, State of Nevada</td>
<td>018605</td>
</tr>
<tr>
<td></td>
<td>Professional Civil Engineer, State of Texas</td>
<td>106754 3118</td>
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<tr>
<td></td>
<td>Certified Building Plans Examiner, ICC Certified</td>
<td>88554</td>
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<tr>
<td></td>
<td>CA Building Plans Examiner, ICC Certified</td>
<td>0123030</td>
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<tr>
<td></td>
<td>CA Commercial Plumbing Inspector CBC, ICC Certified</td>
<td>0123030</td>
</tr>
<tr>
<td></td>
<td>CA Residential Plumbing Inspector, ICC Certified</td>
<td>0123030</td>
</tr>
<tr>
<td></td>
<td>Certified Building Official, ICC Certified</td>
<td>24158</td>
</tr>
<tr>
<td>Chi Tran, SE, PE, CBO</td>
<td>Professional Structural Engineer, State of California</td>
<td>2728</td>
</tr>
<tr>
<td>Senior Plan Check Engineer</td>
<td>Professional Civil Engineer, State of California</td>
<td>33648</td>
</tr>
<tr>
<td></td>
<td>Certified Building Official, ICC Certified</td>
<td>1061872-CB</td>
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<tr>
<td></td>
<td>Certified Plans Examiner, ICC Certified</td>
<td>1061872-B3</td>
</tr>
<tr>
<td>Ritchie Kato, SE, PE, CASp</td>
<td>Professional Structural Engineer, State of California</td>
<td>2650</td>
</tr>
<tr>
<td>Principal Structural Engineer</td>
<td>Professional Civil Engineer, State of California</td>
<td>1833</td>
</tr>
<tr>
<td></td>
<td>Building Official, ICC Certified</td>
<td>272</td>
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<tr>
<td>Rafael Cornejo, PE, CBO, CASp</td>
<td>Professional Civil Engineer, State of California</td>
<td>34503</td>
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<tr>
<td>Senior Plan Check Engineer</td>
<td>Building Official, ICC Certified</td>
<td>8029259</td>
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<td>Building Plans Examiner, ICC Certified</td>
<td>279</td>
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<tr>
<td>Kirk Miyia, PE</td>
<td>Professional Civil Engineer, State of California</td>
<td>33346</td>
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<tr>
<td>Senior Plan Check Engineer</td>
<td>Certified Building Plans Examiner, ICC Certified</td>
<td>5238786</td>
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<tr>
<td>Kylie Gonsalves, PE</td>
<td>Professional Civil Engineer, State of California</td>
<td>88835</td>
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<tr>
<td>Plan Check Engineer</td>
<td>Certified Residential Plans Examiner, ICC Certified</td>
<td></td>
</tr>
<tr>
<td>Ryan De Castro</td>
<td>Certified Plans Examiner, ICC Certified</td>
<td>8389076</td>
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<tr>
<td>Building Plans Examiner</td>
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<tr>
<td>Neil Patel, EIT</td>
<td>Certified Residential Plans Examiner, ICC Certified</td>
<td>253846</td>
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<tr>
<td>Building Plan Examiner</td>
<td></td>
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<tr>
<td>Charlie Kattan, EIT</td>
<td>Certified Residential Plans Examiner, ICC Certified</td>
<td>155304</td>
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<tr>
<td>Building Plans Examiner</td>
<td></td>
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<tr>
<td>Richard Millan</td>
<td>Residential Building Inspector, ICC Certified</td>
<td>8259814</td>
</tr>
<tr>
<td>Senior Building Inspector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td>QUALIFICATIONS</td>
<td></td>
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<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Lance Miller</td>
<td>Certified Building Official, ICC Certified</td>
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<td>Senior Building Inspector</td>
<td>Combination Commercial Inspector, ICC Certified</td>
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<td></td>
<td>Certified Building Inspector, ICC Certified</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certified Fire Inspector I, ICC Certified</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certified Commercial Electrical Inspector, ICC Certified</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certified Commercial Plumbing Inspector, ICC Certified</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certified Commercial Mechanical Inspector, ICC Certified</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certified Residential Mechanical Inspector, ICC Certified</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certified Access Inspector/Plans Examiner, ICC Certified</td>
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</table>

**COMMITMENT TO EXCELLENCE**

We encourage staff to participate in and contribute to the many associations important to our industry. Knowing technical excellence and proficiency is vital to successful public service, attending update seminars, specialized training classes and continuing certification conferences is an integral part of delivering “best-in-the-business” service to our clients. Many of our staff hold or have held key positions within the groups listed below as well as serve as in-demand instructors and trainers.

- League of California Cities
- California Building Officials
- International Code Council
- ICC Chapters of Los Angeles Basin, Orange Empire, Coachella, East Bay, Peninsula, Napa-Solano, Sacramento Valley, Yosemite, Monterey, Shasta Cascade, Foothill, Redwood Empire, Central Coast
- County Building Officials Association of California
- California Fire Chiefs Association
- Northern California Fire Prevention Officers
- Southern California Fire Prevention Officers
- National Fire Protection Association
- California Automatic Fire Alarm Association
- American Fire Sprinkler Association
- National Fire Sprinkler Association
- American Public Works Association
- Institute of Transportation Engineers
- Structural Engineers Association of Northern California
- Structural Engineers Association of Southern California
- Certified Access Specialist Institute (CASI)

**RESUMES**

Resumes detailing proposed staff experience are provided in Section 7 for the City’s review.
Scope of Work

Founded in 1991, CSG performs work solely for public agencies, eliminating the potential for conflicts of interest. CSG will deliver the highest level of service through its application of technical expertise, knowledge of municipal processes and procedures, efficient and effective customer care, and application of code compliance combined with innovative solutions and helpful alternatives. Our extensive experience in furnishing comprehensive building and fire life safety services to jurisdictions provides a consistent, strong technical foundation to all projects. From cutting edge digital plan review and online plan check status reporting to providing faster-than-scheduled turnaround times, CSG will provide the highest quality services to the City.

APPROACH TO WORK

CSG’s approach to work includes the following methodologies and key benefits:

- **Swift turnarounds and expedited services.** With extensive experience in the digital plan review process, our staff excels at providing rapid turnaround times. We easily match and more often beat any required turnaround deadlines.

- **Leading-edge technology with cost-saving solutions.** CSG delivers a suite of digital options for jurisdictions including: speedy digital plan reviews and electronic versions of plan comments; an optional, easy-to-use online web application/portal for submittal, tracking and approval of digital plans; and available full scanning and archival services.

- **Customized, responsive services.** We are skilled at assessing time commitments, developing an accurate work plan, and applying dedicated, professional personnel. We can quickly fine-tune staffing levels to match or adjust to changes in plan review, inspection, and front counter activity—always maintaining the highest level of customer service. We hand pick staff uniquely qualified and experienced to deliver the exact services requested. In addition, we excel at coordinating with all agency departments as well as any necessary outside agencies.

- **Concentrated focus on cost-saving approaches and methods.** We have the advantage of serving many municipalities and agencies and therefore are constantly improving and adapting to provide our clients with the most cost-effective services. We share a wealth of recommendations from our varied experience with other communities to help keep our clients’ budgets on-track.

- **Fully committed and qualified personnel.** We maintain staff fully licensed and certified at the highest level of industry standards. To keep our personnel on the industry’s cutting edge, many serve as popular educational instructors and lecturers, and many sit on leading boards and committees for organizations developing and implementing important code regulations. We also keep current with the latest in procedures and use of products, e.g., green building, accessibility, CASp certification requirements, NPDES, MRP, and more.

- **Environmentally friendly practices.** Our corporate policy on sustainability supports a healthy environment, reduces our carbon footprint, and promotes environmental stewardship through environmentally preferable purchasing and other sustainability actions. Our digital plan review system encourages the bypass of paper use, and all possible documents at CSG are printed on recycled, post-consumer content paper.
PLAN REVIEW SERVICES

Compliance Standards
Our team of professionals is ready to assist in all aspects of plan review and to focus on the special needs and requirements of each of our clients. We pledge prompt turnaround times and offer comprehensive online status reports. Our plan reviewers carefully review all documents for compliance with building codes, fire codes, energy conservation standards, State accessibility regulations, and all local ordinances. We understand and will comply with the City’s own requirements for plan review services. Our engineers and plan reviewers review plans for compliance with all policy and model codes adopted by the State of California and local jurisdiction, including but not limited to:

- *California Building Code, Volumes 1 and 2*
- *California Residential Code*
- *California Electrical Code*
- *California Plumbing Code*
- *California Mechanical Code*
- *California Fire Code as amended and adopted by the State of California (Title-24, Part 9 California Fire Code)*
- *National Fire Codes as published by the National Fire Protection Association (NFPA); as adopted and referenced by the State of California (California Code of Regulations, Title-19, Section 1.09)*
- *State Historical Building Code*
- *California Energy Code*
- *California Green Building Code*
- NPDES/WQMP/SWPPP Compliance
- Local adopted ordinances and amendments relative to building, fire and municipal codes, including project Conditions of Approval from other agency departments, divisions, regulating agencies, and jurisdictions

CASp Review Services
We understand California Building Departments are required to have CASp certified staff in place and available for technical questions and interpretations. Our CASp certified staff members are knowledgeable of state and federal accessibility laws and regulations and possess the expertise necessary to promote access to facilities for persons with disabilities. In accordance with current regulations, CSG can supply a CASp certified professional to review plans for accessibility and to facilitate compliance with regulations.

OSHPD 3 Reviews
Our staff of professional engineers and certified plans examiners is experienced with the differences between CBC and OSHPD 3 facilities and have successfully completed OSHPD 3 plan reviews for multiple client agencies. CSG can also provide certified OSHPD Inspectors of Record for a variety of different projects upon request.
Green Building and LEED Certification
Our Building Division staff is experienced in plan review and inspection for compliance with CALGreen, LEED equivalency, and local green building ordinances. In addition, CSG Consultants has all of the qualifications necessary to assist the City in both the development of policy and the implementation of green and sustainable building practices. CSG’s Sustainability Programs division can assist, for example, with construction and demolition debris recycling programs as well as public outreach to the building industry. We have Certified Green Building Professionals (CGBP) and LEED accredited personnel on staff.

Plans Pickup and Delivery
CSG will arrange for pickup and delivery of plans and other materials from/to City offices via CSG staff or a City-approved alternative service. Plans will be picked up within 24 hours of being notified. **This service is provided at no additional cost.**

Quality Control/Quality Assurance
CSG’s in-house quality assurance/quality control program utilizes a peer review process with multi-level internal plan checking and project management. A senior staff member will review all plan check comments to ensure relevance and accuracy.

Online Plan Check Status
CSG offers a convenient service allowing clients to track plan review status and comments online. By logging in to our Plan Check Status website, staff as well as authorized applicants can view each project document and communicate with the plan checker via e-mail or electronic post-a-note. Staff or authorized applicants can download comments from the web upon completion of the plan check. **There is no additional cost for this service.**

Digital Plan Check
CSG began the transition to digital plan review over 17 years ago, leading the consultant field with this ground-breaking service. **As part of our service, all paper plans submitted to CSG are immediately scanned into digital files and stored on CSG’s servers for quick and easy access by both our clients and our plan reviewers.** Our plan reviewers furnish electronic versions of their plan comments conforming to each client’s established correction list templates. Any additional forms utilized by the City for alternative methods of construction and/or deviations from requirements, such as disabled access, will be incorporated into the correction comments and returned with the appropriate recommendations. Plan check comments can be delivered electronically by email or other City approved means, enabling City staff to immediately modify CSG’s checklist for incorporation with other department comments. **Upon request, clients can be provided with a set of digitally scanned plans at no cost, including convenient, “green” (paperless) storage of all construction-related documents.**

In addition, for jurisdictions requesting a pure digital plan review workflow, CSG has developed an online web application for an applicant to submit digital files directly to us, which includes an online portal for the applicant/jurisdiction to retrieve comments and submitted digital files with marked up plans including redlines. This online portal tracks all submittals, including re-submittals until the plans have been approved.
Key features of our digital plan review service include:

- **Efficient.** Plans are pushed to plan review staff the same day they are submitted. There is no “bin time.”
- **User Friendly.** CSG developed its own web-based portal to manage the electronic file submittal process. By using a web interface, the applicant is no longer faced with size restrictions on email attachments or required to learn complex FTP settings.
- **Proven.** We have provided a digital plan review option to our clients for over 17 years.
- **Non-Proprietary.** CSG’s electronic review process is 100% PDF-based with no additional software required to view redlines.
- **Extensible.** Should the City decide to implement electronic review as a standard, CSG offers an integration path for our electronic review software—GreenVue Fusion.

**PLAN CHECK TURNAROUND TIMES**

CSG works hard to provide the best quality and most timely service in the industry. We pride ourselves in maintaining the requested plan review times for all our clients—even delivering faster than our own deadlines. Our goal is to approve code-complying projects and to successfully and quickly move work through jurisdictional processes. CSG will ensure that all building and safety duties and follow-up actions will be performed in a timely and responsive manner.

The following are CSG’s proposed plan check turnaround times.

<table>
<thead>
<tr>
<th>TYPE OF PROJECT</th>
<th>TURNAROUND TIME FIRST CHECK (Working Days)</th>
<th>TURNAROUND TIME RECHECK (Working Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRUCTURAL &amp; ARCHITECTURAL (Includes DISABLED ACCESS, CALGREEN, AND ENERGY)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Plan Check*</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Accelerated</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>GRADING &amp; DRAINAGE (including LID)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Plan Check</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Accelerated Plan Check</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>PLUMBING, MECHANICAL, &amp; ELECTRICAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Plan Check</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Accelerated Plan Check</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>PICK-UP DELIVERY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within 24 hours of being notified</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Turnaround time may vary with the complexity and magnitude of the project. If a review is anticipated to take longer than the maximum turnaround timing, CSG will notify the City’s representative and negotiate additional time required to ensure an appropriate level of review.*
BUILDING INSPECTION SERVICES

Standards and Responsibilities
CSG provides fully integrated, multi-disciplined building inspection services for residential, commercial, and industrial projects, and are experienced in all construction types. We provide experienced, ICC certified (and/or with other appropriate entities in accordance with AB717) inspectors.

Our inspectors ensure compliance with applicable codes and requirements by identifying code violations, offering solutions to developers, property owners and tenants on potential risks and safety hazards, and by working as a team to correct violations. Specific responsibilities include but are not limited to the following:

- Providing inspection services for project compliance with relevant codes including accessibility, fire, grading, building, electrical, mechanical and plumbing
- Addressing inquiries and resolving complaints
- Assisting with the construction and demolition permitting process
- Providing code administration, inspection and enforcement
- Maintaining records and files concerning construction permits and building code administration, documents for storage and/or imaging

In addition, we can utilize inspection personnel whenever possible to perform over-the-counter plan check or assist as customer service back-up at the front counter in addition to regular inspection duties to save jurisdictions valuable time and expenses. Our inspection staff easily integrates into client organizations, consistently implementing policies and procedures and remaining transparent to applicants and customers.

Continuing Certification and Training
We take pride in working with inspectors who have variety of inspection project experiences and who are motivated to achieve the highest level of certification. We work hard to match your jurisdiction’s level of safety and code compliance and understand that personality and customer service are crucial to on-the-job success. All CSG inspectors are ICC certified and/or possess additional required certifications. In addition, they routinely update their knowledge and skills through attendance of specialized training classes and seminars in approved and modern methods, materials, tools and safety used in building inspection, as well as the most current building standards.

CASp Inspection Services
To facilitate the City’s compliance with current rules and regulations, CSG can provide a CASp certified professional for technical questions and interpretations, and to perform accessibility compliance inspections

CUSTOMER SERVICE & RESPONSIVENESS
Since our inception over 25 years ago, one of CSG’s primary functions has been to serve as a seamless extension of public agency staff in service to their customers. We clearly understand the importance of our role in the City’s success and commit to providing its citizens and business partners—residents, architects, engineers, developers, contractors—as well as City staff, the highest level of service. We believe effective communication and excellent customer service are essential to a successful and coordinated working relationship between the City, CSG, and the development community.
CSG maintains building department and fire prevention staff who have a variety of client and project experiences, and who have the code expertise and customer service skills that are essential to effective integration within our client agencies. CSG’s Project Manager will allocate appropriate levels of building plan check and inspection staffing depending on the City’s needs and to ensure that the City’s customer service standards are met. *No subconsultants will be used for this project.*

**Office Hours and Meeting Availability**

CSG staff are available for applicant inquiries or conferences anytime during regular business hours without charge via telephone, 8:00 AM to 5:00 PM, Monday through Friday. We can easily alter our hours to meet the City’s needs. CSG inspectors can be ready to provide services with 24 hours’ notice. Evenings and weekends for special events and meetings can be accommodated with 48 hours’ notice. For your convenience, we can also meet with City staff, architects, and applicants. We recognize the value of pre-design consultation with prospective applicants and are available to provide this service as well. Our Project Manager will be available in person for consultation and meetings with a reasonable lead time.

**Response to City Questions or Requests**

CSG staff can typically respond to the City for all questions or requests generated during field inspections or any plan review during the same day, but no later than the following day a request is received.

**Accessibility through Skype**

To enable efficient, timely and clear communications throughout the plan review process, CSG and its staff support the use of Skype to conduct meetings with public agency staff and their customers. Skype works seamlessly in tandem with CSG’s electronic plan check system, with functionality including screen sharing capabilities which allow for project collaboration and overall improved communications over the course of the project. Skype also has the important added benefit of reducing vehicle miles travelled in the transport of plans thereby reducing greenhouse gas emissions.

**Emergency Response**

CSG is well qualified to respond to a local or regional emergency. Many of our personnel have assisted in emergencies such as the recent San Bruno gas explosion, the Northridge and Loma Prieta earthquake, as well as regional floods, fires and other emergencies. Our personnel’s certifications include those obtained through FEMA, Office of Emergency Services (OES), and IACET First Responder.
Fee Schedule

CSG’s fee schedule for proposed work is provided in the table below. Plan review fees will be based on a hourly rate.

CSG will coordinate the pickup and return of all plans to CSG via staff or a licensed courier service. *This service is provided at no additional cost.*

<table>
<thead>
<tr>
<th>REVIEW TYPE / ROLE</th>
<th>ALL INCLUSIVE FEE / HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Plan Check</td>
<td>$115</td>
</tr>
<tr>
<td>MEP Plan Review</td>
<td>$95</td>
</tr>
<tr>
<td>Grading/LID</td>
<td>$125</td>
</tr>
<tr>
<td>Soils Reports Review</td>
<td>$125</td>
</tr>
<tr>
<td>Expedited Plan Review</td>
<td>1.5 x Hourly Rate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPTIONAL ON-SITE CONTRACT SERVICES</th>
<th>ALL INCLUSIVE FEE / HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEP Plans Examiner</td>
<td>$95</td>
</tr>
<tr>
<td>Senior Plans Examiner</td>
<td>$95</td>
</tr>
<tr>
<td>Certified Accessibility Specialist (CASp)</td>
<td>$115</td>
</tr>
<tr>
<td>Code Enforcement Officer</td>
<td>$100 - $120</td>
</tr>
<tr>
<td>Plan Check Engineer</td>
<td>$115</td>
</tr>
<tr>
<td>Grading Inspector</td>
<td>$125</td>
</tr>
<tr>
<td>Permit Counter Technician</td>
<td>$65</td>
</tr>
<tr>
<td>Building Inspector</td>
<td>$85 - $100</td>
</tr>
<tr>
<td>Building Official</td>
<td>$140</td>
</tr>
<tr>
<td>Principal Planner</td>
<td>$160</td>
</tr>
<tr>
<td>Associate Planner</td>
<td>$120</td>
</tr>
<tr>
<td>Others as Requested</td>
<td>Will provide rates upon request</td>
</tr>
<tr>
<td>Overtime</td>
<td>1.5 x Hourly Rate</td>
</tr>
</tbody>
</table>

All hourly rates include overhead costs including, but not limited to, salaries, benefits, Workers Compensation Insurance, travel and office expenses. Should the scope of work change or circumstances develop which necessitate special handling, CSG will notify the City prior to proceeding. On each anniversary of the contract start date, CSG will initiate a rate increase based on change in CPI-W for the applicable region. CSG will mail an invoice at the beginning of every month for services rendered during the previous month.
Resumes

Resumes of CSG’s proposed personnel are provided on the following pages for the City’s Review.

- Khoa Duong, PE – Project Manager (page 18)
- Edwin Chock, SE, PE, CBO – Senior Plan Check Engineer (page 19)
- Chi Tran, SE, PE, CBO, CASp – Senior Plan Check Engineer (page 20)
- Ritchie Kato, SE, PE – Principal Structural Engineer (page 21)
- Rafael Cornejo, PE, CBO, CASp – Senior Plan Check Engineer (page 22)
- Kirk Miyia, PE – Senior Plan Check Engineer (page 23)
- Kylie Gonsalves, PE – Plan Check Engineer (page 24)
- Ryan DeCastro – Building Plans Examiner (page 25)
- Neil Patel, EIT – Building Plans Examiner (page 26)
- Charlie Kattan, EIT – Building Plans Examiner (page 27)
- Richard Millan – Senior Building Inspector (page 28)
- Lance Miller – Senior Building Inspector (page 29)
Khoa Duong PE
Vice President, Building Department

Mr. Duong serves as CSG’s Building Services Manager in Southern California and performs the key role of plan review quality control. With more than 30 years of experience in building plan review, including onsite plan check engineer services, Mr. Duong ensures that CSG’s clients receive the highest quality plan review services. Prior to joining CSG, Mr. Duong worked in both the public and private sectors. His experience includes the following:

- Vice President in charge of plan review for Berryman & Henigar, where he worked for ten years.
- Supervising plan review engineer for Willdan, where he was responsible for the day-to-day operations of the plan review section in the San Bernardino office and served as plan review engineer for numerous cities and counties throughout California and Nevada.
- Plan review engineer with the City of San Diego Building Department.

Mr. Duong’s expertise includes review of complex commercial, industrial and residential structures for compliance with applicable building codes and ordinances, engineering standards and specifications, supplemental energy requirements, and ADA regulations.

RELEVANT EXPERIENCE
Plan Check Engineer | Various California Jurisdictions
Mr. Duong has served as Plan Check Engineer for the Cities of Fullerton, Huntington Beach, Fontana, Azusa, San Dimas, and Orange. Mr. Duong performed structural plan check and non-structural MEP, energy, as well as ADA reviews for commercial, industrial, and residential structures.

In-House Plan Check Engineer | Various California Jurisdictions
Mr. Duong has served as an In-House Plan Check Engineer for the Cities of Fullerton, Huntington Beach, Tustin, and La Habra, performing structural plan check and non-structural MEP, energy, and ADA reviews; and regularly interfacing with developers, architects, and engineers.
Edwin Chock SE, PE, CBO
Senior Plan Check Engineer

LICENSES & CERTIFICATIONS
Professional Structural Engineer
State of California | 3759
Structural Engineer
State of Nevada | 018605
Structural Engineer
State of Arizona | 51735
Structural Engineer
State of Utah | 7850765-2203
Professional Engineer
State of California | 24158
Professional Engineer
State of Nevada | 018605
Professional Engineer
State of Texas | 106754
Certified Building Official
| ICC 3118
Certified Plans Examiner
| ICC 88554

EDUCATION
Master of Science, Civil Engineering
California State University
| Long Beach, CA
Bachelor of Science, Mechanical Engineering
California State University
| Long Beach, CA

As a Structural Engineer for CSG Consultants, Mr. Chock provides plan review of complex structural and non-structural buildings for numerous public agencies. Mr. Chock has 43 years of industry experience in both the public and private sector and has a thorough knowledge of local, state and international building codes.

RELEVANT EXPERIENCE
Consulting Plan Review Manager | Multiple Public Agencies
Prior to joining CSG, Mr. Chock worked as a consulting Plan Review Manager, with oversight of the day to day operations of client building plan review divisions. His duties included plan checking, management of the plan review function and coordination of plan check services with contract agencies, hiring and training plan check staff, and providing building official services to contract cities.

Building Official | City of Dana Point, CA
Mr. Chock served as the Building Official for Dana Point and was responsible for the day to day operation of the City’s Building Department including plan review, permitting and inspection.

Civil Engineer | County of Orange, CA
Mr. Chock performed plan check, counter service and permit issuance for projects in unincorporated Orange County.

Senior Facilities Design Specialist/Lead Structural Engineer | Rockwell International / Rocketdyne Division | Canoga Park, CA
In his Senior Facilities Design Specialist/Lead Structural Engineer role Mr. Chock’s work included design and construction management of projects for company facilities such as rocket test stands, manufacturing and industrial buildings, office renovations, bridge crane systems, and pipe support systems. He also performed structural design and drafting, project management, construction coordination, review of vendors’ design, and management of the structural design unit as well as supervision of the of the company’s civil/structural design group.
Chi Tran PE, SE, CBO, CASp
Senior Plan Check Engineer

LICENCES & CERTIFICATIONS
Professional Structural Engineer
State of California | 2728
Professional Engineer
State of California | 33643
Certified Building Official
| 1061872-CB
Certified Building Plans Examiner
| 1061872-B3
Certified Access Specialist

EDUCATION
Master of Science, Civil Engineering
California Polytechnic University
| Pomona, CA
Bachelor of Science, Civil Engineering
California Polytechnic University
| Pomona, CA
Master in Business Administration
| California Polytechnic University
| Pomona, CA

PROFESSIONAL AFFILIATIONS
California Building Officials Association (CALBO)
International Code Council

Mr. Tran provides professional structural engineering and building official services for CSG Consultants and its clients. He brings more than 30 years of experience in the building industry, in-depth knowledge of both the California and International Building Code, and experience in all forms of structural construction including: steel, concrete, masonry, timber, and light-gauge steel materials.

Prior to joining CSG, Mr. Tran worked for the County of Orange in various capacities including plan check supervisor, project engineer and building official. Through his experience in these roles, Mr. Tran developed a thorough working knowledge of how building departments function.

Mr. Tran’s expertise includes review of complex commercial, industrial and residential structures for compliance with applicable building codes and ordinances, engineering standards and specifications, supplemental energy requirements, and ADA regulations.

RELEVANT EXPERIENCE
Mr. Tran has reviewed many notable projects including those listed below.

The Los Angeles (NFL) Stadium | City of Inglewood, CA
Hollywood Park Casino | City of Inglewood, CA
Ritz Carlton Resort and Hotel | City of Laguna Niguel, CA
Pelican Hill Resort and Hotel | City of Newport Beach, CA
7-Story Coldwell Bank Office Building | City of Lake Forest, CA
John Wayne Airport Terminal Building and Parking Structures | City of Santa Ana, CA
7-Story Orange County Juvenile Court Building | City of Orange, CA
Theo Lacy Jail and Juvenile Hall | City of Orange, CA
Musick Jail Facility | City of Irvine, CA
Joplin Juvenile Facility | City of Rancho Santa Margarita, CA
Soka University | City of Aliso Viejo, CA
Mr. Kato is a Structural Engineer for CSG Consultants, with extensive experience in performing plan review for a wide variety of public, commercial, industrial, and residential projects. His expertise includes structural design and plan review for compliance with all applicable codes, accessibility, and energy requirements.

Prior to his employment with CSG, Mr. Kato was the Principal for Kato Engineering, where he performed structural engineering consulting services for public and private clients, and was responsible for structural design and structural plan review for a wide range of building types and occupancies.

As a Plan Review Engineer for the City of Westminster, Mr. Kato developed his expertise reviewing plans for compliance with all relevant state and local codes. A notable plan review project for the City included the Westminster City Hall and Police Station. Following his employment with the City of Westminster, Mr. Kato was contracted by the City to update its municipal code to correspond to current California code requirements.

RELEVANT EXPERIENCE
Mr. Kato has reviewed many notable projects including those listed below.

The Los Angeles (NFL) Stadium at Hollywood Park | City of Inglewood, CA
Main Public Library | City of Orange, CA
3-Story Residential Care Facility | City of Huntington Beach
Whittier Christian High School Event Center | City of La Habra, CA
Rafael Cornejo PE, CBO, CASp
Senior Plan Check Engineer

As a Senior Plan Review Engineer, Mr. Cornejo brings expertise gained from extensive plan checking, including accessibility compliance review, to any jurisdiction he serves. Having worked with a variety of jurisdictions as an employee and a consultant, he is skilled at working with the public and delivering superior customer service to applicants as well as agency staff.

RELEVANT EXPERIENCE

Building Official | City of Lompoc, CA
Mr. Cornejo oversaw the day-to-day front counter operations, managed plan review and inspection consultant services and attended interdepartmental meetings and Council meetings. In addition, he performed plan reviews and inspections as needed.

Plan Check Engineer | County of Orange, CA
Mr. Cornejo provided contract building plan check services to the County of Orange. Responsibilities included plan checking commercial and residential plans, working with applicants at the counter, answering questions via phone and email, attending project meetings, and communicating with County staff regarding workflow and County goals.

Building & Safety Supervisor | City of San Luis Obispo, CA
Mr. Cornejo supervised a staff of building inspectors, permit technicians, permit coordinators, plans examiners, code enforcement officers, neighborhood services specialists, and inspector interns. He managed the entire plan intake and assignments as well as the outsourcing of plan review overflow. He also prepared policies for review and approval by the Building Official and Director, training material for on-going training of staff, staff performance reviews and evaluations, and maintained a fluent calendar for daily operations. Mr. Cornejo also plan reviewed complex, time-sensitive projects and fielded questions and requests for building code modifications and problem solving as needed during Design Review Team and Applicant Review Team meetings.

Plan Check Engineer | City of San Gabriel, CA
Mr. Cornejo reviewed residential and commercial plans and calculations for compliance with Fire Life Safety and structural requirements, California Building Code, California Plumbing and Mechanical Codes, the National Electric Code, and Title 24 (energy, accessibility and noise requirements). In this capacity, he interacted extensively with owners, contractors, design professionals and held meetings with Council Members as needed.

Consulting Supervising Plan Check Engineer | Various Municipalities, CA
Mr. Cornejo was responsible for reviewing residential and commercial plans and calculations for client jurisdictions. Through his work, he interacted with Building Officials and design professionals, and participated in Council Meetings. He also conducted earthquake recovery and retrofit structural plan checks for compliance with the IEBCC.

Professional Engineer Consultant | Self Employed, CA
Mr. Cornejo consulted in the structural engineering, and planning and zoning fields for various architectural and engineering firms and general contractors. Under contract, he reviewed structural and architectural plans submitted to ICBO for compliance with California and International Codes (for out of state projects), including Disabled Access and Energy requirements.
Kirk Miya PE
Senior Plan Check Engineer

Mr. Miya is California Licensed Civil Engineer and an ICC Certified Building Plans Examiner with over 20 years in the industry, as well as 10 years of experience performing plan checking for complex public, commercial, industrial, and residential structures within numerous agencies in Southern California. His expertise includes an in-depth knowledge of state accessibility regulations and their application in the field. As a CSG plan review engineer, Mr. Miya maintains extensive knowledge of the California Building Standards Code, California Building Standards Law and the California Occupational Safety and Health Act.

Mr. Miya is a tremendous asset to CSG's clients and their plan review teams, with his plan review acumen, expansive building code knowledge, design background, and his experience in providing staff augmentation services for public agencies.

RELEVANT EXPERIENCE

Consulting Plan Review Engineer Manager | Cities of Corona, Carson & Rancho Dominguez
Prior to his employment with CSG, Mr. Miya provided staff augmentation services to public agencies, managing the plan review teams while also performing over-the-counter plan review for industrial, commercial, and residential (Type I, Type II, Type IV and Type V) structures.

Consulting Plan Review Engineer | Multiple Public Agencies
As a Plan Review Engineer for three municipal consulting firms over a period of eight years, Mr. Miya performed reviews for numerous public agency clients and many notable projects in Southern California across a wide spectrum of building types.

A sampling of agencies served include:
- County of Los Angeles
- City of Costa Mesa
- City of Rancho Dominguez
- City of Calabasas
- City of Azusa
- City of Garden Grove
- City of Corona
- City of Malibu
- City of San Gabriel
- City of Whittier
- City of Menifree
- City of Carson
- City of Goleta
- City of Rosemead
- City of Rancho Palos Verdes

Notable projects for which Mr. Miya performed plan review include:
- Merrill Gardens Assisted Living Facility in Rancho Cucamonga, CA—a 116,672 SF, R2.1 (RCFE) facility with 14,821 SF of common space and a 11,852 SF Memory Care Facility with 2,809 SF of common space.
- Rancho Mission Viejo in Orange County, CA—a residential tract housing project.
- Main Street Metro (Phase II) in Corona, CA—a new 77,000 SF, 464 apartment / commercial mixed-use complex with Type VA wood construction over a Type IA commercial complex.
- Staybridge Suites in Corona, CA—a four story Type VA hotel with two fire walls to separate the one building into three separate buildings.
- UC Santa Barbara Oceanwalk—a campus housing project comprising 81 buildings and 134 units

Plan Check Engineer | City of Redondo Beach
As a member of the City's plan review team, Mr. Miya's responsibilities included plan check reviews of structural, fire-resistive construction, seismic resistance, and soils designs, in addition to counter service. During his employment with the City, he maintained consistently rapid turnaround times for new plan checks and rechecks.
Kylie Gonsalves PE
Plan Check Engineer

As a CSG Plan Review Engineer, Ms. Gonsalves has provided plan review services for numerous CSG clients including the Cities of Azusa, Costa Mesa, Fullerton, Hemet, Huntington Beach, San Bernardino, San Dimas, and Tustin, as well as the Counties of San Bernardino and Ventura. In her work for the City of Huntington Beach she also performed building inspections for photovoltaic solar panels, and brings knowledge gained from this work to her residential plan review services.

RELEVANT EXPERIENCE

Aster Heights | City of Azusa, CA
Ms. Gonsalves completed a plan review for a new home development consisting of two different models, with 30 different optional rooms, covered decks, porches, and outdoor rooms. These two-story homes are located in a High Fire Hazard Zone and range from 4,650 square feet to 4,925 square feet. Due to the variation of soil properties located throughout the development, the homes are designed for both post-tensioned and conventional foundations.

2075 Placentia Avenue | City of Costa Mesa, CA
Ms. Gonsalves performed plan review services for a new retaining wall plan for a tract development. The 640 foot long wall ranges in height between two feet and seven feet four inches and has seismically-induced lateral earth pressure.

930 Laguna Road | City of Fullerton, CA
Ms. Gonsalves completed a residential plan review for the 1,450 square foot remodel and 1,800 square foot addition of a two-story single-family dwelling. The 720 square foot first floor and 1080 square foot second floor additions created two new bedrooms and two new bathrooms. The remodel and addition utilized Hardy Frames and trusses.

1006 Via Romales | City of San Dimas, CA
Ms. Gonsalves completed plan review services for a new two-story dwelling with 4,300 square feet of livable space and a three-car garage in a High Fire Hazard Zone. The proposed dwelling, with multiple retaining walls on each side, is founded on a previously 25 percent slope.

313 13th Street | City of Huntington Beach, CA
Ms. Gonsalves plan checked a new 2,875 square foot three-story home with roof deck and photovoltaic system.

ADDITIONAL EXPERIENCE

Project Engineer Intern | W.E. O’Neil Construction Company
Ms. Gonsalves assisted Project Engineers on-site construction of an apartment complex in Mission Viejo, CA. She was responsible for creating, compiling, and routing RFIs to subcontractors. Ms. Gonsalves created punch lists and assisted Project Engineers on punch walks.
Ryan De Castro
Building Plans Examiner

LICENCES & CERTIFICATIONS
Certified Residential Plans Examiner
| ICC 8389076

EDUCATION
Bachelor of Science, Civil Engineering
California State University Long Beach
| Long Beach, CA

PROFESSIONAL AFFILIATIONS
Institute of Transportation Engineers

Mr. De Castro performs building plan reviews of residential structures and reviews existing buildings for change of use or occupancy in compliance with California codes and City ordinances. He has extensive experience performing offsite digital plan reviews as well as providing over-the-counter plan reviews and customer service for municipalities.

RELEVANT EXPERIENCE
Consulting Building Plans Examiner | City of Huntington Beach, CA
As a CSG employee, Mr. De Castro provided staff augmentation services for the City of Huntington Beach, performing over-the-counter plan review for commercial and residential structures.

Civil Engineering Intern | City of Gardena, CA
Mr. De Castro provided civil plans drawings, observed sewer videos to assure quality, and assisted contractors and homeowners with plans and code checks when requested. He accompanied senior engineers and inspectors with field inspections and for compliance with City codes and regulations.
Neil Patel EIT
Building Plans Examiner

As a building plans examiner for CSG, Mr. Patel performs building plan reviews of residential structures and existing buildings for change of use or occupancy in compliance with California codes and City ordinances.

RELEVANT EXPERIENCE
Building Plans Examiner | Various Agencies, CA
Mr. Patel is experienced in consulting with contractors, engineers, and architects in ensuring that all plans are in compliance with the California Building Standards Code in CCR Title 24. He is proficient in performing plan review for residential additions, retaining walls, and photovoltaic systems. His expertise includes plan reviewing for conventional light-frame two-story dwellings. He was also an instrumental plan checker for the design of a proposed entertainment center in Las Vegas and was directly responsible for the foundation and Revit Architecture design.

LICENSES & CERTIFICATIONS
Engineer-in-Training
Certified Residential Plans Examiner | ICC 253845

EDUCATION
Bachelor of Science in Civil Engineering
California Polytechnic University, Pomona | Pomona, CA

PROFESSIONAL AFFILIATIONS
American Society of Civil Engineers
Institute of Transportation Engineers
Charlie Kattan EIT
Building Plans Examiner

LICENSES & CERTIFICATIONS
Engineer in Training
State of California
| 155304
Residential Plans Examiner, ICC Certified
| 155304

EDUCATION
Bachelor of Science, Civil Engineering
California State Polytechnic University
| Pomona, CA

Mr. Kattan serves as a building plans examiner for CSG. He currently performs building plan reviews of single and multi-story residential structures, and reviews existing buildings for change of use or occupancy in compliance with California codes and City ordinances. Mr. Kattan also has extensive experience performing digital plan reviews.

RELEVANT CSG EXPERIENCE
Building Plans Examiner | Various Agencies, CA
Mr. Kattan has performed plan review services for the Cities of Fontana, Moreno Valley, Redlands, Beaumont, and Hemet. Projects include new and T.I. construction for residential and commercial solar, as well as single and multi-family dwellings.
Richard Millan
Senior Building Inspector

Mr. Millan brings over 18 years of public sector experience. Throughout his employment at CSG, he has worked on a wide variety projects ranging from building inspections to water quality field inspections.

RELEVANT EXPERIENCE

Building Inspector | City of Fullerton, CA
Mr. Millan is currently providing relief inspection services for the City while their staff inspector was on medical leave. He was assigned complete inspections of residential projects and tenant improvements.

Building Inspector | City of Orange, CA
Mr. Millan provided residential and commercial inspection services for the City.

Building Inspector | City of Tustin, CA
Mr. Millan performed building inspection, private improvement, and grading inspection, as well as water quality field inspection for the City. He also assisted in the implementation of the City’s water quality program, performing regular site inspections and reporting the activity to engineers for annual reports. Mr. Millan was also responsible for communicating job specifications to architects and engineer.
Lance Miller  
CBO  
Senior Building Inspector

Mr. Miller has over 16 years of jurisdiction Building Official/Inspection experience and services to CSG’s clients. As a Building Official/Inspector for multiple cities delivering high quality service with precision and integrity for residential, commercial and industrial sites Mr. Miller’s relevant experience as a Building Official/Building Inspector have guaranteed in keeping the highest quality of work on behalf of CSG Consultants.

RELEVANT EXPERIENCE

Building Official | Charles Abbott Associate Inc., CA | April 2003 – November 2017
Prioritized daily inspection routes and scheduled assignments; confirmed inspection time windows with property owners, contractors, and developers; reviewed submitted plans and other documents for inspections to be performed. Conducted building and construction job-site inspections of structures and facilities to determine compliance with governing codes; performed periodic and systematic inspections during various phases of construction from grading and foundation through final construction approval. Examined job site grading, NPDES practices, quality and grade of lumber, cement, wiring and plumbing; checked size and spacing of studs, joists and rafters and other structural elements. Reviewed approved construction plans, interpreted detailed codes and regulations and explained required inspections and construction requirements when necessary; advised property owners and contractors on matters relevant to building permits. Issued correction notices, stop-work orders and violations when warranted. Utilized permit tracking system to record inspection findings, maintain inspection and permit records and develop notices, forms and reports. Reviewed, approved and inspected Solar Photovoltaic systems.

Senior Building Inspector II | Scott Fazekas & Associates Inc., CA | May 2001 – April 2003 City of Norwalk
Mr. Miller has worked as a Senior Building Inspector for the City of Norwalk and distributed the daily inspection route to inspectors. Manage Building inspectors and the daily operations of the Building Department.

As a building inspector for the USMC base provided daily inspection and construction testing for multiple buildings on the Marine Base.
EL SEGUNDO CITY COUNCIL
AGENDA ITEM STATEMENT

AGENDA DESCRIPTION:
Consideration and possible action to approve a one-year renewal agreement in a form approved by the City Attorney with the City of Redondo Beach for operation of Beach Cities Transit (BCT) Line 109 for FY2019/2020.

(Fiscal Impact: $0)

RECOMMENDED COUNCIL ACTION:
1. Approve a one-year renewal of the agreement with BCT for operation of Transit Line 109;
2. Authorize the Mayor to execute Transit Service Operation Agreement in a form approved by the City Attorney; and/or
3. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Transit Service Operation Agreement FY2019/2020
2. Beach Cities Transit Route Map and Time Schedule
3. Route Service Mile Calculations

FISCAL IMPACT: $0 for FY19/20

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

ORIGINATED BY: Meredith Petit, Director of Recreation and Parks
REVIEWED BY: Meredith Petit, Director of Recreation and Parks
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:
Since August 2006, Beach Cities Transit (BCT) has operated Line 109 from Redondo Beach to the LAX Transit Center, passing through the cities of Hermosa Beach, Manhattan Beach, and El Segundo. In July 2006, these South Bay communities came together to collectively fund a portion of the operating costs for a new BCT Line (designated Line 109), to assume bus service responsibilities in lieu of the discontinued Metropolitan Transportation Authority’s (Metro) Line 439.

Line 109 encompasses over 70 stops each northbound and southbound, with nearly 40% of the route within El Segundo city limits. Major destinations on Line 109 include the LAX City Bus Center, the Aviation Green Line Station, the Douglas Green Line Station, downtown Manhattan Beach, Manhattan Village Mall, downtown El Segundo, Plaza El Segundo, the Hermosa Beach Pier, the Redondo Beach Pier, and Riviera Village.

Beach Cities Transit, a community-based transit system operated by the City of Redondo Beach, is designated as an ‘included operator’ in Los Angeles County. As such, BCT is eligible to receive funding from Metro to partially fund local transit operating expenses. The four participating cities proportionally share any remaining costs (based on route miles within each jurisdiction, see Attachment C) for the annual
operations of the service. The City of El Segundo contribution is paid for by Proposition C Funds, an annual allocation from Los Angeles County designated to support public transportation.

In July 2015 the City Council approved a two-year agreement (July 1, 2015 through June 30, 2017) to continue supporting a proportional share of the operational costs of the BCT Line 109. At the end of June 2017, the total FY16/17 financial commitment was a total of $39,732.67. In May 2017 the City Council approved another two-year agreement (July 1, 2017- June 30, 2019) to continue supporting the BCT Line 109. At the end of June 2019, the total FY18/19 financial commitment is estimated to total $22,606. Due to the expected transit revenue it is projected that there will be no cost sharing payment for FY 2019/2020.

The City of Redondo Beach is requesting the City of El Segundo approve a one-year agreement in a form approved by the City Attorney to participate in Line 109 to continue to operate the service and serve the communities’ residents, businesses and employers. Both the cities of Manhattan Beach and Hermosa Beach are expected to renew their participation.
TRANSIT SERVICE OPERATION AGREEMENT
BETWEEN THE CITY OF REDONDO BEACH AND
THE CITY OF EL SEGUNDO

THIS TRANSIT SERVICE OPERATION AGREEMENT (this “Agreement”) is entered into by and between the City of Redondo Beach (“Redondo Beach”), on behalf of Beach Cities Transit (“BCT”), which is a division of Redondo Beach, and the City of El Segundo (“El Segundo”).

RECATALS

A. WHEREAS, pursuant to Government Code section 54981, the legislative body of any local agency (here, El Segundo) may contract with another local agency (here, Redondo Beach) for the performance of municipal services or functions within the territory of the former.

B. WHEREAS, on July 1, 2006, Redondo Beach and El Segundo entered into that certain Transit Service Operation Agreement to enable BCT Line 109 as described in Attachment A to take over public transportation services for the discontinued LACMTA Line 439 for a two (2) year term.


D. WHEREAS, the 2017 Agreement expires on June 30, 2019, and the parties desire to enter into a new agreement on the terms and conditions set forth below.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. TERM
This Agreement shall be effective as of July 1, 2019, and shall have a one (1) year term expiring on June 30, 2020. El Segundo acknowledges that an agreement in similar form to this Agreement or an amendment may be negotiated for continued Line 109 service beyond June 30, 2020. In the event El Segundo intends to renew this Agreement, El Segundo shall notify Redondo Beach of its intent to renew at least 182 days prior to the expiration of this term.

2. SERVICE DESCRIPTION
A. Redondo Beach shall operate Line 109 consistent with the maps shown in attached Attachment A, which is incorporated by reference ("Line 109" or the "Service").

B. Redondo Beach shall operate Line 109 on the days of the week; service times and days; and frequencies of service equal to or better than that which was operated by BCT immediately before the effective date of this Agreement. The current service schedule for Line 109 is illustrated in attached Attachment B, which is incorporated by reference.
C. Redondo Beach may adjust the route and schedule of Line 109; however, any changes or reductions to the Service in excess of 10% of service hours shall be brought to El Segundo in writing for review and comment prior to implementation.

D. Redondo Beach may, in its sole discretion, enter into contracts for Line 109 service with any other provider of its choice at any time without the approval of El Segundo. Redondo Beach shall be responsible for any and all aspects of administration of the service contract, and shall assure that the contract includes provisions pertaining to insurance, age, maintenance and operation of vehicles, driver qualifications and other similar provisions typical of an agreement of that kind.

E. Redondo Beach shall base the percentage of cost for Line 109 on the route service mile calculations, as illustrated in the attached Attachment C.

3. PASSENGER FARES
Redondo Beach may charge fares for the Service consistent with its existing fixed-route service as described in Attachment A. Redondo Beach will accept interagency transfers with adjacent transit operators and participate in the EZ Pass Program. Redondo Beach shall retain all farebox revenues. BCT Line 109 passenger fare revenues shall be used to offset operation expenses.

4. FUNDING
A. El Segundo shall pay Redondo Beach for costs in associated with operating Line 109 in accordance with this Section. El Segundo shall not pay Redondo Beach for capital costs nor shall El Segundo provide any equipment to operate the Service.

B. FY 2019-20: Operations Funding from El Segundo shall be $0 for fiscal year 2019-20.

In the event Redondo Beach incurs a shortfall in funding, El Segundo’s funding contribution will be based on the number of miles of the BCT Line 109 route (as described in Attachment C) within El Segundo’s boundaries and other cities’ Line 109 route miles will not factor into El Segundo’s funding contribution.

A shortfall occurs when the (1) the estimated costs exceed the (2) estimated operating revenues for the respective fiscal year. The estimated costs shall be based on (1) the prior year’s Line 109 service hours multiplied by the applicable service hour rates plus (2) the prior year’s fuel costs plus an estimated CPI increase plus (3) estimated costs for RTI systems. The estimated revenues shall be based on the LACMTA funding formula and the prior fiscal year’s fare revenues for Line 109.

Operating expenses are incorporated in the service hour rates and include without limitation, driver wages, general administration and overhead, and maintenance costs. Real Time Information (“RTI”) Systems operating expenses include without limitation, capital equipment, passenger/administration interface programs, cellular and internet hosting of RTI services and report management programs.
C. Redondo Beach is responsible for all marketing and promotion of the Service. However, El Segundo may advertise the Service at its sole expense in community newsletters and recreational brochures at its sole expense. El Segundo may also advertise the Service at its sole expense in other mediums, but any reference to BCT in such advertising must be approved in writing by Redondo Beach. The BCT logo cannot be used without Redondo Beach’s prior approval.

D. On at least a quarterly basis, BCT will meet with El Segundo to develop additional marketing strategies directed towards increasing BCT Line 109 ridership. El Segundo shall provide assistance for public outreach and information to target El Segundo residents and non-resident community members.

5. REPORTING/INVOICING
   A. Redondo Beach shall report to El Segundo on a quarterly basis, all of the following data for the Line 109 Service:

      (1) Passengers carried
      (2) Revenue hours operated
      (3) Revenue miles operated
      (4) Total operating costs, including service operating expenses and RTI capital and operating expenses

   B. Redondo Beach shall submit said report to El Segundo in writing within fifteen (15) days after the end of each reporting quarter.

   C. Redondo Beach shall submit quarterly reports to El Segundo.

   D. Redondo Beach shall incorporate Line 109 data into its Federal Transit Administration’s National Transit Data (NTD) annual report for the entire BCT fixed route transportation system. Redondo Beach shall provide to El Segundo annual NTD random sampling data which provides the statistics to estimate the number of passengers boarding and alighting by stop in El Segundo, and the total estimated El Segundo passengers. Redondo Beach shall be responsible for any and all aspects of administration of the service contract, and shall include provisions pertaining to insurance.

   E. El Segundo retains the right to audit the BCT’s records of Line 109 Service, and to periodically monitor the Service.

   F. Redondo Beach shall schedule quarterly joint meetings with the partnering cities of El Segundo, Hermosa Beach, and Manhattan Beach. Redondo Beach will provide a quarterly update of Line 109 services, and discuss coordinated marketing and public outreach efforts and operating and financing issues that affect BCT services.
6. **INSPECTION OF RECORDS**
   BCT records relevant to this Agreement shall be available for inspection by El Segundo at all reasonable times for a period of at least three (3) years for each year or after the termination date, whichever comes first.

7. **NON-DISCRIMINATION**
   No person shall on the grounds of race, color, religion, national origin, ancestry, age, sex, physical or mental disability, be excluded from participation in, or be subject to discrimination in the operation of the Line 109 Service.

8. **COORDINATION**
   A. Redondo Beach shall coordinate its BCT services, to the extent practical, so that passengers transferring between transit operators will have minimal waiting times. This coordination will require transit agencies to communicate with each other as many weeks as possible in advance of any planned schedule change to the services that may affect passenger transfers.

   B. The El Segundo Project Manager for this project shall be the Recreation and Parks Director, or designee. BCT coordinator for this project shall be the Community Services Director or his/her designee.

9. **WAIVER OF BREACH**
   The waiver of each party of any breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that same or any other provision.

10. **NOTICES**
    A. All notices, requests, demands, or other communications under this Agreement shall be in writing. Notice shall be given as follows:

    (1) Personal Delivery. Personally delivered to the recipient. Notice is effective on delivery.

    (2) First Class Mail. First class to the last address of the recipient known to the party giving notice. Notice is effective three mail delivery days after deposit in a United States Postal Service office or mailbox.

    (3) Certified Mail. Certified mail with return receipt requested. Notice is effective on receipt, if delivery is confirmed by a return receipt.

    (4) Overnight Delivery. Delivered by an overnight delivery service, charges prepaid or charged to the sender’s account. Notice is effective on delivery, if delivery is confirmed by the delivery service.

    (5) Facsimile Transmission. Sent by fax to the last fax number of the recipient known to the party giving notice. Notice is effective upon receipt. Any notice given by fax shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient’s time) or on a non-business day.
Email. Sent by email to the last email address of the recipient known to the party giving notice. Notice is effective upon receipt. Any notice given by email shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient’s time) or on a non-business day.

Addresses for purpose of giving notice shall be as follows:

**Beach Cities Transit:**
City of Redondo Beach  
Community Services Director  
Attention: Line 109  
1922 Artesia Blvd.  
Redondo Beach, CA 90278

Email: john.larock@redondo.org  
Fax Number: 310-798-8273

With a copy to:  
City of Redondo Beach  
The City Clerk’s Office  
415 Diamond Street  
Redondo Beach, CA 90277-2836

Email: cityclerk@redondo.org  
Fax Number: 310-374-0220

**El Segundo:**
City of El Segundo  
Recreation and Parks Director  
Attention: Line 109  
350 Main Street  
El Segundo, CA 90245-3813

Email: mpetiti@elsegundo.org

With a copy to:  
City of El Segundo  
City Clerk  
350 Main Street  
El Segundo, CA 90245-3813

Fax Number: 310-615-0529

B. Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified, shall be deemed effective as of the first date the notice was refused, unclaimed or deemed undeliverable by the postal authorities, messenger or overnight delivery service.

C. Either party may change its address, fax number, or email by giving the other party written notice of the change.
11. SEVERABILITY
Should any part, term or provision of this Agreement or any document required herein to be executed be declared invalid, void or unenforceable, all remaining parts, terms and provisions hereof shall remain in full force and effect and shall in no way be invalidated, impaired or affected thereby.

12. INTEGRATION; AMENDMENT
This Agreement represents the entire understanding of El Segundo and Redondo Beach as to those matters contained in it. No prior oral or written understanding shall be of any force or effect with respect to the terms of this Agreement. The Agreement may not be modified or altered except by written amendment executed by both parties.

13. INTERPRETATION
The terms of this Agreement should be construed in accordance with the meaning of the language used and should not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction that might otherwise apply.

14. GOVERNING LAW; JURISDICTION
This Agreement will be administered and interpreted under the laws of the State of California. Jurisdiction of any litigation arising from the Agreement will be in Los Angeles County, California.

15. COMPLIANCE WITH STATUTES AND REGULATIONS
BCT will be knowledgeable of and will comply with all applicable federal, state, county and city statutes, rules, regulations, ordinances and orders.

16. NON-LIABILITY OF CITIES
No officer or employee of either city shall be personally liable to the other, in the event of any default or breach thereunder.

17. INDEMNIFICATION
Each party hereby agrees to defend, protect, indemnify and hold harmless the other party, its officers, employees, volunteers, agents, elected and appointed officials, and members of boards and commissions from and against any and all loss, damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, and judgments, including reasonable attorney’s fees, expert fees and costs of suit arising directly or indirectly from or in any manner related to or in connection with or caused by the performance or failure of the party, its agents, servants or employees to perform the services required of the party’s employees under the terms of this Agreement.

18. AUTHORITY
Each party warrants that the individuals who have signed this Agreement have the legal power, right and authority to enter into and execute this Agreement on behalf of each respective party.

[SIGNATURES ON FOLLOWING PAGE]
IN WITNESS WHEREOF, the parties have executed this Agreement, as of this ____ day of ________, 2019.

CITY OF REDONDO BEACH

By: ___________________________________________
    William C. Brand, Mayor

APPROVED AS TO FORM:

Michael W. Webb, City Attorney

ATTEST:

Eleanor Manzano, City Clerk

CITY OF EL SEGUNDO

By: ___________________________________________
    Drew Boyles, Mayor

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

ATTEST:

Tracy Weaver, City Clerk
Attachment A: Line 109 Map
Attachment B: BCT Line 109 Time Schedule

EFFECTIVE SEPTEMBER 2014

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**MONDAY THROUGH FRIDAY**

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**SATURDAY & SUNDAY**

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*AM PM*
## Attachment C

**Beach Cities Transit Line 109**

**Route Service Mile Calculations by City**

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<th>Route Miles</th>
<th>NB Miles</th>
<th>SB Miles</th>
<th>Average Miles Per City</th>
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<tr>
<td>Redondo Beach &amp; Los Angeles</td>
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<td>34.95%</td>
</tr>
<tr>
<td>Hermosa Beach</td>
<td>2.2</td>
<td>1.6</td>
<td>1.90</td>
<td>10.89%</td>
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<td>Manhattan Beach</td>
<td>3.4</td>
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<td>2.8</td>
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<td>El Segundo</td>
<td>7.7</td>
<td>5.6</td>
<td>6.65</td>
<td>38.11%</td>
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<tr>
<td>Total Miles</td>
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AGENDA DESCRIPTION:

Consideration and possible action to approve a Resolution and Letter of Support for AB 1694, *San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy: territory: Dominguez Channel watershed and Santa Catalina Island.*

(Fiscal Impact: $0)

RECOMMENDED COUNCIL ACTION:

1. Approve the Resolution and Letter of Support for AB 1694; and/or,
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Draft Letter of Support
2. Draft Resolution

FISCAL IMPACT: $0

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<td>Account Number(s)</td>
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ORIGINATED BY: Meredith Petit, Director of Recreation and Parks

REVIEWED BY: Meredith Petit, Director of Recreation and Parks

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:

AB 1694 (O’Donnell) would expand the boundaries, or territory, of the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy to include the Dominguez Channel Watershed and Santa Catalina Island. The expansion area would include sections in the eastern portion of the City of El Segundo. The Conservancy is a state agency set to acquire and manage public lands to provide open space, low-impact recreational and education uses, water conservation, watershed improvement, wildlife and habitat restoration and protection, and watershed improvement within the territory. By supporting the expansion of the territory, the City of El Segundo may seek future opportunities of partnership and grant funds for projects that support the goals of the Conservancy, such as trail development or other passive recreational uses.
May 21, 2019

The Honorable Laura Friedman, Chair
Assembly Natural Resources Committee
1020 N Street, Room 164
Sacramento, CA 95814

RE: AB 1694 (O'Donnell) – SUPPORT: San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy: Dominguez Channel watershed and Santa Catalina Island

Dear Assembly Member Friedman:

On behalf of the City of El Segundo I am writing to express our support for AB 1694 (O'Donnell) for the expansion of the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) territory to include the Dominguez Channel watershed and Catalina Island. This expansion would include the cities of Inglewood, Gardena, Hawthorne, Lawndale, Carson, and Los Angeles harbor communities including San Pedro and Wilmington. These cities and communities will benefit from the direct local assistance that can be provided by the RMC as a regional State Conservancy, including several areas that are park-poor or disadvantaged communities. Including these cities as part of the RMC’s existing jurisdiction will increase funding availability for projects in these areas that are consistent with the RMC’s mission to preserve open space and habitat in order to provide for low-impact recreation and educational uses, wildlife habitat restoration and protection, and watershed improvements within our jurisdiction.

The City of El Segundo is particularly supportive of this legislation because it will enhance the funding availability for competitive grants across a densely populated region that is severely park-poor and in need of additional resources to achieve multi-benefit projects that will address environmental and public health goals.

Again, for the reasons stated above, we respectfully request your support for AB 1694.

Sincerely,

Drew Boyles, Mayor
City of El Segundo

Resolution # _________

CONSIDERATION OF RESOLUTION relative to establishing the City’s position regarding AB 1694 (O’Donnell), San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy: territory: Dominguez Channel watershed and Santa Catalina Island, which would provide a greater description of the breadth of the Conservancy’s territory and to expand the current Conservancy’s boundaries to include the Dominguez Channel watershed and Santa Catalina Island.

RESOLUTION

WHEREAS, any official position of the City of El Segundo with respect to legislation, rules, regulations or policies proposed to or pending before a local, state, or federal government body or agency must have first been adopted in the form of a Resolution by the City Council with the concurrence of the Mayor; and

WHEREAS, existing law established the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (Conservancy), a State agency, to acquire and manage public lands to provide open space, low-impact recreational and education uses, water conservation, watershed improvement, wildlife and habitat restoration and protection, and watershed improvement within the territory; and

WHEREAS, the Conservancy provides local assistance and support to local governments and non-profit organizations for eligible projects related to public recreation and access, land acquisition, trail development, and river parkway and watershed improvements; and

WHEREAS, the areas within the Dominguez Channel Watershed and Santa Catalina Island are presently outside the boundaries of the Conservancy but lie adjacent and share similar natural resources and socioeconomical environments, needs for open space, habitat protection, and light recreation opportunities, particularly those in densely urbanized and commercialized neighborhoods, similar to the inventory of cities and communities within the Conservancy’s current boundaries; and

WHEREAS, the areas within the Dominguez Channel Watershed and Santa Catalina Island currently do not lie within the boundaries of a State conservancy and subsequently excluded from certain State-wide funding opportunities; and

WHEREAS, to address this matter, the State Legislature introduced AB 1694 (O’Donnell), San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy: territory: Dominguez Channel watershed and Santa
Catalina Island, which would provide a greater description of the breadth of the Conservancy’s territory and to expand the current Conservancy’s boundaries to include the Dominguez Channel watershed and Santa Catalina Island; and

WHEREAS, the expansion of the Conservancy’s boundaries would expand funding opportunities to protect, enhance, and preserve the natural, historical, cultural, and educational resources of the Dominguez Channel Watershed and Santa Catalina Island; and

WHEREAS, the expansion of the Conservancy’s boundaries would allow the Conservancy to maximize the distribution of grant funds to multiple recipients throughout the watersheds of Lower Los Angeles River, San Gabriel River, and the Dominguez Channel as well as Santa Catalina Island, particularly park-poor and disadvantaged communities, and non-governmental agencies that were not previously privy to Conservancy resources;

NOW, THEREFORE, BE IT RESOLVED, with the concurrence of the Mayor, that by the adoption of this Resolution, the City of El Segundo hereby SUPPORT AB 1694 [O’Donnell], San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy: territory: Dominguez Channel watershed and Santa Catalina Island.

PRESENTED BY: ___________________________

SECONDED BY: _________________________
AGENDA DESCRIPTION:
Consideration and possible action to adopt a proposed ordinance amending El Segundo Municipal Code Chapter 1-7C to increase the dollar limit for the administrative “no bid” award of Public Works Contracts in accordance with state law.
(Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Adopt proposed Ordinance No. XX; or,
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Proposed Ordinance.

FISCAL IMPACT: None

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

STRATEGIC PLAN: N/A.

ORIGINTATED BY: Ken Berkman, Director of Public Works
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

In 2006 and 2015, the City Council elected to become subject to the Uniform Public Construction Cost Accounting Act (Pub. Cont. Code §§22000, et seq.; “Act”). Prior to 2019, the Act authorized public projects of $45,000 or less in value to be performed by the employees of a public agency by force account, negotiated contract, or purchase order. The City’s code currently allows those public projects of $45,000 or less to be awarded by the City Manager.

On January 1, 2019, Assembly Bill 2249 (Cooley) became law. The bill increased the dollar limits for public projects to $60,000, due to rising public construction costs. Staff has prepared the attached ordinance which, if adopted by the City Council, would allow those projects that are valued at $60,000 or less in value to either be performed by City employees or awarded administratively.

The ordinance was introduced by the City Council at its regular meeting on May 7, 2019. If adopted by the City Council, the ordinance will take effect in 30 days.
ORDINANCE NO. ______

AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE
CHAPTER 1-7C TO INCREASE THE DOLLAR LIMIT FOR THE
ADMINISTRATIVE, “NO BID” AWARD OF PUBLIC WORKS PROJECTS
IN ACCORDANCE WITH STATE LAW.

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

SECTION 1. The City Council finds and determines as follows:

A. On January 17, 2006, the City Council adopted Resolution No. 4449
wherein the City elected to become subject to the Uniform Public
“Act”) for purposes of contracting maintenance work;

B. On April 7, 2015, the City Council adopted Resolution No. 4911 electing to
become subject to the Act for purposes of all “public projects” as defined in
the Act;

C. Prior to 2019, the Act authorized public projects of $45,000 or less to be
performed by the employees of a public agency by force account, by
negotiated contract, or by purchase order, and public projects of $175,000
or less to be let to contract by informal procedures established by the Act;

D. On January 1, 2019, Assembly Bill 2249 (Cooley) became law; the bill
increased the dollar limits for such projects to $60,000 and $200,000,
respectively, due to rising public construction costs;

E. The City Council desires to increase the amount for those public projects
performed by force account, negotiated contract or purchase order, in
accordance with state law.

SECTION 2. El Segundo Municipal Code (“ESMC”) § 1-7C-4 is amended as follows:

1-7C-4: SOLICITING BIDS AND AWARDING CONTRACTS:

The city manager may solicit bids, award contracts, and execute contracts
for public projects up to forty-five sixty thousand dollars ($45,000.00
60,000.00). Contracts for public projects costing more than forty-five sixty
thousand dollars ($45,000.00 60,000.00) must be awarded by the city
council.

SECTION 3. ESMC § 1-7C-7 is amended as follows:

1-7C-7: BID SECURITY:
A. Bid security is required for all bids on public projects when the city manager estimates that the price will exceed forty-five **sixty** thousand dollars ($45,000.00 **60,000.00**). Bid security may be a bond issued by a licensed and duly qualified corporate surety, or the equivalent in cash, money order, cashier’s check, certified check, unconditional letter of credit, or other form approved by the city attorney. Nothing in this section prevents the city from requiring bid security on public projects of forty-five **sixty** thousand dollars ($45,000.00 **60,000.00**) or less when the city manager believes such security is needed to protect the city’s interests.

B. Bid security must equal at least ten percent (10%) of the bid amount.

C. If the notice inviting bids requires a bid security, noncompliance or defective, inadequate, or incomplete security will render the bid nonresponsive.

D. Bid security will be forfeited or paid to the city should the bidder fail to execute a contract within the time specified in the notice inviting bids.

SECTION 4. **Environmental Assessment.** The City Council finds that the Ordinance is exempt from additional environmental review under the California Environmental Quality Act (Cal. Pub. Res. Code §§ 21000, et seq. “CEQA”) and CEQA regulations (14 Cal. Code of Regs. §§ 15000, et seq.) because it establishes rules and procedures to permit operation of existing facilities and consists only of minor revisions and clarifications to existing regulations. This ordinance, therefore, does not have the potential to cause significant effects on the environment. Consequently, it is categorically exempt from further CEQA review under 14 Cal. Code Regs. §§ 15301, 15305.

SECTION 5. **Validity of Previous Code Sections.** If the entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal of the ESMC or other regulation by this Ordinance will be rendered void and cause such ESMC provision or other regulation to remain in full force and effect for all purposes.

SECTION 6. **Validity of Previous Code Sections.** If the entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal of the ESMC or other regulation by this Ordinance will be rendered void and cause such ESMC provision or other regulation to remain in full force and effect for all purposes.

SECTION 7. **Enforceability.** Repeal or amendment of any previous Code Sections does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance’s effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 8. **Severability.** If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provision or application and, to this end, the provisions of this Ordinance are severable.
SECTION 9. The City Clerk, or her duly appointed deputy, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo’s book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 10. Effective Date. This Ordinance will become effective on the 31st day following its passage and adoption.

PASSED AND ADOPTED this ___ day of ____________, 2019.

_____________________________________
Drew Boyles, Mayor

ATTEST:

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. ____ was duly introduced by said City Council at a regular meeting held on the ___ day of ____________, 2019, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ___ day of ____________, 2019, and the same was so passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____________________________________
Tracy Weaver, City Clerk

APPROVED AS TO FORM:

_____________________________________
Mark D. Hensley, City Attorney
EL SEGUNDO CITY COUNCIL
AGENDA STATEMENT

AGENDA DESCRIPTION:

Consideration and possible action to accept as complete the Pump Station #1 & #7 Modification, Project No. PW 16-07. (Fiscal Impact: $4,036,861.13)

RECOMMENDED COUNCIL ACTION:

1. Accept the work as complete;
2. Authorize the City Clerk to file a Notice of Completion with the County Recorder’s Office;
3. Authorize to increase the construction related contingencies from $324,895.00 to $787,911.13;
4. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

Notice of Completion

FISCAL IMPACT: Included in the Adopted FY 2017/18 budget

Amount Budgeted: $4,200,000.00
Additional Appropriation: No
Account Number(s): 502-400-8204-8650 (Sewer Pump Station #1)
502-400-8204-8647 (Sewer Main Repair)
502-400-8204-8648 (Sewer Pump station Rehabs.)

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: Lifan Xu, City Engineer
REVIEWED BY: Ken Berkman, Public Works Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

On October 4, 2016, City Council awarded a standard public works contract to Steve P. Rados, Inc. for $3,248,950.00 and approved an additional $324,895.00 for construction-related contingencies to complete a large-scale sewer infrastructure improvement project at Pump Stations 1 and 7. The project consisted of consolidating the two pump stations, adding storage capacity, replacing pumps and related equipment, replacing the backup diesel-powered generator at Kansas Park, installing new electrical control and telemetry systems, and realigning a force main pipe to
convey the sewage flow fully within the street right-of-way instead of through City property and an easement between Acacia and Imperial Avenues.

Construction began on July 17, 2017 and was successfully completed by Steve P. Rados, Inc. on December 28, 2018. The restoration of Acacia Park was completed on March 15, 2019. Due to the complexity and inherent subterranean nature of the project, a number of unforeseen underground utilities and conditions were encountered that required construction modifications and caused delays; however, the project was still delivered within the original project budget.

Staff respectfully recommends that City Council 1) accept the work as complete; 2) authorize the City Clerk to file a Notice of Completion with the County Recorder’s Office; and 3) authorize to increase the construction related contingencies from $324,895.00 to $787,911.13.
NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: Pump Station 1 and 7 Modification Project

Project No.: PW 16-07  Contract No. 5207

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

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

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

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

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

5. A work of improvement on the property hereinafter described was field reviewed by the City Engineer on March 15, 2019. The work done was: Pump Station Improvements

6. On May 21, 2019, City Council of the City of El Segundo accepted the work of this contract as being complete and directed the recording of this Notice of Completion in the Office of the County Recorder.

7. The name of the Contractor for such work of improvement was: Steve P. Rados, Inc.

8. The property on which said work of improvement was completed is in the City of El Segundo, County of Los Angeles, State of California, and is described as follows: Pump Station 1 and 7 Modification

9. The street address of said property is: Various locations in El Segundo, CA 90245

Dated: ___________________________  Ken Berkman

Public Works Director

VERIFICATION

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

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

Executed on _____________________, 2019 at El Segundo, California. 90245

______________________________  Ken Berkman

Public Works Director
AGENDA DESCRIPTION:
Consideration and possible action regarding authorizing the City Manager to pre-pay the City’s unfunded liability contribution to California Public Employees Retirement System (CalPERS) for the CalPERS Fiscal Year (FY) 2019-20. (Fiscal Impact: savings of $323,073: $80,768 in FY 2018-19 and $242,305 in FY 2019-20)

RECOMMENDED COUNCIL ACTION:
1. Authorize City Manager to execute the unfunded annual liability (UAL) prepayment option to CalPERS in the total amount of $9,071,054 resulting in a total savings of $323,073 to the City.
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
A. Exhibit A - Public Safety required contributions.
B. Exhibit B - Miscellaneous required contribution.

FISCAL IMPACT: None

| Amount Budgeted: | $9,071,054 | ($2,267,764 in FY 2018-19 for July-September and the difference of $6,803,290 will be budgeted in FY 2019-20) |
|------------------|------------|
| Additional Appropriation: | N/A |
| Account Number(s): | N/A |

STRATEGIC PLAN:

<table>
<thead>
<tr>
<th>Goal: 5(b)</th>
<th>Champion Economic Development and Fiscal Sustainability: El Segundo approaches its work in a financially disciplined and responsible way</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective: 2</td>
<td>The City will maintain a stable, efficient, and transparent financial environment</td>
</tr>
</tbody>
</table>

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

BACKGROUND AND DISCUSSION:
CalPERS provides member cities with a discount for prepayment of their UAL. The UAL is the employer annual payment toward the unfunded pension liability as measured on the actuarial valuation report issued by CalPERS each July. CalPERS is providing a discount rate in the
amount of 3.5% towards the City of El Segundo’s (the “City”) UAL of $9,394,127 resulting in a savings of $323,073 for a total discounted payment due of $9,071,054. The prepayment of the UAL must be made between July 1 and July 31, 2019 and is based on the CalPERS fiscal year of July 1, 2019 through June 30, 2020. Attached for reference is the CalPERS required contributions statement for both Public Safety (Exhibit A) and Miscellaneous (Exhibit B). Also, table 1 below depicts the difference in paying the UAL on a monthly basis over a twelve month period at the full rate versus the prepayment lump sum at the discounted rate.

<table>
<thead>
<tr>
<th>CalPERS Plan</th>
<th>CalPERS FY 2019-20 Annual Unfunded Liability Contribution (if paid in monthly installments)</th>
<th>Prepayment of Annual Unfunded Liability Contribution</th>
<th>Difference (Savings)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety – PD Classic 1st Tier</td>
<td>$3,657,439</td>
<td>$3,531,656</td>
<td>-$125,783</td>
</tr>
<tr>
<td>Public Safety – PD Classic 2nd Tier</td>
<td>5,107</td>
<td>4,931</td>
<td>-$176</td>
</tr>
<tr>
<td>Public Safety – PD PEPRA</td>
<td>$846</td>
<td>$817</td>
<td>-$29</td>
</tr>
<tr>
<td>Public Safety – Fire Classic</td>
<td>$3,310,333</td>
<td>$3,196,488</td>
<td>-$113,845</td>
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<tr>
<td>Public Safety – Fire PEPRA</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$2,420,402</td>
<td>$2,337,162</td>
<td>-$83,240</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9,394,127</strong></td>
<td><strong>$9,071,054</strong></td>
<td><strong>-$323,073</strong></td>
</tr>
</tbody>
</table>

The City’s current overall internal investment portfolio is currently earning an annualized return of 2.36% (as of April 2019). The City’s portfolio return of 2.36% is lower than the return CalPERS is applying (3.5%) towards the City’s prepayment; resulting in a more effective use of City funds.

As a comparison and for historical information, City Council approved staff’s recommendation to prepay the UAL in prior years as follows:
- FY 2018-19 the City prepaid the UAL in the amount of $8,218,670, resulting in a direct savings of $297,671 to the City.
- FY 2017-18 the City prepaid the UAL in the amount of $7,019,291, resulting in a direct savings of $258,464 to the City.

If the FY 2019-20 prepayment is approved by City Council, the City will have saved a total of $879,208 over a three year period by prepaying the annual unfunded pension liability.

Staff recommends prepaying the UAL payment in the amount of $9,071,054, resulting in a direct savings of $323,073 to the City.
Exhibit A - Public Safety Police Classic 1st Tier

<table>
<thead>
<tr>
<th>Required Employer Contribution</th>
<th>Fiscal Year 2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Normal Cost Rate</td>
<td>24.040%</td>
</tr>
<tr>
<td><strong>Plus Either</strong></td>
<td></td>
</tr>
<tr>
<td>1) Monthly Employer Dollar UAL Payment</td>
<td>$ 304,787</td>
</tr>
<tr>
<td><strong>Or</strong></td>
<td></td>
</tr>
<tr>
<td>2) Annual UAL Prepayment Option</td>
<td>$ 3,531,656</td>
</tr>
</tbody>
</table>

The total minimum required employer contribution is the sum of the Plan’s Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).

Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.

In accordance with Sections 20537 and 20572 of the Public Employees’ Retirement Law, if a contracting agency fails to remit the required contributions when due, interest and penalties may apply.

To initiate this change, the enclosed Lump Sum Payment Request must be completed and returned to the Fiscal Services Division with a wire transfer or a check by October 11, 2018. A copy should be sent to us.

If you have questions, please call (888) CalPERS (225-7377).

Paul Tschida, FSA, EA, MAAA
Senior Pension Actuary, CalPERS
Exhibit A - Public Safety Police Classic 2nd Tier

<table>
<thead>
<tr>
<th>Required Employer Contribution</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Normal Cost Rate</td>
<td>21.748%</td>
</tr>
<tr>
<td><strong>Plus Either</strong></td>
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</tr>
<tr>
<td>1) Monthly Employer Dollar UAL Payment</td>
<td>$ 426</td>
</tr>
<tr>
<td><strong>Or</strong></td>
<td></td>
</tr>
<tr>
<td>2) Annual UAL Prepayment Option</td>
<td>$ 4,931</td>
</tr>
</tbody>
</table>

The total minimum required employer contribution is the sum of the Plan’s Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).

Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.

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If you have questions, please call (888) CalPERS (225-7377).

PAUL TSCHIDA, FSA, EA, MAAA
Senior Pension Actuary, CalPERS
**Required Employer Contribution**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employer Normal Cost Rate</strong></td>
<td>13.786%</td>
</tr>
<tr>
<td><strong>Plus Either</strong></td>
<td>$</td>
</tr>
<tr>
<td>1) Monthly Employer Dollar UAL Payment</td>
<td>$</td>
</tr>
<tr>
<td>Or</td>
<td>$</td>
</tr>
<tr>
<td>2) Annual UAL Prepayment Option</td>
<td>$</td>
</tr>
</tbody>
</table>

The total minimum required employer contribution is the sum of the Plan’s Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).

Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.

In accordance with Sections 20537 and 20572 of the Public Employees’ Retirement Law, if a contracting agency fails to remit the required contributions when due, interest and penalties may apply.

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PAUL TSCHIDA, FSA, EA, MAAA
Senior Pension Actuary, CalPERS
<table>
<thead>
<tr>
<th>Required Employer Contribution</th>
<th>Fiscal Year 2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employer Normal Cost Rate</strong></td>
<td>19.347%</td>
</tr>
<tr>
<td><strong>Plus Either</strong></td>
<td></td>
</tr>
<tr>
<td>1) Monthly Employer Dollar UAL Payment</td>
<td>$ 275,861</td>
</tr>
<tr>
<td>2) Annual UAL Prepayment Option</td>
<td>$ 3,196,488</td>
</tr>
</tbody>
</table>

The total minimum required employer contribution is the sum of the Plan’s Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).

Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.

In accordance with Sections 20537 and 20572 of the Public Employees’ Retirement Law, if a contracting agency fails to remit the required contributions when due, interest and penalties may apply.

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If you have questions, please call (888) CalPERS (225-7377).

PAUL TSCHIDA, FSA, EA, MAAA
Senior Pension Actuary, CalPERS
## Exhibit A - Public Safety/PEPRA Fire

<table>
<thead>
<tr>
<th>Required Employer Contribution</th>
<th>Fiscal Year</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employer Normal Cost Rate</strong></td>
<td></td>
<td>13.786%</td>
</tr>
<tr>
<td><strong>Plus Either</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1) Monthly Employer Dollar UAL Payment</td>
<td>$</td>
<td>0</td>
</tr>
<tr>
<td><strong>Or</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Annual UAL Prepayment Option</td>
<td>$</td>
<td>0</td>
</tr>
</tbody>
</table>

The total minimum required employer contribution is the sum of the Plan’s Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).

Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.

In accordance with Sections 20537 and 20572 of the Public Employees' Retirement Law, if a contracting agency fails to remit the required contributions when due, interest and penalties may apply.

To initiate this change, the enclosed Lump Sum Payment Request must be completed and returned to the Fiscal Services Division with a wire transfer or a check by October 11, 2018. A copy should be sent to us.

If you have questions, please call (888) CalPERS (225-7377).

PAUL TSCHIDA, FSA, EA, MAAA  
Senior Pension Actuary, CalPERS
Exhibit B - Miscellaneous Employees

<table>
<thead>
<tr>
<th>Required Employer Contribution</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Normal Cost Rate</td>
<td>8.850%</td>
</tr>
<tr>
<td><strong>Plus Either</strong></td>
<td></td>
</tr>
<tr>
<td>1) Monthly Employer Dollar UAL Payment</td>
<td>$ 201,700</td>
</tr>
<tr>
<td><strong>Or</strong></td>
<td></td>
</tr>
<tr>
<td>2) Annual UAL Prepayment Option</td>
<td>$ 2,337,162</td>
</tr>
</tbody>
</table>

The total minimum required employer contribution is the sum of the Plan’s Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).

Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31). Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.

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PAUL TSCHIDA, FSA, EA, MAAA
Senior Pension Actuary, CalPERS
AGENDA DESCRIPTION:
Consideration and possible action authorizing the Fire Department to purchase public safety mobile and portable radios, accessories and required programming from the South Bay Regional Public Communications Authority to maintain emergency radio communications (Fiscal Impact: $75,598.98)

RECOMMENDED COUNCIL ACTION:
1. Authorize the Fire Department to purchase public safety mobile radios, portable radios, accessories and programming from the South Bay Regional Public Communications Authority to maintain emergency radio communications.
2. Alternately, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. APX 8500 Radio Quote - $75,598.98

FISCAL IMPACT: $XXX
Amount Budgeted: $75,598.98
Additional Appropriation: $
Account Number(s): $75,598.98 (601-400-3202-8107)

STRATEGIC PLAN:
Goal: 2 Support Community Safety & Preparedness
Objective: 1 The City of El Segundo is a safe and prepared City. The City has a proactive approach to risk and crime that is outcome focused

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

BACKGROUND AND DISCUSSION:
In June 2016, The El Segundo City Council authorized the City Manager to enter into a Joint Exercise of Powers Agreement to establish a joint powers agency, the Interoperable Network of the South Bay (INSB). Then in December 2017, the El Segundo City Council authorized the purchase of public safety mobile radios, portable radios and accessories for the police department, fire department and emergency management division. Given the transition to this new digital radio system and the recent purchase of new apparatus, which includes the grant from Chevron and the grant for Homeland Security, the Fire Department has a need for additional radios, accessories and radio programming to outfit one (1) new fire engine, two (2) new ambulances, one (1) new utility
vehicle and one (1) specialized urban search and rescue (USAR) utility vehicle. Finally, the Fire Department miscalculated the portable radio count during the December 2017 purchase and needs seven (7) additional portable radios for Fire Administration, Fire Prevention and the Environmental Safety division.

The quote received has been provided by the South Bay Regional Public Communications Authority, also referred to as the Regional Communications Center (RCC), and has been negotiated with Motorola on our behalf, representing a considerable discount. In addition, the cost for programming, installation and extended warrantee will be provided with every radio purchased through RCC. Finally, the purchases will be made through existing equipment replacement accounts and will finalize the emergency radio communications plan in concert with the new INSB digital radio platform transition.

Staff respectfully requests authorization to purchase public safety mobile and portable radios, accessories and required radio programming through a purchase facilitated by the South Bay Regional Public Communications Authority.
<table>
<thead>
<tr>
<th>QUAN</th>
<th>DESCRIPTION</th>
<th>NET 30</th>
<th>PRICE EACH</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00</td>
<td>M37TSS9PW1AN</td>
<td>APX8500 ALL BAND MP MOBILE</td>
<td>2,385.00</td>
<td>19,080.00</td>
</tr>
<tr>
<td>8.00</td>
<td>GA01513AA</td>
<td>ADD: ALL BAND MOBILE ANTENNA (7/8/V/U)</td>
<td>47.50</td>
<td>380.00</td>
</tr>
<tr>
<td>16.00</td>
<td>G892AB</td>
<td>ENH: HAND MIC, GCAI WATER RESISTANT</td>
<td>36.00</td>
<td>576.00</td>
</tr>
<tr>
<td>8.00</td>
<td>G67DF</td>
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<td>148.50</td>
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<td>8.00</td>
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<td>ADD: APX CONTROL HEAD SOFTWARE</td>
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<td>ENH: AES 256 SW ENCRYPTION</td>
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# QUOTE

**DATE**
5/8/2019

**QUOTE #**
000001951

**CUST #**
0000009

## CUSTOMER
City Of El Segundo  
Attn: Accounts Payable  
350 Main Street  
El Segundo CA 90245

## SHIP TO:
El Segundo Fire Department  
314 Main Street  
El Segundo CA 90245

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<th>P.O. NUMBER</th>
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<tr>
<td></td>
<td>NET 30</td>
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AGENDA DESCRIPTION:
Consideration and possible action to adopt a City Council Resolution of 1) Recognizing the El Segundo Supervisory and Professional Employees Association ("ESSPEA" or "SPEA") as exclusive representative of the Supervisory and Professional Employees bargaining unit; 2) Decertifying the California Teamsters, Public, Professional and Medical Union, Local 911 ("Local 911") as the exclusive representative of that Unit, 3) applying the Memorandum of Understanding with Local 911 to SPEA for the balance of its term for purposes of continuity; and 4) Authorizing labor negotiations with SPEA. (Fiscal Impact: There is no direct fiscal impact of this recognition of SPEA as exclusive representative of the City's Supervisory and Professional employees).

RECOMMENDED COUNCIL ACTION:
1. Approve the Recognition of SPEA;
2. Adopt the Resolution Recognizing SPEA as exclusive representative for the Supervisory and Professional Employees; decertifying Teamsters SPEA, and applying Teamsters SPEA MOU to SPEA;
3. Authorize labor negotiations with SPEA on successor MOU
4. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS: Resolution Recognizing SPEA as exclusive representative for the Supervisory and Professional employees, decertifying Teamsters SPEA, and applying Teamsters SPEA MOU to SPEA

FISCAL IMPACT: None
Amount Budgeted: currently within all budget allocations per adopted FY 18-19 budget
Additional Appropriation: None
Account Number(s): N/A

STRATEGIC PLAN:
Goal: 3 Develop as a choice employer and workforce
Objective: 1 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.

ORIGINATED BY: David Serrano, Human Resources Director
REVIEWED BY: Greg Carpenter, City Manager
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
The City’s Personnel Rules and Regulations, and the City’s Employer-Employee Relations Resolution ("Resolution 3208"), in compliance with the Meyers-Milias-Brown Act ("MMBA"; California Government Code, Section 3500 et seq.), identify the process and procedures by which a bargaining representative may be recognized, and similarly, provides process and procedures for decertification of a bargaining representative.

In February 2018, the City received a signed petition from SPEA regarding the decertification of the California Teamsters, Public, Professional and Medical Union, Local 911 (Local 911) as exclusive representative of the Supervisory and Professional Employees Bargaining Unit, as provided for under Section 7 of Resolution 3208, and a petition for recognition of the El Segundo Supervisory and Professional Employees Association (SPEA), as provided under Section 3 of Resolution 3208, as the new exclusive representative of that Unit.

As required by Resolution 3208, the employees affected by the petitions voted on two items related to these petitions: Item One was the question of whether 911 shall be decertified. The employees responded with a vote of 20-1 in favor of decertification. Item Two was the question of whether the El Segundo Supervisory and Professional Employees Association (SPEA) shall be recognized as the exclusive representative of the Unit. The employees voted 21-0 in favor of recognition of SPEA.

The City’s Employee Relations Officer has reviewed the SPEA petition, along with all attachments, and bylaws, and determined the Petition for Recognition to be valid and in substantial compliance with the criteria specified in Resolution 3208. Specifically, with respect to Resolution 3208, under Section 7, the City’s Employee Relations Officer confirms compliance with the applicable provisions of Sections 3 through 10 of Resolution 3208, including “proof of employee support by thirty percent (30%) of the total membership in the proposed unit.” Additionally, with respect to Section 3, the City’s Employee Relations Officer confirms compliance with parts a through k, of this Resolution.

Alternative Action:

In the alternative, SPEA may apply to the Public Employee Relations Board (PERB) seeking formal recognition through PERB procedures. PERB would follow up with the City, seeking voluntary recognition. In the absence of voluntary recognition, PERB could also require the City to recognize SPEA as the exclusive representative of the Supervisory and Professional employees.

Therefore, it is recommended the City Council recognize SPEA and adopt a resolution as outlined herein.
RESOLUTION NO._____

A RESOLUTION RECOGNIZING THE EL SEGUNDO SUPERVISING AND PROFESSIONAL EMPLOYEE ASSOCIATION (SPEA), DECERTIFYING CALIFORNIA TEAMSTERS, PUBLIC, PROFESSIONAL AND MEDICAL UNION, LOCAL 911 (LOCAL 911) AS EXCLUSIVE REPRESENTATIVE OF THE SUPERVISING AND PROFESSIONAL EMPLOYEES BARGAINING UNIT and, APPLYING THE LOCAL 911 MOU to SPEA

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

Section 1: The City has adopted Resolution 3208 which establishes a process and procedure in compliance with the City’s Personnel Rules and Regulations and the Meyers-Millias-Brown Act (MMBA) regarding bargaining representative recognition and bargaining representative decertification.

Section 2: SPEA has complied with the applicable provisions of Section 3 part a through k of Resolution 3208 regarding their petition for recognition as the Exclusive Representation of the Supervisory and Professional employees, following a vote of affected employees, voting 21-0 in favor of SPEA as Exclusive Representative of the Unit.

Section 3: SPEA has complied with the applicable provisions of Section 7 inclusive of Sections 3 through 10 of Resolution 3208, for its petition for decertification of California Teamsters, Public, Professional and Medical Union, Local 911 (Local 911). Local 911 is therefore hereby decertified following a vote of affected employees, voting 20-1 in favor of decertification.

Section 4: The City, having entered into a Memorandum of Understanding (MOU) with Local 911, hereby applies the Local 911 MOU to SPEA for the balance of its term, pending negotiations of a successor MOU.

Section 5: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City’s original resolutions, and make a minute of this adoption of the Resolution in the City Council’s records and minutes of this meeting.

Section 6: Alternatively discuss and take other action related to this item.
Section 7: This Resolution will become effective immediately upon adoption and

PASSED AND ADOPTED this ____ day of ____________, 2019.

__________________________________________
Drew Boyles, Mayor
AGENDA DESCRIPTION:

Consideration and possible action for the Council to direct staff to develop ideas for programs that honor and celebrate El Segundo's military veterans. (Fiscal Impact: TBD)

RECOMMENDED COUNCIL ACTION:

1. Provide staff with direction to develop ideas for programs that honor and celebrate El Segundo's military veterans.
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

FISCAL IMPACT: Unknown

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

STRATEGIC PLAN:

Goal: 1 Enhance Customer Service and Engagement and Communications
Objective: 1 El Segundo’s engagement with the community ensures excellence.

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

BACKGROUND AND DISCUSSION:

Mayor Boyles is requesting that the City further expand the actions it takes in honoring and celebrating military veterans. Currently, the City has a Memorandum of Understanding (MOU) with the Department of Defense’s (DoD) Los Angeles Air Force Base (LAAF) and the City of Redondo Beach to support military personnel and their families with an affordable housing initiative. Also, the City has acknowledged and honored employees who are military veterans in the City’s internal newsletter on Veterans Day. The Mayor is requesting of Council to direct staff to report back at a future Council Meeting with program ideas beyond what are already in place to-date and at a much bigger and visible scale.

Preliminary staff research found the following programs implemented by other cities: Military Street Banner Program; Veterans Day Parade; Veteran Street Naming Program; Veterans' Hall at City Hall; Memorial Park; Hero Walk; Monument; Honor Wall; Veterans Wall; Granite, Travertine, and Tribute Tile Pavement; Workforce Assistance; posting of the U.S. flags by a high traffic area on Veterans Day; Sponsor Veterans Bus Trip to Washington, DC.