



# AGENDA

## EL SEGUNDO CITY COUNCIL

350 MAIN STREET

DUE TO THE COVID-19 EMERGENCY, THIS MEETING WILL BE CONDUCTED PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20.

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### ***How Can Members of the Public Observe and Provide Public Comments?***

Residents are strongly encouraged to participate remotely via Spectrum Channel 3 and 22, AT&T U-verse Channel 99 and/or El Segundo TV at YouTube.com. Members of the Public may provide comments electronically by sending comments to the following e-mail address, with a limit of 150 words and accepted up until 30 minutes prior to the meeting: PUBLICCOMMUNICATIONS@elsegundo.org, ***in the subject line please state the meeting date and item number.*** Depending on the volume of communications, the emails will be read to Council during public communications and are subject to disclosure under the Public Records Act.

Members of the Public may also provide comments in the designated area in Council Chamber up to and during public communication portion of the meeting. Members of the public must observe "social distancing" requirements at all times, *i.e.*, remain six (6) feet from other attendees during the entirety of the event or gathering.

### ***Additional Information:***

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](http://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 state: Your name and residence and the organization you represent, if desired. Please respect the time limits.*

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

**MEETING OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, OCTOBER 6, 2020 – 4:00 PM**

**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:**

**CLOSED SESSION:**

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

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Initiation of litigation pursuant to Government Code §54956.9 (d)(4): -1- matters.

**CONFERENCE WITH CITY'S LABOR NEGOTIATOR (Gov't Code §54957.6): -0-matters**

- 1. Employee Organizations:** Police Management Association; Police Officers Association; Police Support Services Employees Association; Fire Fighters Association; Supervisory, Professional Employees Association; City Employee Association; and Executive and Management/Confidential Employees (unrepresented groups).

Agency Designated Representative: Scott Mitnick, City Manager and Donna Peter, Interim Director of Human Resources.



# AGENDA

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***\*\*\*For Public Hearings only\*\*\* written communication will be accepted both before the meeting and during the open period of the Public Hearing at PUBLICCOMMUNICATIONS@elsegundo.org.***

### ***Additional Information***

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**REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, OCTOBER 6, 2020 - 6:00 P.M.**

**CALL TO ORDER**

**INVOCATION** – Tracy Weaver, City Clerk

**PLEDGE OF ALLEGIANCE** – Council Member Pimentel

**ROLL CALL**

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

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

**SPECIAL PRESENTATIONS:**

- a) Active Aging Week

**A. PROCEDURAL MOTIONS**

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

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Recommendation – Approval.

**B. CONSENT CALENDAR**

1. Approve Regular City Council Meeting Minutes of September 15, 2020 and Special Council Meeting Minutes of September 29, 2020 and September 30, 2020.
2. Approve warrant numbers 3032689 - 3032783 and 9001603 - 9001642 on Register No. 23b in the total amount of \$575,062.48 and wire transfers from 8/31/20 - 9/06/20 in the total amount of \$375,959.26 Approve warrant numbers 3032784 - 3032855 on Register No. 24a in the total amount of \$295,557.25 and wire transfers from 9/07/20 - 9/13/20 in the total amount of \$2,735,673.89. Approve warrant numbers 3032856 - 3032976 and 9001643 - 9001644 on Register No. 24b in the total amount of \$328,271.52 and wire transfers from 9/14/20 - 9/20/20 in the total amount of \$352,218.03. Approve warrant numbers 3032977 - 3033063 and 9001645 – 9001646 on Register No. 24c in the total amount of \$447,763.40 and wire transfers from 9/21/20 - 9/27/20 in the total amount of \$396,816.18.
3. Approve ongoing professional service agreements and blanket purchase orders for FY 2020/2021 in excess of \$50,000 for various departments; possible action to waive the formal bidding process; and authorize the continued purchase of the following:
  - a) Authorize the issuance of a blanket purchase order to **Metron Farnier** for an amount not to exceed **\$300,000** in total for the purchase of single jet AMR water meters for the City's water system in FY 2020/2021 (Water/Wastewater Enterprise Fund).

- b) Adopt Resolution to and Authorize the City Manager to execute an amendment to Agreement No. 5861 with **RIESTER PACIFIC, INC.** for the City's economic development and hospitality and tourism marketing services, in a form approved by the City Attorney to (1) extend the term of the agreement to June 30, 2021; and (2) authorize payment for services up to **\$262,500** [General Fund – City Manager (\$152,500) and Chevron Grant Fund (\$110,000) held in the Fiduciary Fund]
- c) Authorize the City Manager to extend ongoing service agreements with **J. Lee Engineering, JAS Pacific, and CSG Consultants** to provide plan check, counter staffing and inspection services for an amount not to exceed a combined total of **\$247,000** in FY 2020/2021 (General Fund – Development Services).
- d) Authorize staff to continue to purchase gasoline and **diesel fuel for City vehicles** and equipment through the use of spot market purchasing for an amount not to exceed \$207,500 in FY 2020/2021 (General Fund = **\$142,500**; Asset Forfeiture Fund = \$13,000; Prop "A" Fund = \$30,000; Water Enterprise Fund = \$9,000; Wastewater (sewer) Enterprise Fund = \$13,000).
- e) Authorize the City Manager to waive and award a professional service Agreement to **Aerotek Professional Services** to provide temporary staffing services for the Public Works Department for an amount not to exceed **\$200,000** in FY 2020-2021 (General Fund – Public Works/Contractual Services).
- f) Authorize the City Manager to amend the contract with **All Cities Management Services, Inc.** for ongoing services to provide crossing guard services for the El Segundo School District for an amount not to exceed \$105,050 in FY 2020/2021 (General Fund – Finance Administration/ non-departmental).
- g) Authorize the City Manager to execute an amendment to Agreement No. 4095 with **High Point Strategies, LLC** for City's advisors and advocate regarding issues relating to LAWA, LAX, FAA, MTA and other Los Angeles agencies, in a form approved by the City Attorney to (1) extend the term of the agreement to June 30, 2021; (2) authorize payment for services up to **\$81,000** (General Fund – City Manager); and (3) take such additional, related, action that may be desirable.
- h) Authorize the City Manager to amend contract #4223A with **Professional Account Mgmt, LLC (Duncan Solutions Company)** for providing professional parking citation processing and collection services, via citation management for the Police Department for an amount not to exceed **\$77,000** in FY 2020/2021 ending June 30, 2021 (General Fund – Police Department).

- i) Authorize the issuance of a blanket purchase order to **Lane Donovan Partners, LLC** (Agreement #3399) to provide management services for The Lakes Golf Course for an amount not to exceed **\$72,000** in FY 2020/2021 (Golf Course Enterprise Fund – Finance Department).
- j) Authorize the issuance of a blanket purchase order to **Hinderliter De Llamas & Associates** (Agreement #3313) to provide professional services related to sales and use tax for an amount not to exceed **\$71,250** in FY 2020/2021 (General Fund – Finance Department - Business Services Division).
- k) Authorize the City Manager to amend contract #3957B with **Galls LLC** for purchasing uniforms and equipment for the Police Department for an amount not to exceed **\$60,000** in FY 2020/2021 (General Fund – Police Department). Galls, LLC is one of two only physical locations that provides in-house, appointment tailoring, embroidery and distribution of equipment within a 10 mile radius from the Police Department.
- l) Authorize the issuance of a blanket purchase order to **Tyler Technologies/Eden Financial Management Systems** for annual software licensing, maintenance, and support for an amount not to exceed **\$58,500** in FY 2020/2021 (General Fund – Information Technology).
- m) Authorize the City Manager to issue a blanket purchase order to **Baker & Taylor Information Services** for supplying books and other library materials for an amount not to exceed **\$51,400** in FY 2020/2021 (General Fund – Community Services).

4. New Alcohol Service for a Restaurant at 100 W. Imperial Avenue.

(The project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California code of Regulations §1 5301 as a Class 1 categorical exemption (Existing Facilities)).

**E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS:** *(One item moved to after Consent)*

5. Diversity, Equity, and Inclusion Committee Member Appointments

**C. PUBLIC HEARINGS**

**D. STAFF PRESENTATIONS**

6. COVID-19 Pandemic Update and Planned Reopening of Certain Sectors

**E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS:**

7. Adopt a resolution revising the Technology Committee Bylaws
8. El Segundo Environmental Committee Update and Presentation on Residential Bee Keeping

**F. REPORTS – CITY CLERK**

**G. REPORTS – CITY TREASURER**

**H. REPORTS – COUNCIL MEMBERS**

Council Member Giroux –

Council Member Nicol -

Council Member Pirsztuk -

Mayor Pro Tem Pimentel –

Mayor Boyles –

**I. REPORTS – CITY ATTORNEY**

**J. REPORTS/FOLLOW-UP – CITY MANAGER**

**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)**

**MEMORIAL –**

**ADJOURNMENT**

POSTED:

DATE: 10/02/2020

BY: Tracy Weaver

TIME: 8:45AM

# Proclamation

City of El Segundo, California

**WHEREAS,** El Segundo has a long history of promoting the benefits of a healthy lifestyle and high quality of life, so we join the national efforts to highlight people that participate in life as fully as possible at any age; and

**WHEREAS,** Adults over 65 represent over 11% of El Segundo's population and are a very important component of the fabric of our community; and

**WHEREAS,** El Segundo encourages the benefits of a healthy lifestyle to all our citizens and especially older adults by providing opportunities to experience diverse activities and social encounters throughout the City and many partnering organizations; and

**WHEREAS,** Active aging urges engagement in all aspects of wellness including physical, professional, social, spiritual and emotional environmental wellness; and

**WHEREAS,** El Segundo is proud of our many citizens that stay physically active, continue to volunteer, continue to pursue educational and other personal growth opportunities and stay engaged in our community.

**NOW, THEREFORE,** the Mayor and Members of the City Council of the City of El Segundo, California, hereby proclaim October 5-11, 2020 as "**Active Aging Week**" in El Segundo and invite the entire community to remain active at all ages, as well as nurture lifelong wellness in your family, friends, and neighbors.



*Mayor Drew Boyles*

*Mayor Pro Tem Chris Pimentel*

*Council Member Carol Pirsztuk*

*Council Member Scot Nicol*

*Council Member Lance Giroux*

MEETING OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, SEPTEMBER 15, 2020 – 4:00 PM  
***This meeting was conducted virtually via Zoom conferencing***

CALL TO ORDER – Virtually by Mayor Boyles at 4:02 PM

ROLL CALL

Mayor Boyles - Present via teleconferencing  
Mayor Pro Tem Pimentel - Present via teleconferencing  
Council Member Pirsztuk - Present via teleconferencing  
Council Member Nicol - Present via teleconferencing  
Council Member Giroux - Present via teleconferencing

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

SPECIAL ORDER OF BUSINESS:

Mayor Boyles announced that Council would be meeting in closed session pursuant to the items listed on the Agenda.

CLOSED SESSION:

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CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation (Government Code §54956.9(d)(2))

Initiation of litigation (Government Code §54956.9(d)(4))

THREAT TO PUBLIC SERVICES OR FACILITIES (Government Code § 54957(a))

Consultation with: City Manager Scott Mitnick, Fire Chief Chris Donovan, Police Chief Bill Whalen and City Attorney Mark Hensley.

Adjourned at 5:50 PM

REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, SEPTEMBER 15, 2020 - 6:00 P.M.  
***This meeting was conducted virtually via Zoom conferencing***

CALL TO ORDER – Virtually by Mayor Boyles at 6:01 PM

Council Member Giroux and Mayor Pro Tem Pimentel said a few kind words in memory of Drake Walker, an El Segundo resident and child, who recently lost his life to cancer.

The meeting began with a moment of silence for Drake.

INVOCATION – Tracy Weaver, City Clerk

PLEDGE OF ALLEGIANCE – Council Member Pirsztuk

ROLL CALL

Mayor Boyles	-	Present via teleconferencing
Mayor Pro Tem Pimentel	-	Present via teleconferencing
Council Member Pirsztuk	-	Present via teleconferencing
Council Member Nicol	-	Present via teleconferencing
Council Member Giroux	-	Present via teleconferencing

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

CITY MANAGER FOLLOW-UP COMMENTS – (Related to Public Communications  
Scott Mitnick commented on several items and will follow up. None

SPECIAL PRESENTATIONS:

- a) Proclamation read by Mayor Boyles proclaiming October 6, 2020 as National Night Out. Chief Whalen accepted the Proclamation on behalf of the Police Department.
- b) Commendation read by Council Member Pirsztuk, given to Rod Spackman for his retirement from Chevron, USA. Mr. Spackman accepted his commendation as he joined the meeting via Zoom. Several members of the Council and Jeff Wilson of Chevron, USA said a few words on Mr. Spackman’s retirement and thanked him for all he has done for the Community and wished him well.
- c) COVID-19 Update given by Fire Chief Donovan.
- d) Diversity, Equity and Inclusion Committee update given by Barbara Voss, Deputy City Manager.

A. PROCEDURAL MOTIONS

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

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

B. CONSENT CALENDAR

1. Approve Regular City Council Meeting Minutes of September 1, 2020.
2. Approve warrant numbers 3032505 through 3032611 and 9001600 through 9001602 on Register No. 22b in the total amount of \$322,277.59 and wire transfers from 8/17/20 through 8/23/20 in the total amount of \$141,234.73. Approve warrant numbers 3032612 through 3032688 on Register No. 23a in the total amount of \$300,335.27 and wire transfers from 8/24/20 through 8/30/20 in the total amount of \$1,303,604.09.
3. Ratify City Manager's "Administrative Order No. 2 to Address COVID-19" (revised August 28, 2020) to allow for the reopening of certain City facilities and parks.  
(Fiscal Impact: None)
4. Adopt Ordinance No. 1619 amending Title 5, Chapter 2 of El Segundo Municipal Code (Garbage and Rubbish) to require bulky item and holiday tree pickup service for multi-family properties.  
(Fiscal Impact: None)
5. Adopt Ordinance No. 1616 authorizing an amendment no. 537KK to the contract between City of El Segundo and Board of Administration of California Public Employees' Retirement System (CalPERS) to provide Section 20516 (Employee Sharing Additional cost) of 1% for classic local miscellaneous members in Unrepresented Management-Confidential Group and 3% for classic local safety members in Unrepresented Management-Confidential Group.  
(Fiscal Impact: None)

MOTION by Council Member Giroux, SECONDED by Mayor Pro Tem Pimentel, approving Consent Agenda items 1, 2, 3, 4, and 5. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

C. PUBLIC HEARINGS – *Items 6 & 7 were discussed in reverse order.*

7. Public hearing regarding an annual update to the Master Fee Schedule to amend current fees for services provided by the City, excluding utility services and development impact fees.

Mayor Boyles stated this was the time and place to conduct a Public Hearing regarding an annual update to the Master Fee Schedule to amend current fees for services provided by the City, excluding utility services and development impact fees.

City Clerk Weaver stated that proper notice had been given in a timely manner and that no written communication had been received in the City Clerk's office.

Joe Lillio, Finance Director gave a presentation and along with several Department Directors, answered questions on the item.

Public Comments: None

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

Council discussion

Mark Hensley, City Attorney read by title only:

RESOLUTION NO. 5229  
A RESOLUTION OF THE CITY OF EL SEGUNDO ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR RECOVERING COSTS INCURRED FROM PROVIDING VARIOUS CITY SERVICES.

MOTION by Council Member Nicol, SECONDED by Council Member Pirsztuk approving Resolution No 5229. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

6. Adopt Resolution Approving the Proposed Fiscal Year 2020-2021 Operating Budget, Capital Improvement Program Budget, and Gann Appropriations Limit.

Mayor Boyles stated this was the time and place to conduct a Public Hearing regarding Adopt Resolution Approving the Proposed Fiscal Year 2020-2021 Operating Budget, Capital Improvement Program Budget, and Gann Appropriations Limit.

City Clerk Weaver stated that proper notice had been given in a timely manner and that written communication had been received in the City Clerk's office.

Scott Mitnick, City Manager and Joe Lillio, Finance Director gave a presentation and answered questions on the item.

Public Comments: **Tracy Weaver, City Clerk, read email comments into the record due to Safer at Home restrictions. Emails were received from the following:**

Neal Von Flue, Arts and Culture Committee Chair  
David Holop, resident, affordable housing  
Lisa Coleman, resident, affordable housing  
Kristen Dorsey, resident, affordable housing  
Sarah Meyer, resident, affordable housing

Anya Goldstein, resident, affordable housing

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

Mark Hensley, City Attorney read by title only:

**RESOLUTION NO. 5228**

**A RESOLUTION ADOPTING THE 2020-2021 FINAL OPERATING AND CAPITAL IMPROVEMENT BUDGET AND THE 2020-2021 APPROPRIATIONS LIMIT FOR THE CITY OF EL SEGUNDO**

MOTION by Mayor Boyles, SECONDED by Council Member Pirsztuk approving Resolution No 5228. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

MOTION by Council Member Giroux, SECONDED by Mayor Pro Tem Pimentel approving the General Fund Reserve Policy. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

MOTION by Council Member Pirsztuk, SECONDED by Council Member Pimentel approving the Economic Uncertainty Reserve Policy. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

MOTION by Council Member Nicol, SECONDED by Mayor Pro Tem Pimentel approving moving \$100,000.00 from the Downtown Art and Beautification Fund to the City Gateway Entry fund. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Mark Hensley, City Attorney, stated Council can decide to give the Arts and Cultural Committee the authority to make monetary decisions, if staff brings the item before Council asking to amend the Municipal Code giving the committee approval to approve expenditures. Until this occurs, Council must approve Arts and Cultural Committee expenditures.

**D. STAFF PRESENTATIONS –**

8. Presentation of Investment Portfolio Report for June, 2020

Matthew Robinson, City Treasurer gave a presentation.

Council Discussion

Council consensus to receive and file the report.

**E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS – None**

F. REPORTS – CITY CLERK –Announced a permanent Ballot Box was installed on the south east corner of Main and Holly and two polling places have been selected thus far for the November 3<sup>rd</sup> Presidential Election; Embassy Suites and Hilton Garden Inn Hotels. Stated the Clerk’s office is working on a possible third site.

G. REPORTS – CITY TREASURER – Reported under Staff Presentations.

H. REPORTS – COUNCILMEMBERS –

Council Member Giroux – Expressed his concern over the lack of emails, outrage and silence regarding the recent hate crime committed against the 2 deputies that were ambushed and shot while sitting in their police cruiser.

Council Member Nicol – Passed

Council Member Pirsztuk – Echoed Council Member Giroux’s sentiments, announced a forum, hosted by the PTA, will take place on Thursday, September 24<sup>th</sup> regarding the upcoming School Board Elections and gave a shout out to several service groups for collaborating on Halloween events for our residents.

Mayor Pro Tem Pimentel – Mentioned the County may soon share how they derive at their statistics regarding COVID-19, invited the community to watch the meetings regarding Waste Water Rates in the upcoming months, will attend the upcoming County Sanitation meeting, mentioned the City’s website has a hotline number for the Hyperion Plant, reminded all of the upcoming election and to be aware of Propositions 15, 19 and 22, read the fine print and attended the 100<sup>th</sup> Birthday Drive By Celebration of a resident.

Mayor Boyles – Stated the South Bay Council of Governments unanimously supported endorsing the Restaurant Act, federal funding for restaurants, also mentioned the metrics collected at the County level and how we would like this at the City level in order for us to better understand how we doing in relation to COVID-19 and stated the Council wrote a letter to the Governor requesting El Segundo be able to track independently of the County and allow us to move to tiers based on our numbers, not the County’s.

I. REPORTS – CITY ATTORNEY – Congratulated Rod Spackman on his retirement.

J. REPORTS/FOLLOW-UP – CITY MANAGER – Next City Council meeting will be October 6, 2020 and the Diversity, Equity and Inclusion interviews will be held in the next few weeks. Thanked and acknowledged the Executive Team for their work and contributions on the budget presented this evening.

MEMORIAL – Adjourned in memory of Drake Walker

ADJOURNED at 9:23 PM

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Tracy Weaver, City Clerk

SPECIAL MEETING OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, SEPTEMBER 29, 2020 – 1:30 P.M.  
*(The meeting was held in Chamber, recorded, but not broadcast live)*

CALL TO ORDER at 1:30 PM

PLEDGE OF ALLEGIANCE – Council Member Giroux

ROLL CALL

Mayor Boyles	-	Present
Mayor Pro Tem Pimentel	-	Present
Council Member Pirsztuk	-	Present
Council Member Nicol	-	Present
Council Member Giroux	-	Present

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

Written Communication from Robin Patch was read into the record.

SPECIAL PRESENTATIONS:

a) Diversity, Equity, and Inclusion Applicant Interviews.

Council interviewed the first 10 applicants: (20 applicants in total)

Christibelle Villena (1:30pm)

Jan Zoochie (1:45pm)

Christina Vazquez (2:00pm)

Kelsey Chittick (2:15pm)

Keith Puckett (2:30pm)

Melissa McCaverty (2:45pm)

Erin Workman (3:00pm) – withdrew / Laurence Robinson (alternate) interviewed.

Nancy Antoniou (3:15pm)

Natacha Lee (3:30pm)

Christina Haley (3:45pm)

Council asked the questions below of each applicant:

**MAYOR:** What is your understanding of the role of the DEI Committee and your role as a Committee member?

**MAYOR PRO TEM:** What are the most significant issues regarding DEI in the City of El Segundo; and how have they affected people that you know, including yourself and your family?

**COUNCIL MEMBER PIRSZTUK:** Please name specific areas of concern for you in El Segundo regarding Diversity, Equity and Inclusion; and where you have or would be motivated to put your focused energy?

**COUNCIL MEMBER NICOL:** There have been recent events in and near El Segundo which have resulted in differing opinions among groups, some of whom have made requests of the City. How would you begin to respond to these groups to reduce conflict and move toward resolution?

**COUNCIL MEMBER GIROUX:** Please name a quality of character, people, policies or atmosphere about the City of El Segundo that shows its strength at being able to tackle and manage DEI? What encourages you about this City during these challenging times?

**MAYOR:** Intersectionality is a concept used to describe how various marginalized groups experience similar concerns and can gain strength by choosing to be allies for one another. In what area of DEI have you been most engaged?

Wrap up

The second meeting with the remaining 10 applicants is Wednesday, September 30 at 11:00 AM

ADJOURNMENT at 3:51 PM

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Tracy Weaver, City Clerk

SPECIAL MEETING OF THE EL SEGUNDO CITY COUNCIL  
WEDNESDAY, SEPTEMBER 30, 2020 – 11:00 A.M.  
*(The meeting was held in Chamber, recorded, but not broadcast live)*

CALL TO ORDER at 11:01 AM

PLEDGE OF ALLEGIANCE – Council Member Nicol

ROLL CALL

Mayor Boyles	-	Present
Mayor Pro Tem Pimentel	-	Present
Council Member Pirsztuk	-	Present
Council Member Nicol	-	Present
Council Member Giroux	-	Present

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

Written Communication from Robin Patch was read into the record.

SPECIAL PRESENTATIONS:

a) Diversity, Equity, and Inclusion Applicant Interviews.

Council interviewed the following 10 applicants: (20 applicants total)

Avni Shah (11:00am)  
John Pickhaver (11:15am)  
Steven Wood (Woodie) (11:30am)  
Kenneth Chancey (11:45am)  
Avery Smith (12:00pm)  
Jigisha Bouverat (12:15pm)  
Philip Ludwig (Gus) (12:30pm)  
Lauren Abercrombie (12:45pm)  
Dennis Allen (1:00pm)  
Shad McFadden (1:15pm)

Council asked the questions below of each applicant:

**MAYOR:** What is your understanding of the role of the DEI Committee and your role as a Committee member?

**MAYOR PRO TEM:** What are the most significant issues regarding DEI in the City of El Segundo; and how have they affected people that you know, including yourself and your family?

**COUNCIL MEMBER PIRSZTUK:** Please name specific areas of concern for you in El Segundo regarding Diversity, Equity and Inclusion; and where you have or would be motivated to put your focused energy?

**COUNCIL MEMBER NICOL:** There have been recent events in and near El Segundo which have resulted in differing opinions among groups, some of whom have made requests of the City. How would you begin to respond to these groups to reduce conflict and move toward resolution?

**COUNCIL MEMBER GIROUX:** Please name a quality of character, people, policies or atmosphere about the City of El Segundo that shows its strength at being able to tackle and manage DEI? What encourages you about this City during these challenging times?

**MAYOR:** Intersectionality is a concept used to describe how various marginalized groups experience similar concerns and can gain strength by choosing to be allies for one another. In what area of DEI have you been most engaged?

Wrap up/Council discussion

Barbara Voss, Deputy City Manager, Tracy Weaver, City Clerk and Mona Shilling, Deputy City Clerk moderated the selection process. The selection was done via ballots and read aloud into the record.

With one seat left, Mayor Boyles nominated John Pickhaver, motion went as follows: MOTION by Mayor Boyles, SECONDED by Council Member Giroux to nominate John Pickhaver to the Diversity, Equity, and Inclusion Committee. Motion Failed 2/3 YES: Boyles Giroux NO: Pimentel Pirsztuk Nicol

Council discussed, the ballot voting continued. Round 4 – a tie between Lauren Abercrombie and Jigisha Bouverat. Round 5 broke the tie with Lauren Abercrombie selected by a ballot vote of 3/2. See attached tally sheet.

The following nine (9) applicants were selected to serve on the Diversity, Equity and Inclusion (DEI) committee:

Lauren Abercrombie  
Kenneth Chancey  
Kelsey Chittick  
Natacha Lee  
Shad McFadden  
Avery Smith  
Christina Vasquez  
Christibelle Villena  
Steven (Woodie) Wood

Council thanked all those involved, especially the applicants, for their interest in the committee.

ADJOURNMENT at 2:41 PM

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Tracy Weaver, City Clerk

**DEVERDITY, EQUITY, AND INCLUSION  
COMMITTEE SELECTION  
BY VOTE OF CITY COUNCIL  
SEPTEMBER 30, 2020 SPECIAL MEETING**

<b>RESULTS - COUNCIL VOTE - DEI COMMITTEE MEMBERS (HIGHLIGHTED)</b>							<b>ROUND</b>
		<b>Boyles</b>	<b>Pimentel</b>	<b>Pirsztuk</b>	<b>Nicol</b>	<b>Giroux</b>	
1	Lauren Abercrombie	4		1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	5 (TIE 4)
2	Dennis Allen		4	4	1,2	1	
3	Nancy Antoniou		1,2				
4	Jigisha Bouverat	1,2,3,4,5	3,4,5		1,4	4	(TIE 4)
5	Kenneth Chancey		1	1	1	1	1
6	Kelsey Chittick	1,2	1,2		1,2	2	2
7	Christina Haley						
8	Natacha Lee	1	1		1	1	1
9	Phillip Ludwig			1			
10	Melissa Maccaverty						
11	Shad McFadden	1	1	1	1		1
12	John Pickhaver	1,2,4			4	1,2,4	
13	Keith Puckett	1			1		
14	Laurence Robinson					1	
15	Avni Shah		1,2,4	1,2,4	3		
16	Avery Smith	1	1	1		1	1
17	Christina Vasquez	3	3	1,2,3	1,2,3	1,2,3	3
18	Christibelle Villena	1	1	1		1	1
19	Steven Wood	1,2,3	1,2,3	1,2,3		3	3
20	Jan Zoochie						

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3032689 - 3032783  
9001603 - 9001642

DATE OF APPROVAL: AS OF 09/16/20

REGISTER # 23b

001	GENERAL FUND	334,406.89
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	1,377.19
110	MEASURE R	-
111	COMM DEVEL BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	25,193.23
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	18,320.00
125	STATE GRANT	-
126	AP CUPA PROGRAM OVERSIGHT SURCHARGE	80.00
128	SB-1 EXPENDITURES	-
129	CERTIFIED ACCESS SPECIALIST PROGRAMS	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	514.12
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	66,165.60
502	WASTEWATER FUND	73,142.10
503	GOLF COURSE FUND	-
504	PARK VISTA	-
505	SOLID WASTE	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	52,863.35
703	EXPENDABLE TRUST FUND - OTHER	3,000.00
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	<u>\$ 575,062.48</u> ✓

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Director of Finance's office in the City of El Segundo.

I certify as to the accuracy of the Demands and the availability of fund for payment thereof.

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

CODES:

R = Computer generated checks for all non-emergency/urgency payments for materials, supplies and services in support of City Operations

For Ratification:

A = Payroll and Employee Benefit checks

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

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

FINANCE DIRECTOR

*Joseph Kite*  
9-8-2020

CITY MANAGER

*Estelina Vesa*

DATE:

DATE:

9/16/20

VOID CHECKS DUE TO ALIGNMENT: N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE: \_\_\_\_\_

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR: \_\_\_\_\_

NOTES \_\_\_\_\_

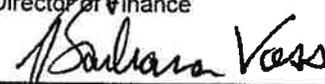
**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 8/31/20 THROUGH 9/06/20**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
9/2/2020	Cal Pers	10,679.89	EFT Retirement Safety-Fire-PEPRA New 25020
9/2/2020	Cal Pers	21,997.75	EFT Retirement Safety-Police-PEPRA New 25021
9/2/2020	Cal Pers	39,323.24	EFT Retirement Misc - PEPRA New 26013
9/2/2020	Cal Pers	51,245.38	EFT Retirement Misc - Classic 27
9/2/2020	Cal Pers	68,503.67	EFT Retirement Safety Police Classic - 1st Tier 28
9/2/2020	Cal Pers	54,753.29	EFT Retirement Safety Fire- Classic 30168
9/2/2020	Cal Pers	4,952.80	EFT Retirement Sfty Police Classic-2nd Tier 30169
9/2/2020	Cal Pers	1,750.00	GASB 68 Reporting Services Fee
9/3/2020	Manufacturers & Traders	77,441.46	457 payment Vantagepoint
9/3/2020	Manufacturers & Traders	1,130.77	401(a) payment Vantagepoint
9/3/2020	Manufacturers & Traders	550.00	IRA payment Vantagepoint
08/24/20-08/30/20	Workers Comp Activity	30,962.70	SCRMA checks issued
08/24/20-08/30/20	Liability Trust - Claims	240.00	Claim checks issued
08/24/20-08/30/20	Retiree Health Insurance	12,040.42	Health Reimbursement checks issued
08/24/20-08/30/20	Flexible Spending Account	387.89	Employee Health and DCA card charges
		<u>375,959.26</u>	

**DATE OF RATIFICATION: 9/03/20  
 TOTAL PAYMENTS BY WIRE:**

375,959.26

Certified as to the accuracy of the wire transfers by:

<u></u>	<u>9/3/2020</u>
Deputy City Treasurer II	Date
<u></u>	<u>9-8-2020</u>
Director of Finance	Date
<u></u>	<u>9-16-20</u>
City Manager	Date

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3032784 - 3032855

DATE OF APPROVAL: AS OF 10/06/20

REGISTER # 24a

001	GENERAL FUND	144,941.61
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	51.33
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
110	MEASURE R	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	89.26
128	SB-1 EXPENDITURES	-
129	CERTIFIED ACCESS SPECIALIST PROGRAMS	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	31,452.00
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	50,408.71
502	WASTEWATER FUND	18,006.74
503	GOLF COURSE FUND	-
504	PARK VISTA	-
505	SOLID WASTE	-
601	EQUIPMENT REPLACEMENT	13,800.29
602	LIABILITY INSURANCE	59.42
603	WORKERS COMP. RESERVE/INSURANCE	37.54
701	RETIRED EMP. INSURANCE	5,965.31
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	22,735.04
703	EXPENDABLE TRUST FUND - OTHER	8,000.00
708	OUTSIDE SERVICES TRUST	-
TOTAL WARRANTS		<u>\$ 295,557.25</u> ✓

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Director of Finance's office in the City of El Segundo.

I certify as to the accuracy of the Demands and the availability of fund for payment thereof.

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

CODES:

R = Computer generated checks for all non-emergency/urgency payments for materials, supplies and services in support of City Operations

For Ratification:

A = Payroll and Employee Benefit checks

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

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

FINANCE DIRECTOR *Joseph [Signature]*  
DATE: *9-14-2020*

CITY MANAGER *Barbara Voss*  
DATE: *9-16-20*

VOID CHECKS DUE TO ALIGNMENT:  
N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 9/07/20 THROUGH 9/13/20**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
9/8/2020	IRS	299,602.97	Federal 941 Deposit
9/8/2020	Employment Development	4,736.05	State SDI payment
9/8/2020	Employment Development	69,745.26	State PIT Withholding
9/10/2020	Cal Pers	550,307.68	EFT Health Insurance Payment
9/10/2020	West Basin	1,744,597.19	H2O payment
9/10/2020	ExpertPay	1,181.97	EFT Child support payment
9/10/2020	ExpertPay	1,181.97	EFT Child support payment
9/10/2020	ExpertPay	1,181.97	EFT Child support payment
9/11/2020	Pitney Bowes	1,000.00	Postage for Library
9/11/2020	Unum	316.20	Long Term Care Premium - September
9/10/2020	Lane Donovan Golf Ptr	23,403.45	Payroll Transfer
08/31/20-09/06/20	Workers Comp Activity	32,107.50	SCRMA checks issued
08/31/20-09/06/20	Liability Trust - Claims	5,956.00	Claim checks issued
08/31/20-09/06/20	Retiree Health Insurance	0.00	Health Reimbursement checks issued
08/31/20-09/06/20	Flexible Spending Account	355.68	Employee Health and DCA card charges
		<u>2,735,673.89</u>	

**DATE OF RATIFICATION: 9/11/20  
 TOTAL PAYMENTS BY WIRE:**

**2,735,673.89**

Certified as to the accuracy of the wire transfers by:

	<u>DD</u>	<u>9/11/2020</u>
Deputy City Treasurer II		Date
		<u>9-14-2020</u>
Director of Finance		Date
		<u>9-16-20</u>
City Manager		Date

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3032856 - 3032976  
9001643 - 9001844

DATE OF APPROVAL: AS OF 10/06/20

REGISTER # 24b

001	GENERAL FUND	253,532.93
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	719.75
110	MEASURE R	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C. O. P. S. FUND	-
122	L. A. W. A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	18,320.00
125	STATE GRANT	8,599.17
126	A/P CUPA PROGRAM OVERSIGHT BURCHARGE	-
128	SB-1 EXPENDITURES	-
129	CERTIFIED ACCESS SPECIALIST PROGRAMS	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	191.88
502	WASTEWATER FUND	2,342.85
503	GOLF COURSE FUND	-
504	PARK VISTA	-
505	SOLID WASTE	-
601	EQUIPMENT REPLACEMENT	44,565.13
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	-
703	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	\$ 328,271.52

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

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I certify as to the accuracy of the Demands and the availability of fund for payment thereof.

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

CODES:

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For Ratification:

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

FINANCE DIRECTOR

DATE:

*Joseph Lewis*  
9-21-2020

CITY MANAGER

DATE:

*Barbara Vass*  
9/25/20

VOID CHECKS DUE TO ALIGNMENT:

N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

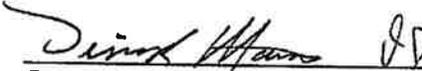
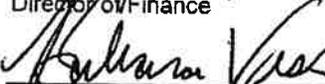
**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 9/14/20 THROUGH 9/20/20**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
9/15/2020	Cal Pers	10,755.46	EFT Retirement Safety-Fire-PEPRA New 25020
9/15/2020	Cal Pers	22,052.05	EFT Retirement Safety-Police-PEPRA New 25021
9/15/2020	Cal Pers	39,672.03	EFT Retirement Misc - PEPRA New 26013
9/15/2020	Cal Pers	51,139.29	EFT Retirement Misc - Classic 27
9/15/2020	Cal Pers	69,494.84	EFT Retirement Safety Police Classic - 1st Tier 28
9/15/2020	Cal Pers	0.00	EFT Retirement Safety Fire- Classic 30168
9/15/2020	Cal Pers	6,323.86	EFT Retirement Sfty Police Classic-2nd Tier 30169
9/17/2020	Manufacturers & Traders	76,301.16	457 payment Vantagepoint
9/17/2020	Manufacturers & Traders	1,130.77	401(a) payment Vantagepoint
9/17/2020	Manufacturers & Traders	550.00	IRA payment Vantagepoint
09/07/20-09/13/20	Workers Comp Activity	28,376.74	SCRMA checks issued
09/07/20-09/13/20	Liability Trust - Claims	45,078.75	Claim checks issued
09/07/20-09/13/20	Retiree Health Insurance	0.00	Health Reimbursement checks issued
09/07/20-09/13/20	Flexible Spending Account	1,343.08	Employee Health and DCA card charges
		<u>352,218.03</u>	

**DATE OF RATIFICATION: 9/18/20  
 TOTAL PAYMENTS BY WIRE:**

352,218.03

Certified as to the accuracy of the wire transfers by:

	<u>9/18/2020</u>
Deputy City Treasurer II	Date
	<u>9-21-2020</u>
Director of Finance	Date
	<u>9-28-20</u>
City Manager	Date

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3032977 - 3033063  
9001645 - 9001646

DATE OF APPROVAL: AS OF 10/06/20

REGISTER # 24c

001	GENERAL FUND	374,664.47
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	86.82
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	3,510.00
110	MEASURE R	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	55.61
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	10,000.01
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	3,230.75
128	SB-1 EXPENDITURES	-
129	CERTIFIED ACCESS SPECIALIST PROGRAMS	3.80
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	19,898.85
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	8,457.62
502	WASTEWATER FUND	13,425.65
503	GOLF COURSE FUND	41.20
504	PARK VISTA	2,242.40
505	SOLID WASTE	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	8,154.36
603	WORKERS COMP. RESERVE/INSURANCE	367.91
701	RETIRED EMP. INSURANCE	1,153.75
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	2,500.00
703	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	\$ 447,763.40

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

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I certify as to the accuracy of the Demands and the availability of fund for payment thereof.

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

CODES:

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For Ratification:

A = Payroll and Employee Benefit checks

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

FINANCE DIRECTOR *[Signature]*  
DATE: 9-28-2020

CITY MANAGER *[Signature]*  
DATE: 9-28-20

VOID CHECKS DUE TO ALIGNMENT: N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE: \_\_\_\_\_

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR: \_\_\_\_\_

NOTES \_\_\_\_\_

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 9/21/20 THROUGH 9/27/20**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
9/21/2020	IRS	282,751.57	Federal 941 Deposit
9/21/2020	Employment Development	63,621.76	State SDI payment
9/21/2020	Employment Development	4,578.52	State PIT Withholding
9/22/2020	ExpertPay	1,181.97	EFT Child support payment
9/24/2020	Lane Donovan Golf Ptr	19,715.30	Payroll Transfer
09/14/20-09/20/20	Workers Comp Activity	15,526.68	SCRMA checks issued
09/14/20-09/20/20	Liability Trust - Claims	6,864.70	Claim checks issued
09/14/20-09/20/20	Retiree Health Insurance	0.00	Health Reimbursement checks issued
09/14/20-09/20/20	Flexible Spending Account	2,575.68	Employee Health and DCA card charges
		<u>396,816.18</u>	

**DATE OF RATIFICATION: 9/25/20  
 TOTAL PAYMENTS BY WIRE:**

396,816.18

Certified as to the accuracy of the wire transfers by:

*Jim Manon* *JD* 9/25/2020  
 Deputy City Treasurer II Date

*Joseph Lopez* 9-28-2020  
 Director of Finance Date

*Katherine Voss* 9-28-20  
 City Manager Date

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

**TITLE:**

Approve ongoing professional service agreements and blanket purchase orders for FY 2020/2021 in excess of \$50,000 for various departments; possible action to waive the formal bidding process; and authorize the continued purchase of the following goods and services as described below.

**RECOMMENDATION:**

- a. Authorize the issuance of a blanket purchase order to **Metron Farnier** for an amount not to exceed **\$300,000** in total for the purchase of single jet AMR water meters for the City's water system in FY 2020/2021 (Water/Wastewater Enterprise Fund).
- b. Adopt Resolution to and Authorize the City Manager to execute an amendment to Agreement No. 5861 with **RIESTER PACIFIC, INC.** for the City's economic development and hospitality and tourism marketing services, in a form approved by the City Attorney to (1) extend the term of the agreement to June 30, 2021; and (2) authorize payment for services up to **\$262,500** [General Fund – City Manager (\$152,500) and Chevron Grant Fund (\$110,000) held in the Fiduciary Fund]
- c. Authorize the City Manager to extend ongoing service agreements with **J. Lee Engineering, JAS Pacific, and CSG Consultants** to provide plan check, counter staffing and inspection services for an amount not to exceed a combined total of **\$247,000** in FY 2020/2021 (General Fund – Development Services).
- d. Authorize staff to continue to purchase gasoline and **diesel fuel for City vehicles** and equipment through the use of spot market purchasing for an amount not to exceed **\$207,500** in FY 2020/2021 (General Fund = \$142,500; Asset Forfeiture Fund = \$13,000; Prop "A" Fund = \$30,000; Water Enterprise Fund = \$9,000; Wastewater (sewer) Enterprise Fund = \$13,000).
- e. Authorize the City Manager to waive and award a professional service Agreement to **Aerotek Professional Services** to provide temporary staffing services for the Public Works Department for an amount not to exceed **\$200,000** in FY 2020-2021 (General Fund – Public Works/Contractual Services).
- f. Authorize the City Manager to amend the contract with **All Cities Management Services, Inc.** for ongoing services to provide crossing guard services for the El Segundo School District for an amount not to exceed **\$105,050** in FY 2020/2021 (General Fund – Finance Administration/ non-departmental).

- g. Authorize the City Manager to execute an amendment to Agreement No. 4095 with **High Point Strategies, LLC** for City’s advisors and advocate regarding issues relating to LAWA, LAX, FAA, MTA and other Los Angeles agencies, in a form approved by the City Attorney to (1) extend the term of the agreement to June 30, 2021; (2) authorize payment for services up to **\$81,000** (General Fund – City Manager); and (3) take such additional, related, action that may be desirable.
- h. Authorize the City Manager to amend contract #4223A with **Professional Account Mgmt, LLC (Duncan Solutions Company)** for providing professional parking citation processing and collection services, via citation management for the Police Department for an amount not to exceed **\$77,000** in FY 2020/2021 ending June 30, 2021 (General Fund – Police Department).
- i. Authorize the issuance of a blanket purchase order to **Lane Donovan Partners, LLC** (Agreement #3399) to provide management services for The Lakes Golf Course for an amount not to exceed **\$72,000** in FY 2020/2021 (Golf Course Enterprise Fund – Finance Department).
- j. Authorize the issuance of a blanket purchase order to **Hinderliter De Llamas & Associates** (Agreement #3313) to provide professional services related to sales and use tax for an amount not to exceed **\$71,250** in FY 2020/2021 (General Fund – Finance Department - Business Services Division).
- k. Authorize the City Manager to amend contract #3957B with **Galls LLC** for purchasing uniforms and equipment for the Police Department for an amount not to exceed **\$60,000** in FY 2020/2021 (General Fund – Police Department). Galls, LLC is one of two only physical locations that provides in-house, appointment tailoring, embroidery and distribution of equipment within a 10 mile radius from the Police Department.
- l. Authorize the issuance of a blanket purchase order to **Tyler Technologies/Eden Financial Management Systems** for annual software licensing, maintenance, and support for an amount not to exceed **\$58,500** in FY 2020/2021 (General Fund – Information Technology).
- m. Authorize the City Manager to issue a blanket purchase order to **Baker & Taylor Information Services** for supplying books and other library materials for an amount not to exceed **\$51,400** in FY 2020/2021 (General Fund – Community Services).

**FISCAL IMPACT:** Included in Adopted Budget

<b>Amount Budget:</b>	\$1,793,200 (Budgeted in the FY 2020-21 Budget)
<b>Account Number(s):</b>	See “Attachment A - Summary of Accounts”

## **BACKGROUND:**

The annual approval of blanket Purchase Orders (POs) is done to ensure an effective and efficient approval process is in place for POs over the City Manager's approval threshold of \$50,000. This will ensure these vital City services are operational in the beginning of the new fiscal year and delivery of excellent customer service will continue uninterrupted.

The following professional service agreements and blanket purchase orders are organized by operational Department and reference the agreement as related to the "recommended Council action" item number listed above.

## **DISCUSSION:**

### **PUBLIC WORKS DEPARTMENT**

#### **a. - Water Meters – Metron Farnier**

The City's water distribution system includes over 4,000 water meters. The Water division has installed Automatic Meter Readers (AMR) on small scale over the course of several years as it conducted trials. The Public Works Department completed its first major phase of the AMR meter Conversion Program in FY2016-17 to replace 546 aging water meters in the City's commercial sector. Over the next several years, two additional phases will be implemented to complete the City's entire AMR meter conversion. Meanwhile, the water division will replace aging meters with new AMR meters as part of their maintenance efforts. The cost to replace each meter ranges from \$250 to \$5,000, dependent upon size.

Staff started accelerating the residential AMR conversation program in FY 2019/2020 while continuing to replace failing meters, and recommends continuing to purchase meters from Metron Farnier, the vendor chosen previously for the AMR meters, in an amount not to exceed \$300,000 in total in FY 2020/2021. Account numbers: 501-400-7103-8655 / 502-400-8204-8655 (\$150,000 Water Enterprise Fund / \$150,000 Sewer Enterprise Fund).

#### **d. - Fuel for City Vehicles and Equipment**

Generally, fuel is purchased either through spot market purchases or long-term contracts. Spot purchasing consists of shopping around each time fuel is needed and purchasing fuel from the lowest priced vendor. This type of purchasing usually occurs when the fuel market is volatile as it has been for the last three years. During periods of stability, agencies enter into long-term fuel contracts. Pricing under long-term contact is tied to a published fuel price baseline plus a markup. The volatility in the market has

forced vendors to significantly raise this markup, making long-term contracts unattractive. Under the City's last long-term contract through Los Angeles Metropolitan Public Purchasing Agents' Cooperative (LAMPPAC), there was virtually no markup. When that contract expired in September 2005, the fuel market was quite volatile and City Council

authorized staff to purchase gasoline and diesel fuel through the use of spot market purchases.

Many agencies including Cities of Manhattan Beach, Redondo Beach and Hawthorne have opted to purchase fuel through spot purchases in lieu of entering into long-term contracts since the expiration of the LAMPPAC contract. Staff continuously monitors long-term contracts available in the industry.

Pursuant to El Segundo Municipal Code (ESMC) § 1-7-10, relating to purchases and supplies, the City Council may at any time, by a majority vote and without amending the ESMC, waive purchasing procedures or alter proceedings to fit a specific purchase, when the waiver is not in violation of State law. Spot purchasing is the sort of modified purchasing arrangement that requires such a waiver by Council. It is possible that the total of purchases from any one vendor may exceed \$50,000; therefore, Council approval of spot purchasing is requested. The City is budgeting \$207,500 for Fiscal Year 2020/2021 in accounts:

001-400-4601-5215	General Fund	\$142,500
109-400-3105-5215	Police - Asset Forfeiture Fund	\$ 13,000
112-400-5292-5215	Prop "A" Fund	\$ 30,000
501-400-7102-5215	Water Enterprise Fund	\$ 9,000
502-400-4301-5215	Wastewater Enterprise Fund	<u>\$ 13,000</u>
	Total	\$207,500

**e. – Aerotek Professional Services**

Aerotek has provided temporary staffing for Public Works Department on an annual basis since 2012 under agreement #4269 until 2018. For FY 2020/2021, staff recommends awarding a professional service agreement with Aerotek to provide temporary staffing services needed by Public Works Department for an amount not to exceed \$200,000. Savings from various full-time salaries accounts in Public Works Department will be used to fund this contract in FY 2020/2021. Account number: 001-400-4801-6206 (General Fund)

**CITY MANAGER**

**b. – Riester Pacific, Inc.**

Riester Pacific, Inc. will continue working on behalf of the City as its full-service marketing agency supporting business attraction and hospitality and tourism marketing efforts. This amendment is to extend the Agreement in term through June 30, 2021 and increase the existing contract by an additional \$262,500. Account Number: 001-400-2401-6201 (General Fund - \$152,500) and 702-400-2401-1281 (Chevron Grant Fund - \$110,000). The amendment will bring the total contract amount for Riester Pacific, Inc., not to exceed \$612,500.

**g. - High Point Strategies, LLC**

High Point Strategies, LLC will continue working on behalf of the City as its advisors and advocate for the City regarding issues relating to Los Angeles World Airports (LAWA) and Los Angeles International Airport (LAX), and the Federal Aviation Administration, transportation issues relating to the Metropolitan Transportation Authority, or assisting with the City's relationship with other City and County of Los Angeles agencies.

This amendment is to extend the Agreement in terms through June 30, 2021 for an amount not to exceed \$81,000 Account Number: 001-400-2101-6407 (General Fund).

**DEVELOPMENT SERVICES DEPARTMENT**

**c. - J. Lee Engineering, JAS Pacific, and CSG Consultants**

J. Lee Engineering, JAS Pacific and CSG Consultants provide plan check, inspection and counter staffing services for the Building & Safety Division. These services are utilized when workload exceeds the level that would preclude City staff from meeting customer service expectations. These expenditure are off-set by plan check and permit fees. There would be 3 separate agreements that will not exceed a combined total of \$247,000 for fiscal year 2020/2021. Account number 001-400-2403-6214 (General Fund).

**FINANCE DEPARTMENT**

**f. - All Cities Management Services, Inc.**

On September 16, 2008, City Council approved an appropriation for ESUSD crossing guard services under Special Orders of Business, Item #6 within the 2008-2009 Budget Appropriations. This contract includes 6 crossing guards for a total of 5,400 hours. The contract is expected to be renewed year to year as long as ACMS performance meets the City's and ESUSD's expectations. The annual cost of funding this contract is for an amount not to exceed \$105,050 for fiscal year 2020/2021. Account number: 001-400-2901-6405 (General Fund).

**i. - Lane Donovan Partners, LLC**

On October 22, 2004, the City entered into a Management Agreement #3399 with Lane Donovan Partners for \$108,000 a year to operate and maintain The Lakes at El Segundo. On April 16, 2013, City Council approved one of Lane Donovan's budget cut proposals of \$12,000 by reducing the management fee to \$8,000 per month. The amount for the contract and purchase order for FY 2020/2021 issued to Lane Donovan is for an amount not to exceed \$72,000. If alternative management solutions are approved by City Council during the year, the contract for Lane Donovan Partners will be amended as necessary to meet the operational needs of the City, including cancelation of the contract with proper notice as required by the contract language. Account number: 503-400-5301-6214 (Golf Course Enterprise Fund).

**j. – Hinderliter De Llamas & Associates**

On April 01, 2004, the City entered into a Professional Services Agreement #3313 with Hinderliter De Llamas & Associates (HDL) to provide services to generate additional sales and use tax revenue for the City of El Segundo. Services include sales tax and economic analysis, allocation audit and recovery, and ongoing consultation. HDL receives 15% of any new and/or use tax revenue received by the City as a result of audit and recovery work. The amount for the purchase order for FY 2020/2021 issued to HDL for an amount not to exceed \$71,250. Account number: 001-400-2501-6214 (General Fund).

**POLICE DEPARTMENT**

**h.– Professional Account Mgmt, LLC (Duncan Solutions Company)**

Professional Account Mgmt, LCC provides professional parking citation processing and collection services, via citation management. The total amount will not exceed \$77,000 in FY 2020/2021. Account number: 001-400-3101-6206 (General Fund).

**#11 – Galls, LLC**

Galls, LLC provides uniforms and equipment to the Police Department. Galls, LLC is one of two only physical locations that provides in-house tailoring, embroidery and distribution of equipment within a 10 mile radius from the Police Department. Galls, LLC provides uniforms and equipment to the department. The total cost will not exceed \$60,000 in FY 2020/2021. Account number: 001-400-3101-4215 (General Fund)

**INFORMATION TECHNOLOGY SERVICES DEPARTMENT**

**k. – Tyler Technologies – Eden Financial Management Systems**

The City utilizes Tyler Technologies financial software to manage the City's General Ledger, Accounts Receivable, Accounts Payable, Payroll, and Human Resources. This item is for annual licensing, maintenance, and support of these systems. The total cost will not exceed \$58,500 for FY 2020/2021. Account number: 001-400-2505-6217 (General Fund)

**COMMUNITY SERVICES DEPARTMENT**

**m. - Baker and Taylor**

Baker and Taylor, the Library's leading supplier of books, music, books on CD, DVD's, E-books and other items, offers substantial savings up to 45% under retail cost. The total purchases of \$51,400 are from the following general fund accounts for Fiscal Year 2020/2021:

001-400-6103-5501	Adult Materials	\$33,300
001-400-6103-5505	Youth Materials	\$13,500
001-400-6103-5507	School Library Materials	\$ 1,900
<u>001-400-6103-6277</u>	<u>Title Source Database</u>	<u>\$ 2,700</u>
	Total	\$51,400

**CITY STRATEGIC PLAN COMPLIANCE:**

- Goal 1: Enhance Customer Service, Engagement and Communications; Embrace Diversity, Equity, and Inclusion
- Objective A: El Segundo provides unparalleled service to internal and external customers
- Goal 5: Champion Economic Development and Fiscal Sustainability:
- Objective B: El Segundo approaches its work in a financially disciplined and responsible way
- Activity 7: Streamline the contract policy for greater efficiency and effectiveness

**PREPARED BY:** Maria L. Cerritos, Purchasing Agent  
**REVIEWED BY:** Joseph Lillio, Finance Director  
**APPROVED BY:** Barbara Voss, Deputy City Manager 

**ATTACHED SUPPORTING DOCUMENTS:**

1. Summary of Budgeted Accounts
2. Second amendment to contract number 5861 (Riester Pacific, Inc.)

**Fiscal Year 2020/2021**

<u>Account Number</u>	<u>REFERENCE #</u>	<u>Contract with</u>	<u>Amount</u>
001-400-2403-6214	3	J. Lee Engineering/JAS Pacific/CSG Consultants	\$247,000
001-400-4801-6215	5	AeroTek Professional Staffing Services	200,000
001-400-2401-6201	2	Riester Pacific, Inc	152,500
501-400-7103-8655	1	Water Meter - Metron Farnier	150,000
502-400-8204-8655	1	Water Meter - Metron Farnier	150,000
001-400-4601-5215	4	Fuel for City Vehicles and Equipment	142,500
702-400-2401-1281	2	Riester Pacific, Inc	110,000
001-400-2901-6405	6	All Cities Management Services, Inc	105,050
001-400-2101-6407	7	High Point Strategies, LLC	81,000
001-400-3101-6206	8	Professional Account Mgmt, LLC (Duncan Solution)	77,000
503-400-5301-6214	9	Lane Donovan Partners, LLC	72,000
001-400-2501-6214	10	Hinderliter De Llamas & Associates	71,250
001-400-3101-4215	11	Galls, LLC	60,000
001-400-2505-6217	12	Tyler Technologies/Eden Financial	58,500
001-400-6103-5501	13	Baker & Taylor	33,300
112-40-5292-5215	4	Fuel for City Vehicles and Equipment	30,000
001-400-6103-5505	13	Baker & Taylor	13,500
109-400-3105-5215	4	Fuel for City Vehicles and Equipment	13,000
502-400-4301-5215	4	Fuel for City Vehicles and Equipment	13,000
501-400-7102-5215	4	Fuel for City Vehicles and Equipment	9,000
001-400-6103-6277	13	Baker & Taylor	2,700
001-400-6103-5507	13	Baker & Taylor	1,900
<b>TOTAL</b>			<b><u><u>\$1,793,200</u></u></b>

**SECOND AMENDMENT TO  
AGREEMENT NO. 5861 BETWEEN  
THE CITY OF EL SEGUNDO AND  
RIESTER PACIFIC, INC.**

THIS SECOND AMENDMENT (“Amendment”) is made and entered into this 6<sup>th</sup> day of October 2020, by and between the CITY OF EL SEGUNDO, a general law city and municipal corporation existing under the laws of California (“CITY”), and RIESET PACIFIC, INC. a California Corporation (“CONSULTANT”).

The parties agree as follows:

1. The parties also desire to amend the Agreement by increasing the total amount of the Agreement by \$262,500, so that the total, not-to-exceed amount of the Agreement is \$612,500.
2. The parties also desire to amend the Agreement by increasing the terms through June 30, 2021.
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. 5892 remain the same.

[SIGNATURES ON FOLLOWING PAGE]

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

CITY OF EL SEGUNDO

RIESTER PACIFIC  
INC.

\_\_\_\_\_  
Scott Mitnick,  
City Manager

\_\_\_\_\_  
Tim Riester  
CEO

ATTEST:

\_\_\_\_\_  
Tracy Weaver,  
City Clerk

Taxpayer ID No. \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark D. Hensley,  
City Attorney

**TITLE:**

New Alcohol Service for a Restaurant at 100 W. Imperial Avenue.

(The project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations §1 5301 as a Class 1 categorical exemption (Existing Facilities)).

**RECOMMENDATION:**

Receive and file this report without objecting to a new alcohol permit for a restaurant.

**FISCAL IMPACT:** None.

**BACKGROUND:**

On September 3, 2020, the Director of Planning and Building Safety approved an Administrative Use Permit (AUP 20-02, EA-1284) with conditions of approval, allowing the sale of beer and wine for on-site consumption at a Japanese restaurant at 100 West Imperial Avenue, Suite H., in the Neighborhood Commercial (C-2) zone. The applicant is Soo D. Jung, representing Saloon Osaka Restaurant.

The Planning Commission Received and Filed the Director's decision on September 10, 2020. Pursuant to City Council direction from 1995, this matter is brought to the Council's attention at this time.

**DISCUSSION:**

According to the most recent Crime and Arrest statistics report prepared by the Police Department, the restaurant is located in Reporting District 102. Based on the January - June 2020 data, the district had a total of 10 Part I & II crimes and 8 felony/misdemeanor arrests. This rate is 13% higher than the City's average. The Police Department and the Planning and Building Safety Department do not object to the issuance of the alcohol permit for the restaurant.

The restaurant is 1,300 square feet and contains a 425 square-foot indoor dining area. The hours for alcohol service at the restaurant are proposed to be 11:00 am to 2:00 am and 5:00 pm to 10:00 pm, seven days a week.

In the C-2 zone restaurants are a permitted use by-right. Sale of alcohol for onsite consumption at a restaurant requires an administrative use permit in accordance with the Municipal Code. As noted above, this permit was approved by the Director and confirmed by the Planning Commission.

The California Alcoholic Beverage Control Department (ABC) license review process is separate from the City's AUP process. ABC is responsible for running a complete background check on all alcohol license applicants, as well as conducting site inspections, before issuing any type of alcohol license. The City reviews compatibility of the alcohol service on a particular site with its surroundings.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 5: Champion Economic Development and Fiscal Sustainability

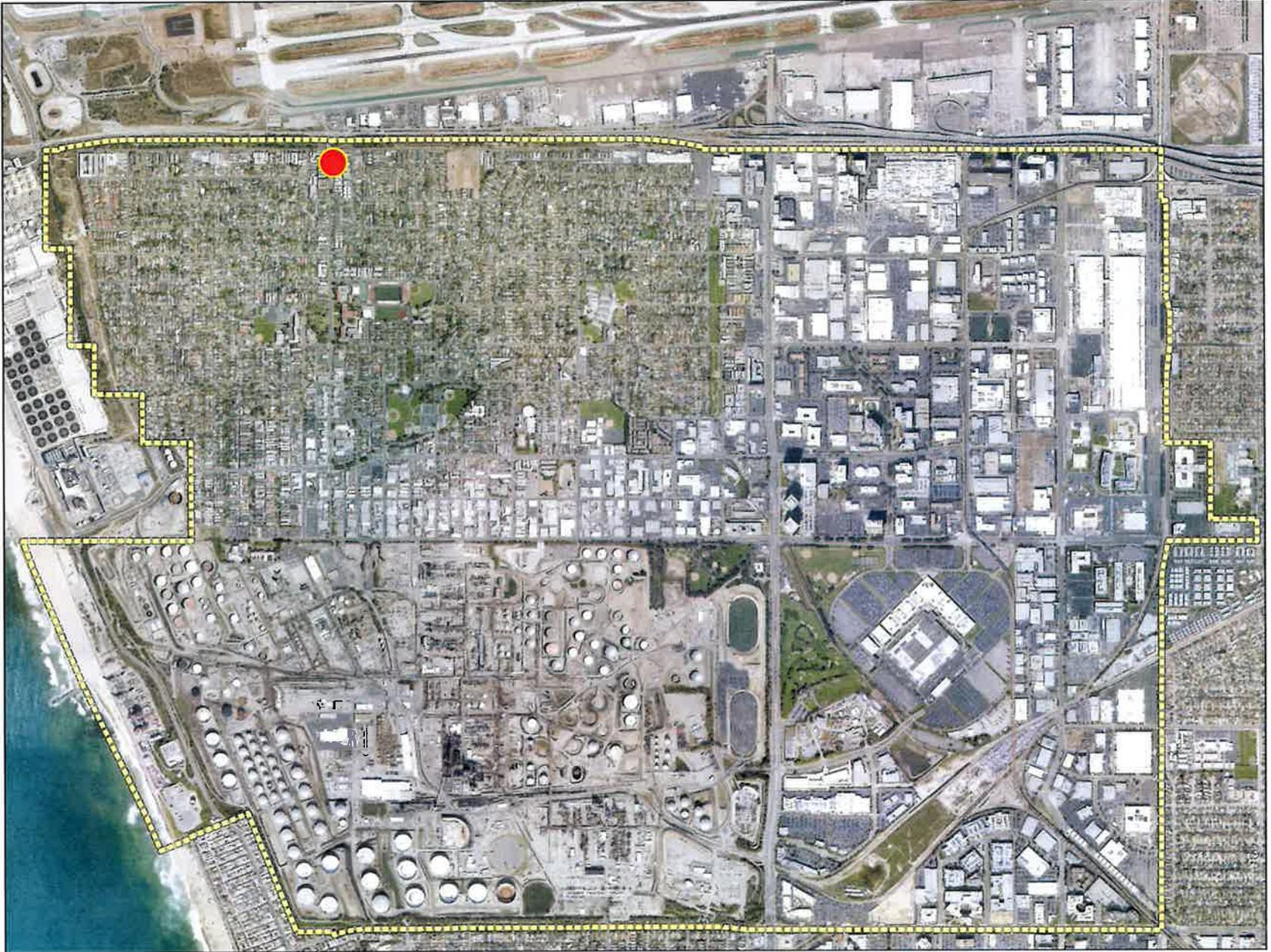
Objective A: El Segundo promotes economic growth and vitality for businesses and the community.

**PREPARED BY:** Maria Baldenegro, Assistant Planner  
**REVIEWED BY:** Gregg McClain, Planning Manager  
**REVIEWED BY:** Sam Lee, Planning and Building Safety Director  
**APPROVED BY:** Barbara Voss, Deputy City Manager (for SM)

**ATTACHED SUPPORTING DOCUMENTS:**

1. Vicinity Map
2. Location Map
3. Site Map
4. Crime and Arrest Statistics by Reporting Districts for January to June, 2020
5. Police Reporting Districts Map
6. Planning Commission Staff Report, dated September 10, 2020
7. Administrative Use Permit approval letter and conditions, dated September 3, 2020
8. Rendering, Pictures, and Plans

# Vicinity Map



# Location Map

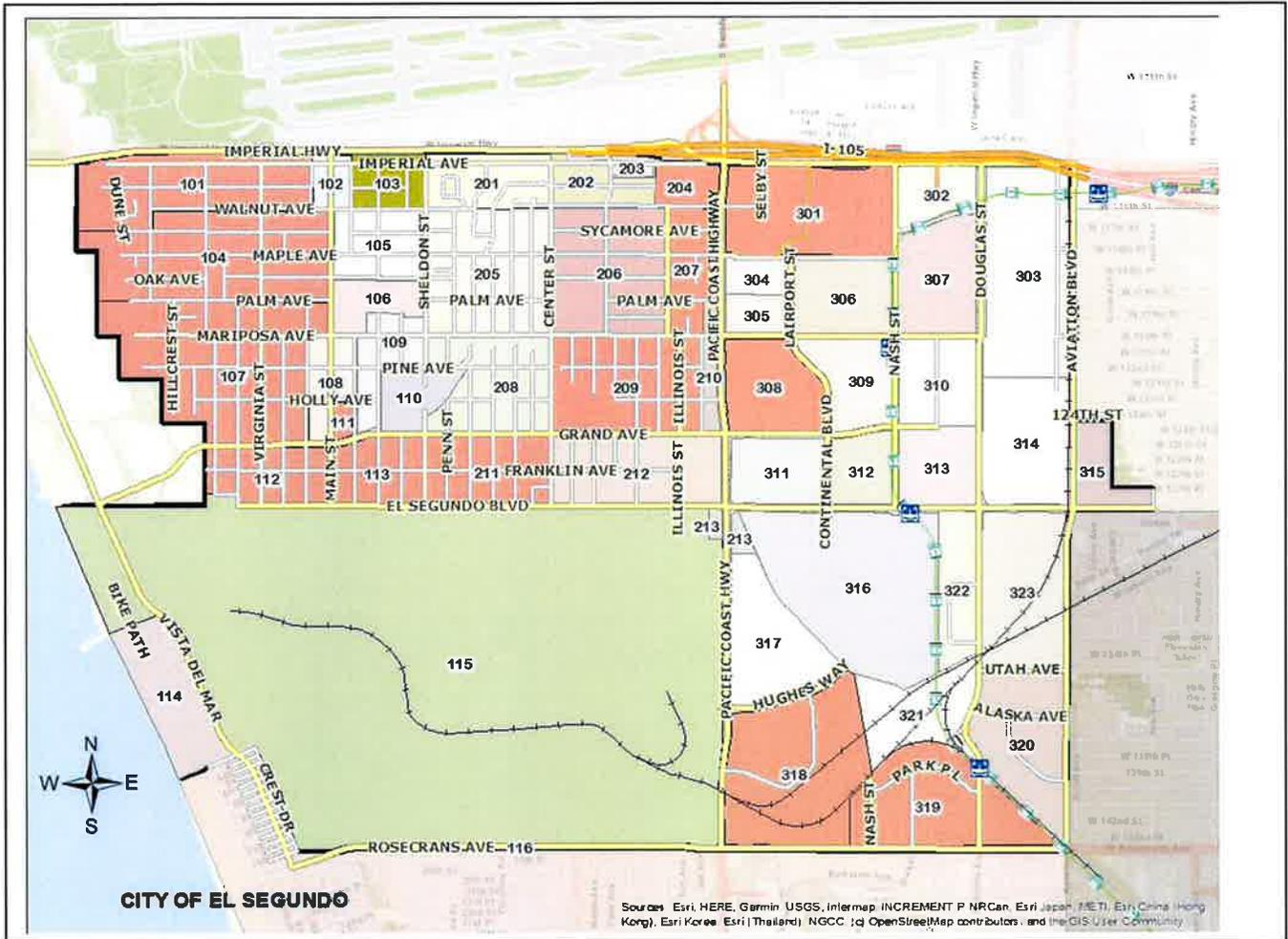
AERIAL VIEW OF SITE





REPORTED PERIOD: JANUARY – JUNE 2020				
PART I & II CRIMES AND ARRESTS BY REPORTING DISTRICT (RD)				
REPORTING DISTRICT	PART I & II CRIMES	FELONY/MISD ARRESTS	TOTAL	AVERAGE BY RD PERCENTAGE +/-
101	36	11	47	+194%
102	10	8	18	+13%
103	8	1	9	-44%
104	22	10	32	+100%
105	9	1	10	-38%
106	3	1	4	-75%
107	26	7	33	+106%
108	11	8	19	+19%
109	5	0	5	-69%
110	5	1	6	-63%
111	64	5	69	+331%
112	22	7	29	+81%
113	18	8	26	+63%
114	0	0	0	0%
115	4	4	8	-50%
116	0	0	0	0%
201	12	5	17	+7%
202	14	5	19	+19%
203	0	0	0	0%
204	22	4	26	+63%
205	14	5	19	+19%
206	12	4	16	0%
207	26	8	34	+113%
208	13	4	17	+7%
209	21	3	24	+50%
210	10	7	17	+7%
211	28	6	34	+113%
212	9	4	13	-19%
213	7	8	15	-6%
301	18	9	27	+69%
302	2	0	2	-88%
303	8	0	8	-50%
304	0	0	0	0%
305	6	3	9	-44%
306	2	0	2	-88%
307	14	5	19	+19%
308	38	22	60	+275%
309	2	0	2	-88%
310	1	0	1	-94%
311	1	1	2	-88%
312	12	6	18	+13%
313	4	5	9	-44%
314	0	0	0	0%
315	1	0	1	-94%
316	2	2	4	-75%
317	6	0	6	-63%
318	43	11	54	+238%
319	25	5	30	+88%
320	8	2	10	-38%
321	4	1	5	-69%
322	8	2	10	-38%
323	6	4	10	-38%
<b>TOTALS</b>	<b>642</b>	<b>213</b>	<b>855</b>	
Number of Reporting Districts = 52 Average # of Part I & II Crimes per Reporting District = 12 Average # of Felony/Misdemeanor Part I & II Crime Arrests per Reporting District = 4 Average # of Crimes and Arrests per Reporting District = 16 (Results from 01/01/2020 through 06/30/2020) High Crime Area per B&P Code Section 23958.4 = >20% (Greater than 20%)				

HIGH CRIME AREA MAP



**AGENDA DESCRIPTION:**

On-site sale and on-site consumption of beer and wine (Type 41 ABC License) at a new Japanese restaurant (Saloon Osaka) which contains a 425 square-foot interior dining area at 100 West Imperial Avenue, Suite H in the Neighborhood Commercial (C-2) zone.

The project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption (Existing Facilities)

Address: 100 West Imperial Avenue, Suite H

Applicant: Soo Jung, representing Saloon Osaka Restaurant

**RECOMMENDED PLANNING COMMISSION ACTION:** Receive and file

**ATTACHED SUPPORTING DOCUMENTS:**

1. Approval letter dated September 3, 2020
2. Plans

**ORIGINATED BY:** Maria Baldenegro, Assistant Planner 

**REVIEWED BY:** Gregg McClain, Planning Manager 

**APPROVED BY:** Sam Lee, Director of Planning and Building Safety 

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On September 3, 2020 the Director granted approval of an Administrative Use Permit to allow on-site sale and on-site consumption of beer and wine (Type 41 ABC License) at a new Japanese restaurant (Saloon Osaka) which contains a 425 square-foot interior dining area at 100 West Imperial Avenue, Suite H.

The site is located in the Neighborhood Commercial (C-2) zone. The immediate vicinity of the project site includes residential, office, retail, service, and other restaurant uses. Saloon Osaka is located on the ground floor of the shopping center adjacent to the parking area which contains retail, restaurants, office and service uses. The proposed alcohol service for the restaurant is a compatible use in relation to existing uses in the area. The on-premise sale and consumption of alcohol in conjunction with food at a new restaurant in the C-2 zone is subject to an Administrative Use Permit.

The approval includes conditions that protect the City and surrounding users from potentially negative impacts. The conditions, findings of approval, and environmental assessment are provided in the attached approval letter. Staff believes that the project is appropriate for the location and will not operate in a way that will create unwanted impacts. Staff recommends that the Planning Commission receive and file the Director's approval. In the alternative, any Planning

Commissioner may request that an item be discussed and a decision on the application be made by the Planning Commission instead.

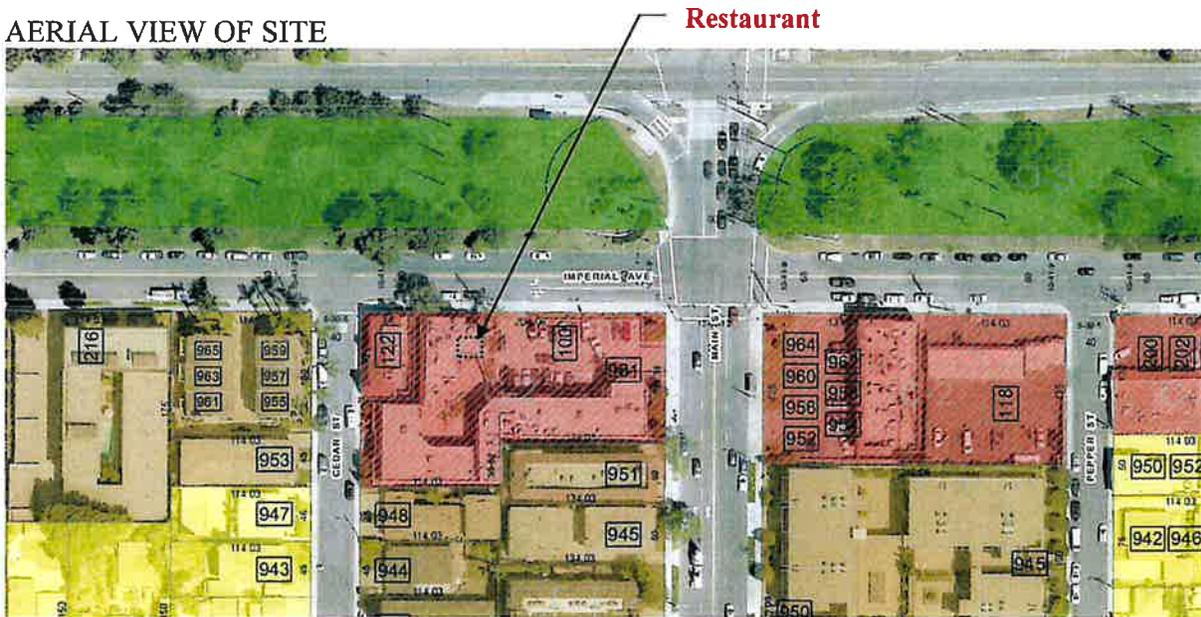
**TYPE OF ACTION (LEGISLATIVE; QUASI-JUDICIAL; OR ADVISORY)**

**Quasi-judicial:** In the event the Planning Commission desires to review the Director’s approval of the administrative use permit, the Planning Commission acts in its quasi-judicial capacity (*i.e.*, applying established standards to applications to determine specific rights under existing law). Before an administrative use permit may be granted, the Director or the Commission must find the following findings are met as required by ESMC § 15-22-5:

- 1. There is compatibility of the particular use on the particular site in relationship to other existing and potential uses within the general area in which the use is proposed to be located.*
- 2. The proposed use is consistent and compatible with the purpose of the zone in which the site is located.*
- 3. The proposed location and use and the conditions under which the use would be operated or maintained to not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.*
- 4. Potential impacts that could be generated by the proposed use, such as noise, smoke, dust, fumes, vibration, odors, traffic and hazards have been recognized and compensated for.*

As stated above, the Director found that the proposed facility satisfied these findings and thus granted the permit.

**AERIAL VIEW OF SITE**





*City of El Segundo*  
**Planning & Building Safety Department**

September 3, 2020

Mr. Soo D. Jung  
1065 Lomita Blvd.  
Harbor City, CA, 90710

RE: Environmental Assessment 1284 and Administrative Use Permit No. AUP 20-02

Address: 100 West Imperial Avenue, Suite H El Segundo, CA 90245

Dear Mr. Jung:

Your request for an Administrative Use Permit allowing the sale beer and wine for on-site consumption (Type 41) at Saloon Osaka Restaurant is approved and subject to the conditions of approval in the attached Exhibit A. The associated environmental determination and findings supporting the decision are described in Exhibit B.

Please note that this letter does not constitute the City's final decision in this matter. This determination is scheduled to be "received and filed" by the Planning Commission at the September 10, 2020, meeting. Any Planning Commissioner may request that this permit be discussed and a decision be made by the Commission instead of "received and filed."

Should you have any questions, please contact Assistant Planner Maria Baldenegro at (310) 524-2341.

Sincerely,

Sam Lee, Director  
Department of Planning and Building Safety

Exhibit A  
CONDITIONS OF APPROVAL

In addition to all applicable provisions of the El Segundo Municipal Code (“ESMC”), Soo D. Jung (“Applicant”) agrees that it will comply with the following provisions as conditions for the City of El Segundo’s approval of Administrative Use Permit No. 20-02 (“Project Conditions”):

1. The hours of operation to sell alcohol for on-site consumption is limited to 11:00 am to 2:00 pm and 5:00 pm to 10:00 pm, daily. Any change to the hours of operation or the hours that alcohol may be served is subject to review and approval by the Director of Planning and Building Safety.
2. The restaurant (Saloon Osaka) at the site will contain a 425 square-foot interior dining area for 20 customers and must maintain access to at least 6 of 53 parking spaces on-site during opening hours.
3. Any subsequent modification to the project as approved must be referred to the Director of Planning and Building Safety for approval or a determination regarding the need for Planning Commission review of the proposed modification.
4. The Planning and Building Safety Department and the Police Department must be notified of any change of ownership of the approved use in writing within 10 days of the completion of the change of ownership. A change in project ownership may be cause to schedule a hearing before the Planning Commission regarding the status of the administrative use permit.
5. The applicant must obtain and maintain all licenses and comply with all regulations of the Alcoholic Beverage Control (ABC) Act (Business & Professions Code Section 23300) and the regulations promulgated by the Board, including the regulations set forth in 4 Cal. Code of Regs. §§ 55, *et seq.*
6. All employees tasked to sell alcoholic beverages must provide evidence that they have either:
  - a. Obtained an ABC-issued certificate for completion of the Leadership and Education in Alcohol and Drugs (LEAD) program; or,
  - b. Completed an accepted equivalent training offered by the ABC district office to ensure proper distribution of beer, wine, and distilled spirits to adults of legal age.
  - c. If a prospective employee designated to sell alcoholic beverages does not have LEAD or equivalent training, then the applicant must within 15 days of this decision confirm with the Planning and Building Safety Department that a date is scheduled with the local ABC district office to complete the LEAD course.

- d. Within 30 days of taking LEAD or equivalent course, employees or their employer must deliver each required certificate showing completion to the Police Department.
7. The licensee must have readily identifiable personnel to monitor and control the behavior of customers inside the building premises. Staff must monitor activity immediately adjacent to the property under the establishment's control to ensure the areas are generally free of nuisances.
8. If complaints are received regarding excessive noise, or other nuisances associated with the sale of beer and wine, the City may, in its discretion, take action to review the Administrative Use Permit and add conditions or revoke the permit.
9. There must be no exterior advertising of any kind or type indicating the availability of specific alcoholic beverage products.
10. The building must not be occupied by more persons than allowed by the California Building Code, as adopted by the ESMC.
11. The building and any outdoor seating must comply with the California Building and Fire Code requirements, as adopted by the ESMC.
12. The Applicant agrees to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney fees), injuries, or liability, arising from the City's approval of Environmental Assessment 1284 or Administrative Use Permit 20-02. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City approval of Environmental Assessment 1284 or Administrative Use Permit 20-02, the Applicant agrees to defend the City (at the City's request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section, "the City" includes the City of El Segundo's elected officials, appointed officials, officers, and employees.
13. Soo D. Jung must acknowledge receipt and acceptance of the project conditions by executing the acknowledgement below.

These Conditions are binding upon Soo D. Jung and all successors and assigns to the property at 100 West Imperial Avenue, Suite H until superseded by another approval letter or rescinded.

---

Soo D. Jung

Exhibit B  
Environmental Determination and Required Findings

Environmental Assessment 1284:

After considering the above facts and findings, the Director finds this project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations §15301 as a Class 1 categorical exemption (Existing Facilities) because the proposed project consists of the permitting of existing private structures and involves a negligible expansion of the use.

Administrative Use Permit 20-02:

The following are the facts in support of each finding for this decision:

Finding 1: There is compatibility of the particular use on the particular site in relationship to other existing and potential uses within the general area in which the use is proposed to be located.

1. The project site is located in a commercial area and is compatible adjacent uses in the immediate vicinity. The project is situated in a environment that includes residential, office, retail, service uses, and other restaurants. The proposed alcohol service for the restaurant is a compatible use in relation to existing uses in the area.

Finding 2: The proposed use is consistent and compatible with the purpose of the Zone in which the site is located.

2. The zone of the property is Neighborhood Commercial (C-2). The purpose of this zone is to provide consistency with and implement policies related to those locations designated Neighborhood Commercial in the General Plan. The Neighborhood Commercial permits neighborhood-serving retail, neighborhood-serving office, and limited residential on a single floor above the commercial ground floor. Restaurant uses are permitted uses in the C-2 zone. The sale and consumption of alcohol at restaurants is subject to an Administrative Use Permit, as provided in chapter 22. The proposed addition of alcohol sales as an ancillary use to a restaurant is consistent with the C-2 zone.

Finding 3: The proposed location and use, and the conditions under which the use would be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

1. The proposed hours of operation for the restaurant and alcohol service are 11:00 am to 2:00 pm and 5:00 pm to 10:00 pm daily. The hours for alcohol service will stop at the same the restaurant closes for the day and will not become a nuisance to the neighboring businesses and residents.

Finding 4: Potential impacts that could be generated by the proposed use, such as noise, smoke, dust, fumes, vibration, odors, traffic, and hazards have been recognized and mitigated.

1. The consumption of beer and wine will not create any new impacts that would not be normally associated with the operation of a restaurant.

Finding 5: The State Department of Alcoholic Beverage Control has issued or will issue a license to sell beer, wine and distilled spirits to the Applicant.

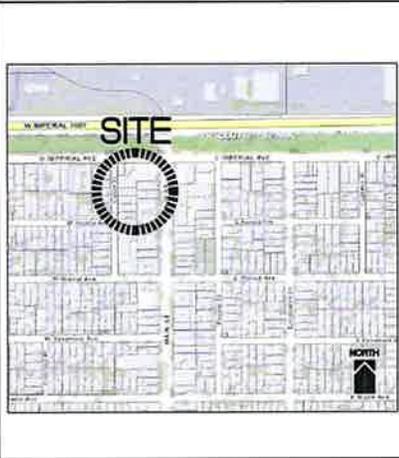
1. The City expects the Applicant will obtain a license from the State of California Department of Alcoholic Beverage Control for on-site sale and consumption of beer and wine for restaurants (Type 41). In the event the Applicant does not receive such license, the City's approval will be null (Condition No. 4).

INTERIOR VIEW OF "SALOON OSAKA RESTAURANT"



RENDERING





VICINITY MAP N.T.S.

SHEET INDEX	
A-1.0	SITE PLAN (GROUND LEVEL), BASEMENT PARKING GARAGE, PROJECT INFORMATION, SHEET INDEX AND VICINITY MAP
A-2.0	FLOOR PLAN AND DETAILS
A-3.0	EQUIPMENT FLOOR PLAN, EQUIPMENT SCHEDULE AND DETAILS
A-4.0	DETAILS

PARKING CALCULATION	
PARKING REQUIREMENT TABLE FOR CURRENT TENANT SITUATION	
TENANT NAME	APPROXIMATE FLOOR AREA
7-ELEVEN	2,890 SF.
GIRD PIZZA	720 SF.
SWEET HOT SALON	800 SF.
FANTASTIC MASSAGE	885 SF.
EL SECONDO WAPORY	450 SF.
PET WASH	1,860 SF.
WANG YAO	1,300 SF.
PAGODA CHINESE	835 SF.
K. TAX CAP (OFFICE)	640 SF.
VECTOR COMPUTERS (OFFICE)	430 SF.
OPTIONS COUNSELING (OFFICE)	500 SF.
EL SECONDO CHIROPRACTIC (OFFICE)	1,138 SF.
R. ACCOUNTING BREEZE (OFFICE)	1,280 SF.
TOTAL FLOOR AREA = 13,828 SF.	
* REQUIRED PARKING: 1 STALL/200 SF. = 69,136 SF. = 45.43 SPACES	
* PROVIDED PARKING: 53 SPACES (EXISTING)	
PARKING REQUIREMENT AFTER T.I. FOR SALOON OSAKA RESTAURANT:	
1 STALL/200 SF. = 13,828 SF. = 12,328 SF.	
1 STALL/300 SF. = 12,328 SF. = 41.09 SPACES	
* PARKING REQUIRED FOR SALOON OSAKA RESTAURANT ONLY: (FULL SERVICE RESTAURANT)	
- INDOOR DINING AREA: (425 SF.) TOTAL	
- 1 STALL/75 SF. = 425 SF. = 5.7 SPACES	
- NON-BEARING AREA: (875 SF.) TOTAL	
- 1 STALL/250 SF. = 875 SF. = 3.5 SPACES	
TOTAL REQUIRED PARKING: (5.7 + 3.5) = 9.2 SPACES	
* TOTAL PARKING REQUIRED WITH SALOON OSAKA RESTAURANT: (41.09 + 9.2) = 50.29 SPACES	
SO, 50.29 SPACES < 53 SPACES THEREFORE O.K. (EXISTING PARKING IS ENOUGH)	

## PROPOSED T.I. AND A.U.P. FOR SALOON OSAKA RESTAURANT

100 W IMPERIAL BLVD. SUITE "H", EL SECONDO, CA 90245

**PROJECT INFORMATION:**

- PROJECT ADDRESS: 100 W IMPERIAL AVENUE SUITE "H" EL SECONDO, CA 90245
- LOT AREA: 27,893.6 SF.
- TENANT AND ADDRESS: SALOON OSAKA RESTAURANT 100 W IMPERIAL AVE. EL SECONDO, CA 90245
- EXISTING TENANT: RESTAURANT
- TYPE OF OCCUPANCY: GROUP B
- MAX. OCCUPANT LOAD: 34 OCC. (TOTAL) (SEE TABLE (A)-2.0)
- NUMBER OF SEATS: 20 SEATS
- TYPE OF CONSTRUCTION: TYPE V-B
- NUMBER OF STORIES: 1-STORY
- FIRE SPRINKLER: NO
- FIRE ALARM: NO
- EXISTING PARKING TO REMAIN (NO CHANGE): 34 SPACES
- BASEMENT PARKING: 19 SPACES
- GROUND LEVEL PARKING: 19 SPACES
- TOTAL: 53 SPACES

**ARCHITECT:** CMC ARCHITECTS AND ENGINEERS 783 PHILLIPS DRIVE CITY OF INDUSTRY, CA 91748 TEL: (951) 588-1810 CONTACT: MUYUNG CHUNG

**APPLICABLE CODES APPLIES:** 2019 CALIFORNIA BUILDING CODE (CBC) 2019 CALIFORNIA ELECTRICAL CODE (CEC) 2019 CALIFORNIA MECHANICAL CODE (CMC) 2019 CALIFORNIA PLUMBING CODE (CPC) 2019 CALIFORNIA FIRE CODE (CFC) 2019 CALIFORNIA ENERGY EFFICIENCY 2019 CALIFORNIA GREEN BUILDING STANDARD CODE (CGS) 2018 INTERNATIONAL FIRE CODE

**SCOPE OF WORK:**

- CHANGE OF USE FOR EXISTING TENANT SPACE FROM TAKE-OUT RESTAURANT TO SEAT DOWN RESTAURANT.
- MISCELLANEOUS WORK TO COMPLY WITH ADA REQUIREMENTS FOR (ACCESSIBLE PARKING SPACE, (TOILET) AND (E)SERVICE COUNTER.
- EXISTING NON-BEARING WALL TO BE REMOVED.

**DESIGN PROFESSIONAL'S GENERAL RESPONSIBILITY STATEMENT:** The POF identified in these construction documents meets the requirements of the current applicable California Building Code (CBC) accessibility provisions for path of travel requirements for sidewalks, additions and structural repairs. As part of the design of this project, the POF has reviewed and analyzed all elements, components or portions of the POF that were determined to be non-compliant with the CBC. These have been identified and the necessary work necessary to bring them into compliance has been included within the scope of the project's work through details, drawings and specifications associated with these construction documents. Any non-compliant elements, components or portions of the POF that will not be corrected by this project based on (Unpriced) limitations or a finding of non-compliance is indicated in these construction documents. During construction, if POF items within the scope of the project represented as CBC compliant are found to be non-compliant beyond reasonable construction tolerances, the items shall be brought into compliance with the CBC as a part of this project by means of a contract addendum or change orders.

### CMC ARCHITECTS AND ENGINEERS

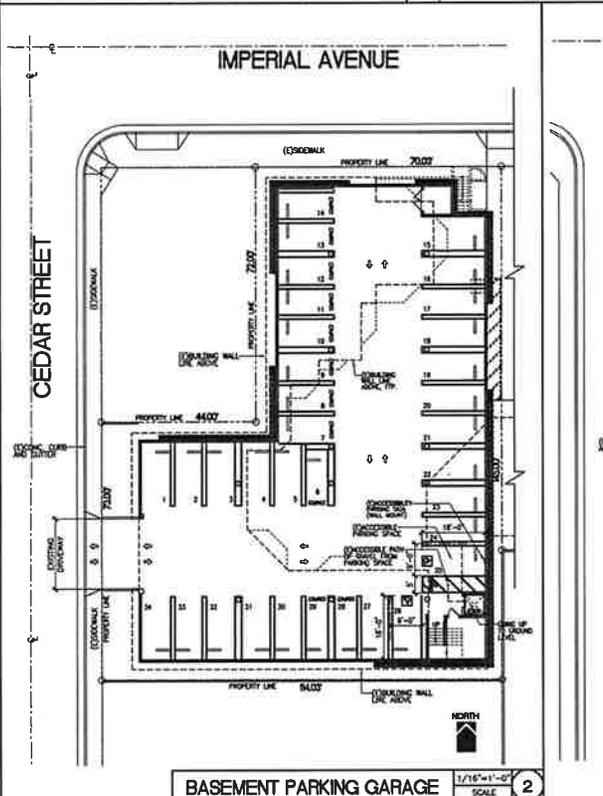
783 PHILLIPS DRIVE CITY OF INDUSTRY, CA 91748 TEL: (951) 588-1810

**REVISIONS:**

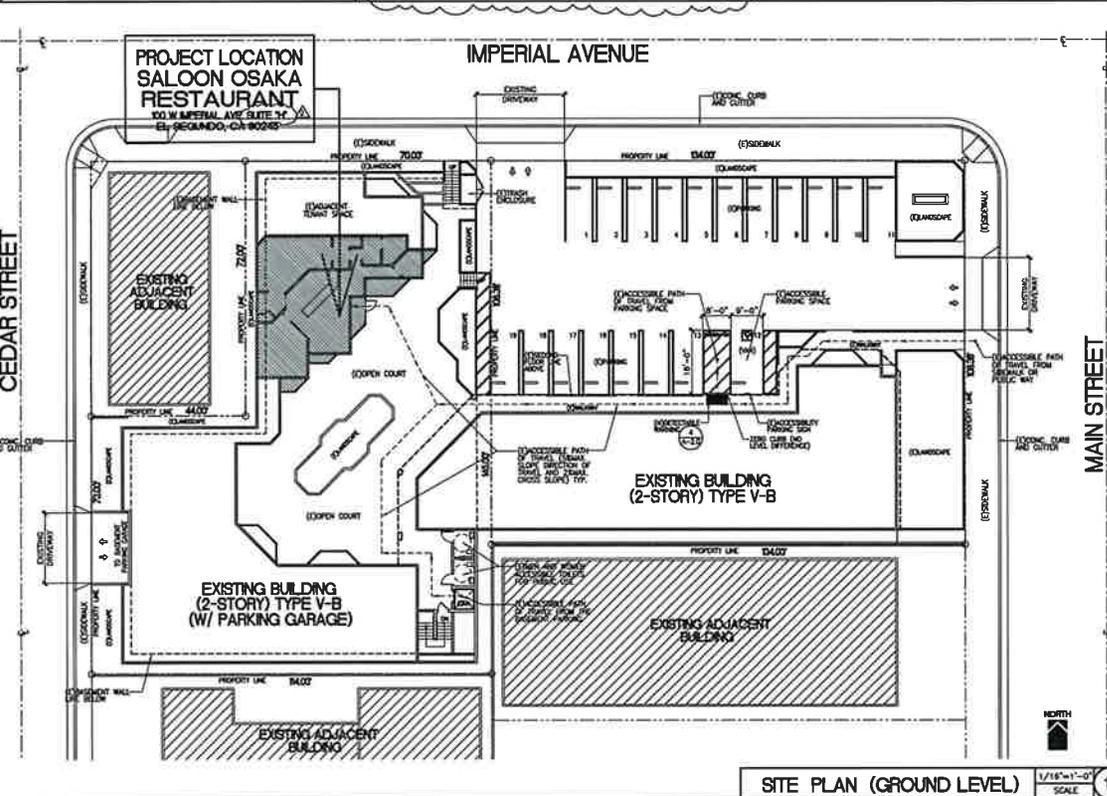
NO.	DATE	DESCRIPTION
1	03-19-2020	BUILDING CORR.
2	03-03-2020	FIRE CORR.

**FIRE DEPARTMENT NOTES:**

- THE GAS DETECTION SYSTEM FOR THE CO<sub>2</sub> STORAGE IS TO BE SUBMITTED UNDER SEPARATE PERMIT AND APPROVED PRIOR TO COMMENCING WORK (CFC SECTIONS 105.7.10 AND 5007.2).
- THE COMMERCIAL COOKING HOOD FIRE EXTINGUISHING SYSTEM WORK IS TO BE SUBMITTED UNDER SEPARATE PERMIT AND APPROVED PRIOR TO COMMENCING WORK (CFC SECTIONS 901.2 AND 901.3).
- EXIT DOORS TO HAVE SINGLE ACTING HINGING WITH NO SPECIAL KNOWLEDGE TO OPERATE (CFC SECTION 1010.1.9).
- THE FOLLOWING LIST IS/ARE REQUIRED UNDER BIDDING SUBMITTALS:
  - PRE-ENGINEERED FIRE EXTINGUISHING SYSTEM
  - GAS DETECTION SYSTEM FOR CO<sub>2</sub> STORAGE.



BASEMENT PARKING GARAGE 1/16"=1'-0" SCALE 2



SITE PLAN (GROUND LEVEL) 1/16"=1'-0" SCALE 1

PROPOSED T.I. AND A.U.P. FOR SALOON OSAKA RESTAURANT

100 W IMPERIAL BLVD. SUITE "H" EL SECONDO, CA 90245

REGISTERED ARCHITECT  
10,000 HOURS  
NO. 2-28-21  
STATE OF CALIFORNIA

NO.	SCALE	DATE	BY	CHKD.
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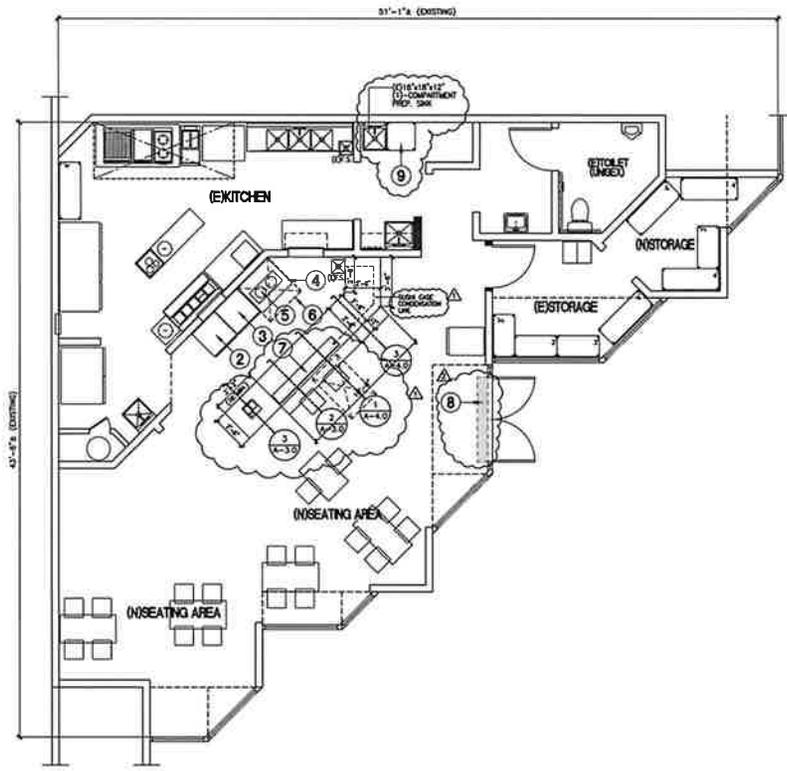
100 W IMPERIAL BLVD. SUITE "H" EL SECONDO, CA 90245 TEL: (951) 588-1810

The Designer, Engineer, and Architect warrant that the plans are the property of CMC Architects and Engineers, Inc. and shall remain the property of CMC Architects and Engineers, Inc. until such time as the Client has been notified in writing that the plans have been released to the Client. The Client shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The Client shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The Client shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities.

NO.	REVISIONS	DATE
1	BUILDING CORR.	03-18-2020
2	HEALTH DEPT. CORR.	05-05-2020

**EQUIPMENT SCHEDULE (NEW ADDED EQUIPMENT ONLY)**

KEY	EQUIPMENT NAME	QTY.	SIZE (TO BE VORFLED)	BRAND	MODEL	APPROVED	REMARKS
1	WALL MOUNT SNIFFER (WALL MOUNT)	1	27"X27"X34.5"X34.5"	WALL MOUNT	WUCR27A	YES	WALL MOUNT SNIFFER (WALL MOUNT)
2	UNDERCOUNTER REFRIGERATOR	1	27"X27"X34.5"X34.5"	UNDERCOUNTER	UCR27A	YES	WITH 8" CASTERS
3	UNDERCOUNTER FREEZER	1	27"X27"X34.5"X34.5"	UNDERCOUNTER	UCF27A	YES	WITH 8" CASTERS
4	WORK TABLE (STAINLESS STEEL)	1	36"X30"X30.5"	WORK TABLE	600T3036S	YES	WITH UNDERSHELF (STAINLESS STEEL)
5	ELECTRIC HOT POT-BURNER	1	13"X18"X21"X1.825"	ELECTRIC	STAR 5027F	YES	WITH 8" CASTERS
6	VENTLESS HOOD SYSTEM	1	36"X40"X20"X30"	VENTLESS HOOD SYSTEM	OHV-10 30"	YES	HOOD VOLTAGE 208/240
7	REFRIGERATED DISPLAY CASE	3	20.825"X18.5"X21"X10"	REFRIGERATED DISPLAY CASE	RTS-132	YES	1134, 1/6HP, R290 REFRIGERANT
8	AIR CURTAIN	1	71.5"X18.825"X10.375"	AIR CURTAIN	FM-15185A1	YES	1300V, 60 Hz, 230A CFM
9	WORK TABLE (STAINLESS STEEL)	1	24"X24"X30.5"	WORK TABLE	600T2424G	YES	WITH UNDERSHELF (STAINLESS STEEL)



**EQUIPMENT FLOOR PLAN**



1/4" = 1'-0"  
SCALE

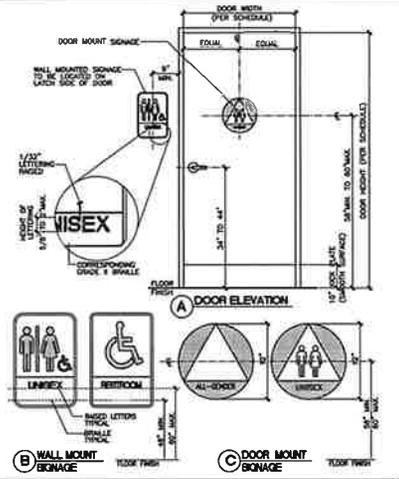
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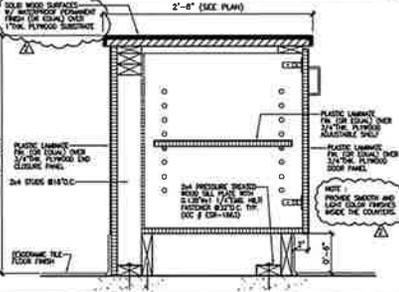
PROPOSED  
T.I. AND A.U.P. FOR  
**SALOON  
OSAKA  
RESTAURANT**

100 W IMPERIAL BLVD.  
SUITE 111  
EL SEGUNDO, CA 90245

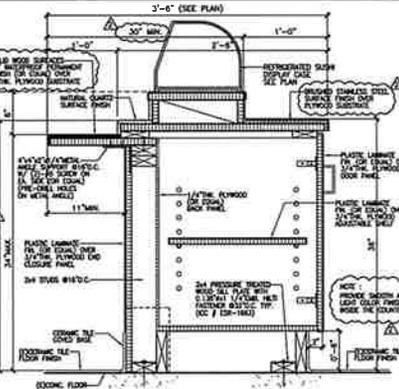
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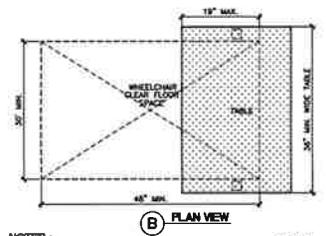
**TOILET DOOR AND WALL SIGNAGE DET.**



**CASHIER/SERVICE COUNTER SECTION DET.**



**DINING/BAR SEATING AT SUSHI  
DISPLAY CASE COUNTER SECTION DET.**



- NOTES:**
- SEATING FOR PERSONS IN WHEELCHAIR AT TABLES SHALL PROVIDE KNEE SPACE AT LEAST 27" HIGH, 30" WIDE AND 18" DEEP MAX.
  - SEATING FOR PERSONS IN WHEELCHAIR AT TABLES SHALL BE 30" TO 34" HIGH AND 36" WIDE.
  - SEATING FOR PERSONS IN WHEELCHAIR AT TABLES SHALL PROVIDE A CLEAR FLOOR SPACE OF 30" X 48" MINIMUM.

**ACCESSIBLE SEATING SPACE AT TABLE SECTION DET.**

**Summary of Accessibility Upgrades for Commercial Projects**

Project Address: 100 W IMPERIAL AVE. Application No. 2019-0001

Project Description: 100 W IMPERIAL AVE. Application No. 2019-0001

Item	Description	Area	Value
1	Accessible entrance	1	12,000
2	Accessible toilet	1	12,000
3	Accessible counter for cash	1	12,000
4	Accessible parking space	1	12,000
5	Signage	1	12,000
6	Signage	1	12,000
7	Signage	1	12,000
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**City Council Agenda Statement**

**Meeting Date:** October 6, 2020

**Agenda Heading:** Committees, Commissions and Boards

**TITLE:**

Diversity, Equity, and Inclusion Committee Member Appointments.

**RECOMMENDATION:**

Appoint nine (9) members to the Diversity, Equity, and Inclusion Committee.

**FISCAL IMPACT:** None

**BACKGROUND:**

City Council interviewed 20 candidates on September 29 and 30, 2020. The following will be appointed to the Diversity, Equity, and Inclusion Committee.

<b>Appointees</b>	<b>Term Expiration</b>
1. Lauren Abercrombie	Partial Term – Expires October 31, 2022
2. Natacha Lee	Partial Term – Expires October 31, 2022
3. Steven Wood	Partial Term – Expires October 31, 2022
4. Avery Smith	Partial Term – Expires October 31, 2023
5. Kelsey Chittick	Partial Term – Expires October 31, 2023
6. Christina Vasquez	Partial Term – Expires October 31, 2023
7. Kenneth Chancey	Full Term – Expires October 31, 2024
8. Shad McFadden	Full Term – Expires October 31, 2024
9. Christibelle Villena	Full Term – Expires October 31, 2024

**DISCUSSION:**

The process to select the nine members of the DEI Committee consisted of the following three phases:

**Phase One – Review of Applications**

The City received 69 applicants for the DEI Committee. All applications are available on the City’s website, [www.elsegundo.org](http://www.elsegundo.org). The DEI consultant reviewed the applications based on the following criteria:

1. Level of detail in the responses by the applicant
2. Applicant’s education and training related to Diversity, Equity, and Inclusion
3. Applicant’s perspective on diversity
4. Adherence to the criteria in the July 21 staff report

The DEI consultant selected 36 candidates who were invited for an interview with the consultant.

**Phase Two – Applicant Interviews with DEI Consultant**

Applicant interviews were conducted on September 8 and 9, 2020. Upon completing the interviews, the DEI consultant narrowed the list of applicants to 20.

**Phase Three – Applicant Interviews City Council**

Applicant interviews were conducted by the City Council over the course of two days via Special City Council Meetings on September 29 and 30, 2020.

**Next Steps**

Once all nine members have been sworn in staff will work with the DEI consultant and the members of DEI Committee to schedule the first Committee meeting.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Enhance customer service, engagement, & communication; Embrace diversity, equity, and inclusion

Objective A: El Segundo’s engagement with the community ensures excellence.

**PREPARED BY:** Mishia Jennings, Executive Assistant *mf*

**REVIEWED BY:** Barbara Voss, Deputy City Manager *BV*

**APPROVED BY:** Scott Mitnick, City Manager *SM (for SM)*

**ATTACHED SUPPORTING DOCUMENTS:**

None

**TITLE:**

COVID-19 Pandemic Update and Planned Reopening of Certain Sectors

**RECOMMENDATION:**

Receive and file the COVID-19 Pandemic Update.

**FISCAL IMPACT:** None

**BACKGROUND:**

When a local or state emergency is declared, the City's municipal code provides for the carrying out of plans for the protection of persons and property within the City. In such emergency, the City Manager serves as the Director of Emergency Services ("Director"). The Director is empowered to, make and issue rules and regulations on matters reasonably related to the protection of life and property, and to acquire equipment, materials, supplies and services without following the City's standard purchasing procedures. However, such rules and regulations must be confirmed at the earliest practicable time by the city council. (ESMC §§ 2-2-5).

On March 16, 2020, the City of El Segundo proclaimed an emergency pertaining to the novel Coronavirus (COVID-19) and has since issued two administrative orders. The City activated its Emergency Operations Plan and its All-Hazards Incident Management Team. Since that time, El Segundo has continued to conduct consequence management and implement policies and protocols to adjust to the needs of the ongoing incident.

**DISCUSSION:**

The past two weeks have been dynamic in terms of the number of changes occurring with regard to COVID-19 restrictions.

On September 22, 2020, the State of California updated its *Blueprint for a Safer Economy*, to add a nail salon sector and allow nail salons within tier 1 to be open indoors with modifications. On September 28, 2020, California added another sector, outdoor playgrounds and outdoor recreational facilities, which are allowed to be open in tier 1 with modifications. The state adding and allowing these sectors only means Los Angeles County has the opportunity to modify the County Health Officer Order and does not mean Los Angeles County has authorized reopening. In fact, the state has allowed the following in tier 1, but the county has yet to authorize the sector to reopen: Indoor Shopping Centers; Wineries (outdoor only); Family entertainment centers.

At their regular meeting on Tuesday, September 28, 2020, the Los Angeles County Board of Supervisors addressed the following COVID-19 related issues:

The following three motions were presented and approved unanimously.

**Motion by Supervisors Barger and Hahn (Reopening Schools in Los Angeles County)**

1. Implement the school waiver program for grades TK-2, starting at 30 schools per week, prioritizing issuance of waivers to schools with higher percentages of students qualified for free/reduced meals equally divided among the five supervisorial districts and any unclaimed waivers for any given week to be redistributed to schools with higher percentage of students qualified for free or reduced meals to reach the cap 30 schools per week irrespective of the supervisorial district;
2. Report back to the Board of Supervisors bi-weekly with updates on the waiver application process and compliance at reopened schools as well as any changes that ought to be made to the contact tracing workflow in order to improve the quality and quantity of data recorded with regard to school exposures; and,
3. Work with County Counsel to determine if additional measures should be taken to certify that all protocols have been properly implemented prior to school re-openings and include any compliance updates in the bi-weekly report backs.

**Motion by Supervisors Hahn and Barger (Reopening of Breweries and Wineries for Outside Operations)**

States that the Board of Supervisors direct the Department of Public Health, working in concert with County Counsel, to ensure alignment with the State protocols, to safely reopen breweries and wineries in one week. The reopening shall abide by strict safety guidelines, including but not limited to: outside operations, limited hours of operation, required reservations, appropriate social distancing, and all appropriate safety measures.

**Motion by Supervisor Solis (Cardrooms)**

States that the Board of Supervisors adopt the Department of Public Health's recommendation to allow cardrooms to operate outdoors with safety measures prepared by the Department of Public Health, including appropriate physical distancing, mandated masks, and no provision of food or drink.

Changes are also coming to the Los Angeles County Health Officer Order and protocols for reopening in certain sectors. On September 30<sup>th</sup>, 2020, the Los Angeles County Department of Public Health states in a press release that the Board of Supervisors approved several Public Health recommendations for the staggered reopening of several sectors permitted by the State for counties in Tier 1 of the Blueprint for a Safer Economy.

Over the next 10 days, the following sectors will be allowed to reopen by following protocols required.

Nail salons may reopen for limited indoor services at 25 percent occupancy. Cardrooms may reopen for outdoor gaming only. Food and beverages may not be served in cardrooms at this time. Indoor shopping malls will be allowed to reopen at 25 percent maximum occupancy; all food courts and all common areas remain closed per the State order. Outdoor playgrounds may reopen at the approval and discretion of cities and the County Parks and Recreation Department. Indoor playgrounds remain closed. Public Health will work with County Counsel to determine the process for reopenings at breweries and wineries serving a meal.

**SUMMARY:**

The City of El Segundo and its All-Hazards Incident Management Team (AHIMT) continues to monitor the State and County restrictions and changes. The AHIMT has already engaged stakeholders preparing for reopening of playgrounds. As soon as guidance for breweries and wineries are defined, those will be immediately shared with the City's economic development office to be shared with our local establishments.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 2: Support Community Safety and Preparedness

Objective A: El Segundo is a safe and prepared community.

**PREPARED BY:** Randal A. Collins

**SUBMITTED BY:** Chris Donovan

**APPROVED BY:** Deputy City Manager



**TITLE:**

Adopt a resolution revising the Technology Committee Bylaws

**RECOMMENDATION:**

Adopt resolution to accept revision of the Technology Committee Bylaws.

**FISCAL IMPACT:**

None

**BACKGROUND:**

The Technology Committee was established as an advisory group to assist City staff to identify and prioritize technology strategies and projects to improve service delivery. On February 24, 2020, the Technology Committee voted to revise their Bylaws in collaboration with staff to include changes to the membership requirements. The changes to the Bylaws are as follows:

1. Article IV – Membership, Section IV – Amendment;

Currently reads, “The Technology Committee shall be composed of eleven (11) voting members and two (2) members of the City Council to serve as liaison, non-voting members; all of whom shall be appointed by the Council.”

The Technology Committee voted to change the section to read, “The Technology Committee shall be composed of seven (7) voting members and two (2) members of the City Council to serve as liaison, non-voting members; all of whom shall be appointed by the Council.”

**DISCUSSION:**

The Technology Committee made this decision based on increasing efficiency by streamlining the number of voting members and allowing for stronger working relationships. This reduction in members will increase agility in the working processes and provide a more focused approach on the work of the committee.

Based on the recommendations of the committee, Staff recommends that City Council adopts the resolution recommending the revised Technology Committee Bylaws.

**RESOLUTION TO REVISE THE TECHNOLOGY COMMITTEE BYLAWS**

Meeting Date: October 6, 2020

Page 2 of 2

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective A: El Segundo's physical infrastructure supports an appealing, safe, and effective community.

Objective B: El Segundo's technology supports effective, efficient, and proactive operations.

**PREPARED BY:** Dalynna Moser, Information Technology Services

**REVIEWED BY:** Charles Mallory, Information Technology Services Director

**APPROVED BY:** Scott Mitnick, City Manager 

**ATTACHED SUPPORTING DOCUMENTS:**

1. Resolution with Exhibit A – Updated Technology Committee Bylaws

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO ADOPTING THE TECHNOLOGY COMMITTEE'S BY-LAWS**

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

**SECTION 1: Recitals:**

- A. On July 19, 2016, the City Council established a new El Segundo Technology Committee comprised of five members of the El Segundo business and residential community, and two members of the City Council, to advise the City on its technology systems;
- B. On January 17, 2017, the City Council adopted Resolution No. 5018, formally establishing the Technology Committee and adopting its by-laws; at the time, the City Council also approved the increase in the Committee's membership from five to seven;
- C. On February 5, 2019, the Technology Committee approved a revised set of by-laws and requests that the City Council adopt the Technology Committee's revised by-laws; the City Council also approved an increase in the Committee's membership from seven to 11 members;
- D. On February 24, 2020, the Technology Committee approved a revised set of by-laws and requests that the City Council adopt the Technology Committee's revised by-laws; the Technology Committee is also asking for a decrease in its membership from 11 to seven members;
- E. The City Council desires to adopt the Technology Committee's proposed by-laws and to decrease the Committee's membership.

**SECTION 2: Adoption of By-laws.** The by-laws recommended for adoption by the Committee and attached as Exhibit A are hereby adopted. Any amendments to the by-laws must be approved by the City Council.

**SECTION 3: Amendment to Resolution No. 5018.** Section 3 ("Number and Composition of Committee Members") of Resolution No. 5018 is amended to reflect the decrease in the Committee's membership to seven voting members. Except as modified by this resolution, all other terms included in Resolution No. 5018, as amended, remain the same and in effect.

**SECTION 4:** This Resolution will become effective immediately upon adoption and remain effective unless superseded by a subsequent resolution.

**PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of October, 2020.**

\_\_\_\_\_  
Drew Boyles, Mayor

ATTEST:

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Tracy Weaver, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark D. Hensley, City Attorney

## **EXHIBIT A**

### **CITY OF EL SEGUNDO - TECHNOLOGY COMMITTEE**

#### **BYLAWS**

##### **ARTICLE I — NAME**

The name of this organization shall be the Technology Committee, aka ITC (Information Technology Committee)

##### **ARTICLE II — PURPOSE AND ROLE**

###### Section I - General

The Technology Committee shall collaborate with City staff and the local information technology community to identify and prioritize technology strategies and projects that are consistent with governmental standards and improve current systems to provide the City and the public with improved technology equipment and services. The Committee is a standing committee that serves at the pleasure of the City Council.

The Committee shall make recommendations that balance the needs of all departments while taking under consideration that some short-term actions may need to be postponed due to the overarching and/or long term goals, budgetary constraints, and other priorities of the City's IT Department.

The Committee will advise on any and all projects as requested by the City or as required per these bylaws. However, the higher purpose of the Committee is to work in conjunction with Staff on the key strategic needs of the City – balancing perceived and unrecognized needs with current projects. While the Committee may be asked to advise on tactics of IT projects, it is the fundamental purpose of the Technology Committee to understand the overarching needs of the City and collaborate with City personnel to ensure that the total needs are met, not just the project needs.

The Committee shall work with staff and shall submit an annual prioritized list of proposed projects to the City Council for consideration and potential approval. The IT Director shall first collect a list of all staff and Committee requested projects and prioritize them according to need. The Committee shall then review the Director's list of projects and work with the Director to finalize a list to present to the City Council for approval.

The Committee shall work with staff to provide quarterly reports to the Council regarding the progress of the projects. The Committee shall not be responsible for managing the projects. The

City Manager and IT Director shall oversee staff as set forth in their respective roles for purposes of managing projects.

With regard to projects that are anticipated to exceed \$50,000, are on the annual prioritized list of projects, or will be used by the public (residents, visitors, and businesses) the Committee shall be involved in selection process identified in Section II. For sole source purchases in excess of \$50,000, staff shall make a presentation to the Committee as to why the purchase qualifies as a sole source purchase. If the Committee disagrees, such will be noted in the staff report to the Council requesting approval of the purchase. For projects that are being mandated by another agency and the City is required to purchase a particular product, the staff shall make a presentation to the Committee regarding the project and product. If the Committee has concerns about the project and/or product, such concerns shall be noted in the staff report to the Council requesting authority to purchase the product.

#### Section II- Technology and Software Selection Process

An immediate goal of the Committee shall be to collaborate with staff and develop a broader technology and software selection process (TSSP), including template of a request for proposals form (RFP) for purposes of soliciting IT equipment and services from third party vendors and quality assurance processes. This work shall be crafted by the City and input provided by the Committee. The RFP shall include without limitation, functional requirements, technical requirements, vendor history, maintenance services, integration requirements, and a request for warranty information. The process shall identify the City staff positions to be involved in the process and also include developing a timeline for noticing proposals, for vendors to submit proposals, for staff to evaluate proposals (including demonstrations), and for staff to provide a recommendation to Council.

The process will also provide a list of success criteria and a functional requirement scorecard for evaluating proposals. A potential list of viable proposers shall be identified and information explaining if they did not submit a proposal, why not. The requirements for the TSSP in this Section are not exhaustive as it is intended that the Committee and staff will identify other components to include in the process. The Committee and staff shall submit the proposed TSSP process to the City Council for approval.

The Committee shall not be involved in the drafting of specific proposals or in the ranking, selection, or recommendation to Council of vendors. However, before proceeding to issue a request for proposal, a subcommittee of the Committee shall review the request for proposal and provide input with regard to whether it meets the City's request for proposals requirements.

Members of the subcommittee shall not create a quorum. This subcommittee shall also conduct a criteria success ranking of the vendor that staff is recommending to Council that involves a proposed purchase. This criteria success ranking information shall be included in the staff report provided to the Council with regard to the recommended award of contract.

### **ARTICLE III — QUALIFICATIONS**

Members of the Technology Committee shall represent a cross section of the community including both residents and local industry representatives who have expert knowledge in technology, and general technological practices.

### **ARTICLE IV — MEMBERSHIP**

The Technology Committee shall be composed of seven (7) voting members and two (2) members of the City Council to serve as liaison, non-voting members; all of whom shall be appointed by the Council.

- Section I — Selection of members

- The City of El Segundo shall advertise and solicit applications to fill any vacant position that might occur. After the application period has closed, the Chair, two (2) members of the Technology Committee and the IT Director shall review the applications with the sole purpose of making a recommendation for selection to the Mayor and members of the City Council. The Council shall interview the recommended all candidates and the City Council shall make the final selection and appointments.

#### Section II —Term of Office

The term for each voting member of the Technology Committee is four (4) years. However, the initial terms of 5 of the members shall only be two (2) years so that the terms shall be staggered to promote the stability of the Committee. The Committee is a standing advisory committee that serves at the pleasure of the City Council (see Article VI Section III Duties of the Technology Committee Members).

#### Section III — Compensation

- Technology Committee members shall serve without compensation and shall only be reimbursed for expenses approved by the Council.

#### Section IV — Removal

- Members of the Technology Committee are expected to attend all meetings. When any member has three consecutive, or a total of 6 or more absences within a 12-month period, the member's seat may be deemed vacant if determined so by the Chair and Vice Chair of the Committee.

### **ARTICLE V — MEETINGS**

All meetings of the Committee shall be publicly noticed, open to the public and in a publicly-accessible location as required by state law.

- Section I — Regular Meetings

- Regular meetings of the Technology Committee shall be on the 2nd Monday of every month at 6:00 pm. The Location shall be the conference room located at Fire Station #2. If the meeting falls on a holiday then it shall be held on the next day that the City is open for business.

Section II — Special Meetings

- Special Meetings of the Technology Committee may be held at any time upon the call of the Committee Chair, or by a majority of the voting members, or the City Council following at least forty-eight (48) hours' notice to each Committee member. The Committee Chair or a majority of the Technology Committee shall determine the time and location of the Special Meeting.

Section III — Study Sessions / Workshops / Seminars

Section IV — Quorum

- A majority of the voting members of the Technology Committee shall constitute a quorum. A quorum is necessary for action by the Technology Committee.

Section V — Voting

- Each voting member shall have one vote.

Section VI — Meeting Procedures

- Except as otherwise provided by these Bylaws, City Council Resolutions or state law, the Technology Committee will follow the latest edition of the *Robert's Rules of Order* for the orderly conduct of meetings.

## **ARTICLE VI - OFFICERS**

Officers of the Technology Committee shall be a Committee Chair and a Vice Chair who shall serve at the pleasure to the Technology Committee. Term of office shall be for one (1) year. These Officers shall be voted on at the Committee's first meeting in January. Duties of the officers shall conform to the regular parliament duties set forth by the latest edition of the *Robert's Rules of Order*, unless otherwise stated.

Section I — Committee Chair

- The Committee Chair shall preside over the meetings of the Technology Committee.

#### Section II — Committee Vice Chair

- During the absence, disability, or disqualification of the Committee Chair, the Committee Vice Chair shall perform all the duties and be subject to all the responsibilities of the Committee Chair. The Committee Vice Chair shall succeed the Committee Chair if he/she vacates the office before the term expires. If this occurs, a new Committee Vice Chair shall be elected at the next regular meeting.

#### Section III — Duties of the Technology Committee Members

- It is intended that the Technology Committee shall serve an advisory body to the City Council. The duties of the Members are set forth in these bylaws.
- Members of the Technology Committee shall not perform any services or work that would normally be performed by City staff or contractors. In the event a member desires to access City equipment, network or technology in order to provide advice to the City Council or the staff, such access may only be granted by the City Manager upon consultation with the City Attorney. The City has a legal obligation to limit access to personnel, tax, medical, and other information deemed confidential and sensitive.

### **ARTICLE VII — OFFICIAL DOCUMENTS**

#### Section I — Minutes

- Minutes of all meetings shall be prepared and maintained with the Technology Committee records. Copies shall be distributed to each Technology Committee member, City Council member, and to the City Clerk.

#### Section II — Distribution of Documents

- Preparation and distribution of Technology Committee documents to the members, City Council and City Clerk shall be the responsibility of a designated staff member from the Information Services Division/Department.
- The official Technology Committee Agenda and previous meeting minutes will be available no less than 72 hours before a scheduled meeting

### **ARTICLE VIII — ASSISTANCE OF STAFF**

The City Manager and IT Director will work with the Technology Committee to provide information (subject to the limitations set forth in Article VI) and staff assistance as the Technology Committee may request from time to time. The staff member(s) designated by the City Manager shall attend meetings of the Technology Committee and submit such reports as requested by the Technology Committee and as deemed necessary or desirable, s subject to the City Manager in his discretion determining deadlines for providing such assistance based upon other duties that staff is performing.

**ARTICLE IX — AMENDMENTS**

The Committee may recommend amendments to these Bylaws. Such recommendations may be made by simple majority of the voting members at any meeting of the Technology Committee. Such amendments must be approved by the City Council.

**RECOMMENDED FOR APPROVAL** by the Technology Committee — February 24, 2020

**PASSED AND ADOPTED** by the El Segundo City Council — October 6, 2020

**TITLE:**

El Segundo Environmental Committee Update and Presentation on Residential Bee Keeping

**RECOMMENDATION:**

Direct staff to conduct the necessary due diligence and report back to City Council with a Residential Bee Keeping program recommendation.

**FISCAL IMPACT:**

None

**BACKGROUND:**

The Environmental Committee is comprised of seven members appointed by City Council:

Tracey Miller-Zarneke, Chair  
Corrie Zupo, Vice Chair  
Kevin Maggay  
Caroline Hawks  
Rachel McPherson  
Sarah Brockhaus  
One vacancy

The Committee acts in an advisory capacity to the City Council in all matters pertaining to the City's environmental programs and policies. The report is a summary of the Committee's activities since their last report/presentation to the Council on May 7, 2019. The report will include a special presentation about bee keeping on residential property.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Enhance Customer Service, Engagement and Communication; Embrace Diversity, Equity, and Inclusion

Objective A: El Segundo's engagement with the community ensures excellence.

**PREPARED BY:** Jasmine Allen, Senior Management Analyst on behalf of the Environmental Committee

**REVIEWED BY:** Elias Sassoon, Public Works Director

Activity Report from the Environmental Committee  
October 6, 2020  
Page 2 of 2  
**APPROVED BY:** Scott Mitnick, City Manager 

**ATTACHED SUPPORTING DOCUMENTS:**

Presentation



**EL SEGUNDO ENVIRONMENTAL COMMITTEE  
UPDATE TO CITY COUNCIL**

**Fall 2020**



# ENVIRONMENTAL WORK PLAN

- **Tool Box for Building a Greener Community**
- **Scope of Plan**
  - Energy Conservation
  - Solid Waste Reduction
  - Urban Planning and Development
  - Hazardous Waste
  - Transportation
  - Air Quality
  - Water Conservation
  - Governance
- **Aligned with SBCCOG Climate Action Plan goals**

# ENVIRONMENTAL WORK PLAN

## Status of Top Five Committee Goals:

- **Solid waste reduction: pursue continued phase out of single-use plastics**
- **Establish Green Business Recognition Program**
- **Expand water conservation efforts**
- **Develop policy to set green construction standards**
- **Investigate joining Clean Power Alliance**

# ENVIRONMENTAL WORK PLAN

## Other Committee Tasks:

- **Researching proposed Desalination Project**
- **Connecting with AQMD regarding Rule 1180 Community Air Monitoring Project**
- **Leaning on LA County to keep our beach facilities cleaner, provide bike racks**
- **Researching options to create more local CRV and blow-away plastic waste recycling resources**
- **Continuing discussions about use of Round-Up and leaf-blowers**
- **Exploring Smoking Bans**
- **Researching bee-keeping for introduction of new ordinances**

# **CITY PARTNERSHIP**

**Knowing our city already has great environmental challenges based on its surrounding heavy impact industry, we must do what we can to offset that and to place us on the greener path for generations to come.**

- Committee to continue to support/partner with other departments, committees and commissions**
- Committee asked Council to add top five Environmental Work Plan goals to Strategic Plan considerations**

# COMMUNITY OUTREACH

- **Here to create community interactions that can affect positive personal and, in turn, municipal change.**
- **Shifting the culture and mindset to be more aware of how urban development and human behavior affect our environment will better protect our future.**