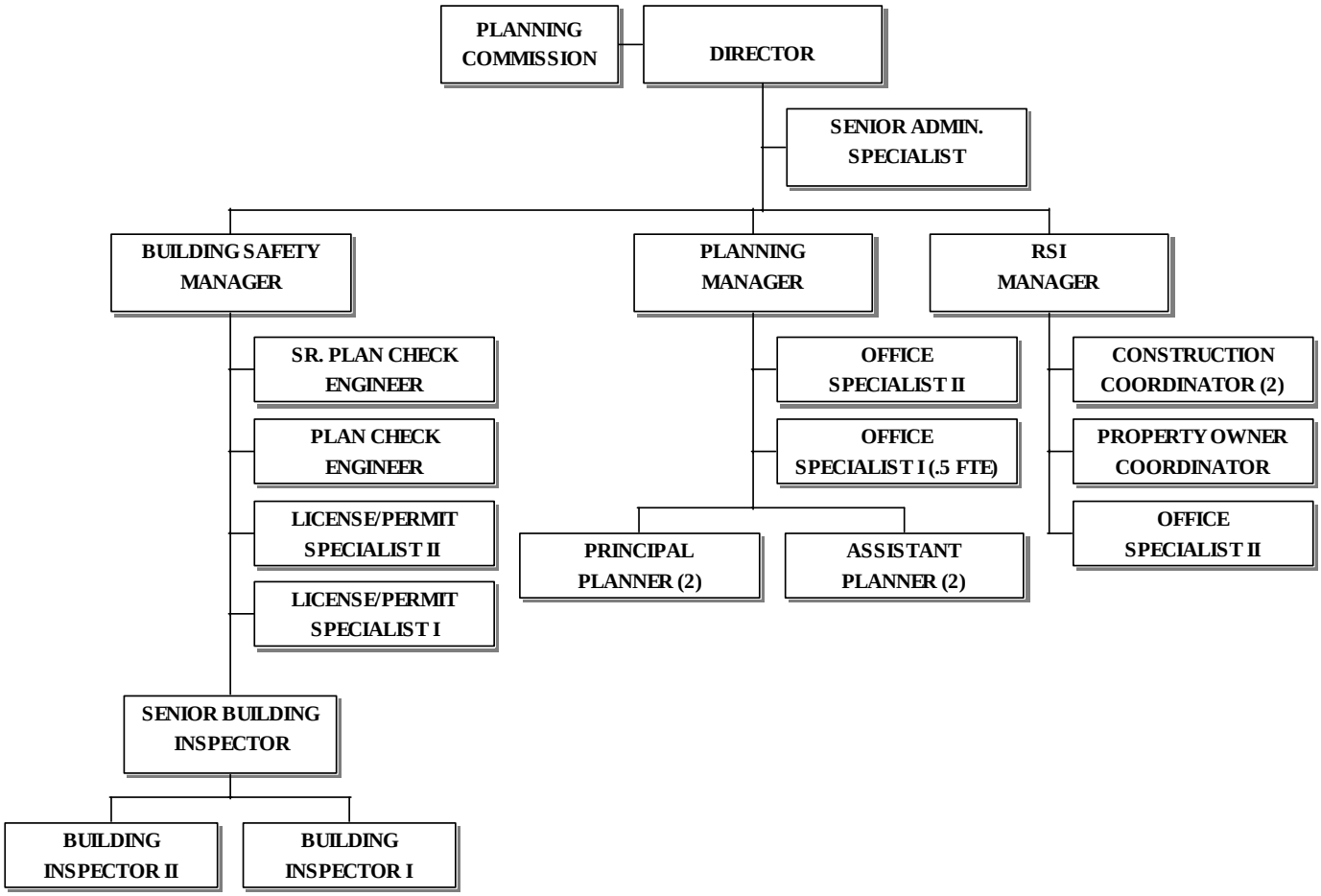
PLANNING AND BUILDING SAFETY

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
ADMINISTRATION					
General Fund					
Administration	0	196,216	368,600	322,850	385,450
Total General Funds	**0**	**196,216**	**368,600**	**322,850**	**385,450**
Special Revenue Funds					
Residential Sound Insulation	11,042,586	6,947,887	17,136,700	6,275,600	12,649,500
Hyperion Mitigation	8,625	9,806	67,300	209,250	67,300
Total Special Revenue Funds	**11,051,211**	**6,957,693**	**17,204,000**	**6,484,850**	**12,716,800**
TOTAL ADMINISTRATION	**11,051,211**	**7,153,909**	**17,572,600**	**6,807,700**	**13,102,250**
PLANNING					
General Fund					
Planning Division	1,296,931	1,337,874	1,624,750	1,179,500	927,600
Total General Funds	**1,296,931**	**1,337,874**	**1,624,750**	**1,179,500**	**927,600**
Special Revenue Funds					
CDBG	237,330	93,235	227,400	266,350	71,300
Air Pollution Reduction	53,528	57,061	26,600	0	28,500
Total Special Revenue Funds	**290,858**	**150,296**	**254,000**	**266,350**	**99,800**
TOTAL PLANNING	**1,587,789**	**1,488,170**	**1,878,750**	**1,445,850**	**1,027,400**
BUILDING SAFETY	**1,751,853**	**1,262,354**	**1,584,500**	**1,112,250**	**1,279,300**
PLANNING & BUILDING SAFETY	**14,317,173**	**9,904,433**	**21,035,850**	**9,365,800**	**15,408,950**

Planning and Building Safety



Planning and Building Safety – Administration *Division 2404*

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
ADMINISTRATION					
SALARIES	0	132,389	223,900	209,900	224,850
EMPLOYEE BENEFITS	0	60,172	65,200	83,600	91,800
SUPPLIES	0	650	27,500	14,400	27,500
SERVICE CHARGES	0	3,005	52,000	14,950	41,300
TOTAL EXPENDITURES	**0**	**196,216**	**368,600**	**322,850**	**385,450**

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 2009/2010:

- 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 2010/2011:

- 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	
ADMINSTRATIVE SPECIALIST	1.0	

	CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
ADMINISTRATION						
SALARIES						
4101	Salaries Full-Time	0	132,389	222,900	209,900	224,850
4103	Overtime	0	0	1,000	0	0
	TOTAL SALARIES	**0**	**132,389**	**223,900**	**209,900**	**224,850**
	TOTAL EMPLOYEE BENEFITS	**0**	**60,172**	**65,200**	**83,600**	**91,800**
SUPPLIES						
5204	Operating Supplies	0	650	18,000	10,050	18,000
5206	Computer Supplies	0	0	9,500	4,350	9,500
	TOTAL SUPPLIES	**0**	**650**	**27,500**	**14,400**	**27,500**
SERVICE CHARGES						
6203	Copy Machine Charges	0	0	6,100	0	6,100
6207	Equipment Replacement Charges	0	0	11,200	350	0
6213	Meetings & Travel	0	700	3,500	250	3,500
6215	Repair & Maintenance	0	0	2,750	1,250	2,750
6219	Network Operating Charge	0	0	8,700	8,700	8,700
6223	Training & Education	0	78	1,000	500	1,000
6253	Postage	0	0	3,300	100	3,800
6254	Telephone	0	2,227	12,000	3,800	12,000
6260	Equipment Leasing Costs	0	0	3,450	0	3,450
	TOTAL SERVICE CHARGES	**0**	**3,005**	**52,000**	**14,950**	**41,300**
	ADMINISTRATION	**0**	**196,216**	**368,600**	**322,850**	**385,450**

Planning and Building Safety – Planning Division *Division 2402*

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
PLANNING DIVISION					
SALARIES	462,309	708,139	584,300	571,150	589,850
EMPLOYEE BENEFITS	216,397	294,221	242,700	229,650	240,450
SUPPLIES	12,503	9,949	0	750	0
SERVICE CHARGES	605,722	325,565	797,750	377,950	97,300
	1,296,931	**1,337,874**	**1,624,750**	**1,179,500**	**927,600**

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 serves as staff for 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 2009/2010:

- Completed Fourth Development Agreement Amendment for Plaza El Segundo Phase I and Phase 1B Development project for car dealership, certified farmers market, and medical/dental office uses.
- Completed 199 North Continental Boulevard Specific Plan, Development Agreement and environmental review for the Cambria Suites Hotel.
- Continued design oversight and project implementation of the Corporate Campus Specific Plan project, including plan check, mitigation measure compliance, project condition implementation, and inspection for office, light industrial, retail and restaurant development (The Edge project).
- Completed Beach Bathroom/Lifeguard Station Coastal Development Permit, Conditional Use Permit and environmental review.
- Completed and adopted State-mandated, water efficient landscape ordinance.
- Completed parking and loading standards municipal code amendment.
- Provided support for the Aquatics Facility Project; Hired environmental consultant; Participated in extensive public outreach for Aquatics Project; Completed Initial Study; and began preparation of EIR for the Aquatics Facility.
- Completed Police, Library, Fire and Parks mitigation fee study and fee adoption.
- Provided Planning Commission support and attendance at 16 Planning Commission meetings.
- Provided consultation and staff support for the City's economic development program; Residential Sound Insulation Program, and code enforcement program.
- Completed annual Capital Improvement Program (CIP) General Plan consistency review.

- Completed annual Congestion Management Program (CMP) and AB 2766 compliance reporting.

- Administered CDBG Programs including 3 public service programs, and a public works project to install ADA compliant concrete ramps at intersections.

- Successfully sold CDBG Funds to provide funding source for FY 10/11 CDBG Public Service Projects (Juvenile Diversion, Home Delivered Meals and Senior In-Home Care).

- Provided Planning Commission agendas, reports, public notices, minutes; a list of planning cases, EIR's; the Zoning Map; the Zoning Ordinance; the General Plan the Downtown Specific Plan, major project updates, 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. Successfully opposed the MTA Maintenance/ Operations Facility proposal.

- Reviewed Staff Administrative and Discretionary Planning Applications including: 6 Sign Programs, 46 Amplified Sound Permits, 44 Temporary Use and Special Event Permits, 1 Administrative Exception, 6 Administrative Use Permits, 3 Off-Site Parking Covenants, 1 Adjustment, 2 Lot Line Adjustments, 1 Administrative Determination, and 10 Zoning Certification Letters.

- Processed Planning Commission Applications including 24 Environmental Assessments, 7 Conditional Use Permits, 1 Subdivision, 2 Variances, 1 Coastal Development Permit, 3 General Plan Consistency Determinations, 1 Development Agreement Amendment, 2 General Plan Amendments, 1 Specific Plan Amendment, 2 Zone Changes, and 5 Zone Text Amendments.

- Provided plan check and accelerated plan check service for 394 plan check submittals (does not include over the counter plan checks).

- Planning staff attended professional seminars and conferences related to land use and environmental regulations.

Goals and Objectives for FY 2010/2011:

- Continue to provide support for the Aquatics Facility Project and complete EIR for the Aquatics Facility.

- Revise and re-adopt Housing Element and obtain Certification of Housing Element.

- Complete modifications to the development standards to comply with Housing Element Goals and to allow assisted living facilities.

- Complete modifications to development standards regarding dedications and improvement of public rights-of-way.

- Complete modifications to development standards regarding temporary uses.

- Complete update of the Coastal Zone development procedures.

- Complete update of El Segundo's local CEQA Guidelines.

- Update zoning regulations by adopting zoning interpretations into municipal code.

- Continue implementation of the Corporate Campus Specific Plan project (hotel, office buildings, and park site).

- Complete Addendum to Mitigated Negative Declaration for Equinix project.

- Complete processing of planning applications for major development projects including: the Trammel Crow hotel project, Toyota Sports Center Outdoor Rink Conversion project; Chevron Regional Operations Center project; In 'N Out Burger/Shopping Center Remodeling project.

- Continue implementation of the Plaza El Segundo Development project and process planning applications for additional development phases.

- Complete Processing EIR, Development Agreement, General Plan Amendment, Zone Change, Zone Text Amendment and Vesting Tentative Map for Plaza El Segundo Phase II Development.

- Provide Planning Commission support and attendance at Planning Commission meetings.

- Provided consultation and staff support for the City's economic development program; Residential Sound Insulation Program, and code enforcement program.

Assist, administer, and implement any City Council directed efforts.

- Complete annual Capital Improvement Program (CIP) General Plan consistency review.
- Complete annual Congestion Management Program (CMP) compliance reporting.
- Administer CDBG Programs including 3 public service programs.
- 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.
- Maintain and expand availability of information on the Planning Division.
- Continue to monitor and comment on environmental studies for new projects in surrounding cities which may have an impact on the City and provide 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.
- Continue to represent 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.
- Represent the City on the Los Angeles County Bicycle Coalition regarding the preparation and implementation of a Bicycle Master Plan.
- 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 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
PLANNING						
SALARIES						
4101	Salaries Full-Time	436,367	672,915	556,600	569,050	568,250
4102	Salaries Part-time	19,249	25,836	17,700	200	0
4103	Overtime	6,693	4,200	10,000	1,900	21,600
4113	Compensated Overtime	0	5,188	0	0	0
	TOTAL SALARIES	**462,309**	**708,139**	**584,300**	**571,150**	**589,850**
TOTAL EMPLOYEE BENEFITS		**216,397**	**294,221**	**242,700**	**229,650**	**240,450**
SUPPLIES						
5204	Operating Supplies	9,276	5,349	0	650	0
5206	Computer Supplies	3,227	4,600	0	100	0
	TOTAL SUPPLIES	**12,503**	**9,949**	**0**	**750**	**0**
SERVICE CHARGES						
6201	Advertising/Publishing	10,580	11,292	15,000	8,700	15,000
6203	Copy Machine Charges	311	8,160	0	6,350	7,000
6205	Other Printing & Binding	857	2,381	3,100	450	3,100
6206	Contractual Services	0	0	0	800	0
6207	Equipment Replacement Charges	3,050	4,900	6,600	200	-850
6208	Dues & Subscriptions	1,682	2,575	2,400	2,200	2,400
6213	Meetings & Travel	2,661	5,175	7,200	200	7,200
6214	Professional/Technical	573,633	275,723	752,000	350,050	52,000
6215	Repair & Maintenance	725	0	0	0	0
6219	Network Operating Charge	2,400	5,100	0	0	0
6223	Training & Education	1,352	2,884	4,200	2,600	4,200
6253	Postage	1,636	1,844	0	1,500	0
6254	Telephone	2,398	2,003	0	1,700	0
6260	Equipment Leasing Costs	705	0	0	350	0
6263	Commissioners Expense	3,732	3,528	7,250	2,850	7,250
	TOTAL SERVICE CHARGES	**605,722**	**325,565**	**797,750**	**377,950**	**97,300**
CAPITAL- FIXED ASSETS						
8108	Computer Hardware	0	0	0	0	0
	TOTAL FIXED ASSETS	**0**		**0**		**0**
	PLANNING	**1,296,931**	**1,337,874**	**1,624,750**	**1,179,500**	**927,600**

Planning and Building Safety - Building Safety *Division 2403*

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
BUILDING SAFETY					
SALARIES	661,731	598,775	771,700	685,950	669,400
EMPLOYEE BENEFITS	285,436	263,423	334,000	252,750	251,000
SUPPLIES	17,924	12,610	0	2,550	0
SERVICE CHARGES	786,762	387,546	476,800	171,000	356,900
CAPITAL-FIXED ASSETS	0	0	2,000	0	2,000
TOTAL EXPENDITURES	**1,751,853**	**1,262,354**	**1,584,500**	**1,112,250**	**1,279,300**

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 2009/2010:

- Adopted the new 2010 California Building Standards Code which includes the latest state codes for Building, Electrical, Mechanical, Plumbing, Fire, Green Building Codes with El Segundo amendments.

- Completed monthly training on various subjects including Fire-dampers, Edison requirements, and Storm-water standards.

- Continued monthly field inspection group meetings which include staff from Building, Planning, Fire, Public Works, Police, and Recreation and Park.

- Completed various customer friendly handouts for the counter and departmental website in order to better inform the public of code requirements.

- Met departmental performance standards.
    - Completed 25% of all projects over-the-counter.
    - Completed 99% of accelerated plan checks within 2 to 3 weeks.
    - Completed 99% of regular plan checks within 4 to 6 weeks.
    - Completed 99% of requested inspections within 24 hours.
    - Responded to 99% of all code enforcement inquiries within 2 business days.

Goals and Objectives for FY 2010/2011:

- Train staff on the new 2010 state codes.

- Develop new departmental informational handouts to effectively enforce the new codes.

- Provide public outreach programs to inform the public of important code changes.

- Provide more effective ways to facilitate plan check and construction processes.

- Continue to provide high level customer service that meets their expectation

- Meet departmental performance standards:
    - Increase over-the-counter plan checks from 25% to 33% of all projects.
    - Complete 99% of accelerated plan checks within 2 to 3 weeks.
    - Complete 99% of regular plan checks within 4 to 6 weeks.
    - Complete 99% of requested inspections within 24 hours.
    - Respond to 99% of all code enforcement inquiries within 2 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 I	1.0	

CLASSIFICATION		ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
BUILDING SAFETY						
SALARIES						
4101	Salaries Full-Time	599,482	575,373	711,700	609,550	563,150
4102	Salaries Part-time	0	0	0	31,200	36,250
4103	Overtime	59,949	10,311	0	1,300	33,650
4113	Reimbursable Overtime	2,300	13,091	60,000	43,900	36,350
	TOTAL SALARIES	**661,731**	**598,775**	**771,700**	**685,950**	**669,400**
TOTAL EMPLOYEE BENEFITS		**285,436**	**263,423**	**334,300**	**252,750**	**251,000**
SUPPLIES						
5204	Operating Supplies	15,865	10,654	0	2,050	0
5206	Computer Supplies	2,059	1,956	0	500	0
	TOTAL SUPPLIES	**17,924**	**12,610**	**0**	**2,550**	**0**
SERVICE CHARGES						
6201	Advertising/Publishing	2,812	2,096	0	1,050	1,800
6203	Copy Machine Charges	311	11,200	0	7,700	8,000
6205	Other Printing & Binding	3,749	4,026	0	1,900	0
6207	Equipment Replacement Charges	5,850	6,200	16,200	550	-13,500
6208	Dues & Subscriptions	1,418	390	3,600	600	1,600
6213	Meetings & Travel	2,004	2,563	0	100	3,000
6214	Professional/Technical	751,473	343,799	450,000	146,300	350,000
6215	Repair & Maintenance	1,228	707	0	150	0
6219	Network Operating Charge	3,000	3,600	0	0	0
6223	Training & Education	4,365	3,470	7,000	4,050	6,000
6253	Postage	56	0	0	0	0
6254	Telephone	9,791	9,495	0	8,300	0
6260	Equipment Leasing Costs	705	0	0	300	0
	TOTAL SERVICE CHARGES	**786,762**	**387,546**	**476,800**	**171,000**	**356,900**
CAPITAL-FIXED ASSETS						
8108	Capital / Computer Hardware	0	0	2,000	0	2,000
	TOTAL FIXED ASSETS	**0**		**2,000**	**0**	**2,000**
	BUILDING SAFETY	**1,751,853**	**1,262,354**	**1,584,500**	**1,112,250**	**1,279,300**