



AGENDA

EL SEGUNDO CITY COUNCIL
REGULAR MEETING
TUESDAY, JULY 1, 2025

4:30 PM CLOSED SESSION
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.
Paul Silverstein, Interim IT Director
Aly Mancini, Recreation, Parks & Library Dir.

Mark Hensley, City Attorney
Paul Chung, CFO/City Treasurer
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 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 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.

4:30 PM CLOSED SESSION – CALL TO ORDER / ROLL CALL

PUBLIC COMMUNICATION – (RELATED TO CITY BUSINESS ONLY – 5-MINUTE LIMIT PER PERSON, 30-MINUTE LIMIT TOTAL) *Individuals who have received value of \$50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing 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 City Council to take action on any item not on the agenda. City Council and/or City Manager will respond to comments after Public Communications is closed.*

SPECIAL ORDERS OF BUSINESS

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

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Threats to Significant exposure/- to litigation pursuant to (Government Code §54956.9(d)(2) or (d)(3)): -1- matter(s).

INITIATION OF LITIGATION PURSUANT to (Government Code §54956.9(d)(4)): -1- matter(s).

DISCUSSION OF PERSONNEL MATTERS (GOV’T CODE §54957): -1- MATTER(S)

City Manager – Employment Contract

Representative: City Attorney, Mark Hensley, and Human Resources Director, Rebecca Redyk

CONFERENCE WITH CITY’S LABOR NEGOTIATOR (GOV’T CODE §54957.6): -2- MATTER(S)

Employee Organizations: Police Officers’ Association (POA)

Agency Designated Representative: Laura Drottz Kalty, City Manager, Darrell George and Human Resources Director, Rebecca Redyk

Employee Organizations: Management Confidential (Unrepresented Employee Group)

Representative: City Manager, Darrell George, and Human Resources Director, Rebecca Redyk

**CONFERENCE WITH REAL PROPERTY NEGOTIATOR (GOV'T CODE §54956.8): -
1- MATTER(S)**

Wyle Park - Corner of Franklin Avenue and Maryland Street, El Segundo CA 90245
(Assessor Parcel Numbers: 4135-027-023, 006,007, 008, 009, 010, 011, 032, 033,
034, 035, 036, 025, 024)

Real Property Negotiators: Darrell George, City Manager and Mark Hensley, City
Attorney

Owner: Wyle Laboratories

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

INVOCATION – Father Alexie Smith - St. Andrews Russian Greek Catholic Church

PLEDGE OF ALLEGIANCE – Council Member Keldorf

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 City Council Special Closed Session, Special CCB Interviews
and Regular Meeting Minutes of June 17, 2025.
2. Alternatively, discuss and take other action related to this item.

2. Warrant Demand Register for June 2, 2025 through June 15, 2025

Recommendation -

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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 23B and 24A: warrant numbers 3055851 through 3056041, and 9003365 through 9003373.
 3. Alternatively, discuss and take other action related to this item.

3. Resolution Approving Plans and Specifications for the Abandoned Reservoir Demolition Project, Project No. PW 25-12

Recommendation -

1. Adopt a resolution approving engineering plans and specifications for the Abandoned Reservoir Demolition Project No. PW 25-12 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.

4. Notice of Completion for Phase 1 City Hall HVAC Improvements Project No. PW 23-03

Recommendation -

1. Accept the Phase 1 City Hall HVAC Improvements Project No. PW 23-03 by NKS Mechanical Contracting, Inc. as completed, for the replacement of HVAC units on top of the roof of the City Hall's north building.
2. Authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.
3. Alternatively, discuss and take other action related to this item.

5. Review and 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.

6. Waiver of El Segundo Municipal Code Section 10-1-4(c) to Allow Alcohol at Fire Station 1 Parking Lot and the 300 Block of Richmond Street for the El Segundo Art Walk

Recommendation -

1. Approve request to waive El Segundo Municipal Code Section 10-1-4(c) to allow alcohol at Fire Station 1 parking lot and the 300 block of Richmond Street for the El Segundo Art Walk on Saturday, August 23, 2025.

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

7. Second Reading of an Ordinance Adopting the Engineering and Traffic Survey and Amending El Segundo Municipal Code § 8-4-3 to Maintain Associated Citywide Speed Limits

Recommendation -

1. Waive the second reading, including by title, and adopt an ordinance adopting the engineering and traffic survey and amending El Segundo Municipal Code § 8-4-3 to maintain associated Citywide speed limits.

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

8. Resolution Rejecting All Bids, Approving Revised Plans and Specifications for Construction of the Community Development Block Grant Americans with Disabilities Act Curb Ramp Installation Project, Project No. 602744/PW 24-13, and Authorizing Re-advertisement of the Project for Construction.

Recommendation -

1. Adopt a resolution rejecting all bids for construction of the Community Development Block Grant (CDBG) Americans with Disabilities Act (ADA) Curb Ramp Installation Project, Project No. 602744/PW 24-13, approving revised plans and specifications for construction of the CDBG ADA Curb Ramp Improvements Project No. 602744-24/PW 24-13, and authorizing staff to re-advertise the project for construction.

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

C. PUBLIC HEARINGS

D. STAFF PRESENTATIONS

9. Approval of Proposed Scope of Work for Citywide Staffing Assessment Request for Proposals

Recommendation -

1. Discuss and provide direction regarding the scope of work for an upcoming citywide staffing assessment request for proposals.
2. Alternatively, discuss and take other action related to this item.

10. Aquatics Business Plan 50% Progress Update Presentation

Recommendation -

1. Receive and file the 50% progress update report for the Aquatics Business Plan and provide direction on project deliverables.
2. Alternatively, discuss and take other action related to this item.

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS

11. Announce Appointments to Recreation and Parks Commission, Arts and Culture Advisory Committee, Diversity, Equity, and Inclusion Committee, Library Board of Trustees; and Extend the Terms of Two Senior Citizen Housing Corporation Board Members

Recommendation -

1. Announce Appointments, if any.
2. Extend the terms of two Senior Citizen Housing Corp Board members.
3. Alternatively, discuss and take other action related to this item.

F. REPORTS - CITY CLERK

G. REPORTS - COUNCIL MEMBERS

Council Member Keldorf

12. Major Events Ad Hoc Committee Update and Approval of Committee Members

Recommendation -

1. Receive and file the report on potential opportunities associated with the major events in Southern California, including the 2026 FIFA World Cup, 2027 Super Bowl, and LA 2028 Olympic and Paralympic Games.
2. Provide direction on potential participation in regional programming such as fan zones, hospitality houses, and cultural showcases.
3. Approve the members of the established Major Events Ad Hoc Committee.

-
4. Authorize staff and committee members to initiate outreach with FIFA, LA28, businesses, and stakeholders to assess and facilitate strategic partnerships.
 5. Authorize staff to initiate facility use negotiations with interested visiting teams or athletes competing in upcoming major events, including closing facilities to the public, and fee structure.
 6. Alternatively, discuss and take other action related to this item.

Council Member Giroux
Council Member Boyles
Mayor Pro Tem Baldino
Mayor Pimentel

H. REPORTS - CITY ATTORNEY

I. 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: June 26, 2025
TIME: 10:00 AM
BY: Susan Truax, City Clerk

SPECIAL MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JUNE 17, 2025
3:00 PM

CLOSED SESSION – Mayor Pimentel called the meeting to order at 3:00 PM

ROLL CALL

Mayor Pimentel	-	Present
Mayor Pro Tem Baldino	-	Via Teleconference
Council Member Boyles	-	Present
Council Member Giroux	-	Present
Council Member Keldorf	-	Via Teleconference

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

SPECIAL ORDER OF BUSINESS:

Mayor Pimentel announced that Council would be meeting in the executive conference room pursuant to the items listed on the agenda.

PUBLIC EMPLOYMENT (GOV'T CODE § 54957) -1- MATTER

City Manager – Performance Review

CONFERENCE WITH CITY'S LABOR NEGOTIATOR (GOV'T CODE §54957.6): -1- MATTER

Employee Organizations: Police Officers' Association (POA)

Agency Designated Representative: Laura Drottz Kalty, City Manager, Darrell George and Human Resources Director, Rebecca Redyk

Adjourned at 4:01 PM

Susan Truax, City Clerk

SPECIAL MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JUNE 17, 2025
4:00 PM

OPEN SESSION – Mayor Pimentel called the meeting to order at 4:05 PM

ROLL CALL

Mayor Pimentel	-	Present
Mayor Pro Tem Baldino	-	Via Teleconference
Council Member Boyles	-	Present
Council Member Giroux	-	Present
Council Member Keldorf	-	Via Teleconference

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

SPECIAL ORDER OF BUSINESS:

Mayor Pimentel announced that Council would be meeting in the executive conference room pursuant to the items listed on the agenda.

1. Conduct Recreation and Parks Commission; Arts and Culture Advisory Committee; Diversity, Equity and Inclusion Committee; Senior Housing Corporation Board; and Library Board of Trustees Interviews

Council conducted interviews and appointed the following new members:

Recreation and Parks Commission:

Dave Lubs*
Bob Motta*

Arts and Culture Advisory Committee:

John Pickhaver*
Michael Schepps*

Diversity, Equity and Inclusion Committee:

Francziska Steagall
La Ruth Wright

Senior Housing Corporation Board:

Council Members voted to extend the terms of current board members Paul Lanyi and Julia Newman through August 2025, to update the Senior Citizen Housing Corporation Board bylaws to include a Park Vista resident as a non-voting member of the board, and to advertise at a later date that applications will be accepted for positions on this board.

Library Board of Trustees:

Audrey Davis

Jim Fenton

*Currently serving on this CCB

Council will announce the appointments at the 6:00 PM, July 1, 2025 regular City Council meeting.

Recess to regular City Council meeting at 6:02 PM

Meeting reconvened in the Executive Conference Room at 7:42 PM

Adjourned at 8:02 PM

Susan Truax, City Clerk

MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JUNE 17, 2025

***Minutes are prepared and ordered to correspond to the agenda.
All votes during this meeting were taken via roll call.***

OPEN SESSION – Mayor Pimentel called the meeting to order at 6:06 PM

ROLL CALL

Mayor Pimentel	-	Present
Mayor Pro Tem Baldino	-	Via Teleconference
Council Member Boyles	-	Present
Council Member Giroux	-	Present
Council Member Keldorf	-	Absent

INVOCATION – Susan Truax, City Clerk

PLEDGE OF ALLEGIANCE – Council Member Giroux

SPECIAL PRESENTATIONS:

1. Commendation to ESHS Girls' Varsity Lacrosse Program - Received by Coach Shea MacDonald Dalit and the team

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

Ron Swanson, resident, spoke about the City's Holiday Tree Lighting tradition and his desire for it not to be a cultural event.

John Pickhaver, resident, praised the ESPD during the recent No Kings protest; spoke about exploring less expensive options for auto insurance requirements for vendors, instructors, and others who do business within the city; and spoke in favor of lighting the City Water Tower for the entirety of Pride Month.

Sean O'Brien, resident, read resident Scott Houston's public comment in favor of lighting the Water Tower for the entire Pride Month.

Lindsay Pinkham, resident, spoke in favor of lighting the Water Tower during Pride Month and the need for trash cans throughout the City, especially along Imperia Avenue.

Nancy Johns, resident, spoke about insurance requirements, in favor of Water Tower lighting, the need for more trash cans, and the ongoing odor complaints from Hyperion.

CITY MANAGER FOLLOW-UP COMMENTS:

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

MOTION by Council Member Boyles, SECONDED by Council Member Giroux to read all ordinances and resolutions on the agenda by title only.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Boyles, and Giroux

NOES: None

ABSTAIN: None

ABSENT: Keldorf

B. CONSENT:

2. Approve the Regular City Council Meeting Minutes of June 3, 2025.

(Fiscal Impact: None.)

3. Warrant Demand Register for May 19, 2025 through June 1, 2025. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and wire transfers. 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.*

(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.)

4. Authorize the City Manager or his designee to sign Funding Agreement No. 7327 between the City of El Segundo and the California Energy Commission to receive \$700,000 in grant funding for electric vehicle charging stations.

(Fiscal Impact: The City of El Segundo ("City") will receive \$700,000 in grant funding from the California Energy Commission (CEC) for the implementation of electrical vehicle (EV) charging station projects. There is no matching fund requirement for this grant. The adopted FY 2025-26 CIP budget includes \$350,000 of the funds, with the remaining \$350,000 to be included in the FY 2026-27 CIP budget.)

5. Ongoing Service Agreements and Blanket Purchase Orders for FY 2025-26 in Excess of \$50,000 for Various Departments.

Pursuant to El Segundo Municipal Code § 1- 7- 9(A), waive competitive bidding and approve the following for FY 2025-26:

1. Amendment to Agreement No. 6904C with **Temporary Staffing Professionals** to provide on-call temporary staffing services for use by all City departments for an amount not to exceed **\$500,000**.
2. Amendment to Agreement No. 5861G with **Riester Pacific, Inc.** for the City's economic development and hospitality and tourism marketing services for an amount not to exceed **\$350,000**.

3. Continued purchase of gasoline and **diesel fuel for City vehicles** and equipment through the use of spot market purchasing for an amount not to exceed **\$254,500**.
4. Amendment to Agreement No. 3881N with **All Cities Management Services, Inc.** for ongoing services to provide crossing guard services for the El Segundo School District for an amount not to exceed **\$185,850**.
5. Amendment to Agreement No. 6423C with **Charles Abbot Associates Inc.** to provide solid waste and recycling compliance support services for the Public Works Department for an amount not to exceed **\$175,000**.
6. Amendment to Agreement No. 6467D with **Waterline Technologies, Inc.** for the purchase of all pool chemicals needed to maintain the City's recreational aquatic facilities for an amount not to exceed **\$150,000**.
7. Amendment to Agreement No. 6987C with **Willdan Engineering** for professional plan check services for an amount not to exceed **\$150,000**.
8. Amendment to Agreement No. 2772F with **Wittman Enterprises, LLC** to provide ambulance transport billing and collection services, and distribution of City notices of privacy practices for the Fire Department for an amount not to exceed **\$110,000**.
9. Amendment to Agreement No. 6016F with **KNB Consulting, LLC** for strategic public relations services and support to the Communications and Economic Development Divisions for an amount not to exceed **\$103,000**.
10. Amendment to Agreement No. 3313G with **Hinderliter De Llamas & Associates** to provide professional services related to sales and use tax for an amount not to exceed **\$100,000**.
11. Authorize the issuance of a blanket purchase order to **Metron Farnier** for the purchase of single-jet AMR water meters for the City's water system for an amount not to exceed **\$100,000**.
12. Amendment to Agreement No. 6010E with **Crowdstrike, Inc.** to provide cybersecurity services and software for an amount not to exceed **\$72,000**.
13. Amendment to Agreement No. 6424C with **Marc R. Cohen, MD** for Medical Director consulting services for the El Segundo Fire Department for an amount not to exceed **\$57,500**.
14. Alternatively, discuss and take other action related to this item.

(Fiscal Impact: Amount Budgeted: \$2,307,850 (Included in the FY 2025-26 Adopted Budget)

Account Numbers: See Attachment 1 – "FY 2025-26 Blanket PO Summary of Accounts - Schedule A")

6. PULLED BY COUNCIL MEMBER BOYLES

7. Amendments to Instructor Agreements Through Fiscal Year 2025-26 in Excess of \$50,000: Authorize the City Manager to execute the first amendment to Agreement No. 7258A with Champ Camp, LLC to provide camps and classes for an amount not to exceed \$150,000 for FY 2025-26, pursuant to El Segundo Municipal Code § 1-7-9(B). Authorize the City Manager to execute the first amendment to Agreement No. 7217A with Naomi Gol to provide water fitness classes for an amount not to exceed \$55,000

for FY 2025-26, pursuant to El Segundo Municipal Code § 1-7-9(B). Authorize the City Manager to execute the first amendment to Agreement No. 7222A with Leah Turano DBA Family Wellness Studio to provide camps and classes for an amount not to exceed \$100,000 for FY 2025-26, pursuant to El Segundo Municipal Code § 1-7-9(B).

(Fiscal Impact: Included in the adopted FY 2025-26 Adopted Budget.

These payments are offset by revenue for the Recreation, Parks, and Library Department. The City agrees to pay contractors for their instructor services, seventy percent (70%) of course registration fees at the "Recreation ID" holder rate.

Amount Budgeted: \$150,000 (Champ Camp, LLC)

Additional Appropriation: No

Account Number(s): 001-400-5418-6214 and 001-400-5205-6214 (Professional and Technical Services)

Amount Budgeted: \$55,000 (Naomi Gol)

Additional Appropriation: No

Account Number(s): 001-400-5213-6214 (Professional and Technical Services)

Amount Budgeted: \$100,000 (Leah Turano DBA Family Wellness Studios)

Additional Appropriation: No

Account Number(s): 001-400-5203-6214 (Professional and Technical Services))

8. One-Year Renewal of Transit Service Operation Agreement No. 7328 with the City of Redondo Beach on Behalf of Beach Cities Transit for the Operation of Transit Line 109: Approve the one-year renewal of the cost-sharing agreement with the City of Redondo Beach on behalf of Beach Cities Transit for the operation of Transit Line 109 for FY 2025-26. Authorize the City's expenditure of \$60,132 as El Segundo's contribution in operating funds for Fiscal Year 2025-26 in support of the Beach Cities Transit Line 109 service. Authorize the City Manager or designee to execute the agreement, in a form approved by the City Attorney.

(Fiscal Impact: The proposed agreement with the City of Redondo Beach requires the City of El Segundo to contribute \$60,132 in operating funds for Fiscal Year 2025-26 in support of the Beach Cities Transit (BCT) Line 109 service. This amount has been included in the City's adopted FY 2025-26 budget under the Transportation Services line item. El Segundo's financial obligations are limited to operational costs only.

In the event of a funding shortfall, El Segundo's contribution will be recalculated based solely on the proportion of BCT Line 109 mileage that falls within El Segundo's city boundaries. The calculation of such a shortfall will be based on prior years' service hours, fuel costs with an estimated CPI adjustment, and expenses related to Real Time Information (RTI) systems. Revenues considered in this calculation include fare revenues and LACMTA funding from the previous fiscal year.)

9. Agreement Amendment with Willdan Engineering for Fire Plan Check Services: Approve an amendment to fire plan check services Agreement No. 6987C with Willdan Engineering to increase the not-to-exceed sum by \$40,000 for a total sum of \$360,000

for fiscal year 2024-25. Authorize the City Manager or designee to execute the professional services agreement amendment.

(Fiscal Impact: Included in the Adopted FY 2024-25 Budget

Amount Budgeted: \$320,000

Additional Appropriation: \$0

Account Number(s): 001-400-3204-6214

No budget appropriation is needed at this time. The department will utilize savings within the current budget for this amendment. Furthermore, there is no net fiscal impact due to 100% cost recovery from the revenues collected through fire prevention plan check fees.)

10. Agreement Amendment with Wittman Enterprises for Ambulance Transport Billing Services: Approve an amendment to Agreement No. 2772E with Wittman Enterprises to increase the not-to-exceed amount by \$10,000 for a total amount of \$95,000 for fiscal year 2024-25 for distribution of City notices of privacy practices and ambulance transport billing and collection services. Authorize the City Manager or designee to execute the professional services agreement amendment.

(Fiscal Impact: Included in the FY 2024-25 Adopted Budget

Amount Budgeted: \$85,000

Additional Appropriation: \$0

Account Number(s): 001-400-3203-6214

No budget appropriation is needed at this time. The department will utilize savings within the current budget for this amendment. Furthermore, there is no net fiscal impact due to 100% cost recovery from the revenues collected through emergency transport billing services.)

11. Receive and file staff's report regarding the status of the permanent repairs to El Segundo Wiseburn Aquatics Center pool heaters and adopt a motion by four-fifths vote to determine the need to continue the emergency action approved under Resolution No. 5519.

(Fiscal Impact: 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 competition 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)

Establish Transfer In Budget: \$700,000

Transfer In Account Number: 301-300-0000-9001 (Transfer into 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.)

MOTION by Council Member Boyles, SECONDED by Council Member Giroux, to approve Consent items 2, 3, 4, 5, 7, 8, 9, 10, and 11.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Boyles, and Giroux

NOES: None

ABSTAIN: None

ABSENT: Keldorf

PULLED ITEM:

6. Amendments to Agreements with Swoop, Inc. and Lyft, Inc. for Transportation Services Through Fiscal Year 2025-26: Authorize the City Manager to execute third amendment No. 6695B to the City's agreement with Swoop, Inc. for \$179,750 for various shuttle and day trip operations for FY 2025-26. Authorize the City Manager to execute third amendment No. 6164C to the City's agreement with Lyft, Inc. for an additional \$28,000 for Dial-A-Ride and Dr. Dial-A-Ride services for FY 2024-25 (increasing the fiscal year total to \$113,000) and \$120,000 for Dial-A-Ride and Dr. Dial-A-Ride services for FY 2025-26.

(Fiscal Impact:

FY 2024-25

Lyft, Inc. Dr. Dial-A-Ride and Dial-A-Ride Services

Amount Budgeted: \$113,000 (Current Contract \$85,000)

Additional Appropriation: None

Account Number(s): 112-400-5292-6206 (Prop A: Dial-A-Ride Services)

Included in the adopted FY 2024-25 Budget.

FY 2025-26

The total cost to operate the Beach Shuttle, Day Trips, Event Shuttles, and Lyft Services for FY 2025-26 is estimated to be \$299,750 as follows:

1. Summer Beach Shuttle Services: \$100,000 (Swoop)
2. Event Shuttle Services: \$22,000 (Swoop)
3. Day Trippers: \$24,000 (Swoop)
4. Teen Trips: \$13,500 (Swoop)
5. Trips as needed: \$5,000 (Swoop)
6. Elementary School Field Trips and Day Shuttles: \$9,250 (Swoop)

- 7. Cultural Excursions: \$6,000 (Swoop)
- 8. Lyft Services: \$120,000 (LYFT)

A total amount of \$438,817 of Prop A funding is included in the FY 2025-26 Adopted Budget for transportation-related services. The staff are proposing amending contracts with Swoop and Lyft in the amount of \$299,750 to continue transportation programs. The remaining balance of Prop A Funds will be held for other transportation-related expenses and future transportation services to be planned by staff in coordination with the Transportation Subcommittee of the Recreation and Parks Commission.

Amount Budgeted: \$120,000
Additional Appropriation: No
Account Number(s): 112-400-5292-6206 (Prop A: Dial-A-Ride Services)

Amount Budgeted: \$123,250
Additional Appropriation: No
Account Number(s): 112-400-5293-6206 (Prop A: Shuttle Services)

Amount Budgeted: \$56,500
Additional Appropriation: No
Account Number(s): 112-400-5294-6216 (Prop A: Recreation Trips))

Council Discussion

MOTION by Council Member Boyles, SECONDED by Council Member Giroux to amendment agreements with Swoop, Inc. and Lyft, Inc. for Transportation Services Through Fiscal Year 2025-26.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Boyles, and Giroux

NOES: None

ABSTAIN: None

ABSENT: Keldorf

C. PUBLIC HEARING: None

D. STAFF PRESENTATIONS:

12. Introduce and waive the first reading of an Ordinance No. 1674 to adopt an engineering and traffic survey, amend El Segundo Municipal Code § 8-4-3 to maintain associated citywide speed limits, and find that the actions are exempt from the requirements of the California Environmental Quality Act pursuant to CEQA Guidelines § 15061(b)(3). Schedule the Ordinance's second reading for the July 1, 2025 regular City Council meeting or as soon thereafter may be heard.
(Fiscal Impact: None.)

Elias Sassoon, Public Works Director presented the item.

Council Discussion

Assistant City Attorney Joaquin Vazquez read by title only:

ORDINANCE NO. 1674

AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE SECTION 8-4-3 TO ADOPT AN ENGINEERING AND TRAFFIC SURVEY, AMEND EL SEGUNDO MUNICIPAL CODE § 8-4-3 TO MAINTAIN ASSOCIATED CITYWIDE SPEED LIMITS, AND FIND THAT THE ORDINANCE IS EXEMPT FROM THE REQUIREMENTS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES § 15061(B)(3)

MOTION by Mayor Pimentel to introduce and waive the first reading of the item.

13. Recreation, Parks, and Library Strategic Plan. Approve the proposed Recreation, Parks and Library Department's Strategic Plan. Direct the Department's Director to effectuate such plan.
(Fiscal Impact: None.)

Aly Mancini, Recreation, Parks, and Library Director presented the item.

Council Discussion

MOTION by Mayor Pimentel, SECONDED by Council Member Giroux, to approve the proposed Recreation, Parks and Library Department's Strategic Plan and to direct the Department's Director to effectuate such plan.

MOTION PASSED 4/0

AYES: Baldino, Boyles, Giroux, and Pimentel
NOES: None
ABSTAIN: None
ABSENT: Keldorf

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS: None

F. REPORTS – CITY CLERK – Attended Mattel's International Day of Play and Play it Forward Global Volunteer Week.

G. REPORTS – COUNCIL MEMBERS

Council Member Keldorf – Absent

Council Member Giroux – No Report

Council Member Boyles –

14. Resolution Modifying the Preferential Parking Zone 3 Program: Adopt the proposed, modified Resolution No. 5549 to temporarily reauthorize permit parking on the north side of Mariposa Avenue between Illinois Court and Kansas Street in the Preferential Parking Zone 3 Program through December 31, 2025.
(Fiscal Impact: None.)

Elias Sassoon, Public Works Director presented the item.

Council Discussion

Assistant City Attorney Joaquin Vazquez read by title only:

RESOLUTION NO. 5549

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO, CALIFORNIA DESIGNATING AND UPDATING PREFERENTIAL PARKING ZONE NO. 3 AND ASSOCIATED HOURLY RESTRICTIONS PURSUANT TO VEHICLE CODE § 22500 ET SEQ.

MOTION by Giroux, SECONDED by Council Member Boyles, to adopt the proposed, modified Resolution No. 5549.

MOTION PASSED 3/1

AYES: Baldino, Boyles, and Giroux

NOES: Pimentel

ABSTAIN: None

ABSENT: Keldorf

Mayor Pro Tem Baldino – Thanked staff for assisting him with setting up his remote (Zoom) attendance for today’s meetings. Reiterated that everyone is welcome in El Segundo and said he is a big fan of the City because of the community and the people who live in our small, close-knit community that looks out for one another, and there is no better city in which to raise a family.

Mayor Pimentel –

15. Charter City Consideration and Committee Appointment: Appoint a City Council committee to draft a charter and present it to the full City Council for future consideration and potential submission to voters.

(Fiscal Impact: The proposed actions in this report would have no significant fiscal impact.

Council Discussion

MOTION by Council Member Boyles, SECONDED by Council Member Giroux, to appoint a City Council Committee to include Mayor Pimentel and Mayor Pro Tem Baldino to draft a charter, assess costs associated with staff time and to include a

measure on the November 2026 ballot, and present it to the full City Council for future consideration and potential submission to voters.

MOTION PASSED 4/0

AYES: Baldino, Boyles, Giroux, and Pimentel

NOES: None

ABSTAIN: None

ABSENT: Keldorf

The mayor stated that Friday is the deadline to submit letters in support of or opposition to pending bills in the California legislature. He attended a meeting of the LA Ventures Association.

I. REPORTS – CITY ATTORNEY – No Report

J. REPORTS/FOLLOW-UP – CITY MANAGER –Reported the AQMD received 7 odor complaints in the past two weeks; no nuisance violations were issued. There was a scheduled maintenance effort this morning at Hyperion, and a fence line monitoring audit will take place tomorrow. Electrical maintenance will take place tomorrow which may cause electrical outages.

MEMORIALS – None

Adjourned at 7:36 PM

Susan Truax, City Clerk



City Council Agenda Statement

Meeting Date: July 1, 2025

Agenda Heading: Consent

Item Number: B.2

TITLE:

Warrant Demand Register for June 2, 2025 through June 15, 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 23B and 24A: warrant numbers 3055851 through 3056041, and 9003365 through 9003373.
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 \$5,192,582.41 (\$1,236,439.70 in check warrants and \$3,956,142.71 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

July 1, 2025

Page 2 of 2

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 23b - summary
2. Register 24a - summary

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

DATE OF APPROVAL: AS OF 6/17/25

REGISTER # 23b

3055851 - 3055930		
9003365 - 9003366		
001	GENERAL FUND	281,084.95
003	EXPENDABLE TRUST FUND - OTHER	5,500.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	7.65
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	8,734.97
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	1,820.25
114	PROP "C" TRANSPORTATION	247,653.85
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	AP CUPA PROGRAM OVERSIGHT SURCHARGE	1.18
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	10,174.50
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	86,038.50
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	3,472.98
502	WASTEWATER FUND	5,410.16
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	419.87
602	LIABILITY INSURANCE	33.79
603	WORKERS COMP. RESERVE/INSURANCE	63.76
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	43.35
703	EXPENDABLE TRUST FUND - OTHER	-
704	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	650,459.76

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:

*Trinity
blair*

[Signature]

6-9-25

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 06/02/25 THROUGH 06/08/25**

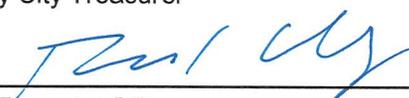
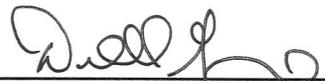
<u>Date</u>	<u>Payee</u>		<u>Description</u>
6/6/2025	IRS	354,934.34	Federal 941 Deposit
6/6/2025	Employment Development	5,555.71	State SDI payment
6/6/2025	Employment Development	86,411.73	State PIT Withholding
6/6/2025	Mission Square	69,010.88	457 payment Vantagepoint
6/6/2025	Mission Square	1,123.20	401(a) payment Vantagepoint
6/6/2025	Mission Square	2,613.30	401(a) payment Vantagepoint
6/6/2025	Mission Square	560.32	IRA payment Vantagepoint
6/6/2025	ExpertPay	2,936.21	EFT Child support payment
05/26/25-06/01/25	Workers Comp Activity	12,811.91	Corvel checks issued/(voided)
05/26/25-06/01/25	Liability Trust - Claims	14,465.50	Claim checks issued/(voided)
05/26/25-06/01/25	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>550,423.10</u>	

DATE OF RATIFICATION: 06/06/25

TOTAL PAYMENTS BY WIRE:

550,423.10

Certified as to the accuracy of the wire transfers by:

	<u>6/6/25</u>
Deputy City Treasurer	Date
	<u>6/9/25</u>
Chief Financial Officer	Date
	<u>6-9-25</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 6/17/25
REGISTER # 23b

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	2,410.84
1201	City Treasurer	11,184.16
1300	City Clerk	937.52
2101	City Manager	9,075.56
2102	Communications	
2103	El Segundo Media	2,822.57
2201	City Attorney	
2401	Economic Development	1,226.05
2402	Planning	6,307.64
2405	Human and Health Services	3,500.00
2500	Administrative Services	25,734.90
2601	Government Buildings	13,247.50
2900	Nondepartmental	
6100	Library	31,841.68
		108,288.42
PUBLIC SAFETY		
3100	Police	18,776.50
3200	Fire	23,357.47
2403	Building Safety	243.54
2404	Plng/Bldg Sfty Administration	426.24
		42,803.75
PUBLIC WORKS		
4101	Engineering	573.23
4200	Streets	1,513.89
4300	Wastewater	142.96
4601	Equipment Maintenance	3,889.13
4801	Administration	85.77
		6,204.98
COMMUNITY DEVELOPMENT		
5100,5200	Recreation & Parks	79,547.31
5400	CAMPS	3,650.88
		83,198.19
EXPENDITURES		
	CAPITAL IMPROVEMENT	89,855.25
	ALL OTHER ACCOUNTS	320,109.17
	TOTAL WARRANTS	650,459.76

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3055931 - 3056041
9003367 - 9003373

DATE OF APPROVAL: AS OF 7/1/25

REGISTER # 24a

001	GENERAL FUND	439,204.40
003	EXPENDABLE TRUST FUND - OTHER	3,500.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	3,750.00
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	23,904.66
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	9,288.72
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	1,891.20
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	26,614.15
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	3,962.96
502	WASTEWATER FUND	152.14
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	-
505	SOLID WASTE FUND	52,154.16
601	EQUIPMENT REPLACEMENT	16,699.99
602	LIABILITY INSURANCE	800.00
603	WORKERS COMP. RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	4,057.56
703	EXPENDABLE TRUST FUND - OTHER	-
704	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-
TOTAL WARRANTS		585,979.94

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:

Tracy 6/16/25

Daniel
6-16-25

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 06/09/25 THROUGH 06/15/25**

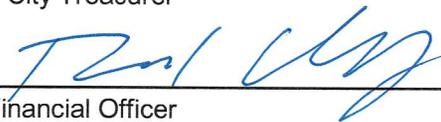
<u>Date</u>	<u>Payee</u>		<u>Description</u>
6/10/2025	West Basin	2,302,971.58	H2O payment
6/13/2025	Cal Pers	51,771.13	EFT Retirement Safety Police Classic - 1st Tier 28
6/13/2025	Cal Pers	69,975.41	EFT Retirement Misc - PEPRA New 26013
6/13/2025	Cal Pers	58,212.73	EFT Retirement Safety Fire- Classic 30168
6/13/2025	Cal Pers	47,812.06	EFT Retirement Safety-Police-PEPRA New 25021
6/13/2025	Cal Pers	31,988.20	EFT Retirement Misc - Classic 27
6/13/2025	Cal Pers	31,760.59	EFT Retirement Safety-Fire-PEPRA New 25020
6/13/2025	Cal Pers	20,211.74	EFT Retirement Sfty Police Classic-2nd Tier 30169
6/13/2025	Cal Pers	200.00	Admin Fee - Late Payroll Reporting
6/11/2025	Pitney Bowes	10,000.00	Postage for City Hall
6/10/2025	Cal Pers	762,414.66	EFT Health Insurance Payment
06/02/25-06/08/25	Workers Comp Activity	18,401.51	Corvel checks issued/(voided)
06/02/25-06/08/25	Liability Trust - Claims	-	Claim checks issued/(voided)
06/02/25-06/08/25	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>3,405,719.61</u>	

**DATE OF RATIFICATION: 06/13/25
 TOTAL PAYMENTS BY WIRE:**

3,405,719.61

Certified as to the accuracy of the wire transfers by:


 Deputy City Treasurer 6/16/25
 Date


 Chief Financial Officer 6/17/25
 Date


 City Manager 6-16-25
 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 7/1/25
REGISTER # 24a

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	
1201	City Treasurer	350.92
1300	City Clerk	
2101	City Manager	2,000.00
2102	Communications	2,343.01
2103	El Segundo Media	
2201	City Attorney	
2401	Economic Development	61,303.37
2402	Planning	
2405	Human and Health Services	807.50
2500	Administrative Services	68,391.93
2601	Government Buildings	38,559.17
2900	Nondepartmental	38,412.17
6100	Library	4,076.27
		216,244.34
PUBLIC SAFETY		
3100	Police	28,413.63
3200	Fire	3,209.95
2403	Building Safety	963.16
2404	Plng/Bldg Sfty Administration	
		32,586.74
PUBLIC WORKS		
4101	Engineering	11,520.00
4200	Streets	61,738.16
4300	Wastewater	738.43
4601	Equipment Maintenance	9,367.94
4801	Administration	346.09
		83,710.62
COMMUNITY DEVELOPMENT		
5100,5200	Recreation & Parks	35,370.72
5400	CAMPS	3,906.97
		39,277.69
EXPENDITURES		
	CAPITAL IMPROVEMENT	26,614.15
	ALL OTHER ACCOUNTS	187,546.40
	TOTAL WARRANTS	585,979.94



City Council Agenda Statement

Meeting Date: July 1, 2025

Agenda Heading: Consent

Item Number: B.3

TITLE:

Resolution Approving Plans and Specifications for the Abandoned Reservoir Demolition Project, Project No. PW 25-12

RECOMMENDATION:

1. Adopt a resolution approving engineering plans and specifications for the Abandoned Reservoir Demolition Project No. PW 25-12 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: \$650,000

Additional Appropriation: None.

Account Number(s): 501-400-7103-8381 (Water Fund)

BACKGROUND:

On June 4, 2024, the City Council adopted the FY2024-25 Capital Improvement Program (CIP) Budget, which included the demolition of the abandoned City-owned 1.75-million-gallon water reservoir bordering the City Water Yard to the north and Hilltop Park to the east and south. This reservoir was built in 1955 and was abandoned a few decades ago. The reservoir had a wooden roof structure that was removed sometime before abandonment. The concrete walls, concrete floor slab, and some utility connections remain. The demolition of this reservoir is highly recommended by staff since this facility is abandoned.

DISCUSSION:

**Resolution Approving Plans and Specifications for the Abandoned Reservoir
Demolition Project, Project No. PW 25-12**

July 1, 2025

Page 2 of 2

The City hired Kardent, Inc. to prepare the engineering plans and specifications for the project and these documents were reviewed and approved by staff. The scope of work includes demolishing the reservoir, capping existing utilities, and leveling the remaining soil to join with the adjacent Hilltop Park. Preparation of plans and specifications for installing a green turf and irrigation system is underway, which will be implemented upon the completion of the project. Staff plan to return to City Council by December 2025 with plans and specifications for the green turf and irrigation.

With the City Council's authorization, the anticipated schedule for the Abandoned Reservoir Demolition Project is as follows:

July 2025: Advertising and Bid Process

October 2025: Contract Award

December 2025: Begin Construction

March 2026: Construction 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:

James Rice, Associate Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

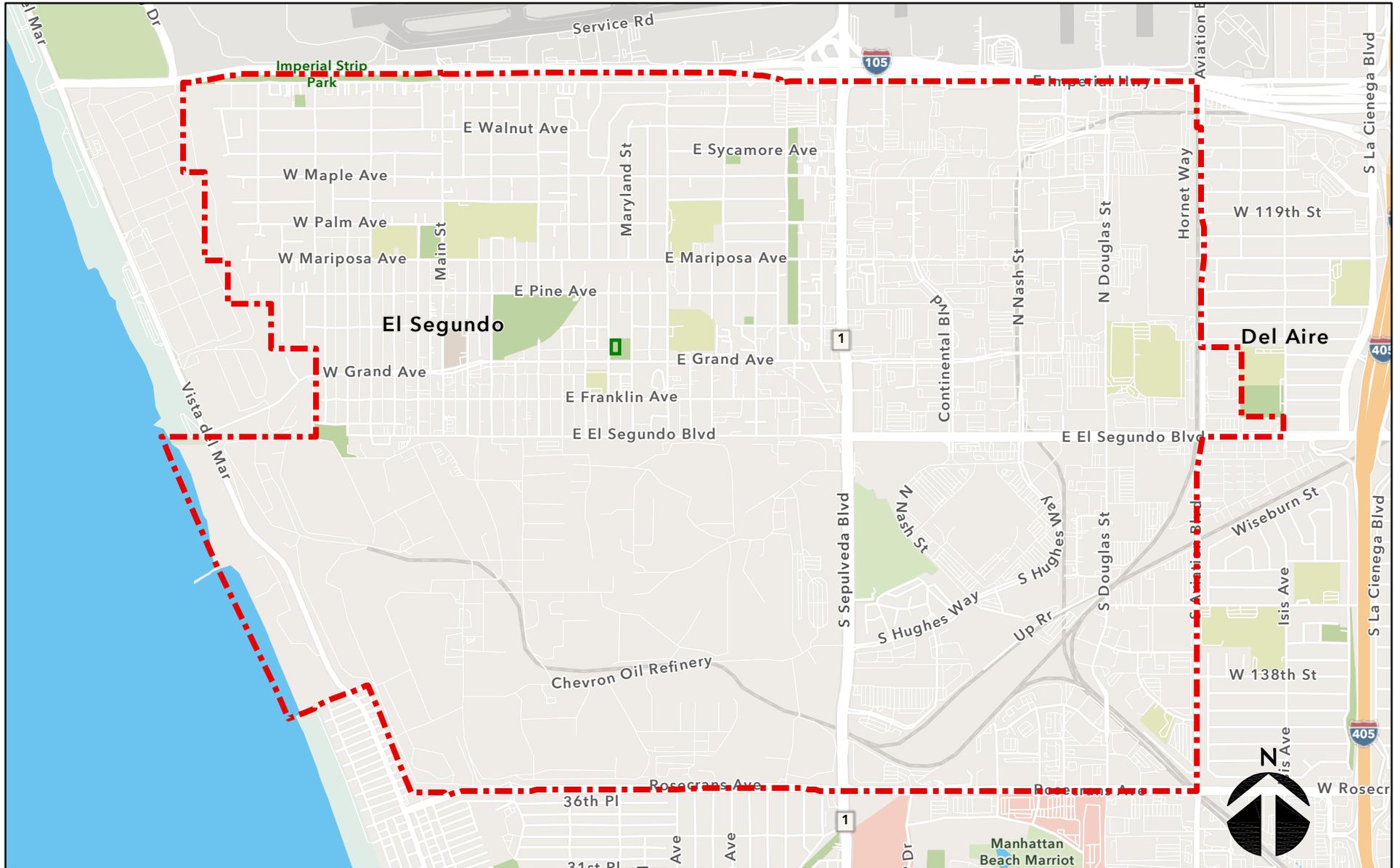
APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

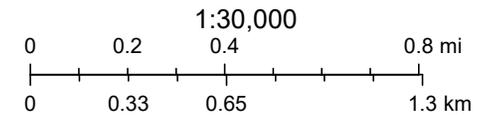
1. PW 25-12 Vicinity Map
2. PW 25-12 Location Map
3. PW 25-12 Project Adoption Resolution

Vicinity Map - PW 25-12 Abandoned Reservoir Demolition Project



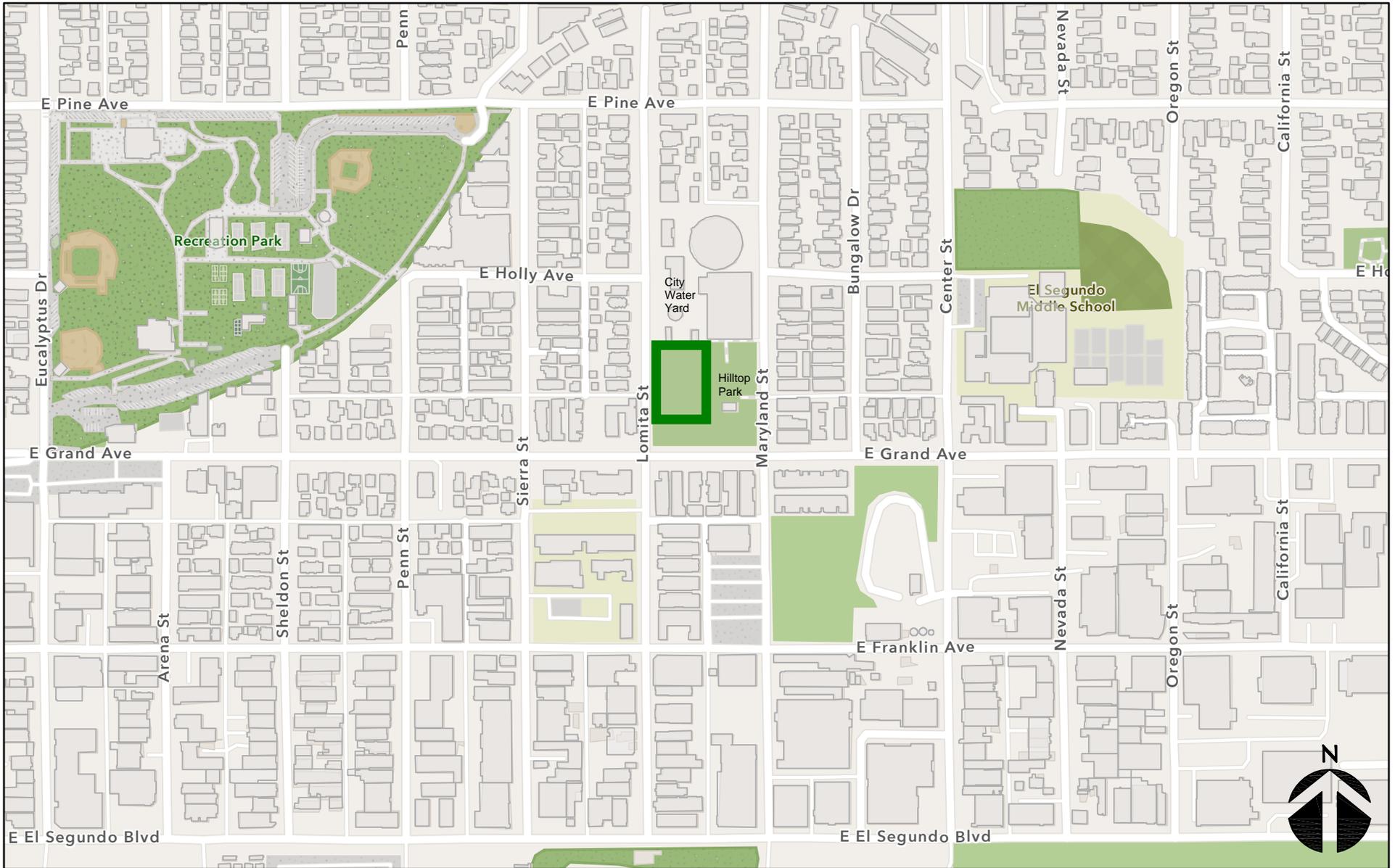
6/17/2025

--- COES City Boundary

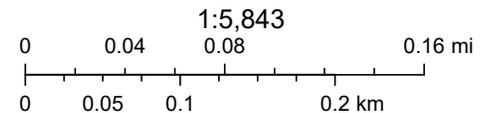


Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Location Map - PW 25-12 Abandoned Reservoir Demolition project



6/17/2025



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

RESOLUTION NO. ____

A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR ABANDONED RESERVOIR DEMOLITION, PROJECT NO. PW 25-12, 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 Kardent, Inc. (“Consultant”) as the engineer to design and prepare plans and specifications for PW 25-12, Abandoned Reservoir Demolition (“Project”), to demolish an aged and abandoned City-owned 1.75-million-gallon water reservoir.
- 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



City Council Agenda Statement

Meeting Date: July 1, 2025

Agenda Heading: Consent

Item Number: B.4

TITLE:

Notice of Completion for Phase 1 City Hall HVAC Improvements Project No. PW 23-03

RECOMMENDATION:

1. Accept the Phase 1 City Hall HVAC Improvements Project No. PW 23-03 by NKS Mechanical Contracting, Inc. as completed, for the replacement of HVAC units on top of the roof of the City Hall's north building.
2. Authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Included in the adopted FY 2023-24 Budget.

Amount Budgeted: \$750,000

Additional Appropriation: None

Account Number(s): 301-400-8201-8400 (Citywide HVAC)

BACKGROUND:

On December 5, 2023, City Council awarded a standard Public Works Contract to NKS Mechanical Contracting, Inc. in the amount of \$647,000 and authorized an additional \$103,000 as contingency funds for potential unforeseen conditions.

The project consisted of the removal and replacement of the HVAC units located on top of the roof on the north side of the building, as well as electrical and plumbing work associated with the project.

Notice of Completion for Phase 1 City Hall HVAC Improvements Project

July 1, 2025

Page 2 of 2

DISCUSSION:

The HVAC units were manufactured to match the City's Project specifications and became available in February 2025. Construction began on February 24, 2025, and was completed on April 16, 2025. System control upgrades as well as additional framing and roofing work were added as a change order for a total amount of \$70,937. The final construction cost was \$717,938.

There are sufficient funds in the budget from the account to cover the additional expenses. Staff respectfully recommends that Council accept the work performed by NKS Mechanical Contracting, Inc. for the Phase 1 City Hall HVAC Improvements Project, and authorize the City Clerk to file a Notice of Completion with the County Recorder's office. The unspent budgeted amount will return to the source fund.

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:

Arianne Bola, Sr. Engineer Associate

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

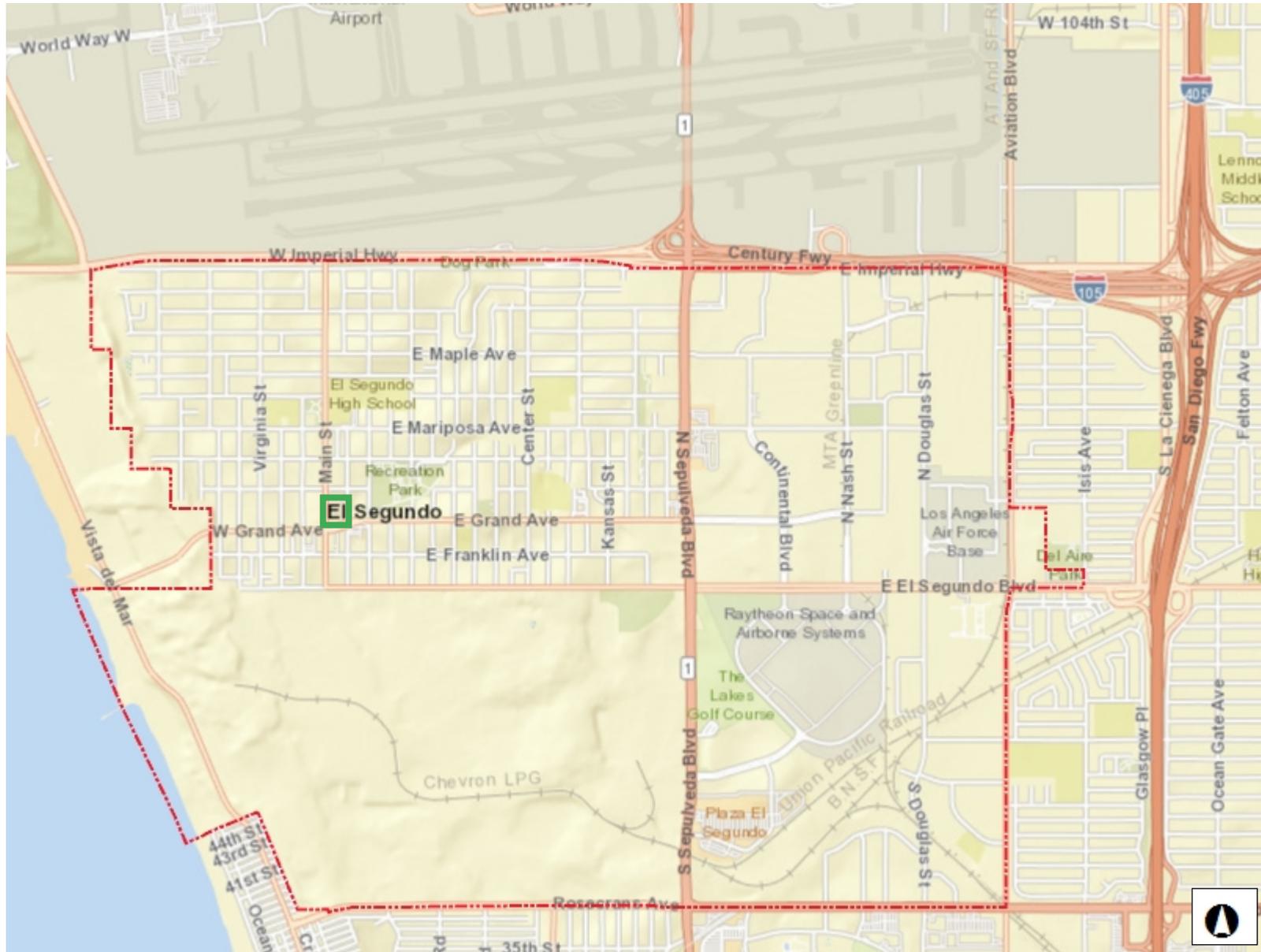
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Vicinity Map
2. Location Map
3. Notice of Completion



PW 23-03 Phase 1 City Hall HVAC Improvements Project Vicinity Map



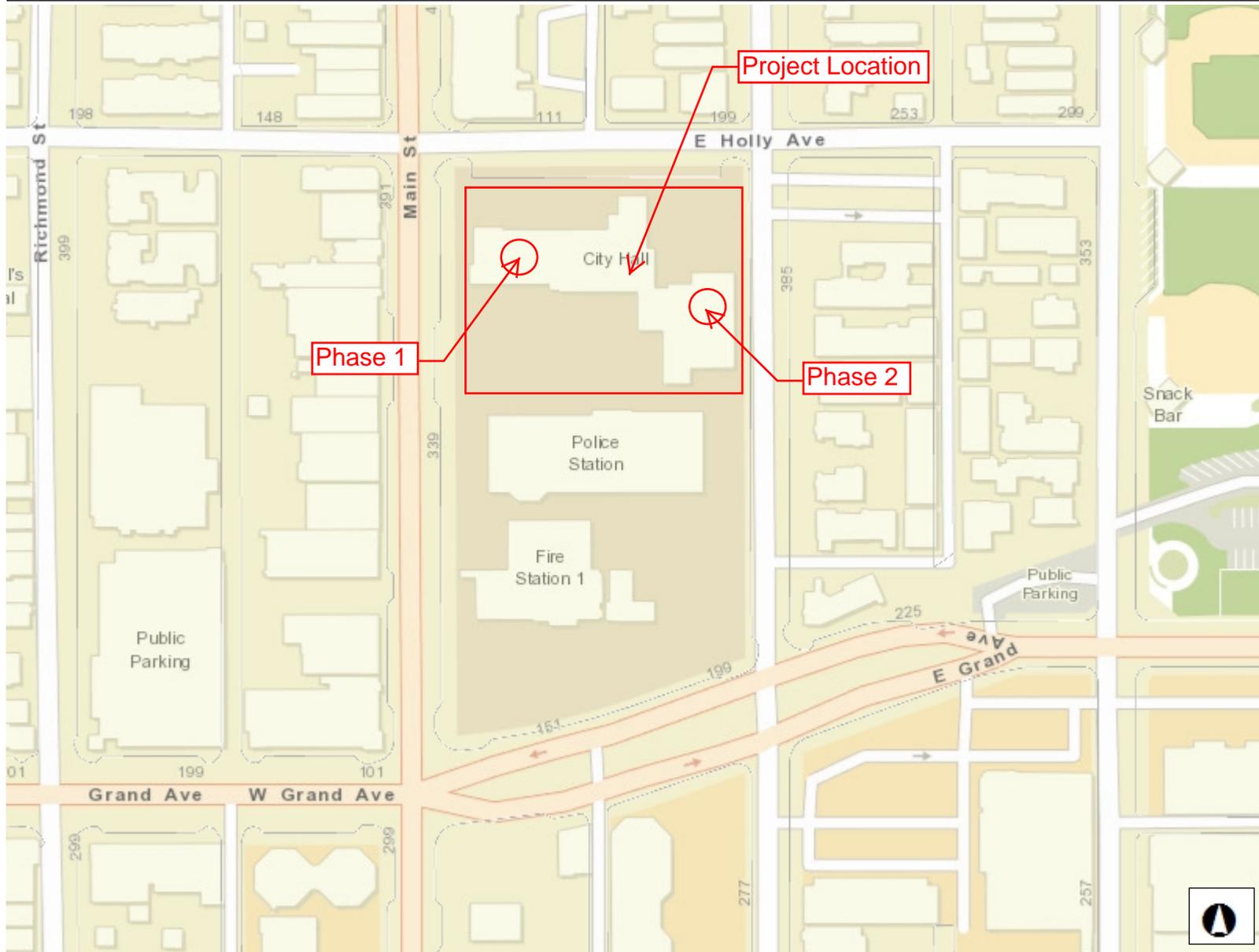
6,018.7 0 3,009.33 6,018.7 Feet

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.



PW 23-03: Phase 1 City Hall HVAC Improvements Project Location Map



376.2 0 188.08 376.2 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.



City Council Agenda Statement

Meeting Date: July 1, 2025

Agenda Heading: Consent

Item Number: B.5

TITLE:

Review and 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:

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. WUSD agreed to reimburse the City half of the construction cost after the competition 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)

Establish Transfer In Budget: \$700,000

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

July 1, 2025

Page 2 of 3

Transfer In Account Number: 301-300-0000-9001 (Transfer into 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 resolution 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 review the emergency action at the Council's subsequent regularly scheduled 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:

Elias Sassoon, Public Works Director

APPROVED BY:

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

July 1, 2025

Page 3 of 3

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: July 1, 2025

Agenda Heading: Consent

Item Number: B.6

TITLE:

Waiver of El Segundo Municipal Code Section 10-1-4(c) to Allow Alcohol at Fire Station 1 Parking Lot and the 300 Block of Richmond Street for the El Segundo Art Walk

RECOMMENDATION:

1. Approve request to waive El Segundo Municipal Code Section 10-1-4(c) to allow alcohol at Fire Station 1 parking lot and the 300 block of Richmond Street for the El Segundo Art Walk on Saturday, August 23, 2025.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

The El Segundo Art Walk Foundation, a local non-profit organization, has requested to host a "Beer Garden" at the Annual El Segundo Art Walk event on Saturday, August 23, 2025. The request is for alcohol to be served at Fire Station 1 parking lot and the 300 block of Richmond Street. El Segundo Art Walk is an independently organized, self-guided art event. Creative businesses throughout Downtown El Segundo and Smoky Hollow transform their spaces to allow Los Angeles-based artists to showcase their work. Event attractions include food trucks, live music, art exhibits, and sponsored experiences.

The El Segundo Art Walk Foundation is requesting the City Council waive El Segundo Municipal Code section 10-1-4(c) to allow alcohol on a public street and parking lot for this event. El Segundo Art Walk Foundation would be subject to compliance with California Department of Alcohol Beverage Control (ABC) regulations and would need to obtain an ABC permit.

DISCUSSION:

Request to Waive El Segundo Municipal Code Section 10-1-4(c) to Allow Alcohol at Fire Station 1 Parking Lot and the 300 block of Richmond Street for the El Segundo Art Walk

July 1, 2025

Page 2 of 2

The annual El Segundo Art Walk event is proposed to take place in businesses and on streets in the Downtown and Smoky Hollow areas of El Segundo. The proposed "Beer Gardens" would be located at Fire Station 1 parking lot and the 300 block of Richmond Street. The "Beer Gardens" will be bound by barricades and include private security to ensure safety and supervision. An event map is attached (Attachment 1). The event is scheduled from 3:00 p.m.-9:00 p.m. Staff will continue to work with the El Segundo Art Walk Foundation founder, John McCullough, on the logistics for the event.

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 Fire Station 1 parking lot and the 300 block of Richmond St. The event's organizers would have to comply with the required ABC permit for the event. Therefore, City Council action is required and requested to facilitate the proposed allowance of alcohol for 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 Manager

REVIEWED BY:

Aly Mancini, Recreation, Parks and Library Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. ESAW_2025_Maps

ESAW 2025

SATURDAY AUG 23



BEVERAGE

El Segundo Art Walk (ESAW)

ID

STAGE

PARKING

MAIN STREET

ART CANOPY 20X40

ART CANOPY 20X40

E GRAND AVE

RESTROOMS

FOOD TRUCK

FOOD TRUCK

FOOD TRUCK

FOOD TRUCK

FOOD TRUCK

FOOD TRUCK

LARGE VEHICLE

LARGE VEHICLE

ESAW 2025

SATURDAY AUG 23

GRAND AVE



PARKING



FOOD & BEV AREA

ID

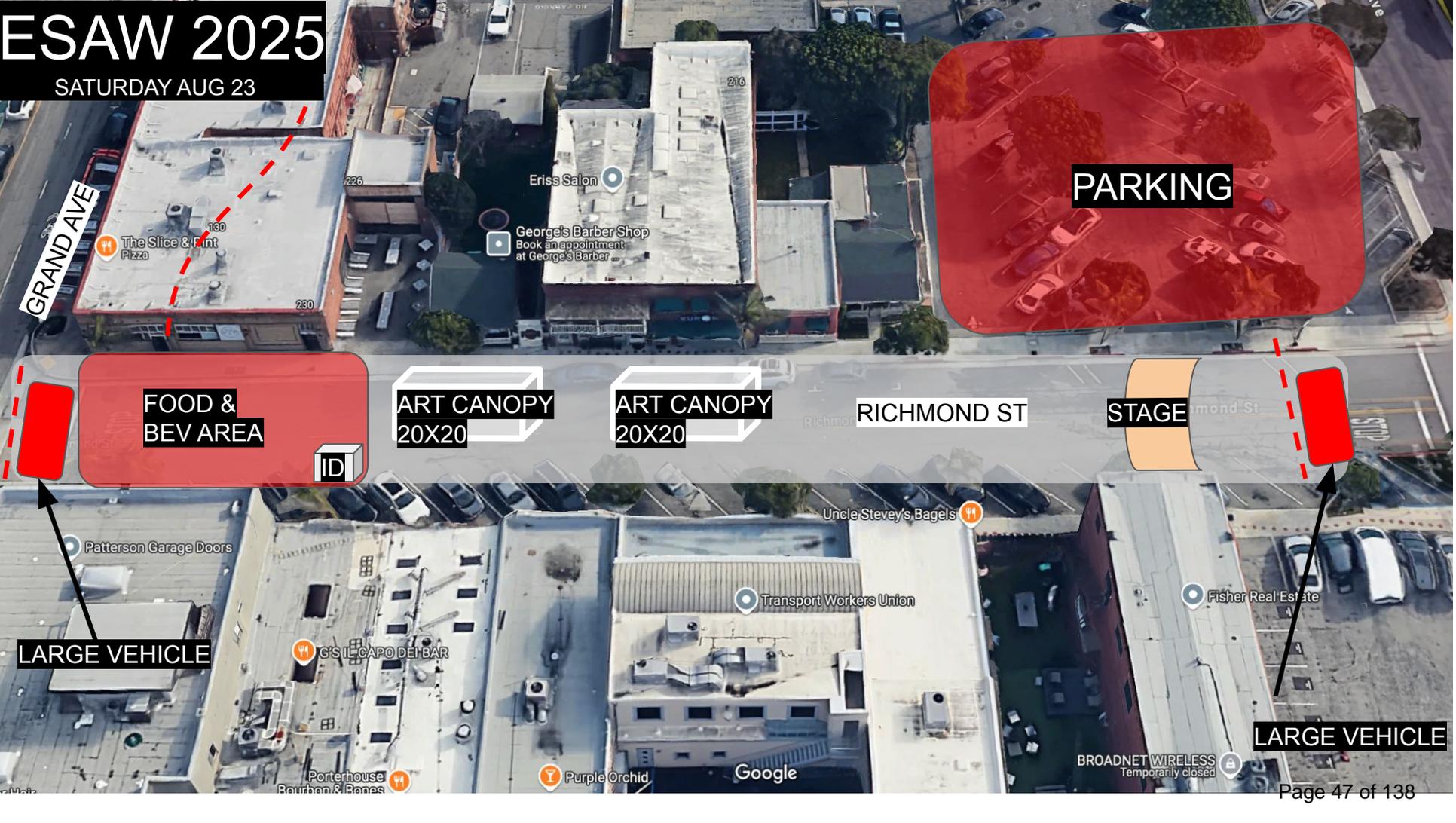


RICHMOND ST



LARGE VEHICLE

LARGE VEHICLE



BROADNET WIRELESS
Temporarily closed



City Council Agenda Statement

Meeting Date: July 1, 2025

Agenda Heading: Consent

Item Number: B.7

TITLE:

Second Reading of an Ordinance Adopting the Engineering and Traffic Survey and Amending El Segundo Municipal Code § 8-4-3 to Maintain Associated Citywide Speed Limits

RECOMMENDATION:

1. Waive the second reading, including by title, and adopt an ordinance adopting the engineering and traffic survey and amending El Segundo Municipal Code § 8-4-3 to maintain associated Citywide speed limits.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

Under California Vehicle Code §§ 22357 and 40802, the City conducts an engineering and traffic survey of its roadways and adopts the results of the survey every seven years. The last time this survey was done was in 2019. A new traffic survey was performed recently in March 2025.

DISCUSSION:

At its regular meeting on June 17, 2025, the City Council introduced the ordinance for first reading based on the recently performed traffic survey. The ordinance adopted the Survey, amended El Segundo Municipal Code § 8-4-3 to maintain associated Citywide speed limits, and found that the actions were exempt from the requirements of the California Environmental Quality Act pursuant to CEQA Guidelines § 15061(b)(3).

Engineering and Traffic Survey for Speed Zoning

July 1, 2025

Page 2 of 2

At this time, staff respectfully recommend the City Council waive the second reading, including by title, and adopt the ordinance amending El Segundo Municipal Code § 8-4-3 to maintain associated citywide speed limits.

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.

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.

Strategy D: Improve mobility and transportation throughout the City.

Goal 2: Optimize Community Safety and Preparedness

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

PREPARED BY:

Cheryl Ebert, City Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Ordinance
2. 2025 Engineering and Traffic Survey for Speed Zoning - Link

ORDINANCE NO. _____

AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE SECTION 8-4-3 TO ADOPT AN ENGINEERING AND TRAFFIC SURVEY, AMEND EL SEGUNDO MUNICIPAL CODE § 8-4-3 TO MAINTAIN ASSOCIATED CITYWIDE SPEED LIMITS, AND FIND THAT THE ORDINANCE IS EXEMPT FROM THE REQUIREMENTS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES § 15061(B)(3)

THE CITY COUNCIL DOES ORDAIN AS FOLLOWS:

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

- A. California Vehicle Code § 40802 requires that an engineering and traffic survey be conducted every seven years to establish or justify speed limits on streets and highways where enforcement involves the use of radar or other electronic devices which measure the speed of moving objects.
- B. In March 2025, the City engaged Garland and Associates to prepare its “City of El Segundo Engineering and Traffic Survey for Speed Zoning,” (the “Survey”), and the City Council seeks to adopt the Survey.
- C. Vehicle Code § Section 22357 allows the City, by ordinance, to determine and declare a prima facie or maximum speed limit greater than 25 miles per hour in residential or business districts, with such declared speed limit to be effective when appropriate signs giving notice thereof are erected upon the street.
- D. Through this Ordinance, the City Council seeks to determine and maintain a prima facie or maximum speed limit greater than 25 miles per hour for certain City streets via amendment El Segundo Municipal Code (“ESMC”) § 8-4-3, as described below.
- E. The City Council finds it in the public interest to amend § 8-4-3 to reflect those speed limits where the recommended speed limit deviates from the Vehicle Code prima facie speed limit of 25 miles per hour in residence or business districts.
- F. The modified speed limits in the Survey and this Ordinance are consistent with those limits in the prior 2019 City of El Segundo Engineering and Traffic Survey for Speed Zoning.

SECTION 2. *Survey Adoption.* The City Council hereby approves and adopts the Survey, which is attached hereto as Exhibit “A” and incorporated herein by reference.

SECTION 3. Amendment. ESMC § 8-4-3 is amended in its entirety to read as follows:

8-4-3: SPECIAL SPEED ZONES:

A. is hereby determined upon the basis of an engineering and traffic survey pursuant to Vehicle Code § 22357 that a speed greater than 25 miles per hour would facilitate the orderly movement of vehicular traffic and would be reasonable and safe upon the streets set forth in this section, and it is further determined that the speeds designated herein are appropriate to facilitate the orderly movement of traffic in a reasonable and safe manner.

Alaska Avenue - Douglas Street to Aviation Boulevard	35
Apollo Street - Park Place to Rosecrans Avenue	30
Atwood Way - Nash Street to Douglas Street	35
Aviation Boulevard - 116th Street to El Segundo Boulevard	40
Aviation Boulevard - El Segundo Boulevard to Rosecrans Avenue	40
Continental Boulevard - Mariposa Avenue to El Segundo Boulevard	30
Douglas Street - Imperial Highway to Mariposa Avenue	40
Douglas Street - Mariposa Avenue to El Segundo Boulevard	40
Douglas Street - El Segundo Boulevard to Alaska Avenue	40
El Segundo Boulevard - Main Street to Center Street	35
El Segundo Boulevard - Center Street to Pacific Coast Highway	35
El Segundo Boulevard - Pacific Coast Highway to Douglas Street	40
El Segundo Boulevard - Douglas Street to Isis Avenue	40
Grand Avenue - Eucalyptus Drive to Center Street	35
Grand Avenue - Center Street to Pacific Coast Highway	35
Grand Avenue - Pacific Coast Highway to Duley Road	35
Hawaii Street - Alaska Avenue to Aviation Boulevard	35
Hughes Way - East of Pacific Coast Highway	40
Imperial Highway - Pacific Coast Highway to Aviation Boulevard	40
Lairport Street - Maple Avenue to Mariposa Avenue	35
Maple Avenue - Pacific Coast Highway to Nash Street	35
Mariposa Avenue - Pacific Coast Highway to Douglas Street	40
Nash Street - Imperial Highway to Mariposa Avenue	35
Nash Street - Mariposa Avenue to El Segundo Boulevard	35

Rosecrans Avenue – West City Limit to Bell Avenue	35
Rosecrans Avenue - Bell Avenue to Pacific Coast Highway	45
Rosecrans Avenue – Pacific Coast Highway to Aviation Boulevard	45
Selby Street - Imperial Highway to Walnut Avenue	30
Utah Street - Douglas Street to Aviation	35
Vista del Mar - Grand Avenue to 45th Street	45
Walnut Avenue - Pacific Coast Highway to Selby Street	30

B. Signal Regulation of Speed: The City Traffic Engineer is authorized to regulate the timing of traffic signals so as to permit the movement of traffic in an orderly and safe manner at speeds slightly at variance from the speeds otherwise applicable within the district or at intersections and shall erect appropriate signs giving notice thereof.

SECTION 4. *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 adoption and enforcement of vehicular speed limits.

SECTION 5. *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 6. *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 7. *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 8. *Effective Date.* This Ordinance shall become effective thirty (30) days after adoption.

SECTION 9. *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

EXHIBIT “A”

**2025 EL SEGUNDO ENGINEERING AND
TRAFFIC SURVEY FOR SPEED ZONING**



City of El Segundo

Engineering and Traffic Survey for Speed Zoning, March 2025

Link:

<https://docs.elsegundo.org/WebLink/DocView.aspx?id=1309083&dbid=0&repo=COES&cr=1>



City Council Agenda Statement

Meeting Date: July 1, 2025

Agenda Heading: Consent

Item Number: B.8

TITLE:

Resolution Rejecting All Bids, Approving Revised Plans and Specifications for Construction of the Community Development Block Grant Americans with Disabilities Act Curb Ramp Installation Project, Project No. 602744/PW 24-13, and Authorizing Re-advertisement of the Project for Construction.

RECOMMENDATION:

1. Adopt a resolution rejecting all bids for construction of the Community Development Block Grant (CDBG) Americans with Disabilities Act (ADA) Curb Ramp Installation Project, Project No. 602744/PW 24-13, approving revised plans and specifications for construction of the CDBG ADA Curb Ramp Improvements Project No. 602744-24/PW 24-13, and authorizing staff to re-advertise the project for construction.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Actual CDBG allocation in FY2024-25: \$94,609
Estimated CDBG allocation in FY2025-26: \$61,214
Total Available for FY2025-26: \$155,823
Additional Appropriation: None.

Account Number: 111-400-2781-8499 (CDBG Fund Capital Improvement Project)

BACKGROUND:

On May 6, 2025, the City Council adopted the plans and specifications for the Community Development Block Grant (CDBG) Americans with Disabilities Act (ADA) Curb Ramp Installation Project. The project proposed construction of ADA-compliant curb ramps to remove accessibility barriers. A Federal Community Development Block Grant (CDBG) from the County of Los Angeles Community Development Authority (LACDA) provides funding for projects that meet the ADA requirements.

Resolution Rejecting All Bids for CDBG ADA Ramp Project

July 1, 2025

Page 2 of 3

DISCUSSION:

On June 3, 2025, the City Clerk received and opened five bids as follows:

1. CJ Concrete Construction: \$365,430
2. Rojas Construction: \$403,855
3. Gentry General Engineering: \$432,000
4. FS Contractors, Inc.: \$563,150
5. Palp, Inc. dba Excel Paving: \$568,900

On June 9, 2025, the apparent third bidder, Gentry General Engineering, sent a bid protest letter to the City requesting that the first and second bids be found nonresponsive. The reasons cited were that the first bidder did not sign the "Bidders' Information" form, and the second bidder did not list its surveying and striping company as a subcontractor. Further, the cost proposals which the City received were higher than anticipated since the bidders provided the sum of the base bid and alternative bids as the total project cost in their proposals.

In addition, although the project included the existing CDBG insurance requirements at the time of bidding, we must adhere to the new federal insurance requirements that were implemented after the bid opening. Staff have revised the project specifications to clarify the project bid schedule and have included the new federal insurance requirements.

In consultation with the City Attorney's Office regarding these issues, City staff respectfully recommend rejecting all bids, approving the revised construction plans and specifications, and re-advertising this project for construction.

Staff estimate the following timeline for the project:

July 2025 - Re-advertise the project
September 2025 - Award Construction Contract
October 2025 - Execute Contract Documents
November 2025 - Begin Construction
February 2026 - End Construction

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.

Resolution Rejecting All Bids for CDBG ADA Ramp Project

July 1, 2025

Page 3 of 3

PREPARED BY:

Floriza Rivera, Principal Civil Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

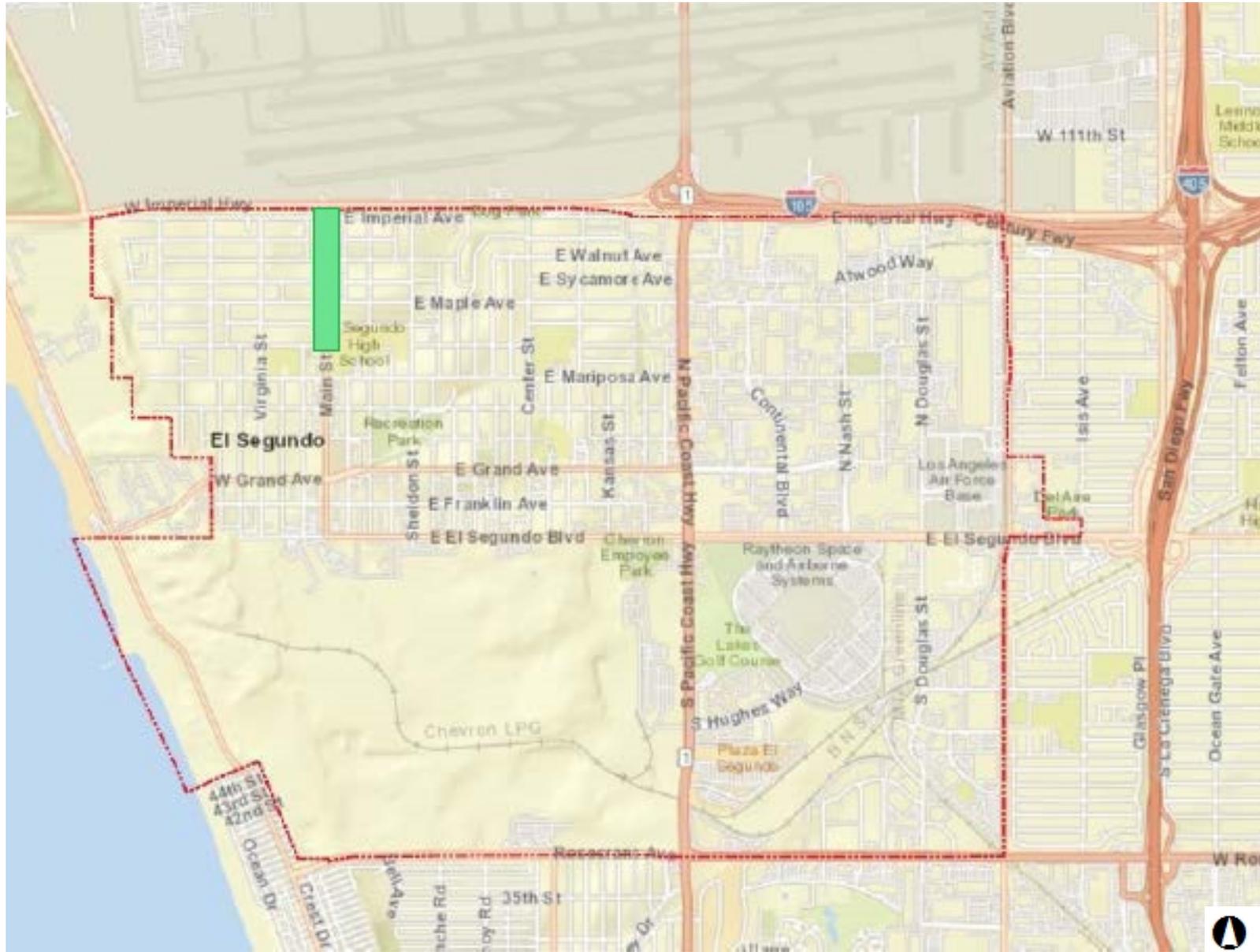
1. Att 1 Vicinity Map PW 24-13
2. Att 2 Location Map PW 24-13
3. Att 3 Resolution CDBG PW 24-13 Reject Bids v3



Vicinity Map

CDBG ADA Curb Ramp Improvements Project

Project No. 602744-24/PW 24-13



6,018.7 0 3,009.33 6,018.7 Feet

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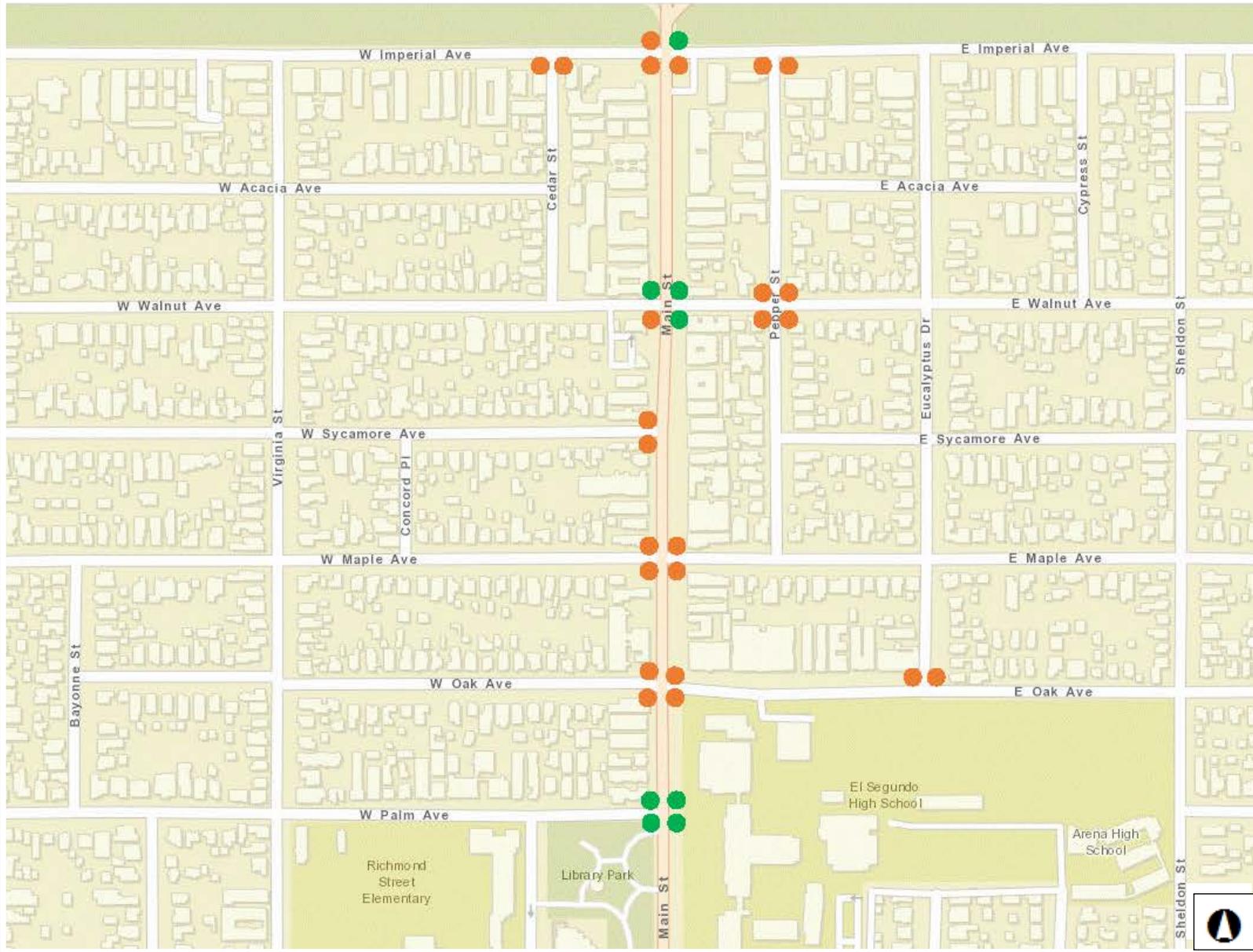
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Location Map

CDBG ADA Curb Ramp Improvements Project

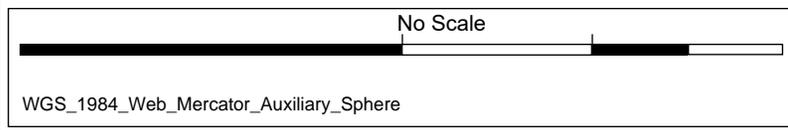
Project No. 602744-24/PW 24-13



Legend

- City boundary
- Construct ADA-compliant curb ramp
- Alternative curb ramp construction location

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.

RESOLUTION NO. _____

A RESOLUTION REJECTING ALL BIDS FOR COMMUNITY DEVELOPMENT BLOCK GRANT AMERICANS WITH DISABILITIES ACT CURB RAMP INSTALLATION PROJECT NO. 602744-24/PW 24-13, APPROVING REVISED DESIGN AND SPECIFICATIONS FOR THE CONSTRUCTION, PURSUANT TO GOVERNMENT CODE SECTION 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT, AND AUTHORIZING RE-ADVERTISEMENT OF THE PROJECT FOR CONSTRUCTION.

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

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

- A. On July 1, 2025, City Council rejected all bids for the previously approved Community Development Block Grant (CDBG) Americans with Disabilities Act (ADA) Curb Ramp Installation Project, Project No. 602744-24/PW 24-13 ("Project") and seeks to authorize re-advertisement of the project for construction bidding;
- B. The City Engineer has revised the plans and specifications for the Project. These revised plans and specifications are complete and construction of the Project may begin;
- C. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: Design Immunity; Authorization.

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

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

SECTION 4: Bidding. The Public Works Director, or designee, is directed to advertise the Project for construction.

SECTION 5: The City Clerk is directed to certify the adoption of this Resolution.

SECTION 6: 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:
MARK D. HENSLEY, City Attorney

By: _____
David H. King, Assistant City Attorney



City Council Agenda Statement

Meeting Date: July 1, 2025

Agenda Heading: Staff Presentations

Item Number: D.9

TITLE:

Approval of Proposed Scope of Work for Citywide Staffing Assessment Request for Proposals

RECOMMENDATION:

1. Discuss and provide direction regarding the scope of work for an upcoming citywide staffing assessment request for proposals.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

A total of \$100,000 (Account #001-400-2101-6214) was included in the adopted FY 2025-26 Operating Budget; however, the total cost may be modified depending on receipt of proposals.

BACKGROUND:

Like many municipalities, the City of El Segundo ("City") faces the ongoing challenge of ensuring its workforce is optimally structured and resourced to deliver high-quality public services efficiently and effectively. Over time, factors such as evolving community needs, technological advancements, budgetary constraints, retirements, and changes in operational demands can create misalignment between the City's strategic goals and its staffing realities.

A citywide staffing assessment is a critical undertaking designed to systematically evaluate the current state of the City's resources. This comprehensive review typically involves analyzing departmental structures, workload distribution, and overall staffing levels across all City departments. The primary objective is to identify areas of potential inefficiencies, including analysis of possible over/under staffing, and opportunities for reorganization or process improvement.

Request For Proposal for City-wide Staffing Assessment

July 1, 2025

Page 2 of 4

Conducting such an assessment now is particularly relevant given upcoming infrastructure projects, the continued need to modernize city services, and projected budgetary pressures. By proactively undertaking this assessment, the City aims to not only optimize its operational effectiveness and financial sustainability, but also ensure it remains agile and responsive to the future needs of its residents and businesses. The findings from this assessment will provide data-driven insights to inform strategic workforce planning, enhance service delivery, and foster a more efficient and productive municipal government.

In order to address these needs, at the May 5, 2025 City Council Budget Study Session, City Council provided direction to staff to initiate the process of conducting a citywide staffing assessment. \$100,000 was included in the adopted FY 2025-26 Operating Budget for this purpose.

The draft scope of work of the Request for Proposals (RFP) was presented to the City Council Finance Subcommittee on June 12, 2025. The attached draft RFP reflects the scope presented to the subcommittee, including establishing a preference for firms with both public and private sector experience. As written, the draft RFP includes the preference, but does not require public and private sector experience in order to be considered for services.

DISCUSSION:

The RFP for a citywide staffing assessment focuses on several key areas to optimize the City's workforce and operations. The selected consultant will be tasked with evaluating existing organizational structures and departmental operations, with the aim of identifying opportunities for improved efficiencies and proposing realistic cost-saving measures. A crucial component involves recommending optimal staffing configurations and span of control, based on both current and projected workloads.

The scope of work is comprehensive, beginning with an Organizational Assessment that will review and evaluate the current structure and benchmark performance of all City departments, specifically looking for potential overlaps and inefficiencies. This includes assessing the effectiveness of current staffing levels and reporting relationships, and identifying any staffing shortages or overages based on workload and processes. The consultant will also identify opportunities to streamline organizational functions or consolidate roles, and recommend adjustments to improve internal coordination and communication.

An Operational Efficiency Review will analyze existing business processes, internal controls, and service delivery models. This review will also assess the use of technology and look for opportunities for automation, modernization, or consolidation. To gather comprehensive insights, staff and leadership interviews will be conducted to capture institutional knowledge and feedback.

Request For Proposal for City-wide Staffing Assessment

July 1, 2025

Page 3 of 4

Finally, a Fiscal and Cost-Savings Review will identify strategies to reduce operating costs while maintaining or improving service quality. This includes evaluating contract consulting services for potential insourcing or renegotiation. The deliverables will include draft and final reports with detailed findings, actionable recommendations, and visual organizational charts, along with an implementation plan that includes a timeline, priorities, and a cost-benefit analysis. The findings and final product will be presented to the City Council for further consideration.

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.

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.

Goal 5: Champion Economic Development and Fiscal Sustainability

Strategy B: Utilize the City's long-term financial plan to make financial decisions that support the goals of the strategic plan.

PREPARED BY:

Michael Allen, Community Development Director

REVIEWED BY:

Michael Allen, Community Development Director, Paul Chung, Chief Financial Officer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Citywide_Staffing_Assessment_RFP



CITY OF EL SEGUNDO
COMMUNITY DEVELOPMENT DEPARTMENT
350 Main Street
El Segundo, CA 90245

REQUEST FOR PROPOSAL

PROPOSAL NUMBER:

PROPOSAL TITLE: Citywide Staffing Assessment

REQUESTING DEPARTMENT: Community Development Department

RELEASE DATE: [insert due date].

DUE DATE: [insert due date]., no later than 2:00PM

Notice is hereby given that sealed proposals will be received in the office of the City Clerk, City Hall, 350 Main Street El Segundo, CA 90245-3813 until 2:00PM (PST), [insert due date].

Late proposals will not be accepted.

Interested parties may obtain a copy of this RFP by accessing the City of El Segundo website:

<https://www.elsegundo.org/government/departments/city-clerk/bid-rfp>

Any and all updates, addenda, questions and answers and changes to this RFP will be distributed through the Bid/RFP webpage. The city will not be held responsible or liable if interested bidders or proposals miss any information relevant to this RFP.

**CITY OF EL SEGUNDO
REQUEST FOR PROPOSALS
CITYWIDE STAFFING ASSESSMENT
Table of Contents**

1. Introduction
2. General Information
3. Term of Engagement
4. Nature of Services Required
5. Scope of Work to be Performed
6. Proposal Requirements
7. Evaluation of Proposals
8. Review of Proposals
9. Additional Information
10. Oral Presentations
11. Final Selection
12. Right to Reject Proposals
13. Resources

DRAFT

I. Introduction

A. General Information

The City of El Segundo ("City") is requesting proposals from qualified consulting firms ("Consultant") to conduct a comprehensive citywide Staffing Assessment. This initiative will provide actionable recommendations to optimize internal operations, staffing efficiency, and resource allocation across all departments.

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt.

One (1) digital copy of a proposal clearly marked "RFP: Citywide Staffing Assessment" and contained in a sealed envelope shall be received no later than 2:00 p.m. (PST), [insert due date] at:

City of El Segundo
Office of the City Clerk
350 Main Street
El Segundo, CA 90245

Proposals received after the scheduled submittal deadline will not be accepted and may be returned at the proposer's expense.

The City reserves the right to reject any or all proposals submitted, to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items. The successful finalists may be required to submit additional copies of the proposal.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected is not. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

It is anticipated the selection of a firm will be completed by [enter date]. Following the notification of the selected firm, a recommendation and proposed contract will be prepared for review and approval by the City Council in a regular meeting.

B. Term of Engagement

The City intends to contract for services for a period of up to one (1) year. The agreement may be extended for up to one (1) additional one-year term subject to mutual agreement and satisfactory performance.

II. Nature of Services Required

A. General

The City is seeking a qualified consultant, with a preference of both public and private sector experience, to conduct a comprehensive evaluation of the organizational structure and staffing efficiency across City departments. The selected firm will be expected to recommend operational improvements that enhance the City's overall effectiveness and identify and propose realistic cost-saving opportunities. Additionally, the consultant will provide strategic guidance on optimal staffing configurations and appropriate spans of control, based on current and projected workload demands. A key component of the assessment will involve benchmarking departmental performance against comparable peer agencies to ensure best practices are being considered. Ultimately, the consultant will deliver a practical, data-informed roadmap to improve internal workflows and strengthen cross-departmental collaboration.

Community Profile

The City was incorporated in 1917 and is in the South Bay Region of Los Angeles County, roughly 20 miles southwest of downtown Los Angeles. The city is bordered by the Los Angeles International Airport to the north, the Pacific Ocean Beach to the west, Manhattan the south, and the 405 Freeway to the east. The small town, 5.46 square miles, has a residential population of approximately 17,272, per the 2020 Census. El Segundo is a thriving business center with a daytime (employee) population that exceeds 60,000. The city is home to several Fortune 500 companies and well-known companies including Boeing, Chevron, L'Oreal, Mattel, Raytheon, Beyond Meat, Los Angeles Times, Los Angeles Chargers, Los Angeles Lakers, and LA Kings.

B. Scope of Work to be Performed

A. Organizational Assessment

The consultant will begin by conducting a thorough review of the City's current organizational structure across departments. This assessment will include benchmarking the performance and functions of each department against peer agencies to identify areas where El Segundo may be underperforming or excelling. The evaluation will focus on analyzing current staffing levels, the clarity and efficiency of reporting relationships, and the alignment between staff workloads and operational demands. Through this process, the consultant will identify redundancies, gaps, and potential inefficiencies, as well as opportunities to

streamline functions or consolidate roles where appropriate. Additionally, the consultant will evaluate the flow of communication and collaboration among departments, offering recommendations to strengthen internal coordination and improve the responsiveness and agility of the organization.

B. Operational Efficiency Review

In this phase, the consultant will examine the City’s existing business processes and internal control mechanisms with an eye toward improving operational efficiency and service delivery. This includes a detailed review of routine procedures, approval workflows, and cross-functional interactions that may be contributing to bottlenecks or delays. The assessment will also evaluate the current use of technology within departments and identify opportunities for automation, modernization, and systems integration to reduce manual processes and enhance productivity. To fully capture the operational landscape and institutional knowledge, the consultant will conduct interviews and focus group discussions with staff and leadership from various departments. These conversations will help surface recurring challenges, system limitations, and potential innovations that may not be readily visible in documentation alone.

C. Fiscal and Cost-Savings Review

The consultant will provide a fiscal analysis to identify strategies that can reduce operational costs while maintaining or improving the quality of services provided to the community. This includes evaluating areas where cost efficiencies can be gained through improved resource allocation, staffing models, or changes in workflow. A review of current contracted services will also be conducted to determine whether insourcing or renegotiation of certain agreements would be more financially beneficial for the City. Additionally, the consultant will recommend a suite of performance metrics and productivity measures that can be used to evaluate ongoing fiscal health and organizational performance. These metrics should support a culture of accountability and continuous improvement, enabling the City to monitor results over time and adjust strategies accordingly.

D. Deliverables

Upon completion of the assessment, the consultant will provide both draft and final reports that include detailed findings, analysis, and actionable recommendations. These reports will include visually comprehensible organizational charts illustrating existing and proposed structures, as well as a clear implementation plan outlining timeline phases, priorities, and responsible parties. A cost-benefit analysis will accompany the recommendations to help City leaders evaluate the return on investment and financial feasibility of proposed changes. As part of the engagement, the consultant will present the findings to the City Council and/or executive leadership. These presentations will serve as a forum to discuss key insights, clarify recommendations, and ensure alignment on next steps for implementation.

III. Schedule

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

Issue RFP	[enter date]
-----------	--------------

Deadline for Questions	[enter date]
Response to Questions	[enter date]
Proposal Due	[enter date]
Interview List Selection	[enter date]
Interviews	[enter date]
Selection	[enter date]

IV. Proposal Requirements

General

All questions regarding the RFP must be submitted by [insert deadline] via email to:

Michael Allen, AICP
 Community Development Director
 Email: mallen@elsegundo.org

And

Paul Chung
 Chief Financial Officer
 Email: pchung@elsegundo.org

Subject line: "RFP – Citywide Staffing Assessment"

Submission

One (1) digital copy of the proposal must be submitted in a sealed envelope clearly marked "RFP – Citywide Staffing Assessment" and delivered to 350 Main Street, El Segundo, CA 90245.

Contents

a. Title Page

Title page showing the request for proposal’s subject; the firm’s name; the name, address, and telephone number of a contact person; and the date of the proposal.

b. Table of Contents

Include clear identification of the material by section and page number.

c. Transmittal Letter

A signed letter of transmittal by an individual authorized to briefly state the proposer's understanding of the work to be done; the commitment to perform the work within the time period; a statement about why the firm believes itself to be best qualified to perform the engagement; and a statement that the proposal is a firm and irrevocable offer.

d. Questionnaire

Proposer shall provide responses and information to fully satisfy each item in the Questionnaire (as listed in the Questionnaire section below). Each question should be presented before the proposer's response.

e. Attachments

Any attachments submitted with proposals should be attached here.

A. Questionnaire

a. Proposer and general information

- Provide the proposer's name and address.
- Provide information on the primary contact who will be able to answer questions about the proposal; include a name, title, telephone number, and email address.

b. Firm qualifications and experience

- Describe the lead firm and subconsultants' history and organizational structure. Include the size of the firm, location of offices, years in business, organizational chart, name(s) of owner(s) and principal parties, and number and position titles of staff.
- What is the primary business of the parent company and/or affiliates?
- Which of the organization's office(s) will have primary responsibility for managing this account? List the members of your team who will be responsible for providing the services and for ongoing support.
- What is the firm's experience conducting the services requested? Describe comparable projects performed by your firm in the last five years, including the number of projects, scope of service, and status of projects. Include both public and private sector related services.
- Comment on other areas that may make the firm different from its competitors.

c. Team member qualifications and experience

- Describe the qualifications of staff proposed for the assignment, position(s) in the lead firm and sub-consultants, and types and amount of equivalent experience. Be sure to include any municipal agencies they have worked

with in the past three years and their level of involvement. Include a description of how overall supervision will be provided.

- Identify and provide the resume(s) of the personnel who will be assigned to this project.

d. Questions/responses to the scope of services

- Each proposer shall include a detailed scope of work and understanding of the process to undertake such projects and complete it in compliance with all applicable rules, regulations, standards, and requirements. The scope of work shall indicate the tasks/actions the firm(s) expect the City to take.
- Describe the methods by which the proposer will fulfill the services requested in the scope of work and subsequent sections.
- Provide a statement of the service(s) that differentiate the proposal from other respondents.

e. Proposed fees/budget

- The fee proposal shall indicate the expected total fee for the work described in the services proposal. The total fee shall be itemized by task, including firm(s) staff time and hourly rates, and other direct costs such as printing and travel. Proposers are encouraged to propose alternative approaches to tasks that could efficiently and cost- effectively be used to achieve the same goal.
- Provide fees for the proposed services. Fee quotes should be detailed by service.
- Outline billing and payment expectations, including timing and method of payment.
- Describe any remaining fees not previously detailed.

f. References

- List the name, address, and telephone number of references from at least three recent similar projects. Include a brief description of the work provided for each reference. Municipal or county projects are preferred, reflective of expertise discussed in Section II. Private companies or corporate projects can be included as additional references. You may offer more than three recent similar projects if desired. The references should include the start date of the project and the date of completion for each project.

g. Implementation schedule

Include a detailed implementation schedule that notes key project milestones, critical path items that are dependent on the City taking action, and timelines for deliverables. Identify any assumptions used in developing the schedule.

h. Certificate(s) of Insurance

The City will require the successful proposer to provide Certificates of Insurance evidencing required coverage types and the minimum limits. See the attached City Draft Standard Agreement for more information on the City's insurance requirements.

i. Business Tax Certificate

The proposing organization does not require an El Segundo business tax certificate to respond to this RFP. However, the successful proposer will be required to acquire an El Segundo business tax certificate during the contracting process and to maintain an active certificate throughout the contract period. The cost of this shall be included in the total proposal price.

j. Standard City Professional Services Agreement

The City will require the successful proposer to execute a professional services agreement with the City. Please review the attached draft agreement and identify any questions or areas of concern in your response to the City. Any/all requests for changes to the agreement must be included with the responsive proposal.

B. Price

1. Itemized List of Total All-inclusive Maximum Costs/Price

The price should contain all information relative to performing the engagement as described in this request for proposals. The itemized of total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses and additional services.

Cost for services should be broken down by task as much as possible in a form which allows the City to exclude certain tasks/deliverables from the scope if the City desires.

The City will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

2. Anticipated Rates Times the Hours for Each Partner, Specialist, Supervisory and Staff Level to be assigned to the Engagement

The price should include a schedule of professional fees and expenses in the format provided in the attachment (Exhibit B), that supports the total all-inclusive maximum price.

3. Out-of-Pocket Expenses Included in the Total All-inclusive Maximum Price

Out-of-pocket expenses for firm personnel should be presented in the format provided in the attachment (Exhibit B). All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm.

4. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm’s bid amount. Interim billings shall cover a period of not less than a calendar month. Payments will be made within 30 days of the submission of invoices to the City.

Cost will not be the primary factor in the selection of a consultant firm.

V. Evaluation of Proposals

A. Review of Proposals

The City will use a point formula during the review process to score proposals. The firms with an unacceptably low technical score will be eliminated from further consideration.

Criteria	Points
Project Understanding	25
Scope of Work	25
Firm Qualifications and Experience	15
Project Team Qualifications	15
References and Client Satisfaction	10
Implementation Schedule	10
Total	100

The price will then be considered and additional points will be added to the technical score. The maximum score for price will be assigned to the firm offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other proposers.

B. Additional Information

During the review process, the City reserves the right to:

- Request additional information or clarification from proposers, or allow clarifications, corrections of errors, or correction of omissions;
- Make such investigations as it deems necessary to determine the ability of the proposer to provide services meeting a satisfactory level of performance in accordance with the City's requirements;
- Reject any or all proposals, in whole or part;
- Waive any informality in any proposal;
- Accept the proposal which it deems best suited to serve the City's interest;
- Accept or reject any changes in key staffing, including changes to the originally listed Project Manager. To make this determination, additional interviews, reference checks, and qualifications may be required and assessed.

Pertinent existing documents, maps, data, and other resources held by the City will be made available to the selected firm upon Notice to Proceed.

All deliverables will be submitted in electronic format to the City. Hardcopies required by State, regional, local, or any other agencies other than the City should be accounted for in the proposed cost.

All cost proposals should include a 10% contingency.

C. Oral Presentations

During the evaluation process, the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

D. Final Selection

It is anticipated that a firm will be selected in [enter date]. Following notification of the firm selected, it is expected that a contract will be awarded by City Council at the second regularly scheduled meeting held in [enter date].

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The successful bidder is selected by the City Council acting within its sole discretion. The City Council is under no obligation to contract with any bidder. If the City Council determines bids are unacceptably high, or specifications were misleading, it may reject any or all bids presented, and the item may be rebid.

Project Timeline

Milestone	Date
Issue RFP	[insert]
Deadline for Questions	[insert]
Responses to Questions Posted	[insert]
Proposal Due	[insert]
Interview List Selection	[insert]
Interviews	[insert]
Selection	[insert]

EXHIBIT A

City Of El Segundo

ORGANIZATION CHART

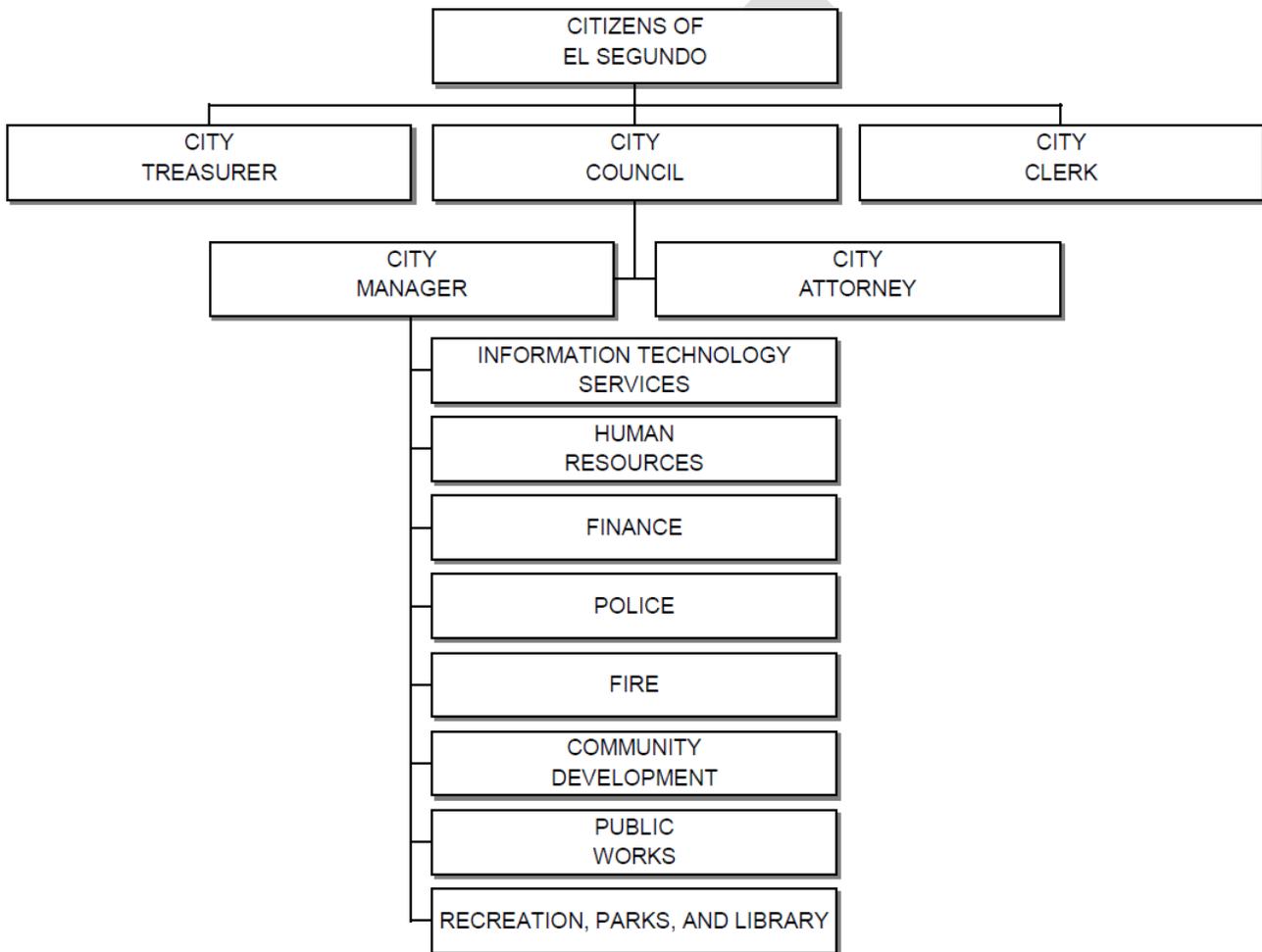


EXHIBIT B

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE PROPOSAL

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	_____	_____	_____	_____
Managers	_____	_____	_____	_____
Supervisory Staff	_____	_____	_____	_____
Staff	_____	_____	_____	_____
Other (specify):	_____	_____	_____	_____
Subtotal				\$ _____
Total for services described in Section IV C of the request for proposals.				\$ _____
Out-of-pocket expenses:				
Meals and lodging				\$ _____
<u>Transportation</u>				
Other (specify):	_____			

Total all-inclusive maximum price				\$ _____

*Please attach itemize schedule for all services described in Section II.

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

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EXHIBIT C

INSURANCE REQUIREMENTS [MUST BE SUBMITTED WITH PROJECT PROPOSAL]

To be awarded this contract, the successful bidder must procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits</u>
Commercial general liability:	\$1,000,000
Professional liability	\$1,000,000
Business automobile liability	\$1,000,000
Workers compensation	Statutory requirement.

Commercial general liability insurance must meet or exceed the requirements of the most recent ISO-CGL Form Number. The amount of insurance set forth above must be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies must be endorsed to name the City, its officials, and employees as “additional insureds” under said insurance coverage and to state that such insurance will be deemed “primary” such that any other insurance that may be carried by the City will be excess thereto. Such insurance must be on an “occurrence,” not a “claims made,” basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to the City.

Professional liability coverage must be on an “occurrence basis” if such coverage is available, or on a “claims made” basis if not available. When coverage is provided on a “claims made basis,” the Consultant must continue to maintain the insurance in effect for a period of three (3) years after this Agreement expires or is terminated (“extended insurance”). Such extended insurance must have the same coverage and limits as the policy that was in effect during the term of this Agreement, and cover the Consultant for all claims made by the City arising out of any errors or omissions of the Consultant, or its officers, employees or agents during the time this Agreement was in effect.

Automobile coverage must be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).

The Consultant must furnish to the City duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement, endorsements as required herein, and such other evidence of insurance or copies of policies as may be reasonably required by the City from time to time. Insurance must be placed with admitted insurers with a current A.M. Best Company Rating equivalent to at least a Rating of “A:VII.” Certificate(s) must reflect that the insurer will provide thirty (30) day notice of any cancellation of coverage. The Consultant will require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word “endeavor” with regard to any notice provisions.

By signing this form, the bidder certifies that it has read, understands, and will comply with these insurance requirements if it is selected as the City’s consultant. Failure to provide this form may render the bidder’s proposal “nonresponsive.”

Date _____

Bidder _____

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EXHIBIT D

PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF EL SEGUNDO AND [REDACTED]

This AGREEMENT is entered into this _____ day of _____, 20____, by and between the CITY OF EL SEGUNDO, a municipal corporation and general law city ("CITY") and a [ENTITY NAME], [LOCATION AND TYPE OF ENTITY, E.G., A CALIFORNIA CORPORATION] ("CONSULTANT").

1. CONSIDERATION.

- A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, below;
- B. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement;
- C. As additional consideration, CITY agrees to pay CONSULTANT a sum not to exceed \$_____ for CONSULTANT's services. CITY may modify this amount as set forth below. Unless otherwise specified by written amendment to this Agreement, CITY will pay this sum as specified in the attached Exhibit "A," which is incorporated by reference.

2. SCOPE OF SERVICES.

- A. CONSULTANT will perform services listed in the attached Exhibit "A," which is incorporated by reference.
- B. CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space and facilities, and all tests, testing and analyses, calculation, and all other means whatsoever, except as herein otherwise expressly specified to be furnished by CITY, necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

3. PERFORMANCE STANDARDS. While performing this Agreement, CONSULTANT will use the appropriate generally accepted professional standards of practice existing at the time of performance utilized by persons engaged in providing similar services. CITY will continuously monitor CONSULTANT's services. CITY will notify CONSULTANT of any deficiencies and CONSULTANT will have fifteen (15) days after such notification to cure any shortcomings to CITY's satisfaction. Costs associated with curing the deficiencies will be borne by CONSULTANT.

4. PAYMENTS. For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit a detailed invoice to CITY which lists the hours worked and hourly rates for each personnel category and reimbursable costs (all as set forth in Exhibit "A") the tasks performed, the percentage of the task completed during the billing period, the cumulative percentage completed

for each task, the total cost of that work during the preceding billing month and a cumulative cash flow curve showing projected and actual expenditures versus time to date.

5. NON-APPROPRIATION OF FUNDS. Payments due and payable to CONSULTANT for current services are within the current budget and within an available, unexhausted and unencumbered appropriation of the CITY. In the event the CITY has not appropriated sufficient funds for payment of CONSULTANT services beyond the current fiscal year, this Agreement will cover only those costs incurred up to the conclusion of the current fiscal year.

6. FAMILIARITY WITH WORK.

A. By executing this Agreement, CONSULTANT agrees that it has:

- i. Carefully investigated and considered the scope of services to be performed;
- ii. Carefully considered how the services should be performed; and
- iii. Understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.

B. If services involve work upon any site, CONSULTANT agrees that CONSULTANT has or will investigate the site and is or will be fully acquainted with the conditions there existing, before commencing the services hereunder. Should CONSULTANT discover any latent or unknown conditions that may materially affect the performance of the services, CONSULTANT will immediately inform CITY of such fact and will not proceed except at CONSULTANT's own risk until written instructions are received from CITY.

7. TERM. The term of this Agreement will be from [redacted], to [redacted]. Unless otherwise determined by written amendment between the parties, this Agreement will terminate in the following instances:

- A.** Completion of the work specified in Exhibit "A";
- B.** Termination as stated in Section 15.

8. TIME FOR PERFORMANCE.

A. CONSULTANT will not perform any work under this Agreement until:

- i. CONSULTANT furnishes proof of insurance as required under Section 23 of this Agreement; and
- ii. CITY gives CONSULTANT a written notice to proceed.

B. Should CONSULTANT begin work on any phase in advance of receiving written authorization to proceed, any such professional services are at CONSULTANT's own risk.

9. TIME EXTENSIONS. Should CONSULTANT be delayed by causes beyond CONSULTANT's control, CITY may grant a time extension for the completion of the contracted services. If delay occurs, CONSULTANT must notify the Manager within forty-eight hours (48 hours), in writing, of the cause and the extent of the delay and how such delay interferes with the Agreement's schedule. The Manager will extend the completion time, when appropriate, for the completion of the contracted services.

10. CONSISTENCY. In interpreting this Agreement and resolving any ambiguities, the main body of this Agreement takes precedence over the attached Exhibits; this Agreement supersedes any conflicting provisions. Any inconsistency between the Exhibits will be resolved in the order in which the Exhibits appear below:

A. Exhibit A: [REDACTED]; and

B. Exhibit B: [REDACTED]. [LIST AND DESCRIBE EXHIBITS, AS APPLICABLE. FOR EXAMPLE, THERE MAY ONLY BE EXHIBIT "A" AND NOT AN EXHIBIT "B"]

11. CHANGES. CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.

12. TAXPAYER IDENTIFICATION NUMBER. CONSULTANT will provide CITY with a Taxpayer Identification Number.

13. PERMITS AND LICENSES. CONSULTANT, at its sole expense, will obtain and maintain during the term of this Agreement, all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

14. WAIVER. CITY's review or acceptance of, or payment for, work product prepared by CONSULTANT under this Agreement will not be construed to operate as a waiver of any rights CITY may have under this Agreement or of any cause of action arising from CONSULTANT's performance. A waiver by CITY of any breach of any term, covenant, or condition contained in this Agreement will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement, whether of the same or different character.

15. TERMINATION.

A. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause.

B. CONSULTANT may terminate this Agreement at any time with CITY's mutual consent. Notice will be in writing at least thirty (30) days before the effective termination date.

C. Upon receiving a termination notice, CONSULTANT will immediately cease performance under this Agreement unless otherwise provided in the termination notice. Except as otherwise provided in the termination notice, any additional work performed by CONSULTANT after receiving a termination notice will be performed at CONSULTANT's own cost; CITY will not be obligated to compensate

CONSULTANT for such work.

- D. Should termination occur, all finished or unfinished documents, data, studies, surveys, drawings, maps, reports and other materials prepared by CONSULTANT will, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination, not to exceed the total costs under Section 1(C).
- E. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.
- F. By executing this document, CONSULTANT waives any and all claims for damages that might otherwise arise from CITY's termination under this Section.

16. OWNERSHIP OF DOCUMENTS. All documents, data, studies, drawings, maps, models, photographs and reports prepared by CONSULTANT under this Agreement are CITY's property. CONSULTANT may retain copies of said documents and materials as desired, but will deliver all original materials to CITY upon CITY's written notice. CITY agrees that use of CONSULTANT's completed work product, for purposes other than identified in this Agreement, or use of incomplete work product, is at CITY's own risk.

17. PUBLICATION OF DOCUMENTS. Except as necessary for performance of service under this Agreement, no copies, sketches, or graphs of materials, including graphic art work, prepared pursuant to this Agreement, will be released by CONSULTANT to any other person or public CITY without CITY's prior written approval. All press releases, including graphic display information to be published in newspapers or magazines, will be approved and distributed solely by CITY, unless otherwise provided by written agreement between the parties.

18. INDEMNIFICATION.

- A. CONSULTANT agrees to the following:
 - i. Indemnification for Professional Services. CONSULTANT will save harmless and indemnify and at CITY's request reimburse defense costs for CITY and all its officers, volunteers, employees and representatives from and against any and all suits, actions, or claims, of any character whatever, brought for, or on account of, any injuries or damages sustained by any person or property resulting or arising from any negligent or wrongful act, error or omission by CONSULTANT or any of CONSULTANT's officers, agents, employees, or representatives, in the performance of this Agreement.
 - ii. Indemnification for other Damages. CONSULTANT indemnifies and holds CITY harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of this Agreement, or its performance. Should CITY be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of this Agreement, or its performance, CONSULTANT will defend CITY (at CITY's request and with counsel satisfactory to CITY) and will indemnify CITY for any judgment rendered against it or any sums paid out in settlement or otherwise.
- B. For purposes of this section "CITY" includes CITY's officers, officials, employees,

agents, representatives, and certified volunteers.

- C. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.
- D. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section *Error! Reference source not found.*2, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

19. ASSIGNABILITY. This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.

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

21. AUDIT OF RECORDS. CONSULTANT will maintain full and accurate records with respect to all services and matters covered under this Agreement. CITY will have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcript therefrom, and to inspect all program data, documents, proceedings and activities. CONSULTANT will retain such financial and program service records for at least three (3) years after termination or final payment under this Agreement.

22. INSURANCE.

- A. Before commencing performance under this Agreement, and at all other times this Agreement is effective, CONSULTANT will procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits</u>
Commercial general liability:	\$1,000,000
Professional Liability	\$1,000,000
Business automobile liability	\$1,000,000
Workers compensation	Statutory requirement

- B. Commercial general liability insurance will meet or exceed the requirements of ISO-CGL Form No. CG 00 01 11 85 or 88. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies will be endorsed to name CITY, its officials, and employees as “additional insureds” under said insurance coverage and to state that such insurance will be deemed “primary” such that any other insurance that may be carried by CITY will be excess thereto. Such endorsement must be reflected on ISO Form No. CG 20 10 11 85 or 88, or equivalent. Such insurance will be on an “occurrence,” not a “claims made,” basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to CITY.
- C. Professional liability coverage will be on an “occurrence basis” if such coverage is available, or on a “claims made” basis if not available. When coverage is provided on a “claims made basis,” CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.
- D. Automobile coverage will be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).
- E. CONSULTANT will furnish to CITY duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement and such other evidence of insurance or copies of policies as may be reasonably required by CITY from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of “A:VII.”
- F. Should CONSULTANT, for any reason, fail to obtain and maintain the insurance required by this Agreement, CITY may obtain such coverage at CONSULTANT’s expense and deduct the cost of such insurance from payments due to CONSULTANT under this Agreement or terminate pursuant to Section *Error! Reference source not found.*

23. USE OF SUBCONTRACTORS. CONSULTANT must obtain CITY’s prior written approval to use any consultants while performing any portion of this Agreement. Such approval must approve of the proposed consultant and the terms of compensation.

24. INCIDENTAL TASKS. CONSULTANT will meet with CITY monthly to provide the status on the project, which will include a schedule update and a short narrative description of progress during the past month for each major task, a description of the work remaining and a description of the work to be done before the next schedule update.

25. NOTICES. All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

If to CONSULTANT:

If to CITY:

Attention: [Click here to enter text.](#)

Attention: [Click here to enter text.](#)

Click here to enter text.

City of El Segundo

Click here to enter text.

phone

phone

email

email

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

26. CONFLICT OF INTEREST. CONSULTANT will comply with all conflict of interest laws and regulations including, without limitation, CITY’s conflict of interest regulations.

27. SOLICITATION. CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT’s bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT’s bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.

28. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT’s or CITY’s obligations under this Agreement.

29. INTERPRETATION. This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

30. COMPLIANCE WITH LAW. CONSULTANT agrees to comply with all federal, state, and local laws applicable to this Agreement.

31. ENTIRE AGREEMENT. This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written. This Agreement will bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.

32. RULES OF CONSTRUCTION. Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

33. SEVERABILITY. If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect.

34. AUTHORITY/MODIFICATION. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment. CITY's executive manager, or designee, may execute any such amendment on behalf of CITY.

35. ELECTRONIC SIGNATURES. This Agreement may be executed by the Parties on any number of separate counterparts, and all such counterparts so executed constitute one Agreement binding on all the Parties notwithstanding that all the Parties are not signatories to the same counterpart. In accordance with Government Code § 16.5, the Parties agree that this Agreement, Agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered by electronic transmission. Such electronic signature will be treated in all respects as having the same effect as an original signature.

36. CAPTIONS. The captions of the paragraphs of this Agreement are for convenience of reference only and will not affect the interpretation of this Agreement.

37. TIME IS OF ESSENCE. Time is of the essence for each and every provision of this Agreement.

38. FORCE MAJEURE. Should performance of this Agreement be prevented due to fire, flood, explosion, acts of terrorism, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' reasonable control, then the Agreement will immediately terminate without obligation of either party to the other.

39. STATEMENT OF EXPERIENCE. By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public CITY.

[Signatures on next page]

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF EL SEGUNDO

[CONSULTANT NAME]

[REVIEW VENDOR SIGNATURE GUIDE]

[SIGNATORY DEPENDS ON \$ AMOUNT]

By: _____

Title: _____

ATTEST:

Taxpayer ID No. _____

Tracy
Weaver,
City
Clerk

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

By: _____ Joaquin Vazquez,
Assistant City Attorney



City Council Agenda Statement

Meeting Date: July 1, 2025

Agenda Heading: Staff Presentations

Item Number: D.10

TITLE:

Aquatics Business Plan 50% Progress Update Presentation

RECOMMENDATION:

1. Receive and file the 50% progress update report for the Aquatics Business Plan and provide direction on project deliverables.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

There is no immediate fiscal impact associated with this update.

BACKGROUND:

On March 13, 2025, the City of El Segundo entered into a service agreement with aquatics planning and design firm Counsilman-Hunsaker to develop a comprehensive business plan for the Aquatics Division of the Recreation, Parks, and Library Department. The scope of services includes research and data collection efforts, an amenities assessment, facility capacity evaluation, facility management framework, operating schedule, fee structure development, revenue projections, labor demand analysis, and assessments of chemical, supply, maintenance, repair, and utility demands. Upon completion of the research phase, the final business plan will include an executive summary, introduction, market analysis, facility design and amenities, operations plan, management plan, lane space utilization plan, startup costs, and a detailed financial plan.

DISCUSSION:

Staff have collaborated closely with Counsilman-Hunsaker to provide all relevant data and information necessary for the development of the aquatics business plan in accordance with the agreed-upon scope of services. Counsilman-Hunsaker has prepared a 50% progress update presentation to share with City Council in order to

July 1, 2025

Page 2 of 2

solicit feedback and guidance on the proposed direction of the plan. This mid-point review is intended to ensure alignment with Council priorities and confirm that the project is progressing in the right direction before moving forward with the remainder of the work.

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.

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

PREPARED BY:

Viviann Gonzalez, Temporary Administrative Specialist

REVIEWED BY:

Aly Mancini, Recreation, Parks and Library Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

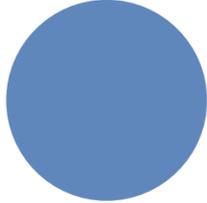
1. El Segundo Aquatic Center - Business Plan 50%

City of El Segundo

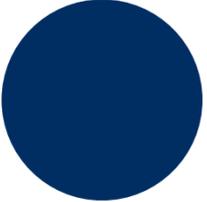
Aquatics Business Plan

June 2025



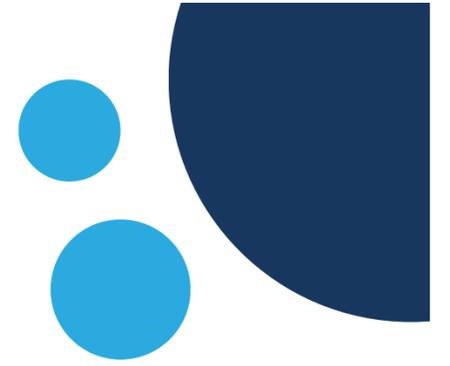


Scope of Services



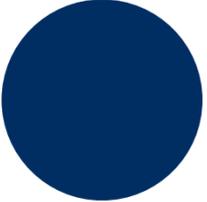
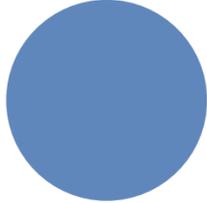
Councilman-Hunsaker will develop a comprehensive operational business plan for The Plunge and the City of El Segundo Aquatics Division as a whole, including:

- Detailed analysis and recommendations to support the facility's sustainable operation, focusing on both revenue generation and cost management.
- Specific information regarding projected revenue streams, expense forecasts, management structures, and staffing requirements.



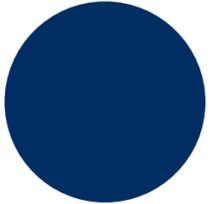
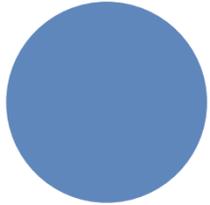
Initial Feedback from Stakeholders





Initial Feedback from Stakeholders

- City of El Segundo
- El Segundo Recreation and Parks Commission
- El Segundo Recreation and Parks Commission Aquatics Subcommittee
- Trojan Water Polo
- Coastal Masters Water Polo
- Alpha Aquatics
- Tower 26
- Beach Cities Swimming
- Southern California Aquatics
- South Bay United



Focus Questions for Stakeholders

- What do you see as the definitions of success for the City of El Segundo Aquatics program?
- What would make the City of El Segundo Aquatics program successful?
- What would make your user group successful, or to continue your success?

Feedback and Identified Priorities

Establish cost recovery goals:

- Target 90–100% for El Segundo Aquatic Center (ESAC)
- Target ~50% for The Plunge
- Hilltop Pool's model to be determined



Create a financial and operational business plan for all three facilities: ESAC, Plunge, Hilltop.



Develop Key Performance Indicators (KPIs) for user group accountability, community impact, and programming success.



Optimize Lane Allocation: create a lane allocation system to assess and optimize lane usage.

- Implement fair success criteria for user group performance (e.g., community benefit, documentation, scholarship offerings).
- Improve feedback loops: Establish clear communication between the city and user groups regarding expectations and performance.
- Standardize contracts and time slot negotiations to ensure fairness and clarity.



Feedback and Identified Priorities



Optimize lane allocation: Improve scheduling to better balance user needs across competition, recreation, instruction, and therapy.



Prioritize seasonal usage: Consider seasonal allocation to support multi-sport youth participation and increase equitable access.



Move swim lessons to The Plunge to free up prime-time space at ESAC.



Prevent underutilization: Stop entire lane rentals by individual lap swimmers.

Adjust practice times:

- Earlier time slots (5–7 PM) needed for youth-focused programs (e.g., Trojan Water Polo).
- Additional practice times (e.g., Tuesday night for Masters clubs).



Ensure accessibility improvements at The Plunge for seniors and adaptive programs.



Balance power and interest: Ensure recreational groups have equitable influence compared to competitive teams.



Evaluate pricing strategy: Compare rental rates with the regional market and assess elasticity.



Feedback and Identified Priorities

Staffing challenges for swim lessons:

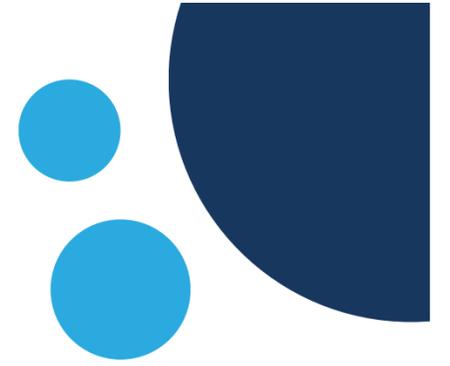
- Difficulty recruiting instructors.
- Lifeguards are currently filling in as instructors, which is suboptimal.

Explore wellness and rehab programs: Inspired by La Mirada's success with physical therapy integration.

Market for film and event rentals: Generate supplemental revenue via studio filming and concessions.

Create complete aquatic programming: From swim lessons to elite competition, ensuring access for all ages and skill levels.

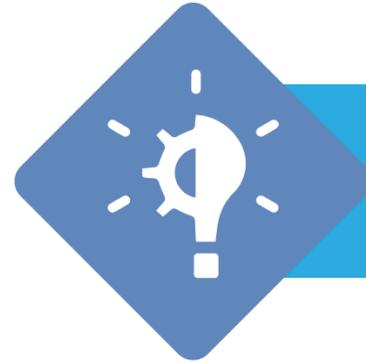




Market Analysis



Market Analysis



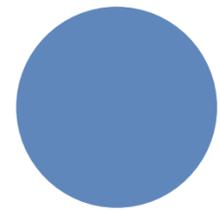
El Segundo, CA Market

El Segundo presents a strong market for a recreational swimming pool. Its stable, affluent, and family-focused population, supported by a robust economy, indicates high demand potential. There are several opportunities to decrease subsidies by increasing fees.

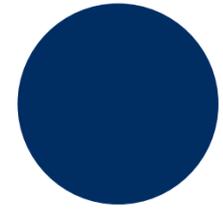


Key Strengths

- **Stable & Affluent Population:** Strong financial capacity.
- **Family-Oriented:** Significant youth presence drives demand.
- **Robust Economy:** Ensures market stability and consumer confidence.
- **Low cost provider** – by a significant margin

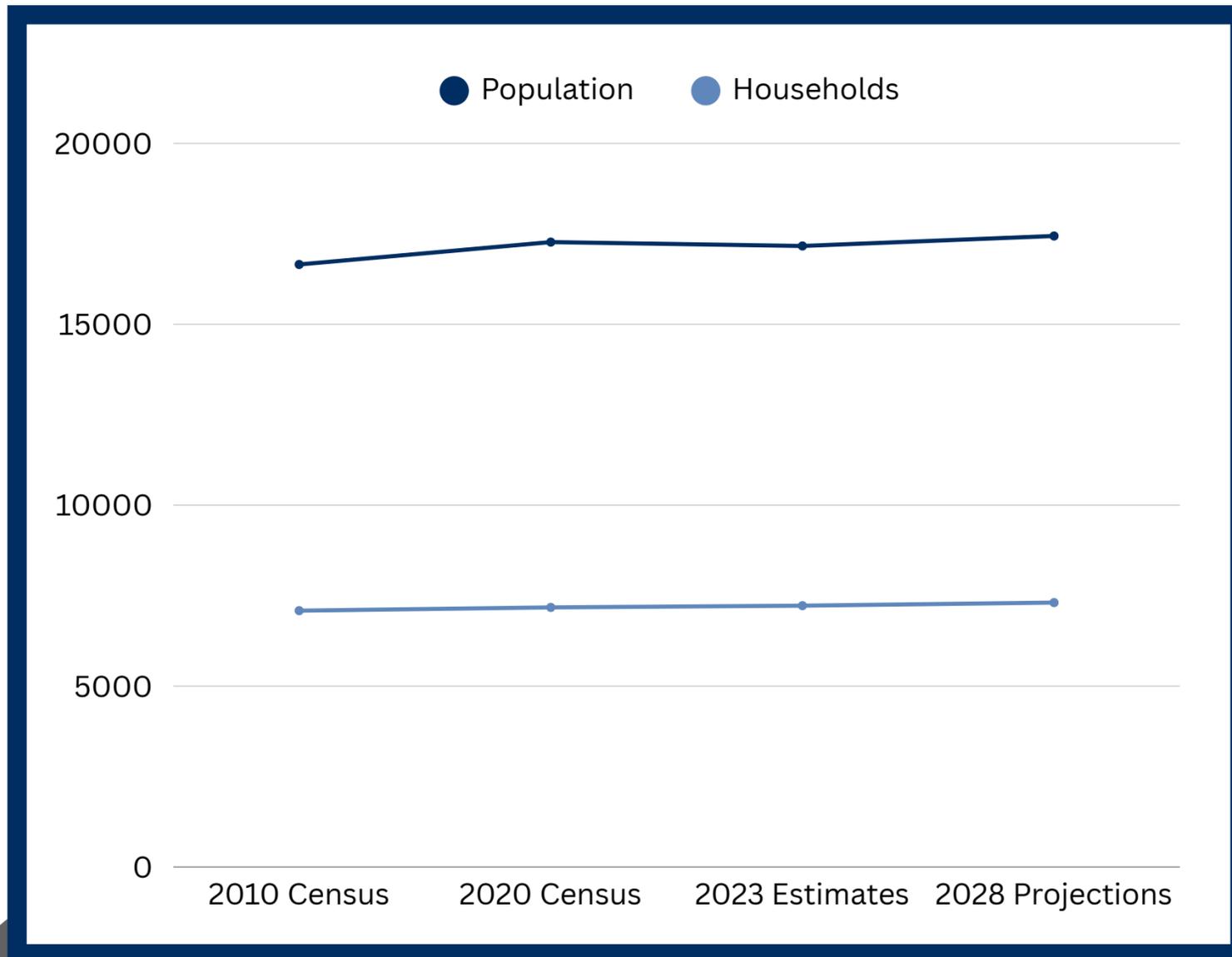


Population & Households



El Segundo's population offers a consistent user base with slight projected growth, enhancing facility viability.

Population & Household Growth (2010 - 2028)



Key Figures (Est. 2023):

- Total Population: 17,165 (1.6% growth by 2028)
- Total Households: 7,223 (1.2% growth by 2028)
- Population Density: 3,143.64 residents/sq mi

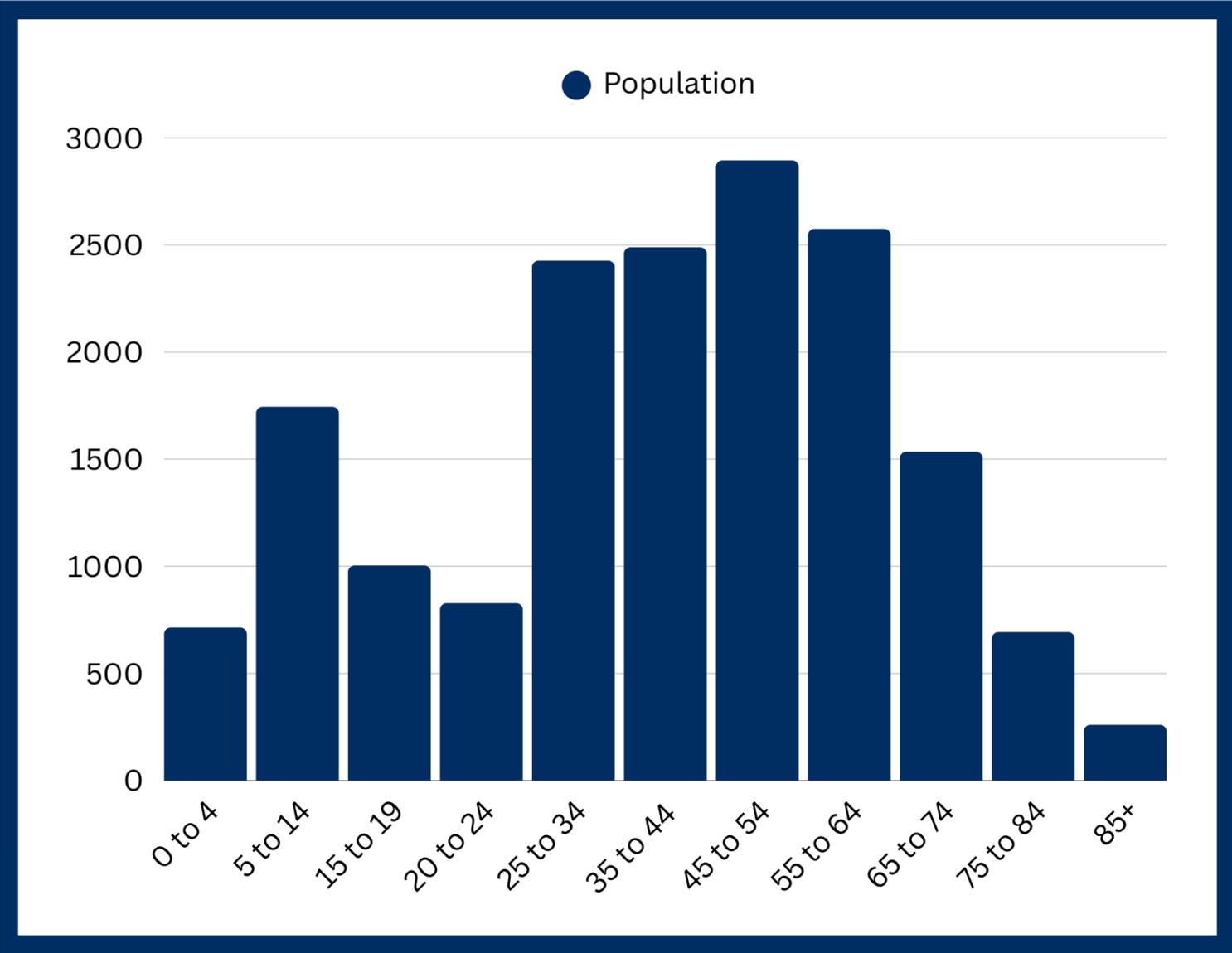
Impact on Pool Use:

- Stable population provides a steady user foundation.
- Concentrated density improves local accessibility.

Age Distribution

El Segundo's age profile, particularly its youth segment, is highly favorable for recreational swimming.

Population by Age Group (2023)



Key Age Groups (Est. 2023):

- Median Age: 42.5 years
- Total Under 20 Years: 3,463 (approx. 20% of population)

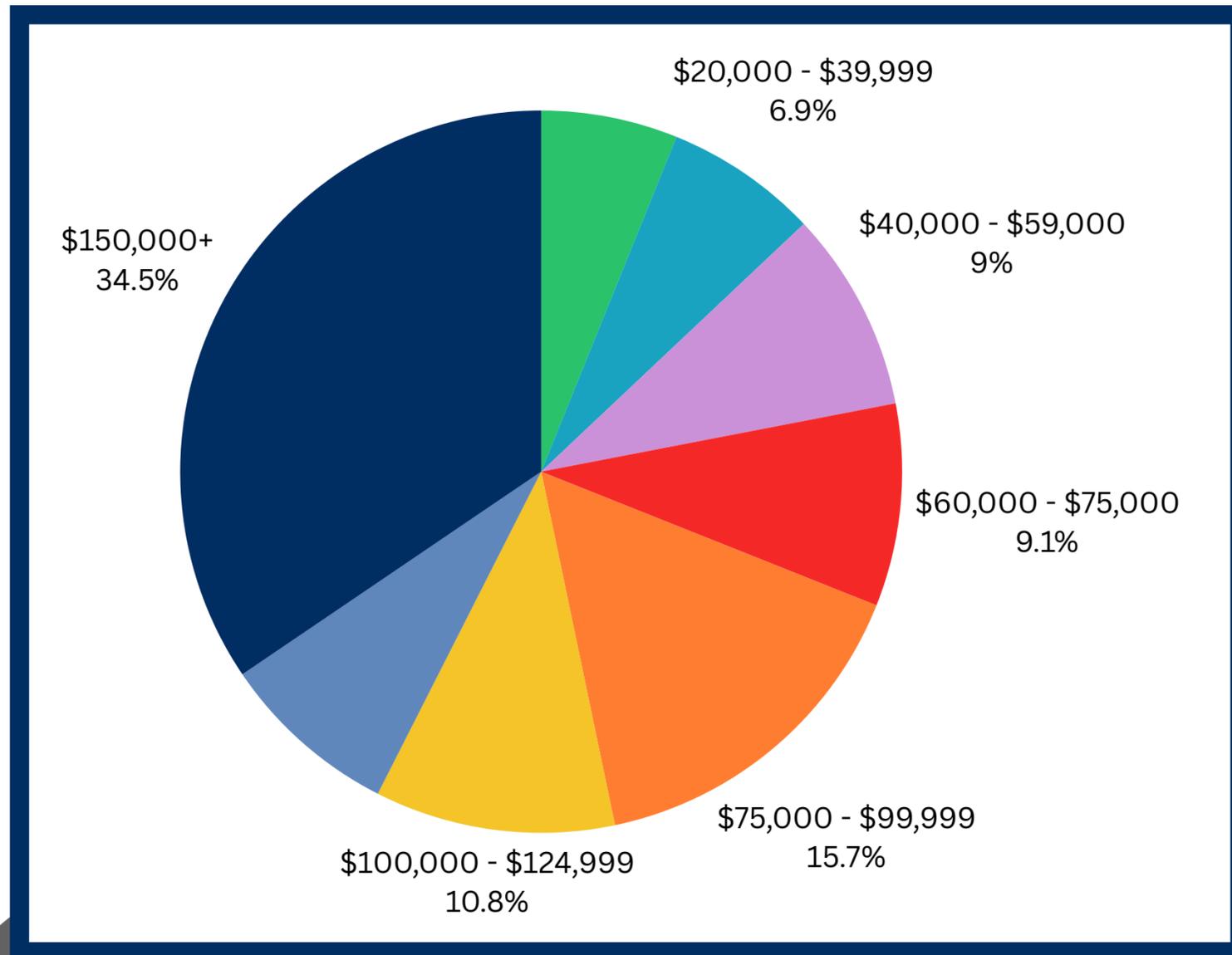
Impact on Pool Use:

- Youth (0-19): Primary drivers for swim lessons, recreational use, and family activities.
- Adults: Potential for fitness, lap swimming, and water programs.

Income Levels

High income levels in El Segundo signify strong financial capacity for residents to utilize and invest in recreational amenities.

Household Income Distribution (2023)

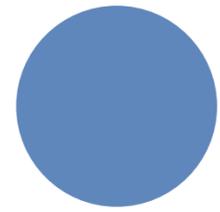


Key Income Metrics (Est. 2023):

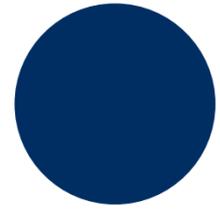
- Median Household Income: \$106,713
- Average Household Income: \$156,170
- Per Capita Income: \$65,765

Impact on Pool Use:

- High Disposable Income: Supports spending on memberships and related services.
- Affordability: Allows for diverse pricing models.

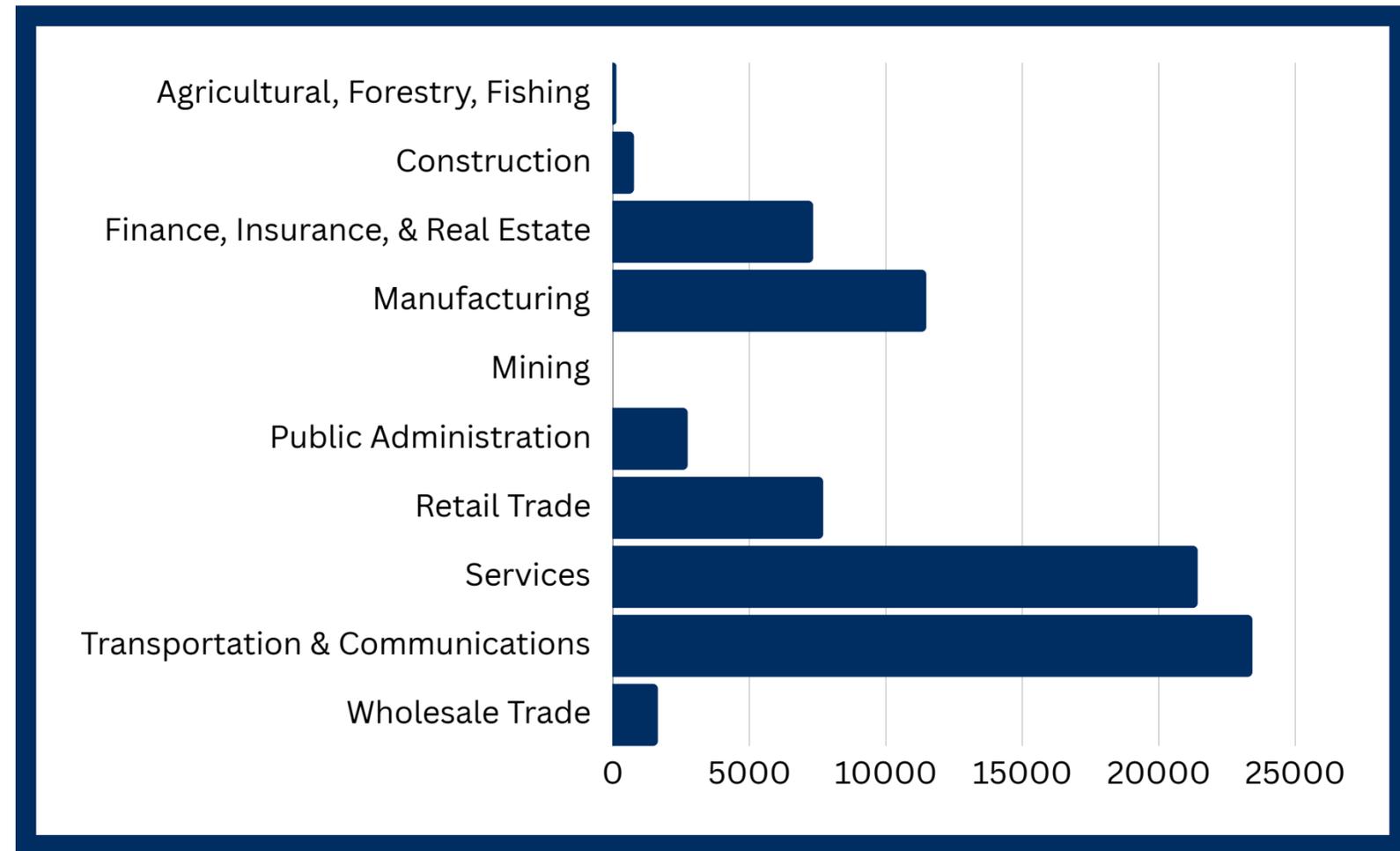


Economic Considerations



El Segundo's diverse and robust economy provides stability and high consumer confidence, supporting recreational spending.

Major Industries by Employment Share (Q3 2023)

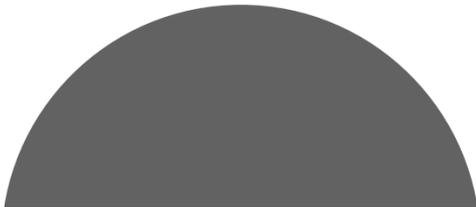


Economic Snapshot (Q3 2023)

- Total Employees: 76,649
- Total Establishments: 3,046
- Top Industries by Employment: Transportation & Communications, Services, Manufacturing.

Impact on Pool Use:

- Job Stability: Encourages discretionary spending.
- Daytime Population: Potential for employee-based programs.
- Corporate Partnerships: Opportunities for wellness initiatives.



Weather Analysis

El Segundo's mild, Mediterranean climate is highly conducive to extended outdoor swimming seasons.



General Climate

- Warm, dry summers.
- Mild, wet winters.
- Abundant year-round sunshine.



Impact on Pool Use:

- Extended Season: Maximizes operational periods for outdoor facilities.
- High Demand: Favorable weather naturally boosts water-based recreation.



Area Swim Schools

Local area swim schools and membership/class rates.

The City of El Segundo is:

- Considerably less than local private schools - 86% less or more
- Within range of other municipal lessons

Chart of providers	Group Lessons - Per Lesson Fee 30 minutes	Private Lesson Fee 30 minutes	Notes
City of El Segundo	\$6.25	\$25	Current pricing
City of Hawthorne	\$3.30	Not Offered	Hour long group lessons, prorated in the chart for comparison
Los Angeles County	Free - \$2.50	Not Offered	
City of Torrance	\$13.50	\$33	45 minute group lessons
City of Santa Monica	\$6.63	Not Offered	
City of Culver City	No Swim Lessons in 2025 - Instructor shortage		
British Swim School	\$44.75	\$112.25	
SwimPhi - Manhattan Beach	Not Offered	\$55	Private/Semi Private lessons only
Sunsational Swim School	\$51	\$73	Private/Semi Private only - at home pool Hour long group lessons - prorated
InstaSwim	Not Offered	\$59	Private lessons only - at home





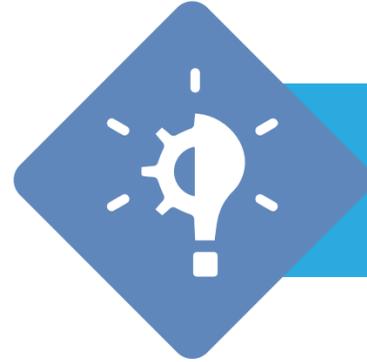
Area Market Providers

In a review of two close market competitors the City of El Segundo the City of El Segundo adult pass fees appear in line with other area providers.

Chart of providers	Membership/Pass Fees Adult Resident	Per Pass/Lowest Cost	Lap Swim	Program offerings: swim lessons	Program offerings: aqua aerobics	Program offerings: swim team
City of El Segundo	Single Pass: \$5 Punch Pass (30 punches): \$113 Annual Membership: \$500	\$3.76	Yes	Yes	Yes	Outsourced
City of Hawthorn	Single Pass: \$5 Punch Pass (35 punches): \$85	\$2.42	Yes	Yes	No	Yes
LA County Pools	Single Pass: \$4 Punch Pass (30 punches): \$88	\$2.93	Yes	Yes	Yes	Yes
City of Torrance	Single Pass: \$5 Punch Pass (22 punches): \$100	\$4.54	Yes	Yes	No	Yes
City of Santa Monica	Single Pass: \$4.50 Punch Pass (20 punches): \$68.25	\$3.41	Yes	Yes	No	Yes
City of Culver City	Single Pass: \$4	\$4	Yes	No - Inst.	Yes	Outsourced



Market Fee Analysis



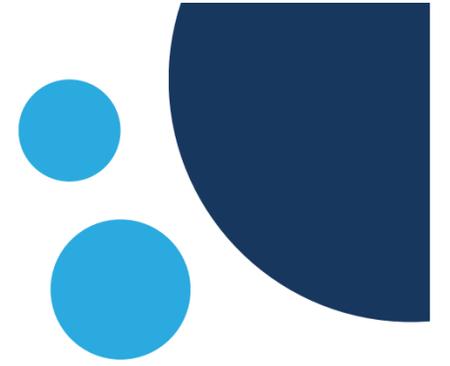
Observations

- El Segundo's fee structure is considerably less than area private swim schools. This is typical of municipal operations across the country.
- El Segundo's fee structure is higher than area municipal learn to swim programs. However, it appears that LA County is receiving significant donations to subsidize free swim lessons.
- City of El Segundo's daily swim fee structure is equivalent to other area facilities.
- City of El Segundo's punch pass fee structure is slightly more than other area facilities.



Area Market Providers

- While the City of El Segundo's swim lessons are higher than area municipal facilities, they are also significantly lower than private swim schools. This is a trend across the country. There is opportunity to increase to the \$10 - \$11 per lesson range. This would still be considerably lower than area private lessons.
- The City of El Segundo's swimming fee structure is equivalent to slightly higher than area municipal facilities. They are however less than recommended fees across the country. Adjustments will continue to be studied.



Business Plan



Business Plan Concepts

The potential business plans have been divided into three business plan concepts.



Current

- Current operations
- Existing staffing and pricing
- Minimal investment
- Stable service levels
- Limited growth



Enhance

- Targeted improvements
- Moderate investment
- Refined scheduling/pricing
- Community-focused growth
- Increased efficiency



Elevate

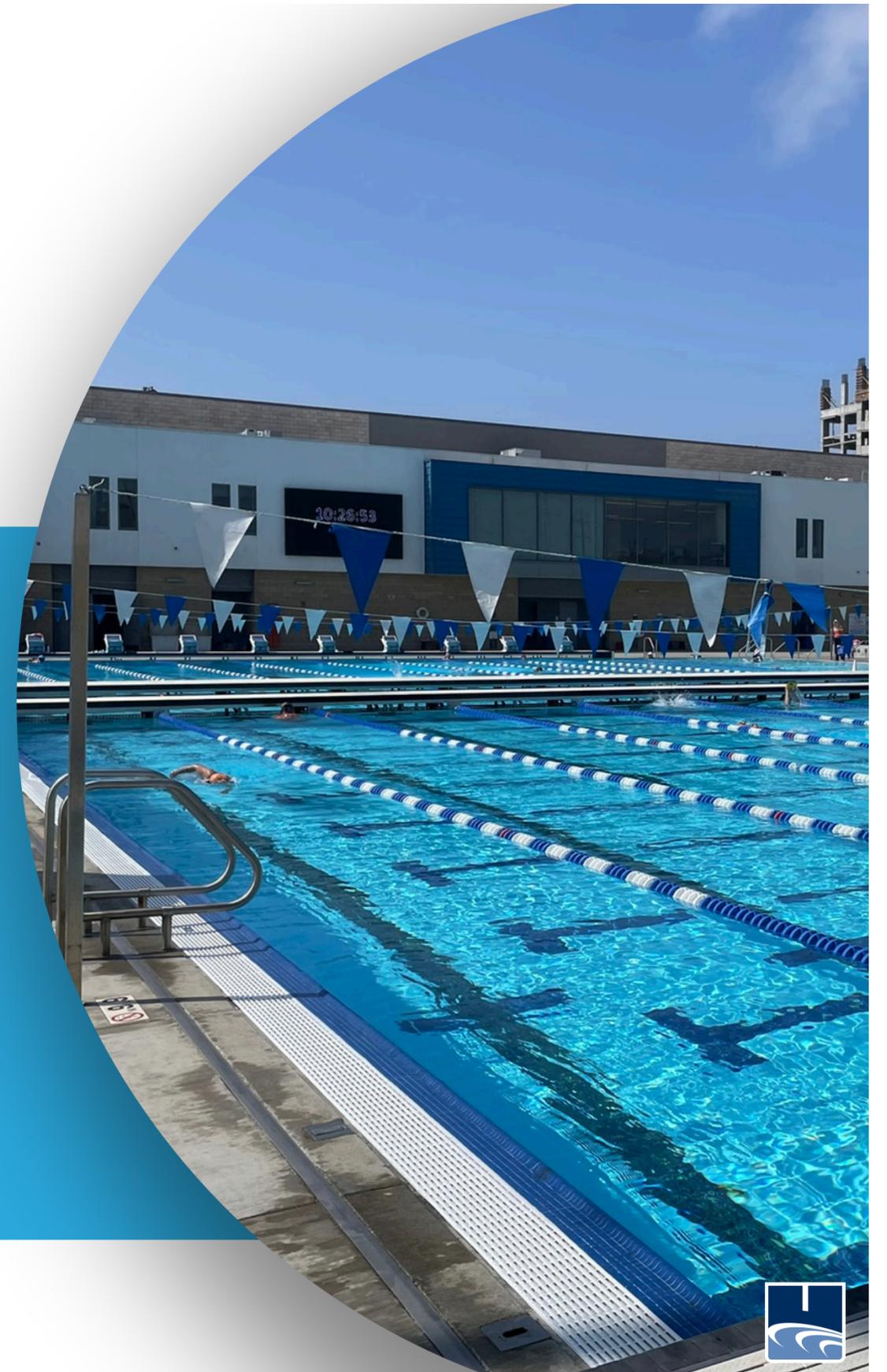
- Strategic optimization
- High cost recovery
- Major program expansion
- Regional positioning
- Long-term sustainability



Current Operations

Current operations are represented utilizing the following:

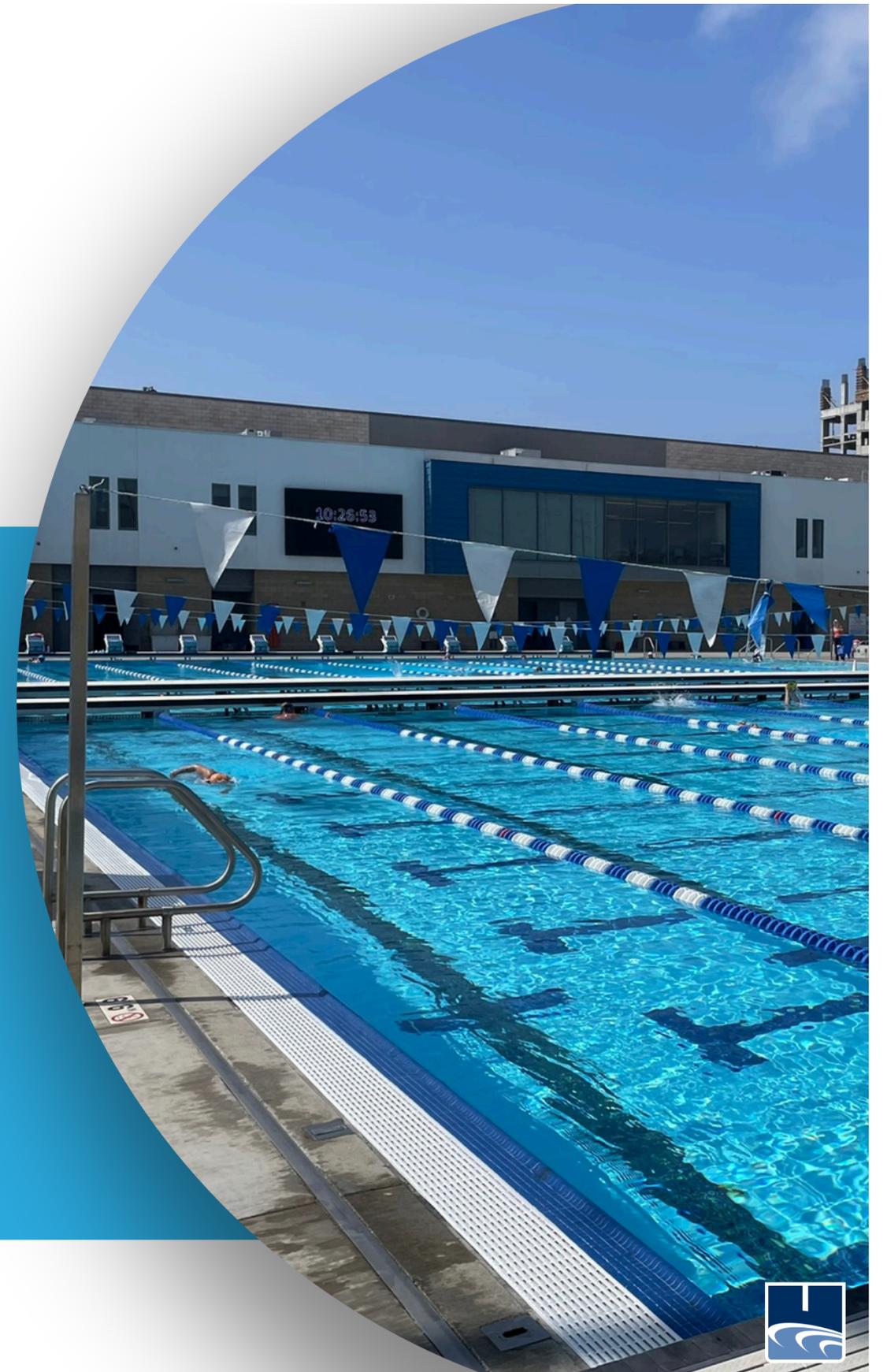
- Current fee schedules as of 2025
- Current expected attendance and revenue
- Current expected expenditures and staff costs



Enhance Operations

Current operations are represented utilizing the following:

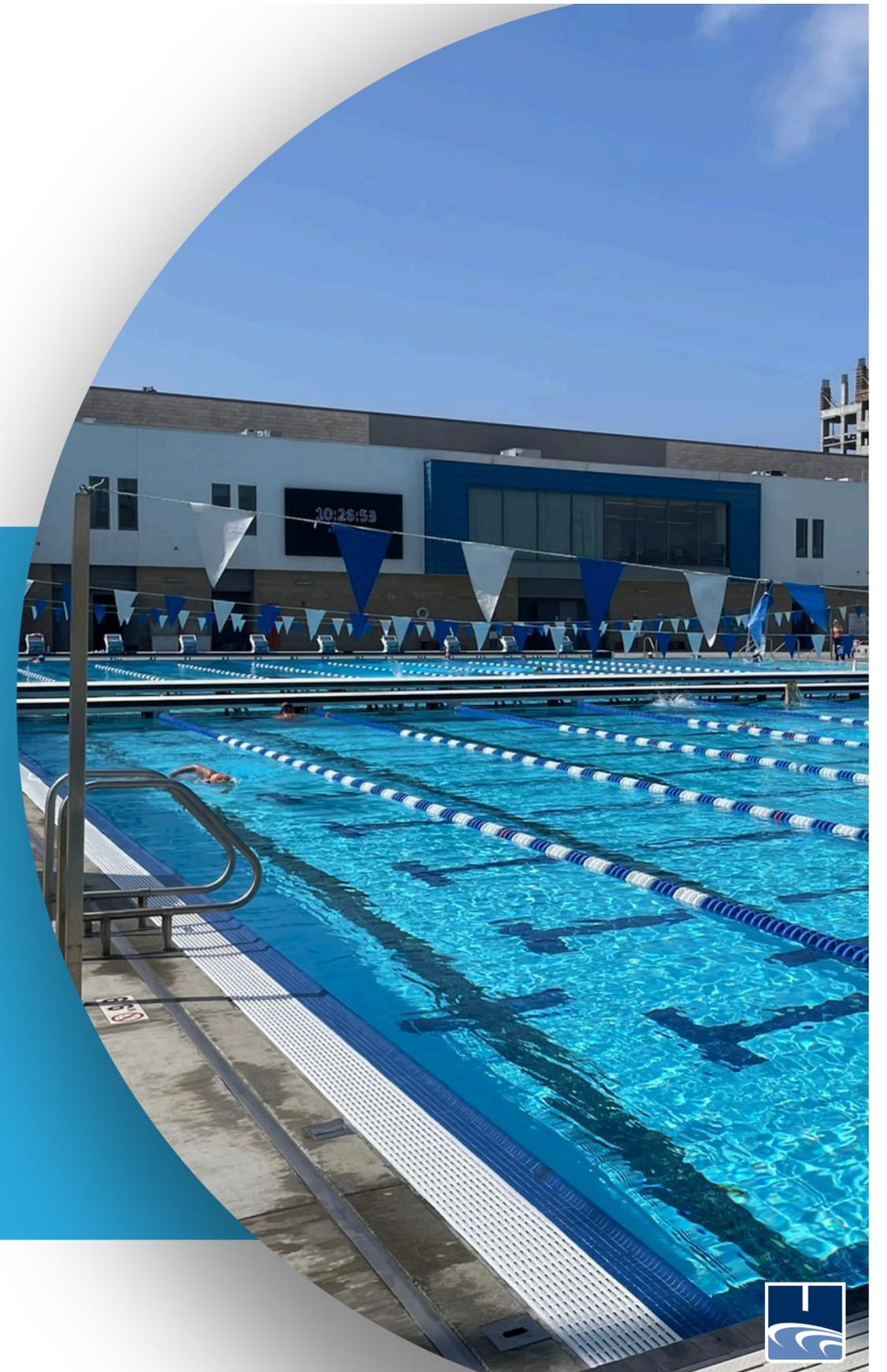
- Enhanced fee schedules to meet area rates
- Current expected attendance
- Enhanced revenue
- Current expected expenditures and staff costs



Elevate Operations

Current operations are represented utilizing the following:

- Optimized fee schedules to meet goals
- Current expected attendance
- Optimized revenue to meet goals
- Current expected expenditures and staff costs



Aquatics Program Summary

System Summary Includes:

- El Segundo Aquatic Center (ESAC)
- Hilltop Pool
- Plunge Pool (Urho Saari Swim Stadium)

Cost Recovery

- Net Revenue - cash after expenses subtracted
 - Increases for enhance
 - Addition of Plunge
 - Decreases for elevate
 - Increased fees

*Plunge not included in Current

El Segundo Aquatics	Current*	Enhance	Elevate
Total Attendance	84,015	123,276	123,276
Expense Budget	\$2,687,573	\$4,099,611	\$4,182,867
Revenue Projections	\$1,425,317	\$2,470,331	\$3,015,125
Net Revenue	\$ (1,262,255.90)	\$ (1,629,280.27)	\$ (1,167,741.62)
Cost Recovery	53%	60%	72%



Revenue Projections

Daily Admissions / Memberships	Current	% ↑	Enhance	% ↑	Elevate
Admissions / Memberships	\$384,735	70%	\$655,785	4%	\$684,571
Swim Team Revenue					
Swim Meet Rental	\$46,000	0%	\$46,000	0%	\$46,000
Alpha	\$159,912	70%	\$271,850	35%	\$367,798
Beach Cities	\$190,296	70%	\$323,503	35%	\$437,681
Coastal	\$15,288	70%	\$25,990	35%	\$35,162
El Segundo	\$0	0%	\$0	0%	\$0
SBU	\$82,751	70%	\$140,677	35%	\$190,328
SCAQ	\$128,520	70%	\$218,484	35%	\$295,596
Tower 26	\$74,502	70%	\$126,653	35%	\$171,355
Trojan WP	\$17,640	70%	\$29,988	35%	\$40,572
Wiseburn	\$0	0%	\$0	0%	\$0
Classes and Camps	\$150,940	89%	\$285,988	0%	\$285,988
Swim Lessons	\$173,308	98%	\$343,988	33%	\$458,650
Rentals	\$1,425	0%	\$1,425	0%	\$1,425
Total Revenue	\$1,425,317	73%	\$2,470,331	22%	\$3,015,125

Admissions

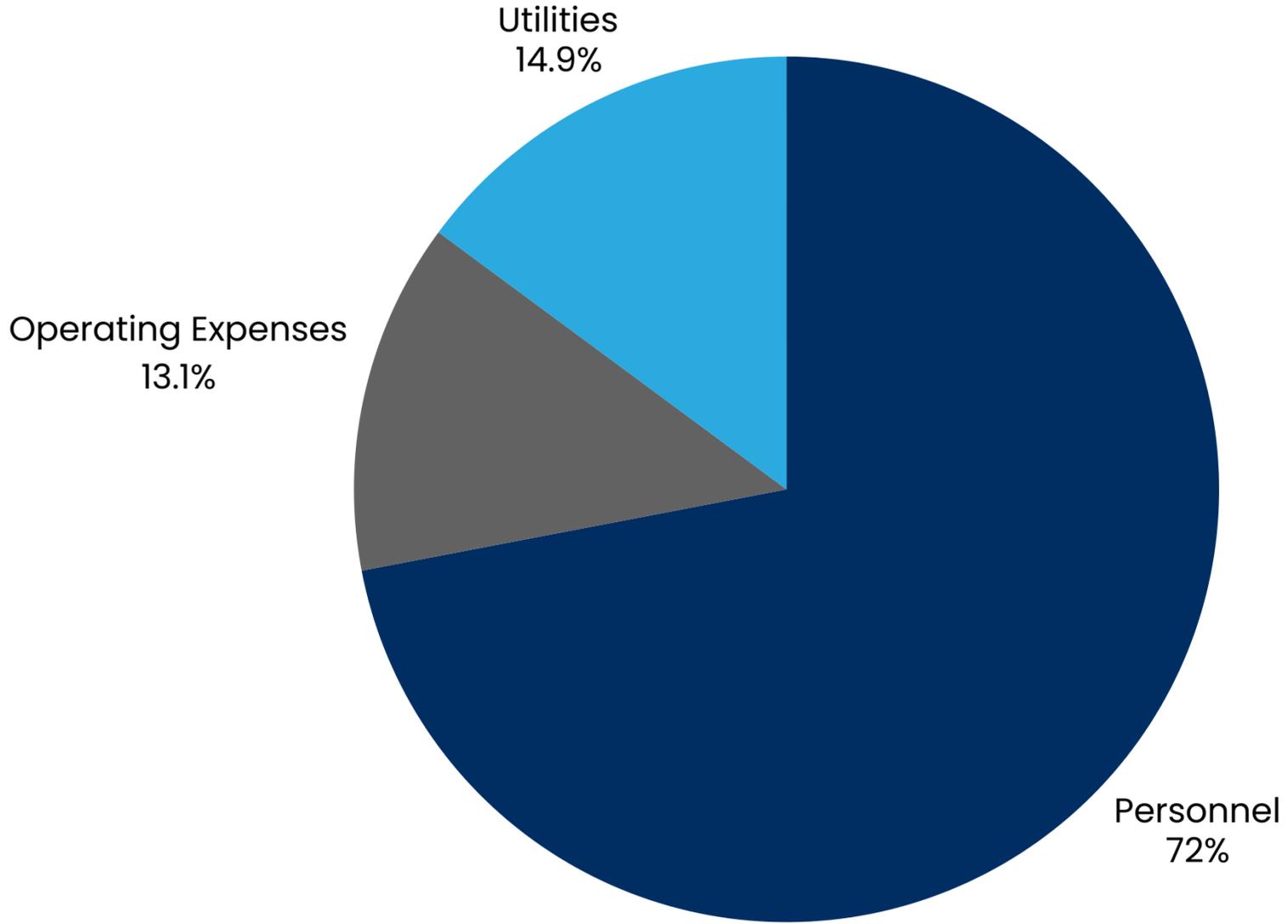
- Attendance does not increase in this model
- Fee structures gradually increase

Additional Information

- Classes and Camps: Specialty contract instructor classes, lifeguard classes, swim camps.
- Swim Lessons: All swim lesson program categories
- Wiseburn and El Segundo do not pay rental fees



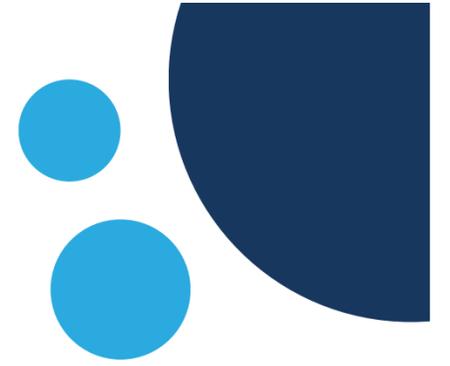
Operating Costs



Category	Current	Enhance	Elevate
Personnel	\$1,934,812	\$2,946,516	\$2,946,516
Operating Expenses	\$352,910	\$577,721	\$660,977
Utilities	\$399,850	\$576,458	\$576,458
Total	\$2,687,573	\$4,100,694	\$4,183,950

- The Plunge is not included in Current estimates
- This model does not assume expense increases between Enhance and Elevate at this time.
- Enhance and Elevate show price increases and minimal program increases.





Hilltop Pool and ESAC Business Plan



Hilltop Operating Revenues

Revenue Category	Current	Enhance	Elevate
Admissions / Memberships	\$7,235	\$18,926	\$18,926
Rentals	\$1,425	\$1,425	\$1,425
Total Revenue	\$8,660	\$20,351	\$20,351
Cost Recovery	7%	16%	16%

- Currently no fee for residents
- Enhance and Elevate show a \$3 fee for each



Hilltop Operating Expenses

Annual Operating Budget				
		Current	Enhance	Elevate
Personnel				
	Senior Lifeguard	\$25,555	\$25,555	\$25,555
	Lifeguard	\$21,120	\$21,120	\$21,120
	Maintenance	\$3,000	\$3,000	\$3,000
	Personnel Equipment Cost	\$294	\$294	\$294
	Training	\$2,000	\$2,000	\$2,000
	Total Labor	\$51,969	\$51,969	\$51,969
Operating Expenses				
	Insurance	\$22,262	\$22,262	\$22,262
	Repair and Maintenance	\$10,400	\$10,400	\$10,400
	Credit Card Fees	\$181	\$187	\$192
	Operating Supplies	\$6,240	\$6,240	\$6,240
	Chemicals	\$3,486	\$3,486	\$3,486
	Advertising	\$5,000	\$5,000	\$5,000
	Direct Expenses	\$47,569	\$47,575	\$47,581
Utilities				
	HVAC	\$4,118	\$4,118	\$4,118
	Electricity	\$5,476	\$5,476	\$5,476
	Pool Heating	\$17,429	\$17,429	\$17,429
	Water & Sewer	\$1,027	\$1,027	\$1,027
	Total Utilities	\$28,051	\$28,051	\$28,051
Total Operating Expenses		\$127,589	\$127,595	\$127,601
Capital Replacement Fund		\$20,700	\$20,700	\$20,700
Total Expense		\$148,289	\$148,295	\$148,301
Estimate Current as of:		6/25/2025		
		Source: Counsilman-Hunsaker		
				



ESAC Operating Revenues

Revenue Category	Current	Enhance	Elevate
Admissions / Memberships	\$377,500	\$377,500	\$377,500
Swim Meet Rental	\$46,000	\$46,000	\$46,000
Alpha	\$159,912	\$271,850	\$367,798
Beach Cities	\$190,296	\$323,503	\$437,681
Coastal	\$15,288	\$25,990	\$35,162
El Segundo	\$0	\$0	\$0
SBU	\$82,751	\$140,677	\$190,328
SCAQ	\$128,520	\$218,484	\$295,596
Tower 26	\$74,502	\$126,653	\$171,355
Trojan WP	\$17,640	\$29,988	\$40,572
Wiseburn	\$0	\$0	\$0
Classes and Camps	\$150,940	\$189,960	\$189,960
Swim Lessons	\$173,308	\$226,410	\$301,880
Rentals	\$0	\$0	\$0
Total Revenue	\$1,416,657	\$1,977,016	\$2,453,831
Cost Recovery	55%	75%	91%

- Increase to user group rentals
 - Current - 21% of current cost/lane hour
 - Enhance - 36% of current cost/lane hour
 - Elevate - 50% of current cost/lane hour
- Increase to swim lessons
 - Enhance - 50% increase to swim lesson fees
 - Elevate - 100% increase to swim lesson fees

Swim Lesson	Current	Enhance	Elevate
Swim Lessons Level 0	\$20.00	\$30.00	\$40.00
Swim Lessons Level 1 - 6	\$50.00	\$75.00	\$100.00
Swim Lessons JR Guards	\$50.00	\$75.00	\$100.00
Swim Lessons Fliers	\$100.00	\$150.00	\$200.00
Private Lessons	\$100.00	\$150.00	\$200.00
Semi Private Lessons	\$80.00	\$120.00	\$160.00

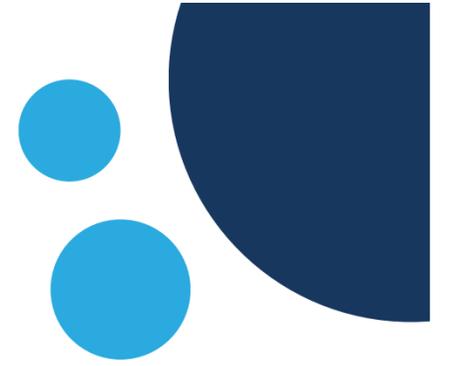


ESAC Operating Expenses

CHART Annual Operating Budget		Current	Enhance	Elevate
Personnel				
Aquatics Manager		\$134,338	\$134,338	\$134,338
Aquatics Supervisor	Plunge		Plunge	Plunge
Aquatics Coordinator		\$69,680	\$69,680	\$69,680
Full Time Benefits		\$81,607	\$81,607	\$81,607
Rec Leader		\$142,456	\$142,456	\$142,456
Senior Lifeguard		\$206,997	\$206,997	\$206,997
Lifeguard		\$855,360	\$855,360	\$855,360
Senior Rec Leader		\$157,036	\$157,036	\$157,036
Maintenance		\$21,600	\$21,600	\$21,600
Part-Time Program Staff		\$152,471	\$164,127	\$164,127
Personnel Equipment Cost		\$9,097	\$9,097	\$9,097
Meetings and Travel		\$2,200	\$2,200	\$2,200
Training		\$50,000	\$50,000	\$50,000
Total Labor		\$1,882,843	\$1,894,499	\$1,894,499
Operating Expenses				
Insurance		Not Included	Not Included	Not Included
Repair and Maintenance		\$68,900	\$68,900	\$68,900
Credit Card Fees		Not Included	Not Included	Not Included
Operating Supplies		\$41,340	\$41,340	\$41,340
Program Supplies		\$28,362	\$21,600	\$28,800
Food and Beverage		\$0	\$41,850	\$55,800
Chemicals		\$160,499	\$160,499	\$160,499
Advertising		\$6,240	\$39,000	\$78,000
Direct Expenses		\$305,341	\$373,189	\$433,339
Utilities				
HVAC		\$18,986	\$18,986	\$18,986
Electricity		\$70,614	\$70,614	\$70,614
Pool Heating		\$231,001	\$231,001	\$231,001
Data/Communications		\$500	\$500	\$500
Water & Sewer		\$50,699	\$50,909	\$50,909
Total Utilities		\$371,800	\$372,010	\$372,010
Total Operating Expenses		\$2,559,983	\$2,639,698	\$2,699,848
Capital Replacement Fund		\$137,800	\$137,800	\$137,800
Total Expense		\$2,697,783	\$2,777,498	\$2,837,648
Estimate Current as of:		6/25/2025		
Source: Councilman-Hunsaker				

- Increases to water aerobics participation
 - Water aerobics
 - S'Wet
- Proportional increases to program supplies
- Increase advertising per drop in/membership attendance
 - Current - approx. \$0.08 per attendee
 - Enhance - \$0.50 per attendee
 - Elevate - \$1.00 per attendee





The Plunge Business Plan



The Plunge Operating Revenues

Daily Admissions / Memberships	Current	Enhance	Elevate
Admissions / Memberships	\$0	\$259,359	\$288,145
Classes and Camps	\$0	\$96,028	\$96,028
Swim Lessons	\$0	\$117,578	\$156,770
Total Revenue	\$0	\$472,964	\$540,943
Cost Recovery	0%	35%	40%

- Increase attendance/membership fees
 - Enhance - \$6.61 per cap
 - Elevate - \$7.34 per cap
- Increase to swim lessons
 - Enhance - 50% increase to swim lesson fees
 - Elevate - 100% increase to swim lesson fees

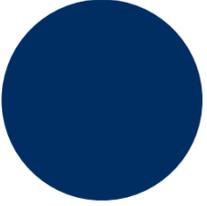
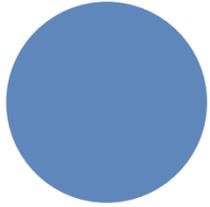


The Plunge Operating Expenses

CHART COMMUNITY RECREATION PROGRAM		Annual Operating Budget		
		Current	Enhance	Elevate
Personnel				
	Aquatics Supervisor	\$0	\$96,840	\$96,840
	Aquatics Coordinator	\$0	\$69,680	\$69,680
	Full Time Benefits	\$0	\$66,608	\$66,608
	Rec Leader	\$0	\$88,266	\$88,266
	Senior Lifeguard	\$0	\$128,255	\$128,255
	Lifeguard	\$0	\$317,988	\$317,988
	Senior Rec Leader	\$0	\$97,300	\$97,300
	Maintenance	\$0	\$21,900	\$21,900
	Part-Time Program Staff	\$0	\$80,715	\$80,715
	Personnel Equipment Cost	\$0	\$4,296	\$4,296
	Meetings and Travel	\$0	\$2,200	\$2,200
	Training	\$0	\$26,000	\$26,000
	Total Labor	\$0	\$1,000,048	\$1,000,048
Operating Expenses				
	Insurance	Not Included	Not Included	Not Included
	Repair and Maintenance	\$0	\$45,800	\$45,800
	Credit Card Fees	Not Included	Not Included	Not Included
	Operating Supplies	\$0	\$27,480	\$27,480
	Program Supplies	\$0	\$10,800	\$14,400
	Chemicals	\$0	\$53,376	\$53,376
	Advertising	\$0	\$19,500	\$39,000
	Direct Expenses	\$0	\$156,956	\$180,056
Utilities				
	HVAC	\$0	\$73,676	\$73,676
	Electricity	\$0	\$42,149	\$42,149
	Pool Heating	\$0	\$49,200	\$49,200
	Data/Communications	\$0	\$500	\$500
	Water & Sewer	\$0	\$10,873	\$10,873
	Total Utilities	\$0	\$176,397	\$176,397
Total Operating Expenses		\$0	\$1,333,401	\$1,356,501
Capital Replacement Fund		\$0	\$91,600	\$91,600
Total Expense		\$0	\$1,425,001	\$1,448,101
Estimate Current as of:		6/25/2025		
Source: Counsilman-Hunsaker				

- Aquatics Supervisor moves to the Plunge
- Aquatics Coordinator added
- Part Time Staff
 - One Senior Lifeguard
 - Three Lifeguards
 - One Senior Rec Leader
 - One Rec Leader
- Advertising
 - Enhance - 50% of attendance
 - Elevate - 100% of attendance





Summary

Next Steps:

- Continue analysis to achieve three approved operating models.
- Add lane utilization scenarios.

Questions:

- Are any changes needed to the current workplan?
- Are any changes needed to definitions of success?
- Is additional information needed that is not shown?



City Council Agenda Statement

Meeting Date: July 1, 2025

Agenda Heading: Committees, Commissions and Boards
Presentations

Item Number: E.11

TITLE:

Announce Appointments to Recreation and Parks Commission, Arts and Culture Advisory Committee, Diversity, Equity, and Inclusion Committee, Library Board of Trustees; and Extend the Terms of Two Senior Citizen Housing Corporation Board Members

RECOMMENDATION:

1. Announce Appointments, if any.
2. Extend the terms of two Senior Citizen Housing Corp Board members.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

The **Rec Park Commission** advises the City Council on all matters pertaining to recreation, parks, parkways, and street trees. It makes recommendations to the City Council regarding level of services and policies. It assists in implementing Recreation, Parks and Library programs, including youth counseling, senior outreach and transportation services, and the Public Works Department in the maintenance of landscaping and parks throughout the city.

The **Arts and Culture Advisory Committee** acts in an advisory capacity to the City Council on matters related to arts and culture within the City of El Segundo. This includes making recommendations to the City Council regarding the development of an arts and culture master plan, involvement in the selection of public art, event coordination, and development of related public art programs.

Announce CCB Appointments and Extend the Terms of Two Senior Citizen Housing Corporation Board Members

July 1, 2025

Page 2 of 3

The **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 initial 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.).

The **Library Board of Trustees** acts in an advisory capacity to the City Council in all matters pertaining to the Library and cooperates with other governmental agencies and civic groups in the advancement of sound planning and programming. The board considers, reviews, edits, and issues policy recommendations on library service, recommends the adoption of standards pertaining to library services and programs and makes recommendations for the provision of adequate library services consistent with community needs. The board may administer any trust declared or created for the Library and approve the Library's Annual Report to the State Librarian.

The **Senior Citizen Housing Corporation Board** was established to actively oversee the management, operation, maintenance, and finances of Park Vista. The Board enters into an operating agreement with the City Council and enlists a management company to operate the facility.

DISCUSSION:

The Recreation and Parks Commission is a five-member commission, who must be residents of El Segundo. Each member serves a four-year term, without term limits.

The Arts and Culture Advisory Committee is an 11-member committee, comprised of residents or students based in El Segundo.

The 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.

The Library Board of Trustees is a five-member board, must be 1-year, or more, residents of El Segundo.

The Senior Citizen Housing Corporation Board is a five-member board. All members must be El Segundo residents.

Announce CCB Appointments and Extend the Terms of Two Senior Citizen Housing Corporation Board Members

July 1, 2025

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Candidate	Applying to: CCBs
1. Dave Lubs	Recreation and Parks Commission – Full Term to expire May 30, 2029
2. Bob Motta	Recreation and Parks Commission – Full Term to expire May 30, 2029
3. Michael Schepps	Arts and Culture Advisory Committee – Full Term to expire June 30, 2028
4. John Pickhaver	Arts and Culture Advisory Committee – Full Term to expire June 30, 2028
5. Francziska Steagall	Diversity, Equity, and Inclusion Committee – Full Term to expire October 31, 2028
6. La Ruth Wright	Diversity, Equity, and Inclusion Committee – Partial Term to expire October 31, 2027
7. Audrey Davis	Library Board of Trustees – Full Term to expire June 30, 2028
8. James Fenton	Library Board of Trustees – Full Term to expire June 30, 2028
9. Paul Lanyi	Senior Citizen Housing Corporation Board – Term extended to August 31, 2025
10. Julia Newman	Senior Citizen Housing Corporation Board – Term extended to August 31, 2025

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance customer service and engagement.

Objective A: El Segundo’s engagement with the community ensures excellence

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: July 1, 2025

Agenda Heading: Reports - Council Members

Item Number: G.12

TITLE:

Major Events Ad Hoc Committee Update and Approval of Committee Members

RECOMMENDATION:

1. Receive and file the report on potential opportunities associated with the major events in Southern California, including the 2026 FIFA World Cup, 2027 Super Bowl, and LA 2028 Olympic and Paralympic Games.
2. Provide direction on potential participation in regional programming such as fan zones, hospitality houses, and cultural showcases.
3. Approve the members of the established Major Events Ad Hoc Committee.
4. Authorize staff and committee members to initiate outreach with FIFA, LA28, businesses, and stakeholders to assess and facilitate strategic partnerships.
5. Authorize staff to initiate facility use negotiations with interested visiting teams or athletes competing in upcoming major events, including closing facilities to the public, and fee structure.
6. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Fiscal impact will be determined as the Major Events Ad Hoc Committee returns to City Council to appropriate funds, with the exact amount contingent upon the specific event, activation, or effort authorized by City Council at a future time.

BACKGROUND:

Regional Significance and Local Opportunity

The 2026 FIFA World Cup will be hosted in 16 cities among three nations, including the

Major Events Ad Hoc Committee Update

July 1, 2025

Page 2 of 6

United States, Mexico, and Canada, from June 11 through July 19, 2026. Eight matches are scheduled in the City of Inglewood's SoFi Stadium, inclusive of five 'Group Stage' matches, two 'Round of 32 Stage' matches, and one Quarterfinal match. Two of the Group Stage matches at SoFi are already set as Team USAs first and third scheduled games. Final qualifications and tournament roster for the 2026 FIFA World Cup is expected by March 2026.

For the first time the World Cup is being hosted among three participating countries, with an expected 6.5 million fans celebrating across Canada, Mexico, and the United States, creating a unique cultural blend and exchange uniting the continent and globe during the tournament. FIFA and participating cities are planning local community events, celebrations with stakeholders, drawing more visitors to Southern California than just those who will attend the matches.

Reportedly, the eight games hosted at SoFi Stadium is estimated to generate \$343 million in direct spending from visitors on areas like hotels, meals, and transportation. Such an event is an opportune moment to unite people from all over the world, promoting a cultural exchange, facilitating community engagement and enrichment activations, and showcasing the vibrant community of El Segundo.

The Super Bowl LXI in 2027 at SoFi Stadium anticipates a significant influx of visitors and is projected to generate an economic impact between \$234-\$477 million for the region, based on the 2022 LA Super Bowl. Beyond the championship game itself, the Super Bowl will be accompanied by a week-long slate of associated events designed to engage both visitors and residents. These typically include the NFL Honors awards ceremony, the interactive Super Bowl Experience fan convention, and Super Bowl Opening Night.

The 2028 Summer Olympics and Paralympic Games will be hosted by the City of Los Angeles from July 14 through August 27, 2028, marking the city's third time as Olympic host, following previous Games in 1932 and 1984. Games will be hosted throughout southern California, near El Segundo, including the cities of Long Beach, Carson, Inglewood, and Downtown Los Angeles, the Sepulveda Basin Recreation Area, and Venice Beach. The event features 36 Olympic and 23 Paralympic sports, with over 800 competition events, and more than 3,000 hours of thrilling live action. Over 11 million visitors attended games and celebration sites in Paris 2024 Olympic Games, with a similar expectation for the LA28 Olympic Games. The upcoming Games place a strong emphasis on sustainability and innovation, utilizing a "no-build" approach by relying on existing venues and public transportation throughout Southern California.

The City of El Segundo's adjacency to LAX, the 405 Freeway, 105 Freeway, Los Angeles Metro C Line, and proximity to major venues positions the City strategically to experience significant spillover benefits through the Games.

Over the next three years, international mega-events including the FIFA World Cup,

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2026 NBA All-Star Game, 2027 NFL Super Bowl, and the 2028 Olympic and Paralympic Games, will intensify global attention on the Los Angeles region. These events are expected to generate increased demand for short-term accommodations, amplify traffic flow, elevate pressure on public safety resources, and create economic opportunities for local businesses, especially those in the hospitality and tourism sectors.

Cultural Olympiad and Community Engagement

Running parallel to the Olympic Games, the LA28 Cultural Olympiad is a regionwide celebration of the arts, culture, and diversity of Southern California. It will feature performances, exhibitions, and educational programming. Cities across the region, including Culver City, Long Beach, and Carson are already engaging with regional arts leaders and considering participation to showcase their own creative communities. This presents a timely opportunity for El Segundo to assess its role in arts-based programming and cultural diplomacy. Proactive planning is essential to maximize these opportunities while ensuring the city's infrastructure, safety services, and community identity are preserved and enhanced.

Recognizing the growing scale and complexity of upcoming international events, at the May 6, 2025, and June 3, 2025, City Council meetings, Councilmember Keldorf recommended the formal formation of the Major Events Ad Hoc Committee composed of City Council members, commissioners, staff, business, and community representatives to proactively plan and coordinate local policies, partnerships, infrastructure needs, and community programs related to the Olympics and other large-scale events. The Committee will focus on building relationships and facilitating the planning efforts of:

- Economic Opportunities - Strengthening the hospitality and tourism industries to drive sustainable growth
- Infrastructure and Transportation - Enhancing accessibility and connectivity for residents and visitors
- Community Engagement - Fostering collaboration and inclusivity through public participation and activations
- Policy Considerations – i.e. Short-Term Rental Policy – balancing demand, neighborhood integrity, and tourism
- City Facility Use - Leveraging Olympic and professional training partnerships for community benefit
- Public Safety - Preparing for large-scale events with proactive security and emergency readiness

The committee can be tasked with and address other related topics as they emerge in connection with these events. While meeting monthly, the committee will occasionally report back or seek additional guidance or direction by the City Council through City Council Member Keldorf. The following establishes the final committee members:

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- City Council Member Michelle Keldorf
- Community Development Director Michael Allen
- Planning Commissioner Melissa McCaverty
- Recreation and Parks Commissioner Kelly Watson
- Arts and Culture Advisory Committee Member - Michael Schepps
- Chamber of Commerce CEO/President Marsha Hansen
- Community Member, Tesse Rasmussen

DISCUSSION:

With the 2026 FIFA World Cup, and LA 2028 Olympic and Paralympic Games approaching, cities across Southern California—including those not hosting official events—have a unique opportunity to benefit from increased international attention, tourism, and regional investment. El Segundo's location near the SoFi Stadium, LAX, and other major venues places it in a strategic position to explore community, economic, and cultural gains.

The following outlines potential opportunities the City can pursue, including public programming, infrastructure planning, cultural engagement, and regional partnerships to prepare to participate meaningfully in upcoming events.

Economic and Tourism Boom

Major events provide El Segundo with an opportunity to benefit economically due to its proximity to key venues. Even without hosting competitions, increased tourism could boost hotel stays, short-term rentals, and spending at local businesses. Establishing a fan zone or cultural activation could generate revenue and visibility. For example, there were over 30 hospitality houses at the 2024 Paris Olympics. Despite being a smaller hospitality house, New Zealand's hospitality house at the 2024 Paris Olympics attracted 20,000 visitors. These initiatives can also create temporary jobs in hospitality, security, and event operations.

El Segundo's involvement in LA28 offers a valuable opportunity to showcase its world-class sports infrastructure, strengthen tourism, and support local businesses. By capitalizing on its existing professional sports teams and organizations, top-tier training facilities, and strategic location, the city can position itself as a premier destination for both professional and recreational athletes.

City staff have received several inquiries about the use of City facilities (e.g. El Segundo Wiseburn Aquatic Center), and is seeking authorization from City Council to initiate discussions related to:

- Possible closure of a facility to the public leading up to and during the Olympics

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to accommodate exclusive use.

- Establishing the appropriate fee structure for exclusive use of facilities to include, but not limited to, existing use fees per the adopted fee schedule, costs related to additional supplies needed to accommodate expanded use, increased staffing needs (i.e. public safety, public works, etc.), facility enhancements or improvements, or community benefits or programming.

Furthermore, LA28 provides a global platform to highlight El Segundo's thriving business community and drive new economic growth. As home to major corporations like AT&T, Chevron, L'Oréal, Mattel, and Northrop Grumman, the City can leverage the international spotlight to showcase its industry leaders and innovations. Increased visibility during the Olympics can attract investors and businesses looking to expand, while infrastructure improvements and tourism activity can create lasting economic benefits. By aligning its sports presence with its corporate strengths, El Segundo can reinforce its reputation as a hub for both business and athletics.

Investing in Our Future: Infrastructure & Transportation

The "28 by '28" initiative and Olympic transit planning offer a chance to accelerate local mobility improvements. Enhancing bus routes, exploring shuttle options, and improving pedestrian and bike infrastructure can help the City prepare for higher visitor volumes while leaving a long-term benefit. Innovative mobility options (e.g., shuttles, micro-mobility, potential partnerships with private transport solutions) should be evaluated. With spectator parking prohibited at most venues, the Games will rely on an extensive network of bus shuttles from remote parking locations, creating potential roles for nearby cities in transportation and mobility planning.

By partnering with existing privately-owned parking garages, El Segundo is well positioned to serve as a central transportation hub in the region to facilitate connectivity between off-site parking and the venues. LA28 is currently in the process of exploring these opportunities in order to solidify contracts and logistics related to establishing the routes and connectivity between venues. Potential collaboration with private property owners, combined with City-sponsored local activations and a fixed route bus service, may provide opportunities to generate additional foot traffic in El Segundo's commercial nodes without increased vehicle traffic, consistent with the "28 by 28" goals, and City's championing economic development strategic plan initiatives.

Building Community & a Lasting Legacy

The Olympics provide an opportunity to foster civic pride and celebrate local identity. The City can participate in LA28's Cultural Olympiad through performances, youth sports, and volunteer programs. Such efforts would highlight El Segundo's diversity and strengthen community ties.

Strategic Partnerships & Collaboration

Formalizing the Major Events Ad Hoc Committee is crucial for coordinating and

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communicating across City departments, chamber of commerce, local partners, and other stakeholders. This committee will help manage key aspects of event operations and planning, ensuring the City engages in the right discussions, activities, and logistics at the appropriate time and with the necessary resources. Tackling this effort now allows for appropriate analysis and budgeting over the next two fiscal years to ensure adequate resources and investments are secured.

Involving local businesses, hospitality services, and event activations can enhance visibility and create lasting opportunities for growth. Early and strategic collaboration between public and private entities will help ensure seamless planning, execution, and long-term impact for the city.

Additionally, developing complementary programming will allow El Segundo to extend its impact beyond the Games. Community-driven events, sports clinics, business networking forums, and cultural activations can engage residents and visitors while reinforcing the city's identity as a hospitality, business, and sports hub. These initiatives will help generate additional revenue, strengthen civic pride, and leave a lasting legacy of economic and social benefits.

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:

Michael Allen, Community Development Director

REVIEWED BY:

Michael Allen, Community Development Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None