AGENDA
EL SEGUNDO CITY COUNCIL
COUNCIL CHAMBERS - 350 Main Street

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

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

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

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

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

REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JULY 19, 2011 – 5:00 P.M.

Next Resolution # 4726
Next Ordinance # 1462

5:00 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. Interviews of Candidates for the Planning Commission, Library Board of Trustees, Environmental Committee, and the Capital Improvement Program Advisory Committee. Note Interviews will commence at approximately 6:00 p.m. and will take place in the West Conference Room.

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(a) -2- matters

1. City of El Segundo vs. City of Los Angeles, et. al. LASC Case No. BS094279
2. NSA Construction vs. City of El Segundo, LASC Case No. BC438182

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code §54956.9(b): -0- Initiation of litigation pursuant to Government Code §54956.9(c): -1- matter.

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

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

CONFERENCE WITH CITY’S LABOR NEGOTIATOR (Gov’t Code §54957.6): -5- matters

1. Represented Group: Police Support Services Employees Association (PSSEA) Negotiators: Doug Willmore, City Manager Deborah Cullen, Finance Director Richard Kreisler
2. Represented Group: City Employees Association (CEA)
   Negotiators: Doug Willmore, City Manager
   Deborah Cullen, Finance Director
   Richard Kreisler

3. Represented Group: Firefighters Association (FFA)
   Negotiators: Doug Willmore, City Manager
   Deborah Cullen, Finance Director
   Richard Kreisler

4. Represented Group: Police Officers Association (POA)
   Negotiators: Doug Willmore, City Manager
   Deborah Cullen, Finance Director
   Richard Kreisler

5. Represented Group: Police Managers Association (PMA)
   Negotiators: Doug Willmore, City Manager
   Deborah Cullen, Finance Director
   Richard Kreisler

CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov't Code §54956.8): -0-
matters
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REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JULY 19, 2011 - 7:00 P.M.

Next Resolution # 4726
Next Ordinance # 1462

7:00 P.M. SESSION

CALL TO ORDER

INVOCATION – Pastor Rob McKenna, El Segundo Foursquare Church

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Bill Fisher
PRESENTATIONS

(a) Presentation of a check by West Basin Municipal Water District to the El Segundo Kiwanis Club for their participation in this year's *Free High-Efficiency Toilet Distribution Event*.

(b) Presentation by the South Bay Cities Council of Governments and the South Bay Environmental Services Center recognizing the City for obtaining the “South Bay Energy Leader Program Achievement of Silver Status.”

(c) Proclamation proclaiming July 28, 2011 as *Broadway In The Park Day* and invite the community to partake in this joyous event.

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.

1. Consideration and possible action to approve or deny a request by Nickel Productions to allow a beer and wine festival to be located on the 300 block of Main Street and El Segundo City Hall Plaza on Saturday, October 8, 2011, which will serve as a charitable platform to raise funds and support for the El Segundo Education Foundation.

   Recommendation – (1) Approve or deny request by Nickel Productions; (2) Alternatively, discuss and take other action related to this item.

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

2. Consideration and possible action regarding (1) the appointment of a member of
the City Council to serve on the City’s Disaster Council for a period of one
year; (2) the appointment of a member of the City Council to the South Bay
Cities Council of Governments; and (3) announce the appointments to the
Planning Commission, Library Board of Trustees, Environmental Committee,
and Capital Improvement Program Advisory Committee (CIPAC). (Fiscal
Impact: None)

Recommendation – (1) Appoint a member of the City Council to serve as a member
of the Disaster Council for a period of one year; (2) Appoint a member of the City
Council to serve as a member of the South Bay Cities Council of Governments, and
(3) Announce the appointees to the Planning Commission, Library Board of
Trustees, Environmental Committee, and Capital Improvement Program Advisory
Committee (CIPAC); (4) 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.

3. Warrant Numbers 2582834 to 2583178 on Register No. 18 in the total amount
of $871,068.26 and Wire Transfers from 06/09/11 through 06/23/11 in the total
amount of $1,937,402.73 and Warrant Numbers 2583179 to 258361 on Register
No. 19 in the total amount of $343,820.56 and Wire Transfers from 06/24/11
through 07/07/11 in the total amount of $8,538,148.97.

Recommendation – Approve Warrant Demand Registers 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.

5. Consideration and possible action regarding acceptance of the Cleaning and
Closed Circuit Television (CCTV) inspection of sewer lines citywide (Aviation
Boulevard to Rosecrans Avenue to Imperial Highway) Project No.: PW 10-02.
(Fiscal Impact: $205,466.18)

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.
6. Consideration and possible action to award a contract to Trueline for Recreation Park racquetball courts refurbishment (339 Sheldon Street). Project No. PW 11-08. (Fiscal Impact: $28,700.00)
Recommendation – (1) Authorize the City Manager to execute a standard Public Works Contract in a form as approved by the City Attorney with Trueline in the amount of $28,700.00; (2) Alternatively, discuss and take other action related to this item.

7. Consideration and possible action regarding approval of a license agreement to award the lease of 953 acre feet of the City of El Segundo ground water rights to City of Manhattan Beach. (Fiscal Impact: $101,018.00 Revenue to the Water Enterprise Funds)
Recommendation – (1) Authorize the City Manager to execute the water right license and agreement; (2) Alternatively, discuss and take other action related to this item.

8. Consideration and possible action authorizing the City Manager to apply for and accept a non-matching grant of $30,000.00 in funding from the California Environmental Protection Agency (CalEPA) to implement an electronic information collection and reporting system for hazardous materials pursuant to Assembly Bill 2286. The legislation requires the electronic collection of virtual chemical data through a California Environmental Reporting System (CERS) and provides grants to Certified Unified Program Agencies (CUPA) to manage data for emergency responders or exchanged through a public access website. There is no match requirement for the grant, however, the City’s system must be operational by January 2013. (Fiscal Impact: $30,000.00)
Recommendation – (1) Authorize the City Manager to apply for and accept a non-matching grant of $30,000.00 in funds from CalEPA to implement an electronic hazardous materials reporting system by January 2013; (2) Alternatively, discuss and take other action related to this item.

9. Consideration and possible action to authorize the City Manager to execute a professional service agreement with the West Covina Service Group (WCSG) in the amount of $57,000.00 to allow continued access to El Segundo data located on their Records Management System (RMS) hardware through July 31, 2014. (Fiscal Impact: $57,000.00)
Recommendation – (1) Authorize the City Manager to execute a professional service agreement with WCSG in the amount not to exceed $57,000; (2) Alternatively, discuss and take other action related to this item.

10. Consideration and possible action to receive and file a correction to the calculations for the amendment to the 5-year contract with Nationwide Environmental Services for Street Sweeping services performed citywide. (Fiscal Impact: $25,568.00)
Recommendation – (1) Receive and file this staff report itemizing the corrected calculations for the amendment to the 5-year contract with Nationwide Environmental Services for street sweeping services; (2) Alternatively, discuss and take other action related to this item.
11. Consideration and possible action to approve Amendment No. 4 to extend the residential solid waste collection contract for a period of up to 6 months (while the City completes its current request for proposal services) between the City of El Segundo and Consolidated Disposal Services, LLC. (Fiscal Impact: $300,000.00)

Recommendation – (1) Authorize the City Manager to execute Amendment No. 4 with Consolidated Disposal Services, LLC in a form approved by the City Attorney; (2) Alternatively, discuss and take other action related to this item.

12. Consideration and possible action regarding approval of a full time Administrative Specialist position in the Water Division of the Department of Public Works. (Fiscal Impact: $81,800.00)

Recommendation – (1) Approve a full time Administrative Specialist position in the Water Division of the Department of Public Works; (2) Alternatively, discuss and take other action related to this item.

CALL ITEMS FROM CONSENT AGENDA

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 Fuentes –

Council Member Brann –

Council Member Jacobson –

Mayor Pro Tem Fisher –
PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total) Individuals who have receive 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.

MEMORIALS –

CLOSED SESSION

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

REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

ADJOURNMENT

POSTED:

DATE: 7-14-11

TIME: 7:45 a.m.

NAME: Cathy Domann
PRESENTATIONS

(a) Presentation of a check by West Basin Municipal Water District to the El Segundo Kiwanis Club for their participation in this year's Free High-Efficiency Toilet Distribution Event.
PRESENTATIONS

(b) Presentation by the South Bay Cities Council of Governments and the South Bay Environmental Services Center recognizing the City for obtaining the "South Bay Energy Leader Program Achievement of Silver Status."
Proclamation

WHEREAS, the year was 1912 when the sleepy town of River City, Iowa changed forever by a music man – a salesman name Harold Hill, who brought the joy of music to people young and old. His light touched many, and awakened a sense of community in those stubborn Iowans they had never experienced before; and

WHEREAS, Now, ninety-nine years later, the great community of El Segundo revives the spirit of River City and brings the joy of music to our own citizens; and

WHEREAS, from July 28th – 31st, Broadway In The Park presents, Meredith Wilson’s “The Music Man” in Recreation Park. Featuring such memorable songs as “Wells Fargo Wagon,” “Till There Was You,” and “Seventy-Six Trombones”. This is a Broadway classic that’s perfect for the whole family. And in a special celebration of our community, members of the El Segundo Concert and School Band will appear on stage to play in the patriotic finale; and

WHEREAS, Broadway In The Park is a four-day themed event that features a classic Broadway musical performed outdoors, community pre-show showcasing local arts groups, and picnics under the stars. The festival is themed like a turn-of-the-century town square, with popcorn lights, roaming barbershop quartets in costume, and Victorian-era décor; and

WHEREAS, Broadway In The Park proudly debuts Charity Partners, a program that dedicates each night of the festival to a local charity, raising money and awareness for their cause; and

WHEREAS, The City of El Segundo would like to recognize this year’s Charity Partners: El Segundo Education Foundation, El Segundo Community and School Band, El Segundo Auxiliary of L.A. Children’s Hospital and Tree Musketeers.

NOW, THEREFORE, on this 19th day of July, 2011, the Mayor and Members of the City Council of the City of El Segundo, California, hereby proclaim July 28, 2011 as Broadway In The Park Day and invite the community to partake in this joyous event.

[signature]
Mayor Eric H. Busch

[signature]
Council Member Bill Fisher

[signature]
Council Member Don Brann

[signature]
Council Member Carl Jacobson

[signature]
Council Member Suzanne Francisco
1. Consideration and possible action to approve or deny a request by Nickel Productions to allow a beer and wine festival to be located on the 300 block of Main Street and El Segundo City Hall Plaza on Saturday, October 8, 2011, which will serve as a charitable platform to raise funds and support for the El Segundo Education Foundation.

Recommendation – (1) Approve or deny request by Nickel Productions; (2) Alternatively, discuss and take other action related to this item.
AGENDA DESCRIPTION:

Consideration and possible action regarding (1) the appointment of a member of the City Council to serve on the City's Disaster Council for a period of one year; (2) the appointment of a member of the City Council to the South Bay Cities Council of Governments; and (3) announce the appointments to the Planning Commission, Library Board of Trustees, Environmental Committee and Capital Improvement Program Advisory Committee (CIPAC).

(Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:

1. Appoint a member of the City Council to serve as a member of the Disaster Council for a period of one year;

2. Appoint a member of the City Council to serve as a member of the South Bay Cities Council of Governments;

3. Announce the appointees to the Planning Commission, Library Board of Trustees, Environmental Committee and Capital Improvement Program Advisory Committee (CIPAC);

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

ATTACHED SUPPORTING DOCUMENTS:

City of El Segundo Municipal Code Section 2-2-4

FISCAL IMPACT: Included in Adopted Budget

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<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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Account Number(s):

ORIGINATED BY: Mishia Jennings, Executive Assistant

REVIEWED BY: Mark Hensley, City Attorney

APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:

The City Council took action in 2006 to reactivate the City's Disaster Council in order to oversee the City's emergency preparedness functions. During that time, the City Council amended the Municipal Code to provide that the Mayor and one member of the City Council shall serve as members of the Disaster Council. The Municipal Code states that the Council Member serving on the Disaster Council shall be appointed by the Mayor and serve for a period of one year. Council Member Brann is the current Council representative serving on the Disaster Council, and his term expired on May 4, 2011.
Second, Mayor will reassign a Council Member to represent the City on the South Bay Cities Council of Governments.

<table>
<thead>
<tr>
<th>Committee/Commission and Board</th>
<th># of Openings</th>
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<th>Term Expire(s)</th>
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<td>Planning Commission</td>
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<tr>
<td>CIPAC</td>
<td>1</td>
<td></td>
<td>10/30/2014</td>
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</tbody>
</table>
2-2-3 EXPENDITURES: Any expendi-
tures made in connection with
emergency activities, including mutual aid
activities, shall be deemed conclusively to
be for the direct protection and benefit of
the inhabitants and property of the city.
(Ord 917, 1-4-1977)

2-2-4 DISASTER COUNCIL:

A. Creation: The city disaster council is
   hereby created.

B. Composition: The city disaster council
   created under the provisions of the
   preceding subsection shall consist of
   the following:

   1. The mayor, who shall be chairman,

   2. The city manager, who shall be
      director of emergency services and
      vice chairman,

   3. The assistant director, appointed by
      the city manager with the advice and
      consent of the city council who, under
      the supervision of the director, shall
      develop emergency plans and orga-
      nize the emergency services program
      of the city, and shall have such other
      duties as may be assigned by the
      director;

   4. Such deputy directors and chiefs of
      emergency services as are provided
      for in the current emergency plan of
      the city, adopted pursuant to this
      chapter, (Ord. 917, 1-4-1977)

   5. Such representatives of the school
      district, civic, business, labor, veter-
      ans, professional or other organiza-
      tions having an official emergency
      responsibility, as may be appointed by
      the director with the advice and con-
      sent of the city council;

6. A council member appointed by the
   mayor to serve for a period of one
   year on a rotating basis (Ord 1988,
   11-1-2005)

C. Meetings: The disaster council shall
   meet upon the call of the chairman, or
   in his absence from the city or inability
   to call the meeting, upon the call of
   the vice chairman.

D. Powers And Duties: It shall be the
   duty of the city disaster council and it
   is hereby empowered to review and
   recommend for adoption by the city
   council, emergency and mutual aid
   plans and agreements and such ordi-
   nances and resolutions and rules and
   regulations as are necessary to imple-
   ment the plans and agreements (Ord
   917, 1-4-1977)

2-2-5 DIRECTOR OF EMERGENCY
SERVICES:

A. Office Created: There is hereby creat-
ed the office of director of emergency
services. The officer shall be the city
manager.

B. Powers And Duties: The director of
emergency services is hereby empow-
ered.

1. To request the city council to pro-
claim the existence or threatened
existence of a "local emergency" and
the termination thereof, if the city
Council is in session, or to issue the
proclamation if the city council is not
in session, subject to confirmation by
the city council within seven (7) days.

December 2005
City of El Segundo
### CITY OF EL SEGUNDO
### PAYMENTS BY WIRE TRANSFER
### 6/24/11 THROUGH 07/07/11

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<th>Date</th>
<th>Payee</th>
<th>Amount</th>
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<td>SCRMA checks issued</td>
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**DATE OF RATIFICATION: 07/19/11**
**TOTAL PAYMENTS BY WIRE:**

8,538,148.97

Certified as to the accuracy of the wire transfers by:

- **Deputy City Treasurer**
  - [Signature]
  - 7/7/11

- **Director of Finance**
  - [Signature]
  - 7/7/11

- **City Manager**
  - [Signature]
  - 7/11/11

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.
<table>
<thead>
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<th>DESCRIPTION</th>
<th>AMOUNT</th>
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<td>$10,724</td>
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<td>Fire Services Fund</td>
<td>$11,373</td>
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<td>Libraries and Recreation</td>
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<td>Total</td>
<td>$40,180</td>
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**For Approval:**

City of [City Name]

**Date of Approval:**

[Signature]

[Date]
CITY OF EL SEGUNDO
PAYMENTS BY WIRE TRANSFER
6/10/11 THROUGH 06/23/11

<table>
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<td>6/10/2011</td>
<td>Nationwide EFT</td>
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DATE OF RATIFICATION: 07/05/11
TOTAL PAYMENTS BY WIRE: 1,937,402.73

Certified as to the accuracy of the wire transfers by:

Deputy City Treasurer

Director of Finance

City Manager

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.
REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JUNE 21, 2011 – 5:00 P.M.

5:00 P.M. SESSION

CALL TO ORDER – Deputy City Clerk Domann adjourned the meeting due to lack of quorum to 7:00 p.m.

ROLL CALL

Mayor Busch - Absent
Mayor Pro Tem Fisher - Absent
Council Member Brann - Absent
Council Member Fuentes - Absent
Council Member Jacobson - Absent

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

SPECIAL ORDER OF BUSINESS:

CLOSED SESSION:
The City Council moved 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(a) -2- matters

City of El Segundo vs. City of Los Angeles, et. al. LASC Case No. BS094279
NSA Construction vs. City of El Segundo, LASC Case No. BC438182

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code §54956.9(b): -0-

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

APPOINTMENT OF PUBLIC EMPLOYEE (Gov't. Code § 54957) -0- matter
CONFERENCE WITH CITY'S LABOR NEGOTIATOR (Gov't Code §54957.6): -5-
matters

Represented Group: Police Support Services Employees Association (PSSEA)
    Negotiators: Doug Willmore, City Manager
                Deborah Cullen, Finance Director
                Richard Kreisler

Represented Group: City Employees Association (CEA)
    Negotiators: Doug Willmore, City Manager
                Deborah Cullen, Finance Director
                Richard Kreisler

Represented Group: Firefighters Association (FFA)
    Negotiators: Doug Willmore, City Manager
                Deborah Cullen, Finance Director
                Richard Kreisler

Represented Group: Police Officers Association (POA)
    Negotiators: Doug Willmore, City Manager
                Deborah Cullen, Finance Director
                Richard Kreisler

Represented Group: Police Managers Association (PMA)
    Negotiators: Doug Willmore, City Manager
                Deborah Cullen, Finance Director
                Richard Kreisler

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

Council recessed at 6:50 p.m.
REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JUNE 21, 2011 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER – Mayor Busch at 7:00 p.m.

INVOCATION – City Clerk, Cindy Mortesen

PLEDGE OF ALLEGIANCE – Council Member Suzanne Fuentes

PRESENTATIONS

(a) Mayor Busch presented a Proclamation proclaiming the month of July 2011 “Relay for Life”.

(b) Sindee Pickens, Children’s Services Manager, gave a presentation on the Library’s Summer Reading Program.

ROLL CALL

Mayor Busch - Present
Mayor Pro Tem Fisher - Present
Council Member Brann - Present
Council Member Fuentes - Present
Council Member Jacobson - Present

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.

Alex Uyleman, United States Postal Service, gave a presentation and spoke regarding Contract Postal Units in private businesses.

Carol Olita, Asian American Drug Abuse Program, spoke about tobacco sales to minors and the permit ordinance El Segundo adopted.
Marc Rener, Resident; spoke regarding the warrants and payments to the State, Federal Government, and Cal PERS. He also spoke regarding Mattel signage, waiving of fees, and grants from the County.

George Barks, former Hermosa Beach Council Member, spoke about shared services with the other beach cities.

Pastor Lee Carlile, United Methodist Church, gave a brief invocation.

A. PROCEDURAL MOTIONS

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

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

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

C. UNFINISHED BUSINESS

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.

1. Approved Warrant Numbers 2582670 to 2582833 on Register No. 17 in the total amount of $446,344.38 and Wire Transfers from 05/26/11 through 06/09/11 in the total amount of $1,124,764.92. 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. PULLED FOR DISCUSSION BY COUNCIL MEMBER FUENTES

4. PULLED FOR DISCUSSION BY COUNCIL MEMBER BRANN

5. PULLED FOR DISCUSSION BY COUNCIL MEMBER JACOBSON
6. Approved a request from Mattel, Inc. to allow two temporary five hundred four (504) square-foot "Special Event Signs" on the south side of the parking structure located at 333 Continental Boulevard. Applicant: Mattel, Inc. for approximately three months beginning August 27, 2011 and ending October 22, 2011. (Fiscal Impact: None)

7. Adopted Plans and Specifications for rehabilitation of Lairport Street from Mariposa Avenue to Maple Avenue. Approved Capital Improvement Project. Project No.: PW 10-04 (Fiscal Impact: $175,000) Authorized staff to advertise the project for receipt of construction bids.

MOTION by Mayor Pro Tem Fisher, SECONDED by Council Member Jacobson to adopt Consent Agenda Items 1, 2, 6, and 7. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

CALL ITEMS FROM CONSENT AGENDA

3. Receive & file report on Proposition A grant opportunity from Los Angeles County Regional Park and Open Space District (RPOSD) in the amount of $150,000 to be used for park projects including development and rehabilitation. (Fiscal Impact: None)

MOTION by Council Member Fuentes, SECONDED by Mayor Pro Tem Fisher to receive & file report on Proposition A grant opportunity from Los Angeles County Regional Park and Open Space District (RPOSD) in the amount of $150,000 to be used for park projects including development and rehabilitation. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

4. Consideration and possible action regarding second reading by title only and adoption of Ordinance No. 1461 amending the El Segundo Municipal Code § 1-6-4 Regarding Employment Exclusions from Civil Service. (Fiscal Impact: Included in Adopted Budget)

MOTION by Council Member Fuentes, SECONDED by Mayor Pro Tem Fisher to adopt Ordinance No. 1461 amending the El Segundo Municipal Code § 1-6-4 regarding Employment Exclusions from Civil Service. MOTION PASSED BY THE FOLLOWING VOICE VOTE. AYES: MAYOR BUSCH, MAYOR PRO TEM FISHER, COUNCIL MEMBERS JACOBSON AND FUENTES; NOES: COUNCIL MEMBER BRANN. 4/1

5. Consideration and possible action to approve a request from El Segundo AYSO Region 92 to waive reservation fees to host a soccer camp during the week of Monday, July 25, through Friday, July 29, 2011 at Campus El Segundo as recommended by the Recreation and Parks Commission. (Fiscal Impact: Loss of $1,500.00 from Reservation Revenue)
MOTION by Council Member Jacobson, SECONDED by Mayor Busch to approve a request from El Segundo AYSO Region 92 to waive reservation fees to host a soccer camp during the week of Monday, July 25, through Friday, July 29, 2011 at Campus El Segundo as recommended by the Recreation and Parks Commission. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

F. NEW BUSINESS

REPORTS – CITY MANAGER - NONE

REPORTS – CITY ATTORNEY - NONE

REPORTS – CITY CLERK – Reminder that the July 5, 2011 meeting was canceled and the next regular meeting would be July 19, 2011.

REPORTS – CITY TREASURER – Reported on the finances of the City.

REPORTS – CITY COUNCIL MEMBERS

Council Member Fuentes – Wished a Happy 4th of July to all.

Council Member Brann – Spoke regarding the concert in Library Park last Sunday.

Council Member Jacobson – Spoke regarding the Education Foundation Car Show.

Mayor Pro Tem Fisher – Wished everyone a Happy 4th of July.

Mayor Busch – Spoke regarding the Beach clean-up.

8. Consideration and possible action to approve in concept the operation of a beer and wine festival to be held at El Segundo Recreation Park with proceeds to benefit El Segundo schools and continued operation of El Segundo community gardens. If approved, details of the event including the exact location, hours of operation, containment, management and overall operation specifics would be presented to the Recreation and Parks Commission before returning to City Council for further consideration and final approval. (Fiscal Impact: TBD)

John McCullough, Nickel Productions, gave a presentation.

MOTION by Mayor Busch, SECONDED by Mayor Pro Tem Fisher to approve the concept of the operation of a beer and wine festival to be held at the Lakes at El Segundo pending approval from the Recreation and Parks Department and the Recreation and Park Commission, with proceeds to benefit El Segundo schools and continued operation of El Segundo community gardens. MOTION PASSED BY THE FOLLOWING VOICE VOTE. AYES: MAYOR BUSCH, MAYOR PRO TEM FISHER, COUNCIL MEMBERS BRANN AND FUENTES; NOES: COUNCIL MEMBER JACOBSON. 4/1

MINUTES OF THE REGULAR CITY COUNCIL MEETING JUNE 21, 2011 PAGE NO. 6
PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total) Individuals who have receive 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.

Ron Swanson, Resident; wished a happy 4th of July to all. Stated he supports the wine and beer festival.

Mike Rotolo, President of the Chamber of Commerce, supports the beer and wine festival. Suggested the City Hall Plaza as a possible venue.

Marc Rener, Resident; spoke regarding the beer and wine festival and perception.

George Barks spoke regarding a signature event being very good for the City and he felt that the beer and wine festival would be a worthwhile event for El Segundo.

Scot Nichol, Resident; supports the beer and wine festival and felt that the event would be a good fit for El Segundo.

MEMORIALS – None

CELEBRATIONS – In celebration of the birth Dallas Brooklyn Carpenter, born April 18, 2011, weighing in at 8 lbs 4 oz and 19 inches long. Baby Dallas is welcomed by a big sister, Bo, and the proud parents, Brian and Karrie Carpenter. The proud grandparents are Tom and Bonnie Curtis, June Carpenter and the late Dave Carpenter all of El Segundo.

CLOSED SESSION - Recessed to Close Session at 8:42 p.m.

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

REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

ADJOURNMENT at 11:10 p.m.

Cindy Mortesen, City Clerk
EL SEGUNDO CITY COUNCIL
AGENDA STATEMENT

MEETING DATE: July 19, 2011
AGENDA HEADING: Consent Agenda

AGENDA DESCRIPTION:
Consideration and possible action regarding acceptance of the Cleaning and Closed Circuit Television (CCTV) inspection of sewer lines citywide (Aviation Boulevard to Rosecrans Avenue to Imperial Highway) Project No.: PW 10-02. (Fiscal Impact: $205,466.18)

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 action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Notice of Completion

FISCAL IMPACT: Included in Adopted Budget

Amount Requested: $0
Additional Appropriation: No
Account Number(s): 502-400-8204-8654

ORIGINATED BY: Maryam M. Jonas, Principal Engineer
REVIEWED BY: Stephanie Katsouleas, Public Works Director
APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:
On June 15, 2010, the City Council awarded a contract to Advanced Sewer Technologies, Inc., in the amount of $167,023.65 for the cleaning and closed circuit television inspection (CCTV) of sewer mains west of Sepulveda Boulevard, between El Segundo Boulevard and Imperial Avenue. On November 2, 2010, the City Council approved an amendment adding CCTV inspection of sanitary sewer mains east of Sepulveda Boulevard between Rosecrans Avenue and Imperial Highway. This amendment increased the Advanced Sewer Technologies contract by $49,247.46.

The CCTV of the sewer mains is now complete. The data obtained from this contract is being analyzed by staff to prioritize projects for the rehabilitation of the sanitary sewer mains. The final contract amount based on the measured quantities is $205,466.18. This project was funded from the El Segundo Sewer Enterprise Funds.
NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: Cleaning and Closed Circuit Television (CCTV) Inspection of Sewer Lines
Project No.: PW 10-02

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 Utility Improvements

5. A work of improvement on the property hereinafter described was field reviewed by the City Engineer on May 24, 2011. The work done was: CCTV inspection of sewer mains

6. On July 19, 2011, 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: Advanced Sewer Technologies, Inc.,

8. The property on which said work of improvement was completed is in the City of El Segundo, County of Los Angeles, State of California, and is described as follows: Public utility

9. The street address of said property is: Citywide

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 _________________, 2011 at El Segundo, California.

Stephanie Katsouleas
Public Works Director

Notice of Completions\PW 06-06

029
AGENDA DESCRIPTION:

Consideration and possible action to award a contract to Trueline for Recreation Park racquetball courts refurbishment (339 Sheldon Street). Project No. PW 11-08. (Fiscal Impact: $28,700)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to execute a standard Public Works Contract in a form as approved by the City Attorney with Trueline in the amount of $28,700.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

FISCAL IMPACT: Included in Adopted Budget

| Amount Requested: | $31,570 |
| Additional Appropriation: | No |
| Account Number(s): | 405-400-0000-6215 |

ORIGINATED BY: Maryam M. Jonas, Principal Engineer

REVIEWED BY: Stephanie Katsouleas, Public Works Director

APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:

On April 5, 2011, the City Council adopted plans and specifications for multiple maintenance projects which included refurbishment of two racquetball courts at Recreation Park and authorized staff to advertise the project for competitive bids. On June 21, 2011, the City Clerk received and opened a bid from Trueline in the amount of $28,700.

Although only one bid was received for this project, staff recommends awarding the contract to Trueline in lieu of going back out to bid. Trueline is a well known contractor with expertise in sports facilities and recreation fields' rehabilitation. They have completed similar projects for the City in the past and their cost proposal is less than the estimated cost for the refurbishment of the two racquetball courts. The total amount ($31,570) requested includes the bid amount of $28,700 plus an additional 10% contingency for potential change orders. Funding for this project is available through the Facilities Maintenance account (405 account).
AGENDA DESCRIPTION:

Consideration and possible action regarding approval of a license agreement to award the lease of 953 acre feet of the City of El Segundo ground water rights to City of Manhattan Beach.

(Fiscal Impact: $101,018 Revenue to the Water Enterprise Funds)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to execute the water right license and agreement, in a form approved by the City Attorney.

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

ATTACHED SUPPORTING DOCUMENTS:

Proposed Water Right License and Agreement

FISCAL IMPACT: None

Amount Requested: $ 
Additional Appropriation: No
Account Number(s):

ORIGINATED BY: Maryam M. Jonas, Principal Engineer

REVIEWED BY: Stephanie Katsouleas, Public Works Director

APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:

The City of El Segundo could pump up to 953 acre feet of its adjudicated ground water production rights in the West Coast Basin during each water year which starts July 1 to the following June 30 of that year. Any portion of the adjudicated ground water rights that is not used during the water year is lost. Presently, the City does not have any wells and therefore cannot utilize the rights to pump. The City selects to lease its rights to the highest responsible bidder.

On May 10, 2011, staff issued a request for sealed bids for the lease of the ground water for the water year 2011-2012. The Bid from City of Manhattan Beach is the only one received at the rate of $106 per acre foot. Staff recommends leasing the City’s water year rights to Manhattan Beach. The City will realize $101,018 in revenue to the City’s water enterprise funds for fiscal year 2011-2012.
I, (We) [CITY OF MANHATTAN BEACH]

(Type or print the full name of the bidder as given on West Coast Basin Watermaster Records)

hereby submit the following bid lease during the 2011-12 water basin year, water production rights owned by the City of El Segundo in the West Coast Basin: (Maximum Amount of Lease - 953 Acre Feet).

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<td>953 Acre Feet</td>
<td>$10.00 Per Acre Foot</td>
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Total Amount of Lease:

$101,018.00

*Bids will be accepted in increments of 10 acre feet with a minimum of 100 acre feet. The City reserves the right to award to successful bidders less than the number of acre feet upon which they have bid and reject any or all bids without cause. A bidder may submit several bids.

Signed: [Signature]

Print or type Name: JIM ARNDT

Title: DIRECTOR OF PUBLIC WORKS

Address: 31021 BELL AVENUE, MANHATTAN BEACH CA 90266

Date: 06/08/11 Phone: (310) 802-5002

Full name of the designee or Assignee to appear in lease Agreement:

CITY OF MANHATTAN BEACH, MAYOR RICHARD MONTGOMERY

Corporation incorporated in the State of

Individual Partnership of the following parties:

Individual dba

This bid form shall be returned to: Office of City Clerk

City of El Segundo
350 Main St.
El Segundo CA 90245

* Bid Receipt Deadline time: 4:00pm, June 9, 2011. Bids will be publicly opened at 4:00pm on said day in the City Clerk’s office.
WATER RIGHT LICENSE AND AGREEMENT
(West Coast Basin)

For valuable consideration, the City of El Segundo hereby grants to the City of Manhattan Beach a license to extract 953 acre-feet of licensor's Adjudicated Right allocated to licensor (or predecessors in interest) pursuant to Judgment dated August 19, 1961, and entered in Los Angeles Superior Court Case No. 506806 entitled "California Water Service Company, et al. vs. City of Compton, et al." during the period commencing July 1, 2011 and continuing to and including June 30, 2012 for the amount of $1,016,618.

Said License is granted, subject to the following conditions:

(1) Licensee shall exercise said right and extract the same on behalf of the City of El Segundo during the period above specified and put the same to beneficial use and licensee shall not be the exercise hereunder of said right acquire any right to extract water independent of the rights of licensor.

(2) Licensee shall pay assessments levied on the pumping of said ground water by the Central and West Basin Water Replenishment District.

(3) Licensee shall notify the District and Watermaster that said pumping was done pursuant to this license and provide the Watermaster with a copy of the document.

(4) Licensee shall note in any recording of water production for the period of agreement that said pumping was done pursuant to this license.

(5) Licensee's Adjudicated Right shall be increased by the amount hereby licensed when computing carryover or allowable over extraction as provided by Paragraph V in said Judgment.

(6) Licensee acquires hereunder pumping rights only and should be responsible to provide the means and location to effect said pumping itself and shall bear the cost of said pumping.

The City of El Segundo warrants that it has 953 acre-ft of Adjudicated Right and it has not pumped and will not pump or permit or license any other person to pump any part of said 954 acre-ft during the period of July 1, 2011 through June 30, 2012.

Licensor: CITY OF EL SEGUNDO

By: ________________________________

Title: ______________________________

ATTESTED:

Cindy Mortensen
City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

Licensee:

By: ________________________________

Title: ______________________________

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Date: _______________________________
AGENDA DESCRIPTION:

Consideration and possible action authorizing the City Manager to apply for and accept a non-matching grant of $30,000.00 in funding from the California Environmental Protection Agency (CalEPA) to implement an electronic information collection and reporting system for hazardous materials pursuant to Assembly Bill 2286. The legislation requires the electronic collection of virtual chemical data through a California Environmental Reporting System (CERS) and provides grants to Certified Unified Program Agencies (CUPA) to manage data for emergency responders or exchanged through a public access website. There is no match requirement for the grant, however, the City’s system must be operational by January 2013. (Fiscal Impact: $30,000.00)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to apply for and accept a non-matching grant of $30,000.00 in funds from CalEPA to implement an electronic hazardous materials reporting system by January 2013.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Completed Grant Application Form
2. Electronic Reporting Transition Plan

FISCAL IMPACT: Included in Adopted Budget

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ORIGINATED BY: Steve Tsumura, Environmental Safety Manager

REVIEWED BY: Kevin S. Smith, Fire Chief

APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:

In 2008, Assembly Bill 2286 was promulgated and requires CUPA agencies to collect and transmit data electronically by January 2013 through the State data exchange portal or a City portal using a data management system for the collection and retrieval of hazardous materials information for emergency response or inspections. Regulated businesses will be able to transmit required information electronically and allows public access to certain information about chemicals in the community.
The transition to E-Reporting is funded by regulated businesses through a 3-year service charge process, which provides funding for grants and software development. The Cities of Palo Alto, Santa Clara and Santa Rosa are currently utilizing full e-reporting in their communities. It is anticipated new data management software will be necessary to collect and organize data, as well as additional training for smaller businesses, that may not have access to a computer. Any software selected must be approved by the State and capable of collecting and sending data through the State portal.
ATTACHMENT 1

GRANT APPLICATION FORM

1. Entity Information:

Unified Program Agency Name: City of El Segundo Fire Department

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<tr>
<td>Name of Project Director, Title: Steve Tsumura, Environmental Safety Manager</td>
<td>Name: Same as Environmental Safety Manager</td>
</tr>
<tr>
<td>Street Address: 314 Main Street</td>
<td>Street Address:</td>
</tr>
<tr>
<td>City, Zip: El Segundo, 90245</td>
<td>City, Zip:</td>
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<tr>
<td>Phone: 310-524-2242</td>
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<tr>
<td>Fax: 310-414-0929</td>
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</tr>
<tr>
<td>e-mail: <a href="mailto:stsumura@elsegundo.org">stsumura@elsegundo.org</a></td>
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2. Grant Amount: $30,000.00

   a. Advanced payment Requested: $0.00
      (Up to 25% of the grant is authorized to be paid in advance on approval of the grant.)

3. Scope of Work

In order to become compliant with AB 2286, which requires the Unified Program related information exchange between the UPA and Cal/EPA, El Segundo Fire Department (ESFD) will need to upgrade to new data management system software that is compatible with the California Environmental Reporting System (CERS) to file electronically to the State. In order for the regulated businesses to file electronically, ESFD will need to provide outreach and training to regulated businesses on the Statewide CERS system and the City's own electronic portal through Garrison Digital Health Department (DHD). Awarded Grant funds will be used to procure a new data management system, receive training from Garrison Enterprises, Inc. and to train regulated businesses on CERS. In addition, existing documents will be digitally saved for attachment onto new electronic files created by Garrison Enterprises.

4. Work Plan

   Period of Performance: January 1, 2010 through March 31, 2013

   I. New Hardware
      a) Assess hardware for mobile field inspections and data entry
      b) Determine minimum hardware requirements for new software
      c) Evaluate the need for printer
      d) Develop a plan to procure hardware through IT Department
      e) Prepare budget for City approval
      f) Purchase hardware
II. Procure New Software
   a) Review qualified software vendors
   b) Identify costs of comparable systems
   c) Evaluate recurring operation and maintenance costs
   d) Determine required mechanism for procurement
   e) Develop City Manager/Council agenda item
   f) Enter into contractual agreement with vendor

III. Electronic file transition from hardcopy archive files
   a) Identify qualified vendors
   b) Evaluate cost to convert paper files to electronic media
   c) Select qualified vendor
   d) Develop City Manager/Council agenda item
   e) Enter into contractual agreement with vendor

IV. Business Outreach
   a) Notify businesses of AB 2286
   b) Develop a training program to introduce City and State portals
   c) Determine business needs for additional assistance.

V. Training
   a) UPA Staff on new software
      1. Evaluate capabilities of new software
      2. Identify whether new software meets data management requirements
      3. Prepare training manual for new employees
   b) Regulated Businesses on CERS/DHD
      1. Develop training module for business
      2. Identify businesses to be contacted
      3. Prepare training documents for handouts
      4. Provide training to businesses
5. Projected Budget:

<table>
<thead>
<tr>
<th>Program Costs</th>
<th>Fiscal Year 09/10</th>
<th>Fiscal Year 10/11</th>
<th>Fiscal Year 11/12</th>
<th>Fiscal Year 12/13</th>
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</thead>
<tbody>
<tr>
<td>Personnel Services*</td>
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<td></td>
<td></td>
<td><strong>$30,000.00</strong></td>
</tr>
</tbody>
</table>

*Indirect costs may not exceed 35% of grant allotment (Personnel Services include providing and receiving training, contract administration, file organization for scanning, in-house data coordination and consultant coordination.

**CERTIFICATION**

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge and that I am an employee of the applicant authorized to submit the application on behalf of the application. I further understand that any false, incomplete, or incorrect statements may result in the disqualification of this application. By signing this application, I waive any and all rights to privacy and confidentiality of the proposal on behalf of the applicant, to the extent provided in this program.

Applicant Signature

Date

Printed Name of Applicant
Unified Program Agency Name:  El Segundo Fire Department

<table>
<thead>
<tr>
<th>TRANSITION PLAN REPRESENTATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Project Director, Title: Steve Tsumura, Environmental Safety Manager</td>
</tr>
<tr>
<td>Street Address: 314 Main Street</td>
</tr>
<tr>
<td>City, Zip: El Segundo, 90245</td>
</tr>
<tr>
<td>Phone: (310) 524-2242</td>
</tr>
<tr>
<td>Fax: (310) 414-0929</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:stsumura@elsegundo.org">stsumura@elsegundo.org</a></td>
</tr>
</tbody>
</table>

1. General Description of Transition Plan

The City of El Segundo Unified Program Agency (UPA) will transition from our current data collection system of over 300 businesses to electronic reporting as mandated by Assembly Bill 2286. The City of El Segundo will achieve this goal in part by transitioning from our current data collection methods to using the DHD system from Garrison Enterprises for our local data management and e-reporting functions.

In 1998, the City of El Segundo began using CUPA DMS, as its data management system, which was originally developed by the City of San Rafael for their CUPA Program. The programmer has since retired from the City of San Rafael and Marin County, with no software upgrades planned for CUPA DMS. The software is no longer adequate to meet Assembly Bill 2286 requirements, and will need to be replaced with new software, such as Garrison Enterprises.

Garrison’s DHD system provides a completely web-based local data management system enabling our agency to collect data digitally in the field and report the required information electronically to the CERS system. Garrison Enterprises will also provide the UPA with the required functionality to automate the exchange of data between their local DHD system and the CERS system. Businesses will be asked to use the Garrison Enterprises portal developed for the City of El Segundo to complete and submit required documents.
or update existing reports annually. In addition, Businesses may also use the State CERS portal after Garrison completes the City’s portal. Training will be provided to the Business community in the summer of 2012 or upon completion of the City's portal.

As part of our implementation with Garrison Enterprises, they will convert any data contained in our current databases (CUPA DMS) into our new DHD system as part of the initial application setup. Initial data conversion from existing systems is a service that comes standard with Garrison’s DHD system implementation, so no additional costs considerations outside of our contract with Garrison Enterprises will be needed for data conversion from electronic formats into our new DHD system. El Segundo UPA will also collect existing paper attachments in active files, such as site plans and contingency plans using DHD’s attachment manager tool and will integrate data using the current State-wide contract for scanning and capturing hardcopy files, if available.

For initial data conversion from our existing database, Garrison Enterprises will provide data conversion and ensure data validation. El Segundo UPA will work with Garrison to ensure correct data mapping from our current system into our new DHD system. Garrison Enterprises runs data validation scripts after a conversion is done and will make those available to our agency to test against as well. Initial paper-based data conversion will be validated through visual inspection of files to determine whether page numbers are correct and will verify that designated file numbers are associated with each address.
For ongoing data collection/submission, El Segundo UPA will use the DHD system as a clearinghouse where data will be accessed and validated by our staff. Incoming data – whether via the interface with CERS and via Garrison’s local public portal – will be directed into an “approval queue” in our DHD system, where staff will review the submittal, validate the data, and set the submittal status.

a) Review Submittal – Ensure all data elements are addressed, as applicable. If data is missing, staff will contact relevant Business and will collect data for entry into DHD.

b) Validate Data – Review previous submittals and determine whether there are significant changes. In addition, requires inspection of facilities that have extremely hazardous substances.

c) Set Submittal Status – Upon review and validation, the business submittal will be approved for data transmittal to the State. Any errors in either the review or validation process will result in the return of submissions back to the company for correction or completion.

El Segundo UPA will use a combination of the CERS system and Garrison’s local public portal. We will encourage all Businesses to use Garrison’s local public portal to register
and submit their data. However, we expect that multi-jurisdictional-businesses (MJB’s) will elect to submit their data directly through the CERS system.

Also, for agency related data, we will use the DHD system to collect information in the field using Tablet PCs. Garrison Enterprises provides an offline version of the DHD system as a standard feature. We will utilize the offline version of our DHD system for ongoing data entry in the field and synchronize with our live DHD system on a daily basis.

Upon completion of the Garrison Enterprises DHD implementation for the El Segundo UPA, a business outreach program will be implemented, which will include:

a) Business Workshop – The El Segundo Library will be used to hold workshops for businesses and will be offered at least twice to ensure businesses are trained in the use of the DHD software and what is required to be reported. After the initial training, individuals may come to the Fire Station for one-on-one training as well.

b) Website Posting – The City website will be used to inform the Business community of training, new developments and availability of electronic reporting through DHD and CERS.

c) Newspaper Article – The El Segundo Herald is the local newspaper and will be requested to feature a story on the new electronic data reporting through DHD and CERS.

2. Needs Assessment

El Segundo UPA recognizes that converting its business-to-CUPA reporting system from paper/hardcopy to electronic will require an assessment of the resources needed to implement the new system. We understand the critical needs that our agency must address in order to ensure a successful conversion to electronic reporting to the CERS system. The needs and the plan to address them are listed below:

a) Transferring the data from UPA hardcopy documents to CERS.

Hardcopy information from active file data and documents will be transferred to CERS through electronic scanning and downloading data into DHD through an “Attachment Management Tool” offered through DHD. Specific numerical files will be established for each address to ensure files can be tied and searched by either file number or address.
b) Getting "non-computer" businesses to report electronically.

Businesses that can not submit electronically will be offered to use the Fire Department's front desk computer for data entry and retrieval, if necessary. This will allow staff to assist the business during data entry and to evaluate the accuracy of the information with the business before submission. Alternatively, staff will enter the initial data themselves, and then have the owner validate the data before acceptance.

c) Building or acquiring a data management system or upgrading and expanding an existing system so that it can upload/download or exchange UP information with CERS. (i.e., local interface; portal).

El Segundo UPA will use the DHD system from Garrison Enterprises as our local data management system. Currently, we use CUPA DMS to manage our data locally. We will transition from our current method to use Garrison’s DHD system for our local data management. The DHD system provides the required functionality to exchange UP information with CERS.

d) Data management system maintenance after initial implementation.

El Segundo UPA is contracting for system maintenance and technical support from Garrison Enterprises. Garrison will provide ongoing maintenance of our DHD system after the initial implementation as covered by our annual maintenance agreement with them.

e) Procedural changes for regulatory staff to manage electronic data.

Our staff will be trained on our DHD system as part of Garrison’s implementation process. The data submitted via CERS and/or Garrison’s local public portal will be delivered into an approval queue in our DHD system for our staff to review and approve. Once the business data is fully accepted and approved in our DHD approval queue process, the clean approved data will be sent to CERS via the data exchange process. Any business submitting data through CERS or Garrison portals will have incorrect or incomplete data fields sent back to the business for correction prior to official acceptance of the data.

f) UPA computer access for business community to local portal or CERS.

Garrison Enterprises provides a public portal where the business community can create and account and log in via the Internet to update their information. The
public portal provided by Garrison will be available to the local business community from any Internet access in the world. Those businesses without computer access will be offered to use the Fire Department's front desk computer for data entry and review during normal business hours Monday through Thursday. The business will need to establish an identity code to only have access to its information, and will not have access to other fields or businesses.

g) CERS and/or local system training for UPA staff.

Training on our DHD system will be provided by Garrison Enterprises as part of the initial system implementation. Garrison's standard training practices will allow staff training and to quickly learn the system and perform required activities. In addition, Garrison will provide User Guides which can be accessed from the DHD system as a refresher. In regard to CERS training, the Environmental Safety Manager will continually be trained in CERS at the CUPA Conference and various meetings. There is no other staff in the Environmental Safety Division.

To ensure CUPA staff understand and are aware of the capabilities of DHD software, training will be provided by the Environmental Safety Manager to any employee requesting further information on the capabilities of the Garrison DHD software.

h) CERS and/or local system training for the business community.

Through train-the-trainer method, El Segundo UPA will be able to provide training to our business community on the use of Garrison's local public portal. Garrison Enterprises will provide initial training for El Segundo UPA on the use of our local public portal. Subsequently, we will be able to provide training to the local business community. Each August, Businesses in El Segundo are invited to attend a 4-hour training session on hazardous materials and waste, which will now include a 2-hour section on CERS and use of the Garrison system for data collection and entry. An additional training session will be scheduled a few months later in December.

i) Support from the state.

The State provides support in the following areas:

1) Grant funding for one-time purchase of data management software is a major portion of support provided by the State to El Segundo UPA. The software allows for the gathering of data and preparation of reports using
pre-formatted programs and templates which address State and municipal reporting requirements. In addition, archive data will be scanned and saved in each digital address file for review or enforcement purposes.

2) The CERS program within CalEPA provides guidance on data requirements and maintains the CERS portal for those businesses wanting to use this mechanism for reporting. Various technical meetings, guidance, fact sheets and coordination with other agencies support the El Segundo UPA.

j) Computer Availability for CERS Data Entry

With the additional need for electronic entry of data, an additional computer will be necessary for business access and use for annual updates. It is anticipated a new computer will be purchased for business use, and will be permanently stationed at Fire Station 1 for businesses to use, when necessary. The computer will be connected to the City’s network, and will have access to CERS, Garrison DHD and other environmental programs or websites.

3. Collecting, Submitting, and Storing Unified Program Related Information

El Segundo UPA plans to use Garrison’s DHD system to receive data from businesses either through CERS or the DHD portal for El Segundo UPA. Data that is collected will be used for State and Federal reporting requirements, and electronically stored for review, enforcement or audits. The following capabilities of the DHD system are identified:

a) DHD can collect data from CERS and store local UPA information specified in the title 27 data dictionary.

b) DHD can collect locally required non-title 27 related UPA information. El Segundo UPA will use Garrison’s DHD system as its data management system to collect data locally. We will use our DHD system to exchange data with CERS automatically. The DHD system is capable of meeting all the requirements for the integration with CERS.

c) El Segundo UPA will use Garrison’s DHD system for collecting, submitting, and storing UPA related information. The DHD system is a 100% web-based system, which will allow us to access the data in real-time from any Internet connection. For field usage, we will use the standard offline version of Garrison’s DHD system,
which synchronizes the data back to our live DHD system when an Internet connection is regained.

4. Management of Data Changes/Updates

Businesses will use the local public portal provided by Garrison Enterprises to enter and change information. However, while the majority of businesses will use Garrison's local public portal, we do anticipate that large multi-jurisdictional businesses will still elect to use CERS. In those cases, the MJB's information will be updated within CERS and sent down to our DHD system for validation and approval by our staff.

In addition, EI Segundo UPA will approve business information changes within our DHD system. All information updated by businesses – whether via CERS or via Garrison's local public portal – will enter an approval queue in our DHD system for data validation by our staff. By using a consistent, single location for data validation and approval, we will be able to easily accommodate for local businesses submitting via Garrison's local portal and MJB’s submitting via CERS.

To ensure data quality, EI Segundo UPA is planning to use our DHD system's data validation tools and approval queue.

5. Inspection/Enforcement

EI Segundo UPA will continue to use paper-based inspection reports to collect inspection and enforcement information. The inspection and enforcement information will be recorded into our DHD system upon the inspector's return to the EI Segundo UPA office. Once the EI Segundo UPA establishes the use of field tablets, access to our DHD system and CERS will be through a wireless connection, such as an air card. EI Segundo UPA field staff will then have access to previous and current business information while out in the field via our DHD system. Additionally, the field version of our DHD system provides access to previous inspections, investigations, and other relevant data.

Once established, EI Segundo UPA will maintain wireless Internet connectivity for our field staff. As such, we can allow the businesses to access their CERS account (or Garrison portal account) through our mobile tablets. We can provide the businesses on-the-spot assistance in entering regulatory information; however, the business will physically make the changes to their data not the inspector. Any changes made during such interaction will still go through the same data validation process as described earlier.

As described above, EI Segundo UPA field staff will provide any necessary guidance and assistance to businesses that need help making changes to regulatory information. The business will still be responsible for physically making the changes directly into their Garrison portal account. The changes will go through the routine validation process from that point.
Finally, El Segundo UPA understands that CERS does not provide scheduling capability. We will use our DHD system to schedule routine and follow-up inspections in accordance with state and local laws and regulations.

6. Billing/Invoicing

El Segundo UPA understands that CERS does not provide for billing or invoicing of businesses. Garrison’s DHD system includes a financial component as part of the standard package. El Segundo UPA will handle all billing and invoicing directly within our DHD system or existing City system of invoicing through “Quickbooks” or Eden. In addition, we recognize that some information from CERS may need to be imported into our DHD system for billing/invoicing or permitting purposes. Any information needed from CERS for billing/invoicing or permitting purposes will be brought down to our local DHD system through the data exchange process.

7. Training

El Segundo CUPA expects that our staff will require training for Garrison’s DHD system, Garrison’s local public portal, and the CERS system. For our new DHD system, El Segundo UPA’s management, inspection staff, and administrative personnel will be trained by Garrison Enterprises. Garrison will provide training to our agency staff using step-by-step detail that will allow us to quickly learn the system and perform our daily activities. For CERS training, the Environmental Safety Manager will provide training to all CUPA staff based on previous CalEPA training at the CUPA Conference and Forum Board Meetings. In addition, a request for the CalEPA PowerPoint presentation for CERS will assist in providing consistent information to all staff.

For Garrison’s public portal for businesses, our El Segundo UPA staff will be trained by Garrison Enterprises representatives, similarly to the training on our actual DHD system. We will acquire the necessary expertise on the use of Garrison’s public portal, which will allow us to provide training for our businesses.

Because many of the businesses in El Segundo consist of one large employer, it is anticipated aerospace companies, computer companies and refinery representatives will represent the majority of businesses, with only a handful of small business owners. The initial training will be in August 2012 and includes two-hours of presentations, question/answer and live demonstration. Businesses will be offered an opportunity to try the system during the presentation, and will be provided individual training while demonstrating the business interface system. Another similar training will be offered in December 2012 for those businesses that were not able to attend the initial session or require further assistance in the implementation of CERS. In addition, business
representatives can also come to the Fire Station for one-on-one training or data entry of their inventory.

8. Help System

Upon receiving a business request for assistance, El Segundo UPA will first contact the business by phone and identify a specific issue. Once the issue is determined, El Segundo UPA will answer specific questions and guide the business through the data entry requirements. If the questions can not be answered over the phone, staff will meet with the business at its location and assist the business with data entry.

With regard to our portal, the login page to El Segundo UPA's local public portal provided by Garrison Enterprises will provide necessary instruction to businesses on its use and its relationship to CERS. Garrison provides this as a standard feature to its client agencies. As part of the standard implementation for CUPA's, Garrison will work with its client agencies to establish the specific instructions and explanations. This will be commonly agreed upon language to be used on the public portal login page for all of Garrison's client agencies.

To ensure the public has information on electronic transmission requirements, El Segundo UPA will have CERS contact information and links to its website on the El Segundo Fire Department, Environmental Safety Division website. A section for frequently asked questions, instructions on how to register a business with CERS, and phone numbers for further information will also be provided.

9. Service Contract and Grant (fiscal)

El Segundo UPA will apply for an electronic reporting grant using the State provided application. The funds will be used to cover the initial costs of implementing electronic reporting. The fund distribution allocated for El Segundo City Fire Department is $40,200.00.

El Segundo UPA funds will be used as follows (figures are approximations as costs may fluctuate):

Grant Funds:
- Hardware (new computers-wireless) - $3,000.00
- Software Vendor Contract (Garrison) - $22,000.00
- Business Outreach - $500.00
- Training (Businesses) - $500.00
- Personnel Services - $4,000.00
(includes: staff time to provide training, meetings, contract procurement, CERS data collection, consultation with businesses, data collection, sorting files for scanning indexing, and reporting.)

Service Contract Funds:
- Data Capture (contractor costs to convert current paper documents to electronic files): $10,108.00

Total Grant Funds: $30,000
Total Service Contract Funds: $10,108.00

El Segundo UPA will fund ongoing costs through annual permit fees and the use of Administrative Enforcement Order (AEO) penalties collected from Class I violations. Approximately $50,000 is available to fund inspection and enforcement related annual renewal costs for Garrison Digital Health Department software.

10. Ongoing Support and Maintenance

The additional ongoing costs of implementing electronic reporting include the ongoing support and maintenance cost of Garrison’s DHD system, staff and business community training, and workload increases.

Garrison’s DHD system uses a firm fixed price structure, allowing El Segundo UPA to reliably budget for the ongoing maintenance costs of the system, without concern of user license seats or usage charges.

The annual budget for the renewal of operation and maintenance costs will be itemized in the Environmental Safety Division budget as a line item and will be covered by grant funds the first year. Subsequent budget years will include the operation and maintenance costs through contract account number 001-400-3205-6206.

11. Electronic Reporting Conversion Plan Tracking

El Segundo UPA will submit our Electronic Reporting Transition Plan and grant application to Cal/EPA on or about April 15, 2011. Quarterly, as stated in the Grant Agreement, El Segundo UPA will submit a status report and invoice to Cal/EPA. The following table denotes the list of milestones that will be tracked and reported to Cal/EPA.

| Estimated/Actual Start date of the CUFA Electronic | January 2010 |

Estimated/Actual Start date of the CUFA Electronic | January 2010 |
<table>
<thead>
<tr>
<th>Reporting Conversion Plan</th>
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<tbody>
<tr>
<td>Date CUPA Select Preferred Data Exchange Methodology</td>
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<tr>
<td>April 2011</td>
</tr>
<tr>
<td>Date Electronic Reporting Conversion Plan &amp; Grant</td>
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<tr>
<td>Application Submitted</td>
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<td>March 2011</td>
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<tr>
<td>Date Cal/EPA Awards Grant</td>
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<tr>
<td>June 2011</td>
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<tr>
<td>Date Transfer of existing data from UPA system to CERS Complete</td>
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<td>January 2012</td>
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<tr>
<td>Date Authorized Business Electronic Submission</td>
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<tr>
<td>March 2012</td>
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<tr>
<td>Date CERS Data Exchange operational: Business data</td>
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<tr>
<td>July 2012</td>
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<tr>
<td>Date CERS Data Exchange operational: Inspection &amp; Enforcement Data</td>
</tr>
<tr>
<td>September 2012</td>
</tr>
<tr>
<td>Date CUPA Electronic Reporting Conversion Process</td>
</tr>
<tr>
<td>Complete (including PAs)</td>
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<td>November 2012</td>
</tr>
</tbody>
</table>

**NOTE:** Garrison Enterprises will discuss directly with each local agency any milestone dates above which will be impacted by the implementation of the DHD system.

12. SB 2286 Grant Application Process

El Segundo UPA plans to submit its final Electronic Reporting Conversion Plan and grant application upon review and recommendations from CalEPA on the draft Electronic Reporting Conversion Plan and draft grant application. There are no participating agencies associated with El Segundo UPA. The El Segundo City Council must consider entering into a contract with CalEPA prior to contractor selection.

All proposals, estimates and bids must be reviewed by our Finance Department and approved for contract or submitted with a Request for Proposal. Upon selection of a qualified data management software company, the City Council and City Manager will review and discuss qualifications for consideration by Council. Upon selection, the contract can be awarded.
AGENDA DESCRIPTION:

Consideration and possible action to authorize the City Manager to execute a professional service agreement with the West Covina Service Group (WCSG) in the amount of $57,000 to allow continued access to El Segundo data located on their Records Management System (RMS) hardware through July 31, 2014. (Fiscal Impact: $57,000)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to execute a professional service agreement with WCSG in the amount not to exceed $57,000.

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

ATTACHED SUPPORTING DOCUMENTS:

FISCAL IMPACT: Included in Adopted Budget

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<td>Additional Appropriation:</td>
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<td>Account Number(s):</td>
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ORIGINATED BY: Scott Doukakis, Lieutenant

REVIEWED BY: Mitch Tavera, Chief of Police

APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:

Since July of 1997, the West Covina Service Group (WCSG) was the Police Department’s data software vendor. In December 2010, the contract with the WCSG for Computer Aided Dispatch (CAD), Records Management System (RMS) and Mobile Data Computer (MDC) system ended with the transition of public safety dispatch services to the South Bay Regional Communications Authority (RCC). Since that time, WCSG has continued to allow access to data through their RMS while a modified professional service agreement was negotiated.

It is essential that El Segundo maintain continued access to the WCSG RMS data in order to retrieve El Segundo police records, case closure information, evidence dispositions and tracking information, and statistical data. Staff recommends maintaining access to El Segundo’s archived data for an additional three years. Staff will then evaluate the necessity for additional access.

Since the transition in 2010, police records data is collected, stored and accessed via RCC’s Tiburon system. Staff evaluated converting the data from the WCSG to the Tiburon system however the project was both time intensive and cost prohibitive.
Funding for this professional service agreement would come from RCC transition costs that were set aside in the equipment replacement budget. Staff therefore recommends the City execute a three year agreement with the WCG in the amount of $57,000.
AGENDA DESCRIPTION:
Consideration and possible action to Receive and File a correction to the calculations for the amendment to the 5-year contract with Nationwide Environmental Services for Street Sweeping services performed citywide. (Fiscal Impact: $25,568.00)

RECOMMENDED COUNCIL ACTION:
1. Receive and file this staff report itemizing the corrected calculations for the amendment to the 5-year contract with Nationwide Environmental Services for street sweeping services
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Corrected Contract Amendment

FISCAL IMPACT: Budget Adjustment Required

| Amount Budgeted: | $713,644.40 |
| Additional Appropriation: Yes | $25,568.00 |
| Account Number(s): | 001-400-4201-6206 |

ORIGINATED BY: Stephanie Katsouleas, Public Works Director
REVIEWED BY: Douglas Willmore, City Manager

BACKGROUND AND DISCUSSION:
At its May 17, 2011 City Council meeting, City Council approved an amendment to the City’s contract with Nationwide Environmental Services for street sweeping services allowing for an annual 3% escalation over the term of the 5-year contract. The monthly base rates presented in that staff report and its corresponding amendment were actually 5% increases rather than 3% increases, for a 5-year total of $769,376. This staff report corrects the monthly amounts downward to reflect the actual 3% increase approved by City Council for a corrected 5-year total of $739,232 as follows:

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<th>Year</th>
<th>Annual Base Rate</th>
<th>3% Monthly Base Rate</th>
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<td>2010/11</td>
<td>$143,414.81</td>
<td>$11,951.23</td>
</tr>
<tr>
<td>2011/12</td>
<td>$147,717.25</td>
<td>$12,309.77</td>
</tr>
<tr>
<td>2012/13</td>
<td>$152,148.77</td>
<td>$12,679.06</td>
</tr>
<tr>
<td>2013/14</td>
<td>$156,713.24</td>
<td>$13,059.44</td>
</tr>
</tbody>
</table>
The staff report also identified the total fiscal impact of the contract amendment as $17,476.00 over the five year contract, neglecting to account for the annual compounding effect of the 3% increase. The actual fiscal impact over five years is $43,044, or $25,568 more than that identified in the Fiscal Impact section of the staff report.
FOURTH AMENDMENT TO
AGREEMENT NO. 3168 BETWEEN
THE CITY OF EL SEGUNDO AND
NATIONWIDE ENVIRONMENTAL SERVICES

THIS FOURTH AMENDMENT ("Amendment") is made and entered into this first day of June, 2011, by and between the CITY OF EL SEGUNDO, a general law city and municipal corporation existing under the laws of California ("CITY"), and NATIONWIDE ENVIRONMENTAL SERVICES, INC. a California Corporation ("CONTRACTOR").

1. Section 1A: Consideration of Monthly Payment of Agreement No. 3168 ("Agreement"), executed by parties on July 1, 2003 is amended to increase the base monthly amount on an annual basis by 3% as follows:

   i. For the first year of the term (2009/10): The base monthly payment = $11,603.14
   ii. For the second year of the term (2010/11): The base monthly payment = $11,951.23
   iii. For the third year of the term (2011/12): The base monthly payment = $12,309.77
   iv. For the fourth year of the term (2012/13): The base monthly payment = $12,679.06
   v. For the fifth year of the term (2013/14): The base monthly payment = $13,059.44

2. The term of this contract will remain in effect through September 30, 2014. The City may exercise an option to renew this Agreement for an additional five (5) years for a total of (10) years. The City must notify Contractor of exercising such option thirty (30) days before the initial term expires.

3. This Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.

4. Except as modified by this Amendment, all other terms and conditions of Agreement No. 3898 remain the same.

[SIGNATURES ON NEXT PAGE]
IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF EL SEGUNDO

______________________________  _______________________________
Doug Willmore
City Manager

______________________________

ATTEST:

______________________________  Taxpayer ID No. ______________
Cindy Mortesen,
City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: ____________________________
Karl H. Berger, Assistant City Attorney
AGENDA DESCRIPTION:

Consideration and possible action to approve Amendment No. 4 to extend the residential solid waste collection contract for a period of up to 6 months (while the City completes its current request for proposal services) between the City of El Segundo and Consolidated Disposal Services, LLC. (Fiscal Impact: $300,000.00)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to execute Amendment No. 4 with Consolidated Disposal Services, LLC in a form approved by the City Attorney.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

Amendment No. 4

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $  
Additional Appropriation: No  
Account Number(s): 001-400-4206-6206

ORIGINATED BY: Stephanie Katsouleas  
REVIEWED BY: Stephanie Katsouleas  
APPROVED BY: Doug Willmore, City Manager  

BACKGROUND AND DISCUSSION:

In 2006, the City of El Segundo approved a five (5) year contract extension with Consolidated Disposal Services, LLC for residential and municipal solid waste collection. That contract will expire on July 31, 2011. However, City staff does not anticipate that a new three (3) or seven (7) year waste hauling contract will become effective until February 1, 2012 pending the outcome of the trash collection Request for Proposals (RFP) process currently underway. To cover this six month gap, City staff proposed and Consolidated agreed to extend its current waste hauling contract and terms for an additional six (6) months, though January 31, 2012, at the existing service level and rates.

Staff recommends that City Council approve the attached contract agreement extending Consolidated’s contract for six (6) months. This extension does not require a budget amendment as trash collection services are already included in the 2010/11 adopted budget and 2011/2012 proposed budget.
FOURTH AMENDMENT TO
AGREEMENT NOS. 2280, 2410, AND 2410C BETWEEN
THE CITY OF EL SEGUNDO AND
CONSOLIDATED DISPOSAL SERVICES, LLC

THIS FOURTH AMENDMENT ("Amendment") is made and entered into this first day of August 2011, by and between the CITY OF EL SEGUNDO, a general law city and municipal corporation existing under the laws of California ("CITY"), CONSOLIDATED DISPOSAL SERVICE, LLC, a Delaware limited liability company ("CONSOLIDATED"), and REPUBLIC SERVICES, INC., a Delaware Corporation ("GUARANTOR").

1. RECITALS. The Parties enter into this Agreement with reference to the following facts, objectives, and understandings:

   A. In May 2011, CITY issued a request for proposals ("RFP") for solid waste services.

   B. During the time within which CITY will consider proposals submitted in response to the RFP, CITY and CONSOLIDATED wish for CONSOLIDATED to continue its services.

   C. Accordingly, this Amendment is intended to clarify the parties' relationship during this time period.

   D. CITY would not enter into this Agreement unless GUARANTOR guarantees each and every obligation of CONSOLIDATED in this Amendment.

2. Term. Unless terminated earlier pursuant to their terms and conditions, the terms for the RESIDENTIAL AGREEMENT and CITY FACILITIES AGREEMENT (collectively, "Agreements") are extended from August 1, 2011 through January 31, 2012. CITY may renew the terms for the Agreements on a month-to-month basis not to exceed six (6) months upon written notification to CONSOLIDATED submitted not later than fifteen (15) days before January 31, 2012.

3. Rates. CONSOLIDATED must perform the services set forth in the Agreements to CITY's satisfaction (collectively, "Solid Waste Services"). In consideration for CONSOLIDATED performing the Solid Waste Services, CITY agrees to pay CONSOLIDATED forty-eight thousand one hundred dollars ($48,100.00), monthly, plus the amounts for those "Additional Services" as set forth in Section 4 of the Third Amendment."

4. Guarantee. GUARANTOR agrees to guarantee the performance of CONSOLIDATED with respect to each and every duty and obligation CONSOLIDATED has under the Agreements, their Amendments, and this Third Amendment.

5. Consistency. In interpreting this Amendment and resolving any ambiguities or conflict between this Amendment and the Agreements, the main body of this Fourth Amendment takes precedence over the Agreements and their Amendments; this Fourth Amendment
supersedes any conflicting provisions. However, any interpretation and resolution of ambiguities will be interpreted broadly in favor of preserving the uniformity and effectiveness of the Agreements and their Amendments. Any inconsistency between the Agreements, and their Amendments, will be resolved in the following order:

A. This Fourth Amendment;
B. The Third Amendment;
C. The First and Second Amendments to the Agreements;
D. The Agreements; and
E. CONSOLIDATED’s proposals beginning with its proposal dated March 30, 2006 as explained by the Staff Report for the June 7, 2006 City Council meeting.

6. Counterparts. This Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.

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

8. Authority. Each of the undersigned represent and warrant that he/she has the authority to execute this Amendment.

9. Complete Agreement. Except as modified by this Amendment, all other terms and conditions of the Agreements, as amended, remain the same.

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

CITY OF EL SEGUNDO

CONSOLIDATED

________________________________________
Eric Busch,
Mayor

________________________________________
[NAME]
[TITLE]
GUARANTOR

[NAME]
[TITLE]

[NAME]
[TITLE]

ATTEST:

__________________________
Cindy Mortesen,
City Clerk

Taxpayer ID No. ____________

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney
By: _______________________
Karl H. Berger, Assistant City Attorney
AGENDA DESCRIPTION:
Consideration and possible action regarding approval of a full time Administrative Specialist position in the Water Division of the Department of Public Works (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Approve a full time Administrative Specialist position in the Water Division of the Department of Public Works.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Administrative Specialist Job Description

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $42,750
Additional Appropriation: No
Account Number(s): 501-400-7102-4102

ORIGINATED BY: Stephanie Katsouleas, Public Works Director
REVIEWED BY: Deborah Cullen, Human Resources Director
APPROVED BY: Doug Willmore, City Manager

BACKGROUND AND DISCUSSION:
The Department of Public Works' Water Division has ten (10) full time employees who oversee and conduct a variety of activities related to water supply and distribution. In addition to field activities, Division staff also evaluate and maintain inventory, conduct purchasing, manage account files, coordinate new account ons and offs with the Finance Department, conduct account billing history investigations and provide customer service to both walk-in and phone customers. However, these tasks are administrative in nature and lay outside the job responsibilities of the current supervisor and water maintenance workers who perform these activities.

Since transferring billing functions to the Finance Department nearly two years ago, the Division has had a part-time employee to help Water Division staff manage its administrative tasks. However, it has become clear during the past two years that the part time position is not sufficient to meet the workload and customer service demands, and thus a full time position is necessary. Additionally, the Water Division anticipates that it will soon begin transitioning many of its commercial meters from a manual read-based system to an automatic read system. Coordination of this effort will require dedicated administrative support to Water Division staff.
The Department of Public Works feels that dedicated administrative support is critical to Water Division operations and thus recommends that a new Administrative Specialist position be approved by City Council. The position would be represented by the City Employee's Association (CEA) bargaining group.

Please note that this position will be supported through the Water Enterprise Fund and hence general fund monies will not be utilized or impacted. If approved, staff will work with the Human Resources Department to begin the recruitment process.
ADMINISTRATIVE SPECIALIST

**Definition:** Under general supervision, performs a full range of office and/or administrative support work requiring the application of specialized technical-related/administrative knowledge and the exercise of initiative, independent judgment and decision making.

**Essential Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

**Characteristic Duties and Responsibilities:**

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Performs administrative/secretarial duties for a department and/or program area; independently prepares correspondence and selected reports for review/signature and on behalf of administrative superior; independently prepares, reviews and checks documents, records, and forms for accuracy, completeness and conformance with applicable rules and regulations; prepares and/or assists in the preparation of notices, applications, resolutions and other documents.

Represents a department and/or program area to the public; receives and evaluates citizen complaints and initiates appropriate course of action; provides information to others requiring in-depth knowledge of work unit/department programs and operations; provides information to others requiring interpretation and/or enforcement of department and City policies.

Maintains records of departmental expenditures; assists in preparation of department budget; reviews, prepares and may authorize purchase requisitions and payment of invoices; orders supplies and equipment; collects and compiles statistical, financial and other information for special or periodic reports.

Assists in the operation of an office; maintains complex filing systems; verifies/calculates cash receipts for bank deposits.

Provides training and guidance to support staff.
Knowledge, Skills and Other Characteristics:

Knowledge of principles and practices of office administration.
Knowledge of basic budgeting procedures and financial record keeping.
Knowledge of policies, practices, procedures and terminology of assigned function.
Knowledge of standard office practices and procedures.
Knowledge of a variety of computer software, including word processing, database and spreadsheet applications.

Skill training and providing guidance to others.
Skill in English composition, grammar and punctuation.
Skill composing letters and preparing a variety of reports, using appropriate format and computer software.
Skill in math and spreadsheets.
Skill in bookkeeping practices and procedures.
Skill following oral and written instructions and procedures.
Skill operating typical office equipment, including personal computer and standard office computer programs.
Skill presenting ideas and concepts orally and in writing.
Skill utilizing public relations techniques in responding to inquiries and complaints.
Skill establishing and maintaining effective working relationships with other department staff, other City employees and the public.

Working Conditions:

Typical office environment.

Licensing/Certification Requirements:

None.

Minimum Qualifications:

Graduation from high school or GED and three (3) years increasingly responsible secretarial/office administrative experience, or an equivalent combination of education and experience.