AGENDA
EL SEGUNDO CITY COUNCIL
COUNCIL CHAMBERS - 350 Main Street

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

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

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

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

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

REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, SEPTEMBER 17, 2013 – 5:00 PM

5:00 P.M. SESSION

CALL TO ORDER

ROLL CALL

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

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

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov’t Code §54956.9(d) (3) -2- matter

1. City of El Segundo vs. City of Los Angeles, et.al. LASC Case No. BS094279
2. City of Los Angeles vs. Pacific Bell Telephone Company, et al., LASC Case No. BC414272

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code §54956.9(d) (2) and (3): -0- matter.

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

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

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

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

CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov’t Code §54956.8): -1- matters

1. Lease of City Owned Property (Price and Terms)
   Real Property: City owned Golf Course ("The Lakes") located at Sepulveda Boulevard (Assessor Parcel Number: 4138-014-913).
   City’s Negotiator: Greg Carpenter, City Manager
   Potential Lessee/Negotiating Party: Centercal Properties, Inc.
AGENDA
EL SEGUNDO CITY COUNCIL
COUNCIL CHAMBERS - 350 Main Street

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REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, SEPTEMBER 17, 2013 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE – Council Member Fellhauer
PRESENTATIONS

a) Proclamation – 37th Annual Richmond Street Fair, Saturday 28, 2013 from 9:00 AM to 5:00 PM.
b) Presentation – Jacob Levy, Eagle Scout Contender, concerning emergency management public outreach for alert and notification systems in El Segundo.
c) Proclamation – Fire Prevention Week, October 6-12, 2013.

ROLL CALL

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

1. Consideration and possible action to authorize the City Manager to issue a request for proposal, reviewed by City Attorney, for lease and operation of the Lakes Golf Facility. (Debra Geist, Manhattan Beach resident) (Fiscal Impact: None)

Recommendation – 1) Authorize the City Manager, City Attorney and any other needed staff support to take all steps necessary to issue RFP immediately, such RFP shall be directed to interested parties (including without limitation, entities identified by Golf Course Advisory Group in report to City Council) for Lease of and operation of The Lakes Golf Facility; 2) City Council to discuss and identify basic terms of acceptable lease; 3) City Attorney is directed to approve from and procedure for issuance; 4) Alternatively, discuss and take other possible action related to this item.

CITY COUNCIL COMMENTS – (Related to Public Communications)

A. PROCEDURAL MOTIONS

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

Recommendation – Approval.
B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

2. Consideration and possible action (Continued Public Hearing) regarding the Fiscal Year 2013-2014 Budget (including all City Revenues and Expenditures), Adoption of Resolutions approving Appropriation Limit and Preliminary Budget as amended and proposed Fiscal Year 2013-2014 Strategic Plan. (Copies of the Fiscal Year 2013-2014 Preliminary Budget can be found in the Library, City Clerk’s office, and on the City’s website.) (Fiscal Impact: $133,766,300 in total appropriations; Revenues of $112,011,000 and prior year designations of $21,755,300)

Recommendation – 1) Continue Open Public Hearing and receive public testimony. Adopt the resolution approving and adopting the Fiscal Year 2013-2014 Operating Budget. 2) Incorporate “Exhibit A – Fiscal Year 2013-2014 Change List of Budget Revisions in all Funds” into the Adopted Budget and transfer any fiscal year 2012-2013 General Fund savings into the Economic Uncertainty Fund in fiscal year 2013-2014 once the fiscal year 2012-2013 audit is complete; 3) Adopt the Resolution approving and adopting the Appropriations Limit for fiscal year 2013-2014, as presented; 4) Adopt the Fiscal Year 2013-2014 Strategic Plan; 5) Alternatively, discuss and take other possible action related to this item.

C. UNFINISHED BUSINESS

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

E. CONSENT AGENDA

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

3. Warrant Numbers 2594193 – 2594364 on Register No. 23 in the total amount of $907,635.98 and Wire Transfers from 8/16/2013 through 8/29/2013 in the total amount of $819,787.15)

Recommendation – Approve Warrant Demand Registers and authorize staff to release. Ratify Payroll and Employee Benefit checks; checks released early due to contracts or agreement; emergency disbursements and/or adjustments; and wire transfers.
Recommendation – Approval.

5. Consideration and possible action to authorize the City Manager, or designee, to purchase five fully equipped Honda police motorcycles. These vehicles are identified in the Equipment Replacement Fund and were scheduled to be replaced in September 2010.
(Fiscal Impact: $131,982.00)
Recommendation – 1) Accept the responses submitted by Huntington Beach Honda and Honda of Glendale in reply to the Request For Bid #13-11; 2) Award the bid to Huntington Beach Honda and authorize the City Manager, or designee, to execute an agreement in a form approved by the City Attorney with Huntington Beach Honda for the purchase of five new Honda police motorcycles using Equipment Replacement and Asset Forfeiture funds; 3) Approve the retention of three existing 2007 BMW motorcycles to be utilized for training purposes and as spare units during special event deployments; 4) Alternatively, discuss and take other possible action related to this item.

6. Consideration and possible action to award a five-year Public Works Maintenance Contract to DownStream Services, Inc. for Pump Stations Maintenance and On-Call Repair Services. Project No. PW13-12
(Fiscal Impact: $90,000.00 annually for five years)
Recommendation – 1) Authorize the City Manager to execute a five-year Public Works Maintenance Contract in a form approved by the City Attorney to DownStream Services, Inc. in the annual amount of $90,000; 2) Alternatively, discuss and take other possible action related to this item.

7. Consideration and possible action regarding authorization for the City Manager to enter into a three year agreement as approved to form by the City Attorney with Insight in the amount of $33,857.70 to provide VMware software support and upgrades. (3 Years of $11,285.90 per year).
(Fiscal Impact: $33,857.70)
Recommendation – 1) Authorize the City Manager to enter into a three year service, maintenance and upgrade agreement, as approved to form by the City Attorney, with Insight in the amount of $33,857.70; 2) Alternatively, discuss and take other possible action related to this item.
8. Consideration and possible action regarding award of City’s professional services contract for auditing services with Mayer Hoffman McCann P.C. for three year through 2013-2015, plus optional two year extension.  
Recommendation – 1) Authorize approval of three year professional services contract for auditing services with Mayer Hoffman McCann P.C. through years 2013-2015 for $169,142 ($141,872 General Fund and $27,270 LAWA) and optional two year extension through 2016 and 2017 for $119,610 ($100,220 General Fund and $19,390 LAWA); 2) Alternatively, discuss and take other possible action related to this item.

9. Consideration and possible action regarding 1) Approval of class specifications, 2) Adoption of a Resolution providing for the implementation of job classification and salary changes in the Fiscal Year 2013-2014 Operating Budget and 3) approval of Examination Plans.  
(Fiscal Impact: $97,200)  
Recommendation – 1) Approve the proposed Class Specifications for the classifications of Accounting Supervisor, Deputy City Treasurer I, Deputy City Treasurer II, Fire Equipment Mechanic, Payroll Accountant, and Senior Engineer Associate; 2) Adopt the Resolution establishing the Basic Monthly Salary Range for the job classifications of Accounting Supervisor, Deputy City Treasurer I, Deputy City Treasurer II, Payroll Accountant, and Senior Engineer Associate; 3) Approve the Examination Plans for Accounting Supervisor, Deputy City Treasurer I, Deputy City Treasurer II, Management Analyst, Payroll Accountant, and Senior Engineer Associate; 4) Alternatively, discuss and take other possible action related to this item.

10. Consideration and possible action regarding approval of ongoing professional service agreements and blanket purchase orders for FY 2013-2014 in excess of $25,000 for various departments; and possible action to waive the formal bidding process and authorize the continued purchase of various goods and services as described below.  
(Fiscal Impact: General Fund $1,808,074; Asset Forfeiture Fund $13,000; Prop A Fund $30,000; Water Fund $136,500; Sewer Fund $13,000; Golf Course Fund $96,000; Workers’ Compensation Fund $95,365)  
Recommendation –

1) Authorize the City Manager to execute an amendment to Agreement No. 4095, in a form approved by the City Attorney, with High Point Strategies, LLC. to (1) substitute MWW Group and Ek & Ek with High Point Strategies, LLC.; (2) extend the term of the agreement to September 30, 2014; (3) authorizes payment for services up to $75,000 (General Fund); and (4) take such additional, related, action that may be desirable.

ATTACHED SUPPORTING DOCUMENT
Draft Third Amendment to Agreement No. 4095 between the City of El Segundo and High Point Strategies, LLC.

2) Authorize the City Manager to execute an amendment to Agreement No. 4242, in a form approved by the City Attorney, with (1) extend the term of the agreement to September 30, 2014; (2) authorizes payment for services up to $45,000 (General Fund); and (3) take such additional, related, action that may be desirable.

ATTACHED SUPPORTING DOCUMENT
Draft Second Amendment to Agreement No. 4242 between the City of El Segundo and Willdan.

3) Authorize the issuance of a blanket purchase order to Los Angeles Business Journal for the purchase of advertising and ad placement space to advance Economic Development objectives in FY 2013-2014 in an amount not to exceed $37,000 (General Fund)

4) Authorize the City Manager to extend ongoing service agreements with Baker & Taylor Information Services for supplying books and other library materials, and issuance of blanket purchase order not to exceed $86,800 in FY 2013-2014 (General Fund)

5) Authorize the City Manager to extend contract #2235 to Innovative Interfaces, Inc., for library computer network system maintenance and issuance of blanket purchase order not to exceed $30,000 (General Fund)

6) Authorize the City Manager to extend ongoing service agreements with J. Lee Engineering provides plan check and inspection consulting services for the Building and Safety Division not to exceed $150,000 in FY 2013-2014 (General Fund)

7) Authorize the City Manager to extend ongoing service agreement with Willdan Engineering Services to provide professional planning consulting and engineering services to the City not to exceed $70,000 in FY 2013-2014 (General Fund)

8) Authorize the City Manager to extend ongoing service agreement with Tierra West Advisors, Inc. to provide professional planning consulting and engineering services to the City not to exceed $100,000 in FY 2013-2014 (General Fund)

9) Authorize the City Manager to extend ongoing service agreement with Scanning Services Corporation; scan and inputs data into the City’s document imaging system not to exceed $30,000 in FY 2013-2014 (General Fund)

10) Authorize the City Manager to extend ongoing service agreements with U.S. HealthWorks provides an extremely cost effective method of delivery of pre-employment and occupational medical services not to exceed $45,000 in FY 2013-2014 (General Fund)

11) Authorize the City Manager to extend ongoing service agreements with Westchester Medical Group/Center for Heart and Health to provide annual safety employees fitness for duty and executive physical examinations not to exceed $70,000 in FY 2013-2014 (General Fund)
12) Authorize the City Manager to extend ongoing service agreement with York Risk Services Group to administer workers’ compensation claims not to exceed $95,365 in FY 2013-2014 (Workers’ Compensation Fund)

13) Authorize the El Segundo Fire Department to waive the bidding process per El Segundo Municipal Code §1-7-10 to purchase medical and pharmaceutical supplies, and piggyback on the City of El Cajon’s Bound Tree Medical, Inc. (“Bound Tree”) Bid #005-12, and authorize issuance of a blanket purchase order to Bound Tree for medical and pharmaceutical supplies not to exceed $27,000 in FY 2013-2014 (General Fund)

14) Authorize the City Manager to execute a one-year contract with All Cities Management Company to provide crossing guard services for the El Segundo School District not to exceed $80,000 in FY 2013-2014 (General Fund)

15) Authorize all El Segundo City Departments to waive the bidding process per El Segundo Municipal Code § 1-7-10 to purchase maintenance/repair operating supplies, and industrial supplies, and piggyback on U.S. Communities Government Purchasing Alliance Contract # 11019-RFP awarded to Home Depot U.S.A. Inc, and authorize issuance of a citywide open purchase order to Home Depot for maintenance/repair operating supplies, and industrial supplies, under the agreement not to exceed $25,000 in FY 2013-2014 (General Fund)

16) Authorize all El Segundo City Departments to waive the bidding process per El Segundo Municipal Code § 1-7-10 to purchase office supplies, related products and off-site office services, and piggyback on The Cooperative Purchasing Network (TCPN) Contract # R5023 awarded to Office Depot, and authorize issuance of a citywide open purchase order to Office Depot for office supplies, related products and off-site office services under the agreement not to exceed $60,000 in FY 2013-2014 (General Fund)

17) Authorize the issuance of a blanket purchase order to Lane Donovan Partners, LLC (Agreement #3399) to provide management services for The Lakes Golf Course for an amount not to exceed $96,000 in FY 2013-2014 (Golf Course Fund)

18) Authorize the City Manager to extend Agreement # 4096 with TruGreen Landcare in a form approved by the City Attorney and issuance of a blanket purchase order to provide weekly landscape services for an amount not to exceed $153,504 in FY 2013-2014 (General Fund)

19) Authorize the City Manager to extend Agreement # 3476 with Great Scott Tree Service Inc. in a form approved by the City Attorney and issuance of a blanket purchase order to provide tree maintenance services for an amount not to exceed $110,000 in FY 2013-2014 (General Fund)

20) Authorize staff to continue to purchase gasoline and diesel fuel for City vehicles and equipment through the use of spot market purchasing in an amount not to exceed $315,000 in FY 2013-2014 (Various)

21) Authorize the issuance of a blanket purchase order to Metron Farnier & Actaris in an amount not to exceed $100,000 in total for the purchase of single jet
water meters for the City's water system in FY 2013-2014 (Water Enterprise Fund).

22) Authorize the issuance of a blanket purchase order to Blue Diamond Materials, a division of Sully Miller Contracting Company in an amount not to exceed $30,000 for the purchase of asphalt paving materials for Street Maintenance Division projects in FY 2013-2014 (General Fund).

23) Authorize the issuance of a blanket purchase order to Infosend, Inc. (Agreement # 4203) to provide water utility bill print and mail services for an amount not to exceed $27,500 in FY 2013-2014 (Water Funds)

24) Authorize the City Manager to extend the ongoing professional service Agreement # 4269 with Aerotek for providing temporary staffing service for the Public Works Department not to exceed $100,000 in FY 2013-2014 (General Fund)

25) Authorize the City Manager to execute a one-year contract with the Society for the Prevention of Cruelty to Animals Los Angeles for animal sheltering services, not to exceed $28,200 in FY 2013-2014 (General Fund)

26) Authorize the City Manager to execute a one-year contract with Duncan Solutions (formerly Enforcement Technology Inc.) for processing of parking citations/collections, not to exceed $77,000 in FY 2013-2014 (General Fund)

27) Authorize the issuance of a blanket purchase order to San Diego Police Equipment Co., Inc. (SDPECI), for the purchase of CCI-Speer and Federal ammunition, not to exceed $53,500 in FY 2013-2014 (general Fund)

28) Authorize the City Manager to execute a one-year contract amendment and/or purchase order with Tyler Technologies for annual software licensing, maintenance, and support not to exceed $41,070 in FY 2013-2014 (General Fund)

29) Authorize the City Manager to execute a one-year contract and/or blanket purchase order with Active Network for annual licensing, maintenance and support not to exceed $34,000 in FY 2013-2014 (General Fund)

11. Consideration and possible action regarding a request to install temporary banner Announcement Signs that exceed 500 square feet on the temporary perimeter fencing for the property at the northeast corner of Sepulveda Boulevard and Rosecrans Avenue. Applicant: Federal Realty Investment Trust  
(Fiscal Impact: None)

Recommendation – 1) Approve Federal Realty Investment Trust's request for temporary banner Announcement Signs for one and a half years; 2) Alternatively, discuss and take other possible action related to this item.
12. Consideration and possible action regarding the adoption of Ordinance No. 1481 for a Zone Text Amendment, and a Development Agreement on the site located at 850 North Sepulveda Boulevard generally near the northeast corner of Sepulveda and Rosecrans Boulevards. Applicant: Street Retail Inc.

(Fiscal Impact: None)

Recommendation – 1) Waive second reading and adopt Ordinance No. 1481; 2) Alternatively, discuss and take other possible action related to this item.

13. Consideration and possible action regarding acceptance of a grant from the Federal Aviation Administration (FAA) of up to $10 Million to be used for the Residential Sound Insulation (RSI) Program.

Recommendation – 1) Accept a grant from the Federal Aviation Administration (FAA) of up to $10,000,000; 2) Authorize the Mayor to execute the FAA Grant Agreement; 3) Alternatively discuss and take other action related to this item.

14. Consideration and possible action regarding a request from the El Segundo Kiwanis Club to operate a Beer Garden adjacent to the food court section of the Kiwanis Club sponsored 37th Annual Richmond Street Fair on Saturday, September 28, 2013 from 11:00 a.m. – 5:00 p.m.

(Fiscal Impact: None)

Recommendation – 1) Approve the request from the El Segundo Kiwanis Club to operate a Beer Garden adjacent to the food court section of the 37th Annual Richmond Street Fair, subject to compliance with all Alcohol Beverage Commission regulations and permits; 2) Alternatively discuss and take other action related to this item.

15. Consideration and possible action to approve the City’s responses to the Los Angeles County Grand Jury Reports entitled “Chevron-El Segundo” and 2012-2013 “Civil Grand Jury Final Report-El Segundo.

(Fiscal Impact: None)

Recommendation – 1) Approve the City’s responses to the Los Angeles County Grand Jury Reports; 2) Alternatively discuss and take other action related to this item.

F. NEW BUSINESS
16. Consideration and possible action to update the El Segundo Municipal Code regulating general penalties for Title 6 of the City Code specific to animal control. These changes are desirable to ensure effective enforcement by the El Segundo Police Department. (Fiscal Impact: None) 

Recommendation – 1) Second reading by title only and adopt an Ordinance amending Chapter 6-1-5 of the El Segundo Municipal Code regarding the general penalty for violations of animal regulation; 2) Alternatively, discuss and take other possible action related to this item.

G. REPORTS – CITY MANAGER

H. REPORTS – CITY ATTORNEY

I. REPORTS – CITY CLERK

J. REPORTS – CITY TREASURER

K. REPORTS – CITY COUNCIL MEMBERS

Council Member Fellhauer -

Council Member Atkinson –

Council Member Fuentes –

Mayor Pro Tem Jacobson –

Mayor Fisher –

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MEMORIALS –

CLOSED SESSION

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REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

ADJOURNMENT

POSTED:

DATE: 9-11-13
TIME: 2:20 pm
NAME: Cathy Domann
WHEREAS, The 37th Annual Richmond Street Fair is proudly sponsored and organized by the El Segundo Kiwanis Club as a club fundraiser for local scholarships and projects for the youth of El Segundo; and

WHEREAS, The Annual Richmond Street Fair provides high school student groups, civic clubs, and non-profit organizations an opportunity to promote their associations and to raise funds for their school and community projects through the sale of arts and crafts and other items; and

WHEREAS, The Annual Richmond Street Fair affords people from other communities the opportunity to discover the hometown atmosphere of El Segundo while experiencing wholesome family entertainment at its finest; and

WHEREAS, The City Council recognizes the merits of the Annual Richmond Street Fair as a win-win for the entire community of El Segundo and commends the El Segundo Kiwanis Club for continuing to carry on this traditional El Segundo event which has become a “Celebration of Community”.

NOW, THEREFORE, the Mayor and Members of the City Council of the City of El Segundo, California, hereby proclaim the observance of the 37th ANNUAL RICHMOND STREET FAIR from 9:00 a.m. to 5:00 p.m., Saturday, September 28, 2013 and invite the community to give generous support to all the groups, organizations, merchants and volunteers participating in the Fair.

Mayor Bill Fisher
Mayor Pro Tem Carl Jacobson
Council Member Suzanne Fuentes
Council Member Dave Atkinson
Council Member Marie Fellhauer
PRESENTATION
JACOB LEVY, EAGLE SCOUT CONTENDER
EMERGENCY MANAGEMENT PUBLIC OUTREACH FOR ALERT AND NOTIFICATION SYSTEMS IN EL SEGUNDO
PRESENTATIONS

c) Proclamation – Fire Prevention Week, October 6-12, 2013.
Consideration and possible action to authorize the City Manager to issue a request for proposal, reviewed by City Attorney, for lease and operation of the Lakes Golf Facility.

Fiscal Impact: None

Recommendation: (1) Authorize City Manager, City Attorney and any other needed staff support to take all steps necessary to issue RFP immediately, such RFP shall be directed to interested parties (including without limitation, entities identified by Golf Course Advisory Group in report to City Council) for Lease of and operation of the The Lakes Golf Facility; (2) City Council to discuss and identify basic terms of acceptable lease; (3) City Attorney is directed to approve form and procedure for issuance; (4) Alternatively, discuss and take other action in support of this item.
AGENDA DESCRIPTION:

Consideration and possible action (Continued Public Hearing) regarding the Fiscal Year 2013-2014 Budget (including all City Revenues and Expenditures), Adoption of Resolutions approving Appropriation Limit and Preliminary Budget as amended and proposed Fiscal Year 2013-2014 Strategic Plan. (Copies of the Fiscal Year 2013-2014 Preliminary Budget can be found in the Library, City Clerk’s office, and on the City’s website.) (Fiscal Impact $133,766,300 in total appropriations; Revenues of $112,011,000 and prior year designations of $21,755,300)

RECOMMENDED COUNCIL ACTION:


2. Incorporate “Exhibit A – Fiscal Year 2013-2014 Change List of Budget Revisions in all Funds” into the Adopted Budget and transfer any fiscal year 2012-2013 General Fund surplus into the Economic Uncertainty Fund in fiscal year 2013-2014 once the fiscal year 2012-2013 audit is complete.

3. Adopt the Resolution approving and adopting the Appropriations Limit for fiscal year 2013-2014, as presented.

4. Adopt the Fiscal Year 2013-2014 Strategic Plan.

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

ATTACHED SUPPORTING DOCUMENTS:

1) Exhibit A Fiscal Year 2013-2014 Change List of Budget Revisions in all Funds
2) Resolution approving and adopting the Operating Budget for Fiscal Year 2013-2014 and Resolution approving and adopting the Appropriation Limit for Fiscal Year 2013-2014
3) Fiscal Year 2013-2014 Strategic Plan

FISCAL IMPACT: Total Appropriations for all funds of $133,766,300; Revenues of $112,011,000, and prior year designations of $21,755,300.

Amount Budgeted: $133,766,300
Additional Appropriation: N/A
Account Number(s): None

ORIGINATED BY: Angelina Garcia, Fiscal Services Manager
REVIEWED BY: Deborah Cullen, Director of Finance
APPROVED BY: Greg Carpenter, City Manager
BACKGROUND AND DISCUSSION:

**FY 2013-2014 Budget**

On September 3, 2013 the City Council conducted a Public Hearing on the FY 2013-2014 Operating Budget.

Revisions from the Preliminary Budget are attached to this report and have been included in the final budget to be adopted.

Incorporate “Exhibit A – FY 2013-2014 Change List of Budget Revisions In All Funds” into the Adopted Budget.

**Budget Revenue Revisions between Preliminary and Adopted**

**General Fund**

*Property Tax* - Based on new information related to assessed valuation for the next Property Tax Year we have increased Property Tax by approximately $440,000.

*Business License Tax* - Business License Tax has been reduced by $85,000, which is due to a revision in estimated employee headcount.

**State Gas Tax Fund**

The State Gas Tax Fund also had an increase in revenues of $65,000. This was due to a revised estimate received from the State of California.
Budget Expenditure Revisions between Preliminary and Adopted

General Fund

The summary of changes includes a decrease to the estimated Cost of Living Adjustment (COLA) of approximately $388,500. The FY 2013-2014 Preliminary Budget was prepared with an estimated COLA of 2.6%, and was budgeted for all employees. Since then, new estimates have come in and we have lowered the estimated COLA to 2%. The final COLA percentage will not be known until after budget adoption. Staff will finalize the COLA budget adjustment in the 1st quarter/year-end review that will be presented February 2014. Staff also made a budget adjustment to remove the value of the COLA increase for Supervisory/Professional Group, Management/Confidential Employees, and Executives. The total decrease is approximately $388,500, as shown below:

Table 5 – COLA Reductions by Group:

| Salary Adjustment for Groups not receiving COLA (estimated in the Preliminary Budget at 2.6%): | (257,822) |
| Adjustment for Decrease in estimated CPI (from 2.6% to 2%) for the following groups: | |
| Police Officers’ Association | (41,810) |
| Police Management Association | (12,000) |
| Fire Association | (36,770) |
| Police Support Services Employee Association | (4,700) |
| City Employees’ Association | (35,390) |
| | (130,670) |
| Total COLA Reduction: | $(388,492) |

Other Funds

State Gas Tax Fund

This Fund’s expenditures have been increased by $400,000 to fund for the Annual Slurry Seal Program and the Curb and Sidewalk Replacement Citywide.

Water Fund

This Fund’s expenditures have been adjusted to properly fund for the replacement of cast and/or ductile iron pipes, for the restoration of the City’s potable water reservoirs, and for the installation of a Venturi Meter. The total adjustment amount for these capital expenditures is a decrease of approximately $650,000. There is also a decrease to salaries and benefits of approximately $86,700 for a reclassification of ½ a full-time position to the General Fund.

Wastewater Fund

This Fund’s expenditures have been decreased by $190,100 to adjust the funding due to an overstatement in the preliminary budget to the sewer line repairs and rehabilitation on the City’s most serious sewer main problems.
Adopt the Resolution approving and adopting Appropriations Limit for FY 2013-2014.

Article XIII-B of the California State Constitution, commonly referred to as the Gann Appropriations Limit, was adopted by California voters in 1980 and placed limits on the total tax proceeds that State and local agencies can appropriate and spend each year. Based upon the California Constitution and applicable law, staff has presented the City Council with an Appropriations Limit for FY 2013-2014 as adjusted by the factors identified in the attached Resolution. The Appropriations Limit for FY 2013-2014 will be $264,892,000.

Capital Improvement Projects

The FY 2013-2014 Capital Improvement Projects total $2,140,000.
Residential Sound Insulation Program construction improvements total $15,800,000.

Summary

General Fund – Overall, General Fund Revenues are growing at a rate of 2.15% compared to the 2012/2013 yearend estimate. The City is still being impacted by a sluggish economy and overall reduction in revenues coming from the business base, which will keep revenues well below the levels needed to keep up with FY 2013-2014 growth of 11.5% in expenditures. The FY 2013/2014 revenue and expenditure gap is being covered by the receipt of the first 2 tax resolution payments made by Chevron.

As part of the final budget adoption, staff has prepared a reconciliation of changes from the preliminary to the final adopted budget. Staff will continue to monitor revenues and expenditures and report quarterly to City Council and the public.

Revisions from the Preliminary Budget are attached to this report and have been included in the final budget to be adopted.
CITY OF EL SEGUNDO
EXHIBIT A CHANGE LIST OF EXPENDITURE BUDGET REVISIONS - APPROPRIATIONS ALL FUNDS
FISCAL YEAR 2013-2014 ADOPTED BUDGET

<table>
<thead>
<tr>
<th>FISCAL YEAR 2013-2014 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Div</td>
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<tr>
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</tbody>
</table>

**General Fund**

Preliminary Budget Appropriations inclusive of Transfers Out

ADJUSTMENTS:

* **COLA Adjustment**
  
  (388,500)

* **Elected Official - City Council**
  Adjust Council Stipends for three members
  
  1101 4xxx 8,400

* **Finance**
  Adjust Business Services Manager Allocation - S & B
  
  2501 4xxx 86,700

* **Police Department**
  Increase in CalPERS contribution for hub employee
  
  31xx 4xxx 3,000

* **Public Works Department**
  Increase in Custodial Costs - Maintenance of Lifeguard Station
  
  2601 6206 10,700
  Software Maintenance Costs for Tablets
  
  4202 6217 2,000
  Software Maintenance Costs for Tablets
  
  4801 6214 1,000

* **Recreation & Parks Department**
  Adjust Operating Supplies
  
  5101 5204 1,000

Total General Fund inclusive of Transfers Out

<p>| | | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ (275,700)</td>
</tr>
</tbody>
</table>

**Other Funds**

Preliminary Budget Appropriations inclusive of Transfers Out

<p>| | | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ 74,623,600</td>
</tr>
</tbody>
</table>

**State Gas Tax Fund (106)**

* Adjustment - To fund for the approved CIP Slurry Seal
  
  8203 8357 350,000

* Adjustment - To fund for the approved CIP Curb Replacement
  
  8203 8606 50,000

**Water (501) Fund**

* Adjust Business Services Manager Allocation - S & B
  
  7102 4xxx (86,750)

* Adjust Laundry & Cleaning
  
  7102 6212 600

* Adjust Repairs & Maintenance
  
  7102 6215 16,000

* Adjust Software Maintenance for New Tablets
  
  7102 6217 2,000

* Adjustment - To fund for the approved CIP Water Main Replacement
  
  7103 8207 (790,000)

* Adjustment - To fund for the approved CIP Reservoir Improvements
  
  7103 8227 60,000

* Adjustment - To fund for the approved CIP Venturi Meter Installation
  
  7103 8452 80,000

**Waste Water (502) Fund**

* Adjustment - To fund for the approved CIP Sewer Rehabilitation
  
  (190,150)

Total Revised City Appropriations - Other Funds inclusive of Transfers Out

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ (508,300)</td>
</tr>
</tbody>
</table>

Total Revised City Appropriations - All Funds inclusive of Transfers Out

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$ (784,000)</td>
</tr>
<tr>
<td>General Fund</td>
<td>Preliminary Estimated Revenues inclusive of Transfers In</td>
<td>Account</td>
<td>Inc (Dec)</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>---------</td>
<td>-----------</td>
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<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>ADJUSTMENTS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase to Current Year Secured Estimate</td>
<td></td>
<td>3101</td>
<td>409,000</td>
</tr>
<tr>
<td>Increase to Current Year Unsecured Estimate</td>
<td></td>
<td>3102</td>
<td>34,000</td>
</tr>
<tr>
<td>Decrease to Business License Fee Estimate</td>
<td></td>
<td>3301</td>
<td>(102,000)</td>
</tr>
<tr>
<td>Increase to Business License Fee Estimate</td>
<td></td>
<td>3302</td>
<td>5,000</td>
</tr>
<tr>
<td>Decrease to Business License Fee Estimate</td>
<td></td>
<td>3303</td>
<td>6,500</td>
</tr>
<tr>
<td>Increase to Business License Fee Estimate</td>
<td></td>
<td>3304</td>
<td>40,000</td>
</tr>
<tr>
<td>Decrease to Business License Fee Estimate</td>
<td></td>
<td>3305</td>
<td>7,000</td>
</tr>
<tr>
<td>Decrease to Business License Fee Estimate</td>
<td></td>
<td>3306</td>
<td>7,000</td>
</tr>
<tr>
<td>Decrease to Business License Fee Estimate</td>
<td></td>
<td>3307</td>
<td>8,000</td>
</tr>
<tr>
<td><strong>Transfers In:</strong></td>
<td></td>
<td>9001</td>
<td></td>
</tr>
<tr>
<td>Economic Uncertainty Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Improvements Fund</td>
<td></td>
<td>9001</td>
<td></td>
</tr>
<tr>
<td><strong>Total General Fund Estimated Revenues inclusive of Transfers In</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preliminary Estimated Revenues inclusive of Transfers In</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correction to Schedule</td>
<td></td>
<td>3707</td>
<td>55,500</td>
</tr>
<tr>
<td><strong>Total Other Funds Estimated Revenues inclusive of Transfers In</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revised Estimated Revenues Inclusive of Transfers In</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Year Designation Fund Reserves</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revised Estimated Revenues Inclusive of Transfers In</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RESOLUTION NO. __

A RESOLUTION ADOPTING THE 2013-2014 FINAL OPERATING BUDGET FOR THE CITY OF EL SEGUNDO AND ADOPTING THE 2013-2014 CAPITAL IMPROVEMENT BUDGET.

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 Council has reviewed the proposed final Operating Budget ("Budget") for fiscal years;

B. The Budget is based upon appropriate estimates and financial planning for the City’s operations, services, and capital improvements;

C. The City Council conducted public study sessions on April 30th, 2013, June 27th 2013, August 6, 2013 and a public hearing on September 3, 2013, and continued on September 17, 2013;

D. All procedural requirements for adopting the City’s budget were fulfilled, and the City Council was fully informed regarding the City’s current finances, projected revenue, and financial obligations; and

E. It is in the public interest for the City Council to adopt the Budget as proposed by the City Manager.

SECTION 2: ADOPTION. The Budget attached to this Resolution, and incorporated by reference, is approved and adopted subject only to the authorizations set forth below. Such approval and adoption includes, without limitation, the Position Control Listing of Authorized Positions, Classification and Compensation Plans set forth in the Budget which recognizes new classifications and removes unused classifications.

SECTION 3: APPROPRIATIONS LIMIT.

A. Article XIIIIB of the California Constitution requires the City to set its Appropriations Limit on an annual basis;

B. The City’s Appropriations Limit may be adjusted annually based upon inflation and population growth.

C. The City Council may choose the method of calculating adjustments to the City’s Appropriations Limit on an annual basis. For inflation, pursuant to Article XIIIIB, § 8(e)(2), adjustments to the Appropriations Limit may be calculated using either the percentage change in per capita personal income from the preceding year or the percentage change in the local assessment roll from the preceding year because of local nonresidential new construction. For population growth, pursuant to Government Code § 7901(b), the City may either use the percentage growth either in its jurisdiction or from the surrounding county.
D. Pursuant to Article XIII-B of the California Constitution, and those Government Code sections adopted pursuant to Article XIII-B, § 8(f), the City Council chooses to adjust the City’s Appropriations Limit by calculating inflation using the percentage change in the City’s assessment roll from the preceding year because of local nonresidential new construction and calculating population growth by using the percentage change in population in Los Angeles County.

E. As a result of the adjustments made to the City’s Appropriations Limit, the City Council sets the Appropriations Limit for fiscal year at $264,892,000.

SECTION 4: BUDGET APPROPRIATIONS. Based upon the Budget, the total General Fund operating budget is $59,651,000. The City Manager, or designee, is authorized to implement the following appropriations for City Departments:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elected Officials</td>
<td>$994,200</td>
</tr>
<tr>
<td>City Manager</td>
<td>1,269,000</td>
</tr>
<tr>
<td>City Attorney</td>
<td>449,000</td>
</tr>
<tr>
<td>Non Department</td>
<td>4,591,200</td>
</tr>
<tr>
<td>Communications Center</td>
<td>1,389,500</td>
</tr>
<tr>
<td>Finance</td>
<td>1,890,700</td>
</tr>
<tr>
<td>Fire</td>
<td>14,724,400</td>
</tr>
<tr>
<td>Human Resources</td>
<td>804,500</td>
</tr>
<tr>
<td>Library</td>
<td>2,390,000</td>
</tr>
<tr>
<td>Recreation and Parks</td>
<td>5,147,500</td>
</tr>
<tr>
<td>Planning and Building Safety</td>
<td>2,894,200</td>
</tr>
<tr>
<td>Police</td>
<td>17,200,100</td>
</tr>
<tr>
<td>Public Works</td>
<td>5,948,800</td>
</tr>
<tr>
<td>Transfers</td>
<td>346,400</td>
</tr>
<tr>
<td>COLA Adjustment</td>
<td>(388,500)</td>
</tr>
</tbody>
</table>

SECTION 5: CIP APPROPRIATIONS. Based upon the CIP, a total of $2,140,000 is appropriated for Capital Improvement Projects for Fiscal Year. The City Manager, or designee, is authorized to implement the CIP with the following funds and amounts:

<table>
<thead>
<tr>
<th>FUND</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wastewater Fund</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Water Fund</td>
<td>$740,000</td>
</tr>
<tr>
<td>State Gas Tax Fund</td>
<td>$400,000</td>
</tr>
</tbody>
</table>
SECTION 6: MISCELLANEOUS APPROPRIATIONS. The City Manager, or designee, is authorized to implement the following miscellaneous appropriations:

<table>
<thead>
<tr>
<th>FUND</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAFFIC SAFETY</td>
<td>$200,000</td>
</tr>
<tr>
<td>STATE GAS TAX</td>
<td>400,000</td>
</tr>
<tr>
<td>ASSET FORFEITURE</td>
<td>1,387,000</td>
</tr>
<tr>
<td>COMMUNITY DEVELOPMENT BLOCK GRANT</td>
<td>86,400</td>
</tr>
<tr>
<td>PROP A TRANSPORTATION</td>
<td>336,600</td>
</tr>
<tr>
<td>PROP C TRANSPORTATION</td>
<td>124,200</td>
</tr>
<tr>
<td>RESIDENTIAL SOUND INSULATION</td>
<td>17,326,500</td>
</tr>
<tr>
<td>C.O.P.S. FUND</td>
<td>100,000</td>
</tr>
<tr>
<td>LAWA FUND</td>
<td>11,017,900</td>
</tr>
<tr>
<td>AQMD Tree Partnership Program</td>
<td>110,000</td>
</tr>
<tr>
<td>DEBT SERVICE FUND</td>
<td>540,000</td>
</tr>
<tr>
<td>FACILITIES MAINTENANCE</td>
<td>95,000</td>
</tr>
<tr>
<td>WATER FUND</td>
<td>25,209,700</td>
</tr>
<tr>
<td>SEWER FUND</td>
<td>6,354,900</td>
</tr>
<tr>
<td>GOLF COURSE</td>
<td>2,374,700</td>
</tr>
<tr>
<td>EQUIPMENT REPLACEMENT</td>
<td>5,454,900</td>
</tr>
<tr>
<td>LIABILITY INSURANCE</td>
<td>1,118,500</td>
</tr>
<tr>
<td>WORKERS' COMP RESERVE/ INSURANCE</td>
<td>1,879,000</td>
</tr>
</tbody>
</table>

SECTION 7: REAPPROPRIATION. The City Manager, or designee, is authorized to reappropriate any unused appropriations for capital projects, special projects, and grant programs at the close of Fiscal Year 2012-2013 for the Budget.

SECTION 8: FUND OPERATING RESERVES. The City Manager, or designee, may appropriate any remaining revenues at the close of Fiscal Year 2012-2013 into the applicable Fund operating reserve on September 30, 2013.

SECTION 9: BUDGET ADJUSTMENTS. The Budget may be subsequently adjusted as follows:

A. By majority vote of the City Council;

B. By the City Manager, or designee, for all appropriation transfers between programs and sections within a City department and between appropriation units (e.g., salaries and benefits, services and supplies, and capital outlay) within programs;

C. By Department Directors for appropriation transfers between appropriation units within programs;

D. Objects code expenditures within appropriation units in a program are not restricted so long as funding is available in the appropriation unit as a whole.
SECTION 10: CONTRACTING AUTHORITY.

A. The City Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget.

B. In accordance with the El Segundo Municipal Code (“ESMC”), the City Manager is authorized to execute all contracts awarded for equipment, supplies, and services approved in the Budget.

C. Notwithstanding any dollar limitation set forth in the ESMC, the City Manager is authorized to execute contracts for purchasing equipment and supplies that are individually identified in the Budget regardless of total cost. The City Manager may, but is not required to, seek additional City Council approval for transactions made pursuant to this Section.

D. For all other services, equipment, and supplies, the City Manager is authorized to execute contracts in accordance with the ESMC.

SECTION 11: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City’s original resolutions; and make a minute of the adoption of the Resolution in the City Council’s records and the minutes of this meeting.

SECTION 12: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED September 17, 2013.

__________________________________________
Bill Fisher, Mayor

ATTEST:

__________________________________________
Tracy Weaver, City Clerk

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

By: ______________________________________
   Karl H. Berger, Assistant City Attorney
City of El Segundo Strategic Plan
September 2013
Fiscal Year 2013-2014

Focus on Customer & Community Service

Provide a great place to live, work and visit

Focus on Maintaining Quality Workforce

Provide Quality Public Safety

Ensure Financial Stability

Maintain Quality Facilities, Infrastructure and Equipment
Mission of the City of El Segundo
The Mission of the City of El Segundo is to “Provide a great place to live, work and visit”. The mission is at the center of the diagram illustrated on the previous page because it serves as the “destination” that our strategies should lead towards and provides the context for our decisions.

Guiding Principles

The Mission is surrounded by five Guiding Principles that support the mission and serve to:

• Provide structure for decision-making
• Create focus areas
• Create budget/resource priorities
• Express the organization’s values

These Guiding Principles Include:

• Focus on Customer and Community Service
• Provide Quality Public Safety
• Maintain Quality Facilities, Infrastructure and Equipment
• Ensure Financial Stability
• Focus on Maintaining a Quality Workforce

Purpose of Strategic Plan
This Plan is intended to act as a city-wide Work Program of short and long-term tasks and projects that support the Guiding Principles and Mission. The plan includes those efforts or projects (outside of core responsibilities) that the City Council has assigned funding or assigned staff resources to complete or analyze. The task/project should be associated with one of the Guiding Principles and be achievable based on available resources.

Implementation/Review
The Plan is adopted annually with Budget and represents tasks that will begin in the next fiscal year or that are underway and will continue during the next fiscal year. The status of implementation/completion of the assignments will be reviewed by the City Council, and if necessary, adjusted at mid-year (spring of each year) and summarized during Strategic Planning Summer (of each year). With the adoption of the subsequent annual budget, the Plan will be updated to remove completed tasks and incorporate new assignments. If significant tasks arise or are assigned during the annual cycle, they will be added to the plan and if necessary, others may need to be removed if adequate resources are not available.
## Focus on Customer and Community Service

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technology Upgrades</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extend Voice Over IP to all City Facilities</td>
<td>Information Services</td>
<td>In progress</td>
<td>Will improve connectivity and computer speed for customers and reduce phone expenses</td>
</tr>
<tr>
<td>Convert City Computer System to Virtual Desktop</td>
<td>Information Services</td>
<td>In progress</td>
<td>Will reduce computer replacement cost</td>
</tr>
<tr>
<td>Enhance City wide video system</td>
<td>Information Services</td>
<td>In progress</td>
<td>1) Reliant on completion of Fiber project.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2) PD will oversee video management system.</td>
</tr>
<tr>
<td>East side El Segundo Fiber Connection Project</td>
<td>Information Services</td>
<td>Funded (2012)</td>
<td>Construction anticipated in 2014. Provide connection to the Equinix data center, connect East side City facilities to fiber/VOIP allow business access to Equinix</td>
</tr>
<tr>
<td>Establish Online Purchasing System for City Use</td>
<td>Finance/Information Services</td>
<td></td>
<td>Intended to streamline/expedite city business transactions</td>
</tr>
<tr>
<td><strong>Library Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reopen Main Library on Fridays</td>
<td>Library</td>
<td>Scheduled</td>
<td>Scheduled to commence in January of 2014</td>
</tr>
<tr>
<td><strong>Recreation and Parks</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish City-wide Volunteer Coordinator</td>
<td>Recreation and Parks</td>
<td>Reclassification requested</td>
<td>Pending approval</td>
</tr>
</tbody>
</table>
### Focus on Customer and Community Service

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upgrade Playgrounds to meet ADA and Safety Standards</td>
<td>Recreation and Parks And Public Works</td>
<td>Currently unfunded</td>
<td>Seeking alternative funding sources</td>
</tr>
<tr>
<td>Corporate Beach Shuttle Service</td>
<td>Recreation and Parks</td>
<td>Developing concept</td>
<td>Will assess customer interest and concept feasibility</td>
</tr>
</tbody>
</table>

### Focus on Public Safety

#### Police Department

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commence Over hiring to 64</td>
<td>Police</td>
<td>In Progress</td>
<td>Approved by City Council in Strategic Planning</td>
</tr>
<tr>
<td>Reestablish Community Lead Officer Program</td>
<td>Police</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>Establish AB 109 Multi-jurisdictional taskforce</td>
<td>Police</td>
<td>Pending Funding</td>
<td>Funding from State, teams being established in the South Bay.</td>
</tr>
<tr>
<td>Establish Regional Digital Evidence lab with other law enforcement agencies.</td>
<td>Police</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Emergency Preparedness

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seek Grant Funding to Update the Hazard Mitigation Plan</td>
<td>Emergency Coordinator (FEMA requires a City and Community Team to revise the plan under the Whole Community concept.</td>
<td>Notice of Intent to apply submitted to FEMA for $60,000 - as multi-jurisdictional project with ESUSD. Awaiting final approval to apply.</td>
<td>Must begin planning soon- Hazard Mitigation Plan needs to be updated and submitted to FEMA prior to June 4, 2014.</td>
</tr>
<tr>
<td>Upgrade computers and phones in the EOC</td>
<td>Emergency Coordinator</td>
<td>In progress</td>
<td>Utilizing equipment replacement funds to fund equipment to provide redundancy and upgrade of technology.</td>
</tr>
</tbody>
</table>
## Focus on Public Safety

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOC training</td>
<td>Emergency Coordinator</td>
<td>Training will commence once phones and computers are installed.</td>
<td>Training will include revisions to EOC, WebEOC and newly developed EOC Procedures Manual.</td>
</tr>
<tr>
<td>Seek Grant Funding to conduct seismic retrofitting of Fire Station #1; replace bay doors with automatic doors; and install Seismic Early Warning System</td>
<td>Emergency Coordinator</td>
<td>A Notice of Intent to apply has been submitted to FEMA in the amount of $351,500</td>
<td>Fire Station #1 has unreinforced masonry on east wall and the front bay doors need replacement with automatic doors and a seismic warning system to allow for automatic opening of the bay doors immediately upon an earthquake.</td>
</tr>
<tr>
<td>Implement Mass Care Shelter Plan</td>
<td>Emergency Coordinator</td>
<td>Implement alternate shelter locations, shelter training program, additional staff and volunteer plan. MOU with American Red Cross signed for training program.</td>
<td>Additional shelters are required for to meet sheltering of 10% of population potential, along with staffing, training, and background investigations provided by American Red Cross.</td>
</tr>
<tr>
<td>Targeted CERT Program</td>
<td>Emergency Coordinator</td>
<td>CERT classes will be held to target residential, school, and faith-based community members.</td>
<td>CERT participants have primarily been from the business sector. Joint exercises with businesses will be implemented.</td>
</tr>
</tbody>
</table>

## Recreation and Parks

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish Park Safety Committee</td>
<td>Recreation and Parks</td>
<td>Pending member designation</td>
<td>Increase partnership between Police and R&amp;P</td>
</tr>
</tbody>
</table>
## Focus on Maintaining Quality Facilities, Infrastructure and Equipment

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire Department – Facility Upgrades</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seismic Structural Reinforcement of FS #1</td>
<td>Public Works</td>
<td>Scheduled</td>
<td>PW will start the design process in the fall of 2013, Bidding is expected in Summer 2014 and construction starting in Fall 2014</td>
</tr>
<tr>
<td>Install Seismic Early Warning system at FS#1</td>
<td>Fire</td>
<td>Currently Unfunded</td>
<td>Emergency Management Coordinator applying for grant funding through hazard mitigation grant program.</td>
</tr>
<tr>
<td>Replace apparatus bay doors at FS#1</td>
<td>Public Works</td>
<td>Currently Unfunded</td>
<td>Emergency Management Coordinator applying for grant funding through hazard mitigation grant program.</td>
</tr>
<tr>
<td>FS #1 upgrades</td>
<td>Public Works</td>
<td>Scheduled</td>
<td>Planned to commence in Spring 2014</td>
</tr>
<tr>
<td><strong>Fire Department – Equipment Upgrades</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Install Vehicle Tracking Systems</td>
<td>Fire</td>
<td>Pending joint purchase by Area G Police and Fire Departments.</td>
<td>Joint project between Area G Police and Fire Departments</td>
</tr>
<tr>
<td>Replace Ladder Truck</td>
<td>Fire</td>
<td>Purchased and being constructed.</td>
<td>Estimated delivery in February 2014</td>
</tr>
<tr>
<td>Installation of Mobile Data Computers in Fire Vehicles</td>
<td>Fire</td>
<td>Complete</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Recreation and Parks</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restore Tree Maintenance Funding</td>
<td>Recreation and Parks</td>
<td>Funds Requested</td>
<td>Pending budget approval</td>
</tr>
<tr>
<td>Task/Project</td>
<td>Responsible Party</td>
<td>Status</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------------------------------------</td>
<td>---------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Fully fund Equipment Replacement for Campus El Segundo Turf</td>
<td>Recreation and Parks</td>
<td>Currently under funded</td>
<td>Seeking additional alternative funding</td>
</tr>
<tr>
<td>Secure Grant Funding for Recreation Facility Maintenance</td>
<td>Recreation and Parks</td>
<td>Application Pending</td>
<td>Court resurfacing, power upgrades, upgraded BBQ area</td>
</tr>
<tr>
<td>Tree GIS Inventory</td>
<td>Recreation and Parks And Public Works</td>
<td>Budgeted</td>
<td>Will improve tree maintenance database</td>
</tr>
<tr>
<td>Urho Saari Upgrades</td>
<td>Public Works</td>
<td>Not Scheduled</td>
<td>Options for upgrades vary widely. Need direction from Council and designation of funding.</td>
</tr>
<tr>
<td>Beach Restroom</td>
<td>Public Works</td>
<td>In Progress</td>
<td>Opened July, 2014, Permanent sewer connection design and construction 2014</td>
</tr>
<tr>
<td>Park Vista Roof Replacement</td>
<td>Public Works</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Eastside/Wisburn Aquatics Facility</td>
<td>City Manager/Council Committee</td>
<td>Preliminary Design Underway</td>
<td>Joint Use Facility being planned for opening in late 2015/early 2016</td>
</tr>
</tbody>
</table>

**City Hall**

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roof Replacement</td>
<td>Public Works</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Permit Center Remodel</td>
<td>Planning and Building/Public Works</td>
<td>Plans being developed, construction mid-2014</td>
<td>Permit surcharge implemented</td>
</tr>
<tr>
<td>Council Chamber Remodel options and Cost Study</td>
<td>Public Works/Information Services</td>
<td>Currently Unfunded</td>
<td>Develop preliminary plan and cost estimate</td>
</tr>
</tbody>
</table>

**Streets**

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maple Avenue Improvements</td>
<td>Public Works</td>
<td>In Progress</td>
<td>Completion scheduled for fall 2013</td>
</tr>
<tr>
<td>Richmond and Standard</td>
<td>Public Works</td>
<td>In Progress</td>
<td>Study to determine cost</td>
</tr>
</tbody>
</table>
# Focus on Maintaining Quality Facilities, Infrastructure and Equipment

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Feasibility Study</td>
<td></td>
<td></td>
<td>of adding parking</td>
</tr>
<tr>
<td>Richmond Street Tree Removal and Replacement</td>
<td>Recreation and Parks</td>
<td>Currently Unfunded</td>
<td>Currently removing and replacing trees with donations</td>
</tr>
<tr>
<td>Bicycle Rack Project</td>
<td>Parks and Recreation/Public Works</td>
<td>In Progress</td>
<td>Pilot project Downtown and City facilities. Grant funded</td>
</tr>
<tr>
<td>Park Place Extension Planning</td>
<td>Public Works/Planning and Building</td>
<td>In Progress</td>
<td>Feasibility and preliminary engineering study expected January, 2014 to extend Park Place from Plaza El Segundo to Continental Park. Federally funded</td>
</tr>
<tr>
<td>Annual Slurry</td>
<td>Public Works</td>
<td>Scheduled Fall 2013</td>
<td>Southwest quadrant and possibly Vista del Mar depending on bids.</td>
</tr>
<tr>
<td>Heritage Stone Program</td>
<td>Public Works/Chamber of Commerce</td>
<td>In Progress</td>
<td>The Chamber is taking the lead on this project. Undetermined schedule for implementation</td>
</tr>
</tbody>
</table>

## Water and Sewer

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevated Tank Restoration</td>
<td>Public Works</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Water Reservoir Study</td>
<td>Public Works</td>
<td>In Progress</td>
<td>Study of locations and feasibility for an additional water reservoir; results scheduled for Spring 2014</td>
</tr>
<tr>
<td>Lifeguard Station Sewer Connection</td>
<td>Public Works</td>
<td>In Progress</td>
<td>Designs near completion; bidding and construction is pending an agreement with Chevron on property access and approval of plan designs</td>
</tr>
</tbody>
</table>
### Focus on Maintaining Quality Facilities, Infrastructure and Equipment

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consolidation of Lift Stations 1/7</td>
<td>Public Works</td>
<td>Scheduled</td>
<td>Plans done. Ready for bidding. Summer 2014</td>
</tr>
<tr>
<td>Storm Water Mandates</td>
<td>Public Works</td>
<td>In Progress</td>
<td>Increased inspections, enforcement and monitoring, reporting, and program development. EWMPP developed by Summer 2014</td>
</tr>
<tr>
<td>Sewer Replacement Program</td>
<td>Public Works</td>
<td>Scheduled</td>
<td>Spring 2014 for lining and replacement according to CCTV results and rankings</td>
</tr>
<tr>
<td>Water Main Replacement</td>
<td>Public Works</td>
<td>Scheduled</td>
<td>Spring 2014</td>
</tr>
<tr>
<td>Water Loss Study</td>
<td>Public Works</td>
<td>Pending</td>
<td>Grant funded. Pending contract execution and scope schedule (2014). Intended to identify causes of water loss in City system</td>
</tr>
</tbody>
</table>

### Focus on Quality Workforce

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Human Resources</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appoint Human Resources Director and Restore to Department Status</td>
<td>City Manager</td>
<td>Completed</td>
<td>Martha Dijkstra appointed 7/29/13</td>
</tr>
<tr>
<td>Prepare for and provide support to City’s Chief Negotiator in development of successor Memoranda of Understanding</td>
<td>Human Resources/Finance</td>
<td>Scheduled</td>
<td>October 1, 2014</td>
</tr>
<tr>
<td>Task/Project</td>
<td>Responsible Party</td>
<td>Status</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>between the City and six (6) bargaining units.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule Harassment Prevention Training for Supervisory staff in compliance with AB 1825</td>
<td>Human Resources</td>
<td>In Progress</td>
<td>Training to be completed by December 31, 2013</td>
</tr>
<tr>
<td>Continue to analyze and prepare for implementation of the Affordable Care Act.</td>
<td>Human Resources/Finance</td>
<td>In Progress</td>
<td>Implement by January 1, 2015.</td>
</tr>
<tr>
<td>Conduct an organizational assessment survey</td>
<td>Human Resources</td>
<td>Scheduled</td>
<td>Initiate by May 1, 2014. Obtain data related to current workplace issues to assist City leaders in addressing organizational and workforce improvements.</td>
</tr>
</tbody>
</table>
## Focus on Financial Stability

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Economic Development</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update Economic Development Website</td>
<td>Economic Development</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Develop a Marketing Plan and Seek Matching funds from Private industry</td>
<td>Economic Development</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Achieve “Most Business Friendly City” Status</td>
<td>Economic Development And ESTV</td>
<td>In Progress</td>
<td>2013 application filed, awards announced in November 2013</td>
</tr>
<tr>
<td>El Segundo Permit Center</td>
<td>Planning and Building Safety</td>
<td>In Progress</td>
<td>Scheduled to open summer of 2014</td>
</tr>
<tr>
<td>Develop 5 year strategy</td>
<td>Economic Development</td>
<td>In Progress</td>
<td>March 2014</td>
</tr>
<tr>
<td>Develop 2013/14 economic development strategy</td>
<td>Economic Development</td>
<td>In Progress</td>
<td>September 2013</td>
</tr>
</tbody>
</table>

## Major Development Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Point</td>
<td>Planning and Building</td>
<td>In Progress</td>
<td>Planning Commission: August 15, City Council: September 3</td>
</tr>
<tr>
<td>Campus El Segundo</td>
<td>Planning and Building</td>
<td>In Progress</td>
<td>Planning Commission Nov 2013; City Council 2013</td>
</tr>
<tr>
<td>Raytheon Master Plan</td>
<td>Planning and Building</td>
<td>In Progress</td>
<td>Planning Commission April 2014; City Council May 2014</td>
</tr>
<tr>
<td>888 Sepulveda Specific Plan</td>
<td>Planning and Building</td>
<td>In Progress</td>
<td>New 190 room hotel. Planning Commission Jan 2014; City Council Feb 2014</td>
</tr>
<tr>
<td>Mattel Master Plan</td>
<td>Planning and Building Safety</td>
<td>In Progress</td>
<td>New 14 story 300,000 office building. City</td>
</tr>
</tbody>
</table>
## Focus on Financial Stability

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hacienda Hotel Renovation</td>
<td>Planning and Building</td>
<td>Pending</td>
<td>Pending change of ownership</td>
</tr>
</tbody>
</table>

### Smoky Hollow Initiatives

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish and In-lieu Parking Program</td>
<td>Planning and Building</td>
<td>In Progress</td>
<td>Currently working with consultant. City Council Oct 2013</td>
</tr>
<tr>
<td>Smoky Hollow Specific Plan</td>
<td>Planning and Building</td>
<td>In Progress</td>
<td>City Council late 2014</td>
</tr>
<tr>
<td>Top Golf Proposal Analysis</td>
<td>Planning and Building/City Attorney</td>
<td>In Progress</td>
<td>City Council</td>
</tr>
</tbody>
</table>

### Residential Sound Insulation Program

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treat 175 homes</td>
<td>RSI</td>
<td>End of FY 2013/14</td>
<td></td>
</tr>
<tr>
<td>Obtain $5 Million from FAA and $18 Million from LAWA</td>
<td>RSI</td>
<td>FY 2013/14</td>
<td></td>
</tr>
</tbody>
</table>

## Banking/Auditing

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Insurance Coverage Options</td>
<td>City Attorney/Finance</td>
<td></td>
<td>Allows consolidation of accounts and reduced fees. Chase Bank Selected, transition scheduled for</td>
</tr>
<tr>
<td>Banking Services</td>
<td>City Treasurer</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>RFP for Audit Firm</td>
<td>Finance</td>
<td></td>
<td>Based on Civil Grand Jury Recommendations, cities should formally establish an audit committee making it directly responsible for the work of the independent auditor</td>
</tr>
<tr>
<td>Consider establishing an Audit Committee</td>
<td>Finance</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>
### Focus on Financial Stability

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop recommendations for possible revisions to the City's tax structure</td>
<td>Finance/City Manager</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Research Property Tax Allocation Options</td>
<td>City Manager/City Attorney</td>
<td></td>
<td>To Council in November</td>
</tr>
<tr>
<td>Recreation Fee Study</td>
<td>Recreation and Parks</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Library Fee study</td>
<td>Library</td>
<td>In Progress</td>
<td>Survey &amp; Recommendations In process Bring to City Council in 11/13 for approval; Take effect on 1/1/14.</td>
</tr>
<tr>
<td>Extension of Chevron Recycled Water Agreement</td>
<td>City Attorney</td>
<td>In Progress</td>
<td>City and Chevron agreed to extend in April 2013 through 2028</td>
</tr>
</tbody>
</table>

### Other Mandates

<table>
<thead>
<tr>
<th>Task/Project</th>
<th>Responsible Party</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Element</td>
<td>Planning and Building</td>
<td>In Progress</td>
<td>Feb 2014</td>
</tr>
<tr>
<td>Storm Water Mandates</td>
<td>Public Works</td>
<td>In Progress</td>
<td>See Page 8</td>
</tr>
<tr>
<td>Adopt new state building standards codes</td>
<td>Building Safety and Fire</td>
<td>In Progress</td>
<td>January 2014</td>
</tr>
</tbody>
</table>
## CITY OF EL SEGUNDO
### PAYMENTS BY WIRE TRANSFER
#### 8/16/13 THROUGH 8/29/13

<table>
<thead>
<tr>
<th>Date</th>
<th>Payee</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/16/2013</td>
<td>Nationwide NRS EFT</td>
<td>1,842.82</td>
<td>EFT 401a payment</td>
</tr>
<tr>
<td>8/16/2013</td>
<td>Nationwide NRS EFT</td>
<td>39,393.09</td>
<td>EFT 457 payment</td>
</tr>
<tr>
<td>8/16/2013</td>
<td>Manufacturers &amp; Traders</td>
<td>617.31</td>
<td>IRA payment Vantagepoint</td>
</tr>
<tr>
<td>8/16/2013</td>
<td>Manufacturers &amp; Traders</td>
<td>5,932.61</td>
<td>401 payment Vantagepoint</td>
</tr>
<tr>
<td>8/16/2013</td>
<td>Manufacturers &amp; Traders</td>
<td>23,746.51</td>
<td>457 payment Vantagepoint</td>
</tr>
<tr>
<td>8/16/2013</td>
<td>US Bank - Trust Acct</td>
<td>6,501.52</td>
<td>PARS payment</td>
</tr>
<tr>
<td>8/16/2013</td>
<td>South Bay Credit Union</td>
<td>14,570.38</td>
<td>Payroll credit union deduction pmt</td>
</tr>
<tr>
<td>8/20/2013</td>
<td>Health Comp</td>
<td>4,161.59</td>
<td>Weekly claims</td>
</tr>
<tr>
<td>8/21/2013</td>
<td>Cal Pers</td>
<td>116,227.01</td>
<td>EFT Retirement Misc</td>
</tr>
<tr>
<td>8/21/2013</td>
<td>Cal Pers</td>
<td>248,907.02</td>
<td>EFT Retirement Safety</td>
</tr>
<tr>
<td>8/21/2013</td>
<td>Cal Pers</td>
<td>3,606.43</td>
<td>EFT Retirement Misc Adj</td>
</tr>
<tr>
<td>8/22/2013</td>
<td>Lane Donovan Golf Plr</td>
<td>23,177.70</td>
<td>Payroll Trans'er</td>
</tr>
<tr>
<td>8/23/2013</td>
<td>Unum</td>
<td>274.20</td>
<td>LTD</td>
</tr>
<tr>
<td>8/29/2013</td>
<td>Employment Development</td>
<td>3,748.29</td>
<td>State Taxes</td>
</tr>
<tr>
<td>8/29/2013</td>
<td>Employment Development</td>
<td>48,453.57</td>
<td>State Taxes</td>
</tr>
<tr>
<td>8/29/2013</td>
<td>IRS</td>
<td>233,301.50</td>
<td>Federal Taxes</td>
</tr>
<tr>
<td>8/16-8/29/13</td>
<td>Workers Comp Activity</td>
<td>45,325.60</td>
<td>SCRMA checks issued</td>
</tr>
</tbody>
</table>

**DATE OF RATIFICATION: 09/17/13**

**TOTAL PAYMENTS BY WIRE:** 819,787.15

Certified as to the accuracy of the wire transfers by:

Deputy City Treasurer

Director of Finance

City Manager

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.
SPECIAL MEETING OF THE EL SEGUNDO CITY COUNCIL
THURSDAY, August 22, 2013
El Segundo Public Library
111 W. Mariposa Avenue, El Segundo, CA 90245
7:30 a.m.

7:30 A.M. SESSION

CALL TO ORDER – Mayor Fisher at 7:33 AM

PLEDGE OF ALLIANCE – Greg Carpenter, City Manager

ROLL CALL

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

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total) Pursuant to Government Code § 54954.3(a), the only public comment that will be permitted during this Special Meeting is that pertaining to the agenda item listed below. 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.

None

SPECIAL ORDERS OF BUSINESS:

1. Consideration and possible action regarding a strategic planning workshop resulting in City Council guidance to staff for consideration of options to resolve the forecasted deficit in FY 14/15. Staff will present an overview of policy issues, tax initiatives, and expenditure/service reduction option, without limitation, the following matters:

Greg Carpenter, City Manager gave a brief introduction and outlined the meeting.

a. Unfinished Business from prior strategic budget sessions – Greg Carpenter, City Manager, gave a report.

b. Addressing the forecasted deficit for Fiscal Year 2014/2015 – Deborah Cullen, Finance Director and Greg Carpenter, City Manager, both spoke during this session.

c. 2014 Strategic Plan - Deborah Cullen, Finance Director and Greg Carpenter, City Manager, both spoke during this session.
Recessed at 8:29 AM

Resumed meeting at 8:43 AM

d. Preliminary direction regarding potential tax measures to place on April 2014 election.

Council Discussion

City Attorney, Mark Hensley, gave a brief outline on ballot measures and their differences.

Recommendation: 1) Council to provide preliminary direction to staff regarding recommended options to address the forecasted deficit and 2) alternatively, take such additional, related, action that may be desirable.

Council Discussion

Consensus from Council to staff and City Attorney to return to Council with a staff report on sample ballot measures language for tax increase percentages, have the City Attorney investigate the Advisory measure in relationship to the ESUSD, return with what a public outreach program would look like for the Council. Restated per Greg Carpenter, City Manager, pursue increases in Option #3 of presentation, adding 1% for advisory measure to offset for existing services and potentially add to the ESUSD funds, Airport Parking tax only and sales tax credit would be eliminated for all businesses, except for Downtown El Segundo Businesses.

Mark Hensley, City Attorney, stated that reports could be placed on the City Council meetings in September and/or October.

Greg Carpenter, City Manager, gave a progress update on the Strategic Plan 2014. Mr. Carpenter would like this plan adopted at the September 3, 2013 City Council Meeting.

Council Discussion


Council Discussion

Council Member Suzanne Fuentes stated John Parsons, former Redondo Beach Council Member passed away.

A moment of silence in honor of John Parsons.

ADJOURNMENT at 10:10 AM in honor of John Parsons.

Tracy Weaver, City Clerk
REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, SEPTEMBER 3, 2013 – 5:00 PM

5:00 P.M. SESSION

CALL TO ORDER – Council Member Fuentes at 5:03 PM

ROLL CALL

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

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

SPECIAL ORDER OF BUSINESS:

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

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov’t Code §54956.9(d) (3) -4- matters

City of El Segundo vs. City of Los Angeles, et.al. LASC Case No. BS094279
City of Los Angeles vs. Pacific Bell Telephone Company, et al., LASC Case No. BC414272
Garton vs. City of El Segundo, LASC Case No. YC066586
Gluck vs. City of El Segundo, LASC Case No. C068662

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code §54956.9(d) (2) and (3): -0- matter.

Initiation of litigation pursuant to Government Code §54956.9(c): -0- matter.

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

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

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

CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov't Code §54956.8): -1- matter

1. Lease of City Owned Property (Price and Terms)
   Real Property: City owned Golf Course ("The Lakes") located at Sepulveda Boulevard (Assessor Parcel Number: 4138-014-913).
   City's Negotiator: Greg Carpenter, City Manager
   Potential Lessee/Negotiating Party: Centercal Properties, Inc.

Council recessed at 6:30 p.m.
REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, SEPTEMBER 3, 2013 - 7:00 P.M.

7:00 P.M. SESSION

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

INVOCATION – Scott Lambert, Associate Minister, Hilltop Community Church

PLEDGE OF ALLEGIANCE – Council Member Atkinson

PRESENTATIONS

Presentation by Mayor Fisher to the 13 Year Old Babe Ruth All Stars World Series Champions. Coach Bob Motta gave a brief speech on behalf of the team.

ROLL CALL

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

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

Tom Donahue, Manhattan Beach resident, opposed to Top Golf.
Mike Dugan, El Segundo resident, opposed to Top Golf.
Bob Cahoon, Playa Del Rey resident, opposed to Top Golf and in favor of a traditional golf course.
Walter Waite, Redondo Beach resident, opposed to Top Golf.
Chris Funkhauser, South Bay resident, in favor of Top Golf.
Chuck Schreiner, Manhattan Beach resident, opposed to Top Golf.
Debra Geist, Manhattan Beach resident, has concerns about Top Golf.
Brian Lewis, El Segundo resident, congratulated the Babe Ruth team. He is opposed to Top Golf.
Cynthia Cohen, Manhattan Beach resident, opposed to Top Golf.
Brad Campbell, El Segundo resident, opposed to Top Golf and is in favor of keeping The Lakes traditional.
Danielle Richman, Member of the Mira Costa Girl’s Golf Team, opposed to Top Golf.
Geena Wong, Member of the Mira Costa Girl’s Golf Team, opposed to Top Golf.
Scott and Joshua Berger, Rancho Palos Verde resident, opposed to Top Golf.
Ron Swanson, El Segundo resident, in favor of Top Golf.
Hayden Bauer, Manhattan Beach resident and El Segundo Business owner, opposed to Top Golf.
John Gutt, El Segundo resident, opposed to Top Golf.
Kenny Cole, Redondo Beach resident, opposed to Top Golf and in favor of keeping The Lakes a traditional facility.

CITY COUNCIL COMMENTS – (Related to Public Communications)

Council Members responded and discussed the Top Golf situation.

A. PROCEDURAL MOTIONS

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

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

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

1. Consideration and possible action to open public hearing regarding the presentation of the Fiscal Year 2013-2014 Preliminary Budget, including discussion and possible direction regarding all city revenues and expenditures. (Fiscal Impact: Total Revenues of $112,011,000; Total Expenditures of $134,179,500, Prior Year Designations of $22,168,500; General Fund Revenues of $56,743,600, Expenditures of $59,642,600, Prior Year Designations of $2,899,000)

Mayor Fisher stated this was the time and place to conduct a public hearing regarding the Fiscal Year 2013-2014 Preliminary Budget, including discussion and possible direction regarding all city revenues and expenditures. Clerk Weaver stated the proper noticing of the hearing was done and no written communication had been received in the City Clerk’s Office.

Greg Carpenter, City Manager, provided opening remarks related to the budget.

Deborah Cullen, Finance Director, gave a presentation.
2. Consideration and possible action to open a public hearing and receive testimony to: 1) consider approving Environmental Assessment (EA) No. 993 for a proposed Addendum to the previously Certified Final Environmental Impact Report ("EIR") and adopt a Statement of Overriding Considerations for the Plaza El Segundo Development project at 850 North Sepulveda Boulevard located generally near the northeast corner of Sepulveda and Rosecrans Boulevards ("Project"); 2) consider approving an amendment to the existing Development Agreement (DA No. 12-03) for the Project to increase the size of the project area and total building square footage, and to modify the allowed uses and development standards relating to signs; 3) consider approving an amendment to the existing Commercial Center (C-4) Zone development standards (ZTA 12-04) to modify the permitted uses and sign standards that would be consistent with the proposed Amendment to the Development Agreement; 4) consider approving an Adjustment (ADJ No. 13-03) to deviate from the development standards for curb cuts, driveways and loading; 5) consider approving a Variance (VAR No. 13-01) to deviate from the standards for retaining walls and fill height; 6) consider approving an Administrative Use Permit (AUP No. 13-04) to allow the sale of beer, wine, and distilled spirits at restaurants and kiosks totaling 28,764 square feet; and 7) consider approving modifications to the existing project conditions of approval. The proposed Addendum, Development Agreement Amendment, and the Zone Text Amendment would allow an increase in the Project development area by 4.988 acres and an increase in the maximum developable floor area by 49,613 square feet from 448,829 to 498,442 square feet. The Project if amended would still be required to stay within the total traffic trip generation cap that was imposed on the original Project. Applicant: Street Retail Inc. (Fiscal Impact: None)
Mayor Fisher stated this was the time and place to conduct a public hearing to approve Environment Assessment 993 for a proposed Addendum to the previously Certified Final Environmental Impact Report, adopt a Statement of Overriding Considerations for the Plaza El Segundo Development project, approve an amendment to the Development Agreement for the Project, approve an amendment to the existing Commercial Center Zone development standards, approve an Adjustment to deviate from the development standards for curb cuts, driveways and loading, approve a variance to deviate from the standards for retaining walls and fill height, approve an Administrative Use Permit No. 13-04, and consider approving modifications to the existing project conditions of approval. Clerk Weaver stated the proper noticing of the hearing was done and no written communication had been received in the City Clerk’s Office.

Sam Lee, Planning and Building Safety Director, gave a presentation.

Lisa Kranitz, attorney for Street Retail, Inc., answered questions concerning hours of operation allowances for certain types of businesses.

Jeff Chambers, Federal Realty Investment Trust, applicant and developer of the project, gave a presentation.

Mayor Fisher closed the Public Hearing.

Council discussion.

Mark Hensley, City Attorney, read by title only:

RESOLUTION NO. 4838

A RESOLUTION RECOMMENDING APPROVAL OF AN ADDENDUM TO A FINAL ENVIRONMENTAL IMPACT REPORT FOR ENVIRONMENTAL ASSESSMENT NO. EA-993; DEVELOPMENT AGREEMENT AMENDMENT NO. DA 12-03; ZONE TEXT AMENDMENT NO. 12-04; ADJUSTMENT TO NO. ADJ 13-03; VARIANCE NO. VAR 13-01; ADMINISTRATIVE USE PERMIT NO. AUP 13-04; AND MODIFICATIONS TO CONDITIONS OF APPROVAL FOR THE PLAZA EL SEGUNDO DEVELOPMENT PROJECT (REDUCED TRAFFIC GENERATION ALTERNATIVE).

MOTION by Council Member Fellhauer, SECONDED by Mayor Pro Tem Jacobson to adopt Resolution No. 4838 MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0
Mark Hensley, City Attorney read by title only:

ORDINANCE NO. 1481

AN ORDINANCE APPROVING ZONE TEXT AMENDMENT NO. ZTA 12-04
AMENDING EL SEGUNDO MUNICIPAL CODE SECTIONS 15-5G-2 AND 15-5G-9;
AND DEVELOPMENT AGREEMENT NO. DA 12-03 (FIFTH AMENDMENT TO
DEVELOPMENT AGREEMENT NO. DA 03-01; FOR THE PLAZA EL SEGUNDO
DEVELOPMENT.

Council Member Fellhauer introduced the ordinance.

Second reading and adoption scheduled for September 17, 2013.

C. UNFINISHED BUSINESS

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

E. CONSENT AGENDA

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

3. Approved Warrant Numbers 2593959-2594192 on Register No. 22 in the total amount of $525,689.75 and Wire Transfers from 8/01/2013 through 8/15/2013 in the total amount of $4,072,078.17. Authorized staff to release. Ratified Payroll and Employee Benefit checks; checks released early due to contracts or agreement; emergency disbursements and/or adjustments; and wire transfers.


5. Approved Vesting Final Map No. 71820, a subdivision of 1710 E. Mariposa Avenue for condominium purposes and authorized the appropriate City Official(s) to sign and record said Map. (Fiscal Impact: None)

6. Authorized the City Manager to execute Design Services Contract No. 4475 with KOA Corporation, in a form approved by the City Attorney, to develop concept designs for parking improvements along Richmond St. and Standard St., between El Segundo Blvd. and Holly St. (Fiscal Impact: $60,000.00)
MOTION by Council Member Fuentes, SECONDED by Mayor Pro Tem Jacobson to approve Consent Agenda items 3, 4, 5, and 6. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

F. NEW BUSINESS

G. REPORTS – CITY MANAGER – Thanked the Recreation and Parks Department, along with the Police Department for pulling together the Babe Ruth Parade on short notice. He also thanked the Finance Department staff and Department Heads for the hours and time spent putting together the Budget Presentation, especially Deborah Cullen and Angie Garcia. Mr. Carpenter also thanked Building and Safety staff for getting The Pointe to this point in this process. He also thanked Federal Realty and Jeff Chambers for the continued professionalism on The Pointe project.

H. REPORTS – CITY ATTORNEY – None

I. REPORTS – CITY CLERK – Announced she will not be at the September 17th meeting, she is moving her daughter back to college.

J. REPORTS – CITY TREASURER – None

K. REPORTS – CITY COUNCIL MEMBERS

Council Member Fellhauer – Reminded the Public she will be out the Country for the next 2 weeks and unable to respond to emails.

Council Member Atkinson – None

Council Member Fuentes – Attended the South Bay Classic Golf Tournament with ROAD and attended on behalf of the ESUSD, because the tournament made a donation to the District to fund Drug education programs. Attended the El Segundo Beach Lifeguard Facility Ribbon cutting. Thanked Supervisor Knabe, Chevron and NRG, as well the staff, especially Stephanie Katsouleas, the Director of Public Works for all their hard work on the facility. Attended the Park Vista 26th Anniversary event. Lastly, reminded the community to attend the Police and Fire Departments Pancake Breakfast this Saturday, September 8, 2013 at the Main Street Station and attend the charity softball game that afternoon Fire vs. Police.

Mayor Pro Tem Jacobson – Mentioned the Pancake Breakfast will begin at 8:30 AM and the Softball game will begin at 12:30 PM.
Mayor Fisher – Attended the Ribbon Cutting for the El Segundo Beach Lifeguard Facility. Thanked Don Knabe for the funds to build the facility. Mentioned the Police Officer's Association annual Car Show, thanked the Association for a great show. Attended the official (ceremonial) ground breaking for the Scattergood Plant. The plant is going through a major modernization, making it more fuel efficient and less pollution. Thanked the Finance department for all their hard work on the budget this year. Attended the Park Vista 26th Anniversary event. Please don't forget to attend the Pancake Breakfast.

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Liz Garnholz, El Segundo resident, asked how much the El Segundo School District would receive for The Point project. Mr. Carpenter, City Manager, reminded Ms. Garnholz that The Point falls under the Wiseburn/Centinela Valley School Districts. No monies to ESUSD.

MEMORIALS – John Joseph Parsons

CLOSED SESSION - None

ADJOURNMENT at 9:19 PM

______________________________
Tracy Weaver, City Clerk
EL SEGUNDO CITY COUNCIL

AGENDA STATEMENT

MEETING DATE: September 17, 2013
AGENDA HEADING: Consent Agenda

AGENDA DESCRIPTION:

Consideration and possible action to authorize the City Manager, or designee, to purchase five fully equipped Honda police motorcycles. These vehicles are identified in the Equipment Replacement Fund and were scheduled to be replaced in September 2010. (Fiscal Impact: $131,982)

RECOMMENDED COUNCIL ACTION:

1. Accept the responses submitted by Huntington Beach Honda and Honda of Glendale in reply to the Request For Bid #13-11.
2. Award the bid to Huntington Beach Honda and authorize the City Manager, or designee, to execute an agreement in a form approved by the City Attorney with Huntington Beach Honda for the purchase of five new Honda police motorcycles using Equipment Replacement and Asset Forfeiture funds.
3. Approve the retention of three existing 2007 BMW motorcycles to be utilized for training purposes and as spare units during special event deployments.
4. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

ATTACHMENT A - Huntington Beach Honda response to Request For Bid #13-11
ATTACHMENT B – Honda of Glendale response to Request For Bid #13-11

FISCAL IMPACT:

Amount Budgeted: $90,000
Additional Appropriation: 42,000
Account Number(s): 109-400-3105-8105 (Asset Forfeiture Capital Automotive)

ORIGINATED BY: Brian Evanski, Police Captain
REVIEWED BY: Mitch Tavera, Chief of Police
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

Currently, the police department utilizes four (4) 2007 BMW R1200RTP police motorcycles for everyday enforcement. An additional 2007 BMW R1200RTP police motorcycle was destroyed in a traffic collision. In addition, three (3) 2004 BMW R1150RTP police motorcycles are maintained and utilized for training purposes and as spare units. Due to the nature and intensity of use, the replacement interval schedule for these units is set for three years. Therefore, replacement of the 2007 BMW was set for September 2010. Due to budgetary constraints, the useful life for these motorcycles was extended; however, based on an assessment conducted by
police personnel and fleet maintenance staff, it is clear these motorcycles have now exceeded the life expectancy for everyday use. This determination was based on the age, mileage, overall condition, and repair history, as well as the needs of the Department.

Following a detailed evaluation of potential police motorcycle options, Staff determined the Honda Police Motorcycle would best meet the needs of the Department based on operational and functional maneuverability, safety, and maintenance needs and costs.

On August 15, 2013, Staff issued and forwarded a “Request For Bid #13-11” to eleven (11) potential bidders for the purchase of five (5) police motorcycles. On August 27, 2013, two (2) responses were received:

1. Honda of Glendale – No Bid; Non Responsive to additional police equipment.
2. Huntington Beach Honda - $131,981.70

Staff reviewed the bids submitted and recommends accepting the responses from the vendors. Staff further recommends awarding the bid to Huntington Beach Honda for the purchase of five (5) fully equipped Honda Police Motorcycles for a price not to exceed $131,982.

This purchase will be primarily funded from the Equipment Replacement in the amount of $90,000. An additional appropriation of $42,000 is requested from the Asset Forfeiture Fund Balance. Sufficient funds are available in the Asset Forfeiture Fund Balance for the additional appropriation.

Staff also requests authorization to maintain three (3) of the 2007 BMW R1200RT police motorcycles to be utilized for training purposes and as spare units during special event deployments.
CITY OF EL SEGUNDO

REQUEST FOR BID #13-11

Qty- 5 Police Motorcycles

August 15, 2013

The City is allowed by municipal code to ‘piggyback’ off an existing contracts. Is the pricing offered based upon an existing contract? If yes, please provide agency, contract or bid #, agency contact name and number:

This is not a bid due to the fact that we do not Police Bikes
however we do not do the additional police equipment install.

Contract Extension to Other Cities/Agencies

Other Cities/Agencies may be interested in purchasing against an awarded contract, subject to the same price, terms and conditions offered to the City of El Segundo, and by mutual agreement by the City and the vendor. The City does not warrant any additional use of the contract by such agencies. All requirements of the specifications, purchase orders, invoices and payments with other agencies will be directly handled by the successful Bidder and the piggybacking agency. Will Allow: ________  Will Not Allow: ________

The undersigned has read, understands, and has carefully checked all specifications for Request for Bid #13-11. By signing this document, I attest that I am authorized to contractually bind the company listed, and will meet the bid requirements if awarded a contract.

Bid Submitted by:

Company name: Honda of Glendale
City / State / Zip: Glendale, Calif. 91205

Authorized Company Bidder Signature: 
Katherine J. Strong

Date: 9-20-13
Ph: 310 276-2461

PLEASE FILL IN TERMS & DELIVERY:

Terms: ______% _______ days, net _______ days; or net _______ days

Delivery: To be made on or before: __________________ or ______________________ days after receipt of order.

TERMS:
The City of El Segundo reserves the right to reject any or all bids, or to accept separate items in bid unless this right is conditioned by the bidder. In case of default, the City of El Segundo may procure its materials/services from other sources and shall hold the original bidder or contractor liable for resulting increased costs.

Quantities and optional items listed are the city’s best estimate for Bid purposes, actual order quantities and options may vary.

Samples, if requested, must be furnished at the bidder’s expense and if not destroyed in testing or retained as a standard, will be returned at bidder’s cost, if requested.

Quote on each article separately. All or none bids may not be accepted.

During the performance of this contract, the vendor/contractor warrants that it will provide equal opportunities, and that the vendor/contractor and each subcontractor will take affirmative action to ensure that its employment practices, persons are employed and employees are treated equally and without regard to, or because of race, creed, color, national origin, sex, age, physical handicap, or medical condition. This provision applies to work or services performed or materials manufactured or assembled in the United States.

The vendor/contractor warrants that it possesses legally adequate Workers’ Compensation Insurance.

The vendor/supplier will supply Material Safety Data Sheets with all product deliveries.
CITY OF EL SEGUNDO

REQUEST FOR BID #13-11

Qty- 5 Police Motorcycles

August 15, 2013

Provide your bid ON THIS SHEET for the materials/services listed below in accordance with the terms and specifications noted.

*ALL BIDS SHALL BE F.O.B. DESTINATION and include all costs delivered to the City of El Segundo*

MAIL BID TO:
CITY OF EL SEGUNDO / CITY CLERK
TIME SENSITIVE BID RESPONSE ENCLOSED #IFB 13-11
350 MAIN STREET, ROOM 5
EL SEGUNDO, CA 90245

BIDS MUST BE SUBMITTED TO THE CITY CLERK’S OFFICE IN A SEALED ENVELOPE (1 original and 2 copies) AND BE CLEARLY MARKED AS A BID ALONG WITH BIDDER’S NAME AND BID NUMBER WRITTEN ON THE OUTSIDE OF THE ENVELOPE. THE CITY CLERK’S OFFICE WILL OPEN PROPERLY SUBMITTED BIDS AT THE TIME AND PLACE STATED IN THE NOTICE INVITING BIDS.

Bid responses must be in the City Clerk’s office by 11:00 A.M., P.S.T., Tuesday, August 27, 2013.

Any questions regarding this bid must be made to the Purchasing Agent, J. Richard Hogate @ (310) 524-2339

The City of El Segundo is soliciting bids for five (5) new/unused full-built Honda Police Motorcycles with emergency equipment, as specified herein. Bidder must have a minimum of two (2) years experience outfitting police motorcycles. Vehicle mileage shall not exceed 200 miles when delivered to the City.

Bid Requirements
Bids shall specify each item as set forth in this Request for Bid (RFB). Failure to comply with all requirements and conditions set forth by these specifications and RFB instructions will be the cause for the rejection of the bid(s). No exceptions or deviations from these specifications will be considered unless each exception or deviation is specifically identified with a detailed statement fully defining the exception(s). All exception(s) must be fully supported by detailed specification regarding the deviated item and shall accompany the proposal for evaluation by the City. If no exceptions are identified, the bidder shall be required to furnish the service exactly as specified herein. The burden of proof of compliance with these specifications is the responsibility of the bidder. Acceptance or rejection of the changes is the sole prerogative of the City. The City reserves the right to reject any and all bids or to make no award.

Deliverables
1. Successful bidder shall deliver to the City of El Segundo Public Works Facility, 150 Illinois St., El Segundo, CA 90245

2. Bidder shall be responsible to obtain Exempt registration.
CITY OF EL SEGUNDO

REQUEST FOR BID #13-11

Qty- 5 Police Motorcycles

August 15, 2013

Pricing
Pricing shall include the fully equipped unit plus documentation, transportation, sales tax and any other applicable fees except license and registration. The City is exempt from any federal excise tax and California State license and registration fees. Pricing shall be F.O.B. destination/delivered. Any cash incentives/prompt payment discounts offered may be used when calculating the lowest bid if the end result benefits the City. Any prompt payment discounts shall be calculated from the time of delivery and acceptance of motorcycles by the City, not invoice date.

Invoicing and Payment
An invoice shall be provided to the City upon delivery of the unit. The City will effect payment within 30 days of the receipt of properly completed invoice from the Dealer.

Alternate Bid
The City will consider a 2010, 2011, 2012 model, provided it meets all requirements stated herein.

Warranty
Defective emergency added equipment shall be guaranteed according to the manufacturer's warranty program. Workmanship for dealer-installed equipment shall be guaranteed for a minimum of twelve months from date of delivery to the City.

Scope of Work
Bidder shall furnish all parts, labor and materials necessary to build the complete motorcycles with the emergency equipment as listed in the Specifications Section below. All work shall be completed in a substantial and professional manner.

Experience
Bidder shall have a minimum of two (2) year's experience in outfitting police motorcycles whether in-house or outsourced. If subcontracted, Bidder shall be responsible for any warranty repairs.
CITY OF EL SEGUNDO

REQUEST FOR BID #13-11

Qty- 5 Police Motorcycles

August 15, 2013

Specifications
The City of El Segundo has determined the following specifications for bid purposes. The specifications referenced are not intended to be restrictive but descriptive of the type and quality the City of El Segundo desires to purchase. Quotes for similar items of like quality will be considered if the bid is fully noted with the manufacturer’s brand name and model including a detailed listing of their specifications. The City of El Segundo reserves the right to determine products of equal value. Vendors will not be allowed to make unauthorized substitutions after award is made.

2013 new/unused Honda ST1300P Motorcycle Police Package with ABS Braking System.

All mounting brackets and bolts for lights with stainless hardware. Emergency lighting will be installed per City direction, contact Lt. Dan Kim, 310-524-2267 or Gary Mullins, Fleet Supervisor, (310) 524-2714.

Front Facing by Windshield
- One (1) RED steady, left of windshield, facing forward (Predator II SSM)
- One (1) BLUE flashing facing forward, right of windshield, (Predator II SSM)
- Two (2) Stainless Steel Mounting Bolts for front facing lights
- Two (2) Aluminum Mounting Brackets for Front Facing Lights
- Two (2) Aluminum Mounting wedges for Front side cowl lights
- One (1) Red mounted on dash to warn of rear lights being on (12VBFR)
- One (1) Wig Wag Module

Take Down Lights
- Two (2) Take Down Spots
- Two (2) 1300-SPT-MNT
- Two (2) 1300-RS

Side Mounted
- One (1) Blue on side of left front cowl @ 45 degree angle (Predator II SSM)
- One (1) RED on side of right cowl @ 45 degree angle (Predator II SSM)
- One (1) Blue on right of Radio Box (Predator II SSM)
- One (1) Blue on left of Radio Box (Predator II SSM)
- Two (2) Aluminum mounting wedges for Front Side Cowl (1300-FR-WDG)

Rear of Bike
- One (1) Red flashing light mounted on rear antenna mount (Predator II SSM)
- One (1) Blue flashing light mounted on rear antenna mount (Predator II SSM)
- One (1) Black license plate frame 1300-license
- Two (2) Blue LED Marker (pursuit) lights on either side of license plate
CITY OF EL SEGUNDO

REQUEST FOR BID #13-11

Qty- 5 Police Motorcycles

August 15, 2013

Crash Bars
- One (1) chrome front fairing and engine guards (MC 1300-001)
- One (1) baton and flashlight mount on fairing (1300-003)
- One (1) chrome rear saddlebag guard (1300-007)

Siren Package
- One (1) Compact Electronic PA Speaker, with Wail, Yelp, & Airhorn integrated (SA4209-6B)
- One (1) siren mount (1300-SPK)
- One (1) Unifil power supply for siren (UM80K)
- One (1) ST13 Wiring Harness (1300-harness)

Heated Grip Package
- One (1) Hondaline heated grips
- One (1) Hondaline accessory harness for grips

Rifle Rack Package
- One (1) gunlock with two (2) keys SC-5#2
- One (1) electronic lock timer with 8-second delay
- One (1) M4 carbine rifle rack left side mount (1300-M4-S)
- One (1) momentary switch keyed to ignition

Battery
- One (1) high capacity battery upgrade (PC545)
- One (1) battery conversion kit (1300-BATT)
- One (1) battery charger (BC-OMAX)
- One (1) cycle PAL 30 minute timer (1101-30)

Accessories
- One (1) Chrome front & small rear guards (1300-008) Black
- One (1) Baton & Flashlight holder mounted on right front guard
- One (1) Citation book holder (1300-CITE)
- One (1) Note Pad Holder (1300-PAD)
- One (1) Pro Laser III holster with lock (1300-PRO-3)
- One (1) Gel seat
- One (1) Heli Bar riser kit (HC0303P)
- One (1) Tank Bra (TSH0313)
- One (1) 12V power plug

Painting
- Black large front fairing left and right
CITY OF EL SEGUNDO

REQUEST FOR BID #13-11

Qty- 5 Police Motorcycles

August 15, 2013

- Black side cover
- White Gas Tank
- Black and White Saddle Bags

Graphics
- No graphics required (customer will install)

Radio Installation
- No radio installation provided

- Emergency Lights wired to City's specifications and COLOR combination as follows:
  - Position 1 – Rear Facing Lights
  - Position 2 – All Lights
  - Position 3 – Yelp momentary
  - Position 4 – Wail on/off
  - Position 5 – Take Down Light
  - Airhorn is on Stock horn button

- Install headset and radio cable (customer to provide cable) for Radio (make to be determined) per South Bay Regional Public Communications Authority (SBRPCA) direction, contact Chris Cox (310) 973-1802

- Radio equipment will be installed by SBRPCA.
CITY OF EL SEGUNDO

REQUEST FOR BID #13-11

Qty: 5 Police Motorcycles

August 15, 2013

PRICE SHEET -
Please Provide Cost Breakdown as Listed Below

<table>
<thead>
<tr>
<th>Year &amp; Model:</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motorcycle Base Price (taxable)</td>
<td>$</td>
<td>5 Each</td>
<td>$</td>
</tr>
<tr>
<td>Taxable Emergency Equipment</td>
<td>$</td>
<td>5 Each</td>
<td>$</td>
</tr>
<tr>
<td>Non-taxable Materials</td>
<td>$</td>
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<tr>
<td>Non-taxable Labor</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxable Labor</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentation/Transportation Fees (if any). The City is exempt from DMV registration fees</td>
<td>$</td>
<td>5 Each</td>
<td>$</td>
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<td>CA Tire Fee</td>
<td>$</td>
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<td>$</td>
</tr>
<tr>
<td>Other Applicable Fees (specify)</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Sales tax (must be calculated at 8.75% rate for Los Angeles County even if your jurisdiction's rate is different)</td>
<td>$</td>
<td>5 Each</td>
<td>$</td>
</tr>
<tr>
<td>Prompt Payment Discount or Incentives If any. Please describe:</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Cost (F.O.B. Destination)</td>
<td>$</td>
<td>5 Each</td>
<td></td>
</tr>
</tbody>
</table>

Lead Time: ____________________

Years of Experience Outfitting Police Motorcycles: ________________

In-house ____ or Outsource ____ If outsourced, name of vendor ________________________________
CITY OF EL SEGUNDO

REQUEST FOR BID #13-11

Qty- 5 Police Motorcycles

August 15, 2013

Provide your bid ON THIS SHEET for the materials/services listed below in accordance with the terms and specifications noted.

*ALL BIDS SHALL BE F.O.B. DESTINATION and include all costs delivered to the City of El Segundo*

MAIL BID TO: CITY OF EL SEGUNDO / CITY CLERK
              TIME SENSITIVE BID RESPONSE ENCLOSED #IFB 13-11
              350 MAIN STREET, ROOM 5
              EL SEGUNDO, CA 90245

BIDS MUST BE SUBMITTED TO THE CITY CLERK’S OFFICE IN A SEALED ENVELOPE (1 original and 2 copies) AND BE CLEARLY MARKED AS A BID ALONG WITH BIDDER’S NAME AND BID NUMBER WRITTEN ON THE OUTSIDE OF THE ENVELOPE. THE CITY CLERK’S OFFICE WILL OPEN PROPERLY SUBMITTED BIDS AT THE TIME AND PLACE STATED IN THE NOTICE INVITING BIDS.

Bid responses must be in the City Clerk’s office by 11:00 A.M., P.S.T., Tuesday, August 27, 2013.

Any questions regarding this bid must be made to the Purchasing Agent, J. Richard Hogate @ (310) 524-2339

The City of El Segundo is soliciting bids for five (5) new/unused full-built Honda Police Motorcycles with emergency equipment, as specified herein. Bidder must have a minimum of two (2) years experience outfitting police motorcycles. Vehicle mileage shall not exceed 200 miles when delivered to the City.

Bid Requirements
Bids shall specify each item as set forth in this Request for Bid (RFB). Failure to comply with all requirements and conditions set forth by these specifications and RFB instructions will be the cause for the rejection of the bid(s). No exceptions or deviations from these specifications will be considered unless each exception or deviation is specifically identified with a detailed statement fully defining the exception(s). All exception(s) must be fully supported by detailed specification regarding the deviated item and shall accompany the proposal for evaluation by the City. If no exceptions are identified, the bidder shall be required to furnish the service exactly as specified herein. The burden of proof of compliance with these specifications is the responsibility of the bidder. Acceptance or rejection of the changes is the sole prerogative of the City. The City reserves the right to reject any and all bids or to make no award.

Deliverables
1. Successful bidder shall deliver to the City of El Segundo Public Works Facility, 150 Illinois St., El Segundo, CA 90245

2. Bidder shall be responsible to obtain Exempt registration.
CITY OF EL SEGUNDO
REQUEST FOR BID #13-11
Qty- 5 Police Motorcycles

August 15, 2013

Pricing
Pricing shall include the fully equipped unit plus documentation, transportation, sales tax and any other applicable fees except license and registration. The City is exempt from any federal excise tax and California State license and registration fees. Pricing shall be F.O.B. destination/delivered. Any cash incentives/prompt payment discounts offered may be used when calculating the lowest bid if the end result benefits the City. Any prompt payment discounts shall be calculated from the time of delivery and acceptance of motorcycles by the City, not invoice date.

Invoicing and Payment
An invoice shall be provided to the City upon delivery of the unit. The City will effect payment within 30 days of the receipt of properly completed invoice from the Dealer.

Alternate Bid
The City will consider a 2010, 2011, 2012 model, provided it meets all requirements stated herein.

Warranty
Defective emergency added equipment shall be guaranteed according to the manufacturer’s warranty program. Workmanship for dealer-installed equipment shall be guaranteed for a minimum of twelve months from date of delivery to the City.

Scope of Work
Bidder shall furnish all parts, labor and materials necessary to build the complete motorcycles with the emergency equipment as listed in the Specifications Section below. All work shall be completed in a substantial and professional manner.

Experience
Bidder shall have a minimum of two (2) year’s experience in outfitting police motorcycles whether in-house or outsourced. If subcontracted, Bidder shall be responsible for any warranty repairs.
CITY OF EL SEGUNDO

REQUEST FOR BID #13-11

Qty- 5 Police Motorcycles

August 15, 2013

Specifications
The City of El Segundo has determined the following specifications for bid purposes. The specifications referenced are not intended to be restrictive but descriptive of the type and quality the City of El Segundo desires to purchase. Quotes for similar items of like quality will be considered if the bid is fully noted with the manufacturer’s brand name and model including a detailed listing of their specifications. The City of El Segundo reserves the right to determine products of equal value. Vendors will not be allowed to make unauthorized substitutions after award is made.

2013 new/unused Honda ST1300P Motorcycle Police Package with ABS Braking System.

All mounting brackets and bolts for lights with stainless hardware. Emergency lighting will be installed per City direction, contact Lt. Dan Kim, 310-524-2267 or Gary Mullins, Fleet Supervisor, (310) 524-2714.

Front Facing by Windshield
- One (1) RED steady, left of windshield, facing forward (Predator II SSM)
- One (1) BLUE flashing facing forward, right of windshield, (Predator II SSM)
- Two (2) Stainless Steel Mounting Bolts for front facing lights
- Two (2) Aluminum Mounting Brackets for Front Facing Lights
- Two (2) Aluminum Mounting wedges for Front side cowl lights
- One (1) Red mounted on dash to warn of rear lights being on (12VBFR)
- One (1) Wig Wag Module

Take Down Lights
- Two (2) Take Down Spots
- Two (2) 1300-SPT-MNT
- Two (2) 1300-RS

Side Mounted
- One (1) Blue on side of left front cowl @ 45 degree angle (Predator II SSM)
- One (1) RED on side of right cowl @ 45 degree angle (Predator II SSM)
- One (1) Blue on right of Radio Box (Predator II SSM)
- One (1) Blue on left of Radio Box (Predator II SSM)
- Two (2) Aluminum mounting wedges for Front Side Cowl (1300-FR-WDG)

Rear of Bike
- One (1) Red flashing light mounted on rear antenna mount (Predator II SSM)
- One (1) Blue flashing light mounted on rear antenna mount (Predator II SSM)
- One (1) Black license plate frame 1300-license
- Two (2) Blue LED Marker (pursuit) lights on either side of license plate
CITY OF EL SEGUNDO

REQUEST FOR BID #13-11

Qty- 5 Police Motorcycles

August 15, 2013

Crash Bars
- One (1) chrome front fairing and engine guards (MC 1300-001)
- One (1) baton and flashlight mount on fairing (1300-003)
- One (1) chrome rear saddlebag guard (1300-007)

Siren Package
- One (1) Compact Electronic PA Speaker, with Wail, Yelp, & Airhorn integrated (SA4209-6B)
- One (1) siren mount (1300-SPK)
  - One (1) Unitrol power supply for siren (UM80K)
  - One (1) ST13 Wiring Harness (1300-harness)

Heated Grip Package
- One (1) Hondaline heated grips
- One (1) Hondaline accessory harness for grips

Rifle Rack Package
- One (1) gunlock with two (2) keys SC-5#2
- One (1) electronic lock timer with 8-second delay
- One (1) M4 carbine rifle rack left side mount (1300-M4-S)
- One (1) momentary switch keyed to ignition

Battery
- One (1) high capacity battery upgrade (PC545)
- One (1) battery conversion kit (1300-BATT)
- One (1) battery charger (BC-OMAX)
- One (1) cycle PAL 30 minute timer (1101-30)

Accessories
- One (1) Chrome front & small rear guards (1300-008) Black
- One (1) Baton & Flashlight holder mounted on right front guard
- One (1) Citation book holder (1300-CITE)
- One (1) Note Pad Holder (1300-PAD)
- One (1) Pro Laser III holster with lock (1300-PRO-3)
- One (1) Gel seat
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- One (1) 12V power plug

Painting
- Black large front fairing left and right
CITY OF EL SEGUNDO

REQUEST FOR BID #13-11

August 15, 2013

Qty- 5 Police Motorcycles

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- Black and White Saddle Bags

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CITY OF EL SEGUNDO

REQUEST FOR BID #13-11

Qty- 5 Police Motorcycles

August 15, 2013

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<td>$165,33.00</td>
<td>5 Each</td>
<td>$82,665.00</td>
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<td>$293,313.56</td>
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<tr>
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<td>$17.50</td>
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<td>Other Applicable Fees (specify)</td>
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<td></td>
<td>$</td>
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<tr>
<td>Sales tax (must be calculated at 8.75% rate for Los Angeles County even if your jurisdiction's rate is different)</td>
<td>$2123.50</td>
<td>5 Each</td>
<td>$10,617.80</td>
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<tr>
<td>Prompt Payment Discount or Incentives if any. Please describe:</td>
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<tr>
<td>Total Cost (F.O.B. Destination)</td>
<td>$</td>
<td>5 Each</td>
<td>$131,981.70</td>
</tr>
</tbody>
</table>

Lead Time: 21 DAYS FROM PO; BASED ON AVAILABILITY OF 2013 MODELS FROM AMERICAN HONDA

Years of Experience Outfitting Police Motorcycles: 10

In-house X or Outsource _____ If outsourced, name of vendor ____________________________

HUNTINGTON BEACH HONDA
17555 BEACH BLVD
HUNTINGTON BEACH, CA 92647
CITY OF EL SEGUNDO
REQUEST FOR BID #13-11
Qty- 5 Police Motorcycles

August 15, 2013

The City is allowed by municipal code to ‘piggyback’ off an existing contracts. Is the pricing offered based upon an existing contract? If yes, please provide agency, contract or bid #, agency contact name and number:

Contract Extension to Other Cities/Agencies
Other Cities/Agencies may be interested in purchasing against an awarded contract, subject to the same price, terms and conditions offered to the City of El Segundo, and by mutual agreement by the City and the vendor. The City does not warrant any additional use of the contract by such agencies. All requirements of the specifications, purchase orders, invoices and payments with other agencies will be directly handled by the successful Bidder and the piggybacking agency. Will Allow: YES, Will Not Allow: 

The undersigned has read, understands, and has carefully checked all specifications for Request for Bid #13-11. By signing this document, I attest that I am authorized to contractually bind the company listed, and will meet the bid requirements if awarded a contract.

Bid Submitted by:

Company name: HUNTINGTON BEACH HMDA
Authorized Company Bidder Signature: ________________________

City / State / Zip: HUNTINGTON BEACH, CA 92647
Date: 8-27-2013 Ph: (714) 842-5539

PLEASE FILL IN TERMS & DELIVERY:

Terms: NET % 30 - days, net _______ days; or net _______ days

Delivery: To be made on or before: _______________ or ___ days after receipt of order.

TERMS:
The City of El Segundo reserves the right to reject any or all bids, or to accept separate items in bid unless this right is conditioned by the bidder. In case of default, the City of El Segundo may procure its materials/services from other sources and shall hold the original bidder or contractor liable for resulting increased costs.

Quantities and optional items listed are the city’s best estimate for Bid purposes, actual order quantities and options may vary.

Samples, if requested, must be furnished at the bidder’s expense and if not destroyed in testing or retained as a standard, will be returned at bidder’s cost, if requested.

Quote on each article separately. All or none bids may not be accepted.

During the performance of this contract, the vendor/contractor warrants that it will provide equal opportunities, and that the vendor/contractor and each subcontractor will take affirmative action to ensure that its employment practices, persons are employed and employees are treated equally and without regard to, or because of race, creed, color, national origin, sex, age, physical handicap, or medical condition. This provision applies to work or services performed or materials manufactured or assembled in the United States.

The vendor/contractor warrants that it possesses legally adequate Workers’ Compensation Insurance.
The vendor/supplier will supply Material Safety Data Sheets with all product deliveries.
AGENDA DESCRIPTION:

Consideration and possible action to award a five-year Public Works Maintenance Contract to DownStream Services, Inc. for Pump Stations Maintenance and On-Call Repair Services. Project No. PW13-12 (Fiscal Impact: 90,000.00 annually for five years)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to execute a five-year Public Works Maintenance Contract in a form approved by the City Attorney to DownStream Services, Inc. in the annual amount of $90,000.

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

ATTACHED SUPPORTING DOCUMENTS:

None

FISCAL IMPACT:

Amount Budgeted: $90,000 annually for five (5) years
Additional Appropriation: No
Account Number(s): $80,000 from 502-400-4301-6206 (Sewer Enterprises Fund: Contract Services)
$10,000 from 501-400-7102-6206 (Water Enterprises Fund: Contract Services)

ORIGINATED BY: Lifan Xu, Principal Engineer
REVIEWED BY: Stephanie Katsouleas, Public Works Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

The Wastewater Division has nine (9) sewer and three (3) storm water pump stations, which require routine maintenance and servicing to ensure smooth operations. The City secures vendor services for this routine maintenance as well as for unexpected and emergency repairs. The Water Division also has one booster pump station that requires service in the event of unexpected or emergency repairs.

The maintenance contract for the City’s sewer and storm water pump stations recently expired, prompting Public Works to prepare and release a new bid package. On April 16, 2013, the City Council adopted plans and specifications for Project No.PW13-12, Pump Stations Maintenance and On-call Repair Service project and authorized staff to advertise for receipt of construction bids.
On May 28, 2013, bids were due to the City. Surprisingly, the City Clerk received no responsive bids for the project. In accordance with Public Contract Code, staff may then negotiate a contract with a contractor for the project in the event no bid is received through a formal bidding process.

Flo-Systems Inc., who has historically provided quality sewer and storm drain pump station maintenance services, did not bid on the project at the time because the company was undergoing a transition in ownership. With the transition subsequently completed, staff sought to direct award the lift station maintenance contract to Flo-Systems, Inc. However, the City and Flo-Systems were unable to agree on contract terms.

Staff then contacted several nearby cities regarding recommendations for other companies that provided similar services and could meet the City’s needs and requirements. After several inquiries were made, staff determined that DownStream Services, Inc. was the most qualified vendor to provide sewer and storm pump station maintenance and on-call services for both the Water and Sewer Divisions. DownStream Services, Inc. has satisfactorily provided pump stations maintenance and repair services for similar public agencies and its license is in good standing. Staff therefore recommends that City Council award a five-year Public Works Maintenance Contract to DownStream Services, Inc., not to exceed $90,000 annually, which includes $13,000 for sewer and storm water pump station maintenance, up to $67,000 for sewer and storm water on-call repair services, and $10,000 for on-call repair service for the Water Division’s booster pump station. Any on-call funds not utilized annually will be disencumbered and available to the Water and Sewer Enterprise Fund accordingly.
AGENDA DESCRIPTION:
Consideration and possible action regarding authorization for the City Manager to enter into a three year agreement as approved to form by the City Attorney with Insight in the amount of $33,857.70 to provide VMware software support and upgrades. (3 Years of $11,285.90 per year). (Fiscal Impact: $33,857.70)

RECOMMENDED COUNCIL ACTION:
(1) Authorize the City Manager to enter into a three year service, maintenance and upgrade agreement, as approved to form by the City Attorney, with Insight in the amount of $33,857.70.
(2) Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Attachment A: Insight quote
Attachment B: Dell quote
Attachment C: NIC quote

FISCAL IMPACT: Included in Adopted Budget
Amount Budgeted: $12,000
Additional Appropriation: No
Account Number(s): 001-400-2505-6217

ORIGINATED BY: Larry Klingaman, Information Systems Manager
REVIEWED BY: Mitch Tavera, Chief of Police
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
In 2012, the City of El Segundo installed VMware virtualization software for server and desktop systems. VMware was selected by Staff as the industry leader in virtualization. VMware provides a complete solution for nearly all City server and desktop needs. Annual software maintenance and support for the City’s virtualization capabilities was due for renewal as of June 2013.

Staff received quotes from three vendors for both an annual and three-year VMware support and subscription:

Single Year Quotes:
- Insight - $13,451.37
- Dell - $13,959.25
- NIC - $14,691.09

Lowest (3 single years) - $40,354.11
Three Year Quotes:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Cost</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insight</td>
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<td>Lowest</td>
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<tr>
<td>Dell</td>
<td>$35,136.00</td>
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<tr>
<td>NIC</td>
<td>$36,978.16</td>
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</tbody>
</table>

Staff recommends obtaining three years of VMware support and subscription from Insight for a total cost of $33,857.70, or $11,285.90 annually, a cost savings of $6,495.30 (approximately 16%).
## Quotation

**Quotation Number**: 214862744  
**Creation Date**: 07-AUG-2013

**PO Number**:  
**PO Release**:  
**Customer No.**: 10086662  
**Sales Rep**: Christopher Letsinger  
**Email**: cletsing@insight.com  
**Telephone**: 800-467-4448 X 5820

---

**We deliver according to the following terms**

**Payment Terms**: Net 30 days  
**Ship Via**: Electronic Delivery / Electronic Delivery  
**Terms of Delivery**: FOB DESTINATION  
**Currency**: USD

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<table>
<thead>
<tr>
<th>Material</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
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</table>
| VS5-ENT-P-SSS-C   | VMware Support and Subscription Production - Technical support - emergency phone consulting - 3 year - 24x7 - 30 min - for VMwarevSphere Enterprise Edition (v. 5) - 1 processor  
                    Coverage Dates: 18-JUN-2013 - 09-SEP-2016                                                                                                            | 2        | 1,937.32   | 3,874.64       |
| OPEN MARKET       |                                                                                                                                                                                                          |          |            |                |
| VS5-ENT-P-SSS-C   | VMware Support and Subscription Production - Technical support - emergency phone consulting - 3 year - 24x7 - 30 min - for VMwarevSphere Enterprise Edition (v. 5) - 1 processor  
                    Coverage Dates: 26-JUL-2013 - 09-SEP-2016                                                                                                          | 6        | 1,866.82   | 11,200.92      |
| OPEN MARKET       |                                                                                                                                                                                                          |          |            |                |

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Page 1 of 2
**Insight PUBLIC SECTOR**

<table>
<thead>
<tr>
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<th>Description</th>
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</tbody>
</table>

**Product Subtotal** 33,857.70  
**Tax** 0.00  
**Total** 33,857.70

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Christopher Letsinger  
800-467-4448 Ex 5820  
cletsing@insight.com  
Fax: 480-760-8104

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options. Subject to IPS Terms & Conditions online unless purchase is being made pursuant to a separate written agreement in which case the terms and conditions of the separate written agreement shall govern.  
**Quotation**

**Quotation Number**: 214862730  
**Creation Date**: 07-AUG-2013

**PO Number**:  
**PO Release**:  
**Customer No.**: 10086662  
**Sales Rep**: Christopher Letsinger  
**Email**: cletsing@insight.com  
**Telephone**: 800-467-4448 X 5820

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<td>832.98</td>
<td>1,665.96</td>
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OPEN MARKET

**Authorization Number**: 30900703-R:04APR13 01:56:01

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OPEN MARKET

**Authorization Number**: 30900703-R:04APR13 01:56:01
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| Product Subtotal | 13,451.37 |
| Tax             | 0.00      |
| Total           | 13,451.37 |

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Christopher Letsinger  
800-467-4448 Ex 5820  
cletsing@insight.com  
Fax: 480-760-8104

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options. Subject to IPS Terms & Conditions online unless purchase is being made pursuant to a separate written agreement in which case the terms and conditions of the separate written agreement shall govern.  
Larry,

Please see attached quotes 660374653 (1 year) and 660380639 (3 Years) and let me know if you have any questions.

Thank you,

Tyson Shivers
Software and Solutions Specialist
Northern California
512.513.1551 | Tyson_Shivers@Dell.com
The power to do more. LinkedIn. Chatter.

DID YOU KNOW...?

THIS IS DELL?

+ Tech-support (877) 671 - 3355 option 3
+ Customer service (800) 901 - 3355 Ext 726-7401 (returns)
# QUOTATION

**QUOTE #:** 660380639  
**Customer #:** 3020468  
**Contract #:** WN99ABZ  
**Customer Agreement #:** WSCA B27160  
**Quote Date:** 8/12/13  
**Customer Name:** CITY OF EL SEGUNDO

Date: 8/12/13 1:45:51 PM

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## SOFTWARE & ACCESSORIES

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Number of S & A Items: 5  
S&A Total Amount: $35,136.00

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<th>Tyson Shivers</th>
<th>PHONE:</th>
<th>877-423-3355</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address:</td>
<td><a href="mailto:tyson_shivers@dell.com">tyson_shivers@dell.com</a></td>
<td>Phone Ext:</td>
<td></td>
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</tbody>
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Please review this quote carefully. You may order online by signing into Premier at www.premier.dell.com. Click on the eQuotes link. To order without Premier, go to www.dell.com/qto.

If you do not have a separate agreement with Dell that applies to your order, please refer to www.dell.com/terms as follows:

If purchasing for your internal use, your order will be subject to Dell's Terms and Conditions of Sale-Direct including Dell's U.S. Return Policy, at www.dell.com/returnpolicy#total. If purchasing for resale, your order will be subject to Dell's Terms and Condition of Sale for Persons or Entities Purchasing to Resell, and other terms of Dell’s PartnerDirect program at www.dell.com/partner. If your order includes services, visit www.dell.com/servicecontracts for service descriptions and terms.

Quote information is valid for U.S. customers and U.S. addresses only, and is subject to change. Sales tax on products shipped is based on "Ship To" address, and for downloads is based on "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption
certificate, with seller listed as *Dell Marketing L.P.*, to Dell's Tax Department at 800-433-9023. Please include your Customer Number.

For certain products shipped to end-users in California, a **State Environmental Fee** will be applied. For Asset Recovery/Recycling Services, visit [www.dell.com/assetrecovery](http://www.dell.com/assetrecovery).
DELL

QUOTATION

QUOTE #: 660374653
Customer #: 3020468
Contract #: WN99ABZ
Customer Agreement #: WSCA B27160
Quote Date: 8/12/13
Customer Name: CITY OF EL SEGUNDO

Date: 8/12/13 1:05:24 PM

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<td>Total Number of System Groups:</td>
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SOFTWARE & ACCESSORIES

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Number of S & A Items: 5
S&A Total Amount: $13,959.25

SALES REP: Tyson Shivers
Email Address: tyson_shivers@dell.com

PHONE: 877-423-3355
Phone Ext:

Please review this quote carefully. You may order online by signing into Premier at www.premier.dell.com. Click on the eQuotes link. To order without Premier, go to www.dell.com/qto.

If you do not have a separate agreement with Dell that applies to your order, please refer to www.dell.com/terms as follows:

If purchasing for your internal use, your order will be subject to Dell’s Terms and Conditions of Sale-Direct including Dell’s U.S. Return Policy, at www.dell.com/returnpolicy#total. If purchasing for resale, your order will be subject to Dell’s Terms and Condition of Sale for Persons or Entities Purchasing to Resell, and other terms of Dell’s PartnerDirect program at www.dell.com/partner. If your order includes services, visit www.dell.com/servicecontracts for service descriptions and terms.

Quote information is valid for U.S. customers and U.S. addresses only, and is subject to change. Sales tax on products shipped is based on "Ship To" address, and for downloads is based on "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption...
certificate, with seller listed as Dell Marketing L.P, to Dell's Tax Department at 800-433-9023. Please include your Customer Number.

For certain products shipped to end-users in California, a State Environmental Fee will be applied. For Asset Recovery/Recycling Services, visit www.dell.com/assetrecovery.
Scope of Services:

Fulfillment 3 year VMware Renewal

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Thank you,
Kyle Brazell
KBrazell@NICPartnersInc.com
(909) 919-2811

Non-Taxable Material $0.00
Taxable Material $0.00
Tax $0.00
Labor $0.00
Service/Maintenance $36,978.16
Shipping $0.00
Other Services $0.00
Total $36,978.16

Authorized Signature

By: __________________________________________
Name: ________________________________________
Date: _________________________________________

By signing this proposal, you acknowledge that you are authorized to enter into a binding agreement on behalf of your company/organization, and (unless governed by public sector purchasing contract/agreement) you agree to the terms and conditions below.

NIC Partners quotes will remain valid for 90 days from date of the quote.

* Non-taxable Item
STANDARD TERMS & CONDITIONS

PAYMENT TERMS: Invoices shall be submitted twice a month, normally on the first and fifteenth. Bills are due and payable when submitted. A late payment charge of 1-1/2% per month (18% annually) may be applied to amounts outstanding ten days (10) days after the date of the statement.

EQUIPMENT PAYMENT TERMS: Established accounts, Educational Institutions and Government Agencies are net 30 days. All others are payment in full prior to shipping. Customer agrees to pay finance charges on all overdue balances.

INTEREST: If payment is not received by NIC PARTNERS within 30 calendar days of the invoice date, the Customer shall pay as interest an additional charge of one-and-one-half (1.5) percent (or the maximum allowable by law, whichever is lower) of the PAST DUE amount per month. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

TAXES: Prices shown may not include all sales or other taxes imposed on the sale of goods and services. Taxes now or hereafter imposed upon sales or shipments shall be added to the purchase price. Buyer agrees to reimburse Seller for any such tax or provide Seller with acceptable tax exemption.

COLLECTION COSTS: In the event legal action is necessary to enforce the payment provisions of this Agreement, NIC PARTNERS shall be entitled to collect from the Customer any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by NIC PARTNERS in connection therewith and, in addition, the reasonable value of NIC PARTNERS time and expenses spent in connection with such collection action, computed at NIC PARTNERS prevailing fee schedule and expense policies.

SUSPENSION OF SERVICES: If the Customer fails to make payments when due or otherwise is in breach of this Agreement, NIC PARTNERS may suspend performance of services upon five (5) calendar days' notice to the Customer. NIC PARTNERS shall have no liability whatsoever to the Customer for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Customer.

TERMINATION OF SERVICES: If the Customer fails to make payment to NIC PARTNERS in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination by NIC PARTNERS.

SET-OFFS, BACKCHARGES, DISCOUNTS: Payment of invoices is in no case subject to unilateral discounting or set-offs by the Customer, and payment is due regardless of suspension or termination of this Agreement by either party.

INDEMNITY AND INSURANCE: Each party shall be responsible for and hold the other party harmless from any loss sustained by such party relating to death, bodily injury, or damage to tangible physical property which is caused by the negligent acts or omissions of the party's agents or employees. NIC PARTNERS shall obtain and keep in force at all times liability insurance coverage for bodily injury, death, and property damage in an amount not less than One Million Dollars ($1,000,000.00).

BOND: Costs of Performance and Payment bond is not included. If required, NIC PARTNERS shall furnish Customer, in a form satisfactory to Customer, full and duly executed Performance and Payment Bonds, underwritten by a surety or sureties satisfactory to the Customer, in the full amount of this Agreement. Cost of such bonds to be paid directly by Customer.

ARBITRATION: All claims, disputes, and other matters in question arising out of, relating to, this Contract or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Notice of the demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, but in no event shall it be made after substantial completion of the project for which this Contract is awarded.

LIABILITY: NIC PARTNERS shall not, in any event be liable to customer for incidental or consequential damages, including without limitation, lost business, profit or unavailability of all or part of the system. The pricing granted elsewhere in this agreement is based upon and is in partial consideration for this limitation on remedies.

WARRANTY (Limited): NIC PARTNERS warrants the products installed under this agreement against defects in material and workmanship from a period of one year from project completion. NIC PARTNERS shall repair or replace defective product during the warranty period with new or like new parts. Returned product becomes the property of NIC PARTNERS when replaced. This warranty is void if installed product is abused, misused or altered. This warranty is exclusive and is Customer's only remedy. Without limiting the generality of the foregoing limitations and disclaimers, while the system is not designed, sold, or intended to be used to detect, intercept, transmit or record oral or other communications of any kind, NIC PARTNERS cannot control how the system and its components are used and, accordingly, NIC PARTNERS does not warrant or represent, expressly or implicitly, that the use of the software, licensed materials derived there from will comply and conform to the requirements of Federal, State and or Local statutes, ordinances and laws, or that the use of the system will not violate the privacy rights of the third parties. You shall be solely responsible for using the system you the system is full compliance with applicable law and the rights of third persons. Further, regardless of any prior statements, representations, or course of dealings by any NIC PARTNERS representatives, NIC PARTNERS does not warrant or represent, expressly or implicitly, that the software, licensed materials, or use of any of the same will: result in the prevention of crime or hostile enemy action, apprehension or conviction of any perpetrator of any crime, military prosecution of any enemy force, or detection or neutralization of any criminal, combatant or threat; prevent any loss, death, injury, or damage to property due to the discharge of a firearm or other weapon; in all cases detect and plot the location of all firearm discharges within the designated coverage area; the information generated thereby expressly disclaimed. You and NIC PARTNERS each acknowledge and agree that the software, license materials, and the system are not consumer goods, and are not intended for sale to or by use for or for personal, family or household use.

OWNERSHIP: NIC Partners shall retain ownership of all materials supplied until the customer takes possession of the materials at their facilities. Upon receipt the customer assumes the risks and ownership of all materials. NIC Partners has the right to restore ownership of the materials to NIC Partners if the customer fails to pay for the materials under the terms of the contract. Once ownership has been restored to NIC Partners due to non-payment, NIC Partners may retrieve from the Customer's premises any material supplied where payment has not been tendered. The Uniform Commercial Code of California shall govern this sale and this order shall not be assignable, but shall bind the representative and successors of the parties and their beneficiaries.

LIENS: Seller may file a lien within 90 days after furnishing labor, materials, or services to a project as long as preliminary lien notice is sent to Buyer under the provisions of the Construction Lien Law of the state where services are rendered. The lien notice is no way intended to reflect the financial stability of the Buyer, but simply advises the Buyer of Seller's rights to file the lien if required.

RETURNS: Credit may be allowed for goods returned with prior approval. A deduction may be made from credits issued to cover the cost of handling and restocking charges.

DELAYS: Seller is not responsible for delays in delivery or installation occasioned by acts of God or other circumstances over which the Seller has no control.

MISCELLANEOUS: This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement and merges all prior communications, representations, and agreements. This Agreement may be modified only by a written agreement signed by the parties. If any provision of this Agreement is held to be unenforceable for any reason, such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be construed under the laws of the state where services are rendered, excluding rules regarding conflicts of law.
PROPOSAL

Customer: El Segundo, City of
Contact: J Richard Hogate
Address: 350 Main Street
         El Segundo, CA 90245
Phone: 310 524 2339
Email:

Date: 08/21/2013
Quote #: NICQ5050
Opportunity: VMware Renewal - RFP 1 year
Account Manager: Silvia Lopez
Estimator: Silvia Lopez

Scope of Services:
Fulfillment 1 year VMware Renewal

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</table>

Thank you,
Kyle Brazell
KBrazell@NICPartnersInc.com
(909) 919-2811

Authorized Signature

By: __________________________________________

Name: _________________________________________

Date: _________________________________________

By signing this proposal, you acknowledge that you are authorized to enter into a binding agreement on behalf of your company/organization, and (unless governed by public sector purchasing contract/agreement) you agree to the terms and conditions below.

NIC Partners quotes will remain valid for 90 days from date of the quote.

* Non-taxable Item

NIC Partners Confidential
11981 Jack Benny Dr., Suite 103 | Rancho Cucamonga, CA 91730
Phone: 800.451.3394 | Fax: 909.919.7997 | sales@nicpartnersinc.com

08/22/2013  13:12:16
STANDARD TERMS & CONDITIONS

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INDEMNITY AND INSURANCE: Each party shall be responsible for and hold the other party harmless from any loss sustained by such party relating to death, bodily injury, or damage to tangible physical property which is caused by the negligent acts or omissions of the party’s agents or employees. NIC PARTNERS shall obtain and keep in force at all times liability insurance coverage for bodily injury, death, and property damage in an amount not less than One Million Dollars ($1,000,000.00)

BOND: Costs of Performance and Payment bond is not included. If required, NIC PARTNERS shall furnish Customer, in a form satisfactory to Customer, full and duly executed Performance and Payment Bonds, undertaken by a surety or sureties satisfactory to the Customer, in the full amount of this Agreement. Cost of such bonds to be paid directly by Customer.

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LIABILITY: NIC PARTNERS shall not, in any event be liable to the Customer for incidental or consequential damages, including without limitation, lost business, profit or unavailability of all or part of the system. The pricing provided elsewhere in this agreement is based upon and is in partial consideration for this limitation on remedies.

WARRANTY (Limited): NIC PARTNERS warrants the products installed under this agreement against defects in material and workmanship from a period of one year from project completion. NIC PARTNERS shall repair or replace defective product during the warranty period with new or like new parts. NIC PARTNERS shall not warrant or represent, expressly or implicitly, that the software, licensed materials derived there from will comply and conform to the requirements of Federal, State and Local statutes, ordinances and laws, or that the use of the system will not violate the privacy rights of the third parties. The Customer shall be solely responsible for using the system you the system in full compliance with applicable law and the rights of third persons. Further, regardless of any prior statements, representations, or course of dealings by any NIC PARTNERS representatives, NIC PARTNERS does not warrant or represent, expressly or implicitly, that the software, licensed materials, or use of any of the same will result in the prevention of crime or hostile enemy action, apprehension or conviction of any perpetrator of any crime, military prosecution of any enemy force, or detection or neutralization of any criminal, combatant or threat; prevent any loss, death, injury, or damage to property due to the discharge of a firearm or other weapon; in all cases detect and plot the location of all firearm discharges within the designated coverage area; the supplied network will remain in operation at all times or under all conditions, any and all warranties, express or implied, of fitness for high risk purposes requiring fail-safe performance are hereby expressly disclaimed. You and NIC PARTNERS each acknowledge and agree that the software, license materials, and the system are not consumer goods, and are not intended for sale to use by or for personal, for family or household use.

OWNERSHIP: NIC PARTNERS shall retain ownership of all materials supplied until the customer takes possession of the materials at their facilities. Upon receipt of the customer assumes the risks and ownership of all materials. NIC Partners has the right to restore ownership of the materials to NIC Partners if the customer fails to pay for the materials under the terms of the contract. Once ownership has been restored to NIC Partners due to non-payment, NIC Partners may repossess any material supplied when payment has not been tendered. The Uniform Commercial Code of California shall govern this sale and this order shall not be assignable, but shall bind the representative and successors of the parties and their benefits.

LIENS: Seller may file a lien within 90 days after furnishing labor, materials, or services to a project as long as preliminary lien notice is sent to Buyer under the provisions of the Construction Lien Law of the state services are rendered. The lien notice is no way intended to reflect the financial stability of the Buyer, but simply advises the Buyer of Seller’s rights to file the lien if required.

RETURNS: Credit may be allowed for goods returned with prior approval. A deduction may be made from credits issued to cover the cost of handling and restocking charges.

DELAYS: Seller is not responsible for delays in delivery or installation occasioned by acts of God or other circumstances over which the Seller has no control.

MISCELLANEOUS: This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement and merges all prior communications, representations, and agreements. This Agreement may be modified only by a written agreement signed by the parties. If any provision of this Agreement is held to be unenforceable for any reason, such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be construed under the laws of the state where services are rendered, excluding rules regarding conflicts of law.
AGENDA DESCRIPTION:

Consideration and possible action regarding award of City’s professional services contract for auditing services with Mayer Hoffman McCann P.C. for three years through 2013-2015, plus an optional two year extension (Fiscal Impact: $242,092 General Fund and $46,660 LAWA; 2013-2017)

RECOMMENDED COUNCIL ACTION:

1) Authorize approval of a three-year professional services contract for auditing services with Mayer Hoffman McCann P.C. through years 2013-2015 for $169,142 ($141,872 General Fund and $27,270 LAWA) and optional two year extension through 2016 and 2017 for $119,610 ($100,220 General fund and $19,390 LAWA);

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

ATTACHED SUPPORTING DOCUMENTS:

None

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $55,810
Additional Appropriation: N/A To be included in future year budgets
Account Number(s): 001-400-2502-6214 - $46,810
122-400-0000-6214 - $9,000

ORIGINATED BY: Trang Nguyen, Accounting Manager
REVIEWED BY: Deborah Cullen, Director of Finance
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

During June 2013, the Finance Department initiated the solicitation of RFP bids from four qualified auditing professional services firms to audit the City’s financials. The statement of work was clearly defined to include new accounting pronouncements and regulations which will increase auditing procedures, control activities, auditing hours and associated costs. The period of audit services is from years 2013-2015 with optional extension for two additional years of services pending performance and quality of work performed.

The evaluation of selected firms included the following:

1. Review of proposal material by staff and the review panel.
2. An in-depth panel interview and ranking. The panel questions varied from the audit approach, specific technical capabilities, experience, administrative task management, professionalism, reporting writing abilities and research follow-up.
3. The top two firms were invited back to meet with the Finance Director and Accounting Manager.

Based on staff's evaluation, Mayer Hoffman McCann P.C. was selected and is recommended for contract award due to their technical expertise, wide range of experience with city and government auditing, quality of staff, enhanced oversight from peer group reviews, shared resources available and listing of government audit clients.

The following is a list of candidate auditing firms that participated in the previously described evaluation process:

Diehl, Evans & Company, LLP
5 Corporate Park, Ste. 100
Irvine, CA 92606

Mayer Hoffman McCann P.C.
2301 Dupont Dr., Ste. 200
Irvine, CA 92612

Moss, Levy & Hartzheim, LLP
9107 Wilshire Blvd., Ste. 400
Beverly Hills, CA 90210

Lance, Soll & Lunghard, LLP
203 N. Brea Blvd., Ste. 203
Brea, CA 90281