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SPECIAL MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, OCTOBER 20, 2015 – 4:00 PM
(NOTE: REGULAR 5PM SESSION WILL BEGIN AT 4PM AND TAKE PLACE AT THE POLICE DEPARTMENT IN THE EOC)

4:00 P.M. SESSION

CALL TO ORDER

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

SPECIAL ORDER OF BUSINESS:

1. Consideration and Possible action to interview candidates for the Environmental Committee, Economic Development Advisory Council, Community Cable Advisory Committee, Investment Advisory Committee, Capital Improvement Program Advisory Committee and Library Board of Trustees.
(Fiscal Impact: None)
Recommendation – 1) Interview candidates; 2) Announce appointments at the 7:00 p.m., October 20, 2015 City Council meeting, if any; and/or 3) Alternatively, discuss and take other action related to this item.

CLOSED SESSION:

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

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov’t Code §54956.9(d)(1): -2- matter

1. City of El Segundo vs. City of Los Angeles, et.al. LASC Case No. BS094279
2. Penuelas vs. City of El Segundo, LASC Case No. BC523072

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code §54956.9(d)(2): -1- matter.

DISCUSSION OF PERSONNEL MATTERS (Gov't Code § 54957): 0- matter

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

PUBLIC EMPLOYMENT (Gov't Code § 54957) 0- matter

CONFERENCE WITH CITY’S LABOR NEGOTIATOR (Gov't Code §54957.6): 8- matters

1. Employee Organizations: Police Management Association; Police Officers Association; Police Support Services Employees Association; Fire Fighters Association; Supervisory and Professional Employees Association; City Employees Association; Executive Management Group (Unrepresented Group); Management/Confidential Group (Unrepresented Group)

Agency Designated Representative: Steve Filarsky and City Manager

CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov't Code §54956.8): 0- matters
AGENDA DESCRIPTION:
Consideration and Possible action to interview candidates for the Environmental Committee, Economic Development Advisory Council, Community Cable Advisory Committee, Investment Advisory Committee, Capital Improvement Program Advisory Committee and Library Board of Trustees. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Interview candidates.
2. Announce appointments at the 7:00 p.m., October 20, 2015 City Council meeting, if any
3. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Application of candidates

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $ None
Additional Appropriation: N/A
Account Number(s):

ORIGINATED BY: Mishia Jennings, Executive Assistant
REVIEWED BY:
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

*Environmental Committee – two positions
*Community Cable – four positions
*CIPAC – three positions
*EDAC – four positions
*Investment Advisory – one position
*Library Board of Trustees – One position

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Applying to: CCBs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tyler Leisher – 4:00</td>
<td>Community Cable Advisory Committee – 1st and only choice</td>
</tr>
<tr>
<td>2. Brian Mitchell – 4:10</td>
<td>Community Cable Advisory Committee – 1st and only choice</td>
</tr>
<tr>
<td>3. Sally Martin – 4:15</td>
<td>Community Cable Advisory Committee – 1st and only choice</td>
</tr>
<tr>
<td>4. Jung Kim – 4:20</td>
<td>Environmental Committee – 2nd choice Interviewed for EDAC not appointed</td>
</tr>
<tr>
<td>5. Michael Van Kleeck 4:30</td>
<td>Investment Advisory Committee 1st choice, EDAC 2nd choice, CIPAC 3rd choice</td>
</tr>
<tr>
<td>6. Matthew Robinson 4:30</td>
<td>Investment Advisory Committee – 1st and only choice</td>
</tr>
<tr>
<td>7. Shar Franklin – 4:30</td>
<td>EDAC – 1st and only choice</td>
</tr>
<tr>
<td>8. Spencer Bauer – 4:30</td>
<td>EDAC – 1st and only choice</td>
</tr>
<tr>
<td>9. Sharon Jones – 4:45</td>
<td>EDAC – 1st and only choice</td>
</tr>
<tr>
<td>10. Andrew Streiber 5:00</td>
<td>EDAC – 1st and only choice</td>
</tr>
<tr>
<td>11. Mike Rotolo 5:00</td>
<td>CIPAC – 1st and only choice</td>
</tr>
<tr>
<td>12. Vandad Espahbodi</td>
<td>EDAC – 1st and only choice (703) 297-8129</td>
</tr>
<tr>
<td>13. Corrie Chitlik – Phone</td>
<td>Environmental Committee – 1st and only choice (424) 241-8959</td>
</tr>
<tr>
<td>14. Richard Cortez</td>
<td>Interviewed 8/4/15 (See memo) EDAC, CIPAC or Investment Advisory</td>
</tr>
<tr>
<td>15. Eric Kari</td>
<td>Interviewed 8/4/15 (See memo) EDAC or CIPAC</td>
</tr>
<tr>
<td>16.</td>
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</tr>
</tbody>
</table>
CITY COUNCIL PACKET
October 20, 2015 - 4:00 PM

INTERVIEWS of CANDIDATES

Environmental Committee,
Economic Development Advisory Council, Community Cable Advisory Committee, Investment Advisory Committee, Capital Improvement Program Advisory Committee and Library Board of Trustees

Distribution:
- Mayor Suzanne Fuentes
- Mayor Pro Tem Carl Jacobson
- Council Member Dave Atkinson
- Council Member Marie Fellhauer
- Council Member Mike Dugan
- City Clerk Tracy Weaver
- City Treasurer Crista Binder
- Greg Carpenter, City Manager
- Mark Hensley, City Attorney
- Misty Cheng, Interim Director of Finance
- Martha Dijkstra, Human Resources
- Brek Slover, Interim Fire Chief
- Mitch Taverna, Police Chief
- Debra Brighton, Director of Library Services
- Sam Lee, Director of Planning and Building Safety
- Stephanie Katsouleas, Director of Public Works
- Meredith Petit, Director of Recreation and Parks
- Mona Shilling, Deputy City Clerk
- Mishia Jennings, Executive Assistant
- Mickie Tagle, Executive Assistant
- Public Copy
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REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, OCTOBER 20, 2015 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER

INVOCATION – Pastor Eric Jay, St. John’s Lutheran Church

PLEDGE OF ALLEGIANCE – Council Member Atkinson
PRESENTATIONS


c) Presentation – West Basin – Proposed Desalination Plant Environmental Notice of Preparation.

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 COUNCIL 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. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

C. UNFINISHED BUSINESS

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
1. Consideration and possible action to announce the appointments to the Environmental Committee, Economic Develop Advisory Council, Community Cable Advisory Committee, Investment Advisory Committee, Capital Improvement Program Advisory Committee and Library Board of Trustees.  
(Fiscal Impact: None)  
Recommendation – 1) 1. Announce the appointees to the Environmental Committee, Economic Develop Advisory Council, Community Cable Advisory Committee, Investment Advisory Committee, Capital Improvement Program Advisory Committee and Library Board of Trustees, if any; 2) Alternatively, discuss and take other action related to this item.

E. CONSENT AGENDA

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

2. Warrant Numbers 3007992 through 3008162 on Register No.1 in the total amount of $2,491,671.55 and Wire Transfers from 9/14/2015 through 10/04/2015 in the total amount of $2,135,512.42.  
Recommendation – Approve Warrant Demand Register and authorize staff to release. Ratify Payroll and Employee Benefit checks, checks released early due to contracts or agreement; emergency disbursements and/or adjustments; and wire transfers.

Recommendation – Approval.

4. Consideration and possible action to receive and file this report regarding emergency work to repair dwelling units at the Park Vista Senior Housing Facility due to water intrusion without the need for bidding in accordance with Public Contracts Code §§ 20168 and 22050 and El Segundo Municipal Code (“ESMC”) §§ 1-7-12 and 1-7A-4.  
(Fiscal Impact: $50,000.00)  
Recommendation – 1) Receive and file this report regarding emergency work to repair dwelling units at the Park Vista Senior Housing Facility due to water intrusion without the need for bidding in accordance with Public Contracts Code §§ 20168 and 22050 and El Segundo Municipal Code (“ESMC”) §§ 1-7-12 and 1-7A-4 2) Alternatively, discuss and take other action related to this item.
5. Consideration and possible action regarding adoption of a resolution authorizing the annual destruction of identified records in accordance with the provisions of Section 34090 of the Government Code of the State of California. 
(Fiscal Impact: Not to exceed $1,000.00)  
Recommendation – 1) Adopt a resolution authorizing the destruction of certain records; 2) Alternatively, discuss and take other action related to this item.

(Fiscal Impact: $60,000.00 in CDBG grant funds)  
Recommendation – 1) Adopt attached resolution approving Plans and Specification for the Construction of American with Disabilities Act (ADA) Sidewalk Ramps (CDBG Project); 2) Authorize staff to advertise the project for receipt of construction bids; 3) Alternatively, discuss and take other action related to this item.

7. Consideration and possible action to accept as complete the Community Development Block Grant (CDBG) Project 601711-14, “Installation of American with Disabilities Act (ADA) Sidewalk Ramp Project.” Project No. PW 14-09. 
(Fiscal Impact: $41,288.50 in CDBG grant reimbursement funds) 
Recommendation – 1) Accept the work as complete; 2) Authorize the City Clerk to file a Notice of Completion in the County Recorder’s Office; 3) Alternatively, discuss and take other action related to this item.

8. Consideration and possible action to participate in the County of Los Angeles Countywide Comprehensive Park and Recreation Needs Assessment and enter into a Funding Agreement to accept a $2,500 stipend for expenses related to facilitating community engagement activities. 
(Fiscal Impact: $2,500 Revenue) 
Recommendation – 1) Approve the request to participate in the Countywide Needs Assessment and enter into a Funding Agreement to accept a $2,500 stipend; 2) Alternatively, discuss and take other action related to this item.

F. NEW BUSINESS

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

I. REPORTS – CITY CLERK

J. REPORTS – CITY TREASURER

K. REPORTS – CITY COUNCIL MEMBERS

   Council Member Fellhauer –

   Council Member Atkinson –

   Council Member Dugan –

   Mayor Pro Tem Jacobson –

   Mayor Fuentes –

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Communications is closed.

MEMORIALS –

CLOSED SESSION
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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: 10-11-15

TIME: 2:39 PM

NAME: [Signature]
Proclamation

City of El Segundo, California

WHEREAS, Make a Difference Day is the nation’s largest national day of community service where citizens are encouraged to get involved with their favorite local non-profit organizations; and

WHEREAS, Volunteers from around the country will unite in a common mission to improve the lives of others on Make a Difference Day, Saturday, October 24, 2015; and

WHEREAS, El Segundo is the birthplace of the youth environmental movement as a result of local children taking action to protect the environment in their community; and

WHEREAS, Tree Musketeers cares for more than 1,800 local trees in and around El Segundo; and

WHEREAS, Tree Musketeers sets to engage the El Segundo community to preserve the environment; and

WHEREAS, “Trees to the Sea” on Imperial Highway fortifies the green pollution barrier between El Segundo and LAX.

NOW, THEREFORE, the Mayor and the Members of the City Council of the City of El Segundo, California hereby proclaim October 24, 2015 as MAKE A DIFFERENCE DAY in El Segundo and urge citizens tall and small to gather on Imperial Avenue at Main Street at 9:30 a.m. to volunteer and help care for the Trees to the Sea.

Mayor Suzanne Fuentes
Mayor Pro Tem Carl Jacobson
Council Member Dave Atkinson
Council Member Marie Fellhauer
Council Member Michael Dugan
Presentation

LAEDC

Finalist for the 2015 Most Business Friendly City in L.A. County
Presentation

West Basin

Proposed Desalination Plant Environmental Notice of Preparation.
AGENDA DESCRIPTION:

Consideration and possible action to announce the appointments to the Environmental Committee, Economic Develop Advisory Council, Community Cable Advisory Committee, Investment Advisory Committee, Capital Improvement Program Advisory Committee and Library Board of Trustees. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:

1. Announce the appointees to the Environmental Committee, Economic Develop Advisory Council, Community Cable Advisory Committee, Investment Advisory Committee, Capital Improvement Program Advisory Committee and Library Board of Trustees, if any;

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

ATTACHED SUPPORTING DOCUMENTS:

None

FISCAL IMPACT: Included in Adopted Budget

<table>
<thead>
<tr>
<th>Amount Budgeted:</th>
<th>$ None</th>
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<tbody>
<tr>
<td>Additional Appropriation:</td>
<td>N/A</td>
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<td>Account Number(s):</td>
<td></td>
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ORIGINATED BY: Mishia Jennings, Executive Assistant

REVIEWED BY: 

APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

<table>
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<tr>
<th>Committee/Commission and Board</th>
<th>Number of Openings</th>
<th>Appointee(s)</th>
<th>Term Expiration</th>
</tr>
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</table>
| Environmental Committee        | 2                  |              | June 30, 2019 – Full Term  
                               |                    |              | June 30, 2018 – Partial Term  |
| EDAC                           | 4                  |              | No Term Expiration  |
| Community Cable Advisory Committee | 4             |              | October 31, 2016 – Partial Term  
                               |                    |              | October 31, 2017 – Partial Term  
                               |                    |              | October 31, 2018 – Partial Term  
                               |                    |              | October 31, 2019 – Full Term  |
| Investment Advisory Committee  | 1                  |              | August 30, 2019 – Full Term  |
| CIPAC                          | 3                  |              | November 30, 2017 – Partial Term  
                               |                    |              | November 30, 2019 – Full Term  
                               |                    |              | November 30, 2019 – Full Term  |
| Library Board of Trustees      | 1                  |              | June 30, 2016 – Partial Term  |
CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

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<th>Code</th>
<th>Fund Description</th>
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<td>001</td>
<td>General Fund</td>
<td>279,452.32</td>
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<tr>
<td>010</td>
<td>Traffic Safety Fund</td>
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<tr>
<td>015</td>
<td>Employee &amp; Dependent Health Plan</td>
<td>-</td>
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<tr>
<td>016</td>
<td>Associated Recreation Activities Fund</td>
<td>-</td>
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<tr>
<td>018</td>
<td>Asset Forfeiture Fund</td>
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<td>111</td>
<td>Comm. Devel. Block Grant</td>
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<td>011</td>
<td>Prop. &quot;A&quot; Transportation</td>
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<td>012</td>
<td>Prop. &quot;C&quot; Transportation</td>
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<td>115</td>
<td>Home Sound Installation Fund</td>
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<td>114</td>
<td>Home Sound Installation Fund</td>
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<td>Hyperion Mitigation Fund</td>
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<td>110</td>
<td>City Artistic Research Fund</td>
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<td>120</td>
<td>C.O.P.S. Fund</td>
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<td>122</td>
<td>L.A.W.A. Fund</td>
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<tr>
<td>202</td>
<td>Assessment District #73</td>
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<td>201</td>
<td>Capital Improvement Fund</td>
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<td>202</td>
<td>Infrastructure Replacement Fund</td>
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<td>Facilities Maintenance</td>
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<td>501</td>
<td>Water Utility Fund</td>
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<td>502</td>
<td>Wastewater Fund</td>
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<td>503</td>
<td>Golf Course Fund</td>
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<td>602</td>
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<td>Workers Comp. Reserve/Insurance</td>
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<td>701</td>
<td>Retired Emp. Insurance</td>
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<tr>
<td>702</td>
<td>Expendable Trust Fund - Developer Fees</td>
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<td>703</td>
<td>Expendable Trust Fund - Other</td>
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<tr>
<td>708</td>
<td>Outside Services Trust</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Total Warrants</td>
<td>$ 2,491,671.55</td>
</tr>
</tbody>
</table>

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/urgent payments for materials, supplies and services in support of City Operations

For Ratification:

A = Payroll and Employee Benefit checks

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

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

FINANCE DIRECTOR: ________________________________  DATE: 11-01-15

CITY MANAGER: ________________________________  DATE: 10-12-15

VOID CHECKS DUE TO ALIGNMENT: ________________________________

VOID CHECKS DUE TO INCORRECT CHECK DATE: ________________________________

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR: ________________________________

NOTES: ________________________________

Signature: ________________________________

Date: ________________________________

15
# CITY OF EL SEGUNDO
## PAYMENTS BY WIRE TRANSFER
### 9/14/15 THROUGH 10/04/15

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<th>Date</th>
<th>Payee</th>
<th>Description</th>
<th>Amount</th>
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<td>IRS</td>
<td>Federal 941 Deposit</td>
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<td>9/14/2015</td>
<td>Employment Development</td>
<td>State SDI payment</td>
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<td>9/16/2015</td>
<td>Cal Pers</td>
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<td>Cal Pers</td>
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<td>9/18/2015</td>
<td>Health Comp</td>
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<td>Manufacturers &amp; Traders</td>
<td>457 payment Vantagepoint</td>
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<td>9/25/2015</td>
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<td>ROTH IRA payment Vantagepoint</td>
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<td>9/25/2015</td>
<td>US Bank - Trust Acct</td>
<td>PARS payment</td>
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<td>9/25/2015</td>
<td>South Bay Credit Union</td>
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**2,135,512.42**

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**DATE OF RATIFICATION: 10/06/15**

**TOTAL PAYMENTS BY WIRE:**

2,135,512.42

Certified as to the accuracy of the wire transfers by:

**Deputy City Treasurer**

Date: 10/6/15

**Director of Finance**

Date: 11-2-15

**City Manager**

Date: 10-2-15

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

P:\City Treasurer\Wire Transfers\Wire Transfers 10-01-14 to 9-30-15

10/6/2015
REVISED SPECIAL MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, SEPTEMBER 29, 2015 - 6:30 P.M.

6:30 P.M. SESSION

CALL TO ORDER – Mayor Fuentes at 6:30 PM

INVOCATION – Tracy Weaver, City Clerk

PLEDGE OF ALLEGIANCE – Council Member Marie Fellhauer

ROLL CALL

Mayor Fuentes - Present
Mayor Pro Tem Jacobson - Present
Council Member Atkinson - Present
Council Member Fellhauer - Present
Council Member Dugan - Present

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total)
Chris Miller, resident, commented on the Richmond Street Improvement Plan.
Craig Kessler, commented on item #B3 (Top Golf).
Ron Swanson, resident, supports item #B3 (Top Golf).
Josh Alpert, resident, commented on item #B3 (Top Golf).
Sherry Kramer, on behalf of Richard Lundquist, Continental Development Corporation, reaffirming support of item #B3 (Top Golf).
William Davenport, CEO Top Golf, thanked the Council for their work on the Top Golf project and attended the meeting to answer questions if needed.

CITY COUNCIL COMMENTS – (Related to Public Communications)

Council commented on Public communication.

PROCEDURAL MOTIONS

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

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

A. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)
1. Consideration and possible action (Continued Public Hearing) regarding the Fiscal Year 2015-2016 Budget (including all City Revenues and Expenditures), and Adoption of Resolution approving the 2015-2016 Final Operating and Capital Improvement Budget and the 2015-2016 Appropriations Limit. Copies of the Fiscal Year 2015-2016 Preliminary Budget can be found in the Library, City Clerk’s office, and on the City’s website.

(Fiscal Impact: Total Revenues of $123,101,930, Total Expenditures of $133,442,662; General Fund Revenues of $63,238,130, Expenditures of $64,377,060)

Mayor Fuentes stated this was the time and place to continue the public hearing regarding the Fiscal Year 2015-2016 Budget (including all City Revenues and Expenditures), and Adoption of Resolution approving the 2015-2016 Final Operating and Capital Improvement Budget and the 2015-2016 Appropriations Limit.

City Clerk Weaver stated that proper notice had been given in a timely manner and that written communication had not been received in the City Clerk’s office.

Mayor Fuentes stated the continued Public Hearing is now open.

Greg Carpenter, City Manager, introduced the item.

Misty Cheng, Acting Finance Director, gave a presentation.

Mayor Fuentes announced the Public Hearing is now open for public comment.

MOTION by Council Member Fellhauer, SECONDED by Mayor Pro Tem Jacobson to close the public hearing. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Council Discussion

Mark Hensley, City Attorney, read the resolution by title only:

RESOLUTION NO. 4933

A RESOLUTION ADOPTING THE 2015-2016 FINAL OPERATING AND CAPITAL IMPROVEMENT BUDGET AND THE 2015-2016 APPROPRIATIONS LIMIT FOR THE CITY OF EL SEGUNDO

MOTION by Council Member Atkinson, SECONDED by Council Member Fellhauer to approve Resolution No. 4933, approving the 2015-2016 Final Operating and Capital Improvement Budget and the 2015-2016 Appropriations Limit. MOTION PASSED BY VOICE VOTE. 4/1 YES: Atkinson, Dugan, Fellhauer, Fuentes NO: Jacobson

B. UNFINISHED BUSINESS
OPENED ITEMS B2 AND B3 CONSECUTIVELY

2. [CONTINUED ITEM #C2 FROM SEPTEMBER 15, 2015 CITY COUNCIL MEETING] Rescission of Brown Act Commitment - In Accordance with Government Code Section 54960.2 (e), consideration and possible action to rescind the commitment made by the City Council on November 5, 2013, not to hold further closed session meetings regarding real property negotiations with regard to ESCenterCal, LLC’s (“CenterCal”) proposal to enter into a Due Diligence and Ground Lease Agreement (“Agreement”) to lease the driving range portion of the Lakes Golf Course from the City for the purpose of developing a Top Golf facility.

3. [CONTINUED ITEM #C3 FROM SEPTEMBER 15, 2015 CITY COUNCIL MEETING] Consideration and possible action to approve a Due Diligence and Ground Lease Agreement and Reimbursement Agreement with ES CenterCal LLC (“ES CenterCal”) to lease the driving range portion of The Lakes Golf Course for the purpose of developing the TopGolf facility consisting of a driving range, restaurant, bar and lounge and event facilities. (Fiscal Impact: See attached report from ProForma Advisors)

Greg Carpenter, City Manager, introduced the items.

Mark Hensley, City Attorney, presented the Due Diligence and Ground Lease Agreement and Reimbursement Agreement with ES CenterCal LLC to Council.

Council discussion

Zach Shore, Vice President of Real Estate, Top Golf, answered Council questions.

MOTION by Council Member Atkinson, SECONDED by Council Member Fellhauer to approve and authorize the Mayor to execute the Due Diligence and Ground Lease Agreement No. 4924-1 through 4924-1C subject to ES CenterCal entering into a reimbursement agreement with the City, authorize the City Manager to enter into a Reimbursement Agreement No. 4924-2 that requires ES CenterCal to pay the cost and fees associated with the various due diligence and land use entitlement costs and authorize the City Manager to execute a Professional Service Agreement No. 4924-3 for CEQA review services related to the Due Diligence and Ground Lease Agreement approved as form by the City Attorney in an amount not to exceed $257,500.00. MOTION PASSED BY VOICE VOTE. 3/2 YES: Atkinson, Fellhauer, Jacobson NO: Dugan, Fuentes

C. CONSENT AGENDA
4. Consideration and possible action to revise the final contract amounts for Projects 14-12 (the City's Residential Sound Insulation Program's Group 56) and 14-14 (the City's Residential Sound Insulation Program's Group 58).
(Final Contract Amounts of: $922,038.18 and $652,646.26 respectively, less any liquidated damages determined to be appropriate)

Greg Carpenter, City Manager, introduced the item.

Council discussion

MOTION by Mayor Pro Tem Jacobson, SECONDED by Council Member Dugan to revise the contract amount for Project 14-12 (Group 56 of the RSI Program) and revise the contract amount for Project 14-14 (Group 58 of the RSI Program). MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

ADJOURNMENT at 7:21 PM

__________________________
Tracy Weaver, City Clerk
SPECIAL MEETING OF THE EL SEGUNDO CITY COUNCIL
MONDAY, OCTOBER 5, 2015 – 6:00 PM

CALL TO ORDER – Mayor Fuentes at 6:00 PM

ROLL CALL

Mayor Fuentes - Present
Mayor Pro Tem Jacobson - Present
Council Member Atkinson - Present
Council Member Fellhauer - Present
Council Member Dugan - Present

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

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 CITY’S LABOR NEGOTIATOR (Gov’t Code §54957.6): -8-matters

1. Employee Organizations: Police Management Association; Police Officers Association; Police Support Services Employees Association; Fire Fighters Association; Supervisory and Professional Employees Association; City Employees Association; Executive Management Group (Unrepresented Group); Management/Confidential Group (Unrepresented Group)

    Agency Designated Representative: Steve Filarsky and City Manager

Adjourned at 7:20 PM

__________________________________________
Tracy Weaver, City Clerk
REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, OCTOBER 6, 2015 – 5:00 PM

5:00 P.M. SESSION

Adjourned to 5:30 PM – Due to lack of quorum

CALL TO ORDER – Mayor Fuentes at 5:30 PM

ROLL CALL

Mayor Fuentes - Present
Mayor Pro Tem Jacobson - Present
Council Member Atkinson - Present
Council Member Fellhauer - Present
Council Member Dugan - Present

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

SPECIAL ORDER OF BUSINESS:

Mayor Fuentes 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 – EXISTING LITIGATION (Gov’t Code §54956.9(d)(1): -3- matter

1. City of El Segundo vs. City of Los Angeles, et.al. LASC Case No. BS094279
2. Penuelas vs. City of El Segundo, LASC Case No. BC523072
3. O’Leary v. City of El Segundo WCB/EAMS Nos. ADJ8702179 and 918053

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code §54956.9(d)(2): -1- matter.

DISCUSSION OF PERSONNEL MATTERS (Gov't Code §54957): -0- matter

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

PUBLIC EMPLOYMENT (Gov't Code § 54957) -0- matter

CONFERENCE WITH CITY'S LABOR NEGOTIATOR (Gov't Code §54957.6): -8- matters

1. Employee Organizations: Police Management Association; Police Officers Association; Police Support Services Employees Association; Fire Fighters Association; Supervisory and Professional Employees Association; City Employees Association; Executive Management Group (Unrepresented Group); Management/Confidential Group (Unrepresented Group)

   Agency Designated Representative: Steve Filarsky and City Manager

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

Adjourned at 6:50 PM
REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, OCTOBER 6, 2015 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER – Mayor Fuentes at 7:00 PM

INVOCATION – Pastor Mark Stepp, Oceanside Christian Fellowship

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Jacobson

PRESENTATIONS

a) Mayor Fuentes honored the volunteers and Shawn Green, Alison Dobay Dobney and Elizabeth Tran announced the City of El Segundo’s Volunteers who provide community service throughout the year. A reception preceded the meeting in the Civic Center Quad.

b) Proclamation read by Mayor Fuentes, presented to Acting Fire Chief Slover, proclaiming October 4 – 10, 2015 as Fire Prevention Week.

ROLL CALL

Mayor Fuentes - Present
Mayor Pro Tem Jacobson - Present
Council Member Atkinson - Present
Council Member Fellhauer - Present
Council Member Dugan - Present

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total)
Fernando Aguilar, Tree Musketeers Youth Manager, invited the residents of El Segundo to attend “Make a Difference Day” to be held on October 24, 2015 from 9:30 – 11:30 am.
Wendy Vitalitch, resident, commented on item #C1.
Gail Church, Tree Musketeers Executive Director, commented on item #C1.

CITY COUNCIL COMMENTS – (Related to Public Communications)

A. PROCEDURAL MOTIONS

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

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

C. UNFINISHED BUSINESS

1. Consideration and possible action to 1) review the proposed landscaping and lighting designs for the Richmond St. Rehabilitation Arterial Improvement Project revisions and 3) direct staff to proceed with preparation of construction plans and specifications.
   (Fiscal Impact: $800,000.00)

Greg Carpenter, City Manager, introduced the item.

Stephanie Katsouleas, Public Works Director, gave a presentation and answered Council’s questions.

Nathaniel Behura, Transportation & Energy Solutions, Inc., answered Council’s questions concerning possible lighting for the Richmond Street project.

Council Discussion

MOTION by Council Member Fellhauer, SECONDED by Council Member Atkinson directing staff to proceed with the preparation of construction plans and specifications inclusive of any design changes and review all lighting options. MOTION PASSED BY UNANIMOUS VOICE VOTE. 4/1 YES: Atkinson, Fellhauer, Jacobson, Fuentes NO: Dugan

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

E. CONSENT AGENDA

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

2. Approve Warrant Numbers 3007694 through 3007991 on Register No. 24 in the total amount of $1,724,463.70 and Wire Transfers from 8/31/2015 through 9/13/2015 in the total amount of $3,275,022.79. Authorized staff to release. Ratified Payroll and employee Benefit checks; checks released early due to contracts or agreement; emergency disbursements and/or adjustments; and wire transfers.

3. Approve the Regular City Council Meeting Minutes of September 15, 2015.
4. Receive and file this report regarding emergency work to repair dwelling units at the Park Vista Senior Housing Facility due to water intrusion without the need for bidding in accordance with Public Contracts Code §§ 20168 and 22050 and El Segundo Municipal Code (“ESMC”) §§ 1-7-12 and 1-7A-4. (Fiscal Impact: $50,000.00)

5. Approve a Second Amendment no. 3500A to Agreement #3500 with CBS Decaux Street Furniture, LLC for bus shelter advertising. (Fiscal Impact: $419,480.00 Estimated Revenue)

6. Approve the request from SteelWave, the owner of property at 2030 East Maple Avenue, to install a temporary banner exceeding 500 square feet in size on a street-facing fence for the purpose of marketing the currently vacant building to potential tenants for a period not to exceed 3 months. (Modified). Applicant: SteelWave. (Fiscal Impact: N/A)

7. Approve the Fire Department Mutual Apparatus and Equipment Loan Agreement no. 4925 between the cities of El Segundo, Redondo Beach, Hermosa Beach, and Manhattan Beach and authorize the Mayor to sign the Agreement. (Fiscal Impact: None)

8. Receive and file this report regarding the extension of Park Place between Nash St. and Sepulveda Blvd. and authorize the Mayor to sign resolution no. 4934 in support of applying for $36,850,000 million from the Measure R South Bay Highway Program (SBHP) for the development of plans and specifications and construction costs for the roadway. (Fiscal Impact: potential receipt of grant funding, match requirement undetermined)

9. Waive the bidding process to purchase one (1) Honda Civic hybrid vehicle overdue for use by the Public Works Inspector using equipment replacement and Air Quality Management District (AQMD) funds and authorize the City Manager to execute an agreement no. 4926, in a form approved by the City Attorney, to purchase the Honda Civic hybrid vehicle. (Fiscal Impact: $28,130 grant fund expenditure.)

10. Approve the ongoing professional service agreements and blanket purchase orders for FY 2015-2016 in excess of $25,000 for various departments; and possible action to waive the formal bidding process and authorize the continued purchase of various goods and services as described below. (Fiscal Impact: Included in the FY 15-16 Budget: General Fund $1,886,670 including $5,000 Library Developer Fees; Asset Forfeiture Fund $13,000; Prop A Fund $30,000; Water Enterprise Fund $154,000; Wastewater (Sewer) Enterprise Fund $28,000; Golf Course Enterprise Fund $96,000; Workers’ Compensation
Fund $97,749; Public Works Full Time Salary Accounts General Fund, Water & Wastewater Enterprise Funds $200,000).

Recommendation –

(1) Authorize the City Manager to execute an amendment no 4095E to Agreement No. 4095 with High Point Strategies, LLC for City’s advisors and advocate regarding issues relating to LAWA, LAX, FAA, MTA and other Los Angeles agencies, in a form approved by the City Attorney to (1) extend the term of the agreement to September 30, 2016; (2) authorize payment for services up to $75,000 (General Fund); and (3) take such additional, related, action that may be desirable.

(2) Authorize the City Manager to execute an amendment no. 4242E to Agreement No. 4242 with Willdan Homeland Solutions for consulting services related to City’s Emergency Management program, in a form approved by the City Attorney to (1) extend the term of the agreement to September 30, 2016; (2) authorize payment for services up to $60,530 (General Fund); and (3) take such additional, related, action that may be desirable.

(3) Authorize the City Manager to extend ongoing service agreements with Baker & Taylor Information Services for supplying books and other library materials, and issuance of blanket purchase order not to exceed $88,800 in FY 2015-2016 (General Fund and Library Developer Fees).

(4) Authorize the City Manager to extend contract #4729 to Innovative Interfaces, Inc., for library computer network system maintenance, amendment no. 4727C and issuance of blanket purchase order not to exceed $28,500 (General Fund).

(5) Authorize the City Manager to extend ongoing service agreements with J. Lee Engineering provides plan check and inspection consulting services for the Building and Safety Division, amendment no. 3790I not to exceed $140,000 in FY 2015-2016 (General Fund).

(6) Authorize the City Manager to extend ongoing service agreement with JAS to provide plan check and inspection consulting services for the Building and Safety Division, amendment no. 4695B not to exceed $63,200 in FY 2015-2016 (General Fund).

(7) Authorize the City Manager to extend ongoing service agreement with Scanning Service Corp. to provide service of scanning plans, permits & microfilm to digital for Laserfiche document imaging system for the Building and Safety Division, amendment no. 5987E, not to exceed $23,000 and Planning Division not to exceed $20,000 in FY 2015-2016 for a combined total amount of $43,000 (General Fund).
(8) Authorize the City Manager to extend ongoing service agreement with Pacific Municipal Consultants (PMC) to provide professional planning consulting and interim staffing services for the City's Planning Division, amendment no. 4722B, not to exceed $58,000 in FY 2015-2016 (General Fund).

(9) Authorize the City Manager to extend ongoing service agreement with Tierra West Advisor's Inc. to provide professional planning consulting and interim staffing services for the City's Planning Division, amendment no. 4787A not to exceed $45,000 in FY 2015-2016 (General Fund).

(10) Authorize the City Manager to extend ongoing service agreements with Westchester Medical Group/Center for Heart and Health to provide annual safety employees fitness for duty and executive physical examinations, amendment no. 3912G not to exceed $60,000 in FY 2015-2016 (General Fund).

(11) Authorize the City Manager to extend ongoing service agreement with York Risk Services Group to administer workers' compensation claims, amendment no. 3882E not to exceed $97,749 in calendar year 2015-2016 (Workers' Compensation Fund).

(12) Authorize the El Segundo Fire Department to waive the bidding process per El Segundo Municipal Code §1-7-10 to purchase medical and pharmaceutical supplies, and piggyback on the City of El Cajon's Bound Tree Medical, Inc. ("Bound Tree") Bid #005-12, and authorize issuance of a blanket purchase order to Bound Tree for medical and pharmaceutical supplies not to exceed $32,000 in FY 2015-2016 (General Fund).

(13) Authorize the City Manager to amend the contract with All Cities Management Company for one-year to provide crossing guard services for the El Segundo School District, amendment no. 4687A not to exceed $89,640 in FY 2015-2016 (General Fund).

(14) Authorize all El Segundo City Departments to waive the bidding process per El Segundo Municipal Code § 1-7-10 to purchase office supplies, related products and off-site office services, and piggyback on The Cooperative Purchasing Network (TCPN) Contract # R5023 awarded to Office Depot, and authorize issuance of a citywide open purchase order to Office Depot for office supplies, related products and off-site office services under the agreement not to exceed $75,000 in FY 2015-2016 (General Fund).

(15) Authorize all El Segundo City Departments to waive the bidding process per El Segundo Municipal Code § 1-7-10 to purchase City-wide advertising and authorize issuance of a citywide open purchase order to El Segundo Herald. Off-site services include Public Hearing notices, Request for Proposal notices, Department advertising and publishing, printing and distribution of the
Recreation and Parks brochures not to exceed $70,000 in FY 2015-2016 (General Fund).

(16) Authorize the issuance of a blanket purchase order to Hinderliter De Llamas & Associates (Agreement #3313) to provide professional services related to sales and use tax for an amount not to exceed $81,000 in FY 2015-2016 (General Fund).

(17) Authorize the issuance of a blanket purchase order to Lane Donovan Partners, LLC (Agreement #3399) to provide management services for The Lakes Golf Course for an amount not to exceed $96,000 in FY 2015-2016 (Golf Course Enterprise Fund).

(18) Authorize the City Manager to extend Agreement # 4096 with TruGreen Landcare in a form approved by the City Attorney, amendment no. 4096E and issuance of a blanket purchase order to provide weekly landscape services for an amount not to exceed $172,000 in FY 2015-2016 (General Fund).

(19) Authorize the City Manager to issue a blanket purchase order for Agreement # 4699 with West Coast Arborist to provide tree maintenance services for amount not to exceed $175,000 in FY 2015-2016, with individual services billed based on the scope of work requested. (General Fund).

(20) Authorize staff to continue to purchase gasoline and diesel fuel for City vehicles and equipment through the use of spot market purchasing in an amount not to exceed $315,000 in FY 2015-2016 (General Fund = $250,000; Asset Forfeiture Fund = $13,000; Prop "A" Fund = $30,000; Water Enterprise Fund = $9,000; Wastewater (sewer) Enterprise Fund = $13,000).

(21) Authorize the issuance of a blanket purchase order to Metron Farnier & Actaris in an amount not to exceed $130,000 in total for the purchase of single jet water meters for the City’s water system in FY 2015-2016 (Water Enterprise Fund).

(22) Authorize the issuance of a blanket purchase order to Blue Diamond Materials, a division of Sully Miller Contracting Company in an amount not to exceed $30,000 for the purchase of asphalt paving materials for Street Maintenance Division projects in FY 2015-2016 (General Fund).

(23) Authorize the issuance of a blanket purchase order to DataProse (Agreement # 3227) to provide Water and Sewer divisions utility bill print and mail services for an amount not to exceed $30,000 in FY 2015-2016 (Water & Wastewater (sewer) Enterprise Funds).

(24) Authorize the City Manager to extend the ongoing professional service Agreement # 4269 with Aerotek, amendment no. 4291I for providing temporary
staffing service for the Public Works Department not to exceed $200,000 in FY 2015-2016, amendment no. 4269J (General Fund, Water & Wastewater (sewer) Enterprise Funds).

(25) Authorize the City Manager to execute a one-year contract no. 4923 with the Society for the Prevention of Cruelty to Animals Los Angeles for animal sheltering services, not to exceed $28,200 in FY 2015-2016 (General Fund).

(26) Authorize the City Manager to execute a one-year contract with Duncan Solutions (formerly Enforcement Technology Inc.) for processing of parking citations/collections, amendment no. 4689A, not to exceed $77,000 in FY 2015-2016 (General Fund).

(27) Authorize the issuance of a blanket purchase order to San Diego Police Equipment Co., Inc. (SDPECI) and Dooley Enterprises, for the purchase of CCI-Speer and Federal ammunition, not to exceed $67,000 in FY 2015-2016 (General Fund).

(28) Authorize the City Manager to execute a one-year contract amendment and/or purchase order with Tyler Technologies for annual software licensing, maintenance, and support not to exceed $43,800 in FY 2015-2016 (General Fund).

(29) Authorize the City Manager to execute a one-year contract and/or blanket purchase order with Active Network for annual licensing, maintenance and support not to exceed $34,000 in FY 2015-2016 (General Fund).

(30) Alternatively, discuss and take other action related to this item.

MOTION by Council Member Fellhauer, SECONDED by Council Member Dugan to approve Consent Agenda items 2, 3, 4, 5, 6 (with modifications), 7, 8, 9, and 10. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

F. NEW BUSINESS

G. REPORTS – CITY MANAGER - None

H. REPORTS – CITY ATTORNEY - None

I. REPORTS – CITY CLERK - None

J. REPORTS – CITY TREASURER – Not Present

K. REPORTS – CITY COUNCIL MEMBERS

Council Member Fellhauer – None
Council Member Atkinson – Thanked the City’s volunteers.

Council Member Dugan – None

Mayor Pro Tem Jacobson – Thanked the City’s volunteers.

Mayor Fuentes – Attended ribbon cuttings for Pilates on Main and Art Space, attended the Los Angeles Economic Development Corporation’s Innovation Week, attended a Manufacturing Day Event at Northrop Grumman and gave an accommodation for continuing Manufacturing in El Segundo and attended Starburst Accelerator’s launch hosted by Boeing.

11. Consideration and possible action to select a Centennial Celebration subcommittee.
    (Fiscal Impact: None)

Council Discussion

Consensus by Council to approve Mayor Fuentes and Council Member Fellhauer to the Centennial Celebration subcommittee.

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total).
Gail Church, Tree Musketeers Executive Director, provided clarification a few items concerning item #C1.
Dr. Anthony Mendez, resident, spoke concerning the proposed solar lighting for the Richmond Street Project.

ANNOUNCEMENT – Mayor Fuentes announced the birth of Klaus Uli Fellhauer.

ADJOURNMENT at 8:38 PM

Tracy Weaver, City Clerk
EL SEGUNDO CITY COUNCIL  
AGENDA STATEMENT  

MEETING DATE: October 20, 2015  
AGENDA HEADING: Consent Agenda

AGENDA DESCRIPTION:
Consideration and possible action to receive and file this report regarding emergency work to repair dwelling units at the Park Vista Senior Housing Facility due to water intrusion without the need for bidding in accordance with Public Contracts Code §§ 20168 and 22050 and El Segundo Municipal Code ("ESMC") § 1-7-12 and 1-7A-4. (Fiscal Impact: $50,000.00)

RECOMMENDED COUNCIL ACTION:
(1) Receive and file this report regarding emergency work to repair dwelling units at the Park Vista Senior Housing Facility due to water intrusion without the need for bidding in accordance with Public Contracts Code §§ 20168 and 22050 and El Segundo Municipal Code ("ESMC") § 1-7-12 and 1-7A-4.

(2) Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
None

FISCAL IMPACT: Included in Adopted Budget

<table>
<thead>
<tr>
<th>Amount Budgeted:</th>
<th>$50,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Appropriation:</td>
<td>No</td>
</tr>
<tr>
<td>Account Number(s):</td>
<td>405-400-0000-6215 (Facilities Maintenance: Repairs and Maintenance)</td>
</tr>
</tbody>
</table>

ORIGINATED BY: Stephanie Katsouleas, Director of Public Works
REVIEWED BY: Gregg Kovacevich, Assistant City Attorney
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

The contractor who has tentatively been awarded this deck repair project is still trying to secure the proper insurance and endorsements required by the City of El Segundo. His current company as well as several other insurance companies he’s contacted do not offer the required level of insurance, while other vendors simply do not provide coverage to smaller companies such as his. One company he recently contacted is in the process of determining whether they can meet the City’s requirements given his business size, but have indicated that the insurance premium will be significant. The bond requirements have been met.

As a recap, the work includes installing six (6) new drains and applying new elastomeric deck coating on the balconies of three (3) units for an estimated $38,000 plus contingency. The work is expected to be completed before the onset of the rainy season this fall.
Public Contracts Code § 22050 (c) requires that the City Council receive updates at every regularly scheduled meeting until the emergency repair is completed. Therefore, staff recommends that City Council receive and file this report on the status of the emergency repair to address the water intrusion issues at Park Vista Senior Housing Facility.
AGENDA DESCRIPTION:

Consideration and possible action regarding adoption of a resolution authorizing the annual destruction of identified records in accordance with the provisions of Section 34090 of the Government Code of the State of California.
(Fiscal Impact: Not to exceed $1,000)

RECOMMENDED COUNCIL ACTION:

1. Adopt Resolution authorizing the destruction of certain records;
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

Resolution with Attachments

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $1,000
Additional Appropriation: N/A
Account Number(s): 001-400-1301-6214 (Professional & Technical)

ORIGINATED BY: Mona Shilling, Deputy City Clerk II (Acting)
REVIEWED BY: Tracy Weaver, City Clerk
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

Each year various Departments need to transition older documents to storage or destruction and make space for new records. By reviewing the older records and inventoring the current ones, available storage space is used more efficiently.

Documents from the following departments are proposed to be destroyed in accordance with Government Code Section 34090:

Planning and Building Safety
Recreation and Parks
Fire
Library
Police
Treasury
City Clerk

All listed records on the attached Resolution meet the required retention schedule adopted by City Council, Resolution No. 4291/4471/4487, and the City Attorney has given approval for the destruction of these records.
RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE DESTRUCTION OF PUBLIC RECORDS IN ACCORDANCE WITH THE CALIFORNIA GOVERNMENT CODE.

BE IT RESOLVED by the Council of the City of El Segundo as follows:

SECTION 1: The City Council finds as follows:

A. Certain documents from the Planning and Building Safety, Recreation and Parks, Fire, Library, Police, Treasury and City Clerk departments are proposed to be destroyed in accord with Government Code § 34090;

B. The City Attorney gave written approval for the destruction of these records pursuant to Government Code § 34090;

C. Based upon the documents presented to it for destruction, it does not appear to the City Council that these records need be retained and are occupying valuable storage space.

SECTION 2: Pursuant to Government Code § 34090, the City Council approves the destruction of the records referred to in attached Exhibit “A,” which is incorporated by reference, and authorizes the City Clerk to dispose of the records in any lawful manner.

SECTION 3: Upon destroying these documents, the City Clerk is directed to complete a certificate verifying the destruction of these records and file the certificate with the City’s official records.

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 the adoption of the Resolution in the City Council’s records and the minutes of this meeting.

SECTION 5: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

[SIGNATURES ON NEXT PAGE]
RESOLUTION NO. ______ PASSED AND ADOPTED this 20th day of October 2015.

Suzanne Fuentes, Mayor

ATTEST:

________________________
Tracy Weaver
City Clerk

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

By: _______________________
David King
Assistant City Attorney
EXHIBIT A
CITY OF EL SEGUNDO

RECORDS MANAGEMENT
RECORDS DESTRUCTION FORM

The records listed below are scheduled to be destroyed:

<table>
<thead>
<tr>
<th>Records Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Event Permits</td>
<td>1/2012</td>
<td>12/2012</td>
<td>1</td>
<td>2 years</td>
<td>PBS</td>
</tr>
<tr>
<td>Temporary Use Permits</td>
<td>1/2011</td>
<td>12/2011</td>
<td>1</td>
<td>2 years</td>
<td>PBS</td>
</tr>
<tr>
<td>Amplified Sound Permit</td>
<td>1/2012</td>
<td>12/2012</td>
<td>1</td>
<td>2 years</td>
<td>PBS</td>
</tr>
<tr>
<td>Amplified Sound Permit</td>
<td>1/2011</td>
<td>12/2011</td>
<td>1</td>
<td>2 years</td>
<td>PBS</td>
</tr>
</tbody>
</table>

APPROVED FOR DESTRUCTION:

Department Head

Date: 8/6/15

APPROVED FOR DESTRUCTION:

City Attorney

Date: 10/15/15

I HEREBY CERTIFY that the items listed above were approved for destruction on ______________ in accordance with City policies and procedures:

Tracy Weaver, City Clerk

Date
CITY OF EL SEGUNDO

RECORDS MANAGEMENT
RECORDS DESTRUCTION FORM

The records listed below are scheduled to be destroyed:

<table>
<thead>
<tr>
<th>Records Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation Class Registrations On Site</td>
<td>Spring 2005</td>
<td>Spring 2012</td>
<td>1 – 30</td>
<td>CU + 2 yrs</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Recreation Class Registrations In Storage</td>
<td>Summer 2012</td>
<td></td>
<td>279775515</td>
<td>CU + 2 yrs</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Recreation Class Registrations In Storage</td>
<td>Spring 2012</td>
<td>Fall 2012</td>
<td>279775516</td>
<td>CU + 2 yrs</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Recreation Class Registrations In Storage</td>
<td>Fall 2011</td>
<td></td>
<td>27975517</td>
<td>CU + 2 yrs</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Recreation Class Registrations In Storage</td>
<td>Fall 2010</td>
<td></td>
<td>279775518</td>
<td>CU + 2 yrs</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Recreation Class Registrations In Storage</td>
<td>Winter 2010</td>
<td></td>
<td>279775519</td>
<td>CU + 2 yrs</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Recreation Class Registrations In Storage</td>
<td>Spring 2011</td>
<td></td>
<td>279775520</td>
<td>CU + 2 yrs</td>
<td>Rec &amp; Parks</td>
</tr>
</tbody>
</table>

APPROVED FOR DESTRUCTION:

\[Signature\]
Department Head

9/12/15

Date

APPROVED FOR DESTRUCTION:

\[Signature\]
City Attorney

10/15/15

Date

I HEREBY CERTIFY that the items listed above were approved for destruction on

in accordance with City policies and procedures:

Tracy Weaver, City Clerk

Date
CITY OF EL SEGUNDO

RECORDS MANAGEMENT
RECORDS DESTRUCTION FORM

The records listed below are scheduled to be destroyed:

<table>
<thead>
<tr>
<th>Records Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Summary On Site</td>
<td>4/1/11</td>
<td>6/30/11</td>
<td>31</td>
<td>AU + 4 yrs</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Deposit Summary In Storage</td>
<td>1/16/08</td>
<td>7/10/08</td>
<td>279775507</td>
<td>AU + 4 yrs</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Deposit Summary In Storage</td>
<td>7/11/08</td>
<td>2/01/09</td>
<td>279775502</td>
<td>AU + 4 yrs</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Deposit Summary In Storage</td>
<td>2/2/09</td>
<td>7/30/09</td>
<td>279775503</td>
<td>AU + 4 yrs</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Deposit Summary In Storage</td>
<td>7/31/09</td>
<td>2/4/10</td>
<td>279775504</td>
<td>AU + 4 yrs</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Deposit Summary In Storage</td>
<td>2/5/10</td>
<td>8/10/10</td>
<td>279775505</td>
<td>AU + 4 yrs</td>
<td>Rec &amp; Parks</td>
</tr>
<tr>
<td>Deposit Summary In Storage</td>
<td>8/11/10</td>
<td>4/6/11</td>
<td>279775508</td>
<td>AU + 4 yrs</td>
<td>Rec &amp; Parks</td>
</tr>
</tbody>
</table>

APPROVED FOR DESTRUCTION:

[Signature]
Department Head

Date: 9/2/15

APPROVED FOR DESTRUCTION:

[Signature]
City Attorney

Date: 10/15/15

I HEREBY CERTIFY that the items listed above were approved for destruction on __________ in accordance with City policies and procedures:

Tracy Weaver, City Clerk

Date
# CITY OF EL SEGUNDO

## RECORDS MANAGEMENT

### RECORDS DESTRUCTION FORM

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<tr>
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<th>End Date</th>
<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispatch Summaries</td>
<td>July 2007</td>
<td>Dec. 2007</td>
<td>2-2015</td>
<td>CL+7</td>
<td>FIRE</td>
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<tr>
<td>EMS Reports</td>
<td>July 2007</td>
<td>Dec. 2007</td>
<td>2-2015</td>
<td>CL+7</td>
<td>FIRE</td>
</tr>
<tr>
<td>Invoice/PO</td>
<td>2006</td>
<td>2007</td>
<td>3-2015</td>
<td>AU+4</td>
<td>FIRE</td>
</tr>
<tr>
<td>Invoice/PO</td>
<td>2006</td>
<td>2007</td>
<td>4-2015</td>
<td>AU+4</td>
<td>FIRE</td>
</tr>
<tr>
<td>ICRMA – FEMA Pre-Disaster Mitigation Competitive Grant Program</td>
<td>2/9/2004</td>
<td>N/A</td>
<td>5-2015</td>
<td>CL+5</td>
<td>FIRE</td>
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<tr>
<td>Target Capabilities List</td>
<td>9/2007</td>
<td>N/A</td>
<td>5-2015</td>
<td>S+2</td>
<td>FIRE</td>
</tr>
<tr>
<td>Invoice/P.O.</td>
<td>2007</td>
<td>2008</td>
<td>6-2015</td>
<td>AU+4</td>
<td>FIRE</td>
</tr>
<tr>
<td>Invoice/P.O.</td>
<td>2008</td>
<td>2009</td>
<td>7-2015</td>
<td>AU+4</td>
<td>FIRE</td>
</tr>
<tr>
<td>Invoice/P.O.</td>
<td>2008</td>
<td>2009</td>
<td>8-2015</td>
<td>AU+4</td>
<td>FIRE</td>
</tr>
<tr>
<td>Invoice/P.O.</td>
<td>2009</td>
<td>2010</td>
<td>9-2015</td>
<td>AU+4</td>
<td>FIRE</td>
</tr>
<tr>
<td>Public Request</td>
<td>2008</td>
<td>2012</td>
<td>10-2015</td>
<td>CL+2</td>
<td>FIRE</td>
</tr>
<tr>
<td>Vacation Buybacks</td>
<td>1997</td>
<td>2003</td>
<td>10-2015</td>
<td>AU+4</td>
<td>FIRE</td>
</tr>
<tr>
<td>Staff Meeting</td>
<td>1994</td>
<td>2007</td>
<td>10-2015</td>
<td>S+2</td>
<td>FIRE</td>
</tr>
<tr>
<td>Minutes</td>
<td>(2008-2012 electronic copy only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>----------------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Fire Prevention Invoices</td>
<td>2009</td>
<td>2012</td>
<td>12-2015</td>
<td>AU+2</td>
<td>FIRE</td>
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<tr>
<td>Routing Sheets</td>
<td>1995</td>
<td>2012</td>
<td>14-2015</td>
<td>CU+2</td>
<td>FIRE</td>
</tr>
<tr>
<td>Budget (Department reference copy)</td>
<td>1994</td>
<td>1997</td>
<td>15-2015</td>
<td>S</td>
<td>FIRE</td>
</tr>
<tr>
<td>Agenda Items</td>
<td>1991</td>
<td>2012</td>
<td>17-2015</td>
<td>CU+2</td>
<td>FIRE</td>
</tr>
<tr>
<td>Adopted Operating Budget</td>
<td>2000</td>
<td>2007</td>
<td>19-2015</td>
<td>S</td>
<td>FIRE</td>
</tr>
<tr>
<td>Budget Historical (Department reference copy)</td>
<td>1998</td>
<td>2002</td>
<td>20-2015</td>
<td>S</td>
<td>FIRE</td>
</tr>
</tbody>
</table>

APPROVED FOR DESTRUCTION:

Department Head

Date

APPROVED FOR DESTRUCTION:

City Attorney

Date

I HEREBY CERTIFY that the items listed above were approved for destruction on _______ in accordance with City policies and procedures:

Tracy Weaver, City Clerk

Date
# CITY OF EL SEGUNDO

## RECORDS MANAGEMENT

### RECORDS DESTRUCTION FORM

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<th>End Date</th>
<th>Box #</th>
<th>Retention Period</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MISC LIBRARY ADMIN RECORDS/REPORTS:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure Detail Report (Finance)</td>
<td>2008</td>
<td>2010</td>
<td>1</td>
<td>2 yrs</td>
<td>&quot;</td>
</tr>
<tr>
<td>Friends of the Library Book Sales Reports</td>
<td>2009</td>
<td>2010</td>
<td>1</td>
<td>2</td>
<td>&quot;</td>
</tr>
<tr>
<td>Material Collection Dev (IFR) Report</td>
<td>2007</td>
<td>2010</td>
<td>2</td>
<td>2</td>
<td>&quot;</td>
</tr>
<tr>
<td>Meeting Room Applications</td>
<td>2010</td>
<td>2011</td>
<td>2</td>
<td>2</td>
<td>&quot;</td>
</tr>
<tr>
<td>Metropolitan Cooperative Library (MCLS) Correspondence Invoice/Report</td>
<td>2000</td>
<td>2009</td>
<td>2</td>
<td>4/7 yrs</td>
<td>&quot;</td>
</tr>
<tr>
<td>Baker &amp; Taylor Correspondence</td>
<td>2001</td>
<td>2009</td>
<td>2</td>
<td>2 yrs</td>
<td>&quot;</td>
</tr>
<tr>
<td>Purchase Orders</td>
<td>2006</td>
<td>2008</td>
<td>3</td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td><strong>INVOICES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AT&amp;T</td>
<td>2010</td>
<td>2011</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>Affordable Library Products</td>
<td>2010</td>
<td>2011</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>Abdo Publishing Co.</td>
<td>2008</td>
<td>2010</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>American Computer Supplies</td>
<td>2002</td>
<td>2005</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>Arrowhead Water</td>
<td>2003</td>
<td>2011</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>Baker &amp; Taylor</td>
<td>2010</td>
<td>2011</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>EBSCO</td>
<td>2009</td>
<td>2010</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>Gale</td>
<td>2003</td>
<td>2011</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>Gavlord</td>
<td>2007</td>
<td>2010</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>Liberty City</td>
<td>2007</td>
<td>2011</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>QBI</td>
<td>2010</td>
<td>2011</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>Quill</td>
<td>2006</td>
<td>2011</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>Random House</td>
<td>2010</td>
<td>2011</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>Recorded Books</td>
<td>2010</td>
<td>2011</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>Rosen Publications</td>
<td>2010</td>
<td>2011</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>Thomson West</td>
<td>2004</td>
<td>2010</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>Vital Signs</td>
<td>2003</td>
<td>2011</td>
<td></td>
<td></td>
<td>&quot;</td>
</tr>
</tbody>
</table>
APPROVED FOR DESTRUCTION:

Department Head

Date

APPROVED FOR DESTRUCTION:

City Attorney

Date

I HEREBY CERTIFY that the items listed above were approved for destruction on ____________ in accordance with City policies and procedures:

Tracy Weaver, City Clerk

Date
CITY OF EL SEGUNDO

RECORDS MANAGEMENT
RECORDS DESTRUCTION FORM

The records listed below are scheduled to be destroyed, as indicated on the Retention Schedule adopted by the City Council (Resolution 4291):

<table>
<thead>
<tr>
<th>Records Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAFFIC CITATIONS (MOVERS)</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>1</td>
<td>2 YEARS</td>
<td>POLICE</td>
</tr>
<tr>
<td>TRAFFIC CITATIONS (MOVERS)</td>
<td>01/01/2011</td>
<td>12/31/2011</td>
<td>1</td>
<td>2 YEARS</td>
<td>POLICE</td>
</tr>
<tr>
<td>IMPounded/STORED VEHICLE NON-CRIMINAL REPORTS</td>
<td>01/01/2009</td>
<td>12/31/2010</td>
<td>1</td>
<td>2 YEARS</td>
<td>POLICE</td>
</tr>
<tr>
<td>RECORDS CHECKS/BACKGROUND CHECKS FOR OTHER AGENCIES/CLEARANCE LETTERS</td>
<td>01/01/2011</td>
<td>12/31/2011</td>
<td>1</td>
<td>2 YEARS</td>
<td>POLICE</td>
</tr>
<tr>
<td>MISCELLANEOUS CORRESPONDENCE, LETTERS</td>
<td>01/01/2009</td>
<td>12/31/2011</td>
<td>1</td>
<td>2 YEARS</td>
<td>POLICE</td>
</tr>
<tr>
<td>CRIME REPORTS, INCLUDING INCIDENTS, LOST &amp; FOUND PROPERTY</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>1</td>
<td>2 YEARS (NO LONGER NEEDED)</td>
<td>POLICE</td>
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<tr>
<td>FIELD INTERVIEW CARDS/SRF ENTRIES</td>
<td>01/01/2011</td>
<td>12/31/2011</td>
<td>1</td>
<td>2 YEARS (NO LONGER NEEDED)</td>
<td>POLICE</td>
</tr>
<tr>
<td>CANCEL CRIME REPORTS MISCELLANEOUS INCIDENTS REPORTS VANDALISM REPORTS TRAFFIC COLLISION REPORTS (NON-FATAL) FRAUD, FORGERY, PETTY THEFT, DRUG OFFENSES (MARIJUANA) SIMPLE ASSAULT REPORTS</td>
<td>01/01/2010</td>
<td>12/31/2010</td>
<td>1 OF 2 OF 2</td>
<td>4 YEARS (NO LONGER NEEDED)</td>
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<td>CRIME REPORTS INDEX CARDS FROM 1965 TO 1989 (TOTAL OF 8,823)</td>
<td>FROM YEAR 1965 TO YEAR 1989</td>
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<td>2 YEARS (NO LONGER NEEDED)</td>
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<td>UNIFORM CRIME REPORTING STATISTICAL REPORTS</td>
<td>2008</td>
<td>2010</td>
<td>1</td>
<td>5 YEARS</td>
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TIMESHEETS (PERSONNEL) FROM YEAR 2005 TO 2008.

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<tr>
<th></th>
<th>ALL OF YEAR 2005</th>
<th>ALL OF YEAR 2008</th>
<th>1 OF 2</th>
<th>2 OF 1</th>
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</table>

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION:

Department Head

__________________________
Date 9-23-15

Tracy Weaver, City Clerk

__________________________
Date

I HEREBY CERTIFY that the items listed above are approved for destruction in accordance with City policies and procedures:

__________________________
City Attorney Disposal Authorization

__________________________
Date 10/15/15
CITY OF EL SEGUNDO

RECORDS DESTRUCTION FORM

The records listed below are scheduled to be destroyed, as indicated on the Retention Schedule adopted by the City Council (Resolution 4291 adopted 12/17/02, Amended 06/07/06 by Resolution 4471):

<table>
<thead>
<tr>
<th>Records Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>UUT &amp; Water</td>
<td>06/01/06</td>
<td>09/30/07</td>
<td>279774874</td>
<td>7 years</td>
<td>Treasury</td>
</tr>
<tr>
<td>UUT &amp; Paramedics</td>
<td>06/06/06</td>
<td>09/30/07</td>
<td>279774873</td>
<td>7 years</td>
<td>Treasury</td>
</tr>
<tr>
<td>Parking Citation &amp; Paramedics</td>
<td>10/01/06</td>
<td>09/30/07</td>
<td>279774872</td>
<td>7 years</td>
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</tr>
<tr>
<td>Bank Statement –Union Bank</td>
<td>10/01/06</td>
<td>09/30/07</td>
<td>615403763</td>
<td>7 years</td>
<td>Treasury</td>
</tr>
<tr>
<td>Worker Compensation Backup</td>
<td>10/01/06</td>
<td>09/30/07</td>
<td>615403761</td>
<td>7 years</td>
<td>Treasury</td>
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<tr>
<td>Bank Deposit – Library</td>
<td>10/01/06</td>
<td>09/30/07</td>
<td>615403757</td>
<td>7 years</td>
<td>Treasury</td>
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<tr>
<td>Bank Deposit – Rec &amp; Park</td>
<td>10/01/06</td>
<td>09/30/07</td>
<td>615403759</td>
<td>7 years</td>
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</tr>
<tr>
<td>Bank Deposit – City Hall</td>
<td>10/01/07</td>
<td>01/31/08</td>
<td>615403754</td>
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</tr>
<tr>
<td>Bank Deposit – City Hall</td>
<td>02/01/08</td>
<td>05/31/08</td>
<td>615403755</td>
<td>7 years</td>
<td>Treasury</td>
</tr>
</tbody>
</table>

APPROVED FOR DESTRUCTION:

[Signature]

Department Head

10/15/15

Date

APPROVED FOR DESTRUCTION:

[Signature]

City Attorney

10/15/15

Date

I HEREBY CERTIFY that the items listed above are approved for destruction on __________________ in accordance with City policies and procedures:

Tracy Weaver, City Clerk

Date
CITY OF EL SEGUNDO

RECORDS DESTRUCTION FORM

The records listed below are scheduled to be destroyed, as indicated on the Retention Schedule adopted by the City Council (Resolution 4291 adopted 12/17/02, Amended 06/07/06 by Resolution 4471):

<table>
<thead>
<tr>
<th>Records Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Box #</th>
<th>Retention Period</th>
<th>Dept</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Council Agenda Packets</td>
<td>01/06/04</td>
<td>07/20/04</td>
<td>6/2015 1</td>
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<td>City Council Agenda Packets</td>
<td>08/03/04</td>
<td>12/21/04</td>
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<td>Bids and RFP Submittals</td>
<td>2004</td>
<td>2004</td>
<td>6/2015 3</td>
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<td>Bids and RFP Submittals</td>
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<td>Bids and RFP Submittals</td>
<td>2003</td>
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<td>Bids and RFP Submittals</td>
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<td>Bids and RFP Submittals</td>
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<td>Bids and RFP Submittals</td>
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<td>City Clerk</td>
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<td>Bids and RFP Submittals</td>
<td>2004</td>
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<td>City Clerk</td>
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<td>Bids and RFP Submittals</td>
<td>2005</td>
<td>2005</td>
<td>6/2015 9</td>
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<td>City Clerk</td>
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<tr>
<td>Bids and RFP Submittals</td>
<td>2005</td>
<td>2005</td>
<td>6/2015 10</td>
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<td>City Clerk</td>
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<tr>
<td>Bids and RFP Submittals</td>
<td>2005</td>
<td>2005</td>
<td>6/2015 11</td>
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<td>City Clerk</td>
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<tr>
<td>Completed/Expired Contracts</td>
<td>2001</td>
<td>2004</td>
<td>6/2015 12</td>
<td>CL +2</td>
<td>City Clerk</td>
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<td>2010 Election Rosters/Index</td>
<td>2010</td>
<td>2010</td>
<td>6/2015 13</td>
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<td>2011 General Correspondence/2011PRAR</td>
<td>2011</td>
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<td>6/2015 19</td>
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<td>6/2015 20</td>
<td></td>
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<tr>
<td></td>
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<td>6/2015 21</td>
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<td>6/2015 22</td>
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<tr>
<td>General Municipal Election – April 8, 2014 - Extra Unused ballots – Vote by Mail Envelopes</td>
<td>2014</td>
<td>2014</td>
<td>6/2015 23</td>
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<td></td>
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<td>6/2015 24</td>
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<td>6/2015 25</td>
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<td>6/2015 26</td>
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<tr>
<td>Records Description</td>
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<td>End Date</td>
<td>Box #</td>
<td>Retention Period</td>
<td>Dept.</td>
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<tr>
<td>General Municipal Election – April 8, 2014 – Extra election ballot supplies: yellow ballot envelopes, white ballot envelopes, gray ballot envelopes, unused voter ballots</td>
<td>2014</td>
<td>2014</td>
<td>6/2015 27</td>
<td>E +.5</td>
<td>City Clerk</td>
</tr>
</tbody>
</table>

APPROVED FOR DESTRUCTION:

[Signature]

Department Head

10/15/15

Date

APPROVED FOR DESTRUCTION:

[Signature]

City Attorney

10/15/15

Date

I HEREBY CERTIFY that the items listed above are approved for destruction on ________________ in accordance with City policies and procedures:

Tracy Weaver, City Clerk

Date
Agenda Packets

01/06/04
01/20/04
02/03/04
02/17/04
03/03/04
03/16/04
04/06/04
04/20/04
05/04/04
05/18/04
06/01/04 SPECIAL
06/01/04
06/15/04
07/06/04
07/15/04
07/20/04
DO Documents for Destruction
6/2015
Box 2

Agenda Packets

08/03/04
08/17/04 Special
08/17/04
08/18/04
09/07/04
09/21/04
09/28/04
09/29/04
10/05/04
10/19/04
33/03/04
11/16/04
12/07/04
12/21/04
### DOCUMENTS FOR DESTRUCTION

6/2015
BOX 3

<table>
<thead>
<tr>
<th>Bids and RFP’s</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>RSI 04-01</td>
<td>Bid Group 4 – Residential Sound Insulation</td>
</tr>
<tr>
<td>RFP 04-02</td>
<td>High Rise Inspection Services</td>
</tr>
<tr>
<td>RFP 04-03</td>
<td>Rec Park Staff, League, Camp Shirts and Hats</td>
</tr>
<tr>
<td>RFP 04-04</td>
<td>Reissued-Staff &amp; Award Apparel, RP</td>
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<tr>
<td>RFP 04-05</td>
<td>Park Vista Housing Management</td>
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<tr>
<td>RFP 04-06</td>
<td>Aquatic Master Plan Development</td>
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<tr>
<td>RFP 04-07</td>
<td>Janitorial Services</td>
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### Bids and RFP’s

<table>
<thead>
<tr>
<th>RFP</th>
<th>Description</th>
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<tbody>
<tr>
<td>RFP 03-05</td>
<td>Douglas Street Project Construction Management</td>
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<td>RFP 04-08</td>
<td>Green Waste Hauling and Recycling</td>
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<tr>
<td>RFP 03-10</td>
<td>Workers Compensation Claims Administration</td>
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<td>RFP 04-09</td>
<td>Landscape Maintenance Services</td>
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<td>RFP 04-10</td>
<td>Cable Television Consultant Services</td>
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<tr>
<td>RFP 04-11</td>
<td>Residential Sound Insulation Program Group 5</td>
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<td>RFP 04-12</td>
<td>Business Recruitment Campaign</td>
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<td>RFP 04-13</td>
<td>Light Pole Banner</td>
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</table>
Bids and RFP's

PW 03-01  Reconstruction of Storm Water Pump Station No. 16
PW 03-02  Construct Sanitary Sewer Siphon & Remove Pump Station No. 12
PW 03-03  Reconstruction of Storm Water Pump Station No. 16
PW 03-05  Park Vista Senior Housing Exterior Painting
PW 03-04  ADA Automatic Doors at Joslyn, Library, City Hall East
PW 03-07  Curb and Gutter, Sidewalk and other Minor Improvements
Bids and RFP's

PW 03-09 Library Interior
PW 03-10 Street Lighting Conduits
PW 03-11 Lining of Sanitary Sewer Access Structures
PW 003-14 Chlorination System at City Plunge
PW 03-15 Sycamore Avenue Street Improvements
Bids and RFP's

PW 03-16 Community Center – Plans
Bids and RFP’s

PW 03-16    Community Center
PW 03-17    Pavement Rehabilitation El Segundo Blvd.
PW 03-16    Community Center Re-bid
Bids and RFP's
PW 04-02   El Segundo Skateboard Park
PW 04-03   Installation of Heritage Stones
PW 04-06   Replacement of Water Lines
PW 04-08   Clubhouse Asbestos/Lead Abatement
PW 04-09   Replacement of Playground Equipment Holly/Kansas Park
PW 04-11   PCC Curb and Gutter
<table>
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<tr>
<td>PW 05-13</td>
<td>1-24-06</td>
<td>Install ADA Doors City Hall &amp; PD</td>
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<td>PW 05-12</td>
<td>12-20-05</td>
<td>Rehabilitation of Continental Blvd</td>
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<td>PW 05-11</td>
<td>4-10-05</td>
<td>Golf Course Tee Improvements</td>
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<td>PW 05-10</td>
<td>4-19-05</td>
<td>Golf Course Turf</td>
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<td>PW 05-09</td>
<td>5-17-05</td>
<td>Underground Fuel Storage System Repairs Phase II</td>
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<td>PW 05-08</td>
<td>10-04-05</td>
<td>Install cabinets at Camp Eucalyptus VOID</td>
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<td>PW 05-05</td>
<td>3-15-05</td>
<td>Clubhouse Roof Repairs w/Annual Maintenance</td>
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<td>PW 05-04</td>
<td>2-9-05</td>
<td>Clubhouse HVAC Refurbishment w/Annual Maintenance</td>
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<td>PW 05-03</td>
<td>3-8-05</td>
<td>Clubhouse Interior Painting</td>
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<td>PW 05-02</td>
<td>3-8-05</td>
<td>Clubhouse Plumbing Refurbishment</td>
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<td>PW 05-01</td>
<td>5-26-07</td>
<td>Plunge Steel Roof Truss Repair</td>
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<tr>
<td>Code</td>
<td>Date</td>
<td>Description</td>
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<tr>
<td>RSI 05-14</td>
<td>10-18-05</td>
<td>Residential Sound Insulation Program Group 8</td>
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<td>RFP 05-13</td>
<td>9-20-05</td>
<td>Design Services Driving Range at Lakes Golf Course</td>
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<td>RFQ 05-15</td>
<td>10-25-05</td>
<td>Professional Auction Services</td>
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<td>RFP 05-16</td>
<td>12-13-05</td>
<td>Athletic Field Complex Development Services</td>
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<tr>
<td>RFP 05-12</td>
<td>9-23-05</td>
<td>2005 Urban Water Management Plan Update</td>
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<tr>
<td>RFP 05-11</td>
<td>9-23-05</td>
<td>Engineering &amp; Traffic Survey – NO BIDS</td>
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<td>8-2-05</td>
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<td>7-7-05</td>
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<td>HVAC Maintenance for City Buildings – CANCELLED</td>
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<td>5-31-05</td>
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<td>RFP 05-06</td>
<td>4-8-05</td>
<td>Telemetry System</td>
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<td>RFP 05-04</td>
<td>4-5-05</td>
<td>Tree Maintenance</td>
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<td>RFP 05-03</td>
<td>3-15-05</td>
<td>Quarterly Rec Park Brochure</td>
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<td>RFP 05-02</td>
<td>3-8-05</td>
<td>4th of July Fireworks – NO BIDS</td>
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<td>RSI 05-01</td>
<td>2-15-05</td>
<td>RSI Construction Bid Group 5 Rebid</td>
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Completed/Expired Contracts

6/2015
BOX 12

3247  9-30-04  Individual Contract Instructor Agreement Wanda Borgerding
3248  9-30-04  Individual Contract Instructor Agreement Heather Bell
3251  9-30-04  Individual Contract Instructor Agreement Kimberly Shultz
3254  3-12-04  License Agreement Culver City – PD Range Use
3278  2-8-05  Shannon Executive Search
3296  9-30-04  Nicks’ Independent Contract Sports Officials CO-ED Softball
3304  8-31-04  Instructor Agreement Erin Murphy
3305  1-20-05  Marcus Lubba, Instructor Contract
3320  12-12-05  Tremco, Inc. Library Roof Maintenance
3321  9-30-04  AGC LLC – Golf Course Operation and Maintenance
3322  9-30-04  AGC LLC – Golf Course Concession
3323  1-20-05  Fieldman, Rolapp & Associates
3325  4-6-04  Advanced Fuel Filtration Systems – Emergency Repair
3334  9-7-04  TCTH Screenworks
3337  12-31-04  All Area Plumbing
3338  9-30-04  MWW
3242  9-30-04  Individual Contract Instructor Agreement Madeline Burke
3240  9-30-04  Yoga Instructor Victoria Elia
3233  9-30-04  Howard Riley Co – Waterproof Maint Racquetball Courts
3214  8-23-04  Flo-Systems – flow tests on sewage systems
3212  6-3-04  Civil Works – Rehab El Segundo Blvd
3169  5-20-04  Cora Constructors – Reconstruction of Pump Station 16
3160  3-8-04  S.H.E. Construction – Roof Structure for Storage Bins
3158  3-17-04  Sequel Contractors Inc. Downtown Specific Plan Improvements
3215  8-31-04  C & C Automotive Distributors – parts
3093  8-5-04  Exxon Agreement – VOID See 3306
3089  1-29-04  Uniforms Inc. – Fire Dept
3040  2-4-04  Exel Paving Sepulveda Blvd Intersection/Signal Improvements
3027  6-30-04  Oldtimers Foundation – Delivered Meals Program
2990  9-14-04  AKM Consulting Engineers
2958  8-17-04  Pacific Sewer Maintenance – root control
2954  9-30-04  Verne Simon – professional services
2945  9-30-03  Cassidy & Associates – consultant LAX Master Plan
2936  9-14-04  Advanced Applied Engineering – professional services
2923  10-21-04  Lawrence R. Moss Assoc – Downtown Specific Plan
2905  7-12-04  CSUDH Foundation – Community Center Needs Assessment
2884  7-10-01  The Horoizon Group – Apraisal
2788  10-30-04  West Coast Arborists – tree maint
3182  6-30-04  Southview Home Care Services – in-home services
2682  6-30-02  MAX Commuter Bus Service
2681  7-1-01  MOU Capital Reserve Fund – Prop A & C
2010 Election Rosters/Index
2011 General Correspondence Files
2011 Public Records Requests
General Municipal - April 8, 2014 Election Items

Extras
Spoiled unused ballots
Stubs from unused Ballots
Spoiled Gray Ballot Envelopes
DOCUMENTS FOR DESTRUCTION
6/2015
BOX 19

General Municipal - April 8, 2014 Election Items

Extras
Spoiled unused ballots
Stubs from unused Ballots
Spoiled Gray Ballot Envelopes

DOCUMENTS FOR DESTRUCTION
6/2015
BOX 20

General Municipal - April 8, 2014 Election Items

Extras
Spoiled unused ballots
Stubs from unused Ballots
Spoiled Gray Ballot Envelopes

DOCUMENTS FOR DESTRUCTION
6/2015
BOX 21

General Municipal - April 8, 2014 Election Items

Extras
Spoiled unused ballots
Stubs from unused Ballots
Spoiled Gray Ballot Envelopes
General Municipal - April 8, 2014 Election Items

Extras
Spoiled unused ballots
Stubs from unused Ballots
Spoiled Gray Ballot Envelopes

General Municipal - April 8, 2014 Election Items

Extra

Unused ballots - Voter by mail Envelopes

Unused ballots - Voter by mail Envelopes

Unused ballots - Voter by mail Envelopes
DOCUMENTS FOR DESTRUCTION
6/2015
BOX 27

Extra election ballot supplies –
- yellow ballot envelopes
- white ballot envelopes
- gray ballot envelopes
- unused voter ballots

DOCUMENTS FOR DESTRUCTION
6/2015
BOX 28

April 8, 2014 Election Items

04/08/2014
Turned in Election Ballots

DOCUMENTS FOR DESTRUCTION
6/2015
BOX 29

04/08/2014
Turned in Election Ballots

DOCUMENTS FOR DESTRUCTION
6/2015
BOX 30

04/08/2014
Turned in Election Ballots

DOCUMENTS FOR DESTRUCTION
6/2015
BOX 31

04/08/2014
Turned in Election Ballots
April 8, 2014 Election Items

Box with 10 small boxes inside containing counted ballots.
Boxes are all sealed.
AGENDA DESCRIPTION:

Consideration and possible action to adopt a Resolution approving Plans and Specifications for Construction of American with Disabilities Act (ADA) Sidewalk Ramps (CDBG Project). Project No. PW 15-24 (Fiscal Impact: $60,000.00 in CDBG grant funds)

RECOMMENDED COUNCIL ACTION:

2. Authorize staff to advertise the project for receipt of construction bids.
3. Alternatively, discuss and take other possible actions related to this item.

ATTACHED SUPPORTING DOCUMENTS:

Resolution

FISCAL IMPACT: $60,000 in anticipated grant funding

Amount Budgeted: $60,000.00
Additional Appropriation: No
Account Number(s): 111-400-2781-8441 (Community Development Block Grant: Capital Projects)

ORIGINATED BY: Cheryl Ebert, Senior Civil Engineer
REVIEWED BY: Stephanie Katsouleas, Public Works Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

Each year, the City of El Segundo applies for Community Development Block Grant (CDBG) fund (federal fund) from the Community Development Commission of the County of Los Angeles (CDC). This funding is available for community development projects that meet national objectives that benefit low and moderate income persons, address slums or blight and/or meet a particular urgent community development need. The City’s specific ADA Ramp Installation Project, which consists of installation of new curb ramps at nine (9) locations within the City, meets these funding criteria. An additional eight (8) locations are included as an alternate bid pending available funding (see attached location map). Funding for this year’s project is approximately $60,000.

As with many federally funded projects, the City will pay for all construction costs and receive reimbursement once the applicable project documents have been approved by the CDC. Staff recommends that City Council adopt the plans and specifications for the installation of ADA ramps, approve the attached resolution, and authorize the project for receipt of construction bids.
RESOLUTION NO. _____

A RESOLUTION APPROVING THE DESIGN AND PLANS FOR THE CONSTRUCTION OF ADA RAMPS (CDBG PROJECT) PURSUANT TO GOVERNMENT CODE SECTION 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.

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

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

A. The City Engineer prepared specifications and plans requesting Construction of ADA Ramps (CDBG Project) (the “Project”). These plans are complete. Bidding for construction of the Project may begin;

B. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: Design Immunity; Authorization.

A. The design and plans for the Project are determined to be consistent with the City’s standards and are approved.

B. The design approval set forth in this Resolution occurred before actual work on the Project construction commenced.

C. The approval granted by this Resolution conforms with the City’s General Plan.

D. The City Engineer, or designee, is authorized to act on the City’s behalf in approving any alterations or modifications of the design and plans approved by this Resolution.

E. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

SECTION 3: Project Payment Account. For purposes of the Contract Documents administering the Project, the City Council directs the City Manager, or designee, to establish a fund containing sufficient monies from the current fiscal year budget to pay for the Project (“Project Payment Account”) following receipt of construction bids. The Project Payment Account will be the sole source of funds available for the Contract Sum, as defined in the Contract Document administering the Project.

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution.
SECTION 5: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this 20th day of October, 2015.

Suzanne Fuentes, Mayor

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

By:
Karl H. Berger, Assistant City Attorney
CITY MAP  
Construction of ADA Ramps  
CDBG Project No.: 601718-15  

City of El Segundo  

DATE LAST REVISED:  
OCTOBER 7, 2015  

ALTERNATE BID  
BASE BID  

38
AGENDA DESCRIPTION:

Consideration and possible action to accept as complete the Community Development Block Grant (CDBG) Project 601711-14, "Installation of American with Disabilities Act (ADA) Sidewalk Ramp Project." Project No. PW 14-09 (Fiscal Impact: $41,288.50 in CDBG grant reimbursement funds).

RECOMMENDED COUNCIL ACTION:

1. Accept the work as complete.
2. Authorize the City Clerk to file a Notice of Completion in the County Recorder's Office.
3. Alternatively, discuss and take other possible actions related to this item.

ATTACHED SUPPORTING DOCUMENTS:

Notice of Completion

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $41,288.50
Additional Appropriation: No
Account Number(s): 111-400-2781-8499 (Community Development Block Grant: Capital Projects)

ORIGINATED BY: Cheryl Ebert, Senior Civil Engineer
REVIEWED BY: Stephanie Katsouleas, Public Works Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

On April 21, 2015, City Council approved a contract for Project No. PW 14-09, ADA Ramp Installation Project, CDBG Project 601711-14 with Rojas Construction to construct six (6) ADA ramps at various intersections throughout the city. Due to the base bid amount, the City was able to add four (4) additional locations for a combined total of ten (10) ADA ramps for installation. The contractor began demolition on July 13, 2015 and completed all work on August 27, 2015. A final inspection for Rojas Construction's work has been performed and it was determined that the project was completed per the plans and specifications and to the satisfaction of the Public Works Department. The final project costs are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Base Bid (six items)</td>
<td>$21,000</td>
</tr>
<tr>
<td>Alternate Bid (four additional items)</td>
<td>+ $20,000</td>
</tr>
<tr>
<td>Change Order</td>
<td>+ $288.50</td>
</tr>
<tr>
<td><strong>Total Final Project Cost</strong></td>
<td><strong>$41,288.50</strong></td>
</tr>
</tbody>
</table>
Staff recommends that City Council accept the work performed by Rojas Construction as complete and authorize the City Clerk to file a Notice of Completion with the County Recorder’s Office.
NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: ADA Ramp Installation Project, CDBG Project No. 601711-14

Project No.: PW 14-09 Contract No. 4840

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 August 31, 2015. The work done was: Ten (10) ADA Ramps

6. On October 20, 2015, 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: Rojas Construction

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: Ten (10) ADA Ramps at various locations

9. The street address of said property is: Various locations, El Segundo, CA 90245

Dated: _________________________

Stephanie Katsouleas
Public Works Director

VERIFICATION

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

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

Executed on _________________, 2015 at El Segundo, California.

Stephanie Katsouleas
Public Works Director
AGENDA DESCRIPTION:

Consideration and possible action to participate in the County of Los Angeles Countywide Comprehensive Park and Recreation Needs Assessment and enter into a Funding Agreement to accept a $2,500 stipend for expenses related to facilitating community engagement activities. (Fiscal Impact: $2,500 Revenue)

RECOMMENDED COUNCIL ACTION:

1. Approve the request to participate in the Countywide Needs Assessment and enter into a Funding Agreement to accept a $2,500 stipend;
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Request letter on behalf of the County of Los Angeles
2. Funding Agreement for Community Engagement Activities Related to the Countywide Parks Needs Assessment

FISCAL IMPACT: $2,500 Revenue

Amount Budgeted: $0
Additional Appropriation: N/A
Account Number(s):

PREPARED BY: Meredith Petit, Recreation & Parks Director
REVIEWED BY: Meredith Petit, Recreation & Parks Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND & DISCUSSION:

The County of Los Angeles has initiated a Countywide Comprehensive Park and Recreation Needs Assessment to determine the need for parks and other recreation facilities in cities and unincorporated communities throughout Los Angeles County. The assessment will consider the need for new parks as well as improvements to existing parks. Using a community-led outreach process, geographic information system (GIS)-based spatial analysis, and online data management technologies, the final product will identify geographic areas with the greatest need for new parks and improvements to existing parks, and will also identify, prioritize, and outline costs for specific park projects in every part of the County.

The City of El Segundo Recreation and Parks Department has been participating thus far to help provide information about our existing parks and park needs in El Segundo. The next step is to identify the highest priority of park and recreation projects for El Segundo, using feedback from the residents and elected officials. To reimburse expenses related to these activities the County of Los Angeles is offering a stipend of $2,500 to assist cities in community engagement efforts. The attached agreement must be approved and executed to receive these funds.
Over the past several years, the City of El Segundo parks have greatly benefited from grant funds generated and allocated by the County of Los Angeles. By participating in this study, the County will have much-needed valuable information that will help in determining future funding programs for the cities within the County.
May 7, 2015

Meredith Petit
Director of Recreation & Parks
City of El Segundo
350 Main St.
El Segundo, CA 90245

Subject: Countywide Comprehensive Park and Recreation Needs Assessment

Dear Meredith:

The County of Los Angeles is initiating a Countywide Comprehensive Park and Recreation Needs Assessment to determine the need for parks and other recreation facilities in cities and unincorporated communities throughout Los Angeles County. The assessment will consider the need for new parks as well as improvements to existing parks. On behalf of the County of Los Angeles, I would like to invite you to participate in the development of the Park Needs Assessment.

The Park Needs Assessment began in March and will continue through May 2016. It will involve a comprehensive analysis of the current assets, needs, and opportunities within the County’s cities and unincorporated areas. Using a community-led outreach process, geographic information system (GIS)-based spatial analysis, and online data management technologies, the final product will identify geographic areas with the greatest need for new parks and improvements to existing parks, and will also identify, prioritize, and outline costs for specific park projects in every part of the County.

PlaceWorks, an independent consulting firm, will lead the Assessment on behalf of the County of Los Angeles. We have convened a 40-member Steering Committee to oversee the project, as well as a Technical Advisory Committee to provide input on technical aspects of the project. El Segundo is represented on the Steering Committee in the form of a representative from the South Bay Council of Government, in addition to five representatives from your supervisory district.

The Park Needs Assessment is intended to be a “from the ground up” effort, with input taken from every individual city in the County. Therefore, your primary role on the project will be to help us to verify information about existing parks and park needs in El Segundo, and (more importantly) to supply a list confirmed by your City Council of the highest priority park and recreation projects in El Segundo.

With this in mind, we request that El Segundo participate in the Park Needs Assessment in the following specific ways:

1. Provide a contact person (potentially from your Parks Department, GIS Department or Community Development Department) with whom we can coordinate regarding the project.
2. Provide data on parks within El Segundo using an online web portal. The data you provide will be analyzed at a Planning Area level across the county.
3. Participate in appropriate public outreach within El Segundo beginning in early 2016. The outreach effort may be led by El Segundo, or by a community-based organization of your choice. PlaceWorks will conduct a training session for staff leading the outreach effort, prepare an outreach toolkit, and provide a stipend of $2,500 per planning area for the outreach work.
4. Provide a prioritized list of park and recreation improvements within El Segundo. This list should be approved by your City Council, and may come from the public outreach process described above and/or from an existing document such as your General Plan or a Park Master Plan.

We hope you will join us in this effort and would like to schedule a meeting with you in the next few weeks to confirm your participation and answer any questions you may have regarding the Assessment. Please contact C.C. LaGrange by phone at 714.966.9220 or email at clagrange@placeworks.com to designate your staff representative and arrange for a meeting. In the meantime, please visit the Park Needs Assessment online at www.LACountyParkNeeds.org for additional information and feel free to call us with any questions.

Again, please respond to C.C. LaGrange at 714.966.9220 or clagrange@placeworks.com regarding your interest in participating in this exciting and meaningful process.

Sincerely,

[Signature]

David Early, AICP, LEED AP
Principal
FUNDING AGREEMENT
FOR COMMUNITY ENGAGEMENT ACTIVITIES RELATED TO
THE COUNTYWIDE PARKS NEEDS ASSESSMENT
CITY OF EL SEGUNDO

THIS FUNDING AGREEMENT ("Agreement") is made and entered into this day of __________, 2015 by LOS ANGELES COUNTY, body corporate and politic ("County") and CITY OF EL SEGUNDO a body corporate and politic ("City").

WITNESSETH:

WHEREAS, the County Board of Supervisors adopted a motion dated February 3, 2015 authorizing the Director of the County Department of Parks and Recreation to execute this Agreement with the City to fund costs for community engagement activities ("Community Engagement") related to the countywide parks needs assessment effort upon approval as to form by County Counsel.

WHEREAS, the County is willing to provide the City with funding to assist the City in its efforts to engage the residents of the study area(s) listed on Exhibit A attached hereto (each, a "Study Area") to identify and prioritize park projects within such Study Area(s).

WHEREAS, the City, with funding assistance from County, intends to implement a community engagement plan attached hereto as Exhibit B ("Community Engagement Plan") within the Study Area(s).

WHEREAS, County intends to provide funds to the City in the amount of $2,500 ("Engagement Funds") per Study Area and pursuant to California Government Code Section 26227 County may fund projects that are necessary to meet the social needs of the County.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the parties hereto agree as follows:

A. Approved Funding and Costs. County hereby grants to the City the Engagement Funds in the amount of $2,500 ($2,500 per Study Area) to support the City's Community Engagement.

B. Agreement Term. This Agreement will remain in force until completion of the Community Engagement by the City, or as mutually agreed by the City and the County.

C. Indemnity

1. City agrees to indemnify defend and hold harmless County, its agents, special districts, elected officials, officers and employees, from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to bodily injury, death, personal injury, or property damage arising from or connected with City’s operations or services hereunder, including any workers’ compensation suits, Federal Fair Labor Standards Act wage or hour law violations, liability, or expense, arising from or connected with services performed by or on behalf of City by any person pursuant to this Agreement.

2. County agrees to indemnify, defend and hold harmless City, its officers, directors, or employees, from and against any and all liability, expense (including reasonable outside attorney fees) resulting from the willful negligent acts or omissions of County, its agents, officers, or employees in connection with this Agreement.

HOA.1184451.3
D. Financial Records

1. The City agrees to use a generally accepted accounting system and to maintain satisfactory financial accounts, documents, and records of this expenditure of Engagement Funds and to make them available to County for auditing and inspection at reasonable times for the purpose of verifying appropriateness and validity of expenditures of Engagement Funds under the terms of this Agreement. The City also agrees to retain such financial accounts, documents, and records for five (5) years following termination of this Agreement.

2. The City, within thirty (30) days of notification from County of its audit findings, may dispute the audit findings in writing to County and provide County with records and/or documentation to support the expenditure claims. County shall review this documentation and make a final determination as to the validity of the expenditures.

E. Notices and Approvals

All notices and approvals shall be directed to and made by the following representatives of the parties:

To the Department: Parks and Recreation
Attn: Norma E. Garcia, Deputy Director
Planning & Development Agency
510 South Vermont Avenue
Los Angeles, CA 90020

To City:
Name: ______________________
Address: ____________________

F. Severability/Effective Date/Governing Law/Counterparts/Nondiscrimination

If any provision of this Agreement, or the application thereof, is held to be invalid, that invalidity shall not affect other provisions or applications of the Agreement that can be given effect without the invalid provision or application, and to this end the provisions of the Agreement are severable. The effective date of this Agreement shall be the date that the Agreement is executed by the Department’s Director. This Agreement will be governed by and construed in accordance with California laws. This Agreement may be executed in counterparts, each of which shall be deemed an original. The City shall not discriminate against any person on the basis of race, color, sex, sexual orientation, age, religious belief, national origin, marital status, physical or mental handicap, medical condition, or place of residence in the use of the Engagement Funds paid to the City pursuant to this Agreement.

G. Independent Status.

This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association as between County and City. City understands and agrees to bear the sole responsibility and liability for furnishing Workers’ Compensation benefits to any person for injuries arising from or connected with services performed on behalf of City pursuant to this Agreement.

H. Compliance with Law
City's completion of the Project shall conform to and abide by all County ordinances and all State and Federal laws and regulations insofar as the same or any of them are applicable; and where permits and/or licenses are required for City’s work, the same must be first obtained from the regulatory agency having jurisdiction thereover.

IN WITNESS WHEREOF, the City has executed this Agreement, or caused it to be duly executed by its authorized representative, and the County by order of its Board of Supervisors, has delegated to the Director of Parks and Recreation, or his designee, the authority to execute this Agreement on its behalf on the date and year written below.

CITY

By: ____________________________
   ____________________________
   Name: ____________________________
   Date  
   Title: ____________________________

APPROVED AS TO FORM FOR THE CITY:

By: ____________________________
   ____________________________
   Name: ____________________________
   Date  
   Title: ____________________________

COUNTY OF LOS ANGELES

By: ____________________________
   ____________________________
   Norma E. Garcia
   Deputy Director  
   Date

APPROVED AS TO FORM FOR THE COUNTY:

MARY C. WICKHAM
Interim County Counsel

By: ____________________________
   ____________________________
   Claudia Gutierrez, Deputy County Counsel
EXHIBIT A

CITY: EL SEGUNDO

STUDY AREA: 02230 ($2,500)
EXHIBIT B

Community Engagement Plan

(See attached)
A Community Engagement Meeting must be held in each Study Area between December 1, 2015 and February 15, 2016. The meeting can be run by city staff or by a community-based organization of your choice. The meeting facilitator must attend one of three trainings. At the training, facilitators will receive all information needed to hold the meeting. To offset the cost of the Community Engagement Meeting, a $2,500 stipend is available for each Study Area.

Please answer the questions below and return this form to Rita Robinson rrobinson@parks.lacounty.gov by October 15, 2015

Please tell us about your community engagement meeting:
Date: 01/12/2015
Time: 6:00 PM
Location: City of El Segundo Council Chambers
- Parking provided
- Accessible by public transportation
What translation services (if any) will be provided? Languages: None

Who will be facilitating your community engagement event(s)?
- City Staff
- Community-Based Organization. Name of CBO:

Please provide the contact information for the primary facilitator and any secondary facilitator (if applicable) that will be attending the mandatory training. You may have a maximum of 2 people.
Name: Jesse Bobbett
Title: Recreation Superintendent
Address: 339 Sheldon Street - Jostyn Center
Phone: jbobbett@elsegundo.org
Email: jbobbett@elsegundo.org
Name:
Title:
Address:
Phone:
Email:

Please rank your preference for a mandatory facilitator training date. Space is limited at each training and spaces will be reserved based on the timely return of this form.
1 Monday--November 16, 2015 10:00am-12:00pm Roy Anderson Recreation Center
2 Tuesday--November 17, 2015 6:30pm-8:30pm Los Angeles County Arboretum
3 Saturday--November 21, 2015 10:00am-12:00pm San Fernando Park

Please describe how you will promote your engagement meeting (select all that apply):
- Publicly posted notice
- Mailers
- Website
- Social Media
- Canvassing
- Television/Radio
- Other

Please describe your attendance goal (# of attendees): 25-30

Please provide any additional details related to your action plan for engaging the community:

The list of prioritized parks projects generated at the community engagement meeting is due to the County by February 29, 2016.