AGENDA
EL SEGUNDO CITY COUNCIL
COUNCIL CHAMBERS - 350 Main Street

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

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

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

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

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

REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JANUARY 19, 2010 – 5:00 P.M.

5:00 P.M. SESSION

CALL TO ORDER

ROLL CALL

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

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

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov’t Code §54956.9(a)) -1- matter


CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code §54956.9(b): -1- potential case (no further public statement is required at this time); Initiation of litigation pursuant to Government Code §54956.9(c): -1- matter.

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

CONFERENCE WITH CITY’S LABOR NEGOTIATOR (Gov’t Code §54957.6): -1- matters


CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Gov’t Code §54956.8): - 0- matters

SPECIAL MATTERS: - 1- matter

1. Interview of candidates and potential appointments to the Capital Improvement Program Advisory Committee, Investment Advisory Committee, Community Cable Advisory Committee, and Senior Citizen Housing Corp. [Note: the interviews will commence at approximately 5:45 p.m. and take place in the West Conference Room in City Hall]
AGENDA
EL SEGUNDO CITY COUNCIL
COUNCIL CHAMBERS - 350 Main Street

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REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JANUARY 19, 2010 - 7:00 P.M.

Next Resolution # 4640
Next Ordinance # 1440

7:00 P.M. SESSION

CALL TO ORDER

INVOCATION –

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Eric Busch
PRESENTATIONS

a. Lighting Up the Community
b. Holiday Parade Award Recipients

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.

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 announce the appointment of candidates of the Capital Improvement Program Advisory Committee, Investment Advisory Committee, Community Cable Advisory Committee and Senior Citizen Housing Corporation Board. (Fiscal impact: None)
Recommendation – (1) Announce the appointees to the Capital Improvement Program Advisory Committee, Investment Advisory Committee, Community Cable Advisory Committee and Senior Citizen Housing Corporation Board, if any; (2) Alternatively, discuss and take other 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.

2. Warrant Numbers 2574959 to 2575144 on Register No. 6 in the total amount of $2,133,639.04 and Wire Transfers from 12/04/09 through 12/23/09 in the total amount of $1,127,908.13. Warrant Numbers 2575415 to 2575596 on Register No. 7 in the total amount of $1,282,617.61 and Wire Transfers from 12/24/09 through 1/7/10 in the total amount of $1,459,067.11.
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 – Approval.

4. Consideration and possible action regarding the acceptance of the Washington Park Irrigation Replacement Project at Washington Street between Palm and Maple Avenues – Project No. PW 09-06. (Fiscal Impact: $49,000)
Recommendation – (1) Accept the work as complete; (2) Authorize the City Clerk to file a Notice of Completion in the County Recorder's Office; (3) Alternatively, discuss and take other action related to this item.

5. Consideration and possible action regarding acceptance of the replacement of a water main on Lairport Street. Project No.: PW 09-04 (Fiscal Impact: $190,789.00)
Recommendation – (1) Accept the work as complete; (2) Authorize the City Clerk to file a Notice of Completion in the County Recorder's Office; (3) Alternatively, discuss and take other action related to this item.
6. Consideration and possible action regarding the approval of an agreement with Burlington Northern and Santa Fe Railways (BNSF) to construct a rail crossing over 120th Street just west of the intersection with Aviation Boulevard – Project No. PW 09-16 (Fiscal Impact: $50,000)

Recommendation – (1) Approve an Agreement with Burlington Northern and Santa Fe Railways in a form as approved by the City Attorney to construct a concrete rail crossing over 120th Street just west of the intersection of Aviation Boulevard; (2) Alternatively, discuss and take other action related to this item.

7. Consideration and possible action regarding elimination of the Senior Administrative Specialist position in the Recreation and Parks Department and addition of an Administrative Specialist position. (Fiscal Impact: $30,010)

Recommendation – (1) Approve the elimination of the Senior Administrative Specialist position in the Recreation and Parks Department; (2) Approve the addition of an Administrative Specialist position in the Recreation and Parks Department; (3) Alternatively, discuss and take other action related to these items.

8. Consideration and possible action regarding the adoption of a resolution that authorizes the City Manager or designee to 1) enter into an agreement with the California Energy Commission in a form approved by the City Attorney; 2) to apply for a grant from the Energy Efficiency and Conservation Block Grant (EECBG); 3) to receive grant monies from the EECBG; 4) amend the City Budget for Fiscal Year 2010 to 2011 to appropriate these monies to implement the El Segundo Efficiency Measures; and 5) to spend these grant monies. (Fiscal Impact: Potentially $90,691)

Recommendation – (1) Adopt the draft resolution; (2) Alternatively, discuss and take other action related to this item.

9. Consideration and possible action regarding awarding a contract to S&L Specialty Contracting, Inc. for construction related to Group 39 (24 homes) of the City's Residential Sound Insulation Program (Project No. RSI 10-01). (Estimated construction costs and retention: $716,705)

Recommendation – (1) Reject the Bid from DAB Construction; (2) Waive minor irregularity in the Bid from S&L Specialty Contracting, Inc.; (3) Award a contract to S&L Specialty Contracting, Inc.; (4) Authorize the City Manager to execute a contract in a form approved by the City Attorney; (5) Alternatively discuss and take other action related to this item.
10. Consideration and possible action regarding awarding a contract to S&L Specialty Contracting, Inc. for construction related to Group 40 (20 homes) of the City's Residential Sound Insulation Program (Project No. RSI 10-02). (Estimated construction costs and retention: $571,395) 
Recommendation – (1) Waive minor irregularity in the Bid from S&L Specialty Contracting, Inc.; (2) Award a contract to S&L Specialty Contracting, Inc.; (3) Authorize the City Manager to execute a contract in a form approved by the City Attorney; (4) Alternatively discuss and take other action related to this item.

11. Consideration and possible action regarding a request from the American Cancer Society to waive field and facility rental fees for the 2010 Relay for Life event at Recreation Park's Softball Field on June 12 - 13. Relay for Life is requesting the rental fees be waived for the use of Softball Field and Joslyn Center. (Fiscal Impact: None) 
Recommendation – (1) Approve the fee waiver request from the American Cancer Society for the amount of $1,170.00; (2) Alternatively, discuss and take other action related to this item.

CALL ITEMS FROM CONSENT AGENDA

F. NEW BUSINESS

12. Consideration and possible action to direct staff to commence negotiating a contract with the South Bay Regional Public Communications Authority (SBRPCA) to provide Fire and Police communications services (Fiscal Impact: N/A). 
Recommendation – (1) Direct staff to commence negotiating a contract with the SBRPCA and return to Council at a future Council Meeting with an update on negotiations and/or a proposed contract for potential Council approval; (2) Alternatively discuss and take other action related to this item.

G. REPORTS – CITY MANAGER

H. REPORTS – CITY ATTORNEY

I. REPORTS – CITY CLERK
J. REPORTS – CITY TREASURER

K. REPORTS – CITY COUNCIL MEMBERS

Council Member Brann –

Council Member Fisher –

Council Member Jacobson –

Mayor Pro Tem Busch –

13. Consideration and possible action to declare Rescue Ambulance 33 (Unit #3304) to be a surplus vehicle. Additionally, authorize the surplused Rescue Ambulance 33 to be donated to the Red Cross in Guaymas, Mexico, which is the Sister City of El Segundo. (Fiscal Impact: None)

Recommendation – (1) Authorize Rescue Ambulance 33 to be declared a surplus vehicle; (2) Authorize the surplused Rescue Ambulance 33 to be donated to the Red Cross in Guaymas, Mexico; (3) Alternatively, discuss and take other action related to this item.

Mayor McDowell –

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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 seg.) 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: Jan. 13, 2010
TIME: 9:20 a.m.
NAME: [Signature]

009
The Mayor and Members of the City Council
of the
City of El Segundo, California

On Behalf of the People of El Segundo
Express their Appreciation
to

The De Francesco Family

for

"Lighting Up the Community in 2009"

Mayor Kelly McDowell
Mayor Tom Eric H. Busch
Council Member Carl Jacobson
Council Member Bill Fisher
Council Member Don Brann
PRESENTATIONS

b. Holiday Parade Award Recipients
AGENDA DESCRIPTION:
Consideration and possible action to announce the appointment of candidates of the Capital Improvement Program Advisory Committee, Investment Advisory Committee, Community Cable Advisory Committee and Senior Citizen Housing Corporation Board. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:
1. Announce the appointees to the Capital Improvement Program Advisory Committee, Investment Advisory Committee, Community Cable Advisory Committee and Senior Citizen Housing Corporation Board, if any.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
None

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

ORIGINATED BY: Mishia Jennings, Executive Assistant
REVIEWED BY:
APPROVED BY: Jack Wayt, City Manager

BACKGROUND AND DISCUSSION:

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STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Director of Administrative Services office in the City of El Segundo.

I certify as to the accuracy of the demands and the availability of funds for payment thereof.

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

CODES:

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

A = Payroll and Employee Benefit checks

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

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

FINANCE DIRECTOR: ____________________________  DATE: 11/4/10

CITY MANAGER: ____________________________  DATE: ________
CITY OF EL SEGUNDO
PAYMENTS BY WIRE TRANSFER
12/04/09 THROUGH 12/23/09

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1,127,908.13

DATE OF RATIFICATION: 1/05/09
TOTAL PAYMENTS BY WIRE:

Certified as to the accuracy of the wire transfers by:

Deputy City Treasurer

Date: 12/23/09

Director of Finance

Date: 1/4/10

City Manager

Date: 1/7/10

Information on actual expenditures is available in the City Treasurer’s Office of the City of El Segundo.
STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

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

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

CODES:

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

A = Payroll and Employee Benefit checks

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

H = Handwritten Early Release disbursements and/or adjustments approved by the City Manager.
CITY OF EL SEGUNDO
PAYMENTS BY WIRE TRANSFER
12/24/09 THROUGH 1/7/10

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<th>Date</th>
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DATE OF RATIFICATION: 1/19/10
TOTAL PAYMENTS BY WIRE: 1,459,069.11

Certified as to the accuracy of the wire transfers by:

Deputy City Treasurer  Date: 1/8/10

Director of Finance  Date: 1/11/10

City Manager  Date: 1/11/10

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.
REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, DECEMBER 15, 2009 – 5:00 P.M.

5:00 P.M. SESSION CANCELLED – NO ITEMS OF BUSINESS
(REGULAR MEETING TO BE ADJOURNED TO 7:00 P.M.)

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(a) -0- matter

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code §54956.9(b): -0- potential case (no further public statement is required at this time); Initiation of litigation pursuant to Government Code §54956.9(c): -0- matter.

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

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

SPECIAL MATTERS: - 0- matter
REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, DECEMBER 15, 2009 - 7:00 P.M.

7:00 P.M. SESSION

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

INVOCATION – Pastor Monica Moreland, Hilltop Community Church of Christ

PLEDGE OF ALLEGIANCE – Council Member Carl Jacobson

PRESENTATIONS

a. Council Presented commendations to each of the members of the El Segundo High School Varsity Water Polo CIF Championship Team.

b. Mayor McDowell presented a Commendation on behalf of the sponsors, supporters and volunteers of the El Segundo Community Christmas Dinner to be held at 1:00 p.m. on Christmas Day at the Joslyn Center at Recreation & Parks.

ROLL CALL

Mayor McDowell - Present
Mayor Pro Tem Busch - Present
Council Member Brann - Present
Council Member Fisher - Present
Council Member Jacobson - Present

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

A. PROCEDURAL MOTIONS

Consideration of a motion to read all ordinances and resolutions on the Agenda by title only.
MOTION by Council Member Jacobson, SECONDED by Council Member Fisher to read all ordinances and resolutions on the Agenda by title only. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

B. SPECIAL ORDERS OF BUSINESS (PUBLIC HEARING)

1. Consideration and possible action regarding (Public Hearing) the proposed exchange of FY 2010/11 Community Development Block Grant (CDBG) funds totaling approximately $77,871 with another CDBG participating city within the Los Angeles Urban County. (Fiscal Impact: $77,871)

Mayor McDowell stated this is the time and place hereto fixed for a public hearing regarding the proposed exchange of FY 2010/11 Community Development Block Grant (CDBG) funds totaling approximately $77,871 with another CDBG participating city within the Los Angeles Urban County. (Fiscal Impact: $77,871) City Clerk Mortesen stated that proper notice was completed and no written communication had been received by City Clerk's Office.

Tina Gall, CDBG Consultant, gave a presentation.

MOTION by Council Member Jacobson, SECONDED by Brann to close the public hearing. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

MOTION by Council Member Jacobson, SECONDED by Council Member Fisher to authorize staff to proceed with identifying an interested participating city to begin negotiations for the exchange of FY 2010/11 Community Development Block Grant (CDBG) funds totaling approximately $77,871 with another CDBG participating city within the Los Angeles Urban County, establish an exchange rate, and return to the City Council with a resolution authorizing the exchange of CDBG funds with another City, authorize the City Manager to execute the contracts, as to form approved by the City Attorney, with the Los Angeles county Community Development Commission, and with all sub-recipients receiving CDBG funds. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

C. UNFINISHED BUSINESS

D. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

2. Consideration and possible action regarding the positions on the Committees, Commissions and Boards ("CCBs") that will expire in the year 2010. (Fiscal Impact: None)

MOTION by Council Member Brann, SECONDED by Council Member Jacobson to direct staff to open the recruitment process for the positions on the CCBs, as listed. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

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

3. Approved Warrant Numbers 2574959 to 2575144 on Register No. 5 in the total amount of $702,047.77 and Wire Transfers from 11/20/09 through 12/03/09 in the total amount of $635,162.58. Authorized staff to release. Ratified: Payroll and Employee Benefit checks; checks released early due to contracts or agreement; emergency disbursements and/or adjustments; and wire transfers.


5. Approved a Fire Department Mutual Apparatus and Equipment Loan Agreement No. 4032 between the cities of El Segundo, Redondo Beach, Hermosa Beach, and Manhattan Beach. (Fiscal Impact: None) Authorized the Mayor to sign the Agreement.

6. Approved the 2-year fee waiver request, for the total amount of $45,100, for fifteen (15) City co-sponsored annual Special Events, in which the City provides support services and/or facilities at no cost to the organizing group. (Fiscal Impact: None)

7. Waived second reading and adopted Ordinance No. 1437, a Water Efficient Landscape Ordinance for the City of El Segundo. (Fiscal Impact: None)

8. Accepted the work as complete on the installation of a storm drain and infiltration structure on Maple Avenue near Nash Street – Project No. PW 09-12. (Fiscal Impact: $20,410.00) Authorized the City Clerk to file a Notice of Completion in the County Recorder’s Office.

9. Accepted the work as complete for 98 homes related to the City’s Residential Sound Insulation Program’s Groups 32 (Project No. RSI 09-09), 33 (RSI 09-10), 34 (RSI 09-04) and 35 (RSI 09-08). (Final Contract Amounts: $2,654,213.83) Authorized the City Clerk to file the City’s Planning and Building Safety Director’s Notices of Completion in the County Recorder’s Office. Authorized the City Manager, or designee, to close out Project Nos. RSI 09-09; RSI 09-10, RSI 09-04 and RSI 09-08.

MOTION by Council Member Brann, SECONDED by Mayor Pro Tem Busch to approve Consent Agenda items, 3, 4, 5, 6, 7, 8, and 9. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

CALL ITEMS FROM CONSENT AGENDA

F. NEW BUSINESS
10. Consideration and possible direction to Planning and Building Safety staff to review and to prepare municipal code amendments to the existing off-street parking and loading requirements in El Segundo Municipal Code (ESMC) Chapter 15-15. (Fiscal Impact: None)

Greg Carpenter, Planning and Building Safety Director, gave a report.

Council consensus to receive staff presentation.

11. Consideration and possible action to (1) place an initiative on the ballot for the previously called April 13, 2010 municipal election to amend the City’s business license tax regulations to (i) increase the tax amount annually based upon the ten-year average of the consumer price index and (ii) reduce from a 50% credit to a 40% credit the amount that businesses can reduce their annual business license tax based upon the annual sales/use tax they generate for the City. (Fiscal Impact: Projected approximate $680,000 for FY 2010-11 and approximate $250,000 to $300,000 additional per year increase to the City’s business license tax in subsequent fiscal years for which the City collects an estimated $9,000,000 annually.)

Deborah Cullen, Finance Director, gave a report.

MOTION by Mayor Pro Tem Busch, SECONDED by Council Member Brann to adopt Resolution No. 4638 placing an initiative on the ballot amending business license tax regulations. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

MOTION by Mayor Pro Tem Busch SECONDED by Council Member Brann to appoint Mayor Pro Tem Busch to prepare and submit the Argument in favor of the measure and authorize all 5 council members to sign the arguments in favor of the tax measures. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

MOTION by Council Member McDowell SECONDED by Council Member Brann to adopt Resolution No. 4639 directing the City Attorney to prepare an impartial analysis for the ballot initiatives, and. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

REPORTS – CITY MANAGER - NONE

REPORTS – CITY ATTORNEY - NONE

REPORTS – CITY CLERK - Reported on a New Law and Election Conference attended December 2, 3 and 4th in Monterey.

REPORTS – CITY TREASURER - NONE

REPORTS – CITY COUNCIL MEMBERS
Council Member Brann – Congratulated Robin Funk on her election to President of the Unified School District Board of Education. Wished everyone Merry Christmas and Happy Holidays.

Council Member Fisher – Wished everyone Happy Holidays.

Council Member Jacobson – Commented on the wonderful Christmas Parade, and wished everyone Happy Holidays.

Mayor Pro Tem Busch – Spoke regarding the design meeting for the lifeguard station at Grand Ave, El Segundo Beach. Wished everyone Happy Holidays.

Mayor McDowell – Reported on the MTA proposal for the Rail maintenance yard on the corner of Rosecrans and Sepulveda Blvd. and the exclusion of the El Segundo and Westchester sites from consideration.

12. PULLED BY MAYOR MCDOWELL
Consideration and possible action to adopt a resolution urging the State Legislature to repeal the designation of Serpentine - a source of asbestos - as the State's Rock. (Fiscal Impact: None)

13. Consideration and possible action regarding the annual request of Mr. S. Claus for variances from the Municipal Code.

MOTION by Council Member Fisher, SECONDED by Council Member Jacobson to approve:

(1) A Conditional Use Permit and waiver of regulations in ESMC Section 15-23-4; (2) The use of air rights and waiver of the Santa Monica Radial 160 R procedure (FAA should be contacted); (3) Grant a free business license for a non-profit organization (ESMC 4-1-7); (4) Waiver of ESMC 8-4-11B (Driveway Permits Required) and ESMC 8-5-11 (Parking on Grades). (5) Waiver of the Noise Ordinance to permit the sound of bells (ESMC 7-2-3); (6) Waiver of the Trespass Ordinance (ESMC 7-6-3) including 6-5-11 dealing with trespassing animals; (7) Waiver of the ordinance on Animal Regulations (ESMC 6-2-1).

MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

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.
Jim Boulgarides, Resident; spoke regarding the Life Guard restroom station at Grand Ave, (El Segundo Beach). He also spoke regarding the study by Los Angeles County regarding assuming the Fire Department services for El Segundo. He expressed that he was hoping to keep these services local and not have the County assume the services.

MEMORIALS – Shirley Mathews, former City Employee.

CLOSED SESSION – NONE

ADJOURNMENT at 8:17 p.m.

Cindy Mortesen, City Clerk
SPECIAL MEETING OF THE EL SEGUNDO CITY COUNCIL
Tuesday December 8, 2009 – 5:00 P.M.

CALL TO ORDER – Mayor McDowell at 5:00 p.m.

ROLL CALL
Mayor McDowell - Present
Mayor Pro Tem Busch - Present
Council Member Brann - Present
Council Member Fisher - Present
Council Member Jacobson - Present

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5 minute limit per person, 30 minute limit total) Individuals who have received value of $50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the City Council. Failure to do so shall be a misdemeanor and punishable by a fine of $250. While all comments are welcome, the Brown Act does not allow Council to take action on any item not on the agenda. The Council will respond to comments after Public Communications is closed. – NONE

SPECIAL ORDERS OF BUSINESS -

1. Consideration and possible action to direct staff to draft the necessary documents to place a ballot measure on the April 13, 2010 election for purposes of increasing the City's business license taxes (Chapter 4 of the El Segundo Municipal Code). If the Council directs that staff prepare the appropriate ballot measure documents, the documents will be placed before the Council at its December 15, 2009 Regular Council Meeting for potential final action.

Deborah Cullen, Finance Director, gave a report.

MOTION by Mayor Pro Tem Busch, SECONDED by Council Member Brann to direct staff to draft the necessary documents to place a ballot measure on the April 13, 2010 election for purposes of increasing the City's business license taxes using Option Two, a 10 year Urban CPI rolling average index and a 10% reduction of the Sales Tax Credit (Chapter 4 of the El Segundo Municipal Code). MOTION PASED BY UNANIMOUS VOICE VOTE 5/0

MOTION by Mayor McDowell, SECONDED by Council Member Fisher to add language to the proposed Ordinance for adoption by the people that allows for Council to reduce the Business License Tax at any time. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

ADJOURNMENT at 5:37 p.m.

Cindy Mortesen, City Clerk
AGENDA DESCRIPTION:

Consideration and possible action regarding the acceptance of the Washington Park Irrigation Replacement Project at Washington Street between Palm and Maple Avenues – Project No. PW 09-06. (Fiscal Impact: $49,000.00)

RECOMMENDED COUNCIL ACTION:

Recommendation – (1) Accept the work as complete; (2) Authorize the City Clerk to file a Notice of Completion in the County Recorder’s Office; and (3) Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

Notice of Completion

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $212,810.00
Additional Appropriation: No
Account Number(s): 301-400-8202-8990

ORIGINATED BY: Dan Garcia, Assistant City Engineer
REVIEWED BY: Dana Greenwood, Public Works Director
APPROVED BY: Jack Wayt, City Manager

BACKGROUND AND DISCUSSION:

On July 21, 2009 City Council awarded Belaire West Landscape, Inc. a contract for $49,000.00 to replace the irrigation at Washington Park. On December 22, 2009, staff inspected the completed project and now recommends accepting the project as complete. A notice of completion will be filed with the Los Angeles County Recorder’s Office if the City Council concurs.
NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: Washington Park Irrigation Replacement Project
Project No.: PW 09-06

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 Park

5. A work of improvement on the property hereinafter described was field reviewed by the City Engineer on December 22, 2009. The work done was: Washington Park Irrigation Replacement Project

6. On January 19, 2010, 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: Belaire West Landscape, 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: Public Park.

9. The street address of said property is: Washington Street between Palm and Maple Avenues

Dated: _________________________

Dana Greenwood
Public Works Director

VERIFICATION

I, the undersigned, say: I am the Public Works Director 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 _________________, 2009 at El Segundo, California.

Dana Greenwood
Public Works Director
AGENDA DESCRIPTION:

Consideration and possible action regarding acceptance of the replacement of a water main on Lairport Street project. Project No.: PW 09-04
(Fiscal Impact: $190,789.00)

RECOMMENDED COUNCIL ACTION:

1. Accept the work as complete
2. Authorized the City Clerk to file a Notice of Completion in the County Recorder's Office
3. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

Notice of Completion

FISCAL IMPACT: Included in Adopted Budget

Amount Requested: $190,789.00
Additional Appropriation: No
Account Number(s): 501-400-7103-8207

ORIGINATED BY: Maryam M. Jonas, Principal Engineer
REVIEWED BY: Dana Greenwood, Public Works Director
APPROVED BY: Jack Wayt, City Manager

BACKGROUND AND DISCUSSION:

On July 21, 2009, the City Council awarded a contract to Vido Samarzich, Inc. to replace the water main on Lairport Street in the amount of $192,870.00

All work associated with Project No.: PW 09-04 has now been completed to the satisfaction of the City. Staff recommends acceptance of the completed project.

The final contract amount based on the measured quantities is $190,789.00. This project was funded through the FY 2008-2009 Capital Improvement Program (Water Enterprise Fund).
NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: Replacement of Water Main on Lairport Street
Project No.: PW 09-04

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 utilities
5. A work of improvement on the property hereinafter described was field reviewed by the City Engineer on December 9, 2009. The work done was: Replace existing water main on Lairport Street.
6. On January 19, 2010, 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: Vido Samarzich, 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: Public utilities.
9. The street address of said property is: 348 Main Street

Dated: ____________________________

Dana Greenwood
Public Works Director

VERIFICATION

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

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

Executed on ________________, 2009 at El Segundo, California.

Dana Greenwood
Public Works Director
AGENDA DESCRIPTION:
Consideration and possible action regarding the approval of an agreement with Burlington Northern and Santa Fe Railways (BNSF) to construct a rail crossing over 120th Street just west of the intersection with Aviation Boulevard – Project No. PW 09-16 (Fiscal Impact: $50,000.00)

RECOMMENDED COUNCIL ACTION:
(1) Approve an Agreement with Burlington Northern and Santa Fe Railways in a form as approved by the City Attorney to construct a concrete rail crossing over 120th Street just west of the intersection of Aviation Boulevard; (2) Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
Agreement with BNSF

FISCAL IMPACT: Included in Adopted Budget
Amount Budgeted: $50,000.00
Additional Appropriation: N/A
Account Number(s): 301-400-8203-5958

ORIGINATED BY: Dan Garcia, Assistant City Engineer
REVIEWED BY: Dana Greenwood, Public Works Director
APPROVED BY: Jack Wayt, City Manager

BACKGROUND AND DISCUSSION:
As part of the FY 2009/2010 list of Capital Improvement Projects approved by the City Council, a $50,000.00 appropriation was made to the 118th and 120th Street Improvements. Northrop Grumman (NG) came to the Capital Improvement Program Advisory Committee and offered to contribute $25,000.00 toward this effort if the City would move forward with this improvement.

On November 18, 2009, City staff met with NG and BNSF to discuss moving forward with 120th Street in a similar fashion as the City did with the construction of the 118th Street Improvements in 2008. In that meeting NG offered to contribute an additional $7,000 if the project would include the slurry and the striping. The City and NG will contribute all of the committed funds ($82,000.00) to BNSF to design and build a concrete crossing that would have an estimated life of approximately 30 years and would significantly improve 120th Street. The total estimated cost of the crossing is $350,000.00. BNSF will be responsible for the remainder of the costs that exceed the City’s and NG’s contribution. Staff recommends approval of this agreement with BNSF so that construction can begin. Construction is expected to take approximately 30 working days (completion by the end of March 2010).
CROSSING SURFACE INSTALLATION AGREEMENT

BNSF RIGHT-OF-WAY
120th STREET
DOT #: 028048J
MP 13.62
Harbor Subdivision

This Crossing Surface Installation Agreement (hereinafter called, this “Agreement”) is entered into effective as of __________, 2010, by and between The City of El Segundo (hereinafter called, “Agency”) and BNSF RAILWAY COMPANY (hereinafter called, the “Company”).

WHEREAS, Company operates a freight transportation system by rail with operations throughout the United States and Canada; and

WHEREAS, Agency and Company desire to replace the existing crossing surface at 120th Street with new concrete and rubber crossing surface;

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Company Work.** The Company will install a new concrete and rubber crossing surface for a width of 72 feet from the edge of the pavement to edge of pavement. The new crossing surface will adequately cover all vehicular driving lanes at 120th Street. The work will include transitions from the rail to the street and Type II slurry from the eastern edge of Hornet Way to the western edge of Aviation Boulevard inclusive with the replacement thermoplastic striping. The Company will perform all necessary track upgrades to accommodate the new crossing surface.

2. **Payment: Invoicing.** Upon execution of this Agreement by both parties hereto, Company will send Agency an invoice detailing the total amount owed by Agency for the new crossing surface. Company shall send to Agency a final invoice upon completion and Agency shall pay the final invoice within 30 days of receipt. Agency agrees to pay Company a fixed amount of eighty-two thousand and No/100 Dollars ($82,000) for the new crossing surface.

3. **Maintenance of the Crossing Surface.** After installation of the new crossing surface is completed, the Company will maintain, at its own cost and expense, the crossing surface, against normal wear and tear, in a satisfactory manner for the expected life of the crossing surface. Notwithstanding the preceding sentence, the Company shall be entitled to receive any contribution toward the cost of such maintenance made available by reason of any existing or future laws, ordinances, regulations, orders, grants, or other means or sources.

4. **Vehicular Traffic during Installation.** The Agency shall provide, at its own cost and expense, all necessary barricades, lights or traffic control devices for detouring vehicular traffic at the 120th Street crossing during installation of the new crossing surface.

5. **Drainage.** The Agency agrees to allow the Company to drain water from the 120th Street crossing area into existing Agency storm sewers, if such storm sewers are available. Drain pipes and filter fabric necessary for such drainage will be furnished and installed by the Company.

6. **Term.** This Agreement begins on the effective date set forth above and remains in effect
until completion of all work contemplated in this Agreement and Agency’s payment of the amounts set forth in Section 2 above.


8. **Independent Contractor.** Agency and Company agree that Company will act as an independent contractor and will have control of all work and the manner in which it is performed. Company will be free to contract for similar service to be performed for other employers while under contract with Agency. Company is not an agent or employee of Agency and is not entitled to participate in any pension plan, insurance, bonus or similar benefits Agency provides for its employees. Any provision in this Agreement that may appear to give Agency the right to direct Company as to the details of doing the work or to exercise a measure of control over the work means that Company will follow the direction of the Agency as to end results of the work only.

9. **Governing Law.** This Agreement has been made in and will be construed in accordance with the laws of the State of California and exclusive venue for any action involving this Agreement will be in State or Federal Court in Los Angeles County.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested by its duly qualified and authorized officials as of the day and year first written above.

**COMPANY:**

**BNSF RAILWAY COMPANY:**

By: [Signature]
Printed Name: Melvin Thomas
Title: Manager Public Projects

**AGENCY:**

**City of El Segundo**

By: [Signature]
Printed Name: [Signature]
Title: [Signature]
AGENDA DESCRIPTION:

Consideration and possible action regarding elimination of the Senior Administrative Specialist position in the Recreation and Parks Department and addition of an Administrative Specialist position. (Fiscal Impact: Savings of $30,010)

RECOMMENDED COUNCIL ACTION:

1. Approve the elimination of the Senior Administrative Specialist position in the Recreation and Parks Department.

2. Approve the addition of an Administrative Specialist position in the Recreation and Parks Department.

3. Alternatively, discuss and take other action related to these items.

ATTACHED SUPPORTING DOCUMENTS:

None.

FISCAL IMPACT: Budget Adjustment Required

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ORIGINATED BY:  Bob Cummings, Director of Recreation and Parks

REVIEWED BY:  Bill Crowe, Assistant City Manager

APPROVED BY:  Jack Wayt, City Manager

BACKGROUND AND DISCUSSION:

On October 6, 2009, the Senior Administrative Specialist position became vacant when the incumbent opted to retire under the City’s Early Retirement Program. A review of the Department’s organizational structure was conducted and the decision was made to reorganize the Department and abolish obsolete positions. To this end, the Department has decided to eliminate the position of Senior Administrative Specialist and add an Administrative Specialist position. The Department is taking these actions to better reflect the nature, direction and level of administrative services provided in the Recreation and Parks Department. I am confident that a qualified professional with the skills required to perform these responsibilities can be appointed from the existing Administrative Specialist eligible list.

Eliminating the Senior Administrative Specialist position and adding an Administrative Specialist position will save the City $30,010 in the first year alone.
AGENDA DESCRIPTION:

Consideration and possible action regarding the adoption of a resolution that authorizes the City Manager or designee to 1) enter into an agreement with the California Energy Commission in a form approved by the City Attorney; 2) to apply for a grant from the Energy Efficiency and Conservation Block Grant (EECBG); 3) to receive grant monies from the EECBG; 4) amend the City Budget for Fiscal Year 2010 to 2011 to appropriate these monies to implement the El Segundo Efficiency Measures; and 5) to spend these grant monies. (Fiscal Impact: Potentially $90,691.00)

RECOMMENDED COUNCIL ACTION:

Recommendation - 1) Adopt the draft resolution and 2) alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

Resolution

FISCAL IMPACT: Potential

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ORIGINATED BY: Lauren Mahakian, Senior Administrative Analyst

REVIEWED BY: Dana Greenwood, Public Works Director

APPROVED BY: Jack Wayt, City Manager

BACKGROUND AND DISCUSSION:

As part of the American Recovery and Reinvestment Act (ARRA), the California Energy Commission has implemented the Energy Efficiency and Conservation Block Grant Program (EECBG), which provides non-competitive formula grants and competitive grants to local governments, states, territories, and Indian tribes to fund programs and projects that improve energy efficiency and reduces energy use and fossil fuel emissions.

The City of El Segundo has been allocated $90,691 in federal grants as part of this non-competitive formula grant process.

Energy Innovation Group, LLC (EIG) is under contract with the South Bay City of Governments (SBCCOG) to assist cities in applying for funding from the EECBG. A number of other cities in the South Bay (Palos Verdes Estates, Lawndale, Hermosa Beach, Lomita, and Rolling Hills Estates) are using these services to complete energy audits and determine projects for funding.
EIG will prepare specifications and a bid package, and the City will solicit bids to determine exact costs.

There are no matching funds required, and the City is not under any obligation to complete all of the above-mentioned projects or spend in excess of the $90,691 in total funding.

Staff recommends that the City Council approve Resolution No., authorizing the submittal of a funding application to the California Energy Commission to implement energy efficiency improvements at El Segundo City Hall.

EIG’s energy efficient report for City Hall recommends the following:

**El Segundo Energy Efficiency Measures**

**EEM-City Hall - Upgrade Lighting:**
Upgrade City Hall lighting systems from existing earlier generation T-8 lamps to latest generation T-8 lamps and high-performance ballasts.

**EEM-Police Department - Upgrade Air Handlers with UVC Emitters:**
Upgrade 6 existing air handler systems with UVC (ultraviolet C-Band) emitters.

**EEM-Police Department- Upgrade Lighting:**
Upgrade City Hall lighting systems from existing earlier generation T-8 lamps to latest generation T-8 lamps and high-performance ballasts.

**EEM-Fire Department-1 - Upgrade Lighting:**
Upgrade City Hall lighting systems from existing earlier generation T-8 lamps to latest generation T-8 lamps and high-performance ballasts.

**EEM-Library - Upgrade Air Handler with UVC Emitters:**
Upgrade 1 existing air handler system with UVC (ultraviolet C-Band) emitters.

**EEM-Library - Upgrade Lighting:**
Upgrade lighting systems from existing earlier generation T-8 lamps to latest generation T-8 lamps and high-performance ballasts.
RESOLUTION NO. __

A RESOLUTION AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO APPLY FOR, RECEIVE, AND APPROPRIATE GRANT FUNDS THROUGH THE CALIFORNIA ENERGY COMMISSION TO IMPLEMENT ENERGY EFFICIENCY IMPROVEMENTS AT EL SEGUNDO CITY HALL

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 is included in the Notice of Funding Availability ("NOFA") released August 20, 2009 by the California Energy Commission for the Energy Efficiency and Conservation Block Grant ("EECBG"). Funding for EECBG is made available through the California Energy Commission's EECBG Program for grants to eligible local governments for cost-effective energy efficiency project.

B. City of El Segundo is eligible for EECBG funding under the California Energy Commission's EECBG Program.

C. The City agrees to enter into a contract with the California Energy Commission and be subject to its terms and conditions. Funds from the EECBG must be used for allowable expenditures identified in Attachment "A" of the Contract.

D. In compliance with the CEQA, the City Council of the City of El Segundo finds that the approval of the energy efficiency projects described in Attachment "A" is a project that is exempt under California Code of Regulations Title 14, Article 19.

E. A copy of this Resolution should be included with the City's grant application.

SECTION 2: The City Manager, or designee, is authorized to apply for a grant from the EECBG to be used for the purposes identified in Attachment "A," to the Contract with the California Energy Commission which is incorporated herein by reference.

SECTION 3: The City Manager, or designee, is authorized to execute any required documents in a form approved by the City Attorney to receive the grant for the purposes identified herein.

SECTION 4: The City Manager, or designee, is authorized to accept and spend the grant monies identified in this Resolution for the purposes set forth herein.

SECTION 5: The City Council hereby amends or supplements the City's Budget for fiscal year 2010-2011 to appropriate the monies identified herein to pay for the plan proposed by the City in support of its grant application. The City Manager, or designee, is authorized to implement the purpose of this section.

SECTION 6: This Resolution will become effective immediately upon adoption.
PASSED AND ADOPTED this ___ day of _____________, 2010.

__________________________________________
Kelly McDowell,
Mayor

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

I, Cindy Mortesen, City Clerk of the City of El Segundo, California, hereby certify that the whole number of members of the City Council of the City is five; that the foregoing Resolution No. _________ was duly passed and adopted by said City Council, approved and signed by the Mayor of said City, and attested to by the City Clerk of said City, all at a regular meeting of said Council held on the ______ day of ________________, 2010, and the same was so passed and adopted by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

_________________________
Cindy Mortesen,
City Clerk

APPROVED AS TO FORM:
Mark D. Hensley, City Attorney

By: __________________________________________
   Karl H. Berger
   Assistant City Attorney
AGENDA DESCRIPTION:
Consideration and possible action regarding awarding a contract to S&L Specialty Contracting, Inc. for construction related to Group 39 (24 homes) of the City's Residential Sound Insulation Program (Project No. RSI 10-01).
(Estimated construction costs and retention: $716,705)

RECOMMENDED COUNCIL ACTION:
1. Reject the Bid from DAB Construction;
2. Waive minor irregularity in the Bid from S&L Specialty Contracting, Inc.;
3. Award a contract to S&L Specialty Contracting, Inc.;
4. Authorize the City Manager to execute a contract in a form approved by the City Attorney; and/or
5. Alternatively discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
2. Letter from G&G Specialty Contractors, Inc.

FISCAL IMPACT: Included in Adopted Budget

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ORIGINATED BY: James S. O'Neill, Program Manager
REVIEWED BY: Greg Carpenter, Director of Planning and Building Safety
APPROVED BY: Jack Wayt, City Manager

BACKGROUND AND DISCUSSION:
On January 5, 2010 the City Clerk’s office opened sealed bids for Group 39 (RSI 10-01) of the City’s Residential Sound Insulation (RSI) Program. The results were as follows:

1. DAB Construction, Inc. ......................................................$624,000
2. S&L Specialty Contracting, Inc. .........................................$651,550
3. Sam Boo Construction Corporation, Inc. ............................$663,000
4. Big West Construction Corporation ....................................$717,800
5. G&G Specialty Contractors, Inc. .......................................$733,226
6. Professional Building Contractors, Inc. ..............................$764,550

The lowest Bid, submitted by DAB Construction (DAB) is non-responsive for several reasons. First, neither the Underutilized Disadvantaged Business Enterprise (UDBE) goal of 7% was met, nor did DAB Construction included documentation showing a “Good Faith Effort.” Secondly, pages 6 and 8 (pages from the “Designation of Manufacturers and Suppliers”) were not included.
with the Bid. Although this was enough for staff to deem the Bid non-responsive, and thus concluded its review of the Bid from DAB, additional concerns were brought to the City’s attention from G&G Specialty Contractors, Inc. (See attached letter) Staff has reviewed the Bid from S&L Specialty Contracting, Inc. (S&L) and the Bid appears responsive with the following two (2) exceptions:

1. The listed manufacturer of the primary sliding glass doors proposed in the Bid is different from the manufacturer listed for the proposed secondary sliding glass doors. Section 08 32 13, paragraph 2.4, item E states that the manufacturer of the primary and secondary sliding glass doors must be the same.

2. The wood entry door warranty provided does not appear to meet the requirements of the Contract Documents.

Staff is recommending that the first item (related to manufacturer of primary and secondary sliding glass doors) be waived as a non-material irregularity. According to the all of the Bids received, it appears that 4 of the 6 Bidders complied with the requirement by listing Torrance Aluminum and all listed a combined price of $38,800. However, S&L listed Graham Architectural Products as the proposed manufacturer of primary sliding glass doors at a price of $32,057.87 and MonRay as the proposed manufacturer of secondary sliding glass doors at a price of $9,900. This appears to show S&L included a cost of $41,957.87 for two different manufacturers compared to a price of $38,800 from a single manufacturer, and thus does not represent a bidding advantage over other bidders. Additionally, there does not appear to be justified reason for the requirement, other than it may make it less confusing to homeowners when addressing warranty concerns, and may ultimately require bidders only ordering from one manufacturer. As such, staff will be researching this issue further and may be eliminating the requirement for future Groups.

As for the warranty for wood entry doors, the information provided by S&L appears to come close to the warranty requirements, and staff will be contacting S&L to attempt to resolve staff concerns. Staff expects that S&L will provide further documentation to clearly show that warranty requirements will be met prior to the City Council meeting, however felt that it was important to note that this issue remains at the time the staff report was submitted. As in the past, if this issue is not properly addressed promptly by S&L, staff will bring such failure to the City Council’s attention during the City Council meeting and revise its recommendation.

As the City Council is aware, S&L Specialty Contracting, Inc. successfully completed construction for many Groups of the Residential Sound Insulation Program for the City, including Groups 21, 22, 23, 25, 26, 27 and 29.

Although construction was not completed as scheduled for group 30, work was ultimately completed and an agreement was reached between the City and S&L. Staff sees no reason why S&L cannot successfully complete construction related to Group 39.

The amount requested for the contract is $716,705, which represents the Total Bid amount and an additional 10% for potential change orders related to unforeseen conditions.

City Council is reminded that eighty percent (80%) of costs associated with the Residential Sound Insulation Program are covered by federal grant funding from the Federal Aviation Administration (FAA). This remains a funding source until those funds identified in the Grant Implementation Plan to the City of Los Angeles are exhausted. Remaining expenses, except for
elective "Owner Upgrades" selected by property owners, are paid for by funding received as part of the settlement agreement with LAWA.
The undersigned declares that he/she has examined the Contract Documents, including without limitation the "Instructions to Bidders" and the "Conditions of the Contract," and otherwise satisfied himself/herself as to the nature and location of the Work, and is fully informed as to all conditions and matters which can in any way affect the Work or its cost, and agrees to the following:

To perform all Work in strict conformity with the requirements of the Contract Documents and at the following lump sum price:

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<th>ID</th>
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<th>Description</th>
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Total Bid (Contract Sum)

Six Hundred Fifty One Thousand, Five Hundred Fifty Dollars

$651,550.00

In case of discrepancy between the words and figures, the words must prevail.

Notices:

- Illegible Bids must be disqualified
- If the Total Bid does not equal the total of the Schedule of Values, it is grounds for rejection of the Bid or rescinding a Notice of Award.
- Inconsistencies between the Schedule of Values and the Plans for each Home are grounds for rejection of the Bid.

If awarded the Contract for the Work, the undersigned hereby agrees to execute the Contract within ten (10) calendar days as required by the Contract Documents (See Section 00 51 00).

Bid Security, which must not be less than ten percent (10%) of the Total Bid (Contract Sum), is enclosed as a guarantee that the undersigned will enter into a Contract if awarded to the undersigned. Bidder further agrees that in the event Bidder fails to execute the Contract in accordance with the requirements of the Contract Documents after being awarded the Contract, Bidder will be liable for and forfeit to the City the amount of the difference between the amount of its Bid and the larger amount for which the City procures the Work.
City of El Segundo
Residential Sound Insulation Program

Name of Firm: S&L Specialty Contracting, Inc.
315 South Franklin Street
Syracuse, NY 13202

Address:

Telephone Number: 315-478-9746

Contractor's License Number: 7960908

Type of License: B, C10, C20

License Expiration Date: 7-31-11

Type of Entity: ☑ Sole Proprietorship ☐ Partnership ☑ Corporation ☐ Other

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

Contractor Representative: JAMES W. LEANA

Title: PRESIDENT

Signature:

Dated this 31st day of December, 2009

If Corporation, please attach evidence of authority to sign.
January 08, 2010

Mr. James O’Neill
City of El Segundo
350 Main Street
El Segundo, CA 90245

RE: Residential Sound Insulation Program
    Group 39

Dear Mr. O’Neill,

Please accept this letter as our notification of items on DAB Construction, S & L Specialty Contracting, Sam Boo Construction and Bid West’s bids for the above referenced bid that we believe do not conform to the project specifications and issued addendums. We have also noted items on the other bidder’s proposal which are not delineated here but we will provide to you if requested.

- DAB Construction
  - Pages 6 & 8 of the bid forms are missing
  - The abatement contractor listed, Absolute Abatement, does not currently hold a B license as required by section 02 80 00 Paragraph 1.5.C.6.a
  - There is no Reference list for the businesses listed for “window & SGD” and “mechanical” that are shown to be performing more than 10% of the work.
  - Per section 07 30 00 the roofing work must be completed by or under the continuous direct supervision of an individual whom has at least 2 years recent experience in the roofing trade and whose employer maintains a current C39 license. The Contractor currently does not hold this license nor did they list a subcontractor with this license.

- S & L
  - Per section 08 32 13 Paragraph 2.4.E the manufacturer of the primary and secondary sliding glass door must be the same. Graham Architectural Products is listed as the primary sliding glass door manufacturer and Monray is listed as the secondary sliding glass door manufacturer.

- Samboo
  - The individual amounts do not add up to the total bid amount.
  - There is no manufacturer listed for the furnaces, air conditioning units or thermostats
  - There is no Reference list for the business listed for “heating & air conditioning” that is shown to be performing more than 10% of the work.
• Per section 07 30 00 the roofing work must be completed by or under the continuous direct supervision of an individual whom has at least 2 years recent experience in the roofing trade and whose employer maintains a current C39 license. The Contractor currently does not hold this license nor did they list a subcontractor with this license.
• The Non-Collusion Affidavit is not notarized.

• Big West
  • The individual amounts do not add up to the total bid amount.
  • Per section 08 32 13 Paragraph 2.4.E the manufacturer of the primary and secondary sliding glass door must be the same. Graham Architectural Products is listed as the primary sliding glass door manufacturer and Monray is listed as the secondary sliding glass door manufacturer.
  • There is no Reference list for the business listed for “HVAC” that is shown to be performing more than 10% of the work.
  • The abatement contractor listed, Absolute Abatement, does not currently hold a B license as required by section 02 80 00 Paragraph 1.5.C.6.a

If you have any questions please call me at (480) 921-4079.

Sincerely,

[Signature]

Charles E. GoodBallet
Vice-President
EL SEGUNDO CITY COUNCIL

AGENDA STATEMENT

MEETING DATE: January 19, 2010
AGENDA HEADING: Consent Agenda

AGENDA DESCRIPTION:
Consideration and possible action regarding awarding a contract to S&L Specialty Contracting, Inc. for construction related to Group 40 (20 homes) of the City's Residential Sound Insulation Program (Project No. RSI 10-02).
(Estimated construction costs and retention: $571,395)

RECOMMENDED COUNCIL ACTION:
1. Waive minor irregularity in the Bid from S&L Specialty Contracting, Inc.;
2. Award a contract to S&L Specialty Contracting, Inc.;
3. Authorize the City Manager to execute a contract in a form approved by the City Attorney; and/or
4. Alternatively discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:
2. Letter from G&G Specialty Contractors, Inc.

FISCAL IMPACT: Included in Adopted Budget

Amount Budgeted: $14,000,000
Additional Appropriation: N/A
Account Number(s): 116-400-0000-8960

ORIGINATED BY: James S. O'Neill, Program Manager
REVIEWED BY: Greg Carpenter, Director of Planning and Building Safety
APPROVED BY: Jack Wayt, City Manager

BACKGROUND AND DISCUSSION:
On January 6, 2010 the City Clerk’s office opened sealed bids for Group 40 (RSI 10-02) of the City’s Residential Sound Insulation (RSI) Program. The results were as follows:

1. S&L Specialty Contracting, Inc. .................. $519,450
2. G&G Specialty Contractors, Inc. ................. $528,251
3. Sam Boo Construction Corporation, Inc. .......... $538,000
4. Professional Building Contractors, Inc. .......... $578,791
5. Big West Construction Corporation ............... $592,000

The lowest Bid, submitted by S&L Specialty Contracting, Inc. (S&L) appears responsive with the following two (2) exceptions:
1. The listed manufacturer of the primary sliding glass doors proposed in the Bid is different from the manufacturer listed for the proposed secondary sliding glass doors. Section 08 32 13, paragraph 2.4, item E states that the manufacturer of the primary and secondary sliding glass doors must be the same.
2. The wood entry door warranty provided does not appear to meet the requirements of the Contract Documents.

Staff is recommending that the first item (related to manufacturer of primary and secondary sliding glass doors) be waived as a non-material irregularity. According to the all of the Bids received, it appears that 4 of the 6 Bidders complied with the requirement by listing Torrance Aluminum and all listed a combined price of $38,800. However, S&L listed Graham Architectural Products as the proposed manufacturer of primary sliding glass doors at a price of $32,057.87 and MonRay as the proposed manufacturer of secondary sliding glass doors at a price of $9,900. This appears to show S&L included a cost of $41,957.87 for two different manufacturers compared to a price of $38,800 from a single manufacturer, and thus does not represent a bidding advantage over other bidders. Additionally, there does not appear to be justified reason for the requirement, other than it may make it less confusing to homeowners when addressing warranty concerns, and may ultimately require bidders only ordering from one manufacturer. As such, staff will be researching this issue further and may be eliminating the requirement for future Groups.

As for the warranty for wood entry doors, the information provided by S&L appears to come close to the warranty requirements, and staff will be contacting S&L to attempt to resolve staff concerns. Staff expects that S&L will provide further documentation to clearly show that warranty requirements will be met prior to the City Council meeting, however felt that it was important to note that this issue remains at the time the staff report was submitted. As in the past, if this issue is not properly addressed promptly by S&L, staff will bring such failure to the City Council’s attention during the City Council meeting and revise its recommendation.

As the City Council is aware, S&L Specialty Contracting, Inc. successfully completed construction for many Groups of the Residential Sound Insulation Program for the City, including Groups 21, 22, 23, 25, 26, 27 and 29.

Although construction was not completed as required for group 30, work was ultimately completed and an agreement was reached between the City and S&L. Staff sees no reason why S&L cannot successfully complete construction related to Group 40.

The amount requested for the contract is $571,395, which represents the Total Bid amount and an additional 10% for potential change orders related to unforeseen conditions.

City Council is reminded that eighty percent (80%) of costs associated with the Residential Sound Insulation Program are covered by federal grant funding from the Federal Aviation Administration (FAA). This remains a funding source until those funds identified in the Grant Implementation Plan to the City of Los Angeles are exhausted. Remaining expenses, except for elective “Owner Upgrades” selected by property owners, are paid for by funding received as part of the settlement agreement with LAWA.
BIDDER’S PROPOSAL AND STATEMENT

Project Number RSI 10-02
“Residential Sound Insulation Program – Group 40”

To the Mayor and City Council
City of El Segundo
350 Main St.
El Segundo, CA 90245

The undersigned declares that he/she has examined the Contract Documents, including without limitation the “Instructions to Bidders” and the “Conditions of the Contract,” and otherwise satisfied himself/herself as to the nature and location of the Work, and is fully informed as to all conditions and matters which can in any way affect the Work or its cost, and agrees to the following:

To perform all Work in strict conformity with the requirements of the Contract Documents and at the following lump sum price:

<table>
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<tr>
<th>ID</th>
<th>Address</th>
<th>Description</th>
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Bidder’s Proposal and Statement  1  Last Modified: December 3, 2009
RSI 10-02 (Group 40)
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**Total Bid (Contract Sum)**

$519,450.00

In case of discrepancy between the words and figures, the words must prevail.

**Notices:**
- Illegible Bids must be disqualified
- If the Total Bid does not equal the total of the Schedule of Values, it is
City of El Segundo
Residential Sound Insulation Program

grounds for rejection of the Bid or rescinding a Notice of Award.
• Inconsistencies between the Schedule of Values and the Plans for each Home are grounds for rejection of the Bid

If awarded the Contract for the Work, the undersigned hereby agrees to execute the Contract within ten (10) calendar days as required by the Contract Documents (See Section 00 51 00).

Bid Security, which must not be less than ten percent (10%) of the Total Bid (Contract Sum), is enclosed as a guarantee that the undersigned will enter into a Contract if awarded to the undersigned. Bidder further agrees that in the event Bidder fails to execute the Contract in accordance with the requirements of the Contract Documents after being awarded the Contract, Bidder will be liable for and forfeit to the City the amount of the difference between the amount of its Bid and the larger amount for which the City procures the Work.

Name of Firm: S&L Specialty Contracting, Inc.
Address: 315 South Franklin Street
           Syracuse, NY 13202
Telephone Number: 315 478 9744
Contractor's License Number: 7916968
Type of License: B, C10, C20
License Expiration Date: 7/31/11
Type of Entity: ☑ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Other

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

Contractor Representative: JAMES W. LEANA
Title: PRESIDENT
Signature: 
Dated this 3rd day of December, 2009.

If Corporation, please attach evidence of authority to sign.
January 08, 2010

Mr. James O’Neill
City of El Segundo
350 Main Street
El Segundo, CA 90245

RE: Residential Sound Insulation Program
Group 40

Dear Mr. O’Neill,

Please accept this letter as our notification of an item on S & L Specialty Contracting’s bid for the above referenced bid that we believe do not conform to the project specifications and issued addendums. We have also noted items on the other bidder’s proposal which are not delineated here but we will provide to you if requested.

- Per section 08 32 13 Paragraph 2.4.E the manufacturer of the primary and secondary sliding glass door must be the same. Graham Architectural Products is listed as the primary sliding glass door manufacturer and Monray is listed as the secondary sliding glass door manufacturer.

If you have any questions please call me at (480) 921-4079.

Sincerely,

[Signature]
Charles E. GoodBallet
Vice-President
AGENDA DESCRIPTION:

Consideration and possible action regarding a request from the American Cancer Society to waive field and facility rental fees for the 2010 Relay for Life event at Recreation Park’s Softball Field on June 12-13. Relay for Life is requesting the rental fees be waived for the use of Softball Field and Joslyn Center. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:

1. Approve the fee waiver request from the American Cancer Society for the amount of $1170.00.
2. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

None

FISCAL IMPACT: None

Amount Budgeted: $0
Additional Appropriation: N/A
Account Number(s):

ORIGINATED BY: Jeff Van Fossen, Interim Recreation Superintendent
REVIEWED BY: Bob Cummings, Recreation & Parks Director
APPROVED BY: Jack Wayt, City Manager

BACKGROUND AND DISCUSSION:

The American Cancer Society has requested the use of Recreation Park’s Softball Field to host the 4th annual El Segundo Relay for Life event. The event is a 24-hour overnight fundraising event that will begin on Saturday June 12, 2010 at 9:00 a.m., and will conclude on Sunday, June 13, 2010 at 9:00 a.m.

Relay for Life celebrates cancer survivorship and raises money for American Cancer Society research and programs. At events in communities internationally, teams who have secured sponsorships gather at designated areas such as parks, fairgrounds, or schools and take turns walking or running laps continuously for 24-hours. Each team keeps one member walking or running at all times, while entertainment and food is provided by local business, sponsorships, and community groups.

Recreation and Parks Department staff met with Relay for Life representatives on several occasions to consider and discuss different venues to support this event, including Campus El Segundo, Richmond Street Field, Stevenson Field, and the grassy area north of the Check-out Area.
Building in Recreation Park. Relay for Life organizers expressed a strong preference for the Softball Field at Recreation Park because the field meets their size criteria and the field’s central location allows easy community access to the event. In addition, the Softball Field is adjacent to the Joslyn Center, which has been chosen to host the Cancer Survivor Breakfast.

Parks Maintenance Staff is aware of the intended field use associated with the event and expects the impact to the field to be minimal. Post event field renovation will be limited to a single aeration procedure which will require minimal down time.

The Recreation & Parks Commission recently offered support for this annual event, approved its relocation to Recreation Park’s Softball Field, and recommended approval of the fee waiver at the December 16, 2009 Recreation & Parks Commission Meeting. Although we propose to waive the Softball Field rental fees for $840.00 and facility use fees for Joslyn Center for $330.00, we will recover costs for City Staffing and field renovation for $750.00. Additionally, while we will not profit from this event, there will be no expense to the City.
AGENDA DESCRIPTION:

Consideration and possible action to direct staff to commence negotiating a contract with the South Bay Regional Public Communications Authority (SBRPCA) to provide Fire and Police communications services (Fiscal Impact: N/A).

RECOMMENDED COUNCIL ACTION:

1. Direct staff to commence negotiating contract with the SBRPCA and return to Council at a future Council Meeting with an update on negotiations and/or a proposed contract for potential Council approval;

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

ATTACHED SUPPORTING DOCUMENTS:

Interdepartmental Correspondence to Chief Cummings
Proposal for services from SBRPCA

FISCAL IMPACT: None

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

ORIGINATED BY: David Cummings, Chief of Police
REVIEWED BY: Kevin Smith, Fire Chief and David Cummings, Chief of Police
APPROVED BY: Jack Wayt, City Manager

BACKGROUND AND DISCUSSION:

The police and fire chiefs have been evaluating the benefit of maintaining our own communication center over the past several years and brought the idea to the City Council at the strategic planning session in March, 2009. Council directed further study into the matter. Police and fire department staff members have been studying the impacts extensively over the past ten months. The results of that research, summarized in the attached memorandum, lead to the following recommendation:

It is proposed that the City of El Segundo commence negotiations with the South Bay Regional Public Communications Authority (Officially, SBRPCA - referred to hereinafter by the common nickname “RCC”) to provide police and fire dispatching to the City, and to perform the City’s voice radio and mobile data equipment maintenance, radio frequency loading, and vehicle equipment conversions.
The Police and Fire Chiefs believe doing so will improve police officer, firefighter, and public safety; save the City approximately $5,300,000 in the first five years; and offer an opportunity for continued employment to current City employees working in the City’s dispatch/communication center.

From 1977 until 2000, the RCC provided dispatching and radio maintenance services for El Segundo. Near the end of that period, the RCC faced many challenges including infrastructure, equipment, software and management and apparently lacked an acceptable plan, or means, to immediately overcome them. For these reasons, El Segundo planned to form its own “regional” dispatch center. El Segundo’s center was built and began dispatching for El Segundo and Hermosa Beach in August of 2000.

Immediately on commencing operation, El Segundo enjoyed the benefits of a brand new on-site communication center such as new facilities and equipment, and direct control over management, as well as the drawbacks of no longer being a part of a regional communication facility, lack of immediate interagency information exchange, lack of access to tactical radio frequencies, low staffing levels, excessive multi-tasking of dispatchers, and increased equipment maintenance demands and introduction of developing technologies being absorbed by existing support staff.

Since that time, El Segundo has faced additional challenges such as the loss of Hermosa Beach as a customer; aging equipment requires maintenance and replacement; inability to achieve Emergency Medical Dispatch training; inability to provide Fire Department early alerts; inconsistent single-staged dispatching; inability to maintain adequate staffing levels; CAD/RMS deficiencies; and ongoing personnel and management issues.

Some of these issues could be improved, though doing so would come at considerable unbudgeted costs. But others for example, lack of immediate regional information sharing, would still exist. Note: The current budget does not fully fund the center’s desirable staffing.

Since June of 2002, the RCC has made many changes and improvements, such as a new funding mechanism, new building and equipment, improving the decision making process by creating an Executive Committee and having the same director in place for over eleven years, all of which has significantly improved and stabilized their operation.

Looking back in review: From 1977 until some time prior to August 2000, the RCC provided dispatch services to El Segundo. The issues of that time made it a wise decision for El Segundo to create its own, small regional center.

However, since that time, the El Segundo regional center concept failed to materialize, the benefits of regionalized services have been sorely missed, and our equipment has aged. Meanwhile, the RCC has redone its entire organization for the better. Looking forward: Contracting with the RCC today is as wise and a proper decision as it was to leave in 2000.
Though both chiefs believe regionalizing dispatch services, by joining the RCC, will improve operations to the extent that they would have proposed it whether or not there were cost savings involved, however the cost savings that are projected to be realized are significant enough to warrant discussion.

The communications center budget for the current fiscal year is $2,337,050 and projected to be $2,532,645 in 2010/2011. These budgets include recruiting, hiring and training personnel as well as the salaries and benefits of dispatchers, supervisors and one manager (currently a police Lieutenant), costs of radio equipment maintenance, antenna site leasing and connectivity, modem airtime services, and fees for the West Covina Service Group software, and cost of build out of Police Department vehicles.

The RCC proposes an initial 5-year agreement at a cost of $1,150,000 for the first year with increases equal to the Consumer Price Index but not to exceed 5% annually. The RCC will provide police and fire dispatching, labor costs for vehicle build out/conversions, maintenance of the mobile in/car camera system, maintenance of existing radio equipment/sites, and frequency loading.

Based on these figures, the projected savings for El Segundo are estimated to be $1,100,000 per year for the first two fiscal years. Slightly greater savings should be realized in each subsequent year for the term of the contract. Additionally, at least $1,500,000 currently in the Equipment Replacement Fund for the communication center would be available to return to the General Fund once the transition was complete. These projected savings include the elimination of one police lieutenant position.

Previously there has been interest expressed by Council members in maintaining El Segundo as a redundant system to RCC. True redundancy would require the addition of significant hardware and duplication of personnel at both sites which would nearly double the cost of operating the centers separately as they are today. The City Manager and Chiefs believe this is cost prohibitive.

However, it is estimated that for an additional $250,000 not included above, El Segundo could maintain two operational consoles for five years. At the end of five years, all the equipment in the center will have reached the end of its predicted lifespan and require replacement at a cost of up to $1,000,000. If Council chooses to fund that option, the RCC will commit personnel to test the consoles and ensure their operability at no additional cost. The City Manager and Chiefs are not at this time recommending that the two consoles remain operational.

It is recommended that the City Council give authority to the staff (City Manager, Fire and Police Chiefs, and City Attorney) to commence negotiations and return to Council at a future Council Meeting with an update on negotiations and/or a contract for potential Council approval.
City of El Segundo
Inter-Departmental Correspondence

January 12, 2010

To: David Cummings, Chief of Police (through channels)

From: Carlos Mendoza, Lieutenant

Subject: Communications Center Analysis

Background

In August 1997, the City of El Segundo contracted with the Warner Group to conduct a study to analyze viable public safety dispatch communications alternatives available that best meet the needs for improved service and responsiveness to the citizens and public safety personnel of the City of El Segundo.

Following are some of the findings of the report:

In 1997, the South Bay Regional Public Communications Authority (SBRPCA) consisted of four South Bay Cities: El Segundo, Gardena, Hawthorne, and Manhattan Beach.

Staffing consisted of an Executive Director (which was vacant and had a police Lieutenant from the City of Hawthorne as the acting Executive Director), Operations Manager, Operations Analyst, Computer Systems Analyst, Senior Communications Technician, Administrative Analyst (vacant), Technical Services Manager (vacant), 37 dispatchers (2 vacancies), 4 supervisors, and 3 communication technicians. SBRPCA dispatched police and fire services for the cities of Gardena, Manhattan Beach, and El Segundo, while dispatching only police services for the City of Hawthorne.

The facility in 1997 consisted of a school building leased from the Centinela Valley School District. They moved into that building in 1983. The lease on the building had expired in 1994 but SBRPCA was still occupying the building. The Centinela Valley School District had told the Authority that they would take possession of the building not sooner than June 1998 and no later than December 1998. The facility was too small, did not meet legislative mandate (ADA) and Title 24 (Essential Services Building Act), and lacked security.

The dispatch area consisted of four complaint-taker positions and four dispatch positions. During a typical shift, all of these positions were staffed by dispatchers along with one supervisor. The structure called for one dedicated dispatching position for each police department for the cities of Gardena and Hawthorne, one shared dispatching position for the cities of El Segundo and Manhattan Beach Police Departments and a single dispatch position for the three participating fire departments.
The wireless communications system was a conventional analog radio system. The system consisted of five UHF radio channels used for police operations, and two VHF frequencies for fire operations. There were an inadequate number of receiver sites and they were not optimally placed to accommodate radio signals.

An 800 MHz radio frequency supported El Segundo’s mobile data requirements, but VHF frequencies were used to support the other cities. The radio system was approximately 20 years old and was in need of immediate replacement.

Prior to 1997, the last upgrade to SBRPCA’s CAD software was in 1989 with minor alterations made over the years. The computer operation system was also obsolete. The computer operating system software and CAD software were beyond their expected useful life and needed a complete upgrade.

Based upon the analysis of the Warner Group, the following represented some of the key findings concerning the participation of the City of El Segundo in the SBRPCA.¹

- There was a lack of consensus on the priorities for SBRPCA improvements.
- Informal decision-making processes were in some cases circumventing procedures established in SBRPCA by laws. In turn, SBRPCA issues many times were overshadowed by individual agency agendas.
- El Segundo calls for service were occasionally delayed due to high call volumes and operating procedures.
- Almost all SBRPCA public safety systems (e.g. computer-aided dispatch and radio infrastructure) were at the end of their life cycle and significant upgrades were required.
- The SBRPCA executive director position was vacant. Uncertainty existed on who the permanent replacement should be and whether internal or external candidates should be sought.
- Budget constraints hampered SBRPCA’s ability to make necessary improvements in facilities and operations.
- The Centinela Valley High School District, the current dispatch facility needed to be vacated in June 1998. As a result, the future physical location of SBRPCA was in question. The facility also lacked adequate maintenance/service space, hardened infrastructure and building security.

Two broad options, each with alternatives, were recommended to fulfill El Segundo’s communications/dispatching needs and requirements. The alternatives were:

I. Remain with SBRPCA
   1. Continue with Status Quo
   2. SBRPCA accomplishes necessary improvements

II. Withdraw from SBRPCA
   3. Implement stand-alone operation
   4. Initiate new regional endeavor of some kind

¹ Page 3 of Public Safety Communications Dispatch Center Assessment by The Warner Group
Each of the alternatives was found to meet the City’s public safety dispatching needs and requirements except Alternative #1.

Based on the analysis of the Warner Group they recommended that El Segundo pursue Alternative #2 (Remain with SBRPCA with the accomplishment of the necessary improvements). The Warner Group felt that “this alternative is the best alternative available to meet City needs and requirements.”

The report went on to detail the improvements that were required in order to make El Segundo’s continuing participation in SBRPCA an acceptable decision:

1. Initiate Strategic Planning – The City of El Segundo and SBRPCA partners needed to initiate a structured planning approach to create a SBRPCA vision and mission. In addition, objectives, needs and requirements, goals, priorities, time lines, as well as roles and responsibilities needed to be clearly established.

2. Improve Decision Making Process – The governance issue needed to be resolved before any effective changes could occur to drive the necessary improvements. SBRPCA participants needed to begin efforts to improve the decision making process whether through internal efforts or with the help of a professional organization with proper experience and proven results.

3. Measure Success on January 1, 1998 – The City of El Segundo should assess whether acceptable progress had been made on the Action Plan by January 1998. That date allowed SBRPCA and all of its member cities ample time to show commitment and demonstrate good faith efforts in making progress.

If acceptable progress was not made, the recommendation was to immediately move to Alternative #3 Withdraw from SBRPCA – Implement Stand-Alone Operation. Further, the City should concurrently attempt to move to Alternative #4 Withdraw from SBRPCA – Initiate New Regional Endeavor by seeking other partner agencies.

4. Hire SBRPCA Director/Leadership – Once the strategic planning effort was complete, the SBRPCA should hire a new director or adopt some other type of effective leadership structure which would facilitate implementation of the strategic plan.

5. Determine Approach to Short Term Mobile Data Issues – Both the City and SBRPCA needed to assess the current mobile data needs and requirements and begin implementation of improvements as soon as possible.

6. Select New SBRPCA site and Build New Communications Center – A permanent SBRPCA needed to be found, and an essential services compliant

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1 Page V-1 of Public Safety Communications Dispatch Center Assessment by The Warner Group
2 Page V-1 to V-2 of Public Safety Communications Dispatch Center Assessment by The Warner Group
communications center needed to be built to meet needs and requirements outlined in strategic planning efforts.

7. Initiate Development of Technical Infrastructure – With the development of the new communications center, development of the technological infrastructure needed to be addressed including procurement of a new CAD system, upgrade of the mobile data infrastructure, improvements of the voice radio system (i.e. improve radio coverage), and other related technological enhancements such as E9-1-1, radio consoles, and recording equipment.

8. Plan for Future Radio Build Out – Many questions existed regarding future availability of spectrum allocations for the needs of public safety providers. It was in the City’s best interest to delay pursuing the acquisition of a new radio system.

The City decided to pursue Alternative #3 and on August 2, 2000, opened the El Segundo Public Safety Communications Center (ESPSCC). Concurrently, the City pursued Alternative #4 and on August 10, 2000 the City of El Segundo began providing dispatching services for the City of Hermosa Beach.

In May of 2003, the City of Hermosa Beach City Council decided to terminate the contract with ESPSCC and contracted with SBRPCA for public safety communication services.

The reasons for the Hermosa Beach transition were both financial and operational. El Segundo did not provide radio maintenance for their radio system nor did El Segundo provide a radio infrastructure for Hermosa Beach radio frequencies. The SBRPCA would provide maintenance of radio equipment and infrastructure, along with additional radio frequencies to be used for special events and tactical situations.

Hermosa Beach also had fire department considerations for the transition. The cities of Hermosa Beach and Manhattan Beach have mutual and automatic aid agreements for both fire and emergency medical services. It was the opinion of Hermosa Beach that response times may be shortened for both cities when exercising these reciprocal agreements when simultaneous dispatch occurs by one communication center. In addition, Hermosa Beach indicated that SBRPCA operated five radio sites in the South Bay that provided overlapping coverage. This radio coverage would be an improvement to the existing condition of the transmission site operated by the City of Hermosa Beach.¹

CURRENT OPERATIONS

GOVERNANCE / FACILITY – ESPSCC

The governance of the ESPSCC falls under the Police Department. It was established as a division of the Police Department with a separate budget. All operations of the

¹ Staff Report presented to Hermosa Beach City Council at April 3, 2003 regular council meeting.
Communications Division fall under a Police Lieutenant as the manager. The Lieutenant reports directly to the Administrative Services Captain who reports to the Chief of Police. The Communications Division Lieutenant is rotated out of the position approximately every three years.

The ESPSCC opened in August 2000 at a total cost of approximately $5.3 million dollars. The facility was built using approximately $2.8 million dollars from the General Fund and the Asset Forfeiture Fund. It was designed by WMM Associates and built by Hazama Corporation. The center consists of two levels (10,000 sq. ft. total) with the top level allocated to the Communications Center. The first level consists of parking, large storage room, and UPS room. The second level consists of the main communications area, manager’s office, supervisor’s office, IT office, Emergency Operations Center, a kitchen area, lockers, bathrooms, shower, and back room for electrical and communications equipment.

The main communications area consists of eight dispatch work areas. The center originally opened with five fully equipped and operational radio consoles. Over the years, equipment was added to the sixth console area to make it fully operational. With the breakdown of equipment from the original five consoles, the parts from the sixth console were later used to repair the broken consoles. The sixth console is no longer fully operational and there are no plans to increase the number of console operator (dispatch) positions.

The center is equipped with Motorola Voice Radio system, Vesta 9-1-1 telephone system, Dictaphone Voice Logging Recorder, Console Furniture from Pacific Bell, and remote connection to the West Covina Service Group CAD/RMS computer system.¹

The Motorola Voice Radio system consists of three parts: primary and backup radio infrastructure, radio consoles, and user (portable and mobile) equipment. Infrastructure consists of all equipment located at the El Segundo radio sites (i.e. Quantar repeaters, receivers, and base stations). The radio consoles purchased were Motorola Centracom Gold series with flat screen color monitors. User equipment consists of portables and mobile subscriber units (XTS3000 portables and MCS2000 mobile units). Note: most of the user equipment purchased with the opening of the ESPSCC is no longer in service. The equipment has been replaced with funds from the Police Department budget.

The start-up cost for all the technology in the center was approximately $2.5 million dollars. The expected life for most of the fixed equipment was set at 10-15 years. This has proven to be fairly accurate. For example, the Dictaphone Voice Logging Recorder has exceeded the original life expectancy and regularly breaks down. Currently the Communications Center budget contains a $13,000 line item for repairs of the recorder but a new recorder is expected to cost approximately $50,000. The replacement funds have been placed in the 09/10 Fiscal Year Equipment Replacement Fund for use.

The five Motorola Centracom Gold Series radio consoles are scheduled to be replaced in 09/10 Fiscal Year. Approximately $78,000 has been placed in the 09/10 Fiscal Year

¹ See CAD/RMS section for description of this system
Equipment Replacement Fund The Motorola Wireless Communication System infrastructure is scheduled to be replaced in the 2015/206 Fiscal Year. In September 2010 there will be $2.145 million dollars in the Equipment Replacement Fund for the replacement of this system and other communications center equipment.

GOVERNANCE / FACILITY – SBRPCA

The SBRPCA was organized in 1975 under the provisions of the Joint Exercise of Powers Act of the Government Code of the State of California. At the present time, the Authority is made up of the Cities of Gardena, Hawthorne, and Manhattan Beach. The Authority also provides communications services to the City of Hermosa Beach under contract.

SBRPCA’s Board of Directors, consists of one Council Member from each of the Member Cities, and maintains authority over the annual budget. Policy management is relegated to the Executive Committee, consisting of City Managers from each of the Member Cities. The Executive Director, who is appointed by the Executive Committee, manages the day-to-day operations. A User Committee, consisting of Police and Fire Chiefs from the Member Cities, provides directions relative to the needs of the organization. Police Officers and Firefighters from the Member Cities make up the Police and Fire Task Forces, which provide feedback and recommendations on operational issues, equipment specs, etc.
As a contract city, the El Segundo City Manager would be allowed to attend all Executive Committee meetings and would be included in all discussions but does not count as a vote. The Police and Fire Chiefs of El Segundo would be expected to attend the separate User Committee meetings where they are allowed to vote. The Police and Fire Task Forces deal with operational issues, equipment specifications, etc. They are attended by all cities and all members get a vote.

The SBRPCA opened its new facility in June 2002. The new facility was designed by Charles Walton and Associates from Glendale who specialize in communications centers. It is 20,000 sq. ft. and was designed and constructed following the NFPA (National Fire Protection Association) 1221 Standards at a cost of $10,000,000. The ground floor is primarily for all technology systems and the Technical Services Division offices along with five large vehicle bays for emergency vehicle build outs and support. The second floor has all Administrative offices, large conference room/EOC, training center, large break room with lockers, outdoor patio, and the main communications center. The center is equipped with Zybex console furnishings, Motorola Centracom Gold radio console equipment, Vesta 9-1-1 telephone system, and Tiburon Version 7.2 CAD/RMS computer system.

The SBRPCA currently has 20 operator positions in the communications center, seventeen of which are fully functional. With average staffing at 10 – 12 dispatchers, there is adequate expansion for redundancy and surge situations. SBRPCA has indicated that they intend to make some of the non-functional consoles into fully functional consoles to accommodate additional staffing while maintaining their margins for emergencies. The center has the capacity to add several more cities.

**STAFFING BACKGROUND**

To fulfill the mission of a 9-1-1 Public Safety Answering Point (PSAP), and to provide efficient service to the public safety departments served, requires that an adequate number of qualified personnel be on duty in a Communications Center. When this is not the case, the quality of service deteriorates, personnel become overworked, and attrition rates increase. The long-term result is often a snowballing effect of fewer available dispatchers and greater difficulty in hiring and training.

It is estimated that during every calendar year individual Communications Center personnel are off work an average of 372 of their scheduled 2080 work hours. This is attributed to vacation, comp days off, sick time usage and attending mandatory training; it does not include other leave types such as: IOD, maternity, or bereavement.

Since the inception of the ESPSCC, the question continually asked is "How many people do we need to fully staff the center?" Determining staffing levels is not a perfect science and it changes based on time, day, date, season, and special events. In October 2003 the National Emergency Numbering Association (NENA) presented a method for calculating recommended operational staffing for PSAPs serving populations of less than 140,000. The NENA staffing model recommends that a Communication
Center employs 14 fully trained, first-line personnel (dispatchers, call takers, shift supervisors) in order to maintain a minimum staffing of three per shift.¹

The following table details the method used to arrive at this staffing recommendation:

<table>
<thead>
<tr>
<th>Days in a Year</th>
<th>365</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Days Off:</td>
<td></td>
</tr>
<tr>
<td>Weekends (3.5 days per 52 weeks)</td>
<td>182</td>
</tr>
<tr>
<td>Paid Holidays Off</td>
<td>0</td>
</tr>
<tr>
<td>Vacation</td>
<td>10</td>
</tr>
<tr>
<td>Personal Days Off (Comp)</td>
<td>12</td>
</tr>
<tr>
<td>Training</td>
<td>3</td>
</tr>
<tr>
<td>Conference</td>
<td>0</td>
</tr>
<tr>
<td>Sick</td>
<td>6</td>
</tr>
<tr>
<td>Total Days Off per Year</td>
<td>213</td>
</tr>
<tr>
<td>Days Available to Work (365 - Total Day Off per Year)</td>
<td>152</td>
</tr>
<tr>
<td>Number of Hours Worked per Day</td>
<td>12</td>
</tr>
<tr>
<td>Hours Available to Work</td>
<td>1824</td>
</tr>
<tr>
<td>Staffing Ratio* (Hours in Year/Hours Available)</td>
<td>4.80</td>
</tr>
<tr>
<td>Personnel Needed to Maintain Minimum Staffing of Three per Shift (Staffing Ratio x 3)</td>
<td>14.41</td>
</tr>
</tbody>
</table>

*Staffing Ratio - How many persons must be hired to keep one position manned 24 x 7. It is calculated by dividing the number of hours in a year by the number of hours a dispatcher is available to work at a position.

STAFFING – ESPSCC

The ESPSCC's current authorized staffing is for one Police Lieutenant, four Supervising Dispatchers, and nine Dispatchers. At the start of the upcoming deployment period (January 16, 2010 to July 16, 2010), the center will have four Supervising Dispatchers, eight Dispatchers (two will be on training) and two part-time Dispatchers.

When the center is staffed with three operators the assignments are for one police dispatcher, one fire dispatcher, and one call taker. All three of these positions are interchangeable (i.e. the fire dispatcher and police dispatcher can also be call takers when the assigned call taker is busy). Since Dispatch Supervisors also perform as line-level dispatchers, a supervisor would take one of the assignments while on-duty. When the center is staffed with only two operators then the three assignments are shared by the two operators and effectively they have no relief.

Based on the above staffing model and operational requirements, minimum staffing for the ESPSCC is three dispatchers on every shift. Therefore the ESPSCC is currently understaffed by one full-time dispatcher. The starting total employee compensation is

¹ PSAP STAFFING GUIDELINES REPORT; COMMISSIONED BY NENA SWAT OPERATIONS TEAM; August 1, 2003, page 15
$90,000. See attachment “B” for line item added to reoccurring annual cost of adding a dispatcher.

The minimum staffing for the center is three dispatchers 24/7. Due to current staffing shortages, the staffing for the upcoming deployment period will be as follows:

Thursday, Friday, Saturday, and every other Wednesday
#1 watch (graveyard shift) 1800 – 0600 2 operators 1 supervisor
#2 watch (day shift) 0600 – 1800 2 operators 1 supervisor

Sunday, Monday, Tuesday, and every other Wednesday
#1 watch (graveyard shift) 1800 – 0600 1 operators 1 supervisor
#2 watch (day shift) 0600 – 1800 1 operators 1 supervisor

(Mandatory Overtime Shift to increase staffing to 3 during the below listed days/times)

Monday, Tuesday, and every other Wednesday
#3 watch (swing shift) 1400-0200 1 operator on overtime

For the upcoming deployment period (January 2010 to July 2010) the center will have two part-time employees that work a variety of shifts including coverage for days off of full-time personnel and to increase staffing to three during the above listed day/times when there are only two personnel on-duty.

In order to maintain minimum staffing levels of three operators on every shift for the January 2010 to July 2010 deployment period, the Communications Center will have to fill at least 168 hours of overtime (fourteen 12-hour shifts) for every two-week pay period. That would be 2,184 hours of overtime for the 6-month deployment period (13 pay periods) and does not take into consideration any other time-off that needs to be filled (i.e. sick time, vacation, IOD, bereavement, comp, etc). The Communications Center’s three-year overtime budget has averaged $108,000 per year. It is projected to be $135,000 in the 09/10 Fiscal Year and can be expected to increase unless additional dispatchers are hired.

An additional cost that is not commonly allocated to the dispatch operation though it is specific for this purpose is the ongoing recruitment, testing, and background checks necessary for hiring dispatchers. Below is the breakdown of an average yearly cost to recruit, test and conduct background checks for dispatcher applicants. The sample number of six complete background investigations was utilized. Even though this number could vary, the personnel division has confirmed that it conducts a minimum of six complete backgrounds every fiscal year. If El Segundo were to contract with SBRPCA this cost would be eliminated.

**AVERAGE RECRUITMENT, TESTING AND BACKGROUND COSTS FOR DISPATCHER APPLICANTS**

Advertising – Herald (yearly) $ 1,950
Internet Advertising (Hot Jobs, CareerBuilder, etc.) (yearly) $3,000
H.R. office time – processing applications requests, letters, etc. $1,140
CPS Written Exams $350
Written Exam Proctors (Sgt. and three cadets)-one test $455
Oral Interviews (two sworn supervisors & one dispatch supervisor) $3,160
Background investigations (investigative time – 6 @ $2,100 {average}) $12,600
Background documents (6 @ $169):
  
  Background letters/questionnaires postage - $30
  Livescan (DOJ & FBI) - $50
  Equifax Credit Report - $20
  KnowX Public Records Search - $40
  LASD Criminal Records Check - $29
Polygraph Exams (6 @ $250) $1,500
Psychological Exams (6 @ $405) $2,430
Medical/physical Exams (6 @ $100) $600
$26,999

STAFFING – SBRPCA

The Authority consists of three operating departments: Administration, Operations, and Technical Services. The current staff in Administration consists of an executive director who oversees all operations and fiscal commitments; an operations manager who oversees all operational issues in the communications center; an administration manager who oversees personnel, training and the Technical Services Department; one administrative secretary; one finance manager; one financial accountant; and one communications supervisor assigned to administration.

Current staffing in the Technical Services Department includes one technical services manager who oversees all technical services' operations; one lead communications technician – who oversees all vehicle system installations and provides infrastructure communications system support; one lead communications technician – responsible for all radio programming, frequency coordination and mobile data computer (MDC) systems; one communications technician responsible for radio diagnostics and MDC system diagnostics/repairs, etc.; and two junior communications technicians responsible for all installations and repairs of rolling stock.
The current authorized personnel for the Operations Department is 36 Operators and 7 Supervisors and they are fully staffed. This would increase to 48 Operators and remain at 7 Supervisors if El Segundo were to contract with them. The current combined population served for all four cities is approximately 206,000.

The current minimum staffing at SBRPCA is as follows:

<table>
<thead>
<tr>
<th>Shift</th>
<th>Time</th>
<th>Operators</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2 watch (day shift)</td>
<td>0600 - 1800</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>#1 watch (graveyard shift)</td>
<td>1800 - 0200</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>0200 - 0600</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Friday &amp; Saturday</td>
<td>1800 - 2300</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2300 - 0200</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>0200 - 0300</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>0300 - 0600</td>
<td>7</td>
<td>1</td>
</tr>
</tbody>
</table>

If El Segundo contracted services with the Authority the minimum staffing would increase by two operators on every shift.

The communications operator assignments on shifts are as follows:

2 Complaint takers  
1 Fire dispatcher for Hermosa Beach and Manhattan Beach  
1 Back-up fire dispatcher – doubles as additional complaint taker  
1 Parking & animal control dispatcher – doubles as additional complaint taker  
1 Police dispatcher for Gardena  
1 Police dispatcher for Hawthorne  
1 Police dispatcher for Manhattan Beach and Hermosa Beach (other than Friday and Saturday nights where they each get a dispatcher between the hours of 2300 and 0200 hours)  
1 Supervisor monitoring the center  
9 Total Personnel  
10 Tctal Personnel on Friday & Saturday nights from 2300 -0200

If the City of El Segundo were to contract services to the Authority, one additional police dispatcher strictly for El Segundo Police (24 hours a day, seven days a week) and one additional complaint taker would be added. This would increase their minimum staffing most hours of Sunday through Thursday to eleven, comprised of ten communications operators and one communications supervisor. On Fridays and Saturdays between the hours of 2300 and 0200, it would increase to twelve, with eleven communications operators and one communications supervisor.

The El Segundo Fire Department would be on the same frequency as Hermosa Beach and Manhattan Beach Fire Departments and would be dispatched by the same operator who is assisted by the back-up fire-dispatcher and dispatch supervisor as necessary.
### Side-by-Side Staffing Comparison

<table>
<thead>
<tr>
<th>Role</th>
<th>ESPSCC</th>
<th>SBRPCA (Current)</th>
<th>SBRPCA (Merged)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director – Police Lieutenant</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Operations manager</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Administration manager</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Administrative secretary</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Finance manager</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Financial accountant</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Technical services manager</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Lead communications technician</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Communications technicians</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Full-time dispatchers</td>
<td>9 (one vacancy)</td>
<td>36</td>
<td>48</td>
</tr>
<tr>
<td>Part-time dispatchers</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dispatch Supervisors</td>
<td>4</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total Personnel:</strong></td>
<td>16</td>
<td>55</td>
<td>68</td>
</tr>
</tbody>
</table>

### CALL ANSWER TIMES

An area where statistics allow for direct comparison between SBRPCA and ESPSCC is how quickly calls are answered in the dispatch center, those being 911 calls, seven digit lines, etc. The statistics for this are obtained from AT&T's Frame Rely Network Information Service (FRNIS). SBRPCA and ESPSCC both utilize the same system so statistics are comparable. Below is the comparison between both centers utilizing statistics for 2008.

<table>
<thead>
<tr>
<th></th>
<th>SBRPCA</th>
<th>ESPSCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>911 calls answered in 0-1 rings</td>
<td>84.6%</td>
<td>98.6%</td>
</tr>
<tr>
<td>911 calls answered in 0-2 rings</td>
<td>98.5%</td>
<td>99.9%</td>
</tr>
<tr>
<td>911 calls answered in 0-3 rings</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>All calls answered with 0-2 rings</td>
<td>96.5%</td>
<td>99.6%</td>
</tr>
</tbody>
</table>

Average # of calls answered per month

<table>
<thead>
<tr>
<th>TYPE OF CALLS</th>
<th>SBRPCA</th>
<th>ESPSCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-1-1 calls</td>
<td>7,880</td>
<td>1,107</td>
</tr>
<tr>
<td>7-digit calls</td>
<td>10,717</td>
<td>3,386</td>
</tr>
<tr>
<td><strong>Total average # of calls received per month</strong></td>
<td>18,597</td>
<td>4,492</td>
</tr>
</tbody>
</table>
CALL DISPATCH PROCEDURES

The SBRPCA captures dispatch time segments in a different manner than the ESPSCC. Because of the use of the Tiburon Computer Aided Dispatch (CAD) system, they capture different segments of a call. The ESPSCC utilizes the West Covina Service Group (WCSG) CAD system. Since these two systems are completely different it is impossible to establish a scientifically accurate comparison model. However both organizations perform their functions within accepted industry standards.

The SBRPCA provides a two-phase dispatch process. A 9-1-1 call is received by a call taker who performs an address verification of the incident location and solicits key points of information from the reporting party. Simultaneously, the information is routed to an assigned dispatcher via the computer, who dispatches emergency units to the scene while the call taker remains on the line speaking with the reporting party.

The SBRPCA employs what they term a “pre-alert,” initiated by the call taker, not the dispatcher. For example, when the call taker receives a 9-1-1 call from a citizen for a robbery in progress at a specific location, from their console the call taker can broadcast on the frequency for that particular agency and announces via a pre-alert such as, “El Segundo units – robbery in progress at McDonald’s, Sepulveda and El Segundo, details to follow” initiating a response from El Segundo police units. The call taker then acquires additional information from the citizen regarding the incident and sends it to the dispatcher for a more complete dispatch including automatic mobile data updates.

The ESPSCC also utilizes a two-phase dispatch process but additionally employs single-stage dispatching for priority one calls. A single-stage dispatch is when a 9-1-1 call is received by a call taker who performs the address verification and obtains the key information from the reporting party. Instead of sending the information to another dispatcher, single-stage dispatching allows the call taker to broadcast the information to appropriate units. Simultaneously, the call taker is inputting pertinent information into the CAD, allowing all dispatch personnel access to the information. Based on the nature of the call, the call taker has the discretion to determine the most effective procedure for handling the remainder of the call. They are given the option of handling the call to conclusion, or handing off the call to another dispatcher. Single stage dispatching allows for discretion by the dispatcher how best to handle priority one calls.

Dispatch times for SBRPCA and the ESPSCC were not compared because it would be impossible to compare them. SBRPCA measures 911 call processing time from the moment the call is answered while ESPSCC system measures the time from when the dispatcher begins typing the call information no matter how long it takes to collect information.

The Tiburon CAD system defines dispatch time as the time from when a call taker answers a call to the time the call is dispatched over the radio/MDT. This is possible because the Tiburon CAD system populates the screen when the 9-1-1 call is answered. This automatic population begins the internal clock.
By comparison, the WCGS CAD clock begins when a call taker inputs any information related to a call into the CAD. The WCGS statistics would not depict the true dispatch time because a true dispatch time is not captured without including the time a call taker utilizes to obtain basic information.

For example, utilizing the WCGS CAD a call taker can answer a call and spend 30 seconds obtaining information from the reporting party. The clock starts once the call taker inputs the first line of information. If it then takes 10 seconds to dispatch the call, the WCGS CAD will report the dispatch time as 10 seconds. If the same call was taken using the Tiburon CAD, it would report the dispatch time as 40 seconds. This 40 second time is the true dispatch time because it includes all the time after a call taker picks up the phone and the dispatcher dispatches the call.

Additionally, on the back end of a call, the WCGS CAD continues to capture time when a dispatcher broadcasts the presence of a call and there are no units available to respond. This time should not be attributed to the dispatch time because the dispatcher has no control over the availability of any units. By comparison, the Tiburon CAD dispatch time clock stops when a call is dispatched, regardless of the availability of any units. For example, if it took an El Segundo Police unit 60 seconds to clear and handle a holding call, that time would be attributed to the dispatch time. The Tiburon CAD would report this as total response time, but not attribute the delay to dispatch.

DISPATCHER TRAINING

SBRPCA

The SBRPCA is currently fully staffed with dispatchers and supervisors. During their first year of employment their dispatchers receive 120 hours of Police Officer Standards and Training (POST) instruction; 80 hours of classroom instruction; and 240 hours of phone complaint instruction. Once this instruction is completed, during the remainder of their 15-month probation their dispatchers receive 320 hours of police dispatch and 80 hours of fire dispatch training with the Communications Training Officers at their side. In addition, all dispatchers receive 24 hours of emergency medical dispatch (EMD) training from Powerphone. After completion of the 15-month probation, all dispatchers receive 40 hours of in-house refresher training annually and every two years are re-certified in EMD dispatch, CPR, and 24 hours of CPT from POST.

ESPSCC

The ESPSCC is fully staffed with supervisors but not fully staffed with dispatchers. There are two dispatchers in training and one position is open. With a recent retirement, the new deployment period in January 2010 will have a shortage of three fully-trained dispatchers.

ESPSCC dispatcher’s training includes the following: 120 hours of POST certified instruction; 80 hours of in-house classroom training; 240 hours of introduction to CAD and phone; 240 hours of phones and introduction to fire radio; 240 hours of introduction to police radio; 240 hours of phones and police radio; and, 240 hours of phone, fire and
police radio (single-stage dispatching). During these training phases the employee is instructed and monitored by a communications training officer. Training concludes with 80 hours of solo dispatching with monitoring by a supervising dispatcher. The ESPSCC does not offer EMD services and the funds for that training are not budgeted.

**Side-by-Side Training Comparison (hours/weeks)**

<table>
<thead>
<tr>
<th>TYPE OF TRAINING</th>
<th>SBRPCA</th>
<th>ESPSCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST training</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>3 weeks</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Classroom instruction</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>2 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Phone complaint taking</td>
<td>240</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 weeks</td>
<td></td>
</tr>
<tr>
<td>Introduction to CAD and Phone</td>
<td></td>
<td>240</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 weeks</td>
</tr>
<tr>
<td>Police Dispatch (Phone &amp; Radio)</td>
<td>320</td>
<td>480</td>
</tr>
<tr>
<td></td>
<td>8 weeks</td>
<td>12 weeks</td>
</tr>
<tr>
<td>Fire Dispatch (Phone &amp; Radio)</td>
<td>80</td>
<td>240</td>
</tr>
<tr>
<td></td>
<td>2 weeks</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Phone, Fire, and Police radio (single-stage)</td>
<td>240</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6 weeks</td>
<td></td>
</tr>
<tr>
<td>EMD</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>Annual refresher</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 week</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL TRAINING TIME</strong></td>
<td><strong>904 hours</strong></td>
<td><strong>1,400 hours</strong></td>
</tr>
<tr>
<td></td>
<td>22 weeks</td>
<td>35 weeks</td>
</tr>
<tr>
<td></td>
<td>3 days</td>
<td>3 days</td>
</tr>
</tbody>
</table>

**AREA RADIO COVERAGE**

SBRPCA currently operates with nine channels – South Bay 1 through South Bay 9. If El Segundo were to contract with the Authority, the Police Department would continue to operate on both of our current channels while the Fire Department would receive initial dispatches on the same channel as Manhattan and Hermosa Beach. Fireground operations would be handled on yet another tactical channel. El Segundo is currently in the process of acquiring an additional frequency as a tactical channel and SBRPCA is working with El Segundo to allow regular operation on one of their tactical channels. In addition, upon contracting with SBRPCA, El Segundo Police and Fire would have the ability to use any of five other tactical channels for special events (i.e. DUI check point, CDL checkpoint, 4th of July event, any tactical situation, etc.). Under SBRPCA's proposal, any frequencies El Segundo brings to the Authority would remain the property of the City of El Segundo and would be operated by SBRPCA under an MOU arrangement that would not affect El Segundo's license to the frequency (ies).
Currently SBRPCA has seven fully functional radio sites.

1. City of Hawthorne – on SBRPCA HQ building – transmitting and receiving site
2. 1700 ½ Punta Place, Palos Verdes Estates – transmitting and receiving site
3. Beach Cities Health District building, Redondo Beach – transmitting and receiving site
4. Gardena Police Department – transmitting and receiving site
5. Manhattan Beach Water Tower – transmitting and receiving site
6. 3500 Grandview, Manhattan Beach – receiving site only
7. Manhattan Beach Pier – receiving site only

ESPSCC has four fully functional radio sites

1. El Segundo Police Department – transmitting site
2. Pacific Corporate Towers – transmitting site
3. 2401 E. El Segundo – receiver site
4. West side of Chevron refinery – receiver site

SBRPCA has approached Chevron about adding a site on the west side of Chevron property and has begun planning to install a site on or near the Pacific Corporate Tower site. In addition, the Punta Place site has been completely refitted with a new tower, antennas, transmitters, and transmitter control equipment. Initial tests conducted show that the coverage from Punta Place would be more than adequate to cover El Segundo should the PCT site fail. Lastly, the site at Manhattan Beach Water Tower also provides more than adequate radio coverage for El Segundo.

If El Segundo contracted with the Authority then an option would be for SBRPCA to take over the current ESPSCC sites at Chevron, PCT, ESPD, and 2401 E. El Segundo. SBRPCA has offered to maintain all of our current sites at a cost of $15,000 per year. If it was later determined that these sites would improve the overall capabilities of the Authority then they would take complete control of these sites and the yearly assessment would be eliminated.

COMPUTER AIDED DISPATCH (CAD) AND RECORDS MANAGEMENT SYSTEM (RMS)

ESPSCC

The ESPSCC currently operates on the West Covina Service Group (WCSG) CAD/RMS. El Segundo has been with the WCSG since 1996. The WCSG provides CAD, RMS software, and Mobile Digital Computer (MDC) solutions. Software is written and maintained in house by WCSG Software Developers. The majority of clients are "hosted", meaning all necessary hardware and software is housed and maintained by WCSG staff at the West Covina Police Department.

The West Covina Police Department started developing Records Management, Computer-Aided Dispatch, and networking systems approximately 20 years ago. The WCSG developed after the West Covina Police Department and other agencies broke
away from other software companies offering Police, Fire, and/or Computer-Aided Dispatch Systems. The WCGS is a division of the West Covina Police Department. The City of West Covina established the WCGS as an Enterprise Fund in 1995. WCGS client revenue is paid directly into the Enterprise Fund. WCGS operates on its own separate budget with all operating costs paid out of the Enterprise Fund.

The nearest police agencies that are clients of WCGS are Cypress PD, Maywood PD, Seal Beach PD, San Marino PD, Pasadena PD, and Alhambra PD among others.

The current budgeted fees paid to WCGS are as follows (included are the account numbers):

RMS Fees to West Covina Service Group - 3101-6278*: $28,000
*Note: this account is located in the Police Department budget

CAD Fees to West Covina Service Group - 3107-6278**: $41,000
**Note: this account is located in the Communications Center budget

Total: $69,000

These fees would be eliminated if El Segundo contracted with SBRPCA.

SBRPCA

The SBRPCA currently operates on the Tiburon CAD system while the Hawthorne Police Department is the host for the Tiburon RMS (similar to WCGS). Tiburon is considered one of the premier CAD/RMS suppliers and has provided dispatch, mobility, records management, and corrections management for federal, regional, and metropolitan law enforcement, fire & rescue, and corrections agencies for nearly 30 years.

The Tiburon RMS system is operated by the City of Hawthorne and is used by the four agencies using the Authority's dispatch services. Additionally, the Inglewood Police Department and El Camino College Police Department contract with Tiburon RMS through the Hawthorne Police Department.

REdundancy / BACK-UP PUBLIC SAFETY ANSWERING POINT (PSAP)

For the purpose of describing redundancy in public-safety dispatch systems there are two main components. On one side is the issue of call answering, and the other has to do with notifying and coordinating the field units. In most cases these redundancies and the procedures involved are meant to address a catastrophic failure of a facility – either the dispatch center, or the primary transmitter site.

The "alternate PSAP" concept which is managed by the telephone companies, and for El Segundo involves an arrangement with Culver City, is meant to address redundancy in call answering. Under this arrangement the E911 and designated business lines can be quickly transferred to, and answered by, the alternate agency. SBRPCA has a
similar arrangement with Torrance and tests the failover capability every month. Torrance has the capability to instantly begin receiving 911 calls from SBRPCA.

Alternate PSAPs are generally selected, and operating procedures are based on several factors including an expectation that sufficient staffing exists at the remote location to handle the increased call load, at least on a temporary basis. In the case of both El Segundo and SBRPCA, if calls are transferred to the alternate PSAP the alternate agency would not have access to the local CAD system. Therefore when a 911 call is received by Culver City they would obtain information from the caller and call the location where the El Segundo dispatchers have been relocated (if they have been relocated). The cispachers would then operate on "manual mode" and track status of calls and field units via a paper system and a radio.

Radio communication redundancy is accomplished in El Segundo with the installation of repeaters and base stations located at Pacific Corporate Towers as a primary site, and at the El Segundo Police Station for backup. In the event that the PCT site may become disabled, the local repeaters at ESPD can be switched into service. All El Segundo Police and Fire units would experience significantly reduced radio coverage reliability, particularly along the beach, in the southeast areas of the city, and in all areas immediately adjacent to El Segundo.

The radio system operated by SBRPCA is comprised of 5 transmitting sites: Punta Place, South Bay Hospital, SBRPCA, Gardena City Hall, and Manhattan Beach Water Tower. As would be expected, the radio coverage from these respective locations do not completely overlap one another, however there is sufficient overlap that the loss of any one, or even two of these locations would not cause a total loss of communication for even one of the member agencies. It is important to note that in the case of both El Segundo and the SBRPCA member agencies, the ability for field units to communicate is not dependent upon a working dispatch center. A field supervisor or mobile command post has access to the radio system and can coordinate field activities.

Within the dispatch center other levels of redundancy are often handled by policy and procedure. For example, even though SBRPCA's CAD system operates on a fully redundant platform, should it fail the operators are trained to manually track unit status and to create paper "run cards" until the system is restored.

Maintaining dispatch consoles at ESPSCC could not be true redundancy because it would not be staffed with personnel. Joining SBRPCA and keeping a portion of the existing dispatch center would only create a local backup system and there would still be a gap between services because the center could not be staffed. True redundancy could only occur with a fully staffed communications center as the alternate PSAP.
COST ANALYSIS

Vehicle Build-outs

If El Segundo contracted with SBRPCA the contract includes the build out of police department, fire department, and public works vehicles. Following is a breakdown of costs associated with build outs.

The police department obtains a new patrol division fleet every three years. In the 2008/2009 Fiscal Year the police department replaced 10 black/white patrol vehicles. The labor cost to build out each vehicle was $1,450. Total cost to build out 10 vehicles was $14,500. The current fleet along with two K-9 vehicles and the Sergeant’s vehicle is scheduled to be replaced in 2011/2012 Fiscal Year. Using the same labor costs from the 2008/2009 Fiscal Year, the total build out cost for the patrol division fleet would be $18,850 in 2011. Contracting with SBRPCA would eliminate this cost in the 2011/2012 Fiscal Year.

In addition to patrol vehicles the police department regularly replaces detective and administrative vehicles. These vehicles are due for replacement at different intervals therefore the cost savings would be realized in different fiscal years.

<table>
<thead>
<tr>
<th>Date of replacement</th>
<th>Vehicle</th>
<th>Labor cost for build out</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 2006</td>
<td>2007 Ford 500 #4402</td>
<td>$231.92</td>
</tr>
<tr>
<td>October 2006</td>
<td>2007 Ford 500 #4403</td>
<td>$398.89</td>
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<td>October 2006</td>
<td>2007 Ford 500 #4404</td>
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<td>January 2007</td>
<td>2007 Ford Crown Victoria #4405</td>
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<td>May 2007</td>
<td>2007 Chevrolet Impala #4406</td>
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<td>May 2007</td>
<td>2007 Chevrolet Impala #4407</td>
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<td>March 2007</td>
<td>2007 Chevrolet Impala #4408</td>
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<td>December 2006</td>
<td>2007 Pontiac Grand Prix #4409</td>
<td>$286.93</td>
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<tr>
<td>December 2006</td>
<td>2007 Pontiac Grand Prix #4410</td>
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<td>January 2007</td>
<td>2007 Dodge Durango #4412</td>
<td>$332.72</td>
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<tr>
<td>January 2007</td>
<td>2007 Dodge Caravan #4413</td>
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<tr>
<td>June 2009</td>
<td>2009 Nissan Altima #4415</td>
<td>$860.92</td>
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<tr>
<td>June 2009</td>
<td>2009 Nissan Altima #4416</td>
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<tr>
<td>June 2009</td>
<td>2009 Ford Explorer #4417</td>
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<tr>
<td>July 2009</td>
<td>2009 Ford Explorer #4418</td>
<td>$805.79</td>
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<tr>
<td>October 2009</td>
<td>2009 Ford Explorer #4419</td>
<td>$1,125.77</td>
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<td>May 2008</td>
<td>10 patrol vehicles @ $1,450</td>
<td>$14,500</td>
</tr>
<tr>
<td>2008/2009 Fiscal Year</td>
<td>Animal Control truck was due for replacement</td>
<td>$1,450</td>
</tr>
<tr>
<td>2010/2011 Fiscal Year</td>
<td>2 K-9 vehicles and Sgt. Vehicle @ $1,450</td>
<td>$4,350</td>
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</tbody>
</table>

Total build out costs from 2006 to 2010: $27,606.20
Average savings per year for PD build outs: $5,521
Fire department vehicles (staff vehicles, fire prevention vehicles, and suppression vehicles) are replaced at different intervals than the police department. Suppression vehicles are replaced every 10-15 years due to the high cost of each vehicle. Suppression vehicles typically are ordered with all emergency equipment installed. The only additional installation needed would be for a MDC and radio equipment. In addition to suppression vehicles, the fire department has eight staff/fire prevention vehicles. Based on previous build-out costs for police department vehicles the average build out cost for the eight staff/fire prevention vehicle is $450 per vehicle (8 x $450 = $3,600)

Public Works vehicles are also replaced at different intervals than the police department. A build out for a Public Works vehicle entails very little work consisting of a light bar and a simple radio installation. Equipment Maintenance Supervisor Gary Mullen stated that sometimes it is easier to complete the work on Public Works vehicles themselves because it requires such little time.

ESPSCC

The proposed budget for the ESPSCC in fiscal year 2009/2010 is $2,337,050 (see attachment "A"). This includes a charge of $300,600 for the Equipment Replacement fund.

This budget also includes reoccurring annual costs associated with maintaining radio equipment (Motorola contract); antenna site leasing (Pacific Corporate Towers and high sites located at Saddle Peak, Sierra Mountain, and Table Mountain); AT&T modem airtime service for PD and FD; T1 lines to radio sites; and CAD fees to West Covina Service Group. The costs for these recurring annual costs (which are located in the communications center budget) are $164,400, see attachment "B".

Additional reoccurring annual costs of $68,221 are located in the police department budget for PIPS maintenance, Data 911 MDC maintenance, RMS fees to WCSG, average yearly cost for testing and background checks of dispatch applicants, average yearly cost for build out of PD vehicles, and annual mandatory dispatch training, see attachment "B".

In fiscal year 2009/2010 the additional charge of $300,600 was added into the equipment replacement account of the communications center budget for the replacement of equipment in the center (voice logger, upgrade of radio workstations, and replacement of UPS back-up batteries), see attachment “A”. The 2009/2010 projected operational cost for the ESPSCC would be $2,444,771.

If El Segundo would contract with the Authority, the transition would last approximately 6 months from the time the contracts would be approved and signed. A transition would not occur until at least the 4th quarter of the current fiscal year.

In order to accurately compare costs, the full fiscal year of 2010/2011 was used as the first year and the fiscal year 2011/2012 was used as the second year. Three additional years of projected costs for the Communications Center were also used to show cost savings for a five-year period, see Attachment “C.”
The projected operational cost for the Communication Center in fiscal year 2010/2011 is estimated at $2,690,866, this includes the equipment replacement charge of $334,000. The projected operational cost for fiscal year 2011/2012 is estimated at $2,471,689. Both of these budgets also contain the same recurring annual costs of $164,400, $68,221, and $90,000 for the addition of a full-time dispatcher to fully staff the center, see attachment "B."

In fiscal year 2011/2012 the ESPSCC would need to update the VESTA 911 system. The cost for this system ranges from $175,000 for a low-end system to $200,000 for a high-end system. The state reimburses El Segundo for approximately $100,000 of this cost. The cost for the high-end system was used with the total cost after state reimbursement being $100,000. This system would be purchased with equipment replacement funds.

ESPSCC ANNUAL COSTS

<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>$2,444,771</td>
<td>$2,690,866</td>
<td>$2,471,689</td>
</tr>
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SBRPCA

The initial proposal from SBRPCA is $1,150,000 for the first year. The cost includes an El Segundo only dispatcher 24/7, labor costs for vehicle build out/conversions, maintenance of unit camera system, maintenance of existing radio equipment/sites, and frequency loading. In addition, SBRPCA would charge a $15,000 per year assessment to maintain all our current infrastructure (i.e. Quantar repeaters, receivers, and base stations). This cost might eventually be eliminated if their infrastructure is able to provide similar or increased radio coverage.

Build outs/conversions are for all PD, FD, and Public Works vehicles, excluding specialty command vehicles. A build out is typically the installation or transfer of emergency lighting equipment, electronic equipment, computer equipment, radio equipment, and audio/video equipment. The budget for police department vehicle build-outs is not a part of the Communications Center budget.

See previous section for build-out costs of police department, fire department, and public works vehicles. Contracting with SBRPCA would eliminate future build out costs.

In addition to the proposed fees from SBRPCA, El Segundo would incur approximately $517,500 in one-time fees associated with the transition. This cost would be amortized over two years with the first amount ($244,375) being paid in the 4th quarter of fiscal year 2009/2010. The remaining amount of $273,125 would be paid in the first full year of the contract, fiscal year 2010/2011. See attachment "C" for details of costs associated with the transition.

The total first full year operating expense for contracting services from SBRPCA including the second year transitions costs would be $1,583,225.
There could be additional minimal savings in year one if SBRPCA would take over antenna site leasing at Pacific Corporate Towers (PCT). If SBRPCA decides this site would be instrumental in their system then they would offer to take over this site. This equipment is slated to be replaced in the 2015/2016 fiscal year. Further savings could be realized if the yearly $15,000 assessment is eliminated due to the elimination of all our current radio infrastructure. This infrastructure can only be eliminated if SBRPCA can provide the same or improved radio coverage with their infrastructure.

In year two the proposal from SBRPCA of $1,150,000 has a potential of a maximum 5% increase ($57,500) based on the Consumer Price Index (CPI). In addition to reoccurring annual costs of $160,100, the total year-two (FY 2011/2012) operating expense (including RMS/CAD maintenance fees) for services from SBRPCA would be no more than $1,367,600, see attachment "C".

**SBRPCA ANNUAL COSTS**

<table>
<thead>
<tr>
<th>FY 2010/2011</th>
<th>FY 2011/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,583,225</td>
<td>$1,367,600</td>
</tr>
</tbody>
</table>

**COST SAVINGS**

The potential financial savings for El Segundo could be:

- **Fiscal Year 2010/2011** – $1,107,641 (ESPSCC Cost – SBRPCA Cost)
  $2,175,562 (Equipment Replacement Funds)
  $3,283,203

- **Fiscal Year 2011/2012** – $1,104,089 (ESPSCC Cost – SBRPCA Cost)

**Conclusions**

- Management, budget and organizational reasons initially given for leaving SBRPCA have been recognized and addressed very effectively by SBRPCA management.
- History of performance and metrics for both agencies (ESPSCC and SBRPCA) is well within industry accepted standards.
- There is an increasing demand for seamless interoperability and communication between agencies and jurisdictions – utilization of joint dispatch and shared facilities is in full accordance with the DHS/SAFECOM model.
- Direct cost savings can be recognized during the first year.
- Reduces indirect costs for supervisory and HR staff.
- Better linkage with surrounding agencies for mutual-aid and support.
- Better representation and linkage with related initiatives including LA-RICS, CPRA, CALSIEC, etc.
Recommendations

Based on this analysis of the ESPSCC and the SBRCA, I believe that significant benefits can be realized by contracting dispatching services with SBRPCA. These benefits include:

- Maximizes the ability to obtain the most cost effective communications/dispatching services.
- Maintain the highest level of communications/dispatching interoperability and mutual aid coordination with bordering agencies.
- Maximizes the ability to promote regional public safety cooperation with all South Bay agencies.
- Introduces and maintains up-to-date public safety technology and minimizes time required to introduce this technology. This is possible because of SBRPCA's available technical support staff.
- Ability to maintain our high public safety services through response times.
- Increased ability to work criminal cases due to six other South Bay police agencies being on the same Records Management System.
- Ability to obtain a comprehensive package of services for one yearly cost.
- Increased dispatch resources with eleven to twelve on-duty personnel at one-time and total autonomy with seventeen operational dispatch consoles.

It is my recommendation that the City of El Segundo proceed with negotiations to contract dispatch services to SBRPCA.
## ATTACHMENT A

### CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET

#### PUBLIC SAFETY

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<tr>
<th>POSITION INFORMATION</th>
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<tr>
<td>POLICE LIEUTENANT</td>
</tr>
<tr>
<td>SUPERVISING DISPATCHER</td>
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<td>DISPATCHER II</td>
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<table>
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<td>SALARIES</td>
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<td>4101 Salaries Full-Time</td>
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<td>2,590</td>
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<td>TOTAL SALARIES</td>
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<td>SUPPLIES</td>
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<td>5204 Operating Supplies</td>
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<table>
<thead>
<tr>
<th>COMMUNICATION CENTER</th>
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<tbody>
<tr>
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</tbody>
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080

P:\SUPER\Communications\SPECIAL PROJECTS\Outsourcing - RCCD\09-10 ADOPTED BUDGET 3107.xls 1
## ATTACHMENT B - COSTS ASSOCIATED WITH THE EL SEGUNDO COMMUNICATIONS CENTER

### FORECAST OPERATING BUDGET FOR COMMUNICATIONS CENTER

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<th></th>
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<td>Transition Begins 7/1/2010</td>
<td>Q4 2009/2010</td>
<td>2,532,645</td>
<td>2,313,468</td>
<td>2,433,587</td>
<td>2,542,718</td>
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<tr>
<td>Addition of FT Dispatcher Position - Requird but unfunded</td>
<td>90,000</td>
<td>90,000</td>
<td>90,000</td>
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<td><strong>Total</strong></td>
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<td>2,403,468</td>
<td>2,523,587</td>
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### RECURRING ANNUAL COSTS CURRENTLY LOCATED IN PD BUDGET

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<tr>
<td>Average yearly cost for FD vehicle build outs</td>
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<td>Average yearly cost for test tag and background checks of dispatchers</td>
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<td>Dispatch training - per year for 11 dispatchers</td>
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<td>PIFS Maintenance</td>
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<td>Data 9-1-1 MDC Maintenance</td>
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<td>RMS Fees to West Covina Service Group - 3107-6298</td>
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<td><strong>Total</strong></td>
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### RECURREN ANNUAL COSTS IN COMMUNICATIONS CENTER BUDGET

**Note:** Some of these line items might still be needed if El Segundo contracted with SBRPCA

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<tbody>
<tr>
<td>Motorola Contract (annual set aside money for next contract) - 3107-6206</td>
<td>$75k Budget</td>
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<td>75,000</td>
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<tr>
<td>Antenna Site Leasing (Pacific Corporate Towers) - 3107-6206</td>
<td>$12k Budget</td>
<td>12,000</td>
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<tr>
<td>Antenna Site Leasing (high rises) - 3107-6206</td>
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<td>AT&amp;T Modern Airtime Service for MDC (PD &amp; FD) - 3107-6278</td>
<td>$21k Budget</td>
<td>21,000</td>
<td>21,000</td>
<td>21,000</td>
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<tr>
<td>T1 Lines to Radio Sites - 3107-6278</td>
<td>$5k Budget</td>
<td>7,000</td>
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### SCHEDULED EQUIPMENT REPLACEMENT

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<tr>
<td>Voice Logger (includes 5 years of maintenance) - 3107-6207</td>
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<td>Replacement to UPS Back-up Batteries - 3107-6207</td>
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<td>Upgrade of Radio Workstations - 3107-6207</td>
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<td>Complete Upgrade of Radio System Equipment and Infrastructure</td>
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<td><strong>Total</strong></td>
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<td>175,000</td>
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### BALANCE OF EQUIPMENT REPLACEMENT FUNDS

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<td>Funds Accrued in Equipment Replacement</td>
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<td>2,184,562</td>
<td>2,518,562</td>
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<tr>
<td>Equipment Replacement Funds to be used for operations</td>
<td>(137,000)</td>
<td>(175,000)</td>
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<td>0</td>
<td>(3,406,060)</td>
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<tr>
<td><strong>Balance of Equipment Replacement Funds</strong></td>
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Updated 1/12/2010
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<th>PROJECTED FY2011/12</th>
<th>PROJECTED FY2012/13</th>
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<td><strong>ANNUAL RCC FEES</strong></td>
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<tr>
<td>Proposed cost for El Segundo only dispatchers 24/7 - Projected at max 5% CPI</td>
<td>287,500</td>
<td>1,150,000</td>
<td>1,227,500</td>
<td>1,267,875</td>
<td>1,331,269</td>
<td>1,397,832</td>
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<td>Tiburon RMS Maintenance Fee</td>
<td>65,000</td>
<td>65,000</td>
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<td>CAD Maintenance Fee to Hawthorne</td>
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<td>25,000</td>
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<tr>
<td>Radio infrastructure maintenance</td>
<td>15,000</td>
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<tr>
<td><strong>RECURRING ANNUAL COSTS IN PD BUDGET</strong></td>
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<tr>
<td>Antenna Site Lease (Pacific Corporate Towers) - 3107-6206</td>
<td>$12k Budget</td>
<td>12,000</td>
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<td>12,000</td>
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<tr>
<td><strong>Cost could be absorbed by RCC if they take over PCT site</strong></td>
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<td>Antenna Site Lease (high sites) - 3107-6206</td>
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<tr>
<td>T1 Lines to Radio Sites - 3107-6278</td>
<td>$7k Budget</td>
<td>7,000</td>
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<tr>
<td><strong>Cost could be absorbed by RCC if they take over PCT site</strong></td>
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<tr>
<td>PIPS Maintenance</td>
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<td>4,700</td>
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<tr>
<td><strong>ONE-TIME TRANSITION COSTS - amortized over two years - $517,500</strong></td>
<td></td>
<td>287,500</td>
<td>1,317,190</td>
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<td>1,427,975</td>
<td>1,491,369</td>
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<tr>
<td>Tiburon RMS CAD License &amp; Transition Costs</td>
<td>146,500</td>
<td>146,500</td>
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<tr>
<td>Hawthorne Network Transition Costs</td>
<td>2,500</td>
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<tr>
<td>Hawthorne Network Hardware</td>
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<td><strong>DATA ACCESS AND REPORTS SETUP</strong></td>
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<td>Mobile Reports</td>
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<tr>
<td>Conversion of existing data for access</td>
<td>58,500</td>
<td>58,500</td>
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<tr>
<td>CAD/RMS Contingency</td>
<td>15% of total costs</td>
<td>51,875</td>
<td>35,625</td>
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<tr>
<td><strong>Total Annual Costs to contract with RCC</strong></td>
<td>531,875</td>
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<td>1,367,600</td>
<td>1,427,975</td>
<td>1,491,369</td>
<td>1,557,932</td>
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<tr>
<td><strong>Annual Savings to contract with RCC</strong></td>
<td>(531,875)</td>
<td>1,107,641</td>
<td>1,104,089</td>
<td>1,163,833</td>
<td>1,229,580</td>
<td>1,266,379</td>
</tr>
<tr>
<td><strong>Running Savings</strong></td>
<td>(531,875)</td>
<td>575,766</td>
<td>1,679,855</td>
<td>2,843,688</td>
<td>4,073,268</td>
<td>5,339,647</td>
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<td><strong>SCHEDULED EQUIPMENT REPLACEMENT</strong></td>
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<td><strong>Equipment Replacement Funds to be used for operations</strong></td>
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## ATTACHMENT D - COSTS ASSOCIATED WITH THE SBRPCA AND MAINTAINING A BACK-UP SYSTEM

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<td>Previosed cost for El Segundo only dispatcher 24/7 - Projected at max. 5% CPI</td>
<td>287,500-1,207,500</td>
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<td>1,337,269</td>
<td>1,397,832</td>
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<tr>
<td>Radio infrastructure maintenance</td>
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<td>15,000</td>
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<tr>
<td>Cost could be eventually eliminated if sites are not needed</td>
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<tr>
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<td>Ti Lines to Radix Sites - 3197-6278</td>
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<tr>
<td>Cost could be absorbed by RCC if they take over PCT site</td>
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<tr>
<td>PIPS Maintenance</td>
<td>2,000</td>
<td>2,000</td>
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<td>ONE-TIME TRANSITION COSTS - amortized over two years - $517,500</td>
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<td>1,307,600</td>
<td>1,427,975</td>
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<tr>
<td>Hawthorne Network Transition Costs</td>
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</tr>
<tr>
<td>Hawthorne Network Hardware</td>
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<td>5,000</td>
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<tr>
<td>DATA ACCESS AND REPORTS SETUP</td>
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<td>Mobile Reports</td>
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<tr>
<td>Conversion of existing data for access</td>
<td>58,500</td>
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<td>58,500</td>
<td>58,500</td>
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</tr>
<tr>
<td>CAD/RAIS Contingency</td>
<td>15% of total costs</td>
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<td>Total RCC and Backup Dispatch Costs</td>
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<tr>
<td>Annual Savings to contract with RCC and maintain back-up system</td>
<td>(531,875)</td>
<td>1,107,641</td>
<td>1,104,089</td>
<td>1,163,833</td>
<td>1,229,580</td>
<td>1,266,379</td>
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</tr>
<tr>
<td>Running Savings</td>
<td>(531,875)</td>
<td>575,766</td>
<td>1,679,855</td>
<td>2,843,688</td>
<td>4,873,268</td>
<td>5,339,647</td>
<td>5,339,647</td>
</tr>
<tr>
<td>SCHEDULED EQUIPMENT REPLACEMENT</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Voice Loggers (includes 5 years of maintenance) - 3197-6287</td>
<td>$50k Budgeted</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td>Replacement to UPS Back-up Batteries - 3197-6287</td>
<td>$9k budgeted</td>
<td>9,000</td>
<td>9,000</td>
<td>9,000</td>
<td>9,000</td>
<td>9,000</td>
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<tr>
<td>Replacement of cordless headsets - 4 sets</td>
<td>$54,500 budgeted</td>
<td>54,500</td>
<td>54,500</td>
<td>54,500</td>
<td>54,500</td>
<td>54,500</td>
<td>54,500</td>
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<tr>
<td>Upgrade of Radio Workstations* - 3197-6287</td>
<td>$78k budgeted</td>
<td>78,000</td>
<td>78,000</td>
<td>78,000</td>
<td>78,000</td>
<td>78,000</td>
<td>78,000</td>
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<tr>
<td>9.1.1 System (Patrol)</td>
<td></td>
<td>275,000</td>
<td>(100,000)</td>
<td>(100,000)</td>
<td>(100,000)</td>
<td>(100,000)</td>
<td>(100,000)</td>
</tr>
<tr>
<td>Complete Replacement of Backup Dispatch and Radio Infrastructure at PO</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fund accrued in Equipment Replacement Budgets</td>
<td>2,184,562</td>
<td>2,518,562</td>
<td>2,457,762</td>
<td>2,282,762</td>
<td>2,282,762</td>
<td>2,282,762</td>
<td>2,282,762</td>
</tr>
<tr>
<td>Equipment Replacement Funds to be used for operations</td>
<td>(68,800)</td>
<td>(175,000)</td>
<td>(175,000)</td>
<td>(175,000)</td>
<td>(175,000)</td>
<td>(175,000)</td>
<td>(175,000)</td>
</tr>
<tr>
<td>Balance of Equipment Replacement Funds</td>
<td>2,184,562</td>
<td>2,457,762</td>
<td>2,282,762</td>
<td>2,282,762</td>
<td>2,282,762</td>
<td>2,282,762</td>
<td>2,282,762</td>
</tr>
</tbody>
</table>
December 9, 2009

Chief David Cummings  
El Segundo Police Department  
348 Main Street  
El Segundo, CA 90245

Re: Proposal for Communications Services for  
El Segundo Police and Fire Departments

Dear Chief Cummings:

This preliminary proposal for communications services to the City of El Segundo’s Police and Fire Departments touches on various aspects of the South Bay Regional Public Communications Authority’s services as discussed over the past year in various meetings with you and other El Segundo representatives.

TERMS OF AGREEMENT

1. Initial Term of the Agreement

The initial term of the agreement shall be for a period of five years, commencing on a mutually agreed to date.

2. Frequency Sharing

The City of El Segundo shall retain all license registrations for their current frequencies and shall provide a letter of authorization allowing the Authority to dispatch El Segundo Police and Fire on those frequencies. If El Segundo decides to depart the Authority, any and all rights to those frequencies shall be retained by El Segundo and forfeited in total by the Authority. All of the Authority’s frequencies shall be made available to El Segundo Police and Fire Departments for various operational needs. If the City or the Authority decides to terminate this agreement, all of the Authority’s frequencies shall remain with the Authority.
3. **Dispatch Services**

The Authority shall provide emergency communications services to the City of El Segundo's Police and Fire Departments on a 24 hour, 7 days per week basis. El Segundo Police Department shall have its own dispatch console and El Segundo Fire Department shall be dispatched by the Authority's multi-agency fire dispatch.

4. **Consolidation of Personnel**

The Authority shall provide full-time positions to all current El Segundo Communications Operators and Supervisors. All El Segundo employees to be consolidated into the Authority shall be required to receive a medical examination. Any prior medical or claim issues pertaining to current El Segundo employees shall remain the responsibility of El Segundo. The Authority shall provide seniority benefits to ten current El Segundo Communications Operators. Any additional El Segundo employees shall have a seniority start date dependent on the consolidation agreement. However, when one of the original ten El Segundo employees retires or departs the Authority, the remaining consolidated employees shall re-gain the seniority they had with El Segundo and it shall be added to their tenure with the Authority. If their compensation rate is higher than that provided by the Authority for like tenure, all El Segundo employees consolidated into the Authority shall receive the compensation rate they received at El Segundo at the time of consolidation. If the Authority's compensation rate is higher than the rate received in El Segundo, the consolidated employees will receive the higher rate in accordance with their tenure. All other benefits currently in the memorandum of understanding between the Authority and California Teamsters Local 911 shall apply to the consolidated employees.

5. **Equipment Installation, Maintenance and Repairs**

a. The Authority shall provide installation and maintenance of lights, sirens and any Authority-installed Code 3 equipment, including MDCs, mobile radios, portable radios, etc. Additional clarification shall be provided in the formal document.
b. Repairs of MDCs, mobile radios and portable radios shall be provided by outside agencies as a direct cost reimbursement by El Segundo.

6. **Redundant Communications Centers**

The City of El Segundo's communications center shall become a redundant communications center with the main communications center at the Authority. Both centers shall be able to function at any time utilizing identical software and hardware at the respective locations (two possible options to be used here for El Segundo's site, one at a high cost and one at a low cost).

7. **Consideration for the Services Provided by the Authority to the City of El Segundo**

There shall be an annual fee of $1,150,000 for the first year of service which can be increased or decreased annually based on the consumer price index (CPI) used for the Counties of Los Angeles, Orange and Riverside. In no event shall any increase or decrease exceed 5%. (Need to discuss the potential increase of the first year depending on when El Segundo decides to join the Authority.)

This proposal is the preliminary proposal to the City of El Segundo. A more complete and concise agreement must be developed based on these basic provisions.

Sincerely,

Ralph Mailloux
Executive Director

REM:ww
AGENDA DESCRIPTION:

Consideration and possible action to declare Rescue Ambulance 33 (Unit #3304) to be a surplus vehicle. Additionally, authorize the surplus Rescue Ambulance 33 to be donated to the Red Cross in Guaymas, Mexico, which is the Sister City of El Segundo. (Fiscal Impact: None)

RECOMMENDED COUNCIL ACTION:

1. Authorize Rescue Ambulance 33 to be declared a surplus vehicle;
2. Authorize the surplus Rescue Ambulance 33 to be donated to the Red Cross in Guaymas, Mexico;
3. Alternatively, discuss and take other action related to this item.

ATTACHED SUPPORTING DOCUMENTS:

FISCAL IMPACT: None

Amount Budgeted: None
Additional Appropriation: None
Account Number(s): n/a

ORIGINATED BY: Eric Busch, Mayor Pro Tem
REVIEWED BY:
APPROVED BY: Jack Wayt, City Manager

BACKGROUND AND DISCUSSION:

The El Segundo Fire Department recently placed into service a new rescue ambulance. The Fire Department has historically maintained two rescue ambulances in front line service and one additional rescue ambulance is kept in reserve to be used when a front line rescue ambulance is out of service for maintenance or when the Fire Department elects to staff an additional ambulance for special events or large incidents. With the recent acquisition of the new rescue ambulance there are now four rescue ambulances assigned to the Fire Department. The Department recommends surplusing the oldest rescue ambulance in our fleet which is Rescue Ambulance 33 (Unit #3304). The ambulance is a 1996 Freightliner FL60 which has reached the end of its intended service life of fifteen years. Additionally, the ambulance has been used in reserve status only over the last three years but has experienced a number of mechanical issues in recent years making it a vehicle that is not reliable for consistent use as an emergency response vehicle. The Fire Department does not see an operational need to maintain another rescue ambulance in the fleet and this particular ambulance is not in an operating condition that would make it desirable for other professional fire departments to use or purchase. The Red Cross in Guaymas, Mexico has indicated that they are in need of additional ambulances to serve the City of Guaymas. The total value of this rescue ambulance is estimated to be $30,000.