



# AGENDA

## EL SEGUNDO CITY COUNCIL

350 MAIN STREET

DUE TO THE COVID-19 EMERGENCY, THIS MEETING WILL BE CONDUCTED PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20.

---

### ***How Can Members of the Public Observe and Provide Public Comments?***

Residents are strongly encouraged to participate remotely via Spectrum Channel 3 and 22, AT&T U-verse Channel 99 and/or El Segundo TV at YouTube.com. Members of the Public may provide comments electronically by sending comments to the following e-mail address, with a limit of 150 words and accepted up until 30 minutes prior to the meeting: PUBLICCOMMUNICATIONS@elsegundo.org, ***in the subject line please state the meeting date and item number.*** Depending on the volume of communications, the emails will be read to Council during public communications and are subject to disclosure under the Public Records Act.

Members of the Public may also provide comments in the designated area in Council Chamber up to and during public communication portion of the meeting. Members of the public must observe "social distancing" requirements at all times, *i.e.*, remain six (6) feet from other attendees during the entirety of the event or gathering.

### ***Additional Information:***

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](http://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 state: Your name and residence and the organization you represent, if desired. Please respect the time limits.*

---

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

**MEETING OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, SEPTEMBER 1, 2020 – 4:00 PM**

**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 – PENDING LITIGATION – Two Cases**

1. O'Connor (current Police Officer) vs. City of El Segundo, et al, United States District Court (Central District of California) Case no. 2:20-cv-4689
2. Cameron (former Police Officer) vs. City of El Segundo, et al, United States District Court (Central District of California) Case no. 2:20-cv-00311-DMG (PLAx)

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant Exposure to Litigation (Government Code §54956.9(d)(2)) – Two Matters

1. Andrew McEntyre (current Police Officer) – Government Tort Claim filed 5/25/2020
2. To Be Publicly Announced Prior to Closed Session

Initiation of litigation (Government Code §54956.9(d)(4)) – One Case

**THREAT TO PUBLIC SERVICES OR FACILITIES (Government Code § 54957(a))**

Consultation with: City Manager Scott Mitnick, Fire Chief Chris Donovan, Police Chief Bill Whalen and City Attorney Mark Hensley.



# AGENDA

## EL SEGUNDO CITY COUNCIL

350 MAIN STREET

DUE TO THE COVID-19 EMERGENCY, THIS MEETING WILL BE CONDUCTED PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20.

---

### ***How Can Members of the Public Observe and Provide Public Comments?***

Residents are strongly encouraged to participate remotely via Spectrum Channel 3 and 22, AT&T U-verse Channel 99 and/or El Segundo TV at YouTube.com. Members of the Public may provide comments electronically by sending comments to the following e-mail address, with a limit of 150 words and accepted up until 30 minutes prior to the meeting: [PUBLICCOMMUNICATIONS@elsegundo.org](mailto:PUBLICCOMMUNICATIONS@elsegundo.org), ***in the subject line please state the meeting date and item number.*** Depending on the volume of communications, the emails will be read to Council during public communications and are subject to disclosure under the Public Records Act.

Members of the Public may also provide comments in the designated area in Council Chamber up to and during public communication portion of the meeting. Members of the public must observe "social distancing" requirements at all times, *i.e.*, remain six (6) feet from other attendees during the entirety of the event or gathering.

***\*\*\*For Public Hearings only\*\*\* written communication will be accepted both before the meeting and during the open period of the Public Hearing at [PUBLICCOMMUNICATIONS@elsegundo.org](mailto:PUBLICCOMMUNICATIONS@elsegundo.org).***

### ***Additional Information***

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](http://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 state: Your name and residence and the organization you represent, if desired. Please respect the time limits.*

---

**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, SEPTEMBER 1, 2020 - 6:00 P.M.**

**CALL TO ORDER**

**INVOCATION** – Tracy Weaver, City Clerk

**PLEDGE OF ALLEGIANCE** – Council Member Giroux

## ROLL CALL

### SPECIAL PRESENTATIONS:

- a) Recognition - Recreation and Parks Director Meredith Petit for her ten years of service.

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

### CITY MANAGER FOLLOW-UP COMMENTS – (Related to Public Communications)

### SPECIAL PRESENTATIONS:

- b) Proclamation - September 2020 as “Prostate Cancer Awareness Month”
- c) COVID-19 update
- d) Diversity, Equity and Inclusion Committee update

## A. PROCEDURAL MOTIONS

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

---

Recommendation – Approval.

## B. CONSENT CALENDAR

1. Approve Special City Council Meeting (Budget Session) Minutes of August 5, 2020 and Regular and Special City Council Meeting Minutes of August 18, 2020.
2. Approve warrant numbers 3032348 through 3032426 and 9001557 through 9001599 on Register No. 21b in the total amount of \$816,183.27 and wire transfers from 8/03/20 through 8/09/20 in the total amount of \$478,994.70. Approve warrant numbers 3032427 through 3032504 on Register No. 22a in the total amount of \$316,982.83 and wire transfers from 8/10/20 through 8/16/20 in the total amount of \$2,765,848.00.
3. 2021-2029 Housing Element update professional services agreement for \$56,840 with Veronica Tam and Associates, Inc.

## C. PUBLIC HEARINGS

## D. STAFF PRESENTATIONS

4. Adopt a resolution supporting California Citizens for Local Control - a volunteer coalition comprised of Cities working together to ensure that Cities can continue to manage their own land use and zoning issues.
5. Proposed El Segundo Library Park Activation capital improvement project design.
6. Introduce an ordinance amending Title 5, Chapter 2 of El Segundo Municipal Code (Garbage and Rubbish) to require bulky item and holiday tree pickup service for multi-family properties.
7. Update on City's business assistance in response to Los Angeles County's Reopening Safer at Work and in the Community, and consider sharing ongoing associated costs with businesses regarding temporary barricades.
8. A report on residential development intensification in an R-3 neighborhood located generally west of Pacific Coast Highway and east of Washington Street, in response to City Council direction from February 19, 2019.  
(No staff report attached)

**E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS:**

**F. REPORTS – CITY CLERK**

**G. REPORTS – CITY TREASURER**

**H. REPORTS – COUNCIL MEMBERS**

Council Member Giroux –

9. Review of Councilmember liaison role to citizen committees.

Council Member Nicol -

Council Member Pirsztuk -

Mayor Pro Tem Pimentel –

Mayor Boyles –

**I. REPORTS – CITY ATTORNEY**

**J. REPORTS/FOLLOW-UP – CITY MANAGER**

**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)**

**MEMORIAL –**

**ADJOURNMENT**

POSTED:

DATE: August 27, 2020

TIME: 2:45 PM

BY: Tracy Weaver

# Proclamation

City of El Segundo, California

- WHEREAS,** prostate cancer is the most frequently diagnosed cancer in men and the second leading cause of cancer deaths in men; and
- WHEREAS,** the American Cancer Society estimates there will be 191,930 new cases of prostate cancer in the USA in 2020, resulting in an estimated 33,330 deaths; and
- WHEREAS,** it is estimated 20,160 men in California will be diagnosed with prostate cancer this year and it is estimated 3,890 California men will die from this disease this year; and
- WHEREAS,** Black men in the USA and Caribbean have the highest documented prostate cancer incidence rates in the world; and
- WHEREAS,** early prostate cancer usually has no symptoms and studies suggest strong familial predisposition may be responsible for 5% to 10% of the disease cases; and
- WHEREAS,** late stage prostate cancer commonly spreads to the bones, which can cause pain in the hips, spine, ribs, or other areas in the body; and
- WHEREAS,** the 5-year survival rate approaches 100% when prostate cancer is diagnosed and treated early, but drops to 31% when it spreads to the other parts of the body; and
- WHEREAS,** the rapid reduction in prostate cancer mortality is attributed to early detection through PSA testing and advancement in treatment; and
- WHEREAS,** the American Cancer Society recommends that men should have an opportunity to make an informed decision about whether to be tested for prostate cancer based on their personal values and preferences; and
- WHEREAS,** the City of El Segundo joins communities across our nation to increase the awareness about the importance for men to make an informed decision with their health care provider about early detection and testing for prostate cancer.

**NOW, THEREFORE,** the Mayor and Members of the City Council of the City of El Segundo, California, hereby proclaim the month of September 2020 as "**Prostate Cancer Awareness Month**" in El Segundo.



*Mayor Drew Boyles*

*Mayor Pro Tem Chris Pimentel*

*Council Member Carol Pirsztuk*

*Council Member Scot Nicol*

*Council Member Lance Giroux*

SPECIAL MEETING OF THE EL SEGUNDO CITY COUNCIL  
WEDNESDAY, August 5, 2020  
Virtual Meeting  
8:00 A.M.  
(Proposed FY 2020-21 Budget Study Session)

CALL TO ORDER – Virtually by Mayor Boyles at 8:06 AM

PLEDGE OF ALLEGIANCE

ROLL CALL

Mayor Boyles	-	Present via teleconferencing
Mayor Pro Tem Pimentel	-	Present via teleconferencing
Council Member Pirsztuk	-	Present via teleconferencing
Council Member Nicol	-	Absent
Council Member Giroux	-	Present via teleconferencing

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

Chief Donovan gave a COVID-19 Update

STUDY SESSION OUTLINE:

Recommendation:

City Council to conduct a Budget Study Session and provide direction as necessary.

1. Study Session Overview
2. Background Items
  - A. City Strategic Plan -- Follow-up from July 22 Study Session – City Manager, Scott Mitnick gave an overview/summary of the recent Strategic study session. Quick reminder from Council, they would like to update/change City Mission and Vision Statements.
  - B. Update on the Economy – Dino Marsocci, Deputy City Treasurer presented.
  - C. FY 2019-2020 Budget Update – Joe Lillio, Finance Director presented.

Council discussion and questions answered

3. Proposed FY 2020-2021 Budget
  - A. Fiscal Year Shift – Joe Lillio, Finance Director presented.
  - B. Restructuring of City Departments – Scott Mitnick, City Manager presented the following proposals:
    - 2 Deputy City Managers
    - Creation of Community Services Department – merging Recreation & Parks and Library

- Name change – Development Services Department for Planning & Building Safety and establish a Housing Division
  - Inclusion of City Treasurer’s office into Finance Department
  - Create new Risk Manager position
  - Name change – Information Technology Services Department
  - Public Works Department will include Parks/Landscaping Maintenance Services
- C. Budget Scenarios – Due to COVID-19 (Scenario Two and Three – as presented on May 5, 2020) – Scott Mitnick, City Manager and Joe Lillio, Finance Director presented.
- D. Budget Summaries – Joe Lillio, Finance Director presented.
- E. Revenues – Estimated by Source – Joe Lillio, Finance Director presented.
- F. Appropriations – Proposed by Department – Melissa McCollum, Library Director presented FY 2020-2021 Cultural Development Fund. Council raised several questions and concerns. Staff will meet and bring back recommendations/direction at the Budget Adoption Public Hearing in September.
- G. Information Technology Update – Charles Mallory, IT Director presented and introduced ten Information Technology FY 2020-2021 Initiatives.
- H. Capital Improvements Program (CIP) Update – Scott Mitnick, City Manager and Mark Watkins, Interim Public Works Director presented Proposed FY 2020-2021 CIP Projects and proposed funding the following FY 2019-2020 Deferred Projects:
- Recreation and Parks Projects (Restrooms, Skate Park, Teen Center)
  - City Hall Windows (health & safety/energy efficiency)
  - Memory Row Fitness Trail – Council discussion to further defer project and move \$100,000.00 into plunge fund.
  - Park Vista Senior Center Plumbing Design
- I. Reserve Policies - Joe Lillio, Finance Director presented the following:
- FY 2020-2021 Reserve proposals:
- General Fund: Retain 20% reserve
  - Economic Uncertainty Reserve: Temporary decrease from \$2,000,000.00 to \$1,015,811.00 with goal to restore
  - Worker’s Com Fund: \$7,100,000.00 (~70% funded)
  - General Liability Fund: \$1,000,000.00 (actuary)
- FY 2020-2021 Trust Balances proposals:
- Pension Trust: \$4.3M (June 30, 2020)
  - OPEB Trust: \$26.1M (June 30,2020)

Council discussion and questions answered

4. Next Steps – Scott Mitnick, City Manager presented the following:
- Water and Wastewater Funds Financial Plan – August 1/, 2020
  - City Wide Fee Resolution – September 1, 2020
  - Proposed Budget Public Hearing & Adoption – September 15, 2020
  - FY 2020-2021 Commences – October 1, 2020
  - Begin preparation of FY 2021-2022 Budget – December 2020
  - Long-term Financial Strategic Plan
  - City Council Pension Sub-Committee meetings to discuss pension and OPEB funding options
  - Municipal (Financial) Advisor retained

Wrap-Up and Questions –

- Clarify Mission and Vision statements
- Change Goal #1 (changing the order)
- Revise Activity in goal #4 (environmental item)
- Clarify various budget line items
- Meet with ACC regarding Council's concerns
- Revise Memory Row project

ADJOURNMENT at 11:01 AM

---

Tracy Weaver, City Clerk

MEETING OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, AUGUST 18, 2020 – 4:00 PM  
*This meeting was conducted virtually via Zoom conferencing*

CALL TO ORDER – Virtually by Mayor Boyles at 4:02 PM

ROLL CALL

Mayor Boyles - Present via teleconferencing  
Mayor Pro Tem Pimentel - Present via teleconferencing  
Council Member Pirsztuk - Present via teleconferencing  
Council Member Nicol - Present via teleconferencing  
Council Member Giroux - Present via teleconferencing

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

SPECIAL ORDER OF BUSINESS:

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

CLOSED SESSION:

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

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation (Government Code §54956.9(d)(2))  
Initiation of litigation (Government Code §54956.9(d)(4))

THREAT TO PUBLIC SERVICES OR FACILITIES (Government Code § 54957(a))

Consultation with: City Manager Scott Mitnick, Fire Chief Chris Donovan, Police Chief Bill Whalen and City Attorney Mark Hensley.

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

City Manager  
Performance Review

Adjourned at 5:43 PM

REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, AUGUST 18, 2020 - 6:00 P.M.  
***This meeting was conducted virtually via Zoom conferencing***

CALL TO ORDER – Virtually by Mayor Boyles at 6:08 PM

INVOCATION – Tracy Weaver, City Clerk

PLEDGE OF ALLEGIANCE – Council Member Nicol

ROLL CALL

Mayor Boyles	-	Present via teleconferencing
Mayor Pro Tem Pimentel	-	Present via teleconferencing
Council Member Pirsztuk	-	Present via teleconferencing
Council Member Nicol	-	Present via teleconferencing
Council Member Giroux	-	Present via teleconferencing

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total)

***Due to time constraints and the volume of in person speakers, the Clerk's Office posted all written communication to the website.***

John Pickhaver, resident, commented on Special Presentation item C, in favor of accelerating the formation of the DEI Committee.

John Ratcliff, resident, commented on Special Presentation item C, does not support the BLM movement and the El Segundo for Black Lives Group.

Lynette VanDeveer, Redondo Beach, commented on Special Presentation item C; does not support the BLM movement.

Sandy, former resident, commented on Special Presentation item C, does not support the BLM movement and the El Segundo for Black Lives Group.

Tanya Taylor, resident, commented on Special Presentation item C, received a flyer from Mass Resistance and wishes Council would denounce the group.

Marc Renner, resident, commented on Special Presentation item C, does not support the BLM movement and the El Segundo for Black Lives Group.

Christine Rials, resident, commented on Special Presentation item C, asked Council to take a stand to support El Segundo for Black Lives Group and the LGBTQ+ community.

E. W., resident, commented on Special Presentation item C, asked Council not to give into the fear mongering, those against the basic of people's rights and racism.

Elias Garcia, resident, commented on Special Presentation item C, member of El Segundo for Black Lives Group and the formation of the DEI Committee.

Keith Puckett, resident, commented on Special Presentation item C, asked the Council to denounce hatred and take a stance that El Segundo is a diverse and inclusive city.

Kelly Stuart, resident, commented on Special Presentation item C, asked Council to take a stand to support the LGBTQ+ community.

Susan Bowling, resident, commented on Special Presentation item C, asked Council to take a stand to support El Segundo for Black Lives Group and the LGBTQ+ community.

Rebecca Yussman, resident, commented on Special Presentation item C, asked Council to strive for inclusion and diversity and stand up on the right side of history.

Amanda Touchton, resident, commented on Special Presentation item C, asked for all residents to be treated fairly, denounce racism and equality for all.

Michael Lin, nonresident, commented on Special Presentation item C, stands with Mass Resistance philosophies.

Ben Watkins, resident, commented on Special Presentation item C, supports El Segundo for Black Lives Group.

John Pitzer, resident, commented on Special Presentation item C, not in favor of El Segundo for Black Lives Group.

Arthur Schaper, nonresident, Organization Director for Mass Resistance, commented on Special Presentation item C, not in favor of El Segundo for Black Lives Group.

Megan Carey, resident, commented on Special Presentation item C, asked Council to stand up against hate and against groups such as Mass Resistance.

Chris, unknown residency, commented on Special Presentation item C, not in favor of defunding the Police Department.

Richard McMonague, resident, commented on Special Presentation item C, does not support the BLM movement and the El Segundo for Black Lives Group.

Everardo Torres, nonresident, commented on Special Presentation item C, does not support the BLM movement and not in favor of defunding the Police Department.

Meagan Melanson, resident, commented on Special Presentation item C, commented on the formation of the DEI Committee and would like El Segundo to be a diverse and inclusive city.

Cheryl Wendell, Hawthorne resident, wanted to place a face to an email written to Council earlier.

Charles E Shipp, San Pedro resident, commented on Special Presentation item C, pro Arthur Schaper and Mass Resistance.

#### CITY MANAGER FOLLOW-UP COMMENTS – (Related to Public Communications

Council Member Giroux commented on the many emails and speakers requests and comments.

#### SPECIAL PRESENTATIONS:

- a) Appreciation of Interim Public Works Director Mark Watkins and Welcome incoming Public Works Director Elias Sassoon from Scott Mitnick, City Manager.
- b) Fire Chief Donovan gave a COVID-19 update.
- c) Diversity, Equity and Inclusion Committee Update by Barbara Voss, Deputy City Manager.

#### A. PROCEDURAL MOTIONS

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

MOTION by Council Member Nicol, SECONDED by Council Member Pimentel to read all ordinances and resolutions on the agenda by title only. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

B. CONSENT CALENDAR

1. Approve Regular City Council Meeting Minutes of July 21, 2020 and Special City Council Meeting (Strategic Planning) Minutes of July 22, 2020.
2. Approve warrant numbers 3031967 through 3032046 and 9001553 through 9001553 on Register No. 19b in the total amount of \$457,337.24 and wire transfers from 7/06/20 through 7/12/20 in the total amount of \$12,534,114.03. Approve warrant numbers 3032047 through 3032137 on Register No. 20a in the total amount of \$308,275.51 and wire transfers from 7/13/20 through 7/19/20 in the total amount of \$698,389.93. Approve warrant numbers 3032138 through 3032241 and 9001554 through 9001556 on Register No. 20b in the total amount of \$586,979.83 and wire transfers from 7/20/20 through 7/26/20 in the total amount of \$107,829.02. Approve warrant numbers 3032242 through 3032347 on Register No. 21a in the total amount of \$333,145.59 and wire transfers from 7/27/20 through 8/02/20 in the total amount of \$3,099,616.18.
3. Approve a third Amendment No. 3500C to Agreement No. 3500, with Outfront Decaux Street Furniture, LLC for bus shelter advertising and maintenance.  
(Fiscal Impact: \$90,000.00 estimated revenue per year over the next five (5) years, totaling \$450,000.00)
4. Accept as complete the Citywide Fiber Optic Vault Lid Replacement Project authorize the City Clerk to file a Notice of Completion with County Recorder's Office. (Project No. PW 19-08)  
(Fiscal Impact: Included in adopted FY 2019/20 Budget - \$300,000.00)
5. Reject all bids for construction for Acacia Park Playground and Site Improvement Project and rebid project (Project No. PW 20-06).  
(Fiscal Impact: Included in adopted budget - \$838,000.00)
6. Adopt a Resolution 5225 approving Plans and Specifications for Water Main Improvements on Indiana Street Project and authorize advertising for bids.  
(Project No. PW 20-04)  
(Fiscal Impact: Included in adopted budget - \$700,000.00)
7. Accept as complete McCarthy Court Street Improvements Project and authorize the City Clerk to file a Notice of Completion with County Recorder's Office.  
(Project No. PW 19-10)  
(Fiscal Impact: Included in adopted budget - \$275,000.00)

8. Accept as complete Walnut Avenue Drainage and Street Improvements Project and authorize City Clerk to file a Notice of Completion with County Recorder's Office. (Project No. PW 19-09)  
(Fiscal Impact: Included in adopted budget - \$297,510.00)
9. Award a standard Public Works Contract No 5944 to Hardy and Harper, Inc. for construction and a standard Professional Services Agreement No, 5945 to KOA for inspection of FY 19/20 Pavement Rehabilitation Project (E. Imperial Avenue from McCarthy Court to California Street, E. Pine Avenue from Arena Street to Center Street and California Street from W. Imperial Highway to its south cul-de-sac). (Project No. PW 20-01)  
(Fiscal Impact: Included in adopted budget - \$284,000.00)
10. Authorize City Manager to execute a Transfer Agreement No. 5946 between Los Angeles County Flood Control District and City of El Segundo for Safe Clean Water Program annual disbursement.  
(Fiscal Impact: Grant Revenue of approximately \$850,000.00 annually)
11. Authorize City Manager to 1) execute a Custodial Services Agreement No. 5947 with Valley Maintenance, Corp. for three (3) years with two one-year optional renewal terms at \$213,000 annually for the City's various buildings and facilities and 2) amend the Valley Maintenance, Corp. Agreement, Amendment No. 5947A for COVID-19 Emergency Response Services at an additional \$9,450 monthly cost for the duration of the pandemic.  
(Fiscal Impact: \$213,000.00 annually; estimated \$1,176,959.00 for the five (5) year duration of the contract (three (3) year term with option for two one year renewals). Additional \$9,450.00 monthly for COVID-19 Emergency Response Services. Annual CPI increase and minimum wage increase will apply).
12. Approve an Amendment No 3766C to Memorandum of Understanding between City of El Segundo and El Segundo Unified School District for Library Services.  
(Fiscal Impact: \$60,000.00 revenue for FY 2020-2021 in account 001-300-6105-3762 (ESUSD Library Support))
13. Authorize City Manager to execute an amendment No. 5892A to Agreement No. 5892 with Management Partners Corp., for professional consulting services for Human Resources Department related to executive level consulting services for Human Resources operations.  
(Fiscal Impact: No additional FY 2019-2020 General Fund budget appropriation requested. The original agreement was for \$49,000.00, bringing the amended total cost to \$139,000.00. The cost will be absorbed via the existing FY 2019-2020 Human Resources Department budget, as a result of salary and benefits savings).
14. Adopt a resolution 5226 terminating local emergency proclaimed on May 31, 2020, due to civil unrest throughout Los Angeles County and the nation.  
(Fiscal Impact: None)

MOTION by Council Member Giroux, SECONDED by Council Member Pirsztuk, approving Consent Agenda items 1, 2, 3, 4, 5 (Council Member Nicol had a conflict and abstained from voting on item #5), 6, 7, 8, 9, 10, 11, 12, 13 and 14. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

C. PUBLIC HEARINGS – None

D. STAFF PRESENTATIONS

15. Ratify City Manager's Administrative Order # 1 to Address COVID-19 which addresses re-opening of restaurants, retail food facilities, and retail operations in the City of El Segundo and was revised on July 16, 2020.  
(Fiscal Impact: None)

Barbara Voss, Deputy City Manager reported on the item.

Council discussion

MOTION by Mayor Boyles, SECONDED by Council Member Nicol to ratify City Manager's Administrative Order # 1 revised on July 16, 2020. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

16. Receive and file a presentation from FilmLA, public benefit organization which provides a streamlined film permit process and production planning services.  
(Fiscal Impact: None)

Joe Lillio, Finance Director and Donna Washington, FilmLA gave a presentation.

Council discussion

Council consensus to receive and file the presentation.

17. Authorize City Manager to develop and issue: 1) Request for Proposals (RFP) from planning consultants to update or replace Downtown Specific Plan, and, 2) Request for Qualifications (RFQ) from developers to redevelop and repurpose Civic Center site.  
(Fiscal Impact: There will not be any direct costs to the General Fund for both of these projects. Indirect cost impacts associated with staff time and use of an outside consultant (Kosmont Companies) will be absorbed via existing General Fund Budget. Updating or replacing the Downtown Specific Plan is estimated to cost between \$350,000.00 and \$450,000.00 with funding coming from the General Plan Maintenance Fund (not the General Fund). A future budget appropriation request will be made when a planning consultant recommendation is presented to City Council).

A quorum of Council Members has a conflict of interest due to the location of either their business or home. Therefore, four (4) ping pong balls were placed in a bucket for the four (4) Council Members with the conflict; Nicol, Pirsztuk, Pimentel and Boyles. The two Council members whose names were drawn randomly are Council Member Pirsztuk and Mayor Pro Pimentel, along with Council Member Giroux, these three (3) Council Members will be part of the discussion and vote. Mayor Boyles and Council Member Nicol were placed in the “waiting room” on Zoom, while the presentation, discussion and approval took place. Mayor Boyles and Council Member Nicol will need to recuse themselves in the future, if/when the item is brought before Council for discussion and/or a vote.

Scott Mitnick, City Manager and Sam Lee, Planning, Building and Safety Director gave a presentation.

Larry Kosmont, CEO and Chairman of Kosmont Companies answered Council’s questions.

Council discussion

MOTION by Council Member Giroux, SECONDED by Council Member Pirsztuk authorizing City Manager to develop and issue Request for Proposals (RFP) from planning consultants to update or replace Downtown Specific Plan and Request for Qualifications (RFQ) from developers to redevelop and repurpose Civic Center site. . MOTION PASSED BY UNANIMOUS VOICE VOTE. 3/0

City Clerk Weaver removed Mayor Boyles and Council Member Nicol from the Zoom “waiting room”.

18. Receive and file preliminary financial plan and proposed rates for FY 2020-2024 rate study of Recycled Water, Water and Wastewater operations.

Joe Lillio, Finance Director and Sanjay Gaur with Raffelis Financial Consultants, Inc. gave a presentation and answered Council’s questions.

Scott Mitnick, City Manager, Mark Watkins, Interim Public Works Director and Mark Hensley, City Attorney answered Council’s questions.

Council Discussion

Council consensus to receive and file the presentation.

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS – None

F. REPORTS – CITY CLERK –No report

G. REPORTS – CITY TREASURER – Not Present

H. REPORTS – COUNCILMEMBERS –

Council Member Giroux – No report

Council Member Nicol – Addressed public comments regarding Council has been silent and this is welcoming hate into the City. This isn't the case, Council is vocal and believes actions speak louder than words, encouraged residents to rise above the hate, stated Council is prioritizing diversity, prioritizing action, please respect the process and allow Council to form the DEI committee.

Council Member Pirsztuk – Reminded everyone that 100 years ago today, Tennessee was the last state that allowed women to vote and Susan B Anthony was pardoned of all her crimes today. Use your vote in a productive way and vote in November, respect each other, good luck to all the students who will be starting school next week and gave a shout out to the Swanson Family who will once again provide lunch to the City on 9/11 in memory of the first responders who lost their lives that day and to honor all our City's first responders.

Mayor Pro Tem Pimentel – Will be attending the Sanitation District meeting this week, Legislators are busy and therefore, the League of Cities and SBCOG will be hosting meetings discussing the bills being proposed and encouraged all to contact Autumn Burke and Ben Allen with concerns and/or questions regarding these bills that can affect our City.

Mayor Boyles – Stated many bills are being considered that are far along and some will affect our City, many are housing bills and Council will continue to monitor these bills. On a positive note, four girls from El Segundo went to Oklahoma City for the USA Softball All-American 12U Tournament.

I. REPORTS – CITY ATTORNEY – No Report

J. REPORTS/FOLLOW-UP – CITY MANAGER – Reported the next City Council meeting is September 1, 2020.

MEMORIAL – None

ADJOURNED at 9:13 PM

---

Tracy Weaver, City Clerk

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3032348 - 3032426  
9001557 - 9001599

DATE OF APPROVAL: AS OF 08/18/20

REGISTER # 21b

001	GENERAL FUND	222,853.14
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	283,720.63
110	MEASURE R	-
111	COMM DEVEL BLOCK GRANT	-
112	PROP 'A' TRANSPORTATION	-
114	PROP 'C' TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	115.00
126	AJP CLUPA PROGRAM OVERSIGHT SURCHARGE	141.17
126	SB-1 EXPENDITURES	-
129	CERTIFIED ACCESS SPECIALIST PROGRAMS	128.40
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	239,287.74
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	8,186.30
502	WASTEWATER FUND	2,308.75
503	GOLF COURSE FUND	-
504	PARK VISTA	-
505	SOLID WASTE	-
601	EQUIPMENT REPLACEMENT	53,392.88
602	LIABILITY INSURANCE	-
603	WORKERS COMP RESERVE/INSURANCE	-
701	RETIRED EMP INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	2,799.25
703	EXPENDABLE TRUST FUND - OTHER	3,250.00
706	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	<u>\$ 816,183.27</u>

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

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

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

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

CODES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

FINANCE DIRECTOR

DATE:

*Joseph Della*  
8-10-2020

CITY MANAGER

DATE:

*Barbara Voss (for sm)*  
8/14/20

VOID CHECKS DUE TO ALIGNMENT: N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE: \_\_\_\_\_

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR: \_\_\_\_\_

NOTES \_\_\_\_\_

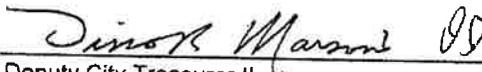
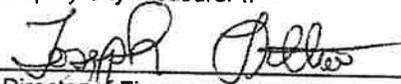
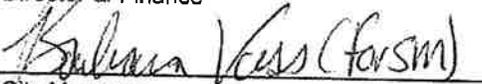
**CITY OF EL SEGUNDO  
PAYMENTS BY WIRE TRANSFER  
8/03/20 THROUGH 8/09/20**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
8/3/2020	California EDD	109.71	Reconciliation payment
8/5/2020	California EDD	107,358.67	Quarterly Unemployment payment Q2-2020
8/5/2020	Unum	316.20	Long Term Care Premium - August
8/6/2020	California EDD	2,058.06	Reconciliation payment
8/6/2020	Manufacturers & Traders	61,766.45	457 payment Vantagepoint
8/6/2020	Manufacturers & Traders	1,130.77	401(a) payment Vantagepoint
8/6/2020	Manufacturers & Traders	550.00	IRA payment Vantagepoint
8/6/2020	Cal Pers	16,513.09	EFT Retirement Misc - PEPRA New 26013
8/6/2020	Cal Pers	10,677.04	EFT Retirement Safety-Fire-PEPRA New 25020
8/6/2020	Cal Pers	21,347.46	EFT Retirement Safety-Police-PEPRA New 25021
8/6/2020	Cal Pers	37,957.69	EFT Retirement Misc - PEPRA New 26013
8/6/2020	Cal Pers	50,841.31	EFT Retirement Misc - Classic 27
8/6/2020	Cal Pers	74,142.94	EFT Retirement Safety Police Classic - 1st Tier 28
8/6/2020	Cal Pers	59,133.81	EFT Retirement Safety Fire- Classic 30168
8/6/2020	Cal Pers	4,848.55	EFT Retirement Sfty Police Classic-2nd Tier 30169
8/6/2020	Cal Pers	500.00	Admin fee - 20283 Arrears, CalPERS 11/19-4/20
8/6/2020	Cal Pers	500.00	Admin fee - 20283 Arrears, CalPERS 1/10-4/20
8/6/2020	Cal Pers	2,000.00	SSA 218 - Annual Fee, Social Security
07/27/20-08/02/20	Workers Comp Activity	14,891.79	SCRMA checks issued
07/27/20-08/02/20	Liability Trust - Claims	0.00	Claim checks issued
07/27/20-08/02/20	Retiree Health Insurance	12,102.15	Health Reimbursement checks issued
07/27/20-08/02/20	Flexible Spending Account	249.01	Employee Health and DCA card charges
		<u>478,994.70</u>	

**DATE OF RATIFICATION: 8/7/20  
TOTAL PAYMENTS BY WIRE:**

478,994.70

Certified as to the accuracy of the wire transfers by:

	<u>8/7/2020</u>
Deputy City Treasurer II	Date
	<u>8-10-2020</u>
Director of Finance	Date
	<u>8-14-20</u>
City Manager	Date

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3032427 - 3032504

DATE OF APPROVAL: AS OF 09/01/20

REGISTER # 22a

001	GENERAL FUND	269,217.26
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	950.00
110	MEASURE R	-
111	COMM DEVEL BLOCK GRANT	5,000.00
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	2,116.35
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C O P S FUND	-
122	L A W A FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	519.10
128	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	-
128	SB 1 EXPENDITURES	-
129	CERTIFIED ACCESS SPECIALIST PROGRAMS	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	11,322.20
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	22,671.09
502	WASTEWATER FUND	4,874.01
503	GOLF COURSE FUND	-
504	PARK VISTA	-
505	SOLID WASTE	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP RESERVE/INSURANCE	-
701	RETIRED EMP INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	312.82
703	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	<u>\$ 316,982.83</u>

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

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

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

For Approval, Regular checks held for City council authorization to release

CODES:

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

For Ratification,

A = Payroll and Employee Benefit checks

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

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

FINANCE DIRECTOR

DATE:

*JD*  
*Joseph Little*  
8-17-2020

CITY MANAGER

DATE:

*Bertram Vass (for Sam)*  
8-18-20

VOID CHECKS DUE TO ALIGNMENT:

N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 8/10/20 THROUGH 8/16/20**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
8/10/2020	IRS	263,940.36	Federal 941 Deposit
8/10/2020	Employment Development	4,701.74	State SDI payment
8/10/2020	Employment Development	57,108.73	State PIT Withholding
8/10/2020	Cal Pers	560,280.52	EFT Health Insurance Payment
8/10/2020	West Basin	1,575,037.65	H2O payment
8/14/2020	Cal Pers	10,651.72	EFT Retirement Safety-Fire-PEPRA New 25020
8/14/2020	Cal Pers	21,997.75	EFT Retirement Safety-Police-PEPRA New 25021
8/14/2020	Cal Pers	39,420.36	EFT Retirement Misc - PEPRA New 26013
8/14/2020	Cal Pers	50,788.52	EFT Retirement Misc - Classic 27
8/14/2020	Cal Pers	68,857.11	EFT Retirement Safety Police Classic - 1st Tier 28
8/14/2020	Cal Pers	55,458.94	EFT Retirement Safety Fire- Classic 30168
8/14/2020	Cal Pers	4,809.48	EFT Retirement Sfty Police Classic-2nd Tier 30169
8/13/2020	Lane Donovan Golf Ptr	21,561.27	Payroll Transfer
08/03/20-08/09/20	Workers Comp Activity	21,893.56	SCRMA checks issued
08/03/20-08/09/20	Liability Trust - Claims	5,532.00	Claim checks issued
08/03/20-08/09/20	Retiree Health Insurance	0.00	Health Reimbursement checks issued
08/03/20-08/09/20	Flexible Spending Account	3,808.29	Employee Health and DCA card charges
		<u>2,765,848.00</u>	

**DATE OF RATIFICATION: 8/14/20  
 TOTAL PAYMENTS BY WIRE:**

2,765,848.00

Certified as to the accuracy of the wire transfers by:

*Diana Martin* RD      8/14/2020  
 Deputy City Treasurer II      Date

*Joseph Kuo*      8-17-2020  
 Director of Finance      Date

*Salvina Voss*      8-18-20  
 City Manager      Date

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.

**AGENDA DESCRIPTION:**

2021-2029 Housing Element update professional services agreement for \$56,840 with Veronica Tam and Associates, Inc.

**RECOMMENDED COUNCIL ACTION:**

Approve the professional services agreement

**ATTACHED SUPPORTING DOCUMENTS:**

1. Housing Element Update Request for Proposals (RFP), March 5, 2020
2. Agreement for Professional Services between the City of El Segundo and Veronica Tam and Associates, Inc.

**FISCAL IMPACT:**

Amount Budgeted: \$0 from General Fund  
\$56,840 from General Plan Maintenance Fund  
Additional Appropriation: None  
Account Number(s): 708-278-0000-1278 (General Plan Maintenance)

**STRATEGIC PLAN COMPLIANCE**

N/A: State mandate.

**ORIGINATED BY:** Gregg McClain, Planning Manager *GM*  
**REVIEWED BY:** Sam Lee, Planning and Building Safety Director *SL*  
**APPROVED BY:** Scott Mitnick, City Manager *SM (for SM)*

---

**BACKGROUND**

El Segundo's next Housing Element is due to the State by September 1, 2021. In February of this year, Planning Division staff prepared an RFP to find a consultant to prepare the necessary studies and Housing Element document for the 2021-2029 period, known and the Sixth Cycle.

Unlike many Planning documents, Housing Elements are highly specialized and the number of consultants that perform this service are few. Although some of the large consulting firms offer Housing Elements as part of their offerings, few cities risk engaging them for this due to the specialized nature of the work. The relationships that the few specialists developed over many years with the staff at the Department of Housing and Community Development (HCD) and their understanding of the many unwritten "rules" and focus that changes each cycle (8 years) make selecting one of the specialist consultants almost necessary to get HCD certification smoothly and reasonably quickly.

In preparing for the RFP, staff researched all the cities in the South Bay and many other cities in Southern California to determine which consultants were used to prepare Housing Elements in the Fifth Cycle. Four consultants appeared more frequently than any others.

**Table 1**  
**Preparers of Fifth Cycle Housing Elements (2013-2021)**  
**for South Bay and Other Southern California Cities**

South Bay Cities

- El Segundo **Veronica Tam & Associates**
- Manhattan Beach **John H Douglas & Associates**
- Redondo Beach **Veronica Tam & Associates**
- Hermosa Beach **John H Douglas & Associates**
- Torrance In-house
- Hawthorne **Veronica Tam & Associates**
- Carson ESA
- Lawndale **Veronica Tam & Associates**
- Gardena GRC Associates
- Inglewood In-house
- Rancho Palos Verdes **John H Douglas & Associates**
- Rolling Hills Estates **John H Douglas & Associates**
- Palos Verdes Estates **John H Douglas & Associates**
- Lomita In-house

Other Cities

- Culver City In-house
- Santa Monica In-house
- Beverly Hills **Karen Warner Associates**
- West Hollywood **Veronica Tam & Associates**
- Alhambra **Veronica Tam & Associates**
- Anaheim **Kimley Horn**
- San Clemente **Veronica Tam & Associates**
- Cerritos In-house
- Pasadena **Karen Warner Associates**
- Calabasas **Karen Warner Associates**
- Downey ESA
- Fullerton **John H. Douglas & Associates**
- Burbank **Karen Warner Associates**
- San Gabriel **John H. Douglas & Associates**
- Norwalk Casteñeda & Associates
- Costa Mesa **Veronica Tam & Associates**
- Brea **Karen Warner Associates**
- Del Mar **Kimley Horn**
- Encinitas **Kimley Horn**
- La Habra Heights **John H. Douglas & Associates**
- Orange **Kimley Horn**

Based on this research, it was determined that the RFP would be sent to John H. Douglas & Associates, Karen Warner Associates, Kimley Horn, and Veronica Tam & Associates. However, when searching for contact information, it became apparent that John H. Douglas was no longer

in business and Karen Warner Associates has no website, nor easily findable address, email address, or phone number. So on March 5, 2020, when the RFP was ready, it was sent to Veronica Tam and Rita Garcia, who is the contact at Kimley Horn. After a week of additional searching for Karen Warner, she was reached through her LinkedIn profile. She responded that she appreciated us thinking of her but she was fully committed and declined to participate in the RFP.

Veronica Tam responded with a proposal within the published deadline, but Kimley Horn failed to respond. After two inquiries Rita Garcia finally explained by email that she was very sick in March and then very busy during April and did not respond as a result. Due to the limited supply of specialists and the rapidly approaching deadline for completing the Housing Element, a new RFP was not re-issued. Veronica Tam was not aware that theirs was the only response received.

**Table 2**  
**El Segundo 2021-2029 Housing Element RFP Chronology**

All dates are 2020

Late February	Determined John H. Douglas & Associates is no longer in business
March 5	RFP sent via email to Kimley Horn c/o Rita Garcia RFP sent via email to Veronica Tam & Associates c/o Veronica Tam RFP receipt acknowledged by Kimley Horn RFP receipt acknowledged by Veronica Tam & Associates
March 11	Contact made with Karen Warner via LinkedIn, declined to participate
April 2	Received RFP proposal from Veronica Tam
April 6	Started preparation of agreement for Veronica Tam & Associates
April 7	Emailed Rita Garcia at Kimley Horn asking why no response to RFP
May 27	Emailed Rita Garcia again asking why no response to previous emails Rita Garcia finally responded and explained she was very sick in March
June 10	First draft of Professional Services Agreement sent to Veronica Tam
June 25	Second draft of agreement sent to Veronica Tam
July 7	Final version of agreement sent to Veronica Tam
July 28	Follow up email sent to Veronica Tam, signed agreement returned

Veronica Tam & Associates is familiar with El Segundo because they prepared the City’s present and the previous Housing Elements (2006-2014 and 2014-2021). A copy of their response to the RFP is an attachment to the professional services agreement, which is an attachment to this report.

**Background on Housing Elements**

Since 1969, Housing Elements have been mandatory portions of local general plans in California. A Housing Element provides an analysis of a community’s housing needs for all income levels, and strategies to respond to provide for those housing needs. It is a key part of the City’s General Plan. State Law establishes that each city accommodates its fair share of affordable housing as an approach to distributing housing needs throughout the state. State Housing Element law also recognizes that in order for the private sector to address housing needs and demand, local governments must adopt land-use plans and implementing regulations that provide opportunities for, and do not unduly constrain, housing development by the private sector. The housing element is required to be updated every eight years. It is also subject to detailed statutory requirements and mandatory review and approval by HCD.

The Housing Element must be submitted for approval by HCD by September 1, 2021. Fundamental to the Housing Element Update, is how the City addresses its assigned fair-share of regional housing needs. This fair-share is determined through a regional housing needs allocation process. HCD, with input from the Southern California Association of Governments (SCAG), determines the region's total housing need for the 2021-2029 period. SCAG then determines the housing allocation for each Southern California city and county through the Regional Housing Needs Assessment (RHNA) allocation. The Housing Element update must demonstrate that the City will be able to accommodate all of its RHNA allocation, which is still not settled, but is fluctuating around 500 units. In order to accomplish this, the City can combine several strategies, including its plans to reconsider the Downtown Specific Plan and the Civic Center site; its use of the SB2 Grant and its focus on housing-related code amendments and studying R-3 zoned areas for higher density; the pending LEAP Grant and the study of possible easing of residential uses in parts of Smoky Hollow; and the soon to be activated Housing Division to promote affordable housing opportunities and in-lieu affordable housing fees through development agreements. Other programs may be needed through the Housing Element process, but all of these strategies, working together, will go a long way toward meeting the City's RHNA obligation without putting too much of the burden on any one part of the City.

**Table 3**  
**Current RHNA Allocation for El Segundo (as of August 26, 2020)**

<b>TOTAL RHNA FOR EL SEGUNDO CITY</b>	<b>491</b>	<i>Pct of total</i>
Very-low income (<50% of AMI)	188	38.3%
Low income (50-80% of AMI)	88	17.9%
Moderate income (80-120% of AMI)	83	17.0%
Above moderate income (>120% of AMI)	132	26.9%

Source: Southern California Association of Governments: <http://www.scag.ca.gov/programs/Pages/Housing.aspx>

The Housing Element update will include: an assessment of the unique characteristics of the City's population; an inventory of site suitable for residential development or redevelopment; An assessment of financial and programmatic resources; and an analysis of constraints to housing production in El Segundo. Lastly, the update will include a comprehensive set of policies to address current and future housing needs.

# EL SEGUNDO REQUEST FOR PROPOSALS



## 2021-2029 HOUSING ELEMENT and/or CEQA ANALYSIS & DOCUMENTATION

March 5, 2020

Inquiries regarding these projects should be directed to:  
Gregg McClain, Planning Manager  
[gmcclain@elsegundo.org](mailto:gmcclain@elsegundo.org)  
310-524-2393

Deadline: Thursday, April 2, 2020 at 4:00 pm

This is a Request for Proposals for two related projects: 1. update the City's Housing Element for the Sixth Cycle, 2021-2029; and 2. prepare required environmental reviews and documentation for the update. The City is seeking experienced, innovative consulting firms or teams with extensive expertise to perform one or both of these projects. Separate budgets are sought for each project proposal submitted.

### Background of El Segundo

The City of El Segundo was incorporated in 1917. El Segundo is considered part of the South Bay subregion in the southwestern edge of the Los Angeles Coastal Basin. Downtown Los Angeles is about 20 freeway miles from El Segundo. The City has 5.46 square miles with a resident population of about 17,000. The daytime population is over 75,000. All of the residential population is located west of Pacific Coast Highway on approximately 533 acres of land. The industrial and commercial area east of Pacific Coast Highway represents Fortune 500 companies and a range of businesses including aerospace, biotech, and travel related companies. Commercial development in the City continues to far outstrip the region's ability to provide affordable housing for those employed in El Segundo.

### Project 1: Housing Element

The City desires to update its Housing Element for the Sixth Cycle to incorporate forecasted RHNA targets as follows:

- 188 units for very low income households
- 88 units for low income households
- 83 units for moderate income households
- 132 units for above moderate income households

This allocation is considerably higher than previous cycles and will present unique challenges for a fully built out city. A number of new programs, modifications to development standards, and other creative solutions to accommodate affordable housing will need to be proposed and analyzed as part of the Housing Element project. For example, the City is interested in a program to incentivize ADU owners to make their ADUs affordable. Increased density may be needed in the R-3 zone, how much additional density is required to make sufficient impact when combined with other initiatives is the type of question that must be answered. The City is currently developing an RFQ for a housing services management partner to partner with the City to develop an affordable housing plan to acquire, rehab, or build affordable housing, then manage it on behalf of the City. The City is open to considering any tools to help us make a sincere effort to provide sorely needed workforce and other missing housing needs in the community.

The CEQA analysis and documentation for the Housing Element may or may not be performed by the Housing Element consultant or their partners. It is not necessary to include CEQA in the proposal, and this will not be considered negatively when evaluating proposals.

## **Project 2: CEQA Analysis and Documentation**

The City anticipates that a Negative Declaration may be required for the update. A budget for the Housing Element work should be separate from the CEQA budget if a proposal covers both.

### **City Objectives**

The City's objectives include, but are not limited to the following:

- Submission to HCD, no less than two months prior to the October 15, 2021 deadline;
- Conformance with all requirements of the California Government Code;
- Consistency with the City's General Plan;
- Certification by HCD, if possible.

### **Scope of Work**

Under the overall project management of the City's Planning Manager the selected consultants will provide the following services:

#### **Project 1:**

- Perform all necessary tasks for the development of a Housing Element that includes all required outreach and interaction with HCD on behalf of the City.
- Produce a Housing Element that includes all required component sections and meets the minimum statutory requirements.
- Ensure strict adherence to schedule, except as amended by mutual agreement.
- Conduct thorough review of General Plan regulations and provide recommendations to update other Elements.
- Attend and participation at Planning Commission and City Council public hearings and workshops.
- Participate in regular teleconferences with City staff to review progress, resolve policy questions, and discuss other related matters.
- Revise Housing Element document, if needed, in response to HCD comments.

#### **Project 2:**

- Preparation of the necessary environmental review and documentation, including Initial Study, Negative Declaration or Mitigated Negative Declaration, Responses to draft Initial Study comments, notices, and outreach, for the update to the Housing Element in compliance

with the requirements of the California Environmental Quality Act. Mailing of Environmental documents shall be included.

### **Notes Applicable to Both Projects**

- All draft and final documents shall be provided to the City's Project Manager through email or made available electronically by other means.
- Consultants will be responsible for all mailing related to their project, including notices, the Housing Element or environmental documents.

### **Budgets for Both Projects**

- Budget proposals must be listed by task, hours and cost. If providing a response to both projects, provide separate budgets. The budget should include the cost of the deliverables. The contract will be a time and material contract with a not to exceed budget.
- There may be need for additional meetings and hearings. Please provide the cost for additional meetings as an optional item in the budget.

### **Contract**

A copy of the City's standard professional services agreement is provided as an attachment. The consultant should describe any exceptions being requested to the agreement in their proposal.

### **Proposal and Statement of Qualifications Requirements for Both Projects**

Proposals should include at a minimum, the following information:

- Name, address, telephone number, and e-mail address of the primary contact.
- Consultant's qualifications and prior relevant experience.
- Resumes of consultant project team, including sub-consultants.
- Proposed approach: Consultant's understanding of the project and a description of the how they will approach the project, including discussion of recent changes to relevant statutes and how they impact the proposed approach.
- Scope of work: Narrative scope of services with a breakdown by tasks, including a description of the methods of information gathering and analysis to be used in preparing the deliverables for the project.
- Timeline: Proposed time frame to provide the services starting from the date of receipt of a Notice to Proceed from the City.

- **Budget:** Consultant's estimated fee for the project, with a not-to-exceed amount. The cost estimates provided by the consultant shall reflect detailed projected hours per the scope of services to be provided, including the cost for attendance at meetings, mileage, and other projected costs. This should be accompanied by a list of the hourly rates for each member of the project team, and expected subcontractor rates, if any. Cost estimates shall also include optional tasks outlined above and contingencies with upper limits. Include all assumptions made to arrive at the quoted figures.
- A statement that consultant is agreeable to execute the enclosed City Professional Services Agreement and to provide proof of insurance as noted in the agreement.
- List of References where the consultant prepared (or is in the process of preparing) similar documents. A minimum of 3 references are required.

**Selection Process and Criteria**

The following factors (not necessarily listed in order of priority) will be among those evaluated by the City during the selection process:

1. Qualifications
2. Understanding of El Segundo
3. Costs
4. References

The top consultants after evaluating proposals may be invited to an interview with City staff. Proposals and interviews will be the basis for Staff's recommendation to the City Manager.

**Submittal Deadline**

Electronic submittal in PDF format is preferred. Submit by email to [gmcclain@elsegundo.org](mailto:gmcclain@elsegundo.org) or on a USB thumb drive to the Department of Planning and Building Safety by 4:00 pm, April 2, 2020. The proposal should be addressed to:

Gregg McClain, Planning Manager  
 City of El Segundo

By submitting a response to this RFP, prospective consultant waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFP. The City reserves the right to issue written notice to all participating firms of any changes in the proposal submission schedule, should the City determine in its sole and absolute direction that such changes are necessary. Acceptance of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for consulting services. The City reserves the right to reject any and all proposals.

**AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN THE CITY OF EL SEGUNDO AND  
VERONICA TAM AND ASSOCIATES, INC.**

This AGREEMENT is entered into and takes effect this \_\_\_th day of July, 2020, by and between the CITY OF EL SEGUNDO, a general law city and municipal corporation ("CITY") and VERONICA TAM AND ASSOCIATES, INC., a California corporation ("CONSULTANT"). The parties agree as follows:

**1. CONSIDERATION.**

- A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, below;
- B. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement;
- C. As additional consideration, CITY agrees to pay CONSULTANT a sum not to exceed Fifty-Six Thousand Eight Hundred Forty dollars (\$56,840.00) for CONSULTANT's services. CITY may modify this amount as set forth below. Unless otherwise specified by written amendment to this Agreement, CITY will pay this sum as specified in the attached Exhibit A, which is incorporated by reference.

**2. SCOPE OF SERVICES.**

- A. CONSULTANT will perform services listed in the attached Exhibit A. which is incorporated herein.
- B. CONSULTANT will, using a standard of care equal to, or greater than, the degree of skill and diligence ordinarily used by reputable professionals, with a level of experience and training similar to CONSULTANT, performing under circumstances similar to those required by this Agreement, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space and facilities, and all tests, testing and analyses, calculation, and all other means whatsoever, except as herein otherwise expressly specified to be furnished by CITY as specified in Exhibit A, Scope of Services, necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.
- C. CONSULTANT will advise CITY if a change to the CITY's Housing Element could have a foreseeable impact on the timeline for, or likelihood of, certification by the California Department of Housing and Community

Development. CONSULTANT shall not be responsible for any delay or failure of the Housing Element to be certified due to changes to the scope of work originating from CITY.

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

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

**5. NON-APPROPRIATION OF FUNDS.** N/A.

**6. FAMILIARITY WITH WORK.**

- A. By executing this Agreement, CONSULTANT agrees that it has:
  - i. Carefully investigated and considered the scope of services to be performed;
  - ii. Carefully considered how the services should be performed; and
  - iii. Understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.
- B. If services involve work upon any site, CONSULTANT agrees that CONSULTANT has or will investigate the site and is or will be fully acquainted with the conditions there existing, before commencing the services hereunder. Should CONSULTANT discover any latent or unknown conditions that may materially affect the performance of the services, CONSULTANT will immediately inform CITY of such fact and will not proceed except at CONSULTANT's own risk until written instructions are received from CITY.

**7. TERM.** The term of this Agreement will be from the Effective Date to December 31, 2023. Unless otherwise determined by written amendment between the parties, this Agreement will terminate in the following instances:

- A. Certification of the Housing Element by the California Department of Housing and Community Development (HCD);
- B. Termination as stated in Section 15.

**8. TIME FOR PERFORMANCE.**

- A. CONSULTANT will not perform any work under this Agreement until:
  - i. CONSULTANT furnishes proof of insurance as required under Section 22 of this Agreement; and
  - ii. CITY gives CONSULTANT a written notice to proceed.
- B. Should CONSULTANT begin work on any phase in advance of receiving written authorization to proceed, any such professional services are at CONSULTANT's own risk.

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

**10. CONSISTENCY.** In interpreting this Agreement and resolving any ambiguities, the main body of this Agreement takes precedence over the attached Exhibits; this Agreement supersedes any conflicting provisions. Any inconsistency between the Exhibits will be resolved in the order in which the Exhibits appear below:

- A. Exhibit: A: Scope of Work
- B. Exhibit: B: Proposal for Services & Costs

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

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

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

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

**15. TERMINATION.**

- A. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause.
- B. CONSULTANT may terminate this Agreement at any time with CITY's mutual consent. Notice will be in writing at least 30 days before the effective termination date.
- C. Upon receiving a termination notice, CONSULTANT will immediately cease performance under this Agreement unless otherwise provided in the termination notice. Except as otherwise provided in the termination notice, any additional work performed by CONSULTANT after receiving a termination notice will be performed at CONSULTANT's own cost; CITY will not be obligated to compensate CONSULTANT for such work.
- D. Should termination occur, all finished or unfinished documents, data, studies, surveys, drawings, maps, reports and other materials prepared by CONSULTANT will, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination, not to exceed the total costs under Section 1(C).
- E. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.
- F. By executing this document, CONSULTANT waives any and all claims for damages that might otherwise arise from CITY's termination under this Section.

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

**17. PUBLICATION OF DOCUMENTS.** Except as necessary for performance of service under this Agreement, no copies, sketches, or graphs of materials, including graphic art work, prepared pursuant to this Agreement, will be released by CONSULTANT to any

other person or public CITY without CITY's prior written approval. All press releases, including graphic display information to be published in newspapers or magazines, will be approved and distributed solely by CITY, unless otherwise provided by written agreement between the parties.

## 18. INDEMNIFICATION.

- A. **CONSULTANT agrees to the following:**
- i. **Indemnification for Professional Services. CONSULTANT will save harmless and indemnify and at CITY's request reimburse defense costs for CITY and all its officers, volunteers, employees and representatives from and against any and all suits, actions, or claims, of any character whatever, brought for, or on account of, any injuries or damages sustained by any person or property resulting or arising from any negligent or wrongful act, error or omission by CONSULTANT or any of CONSULTANT's officers, agents, employees, or representatives, in the performance of this Agreement, except for such loss or damage arising from CITY's sole negligence or willful misconduct.**
  - ii. **Indemnification for other Damages. CONSULTANT indemnifies and holds CITY harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of this Agreement, or its performance, except for such loss or damage arising from CITY's sole negligence or willful misconduct. Should CITY be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of this Agreement, or its performance, CONSULTANT will defend CITY (at CITY's request and with counsel satisfactory to CITY) and will indemnify CITY for any judgment rendered against it or any sums paid out in settlement or otherwise.**
- B. For purposes of this section "CITY" includes CITY's officers, officials, employees, agents, representatives, and certified volunteers.
- C. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.
- D. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 22, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by

CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

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

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

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

**22. INSURANCE.**

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

<u>Type of Insurance</u>	<u>Limits</u>
Commercial general liability:	\$1,000,000/claim, \$2,000,000 aggregate
Professional Liability	\$1,000,000/claim, \$2,000,000 aggregate
Business automobile liability	\$1,000,000
Workers compensation	Statutory requirement

- B. Commercial general liability insurance will meet or exceed the requirements of the most recent ISO-CGL Form. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies will be endorsed to name CITY, its officials, and

employees as “additional insureds” under said insurance coverage and to state that such insurance will be deemed “primary” such that any other insurance that may be carried by CITY will be excess thereto. Such endorsement must be reflected on ISO Form No. CG 20 10 11 85 or 88, or equivalent. Such insurance will be on an “occurrence,” not a “claims made,” basis and will not be cancelable or subject to reduction except upon 30 days prior written notice to CITY.

- C. Professional liability coverage will be on an “occurrence basis” if such coverage is available, or on a “claims made” basis if not available. When coverage is provided on a “claims made basis,” CONSULTANT will continue to renew the insurance for a period of 3 years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.
- D. Automobile coverage will be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).
- E. CONSULTANT will furnish to CITY duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement and such other evidence of insurance or copies of policies as may be reasonably required by CITY from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of “A:VII.”
- F. Should CONSULTANT, for any reason, fail to obtain and maintain the insurance required by this Agreement, CITY may obtain such coverage at CONSULTANT’s expense and deduct the cost of such insurance from payments due to CONSULTANT under this Agreement or terminate pursuant to Section 15.
- G. CONSULTANT agrees to waive all rights of subrogation against the CITY and its officers, officials, employees, agents, representatives, and certified volunteers for losses arising from work performed by CONSULTANT under the terms of this Agreement.

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

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

work remaining and a description of the work to be done before the next schedule update.

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

If to CONSULTANT:

Veronica Tam & Associates, Inc.  
107 S. Fair Oaks Avenue, Suite 212  
Pasadena, CA 91105  
Attention: Veronica Tam  
626-304-0440  
Veronica.Tam@vtaPlanning.com

If to CITY:

City of El Segundo  
350 Main Street  
El Segundo, CA  
Attention: Gregg McClain  
310-524-2393  
gmclain@elsegundo.org

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

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

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

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

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

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

**31. ENTIRE AGREEMENT.** This Agreement, and its Exhibit(s), sets forth the entire understanding of the parties. There are no other understandings, terms or other

agreements expressed or implied, oral or written. This Agreement will bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.

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

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

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

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

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

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

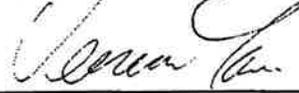
**38. FORCE MAJEURE.** Should performance of this Agreement be prevented due to fire, flood, explosion, acts of terrorism, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' reasonable control, then the Agreement will immediately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

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

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first hereinabove written.

CITY OF EL SEGUNDO  
a general law city

VERONICA TAM & ASSOC., INC.  
a California Corporation  
Taxpayer ID No. 45-5376486



\_\_\_\_\_  
Scott Mitnick,  
City Manager

\_\_\_\_\_  
Veronica Tam, AICP  
Principal

\_\_\_\_\_  
7/29/2020  
Date

ATTEST

\_\_\_\_\_  
Tracy Weaver,  
City Clerk

APPROVED AS TO FORM:

 for \_\_\_\_\_  
Mark D. Hensley,  
City Attorney

## Exhibit A: Scope of Work

The CITY is required to identify additional multi-family residential sites to replace the potential for affordable units in the East Imperial Avenue Specific Plan. Due to changed circumstances, the Specific Plan would no longer offer 46 affordable units for lower income seniors. Therefore, the CITY must identify replacement sites to accommodate the lower income Regional Housing Needs Allocation (RHNA) of 29 units.

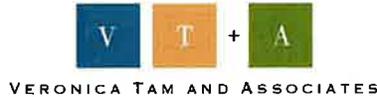
The CITY is considering rezoning a four-block area to higher density residential uses. To assess the adequacy of this rezoning, CONSULTANT will perform the following tasks:

1. Use GIS to identify potential vacant and underutilized sites based on a number of factors, including: Existing uses; Size of property; Age of structure; Improvement vs. land values; and, Common ownership of adjacent properties for potential lot consolidation.
2. Conduct field survey of potential properties to document specific existing uses and conditions; Photo documentation of the properties; and, Assessment of parcel-specific conditions
3. Update residential sites inventory based on potential sites and proposed zoning and confirm also the availability of other sites in the HE inventory.
4. Prepare a summary memo to document methodology and findings.

## **Exhibit B: Proposal for Services & Costs**

# City of El Segundo 2021-2029 Cycle 6 Housing Element

Veronica Tam and Associates, Inc.  
107 S. Fair Oaks Avenue, Suite 212  
Pasadena, CA 91105  
(626) 304-0440



April 2, 2020

Gregg McClain  
Planning Manager  
City of El Segundo  
350 Main Street  
El Segundo, CA 90245

**Subject: Proposal for the City of El Segundo Housing Element Update**

Dear Mr. McClain:

Veronica Tam and Associates, Inc. (VTA) is pleased to submit this proposal to assist the City of El Segundo with the sixth cycle Housing Element Update.

VTA is a recognized consulting firm with a strong focus on housing planning and community development. We have substantial experience in assisting jurisdictions in preparing the Housing Element updates. For the fifth cycle Housing Element update cycle, we successfully completed close to 60 Housing Elements for jurisdictions throughout the State, including for the City of El Segundo. Most recently, we conducted a site assessment report for El Segundo. We are familiar with the issues facing the City.

We believe we are well-qualified to assist the City of El Segundo and look forward to discussing our proposal with you. Please contact me if you have questions or need additional information. I can be reached at [veronica.tam@vtaplanning.com](mailto:veronica.tam@vtaplanning.com) or (626) 304-0440x1.

Respectfully,

Veronica Tam, AICP  
Principal



I. Scope of Work and Approach .....	1
II. Schedule.....	3
III. Firm Organization .....	4
IV. Project Organization .....	7
V. Cost Proposal .....	8

# I. Scope of Work and Approach

## Task 1 - Research and Analysis

### Task 1.1 - Evaluation of the 2013-2021 Housing Element

As an initial task to the Housing Element update, we will review and evaluate the City's progress in implementing the 2013-2021 Housing Element. The City's 2019 Housing Element Annual Progress Report (APR) is a good starting point for this evaluation.

### Task 1.2 - Needs Analysis

The Housing Needs Assessment will contain the following topics to satisfy Government Code Section 65583(a) requirements: a) demographics, income, and employment trends; b) household characteristics; c) housing stock characteristics; d) at-risk housing analysis; analysis of special housing needs; and e) affirmatively furthering fair housing analysis.

### Task 1.3 - Housing Resources and Opportunities

The 6<sup>th</sup> Cycle RHNA is significant for the entire region. The City's allocation is estimated at 491 units, seven-fold of the City's 69-unit RHNA from 2013, which the City had difficulty meeting with the existing land use plan. This Housing Element update would require significant efforts to identify additional sites with sufficient capacity for the increased RHNA, taking into considerations the adequate sites requirements under new Housing Element laws (SB 166, AB 1397, etc.). Land use policy changes are anticipated. Our scope include assisting the City in devising a sites strategy. However, we understand the actual rezoning necessary would occur after the Housing Element is adopted.

In addition to the sites inventory, we will also discuss other resources such as funding available and partnership opportunities, as well as opportunities for energy conservation.

### Task 1.4 - Housing Constraints

We will identify potential governmental and non-governmental constraints to housing production, including environmental and infrastructural constraints. This analysis must contain a review of factors that may potentially constrain the development, improvement, and preservation of housing in El Segundo. Factors to be reviewed include market, governmental, environmental, and infrastructural constraints. New Housing Element laws require the assessment of non-governmental constraints, including NIMBYism, lending practices, shortage of labor, and other economic factors.

### Task 1.5 - Housing Goals, Policies, and Quantified Objectives

Based upon the analyses and research conducted in the previous tasks, we will update the Housing Element. For each program included in the Housing Element, we will establish the timeframe for implementation, specific objectives, funding sources, and responsible agencies. The programs will satisfy requirements of Government Code Sections 65583(b) and (c).

## Task 2 - Housing Element Preparation

### Task 2.1 - Draft Housing Element

We will prepare the following drafts:

- Administrative Draft for staff review
- Public Review Draft for Planning Commission review
- HCD Review Draft

### Task 2.2 - Public Participation

For this Housing Element, we anticipate the following public meetings:

- Planning Commission Study Session #1 - to kick off the Housing Element update and to outline the challenges ahead
- Planning Commission Study Session #2 - to present the Draft Housing Element prior to submitting the Element for HCD review

The public, developers, housing providers, and nonprofit organizations serving low and moderate income persons and persons with special needs will be invited to attend the study sessions.

### Task 2.3 - Housing Element and HCD Review

HCD review of the Draft Housing Element is mandatory. During the review, we would work to address all HCD comments. We would communicate with HCD and facilitate review of the revisions via revised pages. All revisions made to the Draft Housing Element would be shown as tracked changes. The goal is to secure a Finding of Substantial Compliance on the Draft Element before proceeding to adoption. This way, final certification would be contingent upon adopting the Housing Element as revised and reviewed by HCD, and the City would avoid adopting a Housing Element that does not completely meet HCD requirements and needing to repeat the review and adoption process again.

### Task 2.4 - Public Hearings (2)

VTA will conduct two public hearings before the Planning Commission and City Council for the adoption of the Housing Element.

### Task 2.5 - State Certification

After adoption, the Housing Element must be submitted to HCD for its final review (90 days). We will follow through with assisting the City in achieving State certification of the Housing Element.

## II. Schedule

Housing Elements in the SCAG region must be adopted by October 15, 2021 (with a 120-day grace period). With the uncertainties presented by the COVID-19 situation, we do not recommend commencing the public participation process until pass the summer. Furthermore, SCAG is not expected to adopt the Final RHNA until October 2020; the Draft Housing Element cannot be finalized and submitted to HCD for review until after October.

Milestone	Timeline
Project Initiation	May 2020
Study Session #1	August 2020
Needs Assessment	June - August 2020
Constraints Analysis	August - October 2020
Resources Analysis/Sites Inventory	August - October 2020
Draft Housing Element	December 2020
Study Session #2	January 2021
HCD Review	February - April 2021
CEQA (Not included in scope)	January - April 2021
Adoption Hearings	May - June 2021

### III. Firm Organization

#### 1. Veronica Tam and Associates, Inc. (VTA)

VTA is a California corporation located in Pasadena, California. VTA was established in November 2005 and has since been providing housing and community development consulting to local jurisdictions throughout California. We provide assistance in the following areas:

- Housing Element updates
- Zoning revisions for housing-related issues
- Special housing studies
- Consolidated Plan and related reports
- Grants administration and technical assistance
- Analysis of Impediments to Fair Housing Choice
- Environmental clearance for housing-related plans and projects

The person authorized to negotiate contract conditions for the company is:

Veronica Tam, AICP, Principal  
**Veronica Tam and Associates, Inc.**  
 107 S. Fair Oaks Avenue, Suite 212  
 Pasadena, CA 91105  
 P: (626) 304-0440  
[Veronica.Tam@vtaplanning.com](mailto:Veronica.Tam@vtaplanning.com)

#### Housing and Community Development Planning Experience

Our clients have included rural towns/communities, suburban and urban cities, metropolitan areas, and counties.

#### Fifth Cycle Housing Elements

We are well known for our expertise in State Housing Element law. We have prepared Housing Elements for jurisdictions throughout the State and maintain an excellent track record of receiving State certification. For the fifth cycle, we prepared close to 60 Housing Element updates in the San Diego, SCAG, ABAG, AMBAG, and FCOG regions. Specifically, nine elements were in the San Diego region.

- |              |                        |                          |
|--------------|------------------------|--------------------------|
| ▪ Alhambra   | ▪ Glendora             | ▪ Rancho Santa Margarita |
| ▪ Avalon     | ▪ Gonzales             | ▪ Redondo Beach          |
| ▪ Buena Park | ▪ Hawthorne            | ▪ Salinas                |
| ▪ Burbank    | ▪ Hercules             | ▪ San Bernardino         |
| ▪ Camarillo  | ▪ Imperial Beach       | ▪ San Clemente           |
| ▪ Chino      | ▪ Jurupa Valley        | ▪ San Joaquin            |
| ▪ Corona     | ▪ Kingsburg            | ▪ San Marcos             |
| ▪ Coronado   | ▪ La Canada Flintridge | ▪ San Marino             |

- |                 |                   |                  |
|-----------------|-------------------|------------------|
| ▪ Costa Mesa    | ▪ Lake Forest     | ▪ Santa Clara    |
| ▪ Cupertino     | ▪ La Mesa         | ▪ Santee         |
| ▪ Del Mar       | ▪ Lawndale        | ▪ Seaside        |
| ▪ Dublin        | ▪ Lomita          | ▪ Selma          |
| ▪ El Cajon      | ▪ Long Beach      | ▪ Simi Valley    |
| ▪ El Centro     | ▪ Marina          | ▪ South Gate     |
| ▪ El Segundo    | ▪ Monterey County | ▪ Tracy          |
| ▪ Escondido     | ▪ Parlier         | ▪ Vista          |
| ▪ Fowler        | ▪ Pinole          | ▪ Walnut         |
| ▪ Fresno County | ▪ Pomona          | ▪ West Hollywood |

### Analysis of Impediments (AI) to Fair Housing Choice/Assessment of Fair Housing (AFH)

We have prepared some of the most complex AI and AFH reports in the State.

- |                         |                      |                       |
|-------------------------|----------------------|-----------------------|
| ▪ Alhambra AI           | ▪ Monterey County AI | ▪ Salinas AI          |
| ▪ Glendale AI           | ▪ Pasadena AI        | ▪ San Bernardino AI   |
| ▪ Los Angeles AI        | ▪ Pomona AI and AFH  | ▪ San Diego County AI |
| ▪ Long Beach AI and AFH | ▪ Monterey County AI | ▪ Ventura County AI   |

### Similar Projects

#### Seaside Housing Element (2015-2023)

The City of Seaside was updating the Housing Element along with the comprehensive General Plan update. The Draft Housing Element was able to secure a Finding of Substantial Compliance from HCD, and was waiting to be adopted along with the entire General Plan. Unfortunately, the General Plan growth forecast became the subject of litigation, significantly delaying the General Plan/Housing Element adoption process. To move forward with the Housing Element so the City would be eligible for SB 2 grants, VTA revised the Element to rely on the current General Plan (instead of the proposed General Plan) for the RHNA. The Element was also updated to reflect the changes in Housing Element requirements due to the 2017 and 2018 housing bills. The Seaside Housing Element received a Finding of Substantial Compliance in October and is currently in the adoption process.

Gloria Stearns, Director of Community Development

[GStearns@ci.seaside.ca.us](mailto:GStearns@ci.seaside.ca.us)

(831) 899-6830

#### Marina Housing Element (2015-2023)

The City of Marina committed in its fourth cycle of Housing Element to redesignate 27 acres of land into high-density mixed use commercial uses. However, with the housing market implosion that occurred between 2006 and 2012, and the dissolution of redevelopment in 2012, the City never completed the required rezoning. Therefore, the City never commenced the fifth cycle update of the Housing Element until 2016 when the City was finally able to pursue the creation of the Downtown Vitalization Specific Plan. VTA worked closely with HCD to devise a two-part plan to help the City prepare the fifth cycle update within three months in order to qualify for CDBG funds, and then move on to achieve a certifiable Housing Element later.

Matt Mogensen, Assistant City Manager  
[mmogensen@cityofmarina.org](mailto:mmogensen@cityofmarina.org)  
(831) 884-1240

### Maywood Housing Element (2013-2021)

The City of Maywood adopted the 2013-2021 Housing Element on time but the adopted Element did not address HCD comments. The City was therefore identified by the State Attorney General's Office as a non-compliant city, potentially subject to litigation. The City retained VTA in July 2019 to revise the Housing Element and pursue certification. VTA worked in an expedited manner and was able to achieve compliance status for the City on November 14, 2019. As part of the Housing Element amendment, VTA also revised the Zoning Ordinance to address emergency shelters for homeless, density bonus, and create an affordable housing overlay.

David Mango, Director of Building and Planning  
[David.Mango@cityofmaywood.org](mailto:David.Mango@cityofmaywood.org)  
(323) 562-5721

### Cupertino Housing Element (2014-2022)

The Cupertino Housing Element was updated with a concurrent update to the City's Land Use Element, seeking to redesignate a number of potential sites for higher intensity residential or mixed use development. The update process involved an extensive community outreach process that included more than 20 community meetings and public hearings. The need to rezone and upzone properties was met to vigorous community opposition. A carefully crafted process helped navigate the community through the discussions and ultimately led to an innovative strategy to accommodate the City's Regional Housing Needs Allocation (RHNA) and the certification of the Housing Element by HCD.

Piu Ghosh, Principal Planner  
(760) 777-3308  
[PiuG@cupertino.org](mailto:PiuG@cupertino.org)

### Long Beach Housing Element (2013-2021)

As one of the largest and most diverse cities in California, Long Beach has extensive housing needs. The Housing Element update must address debates such as geographic distribution, intensity, affordability, new construction vs. preservation, and displacement, gentrification, and tenant protection. An extensive outreach program was conducted to obtain input from community groups, housing advocates, developers, and property owners. VTA worked closely with City staff and HCD to respond to comments from the community. The Final Housing Element contains detailed actions and specific timelines that answer to community demands.

Patrick Ure, Housing Operations Officer  
(562) 570-6026  
[Patrick.Ure@longbeach.gov](mailto:Patrick.Ure@longbeach.gov)

## IV. Project Organization

### Veronica Tam, AICP

Veronica Tam will oversee the preparation of Housing Element for the City of El Segundo. She is a recognized expert in the area of housing policy planning. Throughout her career, she has prepared more than 100 Housing Element updates, including approximately 60 updates during the fifth cycle update (nine updates in San Diego County). She has also taken on some of the most challenging Housing Element updates, including:

- Cities that were facing litigations - San Clemente and Pomona
- Cities that have delayed process due to the need to coordinate with the General Plan update process - Escondido, Encinitas, Seaside, and South Gate
- Cities that have never received HCD certification due to stringent local development standards and procedures - Del Mar and San Marino

### Amber Gregg

Amber Gregg has over 18 years of professional experience. Ms. Gregg understands the challenges and opportunities local public agencies encounter and how to address them. Ms. Gregg has strong current and long-range planning skills with poised community outreach and presentation skills. Extensive experience in complex entitlement applications including mixed-use, affordable housing, and transit-oriented development; ensuring high quality development that fits within the existing character of the surrounding community.

### Holli Anderson

Ms. Anderson joined VTA in 2018 will assist in the preparation of the Housing Element. Since joining VTA, Ms. Anderson has participated in the preparation of Housing Elements for the cities of Marina, Palmdale, and Thousand Oaks. She assisted in the Gateway Cities Housing Needs Assessment, an effort coordinated by the Gateway Cities Council of Governments to assess the housing needs, programs, and policies in the 28-jurisdiction subregion of the Southern California Association of Governments (SCAG). She is currently assisting in the preparation of the San Diego Regional Analysis of Impediments to Fair Housing Choice (AI).

### Alexis Bueno Correa

Ms. Bueno Correa holds a Master degree in Urban and Regional Planning from CalPoly Pomona. Her academic focus was on community change and gentrification. She is familiar with the use of Census and other data to assess demographic changes in a community over time. She is currently assisting in the preparation of the San Diego Regional Analysis of Impediments to Fair Housing Choice (AI). She is also assisting in the preparation of Housing Element for the cities of Culver City and Palmdale.

# V. Cost Proposal

## Billing Rates

For works outside of our scope, our billing rates are provided below. Typically, attendance at public meetings is estimated at four to six hours, including one-way travel time.

Name	Title	Hourly Rate
<b>Veronica Tam and Associates</b>		
Veronica Tam	Principal	\$160
Senior Planner	Senior Planner	\$125
Rick Brady	Senior Planner	\$125
Holli Anderson	Planner	\$100
Alexis Bueno	Planner	\$100
Patrick Ward	GIS	\$90

## Proposed Budget

Task	Tam	Gregg	Anderson/ Bueno	Tech	Other	VTA Total
	\$ 160	\$ 125	\$ 100	\$ 90		
<b>Task 1: Research and Analysis</b>						
Task 1.1: Evaluation of the 2013-2021 Housing Element	2		20			\$ 2,320
Task 1.2: Needs Analysis	8	24	80			\$ 12,280
Task 1.3: Housing Resources and Opportunities	16		60	20	\$ 500	\$ 10,860
Task 1.4: Housing Constraints	8	40	16			\$ 7,880
Task 1.5: Housing Goals, Policies, and Quantified Objectives	8		16			\$ 2,880
<b>Task 2: Housing Element Preparation</b>						
Task 2.1: Draft Housing Element	8	12	24			\$ 5,180
Task 2.2: Public Participation Study Sessions (2)	12		4		\$ 200	\$ 2,520
Task 2.3: Housing Element and HCD Review	16	24	40			\$ 9,560
Task 2.4: Public Hearings (2)	12		2		\$ 200	\$ 2,320
Task 2.5: State Certification	4		4			\$ 1,040
<b>Total</b>	<b>94</b>	<b>100</b>	<b>266</b>	<b>20</b>	<b>\$ 900</b>	<b>\$ 56,840</b>

**EDUCATION**

MA, Urban Planning, 1989, University of California, Los Angeles

BES, Urban and Regional Planning (Economics Minor), 1987, University of Waterloo, Canada

**PROFESSIONAL AFFILIATIONS**

American Institute of Certified Planners  
American Planning Association

**AWARDS**

2016 APACA

Award of Excellence – Opportunity and Empowerment: 2014-2015 Salinas Housing Initiatives

2016 Northern Section, APACA

Award of Merit – Public Outreach: 2014-2015 Salinas Housing Initiatives

2016 APACA

Award of Merit – Best Practice: Fresno Multi-Jurisdictional Housing Element

2016 Central Valley Section, APACA

Award of Excellence – Best Practice: Fresno Multi-Jurisdictional Housing Element

2014 APACA

Award of Merit – Hard Won Victories: 2013-2021 El Cajon Housing Element

2014 San Diego Section, APACA

Comprehensive Planning, Small Jurisdiction: 2013-2021 El Cajon Housing Element

2009 APACA

Award of Merit - Comprehensive Planning, Large Jurisdiction: 2008-2014 Los Angeles County Housing Element

2009 Los Angeles Section, APACA

Comprehensive Planning, Large Jurisdiction: 2008-2014 Los Angeles County Housing Element

2002 Northern Section, APACA

Focused Issues: Contra Costa County Analysis of Impediments to Fair Housing

2001 Northern Section, APACA

Advocacy Planning: East Palo Alto Housing Element

2000 APACA

Outstanding Planning: El Cajon Integrated Housing Element and Consolidated Plan

**VERONICA TAM, AICP  
PRINCIPAL**

Ms. Tam has expertise in the areas of housing policy development and community development planning. She has over 20 years of experience preparing a range of housing and community development plans and studies for jurisdictions throughout California.

**RELATED PROJECT EXPERIENCE****Housing Elements**

Alhambra	Glendora	Salinas
Avalon	Gonzales	San Clemente
Bell Gardens	Hawthorne	San Bernardino
Buena Park	Hercules	San Fernando
Camarillo	Hesperia	San Marcos
Chino	Imperial Beach	San Marino
Corona	Jurupa Valley	Santa Clara
Coronado	La Canada Flintridge	Santee
Costa Mesa	Lake Forest	Seaside
Cupertino	La Mesa	Simi Valley
Del Mar	Lawndale	South Gate
Dublin	Marina	Tracy
El Cajon	Pinole	Vista
El Centro	Pomona	Walnut
El Segundo	Rancho Santa Margarita	West Hollywood
Escondido	Redondo Beach	Monterey County

**Consolidated Plans**

Alhambra	Glendora	Santee
Carlsbad	Lancaster	Santa Clarita
Costa Mesa	Long Beach	Simi Valley
El Cajon	Perris	Monterey County
Glendale	Salinas	Orange County

**Fair Housing Studies**

Chino	Pasadena	Santa Clarita
Glendale	Perris	Monterey County
Long Beach	Pomona	San Diego County
Palm Springs	Salinas	Ventura County

**Special Studies**

- County of San Diego Strategic Plan for 3 Element Updates (Housing, Safety, and Environmental Justice)
- Gateway Cities Council of Governments (GCCOG) Housing Study
- Regional Housing Needs Allocation Assistance for the cities of Redondo Beach and South Gate

**Veronica Tam and Associates**

107 S. Fair Oaks Avenue, Suite 212, Pasadena, CA 91105  
P (626) 304-0440 F (626) 304-0005



### EDUCATION

BS Business Administration,  
Communications Minor, CSU San  
Marcos

Certificate in Land Use and  
Environmental Planning, UC Riverside

Continued education on legislative  
updates, planning trends, & best  
practices

### PROFESSIONAL AFFILIATIONS

American Planning Association

Orange County APA Board Members

California APA State Legislative Review  
Team

Association of Environmental  
Professionals

Urban Land Institute

### AMBER GREGG LAND USE PLANNER

Ms. Gregg is a coastal municipal land use and environmental planner with 18 years of professional experience. Working her way up the professional levels to Planning Manager, Ms. Gregg understands the challenges and opportunities local public agencies encounter and how to address them. Ms. Gregg has strong current and long-range planning skills with poised community outreach and presentation skills. Extensive experience in complex entitlement applications including mixed-use, affordable housing, and transit-oriented development; ensuring high quality development that fits within the existing character of the surrounding community, always cognizant that detail is key.

### RELATED PROJECT EXPERIENCE

**Urban Planning:** Strong current and long-range planning skills with poised community outreach and presentation skills. Extensive experience in complex entitlement applications including mixed-use, affordable housing, historic resources and transit-oriented development; ensuring high quality development that fits within the existing character of the surrounding community, always cognizant that detail is key. Long Range Planning includes two comprehensive General Plan updates, two certified housing element updates, development of City Local Coastal Program, specific plan development/amendments, and legislative updates for consistency with State and Federal requirements. Proficient in CEQA requirements, Building and Safety, and Code Compliance.

**Housing & Economic Development:** Successfully managed two Housing Element Updates by working closely with HCD, met with developers to encourage affordable housing, project planner for several large affordable housing developments, reviewed affordable housing regulatory agreements, processed tax credit financing and subsequent amendments, drafted and amended Ordinances for new local laws and State Law Compliance. Administered City CDBG program and streamlined policies and guidelines to better spend annual funds in a timely manner. Helped develop and implement the Business Liaison Program, an economic development program aimed at expediting permit issuance for businesses in the community.

### Veronica Tam and Associates

107 S. Fair Oaks Avenue, Suite 212, Pasadena, CA 91105  
P (626) 304-0440 F (626) 304-0005

**EDUCATION**

Master in Urban Planning, 2019  
California State Polytechnic University, Pomona

Bachelor in Biological Science, 2015  
California State University, Fullerton

**SKILLS**

Spanish Fluency  
Database Management  
ArcGIS

**ALEXIS BUENO CORREA  
PLANNER**

Ms. Bueno Correa holds a Master degree in Urban and Regional Planning with a specialization in community development.

Ms. Bueno Correa is familiar with both qualitative and quantitative methods of research. Her academic research was focused on assessing community change and gentrification due to demographic and housing trends.

**VERONICA TAM AND ASSOCIATES**

At VTA, Ms. Bueno Correa contributes to a variety of housing and community development studies as well as environmental clearance requirements for housing-related projects.

**Housing Element**

Palmdale                      Thousand Oaks

**Fair Housing Studies**

Glendale

**PRIOR EXPERIENCE**

Prior to joining VTA, Ms. Bueno Correa worked for the Municipal Water District of Orange County.

**Veronica Tam and Associates**

107 S. Fair Oaks Avenue, Suite 212, Pasadena, CA 91105  
P (626) 304-0440                      F (626) 304-0005



**TITLE**

Adopt a resolution supporting California Citizens for Local Control - a volunteer coalition comprised of Cities working together to ensure that Cities can continue to manage their own land use and zoning issues.

**RECOMMENDATION**

1. Adopt the attached resolution

**ATTACHMENTS**

1. Resolution

**FISCAL IMPACT**

There will not be any direct costs associated with the Resolution.

**CITY STRATEGIC PLAN COMPLIANCE**

**Goal:** 5 Champion Economic Development and Fiscal Sustainability

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

**PREPARED BY:** Martha Guzman-Hurtado, Legislative Affairs Manager *MGH*

**REVIEWED BY:** Barbara Voss, Deputy City Manager *BV*

**APPROVED BY:** Scott Mitnick, City Manager *BV*

---

**BACKGROUND**

The legislature of the State of California has proposed a number of bills addressing a range of housing issues that could potentially preempt local jurisdiction's control over land use and zoning issues.

The **California Citizens for Local Control** is being spearheaded by the City of Torrance to create a united coalition of Cities to address local control issues and show state legislators there is strong opposition. As a first step in the formation of the coalition, Cities are being asked to pass a resolution in solidarity with other Cities committed to opposing proposed bills that threaten to erode local control.

The resolution stating strong support for retaining local control aligns with the City of El Segundo's Legislative Platform that opposes State and federal legislation that preempts the City's local authority.

**RESOLUTION NO. \_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO, CALIFORNIA, EXPRESSING OPPOSITION TO PROPOSED HOUSING LEGISLATION AND EXPRESSING SUPPORT FOR ACTION TO FURTHER STRENGTHEN LOCAL DEMOCRACY, AUTHORITY AND CONTROL.**

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

**SECTION 1:** The City Council finds that:

- A. The legislature of the State of California, has proposed a number of bills addressing a range of housing issues; and
- B. The majority of these bills usurp the authority of local jurisdictions to determine for themselves the land use policies and practices that best suit their cities and residents and instead impose mandates that do not take into account the needs and differences of jurisdictions throughout the State, as well as imposing unfunded mandates on jurisdictions for actions that are not in their best interests, and
- C. For example, the ability of jurisdictions to determine for themselves which projects require review beyond a ministerial approval, what parking requirements are appropriate for various locales within their jurisdiction, what plans and programs are suitable and practical for each community rather than having these decisions imposed upon cities without regard to the circumstances of each individual city is a matter of great importance to the City of El Segundo, and
- D. The City Council of the City of El Segundo feels strongly that our local government is best able to assess the needs of our community and objects to the proliferation of State legislation that deprives the City of that ability.

**SECTION 2:** The City Council hereby:

- A. Registers its strong opposition to the following pieces of State legislation that usurp local control and impose unfunded mandates:
  - AB 831 (Grayson) – Planning and zoning: housing: development application modifications.
  - AB 953 (Ting) – Land use: accessory dwelling units.
  - AB 1279 (Bloom) – Housing Developments. High Resource Areas.
  - AB 2323 (Friedman) – California Environmental Quality Act Exemptions.
  - AB 2405 (Burke)- Right to safe, decent and affordable housing.
  - AB 3153 (Rivas, Robert) Parking and zoning: bicycle and car-share parking credits.
  - AB 3269 (Chui) State and local agencies: homelessness plan.
  - SB 288 (Weiner) California Environmental Quality Act: exemptions.

- SB 899 (Weiner) Planning and zoning: housing development: higher education institutions and religious institutions.
  - AB 725 (Wicks) General Plans: housing element: moderate-income and above moderate-income housing: suburban and metropolitan jurisdictions.
  - AB 1851 (Wicks) Religious institution affiliated housing development projects: parking requirements.
  - AB 2168 (McCarty) Planning and zoning: electric vehicle charging stations: permit application: approval.
  - AB 2345 (Gonzalez) Planning and zoning: density bonuses: annual report: affordable housing.
  - AB 2988 (Chu) Planning and zoning: supportive housing: number of units: emergency shelter zones.
  - AB 3107 (Bloom) Planning and zoning: General Plan: housing development.
  - SB 902 (Weiner) Planning and zoning: housing development: zoning.
  - SB 995 (Atkins) Environmental Quality: Jobs and Economic Improvement Through Environmental Leadership Act of 2011: housing projects.
  - SB 1085 (Skinner) Density Bonus Law: qualifications for incentives or concessions: student housing for lower-income students: moderate-income persons and families: local government constraints.
  - SB 1120 (Atkins) Subdivisions: tentative maps.
  - SB 1138 (Weiner) Housing Element: emergency shelters: rezoning of sites; and,
- B. Registers its equally strong opposition to the current practice of the State legislature of proposing and passing multitudes of bills that directly impact and interfere with the ability of Cities to control their own destiny through the use of the zoning authority that has been granted to them; and,
- C. Declares that, should the State continue to pass legislation that attacks local municipal authority, control and revenue, the City of El Segundo will support actions such as a ballot measure that would limit the State's ability to control local activities and strengthen local democracy and authority.

SECTION 3: The City Council hereby directs the City Manager's office to transmit a copy of this resolution to the sponsors of the legislation listed above.

SECTION 4: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

SECTION 5: The City Clerk will certify to the passage and adoption of this Resolution; will enter the same in the book of original Resolutions of said City; and will make a minute of the passage and adoption thereof in the record of proceedings of the City Council of said City, in the minutes of the meeting at which the same is passed and adopted.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020.

Drew Boyles, Mayor

ATTEST:

\_\_\_\_\_  
Tracy Weaver, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark D. Hensley, City Attorney

**AGENDA DESCRIPTION:**

Proposed El Segundo Library Park Activation capital improvement project design.

**RECOMMENDED COUNCIL ACTION:**

1. Receive and file presentation

**ATTACHED SUPPORTING DOCUMENTS:**

1. Vicinity Map
2. Location Map
3. El Segundo Public Library Garden Design by Tavi Design Group

**FISCAL IMPACT:**

Amount Budgeted: \$120,000  
Additional Appropriation: \$100,000 Cultural Development Fund allocation request in FY 2020-2021 budget  
Account Number(s): 301-400-8202-8231 (budgeted)  
704-300-0000-3787 (proposed for FY 2020-2021 budget)

**STRATEGIC PLAN COMPLIANCE:**

**Goal:** 1 Enhance Customer Service, Engagement, and Communications

**Objectives:** A El Segundo provides unparalleled service to internal and external customers.

B El Segundo's engagement with the community ensures excellence.

**Goal:** 1 Develop Quality Infrastructure and Technology

**Objectives:** A El Segundo's physical infrastructure supports an appealing, safe, and effective community.

**ORIGINATED BY:** Melissa McCollum, Director of Library Services

**REVIEWED BY:** Meredith Petit, Director of Recreation and Parks  
Elias Sassoon, Director of Public Works

**APPROVED BY:** Scott Mitnick, City Manager *SM (for SM)*

---

**BACKGROUND:**

A Library Park Activation project was approved as part of the Capital Improvement Program for Fiscal Year 2019-2020. Designed to expand options for community members interested in utilizing

both interior and exterior public spaces in Library Park, the plan envisions reopening the lower level entrance to the library that leads directly to the Children's Library, Sue Carter Friends of the El Segundo Public Library Community Room, and public restrooms; adding a sensory Learning Garden and small stage adjacent to the library to activate the space and extend library services outdoors; adding nature-themed interactive elements and public art to promote play and exploration; and adding outdoor seating to encourage contemplation and connections. The new stage will stimulate an expansion of intimate community entertainment, including performing arts, music, storytelling, magic, poetry, and more.

The El Segundo Public Library secured a Maximizing Learning Spaces grant from the California State Library to fund design services for the project. As part of this work, Tavi Perttula and Eiko Hamada-Ano from Tavi Design Group developed a concept for a Storybook Loop throughout Library Park in addition to designing the Learning Garden.

The Storybook Loop encourages participants to stop at various stations along their walk through the park to read a complete story that can be changed out quarterly. The playful design mirroring story development was envisioned with a system of spaces and open-ended experiences to support exploration and movement by people of all ages. The design utilizes primarily natural materials in an effort to be sensitive to the park's aesthetic.

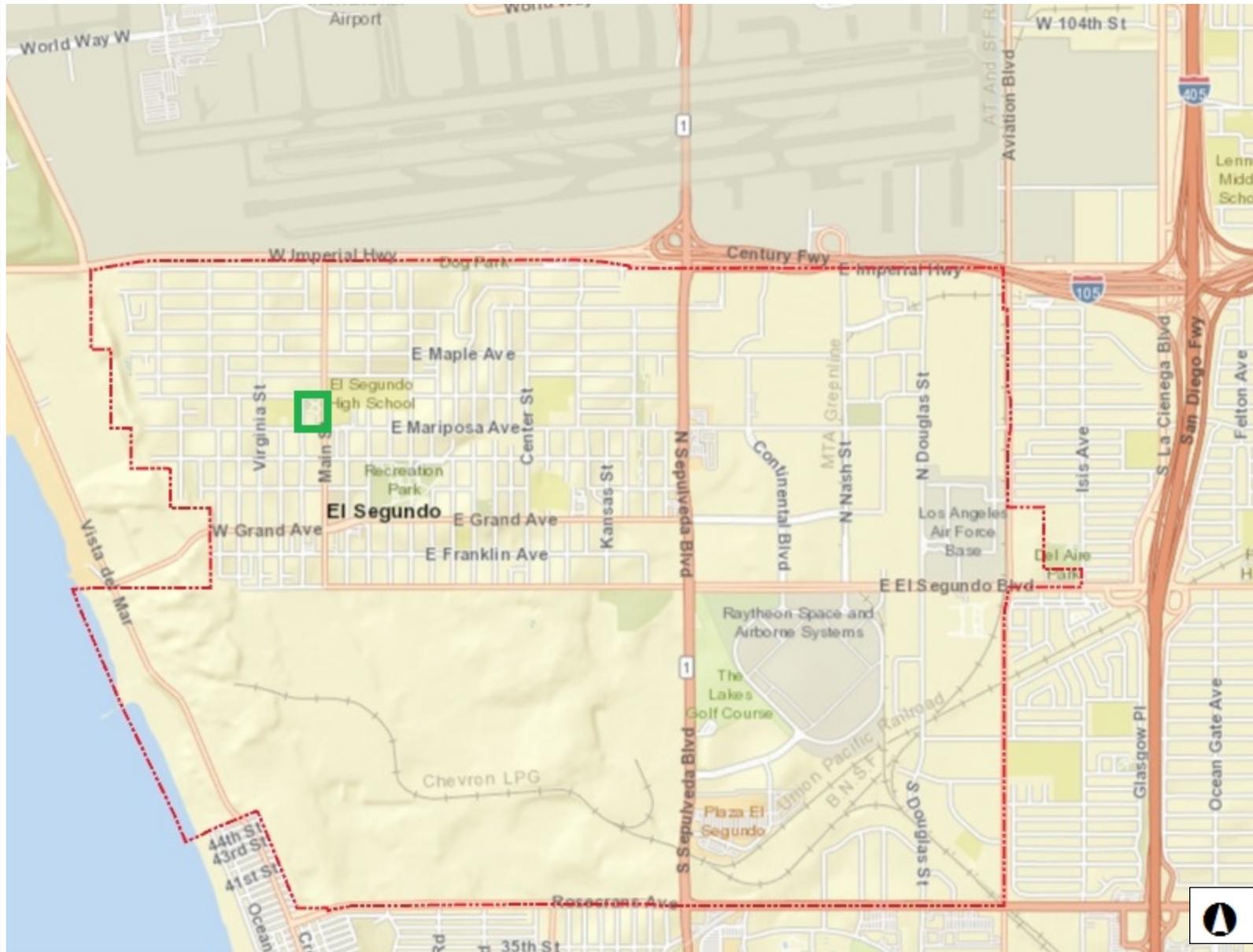
Implementation of the plan will help with library overcrowding as many areas were completely full prior to the pandemic during afterschool hours, including the Children's Library, Teen Zone, and Study Rooms. Opening the long-closed Library Park entrance during targeted hours will improve access to the library's collection, services, staff, and space in addition to providing quick access in the other direction to Library Park from the library.

The Library Park Activation project has been discussed in numerous public meetings with positive response, including with members of the Library Board of Trustees, Recreation and Parks Commission, Arts and Culture Advisory Committee, History Committee, and Friends of the El Segundo Public Library.

The Public Works Department is in the process of obtaining a proposal for the engineering design for this project. The design work is anticipated to begin by October 2020 and be completed by early spring 2021. The construction is anticipated to be substantially completed by fall 2021.



# Library Park Project Vicinity Map



### Legend

-  City Boundary
-  Project Region

### Notes

6,018.7      0      3,009.33      6,018.7 Feet

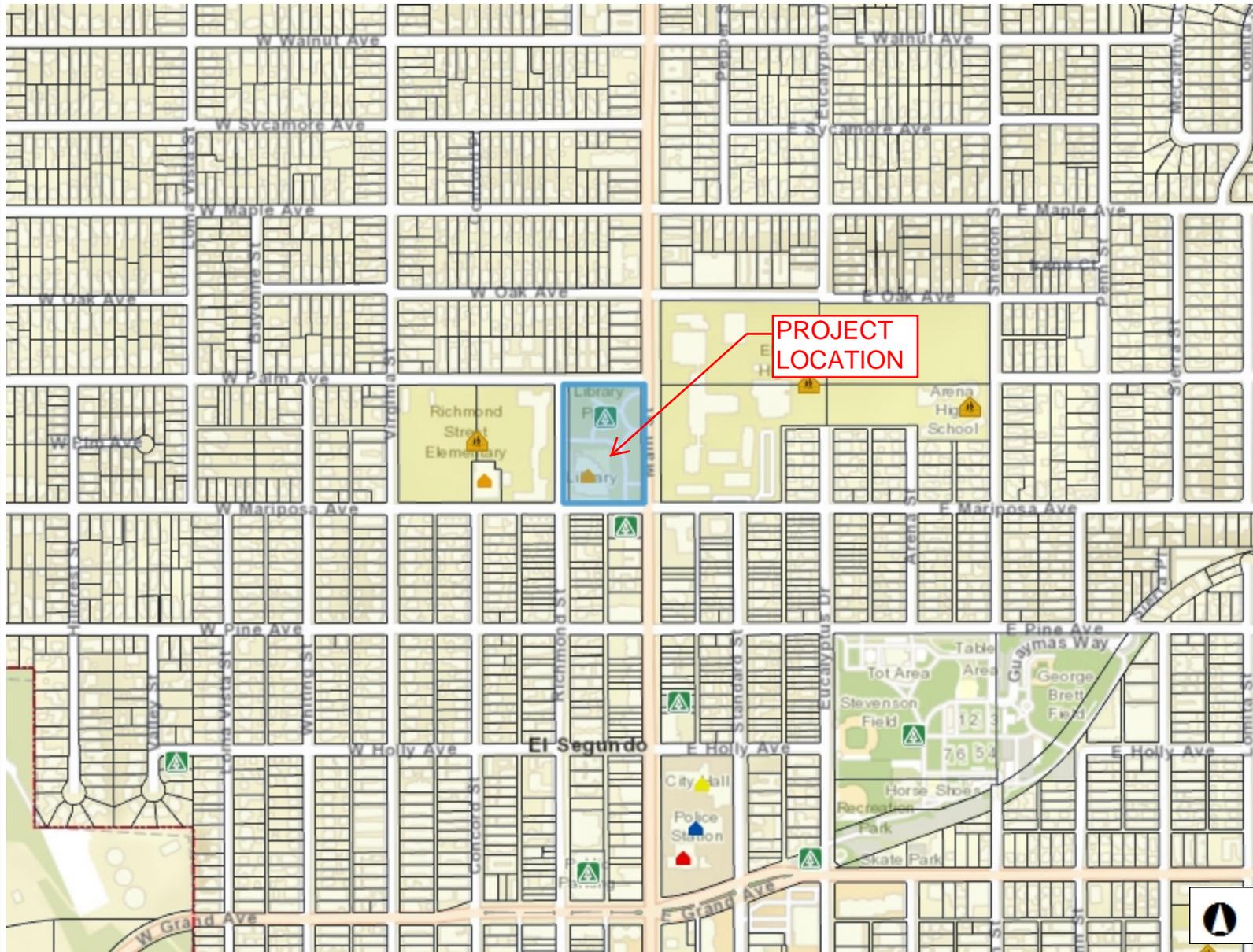
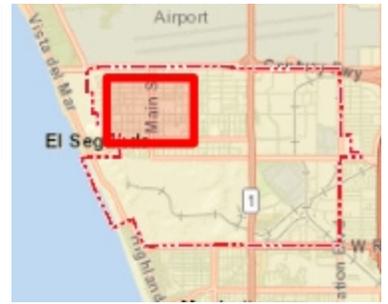


WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

*DISCLAIMER: The information shown on this map was compiled from different GIS sources. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. The City of El Segundo will not be held responsible for any claims, losses or damages resulting from the use of this map.*



# Library Park Project Location Map



## Legend

-  Parcels
-  Library Park
-  City Boundary

## Notes

1,504.7 0 752.33 1,504.7 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

DISCLAIMER: The information shown on this map was compiled from different GIS sources. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. The City of El Segundo will not be held responsible for any claims, losses or damages resulting from the use of this map.

# EL SEGUNDO PUBLIC LIBRARY GARDEN

111 WEST MARIPOSA AVENUE, EL SEGUNDO, CA 90405



3. ESCALATION  
THE TENSION BUILDS. A MORE  
TUMULTUOUS TERRAIN.

4. CLIMAX  
A HIGH-DRAMA LANDSCAPE  
WHERE THE STAKES FEEL THE  
HIGHEST.

5. RESOLUTION  
VICTORIOUS, READERS SEE  
THEIR TRAVELED PATH FROM A  
HIGHER PERSPECTIVE NEAR THE  
FLAGPOLE.

2. COMPLICATION  
THE READERS CROSS A  
THRESHOLD AS THEY FEEL THE  
CALL TO ADVENTURE.

1. EXPOSITION  
ROSE GARDEN -ADJACENT. A  
HOME BASE FOR THE START OF A  
JOURNEY.

LEARNING GARDEN  
SHADED AMPHITHEATER AND  
PATIO SURROUNDED BY SENSORY  
GARDEN AND POLLINATOR  
PROGRAMMING



# LEARNING GARDEN CONCEPT

111 W. MARIPOSA AVE • JUNE 2020 • LEARNING GARDEN + STORYBOOK LOOP DESIGN



ALFRESCO TABLE

ALFRESCO BENCH

GO CLUB LOUNGE



GO CLUB ROCKER



TESSELATE SQUARE PLANTERS (IN ORANGE)





DECOMPOSED GRANITE (DG) STABILIZED



HONEYCOMB STAGE



STRING LIGHTS



NET LIGHTING OVER AMPHITHEATER



SAWED LOG AMPHITHEATER SEATING



EXISTING AREA



LEARNING GARDEN  
SHADED AMPHITHEATER  
AND PATIO SURROUNDED  
BY SENSORY GARDEN  
AND POLLINATOR  
PROGRAMMING

## LEARNING GARDEN CONCEPTS

111 W. MARIPOSA AVE • JUNE 2020 • LEARNING GARDEN + STORYBOOK LOOP DESIGN



ARCHITECTURAL BIRDBOUSES



COLORFUL POLLINATOR + SENSORY PLANTINGS



SENSORY SIGNAGE

BENEFICIAL POLLINATOR HOTEL



LOW IMPACT DEVELOPMENT PLANTERS



BIRD BATH



VIEW FROM CHILDREN'S LIBRARY WINDOW

## LEARNING GARDEN CONCEPTS

111 W. MARIPOSA AVE • JUNE 2020 • LEARNING GARDEN + STORYBOOK LOOP DESIGN

TAVI DESIGN GROUP



HUMMINGBIRD SAGE (SMELL)  
*SALVIA SPATHACEA*



EVERGREEN CURRANT (SMELL)  
*RIBES VIBURNIFOLIUM*



PINEAPPLE SAGE (TASTE)  
*SALVIA ELEGANS*



MARIGOLD (SMELL)  
*TAGETES ERECTA*



COYOTE MINT (SMELL)  
*MONARDELLA MACRANTHA 'MARIAN SAMPSON'*



WILD STRAWBERRY (TASTE)  
*FRAGARIA VESTRA*

## LEARNING GARDEN CONCEPTS – PLANTING

111 W. MARIPOSA AVE • JUNE 2020 • LEARNING GARDEN + STORYBOOK LOOP DESIGN

TAVI DESIGN GROUP



CALIFORNIA EVERLASTING (SMELL)  
*PSEUDOGNAPHALIUM CALIFORNICUM*



WINIFRED GILMAN SAGE (SMELL)  
*SALVIA CLEVELANDII 'WINIFRED GILMAN'*



CALIFORNIA MINT (SMELL, MAKE TEA)  
*PHYCNANTHEMUM CALIFORNICUM*



WOOLLY BLUE CURLS (SMELL)  
*TRICHOSTEMA LANATUM*



MILFOIL YARROW (SMELL)  
*ACHILLEA MILLEFOLIUM*



COYOTE MINT (SMELL)  
*MONARDA VILLOSA*

## LEARNING GARDEN CONCEPTS – PLANTING

111 W. MARIPOSA AVE • JUNE 2020 • LEARNING GARDEN + STORYBOOK LOOP DESIGN

TAVI DESIGN GROUP



LEMON VERBENA (TASTE)  
*ALLOYSIA CITRODORA*



CINNAMON BASIL (TASTE)  
*OCIMUM BASILICUM*



CANDYLEAF (TASTE)  
*STEVIA REBAUDIANA*



CHOCOLATE MINT (TASTE)  
*MENTHA X PIPERITA 'CHOCOLATE MINT'*



ORANGE MINT (TASTE)  
*MENTHA X PIPERITA F. CITRATA*



YERBA BUENA (SMELL, MAKE TEA)  
*SATUREJA DOUGLASII*

## LEARNING GARDEN CONCEPTS – PLANTING

111 W. MARIPOSA AVE • JUNE 2020 • LEARNING GARDEN + STORYBOOK LOOP DESIGN

TAVI DESIGN GROUP



CORKSCREW RUSH (TOUCH)  
*JUNCUS EFFUSUS F. SPIRALIS*



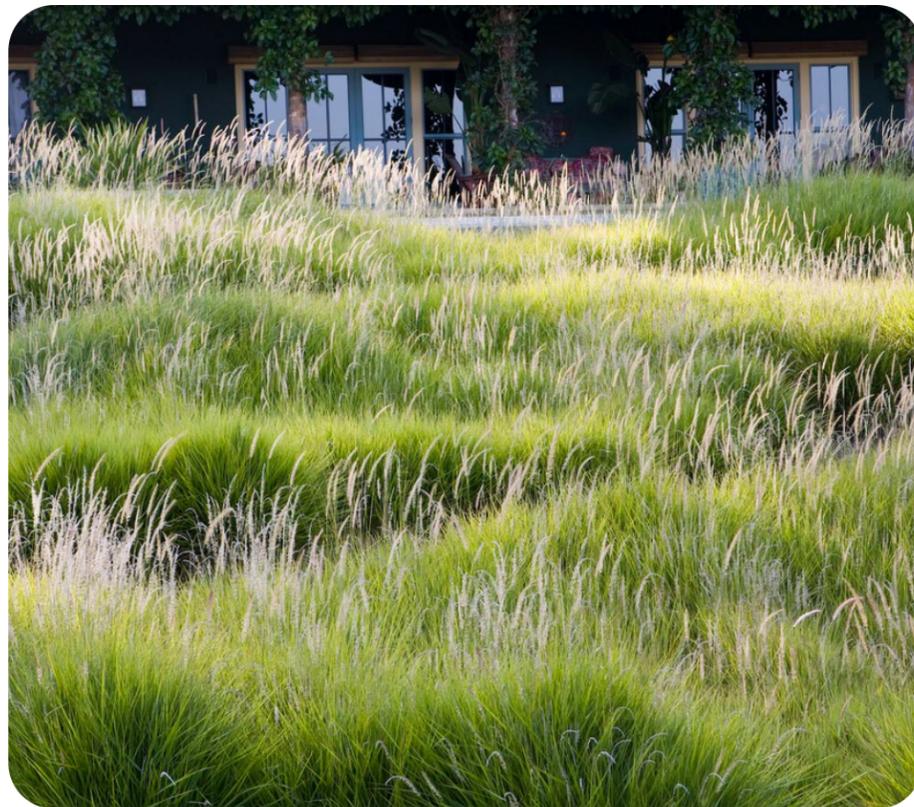
CURLY KALE (TOUCH, TASTE)  
*BRASSICA OLERACEA VAR. SABELLICA*



STRING OF PEARLS (TOUCH)  
*SENECIO ROWLEYANUS*



MIMULUS AURANTIACUS (TOUCH)  
*STICKY MONKEY FLOWER*



FAIRY TAILS FOUNTAIN GRASS (TOUCH)  
*PENNISETUM 'FAIRY TAILS'*



LAMB'S EAR (TOUCH)  
*PSEUDOGNAPHALIUM CALIFORNICUM*

## LEARNING GARDEN CONCEPTS – PLANTING

111 W. MARIPOSA AVE • JUNE 2020 • LEARNING GARDEN + STORYBOOK LOOP DESIGN

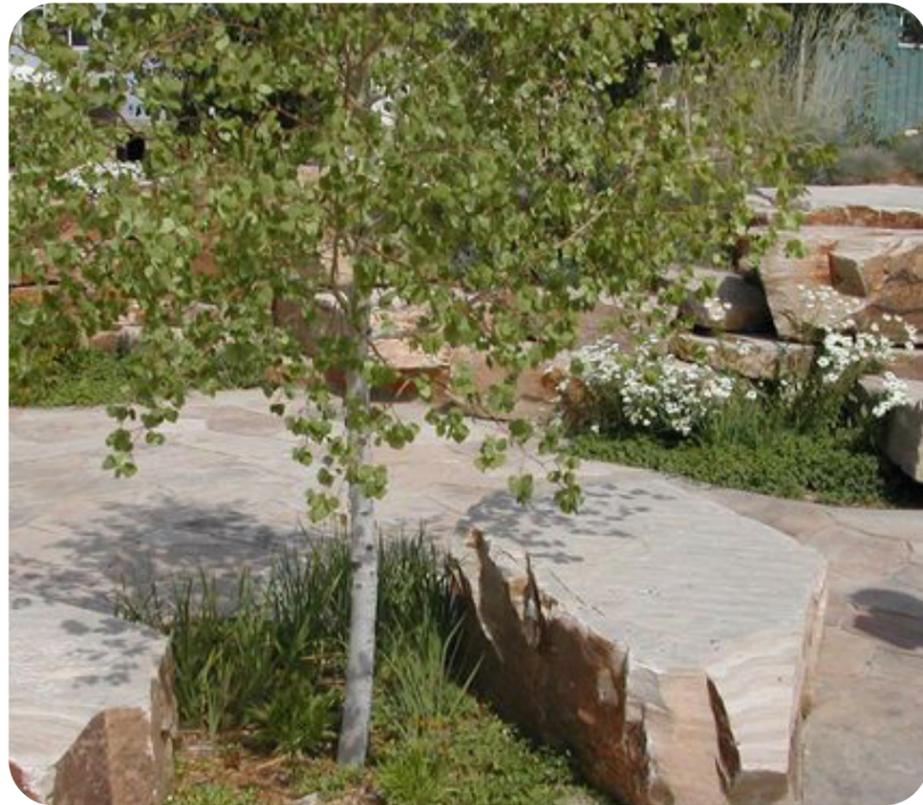
TAVI DESIGN GROUP



SEA CLIFF BUCKWHEAT  
*ERIOGONUM PARVIFOLIUM*



EL SEGUNDO BLUE BUTTERFLY  
*ENDANGERED SPECIES*



SHADED BOULDER SEATING



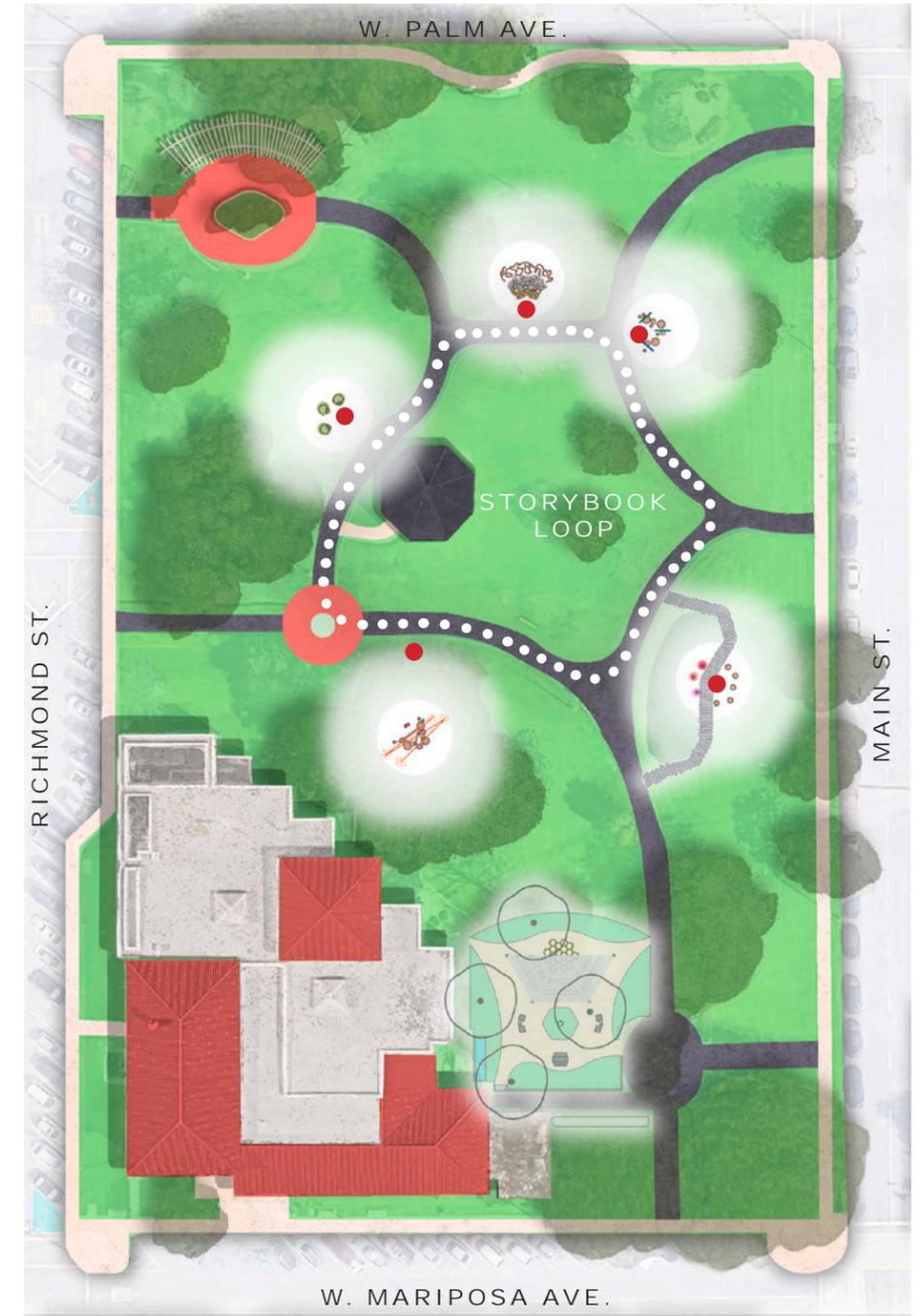
STORYTIME SEATING



HIDE-AND-REVEAL SIGNAGE



FLIPBOOK SIGNAGE



STORYBOOK LOOP  
AN ENGAGING TRAIL  
WITH A CHILDREN'S BOOK  
POSTED ACROSS FIVE  
STATIONS FOR FAMILIES  
TO READ AND ENJOY  
ALONG THEIR WALK  
THROUGH THE PARK

## STORYBOOK LOOP CONCEPTS

111 W. MARIPOSA AVE • JUNE 2020 • LEARNING GARDEN + STORYBOOK LOOP DESIGN

TAVI DESIGN GROUP



BOARD PATH AROUND ROSE GARDEN



NATURALISTIC WOODEN TOADSTOOL SEATING



EXISTING ROSE GARDEN - VIEW FROM MAIN STREET



WIND SCULPTURES



EL SEGUNDO  
HIGH SCHOOL

1. EXPOSITION  
ROSE GARDEN -  
ADJACENT. A HOME  
BASE FOR THE START  
OF A JOURNEY.

## STORYBOOK LOOP STATION 1/5: EXPOSITION

111 W. MARIPOSA AVE • JUNE 2020 • LEARNING GARDEN + STORYBOOK LOOP DESIGN

TAVI DESIGN GROUP



ARBOR THRESHOLD



MINI RIDGE AND CULVERT TUNNEL



VARIED SIZE STUMP PLAY/SEATING



EXISTING SITE - VIEW FROM MAIN STREET



2. COMPLICATION  
THE READERS CROSS  
A THRESHOLD AS THEY  
FEEL THE CALL TO  
ADVENTURE.

## STORYBOOK LOOP STATION 2/5: COMPLICATION

111 W. MARIPOSA AVE • JUNE 2020 • LEARNING GARDEN + STORYBOOK LOOP DESIGN



STUMP PATH THROUGH THRESHOLDS



CLUSTERED BOULDER PLAY



EXISTING SITE - VIEW FROM W. PALM AVENUE



3. ESCALATION  
THE TENSION BUILDS.  
A MORE TUMULTUOUS  
TERRAIN.

## STORYBOOK LOOP STATION 3/5: ESCALATION

111 W. MARIPOSA AVE • JUNE 2020 • LEARNING GARDEN + STORYBOOK LOOP DESIGN



NATURAL BOULDER PLAY AND SEATS



WHALE STONE BENCH SCULPTURE  
BY ARTISTS AT ART CITY



EXISTING SITE VIEW FROM RICHMOND STREET



4. CLIMAX  
A HIGH-DRAMA  
LANDSCAPE WHERE  
THE STAKES FEEL  
THE HIGHEST.

## STORYBOOK LOOP STATION 4/5: CLIMAX

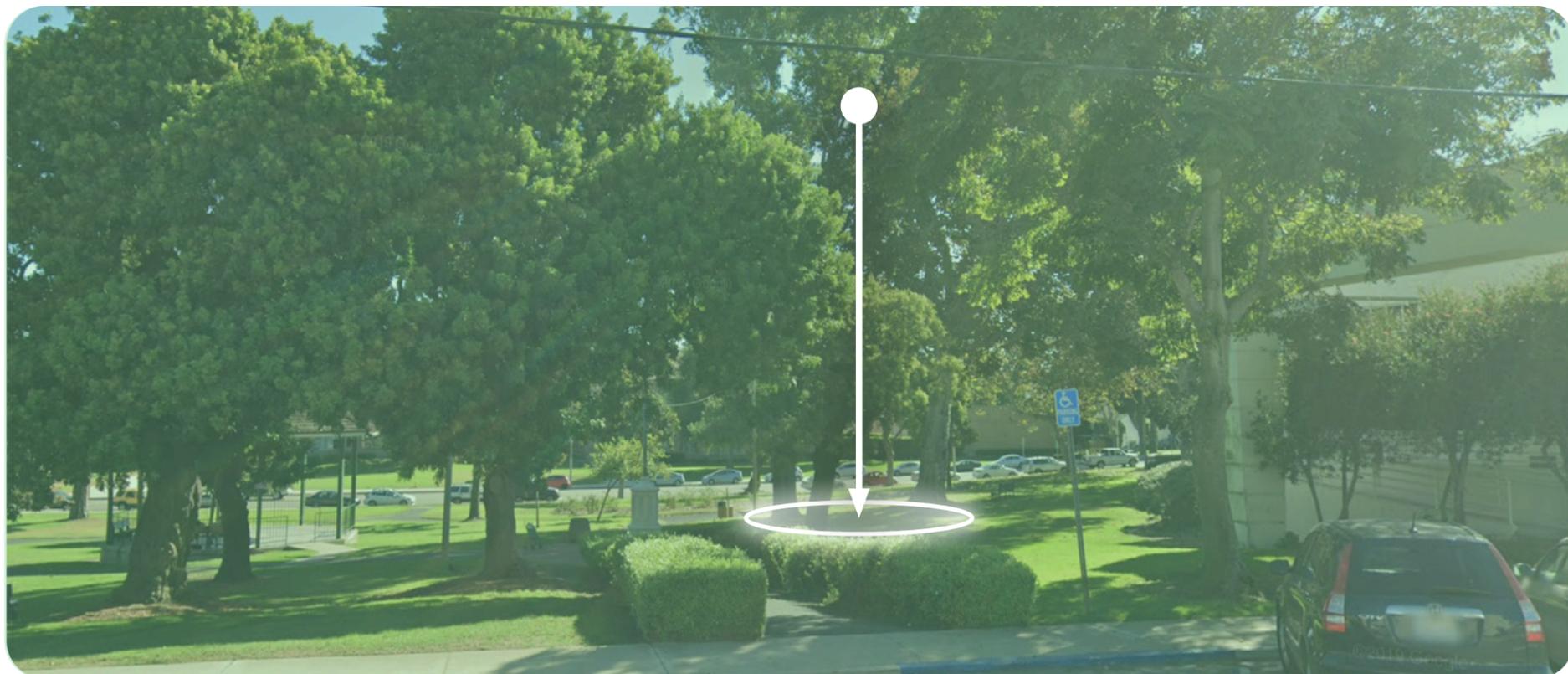
111 W. MARIPOSA AVE • JUNE 2020 • LEARNING GARDEN + STORYBOOK LOOP DESIGN



RIBBON STREAMERS



MUSHROOM STONE STOOL SCULPTURES  
BY ARTISTS AT ART CITY



EXISTING FLAGPOLE AREA



5. RESOLUTION  
VICTORIOUS,  
READERS SEE THEIR  
TRAVELED PATH  
FROM A HIGHER  
PERSPECTIVE NEAR  
THE FLAGPOLE.

## STORYBOOK LOOP STATION 5/5: RESOLUTION

111 W. MARIPOSA AVE • JUNE 2020 • LEARNING GARDEN + STORYBOOK LOOP DESIGN

**AGENDA DESCRIPTION:**

Introduce an ordinance amending Title 5, Chapter 2 of El Segundo Municipal Code (Garbage and Rubbish) to require bulky item and holiday tree pickup service for multi-family properties.

**RECOMMENDED COUNCIL ACTION:**

1. Waive first reading and introduce an ordinance amending Title 5, Chapter 2 of El Segundo Municipal Code (Garbage and Rubbish) to require bulky item and holiday tree pickup service and for Multi-Family properties.
2. Schedule the second reading for September 15, 2020 City Council meeting.

**ATTACHED SUPPORTING DOCUMENTS:**

Proposed Ordinance

**FISCAL IMPACT:** N/A

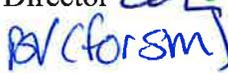
**Amount Budgeted:** \$0  
**Additional Appropriation:** No  
**Account Number(s):** N/A

**STRATEGIC PLAN:**

**Goal:** 2 Support Community Safety and Preparedness  
**Objective:** A El Segundo is a safe and prepared city.

**ORIGINATED BY:** Jasmine Allen, Senior Management Analyst 

**REVIEWED BY:** Elias Sassoon, Public Works Director 

**APPROVED BY:** Scott Mitnick, City Manager 

**BACKGROUND AND DISCUSSION:**

Abandoned bulky items of solid waste are an unsightly nuisance that degrades the quality of life for residents and visitors of El Segundo. The abandonment of bulky items of solid waste occurs more frequently on multi-family properties as residents and tenants move in and out throughout the year, often discarding bulky items (used furniture, mattresses, appliances, etc., but not including Hazardous Waste items) on or around the premises in the process.

Section 5-2-14(A) of the El Segundo Municipal Code (“ESMC”) requires the owner or occupant of each multi-family premises to make arrangements for the regular removal of solid waste. Such arrangements must be made with a solid waste service provider that holds a valid City-issued

permit. ESMC section 5-2-15 sets forth the commercial/multi-family solid waste hauler permit process and applicable requirements for permittees.

The hauler will provide each commercial and multi-family premises it serves with the collection containers necessary to comply with, implement, and achieve State and local diversion and recycling goals, as applicable. Each container will display the name and telephone number of the permitted hauler.

To preserve and protect public health and safety, it is necessary to require each permitted commercial/multi-family solid waste hauler to provide on-call bulky item pickup service to multi-family customers at a frequency that is commensurate with the number of units in the multi-family premises served.

Additionally, the hauler will, at no additional charge (*i.e.*, as an included component of its basic service), collect, transport and cause to be recycled all holiday trees which are placed curbside at any multi-family premises served by the permittee during the period beginning on December 26 and ending at 2:00 p.m. on the second Saturday in January.

The timely collection of abandoned bulky items will help to preserve public health and safety and the proper handling of those bulky items by permitted haulers will advance the City's ongoing efforts to maximize the diversion of solid waste from landfills. Violation of any condition of the permit can be grounds for revocation of the permit (ESMC 15-2-15I).

Staff recommends that the City Council introduce the ordinance and schedule second reading and adoption of the ordinance at the Council's next regularly scheduled meeting. If adopted, the ordinance would take effect 30 days later.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE 5, CHAPTER 2 OF THE EL SEGUNDO MUNICIPAL CODE TO REQUIRE BULKY ITEM PICKUP SERVICE FOR MULTI-FAMILY PROPERTIES**

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

**SECTION 1:** The City Council finds and determines as follows:

- A. Abandoned bulky items of solid waste are an unsightly nuisance that degrades the quality of life for residents and visitors of El Segundo.
- B. The abandonment of bulky items of solid waste occurs more frequently on multi-family properties as residents and tenants move in and out throughout the year, often discarding bulky items (used furniture, mattresses, appliances, etc., but not including Hazardous Waste items) on or around the premises in the process.
- C. Section 5-2-14(A) of the El Segundo Municipal Code (“ESMC”) requires the owner or occupant of each multi-family premises to make arrangements for the regular removal of solid waste. Such arrangements must be made with a solid waste service provider that holds a valid City-issued permit. ESMC section 5-2-15 sets forth the commercial/multi-family solid waste hauler permit process and applicable requirements for permittees.
- D. To preserve and protect the public health and safety, it is necessary to require each permitted commercial/multi-family solid waste hauler to provide on-call bulky item pickup service to multi-family customers at a frequency that is commensurate with the number of units in the multi-family premises served. To ensure that bulky item pickup service is uniformly available at all multi-family properties in the City, it is necessary to require that a minimum level of on-call bulky item pickup service be included as a component of the basic solid waste collection service provided to each multi-family customer.
- E. To preserve and protect the public health and safety, it is necessary to require the owner or occupant in charge of each multi-family premises to make arrangements for the pickup, on an as-needed basis, of bulky items that are discarded on the premises.
- F. The timely collection of abandoned bulky items will help to preserve the public health and safety and the proper handling of those bulky items by

permitted haulers will advance the City's ongoing efforts to maximize the diversion of solid waste from landfills.

**SECTION 2:** Section 5-2-1 of the El Segundo Municipal Code ("ESMC") is amended to add the following definition:

"BULKY ITEM: Large and small household appliances, furniture, carpets, mattresses, box springs, white goods, clothing, tires, and other similar solid waste and similar large items discarded from residential properties. Bulky items do not include hazardous waste."

**SECTION 3:** Section 5-2-14 of the ESCM is amended to add a subparagraph (B) to read as follows:

"B. Mandatory Arrangements for Bulky Item Pickup—Multi-Family Premises: The owner, manager, or association in charge of each multi-family premises is required to make arrangements for the pickup, on an as-needed basis, of bulky items that are discarded on the premises. Said arrangements must be made with a hauler that holds a valid permit pursuant to section 5-2-15 of this chapter and within one business day of the bulky item(s) having been discarded/abandoned on the premises. If bulky item pickup service is required in excess of that included in the basic service level described in section 5-2-15(G)(12), the owner, manager, or association in charge of the premises shall be responsible for the associated service charges imposed by the permitted hauler."

**SECTION 4:** Subparagraph (10) of Section 5-2-15(G) of the ESCM is amended to read as follows:

"10. The permittee must provide each commercial and multi-family premises it serves with the collection containers necessary to comply with, implement, and achieve State and local diversion and recycling goals, as applicable. This includes, without limitation, containers that allow for the source separation of solid waste, organics and recyclables. Each container must display the name and telephone number of the permittee."

**SECTION 5:** Section 5-2-15(G) of the ESCM is amended to add a subparagraph (12) to read as follows:

"12. The permittee must provide on-call bulky item pickup service for each multi-family premises that it serves. The permittee must make a minimum number of bulky item pickups available to each multi-family premises at no additional charge (*i.e.*, as an included component of its basic service) each year. The minimum number of

bulky item pickups to be provided at no charge is equal to the number of residential units in the multi-family premises served (e.g., a six-unit multi-family premises will be entitled to a minimum of six bulky item pickups per year). The permittee must agree to collect at least six bulky items per pickup. Additional pickups/items may be made subject to an additional charge to be negotiated between the permittee and the customer. Bulky item pickups must be completed within one business day from the time a customer makes a request for such service. There shall be no size or weight restrictions with respect to bulky items except that permittee shall not be required to remove automobile bodies or any other items that may not be safely handled by two persons. Bulky items collected by permittee shall not be landfilled or disposed of until the following hierarchy has been followed by permittee:

Reuse as is (if energy efficient)  
Disassemble for reuse or recycling  
Recycle  
Disposal”

**SECTION 6:** Section 5-2-15(G) of the ESMC is amended to add a subparagraph (13) to read as follows:

- “13. The permittee must, at no additional charge (*i.e.*, as an included component of its basic service), collect, transport and cause to be recycled all holiday trees which are placed curbside at any multi-family premises served by the permittee during the period beginning on December 26 and ending at 2:00 p.m. on the second Saturday in January.”

**SECTION 7:** *Environmental Review.* This ordinance is exempt from environmental review under the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, “CEQA”) and CEQA regulations (14 California Code of Regulations §§ 15000, *et seq.*) because it establishes rules and procedures to permit operation of existing facilities; consists only of minor revisions and clarifications to existing regulations and specification of procedures related thereto; and consists of actions taken to assure the maintenance, protection and enhancement of the environment. This ordinance, therefore, does not have the potential to cause significant effects on the environment. Consequently, it is categorically exempt from further CEQA review under 14 Cal. Code Regs. §§ 15301, 15305, and 15308. Furthermore, the City Council finds and determines that this ordinance is not subject to CEQA for the following reasons: (1) it will not result in a direct or reasonably foreseeable indirect physical change in the environment (14 Cal. Code Regs. § 15060(c)(2)), (2) there is no possibility that the ordinance may have a significant effect on the environment (14 Cal. Code Regs. § 15061(b)(3), and (3) the ordinance does not constitute a “project” as defined in the CEQA Guidelines (14 Cal. Code Regs. § 15378).

SECTION 8: Construction. This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 9: 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 10: 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 or original ordinances, make a note of the passage and adoption in the records of this meeting, and, within fifteen days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 11: This Ordinance will take effect on the 30<sup>th</sup> day following its final passage and adoption.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Drew Boyles, Mayor

ATTEST:

\_\_\_\_\_  
Tracy Sherrill Weaver, City Clerk

APPROVED AS TO FORM  
MARK D. HENSLEY, City Attorney

\_\_\_\_\_

**AGENDA DESCRIPTION:**

Update on City’s business assistance in response to Los Angeles County’s Reopening Safer at Work and in the Community, and consider sharing ongoing associated costs with businesses regarding temporary barricades.

**RECOMMENDED COUNCIL ACTION:**

Receive and file.

**ATTACHED SUPPORTING DOCUMENTS:**

1. Summary of approved temporary permits
2. City Administrative Order No. 1, amended July 16, 2020

**FISCAL IMPACT:**

Amount Budgeted: 0  
Additional Appropriation: \$6,000  
Account Number(s): 001-400-4205-6206

**STRATEGIC PLAN COMPLIANCE**

Goal: 5 Champion Economic Development and Fiscal Sustainability  
Objective: A El Segundo promotes economic growth and vitality for businesses and the Community

**ORIGINATED BY:** Eduardo Schonborn, AICP, Principal Planner  
Nick Petrevski, Engineering Technician  
**REVIEWED BY:** Sam Lee, Planning and Building Safety Director  
Elias Sassoon, Public Works Director  
**APPROVED BY:** Scott Mitnick, City Manager *SM*

---

**BACKGROUND**

On May 29, 2020, City Manager issued a State of Emergency Administrative Order No. 1 to allow restaurants, retail food facilities, and retail operations to reopen for indoor and outdoor table dining in compliance with the County’s Health Officer Order. The Administrative Order enables businesses to apply for temporary use permits to conduct business outdoors to utilize private property to conduct outdoor dining and retail, and temporary encroachment permits to utilize the public right-of-way for said purposes. On July 16, 2020, Order No. 1 was amended to allow issuance of temporary permits for outdoor services on private property, in accordance with the updated County Health Officer Order. In an effort to alleviate economic impacts associated with the closures and facilitate reopening El Segundo businesses, the City’s Administrative Order waives fees for these temporary permits. The City’s Order remains in effect through January 10, 2021.

## DISCUSSION

### Temporary Use Permits

A total of 14 Temporary Outdoor Dining and Retail Permits have been issued, allowing outdoor dining and retail operations on private property in areas such as patios, courtyards, breezeways, and onsite parking lots or stalls adjacent to the business. Permits are issued with operational conditions to mitigate impacts to nearby residences, such as limiting hours of operation, and do not allow indoor or outdoor entertainment. Staff has received one complaint from the public regarding noise, which was brought to the business owner's attention to address directly with the resident. Staff has not received any subsequent complaints from this resident.

To assist places of worship conduct outdoor services, including weddings/funerals, for their congregations, two Temporary Outdoor Assembly and Services Permits have been issued for Saturday and Sunday services in church parking lots. The permits contain operational conditions to mitigate impacts to nearby residences by limiting hours for setup, orienting speakers away from residences, and notification to abutting residences. No complaints have been received.

### Temporary Encroachment Permits

A total of 21 Temporary Encroachment Permits have been issued to restaurants within or near downtown, allowing tables and chairs in public rights-of-way (i.e., sidewalks). The permits contain conditions requiring liability insurance coverage and provisions to maintain pedestrian and wheelchair access.

To further assist downtown businesses with their reopening efforts, some permits have allowed utilizing street parking for outdoor dining. Most notable, however, is the temporary closure of the 200 block of Richmond Street. To ensure safety to pedestrians, diners, employees and motorists, City staff installed a combination of K-rails and mobile metal barricades.

### Costs

Permit Fees: Fees are used to offset costs associated with processing, inspections and monitoring. The regular fee for a Temporary use permit is \$1,155, while the fee for a temporary encroachment permit and inspection is \$300. Since Order No. 1 waived fees associated with issuing temporary permits, this equates to \$16,170 the city did not charge for temporary use permits, and \$6,300 the city did not charge for temporary encroachment permits, resulting in a total of \$22,470 the city will not recoup.

Barricades: To date, city's general fund has spent approximately \$44,000, which includes staff time, anti-vehicle metal barricade rentals, and water filled K-rail purchases and rentals. Additionally, staff anticipates ongoing maintenance costs of approximately \$2,600 per month for Richmond Street closure and approximately \$3,000 per month for the Main Street barricades. The additional requested appropriation of \$6,000 would allow staff to pay for these costs through the end of current fiscal year (September 30, 2020).

### Next Steps

As Los Angeles County Health Department continues to evolve and relax prohibitions to allow certain businesses to safely reopen, their staged approach includes establishing operational protocols with conditions and regulations that businesses must follow to minimize COVID risk, such as infection control measures, workplace practices, physical distancing, public awareness, and other operational requirements. In response to inquiries from local merchants to conduct business outdoors and since County Health Department has adopted protocols, staff is considering a further amendment to Order No. 1 to allow hair and nail salons, barber shops, and gyms and fitness center to temporarily utilize private outdoor space with an approved temporary use permit, and allow hair and nail salons, and barber shops to temporarily utilize the public right-of-way with an approved temporary encroachment permit. When staff moves forward with such an amendment to Order No. 1, permits issued would include conditions to minimize impacts to adjacent properties and the ability for staff to revoke permits if necessary.

Staff anticipates the Health Department will continue to allow reopening of more businesses and industries as the COVID situation improves, which will likely be allowed to operate in outdoor settings and in accordance with protocols that regulate operations. Staff will continue to monitor what the County allows to reopen and may further amend the City's Order to allow these uses on a temporary basis, provided they are uses allowed by the underlying zoning and deemed appropriate for El Segundo.

#### **RECOMMENDATION**

Staff believes that businesses benefitting from parking and street closures (cost of barricades) share the ongoing maintenance costs, and thereby requests Council's concurrence that businesses issued temporary permits for street and parking closures must share 50-percent of the ongoing maintenance costs from January 1, 2021 to March 31, 2021 and 100-percent thereafter.

Permit	Address	Business	Type of Encroachment
TEP 20-001	Main St.- 123	Tavern on Main	Outdoor dining in sidewalk and street
TEP 20-002	Main St.- 200-204	Brewport Taphouse	Outdoor dining in sidewalk and parklet
TEP 20-003	Main St.- 351	Blue Butterfly Café	Outdoor dining in sidewalk
TEP 20-004	Main St.- 219	Sausal	Outdoor dining in sidewalk and street
TEP 20-005	Standard St.- 226	Standard Station	Outdoor dining in sidewalk and street
TEP 20-006	Richmond St.- 225	Deluca Trattoria	Outdoor dining on 200 block Richmond St.
TEP 20-007	Main St.- 117	Little Gourmet	Outdoor dining in sidewalk
TEP 20-008	Grand Ave.- 131 W.	Metro Café	Outdoor dining in sidewalk
TEP 20-009*	Main St.- 407	Pho Dreams	Outdoor dining in sidewalk - Soon to add in street
TEP 20-010	Main St.- 403	Kagura	Outdoor dining in sidewalk - Soon to add in street
TEP 20-011	Main St.- 321	Two Guns Espresso	Outdoor dining in sidewalk
TEP 20-012	Grand Ave.- 107 W.	Wendy's Place	Outdoor dining in sidewalk
TEP 20-013	Grand Ave.- 130 W.	Slice N Pint	Outdoor dining on 200 block Richmond St.
TEP 20-014	Richmond St.- 145	Richmond Bar and Gril	Outdoor dining in sidewalk/parkway
TEP 20-015	Richmond St.- 223	2nd City Bistro	Outdoor dining on 200 block Richmond St.
TEP 20-016	Main St.- 210	El Tarasco	Outdoor dining in sidewalk
TEP 20-017	Main St.- 357	Bad Sushi	Outdoor dining in sidewalk
TEP 20-018	Main St.- 410	Fantastic Café	Outdoor dining in sidewalk
TEP 20-019	Grand Ave.- 131 W.	Good Stuff Café	Outdoor dining in sidewalk
TEP 20-020*	Main St.- 407	Relaxation Nails	Outdoor in sidewalk and street
TEP 20-021	Main St.- 411	Chef Hannes	Outdoor dining in sidewalk and street
TEP 20-022*	Main St.- 409	Hana Haru	Outdoor dining in sidewalk and street

\*Pending

TUP 337104	229 Main	Havana Sandwich Comp.	tables/chairs in an expanded outdoor dining area on private property
TUP 336920	241 Main	Jame Enoteca	tables/chairs in an expanded outdoor dining area on private property
TUP 336703	2014 Park Place	Marmalade Café	outdoor dining in front of restaurant and courtyard between buildings
TUP 336424	137 Nevada	Surfridge Brewing Comp.	outdoor dining in rear area of property
TUP 336346	243 Main	Jetta Thai	tables/chairs in an expanded outdoor dining area on private property
TUP 336189	310 Grand, Ste 108	Stix and Straws	tables/chairs in an expanded outdoor dining area on private property
TUP 334835	825 Douglas (Elevon)	Subway	outdoor dining in courtyard area adjacent to building
TUP 339311	2555 El Segundo	Denny's	outdoor dining in patio and along side of building adj to drive-aisle
TUP 341413	200-204 Main	Brewport Tap House	outdoor dining in rear parking lot

TUP 341500	123 Main	Tavern on Main	outdoor dining in rear parking lot
TUP 343014	339 Indiana	Upshift Brewing	outdoor dining in rear parking lot
TUP 361713	143 Main	Rock & Brews	outdoor dining in rear parking lot
TUP 415172	755 N PCH	IHOP	outdoor dining in rear parking lot
TUP 421567	2251 E Maple	Kaya Sushi	outdoor dining in courtyard area adjacent to building

Outdoor Assembly #1	859 Main	Church of the Beach Cities	Sunday services in parking lot, at 9:30 and 11:00am
Outdoor Assembly #2	223 W. Franklin	Life Changing Word	Saturday service (2:00-5:00), and Sunday services (2:30-4:30)in parking lot



# City of El Segundo

## Office of the City Manager

### ADMINISTRATIVE ORDER NO. 1 TO ADDRESS COVID-19

#### Elected Officials

*Drew Boyles,  
Mayor*

*Chris Pimentel,  
Mayor Pro Tem*

*Carol Pirsztuk,  
Councilmember*

*Scot Nicol,  
Councilmember*

*Lance Giroux,  
Councilmember*

*Tracy Weaver,  
City Clerk*

*Matthew Robinson,  
City Treasurer*

#### Appointed Officials

*Scott Mitnick,  
City Manager*

*Mark D. Hensley,  
City Attorney*

#### Department Directors

*Barbara Voss,  
Deputy City Manager*

*Joseph Lillio,  
Finance*

*Chris Donovan,  
Fire Chief*

*David Serrano,  
Human Resources*

*Charles Mallory,  
Information Systems*

*Melissa McCollum,  
Library Services*

*Sam Lee,  
Planning & Building Safety*

*Bill Whalen,  
Police Chief*

*Mark Watkins,  
Public Works*

*Meredith Petit,  
Recreation & Parks*

Re-opening of Restaurants, Retail Food Facilities and Retail Operations in the  
City of El Segundo

Revised Order Issued: July 16, 2020

By virtue of authority vested in me as the City Manager of the City of El Segundo pursuant to the provisions of the El Segundo Municipal Code, Section 2-2-5, to promulgate, issue, and enforce rules, regulations, orders, and directives, I hereby declare the following orders to be necessary for the protection of life and property. This Order will take effect immediately and remain in effect until the current COVID-19 emergency is terminated by City Council resolution.

This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, the March 4, 2020 declaration of public health emergency issued by the Los Angeles County Board of Supervisors and Los Angeles County Health Officer, and the March 17, 2020, Confirmation of a Local Emergency issued by the El Segundo City Council.

On May 29, 2020, the Los Angeles County Health Officer issued the “Reopening Safer at Work and in the Community for Control of COVID-19” Order which applies to all cities in Los Angeles County (including the City of El Segundo) except the cities of Pasadena and Long Beach. This Order is intended to supplement and further clarify the Los Angeles County Health Officer’s Order, as amended, within the City of El Segundo.

#### PURSUANT TO GOVERNMENT CODE SECTION 8630 AND EL SEGUNDO MUNICIPAL CODE CHAPTER 2-2, THE CITY MANAGER, ACTING AS THE EMERGENCY SERVICES DIRECTOR, ORDERS THE FOLLOWING:

1. All restaurant and retail food facilities in the City of El Segundo may re-open for indoor and outdoor table dining in compliance with the County’s current order.
2. Any restaurant or retail food facility with a valid permit to conduct outdoor dining within the public right-of-way may resume outdoor dining service in compliance with the terms of the city-issued permit, Municipal Code section 15-2-16, and the Los Angeles County Health Officer’s most current order.
3. Restaurants and retail food facilities that are not presently authorized to conduct outdoor dining service within the public right-of-way may apply for a Temporary Encroachment Permit. For restaurants and retail food facilities located within the

Downtown Specific Plan (“DSP”) Area, the DSP’s design review requirement for outdoor dining is hereby waived for the term of this order or until further notice and the Interim Public Works Director or designee is authorized to issue temporary encroachment permits that may remain effective through January 10, 2021. The Interim Public Works Director or designee may issue a temporary encroachment permit pursuant to this paragraph without having first received the proof of insurance required by the terms of the permit, provided that proof of adequate insurance is submitted to the Interim Public Works Director within 72 hours after issuance of the temporary permit. If the applicant fails to timely provide proof of insurance, the permit will automatically become null and void. Those persons interested in applying for and receiving such a permit may contact the City at 310-524-2360 or NPetrevski@elsegundo for more information.

4. The Planning and Building Safety Director or his designee is authorized to temporarily waive otherwise applicable on-site parking requirements for any restaurant, retail food facility, or retail operation that wishes to conduct temporary outdoor dining or temporary outdoor retail uses within a portion of the onsite, off-street parking area that serves the restaurant, retail food facility or retail operation. Temporary outdoor dining within an on-site, off-street parking area must be conducted in accordance with El Segundo Municipal Code section 15-2-16 and the Los Angeles County Health Officer’s most current order. Temporary outdoor retail uses within an on-site, off-street parking area must be conducted in accordance with the Los Angeles County Health Officer’s most current order. A Temporary Use Permit is required for the displacement of any on-site parking to allow additional space for outdoor dining or outdoor retail uses. The Planning and Building Safety Director or his designee is authorized to issue Temporary Use Permits consistent with this paragraph. The Planning and Building Safety Director or his designee may issue a temporary use permit pursuant to this paragraph without having first received the proof of insurance required by the terms of the permit, provided that proof of adequate insurance is submitted to the Director or his designee within 72 hours after issuance of the temporary permit. If the applicant fails to timely provide proof of insurance, the permit will automatically become null and void.
5. Any retail operation with a valid permit to conduct outdoor retail uses within the public right-of-way may resume outdoor retail uses in compliance with the terms of the city-issued permit and the Los Angeles County Health Officer’s most current order. Retail operations that are not presently authorized to conduct outdoor retail uses within the public right-of-way may apply for a Temporary Encroachment Permit. For retail operations located within the Downtown Specific Plan Area, the DSP’s design review requirement for outdoor retail uses is hereby waived for the term of this order or until further notice and the Interim Public Works Director or designee is authorized to issue temporary encroachment permits that may remain effective through January 10, 2021. The Interim Public Works Director may issue a temporary encroachment permit pursuant to this paragraph without having first received the proof of insurance required by the terms of the permit, provided that proof of adequate insurance is submitted to the Interim Public Works Director within 72 hours after issuance of the temporary permit. If the applicant fails to timely provide proof of insurance, the permit will automatically become null and void. Those persons interested in applying for and receiving such a permit may contact the City at 310-524-2360 or NPetrevski@elsegundo.for more information.
6. If otherwise allowed under the most recent orders of the State of California and the Los Angeles County Health Officer, an assembly hall may, upon obtaining a Temporary Use Permit (TUP) from the City, conduct an assembly outdoors on the property on which the assembly hall is located. The Planning and Building Safety Director (Director) or his designee is authorized to temporarily waive otherwise applicable on-site parking requirements for any assembly hall that wishes to conduct temporary assemblies within a portion of the on-site, off-street parking area that serves the assembly hall. The Director may condition each TUP as he deems appropriate to ensure compatibility with adjacent uses, including, without limitation, restrictions on the type and use of sound amplification equipment, video screens, seating, temporary shade structures, platforms,

and the days/times during which an assembly may take place and the duration of each assembly. No food service of any kind is allowed in connection with an outdoor assembly held pursuant to this paragraph. Any outdoor assembly held pursuant to this paragraph must be conducted in a manner consistent with the most current order of the Los Angeles County Health Officer (e.g., social distancing requirements, facial covering requirements, maximum number of attendees, etc.) The Director is authorized to issue Temporary Use Permits consistent with this paragraph. The Director may require proof of liability insurance naming the City as additional insured prior to issuance of a TUP. No TUP may be issued for an assembly use that is prohibited by the most recent order of the State of California or the Los Angeles County Health Officer. Temporary Use Permits issued pursuant to this paragraph will remain in effect for effective through January 10, 2021.

7. The fees for all permits issued pursuant to this order are hereby waived.

This version of Administrative Order No. 1 supersedes all previous versions. A violation of any of the above prohibitions constitutes a misdemeanor under El Segundo Municipal Code Section 2-2-8 and is punishable by fines not to exceed \$1,000 or imprisonment not to exceed six months.

  
\_\_\_\_\_  
Scott Mitnick  
City Manager  
City of El Segundo

16th July 2020  
3:45 PM

PLACE HOLDER

ITEM #8

(No stall report)

A report on residential development intensification in an R-3 neighborhood located generally west of Pacific Coast Highway and east of Washington Street, in response to City Council direction from February 19, 2019.

**TITLE**

Review of Councilmember liaison role to citizen committees

**RECOMMENDATION**

Clarify the role of Councilmember liaisons to citizen committees; Clarify the role of the committees; and, recommend changes to help empower them.

**FISCAL IMPACT**

None.

**CITY STRATEGIC PLAN COMPLIANCE**

Goal 1 – Enhance Customer Service and Engagement

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

Activity 5 – Clarify roles and expectations of the Council, committees, boards, subcommittees, and task forces

**Prepared by:** Councilmember Lance Giroux

**BACKGROUND**

The following citizen committees have one or two Councilmember liaisons assigned to them:

1. Arts and Culture Advisory Committee
2. Environmental Committee
3. Investment Advisory Committee
4. Technology Committee

The current role of a Councilmember liaison is to attend meetings as observers to provide a City Council link to the committee. Liaisons do not vote and generally only participate when occasionally asked to provide clarity with respect to City Council direction.

The following citizen committees, commissions, and boards do not have Councilmember liaisons:

1. Capital Improvement Advisory Committee
2. Diversity, Equity, and Inclusion Committee
3. Gateway Committee
4. Library Board of Trustees
5. Planning Commission
6. Recreation and Parks Commission

## **DISCUSSION**

Does it may make more sense to shift gears and fully empower each citizen committee, commission, and board to operate on their own without regular Councilmember liaisons attending each meeting? Instead, it may be a more effective use of time and resources for Councilmember liaisons to attend committee meetings on an “as needed” basis.

Each committee should be given a set of goals that City Council wishes for them to accomplish during the fiscal year. This way they will have direction, purpose, and autonomy in the way they prepare to advise City Council.

Under this suggested approach, City Council will retain the use of one or two Councilmembers to serve as committee liaisons. However, actual attendance at regular committee meetings would be based on either a specific request from the committee and/or a need generated by City Council or Councilmember liaisons.