



# AGENDA

EL SEGUNDO CITY COUNCIL  
REGULAR MEETING  
TUESDAY, JANUARY 21, 2025

4:00 PM CANCELED  
6:00 PM OPEN SESSION

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

**Chris Pimentel, Mayor**  
**Ryan W. Baldino, Mayor Pro Tem**  
**Drew Boyles, Council Member**  
**Lance Giroux, Council Member**  
**Michelle Keldorf, Council Member**

Susan Truax, City Clerk

#### Executive Team

Darrell George, City Manager  
Barbara Voss, Deputy City Manager  
Saul Rodriguez, Police Chief  
Michael Allen, Community Development Dir.  
Jose Calderon, IT Director  
Aly Mancini, Recreation, Parks & Library Dir.

Mark Hensley, City Attorney  
Paul Chung, Chief Financial Officer  
George Avery, Fire Chief  
Rebecca Redyk, HR Director  
Elias Sassoon, Public Works Dir.

#### MISSION STATEMENT:

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

#### VISION STATEMENT:

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

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

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

Those wishing to address the City Council are requested to complete and submit to the City Clerk a "Speaker Card" located at the Council Chamber entrance. You are not required to provide personal information in order to speak, except to the extent necessary for the City Clerk to call upon you, properly record your name in meeting minutes and to provide contact information for later staff follow-up, if appropriate.

When a Council Member duly requires AB 2449 teleconferencing to attend the City Council meeting the public will also be able to access the meeting and provide public comment via Zoom. To access Zoom from a PC, Mac, iPad, iPhone, or Android device, use URL <https://zoom.us/j/81951332052> and enter PIN: 903629 or visit [www.zoom.us](http://www.zoom.us) on device of choice, click on "Join a Meeting" and enter meeting ID: 81951332052 and PIN: 903629. If joining by phone, dial 1-669-900-9128 and enter meeting ID and PIN. *To reiterate, attending a City Council meeting by Zoom will only be used when AB 2449 is used.*

NOTE: Your phone number is captured by the Zoom software and is subject to the Public Records Act, dial \*67 BEFORE dialing in to remain anonymous. Members of the public will be placed in a "listen only" mode and your video feed will not be shared with City Council or members of the public.

***REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act and Government Code Section 54953(g), the City Council has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can also be found on the City's website at <https://www.elsegundo.org/government/departments/city-clerk>. Please contact the City Clerk's Office at (310) 524-2308 to make an accommodation request or to obtain a copy of the policy.***

**4:00 PM CLOSED SESSION – CANCELED**

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

**INVOCATION** – Pastor Javiar Buelna, RTLA Church

**PLEDGE OF ALLEGIANCE** – Council Member Boyles

**SPECIAL PRESENTATIONS**

**PUBLIC COMMUNICATIONS – (RELATED TO CITY BUSINESS ONLY – 5 MINUTE LIMIT PER PERSON, 30 MINUTE LIMIT TOTAL)** *Individuals who have received value of \$50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the City Council. Failure to do so shall be a misdemeanor and punishable by a fine of \$250. While all comments are welcome, the Brown Act does not allow Council to take action on any item not on the agenda. The Council will respond to comments after Public Communications is closed.*

**CITY MANAGER FOLLOW-UP COMMENTS** – (Related to Public Communications)

**A. PROCEDURAL MOTIONS**

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

Recommendation -

Approval

**B. CONSENT**

**1. City Council Meeting Minutes**

Recommendation -

1. Approve regular City Council minutes of December 17, 2024.
2. Alternatively, discuss and take other action related to this item.

**2. Warrant Demand Register for December 9, 2024 through January 5, 2025**

Recommendation -

1. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and, wire transfers.
2. Approve Warrant Demand Register numbers 12A, 12B and 13B: warrant numbers 3053522 through 3053872, and 9003274 through 9003290. *There is no register 13a, as there was no check run on December 26, 2024.*

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

3. **Revisions to the City of El Segundo Cellular Phone Policy and City of El Segundo Technology Use Policy**

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Recommendation -

1. Adopt a Resolution approving and adopting the City of El Segundo Cellular Phone Policy and the City of El Segundo Technology Use Policy.
2. Alternatively, discuss and take other action related to this item.

4. **Continue Emergency Action for the Permanent Repair of the City of El Segundo Wiseburn Aquatics Center Pool Heaters**

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Recommendation -

1. Receive and file staff's report regarding the status of the permanent repairs to El Segundo Wiseburn Aquatics Center pool heaters.
2. Adopt a motion by four-fifths vote to determine the need to continue the emergency action approved under Resolution No. 5519.
3. Alternatively, discuss and take other action related to this item.

5. **Resolution Approving Plans and Specifications for the Main Street Banner Poles Replacement Project**

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Recommendation -

1. Adopt a resolution approving plans and specifications for Main Street Banner Poles Replacement Project No. PW 25-01 to avail the City of the immunities set forth in Government Code § 830.6.
2. Authorize staff to advertise the project for construction bidding.
3. Alternatively, discuss and take other action related to this item.

6. **Resolution Approving Engineering Plans and Specifications for the Sandhill Basin Improvements Project**

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Recommendation -

1. Adopt a resolution approving engineering plans and specifications for the Sandhill Basin Improvements Project No. SW 23-01 to avail the City of the immunities set forth in Government Code § 830.6.
2. Authorize staff to advertise the project for construction.

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

7. **Waiver of City Municipal Code Section 10-1-4(C) to Allow Alcohol at Library Park for the El Segundo Kiwanis Club Chili Cookoff Event**

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Recommendation -

1. Approve request to waive City Municipal Code Section 10-1-4(C) to allow alcohol at Library Park for the El Segundo Kiwanis Club Chili Cookoff event on Saturday, March 29, 2025.

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

8. **Automatic Aid and Exchange of Services Agreement between the El Segundo Fire Department and the City of Los Angeles Fire Department**

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Recommendation -

1. Authorize the City Manager to sign the automatic aid and exchange of services agreement between El Segundo Fire Department and City of Los Angeles Fire Department.

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

9. **Resolution Appointing City Representatives to the Independent Cities Risk Management Authority Governing Board**

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Recommendation -

1. Adopt the proposed Resolution appointing Chief Financial Officer Paul Chung as the City's primary representative to the Independent Cities Risk Management Authority Governing Board and appointing Councilmember Michelle Keldorf and Human Resources Director Rebecca Redyk as alternate representatives.

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

**C. PUBLIC HEARINGS**

10. **Resolution Approving the Use of FY 2024-25 Community Development Block Grant Funds for the Installation of Americans With Disabilities Act Compliant Curb Ramps**

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Recommendation -

1. Conduct a public hearing.

2. Take testimony and other evidence as presented.

3. Adopt resolution to approve the City's FY 2024-25 Community Development Block Grant funds in the amount of \$61,378, plus \$33,231

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in carry-over Community Development Block Grant funds for a total of \$94,609 to implement a new FY 2024-25 Community Development Block Grant project entitled, "Installation of Americans with Disabilities Act Compliant Curb Ramps" and add the City's future FY 2025-26 Community Development Block Grant allocation estimated at \$60,000 to this project, when available after July 1, 2025.

4. Authorize the City Manager, or his designee, to execute all contracts, in a form approved by the City Attorney, with the Los Angeles County Development Authority.
5. Alternatively, discuss and take other action related to this item.

#### **D. STAFF PRESENTATIONS**

##### **11. Revisions to City Job Classification Specifications for the Public Works Inspector and Engineering Technician and Accompanying Resolution Modifying Basic Salary Range**

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Recommendation -

1. Approve the revised Public Works Inspector classification specification and accompanying exam plan.
2. Approve the revised Engineering Technician classification specification and accompanying exam plan.
3. Adopt a resolution modifying the basic salary range for the Public Works Inspector and Engineering Technician.
4. Alternatively, discuss and take other action related to this item.

##### **12. City of El Segundo Brand Guidelines and Ordinance Amending El Segundo Municipal Code Chapter 1-3 to Update the City Logo and Associated Use Regulations and Penalties for Violations**

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Recommendation -

1. Approve the City of El Segundo Brand Guidelines.
2. Introduce and waive first reading of an ordinance amending El Segundo Municipal Code Chapter 1-3 to update the City logo and associated use regulations and penalties for violations.
3. Schedule a second reading of the ordinance for the February 4, 2025, regular City Council meeting or as soon thereafter it may be considered.

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

**13. First Reading of an Ordinance Amending El Segundo Municipal Code Title 1 (Administration and Personnel) Chapters 7 (Purchasing), 7A (Execution of Contracts), and 7C (Public Works Contracts) to Increase Staff and Management's Procurement and Signature Authority and Adjust Procurement Thresholds Consistent with California Assembly Bill 2192**

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Recommendation -

1. Read by title only and introduce the proposed ordinance amending El Segundo Municipal Code Title 1 (Administration and Personnel) Chapters 7(Purchasing), 7A (Execution of Contracts), and 7C (Public Works Contracts) to increase staff and management's procurement and signature authority and adjust procurement thresholds consistent with California Assembly Bill 2192 and find that such actions are exempt from the California Environmental Quality Act, pursuant to Guidelines §§ 15060(c)(3), 15061(b)(3), and 15378.
2. Direct staff to schedule a second reading of the ordinance for the regular February 4, 2025, City Council meeting or as soon thereafter it may be considered.
3. Alternatively, discuss and take other action related to this item.

**14. City Attorney Legislative Update**

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Recommendation -

1. Receive and file presentation from the City Attorney's Office.
2. Alternatively, discuss and take other action related to this item.

**15. 2025 Legislative Platform**

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Recommendation -

1. Approve the 2025 Legislative Platform.
2. Alternatively, discuss and take other action related to this item.

**16. Emergency Operations Center Grant**

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Recommendation -

1. Authorize the acceptance of \$322,500 in subrecipient grant funds from the FY 2024-25 Emergency Operations Center Grant Program.
2. Authorize the City Manager to execute any agreement or associated documents to effectuate receipt of the grant.

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

**17. Fire Department Ladder Truck Replacement Purchase**

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Recommendation -

1. Waive competitive bidding and authorize the purchase of one Pierce ladder truck for the El Segundo Fire Department in an amount not to exceed \$2,092,702 (\$1,993,049 purchase price + \$99,653 5% contingency) through a cooperative purchase, pursuant to El Segundo Municipal Code § 1-7-9(C).
2. Authorize the City Manager or designee, in consultation with the City Attorney, to execute any associated agreements or documentation to effectuate the purchase.
3. Alternatively, discuss and take other action related to this item.

**18. Cultural Development Program Review**

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Recommendation -

1. Receive and file the Cultural Development Program report.
2. Provide direction on potential modifications to the Cultural Development Program.
3. Alternatively, discuss and take other action related to this item.

**19. Update to the Investment Policy Statement for the Pension Stabilization Trust Account**

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Recommendation -

1. Approve the Investment Policy Statement for the Pension Stabilization Trust Account.
2. Alternatively, discuss and take other action related to this item.

**20. Resolution Confirming Rules and Regulations in City Manager Administrative Order No. 1 to Address Los Angeles County Fire-Related Emergencies**

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Recommendation -

1. Adopt a resolution confirming rules and regulations in City Manager Order No. 1 to address Los Angeles County fire-related emergencies.
2. Alternatively, discuss and take other action related to this item.

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

**21. Appointments to the Arts and Culture Advisory Committee and the Diversity, Equity, and Inclusion Committee**

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Recommendation -

1. Announce appointments to the Arts and Culture Advisory Committee and Diversity, Equity, and Inclusion Committee.
2. Alternatively, discuss and take other action related to this item.

**F. REPORTS - CITY CLERK**

**G. REPORTS - CITY TREASURER**

**H. REPORTS - COUNCIL MEMBERS**

**COUNCIL MEMBER KELDORF**

**COUNCIL MEMBER GIROUX**

**COUNCIL MEMBER BOYLES**

**MAYOR PRO TEM BALDINO**

**MAYOR PIMENTEL**

22. Councilmember Assignments to Various Intergovernmental Agencies, Local Agencies and Subcommittees

**I. REPORTS - CITY ATTORNEY**

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

**CLOSED SESSION**

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

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

**MEMORIALS**

**ADJOURNMENT**

POSTED:  
DATE: January 17, 2025  
TIME: 1:00 PM  
BY: Susan Truax, City Clerk

MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, DECEMBER 17, 2024

CLOSED SESSION – Mayor Boyles called the meeting to order at 5:15 PM.

ROLL CALL

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

PUBLIC COMMUNICATION – (Related to City Business Only – 5-minute limit per person, 30-minute limit total) None

SPECIAL ORDER OF BUSINESS:

Mayor Boyles announced that Council would be meeting in closed session pursuant to the items listed on the agenda.

CONFERENCE WITH LEGHAL COUNSEL – EXISTING LITIGATION (Gov’t Code §54956.9(d)(1): -1- Matter(s)

1. Retired Police Officer Sean Norwood Workers’ Compensation Claim  
No. 21-160002.

Adjourned at 5:55 PM

OPEN SESSION – Mayor Boyles called to order at 6:00 PM

ROLL CALL

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

INVOCATION – Pastor Javier Buelna, RTLA Church

PLEDGE OF ALLEGIANCE – Council Member Baldino

SPECIAL PRESENTATIONS:

1. Presentations to outgoing elected officials Council Member Carol Pirsztuk, City Clerk Tracy Weaver, and Treasurer Matt Robinson by:

Melissa Ramoso, District Director, Assemblymember Al Muratsuchi; Jessalyn Waldren, Deputy of Constituent Engagement, Supervisor Holly Mitchell; Director Scott Houston, West Basin Municipal Water District; Conner Plaice, District Staff Member, Senator Ben Allen; Darrell George, City Manager for Congressman Ted Lieu; Dino Marsocci, City of El Segundo.

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

Ron Swanson, resident, thanked outgoing elected officials

CITY MANAGER FOLLOW-UP COMMENTS:

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

MOTION by Council Member Giroux, SECONDED by Council Member Baldino to read all ordinances and resolutions on the agenda by title only. MOTION PASSED. 5/0

B. CONSENT:

2. Approve special and regular City Council meeting minutes of December 3, 2024. (Fiscal Impact: None)

3. Approve warrants demand register for November 11, 2024 to December 8, 2024 numbers 10A,10B, 11A, and 11B: warrant numbers 3053164 through 3053521, and 9003261 through 9003273. Ratify Payroll and employee benefit Checks; Checks released early due to contracts or agreement; Emergency disbursements and/or adjustments; and, Wire transfers. (Fiscal Impact: \$5,553,014.09 (\$1,738,407.91 in check warrants and \$3,814,606.18 in wire warrants))

4. Adopt a side letter agreement between the City of El Segundo and the El Segundo Firefighters' Association, IAFF, Local 3682 to update provisions in its memorandum of understanding providing paramedic incentive pay and eligibility for rehire to probationary Fire Paramedics and to comprehensively review and update the Rehire Policy. (Fiscal Impact: None)

5. Adopt a motion, by four-fifths vote, to determine that there is no longer a need to continue the emergency actions approved under Resolution No. 5530, pursuant to Public Contract Code § 22050(c), for the infrastructure damage caused by an unexpected sinkhole, approve the proposed notice of completion for the associated emergency remedial actions for the damaged storm drain and sewer line at Grand Avenue and Indiana Street Project No. PW 24-11 by Williams Pipeline Contractors, Inc. to deem them complete and authorize and direct the City Clerk to file the attached notice of completion in the County Recorder's Office. (Fiscal Impact: \$230,801.03)

MOTION by Council Member Pimentel, SECONDED by Council Member Giroux, approving Consent items 2, 3, 4, and 5. MOTION PASSED. 5/0

C. STAFF PRESENTATIONS:

6. Adopt a Resolution Declaring the Results of the November 5, 2024 Consolidated Municipal Election  
(Fiscal Impact: None)

Tracy Weaver, City Clerk introduced the item.

Council discussion

Tracy Weaver, City Clerk read by title only;

RESOLUTION NO. 5524

A RESOLUTION DECLARING THE RESULTS OF THE GENERAL MUNICIPAL ELECTION HELD NOVEMBER 5, 2024.

MOTION by Council Member Giroux, SECONDED by Council Member Baldino adopting Resolution No. 5524. MOTON PASSED. 5/0

Comments received by outgoing elected officials Carol Pirsztuk and Matthew Robinson.

D. REPORTS – COUNCIL MEMBERS – *Remarks to Outgoing Elected Officers*

Council Member Pirsztuk – Stated it was a privilege to serve on City Council for eight years and was pleased that all opportunities she had identified when elected had been addressed during her tenure, including updates to technology and business licensing. She stated she was most proud of the renovation to the Plunge, made a plea for ongoing renovation of El Segundo City Parks, and encouraged the city to put residents and small businesses first when governing.

Council Member Baldino – Thanked Council Member Pirsztuk for her service and dedication to El Segundo.

Council Member Giroux – Thanked Council Member Pirsztuk for her service and sense of humor during the four years they served together.

Mayor Pro Tem Pimentel – Recognized Treasurer Matt Robinson for his outstanding financial guidance that resulted in earned interest of seven percent for the City's general fund. He thanked Council Member Pirsztuk for her skills and dedication to the community. He recognized Clerk Weaver for her expertise, generosity of time, and outstanding ability to keep meetings in compliance.

Mayor Boyles – Thanked Treasurer Robinson for taking the position to a new level with his solid investment decisions. He expressed it was his pleasure to

work with Clerk Weaver, who has done an amazing job in her position. He thanked Council Member Pirsztuk for her service and commented on her knowledge and attention to detail during the eight and a half years they served together. He expressed his pleasure at having served as mayor for three terms and endorsed Mayor Pro Tem Pimentel for the Mayoral election.

- E. REPORTS – CITY ATTORNEY – Thanked Clerk Weaver for her patience and professionalism. He thanked Council Member Pirsztuk for the opportunity to work with her on City business.
  - F. REPORTS/FOLLOW-UP – CITY MANAGER – Said outgoing elected officials will be missed and looks forward to seeing them around town.
  - G. REPORTS – CITY CLERK – Clerk Weaver thanked Council Member Pirsztuk for her eight years of service and her efforts to “Keep El Segundo, El Segundo.”
7. Administer Oath of Office to Council Members and City Clerk Elect

Tracy Weaver, City Clerk, thanked the community for entrusting her as City Clerk for the last 12 and half years, during which time she became a Certified Municipal Clerk and implemented an agenda management system that has saved the city money and resources. She thanked her staff and expressed her appreciation for their dedication to their duties.

Tracy Weaver, City Clerk presented a Certificate of Election and administered the Oath of Office to newly elected Council Members Drew Boyles, Michelle Keldorf, Lance Giroux and City Clerk, Susan Truax.

The newly elected Council Members Drew Boyles, Michelle Keldorf, Lance Giroux and City Clerk, Susan Truax said a few words upon receiving their oaths of office.

8. Election of Mayor and Mayor Pro Tem by Seated Council Members

Susan Truax, newly seated City Clerk explained the nomination process.

Clerk Truax took nominations for Mayor from the dais.

Order of Nominations for Mayor;

Mayor Pro Tem Pimentel - 4/0 vote, Pimentel abstained, Pimentel elected Mayor.

Mayor Pimentel repeated the process for Mayor Pro Tem.

Order of Nominations for Mayor Pro Tem;

Council Member Baldino - 5/0 vote, Baldino elected Mayor Pro Tem

H. REPORTS – COUNCIL MEMBERS – *Final Comments for the Evening*

Council Member Keldorf– Thanked former Council Member Pirsztuk for her service. She said she is grateful for the opportunity to serve on the City Council with her fellow members. She is proud of the outstanding voter turnout in this election and thanked her family and friends for their support.

Mayor Pro Tem Baldino – Thanked former City Clerk for her hard work and dedication, and for being instrumental to the City’s success. He welcomed Clerk Truax to her new position and thanked Council Members Keldorf, Giroux and Boyles for running for their positions.

Council Member Boyles – Welcomed Clerk Truax and thanked former Clerk Weaver. He welcomed Council Member Keldorf to the dais.

Council Member Giroux – Thanked voters for going to the polls, and gave appreciation to his family, friends, the City’s unions, and others for their support of his campaign.

Mayor Pimentel – Thanked former Mayor Boyles for his three terms of leadership, during which the City dealt with a pandemic and unrest. He credited Boyles’ unique skill set for the remarkable change to the City’s economy, which has resulted becoming an innovation center in Southern California.

Mayor Pimentel

Mr. S. Claus’ Annual Request for a Conditional Use Permit, Business License, and Various Waivers

Mayor Pimentel introduced the item.

Council discussion

MOTION by Council Member Keldorf, SECONDED by Council Member Boyles approving and immediately issuing a Conditional Use Permit to Mr. S. Claus, the use of air rights and waive the Santa Monica Radial 160 R procedure (FAA should be contacted), granting a free business license to S. Claus Enterprises, a non-profit organization, Waiving ESMC 8-4-11B (Driveway Permits Required) and ESMC 8-5-11 (Parking on Grades), waiving the Noise Ordinance (ESMC 7-2-3) to permit the clatter of reindeer hooves, the shouting of reindeer names, and the sound of bells on December 24 and 25, 2024, waiving the Trespass Ordinance (ESMC 7-6-3) to allow Mr. S. Claus to deliver gifts, waiving the Animal Control Ordinance (ESMC 6-2-1) to allow eight reindeer to land on rooftops in El Segundo and waiving of the Pooper-Scooper Regulations (ESMC 7-1-4). Additionally, Mr. S. Claus has been directed to the Coastal Commission for clearance over the ocean; the DMV for a valid vehicle registration; the Department of Health and Welfare to ensure his elves are receiving minimum wage; and the Air Quality Management District to ensure a safe and clear sleigh ride. MOTION APPROVED. 5/0

MEMORIAL – None

Adjourned at 7:12 PM

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Susan Truax, City Clerk



## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Consent

Item Number: B.2

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### TITLE:

Warrant Demand Register for December 9, 2024 through January 5, 2025

### RECOMMENDATION:

1. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and, wire transfers.
2. Approve Warrant Demand Register numbers 12A, 12B and 13B: warrant numbers 3053522 through 3053872, and 9003274 through 9003290. *There is no register 13a, as there was no check run on December 26, 2024.*
3. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

The warrants presented were drawn in payment of demands included within the FY 2024-2025 Adopted Budget. The total of \$10,251,987.57 (\$4,449,918.35 in check warrants and \$5,802,069.22 in wire warrants) are for demands drawn on the FY 2024-2025 Budget.

### BACKGROUND:

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

In government finance, a warrant is a written order to pay that instructs a federal, state, county, or city government treasurer to pay the warrant holder on demand or after a specific date. Such warrants look like checks and clear through the banking system like

## **Warrant Demand Register**

**January 21, 2025**

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checks. Warrants are issued for payroll to individual employees, accounts payable to vendors, to local governments, and to companies or individual taxpayers receiving a refund.

### **DISCUSSION:**

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

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

Goal 5: Champion Economic Development and Fiscal Sustainability

Strategy A: Identify opportunities for new revenues, enhancement of existing revenues, and exploration of potential funding options to support programs and projects.

### **PREPARED BY:**

Liz Lydic, Management Analyst

### **REVIEWED BY:**

Wei Cao, CPA, CPFO, Finance Manager

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Register 12a - summary
2. Register 12b - summary
3. Register 13b - summary

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3053522 - 3053612  
9003274 - 9003276

DATE OF APPROVAL: AS OF 1/7/25

REGISTER # 12a

001	GENERAL FUND	951,847.95
003	EXPENDABLE TRUST FUND - OTHER	1,500.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	170,019.57
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	743.75
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	49.44
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	46,886.95
302	INFRASTRUCTURE REPLACEMENT FUND	-
311	DEVELOPER IMPACT FEES - GENERAL GOVERNME	-
312	DEVELOPER IMPACT FEES - LAW ENFORCEMENT	-
313	DEVELOPER IMPACT FEES - FIRE PROTECTION	-
314	DEVELOPER IMPACT FEES - STORM DRAINAGE	-
315	DEVELOPER IMPACT FEES - WATER DISTRIBUTI	-
316	DEVELOPER IMPACT FEES - WASTEWATER COLLE	-
317	DEVELOPER IMPACT FEES - LIBRARY	-
318	DEVELOPER IMPACT FEES - PUBLIC MEETING	-
319	DEVELOPER IMPACT FEES - AQUATICS CENTER	-
320	DEVELOPER IMPACT FEES - PARKLAND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	4,198.09
502	WASTEWATER FUND	8,527.48
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	149.00
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	114,539.44
602	LIABILITY INSURANCE	31,420.92
603	WORKERS COMP. RESERVE/INSURANCE	0.53
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	608.97
703	EXPENDABLE TRUST FUND - OTHER	-
704	EXPENDABLE TRUST FUND - OTHER	0.89
708	OUTSIDE SERVICES TRUST	-
TOTAL WARRANTS		<u>1,330,492.98</u>

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Chief Financial Officer's office in the City of El Segundo.

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

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

CODES:

**NOTES:**

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

For Ratification:

A = Payroll and Employee Benefit checks

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.

CHIEF FINANCIAL OFFICER:

CITY MANAGER:

DATE:

DATE:

*[Handwritten Signature]*  
12/16/24

*[Handwritten Signature]*  
12-16-24

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 12/09/24 THROUGH 12/15/24**

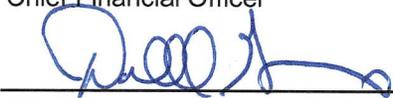
<u>Date</u>	<u>Payee</u>		<u>Description</u>
12/9/2024	IRS	292,322.55	Federal 941 Deposit
12/9/2024	Employment Development	5,252.86	State SDI payment
12/9/2024	Employment Development	69,705.86	State PIT Withholding
12/10/2024	West Basin	2,157,398.37	H2O payment
12/10/2024	Cal Pers	687,617.65	EFT Health Insurance Payment
12/13/2024	Mission Square	2,554.27	457 payment Vantagepoint
12/02/24-12/08/24	Workers Comp Activity	21,798.74	Corvel checks issued/(voided)
12/02/24-12/08/24	Liability Trust - Claims	-	Claim checks issued/(voided)
12/02/24-12/08/24	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>3,236,650.30</u>	

**DATE OF RATIFICATION: 12/13/24**

**TOTAL PAYMENTS BY WIRE:**

3,236,650.30

Certified as to the accuracy of the wire transfers by:

	<u>12/13/24</u>
Treasury & Customer Services Manager	Date
	<u>12/16/24</u>
Chief Financial Officer	Date
	<u>12-16-24</u>
City Manager	Date

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY DEPARTMENT  
AS OF 1/7/25  
REGISTER # 12a

DEPT#	NAME	TOTAL
<b>GENERAL FUND DEPARTMENTAL EXPENDITURES</b>		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	
1201	City Treasurer	
1300	City Clerk	
2101	City Manager	
2102	Communications	4,998.10
2103	El Segundo Media	3,140.64
2201	City Attorney	144,055.85
2401	Economic Development	3,000.00
2402	Planning	448.00
2405	Human and Health Services	680.00
2500	Administrative Services	29,295.85
2601	Government Buildings	17,651.04
2900	Nondepartmental	5,509.31
6100	Library	4,705.55
		213,484.34
<b>PUBLIC SAFETY</b>		
3100	Police	560,165.85
3200	Fire	3,268.87
2403	Building Safety	
2404	Plng/Bldg Sfty Administration	94.14
		563,528.86
<b>PUBLIC WORKS</b>		
4101	Engineering	2,282.00
4200	Streets	80,307.69
4300	Wastewater	407.08
4601	Equipment Maintenance	185.58
4801	Administration	
		83,182.35
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	36,296.55
5400	CAMPS	
		36,296.55
<b>EXPENDITURES</b>		
<b>CAPITAL IMPROVEMENT</b>		46,886.95
<b>ALL OTHER ACCOUNTS</b>		387,113.93
<b>TOTAL WARRANTS</b>		1,330,492.98

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

DATE OF APPROVAL: AS OF 1/7/25

REGISTER # 12b

3053613 - 3053765		
9003277 - 9003281		
001	GENERAL FUND	648,510.08
003	EXPENDABLE TRUST FUND - OTHER	2,000.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	21,489.44
110	MEASURE "R"	950,000.00
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	9,453.79
114	PROP "C" TRANSPORTATION	48,045.73
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MFA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	19,500.00
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	4,808.70
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	-
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	526,249.58
302	INFRASTRUCTURE REPLACEMENT FUND	-
311	DEVELOPER IMPACT FEES - GENERAL GOVERNME	-
312	DEVELOPER IMPACT FEES - LAW ENFORCEMENT	-
313	DEVELOPER IMPACT FEES - FIRE PROTECTION	-
314	DEVELOPER IMPACT FEES - STORM DRAINAGE	-
315	DEVELOPER IMPACT FEES - WATER DISTRIBUTI	-
316	DEVELOPER IMPACT FEES - WASTEWATER COLLE	-
317	DEVELOPER IMPACT FEES - LIBRARY	-
318	DEVELOPER IMPACT FEES - PUBLIC MEETING	-
319	DEVELOPER IMPACT FEES - AQUATICS CENTER	-
320	DEVELOPER IMPACT FEES - PARKLAND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	16,642.52
502	WASTEWATER FUND	12,815.21
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	11,306.31
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	-
703	EXPENDABLE TRUST FUND - OTHER	-
704	EXPENDABLE TRUST FUND - OTHER	4,558.21
706	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	<u>2,275,379.57</u>

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Chief Financial Officer's office in the City of El Segundo.

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

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

CODES:

NOTES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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.

CHIEF FINANCIAL OFFICER:

CITY MANAGER:

DATE:

DATE:

*Paul King*  
1/8/25

*Deanna*  
1-8-25

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 12/16/24 THROUGH 12/22/24**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
12/16/2024	IRS	189,056.87	Federal 941 Deposit
12/16/2024	Employment Development	1,863.86	State SDI payment
12/16/2024	Employment Development	53,792.58	State PIT Withholding
12/16/2024	Cal Pers	50,000.58	EFT Retirement Safety Police Classic - 1st Tier 28
12/16/2024	Cal Pers	61,480.48	EFT Retirement Misc - PEPRA New 26013
12/16/2024	Cal Pers	60,180.30	EFT Retirement Safety Fire- Classic 30168
12/16/2024	Cal Pers	40,270.72	EFT Retirement Safety-Police-PEPRA New 25021
12/16/2024	Cal Pers	33,442.78	EFT Retirement Misc - Classic 27
12/16/2024	Cal Pers	24,899.27	EFT Retirement Safety-Fire-PEPRA New 25020
12/16/2024	Cal Pers	17,817.68	EFT Retirement Sfty Police Classic-2nd Tier 30169
12/20/2024	Mission Square	59,565.81	457 payment Vantagepoint
12/20/2024	Mission Square	1,123.20	401(a) payment Vantagepoint
12/20/2024	Mission Square	3,048.85	401(a) payment Vantagepoint
12/20/2024	Mission Square	588.91	IRA payment Vantagepoint
12/9/24-12/15/24	Workers Comp Activity	43,444.91	Corvel checks issued/(voided)
12/9/24-12/15/24	Liability Trust - Claims	-	Claim checks issued/(voided)
12/9/24-12/15/24	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>640,576.80</u>	

**DATE OF RATIFICATION: 12/20/24  
 TOTAL PAYMENTS BY WIRE:**

**640,576.80**

Certified as to the accuracy of the wire transfers by:

	<u>12/20/24</u>
Treasury & Customer Services Manager	Date
	<u>1/2/25</u>
Chief Financial Officer	Date
	<u>1-2-25</u>
City Manager	Date

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY DEPARTMENT  
AS OF 1/7/25  
REGISTER # 12b

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	2,789.11
1201	City Treasurer	5,239.94
1300	City Clerk	90.18
2101	City Manager	24,757.27
2102	Communications	4,933.64
2103	El Segundo Media	816.52
2201	City Attorney	558.00
2401	Economic Development	7,514.64
2402	Planning	840.61
2405	Human and Health Services	40.24
2500	Administrative Services	248,230.62
2601	Government Buildings	79,845.52
2900	Nondepartmental	45,968.60
6100	Library	6,305.40
		<hr/> 427,930.29
<b>PUBLIC SAFETY</b>		
3100	Police	20,928.44
3200	Fire	21,362.65
2403	Building Safety	11,249.24
2404	Plng/Bldg Sfty Administration	50.66
		<hr/> 53,590.99
<b>PUBLIC WORKS</b>		
4101	Engineering	1,459.73
4200	Streets	39,314.76
4300	Wastewater	46,350.00
4601	Equipment Maintenance	15,176.42
4801	Administration	257.55
		<hr/> 102,558.46
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	45,975.83
5400	CAMPS	495.00
		<hr/> 46,470.83
EXPENDITURES		
	CAPITAL IMPROVEMENT	526,249.58
	ALL OTHER ACCOUNTS	1,118,579.42
	<b>TOTAL WARRANTS</b>	<hr/> <hr/> 2,275,379.57

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

DATE OF APPROVAL: AS OF 1/21/25

REGISTER # 13b

3053766 - 3053872  
9003282 - 9003290

001	GENERAL FUND	427,218.78
003	EXPENDABLE TRUST FUND - OTHER	7,900.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	4,608.00
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	3,112.50
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	4,125.31
124	FEDERAL GRANTS	-
125	STATE GRANT	0.88
126	AJP CUPA PROGRAM OVERSIGHT SURCHARGE	755.01
127	MEASURE "M"	2,500.00
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	1,920.00
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	59,129.50
302	INFRASTRUCTURE REPLACEMENT FUND	-
311	DEVELOPER IMPACT FEES - GENERAL GOVERNME	-
312	DEVELOPER IMPACT FEES - LAW ENFORCEMENT	-
313	DEVELOPER IMPACT FEES - FIRE PROTECTION	-
314	DEVELOPER IMPACT FEES - STORM DRAINAGE	-
315	DEVELOPER IMPACT FEES - WATER DISTRIBUTI	-
316	DEVELOPER IMPACT FEES - WASTEWATER COLLE	-
317	DEVELOPER IMPACT FEES - LIBRARY	-
318	DEVELOPER IMPACT FEES - PUBLIC MEETING	-
319	DEVELOPER IMPACT FEES - AQUATICS CENTER	-
320	DEVELOPER IMPACT FEES - PARKLAND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	100,811.20
502	WASTEWATER FUND	57,844.66
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	172,160.77
603	WORKERS COMP. RESERVE/INSURANCE	125.48
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	409.33
703	EXPENDABLE TRUST FUND - OTHER	-
704	EXPENDABLE TRUST FUND - OTHER	1,424.38
708	OUTSIDE SERVICES TRUST	-
<b>TOTAL WARRANTS</b>		<b>844,045.80</b>

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Chief Financial Officer's office in the City of El Segundo.

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

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

CODES:

NOTES:

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

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

CHIEF FINANCIAL OFFICER:

CITY MANAGER:

DATE:

DATE:

1/21/25

*[Handwritten Signature]*  
1-7-25

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 12/23/24 THROUGH 12/29/24**

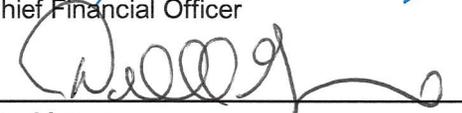
<u>Date</u>	<u>Payee</u>		<u>Description</u>
12/23/2024	US Bank	1,484,492.64	Pension Obligation Bond Interest Payment
12/23/2024	ExpertPay	2,936.21	EFT Child support payment
12/26/2024	Cal Pers	46,526.75	FY2024-2025 Unfunded Acc'd Liab-Police 1st Tier 28
12/26/2024	Cal Pers	39,781.42	FY2024-2025 Unfunded Acc'd Liab-Fire Classic 30168
12/26/2024	Cal Pers	30,991.00	FY2024-2025 Unfunded Acc'd Liab-Misc Classic 27
12/16/24-12/22/24	Workers Comp Activity	21,610.97	Corvel checks issued/(voided)
12/16/24-12/22/24	Liability Trust - Claims	-	Claim checks issued/(voided)
12/16/24-12/22/24	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>1,626,338.99</u>	

**DATE OF RATIFICATION: 12/27/24**

**TOTAL PAYMENTS BY WIRE:**

1,626,338.99

Certified as to the accuracy of the wire transfers by:

 _____ Treasury & Customer Services Manager	<u>12/27/24</u> Date
 _____ Chief Financial Officer	<u>1/2/24</u> Date
 _____ City Manager	<u>1-2-25</u> Date

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

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 12/30/24 THROUGH 01/05/25**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
12/31/2024	Cal Pers	50,015.79	EFT Retirement Safety Police Classic - 1st Tier 28
12/31/2024	Cal Pers	62,153.16	EFT Retirement Misc - PEPRA New 26013
12/31/2024	Cal Pers	55,449.81	EFT Retirement Safety Fire- Classic 30168
12/31/2024	Cal Pers	40,200.59	EFT Retirement Safety-Police-PEPRA New 25021
12/31/2024	Cal Pers	33,401.91	EFT Retirement Misc - Classic 27
12/31/2024	Cal Pers	23,897.64	EFT Retirement Safety-Fire-PEPRA New 25020
12/31/2024	Cal Pers	17,900.26	EFT Retirement Sfty Police Classic-2nd Tier 30169
12/31/2024	Cal Pers	200.00	Admin Fee - Late Payroll Reporting
12/23/24-12/29/24	Workers Comp Activity	15,283.97	Corvel checks issued/(voided)
12/23/24-12/29/24	Liability Trust - Claims	-	Claim checks issued/(voided)
12/23/24-12/29/24	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>298,503.13</u>	

**DATE OF RATIFICATION: 01/06/25**

**TOTAL PAYMENTS BY WIRE:**

**298,503.13**

Certified as to the accuracy of the wire transfers by:

	<u>1/6/25</u>
Treasury & Customer Services Manager	Date
	<u>1/7/25</u>
Chief Financial Officer	Date
	<u>1-7-25</u>
City Manager	Date

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY DEPARTMENT  
AS OF 1/21/25  
REGISTER # 13b

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	
1201	City Treasurer	
1300	City Clerk	1,739.70
2101	City Manager	825.00
2102	Communications	80.00
2103	El Segundo Media	766.54
2201	City Attorney	
2401	Economic Development	
2402	Planning	
2405	Human and Health Services	80.00
2500	Administrative Services	22,600.32
2601	Government Buildings	20,735.96
2900	Nondepartmental	83,147.93
6100	Library	4,823.98
		<hr/> 134,799.43
<b>PUBLIC SAFETY</b>		
3100	Police	64,232.46
3200	Fire	50,866.98
2403	Building Safety	323.70
2404	Plng/Bldg Sfty Administration	11.74
		<hr/> 115,434.88
<b>PUBLIC WORKS</b>		
4101	Engineering	15,627.53
4200	Streets	49,560.77
4300	Wastewater	14,962.30
4601	Equipment Maintenance	10,501.28
4801	Administration	
		<hr/> 90,651.88
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	16,019.19
5400	CAMPS	
		<hr/> 16,019.19
EXPENDITURES		
	CAPITAL IMPROVEMENT	59,129.50
	ALL OTHER ACCOUNTS	428,010.92
	<b>TOTAL WARRANTS</b>	<hr/> <hr/> 844,045.80



## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Consent

Item Number: B.3

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### TITLE:

Revisions to the City of El Segundo Cellular Phone Policy and City of El Segundo Technology Use Policy

### RECOMMENDATION:

1. Adopt a Resolution approving and adopting the City of El Segundo Cellular Phone Policy and the City of El Segundo Technology Use Policy.
2. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

None.

### BACKGROUND:

There are three separate technology related policies that govern the use of cellular phones, electronic communications, and retention of electronic records:

- Administrative Policy and Procedure, Subject Cellular Phone and Technology Policy for the issuing of City cell phones and stipends for cell phones.
- Administrative Policy and Procedure, Subject Electronic Communications Policy approved with Resolution 4384, for the process of retaining and purging of records along with the use of electronic communications (i.e.- email and voice mail).
- Email Retention Policy adopted and approved with Resolution 5491 establishing a five-year retention period for emails, citing specific exceptions to the Policy for records subject to the California Environmental Quality Act (CEQA)/ National Environmental Policy Act (NEPA), disclosure under the Public Records Request

## **Adoption of Revisions to the Cellular Phone Policy and Technology Use Policy**

**January 21, 2025**

**Page 2 of 4**

Act, and litigation or other type of hold.

Staff have determined that the Administrative Policy and Procedure (“AP&P”), Subject Cellular Phone and Technology Policy and AP&P, Subject Electronic Communication Policy need revisions to update acceptable use of information technology at the City of El Segundo, reduce the risk of cybersecurity and legal issues arising from improper use, remind users of these systems that there is no right to privacy, and that information stored on the City’s Information Technology Systems or personal devices used in the conduct of City business may be subject to disclosure under the Public Records Act or litigation.

### **DISCUSSION:**

#### **Cellular Phone Policy**

The City of El Segundo (“City”) Cellular Phone and Technology Policy was established on May 23, 2002. On September 18, 2013, this Administrative Policy and Procedure (“AP&P”), Subject Cellular Phone and Technology Policy was revised by the Finance Director and signed by the City Manager. This policy provided a process for issuing a City-owned cell phone and accounting for those using these devices for personal use, and an alternative option which provided a monthly allowance for those using their personal cell phone for City business. The policy included an authorization form for issuing a device or a stipend.

The revised policy includes conditions for use under the California Vehicle Code, reminds users that there is no expectation of privacy as records may be subject to subpoena or a Public Records Request related to City business, provides a Technology Authorization Form (i.e. request form) for a device, and also a Cellular Phone Stipend Request Form for Supervisory and Professional Employees Association (“SPEA”) members (SPEA is the only remaining labor group that includes a cell phone stipend in their Memorandum of Understanding with the City).

#### **Technology Use Policy**

An AP&P, Subject Electronic Communication Policy, which was initially issued on July 1, 2004, by the Director of Administrative Services and approved by City Council on August 3, 2004, with Resolution 4384 Establishing a Policy for Retaining, Purging, and Using Electronic Communications Including Electronic Mail and Voicemail.

On June 4, 2024, City Council adopted and approved a resolution establishing a Citywide Email Retention Policy with Resolution 5491, separate from the resolution adopting and approving the Citywide Records Retention Schedule. The Email Retention Policy carved out provisions that were included in the Electronic Communication Policy for retaining and purging records.

## **Adoption of Revisions to the Cellular Phone Policy and Technology Use Policy**

**January 21, 2025**

**Page 3 of 4**

The Electronic Communication Policy has been renamed to Technology Use Policy with this revision. The purpose of the policy is to limit risk to the City's technology infrastructure, outline the acceptable and unacceptable use of information technology systems, and to inform users about the City's software monitoring systems and that there is no expectation of privacy.

On December 18, 2024, representatives from the represented employee labor groups were notified of the City's intent to revise the Cellular Phone Policy and Technology Use Policy and provided draft versions of the policies. Included with this notification was an opportunity to meet to discuss any effects/impacts of the City's decision to update the policies with a reply by January 2, 2025. No requests to meet were received. The unrepresented employees in the Management and Confidential Series were also sent draft copies of the policies on December 18, 2024.

On Thursday, January 9, 2025, a voluntary meeting was held for all City staff, represented and unrepresented, to review the updates to the policies and to answer any questions. The meeting was well attended, and employee concerns were addressed. Attendees were informed that upon approval and adoption of the policies by City Council, Human Resources will distribute the final policies and accompanying acknowledgement forms.

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

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy B: Seek opportunities to implement the use of innovative technology to improve services, efficiency, and transparency.

Goal 4: Promote and Celebrate a Quality Workforce Through Teamwork and Organizational Excellence

Strategy A: Enhance staff recruitment, retention, and training to ensure delivery of unparalleled City services and implementation of City Council policies.

#### **PREPARED BY:**

Rebecca Redyk, Human Resources Director

#### **REVIEWED BY:**

Rebecca Redyk, Human Resources Director

#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

**Adoption of Revisions to the Cellular Phone Policy and Technology Use Policy**

**January 21, 2025**

**Page 4 of 4**

**ATTACHED SUPPORTING DOCUMENTS:**

1. Resolution Adopting Revisions to the Cellular Phone Policy and Technology Use Policy
2. Exhibit A to Resolution-Cellular Phone Policy
3. Exhibit B to Resolution- Technology Policy

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ADOPTING REVISIONS TO THE  
CELLULAR PHONE POLICY AND TECHNOLOGY USE  
POLICY**

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

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

A. The City of El Segundo (“City”) Cellular Phone and Technology Policy was established on May 23, 2002. On September 18, 2013, this Administrative Policy and Procedure (“AP&P”), Subject Cellular Phone and Technology Policy was revised by the Finance Director and signed by the City Manager. This policy primarily addressed the issuing of City cell phones or stipends for cell phones.

B. An AP&P, Subject Electronic Communication Policy, which was initially issued on July 1, 2004, by the Director of Administrative Services and approved by City Council on August 3, 2004 with Resolution 4384 Establishing a Policy for Retaining, Purging, and Using Electronic Communications Including Electronic Mail and Voicemail.

C. On June 4, 2024, City Council approved a Resolution establishing a Citywide Email Retention Policy with Resolution 5491 which is separate from the Citywide Records Retention Schedule.

D. The three (3) separate technology related policies that govern the use of cell phones, electronic communications, and retention of electronic records are described in “A”, “B”, and “C” above.

E. Staff have determined that there is a need to revise the AP&P, Subject Cellular Phone and Technology Policy and AP&P, Subject Electronic Communication Policy to outline acceptable use of information technology at the City of El Segundo, reduce the risk of cybersecurity and legal issues arising from improper use, to remind users of these systems that there is no right to privacy, and that information stored on the City’s Information Technology Systems or personal devices used in the conduct of City business may be subject to disclosure under the Public Records Act or litigation.

F. Representatives from the represented employee labor groups were notified of the City’s intent to adopt these revised policies and provided an opportunity to meet to discuss effects/impacts of the adoption. Additionally, Unrepresented employees in the Management and Confidential Series were also provided a copy of the draft policies. No requests to meet were received from the represented employee labor groups. A voluntary informational meeting was held on January 9, 2025, for all employees, represented and unrepresented, to review the policy and answer any questions. The City of El Segundo Cellular Phone

Policy is attached hereto as “Exhibit A” and the City of El Segundo Technology Policy is attached hereto as “Exhibit B”. Both policies are incorporated herein by this reference.

**SECTION 2.** *Actions; Direction.*

A. The City Council approves the Cellular Phone Policy and Technology Use Policy.

B. Staff is directed and authorized to implement all the provisions of each Policy.

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

**SECTION 4.** *Repeal.* All resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

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

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

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

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_,  
2025.

\_\_\_\_\_  
Chris Pimentel, Mayor

ATTEST:

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

I, Susan Truax, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing

Resolution No. \_\_\_\_\_ was duly passed and adopted by said City Council, approved and signed by the Mayor of said City, and attested by the City Clerk of said City, all at a regular meeting of said City Council held on the \_\_\_\_ day of \_\_\_\_\_ 2025, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT

ABSTAIN:

\_\_\_\_\_  
Susan Truax, City Clerk

APPROVED AS TO FORM:

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

EXHIBIT "A"  
City of El Segundo Cellular Phone Policy  
EXHIBIT "B"  
City of El Segundo Technology Use Policy



# City of El Segundo Cellular Phone Policy

## 1. PURPOSE

- a. This City of El Segundo Cellular Phone Policy replaces and supersedes that policy entitled, Cellular Phone and Technology Policy, dated September 18, 2013, which will have no further effect and is hereby rescinded.
- b. The City of El Segundo ("City") requires certain employees to be accessible by cellular phone or mobile device due to the nature of their job function or duties. To enable this accessibility, the City may provide eligible employees with a City-issued cell phone or mobile device (laptop, tablet, etc.). Eligible employees may include those who use a cell phone or mobile device on a regular basis during normal and/or off business hours, or who may need to be available during on-call or emergency situations.
- c. The intent of this policy is to establish consistent rules for the issuance and/or use of cell phones and mobile devices to conduct official business on behalf of the City of El Segundo.
- d. City-issued cell phones and mobile devices are managed and issued by the City's Information Technology Services Department ("ITSD").

## 2. APPLICABILITY

- a. This policy applies to all City employees, elected and appointed officials, and volunteers who are assigned a City-issued cell phone or mobile device<sup>1</sup> or utilize a personal cell phone for City business purposes.
- b. This policy's references to limitations on "cell phones" will also apply to "mobile devices" and vice versa, unless otherwise stated.

## 3. CITY ISSUED CELL PHONES AND MOBILE DEVICES

- a. City-issued cell phones and mobile devices are understood to be for City-related work only. No personal business should be conducted on the City-owned device. Upon separation of employment or upon the individual no longer serving as a formal elected or appointed representative of the City, the cell phone or mobile device is to be returned to ITSD along with any security code(s) required to unlock the device.
- b. City-issued cell phones and mobile devices are to be returned to ITSD if they are no longer required to be used by the employee as determined by the employee's Department Director.
- c. Lost or stolen cell phones or mobile devices must be reported immediately to ITSD staff. All information on such devices needs to be disclosed to the City so it can be determined if any breach of security has been made.

---

<sup>1</sup> "Mobile device" includes "electronic wireless communications device," as defined in Vehicle Code § 23123.5 to include, without limitation, "a broadband personal communication device, handheld devore, or laptop computer with mobile data access, or a pager."

#### **4. GENERAL POLICY ON THE USE OF CITY CELL PHONES**

- a. Employees are prohibited from installing any third-party equipment or applications to City cell phones and mobile devices unless approved by ITSD.
- b. City employees have no expectation of privacy as to data residing in telecommunications devices. The City may inspect that data at any time and without notice, as permitted by state and federal law. The City reserves the right to track the location of a city cell phones and mobile devices as necessary.
- c. City cell phones and mobile devices should only be used by City employees in the performance of their official duties. Personal use of these mobile devices is strictly prohibited and will result in disciplinary action and reimbursement of charges for personal use.
- d. Acceptable use is further defined under the City's *Technology Policy*.

#### **5. USE OF PERSONAL CELL PHONES AND MOBILE DEVICES**

- a. Employees who use their personal cell phone to conduct City business must ensure that their device is password-protected at all times.
- b. Communications conducted on a personal cell phone or mobile device for City business are property of the City and may be subject to disclosure as referenced in Section 8 of this policy.

#### **6. USE OF CITY OR PERSONAL CELL PHONES WHILE OPERATING A VEHICLE IN THE COURSE AND SCOPE OF EMPLOYMENT**

- a. In the interest of the safety of our employees and other drivers, City employees are prohibited from using cell phones while driving within the course and scope of employment for City, and employees should turn off any City-issued cell phone and any time an employee is driving a City or personal vehicle in the performance of their job duties for City.
- b. Notwithstanding the foregoing prohibition in subsection a, above, City employees may use a cell phone for emergency purposes, including, without limitation, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity, pursuant to California Vehicle Code § 23123.
- c. Notwithstanding the foregoing prohibition in subsection a, above, if City management determines an employee's City job requires that the employee keep his or her cell phone turned on while driving in the performance of job duties for the City, the employee may:

1. Use the cell phone if the phone is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving, pursuant to California Vehicle Code § 23123.
2. Per California Vehicle Code § 23123.5, hold and operate a cell phone if the phone is specifically designed and configured to allow voice-operated and hands-free operation and it is used in that manner while driving. The operation in a manner requiring the use of the driver's hand is permissible only if both of the following conditions are satisfied:
  - a) The cell phone is mounted on the vehicle windshield or mounted or affixed to the vehicle's dashboard or center console in a manner that does not hinder the driver's view of the road.
  - b) Your hand is used to activate or deactivate a feature or function of the handheld cell phone with the motion of a single swipe or tap of the driver's finger.
- d. Unless otherwise authorized under this policy, City employees must not send text messages, emails or other forms of written communication on a cell phone or mobile device while operating a vehicle on City time, and City employees are also prohibited from visually inspecting or otherwise reviewing text messages, emails or other forms of written communication on a cell phone or mobile device while operating a vehicle on City time.

## **7. ISSUING DEVICES**

- a. Devices may only be issued to individuals who are approved by the Department Director or designee.
- b. Device may only be issued once the Technology Authorization Request form is signed and completed.

## **8. SUBPOENAS AND PUBLIC RECORDS REQUESTS**

- a. All City employees who use a City-issued cell phone or mobile device for City business should be aware that the content of emails, texts, or phone calls dealing with City business may be subject to subpoena or a Public Record Act request related to City business.
- b. All City employees, elected and appointed officials, and volunteers utilizing a personal cell phone for City business purposes are also subject to subpoena or a Public Record Act request for communications related to City business.

## **9. COMPLIANCE**

- a. Non-compliance with any provision of this policy may result in disciplinary action.

"Cellular Phone and Technology Policy"- Established May 23, 2002  
"Cellular Phone and Technology Policy"- Revised September 18, 2013  
"Cellular Phone Policy"- Revised January 21, 2025

Attachment A: Technology Authorization Request Form  
Attachment B: Cellular Phone Stipend Request Form



# City of El Segundo

## TECHNOLOGY AUTHORIZATION FORM

The employee listed below has been approved to take possession of a City-issued mobile device and has reviewed the City's Cellular Phone & Technology Use Policy. Upon conclusion of this employee's employment the device shall be returned to ITSD. Devices are not to be transferred to any other employee.

Type of Device Requested: \_\_\_\_\_

Employee Being Assigned Device: \_\_\_\_\_

Department: \_\_\_\_\_

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

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Director Name: \_\_\_\_\_

Department Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*\*To be Entered by IT After Signed\*\*\*\***

Serial #: \_\_\_\_\_

Item Description: \_\_\_\_\_



# City of El Segundo

## CELLULAR PHONE STIPEND REQUEST FORM

I request an allowance in lieu of the issuance of a City-owned device per the agreement outlined in the Supervisory and Professional Employees ("SPEA") Memorandum of Understanding in the amount of \$80 per month. A copy of my personal cell phone bill listing my information including the phone number to be used for City business is attached to this request.

I hereby acknowledge that I have received a copy of the City of El Segundo Cellular Phone Policy. I have read this policy and clarified with my supervisor any questions regarding its provisions. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action be taken if I am found in violation of the policy.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Classification: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Finance or designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager or designee Signature

\_\_\_\_\_  
Date

Service Provider: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

The City of El Segundo will annually review approved cellular phone and technology device allowance, City-issued devices to ensure designated persons continue to demonstrate a City business need for this equipment.



# CITY OF EL SEGUNDO TECHNOLOGY USE POLICY

## 1. PURPOSE:

This City of El Segundo Technology Use Policy replaces and supersedes that policy entitled, Cellular Phone and Technology Policy, dated September 18, 2013, which will have no further effect and is hereby rescinded.

The City's electronic information and communication systems, including the city's computers, telephones, mobile devices, voice mail, scanners, fax machines, email, instant messaging, intranet, internet, electronic collaboration tools and storage platforms, whether on premise or in the cloud (collectively "information technology systems"), are important tools in the City's effort to provide top-quality service to the people who live and work in El Segundo. They allow City employees, contractors, temporary workers, and volunteers (collectively referred to in this policy as "City staff") to process information, identify resources, and communicate efficiently.

They also make the City more accessible and accountable to the people it serves. As information technology systems advance and expand, it is important that City staff continually use and manage them in a manner that is consistent with the City's mission, vision, values, and goals.

The purpose of this policy is to outline acceptable use of information technology at the City of El Segundo. Inappropriate use of information technology systems exposes the City of El Segundo to risks including compromised IT systems and services, and legal issues. This policy also serves to notify employees that they have no right to privacy in the use of the information technology systems. This policy also advises employees that the City reserves the right, with or without notice, to access, monitor, review, and copy any computer files, including e-mail, all website communications and/or transactions on information technology systems. In addition, employees are advised that there may be circumstances under which the information stored on the City's Information Technology Systems may be required to be publicly disclosed under the Public Records Act or litigation.

## 2. SCOPE

This policy applies to employees, council members, contractors, consultants, temporary staff, and other workers at the City of El Segundo, including all personnel affiliated with third parties who use or operate a City Information Technology Systems ("Users"). This policy applies to all equipment that is owned or leased by the City of El Segundo.

## 3. POLICY

### a. **General Use and Ownership**

- i. The use of the City of El Segundo's Information Technology Systems shall be for City-replated purposes only.

- ii. Information Technology Systems are the sole property of the City.
- iii. For security and network maintenance purposes, individuals authorized by the City Manager may monitor any Information Technology System with or without notice to the user.
- iv. The City reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.
- v. Any attempt to bypass the City's network security measures is prohibited. Users are prohibited from intentionally accessing any internet sites that are discriminatory or offensive in nature or promote or advocate any form or type of discrimination or sexual harassment.
- vi. Only software purchased and/or licensed to the City and installed under the direction of the City's Information Technology Services Department (ITSD) may be used. Enrollment in any cloud software platform (Saas) used to conduct official City business or store City data, must be authorized by ITSD.
- vii. Hardware device standards for Information Technology Systems are set by ITSD and all information system hardware must be procured through the ITSD or with the department's approval.

**b. Security and Confidential Information**

- i. To ensure security of Information Technology Systems, various tools are employed including passwords, authentication tokens, radio-frequency identification technologies, and/or any other means of verifying an individual's identity (collectively, "authentication devices"). Authentication devices are issued to or used by City staff and shall be kept confidential. City staff shall not share authentication devices, or the information contained in an authentication device, with third parties or other City staff unless requested to do so by ITSD as part of a troubleshooting effort. Similarly, City staff may not use the authentication devices of other City staff, and may not enter, access, or attempt to enter or access information technology systems assigned to other City staff.
- ii. User's must keep passwords secure and not share accounts. Authorized users are responsible for the security of their passwords and accounts.
- iii. Users should not use a City of El Segundo email address or any other Information Technology System for personal use.
- iv. Lost or stolen Information Technology Systems must be reported immediately to Information Systems staff. All information on such devices needs to be disclosed to the City so it can be determined if any breach of security has been made.

**c. Unacceptable Use of Information Technology Systems**

- i. The following activities, in general, are prohibited. Under no circumstances is a User authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing City of El Segundo Information Technology Systems.
  1. The list below is by no means exhaustive but attempts to provide a framework for activities which fall into the category of unacceptable use of internet technology systems:
    - a. To access any obscene or pornographic material
    - b. To transmit sexually explicit images, message or cartoons, ethnic or racial slurs, or anything that may be construed as harassment or disparaging of others based on their race, national origin, ethnic group identification, religion, age, sex, sexual orientation, marital status, color or physical or mental disability
    - c. To conduct personal business
    - d. To play games
    - e. To gamble
    - f. To conduct illegal activities or commit a crime or fraud, or violate any federal, state, or local law.
    - g. To transmit sensitive or privileged information to unauthorized persons or organizations
    - h. To download or install software without prior consent of ITSD
    - i. To access Social Networking sites such as but not limited to Facebook, Instagram, TikTok, X, and DisCord unless it is related to City business and authorized by the employee's Director.

**d. Privacy**

- i. This policy serves as a means to notify employees that they have no right to privacy in the use of the City of El Segundo's Information Technology Systems.
- ii. City staff should not expect any information contained in any information technology systems or the use of any information technology systems to be private, including deleted messages and/or information. The City may be able to retrieve deleted information from a backup system or other sources.
- iii. Mobile Device Management software (MDM) used to control, monitor, and manage mobile devices is required on all City owned mobile devices without exception. The Information Technology Services Department defines policy and configuration for MDM and software configuration of

mobile devices. Due to inherent capabilities of MDM platforms, City staff are advised that using a City owned information technology system with MDM installed will allow the City to determine their location at any given time based on the MDM software. For additional information see the *Cell Phone and Mobile Device* policy.

- iv. Generally, all public records, including information contained in Information Technology Systems, are open to inspection and copying by any person who makes a request in accordance with the requirements of the California Public Records Act. However, a public record may be exempt from disclosure if it falls within certain categories of exemptions.



## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Consent

Item Number: B.4

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### TITLE:

Continue Emergency Action for the Permanent Repair of the City of El Segundo  
Wiseburn Aquatics Center Pool Heaters

### RECOMMENDATION:

1. Receive and file staff's report regarding the status of the permanent repairs to El Segundo Wiseburn Aquatics Center pool heaters.
2. Adopt a motion by four-fifths vote to determine the need to continue the emergency action approved under Resolution No. 5519.
3. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

As described on the November 5, 2024 Council agenda when the City Council adopted Resolution No. 5519:

The estimated total cost for the permanent repair of the Aquatics Center Pool Heaters is \$700,000 (\$613,724 repair + \$86,276 contingency). The project costs were not included in the adopted FY 2024-25 CIP Budget and requires a budget appropriation from General Fund Reserves to the Capital Improvement Fund. Wiseburn Unified School District (WUSD) agreed to reimburse the City half of the construction cost after the completion of the work, up to \$300,000.

The budget request is as follows:

Amount Budgeted in FY 2024-25: \$0

Additional Appropriation: \$700,000

Expense Account Number: 301-400-8202-8463 (General Fund CIP - Aquatics Center Pool Heaters)

Establish Transfer Out Budget: \$700,000

Transfer Out Account Number: 001-400-0000-9301 (Transfer out from General Fund to CIP Fund)

**Permanent Repair of the City of El Segundo Wiseburn Aquatics Center Pool Heaters**

**January 21, 2025**

**Page 2 of 3**

Establish Transfer In Budget: \$700,000

Transfer In Account Number: 301-300-0000-9001 (Transfer in to CIP Fund from General Fund)

Set Revenue budget: \$300,000 Revenue Account Number: 001-300-XXXX-XXXX (WUSD Pool Heater Contribution)\*

\* Revenue account will be generated after funds are received from WUSD

**BACKGROUND:**

On November 5, 2024, the City Council adopted a by four-fifths vote, declaring the existence of an emergency and authorizing the award of a contract without competitive bidding pursuant to Public Contract Code §§ 1102, 20168, and 22050 regarding the needed permanent repair work for the heaters at the Aquatic Center.

The City Council also authorized the City Manager to approve and execute a standard Public Works Construction Contract with Knorr Systems International to repair existing heaters at the El Segundo Wiseburn Aquatics Center for an amount of \$613,724 and authorize an additional \$86,276 as contingency funds for potential unforeseen conditions, for a total budget amount of \$700,000.

**DISCUSSION:**

The emergency repairs are expected to take place in July and August 2025. State law requires the Council to revisit the emergency at the next regular meeting and subsequent regular meetings until the required action is terminated. Staff respectfully recommend approval of the recommended actions as noted.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy B: Seek opportunities to implement the use of innovative technology to improve services, efficiency, and transparency.

Strategy C: Maintain an innovative General Plan to ensure responsible growth while preserving El Segundo's quality of life and small-town character.

Goal 2: Optimize Community Safety and Preparedness

**PREPARED BY:**

Cheryl Ebert, City Engineer

**REVIEWED BY:**

**Permanent Repair of the City of El Segundo Wiseburn Aquatics Center Pool Heaters**

**January 21, 2025**

**Page 3 of 3**

Elias Sassoon, Public Works Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

None



## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Consent

Item Number: B.5

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### TITLE:

Resolution Approving Plans and Specifications for the Main Street Banner Poles Replacement Project

### RECOMMENDATION:

1. Adopt a resolution approving plans and specifications for Main Street Banner Poles Replacement Project No. PW 25-01 to avail the City of the immunities set forth in Government Code § 830.6.
2. Authorize staff to advertise the project for construction bidding.
3. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

Amount Budgeted: \$100,000  
Additional Appropriation: None  
Account Number: 301-400-8203-8102

### BACKGROUND:

The City of El Segundo ("City") regularly maintains promotional banners that cross the street at three locations on Main Street: the 300 block near Fire Station #1, the 500 block near Big Mike's restaurant, and the 600 block near El Segundo High School. These banners are changed seasonally for various city and non-profit organizational events, helping foster community engagement and city pride.

In 2022, staff conducting routine maintenance found rust and fraying cables on these poles. A structural assessment confirmed that while poles on the 300 block only needed to be refurbished and maintained, those on the 500 and 600 blocks needed to be replaced due to structural stability concerns.

## **Main Street Banner Poles Replacement Project**

**January 21, 2025**

**Page 2 of 3**

### **DISCUSSION:**

The City hired GMU Structural Engineering to prepare the engineering plans and specifications for the project and these documents were reviewed and approved by staff. In addition, this project has been identified and approved as part of this year's Capital Improvement Program.

The project will include the following improvements, per the prepared plans and specifications:

#### **500 Block of Main Street:**

- Replacement of two banner poles.
- Installation of concrete pads at pole base.
- Installation of new cable wiring for banners.

#### **600 Block of Main Street:**

- Replacement of two banner poles.
- Installation of concrete pads at the pole base.
- Installation of new cable wiring for banners.

With Council's authorization, the anticipated schedule for the pole replacements is as follows:

January 2025 - Advertising and Bid Process

April 2025 - Contract Award

June 2025 - Begin Construction

August 2025 - Project Completion

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

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy A: Seek opportunities to implement and expedite the projects in the Capital Improvement Program and ensure that City-owned infrastructure is well maintained, including streets, entryways, and facilities.

#### **PREPARED BY:**

Cheryl Ebert, City Engineer

#### **REVIEWED BY:**

Elias Sassoon, Public Works Director

**Main Street Banner Poles Replacement Project**

**January 21, 2025**

**Page 3 of 3**

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. PW 25-01 Banner Poles Resolution
2. PW 25-01 Vicinity Map
3. PW 25-01 Project Location Map

**RESOLUTION NO. \_\_**

**A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR BANNER POLES REPLACEMENT, PROJECT NO. PW 25-01, PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.**

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

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

- A. The City retained GMU Structural Engineering (“Consultant”) as the engineer to design and prepare plans for project PW 25-01, Banner Poles Replacement (“Project”) to replace existing and install new poles and footings.
- B. The Consultant informed the City Engineer that these plans and specifications are complete and that construction of the Project may begin;
- C. The City Engineer reviewed the completed design and plans for the Project and agrees with the Consultant that the plans are complete and the Project may be constructed;
- D. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: *Design Immunity; Authorization.*

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

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

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

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

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

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Chris Pimentel, Mayor

ATTEST:

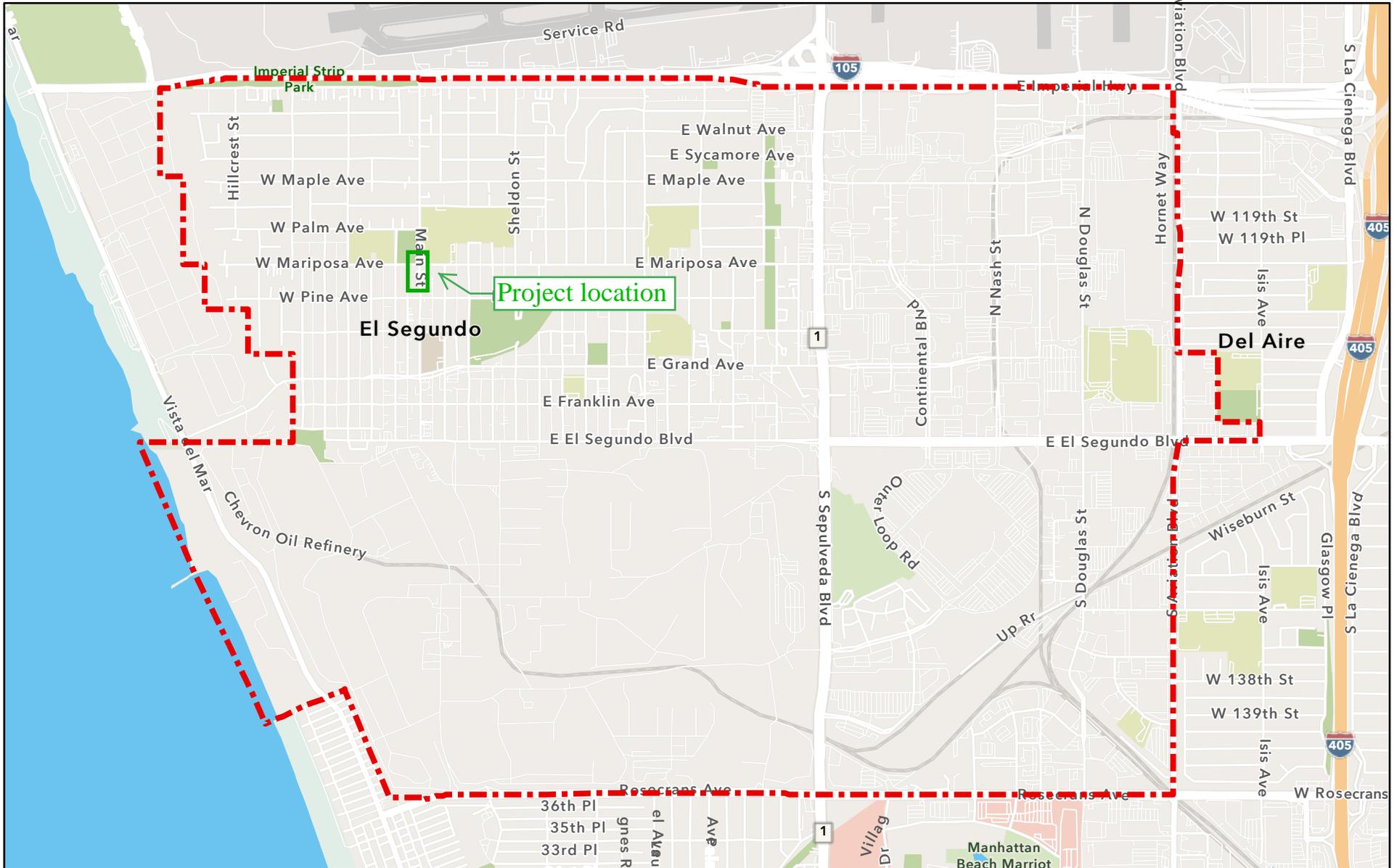
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Susan Truax, City Clerk

APPROVED AS TO FORM:

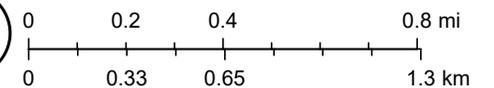
\_\_\_\_\_ for  
Mark D. Hensley  
City Attorney



# PW 25-01: Banner Poles Replacement Project Vicinity Map

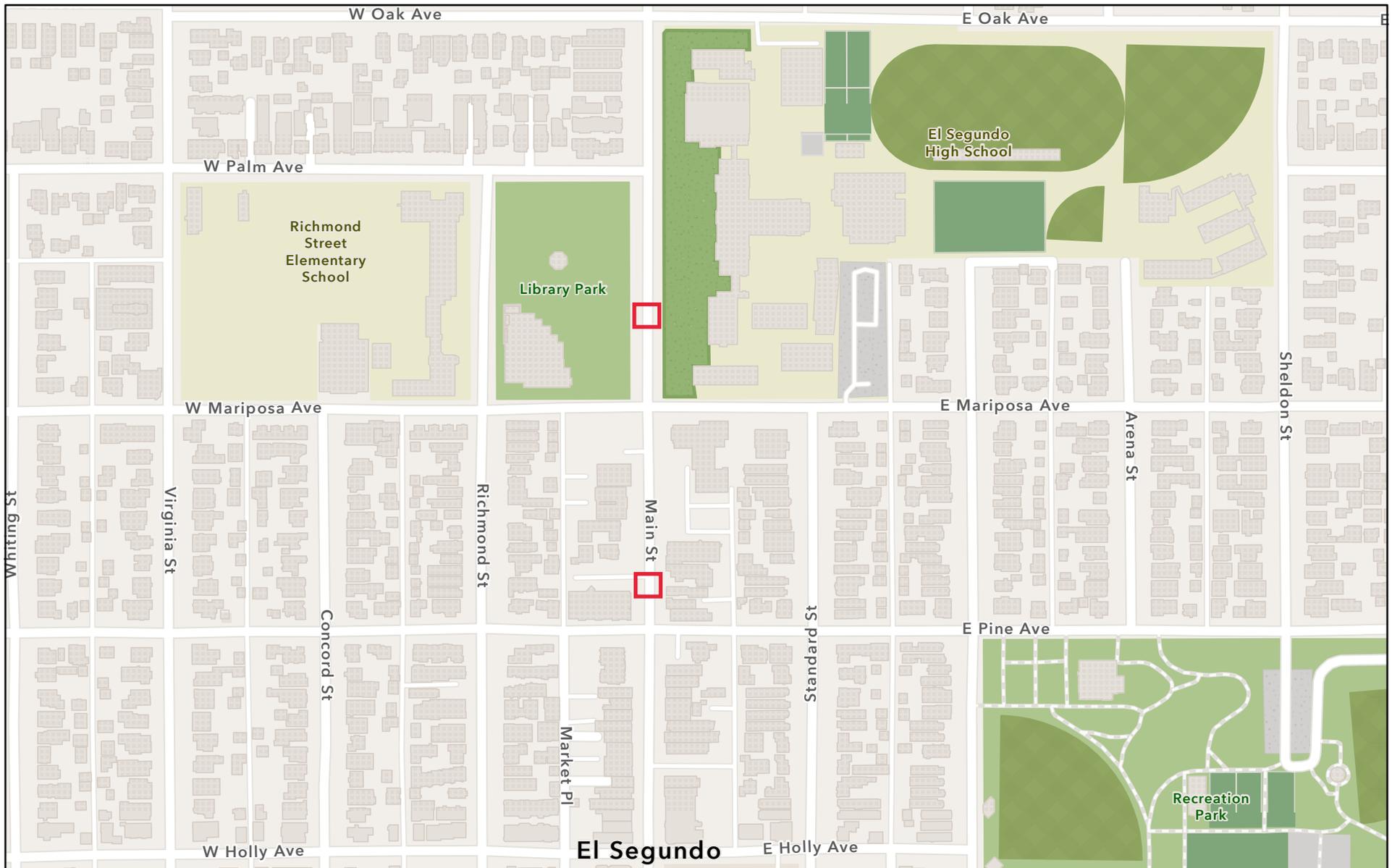


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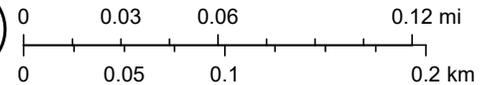




# PW 25-01 Banner Poles Replacement Project Location Map



1:4,500





## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Consent

Item Number: B.6

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### **TITLE:**

Resolution Approving Engineering Plans and Specifications for the Sandhill Basin Improvements Project

### **RECOMMENDATION:**

1. Adopt a resolution approving engineering plans and specifications for the Sandhill Basin Improvements Project No. SW 23-01 to avail the City of the immunities set forth in Government Code § 830.6.
2. Authorize staff to advertise the project for construction.
3. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

Included in the adopted FY 2024-25 Budget.

Amount Budgeted: \$400,000 for infiltration projects

Additional Appropriation: None

Account Number: 131-400-xxxx-xxxx (Safe Clean Water / Measure W funds)

### **BACKGROUND:**

Sandhill Basin is located west of Hillcrest Street, between Maple Avenue and Oak Avenue. It was initially designed as a detention basin and converted in 2018 into an infiltration basin to improve runoff capture and reduce pollutant loads towards meeting the set water quality goals in the Santa Monica Bay watershed. During routine maintenance inspections, City staff identified concerns related to slope stability along the perimeter of the facility, as well as erosion at the spillways. If left unaddressed, these issues could potentially compromise the basin's functionality and potentially creates risks to the structural integrity of the facility.

## **Sandhill Basin Improvements Project**

**January 21, 2025**

**Page 2 of 2**

### **DISCUSSION:**

The City hired KPFF Consultants to prepare the engineering plans and specifications of the project and these documents were reviewed and approved by staff. The scope of work includes regrading and recompacting the eroded soil and installing velocity dissipation devices to prevent further erosion.

With Council's authorization, the anticipated schedule for the Sandhill Basin Improvements Project is as follows:

January 2025 - Advertising and Bid Process

April 2025 - Contract Award

June 2025 - Begin Construction

September 2025 - Project Completion

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

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy A: Seek opportunities to implement and expedite the projects in the Capital Improvement Program and ensure that City-owned infrastructure is well maintained, including streets, entryways, and facilities.

### **PREPARED BY:**

Cheryl Ebert, City Engineer

### **REVIEWED BY:**

Elias Sassoon, Public Works Director

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. SW 23-01 Project Adoption Resolution
2. SW 23-01 Vicinity Map
3. SW 23-01 Location Map

**RESOLUTION NO. \_\_**

**A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR SANDHILL BASIN IMPROVEMENTS, PROJECT NO. SW 23-01, PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.**

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

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

- A. The City retained KPFF Consultants (“Consultant”) as the engineer to design and prepare plans and specifications for SW 23-01, Sandhill Basin Improvements (“Project”), to address slope stability along the joint property line between the basin and adjacent property, as well as erosion at the basin spillways.
- B. The Consultant informed the City Engineer that these plans and specifications are complete and construction of the Project may begin;
- C. The City Engineer reviewed the completed design and plans for the Project and agrees with the Consultant that the plans are complete and the Project may be constructed;
- D. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: *Design Immunity; Authorization.*

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

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

for the Project (“Project Payment Account”). The Project Payment Account is the sole source of funds available for the Contract Sum, as defined in the Contract Document administering the Project.

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

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

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Chris Pimentel, Mayor

ATTEST:

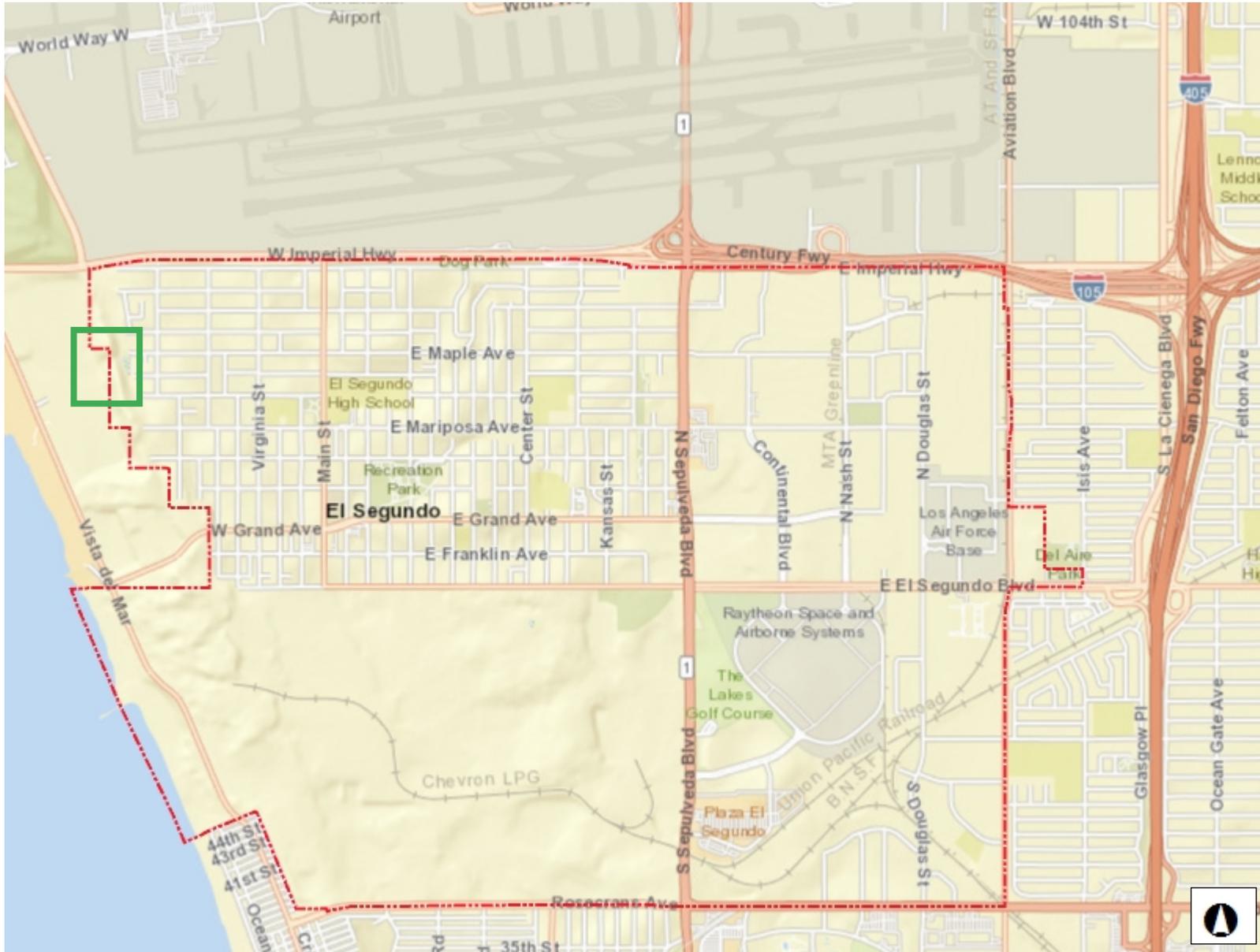
\_\_\_\_\_  
Susan Truax, City Clerk

APPROVED AS TO FORM:

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



# SW 23-01 Sandhill Basin Improvements Project Vicinity Map



6,018.7 0 3,009.33 6,018.7 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

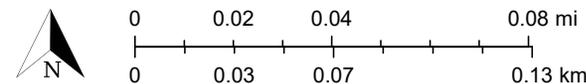
*DISCLAIMER: The information shown on this map was compiled from different GIS sources. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. The City of El Segundo will not be held responsible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



# SW 23-01 Sandhill Basin Improvements Project Vicinity Map



1:2,962





## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Consent

Item Number: B.7

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### TITLE:

Waiver of City Municipal Code Section 10-1-4(C) to Allow Alcohol at Library Park for the El Segundo Kiwanis Club Chili Cookoff Event

### RECOMMENDATION:

1. Approve request to waive City Municipal Code Section 10-1-4(C) to allow alcohol at Library Park for the El Segundo Kiwanis Club Chili Cookoff event on Saturday, March 29, 2025.
2. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

None.

### BACKGROUND:

The El Segundo Kiwanis Club has requested to host a "Beer Garden" at the Annual Chili Cookoff event on Saturday, March 29, 2025, at Library Park. The "Beer Garden" would serve as a fundraiser for the El Segundo Kiwanis Club.

The El Segundo Kiwanis Club is requesting that City Municipal Code section 10-1-4(C) be waived to allow alcohol at a park facility for this event. The El Segundo Kiwanis Club would be subject to compliance with state Alcohol Beverage Commission regulations and would need to obtain a permit from the California Department of Alcohol Beverage Control (ABC).

### DISCUSSION:

The 3rd Annual Chili Cookoff Event is proposed to take place in Library Park with the "Beer Garden" to be located on the North side of the park. The "Beer Garden" would be completely enclosed with perimeter fencing to allow for greater control and supervision.

The event is scheduled from 7:00am to 7:00pm, however the "Beer Garden" will operate

**Request to Waive City Municipal Cost Section 10-1-4(C) to Allow Alcohol at Library Park for the El Segundo Kiwanis Club Chili Cookoff Event**

**January 21, 2025**

**Page 2 of 2**

from 12:00pm to 4:00pm. Staff will continue to work with the El Segundo Kiwanis Club Member, Shannon O'Toole, on the logistics for the event.

Historically, the City Council has allowed alcohol at Library Park during the Concerts in the Park series.

The El Segundo Municipal Code 10-1-4(C) prohibits the consumption or possession of intoxicating liquor on any street, sidewalk or parkway, park, playground, or in any public place, or in any place open to the patronage of the public, whose premises are not licensed for the consumption of liquor, which would include Library Park. The event's organizers would have to comply with the required ABC permit for the event.

Staff have verified that there are no planned events for Library Park on March 29, 2025, that would conflict with this event.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 5: Champion Economic Development and Fiscal Sustainability

Strategy C: Implement strategic initiatives to attract new businesses and foster business to business networking and collaboration to retain and grow existing businesses.

Strategy D: Implement community planning, land use, and enforcement policies that encourage growth while preserving El Segundo's quality of life and small-town character.

**PREPARED BY:**

Linnea Palmer, Recreation Specialist

**REVIEWED BY:**

Aly Mancini, Recreation, Parks and Library Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Chili Cookoff Site Plan March 29,2025

# Chili Cookoff Site Plan March 29, 2025



Sound System



Beer Garden Booth



Chili Stations



Key Club



Fenceline



Entrance



## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Consent

Item Number: B.8

---

### TITLE:

Automatic Aid and Exchange of Services Agreement between the El Segundo Fire Department and the City of Los Angeles Fire Department

### RECOMMENDATION:

1. Authorize the City Manager to sign the automatic aid and exchange of services agreement between El Segundo Fire Department and City of Los Angeles Fire Department.
2. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

There is no fiscal impact in approving the agreement. Under section 17 of the proposed agreement, "No party furnishing aid pursuant to this Agreement shall be entitled to compensation for services rendered to the requesting agency . . ."

### BACKGROUND:

All South Bay fire departments rely on neighboring fire departments to assist each other when responding to emergency incidents. The intention of this agreement is to implement a mutually agreed upon response plan with the City of Los Angeles Fire Department (LAFD) that enhances each other's overall service continuity. If approved, we will improve our effective response force, response times, and have access to standard and specialized fire equipment.

### DISCUSSION:

As a bordering agency, Los Angeles Fire Dept (LAFD) has numerous emergency assets available to respond to the City of El Segundo. Establishing the proposed automatic aid agreement provides an opportunity for our City to call upon those resources immediately. For example, our present hazardous materials response plan calls for a

## **El Segundo Fire Dept and Los Angeles City Fire Dept Automatic Aid Agreement**

**January 21, 2025**

**Page 2 of 5**

request from LA County Fire Department (LACO FD). Their closest hazardous materials unit is in Carson, and that delayed response is not adequate when an incident occurs. The LAFD has a hazardous materials team and equipment stationed next to LAX. In addition, LAFD has jumper bags, ladder trucks, fire engines, Rescue Ambulances, and Urban Search and Rescue units that would be a great advantage El Segundo would have to combat any emergency.

LAFD has been a great neighboring partner for the City of El Segundo. Their Fire Chief has offered their assets in the past, but due to the lack of an automatic aid agreement, the process of obtaining those resources has caused delayed responses and a potential for an "Assistance by Hire" charge to call upon those resources. Assistance by Hire occurs when once jurisdiction requests resources from another jurisdiction but is incapable of providing like emergency assets in reciprocation. The benefits of this agreement include having access to specialty equipment and special qualified personnel that the City of El Segundo does not have without the possibility of Assistance by Hire. Establishing this agreement also provides a mechanism to respond joint responses immediately to El Segundo and Los Angeles for any type of incident and reduces response times for emergencies.

Establishing this auto-aid agreement will remove delays caused by requesting resources through the State mutual aid system. The State mutual aid system requires a formal request to the region coordinator for specified fire apparatus that prolong response times if the request is approved, and resources sent. When an auto-aid agreement is in place, a request is made directly to the Los Angeles Fire Department dispatch center, and the request is filled immediately.

The proposed agreement would establish automatic services that each jurisdiction would provide, and any substantial reduction or modification to such agreed upon services must be approved by the City Council. Automatic services provided to each city as part of the proposed agreement are as follows:

### **Los Angeles Fire Department to El Segundo Fire Department**

When requested by ELS, LFD agrees to provide the following resources to combat emergency incidents which are within the defined areas identified on the attached map.

\*(See map #1) Additional resources may be authorized by the Fire Chief or Deputy Department Commander of LFD upon request.

#### **Structure Fire Response \*(Map #1)**

- Initial dispatch upon request of the on-scene IC:
  - o One Task Force (may be a Light Force and Engine)
  - o One Battalion Chief
  
- Additional resources that may be requested by the on-scene Incident Commander:
  - o One Task Force (may be a Light Force and an Engine)
  - o One Engine Company

## **El Segundo Fire Dept and Los Angeles City Fire Dept Automatic Aid Agreement**

**January 21, 2025**

**Page 3 of 5**

- o One Battalion Chief
- o One Paramedic Ambulance

Additional resources above a category "B" assignment must be authorized by the Fire Chief or Deputy Department Commander of the LFD upon request.

EMS Response (Request by RCC) \*(Map #2)

- An ALS ambulance response request from ELS to LFD may be granted only after Area G resources have been exhausted and/or an estimated on-scene arrival time exceeds 15 minutes.

JUMPER Response (JUMPERAA)

- One Task Force equipped with air rescue cushion
- One Battalion Chief

Specialized and Technical Rescue resources

- Any request by ELS for specialized and technical resources ( e.g. Hazmat, USAR, Heavy Rescue etc.) shall be approved by the LFD Deputy Department Commander (through the MFC Dispatch Center)

### **El Segundo Fire Department to Los Angeles Fire Department**

When requested by LFD, ELS agrees to provide Automatic Aid with the following resources to combat emergency incidents which are within the defined areas identified on the attached \*map. Additional resources may be authorized by the ELS Operations Chief/Duty Chief or Fire Chief upon request.

Fire Response

- One Engine on Vista Del Mar from one-half mile north of Imperial Highway on the north to the El Segundo city boundary on the south. \*(See Map#3)
- One Engine on northbound Sepulveda Blvd from Imperial Hwy to Century Blvd. \*(See Map #4)
- One Engine on Aviation Blvd from Imperial to one-half mile north of Imperial Hwy. \*(See Map #5)
- One Engine on eastbound/westbound 1-105 freeway from Sepulveda Blvd. to 1-405 freeway. \*(See Map #6)
- One Engine on Pershing Dr from Imperial Hwy to ½ mile north of Imperial Hwy \*(See Map #3)

EMS Responses

- One Engine with one ALS ambulance on Vista Del Mar from one-half mile north of Imperial Highway on the north to the El Segundo city boundary on the south. (See Map #7)

Freeway Incidents: Fire, EMS, and Technical Rescue

**El Segundo Fire Dept and Los Angeles City Fire Dept Automatic Aid Agreement  
January 21, 2025**

**Page 4 of 5**

- One engine eastbound/westbound on the 1-105 Freeway between the Sepulveda Blvd. and the 1-405 Freeway. \*(See Map #6)

\*All referenced maps included in attached Automatic Aid Agreement

Note: If at any time, an engine is unavailable for response from ELS to LFD due to staffing, both parties shall meet and discuss the terms of this agreement. Inability to provide an engine will be considered a substantial reduction of services as outlined in this agreement, Section 1 Revisions.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy B: Seek opportunities to implement the use of innovative technology to improve services, efficiency, and transparency.

Goal 2: Optimize Community Safety and Preparedness

Strategy B: Provide cost-effective and excellent fire protection and emergency response services.

Strategy C: Protect and prepare the El Segundo Community and staff for any emergency, disaster, or environmental violation.

Strategy D: Ensure that the community feels safe and is satisfied with the services of the El Segundo Fire Department.

Goal 4: Promote and Celebrate a Quality Workforce Through Teamwork and Organizational Excellence

Strategy B: Improve organizational excellence by implementing processes and tools that facilitate data collection and analysis while promoting data-driven decision-making.

**PREPARED BY:**

George Avery, Fire Chief

**REVIEWED BY:**

George Avery, Fire Chief

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Agreement Between the El Segundo Fire Department and the City of LA Fire Department



El Segundo Agreement No. \_\_\_\_\_

Los Angeles Agreement No. \_\_\_\_\_

**MEMORANDUM OF AGREEMENT FOR AUTOMATIC AID AND EXCHANGE OF  
FIRE PROTECTION, SPECIALIZED, RESCUE AND EMERGENCY MEDICAL  
SERVICES BETWEEN THE LOS ANGELES CITY FIRE DEPARTMENT AND THE  
EL SEGUNDO FIRE DEPARTMENT**



**October 1, 2024**

**WITNESSETH**

WHEREAS, the parties to this Agreement provide fire protection, medical services, specialized and rescue services within their respective jurisdictional limits; and

WHEREAS, fire and rescue resources for the City of El Segundo are dispatched through a central dispatch center known as South Bay Regional Communications Center (RCC) "South Bay"; and

WHEREAS, fire and rescue resources for the City of Los Angeles are dispatched through a central dispatch center known as Metropolitan Fire Communications (MFC); and

WHEREAS, it is in the best interest of El Segundo and Los Angeles to provide the most expeditious response to suppress fires and render other emergency assistance; and

WHEREAS, each party is desirous of providing to the other a reasonable and reciprocal exchange of emergency services on a day-to-day basis;

NOW, THEREFORE, in consideration of these mutual covenants, the parties hereto agree as follows:

**1. Revisions**

Minor revisions to this Agreement may be approved at any time by mutual agreement of the Fire Chiefs of the El Segundo Fire Department (ELS) and the Los Angeles City Fire Department (LFD). All amendments to this Agreement shall be in writing and signed by each Fire Chief.

It is agreed that substantial reductions or modifications of services contemplated under this Agreement by any of the agencies must be facilitated through amendment to this Agreement and approved by ELS and LFD's respective governing bodies. For purposes of this Agreement, "substantial reductions or modifications of services" means any modification of services listed and described in Section 14 below.

**2. Term**

This Agreement shall commence, once executed by all parties hereto, on **the date of execution** and shall remain operative and effective through **June 30, 2028**. Parties shall meet on or about **October 1, 2027** to begin review and revision meetings. Any of the parties may terminate the Agreement at any time by giving written notice to the other party at least thirty (30) days prior to the date of withdrawal.

### **3. Mutual Benefits**

ELS and LFD intend that this Agreement will provide mutual benefits to each party. The Fire Chiefs of ELS and LFD are hereby authorized to identify and revise as they deem necessary any designated areas or types of response periodically as may be dictated by changing conditions and the requirements of mutual benefits to each party.

### **4. Incident Command**

In those instances where the assisting Department arrives before the jurisdictional Department, the assisting Department will take the necessary action dictated by the situation. However, it is assumed that the jurisdictional Department will arrive shortly after the arrival of the assisting Department. Overall command of the incident will be assumed by the jurisdictional Department upon its arrival at the scene. The highest-ranking officer of the assisting Fire Department at the incident will become the Agency Representative (AREP). The resources of the assisting Department will be released from the scene as soon as practical by the jurisdictional Fire Department.

When it is deemed appropriate, the AREP may enter into Unified Command with the jurisdictional Department's Incident Commander. It is understood that such a decision may require approval from an Agency Administrator of the assisting and/or jurisdictional Department.

A common and agreed upon communications plan shall be established and utilized by all resources and Incident Commanders.

### **5. Commitment of Resources**

It is mutually understood and agreed that this agreement does not relieve either party from the necessity and obligation of using its own resources for furnishing fire and rescue service within any part of its own jurisdiction, and that the assisting party's response to a request for aid will be dependent upon the existing emergency conditions within its own jurisdiction and the status of its resources.

### **6. Method of Requesting Aid**

All requests for aid shall be via the respective dispatch center. Persons assigned to the dispatch center for each Department are authorized to send and receive such requests as per their respective operational procedures.

### **7. Intent of Agreement**

The intent of this Agreement is to provide the jurisdictional agency with a more efficient and/or effective initial response to an emergency incident. The agreed upon resources should only be utilized until the jurisdictional agency is able to relieve the assisting agency

with their own resources and/or obtain the appropriate emergency resources, not to exceed a 12-hour period of time. If the agreed upon resources are not available from the assisting agency at the time of the request from the jurisdictional agency, the assisting agency need not respond.

**8. Fire Incident Reporting**

Each agency shall be responsible for obtaining needed information to complete fire reports for incidents within their respective jurisdiction. Assisting units shall contact jurisdictional units to provide appropriate information for completion of fire reports.

**9. Training**

Joint training exercises will be conducted periodically upon agreement by the parties (minimum of one per year). These training exercises shall be coordinated with LFD and ELS Battalion Commanders.

**10. Services by the Los Angeles City Fire Department**

LFD agrees to provide a designated fire, EMS and/or technical rescue response, as jointly agreed upon by the Fire Chiefs of LFD and ELS, upon request by ELS to designated areas located within the jurisdiction of El Segundo.

**11. Dispatch by the Los Angeles City Fire Department**

Upon receipt by LFD of an alarm within a designated area located within the jurisdiction of Los Angeles, LFD, as the jurisdictional Department, will dispatch its nearest available and appropriately designated fire response to that alarm and also notify the ELS fire dispatcher who will, in turn, dispatch the agreed-upon ELS response.

**12. Services by the El Segundo Fire Department**

ELS agrees to provide a designated fire and EMS response, as jointly agreed upon by the Agency Representatives and Fire Chiefs of ELS and LFD, upon request by LFD to designated areas located within the jurisdiction of Los Angeles.

**13. Dispatch by the El Segundo Fire Department**

Upon receipt by the ELS of an alarm within a designated area located within the jurisdiction of El Segundo, ELS (as the jurisdictional Department) will dispatch its nearest available and appropriately designated fire, EMS, or rescue response to that alarm and also notify an LFD fire dispatcher who will, in turn, dispatch the agreed-upon LFD response.

#### **14. Amount and Type of Assistance**

##### **A. LFD to ELS**

When requested by ELS, LFD agrees to provide the following resources to combat emergency incidents which are within the defined areas identified on the attached map. (See map #1) Additional resources may be authorized by the Fire Chief or Deputy Department Commander of LFD upon request.

##### **Structure Fire Response (Map #1)**

- Initial dispatch upon request of the on-scene IC:
  - One Task Force (may be a Light Force and Engine)
  - One Battalion Chief
  
- Additional resources that may be requested by the on-scene Incident Commander:
  - One Task Force (may be a Light Force and an Engine)
  - One Engine Company
  - One Battalion Chief
  - One Paramedic Ambulance

Additional resources above a category “B” assignment must be authorized by the Fire Chief or Deputy Department Commander of the LFD upon request.

##### **EMS Response (Request by RCC) (Map #2)**

- An ALS ambulance response request from ELS to LFD may be granted only after Area G resources have been exhausted and/or an estimated on-scene arrival time exceeds 15 minutes.

##### **JUMPER Response (JUMPERAA)**

- One Task Force equipped with air rescue cushion
- One Battalion Chief

##### **Specialized and Technical Rescue resources**

- Any request by ELS for specialized and technical resources (e.g. Hazmat, USAR, Heavy Rescue etc.) shall be approved by the LFD Deputy Department Commander (through the MFC Dispatch Center)

**B. ELS to LFD**

When requested by LFD, ELS agrees to provide Automatic Aid with the following resources to combat emergency incidents which are within the defined areas identified on the attached map.

Additional resources may be authorized by the ELS Operations Chief/Duty Chief or Fire Chief upon request.

**Fire Response**

- One Engine on Vista Del Mar from one-half mile north of Imperial Highway on the north to the El Segundo city boundary on the south. (See Map#3)
- One Engine on northbound Sepulveda Blvd from Imperial Hwy to Century Blvd. (See Map#4)
- One Engine on Aviation Blvd from Imperial to one-half mile north of Imperial Hwy. (See Map#5)
- One Engine on eastbound/westbound I-105 freeway from Sepulveda Blvd. to I-405 freeway. (See Map #6)
- One Engine on Pershing Dr from Imperial Hwy to ½ mile north of Imperial Hwy (See Map#3)

**EMS Responses**

- One Engine with one ALS ambulance on Vista Del Mar from one-half mile north of Imperial Highway on the north to the El Segundo city boundary on the south. (See Map#7)

**Freeway Incidents: Fire, EMS, and Technical Rescue**

- One engine eastbound/westbound on the I-105 Freeway between the Sepulveda Blvd. and the I-405 Freeway. (See Map#6)

Note: If at any time, an engine is unavailable for response from ELS to LFD due to staffing, both parties shall meet and discuss the terms of this agreement. Inability to provide an engine will be considered a substantial reduction of services as outlined in this agreement, Section 1 Revisions.

**15. Communications System**

The Parties agree to share the use of communication systems, radios and radio frequencies for the execution of this Agreement. Sharing of the frequencies must be approved only by authorized personnel for each party and documented in the Incident Action Plan (IAP). The communications plan will be reviewed annually and included in the recurrent joint training exercise.

When a Battalion Chief is assigned to the incident from the assisting agency (i.e. structure fire, swift water and freeway physical rescue), a common command and tactical channel of the jurisdictional agency shall be used by all assigned Officers.

For incidents where there is **NO** Battalion Chief assigned from the agency providing assistance (i.e. auto and other fires on the freeway, EMS incidents, etc.) agencies' Company Commanders will communicate with each other using the tactical radio channel assigned to the agency having jurisdiction.

**16. No Third-Party Benefit**

This Agreement shall not be construed as, or deemed to be, an Agreement for the benefit of anyone not a party hereto, and anyone who is not a party hereto shall not have a right of action hereunder for any cause whatsoever.

**17. Consideration**

No party furnishing aid pursuant to this Agreement shall be entitled to compensation for services rendered to the requesting agency, it being understood that the respective covenants contained in this Agreement shall constitute the sole consideration for such services.

**18. Hold Harmless**

Nothing in the provisions of this Agreement is intended to affect the legal liability of either party by imposing any standard of care different from the standard of care imposed by law. Each party shall bear its own exposure for workers' compensation on its own personnel while furnished to the other party or likewise.

It is understood and agreed that neither ELS nor any officer or employee thereof, shall be responsible for any damage or liability incurred by reason of any act of omission by LFD, its officers or employees under or in connection with any work, authority, or jurisdiction delegated to LFD under this Agreement. It is understood and agreed that pursuant to Government Code Section 895.4, LFD shall fully indemnify and hold harmless ELS from any damage or liability incurred by reason of any act or omission by LFD, its officers or employees, under or in connection with any work, authority, or jurisdiction delegated to LFD under this Agreement.

It is understood and agreed that neither LFD nor any officer or employee thereof, shall be responsible for any damage or liability incurred by reason of any act or omission by ELS, its officer, or employees, under or in connection with any work, authority, or jurisdiction delegated to ELS under this Agreement. It is also understood and agreed that, pursuant to Government Code Section 895.4, ELS shall fully indemnify and hold harmless LFD

from any damage or liability incurred by reason of any act done or omission by ELS, its officers or employees, under or in connection with any work, authority, or jurisdiction delegated to ELS under this Agreement.

**19. No Effect on Master Mutual Aid Agreement**

It is mutually understood that this Agreement will in no way affect or have a bearing on the existing California Master Mutual Aid Agreement.

**20. Previous Agreements Canceled**

This agreement supersedes and cancels any previous Automatic Aid Agreement between the parties.

(Signature Page Follows)

IN WITNESS WHEREOF, this Agreement has been executed on the \_\_\_\_\_ day  
of \_\_\_\_\_, 2024 and is effective and operative as to each of the  
parties as herein provided.

**CITY OF LOS ANGELES**

By   
Kristin M. Crowley  
Fire Chief

**Approved as to form and legality:**

HYDEE FELDSTEIN SOTO  
City Attorney

**Attest:**

HOLLY L. WOLCOTT  
City Clerk

By \_\_\_\_\_  
SAMUEL PETTY  
Deputy City Attorney

By \_\_\_\_\_

**CITY OF EL SEGUNDO**

By \_\_\_\_\_  
GEORGE AVERY  
Fire Chief

By \_\_\_\_\_  
DARRELL GEORGE  
City Manager

**Approved as to form:**

By \_\_\_\_\_  
MARK HENSLEY  
City Attorney

**Approved as to content:**

By \_\_\_\_\_  
Tracy Weaver  
City Clerk

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**LFD to ELS: Upon ELS Request**

INITIAL - 1 Task Force  
 1 Battalion Chief

ADDITIONAL - Up to 8 Assignment

**ELS to LFD: Auto Aid**

1 Engine



**LFD to ELS: Upon ELS Request**  
 1 ALS or BLS Rescue

**ELS to LFD: Auto Aid**  
 1 ALS or BLS Engine





## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Consent

Item Number: B.9

---

### TITLE:

Resolution Appointing City Representatives to the Independent Cities Risk Management Authority Governing Board

### RECOMMENDATION:

1. Adopt the proposed Resolution appointing Chief Financial Officer Paul Chung as the City's primary representative to the Independent Cities Risk Management Authority Governing Board and appointing Councilmember Michelle Keldorf and Human Resources Director Rebecca Redyk as alternate representatives.
2. Alternatively, discuss and take other actions related to this item.

### FISCAL IMPACT:

None.

### BACKGROUND:

Independent Cities Risk Management Authority (ICRMA) is a joint powers authority created pursuant to state law to provide liability, workers' compensation, and property insurance as well as other risk management services.

The ICRMA Joint Powers Agreement provides that each member city, like El Segundo, must appoint representatives to serve on the ICRMA Governing Board. In addition to the primary representative, appointment of two alternates is also authorized. ICRMA requires a Resolution approved by the City Council to make changes to the City's representatives serving on the ICRMA Governing Board.

### DISCUSSION:

Councilmember Carol Pirsztuk served as an alternate representative on the ICRMA Governing Board until her elected term ended in December 2024. Currently, Chief

## **Appointing City Representatives to the Governing Board of ICRMA**

**January 21, 2025**

**Page 2 of 2**

Financial Officer Paul Chung serves as the primary member and Human Resources Director Rebecca Redyk serves as an alternate representative. The City wishes to appoint Councilmember Michelle Keldorf as an alternative representative to the ICRMA Governing Board in the new vacancy.

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

Goal 2: Optimize Community Safety and Preparedness

Strategy C: Protect and prepare the El Segundo Community and staff for any emergency, disaster, or environmental violation.

Goal 4: Promote and Celebrate a Quality Workforce Through Teamwork and Organizational Excellence

Strategy A: Enhance staff recruitment, retention, and training to ensure delivery of unparalleled City services and implementation of City Council policies.

Strategy B: Improve organizational excellence by implementing processes and tools that facilitate data collection and analysis while promoting data-driven decision-making.

Strategy C: Reduce the number of workers' comp and general liability claims and expedite the resolution of existing claims.

### **PREPARED BY:**

Rebecca Redyk, Human Resources Director

### **REVIEWED BY:**

Rebecca Redyk, Human Resources Director

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Resolution Appointing Representatives to ICRMA

**RESOLUTION NO. Number**

**A RESOLUTION OF THE CITY OF EL SEGUNDO, CALIFORNIA  
APPOINTING REPRESENTATIVES TO THE INDEPENDENT CITIES  
RISK MANAGEMENT AUTHORITY (“ICRMA”).**

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

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

- A. El Segundo is a member of the Independent Cities Risk Management Authority (“ICRMA”).
- B. Pursuant to the ICRMA By-laws and Joint Powers Agreement, the City Council may appoint a public official other than a City Council Member to the ICRMA Governing Board; and two alternates for the representatives who may be a City employee;
- C. Pursuant to Section 5.1 of the ICRMA By-laws, the person(s) designated must hold one of the following positions, or their equivalent: City Attorney, Assistant City Attorney, Financial Officer, City Manager, Assistant/Deputy City Manager, Assistant to the City Manager, Risk Manager, Human Resources Director/Manager, or Administrative Services Director.

SECTION 2: Chief Financial Officer Paul Chung is appointed as the City’s representative; City Council Member Michelle Keldorf is appointed as an alternate City representative; and Human Resources Director Rebecca Redyk is also appointed as an alternate City representative.

SECTION 3: The individuals appointed by this Resolution are authorized to represent the City while acting as ICRMA delegates. Such authority includes the power to vote for the City on matters presented to the ICRMA Governing Board. These representatives are directed to keep the City Council regularly informed regarding ICRMA proceedings.

SECTION 4: This Resolution is effective upon adoption and will remain effective unless repealed or suspended.

PASSED AND ADOPTED RESOLUTION NO. \_\_\_\_\_ this 21<sup>st</sup> day of January, 2025.

\_\_\_\_\_  
Chris Pimentel,  
Mayor

ATTEST:

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

I, Susan Truax, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. \_\_\_\_ was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the 21<sup>st</sup> day of January, 2025, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Susan Truax, City Clerk

APPROVED AS TO FORM:

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



## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Public Hearings

Item Number: C.10

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### TITLE:

Resolution Approving the Use of FY 2024-25 Community Development Block Grant Funds for the Installation of Americans With Disabilities Act Compliant Curb Ramps

### RECOMMENDATION:

1. Conduct a public hearing.
2. Take testimony and other evidence as presented.
3. Adopt resolution to approve the City's FY 2024-25 Community Development Block Grant funds in the amount of \$61,378, plus \$33,231 in carry-over Community Development Block Grant funds for a total of \$94,609 to implement a new FY 2024-25 Community Development Block Grant project entitled, "Installation of Americans with Disabilities Act Compliant Curb Ramps" and add the City's future FY 2025-26 Community Development Block Grant allocation estimated at \$60,000 to this project, when available after July 1, 2025.
4. Authorize the City Manager, or his designee, to execute all contracts, in a form approved by the City Attorney, with the Los Angeles County Development Authority.
5. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

Included in the adopted FY 2024-25 Budget.

Amount Budgeted: \$94,609

Additional Appropriation: None

Account Number: CDBG Fund 111-400-2781-8441

# **FY 2024-25 CDBG Funds for the Installation of ADA-Compliant Curb Ramps**

**January 21, 2025**

**Page 2 of 3**

## **BACKGROUND:**

Each year, Community Development Block Grant (CDBG) funds are allocated to cities by the U.S. Department of Housing and Urban Development Department (HUD) and administered through the Los Angeles County Development Authority (LACDA). Participating cities receive federal funding based upon the total number of cities participating in the County's program, census population counts, estimates of poverty, overcrowding and aged housing stock. The City of El Segundo ("City") has participated in the Los Angeles Urban County's CDBG Program since 1986.

## **DISCUSSION:**

On June 20, 2023, the City Council approved a Cooperation Agreement with LACDA to continue participating in the Los Angeles Urban County CDBG Program for a three-year period beginning July 1, 2024 through June 30, 2027. The City has not implemented a FY 2024-25 CDBG project yet, pending completion of the current FY 2023-24 "Installation of Americans with Disabilities Act (ADA) Ramps Project," expected by February 2025.

The City's CDBG funding allocation for FY 2024-25 is \$61,378. Additionally, unspent, carry-over CDBG funds in the amount of \$33,231 are available for reprogramming into an eligible CDBG project, for a total project budget of \$94,609. The City's estimated FY 2025-26 CDBG allocation may be added to this project when available after July 1, 2025, increasing the project budget by approximately \$60,000 to a total of \$154,609.

The City typically uses its CDBG funds to ensure compliance with ADA requirements. Installation of ADA-compliant curb ramps are an eligible activity under CDBG guidelines.

It is estimated that construction of ADA-Compliant Curb Ramps will begin in summer 2025. This project is consistent with the City's Capital Improvement Program

## **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 4: Develop Quality Infrastructure and Technology

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

## **PREPARED BY:**

Agnes Ho, Administrative Analyst

## **REVIEWED BY:**

Michael Allen, Community Development Director

**FY 2024-25 CDBG Funds for the Installation of ADA-Compliant Curb Ramps**

**January 21, 2025**

**Page 3 of 3**

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. CC RESOLUTION
2. ADA CURB RAMP LOCATION MAP

## RESOLUTION NO.

### A RESOLUTION APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR 2024-2025.

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

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

A. On August 22, 1974, the President of the United States signed into law the Housing and Community Development Act of 1974 (the "Act").

B. The primary goals of Title 1 of the Act are the development of viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income.

C. The City of El Segundo ("City") contracts with the Los Angeles County Development Authority ("LACDA") for the disbursement of CDBG funds through the Small Cities Program; and

D. The City received \$61,378 in 2024-2025 CDBG funds and will carry forward unallocated CDBG funds from prior years in an amount of \$33,231 for a total of \$94,609 to implement a new CDBG Project that constructs Americans with Disabilities Act ("ADA") compliant curb ramps to remove architectural and material barriers for senior and disabled persons; and

E. After July 1, 2025, the City may add its 2025-2026 CDBG allocation, estimated at \$60,000, to increase the project budget to \$154,609; and

E. The City Council has conducted a public hearing, with the required prior noticing to provide the public an opportunity to comment on the proposed program in accordance with the program requirements of the 2024-2025 CDBG Program.

**SECTION 2.** *Actions.* The City Council:

A. Approves the CDBG Program for the proposed construction of ADA-compliant curb ramps, as described above;

B. Directs Community Development Department staff to submit the necessary CDBG documents and a copy of this Resolution to LACDA;

C. Authorizes the City Manager or designee, in consultation with the City Attorney, to execute all necessary contracts and agreements with LACDA in order complete the proposed CDBG Program; and

D. Authorizes the City Manager or designee to adjust the CDBG Program and budget, as necessary, to take into account any changes to the CDBG allocation from the U.S. Department of Housing and Urban Development, any amounts remaining unspent at the close of the preceding fiscal year, and programmatic changes necessary to fulfill the requirements of the CDBG Program.

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

**SECTION 4. Signature Authority.** The Mayor, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption by the City Council of the City of El Segundo, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

**SECTION 5. Effective Date.** This Resolution will take effect immediately upon adoption and will remain effective unless repealed or superseded.

**SECTION 6. City Clerk Direction.** The City Clerk will certify to the passage and adoption of this Resolution, enter it in the City's book of original Resolutions, and make a record of this action in the meeting's minutes.

PASSED, APPROVED AND ADOPTED RESOLUTION NO. this 21st day of January, 2025.

\_\_\_\_\_  
Chris Pimentel, Mayor

ATTEST:

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

I, Susan Truax, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. \_\_\_\_\_ was duly passed and adopted by said City Council, approved and signed by the Mayor of said City, and attested by the City Clerk of said City, all at a regular meeting of said City Council held on the \_\_\_\_ day of \_\_\_\_\_ 2025, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT

ABSTAIN:

\_\_\_\_\_  
Susan Truax, City Clerk

APPROVED AS TO FORM:

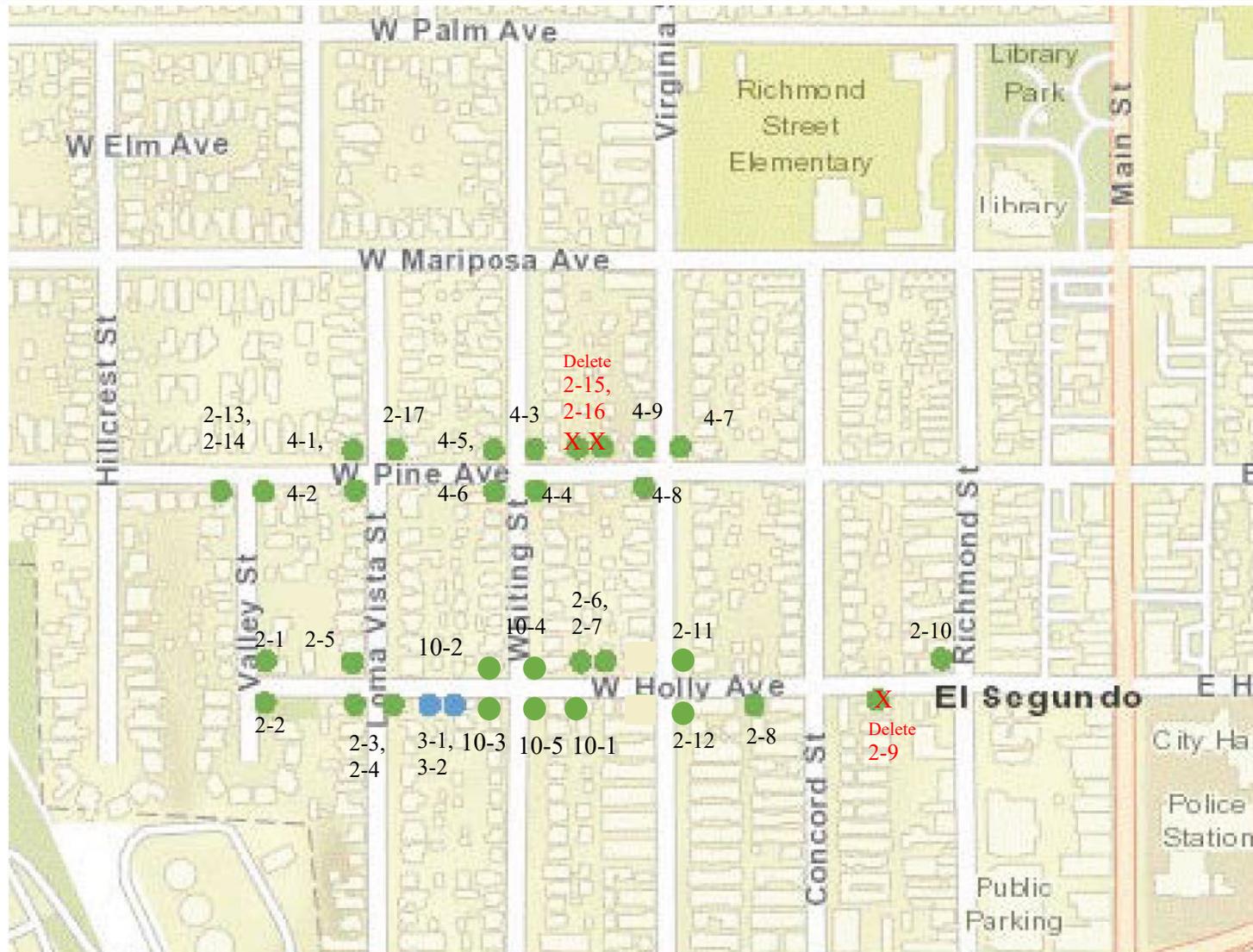
\_\_\_\_\_  
Mark D. Hensley, City Attorney





# Location Map

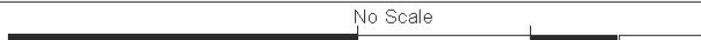
## PW 24-05: CDBG ADA Curb Ramp Installation Project



### Legend

- City Boundary
- Construct New ADA Ramp
- Install Yellow Truncated Domes onto Existing Ramps

### Notes



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

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere



## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Staff Presentations

Item Number: D.11

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### **TITLE:**

Revisions to City Job Classification Specifications for the Public Works Inspector and Engineering Technician and Accompanying Resolution Modifying Basic Salary Range

### **RECOMMENDATION:**

1. Approve the revised Public Works Inspector classification specification and accompanying exam plan.
2. Approve the revised Engineering Technician classification specification and accompanying exam plan.
3. Adopt a resolution modifying the basic salary range for the Public Works Inspector and Engineering Technician.
4. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

The fiscal impact of revising the basic salary range of the Public Works Inspector and Engineering Technician classifications depend on when the positions are filled through a recruitment process and the salary placement of the selected candidate within the range. The total fully loaded fiscal impact for a full fiscal year would be approximately \$29,280, which is \$23,108 for the Public Works Inspector and \$6,172 for the Engineering Technician.

Both of these positions have not been filled during this fiscal year. The Public Works department has salary savings to absorb any additional fiscal impact from an increased salary range. No additional appropriation is needed for FY 2024-25.

### **BACKGROUND:**

The Public Works Inspector and Engineering Technician are long-term vacant full-time positions represented by the City Employee's Association (CEA). In anticipation of recruiting to fill these positions, the Human Resources Department worked closely with

## **Classification Specification Updates**

**January 21, 2025**

**Page 2 of 5**

the Public Works Department to complete a thorough review of the classification specifications, exam plans, and appropriate salary placement within the City's classification structure.

Under the Meyers-Milias Brown Act (MMBA), the City is required to meet and confer with represented employee groups regarding terms and conditions of employment which includes the essential duties and requirements for classification specifications.

### **DISCUSSION:**

Human Resources continually reviews and updates classification specifications to ensure an accurate description of job duties for incumbents and prospective applicants, and to align experience and education requirements within the classification series. This review may result in recommended changes to essential duties, knowledge, skills or qualifications. When revised, the classifications are also converted to a standardized format which includes language regarding the Disaster Service Worker requirement and the City's commitment to being an Equal Opportunity Employer.

The Engineering Technician is the entry-level position in the Engineering classification series with higher responsibilities than the Public Works Inspector. The former incumbent in the Engineering Technician position was receiving additional pay to perform some of the duties of the Public Works Inspector. As a result, the Public Works Inspector position remained vacant. In October 2022, the Engineering Technician became vacant. Since that time, the Public Works Department has relied upon on-call contracts to perform this work during the vacancy of both positions.

#### Public Works Inspector

This position performs inspections for a variety of construction projects performed by private contractors on the public right-of-way for compliance with City codes, regulations and requirements. The classification specification was last updated in 2008 and includes the current experience requirements of "18 months' experience inspecting public works construction projects or five (5) years' experience supervising public works projects." This requirement was revised to "Two (2) years' experience performing a variety of construction inspection or related experience" to provide clarity to candidates and to align with requirements of similar positions within the City's classification structure.

A salary survey was conducted among the City's established comparable cities which revealed that the Public Works Inspector is compensated significantly less than others surveyed. An internal comparison of positions with similar duties found that placement at the level of the current Engineering Technician would be appropriate. This means that the salary range would move from \$4,867.58 to \$5,916.58 per month to \$5,930.68 to \$7,208.78 per month, an increase of approximately 21.8% at the top step of the salary range.

## Classification Specification Updates

January 21, 2025

Page 3 of 5

The Exam Plan for this classification for an Open-Competitive and/or Closed-Promotional recruitment is a Structured Technical and/or Career Preparation Interview weighted at 100%. No changes to the existing Exam Plan are recommended, however it is included with the revised classification specification and salary resolution as a best practice for future queries regarding associated changes to this classification.

### Engineering Technician

Under close supervision, this position performs technical and para-professional engineering work related to the planning, design and inspection of public works facilities. The classification specification was last updated in 2009. Essential duties have changed over time and are reflected in the update. Some of these include the revision from “preparing” to “reviewing” construction drawings, deletion of related Computer Aided Design and Drafting (CADD) duties and skills, and removal of performing surveying work and coordination of a survey crew (which is a responsibility of a higher-level classification). Duties regarding collection of permit fees and parking permit processing have been added.

Distinguishing characteristics language has been added to further define this classification as the entry-level into the engineering series, working under close supervision and assigned the less complex office and field assignments with special emphasis on their own training and development.

The experience requirement has been revised from “Two years of para-professional engineering experience, including one year as a drafter, using computer aided drafting and design” to “Internship in related field is highly desirable.” The education requirement has been updated from “An Associate’s degree in engineering, architectural drafting or closely related field” to “A Bachelor’s degree from an accredited college of university with major coursework in civil engineering, architectural drafting or a closely related field.” “Certification as an Engineer-In-Training (EIT) by the State of California is desirable” has also been added.

These revised experience and education requirements still require a total of four years of preparation (i.e. no experience and a four-year degree instead of two years’ experience and a two-year degree) and should assist the City in attracting new college graduates to the position. Requiring a Bachelor’s degree also sets the selected candidate up for success to transition to the next classification in the Engineering series which requires a Bachelor’s degree.

As stated earlier in this report, the Engineering Technician is a higher-level classification than the Public Works Inspector. The proposed salary placement of the Public Works Inspector to the current salary range of the Engineering Technician causes a compaction issue. In reviewing the requirements of the Engineering Technician, they are similar to the Building Inspector I, an entry-level classification in the Building series,

## **Classification Specification Updates**

**January 21, 2025**

**Page 4 of 5**

with similar experience and education requirements totaling approximately four years of preparation. It is recommended that the Engineering Technician be placed at the same salary range as the Building Inspector I. This means that the salary range would move from \$5,930.68 to \$7,208.78 per month to \$6,230.91 to \$7,573.71 per month, an increase of approximately 5% at the top of the salary range.

The Exam Plan for this classification for an Open-Competitive and/or Closed-Promotional recruitment is a Structured Technical and/or Career Preparation Interview weighted at 100%. No changes to the existing Exam Plan are recommended, however it is included with the revised classification specification and salary resolution as a best practice for future queries regarding associated changes to this classification.

On January 7, 2025, CEA was provided draft copies of the proposed revisions to the Public Works Inspector and Engineering Technician classification specifications along with a summary of the changes and recommended salary ranges. On January 8, 2025, the CEA President and Human Resources Director met to review the changes; the CEA Representative provided their formal concurrence with the changes on January 9, 2025. Upon approval and adoption of the revised classification specifications and salaries, Human Resources will open recruitments to fill these vacant positions.

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

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy A: Seek opportunities to implement and expedite the projects in the Capital Improvement Program and ensure that City-owned infrastructure is well maintained, including streets, entryways, and facilities.

Goal 4: Promote and Celebrate a Quality Workforce Through Teamwork and Organizational Excellence

Strategy A: Enhance staff recruitment, retention, and training to ensure delivery of unparalleled City services and implementation of City Council policies.

#### **PREPARED BY:**

Rebecca Redyk, Human Resources Director

#### **REVIEWED BY:**

Rebecca Redyk, Human Resources Director

#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Public Works Inspector Classification Specification
2. Public Works Classification Specification- REDLINE

## **Classification Specification Updates**

**January 21, 2025**

**Page 5 of 5**

3. Public Works Inspector Examination Plan
4. Engineering Technician Classification Specification
5. Engineering Technician Classification Specification- REDLINE
6. Engineering Technician Examination Plan
7. Resolution Establishing Basic Salary Range for Full Time Positions

## **PUBLIC WORKS INSPECTOR**

**DEFINITION:** Under general supervision, performs inspection for a variety of construction projects performed by private contractors on the public right-of-way for compliance with city codes, regulations and requirements and performs related work, as required.

**SUPERVISION RECEIVED AND EXERCISED:** Receives direct supervision from the City Engineer or designee.

**ESSENTIAL JOB FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

### **Characteristic Duties and Responsibilities:**

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Drives to various sites to provide continuing detailed inspections of construction work performed by private contractors on public property, including concrete forms placement, reinforcing steel and fencing, and placement, consolidation, and curing of concrete;

Enforces compliance with plans, specifications, City standards and proper construction practices for work such as installation of water lines, sewer lines, utility conduits, landscape improvements, tree removal and replacement, construction of storm drains, culverts, catch basins, curbs, gutters, sidewalks, wheelchair ramps, driveways, streets, street use for pedestrian protection structures, and storage of construction materials and equipment; inspection of work as it relates to the Encroachment Permits issued by Public Works Department;

Stipulates correction and repairs necessary before final acceptance is made; ensures proper placement and maintenance of signs, striping, barricades and warning devices;

Enforces City, Regional, and State requirements for contractors' water and debris run off from construction sites and may cite for any illegal discharge onto the public right-of-way;

Assists engineering staff inspecting public works projects; provides inspection of maintenance records for grease interceptor traps for restaurants, National Pollutant Discharge Elimination System (NPDES) devices used to treat runoff from certain commercial businesses and parking lots, and provides reports of inspection findings;

City of El Segundo  
Public Works Inspector  
Job Class Code:

Provides support performing plan check corrections for Public Works Requirements on private development; and assist the Permit Technicians at the public counter with Public Works projects, as needed;

Regularly and predictably attends work; and

Performs related duties as assigned.

May be required to work evenings, weekends, and/or holidays.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Knowledge of:**

Principles, practices, methods, and techniques of construction inspection;

Defects and faults in construction;

Federal, State, and local laws, codes, and regulations, including administrative and departmental policies; and

Safe work practices.

**Skill in:**

Performing mathematical calculations applicable to construction;

Reading blueprints and maps;

Understanding and interpreting municipal code and state and city ordinances;

Writing and preparing technical reports and correspondence;

Operating computer equipment and related software;

Deal firmly and tactfully with contractors, engineers, and property owners;

Communicating effectively, both orally and in writing;

Appearing for work on time;

City of El Segundo  
Public Works Inspector  
Job Class Code:

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism; and

Establishing and maintaining effective working relationships with staff, other City employees, the public, vendors, contractors and outside agencies.

### **QUALIFICATIONS:**

A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Two (2) years' experience performing a variety of construction inspection or related experience.

**Education:** Graduation from High School or GED supplemented by specialized training in mathematics, civil engineering, or a related field.

**Licensing/Certification:** Due to the performance of field duties which requires the operation of a City vehicle, valid and appropriate California driver's license and acceptable driving record are required.

### **Working Conditions:**

While performing the duties of this job, the employee is frequently required to drive to specific locations, stand, walk, sit, stoop, kneel, or crouch; talk or hear; and use arms, legs, and back to lift or move 50 pounds. This position requires specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus on small objects. The employee regularly works outdoors and may be exposed to various weather conditions. Regularly requires climbing ladders and scaffolds, walking on roofs and crawling in and out of trenches. Occasional potential exposure to hazardous conditions when inspecting commercial/industrial locations.

**Disaster Service Worker:** In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

City of El Segundo  
Public Works Inspector  
Job Class Code:

City Employees' Association (CEA)  
Revision Date: September 2008  
Revision Date: January 21, 2025

## PUBLIC WORKS INSPECTOR

**DEFINITION:** Under general supervision, performs inspection for a variety of construction projects performed by private contractors on the public right-of-way for compliance with city codes, regulations and requirements and performs related work, as required.

**SUPERVISION RECEIVED AND EXERCISED:** Receives direct supervision from the City Engineer or designee.

**ESSENTIAL JOB FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

### **Characteristic Duties and Responsibilities:**

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Drives to various sites to provide continuing detailed inspections of construction work performed by private contractors on public property, including concrete forms placement, reinforcing steel and fencing, and placement, consolidation, and curing of concrete;

Enforces compliance with plans, specifications, ~~C~~city standards and proper construction practices for work such as installation of water lines, sewer lines, utility conduits, landscape improvements, tree removal and replacement, construction of storm drains, culverts, catch basins, curbs, gutters, sidewalks, wheelchair ramps, driveways, streets, street use for pedestrian protection structures, and storage of construction materials and equipment; inspection of work as it relates to the Encroachment Permits issued by Public Works Department;

Stipulates correction and repairs necessary before final acceptance is made; ensures ~~insures~~ proper placement and maintenance of signs, striping, barricades and warning devices;

Enforces ~~city~~ City, Regional, and State requirements for contractors' water and ~~run~~ debris run off from construction sites and may cite for any illegal discharge onto the public right-of-way;

City of El Segundo

Public Works Inspector

Job Class Code:

Assists engineering staff inspecting public works projects; provides inspection of maintenance records for grease interceptor traps for restaurants, National Pollutant Discharge Elimination System (NPDES) devices used to treat runoff from certain commercial businesses and parking lots, and ~~will provide~~s reports of inspection findings;

Provides support performing plan check corrections for Public Works Requirements on private development; and assist the Permit Technicians at the public counter ~~to deal with public~~ Public works Works issues projects, as needed;

Regularly and predicatbly attends work; and

Performs related duties as assigned.-

May be required to ~~work~~ work evenings shifts, weekends, and/or holidays.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Knowledge of:**

~~Knowledge of construction~~ Principles, practices, methods, and techniques of construction ~~inspection techniques and methods;~~

-  
~~Knowledge of basic mathematics~~

Defects and faults in construction;

Federal, State, and local laws, codes, and regulations, including administrative and departmental policies; and

Safe work practices.-

**Skill in:**

Performing mathematical calculations applicable to construction;

~~Ability to communicate orally and in writing with staff, contractors and members of the public.~~

~~Ability to read~~ Reading blueprints and maps;

-  
~~Ability to interpret~~ Understanding and interpreting municipal code and state and city ordinances;

City of El Segundo  
Public Works Inspector  
Job Class Code:

Writing and preparing technical reports and correspondence;

Operating computer equipment and related software;

~~Ability to deal effectively with the public.~~

~~Ability to climb in and out of trenches.~~

~~Ability to drive to various locations.~~

~~Ability to walk over uneven surfaces at construction sites and climb ladders.~~

~~Ability to communicate using radio and mobile telephones.~~

~~Ability to use computers to build and use spreadsheets to log data and type reports.~~

Deal firmly and tactfully with contractors, engineers, and property owners;

Communicating effectively, both orally and in writing;

Appearing for work on time;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism; and

Establishing and maintaining effective working relationships with staff, other City employees, the public, vendors, contractors and outside agencies.

**Working Conditions:**

~~While performing the duties of this job, the employee is frequently required to drive to specific locations, stand, walk, sit, stoop, kneel, or crouch; talk or hear; and use arms, legs, and back to lift or move 50 pounds. This position requires specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus on small objects. The employee regularly works outdoors and may be exposed to various weather conditions.~~

**Licensing/Certification Requirements:**

~~A valid California Class C Driver's License.~~

**Minimum QUALIFICATIONS:**

City of El Segundo  
Public Works Inspector  
Job Class Code:

A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from High School or equivalent—AND—

Experience: ~~eighteen months'~~ Two (2) years experience performing a variety of inspecting public works construction projects inspection or related experience.  
~~or five (5) years experience supervising public works construction projects.~~

Education: Graduation from High School or GED supplemented by specialized training in mathematics, civil engineering, or a related field.

Licensing/Certification: Due to the performance of field duties which requires the operation of a City vehicle, valid and appropriate California driver's license and acceptable driving record are required.

**Working Conditions:**

While performing the duties of this job, the employee is frequently required to drive to specific locations, stand, walk, sit, stoop, kneel, or crouch; talk or hear; and use arms, legs, and back to lift or move 50 pounds. This position requires specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus on small objects. The employee regularly works outdoors and may be exposed to various weather conditions. Regularly requires climbing ladders and scaffolds, walking on roofs and crawling in and out of trenches. Occasional potential exposure to hazardous conditions when inspecting commercial/industrial locations.

Disaster Service Worker: In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

City Employees' Association (CEA)  
Revision Date: September 2008  
Revision Date: January 21, 2025

# Examination Plan

## **Public Works Inspector**

Open-Competitive and/or Closed Promotional

Structured Technical and/or Career Preparation Interview                      Weighted 100%

May include a structured writing/analysis skills test; and/or other professional skills examination included within the overall applicant testing process, as may be deemed appropriate.

## ENGINEERING TECHNICIAN

**DEFINITION:** Under close supervision, performs technical and para-professional engineering work related to the planning, design and inspection of public works facilities.

**DISTINGUISHING CHARACTERISTICS:** This is the entry-level position in the Engineering classification series. Incumbents work under close supervision and are assigned the less complex office and field assignments with special emphasis on their own training and development.

**SUPERVISION RECEIVED AND EXERCISED:** Receives direct supervision from the City Engineer or designee.

**ESSENTIAL JOB FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

### **Characteristic Duties and Responsibilities:**

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Provides technical and professional engineering support including reviewing construction drawings and related maps reflecting topography, drainage, rights-of-way, structures, utility lines and related information; packaging the approved construction plans and specifications, advertising the projects, placing notices and other information in newspaper and on City website for public hearings;

Reviews drawings, maps and records for accuracy and conformance to regulations; checks scale, survey data, boundary information, survey monuments and other information; plots information to City base maps; maintains, records and updates all engineering drawings and maps;

Assists in preparing plans and specifications related to construction and maintenance projects according to City, State and Federal guidelines; assists in preparing project cost estimates, quantity calculations and materials costs; Coordinates and reviews the revision of design drawings and specifications with on-call engineering firms contracted with the City;

Reviews utility company plans and improvement plans; processes encroachment permit applications and collects related fees; determines conditions for approval; calculates fees; completes necessary paperwork; issues oversize vehicle permits, excavation for street, wastewater, drainage, and utility projects;

City of El Segundo  
Engineering Technician  
Job Class Code: 212

Provides assistance to other departments, City personnel and the public; responds to inquiries and provides information regarding public works projects, department policies and procedures, or other information; completes requests for services;

Conducts and participates in field surveys, including surveys of property and public works construction; measures distance and establishes relative elevations; prepares related drawings from field notes;

Assists with Public Works engineering projects, processes Parking Permit Petitions, prepares illustrative materials such as graphs, charts and special maps;

Regularly and predictably attends work; and

Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Knowledge of:**

Fundamentals of civil engineering, including traffic engineering, water, sewer and storm drain systems;

Nomenclature, symbols, methods, practices, techniques and instruments used in engineering and mapping;

Surveying equipment, principles, problems, techniques and practices;

Mathematics, including algebra, geometry and trigonometry;

Traffic control systems and devices;

Principles of legal description preparation; and

Safe work practices.

**Skill in:**

Learning and applying City policies and procedures in the performance of work;

Learning to review plans and documents for conformance to regulations;

City of El Segundo  
Engineering Technician  
Job Class Code: 212

Learning to collect data and perform engineering computations;

Preparing accurate records and reports;

Interpreting and reviewing legal property descriptions, engineering records and maps;

Understanding and following verbal and written directions;

Communicating effectively both orally and in writing;

Appearing for work on time;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism; and

Establishing and maintaining effective working relationships with staff, other City employees and the public vendors, contractors and outside agencies.

**QUALIFICATIONS:**

A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Internship in related field is highly desirable.

**Education:** A Bachelor's degree from an accredited college or university with major course work in civil engineering, architectural drafting or a closely related field.

**Licensing/Certification Requirements:** Due to the performance of field duties which requires the operation of a City vehicle, valid and appropriate California driver's license and acceptable driving record are required.

Certification as an Engineer-In-Training (EIT) by the State of California is desirable.

**Working Conditions:**

Occasional exposure to weather conditions.

**Disaster Service Worker:** In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

City of El Segundo  
Engineering Technician  
Job Class Code: 212

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

City Employees' Association (CEA)

Revision Date: October 1999

Revision Date: June 2009

Revision Date: January 21, 2025

## ENGINEERING TECHNICIAN

**DEFINITION:** Under ~~close~~limited supervision, performs technical and para-professional engineering work related to the planning, design and inspection of public works facilities.

**DISTINGUISHING CHARACTERISTICS:** This is the entry-level position in the Engineering classification series. Incumbents work under close supervision and are assigned the less complex office and field assignments with special emphasis on their own training and development.

**SUPERVISION RECEIVED AND EXERCISED:** Receives direct supervision from the City Engineer or designee.

**ESSENTIAL JOB FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

### **Characteristic Duties and Responsibilities:**

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Provides technical and professional engineering support including ~~repares~~ reviewing construction drawings and related maps reflecting topography, drainage, right-of-ways, structures, utility lines and related information; packaging the approved construction plans and specifications, advertising the projects, placing notices and other information in newspaper and on City website for public hearings;

~~reviews~~ Reviews drawings, maps and records for accuracy and conformance to regulations; checks scale, survey data, boundary information, survey monuments and other information; plots information to City base maps; maintains, records and updates all engineering drawings and maps; ~~both manually and on CADD;~~

Assists in preparing plans and specifications related to construction and maintenance projects according to Ccity, ~~state~~ State and ~~federal~~ Federal guidelines; assists in preparing project cost estimates, quantity calculations and materials costs; Coordinates and reviews the revision of design drawings and specifications with on-call engineering firms contracted with the City;

City of El Segundo  
Engineering Technician  
Job Class Code: 212

Reviews utility company plans and improvement plans; ~~processes approves designated encroachment~~ permit applications ~~and collects related fees~~; determines conditions for approval; calculates fees; completes necessary paperwork; issues oversized vehicle permits, excavation ~~and encroachment permits~~ for street, wastewater, ~~and~~ drainage, ~~and utility~~ projects;:-

Provides assistance to other departments, City personnel and the public; responds to inquiries and provides information regarding public works projects, department policies and procedures, or other information; completes requests for services;:-

Conducts and participates in field surveys, including surveys of property and public works construction; measures distance and establishes relative elevations; prepares related drawings from field notes;:-

Assists with Public Works engineering projects, processes Parking Permit Petitions~~performing computer-aided drafting for project design and development~~, prepares illustrative materials such as graphs, charts and special maps;~~operates a blue print machine.~~

Regularly and predictably attends work; and

Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Knowledge of:**

~~Knowledge of fundamentals~~ Fundamentals of civil engineering, including traffic engineering, water, sewer and storm drain systems;:-

~~Knowledge of computer-aided design and drafting principles and techniques~~

~~Knowledge of nomenclature~~ Nomenclature, symbols, methods, practices, techniques and instruments used in engineering and mapping;:-

~~Knowledge of surveying~~ Surveying equipment, principles, problems, techniques and practices;:-

City of El Segundo  
Engineering Technician  
Job Class Code: 212

~~Knowledge of mathematics~~Mathematics, including algebra, geometry and trigonometry;

-

~~Knowledge of traffic~~Traffic control systems and devices;

-

~~Knowledge of principles~~Principles of legal description preparation; and

Safe work practices.-

**Skill in:**

Learning and applying City policies and procedures in the performance of work;

~~Skill reviewing~~Learning to review plans and documents for conformance to regulations;

-

~~Skill gathering~~Learning to collect data and performing engineering computations;

-

~~Skill preparing~~Preparing accurate records and reports;

-

~~Skill interpreting~~Interpreting and reviewing legal property descriptions, engineering records and maps;-

~~Skill in computer assisted design and drafting techniques.~~

~~Skill performing all surveying tasks and coordinating work of a survey crew.~~

~~Skill understanding~~Understanding and following verbal and written directions;-

~~Skill communicating~~Communicating effectively both orally and in writing;-

Appearing for work on time;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism; and

~~Skill establishing~~Establishing and maintaining effective working relationships with ~~other department~~ staff, other City employees and the public vendors, contractors and outside agencies.-

**Working Conditions:**

~~Occasional exposure to weather conditions.~~

City of El Segundo  
Engineering Technician  
Job Class Code: 212

**Licensing/Certification Requirements:**

A valid California drivers license.

**Minimum QUALIFICATIONS:**

A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** An associates degree in engineering, architectural drafting or a closely related field; and two years of para-professional engineering experience, including one year as a drafter, using computer-aided drafting and design or an equivalent combination of education and experience. Internship in related field is highly desirable.

**Education:** A Bachelor's degree from an accredited college or university with major course work in civil engineering, architectural drafting or a closely related field.

**Licensing/Certification Requirements:** Due to the performance of field duties which requires the operation of a City vehicle, valid and appropriate California driver's license and acceptable driving record are required.

Certification as an Engineer-In-Training (EIT) by the State of California is desirable.

**Working Conditions:**

Occasional exposure to weather conditions.

**Disaster Service Worker:** In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

City Employees' Association (CEA)  
Revision Date: October 1999  
Revision Date: June 2009  
Revision Date: January 21, 2025

# Examination Plan

## **Engineering Technician**

Open-Competitive and/or Closed Promotional

Structured Technical and/or Career Preparation Interview                      Weighted 100%

May include a structured writing/analysis skills test; and/or other professional skills examination included within the overall applicant testing process, as may be deemed appropriate.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION ESTABLISHING BASIC SALARY RANGE FOR FULL TIME JOB CLASSIFICATIONS**

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

SECTION 1: The City Council approves the following basic salary range:

Classification	Salary Range
Engineering Technician	\$6,230.91 - \$7,573.71
Public Works Inspector	\$5,930.68 - \$7,208.78

SECTION 2: *Authority.* The City Manager or his designee is authorized to take any steps necessary in order to effectuate this Resolution.

SECTION 3: *Construction.* This Resolution must be broadly construed in order to achieve the purposes stated in this Resolution. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Resolution.

SECTION 4: *Severability.* If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 5: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's original resolutions and make a minute of this adoption of the Resolution in the City Council's records and the minutes of this meeting.

SECTION 6: This Resolution is effective January 21, 2025, and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 21<sup>st</sup> day of January 2025

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Chris Pimentel,  
Mayor

ATTEST:

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

I, Susan Truax, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. \_\_\_\_ was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the \_\_\_\_ day of \_\_\_\_\_, 2025, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Susan Truax, City Clerk

APPROVED AS TO FORM:

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



## **City Council Agenda Statement**

**Meeting Date:** January 21, 2025

**Agenda Heading:** Staff Presentations

**Item Number:** D.12

---

### **TITLE:**

City of El Segundo Brand Guidelines and Ordinance Amending El Segundo Municipal Code Chapter 1-3 to Update the City Logo and Associated Use Regulations and Penalties for Violations

### **RECOMMENDATION:**

1. Approve the City of El Segundo Brand Guidelines.
2. Introduce and waive first reading of an ordinance amending El Segundo Municipal Code Chapter 1-3 to update the City logo and associated use regulations and penalties for violations.
3. Schedule a second reading of the ordinance for the February 4, 2025, regular City Council meeting or as soon thereafter it may be considered.
4. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

None.

### **BACKGROUND:**

On September 19, 2023, City Council approved the FY 2023-25 Communications Plan, which includes the following ten initiatives:

1. Support City Council Priorities
2. Proactively Reach Out to the Community & Garner Customer Feedback
3. Improve Internal City Communications
4. Build Stakeholder Relationships
5. Maintain & Enhance a Consistent Brand Identity

## **Brand Guidelines and Logo Ordinance**

**January 21, 2025**

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6. Lead Emergency & Crisis Communications
7. Maximize the Impact of El Segundo Media
8. Increase Engagement on Social Media Platforms
9. Strengthen Media Relations
10. Maintain the City Websites

To accomplish initiative five, Maintain & Enhance a Consistent Brand Identity, the Communications Division developed comprehensive brand guidelines for the City of El Segundo ("City"). The brand guidelines establish official policies and standards for the City's visual identity and provide a clear, consistent and recognizable brand for El Segundo to build brand awareness for the City locally, regionally, and nationally.

Within the brand guidelines is a recommendation to retire the City's current logo, which is a modification of the Centennial logo, and replace it with a new City logo. The new City logo is the City seal with "City of El Segundo" in a stylized font layered on top of the City seal treated with reduced opacity to give a watermark effect. The logo maintains the tradition of the seal, while adding a modern simplified element that supports brand recognition; and integrates with additional campaign and department logos.

This change in logo and associated guidelines requires an amendment to El Segundo Municipal Chapter 1-3.

### **DISCUSSION:**

Brand guidelines provide established policies and standards for the City's visual identity. They apply to all materials, whether print or digital, and include guidelines on the proper use of the City's seal and logo, colors, fonts, and official messaging. Brand guidelines ensure that all marketing and communications for the City are integrated, stay on-brand, and speak with one voice.

The guidelines address the appropriate use of the City seal and City logo, and variations for use by City Departments. The guidelines also include typography, color palette, applications, including business cards, memos, envelopes, email signatures, social media, flyers, newsletters, uniform considerations, photography guidelines, and writing guidelines (grammar, punctuation, spelling, word use, voice, tone – located on the City's intranet).

City departments provided their input to these guidelines through a survey and monthly Communications Committee meetings.

The proposed ordinance would accomplish the following:

- Update the City's official logo and authorize the City Manager or designee to create and utilize variations of the updated logo;

## **Brand Guidelines and Logo Ordinance**

**January 21, 2025**

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- Revise the parameters for the use of the City's logo and seal to official City business, unless the City Manager or designee approves such use based upon a mandatory written plan outlining the nature and scope of the proposed third-party use; and
- Establish misdemeanor criminal liability for unauthorized use or reproduction of the City's logo or seal.

If approved for first reading, the ordinance would become effective 30 days after the City Council's second reading, which is proposed to occur on February 4, 2025, or as soon thereafter may be heard.

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

Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

Strategy A: Enhance proactive community engagement program to educate and inform the public about City services, programs, and issues.

#### **PREPARED BY:**

Barbara Voss, Deputy City Manager

#### **REVIEWED BY:**

Barbara Voss, Deputy City Manager

#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. City of El Segundo Brand Guidelines
2. Ordinance Amending ESMC Chapter 1-3



## **City of El Segundo Brand Guidelines**

Link: <https://simplebooklet.com/cityofelsegundobrandguideli>

ORDINANCE NO. \_\_\_\_

**AN ORDINANCE OF THE EL SEGUNDO CITY COUNCIL  
AMENDING EL SEGUNDO MUNICIPAL CODE CHAPTER 3 (CITY  
SEAL, CITY LOGO) OF TITLE 1 (ADMINISTRATION AND  
PERSONNEL) TO UPDATE THE CITY LOGO AND ASSOCIATED  
USE REGULATIONS AND PENALTIES FOR VIOLATIONS**

**THE CITY COUNCIL DOES ORDAIN AS FOLLOWS:**

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

- A. Pursuant to Government Code § 40811, the City Clerk is the custodian of the City seal.
- B. Chapter 1.3 (City Seal, City Logo) of the El Segundo Municipal Code (“ESMC”) establishes the form of the City seal and logo and governs their use
- C. The City Council seeks to amend ESMC Chapter 1.3 to update the City logo and associated use regulations and penalties for violations.

**SECTION 2.** *Amendment.* ESMC § 1-3-4 is amended in its entirety to read as follows:

**1-3-4 ADOPTION OF CITY LOGO:**

The City Council approves and adopts as and for the official logo of the City, the following logo, with lettering, form, arrangement, and design all as set forth and shown in the embossed or stamped impression thereof which follows:



The City Manager is the official custodian of the City logo.

**SECTION 3.** *Amendment.* ESMC § 1-3-5 is amended in its entirety to read

as follows:

**1-3-5 USE OF CITY SEAL AND LOGO:**

The City seal and logo may only be used for the official business of the City and its City Council, except upon written approval of the City Manager, or designee. No person may reproduce, make use, display, give away, sell, distribute the City seal or logo, or imitation or facsimile thereof, without the prior written authorization of the City Manager, or designee. In the event such written authorization is granted, it is unlawful for any person to reproduce, use, or display the City seal or logo in a matter or at any time contrary to such written authorization. Any third-party seeking to use the City seal or logo pursuant to this section must submit a plan to the City Manager, or designee, describing the nature of the proposed use and the items that would bear the City seal or City logo, if any. The plan must include the criteria used in determining the proposed use and analyze the marketability of any item proposed for commercial sale or use. Only those items bearing the City seal or logo that have been authorized by the City Manager, or designee, pursuant to this section may be offered for sale or otherwise used.

**SECTION 4.** *Amendment.* ESMC § 1-3-6 is amended in its entirety to read as follows:

**1-3-6 ADDITIONAL CITY LOGOS:**

The City Manager, or designee, may create and utilize variations of the City logo for use consistent with this chapter. Such variations may include, without limitation, logos for City departments or logos commemorating City events.

**SECTION 5.** *Amendment.* ESMC § 1-3-7 is amended in its entirety to read as follows:

**1-3-7 PENALTIES:**

Every person who, without the prior approval of the City Manager, or designee, uses or allows to be used the City seal or logo or any copy or reproduction of either,, whether for commercial, personal, or any manner whatsoever not consistent with this chapter or state law, is guilty of a misdemeanor.

**SECTION 6.** *Deletion.* ESMC § 1-3-8 is hereby deleted.

**SECTION 7.** *Deletion.* ESMC § 1-3-9 is hereby deleted.

**SECTION 8.** *Environmental Assessment.* The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”), pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and

15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. In the alternative, the City Council finds that the Ordinance falls within the “common sense” exemption set forth in State CEQA Guidelines section 15061, subdivision (b)(3), which exempts activity from CEQA where “it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.” Here, it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment because the subject matter only concerns use of the City seal and logo.

**SECTION 9.** *Severability.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

**SECTION 10.** *Repeal and Supersession.* The City Council adopts this Ordinance with the specific intent of superseding any contrary regulation or administrative policy and procedure. Consequently, all regulations that conflict with this Ordinance are repealed.

**SECTION 11.** *Construction.* This Ordinance must be broadly construed to achieve the purposes stated in this Ordinance. It is the City Council’s intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

**SECTION 12.** *Effective Date.* This Ordinance shall become effective thirty (30) days after adoption.

**SECTION 13.** *Publication.* The City Clerk is directed to certify the passage and adoption of this Ordinance causing it to be posted as required by law.

PASSED AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Chris Pimentel, Mayor

ATTEST:

\_\_\_\_\_  
Susan Truax, City Clerk

APPROVED AS TO FORM

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



## City Council Agenda Statement

**Meeting Date:** January 21, 2025

**Agenda Heading:** Staff Presentations

**Item Number:** D.13

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### **TITLE:**

First Reading of an Ordinance Amending El Segundo Municipal Code Title 1 (Administration and Personnel) Chapters 7 (Purchasing), 7A (Execution of Contracts), and 7C (Public Works Contracts) to Increase Staff and Management's Procurement and Signature Authority and Adjust Procurement Thresholds Consistent with California Assembly Bill 2192

### **RECOMMENDATION:**

1. Read by title only and introduce the proposed ordinance amending El Segundo Municipal Code Title 1 (Administration and Personnel) Chapters 7(Purchasing), 7A (Execution of Contracts), and 7C (Public Works Contracts) to increase staff and management's procurement and signature authority and adjust procurement thresholds consistent with California Assembly Bill 2192 and find that such actions are exempt from the California Environmental Quality Act, pursuant to Guidelines §§ 15060(c)(3), 15061(b)(3), and 15378.
2. Direct staff to schedule a second reading of the ordinance for the regular February 4, 2025, City Council meeting or as soon thereafter it may be considered.
3. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

The proposed updating of procurement policies and procedures will have no significant fiscal impact.

### **BACKGROUND:**

The majority of City procurement requirements are identified in El Segundo Municipal Code ("ESMC") Title 1 (Administration and Personnel) Chapters 7(Purchasing), 7A (Execution of Contracts), and 7C (Public Works Contracts). Specifically, ESMC Chapter

## **Ordinance for Procurement and Signature Authority**

**January 21, 2025**

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1-7 outlines procedures and thresholds for the procurement of goods and services; ESMC Chapter 1-7A prescribes dollar limits for purchases applicable to staff and management; and ESMC Chapter 1-7B implements the Uniform Public Construction Cost Accounting Act. The dollar amount thresholds for procurement and approvals within each of these ESMC Chapters are generally aligned to ensure the responsible expenditure of public monies and facilitate practices throughout City departments.

The California Legislature enacted the Uniform Public Construction Cost Accounting Act (UPCCA) in 1983 to help promote “uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state” (Pub. Contract Code, § 22001.) The UPCCA is a voluntary program available to all public entities in the state, but it applies only to those public agencies that have “opted in” to the provisions set forth by the Act using the processes outlined in the legislation. El Segundo first opted into the UPCCA in 2006.

The California Legislature periodically increases monetary thresholds for the UPCCA's varied procurement procedures (i.e., no bidding, informal bidding, and formal bidding) to facilitate construction and development, and the City seeks to adopt the recent increased thresholds to account for increases in inflation. Staff also proposes to analogously update its non-construction procurement procedures in light of recent inflationary pressures. Finally, staff proposes to incorporate federal procurement thresholds for micro-purchases and small purchases, as recommended as part of a major federal award program audit (2 CFR § 200.320).

### **DISCUSSION:**

The ordinance would amend ESMC Chapter 1-7 (Purchasing) increase the City Manager’s signature authority for contracts for goods and services (non-construction) from \$50,000 to \$75,000. Any such purchase above this \$75,000 threshold would require formal bidding and City Council approval. To comply with federal procurement requirements, if the City is purchasing supplies or services pursuant to a federal award, only micro-purchases may be awarded without soliciting competitive quotations.

The exception in the City Manager's \$75,000 signature authority threshold would be for the settlement of claims under the Government Claims Act. Government Code § 935.4 authorizes a local public entity by resolution or ordinance to authorize an employee to allow, compromise or settle a claim against the entity in an amount that does not exceed \$50,000, and the City Council adopted Resolution No. 5140 to authorize the City Manager accordingly. This Ordinance observes this \$50,000 settlement signature authority limit, and the City Council must approve settlements above that amount.

For goods and services (non-construction), the procurement limits for department managers and department directors increase proportionally to the increases in the City

## **Ordinance for Procurement and Signature Authority**

**January 21, 2025**

**Page 3 of 3**

Manager's authority. For managers, authority would increase from \$5,000 to \$7,500. For directors, authority would increase from \$25,000 to \$35,000. The ordinance would also update bidding procedures for no and informal bidding that are associated with such purchasing limits.

For public works construction and maintenance contracts, AB 2192, which became effective on January 1, 2025, increases the amount for which bidding is required for such projects as follows:

- Direct contracting allowed: \$60,000 or less to \$75,000 or less
- Informal bidding required: \$200,000 or less to \$220,000 or less
- Formal Bidding required: More than \$200,000 to more than \$220,000.

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

Goal 3: Promote a quality workforce through teamwork and organizational efficiencies.

Goal 5: Champion economic development and fiscal sustainability.

#### **PREPARED BY:**

Joaquin Vazquez, Assistant City Attorney

#### **REVIEWED BY:**

Mark Hensley, City Attorney

#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Ordinance

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

**AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE CHAPTERS 1-7, 1-7A AND 1-7C TO AMEND THE CITY'S PURCHASING CODE TO RECOGNIZE FEDERAL REQUIREMENTS FOR METHODS OF PROCUREMENT, TO INCREASE THE CITY MANAGER'S SIGNATURE AUTHORITY FOR CONTRACTS FOR SUPPLIES AND SERVICES, AND UPDATE PUBLIC PROJECT BIDDING REQUIREMENTS AND COST THRESHOLDS UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT.**

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

SECTION 1. The City Council finds and determines as follows:

- A. City procurement requirements are identified in El Segundo Municipal Code ("ESMC") Title 1 (Administration and Personnel) Chapters 7(Purchasing), 7A (Execution of Contracts), and 7C (Public Works Contracts).
- B. Specifically, ESMC Chapter 1-7 outlines procedures and thresholds for the procurement of goods and services; ESMC Chapter 1-7A prescribes dollar limits for purchases applicable to staff and management; and ESMC Chapter 1-7B implements the Uniform Public Construction Cost Accounting Act.
- C. The dollar amount thresholds for procurement and approvals within each of these ESMC Chapters are generally aligned to ensure the responsible expenditure of public monies and facilitate practices throughout City departments.
- D. The California Legislature enacted the Uniform Public Construction Cost Accounting Act (UPCCA) in 1983 to help promote "uniformity of the cost accounting standards and bidding procedures on *construction work* performed or contracted by public entities in the state" (Pub. Contract Code §22001.)
- E. The UPCCA is a voluntary program available to all public entities in the state, but it applies only to those public agencies that have "opted in" to the provisions set forth by the Act using the processes outlined in the legislation. El Segundo first opted into the UPCCA in 2006.
- F. The California Legislature periodically increases monetary thresholds for the UPCCA's varied procurement procedures (i.e., no bidding, informal bidding, and formal bidding) to facilitate construction and development, and the City seeks to adopt the recent increased thresholds to account for increases in inflation.

- G. On January 1, 2025, Assembly Bill 2192 (Carrillo) became law; the bill increased the alternative bidding requirement thresholds for public projects subject to the UPCCA, for example, the threshold for public projects that may be performed by employees of the public agency by force account, by negotiated contract, or by purchase order has been increased from \$60,000 to \$75,000.
- H. Government Code § 935.4 authorizes a local public entity by resolution or ordinance to authorize an employee to allow, compromise or settle a claim against the entity in an amount that does not exceed \$50,000, and the City Council adopted Resolution No. 5140 to authorize the City Manager accordingly.
- I. The City Council desires to amend the City's Code to increase the City Manager's signature authority for contracts for supplies and services to be increased up to \$75,000 and settlements (with a state law limit of \$50,000) and to reflect that, if the City is purchasing supplies or services pursuant to a federal award, only micro-purchases may be awarded without soliciting competitive quotations.
- J. The City Council further desires to amend the City's Code to update and establish the thresholds for bidding requirements and procedures relating to public projects under the Uniform Public Construction Cost Accounting Act as they have been revised by the passage of Assembly Bill 2192.
- K. The City also seeks to analogously update its non-construction procurement procedures in light of recent inflationary pressures.
- L. Finally, the City proposes to incorporate federal procurement thresholds for micro-purchases and small purchases, as recommended as part of a major federal award program audit (2 CFR § 200.320).

SECTION 2. Section 1-7-6 of Chapter 7 (Purchasing) of Title 1 (Administration and Personnel) of the ESMC is amended in its entirety to read as follows:

**1-7-6: PURCHASING SUMMARY:**

The purchase of supplies or services are subject to the following requirements, unless such purchase is otherwise exempt pursuant to section 1-7-10 of this code:

<b>Amount of purchase 1 2</b>	<b>Bidding process required?</b>	<b>Purchase order required?</b>	<b>Contract required?</b>	<b>Approval Authority</b>
\$7,500 Or Less	None required. May be purchased on open market / direct negotiated contract	No	Yes, if procurement of services; otherwise, no	City Manager, Department Director or Department Manager
Above \$7,500 to \$15,000	None required. May be purchased on open market / direct negotiated contract	Yes	Yes	City Manager or Department Director
Above \$15,000 to \$35,000	Informal bidding	Yes	Yes	City Manager or Department Director
Above \$35,000 to \$75,000	Informal bidding	Yes	Yes	City Manager
Above \$75,000	Formal bidding	Yes	Yes	City Council
<p><sup>1</sup> For purchases of supplies, the dollar amounts listed above apply to the purchase of a single item or bulk purchase of an item. For the procurement of services, the dollar amounts listed above apply to the amount paid per contract, per fiscal year.</p> <p><sup>2</sup> If procuring property or services under a federal award, only micro-purchases as defined by 2 CFR § 200.1 may be awarded without soliciting competitive quotations if the City considers the price to be reasonable. To the extent practicable, the City must distribute micro-purchases equitably among qualified suppliers (2 CFR § 200.320.)</p>				

**SECTION 3. Subsection C of Section 1-7-9 of Chapter 7 (Purchasing) of Title 1**

(Administration and Personnel) of the ESMC is amended to read as follows:

**1-7-9: EXCEPTIONS TO THE BIDDING REQUIREMENTS:**

C. When the Purchasing Officer identifies a cooperative competitive bidding procedure, being prepared by and processed through another local, state, or federal governmental agency. Under such circumstances, the Purchasing Officer may join into an existing written purchase contract obtained within the last five (5) years through a competitive bidding process prepared by and awarded by another local, state or federal governmental agency. City Council consent is required for such purchases where the estimated value of the goods (for a single item or bulk purchase of a single item) or services (per contract, per fiscal year) is more than \$75,000.

SECTION 4. Section 1-7A-5 of Chapter 7A (Execution of Contracts) of Title 1 (Administration and Personnel) of the ESMC is amended in its entirety to read as follows:

**1-7A-5: SIGNATURE AUTHORITY:**

In accordance with Government Code section 40602, the following officers are authorized to sign contracts on the City's behalf:

- A. The Mayor.
- B. The City Manager when directed to do so by the City Council, resolution, ordinance, or any provision of this code.
- C. The City Manager, for contracts where the City is receiving or expending an amount not in excess of \$75,000 per fiscal year, except for settlement agreements for which the City Manager's delegated signature authority will extend up to \$50,000 per agreement, pursuant to Government Code section 935.4 of the Government Claims Act.
- D. Department Directors, for contracts where the City is receiving or expending an amount not in excess of \$35,000 per fiscal year.
- E. Department Managers, for contracts or amendments to contracts where the City is receiving or expending an amount not in excess of \$7,500 per fiscal year.

SECTION 5. Section 1-7C-1 of Chapter 7C (Public Works Contracts) of Title 1 (Administration and Personnel) of the ESMC is amended in its entirety to read as follows:

**1-7C-1: PURPOSE:**

This chapter is adopted pursuant to the City's police powers and California Public Contract Code section 22034, and any succeeding or related statutes, for the purpose of implementing the alternative bid procedures set forth in the Uniform Public Construction Cost Accounting Act.

**SECTION 6.** Section 1-7C-3 of Chapter 7C (Public Works Contracts) of Title 1 (Administration and Personnel) of the ESMC is amended in its entirety to read as follows:

**1-7C-3: DEFINITIONS:**

Unless the contrary is stated or clearly appears from the context, the definitions in Public Contract Code section 22002 and set forth below will govern the construction of the words and phrases used in this chapter:

**CITY MANAGER:** The City Manager or designee.

**FACILITY:** Any plant, building, structure, ground facility, utility system (subject to the limitations found in subsection (2) of the definition of "public project" below), real property, streets and highways, or other public work improvement.

**MAINTENANCE WORK:** Includes all of the following:

- (1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
- (2) Minor repainting.
- (3) Resurfacing streets and highways at less than one inch.
- (4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
- (5) Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.

**PUBLIC PROJECT:** Means any of the following:

- (1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition, installation, and repair work involving any publicly owned, leased, or operated facility.
- (2) In the case of a publicly owned electric utility system, a "public project" shall include only the construction, erection, improvement, or repair of dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher.

Note: "Public project" does not include maintenance work.

**SECTION 7.** Section 1-7C-4 of Chapter 7C (Public Works Contracts) of Title 1 (Administration and Personnel) of the ESMC is amended in its entirety to read as follows:

**1-7C-4: SOLICITING BIDS AND AWARDING CONTRACTS:**

- A. Public projects of \$75,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.
- B. Public projects of \$220,000 or less may be let to contract by informal procedures.
  - a. If all bids received are in excess of \$220,000, the city council may, by adoption of a resolution by a four-fifths vote, award the contract, at \$235,000 or less, to the lowest responsible bidder, if it determines the cost estimate of the city was reasonable.
- C. Public projects of more than \$220,000 shall be let to contract by formal bidding procedures.

The City Manager may solicit bids, award contracts, and execute contracts for public projects up to \$75,000. Contracts for public projects costing more than \$75,000 must be awarded by the City Council.

**SECTION 8.** Section 1-7C-7 of Chapter 7C (Public Works Contracts) of Title 1 (Administration and Personnel) of the ESMC is amended in its entirety to read as follows:

**1-7C-7: BID SECURITY:**

- A. Bid security is required for all bids on public projects when the City Manager estimates that the price will exceed \$25,000. Bid security may be a bond issued by a licensed and duly qualified corporate surety, or the equivalent in cash, money order, cashier's check, certified check, unconditional letter of credit, or other form approved by the City Attorney. Nothing in this section prevents the City from requiring bid security on public projects of \$25,000 or less when the City Manager believes such security is needed to protect the City's interests.
- B. Bid security must equal at least 10% of the bid amount.
- C. If the notice inviting bids requires a bid security, noncompliance or defective, inadequate, or incomplete security will render the bid nonresponsive.
- D. Bid security will be forfeited or paid to the City should the bidder fail to execute a contract within the time specified in the notice inviting bids.

SECTION 9. Section 1-7C-9 of Chapter 7C (Public Works Contracts) of Title 1 (Administration and Personnel) of the ESMC is amended in its entirety to read as follows:

**1-7C-9: AWARD:**

- A. The contract may be awarded to the lowest responsible bidder if the City Manager or City Council considers the bid to be reasonable, sufficient funds are appropriated for the public project, and the bid is within the limits specified by Public Contract Code section 22032(b) or, if applicable, Public Contract Code section 22020.
- B. Nothing in this section restricts the city from taking any action set forth in Public Contract Code section 22038.

SECTION 10. Section 1-7C-12 of Chapter 7C (Public Works Contracts) of Title 1 (Administration and Personnel) of the ESMC is amended in its entirety to read as follows:

**1-7C-12: EMERGENCY:**

In cases of emergency when repair or replacements are necessary, the city council may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the city council, by contractor, or by a combination of the two.

If notice for bids to let contracts will not be given in case of an emergency, the city shall comply with the emergency contracting procedures set forth in Public Contract Code Section 22050.

SECTION 11. *Government Claims Act Authorization; Repeal of Resolution No. 5140.* When a claim has been made against the City, and it is determined that the City is partially or fully liable, the City Manager, with the concurrence of the City Attorney, may enter into a settlement agreement to settle the claim up to the amount of \$50,000. Any such settlement agreement must be signed by both the City Manager and the City Attorney, or their designated representatives. The City Council intends for this Ordinance to repeal and replace the City Council's prior authorization under Resolution No. 5140, which is repealed and superseded by this Ordinance.

SECTION 12. *Environmental Assessment.* The City Council finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA"), pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. In the alternative, the City Council finds that the Ordinance falls within the "common sense" exemption set forth in State CEQA

Guidelines section 15061, subdivision (b)(3), which exempts activity from CEQA where “it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.” Here, it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment because the Ordinance simply updates procurement procedures and requirements.

SECTION 13. *Validity of Previous Code Sections.* If the entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal of the ESMC or other regulation by this Ordinance will be rendered void and cause such ESMC provision or other regulation to remain in full force and effect for all purposes.

SECTION 14. *Enforceability.* Repeal or amendment of any previous Code Sections does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance’s effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 15. *Severability.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provision or application and, to this end, the provisions of this Ordinance are severable.

SECTION 16. The City Clerk, or her duly appointed deputy, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo’s book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 17. *Effective Date.* This Ordinance will become effective 30 days following its passage and adoption.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Chris Pimentel, Mayor

ATTEST:

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

I, Susan Truax, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. \_\_\_\_ was duly introduced by said City Council at a regular meeting held

on the \_\_\_\_ day of \_\_\_\_\_, 2025, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the \_\_\_\_ day of \_\_\_\_\_, 2025, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Susan Truax, City Clerk

APPROVED AS TO FORM:

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



## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Staff Presentations

Item Number: D.14

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### **TITLE:**

City Attorney Legislative Update

### **RECOMMENDATION:**

1. Receive and file presentation from the City Attorney's Office.
2. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

None.

### **BACKGROUND:**

California lawmakers introduced 1,530 bills in the state senate and 3,291 in the state assembly during the California Legislature's 2023-24 session. Governor Newsom signed 1,017 of them into law and vetoed 189. Through the November 5, 2024 general election, voters approved additional laws that will take effect.

### **DISCUSSION:**

The City Attorney's Office has reviewed the numerous new laws and will provide a summary of select laws most likely to impact El Segundo and its residents. The presentation will assist in framing legislative goals for the City Council and help educate.

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

Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

### **PREPARED BY:**

Joaquin Vazquez, Assistant City Attorney

**City Attorney Legislative Update**

**January 21, 2025**

**Page 2 of 2**

**REVIEWED BY:**

Mark Hensley, City Attorney

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

None



## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Staff Presentations

Item Number: D.15

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### TITLE:

2025 Legislative Platform

### RECOMMENDATION:

1. Approve the 2025 Legislative Platform.
2. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

None

### BACKGROUND:

The annual Legislative Platform represents the official City of El Segundo ("City") positions on proposed regional, state, and federal legislation. The Legislative Platform is aligned with the City's five Strategic Goals which focus on providing the highest level of service to the City's residents and businesses.

### DISCUSSION:

The Legislative Platform provides clear directions for the City Manager to respond and take action quickly, under the direction of City Council, as initiatives that impact the City are considered at the regional, state, and federal levels. The City Manager will coordinate the monitoring of legislative issues that impact the City and ensure that the City takes a position on all applicable proposed regional, statewide, and national legislation, regulations, and related matters.

The City Manager may update the Legislative Platform throughout the year, if necessary, to address and prioritize new issues as they relate to the City or the region. The Legislative Platform does not preclude City Council consideration of additional legislative and regulatory matters arising throughout the year. As necessary, staff will

## **2025 Legislative Platform**

**January 21, 2025**

**Page 2 of 2**

solicit City Council authorization to name the Legislative Platform to include items not included in the existing Legislative Platform.

The City's primary legislative focus includes protecting local government control, maintaining local government revenue, pursuing public security funding, obtaining funding for environmental sustainability, transportation, recreational, technology, and public infrastructure improvements.

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

Goal 5: Champion Economic Development and Fiscal Sustainability

Strategy A: Identify opportunities for new revenues, enhancement of existing revenues, and exploration of potential funding options to support programs and projects.

#### **PREPARED BY:**

Barbara Voss, Deputy City Manager

#### **REVIEWED BY:**

Barbara Voss, Deputy City Manager

#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. 2025 Legislative Platform



## 2025 Legislative Platform

### Introduction

The purpose of the annual Legislative Platform is to represent the official city of El Segundo ("City") positions on proposed regional, state, and federal legislation. The Legislative Platform is aligned with the City's five Strategic Goals which focus on providing the highest level of service to the City's residents and businesses.

The Legislative Platform provides clear direction to the city manager to respond and take action quickly, under the direction of City Council, as initiatives that impact the City are considered at the regional, state, and federal levels. The city manager and deputy city manager shall coordinate the monitoring of legislative issues that impact the City and ensure that the City takes a position on all applicable proposed regional, state-wide, and national legislation, regulation, and related matters. The Legislative Platform does not preclude City Council consideration of additional legislative and regulatory matters arising throughout the year.

For proposed legislation, either consistent with the Legislative Platform or consistent with legislative positions the City has taken in the past, staff shall be authorized to prepare position letters on behalf of the Mayor and/or City Councilmembers. Items not addressed in the Legislative Platform may require further City Council direction. Legislative priorities may only address issues directly relevant to or impacting the provision of municipal services. Generally, the City will not address matters that are not pertinent to the City's local government services such as national or international issues.

City departments are encouraged to monitor and be knowledgeable of any legislative issues related to their discipline. However, requests for the City to take positions on a legislative matter must be directed to the City Manager's Office. City departments may not take positions on legislative issues without City Manager's Office review and approval.

The City's primary legislative concerns include protecting local government control, facilitating economic growth, maintaining local government revenue, pursuing public safety funding, obtaining funding for environmental sustainability, transportation, recreational, technology and public infrastructure improvements.



## Guiding Principles – City Strategic Plan

The Legislative Platform is aligned with the City's five strategic goals.

1. Develop and Maintain Quality Infrastructure and Technology
2. Optimize Community Safety and Preparedness
3. Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion
4. Promote and Celebrate a Quality Workforce Through Teamwork and Organizational Excellence
5. Champion Economic Development and Fiscal Sustainability

## 2025 Legislative Priorities

1. Support efforts to monitor air quality and promote clean air initiatives and programs.
2. Support regional economic development policies that provide for planned economic growth in the city and neighboring communities.
3. Pursue funding for projects that improve the quality of life in El Segundo.
4. Ensure local city input on all regional land use and planning issues.
5. Support efforts to increase the amount of transportation funds allocated to local jurisdictions for discretionary projects.
6. Oppose unfunded mandates to the City for any new or continuing program/service.
7. Support local control over the administration of local programs.
8. Ensure that L.A. County's responsibilities for mandated programs are not passed on to the City in the form of undue burdens/financial mandates.



## General Government

City of El Segundo supports:

1. Efforts that are consistent with the doctrine of local control especially in the areas of police power, land use planning and public safety.
2. Developing and supporting a long-term strategy to hold large-scale municipal organizations accountable for environmental violations that place the quality of life and health of residents and employees of local businesses at risk.
3. Enhanced local control of resources and that allows the City to address the needs of its constituents within a framework of regional cooperation.
4. Preserving local control of short-term rentals and online hotel intermediaries.
5. Funding opportunities for public facilities and services including capital improvement projects, public works projects, homeland security, library, parks and social service facilities.
6. Keeping land use local and not a matter of state authority.

City of El Segundo opposes:

1. State and federal legislation that preempts the City's local authority.
2. State or federal mandates without the direct or indirect reimbursement for the costs associated with complying with new and/or modified laws, regulations, policies, procedures, permits and/or programs.

## City Clerk/Electoral Process

City of El Segundo supports:

1. Safeguards ensuring that all eligible voters are provided with the mechanisms to exercise the right to vote.
2. Transparency, public participation and first amendment rights, while preserving procedures that continue to foster efficient government proceedings.
3. Efforts to enhance local governments' ability to achieve greater transparency of governmental business by improving the platform in which agencies can publish and advertise notices, resolutions, orders, or other matters required by law.



4. Measures that preserve the integrity and fundamentals of the Brown Act and oppose measures that would constrain communication among staff and local officials.
5. Increased local autonomy, protecting privacy and maintaining the City's authority over public records. This includes measures that provide for the recovery of costs concerning public records requests.
6. Maximizing the City's ability to efficiently and effectively administer local elections, including programs designed to encourage and increase voter education, registration and voter turn-out.

## **Economic Development**

City of El Segundo supports:

1. Measures that enhance the City's business attraction and retention efforts.
2. Legislation that supports startups by reducing barriers to entry, streamlining regulations, increasing access to funding, and fostering innovation.
3. Providing resources and incentives to supports job creation, business attraction, and retention.
4. Efforts that are consistent with the doctrine of local control especially in the areas of land use planning to support economic development.
5. Support regional economic development policies that provide for planned economic growth in the City and neighboring communities.

## **Emergency Management**

City of El Segundo supports:

1. Funding that promotes prevention, mitigation, preparedness, response, and recovery efforts for manmade and natural disaster hazards.
2. Funding for disaster relief for all types of natural and manmade disasters.
3. Efforts to coordinate the development of telecommunications infrastructure within the region for use during large scale emergencies.



4. I.C.I. System (Interagency Communications Interoperability System) participation among jurisdictions and funding for equipment and operations.
5. Funding for the Urban Area Security Initiative (UASI) and other funding initiatives administered by the Department of Homeland Security to enhance the City's ability to respond to regional or national threats.

## **Environmental Sustainability**

City of El Segundo supports:

1. State bonds, funding, and legislation aimed at improving ocean water quality and reducing ocean pollution, banning new offshore oil or gas drilling or extraction, and funding coastal clean-up and restoration.
2. Cost-effective, sustainable, and responsible environmental policy and programs in the areas of energy efficiency, greenhouse gas emission reductions, climate change, potable water, wastewater, solid waste collection, landfill diversion of recyclable materials, and stormwater best management practices, among others.
3. State funding opportunities to assist agencies in meeting sustainability objectives including energy and water efficiencies, active transportation enhancements, connectivity and mobility improvements and carbon sequestration through natural landscape management and protection.
4. Protecting, preserving and restoring the natural environment where it does not conflict with local control and land use designations.
5. Creating partnerships among the City, El Segundo Unified School District, businesses, residents, and all other community stakeholders as necessary to achieve a sustainable community.
6. Proactively addressing climate change and improving air quality. Support funding to foster an environmentally sustainable city, walkable community that provides ample goods, services and benefits to all residents while respecting the local environment.
7. Funding for the Los Angeles County Metropolitan Transportation Authority (Metro) and other regional transit authorities to continue to create multi-modal transportation systems that minimize pollution and reduce motor vehicle congestion while ensuring access and mobility for all.



## Finance

City of El Segundo supports:

1. Fiscal sustainability and best-practice administrative initiatives to ensure the delivery of unparalleled city services.
2. Full cost reimbursement to the City for all federal, state and county-mandated programs.
3. Protect the integrity of existing revenue sources for local government.
4. Efforts to achieve public employee pension reform.
5. Efforts to maintain and expand the types of municipal investment-grade revenue bonds.
6. Efforts to achieve public employee workers' compensation reform.
7. Measures that will create stricter rules for local municipalities to raise state and local taxes, fees, assessments, and property-related fees.

City of El Segundo opposes:

1. Any attempt to eliminate or limit the traditional tax exemption for municipal bonds.
2. Legislation that makes local agencies more dependent on the State for financial stability and policy direction.
3. Changes in revenue allocations that negatively affect local government, including the redistribution of sales tax, property tax, COPS grants, Proposition 172 funds, gas tax (HUTA), transient occupancy tax (TOT) and vehicle in-lieu fees (VLF).
4. Efforts by the state or federal government to preempt the City's right to levy and collect taxes, fees and assessments.
5. Diminishing the City's authority over local taxes and fees.



## Human Resources

City of El Segundo supports:

1. Measures that place reasonable parameters over public pension plans.
2. Managing the rising cost of health insurance and urging officials to fully consider the financial impact on local governments when considering any health care coverage legislation.

City of El Segundo opposes:

1. Measures that mandate upon local governments additional and costly programs for employee benefits without local control.

## Planning, Housing and Land Use

City of El Segundo supports:

1. Increased input from municipalities in the development of the Regional Housing Needs Assessment (RHNA).
2. Flexibility for local jurisdictions to work together to provide housing that counts toward the Regional Housing Needs Assessment (RHNA) requirements.
3. Maintaining local control over medical marijuana dispensaries and upholding cities' ability to regulate and ban dispensaries.
4. Funding for affordable senior housing opportunities and projects.
5. California Environmental Quality Act (CEQA) reform to expedite and streamline both project development and delivery, especially for transportation, transit-oriented, infill, and/or housing projects.
6. Measures that require transparency in CEQA litigation and eliminate duplicative CEQA lawsuits.
7. The restoration and expansion of tax increment tools to build affordable housing stock, improve public transit, and reduce climate-warming carbon emissions. Incentivize collaboration among potentially impacted jurisdictions by sharing the net proceeds from future tax increment financing districts, and emphasize tax increment as a public financing tool that does not increase taxes to residents.



8. Secure adequate and sustainable funding for cities to increase construction of housing at all income levels, particularly affordable housing and workforce housing.
9. Reform state housing laws to ensure cities retain local decision-making to meet the needs of their communities.
10. Redevelopment like process to facilitate community development focused on infrastructure to support housing, improved jobs/housing balance, infill and improved conditions/opportunities for disadvantaged communities.

City of El Segundo opposes:

1. Limiting the City's ability to condition and deny projects that negatively impact the community.
2. Overriding the City's adopted zoning ordinances.
3. Legislation that establishes detrimental, residential rent control restrictions (such as AB 1482)
4. Legislation that reduces local land-use authority and/or alters local land use zoning designations without approval of local City Council (such as SB 50).
5. Any additional mandatory general plan elements that don't allow cities and counties the flexibility to determine how to include new mandatory subject matter.

## Public Safety

City of El Segundo supports:

1. Assistance for local police, fire, and homeland security initiatives, and any measures that will help contribute to local public safety.
2. Strengthening local law enforcement's ability to prevent and fight crime.
3. Funding and alternative avenues of health care to local first response agencies to adequately address behavioral health issues.
4. Strengthening programs that support crime victims and their families through advocacy, and outreach.



5. Funding and implementation of innovative technology to improve efficiency and encourage community safety.
6. Strengthening state and regional collaboration to reduce and prevent homelessness as well as programs that provide funding to cities to implement local strategies.
7. Strengthening efforts to eradicate human trafficking.
8. Fire prevention and environmental safety legislation and funding.
9. Legislation that aids paramedics and other emergency medical service practitioners in their ability to be responsive to community needs, including AB 40 - Reduction of Ambulance Patient Offloading Time at Hospitals.
10. Funding initiatives for Peace Officers Standards and Training (POST) and other law enforcement support organizations.
11. Upholding local control and preserves a city's "Section 201" and "Section 224" rights to continue to contract for or provide pre-hospital medical care and transport.

City of El Segundo opposes:

1. Impeding local law enforcement from addressing crime problems and recovering costs resulting from a crime committed by the guilty party.
2. Limiting local police departments' ability to collect and utilize asset forfeiture funds for a wide variety of police services.
3. Modifying bail programs that are potentially harmful to El Segundo community.
4. Expanding "early release" for serious and violent offenders.
5. Expanding the definition of "early release", non-serious crimes, and non-violent crimes.
6. Any further actions that would re-categorizing serious crimes as non-serious crimes.
7. Decriminalizing existing crimes in California or reducing the sentences of any offenses, resulting in the release of serious criminals who may further harm the safety of the public and law enforcement personnel.



8. Legislation that requires local Public Safety agencies to take on more services without providing full funding to provide new/enhanced services.

## Public Works

City of El Segundo supports:

1. Increased funding for maintaining and upgrading the City's major streets, allowing for better traffic flow and user safety.
2. Funding for transportation infrastructure projects that improve mobility for residents, businesses and visitors.
3. Expanded transportation funding to encourage use of public transit, alternative fuel vehicles and fleets, pedestrian ways, bikeways, and multi-use trails.
4. Measures that provide City's fair share of funding from the State's "Cap and Trade" funding sources.
5. Measures that seek to reevaluate the method and manner in which the state and federal gas taxes are collected and allocated to local jurisdictions to emphasize actual roadway usage (i.e. working/daytime population-based).
6. Efforts to secure the City's fair share of funding from SB 1 revenues to fund local transportation projects.
7. Working with other agencies in the region to support current state and federal funding levels and encourage increased funding and flexibility in both operating and capital funding for mass transit.
8. Working with the South Bay Cities Council of Governments and other regional agencies to support legislation that provides incentives for the improvement and/or development of regional transportation corridors.

City of El Segundo opposes:

1. Efforts to remove local regulatory authority on wireless infrastructure development.
2. Any legislation that threatens to withhold State-allocated funds reserved for roadway or other public infrastructure maintenance and/or improvements if certain actions are not taken by the local jurisdiction, such as construction of housing or homeless shelters.



3. Legislation that supersedes local authorities' land use policies and practices, that result in a "one size fits all" mandate.

## Recreation, Parks, and Library

City of El Segundo supports:

1. Funding for the development and rehabilitation of infrastructure in parks, libraries, public right of ways, and similar neighborhood and community-serving facilities.
2. Funding for ADA upgrades.
3. Enhanced California State Library funding and budget.
4. Statewide initiatives for:
  - Early education
  - Services for vulnerable populations
  - Adult/family literacy
  - Digital literacy
  - Healthy lifestyles
  - Programs for youth
5. Expanded opportunities for healthy "aging in place" options and services for the older adult population.
6. Equitable access to library and information services including:
  - Broadband equity for California communities
  - eMedia and electronic resources
  - Technology for use in the home, including laptops and hotspots
7. Enhanced school sites and support of educational partnerships between cities and school districts.
8. Intellectual freedom and privacy.
9. Increased state resources for local arts, recreation, cultural events and library programs.



## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Staff Presentations

Item Number: D.16

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### TITLE:

Emergency Operations Center Grant

### RECOMMENDATION:

1. Authorize the acceptance of \$322,500 in subrecipient grant funds from the FY 2024-25 Emergency Operations Center Grant Program.
2. Authorize the City Manager to execute any agreement or associated documents to effectuate receipt of the grant.
3. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

The City of El Segundo ("City") has been allocated \$322,500 in subrecipient grant funds from the 2024 Emergency Operations Center (EOC) Grant Program. This grant does not provide up front funding. Instead, municipalities submit reimbursement requests to the grant administrator after expenditures are made and processed for payment. CalOES then reimburses approved requests.

As a condition of this grant, the City is required to contribute a 25% cost share of the total project costs. The City match requirement totals \$107,500. The 25% match has been budgeted and is identified in the CIP fund.

Included in the adopted FY 2024-25 budget.

Amount budgeted: \$322,500

Additional appropriation: N/A

Account numbers: 124-300-3255-3749 (Grant Revenue, \$322,500)

124-400-8201-8330 (Grant Expense, \$322,500)

301-400-3255-8104 (Cost Share, \$107,500)

## **Emergency Operations Center Grant**

**January 21, 2025**

**Page 2 of 3**

### **BACKGROUND:**

In March 2024 the City was awarded a Community Project Funding Grant through Congressman Ted Lieu's office to partially fund the El Segundo Emergency Operations Center Project. This FY 2024 EOC Grant, funded by the Federal Emergency Management Agency (FEMA) through the California Governor's Office of Emergency Services (CalOES), is intended to improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, strategically located, and fully interoperable EOCs with a focus on addressing identified deficiencies and needs. Fully capable emergency operations facilities at the state and local levels are an essential element of a comprehensive national emergency management system and are necessary to ensure coordination and unity of effort among multiple emergency management organizations and across multiple jurisdictions during major disasters or emergencies caused by any hazard.

### **DISCUSSION:**

Staff recommends the formal acceptance of this grant as it supports the projects associated with this funding and further supports the City's emergency response readiness. In accordance with the City Council Policy regarding grant submissions:

1. The grant award is made by FEMA through CalOES. The grant is administered by CalOES.
2. Funds were included in the adopted FY 2024-25 budget.
3. Matching Funds Cost-Share: \$107,500.
4. Source of Matching Funds Cost Share: Capital Improvement Fund (301-400-3255-8104).
5. CalOES reimburses approved City grant expenditures.

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

Goal 2: Optimize Community Safety and Preparedness

Strategy C: Protect and prepare the El Segundo Community and staff for any emergency, disaster, or environmental violation.

#### **PREPARED BY:**

George Avery, Fire Chief

#### **REVIEWED BY:**

Darrell George, City Manager

#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

**Emergency Operations Center Grant**  
**January 21, 2025**  
**Page 3 of 3**

**ATTACHED SUPPORTING DOCUMENTS:**

None



## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Staff Presentations

Item Number: D.17

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### TITLE:

Fire Department Ladder Truck Replacement Purchase

### RECOMMENDATION:

1. Waive competitive bidding and authorize the purchase of one Pierce ladder truck for the El Segundo Fire Department in an amount not to exceed \$2,092,702 (\$1,993,049 purchase price + \$99,653 5% contingency) through a cooperative purchase, pursuant to El Segundo Municipal Code § 1-7-9(C).
2. Authorize the City Manager or designee, in consultation with the City Attorney, to execute any associated agreements or documentation to effectuate the purchase.
3. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

The cost of one ladder/tiller truck is \$2,312,818.19. By establishing a Purchase Order now, we can secure the current market price and avoid the 1.5% increase that is scheduled for January 30, 2025. Pierce Manufacturing Inc. ("Pierce") offers two payment options to the City which include a 100% pre-payment option or a full payment at time of delivery option (anticipated four to five years). Staff recommends the 100% pre-payment option as it would result in a cost savings of \$319,769.57, resulting in a purchase price of \$1,993,048.62, which equates to a 14% savings.

If approved, adequate funding has been set aside for the ladder truck, which has been accumulating over the last ten years, in the Equipment Replacement Fund. There is no additional fiscal impact to the General Fund. This action will require an expenditure appropriation as the budget was not included in FY 2024-25 adopted budget.

Amount Budgeted: \$0

Additional Appropriation: \$2,092,702 (\$1,993,049 purchase price + \$99,653 5% contingency\*)

Account Number: 001-400-3202-8105 (Equipment Replacement Fund - Automotive)

## **Fire Department Ladder Truck Replacement Purchase**

**January 21, 2025**

**Page 2 of 4**

\*Additional 5% contingency cost has been added to the additional appropriation in the event of an unforeseen price increase.

Pierce Manufacturing Inc. also offers a lease/purchase option through PNC Equipment Finance with flexible payment terms which include the following:

5 year- 5%

7 year- 5.37%

10 year- 5.78%

These lease/purchase options do qualify for the pre-payment discount price, however, the added interest expenses would result in a much higher overall cost to the City.

### **BACKGROUND:**

The City of El Segundo has numerous high-rise, mid-rise, large commercial, and multi-story residential properties. The 105 ft aerial ladder truck is a vital emergency response vehicle. The aerial ladder on the truck is used for all structures greater than 23 feet, which equates to the height of a second story window. The aerial ladder truck carries 35-foot ladders that fire engines are not capable of carrying due to the extended length. Structure fires typically require vertical ventilation, where a ladder of the proper size is used to gain access to the roof and firefighters cut a ventilation hole at the peak of the roof to evacuate fire and smoke. There are numerous residential and commercial structures in the city that exceed the capabilities of our fire engine 24-foot ground ladders.

The El Segundo Fire Department employs the ladder truck to effectively support fire suppression activities and rescue potential victims. In addition to the aerial ladder and specialized equipment it carries, our ladder truck carries specialized equipment the fire engines do not. The ladder truck also is equipped with specialized equipment such as the Jaws of Life, Forceable Entry tools, Elevator Rescue tools, Salvage and Overhaul equipment, and Specialized Rescue equipment,

If our ladder truck is unavailable, we rely on other nearby agency ladder trucks to respond. The closest ladder truck to the heart of the city is 20 minutes away, if available. This causes a delay and impedes the interior firefighting operations due to super-heated gases and smoke not being evacuated by vertical ventilation necessary for firefighters to enter into buildings.

The existing Community Risk Assessment (CRA) study reviewed our assets at risk and identified that the City of El Segundo requires advanced fire apparatus equipment to reduce the spread of fire. The CRA is based on the National Fire Protection Association (NFPA) and Insurance Services Office (ISO) publications as best practice guidelines. The ladder truck gives our firefighters the ability to aggressively contain elevated fires quickly and effectively.

## Fire Department Ladder Truck Replacement Purchase

January 21, 2025

Page 3 of 4

### DISCUSSION:

Due to challenges with personnel and parts shortages industry-wide, all fire apparatus manufacturers are experiencing extended build times. The current truck is 11 years old and has a mileage of 47,867 miles. If approved, the current ladder truck will be approximately 15 years old (by the time the new truck is received) and will be classified as a second-line or reserve for the last 5 years of its total 20-year service life. The industry standard for ladder truck vehicle replacement schedules is 15 years front line, and 5 years in reserve.

To date, the City's maintenance division has incurred nearly \$400,000 in repairs and maintenance on the existing ladder truck. The primary causes for the increasing maintenance and repair costs are attributed to the design of the ladder truck and using a third-party apparatus shop. The current ladder truck is equipped with water tank and pump to potentially use on a fire, but it has never been used as a primary suppression apparatus in that capacity. We solely rely on our fire engines that carry 500 gallons of water and connect to fire hydrants to suppress fires. As of October 2024, the ladder truck water tank and pump have been decommissioned to reduce the weight and reduce maintenance costs. By removing the water tank and pump, the wear and tear on brakes and tires are reduced, and pump and water tank maintenance costs has been eliminated.

Staff recommends that the City purchase a 107' heavy-duty tiller truck from Pierce Manufacturing Inc. Pierce is the leading manufacturer of custom fire apparatus in the nation. The El Segundo Fire Department has purchased Pierce fire apparatus exclusively since 1985. The City is currently registered as a participating agency with Sourcewell. Pierce Manufacturing Inc. has a cooperative purchasing agreement with Sourcewell (contract #113021-OKC-1) and the quote has been reviewed by the Sourcewell account advisor assigned to the city. The quote that was submitted was verified that the pricing we received is compliant with the national contract specifications.

El Segundo staff has researched other manufacturers to compare pricing and found the other leading manufacturers' purchase prices are equal to or more than Pierce. A Pierce ladder truck would be consistent with the rest of our existing fleet and our fleet department is trained and accustomed to completing maintenance on Pierce vehicles.

Other recent ladder truck purchases include:

City of Arcadia - July 2024 for \$2,062,102

City of Vista - July 2024 for \$2,317,695

City of Encinitas - June 2024 for \$2,231,855

City of Brea - November 2022 for \$1,988,161

## **Fire Department Ladder Truck Replacement Purchase**

**January 21, 2025**

**Page 4 of 4**

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

Goal 2: Optimize Community Safety and Preparedness

Strategy B: Provide cost-effective and excellent fire protection and emergency response services.

Strategy C: Protect and prepare the El Segundo Community and staff for any emergency, disaster, or environmental violation.

Strategy D: Ensure that the community feels safe and is satisfied with the services of the El Segundo Police Department.

Goal 4: Promote and Celebrate a Quality Workforce Through Teamwork and Organizational Excellence

Strategy A: Enhance staff recruitment, retention, and training to ensure delivery of unparalleled City services and implementation of City Council policies.

Strategy B: Utilize the City's long-term financial plan to make financial decisions that support the goals of the strategic plan.

#### **PREPARED BY:**

George Avery, Fire Chief

#### **REVIEWED BY:**

George Avery, Fire Chief

#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

#### **ATTACHED SUPPORTING DOCUMENTS:**

None



## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Staff Presentations

Item Number: D.18

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### **TITLE:**

Cultural Development Program Review

### **RECOMMENDATION:**

1. Receive and file the Cultural Development Program report.
2. Provide direction on potential modifications to the Cultural Development Program.
3. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

None.

### **BACKGROUND:**

The City of El Segundo ("City") established an art in public places fee through the City Council's adoption of Ordinance No. 1594 on November 19, 2019. The City's Cultural Development Program (CDP) applies to commercial or industrial development projects with a construction cost of \$2 million or more. Residential development projects are exempt from the CDP. For a development subject to the City's fee, the developer has the option to install artwork onsite equal to 1% of the project's construction cost or contribute the equivalent to the CDP Cultural Development Fund.

At the November 19, 2024, City Council Meeting, the City Council directed staff to return to the City Council with an analysis of the CDP funding and information on similar programs in surrounding municipalities.

### **DISCUSSION:**

The parameters for the City's CDP are set forth in [El Segundo Municipal Code \(ESMC\)](#)

## **Cultural Development Program Review**

**January 21, 2025**

**Page 2 of 6**

[Chapter 15-34](#). Additionally, the program has established administrative guidelines, dated June 2020, which are linked [here](#) and in Attachment 1, and summarized below:

### ***Cultural Development Fund Purpose - Page 11***

The Cultural Development Fund shall be used to provide art in public places in order to further the intent and purpose of the CDP. Expenditures of funds are limited to the following uses:

1. For the design, acquisition, commission, installation, improvement, relocation, maintenance, conservation, restoration, utility charges, and insurance of artwork;
2. To sponsor or support artistic or cultural services;
3. For the City's costs of administering the Cultural Development Fund and associated programs.

### ***Annual Budget Approval - Page 11***

The Arts and Culture Advisory Committee (ACC) will propose an annual budget to be considered and approved by the City Council during the regular budget process. Recommended expenditure categories will include funding for artistically enhanced **capital projects, permanent art, community experiences, grants, and project-based public art consultants.**

The City Council will approve the CDP priorities and annual budget as well as expenditures/contracts over \$50,000, but not individual art projects. This process may be adjusted in the future if needed.

### ***CDP Funding for Programming Not Sponsored by the City of El Segundo - Page 14***

Funding decisions for programming funded by the Cultural Development Fund, and not sponsored by the City, will be handled in a way similar to public art decisions. Support will be grant-based, and proposals will be evaluated by a jury consisting of ACC and other community members as well as City staff.

The current ACC grant funding program involves an application process wherein interested applicants must submit an application (Attachment 2) and required documentation which is then review by the ACC at a regularly scheduled meeting. The ACC then votes to approve or deny the request and notifies the applicant of the grant amount. If any member of the ACC is active within a board or organization applying for grants funds, they must recuse themselves from the discussion and vote conducted by the ACC. Current grant limits are \$6,000 per event with organizations being prohibited from receiving more than one grant per fiscal year. Recipients are asked to submit and present a summary report of the event funded by the grant after the event has concluded.

## Cultural Development Program Review

January 21, 2025

Page 3 of 6

### Surrounding Cities Arts Funding Programs

At the request of the Council, staff conducted a comparative analysis of other local agencies' Percent for the Arts programs including Manhattan Beach, Redondo Beach, Santa Monica, Inglewood, Culver City, West Hollywood and the Los Angeles County.

The findings of the analysis (Attachment 3) demonstrate the El Segundo's CDP is the most business friendly with developer payments only triggered by commercial projects with a valuation of \$2 million dollars or more. Other municipalities range from 1%-2% of total project valuation ranging from \$250,000 to \$750,000. Additionally, five of the seven agencies impose the fee on both residential and commercial projects, whereas El Segundo's fee only applies to commercial. And finally, several of the other agencies utilize the funds to pay for the salaries of between 2 and 51 (LA County) staff to administer their percentage for arts programs.

### Potential Modifications to CDP Program

In response to City Council discussion at the November 19, 2024 City Council Meeting, and previous public meetings, the following aspects of the program have been raised for further deliberation to be considered by City Council:

- Introducing a cap for the maximum fee contribution
- Adjusting the 1% fee
- Adjusting the \$2M valuation trigger
- Allowing an option to provide on-site art and pay the difference in fee
- Tiered contribution based on scope type or square footage, or other metric
- Modify scope of Arts and Cultural Advisory Committee and role of City Council review/approval of programs
- Defer timing of in lieu payment

### In-Lieu Payment Funded Programs and Projects (Attachment 4)

*The CDP has generated the following in-lieu payments:*

FY 19-20 1% Fees: \$529,055.50

FY 20-21 1% Fees: \$91,369.75

FY 21-22 1% Fees: \$943,130.19

FY 22-23 1% Fees: \$28,000.00

FY 23-24 1% Fees: \$221,548.10

FY 24-25 1% Fees YTD: \$346,462

Total: \$2,159,565.54

Although \$1.2M is projected for FY 24/25 shown in the attached Budget Tracking

## **Cultural Development Program Review**

**January 21, 2025**

**Page 4 of 6**

document, noted above \$346,462 has been received to date. The remaining projected CDP funds will depend on the timing of project approvals and implementation.

### **Use of CDP Funds**

The in-lieu payments have funded a variety of arts and cultural programs and services since its inception in 2019 including:

- I. Community Art Program (Main Street banner program, High School Art Workshops, etc.)
- II. *Poet Laureate* program, supporting literary arts
- III. *Cultural Excursions* for senior residents
- IV. *Festival of Holidays Event*, celebrating cultural diversity during the winter holidays
- V. *El Segundo Art Walk*, promoting tourism and supporting local business
- VI. *Community Engagement Fund*, a small grant program supporting events hosted by other local nonprofit or community organizations

Additionally, the CDP has contributed to staff salaries, and capital improvement projects by funding artistic enhancements for the Gateway Project, The Plunge Renovation, and the Teen Center.

### **Public Art On Site (Attachment 4)**

The CDP has generated the following financial valuation of Public Art On-Site:

FY 19-20 Art Valuation: \$0  
FY 20-21 Art Valuation: \$0  
FY 21-22 Art Valuation: \$616,437.07  
FY 22-23 Art Valuation: \$0  
FY 23-24 Art Valuation: \$125,000  
Total: \$741,437.07

Since its inception, the CDP has completed several public artworks, including:

- I. *Malibu Tile Mosaic* (1440 E Imperial Hwy - Embassy Suites by Hilton)
- II. *Spruce Grove* (2140 E El Segundo Blvd - Kinecta Federal Credit Union)
- III. *Sublime Moon Over El Segundo* (2160 E Grand Ave - Steelwave)
- IV. *Fog Banks* (1946 E Grand Ave – SOF-XI Two Tower)
- V. *Pacific Blues* (1940 E Mariposa Ave – Montana Avenue Capital)
- VI. *Plumafolium* (888 N Douglas St – Beyond Meat)

## **Cultural Development Program Review**

**January 21, 2025**

**Page 5 of 6**

VII. *Cocoon and Wing* (888 N Douglas St – L'Oreal).

### **Impact to Development in El Segundo**

The CDP fee was adopted in 2019 with the understanding that there are long term benefits of incorporating art into development projects, as it can increase property values, attract tenants, and enhance the overall aesthetic appeal of the development. A well-managed cultural art program can stimulate local economies by supporting artists and fostering a thriving cultural scene, which ultimately benefits the entire community, including developers. Development projects typically incorporate local fees into their budgets, including those for building permits, impact fees, and other local regulations such as the CDP fee. Development cycles are primarily driven by market factors such as interest rates, demand for a particular development product, and other economic conditions. Further analysis is required to better understand the direct impact these fees have on new development.

### **Cultural Arts Master Plan and the Future of the CDP**

#### ***Draft of Cultural Arts Master Plan***

In 2024, at the request of the City Council, staff began a comprehensive review of the CDP. After several months of research, discussion with ACC members and consultants, the former Cultural Arts Coordinator, Randy Niessen, drafted a Cultural Arts Master Plan (CAMP). The CAMP is designed to establish a clear vision for the City's arts and culture division and provide a strategic roadmap for implementing key initiatives. Staff conducted a thorough analysis of past programs, evaluated current processes and administrative documents, and examined program models and strategic plans from other municipalities to inform the development of El Segundo's plan.

With guidance from a consultant involved in the RPL Department's strategic plan, a workshop was held with the ACC. During this session, participants collaboratively drafted a vision, mission, purpose statement, and goals for the CAMP. The consultant's report was finalized and submitted to staff on January 7, 2025.

A preliminary draft of the CAMP has been completed and is now ready for the ACC's final review at the ACC meeting on January 28, 2025. The CAMP highlights the need to bridge gaps in arts and culture offerings. Key recommendations include strategies to achieve greater financial stability, foster more effective collaborations with developers, build a City-owned public art collection, and enhance the impact of arts programming. Additionally, the plan offers actionable recommendations to improve the functionality, processes, and outcomes of the Cultural Arts Division. After the ACC has reviewed and provided any final feedback to staff, it will be presented to the City Council for consideration for adoption.

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

## **Cultural Development Program Review**

**January 21, 2025**

**Page 6 of 6**

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy A: Seek opportunities to implement and expedite the projects in the Capital Improvement Program and ensure that City-owned infrastructure is well maintained, including streets, entryways, and facilities.

Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

Strategy B: Implement Diversity, Equity, and Inclusion (DEI) initiatives to cultivate representation and opportunities for all the members of the community.

Goal 5: Champion Economic Development and Fiscal Sustainability

Strategy A: Identify opportunities for new revenues, enhancement of existing revenues, and exploration of potential funding options to support programs and projects.

Strategy C: Implement strategic initiatives to attract new businesses and foster business to business networking and collaboration to retain and grow existing businesses.

Strategy D: Implement community planning, land use, and enforcement policies that encourage growth while preserving El Segundo's quality of life and small-town character.

### **PREPARED BY:**

Randy Niessen, Cultural Arts Coordinator

### **REVIEWED BY:**

Aly Mancini, Recreation, Parks and Library Director

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Cultural Development Program Administrative Guidelines
2. CDF Grant Agreement
3. CDP Comparative Analysis
4. CDP Tracking Sheet



## **Cultural Development Program Administrative Guidelines**

[Cultural Development Program](#)

**CULTURAL DEVELOPMENT FUND GRANT AGREEMENT**

**Grantee Name ("Grantee"):** \_\_\_\_\_  
**Telephone No.** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Grantee's Project Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Organization Status (Check One):**    Nonprofit [  ]\*            For Profit [  ]  
\*(If a nonprofit, attach proof of nonprofit status)

**Description of Organization:** \_\_\_\_\_

**Description of Program/Project:** \_\_\_\_\_

\_\_\_\_\_

**Public art purpose satisfied by Program/Project:** \_\_\_\_\_

\_\_\_\_\_

**Contract Start Date:** \_\_\_\_\_ **Contract End Date:** \_\_\_\_\_

**Total Grant Amount:** \_\_\_\_\_

Grantee represents and warrants that:

- The undersigned has the authority to execute this Agreement and to bind Grantee.
- The undersigned has read the attached Terms and Conditions and agrees thereto.
- Financial and program records will be maintained for a minimum of three years.
- The grant funds will be used for the program/purpose specified above and will only be spent within the Contract Period.
- All unused funds will be returned to the City at the end of the Contract Period.

**CITY OF EL SEGUNDO**

**(INSERT ENTITY NAME HERE)**

\_\_\_\_\_  
**Aly Mancini**  
**Recreation, Parks &**  
**Library Director**

\_\_\_\_\_  
**(Signature)**

**ATTEST:**

\_\_\_\_\_  
**(Printed Name/Title)**

\_\_\_\_\_  
**Tracy Weaver**  
**City Clerk**

**APPROVED AS TO FORM:**

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

**CULTURAL DEVELOPMENT FUND GRANT AGREEMENT  
TERMS AND CONDITIONS**

**1. GRANT**

The full amount of the grant from CITY is payable to GRANTEE upon execution of the Agreement.

**2. INDEPENDENT CONTRACTOR**

GRANTEE shall perform all services included in this Agreement in an independent capacity and neither GRANTEE nor GRANTEE's employees shall be considered as employees of the CITY. This Agreement is by and between the GRANTEE and the CITY and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, between the CITY and the GRANTEE.

**3. ENTIRE AGREEMENT**

This document constitutes the entire Agreement between the CITY and the GRANTEE with respect to the grant.

**4. ASSIGNMENTS AND SUBCONTRACTS**

GRANTEE may enter into subcontracts for performance of portions of this Agreement only upon receipt of prior written consent of the Recreation, Parks & Library Director ("Director") or designee. All appropriate provisions and requirements of this Agreement shall apply to the sub-agreement. GRANTEE is responsible for the performance of any subcontractor.

**5. INDEMNIFICATION**

GRANTEE agrees to indemnify, defend and hold harmless the CITY, its agents, officers, officials, and employees from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to bodily injury, death, personal injury, or property damage arising from or connected with GRANTEE's operations, services, or actions hereunder, including any workers' compensation suits, Federal Fair Labor Standards Act violations, liability, or expense, arising from or connected with services performed or actions taken by or on behalf of GRANTEE by any person pursuant to this Agreement. This obligation set forth in this section will survive any termination of this Agreement.

**6. INSURANCE**

Without limiting GRANTEE's indemnification of CITY, the GRANTEE shall provide and maintain, at its own expense, insurance coverage satisfying the requirements specified in this Agreement. Such insurance shall be provided by insurer(s) satisfactory to the CITY's City Manager or designee and evidence of such programs satisfactory to the CITY shall be delivered to the Director on or before the effective date of this Agreement. The Risk Manager, City Manager, or City Manager's designee have the authority to modify or waive these insurance requirements. These minimum insurance coverage terms, types and limits also are in addition to and separate from any other any other contractual obligation imposed upon the GRANTEE pursuant to this Agreement. All such insurance, except for Workers' Compensation, shall be primary to and not contributing with any other insurance or self-insurance coverage maintained by CITY and shall name the CITY as an additional insured. Neither the CITY's failure to obtain, nor the CITY's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the GRANTEE, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the insurance coverage requirements. GRANTEE shall insure the following insurance coverage as it applies to this Agreement:

**A. Commercial General:**

Providing scope of coverage equivalent to ISO policy form CG 00 01, with limits of not less than \$1 million per occurrence.

**B. Automobile Liability:**

Providing scope of coverage equivalent to ISO policy form CA 00 01, with limits of not less than \$1 million for bodily injury and property damage. Insurance shall cover liability arising out of GRANTEE's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

**C. Workers' Compensation:**

Insurance in an amount and form to meet all applicable requirements of the Labor Code of the State of California, and which specifically covers all persons providing services by or on behalf of GRANTEE and all risks to such persons under this Agreement and including Employers' Liability coverage with a \$1 million per limit.

**D. Sexual Misconduct Liability:**

If, under the terms of this Agreement, GRANTEE's program or project involves care or supervision of children, seniors, and/or other vulnerable

persons, GRANTEE shall provide insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than two million (\$2,000,000) per claim and two million (\$2,000,000) aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

**E. Professional Liability – Errors and Omissions:**

If, under the terms of this agreement, GRANTEE's program or project involves provision of medical, legal, accounting, architectural, engineering, interpreting, programming, or consulting services, GRANTEE shall provide Professional Liability insurance covering GRANTEE's professional liability arising from or related to this Agreement, with limits of not less than \$1 million per claim and \$2 million aggregate. Further, GRANTEE understands and agrees it must maintain such coverage for a period of not less than three years following this Agreement's expiration, termination or cancellation.

**7. RECORDS RETENTION AND INSPECTION**

Within ten days of CITY's written request, GRANTEE shall allow CITY access to financial and program records during regular business hours at any place GRANTEE keeps those records.

**8. CONFLICT OF INTEREST**

GRANTEE covenants that neither the GRANTEE nor any of its agents, officers, its employees, or sub-contractors who presently exercise any function of responsibility in connection with the program has personal interest, direct or indirect, in the Agreement, except to the extent he may receive compensation for his or her performance pursuant to this Agreement.

GRANTEE, its agents, officers, employees, and subcontractors shall comply with all applicable Federal, State and City laws and regulations governing conflict of interest.

**9. ASSURANCES**

GRANTEE certifies as follows:

**A. Civil Rights:**

GRANTEE shall abide by the provisions of the Title VI and VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Sections 2000e (17), (P.L. 88-353), and applicable Federal and State laws, rules and regulations prohibiting discrimination under any program activity or employment for which GRANTEE received funding under this Agreement. Any subcontracts awarded by GRANTEE that will be funded in whole or in part with the grant funds must contain this provision.

**B. Prohibited Actions:**

GRANTEE agrees not to engage in or permit any religious proselytizing or political propagandizing in connection with the performance of this Agreement. GRANTEE agrees to comply with the provision of the Federal Hatch Act (5 U.S.C. Section 1501 et seq.), as amended, and with Section 675 (e) of Subtitle B of Title VI of Pub. L. 97-35, which limits political activity of certain State and local employees, and with 31 U.S.C. Section 1352, and with Section 319 (a)(1) of Title III of Pub. L. 101-121 (which prohibits use of Federal funds to influence the award of Federal contracts or grants).

**10. SUSPENSION AND TERMINATION**

GRANTEE agrees to suspend immediately upon written notice of suspension from the Director, any program operations that are funded in whole or in part with the grant funds. This provision will be applied if, in the judgment of the Director, circumstances exist which could result in illegal or inappropriate expenditures of grant funds.

Either party may terminate this agreement or any part hereof by giving five days' written notice to the other. The Director or designee may terminate this Agreement immediately by written notice to the GRANTEE upon GRANTEE's failure to comply with the provisions of this Agreement. If this Agreement is terminated, GRANTEE shall within two business days of receipt of notice of termination from CITY, notify all other parties who are subcontractors of the GRANTEE of such termination. In the event of termination, GRANTEE shall, within five business days, return all unexpended grant funds to CITY.

**CULTURAL DEVELOPMENT FUND GRANT AGREEMENT  
TERMS AND CONDITIONS**

**11. CITIZENSHIP**

GRANTEE warrants that it fully complies with all laws regarding employment of aliens and others, and that all its employees performing services hereunder meet citizenship or alien status requirements contained in Federal statutes and regulations. GRANTEE shall indemnify, defend and hold harmless, the CITY, its officers and employees from employer sanctions and any other liability which may be assessed against the GRANTEE or CITY, or both, in connection with any alleged violation of Federal statutes or regulations pertaining to the eligibility for employment of persons performing services under this agreement.

**12. FINAL REPORT**

GRANTEE shall complete and submit a report to the Director ("Final Report") under penalty of perjury to identify the goals, objectives and specific activities stated in the Agreement, and to certify that the contract satisfied a community need of the CITY. Further, the Final Report shall identify the actual expenses incurred and state the amount of unused funds to be returned to the CITY, if any. GRANTEE shall provide receipts and/or a budget to specify how funds were expended. This obligation set forth in this section will survive any termination of this Agreement.

**13. ELECTRONIC OR DIGITAL SIGNATURES.**

This Agreement may be executed with electronic signatures in accordance with Government Code § 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

**14. NOTICES**

Notices shall be given pursuant to this Agreement by personal service on the party to be notified, or by written notice by email, or upon such party deposited in the custody of the United States Postal Service addressed as follows:

Grantee:

Attention:

Name

Address

City, State and Zip

City:

City of El Segundo

Attn: Aly Mancini,

Director

350 Main Street

El Segundo, CA 90245

**% for ART ORDINANCE COMPARATIVE ANALYSIS**

	EL SEGUNDO	MANHATTAN BEACH	REDONDO BEACH	SANTA MONICA	INGLEWOOD	CULVER CITY	WEST HOLLYWOOD	LA COUNTY
<b>Year Established</b>	2018	2002	2014	1986	2004	1988	2001	2001
<b>Public % Ordinance*</b>	No	No*	Yes	Yes	Yes	Yes	No*	Yes
<b>Public % Calculation</b>	N/A	<b>*Operating costs including staff salaries paid through General Fund</b>	<b>1% on all Eligible Capital Projects</b>	<b>1% on all Eligible Capital Projects</b>	<b>1% on all Eligible Capital Projects</b>	<b>1% at \$500,000 for Capital Projects</b>	<b>*Staff positions, arts grants and core programming paid through General Fund</b>	<b>1% at \$500,000 for Capital Projects</b>
<b>Private % Ordinance*</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>*Applies to Commercial</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>*Applies to Residential</b>	No	Yes (4 or more units)	Yes (3 or more units)	Yes (5 or more units)	No	Yes (5 or more units)	No	Yes (30 or more units)
<b>% for Art Formulation</b>	<b>1% at \$2,000,000</b> for art on-site OR payment in-lieu	<b>1% at \$500,000</b> for all new developments <b>1% at \$250,000</b> for tenant improvement. <b>Payments in-lieu only</b> (no art on-site option)	<b>1% at \$250,000</b> for art on-site OR payment in-lieu	<b>2% for art on-site</b> on new developments 7500sqft+ or 25,000+ sqft on tenant improvements <b>OR</b> <b>1% for payment in-lieu</b>	<b>1% at \$250,000</b> for art on-site OR payment in-lieu	<b>1% at \$500,000</b> for new developments. <b>1% at \$250,000</b> for tenant improvement. Art on-site OR payment in-lieu.	<b>1% at \$200,000</b> for art on-site or payment in-lieu	<b>1% at \$750,000</b> for art on-site or payment in-lieu

**EL SEGUNDO 1% FOR ARTS TRACK SHEET**

<b>FY 2019-2020</b>			
<b>Developer</b>	<b>Art On-Site</b>	<b>Payment In-Lieu</b>	<b>1% Amount</b>
Boeing		X	\$ 25,850.00
Kite Pharma		X	\$ 400,000.00
Ratheon		X	\$ 61,000.00
Techstyle		X	\$ 42,205.50
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$529,055.50</b>	<b>\$ 529,055.50</b>

<b>FY 2020-2021</b>			
<b>Developer</b>	<b>Art On-Site</b>	<b>Payment In-Lieu</b>	<b>1% Amount</b>
Rivian		X	\$ 25,000.00
Cedars Sinai		X	\$ 66,369.75
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$91,369.75</b>	<b>\$ 91,369.75</b>

<b>FY 2021-2022</b>			
<b>Developer</b>	<b>Art On-Site</b>	<b>Payment In-Lieu</b>	<b>1% Amount</b>
Continental		X	\$ 58,000.00
Belkin		X	\$ 37,007.75
Nash DC		X	\$ 100,000.00
CDC Mar East Campus LLC		X	\$ 689,519.80
National Veterinarian Association		X	\$ 33,332.00
Knickerbocker & Associates		X	\$ 38,000.00
2329 Alaska Ave LLC		X	\$20,602.64
Kinecta Federal Credit Union	X		\$ 70,000.00
Steelwave	X		\$ 56,340.00
Beyond Meat	X		\$ 220,166.00
SOF-XI Two Tower LLC	X		\$ 42,000.00
L'Oreal	X		\$ 160,000.00
Montana Avenue Capital	X		\$ 32,000.00
<b>TOTAL</b>	<b>\$616,437.07</b>	<b>\$943,130.19</b>	<b>\$ 1,559,567.26</b>

<b>FY 2022-2023</b>			
<b>Developer</b>	<b>Art On-Site</b>	<b>Payment In-Lieu</b>	<b>1% Amount</b>

Kite Pharma		X	\$ 28,000.00
<b>TOTAL</b>	\$0.00	\$28,000.00	<b>\$ 28,000.00</b>

<b>FY 2023-2024</b>			
<b>Developer</b>	<b>Art On-Site</b>	<b>Payment In-Lieu</b>	<b>1% Amount</b>
D. Wilberg		X	\$ 75,000.00
Love Life		X	\$ 92,000.00
CDC Mar East Campus LLC		X	\$24,500.00
Sierra Pacific Constructors Inc.		X	\$30,048.10
Embassy Suites by Hilton	X		\$ 125,000.00
<b>TOTAL</b>	\$125,000.00	\$221,548.10	<b>\$ 346,548.10</b>

<b>FY 2024-2025 (Projected) *****</b>			
<b>Developer</b>	<b>Art On-Site</b>	<b>Payment In-Lieu</b>	<b>1% Amount</b>
Beach Cities Media		X	\$ 746,273.00
Chargers		X	\$ 24,600.00
2121 Park Place Fee Owner California LLC		X	\$ 30,048.00
1940 M LLC		X	\$ 27,100.00
Hyundai Motors America		X	\$ 269,180.00
Industrious		X	\$49,500.00
Hilton Garden Inn	X		\$ 20,000.00
22 Grand LLC	X		\$ 451,208.00
Los Angeles Times	X		\$ 110,000.00
California Smash	X		\$25,903.25
Collinson/DiGenova	X		\$ 44,933.00
Mattel	X		\$ 178,858.70
<b>TOTAL</b>	\$804,999.7	\$1,146,701.00	<b>\$ 1,951,700.70</b>

\*\*\*\*\* These projects have been initiated through the Community Development Department but project completion is not guaranteed. Dates of funding availability is unknown.



## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Staff Presentations

Item Number: D.19

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### **TITLE:**

Update to the Investment Policy Statement for the Pension Stabilization Trust Account

### **RECOMMENDATION:**

1. Approve the Investment Policy Statement for the Pension Stabilization Trust Account.
2. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

There is no immediate fiscal impact in approving the revised Investment Policy Statement. Future investment returns could have a positive or negative impact to the Pension Stabilization Trust Account depending on market conditions. Staff recommends the fiscal prudent approach to focus on safety, liquidity, and yield.

### **BACKGROUND:**

Assets in a Section 115 Trust are irrevocably committed for the government function specific in the applicable trust agreement. Additionally, monies held in such trusts can be invested in accordance with the rules governing those trusts, which are different than the investment rules for the City's pooled investments. Investment restrictions that apply to the general fund of a City (CA Government Code 53601) do not apply to the assets held in an Irrevocable Section 115 Trust, thus allowing for more flexibility in the investment strategy. Setting aside funds in a Section 115 Trust can potentially earn a higher rate of return than funds invested within 53601 guidelines.

The City of El Segundo has two Trust Accounts for the purpose of funding certain retiree obligations. The funds for retiree medical liability (other post-employment benefits {OPEB}) are currently administered by California Public Employees' Retirement System (CalPERS). The funds for the Pension Stabilization Trust Account ("Pension Trust") are currently administered by Shuster Advisory Group, LLC.

## **Update to the Investment Policy Statement for the Pension Stabilization Trust Account**

**January 21, 2025**

**Page 2 of 3**

In November 2017, the City approved opening a section 115 Pension Trust with Public Agency Retirement Services ("PARS") to help fund the City's long-term pension liabilities with CalPERS. This was part of City Council's multi-faceted approach, which came out of the Council's Pension ad-hoc Committee, to strategically address rising pension costs. The City initially funded the Pension Trust with \$1 million in April 2018. The City funded an additional \$3,515,000 in contributions over the course of fiscal years 2018-19 through 2019-24, for total contributions of \$4,515,000. The balance in the Pension Trust as of November 30, 2024, was \$6,254,571.12.

On December 6, 2022, the City terminated the contract and agreement with PARS and entered into an agreement with Shuster Advisory Group, LLC ("Shuster"), to provide trust administration, and discretionary investment advisory services for the Pension Trust account with Alta Trust servicing as Trustee.

### **DISCUSSION:**

The Investment Policy Statement (IPS) attached to the Staff Report, was last updated on March 1, 2023. The IPS is to ensure that all fiduciaries involved in the plan take prudent and careful action to maintain the investment portfolios, confirm the Plan's investment goals, objectives and management policies, construct a well-diversified asset mix, and maintain a long-term perspective when market volatility is caused by short-term market events. The policy is reviewed annually to consider modifying investment strategies if certain opportunities arise in the market.

In late 2024, Matt Robinson, former Elected City Treasurer, proposed adding Cryptocurrency to the City's 115 Trust programs, specifically, Cryptocurrency exchange-traded funds (ETFs). Matt presented his analysis to the City Manager and the CFO regarding the benefits and risks of potentially investing into a Cryptocurrency ETF. The current IPS does not specifically state Cryptocurrency (Digital Assets) as an allowable investment category. Our investment fiduciary, Shuster does not currently hold Cryptocurrency in any of the investment portfolios they manage. In order to add Cryptocurrency, the city would have to revise the IPS and obtain approval from the independent trustee, Alta Trust. Attached to the staff is the revised IPS and Investment Advisement Agreement Amendment If City Council directs staff to include Cryptocurrency ETFs as an allowable investment category.

Revising the IPS to include Cryptocurrency only allows the **option** to invest into Cryptocurrency, it does not mean the Pension Trust account will only invest into Cryptocurrency. The IPS's investment objectives and constraints remains unchanged, which focuses on reasonable level of growth so that sufficient assets could pay the present and future obligations of the plan. The Investment objective is to invest into a globally diversified portfolio consisting of asset classes that may include U.S. and foreign equities, commodities, real estate investment trusts, and bonds. The current risk tolerance is moderate, with a 50% Equity and 50% Fixed Income asset allocation target.

**Update to the Investment Policy Statement for the Pension Stabilization Trust Account**

**January 21, 2025**

**Page 3 of 3**

Shuster reviews the portfolios quarterly to ensure the portfolio is in compliance with the IPS.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 5: Champion Economic Development and Fiscal Sustainability

Strategy A: Identify opportunities for new revenues, enhancement of existing revenues, and exploration of potential funding options to support programs and projects.

**PREPARED BY:**

Paul Chung, Chief Financial Officer

**REVIEWED BY:**

Paul Chung, Chief Financial Officer

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. El Segundo - 50 50 to 70 30 Revised IPS - Redline Version
2. El Segundo - 50 50 to 70 30 Revised IPS - Final
3. El Segundo - Investment Advisor Agmt Amendment No. 1

## Introduction

This document sets forth the investment policy for the investment portfolio available to the OPEB/Pension 115 Trust administered by Shuster Advisory Group, LLC.

This policy should be read in conjunction with and subject to the documents related to the Trust, Trust Administrative Services Agreement and Investment Advisor Agreement.

## Purpose

The purpose of this investment policy statement is to:

- Ensure that all fiduciaries involved in the plan take prudent and careful action to maintain the investment portfolios;
- Facilitate the process of ongoing communication between the Employer/Plan Sponsor and its plan fiduciaries;
- Confirm the Plan's investment goals and objectives and management policies as well as cash flow expectations applicable to the investment portfolio identified below and obtained from the Employer/Plan Sponsor;
- Provide a framework to construct a well-diversified asset mix that can potentially be expected to meet the account's short- and long-term needs that is consistent with account's investment objectives, liquidity considerations and risk tolerance;
- Identify any unique considerations that may restrict or limit the investment discretion of the Investment Advisor;
- Maintain a long-term perspective when market volatility is caused by short-term market events.

## Plan Information as of March 2023

Employer/Plan Sponsor:	City of El Segundo
Plan Administrator:	Director of Finance/ <a href="#">CFO</a>
Plan Name ("Plan"):	City of El Segundo Pension Stabilization Trust Account
Type of Account:	Pension Funding
Trustee:	Alta Trust
Contact:	Adam Ponder, CEO <a href="mailto:aponder@trustalta.com">aponder@trustalta.com</a> / (303) 996-3786
Custodian:	Charles Schwab Trust Bank
Contact:	Customer Service, (800) 435-4000
Trust Administrator:	Shuster Advisory Group, LLC
Contact:	Mark Shuster, Managing Member <a href="mailto:mshuster@sfgRPC.com">mshuster@sfgRPC.com</a> / (626) 578-0816
Investment Advisor:	Shuster Advisory Group, LLC
Contact:	Mark Shuster, Managing Member <a href="mailto:mshuster@sfgRPC.com">mshuster@sfgRPC.com</a> / (626) 578-0816

## **Investment Advisor Authority**

In accordance with the relevant terms of the documents related to Plan, the Plan Sponsor/Plan Administrator has delegated investment discretion and authority to Shuster Advisory Group, LLC., an independent SEC-registered investment advisor.

Except as otherwise noted in this document, Investment Advisor has full investment discretion over the assets in the account that are managed. Investment Advisor is authorized to purchase, sell, exchange, invest, re-invest and manage the designated assets held in the account without prior approval or subsequent approval of any other party to the Plan. This management shall be based upon the account's investment objectives provided by the Employer/Plan Sponsor/Plan Administrator.

## **Investment Objectives and Constraints**

The goal of the Plan's investment program is to provide a reasonable level of growth which, will result in sufficient assets to pay the present and future obligations of the Plan. The following objectives are intended to assist in achieving this goal:

- The Plan should seek to earn a return in excess of its policy benchmark over the life of the Plan.
- The Plan's assets will be managed on a total return basis which takes into consideration both investment income and capital appreciation. While the Employer/Plan Sponsor recognizes the importance of preservation of capital, it also adheres to the principle that varying degrees of investment risk are generally rewarded with compensating returns. To achieve these objectives, the Employer/Plan Sponsor allocates its assets (asset allocation) with a strategic perspective of the capital markets.

Investment Time Horizon: At least 5 years

Anticipated Cash Flows: Assets in the Plan will seek to mitigate the impact of funding and future rate increases for CalPERS. It is not anticipated that the Plan will see a high level of disbursements in the first five years of the Plan. However, situations may arise, leading to a disbursement in assets to the CalPERS Trust.

Investment Objective: The account assets will be invested in globally diversified portfolios consisting of asset classes that may include U.S. and foreign equity, commodities, real estate investment trusts, and bonds. This strategy is designed for the balanced investor with an investment horizon of at least 5 years who can withstand modest fluctuations in their portfolio value.

Risk Tolerance: The account's current risk tolerance has been rated balanced to moderate, which demonstrates that the account can accept modest to above-average price fluctuations to pursue its investment objectives.

Strategic Asset Allocation:

Strategic Asset Allocation:	Balanced	Moderate Growth	Moderate Aggressive
<b>Equity</b>	<b>40-60%</b>	<b>50-70%</b>	<b>60-80%</b>
Policy:	50%	60%	70%
<b>Alternative</b>	<b><del>0-7.5</del>10%</b>	<b><del>0-21</del>00%</b>	<b><del>0-10</del>20%</b>
Policy:	<del>2.5</del> 0%	<del>1</del> 0%	<del>1</del> 0%
<b>Fixed Income</b>	<b><del>38-58</del>45-538-585%</b>	<b><del>2128-348</del>%</b>	<b><del>118-332</del>8%</b>
Policy:	<del>4845.5</del> 8%	<del>2383</del> 8%	<del>122</del> 8%
<b>Cash</b>	<b>0-102%</b>	<b>0-102%</b>	<b>0-102%</b>
Policy:	2%	2%	2%

The Employer/Plan Sponsor will select one of the strategic allocations above for initial funding purposes. The investment advisor will manage the portfolio as initially selected until given direction by the Employer/Plan Sponsor to change the allocation. Direction may be provided electronically via email from the Plan Administrator or City Manager.

Assets explicitly directed for purchase by the client are classified as client-directed investments. These assets are excluded from the portfolio's standard policy weight ranges and do not impact the allocation or rebalancing processes outlined in this investment policy statement.

While client-directed investments remain outside the standard policy weight ranges, their inclusion will be transparently recorded and reported. Shuster will ensure that the core portfolio maintains alignment with the agreed-upon strategy and objectives, excluding the influence of client-directed assets.

<u>Core Portfolio Asset Classes (Balanced)</u>	<u>Min.</u>	<u>Policy</u>	<u>Max.</u>
<u>Cash</u>	<u>0</u>	<u>42</u>	<u>142</u>
<u>Bonds</u>	<u>365.5</u>	<u>465.5</u>	<u>565.5</u>
<u>High Yield</u>	<u>0</u>	<u>0</u>	<u>10</u>
<u>US Large Cap</u>	<u>11</u>	<u>21</u>	<u>31</u>
<u>US Mid Cap</u>	<u>0</u>	<u>6</u>	<u>16</u>
<u>US Small Cap</u>	<u>0</u>	<u>3</u>	<u>13</u>
<u>International Developed Markets</u>	<u>10</u>	<u>20</u>	<u>30</u>
<u>Emerging Markets</u>	<u>0</u>	<u>0</u>	<u>10</u>

The **City of El Segundo, CA Pension Stabilization Trust Account**

<b>Alternative Assets</b>	<u>0</u>	<u>20.5</u>	<u>107.5</u>
<b>Client Directed Asset Classes</b>			
<b>Digital Assets (Exchange Traded Funds only)</b>	<u>0</u>	<u>0</u>	<u>2.5</u>

<b>Core Portfolio Asset Classes (Moderate Growth)</b>	<b>Min.</b>	<b>Policy</b>	<b>Max.</b>
<b>Cash</b>	<u>0</u>	<u>4</u>	<u>14</u>
<b>Bonds</b>	<u>16</u>	<u>236</u>	<u>346</u>
<b>High Yield</b>	<u>0</u>	<u>0</u>	<u>10</u>
<b>US Large Cap</b>	<u>15</u>	<u>25.2</u>	<u>35</u>
<b>US Mid Cap</b>	<u>0</u>	<u>7.2</u>	<u>17</u>
<b>US Small Cap</b>	<u>0</u>	<u>3.6</u>	<u>14</u>
<b>International Developed Markets</b>	<u>14</u>	<u>24</u>	<u>34</u>
<b>Emerging Markets</b>	<u>0</u>	<u>0</u>	<u>10</u>
<b>Alternative Assets</b>	<u>0</u>	<u>10</u>	<u>1020</u>
<b>Client Directed Asset Classes</b>			
<b>Digital Assets (Exchange Traded Funds only)</b>	<u>0</u>	<u>0</u>	<u>2.5</u>

<b>Core Portfolio Asset Classes (Moderate Aggressive)</b>	<b>Min.</b>	<b>Policy</b>	<b>Max.</b>
<b>Cash</b>	<u>0</u>	<u>4</u>	<u>14</u>
<b>Bonds</b>	<u>16</u>	<u>126</u>	<u>26</u>
<b>High Yield</b>	<u>0</u>	<u>0</u>	<u>10</u>
<b>US Large Cap</b>	<u>19</u>	<u>29.4</u>	<u>39</u>
<b>US Mid Cap</b>	<u>0</u>	<u>8.4</u>	<u>18</u>
<b>US Small Cap</b>	<u>0</u>	<u>4.2</u>	<u>14</u>
<b>International Developed Markets</b>	<u>18</u>	<u>28</u>	<u>38</u>
<b>Emerging Markets</b>	<u>0</u>	<u>0</u>	<u>10</u>
<b>Alternative Assets</b>	<u>0</u>	<u>10</u>	<u>1020</u>
<b>Client Directed Asset Classes</b>			
<b>Digital Assets (Exchange Traded Funds only)</b>	<u>0</u>	<u>0</u>	<u>2.5</u>

Market conditions may cause the account’s asset allocation to vary from the stated range from time to time. The Investment Advisor will rebalance the portfolio no less than quarterly and/or when the actual weighting differs substantially from the strategic range, if appropriate and consistent with your objectives.

Performance Benchmarks: The performance of the total Plan shall be measured over three and five-year periods. These periods are considered sufficient to accommodate the market cycles experienced with

investments.

The performance may be compared to the return of the total portfolio blended from the benchmarks shown below.

The performance shall be compared to the return of the total portfolio blended benchmark shown below.

Benchmark	Balanced	Moderate Growth	Moderate Aggressive
ICE BofA 0-3 Mon US Treasury Bill	4%	4%	4%
Bloomberg US Agg Intermediate	46%	36%	26%
MSCI EAFE	20%	23%	27%
MSCI EM	5%	7%	8%
Russell 2000	2%	3%	4%
S&P 500	18%	21%	26%
S&P MidCap 400	5%	6%	5%

- Cash
- Bloomberg US Aggregate / Bloomberg US Universal Aggregate
- S&P 500 Index
- Russell 2000 Index
- MSCI World ex USA Index
- MSCI Emerging Markets Index
- S&P Global Real Estate Index
- S&P Global Natural Resources Index
- ICE BofA 0-3 Month US Treasury Bills
- S&P 400 Index
- Bloomberg Municipal Bond / MS Category Avg – Municipal CA Intermediate
- MSCI All Country World ex USA Index
- MSCI EAFE Index
- S&P Global Real Assets Index
- S&P Global Infrastructure Index
- Private Asset Index
- Alternative Index
- S&P Cryptocurrency Top 10 Equal Weight Index

Security Selection: Investment Advisor may utilize a full range of investment vehicles when constructing the investment portfolio, including but not limited to individual securities, mutual funds, exchange-traded funds, guaranteed fixed income portfolios, and alternative investments. Alternative investments, including but not limited to private equity and private debt, and real assets (natural resources, real estate, infrastructure as examples), are generally not directly correlated to equity or fixed income investments and are therefore designed to lower overall portfolio volatility.

## **Duties and Responsibilities**

### **The Employer/Plan Sponsor/Plan Administrator is responsible for:**

- Confirming the accuracy of this Investment Policy Statement, in writing.
- Advising Trustee, Custodian and Investment Advisor of any change in the plan/account's financial situation, funding status, or cash flows, which could possibly necessitate a change to the account's overall risk tolerance, time horizon or liquidity requirements; and thus, would dictate a change to the overall investment objective and goals for the account.
- Monitoring and supervising all service vendors and investment options, including investment managers.
- Avoiding prohibited transactions and conflicts of interest.

### **The plan Custodian is responsible for:**

- Valuing the holdings.
- Collecting all income and dividends owed to the Plan.
- Settling all transactions (buy-sell orders).

### **The plan Trustee is responsible for:**

- Tracking valuation of the holdings.
- Holding assets in Trust as directed trustee.

### **The Trust Administrator and Investment Advisor is responsible for:**

- Assisting the Employer/Plan Sponsor/Plan Administrator with the development and maintenance of this Investment Policy Statement.
- Meeting with Employer/Plan Sponsor/Plan Administrator to review portfolio structure, holdings, and performance.
- Designing, recommending and implementing an appropriate asset allocation consistent with the investment objectives, time horizon, risk profile, guidelines and constraints outlined in this statement.
- Researching and monitoring investment advisers and investment vehicles.
- Purchasing, selling, and reinvesting in securities held in the account.
- Monitoring the performance of all selected assets.
- Voting proxies, if applicable.
- Recommending changes to any of the above.
- Periodically reviewing the suitability of the investments, being available to meet with the committee at least once each year and being available at such other times within reason at your request.
- Preparing and presenting appropriate reports.



**Acknowledgement and Acceptance**

I/We being the Employer/Plan Sponsor with responsibility for the account(s) held on behalf of the Employer/Plan Sponsor specified below, designate Investment Advisor as having the investment discretion and management responsibility indicated in relation to all assets of the Plan or specified Account. If such designation is set forth in the Plan/trust, I/We hereby confirm such designation as Investment Advisor.

I have read the Investment ~~Policy Statement~~Guidelines Document, and confirm the accuracy of it, including the terms and conditions under which the assets in this account are to be held, managed, and disposed of by Investment Advisor. This Investment ~~Guidelines Document~~Policy Statement supersedes all previous versions of an Investment ~~Guidelines Document~~Policy Statement or investment objective instructions that may have been executed for this account.

**Employer/Plan Sponsor: City of El Segundo**

Name: Paul Chung

Title: Chief Financial Officer

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Investment Advisor: Shuster Advisory Group, LLC**

Name: Mark Shuster

Title: Managing Member

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Introduction**

This document sets forth the investment policy for the investment portfolio available to the OPEB/Pension 115 Trust administered by Shuster Advisory Group, LLC.

This policy should be read in conjunction with and subject to the documents related to the Trust, Trust Administrative Services Agreement and Investment Advisor Agreement.

## **Purpose**

The purpose of this investment policy statement is to:

- Ensure that all fiduciaries involved in the plan take prudent and careful action to maintain the investment portfolios;
- Facilitate the process of ongoing communication between the Employer/Plan Sponsor and its plan fiduciaries;
- Confirm the Plan's investment goals and objectives and management policies as well as cash flow expectations applicable to the investment portfolio identified below and obtained from the Employer/Plan Sponsor;
- Provide a framework to construct a well-diversified asset mix that can potentially be expected to meet the account's short- and long-term needs that is consistent with account's investment objectives, liquidity considerations and risk tolerance;
- Identify any unique considerations that may restrict or limit the investment discretion of the Investment Advisor;
- Maintain a long-term perspective when market volatility is caused by short-term market events.

## **Plan Information as of March 2023**

Employer/Plan Sponsor:	City of El Segundo
Plan Administrator:	Director of Finance/CFO
Plan Name ("Plan"):	City of El Segundo Pension Stabilization Trust Account
Type of Account:	Pension Funding
Trustee:	Alta Trust
Contact:	Adam Ponder, CEO <a href="mailto:aponder@trustalta.com">aponder@trustalta.com</a> / (303) 996-3786
Custodian:	Charles Schwab Trust Bank
Contact:	Customer Service, (800) 435-4000
Trust Administrator:	Shuster Advisory Group, LLC
Contact:	Mark Shuster, Managing Member <a href="mailto:mshuster@sfgRPC.com">mshuster@sfgRPC.com</a> / (626) 578-0816
Investment Advisor:	Shuster Advisory Group, LLC
Contact:	Mark Shuster, Managing Member <a href="mailto:mshuster@sfgRPC.com">mshuster@sfgRPC.com</a> / (626) 578-0816

## **Investment Advisor Authority**

In accordance with the relevant terms of the documents related to Plan, the Plan Sponsor/Plan Administrator has delegated investment discretion and authority to Shuster Advisory Group, LLC., an independent SEC-registered investment advisor.

Except as otherwise noted in this document, Investment Advisor has full investment discretion over the assets in the account that are managed. Investment Advisor is authorized to purchase, sell, exchange, invest, re-invest and manage the designated assets held in the account without prior approval or subsequent approval of any other party to the Plan. This management shall be based upon the account's investment objectives provided by the Employer/Plan Sponsor/Plan Administrator.

## **Investment Objectives and Constraints**

The goal of the Plan's investment program is to provide a reasonable level of growth which, will result in sufficient assets to pay the present and future obligations of the Plan. The following objectives are intended to assist in achieving this goal:

- The Plan should seek to earn a return in excess of its policy benchmark over the life of the Plan.
- The Plan's assets will be managed on a total return basis which takes into consideration both investment income and capital appreciation. While the Employer/Plan Sponsor recognizes the importance of preservation of capital, it also adheres to the principle that varying degrees of investment risk are generally rewarded with compensating returns. To achieve these objectives, the Employer/Plan Sponsor allocates its assets (asset allocation) with a strategic perspective of the capital markets.

Investment Time Horizon: At least 5 years

Anticipated Cash Flows: Assets in the Plan will seek to mitigate the impact of funding and future rate increases for CalPERS. It is not anticipated that the Plan will see a high level of disbursements in the first five years of the Plan. However, situations may arise, leading to a disbursement in assets to the CalPERS Trust.

Investment Objective: The account assets will be invested in globally diversified portfolios consisting of asset classes that may include U.S. and foreign equity, commodities, real estate investment trusts, and bonds. This strategy is designed for the balanced investor with an investment horizon of at least 5 years who can withstand modest fluctuations in their portfolio value.

Risk Tolerance: The account's current risk tolerance has been rated balanced to moderate, which demonstrates that the account can accept modest to above-average price fluctuations to pursue its investment objectives.

Strategic Asset Allocation:

Strategic Asset Allocation:	Balanced	Moderate Growth	Moderate Aggressive
<b>Equity</b>	<b>40-60%</b>	<b>50-70%</b>	<b>60-80%</b>
Policy:	50%	60%	70%
<b>Alternatives</b>	<b>0-10%</b>	<b>0-10%</b>	<b>0-10%</b>
Policy:	0%	0%	0%
<b>Fixed Income</b>	<b>38-58%</b>	<b>28-38%</b>	<b>18-38%</b>
Policy:	48%	38%	28%
<b>Cash</b>	<b>0-12%</b>	<b>0-12%</b>	<b>0-12%</b>
Policy:	2%	2%	2%

The Employer/Plan Sponsor will select one of the strategic allocations above for initial funding purposes. The investment advisor will manage the portfolio as initially selected until given direction by the Employer/Plan Sponsor to change the allocation. Direction may be provided electronically via email from the Plan Administrator or City Manager.

Assets explicitly directed for purchase by the client are classified as client-directed investments. These assets are excluded from the portfolio's standard policy weight ranges and do not impact the allocation or rebalancing processes outlined in this investment policy statement.

While client-directed investments remain outside the standard policy weight ranges, their inclusion will be transparently recorded and reported. Shuster will ensure that the core portfolio maintains alignment with the agreed-upon strategy and objectives, excluding the influence of client-directed assets.

Core Portfolio Asset Classes (Balanced)	Min.	Policy	Max.
Cash	0	4	14
Bonds	36	46	56
High Yield	0	0	10
US Large Cap	11	21	31
US Mid Cap	0	6	16
US Small Cap	0	3	13
International Developed Markets	10	20	30
Emerging Markets	0	0	10
Alternative Assets	0	0	10
<b>Client Directed Asset Classes</b>			
Digital Assets (Exchange Traded Funds only)	0	0	2.5

Core Portfolio Asset Classes (Moderate Growth)	Min.	Policy	Max.
Cash	0	4	14
Bonds	6	36	46
High Yield	0	0	10
US Large Cap	15	25.2	35
US Mid Cap	0	7.2	17
US Small Cap	0	3.6	14
International Developed Markets	14	24	34
Emerging Markets	0	0	10
Alternative Assets	0	0	10
<b>Client Directed Asset Classes</b>			
Digital Assets (Exchange Traded Funds only)	0	0	2.5

Core Portfolio Asset Classes (Moderate Aggressive)	Min.	Policy	Max.
Cash	0	4	14
Bonds	16	26	26
High Yield	0	0	10
US Large Cap	19	29.4	39
US Mid Cap	0	8.4	18
US Small Cap	0	4.2	14
International Developed Markets	18	28	38
Emerging Markets	0	0	10
Alternative Assets	0	0	10
<b>Client Directed Asset Classes</b>			
Digital Assets (Exchange Traded Funds only)	0	0	2.5

Market conditions may cause the account’s asset allocation to vary from the stated range from time to time. The Investment Advisor will rebalance the portfolio no less than quarterly and/or when the actual weighting differs substantially from the strategic range, if appropriate and consistent with your objectives.

Performance Benchmarks: The performance of the total Plan shall be measured over three and five-year periods. These periods are considered sufficient to accommodate the market cycles experienced with investments.

The performance may be compared to the return of the total portfolio blended from the benchmarks shown below.

- Cash
- S&P 400 Index
- Bloomberg US Aggregate / Bloomberg US
- Bloomberg Municipal Bond / MS Category

- Universal Aggregate
  - S&P 500 Index
  - Russell 2000 Index
  - MSCI World ex USA Index
  - MSCI Emerging Markets Index
  - S&P Global Real Estate Index
  - S&P Global Natural Resources Index
  - ICE BofA 0-3 Month US Treasury Bills
- Avg – Municipal CA Intermediate
  - MSCI All Country World ex USA Index
  - MSCI EAFE Index
  - S&P Global Real Assets Index
  - S&P Global Infrastructure Index
  - Private Asset Index
  - Alternative Index
  - S&P Cryptocurrency Top 10 Equal Weight Index

Security Selection: Investment Advisor may utilize a full range of investment vehicles when constructing the investment portfolio, including but not limited to individual securities, mutual funds, exchange-traded funds, guaranteed fixed income portfolios, and alternative investments. Alternative investments, including but not limited to private equity and private debt, and real assets (natural resources, real estate, infrastructure as examples), are generally not directly correlated to equity or fixed income investments and are therefore designed to lower overall portfolio volatility.

## **Duties and Responsibilities**

### **The Employer/Plan Sponsor/Plan Administrator is responsible for:**

- Confirming the accuracy of this Investment Policy Statement, in writing.
- Advising Trustee, Custodian and Investment Advisor of any change in the plan/account's financial situation, funding status, or cash flows, which could possibly necessitate a change to the account's overall risk tolerance, time horizon or liquidity requirements; and thus, would dictate a change to the overall investment objective and goals for the account.
- Monitoring and supervising all service vendors and investment options, including investment managers.
- Avoiding prohibited transactions and conflicts of interest.

### **The plan Custodian is responsible for:**

- Valuing the holdings.
- Collecting all income and dividends owed to the Plan.
- Settling all transactions (buy-sell orders).

### **The plan Trustee is responsible for:**

- Tracking valuation of the holdings.
- Holding assets in Trust as directed trustee.

### **The Trust Administrator and Investment Advisor is responsible for:**

- Assisting the Employer/Plan Sponsor/Plan Administrator with the development and maintenance of this Investment Policy Statement.
- Meeting with Employer/Plan Sponsor/Plan Administrator to review portfolio structure, holdings, and performance.

- Designing, recommending and implementing an appropriate asset allocation consistent with the investment objectives, time horizon, risk profile, guidelines and constraints outlined in this statement.
- Researching and monitoring investment advisers and investment vehicles.
- Purchasing, selling, and reinvesting in securities held in the account.
- Monitoring the performance of all selected assets.
- Voting proxies, if applicable.
- Recommending changes to any of the above.
- Periodically reviewing the suitability of the investments, being available to meet with the committee at least once each year and being available at such other times within reason at your request.
- Preparing and presenting appropriate reports.

**Acknowledgement and Acceptance**

I/We being the Employer/Plan Sponsor with responsibility for the account(s) held on behalf of the Employer/Plan Sponsor specified below, designate Investment Advisor as having the investment discretion and management responsibility indicated in relation to all assets of the Plan or specified Account. If such designation is set forth in the Plan/trust, I/We hereby confirm such designation as Investment Advisor.

I have read the Investment Policy Statement, and confirm the accuracy of it, including the terms and conditions under which the assets in this account are to be held, managed, and disposed of by Investment Advisor. This Investment Policy Statement supersedes all previous versions of an Investment Policy Statement or investment objective instructions that may have been executed for this account.

**Employer/Plan Sponsor: City of El Segundo**Name: Paul ChungTitle: Chief Financial Officer

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Investment Advisor: Shuster Advisory Group, LLC**Name: Mark ShusterTitle: Managing Member

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**INVESTMENT ADVISOR AGREEMENT  
MULTIPLE EMPLOYER OPEB/PENSION 115 TRUST  
AMENDMENT # 1**

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In consideration of the mutual undertakings in this Amendment Agreement (“Amendment”) and for other good and valuable consideration, the Investment Advisor Agreement Multiple Employer OPEB/Pension 115 Trust (“Agreement”) between **Shuster Advisory Group, LLC** (“SHUSTER”), a California limited liability company, and **City of El Segundo** (“EMPLOYER” or “Client”) which was executed by the parties with an effective date of February 7, 2023, is hereby amended by mutual agreement, with an effective date of January 15, 2025, as follows:

Section 5(H) **Fiduciary Status: Limitations on Functions** shall now read:

- (H) SHUSTER has no responsibility to provide any services related to assets: i) not included in the SHUSTER investment portfolio, ii) that are purchased directly by Client, or iii) that are purchased at the direction of the Client (“Client Directed Assets”). Such assets shall be referred to collectively as “Excluded Assets.” The Excluded Assets shall be disregarded in determining the Fees payable to SHUSTER pursuant to this Agreement, and the Fees shall be calculated only on the remaining assets (the “Included Assets”).
- a. Excluded Assets include the following types of assets: employer securities; real estate (except for real estate funds and publicly traded REITs); stock brokerage accounts or mutual fund windows; non-publicly traded partnership interests; other non-publicly traded securities (other than collective trusts and similar vehicles); digital currencies including exchange-traded funds (ETFs) that track the price performance of cryptocurrencies; or other hard-to-value securities or assets.

SHUSTER’s address for notices under Section 11 **Notices** shall now read: 155 N. Lake Ave, Ste. 500, Pasadena, CA 91101

Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is a conflict between this Amendment and the Agreement or any earlier Amendment, the terms of this Amendment will prevail.

**EMPLOYER: City of El Segundo**

**Shuster Advisory Group, LLC**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Paul Chung

Name: Mark Shuster

Title: Chief Financial Officer

Title: Managing Member

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## City Council Agenda Statement

Meeting Date: January 21, 2025

Agenda Heading: Staff Presentations

Item Number: D.20

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### TITLE:

Resolution Confirming Rules and Regulations in City Manager Administrative Order No. 1 to Address Los Angeles County Fire-Related Emergencies

### RECOMMENDATION:

1. Adopt a resolution confirming rules and regulations in City Manager Order No. 1 to address Los Angeles County fire-related emergencies.
2. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

None.

### BACKGROUND:

Under El Segundo Municipal Code ("ESMC") § 2-2-5, if there is "proclamation of a 'state of emergency' by the governor," the City Manager is empowered to make rules and regulations related to the emergency. However, "such rules and regulations must be confirmed at the earliest practicable time by the city council."

Here, Governor Newsom issued a January 7, 2025 Proclamation of a State of Emergency in response to the Palisades Fire, which has destroyed tens of thousands of acres and thousands of residential and commercial structures and displaced several thousands of people in and around the community of Pacific Palisades who have lost their homes or have been ordered to evacuate the area. Additional declarations were made on January 7, 2025 by the Chair of the Los Angeles County Board of Supervisors (Declaration of a State of Local Emergency issued) and the January 10, 2025 by the Department of Health and Human Services (Declaration of Public Health Emergency) in response to the Palisades Fire and several other similarly destructive fires in Los Angeles County.

# Resolution Confirming Rules and Regulations in City Manager Order No. 1 to Address Los Angeles County Fire-Related Emergencies

January 21, 2025

Page 2 of 3

## DISCUSSION:

On January 14, 2025, the City Manager issued "Administrative Order No. 1 to Address Los Angeles County Fire-Related Emergencies" (the "City Manager Order") pursuant to ESMC § 2-2-5 based on the finding that the temporary lifting and/or relaxing of certain restrictions within the El Segundo will help bolster temporary housing options for those that the fires have displaced.

The proposed resolution (attached to this report with the City Manager Order attached thereto) would memorializes the necessary City Council "confirmation" of the City Manager Order, which stipulates the following:

- Suspension of the street sweeping/no parking regulations through January 17, 2025.
- Suspension of various regulations prohibiting parking and sleeping in recreation vehicles and providing temporary rights to residents for a 30-day period to allow displaced individuals access to temporary housing in recreation vehicles, pursuant to a City permit. The recreation vehicle must be parked either on an El Segundo resident's property or immediately adjacent to the resident's property. Residents will not be allowed to charge any fees or rent to the individuals living in the recreation vehicles. There will also be various health and safety restrictions placed on the use of the recreation of vehicles (e.g., no power cords over the sidewalks, no external generators, etc.).
- Suspension of the prohibition on short-term rentals for a 90-day period to provide housing for displaced individuals, pursuant to a City permit. Short term rentals are defined as being less than 30 days.
- Suspension of transient occupancy tax (TOT) for a 90-day period for displaced individuals occupying extended stay hotels/motels.

For purposes of the City Manager Order, "displaced" means:

1. that the individual's primary residence has been destroyed or rendered uninhabitable or inaccessible by the fires; or
2. that, at the time the short-term tenancy is commenced, the individual's primary residence is located in an area subject to a mandatory evacuation order or an evacuation warning.

**Resolution Confirming Rules and Regulations in City Manager Order No. 1 to  
Address Los Angeles County Fire-Related Emergencies  
January 21, 2025  
Page 3 of 3**

For the temporary permits associated with the order, displaced persons must provide evidence of displacement in a form satisfactory to the City along with an affidavit.

Through the resolution, the City Council can confirm, modify, or reject the City Manager Order. The current proposed form would confirm the City Manager's Order's terms.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 2: Support Community Safety and Preparedness

Strategy F: Increase community awareness for emergency preparedness

**PREPARED BY:**

Joaquin Vazquez, Assistant City Attorney

**REVIEWED BY:**

Mark Hensley, City Attorney

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. ES - Resolution Confirmation of City Manager Order - Jan 2025 Fires
2. City Manager Order - Attachment to Resolution

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

**A RESOLUTION CONFIRMING THE CITY MANAGER'S  
JANUARY 14, 2025 ADMINISTRATIVE ORDER NO. 1 TO  
ADDRESS LOS ANGELES COUNTY FIRE-RELATED  
EMERGENCIES**

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

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

A. Under El Segundo Municipal Code ("ESMC") § 2-2-5, if there is "proclamation of a 'state of emergency' by the governor," the City Manager is empowered to make rules and regulations related to the emergency. However, "such rules and regulations must be confirmed at the earliest practicable time by the city council."

B. Here, Governor Newsom issued a January 7, 2025 Proclamation of a State of Emergency in response to the Palisades Fire, which has destroyed tens of thousands of acres and thousands of residential and commercial structures and displaced several thousands of people in and around the community of Pacific Palisades who have lost their homes or have been ordered to evacuate the area.

C. Additional declarations were made on January 7, 2025 by the Chair of the Los Angeles County Board of Supervisors (Declaration of a State of Local Emergency issued) and the January 10, 2025 by the Department of Health and Human Services (Declaration of Public Health Emergency) in response to the Palisades Fire and several other similarly destructive fires in Los Angeles County.

D. On January 14, 2025, the City Manager issued "Administrative Order No. 1 to Address Los Angeles County Fire-Related Emergencies" (the "City Manager Order") pursuant to ESCMC § 2-2-5 based on the finding that the temporary lifting and/or relaxing of certain restrictions within the El Segundo will help bolster temporary housing options for those that the fires have displaced.

E. Pursuant to § 2-2-5, the City Council seeks to confirm the City Manager Order, which is attached as Attachment 1 and incorporated herein by reference

**SECTION 2.** *Actions.* The City Council confirms the City Manager Order.

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

**SECTION 4.** *Signature Authority.* The Mayor, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption by the City

Council of the City of El Segundo, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

**SECTION 5. Effective Date.** This Resolution will take effect immediately upon adoption and will remain effective unless repealed or superseded.

**SECTION 6. City Clerk Direction.** The City Clerk will certify to the passage and adoption of this Resolution, enter it in the City's book of original Resolutions, and make a record of this action in the meeting's minutes.

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Chris Pimentel, Mayor

ATTEST:

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

I, Susan Truax, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. \_\_\_\_\_ was duly passed and adopted by said City Council, approved and signed by the Mayor of said City, and attested by the City Clerk of said City, all at a regular meeting of said City Council held on the \_\_\_\_ day of \_\_\_\_\_ 2025, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT

ABSTAIN:

\_\_\_\_\_  
Susan Truax, City Clerk

APPROVED AS TO FORM:

---

Mark D. Hensley, City Attorney



# City of El Segundo

## Office of the City Manager

January 14, 2025

**Elected Officials:**

*Chris Pimentel,*  
Mayor  
*Ryan Baldino,*  
Mayor Pro Tem  
*Drew Boyles,*  
Council Member  
*Lance Giroux,*  
Council Member  
*Michelle Keldorf,*  
Council Member  
*Susan Truax,*  
City Clerk

**Appointed Officials:**

*Darrell George,*  
City Manager  
*Mark D. Hensley,*  
City Attorney

**Department Directors:**

*Barbara Voss*  
Deputy City Manager  
*Paul Chung,*  
Chief Financial  
Officer/City Treasurer  
*George Avery,*  
Fire Chief  
*Jose Calderon,*  
Information Technology  
Services  
*Aly Mancini,*  
Recreation Parks and  
Library  
*Rebecca Redyk,*  
Human Resources  
*Michael Allen,*  
Development Services  
*Saul Rodriguez,*  
Police Chief  
*Elias Sassoon,*  
Public Works

[www.elsegundo.org](http://www.elsegundo.org)  
[www.elsegundobusiness.com](http://www.elsegundobusiness.com)  
[www.elsegundo100.org](http://www.elsegundo100.org)

### ADMINISTRATIVE ORDER NO. 1 TO ADDRESS LOS ANGELES COUNTY FIRE-RELATED EMERGENCIES

By virtue of authority vested in me as the City Manager of the City of El Segundo pursuant to the provisions of the El Segundo Municipal Code Section 2-2-5 to promulgate, issue, and enforce rules, regulations, orders, and directives, I hereby attest to the following orders as necessary for the protection of life and property. This Order will take effect immediately and remain in effect as specified below.

This Order is issued in accordance with, and incorporates by reference, the January 7, 2025, Proclamation of a State of Emergency issued by Governor Gavin Newsom, the January 7, 2025, Declaration of a State of Local Emergency issued by the Chair of the Los Angeles County Board of Supervisors, and the January 10, 2025, Declaration of Public Health Emergency issued by the Department of Health and Human Services.

**WHEREAS**, as of January 13, 2025, the Palisades Fire has burned approximately 24,000 acres and destroyed thousands of residential and commercial structures; and

**WHEREAS**, because of the Palisades Fire, several thousand people in and around the nearby community of Pacific Palisades have lost their homes or have been temporarily displaced by evacuation orders and warnings; and

**WHEREAS**, the massive number of displaced people has resulted in a shortage of temporary housing options in nearby communities; and

**WHEREAS**, the temporary lifting and/or relaxing of certain restrictions within the City of El Segundo can help to increase the availability of temporary housing options for displaced people and can do so without negatively affecting the public health, safety, and welfare of El Segundo residents.

350 Main Street, El Segundo, California 90245-3813  
Phone (310) 524-2302 Fax (310) 322-7137

**NOW, THEREFORE, PURSUANT TO EL SEGUNDO MUNICIPAL CODE CHAPTER 2-2, THE CITY MANAGER, ACTING AS THE EMERGENCY SERVICES DIRECTOR, ORDERS AS FOLLOWS:**

1. Temporary Recreational Vehicle Parking. The police chief, or designee, is hereby directed to issue no-fee, temporary recreational vehicle parking permits to residents of single-family properties interested in hosting individuals that have been displaced by the January 2025 Los Angeles County wildfires. For purposes of this Order, “displaced” means (i) that the individual’s primary residence has been destroyed or rendered uninhabitable or inaccessible by the fires, or (ii) that, at the time the permit is requested, the individual’s primary residence is located in an area subject to a mandatory evacuation order or an evacuation warning. To be eligible for a Temporary RV Parking Permit, the resident applicant must provide the following information:
  - The name, residential address, and phone number of the resident applying for the permit, along with proof of residency satisfactory to the police chief or designee, such as a current driver’s license or identification card, property tax bill, or public utility bill.
  - The name(s) of the displaced individuals that will be temporarily occupying the recreational vehicle, together with proof satisfactory to the police chief or designee, demonstrating that the individuals are displaced person as defined herein.
  - The license number, year, make, and model of the recreational vehicle.
  - Proof of current registration of the recreational vehicle.
  - The phone number where the owner or person in control of the recreational vehicle can be reached during the time the recreational vehicle is parked on a city street.

Said permits shall be issued to qualifying individuals regardless of whether the recreational vehicle is registered with the city pursuant to El Segundo Municipal Code (“ESMC”) Section 8-5G-4. Only one temporary recreational vehicle parking permit may be issued per single-family residential address. The temporary recreational vehicle parking permit must be displayed at the lower driver’s side of the windshield so that it is clearly visible from the exterior of the vehicle. The recreational vehicle must be parked either (i) adjacent to the single-family residence indicated on the permit, or (ii) on the single-family residential parcel listed on the permit. Recreational vehicles parked in a front yard area must be parked on a nonporous surface pad adequate to accommodate the vehicle.

Notwithstanding ESMC Sections 8-2-9(A)(1) and 8-5G-5(B), a recreational vehicle displaying a temporary recreational vehicle parking permit issued pursuant to this Order may remain parked on a city street or highway between 2:00 A.M. and 6:00 A.M. and for any number of consecutive days while the temporary permit remains valid. The permittee may not charge any rent or fee for the use of the recreational vehicle while it is parked in the city pursuant to the temporary recreational vehicle parking permit.

Notwithstanding ESMC Section 7-8-3, a recreational vehicle displaying a valid temporary recreational vehicle parking permit issued pursuant to this Order may be used for camping, provided the recreational vehicle is otherwise lawfully parked and maintained consistent with the ESMC and this Order.

No person shall do any of the following while the recreational vehicle is parked on a city street:

- Run electrical cords, extension cords, hoses, cables, or other items across, above, or on the parkway or sidewalk from any property to the recreational vehicle at any time.
- Make a sewer connection with the recreational vehicle or dump waste from the recreational vehicle into the city stormwater system or onto any public or private land other than a designated RV dump.
- Use or operate an external electrical generator to provide power to the recreational vehicle.
- Extend slide-outs into any portion of the public right-of-way.

This Order does not authorize the parking of recreational vehicles on any portion of any public street or highway where vehicle parking is otherwise prohibited, nor does it authorize any recreational vehicle to be parked in an otherwise unlawful manner. A violation of the terms of this Order shall be subject to immediate permit revocation, citation, and/or towing at the recreational vehicle owner's expense. Temporary recreational vehicle parking permits issued pursuant to this Order shall expire at midnight on February 14, 2025.

Additional information is available at: [www.elsegundo.org](http://www.elsegundo.org)

2. Parking Citations—Street Sweeping. From the date of this Order through and including Friday, January 17, 2025, the El Segundo Police Department is hereby directed to refrain from issuing citations for violation of the prohibition on parking during hours designated for street sweeping.

3. Short-Term Rentals. Notwithstanding the prohibitions set forth in ESMC Section 4-16-10, subsections (A), (B), and (C), a person may offer, operate, maintain, and advertise the short-term rental of all or any portion of any residential dwelling unit in the City, provided that the short-term rental is occupied by a person or persons displaced as a result of the January 2025 wildfires that have impacted Los Angeles County, and a temporary permit is obtained therefor. The Community Development Director (“Director”) is hereby directed to issue no-fee, temporary short-term rental permits to property owners wishing to offer short-term accommodations to persons displaced by the January 2025 Los Angeles County wildfires. Prior to entering into a short-term rental arrangement pursuant to the temporary permit and this Order, the property owner must provide the Director with proof satisfactory to the Director that the individual(s) renting and occupying the short-term rental unit have been displaced as a result of the January 2025 wildfires that have impacted Los Angeles County. For purposes of this Order, “displaced” means (i) that the individual’s primary residence has been destroyed or rendered uninhabitable or inaccessible by the fires, or (ii) that, at the time the short-term tenancy is commenced, the individual’s primary residence is located in an area subject to a mandatory evacuation order or an evacuation warning. No short-term rental entered into pursuant to this Order may extend past April 13, 2025. This section of the Order shall automatically expire at midnight on April 13, 2025.

Additional information is available at: [www.elsegundo.org](http://www.elsegundo.org)

4. Temporary Suspension of Transient Occupancy Taxes on Extended-Stay Hotel Rooms Occupied by Displaced Persons. Notwithstanding ESMC Sections 3-4-3 and 3-4-5, from the date of this Order through and including April 13, 2025, a transient need not pay, and the hotel operator need not collect and remit, transient occupancy tax (“TOT”) on the rent charged for any extended-stay hotel room occupied by a displaced person. For purposes of this Order, “extended-stay hotel room” means a fully furnished hotel room with a kitchen, refrigerator, cooking utensils, dishes, and cookware. For purposes of this Order, “displaced” means (i) that the individual’s primary residence has been destroyed or rendered uninhabitable or inaccessible by the fires, or (ii) that, at the time the hotel occupancy is commenced, the individual’s primary residence is located in an area subject to a mandatory evacuation order or an evacuation warning. To obtain relief from the TOT obligation pursuant to this Order, the transient guest must provide the hotel operator with proof sufficient to show that the guest is a displaced person, as defined. A government-issued identification or a copy of a recent utility bill indicating a residential address that (i) has been destroyed or otherwise rendered uninhabitable or inaccessible, or (ii) is located within an area subject to a mandatory evacuation order or an evacuation warning, shall constitute proof sufficient for this purpose. The hotel operator must make a copy of the identification and/or other proof provided by the transient guest, and must, concurrently with the next quarterly report required by ESMC Section 3-4-7, provide copies thereof to the city, together with the number of nights stayed by the transient guest and the rent charged for each night of the stay.

5. Temporary Prohibition on Power Air Blowers. On January 10, 2025, the Los Angeles County Health Officer declared a local health emergency and issued an order prohibiting the use of power air blowers, such as leaf blowers, throughout Los Angeles County until such time as the County Health Officer determines that fire recovery conditions have progressed to a point where the use of air propelling devices will not negatively impact the health of residents. Residents are reminded that the County Health Officer's order applies within the City of El Segundo.

Date: Jan. 14, 2025



Darrell George  
City Manager/Director of Emergency Services



## City Council Agenda Statement

**Meeting Date:** January 21, 2025

**Agenda Heading:** Committees, Commissions and Boards

Presentations

**Item Number:** E.21

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### **TITLE:**

Appointments to the Arts and Culture Advisory Committee and the Diversity, Equity, and Inclusion Committee

### **RECOMMENDATION:**

1. Announce appointments to the Arts and Culture Advisory Committee and Diversity, Equity, and Inclusion Committee.
2. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

None.

### **BACKGROUND:**

**Arts and Culture Advisory Committee** acts in an advisory capacity to City Council on matters related to arts and culture within the City of El Segundo. This includes making recommendations to Council, development of an arts and culture master plan, involvement in selection of public art, event coordination, and development of related public art programs.

**Diversity, Equity, and Inclusion (DEI) Committee** was established July 21, 2020, for the purpose of advising the City Council on issues of diversity, equity, and inclusion. Initially, the DEI Committee studied four topics and presented recommendations to the City Council. The four study topics were as follows: 1) Public Safety (including a review of Police Department policies, practices, training, and future directions), 2) Citywide Organization (including a review of City government policies, practices, training, etc.) 3) Community At-large (including a review of City demographic data, history, trends, etc.) 4) Local Economy (including a review of private sector diversity policies, training, etc.).

**Appointments to the Arts and Culture Advisory Committee and DEI Committee  
January 21, 2025  
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**DISCUSSION:**

Arts and Culture Advisory Committee is an 11-member committee, comprised of residents or students based in El Segundo.

Diversity, Equity, and Inclusion Committee is a 9-member committee, comprised of community members who live, work, or attend high school in El Segundo and two members of the El Segundo Unified School District.

<b>Candidate</b>	<b>Applying to: CCBs</b>
1. Elizabeth Kennedy	Arts and Culture Advisory Committee – Term to expire June 30, 2026
2. Michele Leach	Arts and Culture Advisory Committee – Term to expire June 30, 2027
3. Jason Haffley	Arts and Culture Advisory Committee – Term to expire June 30, 2027
4. Nicole LaSasso	Arts and Culture Advisory Committee – Term to expire June 30, 2027
5. Stuart Carroll	Arts and Culture Advisory Committee – Term to expire June 30, 2027
6. Christibelle Villena	Diversity, Equity, and Inclusion Committee – Term to expire October 31, 2027
7. Emily Atmore	Diversity, Equity, and Inclusion Committee – Term to expire October 31, 2027
8. Allison Mitrovich	Diversity, Equity, and Inclusion Committee – Term to expire October 31, 2027

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

Strategy A: Enhance proactive community engagement program to educate and inform the public about City services, programs, and issues.

**Appointments to the Arts and Culture Advisory Committee and DEI Committee**

**January 21, 2025**

**Page 3 of 3**

**PREPARED BY:**

Mishia Jennings, Executive Assistant to City Council

**REVIEWED BY:**

Barbara Voss, Deputy City Manager

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

None



## **City Council Agenda Statement**

**Meeting Date:** January 21, 2025

**Agenda Heading:** Mayor Pimentel

**Item Number:** 22

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### **TITLE:**

Councilmember Assignments to Various Intergovernmental Agencies, Local Agencies and Subcommittees

### **RECOMMENDATION:**

1. Approve and implement assignments.
2. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

None.

### **BACKGROUND:**

After the seating of every newly elected Council Member, the Mayor considers appointments to serve on various intergovernmental agencies, local agencies and subcommittees.

### **DISCUSSION:**

A table listing proposed City Council appointments to intergovernmental agencies, local agencies and subcommittees is attached.

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

Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

Strategy A: Enhance proactive community engagement program to educate and inform the public about City services, programs, and issues.

### **PREPARED BY:**

**Assign Council Members Subcommittee Assignments**

**January 21, 2025**

**Page 2 of 2**

Mishia Jennings, Executive Assistant to City Council

**REVIEWED BY:**

Barbara Voss, Deputy City Manager

**APPROVED BY:**

Lili Sandoval, Deputy City Clerk

**ATTACHED SUPPORTING DOCUMENTS:**

1. DRAFT Council Assignments

## CITY COUNCIL COMMITTEE ASSIGNMENTS

January 21, 2025 - January 19, 2027

AGENCY / COMMITTEE	DELEGATE	ALTERNATE
City Selection Committee	Pimentel	By Proxy
Hyperion Citizens Forum	Ryan Baldino	Lance Giroux
Independent Cities Association	Keldorf	Boyles
Independent Cities Risk Management Authority *	Staff	Keldorf
League of California Cities	Chris Pimentel	Drew Boyles
Los Angeles County Sanitation District 5 & SBC	Chris Pimentel (Chair)	Keldorf
Senior Citizen Housing Corporation Board (Park Vista)	Keldorf	Baldino
South Bay Cities Council of Governments (COG)	Lance Giroux	Drew Boyles
		Pimentel (transport)
		Keldorf
		Ryan Baldino
Southern California Association of Government	Boyles (Board)	Baldino
Contract Cities Association	Boyles (Board)	Lance Giroux
*Resolution must be changed for Council delegate to vote.	--	--
STANDING COMMITTEES	DELEGATE	ALTERNATE
City / School Affairs Subcommittee	Pimentel/Giroux	
Disaster Council **	Drew Boyles Chris Pimentel	
	Chris Pimentel	
City Council Finance Committee	Boyles / Baldino	
Investment Advisory Committee	Keldorf/Giroux	
DEI	Keldorf	
Arts and Culture Advisory Committee	Keldorf	
Environmental Committee	Ryan Baldino	
**Meeting to be held with special Council meeting	-	-
OTHER APPOINTMENTS WITH DIFFERENT OR NO TERMS	DELEGATE	ALTERNATE
Los Angeles County West Vector Control District	Pimentel	
LAX Area Advisory Committee	Giroux	No Term
	Carl Jacobson	
LAX Roundtable	Baldino	
	Carl Jacobson	
Aquatics Center Subcommittee	Keldorf/Giroux	
Rec Park Renovation	Baldino /Giroux	
Chevron Tax Settlement	Giroux/Baldino	
Public Safety	Pimentel/Boyles	
Economic Development	Boyles/Pimentel	

Special  
SubCommittee

Proposed  
SubCommittee