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.

MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, APRIL 3, 2018 – 6:15 PM

6:15 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)(1): -1- matters

1. United States v. State of California, United States District Court of California, Case No. CV 00490-JAM-KJN

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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


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

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

PUBLIC EMPLOYMENT (Gov't Code § 54957) -0- matter
CONFERENCE WITH CITY'S LABOR NEGOTIATOR (Gov't Code §54957.6): -0-matters

CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov't Code §54956.8): -0-matters
AGENDA
EL SEGUNDO CITY COUNCIL
COUNCIL CHAMBERS - 350 Main Street

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REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, APRIL 3, 2018 - 7:00 P.M.

7:00 P.M. SESSION

CALL TO ORDER

INVOCATION – Pastor George Lopez, The Bridge Church

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Boyles
PRESENTATIONS

a) Proclamation – April 2018 as “Sexual Assault Awareness Month”. Designating April 25, 2018 as Denim Day.

b) Proclamation – April 2018 as “DMV/Donate Life California Month.”

c) Presentation – The Police and Firefighter Associations, along with the Lakers Organization, would like to present a check for $3,500 to the El Segundo Ed! Foundation.

d) Presentation – West Basin Desalinization Plant

ROLL CALL

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

CITY COUNCIL COMMENTS – (Related to Public Communications)

A. PROCEDURAL MOTIONS

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

Recommendation – Approval.

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

C. UNFINISHED BUSINESS

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
1. Consideration and possible action to approve Request for Proposal #18-02 for The Lakes at El Segundo Site (400 S. Sepulveda Blvd.).
   (Fiscal Impact: None)
   Recommendation – 1) Review and approve Request for Proposals #18-02 for The Lakes at El Segundo Site; 2) Alternatively, discuss and take other possible action related to this item.

2. Consideration and possible action to approve the El Segundo Senior Housing Board Corporation (Park Vista) proposed reserve fund policy.
   (Fiscal Impact: None)
   Recommendation – 1) Approve the proposed Reserve Fund Policies; 2) Alternatively, discuss and take other possible action related to this item.

3. Consideration and possible action to announce the appointments to the Technology Committee.
   (Fiscal Impact: None)
   Recommendation – 1) Announce the appointees to the Technology Committee; 2) Alternatively, discuss and take other possible action related to this item.

E. CONSENT AGENDA

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

4. Warrant Numbers 3020470 through 3020651 and 9000325 through 9000327 on Register No. 12 in the total amount of $1,072,028.67 and Wire Transfers from 3/12/18 through 3/25/18 in the total amount of $2,496,097.77.
   Recommendation – Approve Warrant Demand Register and authorize staff to release. Ratify Payroll and Employee Benefit checks; checks released early due to contracts or agreement; emergency disbursements and/or adjustments; and wire transfers.

5. Consideration and possible action to approve Final Vesting Parcel Map No. 73879 to subdivide the properties into 10 new residential condominium units at 135-139 Virginia St. and 412 West Franklin Ave.
   (Fiscal Impact: N/A)
   Recommendation – 1) Adopt the proposed resolution, approving a Final Vesting Map No. 73879, and authorizing the Director of Planning & Building Safety and the City Clerk to sign and record said Map; 2) Alternatively, discuss and take other possible action related to this item.
6. Consideration and possible action to adopt a resolution awarding a public works contract to Westnet, Inc. without the need for formal bidding and authorizing the City Manager to execute such a contract with Westnet, Inc. for the purchase and installation of a new Fire Station Alerting System for Fire Station 1 and Fire Station 2.  
(Fiscal Impact: $220,000.00)  
Recommendation – 1) Adopt a resolution awarding a public works contract with Westnet, Inc. without the need for formal bidding; 2) Authorize the City Manager to execute an agreement, in a form approved by the City Attorney, to purchase a Westnet First-In Fire Station Alerting System (FSA) for Fire Station 1 and Fire Station 2; 3) Alternatively, discuss and take other possible action related to this item.

7. Consideration and possible action to adopt a Resolution approving the Plans and Specifications for the Storm Drain Pipe Abandonment on Eucalyptus Drive Project, Project No. PW18-11.  
(Fiscal Impact: To Be Determined)  
Recommendation – 1) Adopt the attached Resolution approving Plans and Specifications for Storm Drain Pipe Abandonment on Eucalyptus Drive Project (Project No. PW 18-11) and authorize advertising for bids; 2) Alternatively, discuss and take other possible action related to this item.

8. Consideration and possible action to accept Fiber Optics Network Expansion by Elecnor Belco Electric, Inc. as complete, Project No. PW 16-33.  
(Fiscal Impact: $536,104.23)  
Recommendation – 1) Accept the work as complete; 2) Authorize the transfer of $43,219.23 from Emergency Facilities Maintenance account #001-400-2601-6281 to account 301-400-8201-8497 (1 Net Fiber Optic Connections) and authorize the City Manager to amend a Public Works contract with Elecnor Belco Electric, Inc. in a form approved by City Attorney to increase the contract amount to $536,104.23; 3) Authorize the City Clerk to file a Notice of Completion in the County Recorder’s Office; 4) Alternatively, discuss and take other possible action related to this item.
9. Consideration and possible action regarding authorization to enter into an agreement with CPS HR Consulting to provide a City-wide employee salary survey services, except employees of the Fire Fighters' Association and the Police Management Association, which are being completed under a separate contract with CPS HR Consulting.
(Fiscal Impact: $54,500.00)
Recommendation – 1) Authorize the City Manager to enter into an Agreement with CPS HR Consulting, approved as to form by the City Attorney; 2) Alternatively, discuss and take other possible action related to this item.

F. NEW BUSINESS

G. REPORTS – CITY MANAGER

H. REPORTS – CITY ATTORNEY

I. REPORTS – CITY CLERK

J. REPORTS – CITY TREASURER

K. REPORTS – CITY COUNCIL MEMBERS

Council Member Brann –

Council Member Pirsztuk –

Council Member Dugan –

Mayor Pro Tem Boyles –

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

MEMORIALS –

CLOSED SESSION

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REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

ADJOURNMENT

POSTED:

DATE: 3.28.18
TIME: 3:05 PM
NAME: Gracy Weaver
Proclamation

WHEREAS, the United States Government has declared April as “Sexual Assault Awareness Month” and Peace Over Violence has declared April 25, 2018 as “Denim Day” in Los Angeles County; and

WHEREAS, both events are intended to draw attention to the fact that rape and sexual assault remains a serious issue in our society; and

WHEREAS, harmful attitudes about rape and sexual assault allow these crimes to persist and allow victim/survivors to be re-victimized; and

WHEREAS, “Sexual Assault Awareness Month” and “Denim Day” were also instituted to call attention to misconceptions and misinformation about rape and sexual assault, and the problem that many in society remain disturbingly uninformed with respect to issues of assault and forcible rape; and

WHEREAS, every two minutes, someone in America is sexually assaulted, approximately 1-in-6 women are raped during their lifetime and youths under 18 account for about 44% of all reported; and

WHEREAS, with proper education on the matter, there is compelling evidence that we can be successful in reducing incidents of this alarming and psychologically damaging crime; and

WHEREAS, the members of the City Council strongly support the efforts of Peace Over Violence to educate persons in our community about the true impact of rape and sexual assault in Southern California.

NOW, THEREFORE, the Mayor and Members of the City Council of the City of El Segundo, California, hereby proclaim the month of April as “SEXUAL ASSAULT AWARENESS MONTH” and designates April 25, 2018 as “DENIM DAY” and urges everyone to wear jeans on April 25, 2018 to help communicate the message that there is “no excuse and never an invitation to rape”.

Mayor Suzanne Fuentes

Mayor Pro Tem Drew Boyles

Council Member Michael Dugan

Council Member Carol Pirsztuk

Council Member Dr. Don Brann
Proclamation

City of El Segundo, California

WHEREAS, organ, tissue, marrow and blood donation are life-giving acts recognized worldwide as expressions of compassion to those in need; and

WHEREAS, more than 114,000 individuals nationwide and more than 21,000 in California are currently on the national organ transplant waiting list, and on average, 20 people die each day while waiting due to the shortage of donated organs; and

WHEREAS, the need for donated organs is especially urgent in Hispanic and African American communities; and

WHEREAS, more than 600,000 units of blood per year are needed to meet the need in California; and

WHEREAS, at any given time, 6,000 patients are in need of volunteer marrow donors; and

WHEREAS, a single individual’s donation of the heart, lungs, liver, kidneys, pancreas and small intestine can save up to eight lives; donation of tissue can save and heal the lives of up to 75 others; and a single blood donation can help three people in need; and

WHEREAS, millions of lives each year are saved and healed by donors of organs, tissues, marrow and blood; and

WHEREAS, the spirit of giving and decision to donate are not restricted by age or medical condition; and

WHEREAS, over fourteen million Californians have signed up with the state-authorized Donate Life California Donor Registry to ensure their wishes to be organ, eye and tissue donors are honored; and

WHEREAS, California residents can sign up with the Donate Life California Donor Registry when applying for or renewing their driver’s license or ID cards at the California Department of Motor Vehicles.

NOW, THEREFORE, the Mayor and Members of the City Council of the City of El Segundo, California, in recognition of National Donate Life Month, hereby proclaim the month of April 2018 as “DMV/Donate Life California Month” in El Segundo and in doing so we encourage all Californians to check “YES!” when applying for or renewing their driver’s license or I.D. card, or by signing up at www.donateLIFEcalifornia.org or www.don VID Acalifornia.org

Mayor Suzanne Fuentes

Mayor Pro Tem Drew Boyles

Council Member Michael Dugan

Council Member Carol Pirsztuk

Council Member Dr. Don Brann
Presentation
The Police and Firefighter Associations, along with the Lakers Organization, would like to present a check for $3,500 to the El Segundo Ed! Foundation.
Presentation
West Basin Desalinization Plant
EL SEGUNDO CITY COUNCIL
AGENDA ITEM STATEMENT

MEETING DATE: April 3, 2018
AGENDA HEADING: Reports of Committees, Commissions and Boards

AGENDA DESCRIPTION:

Consideration and possible action to approve Request For Proposals #18-02 For The Lakes at El Segundo Site (400 S. Sepulveda Blvd.). (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:

1. Review and approve Request For Proposals #18-02 For The Lakes at El Segundo Site; and/or,
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Request For Proposals #18-02 For The Lakes at El Segundo Site with Exhibits

FISCAL IMPACT: None

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

STRATEGIC PLAN:

Goal: 1b El Segundo’s engagement with the community ensures excellence
Objective: 1 The City engages in regular, intentional information gathering

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

BACKGROUND & DISCUSSION:

The Lakes RFP Task Force has finalized the Request for Proposals for future operations, management, improvements and/or development at The Lakes at El Segundo Site, as a golf course and/or other outdoor public recreation facility. Working as an extension of the City Council, the Task Force requests the City Council to review and approve the attached RFP document and exhibits. If approved, the RFP will be released on April 5, 2018. The deadline for proposals is June 14, 2018.
CITY OF EL SEGUNDO
REQUEST FOR PROPOSALS
FOR THE
THE LAKES AT EL SEGUNDO SITE

Meredith Petit, Director of Recreation and Parks
310-524-2880 / mpetit@elsegundo.org

REQUEST FOR PROPOSALS ISSUED: April 5, 2018

PROPOSALS DUE: June 14, 2018 at 2:00pm, PST
City of El Segundo, c/o City Clerk’s Office,
350 Main St., El Segundo, CA 90245

RFP # 18-02
### REQUEST FOR PROPOSALS
THE LAKES AT EL SEGUNDO SITE

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#### Exhibits
- A. The Lakes at El Segundo Site Plan and Aerial View
- B. Last 3 Years’ and Trailing Twelve Months Historical Financial Information
- C. Grant Deed from Chevron
- D. List of Equipment and FF&E owned/leased by City
- E. The Lakes at El Segundo Clubhouse and Maintenance Building Floor Plans
- F. Capital Improvements – High Priority/Desirable
- G. Affidavit/Agreement
I. INTRODUCTION

The City of El Segundo is currently seeking competitive proposals regarding The Lakes at El Segundo Site ("The Lakes") which could include the operation of the existing public golf course and driving range, improvements to and operation of the course and range, and/or the development and operation of other public outdoor recreational activities that would be open to the public. The Lakes is a 30-acre parcel located in the City of El Segundo ("City") in the County of Los Angeles. It is located approximately 2 miles from Los Angeles International Airport on Sepulveda Blvd, just south of El Segundo Blvd. and across from the Chevron refinery. Chevron grant deeded The Lakes to the City as a public recreation facility. The grant deed includes a restrictive land use covenant that states the parcel can be used as a public golf course and/or other public outdoor recreational use. This RFP provides specific instructions to the prospective Proposers regarding the minimum information that must be included in any RFP response, including formatting of responses, as well as pertinent data about the existing facility.

II. COMMUNITY OVERVIEW

The City of El Segundo is located within Los Angeles County and is bounded by Los Angeles International Airport to the north, Hawthorne to the east, Manhattan Beach to the south, and the Pacific Ocean to the west. Occupying approximately 5.5 square miles, El Segundo’s population is 16,654 (per 2010 Census). While enjoying its small town feel, El Segundo has one of the highest concentrations of Fortune 500s in the State of California, and has a daytime population of over 75,000. The following companies are either headquartered or have a major presence here: AT&T, Boeing, Chevron, Hewlett-Packard, IBM, Mattel, Northrup Grumman, and Raytheon, to name just a few. The Los Angeles Air Force Base is located in El Segundo along with many businesses that provide services and product related to the Base’s operations. El Segundo was honored as The Most Business Friendly City in 2015 for cities under 57,000 population. El Segundo is also the home of both the Los Angeles Kings’ and Lakers’ practice facilities.

In a mere five-square-miles, businesses have access to two major freeways, a light rail station and LAX. Regional access to the community is provided via Interstate 405 (San Diego Freeway), Interstate 105 (Century Freeway), and State Highway #1 (Sepulveda/Pacific Coast Highway) which runs north-south through the middle of the city. With its ideal location, diverse business base, affordable lease rates and available space, El Segundo has become the preferred alternative to the pricier and denser West Los Angeles and Downtown LA area office space markets. Sepulveda, the Rosecrans Corridor (with substantial office, retail and high-end restaurant developments), the new Elevon at Campus El Segundo development and the up-and coming Smokey Hollow districts are among the prized sections in town attracting notable companies to El Segundo.
III. FACILITY DESCRIPTION

The Lakes currently operates as a 9-hole executive golf course that is owned by and operated under the oversight of the City. Built in 1994, the facility also includes a two-level driving range, practice area and clubhouse with a restaurant. A large patio overlooks the course, lagoons and a waterfall. The source of the golf course irrigation water is primarily reclaimed water (greens use potable) from the West Basin Water District Reclamation Plant located immediately south of the golf course.

The Lakes facilities include the following:
- 9 hole, par 29, 1,327 yard golf executive golf course
- Double-decked driving range with 58 stalls with lights for night use
- A short game practice area covered with natural grass, which includes a 10,000 square foot putting green and 800 square foot chipping and pitching green with a practice bunker
- Clubhouse building (approx. 5,400 sf) including a restaurant/grill (approx. 884 sf), pro shop, banquet/meeting space (approx. 650 sf), administrative office, and men’s and women’s restrooms. All square footages are approximate. Refer to Exhibit E.
- Concrete patio adjacent to the Clubhouse for outdoor food and beverage service and special event support (approx. 2,500 sf). Note that the clubhouse restaurant, banquet/meeting space and outdoor patio are adjacent and can be combined to accommodate larger groups.
- Maintenance facility for outdoor storage, a wash down area, and an indoor maintenance/storage building (approx. 1,800 sf). Refer to Exhibit E.
- Parking lot; landscaped and lighted

The day-to-day management and operations of the facility is currently provided by Lane Donovan Golf Partners LLC, a golf course management company, under contract with the City and under the general oversight of a Golf Course subcommittee comprised of community members, appointed and elected City officials, and staff of the Recreation and Parks Department.

IV. CITY’S VISION AND GOALS

The City is dedicated to providing the entire community - both residents, businesses and potentially visitors - an exceptional outdoor recreational experience in a safe, friendly, and inclusive environment for socializing and enjoying the outdoors. Currently, The Lakes is a community resource that emphasizes the outdoor, recreational aspects of golf for citizens of all age groups. The City’s Vision and Goals will incorporate the following components:

A. Recreation and Parks’ Values – Community involvement that benefits El Segundo residents is an essential component to the operations at The Lakes. Regardless of the proposed use, educational and other community programs involving juniors, seniors, local schools, and charities (to name a few) will be
critical and a key element of the evaluation process. Recreational programs, sports leagues, special events and/or other activities that foster increased participation from all residents and visitors will be important.

B. **Financial Performance is “self-sustaining”** – The Lakes operates as an Enterprise Fund for the City with the expectation to generate adequate revenues to cover operating expenses, long-term capital improvements (without assistance from the City’s General Fund). City overhead costs as applicable and provide the operator an adequate return on its investment. In doing so, it is anticipated that pricing will be established that is affordable to City residents and represents excellent value for visitors and surrounding area residents.

C. **Capital Investment and Facility Improvements** – Given the excellent location of The Lakes, its strong demographics, and efficient facility layout, the City believes the development and/or use and cash flow potential allows for a proposed deal structure that will allow for an Operator to fund some level of capital improvements as well as contribute to a capital reserve for future capital improvements. The City’s goal is to make nominal, if any, capital investment and will consider a deal structure that allows for an Operator’s adequate return on investment.

D. **Compliant with existing Grant Deed** – If a proposed use is different from the existing operation, the use will need to adhere to the Grant Deed from Chevron (attached). The Grant Deed allows for a) a public golf course and supporting amenities and/or b) other outdoor public recreation uses.

E. **Risk Assessment and Track Record** - The City is looking for a partnership with an experienced and proven operator. Credentials to be reviewed will include experience with similar facilities as proposed, financial capabilities, references and other related aspects as addressed in the Submittal section under Statement of Qualifications and Experience.

V. **SUBMITTAL REQUIREMENTS**

All proposals shall contain the following information/submittals:

A. **Cover Letter**
Each Proposer must submit a cover letter identifying the Proposer and the scope of the proposed operation at the property. Proposers may include other important general information that is deemed significant enough to be highlighted. An authorized representative of the proposing entity must sign the cover letter.
B. Proposed Vision and Project Plan
   a. If the proposal contemplates the operation as a golf facility and is similar to the current operation, summarize the Proposed Vision for the property including a description of the operation, potential improvements, and the key goods and services to be provided at the facility.

   b. If the proposal includes an operation significantly different from the current operation and requires major redevelopment and/or capital improvements, identify the type of operation the Proposer would propose for the site, including: needed construction which includes understanding of the zoning and regulatory permitting required for alterations to the site (note that to the extent a “private” operation is proposed for the site, land use changes and environmental review may be required as well as potential approval by Chevron of the proposed use); type of programming and other details that demonstrate compliance with the vision set forth within this proposal.

The proposal shall include a preliminary description of the proposed project and should include the list of qualified consultants and engineers and the project manager with details of their experience working on successfully completed similar projects.

If modifications to the site are necessary for the proposed operation of the site, the selected operator for the property will be responsible for seeking and obtaining any and all required approvals from the City of El Segundo and any other agency with regulatory authority over the use of the property prior to initiating any construction activities on the site necessary for implementation of the selected use. Additionally, the Operator shall be responsible for all design and capital improvements (including securing any necessary financing) that are required to initiate the proposed site use modifications. This includes, and is not limited to, the responsibility for all costs associated with construction of new facilities and modifications to existing facilities. Financial security agreements and/or bonds sufficient to cover the construction costs of any improvements and in a form acceptable to the City Attorney shall be required to be submitted and approved prior to issuance of any City construction permits.

Identify an approximate timeline to begin the operations of The Lakes site from the time an agreement is executed with the City, including how soon the company would expect to complete the planning process, secure financing, begin and complete project construction, if needed, and open the operations to the public. Also indicate if the company would pursue a phased project. If the project is proposed to be phased, identify the breakdown of each phase and how long the overall project
would take to complete. The timeline should include the required permitting, all approval requirements and the period of time (if any) that all or a portion of the facility will be closed.

C. **Description of Business and Operating Plan**
   a. Describe the business and marketing plan for the facility. At a minimum, this must include a detailed description of the services to be provided, proposed rate structure, operating hours, ongoing marketing and business development practices, and the target market. Describe community involvement programs to be implemented. If maintained as a golf facility, describe the proposed structure for providing lessons and other instructional and social programs and arrangements with teaching professionals.

   b. Provide a detailed description of the proposed revenues and expenses, internal controls and reporting systems.

   c. Provide a financial pro forma covering the term of the proposed agreement including financial projections, cash flow, and potential revenue participation projections for the City and Proposer.

   d. Provide a rationale showing why the Proposer should be selected.

D. **Statement of Qualifications and Experience**
   Provide information regarding the Proposer's professional experience, identifying similar businesses that it operates. Describe how the company is organized and how its resources will be utilized, including identifying the individuals who would be involved in the operation of The Lakes, any partners or sub-consultants providing a significant portion of the financing, construction work and/or with an ongoing presence in the operation, and their experience with this type of operation. Provide current financial statements and balance sheet for proposing entity. Disclose any contracts that the proposer or its business partner(s) have, or have had terminated prior to their expiration and cause for termination.

E. **Staffing Plan and Organizational Chart**
   a. Describe how the proposed operations will be managed. Include an organization chart for the proposed operations, including which positions will be involved in the operation and the reporting structure for such personnel.

   b. Describe the organization's customer service philosophy/programs and the Proposer's goals with regard to customer service. Include training programs to be employed to achieve customer service goals. Also, include 2 examples or case studies of customer survey results showing feedback and direct results of the programs and training having been effectively implemented.
F. **Franchises/Sub-lessees**
Proposers who are proposing to operate with franchises or sub-lessees from other companies must submit letters of intent that confirm the franchising/sub-lessee arrangements between the Proposer and the franchising/sub-lessee company. Additionally provide the same information for any such entity as is required in paragraph D above.

G. **Deal Structure and Terms**
Proposers are required to provide an outline of proposed terms, including but not limited to, length of term plus any options, payments to the City, method for capital contribution, and description of additional cash flow to the City and Proposer.

H. **Capital Improvement Plan**
Outline the proposed capital improvement plan - both short-term and long-term – with a detailed description and estimated costs and timeline for all improvements to be completed. Refer to Exhibit F if the proposed plan will remain similar to the existing operation.

I. **Access to Capital**
Identify sources of funds the company will use for proposed capital improvements and its current access to financing, if needed.

J. **References**
Provide at least three (3) references from other cities or counties within which the Proposer has operated similar facilities. Proposer may also provide any alternative and/or additional references it believes would be helpful in providing the City with a more complete understanding of its professional experience in this type of operation.

K. **Affidavit/Agreement**
Execute the Form, with Proposer’s specific information included, attached here to as Exhibit G.

VI. **MANDATORY PRE-BID MEETING AND QUESTIONS**

A. Mandatory Pre-Bid Meeting will take place at The Lakes at El Segundo on Tuesday, April 24th at 10:00 a.m.

B. Initial questions will be submitted in writing to Meredith Petit, Director of Recreation and Parks at mpetit@elsegundo.org no later than Tuesday, April 16th at 2:00 p.m. All responses will be posted to the City’s website in an addendum no later than Thursday, April 18th at 5:00 pm.

C. Final questions will be submitted in writing to Meredith Petit, Director of Recreation
and Parks at mpettit@elsegundo.org no later than Thursday, April 26th at 2:00 p.m. All responses will be posted to the City’s website in an addendum no later than Tuesday, May 1st at 5:00 p.m.

D. Any change to the RFP shall be made by addendum and posted to the City’s website. The City is not responsible or liable in any way for any ambiguity, explanation, clarification, and/or interpretation with regard to this RFP or any addendum hereto. Any addenda so posted are to be considered a part of this RFP document. This RFP and any addendum hereto are being used to solicit proposals only and the City’s potential initial selection of a Proposer or rejection of a Proposer shall not confer any rights upon any Proposer as all Proposers shall submit proposals at their own risk without any legal or other expectation of being awarded a contract. Only a contract approved by the City Council and entered into between the City and a Proposer and executed by the Mayor shall confer any legal rights upon any proposer and such rights shall be limited to those set forth in the contract. Additionally, the selection of any Proposer or Proposers, including the process of negotiating a contract, shall confer no legal rights upon the Proposer or Proposer as the City, in its sole discretion, can decide at any time not to enter into a contract with a Proposer or Proposers.

VII. **RIGHT TO REJECT**

The City Council of the City of El Segundo reserves the right at any time, in its sole discretion, to select or reject any or all proposals received and to enter into a contract with any Proposer or any other person or entity or with no Proposer or with no other person or entity in its sole discretion.

VIII. **EVALUATION AND SELECTION CRITERIA**

Following a subjective evaluation based on the quality and compatibility with the City’s objectives and competitiveness of the proposals received in response to this RFP, City staff will contact the Proposers it deems in its sole discretion to be best suited to partner with the City. The City will then conduct interviews with Proposers of its choosing. The City Council, in its sole discretion, may choose a Proposer or other entity that it determines will provide the best service to the City and the community, balanced with financial considerations, and may then begin negotiations to enter into a contract.

Criteria to be utilized by the City in its evaluation process will include:

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<th>Criteria</th>
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<td>Experience/Capability</td>
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<td>Comprehensive Resident/Community Involvement</td>
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<td>Capital Improvement Plan</td>
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IX. PROPOSAL SCHEDULE

The City reserves the right to make changes to the below schedule but plans to adhere to the implementation of this bid process as follows:

RFP Released: April 5, 2018
Deadline for Initial Questions: April 16, 2018 2:00pm
Response to initial questions: April 18, 2018 5:00pm
Mandatory Pre-Bid Site Visit: April 24, 2018 10:00am
Deadline for Final Questions: April 26, 2018 2:00pm
Response for final questions: May 1, 2018 5:00pm
Proposal Submittal Due: June 14, 2018 2:00pm
Interviews with Qualified Proposer: July 12 & 13, 2018
City Council Selection of Preferred Proposer: August, 2018

The negotiation by the City Council of a potential contract between the City and a Proposer or Proposers may commence on or about September 2018. The duration of the negotiations will be dependent on a number of factors including but not limited to, the proposed use, proposed capital improvements, the proposed complexity of the financial deal points, the potential land use entitlements necessary for the project, and the priority of other issues the City Council is working on. Any potential contract will require: that insurance commensurate with the activities that will take place on City property; the Proposer defends, indemnifies and holds the City harmless with regards to all of the Proposer’s actions, and any other provision the City deems necessary in its sole discretion.

X. SUBMITTAL INFORMATION

Please respond with 10 copies including one unbound copy of Proposer’s submittal, addressing the requirements identified above, formatted to standard letter-size paper. Additional promotional materials providing an overview of the company or prior operations may also be submitted.

All submittals must be mailed or otherwise delivered to:
City Clerk’s Office
City of El Segundo
350 Main Street
El Segundo, California 90245

All submittals received after the scheduled submittal deadline will be returned unopened.

All questions regarding this Request for Proposals shall be directed to Meredith Petit, Director of Recreation and Parks, via e-mail at mpetit@elsegundo.org or by telephone at (310) 524-2880.
EXHIBIT B
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<td>Office Expense - G &amp; A</td>
<td>11,502.34</td>
<td>12,533.46</td>
<td>8,947.36</td>
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<tr>
<td>Office Expense - Pro Shop</td>
<td>305.56</td>
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<td>43.54</td>
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<tr>
<td>Paper Goods - F &amp; B</td>
<td>3,958.44</td>
<td>4,978.41</td>
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<tr>
<td>Spoilage - F &amp; B</td>
<td>1,200.00</td>
<td>1,200.00</td>
<td>1,200.00</td>
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<tr>
<td>Employee Meals</td>
<td>6,300.00</td>
<td>6,300.00</td>
<td>6,300.00</td>
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<td>Telecommunications</td>
<td>18,296.91</td>
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<td>Category</td>
<td>Amount 1</td>
<td>Amount 2</td>
<td>Amount 3</td>
</tr>
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<td>-------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Dues &amp; Subscriptions</td>
<td>669.00</td>
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<td>485.00</td>
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<td>NSF Checks</td>
<td>620.00</td>
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<td>Misc Expense - F &amp; B</td>
<td>0.00</td>
<td>20.00</td>
<td>77.15</td>
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<td>Misc Expense - Range</td>
<td>415.00</td>
<td>0.00</td>
<td>66.15</td>
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<td><strong>Total Expenses</strong></td>
<td><strong>$1,220,056.58</strong></td>
<td><strong>$1,206,374.47</strong></td>
<td><strong>$1,156,237.94</strong></td>
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<tr>
<td><strong>Net Income (Loss)</strong></td>
<td><strong>$383,143.75</strong></td>
<td><strong>$285,033.32</strong></td>
<td><strong>$273,238.67</strong></td>
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## Income Statement

March 2017 to February 2018

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
</tr>
<tr>
<td>Range</td>
<td>543,888.29</td>
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<td>Greens Fees</td>
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<td>Cart Rentals</td>
<td>14,422.43</td>
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<td>Club Rentals</td>
<td>11,976.70</td>
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<tr>
<td>Hard Goods</td>
<td>45,896.09</td>
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<td>Soft Goods</td>
<td>35,602.77</td>
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<td>Lesson Rental Income</td>
<td>59,700.00</td>
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<tr>
<td>Junior Camps</td>
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<td>Food</td>
<td>264,330.51</td>
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<td>Beverage Operation Lease</td>
<td>6,437.77</td>
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<tr>
<td>Miscellaneous Income</td>
<td>104,038.28</td>
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</table>

Total Revenue $1,096,139.87

| **COST OF SALES:**                  |            |
| Hard Goods                          | 33,489.26  |
| Purchase Discounts                  | (320.51)   |
| Soft Goods                          | 24,202.14  |
| Purchase Discounts                  | (948.23)   |
| Freight                             | 1,951.50   |
| Sales Commission                    | 0.00       |
| Junior Camp Expenses                | 12,047.62  |
| Teaching Comm - 1099                | 75,908.00  |
| Supplies - Teaching Pro             | 0.00       |
| Food                                | 125,690.11 |

Total Cost of Sales $272,018.89

Gross Profit $1,424,120.96

<p>| <strong>EXPENSES:</strong>                        |            |
| Payroll - Course                     | 161,789.77 |
| Payroll - F &amp; B                      | 147,170.15 |
| Payroll - G &amp; A                      | 128,354.06 |
| Payroll - Pro Shop                   | 55,324.82  |
| Payroll - Range                      | 38,248.46  |
| Payroll Taxes - Course               | 14,367.78  |
| Payroll Taxes - F &amp; B                | 13,644.55  |
| Payroll Taxes - G &amp; A                | 11,670.70  |
| Payroll Taxes - Pro Shop             | 4,906.26   |
| Payroll Taxes - Range                | 3,596.81   |
| Health Insurance - Course            | 2,517.92   |
| Health Insurance - F &amp; B             | 12,275.86  |
| Health Insurance - G &amp; A             | 18,753.64  |
| Health Insurance - Pro Shop          | 6,340.78   |
| Uniform Allowance - Course           | 23.95      |
| Uniform Allowance - F &amp; B            | 1,435.19   |
| Uniform Allowance - Pro Shop         | 335.52     |
| Uniform Allowance - Range            | 0.00       |
| Insurance, WC - Course               | 10,167.36  |
| Insurance, WC - F &amp; B                | 9,414.83   |
| Insurance, WC - G &amp; A                | 8,419.95   |
| Insurance, WC - Pro Shop             | 3,585.30   |
| Insurance, WC - Range                | 2,847.53   |
| Advertising - Course                 | 3,719.63   |
| Advertising - F &amp; B                  | 3,667.39   |
| Advertising - G &amp; A                  | 4,633.51   |
| Advertising - Pro Shop               | 4,190.94   |</p>
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<tbody>
<tr>
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<td>Maintenance Range</td>
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<td>Equipment Maintenance</td>
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<td>Supplies - Pro Shop</td>
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<td>Satellite Cable Service</td>
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<td>Insurance, Other</td>
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<td>Utilities, Electricity</td>
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<td>Utilities, Gas</td>
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<td>Cash Obers and Shorts</td>
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<td>Postage and Express Mail</td>
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<td>Bank and Payroll Charges</td>
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<td>Tax, Fees &amp; Licenses</td>
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<td>Office Expense - Pro Shop</td>
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<td>Paper Goods - F &amp; B</td>
<td>3,159.86</td>
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<tr>
<td>Spoilage - F &amp; B</td>
<td>1,200.00</td>
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<tr>
<td>Employee Meals</td>
<td>6,300.00</td>
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<tr>
<td>Telecommunications</td>
<td>15,282.70</td>
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<td>Dues &amp; Subscriptions</td>
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<tr>
<td>Contributions</td>
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<tr>
<td>Travel</td>
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<tr>
<td>Misc Expense - Course</td>
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<td>Misc Expense - F &amp; B</td>
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<td>Marketing &amp; Promotion</td>
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<td>Misc Expense - Pro Shop</td>
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<td>Total Expenses</td>
<td>$1,140,143.22</td>
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<tr>
<td>Net Income (Loss)</td>
<td>$283,977.76</td>
</tr>
</tbody>
</table>
EXHIBIT C
RECORDING REQUESTED BY AND WHEN RECORDED, MAIL TO:

THE CITY OF EL SEGUNDO
350 Main Street
El Segundo, California 90245
Attention: City Clerk

MAIL TAX STATEMENTS TO:
SAME AS ABOVE

NOTE: THIS IS A BONAFIDE GIFT AND THE GRANTOR RECEIVED NOTHING IN RETURN, Revenue and Taxation Code, Section 11911. APN 4138-014-018 (ptn)

DEED

CHEVRON U.S.A. INC., a Pennsylvania corporation ("Grantor"), hereby remises, releases and forever quitclaims to THE CITY OF EL SEGUNDO, a municipal corporation ("Grantee"), the following right relative to the real property in the City of El Segundo, County of Los Angeles, State of California, described as follows and hereinafter referred to as the "Property":

Parcel 1 of Parcel Map 17749, recorded on May 23, 1988, in Book 207, Page 59 of Parcel Maps, in the Office of the Recorder, County of Los Angeles, California:

THAT CERTAIN RESERVATION TO GRANTOR set forth in the penultimate paragraph on page 3 of that certain Corporation Grant Deed of the Property from Grantor to Grantee, dated May 16, 1988, and recorded on May 24, 1988, under Recorde No. 88-826097 of the Official Records of Los Angeles County, California (the "Deed"). Said penultimate paragraph provides as follows:

"Grantor hereby reserves to itself, its successors and assigns the exclusive right and power to amend said restrictions from time to time so as to permit all or any part of the Property to be used for purposes prohibited by said restrictions; provided, however, that any such amendment by Grantor shall be ineffective to the extent that it permits the use of any part of the Property for a use which is prohibited by any covenant or restriction placed upon the Property by Grantee, its successors and assigns. Each such amendment shall be binding upon anyone who acquires, whether before or after the date of recordation of such amendment, any part of or interest in Grantor's Other Lands."
Grantor and Grantee agree that the above paragraph shall be and hereby is deleted from the Deed and henceforth shall be and hereby is void and of no force and effect. In all other respects, the terms, conditions, covenants, restrictions, and all other provisions of the Deed shall remain in full force and effect.

IN WITNESS WHEREOF, Grantor has executed the instrument this 26th day of December, 1989.

GRANTOR:

CHEVRON U.S.A. INC., a Pennsylvania corporation,

BY: C. K. Farber

Its: Assistant Secretary

ACCEPTED AND AGREED

GRANTEE:

THE CITY OF EL SEGUNDO, a municipal corporation,

BY: Rona E. Cano

Its: CITY MANAGER
State of California
City and
County of San Francisco

On December 26, 1989, before me, A. M. Brendlinger, a Notary Public in and for said County and State, duly commissioned and sworn, personally appeared C. R. Farber, personally known to me to be Assistant Secretary of CHEVRON U.S.A. INC., the Corporation described in and that executed the within instrument, and also known to me to be the person(s) who executed it on behalf of the said Corporation therein named and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, in the County and State aforesaid the day and year in this certificate above written.

A. M. Brendlinger
Notary Public in and for the County of San Francisco, State of California

State of California
City and
County of Los Angeles

On December 27th, 1989, before me, the undersigned, a Notary Public in and for said State, personally appeared before me Ronald E. Cano, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed the within instrument as the City Manager on behalf of THE CITY OF EL SEGUNDO, the municipal corporation therein named, and acknowledged to me that such corporation executed the within instrument pursuant to its bylaws or a resolution of its City Council or other governing body.

WITNESS my hand and official seal.

J. O. Abreu
Notary Public in and for the County of Los Angeles, State of California
RECORDING REQUESTED BY AND WHEN RECORDED, MAIL TO:

THE CITY OF EL SEGUNDO
350 Main Street
El Segundo, California 90245
Attention: City Clerk

MAIL TAX STATEMENTS TO:
SAME AS ABOVE

NOTE: THIS IS A BONA FIDE GIFT AND THE GRANTOR RECEIVED NOTHING IN RETURN, Revenue and Taxation Code, Section 11911. APN 4138-014-018 (ptn)

DEED

CHEVRON U.S.A. INC., a Pennsylvania corporation ("Grantor"), executed a Corporation Grant Deed, dated May 16, 1988, and recorded on May 24, 1988, under Recordation No. 88-826097 (the "Deed") in favor of THE CITY OF EL SEGUNDO, a municipal corporation ("Grantee"), relative to the real property in the City of El Segundo, County of Los Angeles, State of California, described as follows and hereinafter referred to as the "Property":

Parcel 1 of Parcel Map 17749, recorded on May 23, 1988, in Book 207, Page 59 of Parcel Maps, in the Office of the Recorder, County of Los Angeles, California:

The terms and conditions of said Deed are hereby incorporated by reference herein as if fully set forth. Terms as defined in said Deed and used herein shall have the meanings ascribed to them therein.
The restriction contained as item No. 1 on page 2 of said Deed is and shall be deleted in its entirety and the following shall be substituted therefor:

1. The Property is restricted in use and may be used solely and exclusively as (a) a public golf course and such other uses necessary, essential and related to the operation of a public golf course, including but not limited to specific support facilities as follows: a "pro shop" (including related retail space), restaurant for golf course patrons, and a golf cart storage facility; and/or (b) public outdoor recreational uses, including parks and playing fields and other similar active or passive recreational uses.

In all other respects, said Deed shall remain in full force and effect except as amended and corrected hereby.

IN WITNESS WHEREOF, Grantor has executed the instrument this 26th day of December, 1989.

GRANTOR:

CHEVRON U.S.A. INC., a Pennsylvania corporation,

BY: ___________________________

Its: Assistant Secretary

ACCEPTED AND AGREED

GRANTEEGE:

THE CITY OF EL SEGUNDO, a municipal corporation,

BY: ____________________________

Its: CITY MANAGER

- Page 2 of 3 -
State of California  
City and  
County of San Francisco  

On December 26, 1989, before me, A. M. Brendlinger, a Notary Public in and for said County and State, duly commissioned and sworn, personally appeared C. R. Farber, personally known to me to be Assistant Secretary of CHEVRON U.S.A. INC., the Corporation described in and that executed the within instrument, and also known to me to be the person(s) who executed it on behalf of the said Corporation therein named and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, in the County and State aforesaid the day and year in this certificate above written.

[Notary Seal]  
A. M. Brendlinger  
Notary Public in and for the County of  
San Francisco, State of California

---

State of California  
County of Los Angeles  

On December 27th, 1989, before me, the undersigned, a Notary Public in and for said State, personally appeared before me RONALD E. CANO, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed the within instrument as the CITY MANAGER on behalf of THE CITY OF EL SEGUNDO, the municipal corporation therein named, and acknowledged to me that such corporation executed the within instrument pursuant to its bylaws or a resolution of its City Council or other governing body.

WITNESS my hand and official seal.

[Notary Seal]  
J. O. Agredo  
Notary Public in and for the County of  
Los Angeles, State of California

- Page 3 of 3 -
Clubhouse FF&E – all owned

True Freezer and refrigerator x 2
Manitowoc ice machine
Hobart dish machine
Globe slicer
Prep tables x 2
3 compartment wash sink
2 compartment wash sink
Utility rack
Traulsen 6 door fridge
Vantco toaster
Continental prep fridge/counter
US Range, stove, salamander
Soup heater
Fryer
Bread Warmer
Microwave
All utensils, small ware, plates, etc.
Perlick beer cooler 3 door
Beer cooler x 2 2 taps
Beer cooler 3 door 3 taps (bar)
Flat screen TV’s x 5
Patio tables x 20 (black)
Patio chairs x 80 (black)
Umbrellas x 3
Café indoor tables x 12
Café/banquet chairs x 47
Outdoor storage bin
Hallway tables x 4
Hallway lounge chairs x 2
Computers x 7
Server x 1
Merchandise tables golf shop x 6
Merchandise units x 3
File cabinets x 6
Copy machines x 2
Office desks x 4
Office chairs x 4
Security cameras x 9
Security console x 2
Safes x 3
Phones x 9
PA/Speaker system
Other/Miscellaneous – all owned

Club Repair trailer
Ball machine and washer
Range mats and balls
Pull carts (total 10)

Maintenance Equipment – all owned unless noted

JD 955 tractor 1998
JD 2500a 2005 Greens and Tee mower
JD 2653a fairway mower 2005
JD 1435 series 2 Rough Mower
JD 2653a fairway mower 1998
Echo Weeder
Club Car: XRT 1200
JD 2020 spray tank 2005
BP blower
Echo 255 trimmer
JD H20D trimmer
2 - XT170 Weeder
JD Gator 2005
Echo Chainsaws: CS-370 CS 271t
Cart for ball picker – month to month rental @ $250/mo
Water Treatment unit for washing equipment – model BIO-25R-1M10
All other small tools, chemicals, etc. in Maintenance facility
EXHIBIT E
CAPITAL IMPROVEMENTS

The Lakes remains in good playing and overall operational condition, however, there are certain deficiencies that have been identified by the City with assistance from third party consultants. Due to the financial constraints of the City, these improvements will remain on our needs inventory list, assuming the facility is proposed to continue as a public golf course facility. Proposers are encouraged to prioritize and include as many of these items as feasible in a short-term and long-term capital improvement plan, including estimated cost and timeline.

Golf Course Improvements:

High Priority:
- Renovate Bunkers/Complexes (add sand or renovate)
- Repair Course netting
- Assessment of the 2 lake liners in possible need of repair

Desirable:
- Equipment upgrades (phased, new, used or leased)
- Possibility to shorten hole 9 to expand space for development of additional program space
- Fence replacement along property boundary/Sepulveda Blvd.
- Repair maintenance building restroom
- Tee box laser leveling
- Irrigation upgrades
- Course amenity upgrades
- Bunker addition on hole 8 backside of green Public restroom mid-course (suggested near hole 4, requires sewer line work)

Driving Range/Practice Area Improvements

High Priority:
- Add covering above lower level to shield from rain

Desirable:
- Add heaters in lower level
- Add real turf hitting bays, instead of mats – lower level
- Improved/enhanced/expanded short game practice area; Putting green is sufficient, but chipping/bunker area needs improvement
- It should be additionally noted that the driving range depth is approximately 230 yards which requires the use of limited flight golf balls. There is an approximate 4 acre easement leased from Southern California Edison which runs along the back end of the driving range. The City is
open to inquiring with Edison as to the ability to extend the range length via this easement and allow for regulation flight golf balls. This may require heightening the existing fencing on the back of the range.

Clubhouse Improvements:

High Priority:
- Restroom Remodel, including proper ADA compliance
- Air conditioning unit(s) replacement
- Starter counter and pro shop furnishings
- Carpet/flooring replacement throughout
- Termite damage assessment and remedy

Desirable:
- Interior painting
- Kitchen upgrades
- Replace furnishings throughout, including entryway and restaurant
- Replace bar and restaurant counter
- Replace all entry doors
- Outdoor patio renovations, including concrete repairs, furnishings, landscape lighting

Capital improvement projects, refurbishment work and any new proposed activities will be subject to review and approval by the City of El Segundo.
EXHIBIT G
AFFIDAVIT/AGREEMENT OF PROPOSER

The proposer, ____________________ ("Proposer"), hereby represents and warrants that it and none of its affiliated (parent, subsidiary or other) entities, as of the date of this Affidavit, has/have no legal rights, title, interest, or legal or equitable claims of any type or nature against the property which is the subject of the Request for Proposals For The Lakes At El Segundo Site issued by the City of El Segundo on or about April __, 2018 ("RFP"), or against the City of El Segundo ("City"), or its elected or appointed officials, officers, employees, agents, contractors, or volunteers.

Proposer represents and warrants that it has fully read and understands the RFP and has had the opportunity to consult with legal counsel of its own choosing to assist it with reading and understanding the RFP. Proposer represents, warrants, and agrees that the RFP, or any addendums thereto, confers no legal or equitable rights upon the Proposer regardless of whatever actions the Proposer undertakes in reviewing and responding to the RFP or and amendments thereto or potentially or actually entering into negotiations or negotiating an agreement with the City.

Proposer represents, warrants, and agrees that no individual, including elected or appointed officials, officers, employees, agents, contractors, or volunteers have the authority to make legally or equitably binding agreements, representations, or statements on behalf of the City.

Finally, Proposer represents, warrants and agrees that it shall only have any legal or equitable rights, title or interest in the property that is the subject of the RFP if it enters into an agreement legally approved by the City Council at a properly noticed public meeting and which is executed by the Mayor of the City Council, and then its only rights shall be those set forth in such agreement.

The undersigned represent and warrant that they are properly authorized by the Proposer to execute this Affidavit/Agreement and hereby do so under penalty of perjury.

_________________________ /Proposer

By: ___________________________  By: ___________________________
Name and Title: ____________________  Name and Title: ____________________
Date: ___________________________  Date: ___________________________
EL SEGUNDO CITY COUNCIL
AGENDA STATEMENT

MEETING DATE: April 3, 2018
AGENDA HEADING: Reports of Committees, Commissions & Boards

AGENDA DESCRIPTION:
Consideration and possible action to approve the El Segundo Senior Citizens Housing Board Corporation (Park Vista) proposed reserve fund policy. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Approve the proposed Reserve Fund Policies; and/or,
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Proposed Reserve Policies for the Park Vista Senior Housing Board

FISCAL IMPACT: None

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<th>Amount Budgeted:</th>
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<tr>
<td>Additional Appropriation:</td>
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<td>Account Number(s):</td>
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STRATEGIC PLAN:

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<thead>
<tr>
<th>Goal:</th>
<th>5b</th>
<th>El Segundo approaches its work in a financially disciplined and responsible way.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective:</td>
<td>2</td>
<td>The City will maintain a stable, efficient, and transparent financial environment.</td>
</tr>
</tbody>
</table>

ORIGINATED BY: Arecia Hester, Recreation Superintendent
REVIEWED BY: Meredith Petit, Director of Recreation and Parks
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
At the City Council meeting held on October 3, 2017, the El Segundo Senior Housing Board Corporation reported concerns about sustaining adequate funding to continue to maintain the Park Vista apartment building. The board recommended three options to resolve the issue, including converting studio floor plans to one bedroom units, constructing additional units on adjacent property and charging market rental rates, and/or exploring opportunities for the sale or lease of the property to a non-profit housing company to operate the building in a more cost-effective manner (i.e. without Public Works Contract Code requirements).

An update to the item was presented at the City Council Meeting held on January 16, 2018. Finance Director, Joseph Lillio gave a presentation and alternative options to address the Park Vista reserve fund policy challenges. City Council instructed staff to consider options and return to report at a future council meeting.
At the El Segundo Senior Housing Board Corporation meeting on February 28, 2018, Finance staff presented the more feasible and immediate options which would allow the Park Vista budget to have both an operating reserve and a capital reserve. The operating reserve would be equivalent to fifteen percent (15%) of the operating budget and used specifically for emergencies or unforeseen budget challenges, while the capital reserve would be used for capital projects. The recommendations are to address the reserve challenges by building adequate funding to sustain the maintenance of the Park Vista building.

For the current year (2018), the 15% operating reserve would be approximately $67,000. The 15% operating reserve is in place for emergencies, unanticipated declines in revenues or unanticipated increases in expenses. The use of the operating reserves is to be approved by the El Segundo City Council. Having a formal operating reserve policy for a city and its component units is a best practice as recommended by the Government Finance Officers Association (GFOA). The Park Vista Senior Housing is a component unit of the City of El Segundo.

Staff is also recommending that City Council establish a capital reserve policy for Park Vista Senior Housing that addresses applying annual excess income towards capital reserves, after meeting the 15% operating reserve. The current budget for Park Vista is expected to produce a net income of approximately $190,000. Future budgets are projected to produce an annual net income of approximately $200,000. The annual net income will result in an increasing net position for the Park Vista Senior Housing. The unrestricted net position at the end of 2017 was approximately $1.6 million; inclusive of both the City’s and the El Segundo Senior Citizens Housing Board Corp. balances. The El Segundo Senior Citizens Housing Board Corp. will maintain capital reserves for Park Vista Senior Housing to provide for future capital projects and unanticipated capital related emergencies. Any use of the capital reserves is to be approved by the El Segundo City Council.

The El Segundo Senior Housing Board Corporation voted and unanimously approved of the proposed reserve fund policy. Members felt that this was a very practical plan and wanted to move forward with implementing the policy. The Board is now requesting City Council approval.
El Segundo City Council Reserve Policies for the
Senior Citizens Housing Board Corporation (Park Vista)

1. **OPERATING BUDGET RESERVE:** The El Segundo Senior Citizens Housing Board Corp. will develop and maintain a designated Park Vista Senior Housing general operating budget reserve equivalent to 15% of the Park Vista Senior Housing’s annual operating budget. The 15% operating reserve is in place for emergencies, unanticipated declines in revenues or unanticipated increases in expenses. Any use of the operating reserves is to be approved by the El Segundo City Council.

2. **CAPITAL RESERVE:** The El Segundo Senior Citizens Housing Board Corp. will maintain capital reserves for Park Vista Senior Housing to provide for future capital projects and unanticipated capital related emergencies. Each year, all unrestricted net position in the Park Vista Senior Housing, less the 15% required for the operating reserve, is to be transferred to the capital reserve account. Any use of the capital reserves is to be approved by the El Segundo City Council.
AGENDA DESCRIPTION:
Consideration and possible action to announce the appointments to the Technology Committee. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Announce the appointees to the Technology Committee; and/or,
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

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

STRATEGIC PLAN:
Goal: 1   Enhance Customer Service Engagement
Objective: 1(b) The City engages in regular, intentional information gathering

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

BACKGROUND AND DISCUSSION:

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<tr>
<th>Committee/Commission and Board</th>
<th>Number of Openings</th>
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<td>Matt Knox</td>
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<td>Associated Recreation Activities Fund</td>
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**TOTAL WARRANTS**: $1,022,026.67

**STATE OF CALIFORNIA**
**COUNTY OF LOS ANGELES**

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

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

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

**CODES:**

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

**FOR RATIFICATION:**

- **A** = Payroll and Employee Benefit checks

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

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

**FINANCE DIRECTOR**: 
**DATE**: 3-26-18

**CITY MANAGER**: 
**DATE**: 3-26-18
CITY OF EL SEGUNDO
PAYMENTS BY WIRE TRANSFER
3/12/18 THROUGH 3/25/18

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<td>3/12/2018</td>
<td>IRS</td>
<td>Federal 941 Deposit</td>
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<td>3/12/2018</td>
<td>Employment Development</td>
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<td>SCRMA checks issued</td>
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DATE OF RATIFICATION: 3/26/18
TOTAL PAYMENTS BY WIRE:

2,496,097.77

Certified as to the accuracy of the wire transfers by:

Deputy City Treasurer II

Director of Finance

City Manager

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

AGENDA STATEMENT

MEETING DATE: April 3rd, 2018
AGENDA HEADING: Consent Agenda

AGENDA DESCRIPTION:
Consideration and possible action to approve Final Vesting Parcel Map No. 73879 to subdivide the properties into 10 new residential condominium units at 135-139 Virginia St. and 412 West Franklin Ave. (Fiscal Impact: N/A)

RECOMMENDED COUNCIL ACTION:
1. Adopt the proposed resolution, approving a Final Vesting Map No. 73879, and authorizing the Director of Planning & Building Safety and the City Clerk to sign and record said Map; and/or
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Final Vesting Parcel Map No. 73879; and
2. Proposed Resolution.

FISCAL IMPACT: N/A
Amount Budgeted: N/A
Additional Appropriation: N/A
Account Number(s): N/A

ORIGINATED BY: Gregg McClain, Planning Manager
REVIEWED BY: Sam Lee, Director of Planning and Building Safety
APPROVED BY: Greg Carpenter, City Manager

Background and Discussion
On April 14, 2016, the Planning Commission held a public hearing on the proposed subdivision located at 135-139 Virginia St. and 412 West Franklin Ave.

The project site (the “Property”) is within the Multi-Family Residential (R-3) zone. The proposed project is to the reconfigure the lot lines between three parcels, resulting in two parcels, and to subdivide the parcels into condominium air space rights. The proposed 10-unit residential condominium development is proposed on two lots, 8,136 square feet and 9,730 square feet, with 5 units and 12 semi-subterranean parking spaces on each lot.

Based on the evidence presented at the hearing, the Planning Commission adopted Resolution No. 2789 approving Environmental Assessment No. EA-1136 and Subdivision No. SUB 15-12 for Vesting Tentative Parcel Map No. 73879.

The Final Vesting Parcel Map conforms to the Tentative Map and has been reviewed and approved by the Los Angeles County Department of Public Works. City staff has determined
that Final Vesting Parcel Map No. 73879 is in substantial conformance with the General Plan and applicable zoning and building ordinances.

The Final Vesting Map is now ready for approval by the City Council. City staff have prepared the attached, proposed resolution approving the map and recommend the City Council adopt the resolution. If the City Council approves the Final Vesting Map, it will be recorded in the County Recorder’s Office.
2 LOTS 17,862 SQ.FT.

VESTING

TRACT NO. 73879

IN THE CITY OF EL SEGUNDO
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA

BEING A SUBDIVISION OF LOTS 20, 21 AND 22, BLOCK 14, EL SEGUNDO TRACT, AS MAP RECORDED IN BOOK 18, PAGE 69 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAW COUNTY.

FOR CONDOMINIUM PURPOSES

ENGINEER'S STATEMENT:

This map was prepared by me or under my direction and is based upon a true and complete field survey performed by me or under my direction in November 2015, in conformance with the requirements of the subdivision map act and local ordinance. At the request of Virginia ES10 LLC on April 14, 2017, I hereby state that this tract map substantially conforms to the approved or conditionally approved tentative map. That all the monuments and corner occupied are indicated and that the monuments are sufficient to enable the survey to be retraced.

GARY J. ROODE, R.E.C. NO. 31935
DATE

BASIS OF SURVEY:

The bearings shown hereon are based on the bearing north on the tracks in the center of Whiting Street, the north boundary of the tract, for 18, page 69, of maps, records of said county.

CITY ENGINEER'S CERTIFICATE:

I hereby certify that these boundaries shown hereon are substantially the same as the boundaries shown on the plans submitted for approval and that all provisions of the subdivision ordnance of the City of El Segundo are applicable at the time of approval of the tentative map.

STEPHANE KATSOULAS, R.E.C. NO. 61997
DATE
CITY ENGINEER, CITY OF EL SEGUNDO

CITY CLERK'S CERTIFICATE:

I hereby certify that the city council of the city of El Segundo by resolution adopted at its session on April 13, 2016, approved the annexed map. The City of El Segundo does not accept the responsibility for the road, water, sewer and street improvements shown on this map. The responsibility shall be the responsibility of the property owner shown on the map.

CITY CLERK, CITY OF EL SEGUNDO

CITY TREASURER'S CERTIFICATE:

I hereby certify that all special assessments levied under the jurisdiction of the city of El Segundo, to which the land included within this subdivision or any part thereof is subject, and which may be paid in full, have been paid in full.

CITRAS WIENER
CITY TREASURER, CITY OF EL SEGUNDO

PLANNING COMMISSION CERTIFICATE:

I hereby certify that the planning commission of the City of El Segundo by resolution No. 2785, adopted by its session held on April 6, 2016, approved the annexed map and subdivision.

SAM LEE
SECRETARY OF THE PLANNING COMMISSION
CITY OF EL SEGUNDO

COUNTY SUPERVISORS' CERTIFICATE:

I hereby certify that these boundaries shown hereon are substantially the same as the boundaries shown on the plan of tract No. 73879 as recorded by law.

L.S. NO. DEPUTY

I hereby certify that the subdivision map shown hereon was filed with the executive officer, board of supervisors of the county of Los Angeles as security for the payment of taxes and special assessments collected as taxes on the land shown on the map of tract No. 73879 as recorded by law.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

DATE
TRACT NO. 73879

IN THE CITY OF EL SEGUNDO
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA

BEING A SUBDIVISION OF LOTS 20, 21 AND 22, BLOCK 14, EL SEGUNDO TRACT, AS PER MAP RECORDED IN BOOK 18, PAGE 69 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

FOR CONDOMINUM PURPOSES

STATE OF CALIFORNIA )
COUNTY OF LOS ANGELES )

ON AUG. 10, 2017, BEFORE ME, CONNIE B. WHEELER,
A NOTARY PUBLIC, PERSONALLY APPEARED BEFORE ME, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE PERSON(S) WHOSE NAME(S) IS(ARE) SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE(SHE)/THEY EXECUTED THE SAME IN HIS(HER)/THEIR AUTHORIZED CAPACITY(ES) AND THAT HIS(HER)/THEIR SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S) OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE:

My principal place of business is in Los Angeles County.

My commission no. 20172958

My commission expires: Aug. 10, 2021

---

STATE OF CALIFORNIA )
COUNTY OF LOS ANGELES )

ON AUG. 10, 2017, BEFORE ME, CONNIE B. WHEELER,
A NOTARY PUBLIC, PERSONALLY APPEARED BEFORE ME, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE PERSON(S) WHOSE NAME(S) IS(ARE) SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE(SHE)/THEY EXECUTED THE SAME IN HIS(HER)/THEIR AUTHORIZED CAPACITY(ES) AND THAT HIS(HER)/THEIR SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S) OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE:

My principal place of business is in Los Angeles County.

My commission no. 20172958

My commission expires: Aug. 10, 2021

---

STATE OF CALIFORNIA )
COUNTY OF LOS ANGELES )

ON AUG. 10, 2017, BEFORE ME, CONNIE B. WHEELER,
A NOTARY PUBLIC, PERSONALLY APPEARED BEFORE ME, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE PERSON(S) WHOSE NAME(S) IS(ARE) SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE(SHE)/THEY EXECUTED THE SAME IN HIS(HER)/THEIR AUTHORIZED CAPACITY(ES) AND THAT HIS(HER)/THEIR SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S) OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE:

My principal place of business is in Los Angeles County.

My commission no. 20172958

My commission expires: Aug. 10, 2021
RESOLUTION NO. _____

A RESOLUTION APPROVING ENVIRONMENTAL ASSESSMENT NO. EA-1136 AND SUBDIVISION NO. SUB 15-12 FOR VESTING TENTATIVE TRACT MAP NO. 73879 TO ALLOW CONSTRUCTION OF FOUR BUILDINGS FOR A TEN-UNIT MULTI-FAMILY RESIDENTIAL DEVELOPMENT ON TWO TRACTS AND TO SUBDIVIDE A PROPERTY INTO CONDOMINIUM AIR SPACE UNITS WITHIN THE MULTI-FAMILY RESIDENTIAL (R-3) ZONE LOCATED AT 135-139 VIRGINIA STREET AND 412 WEST FRANKLIN AVENUE.

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

SECTION 1: The City Council finds and declares that:

A. On November 12, 2015, Virginia ES10, LLC, c/o Lyle Maul filed an application for Environmental Assessment No. EA-1136 and Subdivision No. SUB 15-12 for Vesting Tentative Map No. 73879 to allow construction of four buildings for a ten-unit multi-family residential development on two Tracts and to subdivide a property into condominium air space units within the Multi-Family Residential (R-3) Zone located at 135-139 Virginia Street and 412 West Franklin Avenue.

B. On April 14, 2016, the Planning Commission adopted Resolution No. 2789 approving Environmental Assessment No. EA-1136 and Subdivision No. SUB 15-12 for Vesting Tentative Tract Map No. VTPM 73408; and

C. Pursuant to Government Code § 66458, the Final Vesting Tract Map requires approval by the City Council.

SECTION 2: Final Map Findings. Based upon the entirety of the record including, without limitation, the staff report, the City Council approves Final Map for the following reasons:

A. The Final Vesting Tract Map substantially conforms to Vesting Tentative Tract Map. No. 73879 approved by Planning Commission Resolution No. 2789; and

B. The Final Map conforms to the El Segundo Municipal Code and Subdivision Map Act (Government Code §§ 66410, et seq.).

SECTION 3: Authorization. The Director of Planning and Building Safety and the City Clerk are hereby authorized to sign and record said Map and take any further actions needed to effectuate this Resolution.
SECTION 4: This Resolution will become effective immediately upon adoption and remain effective unless superseded by a subsequent resolution.

PASSED, APPROVED AND ADOPTED this 3rd day of April, 2018.

Suzanne Fuentes, Mayor

ATTEST:

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. _____ was duly passed, approved and adopted by said City Council at a regular meeting held on the 3rd day of April, 2018, approved and signed by the Mayor, and attested to by the City Clerk, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney
AGENDA DESCRIPTION:
Consideration and possible action to adopt a resolution awarding a public works contract to Westnet, Inc. without the need for formal bidding and authorizing the City Manager to execute such a contract with Westnet, Inc. for the purchase and installation of a new Fire Station Alerting System for Fire Station 1 and Fire Station 2. (Fiscal Impact: $220,000.00)

RECOMMENDED COUNCIL ACTION:

1. Adopt a resolution awarding a public works contract with Westnet, Inc. without the need for formal bidding;
2. Authorize the City Manager to execute an agreement, in a form approved by the City Attorney, to purchase a Westnet First-In Fire Station Alerting System (FSA) for Fire Station 1 and Fire Station 2; and/or
3. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

1. Invoice from Westnet First-In Alerting Smart Zone System Fire Station #1
2. Invoice from Westnet First-In Alerting Smart Zone System Fire Station #2
3. Letter from Westnet
4. Proposed Resolution

FISCAL IMPACT: ($220,000.00)

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<td>Additional Appropriation:</td>
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<td>Account Number(s):</td>
<td>301-400-8208-8719 (Public Safety Impact Funds)</td>
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STRATEGIC PLAN:

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<th>Goal:</th>
<th>2</th>
<th>El Segundo is a safe and prepared City</th>
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<tr>
<td>Objective:</td>
<td>1</td>
<td>The City has a proactive approach to risk and crime that is outcome focused and are prepared to respond appropriately and in a timely manner when called upon with positive outcomes.</td>
</tr>
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ORIGINATED BY: Shawn Bonfield, Battalion Chief
Ryan Allee, Fire Captain

REVIEWED BY: Chris Donovan, Fire Chief

APPROVED BY: Greg Carpenter, City Manager
The El Segundo Fire Department has an urgent need to replace the current Fire Station Alerting (FSA) systems at Fire Station 1 and Fire Station 2. Following activation of the 911 system the FSA allows for voice and data notifications from the dispatch center to the fire station, alerting crews of an emergency call. The FSA systems used in both fire stations have become unreliable and continually break down, causing impacts on the emergency dispatching of fire department resources to emergency medical calls, structure fires and other incidents involving public safety.

Fire Station 1 uses a system that is 31 years old and antiquated, making repairs difficult and finding replacement parts problematic. Fire Station 2 uses a system that is outdated by today’s standards and is no longer supported, as the company that installed and maintained the system is no longer providing local service. It is common for repairs to either FSA system to take as long as a week for a technician to respond and repair breakdowns which can cause minor delays in emergency response.

New FSA technology is now available that is more reliable and coupled with a suitable service maintenance agreement will allow for technical repairs within hours instead of days. More importantly, because of the new FSA technology, many of the repairs can actually be addressed remotely resulting in an even more responsive repair time and cost savings. Not only will technical repair services be enhanced, but new technology in modern FSA systems will actually improve response times.

Westnet FSA utilizes a special feature which pre-alerts the fire stations as the dispatcher continues to gather critical information from the 911 caller. This pre-alert can save valuable seconds and improve public safety. In addition to providing reduced response times, a new fire station alerting system by Westnet will provide health and wellness benefits to the El Segundo Firefighters. The current FSA provide a very loud audible alarm and bright lights at the time the alarm sounds. Studies show that within 15 seconds after an alarm sounds, heart rates soar an additional 60 beats per minute on average. With the softer audible announcements and an amber LED lighting system offered by Westnet, less stress will be placed on firefighters upon receipt of a dispatch.

Public works projects valued at over $175,000 are generally subject to formal bidding requirements per state law. Bidding for public works projects is not required, however, when it would not be in the public interest. This is often referred to as the “no competitive advantage” exemption to public bidding. (Graydon v. Pasadena Redevel. Agency (1980) 104 Cal.App.3d 631.) Staff are of the opinion that having this contract subject to formal bidding would result in no competitive advantage to the City for the following reasons:

1. After researching several FSA vendors, as well as consulting with the dispatch center (RCC) it has become clear that only one vendor can connect with the current Computer Aided Dispatch (CAD) system (Tri Tech) and the future CAD system (Mark 43) that will be installed within the next 18-24 months.
2. The Westnet First-In Fire Station Alerting system is already utilized by our dispatch and integrates into the City’s current CAD program seamlessly. Tens of thousands of dollars will be saved because the Westnet First-In computer servers are already in place at the dispatch center.
3. Westnet has advised that only Westnet certified installers can install the First-In Alerting System, which is a proprietary system. Westnet is not willing to sell the system to the City, which would allow the installation work to be bid separately (see attached letter).
WestNet First-in has provided a quote for installation at Fire Station 1 of $84,690.36 and installation at Fire Station 2 of $124,952.79. The total cost of $209,643.15 includes, installation, equipment, maintenance and on-call technical support which is an important feature to ensure system reliability. Staff have also met with members from IS and the ability to connect Westnet first-In system through the City firewall has been identified and approved. And although staff does not anticipate issues with the system installation, it is recommended that a small contingency fund be allowed to quickly respond to any problems identified during the installation of the FSA system in both stations.

It is important to note that last year staff provided an estimated to upgrade the FSA at $75,000 (this cost was based on pricing obtained in 2016 from the vendor that installed the FSA at fire station #2). Staff was also advised that only minor changes would be required to upgrade the system at fire station #2. That information was not accurate and the vendor that installed the system at fire station #2 no longer provides service in Southern California. Staff had to re-think the project and asked for quotes from vendors for complete upgrades to both fire stations. Our original bid of $75,000 for fire station #1 came in higher than originally quoted in 2016 and the decision to implement a new system at fire station #2, increasing the original 2016 price from $75,000 to $210,000.

Staff recommends the City Council adopt the proposed resolution, which finds that there is no competitive advantage to soliciting new bids for the balance of the project, and authorizes the City Manager to enter into an agreement with Westnet, Inc. for a new Fire Station Alerting System for Fire Station 1 and Fire Station 2 not to exceed $220,000, utilizing public safety impact fees. This project will improve FSA reliability, will improve fire department response times and improve working conditions for fire personnel.
Quote: El Segundo Fire Station #1 First-In Alerting Smart Station System Revised 2

To: Shawn Bonfield  
CA  
(310)524-2228  

From: Kelly McGeorge  

Summary  

Total Amount: $84,690.36  
Quote ID: Q-03314-K9S2  
Shipping Method: Ground  
Date: 3/21/2018  
Payment Terms: 40% down, 50% upon delivery, 10% upon acceptance.  
Effective To: 6/21/2018  

Description: This is a quote for the First-In Alerting System including installation and one year of technical support. Customer is responsible for all network connectivity between dispatch and station, as well as the CAD interface if network activation is desired. Customer is responsible to have the network equipment and power within 6 feet of the Master Control Unit and radio location. Quote does not include conduit of more than 20 feet, if required. Customer to provide VPN access to Westnet for remote adjustments and support. Client agrees to pay additional wages if the rate is different. Client agrees to pay additional sales tax should the sales tax rate change.

Westnet will not service, repair or replace any Comtech equipment.

Pricing includes prevailing wages rate.

Clarifying Comments:

Shipping Information  

Ship To:  
Bill To:  

Details  

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3/21/2018 7:36 AM  
Prepared by: Zulema Gonzalez  
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**NOTES:**

1. In the event that taxes, other than sales tax apply to the purchase of this equipment, said taxes will be paid by the customer.
2. Quote is based on a properly working and installed CAD, radio system(s), station radio(s) and does not include costs for repair or modifications of the CAD, radio system(s), or station radio(s).
3. Any equipment drawings included with this quote are for quoting purposes only and are not to be used as working drawings unless such drawings are labeled "Installation Drawings". See attached Limited Warranty.

Manufacturer's warranties apply on all parts. First-In warranty is provided by Westnet and consists of one-year parts and labor. Warranty does not apply to damage resulting from outside agencies or extraneous circumstances. Installation labor for any other items is ninety days. This quote is based on the reasonable assumption that the fire station is prepared to accept the above listed parts and that any existing equipment involved with the fire station alarm be in good working order or that it will be prior to commencement of the First-In installation. Westnet has made reasonable attempts to verify that conditions are satisfactory such that installation may occur. However, should an occurrence arise where further parts, labor and/or engineering are required, the customer may be billed at the Purchase Order rate. Any additional parts, labor and/or engineering exceeding $250 will have prior approval, unless otherwise specified by the customer prior to commencement.

*If payment is not received by 30 (thirty) days from the date of invoice, a late charge of 1.5% per month of the unpaid balance will be charged to that particular invoice.*
**Quote: El Segundo Fire Station #2 First-In Alerting Smart Station System Revised 2**

To: Shawn Bonfield  
From: Kelly McGeorge  
(310)24-2228

**Summary**

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<td>40% down, 50% upon delivery, 10% upon acceptance.</td>
<td>Effective To:</td>
<td>6/21/2018</td>
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**Description:**

This is a quote for the First-In Alerting System including installation and one year of technical support on the First-IN System. Customer is responsible for all network connectivity between dispatch and station, as well as the CAD interface if network activation is desired. Customer is responsible to have the network equipment and power within 6 feet of the Master Control Unit and radio location. Quote does not include conduit of more than 20 feet, if required. Customer to provide VPN access to Westnet for remote adjustments and support. Client agrees to pay additional wages if the rate is different. Client agrees to pay additional sales tax should the sales tax rate change. Westnet will not be responsible for removing existing Comtech equipment.

Quote includes prevailing wages rate.

Westnet will not service, repair or replace any Comtech equipment.

Clarifying Comments:

**Shipping Information**

**Ship To:**  
**Bill To:**

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**3/21/2018 7:49 AM**  
Prepared by: Zulema Gonzalez  
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<td>Lift Service Fee</td>
<td>1.00</td>
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NOTES:

1. In the event that taxes, other than sales tax apply to the purchase of this equipment, said taxes will be paid by the customer.
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Manufacturer's warranties apply on all parts. First-In warranty is provided by Westnet and consists of one-year parts and labor. Warranty does not apply to damage resulting from outside agencies or extraneous circumstances. Installation labor for any other items is ninety days. This quote is based on the reasonable assumption that the fire station is prepared to accept the above listed parts and that any existing equipment involved with the fire station alarm be in good working order or that it will be prior to commencement of the First-In installation. Westnet has made reasonable attempts to verify that conditions are satisfactory such that installation may occur. However, should an occurrence arise where further parts, labor and/or engineering are required, the customer may be billed at the Purchase Order rate. Any additional parts, labor and/or engineering exceeding $250 will have prior approval, unless otherwise specified by the customer prior to commencement.

If payment is not received by 30 (thirty) days from the date of invoice, a late charge of 1.5% per month of the unpaid balance will be charged to that particular invoice.
March 23, 2018

Chief Donovan
2261 E Mariposa Ave
El Segundo Ca 90245

El Segundo Fire Department

Re: First-In Fire Station Alerting System

Dear Chief Donovan:

Although you requested that we do so, Westnet is not willing to sell the First-In Alerting System equipment to the City of El Segundo for the reasons set forth below.

Westnet is the inventor, manufacturer and sole provider of First-In Fire Station Alerting Systems, and holds numerous patent and registered intellectual property rights for its First-In System. Westnet’s design for the First-In Alerting System is protected by the United States Patent and Trademark Office (US PTO) under Patent Numbers 6,535,121 and 6,778,081. Westnet maintains exclusive ownership of these patents and does not license any third parties to manufacture, alter or make additions to the equipment design.

In addition to the patents listed above, Westnet holds numerous trademarks and service marks issued by the United States Patent and Trademark Office (US PTO) for various components of the First-In Alerting System. If necessary, a list of Westnet’s trademarks on the First-In System can be provided.

The First-In Alerting System is a proprietary system that can only be installed by Westnet certified installers. Westnet certified installers go through specialized training courses in our equipment, installation, programming and troubleshooting procedures. Westnet is the only company capable and authorized to maintain the First-In Fire Station.
If you have any questions, please feel free to contact me.

Sincerely,

Dawn Matheny

15542 Chemical Lane • Huntington Beach, CA 92649 • Phone (714) 548-3500 • Fax (714) 901-5610
www.FirstInAlerting.com
RESOLUTION NO. _____

A RESOLUTION AWARDDING A CONTRACT FOR THE PURCHASE AND INSTALLATION OF A FIRE STATION ALERTING SYSTEM AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH WESTNET, INC. WITHOUT THE NEED FOR FORMAL BIDDING

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

SECTION 1: Recitals:

A. The purpose of bidding requirements is to guard against favoritism, improvidence, extravagance, fraud and corruption, to prevent waste of public funds, and to obtain the best economic result for the public;

B. The City Council finds that soliciting bids for the purchase and installation of a fire station alerting (FSA) system would be unavailing or would not produce an advantage, and the advertisement for competitive bid would thus be undesirable and impractical for the following reasons:

1. After researching several FSA vendors, as well as talking with the dispatch center (RCC), it has become clear that only one vendor can connect with the Fire Department’s current Computer Aided Dispatch (CAD) system (Tri Tech) and the future CAD system (Mark 43) that will be installed within the next 18-24 months.

2. The Westnet First-In FSA is already utilized by ESFD’s dispatch and integrates into the City’s current CAD program seamlessly. Tens of thousands of dollars will be saved because the Westnet First-In computer servers are already in place at the dispatch center.

3. Westnet, Inc. has advised that only Westnet certified installers can install the First-In Alerting System, which is a proprietary system. Westnet is not willing to sell the system to the City, which would allow the installation work to be bid separately.


SECTION 2: Authorization. Based on the foregoing findings, the City Council authorizes the City Manager to execute a contract with Westnet, Inc. for the purchase
and installation of a new Fire Station Alerting System for Fire Stations #1 and #2. The City Manager is further authorized to take any administrative actions necessary to implement this resolution.

SECTION 3: If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City’s original resolutions, and make a minute of the adoption of the Resolution in the City Council’s records and minutes of this meeting.

SECTION 5: This Resolution will become effective immediately upon adoption and remain effective unless superseded by a subsequent resolution.

PASSED, APPROVED AND ADOPTED this ___ day of April, 2018.

_____________________________
Suzanne Fuentes, Mayor

ATTEST:

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. ___ was duly passed, approved and adopted by said City Council at a regular meeting held on the ___ day of April, 2018, approved and signed by the Mayor, and attested to by the City Clerk, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____________________________
Tracy Weaver, City Clerk

APPROVED AS TO FORM:

_____________________________
Mark D. Hensley, City Attorney
AGENDA DESCRIPTION:
Consideration and possible action to adopt a Resolution approving the Plans and Specifications for the Storm Drain Pipe Abandonment on Eucalyptus Drive Project, Project No. PW18-11. (Fiscal Impact: to be determined.)

RECOMMENDED COUNCIL ACTION:
1. Adopt the attached Resolution approving Plans and Specifications for Storm Drain Pipe Abandonment on Eucalyptus Drive Project (Project No. PW 18-11) and authorize advertising for bids; or,
2. Alternatively, discuss and take other possible actions related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Resolution
Location Map

FISCAL IMPACT: Included in Adopted Budget
Amount Budgeted: $80,000.00
Additional Appropriation: N/A
Account Number(s): $80,000 from 301-400-8205-8313 (Eucalyptus Storm Drain Abandonment)

STRATEGIC PLAN:
Goal: 4  Develop Quality Infrastructure and Technology

Objective: (a) El Segundo’s physical infrastructure supports an appealing, safe, and effective City

ORIGINATED BY: Floriza Rivera, Principal Engineer
REVIEWED BY: Ken Berkman, Public Works Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:
In the late 1950s, a 28-inch corrugated metal pressurized storm drain pipeline (the Eucalyptus force main) was constructed along Eucalyptus Dr. to convey stormwater from the southwest section of the Smokey Hollow area around Eucalyptus Dr. and Franklin Ave. to Storm Drain Pump Station 6 at 408 Eucalyptus Drive. In the mid-1990s, the Los Angeles County Department of Public Works constructed the Arena Street Pump Station and reconfigured the storm drain system to route the stormwater flow previously conveyed by the Eucalyptus line to the new pump station to provide the required design capacity and safety. As a result of the County Project, the Eucalyptus force main has been out of service for the last 20 years.
A sinkhole incident along Eucalyptus Drive occurred last year, and appeared to be situated along the force main’s alignment. Staff investigated the force main using closed circuit television (CCTV) and found numerous breaks, offsets, intruding tree roots, debris, and water inside the pipe. A project was subsequently created and approved for this fiscal year in the Capital Improvement Program Budget.

To prevent further street subsidence, staff is recommending the ~1,000 feet of existing force main be filled with a cement-based material known as Controlled Low-Strength Material (CLSM). A complete removal option is cost-prohibitive since it would involve excavation, removal of a majority of the pipeline length, plugging of any remaining pipe ends, and restoring the removed roadway section. The CLSM option will allow the desired result to be achieved with minimal pipe and roadway section removals and thus at lower cost and reduced public construction inconvenience.

Staff respectfully recommends that City Council adopt the attached resolution approving the plans and specifications for the project and authorize advertising for bids.

Staff estimates the following timeline for the project:

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<td>Advertise for bids</td>
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<td>Construction End</td>
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RESOLUTION NO. _____

A RESOLUTION APPROVING THE DESIGN AND PLANS
FOR THE CONSTRUCTION OF STORM DRAIN PIPE
ABANDONMENT ON EUCALYPTUS DRIVE PROJECT
PURSUANT TO GOVERNMENT CODE SECTION 830.6 AND
ESTABLISHING A PROJECT PAYMENT ACCOUNT.

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

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

A. The City Engineer prepared specifications and plans requesting
Construction of the Storm Drain Pipe Abandonment on Eucalyptus Drive
Project (the "Project"). These plans are complete. Bidding for construction
of the Project may begin;

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

SECTION 2: Design Immunity; Authorization.

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

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

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

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

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

SECTION 3: Project Payment Account. For purposes of the Contract Documents
administering the Project, the City Council directs the City Manager, or designee, to
establish a fund containing sufficient monies from the current fiscal year budget to pay
for the Project ("Project Payment Account") following receipt of construction bids. The
Project Payment Account will be the sole source of funds available for the Contract
Sum, as defined in the Contract Document administering the Project.
SECTION 4: The City Clerk is directed to certify the adoption of this Resolution.

Sec. 6.150.020. This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this ___ day of _____________, 20__.

______________________________
Suzanne Fuentes, Mayor

ATTEST:

______________________________
Tracy Weaver, City Clerk

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

By:

______________________________
David H. King, Assistant City Attorney
Storm Drain Pipe Abandonment

Abandon existing 28" storm drain pipe

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

Consideration and possible action to accept Fiber Optics Network Expansion by Elecnor Belco Electric, Inc. as complete, Project No. PW 16-33 (Fiscal Impact: $536,104.23)

RECOMMENDED COUNCIL ACTION:

1. Accept the work as complete;

2. Authorize the transfer of $43,219.23 from Emergency Facilities Maintenance account #001-400-2601-6281 to account 301-400-8201-8497 (1 Net Fiber Optic Connections) and authorize the City Manager to amend a Public Works contract with Elecnor Belco Electric, Inc. in a form approved by City Attorney to increase the contract amount to $536,104.23;

3. Authorize the City Clerk to file a Notice of Completion in the County Recorder’s Office; or,

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

ATTACHED SUPPORTING DOCUMENTS:

Notice of Completion
Location Map

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $492,885.00
Additional Appropriation: $43,219.23 from account 001-400-2601-6281 (Emergency Facilities Maintenance)
Account Number(s): 301-400-8201-8497 (1 Net Fiber Optic Connections)

STRATEGIC PLAN:

Goal: 4 Develop Quality Infrastructure and Technology
Objective: (a) El Segundo’s physical infrastructure supports an appealing, safe, and effective City

ORIGINATED BY: John Gilmour, Senior Engineering Associate
REVIEWED BY: Ken Berkman, Public Works Director
Charles Mallory, Information Service Director
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

On December 6, 2016, City Council awarded a standard Public Works Contract to Elecnor Belco Electric, Inc. (Belco) in the amount of $410,738.00 and authorized an additional $82,147.00 for
construction related contingencies to complete a major segment of the City's ongoing fiber optic cable connection project. This phase of the project provided for the installation of 2,250 feet of new conduit in El Segundo Blvd. from Illinois St. to Continental Blvd., and an additional 6,300 feet of new fiber optic cable through both the new and existing conduit pathways, and extension of the City-owned fiber optic network into an Equinix data center on Douglas St.

Completion of the project provides the City access to ultra-high speed internet connectivity and increases the reliability of the City network. This project also lays the foundation for a dark fiber program, where the City can provide fiber optic connectivity and internet to businesses in the Smokey Hollow area.

Construction began on March 28, 2017 and completed by the Contractor on October 20, 2017. A final inspection of the work has been performed and it was determined that the project was completed per the plans and specifications and to the satisfaction of the Public Works and Information Systems Departments.

With staff transitions, a post-bid analysis was conducted by Public Works and Information System staff, in cooperation with a fiber optic specialist firm, that resulted in a number of design changes that will benefit the network's future operation, such as increasing the size of the underground vaults and the number of pull boxes to improve maintenance and accessibility, the addition of a second conduit for future expansion, and a connection to the network at the new Aquatics Center was provided. These post-bid/pre-construction additions to the contract required use of most of the allocated construction contingency. Additional change order costs were incurred during construction due to discovery and excavation of unknown and unmarked utilities that required alignment changes to eliminate the conflicts.

Staff respectfully recommends that City Council accept the work performed by Elecnor Belco Electric, Inc. as complete and authorize the City Clerk to file a Notice of Completion with the County Recorder's Office, authorize to transfer $43,219.23 from account 001-400-2601-6281 (Emergency Facilities Maintenance) to account 301-400-8201-8497 (1 Net Fiber Optic Connections) and authorize the City Manager to amend a Public Works contract with Elecnor Belco Electric, Inc. in a form approved by City Attorney to increase the contract amount to $536,104.23.

**Accounting Summary:**

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<td>+$82,147.00</td>
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<td>- 43,510.65</td>
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<td>+$81,855.58</td>
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<td>+ 43,510.65</td>
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<td><strong>$536,104.23</strong></td>
<td><strong>Total Fiscal Impact</strong></td>
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NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: Fiber Optic Network Expansion

Project No. : PW 16-33 Contract No. 5234

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

1. The undersigned is an officer of the owner of the interest stated below in the property hereinafter described.

2. The full name of the owner is: City of El Segundo

3. The full address of the owner is: City Hall, 350 Main Street, El Segundo, CA, 90245

4. The nature of the interest of the owner is: Public Facilities

5. A work of improvement on the property hereinafter described was field reviewed by the City Engineer on October 20, 2017. The work done was: Fiber Optic Network

6. On April 3, 2018, City Council of the City of El Segundo accepted the work of this contract as being complete and directed the recording of this Notice of Completion in the Office of the County Recorder.

7. The name of the Contractor for such work of improvement was: Elecnor Belco Electric, Inc.

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

9. The street address of said property is: El Segundo Blvd., Continental Blvd. in City of El Segundo.

Dated: ________________________________

Ken Berkman
Public Works Director

VERIFICATION

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

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

Executed on _________________, 2018 at El Segundo, California.

Ken Berkman
Public Works Director
AGENDA DESCRIPTION:

Consideration and possible action regarding authorization to enter into agreement with CPS HR Consulting to provide additional City-wide non-safety and Police salary survey services. (Fiscal Impact: $54,500.00)

RECOMMENDED COUNCIL ACTION:

1. Authorize the City Manager to enter into agreement with CPS HR Consulting, approved as to form by the City Attorney
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT: $78,395.00

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ORIGINATED BY: Lynn Lindberg, Director of Human Resources
REVIEWED BY: Lynn Lindberg, Director of Human Resources
APPROVED BY: Greg Carpenter, City Manager

BACKGROUND AND DISCUSSION:

Per prior directive by Council the City entered into prior Agreements with CPS HR Consulting to conduct an in-depth, total compensation salary survey for both Fire and Police Management Services. Subsequently, in preparation of the 2018 City-wide negotiations, the City has prepared an additional agreement with CPS HR for two additional salary surveys 1) City-wide (non-safety) consisting of 42 survey classification benchmarks and 2) an in-depth total compensation survey for Police both of which will be compiled against eleven (11) City designated comparison agencies.

Both the prior and new salary survey agreement are fully funded in the current budget. However with the addition of the new agreement the fiscal year cumulative total exceeds the City Manager’s fiscal year threshold thereby requiring Council Approval.