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.

**REVISED**

**REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL**
**TUESDAY, DECEMBER 4, 2018 - 7:00 P.M.**

**ADDING 2 ITEMS:**
Presentation aa – Welcoming Sister City, Guaymas, Mexico
Consent Item No. 8a - Funds for Smoky Hollow Parking In-Lieu Pilot Project

7:00 P.M. SESSION

CALL TO ORDER

INVOCATION – Pastor Wes Harding, The Bridge Church
PLEDGE OF ALLEGIANCE – Council Member Nicol

PRESENTATIONS

aa) Presentation – Welcome Honorable Mayor Sara Valle and Representatives from City of El Segundo’s Sister City, Guaymas, Mexico

a) Presentation – Honoring Girls’ Softball League All Stars

b) Presentation – Introducing the Police Departments’ New Canine Officer

c) Presentation – Introducing the Fire Departments’ New employees; Liz Lydic – Management Analyst and Vanessa Arias – Administrative Specialist.


e) Commendation – Allen Gagg, El Segundo Police Department’s 2018 RSVP (Retired Senior Volunteer) of the Year

f) Proclamation – El Segundo’s Candy Cane Lane from December 8, 2018 at 7:00 PM through December 23, 2018.

g) Proclamation – Sunday, December 9, 2018 the 55th Annual El Segundo Holiday Parade.

h) Presentation – Treasury Investment Portfolio Report

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

1. Consideration and possible action regarding a discussion on the City’s accomplishments made towards addressing the California Public Employees Retirement System (CalPERS) rising annual costs and long-term liabilities.
(Fiscal Impact: None)
Recommendation – 1) Consideration and possible action regarding a discussion on the City’s accomplishments made towards addressing the California Public Employees Retirement System (CalPERS) rising annual costs and long-term liabilities; 2) Alternatively, discuss and take other action related to this item.

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

E. CONSENT AGENDA

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

2. Warrant Numbers 3023597 through on Register No. 4a in the total amount of $1,744,663.74 and Wire Transfers from 11/05/18 through 11/11/18 in the total amount of $1,094,426.63. Warrant Numbers 3023699 through 3023839 3023698 and 9000616 through 9000655 on Register No. 4b in the total amount of $1,075,606.11 and Wire Transfers from 11/12/18 through 11/18/18 in the total amount of $2,198,586.62. Warrant Numbers 3023840 through 3023869 on Register No. 4c in the total amount of $1,177,477.48 and Wire Transfers from 11/19/18 through 11/25/18 in the total amount $537,557.59.
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.
Recommendation – 1) Approval

4. Consideration and possible action to approve Final Vesting Parcel Map No. 74713 for a three-unit residential condominium subdivision located at 231 Virginia Street, 406 West Grand Avenue, and 412 West Grand Avenue.
(Fiscal Impact: N/A)
Recommendation – 1) Approve Resolution approving and accepting Final Vesting Parcel Map No. 74713; 2) Authorize the appropriate City Officials to sign and record said Map; 3) Alternatively, discuss and take other action related to this item.

5. Consideration and possible action to receive an informational report on the quarterly update for the City Council’s Strategic Work Plan and the Key Performance Indicators (KPIs) for the fourth quarter of Fiscal Year (FY) 2017-18.
(Fiscal Impact: None)
Recommendation – 1) Receive and file an informational status report on the Strategic Work Plan for FY 2017-18; 2) Receive and file an informational report on KPIs July through September; 3) Alternatively, discuss and take other action related to this item.

6. Consideration and possible action to increase the Fiscal Year 2018-2019 Adopted Budget for continuing appropriations.
(Fiscal Impact: $0 – {Appropriations of $6,739,061 from FY 2017-18 requested to be continued into FY 2018-19})
Recommendation – 1) Approve continuing appropriations from FY 2017-2018 to FY 2018-2019, thereby amending the Fiscal Year 2018-2019 Adopted Budget in the Funds and by the amounts contained in Attachment 1 and 2; 2) Alternatively, discuss and take other action related to this item.

7. Consideration and possible action regarding the adoption of a Conflict of Interest Code required by The Political Reform Act (Government Code Section 81000 et. seq.) rescinding Resolution No. 4887, and adopting a new resolution approving a new Conflict of Interest Code.
(Fiscal Impact: None)
Recommendation – 1) Adopt 2018 updated Conflict of Interest Draft Resolution; 2) Alternatively, discuss and take other action related to this item.
8. Consideration and possible action regarding adoption of a resolution authorizing the destruction of identified records for the Police Department in accordance with the provisions of Section 34090 of the Government Code of the State of California.
(Fiscal Impact: Not to exceed $500.00)
Recommendation – 1) Adopt Resolution authorizing the destruction of records for the Police Department; 2) Alternatively, discuss and take other action related to this item.

8a. Consideration and possible action to authorize the City Manager to transfer $15,600 of funds from General Fund Reserves to a Designated Smoky Hollow Parking In-Lieu Implementation account for the purpose of funding an El Segundo Boulevard on-street parking pilot project.
(Fiscal Impact: $15,600)
Recommendation – 1) Authorize the City Manager to transfer $15,600 of funds from General Fund Reserves to a Designated Smoky Hollow Parking In-Lieu account for the purpose of funding an on-street parking pilot project on El Segundo Boulevard; and/or 2) Alternatively, discuss and take other possible action related to this item.

F. NEW BUSINESS

9. Consideration and possible action to receive and file a report of emergency communications protocol.
(Fiscal Impact: None)
Recommendation – 1) Receive and file update and direct staff to develop a citywide emergency communications policy and procedures memo; 2) Alternatively, discuss and take other action related to this item.

10. Consideration and possible action to receive and file a Fire Department Environmental Safety Division Overview Report.
(Fiscal Impact: $0)
Recommendation – 1) Receive and file; 2) Alternatively, discuss and take other action related to this item.

G. REPORTS – CITY MANAGER

H. REPORTS – CITY ATTORNEY
I. REPORTS – CITY CLERK

11. Consideration and possible action regarding Council consensus to cancel the January 2, 2019 City Council Meeting.
   (Fiscal Impact: None)
   Recommendation – 1) Approve cancellation of the January 2, 2019 City Council Meeting; 2) Alternatively, discuss and take other action related to this item.

J. REPORTS – CITY TREASURER

K. REPORTS – CITY COUNCIL MEMBERS

   Council Member Pimentel –

   Council Member Nicol –

12. Consideration and possible action to direct staff to research the possibility of higher density residential in the area east of and abutting Washington Park.
   (Fiscal Impact: None with this action.)
   Recommendation – 1) Discuss the possibility of considering higher density residential in certain areas of the City, and direct staff to research the possibility of higher density residential in the area east of and abutting Washington Park; and/or 2) Alternatively, discuss and take other possible action related to this item.

   Council Member Brann –

   Mayor Pro Tem Pirsztuk –

13. Consideration and possible to explore discussion of evaluating the current business license tax structure and recommendations for potential reform during the Fiscal Year 2019-20 Strategic Planning and Budgeting sessions.
   (Fiscal Impact: None)
   Recommendation – 1) City Council discuss and consider possible action to explore reevaluating the current business license tax structure during the Fiscal Year 2019-20 Strategic Planning and Budgeting sessions; 2) Alternatively, discuss and take other action related to this item.

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

MEMORIALS –

CLOSED SESSION

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

REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

ADJOURNMENT

POSTED:

DATE: November 30, 2018

TIME: 4:10 PM

NAME:
aa) Welcome Honorable Mayor Sara Valle and Representatives from City of El Segundo’s Sister City, Guaymas, Mexico
AGENDA DESCRIPTION:
Consideration and possible action to authorize the City Manager to transfer $15,600 of funds from General Fund Reserves to a Designated Smoky Hollow Parking In-Lieu Implementation account for the purpose of funding an El Segundo Boulevard on-street parking pilot project.

(Fiscal Impact: $15,600)

RECOMMENDED COUNCIL ACTION:
1. Authorize the City Manager to transfer $15,600 of funds from General Fund Reserves to a Designated Smoky Hollow Parking In-Lieu account for the purpose of funding an on-street parking pilot project on El Segundo Boulevard; and/or
2. Alternatively, discuss and take other possible action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
1. Proposal from KOA Corporation to provide engineering design and cost estimating services for the El Segundo Boulevard On-Street Parking Pilot Project.

FISCAL IMPACT: None.
Amount Budgeted: $0
Additional Appropriation: $15,600
Account Number(s): From: General Fund Reserves - #001-299-0000-2990
To: Smoky Hollow Parking In Lieu - #001-400-4101-6304

STRATEGIC PLAN:
Goal: Champion Economic Development and Fiscal Sustainability
Objective: The City will implement a comprehensive economic development strategy to ensure the City encourages a vibrant business climate that is accessible, user-friendly and welcoming to all residents and visitors.

PREPARED BY: Paul Samaras, AICP, Principal Planner
REVIEWED BY: Sam Lee, Planning and Building Safety Director
Ken Berkman, Public Works Director
APPROVED BY: Greg Carpenter, City Manager

DISCUSSION
On October 2, 2018, the City Council adopted the Smoky Hollow Specific Plan. During the public hearing on this item, the City Council directed staff to proceed with a pilot project to add on-street parking on the north side of El Segundo Boulevard. The pilot project would add a parking lane on four blocks of El Segundo Boulevard starting at the alley east of Main Street. Pursuant Council’s direction, staff has obtained a proposal and is prepared to enter into a Professional Services
Agreement with KOA Corporation to provide engineering design and construction cost estimate services for the pilot project. The proposed cost of these services is $15,600 (Exhibit No. 1).

The adopted budget for Fiscal Year 2018/19 did not allocate funds for this pilot project. As a result, staff recommends that the City Council authorize the City Manager to transfer $15,600 from General Fund Reserves to an account designated for this pilot project.

Next steps
After KOA completes the engineering design for the pilot project, the design will be reviewed and approved by the Planning and Building Safety and Public Works Departments. Once the design is approved, Public Works staff will bring an item to City Council to request a) adoption of the project plans and specifications, and b) authorization to advertise the project for construction bids.
November 5, 2018

Mr. Paul Samaras, ACIP  
Principal Planner  
City of El Segundo  
3501 Main Street  
El Segundo, CA 90245  
TEL: (310) 524-2340

Subject:  Engineering Services Proposal for El Segundo Boulevard On-Street Parking Pilot Project

Dear Mr. Samaras,

The Smoky Hollow Specific Plan area parking improvements cost estimate was completed previously by KOA for the City of El Segundo. The City has since requested KOA to provide traffic engineering service for an on-street parking pilot project for El Segundo Boulevard. The project includes on-street parking signing and striping improvements on the north side of the roadway between an alley, located between Main Street and Standard Street, and Sheldon Street.

KOA is pleased to submit the proposal to provide requested engineering services to meet the City’s requirements listed in a City email dated October 4, 2018 and additional request to provide aerial survey with no elevations and bulb-out design per email dated October, 23 and October 31, 2018. The proposal contents have been revised based on emails and additional services request. Our revised scope of work, fee estimate and schedule is shown below.

SCOPE OF WORK

Task 1 – Signing and Striping Plan
KOA will prepare a construction plan for street improvements on the north side of El Segundo Boulevard starting at the alley between Main Street and Standard Street and ending at the Sheldon Street, focused on geometric modification to provide on-street parking. An aerial survey with no elevation will be performed prior to the conceptual design. We will conduct a field review/inventory on El Segundo Boulevard between Main Street and Sheldon Street mainly for signing and striping and also verify the performed aerial survey at the project location.

We understand the City requiring a minimum 11-foot lane width for both westbound and eastbound travel lanes along project site on El Segundo Boulevard. We will evaluate the as-built plan, aerial survey, field notes, and provide signing and striping improvement recommendations. The improvements include, but are not limited to the following:

- Travel lane modification and proper transition to provide proposed on-street parking along the north side of El Segundo Boulevard;
- Parking restriction includes red curb marking for prohibited parking areas adjacent to intervening intersections per the California edition of the Manual on Uniform Traffic Control Devices (CA MUTCD) and City requirements.
- Bulb-out striping which includes extension and transition design at project intersections for both north and south side.

The recommendations will be shown on a signing and striping conceptual design for the City’s review and discussion prior to the final design.

We will prepare up to two signing and striping plans for this task. Our scope of work will include:
- Obtain signing & striping as-built plans and conduct a field review of the project site.
- Provide base plan at a scale of 1”=40’ for the location. The base plan will show centerlines, relevant existing and proposed street improvements, and existing pavement delineations, markings, and roadside signs.
- Recommend pavement delineations, markings and roadside signs, and the proper disposition of all affected existing pavement delineations, markings, and roadside signs.
- Design required transitions for proposed pavement delineation to join with existing pavement delineation on intersection approaches and departures.

Task 2 – Cost Estimate
KOA will prepare engineering cost estimate for the prepared signing and striping plans. We will prepare the cost estimate with a plan submittal after the City provides approval of the conceptual signing and striping design.

Task 3 – Coordination and Meetings
KOA will coordinate with the project team and the City of El Segundo staff regarding project design matters. We will coordinate our plan submittals with the City. We will attend up to two (2) meetings with the City which includes the signing and striping conceptual plan submittal meeting.

Task 4 – Aerial Survey (No Elevation) with Right-of-Way
Cal Vada Survey, Inc. will provide aerial survey with no elevations on El Segundo Boulevard between east of Richmond Street and Alley between Penn Street and Sierra Street. The planimetric aerial survey will show right-of-way, locations of buildings, islands, street striping, above ground visible utilities, locations of manholes, catch basins, vales, and other features within the subject area that are visible in the aerial image. The inverts of all sewer and storm drain manholes and catch basins and utility research will be not performed.

The site boundaries and easements will be shown for reference based upon record maps, however there is no guarantee that all easements / encumbrances will be shown unless title reports are provides at each property. The analyzing of title reports is excluded in this service.

The aerial survey will be developed at 1”=20’ scale. The limits shall include the entire corridor approximately one property deep on both sides within the project limits.
FEE ESTIMATE
KOA Corporation will perform the work specified in the scope above based on the lump sum fee below.

<table>
<thead>
<tr>
<th>Tasks (Base Services)</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Signing and Striping Plan</td>
<td>$6,900</td>
</tr>
<tr>
<td>2. Cost Estimate</td>
<td>$400</td>
</tr>
<tr>
<td>3. Coordination and Meetings (2)</td>
<td>$800</td>
</tr>
<tr>
<td>4. Aerial Survey (No Elevation) with Right-of-Way</td>
<td>$7,500</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$15,600</strong></td>
</tr>
</tbody>
</table>

The budget is based upon the work scope and level of effort presented above and includes the cost of all related technical and administrative services. The submittal of signing and striping conceptual design is considered 50% of project completion. The work scope is considered complete upon submittal of the final documents by KOA. Any additional services requested after plan submittal will be considered as extra work and those fees will be negotiated prior to start of work and secured in writing.

If the work described within this letter is not authorized in 30 days, if changes occur in the work scope or level of effort, or if our work is suspended for more than 180 days due to any circumstances beyond KOA Corporation’s control, we reserve the right to revise the work scope, budget and schedule to reflect current conditions. Such revisions will be effected through mutually agreed upon amendments or modifications to this agreement.

The proposal is valid for 30 days and is subject to a 5% annual adjustment. Also, any individual tasks that are not authorized within 30 days of the date of this proposal are also subject to fee adjustments.

Services rendered for out-of-scope work will be billed based on a negotiated fee schedule. Out-of-scope work generally includes items not specifically detailed in the work scope above, and specifically includes the following:

- Requests by the cities or any other entity for items not covered in work program tasks described in this proposal. This includes any significant changes to the project scope that would require significant revisions to completed portions of the plans and other documents.
- Presentations at public meetings to community groups, City Council, or any Commission.

STAFFING
Eric Yang, C.E., T.E., will be the Project Manager for this project. He has over 18 years in project management and design for local agencies in County of Los Angeles, Riverside and San Diego. If you have any questions about this proposal and our scope of services, please contact him at (323) 260-4703 or via email at eyang@koacorp.com.

INVOICING
Invoices will be submitted monthly, based upon our estimated percentage of completion. Accounts are past due after 30 days. All work will be immediately stopped if any invoice is unpaid for 60 days or more, and such delinquent invoice payments may be subject to a late payment penalty of 1.5 percent per month and/or turned over to a collections agency at our discretion.
In any lawsuit brought to enforce the terms of this contract, the prevailing party shall be entitled to their reasonable attorney’s fees.

Invoices will be sent from the Monterey Park office address of KOA.

TERMINATION
The Client or KOA may terminate this agreement by giving the other party ten days written notice of such termination. KOA shall receive fee payments from the Client proportionate to the services completed as of the date of termination. The Client will be entitled to receive deliverables at the level of completion relative to the fee payments received by KOA. All outstanding valid invoices shall be paid to KOA.

INDEMNIFICATION
KOA Corporation and City of El Segundo each agree to indemnify and hold the other harmless from any and all losses, damages, awards, penalties or injuries or costs, including reasonable attorney’s fees and cost of defense, which accrue or arise from or result by reason of a claim asserted by a third party which arises from any alleged breach of such indemnifying party’s representations and warranties made under this Agreement or such indemnifying party’s own negligent acts, errors, and omissions in the performance of their obligation under this Agreement or with respect to the Project.

INSURANCE
KOA Corporation is fully able to meet the insurance requirements of projects of this type. The firm has coverage in the following areas: Professional Liability ($1 million per claim, $2 million aggregate), Automobile Liability ($2 million) and General Liability ($5 million). Our Worker’s Compensation coverage meets the insurance requirements of California State law.

WORK SCHEDULE
Upon receiving an executed agreement and all pertinent information, we will strive to complete the aerial survey within three (3) weeks and the signing and striping conceptual design submittal within three (3) weeks after receiving the aerial survey and as-built plans. Subsequence revisions will be done within approximately two (2) weeks after receiving the check prints or comments. Please note that KOA cannot be held responsible for the time required by the City, and/or other agencies responsible for processing or reviewing the plans and responding to our requests for record plans and information.
AUTHORIZATION
The signature below and receipt of the required deposit indicates acceptance of this proposal and authorization to proceed.

Sincerely,

[Signature]

Stephen Bise, P.E.
VP, Director of LA Operations
KOA CORPORATION

________________________________________________________________________
City of El Segundo (Client) has carefully reviewed this proposal and hereby authorizes KOA Corporation to commence work as indicated within the terms and conditions of this proposal.

________________________________________________________________________

Signature

________________________________________________________________________

Name (Please Print) ___________________________________________ Date ______________

________________________________________________________________________

Title (Please Print) ___________________________________________ Client Purchase Order or Project Number

________________________________________________________________________