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

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

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

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

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

REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, NOVEMBER 1, 2011 – 5:00 P.M.

Next Resolution # 4748
Next Ordinance # 1467

5:00 P.M. SESSION

CALL TO ORDER

ROLL CALL

PUBLIC COMMUNICATION – (Related to City Business Only – 5 minute limit per person, 30 minute limit total) Individuals who have received value of $50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the City Council. Failure to do so shall be a misdemeanor and punishable by a fine of $250.

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

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov’t Code §54956.9(a) -1- matters

1. City of El Segundo vs. City of Los Angeles, et. al. LASC Case No. BS094279

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code §54956.9(b): -1- matter.

1. Wyle Claim

Initiation of litigation pursuant to Government Code §54956.9(c): -0- matter.

DISCUSSION OF PERSONNEL MATTERS (Gov’t Code §54957): - 2- matter

1. Employee Evaluation
   Position: City Manager

2. Employee Evaluation
   Position: City Attorney

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

CONFERENCE WITH CITY’S LABOR NEGOTIATOR (Gov’t Code §54957.6): -2- matters

1. Represented Group: City Employees Association (CEA)
   Negotiators: Doug Willmore, City Manager
   Deborah Cullen, Finance Director
   Richard Kreisler

2. Unrepresented Employee: Doug Willmore, City Manager
   Negotiator: Mark Hensley, City Attorney
CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov't Code §54956.8): -0-
matters
AGENDA
EL SEGUNDO CITY COUNCIL
COUNCIL CHAMBERS - 350 Main Street

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REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, NOVEMBER 1, 2011 - 7:00 P.M.

Next Resolution # 4748
Next Ordinance # 1467

7:00 P.M. SESSION

CALL TO ORDER

INVOCATION –

PLEDGE OF ALLEGIANCE – Council Member, Carl Jacobson
PRESENTATIONS

(a) Proclamation – Observe Veterans Day on November 11, 2011 in honor of our patriotic men and women in uniform.

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.

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)

C. UNFINISHED BUSINESS

1. Consideration and possible action regarding 1) Adoption of a Resolution providing another designated Retirement Period for Section 20903, Two Years Additional Service Credit, for local miscellaneous and local safety employees (with exclusions).
   (Fiscal Impact: presented at October 18, 2011 meeting).

   Recommendation – 1) Adopt the Resolution; 2) Alternatively, discuss and take other action related to this item.

2. Receive and file the Beach Cities Transit (BCT) Operational Analysis report administered and provided by the lead agency of BCT, the City of Redondo Beach.
   (Fiscal Impact: None)

   Recommendation – 1) Receive and file the Beach Cities Transit (BCT) Operational Analysis report administered and provided by the lead agency of BCT, the City of Redondo Beach; 2) Alternatively, discuss and take other action related to this item.

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
E. CONSENT AGENDA

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

3. Warrant Numbers 2584630 to 2584816 on Register No. 2 in the total amount of $403,249.06 and Wire Transfers from 10/06/11 through 10/20/11 in the total amount of $2,524,452.56.
   Recommendation – Approve Warrant Demand Registers and authorize staff to release. Ratify Payroll and Employee Benefit checks; checks released early due to contracts or agreement; emergency disbursements and/or adjustments; and wire transfers.

4. Regular City Council Meeting Minutes of October 18, 2011
   Recommendation – Approval.

5. Authorize the Board of Directors of the El Segundo Senior Citizen Housing Corporation to contract with Amtech Elevator Service Company for the modernization of the front elevator at the Park Vista Housing Facility and approve the El Segundo Senior Citizen Housing Corporation’s expenditure of $48,976 for the project. Authorize the El Segundo Senior Citizen Housing Corporation to execute the contract with Amtech without the need for competitive bidding.
   (Fiscal Impact: $48,976 - No General Fund)
   Recommendation – 1) Adopt Resolution; 2) Alternatively, discuss and take other action related to this item.

6. Consideration and possible action to adopt Ordinance No. 1465 approving an Environmental Assessment (EA No. 861) and a Zone Text Amendment (ZTA No. 10-01) to add a new Chapter 15-24A regulating dedication and improvement of public rights-of-way. Applicant: City Initiated
   (Fiscal Impact: N/A)
   Recommendation – 1) Waive second reading and adopt Ordinance No. 1465 for Environmental Assessment EA 861 and Zone Text Amendment No. ZTA 10-01; and/or; 2) Alternatively, discuss and take other possible action related to this item.

7. Consideration and possible action regarding acceptance of the project for the refurbishment of the Recreation Park racquetball courts (339 Sheldon Street). Project No.: PW 11-08
   (Fiscal Impact: $28,700)
   Recommendation – 1) Accept the work as complete; 2) Authorize the City Clerk to file a Notice of Completion in the County Recorder’s Office; 3) Alternatively, discuss and take other action related to this item.
8. **Consideration and possible action regarding adoption of Plans and Specifications for the Maryland Street Improvement Project from Mariposa Avenue to Palm Avenue, Project No. PW 11-02.**  
(Fiscal Impact: $200,000.00)  
Recommendation – 1) Adopt Plans and Specifications; 2) Authorize staff to advertise the project for receipt of construction bids; 3) Alternatively, discuss and take other action related to this item.

9. **Consideration and possible action to adopt Ordinance No. 1466 amending Chapter 9-3 of the El Segundo Municipal Code (ESMC) in its entirety regarding Street Trees.**  
(Fiscal Impact: None)  
Recommendation – 1) Second reading by title only and adopt Ordinance 1466 amending ESMC Chapter 9-3 Street Trees; and/or 2) Alternatively, discuss and take other action related to these items.

10. **Consideration and possible action to add the election of three members of the City Council, one City Clerk, and one City Treasurer to a previously called April 10, 2012 municipal election.**  
(Fiscal Impact: $69,800)  
Recommendation – 1) Adopt Resolutions; 2) Alternatively, discuss and take other action related to this item.

11. **Consideration and possible action regarding approval of a standard professional services agreement with Martin & Chapman Co. for election support and services for the General Municipal Election, April 10, 2012.**  
(Fiscal Impact: Not to Exceed $36,000)  
Recommendation - 1) Authorize the City Manager to execute a standard professional services agreement with Martin & Chapman Co. to provide election support and services; 2) Alternatively, discuss and take other action related to this item.

12. **Consideration and possible action regarding 1) Adoption of Resolutions for CalPERS Employer Paid Member Contributions (EPMC) for Police Support Services Employees’.**  
(Fiscal Impact: Estimated Savings for Fiscal Year 2011-12 of $25,364.)  
Recommendation – 1) Adopt the attached resolution; 2) Alternatively, discuss and take other action related to this item.

13. **Consideration and possible action regarding approval of a Memorandum of Understanding (Labor Agreement) between the City of El Segundo and the El Segundo Police Support Services Employees Association.**  
(Fiscal Impact: Estimated Savings FY 2011/2012 of $57,138)  
Recommendation – 1) Adopt the Resolution approving the Memorandum of Understanding; 2) Alternatively discuss and take other action related to this item.
14. Consideration and possible action regarding a resolution establishing a new unrepresented group of employees “Executives” for the Nationwide Retirement Solutions Governmental Deferred Compensation Matching Plan and Trust Plan.
Fiscal Impact: None.
Recommendation – 1) Adopt the attached Resolution; 2) Alternatively, discuss and take other action related to this item.

(Fiscal Impact: Estimated Savings: $340,241.17.)
Recommendation – 1) Adopt the attached Resolutions; 2) Alternatively, discuss and take other action related to this item.

16. Consideration and possible action regarding Adoption of the Resolutions updating the employer's contribution under the Public Employees' Medical and Hospital Care Act for the El Segundo Fire Fighters’ Association, the El Segundo Police Officers’ Association and the El Segundo Supervisory and Professional Employees’ Association.
(Fiscal Impact: Active Employees: $71,300; Retirees $73,000)
Recommendation - 1) Adopt the attached Resolutions; 2) Alternatively, discuss and take other action related to this item.

17. Consideration and possible action to adopt a resolution authorizing the City Manager, or Designee, to apply for, receive, and appropriate grant funds under the California Environmental Reporting System (CERS) grant program.
(Fiscal Impact: Not to exceed $40,200)
Recommendation – 1) Adopt Resolution authorizing City Manager to apply for, receive, and appropriate grant funds; 2) Alternatively, discuss and take other action related to this item.

CALL ITEMS FROM CONSENT AGENDA

F. NEW BUSINESS

G. REPORTS – CITY MANAGER
H. REPORTS – CITY ATTORNEY

18. Report by City Attorney regarding the El Segundo’s Unified School District’s proposed use of the refurbished high school auditorium for private and public events.

I. REPORTS – CITY CLERK

J. REPORTS – CITY TREASURER

K. REPORTS – CITY COUNCIL MEMBERS

  Council Member Fuentes –

  Council Member Brann –

  Council Member Jacobson –

  Mayor Pro Tem Fisher –

  Mayor Busch –

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MEMORIALS –

CLOSED SESSION

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

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

POSTED:

DATE: OCT. 27, 2011

TIME: 7:45 AM

NAME: MONA F. SHILLING
Proclamation

City of El Segundo, California

WHEREAS, On Veterans Day, we come together to pay tribute to the men and women who have worn the uniform of the United States Armed Forces. Americans across this land commemorate the patriots who have risked their lives to preserve the liberty of our Nation, the families who support them, and the heroes no longer with us; and

WHEREAS, The freedoms we enjoy as Americans have been purchased and maintained at a high price throughout our history; and

WHEREAS, Since the establishment of the original thirteen states, Americans have been willing to fight and die to preserve their individual rights as guaranteed in the United States Constitution and the Bill of Rights; and

WHEREAS, We owe a great debt to the men and women who have served in defense of this Nation; and

WHEREAS, Throughout the generations, their sacrifices have preserved our unique form of government dedicated to human right and respect for the individual; and

WHEREAS, For many, that sacrifice has ended in permanent injury or death, yet their spirits remain in the continued preservation of our freedoms and the promise of liberty established as an example for all the oppressed persons of the world; and

WHEREAS, In honor of these dedicated men and women, we pledge our continued defense of our Nation so that their sacrifice will stand before the entire world as a tribute to the spirit and determination of a people dedicated to the principles of freedom and democracy.

NOW, THEREFORE, the Mayor and Members of the City Council of the City of El Segundo, California, encourage its citizens to observe VETERANS DAY on November 11, 2011, in honor of the unfailing valor, dignity, and courage of our patriotic men and women in uniform, so that their spirit and selfless public service may shine brightly in the annals of history.

Mayor

[Signature]

Council Member

[Signature]

[Signature]

[Signature]
AGENDA DESCRIPTION:
Consideration and possible action regarding 1) Adoption of a Resolution providing another designated Retirement Period for Section 20903, Two Years Additional Service Credit, for local miscellaneous and local safety employees (with exclusions). (Fiscal Impact: presented at October 18, 2011 meeting).

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

ATTACHED SUPPORTING DOCUMENTS:
1. Resolution Providing another Retirement Period for Section 20903, Two Years Additional Service Credit, including Exhibit A.

FISCAL IMPACT: Presented at Council Meeting of October 18, 2011
Amount Budgeted: N/A
Additional Appropriation: N/A
Account Number(s): N/A

ORIGINATED BY: Deborah Cullen, Director of Finance/Human Resources
REVIEWED BY: Deborah Cullen, Director of Finance/Human Resources
APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:
At the October 18, 2011 Meeting, Council approved granting another designated retirement period under Government Code Section 20903, Two Years Additional Service Credit. Council also certified compliance with Government Code Section 20903 and made the costs of adopting the resolution public, as required by CalPERS. The Two Years Additional Service Credit was approved for miscellaneous members, with the exception of all Department Directors and the City Manager, who will continue to be ineligible for the Two Years' Service Credit. The list of eligible classifications was also expanded to include local safety members.

This item requests Adoption of the Resolution which formally designates the retirement period and the job classifications eligible for the benefit, a mandatory component of the City's ability to grant the Two Years Additional Service Credit. CalPERS requires that the designated retirement period be no less than 90 days, and no more than 180 days in length. The designated retirement period will be from November 2, 2011 to February 17, 2012.
RESOLUTION NO.

A RESOLUTION PROVIDING A DESIGNATED RETIREMENT PERIOD PURSUANT TO GOVERNMENT CODE § 20903 FOR TWO YEARS ADDITIONAL SERVICE CREDIT.

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

Section 1: The City Council of the City of El Segundo is a contracting public agency of the Public Employees' Retirement System ("PERS").

Section 2: The Public Agency desires to provide another designated period for Two Years Additional Service Credit pursuant to Government Code § 20903 in accordance with the City's PERS contract for eligible members.

Section 3: Eligible members are the City's local miscellaneous members and safety members, with the exception of department directors and the City Manager, identified on the attached Exhibit "A," which is incorporated by reference.

Section 4: The Designated Retirement Period is from November 2, 2011 through February 17, 2012.

Section 5: The City Clerk is directed to certify the Passage and Adoption of this Resolution, enter same in the Book of Original Resolutions, and make a Minute of its adoption in the City's records and in the Minutes of the meeting when it was adopted.

Section 6: The Resolution will become effective immediately upon adoption, and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 1st day of November, 2011.

__________________________________________
Eric K. Busch,
Mayor
CERTIFICATION

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF EL SEGUNDO

I, Cindy Mortesen, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. ______ was duly passed 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 1st day of November, 2011, and the same was so passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
NOT PARTICIPATING:

WITNESS MY HAND THE OFFICIAL SEAL OF SAID CITY this 1st day of November, 2011.

Cindy Mortesen, City Clerk
of the City of El Segundo,
California
(SEAL)

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

By:
Karl H. Berger
Assistant City Attorney
EXHIBIT A

TITLE
Accounting Manager
Accounting Technician
Accounts Specialist II
Administrative Analyst
Administrative Specialist
Administrative Technical Specialist
Application Specialist
Assistant Planner
Associate Engineer
Battalion Chief
Building Inspector I
Building Inspector II
Building Safety Manager
Business Services Manager
Community Cable Program Manager
Community Cable Program Specialist
Computer Graphics Designer
Construction Coordinator
Crime Prevention Analyst II
Crime Scene Investigator I
Crime Scene Investigator II
Custodian
Deputy City Clerk
Deputy City Treasurer
Fire Captain
Fire Engineer
Fire Paramedic
Firefighter
Emergency Management Coordinator
Engineering Technician
Environmental Safety Manager
Equipment Maintenance Supervisor
Equipment Mechanic I
Equipment Mechanic II
Executive Assistant
Facilities Maintenance Supervisor
Facilities Systems Mechanic
Fire Equipment Mechanic
Fire Marshal
Fire Prevention Specialist
Fiscal Services Manager
General Services Manager
GIS Analyst
Human Resources Analyst
Human Resources Manager
Information Systems Manager
Librarian I
Librarian II
Library Assistant
Library Clerk I
Library Clerk II
License/Permit Specialist I
License/Permit Specialist II
Maintenance Craftworker
Management Analyst
Meter Reader/Repairer
Network Assistant
Network Technician
Office Specialist I
Office Specialist II
Office Specialist II, Human Resources
Park Maintenance Superintendent
Park Maintenance Supervisor
Park Maintenance Worker I
Park Maintenance Worker II
Plan Check Engineer
Planning Manager
Planning Technician
Police Assistant I
Police Assistant II
Police Officer
Police Sergeant
Police Records Supervisor
Police Services Officer I
Police Services Officer II
Pool Maintenance Technician
Principal Engineer
Principal Environmental Specialist
Principal Planner
Program Coordinator
Project Specialist
Property Owner Coordinator
Public Works Inspector
Purchasing Agent
Records Technician
Recreation Coordinator
Recreation Superintendent
Recreation Supervisor
Residential Sound Insulation Manager
Revenue Inspector
Senior Accountant
Senior Administrative Analyst
Senior Administrative Specialist
Senior Building Inspector
Senior Executive Assistant
Senior Librarian
Senior Library Assistant
Senior Management Analyst
Senior Plan Check Engineer
Street Maintenance Leadworker
Street Maintenance Supervisor
Street Maintenance Worker II
Technical Services Analyst
Tree Maintenance Worker
Wastewater Maintenance Leadworker
Wastewater Maintenance Worker II
Wastewater Supervisor
Water Maintenance Leadworker
Water Maintenance Worker I
Water Maintenance Worker II
Water Supervisor
PASSED AND ADOPTED this 1st day of November, 2011.

_________________________
Eric Bush, Mayor

CERTIFICATION

STATE OF CALIFORNIA  )
COUNTY OF LOS ANGELES  )  SS
CITY OF EL SEGUNDO  )

I, Cindy Mortesen, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. _____ was duly passed 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 1st day of November, 2011, and the same was so passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
NOT PARTICIPATING:

WITNESS MY HAND THE OFFICIAL SEAL OF SAID CITY this 1st day of November, 2011.

Cindy Mortesen, City Clerk
of the City of El Segundo,
California
(SEAL)

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

By: ________________________
   Karl H. Berger
   Assistant City Attorney
EL SEGUNDO CITY COUNCIL
AGENDA ITEM STATEMENT

MEETING DATE: November 1, 2011
AGENDA HEADING: Unfinished Business

AGENDA DESCRIPTION:

Receive and file the Beach Cities Transit (BCT) Operational Analysis report administered and provided by the lead agency of BCT, the City of Redondo Beach.
(Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:

1. Receive and file the Beach Cities Transit (BCT) Operational Analysis report administered and provided by the lead agency of BCT, the City of Redondo Beach.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Beach Cities Transit Comprehensive Operational Analysis

FISCAL IMPACT: None

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

ORIGINATED BY: Meredith Petit, Recreation Superintendent
REVIEWED BY: Bob Cummings, Director of Recreation and Parks
APPROVED BY: Doug Willmore, City Manager

BACKGROUND & DISCUSSION:

The City of Redondo Beach is the lead agency for the Beach Cities Transit (BCT) Program that also includes participation from the cities of El Segundo, Hermosa Beach and Manhattan Beach. Several months ago, representatives from the participating agencies called upon the lead agency to provide data to illustrate how well BCT Line 109 serves the residents of each community.

In November 2010, the Redondo Beach City Council awarded a contract to the consultant team of Dan Boyle & Associates for a Comprehensive Operational Analysis (COA) for the Beach Cities Transit System (BCT) fixed route system. A comprehensive operational analysis provides a detailed description of a transit system at a given point in time. It involves a substantial data collection effort, analysis that converts the raw data into useful information, and an assessment of potential improvements to the transit network to enhance mobility and efficiency.

The analysis began in January 2011 and the finalized report was presented in September 2011. In October 2011, five community meetings were held to provide the public with the information provided in the report, as well as present the recommendations for service modifications. The City of El Segundo hosted a meeting on October 5, 2011, at City Hall.

Some interesting general highlights from the data (includes Line 102, Line 104, and Line 109) are below:

- On-board survey results indicate that BCT riders are using transit primarily for work and school trips: work is the most common trip purpose on weekdays and weekends.
• Riders are more likely to live in Redondo Beach or El Segundo, although BCT attracts riders from 123 different zip codes.
• Most riders walk to and from their origin and destination, and many riders transfer to or from other buses or the Metro Green Line.
• Most riders live in households with zero or one car.
• Riders are of all ages: 17% are 17 and under; 78% are 18+ years of age
• 55% of BCT riders are female
• 45% of riders use BCT 4+ days per week

Highlights most specifically related to the City of El Segundo and Line 109 are below:

• Line 109 is the most “regional” route in the BCT network due to its length and its connections. Average trip lengths are relatively short, suggesting that few passengers ride the length of the route. Most riders appear to use the Line to reach nearby destinations or regional transit connections.
• Survey statistics show that El Segundo residents, 16.2% of riders, are the majority of passengers who ride BCT Line 109. Redondo Beach is 8.1%, Manhattan Beach 4.5%, and Hermosa Beach is 3.6%.
• The segment between Main Street & Holly/Grand Avenue and Aviation Station has the greatest passenger activity. There is also significant ridership northbound between Hermosa Avenue & 10th Street and Douglas Station, especially in the midday and afternoon. Ridership is highest during the midday.
• The most productive segment on weekdays is southbound between Aviation Station and Main Street & Grand Avenue in the morning, with 40.3 boardings per revenue hour.
• The most productive segment on weekends is southbound between Aviation Station and Main Street & Grant Avenue in the evening, with 37.8 boardings per revenue hour on Saturday and 28.0 boardings per revenue hour on Sunday.

The COA provided two recommendations for service modifications on Line 109 that will improve cost effectiveness and efficiency:

• Serve Douglas Station in both directions at Rosecrans Ave. and Sepulveda Blvd.
• Adjust schedules to improve headway (the scheduled wait time between each bus) frequency.

The cities’ representatives will continue to work collaboratively on increasing the awareness of the service, utilizing marketing, signage and other promotional methods.

A Public Hearing will be held at the City of Redondo Beach City Council Meeting on November 15, 2011, to ensure the public has been given ample opportunity to respond to the findings and recommendations of the COA. Should the Redondo Beach City Council approve the recommended service changes, public notification and marketing efforts will take place from December 2011 through March 2012, and the implementation of service changes will begin April 2, 2012.
Dan Boyle & Associates, Inc.

August 2011
# Beach Cities Transit

## 2011 Comprehensive Operational Analysis

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<td>Village Drive</td>
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<td>Options at Manhattan Village Mall for Line 109</td>
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<td>Entrance to Manhattan Village Mall from Sepulveda Boulevard</td>
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<tr>
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Beach Cities Transit
2011 Comprehensive Operational Analysis
Executive Summary

Beach Cities Transit is the community-based transit system in the South Bay. BCT provides local fixed-route service within the four beach cities: Redondo Beach, Hermosa Beach, Manhattan Beach, and El Segundo. BCT operates three local fixed-route bus lines. BCT’s service area extends north to the LAX City Bus Center and south and east to Torrance.

The BCT carries approximately 1,350 riders on a typical weekday when school is in session, 540 riders on Saturday, and 300 riders on Sunday. Figure ES.1 displays a map of the BCT network. The City of Redondo Beach operates the BCT through its service contractor, Transportation Concepts.

The beach cities are in a transit-rich environment, served not only by BCT lines but also by services operated by Metro, Torrance Transit, Gardena Municipal Bus Line, Culver City Bus, and Santa Monica Big Blue Bus. Metro is the most important system in terms of regional service coordination because of the sheer volume of Metro service, including three Green Line
stations served by BCT lines. Torrance Transit is also important because BCT connects with five Torrance Transit lines at various locations.

This Comprehensive Operational Analysis of BCT fixed-route transit services has the following objectives:

- Gather current service and patronage data to assist in evaluating current performance and planning future service;
- Assess systemwide operating ridership and performance of BCT fixed routes;
- Conduct a detailed analysis of current ridership and performance measures at the line, line segment, time of day, and day of week levels to understand the strengths and weaknesses of the current system;
- Obtain riders demographics and travel information from an on-board ridership survey to understand who uses the BCT and why;
- Develop a series of recommendations for BCT’s transit services.

This executive summary reports findings from the major study tasks and presents the recommended service plan for the BCT transit network.

Findings

Table ES.1 summarizes ridership, service, and performance data by line for weekdays. Productivity is measured as passenger boardings per revenue hour. Cost per passenger is the operating cost divided by the number of passengers.

<table>
<thead>
<tr>
<th>Line</th>
<th>Ridership</th>
<th>Revenue Hours</th>
<th>Productivity</th>
<th>Cost per Passenger</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>709</td>
<td>34.8</td>
<td>20.4</td>
<td>$2.16</td>
</tr>
<tr>
<td>104</td>
<td>46</td>
<td>11.1</td>
<td>4.1</td>
<td>$10.66</td>
</tr>
<tr>
<td>109</td>
<td>600</td>
<td>57.3</td>
<td>10.5</td>
<td>$4.21</td>
</tr>
<tr>
<td>Total/Average</td>
<td>1,355</td>
<td>103.3</td>
<td>13.1</td>
<td>$3.36</td>
</tr>
</tbody>
</table>

Source: Ridecheck, January 2011; BCT cost per revenue hour for calendar year 2011

Line 102 has the highest weekday ridership and productivity, followed by Line 109. School is a major trip purpose on Line 102, which serves Redondo Union High School. Line 104 has very few riders and extremely low productivity. Total weekday ridership is 1,785 and overall productivity is 13.1.

As a general rule of thumb in assessing service effectiveness by means of passenger boardings per revenue hour, 20 is good for a community route, and anything below 10 is a red flag to examine the line more closely and restructure, reduce span of service or cancel service.
Operating cost per passenger averages $3.36 system-wide. This measure ranges from $2.16 on Line 102 to $10.66 on Line 104. Cost per passenger is inversely correlated with productivity, since the most productive lines require the lowest cost per passenger.

Tables ES.2 and ES.3 provide the same information for Saturday and Sunday service. Ridership is much lower on weekends, with fewer revenue hours of service, lower productivity, and higher cost per passenger. Line 109 has the highest ridership on both Saturday and Sunday, while Line 102 has the highest productivity on both days. Total Saturday ridership is 543, 60 percent lower than weekday ridership. Saturday productivity is 7.1 passenger boardings per revenue hour, 46 percent lower than weekday productivity. Cost per passenger is 85 percent higher on Saturday at $6.22. Line 104 does not operate on Sunday, and Line 102 has a curtailed schedule. Sunday numbers are lower.

### Table ES.2

**Ridership, Service, and Performance Data by Line – Saturday**

<table>
<thead>
<tr>
<th>Line</th>
<th>Ridership</th>
<th>Revenue Hours</th>
<th>Productivity</th>
<th>Cost per Passenger</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>220</td>
<td>26.3</td>
<td>8.4</td>
<td>$5.27</td>
</tr>
<tr>
<td>104</td>
<td>10</td>
<td>7.8</td>
<td>1.3</td>
<td>$34.15</td>
</tr>
<tr>
<td>109</td>
<td>313</td>
<td>42.6</td>
<td>7.4</td>
<td>$5.18</td>
</tr>
<tr>
<td>Total/Average</td>
<td>543</td>
<td>76.6</td>
<td>7.1</td>
<td>$6.22</td>
</tr>
</tbody>
</table>

Source: Ridecheck, January 2011; BCT cost per revenue hour for calendar year 2011

### Table ES.3

**Ridership, Service, and Performance Data by Line – Sunday**

<table>
<thead>
<tr>
<th>Line</th>
<th>Ridership</th>
<th>Revenue Hours</th>
<th>Productivity</th>
<th>Cost per Passenger</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>83</td>
<td>10.9</td>
<td>7.6</td>
<td>$5.11</td>
</tr>
<tr>
<td>109</td>
<td>220</td>
<td>42.7</td>
<td>5.2</td>
<td>$7.73</td>
</tr>
<tr>
<td>Total/Average</td>
<td>303</td>
<td>53.6</td>
<td>5.7</td>
<td>$7.01</td>
</tr>
</tbody>
</table>

Source: Ridecheck, January 2011; BCT cost per revenue hour for calendar year 2011

BCT provides mobility to nearly all transit-oriented neighborhoods within its service area, and others are within an easy walk of Torrance Transit and Metro service. The demographic analysis indicates that there are no major unmet needs.

On-board survey results indicate that expanded routes to new areas are a low priority among riders. Improved frequency is the major improvement sought by existing riders. New, expanded, or changed routes ranked sixth among desired improvements and were cited by only four percent of respondents.

Another way to consider transit system performance is to examine ridership and productivity by line and time of day on weekdays. Table ES.4 presents ridership by line and time of day, and Table ES.5 shows productivity by line and time of day. Morning is defined as 6:00 to 8:59 a.m., midday as 9:00 a.m. to 2:59 p.m., afternoon as 3:00 to 6:59 p.m. and evening as 7:00 p.m. to the end of the service day.
Table ES.4
Weekday Ridership by Line and Time of Day

<table>
<thead>
<tr>
<th>Line</th>
<th>Morning</th>
<th>Midday</th>
<th>Afternoon</th>
<th>Evening</th>
<th>Total</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>228</td>
<td>186</td>
<td>292</td>
<td>3</td>
<td>709</td>
<td>52%</td>
</tr>
<tr>
<td>104</td>
<td>16</td>
<td>20</td>
<td>10</td>
<td>--</td>
<td>46</td>
<td>3%</td>
</tr>
<tr>
<td>109</td>
<td>162</td>
<td>251</td>
<td>155</td>
<td>32</td>
<td>600</td>
<td>44%</td>
</tr>
<tr>
<td>Total/Average</td>
<td>406</td>
<td>457</td>
<td>457</td>
<td>35</td>
<td>1,355</td>
<td>100%</td>
</tr>
</tbody>
</table>

Source: Ridecheck, January 2011; percentage totals may not add due to rounding

Ridership is evenly distributed across morning, midday, and afternoon. Line 102 has the highest ridership in the morning and afternoon due to heavy school ridership, while Line 109 leads in the midday and evening. Lines 102 and 109 combined account for 97 percent of all ridership on the BCT system.

Productivity is highest the morning. Line 102 is the most productive line and Line 104 is the least productive at all times of day.

Table ES.5
Weekday Productivity by Line and Time of Day

<table>
<thead>
<tr>
<th>Line</th>
<th>Morning</th>
<th>Midday</th>
<th>Afternoon</th>
<th>Evening</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>29.6</td>
<td>13.6</td>
<td>24.2</td>
<td>2.1</td>
<td>20.4</td>
</tr>
<tr>
<td>104</td>
<td>6.6</td>
<td>3.4</td>
<td>3.5</td>
<td>--</td>
<td>4.1</td>
</tr>
<tr>
<td>109</td>
<td>11.9</td>
<td>10.9</td>
<td>9.9</td>
<td>6.3</td>
<td>10.5</td>
</tr>
<tr>
<td>Total/Average</td>
<td>17.1</td>
<td>10.7</td>
<td>15.0</td>
<td>5.4</td>
<td>13.1</td>
</tr>
</tbody>
</table>

Source: Ridecheck, January 2011

Table ES.6 shows overall schedule adherence for each line, as measured at each timepoint on each trip. Schedule adherence is defined as no more than one minute early (to allow for minor variations among watches) and no more than five minutes late at a given timepoint along the line. This detailed measure at each timepoint, a more accurate reflection of how riders view on-time performance, usually produces results in the 60 to 70 percent range for most transit agencies.

Table ES.6
BCT Schedule Adherence

<table>
<thead>
<tr>
<th>Line</th>
<th>Weekday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>36.5%</td>
<td>23.9%</td>
<td>79.0%</td>
</tr>
<tr>
<td>104</td>
<td>25.0%</td>
<td>63.5%</td>
<td>--</td>
</tr>
<tr>
<td>109</td>
<td>65.0%</td>
<td>70.8%</td>
<td>78.5%</td>
</tr>
<tr>
<td>Total</td>
<td>46.3%</td>
<td>47.7%</td>
<td>78.6%</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011

Weekday schedule adherence is very low, ranging from 25.0 percent on Line 104 Redondo Pier – Torrance to 65.0 percent on Line 109 LAX – Redondo Beach. More crowded and longer lines usually have more difficulty keeping to schedule, so it is surprising that the longest line (Line 109) has the best on-time performance. Weekday schedule adherence is 46.3 percent on all lines.
Schedule adherence is better on weekends, particularly on Sunday. Line 109 has the best schedule adherence on Saturday at 70.8 percent, and Line 102 leads the Sunday lines with 79.0 percent. Overall schedule adherence is 48 percent on Saturday and 79 percent on Sunday.

On-board survey results indicate that BCT riders are using transit primarily for work and school trips: work is the most common trip purpose on weekdays and weekends. Riders are most likely to live in Redondo Beach or El Segundo, although BCT attracts riders from 123 different zip codes. Most riders walk to and from their origin and destination, and many riders transfer to or from other buses or the Metro Green Line.

BCT riders tend to be long-time riders. The number of occasional riders is relatively high. Most riders pay the adult fare, and cash is by far the most common fare payment method. Three-quarters of all respondents report using other transit systems (primarily Metro Bus and Metro Rail) within the past two weeks. Most riders would either walk or take Metro or another bus if BCT were not available, but 11 percent of respondents would not make the trip without BCT.

In terms of demographics, BCT riders are most likely to be female, and to live in households with zero or one car and with incomes under $25,000. Riders are of all ages. The most common ethnicity is Latino, with Latino riders accounting for almost half of all riders.

BCT riders are very pleased with the service. On a scale of one (very poor) to five (excellent), respondents rate BCT service at an average of 4.13, a very high rating. The highest rated items are operator courtesy, personal safety, and cleanliness. Average scores for these three items exceed 4.25. The lowest ratings among all service elements are for frequency (3.41) and reliability (3.51), but even these lowest scores are respectable. Improved frequency and improved on-time performance were the most requested improvements. An analysis of performance versus importance for the eight service attributes indicates that service reliability is the most critical element in terms of needed improvements.

A final task in this study is to provide direction for BCT’s future vehicle purchases, with the understanding that BCT is committed to clean-fuel CNG vehicles. Given current and expected future demand on Lines 102 and 109, the recommendation is to purchase 32-foot buses. These provide adequate capacity for peak loads (recognizing that trips at school bell times will always have standees) and preserve the ability to maneuver through the streets within the service area. Larger fuel tanks on new vehicles are recommended. Larger fuel tanks will reduce the need to refuel in the middle of the day. BCT and its contractor are exploring this issue with regard to planned vehicle purchases.

Findings and Recommendations by Line

This section highlights major issues on each line and describes the recommended actions. Schedule adjustments have been proposed for BCT lines to improve on-time performance; the individual segment-level changes are not listed in this executive summary.

The overall goal of the analysis is to provide transit service that will attract additional ridership in a cost-efficient and cost-effective manner. Under this overall goal, objectives include:

1. Establish a clear identity and focus for each line.
2. Provide direct connections to major trip generators and activity centers.

3. Address poorly performing lines segments with low ridership and productivity.

4. Define consistent, realistic schedules for each line. Minimize route deviations by operating via a single route path as much as possible. Where possible, use clockface headways (which result in the bus arriving at a given stop at the same time each hour) to make schedules more understandable for riders and potential riders.

5. Accommodate operational needs such as midday refueling.

6. Identify line segments and potential line segments that are operationally unsound due to terrain, traffic, and/or congestion.

**Line 102**

The primary function of Line 102 is to serve Redondo Beach residents. Students are a particularly important market for this line, since 86 percent of school-related trips on the BCT system take place on Line 102. School-related travel accounts for 32 percent of all trips on Line 102. Work is the second-ranking trip purpose, with 20 percent of Line 102 trips. Connections to the Redondo Beach Green Line station are especially important in the peak hours. Line 102 serves Redondo Beach and the Galleria at South Bay, as shown in Figure ES.2.
Options considered for this line include operating in both directions to the Galleria at South Bay on all trips, building an additional bus into the schedule to allow refueling of buses, adding a bus and providing 30-minute service all day on weekdays, and traveling via Inglewood Avenue or Hawthorne Boulevard instead of Vail Avenue north of Artesia Boulevard to speed the trip.

The recommended option for Line 102 is to provide 30-minute service on weekdays, with most trips in both directions serving the South Bay Galleria and a trip added in the midday to allow buses to refuel. This increases annual revenue hours by over 3,600, but the proposed discontinuation of Line 104 reduces annual revenue hours by 3,232. Thus, the resulting net increase is 447 annual revenue hours. No additional vehicles are needed; Line 102 already has five peak vehicles and one of these will operate all day.

**Line 104**

Line 104 has the lowest ridership of any BCT line on weekdays and Saturday. Productivity is also extremely low. The line averages 4.1 passengers per revenue hour on weekdays and 1.3 passengers per revenue hour on Saturday.
Line 104 connects Redondo Beach Pier with Riviera Village (Line 109 also makes this connection), neighborhoods in Torrance, and Del Amo Fashion Center (see Figure ES.3). A passenger wishing to travel between the Pier and Del Amo Fashion Center would be much more likely to choose Torrance Transit's Line 3 or Line 7, since both lines provide a more direct connection and operate more frequently than Line 104.

The neighborhoods served by Line 104 explain its low ridership. Figure ES.4 shows two views along Calle de Arboles, in the hills of southwest Torrance bordering Palos Verdes Estates. This neighborhood does not offer fertile ground for transit.

Figure ES.4 Calle de Arboles. Line 104 travels along this street, serving a fairly well-to-do neighborhood with no sidewalks and a low transit orientation.
Options considered for this line include rerouting via Torrance Boulevard, Camino Real/ Sepulveda Boulevard, or PCH to shorten the line and provide a more direct connection to Del Amo Fashion Center. Other options are to discontinue Saturday service and to discontinue the line entirely.

The recommended option is to discontinue Line 104. Ridership and productivity are too low, with no prospect of improvement. These resources can be reallocated to improve Line 102. This option reduces annual revenue hours by over 3,200; these resources can be reallocated elsewhere in the BCT system.

**Line 109**

Line 109 is the most "regional" line in the BCT network due to its length and its connections (see Figure ES.5). Average trip lengths are relatively short, suggesting that few passengers ride the length of the line. Most riders appear to use the line to reach nearby destinations or regional transit connections. The Aviation Station stop is the busiest stop on the line, with the greatest number of boardings of any BCT non-school stop on weekdays and of any stop on weekends. The Douglas Station stop (served only in the northbound direction) has the highest number of alightings on any non-school stop on weekdays.

Options considered for this line include serving Douglas Station in both directions, providing more direct service to Manhattan Village Mall, adding service to improve headways from 45 to 30 minutes, and truncating the northern end of the line at Aviation Station.
Several options for Manhattan Village Mall were explored. Bus operation within a shopping center is challenging, owing to difficulty in maneuvering through tight turns in a parking lot with heavy pedestrian activity. A mid-route deviation is especially problematic because of the likelihood of delays affecting passengers on board (the Mall is on the route deviation to Douglas Station) and those waiting at stops past the mall. Figure ES.6 shows the entrance to Manhattan Village Mall and also shows Village Drive to the east of the mall. In the end, none of the options for more direct service to Manhattan Village Mall are recommended for cost (running time would be increased, resulting in the need for an additional bus on this line to maintain the current schedule) and operational reasons.
Figure ES.6 Manhattan Village Mall. The entrance to Manhattan Village Mall from Sepulveda Boulevard is on the left. The Ocean Express Trolley enters the mall with a stop near Tommy Bahamas behind the California Pizza Kitchen. The right photo is looking south on Village Drive, with the mall entrance after the red curb. A rerouting via Village Drive would not bring the line much closer to the mall, and parking meters would need to be removed to establish a bus stop in this location.

The recommended option for Line 109 is to change running times and provide service in both directions at Douglas Station. Reducing the headway to 30 minutes on weekdays would require two extra buses. This remains a future option, but is not within reasonable budget parameters today. Reducing the headway and truncating the line at Aviation Station would require one additional bus and would present refueling issues. This is also an option for the future.

Cost Impacts

Table ES.7 summarizes the annual impacts of proposed short-term changes to the BCT network. The proposed changes result in a minor cost increase of $20,000, with a projected revenue increase of $25,000 for a net savings of $5,000.

<table>
<thead>
<tr>
<th>Route</th>
<th>Recommendation</th>
<th>Ridership</th>
<th>Revenue</th>
<th>Operating Cost</th>
<th>Net Op. Cost</th>
<th>Revenue Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>102 weekday</td>
<td>30-minute headway</td>
<td>33,807</td>
<td>$25,534</td>
<td>$155,931</td>
<td>$130,397</td>
<td>3,539</td>
</tr>
<tr>
<td>102 Sat</td>
<td>Galleria in both directions</td>
<td>294</td>
<td>$222</td>
<td>$2,591</td>
<td>$2,368</td>
<td>59</td>
</tr>
<tr>
<td>102 Sun</td>
<td>midday bus for refueling</td>
<td>373</td>
<td>$282</td>
<td>$3,589</td>
<td>$3,307</td>
<td>81</td>
</tr>
<tr>
<td>104 weekday</td>
<td>Discontinue</td>
<td>-11,684</td>
<td>-$8,825</td>
<td>-$123,104</td>
<td>-$114,279</td>
<td>-2,794</td>
</tr>
<tr>
<td>104 Sat</td>
<td></td>
<td>-560</td>
<td>-$423</td>
<td>-$19,287</td>
<td>-$18,864</td>
<td>-436</td>
</tr>
<tr>
<td>109 weekday</td>
<td>Adjust running times</td>
<td>11,821</td>
<td>$8,928</td>
<td>$1,306</td>
<td>-$7,623</td>
<td>30</td>
</tr>
<tr>
<td>109 Sat</td>
<td>Serve Douglas Station NB + SB</td>
<td>-32</td>
<td>-$24</td>
<td>-$329</td>
<td>-$305</td>
<td>-7</td>
</tr>
<tr>
<td>109 Sun</td>
<td></td>
<td>-21</td>
<td>-$16</td>
<td>-$305</td>
<td>-$290</td>
<td>-7</td>
</tr>
<tr>
<td>Total Weekday</td>
<td></td>
<td>33,944</td>
<td>$25,637</td>
<td>$34,133</td>
<td>$8,496</td>
<td>774.70</td>
</tr>
<tr>
<td>Total Sat</td>
<td></td>
<td>-297</td>
<td>-$224</td>
<td>-$17,025</td>
<td>-$16,800</td>
<td>-356.40</td>
</tr>
<tr>
<td>Total Sun</td>
<td></td>
<td>353</td>
<td>$266</td>
<td>$3,284</td>
<td>$3,018</td>
<td>74.53</td>
</tr>
<tr>
<td>Annual Total</td>
<td></td>
<td>33,999</td>
<td>$25,679</td>
<td>$20,392</td>
<td>-$5,287</td>
<td>462.83</td>
</tr>
</tbody>
</table>
1.0 Background and Purpose of This Study

Beach Cities Transit is the community-based transit system in the South Bay. BCT provides local fixed-route service within the four beach cities: Redondo Beach, Hermosa Beach, Manhattan Beach, and El Segundo. BCT operates three local fixed-route bus lines. BCT’s service area extends north to the LAX City Bus Center and south and east to Torrance.

The BCT carries approximately 1,350 riders on a typical weekday when school is in session, 540 riders on Saturday, and 300 riders on Sunday. Figure 1.1 displays a map of the BCT network. The City of Redondo Beach operates the BCT through its service contractor, Transportation Concepts.

The beach cities are in a transit-rich environment, served not only by BCT lines but also by services operated by Metro, Torrance Transit, Gardena Municipal Bus Line, Culver City Bus, and Santa Monica Big Blue Bus. Metro is the most important system in terms of regional service coordination because of the sheer volume of Metro service, including three Green Line stations served by BCT lines. Torrance Transit is also important because BCT connects with five Torrance Transit lines at various locations.

This comprehensive operational analysis of BCT fixed-route transit services has the following objectives:

- Gather current service and patronage data to assist in evaluating current performance and planning future service;
- Assess systemwide operating ridership and performance of BCT fixed routes;
- Conduct a detailed analysis of current ridership and performance measures at the line, line segment, time of day, and day of week levels to understand the strengths and weaknesses of the current system;
- Obtain riders demographics and travel information from an on-board ridership survey to understand who uses the BCT and why;
- Develop a series of recommendations for BCT’s transit services.

A comprehensive operational analysis provides a detailed description of a transit system at a given point in time. It involves a substantial data collection effort, analysis that converts the raw data into useful information, and an assessment of potential improvements to the transit network to enhance mobility and efficiency. The recommendations presented in this report will guide transit-related decisions in Redondo Beach over the next several years.
Tables 1.1 and 1.2 provide summaries of service characteristics, including information on span of service and headways by day of the week. Span of service is measured for local service from the start time of the first trip in the morning to the start time of the last trip in the evening. Overall BCT span of service is 6:00 a.m. to 7:38 p.m. weekdays and 9:00 a.m. to 5:13 p.m. Saturday and Sunday. All tables and figures in this chapter reflect service in operation during the ridecheck in January 2011.

<table>
<thead>
<tr>
<th>Line</th>
<th>Span of Service</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>6:10 a.m. – 7:47 p.m.</td>
<td>8:05 a.m. – 9:26 p.m.</td>
<td>9:10 a.m. – 12:05 p.m.</td>
</tr>
<tr>
<td></td>
<td>Last trip 9:05 p.m. Fri.</td>
<td></td>
<td>3:00 - 5:54 p.m.</td>
</tr>
<tr>
<td>104</td>
<td>7:00 a.m. – 5:33 p.m.</td>
<td>10:05 a.m. – 5:27 p.m.</td>
<td>No service</td>
</tr>
<tr>
<td>109</td>
<td>6:00 a.m. – 8:45 p.m.</td>
<td>6:05 a.m. – 8:50 p.m.</td>
<td>6:05 a.m. – 8:50 p.m.</td>
</tr>
</tbody>
</table>

Table 1.2 presents headways by time of day and day of week.

<table>
<thead>
<tr>
<th>Line</th>
<th>Headway (in minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Weekday</td>
</tr>
<tr>
<td>102</td>
<td>35-45</td>
</tr>
<tr>
<td>104</td>
<td>55-70</td>
</tr>
<tr>
<td>109</td>
<td>45</td>
</tr>
</tbody>
</table>

1.1 Ridership Counts and On-Board Survey

On-board personnel gathered ridership data via ride checks in January 2011. Weekday counts were undertaken on Wednesday and Thursday January 19 and 20. Saturday counts were conducted on January 15, and Sunday counts on January 16. Checkers counted boardings, alightings, and passenger loads and noted times at timepoints.

The on-board survey, designed to collect information on travel patterns, passenger demographics, and ratings of various service elements, was conducted in January 2011 in conjunction with the ridecheck. Surveys were distributed starting on January 15 and continuing through January 20.

1.2 Organization of This Report

Following this introductory chapter, Chapter 2 presents detailed route profiles of each BCT line, including an overview, line description, schedule, boardings, alightings, peak load point by time of day, capacity issues (if any), performance measures (broken down by line segment and time of day), schedule adherence, running time, and summary findings. Detailed charts and graphs are included for each line in this chapter and Appendix A.
Chapter 3 summarizes the findings of the on-board survey. Chapter 4 analyzes latent and future demand estimation, using techniques that identify neighborhoods with a high propensity to use transit. Chapter 5 summarizes the roundtable meeting held with the cities to discuss perceived issues and potential solutions.

Chapter 6 identifies options for each line and presents the recommended service plan for Beach Cities Transit. Cost and ridership impacts are included in this chapter. Chapter 6 also addresses the optimum bus size for BCT fixed-route services.
2.0 Introduction

Chapter 2 presents the ridership and productivity analysis of the January 2011 ridecheck. This evaluation includes an analysis of ridership by line, direction, time of day, and line segment. Line effectiveness or productivity, measured by boardings per revenue hour, is also considered by direction, line segment, and time of day. Line efficiency is analyzed in terms of subsidy per boarding and farebox recovery ratio (the ratio of operating revenue to operating cost) at the line level. Schedule adherence is also analyzed, along with actual versus scheduled running times by line, direction, time of day, and segment.

Section 2.1 summarizes findings related to ridership, productivity, levels of service, and cost efficiency at the line level. Section 2.2 contains route profiles. These profiles report frequency, span of service, operating and performance data, financial data, and detailed line segment ridership and productivity for each BCT line, including:

- Line description, including major corridors and destinations and trip patterns;
- Schedule, including days of operation, service spans, and frequency;
- Operating and productivity data, including ridership, revenue hours, passengers per revenue hour, and average trip length;
- Financial data, including revenue, operating cost, cost per passenger, subsidy per passenger, and farebox recovery ratio;
- Identification of major stops along the line;
- Capacity issues, measured by trip segments with loads exceeding 125 percent of seated capacity;
- Passenger boardings and productivity (passengers per revenue hour) by line segment;
- Peak and maximum load points along the line;
- Schedule adherence;
- Average versus scheduled running time overall and by line segment;
- Assessment of line performance and trends.

It is worth noting that the Transportation Development Act requires all transit agencies receiving TDA funds to maintain a farebox recovery ratio of 20 percent. We use the most recent available financial data throughout this chapter. Operating cost is based on 2011 rates, while operating revenue is based on FY 2010 average revenue per passenger. This is a reasonable approach at the disaggregate line level, but is not recommended at the system level. Data provided by BCT indicates that the FY 2011 farebox recovery ratio for the system as a whole is 21.4 percent.

Appendix A Ridecheck Results (under separate cover) provides all the data collected during the ridecheck in voluminous detail, including ons and offs by stop for each trip and times at each timepoint for each trip. As with any data collection effort, the data can be used in answering all types of questions that will arise regarding BCT service. Appendix B Stops with Loads over 125 Percent of Capacity provides a list of all stops/trips experiencing a load in excess of 125 percent of seated capacity. This is a convenient summary of overcrowded trips.
2.1 Overall Findings

Table 2.1 presents ridership by line for weekdays, Saturday, and Sunday. Line 102 Redondo Pier – Green Line has the highest ridership on all days, with over 700 boardings per weekday. It is important to note that the ridecheck took place when schools were open, since school is a major trip purpose for riders on Line 102. Line 109 LAX – Redondo Beach is second in terms of weekday ridership (600 boardings per weekday). Line 104 Redondo Pier – Torrance only has 46 boardings per weekday. Line 109 leads in ridership on Saturday and Sunday.

<table>
<thead>
<tr>
<th>Line</th>
<th>Weekday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Riders</td>
<td>Rank</td>
<td>Riders</td>
</tr>
<tr>
<td>102</td>
<td>709</td>
<td>1</td>
<td>220</td>
</tr>
<tr>
<td>104</td>
<td>46</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>109</td>
<td>600</td>
<td>2</td>
<td>313</td>
</tr>
<tr>
<td>Total</td>
<td>1,355</td>
<td>--</td>
<td>543</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011

Table 2.2 shows service effectiveness in terms of passenger boardings per revenue hour, a common measure of productivity in the transit industry. Line 102 Redondo Pier – Green Line is the most productive line, with over 20 boardings per revenue hour on weekdays. Line 102 also leads in productivity on weekends, albeit at much lower levels. Productivity is highest on weekdays and lowest on Sunday. Line 104 Redondo Pier – Torrance has the lowest productivity at 4.1 on weekdays and 1.3 on Saturday. On an annualized basis, overall productivity is 9.3 passenger boardings per revenue hour.

As a general rule of thumb in assessing service effectiveness by means of passenger boardings per revenue hour, 20 is good for a community route, and anything below 10 is a red flag to examine the line more closely and restructure, reduce span of service or cancel service.

<table>
<thead>
<tr>
<th>Line</th>
<th>Weekday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B/RH</td>
<td>Rank</td>
<td>B/RH</td>
</tr>
<tr>
<td>102</td>
<td>20.4</td>
<td>1</td>
<td>8.4</td>
</tr>
<tr>
<td>104</td>
<td>4.1</td>
<td>3</td>
<td>1.3</td>
</tr>
<tr>
<td>109</td>
<td>10.5</td>
<td>2</td>
<td>7.4</td>
</tr>
<tr>
<td>Total</td>
<td>13.1</td>
<td>--</td>
<td>7.1</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011
Table 2.3 shows overall schedule adherence for each line, as measured at each timepoint on each trip. Schedule adherence is defined as no more than one minute early (to allow for minor variations among watches) and no more than five minutes late at a given timepoint along the line. This detailed measure at each timepoint, a more accurate reflection of how riders view on-time performance, usually produces results in the 60 to 70 percent range for most transit agencies.

Weekday schedule adherence is very low, ranging from 25.0 percent on Line 104 Redondo Pier – Torrance to 65.0 percent on Line 109 LAX – Redondo Beach. More crowded and longer lines usually have more difficulty keeping to schedule, so it is surprising that the longest line (Line 109) has the best on-time performance. Weekday schedule adherence is 46.3 percent on all lines.

Schedule adherence is better on weekends, particularly on Sunday. Line 109 has the best schedule adherence on Saturday at 70.8 percent, and Line 102 leads the Sunday lines with 79.0 percent. Overall schedule adherence is 48 percent on Saturday and 79 percent on Sunday.

<table>
<thead>
<tr>
<th>Line</th>
<th>Weekday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>36.5%</td>
<td>23.9%</td>
<td>79.0%</td>
</tr>
<tr>
<td>104</td>
<td>25.0%</td>
<td>63.5%</td>
<td>--</td>
</tr>
<tr>
<td>109</td>
<td>65.0%</td>
<td>70.8%</td>
<td>78.5%</td>
</tr>
<tr>
<td>Total</td>
<td>46.3%</td>
<td>47.7%</td>
<td>78.6%</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011

2.2 Route Profiles

The following pages contain much greater detail for the individual lines. Each route profile includes a description of the line, headway and span of service, passenger boardings, revenue hours of service, overcrowded segments, stops with major passenger activity, financial data, segment and time of day analysis, schedule adherence, and running time analysis. Overcrowded segments are defined as segments on a given trip with passenger loads over 125 percent of seated capacity. BCT operates different vehicles on different lines, so the definition of overcrowded varies by line.

All operating data are taken from the ridecheck results. Cost calculations are based on a cost per revenue hour of $44.06, the rate paid by Beach Cities Transit in 2011. Revenue calculations are based on the revenue per passenger boarding figures for each line, ranging from $0.67 to $0.93¹ according to the most recent National Transit Database data prepared for the Federal Transit Administration.

The route profiles provide information regarding passengers per revenue hour, a key performance variable used in evaluating transit lines. Ridership and productivity are examined by time of day: each trip was assigned to a time period based on the scheduled start time. Time periods are defined as:

¹ Revenue per passenger boarding is below the base fare of $1.00 because the fare for senior and disabled riders is lower and transfers are either free (internal) or moderately priced.

Dan Boyle & Associates, Inc.
AM Peak 6:00 to 8:59 a.m.
Midday 9:00 a.m. to 2:59 p.m.
PM Peak 3:00 to 6:59 p.m.
Evening 7:00 p.m. to end of service

Passenger miles per seat mile is a measure of the percentage of seats occupied throughout the course of the day on each line. Financial performance indicators include subsidy per passenger boarding and farebox recovery ratio (operating revenue divided by operating cost).

The final section of each route profile summarizes findings and issues for the line, but does not include line recommendations. Recommendations are developed and presented later in this report.
Line 102  Redondo Pier – Green Line

Overview
Line 102 Redondo Beach Pier – Green Line (Figure 2.1) serves the Redondo Beach Pier and various neighborhoods in the center and north parts of the City. The line travels between the Redondo Beach Pier and the Marine Green Line Station. Primary streets of operation include Catalina Avenue, Diamond Street, Beryl Street, Rindge Lane, Artsia Boulevard, Vail Avenue, and Redondo Beach Avenue. Major destinations include Redondo Union High School, South Bay Galleria, Beach Cities Health District, North Redondo Beach, Redondo Beach Pier, and the Marine Green Line Station.

Line 102 provides circulation within the City of Redondo Beach. For most of the day, each trip serves the South Bay Galleria in one direction only, either northbound or southbound. If a given trip serves the Galleria northbound, then the next trip will serve it in the southbound direction.

Line 102 has the highest weekday ridership and the highest productivity on all days among BCT lines.

Headway and Span of Service
Table 2.4 shows headways for Line 102 by day of the week. Table 2.4 also indicates the span of service on the lines. Span of service is calculated from the start time of the first trip in the morning to the start time of the last trip in the evening.

For most of the service day, headways are 35 minutes. Additional service is provided around school bell times when school is open. A late trip is added to the weekday schedule on Friday, and service operates later on Saturday than on other days. There is a gap in service in the midday on Sunday.

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Headway (minutes)</th>
<th>Span of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>35-45</td>
<td>6:10 a.m. – 7:47 p.m. Friday last trip at 9:07 p.m.</td>
</tr>
<tr>
<td></td>
<td>More frequent at school bell times</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>35</td>
<td>8:05 a.m. – 9:26 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>35</td>
<td>9:10 a.m. – 12:05 p.m. 3:00 – 5:54 p.m.</td>
</tr>
</tbody>
</table>
Figure 2.1
Line 102

Beach Cities Transit
Route 102

Dan Boyle & Associates, Inc.
Operating Data
Table 2.5 presents operating data for Line 102. Among the three weekday lines, Line 102 ranks 1st in boardings and in boardings per revenue hour. On Saturday and Sunday, Line 102 ranks 2nd in boardings and 1st in boardings per revenue hour. Note that revenue hours in Table 2.5 are the actual revenue hours operated on the day of the ridecheck, which may be more or less than the scheduled revenue hours. For example, some trips may have been missed due to a bus breakdown, or some buses may have been in service longer than scheduled.

Line 102 ranks 1st on weekdays and Sunday and 2nd on Saturday in average trip length. Average trip lengths fall in the range of 2.81 to 3.44 miles on all days for Line 102. Average trip lengths are longer on weekends, possibly due to the absence of shorter school-related trips. Line 102 ranks 1st on weekdays and Sunday and 2nd on Saturday in seat utilization.

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Boardings</th>
<th>Revenue Hours</th>
<th>Boardings per Rev Hr</th>
<th>Seat Utilization</th>
<th>Average Trip Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>709</td>
<td>34.8</td>
<td>20.4</td>
<td>18.8%</td>
<td>2.81</td>
</tr>
<tr>
<td>Saturday</td>
<td>220</td>
<td>26.3</td>
<td>8.4</td>
<td>8.7%</td>
<td>3.44</td>
</tr>
<tr>
<td>Sunday</td>
<td>83</td>
<td>10.9</td>
<td>7.6</td>
<td>7.4%</td>
<td>3.31</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011

Table 2.6 presents financial data for Line 102. Line 102 ranks 1st in subsidy per boarding and farebox recovery ratio (passenger revenue divided by operating cost) among BCT lines on all days.

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Boardings</th>
<th>Passenger Revenue</th>
<th>Operating Cost</th>
<th>Cost per Boarding</th>
<th>Subsidy per Boarding</th>
<th>Farebox Recovery Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>709</td>
<td>$480</td>
<td>$1,534</td>
<td>$2.16</td>
<td>$1.49</td>
<td>31.3%</td>
</tr>
<tr>
<td>Saturday</td>
<td>220</td>
<td>$149</td>
<td>$1,160</td>
<td>$5.27</td>
<td>$4.60</td>
<td>12.8%</td>
</tr>
<tr>
<td>Sunday</td>
<td>83</td>
<td>$56</td>
<td>$480</td>
<td>$5.79</td>
<td>$5.11</td>
<td>11.7%</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011; BCT cost per revenue hour for calendar year 2011; NTD 2010 report for average revenue per passenger by line for FY 2009-2010
Figures 2.2 through 2.4 show boardings by stop and direction for weekdays, Saturday, and Sunday, respectively. The busiest stop (at least 50 boardings per weekday in one direction), in decreasing order of usage, include:

- Diamond Street & PCH NB (Redondo Union High School and City Hall)
- Catalina Avenue & Diamond Street NB (City Hall)

The southbound stop at Diamond Street & Helberta Avenue near Redondo Union High School has 160 daily alightings, 150 of which occur in the morning peak period.

Figure 2.2
Line 102 Weekday Boardings and Alightings by Stop
Figure 2.3
Line 102 Saturday Boardings and Alightings by Stop

[Map of Beach Cities Transit Route 102 showing boardings and alightings for Saturday North Bound Passenger Boardings and Alightings]
Figure 2.4
Line 102 Sunday Boardings and Alightings by Stop

Beach Cities Transit
Route 102

Sunday North Bound Passenger Boardings and Alightings

- Boardings
- Alightings

South Bay Medical Center

Redondo Beach Greenline Station

Lawndale

Monaco

El Nido

Dan Boyle & Associates, Inc.
Table 2.7 shows that there are four trips with segments whose loads exceed 125 percent of capacity on Line 102. These trip segments are sorted by direction, time, and day. Three of these occur northbound during the weekday afternoon time period and one occurs southbound during the weekday morning time period. All overcrowded trips are related to high school arrival or dismissal times.

<table>
<thead>
<tr>
<th>Segment</th>
<th>Day</th>
<th>Direction</th>
<th>Trip Time</th>
<th>Number of Stops</th>
<th>Peak Load</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diamond Street &amp; PCH – Rindle Lane &amp; Grant Avenue</td>
<td>Weekday</td>
<td>NB</td>
<td>3:00 pm</td>
<td>12</td>
<td>51</td>
<td>High school</td>
</tr>
<tr>
<td>Diamond Street &amp; PCH – Rindle Lane &amp; Carnegie Lane</td>
<td>Weekday</td>
<td>NB</td>
<td>3:05 pm</td>
<td>13</td>
<td>53</td>
<td>High school</td>
</tr>
<tr>
<td>Diamond Street &amp; PCH – Rindle Lane &amp; Pullman Lane</td>
<td>Weekday</td>
<td>NB</td>
<td>3:55 pm</td>
<td>10</td>
<td>45</td>
<td>High school</td>
</tr>
<tr>
<td>Rindle Lane &amp; Grant Avenue – Diamond Street &amp; Helberta Avenue</td>
<td>Weekday</td>
<td>SB</td>
<td>7:00 am</td>
<td>11</td>
<td>56</td>
<td>High school</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011

### Weekday Segment and Time of Day Analysis

Tables 2.8 and 2.9 show weekday boardings and productivity (boardings per revenue hour) by direction, time of day, and line segment. Each line segment includes boardings at the first stop but not at the last stop of the segment; for example, boardings at Beryl Street & 190th Street are counted in the second segment northbound and in the first segment southbound. The ridership patterns in Table 2.8 indicate a pronounced southbound ridership flow during the morning period and a northbound ridership flow in the midday and afternoon periods. The segment between Redondo Beach Pier & Beryl Street & 190th Street has the greatest passenger activity in the midday and afternoon, while the segment between Vail Avenue & Artesia Boulevard and the Redondo Beach Green Line Station has the greatest morning activity, especially in the southbound direction. Ridership is greater in the afternoon and morning periods.

### Table 2.8

<table>
<thead>
<tr>
<th>Segment</th>
<th>All Day</th>
<th>Morning</th>
<th>Midday</th>
<th>Afternoon</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NB</td>
<td>SB</td>
<td>NB</td>
<td>SB</td>
<td>NB</td>
</tr>
<tr>
<td>Redondo Beach Pier – Beryl St &amp; 190th St</td>
<td>348</td>
<td>15</td>
<td>2</td>
<td>3</td>
<td>108</td>
</tr>
<tr>
<td>Beryl St &amp; 190th St – Artesia Blvd &amp; Vail Av</td>
<td>26</td>
<td>75</td>
<td>2</td>
<td>54</td>
<td>11</td>
</tr>
<tr>
<td>Artesia Blvd &amp; Vail Av – South Bay Galleria</td>
<td>7</td>
<td>65</td>
<td>0</td>
<td>48</td>
<td>3</td>
</tr>
<tr>
<td>South Bay Galleria – Vail Av &amp; Artesia Blvd</td>
<td>10</td>
<td>28</td>
<td>0</td>
<td>21</td>
<td>5</td>
</tr>
<tr>
<td>Vail Av &amp; Artesia Blvd – Redondo Beach Green Line Station</td>
<td>18</td>
<td>117</td>
<td>6</td>
<td>92</td>
<td>3</td>
</tr>
<tr>
<td>Weekday Total</td>
<td>409</td>
<td>300</td>
<td>10</td>
<td>218</td>
<td>130</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011
Table 2.9 presents productivity, in terms of boardings per revenue hour, for Line 102 by direction, time of day and line segment. Northbound productivity throughout the day is highest in the segment between Redondo Beach Pier and Beryl Street & 190th Street, due to the high school. Southbound productivity throughout the day is between 20 and 28 in three different segments. Northbound productivity is higher in all time periods except morning (in the evening, productivity is similar in both directions. The most productive time of day segment is northbound between Redondo Beach Pier and Beryl Street & 190th Street in the afternoon (127.0 boardings per revenue hour). Two northbound segments in the morning and several evening segments have 0.0 boardings per revenue hour. Overall productivity is highest northbound in the afternoon (42.8) and lowest northbound in the evening (2.0).

### Table 2.9

**Line 102 Weekday Boardings per Revenue Hour by Direction, Time of Day, and Line Segment**

<table>
<thead>
<tr>
<th>Segment</th>
<th>All Day</th>
<th>Morning</th>
<th>Midday</th>
<th>Afternoon</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NB</td>
<td>SB</td>
<td>NB</td>
<td>SB</td>
<td>NB</td>
</tr>
<tr>
<td>Redondo Beach Pier – Beryl St &amp; 190th St</td>
<td>65.9</td>
<td>2.4</td>
<td>2.4</td>
<td>1.8</td>
<td>44.7</td>
</tr>
<tr>
<td>Beryl St &amp; 190th St – Artesia Blvd &amp; Vail Av</td>
<td>7.5</td>
<td>20.5</td>
<td>3.1</td>
<td>41.9</td>
<td>8.8</td>
</tr>
<tr>
<td>Artesia Blvd &amp; Vail Av – South Bay Galleria</td>
<td>4.6</td>
<td>26.7</td>
<td>0.0</td>
<td>58.8</td>
<td>3.8</td>
</tr>
<tr>
<td>South Bay Galleria – Vail Av &amp; Artesia Blvd</td>
<td>6.1</td>
<td>12.9</td>
<td>0.0</td>
<td>29.3</td>
<td>8.3</td>
</tr>
<tr>
<td>Vail Av &amp; Artesia Blvd – Redondo Beach Green Line Station</td>
<td>4.3</td>
<td>27.3</td>
<td>7.3</td>
<td>87.6</td>
<td>1.7</td>
</tr>
<tr>
<td><strong>Weekday Total</strong></td>
<td><strong>25.4</strong></td>
<td><strong>34.5</strong></td>
<td><strong>4.0</strong></td>
<td><strong>41.9</strong></td>
<td><strong>19.0</strong></td>
</tr>
</tbody>
</table>

*Source: Ridecheck data, January 2011*

Appendix A contains detailed information on weekend productivity. Weekend productivity is highest northbound in the afternoon on both days and southbound in the midday on Saturday and in the afternoon on Sunday. The most productive segment on Saturday is on the northbound segment between Redondo Beach Pier and Beryl Street & 190th Street in the afternoon, with 33.2 boardings per revenue hour. This segment is also the most productive segment on Sunday in the afternoon, with 25.7 boardings per revenue hour.
Peak Load and Maximum Load
Table 2.10 shows the peak load points on Line 102 for weekday, Saturday, and Sunday. For peak load point, we use total daily ridership to identify the stop at which the total number of passengers on board is greatest. For maximum load point, we use ridership by trip to identify the trip and stop with the most people on a single bus. Table 2.10 indicates that the peak load point for weekday travel is at Beryl Street & 190th Street, with 332 passengers traveling northbound at this location throughout the day. The maximum load point is southbound on the weekday 7:00 a.m. trip at Rindge Lane & Clark Lane, with 56 passengers on board.

Table 2.10
Line 102 Peak and Maximum Load Points

<table>
<thead>
<tr>
<th>Measure</th>
<th>Day</th>
<th>Northbound</th>
<th>Southbound</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Stop</td>
<td>Time</td>
<td>Riders on Board</td>
</tr>
<tr>
<td>Peak Load Point</td>
<td>Weekday</td>
<td>Beryl St &amp; 190th St</td>
<td>All Day</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>Rindge Ln &amp; Pullman</td>
<td>All Day</td>
</tr>
<tr>
<td></td>
<td>Sunday</td>
<td>Rindge Ln &amp; Carnegie</td>
<td>All Day</td>
</tr>
<tr>
<td>Maximum Load Point</td>
<td>Weekday</td>
<td>Prospect &amp; Diamond</td>
<td>3:05 p.m.</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>Artesia &amp; Mackay</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Sunday</td>
<td>Diamond &amp; PCH</td>
<td>5:20 p.m.</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011

Schedule Adherence
Tables 2.11 through 2.13 present schedule adherence data, in terms of the percent of all timepoints at which the bus was within one minute before to five minutes after the scheduled time, for Line 102 or weekdays, Saturday, and Sunday.

Weekday on-time performance is 36 percent at all time points, which is very poor schedule adherence although Line 102 is 2nd among the three weekday lines. Southbound schedule adherence is best in the morning and declines throughout the midday and afternoon. Northbound schedule adherence follows the same pattern. Late departures occur more than 12 times as often as early departures. Schedule adherence is slightly better in the southbound direction. Schedule adherence is particularly poor in the afternoon.

Table 2.11
Line 102 Weekday Schedule Adherence

<table>
<thead>
<tr>
<th>Actual vs. Schedule</th>
<th>All Day</th>
<th>Morning</th>
<th>Midday</th>
<th>Afternoon</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NB</td>
<td>SB</td>
<td>Total</td>
<td>NB</td>
<td>SB</td>
</tr>
<tr>
<td>On Time</td>
<td>44</td>
<td>57</td>
<td>101</td>
<td>16</td>
<td>23</td>
</tr>
<tr>
<td>Early</td>
<td>6</td>
<td>6</td>
<td>12</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Late</td>
<td>79</td>
<td>85</td>
<td>164</td>
<td>2</td>
<td>14</td>
</tr>
<tr>
<td>On Time %</td>
<td>34%</td>
<td>39%</td>
<td>36%</td>
<td>73%</td>
<td>61%</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011
Saturday on-time performance (Table 2.12) is 24 percent at all time points on Line 102, last among the three Saturday lines. Saturday schedule adherence is slightly better in the northbound direction overall, particularly in the midday. Line 102 was on time at only one of the 66 timepoints observed in the afternoon. Early departures are a significant problem in the morning and evening periods.

**Table 2.12**
Line 102 Saturday Schedule Adherence

<table>
<thead>
<tr>
<th>Actual vs. Schedule</th>
<th>All Day</th>
<th>Morning</th>
<th>Midday</th>
<th>Afternoon</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NB</td>
<td>SB</td>
<td>Total</td>
<td>NB</td>
<td>NB</td>
</tr>
<tr>
<td>On Time</td>
<td>29</td>
<td>26</td>
<td>55</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Early</td>
<td>21</td>
<td>10</td>
<td>31</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Late</td>
<td>66</td>
<td>78</td>
<td>144</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>On Time %</td>
<td>25%</td>
<td>23%</td>
<td>24%</td>
<td>20%</td>
<td>25%</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011

Sunday on-time performance (Table 2.13) is 79 percent at all time points, best among the two Sunday lines. Schedule adherence is slightly better in the southbound direction, particularly in the midday. In both directions, schedule adherence is best in the midday and worst in the morning. Early departures are three times more likely than late departures on Sunday.

**Table 2.13**
Line 102 Sunday Schedule Adherence

<table>
<thead>
<tr>
<th>Actual vs. Schedule</th>
<th>All Day</th>
<th>Midday</th>
<th>Afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NB</td>
<td>SB</td>
<td>Total</td>
</tr>
<tr>
<td>On Time</td>
<td>40</td>
<td>39</td>
<td>79</td>
</tr>
<tr>
<td>Early</td>
<td>11</td>
<td>5</td>
<td>16</td>
</tr>
<tr>
<td>Late</td>
<td>1</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>On Time %</td>
<td>77%</td>
<td>81%</td>
<td>79%</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011

Line 102 schedule adherence is best on Sunday, when there is usually lighter traffic and fewer riders, and worst on Saturday. The number of early departures on Sunday suggests that changes in operating procedures may be in order. Problems with late departures on weekdays and Saturday deserve further investigation.

Another way of considering schedule adherence is to examine actual versus scheduled running times. Tables 2.14 and 2.15 show average running times and scheduled running times by segment and time of day on weekdays for Line 102. Caution is needed in interpreting results, since delays on one or two trips can affect the average for the entire segment or time period, but this level of detail highlights where running time adjustments might be needed. Actual running time is greater than scheduled running time in the northbound direction at all times; the difference ranges from two minutes in the morning to nine minutes on Galleria trips in the afternoon. Actual average running time is four minutes greater than scheduled running time in the morning on short southbound trips and nine minutes greater on Galleria southbound trips. At other times, actual running times are close to scheduled running times.

*Dan Boyle & Associates, Inc.*
### Table 2.14
Line 102 Average versus Scheduled Northbound Running Times (in Minutes) by Segment and Time of Day on Weekdays

<table>
<thead>
<tr>
<th>Segment</th>
<th>Morning</th>
<th></th>
<th>Midday</th>
<th></th>
<th>Afternoon</th>
<th></th>
<th>Evening</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Act</td>
<td>Schd</td>
<td>Act</td>
<td>Schd</td>
<td>Act</td>
<td>Schd</td>
<td>Act</td>
<td>Schd</td>
</tr>
<tr>
<td>Redondo Beach Pier – Beryl St &amp; 190th St</td>
<td>9</td>
<td>10</td>
<td>12</td>
<td>11</td>
<td>11</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Beryl St &amp; 190th St – Artesia Blvd &amp; Vail Av</td>
<td>7</td>
<td>6</td>
<td>7</td>
<td>6</td>
<td>7</td>
<td>6</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>Artesia Blvd &amp; Vail Av – South Bay Galleria</td>
<td>5</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>South Bay Galleria – Vail Av &amp; Artesia Blvd</td>
<td>5</td>
<td>3</td>
<td>6</td>
<td>3</td>
<td>9</td>
<td>3</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Vail Av &amp; Artesia Blvd – Redondo Beach Green Line Station</td>
<td>9</td>
<td>7</td>
<td>10</td>
<td>7</td>
<td>8</td>
<td>7</td>
<td>12</td>
<td>7</td>
</tr>
<tr>
<td>Average Running Time – including the Galleria</td>
<td>35</td>
<td>33</td>
<td>42</td>
<td>34</td>
<td>42</td>
<td>33</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Average Running Time – excluding the Galleria</td>
<td>25</td>
<td>23</td>
<td>29</td>
<td>24</td>
<td>26</td>
<td>23</td>
<td>30</td>
<td>22</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011

### Table 2.15
Line 102 Average versus Scheduled Southbound Running Times (in Minutes) by Segment and Time of Day on Weekdays

<table>
<thead>
<tr>
<th>Segment</th>
<th>Morning</th>
<th></th>
<th>Midday</th>
<th></th>
<th>Afternoon</th>
<th></th>
<th>Evening</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Act</td>
<td>Schd</td>
<td>Act</td>
<td>Schd</td>
<td>Act</td>
<td>Schd</td>
<td>Act</td>
<td>Schd</td>
</tr>
<tr>
<td>Redondo Beach Green Line Station – Artesia Blvd &amp; Vail Av</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Artesia Blvd &amp; Vail Av – South Bay Galleria</td>
<td>7</td>
<td>7</td>
<td>8</td>
<td>7</td>
<td>5</td>
<td>8</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>South Bay Galleria – Rindge Ln &amp; Artesia Blvd</td>
<td>9</td>
<td>3</td>
<td>6</td>
<td>3</td>
<td>8</td>
<td>3</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Vail Av &amp; Artesia Blvd – Beryl St &amp; 190th St (short)</td>
<td>8</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>7</td>
<td>6</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>Rindge Ln &amp; Artesia Blvd – Beryl St &amp; 190th St (long)</td>
<td>7</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Beryl St &amp; 190th St – Redondo Beach Pier</td>
<td>13</td>
<td>12</td>
<td>10</td>
<td>11</td>
<td>10</td>
<td>11</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>Average Running Time – including the Galleria</td>
<td>44</td>
<td>35</td>
<td>36</td>
<td>34</td>
<td>36</td>
<td>35</td>
<td>32</td>
<td>35</td>
</tr>
<tr>
<td>Average Running Time – excluding the Galleria</td>
<td>29</td>
<td>25</td>
<td>23</td>
<td>24</td>
<td>24</td>
<td>24</td>
<td>23</td>
<td>24</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011

Appendix A contains additional information on schedule adherence, including graphs of actual versus scheduled running time for every trip.
Overall Assessment
Line 102 ranks 1st in ridership among the three weekday lines. Ridership is higher in the northbound direction than in the southbound direction except in the morning. Line 102 ranks 2nd in ridership among the three Saturday lines and 2nd among the two Sunday lines. The higher weekday ranking reflects the intensive use of this line by students.

Line 102 is the most productive BCT line on all days, and also leads all lines in subsidy per passenger and farebox recovery ratio.

There are four instances of overcrowding on Line 102, all related to school loads.

Schedule adherence is very poor on weekdays and Saturday. Line 102 has better on-time performance on Sunday, due to lighter ridership and the midday gap in service that avoids the domino effect of delays that propagate further delays. On Sunday, early departures are a bigger problem than late departures. Scheduled running time is not adequate on weekdays and Saturday; revised schedules will be among the recommendations for Line 102.
Line 104  Redondo Pier - Torrance

Overview
Line 104 Redondo Beach Pier – Torrance (Figure 2.5) operates mostly in Torrance. The line travels between the Redondo Beach Pier and Del Amo Fashion Center via Catalina Avenue, Palos Verdes Boulevard, Via Anita, Paseo de los Reyes, Calle de Arboles, Via Colusa, Calle Miramar, Calle Mayor, Anza Avenue, Sepulveda Boulevard, and Hawthorne Boulevard. Major destinations include the Redondo Beach Pier, Riviera Village, South High School in Torrance, and Del Amo Fashion Center.

Line 104 provides connections to a major retail mall and to Metro and Torrance Transit buses. Line 104 has the lowest ridership and productivity on weekdays and Saturday among all BCT lines. This line does not operate on Sunday.

Headway and Span of Service
Table 2.16 shows headway and span of service for Line 104 by day of the week. Span of service is calculated from the start time of the first trip in the morning to the start time of the last trip in the evening. Due to low demand, Line 104 operates fewer hours and less often than other BCT lines.

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Headway (minutes)</th>
<th>Span of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>55 to 70</td>
<td>7:00 a.m. – 5:33 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>60 to 75</td>
<td>10:05 a.m. – 5:27 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>No service</td>
<td>No service</td>
</tr>
</tbody>
</table>
Operating Data
Table 2.17 presents operating data for Line 104. Among the three weekday and Saturday lines, Line 104 ranks last in boardings and last in boardings per revenue hour. Note that revenue hours in Table 2.17 are the actual revenue hours operated on the day of the ridecheck, which may be more or less than the scheduled revenue hours. For example, some trips may have been missed due to a bus breakdown, and some buses may have been in service longer than scheduled.

Line 104 ranks last in average trip length on weekdays, but ranks first on Saturday. Most Saturday trips appear to be to Del Amo Fashion Center at the end of the line, making average trip lengths longer. Average trip lengths range from 2.69 to 3.49 miles on all days. Line 104 ranks last in seat utilization on weekdays and Saturday.
Table 2.17
Line 104 Operating and Productivity Data

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Boardings</th>
<th>Revenue Hours</th>
<th>Boardings per Rev Hr</th>
<th>Seat Utilization</th>
<th>Average Trip Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>46</td>
<td>11.1</td>
<td>4.1</td>
<td>8.1%</td>
<td>2.69</td>
</tr>
<tr>
<td>Saturday</td>
<td>10</td>
<td>7.8</td>
<td>1.3</td>
<td>3.3%</td>
<td>3.49</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011

Table 2.18 presents financial data for Line 104. Line 104 ranks last in both subsidy per boarding and in farebox recovery ratio (passenger revenue divided by operating cost) among three weekday and Saturday lines.

Table 2.18
Line 104 Financial Data

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Boardings</th>
<th>Passenger Revenue</th>
<th>Operating Cost</th>
<th>Cost per Boarding</th>
<th>Subsidy per Boarding</th>
<th>Farebox Recovery Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>46</td>
<td>$43</td>
<td>$491</td>
<td>$10.66</td>
<td>$9.73</td>
<td>8.8%</td>
</tr>
<tr>
<td>Saturday</td>
<td>10</td>
<td>$9</td>
<td>$341</td>
<td>$34.15</td>
<td>$33.21</td>
<td>2.7%</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011; BCT cost per revenue hour for calendar year 2011; NTD 2010 report for average revenue per passenger by line for FY 2009-2010

Figures 2.6 and 2.7 show boardings by stop and direction for weekdays, Saturday, and Sunday, respectively. There are no stops with at least 50 boardings per weekday in one direction, since the entire line carries only 46 weekday passengers. The stops with the most weekday boardings are Redondo Beach Pier EB and Hawthorne & Carson WB, with five boardings at each stop. There are no overcrowded trips on Line 104.
Figure 2.7
Line 104 Saturday Boardings and Alightings by Stop

Beach Cities Transit
Route 104

Saturday East Bound Passenger Boardings and Alightings

Dan Boyle & Associates, Inc.
Weekday Segment and Time of Day Analysis
Tables 2.19 and 2.20 show weekday boardings and productivity (boardings per revenue hour) by direction, time of day, and line segment. Each line segment includes boardings at the first stop but not at the last stop of the segment; for example, boardings at Calle Mayor & PCH are counted in the third segment eastbound but in the second segment westbound. The ridership patterns in Table 2.19 suggest reasonably balanced demand by direction at all times except afternoon, when there are more riders traveling westbound. The last segment between Sepulveda Boulevard & Anza Avenue and Carson Street & Madrona Avenue has the greatest passenger activity. Ridership is highest during the midday.
Table 2.19
Line 104 Weekday Boardings by Direction, Time of Day, and Line Segment

<table>
<thead>
<tr>
<th>Segment</th>
<th>All Day</th>
<th>Morning</th>
<th>Midday</th>
<th>Afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EB</td>
<td>WB</td>
<td>EB</td>
<td>WB</td>
</tr>
<tr>
<td>Redondo Beach Pier – Palos Verdes Blvd &amp; Catalina Av</td>
<td>8</td>
<td>4</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Palos Verdes Blvd &amp; Catalina Av – Calle Mayor &amp; PCH</td>
<td>8</td>
<td>6</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Calle Mayor &amp; PCH – Sepulveda Blvd &amp; Anza Av</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sepulveda Blvd &amp; Anza Av – Carson St &amp; Madrona Av</td>
<td>2</td>
<td>14</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Weekday Total</td>
<td>19</td>
<td>27</td>
<td>7</td>
<td>9</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011

Table 2.20 presents productivity, in terms of boardings per revenue hour, for Line 104 by time of day and line segment. Morning is defined as start of service to 8:59 AM. Midday is 9:00 AM to 2:59 PM. Afternoon is 3:00 PM to end of service. Overall productivity is greatest on the easternmost segment between Carson Street & Madrona Avenue and Sepulveda Boulevard & Anza Avenue. Westbound service is slightly more productive, and morning is the most productive time period. The most productive direction/time of day segment is westbound between Carson Street & Madrona Avenue and Sepulveda Boulevard & Anza Avenue in the morning (18.8 boardings per revenue hour), and the least productive segments include several segments with no boardings (0.0 boardings per revenue hour).

Table 2.20
Line 104 Weekday Boardings per Revenue Hour by Direction, Time of Day, and Line Segment

<table>
<thead>
<tr>
<th>Segment</th>
<th>All Day</th>
<th>Morning</th>
<th>Midday</th>
<th>Afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EB</td>
<td>WB</td>
<td>EB</td>
<td>WB</td>
</tr>
<tr>
<td>Redondo Beach Pier – Palos Verdes Blvd &amp; Catalina Av</td>
<td>6.6</td>
<td>2.6</td>
<td>15.0</td>
<td>6.7</td>
</tr>
<tr>
<td>Palos Verdes Blvd &amp; Catalina Av – Calle Mayor &amp; PCH</td>
<td>4.4</td>
<td>2.7</td>
<td>2.1</td>
<td>4.1</td>
</tr>
<tr>
<td>Calle Mayor &amp; PCH – Sepulveda Blvd &amp; Anza Av</td>
<td>1.1</td>
<td>3.1</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Sepulveda Blvd &amp; Anza Av – Carson St &amp; Madrona Av</td>
<td>1.9</td>
<td>10.1</td>
<td>12.0</td>
<td>18.8</td>
</tr>
<tr>
<td>Weekday Total</td>
<td>3.8</td>
<td>4.4</td>
<td>6.5</td>
<td>6.8</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011

Appendix A contains detailed information on weekend productivity. Saturday productivity is very low overall, and generally highest during the midday. The most productive segment on Saturday is eastbound between Redondo Beach Pier and Palos Verdes Boulevard & Catalina Avenue in the midday, with 5.7 boardings per revenue hour.

Dan Boyle & Associates, Inc.
Peak Load and Maximum Load
Table 2.21 shows the peak load points on Line 104 for weekday and Saturday. For peak load point, we use total daily ridership to identify the stop at which the total number of passengers on board is greatest. For maximum load point, we use ridership by trip to identify the trip and stop with the most people on a single bus. Table 2.21 indicates that the peak load point for weekday travel is westbound at Anza Avenue & Sepulveda Boulevard, with 20 passengers traveling westbound at this location throughout the day. The maximum load point is five passengers, on the eastbound 8:10 a.m. trip at Palos Verdes Boulevard & Calle Miramar and on the westbound 8:37 and 9:42 a.m. trips at Anza Avenue & Sepulveda Boulevard.

Table 2.21
Line 104 Peak and Maximum Load Points

<table>
<thead>
<tr>
<th>Measure</th>
<th>Day</th>
<th>Eastbound</th>
<th></th>
<th>Westbound</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Stop</td>
<td>Time</td>
<td>Riders on Board</td>
</tr>
<tr>
<td>Peak Load Point</td>
<td>Weekday</td>
<td>Via Colusa &amp;</td>
<td>All Day</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paseo de Pablo</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>Calle Mayor</td>
<td>All Day</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&amp; Shady Croft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum Load Point</td>
<td>Weekday</td>
<td>Palos Verdes</td>
<td>8:10 a.m.</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&amp; Calle Miramar</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>Calle Mayor</td>
<td>12:30 p.m.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&amp; Calle Miramar</td>
<td>1:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011

Schedule Adherence
Tables 2.22 and 2.23 present schedule adherence data, in terms of the percent of all timepoints at which the bus was within one minute before to five minutes after the scheduled time, for Line 104 on weekdays and Saturday.

Weekday on-time performance is 25 percent at all time points on Line 104, last among the three weekday lines and surprisingly low given low levels of ridership. Schedule adherence is best in the afternoon and in the eastbound direction. Schedule adherence is 20 percent or below in both directions in the morning and midday periods.

Table 2.22
Line 104 Weekday Schedule Adherence

<table>
<thead>
<tr>
<th>Actual vs. Schedule</th>
<th>All Day</th>
<th></th>
<th>Morning</th>
<th></th>
<th>Midday</th>
<th></th>
<th>Afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EB</td>
<td>WB</td>
<td>Total</td>
<td>EB</td>
<td>WB</td>
<td>EB</td>
<td>WB</td>
</tr>
<tr>
<td>On Time</td>
<td>17</td>
<td>8</td>
<td>25</td>
<td>2</td>
<td>0</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Early</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Late</td>
<td>33</td>
<td>42</td>
<td>75</td>
<td>8</td>
<td>10</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>On Time %</td>
<td>34%</td>
<td>16%</td>
<td>25%</td>
<td>20%</td>
<td>0%</td>
<td>17%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011

Dan Boyle & Associates, Inc.
Saturday on-time performance (Table 2.23) is 63 percent at all time points, 2nd among the three Saturday lines. Schedule adherence is better in the eastbound direction (65 percent). Early trips are the problem in the afternoon.

<table>
<thead>
<tr>
<th>Actual vs. Schedule</th>
<th>All Day</th>
<th>Midday</th>
<th>Afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EB</td>
<td>WB</td>
<td>Total</td>
</tr>
<tr>
<td>On Time</td>
<td>19</td>
<td>21</td>
<td>40</td>
</tr>
<tr>
<td>Early</td>
<td>2</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Late</td>
<td>7</td>
<td>9</td>
<td>16</td>
</tr>
<tr>
<td>On Time %</td>
<td>68%</td>
<td>60%</td>
<td>63%</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011

Line 104 schedule adherence is better on Saturday than on weekdays.

Another way of considering schedule adherence is to examine actual versus scheduled running times. Tables 2.24 and 2.25 show average running times and scheduled running times by segment and time of day on weekdays for Line 104. Caution is needed in interpreting results, since delays on one or two trips can affect the average for the entire segment or time period, but this level of detail highlights where running time adjustments might be needed. Actual running time is greater than scheduled running time on Line 104 in both directions, especially in the morning. Recovery time is fairly generous on this line (16 minutes or 30 percent of running time), suggesting that factors other than running time are contributing to poor schedule adherence in the midday.

<table>
<thead>
<tr>
<th>Segment</th>
<th>Morning</th>
<th>Midday</th>
<th>Afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Act</td>
<td>Schd</td>
<td>Act</td>
</tr>
<tr>
<td>Redondo Beach Pier – Palos Verdes Blvd &amp; Catalina Av</td>
<td>8</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Palos Verdes Blvd &amp; Catalina Av – Calle Mayor &amp; PCH</td>
<td>14</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>Calle Mayor &amp; PCH – Sepulveda Blvd &amp; Anza Av</td>
<td>5</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Sepulveda Blvd &amp; Anza Av – Carson St &amp; Madrona Av</td>
<td>5</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Average Running Time</td>
<td>32</td>
<td>27</td>
<td>29</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011; totals may not add due to rounding
Table 2.25
Line 104 Average versus Scheduled Westbound Running Times (in Minutes) by Segment and Time of Day on Weekdays

<table>
<thead>
<tr>
<th>Segment</th>
<th>Morning</th>
<th></th>
<th>Midday</th>
<th></th>
<th>Afternoon</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Act</td>
<td>Schd</td>
<td>Act</td>
<td>Schd</td>
<td>Act</td>
<td>Schd</td>
</tr>
<tr>
<td>Madrona Av &amp; Carson St – Anza Av &amp; Sepulveda Blvd</td>
<td>7</td>
<td>5</td>
<td>7</td>
<td>5</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Anza Av &amp; Sepulveda Blvd – Calle Mayor &amp; PCH</td>
<td>6</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Calle Mayor &amp; PCH – Palos Verdes Blvd &amp; Catalina Av</td>
<td>11</td>
<td>11</td>
<td>10</td>
<td>11</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>Palos Verdes Blvd &amp; Catalina Av – Redondo Beach Pier</td>
<td>7</td>
<td>6</td>
<td>7</td>
<td>6</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>31</td>
<td>27</td>
<td>29</td>
<td>27</td>
<td>29</td>
<td>27</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011; totals may not add due to rounding

Appendix A contains additional information on schedule adherence, including graphs of actual versus scheduled running time for every trip.

Overall Assessment
Line 104 ranks last in ridership among the three weekday and three Saturday lines. Ridership is higher in the westbound direction.

Line 104 ranks last among the three BCT weekday lines and last among the three Saturday lines in productivity, subsidy per passenger, and farebox recovery ratio.

There are no instances of overcrowding on Line 104. Given that the line is operated with smaller vehicles with less capacity, this reinforces the finding of extremely low usage on Line 104.

Schedule adherence is low on Line 104 on weekdays and Saturday. Actual running times are greater than scheduled running times during all weekday periods, particularly in the morning, in both directions. Line 104 ranks last among the three weekday lines and 2nd among the three Saturday lines in terms of schedule adherence.
Line 109  LAX – Redondo Beach

Overview
Line 109 LAX – Redondo Beach (Figure 2.8) is the longest of the three BCT lines. The line serves Redondo Beach, Hermosa Beach, Manhattan Beach, and El Segundo. Line 109 provides regional transit connections at the LAX City Bus Center and the Aviation and Douglas Green Line Stations. Primary streets of operation are Catalina Avenue, Hermosa Avenue, Highland Avenue, Rosecrans Avenue, Sepulveda Boulevard, Grand Avenue, Main Street, Imperial Highway, Aviation Boulevard, Century Boulevard, and 96th Street. Major destinations include the LAX City Bus Center, the Aviation Green Line Station, the Douglas Green Line Station (northbound only), downtown Manhattan Beach, downtown El Segundo, the Hermosa Beach Pier, the Redondo Beach Pier, and Riviera Village.

Line 109 connects the four cities and provides important connections to the regional transit network. Line 109 ranks second on weekdays and first on weekends among BCT lines in terms of ridership.

Headway and Span of Service
Table 2.26 shows headway and span of service for Line 109 by day of the week. Span of service is calculated from the start time of the first trip in the morning to the start time of the last trip in the evening.

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Headway (minutes)</th>
<th>Span of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>45</td>
<td>6:00 a.m. – 8:45 p.m.</td>
</tr>
<tr>
<td>Saturday/Sunday</td>
<td>60</td>
<td>6:05 a.m. – 8:50 p.m.</td>
</tr>
</tbody>
</table>
Operating Data
Table 2.27 presents operating data for Line 109. Among the three weekday lines, Line 109 ranks 2nd in boardings and in boardings per revenue hour. Among the three Saturday and two Sunday lines, Line 109 ranks 1st in boardings and 2nd in boardings per revenue hour on both days. Note that revenue hours in Table 2.27 are the actual revenue hours operated on the day of the ridecheck, which may be more or less than the scheduled revenue hours. For example, some trips may have been missed due to a bus breakdown, and some buses may have been in service longer than scheduled.
Line 109 ranks 2nd among three lines in average trip length on weekdays, 3rd on Saturday, and 2nd on Sunday. This suggests that riders do not ride the length of the line but instead use particular segments. Average trip lengths fall in the range of 2.76 to 3.07 miles on all days. Average trip lengths are longer on Saturday and Sunday. Line 109 ranks 2nd in seat utilization on weekdays and Sunday and first on Saturday.

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Boardings</th>
<th>Revenue Hours</th>
<th>Boardings per Rev Hr</th>
<th>Seat Utilization</th>
<th>Average Trip Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>600</td>
<td>57.3</td>
<td>10.5</td>
<td>11.3%</td>
<td>2.76</td>
</tr>
<tr>
<td>Saturday</td>
<td>313</td>
<td>42.6</td>
<td>7.4</td>
<td>10.9%</td>
<td>3.07</td>
</tr>
<tr>
<td>Sunday</td>
<td>220</td>
<td>42.7</td>
<td>5.2</td>
<td>5.6%</td>
<td>2.79</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011

Table 2.28 presents financial data for Line 109. Line 109 ranks 2nd in subsidy per boarding and in farebox recovery ratio (passenger revenue divided by operating cost) on all days.

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Boardings</th>
<th>Passenger Revenue</th>
<th>Operating Cost</th>
<th>Cost per Boarding</th>
<th>Subsidy per Boarding</th>
<th>Farebox Recovery Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>600</td>
<td>$488</td>
<td>$2,525</td>
<td>$4.21</td>
<td>$3.39</td>
<td>19.3%</td>
</tr>
<tr>
<td>Saturday</td>
<td>313</td>
<td>$255</td>
<td>$1,875</td>
<td>$5.99</td>
<td>$5.18</td>
<td>13.6%</td>
</tr>
<tr>
<td>Sunday</td>
<td>220</td>
<td>$179</td>
<td>$1,879</td>
<td>$8.54</td>
<td>$7.73</td>
<td>9.5%</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011; BCT cost per revenue hour for FY 2009; BCT average revenue per passenger for FY 2008

Figures 2.9 through 2.11 show boardings by stop and direction for weekdays, Saturday, and Sunday, respectively. The busiest stop (the only one with at least 50 boardings per weekday in one direction), is:

- Aviation Station SB

This stop also exceeds 50 boardings on Saturday and is slightly below this threshold for Sunday. The Aviation Station southbound stop is the busiest stop in the BCT system on weekends.

There are no overcrowded trips on Line 109.
Figure 2.9
Line 109 Weekday Boardings and Alightings by Stop

Beach Cities Transit
Route 109
- North & South Bound
- North Bound Only

Weekday North Bound Passenger Boardings and Alightings

46
Boardings
Alightings
Figure 2.10
Line 109 Saturday Boardings and Alightings by Stop

Beach Cities Transit
Route 109
North & South Bound
North Bound Only

Saturday North Bound Passenger Boardings and Alightings
12
Boardings
Alightings
Figure 2.11
Line 109 Sunday Boardings and Alightings by Stop

Beach Cities Transit
Route 109
- North & South Bound
- North Bound Only

Sunday North Bound Passenger Boardings and Alightings

Dan Boyle & Associates, Inc.
Beach Cities Transit
Route 109
North & South Bound
North Bound Only
Sunday South Bound Passenger Boardings and Alightings
24 Boardings
Alightings
Weekday Segment and Time of Day Analysis

Tables 2.29 and 2.30 show weekday boardings and productivity (boardings per revenue hour) by direction, time of day, and line segment. Each line segment includes boardings at the first stop but not at the last stop of the segment; for example, boardings at Hermosa Avenue & 10th/11th Streets are counted in the second segment northbound and in the first segment southbound. The ridership patterns in Table 2.29 suggest a predominant southbound passenger flow in the morning and a northbound flow in the midday, with balanced flows in the afternoon and evening. The segment between Main Street & Holly/Grand Avenue and Aviation Station has the greatest passenger activity. There is also significant ridership northbound between Hermosa Avenue & 10th Street and Douglas Station, especially in the midday and afternoon. Ridership is highest during the midday.

Table 2.29
Line 109 Weekday Boardings by Direction, Time of Day, and Line Segment

<table>
<thead>
<tr>
<th>Segment</th>
<th>All Day</th>
<th>Morning</th>
<th>Midday</th>
<th>Afternoon</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NB</td>
<td>SB</td>
<td>NB</td>
<td>SB</td>
<td>NB</td>
</tr>
<tr>
<td>Palos Verdes Blvd &amp; Via Valencia – Hermosa Av &amp; 10th/11th St</td>
<td>67</td>
<td>12</td>
<td>18</td>
<td>3</td>
<td>35</td>
</tr>
<tr>
<td>Hermosa Av &amp; 10th/11th St – Douglas Station</td>
<td>126</td>
<td>45</td>
<td>13</td>
<td>7</td>
<td>63</td>
</tr>
<tr>
<td>Douglas Station – Park Pl &amp; El Segundo Plaza</td>
<td>10</td>
<td>1</td>
<td>1</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Park Pl &amp; El Segundo Pl – Main St &amp; Holly/Grand Av</td>
<td>17</td>
<td>52</td>
<td>7</td>
<td>27</td>
<td>7</td>
</tr>
<tr>
<td>Main St &amp; Holly/Grand Av – Aviation Station</td>
<td>62</td>
<td>139</td>
<td>17</td>
<td>47</td>
<td>26</td>
</tr>
<tr>
<td>Aviation Station – LAX City Bus Center</td>
<td>15</td>
<td>55</td>
<td>11</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>Weekday Total</td>
<td>297</td>
<td>303</td>
<td>67</td>
<td>95</td>
<td>138</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011
Table 2.30 presents productivity, in terms of boardings per revenue hour, for Line 109 by time of day and line segment. Morning is defined as start of service to 8:59 AM. Midday is 9:00 AM to 2:59 PM. Afternoon is 3:00 PM to 6:59 PM. Evening is 7:00 PM to end of service. Overall productivity is greatest on the segment between Main Street & Holly/Grand Avenue and Aviation Station. Southbound service is more productive throughout the day, but in the midday this is due to lengthy layovers at the north end of the line being counted as northbound revenue hours. Morning is the most productive time period, especially southbound. The most productive direction/time of day segment is southbound between Aviation Station and Main Street & Grand Avenue in the morning (40.3 boardings per revenue hour), and three direction/time of day segments have no boardings (0.0 boardings per revenue hour).

<table>
<thead>
<tr>
<th>Segment</th>
<th>All Day</th>
<th>Morning</th>
<th>Midday</th>
<th>Afternoon</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palos Verdes Blvd &amp; Via Valencia - Hermosa Av &amp; 10th/11th St</td>
<td>11.0</td>
<td>2.6</td>
<td>10.9</td>
<td>3.6</td>
<td>13.7</td>
</tr>
<tr>
<td>Hermosa Av &amp; 10th/11th St – Douglas Station</td>
<td>12.1</td>
<td>6.3</td>
<td>5.1</td>
<td>4.7</td>
<td>14.6</td>
</tr>
<tr>
<td>Douglas Station – Park Pl &amp; El Segundo Plaza</td>
<td>5.7</td>
<td>6.7</td>
<td>9.3</td>
<td>3.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Park Pl &amp; El Segundo Pl – Main St &amp; Holly/Grand Av</td>
<td>3.9</td>
<td>13.8</td>
<td>5.5</td>
<td>32.4</td>
<td>3.6</td>
</tr>
<tr>
<td>Main St &amp; Holly/Grand Av – Aviation Station</td>
<td>10.0</td>
<td>25.7</td>
<td>8.8</td>
<td>40.3</td>
<td>11.6</td>
</tr>
<tr>
<td>Aviation Station – LAX City Bus Center</td>
<td>4.1</td>
<td>15.1</td>
<td>12.5</td>
<td>15.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Weekday Total</td>
<td>9.1</td>
<td>12.3</td>
<td>7.9</td>
<td>18.6</td>
<td>10.4</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011

Appendix A contains detailed information on weekend productivity. The most productive segment on weekends is southbound between Aviation Station and Main Street & Grand Avenue in the evening, with 37.8 boardings per revenue hour on Saturday and 28.0 boardings per revenue hour on Sunday.
Peak Load and Maximum Load
Table 2.31 shows the peak load points on Line 109 for weekday, Saturday, and Sunday. For peak load point, we use total daily ridership to identify the stop at which the total number of passengers on board is greatest. For maximum load point, we use ridership by trip to identify the trip and stop with the most people on a single bus. Table 2.31 indicates that the peak load point for weekday travel is southbound at Imperial Highway & Nash Street, with 153 passengers traveling southbound at this location throughout the day. The maximum load point on Line 109 is southbound on the weekday 8:15 a.m. trip at Imperial Highway & Center Street, with 24 passengers on board.

Table 2.31
Line 109 Peak and Maximum Load Points

<table>
<thead>
<tr>
<th>Measure</th>
<th>Day</th>
<th>Northbound</th>
<th>Southbound</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Stop</td>
<td>Time</td>
</tr>
<tr>
<td>Peak Load Point</td>
<td>Weekday</td>
<td>Rosecrans &amp; Pacific</td>
<td>All Day</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>Rosecrans &amp; Pacific</td>
<td>All Day</td>
</tr>
<tr>
<td></td>
<td>Sunday</td>
<td>Manhattan &amp; 3 Pl/4 St Highland &amp; 26 St</td>
<td>All Day</td>
</tr>
<tr>
<td>Maximum Load Point</td>
<td>Weekday</td>
<td>Rosecrans &amp; Pacific</td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>Rosecrans &amp; Alma</td>
<td>3:05 p.m.</td>
</tr>
<tr>
<td></td>
<td>Sunday</td>
<td>Hermosa &amp; 16th</td>
<td>4:05 p.m.</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011

Schedule Adherence
Tables 2.32 through 2.34 present schedule adherence data, in terms of the percent of all timepoints at which the bus was within one minute before to five minutes after the scheduled time, for Line 109 on weekdays, Saturday, and Sunday.

Weekday on-time performance is 65 percent at all time points on Line 109, best among the three weekday lines. Schedule adherence is best in the morning. Schedule adherence is much better southbound at all time periods except evening. Line 109 has a long layover at its northbound terminus, allowing southbound buses to leave on time even if they had been running late. In the evening, one operator deliberately left the start point late because there was too much scheduled running time and he knew that if he left late, he would arrive on schedule. The southbound schedule adherence of 94 percent in the afternoon is the best of any time period/direction in the BCT system.
Table 2.32
Line 109 Weekday Schedule Adherence

<table>
<thead>
<tr>
<th>Actual vs. Schedule</th>
<th>All Day</th>
<th>Morning</th>
<th>Midday</th>
<th>Afternoon</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NB</td>
<td>SB</td>
<td>Total</td>
<td>NB</td>
<td>SB</td>
</tr>
<tr>
<td>On Time</td>
<td>73</td>
<td>96</td>
<td>169</td>
<td>25</td>
<td>21</td>
</tr>
<tr>
<td>Early</td>
<td>8</td>
<td>2</td>
<td>10</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Late</td>
<td>59</td>
<td>22</td>
<td>81</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>On Time %</td>
<td>52%</td>
<td>80%</td>
<td>65%</td>
<td>71%</td>
<td>88%</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011

Saturday on-time performance (Table 2.33) is better at 71 percent at all time points, best among the three Saturday lines. Schedule adherence is better southbound, overall (88 percent) and in each time period.

Table 2.33
Line 109 Saturday Schedule Adherence

<table>
<thead>
<tr>
<th>Actual vs. Schedule</th>
<th>All Day</th>
<th>Morning</th>
<th>Midday</th>
<th>Afternoon</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NB</td>
<td>SB</td>
<td>Total</td>
<td>NB</td>
<td>SB</td>
</tr>
<tr>
<td>On Time</td>
<td>59</td>
<td>79</td>
<td>138</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>Early</td>
<td>10</td>
<td>7</td>
<td>17</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Late</td>
<td>36</td>
<td>4</td>
<td>40</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>On Time %</td>
<td>56%</td>
<td>88%</td>
<td>71%</td>
<td>76%</td>
<td>94%</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011

Sunday on-time performance (Table 2.34) is even better at 78 percent at all time points, 2nd by a very small margin among the two Sunday lines. Schedule adherence is better southbound in the midday and afternoon, and is better northbound in the morning and evening.

Table 2.34
Line 109 Sunday Schedule Adherence

<table>
<thead>
<tr>
<th>Actual vs. Schedule</th>
<th>All Day</th>
<th>Morning</th>
<th>Midday</th>
<th>Afternoon</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NB</td>
<td>SB</td>
<td>Total</td>
<td>NB</td>
<td>SB</td>
</tr>
<tr>
<td>On Time</td>
<td>79</td>
<td>74</td>
<td>153</td>
<td>17</td>
<td>12</td>
</tr>
<tr>
<td>Early</td>
<td>8</td>
<td>9</td>
<td>17</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Late</td>
<td>18</td>
<td>7</td>
<td>25</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>On Time %</td>
<td>75%</td>
<td>82%</td>
<td>78%</td>
<td>81%</td>
<td>67%</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011

Line 109 schedule adherence is better on weekends than on weekdays.

Another way of considering schedule adherence is to examine actual versus scheduled running times. Tables 2.35 and 2.36 show average running times and scheduled running times by segment and time of day on weekdays for Line 109. Caution is needed in interpreting results, since delays on one or two trips can affect the average for the entire segment or time period, but this level of detail highlights where running time adjustments might be needed. Actual running
time is slightly greater than scheduled running time on Line 109 during the midday and afternoon in the northbound direction and slightly less in the morning and evening. Southbound, actual running time is equal to scheduled running time during the midday and afternoon and is less in the morning and the evening. Minor adjustments can be made to the Line 109 schedule, but a major change is not necessary.

Table 2.35
Line 109 Average versus Scheduled Northbound Running Times
(in Minutes) by Segment and Time of Day on Weekdays

<table>
<thead>
<tr>
<th>Segment</th>
<th>Morning Act</th>
<th>Schd</th>
<th>Midday Act</th>
<th>Schd</th>
<th>Afternoon Act</th>
<th>Schd</th>
<th>Evening Act</th>
<th>Schd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palos Verdes Blvd &amp; Via Valencia – Hermosa Av &amp; 10th St</td>
<td>14</td>
<td>12</td>
<td>15</td>
<td>12</td>
<td>13</td>
<td>12</td>
<td>13</td>
<td>12</td>
</tr>
<tr>
<td>Hermosa Av &amp; 10th St – Douglas Station</td>
<td>22</td>
<td>21</td>
<td>26</td>
<td>21</td>
<td>26</td>
<td>21</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>Douglas Station – Park Pl &amp; El Segundo Plaza</td>
<td>2</td>
<td>7</td>
<td>4</td>
<td>7</td>
<td>7</td>
<td>7</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>Park Pl &amp; El Segundo Pl – Main St &amp; Holly Av</td>
<td>11</td>
<td>10</td>
<td>11</td>
<td>10</td>
<td>8</td>
<td>10</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Main St &amp; Holly Av – Aviation Station</td>
<td>16</td>
<td>15</td>
<td>13</td>
<td>15</td>
<td>14</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Aviation Station – LAX City Bus Center</td>
<td>8</td>
<td>10</td>
<td>8</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Average Running Time</td>
<td>73</td>
<td>75</td>
<td>77</td>
<td>75</td>
<td>78</td>
<td>75</td>
<td>71</td>
<td>75</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011; totals may not add due to rounding

Table 2.36
Line 109 Average versus Scheduled Southbound Running Times
(in Minutes) by Segment and Time of Day on Weekdays

<table>
<thead>
<tr>
<th>Segment</th>
<th>Morning Act</th>
<th>Schd</th>
<th>Midday Act</th>
<th>Schd</th>
<th>Afternoon Act</th>
<th>Schd</th>
<th>Evening Act</th>
<th>Schd</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAX City Bus Center – Aviation Station</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>11</td>
<td>10</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Aviation Station – Main St &amp; Grand Av</td>
<td>17</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>16</td>
<td>15</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>Main St &amp; Grand Av – Park Pl &amp; El Segundo Plaza</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>10</td>
<td>11</td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>Park Place &amp; El Segundo Plaza – Hermosa Av &amp; 11th St</td>
<td>22</td>
<td>23</td>
<td>21</td>
<td>23</td>
<td>20</td>
<td>23</td>
<td>19</td>
<td>23</td>
</tr>
<tr>
<td>Hermosa Av &amp; 11th St – Palos Verdes Blvd &amp; Via Valencia</td>
<td>12</td>
<td>13</td>
<td>13</td>
<td>13</td>
<td>15</td>
<td>13</td>
<td>14</td>
<td>13</td>
</tr>
<tr>
<td>Total</td>
<td>72</td>
<td>72</td>
<td>70</td>
<td>72</td>
<td>72</td>
<td>72</td>
<td>65</td>
<td>72</td>
</tr>
</tbody>
</table>

Source: Ridecheck data, January 2011; totals may not add due to rounding

Appendix A contains additional information on schedule adherence, including graphs of actual versus scheduled running time for every trip.
Overall Assessment
Line 109 ranks 2nd in ridership among the three weekday lines. Ridership is heavier in the southbound direction in the morning and in the northbound direction in the midday. Line 109 ranks first in ridership on weekends.

Line 109 ranks 2nd on all days in productivity, subsidy per passenger, and farebox recovery ratio. There are no instances of overcrowding on Line 109.

Schedule adherence is acceptable on Line 109 on weekdays, with slightly more running time needed in the afternoon and less running time in the evening. Line 109 ranks 1st by a wide margin among the three weekday lines in terms of schedule adherence. Schedule adherence is higher on Saturday and Sunday.
3.0 Introduction

As part of the Comprehensive Operational Analysis, the project team conducted an onboard survey of riders in conjunction with the ridecheck during the period January 15 through 20, 2011. The survey, designed jointly by the project team and Beach Cities Transit staff, solicited input from riders regarding:

- Trip origin, destination, purpose, and other information regarding the passenger's trip
- Extent and history of transit usage
- Ratings of various service elements
- Desired changes and improvements to the bus system
- Rider demographics

Surveyors distributed and collected surveys during the ridecheck. Surveys were printed in English and Spanish. Passengers were asked to fill out the survey only once.

This report summarizes the results of the on-board survey. Copies of the survey may be found in Appendix C.

3.1 Summary of Survey Findings

BCT riders are using transit primarily for work and school trips: work is the most common trip purpose on weekdays and weekends. Riders are most likely to live in Redondo Beach or El Segundo, although BCT attracts riders from 123 different zip codes. Most riders walk to and from their origin and destination, and many riders transfer to or from other buses or the Metro Green Line.

BCT riders tend to be long-time riders. The number of occasional riders is relatively high. Most riders pay the adult fare, and cash is by far the most common fare payment method. Three-quarters of all respondents report using other transit systems (primarily Metro Bus and Metro Rail) within the past two weeks. Most riders would either walk or take Metro or another bus if BCT were not available, but 11 percent of respondents would not make the trip without BCT.

In terms of demographics, BCT riders are most likely to be female, and to live in households with zero or one car and with incomes under $25,000. Riders are of all ages. The most common ethnicity is Latino, with Latino riders accounting for almost half of all riders.

BCT riders are very pleased with the service. On a scale of one (very poor) to five (excellent), respondents rate BCT service at an average of 4.13, a very high rating. The highest rated items are operator courtesy, personal safety, and cleanliness. Average scores for these three items exceed 4.25. The lowest ratings among all service elements are for frequency (3.41) and reliability (3.51), but even these lowest scores are respectable. Improved frequency and improved on-time performance were the most requested improvements. An analysis of performance versus importance for the eight service attributes indicates that service reliability is the most critical element in terms of needed improvements.
3.2 Survey Findings: Survey and Trip Characteristics

Riders completed a total of 715 usable surveys. Figure 3.1 summarizes responses by language. Over 70 percent of all respondents answered the survey in English.

![Figure 3.1 Survey Responses by Language](image)

Figure 3.2 shows survey responses by BCT bus line. As expected, Line 109 was the biggest contributor with 55 percent of all responses. The number of responses correlates with the number of riders for each line.
Figure 3.3 shows the home zip code of survey respondents. Only zip codes reported by at least two percent of respondents are shown. The ten zip codes in Figure 3.3 account for 58 percent of all respondents; the remaining 42 percent reported 123 different zip codes, indicated that Beach Cities Transit draws riders from all over.
Figure 3.4 presents a breakdown of trip purpose. Work and school together account for almost two-thirds of all trip purposes.

**Figure 3.4**
Trip Purpose

It is helpful in analyzing trip purpose to examine weekdays and weekends separately. Figures 3.5 and 3.6 show trip purpose on weekdays and weekends, respectively. Work is the single largest trip purpose on weekdays at 56 percent, followed by school at 25 percent. Together, school and work account for over 80 percent of all weekday trips.

**Figure 3.5**
Trip Purpose - Weekdays
Work is also the largest trip purpose on weekends at 41 percent of all trips, followed by leisure activities such as the beach, visit/personal, and shopping. School-related weekend trips may be for extracurricular activities or for the library. The ranking of trip purposes (i.e., work first, followed by beach, visit personal, and so on) is identical for both Saturday and Sunday, so it is appropriate to combine them into one weekend figure. The percentage of trips for work, the beach, and visit/personal are slightly higher on Sunday, while the percentage of trips for shopping, restaurant/bar, entertainment, and school are slightly higher on Saturday.

Figure 3.6
Trip Purpose – Weekends

Figure 3.7 shows how riders got to the bus. Over half of all riders report walking to the bus stop, and over 40 percent transfer from another bus or from the Green Line.
Over 60 percent of all transferring bus passengers come from a Metro line. Torrance Transit accounts for 13 percent of reported transfer boardings. BCT and Culver City Bus each accounts for eight percent of transfers. Metro Line 232 (Long Beach to LAX via Pacific Coast Highway and Sepulveda Boulevard) is the leading line to transfer from, with 18 percent of all transfers to a BCT bus coming from this line.

Figure 3.8 shows what passengers did when they got off the bus. Over two-thirds of respondents walk to their final destination, while 16 percent transfer to another line and 14 percent transfer to the Green Line. Mode of egress is similar to mode of access (Figure 3.5), with a greater likelihood to walk upon leaving the bus.
Among transferring passengers, 56 percent transfer to Metro. Torrance Transit accounts for 21 percent of transfers to another bus, while Santa Monica Big Blue Bus accounts for 11 percent. The most frequently reported transfers are to Metro Line 232 and Big Blue Bus Line 3.

3.3 Survey Findings: Ridership Patterns, Fare Payment, and Alternatives

Figure 3.9 indicates ridership history. Almost 45 percent of respondents have been BCT customers for more than two years. At the other end of the spectrum, about one out of every six riders is new to the system within the past six months.
Figure 3.9
Ridership History on BCT

Less than 6 mos. 17%
6-12 mos. 14%
1-2 years 25%
More than 2 years 44%
n=653

Figure 3.10 shows the reported frequency of transit ridership in a typical week. On-board surveys tend to under-report infrequent ridership, since passengers who ride infrequently have a lesser chance to be surveyed. Less than half of respondents report riding BCT buses at least four days per week, while 21 percent report riding less than once a week.

Figure 3.10
Reported Frequency of Ridership

Less than once a week 21%
2-3 days per week 24%
4+ days per week 45%
Once a week 10%
n=532
Figure 3.11 indicates the fare category of respondents. Two-thirds of all riders are classified as adult and pay the adult fare. Only 11 percent of riders are senior or disabled.

Figure 3.11
Fare Category of Respondents

Figure 3.12 presents a breakdown of the method of fare payment as reported by respondents. Cash and the BCT monthly pass are used by 75 percent of all respondents. The BCT monthly pass and transfers make up 18 percent of all respondents. Cash is by far the most common fare payment method.

It is worth noting differences between this and previous figures. The transfer percentage appears low compared to the results in Figure 3.7 (mode of access), but the transfer totals in Figure 3.12 only includes those using transfers, not those who transfer using a monthly pass.
Table 3.1 reports on the recent use of other transit systems by BCT survey respondents. Over 50 percent of respondents also use either Metro Bus or Metro Rail and eight percent use Torrance Transit buses. Other transit services are used less often.

Table 3.1
Other Transit Services Used in the Preceding Two Weeks

<table>
<thead>
<tr>
<th>Transit System</th>
<th>Respondents</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro Bus</td>
<td>230</td>
<td>32.2%</td>
</tr>
<tr>
<td>Metro Rail</td>
<td>141</td>
<td>19.7%</td>
</tr>
<tr>
<td>Torrance Transit</td>
<td>57</td>
<td>8.0%</td>
</tr>
<tr>
<td>Santa Monica Big Blue Bus</td>
<td>24</td>
<td>3.4%</td>
</tr>
<tr>
<td>Metrolink</td>
<td>18</td>
<td>2.5%</td>
</tr>
<tr>
<td>Gardena Transit</td>
<td>12</td>
<td>1.7%</td>
</tr>
<tr>
<td>Lawndale Transit</td>
<td>12</td>
<td>1.7%</td>
</tr>
<tr>
<td>LADOT Commuter Express</td>
<td>11</td>
<td>1.5%</td>
</tr>
<tr>
<td>Long Beach Transit</td>
<td>10</td>
<td>1.4%</td>
</tr>
<tr>
<td>Culver City Bus</td>
<td>8</td>
<td>1.1%</td>
</tr>
<tr>
<td>LADOT DASH</td>
<td>5</td>
<td>0.7%</td>
</tr>
<tr>
<td>Access Services</td>
<td>3</td>
<td>0.4%</td>
</tr>
<tr>
<td>Total Using Other Systems</td>
<td>531</td>
<td>74.3%</td>
</tr>
<tr>
<td>Total Respondents</td>
<td>715</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
Figure 3.13 presents the mode of travel that respondents would use if the BCT bus were not available. Most would either walk or take Metro or another bus. The 11 percent of respondents who would not make the trip are truly dependent on BCT for their mobility.

![Figure 3.13 Alternative Mode If the Bus Were Not Available]

3.4 Survey Findings: Rider Demographics

This section reports on demographic characteristics of riders, including age, gender, ethnicity, vehicle ownership, and income.

Figure 3.14 shows the age of respondents. The BCT attracts riders of all ages. The single biggest category is between the ages of 35 and 44, 20 percent of all riders, followed by 17 and under (18 percent) and 45 to 54 (17 percent).
Figure 3.14  
Age of BCT Riders

Figure 3.15 shows the gender of respondents. Local transit riders typically include more females than males, and the BCT at 55 percent female is no exception.
Figure 3.16 shows household vehicle ownership among BCT riders. Almost 40 percent of riders live in households with zero vehicles. One-vehicle households account for 33 percent of all riders, while 29 percent of riders report multiple vehicles in their households.

![Household Vehicle Ownership among BCT Riders](image)

Figure 3.17 shows rider ethnicity. The largest ethnic ridership group is Latino/Hispanic, slightly under 50 percent, followed by white at 31 percent.
Figure 3.17 shows household income of respondents. Over half of all respondents report household income under $25,000.
3.5 Survey Findings: Perceptions of Transit Service Quality

The survey asked riders to rate BCT's performance, on a scale of 1 to 5 with 1 being "very poor" and 5 being "excellent," for eight different service characteristics as well as to provide an overall rating of BCT service. Figure 3.19 shows the results. Table 3.2 presents rider perceptions of service, and includes the weighted average score (used in Figure 3.19) of all ratings for each service element as well as the distribution of actual ratings. The highest rated items are operator courtesy, personal safety, and cleanliness. Average scores for these three items exceed 4.25. The lowest ratings among all service elements are for frequency (3.41) and reliability (3.51), but even these lowest scores are respectable. The average score for overall BCT service is 4.13, indicating a very high level of passenger satisfaction with BCT.

3.6 Survey Findings: Detailed Analysis of Service Attribute Ratings by Riders

In designing service improvements, BCT needs to know not only the customer ratings on individual service attributes but also the importance of each attribute in terms of overall satisfaction. The previous section focused on customer ratings; in this section, we consider the ratings together with the relative importance of each service attribute.

The simplest way to measure importance is to ask the customer to rate each element on a scale of 1 to 5, similar to the performance ratings. The drawback of this method is that it lengthens both the survey instrument and time needed to complete the survey, which in turn could diminish the response rate. An alternate technique to measure the importance of each service attribute is to derive importance by examining the relationship of each attribute to overall satisfaction.

The Bay Area Rapid Transit District in Oakland, CA has developed a practical methodology to derive the importance of individual service attributes. The methodology uses bivariate correlation analysis to estimate the importance of each service attribute. Specifically, Pearson correlation coefficients are calculated between the performance rating of each service attribute and the overall BCT service rating. While there is a degree of intercorrelation among the service attributes, the Pearson correlation coefficients are an effective means to measure the relative importance of each attribute. Importance is derived by calculating the ratio between the correlation coefficient for each attribute and the median correlation coefficient. An index score of 100 is assigned to the median correlation coefficient. Service attributes with a score above 100 are more correlated with overall satisfaction (as measured by the overall BCT rating), while service attributes with a score below 100 are less correlated.

---


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Figure 3.19
Average Ratings of BCT Service Elements

- Operator courtesy
- Personal safety
- Cleanliness
- Seat availability
- Value for fare paid
- Routes go where I need to go
- Reliability (on-time)
- Frequency
- Overall

1 2 3 4 5
### Table 3.2
Detailed Ratings of BCT Service Elements

<table>
<thead>
<tr>
<th>Service Element</th>
<th>Average Score</th>
<th>Number of Respondents Rating by Score</th>
<th>Total Respondents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1 Very Poor</td>
<td>2 Poor</td>
</tr>
<tr>
<td>Operator courtesy</td>
<td>4.33</td>
<td>10</td>
<td>17</td>
</tr>
<tr>
<td>Personal safety</td>
<td>4.29</td>
<td>11</td>
<td>20</td>
</tr>
<tr>
<td>Cleanliness and comfort</td>
<td>4.29</td>
<td>13</td>
<td>29</td>
</tr>
<tr>
<td>Seat availability</td>
<td>4.18</td>
<td>21</td>
<td>31</td>
</tr>
<tr>
<td>Value for fare paid</td>
<td>4.16</td>
<td>22</td>
<td>14</td>
</tr>
<tr>
<td>Routes go where I need to go</td>
<td>4.06</td>
<td>13</td>
<td>27</td>
</tr>
<tr>
<td>Reliability (on time)</td>
<td>3.51</td>
<td>57</td>
<td>76</td>
</tr>
<tr>
<td>Frequency</td>
<td>3.41</td>
<td>58</td>
<td>86</td>
</tr>
<tr>
<td>Overall Rating</td>
<td>4.13</td>
<td>8</td>
<td>19</td>
</tr>
</tbody>
</table>
Table 3.3 shows the Pearson correlation coefficient and the importance score for each service attribute. Personal safety, reliability, and operator courtesy rank highly in terms of importance, while value for fare paid and seat availability are relatively less important.

<table>
<thead>
<tr>
<th>Service Attribute</th>
<th>Pearson Correlation Coefficient</th>
<th>Importance Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal safety</td>
<td>0.686</td>
<td>111.33</td>
</tr>
<tr>
<td>Reliability (on time)</td>
<td>0.648</td>
<td>105.20</td>
</tr>
<tr>
<td>Operator courtesy</td>
<td>0.642</td>
<td>104.18</td>
</tr>
<tr>
<td>Routes go where I need to go</td>
<td>0.620</td>
<td>100.53</td>
</tr>
<tr>
<td>Cleanliness and comfort</td>
<td>0.613</td>
<td>99.47</td>
</tr>
<tr>
<td>Frequency</td>
<td>0.610</td>
<td>98.91</td>
</tr>
<tr>
<td>Seat availability</td>
<td>0.605</td>
<td>98.15</td>
</tr>
<tr>
<td>Value for fare paid</td>
<td>0.602</td>
<td>97.74</td>
</tr>
</tbody>
</table>

Performance and importance can be related through scatter diagrams, with derived importance on the x-axis and performance ratings on the y-axis. The scatter diagram (Figure 3.20) is divided into quadrants, with an importance score of 100 and a performance rating of 4.00 (a “good” rating) serving as the dividing lines. The 4.00 dividing line for performance is high; a more typical dividing line would be 3.75. Given the high ratings for BCT service, however, a higher dividing line is needed to make this quadrant exercise meaningful.

**Figure 3.20**
Importance vs. Performance for BCT Service Elements
Items in the upper right hand quadrant represent important attributes with high performance ratings. These are things that BCT does well that are important to riders. BCT should take whatever actions are required to ensure continued high performance ratings on these attributes. Personal safety, operator courtesy, and route coverage are service elements that fall within this quadrant.

Items in the upper left hand quadrant receive high marks in terms of performance but are relatively unimportant to riders. Often, attributes in this quadrant receive lower importance ratings from passengers precisely because the agency does a good job in these areas. Riders, like everyone else, tend to take areas in which their needs are met for granted. This suggests that BCT needs to continue to monitor service delivery in these areas to ensure high performance, but that these elements of service are not top priorities for improvements. Attributes within this quadrant include cleanliness and comfort, seat availability, and value for fare paid.

Items in the lower left hand quadrant are relatively unimportant to riders and relatively low-scoring in terms of performance. While performance levels are relatively low for these attributes, these are not strong candidates for improvement due to their low levels of importance to riders. The only service elements in this quadrant is frequency.

Items in the lower right hand quadrant are key priorities for BCT. Riders consider these attributes important, but current performance ratings are less than desired. Reliability is the only element in this quadrant.

3.7 Survey Findings: Improvements

The survey included a question, “If you could make only ONE improvement to the bus system, what would it be?” Surveyors recorded riders’ answers verbatim, and these responses were later coded into 22 categories. Over 34 percent of all riders surveyed proposed an improvement. Table 3.4 presents the results, including all improvements mentioned by at least 2.5 percent of respondents.

<table>
<thead>
<tr>
<th>Improvement</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>More frequent buses</td>
<td>85</td>
<td>34.6%</td>
</tr>
<tr>
<td>Improved on-time reliability</td>
<td>49</td>
<td>19.9%</td>
</tr>
<tr>
<td>Longer span of service</td>
<td>19</td>
<td>7.7%</td>
</tr>
<tr>
<td>More weekend service</td>
<td>14</td>
<td>5.7%</td>
</tr>
<tr>
<td>New or better buses</td>
<td>13</td>
<td>5.3%</td>
</tr>
<tr>
<td>New, expanded or changed routes</td>
<td>10</td>
<td>4.1%</td>
</tr>
<tr>
<td>Bigger buses/more seats</td>
<td>8</td>
<td>3.3%</td>
</tr>
<tr>
<td>Better information</td>
<td>7</td>
<td>2.8%</td>
</tr>
<tr>
<td>Other</td>
<td>41</td>
<td>16.7%</td>
</tr>
<tr>
<td>Total</td>
<td>246</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

Dan Boyle & Associates, Inc.
4.0 Introduction

This chapter examines the BCT service area to identify locations where there are unmet travel needs. Several approaches are used to identify residential travel needs and current system needs. The first involves the Residential Transit Orientation Index (RTOI), a GIS-based analytical tool that utilizes census data to identify neighborhoods with a high orientation toward transit, based on the demographic characteristics of its residents. This information is used as an overlay on GIS maps of BCT transit lines and compared to the existing transit network to identify areas with unmet transit needs.

A second approach identifies transit service needs and markets based on survey results and field observations by the study team. This approach also considers proposed developments expected to be completed within the next three years.

4.1 Travel Needs: Residential Transit Orientation Index

The Residential Transit Orientation Index (RTOI) compares census block groups within a given geographic area to one another with respect to five key variables related to propensity to use transit:

- Population in poverty
- Zero vehicle households
- Elderly population
- Youthful population
- Residential density

For each variable, a score is assigned to each census block group within the Cities of Redondo Beach, Hermosa Beach, Manhattan Beach, and El Segundo based upon how that variable compares to the area-wide average. The score is derived using a comparative probability estimation method. Population in poverty and zero vehicle households scores are weighted by a factor of two, reflecting their importance in terms of transit ridership. A composite score is then obtained for each census block group by summing the scores for each of the five individual variables. These composite scores are then ranked and assigned to one of five transit orientation groups (very high, high, moderate, low, and other) based upon how each compares to the average score for the county as a whole.

The RTOI provides an effective tool to identify residential areas with a high propensity to use transit. When used in conjunction with operating and service-related data, it can assist in evaluating unmet needs within the study area.

Figure 4.1 presents residential transit orientation in the BCT service area. Dark blue areas represent a very high orientation toward transit, while lighter blue areas are those with a high transit orientation.
Most areas with a very high transit orientation are within the City of Redondo Beach: west of PCH in the downtown area north of the Pier; north of Artesia Boulevard on both sides of Vail Avenue, and near the Galleria at South Bay. Line 102 serves the neighborhoods near Artesia Boulevard and Vail Avenue. Line 109 serves the neighborhood west of PCH.

There are three other pockets of very high transit orientation in El Segundo along Grand Avenue near downtown. Line 109 serves this area.

Neighborhoods with high transit orientation (in light blue on Figure 4.1) are generally adjacent to areas with very high transit orientation and are mostly well served by BCT. The area to the southwest of the Galleria at South Bay is served by Torrance Transit's Line 2, and the area east...
of PCH along Torrance Avenue is served by Torrance Transit's Line 7. In Manhattan Beach, there are scattered neighborhoods with high transit orientation: east of Manhattan Village Mall (much of this block group is not residential, but there is senior housing along Park Lane Avenue); along Highland Avenue and Vista Del Mar; and north of Artesia Boulevard near Mira Costa High School. The first two locations are served by Line 109, while Metro Line 130 serves Artesia Boulevard.

The results of the RTOI indicate that there are no major unmet needs in the study area in terms of service area coverage for residents. BCT transit service is available directly or within a short walking distance in nearly all transit-oriented neighborhoods within its service area, and Torrance Transit and Metro also serve these neighborhoods.

4.2 Other Unmet Needs

The on-board survey results (Chapter 3) indicate that improved frequency is the major improvement sought by existing riders. New, expanded, or changed routes ranked sixth among desired improvements and were cited by only four percent of respondents. Other improvements such as improved reliability, later or earlier service, more weekend service, and new or better buses all rank ahead of new or expanded routes.

Another important finding from the on-board survey is that 38 percent of all riders have no vehicles in their household. For many existing riders, transit is the primary or only mode choice.
5.0 Introduction

There were two primary elements of public outreach in this study. The first, the on-board survey of current riders, was the subject of Chapter 3. This chapter summarizes the second element, a roundtable meeting held with the cities to discuss perceived issues with BCT service and potential solutions.

5.1 Roundtable Meeting

The consulting team convened the roundtable meeting at 3 PM on Monday, March 28, 2011 at the City of Redondo Beach. Representatives from the Cities of Redondo Beach, El Segundo, and Manhattan Beach and from Transportation Concepts, the contractor that operates BCT service, attended. No representative attended the roundtable meeting from the City of Hermosa Beach.

The roundtable began with a summary of findings from the on-board survey of BCT riders, as a starting point for discussion. Representatives from the Cities of El Segundo and Manhattan Beach expressed similar concerns in four primary areas:

1. How well existing routes serve residents of their cities. Concerns included areas of the cities not served by BCT routes (such as east of Sepulveda Boulevard in Manhattan Beach) and the directness of the routes, which affects how quickly riders can get to their destinations. Both City representatives indicated that they do not receive feedback from riders or requests for stops. Manhattan Beach noted that residents east of Sepulveda Boulevard have not expressed a need for BCT service, and El Segundo indicated that their residential areas are centralized within the City and no one is too far from a route.

2. Marketing of the BCT service. The sense of the cities was that there is not enough information available about routes and times. Several ideas arose in the discussion about this issue, including closer collaboration among the cities and greater use of existing low-cost channels to spread the word about BCT. Marketing material can be about the system as a whole or be targeted to individual cities. Cost of added marketing efforts is a concern.

3. Signage at bus stops. As the lead city, Redondo Beach noted that signage is a valid concern and is a high priority in the coming year for BCT. All agreed that the existing signs are very recognizable at bus stops.

4. Recent declines in ridership. Most transit systems experienced a decline in ridership in 2009 as a result of the decline in the economy. One purpose of the study is to identify opportunities to reallocate resources to provide more service in high-ridership areas.

Transportation Concepts noted issues with on-time performance, particularly in the afternoon. Revisiting the current schedules and ensuring that operational needs such as midday refueling of vehicles are considered will improve schedule adherence.
Manhattan Beach also raised the issue of direct service into Manhattan Village Mall. The City Council wants to see this option considered. It is a timely issue, since the mall is being remodeled over the next five to ten years.

Appendix D provides added information on the roundtable discussion.

The roundtable meeting was very helpful in identifying areas of concern for the participating cities. Some areas are not strictly within the scope of this study. However, proposed changes such as clockface headways that help riders remember bus arrival times without consulting a schedule can assist ongoing marketing efforts. The Residential Transit Orientation Index in Chapter 4 is a valuable tool for assessing how well existing routes serve transit-oriented neighborhoods. The Manhattan Village Mall issue is directly addressed in Chapter 6 and Appendix E. Changes to route schedules will improve on-time performance.
6.0 Introduction

This chapter brings together the findings of the ridecheck and survey analyses, fieldwork by project team members, and discussions with Redondo Beach transit staff and Transportation Concepts staff to identify and analyze alternatives and make recommendations for transit improvements to the BCT transit network.

As noted in previous chapters, the BCT performs very well in terms of customer satisfaction, ridership and productivity. Nevertheless, this chapter identifies options that are intended to enhance productivity, provide more service where it is needed, improve service reliability, and achieve cost savings in light of reduced operating funding.

Section 6.1 summarizes goals and strategies guiding the development of alternatives and recommendations. Section 6.2 addresses alternatives and recommendations by line. Section 6.3 presents a package of recommended improvements, along with ridership and cost or savings estimates for each.

6.1 Transit Goals and Strategies

This section discusses transit goals and strategies that have guided the identification of alternatives and development of recommendations for this comprehensive operational analysis. The overall goal of the analysis is to provide transit service that will attract additional ridership in a cost-efficient and cost-effective manner. Under this overall goal, objectives include:

1. Establish a clear identity and focus for each line.

2. Provide direct connections to major trip generators and activity centers.

3. Address poorly performing line segments with low ridership and productivity.

4. Define consistent, realistic schedules for each line. Minimize route deviations by operating via a single route path as much as possible. Where possible, use clockface headways (which result in the bus arriving at a given stop at the same time each hour) to make schedules more understandable for riders and potential riders.

5. Accommodate operational needs such as midday refueling, operator breaks, and layover or recovery time.

6. Identify line segments and potential line segments that are operationally unsound due to terrain, traffic, and/or congestion.

Strategies to achieve these objectives are discussed in the remainder of this section.
Poor Performance

What actions can be taken to improve the productivity of poorly performing lines? Are there restructuring opportunities? Can headways be adjusted to reflect demand? Are there opportunities to trim lines by discontinuing unproductive early or late trips? At what point is line discontinuation a reasonable option?

Lines 102 and 109 are reasonably productive on weekdays. Line 102 has 20.4 boardings per revenue hour and Line 109 averages 10.5. Line 104 is the weak link in the BCT system, with only 4.1 boardings per revenue hour. This extremely low productivity is rarely seen on transit lines anywhere. Line 104 clearly qualifies as a candidate for discontinuation.

Schedules

Aside from changes to frequency of service, can the schedules be adapted to make it easier for customers to remember departure times? Are there opportunities for enhanced efficiency through scheduling techniques such as interlining?

The recommendations in this report address schedules for BCT lines. Schedule adherence is a key issue on several lines, particularly Lines 102 and 104, and the ridecheck provides detailed data that can be used to prepare more appropriate schedules. Recommendations regarding schedules primarily address running time issues and may be thought of as minor adjustments to enhance service reliability rather than wholesale scheduling revisions.

Some lines operate at times that are difficult for the average transit rider to remember without consulting a schedule. Headways of every 15, 20, 30, or 60 minutes are known as “clockface” headways (because a line serves any given stop at the same time each hour) and are usually easier for riders to remember. Line 109 operates clockface headways on weekends (every 60 minutes), but none of the weekday lines has a clockface schedule.

Two broader issues regarding scheduling are to provide adequate break times and meal times for operators in accordance with state Wage Order 9 and to ensure that restroom facilities are available at layover locations. BCT revised its operator schedules shortly after the ridecheck was conducted in January to comply with Wage Order 9. The project team has been mindful of these requirements when drafting new schedules. Restroom facilities are available for operator use at all layover locations.

Consistent Service Patterns

Another factor that helps the average rider understand transit service is a consistent service pattern. A line should follow the same path on every trip unless there are compelling reasons not to do so. This prevents unnecessary confusion and frees the rider from the need to think about whether a particular trip will go to a particular place.

Two examples of inconsistent service patterns in the current BCT system occur at the Galleria at South Bay on Line 102 and at the Douglas Green Line station on Line 109. Most round trips on Line 102 serve the Galleria in one direction only, either northbound or southbound. If a given trip serves the Galleria northbound but not southbound, the next trip will serve the Galleria southbound but not northbound. Line 109 serves the Douglas Green Line station in the
northbound direction only. Section 6.2 identifies options and makes recommendations for consistent service patterns in both directions at these locations.

**Overcrowding**

All instances of overcrowding are school-related. Are there strategies that can be adopted to reduce or mitigate overcrowding, recognizing that standing loads are acceptable?

Table 6.1 lists overcrowded trips (defined by a load of at least 125 percent of seated capacity) by line and time of day. All of these occur on Line 102 near bell times at Redondo Beach High School.

<table>
<thead>
<tr>
<th>Segment</th>
<th>Line</th>
<th>Direction</th>
<th>Trip Time</th>
<th>Number of Stops</th>
<th>Peak Load</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diamond Street &amp; PCH – Rindge Lane &amp; Grant Avenue</td>
<td>102</td>
<td>NB</td>
<td>3:00 pm</td>
<td>12</td>
<td>51</td>
<td>High school</td>
</tr>
<tr>
<td>Diamond Street &amp; PCH – Rindge Lane &amp; Carnegie Lane</td>
<td>102</td>
<td>NB</td>
<td>3:05 pm</td>
<td>13</td>
<td>53</td>
<td>High school</td>
</tr>
<tr>
<td>Diamond Street &amp; PCH – Rindge Lane &amp; Pullman Lane</td>
<td>102</td>
<td>NB</td>
<td>3:55 pm</td>
<td>10</td>
<td>45</td>
<td>High school</td>
</tr>
<tr>
<td>Rindge Lane &amp; Grant Avenue – Diamond Street &amp; Helberta Avenue</td>
<td>102</td>
<td>SB</td>
<td>7:00 am</td>
<td>11</td>
<td>56</td>
<td>High school</td>
</tr>
</tbody>
</table>

Source: Ridecheck Data, January 2011

A strategy frequently used to accommodate a major surge in demand is “platooning” buses, or operating two buses over a line within five minutes of each other. BCT already employs this strategy by adding two buses to Line 102 in the afternoon.

**More Frequent Service versus New Lines**

This dilemma is common to all transit systems: do we provide greater coverage (operate service in all parts of the service area) or do we provide greater frequency (operate more service along high-demand lines)?

This is not a major issue for BCT for two reasons:

- As a municipal as opposed to regional system, BCT has a well defined and reasonably compact service area.

- Coverage is generally good: Metro, Torrance Transit, and other transit operators operate along with BCT on major corridors within the service area.

There is no single “right” answer to the coverage versus frequency question. The recommendations included in this report lean toward frequency rather than coverage, because coverage is adequate while frequency could use improvements. Requests for service to specific locations such as the Manhattan Village Mall are addressed in the development of recommendations.
Requests for New Service

The only request for new service raised by the four cities in the roundtable was for Line 109 to serve Manhattan Village Mall more directly. Criteria for assessing the viability of transit service or transit service concepts include:

- Ridership potential.
- Operational feasibility. Certain streets or areas present significant challenges for bus operation.
- Cost.

This request is analyzed in the discussion of Line 109 in Section 6.2 below.

6.2 Alternatives and Recommendations for Existing BCT Service

This section addresses existing BCT lines. Each line is considered in turn, with an evaluation of potential alternatives and a list of recommended actions.

Line 102

Line 102 ranks first among BCT lines in weekday ridership and productivity. Ridership is over 700 on a typical weekday when school is in session. Line 102 is the most productive weekend line and is second to Line 109 in ridership.

The primary function of Line 102 is to serve Redondo Beach residents. Students are a particularly important market for this line, since 88 percent of school-related trips on the BCT system take place on Line 102. School-related travel accounts for 32 percent of all trips on Line 102. Work is the second-ranking trip purpose, with 20 percent of Line 102 trips. Connections to the Redondo Beach Green Line station are especially important in the peak hours. Line 102 serves the Redondo Beach Pier and the Galleria at South Bay, as shown in Figure 6.1.

Issues related to Line 102 include:

- On-time performance. Schedule adherence is very poor on Line 102, especially in the afternoon. Additional time is needed in the schedule, particularly in the northbound direction during the midday and afternoon time periods. Under the present schedule, each bus gets later and later with each trip.

- Service to the Galleria at South Bay. As noted earlier, most round trips serve the Galleria in one direction only, either northbound or southbound. This is not a critical issue in the morning before the mall opens, but it is confusing at other times. At most stops along the line during the midday, the time between buses is 35 minutes regardless of direction, but at the Galleria the time between northbound buses is 70 minutes, as is the time between southbound buses.

- Non-clockface headways. For most of the day, Line 109 operates every 25 or 35 minutes, depending on location and direction. Service is more frequent between 3 PM and 5 PM, when buses are added to serve the high school.
- Vail Avenue. Line 109 operates on Vail Avenue north of Artesia Boulevard on its way to and from the Green Line station. There are stop signs at almost every intersection along Vail. This results in slow operation.

- Refueling. There is not sufficient time in the current schedule to allow the buses to refuel in the middle of the day. This contributes to poor schedule adherence. Once the buses fall behind schedule, they cannot make up time.

Figure 6.1
Line 102

Six options are identified for Line 102:
1. **No change – adjust running times only.** Under this and subsequent options, time would be added to the Line 102 schedule to improve the reliability of service. Service would operate slightly less often, with irregular headways ranging from 25 to 45 minutes. This option would increase operating cost slightly.

2. **Operate in both directions to the Galleria at South Bay.** Each northbound AND southbound trip would serve the Galleria after 9 AM. The early morning trips serve a different market (commuters going to and from the Redondo Beach Green Line station) and do not need to serve a mall that is not yet open. Under this option, Line 102 would operate every 45 minutes throughout most of the day, with more frequent service in the morning and afternoon.

This option is important for another reason: the new South Bay Regional Intermodal Transit Center (scheduled for opening in calendar year 2012) will be adjacent to the Galleria. Line 102 is the only BCT line planned to serve the new transit center, and it is important to have bidirectional service available on Line 102 at the RITC.

3. **Build an additional bus into the schedule in the midday to allow for refueling of the all-day buses on Line 102.** This will enhance schedule reliability by providing the necessary time for refueling. One of the buses used for service at the high school in the afternoon can be used for a single midday round trip on Line 102.

4. **Add a bus to Line 102 and operate 30-minute headways with service in both directions to the Galleria at South Bay.** This option would keep one of the buses used for school trips on the street all day. In the Line 104 discussion below, discontinuation of that line would allow resources to be reallocated from Line 104 to Line 102. 30-minute service and consistent service to the Galleria on Line 102 would encourage ridership by making the schedule easier to remember. Similar to Option 2, all northbound trips before 8:30 AM would travel directly to the Redondo Beach Green Line station. This option also includes the schedule adjustments under Option 3 to allow for midday refueling.

5. **Operate via Inglewood Avenue or Aviation Boulevard instead of Vail Avenue north of Artesia Boulevard.** The stop signs at nearly every intersection along Vail slow the buses down. This option would reroute Line 102 via Inglewood or Aviation between the Galleria and Manhattan Beach Boulevard. This option would improve schedule adherence. Two disadvantages of this routing is (1) Vail Avenue is more centrally located within the City of Redondo Beach than either Inglewood Avenue or Aviation Boulevard and (2) both of these streets are already served by Torrance Transit lines.

All of these options would retain the school-related trips added to the schedule in the morning and afternoon.

Table 6.2 summarizes the options identified for Line 102. Running time changes are included in all options.
Table 6.2
Options and Impacts for Line 102

<table>
<thead>
<tr>
<th>Option</th>
<th>Weekday Revenue Hours</th>
<th>Sat/Sun Revenue Hours</th>
<th>Annual Revenue Hours</th>
<th>Peak Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>Future</td>
<td>Current</td>
<td>Future</td>
</tr>
<tr>
<td>1. Running time changes only</td>
<td>33.4</td>
<td>34.0</td>
<td>26.4 Sa</td>
<td>10.9 Su</td>
</tr>
<tr>
<td>2. Galleria both directions</td>
<td>33.4</td>
<td>34.9</td>
<td>26.4 Sa</td>
<td>10.9 Su</td>
</tr>
<tr>
<td>3. Option 2 + add midday tripper for refueling</td>
<td>33.4</td>
<td>36.2</td>
<td>26.4 Sa</td>
<td>10.9 Su</td>
</tr>
<tr>
<td>4. 30' headway + midday refueling</td>
<td>33.4</td>
<td>47.3</td>
<td>26.4 Sa</td>
<td>10.9 Su</td>
</tr>
<tr>
<td>5. No operation on Vail</td>
<td>33.4</td>
<td>34.0</td>
<td>26.4 Sa</td>
<td>10.9 Su</td>
</tr>
</tbody>
</table>

The recommended option for Line 102 is Option 4: 30-minute service, with most trips in both directions serving the South Bay Galleria and a trip added in the midday to allow buses to refuel. This increases annual revenue hours by over 3,600, but the proposed discontinuation of Line 104 reduces annual revenue hours by 3,232. Thus, the resulting net increase is 447 annual revenue hours. No additional vehicles are needed; Line 102 already has five peak vehicles and one of these will operate all day.

**Line 104**

Line 104 has the lowest ridership of any BCT line on weekdays and Saturday. Productivity is also extremely low. The line averages 4.1 passengers per revenue hour on weekdays and 1.3 passengers per revenue hour on Saturday.

Line 104 connects Redondo Beach Pier with Riviera Village (Line 109 also makes this connection), neighborhoods in Torrance, and Del Amo Fashion Center (see Figure 6.2). A passenger wishing to travel between the Pier and Del Amo Fashion Center would be much more likely to choose Torrance Transit's Line 3 or Line 7, since both lines provide a more direct connection and operate more frequently than Line 104.
The neighborhoods served by Line 104 explain its low ridership. Figure 6.3 shows two views along Calle de Arboles, in the hills of southwest Torrance bordering Palos Verdes Estates. It is highly unlikely that this neighborhood will ever generate significant transit ridership.

Once out of the hills, the line enters more transit-friendly neighborhoods, especially north of PCH. However, this segment of the line has little ridership except for stops at or near Del Amo Fashion Center.
The primary issues related to Line 104 are low ridership and productivity. Are there any alternatives that would make Line 104 more productive? Six alternatives have been identified for this line:

1. **Discontinue Line 104 and reallocate resources to Line 102.** Weekday ridership and productivity are very low, with no prospect of significant improvement. Under this option, Line 104 would be discontinued and the resources used to operate this line would be reallocated to Line 102. As noted in the previous section, the improvements to Line 102 would include running time adjustments, improved headways, and service to South Bay Galleria in both directions.

2. **Discontinue Line 104 on Saturday.** With only 10 riders and a productivity of 1.3 riders per revenue hour, Line 104 could be discontinued on Saturday with very little impact.

3. **Reroute via PCH between Riviera Village and Calle Mayor.** This option would maintain current Line 104 service between the Pier and Riviera Village and would shorten the line, allowing for more frequent service. This change would duplicate Metro Line 232 along PCH. Service duplication would require Metro approval. The Line 104 segments that would remain under this option are unproductive and have very little ridership.

4. **Reroute via Torrance Boulevard for a direct connection between the Pier and Del Amo Fashion Center.** Torrance Boulevard is the fastest way between these two locations but this change would duplicate Torrance Transit Line 3, which operates every 15 minutes. Service duplication would require approval from Torrance Transit.

5. **Reroute via Camino Real and Sepulveda Boulevard for a slightly less direct connection.** This change would duplicate Torrance Transit Line 7, which serves these streets with 30-minute headways all day. Service duplication would require approval from Torrance Transit.

6. **Replace Torrance Transit Line 7 between the Pier and Del Amo Fashion Center with a revised Line 104.** Torrance Transit could operate Line 7 with one less bus with its western terminus at Del Amo Fashion Center. Unfortunately, the round-trip running
time via this routing between the Pier and Del Amo is 33 minutes without any recovery time, making it impossible to time connections correctly.

Figure 6.4 presents the routing options identified in Options 3, 4, and 5. Table 6.3 summarizes the options identified for Line 104.

Figure 6.4
Options for Line 104
Table 6.3
Options and Impacts for Line 104

<table>
<thead>
<tr>
<th>Option</th>
<th>Weekday Revenue Hours</th>
<th>Sat/Sun Revenue Hours</th>
<th>Annual Revenue Hours</th>
<th>Peak Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>Future</td>
<td>Current</td>
<td>Future</td>
</tr>
<tr>
<td>1. Discontinue Line 104</td>
<td>11.00</td>
<td>--</td>
<td>7.82</td>
<td>--</td>
</tr>
<tr>
<td>2. Discontinue Saturday</td>
<td>11.00</td>
<td>11.00</td>
<td>7.82</td>
<td>--</td>
</tr>
<tr>
<td>3. Reroute via PCH</td>
<td>11.00</td>
<td>11.00</td>
<td>7.82</td>
<td>7.82</td>
</tr>
<tr>
<td>4. Reroute via Torrance</td>
<td>11.00</td>
<td>11.00</td>
<td>7.82</td>
<td>7.82</td>
</tr>
<tr>
<td>5. Reroute via Camino Real/ Sepulveda</td>
<td>11.00</td>
<td>11.00</td>
<td>7.82</td>
<td>7.82</td>
</tr>
<tr>
<td>6. Option 4, but replacing TT Line 7 west of Del Amo</td>
<td>11.00</td>
<td>11.00</td>
<td>7.82</td>
<td>7.82</td>
</tr>
</tbody>
</table>

The recommended option for Line 104 is Option 1: discontinue Line 104. Ridership and productivity are too low, with no prospect of improvement. These resources can be reallocated to improve Line 102.

BCT should consult with Torrance Transit prior to making a final decision to implement this option. A major part of this line was formerly operated by Torrance Transit, and the agency should have a chance to discuss this recommendation with BCT.

**Line 109**

Line 109 is the longest BCT line, connecting Redondo Beach, Hermosa Beach, Manhattan Beach, and El Segundo. Line 109 operates seven days a week at headways of 45 minutes on weekdays and 60 minutes on weekends. This line ranks second to Line 102 in terms of productivity, and has the highest Saturday and Sunday ridership of any BCT line. Regional transit connections are available along this line at the Aviation and Douglas Green Line Stations and at the LAX City Bus Center.

Line 109 is the most "regional" line in the BCT network due to its length and its connections. Average trip lengths are relatively short, suggesting that few passengers ride the length of the line. Most riders appear to use the line to reach nearby destinations or regional transit connections. The Aviation Station stop is the busiest stop on the line, with the greatest number of boardings of any BCT non-school stop on weekdays and of any stop on weekends. The Douglas Station stop (served only in the northbound direction) has the highest number of alightings on any non-school stop on weekdays.

Figure 6.5 shows Line 109.
Issues related to Line 109 include:

- One-way service at the Douglas Green Line station. Only northbound trips serve this station, and the station stop is heavily used. Green Line passengers bound for Manhattan Beach or Hermosa Beach cannot use the Douglas Station, since there is no southbound service there, but must instead get off at Aviation Station and take a lengthier bus trip through downtown El Segundo.

- Location of the bus stop at Douglas Station. Just before the ridecheck was conducted in January 2011, BCT moved the bus stop from the transit center north of the station to Park Place south of the station. Figure 6.6 shows the previous and current stop
locations. Metro Line 125 uses the Park Place stop, while Line 109 was the only bus using the transit center. An isolated walkway connected the station with the transit center, and several riders reported it as an unsafe location, particularly at night. Moving the bus stop shortened the line while enhancing the safety of passengers.

**Figure 6.6** BCT Stop at Douglas Station. The photo on the left was the former location; the photo on the right is a view of the station from the current bus stop on Park Place.

- On-time performance. Schedule adherence on Line 109 is the best in the BCT network (65 percent on weekdays, 71 percent on Saturday and 78 percent on Sunday). Long recovery times at the northern terminus at LAX City Bus Center to accommodate refueling help to keep the line on time. Because of this, southbound schedule adherence is much better than northbound schedule adherence on all days. Additional time is needed in the northbound schedule during the midday and afternoon time periods.

- Non-clockface headways on weekdays. On weekdays, Line 109 operates every 45 minutes. Weekend service is every 60 minutes.

- Service to Manhattan Village Mall. The City of Manhattan Beach has requested that Line 109 serve the mall directly. The closest stop is on Rosecrans just east of Village Drive, and is only served in the northbound direction on the deviation to Douglas Station.

- Long travel times on the line. Line 109 is circuitous north of Rosecrans Avenue, first traveling west on Grand Avenue to downtown El Segundo and then traveling east on Imperial Highway to Aviation Station. The long travel times may be one reason why average trip lengths are relatively short.

Five options are identified for Line 109:

1. **No change - adjust running times only.** Under this and subsequent options, the Line 109 schedule would be adjusted to improve the reliability of service. Service would continue to operate every 45 minutes. This option would have no cost impact.

2. **Serve Douglas Station in both directions.** The numerous northbound alightings strongly suggest that there is southbound demand at the station. The stop relocation
has saved running time; additional running time can come from a slight reduction in recovery time at the north end of the line.

3. **Reroute Line 109 to provide direct service to Manhattan Village Mall.** This option can either bring the bus into the mall or closer to the mall via a deviation from the main route or a rerouting. Specific options are listed below and shown in Figure 6.7.

4. **Add service to improve headways to 30 minutes on Line 109.** This option would require two additional buses on the line, due to its length.

5. **Add one bus on Line 109 and truncate the line at the Aviation Green Line Station.** This option would achieve 30-minute headways on Line 109 with only one additional bus. The only significant stop north of Aviation Station is the LAX City Bus Center, but passenger activity is lower than expected (25 on, 16 off all day on weekdays) and there are other bus lines that connect Aviation Station with the LAX City Bus Center.

Figure 6.7
Options at Manhattan Village Mall for Line 109
Under option 3, four alternatives for providing more direct service to Manhattan Village Mall have been identified, as shown in Figure 6.7:

1) Turn south from Rosecrans Avenue on Sepulveda Boulevard, enter the mall (see Figure 6.8), exit onto Sepulveda north to Rosecrans and resume the existing route.

2) Turn south from Rosecrans on Village Drive (see Figure 6.9) and circle the mall via Village, Marine Avenue, and Sepulveda Boulevard before resuming the existing route.

3) Turn south from Rosecrans on Village Drive, then east on Park View and north on Market Place, resuming the existing route at Rosecrans.

4) Restructure the line entirely, replacing the segments along Highland Avenue and Rosecrans Avenue west of Sepulveda with a new routing east on Manhattan Beach Boulevard and north onto Sepulveda with a stop directly in front of the mall.

Figure 6.8 Entrance to Manhattan Village Mall from Sepulveda Boulevard. The Ocean Express Trolley enters the mall with a stop near Tommy Bahama’s behind the California Pizza Kitchen in the photo at the left.

Figure 6.9 Village Drive. The left photo is taken from the MVM parking lot and shows the Village/Park View intersection. The right photo is looking south on Village Drive, with the mall entrance after the red curb. Parking meters would need to be removed to establish a bus stop in this location.
The first two alternatives under Option 3 would add a minimum of 10 minutes travel time in each direction, requiring an extra bus on Line 109. The third alternative would pass by senior housing and the Manhattan Beach Marriott, but the housing is set well back from Park View Avenue (see Figure 6.10) and there are no sidewalks or safe pedestrian access to Park View Avenue. The fourth alternative under Option 3 would require giving up the existing segments of Line 109 on Highland Avenue and the western portion of Rosecrans Avenue. Line 109 is the only local transit service on these streets.

Figure 6.10 Senior housing on Park View Avenue. The housing cannot be readily seen from the street.
Table 6.4 summarizes the options identified for Line 109.

### Table 6.4
Options and Impacts for Line 109

<table>
<thead>
<tr>
<th>Option</th>
<th>Weekday Revenue Hours</th>
<th>Sat/Sun Revenue Hours</th>
<th>Annual Revenue Hours</th>
<th>Peak Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>Future</td>
<td>Current</td>
<td>Future</td>
</tr>
<tr>
<td>1. Change running time</td>
<td>58.40</td>
<td>58.15</td>
<td>44.40</td>
<td>44.18</td>
</tr>
<tr>
<td>2. Serve Douglas Station NB and SB</td>
<td>58.40</td>
<td>58.52</td>
<td>44.40</td>
<td>44.27</td>
</tr>
<tr>
<td>3. Reroute for direct service to Manhattan Village Mall</td>
<td>58.40</td>
<td>74.87</td>
<td>44.40</td>
<td>59.67</td>
</tr>
<tr>
<td>4. 30-minute headway weekdays</td>
<td>58.40</td>
<td>86.63</td>
<td>44.40</td>
<td>44.27</td>
</tr>
<tr>
<td>5. 30-minute headway/truncate at Aviation Station</td>
<td>58.40</td>
<td>71.33</td>
<td>44.40</td>
<td>43.72</td>
</tr>
</tbody>
</table>

The recommended option for Line 109 is Option 2: change running time and provide service in both directions at Douglas Station.

Providing direct service to Manhattan Village Mall is not recommended because it would require an additional bus, result in an inefficient schedule, and create legitimate operational concerns about bus service within the parking lot of a major mall. The current stop for Manhattan Village Mall is on Rosecrans Avenue just east of Village Drive, a one-block walk from the mall entrance nearest to Macy's. The introduction of two-way service to the Douglas Station means that this stop will be served in both the northbound and the southbound direction, thus enhancing access to the mall while minimizing resource requirements and operational issues.

Reducing the headway to 30 minutes on weekdays would require two extra buses. This remains a future option, but is not within reasonable budget parameters today. Reducing the headway and truncating the line at Aviation Station would require one additional bus and would present refueling issues. This is also an option for the future.

See Appendix E for a more detailed discussion of Manhattan Village Mall options.

### 6.3 Impacts of Recommendations

Tables 6.5 and 6.6 show daily and annual impacts of proposed short-term changes. The proposed changes result in a minor cost increase of $20,000, with a projected revenue increase of $25,000 for a net savings of $5,000.
Table 6.5
Daily Impacts of Recommendations

<table>
<thead>
<tr>
<th>Route</th>
<th>Recommendation</th>
<th>Daily Impacts on</th>
<th>Peak Vehicle Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Ridership</td>
<td>Revenue</td>
</tr>
<tr>
<td>102 weekday</td>
<td>30-minute headway</td>
<td>133</td>
<td>$90</td>
</tr>
<tr>
<td>102 Sat</td>
<td>Galleria in both directions</td>
<td>5</td>
<td>$5</td>
</tr>
<tr>
<td>102 Sun</td>
<td>Midday bus for refueling</td>
<td>7</td>
<td>$6</td>
</tr>
<tr>
<td>104 weekday</td>
<td>Discontinue</td>
<td>-46</td>
<td>-$31</td>
</tr>
<tr>
<td>104 Sat</td>
<td>Adjust running times</td>
<td>-10</td>
<td>-$9</td>
</tr>
<tr>
<td>109 weekday</td>
<td>Serve Douglas Station NB + SB</td>
<td>47</td>
<td>$32</td>
</tr>
<tr>
<td>109 Sat</td>
<td></td>
<td>-1</td>
<td>-$1</td>
</tr>
<tr>
<td>109 Sun</td>
<td></td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Total Weekday</td>
<td></td>
<td>134</td>
<td>$90</td>
</tr>
<tr>
<td>Total Sat</td>
<td></td>
<td>-5</td>
<td>-$5</td>
</tr>
<tr>
<td>Total Sun</td>
<td></td>
<td>7</td>
<td>$6</td>
</tr>
</tbody>
</table>

Notes: Ridership change calculated using elasticity of +0.6
102 weekday ridership totals reduced by 25% to account for non-school days
109 weekday totals add half of alightings at Douglas Station
Revenue per rider of $0.677 weekday, $0.934 Saturday, $0.814 Sunday (source: NTD data)
Operating cost of $44.06 per revenue hour (source: BCT)

Table 6.6
Annual Impacts of Recommendations

<table>
<thead>
<tr>
<th>Route</th>
<th>Recommendation</th>
<th>Daily Impacts on</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Ridership</td>
<td>Revenue</td>
</tr>
<tr>
<td>102 weekday</td>
<td>30-minute headway</td>
<td>33,807</td>
<td>$25,534</td>
</tr>
<tr>
<td>102 Sat</td>
<td>Galleria in both directions</td>
<td>294</td>
<td>$222</td>
</tr>
<tr>
<td>102 Sun</td>
<td>Midday bus for refueling</td>
<td>373</td>
<td>$282</td>
</tr>
<tr>
<td>104 weekday</td>
<td>Discontinue</td>
<td>-11,684</td>
<td>-$8,825</td>
</tr>
<tr>
<td>104 Sat</td>
<td>Adjust running times</td>
<td>-560</td>
<td>-$423</td>
</tr>
<tr>
<td>109 weekday</td>
<td>Serve Douglas Station NB + SB</td>
<td>11,821</td>
<td>$8,928</td>
</tr>
<tr>
<td>109 Sat</td>
<td></td>
<td>-32</td>
<td>-$24</td>
</tr>
<tr>
<td>109 Sun</td>
<td></td>
<td>-21</td>
<td>-$16</td>
</tr>
<tr>
<td>Total Weekday</td>
<td></td>
<td>33,944</td>
<td>$25,637</td>
</tr>
<tr>
<td>Total Sat</td>
<td></td>
<td>-297</td>
<td>-$224</td>
</tr>
<tr>
<td>Total Sun</td>
<td></td>
<td>353</td>
<td>$266</td>
</tr>
<tr>
<td>Annual Total</td>
<td></td>
<td>33,999</td>
<td>$25,679</td>
</tr>
</tbody>
</table>
6.4 Future Bus Size

A final element of this comprehensive operational analysis is to provide direction for BCT's future vehicle purchases, with the understanding that BCT is committed to clean-fuel CNG vehicles. Given current and expected future demand on Lines 102 and 109, the recommendation is to purchase 32-foot buses. These provide adequate capacity for peak loads (recognizing that trips at school bell times will always have standees) and preserve the ability to maneuver through the streets within the service area.

Larger fuel tanks on new vehicles are recommended. Larger fuel tanks will reduce the need to refuel in the middle of the day. BCT and its contractor are exploring this issue with regard to planned vehicle purchases.

Optional vehicle equipment that should be at least considered for inclusion on newly purchased buses includes enunciators and security camera systems. Enunciators ensure that stops are announced, in accordance with ADA requirements. Security cameras provide patrons with a sense of safety and thus encourage ridership. Future buses should be low-floor to make it easier for elderly patrons to board and alight and to speed wheelchair boardings and alightings. Low-floor buses frequently have fewer seats than high-floor buses of the same size. Since overcrowding is not an issue at BCT, the tradeoff of faster and easier boardings and alightings in exchange for fewer seats is advisable.
APPENDIX A
RIDECHECK RESULTS
Provided under separate cover
APPENDIX B
STOPS WITH LOADS OVER 125 PERCENT OF CAPACITY
This appendix lists all stops on all trips where the vehicle load exceeded 125 percent of capacity. Beach Cities Transit uses buses with different seating capacities. Table B.1 presents the average seating capacity and 125 percent of seated capacity by line.

<table>
<thead>
<tr>
<th>Line</th>
<th>Average Number of Seats</th>
<th>125% of Seated Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>34</td>
<td>43</td>
</tr>
<tr>
<td>104</td>
<td>13</td>
<td>17</td>
</tr>
<tr>
<td>109</td>
<td>31.7</td>
<td>40</td>
</tr>
</tbody>
</table>

Source: City of Redondo Beach Fleet Inventory and Bus Assignment 2011

Four trips, all on Line 102, experienced loads greater than 125 percent of seated capacity.

<table>
<thead>
<tr>
<th>Line</th>
<th>Day</th>
<th>Direction</th>
<th>Trip Time</th>
<th>Leaving Stop at</th>
<th>Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>Weekday</td>
<td>NB</td>
<td>3:00 p.m.</td>
<td>Diamond &amp; PCH</td>
<td>51</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>NB</td>
<td>3:00 p.m.</td>
<td>Diamond &amp; Garnsey</td>
<td>51</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>NB</td>
<td>3:00 p.m.</td>
<td>Diamond &amp; Lucia</td>
<td>51</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>NB</td>
<td>3:00 p.m.</td>
<td>Prospect &amp; Diamond</td>
<td>50</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>NB</td>
<td>3:00 p.m.</td>
<td>Beryl &amp; Prospect</td>
<td>50</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>NB</td>
<td>3:00 p.m.</td>
<td>Beryl &amp; Flagler</td>
<td>50</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>NB</td>
<td>3:00 p.m.</td>
<td>Beryl &amp; 190th St</td>
<td>50</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>NB</td>
<td>3:00 p.m.</td>
<td>Rindge &amp; 190th St</td>
<td>50</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>NB</td>
<td>3:00 p.m.</td>
<td>Rindge &amp; Ripley</td>
<td>50</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>NB</td>
<td>3:00 p.m.</td>
<td>Rindge &amp; Pullman</td>
<td>47</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>NB</td>
<td>3:00 p.m.</td>
<td>Rindge &amp; Clark</td>
<td>43</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>NB</td>
<td>3:05 p.m.</td>
<td>Diamond &amp; PCH</td>
<td>52</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>NB</td>
<td>3:05 p.m.</td>
<td>Diamond &amp; Garnsey</td>
<td>52</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>NB</td>
<td>3:05 p.m.</td>
<td>Diamond &amp; Lucia</td>
<td>52</td>
</tr>
<tr>
<td>102</td>
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<td>NB</td>
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<td>Prospect &amp; Diamond</td>
<td>53</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>NB</td>
<td>3:05 p.m.</td>
<td>Beryl &amp; Prospect</td>
<td>53</td>
</tr>
<tr>
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<td>Weekday</td>
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<td>3:05 p.m.</td>
<td>Beryl &amp; Flagler</td>
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</tr>
<tr>
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<td>Weekday</td>
<td>NB</td>
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<td>53</td>
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<tr>
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<tr>
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<td>Rindge &amp; Ripley</td>
<td>43</td>
</tr>
<tr>
<td>Line</td>
<td>Day</td>
<td>Direction</td>
<td>Trip Time</td>
<td>Leaving Stop at</td>
<td>Load</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>102</td>
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<td>SB</td>
<td>7:00 a.m.</td>
<td>Rindge &amp; Grant</td>
<td>46</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>SB</td>
<td>7:00 a.m.</td>
<td>Rindge &amp; Clark</td>
<td>56</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>SB</td>
<td>7:00 a.m.</td>
<td>Rindge &amp; Pullman</td>
<td>56</td>
</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>SB</td>
<td>7:00 a.m.</td>
<td>Rindge &amp; Ripley</td>
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</tr>
<tr>
<td>102</td>
<td>Weekday</td>
<td>SB</td>
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<tr>
<td>102</td>
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<tr>
<td>102</td>
<td>Weekday</td>
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<td>7:00 a.m.</td>
<td>Beryl &amp; Flagler</td>
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<tr>
<td>102</td>
<td>Weekday</td>
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<td>7:00 a.m.</td>
<td>Prospect &amp; Beryl</td>
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<tr>
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<td>SB</td>
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<td>Prospect &amp; Diamond</td>
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<td>102</td>
<td>Weekday</td>
<td>SB</td>
<td>7:00 a.m.</td>
<td>Diamond &amp; Lucia</td>
<td>54</td>
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</table>
APPENDIX C
ENGLISH AND SPANISH ON-BOARD SURVEYS
BEACH CITIES TRANSIT ON-BOARD RIDER SURVEY

Please take a minute to fill this out and help us evaluate our service. Hand it to the person who gave it to you. If you have already filled out a survey, you do not need to fill it out a second time.

THANK YOU FOR YOUR PARTICIPATION

1) What route are you riding today (circle below)?
   102 104 109

2) What is your home Zip Code? ____________

3) What is the main purpose of your trip today?
   1 ___ Work  4 ___ School  7 ___ Visit/Personal
   2 ___ Medical  5 ___ Shopping  8 ___ Entertainment
   3 ___ Restaurant/Bar  6 ___ Beach  9 ___ Other

4) How did you get to the bus stop for this bus?
   1 ___ Transferred from Bus Route/Line # ______
   2 ___ Walked  4 ___ Car/Carpool
   3 ___ Bicycle  5 ___ Green Line

5) Where are you coming from (or where are you starting your trip)? Give the city and the nearest street intersection OR address:

6) Where are you going to (or what is your final destination)? Give the city and the nearest street intersection OR address:

7) Which fare category are you in?
   1 ___ Adult  3 ___ Student/Youth
   2 ___ Senior or Disabled

8) What will you do when you get off this bus?
   1 ___ Transfer to Bus Route/Line # ______
   2 ___ Walk  4 ___ Use a Car/Carpool
   3 ___ Bicycle  5 ___ Take the Green Line

9) How did you pay for your fare on this bus?
   1 ___ Cash  4 ___ Other Transfer
   2 ___ BCT Monthly Pass  5 ___ EZ Transit Pass
   3 ___ BCT Transfer  6 ___ ASI Card

10) What other transit services have you used in the past two weeks?
    1 ___ Metro Bus  7 ___ LADOT Commuter Express
    2 ___ Metro Rail  8 ___ LADOT DASH
    3 ___ Metrolink  9 ___ Santa Monica Bus
    4 ___ Torrance Transit 10 ___ Culver City Bus
    5 ___ Gardena Transit 11 ___ Long Beach Transit
    6 ___ Lawndale Transit 12 ___ Access Services

11) How would you make this trip if the bus were not available?
    1 ___ Drive  4 ___ Taxi  7 ___ Wouldn't make trip
    2 ___ Walk  5 ___ Ride with someone
    3 ___ Bicycle  6 ___ Take Metro or other bus

12) How often do you ride Beach Cities Transit?
    1 ___ 4+ days per week  3 ___ 1 day per week
    2 ___ 2-3 days per week  4 ___ Less than once/week

13) Please rate Beach Cities Transit’s performance on the following elements of bus service on a 1-5 scale, with 1 being very poor and 5 being excellent:

<table>
<thead>
<tr>
<th>Element</th>
<th>Very Poor</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency of buses (how often they run)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Routes go where I need to go</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Reliability (buses run on time)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Value for fare paid</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Ability to find a seat on the bus</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Bus cleanliness and comfort</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Operator courtesy</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Personal safety on the bus/at bus stops</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Overall rating of Beach Cities Transit service</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

14) If you could make one change to improve Beach Cities Transit, what would it be?

15) How long have you been riding Beach Cities Transit?
    1 ___ Less than 6 mos.  3 ___ 1 to 2 years
    2 ___ 6 mos. to 1 year  4 ___ More than 2 years

16) Your age is...
    1 ___ 17 years or under  5 ___ 45 to 54 years
    2 ___ 18 to 24 years     6 ___ 55 to 64 years
    3 ___ 25 to 34 years     7 ___ 65 years or more
    4 ___ 35 to 44 years

17) You are: 1 ___ Female  2 ___ Male

18) How many cars are available at your home?
    1 ___ None  2 ___ One  3 ___ Two  4 ___ Three or more

19) Your ethnicity is...
    1 ___ Latino/Hispanic  3 ___ Asian
    2 ___ White  4 ___ Black/African American
    5 ___ Other (please specify) _____________

20) Your total annual household income is:
    1 ___ Less than $25,000  3 ___ $75,000 and over
    2 ___ $25,000-$74,999

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BEACH CITIES TRANSIT ENCUESTA

Por favor, tómate un minuto para llenar esto y ayudarnos a evaluar nuestro servicio. Llévelo a la persona que te lo dio. Si ya ha completado una encuesta, no es necesario que lo llene por segunda vez.

GRACIAS POR SU PARTICIPACIÓN

1) ¿Qué ruta estás montando hoy (círculo de abajo)?
   102 104 109

2) ¿Cuál es su hogar Código Postal? __________

3) ¿Cuál es el propósito principal de su viaje hoy?
   1 ___ Un Trabajo 4 ___ Escuela 7 ___ Visita/Personal
   2 ___ Medicos 5 ___ Compras 8 ___ Entretenimiento
   3 ___ Restaurante/Bar 6 ___ Playa 9 ___ Otros

4) ¿Cómo llegó a la parada de autobús para este autobús?
   1 ___ Transferido de autobús de la ruta / Línea # ______
   2 ___ Caminó 4 ___ coches/Carpool
   3 ___ Bicicletas 5 ___ Línea Verde

5) ¿Cuando vienes? (o cuando estás de partida del viaje)? Dar a la ciudad y la dirección de la calle o intersección más cercana:

6) ¿A dónde vas? (o lo que es su destino final)? Dar a la ciudad y la dirección de la calle o intersección más cercana:

7) ¿Qué tarifa de categoría está usted en?
   1 ___ Adulto 3 ___ Estudiante/Juventud
   2 ___ mayores o de movilidad reducida

8) ¿Qué vas a hacer cuando se baje de este autobús?
   1 ___ Transferido de autobús de la ruta / Línea # ______
   2 ___ Caminó 4 ___ coches/Carpool
   3 ___ Bicicletas 5 ___ Línea Verde

9) ¿Cómo pagó por su pasaje en este autobús?
   1 ___ Dinero en efectivo 4 ___ Otro Transferencia
   2 ___ Pase mensual BCT 5 ___ Pase de Tránsito EZ
   3 ___ Transferencia BCT 6 ___ Tarjetas ASI

10) ¿Qué otros servicios de tránsito ha usado en las últimas dos semanas?
    1 ___ Metro Bus 7 ___ LADOT Commuter Express
    2 ___ Metro Rail 8 ___ LADOT DASH
    3 ___ Metrolink 9 ___ Santa Monica Bus
    4 ___ Torrance Transit 10 ___ Culver City Bus
    5 ___ Gardena Transit 11 ___ Long Beach Transit
    6 ___ Lawndale Transit 12 ___ Access Services

11) ¿Cómo haría este viaje si el bus no estaba disponible?
    1 ___ Manejar 4 ___ Taxi 7 ___ No haría el viaje
    2 ___ Caminar 5 ___ viajar con alguien
    3 ___ Bicicleta 6 ___ Tomar el Metro o otro autobús

12) ¿Con qué frecuencia utiliza la bicicleta Ciudades de Playa de tránsito?
    1 ___ 4+ días a la semana 3 ___ Un día a la semana
    2 ___ 2-3 días a la semana 4 ___ Menos de una vez a la semana

13) Por favor calificar el desempeño de Beach Cities Transit en los siguientes elementos del servicio de autobuses en una escala de 1-5, siendo 1 muy mala y 5 excelente:

<table>
<thead>
<tr>
<th></th>
<th>Very Poor</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 La frecuencia de los autobuses (con qué frecuencia se ejecutan)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>2 Rutas ir a donde tengo que ir</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3 Fiabilidad (los autobuses salen a tiempo)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>4 Relación calidad precio abonado</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5 Capacidad de encontrar un asiento en el autobús</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6 Bus limpieza y comodidad</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>7 Operador de turismo</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>8 La seguridad personal en el autobús/en las paradas de autobús</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>9 Valoración global de servicios de Beach Cities Transit</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

14) Si usted podría hacer un cambio para mejorar Beach Cities Transit, ¿cuál sería?

Por último, a efectos estadísticos, nos dice un poco sobre usted. Todas las respuestas son confidenciales.

15) ¿Cuánto tiempo ha estado viajando en Beach Cities Transit?
    1 ___ Menos de 6 meses 3 ___ 1 a 2 años
    2 ___ 6 meses a un año 4 ___ Más de 2 años

16) Su edad es...
    1 ___ 17 años o menos 5 ___ 45 a 54 años
    2 ___ 18 a 24 años 6 ___ 55 a 64 años
    3 ___ 25 a 34 años 7 ___ 65 años o más
    4 ___ 35 a 44 años

17) Usted es: 1 ___ Mujer 2 ___ Hombre

18) ¿Cuántos carros están disponibles en su casa?
    1 ___ Nada 2 ___ Uno 3 ___ Dos 4 ___ Tres o más

19) Su origen étnico es...
    1 ___ Latino/Hispano 3 ___ Asiático
    2 ___ Blanco 4 ___ Negro/ Afroamericano
    4 ___ Otro (específicar) __________

20) Su ingreso total anual por hogar es...
    1 ___ Menos de $25,000 3 ___ $75,000 o más
    2 ___ $25,000 - $74,999

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APPENDIX D
ROUNDTABLE MEETING DISCUSSION
Meeting Attendees

Diane Amaya, City of Redondo Beach
Brett Baum, Transportation Concepts
Dan Boyle, Dan Boyle & Associates, Inc.
Pete Carmichael, City of Redondo Beach
Nhung Madrid, City of Manhattan Beach
Judith Norman, Judith Norman Transportation Consultant
Meredith Petit, City of El Segundo
Joyce Rooney, City of Redondo Beach

Meeting Summary

Joyce Rooney thanked everyone for coming to the meeting and introduced Dan Boyle and Judith Norman.

Dan Boyle welcomed the attendees and stated that the goal of the meeting is to obtain feedback in terms of what is working, possible improvements, next steps for the transit system, and feedback from employees or resident users. He stated that in January, they performed a full check of every route in the system and conducted a survey. He said that they received 700 surveys and the next step is to analyze the ridecheck data in order to determine which route segments work well and which need improvement. He stated that this effort is being coupled with field work to observe actual operation.

Mr. Boyle said that most riders use transportation for work or school, including 81 percent during the week and 41 percent on weekends. He reported that 25 percent of riders live in Redondo Beach, 9 percent in El Segundo, and 3 percent in Manhattan Beach and Hermosa Beach. Survey respondents gave 123 different home zip codes, indicating that Green Line stations and the LAX bus center connect Beach Cities Transit to the regional transit network. Most riders walk from their origin to the bus stop and from the bus stop to their destinations. Many riders transfer to and from other bus lines and the Green Line, and the BCT routes function as a distributor within the BCT service area. Three-quarters of respondents used other transit systems within the past two weeks, primarily Metro Bus and the Green Line. Most riders are long time riders, but there are a high number of occasional riders who use the service once a week or less. Respondents said that without this service, they would walk or take Metro; however, 11 percent said they would not make the trip if BCT service were not available. In terms of demographics, most riders are female, live in households with no car or one car, and report incomes under $25,000. There is a wide range of age groups that use the service. Latino is the most common ethnicity, accounting for just under half of all respondents. The overall rating of the service was 4.13 on a scale of 1 to 5. The highest rated items were
operator courtesy, personal safety at stops and cleanliness of the buses, while the lowest ratings were for frequency and reliability. Service reliability is the most critical element for improvements from an operational standpoint.

Mr. Boyle then turned the meeting over to Judith Norman, who stated that they are looking for opinions from the members, cities, and consumers and they are looking forward to different perspectives on the service. She wants to know what elements are operating to their satisfaction and what changes they would like to see.

Meredith Petit of the City of El Segundo said that she is not a regular rider but she has taken a tour of the routes. She said that her biggest concern is how well they serve the residents. Nhung Madrid of the City of Manhattan Beach agreed, noting a particular concern with commuters on the east side of Sepulveda where BCT does not operate.

Ms. Petit explained that they would like to be able to provide more information to residents. She continued that Line 109 serves residential areas but it is a roundabout route that takes too long. She added that they are concerned with marketing and signage in distributing awareness of this service.

Ms. Norman summarized that route 109 is lengthy and could be more direct for residents.

Ms. Petit agreed that the residents would be more likely to use the route for restaurants and bars in the beach cities than for shopping at the El Segundo Plaza.

Ms. Norman summarized they want more utilization for the residents. She asked Ms. Petit to elaborate on the signage concern.

Ms. Petit answered that there is not enough signage. She added that they can use this as a promotional tool to inform residents. She continued that a map showing the existing three lines would help inform residents of their existence.

Ms. Norman asked for other perspectives on the city service.

Nhung Madrid of the City of Manhattan Beach said that their council is concerned with how the service benefits their specific residents. She continued that Line 109 was rerouted and Vista Del Mar was removed as a stop and they want to know why it was not an option to include the Manhattan Village as a stop. She explained that there are plans to revamp Manhattan Village and this is an opportunity to bring residents directly to this location. She noted that they, like El Segundo, are also concerned with the marketing and signage to inform residents about the service.

Ms. Norman asked if they are suggesting that the lead city perform more marketing or whether the cities would be interested in helping and collaborating.

Ms. Madrid said that the lead city should initiate the marketing but they are happy to help. She continued that their commission meetings are televised on the public channel and including this information would help spread information to residents.
Pete Carmichael of the City of Redondo Beach asked if marketing expenses are included in the funding request to other cities. Joyce Rooney of the City of Redondo Beach answered that marketing expenses are not included.

Ms. Norman stated that the cities have other low-cost avenues to advertise these services and they might want to include these in marketing.

Mr. Carmichael asked if there is willingness to share costs between the cities if they build up the marketing activities in the next couple years. The general sense was that it would be an easier sell if it was included in the overall service operation.

Ms. Madrid suggested that the City of Redondo Beach identify specifics regarding marketing and include anything beyond the standard promotion and standard materials. She stated that a video marketing tool would be an excellent example; there is a vast amount of technology in today's world and this should be easy to create.

Ms. Norman stated that they can produce brochures and/or city specific tools because some cities might not be interested in all of the marketing tools.

Brett Baum of Transportation Concepts said that the biggest challenge is the current schedule and the fact that the drivers must speed through the city in order to stay on track. He said that this increases complaints from riders. He continued that there are operational issues, including fueling, and they must address these to help the service remain on time. He said that they can also discuss altering current routes in order to improve service. He explained that overcrowding is not an issue as they have a good-sized fleet. The schedule remains at the top of their concerns. He explained that they are doing a good job based on the minimal level of complaints they receive and the positive feedback. He said that signage, maps, and time schedules are the biggest negatives.

Ms. Rooney said that the northbound route includes the Douglas Green Line Station stop while southbound does not and she asked for comments on this.

Ms. Petit noted that the McCormick and Schmitt stop at Douglas & Rosecrans might be included now. She said that there is a Metro stop near the Fresh & Easy market which drops riders closer and prevents a lengthy walk. She said that it makes sense to serve the station in both directions.

Mr. Boyle said that having a stop both northbound and southbound provides confidence to the rider but they must examine how this affects the overall schedule.

Ms. Norman asked for any other route changes that they feel should be implemented.

Ms. Madrid answered that Manhattan Beach does not receive feedback from riders or requests for stops. Ms. Petit noted that the same is true for El Segundo.

Ms. Madrid said that the mall stop request came from their council rather than riders. The council wants a stop on the mall property, rather than where it currently stops. The mall is
private property and Beach Cities Transit would need to submit a formal request to add a bus stop.

Ms. Madrid said that they are remodeling the mall and adding a parking structure.

Mr. Boyle said that remodeling can sometimes create an opportunity to include transit, but BCT would need a safe and operationally feasible location for a new stop.

Ms. Rooney added that BCT would want to establish a bus loading area with seating and amenities for travelers. She said that this stop could be utilized by transit systems other than BCT.

Ms. Norman asked the attendees to comment about reliability of service.

Mr. Carmichael asked Mr. Boyle which stops have the busiest traffic in terms of ons and offs.

Mr. Boyle said that they are currently analyzing the data to obtain these numbers.

Mr. Baum said that there is a meeting with operators would provide useful feedback on changes that riders and operators would like to see.

Mr. Boyle said that the drivers have good ideas and including them in the study creates a sense of ownership for the recommendations. Bus operators are often the best ambassadors and can explain changes to riders.

Ms. Norman asked about the perceptions of the City of Redondo Beach.

Diane Amaya of the City of Redondo Beach said that when she first started her job, the problems included pickups, bus signage and design of bus schedules.

Ms. Norman asked about the bus schedules.

Ms. Amaya answered that the schedules were deemed "too busy."

Ms. Norman summarized that the feedback is unanimous with reliability issues and signage issues. She continued that Mr. Boyle will be developing options to make improvements in these areas. She explained that her past work in the South Bay transit gave her an appreciation of the challenges in providing service.

Mr. Boyle noted that morning service is usually on time but afternoon traffic poses a challenge for adhering to the bus schedules. He explained that a major goal is to provide reliable and easy to understand service for the riders.

Ms. Norman stated that they hope to ensure both frequency and reliability because adding time to the schedule can deter frequency but improve reliability. She asked if the cities are hopeful and committed for continuing funding in the future.

Ms. Madrid said that they will continue funding if their residents are benefiting from the service.
Ms. Petit stated that her city participates in many programs including Beach Cities Transit, Dial-a-Ride and MAX service, and it can be difficult to provide direction to residents and prevent overlapping services.

Ms. Norman agreed that this makes sense and she asked if they are satisfied with the leadership that Redondo Beach has provided.

Ms. Petit answered that they discuss these issues in their meetings and the recent drop in ridership is a concern.

Ms. Norman stated that the survey will provide data and Mr. Boyle will investigate the operational challenges. She continued that large charges are not always necessary in order to help these services operate efficiently. She asked for any further comments from the meeting attendees.

Mr. Boyle asked if there are any particular neighborhoods that are promising for transit that are not currently serviced. He said that there are safety issues in El Segundo, and wealthier neighborhoods in Manhattan Beach.

Ms. Madrid said that they serve the population west of Sepulveda but she has not heard of a need for service east of Sepulveda.

Ms. Petit said that they are unsure which groups are using the service which prevents them from marketing the service. Residents often use the service to travel to the beach. She said that they would like to promote the service for their events but these events often include street closures or activities after the buses stop running.

Ms. Petit said their residents are very centralized and no one is too far from the route.

Mr. Boyle asked if serving the business district accommodates most people, along with service along Grand Avenue and Main Street.

Ms. Petit said that Main Street serves residents and riders on Aviation or Sepulveda are probably employees.

Mr. Boyle said that he has not yet examined the boardings by city to compare residents and employees. City councils can sometimes overlook the importance of transit service to employers. He said that the 123 zip codes of residents was a surprise but their service does connect to the major routes. He said that breaking down the boardings by city will show usage by employees as well as residents. He summarized that El Segundo residents make up nine percent of riders, while Manhattan Beach and Hermosa Beach residents each account for three percent of riders.

Ms. Norman explained that here is a benefit to the residents whether they are using the service or not because if employees within a city are using the buses, this relieves traffic congestion on the streets. She said that the council discusses benefiting the residents but they must examine both direct and indirect benefits. She asked whether Manhattan Beach has ever completed a survey related to transit service with their residents.

_Dan Boyle & Associates, Inc._
Ms. Madrid answered no.

Ms. Norman said that this might benefit the city and the council. She said that even though the community is affluent, the baby boomer generation might want to use the transit service as they grow older and no longer drive. She said that there is a need to serve residents because they pay for the service and they must determine where and how to best serve these residents.

Ms. Petit noted that the service acts as a distributor for Metro Bus and the Green Line and she asked if this is reciprocal.

Mr. Boyle answered that people also access the Green Line and there are many people accessing jobs elsewhere. Ms. Norman said that this represents regional connectivity as well.

Mr. Boyle said that BCT service complements the regional transit network. A benefit of the smaller municipal systems is the ability to provide the local connection to Metro. He continued that smaller systems are looked upon more favorably as there are more complaints about the bigger systems, as the local systems are considered “my bus.” He explained that they can build upon these benefits, including both local mobility and ties to the regional network.

Mr. Carmichael said that transit is a new area for him and he is learning and asking the basic questions. He said that he is eager to see the second half of the study. He continued that it is beneficial to examine where riders live and where people are getting on and off the buses. He said that the marketing strategy of a target audience and funding is important in order to get the most bang for their buck.

Mr. Boyle said that demographics of resident riders and their destinations will be helpful to the study and also to present to city councils. He said that ridership on Line 102 includes students in Redondo Beach while Line 109 is more geared toward workers.

Ms. Madrid stated that the City’s only high school is on the east side of Sepulveda, so Manhattan Beach high school students do not use the service to get to school. She added that these students use the buses to travel to the beach.

Ms. Norman stated that they might think about collaborating with businesses regarding marketing elements of the service. She said that the businesses benefit from the bus service and the city’s contributions and there should be conversation with possible assistance in marketing.

Mr. Boyle said that the meeting has been very helpful as they continue the study. He thanked the attendees for their participation and contributions. He said that they will produce recommendations that work for everyone as well as working on the street. He said that they are planning to finish the study by the end of April.

Ms. Rooney summarized that they are aware of signage, the time schedule and the marketing issues and they hope to work toward improvements in those areas. She said that there is more signage missing than they thought and although there are multiple problems with staffing and finishing other projects, they hope to move farther along on these issues this year.
Mr. Boyle said that the BCT signage posted at bus stops is recognizable but there are so many signs at some stops that a casual rider could easily be confused. One option he will look at is clockface schedules, in which the bus stops at the same time or times each hour. This helps riders know the arrival times without carrying a schedule. He said that they will examine this option in terms of operations and helping riders understand the system.

Ms. Rooney asked if there are other new developments in the cities that they should take into account.

Ms. Madrid answered that the Manhattan Village remodel is a five to ten year plan.
APPENDIX E
POTENTIAL REROUTING OF LINE 109 TO SERVE
MANHATTAN VILLAGE MALL
Beach Cities Transit
2011 Comprehensive Operational Analysis
Appendix E: Potential Rerouting of Line 109 to Serve Manhattan Village Mall

The only request for new service raised by the four cities in the roundtable was for Line 109 to serve Manhattan Village Mall more directly. Line 109 travels along Rosecrans Avenue near the mall. The closest stop is on Rosecrans just east of Village Drive, and is currently served only in the northbound direction on the way to Douglas Station. The COA proposal is to serve Douglas Station in both directions.

Criteria for assessing the viability of transit service or transit service concepts include:

- Ridership potential.
- Operational feasibility. Certain streets or areas present significant challenges for bus operation.
- Cost.

The COA identified four different options for providing direct service to Manhattan Village Mall. These options are listed below and shown in Figure E.1.

Figure E.1
Options at Manhattan Village Mall for Line 109
**Options**

Option 1 is to turn south from Rosecrans Avenue on Sepulveda Boulevard, enter the mall (see Figure E.2), and either continue through the mall to exit at Village Drive or to exit onto Sepulveda north to Rosecrans and resume the existing route. The Ocean Express trolley enters and exits the mall in the northbound direction on Sepulveda Boulevard.

Option 2 is to turn south from Rosecrans on Village Drive (see Figure E.3) and circle the mall via Village, Marine Avenue, and Sepulveda Boulevard before resuming the existing route.

Option 3 is to turn south from Rosecrans on Village Drive, then east on Park View and north on Market Place, resuming the existing route at Rosecrans.

Option 4 is to restructure the line entirely, replacing the segments along Highland Avenue and Rosecrans Avenue west of Sepulveda with a new routing east on Manhattan Beach Boulevard and north onto Sepulveda with a stop directly in front of the mall.

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**Figure E.2** Entrance to Manhattan Village Mall from Sepulveda Boulevard. The Ocean Express Trolley enters the mall with a stop near Tommy Bahamas behind the California Pizza Kitchen in the photo at the left.

**Figure E.3** Village Drive. The left photo is taken from the MVM parking lot and shows the Village/Park View intersection. The right photo is looking south on Village Drive, with the mall entrance after the red curb. Parking meters would need to be removed to establish a bus stop in this location.
In addition to these four options, the COA recommended provision of two-way service to the Douglas Station. While this recommendation would not provide service directly to Manhattan Village Mall, it would mean that the closest stop to the Mall (Rosecrans & Village Drive) would be served by buses traveling in both directions.

Options 1 and 2 and are analyzed below along with the effects of the recommended two-way service along Rosecrans to Douglas Station. Option 3 would not involve additional cost, but it would bring Line 109 only one short block closer to a Mall entrance (assuming parking meters could be removed along Village Drive) and cannot be expected to generate additional ridership. Option 4 is discussed separately below because it has far-reaching effects on other segments of Line 109.

Ridership

Existing ridership activity on the northbound 109 at Rosecrans Avenue & Village Drive, the closest stop to Manhattan Village Mall, is shown in Table E.1.

<table>
<thead>
<tr>
<th>Direction</th>
<th>Weekday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td></td>
<td>On</td>
<td>Off</td>
<td>On</td>
</tr>
<tr>
<td>109 NB EB on Rosecrans</td>
<td>4</td>
<td>16</td>
<td>3</td>
</tr>
<tr>
<td>109 NB WB on Rosecrans</td>
<td>0</td>
<td>0</td>
<td>0</td>
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Proximity to the Mall does matter; there is no activity at the stop westbound on Rosecrans, which requires a passenger to cross the street. Note that Manhattan Village Mall is currently served only in the northbound direction.

The impact of changes to Line 109 is shown in Table E.2. The first change in Table E.2 adds southbound service to Douglas Station, which would make the same stops at Rosecrans Avenue & Village Drive as the current northbound line. Option 1 (entering the Mall) and Option 2 (circling the Mall, with multiple stops at the periphery that are closer than the current stop) bring the line into or at least much closer to Manhattan Village Mall. We assume that the first action would allow those who get off northbound to get on southbound for the return trip, boosting ridership by 16 on weekday, 10 on Saturday, and 3 on Sunday. We assume that the second action would increase total boardings under the two-way service option by 50 percent, resulting in 10 additional riders on weekdays, 7 on Saturday, and 2 on Sunday. Total weekday ridership on Line 109 is 600, so this represents approximately a five percent increase in ridership.

<table>
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<th>Option</th>
<th>Weekday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-way service</td>
<td>16</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Option 1 or Option 2</td>
<td>10</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>26</td>
<td>17</td>
<td>5</td>
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There are two costs associated with these changes. The first is ridership delay for existing riders caused by the travel time increase; the second is the operational cost of adding time to the schedule.

**Ridership Delay**

Relevant factors include:

- There are 119 daily northbound passengers riding through on northbound Line 109 at Rosecrans & Village Way.
- 92 northbound passengers get off at Douglas Station. Only 6 of these alightings occur in the morning before the mall is open.
- There are 107 daily southbound passengers riding through on southbound Line 109 at Rosecrans & Sepulveda.
- The proposed change to two-way service at Douglas Station would not require extra travel time for northbound passengers but would add 6 minutes extra time for southbound passengers. Using the same assumptions as in Table E.2, weekday ridership would increase by 16 riders at Rosecrans & Village and by 92 riders at Douglas Station. Note that the COA used more conservative assumptions for calculating ridership increases and estimated 47 additional riders. For the purpose of this analysis, we use the same assumptions for both actions.
- Under Option 1 or Option 2, there would be 10 minutes extra travel time in both directions for current passengers. As shown in Table E.2, weekday ridership would increase by 10 passengers.

Table E.3 shows weekday ridership and travel time impacts under both changes. Two-way service is expected to add 108 riders (16 at Rosecrans & Village and 92 at Douglas Station), and add six minutes of travel time for 107 southbound passengers. Total person minutes of delay per new rider attracted is 5.9. A stop within or adjacent to the Mall is expected to add 10 passengers and add 10 minutes of travel time for 119 current northbound riders and 107 current southbound riders. Total person minutes of delay per new rider attracted is 22.6. Note than increasing the expected number of new riders by a factor of 10 to 100 would still result in 226.6 total person minutes of delay per new rider attracted.

<table>
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<tr>
<th>Change</th>
<th>New Riders</th>
<th>Riders Subject to Delay</th>
<th>Delay in minutes</th>
<th>Total Person-minutes of Delay</th>
<th>Total Person-minutes of Delay per New Rider</th>
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<tr>
<td>Two-way service</td>
<td>108</td>
<td>107</td>
<td>6</td>
<td>642</td>
<td>5.9</td>
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<tr>
<td>(Option 1 or Option 2)</td>
<td>10</td>
<td>226</td>
<td>10</td>
<td>2,260</td>
<td>226.0</td>
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**Cost**

Table E.4, adapted from the COA report, summarizes cost impacts of the two changes. Each change includes running time adjustments to improve line on-time performance and reliability. The provision of two-way service to Douglas Station can be achieved with current resources by
reducing recovery time slightly at the north end of the line. Both Option 1 and Option 2, by deviating the line to a stop within or immediately adjacent to the Mall, would add a minimum of 10 minutes travel time in each direction, requiring an extra bus on Line 109. This would require a fifth bus on Line 109 and would increase annual revenue hours and thus cost dramatically. Annual operating costs would increase by over $250,000 and the capital cost would be $432,000 for a new bus.

Table E.4 also includes an alternative to limit costs: reroute Line 109 directly into Manhattan Village Mall only during midday hours (11:00 a.m. to 4:00 pm). This alternative does reduce costs by about half (to approximately $134,000), but would still require an additional bus at a cost of $432,000.

Options 3 and 4 would have no fiscal impact. Option 3 is a minor reroute that would have negligible impacts on ridership and costs.

Option 4 would require giving up the existing segments of Line 109 on Highland Avenue and the western portion of Rosecrans Avenue. These segments account for 100 boardings (17 percent of total ridership) and 92 alightings on a typical weekday. These riders would have no other local transit options, because Line 109 is the only local transit service on these streets.

<table>
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<th>Change</th>
<th>Change in Weekday Revenue Hours</th>
<th>Change in Sat/Sun Revenue Hours</th>
<th>Change in Annual Revenue Hours</th>
<th>Change in Annual Cost</th>
<th>Change in Peak Vehicles</th>
<th>Capital Cost</th>
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<td>Change running time</td>
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<td>-0.22</td>
<td>-87</td>
<td>-$3,833</td>
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<td>$0</td>
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<tr>
<td>Plus two-way service</td>
<td>0.12</td>
<td>-0.13</td>
<td>15</td>
<td>$661</td>
<td>0</td>
<td>$0</td>
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<td>Plus Option 1 or Option 2</td>
<td>16.47</td>
<td>15.17</td>
<td>5,831</td>
<td>$256,914</td>
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<td></td>
<td></td>
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<td>midday only (11-4)</td>
<td>10.38</td>
<td>3.76</td>
<td>3,044</td>
<td>$134,126</td>
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<td>$432,000</td>
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Are there alternatives that could alleviate the need for an additional bus? Entering the Mall only in one direction could potentially be done with four buses for most of the day, but refueling requirements at the northern end of the terminus would require a fifth bus for several hours during the day, with an estimated annual cost in the neighborhood of $50,000 to $75,000. This alternative would go against one of the stated purposes of the COA: to provide bidirectional service all along a given line in order to make use of the bus easy to understand for riders.

There are legitimate operational concerns about bus service within the parking lot of a major mall. Turns are tight for a 32-foot bus, and competing automobile and pedestrian traffic create safety concerns. The Ocean Express trolley does operate within Manhattan Village Mall, but the trolley is much more visible than a BCT bus, owing to its paint scheme and appearance. There is also a paving cost associated with 41 daily trips by a heavy bus. A wider bus-only lane that could provide ready access from Sepulveda Boulevard to the stop within the Mall (assumed to be at Tommy Bahamas, the location of the trolley stop) would reduce operational concerns, but such changes are generally not popular with owners of shopping centers.
Summary

The conclusion in the COA is:

Providing direct service to Manhattan Village Mall is not recommended because it would require an additional bus, result in an inefficient schedule, and create legitimate operational concerns about bus service within the parking lot of a major mall. The current stop for Manhattan Village Mall is on Rosecrans just east of Village Drive, a one-block walk from the mall entrance nearest to Macy's. The introduction of two-way service to the Douglas Station means that this stop will be served in both the northbound and the southbound direction, thus enhancing access to the mall while minimizing resource requirements and operational issues.

Current and potential BCT riders will have enhanced access to the nearest stop with the introduction of two-way service at this stop (a by-product of two-way service to Douglas Station). The cost of adding a fifth bus to the schedule to serve the Mall in both directions is high. There are also serious operational issues related to operating a fixed-route bus within a shopping center. The cost and ridership estimates can help stakeholders make an informed decision.
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**TOTAL WARRANTS**: $403,249.06

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

Information on actual expenditures is available in the Director of Administrative Services 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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

**FINANCE DIRECTOR**

**CITY MANAGER**

**DATE: 10/24/11**

---

**VOID CHECKS DUE TO ALIGNMENT:**

N/A

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

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

NOTES

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**MOLINER**

**DATE: 10/25/11**
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<td>Workers Comp Activity</td>
<td>29,063.14</td>
<td>SCRMA checks issued</td>
</tr>
</tbody>
</table>

**DATE OF RATIFICATION: 11/01/11**

TOTAL PAYMENTS BY WIRE: 2,524,452.56

Certified as to the accuracy of the wire transfers by:

Deputy City Treasurer  
Date: 10/25/11

Director of Finance  
Date: 10/26/11

City Manager  
Date: 10/26/11

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.
REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, OCTOBER 18, 2011 – 5:00 P.M.

5:00 P.M. SESSION

CALL TO ORDER – Mayor Busch

ROLL CALL

Mayor Busch - Present
Mayor Pro Tem Fisher - Present – arrived at 5:02 p.m.
Council Member Brann - Present – arrived at 5:01 p.m.
Council Member Fuentes - Present
Council Member Jacobson - Present

PUBLIC COMMUNICATION – (Related to City Business Only – 5 minute limit per person, 30 minute limit total) Individuals who have received value of $50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the City Council. Failure to do so shall be a misdemeanor and punishable by a fine of $250.

SPECIAL ORDER OF BUSINESS:

CLOSED SESSION:
The City Council moved 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(a) -3- matters

City of El Segundo vs. City of Los Angeles, et. al. LASC Case No. BS094279
NSA Construction vs. City of El Segundo, LASC Case No. BC438182
Sipple v. City of Alameda, LASC Case No. BC462270

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code §54956.9(b): -1- matter.

Wyle Claim
Initiation of litigation pursuant to Government Code §54956.9(c): -0- matter.

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

Employee Evaluation  
Position: City Manager

Employee Evaluation  
Position: City Attorney

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

CONFERENCE WITH CITY'S LABOR NEGOTIATOR (Gov't Code §54957.6): -3- matters

Represented Group: Police Support Services Employees Association (PSSEA)  
Negotiators: Doug Willmore, City Manager  
Deborah Cullen, Finance Director  
Richard Kreisler

Represented Group: City Employees Association (CEA)  
Negotiators: Doug Willmore, City Manager  
Deborah Cullen, Finance Director  
Richard Kreisler

Unrepresented Group: Executive Management Staff (includes all employees not in bargaining units, except department heads)  
Negotiator: Mark Hensley, City Attorney

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

Council recessed at 6:50 p.m.
REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, OCTOBER 18, 2011 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER

INVOCATION – Assistant Pastor Mike Sternad, Calvary Chapel

PLEDGE OF ALLEGIANCE – Council Member Don Brann

PRESENTATIONS

(a) Mayor Busch presented a Proclamation to Rotary President Alisa Albers, proclaiming October 23, 2011, World Polio Day to encourage all citizens to join Rotary International in the fight for a polio-free world.

ROLL CALL

Mayor Busch - Present
Mayor Pro Tem Fisher - Present
Council Member Brann - Present
Council Member Fuentes - Present
Council Member Jacobson - Present

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

Scott Gobble, Southern California Edison, presented a certificate of appreciation to the City of El Segundo for its commitment to energy efficiency.

Sam Pena, Consolidated Disposal Services, spoke regarding their new trash contract commencing November 1st.

A. PROCEDURAL MOTIONS

Consideration of a motion to read all ordinances and resolutions on the Agenda by title only.
MOTION by Council Member Jacobson, SECONDED by Mayor Pro Tem Fisher to read all ordinances and resolutions on the Agenda by title only. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

1. Consideration and possible action to open a public hearing and receive testimony regarding: 1) a Zone Text Amendment amending the El Segundo Municipal Code ("ESMC") to add a new Chapter 15-24A regulating dedication and improvement of public rights-of-way. Applicant: City Initiated (Fiscal Impact: N/A)

Mayor Busch stated that this was the time and place to open a public hearing and receive testimony regarding: 1) a Zone Text Amendment amending the El Segundo Municipal Code ("ESMC") to add a new Chapter 15-24A regulating dedication and improvement of public rights-of-way. Applicant: City Initiated

Clerk Domann that said that proper notice of the hearing was given and no written communication had been received regarding the hearing in the City Clerk’s Office.

Greg Carpenter, Director of Planning and Building Safety gave a report.

Toni Reina, Continental Development, requested Council consider one small change to the Ordinance in Section 15-24-A2, modifying this section so that the dedication is made prior to issuing a Certificate of Occupancy.

City Attorney Mark Hensley stated that Section 15-24-A2 could be modified to state that property dedications must be noted on the approved plans for the project and finalized before the City issues a Certificate of Occupancy for the proposed project.

MOTION by Mayor Pro Tem Fisher, SECONDED by Council Member Brann to close the Public Hearing. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Mark Hensley, City Attorney, read the Ordinance by title only.

ORDINANCE NO.1465

AN ORDINANCE ADDING A NEW CHAPTER 15-24A TO THE EL SEGUNDO MUNICIPAL CODE REGULATING DEDICATION AND IMPROVEMENT OF PUBLIC RIGHTS-OF-WAYS.

Council Member Brann introduced the Ordinance as amended.

Second reading and adoption scheduled for November 1, 2011.

C. UNFINISHED BUSINESS

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

MINUTES OF THE REGULAR CITY COUNCIL MEETING
OCTOBER 18, 2011
PAGE NO. 4
E. CONSENT AGENDA

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

2. Approved Warrant Numbers 2584382 to 2584629 on Register No. 1 in the total amount of $940,492.53 and Wire Transfers from 09/23/11 through 10/06/11 in the total amount of $415,095.79. Authorized staff to release. Ratified Payroll and Employee Benefit checks; checks released early due to contracts or agreement; emergency disbursements and/or adjustments; and wire transfers.

3. Approved Regular City Council Meeting Minutes of October 4, 2011.

4. Adopted Resolution No. 4742 by four-fifths vote to authorize a no-bid public works contract for the emergency repair of the broken sewer pipes and associated plumbing system at the Lakes Golf Course located at 400 S. Sepulveda Boulevard. (Fiscal Impact: 14,950) Authorized the City Manager to award Contract No. 4195 to Brian Shields Plumbing for the bid amount of $13,000 to repair the plumbing system at the Lakes Golf Course; Approved a project budget of $14,950 which includes a 15% contingency.

5. Introduction and first reading by title only of Ordinance No. 1466 amending Chapter 9-3 of the El Segundo Municipal Code (ESMC) in its entirety regarding Street Trees. The changes will include (a) allowing property owners to voluntarily apply for a permit from the Recreation and Parks Department to hire approved contractors to expedite the removal or maintenance of public trees at their own convenience and expense; (b) allowing staff to remove and replace trees that are underperforming and have lost their aesthetic value and purpose. (Fiscal Impact: None) Approved revised Administrative Policies and Procedures for Street Trees in the Master Street Plan to include criteria allowing staff to remove and replace trees that are underperforming and have lost aesthetic value and purpose.

6. Approved the use of equipment replacement and asset forfeiture funds by the Police Department to replace an elliptical trainer and purchase supplemental fitness equipment and replacement flooring for the Police Department gym utilizing equipment replacement and asset forfeiture funds. (Fiscal Impact: $4,950 GF; $46,853 AF)

7. Authorized the City Manager to execute Takeover Agreement No. 4196 with First National Insurance Company of America in a form approved by the City Attorney to complete construction of the Beach Bathroom Facility and Lifeguard Station at El Segundo Beach Project PW 10-09.
8. Adopted Resolution No. 4743 amending the salary and benefits for the City's unrepresented group of Management/Confidential employees. (Fiscal Impact: Estimated FY 2011/2012 Savings of $264,906.)

9. Approved a revised Class Specification for the position of Police Officer. (Fiscal Impact: N/A)

10. Adopted Resolution No. 4744 for Cal PERS Employer Paid Member Contributions for Executives, Resolution No. 4745 for Cal PERS Employer Paid Member Contributions for Management & Confidential, Resolution No. 4746 for Cal PERS Employer Paid Member Contributions for Fire Management, Resolution No. 4747 for Cal PERS Employer Paid Member Contributions for Police Managers' Association, and Resolution No. 4748 for Cal PERS Employer Paid Member Contributions for Police Officers' Association. (Fiscal Impact: Estimated Savings for Fiscal Year 2011-12 of $477,286)

MOTION by Council Member Fuentes, SECONDED by Mayor Pro Tem Fisher to approve Consent Agenda Items 2, 3, 4, 5, 6, 7, 8, 9, and 10. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

CALL ITEMS FROM CONSENT AGENDA

F. NEW BUSINESS

11. Consideration and possible action regarding 1) Providing another designated Retirement Period (pursuant to Government Section 20903) by offering two years additional service credit for specified eligible classes of employees; 2) Certification of Compliance with Government Code Section 20903; and 3) Approval of Early Retirement Incentives for employees entering into a Date-Certain Retirement Separation Agreement with the City. (Fiscal Impact: Estimated increase in the City's PERS miscellaneous employer rate of 0.11% for 4 potential retirements, estimated increase in the City's PERS safety employer rate of 0.42% for 7 potential retirements and an annual cost increase in FY 2013-2014 of $15,000 for Miscellaneous and $61,000 for Safety for a combined increase of $76,000 annually; Estimated salary savings net of incentives for FY 2011/2012 total $784,202.)

Deborah Cullen, Finance Director, gave a report.
MOTION by Council Member Fuentes, SECONDED by Mayor Busch to approve another designated Retirement Period for specific eligible classes of employees; Certify Compliance with Government Code Section 20903; Approve a $2,000 payment to eligible Miscellaneous and Safety employees entering into a Date-Certain Retirement Separation Agreement with the City and authorize the payment of up to $223,000 in cash incentives for Fire employees entering into a Date-Certain Retirement Separation Agreement. Eligible employees would receive only one of the incentive payments listed above; Authorize the City Manager to execute the Date-Certain Retirement Separation Agreement, in a form approved by the City Attorney. MOTION PASSED BY THE FOLLOWING VOTE: AYES: BUSCH, FISHER, FUENTES, JACOBSON; NOES: BRANN. 4/1

G. REPORTS – CITY MANAGER - NONE

H. REPORTS – CITY ATTORNEY - NONE

I. REPORTS – CITY CLERK - NONE

J. REPORTS – CITY TREASURER - Reported on Kiwanis Club activities.

K. REPORTS – CITY COUNCIL MEMBERS

Council Member Fuentes – Spoke regarding the recent Fire Department Promotion Ceremony, 100 Year Anniversary of the El Segundo Herald, Rotary Fire Prevention Poster Contest Luncheon, the Great Shake Out in Manhattan Beach, CERT Program, and the Rotary Polio-Free Dinner.

Council Member Brann – NONE

Council Member Jacobson – NONE

Mayor Pro Tem Fisher – NONE

Mayor Busch – Thanked El Segundo Kiwanis for their recent Golf Tournament Fund Raiser and the upcoming Halloween Haunt on October 31st. Spoke on the Second Quarter Sales Tax and noted point of sale receipts were up 25.4% from last year.

Requested staff look into the potential use of the El Segundo High School Performing Arts Theater by private entities.
PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total) Individuals who have receive value of $50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the City Council. Failure to do so shall be a misdemeanor and punishable by a fine of $250. While all comments are welcome, the Brown Act does not allow Council to take action on any item not on the agenda. The Council will respond to comments after Public Communications is closed. - NONE

MEMORIALS – NONE

CLOSED SESSION – NONE

ADJOURNMENT at 7:50 p.m.

_____________________________
Cathy Domann, Deputy City Clerk
AGENDA DESCRIPTION:

Authorize the Board of Directors of the El Segundo Senior Citizen Housing Corporation to contract with Amtech Elevator Service Company for the modernization of the front elevator at the Park Vista Housing Facility and approve the El Segundo Senior Citizen Housing Corporation's expenditure of $48,976 for the project. Authorize the El Segundo Senior Citizen Housing Corporation to execute the contract with Amtech without the need for competitive bidding.

(Fiscal Impact: $48,976 - No General Fund)

RECOMMENDED COUNCIL ACTION:

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

ATTACHED SUPPORTING DOCUMENTS:

1. Resolution
2. Amtech Service and Repair Order

FISCAL IMPACT: $48,976 – No General Fund

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

ORIGINATED BY: Board of the El Segundo Senior Citizen Housing Corporation
PREPARED BY: Alison Fiorini, Recreation Supervisor
REVIEWED BY: Bob Cummings, Director of Recreation and Parks
APPROVED BY: Doug Willmore, City Manager

BACKGROUND & DISCUSSION:

The Board of Directors of the El Segundo Senior Citizen Housing Corporation is requesting approval of an expenditure in the amount of $48,976 and authorization for the Board President to execute a contract with Amtech Elevator Service Company for the modernization of the elevator at the Park Vista Senior Housing Facility. Staff has investigated the facts and circumstances surrounding the elevator modernization and with assistance from the City Attorney has determined that it is in the public interest to proceed without the need for competitive bidding as doing so would result in increased costs over both the short and long term.

In 2009, Amtech Elevator Services completed the modernization of the rear elevator at Park Vista and earlier this year performed two different emergency repairs on the front elevator. The first repair was completed for the elevator to pass the mandated load test and cost approximately $6,000. Subsequently, it was discovered that the elevator equipment was losing oil, necessitating a partial modernization in order to keep the elevator working safely. That work was completed at a cost of approximately $5,000.
The critical components that Amtech installed on the front elevator during the emergency repair process earlier this year are under warranty by Amtech and do not need to be replaced during the modernization process. If a different company were to perform the modernization work on the front elevator, the City would lose the benefit of the warranty on the recently replaced components. The Corporation is under contract with Amtech for the regular maintenance of both elevators at Park Vista. If a different company were to perform the modernization work on the front elevator, the Corporation would need to enter into a separate maintenance agreement with that company for maintenance of the front elevator only, resulting in separate maintenance contracts for each of the two elevators and an overall increase in maintenance expenses for the elevators on an ongoing basis.

The Board has already unanimously voted to utilize Amtech to perform the elevator modernization for the quoted cost of $48,976, subject to Council approval. This elevator modernization project will replace worn and problematic elevator equipment to ensure reliability of the elevator equipment, ensure safety of all tenants, visitors, and staff, and minimize elevator shutdowns.
RESOLUTION NO. ___

A RESOLUTION AUTHORIZING THE EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION TO EXPEND UP TO $48,976.00 FOR THE PURPOSE OF MODERNIZING THE FRONT ELEVATOR AT THE PARK VISTA SENIOR HOUSING FACILITY AND AUTHORIZING THE EL SEGUNDO SENIOR CITIZEN HOUSING CORPORATION BOARD TO EXECUTE A CONTRACT WITH AMTECH ELEVATOR SERVICES WITHOUT THE NEED FOR COMPETITIVE BIDDING AS OTHERWISE REQUIRED BY THE EL SEGUNDO MUNICIPAL CODE.

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

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

A. The City of El Segundo owns the Park Vista senior housing facility and the underlying real estate located at 615 East Holly Street;

B. The Park Vista facility is operated and managed by the El Segundo Senior Citizen Housing Corporation, a non-profit California corporation, pursuant to an Operating Agreement between the City and the Corporation dated May 6, 1986;

C. Pursuant to Section 5.2.1 of the Operating Agreement, as amended, expenditures by the Housing Corporation in excess of $10,000 for maintenance of the facility require prior authorization by the City Council;

D. On or about October 7, 2011, the City received a proposal from Amtech Elevator Services to modernize the front elevator at the Park Vista senior housing facility (the “Project”) for a cost of $48,976.00;

E. The proposed project is necessary to ensure maximum reliability of the elevator equipment, minimize elevator shutdowns, ensure the safety of building tenants, visitors and staff, reduce the risk of injury to passengers, reduce liability exposure associated with elevator-related accidents, and to increase resident satisfaction;

F. Ordinarily, the City would need to comply with the competitive bidding requirements set forth in the California Public Contracts Code for this type of project;

G. The purpose of such bidding requirements is to guard against favoritism, improvidence, extravagance, fraud and corruption, to prevent waste of public funds, and to obtain the best economic result for the public;

H. The facts and circumstances of this Project, however, demonstrate that competitive bids would be unavailing or would not produce an advantage,
and the advertisement for competitive bid would thus be undesirable and impractical for the following reasons:

1. Amtech Elevator Services completed the modernization of the rear elevator at Park Vista in 2009 and performed two different emergency repairs earlier this year, one for approximately $5,000 and one for $6,000 to the front elevator;

2. The critical components that Amtech installed on the front elevator during the emergency repair process earlier this year are under warranty by Amtech and do not need to be replaced during the modernization process;

3. If a different company were to perform the modernization work on the front elevator, the City would lose the benefit of the warranty on the recently replaced components;

4. The Corporation is under contract with Amtech for the regular maintenance of both elevators at Park Vista. If a different company were to perform the modernization work on the front elevator, the Corporation would need to enter into a separate maintenance agreement with that company for maintenance of the front elevator only, resulting in separate maintenance contracts for each of the two elevators and an overall increase in maintenance expenses for the elevators on an ongoing basis;

5. Based on the Corporation's recent experiences with the rear elevator modernization and the emergency repairs on the front elevator, Amtech has proven to be highly competitive in its pricing and it is improbable that any other private contractor can complete the Project for a lesser amount;

6. Utilizing a company other than Amtech to perform the modernization work would result in increased costs over both the short and long term.


SECTION 2: Authorizations.

A. The City Public Works Director, or designee, is authorized to act on the City's behalf in approving any alterations or modifications to the Project
approved by this Resolution;

B. The President of the Board of Directors of the El Segundo Senior Citizen Housing Corporation is authorized to execute a contract with Amtech Elevator Services for the completion of the Project in a form approved by the City Attorney.

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

SECTION 4: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this ___ day of ______________, 2011.

________________________________________
Eric Busch, Mayor

ATTEST:

_______________________________________
Cindy Mortesen, City Clerk

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

By: ________________________________
Karl H. Berger, Assistant City Attorney
DATE: September 19, 2011; Rev. 10/7/2011

TO: 
El Segundo Senior Citizen Housing Corporation  
c/o Cadman Group  
214 Main Street, #361  
El Segundo, CA 90245

FROM: 
Amtech Elevator Services  
9808 Firestone Blvd  
Downey, CA 90241

PROJECT LOCATION: 
Park Vista Apartments  
615 East Holly Ave  
El Segundo, CA 90245

ATTENTION: 
Mr. Neil Cadman  
Phone: (310) 606-5894  
E-mail: ncadman@cadmangroup.net

MACHINE NUMBER(S): 86694

PROPOSAL NUMBER: XZB105555

We will provide labor and material to furnish and install on the above referenced machine(s) the following:

Elevator Modernization – Simplex 4-Stop Unit

NOTE: All equipment and components included in the scope of work described below will comply with the new (as of May 1, 2008) Group IV code requirements.

Replace the worn and problematic elevator equipment as described below to:

✓ Ensure maximum reliability of the elevator equipment
✓ Minimize elevator shutdowns
✓ Ensure the safety of the building tenants, patients, visitors and staff
✓ Reduce risk of injury to passengers
✓ Reduce liability exposure associated with elevator-related incidents
✓ Increase resident satisfaction

<table>
<thead>
<tr>
<th>System Component</th>
<th>Recommended Treatment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controller: Non-proprietary computerized microprocessor-based, to include:</td>
<td>New</td>
</tr>
<tr>
<td>✓ Controller</td>
<td></td>
</tr>
<tr>
<td>✓ New Hoistway leveling package</td>
<td></td>
</tr>
<tr>
<td>✓ New multi-wire car, hoistway and machine room wiring</td>
<td></td>
</tr>
<tr>
<td>✓ New motor starter switch</td>
<td></td>
</tr>
<tr>
<td>✓ Phase I and Phase II Fire Service</td>
<td></td>
</tr>
<tr>
<td>✓ Reduced torque door closing</td>
<td></td>
</tr>
<tr>
<td>Features of the new controller:</td>
<td></td>
</tr>
<tr>
<td>✓ Stuck button protection</td>
<td></td>
</tr>
<tr>
<td>✓ Door motor protection</td>
<td></td>
</tr>
<tr>
<td>✓ On-board diagnostic station (no special tool needed)</td>
<td></td>
</tr>
<tr>
<td>✓ Time-saving maintenance</td>
<td></td>
</tr>
<tr>
<td>✓ Multi-car group dispatching</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: California application of ANSI A17.1 National Code: Effective 10/26/1998, all elevator control system upgrades require concurrent fire recall phase I, II and alternate fire floor operation. This may require simultaneous installation of new fire recall switches in the cab and hall. Monthly testing of same will be required thereafter.
### Traveling Cables, wiring

| New |

### Inspection Station/Pit Switch/Alsrn

| New |

### Fan

| New |

### Car Operating Panel (COP):

The new COP will integrate ADA-compliant features, including **vandal-resistant** pushbuttons, raised 1/8", Braille tags with contrasting backgrounds and threaded studs, ADA approved speaker phone, Phase II Fireman’s Service and jewel, emergency light unit, digital position indicator with a segmented display, passing chime, engraved signage and all other features as existing.

| New |

### In-car Emergency Telephone

The new emergency phone will be an ADA-approved emergency phone, integral to new COP.

**NOTE:** Working phone line to be provided by others, if not already existing. The line must be run from its source to the elevator equipment room (controller location).

| New |

### Emergency Car Lighting

Integral to the new COP. The new COP will feature a lighting/alarm bell system with power supply in the elevator car to provide car light and power for the alarm bell in the event of a power supply failure. The emergency light will appear behind a translucent lens such that it will illuminate the car operating panel area when activated. The alarm bell will be installed on either the car top or the underside of the platform.

| New |

### Car Traveling Lantern

The new traveling lantern will provide direction indication through standard style lenses, and will feature a double-sounding gong, per ADA code. To meet elevator code requirements, the lanterns will be installed in the cab jambs. The cover plate shall be brushed stainless steel #4 finish. **NOTE:** Patching of any finished wall surface is not included in this proposal.

| New |

### Hall Stations (1 riser):

New hall stations, of brushed stainless steel finish, will be installed at each landing (one per floor). They will be installed at the appropriate height to be compliant with Title 24 and ADA requirements. Hall station buttons will be **vandal-resistant**. **NOTE:** Coring of concrete or stone and/or the patching of any finished wall is not included in this proposal.

| New |

### Access switches

| New |

### Car Door Operating Equipment:

The new door operator package includes:

- ✔ Closed loop single speed master power operator
- ✔ Single speed car door hanger with 3-1/4" non-metallic rollers
- ✔ ANSI zone lock car door clutch
- ✔ Single speed hatch door hanger with 3-1/4" non-metallic rollers (one per opening)
- ✔ Auxiliary spring door closer (one per opening)
- ✔ Hatch door interlock (one per opening)

| New |

### Hoistway Door Operating Equipment

Included in the new door operator package described above.

| New |

### Car and Hoistway Doors

| Retain |

### Electronic Door Detector:

The state-of-the-art electronic door protection system is made up of many infrared beams, strategically placed at intervals along the full length of the leading edge of the car doors. If a passenger or object moves through the doorway after the doors have

| New |
begun to close, they will automatically re-open, and will remain so until the doorway is clear. The new door protection system includes circuitry for reduced kinetic energy closing, as required by code.

<table>
<thead>
<tr>
<th>Smoke Detectors:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State of California elevator code requires one smoke detector be installed at each landing, and one in the elevator machine room. If smoke detectors do not already exist at these locations, they will need to be installed.</td>
<td>New</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Panel:</th>
<th>*Work to be performed by others, unless otherwise requested. If requested, pricing will be sent under separate proposal.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule: 2.27.3.2.1 of the ASME A17.1-2004, which has been adopted by reference for Group IV elevators, requires the use of fire alarm initiating devices installed in conformance with NFPA 72 to initiate Phase I emergency Recall. NFPA 72 requires a fire alarm initiating device associated with elevator recall to be connected to the building fire alarm system or to a dedicated fire alarm system control unit where there is so building alarm system.</td>
<td></td>
</tr>
</tbody>
</table>

| Sight Guards | Retain |
| Astragals | Retain |
| Gibs | Retain |
| Machine room cleaning/painting | Retain |
| Inspection and associated permit issuance by local or State authority | Included |

**NOTES:**

All prices are based on a fifty percent (50%) down-payment and are valid for thirty (30) days.

Completion times required for the modernization scope described above is approximately 3.25 weeks.

This project may involve work by others. Such work has not been included in the scope of work described above, or in the pricing of this project.

All work is to be completed during the regular working hours of the elevator trade.

**SCHEDULE OF VALUES:**

- **Down payment**
  - (Job set-up, engineering, field verification survey, materials ordering)
  - 50%

- **Receipt of materials, mobilization**
  - 25%

- **Job completion**
  - 25%
WORK BY OTHERS:

Some or all of the following “Work by Others” items may apply to this project. Please consult your Amtech Representative to review each item’s applicability. For each applicable item, you agree to:

- Provide suitable ventilation and cooling equipment, if required, to maintain the machine room ambient temperature between 60° and 95°F. The relative humidity should not exceed 95 percent non-condensing.
- Provide electrical power for light, tools, hoists, etc. during installation, as well as electrical current for starting, testing and adjusting the elevator.
- Perform any required cutting and all required patching and painting of walls, floors or partitions.
- Owner shall be responsible for any structural calculation or evaluations that may be required because of the new equipment.
- Provide and install any modification to lights and/or electrical outlets in the machine room and/or pit.
- Provide and install smoke detectors as required by code (one at each floor and one in the elevator machine room), if you have not elected for Amtech to complete this work (see Alternate above). Also provide the required wiring from the sensing devices to each elevator controller.
- Provide a working telephone line (and any necessary, associated conduit and/or wiring) for the new in-car emergency telephone. The phone line must be installed to the location of the new elevator controller, and approximately three feet of spare line provided at the end of the installed run.
- Provide a new mainline disconnect and/or associated electrical modifications, if required.
- Provide a fused disconnect switch or circuit breaker for each elevator per the National Electrical Code, with feeder or branch wiring to controller with true earth ground. Size to suit elevator contractor.
- Remove any hazardous material such as (but not limited to) asbestos prior to start of work.
- Provide a safe and dry on-site storage area for materials associated with this modernization project.

NOTE: Following receipt of your authorization to complete this work, materials will be ordered and labor scheduled upon receipt of the down payment amount identified below. Please forward the down payment for this project to:

Judy Brown
Amtech Elevator Services
9808 Firestone Blvd.
Downey, CA 90241

IT IS IMPORTANT TO REFERENCE “REPAIR ORDER DOWNPAYMENT” AND THE PROPOSAL NUMBER SHOWN ABOVE ON YOUR CHECK. FAILURE TO DO SO MAY DELAY THE COMPLETION OF THE PROPOSED REPAIR.

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

Type of card (VISA, Master Card, etc.) __________________________

Name on card __________________________

Card Number ____________ Expiration Date ____________

PLEASE FAX A SIGNED COPY OF THIS PROPOSAL TO (860) 353-4431 TO AUTHORIZE THE COMPLETION OF THIS WORK.
PRICE: $48,976.00
Forty-eight thousand, nine hundred seventy-six and 00/100 Dollars

This price is based on a fifty percent (50%) downpayment in the amount of $24,488.

This proposal, including the provisions printed on the last page(s), and the specifications and other provisions attached hereto shall, when accepted by you below and approved by our authorized representative, constitute the entire contract between us, and all prior representations or agreements not incorporated herein are superseded.

Submitted by: Judy Brown (562) 658-6000

Accepted in Duplicate

CUSTOMER
Approved by Authorized Representative

Date: ________________________________
Signed: X ________________________________
Print Name: ________________________________
Title: ________________________________
Name of Company: ________________________________

☐ Principal, Owner or
Authorized Representative of Principal or Owner

☐ Agent
(Name of Principal or Owner)

Amtech Elevator Services
Approved by Authorized Representative

Date: ________________________________
Signed: ________________________________
Print Name: Tim Herter
Title: Branch Manager
TERMS AND CONDITIONS

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.

2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.

3. Payments shall be made as follows: A down payment of fifty percent (50%) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty day period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered, labor performed through the end of the month less a five percent (5%) retainage and the aggregate of previous payments. The retainage shall be paid when the work is completed. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of your expenses, including attorney's fees, incurred in collecting any overdue payments.

4. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Anitech personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Anitech shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.

5. Unless otherwise agreed in writing, it is understood that the work shall be performed during your regular working hours of your regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefor, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.

6. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of perfecting upon public record our interest in any material furnished hereunder, and you agree to execute a UCC-1 form or any other document reasonably requested by us for that purpose.

7. Except insofar as your equipment may be covered by an Anitech maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.

8. Neither you nor we shall be liable to the other party herefor for any loss, damage or delay due to any cause beyond your or our reasonable control, including, but not limited to, acts of government, strikes, lockouts, fire, explosion, theft, floods, riot, civil commotion, war, malicious mischief, or act of God; provided, however, that, should loss or damage to our material or work occur on your site, you shall compensate us therefor unless such loss or damage results from our acts or omissions.

9. We warrant that all services performed will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become your property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control.

We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by you, and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claims, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equipment equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.

THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE 9 ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.

10. Under no circumstances shall we be liable for any special, indirect or consequential damages of any kind including, but not limited to, loss of profit, loss of goodwill, loss of business opportunity, additional financing cost, or loss of use of any equipment or property, whether in contract, in tort, in warranty or otherwise.

Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.

11. To the fullest extent permitted by law, you agree to hold us harmless, and defend us and indemnify us against any claim or suit for personal injury or property damage arising out of this contract unless such damage or injury arises from our sole negligence.

12. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code. Notwithstanding any other provisions hereof, if any part delivered hereunder incorporates software, the transaction is not a sale of such software; rather, you are hereby granted merely a license to use such software solely for operating the equipment for which such part was ordered. By accepting delivery of such part, you agree not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you insist upon in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms.

13. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document, and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.
EL SEGUNDO CITY COUNCIL  
AGENDA STATEMENT  

MEETING DATE: November 1, 2011  
AGENDA HEADING: Consent Agenda  

AGENDA DESCRIPTION:  
Consideration and possible action to adopt Ordinance No. 1465 approving an Environmental Assessment (EA No. 861) and a Zone Text Amendment (ZTA No. 10-01) to add a new Chapter 15-24A regulating dedication and improvement of public rights-of-way. Applicant: City Initiated (Fiscal Impact: N/A)  

RECOMMENDED COUNCIL ACTION:  
1. Waive second reading and adopt Ordinance No. 1465 for Environmental Assessment EA 861 and Zone Text Amendment No. ZTA 10-01; and/or  
2. Alternatively, discuss and take other possible action related to this item.  

ATTACHED SUPPORTING DOCUMENTS:  
1. Draft Ordinance as amended  

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

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

BACKGROUND AND DISCUSSION:  

I. Background  
On October 18, 2011, the City Council held a public hearing on the proposed Environmental Assessment and Zone Text Amendment to add a new ESMC Chapter 15-24A regulating dedication and improvement of public rights-of-way. After receiving testimony and documentary evidence, the City Council introduced an ordinance to approve Environmental Assessment No. 861 and Zone Text Amendment No. 10-01 with a minor amendment to the language in proposed ESMC § 15-24A-2(A) to require that property dedications must be noted on plans before the City issues a building permit and that they must be made before the City approves a final inspection for a building permit or issues a certificate of occupancy for a proposed project. The Council may waive second reading and adopt the Ordinance. If adopted without change, Ordinance No. 1465 will become effective in 30 days.  

P:\Planning & Building Safety\0 Planning - Old\PROJECTS (Planning)\851-875\EA 861\CC 11.01.11\EA-861 Right-Of-Way Dedication Waiver Authority ZTA CC Report.11.01.2011.doc
ORDINANCE NO. 1465

AN ORDINANCE ADDING A NEW CHAPTER 15-24A TO THE EL SEGUNDO MUNICIPAL CODE REGULATING DEDICATION AND IMPROVEMENT OF PUBLIC RIGHTS-OF-WAYS.

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

SECTION 1: Findings. The findings set forth in Planning Commission Resolution No. 2703 are incorporated into this Ordinance by reference as if fully set forth.

SECTION 2: A new Chapter 15-24A entitled "Right-of-Way Dedications and Improvements," consisting of §§ 15-24A-1 to 15-24A-6, is added to the El Segundo Municipal Code ("ESMC") to read as follows:

“CHAPTER 24A

RIGHT-OF-WAY DEDICATIONS AND IMPROVEMENTS

15-24A-5: Relief from requirements.


This Chapter is intended to implement the orderly acquisition and improvement of public rights-of-way to benefit public health, safety and welfare. Private property owners should provide and improve public rights-of-way to ensure that private property development does not adversely impact other public and private facilities and services.


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

"Development" has the meaning set forth in Chapter 15-1 of this Title.

"Director" means the public works director or such other director
designated by the city manager.

"Environmental Assessment" means a review of a development in accordance with Section 6 of Resolution No. 3805, adopted March 16, 1993.

"Use" has the meaning set forth in Chapter 15-1 of this Title.

**15-24A-2: Dedication.**

A. Dedication. Unless otherwise provided, any development requiring an environmental assessment located on a lot abutting public rights-of-way, must dedicate a portion of that lot to widen the public rights-of-way in accordance with the standards in Exhibit C-8 of the General Plan Circulation Element. Property dedications must be noted on building plans before the City issues a building permit and the dedications must be made before the City approves a final inspection for a building permit or issues a certificate of occupancy for a proposed project. The Director is authorized to substitute an irrevocable offer to dedicate or to substitute a combination of a dedication and an irrevocable offer to dedicate for public rights-of-way in compliance with the standards in Exhibit C-8 of the General Plan Circulation Element and subject to § 15-24A-4 of this Chapter.

B. Width. Table 1, below is based on Exhibit C-8 of the General Plan Circulation Element and establishes the standard right-of-way widths for the various classifications for public rights-of-way. The right-of-way dedication on an individual lot is that portion of private property necessary to provide one-half (1/2) of the required standard width, measured from the centerline of the street.

<table>
<thead>
<tr>
<th>Right-of-way Classification</th>
<th>Minimum Width (feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Arterial</td>
<td>142-150 (varies based on lane configuration)</td>
</tr>
<tr>
<td>Secondary Arterial</td>
<td>98-120 (varies based on lane configuration)</td>
</tr>
<tr>
<td>Collector (divided)</td>
<td>80</td>
</tr>
<tr>
<td>Collector</td>
<td>64</td>
</tr>
<tr>
<td>Local – commercial</td>
<td>60-64 (varies based on lane configuration)</td>
</tr>
<tr>
<td>Local – residential</td>
<td>60</td>
</tr>
<tr>
<td>Alley</td>
<td>20</td>
</tr>
</tbody>
</table>
1. Greater Widths. Greater widths may be required as by the Director of Public Works or designee conditions of subdivision maps, site plan review, conditional use permits or standards variances.

2. Reduced Widths. The required standard width may be reduced at specific locations on specific streets due to unusual conditions, as authorized by the Director of Public Works or designee.

C. Effect on Required Yard Areas and Building Area Ratios. All required yard areas, lot coverage and floor area ratio calculations must be measured after the dedication or reservation. If the Director of Public Works requires an irrevocable offer to dedicate, the required yard areas, lot coverage and floor area ratio calculations may be measured not including the area of dedication or reservation.


A. Applicability. Before the City approves a final inspection for a building permit or issues a certificate of occupancy for any development or change of use, a property owner must make all required improvements and repairs to abutting public right-of-ways. The improvements and repairs must extend along the width and depth of the property and for a reasonable distance beyond the property as is necessary to complete the improvement or repair. Existing improvements that are damaged and that may have been damaged during construction of the building must also be repaired.

B. Required Improvements; all development. Development or a change of use is required to provide the following right-of-way improvements that the Director determines to be required and applicable:

1. Sidewalk/Wheel Chair Ramps and Parkway. Construction or repair of a sidewalk and parkway adjoining the site. The sidewalk must have a minimum clear width of five feet (5') and a parkway, or six feet (6') if the sidewalk adjoins the curb.

2. Curb and Gutter. Construction or repair of curbs and gutters adjoining the site. All unused curb cuts must be replaced with a full-height curb and gutter.

3. Parkway Trees. Any missing or damaged parkway trees
must be replaced with a minimum 24-inch size box tree in accordance with Chapter 9-3 of this Code and administrative policies and procedures promulgated by the city manager.

4. Alley Paving. Construction, replacement, repair or extension of alley paving up to standard width. The alley must be paved the length of the site. If vehicle access is taken from the alley, the Director may also require that the alley be paved to a point where the alley intersects a paved public right-of-way, and curb returns must be relocated as necessary.

5. Roadway Paving. Repair or replacement of roadway paving to standard street width as required in Exhibit C-8 of the General Plan Circulation Element.

C. Required Improvements; new development requiring an environmental assessment. In addition to the improvements required by this section for development, the following right-of-way improvements must be provided:

1. Alley Lighting. Construct or install on-site alley lighting.

2. Roadway Paving. Construction or extension of roadway paving to standard street width as required in Exhibit C-8 of the General Plan Circulation Element.

3. Traffic Signals and Street Signs. Provide a prorated share of the cost of all roadway signal and street sign modifications attributable or partly attributable to the development.

4. Street Lights. Install or relocate street lights. This may include widening the right-of-way as necessary.

5. Utilities Relocation. Relocate utilities as necessary to provide for the improvements set forth above.

D. Standards. All improvements within public rights-of-way must be installed in conformance with the specifications on file with the City Engineer's office.

15-24A-4: Relief from requirements.

The Director may waive requirements of this Chapter if the Director determines that such improvements are unnecessary for a public purpose or that the cost of the improvement is proportionally excessive when
compared to the scale of the project or the demand generated by the project subject to the findings set forth below. The determination of the Director may be appealed to the Planning Commission in accordance with Chapter 15-25 of this Code.

A. To waive the need for improvements and dedications otherwise required by this Chapter, the Director must find upon substantial evidence that:

1. The proposed waiver maintains the minimum roadway width necessary for emergency vehicle access as determined by the Fire Chief;

2. The proposed waiver maintains the minimum roadway width and lane widths deemed necessary for safe two-directional vehicular passage. The minimum lane width cannot be less than 10 feet in width for a travel lane and 8 feet in width for a parking lane;

3. The proposed waiver will maintain the necessary roadway width for the traffic volumes projected during the General Plan buildout as determined by the Director of Planning and Building Safety unless the Director determines that the dedication or irrevocable offer to dedicate will require the removal of all or a portion of an existing building;

4. The proposed waiver complies with any requirements of State and Federal regulations, including, without limitation, disabled access requirements for public sidewalks;

5. The proposed waiver would not be detrimental to the neighborhood or district in which the property is located;

6. That the proposed waiver is necessary in order that the applicant is not unreasonably deprived the use or enjoyment of his property; and

7. The proposed waiver is consistent with the legislative intent of this Title.

B. Conditions. If the Director grants a waiver, the Director may impose such conditions necessary to safeguard public health, safety, and welfare. In all instances the Director must impose the following conditions:

1. Establish a term during which the irrevocable offer to dedicate
is effective.

2. The waiver does not become effective for ten (10) days from when it is granted or, if an appeal is filed, there is a final determination.

3. The waiver becomes null and void if it is unused for one hundred eighty (180) days from its effective date.


A. Copies of the findings and decision of the Director must be mailed to the applicant and all persons within three hundred feet (300') of the proposed project site."

SECTION 3: Environmental Review. This Ordinance is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA regulations (14 California Code of Regulations §§ 15000, et seq.) because it does not involve any commitment to a specific project which could result in a potentially significant physical impact on the environment and establishes rules and procedures to implement an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. Accordingly, this Ordinance does not constitute a "project" that requires environmental review (see specifically 14 CCR § 15378(b)(2, 5)). Even if the Resolution were to qualify as a project, it would be categorically exempt as a Class 1 or Class 5 project since, at best, it would constitute a minor alteration of existing public structures involving no expansion of use, or a minor alteration in land use limitations (see 14 CCR §§ 15301, 15305). The City will conduct environmental review of each individual project affected by this Resolution.

SECTION 4: If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 5: Repeal or amendment of any provision of the El Segundo Municipal Code does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 6: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo’s book of original ordinances; make a note of the passage and adoption in the records of this
meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

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

PASSED AND ADOPTED this _____ day of ____________, 2011.

___________________________________________
Eric Busch, Mayor

ATTEST:

STATE OF CALIFORNIA )
COUNTY OF LOS ANGELES ) SS
CITY OF EL SEGUNDO )

I, Cindy Mortesen, 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. 1465 was duly introduced by said City Council at a regular meeting held on the 18th day of October, 2011, 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 1st day of November, 2011, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

___________________________________________
Cindy Mortesen, City Clerk

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

By: _______________________________________
Karl H. Berger, Assistant City Attorney
AGENDA DESCRIPTION:
Consideration and possible action regarding acceptance of the project for the refurbishment of the Recreation Park racquetball courts (339 Sheldon Street).
Project No.: PW 11-08 (Fiscal Impact: $28,700)

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

ATTACHED SUPPORTING DOCUMENTS:
Notice of Completion

FISCAL IMPACT: Included in Adopted Budget

Amount Requested: $0
Additional Appropriation: No
Account Number(s): 405-400-0000-6215

ORIGINATED BY: Maryam M. Jonas, Principal Engineer
REVIEWED BY: Stephanie Katsouleas, Public Works Director
APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:
On July 19, 2011 the City entered into a public works contract with Trueline to refurbish the two (2) racquetball courts at the Recreation Park. All work has now been completed to the satisfaction of the City and staff recommends acceptance of the project. The final contract amount of $28,700 was funded through the Facility Maintenance account (405).
NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: Recreation Park Racquetball Courts Refurbishment
Project No.: PW 11-08

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 Agency

5. A work of improvement on the property hereinafter described was field reviewed by the City Engineer on October 19, 2011. The work done was: Refurbishment of Two (2) racquetball courts at Recreation Park.

6. On November 1, 2011, City Council of the City of El Segundo accepted the work of this contract as being complete and directed the recording of this Notice of Completion in the Office of the County Recorder.

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

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: Public Recreation Facility.

9. The street address of said property is: 339 Sheldon Street

Dated: ____________________________

Stephanie Katsouleas
Public Works Director

VERIFICATION

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

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

Executed on _________________, 2011 at El Segundo, California.

Stephanie Katsouleas
Public Works Director
AGENDA DESCRIPTION:
Consideration and possible action regarding adoption of Plans and Specifications for the Maryland Street Improvement Project from Mariposa Avenue to Palm Avenue, Project No. PW 11-02. (Fiscal Impact: $200,000.00)

RECOMMENDED COUNCIL ACTION:
1. Adopt Plans and Specifications.
2. Authorize staff to advertise the project for receipt of construction bids.
3. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Location Map

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $200,000.00
Additional Appropriation: No
Account Number(s): 106-400-8203-8986

ORIGINATED BY: Arianne Bola, Engineering Associate
REVIEWED BY: Maryam Jonas, Principal Engineer
APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:
The Maryland Street Improvement Project was one of the street projects recommended by the Capital Improvement Program Advisory Committee and approved by the City Council in fiscal year 2009-2010.

The existing pavement on Maryland Street between Mariposa and Palm Avenues is deteriorated mostly due to the drainage issues. The existing rolled curbs does not allow for flow of the storm water thus causing water runoff to pond throughout the street especially near the Mariposa/Maryland intersection. The proposed project will replace the existing rolled curbs with a standard 6” curb and 12” gutter, and includes construction of new sidewalks, driveway approaches, concrete cross gutter and two handicap ramps. The proposed project also includes replacement of the southerly 350’ of the street pavement and overlay of the remaining pavement areas between Mariposa and Palm Avenues.

This project is fully funded through a grant allocation from State Proposition 1B. Plans and specifications were prepared by staff. City staff will also provide inspection and construction management for this project.
AGENDA DESCRIPTION:
Consideration and possible action to adopt Ordinance No. 1466 amending Chapter 9-3 of the El Segundo Municipal Code (ESMC) in its entirety regarding Street Trees. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Second reading by title only and adopt Ordinance 1466 amending ESMC Chapter 9-3 Street Trees; and/or
2. Alternatively, discuss and take other action related to these items.

ATTACHED SUPPORTING DOCUMENTS:
1. Ordinance No. 1466

FISCAL IMPACT: None

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

ORIGINATED BY: Mark Trujillo, Parks Superintendent

REVIEWED BY: Bob Cummings, Director of Recreation and Parks

APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:
On October 18, 2011, City Council introduced an Ordinance amending ESMC Chapter 9-3 in its entirety regarding Street Trees and Administrative Policies and Procedures for Street Trees.

The Ordinance will allow property owners who are seeking to expedite their tree removal and/or maintenance requests to apply for a permit from the Recreation & Parks Department.

The revised Administrative Policies and Procedures for Street Trees includes the new tree removal criteria allowing staff to remove and/or maintain underperforming trees that have lost their aesthetic value and purpose.

If Ordinance is adopted without any changes, Ordinance No. 1466 will become effective in 31 days.
ORDINANCE NO. 1466

AN ORDINANCE AMENDING CHAPTER 9-3 OF THE EL SEGUNDO MUNICIPAL CODE IN ITS ENTIRETY REGARDING STREET TREES.

The city council of the city of El Segundo does ordain as follows:

SECTION 1: Chapter 9-3 of the El Segundo Municipal Code ("ESMC"), entitled "Parkway Rules and Regulations," is amended in its entirety as follows:

"CHAPTER 9-3 -- STREET TREES"

9-3-10: PURPOSE.
9-3-20: DEFINITIONS.
9-3-30: DIRECTOR'S AUTHORITY.
9-3-40: DIRECTOR'S DUTIES.
9-3-50: TREE REMOVAL OR MAINTENANCE BY DIRECTOR.
9-3-60: TREE REMOVAL OR MAINTENANCE BY PRIVATE PERSONS.
9-3-70: PROHIBITIONS.
9-3-80: COST RECOVERY.
9-3-90: PRIVATE TREES.
9-3-100: TREE REPLACEMENT.
9-3-110: PERMIT CONDITIONS.
9-3-120: HOUSE MOVING PERMIT.
9-3-130: IMPROVEMENT APPROVAL.
9-3-140: PAYMENTS AND CHARGES.
9-3-150: APPEALS.
9-3-160: TREE TRUST FUND.

9-3-10: PURPOSE. This chapter is adopted pursuant to Article XI, § 7 of the California Constitution for the purpose of enhancing public health, safety, and welfare by regulating the planting and removal of trees, and other vegetation, located within the city's streets and public right-of-ways.

9-3-20: DEFINITIONS. Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this chapter:

A. "Director" means the city manager, or designee.

B. "Trees" collectively means trees, shrubs, and other vegetation.

C. "Public Right-of-Way" means any city street, sidewalk, pedestrian path, bike path or any other "public way," as defined by Streets & Highways Code § 18609, and any successor statute.
D. "Public street" means any city street or public right-of-way including, without limitation, the curb and gutter.

9-3-30: DIRECTOR'S AUTHORITY.

A. Tree Maintenance. The director may direct the manner in which trees, shrubs, and other vegetation are planted, trimmed, pruned, cut, removed, placed, and otherwise maintained in and along all public streets.

B. Kind and spacing of trees. The director will identify the type and variety of trees that may be placed in, upon, or along any street or portion thereof and the distance apart at which such trees will be planted.

C. Improper planting. Whenever any tree is planted or set out in conflict with the provisions of this chapter, the director may remove it in accordance with this chapter. The cost of removal may be charged to the property owner responsible for the planting thereof.

D. Permits. The director will receive applications, issue and revoke permits, and otherwise implement this chapter according to the procedures herein.

9-3-40: DIRECTOR'S DUTIES.

A. Planting trees. The director will cause trees to be planted in, upon, or along the streets of this city in accordance with all applicable laws and encourage the planting, care, and preservation of all such desirable trees.

B. Records. The director will prepare and maintain all necessary maps, plans, and records relating to the various functions carried on under this chapter.

C. Reports. The director will report to the city council annually on the work and activities carried on under the provisions of this chapter. The director will also prepare and properly submit all reports required by law in connection with the planting or maintaining of trees on the streets of this city.

D. Pest control. The director will properly control and remedy, by recognized methods, all insect pests and diseases which, if untreated, may permanently injure, disfigure, or kill any street tree or trees.

E. Tree guards. Tree stakes or guards may be placed around trees, providing the same are near the tree for protecting or training such tree and providing that no hazard to public safety is created.
F. Protection from injury. No person will pile building material, or other material, around any tree, plant or shrub in a street in such a manner that will in any way injure the tree.

G. Landscaping Plans. The director will review landscaping plans for proposed developments and may require that trees be planted in any of the streets, parking lots, and other public places abutting the proposed development in accordance with the City tree policy.

H. Administrative Policies and Procedures. The director is authorized to promulgate administrative policies and procedures to implement this chapter.

9-3-50: TREE REMOVAL OR MAINTENANCE BY DIRECTOR. The director may remove or maintain trees from public streets if the director determines that one or more of the following conditions exist:

A. If a tree is dead, in severe physical decline; or if there is splitting or cracking of major limbs or the tree trunk; or if the tree appears dangerous or obstructive to public safety or travel.

B. If the tree is incurably infected with a disease which will permanently injure, disfigure, or kill it.

C. If there is a conflict between tree roots and sewer lines when:
   1. The street tree is located within ten (10) feet of the sewer lateral;
   2. Tree roots are evidenced by photographs and/or physical inspection of the sewer line as verified by the director; and
   3. Repair methods that allow sewer line repair/replacement to occur with minimal disruption to the tree are deemed inappropriate by the director.

D. If tree growth resulted in sidewalk, curb, or gutter disruption that cannot be reasonably repaired without removing the tree.

E. If the director determines that a specific tree is an inappropriate species, which was not permitted by the city, or conflicts with the city’s tree master plan.

F. When the director determines that tree removal or maintenance is justified to otherwise protect public health, safety, or welfare.

9-3-60: TREE REMOVAL OR MAINTENANCE BY PRIVATE PERSONS. Private persons seeking to remove or maintain a tree from a public street must apply to the director for a
tree permit. The director may issue a permit to such private parties to remove or maintain a tree if all the following apply:

A. Tree removal or maintenance will occur under the direction of a certified arborist and completed by a licensed contractor. Tree removal or maintenance must adhere to standards issued by the International Society of Arboriculture;

B. Trees sought to be removed must meet the criteria set forth in this chapter for removal;

C. All removal or maintenance costs are borne by the permittee. A permittee must submit a refundable $250 security deposit with the City to ensure compliance with this section;

D. A permittee must pay a permit fee to the City in an amount established by City Council resolution;

E. A permittee is required to mail notice to homeowners within fifty feet of the tree proposed for removal informing them of the intent and reason for the removal. The persons have fourteen (14) days to protest the removal to the Recreation and Parks Commission;

F. The permittee complies with all other permit conditions listed in this chapter including, without limitation, entering into a hold harmless agreement with the city;

9-3-70: PROHIBITIONS.

A. It is unlawful to attach or keep attached to any tree, tree guard, or tree stake located within a street, park, or other public place any wire, rope, sign or any other matter without first obtaining a tree permit issued in accordance with this chapter.

B. It is unlawful for any person to plant, prune, deface, destroy, or remove or in any manner injure any tree on any street without first obtaining a tree permit issued in accordance with this chapter.

9-3-80: COST RECOVERY. Except as otherwise provided by this chapter, or when tree removal is requested by a permittee, the city will bear the cost of removing trees and other vegetation under this chapter.

9-3-90: PRIVATE TREES. If any tree standing on private property, but overhanging or extending into any street, is dead, appears ready to fall, is dangerous or obstructive to public safety or travel the director will have the tree or parts of it that are dangerous or obstructive, cut
down and removed in accordance with the nuisance abatement proceedings set forth in this code.

9-3-100: **TREE REPLACEMENT.** Whenever a tree is removed or destroyed pursuant to any tree permit, the permittee must plant another tree, of the kind and size specified in the permit, to replace the one destroyed or removed, within forty (40) days after the permit was issued.

9-3-110: **PERMIT CONDITIONS.** The director may condition a tree permit on the following:

A. That the permittee plant another tree in the place of the one removed or destroyed.

B. That a particular species of tree, as determined by the city’s approved street tree list, be used as a replacement. The director will select the species of tree that may be planted.

C. That the permittee enter into a hold harmless agreement with the city which will, in part, indemnify the city, its officers, employees, and agents, from any liability arising from the permittee’s activities in a form approved by the city attorney.

9-3-120: **HOUSE MOVING PERMIT.** No person will move any building or other object along any street in such manner that trees are injured without first obtaining a permit. If deemed advisable, the director may require any person moving a building or other object into or along a street in this city to furnish a bond in an amount sufficient to cover the damage to or destruction of trees or shrubs on any street.

9-3-130: **IMPROVEMENT APPROVAL.** No improvement will be installed or earth removed which may affect the root system of a street tree, if such improvement or earth removal is to be within six (6) feet of such street tree, without first obtaining a permit.

9-3-140: **PAYMENTS AND CHARGES.** The director, subject to city council approval, will establish charges for obtaining permits under this chapter. Permit charges must be made at the time of issuance. The charges to be made for a permit are to merely cover costs of investigation, supervision or inspection and may be reestablished periodically.

9-3-150: **APPEALS.** The director’s decisions in implementing this chapter may be appealed to the recreation and parks commission. A decision of that commission is final.

9-3-160: **TREE TRUST FUND.** All fees, fines, or assessments as defined in this chapter or the tree policy will be deposited in a Tree Trust Fund and reinvested into the city’s community forest.”

**SECTION 2: CALIFORNIA ENVIRONMENTAL QUALITY ACT EXEMPTION.** This ordinance is exempt from review under the California Environmental Quality Act (California
Public Resources Code §§ 21000, et seq., “CEQA”) and CEQA regulations (14 California Code of Regulations §§ 15000, et seq.) because it establishes rules and procedures to permit operation of existing facilities; minor temporary use of land; ensure maintenance, restoration and protection of the environment; and regulate normal operations of facilities for public gatherings. This Ordinance, therefore, is categorically exempt from further CEQA review under Cal. CodeRegs. Title 14, §§ 15301, 15304(c), 15308, and 15323.

SECTION 3: SAVINGS CLAUSE. Repeal of any provision of the ESMC or any other regulation by this Ordinance 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 4: SEVERABILITY. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 5: VALIDITY OF PREVIOUS CODE SECTIONS. If this 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: The City Clerk must certify as to the adoption of this ordinance and shall cause the summary thereof to be published within fifteen calendar (15) days of the adoption and post a certified copy of this ordinance, including the vote for and against the same, in the office of the City Clerk, in accordance with Government Code § 36993, for the City of El Segundo.

SECTION 7: This Ordinance will become effective on the thirty-first (31st) day following its passage and adoption.
PASSED AND ADOPTED this ____ day of ________, 2011.

________________________________________
Eric Busch, Mayor

ATTEST:

STATE OF CALIFORNIA )
COUNTY OF LOS ANGELES ) SS
CITY OF EL SEGUNDO )

I, Cindy Mortesen, 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 __________________, 2011, 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 ____________ , 2011, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

________________________________________
Cindy Mortesen, City Clerk

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

By: __________________________________
Karl H. Berger, Assistant City Attorney
APP NO.: ________: STREET TREES

I. Purpose

This Administrative Policy and Procedure ("AP&P") is adopted pursuant to El Segundo Municipal Code ("ESMC") § 9-3-40(H) for the purpose of implementing ESMC Chapter 9-3 entitled "Street Trees." The policies and procedures established below are intended to supplement the ESMC's street tree requirements.

II. Applicability

This AP&P applies to the regulations set forth in ESMC Chapter 9-3.

III. Definitions

Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this AP&P. Words and phrases not given a meaning by this AP&P have the meaning set forth in ESMC Chapter 9-3.

A. "Acceptable Tree" means a tree that may be planted within the City's public right of ways. Trees identified within the City's Tree Master Plan are presumptively considered an Acceptable Tree and include the following characteristics:

1. Can grow in a confined area without causing damage to sidewalks and driveways;
2. Are pest and disease tolerant;
3. Require low maintenance and pruning;
4. Are tolerant of El Segundo's climatic zone; and
5. Are aesthetic pleasing.

B. "Undesirable Street Tree" means trees that cause severe damage to sidewalks, curbs, driveways and sewer lines. For purposes of this AP&P, such trees include, without limitation, the following:

1. All ficus trees;
2. All liquidambar trees;
3. All magnolia trees;
ADMINISTRATIVE POLICIES AND PROCEDURES

APP NO.: ____________

4. All carob trees; and

5. All olive trees.

IV. Removal and replacement of street trees

As a street tree is removed, a replacement tree must be planted in the same general location, unless conditions exist that would be detrimental to the tree’s health or public health and safety. Under such circumstances, the director will identify an appropriate location for the replacement tree within the parkway and adjacent to the property where the tree was removed.

V. Property owner request to upgrade size of tree.

A. The City normally plants a 24” box size tree. Upon request, a property owner can pay for a larger tree from the recommended street tree list. The property owner will pay the City of El Segundo the difference between the recommended 24” box size street tree and a larger size tree.

B. In its sole discretion, the City will prune street trees. The property owner is responsible for watering trees.

VI. Choice of tree to be planted

If desired, the property owner will be given a choice of trees that are approved for planting adjacent to a property owner’s address in accordance with the list of recommended street trees.

VII. Planting

The City will select, plant, and pay for street trees. Except as otherwise provided in this AP&P, the City will plant 24” box trees. In general, the City is responsible (in its sole discretion) for proper maintenance of parkway trees. Property owners are responsible for watering trees adjacent to their property.

VIII. Pruning

1. Emergency maintenance (e.g., a downed tree; broken limbs, or property damage) has priority over all other maintenance calls. The City will attend to such maintenance as quickly as practicable.

2. Regular pruning and shaping will be scheduled for City street trees by the director.
3. Wherever possible, mature trees will be trimmed to 13 feet 6 inches above the street and at least 10 feet 6 inches above the sidewalk.

4. Pruning includes the removal of roots, not to exceed 25% of the total root mass, to correct damage to curbs, gutters, sidewalks and driveways.

5. Pruning requests for City street trees may be made by calling the Parks Division at (310) 524-2716.

6. The Parks Division will not “top” trees, i.e., the practice of cutting back large diameter branches of a mature tree to stubs.

IX. Removal

When a request is made for removal of a parkway tree, the director will consider the aesthetic value of the tree to the neighborhood. If the tree is determined to be desirable, all other alternatives to removal will be employed, such as pruning and/or root pruning.

Trees that may be considered for removal include the following:

1. Trees that are dead, diseased, hazardous, conflict with adjacent buildings, trees causing sewer line or other property damage.

2. Trees that hinder a new development or construction project (developers must request a tree be removed by filing a “Request for Tree Removal” at the City Planning/Building Safety Department).

3. The tree is underperforming and has lost aesthetic value and purpose.

4. The Parks Division has responsibility for removing trees.

5. Removal requests may be made by calling the Parks Division at (310) 524-2716.

APPROVED: ________________________________
City Manager

APPROVED AS TO FORM: ________________
City Attorney

Origination: _______
Revised: ________________
AGENDA DESCRIPTION:

Consideration and possible action to add the election of three members of the City Council, one City Clerk, and one City Treasurer to a previously called April 10, 2012 municipal election. (Fiscal Impact: $69,800)

RECOMMENDED COUNCIL ACTION:

(1) Adopt Resolutions;
(2) Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

Draft Resolutions

FISCAL IMPACT: Included in Adopted Budget

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ORIGINATED BY: Cathy Domann
REVIEWED BY: Cindy Mortensen
APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:

At the February 15, 2011 regular meeting, the City Council adopted resolutions calling for an April 10, 2012 municipal election to consider an ordinance amending the El Segundo Municipal Code to transfer all functions of the El Segundo Fire Department to the Consolidated Fire Protection District of Los Angeles County, and requesting that the Los Angeles County Board of Supervisors provide election services to the City for the general municipal election.

To proceed with the regulations set forth by the Government Code and place three Council seats, City Clerk, and City Treasurer seats on the April 10, 2012 ballot, the proposed resolutions should be adopted before the opening of nominations beginning December 19, 2011 and ending January 17, 2012 (extended date January 18, 2012 if an incumbent does not file).
RESOLUTION NO. ______

A RESOLUTION PLACING THREE CITY COUNCIL, CITY CLERK, AND CITY TREASURER SEATS ON THE PREVIOUSLY CALLED APRIL 10, 2012 GENERAL MUNICIPAL ELECTION PURSUANT TO ELECTIONS CODE § 1301.

The City Council of the city of El Segundo resolves as follows:

SECTION 1: Pursuant to Elections Code § 1301, the City Council previously called for a general municipal election to be held in the City of El Segundo on Tuesday, April 10, 2012 for the purpose deciding a local initiative. By this Resolution, the City Council also adds to that election the question of electing three members of the City Council to four year terms; one City Clerk for a four year term; and one City Treasurer for a four year term. The exact form of the questions to be voted on at the election as they should appear on the ballot are as follows:

"FOR MEMBER OF THE CITY COUNCIL – Vote for three"

"FOR CITY CLERK – Vote for one"

"FOR CITY TREASURER – Vote for one"

SECTION 2: The polls will open at 7 a.m. on election day and remain open until 8 p.m.

SECTION 3: The City Council Chamber, 350 Main Street, El Segundo, is designated the Central Counting Place where all ballots of the election will be tallied.

SECTION 4: The Los Angeles County Clerk is authorized to canvass the returns of the Municipal Election. The election will be held in all respects as if there were only one election, and only one form of ballot will be used.

SECTION 5: The City Clerk is authorized, instructed and directed to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 6: This Resolution will become effective immediately upon adoption.
PASSED AND ADOPTED this 1st day of November, 2011.

_________________________________________
Eric Busch, Mayor

ATTEST:

_________________________________________
Cindy Mortesen, City Clerk

APPROVED AS TO FORM:

MARK D. HENSLEY, City Attorney

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

A RESOLUTION ESTABLISHING REQUIREMENTS FOR CANDIDATE STATEMENTS FILED WITH THE CITY CLERK TO BE INCLUDED WITH VOTER INFORMATION FOR AN ELECTION ON APRIL 10, 2012.

The City Council of the city of El Segundo resolves as follows:

SECTION 1: Pursuant to Elections Code § 13307, candidates seeking election to office on April 10, 2012 may prepare a candidate's statement on forms provided by the City Clerk.

SECTION 2: Statements filed in accordance with this Resolution may include the following:

A. The candidate's name, age, and occupation; and

B. A statement consisting not more than two hundred (200) words outlining the candidate's education and qualifications for office.

SECTION 3: The candidate's statement must conform with the following:

A. It may not identify the candidate's membership in any political party or activity in partisan political organization;

B. It must be uniform in type and size and must be presented with block paragraphs;

C. It may not include bolding, underlining, italics, asterisks, or other, similar, type of formatting;

D. It must be typewritten using at least a 12 point font;

E. It must be filed in the City Clerk's office with a candidate's nomination papers;

F. Although it may be withdrawn during the time for filing nomination papers and until 5:00 p.m. the next working day after the close of the nomination period, the statement may not be changed.

SECTION 4: Pursuant to 42 U.S.C. § 1973aa-1a., the City Clerk will:

A. Translate all candidate statements into Spanish;
B. Make translated copies of candidate statements publicly available;

SECTION 5: Candidates filing a statement must pay to the City the following:

A. A fee equal to a candidate's pro rata share of the total actual cost for printing, handling, translating, and mailing candidate statements.

B. At the time of filing a statement, the candidate will deposit $870 ($520 if you do not want your statement printed in Spanish in the voter's pamphlet) with the City Clerk which represents the following estimated costs:

1. The cost of printing the statement in the voter's pamphlet in English: $350;

2. The cost of translating the statement into Spanish: $170; and


C. Should a candidate's actual pro rated cost exceed the amount on deposit with the City Clerk, the candidate will, within thirty (30) days of receiving an invoice, pay the City Clerk any difference between the deposit amount and the actual cost.

D. Should a candidate's actual pro rated cost be less than the amount deposited with the City Clerk, then the City Clerk will refund any overpayment to a candidate within thirty (30) days after the election.

SECTION 6: Candidates may not include any additional materials in the sample ballot package.

SECTION 7: The City Clerk is directed to provide a copy of this Resolution to each candidate, or a candidate's representative, at the time nominating petitions are issued.

SECTION 8: The City Clerk is directed to certify and adopted 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 the minutes of this meeting.

SECTION 9: This Resolution will become effective immediately upon adoption and remain effective unless repealed or superseded.
PASSED AND ADOPTED this 1st day of November, 2011.

_________________________________________
Eric K. Busch, Mayor

ATTEST:

_________________________________________
Cindy Mortesen, City Clerk

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

By: _________________________________________
Karl H. Berger,
Assistant City Attorney
AGENDA DESCRIPTION:
Consideration and possible action regarding approval of a standard professional services agreement with Martin & Chapman Co. for election support and services for the General Municipal Election, April 10, 2012.  (Fiscal Impact: Not to Exceed $36,000)

RECOMMENDED COUNCIL ACTION:
1. Authorize the City Manager to execute a standard professional services agreement with Martin & Chapman Co. to provide election support and services;
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Scope of Services

FISCAL IMPACT: Included in Adopted Budget

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ORIGINATED BY: Cathy Domann
REVIEWED BY: Cindy Mortesen
APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:

For over three decades Martin & Chapman Co. has provided excellent election support to El Segundo. They are well known and trusted for their invaluable election services, supplies and guidance and are utilized by over 200 cities, counties and districts in California and Nevada.

The scope of service includes, but is not limited to, pre-election materials, official ballots, ballot counting equipment, vote by mail ballot tracking system, mailing services, foreign language assistance and translations, legislation updates, professional opinions and election night support. Their Anaheim location allows for timely delivery of supplies, election materials and on-site support.

It is requested that the City again enter into a professional services agreement with Martin & Chapman Co. Their many years of experience with El Segundo, individualized assistance, and excellent customer service will help ensure a smooth election process.
# General Municipal Election

## April 13, 2010

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<td>$12.00</td>
</tr>
<tr>
<td>6</td>
<td>Labels for 1/2 size Voted Ballot Boxes</td>
<td>$0.50</td>
<td>$3.00</td>
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<tr>
<td>6</td>
<td>Seals for Voted Ballot Boxes</td>
<td>$0.50</td>
<td>$3.00</td>
</tr>
<tr>
<td>Description</td>
<td>Unit Price</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>------------</td>
<td>-------</td>
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<tr>
<td>PRECINCT SUPPLIES</td>
<td></td>
<td></td>
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<tr>
<td>Precinct Supply Sets</td>
<td>$110.00</td>
<td>$330.00</td>
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<tr>
<td>Sample Set</td>
<td>$110.00</td>
<td>$110.00</td>
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<tr>
<td>Vote by Mail Canvass Set</td>
<td>$45.00</td>
<td>$45.00</td>
<td></td>
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<tr>
<td>Add'l &quot;Unvoted Ballots&quot; White Boxes for precincts&gt;1300 voters</td>
<td>$3.00</td>
<td>$9.00</td>
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<tr>
<td>Add'l White Box Seals</td>
<td>$0.25</td>
<td>$0.75</td>
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<tr>
<td>Package Precinct Ballots into 2 sets/1 to Precinct, 1 to City Hall</td>
<td>$5.00</td>
<td>$15.00</td>
<td></td>
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<tr>
<td>Sets of &quot;I VOTED&quot; stickers (700 per precinct + sample kit)</td>
<td>$5.00</td>
<td>$20.00</td>
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<tr>
<td>Table Cloths / Colored</td>
<td>$5.00</td>
<td>$10.00</td>
<td></td>
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<tr>
<td>Roster pages / Active &amp; Inactive Voters</td>
<td>voters</td>
<td>$514.93</td>
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<tr>
<td>Street Index pages / Active &amp; Inactive Voters / 4 sets per precinct</td>
<td></td>
<td>$329.16</td>
<td></td>
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<tr>
<td>Election Officer / Inspector's Guidelines &amp; Checklists</td>
<td>$3.00</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>What To Do I's</td>
<td>$3.00</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>Extra Provisional Envelopes</td>
<td></td>
<td>$52.50</td>
<td></td>
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<td>REPORTS</td>
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<td>120 DAYS BEFORE</td>
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<tr>
<td>Voter Identification Report</td>
<td>voters</td>
<td>$283.15</td>
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<tr>
<td>Out of State/Country Voter Labels</td>
<td></td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>54 DAYS BEFORE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voter Identification Report - (54 day reports)</td>
<td>voters</td>
<td>$179.52</td>
<td></td>
</tr>
<tr>
<td>Polling Place Location Report - (54 day reports)</td>
<td>voters</td>
<td>$179.52</td>
<td></td>
</tr>
<tr>
<td>29 DAYS BEFORE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voter Identification Report - (29 day reports)</td>
<td>voters</td>
<td>$179.67</td>
<td></td>
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<tr>
<td>Polling Place Location Report - (29 day reports)</td>
<td>voters</td>
<td>$179.67</td>
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<tr>
<td>VBM TRACKING SYSTEM</td>
<td></td>
<td></td>
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<tr>
<td>Vote by Mail Tracking System / Active and Inactive Voters</td>
<td></td>
<td>$1,196.13</td>
<td></td>
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<tr>
<td>Polling Place Location Module for VBM Tracking System</td>
<td></td>
<td>$180.49</td>
<td></td>
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<tr>
<td>MAILING LABELS</td>
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<tr>
<td>NCOA (National Change of Address) Set-up charge</td>
<td></td>
<td>$75.00</td>
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<td>NCOA Processing for Change of Address</td>
<td></td>
<td>$40.01</td>
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<td>Voter Address Labels / 54 day labels</td>
<td></td>
<td>$748.40</td>
<td></td>
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<tr>
<td>Voter Address Labels / 29 day labels</td>
<td></td>
<td>$202.70</td>
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<tr>
<td>Voter Address Labels / 15 day labels</td>
<td></td>
<td>$202.95</td>
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<tr>
<td>Permanent Vote by Mail Voter Labels (54+29+15 day voters)</td>
<td></td>
<td>$479.75</td>
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<td>Out of State/Country Voter Labels (54+29+15 day voters)</td>
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<td>$28.50</td>
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<tr>
<td>SAMPLE BALLOT / VOTER INFORMATION PAMPHLETS</td>
<td></td>
<td></td>
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<tr>
<td>Sample Ballot Pamphlets / 10.5 of 12 pages</td>
<td></td>
<td>$6,000.00</td>
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<tr>
<td>(this cost excludes pages of candidates statements paid for by candidates, invoiced separately)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICIAL BALLOTS AND SUPPLIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Official Ballots - Typeset Ballot / per side / English only</td>
<td></td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>Official Ballots / Punch Card / Vote by Mail / English</td>
<td></td>
<td>$750.00</td>
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</tr>
<tr>
<td>Official Ballots / Punch Card / Precincts / English</td>
<td></td>
<td>$2,000.00</td>
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</tr>
<tr>
<td>Official Ballots / Punch Card / Test-Dups / English</td>
<td></td>
<td>$75.00</td>
<td></td>
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<tr>
<td>Total Official Ballots</td>
<td></td>
<td>$224.00</td>
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El Segundo Estimate for 2012
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>OFFICIAL BALLOT FACSIMILES</td>
<td></td>
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<tr>
<td></td>
<td>Spanish Facsimile of Official Ballot (typesetting per side)</td>
<td>$300.00</td>
<td>$300.00</td>
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<tr>
<td>25</td>
<td>LAMINATED OFFICIAL BALLOT FACSIMILES FOR PRECINCTS ($60.00 minimum)</td>
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<td></td>
<td>Spanish Facsimile of Official Ballot - laminated</td>
<td>$1.00</td>
<td>$25.00</td>
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<tr>
<td>1</td>
<td>BALLOT COUNTING / ELECTION NIGHT SUPPLIES</td>
<td></td>
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<tr>
<td>1</td>
<td>Election Night Supply Kit</td>
<td>$35.00</td>
<td>$35.00</td>
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<tr>
<td>9</td>
<td>Counted Ballot Seals / 3 per precinct</td>
<td>$1.00</td>
<td>$9.00</td>
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<tr>
<td>1</td>
<td>Ballot Counter Rental w/ Operator / Card 1-side 1</td>
<td>$3,600.00</td>
<td>$3,600.00</td>
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<td>1</td>
<td>Additional Ballot Counter Operator</td>
<td>$650.00</td>
<td>$650.00</td>
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<tr>
<td>3</td>
<td>Add'l Programing to count VBM's/Provisionals by precinct</td>
<td>$20.00</td>
<td>$60.00</td>
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<td></td>
<td>SUBTOTAL</td>
<td></td>
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<tr>
<td></td>
<td>Subtotal / Taxable Items</td>
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<td>$22,764.73</td>
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<td>Sales Tax</td>
<td>0.0975</td>
<td>$2,219.56</td>
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<td>$24,984.29</td>
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<td>MISCELLANEOUS SERVICES</td>
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<tr>
<td>1</td>
<td>Repair/maintenance/re-wrapping of Voting Booths / hour</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td></td>
<td>TRANSLATIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Department of Justice compliance requirements -</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Preparation of additional materials and revision/editing of current materials for Notices, Sample Ballot pages, VBM Materials, and Precinct Supplies into all languages - annual charge per city</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>2</td>
<td>Spanish Translations</td>
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<td>1</td>
<td>Measure Text M &amp; N - Ballot</td>
<td>$85.00</td>
<td>$170.00</td>
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<tr>
<td>1</td>
<td>MAILING SERVICES / SAMPLE BALLOTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>54 Day File transfer to mailer, machine setup</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>1</td>
<td>10688 Postal Address Labels / 20,000</td>
<td>$70.00</td>
<td>$70.00</td>
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<tr>
<td>14</td>
<td>Addressing Out of State &amp; Misc Sample Ballots</td>
<td>$0.50</td>
<td>$7.00</td>
</tr>
<tr>
<td>1</td>
<td>29 Day File transfer to mailer, machine setup</td>
<td>$220.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>54</td>
<td>Affixing Address Labels</td>
<td>$0.50</td>
<td>$27.00</td>
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<tr>
<td>1</td>
<td>15 Day File transfer to mailer</td>
<td>$50.00</td>
<td>$50.00</td>
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<tr>
<td>59</td>
<td>Affixing Address Labels</td>
<td>$0.50</td>
<td>$29.50</td>
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<td></td>
<td>MAILING SERVICES / VOTE-BY-MAIL BALLOTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1819</td>
<td>Addressing PVM Envelopes and labels / 54 + 29 + 15 days</td>
<td>$0.30</td>
<td>$545.70</td>
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<tr>
<td>1775</td>
<td>Inserting PVM Election materials into Outgoing Envelopes/54 day only</td>
<td></td>
<td>$493.75</td>
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<tr>
<td>1</td>
<td>Mail preparation, Postal Documentation</td>
<td>$150.00</td>
<td>$150.00</td>
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<td>CITY CLERK'S VBM'S</td>
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<tr>
<td>1225</td>
<td>Inserting VBM Election materials for City Clerk's issuing</td>
<td></td>
<td>$356.25</td>
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<tr>
<td></td>
<td>POSTAGE ACTIVITY / SAMPLE BALLOTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10619</td>
<td>Postage Received from City / Check # 2575855</td>
<td>($2,532.00)</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Standard Rate Postage - 1st mailing-54 day file</td>
<td>$2,327.82</td>
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<tr>
<td>1</td>
<td>1st Class Postage - 1st mailing -Out of State/Country</td>
<td>$63.50</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>1st Class Postage - 2nd mailing - 29 Day</td>
<td>$56.70</td>
<td></td>
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<tr>
<td>59</td>
<td>1st Class Postage - 3rd mailing - 15 Day</td>
<td>$61.95</td>
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<tr>
<td></td>
<td>Additional Postage Due (Credit for unused postage)</td>
<td>($22.03)</td>
<td>($22.03)</td>
</tr>
<tr>
<td>49</td>
<td>Affix Meter Tape 1st class Postage to Out of State &amp; Misc Pam</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>54</td>
<td>Affix Meter Tape 1st class Postage to Pamphlets-29 day</td>
<td>$0.25</td>
<td>$13.50</td>
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</table>

El Segundo Estimate for 2012
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>59</td>
<td>Affix Meter Tape 1st class Postage to Pamphlets-15 day</td>
<td>$0.25</td>
<td>$14.75</td>
</tr>
<tr>
<td></td>
<td><strong>POSTAGE ACTIVITY / VOTE-BY-MAIL BALLOTS</strong></td>
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</tr>
<tr>
<td>1763</td>
<td>Postage Received from City / Check # 2575856</td>
<td>($770.00)</td>
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<tr>
<td>12</td>
<td>PVM ballots</td>
<td>$594.57</td>
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</tr>
<tr>
<td></td>
<td>(Credit for unused postage)</td>
<td>($143.51)</td>
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</tr>
<tr>
<td>12</td>
<td>Affix Meter Tape 1st class Postage to PVM's - 54 Day file</td>
<td>$0.10</td>
<td>$1.20</td>
</tr>
<tr>
<td></td>
<td><strong>DELIVERY SERVICES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Deliver Sample Ballots to Post Office / 54 days</td>
<td>$450.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>1</td>
<td>Deliver PVM Ballots to Post Office</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>1</td>
<td>Deliver Precinct Supplies &amp; Voting Booths to City Hall</td>
<td>$400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>1</td>
<td>Pickup Precinct Supplies after election from City Hall</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>3</td>
<td>Pickup from &amp; Return to County Warehouse - Ballot Boxes, etc.</td>
<td>$245.00</td>
<td>$245.00</td>
</tr>
<tr>
<td>14</td>
<td>UPS charges</td>
<td>$144.00</td>
<td>$144.00</td>
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<tr>
<td>2</td>
<td>Fed Ex charges</td>
<td>$42.00</td>
<td>$42.00</td>
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<tr>
<td></td>
<td><strong>Total Nontaxable Items</strong></td>
<td></td>
<td>$5,239.11</td>
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**TOTAL DUE THIS INVOICE** $30,223.40

Inflation factor of 3% $906.70
35% increase in PVBM voters $775.00
Additional for Measure $1,500.00

**ESTIMATED AMOUNT FOR 2012** $33,405.10

El Segundo Estimate for 2012
AGENDA DESCRIPTION:
Consideration and possible action regarding 1) Adoption of Resolution for CalPERS Employer Paid Member Contributions (EPMC) for Police Support Services Employees’. Fiscal Impact: Estimated Savings for Fiscal Year 2011-12 of $25,364.

RECOMMENDED COUNCIL ACTION:
1. Adopt the attached resolution.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Resolution for Paying and Reporting the Value of Employer Paid Member Contributions for Police Support Services Employees’.


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

ORIGINATED BY: Lisa Jenkins, Senior Human Resources Analyst
REVIEWED BY: Deborah Cullen, Director of Finance/Human Resources
APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:
The City contracts with CalPERS in order to provide retirement benefits to City employees. The contributions for retirement are broken up into the “Employer Contribution” and the “Employee Contribution.” The Employer Contribution is different for Miscellaneous Employees and Safety Employees and fluctuates from year to year based upon an annual actuarial evaluation. The Employee Contribution remains constant at 7% for Miscellaneous Members and 9% for Local Safety Members. When a City chooses to pay all or a portion of the “Employee Contribution”, this is referred to as an Employer-Paid Member Contribution, or “EPMC”, because the Employer is paying the Member’s Contribution on behalf of the employee. PERS requires that the City pass resolutions for the EPMC payment for each group or class of employment. While the phrase “EPMC” is commonly used to describe the full 7% or 9% Employee Contribution, for PERS purposes, this actually refers to the amount that the Employer is paying on the employee’s behalf. At the Council Meeting of October 18, 2011, the Council adopted four (4) resolutions modifying the EPMC payment for various City groups. As the City has now reached an agreement with the Police Support Services Employees’ Association (PSSEA) in which each PSSEA employee agrees to pay 3% of the Employee Contribution, a resolution is necessary to establish the correct payment of EPMC.
RESOLUTION NO.

A RESOLUTION FOR PAYING AND REPORTING THE VALUE OF EMPLOYER PAID MEMBER CONTRIBUTIONS (EPMC) FOR POLICE SUPPORT SERVICES EMPLOYEES

Be it resolved by the Council of the City of El Segundo as follows:

SECTION 1: The City Council finds as follows:

A. The City Council may implement Government Code § 20636(c)(4) pursuant to Government Code § 20691;

B. The City has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer, and reported as additional compensation;

C. One step in the procedures to implement Government Code § 20691 is for the City Council to adopt a resolution to commence paying and reporting the value of Employer Paid Member Contributions (EPMC) pursuant to 2 California Code of Regulations § 571(a)(1);

D. The City Council identified the following conditions for the purpose of its election to pay EPMC:

   1. This benefit applies to all employees of the Police Support Services Employees' Association (Police Assistant I/II, Police Services Officer I/II).

   2. This benefit consists of the City (Employer) paying 4% of the normal member contributions as EPMC, and reporting the same percent (value) of the compensation earnable (excluding Government Code § 20636(c)(4)) as additional compensation.

   3. The Employee will pay 3% of the normal member contributions.

SECTION 2: The City Clerk is directed to certify the passage and adoption of this Resolution; enter same in the book of original Resolutions; and make a Minute of its adoption in the City’s records and in the Minutes of the meeting when it was adopted.

SECTION 3: This Resolution will become effective on November 5, 2011 and will remain effective unless repealed or superseded.
PASSED AND ADOPTED this 1st day of November, 2011.

Eric Bush, Mayor

CERTIFICATION

STATE OF CALIFORNIA )
COUNTY OF LOS ANGELES ) SS
CITY OF EL SEGUNDO )

I, Cindy Mortesen, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. _____ was duly passed 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 1st day of November, 2011, and the same was so passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
NOT PARTICIPATING:

WITNESS MY HAND THE OFFICIAL SEAL OF SAID CITY this 1st day of November, 2011.

Cindy Mortesen, City Clerk of the City of El Segundo, California
(SEAL)

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

By: ______________________________
   Karl H. Berger
   Assistant City Attorney
AGENDA DESCRIPTION:
Consideration and possible action regarding approval of a Memorandum of Understanding (Labor Agreement) between the City of El Segundo and the El Segundo Police Support Services Employees Association. (Fiscal Impact: Estimated Savings FY 2011/2012 of $57,138)

RECOMMENDED COUNCIL ACTION:
1. Adopt the Resolution approving the Memorandum of Understanding.
2. Alternatively discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Resolution
2. Memorandum of Understanding – Exhibit “A”

FISCAL IMPACT:
Total Fiscal Impact: Estimated Savings FY 2011/2012 of $57,138

Amount Budgeted: None
Additional Appropriation: None
Account Number(s): None

ORIGINATED BY: Deborah Cullen, Finance/Human Resources Director
REVIEWED BY: Deborah Cullen, Finance/Human Resources Director
APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION
Staff and representatives of the El Segundo Police Support Services Employees Association met and conferred pursuant to Sections 3500 et. seq. of the California Government Code, for the purposes of obtaining a labor agreement. Agreement was reached on October 17, 2011.

The Agreement contains the following major provisions:

1. Term – October 1, 2011 to September 30, 2013, with either party’s option to extend to September 30, 2014. Notification to be made no later than March 30, 2013.

2. Employer Paid Member Contribution (EPMC) – Employees will pay three percent (3%) of the EPMC. If in the future the City’s PERS miscellaneous employer contribution rate returns to the FY 2010/2011 percentage, members will receive a three percent (3%) increase to base salary.

3. Vacation Buy-Back – Reduced from a maximum of one hundred percent (100%) of annual vacation accrual to twenty five percent (25%) of annual accrual.
4. Holiday – Removed Friday after Thanksgiving from list of observed holidays and adjusted holiday pay from one hundred and four (104) hours to one hundred and ten (110) hours.

5. Retirement Formula – As soon as practicable, the City shall amend its contract with PERS to establish a two-tier miscellaneous retirement formula of 2% @ 60 for new hires. The contract amendment is contingent upon all “local miscellaneous” employee groups agreeing to the Tier II retirement formula.

6. Limited Layoff language guaranteeing no layoffs will occur unless general fund core gross revenues for any six-month period fall seven and one-half percent (7.5%).

7. Cost of Living Adjustment (COLA) Language – Employees entitled to a Cost of Living Increase if general fund core gross revenues increase by $1.5 million during designated time periods. COLA to be determined by CPI-U for the Los Angeles-Riverside-Orange County region.

8. Sick Leave Payment Upon Separation – Adjusted accrual payment upon separation from eighty percent (80%) to one hundred percent (100%) to bring unit in line with other miscellaneous groups.

9. Sick Leave – Adjusted payment of sick leave from seventy percent (70%) to one hundred percent (100%) for employees with a balance of six hundred (600) hours, to bring unit in line with other miscellaneous groups.

10. Bereavement Leave – Adjusted bereavement from twenty four (24) hours to three (3) working days and from forty (40) hours to one workweek when travel is more than five hundred (500) miles one way, to bring unit in line with other miscellaneous groups.


Clean-up language includes the following:
• Catastrophic Leave Program – Language updated to reflect current City Policy.
• Mandatory Training – Language included to document existing practice.
• Court On-Call Pay and Court Call-Back Pay – Language included to document existing practice.
RESOLUTION NO.__________

A RESOLUTION APPROVING THE MEMORANDUM OF
UNDERSTANDING BETWEEN THE CITY OF EL SEGUNDO,
CALIFORNIA AND THE EL SEGUNDO POLICE SUPPORT
SERVICES EMPLOYEES’ ASSOCIATION BARGAINING UNIT.

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

Section 1: Discussions which have taken place in the Meet and Confer Process have resulted in a mutually agreeable Memorandum of Understanding between the City of El Segundo and this Bargaining Unit.

Section 2: Staff is authorized to implement all terms and conditions of the Memorandum of Understanding between the City of El Segundo and this Bargaining Unit. A copy of the Memorandum of Understanding is attached as Exhibit “A”.

Section 3: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City’s original resolutions, and make a minute of this adoption of the Resolution in the City Council’s records and the minutes of this meeting.

Section 4: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 1st day of November, 2011.

______________________________
Eric K. Busch,
Mayor
CERTIFICATION

STATE OF CALIFORNIA  )
COUNTY OF LOS ANGELES  )  SS
CITY OF EL SEGUNDO  )

I, Cindy Mortesen, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. ______ was duly passed 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 1st day of November, 2011, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

NOT PARTICIPATING:

WITNESS MY HAND THE OFFICIAL SEAL OF SAID CITY this ______ day of ___________, 2011.

Cindy Mortesen, City Clerk
of the City of El Segundo,
California
(SEAL)

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

By: ________________________
    Karl H. Berger
    Assistant City Attorney
Exhibit "A"
MEMORANDUM OF UNDERSTANDING
BEETWEEN
THE CITY OF EL SEGUNDO
AND
THE CALIFORNIA TEAMSTERS, PUBLIC, PROFESSIONAL AND MEDICAL
EMPLOYEES UNION, LOCAL 911 (POLICE SUPPORT SERVICES EMPLOYEES
BARGAINING UNIT)

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MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF EL SEGUNDO
AND
THE CALIFORNIA TEAMSTERS, PUBLIC, PROFESSIONAL AND MEDICAL
EMPLOYEES UNION, LOCAL 911 (POLICE SUPPORT SERVICES EMPLOYEES
BARGAINING UNIT)

ARTICLE 1 - GENERAL PROVISIONS

Article 1.01   **Preamble**

This Memorandum of Understanding (hereinafter "MOU" or "Agreement") is made and
entered into between the CALIFORNIA TEAMSTERS, PUBLIC, PROFESSIONAL AND
MEDICAL EMPLOYEES UNION, LOCAL 911 (POLICE SUPPORT SERVICES
EMPLOYEES BARGAINING UNIT), hereinafter referred to as "Union", and the
management representatives of the El Segundo City Council, hereinafter referred to as
the "City", pursuant to the California Government Code Section 3500 et. seq.

Article 1.02   **Conclusions and Term of Agreement**

The parties have met and conferred in good faith regarding wages, hours and other
terms and conditions of employment and the benefits contained herein are given in
consideration for the various provisions contained herein which may be a change in the
prior employment practices of the City. Further, it is mutually agreed that this
Memorandum of Understanding shall commence on October 1, 2010 and end
September 30, 2013. Either party may request a one (1) year extension of the MOU
provided notice is given no later than March 30, 2013.

This Memorandum of Understanding contains all of the covenants, stipulations and
provisions agreed upon by the parties regarding terms and conditions of employment.
Therefore, for the life of this Agreement, neither party shall be compelled to meet and
confer with the other party concerning any mandatory meet and confer issue which is
covered by this Agreement.

Article 1.03   **Implementation of Agreement**

This MOU shall be jointly presented to the El Segundo City Council for implementation
along with all the ordinances, resolutions and such other additional actions as may be
necessary to implement the provisions of this MOU. If the City Council fails to adopt
the necessary ordinances and resolutions to implement the provisions of this MOU, the
parties agree to meet and confer.

Article 1.04   **Recognition**

The City hereby confirms its recognition of the Union as the exclusive representative of
employees in the Police Department Support Services representation unit, and agrees to meet and confer with the Union on all matters relating to the scope of representation pertaining to the said employees as authorized by the law. The appropriate unit represented by the Union is generally described as all full time permanent Police Department Support Services non-sworn shift schedule employees. This recognition of the Union shall not be subject to challenge except as provided under the provisions of the City's Employer-Employee Organization Relations Resolution #3208. The list of classes within the bargaining unit is attached to this MOU as Appendix A.

Article 1.05 Management Rights

Except as limited by the specific and express terms of this MOU, the City hereby retains and reserves unto itself all rights, powers, authority, duties and responsibilities confirmed on and vested in it by the laws and the Constitution of the State of California and/or United States of America.

The management and direction of the work force of the City is vested exclusively in the City and nothing in this MOU is intended to circumscribe or modify the existing rights of the City to direct the work of its employees; hire, promote, demote, transfer, assign and retain employees in positions within the City, subject to the rules and regulations of the City, discipline employees for proper cause; maintain the efficiency of governmental operations; relieve employees from duties because of lack of work; take action as may be necessary to carry out the City's mission and services in emergencies; and to determine the methods, means and personnel by which the operations are to be carried out, including the right to contract or subcontract any services performed by the City and require overtime work by City employees.

Article 1.06 Union Membership

The City agrees to:

1. Provide official dues deductions for all employees who subscribe to Union membership;
2. Provide official payroll deductions for approved Union insurance and welfare plans, not to exceed five programs;
3. Provide the Union with a list of newly hired employees in the representation unit monthly.

Article 1.07 Organizational Security

Upon approval of this Agreement by the El Segundo City Council, all unit employees who voluntarily became members of Union and those unit employees who voluntarily become members of Union during the term of this agreement shall remain members until the expiration of the agreement. Notwithstanding the above, employees may terminate their Union membership within forty-five (45) calendar days prior to the agreement expiration date. Effective May 1, 2003, a Letter of Agreement between the California Teamsters Local 911/Police Support Services Bargaining Unit and the City of El Segundo regarding implementation of Agency Shop provisions was signed by representatives of the City and the Union. The Union shall indemnify and hold
harmless the City and its Council individually and collectively from any legal costs and/or damages arising from claims, demands, or liability by reason of litigation arising from this article. The Union agrees to pay the City all legal fees and legal costs incurred in defending the City or its officers, employers, or agents against any court action or administrative action challenging the legality or constitutionality of the provisions of this article or its implementation.

Article 1.08  Savings

If any provision or the application of any provision of this MOU as implemented should be rendered or declared invalid by a final court action or decree or preemptive legislation, the remaining sections of this MOU shall remain in full force and effect for the duration of said MOU.

Article 1.09  No-Strike

The Union agrees that during the term of this MOU their members employed by the City of El Segundo will not strike, or engage in any work stoppage or slow down, engage in a concerted failure to report for duty, or fail to perform their duties in whole or in part for the purposes of inducing, influencing or coercing a change in conditions, or compensation, or the rights privileges or obligations of employment.

The Union also agrees that their members employed by the City of El Segundo will not refuse to cross a picket line in the performance of their normal and customary duties nor attempt to influence, either directly, or indirectly, the employees to honor an existing picket line in the performance of their normal and customary duties as employees.

Article 1.10  Non-Discrimination

The Union and the City recognize and agree to protect the rights of all employees to join and/or participate in protected Union activities or to refrain from joining or participating in protected activities in accordance with Government Code Sections 3550 and 3511.

The City and the Union agree that they shall not illegally discriminate against any employee because of race, color, sex, age, national origin, political or religious opinions or affiliations and shall act affirmatively to accomplish equal employment opportunities for all employees. The City and the Union shall reopen any provision of this Agreement for the purpose of complying with any final order of the Federal or State agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement in compliance with State or Federal anti-discrimination laws.

Article 1.11  Steward's Time

Upon timely request and for suitable reasons, the City Manager may authorize release of the Union Steward or his/her authorized representative from normal duties to assist in personnel matters involving Union members.
Article 1.12 **Union Administrative Time**

Union officers and board members will be allowed up to a total of 72 hours as a group per year of administrative leave to attend Union and labor relations seminars or to attend contract negotiation meetings with representatives of the City, when on a scheduled day off/vacation day. All or part of these hours may be used for other conferences or seminars with the approval of the City Manager.

Article 1.13 **Grievance Procedure**

The Union may grieve on behalf of an individual, group of employees or the Union as a whole.

1. **DEFINITION OF TERMS**

   A. **Grievance** - A grievance is an allegation of a violation, misinterpretation or misapplication of a specific written departmental or agency rule or regulation or a specific provision of this MOU. A grievance is distinct from an appeal of discipline which is covered by the Personnel Rules and Regulations (Rule 15 and 16).

   B. **Grievant** - A grievant is an employee or group of employees adversely affected by an act of omission of the agency.

      b. Steps within the Grievance Procedures will be completed within (10) ten working days.

   C. **Day** - A day is a working day.

   D. **Immediate Supervisor** - The first level supervisor of the grievant.

2. **TIME LIMITS**

   A. **Compliance and Flexibility** - With the written consent of both parties, the time limitation for any step may be extended or shortened.

   B. **Calculation of Time Limits** - Time limits for the appeal provided at each level shall begin the day following receipt of a written decision or appeal by the parties.

   C. **Failure to Meet Timeliness** - Failure at any level of this procedure to communicate the decision on a grievance by the City within the specified time limits shall permit lodging an appeal at the next level of the procedure within the time allotted had the decision been given. If the grievance is not processed by the grievant or grievant in accordance with the time limits, the decision last made by the
3. **PROCEDURE**

Grievances will be processed following the procedures set forth below.

A. **Level I** - Within ten (10) days of the date the employee reasonably knew or should have known of the incident giving rise to the grievance, the employee should make an effort to resolve the grievance with the employee's immediate supervisor. The supervisor shall hold discussions and attempt to resolve the grievance within ten (10) days.

B. **Level II** - In the event such efforts do not produce a mutually satisfactory resolution, the employee or employees aggrieved must reduce their grievance to writing and file it with the immediate supervisor. Under no circumstances shall the formal written grievance be filed more than ten (10) days from the date the employee knew or should have known of the incident giving rise to the grievance.

**Procedure for Filing a Grievance**

In filing a grievance, the employee should set forth the following information:

a. The specific section of the Memorandum of Understanding, departmental or agency rules or regulations allegedly violated, misinterpreted or misapplied.

b. The specific act or omission which gave rise to the alleged violation, misinterpretation or misapplication.

c. The date or dates on which the violation, misinterpretation or misapplication occurred.

d. What documents, witnesses or other evidence supports the grievant's position.

e. The remedy requested.

C. **Level III** - If the grievance is not resolved by the immediate supervisor, the grievant may present the grievance in writing to the department head within ten (10) days. The department head will respond in writing within ten (10) days.

D. **Level IV** - If the grievance is not resolved by the department head, the grievant may present the grievance in writing to the City Manager within ten (10) days. The City Manager or designee will
conduct an informal hearing and render a decision. Each party shall have the right to present witnesses and evidence at the hearing. The conclusions and findings of this hearing shall be final.

4. **MATTERS EXCLUDED FROM THE GRIEVANCE PROCEDURE**

   A. The grievance procedure is not intended to be used for the purpose of resolving complaints, requests or changes in wages, hours or working conditions.

   B. The procedure is not intended to be used to challenge the content of employee evaluations or performance reviews.

   C. The procedure is not intended to be used to challenge the merits of a reclassification, lay-off, transfer, denial of reinstatement, or denial of a step or merit increase.

   D. The procedure is not intended to be used in cases of reduction in pay, demotion, suspensions or a termination which are subject to the formal appeal process outlined in Ordinance 586 and the Personnel Rules and Regulations.

5. **CONFERENCES**

   Grievant(s) and City representatives, upon request, shall have the right to a conference at any level of the grievance procedure.

6. **WRITTEN MATERIAL**

   Copies of written material which may be used for disciplinary purposes shall be provided to the employee prior to placement in their official personnel file. The employee shall have the right to rebut any such document and have the rebuttal attached to the document prior to it becoming a permanent part of the employee’s personnel file.

**Article 1.14 Layoff Procedure**

1. **Grounds for Layoff** - Whenever, in the judgment of the City Council, it becomes necessary to reduce the workforce because of a lack of funds, lack of work or reorganization, an employee may be laid off, reduced in classification or displaced by another employee. Such layoff, reduction or displacement shall result from action of the City Manager or his designee. Such action shall not entitle the laid off, reduced or displaced employee to a right of appeal. The City Manager shall recommend to the City Council each classification to be affected by any such change.

2. **Notice to Employees** - The City shall notify the Union thirty (30) days prior
to the implementation of layoffs, to provide for adequate time to meet and confer regarding the impact. An employee filling a full time position shall be given fourteen (14) calendar days prior notice of lay off. Employees transferred, reduced or displaced shall be given five (5) calendar days notice. The City Council may approve a reduction in the notice requirements, if so recommended by the City Manager.

3. **At-Will Employees** - The City Manager retains the right to layoff or alter the work assignment of the following employees at any time without notice or right of appeal: emergency employees, temporary or seasonal employees, part-time employees, original probationary employees, promotional probationary employees and employees designated as at-will. The promotional probationary employee shall revert to his/her previously held classification and position without loss of seniority.

4. **Procedures for Layoff** - A permanent employee in a classification affected by a reduction in force shall be laid off based on seniority in City service, that is the employee with the least City service shall be laid off first, followed by the employee with the second least City service, etc. Seniority shall be determined by hire date and shall mean seniority in City service.

5. **Breaking Ties** - In cases where two or more employees have the same date of hire (i.e. equal seniority), retention points for job performance shall be credited on the basis of the average of the overall evaluation ratings for the last three (3) years in a classification, provided the last rating had been filed at least thirty (30) days prior to the date of the layoff notice. Retention points are as follows:

- "Unsatisfactory" Rating - 0 points
- "Improvement needed" Rating - 6 points
- "Satisfactory" Rating - 12 points
- "Exceeds expectations" Rating - 18 points
- "Outstanding" Rating - 24 points

In the event of a tie in seniority, the employee with the lowest average of retention points shall be laid off first. In the event that one or more of the affected employees do not have a sufficient number of performance evaluations on file, ties shall be broken by a coin toss.

6. **Reduction to a Vacant Position** - An employee designated for layoff as a result of abolition of a position or classification may be offered appointment to a vacant position in a lower classification, if the employee is qualified by education and/or experience for such position. If there is more than one qualified employee to be offered such appointment(s), the offer(s) shall be based on seniority, with the employee with the highest seniority offered the position first, then the next highest, etc. If the employees have the same seniority, then the procedure for breaking ties set forth above shall apply. An employee accepting such appointment
shall be placed on the step for the lower classification most closely corresponding, but in no case higher, than the salary step of his/her previously held position, and the employee will be assigned a new salary anniversary date on the effective date of the appointment.

7. **Displacement Rights** - An employee designated for layoff as a result of abolition of a position or classification may displace ("bump") an employee in a lower classification in which the employee has prior service, provided the laid off person has greater seniority than the employee in the lower classification.

An employee who is bumped shall be laid off in the same manner as employee whose position or classification is abolished.

8. **Salary Placement** - An employee who is assigned to a lower classification as a result of a displacement (bump) shall be placed on the step of the salary range of the new classification which is closest to the compensation of the employee in the previous classification, but in no case higher, and the employee will be assigned a new salary anniversary date on the effective date of the appointment. The employee shall, however, retain seniority while his/her name remains on reemployment list or lists.

9. **Re-Employment List** - The names of permanent employees who have been laid off under this section (including employees who have bumped down) shall be placed, in order of seniority from highest to lowest, on a reemployment list for their classification or any lower classification for which the employee is qualified by education and/or experience. Persons on such lists shall retain eligibility for appointment therefrom for a period of three years from the date their names were placed on the list. As a vacancy within a classification or lower related classification becomes available, the name appearing at the top of the list shall be offered the opportunity to fill the vacancy. The name of an individual selected from the list to fill the vacancy who refuses the re-employment offer shall be permanently removed from the re-employment list without right of appeal. Laid-off employees do not earn seniority credit or benefits while on the re-employment list.

10. **Rights on Re-Employment** - If a person is reemployed by the City within three years, the employee's seniority, sick leave and vacation accrual rates shall be reinstated. Any accumulated sick leave and/or vacation earnings shall also be reinstated to the extent that the employee did not receive compensation for such earnings at the time of lay off. Upon reemployment, employees will be placed on the same salary step held at the time of lay off.

**Article 1.15 Personnel Policies**

1. **Overtime Distribution** - The City shall assign overtime work as equitably as possible among all qualified employees in the same classification in the
same organizational unit. Such overtime work shall to the extent possible be assigned on the basis of volunteers. In the assignment of overtime under this provision, however, management may consider special skills required to perform particular work.

2. Good Friday - Employees shall be entitled to use vacation time for leaves with pay on Good Friday provided such absences are scheduled and approved by the City.

ARTICLE 2 - SALARIES AND BENEFITS

Article 2.01 Cost of Living Adjustment

1. If general fund actual core gross revenues increase by $1.5 million or more in fiscal year 2011-12 compared to fiscal year 2010-2011 and/or by $1.5 million in fiscal year 2012-2013 as compared to 2011-2012, then the employees covered under this MOU will be entitled to a COLA increase effective the pay period including October 1 of the fiscal year immediately following the qualifying fiscal year(s). In other words, if the general fund actual core gross revenues in fiscal year 2011-12 and/or 2012-13 are $1.5 million or more greater than those in the previous fiscal year, the COLA increase will take effect October 1, 2012 and/or 2013. The amount of the COLA increase will be based upon the percentage increase in the Consumer Price Index (CPI-U) in the Los Angeles-Riverside-Orange County geographic area for the twelve month period ending the most recent August 31. Core gross revenues for this section shall mean all revenues except Net of All Transfers, other Licenses and Permits (account numbers: 3400-3499) and Charges for Services (account numbers: 3800-3899).

Article 2.02 Overtime/Compensatory Time

1. Overtime Calculation - An employee who is required to work more than forty (40) hours during any given work week shall be compensated at the rate of one and one-half times his/her regular rate of pay. The City, for purposes of calculating overtime pay, will include holiday, sick leave, compensatory time, and pre-approved vacation leave, as time worked.

2. Compensatory Time - Employees may substitute compensatory time for overtime pay if approved by their Department Head as follows:

A. The employee can maintain up to eighty (80) hours of accrued compensatory overtime at any one time, and carry over unused time from year to year.

B. The employee may use compensatory time in conjunction with normal vacation time with prior approval of their Department Head.

C. The employee can use up to forty (40) hours of compensatory time at any one time.
3. **Cash in of Compensatory Time** – Employees may cash in accrued compensatory time, once per calendar year, at the employee’s current base rate of pay, by notifying the payroll division of their intent to do so no later than November 20th. Payment to the employee will be made on or about the 10th of December.

4. **Recall Minimum Hours** - Employees who are required to return to work at a time other than their scheduled work day shall be compensated for a minimum of four (4) hours work.

5. **Mandatory Training** – Employees who are required to return to work for training at a time other than their scheduled work day or are required to arrive to work for training at a time other than their scheduled work day shall be compensated for a minimum of four (4) hours work.

**Article 2.03 Family Emergency Care Sick Leave Utilization**

The City shall comply with the Federal and State regulations of the Family and Medical Leave Act. Affected employees shall be entitled to utilize six (6) days of accumulated sick leave per calendar year for providing immediate family medical necessity-related care. "Immediate family" shall be defined as including children, parents, siblings, grandparents of the employee, the employee’s spouse or significant other. Utilization of said sick leave shall be contingent upon the employee making application for sick leave use and providing his/her department head with documentation evidencing that the sick leave is to be distributed because of an immediate family member receiving medical attention by any type of health care provider.

**Article 2.04 Uniform Allowance and Replacement**

The City shall pay uniform, clothing, safety and personnel equipment allowance as follows:

A. Police Service Officer I/II and Police Assistants I/II $240 per year or equivalent per month of active duty.

B. Newly appointed Police Service Officers I/II shall be provided with a uniform advance of $110, at the time of appointment.

C. The City reserves the right to provide uniforms in lieu of the allowances provided for herein.

Affected employees occupying the classifications of Police Service Officer I/II and Police Assistant I/II shall have unserviceable uniforms replaced by the City by means of the replacement policies and procedures applicable to sworn uniformed City police personnel. Said replacement policy shall be in addition to any uniform maintenance allowance paid to affected employees.
Article 2.05  **Wellness Program**

The parties shall create during the term of this Agreement a joint labor-management "wellness committee", the purpose of which shall be to inform and educate unit members as to manners in which individual lifestyles can be adjusted to promote health and fitness. Any and all recommendations of the committee shall be advisory only and the composition of the committee shall be as agreed upon by the parties in accord with future organizational meetings to be coordinated by representatives of management and labor.

Article 2.06  **Employee Group Insurance Programs**

1.  **Medical**

   A.  Effective January 1991, the City will contract with the California PERS for the Public Employees' Medical and Hospital Care Program for medical insurance.

   B.  Effective January 1, 2005  the City's contribution for medical and mental health insurance will be equal to the premium cost of full family coverage for the average of the HMO's available to all PERS covered employees in Los Angeles County or $807/month, whichever is higher. (This amount will be known as the "2005 formula"). Effective January 1, 2006, the City shall pay for 80% of the increased premium which exceeds the formula set forth above. Employees shall be responsible for the remaining 20%.

   Effective January 1, 2005, employees may opt out of insurance and receive $250/month in cash. The opt out benefit is only available so long as the city's insurance rate is not adversely affected by the "opt out". The employee must provide verification of alternative coverage in order to opt out and is responsible for the tax consequences of the cash payment. The cash benefit is not subject to PERS retirement credit.

   C.  Effective January 1, 2009, and thereafter, the City's contribution towards medical and mental health insurance will be determined by the average of the Kaiser and Blue Shield HMO family coverage rate (or for the average of the HMO's available to all PERS covered employees in the Los Angeles Area Region consisting of Los Angeles, San Bernardino and Ventura Counties. Any increase in medical costs based on this average, above the rate in effect on January 1, 2008 ($926.20), will be shared 50% by the City and 50% by the employee.

   D.  Effective upon City participation in the Public Employees' Medical and Hospital Care Program the City will initiate a future retiree health insurance contribution program for retirees who participate
in the Public Employees' Medical and Hospital; Care Program. The program will provide for the following maximum contributions:

<table>
<thead>
<tr>
<th>Year of Retirement</th>
<th>Amount of Monthly Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1991</td>
<td>* $16.00</td>
</tr>
<tr>
<td>1992</td>
<td>* 25% of City Contribution made for employee with coverage which is the same as that of the retiree.</td>
</tr>
<tr>
<td>1993</td>
<td>* 50% &quot;</td>
</tr>
<tr>
<td>1994</td>
<td>* 75% &quot;</td>
</tr>
<tr>
<td>1995</td>
<td>* 100% &quot;</td>
</tr>
</tbody>
</table>

*Should the contribution listed be less than $75.00 the retiree shall receive $75.00.

Employees must have a minimum of five (5) years of service with the City in order to be eligible for paid retiree medical insurance.

E. Alternative Medical Plans - During the term of this agreement, the City may reopen the contract in order to consider alternatives to the PERS medical plans. The City agrees that it will only propose plans that provide for a cost-effective, comprehensive medical package for employees and their families (i.e., provides comparable benefits to current plans, including portability (i.e., benefits for retirees)). There will be no change in insurance plans prior to January 2006 without agreement of the parties.

F. Effective October 1, 2007, the maximum future City contribution for medical insurance, for both active employees and retirees, shall be $1600 per month.

2. Dental

During the term of this agreement, the City will pay the premium for City contracted dental insurance for employees and eligible dependents. The City's aggregate contribution for current dental, optical and life insurance shall be capped at $135.00 per employee per month.

3. Optical

During the term of this agreement, the City will pay the premium for City contracted optical insurance for employees and eligible dependents. The City's aggregate contribution for current dental, optical and life insurance shall be capped at $135.00 per employee per month.

Article 2.07 Retirement

1. The City shall provide as deferred compensation a set dollar amount to be
paid toward the employee's contribution to the Public Employees' Retirement System. The dollar amount to be paid as deferred compensation for the term of this agreement shall be an amount equal to four percent (4%) of the sum of the Total earnings less than $133.33 per month. Total earnings less deferred pay and special compensation as defined by CalPERS equals base pay. The City agrees to pay on behalf of the employees covered under this agreement the member contribution on shift differential, uniform allowance and uniform replacement when such benefits are includable as additional compensation for PERS purposes.

2. Effective January 1, 1992 the City's contract with the California Public Employees' Retirement System was amended to add Section 20024.2, One-Year Final Compensation.

3. (a) The City has amended its contract with the Public Employees’ Retirement System (PERS) to provide eligible employees with the benefits of the 2% at age 55 (Modified) retirement plan in accordance with Government Code Section 21354.

(b) Tier II – As soon as practicable, the City shall amend its contract with the California Public Employees' Retirement System (PERS) to implement the 2%@60 retirement formula in accordance with Government Code Section 21353. This new formula shall apply to employees hired on or after the effective date of the PERS contract amendment. Implementation of the PERS contract amendment is contingent upon all “local miscellaneous” employees in the City agreeing to the Tier II retirement formula.

4. The City has amended the contract between the Board of Administration, California Public Employees' Retirement System and the City Council, City of El Segundo to provide Section 21548, "Pre-Retirement Optional Settlement 2 Death Benefit” for bargaining unit members (local miscellaneous membore).

5. (a) Effective the pay period beginning November 5, 2011 through the end of the contract only (September 30, 2013 or 2014), employees agree to pay three percent (3%) (pre-tax) of the employee contribution. If in the future the City's Employer share for the City's 2%@55 Miscellaneous Retirement Tier, i.e. PERS rate, returns to the FY 2010/2011 percentage or lower, all represented classifications will receive a three percent (3%) COLA increase to base salary.

Article 2.08 Differential Pay

Shift Differential – Effective on the first day of the pay period in which ratification occurs, employees shall be entitled to shift differential pay of 5% for swing shift and 8% for graveyard for the total number of hours
worked during any shift when a minimum of four (4) hours of an employee's shift occurs during the swing shift (shift begins on or after 1000 hrs.) or graveyard shift (shift begins on or after 1800 hrs.), as applicable. Effective January 1, 2005, employees may not work the same bid shift for more than 18 months.

Animal Control Differential - Effective October 15, 2000, Police Service Officers who are specifically assigned to perform "animal control" duties during a shift, who perform "animal control" duties on an emergency basis during a specific shift, or who perform "animal control" duties during a specific shift when no employee is specifically assigned to perform "animal control" duties shall receive differential pay in the amount of twenty dollars and twenty-six cents ($20.26) for each specific shift in which they meet any of these qualifications. (See Appendix E for side letter.) Animal Control Differential Pay does not apply to a Police Service Officer II.

Article 2.09 **Computer Purchase Program**

1. Contingent upon the City determining that sufficient funds exist for said purpose, provision to each affected employee of a maximum $4000.00 cumulative interest free loan for an initial purchase of personal computer hardware, software and ergonomic-related furniture and equipment. An employee with an outstanding balance on a prior computer loan as of July 1, 1998 will have that amount currently due from the previous loan subtracted from the amount the employee can borrow interest free under this program.

2. Subsequent loans or amounts in excess of the above maximum interest free loan, would be at an interest rate of 3%. All loans would include a 35-month repayment term.

3. Anti-virus software shall be required as a prerequisite in granting requested loans.

4. The City's determination in this regard is not subject to administrative or judicial appeal. Loans shall be repaid through payroll deductions over a three year period. Outstanding loan balances must be paid off at the time an employee separates from City service and the City shall be authorized to recover any loan balance by making deductions from the employee's final check.

5. The City would retain title, as security, to any equipment purchased with funds from the above described loans, until such time as the loan is fully paid off. The City is to be notified of any exchange or updating of equipment.
Article 2.10 **Sick Leave**

1. **Sick Leave Accumulation** - Employees shall receive one (1) eight (8) hour day accumulation for each month’s service not to exceed a maximum of 600 hours. Current employees with more than 600 hours of accumulated sick leave will be allowed to utilize that amount as their personal sick leave cap throughout the remainder of their service with the City.

2. **Sick Leave Payment Upon Separation** - Affected employees having a minimum of 5 years of service will be paid for 50% of their unused sick leave upon death or termination. Employees shall receive 100% of their unused sick leave upon a service or disability retirement.

3. **Sick Leave - Payment of One-Half of Accrual** - On the first day of December of each year, employees who maintain a balance of 600 hours of sick leave accrual shall be paid for one hundred percent (100%) of sick leave accumulated and not used during the preceding twelve-month period. Payment shall be made on or before December 10th.

4. **Sick Leave Accrued - Payment on Termination Prior to December 1st** - Employees who terminate prior to the first day of December while maintaining a balance of more than 600 hours of sick leave shall also be paid seventy percent (70%) of their unused accrued sick leave accumulated since the preceding December 1st.

5. **Sick Leave Certification** - Any employee taking sick leave shall, upon his or her return to work, sign a statement certifying the reasons for such sick leave. Employees absent forty or more consecutive hours must submit a statement from a doctor that the employee was under his care and is able to return to work. Upon the recommendation of a Department Director or his/her designee the City Manager or the Director of Human Resources may, before allowing such leave or before permitting an employee to return to work, require submission of a doctor’s certificate for any absence. Any employee who makes a false claim to sick leave or who refuses to cooperate in an investigation by the City of his or her claim shall be subject to disciplinary action.

In addition to the above, after an employee has used seventy-two (72) hours or more of sick leave during the employee’s 12-month annual performance evaluation period, the employee’s department head may require, for each sick leave absence thereafter during the year, that the employee provide a statement from a doctor verifying that the employee was under a doctor’s care during the absence and that the employee is now able to return to work. In accordance with Labor Code Section 234 use of family sick leave will not be included when determining whether an employee has exceeded the 72 hour threshold set forth above.

6. **Sick Leave Requests** - Requests for sick leave benefits will not unreasonably be denied. Employees agree not to abuse the use of sick
leave.

Article 2.11  **Flexible Spending Account**

The City will implement a Flexible Spending Account pursuant to the terms and conditions of this plan no later than January 31, 1969.

Article 2.12  **Bereavement Leave/Emergency Leave**

A. **Bereavement Leave** - An employee shall be granted three (3) working days if he/she is traveling less than five hundred (500) miles one way as measured from El Segundo City Hall. An employee shall be granted one (1) workweek if he/she is traveling more than five hundred (500) miles one way as measured from El Segundo City Hall. Additionally, the definition of the "immediate family" whose funeral or memorial proceeding qualifies for the use of bereavement leave, shall include the children, parents, siblings, grandparents of the employee, the employee's spouse or significant other.

2. **Personal Emergencies** - Employees, upon request, shall be entitled to utilize vacation, Personal Leave Day/Floating Holiday or accumulated compensatory time off for bona fide and substantiated personal emergencies, i.e. serious illness of immediate family members, and cases of extreme and unusual hardships of an emergency nature. In certain circumstances, notification requirements may be waived.

Article 2.13  **Step Advancement**

1. **Step Advancement Basic Salary Schedule** - The advancement of a new employee from Step A shall be on the new employee's anniversary date which is established as the day immediately following satisfactory completion of his or her first six months' service; Steps B, C, and D contemplate one year's service in each of such classification subject to the limitation of Section F below and the advancements therefrom shall be on the anniversary date of the employee; Step E contemplates continued service in such classification until further advancement is indicated by reason of longevity.

Notwithstanding the above, a supervisor may recommend to the department head that an employee receive an accelerated advancement of part or all of the next salary step B, C, D, or E (excluding Longevity Pay Steps), based on exemplary job performance. If the department head concurs, he/she shall submit a written report on the prescribed form to the Director of Human Resources citing specific examples of work performed by the employee that consistently exceeds expectations and warrants approval of part or all of the next salary step prior to the employee's anniversary date. The Director of Human Resources shall submit the request along with a recommendation for action by the City Manager. Recommended accelerated salary increases shall be in whole percentages ranging from 1-5%. An employee may receive more than
one salary step advancement, but in most cases the total granted shall not exceed 5% in a twelve (12) month period. The accelerated salary advancement(s) shall not change the affected employee's anniversary date. In no case shall an employee receive compensation that exceeds the E-step of their respective salary range.

2. **Class Series Classifications** - Notwithstanding the provisions of Section A, the following classes:

   Police Assistant I/II
   Police Service Officer I/II

The classifications listed above shall be described as class series classifications and shall be paid at either of two different salary range levels assigned to each class.

In each of these classes, entry level may be made at two different work performance, skill, and assigned responsibility levels corresponding to the two different salary range levels. When entry is made at Level I, the employee shall progress through steps of the range assigned to that level in the manner described in Section 1, except as noted below. When entry is made at Level II, the employee shall advance through the steps of the range assigned to that level in the same manner as described in Section 1.

Every person employed at Level I shall be eligible to advance to Level II without regard to the number of other employees at either of the levels or budget limitations. To assure the latter, class series positions shall be budgeted at Level II in all cases. Merit considerations, as clarified by the factors listed below, shall be the exclusive basis for advancement to Level II.

When a person is employed at Level I, such employee may be advanced to Level II upon a determination by the Department Head and approval of the Director of Human Resources that the employee's work performance, skill development, and demonstrated ability to perform higher level duties causes his/her assignment to Level II to be appropriate. No employee shall be advanced to Level II without such an evaluation.

In making the determination to advance to Level II according to the above-noted factors, such determination shall not be made simply by subjective evaluation but shall be upon a finding that the employee's work performance meets specific criteria developing from the following factors, among others deemed appropriate:

   Length of service at Level I;
   Acquisition of specialized skills required of the position;
   Achievement of specific job-related goals and objectives during a
specified period of time;
Increased ability to work without close supervision;
Ability to exercise increased individual judgment;
Ability to provide leadership and guidance to less experienced employees;
Ability to understand and properly apply departmental rules;
Ability to produce work which is acceptable both in terms of quality and quantity and which represents at least the average level of work produced by other Level II employees.

Specific criteria for advancement within a class series shall be prepared jointly by each Department Head and the Director of Human Resources. Such criteria shall be approved by the City Manager. No employee shall be advanced from Level I to Level II except upon recommendation of the Department Head and approval of the City Manager.

Whenever an employee is moved from Level I to Level II, such employee shall be compensated at the lowest rate of compensation provided for in the higher Level II salary range which exceeds by not less than five percent the rate of compensation received by said employee at the time of assignment to Level II, unless otherwise ordered by the City Council. While occupying a position assigned to a class series classification, an employee shall serve only one probation period.

3. **Longevity Pay** - Employees to whom this Chapter applies who are eligible to receive longevity pay shall receive longevity pay based upon an overall rating of "standard" or higher as determined by the employee's performance evaluation. If the employee fails to qualify for longevity pay because of failure to have attained a "standard" or higher rating, and the employee's overall performance subsequently improves to at least a "standard" level, the longevity pay increase shall be granted upon the issuance of a satisfactory performance report.

4. **Step Advancement - Anniversary Date** - An employee advanced from any range to another range of the Basic Salary Schedule shall receive a new anniversary date which is the date of the change. If the employee's anniversary date falls in the first week of the pay period, the effective date of the increase will be the first day of that pay period; if the effective date falls on the second week of the pay period, the effective date of the increase will be the first day of the following pay period. Other changes in salary, unless specifically directed by the Council, shall not change the anniversary date, except for promotions made in accordance with the Personnel Merit System Ordinance or the Personnel Rules and Regulations. The City Council reserves the right, at any time, and in its
sole discretion, to change the range number assigned to any officer or employee and to determine the particular step in any range number which is to be thereafter assigned to any such officer or employee, subject to meet and confer with the Union. Notwithstanding the above, an employee in a classification under Section B shall not be assigned a new anniversary date when he/she is advanced from Level I to Level II in that same classification.

5. **Increases on Merit - Basic Salary Schedule** - An employee shall be eligible for advancement to a higher step on the basis of service time as described in Section A and satisfactory performance of duties. An employee will be presumed to merit an increase unless his or her Department Head, with the concurrence of the Director of Human Resources notifies the employee in writing no later than the end of the pay period which begins after said employee’s anniversary date that the increase should be withheld, stating reasons. The reasons shall be provided to the employee in writing. If the employee’s performance subsequently improves to a satisfactory level, the step increase will be granted and the date of increase will become the employee’s anniversary date.

**Article 2.14 Minimum Service with City of El Segundo to Receive Pay for a Designated Percentage of Accumulated Sick Leave**

Employees who retire must have been employed for a minimum of five (5) years with the City of El Segundo in a classification covered by this Agreement in order to receive pay for unused sick leave balance.

**Article 2.15 Workers’ Compensation Provisions**

A. Permanent employees who are members of the Public Employees’ Retirement System and who receive injuries that are compensable under the California Workers’ Compensation Laws (other than those to whom the provisions of Section 4850 of the Labor Code apply) shall be entitled to receive:

1. Seventy-five percent of the employee’s regular salary for any so-called waiting period provided for in the Workers’ Compensation Laws.

2. Thereafter, for a period of up to one year, or until earlier retirement on disability pension or a finding of permanent and stationary disability by a medical doctor, the difference between seventy-five percent of the employee’s regular monthly salary and the amount of any temporary disability payments under the California Workers’ Compensation Laws. Such payment shall cease when the employee receives a permanent disability award or is physically able to return to work.

3. These payments shall be provided without deductions for State or Federal Income Taxes, to the extent allowable by the Internal Revenue Service.
B. In the event an employee is physically injured in the line of duty while involved in animal control, or the detention, transportation, or any other interaction with an inmate/detainee and such injury results in loss of time, the City shall compensate the employee for one hundred percent (100%) of time lost from work for the first thirty (30) calendar days.

In order for an employee to be posted in the payroll book as being off-duty due to an IOD, the employee must have been injured on-duty or contracted an illness determined to be work related, sent to the appropriate doctor, and relieved of further duty for a period of time specified by the examining doctor.

Until such certification is made, employees shall be posted as being off sick and upon such certification shall have their sick time restored.

Article 2.16 **Holidays**

1. **Holiday Schedule** - The following Days shall be considered as holidays for City employees:
   - January 1st
   - The third Monday in January (Martin Luther King Jr. Day)
   - The third Monday in February (President's Day)
   - The last Monday in May (Memorial Day)
   - July 4th
   - The first Monday in September (Labor Day)
   - November 11th (Veteran's Day)
   - Thanksgiving Day
   - December 24th
   - December 25th
   - December 31st

2. **Holiday Pay** – Police Assistant I/II and Police Service Officers I/II who regularly are required to work on holidays, as is the current practice, shall be paid for one hundred and ten (110) hours in lieu of holidays on or about the 10th of December.

Article 2.17 **Life Insurance**

The City will provide a $20,000 Life Insurance policy for each employee.

Article 2.18 **Vacation**

Employees shall receive either:
ORIGINAL ACCRUAL SCHEDULE

1. Twelve working days per year with full salary for the first seven years of continuous service with the City.

2. Seventeen working days per year with full salary after seven years and until the completion of fourteen years of continuous service.

3. Twenty-two working days per year with full salary after fourteen years of continuous service.

OR

ALTERNATIVE ACCRUAL SCHEDULE

1. Twelve days per year from commencement of the first year of service through and including completion of the fifth year of service.

2. Fifteen days per year upon commencement of the sixth year of service through and including completion of the tenth year of service.

3. Eighteen days per year upon commencement of the eleventh year of service through and including completion of the fifteenth year of service.

4. Twenty-two days per year upon commencement of the sixteenth year of service and for all years of service thereafter.

An employee desiring to participate in the "alternative" accrual schedule shall so advise Human Resources Department in writing of their election, no later than October 19, 1994. Failure to advise of an election to accrue vacation pursuant to the alternative schedule shall result in the employee continuing to accrue vacation on the "original" schedule. An election to accrue vacation on the alternative schedule or maintenance of accrual pursuant to the original schedule, shall be irreversible.

For this article, the term "day" shall be the equivalent of eight hours. Vacation time shall accrue on a monthly basis. Vacation leaves may be taken only after an employee has completed one year's continuous service.

Article 2.19  Vacation Time Accumulation and Sale

Vacation time shall be accumulated from date of last continuous permanent employment. All vacation shall be taken at such times as are agreeable to the head of the department and approved by the City Manager. Earned vacations shall not be accumulated for a longer period than for two years' service.

For the duration of this agreement only, an employee may sell back twenty five percent (25%) of his/her accumulated annual vacation accrual, to which they are entitled by
length of service. Each employee may sell back vacation once per calendar year and only during the first two-weeks of December.

Article 2.20  **Vacation Time Accrual - For Temporary Industrial Disability**

Notwithstanding the provisions of Article 2.19, employees on temporary industrial disability may accrue vacation time for longer than two years.

Article 2.21  **Long Term Disability Plan**

The City will add all unit members to its currently existing Long Term Disability Plan.

Article 2.22  **Direct Deposit**

It is agreed between the City and Union that it is in the mutual interest of the City and its employees that all covered employees utilize the currently available direct deposit system. Employees who do not desire to utilize direct deposit shall make their wishes known in writing to the City's Director of Human Resources, together with a statement of their reasons therefore. Requests for exceptions to this direct deposit policy shall not be unreasonably denied.

Article 2.23  **Promotional Examinations**

For the purpose of interpreting Section 2.28.080(B) of the El Segundo Municipal Code, entitled "Examinations", the City agrees that a sufficient number shall be three (3) eligible, qualified applicants who have indicated an interest in a particular promotion in writing to the Director of Human Resources.

Examinations may be specified by the Personnel Officer, as promotional only, as open only, or as both open and promotional.

Article 2.24  **Standby Duty**

1. Standby duty is the time that employees, who have been released from duty, are specifically required by their supervisor to be available for return to duty when required by the City. During standby, employees are not required to remain at their City work station or any other specified location. Standby duty employees are free to engage in personal business and activities. However, standby duty requires that employees:

   A. Be ready to respond immediately.

   B. Be reachable by paging device or telephone. The City may, in its' discretion, provide a paging device, e.g., a beeper, to an assigned standby duty employee.

   C. Be able to report to work within one (1) hour of notification.

   D. Refrain from activities which might impair their ability to perform
assigned duties. This includes, but is not limited to, abstaining from the consumption of any alcoholic beverage and the use of any illegal drug or incapacitating medication.

E. Respond to any call back during the assigned standby duty.

2. As with any City equipment, any paging device assigned to an employee is the responsibility of the standby employee during standby assignment. The employee is liable for loss or damage to the paging device, which is caused by the employee’s negligence or intentional acts.

3. Failure of an employee to comply with the provisions of standby duty may subject the employee to discipline, up to and including termination of employment with the City.

4. For each assigned period of standby duty employees shall be provided two (2) hours of pay per day.

5. Employees recalled to duty shall receive a minimum of four (4) hours of recall pay.

6. An employee who uses sick leave or vacation leave during a standby period, occurring on or after, October 15, 2000, shall not be provided any form of compensation for the standby period, unless the employee’s department head approves, in writing, the provision of the normal standby period compensation.

Article 2.25 Educational Incentive Pay

Eligible employees shall be entitled to receive educational incentive pay. The educational incentive shall be equal to two and one-half percent (2.5%) for Associate degrees and five percent (5%) for Bachelor’s degrees. The incentive is paid on the employee’s base salary and shall be paid at the same times and in the same manner as base salary. Educational incentive pay is reported as compensation to PERS. Eligibility for educational incentive pay is limited to those employees who (a) are working in a job classification that does not require a bachelor’s degree or higher degree to qualify for the classification and (b) were awarded such degree in one of the majors which had been approved by the Police Chief, in writing, prior to admission of the specific employee into that major.

Article 2.26 Longevity Pay

Effective October 1, 2007, employees shall be entitled to the following longevity pay based on full-time, job related law enforcement experience:

a. Completion of 5 years of service - 1.5% above base pay
b. Completion of 10 years of service - 3.0% above base pay
c. Completion of 15 years of service - 7.0% above base pay
d. Completion of 20 years of service - 8.75% above base pay
Longevity Pay is reported as compensation to PERS.

Article 2.27 **Training Pay**

The Department agrees to increase the base salaries of Police Services Officers and Police Assistants by four and one-half percent (4.5%) while assigned training responsibilities.

Article 2.28 **Court On-Call Pay**

A. Except as set forth below, off-duty personnel who are placed in an on-call status for court during either the morning or the afternoon session will receive three (3) hours of paid overtime at a rate of time and one-half his/her regular rate of pay as defined in this MOU for each session the employee is in an on-call status. Off-duty personnel who are placed in an on-call status for court during both the morning and the afternoon sessions will receive six (6) hours of paid overtime at a rate of time and one-half his/her regular rate of pay.

Employees will not receive on call pay if they are:

1. Called into court that session (in which the employee will receive call-back pay).
2. Ordered to report to work
3. Already receiving pay from the City for any other reason (e.g. IOD, administrative leave, etc).

B. Employees shall not have the option of reporting to work in lieu of being in an on-call status.

C. Employees who are in an on-duty status are not eligible for court on-call pay.

D. Employees entitled to court on call pay shall accrue "limited use" time off in lieu of pay.

Article 2.29 **Court Call-Back Pay**

A. An employee called into court while off-duty shall be paid overtime for all time served plus travel time or three (3) hours at time and one-half, whichever is greater. "Off-duty" for the purposes of this section means the officer is not on duty, on paid administrative leave, on paid IOD leave, or being paid for any other reason.

B. Employees entitled to court on call pay shall accrue "limited use" time off in lieu of pay.
ARTICLE 3 - OTHER PROVISIONS

Article 3.01 Drug-Free Workplace Statement and Substance Abuse Policy

The parties have met and conferred in good faith regarding the adoption of a Drug-Free Workplace Statement and Substance Abuse Policy dated July 1, 2008, and the same shall be implemented concurrent with the adoption of this MOU.

Article 3.02 Smoking Policy

The parties have met and conferred in good faith regarding the adoption of a non-smoking policy dated October 5, 1994, and the same shall be implemented concurrent with the adoption of this MOU.

Article 3.03 Education Reimbursement

1. Reimbursement Procedures - Permanent employees may participate in the City's Educational Reimbursement Program.

2. Repayment Upon Termination - Employees who participate in the Educational Reimbursement Program will be required to sign the following agreement:

"I certify that I have successfully completed the course(s), receiving a grade of "C" or better. A copy verifying this grade is attached. I agree to refund the City or have deducted from my final paycheck any educational reimbursement funds received under this program if I should leave the City's employ, voluntarily or through termination with cause, within one year after completion of the course work for which I am to receive reimbursement. The amount of refund shall be determined in accordance with following schedule:

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3. Eligible employees may receive no more than one thousand seven hundred fifty dollars ($1,750.00) per calendar year under this program.
Article 3.04  **Catastrophic Leave Bank**

The City shall institute a catastrophic leave bank as follows:

1. **Purpose** - To establish a program whereby City employees may donate accumulated time to a catastrophic sick leave bank to be used by permanent, part-time and full-time employees who are incapacitated due to a catastrophic illness or injury.

2. **Definition** - A catastrophic illness or injury is a chronic or long term health condition that is incurable or so serious that, if not treated, it would likely result in a long period of incapacity.

3. **Procedures**

   A. There is established a joint-employer/employee committee composed of an individual from each recognized employee organization and a representative of City Administration charged with administering the Catastrophic Leave Bank.

   B. Employees may transfer sick leave, vacation or compensatory leave to the Catastrophic Leave Bank to be donated to an employee who is experiencing catastrophic illness and has exhausted all personal sick leave. Such a transfer can be made on July 1 of each year on forms provided by the City of El Segundo. The employee to receive the donation will sign the "Request to Receive Donation" form allowing publication and distribution of information regarding his/her situation.

   C. Sick leave, vacation and compensatory time leave donations will be made in increments of no less than one day. These will be hour for hour donations.

   D. Employees must hold a minimum of one hundred (100) hours of accumulated illness/injury leave after a donation has been made.

   E. The donation of time is irrevocable. Should the recipient employee not use all of the donated time for the catastrophic illness or injury, any balance will remain in the Catastrophic Leave Bank to be administered by the committee and utilized for the next catastrophic leave situation.

Article 3.05  **Temporary Service in a Higher Classification**

When an employee is qualified for and is required for an appreciable period of time to serve temporarily in and have the responsibility for work in a higher class or position, when approved by the City Manager, such employee, while so assigned, shall receive the entrance salary rate of that class or whatever step thereof that is not less than five
percent above his or her present rate, whichever is higher. For the purpose of this section, “applicable period of time” is defined as ten consecutive working days (eight working days if on four-ten plan) or longer.

Article 3.06  Promotions

In all cases where an employee promoted to a classification in for which a higher rate of compensation is provided, then such employee so promoted shall enter into such higher classification at the lowest rate of compensation provided for such higher classification which exceeds by not less than five percent the base rate of compensation, excluding special assignment pay, received by said employee is such given classification at the time of such promotion, unless otherwise ordered by the City Council. All supervisors shall be paid a base rate not less than the next higher base rate than any of their subordinates. In the event that a supervisor is paid a base rate of pay equal to or lower than one of his regularly assigned subordinate’s base rate, the supervisor’s base rate shall be advanced to a step in his/her salary range which is next higher than any subordinate’s base pay exclusive of longevity pay, educational incentive pay, and special assignment pay.

Article 3.07  Termination Pay

Upon termination of employment during a pay period, pay shall be prorated and paid for each day worked in said pay period and the terminal salary warrant shall include accrued vacation pay to the time of termination.

Article 3.08  Jury Duty

Employees shall be entitled to a leave of absence for jury duty subject to compliance with all of the following conditions.

A. The employee must provide written notice of the expected jury duty to his or her supervisor as soon as possible, but in no case later than 14 days before the beginning of jury duty.

B. During the first two weeks of jury duty, an employee shall be entitled to receive his or her regular compensation.

C. For any portion of jury duty that extends beyond the first two weeks, such extended jury duty period shall be without pay.

D. Any compensation for the first two weeks of jury duty, except travel reimbursement pay, must be deposited with the Director of Human Resources.

E. While on jury duty, the employee must report to work during any portion of a day that the employee is relieved of jury duty for three or more consecutive hours.
F. The employee must provide documentation of his or her daily attendance on jury duty.

Article 3.09 Physical Examinations

The City will allow up to two (2) days of accumulated sick leave per year to be used for purposes of physical examinations, subject to submission of a doctor's verification. The City further agrees that requests for sick leave benefits will not unreasonably be denied.

Article 3.10 Joint Labor Management Team

Pursuant to the meet-and-confer process for 1997-98, it was agreed upon that representatives of the City and the Union shall create joint labor management teams to foster improved communication and productivity.

Article 3.11 Disciplinary Action - Authority to Take

Modify Personnel Rule 14.4 to include the following:

1. Prior to making a final decision to take disciplinary action involving suspension, demotion, dismissal or reduction in pay, the City Manager shall give written notice of the proposed action to the concerned employee. The notice shall include a statement of reasons that a disciplinary action is being proposed and shall include a copy of the charges being considered by the City Manager. Except when of a confidential nature, the supporting documentation will be provided with the written notice to the employee. A written notice delivered to the employee's last known address shall constitute adequate notice.

Article 3.12 Policies

The parties have agreed upon an Occupational Injury and Illness Policy, dated June 23, 2004.

Article 3.13 No Layoffs

1. The City agrees to guarantee that no layoffs of unit members will occur during the term of this MOU unless at any time during the term of the contract the general fund actual core gross revenues as defined in Article 2 for any six month period fall seven and one half percent (7.5%) below the prior fiscal year actual core gross revenues for the same six month period.

2. Before instituting any layoffs the City will agree to meet and confer in good faith with the Association to explore alternative cost saving approaches.
For the Police Support Services Employees' Association:

Larry Harrington, Steward

For the City:

Doug Willmore,
City Manager

Deborah Cullen,
Director of Finance/Human Resources

Gregorio Daniel,
Teamsters' Business Representative

Martha A. Dijkstra
Human Resources Manager

Date 10/20/11

Date 10/20/11
APPENDIX A

BARGAINING UNIT CLASSIFICATIONS

Police Assistant I/II
Police Service Officer I/II
Appendix B

Side Letter Agreement to the 2007 – 2010 Memorandum of Understanding between the City of El Segundo and the El Segundo Police Support Services Employees Association

This side letter memorializes an agreement reached between the City of El Segundo and the El Segundo Police Support Services bargaining unit represented by California Teamsters Local 911 to reflect an agreement regarding the terms and conditions of employment for members of the bargaining unit. All other terms and conditions of the 2007 – 2010 Memorandum of Understanding shall remain in full force and effect.

The parties agree to the following:

1) Any reference to animal control duties in the Police Service Officer I class specification does not apply to the following personnel: Julio Martinez, Dean Sumi, Paul Saldana or Jan Mitsuda. However, if any of the listed personnel choose to perform animal control duties this side letter agreement would not preclude them from doing so. Nor does it preclude any of the listed personnel from promoting to the Police Service Officer II classification once they have met the minimum qualifications.

2) The City agrees to continue the Police Department’s current practice of not scheduling employees in the job classification of Police Assistant I/II to work on Thanksgiving Day or Christmas Day. This practice is subject to the emergency and/or operational needs of the Department.

For the El Segundo Police Support Services Employees Association

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date:________________________

For the City of El Segundo

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date:________________________
AGENDA DESCRIPTION:
Consideration and possible action regarding a resolution establishing a new unrepresented group of employees “Executives” for the Nationwide Retirement Solutions Governmental Deferred Compensation Matching Plan and Trust Plan. Fiscal Impact: None.

RECOMMENDED COUNCIL ACTION:
1. Adopt the attached Resolution.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Proposed Resolution.

FISCAL IMPACT: None

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

ORIGINATED BY: Julie DeZiel, Human Resources Analyst
REVIEWED BY: Deborah Cullen, Director of Finance/Human Resources
APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:
Effective August 27, 2011, an “Executive” group of employees was designated. This group encompasses non-represented, at-will classifications including City Manager, Assistant City Manager, and Department Heads. Previously, these classifications were part of the larger Management/Confidential group.

The Nationwide Retirement Solutions Governmental Deferred Compensation Matching Plan and Trust Plan will be amended to establish “Executives” a separate group. The employer match to “Executives” 401(a) deferred compensation account will continue to be five percent (5.0%) of the employee’s annual total pay.
RESOLUTION NO.________

A RESOLUTION ESTABLISHING A NEW UNREPRESENTED GROUP OF EMPLOYEES “EXECUTIVES” FOR THE NATIONWIDE RETIREMENT SOLUTION GOVERNMENTAL DEFERRED COMPENSATION MATCHING PLAN AND TRUST PLAN.

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

Section 1: The City Council finds as follows:

A “Executives” will include the following classifications: City Manager, Assistant City Manager, and Department Heads.

B “Executives” eligible under the City’s Deferred Compensation plan, are also eligible for the Matching Plan.

C The City will contribute a match to “Executives” 401(a) deferred compensation account, up to 5.0% of the employee’s annual total pay.

Section 2: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City’s resolutions; and make a minute of the adoption of the Resolution in the City Council’s records and the minutes of this meeting.

Section 3: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 1st day of November, 2011.

______________________________
Eric K. Busch,
Mayor
CERTIFICATION

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF EL SEGUNDO

I, Cindy Mortesen, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. _______ was duly passed 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 1st day of November, 2011, and the same was so passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
NOT PARTICIPATING:

WITNESS MY HAND THE OFFICIAL SEAL OF SAID CITY this 1st day of November, 2011.

Cindy Mortesen, City Clerk
of the City of El Segundo,
California
(SEAL)

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

By: ___________________________________
   Karl H. Berger
   Assistant City Attorney
AGENDA DESCRIPTION:

RECOMMENDED COUNCIL ACTION:
1. Adopt the attached Resolutions.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Resolution updating the Nationwide Retirement Solutions Governmental Deferred Compensation Matching Plan and Trust Plan reflecting the reduction in the City’s matching contribution for Management/Confidential from 5% to 4% of employee’s salary.
2. Resolution updating the Nationwide Retirement Solutions Governmental Deferred Compensation Matching Plan and Trust Plan reflecting suspension of the 5.0% deferred compensation match for El Segundo Firefighters’ Association.

FISCAL IMPACT: Estimated Savings: $340,241.17

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

ORIGINATED BY: Julie DeZiel, Human Resources Analyst
REVIEWED BY: Deborah Cullen, Director of Finance/Human Resources
APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:
As part of approved concessions and recently completed contract negotiations, changes were made to 401(a) match contribution levels provided by the City to various employee groups. A Resolution needs to be filed with Nationwide to implement the following changes:

- Management/Confidential - Deferred compensation match was reduced from 5.0% to 4.0%
- El Segundo Firefighters’ Association -- The City match of 5.0% will be suspended for fiscal years ending in 2011 and 2012.
- Police Management Association – Effective October 1, 2011, the City match of 1.0% shall be eliminated.
RESOLUTION NO.________

A RESOLUTION UPDATING THE NATIONWIDE RETIREMENT SOLUTIONS GOVERNMENTAL DEFERRED COMPENSATION MATCHING PLAN AND TRUST (PLAN) FOR MANAGEMENT/CONFIDENTIAL EMPLOYEES.

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

Section 1: Effective October 1, 2011, the City will contribute a match to Management/Confidential employees’ 401(a) deferred compensation account, up to 4.0% of the annual total pay.

Section 3: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City’s resolutions; and make a minute of the adoption of the Resolution in the City Council’s records and the minutes of this meeting.

Section 4: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 1st day of November, 2011.

_________________________________
Eric K. Busch,
Mayor
CERTIFICATION

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF EL SEGUNDO

I, Cindy Mortesen, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. ______ was duly passed 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 1st day of November, 2011, and the same was so passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
NOT PARTICIPATING:

WITNESS MY HAND THE OFFICIAL SEAL OF SAID CITY this 1st day of November, 2011.

Cindy Mortesen, City Clerk
of the City of El Segundo,
California
(SEAL)

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

By:
Karl H. Berger
Assistant City Attorney

251
RESOLUTION NO.__________

A RESOLUTION ELIMINATING EMPLOYER CONTRIBUTIONS TO THE EL SEGUNDO FIREFIGHTER'S ASSOCIATION INDIVIDUAL 401(A) DEFERRED COMPENSATION FOR FISCAL YEARS 2011 AND 2012.

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

Section 1: Effective October 1, 2011, the City will stop making contributions to the El Segundo Firefighters’ Association individual employee 401(a) deferred compensation accounts for fiscal years ending 2011 and 2012.

Section 2: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's resolutions; and make a minute of the adoption of the Resolution in the City Council’s records and the minutes of this meeting.

Section 3: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this ___day of ___November__, 2011.

__________________________________________
Eric K. Busch,
Mayor
CERTIFICATION

STATE OF CALIFORNIA )
COUNTY OF LOS ANGELES ) SS
CITY OF EL SEGUNDO )

I, Cindy Mortesen, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. ______ was duly passed 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 1st day of November, 2011, and the same was so passed and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
NOT PARTICIPATING:

WITNESS MY HAND THE OFFICIAL SEAL OF SAID CITY this 1st day of November, 2011.

Cindy Mortesen, City Clerk
of the City of El Segundo,
California
(SEAL)

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

By: ____________________________
  Karl H. Berger
  Assistant City Attorney
RESOLUTION NO.__________

A RESOLUTION ELIMINATING EMPLOYER CONTRIBUTIONS TO THE EL SEGUNDO POLICE MANAGERS' ASSOCIATION INDIVIDUAL 401(A) DEFERRED COMPENSATION FOR FISCAL YEARS 2011 AND 2012.

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

Section 1: Effective October 1, 2011, the City will stop making contributions to the El Segundo Police Managers’ Association individual employee 401(a) deferred compensation accounts.

Section 2: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City’s resolutions; and make a minute of the adoption of the Resolution in the City Council’s records and the minutes of this meeting.

Section 3: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 1st day of November, 2011.

______________________________
Eric K. Busch,
Mayor
CERTIFICATION

STATE OF CALIFORNIA )
COUNTY OF LOS ANGELES ) SS
CITY OF EL SEGUNDO )

I, Cindy Mortesen, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. _______ was duly passed 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 1st day of November, 2011, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

NOT PARTICIPATING:

WITNESS MY HAND THE OFFICIAL SEAL OF SAID CITY this 1st day of November, 2011.

Cindy Mortesen, City Clerk
of the City of El Segundo,
California
(SEAL)

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

By: __________________________
Karl H. Berger
Assistant City Attorney

255
AGENDA DESCRIPTION:
Consideration and possible action regarding Adoption of the Resolutions updating the employer’s contribution under the Public Employees’ Medical and Hospital Care Act for the El Segundo Fire Fighters’ Association, the El Segundo Police Officers’ Association and the El Segundo Supervisory and Professional Employees’ Association. Fiscal impact: Active Employees: $71,300; Retirees $73,000

RECOMMENDED COUNCIL ACTION:

1) Adopt the attached Resolutions;
2) Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1) Proposed Resolutions

FISCAL IMPACT: $101,300.00
Amount Budgeted: $4.166 million
Additional Appropriation: N/A
Account Number(s): N/A

ORIGINATED BY: Julie DeZiel, Human Resources Analyst
REVIEWED BY: Deborah Cullen, Director of Finance/Human Resources
APPROVED BY: Doug Willmore, City Manager

BACKGROUND & DISCUSSION:

The City files with the Public Employees Retirement System (PERS) annual Resolutions reflecting changes in the City’s contribution for employees and annuitants under the Public Employees Medical and Hospital Care Act (PEMHCA).

Changes in the contribution amounts are as follows:

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>2011 Contribution</th>
<th>2012 Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firefighters’ Association</td>
<td>$1177.38/month</td>
<td>$1226.85/month</td>
</tr>
<tr>
<td>Police Officers’ Association</td>
<td>$1177.38/month</td>
<td>$1226.85/month</td>
</tr>
<tr>
<td>Supervisory &amp; Professional Assoc.</td>
<td>$1136.27/month</td>
<td>$1140.39/month</td>
</tr>
</tbody>
</table>

The City’s maximum contribution for the retirees in all of these groups is the same as for active, represented employees.

The budgeted amounts for Fiscal Year 2011 – 2012 are $1,217,000.00 for retiree health and $2,949,300.00 for active employees. The incremental cost increase was included in the adopted FY 2011-2012 budget.
RESOLUTION NO. ______

A RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT FOR THE EL SEGUNDO FIREFIGHTERS' ASSOCIATION.

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

SECTION 1: The City Council finds as follows:

A. Government Code § 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act must fix the amount of the employer's contribution at an amount not less than the amount required under Government Code § 22892 (b)(1); and

B. The City of El Segundo ("Public Agency") is local agency contracting under the Act for participation by members of the El Segundo Firefighters' Association.

SECTION 2: The Employer's contribution for each employee or annuitant is the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members, in a health benefits plan up to a maximum of $1,226.85 per month, plus administrative fees and Contingency Reserve Fund Assessments.

SECTION 3: The City of El Segundo has fully complied with any and all applicable provisions of Government Code § 7507 in electing the benefits set forth above.

SECTION 4: The City Clerk is directed to certify the Passage and Adoption of this Resolution; enter same in the Book of Original Resolutions; and make a Minute of its adoption in the City's records and in the Minutes of the meeting when it was adopted.

SECTION 5: Under Government Code § 22892, this Resolution will become effective January 1, 2012 and will remain effective unless repealed or superseded.

PASSED, APPROVED AND ADOPTED this 1st day of November, 2011.

__________________________
Eric K. Busch
Mayor

1.
CERTIFICATION

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF EL SEGUNDO

I, Cindy Mortesen, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. _____ was duly passed 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 1\textsuperscript{st} day of November, 2011, and the same was so passed and adopted by the following vote:

AYES:

NOES:
ABSENT:
ABSTAIN:
NOT PARTICIPATING:

WITNESS MY HAND THE OFFICIAL SEAL OF SAID CITY this 1\textsuperscript{st} day of November, 2011.

Cindy Mortesen, City Clerk
of the City of El Segundo,
California

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

By:

Karl H. Berger
Assistant City Attorney

2.
RESOLUTION NO. _______

A RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT FOR THE EL SEGUNDO POLICE OFFICERS’ ASSOCIATION.

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

SECTION 1: The City Council finds as follows:

A. Government Code § 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act must fix the amount of the employer's contribution at an amount not less than the amount required under Government Code § 22892 (b)(1); and

B. The City of El Segundo ("Public Agency") is local agency contracting under the Act for participation by members of the El Segundo Police Officers' Association.

SECTION 2: The Employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members, in a health benefits plan up to a maximum of $1,226.85 per month, plus administrative fees and Contingency Reserve Fund Assessments.

SECTION 3: The City of El Segundo has fully complied with any and all applicable provisions of Government Code § 7507 in electing the benefits set forth above.

SECTION 4: The City Clerk is directed to certify the Passage and Adoption of this Resolution; enter same in the Book of Original Resolutions; and make a Minute of its adoption in the City's records and in the Minutes of the meeting when it was adopted.

SECTION 5: Under Government Code § 22892, this Resolution will become effective January 1, 2012 and will remain effective unless repealed or superseded.

PASSED, APPROVED AND ADOPTED this 1st day of November, 2011.

________________________________________________________________________
Eric K. Busch
Mayor
CERTIFICATION

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF EL SEGUNDO

I, Cindy Mortesen, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No _____ was duly passed 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 1st day of November, 2011, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

NOT PARTICIPATING:

WITNESS MY HAND THE OFFICIAL SEAL OF SAID CITY this 1st day of November, 2011.

Cindy Mortesen, City Clerk
of the City of El Segundo,
California

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

By:

__________________________
Karl H. Berger
Assistant City Attorney

2.
RESOLUTION NO. ______

A RESOLUTION FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT FOR THE EL SEGUNDO SUPERVISORY AND PROFESSIONAL EMPLOYEES' ASSOCIATION.

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

SECTION 1: The City Council finds as follows:

A. Government Code § 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act must fix the amount of the employer's contribution at an amount not less than the amount required under Government Code § 22892 (b)(1); and

B. The City of El Segundo ("Public Agency") is local agency contracting under the Act for participation by members of the El Segundo Supervisory and Professional Employees' Association.

SECTION 2: The Employer's contribution for each employee or annuitant is the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members, in a health benefits plan up to a maximum of $1,140.39 per month, plus administrative fees and Contingency Reserve Fund Assessments.

SECTION 3: The City of El Segundo has fully complied with any and all applicable provisions of Government Code § 7507 in electing the benefits set forth above.

SECTION 4: The City Clerk is directed to certify the Passage and Adoption of this Resolution; enter same in the Book of Original Resolutions; and make a Minute of its adoption in the City's records and in the Minutes of the meeting when it was adopted.

SECTION 5: Under Government Code § 22892, this Resolution will become effective January 1, 2012 and will remain effective unless repealed or superseded.

PASSED, APPROVED AND ADOPTED this 1st day of November, 2011.

________________________________________
Eric K. Busch
Mayor

1.
CERTIFICATION

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF EL SEGUNDO

I, Cindy Mortesen, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. ______ was duly passed 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 1st day of November, 2011, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

NOT PARTICIPATING:

WITNESS MY HAND THE OFFICIAL SEAL OF SAID CITY this 1st day of November, 2011.

Cindy Mortesen, City Clerk
of the City of El Segundo,
California

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

By:

Karl H. Berger
Assistant City Attorney
AGENDA DESCRIPTION:

Consideration and possible action to adopt a resolution authorizing the City Manager, or Designee, to apply for, receive, and appropriate grant funds under the California Environmental Reporting System (CERS) grant program. (Fiscal Impact: Not to exceed $40,200)

RECOMMENDED COUNCIL ACTION:

1. Adopt Resolution authorizing City Manager to apply for, receive, and appropriate grant funds;
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

Resolution with Attachments

FISCAL IMPACT:

Amount Budgeted: $40,200
Additional Appropriation: N/A
Account Number(s):

ORIGINATED BY: Steve Tsumura, Environmental Safety Manager
REVIEWED BY: Kevin Smith, Fire Chief
APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:

On September 29, 2008, Assembly Bill 2286 was chaptered, requiring Certified Unified Program Agencies (CUPA) to report program data electronically by January 1, 2013. Cal/EPA encumbered approximately $40,200.00 for the City of El Segundo to develop and maintain an electronic reporting system consistent with the California Environmental Reporting System (CERS) with fees to cover costs for this additional program collected beginning 2009 through 2012.

The City Council had previously authorized the City Manager to sign and apply for a $30,000.00 grant application on July 19, 2011 for CERS related costs. Cal/EPA has since increased the grant award to $40,200.00 to cover scanning and imaging costs for current documents and to attach these electronic files to each address.

Because the grant requires software to interface between the State CERS system and data management programs, it is anticipated a software provider will be competitively selected to develop and support software which will meet State electronic reporting requirements. The software must be operational by January 1, 2013.
RESOLUTION NO. __

A RESOLUTION AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO APPLY FOR, RECEIVE, AND APPROPRIATE GRANT FUNDS FOR THE CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM GRANT PROGRAM (CERS).

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

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

A. The City is authorized to accept California Environmental Protection Agency (CalEPA) grant funding pursuant to Assembly Bill 2286, which requires all Certified Unified Program Agencies (CUPAs) to accept and require the submittal of environmental documentation electronically by January 1, 2013. CalEPA has made grants available to CUPAs through 2012 for the implementation of the California Environmental Reporting System (CERS).

B. The Agency may approve funding allocations for CERS, subject to the terms and conditions of CalEPA and acceptance of a Transition Plan and signed grant agreement.

C. The City agrees to enter into a contract with CalEPA and be subject to its terms and conditions. Funds from the CERS must be used for allowable expenditures identified in the application and transition plan identified in Exhibits A and B of the Contract.

D. A copy of this Resolution should be included with the City’s grant application.

SECTION 2: The City Manager, or designee, is authorized to apply for a grant from the CERS to be used for the purposes identified in Exhibits “A” and “B” to the Contract with the CalEPA which is incorporated herein by reference.

SECTION 3: The City Manager, or designee, is authorized to execute any required documents to receive the grant for the purposes identified herein.

SECTION 4: The City Manager, or designee, is authorized to accept and spend the grant monies identified in this Resolution for the purposes set forth herein.

SECTION 5: The City Council hereby amends or supplements the City’s Budget for fiscal years 2012-2013 to appropriate the monies identified herein to pay for the plan proposed by the City in support of its grant application. The City Manager, or designee, is authorized to implement the purpose of this section.

SECTION 6: This Resolution will become effective immediately upon adoption.
PASSED AND ADOPTED this ___ day of ____________, 2011.

____________________________________
Eric K. Busch,
Mayor

STATE OF CALIFORNIA  )
COUNTY OF LOS ANGELES  )   SS
CITY OF EL SEGUNDO  )

I, Cindy Mortesen, City Clerk of the City of El Segundo, California, hereby certify that the whole number of members of the City Council of the City is five; that the foregoing Resolution No. ________ was duly passed and adopted by said City Council, approved and signed by the Mayor of said City, and attested to by the City Clerk of said City, all at a regular meeting of said Council held on the _______ day of ________________, 2011, and the same was so passed and adopted by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

____________________________________
Cindy Mortesen,
City Clerk

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

By:

_______________________________
Karl H. Berger
Assistant City Attorney
State and Grantee hereby agree as follows:

1. **PROVISIONS.** The following statute authorizes the State to enter into this Grant Agreement:
   a. California Health and Safety Code, division 20, chapter 6.11, section 25404

2. **PURPOSE.** The State shall provide a grant to and for the benefit of the Grantee for the purpose of allocating monies from the regulated businesses oversight surcharge to the Certified Unified Program Agencies (CUPAs). Assembly Bill 2286 authorizes the Secretary to use funds from the oversight surcharge to provide certified unified program agencies and participating agencies assistance in implementing electronic reporting requirements through grant funds for the purposes of the system. Up to 25% of the grant is authorized to be paid in advance on approval of the grant application.

3. **GRANT AMOUNT.** $40,200
   a. Advanced Payment Amount. $0


5. **REPRESENTATIVES.** Either party may change its Representative(s) upon written notice to the other party. The Representatives during the term of this Agreement will be:

<table>
<thead>
<tr>
<th>California Environmental Protection Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRANT MANAGER</td>
</tr>
<tr>
<td>James Bohon</td>
</tr>
<tr>
<td>1001 &quot;I&quot; Street, 2nd Floor</td>
</tr>
<tr>
<td>Sacramento, California 95814</td>
</tr>
<tr>
<td>Phone (916) 327-5097</td>
</tr>
<tr>
<td>Fax (916) 322-5815</td>
</tr>
<tr>
<td>Email: <a href="mailto:jbohon@calepa.ca.gov">jbohon@calepa.ca.gov</a></td>
</tr>
</tbody>
</table>

   | GRANTEE                                    |
   | Name of Project Director, Title: Steve Tsumura, Environmental Safety Manager |
   | Street Address: 314 Main Street            |
   | City, Zip: El Segundo, 90245               |
   | Phone: 310-524-2242                       |
   | Fax: 310-414-0929                         |
   | e-mail: stsumura@elsegundo.org             |

6. **STANDARD AND SPECIAL PROVISIONS.** The following exhibits are attached and made a part of this Agreement by this reference:

   - Exhibit A  REPORTING AND GRANT DISBURSEMENT PROVISIONS
   - Exhibit B  SPECIAL AND GENERAL PROVISIONS
   - Exhibit C  GRANT APPLICATION
   - Exhibit D  TRANSITION PLAN
7. **Grantee Representations.** The Grantee accepts and agrees to comply with all terms, provisions, conditions, and commitments of this Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and commitments made by the Grantee in its application, accompanying documents, and communications filed in support of its request for grant funding.

8. **Definitions.** The following defined terms apply throughout this Agreement:
   - "Cal/EPA" means the California Environmental Protection Agency;
   - "CUPA" means the Certified Unified Program Agency;
   - "Grantee" means the City of El Segundo Fire Department;
   - "PA" means the Participating Agency;
   - "Electronic Reporting" means the Electronic Reporting requirements of Assembly Bill 2286
   - "Secretary" means the Secretary of the California Environmental Protection Agency; and
   - "State" means the State of California, including Cal/EPA.

IN WITNESS THEREOF, the parties have executed this Agreement on the dates set forth below.

By: 

[Signature]

Grantee Signature

By: 

Donald A. Johnson, Assistant Secretary
California Environmental Protection Agency

Grantee Name, Title (Typed/Printed)

Date

Date
EXHIBIT A
REPORTING AND GRANT DISBURSEMENT PROVISIONS

A. REPORTING PROVISIONS

1. The Grantee shall prepare and submit a Transition Plan Status Reports, including Grant Disbursement Request form for documentation of expenditures, to the Cal/EPA Grant Manager at the following address:

California Environmental Protection Agency
Unified Program Section
Attn: Catherine Gause
1001 “I” Street, 2nd Floor
Sacramento, California 95814

2. The Transition Plan Status Report and Grant Disbursement Request Form will be provided by Cal/EPA upon the approval of the Grant Application.

3. Each report shall have a cover letter certified by the Project Director or the Grant Contact.

4. For purposes of the Electronic Reporting Implementation Status Reports, the reporting period is as follows:

<table>
<thead>
<tr>
<th>Report</th>
<th>Reporting Period</th>
<th>Report Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report 1</td>
<td>June 1, 2010, to September 30, 2010</td>
<td>November 1, 2010</td>
</tr>
<tr>
<td>Report 2</td>
<td>October 1, 2010, to December 31, 2010</td>
<td>February 1, 2011</td>
</tr>
<tr>
<td>Report 4</td>
<td>April 1, 2011, to June 30, 2011</td>
<td>August 1, 2011</td>
</tr>
<tr>
<td>Report 5</td>
<td>July 1, 2011, to September 30, 2011</td>
<td>November 1, 2011</td>
</tr>
<tr>
<td>Report 6</td>
<td>October 1, 2011, to December 31, 2011</td>
<td>February 1, 2012</td>
</tr>
<tr>
<td>Report 8</td>
<td>April 1, 2012, to June 30, 2012</td>
<td>August 1, 2012</td>
</tr>
</tbody>
</table>

B. GRANT DISBURSEMENT PROVISIONS

1. Grant Disbursement Request Forms shall be used to depict the expenditures incurred by the Grantee in implementation of Electronic Reporting throughout the period of performance.

2. The Grant Disbursement Request Form shall be submitted as an attachment to the Transition Status Report, in accordance with the submission schedule provided above.

3. The Grantee shall use the Grant Disbursement Request Form template format provided by Cal/EPA.
EXHIBIT B
SPECIAL AND GENERAL PROVISIONS

A. SPECIAL PROVISIONS

1. AMENDMENTS: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Agreement is binding on any of the parties.

2. WAIVERS: Any term, provision, condition, or commitment of this Agreement may be waived at the discretion of Cal/EPA. All waivers shall be documented in writing.

3. DISPUTES: The Grantee shall continue with the responsibilities under this Agreement during any dispute. Any dispute arising under this Agreement which is not otherwise disposed of by agreement shall be decided by the Cal/EPA Assistant Secretary for Local Programs or an authorized representative. The decision shall be in writing and a copy thereof furnished to the Representatives of this Agreement. The decision of the Assistant Secretary shall be final and conclusive unless, within thirty (30) calendar days after mailing of the decision to the Grantee, the Grantee furnishes a written appeal of the decision to the Secretary for Environmental Protection, with carbon copies furnished to the Cal/EPA Assistant Secretary for Local Programs and the Cal/EPA Grant Manager. The decision of the Secretary shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal under this clause, the Grantee shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Grantee shall continue to fulfill and comply with all the terms, provisions, commitments, and requirements of this Agreement. This clause does not preclude consideration of legal questions, provided that nothing herein shall be construed to make final the decision of the Cal/EPA Assistant Secretary for Local Programs or the Secretary, on any question of law.

4. FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS: The Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of state law or this Agreement. The Grantee further agrees that it will maintain financial accounts in accordance with generally accepted accounting principles. Without limitation of the requirement to maintain financial management systems and accounting standards in accordance with generally accepted fiscal and accounting principles, the Grantee agrees to:

   a. Establish a financial account(s) and accounting system(s) that will adequately and accurately depict all Electronic Reporting Grant amounts received and expended during the term of this Agreement, including but not limited to:

      i. All Electronic Reporting implementation expenditures; and

      ii. Running balance of grant allocations and expenditures.

5. RECORDS MANAGEMENT: Maintain all documentation and financial records, as may be necessary, for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations. Establish an official file for the allocation that shall adequately document all significant activities and actions relative to the Implementation of the Electronic Reporting Implementation, including but not limited to:

   a. Fiscal accounting;

   b. Electronic Reporting Implementation Status Reports; and,

   c. Grant Disbursement Requests and supporting documentation.

6. TIMELINESS: Time is of the essence in this Agreement. The Grantee shall proceed with Electronic Reporting implementation in an expeditious manner. The Grantee shall prepare and submit all required reports and Grant Disbursement Request Forms as stipulated in this Agreement.
7. **WITHHOLDING OF GRANT DISBURSEMENTS:** Cal/EPA may withhold all or any portion of the allocations provided for by this Agreement in the event the Grantee:

   a. Materially violates, or threatens to materially violate, any term, provision, condition, or commitment of this Agreement; or
   b. Fails to maintain reasonable progress toward Electronic Reporting implementation.

8. **FUNDS CONTINGENCY:** Cal/EPA's obligations under this Grant Agreement are contingent upon the availability of funds. In the event funds are not available, the State shall have no liability to pay any funds whatsoever to the Grantee or to furnish any other considerations under this Grant Agreement.

9. **BUDGET REVISIONS:** Budget revisions of 15% or less of the total agreement allocation may be made in writing and approved by Cal/EPA without an amendment to the agreement.

**B. GENERAL PROVISIONS**

1. **ASSIGNMENT:** This grant is not assignable by the Grantee, either in whole or in part, without the consent of the State.

2. **AUDIT:** Grantee agrees that the Cal/EPA, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the expenditure of allocated moneys and performance of this Agreement. The Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after term of the Agreement, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any contract related to performance of this Agreement.

3. **COMPUTER SOFTWARE:** The Grantee certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.

4. **CONFLICT OF INTEREST:** The Grantee certifies that it is in compliance with applicable state and/or federal conflict of interest laws.

5. **GOVERNING LAW:** This grant is governed by and shall be interpreted in accordance with the laws of the State of California.

6. **INDEPENDENT ACTOR:** The Grantee, and its agents and employees, if any, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees or agents of the State.

7. **NONDISCRIMINATION:** During the performance of this Agreement, the Grantee and its contractors shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of sex, race, religion, color, national origin, ancestry, disability, sexual orientation, medical condition, marital status, age (over 40) or denial of family-care leave, medical-care leave, or pregnancy-disability leave. The Grantee and its contractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment.

8. **NO THIRD PARTY RIGHTS:** The parties to this grant Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this grant Agreement, or of any duty, covenant, obligation or undertaking established herein.

9. **TERMINATION:** The State may terminate this Agreement and be relieved of any payments should the Grantee fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination, the Grantee agrees, upon demand, to immediately return the remaining unused portion, if any, of the Grantee's allocation.
10. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement shall continue to have full force and effect and shall not be affected thereby.
1. Entity Information:

Unified Program Agency Name: City of El Segundo Fire Department

<table>
<thead>
<tr>
<th>GRANTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Project Director, Title: Steve Tsumura, Environmental Safety Manager</td>
</tr>
<tr>
<td>Street Address: 314 Main Street</td>
</tr>
<tr>
<td>City, Zip: El Segundo, 90245</td>
</tr>
<tr>
<td>Phone: 310-524-2242</td>
</tr>
<tr>
<td>Fax: 310-414-0929</td>
</tr>
<tr>
<td>e-mail: <a href="mailto:stsumura@elsegundo.org">stsumura@elsegundo.org</a></td>
</tr>
</tbody>
</table>

2. Grant Amount: $40,200.00 corrected
   a. Advanced payment Requested: $0.00
      (Up to 25% of the grant is authorized to be paid in advance on approval of the grant.)

3. Scope of Work

In order to become compliant with AB 2286, which requires the Unified Program related information exchange between the UPA and Cal/EPA, El Segundo Fire Department (ESFD) will need to upgrade to new data management system software that is compatible with the California Environmental Reporting System (CERS) to file electronically to the State. In order for the regulated businesses to file electronically, ESFD will need to provide outreach and training to regulated businesses on the Statewide CERS system and the City’s own electronic portal through Garrison Digital Health Department (DHD). Awarded Grant funds will be used to procure a new data management system, receive training from Garrison Enterprises, Inc. and to train regulated businesses on CERS. In addition, existing documents will be digitally saved for attachment onto new electronic files created by Garrison Enterprises.

4. Work Plan

   Period of Performance: January 1, 2010 through March 31, 2013

   I. New Hardware
      a) Assess hardware for mobile field inspections and data entry
      b) Determine minimum hardware requirements for new software
      c) Evaluate the need for printer
      d) Develop a plan to procure hardware through IT Department
      e) Prepare budget for City approval
      f) Purchase hardware
II. Procure New Software
   a) Review qualified software vendors
   b) Identify costs of comparable systems
   c) Evaluate recurring operation and maintenance costs
   d) Determine required mechanism for procurement
   e) Develop City Manager/Council agenda item
   f) Enter into contractual agreement with vendor

III. Electronic file transition from hardcopy files
   a) Identify qualified vendors
   b) Evaluate cost to convert paper files to electronic media
   c) Select qualified vendor
   d) Develop City Manager/Council agenda item
   e) Enter into contractual agreement with vendor

IV. Business Outreach
   a) Notify businesses of AB 2286
   b) Develop a training program to introduce City and State portals
   c) Determine business needs for additional assistance.

V. Training
   a) UPA Staff on new software
      1. Evaluate capabilities of new software
      2. Identify whether new software meets data management requirements
      3. Prepare training manual for new employees
   b) Regulated Businesses on CERS/DHD
      1. Develop training module for business
      2. Identify businesses to be contacted
      3. Prepare training documents for handouts
      4. Provide training to businesses
5. Projected Budget:

<table>
<thead>
<tr>
<th>Program Costs</th>
<th>Fiscal Year 09/10</th>
<th>Fiscal Year 10/11</th>
<th>Fiscal Year 11/12</th>
<th>Fiscal Year 12/13</th>
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</thead>
<tbody>
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<tr>
<td>Operating Expenses</td>
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<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Travel Expenses</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Supplies/Materials</td>
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<td>$500.00</td>
<td>$500.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2000Equipment/Software</td>
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<td>$0.00</td>
<td>$22,000.00</td>
<td>$3000.00</td>
</tr>
<tr>
<td>Professional/Consultant Services</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$9,500.00</td>
<td>$0.00</td>
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<tr>
<td><strong>FISCAL YEAR TOTAL</strong></td>
<td><strong>$500.00</strong></td>
<td><strong>$2,000.00</strong></td>
<td><strong>$34,000.00</strong></td>
<td><strong>$3,700.00</strong></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$500.00</strong></td>
<td><strong>$2,000.00</strong></td>
<td><strong>$34,000.00</strong></td>
<td><strong>$3,700.00</strong></td>
</tr>
</tbody>
</table>

*Indirect costs may not exceed 35% of grant allotment (Personnel Services include providing and receiving training, contract administration, file organization for scanning, in-house data coordination and consultant coordination.

**CERTIFICATION**

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge and that I am an employee of the applicant authorized to submit the application on behalf of the applicant. I further understand that any false, incomplete, or incorrect statements may result in the disqualification of this application. By signing this application, I waive any and all rights to privacy and confidentiality of the proposal on behalf of the applicant, to the extent provided in this program.

Applicant Signature

Date

Printed Name of Applicant
1. General Description of Transition Plan

The City of El Segundo Unified Program Agency (UPA) will transition from our current data collection system of over 300 businesses to electronic reporting as mandated by Assembly Bill 2286. The City of El Segundo will achieve this goal in part by transitioning from our current data collection methods to using the DHD system from Garrison Enterprises for our local data management and e-reporting functions.

In 1998, the City of El Segundo began using CUPA DMS, as its data management system, which was originally developed by the City of San Rafael for their CUPA Program. The programmer has since retired from the City of San Rafael and Marin County, with no software upgrades planned for CUPA DMS. The software is no longer adequate to meet Assembly Bill 2286 requirements, and will need to be replaced with new software, such as Garrison Enterprises.

Garrison’s DHD system provides a completely web-based local data management system enabling our agency to collect data digitally in the field and report the required information electronically to the CERS system. Garrison Enterprises will also provide the UPA with the required functionality to automate the exchange of data between their local DHD system and the CERS system. Businesses will be asked to use the Garrison Enterprises portal developed for the City of El Segundo to complete and submit required documents.
or update existing reports annually. In addition, Businesses may also use the State CERS portal after Garrison completes the City’s portal. Training will be provided to the Business community in the summer of 2012 or upon completion of the City’s portal.

As part of our implementation with Garrison Enterprises, they will convert any data contained in our current databases (CUPA DMS) into our new DHD system as part of the initial application setup. Initial data conversion from existing systems is a service that comes standard with Garrison’s DHD system implementation, so no additional costs considerations outside of our contract with Garrison Enterprises will be needed for data conversion from electronic formats into our new DHD system. El Segundo UPA will also collect existing paper attachments in active files, such as site plans and contingency plans using DHD’s attachment manager tool and will integrate data using the current State-wide contract for scanning and capturing hardcopy files, if available.

For initial data conversion from our existing database, Garrison Enterprises will provide data conversion and ensure data validation. El Segundo UPA will work with Garrison to ensure correct data mapping from our current system into our new DHD system. Garrison Enterprises runs data validation scripts after a conversion is done and will make those available to our agency to test against as well. Initial paper-based data conversion will be validated through visual inspection of files to determine whether page numbers are correct and will verify that designated file numbers are associated with each address.

For ongoing data collection/ submission, El Segundo UPA will use the DHD system as a clearinghouse where data will be accessed and validated by our staff. Incoming data – whether via the interface with CERS and via Garrison’s local public portal – will be directed into an “approval queue” in our DHD system, where staff will review the submittal, validate the data, and set the submittal status.

a) Review Submittal – Ensure all data elements are addressed, as applicable. If data is missing, staff will contact relevant Business and will collect data for entry into DHD.

b) Validate Data – Review previous submittals and determine whether there are significant changes. In addition, requires inspection of facilities that have extremely hazardous substances.

c) Set Submittal Status – Upon review and validation, the business submittal will be approved for data transmittal to the State. Any errors in either the review or validation process will result in the return of submissions back to the company for correction or completion.

El Segundo UPA will use a combination of the CERS system and Garrison’s local public portal. We will encourage all Businesses to use Garrison’s local public portal to register.
and submit their data. However, we expect that multi-jurisdictional-businesses (MJB’s) will elect to submit their data directly through the CERS system.

Also, for agency related data, we will use the DHD system to collect information in the field using Tablet PCs. Garrison Enterprises provides an offline version of the DHD system as a standard feature. We will utilize the offline version of our DHD system for ongoing data entry in the field and synchronize with our live DHD system on a daily basis.

Upon completion of the Garrison Enterprises DHD implementation for the El Segundo UPA, a business outreach program will be implemented, which will include:

a) Business Workshop – The El Segundo Library will be used to hold workshops for businesses and will be offered at least twice to ensure businesses are trained in the use of the DHD software and what is required to be reported. After the initial training, individuals may come to the Fire Station for one-on-one training as well.

b) Website Posting – The City website will be used to inform the Business community of training, new developments and availability of electronic reporting through DHD and CERS.

c) Newspaper Article – The El Segundo Herald is the local newspaper and will be requested to feature a story on the new electronic data reporting through DHD and CERS.

2. Needs Assessment

El Segundo UPA recognizes that converting its business-to-CUPA reporting system from paper/hardcopy to electronic will require an assessment of the resources needed to implement the new system. We understand the critical needs that our agency must address in order to ensure a successful conversion to electronic reporting to the CERS system. The needs and the plan to address them are listed below:

a) Transferring the data from UPA hardcopy documents to CERS.

Hardcopy information from active file data and documents will be transferred to CERS through electronic scanning and downloading data into DHD through an “Attachment Management Tool” offered through DHD. Specific numerical files will be established for each address to ensure files can be tied and searched by either file number or address.
b) Getting “non-computer” businesses to report electronically.

Businesses that can not submit electronically will be offered to use the Fire Department’s front desk computer for data entry and retrieval, if necessary. This will allow staff to assist the business during data entry and to evaluate the accuracy of the information with the business before submission. Alternatively, staff will enter the initial data themselves, and then have the owner validate the data before acceptance.

c) Building or acquiring a data management system or upgrading and expanding an existing system so that it can upload/download or exchange UP information with CERS. (i.e., local interface; portal).

El Segundo UPA will use the DHD system from Garrison Enterprises as our local data management system. Currently, we use CUPA DMS to manage our data locally. We will transition from our current method to use Garrison’s DHD system for our local data management. The DHD system provides the required functionality to exchange UP information with CERS.

d) Data management system maintenance after initial implementation.

El Segundo UPA is contracting for system maintenance and technical support from Garrison Enterprises. Garrison will provide ongoing maintenance of our DHD system after the initial implementation as covered by our annual maintenance agreement with them.

e) Procedural changes for regulatory staff to manage electronic data.

Our staff will be trained on our DHD system as part of Garrison’s implementation process. The data submitted via CERS and/or Garrison’s local public portal will be delivered into an approval queue in our DHD system for our staff to review and approve. Once the business data is fully accepted and approved in our DHD approval queue process, the clean approved data will be sent to CERS via the data exchange process. Any business submitting data through CERS or Garrison portals will have incorrect or incomplete data fields sent back to the business for correction prior to official acceptance of the data.

f) UPA computer access for business community to local portal or CERS.

Garrison Enterprises provides a public portal where the business community can create and account and log in via the Internet to update their information. The
public portal provided by Garrison will be available to the local business community from any Internet access in the world. Those businesses without computer access will be offered to use the Fire Department’s front desk computer for data entry and review during normal business hours Monday through Thursday. The business will need to establish an identity code to only have access to its information, and will not have access to other fields or businesses.

g) CERS and/or local system training for UPA staff.

Training on our DHD system will be provided by Garrison Enterprises as part of the initial system implementation. Garrison’s standard training practices will allow staff training and to quickly learn the system and perform required activities. In addition, Garrison will provide User Guides which can be accessed from the DHD system as a refresher. In regard to CERS training, the Environmental Safety Manager will continually be trained in CERS at the CUPA Conference and various meetings. There is no other staff in the Environmental Safety Division.

To ensure CUPA staff understand and are aware of the capabilities of DHD software, training will be provided by the Environmental Safety Manager to any employee requesting further information on the capabilities of the Garrison DHD software.

h) CERS and/or local system training for the business community.

Through train-the-trainer method, El Segundo UPA will be able to provide training to our business community on the use of Garrison’s local public portal. Garrison Enterprises will provide initial training for El Segundo UPA on the use of our local public portal. Subsequently, we will be able to provide training to the local business community. Each August, Businesses in El Segundo are invited to attend a 4-hour training session on hazardous materials and waste, which will now include a 2-hour section on CERS and use of the Garrison system for data collection and entry. An additional training session will be scheduled a few months later in December.

i) Support from the state.

The State provides support in the following areas:

1) Grant funding for one-time purchase of data management software is a major portion of support provided by the State to El Segundo UPA. The software allows for the gathering of data and preparation of reports using
pre-formatted programs and templates which address State and municipal reporting requirements. In addition, archive data will be scanned and saved in each digital address file for review or enforcement purposes.

2) The CERS program within CalEPA provides guidance on data requirements and maintains the CERS portal for those businesses wanting to use this mechanism for reporting. Various technical meetings, guidance, fact sheets and coordination with other agencies support the El Segundo UPA.

j) Computer Availability for CERS Data Entry

With the additional need for electronic entry of data, an additional computer will be necessary for business access and use for annual updates. It is anticipated a new computer will be purchased for business use, and will be permanently stationed at Fire Station 1 for businesses to use, when necessary. The computer will be connected to the City’s network, and will have access to CERS, Garrison DHD and other environmental programs or websites.

3. Collecting, Submitting, and Storing Unified Program Related Information

El Segundo UPA plans to use Garrison’s DHD system to receive data from businesses either through CERS or the DHD portal for El Segundo UPA. Data that is collected will be used for State and Federal reporting requirements, and electronically stored for review, enforcement or audits. The following capabilities of the DHD system are identified:

a) DHD can collect data from CERS and store local UPA information specified in the title 27 data dictionary.

b) DHD can collect locally required non-title 27 related UPA information. El Segundo UPA will use Garrison’s DHD system as its data management system to collect data locally. We will use our DHD system to exchange data with CERS automatically. The DHD system is capable of meeting all the requirements for the integration with CERS.

c) El Segundo UPA will use Garrison’s DHD system for collecting, submitting, and storing UP related information. The DHD system is a 100% web-based system, which will allow us to access the data in real-time from any Internet connection. For field usage, we will use the standard offline version of Garrison’s DHD system,
which synchronizes the data back to our live DHD system when an Internet connection is regained.

4. Management of Data Changes/Updates

Businesses will use the local public portal provided by Garrison Enterprises to enter and change information. However, while the majority of businesses will use Garrison’s local public portal, we do anticipate that large multi-jurisdictional businesses will still elect to use CERS. In those cases, the MJB’s information will be updated within CERS and sent down to our DHD system for validation and approval by our staff.

In addition, El Segundo UPA will approve business information changes within our DHD system. All information updated by businesses – whether via CERS or via Garrison’s local public portal – will enter an approval queue in our DHD system for data validation by our staff. By using a consistent, single location for data validation and approval, we will be able to easily accommodate for local businesses submitting via Garrison’s local portal and MJB’s submitting via CERS.

To ensure data quality, El Segundo UPA is planning to use our DHD system’s data validation tools and approval queue.

5. Inspection/Enforcement

El Segundo UPA will continue to use paper-based inspection reports to collect inspection and enforcement information. The inspection and enforcement information will be recorded into our DHD system upon the inspector’s return to the El Segundo UPA office. Once the El Segundo UPA establishes the use of field tablets, access to our DHD system and CERS will be through a wireless connection, such as an air card. El Segundo UPA field staff will then have access to previous and current business information while out in the field via our DHD system. Additionally, the field version of our DHD system provides access to previous inspections, investigations, and other relevant data.

Once established, El Segundo UPA will maintain wireless Internet connectivity for our field staff. As such, we can allow the businesses to access their CERS account (or Garrison portal account) through our mobile tablets. We can provide the businesses on-the-spot assistance in entering regulatory information; however, the business will physically make the changes to their data not the inspector. Any changes made during such interaction will still go through the same data validation process as described earlier.

As described above, El Segundo UPA field staff will provide any necessary guidance and assistance to businesses that need help making changes to regulatory information. The business will still be responsible for physically making the changes directly into their Garrison portal account. The changes will go through the routine validation process from that point.
Finally, El Segundo UPA understands that CERS does not provide scheduling capability. We will use our DHD system to schedule routine and follow-up inspections in accordance with state and local laws and regulations.

6. Billing/Invoicing

El Segundo UPA understands that CERS does not provide for billing or invoicing of businesses. Garrison’s DHD system includes a financial component as part of the standard package. El Segundo UPA will handle all billing and invoicing directly within our DHD system or existing City system of invoicing through “Quickbooks” or Eden. In addition, we recognize that some information from CERS may need to be imported into our DHD system for billing/invoicing or permitting purposes. Any information needed from CERS for billing/invoicing or permitting purposes will be brought down to our local DHD system through the data exchange process.

7. Training

El Segundo CUPA expects that our staff will require training for Garrison’s DHD system, Garrison’s local public portal, and the CERS system. For our new DHD system, El Segundo UPA’s management, inspection staff, and administrative personnel will be trained by Garrison Enterprises. Garrison will provide training to our agency staff using step-by-step detail that will allow us to quickly learn the system and perform our daily activities. For CERS training, the Environmental Safety Manager will provide training to all CUPA staff based on previous CalEPA training at the CUPA Conference and Forum Board Meetings. In addition, a request for the CalEPA PowerPoint presentation for CERS will assist in providing consistent information to all staff.

For Garrison’s public portal for businesses, our El Segundo UPA staff will be trained by Garrison Enterprises representatives, similarly to the training on our actual DHD system. We will acquire the necessary expertise on the use of Garrison’s public portal, which will allow us to provide training for our businesses.

Because many of the businesses in El Segundo consist of one large employer, it is anticipated aerospace companies, computer companies and refinery representatives will represent the majority of businesses, with only a handful of small business owners. The initial training will be in August 2012 and includes two-hours of presentations, question/answer and live demonstration. Businesses will be offered an opportunity to try the system during the presentation, and will be provided individual training while demonstrating the business interface system. Another similar training will be offered in December 2012 for those businesses that were not able to attend the initial session or require further assistance in the implementation of CERS. In addition, business
representatives can also come to the Fire Station for one-on-one training or data entry of their inventory.

8. Help System

Upon receiving a business request for assistance, El Segundo UPA will first contact the business by phone and identify a specific issue. Once the issue is determined, El Segundo UPA will answer specific questions and guide the business through the data entry requirements. If the questions can not be answered over the phone, staff will meet with the business at its location and assist the business with data entry.

With regard to our portal, the login page to El Segundo UPA's local public portal provided by Garrison Enterprises will provide necessary instruction to businesses on its use and its relationship to CERS. Garrison provides this as a standard feature to its client agencies. As part of the standard implementation for CUPA's, Garrison will work with its client agencies to establish the specific instructions and explanations. This will be commonly agreed upon language to be used on the public portal login page for all of Garrison's client agencies.

To ensure the public has information on electronic transmission requirements, El Segundo UPA will have CERS contact information and links to its website on the El Segundo Fire Department, Environmental Safety Division website. A section for frequently asked questions, instructions on how to register a business with CERS, and phone numbers for further information will also be provided.

9. Service Contract and Grant (fiscal)

El Segundo UPA will apply for an electronic reporting grant using the State provided application. The funds will be used to cover the initial costs of implementing electronic reporting. The fund distribution allocated for El Segundo City Fire Department is $40,200.00.

El Segundo UPA funds will be used as follows (figures are approximations as costs may fluctuate):

Grant Funds:
- Hardware (new computers-wireless) - $3,000.00
- Software Vendor Contract (Garrison) - $22,000.00
- Business Outreach - $500.00
- Training (Businesses) - $500.00
- Personnel Services - $4,700.00*
- Data Capture (contractor costs to convert current paper documents to electronic files): $9,500.00

*(includes: staff time to provide training, meetings, contract procurement, CERS data collection, consultation with businesses, data collection, sorting files for scanning indexing, and reporting.)*

Total Grant Funds: **$40,200**

El Segundo UPA will fund ongoing costs through annual permit fees and the use of Administrative Enforcement Order (AEO) penalties collected from Class I violations. Approximately $50,000 is available to fund inspection and enforcement related annual renewal costs for Garrison Digital Health Department software.

**10. Ongoing Support and Maintenance**

The additional ongoing costs of implementing electronic reporting include the ongoing support and maintenance cost of Garrison's DHD system, staff and business community training, and workload increases.

Garrison's DHD system uses a firm fixed price structure, allowing El Segundo UPA to reliably budget for the ongoing maintenance costs of the system, without concern of user license seats or usage charges.

The annual budget for the renewal of operation and maintenance costs will be itemized in the Environmental Safety Division budget as a line item and will be covered by grant funds the first year. Subsequent budget years will include the operation and maintenance costs through contract account number 001-400-3205-6206.

**11. Electronic Reporting Conversion Plan Tracking**

El Segundo UPA will submit our Electronic Reporting Transition Plan and grant application to Cal/EPA on or about April 15, 2011. Quarterly, as stated in the Grant Agreement, El Segundo UPA will submit a status report and invoice to Cal/EPA. The following table denotes the list of milestones that will be tracked and reported to Cal/EPA.
<table>
<thead>
<tr>
<th>Estimated/Actual Start date of the CUPA Electronic Reporting Conversion Plan</th>
<th>January 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date CUPA Select Preferred Data Exchange Methodology</td>
<td>April 2011</td>
</tr>
<tr>
<td>Date Electronic Reporting Conversion Plan &amp; Grant Application Submitted</td>
<td>March 2011</td>
</tr>
<tr>
<td>Date Cal/EPA Awards Grant</td>
<td>September 2011</td>
</tr>
<tr>
<td>Date Transfer of existing data from UPA system to CERS Complete</td>
<td>January 2012</td>
</tr>
<tr>
<td>Date Authorized Business Electronic Submission</td>
<td>March 2012</td>
</tr>
<tr>
<td>Date CERS Data Exchange operational: Business data</td>
<td>July 2012</td>
</tr>
<tr>
<td>Date CERS Data Exchange operational: Inspection &amp; Enforcement Data</td>
<td>September 2012</td>
</tr>
<tr>
<td>Date CUPA Electronic Reporting Conversion Process Complete (including PAs)</td>
<td>November 2012</td>
</tr>
</tbody>
</table>

**NOTE:** Garrison Enterprises will discuss directly with each local agency any milestone dates above which will be impacted by the implementation of the DHD system.

12. SB 2286 Grant Application Process

El Segundo UPA plans to submit its final Electronic Reporting Conversion Plan and grant application upon review and recommendations from CalEPA on the draft Electronic Reporting Conversion Plan and draft grant application. There are no participating agencies associated with El Segundo UPA. The El Segundo City Council must consider entering into a contract with CalEPA prior to contractor selection.

All proposals, estimates and bids must be reviewed by our Finance Department and approved for contract or submitted with a Request for Proposal. Upon selection of a qualified data management software company, the City Council and City Manager will review and discuss qualifications for consideration by Council. Upon selection, the contract can be awarded.
H. REPORTS – CITY ATTORNEY

18. Report by City Attorney regarding the El Segundo's Unified School District's proposed use of the refurbished high school auditorium for private and public events.