



# AGENDA

EL SEGUNDO CITY COUNCIL  
REGULAR MEETING  
TUESDAY, DECEMBER 7, 2021

4:00 PM CLOSED SESSION  
6:00 PM OPEN SESSION

MEETING ID: 964 5963 7962  
PIN: 730770

CITY COUNCIL CHAMBER  
350 MAIN STREET, EL SEGUNDO, CA 90245

**PUBLIC ADVISORY:**  
**THE CITY COUNCIL CHAMBER AND/OR LOBBY WILL ONLY BE OPEN TO THE PUBLIC FOR  
PUBLIC COMMUNICATIONS AND PUBLIC HEARING.**  
**(Face masks/coverings are required to be worn inside City facilities)**

**Drew Boyles, Mayor**  
**Chris Pimentel, Mayor Pro Tem**  
**Carol Pirsztuk, Councilmember**  
**Scot Nicol, Councilmember**  
**Lance Giroux, Councilmember**

Tracy Weaver, City Clerk  
Matthew Robinson, City Treasurer

## Executive Team

Scott Mitnick, City Manager  
Barbara Voss, Deputy City Manager  
Jaime Bermudez, Interim Police Chief  
Michael Allen, Dev. Services Director  
Elias Sassoon, Public Works Director  
Melissa McCollum, Com. Services Dir.

Mark Hensley, City Attorney  
Joe Lillio, Chief Financial Officer  
Deena Lee, Fire Chief  
Rebecca Redyk, HR Director  
Charles Mallory, IT Director

### MISSION STATEMENT:

“Provide a great place to live, work, and visit.”

### VISION STATEMENT:

“Be a global innovation leader where big ideas take off while  
maintaining our unique small town character.”

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

- Residents can watch the meeting live via Spectrum Channel 3, AT&T U-Verse Channel 99 and/or El Segundo TV at YouTube.com. Access remotely via Zoom from a PC, Mac, iPad, iPhone, or Android device or by phone. Use URL <https://zoom.us/j/96459637962> and enter PIN: 730770 or visit [www.zoom.us](http://www.zoom.us) on device of choice, click on “Join a Meeting” and enter meeting ID and PIN.
- Join by phone at 1-669-900-9128 and enter meeting ID and PIN. **Your phone number is captured by the Zoom software and is subject to the Public Records Act. Dial \*67 BEFORE dialing in to remain anonymous.**
- For Public Communications, members of the public may provide comments in the Lobby and/or Council Chamber or via Zoom. For in person comments, please fill out a Speaker Card located in the Chamber Lobby and for Zoom comments, notify meeting host by raising your virtual hand (see hand icon at bottom of screen) and you will be invited to speak. (If you do not wish for your name to appear on the screen, then use the drop-down menu and click on “rename” to rename yourself “anonymous”) Please note that you will be placed in a “listen only” mode and your video feed will not be shared with City Council or members of the public.
- For written communication, submit to [ALLELECTEDOFFICIALS@elsegundo.org](mailto:ALLELECTEDOFFICIALS@elsegundo.org) by 3:00 PM to be uploaded to the Website. Emails received after 3:00 PM will be posted the next day.
- For Public Hearings, members of the public may provide comments in the Lobby and/or Council Chamber or via Zoom.
- Speaker cards and attendee’s information captured by Zoom software will be considered public documents subject to possible posting on the City’s Website and are subject to disclosure under the Public Records Act.

### 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 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, members of 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, residence, and organization/group you represent, if desired. Please respect the time limits.

**4:00 PM CLOSED SESSION – CALL TO ORDER / ROLL CALL**

**PUBLIC COMMUNICATION – (RELATED TO CITY BUSINESS ONLY – 5-MINUTE LIMIT PER PERSON, 30-MINUTE LIMIT TOTAL)** *Individuals who have received value of \$50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing 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 City Council to take action on any item not on the agenda. City Council and/or City Manager will respond to comments after Public Communications is closed.*

**SPECIAL ORDERS OF BUSINESS**

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

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GOV’T CODE §54956.9(D)(1): -2- MATTER(S)**

1. Eric Moore (retired Fire Department Battalion Chief) v. City of El Segundo, Workers Compensation Appeals Board, Case No. ADJ12509749
2. Michael Ward (retired Maintenance Worker) v. City of El Segundo, Workers Compensation Appeals Board, Case No. ADJ11677036

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Government Code §54956.9(d) (2) and (3): -1- matter.

Initiation of litigation pursuant to Government Code §54956.9(c): -1- matter.

**6:00 PM – CONVENE OPEN SESSION – CALL TO ORDER / ROLL CALL**

**INVOCATION** – Pastor Scott Tannehill, The Bridge Church

**PLEDGE OF ALLEGIANCE** – Councilmember Pirsztuk

**SPECIAL PRESENTATIONS**

1. Ainsley Gulden - Eagle Scout Holiday Project Commendation
2. Candy Cane Lane Event
3. Annual Holiday Parade
4. Los Angeles Hyperion Sewage Treatment Plant Spill Update

**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)**

**A. PROCEDURAL MOTIONS**

**Read all Ordinances and Resolutions on the Agenda by Title Only**

Recommendation - Approval

**B. CONSENT**

**5. City Council Meeting Minutes**

Recommendation -

Approve Regular City Council Meeting Minutes of November 16, 2021.

**6. Warrant Demand Register for November 17, 2021 through December 07, 2021**

Recommendation -

1. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and, wire transfers.

2. Approve Warrant Demand Register numbers 10A, 10B and 10C: warrant numbers 3038131 through 3038426, and 9002280 through 9002283.

**7. Police Department Women's Bathroom Remodel Project**

Recommendation –

Authorize the City Manager to execute a Standard Public Works Contract with Corral Construction & Development, Inc. in the amount of \$144,044.00 for the Police Department Women's Bathroom Remodel Project, Project No. PW 22-02, and authorize an additional \$21,956.00 as contingency funds for potential unforeseen conditions.

**8. Notice of Completion of the Utility Verification and Investigation Services Project**

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Recommendation -

1. Accept the Utility Verification and Investigation Services Project No. PW 20-16 by T2 UES, Inc. as complete.
2. Authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.

**9. Fire Stations 1 & 2 Floor Replacement Project**

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Recommendation -

1. Adopt resolution to approve plans and specifications for the Fire Stations 1 & 2 Floor Replacement Project No. PW 22-03.
2. Authorize staff to advertise the project for construction.

**10. City Hall Public Restroom Improvements Project**

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Recommendation -

1. Adopt resolution approving the plans and specifications of the Community Development Block Grant (CDBG) for the City Hall Public Restroom Improvements Project (CDBG Project 602294-20), Project No. PW 21-08.
2. Authorize staff to advertise the City Hall Public Restroom Improvements Project 602294-20, Project No. PW 21-08 for construction.

**11. Recreation Park Checkout Building Restroom Improvements Project**

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Recommendation -

1. Adopt resolution to approve engineering plans and construction specifications for the Recreation Park Checkout Building Restroom Improvements, Project No. PW 21-09.
2. Authorize staff to advertise the Recreation Park Checkout Building Restroom Improvements, Project No. PW 21-09 for construction.
3. Approve an additional appropriation of \$300,000 from the unassigned General Fund Balance.

**12. Adoption of Ordinance Adding Chapter 9 to Title 5 of the El Segundo Municipal Code Regarding Mandatory Organic Waste Disposal Reduction**

Recommendation –

Waive the second reading and adopt an ordinance adding Chapter 9 to Title 5 of El Segundo Municipal Code regarding Mandatory Organic Waste Disposal Reduction.

**13. Government Finance Officers Association Award for Financial Reporting**

Recommendation –

Receive and file the Government Finance Officers Association award for excellence in financial reporting for the City's Fiscal Year 2019-20 Annual Comprehensive Financial Report.

**14. Resolution Allowing Public Meetings to Continue to be Conducted via Teleconferencing Pursuant to Assembly Bill 361**

Recommendation –

Approve a resolution to allow public meetings to continue to be conducted via teleconferencing pursuant to Assembly Bill No. 361.

**C. PUBLIC HEARINGS**

**15. Preferential Parking Zone 2 for Portions of California Street, Holly Avenue, and Kansas Street**

Recommendation –

Continue the public hearing until the January 18, 2022 City Council Meeting.

**16. Proposed Los Angeles Chargers Headquarters and Training Facility Development, and Raytheon Storage Facility Relocation (2000 E. El Segundo Boulevard)**

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Recommendation -

1. Adopt resolution adopting an Addendum to the certified El Segundo South Campus Specific Plan (ESSCSP) Environmental Impact Report (EIR);
2. Waive first reading and introduce an ordinance approving a second amendment to Development Agreement No. 11-02 (Agreement No. 4972A), and minor modifications to Specific Plan No. 11-01 Revision A;
3. Adopt resolution approving Vesting Tentative Tract Map No. 83507 (SUB21-03) and Site Plan Review (SPR) No. 21-01 for development of a new corporate headquarters and training facility for the Los Angeles Chargers on a 13.7-acre site, in the southeast section of the Raytheon campus at 2000 E. El Segundo Boulevard (Parcels "7" and "8"); and,
4. Adopt resolution approving Site Plan Review No. 21-02 for a storage facility located in the southeast portion of lot 18 in Phase IV.

**D. STAFF PRESENTATIONS**

**17. Participation in Two National Opioid Lawsuit Settlements**

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Recommendation –

Adopt resolution approving the City's participation in two national opioid litigation settlements and authorizing the City Manager to execute related participation and related implementation agreements.

**18. Citywide Salary Schedule Update**

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Recommendation –

Adopt resolution to approve the Citywide Salary Schedule effective October 4, 2011, with revisions through December 7, 2021.

**19. Amendment to City Contributions for CalPERS Medical Premiums**

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Recommendation –

Adopt resolutions amending the City Contributions for CalPERS medical premiums for the Executive Management and Mid-Management/Confidential groups covered under the City of El Segundo Administrative Code, Title 1A Salaries and Conditions of Employment, Chapter 1A2 Management-Confidential Series.

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

**F. REPORTS - CITY CLERK**

**G. REPORTS - CITY TREASURER**

**20. Investment Portfolio Report for September 2021**

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Recommendation –

Receive and file.

**H. REPORTS - COUNCILMEMBERS**

COUNCILMEMBER GIROUX

COUNCILMEMBER NICOL

COUNCILMEMBER PIRSZTUK

MAYOR PRO TEM PIMENTEL

MAYOR BOYLES

**I. REPORTS - CITY ATTORNEY**

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

**CLOSED SESSION**

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**REPORT OF ACTION TAKEN IN CLOSED SESSION** (if required)

**MEMORIALS**

**ADJOURNMENT**

POSTED:

DATE: December 3, 2021

TIME: 5:00 PM

BY: Tracy Weaver, City Clerk



# Commendation

City of El Segundo, California

**WHEREAS,** Ainsley Gulden, Eagle Scout Candidate, and model El Segundo youth was inspired to bring holiday cheer to her community for all ages to enjoy; and

**WHEREAS,** Ainsley’s ability to use her woodworking talents to plan and implement her vision, while showcasing exceptional organizational and leadership skills as she guided her team of Scouts and volunteers through the process of designing, building, and transforming Library Park’s Gazebo into a whimsical gingerbread house; and

**WHEREAS,** Ainsley’s desire for her gingerbread decorations to bring years of holiday cheer and smiles shines through in her thoughtful designs, quality control and professional product; and

**WHEREAS,** Ainsley’s diligence and perseverance is evident in her commitment to achieving the highest level rank as an Eagle Scout, and continued focus on seeing through her Eagle Scout Service Project will be a benefit for the whole community to enjoy.

**NOW, THEREFORE,** on this 7<sup>th</sup> day of December, 2021, the Mayor and Members of the City Council of the City of El Segundo, California, hereby take great honor in commending Ainsley Gulden on completing her Eagle Scout Service Project and adding to El Segundo’s hometown charm in Library Park where children play and residents of all ages gather to enjoy the outdoors.



*Mayor Drew Boyles*

*Mayor Pro Tem Chris Pimentel*

*Council Member Scot Nicol*

*Council Member Carol Pirsztuk*

*Council Member Lance Giroux*

# Proclamation

City of El Segundo, California

**WHEREAS,** Great and wonderful events are many times the inspiration of one person, like Ken Bailey, whose simple idea that a decorated tree be placed at the end of the cul-de-sac on the 1200 Block of East Acacia Avenue in celebration of a neighborhood Christmas in 1949, is 72 years later an annual holiday tradition in El Segundo, worthy of national media coverage, and known as *Candy Cane Lane*; and

**WHEREAS,** *Candy Cane Lane* features Santa Claus arriving on top of a horn-blowing El Segundo Fire Engine to light the beautifully decorated homes on *Candy Cane Lane*. Unfortunately, this year Santa will immediately be returning to the North Pole after he lights up the lane due to COVID 19 safety protocols; and

**WHEREAS,** Homes, yards and magnolia trees are brightly decorated while property owners dress up their homes for all the oohs and aahs and the tradition of *Candy Cane Lane*. A few good merry men of *Candy Cane Lane*, have given their merry Ho, Ho, Ho's, year after year, in the Santa suit donated by Chevron. A big thanks to Spring Cleaners for generously making sure Santa's suit is sparkling for the season. The El Segundo Police Department, the El Segundo Volunteer Program and the El Segundo Recreational Park Department Heads who make sure the crowds maneuver down the Lane in a safe and orderly fashion; and

**WHEREAS,** Least we forget, we herein list the names of the folks that are synonymous with *Candy Cane Lane*: Eyres, Klingamans, Stocks, Esdins, Salehs, McEwan, Lees, Moores, Turnbolls, McCulloughs, de Lambertyes, Guidone, Laughlin & Barre Mitchells, Gans, Hudspeths, Harts, Doukakis's, Brunnenkants, Phillips, Stosser & Szeto, Leachs, Kehls, Wongs, Schlendering, Wisiniakowski, Armacost & Hoggs.

**NOW, THEREFORE,** on this 7<sup>th</sup> day of December, 2021, the Mayor and Members of the City Council of the City of El Segundo, California, proclaim the 1200 Block of East Acacia Avenue as *CANDY CANE LANE* from December 11, 2021 at 7:00 p.m., through December 23, 2021 and invite the young and young at heart to experience the wonders of this El Segundo holiday tradition.



Handwritten signature of Mayor Drew Boyles in blue ink.

Mayor Drew Boyles

Mayor Pro Tem Chris Pimentel  
Council Member Scot Nicol

Council Member Carol Pirsztuk  
Council Member Lance Giroux

# Proclamation

City of El Segundo, California

**WHEREAS,** The El Segundo Chamber of Commerce has given El Segundo the Annual Holiday Parade for the past 57 years, a tradition which both celebrates El Segundo and calls forth the Holiday Season; and

**WHEREAS,** The parade, to be held Sunday, December 12, 2021 from 1:00 p.m. to 3:00 p.m., with a theme of Merry on Main , will assemble on the corner of Imperial Avenue and Main, and continue down Main Street, disbanding at El Segundo Boulevard; and

**WHEREAS,** The parade will start with the Grand Marshall, end with the traditional Grand Finale - the Chevron Fire Truck, bringing Santa Claus through downtown El Segundo, and in between, the crowds will be treated to a few surprises.

**NOW, THEREFORE,** the Mayor and Members of the City Council of the City of El Segundo, California, do hereby proclaim Sunday, December 12, 2021, as the 57<sup>th</sup> Annual El Segundo Holiday Parade, and invite the community to all the traditional El Segundo holiday events and wish the Chamber of Commerce many more years of marching down Main Street.



*Mayor Drew Boyles*

*Mayor Pro Tem Chris Pimentel  
Council Member Scot Nicol*

*Council Member Carol Pirsztuk  
Council Member Lance Giroux*



MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, NOVEMBER 16, 2021

CLOSED SESSION – Due to lack of quorum at 4:00 PM, Mayor Boyles called to order at 5:00 PM

ROLL CALL

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

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:

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

CONFERENCE WITH LEGAL COUNCIL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code §54956.9(d) (2) and (3): -1- matter(s)

Initiation of litigation pursuant to Government Code §54956.9(c): -1- matter(s)

Adjourned Closed Session at 5:50 PM

OPEN SESSION – Mayor Boyles called to order at 6:01PM

ROLL CALL

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

INVOCATION – Pastor Rob McKenna, The Bridge Church

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Pimentel

SPECIAL PRESENTATIONS:

1. Holiday Events update given by Ryan Delgado, Recreation and Parks Supervisor and Kristina Kora-Beckman, Community Services Education and Outreach. Few dates to remember; Menorah Lighting is December 1<sup>st</sup> in the City Hall Plaza from 5:30 -6:00 PM, Annual Tree Lighting event is December 2<sup>nd</sup> on Main Street in front of the Plaza from 3:00 -7:00 PM, new event, Festival of Holidays is December 3<sup>rd</sup> in the Plaza from 4:00 – 8:00 PM and the annual Christmas dinner will be held on Christmas Eve, December 24<sup>th</sup>, to RSVP call 310.524.2705 and if you wish to have your dinner delivered call 310.524.2706.
2. Los Angeles Hyperion Treatment Plant Wastewater Spill and Recovery Update, report given by Elias Sassoon, Public Works Director

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

***In Chamber –***

Marianne Bjorklund, resident, commented on the increased coyote sightings in town.

Sheena Parks, resident, and El Segundo Little League (ESLL) Board Member, commented on the need for a new working scoreboard at Brett Field.

Matthew Robinson, resident, requested Council to declare El Segundo a Constitutional Republic City to protect the rights of citizens and those who work in El Segundo.

Geoff Gerny, resident, firefighter and FFA President, commented on the Council's decision to brown out Engine 32.

Steve Dunlop, resident, commented on the City's coyote management plan and the increased coyote sightings in town.

***Via Zoom –***

Julie Holop, resident, commented on the Teen Girl Space Coalition, which is mentioned in the Recreation Park Master Plan on pages 24 and 29. Asked Council to consider allocating space and funding for this project.

Carisma De Anda, resident, in favor, along with other youth, of the Aviation Greenway Project.

CITY MANAGER FOLLOW-UP COMMENTS:

Interim Police Chief Bermudez commented on the increased coyote sightings and what is being done. Mentioned there will be a meeting with the Department of Fish and Wildlife on December 9<sup>th</sup> at 5:30 PM at Joslyn Center, encouraged all to attend. Elias Sassoon, Public Works Director, commented on the ESLL scoreboard and what the next steps are to replace the current scoreboard. Scott Mitnick, City Manager commented on browning out Engine 32.

- A. Read all Ordinances and Resolutions on the Agenda by Title Only.

MOTION by Council Member Giroux, 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:

3. Approve Regular City Council Minutes of November 2, 2021.  
(Fiscal Impact: None)
4. Approve warrants demand register for October 25, 2021 through November 16, 2021, numbers 98A and 9B and warrant numbers 3037945 through 30381304, and 9002243 through 9002279. Ratify Payroll and employee benefit Checks; Checks released early due to contracts or agreement; Emergency disbursements and/or adjustments; and, Wire transfers.  
(Fiscal Impact: \$1,240,449.10 (\$805,421.58 in check warrants and \$435,027.52 in wire warrants))
5. Authorize City Manager to execute standard Public Works Construction Contract No. 6212 with Union Construction Company for \$662,525 for the Civic Center Maintenance and Repairs project and authorize an additional \$132,000 as contingency funds for potential unforeseen conditions. (Project No. PW 21-11)  
(Fiscal Impact: \$850,000.00)
6. PULLED BY MAYOR BOYLES
7. PULLED BY MAYOR PRO TEM PIMENTEL
8. Authorize the City Manager to execute Professional Services Agreement No. 6214 with Bureau Veritas to prepare an Americans with Disabilities Act (ADA) Transition Policy for the City in the amount of \$150,000.  
(Fiscal Impact: \$150,000.00)
9. PULLED BY MAYOR PRO TEM PIMENTEL
10. Adopt Resolution No. 5284 adopting a Citywide Records Retention schedule for City documents.  
(Fiscal Impact: Savings in reduced storage expenses and improved operational efficiency)
11. PULLED BY MAYOR PRO TEM PIMENTEL

- 12. Waive second reading and adopt Ordinance No. 1629 for Environmental Assessment No. 1240 and Zone Text Amendment No. ZTA 18-07, amending Municipal Code Title 15 (Zoning Regulations), Chapter 14: Historic Preservation, Chapter 15: Off-street Parking and Loading Spaces, Chapter 22: Administrative Determinations, Administrative Use Permits, and Adjustments, Chapter 23: Director Discretionary Decisions, Chapter 24: Variances and Conditional Use Permits, Chapter 25: Site Plan Review, Chapter 26: Coastal Zone Development Permits, Chapter 27: Amendments, Chapter 28: Public Hearings, and Chapter 29: Appeals, and streamline the review and approval processes for discretionary applications.  
(Fiscal Impact: None)

MOTION by Council Member Giroux, SECONDED by Council Member Nicol, approving Consent Agenda items 3, 4, 5, 8, 10, and 12 . MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

PULLED ITEMS:

- 6. 2022 City Council Meeting Calendar

Mayor Boyles requested the July 19, 2022 meeting date be added to the calendar as part of the summer recess.  
(Fiscal Impact: None)

Council discussion

MOTION by Mayor Boyles, SECONDED by Council Member Nicol approving the 2022 City Council calendar and adding the July 19, 2022 meeting date as part of the summer recess. MOTION PASSED BY UNANIMOUS VOICE VOTE. 4/1 YES: Boyles Pimentel, Nicol Giroux NO: Pirsztuk

- 7. Purchase of One New Ford F-550 Dump Truck  
(Fiscal Impact: \$66,383.00)

Elias Sassoon, Public Works Director answered Councils questions regarding the need to purchase the dump truck.

Council discussion

MOTION by Mayor Pro Tem Pimentel, SECONDED by Mayor Boyles pursuant to El Segundo Municipal Code ("ESMC") § 1-7-9 (C), waive the bidding process and purchase one (1) new Ford F-550 dump truck for use by the Public Works Department and authorize the City Manager to execute a Agreement No. 6213 to purchase one (1) new Ford F-550 Dump Truck. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

- 9. Resolution Approving Application for Per Capita Grant Funds  
(Fiscal Impact: \$188,087.00)

Mayor Pro Tem Pimentel pulled the item to explain to the residents the process of updating the Acacia Park and congratulate staff on a job well done.

Council discussion

MOTION by Mayor Pro Tem Pimentel, SECONDED by Mayor Boyles adopting Resolution No. 5283 allowing an application to Per Capita Grant Funds to receive funding from the Parks and Water Bond Act of 2018 ( Proposition 68). MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

11. Resolution to Rescind Intent to Withdraw Membership from Independent Cities Risk Management Authority (ICRMA) for FY 22/23 and Provide Written Notice of Intent to Withdraw in FY 23/24  
(Fiscal Impact: None)

Mayor Pro Tem Pimentel pulled the item to clarify the item to residents.

MOTION by Mayor Pro Tem Pimentel, SECONDED by Council Member Giroux adopting Resolution No. 5285 authorizing the City Manager to rescind the written notice of intent to withdraw membership from the Independent Cities Risk Management Authority (ICRMA) for FY 22/23 and adopt Resolution No. 5286 authorizing the City Manager to provide written notice of intent to withdraw membership from the Independent Cities Risk Management Authority (ICRMA) for FY 23/24. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

C. PUBLIC HEARING:

13. Resolution Adopting Preferential Parking Zone 2 for Portions of California Street, Holly Avenue, and Kansas Street.  
(Fiscal Impact: None)

Mayor Boyles stated the Public Hearing is continued to the December 7, 2021 City Council Meeting.

D. STAFF PRESENTATIONS:

14. Candy Cane Lane Update and Safety Plan  
(Fiscal Impact: \$46,955.00)

Melissa McCollum, Community Services Director presented and reported on the item.

Jaime Bermudez, Interim Police Chief answered Councils questions.

Council discussion



MOTION by Council Member Giroux, SECONDED by Council Member Pirsztuk approving the traffic and pedestrian safety plan and related expenditures for the Candy Cane Lane annual holiday lights event in the 1200 block of East Acacia Avenue and surrounding neighborhood. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

MOTION by Council Member Pirsztuk, SECONDED by Mayor Boyles approving an appropriation from the General Fund Balance Reserve (001-299-0000-2990) in the amount of \$46,955 to Recreation Special Events (001-400-5210-4101 for \$36,000 and 001-400-5210-6214 for \$10,955). MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Recessed at 7:45 PM

Reconvened at 7:58 PM

15. Recreation Park Needs Assessment and Master Plan Recommendations  
(Fiscal Impact: See staff report for fiscal impact narrative )

Melissa McCollum, Community Services Director and Zachary Mueting, Consultant with RJM Design Group gave a presentation and answered Council's questions.  
Council discussion

Council consensus to receive and file review of proposed Recreation Park Needs Assessment and Master Plan, continue the item, no action this evening, schedule 2-2-1 meetings (individual meetings with staff and consultant) and schedule a work study session meeting that possibly includes the Recreation and Parks Commission.

16. LA Metro Funding for Law Enforcement Services  
(Fiscal Impact: None)

Jaime Bermudez, Interim Police Chief reported on the item.

Council discussion

MOTION by Council Member Giroux, SECONDED by Council Member Nicol to support funding for LA Metro to maintain law enforcement services. MOTION PASSED BY UNANIMOUS VOICE VOTE. 4/0 (Mayor Pro Tem left dais)

17. Conversion of Hillcrest Street and West Pine Avenue Intersection from Two-Way Stop Signs to Four Way Stop Signs.  
(Fiscal Impact: \$500.00 estimation)

Scott Mitnick, City Manager reported on the item.

Council discussion

MOTION by Council Member Nicol, SECONDED by Council Member Pirsztuk directing staff to install four-way stop signs at the intersection of Hillcrest Street and West Pine Avenue. (Reference Resolution No. 5287) MOTION PASSED BY UNANIMOUS VOTE. 4/0 (Mayor Pro Tem left dais)

18. Resolution to Support the *Brand-Huang-Mendoza Tripartisan Land Use Initiative*, Providing the City Land Use and Zoning Laws Override Conflicting State Laws (Fiscal Impact: None)

Portland Bates, Senior Management Analyst reported on the item.

Council discussion

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

#### RESOLUTION NO. 5288

#### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO SUPPORTING THE "BRAND-HUANG-MENDOZA TRIPARTISAN LAND USE INITIATIVE ENSURING LOCAL ZONING AND LAND USE AUTHORITY

MOTION by Council Member Giroux, SECONDED by Council Member Pirsztuk adopting Resolution No. 5288. MOTION PASSED BY UNANIMOUS VOTE. 4/0 (Mayor Pro Tem left dais)

19. Fiscal Year 2021-2022 First Quarter Financial Review (Fiscal Impact: None)

Joe Lillio, Chief Financial Officer gave a presentation and answered Council's questions.

Council discussion

Council consensus to receive and file the first quarter financial review.

MOTION by Council Member Nicol, SECONDED by Mayor Boyles authorizing staff to form a City Council Finance Committee appointing Council Member Pirsztuk and Council Member Giroux to serve on the committee. The bylaws will be brought back to a future Council meeting for Council approval. MOTION PASSED BY UNANIMOUS VOTE. 4/0 (Mayor Pro Tem left dais)

20. Ordinance Adding Chapter 8 to Title 5 of the El Segundo Municipal Code Regarding Mandatory Organic Waste Disposal Reduction (SB 1383) (Fiscal Impact: None)

Elias Sassoon, Public Works Director reported on the item and answered Council's questions.

Council discussion

Mark Hensley, City Attorney read the Ordinance by title only;

ORDINANCE NO. 1630

AN ORDINANCE ADDING CHAPTER 9 TO TITLE 5 OF THE EL SEGUNDO  
MUNICIPAL CODE REGARDING MANDATORY ORGANIC WASTE DISPOSAL  
REDUCTION

Council Member Pirsztuk introduced Ordinance No. 1630.

Second reading and possible adoption scheduled for the regular City Council meeting on December 7, 2021.

- E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS: None
- F. REPORTS – CITY CLERK – Mentioned the December 21, 2021 City Council meeting has been reinstated.
- G. REPORTS – CITY TREASURER – Not Present
- H. REPORTS – COUNCIL MEMBERS

Council Member Giroux – No report

Council Member Nicol – Mentioned he would like Barbara Voss, Deputy City Manager to look into a marketing push with local hotels in our city for the upcoming Superbowl at SoFi Stadium in February 2022 and asked all who are interested in the Christmas Eve Dinner to please reach out and RSVP at 310.2705 or request a meal delivery at 310.524.2706.

Council Member Pirsztuk – Thanked staff for their time and effort with the Recreation Park Assessment Needs survey and thanked the Recreation and Parks Commission for their time and input as well.

Mayor Pro Tem Pimentel – No report

Mayor Boyles – Will attend the South Bay Council of Governments (SBCOG) Board of Directors meeting on Thursday, November 18, 2021 and wished everyone a Happy Thanksgiving.

- I. REPORTS – CITY ATTORNEY – No report
- J. REPORTS/FOLLOW-UP – CITY MANAGER – Will follow-up with Council regarding the Recreation Park Assessment Survey, stated the next City Council meeting will be held December 7, 2021 and reminded everyone City Hall will be closed on November 25<sup>th</sup> and 26<sup>th</sup> next week for the Thanksgiving Holiday.

MEMORIALS – Calvin Smith

Adjournment at 9:39 PM

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Tracy Weaver, City Clerk



## City Council Agenda Statement

Meeting Date: December 7, 2021

Agenda Heading: Consent

Item Number: B.6

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### TITLE:

Warrant Demand Register for November 17, 2021 through December 07, 2021

### RECOMMENDATION:

1. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and, wire transfers.
2. Approve Warrant Demand Register numbers 10A, 10B and 10C: warrant numbers 3038131 through 3038426, and 9002280 through 9002283.

### FISCAL IMPACT:

The warrants presented were drawn in payment of demands included within the FY 2021-2022 Adopted Budget. The total of \$5,805,474.96 (\$1,302,191.04 in check warrants and \$4,503,283.92 in wire warrants) are for demands drawn on the FY 2021-2022 Budget.

### BACKGROUND:

California Government Code Section 37208 provides General Law cities flexibility in how budgeted warrants, demands, and payroll are audited and ratified by their legislative body. Pursuant to Section 37208 of the California Government Code, warrants drawn in payments of demands are certified by the City's Chief Financial Officer and City Manager as conforming to the authorized expenditures set forth in the City Council adopted budget need not be audited by the City Council prior to payment, but may be presented to the City Council at the first meeting after delivery.

In government finance, a warrant is a written order to pay that instructs a federal, state, county, or city government treasurer to pay the warrant holder on demand or after a specific date. Such warrants look like checks and clear through the banking system like checks. Warrants are issued for payroll to individual employees, accounts payable to vendors, to local governments, and to companies or individual taxpayers receiving a

**Warrant Demand Register**

**December 7, 2021**

**Page 2 of 2**

refund.

**DISCUSSION:**

The attached Warrants Listing delineates the warrants that have been paid for the period identified above. The Chief Financial Officer certifies that the listed warrants were drawn in payment of demands conforming to the adopted budget and that these demands are being presented to the City Council at its first meeting after the delivery of the warrants.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5B: El Segundo approaches its work in a financially strategic and responsible way.

**PREPARED BY:**

Wei Cao, CPA, CPFO, Management Analyst

**REVIEWED BY:**

Joseph Lillio, Chief Financial Officer

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Register 10a summary pages
2. Register 10b summary pages
3. Register 10c summary pages

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

REGISTER # 10A

DATE OF APPROVAL: AS OF 12/7/21

DATE OF APPROVAL: AS OF 12/7/21

3038131 - 3038238	GENERAL FUND	352,123.26
9002280 - 9002282	TRAFFIC SAFETY FUND	-
	STATE GAS TAX FUND	-
	ASSOCIATED RECREATION ACTIVITIES FUND	-
	ASSET FORFEITURE FUND	-
	MEASURE "R"	-
	COMM. DEVEL. BLOCK GRANT	-
	PROP. "A" TRANSPORTATION	-
	PROP. "C" TRANSPORTATION	-
	AIR QUALITY INVESTMENT PROGRAM	16,140.18
	HOME SOUND INS'ALLATION FUND	-
	HYPERION MITIGATION FUND	-
	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	57,466.07
	MTA GRANT	-
	C.O.P.S. FUND	-
	FEJMA	-
	LAW A. FUND	-
	PSAF PROPERTY TAX PUBLIC SAFETY	-
	FEDERAL GRANTS	-
	STATE GRANT	3,093.75
	AP CUPA PROGRAM OVERSIGHT SURCHARGE	-
	SB-1	-
	CERTIFIED ACCESS SPECIALIST PROGRAM	-
	AFFORDABLE HOUSING	-
	COUNTY STORM WATER PROGRAM	5,000.00
	ASSESSMENT DISTRICT #73	-
	CAPITAL IMPROVEMENT FUND	-
	INFRASTRUCTURE REPLACEMENT FUND	-
	FACILITIES MAINTENANCE	-
	WATER UTILITY FUND	3,621.20
	WASTEWATER FUND	1,577.52
	GOLF COURSE FUND	2,000.00
	SOLID WASTE FUND	-
	EQUIPMENT REPLACEMENT	25,000.00
	LIABILITY INSURANCE	192.00
	WORKERS COMP. RESERVE/INSURANCE	-
	RETIRED EMP. INSURANCE	-
	EXPENDABLE TRUST FUND - DEVELOPER FEES	-
	EXPENDABLE TRUST FUND - OTHER	1,500.00
	CULTURAL DEVELOPMENT	-
	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	\$ 468,144.08

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

For Ratification:

A = Payroll and Employee Benefit checks

AP - U = 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.

CHIEF FINANCIAL OFFICER

DATE:

CITY MANAGER

DATE:

VOID CHECKS DUE TO ALIGNMENT: N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

*Paulina Vasquez (for SM)*  
11-15-21

*Joseph K. Foster*  
11-15-2021

CITY OF EL SEGUNDO  
 WARRANTS TOTALS BY DEPARTMENT  
 AS OF 12/7/21  
 REGISTER # 10A

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	83.00
1201	City Treasurer	
1300	City Clerk	420.00
2101	City Manager	
2102	Communications	
2201	City Attorney	31,770.26
2401	Economic Development	8,178.71
2402	Planning	16,234.55
2500	Administrative Services	57,093.58
2601	Government Buildings	24,473.22
2700	Community Outreach/Planning	4,146.60
2900	Nondepartmental	13,616.84
6100	Library	7,210.20
		163,226.96
<b>PUBLIC SAFETY</b>		
3100	Police	38,346.22
3200	Fire	23,060.56
2403	Building Safety	221.64
2404	Plng/Bldg Sfty Administration	1,074.50
		62,702.92
<b>PUBLIC WORKS</b>		
4101	Engineering	12,366.25
4200	Streets/Park Maintenance	32,071.35
4300	Wastewater	1,577.52
4601	Equipment Maintenance	1,765.41
4801	Administration	
		47,780.53
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	1,953.73
5400	Centennial	
		1,953.73
EXPENDITURES		
CAPITAL IMPROVEMENT		
ALL OTHER ACCOUNTS		
		192,479.94
<b>TOTAL WARRANTS</b>		
		468,144.08 ✓



**CITY OF EL SEGUNDO  
PAYMENTS BY WIRE TRANSFER  
11/08/21 THROUGH 11/14/21**


<u>Date</u>	<u>Payee</u>	<u>Description</u>
11/9/2021	Cal Pers	EFT Retirement Safety-Fire-PEPRA New 25020
11/9/2021	Cal Pers	EFT Retirement Safety-Police-PEPRA New 25021
11/9/2021	Cal Pers	EFT Retirement Misc - PEPRA New 26013
11/9/2021	Cal Pers	EFT Retirement Misc - Classic 27
11/9/2021	Cal Pers	EFT Retirement Safety Police Classic - 1st Tier 28
11/9/2021	Cal Pers	EFT Retirement Safety Fire- Classic 30168
11/9/2021	Cal Pers	EFT Retirement Sfty Police Classic-2nd Tier 30169
11/9/2021	Cal Pers	EFT Health Insurance Payment
11/10/2021	West Basin	H2O payment
11/12/2021	Mission Square	457 payment Vantagepoint
11/12/2021	Mission Square	401(a) payment Vantagepoint
11/12/2021	Mission Square	IRA payment Vantagepoint
11/12/2021	ExpertPay	EFT Child support payment
11/01/21-11/07/21	Workers Comp Activity	SCRMA checks issued
11/01/21-11/07/21	Liability Trust - Claims	Claim checks issued/(voided)
11/01/21-11/07/21	Retiree Health Insurance	Health Reimbursement checks issued
		14,013.21
		27,235.42
		42,604.04
		41,761.09
		65,544.00
		58,283.98
		3,296.92
		577,422.68
		2,455,802.99
		62,516.64
		1,279.09
		550.00
		1,763.42
		51,252.89
		2,132.00
		11,697.57
		<u>3,417,155.94</u>

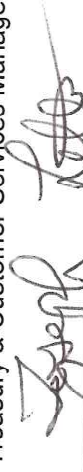
**DATE OF RATIFICATION: 11/15/21**


**TOTAL PAYMENTS BY WIRE:**

3,417,155.94

Certified as to the accuracy of the wire transfers by:


  
 Treasury & Customer Services Manager      Date 11/15/21


  
 Chief Financial Officer      Date 11-15-2021


  
 City Manager      Date 11-15-21

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

REGISTER # 10B

AS OF 12/7/21

DATE OF APPROVAL:

3038239 - 3038313  
9002283 -

001	GENERAL FUND	273,115.01
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	38,491.70
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	-
120	C.O.P.S. FUND	-
121	FEMA	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	7,800.00
125	STATE GRANT	2,352.00
126	AP CUPA PROGRAM OVERSIGHT SURCHARGE	9,062.50
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	171,737.20
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	15,144.96
502	WASTEWATER FUND	16,010.07
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	438.05
703	EXPENDABLE TRUST FUND - OTHER	2,500.00
704	CULTURAL DEVELOPMENT	-
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	\$ 538,371.89

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 Reaffirmation:

A = Payroll and Employee Benefit checks

AP - U = 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.

CHIEF FINANCIAL OFFICER

DATE:

CITY MANAGER

DATE:

VOID CHECKS DUE TO ALIGNMENT:

N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES


*Joseph Ross*  
11-29-2021  
*Joseph Ross (for SIM)*  
11-29-21


**CITY OF EL SEGUNDO  
PAYMENTS BY WIRE TRANSFER  
11/15/21 THROUGH 11/21/21**


<u>Date</u>	<u>Payee</u>	<u>Description</u>
11/15/2021	IRS	Federal 941 Deposit
11/15/2021	Employment Development	State SDI payment
11/15/2021	Employment Development	State PIT Withholding
11/17/2021	ExpertPay	EFT Child support payment
11/17/2021	Unum	Long Term Care Premium - October
11/18/2021	Pitney Bowes	Postage for City Hall
11/08/21-11/14/21	Workers Comp Activity	SCRMA checks issued
11/08/21-11/14/21	Liability Trust - Claims	Claim checks issued/(voided)
11/08/21-11/14/21	Retiree Health Insurance	Health Reimbursement checks issued
		<u>281,834.81</u>
		<u>4,680.47</u>
		<u>67,964.97</u>
		<u>1,763.42</u>
		<u>266.10</u>
		<u>10,000.00</u>
		<u>17,311.65</u>
		<u>0.00</u>
		<u>0.00</u>
		<u>383,821.42</u>
		<u><u>383,821.42</u></u>

**DATE OF RATIFICATION: 11/22/21**  
**TOTAL PAYMENTS BY WIRE:**

Certified as to the accuracy of the wire transfers by:

 11/22/21  
 Treasury & Customer Services Manager Date

 11-24-2021  
 Chief Financial Officer Date

 11-24-21  
 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 DEPARTMENT  
 AS OF 12/7/21  
 REGISTER # 10B

DEPT#	NAME	TOTAL
<b>GENERAL FUND DEPARTMENTAL EXPENDITURES</b>		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	120.00
1201	City Treasurer	120.00
1300	City Clerk	120.00
2101	City Manager	5,833.00
2102	Communications	4,597.00
2201	City Attorney	500.00
2401	Economic Development	10,475.27
2402	Planning	116,033.58
2500	Administrative Services	21,063.12
2601	Government Buildings	1,564.80
2700	Community Outreach/Planning	2,976.50
2900	Nondepartmental	4,364.03
6100	Library	204,527.30
<b>PUBLIC SAFETY</b>		
3100	Police	2,098.03
3200	Fire	16,000.66
2403	Building Safety	1,713.58
2404	Ping/Bldg Sfty Administration	19,812.27
<b>PUBLIC WORKS</b>		
4101	Engineering	24,180.13
4200	Streets/Park Maintenance	74,979.21
4300	Wastewater	17,248.25
4601	Equipment Maintenance	106.96
4801	Administration	116,514.55
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	1,145.88
5400	Centennial	1,145.88
<b>EXPENDITURES</b>		
		1,145.88
<b>CAPITAL IMPROVEMENT</b>		
		(7,996.30)
<b>ALL OTHER ACCOUNTS</b>		
		204,368.19
		538,371.89
		538,371.89



CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

REGISTER # 10C

DATE OF APPROVAL: AS OF 12/7/21

3038314 - 3038426

001	GENERAL FUND	195,249.76
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	5,002.30
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	242.58
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	216.38
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	14,710.89
120	C.O.P.S. FUND	13,183.00
121	FEMA	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	AP CUPA PROGRAM OVERSIGHT SURCHARGE	6.27
128	SB-1	17,623.96
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	7,143.25
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	16,325.17
502	WASTEWATER FUND	4,935.98
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	1.18
603	WORKERS COMP. RESERVE/INSURANCE	51.46
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	5,695.37
703	EXPENDABLE TRUST FUND - OTHER	7,494.00
704	CULTURAL DEVELOPMENT	7,792.80
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	\$ 285,674.35

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

AP - U = 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.

CHIEF FINANCIAL OFFICER

DATE:

CITY MANAGER

DATE:

VOID CHECKS DUE TO ALIGNMENT:

N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

*Barbara Vass*  
11-30-21

*Joseph Lee*  
11-29-2021

CITY OF EL SEGUNDO  
 WARRANTS TOTALS BY DEPARTMENT  
 AS OF 12/7/21  
 REGISTER # 10C




DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	385.86
1201	City Treasurer	22.76
1300	City Clerk	1,562.28
2101	City Manager	67.82
2102	Communications	29,180.92
2201	City Attorney	
2401	Economic Development	51.21
2402	Planning	6,008.61
2500	Administrative Services	37,112.08
2601	Government Buildings	26,683.30
2700	Community Outreach/Planning	
2900	Nondepartmental	17,688.61
6100	Library	7,453.18
		126,216.63
<b>PUBLIC SAFETY</b>		
3100	Police	12,993.60
3200	Fire	8,150.21
2403	Building Safety	
2404	Plng/Bldg Sfty Administration	1,529.75
		22,673.56
<b>PUBLIC WORKS</b>		
4101	Engineering	8,123.24
4200	Streets/Park Maintenance	18,339.07
4300	Wastewater	5,582.63
4601	Equipment Maintenance	2,570.93
4801	Administration	100.52
		34,716.39
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	14,408.21
5400	Centennial	
		14,408.21
EXPENDITURES		
CAPITAL IMPROVEMENT		
ALL OTHER ACCOUNTS		
		97,659.56
<b>TOTAL WARRANTS</b>		
		295,674.35 ✓

**CITY OF EL SEGUNDO  
PAYMENTS BY WIRE TRANSFER  
11/22/21 THROUGH 11/28/21**

<u>Date</u>	<u>Payee</u>	<u>Description</u>
11/22/2021	Unum	Long Term Care Premium - November
11/23/2021	Cal Pers	EFT Retirement Safety-Fire-PEPRA New 25020
11/23/2021	Cal Pers	EFT Retirement Safety-Police-PEPRA New 25021
11/23/2021	Cal Pers	EFT Retirement Misc - PEPRA New 26013
11/23/2021	Cal Pers	EFT Retirement Misc - Classic 27
11/23/2021	Cal Pers	EFT Retirement Safety Police Classic - 1st Tier 28
11/23/2021	Cal Pers	EFT Retirement Safety Fire- Classic 30168
11/23/2021	Cal Pers	EFT Retirement Sfty Police Classic-2nd Tier 30169
11/24/2021	Mission Square	457 payment Vantagepoint
11/24/2021	Mission Square	401(a) payment Vantagepoint
11/24/2021	Mission Square	IRA payment Vantagepoint
11/26/2021	IRS	Federal 941 Deposit
11/26/2021	Employment Development	State SDI payment
11/26/2021	Employment Development	State PIT Withholding
11/15/21-11/21/21	Workers Comp Activity	SCRMA checks issued
11/15/21-11/21/21	Liability Trust - Claims	Claim checks issued/(voided)
11/15/21-11/21/21	Retiree Health Insurance	Health Reimbursement checks issued
		<u>702,306.56</u>
		<u><u>702,306.56</u></u>

**DATE OF RATIFICATION: 11/29/21**  
**TOTAL PAYMENTS BY WIRE:**

Certified as to the accuracy of the wire transfers by:

 Treasury & Customer Services Manager 11/29/21 Date  
 Chief Financial Officer 11-29-2021 Date  
 City Manager 11-30-21 Date

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



## City Council Agenda Statement

Meeting Date: December 7, 2021

Agenda Heading: Consent

Item Number: B.7

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### TITLE:

Police Department Women's Bathroom Remodel Project

### RECOMMENDATION:

Authorize the City Manager to execute a Standard Public Works Contract with Corral Construction & Development, Inc. in the amount of \$144,044.00 for the Police Department Women's Bathroom Remodel Project, Project No. PW 22-02, and authorize an additional \$21,956.00 as contingency funds for potential unforeseen conditions.

### FISCAL IMPACT:

Included in Adopted FY 2021/22 Budget

Amount Budgeted: \$250,000

Additional Appropriation: None

Account Number(s): 109-400-3109-8708 (Asset Forfeiture Fund), \$166,000

### BACKGROUND:

At the September 7, 2021 City Council meeting, City Council directed staff to advertise this project for construction and solicit bids to demolish and renovate the existing women's bathroom facility at the Police Department located at 348 Main Street. The scope of this remodel project includes removing the existing smaller locker room and utilizing the space to add one more shower stall, maintaining the two existing toilet stalls, and upgrading the facility to current American with Disabilities Act (ADA) and California Building Code (CBC) requirements.

### DISCUSSION:



**Police Department Women's Bathroom Remodel Project**

**December 7, 2021**

**Page 2 of 3**

On October 19, 2021, the City Clerk received and opened 8 bids:

1. Corral Construction & Development, Inc. (Commerce, CA) \$144,044.00
2. Urban Professional Builders, Inc. (Pasadena, CA) \$174,000.00
3. Sanz Construction, Inc. (Alhambra, CA) \$189,000.00
4. G2K Construction, Inc. (Agoura Hills, CA) \$198,000.00
5. Golden Sun Enterprise (Van Nuys, CA) \$208,777.00
6. Sas Constructions (Santa Ana, CA) \$223,000.00
7. Meyers Construction Co (Long Beach, CA) \$233,000.00
8. Union Construction Co (Glendale, CA) \$228,290.00

A protest against Corral Construction & Development, Inc. (Corral) was received on October 20, 2021. After reviewing the protest in cooperation with the City Attorney's Office, staff concluded that Corral remains the lowest responsive and responsible bidder. The protest and response letters are attached.

Staff checked references and the contractor's license status and found the performance of their work to be satisfactory. Corral has successfully completed similar projects for other public agencies.

With the City Council's authorization, the anticipated schedule for the bathroom remodel is as follows:

December 2021	Contract Award
February 2022	Begin Construction
May 2022	Project Completion

**CITY STRATEGIC PLAN COMPLIANCE:**

## **Police Department Women's Bathroom Remodel Project**

**December 7, 2021**

**Page 3 of 3**

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

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an appealing, safe and effective community.

### **PREPARED BY:**

Arianne Bola, Sr. Engineer Associate

### **REVIEWED BY:**

Elias Sassoon, Public Works Director

### **APPROVED BY:**

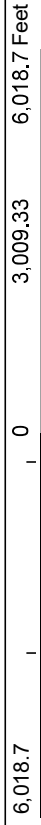
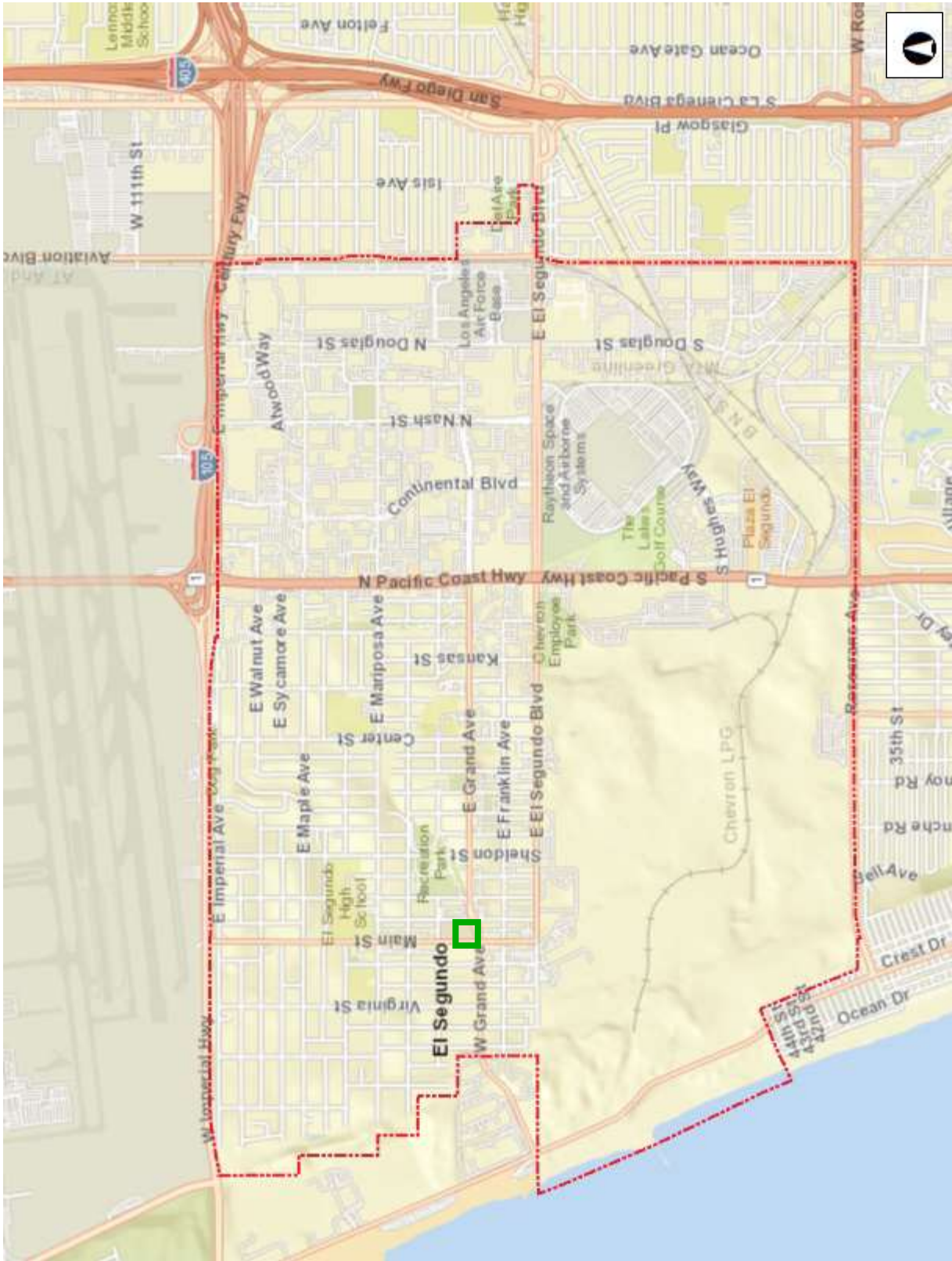
Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Vicinity Map
2. Location Map
3. Bid Log Sheet
4. Bid Protest and Response Letters
5. Contract



# PW 22-02 Police Department Women's Bathroom Remodel Project Vicinity Map



DISCLAIMER: The information shown on this map was compiled from different GIS sources. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. The City of El Segundo will not be held responsible for any claims, losses or damages resulting from the use of this map.



# PW 22-02 Police Department Women's Bathroom Remodel Project Location Map



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CITY OF EL SEGUNDO  
 BID LOG  
 BID NO. PW 22-02  
 City of El Segundo – Public Works Department  
 Police Department Women’s Bathroom Remodel Project

Date of BID Opening: Tuesday, October 19, 2021  
 Time of BID Opening: 11 AM  
 Place of BID Opening: City Clerk’s Office

COMPANY NAME/ADDRESS	Total BID Amount	Bid Bond
1. Sanz Construction, Inc. 2724 W. Main Street Alhambra, CA 91801 Received: 10/14/2021 @ 11:40 AM	\$189,000 <sup>00</sup>	✓
2. SAS Constructions 505 N. Tustin Ave., #128 Santa Ana, CA 92705 Received: 10/19/2021 @ 10:07 AM	\$ 223,000 <sup>00</sup>	✓
3. Urban Professional Builders, Inc. 157 El Nido Ave. Pasadena, CA 91107 Received: 10/19/2021 @ 10:22 AM	\$ 174,000 <sup>00</sup>	✓
4. Corral Construction & Development 5211 E. Washington Blvd. 2-122 Commerce, CA 90040 Received: 10/19/2021 @ 10:30 AM	\$144,044 <sup>00</sup>	✓
5. G2K Construction, Inc. 28348 Roadside Dr., Ste. 205 Agoura Hills, CA 91301 Received: 10/19/2021 @ 10:34 AM	\$ 198,000 <sup>00</sup>	✓
6. Meyers Construction Co.  Received: 10/19/2021 @ 10:41 AM	\$ 233,000 <sup>00</sup>	Bid Bond is incomplete and a copy.
7. Union Construction Co  Received: 10/19/21 @ 10:50 AM	\$ 228,290 <sup>00</sup>	✓
8. Golden Sun Enterprise  Received: 10/19/21 @ 10:54 AM	\$ 208,777 <sup>00</sup>	✓
9.  Received:		
10.  Received:		

Staff Present: [Signature], City Clerk’s Office  
[Signature], City Clerk’s Office  
[Signature], PW Representative

## **Bola, Arianne**

---

**From:** Urban Builders Estimator <estimator@urbanbuilders.com>  
**Sent:** Wednesday, October 20, 2021 11:47 AM  
**To:** Bola, Arianne  
**Cc:** Naji Khalil  
**Subject:** Bid Protest  
**Attachments:** PW 22-02 Police Department Womens Bathroom Remodel Project - Corral Construction and Development Inc..pdf; PW 22-02 Bid Tally.xlsx

Good morning Ms. Bola:

We have examined the apparent lowest bidder's proposal. We noticed the following deficiencies with "Corral Construction and Development Inc." bid proposal which might render their bid proposal non responsive:

- 1- Their Non-Collusion affidavit was not notarized.
- 2- They failed to list subcontractors for the plumbing and electrical trades. Their bid proposal clearly states that they hold "B" and "C33" licenses only. As such, they cannot perform those two trades with their own crew.

We believe that "Corral Construction" proposal is non-responsive.

We look forward to hearing the City of El Segundo's final decision with respect to this our bid protest.

Thanks and regards,

Eyad Khalil  
Urban Professional Builders  
310 801 8302



November 9, 2021

City of El Segundo  
350 Main Street  
El Segundo, CA 90245  
310-524-2200

Urban Professional Builders, Inc.  
Attn: Naji Haj-Khalil, Owner  
157 El Nido Ave.,  
Pasadena, CA 91107  
Via Email to najikhalil@urbanbuilders.com

**Elected Officials:**

*Drew Boyles,*  
Mayor  
*Chris Pimentel,*  
Mayor Pro Tem  
*Lance Giroux,*  
Council Member  
*Carol Pirsztuk,*  
Council Member  
*Scot Nicol,*  
Council Member  
*Tracy Weaver,*  
City Clerk  
*Matthew Robinson,*  
City Treasurer

**Appointed Officials:**

*Scott Mitnick,*  
City Manager  
*Mark D. Hensley,*  
City Attorney

**Department Directors:**

*Barbara Voss,*  
Deputy City Manager  
*Joseph Lillio,*  
Finance  
*Deena Lee,*  
Fire Chief  
*Rebecca Redyk,*  
Human Resources  
*Charles Mallory,*  
Information Systems  
*Melissa McCollum,*  
Community Services  
*Michael Allen,*  
Development Services  
*Jaime Bermudez,*  
Interim Police Chief  
*Elias Sassoon,*  
Public Works

**Subject: Response to Letter of Protest by Urban Professional Builders, Inc. for  
PW 22-02 Police Department Women's Bathroom Remodel Project**

Dear Mr. Haj-Khalil,

Please refer to Corral Construction & Development, Inc.'s response to Urban Professional Builders, Inc.'s bid protest attached with this letter. After reviewing the relevant information concerning your bid protest with our City Attorney's Office, the City of El Segundo staff will recommend that the City Council award the contract to the lowest bidder Corral Construction & Development, Inc.

We thank you for your interest in the project and hope that you will continue to monitor the City's website for future contracting opportunities.

Sincerely,

Arranne Bola  
Senior Associate Engineer

CC:

Elias Sassoon, Public Works Director  
Lifan Xu, City Engineer  
Joaquin Vazquez, Assistant City Attorney

# Corral Construction<sup>#928805</sup>

5211 E. Washington Boulevard #2-122  
Commerce, CA 90040  
562 762-6632

---

11/4/2021

Arianne Bola  
Senior Associate Engineer  
City of El Segundo  
Public Works Department  
350 Main Street  
El Segundo, CA 90245

Re: PW22-02 Bid Protest Response  
Police Department – Women’s Locker Room Project

Hello Ms. Bola:

Our response to the bid protest that was submitted for the above project is as follows.

**Non-Collusion Affidavit Not Notarized**

1) The non-collusion affidavit form in the bid package did not need to be individually notarized. Neither the form itself or any instructions state that this form must be individually notarized.

**Plumbing & Electrical Subcontractors Were Not Listed**

2) As long as the project is in connection to a structure and it requires 2 or more unrelated trades besides framing or carpentry than a B licensed contractor can self-perform the unrelated trades, including electrical and plumbing work. (Business & Professions Code, Division 3, Chapter 9, Article 4, Section 7057(b)).

Given the above response you can see that our bid was in fact responsive. We look forward to working with you on this project. Let me know if you need anything else.

Thank you,



Renee Soto  
President



**PUBLIC WORKS CONTRACT  
BETWEEN  
THE CITY OF EL SEGUNDO AND  
CORRAL CONSTRUCTION & DEVELOPMENT, INC.**

POLICE DEPARTMENT WOMEN'S BATHROOM REMODEL  
PROJECT NO.: PW 22-02

This CONTRACT is entered into this 7<sup>th</sup> day of December, 2021, by and between the CITY OF EL SEGUNDO, a general law city and municipal corporation ("the City") and CORRAL CONSTRUCTION & DEVELOPMENT, INC. ("the Contractor").

**1. WORK.**

- A. The Contractor will provide all work required by the Contract Documents (the "Work"). The Contractor agrees to do additional work arising from changes ordered by the City in accordance with the Contract Documents.
  - B. The Contractor and the City agree to abide by the terms and conditions contained in the Contract Documents;
  - C. The Contractor will furnish all of the labor; supplies and materials; equipment; printing; vehicles; transportation; office space and facilities; all tests, testing and analyses; and all matters whatsoever (except as otherwise expressly specified to be furnished by the City) needed to perform and complete the Work and provide the services required of the Contractor by the Contract Documents.
  - D. "Contract Documents" means the Notice Inviting Bids; Instructions to Bidders; Supplementary Instructions to Bidders; Proposal; this Contract; Standard Specifications; Supplementary Conditions; Exhibits; Technical Specifications; List of Drawings; Drawings; Addenda; Notice to Proceed; Change Orders; Notice of Completion; and all other documents identified in the Contract Documents which together form the contract between the City and the Contractor for the Work. The Contract Documents constitute the complete agreement between the City and the Contractor and supersede any previous agreements or understandings.
2. **CONTRACT SUM.** The City agrees to pay the Contractor a sum not to exceed a total of One Hundred Forty Four Thousand, Forty Four Dollars (\$144,044.00) for the Work in the manner set forth in the Contract Documents.
3. **TIME FOR PERFORMANCE.**
- A. The Contractor will fully complete the Work within one hundred twenty (120) calendar days (the "Contract Time.")
  - B. The Contract Time will commence when the City issues a Notice to Proceed.

The Contract Documents will supersede any conflicting provisions included on the notice to proceed issued pursuant to this Contract.

- C. The Contractor may not perform any Work until:
    - i. The Contractor furnishes proof of insurance as required by the Contract Documents; and
    - ii. The City gives the Contractor a written, signed, and numbered purchase order and notice to proceed.
  - D. By signing this Contract, the Contractor represents to the City that the Contract Time is reasonable for completion of the Work and that the Contractor will complete the Work within the Contract Time.
  - E. Should the Contractor begin the Work before receiving written authorization to proceed, any such Work is at the Contractor's own cost and risk.
4. **DISPUTES.** Disputes arising from this contract will be determined in accordance with the Contract Documents and Public Contracts Code §§ 10240-10240.13.
5. **THIRD PARTY CLAIMS.** In accordance with Public Contracts Code § 9201, the City will promptly inform the Contractor regarding third-party claims against the Contractor, but in no event later than ten (10) business days after the City receives such claims. Such notification will be in writing and forwarded in accordance with the "Notice" section of the Contract Documents. As more specifically detailed in the Contract Documents, the Contractor agrees to indemnify and defend the City against any third-party claim.
6. **TAXPAYER IDENTIFICATION NUMBER.** The Contractor will provide the City with a Taxpayer Identification Number.
7. **PERMITS AND LICENSES.** Unless otherwise provided, the Contractor, at its sole expense, will obtain and maintain during the Contract Time, all necessary permits, licenses, and certificates that may be required in connection with the Work.
8. **OWNERSHIP OF DOCUMENTS.** All documents, data, studies, drawings, maps, models, photographs and reports prepared by the Contractor under the Contract Documents are the City's property. The Contractor may retain copies of said documents and materials as desired, but will deliver all original materials to the City upon the City's written notice.
9. **INDEMNIFICATION.** The Contractor agrees to indemnify, defend, and hold the City harmless as set forth in the Contract Documents. The requirements as to the types and limits of insurance coverage to be maintained by the Contractor as required by the Contract Documents, and any approval of such insurance by the City, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by the

Contractor pursuant to the Contract Documents, including, without limitation, to the provisions concerning indemnification.

10. **INDEPENDENT CONTRACTOR.** The City and the Contractor agree that the Contractor will act as an independent contractor and will have control of all work and the manner in which is it performed. The Contractor will be free to contract for similar service to be performed for other employers while under contract with the City. The Contractor is not an agent or employee of the City and is not entitled to participate in any pension plan, insurance, bonus or similar benefits the City provides for its employees. Any provision in this Contract that may appear to give the City the right to direct the Contractor as to the details of doing the work or to exercise a measure of control over the work means that the Contractor will follow the direction of the City as to end results of the work only.
11. **AUDIT OF RECORDS.** The Contractor will maintain full and accurate records with respect to all services and matters covered under this Contract. The City will have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcript therefrom, and to inspect all program data, documents, proceedings and activities. The Contractor will retain such financial and program service records for at least three (3) years after termination or final payment under the Contract Documents.
12. **NOTICES.** All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

The City

City of El Segundo-Public Works  
350 Main Street  
El Segundo, CA 90245  
Attention: Arianne Bola  
abola@elsegundo.org  
(310) 524-2364

The Contractor

Corral Construction & Development, Inc.  
5211 E. Washington Boulevard #2-122  
Commerce, CA 90040  
Attention: Renee Soto  
corral.construction@yahoo.com  
(562) 762-6632

Any such written communications by mail will be conclusively deemed to have been received by the addressee three (3) days after deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

13. **NO THIRD PARTY BENEFICIARY.** This Contract and every provision herein is for the exclusive benefit of the Contractor and the City and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of the Contractor's or the City's obligations under this Contract.
14. **INTERPRETATION.** This Contract was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this Contract will be in Los Angeles County.

15. **EFFECT OF CONFLICT.** In the event of any conflict, inconsistency, or incongruity between any provision of the Contract Documents, precedence will be as follows:
- A. This Contract;
  - B. The Standard Specifications; and
  - C. Precedence of documents as determined in the Standard Specifications.
16. **SEVERABILITY.** If any portion of the Contract Documents are declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Contract will continue in full force and effect.
17. **AUTHORITY/MODIFICATION.** The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Contract and to engage in the actions described herein. This Contract may be modified by written amendment. The City's city manager, or designee, may execute any such amendment on the City's behalf.
18. **ACCEPTANCE OF FACSIMILE SIGNATURES.** The Parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into in connection with this Contract will be considered signed when the signature of a party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects as having the same effect as an original signature.
19. **COVENANTS AND CONDITIONS.** The parties agree that all of the provisions hereof will be construed as both covenants and conditions, the same as if the words importing such covenants and conditions had been used in each separate paragraph.
20. **CAPTIONS.** The captions of the paragraphs of this Contract are for convenience of reference only and will not affect the interpretation of this Contract.
21. **TIME IS OF ESSENCE.** Time is of the essence for each and every provision of the Contract Documents.

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

CITY OF EL SEGUNDO

CORRAL CONSTRUCTION &  
DEVELOPMENT, INC.

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

\_\_\_\_\_  
Name:  
Title:

ATTEST:

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

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

Contractor State

License No.: \_\_\_\_\_

Contractor City Business

License No.: \_\_\_\_\_

APPROVED AS TO FORM:

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

Insurance Reviewed by: \_\_\_\_\_



## City Council Agenda Statement

Meeting Date: December 7, 2021

Agenda Heading: Consent

Item Number: B.8

---

### TITLE:

Notice of Completion of the Utility Verification and Investigation Services Project

### RECOMMENDATION:

1. Accept the Utility Verification and Investigation Services Project No. PW 20-16 by T2 UES, Inc. as complete.
2. Authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.

### FISCAL IMPACT:

The final cost of the project is \$62,200.

Amount Budgeted: \$100,000

Additional Appropriation: None

Account Number(s): \$20,000 from #501-400-7103-8206 (Water Fund)

\$20,000 from #502-400-4301-6215 (Wastewater Fund)

\$60,000 from #106-400-4202-6214 (Gas Tax Fund)

### BACKGROUND:

On June 15, 2021, City Council awarded a standard Public Works Contract to T2 UES, Inc. (T2) in the amount of \$92,700 and approved a construction contingency amount of \$7,300 to perform underground utility investigation, field survey and mapping services for the City's underground fiber optic system.

### DISCUSSION:

The underground utility investigation began on August 9, 2021 and was completed by T2 on October 8, 2021. The contractor was able to use a less intrusive investigation method with minimal excavation to complete the task, and the project cost was reduced

## **Utility Verification and Investigation Services Project**

**December 7, 2021**

**Page 2 of 2**

from the contract amount of \$92,700 to \$62,200, resulting in \$30,500 savings for the City. The inspection work was performed by city staff and it was determined that the project was completed in accordance with the plans and specifications and to the satisfaction of the City Staff.

Staff recommends that City Council approve the recommended actions as noted.

### **CITY STRATEGIC PLAN COMPLIANCE:**

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

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an appealing, safe and effective community.

#### **PREPARED BY:**

Arianne Bola, Sr. Engineer Associate

#### **REVIEWED BY:**

Elias Sassoon, Public Works Director

#### **APPROVED BY:**

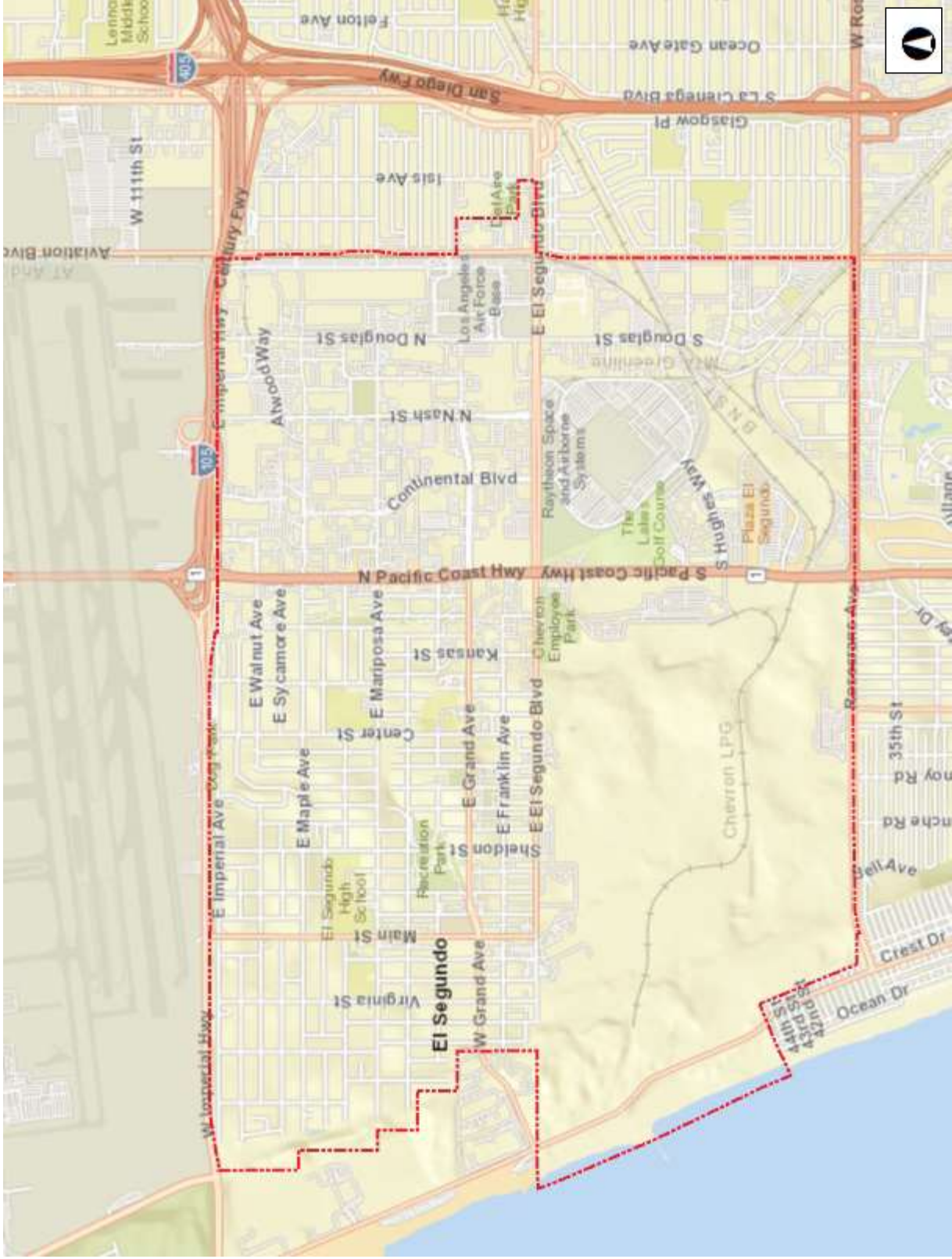
Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Vicinity Map
2. Location Map
3. Notice of Completion



# PW 20-16 Utilities Investigation and Verification Services Project Vicinity Map



6,018.7 | 0 | 3,009.33 | 6,018.7 Feet

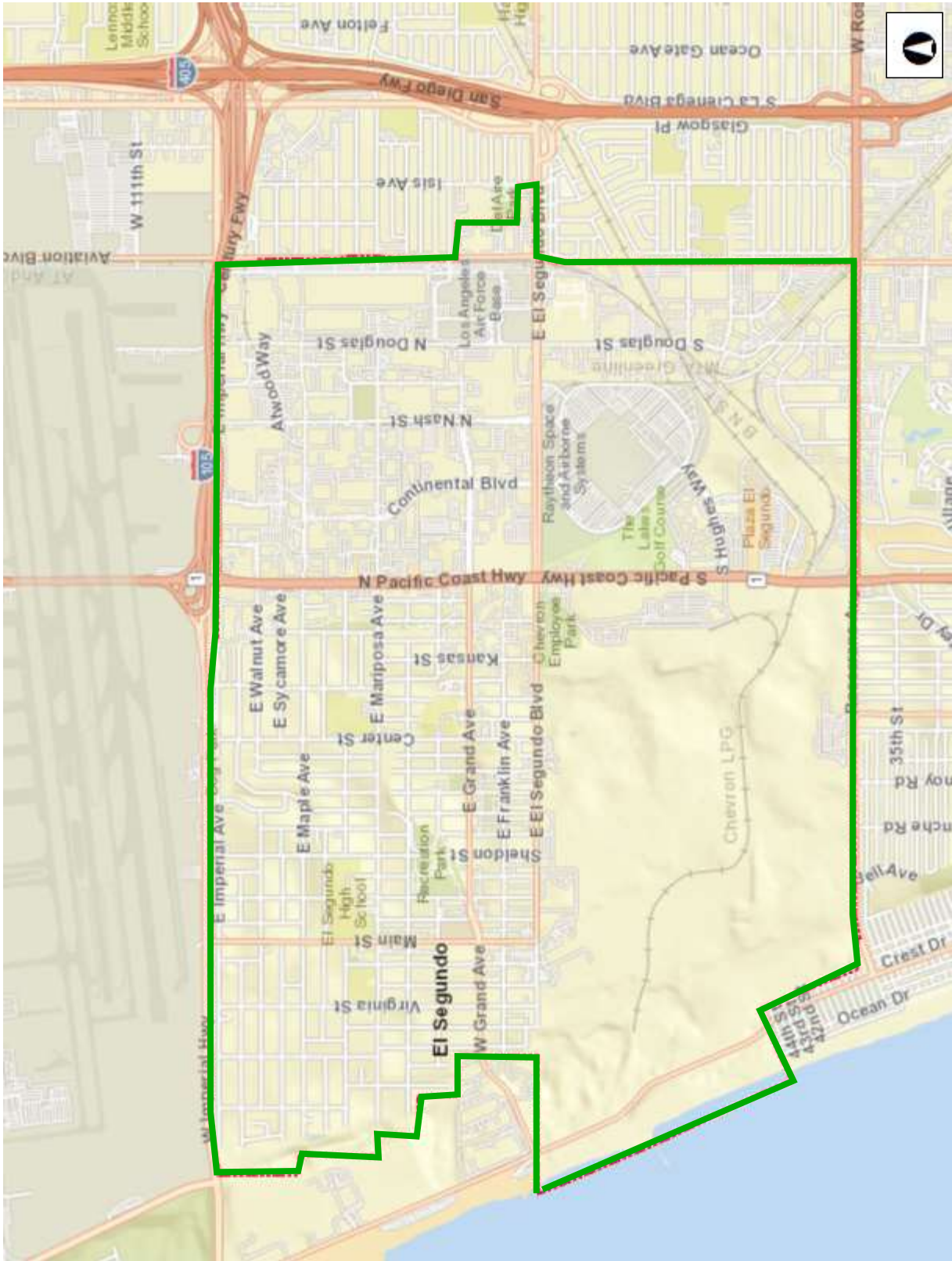
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# PW 20-16 Utilities Investigation and Verification Services Project Location Map



6,018.7 | 0 | 3,009.33 | 6,018.7 Feet

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**Recording Requested by  
and When Recorded Mail To:**

**City Clerk, City Hall  
350 Main Street  
El Segundo, CA 90245**

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**NOTICE OF COMPLETION OF CONSTRUCTION PROJECT**

Project Name: Utility Verification and Investigation Services Project

Project No.: PW 20-16                      Contract No. 6105

Notice is hereby given pursuant to State of California Civil Code Section 3093 et seq that:

1.        The undersigned is an officer of the owner of the interest stated below in the property hereinafter described.
2.        The full name of the owner is: City of El Segundo
3.        The full address of the owner is: City Hall, 350 Main Street, El Segundo, CA, 90245
4.        The nature of the interest of the owner is: Public Facilities
5.        A work of improvement on the property hereinafter described was field reviewed by the City Engineer on October 8, 2021. The work done was: underground utility investigation
6.        On December 7, 2021, City Council of the City of El Segundo accepted the work of this contract as being complete and directed the recording of this Notice of Completion in the Office of the County Recorder.
7.        The name of the Contractor for such work of improvement was: T2 UES, Inc.
8.        The property on which said work of improvement was completed is in the City of El Segundo, County of Los Angeles, State of California, and is described as follows: city-owned underground utility investigation services
9.        The street address of said property is: El Segundo, CA 90245

Dated: \_\_\_\_\_

\_\_\_\_\_  
Elias Sassoon  
Public Works Director

---

**VERIFICATION**

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

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

Executed on \_\_\_\_\_, 2021 at El Segundo, California. 90245

\_\_\_\_\_  
Elias Sassoon  
Public Works Director



## City Council Agenda Statement

Meeting Date: December 7, 2021

Agenda Heading: Consent

Item Number: B.9

---

### **TITLE:**

Fire Stations 1 & 2 Floor Replacement Project

### **RECOMMENDATION:**

1. Adopt resolution to approve plans and specifications for the Fire Stations 1 & 2 Floor Replacement Project No. PW 22-03.
2. Authorize staff to advertise the project for construction.

### **FISCAL IMPACT:**

Included in Adopted FY 2021/22 Budget

Amount Budgeted: \$85,000

Additional Appropriation: None

Account Number(s): 301-400-8201-8103 (Capital Improvement Program Fund)

### **BACKGROUND:**

The City of El Segundo Fire Department has two Fire Stations. Fire Station # 1 is located at 314 Main Street and the Fire Station # 2 is located at 2261 East Mariposa Avenue. These two Fire Stations are being utilized 24/7, 365 days per year and the flooring of these facilities is subject to a tremendous amount of foot traffic. Due to the age of the existing carpet, the normal tear and wear, and the daily foot traffic, the replacement of the carpet has become a priority for the Fire Department. This project was included and has been approved as part of this year's Capital Improvement Program (CIP).

### **DISCUSSION:**

The scope of this project is to remove the existing carpet flooring and replace it with an approved durable laminate or tile type flooring system. This proposed flooring system

## **Fire Stations 1 & 2 Floor Replacement Project**

**December 7, 2021**

**Page 2 of 2**

looks nice and is much more durable. This proposed flooring is also easier to clean, and consequently, it provides a more sanitary environment.

With the City Council's authorization, the anticipated schedule for this project is as follows:

December 2021: Advertising and Bid Process

February 2022: Contract Award

March 2022: Begin Construction

June 2022: Project Completion

### **CITY STRATEGIC PLAN COMPLIANCE:**

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

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an appealing, safe and effective community.

### **PREPARED BY:**

Arianne Bola, Sr. Engineer Associate

### **REVIEWED BY:**

Elias Sassoon, Public Works Director

### **APPROVED BY:**

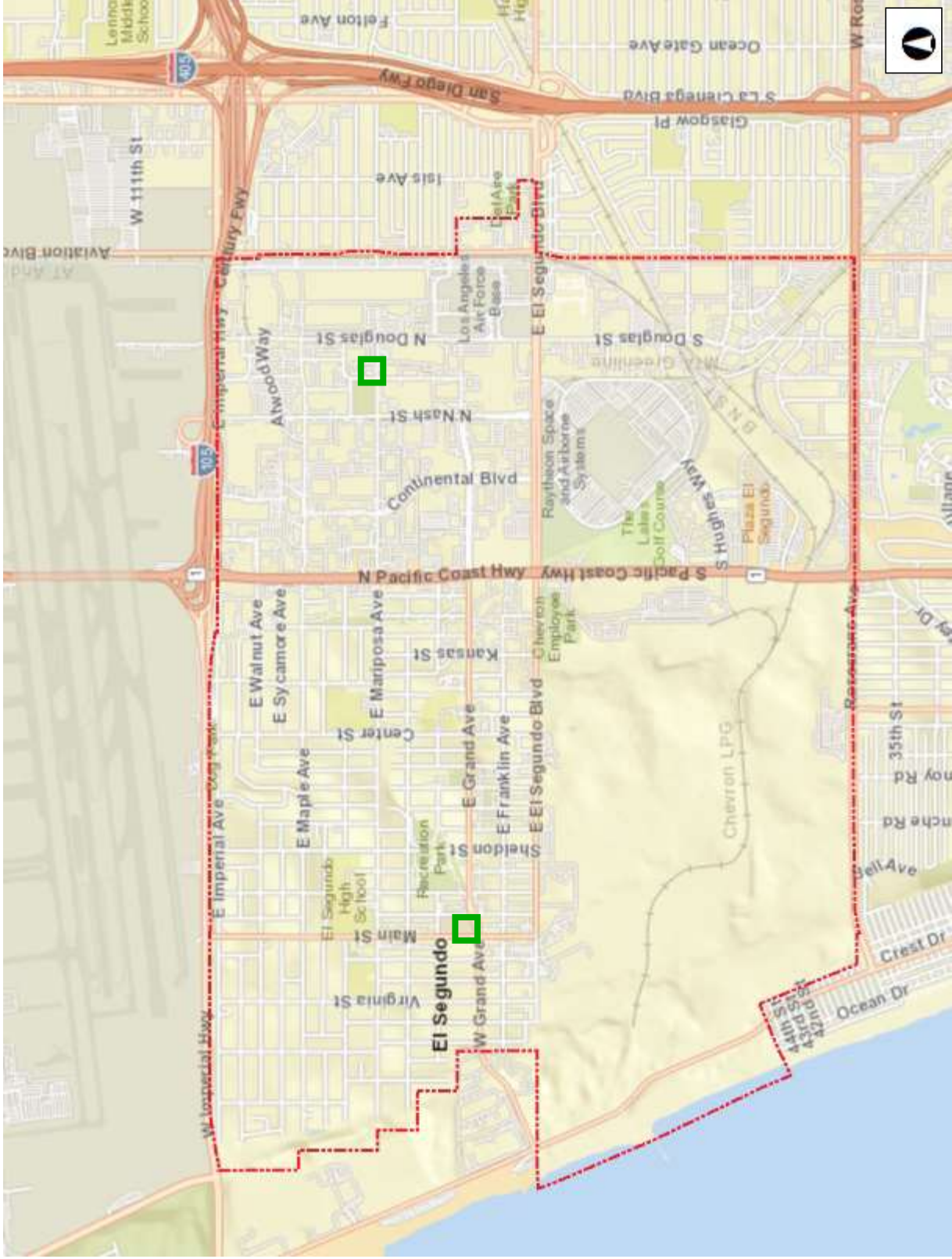
Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Vicinity Map
2. Location Map
3. Resolution



# PW 22-03 Fire Stations 1 & 2 Floor Replacement Project Vicinity Map



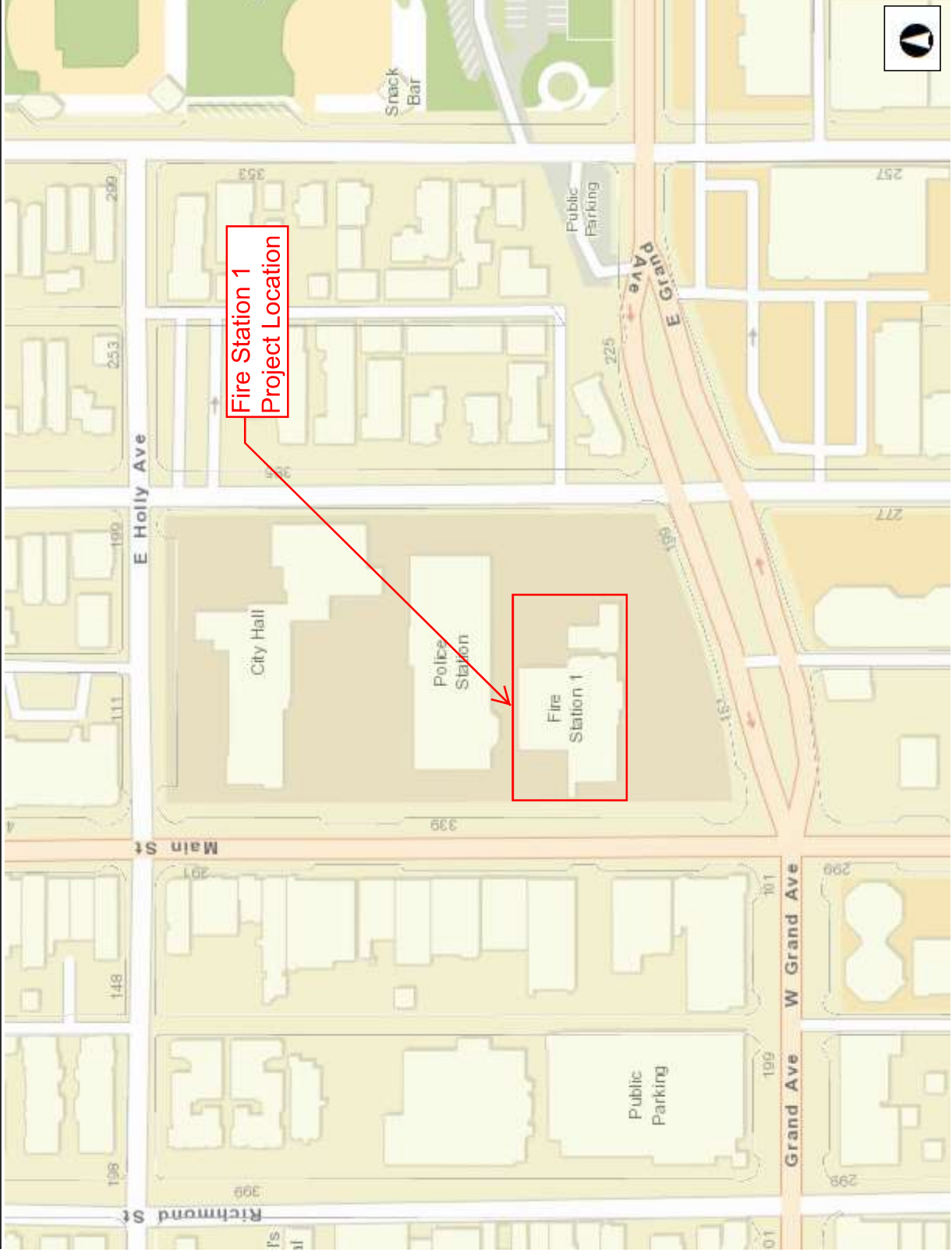
6,018.7 | 0 | 3,009.33 | 6,018.7 Feet

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# PW 22-03 Fire Stations 1 & 2 Floor Replacement Project Location Map



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# PW 22-03 Fire Stations 1 & 2 Floor Replacement Project Location Map



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**RESOLUTION NO. \_\_**

**A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR FIRE STATIONS 1 & 2 FLOOR REPLACEMENT, PROJECT NO. PW 22-03, PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.**

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

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

- A. The City Engineer prepared plans and specifications for PW 22-03, Fire Stations 1 & 2 Floor Replacement (“Project”) to replace existing carpet flooring to new resilient flooring. These plans and specifications are complete. Services related to the Project may begin;
- B. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: *Design Immunity; Authorization.*

- A. The design and plans for the Project are determined to be consistent with the City’s standards and are approved.
- B. The design approval set forth in this Resolution occurred before actual work on the Project construction commenced.
- C. The approval granted by this Resolution conforms with the City’s General Plan.
- D. The City Engineer, or designee, is authorized to act on the City’s behalf in approving any alterations or modifications of the design and plans approved by this Resolution.
- E. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

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

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution.

SECTION 5: This Resolution will become effective immediately upon adoption.



PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

ATTEST:

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

APPROVED AS TO FORM:

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



## City Council Agenda Statement

Meeting Date: December 7, 2021

Agenda Heading: Consent

Item Number: B.10

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### TITLE:

City Hall Public Restroom Improvements Project

### RECOMMENDATION:

1. Adopt resolution approving the plans and specifications of the Community Development Block Grant (CDBG) for the City Hall Public Restroom Improvements Project (CDBG Project 602294-20), Project No. PW 21-08.
2. Authorize staff to advertise the City Hall Public Restroom Improvements Project 602294-20, Project No. PW 21-08 for construction.

### FISCAL IMPACT:

Included in Adopted FY 2021/22 Budget

Amount Budgeted: \$299,600

Additional Appropriation: No

Account Number(s):

\$199,600 from 111-400-2781-8499 (CDBG fund Capital Improvement Project)

\$100,000 from 301-400-8201-8209 (General Fund Capital Improvement Project)

### BACKGROUND:

Each year, the City of El Segundo applies for Federal Community Development Block Grant (CDBG) funding from the County of Los Angeles Community Development Authority (LACDA). This funding is available for community development projects that meet national objectives, including the American Disability Act (ADA) requirements. The City Hall Public Restroom Improvements Project meets the CDBG funding criteria and proposes remodeling of the existing City Hall East Lobby (at main entrance) as well as the City Council Chamber's Lobby restrooms to remove accessibility barriers and

## **CDBG City Hall Public Restroom Improvements**

**December 7, 2021**

**Page 2 of 3**

provide ADA-compliant facilities. The ADA compliance related improvements include removing interior doors and walls as necessary, removing and relocating stall partitions, providing clear turning spaces, reducing equipment protrusions, providing clear approach areas, and removing or relocating fixtures and accessories to meet ADA requirements. While items related to ADA compliance are eligible for CDBG funds, there are other necessary improvements needed to be included in the project for efficiency and betterment that are not eligible for CDBG funds. These improvements include new floor tiles, replacing existing plumbing features with water efficiency plumbing, upgrading electrical fixtures, and replacing the floor drains. The estimated cost for these non-ADA related improvements is \$100,000, with the source of funding from the General Fund. As indicated earlier, all these improvements are proposed to take place in both the women's and men's restrooms in the Civic Center by the main entrance to City Hall and by the City Council Chamber. The funding for this project is included in the FY2021-22 adopted budget.

### **DISCUSSION:**

The final engineering plans and specifications for this project are now ready for adoption and advertisement for construction. The project will be coordinated with other city hall projects to minimize the impact on staff and the public. Staff respectfully recommends that City Council approve the adoption of the attached resolution approving the final engineering plans and specifications for the project and authorizing staff to advertise the project for construction. It is proposed to construct this project in two phases to minimize the adverse impact on public restroom availability.

With the City Council's authorization, the anticipated schedule for this project is as follows:

December 2021: Advertising and Bid Process

January 2022: Contract Award

February 2022: Begin Construction

December 2022: Project Completion

### **CITY STRATEGIC PLAN COMPLIANCE:**

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

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an appealing, safe and

**CDBG City Hall Public Restroom Improvements**

**December 7, 2021**

**Page 3 of 3**

effective community.

**PREPARED BY:**

Floriza Rivera, Principal Civil Engineer

**REVIEWED BY:**

Elias Sassoon, Public Works Director

**APPROVED BY:**

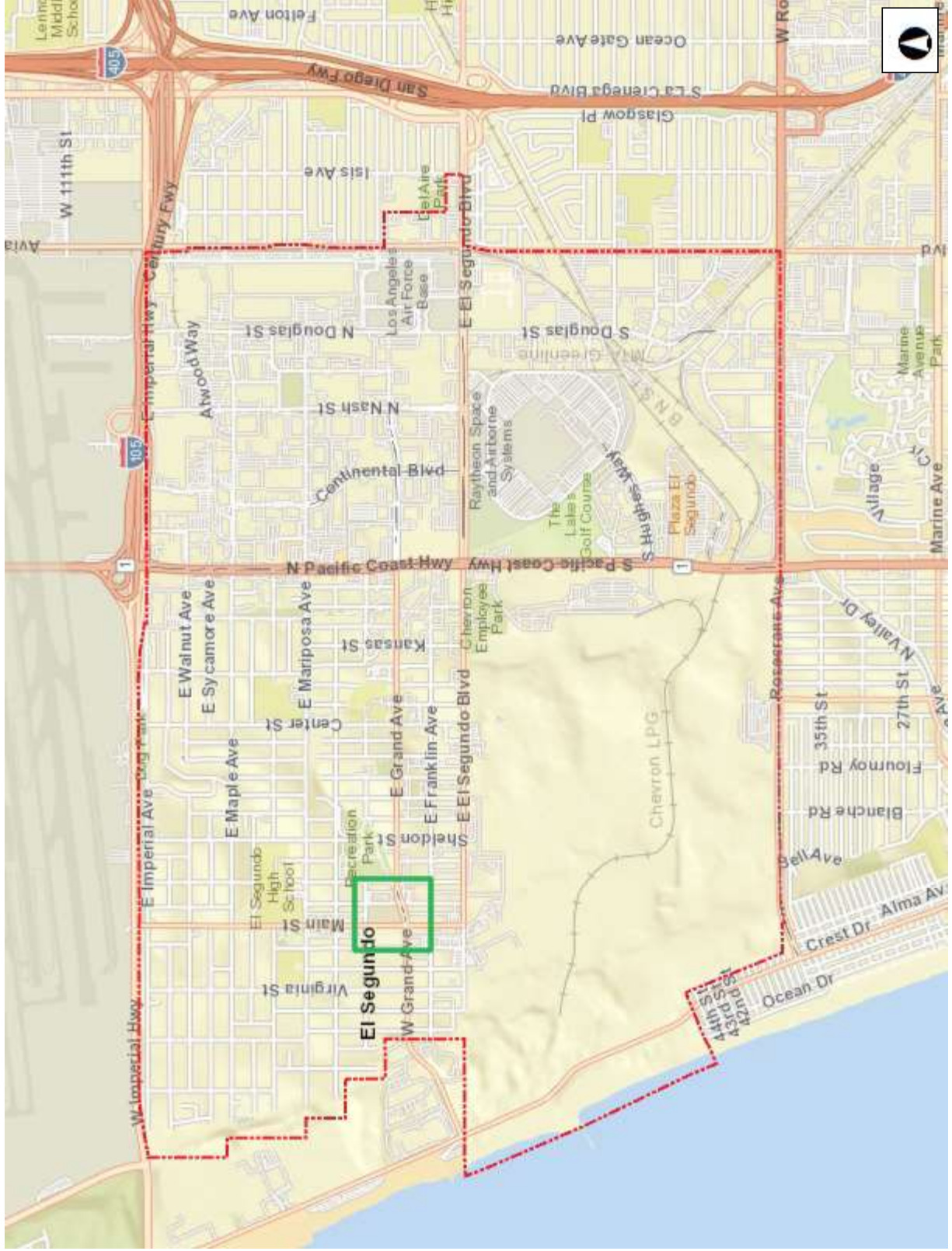
Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Vicinity Map
2. Location Map
3. Resolution



# Vicinity Map CDBG Project Number 602294-20: City Hall Public Restroom Improvements



6,018.7 | 0 | 3,009.33 | 6,018.7 Feet

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# Location Map CDBG Project Number 602294-20: City Hall Public Restroom Improvements



## Legend

City Boundary

Project Location

Phase 1 - Council  
Chambers Lobby  
Restrooms

Phase 2 - Main (East)  
Lobby Restrooms

## Notes

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188.1 Feet

94.04

0

**RESOLUTION NO. \_\_**

**A RESOLUTION APPROVING THE DESIGN AND PLANS FOR THE CONSTRUCTION OF CHECKOUT BUILDING RESTROOM IMPROVEMENTS PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.**

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

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

- A. The City retained Omnis Consulting, Inc. (“Consultant”) as the engineer to design and prepare plans for the Checkout Building Restroom Improvements;
- B. The Consultant informed the City Engineer that these plans are complete and that construction of the Project may begin;
- C. The City Engineer reviewed the completed design and plans for the Project and agrees with the Consultant that the plans are complete and the Project may be constructed;
- D. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

**SECTION 2:** *Design Immunity; Authorization.*

- A. The design and plans for the Project are determined to be consistent with the City’s standards and are approved.
- B. The design approval set forth in this Resolution occurred before actual work on the Project construction commenced.
- C. The approval granted by this Resolution conforms to the City’s General Plan.
- D. The City Engineer, or designee, is authorized to act on the City’s behalf in approving any alterations or modifications of the design and plans approved by this Resolution.
- E. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

**SECTION 3:** *Project Payment Account.* For purposes of the Contract Documents administering the Project, the City Council directs the City Manager, or designee, to establish a fund containing sufficient monies from the current fiscal year budget to pay for the Project (“Project Payment Account”). The Project Payment Account is the sole

source of funds available for the Contract Sum, as defined in the Contract Document administering the Project.

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution.

SECTION 5: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

ATTEST:

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

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

By: \_\_\_\_\_  
Joaquin Vazquez, Deputy City Attorney





## City Council Agenda Statement

Meeting Date: December 7, 2021

Agenda Heading: Consent

Item Number: B.11

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### TITLE:

Recreation Park Checkout Building Restroom Improvements Project

### RECOMMENDATION:

1. Adopt resolution to approve engineering plans and construction specifications for the Recreation Park Checkout Building Restroom Improvements, Project No. PW 21-09.
2. Authorize staff to advertise the Recreation Park Checkout Building Restroom Improvements, Project No. PW 21-09 for construction.
3. Approve an additional appropriation of \$300,000 from the unassigned General Fund Balance.

### FISCAL IMPACT:

Included in Adopted FY 2021/22 Budget

Amount Budgeted: \$200,000 (301-400-8202-8224: CIP fund, Rec. Park Restroom)

Additional Appropriation: Yes - \$300,000 from unassigned General Fund Balance (001-200-0000-2989). Appropriate \$300,000 to General Fund Transfers Out (001-400-0000-9301) and \$300,000 to the CIP Fund Park Restrooms (301-400-8202-8224)

Account Number for Project: \$500,000 from 301-400-8202-8224 (CIP fund, Rec. Park Restroom)

### BACKGROUND:

Constructed in the late 1950's and expanded in the early 1980's, the Checkout Building is one of the most active buildings in Recreation Park, serving the park's various visitors. Its public restrooms serve almost the entire park and are used frequently. This facility needs to be rehabilitated and brought into compliance with current Americans with Disabilities Act (ADA) requirements. On June 15, 2021, the City Council adopted

## Checkout Building Restroom Improvements

December 7, 2021

Page 2 of 3

the FY 2021-2022 Capital Improvement Program Budget, which included \$200,000 for the Recreation Park Checkout Building Restroom Rehabilitation Project.

On September 7, 2021, City Council directed staff to expand the project scope to include converting the inactive northern portion of the building, formerly shower rooms, into additional restrooms for general public use. Currently, there are no family restrooms in the existing facility. This project adds two family restrooms and almost doubles the available restroom facilities as shown in the following tables:

Existing Facilities	Women's Restroom	Men's Restroom	No Existing Family Restroom	Total
Toilets	3	3		6
Sinks	2	2	0	4
Urinals	N/A	2	0	2

Proposed Facilities	Women's Restroom	Men's Restroom	Proposed Family Restroom	Total
Toilets	5	3	2	10
Sinks	2	2	2	6
Urinals	N/A	2	0	2

### DISCUSSION:

The final engineering plans and construction specifications for the expanded Checkout Building Restroom Improvements project has been completed, and based on these documents, it is proposed to remove the accessibility barriers in the existing men's and women's restrooms and convert them into ADA-compliant facilities. In general, the proposed improvements include the removal and relocation of stall partitions, providing clear turning spaces, providing clear approach areas, and the removal and relocation of facilities to adhere to the ADA requirements and new plumbing, as necessary. Further, this project proposes to expand the restroom facilities by converting the northern area of the building into general public restrooms.

The estimated cost of this project is \$500,000. A total of \$200,000 is available from the Adopted FY 2021-2022 General Fund Capital Improvement Program Budget. Additional required funding of \$300,000 is available from the unassigned General Fund Balance. There are sufficient funds available in the General Fund Balance after meeting the City's policy reserve requirement of 20%.

Staff respectfully recommends that City Council adopt the attached resolution approving the engineering plans and construction specifications for the project and authorizing staff to advertise the project for construction.

## **Checkout Building Restroom Improvements**

**December 7, 2021**

**Page 3 of 3**

With the City Council's authorization, the anticipated schedule for this project is as follows:

December 2021: Advertising and Bid Process

January 2022: Contract Award

February 2022: Begin Construction

July 2022: Project Completion

### **CITY STRATEGIC PLAN COMPLIANCE:**

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

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an appealing, safe and effective community.

### **PREPARED BY:**

Floriza Rivera, Principal Civil Engineer

### **REVIEWED BY:**

Elias Sassoon, Public Works Director

### **APPROVED BY:**

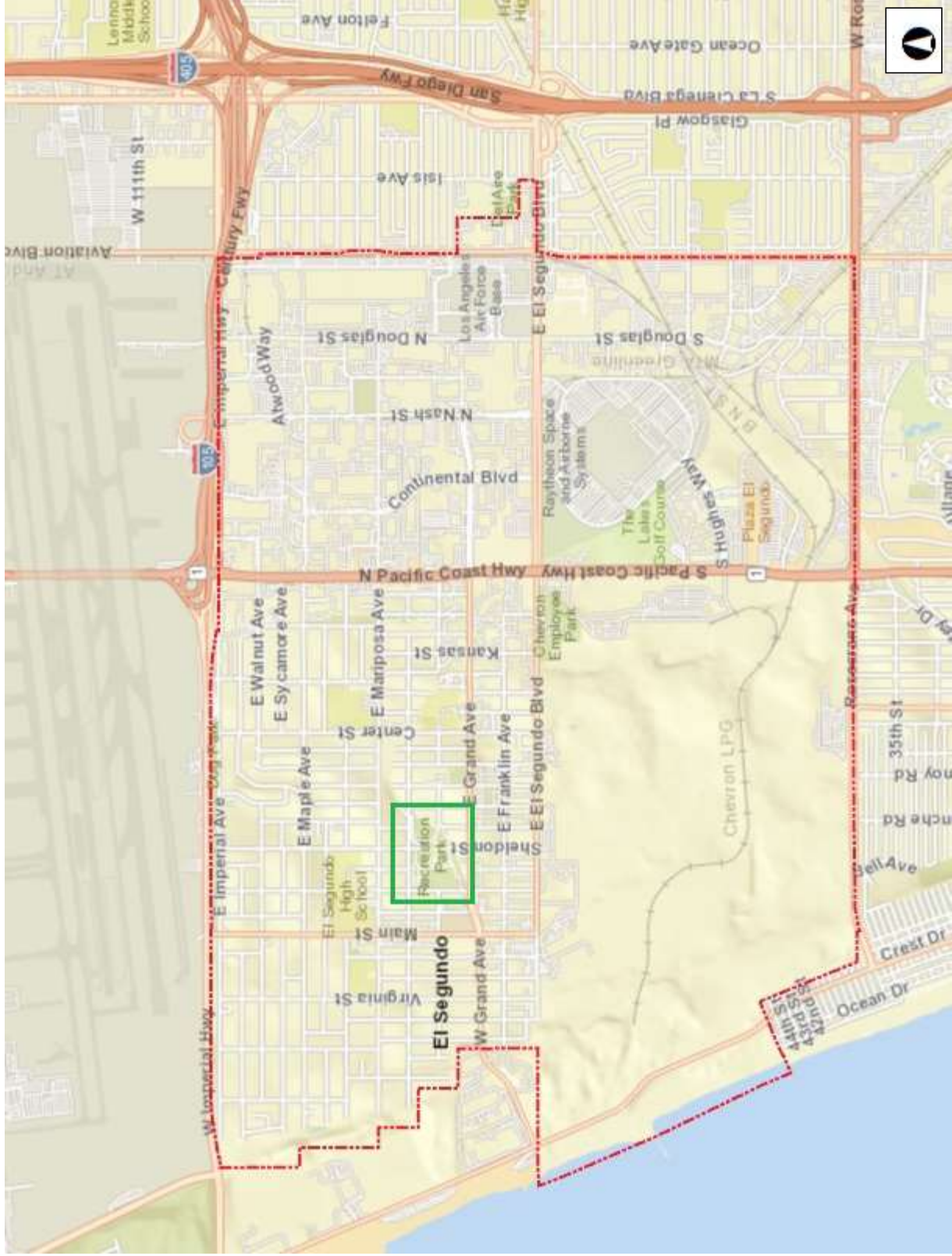
Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Vicinity Map
2. Location Map
3. Restroom Locations Map
4. Resolution



# Vicinity Map Checkout Building Restroom Improvements



6,018.7 | 0 | 3,009.33 | 6,018.7 Feet

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# Location Map Checkout Building Restroom Improvements



- Legend**
- City Boundary
  - Project Location



Notes

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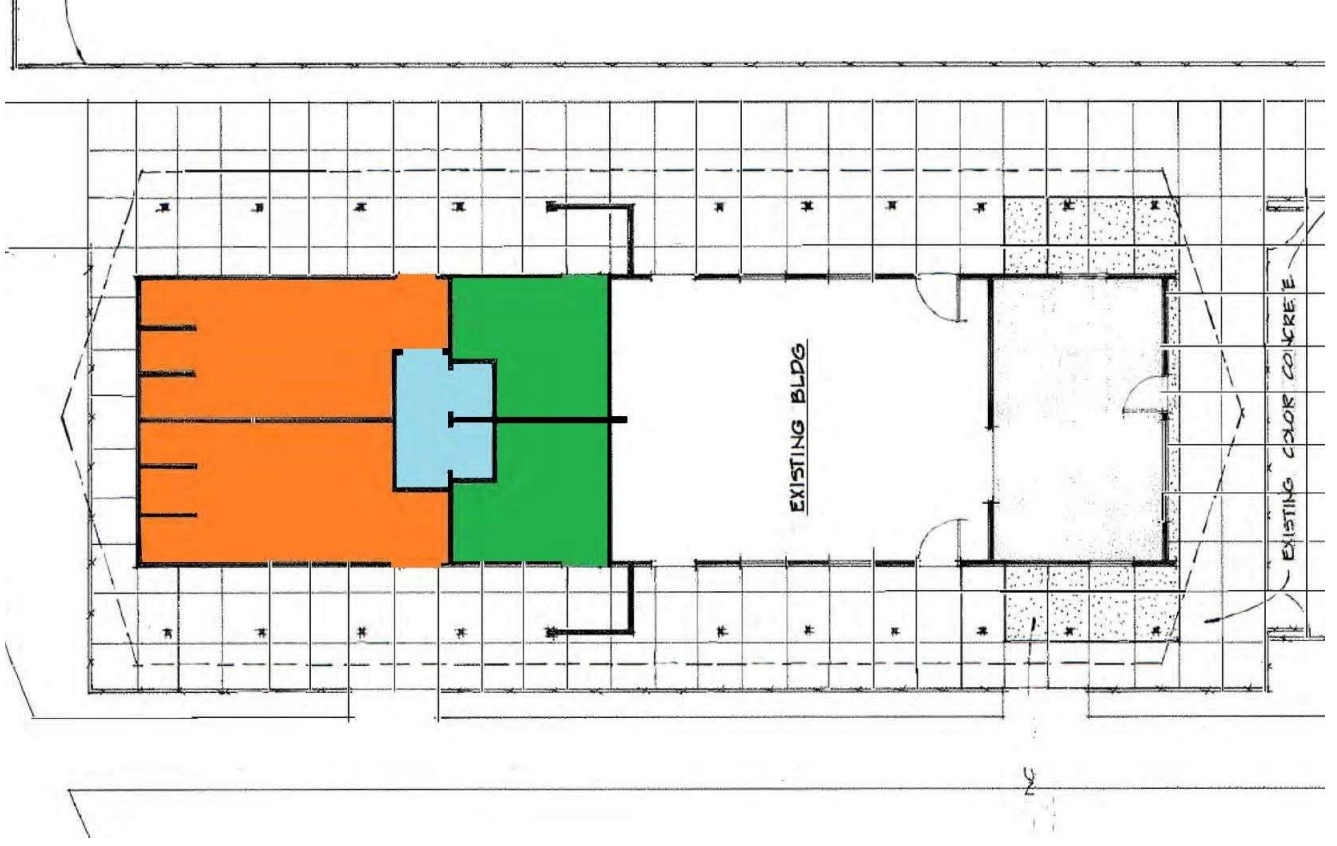
188.1 Feet

94.04




0



# Restroom Locations Checkout Building Restroom Improvements



## Legend

-  Existing restrooms to decrease in size and be remodeled
-  Mechanical/equipment room to be enlarged and remodeled
-  Former restrooms/current storage area to be remodeled as general-public restrooms



NO SCALE

**RESOLUTION NO. \_\_**

**A RESOLUTION APPROVING THE DESIGN AND PLANS FOR THE CONSTRUCTION OF CHECKOUT BUILDING RESTROOM IMPROVEMENTS PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.**

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

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

- A. The City retained Omnis Consulting, Inc. (“Consultant”) as the engineer to design and prepare plans for the Checkout Building Restroom Improvements;
- B. The Consultant informed the City Engineer that these plans are complete and that construction of the Project may begin;
- C. The City Engineer reviewed the completed design and plans for the Project and agrees with the Consultant that the plans are complete and the Project may be constructed;
- D. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

**SECTION 2:** *Design Immunity; Authorization.*

- A. The design and plans for the Project are determined to be consistent with the City’s standards and are approved.
- B. The design approval set forth in this Resolution occurred before actual work on the Project construction commenced.
- C. The approval granted by this Resolution conforms to the City’s General Plan.
- D. The City Engineer, or designee, is authorized to act on the City’s behalf in approving any alterations or modifications of the design and plans approved by this Resolution.
- E. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

**SECTION 3:** *Project Payment Account.* For purposes of the Contract Documents administering the Project, the City Council directs the City Manager, or designee, to establish a fund containing sufficient monies from the current fiscal year budget to pay for the Project (“Project Payment Account”). The Project Payment Account is the sole

source of funds available for the Contract Sum, as defined in the Contract Document administering the Project.

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution.

SECTION 5: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

ATTEST:

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

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

By: \_\_\_\_\_  
Joaquin Vazquez, Deputy City Attorney





## City Council Agenda Statement

Meeting Date: December 7, 2021

Agenda Heading: Consent

Item Number: B.12

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### **TITLE:**

Adoption of Ordinance Adding Chapter 9 to Title 5 of the El Segundo Municipal Code Regarding Mandatory Organic Waste Disposal Reduction

### **RECOMMENDATION:**

Waive the second reading and adopt an ordinance adding Chapter 9 to Title 5 of El Segundo Municipal Code regarding Mandatory Organic Waste Disposal Reduction.

### **FISCAL IMPACT:**

There is no direct fiscal impact associated with adding this ordinance to the Municipal Code. Indirect cost of staff time will be absorbed via the City's adopted FY 2021-2022 Annual Budget.

### **BACKGROUND:**

In 2016, Governor Brown signed into law Senate Bill (SB) 1383, establishing methane emissions reduction targets in a statewide effort to reduce emissions of Short-Lived Climate Pollutants (SLCP) in various sectors of California's economy. SB 1383 is the state's most ambitious waste reduction law in the last 30 years and enacts the following targets to reduce organic waste in landfills:

- Achieve a 50% reduction in the level of the statewide disposal of organic waste from the 2014 level by 2020 and a 75% reduction by 2025
- Recover at least 20% of currently disposed surplus food by 2025

SLCPs, including methane, adversely affect indoor and outdoor air quality. Methane emissions are more potent than carbon dioxide but live a short time in the atmosphere. The decomposition of organic waste in landfills is a significant source of methane emissions. Actions to reduce SLCPs are essential to address the many impacts of climate change on human health and the environment.

## **Mandatory Organic Waste Disposal Reduction Ordinance**

**December 7, 2021**

**Page 2 of 3**

On November 16, 2021, the City Council introduced the proposed ordinance for first reading.

### **DISCUSSION:**

Since landfills are the third largest producer of methane, the state's SLCP strategy includes managing organic waste. Food scraps, green waste, paper, and cardboard are organic materials that account for a significant portion of California's overall waste stream. Increasing food waste prevention, encouraging edible food rescue, and expanding the composting and in-vessel digestion of organic waste will reduce methane from landfill operations. In addition to setting specific emissions reduction goals, SB 1383 mandates cities and counties to:

- Provide organic waste collection services for all residents and businesses
- Develop and adopt an enforcement mechanism or ordinance by January 2022
- Establish an edible food recovery program
- Update the City's procurement policy to purchase recycled paper content and recycled organic waste products (e.g., compost, mulch, and renewable natural gas) at a volume of 0.08 tons/resident
- Provide outreach and education for generators, haulers, facilities, edible food recovery organizations, and municipal departments
- Plan and secure access for recycling and edible food recovery capacity
- Monitor compliance and conduct enforcement
- Maintain accurate compliance records

To meet the SB 1383 regulations, jurisdictions throughout the State are required to adopt an ordinance or other similarly enforceable mechanism by January 1, 2022. The proposed ordinance will mandate that organic waste generators, haulers, and other entities subject to the requirements of SB 1383 regulations and subject to the jurisdiction's authority, comply with SB 1383 regulatory requirements. It will also help reduce food insecurity by requiring commercial edible food generators to arrange to have the maximum amount of their edible food, that would otherwise be disposed of, be recovered for human consumption.

## **Mandatory Organic Waste Disposal Reduction Ordinance**

**December 7, 2021**

**Page 3 of 3**

The proposed ordinance addresses the SB 1383 regulatory requirements the City needs to enforce on other entities, including requirements for generators to participate in organic waste collection programs; multi-family and business owners and property managers to support organic waste disposal reduction; commercial edible food generators to recover edible food through contracts or written agreements with food recovery organizations and services; and more.

### **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 2: Support Community Safety and Preparedness

Objective: El Segundo is a safe and prepared city.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an appealing, safe and effective community.

Objective 4B: El Segundo's technology supports effective, efficient, and proactive operations.

#### **PREPARED BY:**

Lifan Xu, City Engineer

#### **REVIEWED BY:**

Elias Sassoon, Public Works Director

#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Organic Waste Ordinance (SB 1383)

**CITY OF EL SEGUNDO**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ADDING CHAPTER 9 TO TITLE 5 OF THE EL SEGUNDO MUNICIPAL CODE REGARDING MANDATORY ORGANIC WASTE DISPOSAL REDUCTION**

**THE CITY COUNCIL OF THE CITY OF EL SEGUNDO DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** A new Chapter 9 entitled “Mandatory Organic Waste Disposal Reduction” is added to Title 5 (Health and Sanitation) of the El Segundo Municipal Code (“ESMC”) to read as follows:

**“Chapter 9**

**MANDATORY ORGANIC WASTE DISPOSAL REDUCTION**

**5-9-1 Purpose.**

This chapter is adopted in accordance with Article XI, § 7 of the California Constitution and Public Resources Code § 40059 to protect public health, safety and well-being, to control the spread of vectors, and to limit sources of air pollution, noise and traffic within the City. This chapter is adopted to supplement and implement the legal requirements of AB 939 and, in particular, the SB 1383 Regulations.

**5-9-2 Definitions.**

Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this chapter. Words and phrases not given a meaning by this Chapter have the meaning set forth in the Act and the regulations promulgated to implement the Act, if defined therein, and if not, to the definitions found in RCRA and the regulations promulgated to implement RCRA, as amended, or in this code (see Chapter 5-2). References to an undesignated regulation are to Title 14 of the California Code of Regulations.

“AB 939” or “Act” means the California Integrated Waste Management Act of 1989 codified in part at Public Resources Code, §§ 40000 *et seq.*, as amended.

“City Enforcement Official” means the city manager, or designee.

“Commercial Business” or “Commercial” means a firm, partnership,

proprietorship, joint-stock company, corporation, or association, whether for-profit or nonprofit, strip mall, industrial facility, or a multifamily residential dwelling, or as otherwise defined in § 18982(a)(6). A Multi-Family Residential Dwelling that consists of fewer than five units is not a Commercial Business for purposes of implementing this chapter.

“Commercial Edible Food Generator” includes a Tier One or a Tier Two Commercial Edible Food Generator as defined in this chapter or as otherwise defined in 18982(a)(73) and (a)(74). For the purposes of this definition, Food Recovery Organizations and Food Recovery Services are not Commercial Edible Food Generators pursuant to § 18982(a)(7).

“Compliance Review” means a review of records by the city to determine compliance with this chapter.

“Community Composting” means any activity that composts green material, agricultural material, food material, and vegetative food material, alone or in combination, and the total amount of feedstock and Compost on-site at any one time does not exceed 100 cubic yards and 750 square feet, as specified in § 17855(a)(4) or as otherwise defined by § 18982.

“Compost” has the same meaning as in § 17896.2(a)(4), which stated, as of the effective date of this chapter, that “Compost” means the product resulting from the controlled biological decomposition of organic Solid Wastes that are Source Separated from the municipal Solid Waste stream, or which are separated at a centralized facility.

“Compostable Plastics” or “Compostable Plastic” means plastic materials that meet the ASTM D6400 standard for compostability, or as otherwise described in § 18984.1 or § 18984.2.

“Edible Food” means food intended for human consumption, or as otherwise defined in § 18982(a)(18). For purposes of this chapter or as otherwise defined in § 18982(a)(18), “Edible Food” is not Solid Waste if it is recovered and not discarded. Nothing in this chapter requires or authorizes the Recovery of Edible Food that does not meet the food safety requirements of the California Retail Food Code.

“Designee” means the person designated by the city manager pursuant to § 18981.2(b).

“Food Recovery” means actions to collect and distribute food for human consumption that otherwise would be disposed, or as otherwise defined in § 18982(a)(24).

“Food Waste” means Food Scraps, Food-Soiled Paper, and Compostable Plastics.

“Gray Container” has the same meaning as in § 18982(28).

“Gray Container Waste” means Solid Waste that is collected in a Gray Container that is part of a three-container Organic Waste collection service that prohibits the placement of Organic Waste in the Gray Container as specified in § 18984.1(a) and (b), or as otherwise defined in § 17402(a)(6.5).

“Green Container” has the same meaning as in § 18982(a)(29) and will be used for the purpose of storage and collection of Source Separated Green Container Organic Waste.

“Multi-Family Residential Dwelling” or “Multi-Family” means of, from, or pertaining to residential premises with five or more dwelling units. Multi-Family premises do not include hotels, motels, or other transient occupancy facilities, which are considered Commercial Businesses.

“RCRA” means the Resource Conservation and Recovery Act as set forth at 42 U.S.C. §§ 6901, *et seq.*, as amended.

“SB 1383” means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Health and Safety Code §§ 39730.5, 39730.6, 39730.7, and 39730.8 and added Public Resources Code Chapter 13.1 (commencing with § 42652), establishing methane emissions reduction targets in a Statewide effort to reduce emissions of short-lived climate pollutants as amended, supplemented, superseded, and replaced from time to time.

“SB 1383 Regulations” or “SB 1383 Regulatory” means or refers to, for the purposes of this chapter, the Short-Lived Climate Pollutants: Organic Waste Reduction regulations found at Titles 14 (Chapter 12) and 27 of the California Code of Regulations.

“Single-Family” means of, from, or pertaining to any residential premises with fewer than five units.

“Source Separated Green Container Organic Waste” means Source Separated Organic Waste that can be placed in a Green Container that is specifically intended for the separate collection of Organic Waste by the generator, excluding Source Separated Blue Container Organic Waste, carpets, Non-Compostable Paper, and textiles.

“Source Separated Recyclable Materials” means Source Separated Non-Organic Recyclables and Source Separated Blue Container Organic Waste.

**5-9-3 Requirements for Single-Family Generators.**

Except as otherwise provided for Self-Haulers, Single-Family Organic Waste Generators must:

- A. Subscribe to Organic Waste collection services for all generated Organic Waste. City may review the number and size of a generator’s containers to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials. Single-Family generators must adjust their collection service level as directed by the City to maintain a level of service that is consistent with the purpose of this chapter. Generators must manage their Organic Waste by preventing or reducing their Organic Waste, managing Organic Waste on site, and/or using a Community Composting site pursuant to § 18984.9(c).
- B. Participate in the Organic Waste collection service by placing designated materials in designated containers as described below. It is unlawful to place Prohibited Container Contaminants in collection containers.
- C. Generators must
  - 1. Place Source Separated Green Container Organic Waste, including Food Waste, in the Green Container;
  - 2. Place Source Separated Recyclable Materials in the Blue Container; and
  - 3. Place Gray Container Waste in the Gray Container.
- D. It is unlawful for Generators to place materials designated for the Gray Container into the Green Container or Blue Container.

**5-9-4 Requirements for Commercial Businesses and Multi-Family Residential Dwellings.**

- A. Except as provided for Self-Haulers, all generators that are Commercial Businesses or Multi-Family Residential Dwellings must subscribe to City’s three container collection services and comply with requirements of those services as described below.

- B. City may review the number and size of a generator's containers and frequency of collection to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials.
- C. Commercial Businesses and Multi-Family Residential Dwellings must adjust their collection service level as directed by the City to maintain a level of service that is consistent with the purpose of this chapter and to avoid adverse impacts to public health, safety or welfare.
- D. Commercial Businesses and Multi-Family Residential Dwellings must participate in the City's Organic Waste collection service by placing designated materials in designated containers as follows:
  - 1. Place Source Separated Green Container Organic Waste, including Food Waste, in the Green Container;
  - 2. Place Source Separated Recyclable Materials in the Blue Container; and
  - 3. Place Gray Container Waste in the Gray Container. Generator must not place materials designated for the Gray Container into the Green Container or Blue Container.
- E. Commercial Businesses and Multi-Family Residential Dwellings must supply, and allow, employees, contractors, tenants, and customers unfettered access to collection containers of adequate number and size, consistent with City's Blue Container, Green Container, and Gray Container collection service or, if self-hauling, per the Commercial Businesses' instructions to support its compliance with its self-haul program. All collection containers must be labeled or colored as set forth below.
- F. Commercial Businesses and Multi-Family Residential Dwellings must provide containers for the collection of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials in all indoor and outdoor areas where disposal containers are provided for customers to deposit materials generated by that business. Such containers do not need to be provided in restrooms. If a Commercial Business does not generate any of the materials that would be collected in one type of container, then the business does not have to provide that particular container in all areas where disposal containers are provided for customers.
- G. Pursuant to § 18984.9(b), the containers provided by the business must have either:



1. A body or lid that conforms with the container colors provided through the collection service provided by City, with either lids conforming to the color requirements or bodies conforming to the color requirements or both lids and bodies conforming to color requirements. A Commercial Business is not required to replace functional containers, including containers purchased before January 1, 2022, that do not comply with the requirements of this subsection before the end of the useful life of those containers, or before January 1, 2036, whichever comes first.
  2. Container labels that include language or graphic images, or both, indicating the primary material accepted and the primary materials prohibited in that container, or containers with imprinted text or graphic images that indicate the primary materials accepted and primary materials prohibited in the container. Pursuant § 18984.8, the container labeling requirements are required on new containers commencing January 1, 2022.
- H. Multi-Family Residential Dwellings are not required to comply with container placement requirements or labeling requirements pursuant to § 18984.9(b).
- I. Commercial Businesses must, to the extent practicable, prohibit employees from placing materials in a container not designated for those materials per the City's Blue Container, Green Container, and Gray Container collection service or, if self-hauling, per the Commercial Businesses' instructions to support its compliance with its self-haul program.
- J. Commercial Businesses must periodically inspect Blue Containers, Green Containers, and Gray Containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers pursuant to § 18984.9(b)(3).
- K. Commercial Businesses must annually provide information to employees, contractors, tenants, and customers about Organic Waste Recovery requirements and about proper sorting of Source Separated Green Container Organic Waste and Source Separated Recyclable Materials.
- L. Commercial Businesses must provide education information before or within 14 days of occupation of the premises to new tenants that describes requirements to keep Source Separated Green Container Organic Waste and Source Separated Recyclable Materials separate from Gray Container Waste (when applicable) and the location of containers and the rules governing their use at each property.
- M. Commercial Businesses must provide or arrange access for City or

Designee to their properties during all Inspections conducted in accordance with this chapter to confirm compliance with the requirements of this chapter.

- N. If a Commercial Business wants to self-haul, it must meet the Self-Hauler requirements in this chapter.
- O. Nothing in this Section prohibits a generator from preventing or reducing waste generation, managing Organic Waste on site, or using a Community Composting site pursuant to § 18984.9(c).
- P. Commercial Businesses that are Tier One or Tier Two Commercial Edible Food Generators must comply with Food Recovery requirements.

**5-9-5 De Minimis Waivers for Generators.**

- A. The City may waive a Commercial Business's obligation (including Multi-Family Residential Dwellings) to comply with some or all of the Organic Waste requirements of this chapter if the Commercial Business provides documentation that the business generates below a certain amount of Organic Waste material as described below.
- B. Commercial Businesses requesting a de minimis waiver must submit an application specifying the services that they are requesting a de minimis waiver for and provide the following documentation:
  - 1. The Commercial Business's total Solid Waste collection service is two cubic yards or more per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 20 gallons per week per applicable container of the business' total waste; or
  - 2. The Commercial Business' total Solid Waste collection service is less than two cubic yards per week and Organic Waste subject to collection in a Blue Container or Green Container comprises less than 10 gallons per week per applicable container of the business's total waste.
- C. Notify City if circumstances change such that Commercial Business's Organic Waste exceeds the threshold required for de minimis waiver, in which case the waiver will be rescinded.
- D. Acknowledge that if the City obtains information at any time that the Commercial Business is exceeding the organic waste thresholds for the de minimis waiver, that the City will rescind waiver.

- E. At least every five years after receiving a de minimis waiver, allow the City to conduct an inspection for the purpose of verifying continued eligibility for the de minimis waiver.

**5-9-6 Physical Space Waivers.**

- A. City may waive a Commercial Business's or property owner's obligations (including Multi-Family Residential Dwellings) to comply with some or all of the Organic Waste collection service requirements of this code if the Commercial Business or property owner provides documentation, or the City obtains evidence, from a hauler, California licensed architect, or California licensed engineer demonstrating that the premises lacks adequate space for the collection containers required for compliance with this chapter.
- B. A Commercial Business or property owner must request a physical space waiver through the following process:
  - 1. Submit an application form specifying the type(s) of collection services for which a waiver is requested.
  - 2. Provide documentation that the premises lacks adequate space.
  - 3. If City grants a waiver, allow access by a Designee to verify the ongoing need for a waiver.

**5-9-7 Requirements for Commercial Edible Food Generators.**

- A. Tier One Commercial Edible Food Generators must comply with the requirements of this section commencing January 1, 2022, and Tier Two Commercial Edible Food Generators must comply commencing January 1, 2024.
- B. Large Venue or Large Event operators not providing food services, but allowing for food to be provided by others, must require Food Facilities operating at the Large Venue or Large Event to comply with the requirements of this section commencing January 1, 2024.
- C. Commercial Edible Food Generators must:
  - 1. Arrange to recover the maximum amount of Edible Food that would otherwise be disposed.
  - 2. Contract with, or enter into a written agreement with, Food Recovery Organizations or Food Recovery Services for: (i) the collection of Edible Food for Food Recovery; or (ii) acceptance of

the Edible Food that the Commercial Edible Food Generator self-hauls to the Food Recovery Organization for Food Recovery.

3. Allow City Enforcement Officials, upon reasonable notice, to access the premises and review records pursuant to § 18991.4.
- D. Additionally, Commercial Edible Food Generators must keep, for a minimum period of five years, records that includes the documentation, contacts, and such additional information needed to comply with § 18991.3(b) on forms provided by the City or Designee.
- E. Not later than March 31<sup>st</sup> of each year commencing no later than February 1, 2023 for Tier One Commercial Edible Food Generators and February 1, 2025 for Tier Two Commercial Edible Food Generator, provide an annual Food Recovery report to the City that includes the following information:
1. A copy of all contracts or written agreements established under § 18991.3(b).
  2. The quantity of food, measured in annual pounds recovered, collected or self-hauled to a Food Recovery Service or Food Recovery Organization for Food Recovery.
  3. The name, address and contact information of the Food Recovery Service or Food Recovery Organization.
- F. Nothing in this chapter will be construed to limit or conflict with the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act, or share table and school food donation guidance pursuant to Senate Bill 557 of 2017.

**5-9-8 Requirements for Food Recovery Organizations and Services.**

- A. A Food Recovery Service that has established a contract or written agreement to collect or receive Edible Food directly from Commercial Edible Food Generators must keep, for a minimum period of five years, records that includes the documentation, contacts, and such additional information needed to comply with § 18991.5 on forms provided by the City or Designee.
- B. No later than March 31<sup>st</sup> of each year, commencing March 31, 2023 Food Recovery Organizations and Food Recovery Services that have their primary address physically located in the City and contract with or have written agreements with one or more Commercial Edible Food Generators pursuant to § 18991.3(b) must report to the City the total pounds of Edible Food recovered in the previous calendar year from the Tier One and Tier

Two Commercial Edible Food Generators they have established a contract or written agreement with pursuant to § 18991.3(b).

- C. In order to support Edible Food Recovery capacity planning assessments or other studies conducted by the City Food Recovery Services and Food Recovery Organizations operating in the City must provide information and consultation to the City, upon request, regarding existing, or proposed new or expanded, Food Recovery capacity that could be accessed by the City and its Commercial Edible Food Generators. A Food Recovery Service or Food Recovery Organization contacted by the City must respond to such request for information within 60 days unless a shorter timeframe is otherwise specified by the City.

#### **5-9-9 Requirements for Haulers and Facility Operators.**

- A. An exclusive franchised hauler or permitted hauler providing residential, Commercial, or industrial Organic Waste collection services to generators within the City's boundaries must meet the following requirements and standards as a condition of approval of a contract, agreement, or other authorization with the City to collect Organic Waste:
  - 1. Through written notice to the City annually on or before March 15<sup>th</sup>, identify the facilities to which they will transport Organic Waste including facilities for Source Separated Recyclable Materials and Source Separated Green Container Organic Waste.
  - 2. Transport Source Separated Recyclable Materials, Source Separated Green Container Organic Waste to a facility, operation, activity, or property that recovers Organic Waste.
  - 3. Obtain approval from the City to haul Organic Waste, unless it is transporting Source Separated Organic Waste to a Community Composting site or lawfully transporting C&D in a manner that complies with § 18989.1 or other applicable law including this code.
- B. Owners of facilities, operations, and activities that recover Organic Waste, including, without limitation, Compost facilities, in-vessel digestion facilities, and publicly-owned treatment works must, upon City request, provide information regarding available and potential new or expanded capacity at their facilities, operations, and activities, including information about throughput and permitted capacity necessary for planning purposes. Entities contacted by the City must respond within 60 days after a request is sent by the City.
- C. Community Composting operators, upon City request, will provide

information to the City to support Organic Waste capacity planning, including, without limitation, an estimate of the amount of Organic Waste anticipated to be handled at the Community Composting operation. Entities contacted by the City must respond within 60 days after a request is sent by the City.

**5-9-10 Requirements for Self-Haulers of Organic Waste.**

- A. Self-Haulers must source separate all recyclable materials and Organic Waste (materials that City otherwise requires generators to separate for collection in the City's organics and recycling collection program) generated on site from Solid Waste in a manner consistent with §§ 18984.1 and 18984.2, or must haul Organic Waste to a High Diversion Organic Waste Processing Facility as required by § 18984.3.
- B. Self-Haulers must haul their Source Separated Organic Waste to a Solid Waste facility, operation, activity, or property that processes or recovers Source Separated Organic Waste.
- C. Self-Haulers must keep a record of the amount of Organic Waste delivered to each Solid Waste facility, operation, activity, or property that processes or recovers Organic Waste; these records must be kept for a minimum of five years and are subject to Inspection by the City upon request. The records must include the following information:
  - 1. Delivery receipts and weight tickets from the entity accepting the waste.
  - 2. The amount of material in cubic yards or tons transported by the generator to each entity.
  - 3. If the material is transported to an entity that does not have scales on-site or employs scales incapable of weighing the Self-Hauler's vehicle in a manner that allows it to determine the weight of materials received, the Self-Hauler is not required to record the weight of material but must keep a record of the entities that received the Organic Waste.
- D. Except for a residential Organic Waste Generator that self-hauls Organic Waste, Self-Haulers that are Commercial Businesses (including Multi-Family Self-Haulers) must provide any information required by City within 60 days after City sends the request.

**5-9-11 Procurement Requirements for City Departments, Direct Service Providers, and Vendors.**

- A. City's direct service providers must comply with the City's Recovered Organic Waste Product and Recycled-Content Paper procurement policy.
- B. All vendors providing Paper Products and Printing and Writing Paper must:
  - 1. If fitness and quality are equal, provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least 30 percent, by fiber weight, postconsumer fiber instead of non-recycled products whenever recycled Paper Products and Printing and Writing Paper are available at the same or lesser total cost than non-recycled items or at a total cost of no more than 10% of the total cost for non-recycled items.
  - 2. Provide Paper Products and Printing and Writing Paper that meet Federal Trade Commission recyclability standard as defined in 16 Code of Federal Regulations (CFR) § 260.12 (January 1, 2013).
  - 3. Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the City. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
  - 4. Certify in writing, on invoices or receipts provided, that the Paper Products and Printing and Writing Paper offered or sold to the City is eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations (CFR) § 260.12 (January 1, 2013).
  - 5. Provide records to the City's Recovered Organic Waste Product procurement recordkeeping Designee, in accordance with the City's Recycled-Content Paper procurement policy(ies) of all Paper Products and Printing and Writing Paper purchases within 30 days of the purchase (both recycled-content and non-recycled content, if any is purchased) made by any division or department or employee of the City. Records must include a copy (electronic or paper) of the invoice or other documentation of purchase, written certifications as required by this chapter for recycled-content purchases, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-recycled content

Paper Products or Printing and Writing Papers are provided, include a description of why Recycled-Content Paper Products or Printing and Writing Papers were not provided.

**5-9-12 Inspections and Investigations by City.**

Designees are authorized to conduct inspections and investigations, at random or otherwise, of any collection container, collection vehicle loads, or transfer, processing, or disposal facility for materials collected from generators, or Source Separated materials to confirm compliance with this chapter by Organic Waste Generators, Commercial Businesses (including Multi-Family Residential Dwellings), property owners, Commercial Edible Food Generators, haulers, Self-Haulers, Food Recovery Services, and Food Recovery Organizations, subject to applicable laws.

**5-9-13 Enforcement.**

Subject to the requirements of § 18995.4 including, without limitation, the need for a 60-day compliance period after issuing a Notice of Violation, the City may enforce this chapter in accordance with applicable law including, without limitation, ESMC Chapters 1-2, 1-2A, and 5-2.”

**SECTION 2:** *Education Period for Noncompliance.* Beginning January 1, 2022 and through December 31, 2023, City or Designee will conduct Inspections, Route Reviews or waste evaluations, and Compliance Reviews, depending upon the type of regulated entity, to determine compliance with this Ordinance. If City determines that Organic Waste Generator, Self-Hauler, hauler, Tier One Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance, it will provide educational materials to the entity describing its obligations under this chapter and a notice that compliance is required by January 1, 2022, and that violations may be subject to administrative civil penalties starting on January 1, 2024. Beginning January 1, 2024, the City may enforce the ESMC in accordance with ESMC Chapters 1-2, 1-2A, and 5-2.

**SECTION 3.** *Environmental Review.* This Ordinance was reviewed pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, “CEQA”) and the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, *et seq.*, the “CEQA Guidelines”). Based upon that review, this Ordinance is exempt from further review pursuant to CEQA Guidelines §15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.

**SECTION 4.** *Electronic Signatures.* This Ordinance may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic



signatures will be treated in all respects as having the same effect as an original signature.

**SECTION 5.** *Construction.* This Ordinance must be broadly construed to achieve the purposes stated in this Ordinance. It is the City Council’s intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

**SECTION 6.** *Enforceability.* Repeal or amendment of any provision of the MPMC will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance’s effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

**SECTION 7.** *Severability.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

**SECTION 8.** *Recording.* The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the city of El Segundo’s book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

**SECTION 9.** *Execution.* The Mayor, or presiding officer, is hereby authorized to affix his signature to this Ordinance signifying its adoption by the City Council of the City of El Segundo, and the City Clerk, or duly appointed deputy, is directed to attest thereto.

**SECTION 10.** *Effectiveness.* This Ordinance will take effect on the 30th day following its final passage and adoption. It may be enforced commencing on January 1, 2022.

**ORDINANCE NO. \_\_\_\_ HAD ITS FIRST READING ON \_\_\_\_\_, ITS SECOND READING ON \_\_\_\_\_, AND WAS DULY PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF EL SEGUNDO AT ITS REGULAR MEETING OF \_\_\_\_\_.**

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

**ATTEST:**

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**Tracy Weaver, City Clerk**

**APPROVED AS TO FORM:**

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**Mark Hensley, City Attorney**



## City Council Agenda Statement

Meeting Date: December 7, 2021

Agenda Heading: Consent

Item Number: B.13

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### **TITLE:**

Government Finance Officers Association Award for Financial Reporting

### **RECOMMENDATION:**

Receive and file the Government Finance Officers Association award for excellence in financial reporting for the City's Fiscal Year 2019-20 Annual Comprehensive Financial Report.

### **FISCAL IMPACT:**

N/A

### **BACKGROUND:**

The Government Finance Officers Association (GFOA) established the Certificate of Achievement for Excellence in Financial Reporting Program in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal.

A Certificate of Achievement is valid for a period of one year only. Staff will continue to strive for excellence in order to meet the Certificate of Achievement program requirements in future years.

### **DISCUSSION:**

GFOA awarded the City of El Segundo the Certificate of Achievement for Excellence in Financial Reporting for the City's FY 2019-20 Annual Comprehensive Financial Report. The award represents a significant and continuing achievement by the City. It demonstrates the commitment of the City Council and staff to meet the highest principles of government financial reporting and reflects the City's philosophy of

transparency to its residents and other stakeholders.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5B: El Segundo approaches its work in a financially strategic and responsible way.

**PREPARED BY:**

Joseph Lillio, Chief Financial Officer

**REVIEWED BY:**

Joseph Lillio, Chief Financial Officer

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Announcement of Award to City\_Nov 2021
2. GFOA Press Release\_Nov 2021



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

11/12/2021

Drew Boyles  
Mayor  
City of El Segundo, California

Dear Mayor Boyles:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended September 30, 2020 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

Michele Mark Levine  
Director, Technical Services



GOVERNMENT FINANCE OFFICERS ASSOCIATION  
**NEWS RELEASE**

**FOR IMMEDIATE RELEASE**

11/12/2021

**For more information contact:**  
**Michele Mark Levine, Director/TSC**  
**Phone: (312) 977-9700**  
**Fax: (312) 977-4806**  
**Email: [mlevine@gfoa.org](mailto:mlevine@gfoa.org)**

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **City of El Segundo** for its annual comprehensive financial report for the fiscal year ended September 30, 2020. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

*Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.*



## City Council Agenda Statement

Meeting Date: December 7, 2021

Agenda Heading: Consent

Item Number: B.14

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### **TITLE:**

Resolution Allowing Public Meetings to Continue to be Conducted via Teleconferencing Pursuant to Assembly Bill 361

### **RECOMMENDATION:**

Approve a resolution to allow public meetings to continue to be conducted via teleconferencing pursuant to Assembly Bill No. 361

### **FISCAL IMPACT:**

None

### **BACKGROUND:**

In order to address the expiration of the Governor's Orders regarding teleconferencing, Assembly Bill No. 361 ("AB 361") took effect which, among other things, amends certain provisions of the Ralph M. Brown Act ("Brown Act") governing open meetings to allow teleconferencing, including internet-based video conferencing, in a manner similar to previously issued gubernatorial executive orders.

### **DISCUSSION:**

The proposed resolution would make the requisite findings for the City Council to continue using teleconferencing protocols for its public meetings, subject to certain notice, access, and participation requirements. It would also require City Council to reconsider the state of emergency conditions and consider whether certain findings can be made to support continued use of the teleconferencing procedures and prohibit all Brown Act-subject City legislative bodies, including applicable commissions, committees, and boards, from meeting exclusively in person except as determined by the City Manager or until the Council provides further direction in the future. The proposed resolution would direct all Brown Act-subject City legislative bodies, including applicable commissions, committees, and boards, to consider the continued adoption of findings allowing for its conducting public meetings via teleconferencing, as applicable.

**December 7, 2021**

**Page 2 of 2**

**CITY STRATEGIC PLAN COMPLIANCE:**

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

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

Objective 1 B: El Segundo's engagement with the community ensures excellence.

**PREPARED BY:**

Joaquin Vasquez, Assistant City Attorney

**REVIEWED BY:**

Mark Hensley, City Attorney

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Resolution AB361 Extension 12/07/2021



RESOLUTION NO. \_\_\_\_\_-

**A RESOLUTION OF THE CITY COUNCIL OF CITY OF EL SEGUNDO FINDING THAT CERTAIN CONDITIONS EXIST TO CONTINUE CONDUCTING PUBLIC MEETINGS VIA TELECONFERENCING PURUSANT TO ASSEMBLY BILL NO. 361 AND DIRECTING CITY COMMITTEES, COMMISSIONS, AND BOARDS TO TAKE CERTAIN ASSOCIATED ACTIONS.**

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

**SECTION 1.** *Findings.* The City Council finds and declares as follows:

- A. On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency to exist in California due to the threat of the COVID-19 pandemic.
- B. This gubernatorial proclamation, among other things, suspended local government emergency declaration, reporting, and extension requirements of Government Code § 8630 for the duration of the COVID-19 pandemic.
- C. Effective September 16, 2021, Assembly Bill No. 361 (“AB 361”) took effect which, among other things, amends certain provisions of the Ralph M. Brown Act (“Brown Act”) governing open meetings to allow teleconferencing, including internet-based video conferencing, in a manner similar to previously issued gubernatorial executive orders.
- D. During a proclaimed state of emergency, AB 361 allows a legislative body, like the City Council, to continue utilizing teleconferencing to conduct public meetings under certain circumstances, provided the legislative body makes certain findings.
- E. The City Council has previously adopted and made findings to continue meeting via teleconferencing pursuant to AB 361 and seeks to make additional findings under Government Code § 54953(e) to continue such teleconferencing use.

**SECTION 2.** *Teleconferencing*

- A. Pursuant to Government Code § 54953(e), the City Council has reconsidered the circumstances of the state of emergency finds as follows:
  - 1. The state of California continues to be in a declared state of emergency pursuant to Government Code § 8625 (the California Emergency Services Act; see Government Code § 54953(e)(3);

see also Governor's Proclamation dated March 4, 2020), which ;  
and

2. Based upon the most recent Order of the Health Officer for County of Los Angeles Department of Public Health (dated September 17, 2021 and effective October 7, 2021), masks and social distancing continue to be necessary to curb the spread of COVID-19 (Government Code § 54953(e)(3)(B)(ii)).

B. Accordingly, to protect public health and safety the City Council:

1. finds that it is in the public interest to conduct public meetings of its legislative bodies via teleconference as defined by Government Code § 54953;
2. prohibits all Brown Act-subject City legislative bodies, including applicable commissions, committees, and boards, from meeting exclusively in person, except as determined by the City Manager or until the City Council provides further direction in the future; and
3. directs all such Brown Act-subject City legislative bodies, including applicable commissions, committees, and boards, to consider the continued adoption of findings allowing for its conduct public meetings via teleconference as defined by Government Code § 54953 at any meeting occurring after the date of this Resolution.

C. The City Council will adhere to all requirements of Government Code § 54953 governing teleconferencing during the emergency including, without limitation, posting agendas; allowing for real-time public comment via either call-in or internet-based; allowing for written communications that will be either read or summarized into the record during the meeting as determined by the City Council; and protecting the statutory and constitutional rights of all persons appearing before the legislative body. No physical location will be provided for persons wishing to provide real-time public comment.

**SECTION 3.** *Reporting.* Every 30 days following adoption of this Resolution, the City Council will reconsider the extension of the teleconferencing method of public meetings in accordance with Government Code § 54953(e)(3). Such determinations may be placed on the consent calendar.

**SECTION 4.** *Electronic Signatures.* This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

**SECTION 5. Signature Authority.** The Mayor, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption by the City Council of the City of El Segundo, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

**SECTION 6. Effective Date.** This Resolution will take effect immediately upon adoption and will remain effective unless repealed or superseded.

**SECTION 7. City Clerk Actions.** The City Clerk will certify to the passage and adoption of this Resolution, enter it in the City's book of original Resolutions, and make a record of this action in the meeting's minutes.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, hereby certify that the whole number of members of the City Council of the City is five; that the foregoing Resolution No. \_\_\_\_\_ was duly passed and adopted by said City Council, approved and signed by the Mayor of said City, and attested to by the City Clerk of said City, all at a regular meeting of said Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, and the same was so passed and adopted by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Tracy Weaver,

City Clerk

APPROVED AS TO FORM:

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Mark D. Hensley,  
City Attorney