



AGENDA

EL SEGUNDO CITY COUNCIL

WEST CONFERENCE ROOM – 350 MAIN STREET

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

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

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

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

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

**MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JANUARY 21, 2020 – 4:00 PM**

CANCELLED
(CLOSED SESSION)



AGENDA

EL SEGUNDO CITY COUNCIL

COUNCIL CHAMBER –

350 MAIN STREET

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REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL

TUESDAY, JANUARY 21, 2020 - 6:00 P.M.

CALL TO ORDER

INVOCATION – Pastor Rob McKenna, The Bridge Church

PLEDGE OF ALLEGIANCE – Councilmember Nicol

SPECIAL PRESENTATIONS:

- a) Invitation to "Library After Dark" on Friday, January 31 from 7:00-9:00 PM with Photographer Henry Diltz and Designer John Van Hamersveld.
- b) Introduction of new El Segundo Police Officer – David Perlich

ROLL CALL

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

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

A. PROCEDURAL MOTIONS

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

Recommendation – Approval.

B. CONSENT CALENDAR

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

1. Approve Regular City Council Meeting Minutes of December 17, 2019 and Special City Council Meeting Minutes of January 9, 2020 and January 14, 2020.
2. Approve Warrant Numbers 3029136 through 3029254 and 9001235 through 9001241 on Register No. 6a in the total amount of \$933,722.36 and Wire Transfers from 12/09/2019 through 12/15/2019 in the total amount of \$3,210,681.93. Approve Warrant Numbers 3029255 through 3029390 and 9001242 through 9001243 on Register No. 6b in the total amount of \$403,899.59 and Wire Transfers from 12/16/2019 through 12/22/2019 in the total amount of \$47,914.09. Approve Warrant Numbers 3029391 through 3029461 on Register No. 6c in the total amount of \$348,280.26 and Wire Transfers from 12/23/2019 through 12/29/2019 in the total amount of \$368,237.76. Approve Warrant Numbers 3029462 through 3029538 on Register No. 7a in the total amount of \$289,137.79 and Wire Transfers from 12/30/2019 through 1/5/2020 in the total amount of \$709,843.82. Approve Warrant Numbers 3029539 through 3029590 and 9001244 through 9001280 on Register No. 7b in the total amount of \$240,046.11 and Wire Transfers from 1/6/2020 through 1/12/2020 in the total amount of \$2,673,775.79.
3. Award a standard Professional Services Agreement to MNS Engineers, Inc., in a form approved by the City Attorney, for design services for the El Segundo Boulevard Improvements, Project No. ENG 20-01.

4. Adopt an ordinance to require food and beverage providers implement an “upon-request” policy for single use, plastic straws, stirrers and utensils. Pursuant to the provisions of the California Environmental Quality Act, the proposed Ordinance is categorically exempt from further review as a Class 7 exemption (14 CFR § 15307; Actions by Regulatory Agencies for Protection of Natural Resources), because the Ordinance is intended to reduce the amount of waste generated from single-use plastic products.
5. Award a standard Public Works Contract to Henkels & McCoy, Inc. for the Fiber Optic Vault Lid Replacement Project, Project No. PW19-08.
6. Award a standard Public Works Contract to Palp, Inc. DBA Excel Paving Company for construction and a standard Professional Services Agreement to AKM Consulting Engineers for inspection for the Walnut Avenue Drainage and Street Improvement Project, Project No. PW 19-09.
7. Accept as complete the El Segundo Boulevard On-Street Parking Pilot Project, Project No. PW 19-15.
8. Adopt an Ordinance to Amend Section 8-4-3 of the El Segundo Municipal Code to set Citywide Speed Limits Pursuant to the Survey.
9. Authorize the City Manager to execute a three year agreement with Innovative Interfaces to provide online catalog services at a flat rate, as well as to provide remote hosting of the Library’s catalog and customer data.
10. Approve a contract with Robert Half International, Inc. (dba Officeteam and Accountemps) for technical consulting, business analysis, project management and administrative services for the Information Systems Department.
11. Adopt resolution to revise City observed holiday table to include the third Monday in February (President’s Day).
12. Approve City exam plan for Police Sergeant promotional examination.
13. Adopt resolution to amend Senior Lifeguard salary Step 1 through Step 6 on the part-time/hourly classification salary schedule.

PUBLIC HEARINGS

14. Introduction of proposed ESMC text amendments related to accessory dwelling units in all residential zones. This action is statutorily exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (14 California Code of Regulations §§ 15000, et seq.), because it involves the adoption of an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in Section 21080.17 of the Public Resources Code, pursuant to CEQA Guidelines § 15282(h).
15. Continue the public hearing regarding a Zone Text Amendment to create a pilot program to allow and regulate Short-Term Rentals in the City's residential zoning districts through a Short-term Rental Permit process to the regular City Council meeting of February 4, 2020. The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Class 6 (Information Collection) (14 Cal. Code Regs. § 15306), because it involves creating a regulatory process for a use in the Residential zoning districts for a limited time.

C. STAFF PRESENTATIONS

16. Approve and authorize the City Manager to sign a successor agreement with the South Bay Regional Public Communications Authority SBRPCA to continue to provide the City emergency police and fire dispatch services.

D. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS:

E. REPORTS – CITY CLERK

F. REPORTS – CITY TREASURER

G. REPORTS – COUNCILMEMBERS

Councilmember Pimentel –

Councilmember Nicol –

Mayor Pro Tem Pirsztuk –

Mayor Boyles –

H. REPORTS – CITY ATTORNEY

I. REPORTS/FOLLOW-UP – CITY MANAGER

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.*

CLOSED SESSION

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

REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

ADJOURNMENT

POSTED:

DATE: 01/17/2020

TIME: 9:30AM

NAME: Mona F. Shilling

PRESENTATION

Invitation to “Library After Dark” on Friday, January 31 from 7:00-9:00 PM
with Photographer Henry Diltz and Designer John Van Hamersveld.

Introduction

New El Segundo Police Officer – David Perlich

MEETING OF THE EL SEGUNDO CITY COUNCIL
THURSDAY, JANUARY 9, 2020 – 4:00 PM
(Special – Closed Session)

CALL TO ORDER – Mayor Boyles at 4:00 PM

ROLL CALL

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

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

Dr. Don Brann, resident & former City Council Member, spoke regarding Mr. Mitnick's performance review.

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:

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

1. Performance Review
Position: City Manager

ADJOURNMENT at 5:14 PM

Tracy Weaver, City Clerk

MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JANUARY 14, 2020 – 5:00 PM
(Special – Closed Session)

CALL TO ORDER – Mayor Boyles at 5:02 PM

ROLL CALL

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

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

SPECIAL ORDER OF BUSINESS:

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:

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

1. Performance Review
Position: City Manager

ADJOURNMENT at 6:45 PM

Tracy Weaver, City Clerk

CLOSED SESSION MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, DECEMBER 17, 2019 – 4:00 PM

CALL TO ORDER – Mayor Boyles called the meeting to order at 4PM

ROLL CALL

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

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

Trever and Judy Jones spoke regarding D.R. Horton and related to the current law suit and the effect it has with closing their escrow to move into their new home

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

Initiation of litigation pursuant to Government Code §54956.9 (d)(4): -2- matters.

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

1. Performance Review
Position: City Manager

Adjourned at 05:55PM

REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, DECEMBER 17, 2019 - 6:00 P.M.

CALL TO ORDER 6:00PM

INVOCATION – Father Alexi Smith, St. Andrew Russian Greek Catholic Church

PLEDGE OF ALLEGIANCE – Councilmember Pimentel

SPECIAL PRESENTATIONS:

- a) Proclamation read by Mayor Pro Tem Pirsztuk, proclaiming the Annual Community Christmas Dinner, December 25, 2019, Director Recreation and Parks, Meredith Petit accepted the Proclamation.
- b) Commendation read by Council Member Nicol for ESVP of the Year, Dick Wyckoff, Chief Whalen said a few words, Dick Wyckoff accepted the Commendation.
- c) Presentation – Outgoing Councilmember Dr. Don Brann

Mayor Boyles spoke and presented plaque.

Mayor Pro Tem Pirsztuk spoke.

Council Member Pimentel spoke.

Council Member Nicol spoke.

Marsha Hanson, Chamber of Commerce spoke and presented a gift basket.

Scott Huston, West Basin spoke and presented a Commendation.

Jennifer LaMarque representative from Janice Hahn's Office presented a Commendation.

City Manager Scott Mitnick spoke on behalf of the Executive staff and staff, presented a certificate from assembly member Burke.

Former Mayor Fuentes spoke.

Former Mayor Jacobson spoke.

El Segundo resident, Ron Swanson spoke.

Council Member Dr. Don Brann spoke.

ROLL CALL

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

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

El Segundo resident Ron Swanson reflected on years past and positive future moving forward.

Del Aire resident Jessica Dola, spoke regarding Transportation Grant Funding for improvement to the boarder of the City of El Segundo and Del Aire with a Greenway.

Del Aire resident Richard Retchman spoke in favor of the Transportation Grant Funding for improvement to the boarder of the City of El Segundo and Del Aire with a Greenway.

Del Aire resident John Koppelman spoke in favor of the Transportation Grant Funding for improvement of the boarder of the City of El Segundo and Del Aire with a Greenway.

Del Aire resident Hueo Gorman in favor of the Transportation Grant Funding for improvement of the boarder of the City of El Segundo and Del Aire with a Greenway.

Former Mayor Suzanne Fuentes in favor of the Transportation Grant Funding for improvement of the boarder of the City of El Segundo and Del Aire with a Greenway.

El Segundo resident Tracy Zarneke spoke in favor of Item #11, Ordinance related to “upon-request” policy for single use, plastic straws, stirrers and utensils.

El Segundo resident Sarah Brockhaus spoke in favor of Item #11, Ordinance related to “upon-request” policy for single use, plastic straws, stirrers and utensils. Also in favor of the Transportation Grant Funding for improvement of the boarder of the City of El Segundo and Del Aire with a Greenway.

El Segundo resident Maro Ingle resident spoke in favor of the Transportation Grant Funding for improvement of the boarder of the City of El Segundo and Del Aire with Greenway

El Segundo resident Corrie Zupo spoke in favor of Item #11, Ordinance related to “upon-request” policy for single use, plastic straws, stirrers and utensils. Also in favor of the Transportation Grant Funding for improvement of the boarder of the City of El Segundo and Del Aire with a Greenway.

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

City Manager Scott Mitnick responded to City Council questions related to the Transportation Grant Funding application for improvement to the boarder of the City of El Segundo and Del Aire with Greenway.

A. PROCEDURAL MOTIONS

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

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

B. CONSENT CALENDAR

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

1. Approve Regular City Council Meeting Minutes of December 3, 2019, Special City Council Meeting Minutes of December 3, 2019 and Special City Council Meeting Minutes of December 6, 2019.
2. Approve Warrant Numbers 3028876 through 3028943 and 9001194 through 9001195 on Register No. 4b in the total amount of \$531,676.97 and Wire Transfers from 11/1/19 through 11/24/19 in the total amount of \$641,018.07. Approve Warrant Numbers 3028944 through 3029021 and 9001196 through 9001198 on Register No. 5a in the total amount of \$356,636.55 and Wire Transfers from 11/25/19 through 12/01/19 in a total amount of \$494,176.92. Approve Warrant Numbers 3029022 through 3029135 and 9001199 through 9001234 on Register No. 5b and Wire Transfers from 12/02/19 through 12/08/19 in total amount of \$219,465.53.
3. Approve an amendment no. 5346C to extend the Prosum Technology Services Agreement Number 5346 for citywide informational technology technical consulting services, to March 31, 2021 for a total amount not to exceed \$1,800,000.
4. Approve revisions to the job specification for the Maintenance Craftworker position within the Recreation and Parks Department to include a performance examination as a component of the selection process, update the position title to Park Facilities Maintenance Technician, and revise duties as applicable.
5. Approve reclassification of Librarian II to Senior Librarian.

6. Award a Five-Year Public Works Maintenance Contract no. 5841 to Downstream Services, Inc. for the Pump Stations Maintenance and On-Call Repair Services, Project No. PW 19-25.
7. Award a standard Public Works Contract no 5839 to R.E. Schultz for the Washington Park Playground Project, in the amount of \$298,493, Project No. PW 19-29.
8. Adopt a resolution no. 5195 approving and authorizing changes to the City's medical premiums to CalPERS for El Segundo NonPERS Elected Officials, included within the El Segundo Police Support Services Employees' Association, and approve out-of-pocket reimbursement for medical contribution.
9. PULLED BY MAYOR PRO TEM PIRSZTUK

MOTION by Council Member Brann, SECONDED by Council Member Nicol Consent Agenda items 1, 2, 3, 4, 5, 6, 7 and 8. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

PULLED ITEMS:

9. Resolution to support City's application for an SB 2 Grant from State of California Department of Housing and Community Development.

Planning Manager Gregg McClain answered Council questions

Mark Hensley, City Attorney read by title only

RESOLUTION NO. 5194

A Resolution of the City Council of the City of El Segundo authorizing application for, and receipt of, SB 2 Planning Grants Program Funds

MOTION by Mayor Pro Tem Pirsztuk, SECONDED by Council Member Nicol to approve resolution no. 5194 to support City's application for SB 2 Grant from State of California Department of Housing and Community Development. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

C. PUBLIC HEARINGS

D. STAFF PRESENTATIONS

10. Adopt a resolution approving the Engineering and Traffic Survey and introduction of an Ordinance to Amend Section 8-4-3 of the El Segundo Municipal Code to set Citywide Speed Limits Pursuant to the Survey.

Director Public Works, Ken Berkman presented

Council Discussion

Mark Hensley, City Attorney read by title only

RESOLUTION NO. 5196

A Resolution adopting the September 2019 City of El Segundo Engineering and Traffic Survey for Speed Zoning and authorizing the City Manager to take any actions necessary to effectuate the survey.

MOTION by Mayor Boyles, SECONDED by Council Member Nicol approving resolution XXXX to approved Engineering and Traffic Survey and authorizing the City Manager to take any action necessary to effectuate the survey. MOTION PASSED BY A UNANAMOUS VOICE VOTE. 5/0

ORDINANCE NO. 1611

An Ordinance amending El Segundo Municipal Code Section 8-4-3 to declare a prima facie or maximum speed limit greater than 25 miles per hour on certain streets

Mayor Boyles introduced the Ordinance. Second reading and potential adoption of the Ordinance is scheduled for the regular City Council meeting on January 21, 2020.

11. Introduce an ordinance amending the El Segundo Municipal Code to require food and beverage providers implement an “upon-request” policy for single use, plastic straws, stirrers and utensils.

Director Public Works, Ken Berkman presented

Council Discussion

Mark Hensley, City Attorney read by title only

ORDINANCE NO. 1612

An Ordinance amending El Segundo Municipal Code Title 5 to require an “Upon Request” Policy for plastic straws, stirrers and utensils

Mayor Pro Tem Pirsztuk introduced the Ordinance. Second reading and potential adoption of the Ordinance is scheduled for the regular City Council meeting on January 21, 2020.

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS:

12. Approve open the recruitment process for the positions on the Committees, Commissions and Boards that expires in the year 2020.

MOTION by Mayor Boyles, SECONDED by Council Member Brann to approve open recruitment process for the positions on the Committees, Commissions and Boards that expire in the year 2020. MONTION PASSED BY A UNANAMOUS VOICE VOTE. 5/0.

F. REPORTS – CITY CLERK

Reminded members of the Public to experience the new LA County voting system currently at the Recreation and Parks clubhouse for the remainder of this week.

G. REPORTS – CITY TREASURER

H. REPORTS – COUNCILMEMBERS

Councilmember Pimentel –

Acknowledged during the Holiday Season how much time and effort community members put in to help those less fortunate.

Councilmember Nicol –

Congratulated staff on a wonderful Tree Lighting experience.

Congratulated the 1200 block of East Acacia on Candy Cane Lane opening on Saturday night. Special thanks Mayor Pro Tem Pirsztuk for assisting Santa Clause.

Encourages all in the Community to spread the Christmas cheer.

Wish all fellow Council Members a wonderful New Year.

Councilmember Brann –

Merry Christmas and great holidays to everybody.

Thanked everyone for the recognition.

Thanked the Council believes great strides will be made going forward and appreciate all their time and effort.

Will be a great year in 2020 and Happy New Year to everyone.

Mayor Pro Tem Pirsztuk –

Thanked Council Member Dr. Brann for all his service, he will be missed.

Thanked Director of Recreation and Parks Meredith Petit and her team for a wonderful Tree Lighting event.

Wanted to thank all the residents on the 1200 block of Acacia and all the residents who live in the area.

Had the joy of riding on Santa's Sleigh on Monday. Thanked Kiwanis and El Segundo Police Department. It was fun seeing all the kids' faces and brings joy to the season, remember to be kind, generous and respect everyone. Merry Christmas, Happy Hanukkah, Happy Kwanzaa and Happy New Year.

Mayor Boyles –

Commended the Chamber of Commerce for the Christmas Parade.

13. Approve the annual request of Mr. S. Claus for variances from the Municipal Code.

MOTION by Council Member Dr. Brann, SECONDED by Mayor Pro Tem Pirsztuk to grant annual request from Mr. S. Claus for variances from the Municipal Code. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 5//0

I. REPORTS – CITY ATTORNEY

J. REPORTS/FOLLOW-UP – CITY MANAGER

MEMORIAL –

In honor of former Mayor Gordon Stephens who passed away December 6, 2019. Mr. Stephens served two terms on the City Council from April 16, 1968 to April 21, 1970 as Council Member; April 21, 1970 to April 18, 1972 as Mayor and April 18, 1972 to March 9, 1976 as Council Member.

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None

CLOSED SESSION

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Government Code Section §54957 (Personnel); and/or conferring with the City's Labor Negotiators.

REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

ADJOURNMENT 7:50PM

Mona F. Shilling, Deputy City Clerk II

TO BE DELIVERED UNDER SEPARATE COVER

ITEM #1

Approve Regular City Council Meeting Minutes of December 17, 2019

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3029136 - 3029254
9001235 - 9001241

DATE OF APPROVAL: AS OF 01/07/2020

REGISTER # 6a

001	GENERAL FUND	569,974.18
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	10.41
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	10,563.25
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	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	179.26
129	CERTIFIED ACCESS SPECIALIST PROGRAMS	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	4,084.37
502	WASTEWATER FUND	289,399.75
503	GOLF COURSE FUND	8,000.00
504	PARK VISTA	-
505	SOLID WASTE	-
601	EQUIPMENT REPLACEMENT	21,106.13
602	LIABILITY INSURANCE	9,175.66
603	WORKERS COMP. RESERVE/INSURANCE	50.29
701	RETIRED EMP. INSURANCE	26.63
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	(43.99)
703	EXPENDABLE TRUST FUND - OTHER	21,196.42
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	<u>\$ 933,722.36</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 *[Signature]*
DATE: 12-16-19

CITY MANAGER *[Signature]*
DATE: 12-19-20

VOID CHECKS DUE TO ALIGNMENT: N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE: _____

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR: _____

NOTES _____

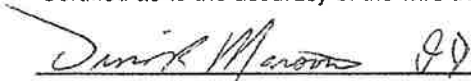
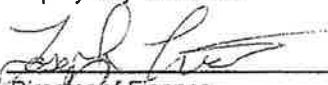
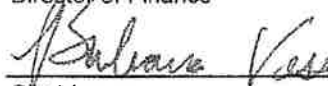
**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 12/09/19 THROUGH 12/15/19**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
12/9/2019	Cal Pers	9,699.51	EFT Retirement Safety-Fire-PEPRA New 25020
12/9/2019	Cal Pers	15,736.15	EFT Retirement Safety-Police-PEPRA New 25021
12/9/2019	Cal Pers	33,068.33	EFT Retirement Misc - PEPRA New 26013
12/9/2019	Cal Pers	51,295.99	EFT Retirement Misc - Classic 27
12/9/2019	Cal Pers	73,215.78	EFT Retirement Safety Police Classic - 1st Tier 28
12/9/2019	Cal Pers	53,805.97	EFT Retirement Safety Fire- Classic 30168
12/9/2019	Cal Pers	5,673.56	EFT Retirement Sfty Police Classic-2nd Tier 30169
12/9/2019	Cal Pers	200.00	Admin Fee - Retired Annuitant Late Fee
12/10/2019	West Basin	1,873,631.11	H2O payment
12/10/2019	Cal Pers	519,739.81	EFT Health Insurance Payment
12/10/2019	Nationwide NRS EFT	5,256.49	EFT 457 payment
12/13/2019	IRS	282,150.47	Federal 941 Deposit
12/13/2019	Employment Development	4,180.13	State SDI payment
12/13/2019	Employment Development	67,919.24	State PIT Withholding
12/13/2019	Manufacturers & Traders	44,386.14	457 payment Vantagepoint
12/13/2019	Manufacturers & Traders	10,789.45	401(a) payment Vantagepoint
12/13/2019	Manufacturers & Traders	50.00	IRA payment Vantagepoint
12/13/2019	Nationwide NRS EFT	43,886.02	EFT 457 payment
12/13/2019	State of CA EFT	1,672.15	EFT Child support payment
12/02/19-12/08/19	Workers Comp Activity	111,634.65	SCRMA checks issued
12/02/19-12/08/19	Liability Trust - Claims	152.91	Claim checks issued
12/02/19-12/08/19	Retiree Health Insurance	0.00	Health Reimbursement checks issued
12/02/19-12/08/19	Flexible Spending Account	2,538.07	Employee Health and DCA card charges
		<u>3,210,881.93</u>	

**DATE OF RATIFICATION: 12/16/19
 TOTAL PAYMENTS BY WIRE:**

3,210,681.93

Certified as to the accuracy of the wire transfers by:

	<u>12/16/19</u>
Deputy City Treasurer II	Date
	<u>12-16-19</u>
Director of Finance	Date
	<u>12-19-19</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

3029255 - 3029390
9001242 - 9001243

DATE OF APPROVAL: AS OF 01/07/2020

REGISTER # 66

001	GENERAL FUND	287,595.96
104	TRAFFIC SAFETY FUND	-
108	STATE GAS TAX FUND	16.52
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	38,330.97
110	MEASURE R	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	145.88
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	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	120.54
129	CERTIFIED ACCESS SPECIALIST PROGRAMS	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	34,196.13
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	4,371.18
502	WASTEWATER FUND	2,729.38
503	GOLF COURSE FUND	-
504	PARK VISTA	-
505	SOLID WASTE	-
601	EQUIPMENT REPLACEMENT	22,820.09
602	LIABILITY INSURANCE	1,595.13
603	WORKERS COMP. RESERVE/INSURANCE	75.68
701	RETIRED EMP. INSURANCE	26.63
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	223.74
703	EXPENDABLE TRUST FUND - OTHER	11,651.76
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	\$ 403,899.59

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

Joseph [Signature]

CITY MANAGER

Bouliana Vess

DATE:

1-9-20

DATE:

1-10-20

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
 12/16/19 THROUGH 12/22/19**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
12/19/2019	Lane Donovan Golf Ptr	24,131.91	Payroll Transfer
12/09/19-12/15/19	Workers Comp Activity	23,059.75	SCRMA checks issued
12/09/19-12/15/19	Liability Trust - Claims	0.00	Claim checks issued
12/09/19-12/15/19	Retiree Health Insurance	0.00	Health Reimbursement checks issued
12/09/19-12/15/19	Flexible Spending Account	722.43	Employee Health and DCA card charges
		<u>47,914.09</u>	

**DATE OF RATIFICATION: 12/20/19
 TOTAL PAYMENTS BY WIRE:**

47,914.09

Certified as to the accuracy of the wire transfers by:

Diana M. ... 12/20/19
 Deputy City Treasurer II Date

Joseph ... 12-27-19
 Director of Finance Date

[Signature] 12/30/19
 City Manager Date
*For Scott
 M. ...*

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

3029391 - 3029461

DATE OF APPROVAL: AS OF 01/07/2020

REGISTER # 6c

001	GENERAL FUND	176,515.42
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
110	MEASURE R	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	28,797.35
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	477.47
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	6,883.48
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	-
129	CERTIFIED ACCESS SPECIALIST PROGRAMS	7.60
202	ASSESSMENT DISTRICT #7J	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	2,148.47
502	WASTEWATER FUND	851.24
503	GOLF COURSE FUND	-
504	PARK VISTA	-
505	SOLID WASTE	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	3,431.89
603	WORKERS COMP. RESERVE/INSURANCE	118,577.54
701	RETIRED EMP. INSURANCE	2,340.00
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	-
703	EXPENDABLE TRUST FUND - OTHER	8,250.00
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	\$ 348,280.26

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:

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

FINANCE DIRECTOR *[Signature]*

CITY MANAGER

DATE: *1-8-20*

DATE: *1-10-20*

VOID CHECKS DUE TO ALIGNMENT: N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE: _____

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR: _____

NOTES _____

[Signature]
Barbara Vess (for SM)
1-10-20

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 12/23/19 THROUGH 12/29/19**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
12/23/2019	Cal Pers	9,994.12	EFT Retirement Safety-Fire-PEPRA New 25020
12/23/2019	Cal Pers	15,742.01	EFT Retirement Safety-Police-PEPRA New 25021
12/23/2019	Cal Pers	32,076.02	EFT Retirement Misc - PEPRA New 26013
12/23/2019	Cal Pers	52,280.32	EFT Retirement Misc - Classic 27
12/23/2019	Cal Pers	73,417.52	EFT Retirement Safety Police Classic - 1st Tier 28
12/23/2019	Cal Pers	54,694.52	EFT Retirement Safety Fire- Classic 30168
12/23/2019	Cal Pers	5,673.56	EFT Retirement Sfty Police Classic-2nd Tier 30169
12/26/2019	Cal Pers	200.00	Admin Fee - Late Payroll Reporting
12/27/2019	Manufacturers & Traders	20,359.73	457 payment Vantagepoint
12/27/2019	Manufacturers & Traders	942.31	401(a) payment Vantagepoint
12/27/2019	Manufacturers & Traders	300.00	IRA payment Vantagepoint
12/27/2019	Nationwide NRS EFT	67,829.96	EFT 457 payment
12/16/19-12/22/19	Workers Comp Activity	28,069.32	SCRMA checks issued
12/16/19-12/22/19	Liability Trust - Claims	112.00	Claim checks issued
12/16/19-12/22/19	Retiree Health Insurance	0.00	Health Reimbursement checks issued
12/16/19-12/22/19	Flexible Spending Account	6,546.37	Employee Health and DCA card charges
		<u>368,237.76</u>	

**DATE OF RATIFICATION: 12/30/19
 TOTAL PAYMENTS BY WIRE:**

368,237.76

Certified as to the accuracy of the wire transfers by:

	<u>12/30/19</u>
Deputy City Treasurer II	Date
	<u>1-8-20</u>
Director of Finance	Date
	<u>1-10-20</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

3028462 - 3028536

DATE OF APPROVAL: AS OF 01/21/2020

REGISTER # 7a

001	GENERAL FUND	187,981.50
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	21,171.30
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	22,500.00
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	16,320.00
125	STATE GRANT	-
126	AP CUPA PROGRAM OVERSIGHT SURCHARGE	-
129	CERTIFIED ACCESS SPECIALIST PROGRAMS	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	2,407.86
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	28,669.22
502	WASTEWATER FUND	4,470.54
503	GOLF COURSE FUND	-
504	PARK VISTA	-
505	SOLID WASTE	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	3,036.62
603	WORKERS COMP. RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	-
703	EXPENDABLE TRUST FUND - OTHER	580.75
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	<u>\$ 289,137.79</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 hereof

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

CODES:

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For Ratification:

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

FINANCE DIRECTOR *Joseph [Signature]*

CITY MANAGER *Barbara Vass*

DATE: *1-8-20*

DATE: *1-10-20*

VOID CHECKS DUE TO ALIGNMENT:
N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES


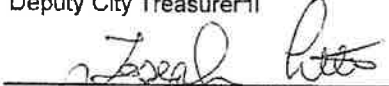
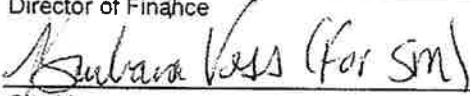
**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 12/30/19 THROUGH 1/5/20**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
12/30/2019	IRS	299,356.92	Federal 941 Deposit
12/30/2019	Employment Development	4,272.35	State SDI payment
12/30/2019	Employment Development	68,743.17	State PIT Withholding
12/30/2019	State of CA EFT	1,452.91	EFT Child support payment
1/2/2020	Lane Donovan Golf Ptr	22,825.18	Payroll Transfer
12/23/19-12/29/19	Workers Comp Activity	312,837.42	SCRMA checks issued
12/23/19-12/29/19	Liability Trust - Claims	0.00	Claim checks issued
12/23/19-12/29/19	Retiree Health Insurance	0.00	Health Reimbursement checks issued
12/23/19-12/29/19	Flexible Spending Account	355.87	Employee Health and DCA card charges
		<u>709,843.82</u>	

**DATE OF RATIFICATION: 1/6/20
 TOTAL PAYMENTS BY WIRE:**

709,843.82

Certified as to the accuracy of the wire transfers by:

	<u>1/6/2020</u>
Deputy City Treasurer/II	Date
	<u>1-8-20</u>
Director of Finance	Date
	<u>1-10-20</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

3029539 3029590
9001244 9001280

DATE OF APPROVAL: AS OF 01/21/2020

REGISTER # 7b

001	GENERAL FUND	219,161.14
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	9,579.35
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	1,367.14
125	STATE GRANT	-
126	AVP CUPA PROGRAM OVERSIGHT SURCHARGE	223.82
129	CERTIFIED ACCESS SPECIALIST PROGRAMS	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	3,435.00
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	1,270.67
502	WASTEWATER FUND	1,785.68
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	723.31
703	EXPENDABLE TRUST FUND - OTHER	2,500.00
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	\$ 240,046.11

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:

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For Ratification:

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

FINANCE DIRECTOR *Joseph Lora*
DATE: *1-13-2020*

CITY MANAGER *Barbara Vass (for sm)*
DATE: *1-15-2020*

VOID CHECKS DUE TO ALIGNMENT:
N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

**CITY OF EL SEGUNDO
PAYMENTS BY WIRE TRANSFER
1/6/20 THROUGH 1/12/20**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
1/6/2020	Cal Pers	8,986.86	EFT Retirement Safety-Fire-PEPRA New 25020
1/6/2020	Cal Pers	17,332.49	EFT Retirement Safety-Police-PEPRA New 25021
1/6/2020	Cal Pers	32,432.01	EFT Retirement Misc - PEPRA New 26013
1/6/2020	Cal Pers	52,127.91	EFT Retirement Misc - Classic 27
1/6/2020	Cal Pers	74,649.21	EFT Retirement Safety Police Classic - 1st Tier 28
1/6/2020	Cal Pers	52,264.43	EFT Retirement Safety Fire- Classic 30168
1/6/2020	Cal Pers	5,673.56	EFT Retirement Sfty Police Classic-2nd Tier 30169
1/6/2020	Cal Pers	200.00	Admin Fee - Retired Annuitant Late Fee
1/6/2020	Cal Pers	200.00	Admin Fee - Late Payroll Reporting
1/8/2020	Unum	113.70	Long Term Care Premium - Dec.
1/10/2020	West Basin	1,789,552.95	H2O payment
1/10/2020	Cal Pers	553,865.95	EFT Health Insurance Payment
1/10/2020	Manufacturers & Traders	52,430.85	457 payment Vantagepoint
1/10/2020	Manufacturers & Traders	942.31	401(a) payment Vantagepoint
1/10/2020	Manufacturers & Traders	300.00	IRA payment Vantagepoint
12/30/19-1/05/20	Workers Comp Activity	26,971.32	SCRMA checks issued
12/30/19-1/05/20	Liability Trust - Claims	0.00	Claim checks issued
12/30/19-1/05/20	Retiree Health Insurance	0.00	Health Reimbursement checks issued
12/30/19-1/05/20	Flexible Spending Account	5,732.24	Employee Health and DCA card charges
		<u>2,673,775.79</u>	

DATE OF RATIFICATION: 1/13/20

TOTAL PAYMENTS BY WIRE:

2,673,775.79

Certified as to the accuracy of the wire transfers by:

 Deputy City Treasurer II	<u>1/13/20</u> Date
 Director of Finance	<u>1-13-2020</u> Date
 City Manager	<u>1-15-20</u> Date

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

AGENDA DESCRIPTION:

Award a standard Professional Services Agreement to MNS Engineers, Inc., in a form approved by the City Attorney, for design services for the El Segundo Boulevard Improvements, Project No. ENG 20-01. (Fiscal Impact: \$465,000)

RECOMMENDED COUNCIL ACTION:

1. Appropriate \$223,000 from Prop C Local Return fund; and,
2. Authorize the City Manager to execute a standard Professional Services Agreement in a form approved by the City Attorney with MNS Engineers, Inc. in the amount of \$448,773 and authorize an additional \$16,227 for design related contingency.

ATTACHED SUPPORTING DOCUMENTS:

None.

FISCAL IMPACT: \$465,000 (non-General Fund)

Amount Budgeted: \$241,500
Additional Appropriation: \$223,000 from Prop C Local Return
Account Number(s): \$241,500 from Measure M Local Return (127-400-0000-8382)
\$223,500 from Prop C Local Return (account number to be assigned by Finance Dept. after approval)

STRATEGIC PLAN:

- Goal:** 2 Support Community Safety and Preparedness
- Objective:** (a) The City has a proactive approach to public safety, preparedness and crime that is outcome focused.
- Goal:** 4 Develop Quality Infrastructure & Technology
- Objective:** (a) El Segundo's physical infrastructure supports an appealing, safe, and effective City

ORIGINATED BY: Orlando Rodriguez, Senior Civil Engineer *OR*
REVIEWED BY: Ken Berkman, Public Works Director *KB*
APPROVED BY: Scott Mitnick, City Manager *BM (for SM)*

BACKGROUND AND DISCUSSION:

On September 18, 2019, the Metro Board approved the El Segundo Boulevard Improvements project for a total of \$4,050,000 in Measure M Multi-Year Subregional Program (MSP) funds (\$465,000 in FY 20/21 and \$3,585,000 in FY 21-22) as part of a Measure M MSP eligible projects list. On October 16, 2019, staff requested a Letter of No Prejudice (LONP) for \$465,000 from Metro to allow our consultant to begin the design phase of the project. The LONP is required from

Metro to allow the City to spend local funds during the design phase and seek reimbursement during FY 20-21 as originally stated in our Measure M application. On November 13, 2019, Metro issued the LONP to the City to allow the design phase to proceed.

El Segundo Boulevard is a major arterial east/west six-lane divided arterial from Isis Avenue to Pacific Coast Highway, and a four-lane divided arterial from Pacific Coast Highway to Illinois Street. The corridor is mixed with commercial developments and aerospace campuses. The roadway has a varying width from 52-foot curb to curb on the westerly end of the project to 106-foot at the easterly end of the project limits. The existing pavement shows widespread signs of deterioration throughout the corridor with an average pavement condition index between 0-40 which constitutes a need for rehabilitation and/or reconstruction. Existing conditions on El Segundo Boulevard are missing ADA compliant curb ramps, larger traffic signal poles, dedicated bicycle facilities including bicycle detection, and adequate pedestrian crossings. These deficiencies and the high volume of vehicles during peak hours create adverse conditions for cyclists and pedestrians crossing the street.

The proposed El Segundo Blvd. Improvement project is part of the 3-year CIP program approved by Council last summer, and it consists of:

- Rehabilitate existing pavement between Pacific Coast Highway (PCH) and Isis Avenue.
- Install curb ramps at the Illinois Street, Douglas Street, Nash Street, and Continental Boulevard intersections.
- Install approximately 12,700 lineal feet of Class II Bike Lanes from Aviation Boulevard to PCH, on Douglas Street between Rosecrans Avenue and Imperial Highway, on Nash Street between El Segundo Boulevard and Imperial Highway, and install suitable shared Class III Bike Route markings (“Sharrows”) in the nearby area where applicable.
- Remove median-mounted traffic signal pole at Douglas Street intersection and install larger traffic signal poles to accommodate longer mast arms.
- Install pedestrian push buttons, pedestrian countdown signal heads, bicycle detection loops, and video detections at various intersections along El Segundo Boulevard.

This project will rehabilitate the pavement while also making significant safety improvements for drivers, cyclists and pedestrians. The total project cost is estimated to be \$7,550,000. The \$3,500,000 funding need will be provided via various local returns such as Prop C, Measure R, Measure M, SB-1, or Gas Tax.

Concurrently during the Measure M application process, staff issued an open Request for Proposals (RFP) to consultants for professional engineering services related to the design of the Project. MNS Engineers, Inc. (MNS) was selected after a thorough selection process as the most qualified consultant among five proposals received from MNS, Alta Planning + Design, KPFF Consulting Engineers, JMDiaz, Inc. and Huitt-Zollars. MNS has satisfactorily provided similar design services to other public agencies. Staff has also verified that their rates are typical of the market for this type of design work.

Therefore, staff respectfully recommends that City Council approve the recommended actions as noted. With Council’s authorization, design for the El Segundo Blvd. Improvements project is anticipated to commence in February and be completed by end of the year, with construction estimated to start in summer of 2021.

AGENDA DESCRIPTION:

Adopt an ordinance to require food and beverage providers implement an “upon-request” policy for single-use, plastic straws, stirrers and utensils.

Pursuant to the provisions of the California Environmental Quality Act, the proposed Ordinance is categorically exempt from further review as a Class 7 exemption (14 CFR § 15307; Actions by Regulatory Agencies for Protection of Natural Resources), because the Ordinance is intended to reduce the amount of waste generated from single-use plastic products. (Fiscal Impact: \$2,000)

RECOMMENDED COUNCIL ACTION:

Waive second reading and adopt an Ordinance to require food and beverage providers implement an “upon-request” policy for single-use, plastic straws, stirrers and utensils.

ATTACHED SUPPORTING DOCUMENTS:

Proposed Ordinance

FISCAL IMPACT: \$2,000 (Notice Letter to Businesses)

Amount Budgeted: N/A
Additional Appropriation: \$2,000
Account Number(s): 001-400-4801-5204 (Operating Supplies)

STRATEGIC PLAN: N/A.

ORIGINATED BY: Ken Berkman, Public Works Director *KB*
REVIEWED BY: Mark Hensley, City Attorney
APPROVED BY: Scott Mitnick, City Manager *SM (for SM)*

INTRODUCTION / DISCUSSION:

On December 17th, Council introduced an ordinance to require certain businesses in the City of El Segundo follow an “upon request” policy for single-use plastic products to reduce adverse environmental and public health impacts associated with single-use plastics and to promote environmentally sustainable practices. Per this new Ordinance, no food or beverage provider shall provide single-use plastic straws, utensils or stirrers, except upon the request of the customer.

Staff will take the following actions to implement the Ordinance requirements:

- *Outreach:* Notify Food/Beverage providers by sending notice letters via mail and email.
- *Enforcement:* Conducted by Planning and Building Safety’s Code Enforcement Officer.

- *Non-Compliant Businesses:* Under the proposed ordinance, violators may be fined with an administrative citation. Violations would begin at \$100, with subsequent violations increasing to \$200 and \$500.

If adopted, the Ordinance will become effective in 30 calendar days; however, it will become enforceable three months afterwards on May 20th. This will provide staff enough time to properly notify the Food and Beverage providers and for them to modify their operations.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE TITLE 5
TO REQUIRE AN “UPON REQUEST” POLICY FOR PLASTIC STRAWS,
STIRRERS AND UTENSILS**

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

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

- A. The State of California Legislature recognized that littered plastic products have caused and continue to cause significant environmental harm and have burdened local governments with significant environmental clean-up costs (Cal. Pub. Res. Code § 42355);
- B. According to the State Legislature, annual global production of plastic has reached 335 million tons and continues to rise. The United States alone discards 30 million tons each year. Global plastic production is projected to more than triple by 2050, accounting for 20 percent of all fossil fuel consumption;
- C. Without action, projections estimate that by 2050 the mass of plastic pollution in the ocean will exceed the mass of fish. A study by the University of Exeter and Plymouth Marine Laboratory in the United Kingdom found plastics in the gut of every single sea turtle examined and in 90 percent of seabirds. Additionally, plastic negatively affects marine ecosystems and wildlife, as demonstrated by countless seabirds, turtles, and marine mammals, including, but not limited to, whales and dolphins, dying from plastic ingestion or entanglement;
- D. The environmental and public health impacts of plastic pollution are devastating and the environmental externalities and public costs of cleaning up and mitigating plastic pollution continue to grow;
- E. Local governments in California annually spend in excess of four hundred twenty million dollars (\$420,000,000) in ongoing efforts to clean up and prevent plastic and other litter from entering our rivers and streams and polluting our beaches and oceans;
- F. The City Council desires to reduce litter and single-use plastic products.

SECTION 2. *Environmental Assessment.* The City Council finds that the Ordinance is not subject to review under the California Environmental Quality Act (“CEQA”) under CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment. Adopting this Ordinance will not have the effect of deleting or substantially changing any regulatory standards or required findings. This Ordinance would not result in any development or

changes to the physical environment and will require certain businesses to not provide single-use plastic products to a customer unless the customer requests such products. Further, the Ordinance is exempt from further review as a Class 7 exemption (14 CFR § 15307; Actions by Regulatory Agencies for Protection of Natural Resources), because the Ordinance is intended to reduce the amount of waste generated from single-use plastic products.

SECTION 3. ESMC Title 5 (Health and Sanitation) is amended to add a new chapter to read as follows:

CHAPTER 8: SINGLE-USE PLASTICS “UPON REQUEST” POLICY

Section 5-8-1. Purpose.

The purpose of this Chapter is to require certain businesses in the City of El Segundo follow an “upon request” policy for single-use plastic products to reduce adverse environmental and public health impacts associated with single-use plastics and to promote environmentally sustainable practices.

Section 5-8-2. Definitions.

For purposes of this chapter, the following terms shall have the following meanings:

“Beverage provider” means any business, organization, entity, group or individual that offers liquid, slurry, frozen, semi-frozen, or other forms of beverages within the City of El Segundo to the general public for consumption. The term “Beverage provider” also includes any organization, group or individual that regularly provides beverages to its members or the general public as part of its activities or services.

“Food provider” means any business, organization, entity, group or individual that provides or sells prepared food or raw food or beverages within the City of El Segundo to the general public for consumption. The term “Food provider” includes but is not limited to (1) a grocery store, supermarket, restaurant, drive-thru restaurant, café, coffee shop, snack shop, public food market, farmers’ market, convenience store, or similar fixed place where prepared food or raw food or beverages are available for sale and consumption; (2) any mobile store, food vendor, caterer, food truck, vending machine or similar mobile outlet; and (3) any organization, group or individual that regularly provides prepared food or raw food or beverages to its members or the general public as a part of its activities or services.

“Plastic beverage straw” means a tube made predominantly of plastic derived from either petroleum or a biologically based polymer, such as corn

or other plant sources, that is used to transfer a beverage from its container to the drinker's mouth.

"Plastic stirrer" means a plastic device made predominantly of plastic derived from either petroleum or a biologically based polymer, such as corn or other plant sources, that is used to mix beverages or plug the opening of a beverage lid, and is intended for one-time use.

"Plastic utensil" means any utensil, including but not limited to forks, spoons, sporks, and knives, made predominantly of plastic derived from either petroleum or a biologically based polymer, such as corn or other plant sources, that is intended for one-time use.

Section 5-8-3. "Upon-request" policy for single-use plastic straws, stirrers and utensils required.

No food provider or beverage provider in the City of El Segundo shall provide single-use, plastic beverage straws, plastic utensils or plastic stirrers to a customer, except upon the request of the customer.

Section 5-8-4. Extensions and Exemptions.

- A. The City Manager or designee may provide extensions of time for compliance or exempt any person from the requirements of this Chapter as follows:
1. A request for an extension or claimed exemption shall be filed in writing with the City Manager or designee and shall include documentation of the reason for the requested extension or exemption and any other information necessary for the City to make its decision. The City may require the applicant to provide additional information as necessary to make the required determinations.
 2. The City Manager designee may approve the extension or exemption for a maximum of one year, with or without conditions, upon finding that compliance would create an undue hardship. Undue hardship may include but not be limited to situations where:
 - a. There are no reasonable alternatives for reasons that are unique to the applicant; or
 - b. The extension or exemption may be extended for additional terms of up to one year each, upon a showing of the continuation of the legal right.
- B. The City Manager's written decision on the extension or exemption is effective within 10 days of the decision.

- C. Decisions of the City Manager may be appealed by the person applying for the extension or exemption to the City Council. Appeals shall be filed in writing with the City Clerk within 10 days of the decision and shall be accompanied by a fee set by resolution of the City Council. Notice of hearing shall be given to the applicant at least 10 days prior to the hearing.

Section 5-8-5. Enforcement; Penalties.

- A. This Chapter will be enforced starting on May 20, 2020.
- B. Violations of the provisions of this Chapter are subject to the administrative penalty provisions of Chapter 1-2A of this Code.
- C. The City Attorney make seek legal, injunctive or other equitable relief to enforce this Chapter. The remedies and penalties provided in this section are cumulative and not exclusive of one another.
- D. The City Manager may promulgate regulations and take any and all other actions reasonable and necessary to enforce this Chapter.

SECTION 4. *Validity of Previous Code Sections.* If the entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal of the ESMC or other regulation by this Ordinance will be rendered void and cause such ESMC provision or other regulation to remain in full force and effect for all purposes.

SECTION 5. *Reliance on Record.* Each and every one of the findings and determinations in this Ordinance are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 6. *Preservation.* Repeal or amendment of any previous Code Sections does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 7. *Severability.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provision or application and, to this end, the provisions of this Ordinance are severable.

SECTION 8. The City Clerk, or her duly appointed deputy, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the

records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 9. Effective Date. This Ordinance will become effective on the 31st day following its passage and adoption.

PASSED AND ADOPTED this ____ day of _____, 2020.

Drew Boyles, Mayor

ATTEST:

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. ____ was duly introduced by said City Council at a regular meeting held on the ____ day of _____, 2019, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ____ day of _____, 2020, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

AGENDA DESCRIPTION:

Award a standard Public Works Contract to Henkels & McCoy, Inc. for the Citywide Fiber Optic Vault Lid Replacement Project, Project No. PW19-08. (Fiscal Impact: \$146,102.29)

RECOMMENDED COUNCIL ACTION:

Authorize the City Manager to execute a standard Public Works Contract, in a form approved by the City Attorney, with Henkels & McCoy, Inc. in the amount of \$127,102.29 and approve an additional \$19,000 for construction-related contingencies.

ATTACHED SUPPORTING DOCUMENTS:

Location Map

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: \$300,000
Additional Appropriation: No
Account Number(s): 301-400-8171-8233 (Fiber Vault Lid Replacement)

STRATEGIC PLAN:

- Goal:** 4 Develop Quality Infrastructure and Technology
- Objective:** (a) El Segundo's physical infrastructure supports an appealing, safe, and effective City
- Goal:** 1 Enhance Customer Service and Engagement
- Objective:** (a) City services are convenient, efficient and user-friendly for all residents, businesses, and visitors

ORIGINATED BY: Arianne Bola, Senior Associate Engineer AB

REVIEWED BY: Ken Berkman, Public Works Director KB

APPROVED BY: Scott Mitnick, City Manager BV (for KB)

BACKGROUND AND DISCUSSION:

On November 5, 2019, City Council adopted plans and specifications for the Fiber Optics Vault Lid Replacement Project (Project No. PW 19-08) and authorized staff to advertise the project for bids. The project will replace seven fiber optic vault lids that were failing within the City's downtown area with lids designed for heavy vehicle truck loading and are consistent with the American Association of State Highway and Transportation Officials (AASHTO) standards.

On December 17, 2019, the City Clerk received and opened three (3) bids as follows:

- | | |
|--------------------------|--------------|
| 1. Henkels & McCoy, Inc. | \$127,102.29 |
| 2. IBuild Spectrum Inc. | \$163,000.00 |
| 3. Humphrey Constructors | \$268,000.00 |

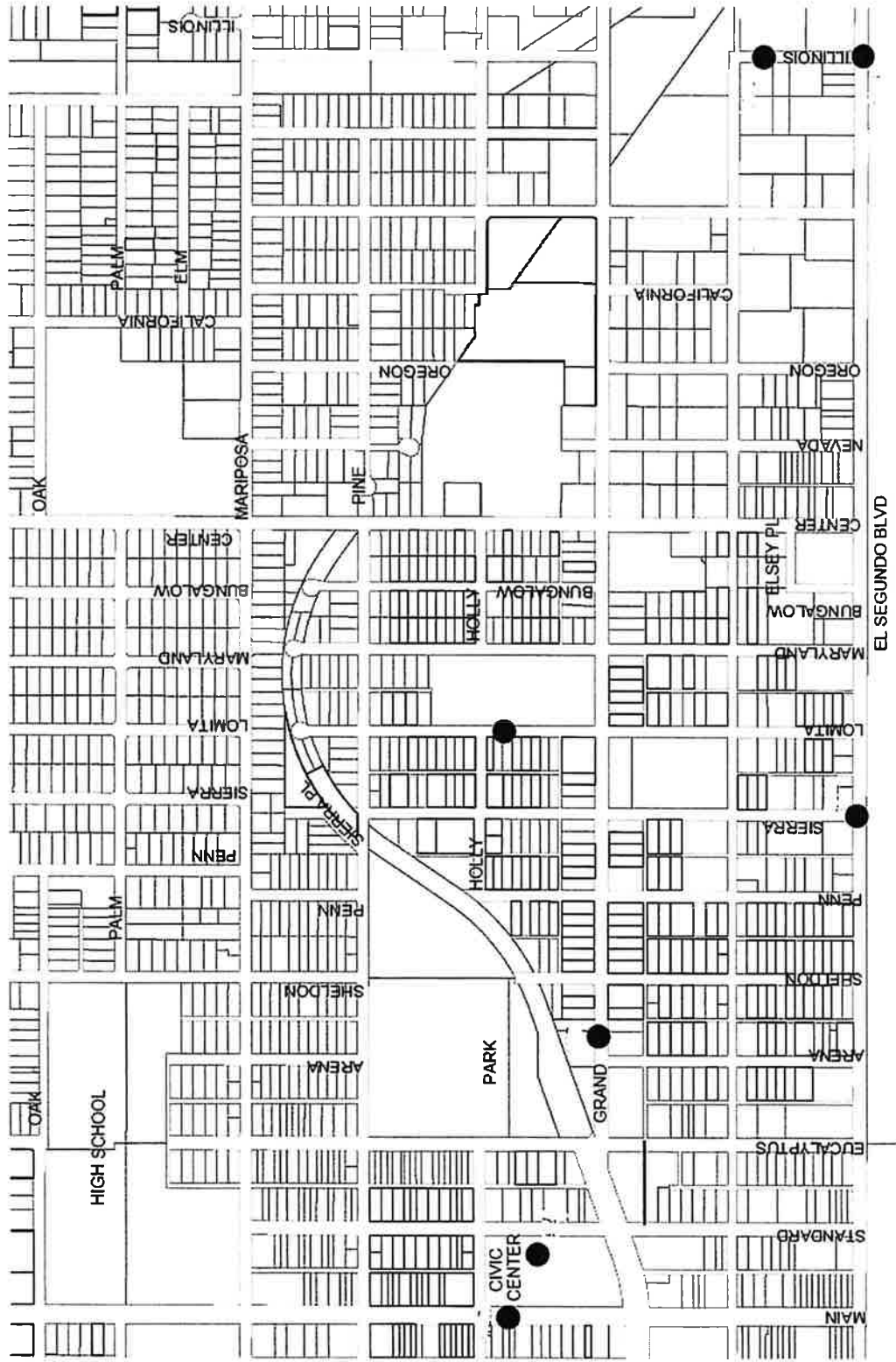
The lowest responsive and responsible bidder is Henkels & McCoy, Inc., whose bid is below engineering cost estimate of \$193,000. Staff checked the contractor's license status and references and found them to have satisfactorily completed similar projects for other public agencies, and that their license is in good standing.

Staff respectfully recommends that City Council authorize the City Manager to execute a standard Public Works Contract, in a form approved by the City Attorney, with Henkels & McCoy, Inc. in the amount of \$127,102.29 and approve an additional \$19,000 for construction-related contingencies.

With approval, construction is anticipated to commence in March and be completed in May 2020. Any remaining unspent funds will be returned to the funding source.

PW 19-08: FIBER OPTIC VAULT LID REPLACEMENT PROJECT

LOCATION MAP



LEGEND:

● FIBER OPTIC VAULT

AGENDA DESCRIPTION:

Award a standard Public Works Contract to Palp, Inc. DBA Excel Paving Company for construction and a standard Professional Services Agreement to AKM Consulting Engineers for inspection for the Walnut Avenue Drainage and Street Improvement Project, Project No. PW 19-09, (Fiscal Impact: \$297,510)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to execute a standard Public Works Contract in a form approved by the City Attorney with Palp, Inc. DBA Excel Paving Company in the amount of \$217,400 for the Walnut Avenue Drainage and Street Improvement Project, Project No. PW 19-09, and authorize an additional \$53,740 for additional work and construction-related contingencies; and,
2. Authorize the City Manager to execute a standard Professional Services Agreement in a form as approved by the City Attorney with AKM Consulting Engineers in the amount of \$23,970 for construction inspection services on the project, and authorize an additional \$2,400 for inspection-related contingencies.

ATTACHED SUPPORTING DOCUMENTS:

Location Map

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: \$297,510
Additional Appropriation: No
Account Number(s): \$239,392 from 301-400-8205-8216 (Walnut Avenue Drainage Project)
\$58,118 from 001-400-4302-6215 (Storm Drain Repairs)

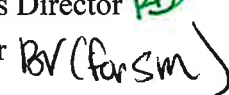
STRATEGIC PLAN:

Goal: 4 Develop Quality Infrastructure and Technology

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

ORIGINATED BY: Floriza Rivera, Principal Civil Engineer 

REVIEWED BY: Ken Berkman, Public Works Director 

APPROVED BY: Scott Mitnick, City Manager 

BACKGROUND AND DISCUSSION:

On October 15, 2019, City Council adopted the plans and specifications for the Walnut Avenue Drainage and Street Improvement Project (Project) to improve drainage and repair damaged

sidewalk, curb, and driveway approaches at the 500 block of E. Walnut Avenue between Sheldon Street and Penn Street, and authorized staff to advertise the project for construction bids.

On November 12, 2019, the City Clerk received and opened five bids as follows:

- | | |
|--|--------------------------------------|
| 1. Palp, Inc. DBA Excel Paving Company | \$217,400 |
| 2. GRFCO, Inc. | \$225,426 |
| 3. GRBCON, Inc. | \$237,030 |
| 4. SRD Engineering, Inc. | \$245,891 |
| 5. Cedro Construction | Disqualified – bid table incomplete. |

The lowest responsive and responsible bidder is Palp, Inc. DBA Excel Paving Company (Excel). Staff checked the contractor's references and license status and determined that they have satisfactorily completed similar projects for other public agencies and their license is in good standing. Excel has also previously worked on City projects to staff's satisfaction.

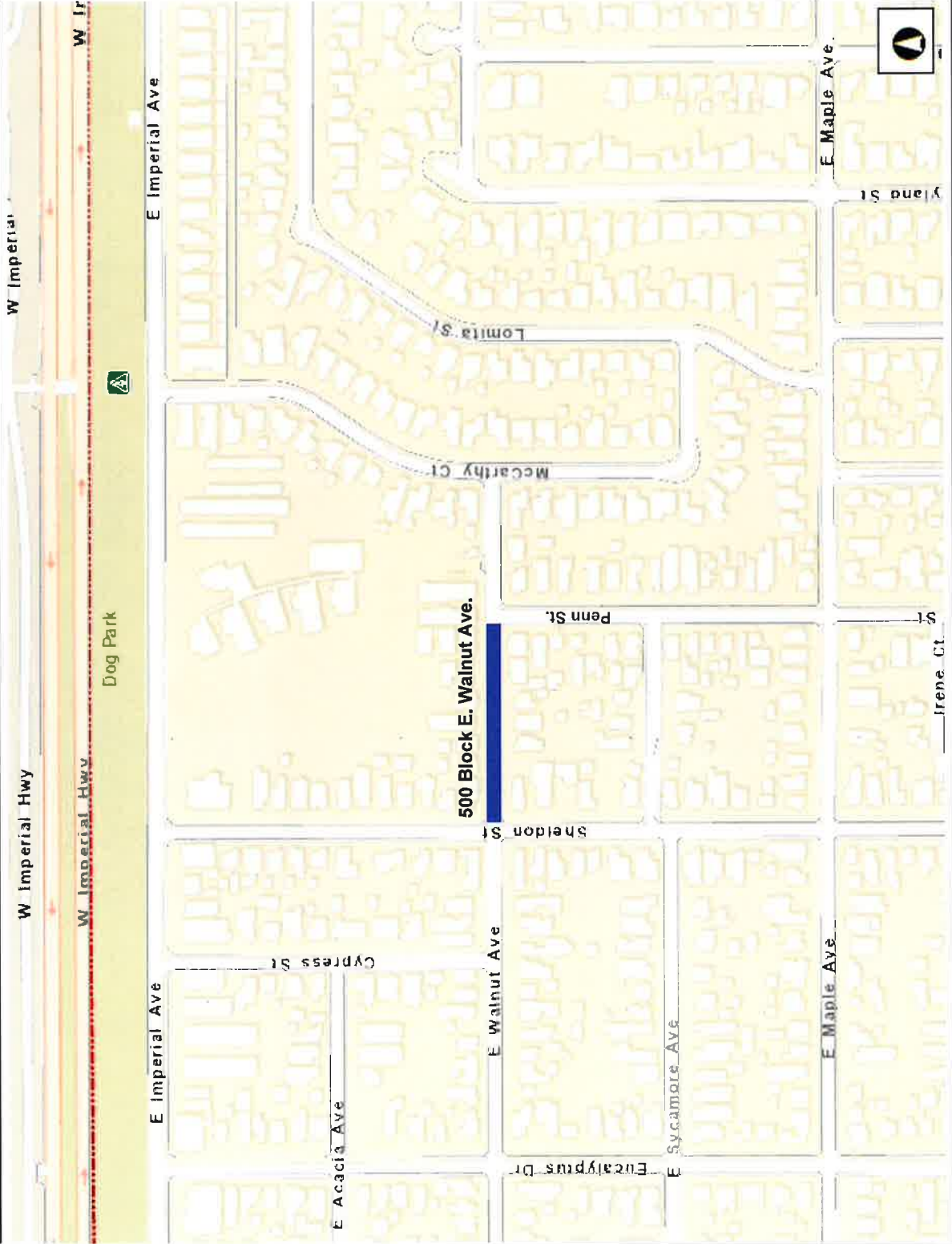
In addition to the recommended 10% construction contingency (\$21,740), staff requests \$32,000 be added to the contract award to resolve a flooding issue at the northwest corner of Palm Avenue and Hillcrest Street. The work consists of the same type of concrete cross-gutter construction to be provided in the Project.

Staff solicited proposals from qualified firms to provide part-time inspection services for the Project and received two proposals from AKM Engineering Services (AKM) and KOA. AKM was selected as the most qualified consultant. AKM has provided inspection and testing services on a number of projects for the City over the past few years and staff found them to be competent and professional, and that their rates are appropriate for the services to be provided.

Therefore, staff respectfully recommends that City Council approve the recommended actions as noted. With Council's authorization, construction is anticipated to commence in March and be completed in June 2020.



E. Walnut Avenue Storm Drain and Street Improvements Project



Legend

- Project Area
- City Boundary

Notes

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.

752.3 0 376.17 752.3 Feet
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9/11/13

AGENDA DESCRIPTION:

Accept as complete the El Segundo Boulevard On-Street Parking Pilot Project, Project No. PW 19-15. (Fiscal Impact: \$74,988.00)

RECOMMENDED COUNCIL ACTION:

1. Accept the work as complete; and,
2. Authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.

ATTACHED SUPPORTING DOCUMENTS:

Notice of Completion

FISCAL IMPACT: \$74,988.00

Amount Budgeted: \$82,487.00
Additional Appropriation: No
Account Number(s): Smoky Hollow Parking In-Lieu (001-400-4101-6304)

STRATEGIC PLAN:

- Goal:** 4 Develop Quality Infrastructure & Technology
- Objective:** (a) El Segundo's physical infrastructure supports an appealing, safe, and effective City
- Goal:** 5: Champion Economic Development and Fiscal Sustainability
- Objective:** (a): El Segundo promotes economic growth and vitality for businesses and the community

ORIGINATED BY: Orlando Rodriguez, Senior Civil Engineer *OR*

REVIEWED BY: Ken Berkman, Public Works Director *KB*

APPROVED BY: Scott Mitnick, City Manager *SM*

BACKGROUND AND DISCUSSION:

On May 7, 2019, City Council awarded a standard Public Works Contract to Pacific Tennis Courts, Inc. for the installation of on-street parking on the north side of El Segundo Boulevard and all related items in the amount of \$74,988 and authorized an additional \$7,499 for construction related contingencies.

Construction began on August 12, 2019, and was completed by Pacific Tennis Courts on November 26, 2019. A final inspection of the work has been performed and it was determined that the project was completed in accordance with the plans and specifications and to the satisfaction of the Public Works Department.

This is a pilot project that has a 6-month trial period. The new striping and markings were substantially completed in November; therefore, Public Works and Police Department staff will report back to the Council in June to discuss the benefits and issues of the project and recommend whether or not to make them permanent, or to remove them and restore the roadway to its previous condition.

Staff respectfully recommends that City Council accept the work performed by Pacific Tennis Courts as complete and authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.

Accounting Summary:

+ \$74,988.00	Construction Contract Amount
\$74,988.00	Total Funds Spent
<hr/>	
\$82,487.00	Total Budget
- \$74,988.00	Total Funds Spent
\$7,499.00	Unspent Project Funds Return to Source

**Recording Requested by
and When Recorded Mail To:**

**City Clerk, City Hall
350 Main Street
El Segundo, CA 90245**

=

NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: El Segundo Boulevard On-Street Parking Pilot Project

Project No. : PW 19-15 Contract No. 5703

Notice is hereby given pursuant to State of California Civil Code Section 3093 et seq that:

1. The undersigned is an officer of the owner of the interest stated below in the property hereinafter described.
2. The full name of the owner is: City of El Segundo
3. The full address of the owner is: City Hall, 350 Main Street, El Segundo, CA, 90245
4. The nature of the interest of the owner is: Public Facilities
5. A work of improvement on the property hereinafter described was field reviewed by the City Engineer on November 26, 2019. The work done was: pavement markings, striping, pavement markers, and signage.
6. On January 21, 2020, City Council of the City of El Segundo accepted the work of this contract as being complete and directed the recording of this Notice of Completion in the Office of the County Recorder.
7. The name of the Contractor for such work of improvement was: Pacific Tennis Courts, Inc.
8. The property on which said work of improvement was completed is in the City of El Segundo, County of Los Angeles, State of California, and is described as follows: Installation of pavement markings and signs in the City of El Segundo.
9. The street address of said property is: El Segundo Boulevard, El Segundo, CA 90245

Dated: _____

Ken Berkman
Public Works Director

VERIFICATION

I, the undersigned, say: I am the Director of Public Works/City Engineer of the City El Segundo, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury the foregoing is true and correct.

Executed on _____, 2020 at El Segundo, California.

Ken Berkman
Public Works Director

AGENDA DESCRIPTION:

Adopt an Ordinance to Amend Section 8-4-3 of the El Segundo Municipal Code to set Citywide Speed Limits Pursuant to City of El Segundo Engineering and Traffic Survey for Speed Zoning (Fiscal Impact: None.)

RECOMMENDED COUNCIL ACTION:

Waive second reading and adopt an Ordinance to amend Section 8-4-3 of the El Segundo Municipal Code to set Citywide speed limits pursuant to the City of El Segundo Engineering and Traffic Survey for Speed Zoning.

ATTACHED SUPPORTING DOCUMENTS:



Proposed Ordinance

FISCAL IMPACT: None

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

STRATEGIC PLAN:

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

ORIGINATED BY: Ken Berkman, Public Works Director 
REVIEWED BY: Mark Hensley, City Attorney
APPROVED BY: Scott Mitnick, City Manager  (for SM)

BACKGROUND AND DISCUSSION:

On December 17th, Council adopted a resolution adopting the September 2019 City of El Segundo Engineering and Traffic Survey for Speed Zoning (Survey) and authorized the City Manager to take any actions necessary to effectuate the Survey; waived the first reading and introduced an Ordinance to amend Section 8-4-3 of the El Segundo Municipal Code to set Citywide speed limits pursuant to the Survey; and, scheduled this second reading of the Ordinance for this agenda.

The Survey found that the 39 street segments with posted speed limits throughout the City are posted at appropriately-established speed limits under prevailing, free-flowing traffic conditions, and will not require any change to the existing posted speeds. The Study also recommended new postings of speed limits where none currently exist on the following street segments:

- Allied Way south of Hughes Way – 25 mph
- Apollo Street between Park Place and Rosecrans Avenue – 30 mph

- Atwood Way between Nash Street and Douglas Street – 35 mph
- Park Place east of Pacific Coast Highway – 25 mph
- Selby Street between Imperial Highway and Walnut Street – 30 mph
- Walnut Avenue between Pacific Coast Highway and Selby Street – 30 mph

Section 8-4-3 of the El Segundo Municipal Code shall be amended to reflect these changes and new speed limit signs will be installed on these street segments.

With adoption, the Ordinance will allow staff to enact the recommendations of the Survey, the City Clerk will file a certified copy of the Survey with the court, and the Police Department will be able to continue to use radar or other electronic devices to enforce the posted and recommended speed limits.

ORDINANCE NO. _____

AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE SECTION 8-4-3 TO DECLARE A PRIMA FACIE OR MAXIMUM SPEED LIMIT GREATER THAN 25 MILES PER HOUR ON CERTAIN STREETS

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

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

- A. Section 40802 of the California Vehicle Code requires that an engineering and traffic survey be conducted every seven years to establish or justify speed limits on streets and highways where enforcement involves the use of radar or other electronic devices which measure the speed of moving objects;
- B. In September 2019, Garland and Associates prepared the “City of El Segundo Engineering and Traffic Survey for Speed Zoning,”
- C. On December 17, 2019, the City Council adopted the survey;
- D. As part of the survey, the City’s traffic engineers recommended that the existing Section 8-4-3 of the El Segundo Municipal Code be amended to reflect the survey’s proposed changes to speed limits;
- E. Section 22357 of the Vehicle Code allows the City, by ordinance, to determine and declare a prima facie or maximum speed limit greater than 25 miles per hour in residential or business districts, with such declared speed limit to be effective when appropriate signs giving notice thereof are erected upon the street;
- F. The City Council finds it is in the public interest to amend the municipal code to reflect those speed limits where the recommended speed limit deviates from the Vehicle Code prima facie speed limit of 25 miles per hour in residence or business districts.

SECTION 2. Section 8-4-3 (Special Speed Zones) of the El Segundo Municipal Code is amended to read as follows:

- A. It is hereby determined upon the basis of an engineering and traffic survey pursuant to Vehicle Code Section 22357 that a speed greater than twenty five (25) miles per hour would facilitate the orderly movement of vehicular traffic and would be reasonable and safe upon the streets set forth in this section, and it is further determined that the speeds designated herein are appropriate to facilitate the orderly movement of traffic in a reasonable and safe manner.

Alaska Avenue – Douglas Street to Aviation Boulevard	35
Apollo Street – Park Place to Rosecrans Avenue	30
Atwood Way – Nash Street to Douglas Street	35
Aviation Boulevard – 116 th Street to El Segundo Blvd	40
Aviation Boulevard – El Segundo Blvd to Rosecrans Avenue	40
Continental Boulevard – Mariposa Avenue to El Segundo Blvd	30
Douglas Street – Imperial Highway to Mariposa Avenue	40
Douglas Street – Mariposa Avenue to El Segundo Blvd	40
Douglas Street – El Segundo Blvd to Alaska Avenue	40
El Segundo Boulevard – Main Street to Center Street	35
El Segundo Boulevard – Center Street to Pacific Coast Hwy	35
El Segundo Boulevard – Pacific Coast Hwy to Douglas Street	40
El Segundo Boulevard – Douglas Street to Isis Avenue	40
Grand Avenue – Eucalyptus Drive to Center Street	35
Grand Avenue – Center Street to Pacific Coast Highway	35

Grand Avenue – Pacific Coast Highway to Duley Road	35
Hawaii Street – Alaska Avenue to Aviation Blvd	35
Hughes Way – East of Pacific Coast Highway	40
Imperial Highway – Pacific Coast Highway to Aviation Blvd	40
Lairport Street – Maple Avenue to Mariposa Avenue	35
Maple Avenue – Pacific Coast Highway to Nash Street	35
Mariposa Avenue – Pacific Coast Highway to Douglas Street	40
Nash Street – Imperial Highway to Mariposa Avenue	35
Nash Street – Mariposa Avenue to El Segundo Blvd	35

B. Signal Regulation Of Speed: The City Traffic Engineer is authorized to regulate the timing of traffic signals so as to permit the movement of traffic in an orderly and safe manner at speeds slightly at variance from the speeds otherwise applicable within the district or at intersections and shall erect appropriate signs giving notice thereof.

SECTION 3. *Environmental Assessment.* The City Council finds that the Ordinance is not subject to review under the California Environmental Quality Act (“CEQA”) under CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment. Adopting this Ordinance will not have the effect of deleting or substantially changing any regulatory standards or required findings. This Ordinance would not result in any development or changes to the physical environment. Following an evaluation of possible adverse impacts, it can be seen with certainty that there is no possibility that the Ordinance will have a significant effect on the environment.

SECTION 4. *Validity of Previous Code Sections.* If the entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal of the ESMC or other

regulation by this Ordinance will be rendered void and cause such ESMC provision or other regulation to remain in full force and effect for all purposes.

SECTION 5. Reliance on Record. Each and every one of the findings and determinations in this Ordinance are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 6. Preservation. Repeal or amendment of any previous Code Sections does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 7. Severability. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provision or application and, to this end, the provisions of this Ordinance are severable.

SECTION 8. The City Clerk, or her duly appointed deputy, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 9. Effective Date. This Ordinance will become effective on the 31st day following its passage and adoption.

PASSED AND ADOPTED this ____ day of _____, 2019.

Drew Boyles, Mayor

ATTEST:

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. ____ was duly introduced by said City Council at a regular meeting held on the ____ day of _____, 2019, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ____ day of _____, 2019, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

AGENDA DESCRIPTION:

Authorize the City Manager to execute a three year agreement with Innovative Interfaces to provide online catalog services at a flat rate, as well as to provide remote hosting of the Library's catalog and customer data.

(Fiscal Impact: \$68,111.39 for FY 2019-20; \$179,151.95 over three years)

RECOMMENDED COUNCIL ACTION:

Authorize the City Manager to execute a three year agreement with Innovative Interfaces, in a form approved by the City Attorney, to maintain its charges at a flat rate for the Library's Sierra, Encore, Content Café, and SIP2 online catalog components; migration of library catalog data and remote hosting services for that data.

ATTACHED SUPPORTING DOCUMENTS:

N/A

FISCAL IMPACT: \$68,111.39 for FY 2019-20; \$179,151.95 over three years

Amount Budgeted: \$68,111.39 for FY2019-20
Additional Appropriation: N/A
Account Number(s): 001-400-6101-6217 (Library: \$52,094.39)
001-400-2505-6217 (Information Systems: \$16,017.00)

STRATEGIC PLAN:

- Goal: 1** Enhance Customer Service Engagement:
Objective: A El Segundo provides unparalleled service to internal and external customers.
B El Segundo's engagement with the community ensures excellence.
- Goal: 2** Develop Quality Infrastructure and Technology
Objective: A El Segundo's physical infrastructure supports and appealing, safe and effective community.
B El Segundo's technology supports effective, efficient, and proactive operations.

ORIGINATED BY: Mark Herbert, Senior Librarian; *MH*
REVIEWED BY: Melissa McCollum, Library Director; *MM*
Charles Mallory, Information Systems Director *(CM)*
APPROVED BY: Scott Mitnick, City Manager *(B/C for sm)*

BACKGROUND:

Since 1993 the Library has utilized the services of Innovative Interfaces, which provides an online integrated library system for cataloging materials, access to library collections, and customer account information. With the advancement of technology, the catalog's inventory and search capabilities have improved, to the point now that customers can see cataloged book images online, link their library accounts to eBook and research databases, view historical photographs in the catalog, and more. In recent years Innovative Interfaces began offering remote hosting of library catalog data, freeing libraries and their technology staff from the worry of updating software, storage space for the data, and staff time to deal with technical issues.

A significant development in Innovative Interface's offerings is Cloud Hosted Services: remotely maintaining and updating library catalog software and customer data. Currently all Library catalog software and data is housed on the City servers and maintained by Information Systems, requiring considerable IS staff time and server space to house and update. Information Systems staff will work with Innovative Interfaces to move the Library's data to offsite storage, ultimately freeing up City server space and requiring less staff time to maintain the software and data. Additionally, Library customers will benefit from enhanced services that will be made available with online updates to the catalog software: automatic renewal of borrowed library material, advance courtesy notices for alerting customers of approaching due dates, improved accessibility of account information when customers login, and more.

The Library is currently in the remaining two years of a multi-year agreement with Innovative Interfaces, which was established to provide enhancements to the catalog. Innovative Interfaces regularly includes a 3-5% annual price increase as part of its maintenance fee. During the current contract year the Library has negotiated a flat-fee maintenance agreement to include the library catalog (Sierra) and its required user interface components (Encore, Content Café, and SIP2) for a three-year commitment with Innovative; there will not be any annual price increases during the agreement period. The Library will look toward going out to bid through the RFP process at the conclusion of the three-year commitment. The cost breakdown is as follows:

The initial cost of \$68,111.39 includes an annual cost of \$57,911.39 for library catalog subscription services, and a one-time cost of \$10,200 for migration of data to Innovative Interfaces and updating of the catalog software. The migration and software updating charges will be paid for by Information Systems' funds. Costs for years two and three of the agreement are \$55,520.28 per year.

Year 1 (1 October 2019-31 October 2020):

Sierra Catalog Renewal	\$35,023.37
Encore	\$14,820.74
Content Café	\$735.28
SIP2	\$1515.00
Software Upgrades	\$2,000.00
Data Migration	\$8,200.00
<u>Online Data Hosting Subscription</u>	<u>\$5,817.00</u>
Total	\$68,111.39

Year 2 (1 November 2020-31 October 2021):

Sierra Catalog Renewal	\$32,329.26
Encore	\$14,820.74
Content Café	\$735.28
SIP2	\$1818.00
<u>Online Data Hosting Subscription</u>	<u>\$5,817.00</u>
Total	\$55,520.28

Year 3 (1 November 2021-31 October 2022):

Sierra Catalog Renewal	\$32,329.26
Encore	\$14,820.74
Content Café	\$735.28
SIP2	\$1818.00
<u>Online Data Hosting Subscription</u>	<u>\$5,817.00</u>
Total	\$55,520.28

AGENDA DESCRIPTION:

Approval of a contract with the Robert Half International, Inc. (dba Officeteam & Accountemps) for technical consulting, business analysis, project management and administrative services for the Information Systems Department.
(Fiscal Impact \$600,000)

RECOMMENDED COUNCIL ACTION:

Authorize the City Manager to execute a contract in a form approved by the City Attorney, with Robert Half International Inc., to provide technical consulting, business analysis, project management and administrative services for the Information Systems Department.

ATTACHED SUPPORTING DOCUMENTS:

City of El Segundo IS Project Status List

FISCAL IMPACT: \$600,000

Amount Budgeted: \$600,000
Additional Appropriation: Yes
Account Number(s): 001-400-2505-6214 Professional/Technical
301-400-8208-8700 Capital Improvement
001-400-2505-4100 Salary Savings

STRATEGIC PLAN:

Goal: 4 Develop and Maintain Quality Infrastructure
Objective: b. El Segundo's technology supports effective, efficient and proactive operations

ORIGINATED BY:

REVIEWED BY: Charles Mallory, Information Systems Director 

APPROVED BY: Scott Mitnick, City Manager 

BACKGROUND AND DISCUSSION:

The Information Systems Department (ISD) continues to work on a number of critical technical infrastructure projects that need specialized skills to augment staff; therefore, it is anticipated an additional amount of \$600,000 will be necessary to meet the operational and project needs of ISD. Currently there are allocated funds in the ISD capital improvement and the professional and technical consulting accounts; as well as vacant positions within the department that result in salary and benefit savings which can be used to execute the requested contract services.

Staff in conjunction with the Technology Committee has determined the most efficient way to execute the approved projects is with the continued utilization of the skill sets provided by project managers and business analysts to aid in the following activities:

- Assist with the management of the project portfolio of over 15 projects
- Manage the projects selection criteria, plans and budgets
- Lead the design, testing, data migration
- Ensure consistency of stakeholder communication
- Develop and document policy, standards and operating procedures
- Manage the vendors, City staff selections and implementation teams

These professionals will work with City staff, as well as the vendors contracted by the City to ensure the successful and timely completion of projects. It is anticipated that an additional amount of \$600,000 will be necessary to meet the project and operational needs of the department over the next two years. Executing the professional services contract with Robert Half International Inc. will allow ISD to continue to deliver projects and enhanced services that meet the needs of the residential and business community.

There are currently 15 approved large scale projects in queue, of which 10 are active. Many of these projects need specialized skills to augment staffing. Therefore, it is recommended that the City enter into an agreement with Robert Half International Inc. by executing a contract in the amount of \$600,000. This increase will allow the project managers, business analysis and administrative support to complete the approved technology projects. Given the current working relationship with Robert Half International Inc., (Officeteam/Accountemps), we would like to continue this partnership.

At this time, staff recommends authorizing the City Manager to execute a contract in a form approved by the City Attorney, with Robert Half International Inc., to provide technical consulting, business analysis, project management and administrative services for the Information Systems Department. The term of the agreement to expire March 31, 2022.

ISD Projects														
Index #	Project	Priority (1-3)	PC/CRP Received	Department/s	Budget	PAF/BA Budget	Combined Budget	Actuals	Funding Source	PM/BA	Department POC	Start Date	End Date	Status
1	<p>Laserfiche Add Ons (Revised) Scan metadata and plans to pdf and have it available via Laserfiche Laserfiche Add Ons (Contract/Insurance Mgmt., Workflow Upgrade) Implementation of Contract / Insurance / Management workflow currently implemented in Laserfiche to manage contract templates, approvals, compliance with ESMC terms, along with associated required proof of liability requirements (e.g., credit reports, automatic email reminders, etc into finance system (eplan)</p> <p>Laserfiche Add Ons (City Clerk) Expand Laserfiche's Document Imaging System to include additional records kept in the City Clerk's Office and other department(s) records set up Archiving, records retention schedules, and establish "Trustworthy Electronic Document or Record Presentation"</p>	1		<p>PD / P88 / FD</p> <p>City Clerk / Finance</p> <p>City Clerk</p>	\$ 350,000.00	\$ 26,000.00	\$ 376,000.00	\$ 78,738.46	Technology Software/ Implementation CIP	Scott King / Stephanie Fennell / Sally Rodriguez / Margaret Liu	Erma Johnson PD Sam Lee P88S Mona Shilling City Clerk James Carter - FD	10/1/2017	12/31/2019	<ul style="list-style-type: none"> Weekly pick ups are on hold. Waiting for general log 240 hours Waiting for the add ons to be purchased. About 60 towards a new work order Police Department SOW document is pending approval by City Clerk P88S - The files loaded from the first batch delivered in Laserfiche were lost and required re-import P88 needs Laserfiche write access to get trained on Laserfiche and start their review and QA process Start with hardware refresh with CBS on pre. Mainw files and also start with hardware refresh on Mainw files Planning and Building Safety QCD/DA document is pending sign off MA has delivered 2nd batch of the files and is pending import FD - In scope of definition and gathering phase Met with Environmental Safety they need to identify volume and document types City Clerk - Striping items of CPS/Laserfiche Forms for Contract Mgmt. project will not proceed until we receive full demonstration of IT CPA agreed to cover the cost for the City Clerk to test the Forms functions The City Clerk will execute the contract with Gladwell Government Services (GGS) Add Ons (Records) project is on hold until the Laserfiche scanning project is in progress
2	<p>IC Radio System (User Equipment) The City's public safety radio system is supported by the Regional Communication Center (RCC). The applications and infrastructure are dated and the RCC has issued the RFP to install a new trunked system.</p>	1	X	FD/PO	\$ 1,300,000.00	\$ 15,600.00	\$ 1,315,600.00	\$ 1,161,290.01	Public Safety Equipment Replacement Fund	Margaret Liu	B. C. Randolph	8/1/2018	FD: 09/30/2019 PD: 10/02/2019	<ul style="list-style-type: none"> RAP installation at both stations is complete Final User Acceptance Testing PD position is complete FD position is complete
3	<p>CAD/BMS (Mark3) The City's computer aided dispatch (CAD), Police records management system (RMS) and fire and Police mobile data computers (MDC) are supported by the Regional Communication Center (RCC). The applications are dated and the RCC has issued an RFP for a new system.</p>	1		FD/PO	\$ 350,000.00	\$ 15,600.00	\$ 365,600.00	\$ 3,530.66	TED	Margaret Liu	Erma Johnson	9/5/18- PD BMS 3/31/20- CAD		<ul style="list-style-type: none"> Config and E-Field integrations are in progress Final User Acceptance Testing CAD functionality is currently being built out CAD awaiting further direction PD + FD workflows being built out BMS update release will be 1/1/20
4	<p>Website & Intranet This project is to replace the City's current website to improve its ease of use and increase information to the public.</p>	1	X	All City	\$ 250,000.00	\$ 78,000.00	\$ 328,000.00	\$ 157,507.19	Technology Software/ Implementation CIP	Margaret Liu	Charles Maloney	9/1/2017	01/2020	<ul style="list-style-type: none"> In development, final revisions and refinements QA in process Contract freeze 01/20 - 23 Contract freeze 01/20 - 28 Launch 01/28/20
5	<p>Building Permitting System This project would procure a QGIS (commercial off the shelf) solution that would support developer deposits (currently a manual process), integrate document imaging, support electronic plan submission and review, automate required reporting (i.e. AQMD, SEMP, SCQ) and support workflow to track activity. In addition, mobile access for field inspectors and create enhancements offered to date. Additional enhancement for the system would be to create a mobile app for inspectors and field staff. The system would also have the ability to send permit history by location. In addition, the system would estimate the current process which requires duplication of effort to enter permit information into the City's point of sale system in past cash receipts.</p>	1	X	P88	\$ 300,000.00	\$ 78,000.00	\$ 378,000.00	\$ 125,908.00	Technology Software/ Implementation CIP	Sally Rodriguez	Sam Lee	9/1/2018	9/30/2020	<ul style="list-style-type: none"> Central Square was onsite to present latest release of Client Engagement portal Contract in execution phase Project to restart first quarter of 2020
6	<p>Utility Billing - Payment Implement an e-billing and e-payment platform that offers a variety of payment types and channels, create different communications between City Staff and the community and facilitates the access to documents such as bill and Payment history in an easy and simple one-visit solution.</p>	2	X	Finance	\$ 60,000.00	\$ 4,200.00	\$ 64,200.00	\$ 15,936.33	TED	Sally Rodriguez	Juliana Dreyfus	4/22/2019	4/30/2020	<ul style="list-style-type: none"> Customizations are in progress Contract issues are pending resolution by Finance

Exhibit B

Project #	Project	PC/CIP Received	Department/s	Budget	PM/BA Budget	Combined Budget	Actuals	Funding Source	PM/BA	Department POC	Start Date	End Date	Status
7	Flow Police Staff Scheduling The Police Staff Scheduling application was completed using Excel spreadsheets. This project would procure automated scheduling software. Integration with the payroll application would further streamline manual processes. The scheduling of fire personnel follows specific labor agreed practices which are very complex, yet the system mimics existing hiring practices and complexly automates from leave usage to position filing.	1 X	FD/PO	\$ 25,000.00	\$ 10,400.00	\$ 35,400.00	\$ 7,935.23	Fire Prevention, Operating Supplies	Margaret Liu	B. C. Sliver	7/7/2018	FD: 6/2020 PO: 12/2019	<ul style="list-style-type: none"> FD: Receiving configurations PO: training test group
8	HR Application in Eden Acquire an HR module to support Human Resources activity. The HR Department does not have a system to track and manage personnel resources. The HR Department is currently using spreadsheets and manual processes. HR spreadsheets are used to track hourly forecasts, time entries, FICA, ACA, etc. The HR application is typically included in ERP systems, which allows coordination between payroll, HR, and HR systems.	2	HR	\$ 20,000.00	\$ 4,200.00	\$ 24,200.00	\$ 2,707.39	Technology Software/Implementation CIP	Sally Redinger	HR Director/Juliana Bremer	4/1/2019	TBD	<ul style="list-style-type: none"> Data Entry has begun
9	ALPR Camera System ALPR Camera System and License Plate Reader (LPR) camera at downtown high traffic perimeter intersections. This will enhance SPD's existing mobile ALPR program. Integration with current PPS platform & detection/external	1	PD	\$ 375,000.00	\$ 15,000.00	\$ 390,000.00	\$ 1,574.27	Parking lot fund	Margaret Liu	Lt. Ray Garcia	10/12/2007	11/30/2019	<ul style="list-style-type: none"> ETSecundo - Continental is working with Public Works to fix the brick of conduit space South Main - Imperial Cameras not installed Dispatch is not receiving alerts
10	Multi-Server Replacement (Virtual Desktop and Servers) Replace Virtual Desktop and Servers before end of life	1	IS	\$ 400,000.00	\$ 48,000.00	\$ 448,000.00	\$	Equipment Replacement Fund	Charles Mallory	Scott Kim	6/7/2019	12/31/2019	<ul style="list-style-type: none"> Vendor approved by Council Contract submitted for approval
11	Storage area Network Replace the existing SAN before end of life. Expand current storage	2	IS	\$ 500,000.00	\$ 48,000.00	\$ 548,000.00	\$	Equipment Replacement Fund	Charles Mallory	Scott Kim	8/7/2019	12/31/2019	<ul style="list-style-type: none"> Vendor approved by Council Contract submitted for approval
12	Network Switch Replace the existing network switch before it is at end of life for vendor support	2	IS	\$ 1,000,000.00	\$ 25,000.00	\$ 1,025,000.00	\$	Equipment Replacement Fund	Charles Mallory	Scott Kim	TBD	TBD	<ul style="list-style-type: none"> Working with subcontractor to determine timeline and best path forward
13	Agenda Management System Agenda Management System software will allow to automate the labor invoice assembly, approval and distribution process and assist with invoice management tasks, control for invoice (document imaging system)	1	City Clerk	\$ 70,000.00	\$ 15,000.00	\$ 85,000.00	\$ 3,972.00	TBD	Dorlene Fennell	Mona Mulling	PENDING	PENDING	<ul style="list-style-type: none"> This project is on hold, the City Clerk's Office is researching Agenda Management options
14	Cloud Email Exchange Online helps protect your information with advanced capabilities. Plus, it makes it easier to manage your email. Exchange Online automatically updates your information to make it easier to manage. Exchange Online offers premier disaster recovery capabilities, and a team of security experts monitors Exchange Online around the clock safeguard your data. And with a guaranteed 99.9% uptime, Exchange Online is always there when you need it. Exchange Online is always there when you need it.	1	City	\$ 60,000.00	TBD	TBD	\$	TBD	Scott Kim	Charles Mallory	TBD	TBD	
15	Library Integrated Library System (ILS) The ILS agreement has expired and the library would like a new system that is compatible with the programs currently in use in the library. The current ILS is outdated and the library is planning on offering business customer data and database migration.	1	Library	\$ 52,000.00	\$ 8,000.00	\$ 60,000.00	\$	TBD	Dorlene Fennell		TBD	TBD	<ul style="list-style-type: none"> The project is in progress on with the current vendor, Incentive Interiors, Inc. The Project Charter is in progress
16	Time Keeping System Installation of a timekeeping system that allows employees to clock in and out on location. A system that will permit remote clock in and out, which can be verified is under consideration.	1	Rec & Pay/City	\$ 31,534.14	TBD	\$ 31,534.14	\$	Capital Investment Fund	Sally Redinger	Merrill Peritt	TBD	TBD	<ul style="list-style-type: none"> The vendor selected was TimeClock Plus out of 2 finalists and we signed the contract in December

Exhibit B

Project #	Project	Priority (1-3)	PC/ERP Received	Department/s	Budget	PM/BA Budget	Combined Budget	Actuals	Funding Source	PM/BA	Department/POC	Start Date	End Date	Status
	TOTALS:				\$ 5,075,000.00	\$ 400,800.00	\$ 5,475,800.00	\$ 1,619,170.85						Project Initiated and running within budget, timeline, and operational. Some aspect of the project is at risk or deserves special attention. Red: Some aspect of the project has fallen dramatically behind, has encountered a major setback, is over budget, or is outside the expected parameters. Yellow: Project has not yet been initiated.
Completed Projects:														
17	Business License Online Support system business license applications, payments and assure a An upgrade to the Eden finance system is desired to eliminate duplicate payments only into the Civic point of sale system.	3		Finance	\$ 17,200.00	\$ 4,100.00	\$ 21,300.00	\$ 11,249.00	Business Services/Contractual Services	Sally Rodriguez	Juliana Brown	10/1/2017	11/6/2018	Project Complete
18	Fiber Installation & Implementation One optic cable is being installed connecting the east and west sides of the City.	1		IS	\$ 550,000.00	\$ -	\$ 550,000.00	\$ 612,019.23	Public Facility (PF)	IS			12/31/2017	Project Complete
19	Library Public Internet Workstations Upgrade the library public Internet Workstations.	1		Library	\$ 20,000.00	\$ 23,500.00	\$ 43,500.00	\$ 28,552.50	Technology Software/Implementation CP	Lillian Wu		11/15/2017	2/15/2018	Project Complete
20	Reservation Management Software The Civic recreation software application is obsolete and the vendor's maintenance support ends in December 2015. A facility reservations module is desired.	n/a		Rec/Park	\$ 60,000.00	\$ 10,400.00	\$ 70,400.00	\$ 33,200.00	RFID Equipment Replacements/Computer Hardware	Tony C.		12/1/2017	6/16/2018	Project Complete
21	Cashiering System (Eden) This project is to procure a new cashiering system to replace CLASS.	1		Finance	\$ 60,000.00	\$ 15,600.00	\$ 75,600.00	\$ 46,980.27	Technology Software/Implementations CP	Tony C.		2/9/2018	6/15/2018	Project Complete
22	Payment Gateway for Credit Card Processing This project would implement a single point of sale system for cash receipts and credit card processing.	3		Finance	\$ -	\$ -	\$ -	\$ 3,000.00	Technology Software/Implementations CP	Tony C.		7/5/2018		Project Complete
22	Email Receipts Obtain approval of all City Staff email for the purpose of Public Records Act Requests.	1		IS	\$ 30,000.00	\$ 4,200.00	\$ 34,200.00	\$ 18,012.20	Operating Budget	Karelna Lucio	Scott Kim	5/1/2018	7/31/2018	Project Complete
23	Fire, City & Public Works Computer Upgrade the fire and public works recording system integration with body worn cameras is desired/started.	1		PD	\$ 450,000.00	\$ 15,600.00	\$ 465,600.00	\$ 507,180.21	Equipment Replacement, Asset For Future	Margaret Liu	Lt. Ray Garcia	6/18/2018	Revised End Date: 10/1/2018 Original Date: 8/2018	All technical components of this project are complete
24	Dispatch Pre-Alert System, Westmet A Computer Aided Dispatch (CAD) integrated system that provides fire station pre-alert tones while the emergency dispatcher continues to retrieve and input 911 caller information. This software will pre-alert the fire station before the dispatcher has the opportunity to tone out the fire station saving valuable response time.	1	X	PD	\$ 220,000.00	\$ 15,600.00	\$ 235,600.00	\$ 124,716.55	Technology Software/Implementations CP	Margaret Liu	Cpl. Alice & B.C. Bonfield	3/18/2018	9/30/2018	Project Complete
25	Fiber Installation & Implementation, Aquatics Center Fiber optic cable to data center from Aquatic Center.	1		Rec/Park	\$ 20,000.00	\$ 4,200.00	\$ 24,200.00	\$ 470.88	Recreation and Parks	Scott Kim	Jessie Grant	12/30/2017	Original Date: 10/15/2018 Revised End Date: 01/31/2019	Project Complete
26	Cloud Exchange/Office Migration Upgrade the City's Office Cloud email for all CEB Members per request of the City Attorney.	2	X	IS/ City Attorney	\$ 65,000.00	\$ 15,600.00	\$ 80,600.00	\$ 11,837.00	ISO Operating Budget	Scott Kim/Shaheen Duran	Charles Millner	4/15/2018	Phase One 12/31/2018	Phase one (CEB email) complete
27	Records Management System Upgrade and Fire CAD to RMS Interface (Emergency Reporting) Upgrade the fire and public works recording system (RMS) system is out of date. This project will upgrade to a new records management system that will improve highly required record keeping as well as business applications that will fully automate the department applications to better support.	2	X	PD	\$ 6,000.00	\$ 4,200.00	\$ 10,200.00	\$ 19,540.51	IT/IT Services/Operating Supplies	Margaret Liu	Cpl. Martinez & F.M. Conner	4/2/2018	4/8/2019	Project Complete

AGENDA DESCRIPTION:

Adopt resolution to revise City observed holiday table to include the third Monday in February (President's Day).

RECOMMENDED COUNCIL ACTION:

1. Adopt and approve the Resolution amending Administrative Code Section 1A2.139 approving City observed holidays
2. Authorize City Manager to make necessary operational changes to effectuate City recognized holidays

ATTACHED SUPPORTING DOCUMENTS:

- A. Resolution amending Administrative Code Section 1A2.139 approving City observed holiday;
- B. Copy of Resolution 4513 as to Administrative Code Section 1A2.139:

FISCAL IMPACT: There is no fiscal impact to the FY 19/20 budget

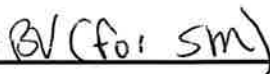
Amount Budgeted: Included in the FY 19/20 budget
Additional Appropriation: N/A
Account Number(s): 001-400-Various Departments-4101 (salaries full-time)

STRATEGIC PLAN:

Goal: 3 Develop as a choice employer and workforce
Objective: 1 El Segundo is an employer of choice and consistently hiring for the future, with a workforce that is inspired, world-class and engaged, demonstrating increasing stability and innovation.

ORIGINATED BY: David Serrano, Human Resources Director 

REVIEWED BY: Joe Lillio, Finance Director

APPROVED BY: Scott Mitnick, City Manager 

BACKGROUND AND DISCUSSION:

In July 2007, the City Council adopted Resolution 4513. Section 4 of the Resolution amended section 1A2.139 of the El Segundo Administrative Code "Holidays and Holiday Pay". the City's observed holiday. Specifically, the City added one additional holiday, the third Monday in January. In the accompanying staff report from 2007, staff stated, "employees will be entitled to an additional holiday, Martin Luther King, Jr. Day (third Monday in January)." However, in the Resolution outlining the specific holidays, one date was omitted from the schedule, the third Monday in February (President's Day).

Since the adoption of Resolution 4513, City hall has been closed on the third Monday of February (President’s Day), and staff enjoyed the holiday, although such date was accidentally omitted from the table of City observed holidays. It is clear from the 2007 staff report, the intent of the report was to add an additional holiday.

This resolution corrects the error, and clarifies the City recognized and observed holidays. The recognition of City holiday impacts operations, and public access to City staff due to closures. The recognition of City observed holidays also impacts payroll and the pay-in-lieu for public safety employees who must work 24 hours per day, 7 days a week. Further, because the prior table of City recognized holidays was not accurate due to the omission of President’s Day, this resolution makes certain that employees who receive holiday pay, or who took a holiday are not required to repay the City, as this was an accidental omission in the transcribing of the holiday table.

The City recognizes and observes the following holidays*:

Holiday Observed	Day of the Week
New Year’s Day	Varies
Third Monday in January (MLK, Jr. Day)	Monday
Third Monday in February (President's Day)	Monday
The Last Monday in May (Memorial Day)	Monday
July 4 th *	Varies
First Monday in September (Labor Day)	Monday
November 11 (Veteran's Day)	Varies
Thanksgiving Day	Thursday
Friday after Thanksgiving*	Friday
December 24 th (Christmas Eve)	Varies
December 25 th (Christmas Day)*	Varies
December 31 st (New Year’s Eve)	Varies

*or as may be supplemented, or amended by separate MOU.

These changes to the Administrative Code are recommended, to correct an error occurring in 2007, to improve morale, foster employee engagement, and improve operations. This clarification further enables the City to meet its strategic objective of hiring for the future, with a workforce that is inspired, world-class and engaged, demonstrating increasing stability and innovation.

Staff recommends approval of the attached Resolution outlining the City’s observed holiday schedule.

RESOLUTION NO. _____

**A RESOLUTION AMENDING SECTION 1A2.139 OF THE
CITY'S ADMINISTRATIVE CODE RELATING TO CITY
OBSERVED HOLIDAYS**

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

SECTION 1: Recitals.

- A. On July 17, 2007, the City Council adopted a resolution amending the City's Administrative Code relating to salary and benefit changes (Resolution No. 4513);
- B. As part of the resolution, the Administrative Code was amended to reflect certain holidays to which employees are entitled; the resolution, however, inadvertently omitted President's Day, the third Monday in February, as a City observed holiday;
- C. The City Council desires to adopt this resolution to correct the error and to clarify that holiday dates may be supplemented or amended by a memorandum of understanding between the City and a labor group.

SECTION 2: Section 1A2.139 of the El Segundo Administrative Code, entitled "Holidays and Holiday Pay," is amended as follows:

"City Observed Holidays and Holiday Pay.

Except as otherwise herein specially provided, employees are entitled to the following holidays:

January 1st	November 11th
The third Monday in January	Thanksgiving Day and the Friday thereafter
The third Monday in February	December 24th
The last Monday in May	December 25th
July 4th	December 31st
The first Monday in September	

provided, however, (a) that such dates may be supplemented or amended by a Memorandum of Understanding between the City and a Bargaining Unit; (b) that in the event any of these holidays fall on the last day an employee is off on the employee's regular days off period, the day following is observed as a holiday for the purpose of this section; and (c) that in the event any of these holidays fall on the first day of an employee's regular days off period, the previous day is considered a

holiday for purpose of this section. Notwithstanding the above, this provision does not apply to Battalion Chiefs who receive pay in lieu of time off for holidays.

The City Manager and/or designee is authorized to implement operational needs as necessary to effectuate and implement the City's observed holidays, including those actions necessary and consistent with various Memoranda of Understanding between the City of El Segundo and each Bargaining Unit."

SECTION 3: Effective Date. This resolution shall go into full force and effect immediately and will remain effective unless repealed or superseded.

SECTION 4: Severability. If any portion of this Resolution is declared invalid or unconstitutional, then it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

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 21st day of January, 2020.

Drew Boyles,
Mayor

ATTEST:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

RESOLUTION NO. 4513

A RESOLUTION PROVIDING FOR SALARY AND BENEFIT CHANGES TO CHAPTER 1A2 (MANAGEMENT - CONFIDENTIAL SERIES) OF THE EL SEGUNDO ADMINISTRATIVE CODE

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

Section 1: Section 1A2.010 and of the El Segundo Administrative Code, entitled "Basic Salary Schedule," is amended as shown on "Attachment A."

Section 2: Section 1A2.107, entitled "Retiree Medical Insurance Contribution," is added to the El Segundo Administrative Code to read as follows:

"Employees appointed to positions after July 1, 2007 who service retire from the City of El Segundo, are eligible to receive the City provided retiree medical insurance contribution after a minimum of five full-time years of service with the City of El Segundo."

Section 3: Section 1A2.120 of the El Segundo Administrative Code, entitled "Deferred Compensation Plan," is amended as follows:

"The City will annually pay an amount equal to the employee's contribution to deferred compensation up to a maximum of 4.5% of the employee's total pay, for all Management-Confidential employees participating in City approved deferred compensation plans."

Section 4: Section 1A2.139, of the El Segundo Administrative Code, entitled "Holidays and Holiday Pay," is amended as follows:

"Except as otherwise herein specifically provided, employees are entitled to the following holidays:

January 1 st	November 11 th
<i>The third Monday in January</i>	Thanksgiving Day and the Friday thereafter
The last Monday in May	December 24 th
July 4 th	December 25 th
The first Monday in September	December 31 st

provided, however, (a) that in the event any of these holidays fall on the last day an employee is off on his or her regular days off period, the following day is observed as a holiday for the purpose of this section; provided, further, however, (b) that in the event any of these holidays fall on the first day of an employee's regular days off period, the previous day is considered a holiday for the purpose of this section. Notwithstanding the above, this provision does not apply to Battalion Chiefs who receive pay in lieu of

time off for holidays.”

Section 5: Section 1A2.140, of the El Segundo Administrative Code, entitled “Holidays and Holiday Pay – Battalion Chiefs,” shall be amended as follows:

Battalion Chiefs assigned to fire suppression duty will be paid for 156 hours in lieu of holidays once a year on or about the 10th day of December. Battalion Chiefs who serve in that capacity less than a full year will be paid holiday pay on a pro rata basis.

Section 6: The City Clerk will certify to the passage and adoption of this Resolution; enter the same in the book or original resolutions of said City; and will make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City, in the minutes of the meeting at which the same is passed and adopted.

Section 7: This Resolution will remain in effect until superseded by a subsequent resolution.

Section 7: This Resolution will become effective immediately upon adoption.

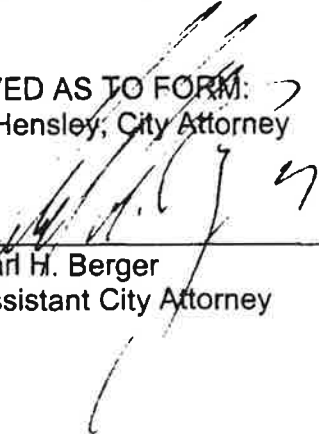
PASSED AND ADOPTED this 17th day of July, 2007.


Kelly McDowell, Mayor

ATTEST:


Cindy Mortesen, City Clerk

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

By: 
Karl H. Berger
Assistant City Attorney

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

I, Cindy Mortesen, City Clerk of the City of El Segundo, California, hereby certify that the whole number of members of the City Council of the City is five; that the foregoing Resolution No. 4313 was duly passed and adopted by said City Council, approved and signed by the Mayor of said City, and attested to by the City Clerk of said City, all at a regular meeting of said Council held on the 17th day of July, 2007, and the same was so passed and adopted by the following roll call vote:

AYES: McDowell, Busch, Boulgarides, Fisher, Jacobson
NOES: None
ABSENT: None
ABSTAIN: None

ATTEST:



Cindy Mortesen,
City Clerk

**ATTACHMENT A
CITY OF EL SEGUNDO
PROPOSED SALARY TABLES
MANAGEMENT/CONFIDENTIAL GROUP
EFFECTIVE PAYROLL BEGINNING JULY 7, 2007**

GRADE	STEP A	STEP B	STEP C	STEP D	STEP E
1m	2,020.42	2,122.70	2,230.16	2,343.07	2,461.68
2m	2,070.93	2,175.77	2,285.92	2,401.64	2,523.23
3m	2,122.70	2,230.16	2,343.07	2,461.68	2,586.31
4m	2,175.77	2,285.92	2,401.64	2,523.23	2,650.96
5m	2,230.16	2,343.07	2,461.68	2,586.31	2,717.24
6m	2,285.92	2,401.64	2,523.23	2,650.96	2,785.17
7m	2,343.07	2,461.68	2,586.31	2,717.24	2,854.80
8m	2,401.64	2,523.23	2,650.96	2,785.17	2,926.17
9m	2,461.68	2,586.31	2,717.24	2,854.80	2,999.32
10m	2,523.23	2,650.96	2,785.17	2,926.17	3,074.31
11m	2,586.31	2,717.24	2,854.80	2,999.32	3,151.16
12m	2,650.96	2,785.17	2,926.17	3,074.31	3,229.94
13m	2,717.24	2,854.80	2,999.32	3,151.16	3,310.69
14m	2,785.17	2,926.17	3,074.31	3,229.94	3,393.46
15m	2,854.80	2,999.32	3,151.16	3,310.69	3,478.29
16m	2,926.17	3,074.31	3,229.94	3,393.46	3,565.25
17m	2,999.32	3,151.16	3,310.69	3,478.29	3,654.38
18m	3,074.31	3,229.94	3,393.46	3,565.25	3,745.74
19m	3,151.16	3,310.69	3,478.29	3,654.38	3,839.39
20m	3,229.94	3,393.46	3,565.25	3,745.74	3,935.37
21m	3,310.69	3,478.29	3,654.38	3,839.39	4,033.76
22m	3,393.46	3,565.25	3,745.74	3,935.37	4,134.60
23m	3,478.29	3,654.38	3,839.39	4,033.76	4,237.96
24m	3,565.25	3,745.74	3,935.37	4,134.60	4,343.91
25m	3,654.38	3,839.39	4,033.76	4,237.96	4,452.51
26m	3,745.74	3,935.37	4,134.60	4,343.91	4,563.82
27m	3,839.39	4,033.76	4,237.96	4,452.51	4,677.92
28m	3,935.37	4,134.60	4,343.91	4,563.82	4,794.87
29m	4,033.76	4,237.96	4,452.51	4,677.92	4,914.74
30m	4,134.60	4,343.91	4,563.82	4,794.87	5,037.61
31m	4,237.96	4,452.51	4,677.92	4,914.74	5,163.55
32m	4,343.91	4,563.82	4,794.87	5,037.61	5,292.64
33m	4,452.51	4,677.92	4,914.74	5,163.55	5,424.95
34m	4,563.82	4,794.87	5,037.61	5,292.64	5,560.58
35m	4,677.92	4,914.74	5,163.55	5,424.95	5,699.59
36m	4,794.87	5,037.61	5,292.64	5,560.58	5,842.08
37m	4,914.74	5,163.55	5,424.95	5,699.59	5,988.13
38m	5,037.61	5,292.64	5,560.58	5,842.08	6,137.84
39m	5,163.55	5,424.95	5,699.59	5,988.13	6,291.28
40m	5,292.64	5,560.58	5,842.08	6,137.84	6,448.56
41m	5,424.95	5,699.59	5,988.13	6,291.28	6,609.78
42m	5,560.58	5,842.08	6,137.84	6,448.56	6,775.02
43m	5,699.59	5,988.13	6,291.28	6,609.78	6,944.40
44m	5,842.08	6,137.84	6,448.56	6,775.02	7,118.01
45m	5,988.13	6,291.28	6,609.78	6,944.40	7,295.96
46m	6,137.84	6,448.56	6,775.02	7,118.01	7,478.36
47m	6,291.28	6,609.78	6,944.40	7,295.96	7,665.32
48m	6,448.56	6,775.02	7,118.01	7,478.36	7,856.95
49m	6,609.78	6,944.40	7,295.96	7,665.32	8,053.37

**ATTACHMENT A
CITY OF EL SEGUNDO
PROPOSED SALARY TABLES
MANAGEMENT/CONFIDENTIAL GROUP
EFFECTIVE PAYROLL BEGINNING JULY 7, 2007**

GRADE	STEP A	STEP B	STEP C	STEP D	STEP E
50m	6,775.02	7,118.01	7,478.36	7,856.95	8,254.71
51m	6,944.40	7,295.96	7,665.32	8,053.37	8,461.08
52m	7,118.01	7,478.36	7,856.95	8,254.71	8,672.60
53m	7,295.96	7,665.32	8,053.37	8,461.08	8,889.42
54m	7,478.36	7,856.95	8,254.71	8,672.60	9,111.65
55m	7,665.32	8,053.37	8,461.08	8,889.42	9,339.44
56m	7,856.95	8,254.71	8,672.60	9,111.65	9,572.93
57m	8,053.37	8,461.08	8,889.42	9,339.44	9,812.25
58m	8,254.71	8,672.60	9,111.65	9,572.93	10,057.56
59m	8,461.08	8,889.42	9,339.44	9,812.25	10,309.00
60m	8,672.60	9,111.65	9,572.93	10,057.56	10,566.72
61m	8,889.42	9,339.44	9,812.25	10,309.00	10,830.89
62m	9,111.65	9,572.93	10,057.56	10,566.72	11,101.66
63m	9,339.44	9,812.25	10,309.00	10,830.89	11,379.21
64m	9,572.93	10,057.56	10,566.72	11,101.66	11,663.69
65m	9,812.25	10,309.00	10,830.89	11,379.21	11,955.28
66m	10,057.56	10,566.72	11,101.66	11,663.69	12,254.16
67m	10,309.00	10,830.89	11,379.21	11,955.28	12,560.51
68m	10,566.72	11,101.66	11,663.69	12,254.16	12,874.53
69m	10,830.89	11,379.21	11,955.28	12,560.51	13,196.39
70m	11,101.66	11,663.69	12,254.16	12,874.53	13,256.30
71m	11,379.21	11,955.28	12,560.51	13,196.39	13,864.46
72m	11,663.69	12,254.16	12,874.53	13,256.30	14,211.07
73m	11,955.28	12,560.51	13,196.39	13,864.46	14,566.35
74m	12,254.16	12,874.53	13,256.30	14,211.07	14,930.50
75m	12,560.51	13,196.39	13,864.46	14,566.35	15,303.77
76m	12,874.53	13,256.30	14,211.07	14,930.50	15,686.36
77m	13,196.39	13,864.46	14,566.35	15,303.77	16,078.52
78m	13,256.30	14,211.07	14,930.50	15,686.36	16,480.48
79m	13,864.46	14,566.35	15,303.77	16,078.52	16,892.49
80m	14,211.07	14,930.50	15,686.36	16,480.48	17,314.81
60f	9,604.26	10,090.48	10,601.31	11,138.00	11,701.86
60fco	10,084.47	10,595.00	11,131.37	11,694.90	12,286.95
62f	10,090.48	10,601.31	11,138.00	11,701.86	12,294.28
62fco	10,595.00	11,131.37	11,694.90	12,286.95	12,909.00
69f	10,830.89	11,379.21	11,955.28	12,560.51	13,196.39
70p	11,101.66	11,663.69	12,254.16	12,874.53	13,256.30
70p-m	11,656.75	12,246.88	12,866.87	13,518.26	14,202.62

AGENDA DESCRIPTION:

Approve City exam plan for Police Sergeant promotional examination.

RECOMMENDED COUNCIL ACTION:

1. Adopt and approve the Police Sergeant promotional examination plan;
2. Authorize City Manager (Personnel Officer or designee) to make necessary changes to effectuate the Police Sergeant promotional examination plan

ATTACHED SUPPORTING DOCUMENTS:

- A. Police Sergeant promotional examination plan;

FISCAL IMPACT: There is no fiscal impact to the FY 19/20 budget


Amount Budgeted: Included in the FY 19/20 budget


Additional Appropriation: N/A

Account Number(s): 001-400-Various Departments-4101 (salaries full-time)

STRATEGIC PLAN:

- | | | |
|-------------------|---|--|
| Goal: | 3 | Develop as a choice employer and workforce |
| Objective: | 1 | El Segundo is an employer of choice and consistently hiring for the future, with a workforce that is inspired, world-class and engaged, demonstrating increasing stability and innovation. |

ORIGINATED BY: David Serrano, Human Resources Director 

REVIEWED BY: Bill Whalen, Chief of Police 
Joe Lillio, Director of Finance

APPROVED BY: Scott Mitnick, City Manager 

BACKGROUND AND DISCUSSION:

The City and Police Officers' Association (POA) having met and conferred, in late December 2019 and early January 2020, regarding Police Sergeant examination plan, have agreed to submit the following Police Sergeant promotional examination plan for consideration and adoption by the City Council.

As a preliminary matter, per the City's Municipal Code, Title 1, Chapter 6, Section 9, the City Manager or Personnel Officer shall:

- D. "Recommend Examination Plan: The Personnel Officer shall review and recommend to the City Manager, who in turn shall recommend to the City Council, an appropriate

examination plan and weights for each portion of the examination. For departments other than the Police and Fire Departments, the plan may consist of any one or combination of the following techniques”

The Code also state the following:

- E. “Police And Fire Departments: The examination plan, for entrance or promotional, for the Police and Fire Departments shall consist of a written examination and one or more of the following:
 - 1. Oral;
 - 2. Demonstration;
 - 3. Any evaluation of education certification, experience, or skills or any test of manual skills or physical fitness which fairly evaluates the relative capacities of the applicant. (Ord. 586, 4-10-1962; amd. 2000 Code)”

The revised examination plan will continue to include each category of examination listed above, but will be modified as follows:

- 1. Written examination (may consist of multiple choice, essay, or any combination thereof, and may test upon promotional candidates knowledge on Law Enforcement and Employee supervision law, El Segundo Police Department policies and procedures, Police Officers’ Bill of Rights, City Jail Operations Manual, and may also include but not be limited to other literature, books and /or treaties on contemporary law enforcement practices, procedures, Leadership and Management). Such examination shall be weighted 20%. Candidate must achieve a passing score of 70%, to achieve a weighted score.
- 2. Demonstration and Assessment Center: overall weighted at 50%, combining scores from part A and part B.

The Demonstration and Assessment Center will consist of both an oral examination and practical examination as follows:

- A. Oral Interview: oral interview shall be conducted by a panel of subject matter experts.
- B. Practical examination that may include but not be limited to other leadership and management competencies, with such exercises as drafting a City Council agenda item and presenting such item before panel (and defending the ‘staff ‘ recommendation); developing a budget item, including all costing, needs identification and collaboration with other stake holders, and business partners within City operations), or any combination of practical examination techniques to allow the candidate to fully demonstrate their leadership and supervisory management readiness.

3. Any evaluation of education, experience or skills which fairly evaluates the relative capacity of applicant, to include, but not be limited, to a promotability examination, which allows the candidate to submit a written document identifying their overall experience and career development, leadership and initiative, interpersonal sensitivity and/or emotional quotient, commitment and reliability, and decision making. The promotability examination is weighted 30%.

The Police Chief has reviewed the proposed examination plan, and is supportive of this more holistic and transparent process, that will allow Patrol Officers an opportunity to begin early career development, and engagement with management and leadership within the Police Department, and with other City Departments.

These changes and open discussion as to the Sergeant promotional examination, the meet and confer with the POA, lead to improved morale with the Police Department, foster employee engagement, and improve operations and long-term succession planning. This clarification further enable the City to meet its strategic objective of hiring for the future, with a workforce that is inspired, world-class and engaged, demonstrating increasing stability and innovation.

Staff recommends approval of the attached Resolution outlining the City's Sergeant Promotional Exam plan.

POLICE SERGEANT
EXAM PLAN

Per City's Municipal Code, Title 1, Chapter 6, Section 9:

D. "Police And Fire Departments: The examination plan, for entrance or promotional, for the Police and Fire Departments shall consist of a written examination and one or more of the following:

1. Oral;
2. Demonstration;
3. Any evaluation of education certification, experience, or skills or any test of manual skills or physical fitness which fairly evaluates the relative capacities of the applicant. (Ord. 586, 4-10-1962; amd. 2000 Code)"

This revised examination plan will continue to include each category of examination listed above, but will be modified as follows:

1. Written examination (may consist of multiple choice, essay, or any combination thereof, and may test upon promotional candidates knowledge on Law Enforcement and Employee supervision law, El Segundo Police Department policies and procedures, Police Officers' Bill of Rights, City Jail Operations Manual, and may also include but not be limited to other literature, books and /or treaties on contemporary law enforcement practices, procedures, Leadership and Management). Such examination shall be weighted 20%. Candidate must achieve a passing score of 70%, to achieve a weighted score.
2. Demonstration and Assessment Center: overall weighted at 50%, combining scores from part A and part B.
The Demonstration and Assessment Center will consist of both an oral examination and practical examination as follows:
 - A. Oral Interview: oral interview shall be conducted by a panel of subject matter experts.
 - B. Practical examination that may include but not be limited to other leadership and management competencies, with such exercises as drafting a City Council agenda item and presenting such item before panel (and defending the 'staff' recommendation); developing a budget item, including all costing, needs identification and collaboration with other stake holders, and business partners within City operations), or any combination of practical examination techniques to allow the candidate to fully demonstrate their leadership and supervisory management readiness.
3. Any evaluation of education, experience or skills which fairly evaluates the relative capacity of applicant, to include, but not be limited, to a promotability examination, which allows the candidate to submit a written document identifying their overall experience and career development, leadership and initiative, interpersonal sensitivity and/or emotional quotient, commitment and reliability, and decision making. The promotability examination is weighted 30%.

AGENDA DESCRIPTION:

Adopt resolution to amend Senior Lifeguard salary Step 1 through Step 6 on the part-time/hourly classification salary schedule.

RECOMMENDED COUNCIL ACTION:

1. Approve the correction of the Senior Lifeguard Salary on the Part-Time/Hourly Classifications Salary Schedule;
2. Adopt the Resolution amending the Part-Time/Hourly Classifications Salary Schedule
3. Authorize the City Manager and/or Finance Director to take budgetary actions consistent with the adoption of the amended salary schedule; and,
4. Authorize the Finance Director to make appropriate changes.

ATTACHED SUPPORTING DOCUMENTS:



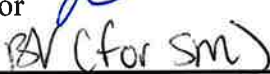
- A. Amended City of El Segundo Part-Time/Hourly Classifications Salary Schedule
- B. Adopted Incorrect Part-Time/Hourly Classifications Salary Schedule redline.

FISCAL IMPACT:

Amount Budgeted: N/A
Additional Appropriation: N/A
Account Number(s): (various division personnel cost centers and accounts (xxx-xxx-4102-xxx))

STRATEGIC PLAN:

Goal: 3 Develop as a choice employer and workforce
Objective: 1 El Segundo is a City employer of choice and consistently hiring for the future, with a workforce that is inspired, world-class and engaged, demonstrating increasing stability and innovation.

ORIGINATED BY: Lauren Daniels, Human Resources Manager 
REVIEWED BY: Joseph Lillio, Finance Director 
APPROVED BY: Scott Mitnick, City Manager  (for SM)

DISCUSSION:

On November 5, 2019, a staff report was presented to Council to amend the minimum wage salary schedule based on the new California law requiring employers to increase minimum wage to \$13.00 per hour. The wage increase will affect California for the next three years, increasing by one dollar each year until 2023, when the minimum wage will be \$15.00 per hour. Because the City will prepare the budgets based on the three year impending increases, a spreadsheet with formulas meant to automatically calculate changes was established. Due to a clerical error Senior Lifeguard Step 1 through Step 6 was adjusted incorrectly. The error was adopted at the November 5, 2019 Council Meeting; however, fortunately was identified and corrected before

any employees could be negatively impacted. This is a request for Council's approval to make appropriate changes to the 2020 Part-time/Hourly Salary Schedule for Senior Lifeguard.

CORRECT

INCORRECT

**CITY OF EL SEGUNDO
Part-Time/Hourly Classifications Salary Schedule**

Effective January 1, 2020

Classification	Range	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Administrative Intern	HR11	28pt	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Lifeguard	HR13	680	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Police Cadet	HR11	05c	\$16.27	\$17.08	\$17.94	\$18.83	\$19.78	\$20.77
Recreation Assistant	HR1	2pt	\$13.00	\$13.65	\$14.33	\$15.05	\$15.80	\$16.59
Recreation Leader	HR5	11pt	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02	\$17.87
Senior Recreation Leader	HR11	21pt	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Recreation Specialist	HR22	31pt	\$17.25	\$18.11	\$19.02	\$19.97	\$20.97	\$22.02
Senior Lifeguard	HR25	681	\$18.00	\$18.90	\$19.85	\$20.84	\$21.88	\$22.97
Senior Video Technician/Media Specialist	HR22	31pt	\$17.25	\$18.11	\$19.02	\$19.97	\$20.97	\$22.02
Senior Video Technician II/Senior Media Specialist	HR42	35pt	\$22.25	\$23.36	\$24.53	\$25.76	\$27.05	\$28.40
Video Technician I	HR1	2pt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Video Technician II/Media Assistant	HR5	11pt	\$13.00	\$13.65	\$14.33	\$15.05	\$15.80	\$16.59
Shuttle Driver		38pt	\$17.25	\$18.11	\$19.02	\$19.97	\$20.97	\$22.02
Swim Instructor	HR19	682	\$16.50	\$17.33	\$18.19	\$19.10	\$20.06	\$21.06

Effective January 1, 2020

Classification	Range	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Administrative Intern	HR11	28pt	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Lifeguard	HR13	680	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Police Cadet	HR11	05c	\$16.27	\$17.08	\$17.94	\$18.83	\$19.78	\$20.77
Recreation Assistant	HR1	2pt	\$13.00	\$13.65	\$14.33	\$15.05	\$15.80	\$16.59
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Senior Recreation Leader	HR11	21pt	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Recreation Specialist	HR22	31pt	\$17.25	\$18.11	\$19.02	\$19.97	\$20.97	\$22.02
Senior Lifeguard	HR25	681	\$17.25	\$18.11	\$19.02	\$19.97	\$20.97	\$22.02
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Shuttle Driver		38pt	\$17.25	\$18.11	\$19.02	\$19.97	\$20.97	\$22.02
Swim Instructor	HR19	682	\$16.50	\$17.33	\$18.19	\$19.10	\$20.06	\$21.06

CITY OF EL SEGUNDO

Part-Time/Hourly Classifications Salary Schedule

Effective January 1, 2020

Classification	Range	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Administrative Intern	HR11	28pt	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Lifeguard	HR13	680	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Police Cadet	HR11	05c	\$16.27	\$17.08	\$17.94	\$18.83	\$19.78	\$20.77
Recreation Assistant	HR1	2pt	\$13.00	\$13.65	\$14.33	\$15.05	\$15.80	\$16.59
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Video Technician II/Media Assistant	HR5	11pt	\$13.00	\$13.65	\$14.33	\$15.05	\$15.80	\$16.59
Shuttle Driver		38pt	\$17.25	\$18.11	\$19.02	\$19.97	\$20.97	\$22.02
Swim Instructor	HR19	682	\$16.50	\$17.33	\$18.19	\$19.10	\$20.06	\$21.06

RESOLUTION NO. _____

**RESOLUTION OF THE CITY OF EL SEGUNDO, CALIFORNIA
APPROVING A REVISED RATE SCHEDULE FOR PART-TIME/HOURLY
EMPLOYEES**

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

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

- A. In Chapter 5, Article A, Section 1-5A-7 of the City's Municipal Code provides the duties of the City Manager of the City of El Segundo;
- B. In Chapter 5, Article A, Section 1-5A-7(K) of the City's Municipal Code provides the City Manager shall prepare and submit the proposed salary plan to City Council for Approval; and
- C. On November 5, 2019, Council adopted Resolution No. 5187, approving rate schedule for part-time/hourly employees; however, there was a clerical error on the Senior Lifeguard salary.

SECTION 2: *Adoption of Schedule.* That the "Part-time/Hourly Rate Schedule" dated January 1, 2020 as attached hereto, and made a part hereof shall be adopted as the salary and benefit schedule for part-time/hourly employees in the City of El Segundo and that the "Part-time/Hourly Rate Schedule" shall become part of the City's personnel rules and regulations.

SECTION 3: This Resolution will repeal and replace Resolution No. 5187.

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's original resolutions and make a minute of this adoption of the Resolution in the City Council's records and minutes of this meeting.

SECTION 5: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this 21st day of January, 2020.

Drew Boyles, Mayor

ATTEST:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

Attachment: Part-Time/Hourly Classifications Salary Schedule

CITY OF EL SEGUNDO
Part-Time/Hourly Classifications Salary Schedule

Effective January 1, 2020

Classification	Range	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Administrative Intern	HR11	28pt	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Lifeguard	HR13	680	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
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Shuttle Driver		38pt	\$17.25	\$18.11	\$19.02	\$19.97	\$20.97	\$22.02
Swim Instructor	HR19	682	\$16.50	\$17.33	\$18.19	\$19.10	\$20.06	\$21.06

AGENDA DESCRIPTION: Introduction of proposed ESMC text amendments related to accessory dwelling units in all residential zones.

This action is statutorily exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., “CEQA”) and CEQA Guidelines (14 California Code of Regulations §§ 15000, et seq.), because it involves the adoption of an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in Section 21080.17 of the Public Resources Code, pursuant to CEQA Guidelines § 15282(h)

RECOMMENDED COUNCIL ACTION:

1. Conduct a public hearing;
2. Take testimony and other evidence as presented;
3. Introduce by title only and waive further reading of an Ordinance with modifications to text of ESMC related to Accessory Dwelling Units in residential zones; and/or,
4. Schedule second reading and adoption of the Ordinance for February 4, 2020;

ATTACHED SUPPORTING DOCUMENTS:

1. Proposed Ordinance No. ____
2. Planning Commission Resolution No. 2881 (without attachments)
3. Planning Commission Staff Report, dated December 12, 2019 (without attachments)
4. AB 881

FISCAL IMPACT: None.

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

STRATEGIC PLAN: None (State mandate)

PREPARED 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 / ANALYSIS

Last October the Governor signed AB 881 which implemented a number of significant changes to the Accessory Dwelling Unit (ADU) statutes. The new ADU law, as put forth in AB 881, made the following changes to state law:

1. ADUs are now expressly permitted in converted garages;
2. ADUs may not trigger replacement parking when the garage is converted;

3. City cannot require correction of nonconformities, and an ADU can be built in the same place and to the same square footage as the building it replaces;
4. The City must process ADU applications within 60 days instead of 120 (except when the primary residence is being built simultaneously);
5. Until January 1, 2025, the City may not require property owners to reside on the property; after January 1, 2025, the City can require new applications for ADUs to require property owners reside on the property;
6. If a property has a single family residence and a proposed or existing detached ADU, a Junior ADU is also permitted. Junior ADUs are limited to 800 square feet and must be entirely within the existing house;
7. ADUs are now permitted in multi-family residential zones, as described in more detail below;
8. ADUs may not be rented for less than 30 days; and
9. New limitations on utility connections and fees are imposed.

There are many additional details in AB 881 that are reflected in the attached draft ordinance.

Cities must submit their ADU ordinance to the Department of Housing and Community Development (HCD) for review. HCD staff must confirm it is compliant with state laws or HCD will give cities 30 days to respond to the findings. Failure to make HCD's recommended changes may lead to the ordinance being deemed void and the matter could be referred to the Attorney General's office. Meanwhile, until a compliant ordinance is adopted the City is legally required to state ADU requirements.

MULTI-FAMILY ADUs

One of the most significant new features of ADU law is that multi-family structures may have ADUs now. There are three specific ways this may happen:

1. Each multi-family structure may convert spaces currently not used as livable space, such as storage rooms, to ADUs; and up to 25 percent of the units in a multi-family building may have an ADU within the existing space of the unit; or
2. Up to two detached ADUs are permitted on multi-family lots. .

DETACHED STRUCTURE AREA LIMIT

Given that detached structures may be converted to ADUs, Staff saw a potential for very crowded lots becoming increasingly the norm. One way to help control this is to limit the size of all detached structures in aggregate. Currently houses are limited to 0.6 times the lot size, and detached accessory structures are limited to 600 square feet each, detached ADUs are capped at 1,200 square feet, and two-car garages are typically 400-500 square feet. In the draft language staff is proposing that the limit of detached accessory buildings be capped at 1,200 square feet total. The expected outcome of including this is that most detached ADUs will come in at about 700-800 square feet and most garages will remain. In cases where larger ADUs are desired, the

garage will be converted as well, but this aggregate maximum at least avoids the situation where there can be a 1,200 square foot ADU and a 600 square foot detached office on the same lot.

The state is very clear that existing structures may be converted to ADUs, so the 1,200 square foot limitation would not apply to conversions when the aggregate total is already over 1,200 square feet, but the ADU itself is capped at 1,200 in that instance. All of the provisions of the draft ordinance would not apply to such a situation that makes it impossible to construct an ADU of at least 850 square feet on the property.

Although the new state laws will certainly make ADU permits easier to obtain, there are certain building code standards that still apply to conversions as well as to new structures. It is likely that conversions may be seen as onerous compared to new construction, so the expected outcome will be that most ADUs will be in new structures that meet all building codes requirements that apply.

AFFORDABILITY

Staff is studying the possibility to make ADUs count as affordable units, either through incentives or by mandate. No such restrictions or incentives are proposed at this time. The hope is that ADUs will contribute significantly toward the City’s affordable unit count for both Regional Housing Needs Assessment (RHNA) and the 2021-2028 Housing Element.

PLANNING COMMISSION REVIEW

On December 12, 2019, the Planning Commission considered the proposed ordinance during a public hearing. The Planning Commission adopted the attached resolution recommending the City Council adopt the proposed ordinance.

The Planning Commission also recommended that the City Council direct staff to conduct studies analyzing the potential water or sewer impacts imposed by ADUs within residential areas throughout the City. The Commission’s recommendation was based on the state law regarding ADUs which allows the designation of areas for accessory dwelling units “based on the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety.” (Government Code section 65852.2(a)(1)(A).) The state law also provides, however, that cities must ministerially approve certain ADUs, as described in this staff report and the attached, proposed ordinance, notwithstanding the ability of cities to designate areas for ADUs. Thus, the designation of areas language appears to only apply to other types of ADUs that go above and beyond those specifically required to be approved per Government Code section 65852.2(e). Nonetheless, the proposed ordinance references prior findings made of the potential impacts of ADUs in residential areas.

TYPE OF ACTION (LEGISLATIVE; QUASI-JUDICIAL; OR ADVISORY)

Legislative: The recommended action is a proposed ordinance. In considering such action, the City Council acts in its legislative capacity, and must find that the proposed Ordinance is consistent with the General Plan and the Zoning Code (ESMC Title 15). Staff believes that the City Council can make such findings, as described in the proposed ordinance.

ENVIRONMENTAL DETERMINATION

This action is statutorily exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., “CEQA”) and CEQA Guidelines (14 California Code of Regulations §§ 15000, et seq.), because it involves the adoption of an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in Section 21080.17 of the Public Resources Code, pursuant to CEQA Guidelines § 15282(h).

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 15 OF THE EL SEGUNDO MUNICIPAL CODE RELATED TO ACCESSORY DWELLING UNITS TO COMPLY WITH STATE LAW

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

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

- A. On February 15, 2005, the City Council adopted Ordinance No. 1381 which added article E to El Segundo Municipal Code (ESMC) chapter 15-4 which provided for the creation of second dwelling units; the ordinance limited the location of second dwelling units to the R-1 zone and applied certain development standards as permitted by law;
- B. On September 27, 2016, Assembly Bill No. 2299 and Senate Bill No. 1069 were both approved. These bills amended state law to facilitate the development of accessory dwelling units (formerly termed “second dwelling units”);
- C. On June 6, 2017, the City Council adopted an ordinance amending the City’s municipal code to allow accessory dwelling units in compliance with state law, but also limited the location of accessory dwelling units to certain areas within the City as described by this ordinance and pursuant to Government Code section 65852.2(a)(1)(A), including disallowing the conversion of garages into accessory dwelling units;
- D. In October 2019, the Governor signed Assembly Bill 881 (Bloom) into law, which broadened state law regarding accessory dwelling units and indicated that the City must allow garages to be converted into accessory dwelling units; AB 881 took effect on January 1, 2020;
- E. On December 12, 2019, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the proposed ordinance; the Planning Commission adopted Resolution No. 2881 recommending the City Council adopt the proposed ordinance, and also that the City Council reserve its right to conduct studies on the impacts of accessory dwelling units on water and sewer services and the impact of accessory dwelling units on traffic flow and public safety, in the event that the City wishes to designate areas where accessory dwelling units may not be allowed pursuant to Government Code section 65852.2(a)(1)(A);
- F. The City Council desires to comply with state law by adopting this Ordinance, while reserving its right to conduct studies evaluating the adequacy of water and sewer services;

- G. This Ordinance and its findings are made based upon the entire administrative record including the Planning Commission's recommendation, testimony and evidence presented to the City Council at its December 12, 2019 hearing, and the staff report submitted by the Planning and Building Safety Department.

SECTION 2: *Factual Findings and Conclusions.* The City Council finds that introducing and adopting the proposed ordinance will amend the portions of the City's municipal code that address ADUs to bring them into compliance with state law.

SECTION 3: *General Plan Findings.* As required under Government Code Section 65860, the ESMC amendments proposed by the Ordinance are consistent with the El Segundo General Plan as follows:

- A. The proposed zone text amendment is in conformity with the Land Use Element goals, objectives and policies. Specifically, the zone text amendment is consistent with Land Use Element Goal LU3 and Objectives LU3-1 and LU3-2 in that the amendment will: a) facilitate the development of accessory dwelling units in the City's R-1 and R-2 zones as required by Section 65852.2 of the Government Code; and
- B. The proposed zone text amendment is consistent with the Housing Element goals, objectives and policies. Specifically, the zone text amendment is consistent with Goal No. 4 to remove governmental constraints on housing development, in that it will remove the location restrictions, lot size, and parking requirements for accessory dwelling units. In addition, the zone text amendment is consistent with the goal of assisting in the production of affordable housing and Program No. 3 in that it will facilitate the development of accessory units on R-1 zoned lots. Further, the zone text amendment is consistent with Program No. 6 to facilitate development on underutilized sites and on small lots, particularly on small lots in the R-2 zone through the elimination of parking requirements for accessory dwelling units.

SECTION 4: *Zone Text Amendment Findings.* In accordance with ESMC Chapter 15-26 and based on the findings set forth in Section 2, the proposed zone text amendment is consistent with and necessary to carry out the general purpose of ESMC Tile 15 as follows:

- A. It is consistent with the purpose of the ESMC, which is to serve the public health, safety, and general welfare and to provide the economic and social advantages resulting from an orderly planned use of land resources; and
- B. It is necessary to facilitate the development process and ensure the orderly location of uses within the City.

SECTION 5: Environmental Assessment. Because of the facts set forth in Section 2, the proposed zone text amendment is statutorily exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§21000, *et seq.*, "CEQA") and CEQA Guidelines (14 California Code of Regulations §§15000, *et seq.*), because it involves the adoption of an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement the provisions of section 65852.2 of the Government Code as set forth in section 21080.17 of the Public Resources Code, pursuant to CEQA Guidelines section 15282(h).

SECTION 6: ESMC Title 15, Section 15-1-6 (Definitions) is amended by adding the following:

"ACCESSORY DWELLING UNIT, JUNIOR: A unit that is no more than 500 square feet in size and contained entirely within an existing single-family structure. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure.

JUNIOR ACCESSORY DWELLING UNIT: See "Accessory Dwelling Unit, Junior."

SECTION 7: ESMC Title 15, Chapter 4, Article A (Single-Family Residential (R-1) Zone), Section 6, Subsection H is amended as follows:

~~"H. Detached Accessory Buildings, Not Including Detached Accessory Dwelling Units As as Defined In Section 15-1-6 Of This Title:~~

- ~~1. Any All detached accessory building or combination of accessory buildings, except the garage, structures may not exceed 1,200 square feet gross floor area in aggregate per parcel be larger in gross floor area than six hundred (600) square feet;~~
- ~~2. Except as permitted in Chapter 15-4E related to accessory dwelling units, ~~Detached detached~~ accessory buildings are limited to two (2) stories, and may include an attic, which may be used for storage purposes only, provided that access to the attic is not from permanently fixed stairs (pull down type stairs are permitted), no plumbing is permitted, and electrical fixtures are limited to the minimum required by the California Building Code and California Electrical Code;~~
- ~~3. Unless permitted as an accessory dwelling unit, detached accessory buildings may not contain a kitchen or kitchen facilities, a bathtub or shower and may not be used for sleeping purposes or as an "R" occupancy, as defined by the California Building Code, except that they may contain a sink and a toilet;~~
- ~~4. Unless permitted as an accessory dwelling unit, ~~Detached detached~~ accessory buildings may not be rented or used as a separate dwelling unit; and~~
- ~~5. Before the City issues a building permit for a detached accessory structure, except a garage an accessory dwelling unit, the Director will require that a~~

covenant running with the land be recorded stating that the accessory structure may not be used as a dwelling unit or used in violation of this section.”

SECTION 8: ESMC Title 15, Chapter 4, Article A (Single-Family Residential (R-1) Zone), Section 6-1, Subsection J is amended as follows:

“J. Detached Accessory Buildings, Not Including Detached Accessory Dwelling Units As Defined In Section 15-1-6 ~~Of~~ of This Title:

1. ~~Any All~~ detached accessory building ~~or combination of accessory buildings, except the garage, structures~~ may not exceed 1,200 square feet gross floor area in aggregate per parcel except as permitted in Chapter 15-4D ~~be larger in gross floor area than six hundred (600) square feet;~~

2. Except as permitted in Chapter 15-4E related to accessory dwelling units, ~~Detached detached~~ accessory buildings are limited to one floor, but may include an attic, which may be used for storage purposes only, provided access to the attic is not from permanently fixed stairs (pull down type stairs are permitted), no plumbing is permitted, and electrical fixtures are limited to the minimum required by the California building code and California electrical code;

3. Unless permitted as an accessory dwelling unit, ~~Detached detached~~ accessory buildings may not contain a kitchen or kitchen facilities, a bathtub or shower and may not be used for sleeping purposes or as an R occupancy, as defined by the California building code, except that they may contain a sink and a toilet;

4. Unless permitted as an accessory dwelling unit, ~~Detached detached~~ accessory buildings may not be rented or used as a separate dwelling unit; and

5. Before the City issues a building permit for a detached accessory structure, except a ~~garage~~ an accessory dwelling unit, the Director will require that a covenant running with the land be recorded stating that the accessory structure may not be used as a ~~dwelling unit~~ or used in violation of this section.”

SECTION 9: ESMC Title 15, Chapter 4, Article B (Two-Family residential (R-2) Zone), Section 6, Subsection J is amended as follows:

“J. Detached Accessory Buildings:

1. ~~Any All~~ detached accessory building ~~or combination of accessory buildings, except the garage, structures~~ shall not ~~be larger in gross floor area than six hundred (600) square feet~~ exceed 1,200 square feet in aggregate per parcel.

2. Except as permitted in Chapter 15-4E related to accessory dwelling units, ~~Detached detached~~ accessory buildings shall be limited to one ~~(1)~~ floor, but may include an attic, which may be used for storage purposes only, provided access to the attic is not from permanently fixed stairs (pull down type stairs are permitted),

no plumbing is permitted, and electrical fixtures are limited to the minimum required by the Uniform California Building Code (UBC) and National California Electrical Code (NEC).

3. Unless permitted as an accessory dwelling unit, Detached-detached accessory buildings shall not contain a kitchen or kitchen facilities, a bathtub or shower and shall not be used for sleeping purposes or as an "R" occupancy, as defined by the Uniform California Building Code (UBC), except that they may contain a sink and a toilet.

4. Unless permitted as an accessory dwelling unit, Detached-detached accessory buildings may not be rented or used as a separate dwelling unit; and

5. Prior to issuance of a building permit for a detached accessory structure, except a garage an accessory dwelling unit, the Director of Economic and Development Services shall require the recording a covenant to run with the land, which states that the accessory structure shall not be used as a dwelling unit or in violation of this section."

SECTION 10: ESMC Title 15, Chapter 4, Article C (Multi-Family Residential (R-3) Zone), Section 5, Subsection G is amended as follows:

"G. Placement Of Buildings And Structures:

1. The distance between buildings shall be governed by the Uniform California Building Code.

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

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

90 degrees - 25 feet

75 degrees - 21 feet

60 degrees - 18 feet

45 degrees - 15 feet

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

c. Notwithstanding the above, a detached accessory dwelling unit must be set back at least four feet from interior side and rear property lines.

SECTION 11: ESMC Title 15, Chapter 4, Article C, Section 5, Subsection L is amended as follows, and Subsection M is added as follows:

L. Detached Accessory Buildings:

1. Unless permitted as an accessory dwelling unit, Detached-detached accessory buildings shall not contain a kitchen or kitchen facilities, a bathtub or shower and shall not be used for sleeping purposes. Each multi-family lot is permitted no more than two detached accessory dwelling units.

2. Detached accessory buildings, except detached accessory dwelling units, shall not be rented or used as a separate dwelling unit or as an "R" occupancy, as defined by the Uniform California Building Code (UBC), except that they may contain a sink and a toilet.

3. Prior to issuance of a building permit for a detached accessory structure, except a garage-detached accessory dwelling unit, the Director of Community, Economic and Development Services shall require the recording of a covenant to run with the land, which states that the accessory structure shall not be used as a dwelling unit or used in violation of this subsection-L.

M. Accessory dwelling units are permitted within residential structures as follows:

1. Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings.

2. Up to 25 percent of existing units may have accessory dwellings within the space of the existing units. Lots with two or three units are permitted an accessory dwelling within the existing space of one unit. Lots developed with a single family residence follow the guidelines for R-1."

SECTION 12: ESMC Title 15, Chapter 4, Article E is amended as follows:

"ARTICLE E. ACCESSORY DWELLING UNITS

15-4E-1: PURPOSE; FINDINGS:

This article is adopted pursuant to Government Code section 65852.2, as amended by Assembly Bill 2299 (effective January 1, 2017), for the purpose of implementing the City's regulation of accessory dwelling units.

~~Pursuant to Government Code section 65852.2(a), this article designates areas within the City where accessory dwellings are permitted. Because accessory~~

~~dwelling units tend to increase the volume of vehicle traffic within the City, on-street parking, noise, and other adverse impacts, this article restricts the location of accessory dwelling units within single-family residential zones. Increased traffic not only impacts existing public infrastructure, such as streets and intersections, but degrades air quality, increases noise, and can introduce pollutants into the City's storm drains. Further, the increased density of housing within the City's jurisdiction impacts public health and safety, and the public welfare by increasing the demand for public services.~~

Government Code section 65852.2(e) requires the City ministerially approve certain accessory dwelling units in certain residential or mixed use zones within the City. On the other hand, Government Code section 65852.2(a)(1)(A), allows the designation of areas for accessory dwelling units "based on the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety."

The City Council finds that the conditions that were cited in Ordinance No. 1381 that existed in the City at the time (i.e., increased traffic, relatively high density of housing in a small area, and intense on-street parking) continue to exist within the City. While the City Council recognizes that accessory dwelling units present a potential solution to the state's housing crisis, the Council continues to believe that accessory dwelling units increase the volume of vehicle traffic within the City, on-street parking, and noise, and can introduce pollutants into the City's storm drains.

By adopting this chapter, the City Council desires to comply with state law while reserving its right to conduct studies evaluating the adequacy of water and sewer services.

15-4E-3 2: GENERAL REQUIREMENTS:

~~A. Definition Of "Existing": For purposes of this article and defining an allowable space or structure that can be converted to an accessory dwelling unit, the term "existing" means dwellings or structures that:~~

- ~~1. Lawfully existed on the parcel as of January 1, 2017, or were the subject of a building permit duly issued before January 1, 2017; and~~
- ~~2. Can be made safely habitable under local building codes at the determination of the building official.~~

~~B.A. Locations: Accessory dwelling units are permitted by right throughout the R-1 Zone and in the R-2 Zone on lots that are less than four thousand (4,000) square feet any zone where residential uses are permitted. Accessory dwelling units may be: 1) contained within the existing or proposed space of a single-family residence and/or attached to a single-family residence, 2) within the existing space of an existing accessory structure, such as a pool house, studio or similar structure with four (4) walls and a roof (but not including garages), or 3) detached from the single-~~

family residence, subject to the requirements and development standards in this Code and State law.

~~C. Real Property: The real property proposed for the accessory dwelling unit may not consist of more than one (1) lot.~~

~~D-B. Existing Single-Family Dwelling: The lot must contain an existing single-family dwelling. An accessory dwelling unit may only be constructed in conjunction with a single-family dwelling.~~ Conjunction with Single-Family or Multi-Family Dwelling: An accessory dwelling unit may only be constructed in conjunction with either an existing or proposed single-family dwelling or an existing multi-family dwelling.

C. Certificates of occupancy: The City shall not issue a certificate of occupancy for an accessory dwelling unit before a certificate of occupancy is issued for the primary dwelling or dwellings.

~~E-D. Separate Sale Prohibited: Accessory dwelling units may not be sold separately from a primary dwelling.~~

F-E. Owner Occupancy Required: For accessory dwelling units for which a building permit is applied for after January 1, 2025, The the primary dwelling unit or the accessory dwelling unit must be the primary residence of the property owner of the lot. If none of the units on the lot are occupied by the owner as the owner's primary residence, the accessory dwelling unit will automatically be deemed a non-habitable space which may not be used as a dwelling and may not be rented.

~~G-F. Covenant Required: Before the City issues a building permit certificate of occupancy for an accessory dwelling unit, the property owner must record with the County Recorder a covenant running with the land stating that 1) the accessory dwelling unit cannot may not be used in violation of this chapter and 2) any rental of the accessory dwelling unit be for a term of 30 days or longer.~~ The covenant must be approved by the Director of Planning and Building Safety and approved as to form by the City Attorney.

~~H-G. Release Of Covenant: In the event a covenant was previously recorded for a permitted accessory structure restricting the structure as non-habitable pursuant to subsection 15-4A-6H of this chapter, before the City issues a building permit for an accessory dwelling unit, the property owner must record a release of such covenant with the County Recorder, in a form approved by the Director of Planning and Building Safety and the City Attorney.~~

H. The City may not condition its approval of the permit application by requiring the applicant correct a nonconforming zoning condition, as that term is defined in Government Code § 65852.2.

~~I. Garage Conversions Prohibited: Garages and carports required under this title do not constitute "an existing accessory structure", as used in this article, and any~~

~~conversion of such a garage or carport to an accessory dwelling unit is expressly prohibited.~~

15-4E-3: DEVELOPMENT STANDARDS:

Accessory dwelling units must meet the development standards applicable to accessory structures in the ~~R-1 and R-2 Zones~~ and the following standards zone in which they are situated except as follows:

A. Height: Same as residential structures in the ~~R-1 and R-2 Zones~~.

B. Setbacks:

1. ~~Attached To to And and/Or or Within A a Primary Dwelling:~~ Same as primary dwellings in the ~~R-1 and R-2 Zones~~ zone in which they are situated. If the primary dwelling has a nonconforming setback, the accessory dwelling portion may maintain the same setback.

2. ~~Detached From from A a Primary Dwelling:~~ ~~Same as detached accessory structures in the R-1 and R-2 Zones.~~ If the setback required in a zone for accessory structures is other than four feet from the interior side or rear lot lines, the detached accessory dwelling must be set back no less than four feet.

3. Exception: No setback shall apply to a ~~non-required~~ portion of an existing ~~garage or carport structure~~ that is converted to an accessory dwelling unit.

C. Building Area:

1. Attached to a primary dwelling and/or within the primary dwelling: Maximum of ~~forty nine 49 percent (49%)~~ of the total floor area of the combined dwellings, ~~or one thousand two hundred (1,200) square feet, whichever is less.~~

2. Detached: Maximum of ~~one thousand two hundred (1,200) square feet.~~

3. The total area of the primary dwelling and the accessory dwelling unit may not exceed the maximum permitted floor area of the lot, except an existing structure is converted to an accessory dwelling unit.

4. Nothing in this chapter is meant to prohibit an accessory dwelling unit up to 850 square feet, or 1,000 square feet for a two bedroom unit.

D. Density: ~~One (1) accessory dwelling unit per lot. In all cases, accessory dwelling units are only permitted on lots with a single primary residence. Properties developed with more than one (1) unit are not permitted to also have an accessory dwelling unit.~~

1. One accessory dwelling unit or one junior accessory dwelling unit per lot within a proposed or existing single-family dwelling or existing accessory structure.

2. One detached or attached to an accessory structure accessory dwelling unit that may be combined with one junior accessory dwelling unit per lot with a proposed or existing single-family dwelling.

3. Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, provided each unit complies with state building standards for dwellings.

4. One accessory dwelling unit or 25 percent of the existing multifamily dwelling units, whichever is greater, within an existing multifamily dwelling.

5. Two detached accessory dwelling units per lot with an existing multifamily dwelling.

E. Architectural Design: Each unit, whether attached or detached, must be architecturally compatible with the primary dwelling.

F. Parking:

1. No parking spaces are required for accessory dwelling units within one-half (1/2) mile of a transit stop.

2. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit, or converted to an accessory dwelling unit, replacement parking for the lost spaces are not required.

G. Separate Entrance: If the accessory dwelling unit is attached to or within the primary dwelling, it must have independent exterior access from the proposed or existing primary dwelling. Such independent exterior access may not be an entrance facing the front yard. An independent and separate entrance to the accessory dwelling unit must be located on the side or at the rear of the primary dwelling.

H. Compliance: The accessory dwelling unit must comply with applicable Building, Health and Fire Codes except where explicitly exempted by Government Code section 65852.2. Fire sprinklers for accessory dwelling units are required only when they are required for the primary dwelling on the lot.

15-4E-4: APPLICATION PROCESS; FEES:

~~A. Pursuant to Government Code section 65852.2, a~~Any application for a building permit to create an accessory dwelling unit on a lot with an existing single-family dwelling or multifamily dwelling units that conforms to this article and is otherwise complete shall be ministerially approved within one hundred twenty (120) 60 days of the City's receipt of a completed application. Any permit application for an accessory dwelling unit that is submitted with a permit application to create a single-family dwelling shall be considered ministerially but is not subject to the 60-

day requirement to allow the City time to act on the permit application to create the new single-family dwelling, if necessary.

B. The applicant must pay any applicable fees. For an accessory dwelling unit of 750 square feet or more, the applicant must pay, including but not limited to development impact fees imposed pursuant to chapter 27A of this title, in an amount set by City Council resolution, provided that such development impact fee is proportional in relation to the square footage of the primary dwelling unit.

15-4E-5: UTILITY CONNECTIONS:

A. An accessory dwelling unit shall not be considered a new residential use for purposes of calculating connection fees or capacity charges for utilities, unless the accessory dwelling unit is constructed simultaneously with a new single-family dwelling.

B. The City may require a new or separate utility connection directly between the accessory dwelling unit and the utility, and may require the payment of a connection fee or capacity charge for any accessory dwelling unit, unless the accessory dwelling unit is an accessory dwelling unit or junior accessory dwelling unit within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure, in which event no new or separate utility connection may be required.”

SECTION 13: ESMC Title 15, Chapter 4 is amended by adding Article F to read as follows:

“ARTICLE F. JUNIOR ACCESSORY DWELLING UNITS

15-4F-1: PURPOSE:

This article is adopted pursuant to Government Code section 65852.22, for the purpose of implementing the City's regulation of junior accessory dwelling units.

15-4F-2: GENERAL REQUIREMENTS:

A. Permit Required: A permit must be obtained to create a junior accessory dwelling unit.

B. Density: One junior accessory dwelling unit per residential lot zoned for single-family residences with a single-family residence built, or proposed to be built, on the lot.

C. Owner Occupancy Required: The owner must reside in the single-family residence in which the junior accessory dwelling unit will be permitted. The owner may reside in either the remaining portion of the structure or the newly created

junior accessory dwelling unit. Owner–occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization.

D. Recordation of a deed restriction required: The applicant must record a deed restriction which includes both of the following:

1. A prohibition on the sale of the junior accessory dwelling unit separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers.

2. A restriction on the size and attributes of the junior accessory dwelling unit that conforms with this section.

15-4F-3: DEVELOPMENT STANDARDS:

A. A permitted junior accessory dwelling unit must be constructed within the walls of the proposed or existing single-family residence.

B. Separate Entrance Required: A junior accessory dwelling must include a separate entrance from the main entrance to the proposed or existing single-family residence.

C. Efficiency Kitchen Required: A junior accessory dwelling unit must include an efficiency kitchen, which shall include all of the following:

1. A cooking facility with appliances.

2. A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.

D. Parking: No additional parking is required for a junior accessory dwelling unit.

15-4F-4: APPLICATION PROCESS; FEES:

A. Any application for a building permit to create a junior accessory dwelling unit on a lot with an existing single-family shall be ministerially approved within 60 days of the City’s receipt of a completed application. Any permit application for a junior accessory dwelling unit that is submitted with a permit application to create a new single-family dwelling shall be considered ministerially but is not subject to the 60-day requirement to allow the City time to act on the permit application to create the new single-family dwelling, if necessary.

B. The applicant must pay any applicable fees.

15-4F-5: UTILITY CONNECTIONS:

A junior accessory dwelling unit shall not be considered a new residential use for purposes of calculating connection fees or capacity charges for utilities.”

SECTION 14: 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 15: ENFORCEABILITY. Repeal of any provision of the El Segundo Municipal Code does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this ordinance’s effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this ordinance.

SECTION 16: VALIDITY OF PREVIOUS CODE SECTIONS. If this entire ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the ESMC or other city ordinance by this ordinance will be rendered void and cause such previous ESMC provision or other ordinance to remain in full force and effect for all purposes.

SECTION 17: 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 18: The City Clerk is directed to certify the passage and adoption of this ordinance; cause it to be entered into the City of El Segundo’s book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this ordinance, cause it to be published or posted in accordance with California law.

SECTION 19: The City Clerk is further directed to submit a copy of this ordinance to the Department of Housing and Community Development within 60 days after adoption.

SECTION 20: This Ordinance will become effective on the thirty-first day following its passage and adoption.

PASSED AND ADOPTED this ____ day of _____, 2020.

Drew Boyles, Mayor

ATTEST:

STATE OF CALIFORNIA)

COUNTY OF LOS ANGELES) SS
CITY OF EL SEGUNDO)

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. ____ was duly introduced by said City Council at a regular meeting held on the ____ day of _____, 2020, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ____ day of _____, 2020, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

RESOLUTION NO. 2881

A RESOLUTION OF THE EL SEGUNDO PLANNING COMMISSION RECOMMENDING THAT THE CITY COUNCIL ADOPT AN URGENCY ORDINANCE ADDRESSING PROPOSED LANGUAGE RELATED TO ACCESSORY DWELLING UNITS IN RESIDENTIAL ZONES

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

SECTION 1: The Planning Commission finds and declares that:

- A. On January 1, 2020, Changes to Government Code Section 65852.2 related to accessory dwelling units (ADUs) and described in Assembly Bill 881 become effective;
- B. Government Code Section 65852.2(h) specifies that a local agency must submit a copy of their ADU ordinance to the Department of Housing and Community Development (HCD) within 60 days of adoption, and HCD will provide written findings as to whether or not the ordinance complies with the statutes;
- C. If HCD finds that an ordinance does not comply with state law, the City must either amend its ordinance or adopt it with findings that address HCD's findings and explain why the City believes the ordinance complies despite HCD's findings;
- D. Failure of a City to comply with state law regarding ADUs can lead to HCD referring the matter to the Attorney General and the City's ADU is made null and void.

SECTION 2: *Factual Findings and Conclusions.* The Commission finds that implementing the proposed ordinance will amend the portions of the ESMC that address ADUs and bring them into compliance with Government Code 65852.2(a).

SECTION 3: *General Plan Findings.* As required under Government Code § 65860, the ESMC amendments proposed by the project are consistent with the El Segundo General Plan as follows:

- A. The proposed zone text amendment is in conformity with the Land Use Element goals, objectives and policies. Specifically, the zone text amendment is consistent with Land Use Element Goal LU3 and Objectives LU3-1 and LU3-2 in that the amendment will: a) facilitate the development of accessory dwelling units in the City's R-1 and R-2 zones as required by Section 65852.2 of the Government Code; and b) will protect single family residential uses and preserve the City's low-medium residential nature through the use of development standards, such as limits to the area, height, and setbacks for accessory dwelling units. These limits will ensure accessory dwelling units remain secondary and subordinate to primary dwellings on a property and will reduce potential negative impacts on surrounding properties; and

- B. The proposed zone text amendment is consistent with the Housing Element goals, objectives and policies. Specifically, the zone text amendment is consistent with Goal No. 4 to remove governmental constraints on housing development, in that it will remove the location restrictions, lot size, and parking requirements for accessory dwelling units. In addition, the zone text amendment is consistent with the goal of assisting in the production of affordable housing and Program No. 3 in that it will facilitate the development of accessory units on R-1 zoned lots. Further, the zone text amendment is consistent with Program No. 6 to facilitate development on underutilized sites and on small lots, particularly on small lots in the R-2 zone through the elimination of parking requirements for accessory dwelling units.

SECTION 4: Zone Text Amendment Findings. In accordance with ESMC Chapter 15-26 (Amendments), and based on the findings set forth above, the proposed ordinance is consistent with and necessary to carry out the purpose of the ESMC as follows:

- A. The ordinance is consistent with the purpose of the ESMC, which is to serve the public health, safety, and general welfare and to provide the economic and social advantages resulting from an orderly planned use of land resources.
- B. The ordinance is necessary to facilitate the development process and ensure the orderly location of uses in the City.

SECTION 5: Environmental Assessment. The proposed zone text amendment is statutorily exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§21000, *et seq.*, "CEQA") and CEQA Guidelines (14 California Code of Regulations §§15000, *et seq.*), because it involves the adoption of an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement the provisions of section 65852.2 of the Government Code as set forth in section 21080.17 of the Public Resources Code, pursuant to CEQA Guidelines section 15282(h).

SECTION 7: Recommendation. The Planning Commission recommends the City Council adopt an Ordinance incorporating the language in the attached Exhibit A.

SECTION 8: Reliance on Record. Each and every one of the findings and determination in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the Planning Commission in all respects.

SECTION 9: Limitations. The Planning Commission's analysis and evaluation of the project is based on information available at the time of the decision. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the

project will not exist. In all instances, best efforts have been made to form accurate assumptions.

SECTION 10: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 11: The Commission secretary is directed to mail a copy of this Resolution to any person requesting a copy.

SECTION 12: This Resolution may be appealed within 10 calendar days after its adoption. All appeals must be in writing and filed with the City Clerk within this time period. Failure to file a timely written appeal will constitute a waiver of any right of appeal.

PASSED AND ADOPTED this 12th day of December, 2019.

Ryan Baldino, Chair
City of El Segundo Planning Commission

ATTEST:

Sam Lee, Secretary

Baldino -
Newman -
Wingate -
Hoeschler -
Keldorf -

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

By:

David King, Assistant City Attorney

Proposed text modifications related to accessory dwelling units in all residential zones.

RECOMMENDATION

Adopt resolution recommending that City Council approve an ordinance with the text changes related to accessory dwelling units in all residential zones as shown in the resolution’s attachments.

PREPARED BY: Gregg McClain, Planning Manager
APPROVED BY: Sam Lee, Planning and Building Safety Director

BACKGROUND

The City adopted updated municipal code language for accessory dwelling units (ADUs) in July, 2017. As required by state law, the adopted ordinance was sent to the Department of Housing and Community Development (HCD) for review and comment. HCD responded with a letter that identified three particular points that they believed were not in conformity with the applicable statutes. These are:

1. ADUs within a single family residence were limited to 1,200 square feet;
2. Garages were not permitted to be converted to an ADU; and
3. Future accessory structures would not be eligible to be converted to an ADU.

On point number 1, the City acknowledges that ADUs within a single family residence are permitted to be up to and not exceeding one half of the building’s square footage. HCD was informed that we consider this item an error and would not enforce it until it is fixed.

The exclusion of garages was intentional and HCD was informed that our reading of the statute did not require that garages be permitted to convert to ADUs. We informed HCD that until the statutes were explicit on this we did not intend to change the language.

The third point was based on our ADU ordinance’s definition of the word “existing,” as it relates to accessory structures. Our ordinance stated that existing meant subject to a building permit lawfully issued prior to the date the revised statutes took effect. HCD stated that “existing” is meant to mean existing at the time a building permit to convert the structure is applied for. The difference is that under the City’s ordinance, any accessory structure built after July 1, 2017, would never be eligible to convert to an ADU, but under the state’s interpretation of the statutes they would.

In October the Governor signed AB 881 which implemented a number of changes to the ADU statutes that address the points above, as well as many other new ideas that our current ordinance must conform to.

AB 881

The new ADU law, as put forth in AB 881, made changes that all cities in the state must comply with. Following are some that require El Segundo's ordinance to be amended:

1. ADUs are now expressly permitted in garages;
2. ADUs may not trigger replacement parking, even when the garage is converted;
3. City cannot require the correction of nonconformities, and an ADU can be built in the same place and to the same square footage as the building it replaces, nonconformities and all.
4. The City must process ADU applications within 60 days instead of 120 (except when the primary residence is being built simultaneously);
5. Until January 1, 2025, the City may not require the property owner to reside in one of the units;
6. In circumstances that involve a single family residence, both an ADU and a Junior ADU are permitted. Junior ADUs are limited to 800 square feet and must be entirely within the existing house;
7. ADUs are now permitted in multi-family residential zones in a variety of ways;
8. ADUs may not be rented for less than 30 days; and
9. New limitations on utility connections and fees are imposed.

One other new feature of the ADU laws is that not only must the City submit its ordinance to HCD for review, now HCD staff must confirm it is 100 percent compliant with state laws. If an ordinance is deemed to not be fully compliant, HCD will give not less than 30 days for it to be corrected. Failure to make HCD's recommended changes will lead to the ordinance being deemed void and the City could be referred to the Attorney General's office. Meanwhile, until a compliant ordinance is adopted we must follow state ADU requirements. The State's ADU laws do not include setback requirements, nor size and height limitations.

Needless to say, the risk of having the ordinance not be compliant with state statutes is overwhelmingly negative. Not only will the City need to revise the ordinance again, but until HCD deems it compliant, which may take up to two months, the State's standards will apply. For this reason, the proposed language is mostly directly from AB 881. Even though an argument could be made that our definition of existing (with the date reset to January 1, 2020) is legally defensible, the risk of HCD voiding our ordinance is too great since they have already flagged this issue in the previous version.

MULTI-FAMILY ADUs

One of the most significant new features of ADU is that multi-family structures may have ADUs now. There are three specific ways this may happen:

1. Each multi-family structure may convert currently non-habitable areas, such as storage rooms, to ADUs;
2. Up to two detached ADUs are permitted on multi-family lots; and
3. Not more than 25 percent of the units in a multi-family building may have an ADU within the existing space of the unit.

This part of the law is entirely new and is also included in the proposed text changes.

DETACHED STRUCTURE AREA LIMIT

Given that detached structures may be converted to ADUs, Staff saw a potential for very crowded lots becoming increasingly the norm. One way to help control this is to limit the size of structures. Currently houses are limited to 0.6 times the lot size, and detached accessory structures are limited to 600 square feet, ADUs are capped at 1,200 square feet, and two-car garages are typically 400-500 square feet. In the draft language we are proposing that the limit of detached accessory buildings be capped at 1,200 square feet total. The expected outcome of including this is that most detached ADUs will come in at about 700-800 square feet and the garage will remain. In cases where larger ADUs are desired, the garage will be converted as well, but this avoids the situation where there can be a 1,200 square foot ADU and a 600 square foot detached office.

ENVIRONMENTAL DETERMINATION

This action is statutorily exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA Guidelines (14 California Code of Regulations §§ 15000, et seq.), because it involves the adoption of an ordinance regarding accessory dwelling units in a single-family or multifamily residential zone to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in Section 21080.17 of the Public Resources Code, pursuant to CEQA Guidelines § 15282(h).

ATTACHMENTS:

- A. Resolution on proposed municipal code language related to ADUs—~~strikethrough~~ and underline and clean versions
- C. AB 881

Assembly Bill No. 881

CHAPTER 659

An act to amend, repeal, and add Section 65852.2 of the Government Code, relating to housing.

[Approved by Governor October 9, 2019. Filed with Secretary of State October 9, 2019.]

LEGISLATIVE COUNSEL'S DIGEST

AB 881, Bloom. Accessory dwelling units.

(1) The Planning and Zoning Law provides for the creation of accessory dwelling units by local ordinance, or, if a local agency has not adopted an ordinance, by ministerial approval, in accordance with specified standards and conditions. Existing law requires the ordinance to designate areas where accessory dwelling units may be permitted and authorizes the designated areas to be based on criteria that includes, but is not limited to, the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety.

This bill would instead require a local agency to designate these areas based on the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety. The bill would also prohibit a local agency from issuing a certificate of occupancy for an accessory dwelling unit before issuing a certificate of occupancy for the primary residence.

(2) Existing law requires an ordinance providing for the creation of accessory dwelling units, as described above, to impose standards on accessory dwelling units, including, among other things, lot coverage. Existing law also requires such an ordinance to require that the accessory dwelling units be either attached to, or located within, the living area of the proposed or existing primary dwelling, or detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling.

This bill would delete the provision authorizing the imposition of standards on lot coverage and would prohibit an ordinance from imposing requirements on minimum lot size. The bill would revise the requirements for an accessory dwelling unit by providing that the accessory dwelling unit may be attached to, or located within, an attached garage, storage area, or an accessory structure, as defined.

(3) Existing law prohibits a local agency from requiring a setback for an existing garage that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit. Existing law requires that an accessory dwelling unit that is constructed above a garage have a setback of no more than 5 feet.

This bill would instead prohibit a setback requirement for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit. The bill would also instead require a setback of no more than 4 feet for an accessory dwelling unit that is not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.

(4) Existing law provides that replacement offstreet parking spaces, required by a local agency when a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, may be located in any configuration on the same lot as the accessory dwelling unit, except as provided.

This bill would instead prohibit a local agency from requiring the replacement of offstreet parking spaces when a garage, carport, or covered parking structure is demolished or converted, as described above.

(5) Existing law requires a local agency to ministerially approve or deny a permit application for the creation of an accessory dwelling unit or a junior accessory dwelling unit within 120 days of receiving the application.

This bill would instead require a local agency to ministerially approve or deny a permit application for the creation of an accessory dwelling unit or junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. The bill would authorize the permitting agency to delay acting on the permit application if the permit application is submitted with a permit application to create a new single-family or multifamily dwelling on the lot, as specified.

(6) Existing law prohibits a local agency from utilizing standards to evaluate a proposed accessory dwelling unit on a lot that is zoned for residential use that includes a proposed or existing single-family dwelling other than the criteria described above, except, among one other exception, a local agency may require an applicant for a permit to be an owner-occupant of either the primary or accessory dwelling unit as a condition of issuing a permit.

This bill, until January 1, 2025, would prohibit a local agency from imposing an owner-occupant requirement, as described above.

(7) Existing law authorizes a local agency to establish minimum and maximum unit size limitations on accessory dwelling units, provided that the ordinance permits an efficiency unit to be constructed in compliance with local development standards.

This bill would prohibit a local agency from establishing a minimum square footage requirement for either an attached or detached accessory dwelling unit that prohibits an efficiency unit, as defined. The bill would also prohibit a local agency from establishing a maximum square footage requirement for either an attached or detached accessory dwelling unit that is less than 850 square feet, and 1,000 square feet if the accessory dwelling

unit contains more than one bedroom. The bill would also instead prohibit a local agency from establishing any other minimum or maximum size for an accessory dwelling unit, size based upon a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, and minimum lot size for either attached or detached dwelling units that prohibits at least an 800 square foot accessory dwelling unit that is at least 16 feet in height and with a 4-foot side and rear yard setbacks.

(8) Existing law prohibits a local agency from imposing parking standards for an accessory dwelling unit if, among other conditions, the accessory dwelling unit is located within ½ mile of public transit.

This bill would make that prohibition applicable if the accessory dwelling unit is located within ½ mile walking distance of public transit, and would define public transit for those purposes.

(9) Existing law requires a local agency to ministerially approve an application for a building permit to create within a zone for single-family use one accessory dwelling unit per single family lot of the unit that is contained within the existing space of a single-family residence or accessory structure when specified conditions are met, including that the side and rear setbacks are sufficient for fire safety.

This bill would instead require ministerial approval of an application for a building permit within a residential or mixed-use zone to create the following: (1) one accessory dwelling unit and one junior accessory dwelling unit per lot with a proposed or existing single-family dwelling if certain requirements are met; (2) a detached, new construction accessory dwelling unit that meets certain requirements and would authorize a local agency to impose specified conditions relating to floor area and height on that unit; (3) multiple accessory dwelling units within the portions of an existing multifamily dwelling structure provided those units meet certain requirements; or (4) not more than 2 accessory dwelling units that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to certain height and rear yard and side setback requirements.

(10) Existing law prohibits a local agency, special district, or water corporation from considering an accessory dwelling unit to be a new residential use for purposes of calculating fees or capacity charges.

This bill would establish an exception from the above-described prohibition in the case of an accessory dwelling unit that was constructed with a new single-family home.

(11) Existing law requires a local agency to submit a copy of the adopted ordinance to the Department of Housing and Community Development and authorizes the department to review and comment on the ordinance.

This bill would instead authorize the department to submit written findings to the local agency as to whether the ordinance complies with the statute authorizing the creation of an accessory dwelling unit, and, if the department finds that the local agency's ordinance does not comply with those provisions, would require the department to notify the local agency within a reasonable time. The bill would require the local agency to consider the

department's findings and either amend its ordinance to comply with those provisions or adopt it without changes and include specified findings. If the local agency does not amend its ordinance or does not adopt those findings, the bill would require the department to notify the local agency and authorize it to notify the Attorney General that the local agency is in violation of state law, as provided. The bill would authorize the department to adopt guidelines to implement uniform standards or criteria to supplement or clarify the provisions authorizing accessory dwelling units.

(12) Existing law defines the term "accessory dwelling unit" for these purposes to mean an attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons.

This bill would revise the definition to additionally require an accessory dwelling unit be located on a lot with a proposed or existing primary residence in order for the provisions described above to apply.

(13) This bill would incorporate additional changes to Section 65852.2 of the Government Code proposed by SB 13 to be operative only if this bill and SB 13 are enacted and this bill is enacted last.

(14) By increasing the duties of local agencies with respect to land use regulations, this bill would impose a state-mandated local program.

(15) The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

(16) This bill would include findings that the changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities.

The people of the State of California do enact as follows:

SECTION 1. Section 65852.2 of the Government Code is amended to read:

65852.2. (a) (1) A local agency may, by ordinance, provide for the creation of accessory dwelling units in areas zoned to allow single-family or multifamily use. The ordinance shall do all of the following:

(A) Designate areas within the jurisdiction of the local agency where accessory dwelling units may be permitted. The designation of areas may be based on the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety. A local agency that does not provide water or sewer services shall consult with the local water or sewer service provider regarding the adequacy of water and sewer services before designating an area where accessory dwelling units may be permitted.

(B) (i) Impose standards on accessory dwelling units that include, but are not limited to, parking, height, setback, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any

real property that is listed in the California Register of Historic Resources. These standards shall not include requirements on minimum lot size.

(ii) Notwithstanding clause (i), a local agency may reduce or eliminate parking requirements for any accessory dwelling unit located within its jurisdiction.

(C) Provide that accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, and that accessory dwelling units are a residential use that is consistent with the existing general plan and zoning designation for the lot.

(D) Require the accessory dwelling units to comply with all of the following:

(i) The unit may be rented separate from the primary residence, but may not be sold or otherwise conveyed separate from the primary residence.

(ii) The lot is zoned to allow single-family or multifamily use and includes a proposed or existing single-family dwelling.

(iii) The accessory dwelling unit is either attached to, or located within, the proposed or existing primary dwelling, including attached garages, storage areas or similar uses, or an accessory structure or detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling.

(iv) If there is an existing primary dwelling, the total floor area of an attached accessory dwelling unit shall not exceed 50 percent of the existing primary dwelling.

(v) The total floor area for a detached accessory dwelling unit shall not exceed 1,200 square feet.

(vi) No passageway shall be required in conjunction with the construction of an accessory dwelling unit.

(vii) No setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit, and a setback of no more than four feet from the side and rear lot lines shall be required for an accessory dwelling unit that is not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.

(viii) Local building code requirements that apply to detached dwellings, as appropriate.

(ix) Approval by the local health officer where a private sewage disposal system is being used, if required.

(x) (I) Parking requirements for accessory dwelling units shall not exceed one parking space per unit or per bedroom, whichever is less. These spaces may be provided as tandem parking on a driveway.

(II) Offstreet parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.

(III) This clause shall not apply to a unit that is described in subdivision (d).

(xi) When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, the local agency shall not require that those offstreet parking spaces be replaced.

(2) The ordinance shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(3) A permit application to create an accessory dwelling unit or a junior accessory dwelling unit shall be considered ministerially without discretionary review or a hearing, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits. The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. A local agency may charge a fee to reimburse it for costs that it incurs as a result of amendments to this paragraph enacted during the 2001–02 Regular Session of the Legislature, including the costs of adopting or amending any ordinance that provides for the creation of an accessory dwelling unit.

(4) An existing ordinance governing the creation of an accessory dwelling unit by a local agency or an accessory dwelling ordinance adopted by a local agency shall provide an approval process that includes only ministerial provisions for the approval of accessory dwelling units and shall not include any discretionary processes, provisions, or requirements for those units, except as otherwise provided in this subdivision. If a local agency has an existing accessory dwelling unit ordinance that fails to meet the requirements of this subdivision, that ordinance shall be null and void and that agency shall thereafter apply the standards established in this subdivision for the approval of accessory dwelling units, unless and until the agency adopts an ordinance that complies with this section.

(5) No other local ordinance, policy, or regulation shall be the basis for the denial of a building permit or a use permit under this subdivision.

(6) This subdivision establishes the maximum standards that local agencies shall use to evaluate a proposed accessory dwelling unit on a lot zoned for residential use that includes a proposed or existing single-family dwelling. No additional standards, other than those provided in this

subdivision, shall be used or imposed, including an owner-occupant requirement, except that a local agency may require the property to be used for rentals of terms longer than 30 days.

(7) A local agency may amend its zoning ordinance or general plan to incorporate the policies, procedures, or other provisions applicable to the creation of an accessory dwelling unit if these provisions are consistent with the limitations of this subdivision.

(8) An accessory dwelling unit that conforms to this subdivision shall be deemed to be an accessory use or an accessory building and shall not be considered to exceed the allowable density for the lot upon which it is located, and shall be deemed to be a residential use that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling unit shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(b) When a local agency that has not adopted an ordinance governing accessory dwelling units in accordance with subdivision (a) receives an application for a permit to create an accessory dwelling unit pursuant to this subdivision, the local agency shall approve or disapprove the application ministerially without discretionary review pursuant to subdivision (a). The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall still be considered ministerially without discretionary review or a hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay.

(c) (1) Subject to paragraph (2), a local agency may establish minimum and maximum unit size requirements for both attached and detached accessory dwelling units.

(2) Notwithstanding paragraph (1), a local agency shall not establish by ordinance any of the following:

(A) A minimum square footage requirement for either an attached or detached accessory dwelling unit that prohibits an efficiency unit.

(B) A maximum square footage requirement for either an attached or detached accessory dwelling unit that is less than either of the following:

(i) 850 square feet.

(ii) 1,000 square feet for an accessory dwelling unit that provides more than one bedroom.

(C) Any other minimum or maximum size for an accessory dwelling unit, size based upon a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, and

minimum lot size, for either attached or detached dwellings that does not permit at least an 800 square foot accessory dwelling unit that is at least 16 feet in height with four-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.

(d) Notwithstanding any other law, a local agency, whether or not it has adopted an ordinance governing accessory dwelling units in accordance with subdivision (a), shall not impose parking standards for an accessory dwelling unit in any of the following instances:

(1) The accessory dwelling unit is located within one-half mile walking distance of public transit.

(2) The accessory dwelling unit is located within an architecturally and historically significant historic district.

(3) The accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.

(4) When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.

(5) When there is a car share vehicle located within one block of the accessory dwelling unit.

(e) (1) Notwithstanding subdivisions (a) to (d), inclusive, a local agency shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:

(A) One accessory dwelling unit and one junior accessory dwelling unit per lot with a proposed or existing single-family dwelling if all of the following apply:

(i) The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

(ii) The space has exterior access from the proposed or existing single-family dwelling.

(iii) The side and rear setbacks are sufficient for fire and safety.

(iv) The junior accessory dwelling unit complies with the requirements of Section 65852.22.

(B) One detached, new construction, accessory dwelling unit that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The accessory dwelling unit may be combined with a junior accessory dwelling unit described in subparagraph (A). A local agency may impose the following conditions on the accessory dwelling unit:

(i) A total floor area limitation of not more than 800 square feet.

(ii) A height limitation of 16 feet.

(C) (i) Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics,

basements, or garages, if each unit complies with state building standards for dwellings.

(ii) A local agency shall allow at least one accessory dwelling unit within an existing multifamily dwelling and shall allow up to 25 percent of the existing multifamily dwelling units.

(D) Not more than two accessory dwelling units that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit of 16 feet and four-foot rear yard and side setbacks.

(2) A local agency shall not require, as a condition for ministerial approval of a permit application for the creation of an accessory dwelling unit or a junior accessory dwelling unit, the correction of nonconforming zoning conditions.

(3) The installation of fire sprinklers shall not be required in an accessory dwelling unit if sprinklers are not required for the primary residence.

(4) A local agency shall require that a rental of the accessory dwelling unit created pursuant to this subdivision be for a term longer than 30 days.

(5) A local agency may require, as part of the application for a permit to create an accessory dwelling unit connected to an onsite water treatment system, a percolation test completed within the last five years, or, if the percolation test has been recertified, within the last 10 years.

(6) Notwithstanding subdivision (c) and paragraph (1), a local agency that has adopted an ordinance by July 1, 2018, providing for the approval of accessory dwelling units in multifamily dwelling structures shall ministerially consider a permit application to construct an accessory dwelling unit that is described in paragraph (1), and may impose standards including, but not limited to, design, development, and historic standards on said accessory dwelling units. These standards shall not include requirements on minimum lot size.

(f) (1) Fees charged for the construction of accessory dwelling units shall be determined in accordance with Chapter 5 (commencing with Section 66000) and Chapter 7 (commencing with Section 66012).

(2) Accessory dwelling units shall not be considered by a local agency, special district, or water corporation to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling.

(A) For an accessory dwelling unit described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee or capacity charge, unless the accessory dwelling unit was constructed with a new single-family home.

(B) For an accessory dwelling unit that is not described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation may require a new or separate utility connection directly between the accessory dwelling unit and the utility. Consistent with Section

66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed accessory dwelling unit, based upon either its size or the number of its plumbing fixtures, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service.

(g) This section does not limit the authority of local agencies to adopt less restrictive requirements for the creation of an accessory dwelling unit.

(h) (1) A local agency shall submit a copy of the ordinance adopted pursuant to subdivision (a) to the Department of Housing and Community Development within 60 days after adoption. After adoption of an ordinance, the department may submit written findings to the local agency as to whether the ordinance complies with this section.

(2) (A) If the department finds that the local agency's ordinance does not comply with this section, the department shall notify the local agency and shall provide the local agency with a reasonable time, no longer than 30 days, to respond to the findings before taking any other action authorized by this section.

(B) The local agency shall consider the findings made by the department pursuant to subparagraph (A) and shall do one of the following:

(i) Amend the ordinance to comply with this section.

(ii) Adopt the ordinance without changes. The local agency shall include findings in its resolution adopting the ordinance that explain the reasons the local agency believes that the ordinance complies with this section despite the findings of the department.

(3) (A) If the local agency does not amend its ordinance in response to the department's findings or does not adopt a resolution with findings explaining the reason the ordinance complies with this section and addressing the department's findings, the department shall notify the local agency and may notify the Attorney General that the local agency is in violation of state law.

(B) Before notifying the Attorney General that the local agency is in violation of state law, the department may consider whether a local agency adopted an ordinance in compliance with this section between January 1, 2017, and January 1, 2020.

(i) The department may review, adopt, amend, or repeal guidelines to implement uniform standards or criteria that supplement or clarify the terms, references, and standards set forth in this section. The guidelines adopted pursuant to this subdivision are not subject to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2.

(j) As used in this section, the following terms mean:

(1) "Accessory dwelling unit" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling it is or will be situated. An accessory dwelling unit also includes the following:

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

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

(2) “Accessory structure” means a structure that is accessory and incidental to a dwelling located on the same lot.

(3) “Living area” means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

(4) “Local agency” means a city, county, or city and county, whether general law or chartered.

(5) “Nonconforming zoning condition” means a physical improvement on a property that does not conform with current zoning standards.

(6) “Passageway” means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

(7) “Proposed dwelling” means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

(8) “Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

(9) “Tandem parking” means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

(k) A local agency shall not issue a certificate of occupancy for an accessory dwelling unit before the local agency issues a certificate of occupancy for the primary dwelling.

(l) Nothing in this section shall be construed to supersede or in any way alter or lessen the effect or application of the California Coastal Act of 1976 (Division 20 (commencing with Section 30000) of the Public Resources Code), except that the local government shall not be required to hold public hearings for coastal development permit applications for accessory dwelling units.

(m) This section shall remain in effect only until January 1, 2025, and as of that date is repealed.

SEC. 1.5. Section 65852.2 of the Government Code is amended to read:

65852.2. (a) (1) A local agency may, by ordinance, provide for the creation of accessory dwelling units in areas zoned to allow single-family or multifamily dwelling residential use. The ordinance shall do all of the following:

(A) Designate areas within the jurisdiction of the local agency where accessory dwelling units may be permitted. The designation of areas may be based on the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety. A local agency that does not provide water or sewer services shall consult with the local water or sewer service provider regarding the adequacy of water and sewer services before designating an area where accessory dwelling units may be permitted.

(B) (i) Impose standards on accessory dwelling units that include, but are not limited to, parking, height, setback, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Resources. These standards shall not include requirements on minimum lot size.

(ii) Notwithstanding clause (i), a local agency may reduce or eliminate parking requirements for any accessory dwelling unit located within its jurisdiction.

(C) Provide that accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, and that accessory dwelling units are a residential use that is consistent with the existing general plan and zoning designation for the lot.

(D) Require the accessory dwelling units to comply with all of the following:

(i) The accessory dwelling unit may be rented separate from the primary residence, but may not be sold or otherwise conveyed separate from the primary residence.

(ii) The lot is zoned to allow single-family or multifamily dwelling residential use and includes a proposed or existing dwelling.

(iii) The accessory dwelling unit is either attached to, or located within, the proposed or existing primary dwelling, including attached garages, storage areas or similar uses, or an accessory structure or detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling.

(iv) If there is an existing primary dwelling, the total floor area of an attached accessory dwelling unit shall not exceed 50 percent of the existing primary dwelling.

(v) The total floor area for a detached accessory dwelling unit shall not exceed 1,200 square feet.

(vi) No passageway shall be required in conjunction with the construction of an accessory dwelling unit.

(vii) No setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit, and a setback of no more than four feet from the side and rear lot lines shall be required for an accessory dwelling unit that is not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.

(viii) Local building code requirements that apply to detached dwellings, as appropriate.

(ix) Approval by the local health officer where a private sewage disposal system is being used, if required.

(x) (I) Parking requirements for accessory dwelling units shall not exceed one parking space per accessory dwelling unit or per bedroom, whichever is less. These spaces may be provided as tandem parking on a driveway.

(II) Offstreet parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.

(III) This clause shall not apply to an accessory dwelling unit that is described in subdivision (d).

(xi) When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, the local agency shall not require that those offstreet parking spaces be replaced.

(xii) Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.

(2) The ordinance shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(3) A permit application for an accessory dwelling unit or a junior accessory dwelling unit shall be considered and approved ministerially without discretionary review or a hearing, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits. The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. A local agency may charge a fee to reimburse it for costs incurred to implement this paragraph, including the costs of adopting or amending any ordinance that provides for the creation of an accessory dwelling unit.

(4) An existing ordinance governing the creation of an accessory dwelling unit by a local agency or an accessory dwelling ordinance adopted by a local agency shall provide an approval process that includes only ministerial provisions for the approval of accessory dwelling units and shall not include any discretionary processes, provisions, or requirements for those units, except as otherwise provided in this subdivision. If a local agency has an existing accessory dwelling unit ordinance that fails to meet the requirements of this subdivision, that ordinance shall be null and void and that agency shall thereafter apply the standards established in this subdivision for the approval of accessory dwelling units, unless and until the agency adopts an ordinance that complies with this section.

(5) No other local ordinance, policy, or regulation shall be the basis for the delay or denial of a building permit or a use permit under this subdivision.

(6) This subdivision establishes the maximum standards that local agencies shall use to evaluate a proposed accessory dwelling unit on a lot that includes a proposed or existing single-family dwelling. No additional standards, other than those provided in this subdivision, shall be used or imposed, including any owner-occupant requirement, except that a local agency may require that the property be used for rentals of terms longer than 30 days.

(7) A local agency may amend its zoning ordinance or general plan to incorporate the policies, procedures, or other provisions applicable to the creation of an accessory dwelling unit if these provisions are consistent with the limitations of this subdivision.

(8) An accessory dwelling unit that conforms to this subdivision shall be deemed to be an accessory use or an accessory building and shall not be considered to exceed the allowable density for the lot upon which it is located, and shall be deemed to be a residential use that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling unit shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(b) When a local agency that has not adopted an ordinance governing accessory dwelling units in accordance with subdivision (a) receives an application for a permit to create an accessory dwelling unit pursuant to this subdivision, the local agency shall approve or disapprove the application ministerially without discretionary review pursuant to subdivision (a). The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall still be considered ministerially without discretionary review or a hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. If the local agency has not acted upon the completed application within 60 days, the application shall be deemed approved.

(c) (1) Subject to paragraph (2), a local agency may establish minimum and maximum unit size requirements for both attached and detached accessory dwelling units.

(2) Notwithstanding paragraph (1), a local agency shall not establish by ordinance any of the following:

(A) A minimum square footage requirement for either an attached or detached accessory dwelling unit that prohibits an efficiency unit.

(B) A maximum square footage requirement for either an attached or detached accessory dwelling unit that is less than either of the following:

- (i) 850 square feet.
- (ii) 1,000 square feet for an accessory dwelling unit that provides more than one bedroom.

(C) Any other minimum or maximum size for an accessory dwelling unit, size based upon a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, and minimum lot size, for either attached or detached dwellings that does not permit at least an 800 square foot accessory dwelling unit that is at least 16 feet in height with four-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.

(d) Notwithstanding any other law, a local agency, whether or not it has adopted an ordinance governing accessory dwelling units in accordance with subdivision (a), shall not impose parking standards for an accessory dwelling unit in any of the following instances:

- (1) The accessory dwelling unit is located within one-half mile walking distance of public transit.
- (2) The accessory dwelling unit is located within an architecturally and historically significant historic district.
- (3) The accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.
- (4) When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.
- (5) When there is a car share vehicle located within one block of the accessory dwelling unit.

(e) (1) Notwithstanding subdivisions (a) to (d), inclusive, a local agency shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:

(A) One accessory dwelling unit or junior accessory dwelling unit per lot with a proposed or existing single-family dwelling if all of the following apply:

- (i) The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.
- (ii) The space has exterior access from the proposed or existing single-family dwelling.
- (iii) The side and rear setbacks are sufficient for fire and safety.
- (iv) The junior accessory dwelling unit complies with the requirements of Section 65852.22.

(B) One detached, new construction, accessory dwelling unit that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The accessory dwelling unit may be

combined with a junior accessory dwelling unit described in subparagraph (A). A local agency may impose the following conditions on the accessory dwelling unit:

- (i) A total floor area limitation of not more than 800 square feet.
- (ii) A height limitation of 16 feet.

(C) (i) Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings.

(ii) A local agency shall allow at least one accessory dwelling unit within an existing multifamily dwelling and shall allow up to 25 percent of the existing multifamily dwelling units.

(D) Not more than two accessory dwelling units that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit of 16 feet and four-foot rear yard and side setbacks.

(2) A local agency shall not require, as a condition for ministerial approval of a permit application for the creation of an accessory dwelling unit or a junior accessory dwelling unit, the correction of nonconforming zoning conditions.

(3) The installation of fire sprinklers shall not be required in an accessory dwelling unit if sprinklers are not required for the primary residence.

(4) A local agency shall require that a rental of the accessory dwelling unit created pursuant to this subdivision be for a term longer than 30 days.

(5) A local agency may require, as part of the application for a permit to create an accessory dwelling unit connected to an onsite water treatment system, a percolation test completed within the last five years, or, if the percolation test has been recertified, within the last 10 years.

(6) Notwithstanding subdivision (c) and paragraph (1) a local agency that has adopted an ordinance by July 1, 2018, providing for the approval of accessory dwelling units in multifamily dwelling structures shall ministerially consider a permit application to construct an accessory dwelling unit that is described in paragraph (1), and may impose standards including, but not limited to, design, development, and historic standards on said accessory dwelling units. These standards shall not include requirements on minimum lot size.

(f) (1) Fees charged for the construction of accessory dwelling units shall be determined in accordance with Chapter 5 (commencing with Section 66000) and Chapter 7 (commencing with Section 66012).

(2) An accessory dwelling unit shall not be considered by a local agency, special district, or water corporation to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling.

(3) (A) A local agency, special district, or water corporation shall not impose any impact fee upon the development of an accessory dwelling unit

less than 750 square feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.

(B) For purposes of this paragraph, “impact fee” has the same meaning as the term “fee” is defined in subdivision (b) of Section 66000, except that it also includes fees specified in Section 66477. “Impact fee” does not include any connection fee or capacity charge charged by a local agency, special district, or water corporation.

(4) For an accessory dwelling unit described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee or capacity charge, unless the accessory dwelling unit was constructed with a new single-family home.

(5) For an accessory dwelling unit that is not described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation may require a new or separate utility connection directly between the accessory dwelling unit and the utility. Consistent with Section 66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed accessory dwelling unit, based upon either its square feet or the number of its drainage fixture unit (DFU) values, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service.

(g) This section does not limit the authority of local agencies to adopt less restrictive requirements for the creation of an accessory dwelling unit.

(h) (1) A local agency shall submit a copy of the ordinance adopted pursuant to subdivision (a) to the Department of Housing and Community Development within 60 days after adoption. After adoption of an ordinance, the department may submit written findings to the local agency as to whether the ordinance complies with this section.

(2) (A) If the department finds that the local agency’s ordinance does not comply with this section, the department shall notify the local agency and shall provide the local agency with a reasonable time, no longer than 30 days, to respond to the findings before taking any other action authorized by this section.

(B) The local agency shall consider the findings made by the department pursuant to subparagraph (A) and shall do one of the following:

(i) Amend the ordinance to comply with this section.

(ii) Adopt the ordinance without changes. The local agency shall include findings in its resolution adopting the ordinance that explain the reasons the local agency believes that the ordinance complies with this section despite the findings of the department.

(3) (A) If the local agency does not amend its ordinance in response to the department’s findings or does not adopt a resolution with findings explaining the reason the ordinance complies with this section and addressing

the department's findings, the department shall notify the local agency and may notify the Attorney General that the local agency is in violation of state law.

(B) Before notifying the Attorney General that the local agency is in violation of state law, the department may consider whether a local agency adopted an ordinance in compliance with this section between January 1, 2017, and January 1, 2020.

(i) The department may review, adopt, amend, or repeal guidelines to implement uniform standards or criteria that supplement or clarify the terms, references, and standards set forth in this section. The guidelines adopted pursuant to this subdivision are not subject to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2.

(j) As used in this section, the following terms mean:

(1) "Accessory dwelling unit" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit.

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

(2) "Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.

(3) "Efficiency unit" has the same meaning as defined in Section 17958.1 of the Health and Safety Code.

(4) "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

(5) "Local agency" means a city, county, or city and county, whether general law or chartered.

(6) "Neighborhood" has the same meaning as set forth in Section 65589.5.

(7) "Nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.

(8) "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

(9) "Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

(10) "Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

(11) "Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

(k) A local agency shall not issue a certificate of occupancy for an accessory dwelling unit before the local agency issues a certificate of occupancy for the primary dwelling.

(l) Nothing in this section shall be construed to supersede or in any way alter or lessen the effect or application of the California Coastal Act of 1976 (Division 20 (commencing with Section 30000) of the Public Resources Code), except that the local government shall not be required to hold public hearings for coastal development permit applications for accessory dwelling units.

(m) A local agency may count an accessory dwelling unit for purposes of identifying adequate sites for housing, as specified in subdivision (a) of Section 65583.1, subject to authorization by the department and compliance with this division.

(n) In enforcing building standards pursuant to Article 1 (commencing with Section 17960) of Chapter 5 of Part 1.5 of Division 13 of the Health and Safety Code for an accessory dwelling unit described in paragraph (1) or (2) below, a local agency, upon request of an owner of an accessory dwelling unit for a delay in enforcement, shall delay enforcement of a building standard, subject to compliance with Section 17980.12 of the Health and Safety Code:

(1) The accessory dwelling unit was built before January 1, 2020.

(2) The accessory dwelling unit was built on or after January 1, 2020, in a local jurisdiction that, at the time the accessory dwelling unit was built, had a noncompliant accessory dwelling unit ordinance, but the ordinance is compliant at the time the request is made.

(o) This section shall remain in effect only until January 1, 2025, and as of that date is repealed.

SEC. 2. Section 65852.2 is added to the Government Code, to read:

65852.2. (a) (1) A local agency may, by ordinance, provide for the creation of accessory dwelling units in areas zoned to allow single-family or multifamily use. The ordinance shall do all of the following:

(A) Designate areas within the jurisdiction of the local agency where accessory dwelling units may be permitted. The designation of areas may be based on the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety.

(B) (i) Impose standards on accessory dwelling units that include, but are not limited to, parking, height, setback, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Places. These standards shall not include requirements on minimum lot size.

(ii) Notwithstanding clause (i), a local agency may reduce or eliminate parking requirements for any accessory dwelling unit located within its jurisdiction.

(C) Provide that accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, and that accessory dwelling units are a residential use that is consistent with the existing general plan and zoning designation for the lot.

(D) Require the accessory dwelling units to comply with all of the following:

(i) The unit may be rented separate from the primary residence, but may not be sold or otherwise conveyed separate from the primary residence.

(ii) The lot is zoned to allow single-family or multifamily use and includes a proposed or existing single-family dwelling.

(iii) The accessory dwelling unit is either attached to, or located within, the proposed or existing primary dwelling, including attached garages, storage areas or similar uses, or an accessory structure or detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling.

(iv) If there is an existing primary dwelling, the total floor area of an attached accessory dwelling unit shall not exceed 50 percent of the existing primary dwelling.

(v) The total floor area for a detached accessory dwelling unit shall not exceed 1,200 square feet.

(vi) No passageway shall be required in conjunction with the construction of an accessory dwelling unit.

(vii) No setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit, and a setback of no more than four feet from the side and rear lot lines shall be required for an accessory dwelling unit that is not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.

(viii) Local building code requirements that apply to detached dwellings, as appropriate.

(ix) Approval by the local health officer where a private sewage disposal system is being used, if required.

(x) (I) Parking requirements for accessory dwelling units shall not exceed one parking space per unit or per bedroom, whichever is less. These spaces may be provided as tandem parking on a driveway.

(II) Offstreet parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.

(III) This clause shall not apply to a unit that is described in subdivision (d).

(xi) When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, the local agency shall not require that those offstreet parking spaces be replaced.

(2) The ordinance shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(3) A permit application to create an accessory dwelling unit or a junior accessory dwelling unit shall be considered ministerially without discretionary review or a hearing, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits. The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. A local agency may charge a fee to reimburse it for costs that it incurs as a result of amendments to this paragraph enacted during the 2001–02 Regular Session of the Legislature, including the costs of adopting or amending any ordinance that provides for the creation of an accessory dwelling unit.

(4) An existing ordinance governing the creation of an accessory dwelling unit by a local agency or an accessory dwelling ordinance adopted by a local agency shall provide an approval process that includes only ministerial provisions for the approval of accessory dwelling units and shall not include any discretionary processes, provisions, or requirements for those units, except as otherwise provided in this subdivision. If a local agency has an existing accessory dwelling unit ordinance that fails to meet the requirements of this subdivision, that ordinance shall be null and void and that agency shall thereafter apply the standards established in this subdivision for the approval of accessory dwelling units, unless and until the agency adopts an ordinance that complies with this section.

(5) No other local ordinance, policy, or regulation shall be the basis for the denial of a building permit or a use permit under this subdivision.

(6) (A) This subdivision establishes the maximum standards that local agencies shall use to evaluate a proposed accessory dwelling unit on a lot zoned for residential use that includes a proposed or existing single-family dwelling. No additional standards, other than those provided in this subdivision, shall be used or imposed, except that, subject to subparagraph (B), a local agency may require an applicant for a permit issued pursuant to this subdivision for an accessory dwelling unit created on or after January 1, 2025, to be an owner-occupant, or may require the property to be used for rentals of terms longer than 30 days.

(B) Notwithstanding subparagraph (A), a local agency shall not impose an owner-occupant requirement on an accessory dwelling unit permitted

between January 1, 2020, to January 1, 2025, during which time the local agency was prohibited from imposing an owner-occupant requirement.

(7) A local agency may amend its zoning ordinance or general plan to incorporate the policies, procedures, or other provisions applicable to the creation of an accessory dwelling unit if these provisions are consistent with the limitations of this subdivision.

(8) An accessory dwelling unit that conforms to this subdivision shall be deemed to be an accessory use or an accessory building and shall not be considered to exceed the allowable density for the lot upon which it is located, and shall be deemed to be a residential use that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling unit shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(b) When a local agency that has not adopted an ordinance governing accessory dwelling units in accordance with subdivision (a) receives an application for a permit to create an accessory dwelling unit pursuant to this subdivision, the local agency shall approve or disapprove the application ministerially without discretionary review pursuant to subdivision (a). The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall still be considered ministerially without discretionary review or a hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay.

(c) (1) Subject to paragraph (2), a local agency may establish minimum and maximum unit size requirements for both attached and detached accessory dwelling units.

(2) Notwithstanding paragraph (1), a local agency shall not establish by ordinance any of the following:

(A) A minimum square footage requirement for either an attached or detached accessory dwelling unit that prohibits an efficiency unit.

(B) A maximum square footage requirement for either an attached or detached accessory dwelling unit that is less than either of the following:

(i) 850 square feet.

(ii) 1,000 square feet for an accessory dwelling unit that provides more than one bedroom.

(C) Any other minimum or maximum size for an accessory dwelling unit, size based upon a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, and minimum lot size, for either attached or detached dwellings that does not

permit at least an 800 square foot accessory dwelling unit that is at least 16 feet in height with four-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.

(d) Notwithstanding any other law, a local agency, whether or not it has adopted an ordinance governing accessory dwelling units in accordance with subdivision (a), shall not impose parking standards for an accessory dwelling unit in any of the following instances:

(1) The accessory dwelling unit is located within one-half mile walking distance of public transit.

(2) The accessory dwelling unit is located within an architecturally and historically significant historic district.

(3) The accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.

(4) When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.

(5) When there is a car share vehicle located within one block of the accessory dwelling unit.

(e) (1) Notwithstanding subdivisions (a) to (d), inclusive, a local agency shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:

(A) One accessory dwelling unit and one junior accessory dwelling unit per lot with a proposed or existing single-family dwelling if all of the following apply:

(i) The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

(ii) The space has exterior access from the proposed or existing single-family dwelling.

(iii) The side and rear setbacks are sufficient for fire and safety.

(iv) The junior accessory dwelling unit complies with the requirements of Section 65852.22.

(B) One detached, new construction, accessory dwelling unit that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The accessory dwelling unit may be combined with a junior accessory dwelling unit described in subparagraph (A). A local agency may impose the following conditions on the accessory dwelling unit:

(i) A total floor area limitation of not more than 800 square feet.

(ii) A height limitation of 16 feet.

(C) (i) Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics,

basements, or garages, if each unit complies with state building standards for dwellings.

(ii) A local agency shall allow at least one accessory dwelling unit within an existing multifamily dwelling and shall allow up to 25 percent of the existing multifamily dwelling units.

(D) Not more than two accessory dwelling units that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit of 16 feet and four-foot rear yard and side setbacks.

(2) A local agency shall not require, as a condition for ministerial approval of a permit application for the creation of an accessory dwelling unit or a junior accessory dwelling unit, the correction of nonconforming zoning conditions.

(3) The installation of fire sprinklers shall not be required in an accessory dwelling unit if sprinklers are not required for the primary residence.

(4) A local agency may require owner occupancy for either the primary dwelling or the accessory dwelling unit on a single-family lot, subject to the requirements of paragraph (6) of subdivision (a).

(5) A local agency shall require that a rental of the accessory dwelling unit created pursuant to this subdivision be for a term longer than 30 days.

(6) A local agency may require, as part of the application for a permit to create an accessory dwelling unit connected to an onsite water treatment system, a percolation test completed within the last five years, or, if the percolation test has been recertified, within the last 10 years.

(7) Notwithstanding subdivision (c) and paragraph (1), a local agency that has adopted an ordinance by July 1, 2018, providing for the approval of accessory dwelling units in multifamily dwelling structures shall ministerially consider a permit application to construct an accessory dwelling unit that is described in paragraph (1), and may impose standards including, but not limited to, design, development, and historic standards on said accessory dwelling units. These standards shall not include requirements on minimum lot size.

(f) (1) Fees charged for the construction of accessory dwelling units shall be determined in accordance with Chapter 5 (commencing with Section 66000) and Chapter 7 (commencing with Section 66012).

(2) Accessory dwelling units shall not be considered by a local agency, special district, or water corporation to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling.

(A) For an accessory dwelling unit described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee or capacity charge, unless the accessory dwelling unit was constructed with a new single-family home.

(B) For an accessory dwelling unit that is not described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation may require a new or separate utility connection directly between the accessory dwelling unit and the utility. Consistent with Section 66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed accessory dwelling unit, based upon either its size or the number of its plumbing fixtures, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service.

(g) This section does not limit the authority of local agencies to adopt less restrictive requirements for the creation of an accessory dwelling unit.

(h) (1) A local agency shall submit a copy of the ordinance adopted pursuant to subdivision (a) to the Department of Housing and Community Development within 60 days after adoption. After adoption of an ordinance, the department may submit written findings to the local agency as to whether the ordinance complies with this section.

(2) (A) If the department finds that the local agency's ordinance does not comply with this section, the department shall notify the local agency and shall provide the local agency with a reasonable time, no longer than 30 days, to respond to the findings before taking any other action authorized by this section.

(B) The local agency shall consider the findings made by the department pursuant to subparagraph (A) and shall do one of the following:

(i) Amend the ordinance to comply with this section.

(ii) Adopt the ordinance without changes. The local agency shall include findings in its resolution adopting the ordinance that explain the reasons the local agency believes that the ordinance complies with this section despite the findings of the department.

(3) (A) If the local agency does not amend its ordinance in response to the department's findings or does not adopt a resolution with findings explaining the reason the ordinance complies with this section and addressing the department's findings, the department shall notify the local agency and may notify the Attorney General that the local agency is in violation of state law.

(B) Before notifying the Attorney General that the local agency is in violation of state law, the department may consider whether a local agency adopted an ordinance in compliance with this section between January 1, 2017, and January 1, 2020.

(i) The department may review, adopt, amend, or repeal guidelines to implement uniform standards or criteria that supplement or clarify the terms, references, and standards set forth in this section. The guidelines adopted pursuant to this subdivision are not subject to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2.

(j) As used in this section, the following terms mean:

(1) "Accessory dwelling unit" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary

residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:

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

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

(2) “Accessory structure” means a structure that is accessory and incidental to a dwelling located on the same lot.

(3) “Living area” means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

(4) “Local agency” means a city, county, or city and county, whether general law or chartered.

(5) “Nonconforming zoning condition” means a physical improvement on a property that does not conform with current zoning standards.

(6) “Passageway” means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

(7) “Proposed dwelling” means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

(8) “Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

(9) “Tandem parking” means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

(k) A local agency shall not issue a certificate of occupancy for an accessory dwelling unit before the local agency issues a certificate of occupancy for the primary dwelling.

(l) Nothing in this section shall be construed to supersede or in any way alter or lessen the effect or application of the California Coastal Act of 1976 (Division 20 (commencing with Section 30000) of the Public Resources Code), except that the local government shall not be required to hold public hearings for coastal development permit applications for accessory dwelling units.

(m) This section shall become operative on January 1, 2025.

SEC. 2.5. Section 65852.2 is added to the Government Code, to read:

65852.2. (a) (1) A local agency may, by ordinance, provide for the creation of accessory dwelling units in areas zoned to allow single-family or multifamily dwelling residential use. The ordinance shall do all of the following:

(A) Designate areas within the jurisdiction of the local agency where accessory dwelling units may be permitted. The designation of areas may be based on the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety. A local agency that does not provide water or sewer services shall consult with the local

water or sewer service provider regarding the adequacy of water and sewer services before designating an area where accessory dwelling units may be permitted.

(B) (i) Impose standards on accessory dwelling units that include, but are not limited to, parking, height, setback, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Resources. These standards shall not include requirements on minimum lot size.

(ii) Notwithstanding clause (i), a local agency may reduce or eliminate parking requirements for any accessory dwelling unit located within its jurisdiction.

(C) Provide that accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, and that accessory dwelling units are a residential use that is consistent with the existing general plan and zoning designation for the lot.

(D) Require the accessory dwelling units to comply with all of the following:

(i) The accessory dwelling unit may be rented separate from the primary residence, but may not be sold or otherwise conveyed separate from the primary residence.

(ii) The lot is zoned to allow single-family or multifamily dwelling residential use and includes a proposed or existing dwelling.

(iii) The accessory dwelling unit is either attached to, or located within, the proposed or existing primary dwelling, including attached garages, storage areas or similar uses, or an accessory structure or detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling.

(iv) If there is an existing primary dwelling, the total floor area of an attached accessory dwelling unit shall not exceed 50 percent of the existing primary dwelling.

(v) The total floor area for a detached accessory dwelling unit shall not exceed 1,200 square feet.

(vi) No passageway shall be required in conjunction with the construction of an accessory dwelling unit.

(vii) No setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit, and a setback of no more than four feet from the side and rear lot lines shall be required for an accessory dwelling unit that is not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.

(viii) Local building code requirements that apply to detached dwellings, as appropriate.

(ix) Approval by the local health officer where a private sewage disposal system is being used, if required.

(x) (I) Parking requirements for accessory dwelling units shall not exceed one parking space per accessory dwelling unit or per bedroom, whichever is less. These spaces may be provided as tandem parking on a driveway.

(II) Offstreet parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.

(III) This clause shall not apply to an accessory dwelling unit that is described in subdivision (d).

(xi) When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, the local agency shall not require that those offstreet parking spaces be replaced.

(xii) Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.

(2) The ordinance shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(3) A permit application for an accessory dwelling unit or a junior accessory dwelling unit shall be considered and approved ministerially without discretionary review or a hearing, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits. The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. A local agency may charge a fee to reimburse it for costs incurred to implement this paragraph, including the costs of adopting or amending any ordinance that provides for the creation of an accessory dwelling unit.

(4) An existing ordinance governing the creation of an accessory dwelling unit by a local agency or an accessory dwelling ordinance adopted by a local agency shall provide an approval process that includes only ministerial provisions for the approval of accessory dwelling units and shall not include any discretionary processes, provisions, or requirements for those units, except as otherwise provided in this subdivision. If a local agency has an existing accessory dwelling unit ordinance that fails to meet the requirements of this subdivision, that ordinance shall be null and void and that agency shall thereafter apply the standards established in this subdivision for the

approval of accessory dwelling units, unless and until the agency adopts an ordinance that complies with this section.

(5) No other local ordinance, policy, or regulation shall be the basis for the delay or denial of a building permit or a use permit under this subdivision.

(6) (A) This subdivision establishes the maximum standards that local agencies shall use to evaluate a proposed accessory dwelling unit on a lot that includes a proposed or existing single-family dwelling. No additional standards, other than those provided in this subdivision, shall be used or imposed except that, subject to subparagraph (B), a local agency may require an applicant for a permit issued pursuant to this subdivision to be an owner-occupant or that the property be used for rentals of terms longer than 30 days.

(B) Notwithstanding subparagraph (A), a local agency shall not impose an owner-occupant requirement on an accessory dwelling unit permitted between January 1, 2020, to January 1, 2025, during which time the local agency was prohibited from imposing an owner-occupant requirement.

(7) A local agency may amend its zoning ordinance or general plan to incorporate the policies, procedures, or other provisions applicable to the creation of an accessory dwelling unit if these provisions are consistent with the limitations of this subdivision.

(8) An accessory dwelling unit that conforms to this subdivision shall be deemed to be an accessory use or an accessory building and shall not be considered to exceed the allowable density for the lot upon which it is located, and shall be deemed to be a residential use that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling unit shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(b) When a local agency that has not adopted an ordinance governing accessory dwelling units in accordance with subdivision (a) receives an application for a permit to create an accessory dwelling unit pursuant to this subdivision, the local agency shall approve or disapprove the application ministerially without discretionary review pursuant to subdivision (a). The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall still be considered ministerially without discretionary review or a hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. If the local agency has not acted upon the completed application within 60 days, the application shall be deemed approved.

(c) (1) Subject to paragraph (2), a local agency may establish minimum and maximum unit size requirements for both attached and detached accessory dwelling units.

(2) Notwithstanding paragraph (1), a local agency shall not establish by ordinance any of the following:

(A) A minimum square footage requirement for either an attached or detached accessory dwelling unit that prohibits an efficiency unit.

(B) A maximum square footage requirement for either an attached or detached accessory dwelling unit that is less than either of the following:

(i) 850 square feet.

(ii) 1,000 square feet for an accessory dwelling unit that provides more than one bedroom.

(C) Any other minimum or maximum size for an accessory dwelling unit, size based upon a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, and minimum lot size, for either attached or detached dwellings that does not permit at least an 800 square foot accessory dwelling unit that is at least 16 feet in height with four-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.

(d) Notwithstanding any other law, a local agency, whether or not it has adopted an ordinance governing accessory dwelling units in accordance with subdivision (a), shall not impose parking standards for an accessory dwelling unit in any of the following instances:

(1) The accessory dwelling unit is located within one-half mile walking distance of public transit.

(2) The accessory dwelling unit is located within an architecturally and historically significant historic district.

(3) The accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.

(4) When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.

(5) When there is a car share vehicle located within one block of the accessory dwelling unit.

(e) (1) Notwithstanding subdivisions (a) to (d), inclusive, a local agency shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:

(A) One accessory dwelling unit or junior accessory dwelling unit per lot with a proposed or existing single-family dwelling if all of the following apply:

(i) The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

(ii) The space has exterior access from the proposed or existing single-family dwelling.

(iii) The side and rear setbacks are sufficient for fire and safety.

(iv) The junior accessory dwelling unit complies with the requirements of Section 65852.22.

(B) One detached, new construction, accessory dwelling unit that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The accessory dwelling unit may be combined with a junior accessory dwelling unit described in subparagraph (A). A local agency may impose the following conditions on the accessory dwelling unit:

(i) A total floor area limitation of not more than 800 square feet.

(ii) A height limitation of 16 feet.

(C) (i) Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings.

(ii) A local agency shall allow at least one accessory dwelling unit within an existing multifamily dwelling and may shall allow up to 25 percent of the existing multifamily dwelling units.

(D) Not more than two accessory dwelling units that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit of 16 feet and four-foot rear yard and side setbacks.

(2) A local agency shall not require, as a condition for ministerial approval of a permit application for the creation of an accessory dwelling unit or a junior accessory dwelling unit, the correction of nonconforming zoning conditions.

(3) The installation of fire sprinklers shall not be required in an accessory dwelling unit if sprinklers are not required for the primary residence.

(4) A local agency may require owner occupancy for either the primary dwelling or the accessory dwelling unit on a single-family lot, subject to the requirements of paragraph (6) of subdivision (a).

(5) A local agency shall require that a rental of the accessory dwelling unit created pursuant to this subdivision be for a term longer than 30 days.

(6) A local agency may require, as part of the application for a permit to create an accessory dwelling unit connected to an onsite water treatment system, a percolation test completed within the last five years, or, if the percolation test has been recertified, within the last 10 years.

(7) Notwithstanding subdivision (c) and paragraph (1) a local agency that has adopted an ordinance by July 1, 2018, providing for the approval of accessory dwelling units in multifamily dwelling structures shall ministerially consider a permit application to construct an accessory dwelling unit that is described in paragraph (1), and may impose standards including, but not limited to, design, development, and historic standards on said

accessory dwelling units. These standards shall not include requirements on minimum lot size.

(f) (1) Fees charged for the construction of accessory dwelling units shall be determined in accordance with Chapter 5 (commencing with Section 66000) and Chapter 7 (commencing with Section 66012).

(2) An accessory dwelling unit shall not be considered by a local agency, special district, or water corporation to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling.

(3) (A) A local agency, special district, or water corporation shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 square feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.

(B) For purposes of this paragraph, “impact fee” has the same meaning as the term “fee” is defined in subdivision (b) of Section 66000, except that it also includes fees specified in Section 66477. “Impact fee” does not include any connection fee or capacity charge charged by a local agency, special district, or water corporation.

(4) For an accessory dwelling unit described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee or capacity charge, unless the accessory dwelling unit was constructed with a new single-family dwelling.

(5) For an accessory dwelling unit that is not described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation may require a new or separate utility connection directly between the accessory dwelling unit and the utility. Consistent with Section 66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed accessory dwelling unit, based upon either its square feet or the number of its drainage fixture unit (DFU) values, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service.

(g) This section does not limit the authority of local agencies to adopt less restrictive requirements for the creation of an accessory dwelling unit.

(h) (1) A local agency shall submit a copy of the ordinance adopted pursuant to subdivision (a) to the Department of Housing and Community Development within 60 days after adoption. After adoption of an ordinance, the department may submit written findings to the local agency as to whether the ordinance complies with this section.

(2) (A) If the department finds that the local agency’s ordinance does not comply with this section, the department shall notify the local agency and shall provide the local agency with a reasonable time, no longer than

30 days, to respond to the findings before taking any other action authorized by this section.

(B) The local agency shall consider the findings made by the department pursuant to subparagraph (A) and shall do one of the following:

(i) Amend the ordinance to comply with this section.

(ii) Adopt the ordinance without changes. The local agency shall include findings in its resolution adopting the ordinance that explain the reasons the local agency believes that the ordinance complies with this section despite the findings of the department.

(3) (A) If the local agency does not amend its ordinance in response to the department's findings or does not adopt a resolution with findings explaining the reason the ordinance complies with this section and addressing the department's findings, the department shall notify the local agency and may notify the Attorney General that the local agency is in violation of state law.

(B) Before notifying the Attorney General that the local agency is in violation of state law, the department may consider whether a local agency adopted an ordinance in compliance with this section between January 1, 2017, and January 1, 2020.

(i) The department may review, adopt, amend, or repeal guidelines to implement uniform standards or criteria that supplement or clarify the terms, references, and standards set forth in this section. The guidelines adopted pursuant to this subdivision are not subject to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2.

(j) As used in this section, the following terms mean:

(1) "Accessory dwelling unit" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit.

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

(2) "Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.

(3) "Efficiency unit" has the same meaning as defined in Section 17958.1 of the Health and Safety Code.

(4) "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

(5) "Local agency" means a city, county, or city and county, whether general law or chartered.

(6) "Neighborhood" has the same meaning as set forth in Section 65589.5.

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

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

(7) “Nonconforming zoning condition” means a physical improvement on a property that does not conform with current zoning standards.

(8) “Passageway” means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

(9) “Proposed dwelling” means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

(10) “Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

(11) “Tandem parking” means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

(k) A local agency shall not issue a certificate of occupancy for an accessory dwelling unit before the local agency issues a certificate of occupancy for the primary dwelling.

(l) Nothing in this section shall be construed to supersede or in any way alter or lessen the effect or application of the California Coastal Act of 1976 (Division 20 (commencing with Section 30000) of the Public Resources Code), except that the local government shall not be required to hold public hearings for coastal development permit applications for accessory dwelling units.

(m) A local agency may count an accessory dwelling unit for purposes of identifying adequate sites for housing, as specified in subdivision (a) of Section 65583.1, subject to authorization by the department and compliance with this division.

(n) In enforcing building standards pursuant to Article 1 (commencing with Section 17960) of Chapter 5 of Part 1.5 of Division 13 of the Health and Safety Code for an accessory dwelling unit described in paragraph (1) or (2) below, a local agency, upon request of an owner of an accessory dwelling unit for a delay in enforcement, shall delay enforcement of a building standard, subject to compliance with Section 17980.12 of the Health and Safety Code:

(1) The accessory dwelling unit was built before January 1, 2020.

(2) The accessory dwelling unit was built on or after January 1, 2020, in a local jurisdiction that, at the time the accessory dwelling unit was built, had a noncompliant accessory dwelling unit ordinance, but the ordinance is compliant at the time the request is made.

(o) This section shall become operative on January 1, 2025.

SEC. 3. Sections 1.5 and 2.5 of this bill incorporates amendments to Section 65852.2 of the Government Code proposed by both this bill and Senate Bill 13. That section of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2020, (2) each bill amends Section 65852.2 of the Government Code, and (3) this bill is enacted after Senate Bill 13, in which case Sections 1 and 2 of this bill shall not become operative.

SEC. 4. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.

SEC. 5. The Legislature finds and declares that Sections 1 and 2 of this act amending, repealing, and adding Section 65852.2 of the Government Code addresses a matter of statewide concern rather than a municipal affair, as that term is used in Section 5 of Article XI of the California Constitution. Therefore, Section 1 of this act applies to all cities, including charter cities.

O

AGENDA DESCRIPTION: Continue the public hearing regarding the Zone Text Amendment creating a pilot program to allow and regulate Short-Term Rentals in the City’s residential zoning districts through a Short-term Rental Permit process to the regular meeting of February 4, 2020.

ENVIRONMENTAL DETERMINATION: The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Class 6 (Information Collection) (14 Cal. Code Regs. § 15306), because it involves creating a regulatory process for a use in the Residential zoning districts for a limited time.


RECOMMENDED COUNCIL ACTION: Continue the item to the February 4, 2020, City Council meeting.



ATTACHED SUPPORTING DOCUMENTS: None

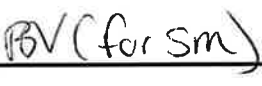
FISCAL IMPACT: None with this action.

STRATEGIC PLAN COMPLIANCE

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

PREPARED BY: Eduardo Schonborn, AICP, Principal Planner 

REVIEWED BY: Gregg McClain, Planning Manager 
Sam Lee, Planning and Building Safety Director 

APPROVED BY: Scott Mitnick, City Manager 

BACKGROUND AND RECOMMENDATION

On November 19, 2019, City Council considered a proposed Ordinance to create a pilot program to allow and regulate Short-Term Rentals in the City’s residential zoning districts through a Short-term Rental Permit process. After hearing from the public and deliberation, City Council continued the item to the December 3, 2019, meeting, then to the January 21, 2020, meeting. Staff recommends City Council continue the item to the February 4, 2020, City Council meeting.

AGENDA DESCRIPTION:

Approve and authorize the City Manager to sign a successor agreement with the South Bay Regional Public Communications Authority SBRPCA to continue to provide the City emergency police and fire dispatch services. (Fiscal Impact: none)

RECOMMENDED COUNCIL ACTION:

1. Authorize City Manager to execute a ten (10) year Agreement with the South Bay Regional Public Communications Authority to provide emergency police and fire dispatch services.

ATTACHED SUPPORTING DOCUMENTS:

1. South Bay Regional Public Communications Authority- Cost Allocation Policy Implementation

FISCAL IMPACT: No FY 19/20 Fiscal Impact

STRATEGIC PLAN:

- Goal:** 2. Support Community Safety and Preparedness
- Objectives:** 1. El Segundo is a safe and prepared city.

ORIGINATED BY: Jaime Bermudez, Police Captain *JB*
REVIEWED BY: Bill Whalen, Chief of Police *BW*
Chris Donovan, Fire Chief *CD*
APPROVED BY: Scott Mitnick, City Manager *SM (for SW)*

BACKGROUND AND DISCUSSION:

The South Bay Regional Public Communications Authority (SBRPCA) is a Joint Powers Authority owned by the cities of Gardena, Hawthorne, and Manhattan Beach. The SBRPCA provides communications services to these member cities as well as the cities of El Segundo, Culver City and Hermosa Beach under contracts. The SBRPCA also provides technical services such as installation of radio equipment and emergency lighting in police and fire vehicles for both member and contract cities.

From 1977 to 2000, the SBRPCA provided the City of El Segundo (City) emergency police and fire dispatch services. Due to service issues provided at the time by SBRPCA, the City began exploring the idea of establishing its own communications center, with the goal of eventually

offering regional dispatch services to area police and fire agencies. In August 2000, the City opened its own newly constructed emergency communications center in the existing police facility. The communications facility was built using approximately \$2.8 million from the General Fund and the Police Asset Forfeiture Fund. Additionally, the City's start-up cost for equipment alone was approximately \$2.5 million, with equipment life expectancy set at 10-15 years. In addition to El Segundo Police (ESPD) and Fire (ESFD), emergency dispatch services were also provided to the City of Hermosa Beach as a contract city. The operational cost for the communications center in FY 2009/10 was \$2.1 million, and projected to reach up to \$2.8 by FY 2014/15.

During the time the City maintained its own emergency dispatch center (2000-2010), no other cities joined the communications center and in May 2003, the City of Hermosa Beach departed the City's center to contract with SBRPCA. The demand for Police and Fire dispatch services solely for the City of El Segundo does not support a full-time, stand-alone emergency communications center. With the lack of additional agencies joining El Segundo to form a regional center, the costs were unsustainable. Additionally, the El Segundo Communications center experienced several operational setbacks including routine minimal staffing levels, aging equipment, lack of tactical radio frequencies, and more importantly, the inability to share immediate interagency information during critical incidents. In January 2010, City Council directed staff to negotiate with SBRPCA to re-join their emergency communications center.

In October 2010, the City entered into a ten (10) year agreement with the SBRPCA for Emergency Police and Fire Dispatch Services at an annual fee in the amount of \$1,150,000 for the first year of service with annual increases based on the Consumer Price Index (CPI) used for the Counties of Los Angeles, Orange, and Riverside. At the time of the agreement, a cost analysis determined the City would save approximately \$5.3 million through Fiscal Year 2014/2015 by contracting with the SBRPCA. The City's agreement with SBRPCA is expiring on September 30, 2020. The City's annual assessment for Fiscal Year 2019/2020 is \$1,372,870, which is included in the FY19/20 budget.

In February 2019, SBRPCA contracted with a consulting company to perform a cost of services analysis and develop an updated cost allocation plan that more accurately accounts for the costs of all services provided by the SBRPCA. This study examined the current state and methodology of cost allocation at SBRPCA and outlines new methodologies for allocating the cost to each member City of call-taking and dispatch, technical services, and administrative costs. Based on the methodology established by the cost allocation plan approved by the SBRPCA Board of Directors, the annual assessment increase for the City was projected to be \$479,824.

Given the impact the immediate cost increase would have on the City's budget, City staff requested from SBRPCA that the increase be gradually applied under the cost allocation policy to the full amount over a four year period, starting in FY 20/21 (\$119,956 per year + CPI, estimated at 2.76%). Refer to the attached Cost Allocation Policy Implementation for a more detailed explanation on the costs for each year during the first four years of the agreement.

Additionally, the proposed agreement would implement the following changes:

1. New 10 year term, beginning July 1, 2020, and ending June 30, 2030

2. Since the new contract term overlaps three months into our existing agreement with SBRPCA, the City is credited for this period consistent with the current pricing.
3. Incorporation of industry performance standards related to 911 Emergency call answering times, according to the National Emergency Association 56-005.1 and Call Processing Times as measured from the time a call is answered to the time personnel are dispatched, per National Fire Protection Association 1221, 2019.
4. The ESFD along with six other area fire agencies are currently exploring alternatives to SBRPCA for providing fire dispatch services. This agreement allows for ESFD to terminate the contract with 12-months' notice and payment of 10% penalty (of ESFD costs only). If SBRPCA does not meet certain national standards for fire services dispatching within the agreed timeline, the ESFD may terminate the contract without penalty.

ALTERNATIVES CONSIDERED

There are two alternatives to contracting with SBRPCA.

Option 1

Re-open the El Segundo emergency communications center. Because of the excessive costs involved and the aforementioned reasons the El Segundo center was previously closed in 2000, staff does not recommend this option.

Option 2

Enter into negotiations with a municipality that currently operates their own dispatch center to determine the cost effectiveness of this partnership. During a recent South Bay Police Commanders Meeting, Staff made preliminary inquiries to independent South Bay cities and they were not interested in exploring this option with the City of El Segundo. Additionally, other police departments with their own communications centers are currently exploring joining SBRPCA due to costs (As an example, the current budget for the City of Redondo Beach Communications Center is \$2,805,839).

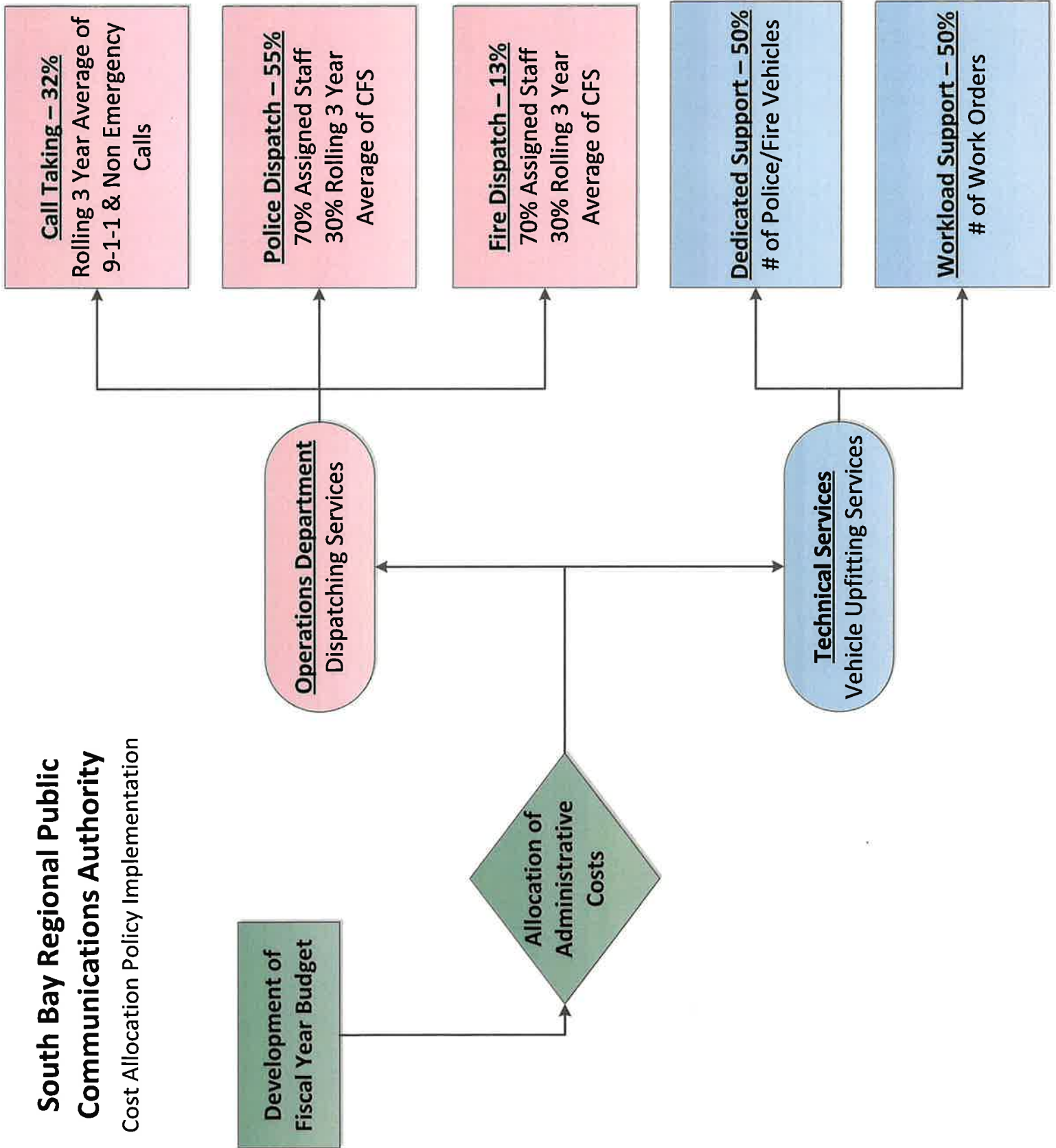
The ESFD has an additional option of leaving the SBRPCA and contracting with an existing regional dispatch center in Southern California, or building a new center to serve the fire department dispatching needs. As mentioned above, ESFD, along with several other fire agencies are currently exploring this option. If, after further analysis this appears to be a more efficient and effective alternative, this contract contains provisions that would permit ESFD to pursue this option and terminate the agreement without impacting the dispatching services for ESPD.

RECOMMENDATION

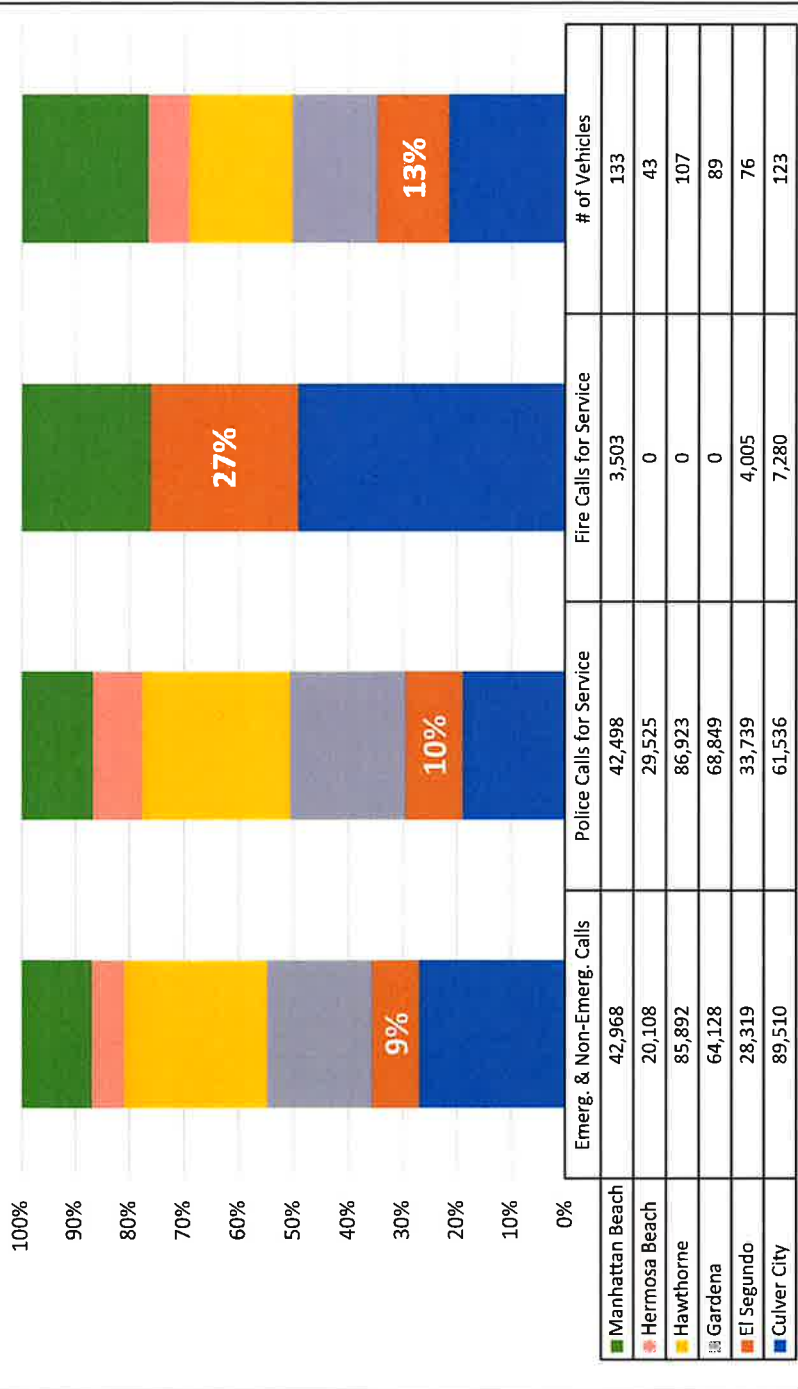
Staff recommends the City Council grant authority to the City Manager to enter into an agreement with SBRPCA.

South Bay Regional Public Communications Authority

Cost Allocation Policy Implementation



Cost Allocation Policy Breakdown - El Segundo



Model of FY2019/20 Budget	Culver City	El Segundo	Gardena	Hawthorne	Hermosa Beach	Manhattan Beach	TOTAL
Operations							
Call-Taking	\$ 810,891	\$ 316,243	\$ 765,977	\$ 1,136,015	\$ 190,368	\$ 375,856	\$ 3,595,350
Police - Dispatch	\$ 1,078,190	\$ 918,070	\$ 1,120,315	\$ 1,224,428	\$ 893,795	\$ 968,524	\$ 6,203,323
Fire - Dispatch	\$ 556,523	\$ 459,481	\$ -	\$ -	\$ -	\$ 444,607	\$ 1,460,611
Technical Services							
Technical Support - Workload Support *	\$ 53,415	\$ 83,765	\$ 93,477	\$ 179,669	\$ 48,559	\$ 105,617	\$ 564,502
Technical Support - Dedicated Support	\$ 121,600	\$ 75,135	\$ 87,987	\$ 105,782	\$ 42,511	\$ 131,486	\$ 564,502
TOTAL ALLOCATED	\$ 2,620,619	\$ 1,852,694	\$ 2,067,757	\$ 2,645,895	\$ 1,175,233	\$ 2,026,090	\$ 12,388,288

* Variable and billed as a percentage of vehicle installation and repair work orders.

City of El Segundo – Discount Terms

Fiscal Impact of Four Year Phasing	FY20/21 Year 1	FY21/22 Year 2	FY22/23 Year 3	FY23/24 Year 4	4 Year Totals
Modeled Assessment from Prior Year Base	\$1,852,694	\$1,903,828	\$1,956,374	\$2,010,370	\$7,723,266
CPIU Estimate	2.76%	2.76%	2.76%	2.76%	
Proj. Assessment Under New Cost Policy	\$1,903,828	\$1,956,374	\$2,010,370	\$2,065,856	\$7,936,428
Prior Year's Base	\$1,372,870	\$1,534,028	\$1,699,634	\$1,869,811	\$6,476,343
1/4 of Modeled Increase	\$119,956	\$119,956	\$119,956	\$119,956	\$479,824
CPIU Estimate @ 2.76%	\$41,202	\$45,650	\$50,221	\$54,918	\$191,990
Total Assessment with Phasing Approach	\$1,534,028	\$1,699,634	\$1,869,811	\$2,044,684	\$7,148,157
Accounting of Q1 Pricing In Legacy Contract	\$343,218	-	-		\$343,218
Remaining Quarters with Phasing Approach	\$1,150,521	\$1,699,634	\$1,869,811	\$2,044,684	\$6,764,650
Total Under Proposed Agreement	\$1,493,738	\$1,699,634	\$1,869,811	\$2,044,684	\$7,107,867
Proj. \$ Increase to City	\$120,868	\$165,606	\$170,177	\$174,874	\$631,525
Proj. % Increase to City	8.8%	10.8%	10.0%	9.4%	9.8%
Proj. \$ Discount Provided by RCC Members	\$410,090	\$256,740	\$140,559	\$21,172	\$828,561
Proj. % Discount Provided by RCC Members	21.54%	13.12%	6.99%	1.02%	10.44%