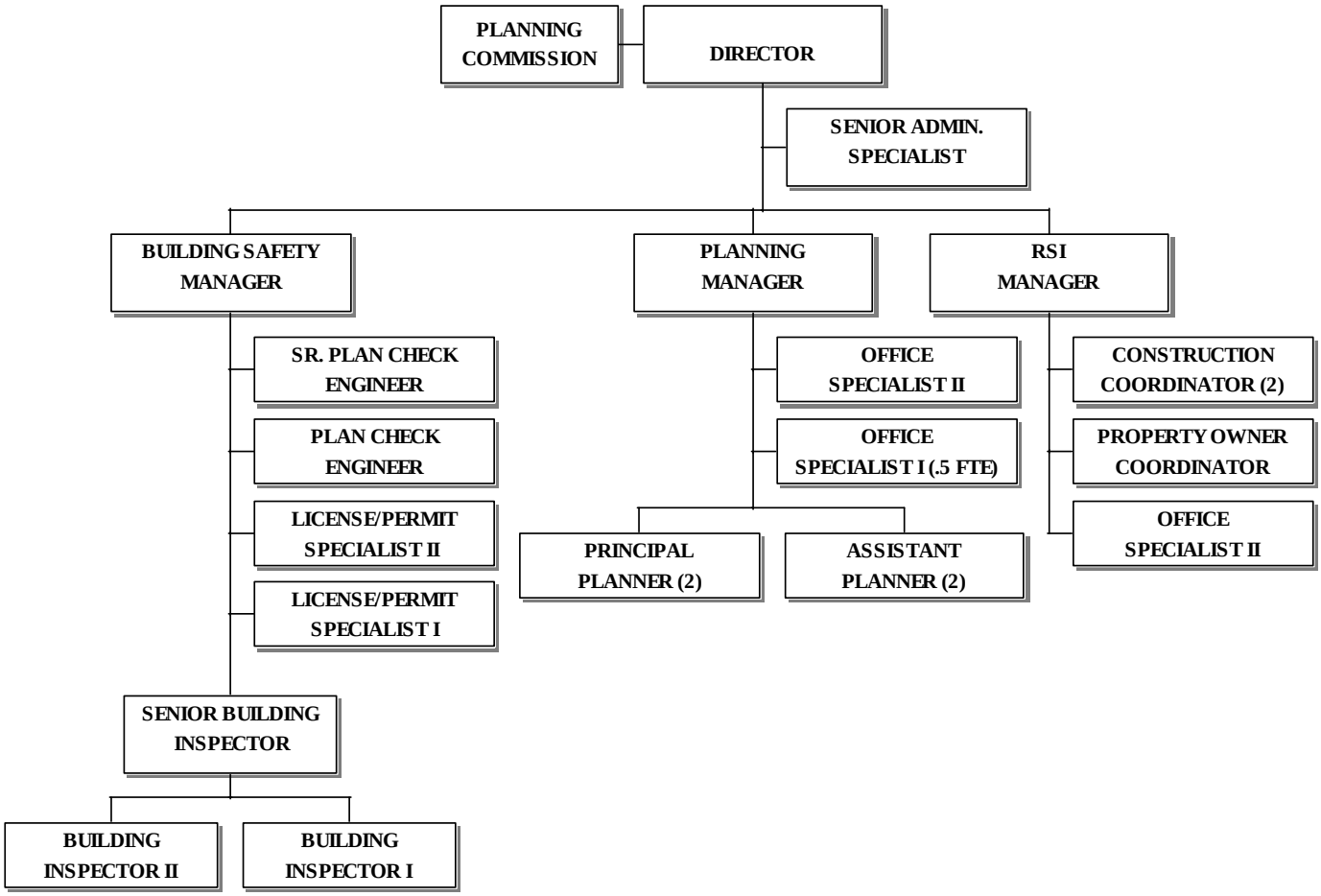
PLANNING AND BUILDING SAFETY

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
ADMINISTRATION					
General Fund					
Administration	0	0	297,650	192,449	368,600
Total General Funds	**0**	**0**	**297,650**	**192,449**	**368,600**
Special Revenue Funds					
Residential Sound Insulation	11,917,527	11,042,586	15,587,500	4,422,050	17,136,700
Hyperion Mitigation	4,978	8,625	67,300	67,300	67,300
Total Special Revenue Funds	**11,922,505**	**11,051,211**	**15,654,800**	**4,489,350**	**17,204,000**
TOTAL ADMINISTRATION	**11,922,505**	**11,051,211**	**15,952,450**	**4,681,799**	**17,572,600**
PLANNING					
General Fund					
Planning Division	781,117	1,296,931	1,252,650	1,202,981	1,624,750
Total General Funds	**781,117**	**1,296,931**	**1,252,650**	**1,202,981**	**1,624,750**
Special Revenue Funds					
CDBG	110,303	163,650	163,650	163,550	227,400
Air Pollution Reduction	2,520	53,528	26,600	27,270	26,600
Total Special Revenue Funds	**112,823**	**217,178**	**190,250**	**190,820**	**254,000**
TOTAL PLANNING	**893,940**	**1,514,109**	**1,442,900**	**1,393,801**	**1,878,750**
BUILDING SAFETY	**1,832,044**	**1,751,853**	**1,811,100**	**1,323,636**	**1,584,500**
PLANNING & BUILDING SAFETY	**14,648,489**	**14,317,173**	**19,206,450**	**7,399,237**	**21,035,850**

Planning and Building Safety



Planning and Building Safety – Administration *Division 2404*

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
ADMINISTRATION					
SALARIES	0	0	224,200	137,000	223,900
EMPLOYEE BENEFITS	0	0	65,200	49,999	65,200
SUPPLIES	0	0	1,250	1,250	27,500
SERVICE CHARGES	0	0	7,000	4,200	52,000
TOTAL EXPENDITURES	**0**	**0**	**297,650**	**192,449**	**368,600**

ACTIVITY INFORMATION

The mission of the Planning and Building Safety Department is to meet the needs of the community through responsible planning while maintaining a safely built environment for the residents and businesses of El Segundo. Quality personal service to the community is the foundation of our values.

The Administration Division provides the administrative direction for the Planning and Building Safety Department. The primary responsibility of the Division is to ensure that the Department provides the best service to the residents and businesses in the City. This Division provides management and technical oversight of the Planning, Building Safety, and Residential Sound Insulation Divisions, including oversight of the Community Development Block Grant Program (CDBG), the Air Pollution Reduction Fund, the Code Compliance Program and the Hyperion functions that are administered by the three divisions. The division manages the budget and fiscal policy implementation for the Department. Additionally, this division provides technical support to other City Departments, City Management, the Planning Commission and the City Council.

Accomplishments During FY 2008/2009:

- Recruited and filled the vacant Principal Planner, Building Inspector and Construction Coordinator positions.
- Developed Department Work Program to address departmental challenges and track progress.
- Reduced permitting costs and expenditures through increased use of in-house staff and reduced reliance on contract staffing.
- Improved inter/intra-departmental coordination through Development Service Group, Inspection Group and project tracking.
- Improved customer communications through website improvements, customer surveying and formation of the Planning and Building Safety Advisory.

Goals and Objectives for FY 2009/2010:

- Monitor economic and development scenario and make appropriate adjustments to staffing and contract staffing needs.
- Continue to identify opportunities for process improvements and permit streamlining.
- Continue to improve customer communication tools and opportunities including the website.

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
DIRECTOR PLANNING & BUILDING SAFETY	1.0	
SENIOR ADMINSTRATIVE SPECIALIST	1.0	

	CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
ADMINISTRATION						
SALARIES						
4101	Salaries Full-Time	0	0	224,200	137,000	222,900
4103	Overtime	0	0	0	0	1,000
	TOTAL SALARIES	**0**	**0**	**224,200**	**137,000**	**223,900**
	TOTAL EMPLOYEE BENEFITS	**0**	**0**	**65,200**	**49,999**	**65,200**
SUPPLIES						
5204	Operating Supplies	0	0	1,250	1,250	18,000
5206	Computer Supplies	0	0	0	0	9,500
	TOTAL SUPPLIES	**0**	**0**	**1,250**	**1,250**	**27,500**
SERVICE CHARGES						
6203	Copy Machine Charges	0	0	0	0	6,100
6207	Equipment Replacement Charges	0	0	0	0	11,200
6213	Meetings & Travel	0	0	5,300	2,500	3,500
6215	Repair & Maintenance	0	0	0	0	2,750
6219	Network Operating Charge	0	0	0	0	8,700
6223	Training & Education	0	0	500	500	1,000
6253	Postage	0	0	0	0	3,300
6254	Telephone	0	0	1,200	1,200	12,000
6260	Equipment Leasing Costs	0	0	0	0	3,450
	TOTAL SERVICE CHARGES	**0**	**0**	**7,000**	**4,200**	**52,000**
	ADMINISTRATION	**0**	**0**	**297,650**	**192,449**	**368,600**

Planning and Building Safety – Planning Division *Division 2402*

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
PLANNING DIVISION					
SALARIES	467,219	462,309	574,100	596,441	584,300
EMPLOYEE BENEFITS	101,985	216,397	189,800	192,535	242,700
SUPPLIES	9,255	12,503	10,800	11,638	0
SERVICE CHARGES	202,658	605,722	476,000	400,417	797,750
CAPITAL-FIXED ASSETS	0	0	1,950	1,950	0
TOTAL EXPENDITURES	**781,117**	**1,296,931**	**1,252,650**	**1,202,981**	**1,624,750**

ACTIVITY INFORMATION

Mission Statement:
The Planning Division's primary responsibility is planning the future land use for the city. This division analyzes data and makes recommendations to the Planning Commission and City Council. Planning services advises the Planning Commission. Planning is responsible for the development and implementation of the General Plan, land use regulations through zoning and subdivision codes, and environmental impact assessment. The Planning Division also administers the Community Development Block Grant Program (CDBG) and the Air Pollution Reduction Fund.

Accomplishments During FY 2008/2009:

- Continued design oversight and project implementation of the Corporate Campus Specific Plan project, including plan check, mitigation measure compliance, project condition implementation, and inspection to complete approximately 250,000 square feet of office, light industrial, retail and restaurant development (The Edge project).
- Continued project oversight and implementation for The Edge Portion of Plaza El Segundo Phase I Development project.
- Completed Development Agreement Amendment for Plaza El Segundo Phase I and Phase 1B Development project.
- Completed processing of planning applications for several major development projects, including the Equinix Data Center, the Base Partners Data Center, the Segundo Business Park commercial/ industrial condominium project, the Hampton Inn and Suites Hotel, the Aerospace Bridge project, the Gateway Center retail/restaurant project, and the Boeing/Selby Block project.
- Completed processing of plans for major development projects including: Equinix, Base Partners, Karl Storz, British Telecom, MEPS, Northrop Grumann, Aerospace Bridge Project, Aerospace Visitor Center, and Gateway Center retail/restaurant project.
- Began processing of planning applications for major development projects including the Trammel Crow hotel project.
- Completed draft of State Mandated Housing Element and environmental documentation and conducted hearings.
- Provided support for the Aquatics Facility Project and began environmental documentation for the Aquatics Facility.
- Provided support for the Environmental Committee.
- Began Police, Library, Fire and Parks mitigation fee study.

- Completed annual CMP and AB 2766 compliance reporting.
- Administered, through the use of consultants, CDBG Programs including 3 public service programs, and a public works project to install ADA compliant concrete ramps at intersections.
- Provided consultation and staff support for the City's economic development program.
- Provided Planning Commission agendas, reports, public notices, and minutes; EIR's; planning application forms; the Zoning Map; the Zoning Ordinance; the General Plan the Downtown Specific Plan, a list of planning cases and streaming video of Planning Commission meetings on the City web-site.
- Department staff represented the City as a member of the South Bay Council of Governments Livable Communities Standing Committee which supports the dissemination and implementation of livable communities' principles.
- Reviewed and commented on environmental studies for new projects in surrounding cities which may have an impact on the City and provided input on programs, plans, and projects, including the Crenshaw Transit Corridor Project, the Harbor Subdivision Project and the Aviation Station Project, by regional agencies such as MTA, SCAG, and the SCAQMD, which impact the City.
- Reviewed Staff Administrative and Discretionary Planning Applications including: Sign Programs, Amplified Sound Permits, (32) Temporary Use Permits, (13) Administrative Use Permits, Adjustments, Smoky Hollow Site Plan Reviews, and (4) Zoning Certification Letters.
- Processed Planning Commission Applications including (32) Environmental Assessments, (1) Variance, (5) Conditional Use Permits, Subdivisions, Development Agreement Amendment, (1) General Plan Amendment, Specific Plan Amendments, (1) Zone Change, and (1) Zone Text Amendment
- Provided plan check and accelerated plan check service for approximately 550 (360 through July 6) plan check submittals.
- Planning staff attended professional seminars and the California Chapter American Planning Association conference and the UCLA Land Use Law Conference related to land use and environmental regulations. Staff also attended several emergency operations training sessions

Goals and Objectives for FY 2009/2010:

- Continue to provide support for the Aquatics Facility Project and complete environmental documentation for the Aquatics Facility.
- Continue to provide support for the Environmental Committee.
- Complete modifications to the development standards to comply with Housing Element Goals and to allow assisted living facilities.
- Complete modifications to development standards to update parking requirements.
- Update zoning regulations and consolidate zoning interpretations into municipal code.
- Continue implementation of the Corporate Campus Specific Plan project (hotel, office buildings, and park site).
- Continue implementation of the Plaza El Segundo Development project.
- Complete processing of planning applications for major development projects including: the Trammel Crow hotel project.
- Complete Processing EIR, Development Agreement, General Plan Amendment, Zone Change, Zone Text Amendment and Vesting Tentative Map for Plaza El Segundo Phase II Development.
- Complete annual CMP and AB 2766 compliance reporting.
- Assist, administer, and implement any City Council directed efforts.
- Provide consultation and staff support for the City's economic development program.
- Expeditiously process Planning Commission Applications.
- Provide rapid and accurate plan check service and accelerated plan check service.
- Develop electronic database system for planning application files to improve records management and retention.
- Provide on-going staff land use and environmental planning training, NPDES training, and emergency operations center training and support.

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
PLANNING MANAGER	1.0	
PRINCIPAL PLANNER	2.0	
ASSISTANT PLANNER	2.0	
OFFICE SPECIALIST II	1.0	
OFFICE SPECIALIST I		.50

CLASSIFICATION		ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
PLANNING						
SALARIES						
4101	Salaries Full-Time	439,441	436,367	545,400	559,609	556,600
4102	Salaries Part-time	17,592	19,249	17,100	25,055	17,700
4103	Overtime	10,186	6,693	11,600	4,925	10,000
4113	Compensated Overtime	0	0	0	6,854	0
	TOTAL SALARIES	**467,219**	**462,309**	**574,100**	**596,441**	**584,300**
TOTAL EMPLOYEE BENEFITS		**101,985**	**216,397**	**189,800**	**192,535**	**242,700**
SUPPLIES						
5204	Operating Supplies	6,447	9,276	6,750	4,129	0
5206	Computer Supplies	2,808	3,227	4,050	7,509	0
	TOTAL SUPPLIES	**9,255**	**12,503**	**10,800**	**11,638**	**0**
SERVICE CHARGES						
6201	Advertising/Publishing	5,898	10,580	18,650	13,000	15,000
6203	Copy Machine Charges	0	311	2,100	2,935	0
6205	Other Printing & Binding	1,746	857	3,100	2,500	3,100
6206	Contractual Services	0	0	5,200	0	0
6207	Equipment Replacement Charges	1,900	3,050	4,900	4,900	6,600
6208	Dues & Subscriptions	2,149	1,682	2,200	2,200	2,400
6213	Meetings & Travel	4,401	2,661	7,100	6,100	7,200
6214	Professional/Technical	174,622	573,633	410,200	348,000	752,000
6215	Repair & Maintenance	150	725	750	750	0
6219	Network Operating Charge	2,400	2,400	5,100	5,100	0
6223	Training & Education	2,447	1,352	4,000	4,000	4,200
6253	Postage	1,009	1,636	2,100	2,409	0
6254	Telephone	1,684	2,398	1,900	2,322	0
6260	Equipment Leasing Costs	1,966	705	1,450	1,450	0
6263	Commissioners Expense	2,286	3,732	7,250	4,750	7,250
	TOTAL SERVICE CHARGES	**202,658**	**605,722**	**476,000**	**400,417**	**797,750**
CAPITAL- FIXED ASSETS						
8108	Computer Hardware	0	0	1,950	1,950	0
	TOTAL FIXED ASSETS	**0**	**0**	**1,950**	**1,950**	**0**
	PLANNING	**781,117**	**1,296,931**	**1,252,650**	**1,202,981**	**1,624,750**

Planning and Building Safety - Building Safety *Division 2403*

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
BUILDING SAFETY					
SALARIES	660,167	661,731	779,600	616,433	771,700
EMPLOYEE BENEFITS	177,433	285,436	244,950	265,803	334,000
SUPPLIES	9,755	17,924	14,200	12,000	0
SERVICE CHARGES	984,689	786,762	770,400	427,450	476,800
CAPITAL-FIXED ASSETS	0	0	1,950	1,950	2,000
TOTAL EXPENDITURES	**1,832,044**	**1,751,853**	**1,811,100**	**1,323,636**	**1,584,500**

ACTIVITY INFORMATION

The Building and Safety Division's mission is to provide responsive, knowledgeable, and helpful building services by administering and enforcing state and local construction regulations in order to protect the health and safety of all occupants in or near buildings while they work, recreate, visit and live in our city. Building and Safety's goal is to provide permit, plan review, and inspection services in a professional, flexible, and equitable manner

Accomplishments During FY 2008/2009:

- Adoption of the 2007 California Building Standards Code which includes the latest international codes for building, electrical, mechanical, plumbing, energy, and disabled access codes.
- Plan check engineers and building inspectors have attended several professional seminars and are now trained to enforce the new international code.
- Facilitated the plan review process for following major projects:
  - Pedestrian Bridge over El Segundo Blvd
  - Fire Station No. 2
  - Equinix
  - Mattel's design center
- Facilitated the inspection phase for the following major projects:
  - Campus El Segundo (17 tilt-up buildings)
  - A9 Building – Aerospace (new 4 story office building)
  - New office and light industrial facilities for Teledyne, Tesco, SAIC, Chevron and Time Warner..

Goals and Objectives for FY 2009/2010:

- Provide public outreach programs that inform the public of important code requirements and allows for access to important code information.
- Continue with an accelerated plan review program that ensures complex plans are reviewed for building code compliance at an expedited pace.
- Increase the number and types of projects that are plan checked over-the-counter.
- Building Inspection - will continue to provide excellent customer service by completing 99% of inspection within 24 hours.

- Plan Check – provide a high level of customer service by maintaining the following service standards:
  - Over-the-Counter (Same Day Service) Plan Check Review – 25% of all projects
  - Accelerated Plan Check Review – 100% within 10 business days
  - Standard Plan Check Review – 100% within 20 business days

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
BUILDING SAFETY MANAGER	1.0	
SENIOR PLAN CHECK ENGINEER	1.0	
PLAN CHECK ENGINEER	1.0	
SENIOR BUILDING INSPECTOR	1.0	
BUILDING INSPECTOR I	1.0	
BUILDING INSPECTOR II	1.0	
LICENSE PERMIT SPECIALIST II	1.0	
LICENSE PERMIT SPECIALIST I	1.0	

CLASSIFICATION		ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
BUILDING SAFETY						
SALARIES						
4101	Salaries Full-Time	570,086	599,482	679,600	588,000	711,700
4102	Salaries Part-time	8,959	0	0	0	0
4103	Overtime	81,122	59,949	100,000	13,761	0
4113	Reimbursable Overtime	0	2,300	0	14,672	60,000
	TOTAL SALARIES	**660,167**	**661,731**	**779,600**	**616,433**	**771,700**
TOTAL EMPLOYEE BENEFITS		**177,433**	**285,436**	**244,950**	**265,803**	**334,000**
SUPPLIES						
5204	Operating Supplies	8,614	15,865	13,500	10,000	0
5206	Computer Supplies	1,141	2,059	700	2,000	0
	TOTAL SUPPLIES	**9,755**	**17,924**	**14,200**	**12,000**	**0**
SERVICE CHARGES						
6201	Advertising/Publishing	2,399	2,812	1,050	2,400	0
6203	Copy Machine Charges	0	311	3,100	3,100	0
6205	Other Printing & Binding	4,008	3,749	2,800	4,000	0
6207	Equipment Replacement Charges	3,700	5,850	6,200	6,200	16,200
6208	Dues & Subscriptions	4,085	1,418	3,600	2,000	3,600
6213	Meetings & Travel	2,012	2,004	5,900	4,000	0
6214	Professional/Technical	953,555	751,473	725,000	383,000	450,000
6215	Repair & Maintenance	1,136	1,228	1,850	1,850	0
6219	Network Operating Charge	3,000	3,000	3,600	3,600	0
6223	Training & Education	2,889	4,365	7,000	7,000	7,000
6253	Postage	36	56	800	800	0
6254	Telephone	5,903	9,791	7,800	7,800	0
6260	Equipment Leasing Costs	1,966	705	1,700	1,700	0
	TOTAL SERVICE CHARGES	**984,689**	**786,762**	**770,400**	**427,450**	**476,800**
CAPITAL-FIXED ASSETS						
8108	Capital / Computer Hardware	0	0	1,950	1,950	2,000
	TOTAL FIXED ASSETS	**0**	**0**	**1,950**	**1,950**	**2,000**
	BUILDING SAFETY	**1,832,044**	**1,751,853**	**1,811,100**	**1,323,636**	**1,584,500**