



AGENDA

EL SEGUNDO CITY COUNCIL
REGULAR MEETING
TUESDAY, SEPTEMBER 16, 2025

5:30 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 Director
Paul Silverstein, Interim IT Director
Aly Mancini, Recreation, Parks & Library Director

Mark Hensley, City Attorney
Paul Chung, CFO/City Treasurer
George Avery, Fire Chief
Rebecca Redyk, HR Director
Elias Sassoon, Public Works Director

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 up to 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.

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) 524-2307 to make an accommodation request or to obtain a copy of the policy.

5:30 PM CLOSED SESSION – CALL TO ORDER / ROLL CALL

PUBLIC COMMUNICATION – (RELATED TO CITY BUSINESS ONLY – UP TO 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

INITIATION OF LITIGATION PURSUANT to (Government Code §54956.9(d)(4)): -9-matter(s).

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

INVOCATION – Rabbi Dovid Lisbon - Jewish Community Center

PLEDGE OF ALLEGIANCE – Council Member Giroux

SPECIAL PRESENTATIONS

1. Breast Cancer Awareness Proclamation
2. Hispanic/Latin Heritage Month
3. International Day of Peace Proclamation

PUBLIC COMMUNICATIONS – (RELATED TO CITY BUSINESS ONLY – UP TO 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

4. City Council Meeting Minutes

Recommendation -

1. Approve the City Council Meeting Minutes of September 2, 2025.
2. Alternatively, discuss or take other action related to this item.

5. Warrant Demand Register for August 11, 2025 through August 24, 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 4A, and 4B: warrant numbers 3056901 through 3057107, and 9003396 through 9003401.
3. Alternatively, discuss and take other action related to this item.

6. Agreement Between the City of El Segundo and the Society for the Prevention of Cruelty to Animals Los Angeles for Animal Sheltering Services

Recommendation -

1. Waive bidding requirements pursuant to El Segundo Municipal Code § 1-7-9(A) and authorize the City Manager to execute an agreement with the Society for the Prevention of Cruelty to Animals Los Angeles (SPCALA) in an amount not-to-exceed \$60,000 for fiscal year 2025-26 to provide animal sheltering services.
2. Alternatively, discuss and take other action related to this item.

7. Second Reading of an Ordinance Amending El Segundo Municipal Code Section 1-6-4 to Update the List of Positions Exempt from the Civil Service System and Section 1-6-5 to Revise the Position Title of One Department Head

Recommendation -

1. Waive the second reading and adopt an Ordinance amending El Segundo Municipal Code Section 1-6-4 to update the list of positions

exempt from the Civil Service System and Section 1-6-5 to revise the position title of one Department Head.

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

8. Fiscal Year 2025-26 Adopted Budget Adjustment for Fiscal Year 2024-25 Continuing Appropriations

Recommendation -

1. Approve continuing appropriations from FY 2024-25 to FY 2025-26, thereby amending the Fiscal Year 2025-26 Adopted Budget in the Funds and by the amounts contained in Attachment 1.

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

9. Designation of Voting Delegate and Alternate to the Cal Cities - 2025 Annual Conference & Expo

Recommendation -

1. Designate a voting delegate, and an alternate to the Cal Cities Annual Conference & Expo.

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

10. Notice of Completion for Emergency Action for the Permanent Repair of the City of El Segundo Wiseburn Aquatics Center Pool Heaters

Recommendation -

1. Approve the notice of completion for the associated emergency remedial actions for the Aquatics Center Pool Heater Replacement Project, Project No. PW 25-04, by Knorr Systems International, LLC. By approving the notice of completion, the City Council will be terminating the emergency actions previously approved under Resolution No. 5519, pursuant to Public Contract Code § 22050(c).

2. Authorize and direct the City Clerk to file the attached notice of completion in the County Recorder's Office.

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

11. Resolution Amending Chapter 1A2 of the City's Administrative Code to Update Specific Unrepresented Classifications in the Management and Confidential Series

Recommendation -

1. Adopt a resolution approving amendments to Chapter 1A2 of the City's Administrative Code for the Management and Confidential Series to

correct the basic salary range for the Planning Manager; Update the job titles of the Director of Human Resources and Battalion Chief; and designate exemption status under the Fair Labor Standards Act for the Executive Assistant and Senior Executive Assistant.

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

12. Agreement between the City of El Segundo and Chevron Corporation pursuant to California Assembly Bill 1646 reimbursing the City of El Segundo for Associated Costs

Recommendation -

1. Authorize the City Manager to execute an agreement with Chevron Corporation for an estimated amount of \$237,179 for FY 2025-26 to establish a 24/7 community alerting system to notify El Segundo residents, businesses, and visitors of any incidents generated by the Chevron Oil Refinery in El Segundo.

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

13. License Agreement with Girl Scouts of Greater Los Angeles to Continue Utilizing Camp Eucalyptus at No Cost

Recommendation -

1. Authorize the City Manager to execute a nine-month license agreement with the Girl Scouts of Greater Los Angeles to continue utilizing Camp Eucalyptus at no cost.

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

14. Contract Award for the Replacement of Fire Station #2 HVAC System, Project No. 25-15

Recommendation -

1. Authorize the City Manager to execute a standard Public Works contract with ACCO Engineering Systems in the amount of \$80,700 for the replacement of the HVAC unit at Fire Station #2, Project No. PW 25-15, and authorize an additional \$30,000 as contingency funds for potential unforeseen issues and costs for bonds.

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

15. Resolution Adopting the City of El Segundo 2025 Local Hazard Mitigation Plan

Recommendation -

1. Adopt a resolution adopting the City of El Segundo 2025 Local Hazard

Mitigation Plan.

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

C. PUBLIC HEARINGS

D. STAFF PRESENTATIONS

16. Grant Award from Chevron Products Company in the Amount of \$75,000 to Support Economic Development in El Segundo

Recommendation -

1. Authorize the City Manager to accept grant funds in the amount of \$75,000 for Economic Development.
2. Alternatively, discuss and take other action related to this item.

17. Resolutions Amending the City Contributions for CalPERS Medical Premiums

Recommendation -

1. Adopt resolutions for the following groups amending the City contributions for CalPERS medical premiums consistent with a previously approved Memorandum of Understanding (MOU) and the Affordable Care Act (ACA).

El Segundo City Employees' Association (CEA)
El Segundo Firefighters' Association (ESFA)
El Segundo Police Managers' Association (PMA)
El Segundo Police Support Services Employees Association (PSSEA)
El Segundo Supervisory and Professional Employees' Association (SPEA)
Unrepresented Hourly Employees considered full-time under the ACA.

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

18. Adoption of Revised Classification Specifications for Positions in the Administrative Series, Resolution to Establish the Basic Salary Ranges, Reclassification of Four Incumbents, and Update of the Fair Labor Standards Act Exemption Designation of the Executive Assistant and Senior Executive Assistant Classifications

Recommendation -

1. Adopt the revised classification specifications for Office Specialist, Administrative Specialist, Senior Administrative Specialist I-II, Executive Assistant, and Senior Executive Assistant.

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2. Adopt a resolution establishing the basic salary range for Office Specialist, Administrative Specialist, Senior Administrative Specialist I and II, Executive Assistant, and Senior Executive Assistant.
 3. Approve the reclassification of four incumbents to a higher-level position in the Administrative Series.
 4. Update the Fair Labor Standards Act (FLSA) designation to non-exempt for the Executive Assistant and Senior Executive Assistant classifications.
 5. Alternatively, discuss and take other action related to this item.

19. Fiscal Year 2024-25 3rd and 4th Quarters Financial Report

Recommendation -

1. Receive and file the City's fiscal year 2024-25 3rd and 4th quarter financial report.
2. Alternatively, discuss and take other action related to this item.

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS

F. REPORTS - CITY CLERK

G. REPORTS - COUNCIL MEMBERS

Council Member Keldorf

Council Member Giroux

Council Member Boyles

20. Resolution Supporting USA Surfing's Recertification as the National Governing Body for Olympic Surfing

Recommendation –

1. Adopt a resolution supporting USA Surfing's recertification as the National Governing Body of Olympic surfing.
2. Alternatively, discuss and take other action related to this item.

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: September 11, 2025

TIME: 1:00 PM

BY: Susan Truax, City Clerk

Proclamation

City of El Segundo, California



WHEREAS, **Breast Cancer Awareness Month**, observed annually in October, is a nationwide campaign to increase public awareness of breast cancer, educate the public about early detection and regular screenings, and to promote research for better treatments and a cure; and

WHEREAS, Breast cancer is the most commonly diagnosed cancer among women, and while a family history of breast cancer is a risk factor, the overwhelming majority of women diagnosed with breast cancer have no family history of the disease; and

WHEREAS, Breast cancer can be diagnosed in women, and less frequently in men of all ages, ethnicities, and socioeconomic backgrounds, it is imperative that early detection and heightened awareness remain central to our efforts in combating this disease; and

WHEREAS, While there is currently no cure for breast cancer, researchers, organizations, and individuals are dedicating their time, energy, and resources to developing a cure to prevent future health issues and unnecessary loss of life from this devastating disease. There is still a great need for widespread outreach, increased awareness, and accessible resources for all; and

WHEREAS, The City of El Segundo proudly joins communities nationwide this October to celebrate breast cancer survivors, support those currently battling the disease, honor the many lives lost, recognize the families affected, and admire the medical professionals and researchers dedicated to aiding those with breast cancer and striving for a cure.

NOW, THEREFORE, on this 16th day of September, 2025, the Mayor and Members of the City Council of the City of El Segundo, California, do hereby proclaim the month of October 2025 as "**BREAST CANCER AWARENESS MONTH**", in El Segundo.

Ryan Baldino
Mayor Pro Tem

Chris Pimentel
Mayor

Drew Boyles
Councilmember

Lance Giroux
Councilmember

Councilmember
Michelle Keldorf

Proclamation

City of El Segundo, California



WHEREAS, Each year, the United States observes National Hispanic Heritage Month by celebrating the culture, heritage, and countless contributions of those whose ancestors were indigenous to North America as well as those who came from Spain, Mexico, the Caribbean, Central America and South America; and

WHEREAS, What began 1968 as Hispanic Heritage week under President Johnson was expanded by President Reagan in 1988 to cover a 30 day period starting September 15 and ending October 15; and

WHEREAS, September 15 is significant because it marks the anniversary of independence for the Latin American countries of Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. In addition, Mexico, Chile and Belize celebrate independence day on September 16th, 18th, and 21st, respectively; and

WHEREAS, The 2025 Hispanic Heritage Month theme is, "Herencia Colectivo: Honrando el Pasado, Inspirando el Futuro" - Collective Heritage: Honoring the Past, Inspiring the Future; and

WHEREAS, We recognize and honor the many ways that Hispanics have enriched the fabric of our society while also rededicating ourselves to supporting our Hispanic and Latinx communities, and ensuring that El Segundo is an equitable and welcoming place for all; and

WHEREAS, Hispanic/Latinx communities represent a significant and important demographic of the City of El Segundo, we honor the invaluable ways they contribute to our great city through cultural, educational, economic, and political vitality.

NOW, THEREFORE, on this 16th day of September, 2025, the Mayor and Members of the City Council of the City of El Segundo, California, do hereby proclaim September 12, 2025 to October 15, 2025 as "**National Hispanic Heritage Month**", and encourage all residents and employees to celebrate the unique and vibrant history of the Hispanic community.

Ryan Baldino
Mayor Pro Tem

Chris Pimentel
Mayor

Drew Boyles
Councilmember

Lance Giroux
Councilmember

Michelle Keldorf
Councilmember

Proclamation

City of El Segundo, California



WHEREAS, The City of El Segundo recognizes the importance of the *International Day of Peace*, observed annually on September 21, as a global call to action for peace, non-violence, and the resolution of conflicts through dialogue and understanding; and

WHEREAS, The *International Day of Peace* provides an opportunity to honor the work of individuals, organizations, and communities who promote harmony, compassion, and respect for human rights, and to reflect on the role each of us plays in fostering a more just and peaceful world; and

WHEREAS, Peace is not only the absence of conflict but also the presence of justice, equity, and inclusion, and communities thrive when residents embrace empathy, cooperation, and mutual understanding; and

WHEREAS, The City of El Segundo is committed to promoting a culture of peace by supporting initiatives that strengthen social cohesion, respect diversity, and encourage constructive dialogue among all residents; and

WHEREAS, The *International Day of Peace* serves as a reminder that pursuit of peace begins at the local level, with small acts of kindness, civic engagement, and efforts to uplift the voices of all community members.

NOW, THEREFORE, on this 16th day of September, 2025, the Mayor and Members of the City Council of the City of El Segundo, California, do hereby proclaim September 21, 2025 as "*International Day of Peace*" in El Segundo, and encourage all residents to participate in acts of compassion and community engagement that promote understanding, cooperation, and a lasting culture of peace.

Ryan Baldino
Mayor Pro Tem

Chris Pimentel
Mayor

Drew Boyles
Councilmember

Lance Giroux
Councilmember

Councilmember
Michelle Keldorf

**MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, SEPTEMBER 2, 2025**

CLOSED SESSION – Mayor Pimentel called the meeting to order at 5:00 PM

ROLL CALL

Mayor Pimentel	-	Present
Mayor Pro Tem Baldino	-	Present
Council Member Boyles	-	Present
Council Member Giroux	-	5:18 PM
Council Member Keldorf	-	Present

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

SPECIAL ORDER OF BUSINESS:

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

CONFERENCE WITH CITY’S LABOR NEGOTIATOR (GOV’T CODE §54957.6): -3-MATTER(S)

Employee Organizations: Police Officers’ Association (POA), Firefighters’ Association (FFA) & Management Confidential (Unrepresented Employee Group)

Agency Designated Representative: Laura Drottz Kalty, 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

Adjourned at 5:56 PM

Minutes are prepared and ordered to correspond to the agenda.

OPEN SESSION – Mayor Pimentel called the meeting to order at 6:01 PM

ROLL CALL

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

INVOCATION – Pastor Jonathan Elmore - The Bridge

PLEDGE OF ALLEGIANCE – Council Member Boyles

SPECIAL PRESENTATIONS:

1. El Segundo Public Library 2025 Summer Reading Program Wrap-Up presented by Senior Librarian Julie Todd.
2. California's 175th Anniversary of Statehood Proclamation read by Mayor Pimentel

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5-minute limit per person, 30-minute limit total) NO PUBLIC COMMUNICATION

MOTION by Council Member Giroux, SECONDED by Mayor Pro Tem Baldino to read all ordinances and resolutions on the agenda by title only.

MOTION PASSED 5/0

AYES: Pimentel, Baldino, Boyles, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: None

B. CONSENT:

3. Approve City Council Meeting Minutes of August 19, 2025.
(Fiscal Impact: None.)

4. Warrant Demand Register for July 28 through August 10, 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 3A and 3B: warrant numbers 3056689 through 3056900, and 9003392 through 9003395.

(Fiscal Impact: The warrants presented were drawn in payment of demands included within the FY 2025-2026 Adopted Budget. The total of \$6,864,608.89 (\$1,110,581.42 in check warrants and \$5,754,027.47 in wire warrants) is for demands drawn on the FY 2025-2026 Budget.)

5. Second Reading of an Ordinance Amending the Smoky Hollow Specific Plan

Definitions and Permitted Uses Related to Incubator and Innovative Start-up Uses:

Waive the second reading and adopt Ordinance No. 1675 amending the Smoky Hollow Specific Plan definitions and permitted uses related to Incubator and Innovative Start-up uses and finding that the ordinance is exempt from the requirements of the California Environmental Quality Act pursuant to CEQA Guidelines § 15061(b)(3).

(Fiscal Impact: None.)

6. Construction Contract with Onyx Paving Company, Inc. for \$919,000 for the FY 2025-26 Pavement Rehabilitation Project, Project No. PW 25-07: Authorize the City Manager to execute a standard Public Works Construction Contract No. 7391 with Onyx Paving Company, Inc. for \$919,000 for the FY 2025-26 Pavement Rehabilitation Project, Project No. PW 25-07, and authorize an additional \$81,000 as contingency funds for potential unforeseen conditions.

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

Amount Budgeted: \$1,000,000

Additional Appropriation: No

Account Numbers:

\$400,000 (110-400-8203-8943 - Measure R funds)

\$200,000 (127-400-0000-8382 - Measure M funds)

\$400,000 (128-400-8203-8383 - SB-1 Expenditures))

7. Resolution Adopting Plans and Specifications for the FY 2025-26 Concrete Improvements Project, Project No. PW 25-10: Adopt Resolution No. 5555 to approve plans and specifications for the FY 2025-26 Concrete Improvements Project, Project No. PW 25-10 and authorize advertising for bids.

(Fiscal Impact: The total project construction cost is estimated to be \$160,000.

Included in the Adopted FY 2025-26 Budget.

Amount Budgeted: \$200,000

Additional Appropriation: No

Account Number(s):

106-400-8203-8606 (Sidewalk Repair – Gas Tax Fund))

ITEM 8 WAS PULLED BY MAYOR PRO TEM BALDINO

9. Second Reading of an Ordinance Amending Bylaws of the Senior Citizen Housing Corporation Board to Add One Current Park Vista Tenant to Serve as a Non-Voting Member: Second Reading and Adoption of Ordinance No. 1676 approving and adopting amended and restated bylaws of the El Segundo Senior Citizen Housing Corporation.

(Fiscal Impact: None.)

10. Continue Emergency Action for the Permanent Repair of the City of El Segundo Wiseburn Aquatics Center Pool Heaters: Receive and file staff's report regarding the status of the permanent repairs to El Segundo Wiseburn Aquatics Center

pool heaters. 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 Giroux, SECONDED by Council Member Boyles, to approve Consent items 3, 4, 5, 6, 7, 9 and 10.

MOTION PASSED 5/0

AYES: Pimentel, Baldino, Boyles, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: None

PULLED ITEM: Due to a potential conflict of interest, Mayor Pimentel recused himself.

8. Award of Contract for Real-Time Data Visualization Platform with Peregrine Through the 2023 UASI Grant Program Award and Subaward Agreement with the City of Los Angeles: Authorize the City Manager to award Contract No. 7392 to Peregrine Technologies, Inc., subject to final language approval by the City Manager and City Attorney, in the amount of \$240,000 for a three-year term to provide a Real-Time Data Visualization platform. Authorize City Manager to waive bidding requirements pursuant to El Segundo Municipal Code § 1-7-9(a).

(Fiscal Impact: Funds were appropriated during the FY 2025-26 budget process. The Federal Urban Area Security Initiatives ("UASI") Grant Program is a reimbursable grant.

The upfront cost of \$240,000 will come from City reserves until the funds are reimbursed per the agreement.

UASI Grant Revenue Account 124-300-3101-6411- budgeted for \$251,765 in FY 2025-26

UASI Grant Expenditure Account 124-400-3101-6411- budgeted for \$251,765 in FY 2025-26)

MOTION by Mayor Pro Tem Baldino, SECONDED by Council Member Boyles, to approve Consent item 8.

MOTION PASSED 4/0

AYES: Baldino, Boyles, Giroux, and Keldorf

NOES: None

ABSTAIN: Pimentel

ABSENT: None

Mayor Pimentel returned to the dais.

C. PUBLIC HEARING:

11. Public Hearing to Establish a Fee for a Community Alerting System for the City of El Segundo Pursuant to California Assembly Bill 1646, and Agreement with Chevron Corporation to Reimburse the City of El Segundo for Associated Costs:

Open and conduct a public hearing on the proposed fees to establish a community alerting system for the City of El Segundo pursuant to California Assembly Bill 1646 (AB1646). Authorize the City Manager to execute an agreement with Chevron Corporation for an estimated amount of \$237,179 for FY 2025-26 to establish a 24/7 community alerting system to notify El Segundo residents, businesses, and visitors of any incidents generated by the Chevron Oil Refinery in El Segundo. Adopt Resolution No. 5556 to establish fees for the City's costs for AB 1646 compliance.

(Fiscal Impact: If the City Council approves this item, the Chevron Corporation will reimburse the City of El Segundo for all costs associated with operating a 24/7 community alerting system and maintaining a mass notification system for the City of El Segundo in the event of a refinery incident per Assembly Bill 1646.

The City of El Segundo annual/ongoing fees for FY 25-26 include personnel time for completing administrative AB 1646 tasks during business hours, stand-by personnel time for operating the 24/7 watch center and attending notification system training off-hours, ongoing community alert system software costs for the integrated alert and mass notification system (Alert South Bay), and a one-time fee for startup costs associated with purchasing networking and telecommunications equipment needed to operate the watch center.

Amount Budgeted: Approximately \$237,179

Additional Appropriation: N/A

Account Number(s):

126-400-3205-4115 (Expenditures: Reimbursable Overtime AB 1646 - \$155,797)
126-400-3205-6214 (Expenditures: Administrative Personnel, Alert South Bay, Start-up costs - \$81,382)
126-300-0000-3836 (Revenue: AB 1646 Operations & Maintenance - \$237,179)

AB 1646 FY 25-26 Fee Detail:

24/7 Community Watch Center Personnel Time: \$155,797

Daily community watch center personnel will be the fire chief and one battalion chief. Monthly billing will reflect eight (8) total hours of daily stand-by time. Four (4) hours fire chief, billed at \$0.00 per hour, and four (4) hours battalion chief, billed at \$127.76 per hour. The fire chief is exempt from overtime. There will be no charge for the fire chief position and there will never be more than one battalion chief on standby for this duty. The billing period is anticipated to start on October 13, 2025, and continue through June 30, 2026. This fee is \$146,719.

In addition, 24/7 watch center costs will include 36 hours of stand-by time for two off-duty battalion chiefs to attend monthly South Bay Alert notification system/incident training, as well as ongoing incident communication fees as needed for continued communications during an incident. This fee is \$9,079.

Administrative Personnel Time: \$12,381

Personnel time billed at the fully burdened rate for administrative tasks completed during business hours that are associated with AB1646. Such tasks include attending refinery meetings, crisis committee meetings, and completing and overseeing monthly billing (see Attachment 1 for number of hours and hourly rates).

Community Alert System - Alert South Bay: \$13,000

Integrated alert and notification system to alert and notify the community surrounding a petroleum refinery, including schools, public facilities, hospitals, transient and special needs populations, and residential care homes in the event of an incident at the refinery, warranting the use of the automatic notification system. Annual fee subject to change. \$13,000 based on the forecasted FY 25-26 cost.

Equipment start-up costs: \$56,000

Networking/Telecommunications equipment. One-time startup cost for FY 25-26.

The total fee of \$237,179 will be adjusted by the Los Angeles All Urban Consumer Price Index on July 1st of each year. This is an estimated fee as some incidents may exceed four hours, in which case Chevron will be billed the fully burdened rate for the actual hours worked by the above individuals who provide services during the incident.)

Mayor Pimentel stated this was the time and place to conduct a public hearing.

City Clerk Truax stated proper notice had been given in a timely manner and that no written communication had been received.

ESFD Chief George Avery gave a presentation.

Public Input: None

MOTION by Council Member Keldorf, SECONDED by Council Member Giroux to close Public Hearing Item C.11.

MOTION PASSED 5/0

AYES: Pimentel, Baldino, Boyles, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: None

Council Discussion

Mark Hensley, City Attorney, read by title only:

RESOLUTION NO. 5556

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO
ESTABLISHING FEES FOR THE COSTS INCURRED BY THE CITY FOR AB 1646
COMPLIANCE.

MOTION by Council Member Boyles, SECONDED by Council Member Keldorf to approve Resolution No. 5556 for a community alerting system.

MOTION PASSED 5/0

AYES: Pimentel, Baldino, Boyles, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: None

D. STAFF PRESENTATIONS:

12. Resolution Amending Chapter 1A2 of the El Segundo Administrative Code for the Management Confidential Series Relating to Salary Range Adjustments, Increases to Flexible Benefit Plan, and Fair Labor Standards Act Exemption

Status: Adopt Resolution No. 5557 amending the City's Administrative Code to update sections for specific unrepresented classifications covered under Chapter 1A2 Management-Confidential series.

(Fiscal Impact: The fiscal impact of the proposed salary and benefit changes to Chapter 1A2 of the Administrative Code for the Management and Confidential Series is approximately \$150,726 for FY 2025-26.

Additional Appropriation: Staff is requesting an additional appropriation of \$150,726 in FY 2025-26 from General Fund Reserves for implementing the terms of the salary and benefit changes for the Management and Confidential Series employees.

Account Numbers: Various accounts:

\$150,726 to 001-400-XXXX-XXX (General Fund - various personnel budgets))

Rebecca Redyk, Human Resources Director, presented the item.

Council Discussion

Mark Hensley, City Attorney, read by title only:

RESOLUTION NO. 5557
A RESOLUTION OF THE CITY OF EL SEGUNDO, CALIFORNIA AMENDING THE
CITY'S ADMINISTRATIVE CODE TO UPDATE SECTIONS FOR SPECIFIC
UNREPRESENTED CLASSIFICATIONS UNDER CHAPTER 1A2
(MANAGEMENT-CONFIDENTIAL SERIES)

MOTION by Mayor Pimentel, SECONDED by Mayor Pro Tem Baldino to adopt Resolution No. 5557 amending the City's Administrative Code.

MOTION PASSED 5/0

AYES: Pimentel, Baldino, Boyles, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: None

13. First Reading of an Ordinance Amending El Segundo Municipal Code Section 1-6-4 to Update the List of Positions Exempt from the Civil Service System and Section 1-6-5 to Revise the Position Title of One Department Head:

Introduce and waive the first reading of Ordinance No. 1677 amending El Segundo Municipal Code Section 1-6-4 to update the list of positions exempt from the Civil Service System and Section 1-6-5 to revise the position title of one Department Head. (Fiscal Impact: None.)

Rebecca Redyk, Human Resources Director, presented the item.

Council Discussion

Mark Hensley, City Attorney, read by title only:

ORDINANCE NO. 1677
AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE SECTION 1-6
(PERSONNEL MERIT SYSTEM) TO REVISE THE LIST OF POSITIONS EXEMPT
FROM THE CIVIL SERVICE SYSTEM AND TO UPDATE A DEPARTMENT HEAD
TITLE.

MOTION by Council Member Boyles to introduce the item and approved staff's recommendation to delete the "at-will" parenthetical information that appeared to next to employment titles in the ordinance and to schedule a second reading of the ordinance with for the regular September 16, 2025, City Council

meeting or as soon thereafter it may be considered.

14. Local Hazard Mitigation Plan Update: Receive and file the Local Hazard Mitigation Plan update.

ESFD Chief George Avery introduced Melissa Mendoza-Campos, Emergency Management Coordinator, who presented the item with Aaron Pfannenstiel from Atlas Planning Solutions.

Council Discussion

Council consensus to receive and file the Local Hazard Mitigation Plan update.

15. Plunge Capital Campaign Update: Receive and file the Plunge Capital Campaign update.

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

Council Discussion

Council consensus to receive and file the Plunge Capital Campaign update.

F. REPORTS – CITY CLERK – Reported the El Segundo Art Walk was a huge success. Gave a brief update on the California mid-decade congressional redistricting Special Election to be held on November 4, 2025.

G. REPORTS – COUNCIL MEMBERS

Council Member Keldorf – No report. Asked for an update on when the El Segundo Aquatics Center (ESAC) will be reopened.

Council Member Giroux – No report. Asked when the El Segundo Aquatic Center agreement with Wiseburn Unified School District will be put on the agenda for Council to discuss; he requested a status update on the inventory and analysis of City vehicles.

Council Member Boyles – Attended the final meeting of the South Bay Housing Trust Advisory Committee, which decided on a board composition consisting of seven members from the 16 COG (Council of Governments) cities and two housing experts, for a total of nine members.

Mayor Pro Tem Baldino – Expressed his appreciation to City staff for efforts toward producing the El Segundo Art Walk.

Mayor Pimentel – The Disaster Council meets tomorrow. The French National Swim Team will view the ESAC on Friday for potential use during the Olympics.

There was no Sanitation Committee meeting in August. He will attend an upcoming Metro meeting with Mayor Butts from Inglewood about the proposed extensions on 405 Freeway onramps.

- I. REPORTS – CITY ATTORNEY – No report.
- J. REPORTS/FOLLOW-UP – CITY MANAGER – City staff met on August 21 with representatives from Hyperion, will now hold regular meetings to provide updates on improvements and maintenance at the facility. Reported the AQMD received 78 odor complaints and 4 nuisance violations were issued since August 19. There will be a community facility tour this Saturday from 10 AM to noon. Mayor Pro Tem Baldino asked for Hyperion to begin scheduling regular meetings at the El Segundo Library to provide citizens updates and an opportunity to provide input.

MEMORIAL:- The meeting was adjourned in memory of Dr. Ray Gen, beloved El Segundo High School teacher who died unexpectedly in April.

Adjourned at 7:15 PM

Susan Truax, City Clerk



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Consent

Item Number: B.5

TITLE:

Warrant Demand Register for August 11, 2025 through August 24, 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 4A, and 4B: warrant numbers 3056901 through 3057107, and 9003396 through 9003401.
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 2025-2026 Adopted Budget. The total of \$6,027,975.67 (\$3,020,705.37 in check warrants and \$3,007,270.30 in wire warrants) are for demands drawn on the FY 2025-2026 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

September 16, 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 4a - summary
2. Register 4b - summary

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3056901 - 3057020
9003396 - 9003400

DATE OF APPROVAL: AS OF 9/02/25

REGISTER # 4a

003	GENERAL FUND	528,342.02
104	EXPENDABLE TRUST FUND - OTHER	-
106	TRAFFIC SAFETY FUND	-
108	STATE GAS TAX FUND	8,652.00
109	ASSOCIATED RECREATION ACTIVITIES FUND	-
110	ASSET FORFEITURE FUND	6,784.81
111	MEASURE "R"	-
112	COMM. DEVEL. BLOCK GRANT	-
114	PROP "A" TRANSPORTATION	2,709.00
115	PROP "C" TRANSPORTATION	-
116	AIR QUALITY INVESTMENT PROGRAM	-
117	HOME SOUND INSTALLATION FUND	-
118	HYPERION MITIGATION FUND	-
119	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
121	MTA GRANT	-
122	FEMA	-
120	C.O.P.S. FUND	50,799.98
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	-
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	1,833,644.14
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	187,458.89
502	WASTEWATER FUND	10,099.79
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	369.60
505	SOLID WASTE FUND	8,169.36
601	EQUIPMENT REPLACEMENT	23,171.76
602	LIABILITY INSURANCE	2,894.21
603	WORKERS COMP. RESERVE/INSURANCE	1,310.00
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	3,853.98
703	EXPENDABLE TRUST FUND - OTHER	-
704	EXPENDABLE TRUST FUND - OTHER	750.00
708	OUTSIDE SERVICES TRUST	35.94
	TOTAL WARRANTS	2,669,025.48

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: Replacement check#s 3057021 & 3057022

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER:

CITY MANAGER:

DATE:

DATE:

[Handwritten Signature]
8/16/25

[Handwritten Signature]
8-18-25

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 08/11/25 THROUGH 08/17/25**

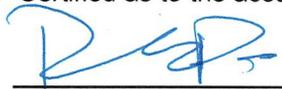
<u>Date</u>	<u>Payee</u>		<u>Description</u>
8/11/2025	West Basin	2,551,578.91	H2O payment
8/15/2025	Mission Square	67,395.73	457 payment Vantagepoint
8/15/2025	Mission Square	1,123.20	401(a) payment Vantagepoint
8/15/2025	Mission Square	2,613.30	401(a) payment Vantagepoint
8/15/2025	Mission Square	767.37	IRA payment Vantagepoint
8/15/2025	ExpertPay	1,758.03	EFT Child support payment
08/04/25-08/10/25	Workers Comp Activity	39,598.33	Corvel checks issued/(voided)
08/04/25-08/10/25	Liability Trust - Claims	8,592.00	Claim checks issued/(voided)
08/04/25-08/10/25	Retiree Health Insurance	733.00	Health Reimbursement checks issued
		<u>2,674,159.87</u>	

DATE OF RATIFICATION: 08/15/25

TOTAL PAYMENTS BY WIRE:

2,674,159.87

Certified as to the accuracy of the wire transfers by:

	<u>8/15/25</u>
Deputy City Treasurer	Date
	<u>8/15/25</u>
Chief Financial Officer	Date
	<u>8-18-25</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 9/02/25
REGISTER # 4a

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	113.39
1201	City Treasurer	1,448.96
1300	City Clerk	599.90
2101	City Manager	70.00
2102	Communications	103.01
2103	El Segundo Media	64.10
2201	City Attorney	63,432.45
2401	Economic Development	
2402	Planning	51.48
2405	Human and Health Services	
2500	Administrative Services	83,349.85
2601	Government Buildings	16,466.08
2900	Nondepartmental	1,906.89
6100	Library	11,251.59
		<hr/> 178,857.70
PUBLIC SAFETY		
3100	Police	61,392.58
3200	Fire	3,045.70
2403	Building Safety	106,175.41
2404	Plng/Bldg Sfty Administration	15.00
		<hr/> 170,628.69
PUBLIC WORKS		
4101	Engineering	38.28
4200	Streets	84,071.66
4300	Wastewater	620.58
4601	Equipment Maintenance	12,460.60
4801	Administration	85.77
		<hr/> 97,276.89
COMMUNITY DEVELOPMENT		
5100,5200	Recreation & Parks	47,462.38
5400	CAMPS	1,580.11
		<hr/> 49,042.49
EXPENDITURES		
	CAPITAL IMPROVEMENT	1,833,644.14
	ALL OTHER ACCOUNTS	339,575.57
	TOTAL WARRANTS	<hr/> <hr/> 2,669,025.48

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3057023 - 3057107
9003401 - 9003401

DATE OF APPROVAL: AS OF 9/02/25

REGISTER # 4b

	GENERAL FUND	325,789.80
003	EXPENDABLE TRUST FUND - OTHER	6,524.54
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	354.36
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	-
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	6,043.75
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	-
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	6,344.67
502	WASTEWATER FUND	3,937.43
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	862.40
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	190.00
602	LIABILITY INSURANCE	1,570.80
603	WORKERS COMP. RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	62.14
703	EXPENDABLE TRUST FUND - OTHER	-
704	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	351,679.89

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:

Theresa [Signature]
8/26/25

Barbara Vass (for DG)
8/25/25

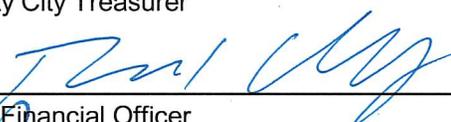
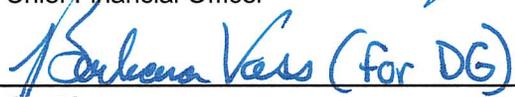
**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 08/18/25 THROUGH 08/24/25**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
8/20/2025	Cal Pers	400.00	SSA 218 - Annual Fee, Social Security
8/20/2025	Cal Pers	200.00	Cal Pers Admin Late Reporting Fee
8/22/2025	Cal Pers	31,509.21	misc classic 2nd tier 27
8/22/2025	Cal Pers	56,238.67	safety police classic 1st tier 28
8/22/2025	Cal Pers	32,525.78	safety fire PEPRA New 25020
8/22/2025	Cal Pers	48,160.06	safety police PEPRA New 25021
8/22/2025	Cal Pers	68,022.16	misc PEPRA New 26013
8/22/2025	Cal Pers	57,834.06	safety fire classic 30168
8/22/2025	Cal Pers	20,038.28	safety police classic 30169
8/22/2025	Cal Pers	200.00	Cal Pers Admin Late Reporting Fee
08/11/25-08/17/25	Workers Comp Activity	17,982.21	Corvel checks issued/(voided)
08/11/25-08/17/25	Liability Trust - Claims		Claim checks issued/(voided)
08/11/25-08/17/25	Retiree Health Insurance		Health Reimbursement checks issued
		<u>333,110.43</u>	

**DATE OF RATIFICATION: 08/22/25
 TOTAL PAYMENTS BY WIRE:**

333,110.43

Certified as to the accuracy of the wire transfers by:

	<u>8/22/25</u>
Deputy City Treasurer	Date
	<u>8/25/25</u>
Chief Financial Officer	Date
	<u>8/25/25</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 9/02/25
REGISTER # 4b

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	1,823.78
1201	City Treasurer	1,429.94
1300	City Clerk	162.25
2101	City Manager	682.18
2102	Communications	6,000.00
2103	El Segundo Media	
2201	City Attorney	47,626.60
2401	Economic Development	2,583.00
2402	Planning	61,992.50
2405	Human and Health Services	
2500	Administrative Services	44,680.01
2601	Government Buildings	7,005.26
2900	Nondepartmental	1,340.04
6100	Library	1,718.71
		<hr/> 177,044.27
PUBLIC SAFETY		
3100	Police	53,462.11
3200	Fire	30,976.59
2403	Building Safety	2,943.80
2404	Plng/Bldg Sfty Administration	136.29
		<hr/> 87,518.79
PUBLIC WORKS		
4101	Engineering	26,309.20
4200	Streets	3,583.08
4300	Wastewater	
4601	Equipment Maintenance	720.93
4801	Administration	257.22
		<hr/> 30,870.43
COMMUNITY DEVELOPMENT		
5100,5200	Recreation & Parks	29,810.67
5400	CAMPS	
		<hr/> 29,810.67
EXPENDITURES		
CAPITAL IMPROVEMENT		
ALL OTHER ACCOUNTS		26,435.73
TOTAL WARRANTS		<hr/> <hr/> 351,679.89



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Consent

Item Number: B.6

TITLE:

Agreement Between the City of El Segundo and the Society for the Prevention of Cruelty to Animals Los Angeles for Animal Sheltering Services

RECOMMENDATION:

1. Waive bidding requirements pursuant to El Segundo Municipal Code § 1- 7- 9(A) and authorize the City Manager to execute an agreement with the Society for the Prevention of Cruelty to Animals Los Angeles (SPCALA) in an amount not-to-exceed \$60,000 for fiscal year 2025-26 to provide animal sheltering services.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Amount Budgeted: \$40,000

Additional Appropriation: N/A

Account Number(s): 001-400-3108-6206

No additional budget appropriation is needed at this time as the Police Department will use budgetary savings to cover the additional \$20,000. The revised budgetary cost will be included in the proposed FY 2026-27 operating budget.

BACKGROUND:

Since 2001, SPCALA has served as the primary provider of animal sheltering services for the City of El Segundo, offering 24/7 access to its facility for animal drop-off by the City's Animal Control Officers. An independent, nonprofit animal welfare organization, SPCALA operates a "quality of life" shelter located in the City of Hawthorne.

In addition to sheltering services noted in the agreement, SPCALA offers a range of programs including pet adoption, humane education, cruelty prevention and investigation, disaster response, and low-cost vaccination and spay/neuter clinics. These comprehensive services support the health and well-being of animals while

promoting responsible pet ownership and public safety within the community.

The City's Purchasing Ordinance requires formal bidding for contracts exceeding \$50,000 per fiscal year unless an exception applies. (ESMC § 1-7-6.) The City Council may waive the formal bidding requirements "when the City's best interests are served by a direct award of a contract without a competitive selection process." (§ 1-7-9(A).)

DISCUSSION:

To ensure due diligence in evaluating the market for animal sheltering services, staff contacted three organizations for consideration. The County of Los Angeles Department of Animal Care and Control indicated that they could provide sheltering services at a higher contract cost; however, their facilities are currently at capacity. The City of Los Angeles Department of Animal Services did not provide a quote, citing existing overcrowding and an inability to take on additional responsibilities.

In addition, both county and city facilities are located farther from El Segundo, creating logistical challenges for both residents and Animal Control Officers. Staff also identified a potential provider in Inglewood, but following an on-site walkthrough and a review of their operations, it was determined that the facility did not meet the City's service standards or operational needs.

In summary, SPCALA is currently the only provider of animal sheltering services for the City of El Segundo. Without their support, the community would face a significant gap in animal welfare resources. Fewer stray animals would be taken in, as individuals would be responsible for covering intake fees themselves. This financial barrier would likely discourage people from surrendering unwanted pets or bringing in injured or abandoned animals, leading to an increase in animals left on the streets without care. The absence of SPCALA's services would place both animals and the community at greater risk, highlighting the essential role they play in maintaining public safety and animal well-being. For these reasons, staff request the City Council to waive the formal bidding requirements and award a contract to SPCALA for animal sheltering services.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 2: Optimize Community Safety and Preparedness

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

PREPARED BY:

Julissa Solano, Sr. Management Analyst

REVIEWED BY:

Saul Rodriguez, Police Chief

SPCALA
September 16, 2025
Page 3 of 3

APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:
None



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Consent

Item Number: B.7

TITLE:

Second Reading of an Ordinance Amending El Segundo Municipal Code Section 1-6-4 to Update the List of Positions Exempt from the Civil Service System and Section 1-6-5 to Revise the Position Title of One Department Head

RECOMMENDATION:

1. Waive the second reading and adopt an Ordinance amending El Segundo Municipal Code Section 1-6-4 to update the list of positions exempt from the Civil Service System and Section 1-6-5 to revise the position title of one Department Head.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

Exempt positions from the Civil Service System do not have the same rights as classified positions. Civil Service provides a range of job protections for City employees, including merit-based hiring and promotions, opportunity for employees to correct performance issues, and “for cause” termination. In contrast, employees exempt from Civil Service may be appointed without a competitive hiring process and are subject to “at-will” employment (i.e., employment that may be terminated at any time for any reason not prohibited by law).

El Segundo Municipal Code (“ESMC”) § 1-6-1 requires Civil Service membership for all City employees except those specifically exempted. ESMC § 1-6-4 exempts department heads, elective officers, and certain specified positions listed therein. Currently, the Senior Executive Assistant (At-Will) is the only position on the list that is not at a department head or manager level.

**Municipal Code Revision to the List of Exempt Positions & Department Head Title
September 16, 2025**

Page 2 of 4

El Segundo Municipal Code (“ESMC”) § 1-6-5 lists the titles of department head positions. The Chief Financial Officer position previously included oversight of the City’s Risk Management program and Risk Manager position. In April 2023, these responsibilities were transferred to the Director of Human Resources.

The proposed Ordinance was introduced, and the first reading was waived at the September 2, 2025 City Council meeting. Staff was directed to schedule the second reading at the September 16, 2025 regular City Council meeting.

DISCUSSION:

Senior Executive Assistant (At-Will) Civil Service Status

The Senior Executive Assistant (At-Will) is the highest classification in the administrative series, which includes one position in the unrepresented Management and Confidential employee group with the remainder of the positions included in the represented City Employees’ Association. Positions excluded from the Civil Service System are at a department head or manager level. The Senior Executive Assistant is the only position listed that is not at that level.

The proposed Ordinance would remove the Senior Executive Assistant (At-Will) position from the list of those exempted from the Civil Service System. A Civil Service exemption for each of the three positions noted below in **bold** text with an asterisk (*) will become effective upon vacation of each position and City Council approval of a revised classification specification for the position.

Positions Excluded from Civil Service System

Assistant City Clerk (At-Will)

Assistant City Manager (At-Will)

Building Official (At-Will)

City Attorney

City Engineer (At-Will)

City Manager

Communications Manager (At-Will)

Deputy City Manager

Municipal Code Revision to the List of Exempt Positions & Department Head Title

September 16, 2025

Page 3 of 4

Environmental Programs Manager (At-Will)

Finance Manager (At-Will)

General Services Superintendent (At-Will)

Human Resources Manager (At-Will)

Information Systems Manager (At-Will)

Library Services Manager*

Park Maintenance Superintendent*

Planning Manager (At-Will)

Principal Civil Engineer*

Recreation Manager (At-Will)

Risk Manager (At-Will)

Treasury and Customer Service Manager (At-Will)

Utilities Superintendent (At-Will).

Director of Human Resources Title Change

The proposed Ordinance would update the title from Director of Human Resources to Director of Human Resources & Risk Management to more accurately reflect the scope of work for this position. Human Resources oversees the City's Risk Management program, which includes workers' compensation and general liability claims management, insurance review of City contracts and agreements, participation in the ICRMA risk pool to obtain all lines of insurance coverage for the City, OSHA reporting, safety training, and other related policies and programs to minimize risk to the City.

Implementation Actions

To implement the above actions, modification to ESMC Chapter 1-6 is needed to comply with City's personnel policies and practices and state law. The proposed Ordinance would remove the Senior Executive Assistant from the list of positions excluded from the Civil Service System, thereby including it as a covered position covered under the Civil Service System. Additionally, the proposed Ordinance would update the title of the Director of Human Resources to the Director of Human Resources & Risk Management.

**Municipal Code Revision to the List of Exempt Positions & Department Head Title
September 16, 2025
Page 4 of 4**

If adopted, the ordinance will take effect in 30 days.

CITY STRATEGIC PLAN COMPLIANCE:

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

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

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

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

PREPARED BY:

Rebecca Redyk, Human Resources Director

REVIEWED BY:

Rebecca Redyk, Human Resources Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Ordinance Amendment ESMC Chapter 1-6 Civil Service

ORDINANCE NO. _____

AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE CHAPTER 1-6 (PERSONNEL MERIT SYSTEM) TO REVISE THE LIST OF POSITIONS EXEMPT FROM THE CIVIL SERVICE SYSTEM AND TO UPDATE A DEPARTMENT HEAD TITLE

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

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

- A. State law allows cities to adopt civil service programs that are adaptable to their respective sizes and types via ordinance (Gov. Code, § 45000 et seq.)
- B. The City has adopted a civil service system which is set forth in El Segundo Municipal Code (“ESMC”) Chapter 1-6 (Personnel Merit System).
- C. The City Council desires to adopt this Ordinance to memorialize updates to the positions excluded from the City’s civil service system.

SECTION 2. El Segundo Municipal Code (“ESMC”) § 1-6-4 is amended in its entirety to read as follows (deletions in ~~strikethrough~~ and additions in **bold underline**):

1-6-4: EXCLUSIONS:

Effective **October 2, 2025**, ~~October 3, 2024~~, those officers and members of departments, in addition to department heads and elected officers who are expressly excluded from the merit system, are:

Assistant City Clerk (~~At-Will~~)

Assistant City Manager (~~At-Will~~)

Building Official (~~At-Will~~)

City Attorney

City Engineer (~~At-Will~~)

City Manager

Communications Manager (~~At-Will~~)

Deputy City Manager

Environmental Programs Manager (~~At-Will~~)

- Finance Manager (~~At-Will~~)
- General Services Superintendent (~~At-Will~~)
- Human Resources Manager (~~At-Will~~)
- Information Systems Manager (~~At-Will~~)
- Library Services Manager*
- Park Maintenance Superintendent*
- Planning Manager (~~At-Will~~)
- Principal Civil Engineer*
- Recreation Manager (~~At-Will~~)
- Risk Manager (~~At-Will~~)
- Senior Civil Engineer (~~At-Will~~)
- ~~Senior Executive Assistant~~ (~~At-Will~~)
- Treasury and Customer Service Manager (~~At-Will~~)
- Utilities Superintendent (~~At-Will~~).

*NOTE: Any position designated above with an asterisk will only be excluded from the personnel merit system under this section upon both the vacancy of such position after the date first set forth in this section and City Council approval of a revised classification specification for the position.”

SECTION 3. El Segundo Municipal Code (“ESMC”) § 1-6-5 is amended in its entirety to read as follows (deletions in ~~strike through~~ and additions in **bold underline**):

1-6-5: DEPARTMENT HEADS:

For purposes of this chapter and expanding the coverage of initiative ordinance no. 586, pursuant to its § 19, effective **October 2, 2025** ~~October 19, 2022~~ the term “department head” includes:

- Assistant City Manager
- Chief Financial Officer
- Chief of Police
- City Manager

Deputy City Manager
Director of Community Development
Director of Human Resources **& Risk Management**
Director of Information Technology Services
Director of Public Works
Director of Recreation, Parks, and Library
Fire Chief

SECTION 4. *Validity of Previous Code Sections.* If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal of the ESMC or other regulation by this Ordinance will be rendered void and cause such ESMC provision or other regulation to remain in full force and effect for all purposes.

SECTION 5. *Enforceability.* Repeal or amendment of any previous Code Sections does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 6. *Severability.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provision or application and, to this end, the provisions of this Ordinance are severable.

SECTION 7. The City Clerk, or her duly appointed deputy, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 8. *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 9. *Environmental Review.* This Ordinance was reviewed pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, *et seq.*, the "CEQA Guidelines"). Based upon that review, this Ordinance is exempt from further review pursuant to CEQA Guidelines §15061(b)(3) because it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment.

SECTION 10. Recording. The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City’s book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 11. Execution. The Mayor, or presiding officer, is hereby authorized to affix his signature to this Ordinance signifying its adoption by the City Council of the City of El Segundo, and the City Clerk, or duly appointed deputy, is directed to attest thereto.

SECTION 12. Effective Date. This Ordinance will take effect on the 30th day following its final passage and adoption.

ORDINANCE NO. ____ HAD ITS FIRST READING ON SEPTEMBER 2, 2025, ITS SECOND READING ON SEPTEMBER 16, 2025, AND WAS DULY PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF EL SEGUNDO AT ITS REGULAR MEETING OF _____.

Chris Pimentel, Mayor

ATTEST:

Susan Truax, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Consent

Item Number: B.8

TITLE:

Fiscal Year 2025-26 Adopted Budget Adjustment for Fiscal Year 2024-25 Continuing Appropriations

RECOMMENDATION:

1. Approve continuing appropriations from FY 2024-25 to FY 2025-26, thereby amending the Fiscal Year 2025-26 Adopted Budget in the Funds and by the amounts contained in Attachment 1.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Amount Budgeted: \$0

Additional Appropriation: PO Carryover of \$7,139,659.22 from FY 2024-25 to FY 2025-26, and reverse estimated budget carryover of (\$399,350.00)

Account Number(s): Various

BACKGROUND:

At the end of the fiscal year, staff prepares a summary of budgeted appropriations that are required to be carried over to the next fiscal year in order to complete multi-year Capital Improvement Program (CIP) projects, professional service agreements (PSAs) that continue over multiple fiscal years, projects that were anticipated to be completed by June 30 but were not, and large purchases that were not completed by June 30. The funds associated with these projects and services should carry-over into the new budget year in order to be completed. The continuing appropriations from ongoing projects/purchases and encumbrances at the end of the fiscal year do not represent an additional appropriation of funds, but a carryover of unexpended funds from the prior fiscal year.

Fiscal Year 2025-26 Adopted Budget Adjustment for Fiscal Year 2024-25
Continuing Appropriations
September 16, 2025
Page 2 of 3

DISCUSSION:

FY 2024-25 Purchase Order (PO) Carryover

Attachment 1 lists prior year PO's that require to be carried over to FY 2025–26 due to unfinished projects associated with the operating budget and capital projects. The carryover of these encumbrances also requires the appropriation be carried over, as sufficient appropriations were not included in the current year's budget to fund the unfinished projects. The total FY 2025-26 PO carryover request is **\$7,139,659.22**. \$6.1M of the total PO carryovers are for the Plunge project.

FY 2024-25 CIP Final PO and Budget Carryovers

Attachment 2 lists the CIP budgets that were carried over during the adoption of the FY 2025-26 budget that require revised budgets now that the prior fiscal year is closed. This is to clean up the final PO and budget carryover's from FY 2024-25 to FY 2025-26. The total FY 2025-26 CIP Final PO and Budget Carryovers is a budgetary decrease of **(\$399,350)**. The State Fund is decreasing by (\$200,000), CIP Fund is decreasing by (\$59,350) and Senior Housing Fund is decreasing by (\$140,000) as staff carried over from prior year more budget than needed for FY 2025-26 to complete the CIP projects.

The following table is a summary of the requests listed by fund:

Fund Name	Fund Number	PO Carryovers	Revised Budget Carryovers	Net Budget Impact
General Fund	001	\$178,134.38	\$0.00	\$178,134.38
State Gas Tax Fund	106	\$21,769.05	\$0.00	\$21,769.05
State Fund	125	\$0.00	(\$200,000.00)	(\$200,000.00)
Country Storm Water Program	131	\$59,610.00	\$0.00	\$59,610.00
CIP Fund	301	\$6,113,443.18	(\$59,350.00)	\$6,054,093.18
Water Fund	501	\$69,799.58	\$0.00	\$69,799.58
Sewer Fund	502	\$90,745.53	\$0.00	\$90,745.53
Senior Housing Fund	504	\$0.00	(\$140,000.00)	(\$140,000.00)

Fiscal Year 2025-26 Adopted Budget Adjustment for Fiscal Year 2024-25
Continuing Appropriations
September 16, 2025
Page 3 of 3

Equipment Replacement Fund	601	\$606,157.50	\$0.00	\$606,157.50
Total:		\$7,139,659.22	(\$399,350.00)	\$6,740,309.22

As stated above, the continuing appropriations from ongoing projects/purchases and encumbrances at the end of the fiscal year do not represent an additional appropriation of funds, but a carryover of unexpended funds from the prior fiscal year. Approval of these continuing appropriations items will have minimal impact on estimated ending fund balances at June 30, 2026.

CITY STRATEGIC PLAN COMPLIANCE:

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:

Wei Cao, CPA, CPFO, Finance Manager

REVIEWED BY:

Paul Chung, Chief Financial Officer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Attachment A - FY 2024-25 Purchase Orders Carryovers
2. Attachment B - FY 2025-26 CIP Budget Carryovers

City of El Segundo
Attachment A - Purchase Orders Carryovers
Fiscal Year 2024-25 to Fiscal Year 2025-26

<u>PO #</u>	<u>Vendor Name</u>	<u>Dept</u>	<u>Account Number</u>	<u>PO Balance</u>	<u>Description</u>
<u>General Fund</u>					
32-00728	911Vehicle.com	Fire	001-400-3202-8105	132,194.38	Upgrades to the B32 vehicle are expected to be completed by 6/10/26. Approved by City Council on 6/3/25
41-00272	J.C. Chang & Associates Inc.	PW	001-400-4302-6215	11,650.00	Ongoing CIP
41-00272	J.C. Chang & Associates Inc.	PW	001-400-4101-6206	10,790.00	Ongoing CIP
41-00283	KPFF Inc.	PW	001-400-4101-6206	23,500.00	Ongoing CIP
Total General Fund				178,134.38	
<u>State Gas Tax Fund</u>					
42-00365	Bureau Veritas Technical Assessments, LLC	PW	106-400-4202-6214	10,758.32	Ongoing CIP
30-00521	Superior Pavement Markings, Inc.	PW	106-400-8203-8606	11,010.73	Active Project
Total State Gas Tax Fund				21,769.05	
<u>County Storm Water Program</u>					
41-00274	Hazen and Sawyer	PW	131-400-0000-6214	39,825.00	Ongoing CIP
41-00282	Environmental Engineering & Contracting Inc.	PW	131-400-0000-6206	19,785.00	Ongoing CIP
Total County Storm Water Program				59,610.00	
<u>CIP Fund</u>					
30-00492	Miller Architectural Corporation	PW	301-400-8202-8218	10,261.56	Ongoing CIP
30-00493	KOA Corporation	PW	301-400-8186-8236	333,517.92	Ongoing CIP
30-00504	Arcadis A California Partnership	PW	301-400-8186-8236	167,516.70	Ongoing CIP
30-00507	Morillo Construction, Inc.	PW	301-400-8186-8236	4,998,942.28	Ongoing CIP
30-00509	Moore, Lacofero, Goltsman (MIG), Inc.	PW	301-400-8202-8421	437,714.72	Ongoing CIP
30-00520	Arcadis A California Partnership	PW	301-400-8202-8421	5,905.00	Ongoing CIP
30-00522	Excelsior Elevator Corporation	PW	301-400-8201-8710	159,585.00	Ongoing CIP
Total CIP Fund				6,113,443.18	
<u>Water Fund</u>					
71-00441	Williams Pipe Contractors, Inc.	PW	501-400-7103-8206	44,047.08	Ongoing CIP
71-00442	Woodard & Curran, Inc.	PW	501-400-7103-8206	25,752.50	Ongoing CIP
Total Water Fund				69,799.58	
<u>Sewer Fund</u>					
41-00281	Environmental Engineering & Contracting Inc.	PW	502-400-4301-6206	9,977.50	Ongoing CIP
43-00308	Downstream Services, Inc.	PW	502-400-4301-6215	58,666.41	Ongoing CIP
43-00309	Williams Pipe Contractors, Inc.	PW	502-400-4301-6215	22,101.62	Ongoing CIP
Total Sewer Fund				90,745.53	
<u>Equipment Replacement Fund</u>					
60-01350	KOA Hills Consulting, LLC	FIN	601-400-2901-8108	149,680.00	Ongoing ERP Implementation
60-01357	South Coast Fire Equipment, Inc	Fire	601-400-3202-8105		The ladder truck will take 4-5 years to complete and deliver. - Approved by City Council 1/21/25
25-01255	Tyler Technologies, Inc	IT	601-400-2901-8108	456,477.50	Multi-year contract and services still being provided.
Total Equipment Replacement Fund				606,157.50	
Grand Total				7,139,659.22	

Attachment B - CIP Budget Carryovers for FY2025-26 Annual Budget

CIP No.	CDBG Fund	Project Name	PY Carryovers		FY Proposed Budget	Adopted Budget	Final Budget	Revised Budget				
			2024-25		FY 2025-26	FY 2025-26	Carryover	FY 2025-26				
State Fund												
20A	125-400-3614-6215	State Fund - Measure A Playground			800,000.00	100,000.00	900,000.00	(200,000.00)	700,000.00			
Total State Fund			\$	800,000.00	\$	100,000.00	\$	900,000.00	\$	(200,000.00)	\$	700,000.00
CIP Fund												
25	301-400-8201-8400	HVAC (Citywide)			250,000.00	250,000.00	500,000.00	(200,000.00)	300,000.00			
28	301-400-8203-8102	Main Street Banner Poles Replacement			100,000.00	-	100,000.00	(80,000.00)	20,000.00			
31	301-400-8201-8473	Fire Alarm Panels (Citywide)			80,000.00	-	80,000.00	(80,000.00)	-			
33	301-400-8201-8XXX	Plumbing (Citywide)			100,000.00	100,000.00	200,000.00	(100,000.00)	100,000.00			
34	301-400-8201-8XXX	Miscellaneous Electrical (Citywide)			120,000.00	130,000.00	250,000.00	(120,000.00)	130,000.00			
35	301-400-8201-8XXX	Miscellaneous Equipment (Citywide)			50,000.00	50,000.00	100,000.00	(50,000.00)	50,000.00			
41	301-400-8186-8236	The Plunge Rehabilitation			1,500,000.00	1,000,000.00	2,500,000.00	700,000.00	3,200,000.00			
42	301-400-8202-8421	Recreation Park Projects Phase I Reserve (Teen Center, Ball Fields, Horseshoe area)			7,900,000.00	1,000,000.00	8,900,000.00	(129,350.00)	8,770,650.00			
Total CIP Fund			\$	11,927,434.00	\$	3,080,000.00	\$	15,007,434.00	\$	(59,350.00)	\$	14,948,084.00
Senior Housing Fund												
19	504-400-0000-8103	Park Vista Senior Improvements			178,000.00	-	178,000.00	(140,000.00)	38,000.00			
Total Senior Housing Fund			\$	178,000.00	\$	-	\$	178,000.00	\$	(140,000.00)	\$	38,000.00
Grand Total			\$	13,905,434.00	\$	4,180,000.00	\$	18,085,434.00	\$	(399,350.00)	\$	17,686,084.00



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Consent

Item Number: B.9

TITLE:

Designation of Voting Delegate and Alternate to the Cal Cities - 2025 Annual Conference & Expo

RECOMMENDATION:

1. Designate a voting delegate, and an alternate to the Cal Cities Annual Conference & Expo.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None

BACKGROUND:

Cal Cities 2025 Annual Conference & Expo is October 8–10, 2025, in Long Beach, CA. An important part of the Annual Conference is the Annual Business Meeting in which Cal Cities membership considers and acts on resolutions that establish Cal Cities' policy. To cast the city's vote, a city official must have in their possession the city's voting card and must be registered with the Credential Committee. The voting card may be transferred freely between their voting delegate and alternate.

DISCUSSION:

Cal Cities' bylaws require a city's voting delegate and up to two alternates must be designated by the City Council. Delegates will be asked to vote on proposed bylaw amendments submitted by the Cal Cities Board of Director.

CITY STRATEGIC PLAN COMPLIANCE:

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

**Designation of Voting Delegate and Alternate to the Cal Cities - 2025 Annual
Conference & Expo
September 16, 2025
Page 2 of 2**

Strategy B: Implement Diversity, Equity, and Inclusion (DEI) initiatives to cultivate representation and opportunities for all the members of the community.

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:

1. 2025-voting-delegate-information-packet



Council Action Advised by September 24, 2025

DATE: Wednesday, July 16, 2025

TO: Mayors, Council Members, City Clerks, and City Managers

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Oct. 8-10, 2025
Long Beach Convention Center**

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Oct. 10, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through [the online submission portal](#) by Wed., Sept. 24. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the [Cal Cities](#) website.



For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Oct. 8, 8:00 a.m.-6:00 p.m. and Thursday, Oct. 9, 7:30 a.m.-4:00 p.m. On Friday, Oct. 10, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Wednesday, Sept. 24. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance

to cities. The resolution must have the concurrence of at least five additional member cities or individual members.



Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members

review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.



During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during

the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.



Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee

or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²



General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates—one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Consent

Item Number: B.10

TITLE:

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

RECOMMENDATION:

1. Approve the notice of completion for the associated emergency remedial actions for the Aquatics Center Pool Heater Replacement Project, Project No. PW 25-04, by Knorr Systems International, LLC. By approving the notice of completion, the City Council will be terminating the emergency actions previously approved under Resolution No. 5519, pursuant to Public Contract Code § 22050(c).
2. Authorize and direct the City Clerk to file the attached notice of completion in the County Recorder's Office.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The total project cost was \$639,725.

City Council appropriated \$700,000 to the Capital Improvement Fund at the November 5, 2024 City Council meeting, at the time the emergency action was declared. The Wiseburn Unified School District agreed to reimburse the City half of the construction costs after the completion of the work, up to \$300,000.

The budget is as follows:

Amount Appropriated in FY 2024-25: \$700,000

Additional Appropriation at this time: None

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

BACKGROUND:

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

September 16, 2025

Page 2 of 3

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

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

DISCUSSION:

The work began on replacing the pool heaters on May 12, 2025, and was completed on September 4, 2025. During the replacement of the heaters, the piping had to be reconfigured. There were two change orders which were processed for a total amount of \$26,001 to reconfigure the plumbing and cover the cost of bonds for the project, for a total project cost of \$639,725. The remaining balance of \$60,275 will be returned to the General Fund Reserve account.

Staff finds that the underlying emergency declared under Resolution No. 5519 is now resolved and respectfully recommends that the City Council accept the project as complete and direct the City Clerk to file the notice of completion with the County Recorder's Office.

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:

Barbara Voss, Deputy City Manager

**Notice of Completion for Emergency Action for the Permanent Repair of the City
of El Segundo Wiseburn Aquatics Center Pool Heaters
September 16, 2025
Page 3 of 3**

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Consent

Item Number: B.11

TITLE:

Resolution Amending Chapter 1A2 of the City's Administrative Code to Update Specific Unrepresented Classifications in the Management and Confidential Series

RECOMMENDATION:

1. Adopt a resolution approving amendments to Chapter 1A2 of the City's Administrative Code for the Management and Confidential Series to correct the basic salary range for the Planning Manager; Update the job titles of the Director of Human Resources and Battalion Chief; and designate exemption status under the Fair Labor Standards Act for the Executive Assistant and Senior Executive Assistant.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

There is no fiscal impact to implement the proposed updates to the Administrative Code. However, there will be a fiscal impact resulting from the payment of overtime hours worked by the incumbents in the Executive and Senior Executive Assistant positions. The anticipated fiscal impact can be absorbed in the current FY 2025-26 adopted budget for the City Manager's Office and Police Department.

BACKGROUND:

Management and Confidential Series employees' compensation, benefits and other terms and conditions of employment are provided under the City's Administrative Code. The Planning Manager, Director of Human Resources, and Battalion Chief classifications are included in this unrepresented employee group.

An amendment to the Administrative Code was approved and adopted by the City Council at the September 2, 2025 meeting. This amendment included an equity adjustment to the Planning Manager position and a six percent salary range adjustment for all Mid-Management and Confidential positions. While the equity adjustment was

Amendment to Administrative Code Chapter 1A2- Management & Confidential Series

September 16, 2025

Page 2 of 3

reflected in the updated salary schedule, the six percent salary range adjustment was not included.

Also at the September 2, 2025 City Council meeting, a first reading of an Ordinance to amend the El Segundo Municipal Code, Chapter 1-6 (Personnel Merit System) was presented which included an update to the job title for the Director of Human Resources position. The second reading will occur at the September 16, 2025 meeting.

On August 18, 2025, the Fire Chief forwarded a letter from one Battalion Chief, on behalf of all three incumbents, requesting a title change from Battalion Chief to Division Chief. This request was presented to the City Council during a closed session labor negotiations discussion.

DISCUSSION:

The City Council previously approved an equity adjustment to the Planning Manager position along with an overall six percent salary range adjustment for all Mid-Management and Confidential positions at the September 2, 2025 meeting. The six percent salary adjustment was inadvertently not applied after the equity adjustment. The corrected top step monthly salary is \$15,874.69.

Additionally, the first reading of an Ordinance that included an update of the position title from Director of Human Resources to Director of Human Resources & Risk Management was held at the September 2, 2025 City Council meeting. The second reading of the Ordinance will be held at the September 16, 2025 meeting. In anticipation of the Ordinance's expected effective date of October 2, 2025, the updated job title will need to be reflected in the list of positions covered under the Administrative Code, salary schedule, and references throughout the document.

On August 19, 2025 and September 2, 2025, closed session labor negotiations discussions for the Management and Confidential Series employee group were held and included the request for a title change from Battalion Chief to Division Chief. The title change request is to align with other South Bay fire departments that have transitioned from the Battalion Chief title to a Division Chief title. An update to the Division Chief title will need to be reflected in the list of positions covered under the Administrative Code, salary schedule, and references throughout the document.

A resolution approving the Administrative Code with the corrected basic salary range for the Planning Manager and updated titles for the Director of Human Resources & Risk Management and Division Chief is provided for City Council adoption.

CITY STRATEGIC PLAN COMPLIANCE:

Amendment to Administrative Code Chapter 1A2- Management & Confidential Series

September 16, 2025

Page 3 of 3

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

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

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

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

PREPARED BY:

Rebecca Redyk, Human Resources Director

REVIEWED BY:

Rebecca Redyk, Human Resources Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. 25-0916-Administrative Code Chapter 1A2 Management and Confidential Series - CLEAN
2. 25-0916-Administrative Code Chapter 1A2 Management and Confidential Series - REDLINE
3. Resolution Approving Amendments to Chapter 1A2 Management-Confidential Series

THE CITY OF EL SEGUNDO

**ADMINISTRATIVE CODE
TITLE 1A**

SALARIES AND CONDITIONS OF EMPLOYMENT

**CHAPTER 1A2
MANAGEMENT AND CONFIDENTIAL SERIES**



**Revised:
November 2011
August 1, 2012
September 24, 2021
June 15, 2015
May 2016
August 15, 2023
June 18, 2024
May 6, 2025
September 2 & 16, 2025**

CHAPTER 1A MANAGEMENT CONFIDENTIAL SERIES

SECTION 1A2.000- Schedule of Classes by Series 1

SECTION 1A2.010- Basic Salary Schedule 2

SECTION 1A2.060- Evaluation by City Manager- Department Heads 3

SECTION 1A2.070 Salary Increases Based on Performance 4

SECTION 1A2.080- Overtime Pay- Exception- Fire Division Chiefs 5

SECTION 1A2.087- Salary Placement Upon Promotion 6

SECTION 1A2.090- Residence Requirements 6

SECTION 1A2.100- Administrative Leave 7

SECTION 1A2.101- Overtime for FLSA Non-exempt Classifications 7

SECTION 1A2.105- Flexible Benefit Plan 8

SECTION 1A2.106- Insurance Benefits- Employee Dental, Vision, and Long-Term Disability 9

SECTION 1A2.108- Insurance Benefits- Retiree Medical- City Contribution 9

SECTION 1A2.109- Retiree Dental and Vision 10

SECTION 1A2.110- Additional Employment 11

SECTION 1A2.115- Educational Expenses- Reimbursement..... 11

SECTION 1A2.115.2- Educational Incentive 11

SECTION 1A2.120- Deferred Compensation Plan 12

SECTION 1A2.121- Flexible Spending Account 12

SECTION 1A2.123- Chief Officer Certification..... 12

SECTION 1A2.130- Uniform Allowance..... 13

SECTION 1A2.131.1- Sick Leave Accumulated for Care of Members of Immediate Family..... 13

SECTION 1A2.134- Sick Leave- Payment Upon Death or Service Retirement 14

SECTION 1A2.135- Sick Leave Accrued- Payment of on Disability Retirement or Disability Separation from the City- Less than 5 Years of City Service 14

SECTION 1A2.135- Payment of Sick Leave Accrual- After 20 Years of City Service 14

SECTION 1A2.135.2- Payment of Sick Leave Accrual- Disability Retirement- 5 or More Years of City Service..... 15

CHAPTER 1A MANAGEMENT CONFIDENTIAL SERIES

SECTION 1A2.136- Sick Leave- Leave With Pay Due to Illness- Accumulation of the Same; Sick Leave Cash Out..... 15

SECTION 1A2.137.1- Sick Leave Payouts..... 16

SECTION 1A2.139- Holidays and Holiday Pay..... 16

SECTION 1A2.139.1- Personal Leave/Floating Holiday 17

SECTION 1A2.140- Holidays and Holiday Pay- Division Chiefs 17

SECTION 1A2.144- Vacation Leave 18

SECTION 1A2.144.1- Vacation Accrual Based on Total Service Time in a CalPERS or Comparable Agency..... 18

SECTION 1A2.145- Vacation Leave Use..... 18

SECTION 1A2.146- Vacation Leave Cash Out 19

SECTION 1A2.147- Vacation Leave Accrual- For Temporary Industrial Disability 20

SECTION 1A2.148- Bereavement Leave- Personal Emergencies- Immediate Family Defined 20

SECTION 1A2.149- Jury Duty 20

SECTION 1A2.150- Salaries and Benefits Applicable 21

SECTION 1A2.152- City of El Segundo Substance Abuse Policy and Drug Free Workplace Statement..... 21

SECTION 1A2.153- CalPERS Member Contribution..... 21

SECTION 1A2.154- Auto Allowance 22

SECTION 1A2.155- Voluntary Binding Arbitration and Bonus Payment 22

SECTION 1A2.000 SCHEDULE OF CLASSES BY SERIES.

The following is a list of City Departments, under which Management and/or Confidential positions for each Department are listed. Salary ranges for all authorized positions shall be determined within the ranges depicted in the “Basic Salary Schedule (1A2.010 of the Administrative Code).”

Executive Management (At-Will)

Chief of Police
Fire Chief
Chief Financial Officer
Deputy City Manager
Director of Community Development
Director of Human Resources & Risk Management
Director of Public Works
Director of Recreation, Parks, and Library
Information Technology Services Director

Mid-Management

Assistant City Clerk (At-Will)
Assistant City Engineer
Aquatics Manager (At-Will)
Division Chief
Building Official (At-Will)
City Engineer (At-Will)
Communications Manager (At-Will)
Deputy City Clerk
Deputy City Treasurer II
Environmental Programs Manager (At-Will)
Finance Manager (At-Will)
General Services Superintendent (At-Will)
Human Resources Manager (At-Will)
Information Systems Manager (At-Will)
Librarian II
Library Services Manager
Park Maintenance Superintendent
Planning Manager (At-Will)
Recreation Manager (At-Will)
Risk Manager (At-Will)
Senior Librarian
Treasury & Customer Service Manager (At-Will)
Utilities Superintendent (At-Will)

Confidential

Accountant
Executive Assistant
Human Resources Analyst
Human Resources Technician
Management Analyst
Principal Civil Engineer

Senior Civil Engineer (At-Will)
Senior Executive Assistant (At-Will)
Senior Human Resources Analyst
Senior Management Analyst
Special Projects Administrator

(Council Approval) 1/88 and 1/89 (Reso. 4194) 11/00
(Reso. 5350) 06/20
(Reso. 5368) 10/22
(Reso. 5359) 09/22
(Reso. 5385) 12/22
(Reso. 5395) 2/23
(Reso. 5401) 3/23
(Reso. 5420) 6/23
(Reso. 5459) 1/24
(Reso. 5490) 5/24
(Ord. XXXX & Reso. XXXX) 9/25

SECTION 1A2.010 BASIC SALARY SCHEDULE.

Effective the pay period beginning August 12, 2023, the following respective salary schedules are hereby allocated and assigned to the respective Executive and Management/Confidential classifications.

Effective the pay period beginning June 29, 2024, the attached salary schedule reflects a 6.8% salary range adjustment for the Battalion Chief classification.

Effective the pay period beginning September 6, 2025, the attached salary schedule reflects the following equity adjustments: Senior Management Analyst - 8.18%, Planning Manager – 4.78%, and Human Resources Manager – 8.9%.

Effective the pay period beginning September 6, 2025, the attached salary schedule reflects a 6% salary range adjustment for all Mid-Management and Confidential classifications and a 10% salary range adjustment for Executives.

See Attachment for Executives and Mid-Management/Confidential Salary Schedules

(Reso. 4965) 12/15

SECTION 1A2.060 EVALUATION BY CITY MANAGER – DEPARTMENT HEADS.

Employees within the Management-Confidential group (including Executive Management Series; Management Series; and the Confidential Employee Series), hereinafter referred to as “covered employees,” shall be evaluated based upon criteria established by the City Manager.

The City Manager shall approve all performance salary adjustments. Criteria for granting salary adjustments shall include but not be limited to:

- Present salary.
- Length of service.
- Quality and quantity of work performed.
- Increased competence in handling job responsibilities.
- Attitude and loyalty to City duties.
- Efforts toward self-improvement.
- Exceptional performance.

(Reso. 5154) 06/19

SECTION 1A2.070 SALARY INCREASES BASED ON PERFORMANCE.

Salary increases shall be based on evaluation of an individual's performance and shall acknowledge and reflect the level of job proficiency indicated by the employee's performance evaluation; there shall be no automatic step progression and no longevity step increases.

Salary increases shall normally be made once each year on an employee's anniversary date. Increases may be made at other times on the basis of Exceptional job performance or unusual circumstances. If the employee's anniversary date or other salary increase effective date falls in the middle of the pay period, the effective date of the increase will be the first day of that pay period.

Annual salary adjustments shall be granted predicated on merit and the criteria in Section 1A2.060 as follows: employees rated "Standard" are eligible for an increase up to five percent (5%); employees rated "Above Standard" and "Exceptional" are eligible to receive an additional 1-5% accelerated salary increase (Executives are eligible to receive up to an additional 1-2.5%); and employees rated "Below Standard" or "Unsatisfactory" are not eligible to receive a salary increase; however, no salary shall fall below the minimum or exceed the maximum of the salary range assigned to the affected employee's corresponding classification or position.

Accelerated salary advancement is intended to recognize employees whose job performance is exemplary and consistently exceeds normal expectations for their current step.

Prior to an employee completing one (1) year of service at their current salary, an employee whose performance is exemplary and consistently exceeds normal expectations for their current salary may be eligible to receive accelerated salary advancement, so long as the employee has not yet reached the top of their salary range.

In order to be eligible for accelerated salary advancement, the employee's supervisor or manager must recommend such advancement to the responsible Department Head. The supervisor or manager shall submit a written report on the prescribed form to the appropriate Department Head.

The Department Head shall submit the form to the Director of Human Resources & Risk Management, indicating whether they agree with the supervisor or manager's recommendation and providing additional comments, if necessary.

The Director of Human Resources & Risk Management shall submit the form to the City Manager, indicating whether the recommendation conforms to the City-wide criteria for accelerated step advancement.

The City Manager shall make the final decision whether to approve the employee's accelerated salary step advancement.

An employee may not receive more than one accelerated salary step advancement within a twelve (12) month period of time, subject to the requirements provided for in this section.

An accelerated salary step advancement shall not change the affected employee's anniversary date.

The maximum accelerated increase that may be approved by the City Manager is 5% percent in any fiscal year for Mid-Management and Confidential employees and 2.5% for Executive Management.

Covered employees may be evaluated immediately upon adoption of this resolution and may receive an appropriate salary increase at the discretion of the reviewing authority, subject to an employee evaluation.

Salary increases shall be based upon performance evaluation and shall not exceed the maximum salary range identified in 1A2.010 (table outlined in Section 1 above, as may be amended from time to time).

All other provisions of Section 1A2.070 shall remain in effect, including annual employee evaluation requirements.

(Reso. 1446) 11/86
(Reso.5154) 06/19
(Reso. 5432) 8/23

SECTION 1A2.080 OVERTIME PAY – EXCEPTION – FIRE DIVISION CHIEFS.

Effective October 1, 1988, Executive, Mid-Management, and Confidential Employees shall not be paid overtime pay with the exception of Fire Division Chiefs assigned to Fire Suppression; they shall be paid time and one quarter (1.25) for time worked on Platoon Duty or scheduled or non-scheduled re-hires in excess of fifty-six (56) hours per week.

Division Chiefs assigned to work with other entities in response to strike team assignments reimbursable by the California Office of Emergency Services (CalOES), shall be eligible for overtime compensation at a rate equivalent to one and one-half (1.5) of the employee's base hourly rate for each hour of such assignment.

For "assistance by hire" assignments on behalf of a third party where the contractual agreement includes overtime compensation for Division Chiefs at a rate equivalent to one and one-half (1.5) of the employee's base hourly rate for each hour of such assignment, the employee shall be eligible for overtime compensation at that same rate.

(Council Approval) 11/88
(Reso. 5541) 5/25

SECTION 1A2.087 SALARY PLACEMENT UPON PROMOTION.

In all cases where an employee is promoted to a classification regulated by this Chapter for which a higher rate of compensation is provided, then such employee so promoted shall enter into such higher classification at the lowest rate of compensation provided for such higher classification which exceeds by not less than five (5%) percent the base rate of compensation, excluding Special Assignment Pay, received by said employee in such given classification at the time of such promotion, unless otherwise ordered by the City Council. All supervisors shall be paid a higher base salary than any of their regularly assigned subordinates (exclusive of Educational Incentive Pay, Special Assignment, or any other form of compensation). The supervisor's salary shall not exceed the salary range for which her/she is eligible by length of service and performance.

(Reso. 3446) 11/86

SECTION 1A2.090 RESIDENCE REQUIREMENTS.

The Director of Public Works, Police Chief, and Fire Chief shall reside in a location which would enable the incumbents of those positions to report to work within one (1) hour of being notified of an emergency which requires their presence in El Segundo. Driving time shall be defined as the time that it takes an individual to drive to El Segundo from their place of residence during normal traffic conditions, including morning and afternoon commuter rush hour conditions prevalent in Southern California. Current and Future occupants of these offices shall have eighteen (18) months from the date of appointment to meet this requirement.

(Reso. 3539) 6/88
(Reso. 4216) 06/01

SECTION 1A2.100 ADMINISTRATIVE LEAVE.

Executive Management positions shall receive up to 80 hours of Administrative Leave per calendar year upon approval of the City Manager. Exempt Mid-Management and Confidential positions shall receive up to 56 hours of Administrative Leave per calendar year upon recommendation of the Department Director and approval of the City Manager. Mid-Management and Confidential positions classified as non-exempt under the Fair Labor Standards Act (“FLSA”), shall not receive Administrative Leave hours, but will receive overtime as defined in Section 1A2.101 below. This leave has no cash value and cannot be carried over.

Effective the pay period beginning June 29, 2024, employees in the Division Chief classification shall receive up to 96 hours of Administrative Leave per calendar year upon recommendation of the Department Director and approval of the City Manager. This leave has no cash value and cannot be carried over.

(Reso. 3229) 10/83
(Reso. 3446 11/86)
(Reso. 4582) 12/08
(Reso. 4130) 9/99
(Reso. 4619) 9/09
(Reso. 5350) 06/20
(Reso. 5496) 6/24
(Reso. 5557) 09/25

SECTION 1A2.101 OVERTIME FOR FLSA NON-EXEMPT CLASSIFICATIONS

Mid-Management and Confidential positions classified as non-exempt under the FLSA are entitled to overtime compensation. Overtime is defined as hours worked in excess of forty (40) hours in a seven (7) day workweek. Such hours shall be compensated at a rate of one and on-half (1.5) times the employee’s regular rate of pay. For purposes of calculating overtime, only hours actually worked will be counted. Paid time off (including vacation, holidays, or sick leave) does not count as hours worked when determining overtime eligibility.

The Human Resources Technician, Executive Assistant, and Senior Executive Assistant classifications are classified as FLSA non-exempt and entitled to overtime as detailed above.

(Reso. 5557) 09/25
(Reso. XXXX) 9/25

SECTION 1A2.105 FLEXIBLE BENEFIT PLAN

Executive Management, Mid-Management, and Confidential: all positions listed in Section 1(A) above (and as may be amended thereafter), shall be eligible to participate in the City’s Flexible Benefit Plan, as per table below:

Effective Date	City Maximum Health Insurance Contribution per month Under “PEMHCA” (Per City Resolution filed with CalPERS)	Flex Benefit – City Contribution per month	City Contribution Monthly total:
Upon approval and adoption (August 15, 2023)	\$932	\$768	\$1,700
January 1, 2024	\$932	\$818	\$1,750
January 1, 2025	\$932	\$868	\$1,800
January 1, 2026	\$932	\$918	\$1,850
January 1, 2027	\$932	\$968	\$1,900

Employees shall not be entitled to cash out any excess monies that are not allocated to purchasing any of the specified benefits within the City’s portfolio. The employee shall be responsible for any and all out-of-pocket costs in excess of the City’s monthly contribution.

The City Contribution Amount toward health insurance is the City’s designated “PEMHCA” contribution as set forth in the City’s resolution(s) that are filed with CalPERS. Flex Benefit amounts are not part of the City’s designated “PEMHCA” contribution. Flex Dollars may only be used towards a medical premium or deferred compensation plan. There is no cash back from unused Flex Dollars.

(Reso. 5154) 06/19
 (Reso. 5307) 04/22
 (Reso. 5310) 04/22

SECTION 1A2.106 INSURANCE BENEFITS – EMPLOYEE DENTAL, VISION AND LONG TERM DISABILITY (NON-JOB RELATED) CONTRIBUTION.

The City shall provide dental and vision benefits for each covered Executive, Mid-Management, and Confidential employee and the employee’s eligible dependents.

Executive, Mid-Management, and Confidential Employees shall be covered by the City under a long term disability insurance plan.

(Reso. 4474) 7/06
(Reso. 4965) 12/15
(Reso. 4975) 04/16
(Reso. 5147) 5/19

SECTION 1A2.108 INSURANCE BENEFITS – RETIREE MEDICAL – CITY CONTRIBUTION.

Executive, Mid-Management, and Confidential employees hired before June 1, 2016, who are hired into or subsequently appointed to a position regulated by this Chapter, shall be eligible for a monthly retiree health contribution of up to \$1,200. The monthly retiree health contribution will consist of the “PEMHCA” amount set forth in the City’s resolution filed by the City with CalPERS supplemented by a City contribution to a healthcare reimbursement account. The amount of the healthcare reimbursement supplement shall be no more than the amount necessary to cover the health insurance premium cost for the employee and eligible dependent(s) for the selected CalPERS health plan, but in no event shall the total monthly contribution (“PEMHCA” contribution + healthcare reimbursement account) exceed \$1,200 per month.

Executive Management, Mid-Management, and Confidential employees who are hired by the City on or after June 1, 2016, and appointed to a position regulated by this Chapter, shall only be eligible for a retiree medical benefit up to the “PEMHCA” contribution amount set forth in the City’s resolution filed by the City with CalPERS.

Executive Management, Mid Management, and Confidential employees service retiring from CalPERS and the City of El Segundo after a minimum of five consecutive full-time years of service with the City of El Segundo on or after June 21, 2022, shall be eligible for a retiree medical benefit equal to the “PEMHCA” amount set forth in the City’s resolution filed by the City with CalPERS, supplemented by a City contribution to a healthcare reimbursement account. The amount of the healthcare reimbursement supplement shall be no more than the amount necessary to cover the health insurance premium cost for the employee and eligible dependent(s) for the selected CalPERS health plan, but in no event shall the total monthly contribution (PEMHCA contribution + healthcare reimbursement account) exceed the amount provided to active employees in the Management and Confidential Series. For 2022, this total monthly City contribution is \$1,650 per month.

The Elected City Clerk and Treasurer positions shall also be eligible for this benefit as described in the March 15, 2016 staff report and Resolution 4973 which ties their active and retired allowances for health to the Management Confidential Series.

Hire Date	Retiree Medical – City Contribution
July 1, 2007 through June 30, 2016	PEMHCA amount supplemented with a City contribution not to exceed \$1,200 per month
July 1, 2016 and retired prior to June 21, 2022	PEMCHA amount only
Service retire concurrently from CalPERS and the City of El Segundo after a minimum of five consecutive full-time years of service with the City of El Segundo on or after June 21, 2022	PEMHCA amount supplemented with a City contribution to equal highest total monthly contribution as described in Section 1A2.107 above. For 2022, this amount shall not exceed \$1,650

In order to qualify for any retiree medical benefit from the City, the employee must qualify as an “annuitant” under PEMHCA (see Government Code section 22760(c)). The retiree must have an effective retirement date with CalPERS within 120 days of separation from City employment and receive a retirement benefit from CalPERS.

(Council Approval) 11/88
 (Reso.4965)12/15
 (Reso. 4975) 04/16
 (Reso. 5350) 06/20
 (Reso. 5432) 8/23

SECTION 1A2.109 RETIREE DENTAL AND VISION

Upon retirement, an employee and their spouse, registered domestic partner, and/or their eligible dependents who are actively enrolled in the City’s dental and vision insurance plans may remain enrolled in such plans as a retiree should such plans continue to remain available to current employees, but shall be responsible for full payment of the associated insurance premiums.

In order to be eligible to be covered by such plans, the retiring employee and their spouse, registered domestic partner, and/or and their eligible dependents must be actively enrolled in the plan(s) under which they are seeking continued coverage.

If, upon retirement, the employee declines continued coverage under either plan, they may not enroll at a later time.

Upon a retiree’s death, the surviving spouse, registered domestic partner and/or eligible dependent(s) who are actively enrolled in the City’s dental and vision insurance plans may remain enrolled in such plans as surviving dependents should such plans continue to remain available to current employees, and shall be responsible for full payment of the associated insurance premiums.

This provision is not intended to vest either retirees or current employees once retired with any right to remain enrolled in the City’s dental and vision insurance plans. The City may decide to change dental or vision insurance plans without regard to the impact that such a decision would have on retirees’ eligibility to enroll in such plans.

(Reso. 5432) 8/23

SECTION 1A2. 110 ADDITIONAL EMPLOYMENT.

An Executive who is employed full time by the City shall not accept other work or actively participate in the management of a private for profit activity outside of his or her employment with the City of El Segundo, without first obtaining approval of the City Council, and upon showing that such activity will not conflict with his or her discharge of duties of employment with the City.

(Reso. 2620) 4/75

SECTION 1A2.115 EDUCATION EXPENSES – REIMBURSEMENT.

Executive, Mid-Management and Confidential employees shall, upon an approved application and agreement to the provisions of this section, be reimbursed one hundred percent of the cost of tuition and books to a maximum of \$2,000 per calendar year effective January 1, 2001 for work-related college courses; provided, however, such courses have been approved by the City Manager. Employees terminating employment with the City voluntarily or through termination with cause within two months from completion of coursework shall have deducted from their final pay 100 percent of the amount reimbursed; thereafter, ten percent less than 100 percent shall be deducted from their final pay for each full month worked up to twelve months from the date of the completion of the course.

Participation in the program for mid-management and confidential employees is limited to those who have successfully completed their initial probationary period.

(Council Approval) 11/88
(Reso. 3995) 01/97
(Reso. 4194) 11/00

SECTION 1A2.115.2 EDUCATIONAL INCENTIVE.

Effective October 1, 2008, the Police Chief shall no longer receive 5% Educational Incentive Pay for possessing a Master’s Degree from an accredited college or university.

Effective the pay period beginning June 29, 2024, the Educational Incentive will be eliminated, and the previous Battalion Chief Educational Incentive for a Master’s degree shall be applied to base salary in the amount of \$1,755.28 per month for employees in the Battalion Chief classification.

(Reso. 4026) 7/97
(Reso. 4194) 11/00
(Reso. 4430) 7/05
(Reso. 4582) 12/08
(Reso. 5496) 6/24

SECTION 1A2.120 DEFERRED COMPENSATION PLAN.

A Deferred Compensation Plan has been established as a benefit to Executive Management, Mid-Management, and Confidential employees, and each covered employee is eligible to participate in the Plan. The City shall not provide an annual matching contribution or any other contribution to the Deferred Compensation Plan.

As soon as feasible following adoption of Resolution No. 5350, the City shall establish a 401(a) Defined Contribution Plan for Executive Management employees only to offset the 6.2% required employee payroll tax contribution to Social Security. The City shall contribute 6.2% of base salary per pay period, up to the annual Social Security taxable maximum. City contributions to the plan shall be calculated on an annual basis and evenly distributed in 26 pay periods per year. For earnings in 2023, this base is \$160,200 with a \$9,932 maximum City contribution. The 401(a) Defined Contribution provision does not apply to employees in the Chief of Police and Fire Chief positions as those are exempted from Social Security. The Elected City Clerk and Treasurer positions shall be ineligible for this benefit.

(Reso. 2620) 4/75
(Reso. 4264) 8/02
(Reso. 4430) 7/05
(Reso. 4474) 7/06
(Reso. 4513) 7/07
(Reso. 4619) 9/09
(Reso. 4743) 10/11
(Reso. 4918) 6/15
(Reso. 5350) 6/22

SECTION 1A2.121 FLEXIBLE SPENDING ACCOUNT.

A Flexible Spending Account will be established pursuant to the terms and conditions of the Internal Revenue Code as a benefit to employees enumerated in Section 1A2.000. Each employee in Section 1A2.000 is eligible to participate in this plan.

(Council Approval) 11 /88

SECTION 1A2.123 CHIEF OFFICER CERTIFICATION.

Effective the pay period beginning June 29, 2024, the Chief Officer Certification pay will be eliminated and the Tier 1 Longevity pay for a Fire Captain* with 19 years of service in the amount of \$2,199.50 per month shall be applied to base salary for employees in the Battalion Chief classification. (*The Fire Captain position is included in the El Segundo Firefighters' Association.)

(Reso. 4430) 7/05
(Reso. 4474) 7/06
(Reso. 4582) 12/08
(Reso. 5496) 6/24

SECTION 1A2.130 UNIFORM ALLOWANCE.

Effective October 1, 1988, Management-Confidential employees in the Police and Fire Department who are required to purchase and continuously maintain certain prescribed items of uniform clothing shall be compensated for a portion of the initial and maintenance costs thereof according to the following:

<u>Classification /Position</u>	<u>Per Mo. of Active Duty</u>
Police Chief	\$53.00
Fire Chief	\$33.00
Fire Division Chief	\$40.00

(Reso. 3229) 10/83
(Reso. 3446) 11/86
(Council Approval) 11/88

SECTION 1A2.131.1 SICK LEAVE ACCUMULATED FOR CARE OF MEMBERS OF IMMEDIATE FAMILY.

Sick leave is accrued at 8 hours per month. Employees in the Division Chief classification working on a 112 hours schedule accrue 12 hours per month.

Employees are eligible to utilize a maximum of half their annual sick leave accrual, forty-eight (48) hours or seventy-two (72) hours for Division Chiefs, of sick leave per calendar year in order to provide care to a "family member" of the employee suffering from illness or injury.

For this purpose, the term "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild or sibling, or any other "family member" recognized by Labor Code section 245.5. The term parent shall also include the parent of the employee's spouse or registered domestic partner.

For this purpose, the term "family member" also means one (1) "designated person" that the employee has identified who is related to the employee by blood or whose association with the employee is the equivalent of a family relationship.

(Reso. 3790) 10/92
(Reso. 3860) 4/94
(Reso. 5432) 8/23

SECTION 1A2.134 SICK LEAVE – PAYMENT UPON DEATH OR SERVICE RETIREMENT.

In the event an Executive, Mid-Management, or Confidential employee, while in the City's employ, and who has been employed by the City for five continuous years or more in a full-time position, dies or service retires under the Public Employees' Retirement System with unused Sick Leave to his or her credit, he or she shall be compensated in an amount equal to eighty percent (80%) of the value of such Sick Leave based upon his or her base salary at the time of death or service retirement, without the inclusion of overtime pay or additional compensation.

(Reso. 3229) 10/83
(Reso. 3336) 11/85
(Reso. 3498) 9/87
(Reso. 5432) 8/23

SECTION 1A2.135 SICK LEAVE ACCRUED – PAYMENT OF ON DISABILITY RETIREMENT OR DISABILITY SEPARATION FROM THE CITY- LESS THAN 5 YEARS OF CITY SERVICE.

In the event an employee regulated by this Chapter while in the City's employ, and who has been employed by the City for five or more continuous years in a full-time position, Disability Retires under the California Public Employees' Retirement System or separates from the City with unused Sick Leave to his or her credit, he or she shall be compensated in an amount equal to One Hundred Percent (100%) of the value of such Sick Leave, based upon the employees regular rate of pay at the time of retirement or separation.

(Reso. 3498) 11/86
(Reso, 3860) 4/94
(Reso. 4430) 7/05
(Reso. 4619) 9/09

SECTION 1A2.135.1 PAYMENT OF SICK LEAVE ACCRUAL – AFTER 20 YEARS OF CITY SERVICE.

Upon separation from service, sworn Police and Fire Management Employees with 20 years of continuous City service, will be compensated for One Hundred Percent (100%) of the employee's accumulated, unused Sick Leave at their regular rate of pay at separation.

(Reso. 4264) 8/02
(Reso. 4619) 9/09

SECTION 1A2.135.2 PAYMENT OF SICK LEAVE ACCRUAL – DISABILITY RETIREMENT-5 OR MORE YEARS OF CITY SERVICE.

Upon separation from service because of a disability retirement, sworn Police and Fire Management employees with five years of continuous City service, will be compensated for ninety percent (90%) of the employee's accumulated, unused Sick Leave at the employee's current rate at separation.

(Reso. 4264) 8/02

SECTION 1A2.136 SICK LEAVE – LEAVE WITH PAY DUE TO ILLNESS-ACCUMULATION OF SAME; SICK LEAVE CASH OUT

Sick Leave with pay may be granted for an absence from duty because of personal illness, injury, or legal quarantine not compensable under the provisions of the Workers' Compensation Laws of the State of California. Permanent employees shall accumulate Sick Leave at the rate of eight (8) hours per month; employees on a 112 hours fire suppression schedule earn Sick Leave at the rate of twelve (12) hours per month. Hours worked in addition to a regular work week shall not entitle an employee to additional Sick Leave accumulation. Sick Leave taken by an employee shall be deducted from his or her accumulated credit.

Employees hired into a Management and Confidential Series position after August 15, 2023, may accumulate up to six hundred (600) hours of sick leave; nine hundred (900) for employees on a 112 hours fire suppression schedule. Once an employee reaches that cap, the employee shall not accrue additional sick leave until the balance has been reduced below 600 hours.

Employees hired on or before August 15, 2023 will be permitted to accrue sick leave in excess of the cap of six hundred (600) hours; nine hundred (900) for employees on a 112 hours fire suppression schedule subject to a mandatory cash out as described below.

For employees hired on or before August 15, 2023, the City will cash out any accrued sick leave in excess of the 600 or 900 hour cap on or around December 1 of each year. The City will provide the cash out by direct deposit.

(Reso. 3173) 10/82
(Reso. 5432) 8/23

SECTION 1A2.137.1 SICK LEAVE PAYOUTS.

Notwithstanding Sections 1A2.132 through 1A2.135.2 of the El Segundo Administrative Code, employees regulated by this Chapter who receive payment of sick leave hours shall have the value of the sick leave hours calculated at the base salary hourly rate.

(Reso. 4918) 6/15

SECTION 1A2.139 HOLIDAYS AND HOLIDAY PAY.

Except as otherwise herein specifically provided, employees shall be entitled to the following holidays:

January 1 st	November 11 th
The third Monday in January	Thanksgiving Day and the Friday thereafter
The third Monday in February	December 24 th
The last Monday in May	December 25 th
July 4 th	December 31 st

The first Monday in September provided, however, (a) that such dates may be supplemented or amended by a Resolution amending the Administrative Code (b) that in the event any of these holidays fall on the last day an employee is off on the employee's regular days off period, the day following is observed as a holiday for the purpose of this section; and (c) that in the event any of these holidays fall on the first day of an employee's regular day off period, the previous day is considered a holiday for purpose of this section. Notwithstanding the above, this provision does not apply to Division Chiefs who receive pay in lieu of time off for holidays.

(Reso. 3173) 10/82
(Reso. 4513) 7/07
(Reso. 5197) 01/20
(Reso. 5432) 8/23

SECTION 1A2.139.1 PERSONAL LEAVE/FLOATING HOLIDAY.

In addition to the holidays enumerated in Section 1A2.139, each employee who has completed six (6) months of service shall be entitled to select one (1) day per calendar year as a Floating Holiday.

Each employee shall also receive one (1) day per calendar year as a Personal Leave.

For this purpose, employees who are assigned to a 5/40 schedule shall receive eight (8) hours, employees who are assigned to a 9/80 schedule shall receive nine (9) hours, and employees who are assigned to a 4/10 schedule shall receive 10 hours. Employees on other schedules will be compensated accordingly.

In the first full pay period following the adoption of the Administrative Code by the City Council, the City shall provide employees an additional one (1) day of Personal Leave. The City shall provide employees a second (2nd) day of Personal Leave each year, as described below, unless and until such time as the City recognizes either Cesar Chavez Day or Juneteenth as a Holiday. In the event that the City recognizes either Cesar Chavez Day or Juneteenth as a Holiday, the City will rescind the provision of a second (2nd) day of Personal Leave for the following calendar year.

The City will credit employees with the Personal Leave every January. Newly hired employees hired after the first of the year will also receive the Personal Leave, which the employee may use six (6) months after the employee's initial appointment date.

(Reso. 3290) 12/84
(Reso. 3446) 11/86
(Reso 5432) 8/23

SECTION 1A2.140 HOLIDAYS AND HOLIDAY PAY – DIVISION CHIEFS.

Division Chiefs assigned to Fire Suppression Duty will be paid for 156 hours in lieu of holidays once a year on or about the 10th day of December. Division Chiefs who serve in that capacity less than a full year will be paid Holiday Pay on a pro rata basis.

To the extent permitted by law, the compensation in this section is special compensation for those employees who are normally required to work on an approved holiday because they work in positions that require scheduled staffing without regard to holidays and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(5) and 571.1(b)(4) Holiday Pay.

(Reso. 3178) 12/82
(Reso. 4513) 7/07

SECTION 1A2.144 VACATION LEAVE

Employees regularly employed shall accumulate vacation time in accordance with the following schedule:

Years of Service	Annual Accrual Rate	Accrual Per Pay Period	Maximum Permissible Accrual
0-5	108 hours	4.15 hours	216 hours
6-10	132 hours	5.08 hours	264 hours
11-15	156 hours	6.00 hours	312 hours
16+	188 hours	7.23 hours	376 hours

Employees may accrue up to two (2) years of vacation leave at their current annual accrual rate.

Effective July 2, 2023, the City will impose a hard cap on vacation accrual such that no employee shall be permitted to accrue vacation in excess of twice their annual accrual rate. Any employee that has a vacation balance in excess of twice their annual accrual rate will be cashed out by the City at their base hourly rate to bring their vacation balance to twice their annual accrual rate in December 2023.

All other terms and conditions in Section 1A2.144(1) and (2) remain in effect.

(Reso. 3175) 10/82
 (Reso. 3860) 4/94
 (Reso. 4582) 12/08
 (Reso. 5432) 8/23

SECTION 1A2.144.1 VACATION ACCRUAL BASED ON TOTAL SERVICE TIME IN A CalPERS OR COMPARABLE AGENCY.

Executive, Mid-Management, and Confidential employees shall accumulate vacation time based on their total years of service in a CalPERS or comparable agency.

(Reso. 3860) 4/95
 (Reso 5432) 8/23

SECTION 1A2.145 VACATION LEAVE USE.

Vacation Leaves may be taken only after the employee has completed six (6) months of continuous service with the City.

(Reso. 3336) 11/85

SECTION 1A2.146 VACATION LEAVE CASH OUT.

- A. Qualification for Vacation Cash Out: An employee who has completed one (1) year of service qualifies for vacation cash out.

- B. IRREVOCABLE Election Process in 2023 and thereafter: A qualified employee may irrevocably elect to receive cash payment(s) in lieu of accrued vacation leave up to one hundred percent (100%) of the total amount of vacation leave that the employee can accrue in a year based on their length of service as described in Article 4, Section 1.

On or before December 15, 2023 and every December 15th thereafter, a qualified employee who elects to cash out some or all of their vacation to be accrued in the following year shall submit written request to the Human Resources Department stating their irrevocable election(s).

The employee shall provide the following information as part of their election: (1) The total number of hours of vacation leave that the employee will accrue between January 1 and June 30 in the following calendar year based on their annual accrual rate based on their years of service; (2) The total amount of vacation leave to be accrued that the employee wants to cash out in July of the following calendar year (The cash-out amount must be equal to or less than the amount accrued between January 1 and June 30); (3) The total number of hours of vacation leave that the employee will accrue between July 1 and December 31 in the following calendar year based on their annual accrual rate based on their years of service; and (4) The total amount of vacation leave to be accrued that the employee wants to cash out in December of the following calendar year (The cumulative cash-out amount must be equal to or less than the total amount accrued between January 1 and December 30).

- C. The City shall administer the cash out twice annually, starting in December 2023 and every December thereafter. The City shall make the cash outs in the first full pay period in July and December. Such cash outs shall be paid at the employee's base salary hourly rate of pay.

- D. Regardless of the number of hours that the employee requests to cash out, the City can only cash out vacation hours that the employee has accrued in the calendar year as of the time of the cash out which the employee has not yet used.

(Reso. 3336) 11/85
(Reso. 4430) 7/05
(Reso. 4743) 10/11
(Reso. 4789) 10/12
(Reso. 4918) 6/15
(Reso. 4951) 12/15
(Reso 5432) 8/23

SECTION 1A2.147 VACATION LEAVE ACCRUAL – FOR TEMPORARY INDUSTRIAL DISABILITY.

Notwithstanding the provisions of Section 1A6.220, employees on temporary industrial disability that is not subject to Labor Code section 4850 may accrue vacation time for the length of their industrial injury leave if they supplement their industrial disability payments with paid leave accruals such that they continue to receive their full salary. Employees on Labor Code section 4850 industrial injury leave will continue to accrue vacation leave during the time they are on industrial injury leave pursuant to Labor Code section 4850 without use of accrued leave balances.

(Reso. 3336) 11/85
(Reso. 5432) 8/23

SECTION 1A2.148 BEREAVEMENT LEAVE – PERSONAL EMERGENCIES – IMMEDIATE FAMILY DEFINED.

In the event of the death of an employee’s “family member”, as defined in Section 1A2.131.1, but excluding the “designated person,” the City shall provide the employee three (3) days paid bereavement leave and two (2) days of unpaid leave to be used within three (3) months of the date of the death of the “family member.”

Employees may elect to use other forms of paid leave that they have accumulated in order to provide for their compensation while using the two (2) days of unpaid leave.

For employees who need to travel 500 or more miles from the City in order to attend services for the employee’s family member, the City shall also provide two (2) additional days of paid bereavement leave in lieu of the two (2) days of unpaid leave.

(Reso. 3173) 10/82
(Reso. 3860) 4/94
(Reso. 4430) 7/05
(Reso 5432) 8/23

SECTION 1A2.149 JURY DUTY.

The employee must provide written notice of the expected Jury Duty to his or her supervisor as soon as possible, but in no case later than 14 days before the beginning of Jury Duty.

During the first two weeks of Jury Duty, an employee shall be entitled to receive his or her regular compensation.

For any portion of Jury Duty that extends beyond the first two weeks, such extended Jury Duty period shall be without pay.

Any compensation for the first two weeks of Jury Duty, except Travel Reimbursement Pay, must be deposited with the Director of Human Resources & Risk Management.

While on Jury Duty, the employee must report to work during any portion of a day that the employee is relieved of Jury Duty for three or more consecutive hours.

The employee must provide documentation of his or her daily attendance on Jury Duty.

(Reso. 4582) 12/08

SECTION 1A2.150 SALARIES AND BENEFITS APPLICABLE.

The provisions of this Chapter are applicable to Executive, Mid-Management, and Confidential employees enumerated in Section 1A2.040 of this chapter.

(Reso. 3173) 10/82

SECTION 1A2.152 CITY OF EL SEGUNDO SUBSTANCE ABUSE POLICY AND DRUG FREE WORKPLACE STATEMENT.

The City of El Segundo Substance Abuse Policy and Drug-Free Workplace Statement, dated July 1, 2008 shall be applicable to all Department Heads, Mid-Management and Confidential Employees.

(Reso. 4582) 12/08

SECTION 1A2.153 CalPERS MEMBER CONTRIBUTION.

Effective July 1, 2019, the CalPERS Classic Members in the Miscellaneous Classifications in Executive, Mid-Management, and Confidential shall pay a total employee contribution of eight percent (8%); seven percent (7%) shall be the member contribution, and one percent (1%) shall be employee-paid cost-sharing of the City's contribution under Gov. Code section 20516(a).

CalPERS PEPPRA New Members in the Miscellaneous Classifications in Executive, Mid-Management-, and Confidential employees shall pay fifty percent (50%) of normal cost as determined by CalPERS.

Effective July 1, 2019, CalPERS Classic Members in the Safety Classifications in Executive, Mid-Management, and -Confidential employees shall pay a total employee contribution of twelve (12%); nine percent (9%) shall be the member contribution, and three percent (3%) shall be the employee-paid cost-sharing of the City's contribution under Gov. Code section 20516(a).

CalPERS PEPPRA New Members in the Safety Classifications in Executive, Mid-Management, and Confidential Series shall pay fifty percent (50%) of normal cost as determined by CalPERS.

(Reso. 4741) 10/11
(Reso. 4743) 10/11
(Reso. 4789) 10/12
(Reso. 4918) 6/15
(Reso. 4951) 12/15
(Reso. 4976) 04/16
(Reso. 5154) 06/19

SECTION 1A2.154 AUTO ALLOWANCE.

Executive Management positions that are not provided a City vehicle shall receive an auto allowance in the amount of \$400 per month. Employees provided an auto allowance are ineligible for mileage reimbursement.

(Reso. 5350) 06/22

SECTION 1A2.155 VOLUNTARY BINDING ARBITRATION AND BONUS PAYMENT

Voluntary Agreement to Binding Arbitration in Exchange for \$10,000 Bonus Payment: Executive, Mid-management and Confidential employees may voluntarily enter into an Arbitration Agreement according to the terms of the agreement.

(Reso. 5432) 8/23

**UNREPRESENTED MANAGEMENT AND CONFIDENTIAL
SALARY RANGE ADJUSTMENTS - SEPTEMBER 6, 2025**

M&C									
Unrepresented: Executive, Mid-Management, Confidential Employee Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
8/23/2025	9/6/2025	5557	Deputy City Manager (At-Will)	EXECUTIVE	60d	Salaried	68.20	11822.00	141864.00
							118.99	20625.00	247500.00
8/23/2025	9/6/2025	5557	Chief of Police	EXECUTIVE	60f	Salaried	101.66	17620.73	211448.76
							147.61	25585.30	307023.55
8/23/2025	9/6/2025	5557	Fire Chief	EXECUTIVE	70f	Salaried	96.69	16760.14	201121.68
							146.78	25441.90	305302.80
8/23/2025	9/6/2025	5557	Chief Financial Officer	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							118.99	20625.00	247500.00
8/23/2025	9/6/2025		Director of Human Resources and Risk Management	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							118.99	20625.00	247500.00
8/23/2025	9/6/2025	5557	Information Technology Services Director	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							118.99	20625.00	247500.00
8/23/2025	9/6/2025	5557	Director of Recreation, Parks, and Library	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							118.99	20625.00	247500.00
8/23/2025	9/6/2025	5557	Director of Community Development	EXECUTIVE	64d	Salaried	78.35	13581.00	162972.00
							118.99	20625.00	247500.00
8/23/2025	9/6/2025	5557	Director of Public Works	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							118.99	20625.00	247500.00
8/23/2025	9/6/2025	5557	Assistant City Engineer	MANAGEMENT	56m	Salaried	60.70	10521.52	126258.24
							81.84	14186.38	170236.59
8/23/2025	9/6/2025	5557	Aquatics Manager (At-Will)	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							76.66	13287.22	159446.66
8/23/2025	9/6/2025		Division Chief (112hr)	MANAGEMENT	60f	Salaried	53.74	17882.63	156492.72
							90.28	21908.29	262899.50
8/23/2025	9/6/2025	5557	Building Official (At-Will)	MANAGEMENT	60f	Salaried	64.83	11236.58	134838.96
							87.41	15150.50	181805.98
8/23/2025	9/6/2025	5557	City Engineer (At-Will)	MANAGEMENT	60m	Salaried	68.91	11943.54	143322.48
							92.91	16103.72	193244.59
8/23/2025	9/6/2025	5557	Communications Manager (At-Will)	MANAGEMENT	51m	Salaried	58.10	10070.98	120851.76
							78.34	13578.91	162946.90
8/23/2025	9/6/2025	5557	Deputy City Clerk	MANAGEMENT	27m	Salaried	35.43	6140.99	73691.88
							47.49	8231.48	98777.79
8/23/2025	9/6/2025	5557	Assistant City Clerk (At-Will)	MANAGEMENT	36m	Salaried	58.10	10070.98	120851.76
							78.34	13578.91	162946.90
8/23/2025	9/6/2025	5557	Deputy City Treasurer II	MANAGEMENT	30s	Salaried	44.05	7635.47	91625.64
							59.39	10295.05	123540.63
8/23/2025	9/6/2025	5557	Environmental Programs Manager (At-Will)	MANAGEMENT	81m	Salaried	58.10	10070.98	120851.76
							78.34	13578.91	162946.89
8/23/2025	9/6/2025	5557	General Services Superintendent (At-Will)	MANAGEMENT	57m	Salaried	59.04	10233.12	122797.44
							79.61	13797.51	165570.19
8/23/2025	9/6/2025	5557	Finance Manager (At-Will)	MANAGEMENT	55m	Salaried	59.38	10292.33	123507.96
							88.26	15297.81	183573.77
8/23/2025	9/6/2025	5557	Utilities Superintendent (At-Will)	MANAGEMENT	59m	Salaried	59.04	10233.12	122797.44
							79.61	13797.51	165570.19
8/23/2025	9/6/2025	5557	Human Resources Manager (At-Will)	MANAGEMENT	51m	Salaried	58.10	10070.98	120851.76
							85.32	14787.43	177449.17
8/23/2025	9/6/2025	5557	Information Systems Manager (At-Will)	MANAGEMENT	54m	Salaried	62.04	10753.00	129036.00
							83.64	14498.49	173981.82
8/23/2025	9/6/2025	5557	Librarian II	MANAGEMENT	37m	Salaried	41.97	7274.57	87294.84
							56.58	9808.45	117701.33
8/23/2025	9/6/2025	5557	Library Services Manager	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							76.66	13287.22	159446.66
8/23/2025	9/6/2025	5557	Park Maintenance Superintendent	MANAGEMENT	48m	Salaried	54.45	9437.67	113252.04
							73.42	12724.99	152699.93
8/23/2025	9/6/2025		Planning Manager (At-Will)	MANAGEMENT	56m	Salaried	64.83	11236.58	134838.96
							91.59	15874.69	190496.31
8/23/2025	9/6/2025	5557	Recreation Manager (At-Will)	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							76.66	13287.22	159446.66
8/23/2025	9/6/2025	5557	Risk Manager (At-Will)	MANAGEMENT	52m	Salaried	58.10	10071.00	120852.00
							78.33	13578.71	162944.47
8/23/2025	9/6/2025	5557	Senior Librarian	MANAGEMENT	39m	Salaried	44.98	7796.33	93555.96
							60.64	10511.96	126143.42
8/23/2025	9/6/2025	5557	Treasury & Customer Service Manager	MANAGEMENT	141	Salaried	59.38	10292.00	123504.00
							80.06	13877.58	166531.00

**UNREPRESENTED MANAGEMENT AND CONFIDENTIAL
SALARY RANGE ADJUSTMENTS - SEPTEMBER 6, 2025**

M&C									
Unrepresented: Executive, Mid-Management, Confidential Employee Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
8/23/2025	9/6/2025	5557	Accountant	CONFIDENTIAL	31m	Salaried	38.16	6614.09	79369.08
							51.45	8917.91	107014.95
8/23/2025	9/6/2025	5557	Executive Assistant	CONFIDENTIAL	34m	Salaried	37.98	6582.92	78995.04
							51.21	8875.89	106510.68
8/23/2025	9/6/2025	5557	Human Resources Analyst	CONFIDENTIAL	34m	Salaried	41.40	7176.04	86112.48
							55.82	9675.61	116107.21
8/23/2025	9/6/2025	5557	Human Resources Technician	CONFIDENTIAL	18m	Salaried	29.58	5127.76	61533.12
							39.89	6913.87	82966.44
8/23/2025	9/6/2025	5557	Management Analyst	CONFIDENTIAL	35m	Salaried	41.40	7176.04	86112.48
							55.82	9675.61	116107.21
8/23/2025	9/6/2025	5557	Payroll Accountant	CONFIDENTIAL	31m	Salaried	38.16	6614.09	79369.08
							51.45	8917.91	107014.95
8/23/2025	9/6/2025	5557	Principal Civil Engineer	CONFIDENTIAL	51m	Salaried	58.10	10070.98	120851.76
							78.34	13578.91	162946.90
8/23/2025	9/6/2025	5557	Senior Civil Engineer (At-Will)	CONFIDENTIAL	48m	Salaried	54.45	9437.67	113252.04
							73.42	12004.71	144056.54
8/23/2025	9/6/2025	5557	Senior Executive Assistant (At-Will)	CONFIDENTIAL	35m	Salaried	41.40	7606.60	91279.23
							52.66	9127.93	109535.10
8/23/2025	9/6/2025	5557	Senior Human Resources Analyst	CONFIDENTIAL	39m	Salaried	44.98	7796.33	93555.96
							60.64	10511.96	126143.42
8/23/2025	9/6/2025	5557	Senior Management Analyst	CONFIDENTIAL	39m	Salaried	44.98	7796.33	93555.96
							65.60	11371.83	136461.96
8/23/2025	9/6/2025	5557	Special Projects Administrator	CONFIDENTIAL	35m	Salaried	41.40	7176.04	86112.48
							55.82	9675.61	116107.21

MANAGEMENT AND CONFIDENTIAL SERIES

EMPLOYEE VOLUNTARY ARBITRATION AGREEMENT

This Arbitration Agreement (“Agreement”), is between the City of El Segundo (“Employer” or “City”) and _____ (“Employee”) (collectively “Parties” or “Party” as may be appropriate.) Employer and Employee agree to the following terms and conditions.

1. **Consideration.** In exchange for a total of bonus payment of \$10,000, Employee agrees to arbitration as the sole and exclusive remedy for the Arbitrable Claims defined below.

- a. Payment of \$10,000 is to be paid within 30 days of Employee’s delivery of an executed Agreement to the City. Employee shall not be entitled to receive more than \$10,000 in payment pursuant to this Agreement, even if Employee’s employment is terminated and the Employee subsequently becomes re-employed by the City.
- b. Once the Employee receives a payment under this Agreement, all Arbitrable Claims shall be subject to the arbitration process outline below.

2. **Applicable Law.** The Employee and Employer agree that the Arbitrable Claims defined below shall be submitted to and determined exclusively by binding arbitration under the California Arbitration Act, (“CAA”) (Cal. Code Civ. Proc. sec. 1280 et. Seq. Employer and Employee understand and agree that they are knowingly and intentionally giving up any right that they may have to a court trial by judge or jury with regard to the Arbitrable Claims.

3. **Arbitration Procedure.** The Parties shall have the right to conduct discovery pursuant to Cal. Code Civ. Proc. sec. 1283.05 (including all of the CAA’s other mandatory and permissive rights to discovery). Nothing in this Agreement shall prevent either Party from obtaining provisional remedies to the extent permitted by Code of Civil Procedure Section 1281.8 either before the commencement of or during the arbitration process. All rules of pleading, (including the right of demurrer), all rules and judgment under Code of Civil Procedure Section 631.8 shall apply and be observed. Resolution of the dispute shall be based solely upon the law governing the claims and defenses pleaded. The arbitration shall be held before a single arbitrator, who shall be an attorney at law and an experienced employment law arbitrator. The arbitrator shall be mutually selected by the Parties. The Arbitrator shall have the power to award all legal relief available in a court of law, including any and all damages that may be available for any of the claims asserted. In addition, each of the Parties shall retain all defenses that they would have in a judicial proceeding, including defenses based on the expiration of the statute of limitations and that the damages being sought are not authorized or are excessive. The Arbitrator shall render a written award within 30 days after the matter is submitted for determination, and the award of the arbitrator shall be final and binding on the City, the Association and the employee.

4. **Definition of Arbitrable Claims.** The following shall be Arbitrable Claims:
- a. Appeals of Dismissals, Demotions, and/or Suspensions without Pay Longer than Six (6) Days, Brought by Executive, Mid-Management, and Confidential Employees: the City shall submit timely appeals of dismissals, demotions and suspensions without pay longer than six (6) days to binding arbitration, pursuant to this Agreement.
 - i. An employee who has been dismissed, demoted, or suspended longer than six (6) days, shall have ten (10) calendar days following written notification of the dismissal, demotion or suspension in which to file an appeal. The written appeal must be submitted to the City Manager.
 - ii. Upon receipt of a timely request for appeal of the dismissal, the City and employee may either mutually select an arbitrator or request a list of seven (7) arbitrators registered with the California State Conciliation and Mediation Service or some other mutually agreed upon source. The Parties shall agree to a mediator within ten (10) days of the timely appeal, unless the Parties mutually agree to extend this time period.
 - iii. The role of the arbitrator shall be to determine if the dismissal is consistent with just cause. The arbitrator shall hold a hearing at which both sides may present their arguments and evidence, including witnesses and subsequently issue a written decision. The hearing shall commence within 120 days of selection by the Parties, unless the Parties mutually agree to extend this time period.
 - iv. The decision of the arbitrator shall be final and binding on the Parties. The arbitrator shall issue his/her decision in writing within thirty (30) days of the closing of the hearing.
 - v. The costs of the arbitration/hearing (court reporter, arbitration hearing transcripts) shall be divided in half (50/50) between the City and employee. Attorney's fees, staff time and witness fees shall not be shared between the Parties and shall be paid by the Party that incurred the cost.
 - b. The civil claims which are subject to final and binding arbitration shall include, but not be limited to, any and all employment-related claims or controversies, such as breach of employment agreement, breach of the covenant of good faith and fair dealing, negligent supervision or hiring, wrongful discharge in violation of public policy, unpaid wages of overtime under the state and federal wage payment laws, breach of privacy claims, intentional or negligent infliction of emotional distress claims, fraud, defamation, and divulgence of trade secrets. This also specifically includes claims that could be asserted under all state and federal anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and the Family and Medical Leave Act, and claims for

discrimination and harassment in employment on the basis of race, age, sex, religion, national origin, alienage, religion, marital status, sexual orientation, disability, political activity, or any other statutorily-protected basis. It shall also include any and all claims an employee may have under the Fair Labor Standards Act, the California Labor Code, and the Industrial Welfare Commission Wage Orders, as well as any other state and federal statutes. This Agreement is further intended to apply to any claim Employee(s) may have against the City and/or any of its directors, employees, or agents, and to any and all past and future employment relationships Employee may have with the City regardless of job position or title. City shall also arbitrate all claims it has against the employee under the same rules and regulations set forth herein.

- c. Notwithstanding the provisions of this Agreement, Employee may elect to file a claim for workers' compensation and unemployment insurance benefits with the appropriate state agencies, and administrative charges with the Equal Employment Opportunity Commission, California Department of Fair Employment and Housing, and any similar state agency. Unless otherwise required by applicable law, all other employment-related claims shall be resolved by final and binding arbitration and not by a jury in a court of law.

5. **No Arbitration of Class, Collective or Representative Actions.** To the fullest extent permitted by law, no form of class, collective, or representative action shall be maintained pursuant to this Agreement without the mutual consent of the Parties. Any dispute over the validity, effect, or enforceability of the provisions of this paragraph, including whether the arbitration may proceed as class, collective, or representative action, shall be for a court of law and not an arbitrator to decide.

6. **Arbitration Costs.**

- a. For arbitrations for appeals of dismissals, demotions, and/or suspensions without pay longer than six (6) days, the Employee and Employer agree to split the costs of arbitration evenly (see section 4.a.).
- b. For arbitrations of disputes for Arbitrable Claims as set out in section 4.b., the City shall bear the costs of any arbitration, including the compensation of the Arbitrator, all of the Arbitrator's administrative expenses, and CSR transcripts for arbitration hearings.
- c. For any arbitration conducted pursuant to this Agreement, except as may otherwise be required by law, the Parties shall be responsible for their own attorneys' fees and costs incurred in presenting their case to the Arbitrator, including without limitation deposition related costs.

7. **Term of Agreement.** This Agreement shall continue in full force and effect for the duration of Employee's current employment by Employer and the duration of any subsequent re-employment of Employee by Employer and also survives after the termination of the Employee's current or employment or subsequent re-employment This Agreement does not create any express or implied contract of employment and nothing in this Agreement is intended to alter the at-will employment status of Employee.

8. **Integration.** This Agreement sets forth the Parties' mutual rights and obligations with respect to the resolution of Arbitrable Claims. It is intended to be the final, complete, and exclusive statement of the terms of the Parties' agreements regarding this subject. This Agreement supersedes all other prior and contemporaneous agreements and statements related to the resolution of Arbitrable Claims, whether written or oral, express or implied, on this subject, and it may not be contradicted by evidence of any prior or contemporaneous statements or agreements. To the extent that the practices, policies, or procedures of Employer, now or in the future, apply to Employee and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control.

9. **Amendments; Waivers.** This Agreement may not be amended except by an instrument in writing, signed by Employee and Employer. No failure to exercise and no delay in exercising any right, remedy, or power under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Agreement preclude any other or further exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

10. **Severability.** If a court or Arbitrator holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect. In addition, the Parties authorize the Arbitrator or court to add to or revise the language of this Arbitration Agreement in order to make the provision complete and lawful, so as to effectuate to the maximum extent possible the Parties' mutual intent to have all disputes subject to this provision be resolved solely by final and binding arbitration.

11. **Jurisdiction and Venue.** All arbitrations of Arbitrable Claims shall be heard in Los Angeles County, California, and all court proceedings arising out of this Agreement shall be filed in Los Angeles County, California.

"EMPLOYEE"

"EMPLOYER"

CITY OF EL SEGUNDO

Signature of Employee

Signature of Employer Representative

Printed Name of Employee

By:

Name/Title of Employer Representative

Dated

Dated

THE CITY OF EL SEGUNDO

ADMINISTRATIVE CODE TITLE 1A

SALARIES AND CONDITIONS OF EMPLOYMENT

CHAPTER 1A2 MANAGEMENT AND CONFIDENTIAL SERIES



Revised:
November 2011
August 1, 2012
September 24, 2021
June 15, 2015
May 2016
August 15, 2023
June 18, 2024
May 6, 2025
September 2 & 16, 2025

CHAPTER 1A MANAGEMENT CONFIDENTIAL SERIES

SECTION 1A2.000- Schedule of Classes by Series 1

SECTION 1A2.010- Basic Salary Schedule 2

SECTION 1A2.060- Evaluation by City Manager- Department Heads 3

SECTION 1A2.070 Salary Increases Based on Performance 4

SECTION 1A2.080- Overtime Pay- Exception- Fire Division Battalion Chiefs 5

SECTION 1A2.087- Salary Placement Upon Promotion 6

SECTION 1A2.090- Residence Requirements 6

SECTION 1A2.100- Administrative Leave 7

SECTION 1A2.101- Overtime for FLSA Non-exempt Classifications 7

SECTION 1A2.105- Flexible Benefit Plan 8

SECTION 1A2.106- Insurance Benefits- Employee Dental, Vision, and Long-Term Disability 9

SECTION 1A2.108- Insurance Benefits- Retiree Medical- City Contribution 9

SECTION 1A2.109- Retiree Dental and Vision 10

SECTION 1A2.110- Additional Employment 11

SECTION 1A2.115- Educational Expenses- Reimbursement 11

SECTION 1A2.115.2- Educational Incentive 11

SECTION 1A2.120- Deferred Compensation Plan 12

SECTION 1A2.121- Flexible Spending Account 12

SECTION 1A2.123- Chief Officer Certification 12

SECTION 1A2.130- Uniform Allowance 13

SECTION 1A2.131.1- Sick Leave Accumulated for Care of Members of Immediate Family 13

SECTION 1A2.134- Sick Leave- Payment Upon Death or Service Retirement 14

SECTION 1A2.135- Sick Leave Accrued- Payment of on Disability Retirement or Disability Separation from the City- Less than 5 Years of City Service 14

SECTION 1A2.135- Payment of Sick Leave Accrual- After 20 Years of City Service 14

SECTION 1A2.135.2- Payment of Sick Leave Accrual- Disability Retirement- 5 or More Years of City Service 15

CHAPTER 1A MANAGEMENT CONFIDENTIAL SERIES

SECTION 1A2.136- Sick Leave- Leave With Pay Due to Illness- Accumulation of the Same; Sick Leave Cash Out..... 15

SECTION 1A2.137.1- Sick Leave Payouts..... 16

SECTION 1A2.139- Holidays and Holiday Pay..... 16

SECTION 1A2.139.1- Personal Leave/Floating Holiday 17

SECTION 1A2.140- Holidays and Holiday Pay- Division Battalion Chiefs..... 17

SECTION 1A2.144- Vacation Leave 18

SECTION 1A2.144.1- Vacation Accrual Based on Total Service Time in a CalPERS or Comparable Agency..... 18

SECTION 1A2.145- Vacation Leave Use..... 18

SECTION 1A2.146- Vacation Leave Cash Out 19

SECTION 1A2.147- Vacation Leave Accrual- For Temporary Industrial Disability 20

SECTION 1A2.148- Bereavement Leave- Personal Emergencies- Immediate Family Defined 20

SECTION 1A2.149- Jury Duty 20

SECTION 1A2.150- Salaries and Benefits Applicable 21

SECTION 1A2.152- City of El Segundo Substance Abuse Policy and Drug Free Workplace Statement..... 21

SECTION 1A2.153- CalPERS Member Contribution..... 21

SECTION 1A2.154- Auto Allowance 22

SECTION 1A2.155- Voluntary Binding Arbitration and Bonus Payment 22

SECTION 1A2.000 SCHEDULE OF CLASSES BY SERIES.

The following is a list of City Departments, under which Management and/or Confidential positions for each Department are listed. Salary ranges for all authorized positions shall be determined within the ranges depicted in the "Basic Salary Schedule (1A2.010 of the Administrative Code)."

Executive Management (At-Will)

Chief of Police
Fire Chief
Chief Financial Officer
Deputy City Manager
Director of Community Development
Director of Human Resources & Risk Management
Director of Public Works
Director of Recreation, Parks, and Library
Information Technology Services Director

Mid-Management

Assistant City Clerk (At-Will)
Assistant City Engineer
Aquatics Manager (At-Will)
Battalion-Division Chief
Building Official (At-Will)
City Engineer (At-Will)
Communications Manager (At-Will)
Deputy City Clerk
Deputy City Treasurer II
Environmental Programs Manager (At-Will)
Finance Manager (At-Will)
General Services Superintendent (At-Will)
Human Resources Manager (At-Will)
Information Systems Manager (At-Will)
Librarian II
Library Services Manager
Park Maintenance Superintendent
Planning Manager (At-Will)
Recreation Manager (At-Will)
Risk Manager (At-Will)
Senior Librarian
Treasury & Customer Service Manager (At-Will)
Utilities Superintendent (At-Will)

Confidential

Accountant
Executive Assistant
Human Resources Analyst
Human Resources Technician
Management Analyst
Principal Civil Engineer

Senior Civil Engineer (At-Will)
Senior Executive Assistant (At-Will)
Senior Human Resources Analyst
Senior Management Analyst
Special Projects Administrator

(Council Approval) 1/88 and 1/89 (Reso. 4194) 11/00
(Reso. 5350) 06/20
(Reso. 5368) 10/22
(Reso. 5359) 09/22
(Reso. 5385) 12/22
(Reso. 5395) 2/23
(Reso. 5401) 3/23
(Reso. 5420) 6/23
(Reso. 5459) 1/24
(Reso. 5490) 5/24
(Ord. XXXX & Reso. XXXX) 9/25

SECTION 1A2.010 BASIC SALARY SCHEDULE.

Effective the pay period beginning August 12, 2023, the following respective salary schedules are hereby allocated and assigned to the respective Executive and Management/Confidential classifications.

Effective the pay period beginning June 29, 2024, the attached salary schedule reflects a 6.8% salary range adjustment for the Battalion Chief classification.

Effective the pay period beginning September 6, 2025, the attached salary schedule reflects the following equity adjustments: Senior Management Analyst - 8.18%, Planning Manager – 4.78%, and Human Resources Manager – 8.9%.

Effective the pay period beginning September 6, 2025, the attached salary schedule reflects a 6% salary range adjustment for all Mid-Management and Confidential classifications and a 10% salary range adjustment for Executives.

See Attachment for Executives and Mid-Management/Confidential Salary Schedules

(Reso. 4965) 12/15

SECTION 1A2.060 EVALUATION BY CITY MANAGER – DEPARTMENT HEADS.

Employees within the Management-Confidential group (including Executive Management Series; Management Series; and the Confidential Employee Series), hereinafter referred to as “covered employees,” shall be evaluated based upon criteria established by the City Manager.

The City Manager shall approve all performance salary adjustments. Criteria for granting salary adjustments shall include but not be limited to:

- Present salary.
- Length of service.
- Quality and quantity of work performed.
- Increased competence in handling job responsibilities.
- Attitude and loyalty to City duties.
- Efforts toward self-improvement.
- Exceptional performance.

(Reso. 5154) 06/19

SECTION 1A2.070 SALARY INCREASES BASED ON PERFORMANCE.

Salary increases shall be based on evaluation of an individual's performance and shall acknowledge and reflect the level of job proficiency indicated by the employee's performance evaluation; there shall be no automatic step progression and no longevity step increases.

Salary increases shall normally be made once each year on an employee's anniversary date. Increases may be made at other times on the basis of Exceptional job performance or unusual circumstances. If the employee's anniversary date or other salary increase effective date falls in the middle of the pay period, the effective date of the increase will be the first day of that pay period.

Annual salary adjustments shall be granted predicated on merit and the criteria in Section 1A2.060 as follows: employees rated "Standard" are eligible for an increase up to five percent (5%); employees rated "Above Standard" and "Exceptional" are eligible to receive an additional 1-5% accelerated salary increase (Executives are eligible to receive up to an additional 1-2.5%); and employees rated "Below Standard" or "Unsatisfactory" are not eligible to receive a salary increase; however, no salary shall fall below the minimum or exceed the maximum of the salary range assigned to the affected employee's corresponding classification or position.

Accelerated salary advancement is intended to recognize employees whose job performance is exemplary and consistently exceeds normal expectations for their current step.

Prior to an employee completing one (1) year of service at their current salary, an employee whose performance is exemplary and consistently exceeds normal expectations for their current salary may be eligible to receive accelerated salary advancement, so long as the employee has not yet reached the top of their salary range.

In order to be eligible for accelerated salary advancement, the employee's supervisor or manager must recommend such advancement to the responsible Department Head. The supervisor or manager shall submit a written report on the prescribed form to the appropriate Department Head.

The Department Head shall submit the form to the Director of Human Resources & Risk Management, indicating whether they agree with the supervisor or manager's recommendation and providing additional comments, if necessary.

The Director of Human Resources & Risk Management shall submit the form to the City Manager, indicating whether the recommendation conforms to the City-wide criteria for accelerated step advancement.

The City Manager shall make the final decision whether to approve the employee's accelerated salary step advancement.

An employee may not receive more than one accelerated salary step advancement within a twelve (12) month period of time, subject to the requirements provided for in this section.

An accelerated salary step advancement shall not change the affected employee's anniversary date.

The maximum accelerated increase that may be approved by the City Manager is 5% percent in any fiscal year for Mid-Management and Confidential employees and 2.5% for Executive Management.

Covered employees may be evaluated immediately upon adoption of this resolution and may receive an appropriate salary increase at the discretion of the reviewing authority, subject to an employee evaluation.

Salary increases shall be based upon performance evaluation and shall not exceed the maximum salary range identified in 1A2.010 (table outlined in Section 1 above, as may be amended from time to time).

All other provisions of Section 1A2.070 shall remain in effect, including annual employee evaluation requirements.

(Reso. 1446) 11/86
(Reso.5154) 06/19
(Reso. 5432) 8/23

SECTION 1A2.080 OVERTIME PAY – EXCEPTION – FIRE Division Battalion CHIEFS.

Effective October 1, 1988, Executive, Mid-Management, and Confidential Employees shall not be paid overtime pay with the exception of Fire Division Battalion Chiefs assigned to Fire Suppression; they shall be paid time and one quarter (1.25) for time worked on Platoon Duty or scheduled or non-scheduled re-hires in excess of fifty-six (56) hours per week.

Division Battalion Chiefs assigned to work with other entities in response to strike team assignments reimbursable by the California Office of Emergency Services (CalOES), shall be eligible for overtime compensation at a rate equivalent to one and one-half (1.5) of the employee's base hourly rate for each hour of such assignment.

For "assistance by hire" assignments on behalf of a third party where the contractual agreement includes overtime compensation for Division Battalion Chiefs at a rate equivalent to one and one-half (1.5) of the employee's base hourly rate for each hour of such assignment, the employee shall be eligible for overtime compensation at that same rate.

(Council Approval) 11/88
(Reso. 5541) 5/25

SECTION 1A2.087 SALARY PLACEMENT UPON PROMOTION.

In all cases where an employee is promoted to a classification regulated by this Chapter for which a higher rate of compensation is provided, then such employee so promoted shall enter into such higher classification at the lowest rate of compensation provided for such higher classification which exceeds by not less than five (5%) percent the base rate of compensation, excluding Special Assignment Pay, received by said employee in such given classification at the time of such promotion, unless otherwise ordered by the City Council. All supervisors shall be paid a higher base salary than any of their regularly assigned subordinates (exclusive of Educational Incentive Pay, Special Assignment, or any other form of compensation). The supervisor's salary shall not exceed the salary range for which her/she is eligible by length of service and performance.

(Reso. 3446) 11/86

SECTION 1A2.090 RESIDENCE REQUIREMENTS.

The Director of Public Works, Police Chief, and Fire Chief shall reside in a location which would enable the incumbents of those positions to report to work within one (1) hour of being notified of an emergency which requires their presence in El Segundo. Driving time shall be defined as the time that it takes an individual to drive to El Segundo from their place of residence during normal traffic conditions, including morning and afternoon commuter rush hour conditions prevalent in Southern California. Current and Future occupants of these offices shall have eighteen (18) months from the date of appointment to meet this requirement.

(Reso. 3539) 6/88
(Reso. 4216) 06/01

SECTION 1A2.100 ADMINISTRATIVE LEAVE.

Executive Management positions shall receive up to 80 hours of Administrative Leave per calendar year upon approval of the City Manager. Exempt Mid-Management and Confidential positions shall receive up to 56 hours of Administrative Leave per calendar year upon recommendation of the Department Director and approval of the City Manager. Mid-Management and Confidential positions classified as non-exempt under the Fair Labor Standards Act (“FLSA”), shall not receive Administrative Leave hours, but will receive overtime as defined in Section 1A2.101 below. This leave has no cash value and cannot be carried over.

Effective the pay period beginning June 29, 2024, employees in the Division Battalion Chief classification shall receive up to 96 hours of Administrative Leave per calendar year upon recommendation of the Department Director and approval of the City Manager. This leave has no cash value and cannot be carried over.

(Reso. 3229) 10/83
(Reso. 3446 11/86)
(Reso. 4582) 12/08
(Reso. 4130) 9/99
(Reso. 4619) 9/09
(Reso. 5350) 06/20
(Reso. 5496) 6/24
(Reso. ~~5557XXXX~~) 09/25

SECTION 1A2.101 OVERTIME FOR FLSA NON-EXEMPT CLASSIFICATIONS

Mid-Management and Confidential positions classified as non-exempt under the FLSA are entitled to overtime compensation. Overtime is defined as hours worked in excess of forty (40) hours in a seven (7) day workweek. Such hours shall be compensated at a rate of one and on-half (1.5) times the employee’s regular rate of pay. For purposes of calculating overtime, only hours actually worked will be counted. Paid time off (including vacation, holidays, or sick leave) does not count as hours worked when determining overtime eligibility.

The Human Resources Technician, Executive Assistant, and Senior Executive Assistant classifications s are is-classified as FLSA non-exempt and entitled to overtime as detailed above.

(Reso. ~~5557XXXX~~) 09/25
(Reso. XXXX) 9/25

SECTION 1A2.105 FLEXIBLE BENEFIT PLAN

Executive Management, Mid-Management, and Confidential: all positions listed in Section 1(A) above (and as may be amended thereafter), shall be eligible to participate in the City’s Flexible Benefit Plan, as per table below:

Effective Date	City Maximum Health Insurance Contribution per month Under “PEMHCA” (Per City Resolution filed with CalPERS)	Flex Benefit – City Contribution per month	City Contribution Monthly total:
Upon approval and adoption (August 15, 2023)	\$932	\$768	\$1,700
January 1, 2024	\$932	\$818	\$1,750
January 1, 2025	\$932	\$868	\$1,800
January 1, 2026	\$932	\$918	\$1,850
January 1, 2027	\$932	\$968	\$1,900

Employees shall not be entitled to cash out any excess monies that are not allocated to purchasing any of the specified benefits within the City’s portfolio. The employee shall be responsible for any and all out-of-pocket costs in excess of the City’s monthly contribution.

The City Contribution Amount toward health insurance is the City’s designated “PEMHCA” contribution as set forth in the City’s resolution(s) that are filed with CalPERS. Flex Benefit amounts are not part of the City’s designated “PEMHCA” contribution. Flex Dollars may only be used towards a medical premium or deferred compensation plan. There is no cash back from unused Flex Dollars.

(Reso. 5154) 06/19
 (Reso. 5307) 04/22
 (Reso. 5310) 04/22

SECTION 1A2.106 INSURANCE BENEFITS – EMPLOYEE DENTAL, VISION AND LONG TERM DISABILITY (NON-JOB RELATED) CONTRIBUTION.

The City shall provide dental and vision benefits for each covered Executive, Mid-Management, and Confidential employee and the employee’s eligible dependents.

Executive, Mid-Management, and Confidential Employees shall be covered by the City under a long term disability insurance plan.

(Reso. 4474) 7/06
(Reso. 4965) 12/15
(Reso. 4975) 04/16
(Reso. 5147) 5/19

SECTION 1A2.108 INSURANCE BENEFITS – RETIREE MEDICAL – CITY CONTRIBUTION.

Executive, Mid-Management, and Confidential employees hired before June 1, 2016, who are hired into or subsequently appointed to a position regulated by this Chapter, shall be eligible for a monthly retiree health contribution of up to \$1,200. The monthly retiree health contribution will consist of the “PEMHCA” amount set forth in the City’s resolution filed by the City with CalPERS supplemented by a City contribution to a healthcare reimbursement account. The amount of the healthcare reimbursement supplement shall be no more than the amount necessary to cover the health insurance premium cost for the employee and eligible dependent(s) for the selected CalPERS health plan, but in no event shall the total monthly contribution (“PEMHCA” contribution + healthcare reimbursement account) exceed \$1,200 per month.

Executive Management, Mid-Management, and Confidential employees who are hired by the City on or after June 1, 2016, and appointed to a position regulated by this Chapter, shall only be eligible for a retiree medical benefit up to the “PEMHCA” contribution amount set forth in the City’s resolution filed by the City with CalPERS.

Executive Management, Mid Management, and Confidential employees service retiring from CalPERS and the City of El Segundo after a minimum of five consecutive full-time years of service with the City of El Segundo on or after June 21, 2022, shall be eligible for a retiree medical benefit equal to the “PEMHCA” amount set forth in the City’s resolution filed by the City with CalPERS, supplemented by a City contribution to a healthcare reimbursement account. The amount of the healthcare reimbursement supplement shall be no more than the amount necessary to cover the health insurance premium cost for the employee and eligible dependent(s) for the selected CalPERS health plan, but in no event shall the total monthly contribution (PEMHCA contribution + healthcare reimbursement account) exceed the amount provided to active employees in the Management and Confidential Series. For 2022, this total monthly City contribution is \$1,650 per month.

The Elected City Clerk and Treasurer positions shall also be eligible for this benefit as described in the March 15, 2016 staff report and Resolution 4973 which ties their active and retired allowances for health to the Management Confidential Series.

Hire Date	Retiree Medical – City Contribution
July 1, 2007 through June 30, 2016	PEMHCA amount supplemented with a City contribution not to exceed \$1,200 per month
July 1, 2016 and retired prior to June 21, 2022	PEMCHA amount only
Service retire concurrently from CalPERS and the City of El Segundo after a minimum of five consecutive full-time years of service with the City of El Segundo on or after June 21, 2022	PEMHCA amount supplemented with a City contribution to equal highest total monthly contribution as described in Section 1A2.107 above. For 2022, this amount shall not exceed \$1,650

In order to qualify for any retiree medical benefit from the City, the employee must qualify as an “annuitant” under PEMHCA (see Government Code section 22760(c). The retiree must have an effective retirement date with CalPERS within 120 days of separation from City employment and receive a retirement benefit from CalPERS.

(Council Approval) 11/88
 (Reso.4965)12/15
 (Reso. 4975) 04/16
 (Reso. 5350) 06/20
 (Reso. 5432) 8/23

SECTION 1A2.109 RETIREE DENTAL AND VISION

Upon retirement, an employee and their spouse, registered domestic partner, and/or their eligible dependents who are actively enrolled in the City’s dental and vision insurance plans may remain enrolled in such plans as a retiree should such plans continue to remain available to current employees, but shall be responsible for full payment of the associated insurance premiums.

In order to be eligible to be covered by such plans, the retiring employee and their spouse, registered domestic partner, and/or and their eligible dependents must be actively enrolled in the plan(s) under which they are seeking continued coverage.

If, upon retirement, the employee declines continued coverage under either plan, they may not enroll at a later time.

Upon a retiree’s death, the surviving spouse, registered domestic partner and/or eligible dependent(s) who are actively enrolled in the City’s dental and vision insurance plans may remain enrolled in such plans as surviving dependents should such plans continue to remain available to current employees, and shall be responsible for full payment of the associated insurance premiums.

This provision is not intended to vest either retirees or current employees once retired with any right to remain enrolled in the City’s dental and vision insurance plans. The City may decide to change dental or vision insurance plans without regard to the impact that such a decision would have on retirees’ eligibility to enroll in such plans.

(Reso. 5432) 8/23

SECTION 1A2. 110 ADDITIONAL EMPLOYMENT.

An Executive who is employed full time by the City shall not accept other work or actively participate in the management of a private for profit activity outside of his or her employment with the City of El Segundo, without first obtaining approval of the City Council, and upon showing that such activity will not conflict with his or her discharge of duties of employment with the City.

(Reso. 2620) 4/75

SECTION 1A2.115 EDUCATION EXPENSES – REIMBURSEMENT.

Executive, Mid-Management and Confidential employees shall, upon an approved application and agreement to the provisions of this section, be reimbursed one hundred percent of the cost of tuition and books to a maximum of \$2,000 per calendar year effective January 1, 2001 for work-related college courses; provided, however, such courses have been approved by the City Manager. Employees terminating employment with the City voluntarily or through termination with cause within two months from completion of coursework shall have deducted from their final pay 100 percent of the amount reimbursed; thereafter, ten percent less than 100 percent shall be deducted from their final pay for each full month worked up to twelve months from the date of the completion of the course.

Participation in the program for mid-management and confidential employees is limited to those who have successfully completed their initial probationary period.

(Council Approval) 11/88
(Reso. 3995) 01/97
(Reso. 4194) 11/00

SECTION 1A2.115.2 EDUCATIONAL INCENTIVE.

Effective October 1, 2008, the Police Chief shall no longer receive 5% Educational Incentive Pay for possessing a Master’s Degree from an accredited college or university.

Effective the pay period beginning June 29, 2024, the Educational Incentive will be eliminated, and the previous Battalion Chief Educational Incentive for a Master’s degree shall be applied to base salary in the amount of \$1,755.28 per month for employees in the Battalion Chief classification.

(Reso. 4026) 7/97
(Reso. 4194) 11/00
(Reso. 4430) 7/05
(Reso. 4582) 12/08
(Reso. 5496) 6/24

SECTION 1A2.120 DEFERRED COMPENSATION PLAN.

A Deferred Compensation Plan has been established as a benefit to Executive Management, Mid-Management, and Confidential employees, and each covered employee is eligible to participate in the Plan. The City shall not provide an annual matching contribution or any other contribution to the Deferred Compensation Plan.

As soon as feasible following adoption of Resolution No. 5350, the City shall establish a 401(a) Defined Contribution Plan for Executive Management employees only to offset the 6.2% required employee payroll tax contribution to Social Security. The City shall contribute 6.2% of base salary per pay period, up to the annual Social Security taxable maximum. City contributions to the plan shall be calculated on an annual basis and evenly distributed in 26 pay periods per year. For earnings in 2023, this base is \$160,200 with a \$9,932 maximum City contribution. The 401(a) Defined Contribution provision does not apply to employees in the Chief of Police and Fire Chief positions as those are exempted from Social Security. The Elected City Clerk and Treasurer positions shall be ineligible for this benefit.

(Reso. 2620) 4/75
(Reso. 4264) 8/02
(Reso. 4430) 7/05
(Reso. 4474) 7/06
(Reso. 4513) 7/07
(Reso. 4619) 9/09
(Reso. 4743) 10/11
(Reso. 4918) 6/15
(Reso. 5350) 6/22

SECTION 1A2.121 FLEXIBLE SPENDING ACCOUNT.

A Flexible Spending Account will be established pursuant to the terms and conditions of the Internal Revenue Code as a benefit to employees enumerated in Section 1A2.000. Each employee in Section 1A2.000 is eligible to participate in this plan.

(Council Approval) 11 /88

SECTION 1A2.123 CHIEF OFFICER CERTIFICATION.

Effective the pay period beginning June 29, 2024, the Chief Officer Certification pay will be eliminated and the Tier 1 Longevity pay for a Fire Captain* with 19 years of service in the amount of \$2,199.50 per month shall be applied to base salary for employees in the Battalion Chief classification. (*The Fire Captain position is included in the El Segundo Firefighters' Association.)

(Reso. 4430) 7/05
(Reso. 4474) 7/06
(Reso. 4582) 12/08
(Reso. 5496) 6/24

SECTION 1A2.130 UNIFORM ALLOWANCE.

Effective October 1, 1988, Management-Confidential employees in the Police and Fire Department who are required to purchase and continuously maintain certain prescribed items of uniform clothing shall be compensated for a portion of the initial and maintenance costs thereof according to the following:

<u>Classification /Position</u>	<u>Per Mo. of Active Duty</u>
Police Chief	\$53.00
Fire Chief	\$33.00
Fire Division Battalion Chief	\$40.00

(Reso. 3229) 10/83
(Reso. 3446) 11/86
(Council Approval) 11/88

SECTION 1A2.131.1 SICK LEAVE ACCUMULATED FOR CARE OF MEMBERS OF IMMEDIATE FAMILY.

Sick leave is accrued at 8 hours per month. Employees in the ~~Division Battalion~~ Chief classification working on a 112 hours schedule accrue 12 hours per month.

Employees are eligible to utilize a maximum of half their annual sick leave accrual, forty-eight (48) hours or seventy-two (72) hours for ~~Division Battalion~~ Chiefs, of sick leave per calendar year in order to provide care to a "family member" of the employee suffering from illness or injury.

For this purpose, the term "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild or sibling, or any other "family member" recognized by Labor Code section 245.5. The term parent shall also include the parent of the employee's spouse or registered domestic partner.

For this purpose, the term "family member" also means one (1) "designated person" that the employee has identified who is related to the employee by blood or whose association with the employee is the equivalent of a family relationship.

(Reso. 3790) 10/92
(Reso. 3860) 4/94
(Reso. 5432) 8/23

SECTION 1A2.134 SICK LEAVE – PAYMENT UPON DEATH OR SERVICE RETIREMENT.

In the event an Executive, Mid-Management, or Confidential employee, while in the City's employ, and who has been employed by the City for five continuous years or more in a full-time position, dies or service retires under the Public Employees' Retirement System with unused Sick Leave to his or her credit, he or she shall be compensated in an amount equal to eighty percent (80%) of the value of such Sick Leave based upon his or her base salary at the time of death or service retirement, without the inclusion of overtime pay or additional compensation.

(Reso. 3229) 10/83
(Reso. 3336) 11/85
(Reso. 3498) 9/87
(Reso. 5432) 8/23

SECTION 1A2.135 SICK LEAVE ACCRUED – PAYMENT OF ON DISABILITY RETIREMENT OR DISABILITY SEPARATION FROM THE CITY- LESS THAN 5 YEARS OF CITY SERVICE.

In the event an employee regulated by this Chapter while in the City's employ, and who has been employed by the City for five or more continuous years in a full-time position, Disability Retires under the California Public Employees' Retirement System or separates from the City with unused Sick Leave to his or her credit, he or she shall be compensated in an amount equal to One Hundred Percent (100%) of the value of such Sick Leave, based upon the employees regular rate of pay at the time of retirement or separation.

(Reso. 3498) 11/86
(Reso, 3860) 4/94
(Reso. 4430) 7/05
(Reso. 4619) 9/09

SECTION 1A2.135.1 PAYMENT OF SICK LEAVE ACCRUAL – AFTER 20 YEARS OF CITY SERVICE.

Upon separation from service, sworn Police and Fire Management Employees with 20 years of continuous City service, will be compensated for One Hundred Percent (100%) of the employee's accumulated, unused Sick Leave at their regular rate of pay at separation.

(Reso. 4264) 8/02
(Reso. 4619) 9/09

SECTION 1A2.135.2 PAYMENT OF SICK LEAVE ACCRUAL – DISABILITY RETIREMENT-5 OR MORE YEARS OF CITY SERVICE.

Upon separation from service because of a disability retirement, sworn Police and Fire Management employees with five years of continuous City service, will be compensated for ninety percent (90%) of the employee's accumulated, unused Sick Leave at the employee's current rate at separation.

(Reso. 4264) 8/02

SECTION 1A2.136 SICK LEAVE – LEAVE WITH PAY DUE TO ILLNESS-ACCUMULATION OF SAME; SICK LEAVE CASH OUT

Sick Leave with pay may be granted for an absence from duty because of personal illness, injury, or legal quarantine not compensable under the provisions of the Workers' Compensation Laws of the State of California. Permanent employees shall accumulate Sick Leave at the rate of eight (8) hours per month; employees on a 112 hours fire suppression schedule earn Sick Leave at the rate of twelve (12) hours per month. Hours worked in addition to a regular work week shall not entitle an employee to additional Sick Leave accumulation. Sick Leave taken by an employee shall be deducted from his or her accumulated credit.

Employees hired into a Management and Confidential Series position after August 15, 2023, may accumulate up to six hundred (600) hours of sick leave; nine hundred (900) for employees on a 112 hours fire suppression schedule. Once an employee reaches that cap, the employee shall not accrue additional sick leave until the balance has been reduced below 600 hours.

Employees hired on or before August 15, 2023 will be permitted to accrue sick leave in excess of the cap of six hundred (600) hours; nine hundred (900) for employees on a 112 hours fire suppression schedule subject to a mandatory cash out as described below.

For employees hired on or before August 15, 2023, the City will cash out any accrued sick leave in excess of the 600 or 900 hour cap on or around December 1 of each year. The City will provide the cash out by direct deposit.

(Reso. 3173) 10/82
(Reso. 5432) 8/23

SECTION 1A2.137.1 SICK LEAVE PAYOUTS.

Notwithstanding Sections 1A2.132 through 1A2.135.2 of the El Segundo Administrative Code, employees regulated by this Chapter who receive payment of sick leave hours shall have the value of the sick leave hours calculated at the base salary hourly rate.

(Reso. 4918) 6/15

SECTION 1A2.139 HOLIDAYS AND HOLIDAY PAY.

Except as otherwise herein specifically provided, employees shall be entitled to the following holidays:

January 1 st	November 11 th
The third Monday in January	Thanksgiving Day and the Friday thereafter
The third Monday in February	December 24 th
The last Monday in May	December 25 th
July 4 th	December 31 st

The first Monday in September provided, however, (a) that such dates may be supplemented or amended by a Resolution amending the Administrative Code (b) that in the event any of these holidays fall on the last day an employee is off on the employee's regular days off period, the day following is observed as a holiday for the purpose of this section; and (c) that in the event any of these holidays fall on the first day of an employee's regular day off period, the previous day is considered a holiday for purpose of this section. Notwithstanding the above, this provision does not apply to Division Battalion Chiefs who receive pay in lieu of time off for holidays.

(Reso. 3173) 10/82
(Reso. 4513) 7/07
(Reso. 5197) 01/20
(Reso. 5432) 8/23

SECTION 1A2.139.1 PERSONAL LEAVE/FLOATING HOLIDAY.

In addition to the holidays enumerated in Section 1A2.139, each employee who has completed six (6) months of service shall be entitled to select one (1) day per calendar year as a Floating Holiday.

Each employee shall also receive one (1) day per calendar year as a Personal Leave.

For this purpose, employees who are assigned to a 5/40 schedule shall receive eight (8) hours, employees who are assigned to a 9/80 schedule shall receive nine (9) hours, and employees who are assigned to a 4/10 schedule shall receive 10 hours. Employees on other schedules will be compensated accordingly.

In the first full pay period following the adoption of the Administrative Code by the City Council, the City shall provide employees an additional one (1) day of Personal Leave. The City shall provide employees a second (2nd) day of Personal Leave each year, as described below, unless and until such time as the City recognizes either Cesar Chavez Day or Juneteenth as a Holiday. In the event that the City recognizes either Cesar Chavez Day or Juneteenth as a Holiday, the City will rescind the provision of a second (2nd) day of Personal Leave for the following calendar year.

The City will credit employees with the Personal Leave every January. Newly hired employees hired after the first of the year will also receive the Personal Leave, which the employee may use six (6) months after the employee's initial appointment date.

(Reso. 3290) 12/84
(Reso. 3446) 11/86
(Reso 5432) 8/23

SECTION 1A2.140 HOLIDAYS AND HOLIDAY PAY – DIVISION BATTALION CHIEFS.

Division Battalion Chiefs assigned to Fire Suppression Duty will be paid for 156 hours in lieu of holidays once a year on or about the 10th day of December. Division Battalion Chiefs who serve in that capacity less than a full year will be paid Holiday Pay on a pro rata basis.

To the extent permitted by law, the compensation in this section is special compensation for those employees who are normally required to work on an approved holiday because they work in positions that require scheduled staffing without regard to holidays and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(5) and 571.1(b)(4) Holiday Pay.

(Reso. 3178) 12/82
(Reso. 4513) 7/07

SECTION 1A2.144 VACATION LEAVE

Employees regularly employed shall accumulate vacation time in accordance with the following schedule:

Years of Service	Annual Accrual Rate	Accrual Per Pay Period	Maximum Permissible Accrual
0-5	108 hours	4.15 hours	216 hours
6-10	132 hours	5.08 hours	264 hours
11-15	156 hours	6.00 hours	312 hours
16+	188 hours	7.23 hours	376 hours

Employees may accrue up to two (2) years of vacation leave at their current annual accrual rate.

Effective July 2, 2023, the City will impose a hard cap on vacation accrual such that no employee shall be permitted to accrue vacation in excess of twice their annual accrual rate. Any employee that has a vacation balance in excess of twice their annual accrual rate will be cashed out by the City at their base hourly rate to bring their vacation balance to twice their annual accrual rate in December 2023.

All other terms and conditions in Section 1A2.144(1) and (2) remain in effect.

(Reso. 3175) 10/82
 (Reso. 3860) 4/94
 (Reso. 4582) 12/08
 (Reso. 5432) 8/23

SECTION 1A2.144.1 VACATION ACCRUAL BASED ON TOTAL SERVICE TIME IN A CalPERS OR COMPARABLE AGENCY.

Executive, Mid-Management, and Confidential employees shall accumulate vacation time based on their total years of service in a CalPERS or comparable agency.

(Reso. 3860) 4/95
 (Reso 5432) 8/23

SECTION 1A2.145 VACATION LEAVE USE.

Vacation Leaves may be taken only after the employee has completed six (6) months of continuous service with the City.

(Reso. 3336) 11/85

SECTION 1A2.146 VACATION LEAVE CASH OUT.

- A. Qualification for Vacation Cash Out: An employee who has completed one (1) year of service qualifies for vacation cash out.

- B. IRREVOCABLE Election Process in 2023 and thereafter: A qualified employee may irrevocably elect to receive cash payment(s) in lieu of accrued vacation leave up to one hundred percent (100%) of the total amount of vacation leave that the employee can accrue in a year based on their length of service as described in Article 4, Section 1.

On or before December 15, 2023 and every December 15th thereafter, a qualified employee who elects to cash out some or all of their vacation to be accrued in the following year shall submit written request to the Human Resources Department stating their irrevocable election(s).

The employee shall provide the following information as part of their election: (1) The total number of hours of vacation leave that the employee will accrue between January 1 and June 30 in the following calendar year based on their annual accrual rate based on their years of service; (2) The total amount of vacation leave to be accrued that the employee wants to cash out in July of the following calendar year (The cash-out amount must be equal to or less than the amount accrued between January 1 and June 30); (3) The total number of hours of vacation leave that the employee will accrue between July 1 and December 31 in the following calendar year based on their annual accrual rate based on their years of service; and (4) The total amount of vacation leave to be accrued that the employee wants to cash out in December of the following calendar year (The cumulative cash-out amount must be equal to or less than the total amount accrued between January 1 and December 30).

- C. The City shall administer the cash out twice annually, starting in December 2023 and every December thereafter. The City shall make the cash outs in the first full pay period in July and December. Such cash outs shall be paid at the employee's base salary hourly rate of pay.

- D. Regardless of the number of hours that the employee requests to cash out, the City can only cash out vacation hours that the employee has accrued in the calendar year as of the time of the cash out which the employee has not yet used.

(Reso. 3336) 11/85
(Reso. 4430) 7/05
(Reso. 4743) 10/11
(Reso. 4789) 10/12
(Reso. 4918) 6/15
(Reso. 4951) 12/15
(Reso 5432) 8/23

SECTION 1A2.147 VACATION LEAVE ACCRUAL – FOR TEMPORARY INDUSTRIAL DISABILITY.

Notwithstanding the provisions of Section 1A6.220, employees on temporary industrial disability that is not subject to Labor Code section 4850 may accrue vacation time for the length of their industrial injury leave if they supplement their industrial disability payments with paid leave accruals such that they continue to receive their full salary. Employees on Labor Code section 4850 industrial injury leave will continue to accrue vacation leave during the time they are on industrial injury leave pursuant to Labor Code section 4850 without use of accrued leave balances.

(Reso. 3336) 11/85
(Reso. 5432) 8/23

SECTION 1A2.148 BEREAVEMENT LEAVE – PERSONAL EMERGENCIES – IMMEDIATE FAMILY DEFINED.

In the event of the death of an employee’s “family member”, as defined in Section 1A2.131.1, but excluding the “designated person,” the City shall provide the employee three (3) days paid bereavement leave and two (2) days of unpaid leave to be used within three (3) months of the date of the death of the “family member.”

Employees may elect to use other forms of paid leave that they have accumulated in order to provide for their compensation while using the two (2) days of unpaid leave.

For employees who need to travel 500 or more miles from the City in order to attend services for the employee’s family member, the City shall also provide two (2) additional days of paid bereavement leave in lieu of the two (2) days of unpaid leave.

(Reso. 3173) 10/82
(Reso. 3860) 4/94
(Reso. 4430) 7/05
(Reso 5432) 8/23

SECTION 1A2.149 JURY DUTY.

The employee must provide written notice of the expected Jury Duty to his or her supervisor as soon as possible, but in no case later than 14 days before the beginning of Jury Duty.

During the first two weeks of Jury Duty, an employee shall be entitled to receive his or her regular compensation.

For any portion of Jury Duty that extends beyond the first two weeks, such extended Jury Duty period shall be without pay.

Any compensation for the first two weeks of Jury Duty, except Travel Reimbursement Pay, must be deposited with the Director of Human Resources [& Risk Management](#).

While on Jury Duty, the employee must report to work during any portion of a day that the employee is relieved of Jury Duty for three or more consecutive hours.

The employee must provide documentation of his or her daily attendance on Jury Duty.

(Reso. 4582) 12/08

SECTION 1A2.150 SALARIES AND BENEFITS APPLICABLE.

The provisions of this Chapter are applicable to Executive, Mid-Management, and Confidential employees enumerated in Section 1A2.040 of this chapter.

(Reso. 3173) 10/82

SECTION 1A2.152 CITY OF EL SEGUNDO SUBSTANCE ABUSE POLICY AND DRUG FREE WORKPLACE STATEMENT.

The City of El Segundo Substance Abuse Policy and Drug-Free Workplace Statement, dated July 1, 2008 shall be applicable to all Department Heads, Mid-Management and Confidential Employees.

(Reso. 4582) 12/08

SECTION 1A2.153 CalPERS MEMBER CONTRIBUTION.

Effective July 1, 2019, the CalPERS Classic Members in the Miscellaneous Classifications in Executive, Mid-Management, and Confidential shall pay a total employee contribution of eight percent (8%); seven percent (7%) shall be the member contribution, and one percent (1%) shall be employee-paid cost-sharing of the City's contribution under Gov. Code section 20516(a).

CalPERS PEPRA New Members in the Miscellaneous Classifications in Executive, Mid-Management-, and Confidential employees shall pay fifty percent (50%) of normal cost as determined by CalPERS.

Effective July 1, 2019, CalPERS Classic Members in the Safety Classifications in Executive, Mid-Management, and -Confidential employees shall pay a total employee contribution of twelve (12%); nine percent (9%) shall be the member contribution, and three percent (3%) shall be the employee-paid cost-sharing of the City's contribution under Gov. Code section 20516(a).

CalPERS PEPRA New Members in the Safety Classifications in Executive, Mid-Management, and Confidential Series shall pay fifty percent (50%) of normal cost as determined by CalPERS.

(Reso. 4741) 10/11
(Reso. 4743) 10/11
(Reso. 4789) 10/12
(Reso. 4918) 6/15
(Reso. 4951) 12/15
(Reso. 4976) 04/16
(Reso. 5154) 06/19

SECTION 1A2.154 AUTO ALLOWANCE.

Executive Management positions that are not provided a City vehicle shall receive an auto allowance in the amount of \$400 per month. Employees provided an auto allowance are ineligible for mileage reimbursement.

(Reso. 5350) 06/22

SECTION 1A2.155 VOLUNTARY BINDING ARBITRATION AND BONUS PAYMENT

Voluntary Agreement to Binding Arbitration in Exchange for \$10,000 Bonus Payment: Executive, Mid-management and Confidential employees may voluntarily enter into an Arbitration Agreement according to the terms of the agreement.

(Reso. 5432) 8/23

**UNREPRESENTED MANAGEMENT AND CONFIDENTIAL
SALARY RANGE ADJUSTMENTS - SEPTEMBER 6, 2025**

M&C									
Unrepresented: Executive, Mid-Management, Confidential Employee Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
8/23/2025	9/6/2025	5557	Deputy City Manager (At-Will)	EXECUTIVE	60d	Salaried	68.20	11822.00	141864.00
							118.99	20625.00	247500.00
8/23/2025	9/6/2025	5557	Chief of Police	EXECUTIVE	60f	Salaried	101.66	17620.73	211448.76
							147.61	25585.30	307023.55
8/23/2025	9/6/2025	5557	Fire Chief	EXECUTIVE	70f	Salaried	96.69	16760.14	201121.68
							146.78	25441.90	305302.80
8/23/2025	9/6/2025	5557	Chief Financial Officer	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							118.99	20625.00	247500.00
8/23/2025	9/6/2025		Director of Human Resources Director of Human Resources & Risk Management	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							118.99	20625.00	247500.00
8/23/2025	9/6/2025	5557	Information Technology Services Director	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							118.99	20625.00	247500.00
8/23/2025	9/6/2025	5557	Director of Recreation, Parks, and Library	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							118.99	20625.00	247500.00
8/23/2025	9/6/2025	5557	Director of Community Development	EXECUTIVE	64d	Salaried	78.35	13581.00	162972.00
							118.99	20625.00	247500.00
8/23/2025	9/6/2025	5557	Director of Public Works	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							118.99	20625.00	247500.00
8/23/2025	9/6/2025	5557	Assistant City Engineer	MANAGEMENT	56m	Salaried	60.70	10521.52	126258.24
							81.84	14186.38	170236.59
8/23/2025	9/6/2025	5557	Aquatics Manager (At-Will)	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							76.66	13287.22	159446.66
8/23/2025	9/6/2025		Battalion Chief Division Chief (112hr)	MANAGEMENT	60f	Salaried	53.74	17882.63	156492.72
							90.28	21908.29	262899.50
8/23/2025	9/6/2025	5557	Building Official (At-Will)	MANAGEMENT	60f	Salaried	64.83	11236.58	134838.96
							87.41	15150.50	181805.98
8/23/2025	9/6/2025	5557	City Engineer (At-Will)	MANAGEMENT	60m	Salaried	68.91	11943.54	143322.48
							92.91	16103.72	193244.59
8/23/2025	9/6/2025	5557	Communications Manager (At-Will)	MANAGEMENT	51m	Salaried	58.10	10070.98	120851.76
							78.34	13578.91	162946.90
8/23/2025	9/6/2025	5557	Deputy City Clerk	MANAGEMENT	27m	Salaried	35.43	6140.99	73691.88
							47.49	8231.48	98777.79
8/23/2025	9/6/2025	5557	Assistant City Clerk (At-Will)	MANAGEMENT	36m	Salaried	58.10	10070.98	120851.76
							78.34	13578.91	162946.90
8/23/2025	9/6/2025	5557	Deputy City Treasurer II	MANAGEMENT	30s	Salaried	44.05	7635.47	91625.64
							59.39	10295.05	123540.63
8/23/2025	9/6/2025	5557	Environmental Programs Manager (At-Will)	MANAGEMENT	81m	Salaried	58.10	10070.98	120851.76
							78.34	13578.91	162946.89
8/23/2025	9/6/2025	5557	General Services Superintendent (At-Will)	MANAGEMENT	57m	Salaried	59.04	10233.12	122797.44
							79.61	13797.51	165570.19
8/23/2025	9/6/2025	5557	Finance Manager (At-Will)	MANAGEMENT	55m	Salaried	59.38	10292.33	123507.96
							88.26	15297.81	183573.77
8/23/2025	9/6/2025	5557	Utilities Superintendent (At-Will)	MANAGEMENT	59m	Salaried	59.04	10233.12	122797.44
							79.61	13797.51	165570.19
8/23/2025	9/6/2025	5557	Human Resources Manager (At-Will)	MANAGEMENT	51m	Salaried	58.10	10070.98	120851.76
							85.32	14787.43	177449.17
8/23/2025	9/6/2025	5557	Information Systems Manager (At-Will)	MANAGEMENT	54m	Salaried	62.04	10753.00	129036.00
							83.64	14498.49	173981.82
8/23/2025	9/6/2025	5557	Librarian II	MANAGEMENT	37m	Salaried	41.97	7274.57	87294.84
							56.58	9808.45	117701.33
8/23/2025	9/6/2025	5557	Library Services Manager	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							76.66	13287.22	159446.66
8/23/2025	9/6/2025	5557	Park Maintenance Superintendent	MANAGEMENT	48m	Salaried	54.45	9437.67	113252.04
							73.42	12724.99	152699.93
8/23/2025	9/6/2025		Planning Manager (At-Will)	MANAGEMENT	56m	Salaried	64.83	11236.58	134838.96
							82.46	14292.92	171515.08
							91.59	15874.69	190496.31
8/23/2025	9/6/2025	5557	Recreation Manager (At-Will)	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							76.66	13287.22	159446.66
8/23/2025	9/6/2025	5557	Risk Manager (At-Will)	MANAGEMENT	52m	Salaried	58.10	10071.00	120852.00
							78.33	13578.71	162944.47
8/23/2025	9/6/2025	5557	Senior Librarian	MANAGEMENT	39m	Salaried	44.98	7796.33	93555.96
							60.64	10511.96	126143.42

**UNREPRESENTED MANAGEMENT AND CONFIDENTIAL
SALARY RANGE ADJUSTMENTS - SEPTEMBER 6, 2025**

M&C									
Unrepresented: Executive, Mid-Management, Confidential Employee Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
8/23/2025	9/6/2025	5557	Treasury & Customer Service Manager	MANAGEMENT	141	Salaried	59.38	10292.00	123504.00
							80.06	13877.58	166531.00
8/23/2025	9/6/2025	5557	Accountant	CONFIDENTIAL	31m	Salaried	38.16	6614.09	79369.08
							51.45	8917.91	107014.95
8/23/2025	9/6/2025	5557	Executive Assistant	CONFIDENTIAL	34m	Salaried	37.98	6582.92	78995.04
							51.21	8875.89	106510.68
8/23/2025	9/6/2025	5557	Human Resources Analyst	CONFIDENTIAL	34m	Salaried	41.40	7176.04	86112.48
							55.82	9675.61	116107.21
8/23/2025	9/6/2025	5557	Human Resources Technician	CONFIDENTIAL	18m	Salaried	29.58	5127.76	61533.12
							39.89	6913.87	82966.44
8/23/2025	9/6/2025	5557	Management Analyst	CONFIDENTIAL	35m	Salaried	41.40	7176.04	86112.48
							55.82	9675.61	116107.21
8/23/2025	9/6/2025	5557	Payroll Accountant	CONFIDENTIAL	31m	Salaried	38.16	6614.09	79369.08
							51.45	8917.91	107014.95
8/23/2025	9/6/2025	5557	Principal Civil Engineer	CONFIDENTIAL	51m	Salaried	58.10	10070.98	120851.76
							78.34	13578.91	162946.90
8/23/2025	9/6/2025	5557	Senior Civil Engineer (At-Will)	CONFIDENTIAL	48m	Salaried	54.45	9437.67	113252.04
							73.42	12004.71	144056.54
8/23/2025	9/6/2025	5557	Senior Executive Assistant (At-Will)	CONFIDENTIAL	35m	Salaried	41.40	7606.60	91279.23
							52.66	9127.93	109535.10
8/23/2025	9/6/2025	5557	Senior Human Resources Analyst	CONFIDENTIAL	39m	Salaried	44.98	7796.33	93555.96
							60.64	10511.96	126143.42
8/23/2025	9/6/2025	5557	Senior Management Analyst	CONFIDENTIAL	39m	Salaried	44.98	7796.33	93555.96
							65.60	11371.83	136461.96
8/23/2025	9/6/2025	5557	Special Projects Administrator	CONFIDENTIAL	35m	Salaried	41.40	7176.04	86112.48
							55.82	9675.61	116107.21

MANAGEMENT AND CONFIDENTIAL SERIES

EMPLOYEE VOLUNTARY ARBITRATION AGREEMENT

This Arbitration Agreement (“Agreement”), is between the City of El Segundo (“Employer” or “City”) and _____ (“Employee”) (collectively “Parties” or “Party” as may be appropriate.) Employer and Employee agree to the following terms and conditions.

1. **Consideration.** In exchange for a total of bonus payment of \$10,000, Employee agrees to arbitration as the sole and exclusive remedy for the Arbitrable Claims defined below.

- a. Payment of \$10,000 is to be paid within 30 days of Employee’s delivery of an executed Agreement to the City. Employee shall not be entitled to receive more than \$10,000 in payment pursuant to this Agreement, even if Employee’s employment is terminated and the Employee subsequently becomes re-employed by the City.
- b. Once the Employee receives a payment under this Agreement, all Arbitrable Claims shall be subject to the arbitration process outline below.

2. **Applicable Law.** The Employee and Employer agree that the Arbitrable Claims defined below shall be submitted to and determined exclusively by binding arbitration under the California Arbitration Act, (“CAA”) (Cal. Code Civ. Proc. sec. 1280 et. Seq. Employer and Employee understand and agree that they are knowingly and intentionally giving up any right that they may have to a court trial by judge or jury with regard to the Arbitrable Claims.

3. **Arbitration Procedure.** The Parties shall have the right to conduct discovery pursuant to Cal. Code Civ. Proc. sec. 1283.05 (including all of the CAA’s other mandatory and permissive rights to discovery). Nothing in this Agreement shall prevent either Party from obtaining provisional remedies to the extent permitted by Code of Civil Procedure Section 1281.8 either before the commencement of or during the arbitration process. All rules of pleading, (including the right of demurrer), all rules and judgment under Code of Civil Procedure Section 631.8 shall apply and be observed. Resolution of the dispute shall be based solely upon the law governing the claims and defenses pleaded. The arbitration shall be held before a single arbitrator, who shall be an attorney at law and an experienced employment law arbitrator. The arbitrator shall be mutually selected by the Parties. The Arbitrator shall have the power to award all legal relief available in a court of law, including any and all damages that may be available for any of the claims asserted. In addition, each of the Parties shall retain all defenses that they would have in a judicial proceeding, including defenses based on the expiration of the statute of limitations and that the damages being sought are not authorized or are excessive. The Arbitrator shall render a written award within 30 days after the matter is submitted for determination, and the award of the arbitrator shall be final and binding on the City, the Association and the employee.

4. **Definition of Arbitrable Claims.** The following shall be Arbitrable Claims:
- a. Appeals of Dismissals, Demotions, and/or Suspensions without Pay Longer than Six (6) Days, Brought by Executive, Mid-Management, and Confidential Employees: the City shall submit timely appeals of dismissals, demotions and suspensions without pay longer than six (6) days to binding arbitration, pursuant to this Agreement.
 - i. An employee who has been dismissed, demoted, or suspended longer than six (6) days, shall have ten (10) calendar days following written notification of the dismissal, demotion or suspension in which to file an appeal. The written appeal must be submitted to the City Manager.
 - ii. Upon receipt of a timely request for appeal of the dismissal, the City and employee may either mutually select an arbitrator or request a list of seven (7) arbitrators registered with the California State Conciliation and Mediation Service or some other mutually agreed upon source. The Parties shall agree to a mediator within ten (10) days of the timely appeal, unless the Parties mutually agree to extend this time period.
 - iii. The role of the arbitrator shall be to determine if the dismissal is consistent with just cause. The arbitrator shall hold a hearing at which both sides may present their arguments and evidence, including witnesses and subsequently issue a written decision. The hearing shall commence within 120 days of selection by the Parties, unless the Parties mutually agree to extend this time period.
 - iv. The decision of the arbitrator shall be final and binding on the Parties. The arbitrator shall issue his/her decision in writing within thirty (30) days of the closing of the hearing.
 - v. The costs of the arbitration/hearing (court reporter, arbitration hearing transcripts) shall be divided in half (50/50) between the City and employee. Attorney's fees, staff time and witness fees shall not be shared between the Parties and shall be paid by the Party that incurred the cost.
 - b. The civil claims which are subject to final and binding arbitration shall include, but not be limited to, any and all employment-related claims or controversies, such as breach of employment agreement, breach of the covenant of good faith and fair dealing, negligent supervision or hiring, wrongful discharge in violation of public policy, unpaid wages of overtime under the state and federal wage payment laws, breach of privacy claims, intentional or negligent infliction of emotional distress claims, fraud, defamation, and divulgence of trade secrets. This also specifically includes claims that could be asserted under all state and federal anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and the Family and Medical Leave Act, and claims for

discrimination and harassment in employment on the basis of race, age, sex, religion, national origin, alienage, religion, marital status, sexual orientation, disability, political activity, or any other statutorily-protected basis. It shall also include any and all claims an employee may have under the Fair Labor Standards Act, the California Labor Code, and the Industrial Welfare Commission Wage Orders, as well as any other state and federal statutes. This Agreement is further intended to apply to any claim Employee(s) may have against the City and/or any of its directors, employees, or agents, and to any and all past and future employment relationships Employee may have with the City regardless of job position or title. City shall also arbitrate all claims it has against the employee under the same rules and regulations set forth herein.

- c. Notwithstanding the provisions of this Agreement, Employee may elect to file a claim for workers' compensation and unemployment insurance benefits with the appropriate state agencies, and administrative charges with the Equal Employment Opportunity Commission, California Department of Fair Employment and Housing, and any similar state agency. Unless otherwise required by applicable law, all other employment-related claims shall be resolved by final and binding arbitration and not by a jury in a court of law.

5. **No Arbitration of Class, Collective or Representative Actions.** To the fullest extent permitted by law, no form of class, collective, or representative action shall be maintained pursuant to this Agreement without the mutual consent of the Parties. Any dispute over the validity, effect, or enforceability of the provisions of this paragraph, including whether the arbitration may proceed as class, collective, or representative action, shall be for a court of law and not an arbitrator to decide.

6. **Arbitration Costs.**

- a. For arbitrations for appeals of dismissals, demotions, and/or suspensions without pay longer than six (6) days, the Employee and Employer agree to split the costs of arbitration evenly (see section 4.a.).
- b. For arbitrations of disputes for Arbitrable Claims as set out in section 4.b., the City shall bear the costs of any arbitration, including the compensation of the Arbitrator, all of the Arbitrator's administrative expenses, and CSR transcripts for arbitration hearings.
- c. For any arbitration conducted pursuant to this Agreement, except as may otherwise be required by law, the Parties shall be responsible for their own attorneys' fees and costs incurred in presenting their case to the Arbitrator, including without limitation deposition related costs.

7. **Term of Agreement.** This Agreement shall continue in full force and effect for the duration of Employee's current employment by Employer and the duration of any subsequent re-employment of Employee by Employer and also survives after the termination of the Employee's current or employment or subsequent re-employment This Agreement does not create any express or implied contract of employment and nothing in this Agreement is intended to alter the at-will employment status of Employee.

8. **Integration.** This Agreement sets forth the Parties' mutual rights and obligations with respect to the resolution of Arbitrable Claims. It is intended to be the final, complete, and exclusive statement of the terms of the Parties' agreements regarding this subject. This Agreement supersedes all other prior and contemporaneous agreements and statements related to the resolution of Arbitrable Claims, whether written or oral, express or implied, on this subject, and it may not be contradicted by evidence of any prior or contemporaneous statements or agreements. To the extent that the practices, policies, or procedures of Employer, now or in the future, apply to Employee and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control.

9. **Amendments; Waivers.** This Agreement may not be amended except by an instrument in writing, signed by Employee and Employer. No failure to exercise and no delay in exercising any right, remedy, or power under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Agreement preclude any other or further exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

10. **Severability.** If a court or Arbitrator holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect. In addition, the Parties authorize the Arbitrator or court to add to or revise the language of this Arbitration Agreement in order to make the provision complete and lawful, so as to effectuate to the maximum extent possible the Parties' mutual intent to have all disputes subject to this provision be resolved solely by final and binding arbitration.

11. **Jurisdiction and Venue.** All arbitrations of Arbitrable Claims shall be heard in Los Angeles County, California, and all court proceedings arising out of this Agreement shall be filed in Los Angeles County, California.

"EMPLOYEE"

"EMPLOYER"

CITY OF EL SEGUNDO

Signature of Employee

Signature of Employer Representative

Printed Name of Employee

By:

Name/Title of Employer Representative

Dated

Dated

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF EL SEGUNDO, CALIFORNIA
APPROVING AMENDMENTS TO THE CITY'S ADMINISTRATIVE CODE
TO UPDATE SECTIONS FOR SPECIFIC UNREPRESENTED
CLASSIFICATIONS UNDER CHAPTER 1A2 (MANAGEMENT –
CONFIDENTIAL SERIES).**

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

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

- A. Chapter 1A2 of the El Segundo Administrative Code outlines the Management-Confidential Series
- B. Staff seeks to update Chapter 1A2 to modify and clarify compensation and benefits for unrepresented employees

SECTION 2: Approval. The City Council approves the amendments to Chapter 1A2 (Management – Confidential Series) of the El Segundo Administrative Code set forth in Exhibit "A" to this Resolution, and such exhibit is incorporated by reference.

SECTION 3: Authority. The City Manager or his designee is authorized to take any steps necessary to effectuate this Resolution.

SECTION 4: Construction. This Resolution must be broadly construed in order to achieve the purposes stated in this Resolution. It is the City Council's intent that the provisions of this Resolution be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Resolution.

SECTION 5: Severability. If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 6: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's original resolutions and make a minute of this adoption of the Resolution in the City Council's records and the minutes of this meeting.

SECTION 7: This Resolution is effective upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 16th day of September, 2025.

Chris Pimentel,

Mayor

ATTEST:

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Susan Truax, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, CITY ATTORNEY

David King, Assistant City Attorney

EXHIBIT "A"
ADMINISTRATIVE CODE CHAPTER 1A2



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Consent

Item Number: B.12

TITLE:

Agreement between the City of El Segundo and Chevron Corporation pursuant to California Assembly Bill 1646 reimbursing the City of El Segundo for Associated Costs

RECOMMENDATION:

1. Authorize the City Manager to execute an agreement with Chevron Corporation for an estimated amount of \$237,179 for FY 2025-26 to establish a 24/7 community alerting system to notify El Segundo residents, businesses, and visitors of any incidents generated by the Chevron Oil Refinery in El Segundo.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

If the City Council approves this item, the Chevron Corporation will reimburse the City of El Segundo for all costs associated with operating a 24/7 community alerting system and maintaining a mass notification system for the City of El Segundo in the event of a refinery incident per Assembly Bill 1646. The City of El Segundo annual/ongoing fees for FY 25-26 include personnel time for completing administrative AB 1646 tasks during business hours, stand-by personnel time for operating the 24/7 watch center and attending notification system training off hours, ongoing community alert system software costs for the integrated alert and mass notification system (Alert South Bay), and a one-time fee for startup costs associated with purchasing networking and telecommunications equipment needed to operate the Community Alerting System.

Amount Budgeted: Approximately \$237,179

Additional Appropriation: N/A

Account Number(s):

126-400-3205-4115 (Expenditures: Reimbursable Overtime AB 1646 - \$155,797)

126-400-3205-6214 (Expenditures: Administrative Personnel, Alert South Bay, Start-up costs - \$81,382)

126-300-0000-3836 (Revenue: AB 1646 Operations & Maintenance - \$237,179)

Authorize City Manager to Execute Agreement for Community Alerting System

(AB1646) with Chevron

September 16, 2025

Page 2 of 6

AB 1646 FY 25-26 Fee Detail:

24/7 Community Watch Center Personnel Time: \$155,797

Daily Community Alerting System personnel will be the fire chief and one battalion chief. Monthly billing will reflect eight (8) total hours of daily stand-by time. Four (4) hours fire chief, billed at \$0.00 per hour, and four (4) hours battalion chief, billed at \$127.76 per hour. The fire chief is exempt from overtime. There will be no charge for the fire chief position and there will never be more than one battalion chief on standby for this duty. The billing period is anticipated to start on October 13, 2025, and continue through June 30, 2026. This fee is \$146,719.

In addition, 24/7 watch center costs will include 36 hours of stand-by time for two off-duty battalion chiefs to attend monthly South Bay Alert notification system/incident training, as well as ongoing incident communication fees as needed for continued communications during an incident. This fee is \$9,079.

Administrative Personnel Time: \$12,381

Personnel time billed at the fully burdened rate for administrative tasks completed during business hours that are associated with AB1646. Such tasks include attending refinery meetings, crisis committee meetings, and completing and overseeing monthly billing (see Attachment 1 for number of hours and hourly rates).

Community Alert System - Alert South Bay: \$13,000

Integrated alert and notification system to alert and notify the community surrounding a petroleum refinery, including schools, public facilities, hospitals, transient and special needs populations, and residential care homes in the event of an incident at the refinery, warranting the use of the automatic notification system. Annual fee subject to change. \$13,000 based on the forecasted FY 25-26 cost.

Equipment start-up costs: \$56,000

Networking/Telecommunications equipment. One-time startup cost for FY 25-26. The total fee of \$237,179 will be adjusted by the Los Angeles All Urban Consumer Price Index on July 1st of each year. This is an estimated fee as some incidents may exceed four hours, in which case Chevron will be billed the fully burdened rate for the actual hours worked by the above individuals who provide services during the incident.

BACKGROUND:

In October 2017, Governor Edmund Gerald Brown Jr. signed AB 1646, which amended the California Health and Safety Code (section 25536.6 et seq.) administered by the Unified Program Agencies (UPA, usually a Certified Unified Program Agency, or CUPA) under the California Accidental Release Prevention (CalARP) program. It mandates a "local implementing agency" (LIA) to develop an integrated Alert and Warning system, in coordination with local emergency management agencies, UPA, local first response agencies, petroleum refineries, and the public, to be used to notify the community

Authorize City Manager to Execute Agreement for Community Alerting System (AB1646) with Chevron
September 16, 2025
Page 3 of 6

surrounding a petroleum refinery in the event of an incident at the refinery warranting the use of the notification system. The Alert and Warning system required by AB 1646 should be configured and used to alert and/or warn the communities surrounding a petroleum refinery, including single and multiple-family homes, schools, public facilities, hospitals, transient and special needs populations (as defined), and residential care homes. The system needs to have the capabilities to integrate with similar systems in neighboring cities that have refineries. Costs to develop and maintain the system will typically be collected by the UPA from its refineries and passed on to the LIA.

A Public Hearing was conducted and the resolution establishing a fee was adopted on September 2, 2025.

DISCUSSION:

The purpose of this City Council action item is to request City Manager authority to execute the agreement between the City of El Segundo and Chevron Corporation to receive fees associated with implementing the approved El Segundo City Community Alerting System.

The City of El Segundo should always maintain an alerting capability by maintaining a primary operational capability, as well as a back-up capability for use when the primary capability is not functioning or inaccessible. Maintaining the capability to send out an alert is imperative as disasters may strike at any time, and jurisdictions are responsible for informing the public in a timely manner of the threat and protective actions to take. The City of El Segundo should issue alerts and warning messages as soon as feasible given the circumstances of the situation. Access to the designated alerting authority and alerting originator should not be delayed due to limited resources or non-operational equipment. Designated alerting staff should have ready and reasonable access to primary or backup alerting systems and be properly trained and well versed in how to operate the equipment. The City of El Segundo will use non-operations assigned personnel and off-duty personnel available 24/7 to fulfill this requirement.

The City of El Segundo and other South Bay cities are using Alert South Bay for community alerting. Alert South Bay is capable of sending out messages related to any refinery issue through text messages, email, Nixel, social media, and the Integrated Public Alert and Warning System (iPAWS). City staff assigned to Chevron Refinery community alerting duties will immediately notify the El Segundo community of emergencies and incidents warranting awareness.

AB 1646 requires the LIA to ensure jurisdictions enter into effective agreements with adjacent jurisdictions to coordinate Alerts and Warnings (as defined by state law, see

Authorize City Manager to Execute Agreement for Community Alerting System (AB1646) with Chevron
September 16, 2025
Page 4 of 6

below), and messaging when a release crosses or threatens to cross-city, county, or other jurisdictional boundaries, and to document those agreements in the UPA's Area Plan. Coordination among neighboring jurisdictions must include clear language identifying the delegation of authority to send out timely alerts and warnings, and to identify who is an authorized alert and warning initiator. Implicit in this requirement is timely notification to the initiator and other pertinent local public safety agencies of the conditions or incident resulting in the need to alert or warn the public so that all other appropriate public safety measures may be taken in an equally timely manner. Reasons for prompt and accurate notification of the initiator and pertinent public safety agencies include enabling measures to mitigate the impacts of the condition or event, including:

- Dispatching emergency response teams quickly and with the appropriate equipment and personnel.
- Assessing the extent of the release or the potential extent of the release and whether neighboring communities are at risk of exposure.
- Determining whether the Alert or Warning System should be activated (if not already activated).
- Responding to inquiries from the media to ensure the distribution of public information consistent with the Alert or Warning and the facts of the situation or event.
- Responding to inquiries from public officials from schools, public facilities, and hospitals, and representatives of transient and special needs populations.

CalARP requires refineries (and other facilities that handle, manufacture, use, or store regulated substances above certain threshold quantities in a process) to determine the potential off-site consequences caused by accidental releases of regulated substances.

This information should be used in developing the Alert and Warning system that is consistent with Article 1 of Chapter 6.95 of the California Health and Safety Code, which mandates the Business Plan program and requires immediate notification in the event of a hazardous materials release. Under state law, a Public Alert is defined as a communication intended to attract public attention to an unusual situation and motivate individual awareness. The measure of an effective alert message is the extent to which the intended audience becomes attentive and searches for additional information. On the other hand, a Public Warning is defined as a communication intended to persuade members of the public to take one or more protective actions in order to reduce losses or harm. The measure of an effective public warning message is the extent to which the intended audience receives the message and takes the protective action and/or heeds the guidance.

Immediate notification of the initiator for a potential Alert or Warning is required in the following situations:

Authorize City Manager to Execute Agreement for Community Alerting System (AB1646) with Chevron
September 16, 2025
Page 5 of 6

- The release or threatened release of a hazardous material that results in a substantial probability of harm to nearby workers or the public. This includes all hazardous materials incidents in which medical attention beyond first aid is sought.
- The release or threatened release of hazardous materials that may affect the surrounding population including odor, eye or respiratory irritation.
- The situation or event may cause public concern, such as in cases of fire, explosion, smoke, or excessive flaring.
- The release or threatened release may contaminate surface water, groundwater or soil, either on-site (unless the spill is entirely contained and the clean-up is initiated immediately and completed expeditiously) or off-site.
- The release or threatened release may cause off-site environmental damage.
- The refinery's Safety Supervisor or equivalent personnel is placed on alert due to a release or threatened release in the likelihood of an emergency situation, including, but not limited to, emergency shutdowns or major unit start-ups.

Notice of this public hearing was published on August 7, 2025 and conducted on September 2, 2025 at the scheduled Council Meeting.

CEQA Exemption:

This item is exempt from review under the California Environmental Quality Act (Cal. Pub. Res. Code §§ 21000, et seq.; "CEQA") and CEQA Guidelines (14 Cal. Code Regs. §§ 15000, et seq.) because this item, if approved, establishes, modifies, structures, restructures, and approves rates and charges for meeting operating expenses; purchasing supplies, equipment, and materials; meeting financial requirements; and obtaining funds for capital projects needed to maintain service within existing service areas. This item, therefore, is categorically exempt from further CEQA review under CEQA Guidelines § 15273.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 2: Optimize Community Safety and Preparedness

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

PREPARED BY:

Vanessa Arias, Senior Management Analyst

REVIEWED BY:

George Avery, Fire Chief

APPROVED BY:

**Authorize City Manager to Execute Agreement for Community Alerting System
(AB1646) with Chevron
September 16, 2025
Page 6 of 6**

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Consent

Item Number: B.13

TITLE:

License Agreement with Girl Scouts of Greater Los Angeles to Continue Utilizing Camp Eucalyptus at No Cost

RECOMMENDATION:

1. Authorize the City Manager to execute a nine-month license agreement with the Girl Scouts of Greater Los Angeles to continue utilizing Camp Eucalyptus at no cost.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

On May 20, 2014, City Council approved a fee schedule establishing new hourly reservation rates for Recreation and Parks Department facilities, including Camp Eucalyptus. The Recreation and Parks Fee Analysis Task Force created and recommended the fee schedule with the understanding that long-standing non-profit organizations such as El Segundo Girl Scouts would be exempt from such charges for facilities they have historically utilized at no cost. The approved fee schedule reservation rate for Camp Eucalyptus was set at \$45 per hour for all other El Segundo Non-Profit Groups.

El Segundo Girl Scouts has partnered with the City of El Segundo to use Camp Eucalyptus as their home since the 1940s. Since that time, the Girl Scouts have offered a low-cost program to local female youth which gives them the opportunity to learn various life skills and become leaders in the community. Over the past 70 years, Camp Eucalyptus has seen a number of changes, including the construction of a new facility during the 1990s, which was done with the assistance of the Girl Scouts along with various members of the community. The new building allowed the Girl Scouts to remain

License Agreement Girl Scouts of Greater Los Angeles

September 16, 2025

Page 2 of 2

at the site at no cost and continue assisting with some general upkeep of the facility as needed. Due to their status as a 501(c) 3 nonprofit organization and low registration costs, paying a rental fee would be a financial burden that would impact the Girl Scouts ability to keep programs low cost for participants.

DISCUSSION:

City Staff recommends City Council approve the attached license agreement which would allow El Segundo Girl Scouts to continue using Camp Eucalyptus at no cost for a term of nine months through June 30,2026. An extended term is not recommended due to uncertainty about possible use of Camp Eucalyptus for City programming in Summer 2026 due to renovations to the Teen Center anticipated to begin in Spring 2026.

CITY STRATEGIC PLAN COMPLIANCE:

PREPARED BY:

Viviann Gonzalez, Senior Administrative Specialist

REVIEWED BY:

Aly Mancini, Recreation, Parks, and Library Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Girl Scouts of Greater Los Angeles 2025 Agreement

**LICENSE AGREEMENT BETWEEN THE
CITY OF EL SEGUNDO AND
GIRL SCOUTS OF GREATER LOS ANGELES**

THIS LICENSE is made and executed this XXth day of XX, 2025, between the CITY OF EL SEGUNDO, a municipal corporation ("CITY"), and GIRL SCOUTS OF GREATER LOS ANGELES, a California nonprofit corporation ("LICENSEE").

1. LICENSE; DESCRIPTION OF PROPERTY. CITY licenses LICENSEE to use, on the terms and conditions in this License, real property located at Camp Eucalyptus located at 641 California Street ("Property"). CITY's action is not, and should not be construed to be, a conveyance of a property interest or a lease; it is a license to use property only.

2. USE OF PROPERTY.

- A. LICENSEE may temporarily use the Property for the purposes of Girl Scouts activities and programs.
- B. CITY may change, amend, or terminate LICENSEE's use of Property at any time, and in its sole discretion, verbally and in writing.

3. TERM. Except as provided in Section 4, the term of this license will begin on XXX, 2025 and end on XXX. Upon mutual written agreement between the parties, this License may be renewed for additional time.

4. TERMINATION.

- A. As stated above, CITY may terminate this License at any time with or without cause, upon 30 days' advance written notification. Termination will be effective no earlier than 30 days from the date of notification. unless CITY specifies otherwise.
- B. LICENSEE may terminate this License at any time in writing at least five (5) days before the effective termination date.
- C. By executing this document, LICENSEE waives any and all claims for damages that might otherwise arise from CITY's termination under this Section.
- D. Upon termination, LICENSEE will remove all personal property and improvements from Property within seven (7) days. Property will be left in a clean and orderly fashion.

4A. COMPENSATION. In exchange for the use of the facilities at Property, CITY agrees for LICENSEE not to pay any amount for the term of this License.

5. CONDEMNATION. If all or part of Property is acquired by eminent domain or purchase in lieu thereof, LICENSEE acknowledges that it will have no claim to any compensation awarded for the taking of Property or any portion thereof or for loss of or damage to LICENSEE's improvements.

6. RELOCATION BENEFITS. LICENSEE acknowledges that it has been informed that CITY is a public entity and that Property was previously acquired by CITY for a public purpose. LICENSEE further acknowledges that any rights acquired under this License arose after the date of acquisition of Property and that said rights are subject to termination when Property is needed by CITY. LICENSEE hereby acknowledges that at the time of said termination of this License by CITY, it will not be a "displaced person" entitled to any of the relocation assistance or benefits offered to displaced persons under state or federal law.

7. ALTERATIONS. LICENSEE will not make, or cause to be made, any alterations to Property, or any part thereof, without CITY's prior written consent.

8. HAZARDOUS/TOXIC WASTE. CITY has not, nor, to CITY's knowledge, has any third party used, generated, stored or disposed of, or permitted the use, generation, storage or disposal of, any Hazardous Material (as defined below) on, under, about or within Property in violation of any law or regulation. LICENSEE agrees that it will not use, generate, store or dispose of any Hazardous Material (as defined below) on, under, about or within Property in violation of any law or regulation. LICENSEE agrees to defend and indemnify CITY, to the extent stated in Section 11, against any and all losses, liabilities, claims or costs arising from any breach of any warranty or agreement contained in this Section. As used in this Section, "Hazardous Material" means any substance, chemical or waste that is identified as hazardous, toxic or dangerous in any applicable federal, state or local law or regulation (including petroleum and asbestos).

9. SIGNS. LICENSEE will not place any sign upon Property without CITY's prior written consent. LICENSEE will pay for all costs of any approved signage and comply with all applicable sign codes and ordinances.

10. ASSIGNMENT. LICENSEE will not be permitted to assign this License or any interest therein.

11. INDEMNIFICATION.

- A. LICENSEE will hold CITY harmless and free from any and all liability arising out of this License, or its performance, except for such loss or damage arising from CITY's sole negligence or willful misconduct. Should CITY be named in any suit, or should any claim be against it,**

by suit or otherwise, whether the same be groundless or not, arising out of this License, or its performance, pursuant to this License, LICENSEE will defend CITY (at CITY’s request and with counsel satisfactory to CITY) and will indemnify it 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. LICENSEE expressly agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion is held invalid, it is agreed that the balance will, notwithstanding, continue in full legal force and effect.
- D. It is expressly understood and agreed that the foregoing provisions will survive termination of this License.
- E. The requirements as to the types and limits of insurance coverage to be maintained by LICENSEE as required by Section 12 below, 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 LICENSEE pursuant to this License, including but not limited to the provisions concerning indemnification.

12.INSURANCE.

- A. Before commencing performance under this License, and at all other times this License is effective, LICENSEE 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 (combined single)</u>
Commercial general liability:	\$2,000,000
Business Automobile Liability:	Proof of Insurance (only if auto used in performance of work)
Workers compensation	Statutory limits

- B. Commercial general liability insurance will meet or exceed the requirements of ISO-CGL Form No. CG 00 01 04 13, or equivalent, covering CGL on an “occurrence” basis, including property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. 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 must 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 insurance will be on an “occurrence,” not a “claims made,” basis and will not be cancelable except upon thirty (30) days prior written notice to CITY except for nonpayment of premiums which may be cancelable upon ten (10) day notice. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

- C. For automobiles, the insurance must meet or exceed the requirements of Insurance Services Office Form Number CA 0001 covering Code 1 (any auto), or, if CONTRACTOR provides proof of a personal automobile policy, such personal policy must include and indicate business venture coverage with limits no less than \$1,000,000 per accident for bodily injury and property damage. If CONTRACTOR has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than \$1,000,000 per accident for bodily injury and property damage must be included in coverage. If CONTRACTOR does not use an auto for any component of this Agreement’s performance, then CONTRACTOR must sign and submit the form attached as Exhibit “A” to CITY before carrying out work under this Agreement.
- D. LICENSEE will furnish to CITY duly authenticated Certificates of Insurance and Endorsements evidencing maintenance of the insurance required under this License 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.” Certificate(s) must reflect that the insurer will provide thirty (30) day notice of any cancellation of coverage. CONTRACTOR 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.
- E. Should LICENSEE, for any reason, fail to obtain and maintain the insurance required by this License, CITY may obtain such coverage at LICENSEE’s expense and charge the cost of such insurance to LICENSEE under this License or terminate pursuant to Section 4.
- F. Insurance endorsement language required by CITY as follows:

- i. Additional Insured Endorsement with this language: “The City of El Segundo, its elected and appointed officials, employees, and volunteers as additional insureds.”
- ii. Cancellation Endorsement with this language: “The City of El Segundo will receive thirty (30) days written notice in the event of cancellation, nonrenewed or reduction.”
- iii. Primary and Non-Contributory Endorsement with this language: “Coverage is primary and non-contributory such that any other insurance that may be carried by the City will be excess thereto.”

13.COMPLIANCE WITH LAW. LICENSEE will, at its sole cost and expense, comply with all of the requirements of all federal, state, and local authorities now in force, or which may hereafter be in force, pertaining to Property and will faithfully observe in the use of Property all applicable laws. The judgment of any court of competent jurisdiction, or the admission of LICENSEE in any action or proceeding against LICENSEE, whether CITY be a party thereto or not, that LICENSEE has violated any such ordinance or statute in the use of Property will be conclusive of that fact as between CITY and LICENSEE.

14.BREACH OF AGREEMENT. The violation of any of the provisions of this License will constitute a breach of this License by LICENSEE, and in such event said License will automatically cease and terminate.

15.WAIVER OF BREACH. Any express or implied waiver of a breach of any term of this License will not constitute a waiver of any further breach of the same or other term of this License.

16.ENTRY BY CITY AND PUBLIC. This License does not convey any property interest to LICENSEE. Except for areas restricted because of safety concerns, CITY and the general public will have unrestricted access upon Property for all lawful acts.

17.INSOLVENCY; RECEIVER. Either the appointment of a receiver to take possession of all or substantially all of the assets of LICENSEE, or a general assignment by the LICENSEE for the benefit of creditors, or any action taken or offered by LICENSEE under any insolvency or bankruptcy action, will constitute a breach of this License by LICENSEE, and in such event said License will automatically cease and terminate.

18.NOTICES. Except as otherwise expressly provided by law, all notices or other communications required or permitted by this License or by law to be served on or given to either party to this License by the other party will be in writing and will be deemed served when personally delivered to the party to whom they are directed, or in lieu of the personal service, upon deposit in the United States Mail, certified or registered mail, return receipt requested, postage prepaid, addressed as follows:

05/2025

TO LICENSEE: GIRL SCOUTS OF GREATER LOS ANGELES
ATTN: Tina Kotin Savitch
801 S. Grand Avenue, Suite 300
Los Angeles, CA 90017

TO CITY:
DEPARTMENT OF RECREATION, PARKS, AND LIBRARY
ATTN: Aly Mancini
401 Sheldon
El Segundo, CA 90245

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.

19.ACCEPTANCE OF ELECTRONIC SIGNATURES. 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 (.pdf) or facsimile transmission. Such electronic or facsimile signature will be treated in all respects as having the same effect as an original signature

20.GOVERNING LAW. This License has been made in and will be construed in accordance with the laws of the State of California and exclusive venue for any action involving this License will be in Los Angeles County.

21.PARTIAL INVALIDITY. Should any provision of this License be held by a court of competent jurisdiction to be either invalid or unenforceable, the remaining provisions of this License will remain in effect, unimpaired by the holding.

22.ENTIRE AGREEMENT. This instrument and its Attachments constitute the sole agreement between CITY and LICENSEE respecting Property, the use of Property by LICENSEE, and the specified License term, and correctly sets forth the obligations of CITY and LICENSEE. Any agreement or representations respecting Property or its licensing by CITY to LICENSEE not expressly set forth in this instrument are void.

23.CONSTRUCTION. The language of each part of this License will be construed simply and according to its fair meaning, and this License will never be construed either for or against either party.

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

05/2025

25. COUNTERPARTS. This License may be executed in any number or counterparts, each of which will be an original, but all of which together will constitute one instrument executed on the same date.

SIGNATURES ON FOLLOWING PAGE.

05/2025

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

CITY OF EL SEGUNDO

GIRL SCOUTS OF
GREATER LOS ANGELES

Darrell George,
City Manager

ATTEST:

Susan Truax,
City Clerk

+Taxpayer ID No. _____

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

By: _____
David King, Assistant City Attorney

EXHIBIT "A"
ATTESTATION OF NON-AUTO USE FOR BUSINESS ENGAGEMENT

I, _____, hereby declare and attest under penalty of perjury under the laws of the State of California as follows:

1. I seek to be a licensee of the City of El Segundo (the "City").
2. In my capacity as a licensee, I will not utilize any personal or business automobile for the purpose of performing any work, duties, or services on behalf of the City, including without limitation, travel to or from City facilities for such performance.
3. All services I will provide for the City are conducted in a manner that does not require the use of any automobile for transporting equipment, individuals, or for any work-related purposes.
4. As a result, I do not require business automobile insurance as typically mandated for other contractors who use automobiles in their service to the City.
5. I understand and acknowledge that this attestation is provided to comply with the City's contractual requirements and insurance obligations. Should my circumstances change and I begin utilizing an automobile in connection with my services to the City, I agree to notify the City immediately and obtain the necessary business automobile insurance coverage.

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

DATE: _____

NAME AND TITLE (print): _____

BY: _____



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Consent

Item Number: B.14

TITLE:

Contract Award for the Replacement of Fire Station #2 HVAC System, Project No. 25-15

RECOMMENDATION:

1. Authorize the City Manager to execute a standard Public Works contract with ACCO Engineering Systems in the amount of \$80,700 for the replacement of the HVAC unit at Fire Station #2, Project No. PW 25-15, and authorize an additional \$30,000 as contingency funds for potential unforeseen issues and costs for bonds.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Amount Budgeted: \$150,000

Additional Appropriation: None

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

BACKGROUND:

Fire Station #2, located at 2261 E. Mariposa Avenue, operates around the clock to deliver fire suppression, rescue operations, and emergency medical services. Since its construction in 2010, the facility has begun to experience routine maintenance needs typical for its age. The HVAC system gradually declined in efficiency over the years, and recently stopped working. Replacing the HVAC system is now essential to ensure a safe, reliable, and comfortable environment for station personnel.

DISCUSSION:

Leading up to the failure of the HVAC system, Public Works staff were proactively obtaining quotes using informal bidding procedures to replace in-kind the HVAC unit that sits on the fire station roof. Three quotes were obtained as follows:

Contract Award for the Replacement of Fire Station #2 HVAC System, Project No. 25-15

September 16, 2025

Page 2 of 3

ACCO Engineering System = \$80,700
Johnson Controls, Inc. (JCI) = \$80,905
Siemens = \$81,165

The three quotes were obtained by following the informal bid procedures outlined in El Segundo Municipal Code 1-7C-4, whereas staff can obtain three quotes for projects less than \$220,000, but requires City Council authorization to award the contract for projects over \$75,000.

Additionally, it should be noted that the three quotes do not contain the Labor and Materials Bond and the Faithful Performance Bond, which are required for Public Works projects over \$25,000. Staff will require the awarded bidder to secure such bonds as a condition of the award of contract. The estimate for bonds on this project is approximately \$10,000. Because the cost of the bonds is not included in the bid amounts referenced above, staff is requesting an additional \$10,000 be added to cover the amount of the bonds, plus \$20,000 in contingency requested for any unforeseen issues that may arise during the project for a total of \$30,000 contingency requested.

With the Council's authorization, the work is anticipated to start once materials are delivered.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Develop and Maintain Quality Infrastructure and Technology

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

Goal 2: Optimize Community Safety and Preparedness

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

PREPARED BY:

Elias Sassoon, Public Works Director

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

**Contract Award for the Replacement of Fire Station #2 HVAC System, Project No.
25-15
September 16, 2025
Page 3 of 3**

None



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Consent

Item Number: B.15

TITLE:

Resolution Adopting the City of El Segundo 2025 Local Hazard Mitigation Plan

RECOMMENDATION:

1. Adopt a resolution adopting the City of El Segundo 2025 Local Hazard Mitigation Plan.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

A Local Hazard Mitigation Plan (LHMP) is a plan to reduce injuries, deaths, property damage, economic losses, and degradation of natural resources due to hazard events. According to the Federal Disaster Mitigation Act of 2000, LHMPs should be updated every five years. The City's Local Hazard Mitigation Plan expired in June 2022. The City's consultant, Atlas Planning Solutions, has been updating the City of El Segundo's LHMP since April 2025. As part of the update process, the City of El Segundo Department Directors, stakeholders, and the general public have had opportunity to review the LHMP and all appropriate edits, recommendations, and organizational changes have been resolved.

DISCUSSION:

The City of El Segundo 2025 LHMP identifies and profiles each potential hazard within the City. The plan provides a description of the type, location, and extent of all hazards that can affect the jurisdiction. The plan also includes information on previous occurrences of hazard events and on the probability of future hazard events. The LHMP includes a mitigation strategy that provides the City's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies,

City of El Segundo 2025 Local Hazard Mitigation Plan
September 16, 2025
Page 2 of 2

programs, and resources.

Once adopted by City Council and approved by FEMA, the LHMP can enable access to federal mitigation grant funding as well as additional funds in disaster recovery costs.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 2: Optimize Community Safety and Preparedness

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

PREPARED BY:

Melissa Mendoza-Campos, Emergency Management Coordinator

REVIEWED BY:

George Avery, Fire Chief

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. City of El Segundo 2025 Local Hazard Mitigation Plan Adoption- Resolution
2. Exhibit A - Local Hazard Mitigation Plan

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE CITY OF EL SEGUNDO 2025 LOCAL HAZARD MITIGATION PLAN.

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

SECTION 1: The City Council finds and declares that:

1. The Federal Disaster Mitigation Act of 2000 requires local governments to update and approve a Local Hazard Mitigation Plan (“LHMP”) every five (5) years to receive certain federal funding;
2. Failure to comply with the timely submission of an approved LHMP could prevent the City from obtaining financial reimbursement from the federal government following a catastrophic event;
3. City of El Segundo Department Directors, stakeholders, and the general public have reviewed the LHMP and all appropriate edits, recommendations, and organizational changes have been resolved within the updated LHMP, which is attached to this resolution as Exhibit “A”; and
4. The updated LHMP will assist the City Council, City staff, and other El Segundo community leaders in making decisions that would enhance the safety of El Segundo residents, business owners, and City infrastructure.

SECTION 2: *Adoption and Authorization.* The City Council hereby adopts the City’s 2025 Local Hazard Mitigation Plan, as attached as Exhibit “A,” and incorporated herein by this reference. The City Manager, or his designee, is authorized to execute any required documents to obtain additional federal or state approvals for the LHMP. In addition, the City Manager, or his designee, is authorized to make minor revisions to the LHMP after its adoption to meet federal or state requirements, as needed.

SECTION 3: *Environmental Assessment.* Adoption of this resolution and the Plan are exempt from the California Environmental Quality Act (CEQA) because general policy and procedure making of this nature does not constitute a “project” that is subject to environmental review pursuant to 14 California Code of Regulations (CEQA Guidelines) Section 15378(b)(2). Moreover, adoption of this resolution and the Plan are exempt from CEQA review pursuant to CEQA Guidelines Section 15061(b)(3) in that the action proposed does not have the potential for causing a significant effect on the environment.

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

SECTION 5: This Resolution will take effect immediately upon adoption and will remain in effect unless repealed or superseded.

PASSED AND ADOPTED this 16th day of September, 2025.

Chris Pimentel, Mayor

ATTEST:

Susan Truax, City Clerk

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

By: _____
David King, Assistant City Attorney

EXHIBIT A



City of El Segundo 2025 Local Hazard Mitigation Plan

Link:

<https://docs.elsegundo.org/WebLink/DocView.aspx?id=1309547&dbid=0&repo=COES>



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Staff Presentations

Item Number: D.16

TITLE:

Grant Award from Chevron Products Company in the Amount of \$75,000 to Support Economic Development in El Segundo

RECOMMENDATION:

1. Authorize the City Manager to accept grant funds in the amount of \$75,000 for Economic Development.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Amount Budgeted: \$75,000

Additional Appropriation: None

Account Number: 702-300-2401-1281 (Specials Revenues Fund - Economic Development Expenditures)

BACKGROUND:

Staff applied for a grant from the Chevron Social Investment Partnership Program, which makes available financial resources in the form of competitive grants for investment within the communities where Chevron maintains operations. The application was submitted to support the City's Economic Development Program. The purpose of the program is to retain, expand and attract new businesses and create jobs in El Segundo with an emphasis on attracting new industries to the city.

DISCUSSION:

The Chevron Social Investment Partnership Program has awarded the City of El Segundo a grant in the amount of \$75,000. Since 2013, the City has been awarded grant funding from Chevron, for a total of over \$1.5 million. These funds are to be utilized to support the following economic development initiatives:

Chevron Grant for Economic Development

September 16, 2025

Page 2 of 2

- Enhance long-term economic stability and employment opportunities through business attraction and industry diversification.
- Support business retention through proactive, citywide economic development assistance.
- Continue and enhance marketing and branding efforts with a focus on commercial and industrial business attraction.

Staff requests the City Council formally authorize the City Manager to accept grant funds in the amount of \$75,000 to support economic development within the City of El Segundo.

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.

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

PREPARED BY:

Barbara Voss, Deputy City Manager

REVIEWED BY:

Barbara Voss, Deputy City Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Staff Presentations

Item Number: D.17

TITLE:

Resolutions Amending the City Contributions for CalPERS Medical Premiums

RECOMMENDATION:

1. Adopt resolutions for the following groups amending the City contributions for CalPERS medical premiums consistent with a previously approved Memorandum of Understanding (MOU) and the Affordable Care Act (ACA).

El Segundo City Employees' Association (CEA)

El Segundo Firefighters' Association (ESFA)

El Segundo Police Managers' Association (PMA)

El Segundo Police Support Services Employees Association (PSSEA)

El Segundo Supervisory and Professional Employees' Association (SPEA)

Unrepresented Hourly Employees considered full-time under the ACA.

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

FISCAL IMPACT:

Funding for action related to the previously approved MOUs is incorporated in the adopted FY 2025-26 Operating Budget. The fiscal impact of the medical contribution for Unrepresented Hourly Employees considered full-time under the ACA is dependent upon the number of employees who accept the offer of coverage. The estimated maximum fiscal impact for calendar year 2026 is projected to be approximately \$29,290. Sufficient funding is included in the adopted FY 2025-26 Operating Budget.

BACKGROUND:

Staff and representatives of the employee labor groups met and conferred, and City Council adopted and approved the MOU listed above, which provides for a \$50 increase to the City's monthly medical contribution effective January 1, 2026, bringing the City's total monthly contribution to \$1,850 per month.

Resolutions Amending the City Contributions for CalPERS Medical Premiums

September 16, 2025

Page 2 of 4

A Flexible Benefit Plan for unrepresented Management and Confidential employees is outlined in Chapter 1A2 of the Administrative Code, Section 1A2.105. Management and Confidential Series employees currently receive a \$932 monthly contribution consisting of a medical contribution under the Public Employees Medical and Hospital Care Act (PEMHCA) plus a \$868 Flexible Dollars Benefit. Effective January 1, 2025, the monthly City contribution to the Flexible Dollars Benefit will increase by \$50. The PEMCHA contribution will remain at \$932, and the new Flexible Dollar contribution will be \$918, totaling \$1,850 per month.

On October 1, 2024, the City Council adopted a monthly medical minimal essential health contribution for unrepresented hourly employees as required by the ACA. The adopted allowance for calendar year 2025 is \$601.20 per month. Each year, an affordability analysis must be conducted to determine if an adjustment to the contribution is necessary to maintain affordability.

All represented employee groups with current MOUs are aligned so that every employee receives the same \$1,850 monthly contribution effective January 1, 2026. The MOU between the City and the El Segundo Police Officers' Association (POA) expired June 30, 2025. Any increases to medical contributions for this employee group will be included in a successor MOU and accompanying resolution presented to the City Council for adoption once a new agreement has been reached.

As required by CalPERS, separate resolutions for each group are attached to this report to effectuate the changes to City contributions. Information regarding the Resolutions previously approved by City Council providing for the increases to City contributions is detailed below:

El Segundo City Employees' Association (CEA): City Council adopted the successor CEA MOU on September 3, 2024 by Resolution 5504.

El Segundo Firefighters' Association (ESFA): City Council adopted the successor ESFA MOU on May 21, 2024 by Resolution 5488.

El Segundo Police Managers' Association (PMA): City Council adopted the successor PMA MOU on November 7, 2023 by Resolution 5447.

El Segundo Police Support Services Employees' Association (PSSEA): City Council adopted the successor PSSEA MOU on June 20, 2023 by Resolution 5426.

El Segundo Supervisory and Professional Employees' Association (SPEA): City Council adopted the successor SPEA MOU on April 18, 2023 by Resolution 5408.

El Segundo Administrative Code Chapter 1A2 Management & Confidential Series: City Council adopted Resolution 5433 (Mid-Management and Confidential) on August 15, 2023 and 5307 (Executive Management) on February 1, 2022 to increase the City

Resolutions Amending the City Contributions for CalPERS Medical Premiums

September 16, 2025

Page 3 of 4

medical contributions under PEMHCA to \$932 per month. Resolution 5557 was adopted on September 2, 2025 and increased the Flexible Benefit contribution for both Executive and Mid-Management Confidential employees by \$50 per month. No additional resolution is required.

Unrepresented Hourly Employees considered full-time under the ACA: The ACA requires employers to offer affordable, minimum essential health insurance coverage to employees that work “full-time.” Under the ACA, an employee that works an average of thirty (30) hours per week during the City’s designated measurement period of November 1 through October 31 is considered full-time. Employee work hours are tracked throughout the year and an annual eligibility analysis is conducted in October. The minimum essential coverage (MEC) for each calendar year is calculated using the ACA affordability threshold, Federal poverty level for Los Angeles, and CalPERS lowest medical premium rate.

Effective January 1, 2026, the affordability threshold is 9.96% and the cost of the lowest CalPERS medical premium is \$740.11 per month. The maximum employee monthly contribution will be \$129.90, and the minimum employer contribution will be \$610.22 per month. After conducting an early analysis of the employee hours worked thus far during the November 1, 2024 through October 31, 2025 measurement period, we anticipate that there will be four employees eligible for an offer of coverage. The fiscal impact is dependent upon the number of employees who accept the medical coverage through the City’s CalPERS plan (currently no employees have accepted the City’s ACA offer of coverage). Based on the limited number of qualifying employees, the estimated maximum fiscal impact for calendar year 2025 is projected to be approximately \$29,290.

City Council adopted Resolution 5516 on October 1, 2024 to provide a MEC of \$601.20 per month effective January 1, 2025. The attached resolution updates the MEC and establishes a new MEC allowance of \$610.22 per month effective January 1, 2026.

DISCUSSION:

CalPERS requires contracting agencies participating in the Health Plan under the Public Employee’s Medical and Hospital Care Act (PEMHCA) to submit a change resolution approved by the City Council to amend the employer contribution for medical premiums. This item outlines the previously adopted City medical contributions in MOUs and the Administrative Code, and fulfills the City’s obligation to adjust the MEC allowance as appropriate for unrepresented hourly employees considered full-time under the ACA. Human Resources will ensure that the approved resolutions are recorded with CalPERS and work with Finance to implement the increases to the City’s contribution for medical premiums.

CITY STRATEGIC PLAN COMPLIANCE:

Resolutions Amending the City Contributions for CalPERS Medical Premiums

September 16, 2025

Page 4 of 4

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

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

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

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

PREPARED BY:

Rebecca Redyk, Human Resources Director

REVIEWED BY:

Rebecca Redyk, Human Resources Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Resolution Fixing the Employer Contribution 003 ESCEA
2. Resolution Fixing the Employer Contribution 004 ESFA
3. Resolution Fixing the Employer Contribution 005 SPEA
4. Resolution Fixing the Employer Contribution 007 PMA
5. Resolution Fixing the Employer Contribution 008 PSSEA
6. Medical Contribution Resolution 009 Non-Represented Hourly

RESOLUTION NO. Number

A RESOLUTION OF THE CITY OF EL SEGUNDO, CALIFORNIA FIXING THE EMPLOYER CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION 003 EL SEGUNDO CITY EMPLOYEES' ASSOCIATION

RECITALS

- A. **City of El Segundo** is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act") for participation by members of **El Segundo City Employees' Association**;
- B. Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- C. Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants but may not be less than the amount prescribed by Section 22892(b) of the Act.

NOW, THEREFORE, the City Council of the City of El Segundo does resolve as follows:

- 1. That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **\$1,850.00** per month, plus administrative fees and Contingency Reserve Fund assessments;
- 2. **City of El Segundo** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above;
- 3. That the participation of the employees and annuitants of **City of El Segundo** shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **City of El Segundo** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer;
- 4. That the executive body appoint and direct, and it does hereby appoint and direct, the City Clerk to file with the Board a verified copy of this resolution, and to

perform on behalf of **City of El Segundo** all functions required of it under the Act;

5. That coverage under the Act be effective on **January 1, 2026**.

PASSED AND ADOPTED this 16th day of September, 2025.

Chris Pimentel,
Mayor

ATTEST:

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Susan Truax, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, CITY ATTORNEY

David King, Assistant City Attorney

RESOLUTION NO. Number

FIXING THE EMPLOYER CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION 004 EL SEGUNDO FIREFIGHTERS' ASSOCIATION

RECITALS

- A. **City of El Segundo** is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act") for participation by members of **El Segundo Firefighters' Association**;
- B. Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- C. Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants but may not be less than the amount prescribed by Section 22892(b) of the Act.

NOW, THEREFORE, the City Council of the City of El Segundo does resolve as follows:

- 1. That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **\$1,850.00** per month, plus administrative fees and Contingency Reserve Fund assessments;
- 2. **City of El Segundo** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above;
- 3. That the participation of the employees and annuitants of **City of El Segundo** shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **City of El Segundo** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer;
- 4. That the executive body appoint and direct, and it does hereby appoint and direct, the City Clerk to file with the Board a verified copy of this resolution, and to perform on behalf of **City of El Segundo** all functions required of it under the Act;
- 5. That coverage under the Act be effective on **January 1, 2026**.

PASSED AND ADOPTED this 16th day of September, 2025.

Chris Pimentel,
Mayor

ATTEST:

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Susan Truax, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, CITY ATTORNEY

David King, Assistant City Attorney

RESOLUTION NO. Number

A RESOLUTION OF THE CITY OF EL SEGUNDO, CALIFORNIA FIXING THE EMPLOYER CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION 005 EL SEGUNDO SUPERVISORY AND PROFESSIONAL EMPLOYEES' ASSOCIATION

RECITALS

- A. **City of El Segundo** is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act") for participation by members of **El Segundo Supervisory and Professional Employees' Association**; and
- B. Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- C. Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants but may not be less than the amount prescribed by Section 22892(b) of the Act.

NOW, THEREFORE, the City Council of the City of El Segundo does resolve as follows:

- 1. That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **\$1,850.00** per month, plus administrative fees and Contingency Reserve Fund assessments;
- 2. **City of El Segundo** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above;
- 3. That the participation of the employees and annuitants of **City of El Segundo** shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **City of El Segundo** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer;
- 4. That the executive body appoint and direct, and it does hereby appoint and direct, the City Clerk to file with the Board a verified copy of this resolution, and to perform on behalf of **City of El Segundo** all functions required of it under the Act;

5. That coverage under the Act be effective on **January 1, 2026**.

PASSED AND ADOPTED this 16th day of September, 2025.

Chris Pimentel,
Mayor

ATTEST:

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Susan Truax, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, CITY ATTORNEY

David King, Assistant City Attorney

RESOLUTION NO. Number

A RESOLUTION OF THE CITY OF EL SEGUNDO, CALIFORNIA FIXING THE EMPLOYER CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION 007 EL SEGUNDO POLICE MANAGERS' ASSOCIATION

RECITALS

- A. **City of El Segundo** is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act") for participation by members of **El Segundo Police Managers' Association**;
- B. Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- C. Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act.

NOW, THEREFORE, the City Council of the City of El Segundo does resolve as follows:

- 1. That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **\$1,850.00** per month, plus administrative fees and Contingency Reserve Fund assessments;
- 2. **City of El Segundo** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above;
- 3. That the participation of the employees and annuitants of **City of El Segundo** shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **City of El Segundo** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer;
- 4. That the executive body appoint and direct, and it does hereby appoint and direct, the City Clerk to file with the Board a verified copy of this resolution, and to perform on behalf of **City of El Segundo** all functions required of it under the Act;

5. That coverage under the Act be effective on **January 1, 2026**.

PASSED AND ADOPTED this 16th day of September, 2025.

Chris Pimentel,
Mayor

ATTEST:

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Susan Truax, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, CITY ATTORNEY

David King, Assistant City Attorney

RESOLUTION NO. Number

A RESOLUTION OF THE CITY OF EL SEGUNDO, CALIFORNIA FIXING THE EMPLOYER CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION 008 EL SEGUNDO POLICE SUPPORT SERVICES EMPLOYEES' ASSOCIATION

RECITALS

- A. **City of El Segundo** is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act") for participation by members of **El Segundo Police Support Services Employees' Association**;
- B. Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- C. Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants but may not be less than the amount prescribed by Section 22892(b) of the Act.

NOW, THEREFORE, the City Council of the City of El Segundo does resolve as follows:

- 1. That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **\$1,850.00** per month, plus administrative fees and Contingency Reserve Fund assessments;
- 2. **City of El Segundo** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above;
- 3. That the participation of the employees and annuitants of **City of El Segundo** shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **City of El Segundo** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer;
- 4. That the executive body appoint and direct, and it does hereby appoint and direct, the City Clerk to file with the Board a verified copy of this resolution, and to perform on behalf of **City of El Segundo** all functions required of it under the Act;

5. That coverage under the Act be effective on **January 1, 2026.**

PASSED AND ADOPTED this 16th day of September, 2025.

Chris Pimentel,
Mayor

ATTEST:

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Susan Truax, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, CITY ATTORNEY

David King, Assistant City Attorney

RESOLUTION NO. Number

A RESOLUTION OF THE CITY OF EL SEGUNDO, CALIFORNIA FIXING THE EMPLOYER CONTRIBUTION UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT AN EQUAL AMOUNT FOR EMPLOYEES WITH RESPECT TO 009 UNREPRESENTED HOURLY EMPLOYEE GROUP

RECITALS

- A. **City of El Segundo** is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act") for participation by members of **El Segundo Unrepresented Hourly Employee Group**;
- B. Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- C. Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for employees but may not be less than the amount prescribed by Section 22892(b) of the Act.

NOW, THEREFORE, the City Council of the City of El Segundo does resolve as follows:

- 1. That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **\$610.22** per month, plus administrative fees and Contingency Reserve Fund assessments;
- 2. That the **City of El Segundo** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above;
- 3. That the participation of the employees of **City of El Segundo** shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **City of El Segundo** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer;
- 4. That the executive body appoint and direct, and it does hereby appoint and direct, the City Clerk to file with the Board a verified copy of this resolution, and to perform on behalf of **City of El Segundo** all functions required of it under the Act;

5. That coverage under the Act be effective on **January 1, 2026**.

PASSED AND ADOPTED this 16th day of September, 2025.

Chris Pimentel,
Mayor

ATTEST:

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Susan Truax, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, CITY ATTORNEY

David King, Assistant City Attorney



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Staff Presentations

Item Number: D.18

TITLE:

Adoption of Revised Classification Specifications for Positions in the Administrative Series, Resolution to Establish the Basic Salary Ranges, Reclassification of Four Incumbents, and Update of the Fair Labor Standards Act Exemption Designation of the Executive Assistant and Senior Executive Assistant Classifications

RECOMMENDATION:

1. Adopt the revised classification specifications for Office Specialist, Administrative Specialist, Senior Administrative Specialist I-II, Executive Assistant, and Senior Executive Assistant.
2. Adopt a resolution establishing the basic salary range for Office Specialist, Administrative Specialist, Senior Administrative Specialist I and II, Executive Assistant, and Senior Executive Assistant.
3. Approve the reclassification of four incumbents to a higher-level position in the Administrative Series.
4. Update the Fair Labor Standards Act (FLSA) designation to non-exempt for the Executive Assistant and Senior Executive Assistant classifications.
5. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The fiscal impact is approximately \$21,613 for the proposed reclassification of four incumbents in FY 2025-26. This cost can be absorbed within the current budget of the departments with reclassified incumbents. No additional appropriation is required for FY 2025-26.

BACKGROUND:

Four classifications in the Administrative Support Series are represented by the City

Revisions to the Administrative Support Series

September 16, 2025

Page 2 of 8

Employees' Association (CEA), AFSCME, Local 3519 and two classifications are in the unrepresented Management and Confidential employee group. The City initiated a classification study of the Administrative Support Series in 2023 which was ultimately placed on hold during labor negotiations for a successor Memorandum of Understanding (MOU) with CEA while under prior representation. In 2025, CEA, under the new leadership affiliated with AFSCME, approached the City to resume the classification study.

There are twelve incumbents in positions within the series: 10 employees are represented by CEA and two are in the unrepresented Management and Confidential employee group. These positions are assigned to the following departments: City Manager's Office, Community Development, Finance, Information Technology, Police, Public Works, and Recreation, Parks, and Library.

DISCUSSION:

Classification Study Process and Recommended Revisions

In February 2023, the City engaged a consultant to conduct a classification study of the Administrative Support Series to ensure that 1.) employees are properly classified 2.) class specifications accurately reflect the level and scope of work performed, current programs, responsibilities and technology and 3.) to align job titles and provide a career development path for professional growth within the series. The following classifications were included in the study: Office Specialist I-II, Administrative Specialist, Senior Administrative Specialist, Administrative Technical Specialist, and Executive Assistant. The Senior Executive Assistant classification was not originally included because it was not occupied and budgeted when the study was conducted.

A virtual orientation meeting for employees and their supervisors was held with the consultant to clarify the study objectives and answer questions. Following the meeting, an electronic Position Description Questionnaire (PDQ) was distributed. The PDQ is a very detailed form used to collect information about the classification, such as why the classification exists, reporting structure, decision-making, supervision exercised and received, equipment utilized, internal and external contacts in the course of work, budget responsibilities, description of duties with frequency and complexity, sensory/physical/environmental demands, education, experience, and other job qualifications necessary to perform duties. Following the completion of the PDQ by the employee, it was reviewed by their supervisor and management to provide any comments. The consultant then conducted group and individual interviews and developed the attached updated classification specifications. Following the study, key components of the series include:

- The minimum educational requirement for all positions remains at High School or GED. The requirement of 30 units in accounting or finance is removed from the

Revisions to the Administrative Support Series

September 16, 2025

Page 3 of 8

- Administrative Technical Specialist (re-titled to Senior Administrative Specialist II.)
- Distinguishing characteristics between Office Specialist and Administrative Specialist is that the Office Specialist performs a variety of office support duties while the Administrative Specialist performs both office and administrative support duties. Both perform work for a division.
 - Distinguishing characteristics between the Administrative Specialist and Senior Administrative Specialist I-II is that the Senior Administrative Specialist I-II performs administrative and technical support duties for a department.
 - The Senior Administrative Specialist I-II is designed to provide flexibility to advance incumbents in the class series. Progression to the II-level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the II-level.

On August 21, 2025, these updated classification specifications were emailed to the current incumbents and their supervisors for review. Based on the feedback received, additional review was completed resulting in 1.) confirmation of recommended reclassifications 2.) a title change from the recommended Administrative Technical Specialist I-II to Senior Administrative Specialist I-II and update of a duty statement from "... assists with contract renewals.." to "...assists and/or prepares contract renewals..." 3.) reduction in the years of experience required for the Executive Assistant and inclusion of the Senior Executive Assistant in the series.

The recommendation for all classifications is summarized in the chart below:

Current Classification Title	Proposed Classification Title	Current Minimum Experience Requirements	Proposed Minimum Experience Requirements	Recommendation
Office Specialist I	Office Specialist	1 year of office/administrative experience	2 years of customer service or office assistant experience	Merge Office Specialist I with Office Specialist II with minimum experience level at 2 years including customer service; Title change to Office Specialist
Office Specialist II	Office Specialist	1 year of office/administrative experience	2 years of customer service or office assistant experience	
Administrative Specialist	Administrative Specialist	3 years increasingly responsible	3 years of increasingly	No change to title; type of experience

Revisions to the Administrative Support Series

September 16, 2025

Page 4 of 8

		secretarial/office administrative	responsible office support experience	updated to office support; same minimum years of experience requirements
Senior Administrative Specialist	Senior Administrative Specialist I	4 years increasingly responsible secretarial/office administrative	2 years of increasingly responsible administrative and technical support experience	Establish Senior Administrative Specialist I-II; re-title to Senior Administrative Specialist I; include technical experience and reduce the minimum level of experience required from 4 years to 2 years
Administrative Technical Specialist	Senior Administrative Specialist II	4 years increasingly responsible administrative support and financial experience and completion of 30 units in accounting or finance	3 years of increasingly responsible office and administrative and technical support experience	Establish Senior Administrative Specialist I-II; re-title to Senior Administrative Specialist II; change "financial" experience to "technical" experience, reduce the minimum level of experience required from 4 years to 3 years; remove requirement of 30 units in accounting or finance
Executive Assistant	Executive Assistant	5 years progressively responsible secretarial/office administrative experience	4 years progressively responsible administrative and technical support	Note: the Executive Assistant was the highest-level classification included in the

Revisions to the Administrative Support Series

September 16, 2025

Page 5 of 8

		providing assistance to an administrative official or senior management	experience, including 1 year of providing support to senior/executive management	study. Experience updated to include technical support. Recommend reducing experience to 4 years to align with higher level Senior Executive Assistant.
Senior Executive Assistant	Senior Executive Assistant	5 years progressively responsible secretarial/office administrative experience providing assistance to an administrative official or senior management, 1 year experience disseminating information to the public	5 years progressively responsible administrative and technical support experience, including 2 years of providing support to senior/executive management. Previous lead or supervisory experience is desirable.	Experience updated to include technical support with 2 years supporting senior/executive management with lead or supervisory experience as desirable.

Basic Salary Ranges

The attached resolution and exhibit detail the salary steps for each classification in the Administrative Support Series as required by CalPERS. It is important to note that the Executive Assistant and Senior Executive Assistant are included in the unrepresented Management and Confidential employee group which utilize only two steps, a beginning and end salary step; the incumbent may be placed at a salary within the range.

The table below provides a summary of the top monthly salary for each classification and the method used to determine the salary.

Proposed Classification Title	Top Step Monthly Salary Range	Recommendation
Office Specialist	\$5,386	Combine Office Specialist I-II salary ranges, utilizing Office

Revisions to the Administrative Support Series

September 16, 2025

Page 6 of 8

		Specialist II as the top step salary of new Office Specialist
Administrative Specialist	\$5,945	Maintain same salary range prior to study
Senior Administrative Specialist I	\$6,562	Utilize prior Senior Administrative Specialist salary range
Senior Administrative Specialist II	\$7,243	Utilize prior Administrative Technical Specialist salary range
Executive Assistant	\$8,875	Maintain same salary range prior to study
Senior Executive Assistant	\$9,763	Adjust range to maintain a 10% differential between Executive Assistant

Reclassifications

Four reclassifications are recommended to reflect the body of work performed as reflected in the table below:

Department	Current Classification Title	Proposed Classification
City Manager	Executive Assistant	Senior Executive Assistant
Community Development	Senior Administrative Specialist	Senior Administrative Specialist II
Information Technology	Administrative Specialist	Senior Administrative Specialist II
Recreation, Parks, and Library	Senior Administrative Specialist	Senior Administrative Specialist II

FLSA Designation

Salaries and conditions of employment for the Executive Assistant and Senior Executive Assistant classifications are provided in the Administrative Code Title 1A, Chapter 1A2 for the Management and Confidential Series. Under Section 1A2.100 Administrative Leave, these positions currently do not earn overtime, and instead are provided up to fifty-six (56) hours of Administrative Leave to offset any hours worked during the calendar year in excess

Revisions to the Administrative Support Series

September 16, 2025

Page 7 of 8

of the regular workweek.

After an outside review of these two classifications, it is determined that they will be designated as non-exempt and eligible for overtime as defined in Section 1A2.101 Overtime for FLSA Non-Exempt Classifications of the Administrative Code. They will no longer receive Administrative Leave hours.

All other classifications in the Administrative Support Series are provided FLSA overtime as defined in Section 23 Overtime Compensation of the CEA MOU.

Implementation Actions

Upon approval and adoption, Human Resources will work with Finance to implement any salary or title changes for the pay period beginning September 20, 2025. The revised classification specifications and salary schedules will be uploaded to the website.

CITY STRATEGIC PLAN COMPLIANCE:

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

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

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

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

PREPARED BY:

Rebecca Redyk, Human Resources Director

REVIEWED BY:

Rebecca Redyk, Human Resources Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Office Specialist Classification Specification
2. Administrative Specialist Classification Specification
3. Senior Administrative Specialist I-II Classification Specification
4. Executive Assistant Classification Specification
5. Senior Executive Assistant Classification Specification
6. Exhibit A to Resolution

Revisions to the Administrative Support Series
September 16, 2025
Page 8 of 8

7. Resolution Establishing Basic Salary Ranges

OFFICE SPECIALIST

DEFINITION: Under general supervision, performs a variety of office support duties; greets/answers, screens, and refers visitors and telephone calls to appropriate staff/department; types, edits, processes, and distributes a variety of documents; enters data and information into and maintains various databases; retrieves, maintains, and files documents and records; provides information and assistance to staff and the general public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS: Initially under direction, incumbents perform office and customer support duties and learn City and department/division policies, procedures, and operational details. As experience is gained, positions at this level will receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Administrative Specialist in that the latter performs a variety of office and administrative support duties for a division requiring knowledge of assigned division, its procedures, and operational details.

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

- Serves as point of contact for the department/division; receives and screens visitors and telephone calls; takes messages, directs callers and visitors to the proper department or person, and/or provides information regarding City programs and services.
- Gathers information from appropriate sources; completes and processes forms, records, applications, work orders, and/or other documents; routes documents for required signatures.
- Types, formats, prints, copies, sorts, and/or distributes various correspondence, reports, forms, and records; proofreads and checks for accuracy and completeness following established procedures; corrects grammar, punctuation, and spelling.
- Enters, edits, and retrieves data, and prepares reports following established formats and reporting standards.
- Maintains calendars and makes meeting arrangements; schedules meetings; reserves meeting rooms; performs or arranges for necessary set-up, equipment, and materials to be available at meetings; may attend meetings and take minutes.
- Maintains accurate and detailed databases, files, and records; verifies accuracy of information, researches discrepancies, and records information; adheres to established records retention schedules including archiving, scanning, and destructing files.
- Receives, processes, and assists in responding to requests for information; organizes information and disseminates after approval.
- Performs various accounting office support duties such as determining and calculating required fees, processing, reconciling, and verifying cash and monies received, generating purchase orders, and processing reimbursements and invoices in accordance with City policies and procedures.
- Performs other routine clerical support work as required, which may include, but is not limited to, copying and collating documents, maintaining lists and logs, opening and distributing mail, processing outgoing mail, and ordering and maintaining inventory of office supplies.

- Regularly and predictably attends work.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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

Knowledge of:

- Modern office and customer service practices, equipment, and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Record keeping principles and practices.
- Business arithmetic.
- Methods of preparing and processing various records, correspondence, reports, forms, and other documents.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Skill In:

- Performing varied office and customer service support work with accuracy and speed.
- Typing concise reports, correspondence, and other written materials from instructions.
- Preparing and processing various records, reports, forms, and other documents specific to assigned department/division.
- Compiling a variety of information and materials.
- Learning, understanding, and applying all pertinent laws, regulations, codes, and ordinances and City policies and procedures relevant to work performed.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Responding to and effectively prioritize multiple phone calls and other requests for service.
- Making accurate mathematical computations.
- Maintaining a variety of filing, record keeping, and tracking systems.
- Organizing work, setting priorities, meeting critical deadlines, and following-up on assignments.
- Using tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Effectively using computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicating clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Appearing for work on time.
- Following directions from a supervisor.
- Understanding and following posted work rules and procedures.
- Accepting constructive criticism.

- Establishing, maintaining, and fostering positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS:

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

Experience: Two (2) years of customer service or office assistant experience.

Education: Graduation from high school or GED.

License/Certificates: None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

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

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

City Employees' Association (CEA)
Revised September 16, 2025

ADMINISTRATIVE SPECIALIST

DEFINITION: Under general supervision, performs a variety of administrative and office support duties requiring knowledge of assigned division, its procedures, and operational details; interacts frequently with staff and the general public and explains division policies and procedures; prepares, processes, and distributes a variety of documents; researches, compiles, and organizes information and data from various sources; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS: This is journey-level classification responsible for performing the full scope of administrative and office support duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Administrative Technical Specialist class series in that the latter perform the more complex work assigned and provide administrative and technical support on a department-wide basis requiring knowledge of assigned department, its programs, policies, and procedures, and operational details.

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

Characteristic Duties and Responsibilities:

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

- Prepares and processes reports, contracts, forms, records, and various documents related to assigned division; verifies and reviews for completeness and conformance with established regulations and division policies and procedures.
- Reviews and processes permit applications and supporting documentation; coordinates application review with other City staff and management; calculates, collects, and processes fees; processes reimbursements; prepares and issues a variety of permits.
- Serves as point of contact for the division; receives and screens visitors and telephone calls; takes messages, directs callers and visitors to the proper staff, and/or provides information regarding City programs and services.
- Explains, interprets, and applies federal, state, and local laws, rules, and regulations, and division and/or City policies and procedures relevant to assigned area of responsibility.
- Researches, compiles, and summarizes information and data from various sources on a variety of topics; checks and tabulates standard mathematical or statistical data; prepares and assembles reports and other informational materials.

- Schedules and/or coordinates meetings, conferences, and training sessions for staff and management; may attend meetings, prepare meeting agendas and informational packets, set up the room, and take meeting minutes.
- Organizes and maintains accurate and detailed databases, files, and records; inputs and maintains a variety of data into assigned databases and systems; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.
- Receives, processes, and responds to public records requests, complaints, and other requests for information; researches and organizes information; coordinates resolution to problems and issues.
- Types, formats, prints, copies, sorts, and/or distributes various correspondence, reports, forms, and records; proofreads and checks for accuracy and completeness following established procedures; corrects grammar, punctuation, and spelling.
- Performs various accounting support work for assigned division, such as monitoring budgets, processing, reconciling, and verifying cash and monies received, generating purchase orders, and processing reimbursements and invoices in accordance with City policies and procedures.
- Performs other clerical and payroll support work as required, which may include, but is not limited to, reviewing and processing employee time records, updating and maintaining websites and social media, copying and collating documents, maintaining lists and logs, opening and distributing mail, processing outgoing mail, and ordering and maintaining inventory of office supplies.
- Provides assistance and support with planning, coordinating, and staffing outreach, community engagement, and/or division activities and events.
- Regularly and predictably attends work.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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

Knowledge of:

- Modern office and customer service practices, equipment, and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Operations, services, programs, policies, procedures, and processes of the division to which the position is assigned.
- Methods of preparing and processing various records, reports, forms, applications, and other documents specific to assigned division.
- Standard format for reports, correspondence, agendas, and related documents.
- Data collection and record keeping principles and practices.
- Business arithmetic.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Skill in:

- Performing varied and responsible administrative and office support work, requiring the use of judgment and discretion, with accuracy and speed.
- Preparing and processing various records, reports, forms, applications, and other documents specific to assigned division.
- Researching, compiling, and summarizing division information from a variety of sources; and preparing reports.
- Typing concise reports, correspondence, and other written materials.
- Understanding the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understanding, interpreting, explaining, and applying all pertinent laws, regulations, codes, and ordinances and City policies and procedures relevant to work performed.
- Handling requests or complaints in a professional manner.
- Making accurate mathematical computations.
- Maintaining a variety of filing, record keeping, and tracking systems.
- Organizing work, setting priorities, meeting critical deadlines, and following-up on assignments.
- Using tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Effectively using computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicating clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Appearing for work on time.
- Following directions from a supervisor.
- Understanding and following posted work rules and procedures.
- Accepting constructive criticism.
- Establishing, maintaining, and fostering positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS:

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

Experience: Three (3) years of increasingly responsible experience office support experience.

Education: Graduation from high school or GED.

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; may operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

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

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City Employees' Association (CEA)
Revised September 16, 2025

SENIOR ADMINISTRATIVE SPECIALIST I-II

DEFINITION: Under general supervision (Administrative Technical Specialist I) or direction (Administrative Technical Specialist II), performs a variety of administrative and technical support duties requiring knowledge of assigned department, its programs and procedures, and operational details; monitors and assists in preparation of department budget; prepares, processes, and distributes a variety of contracts, agreements, and related documents; conducts special projects and/or research as requested by management; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision (Administrative Technical Specialist I) or direction (Administrative Technical Specialist II) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS:

Administrative Technical Specialist I: This classification is the entry-level in the Administrative Technical Specialist series. Initially under general supervision, incumbents perform a variety of administrative support duties and learn department programs, policies, procedures, and operational details. As experience is gained, assignments become more varied, complex, and difficult; direction and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Administrative Technical Specialist II: This is the journey-level classification in the Administrative Technical Specialist series. Incumbents at this level perform the more difficult assignments assigned to classes within the series, requiring the use of discretion and judgment in performing assigned work, and full and thorough knowledge of the operational details, programs, procedures, and policies of assigned department. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Administrative Specialist class series are flexibly staffed and positions at the II-level may be filled by advancement from the I-level; progression to the II-level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the II-level.

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

Characteristic Duties and Responsibilities:

Positions at the Administrative Technical Specialist I-level may perform some of these duties and responsibilities in a learning capacity.

- Provides administrative and technical support for assigned department head and department; organizes and coordinates daily activities of administrative and office support functions to ensure efficient and effective operations; acts as a liaison between the department head and other staff, outside agencies, or the public, coordinating resolutions to issues or problems which may arise.
- Prepares and processes reports, forms, records, and various documents requiring knowledge of assigned department's programs/projects, operations, and services and the ability to explain, interpret, and apply federal, state, and local laws, rules, regulations, codes, ordinances, and City policies and procedures relevant to assigned area of responsibility; verifies and reviews for completeness and conformance with established regulations and department policies and procedures.
- Prepares and reviews contracts, agreements, amendments, and purchase orders and routes for approval; gathers and reviews vendor/contractor insurance documents and documentation submitted and ensures compliance with established requirements; monitors contracts, agreements, amendments, and budgets and assists with and/or prepares contract renewals; prints, reviews, and processes invoices for approval.
- Participates in preparation and administration of department budget; works with department staff and management to identify resource needs, prepare cost estimates and justification, and prepare budget worksheets; monitors expenditures.
- Assists in planning, coordinating, and conducting various research and department-related special projects and studies; researches and compiles information and data from internal and external sources; reviews, organizes, and summarizes data collected; performs basic analyses and evaluates data to identify trends and discrepancies; presents preliminary findings and recommendations in an appropriate format for review by professional, supervisory, or management staff
- May serve as meeting and committee secretary by preparing, posting, and distributing public hearing notices, agendas, and informational packets, preparing staff reports, coordinating meeting logistics and room set-up, attending meetings, taking and transcribing minutes, and processing action items.
- Prepares a variety of reports according to established procedures and practices; may submit reports to various local, state, and federal regulatory agencies upon approval.
- Serves as point of contact for the department and department head; receives and screens visitors and telephone calls; takes messages, directs callers and visitors to the proper office or person, and/or provides information regarding City programs and services.
- Schedules and/or coordinates meetings, conferences, and training sessions for staff and management.
- Composes, formats, prints, copies, sorts, and/or distributes various correspondence, reports, forms, and records; proofreads and checks for accuracy and completeness following established procedures; corrects grammar, punctuation, and spelling.
- Serves as administrator for assigned department information systems and databases, including setting up and generating reports, updating and maintaining access rights to users and user groups, and participating in business process and system updates.
- Organizes and maintains accurate and detailed databases, files, and records; inputs and maintains a variety of data into assigned databases and systems; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.

- Performs other clerical support work as required, which may include, but is not limited to, updating and maintaining websites and social media, copying and collating documents, opening and distributing mail, processing outgoing mail, and ordering and maintaining inventory of office supplies.
- Receives, processes, and responds to public records requests, complaints, and other requests for information; researches and organizes information; coordinates resolution to problems and issues.
- Regularly and predictably attends work.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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

Knowledge of:

- Operations, services, programs, policies, procedures, and processes of the department to which the position is assigned.
- Organization and function of public agencies, including the role of appointed boards and commissions.
- Research, data collection, and reporting techniques, methods, and procedures.
- Business correspondence writing and the standard format for reports, correspondence, agendas, and related documents.
- Methods of preparing and processing various records, agendas, reports, forms, contracts, and agreements.
- Departmental and divisional administrative procedures, practices, and principles.
- Business arithmetic and basic statistical techniques.
- Record keeping and filing system methods, principles, and practices.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern office and customer service practices, equipment, and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Skill in:

- Performing varied and responsible administrative and technical support work, requiring the use of judgment and discretion, with accuracy and speed.
- Preparing and processing various records, agendas, reports, forms, contracts, agreements, and other documents.
- Researching, conducting basic analysis of, and summarizing department information from a variety of sources; and preparing reports.
- Composing concise reports, correspondence, and other written materials.

- Understanding the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understanding, interpreting, explaining, and applying all pertinent laws, regulations, codes, and ordinances and City policies and procedures relevant to work performed.
- Handling requests or complaints in a professional manner.
- Making accurate mathematical and basic statistical computations.
- Establishing and maintaining a variety of filing, record-keeping, and tracking systems.
- Organizing work, setting priorities, meeting critical deadlines, and following-up on assignments.
- Using tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Effectively using computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicating clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Appearing for work on time.
- Following directions from a supervisor.
- Understanding and following posted work rules and procedures.
- Accepting constructive criticism.
- Establishing, maintaining, and fostering positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS:

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

Experience:

Administrative Technical Specialist I: Two (2) years of increasingly responsible office and administrative support experience.

Administrative Technical Specialist II: Three (3) years of increasingly responsible administrative and technical support experience.

Education: Administrative Technical Specialist I/II: Graduation from high school or GED.

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; may operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access,

enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

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

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City Employees' Association (CEA)
Revised September 16, 2025

EXECUTIVE ASSISTANT

DEFINITION: Under direction, provides executive and confidential administrative support to the City Manager, City Council, and/or designated department head; acts as the first point of contact for executive management, City Manager, and City Council to respond to and resolve issues and concerns requiring considerable knowledge of department operational details and City services, policies, and procedures; monitors the efficiency and effectiveness of administrative and office support services; monitors and assists in preparation of assigned budget; composes, processes, and distributes a variety of correspondence and related documents; conducts special projects and/or research as requested by management; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Receives direction from assigned management personnel. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS: This is an advanced journey-level classification responsible for relieving management of day-to-day executive and confidential administrative support duties requiring the considerable use of discretion and judgment. Positions are responsible for planning, organizing, and overseeing day-to-day office workflow and support services. Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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

Characteristic Duties and Responsibilities:

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

- Provides executive and administrative support to the City Manager, City Council, or designated department head by assisting with issues and performing duties of a complex, sensitive, and/or confidential nature requiring in-depth knowledge of assigned department's programs/projects, operational details, and services and citywide services, policies, and procedures.
- Monitors the efficiency and effectiveness of office support service delivery methods and policies and procedures; identifies opportunities for improvement and recommends to assigned supervisor; assists in developing and standardizing citywide administrative and office procedures and methods.
- Acts as the first point of contact and liaison between the City Manager, City Council, or designated department head and other staff, outside agencies, or the public; responds to or refers inquiries for services to appropriate staff and/or resources; receives and evaluates complaints directed to the City Manager, City Council, or executive management and recommends and/or initiates an appropriate response and course of action upon approval;

tracks, monitors, and provides follow up on complaints and their resolution with City management and City Council.

- Explains, interprets, and applies federal, state, and local laws, rules, regulations, codes, ordinances, and City policies and procedures relevant to assigned area of responsibility.
- Serves as meeting and committee/commission/board (CCB) secretary by preparing, posting, and distributing public hearing notices, agendas, and informational packets, preparing staff reports, coordinating meeting logistics and room set-up, attending meetings, taking and transcribing minutes, and processing action items; coordinates advertising and recruitment of open seats on assigned CCBs.
- Coordinates the calendar and schedules meetings and appointments; makes conference, travel, and meeting arrangements for the City Manager, City Council, department head, and/or department staff.
- Independently compose, format, print, copy, sort, and/or distribute various correspondence on behalf of the City Manager, City Council, or designated department head; proofreads and checks for accuracy and completeness following established procedures; corrects grammar, punctuation, and spelling.
- Prepares and processes reports, contracts, agreements, forms, records, and various documents; verifies and reviews for completeness and conformance with established regulations and department policies and procedures.
- Participates in preparation and administration of department budget; works with department staff and management to identify resource needs, prepare cost estimates and justification, and prepare budget worksheets; monitors expenditures.
- Assists in planning, coordinating, and conducting various research and department-related special projects and studies; researches and compiles information and data from internal and external sources; reviews, organizes, and summarizes data collected; performs basic analyses and evaluates data to identify trends and discrepancies; presents preliminary findings and recommendations in an appropriate format for review by professional, supervisory, or management staff.
- Prepares a variety of narrative, regulatory, and/or staff reports according to established procedures and practices; may submit reports to various local, state, and federal regulatory agencies upon approval.
- Organizes and maintains accurate and detailed databases, files, and records; inputs and maintains a variety of data into assigned databases and systems; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.
- Performs other clerical support work as required, which may include, but is not limited to, updating and maintaining websites and social media, copying and collating documents, opening and distributing mail, processing outgoing mail, and ordering and maintaining inventory of office supplies.
- Plans, organizes, and coordinates various department-specific and/or citywide ceremonies, events, and meetings; represents the department at community events.
- Monitors and tracks legislative activity and actions and keeps City Manager, City Council, and executive management informed; prepares various communications on behalf of the City in response to legislative activities.
- Receives, processes, and responds to public records requests, complaints, and other requests for information; researches and organizes information; coordinates resolution to problems and issues.
- Regularly and predictably attends work.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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

Knowledge of:

- Operations, services, programs, policies, procedures, and processes of the City and department to which the position is assigned.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Research, data collection, and reporting techniques, methods, and procedures.
- Business correspondence writing and the standard format for reports, correspondence, agendas, and related documents.
- Methods of preparing and processing various agendas, staff and other reports, records, forms, contracts, and agreements.
- City-wide as well as departmental administrative procedures, practices, and principles.
- Business arithmetic and basic statistical techniques.
- Record keeping and filing system methods, principles, and practices.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern office and customer service practices, equipment, and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Skill in:

- Performing varied and responsible executive and administrative support work of a complex, sensitive, and/or confidential nature, requiring the considerable use of judgment and discretion, with accuracy and speed.
- Monitoring the efficiency and effectiveness of office support service delivery methods and policies and procedures and identify opportunities for improvement.
- Preparing and processing various agendas, staff and other reports, records, forms, contracts, agreements, and other documents.
- Researching, conducting basic analysis of, and summarizing information from a variety of sources; and prepare reports.
- Independently composing concise reports, correspondence, and other written materials.
- Understanding the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understanding, interpreting, explaining, and applying all pertinent laws, regulations, codes, and ordinances and City policies and procedures relevant to work performed.
- Handling confidential and/or politically sensitive requests or complaints in a professional manner.
- Making accurate mathematical and basic statistical computations.

- Establishing and maintaining a variety of filing, record-keeping, and tracking systems.
- Organizing work, setting priorities, meeting critical deadlines, and following-up on assignments.
- Using tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Effectively using computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicating clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Appearing for work on time.
- Following directions from a supervisor.
- Understanding and following posted work rules and procedures.
- Accepting constructive criticism.
- Establishing, maintaining, and fostering positive and effective working relationships with those contacted in the course of work.
- Working evenings and extended hours when required.

QUALIFICATIONS:

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

Experience: Four (4) years of increasingly responsible administrative and technical support experience, including one (1) year of experience providing support to senior/executive management.

Education: Graduation from high school or GED.

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; may operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact

with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

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

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

Management and Confidential
FLSA Non-Exempt
Revised September 16, 2025

SENIOR EXECUTIVE ASSISTANT

DEFINITION: Under direction, provides executive and confidential administrative support to the City Manager, City Council, Deputy City Manager, and/or designated department head, exercising sound judgment, discretion and professionalism in all interactions. This role requires exceptional organizational skills, the ability to anticipate needs, and the capacity to manage sensitive information with the highest degree of confidentiality. Acts as the first point of contact for executive management, City Manager, and City Council to respond to and resolve issues and concerns requiring considerable knowledge of department operational details and City services, policies, and procedures; monitors the efficiency and effectiveness of administrative and office support services; serves as a role model and mentor to other administrative staff, promoting a culture of professionalism, collaboration, and service excellence; monitors and assists in preparation of assigned budget; composes, processes, and distributes a variety of correspondence and related documents; prepares staff reports and City Council proclamations and commendations; conducts special projects and/or research as requested by management; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Receives direction from assigned management personnel. Exercises direct supervision of administrative staff.

DISTINGUISHING CHARACTERISTICS: This is an advanced journey-level classification responsible for relieving management of day-to-day executive and confidential administrative support duties requiring the considerable use of discretion and judgment. Positions are responsible for planning, organizing, and overseeing day-to-day office workflow and support services. Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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

Characteristic Duties and Responsibilities:

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

- Provides executive and administrative support to the City Manager, City Council, Deputy City Manager, or designated department head by assisting with issues and performing duties of a complex, sensitive, and/or confidential nature requiring in-depth knowledge of assigned department's programs/projects, operational details, and services and citywide services, policies, and procedures.
- Monitors the efficiency and effectiveness of office support service delivery methods and policies and procedures; identifies opportunities for improvement and recommends to assigned supervisor; assists in developing and standardizing citywide administrative and office procedures and methods.
- Assists in the onboarding and training of administrative staff citywide.

- Provides functional and technical direction and supervises other administrative staff, including writing performance evaluations.
- Composes City Council staff reports and presentations.
- Acts as the first point of contact and liaison between the City Manager, City Council, Deputy City Manager, or designated department head and other staff, outside agencies, or the public; responds to or refers inquiries for services to appropriate staff and/or resources; receives and evaluates complaints directed to the City Manager, City Council, or executive management and recommends and/or initiates an appropriate response and course of action upon approval; tracks, monitors, and provides follow up on complaints and their resolution with City management and City Council.
- Explains, interprets, and applies federal, state, and local laws, rules, regulations, codes, ordinances, and City policies and procedures relevant to assigned area of responsibility.
- Serves as meeting and committee/commission/board (CCB) secretary by preparing, posting, and distributing public hearing notices, agendas, and informational packets, preparing staff reports, coordinating meeting logistics and room set-up, attending meetings, taking and transcribing minutes, and processing action items; coordinates advertising and recruitment of open seats on assigned CCBs.
- Maintains and updates department webpages.
- Coordinates the calendar and schedules meetings and appointments; makes conference, travel, and meeting arrangements for the City Manager, City Council, Deputy City Manager, department head, and/or department staff.
- Independently compose, format, print, copy, sort, and/or distribute various correspondence on behalf of the City Manager, City Council, or designated department head; proofreads and checks for accuracy and completeness following established procedures; corrects grammar, punctuation, and spelling.
- Prepares and processes reports, contracts, agreements, forms, records, and various documents; verifies and reviews for completeness and conformance with established regulations and department policies and procedures.
- Participates in preparation and administration of department budget; works with department staff and management to identify resource needs, prepare cost estimates and justification, and prepare budget worksheets; monitors expenditures.
- Assists in planning, coordinating, and conducting various research and department-related special projects and studies; researches and compiles information and data from internal and external sources; reviews, organizes, and summarizes data collected; performs basic analyses and evaluates data to identify trends and discrepancies; presents preliminary findings and recommendations in an appropriate format for review by professional, supervisory, or management staff.
- Prepares a variety of narrative, regulatory, and/or staff reports according to established procedures and practices; may submit reports to various local, state, and federal regulatory agencies upon approval.
- Organizes and maintains accurate and detailed databases, files, and records; inputs and maintains a variety of data into assigned databases and systems; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destructing files.
- Performs other clerical support work as required, which may include, but is not limited to, updating and maintaining websites and social media, copying and collating documents, opening and distributing mail, processing outgoing mail, and ordering and maintaining inventory of office supplies.

- Plans, organizes, and coordinates various department-specific and/or citywide ceremonies, events, and meetings; represents the department at community events.
- Monitors and tracks legislative activity and actions and keeps City Manager, City Council, and executive management informed; prepares various communications, including letters of support/opposition, on behalf of the City in response to legislative activities.
- Receives, processes, and responds to public records requests, complaints, and other requests for information; researches and organizes information; coordinates resolution to problems and issues.
- Regularly and predictably attends work.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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

Knowledge of:

- Operations, services, programs, policies, procedures, and processes of the City and department to which the position is assigned.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Research, data collection, and reporting techniques, methods, and procedures.
- Business correspondence writing and the standard format for reports, correspondence, agendas, and related documents.
- Methods of preparing and processing various agendas, staff and other reports, records, forms, contracts, and agreements.
- City-wide as well as departmental administrative procedures, practices, and principles.
- Business arithmetic and basic statistical techniques.
- Record keeping and filing system methods, principles, and practices.
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Skill in:

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- Establishing, maintaining, and fostering positive and effective working relationships with those contacted in the course of work.
- Working evenings and extended hours when required.

QUALIFICATIONS:

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

Experience: Five (5) years of increasingly responsible administrative and technical support experience, including two (2) years of experience providing support to senior/executive management.

Education: Graduation from high school or GED.

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; may operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work

areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

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Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

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Management and Confidential
FLSA Non-Exempt
Revised September 16, 2025

CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE SEPTEMBER 20, 2025

ESCEA									
City of El Segundo City Employees Association Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
9/20/2025	9/16/2025		Office Specialist	ESCEA		Hourly	22.09	3827.91	45934.92
							23.19	4019.30	48231.66
							24.35	4220.27	50643.25
							25.57	4431.28	53175.41
							26.84	4652.85	55834.23
							28.19	4885.50	58625.97
							29.59	5129.77	61557.24
							31.07	5386.26	64635.16
9/20/2025	9/16/2025		Administrative Specialist	ESCEA	21	Hourly	28.22	4891.32	58695.86
							29.63	5135.89	61630.69
							31.11	5392.68	64712.18
							32.67	5662.31	67947.72
							34.30	5945.43	71345.19
9/20/2025	9/16/2025		Senior Administrative Specialist I	ESCEA	25	Hourly	31.15	5399.11	64789.33
							32.71	5669.07	68028.81
							34.34	5952.52	71430.23
							36.06	6250.14	75001.73
							37.86	6562.65	78751.84
9/20/2025	9/16/2025		Senior Administrative Specialist II	ESCEA	29	Hourly	34.38	5959.61	71515.27
							36.10	6257.59	75091.10
							37.91	6570.47	78845.66
							39.80	6898.99	82787.88
							41.79	7243.94	86927.30

**UNREPRESENTED MANAGEMENT AND CONFIDENTIAL
SALARY RANGE ADJUSTMENTS - SEPTEMBER 20, 2025**

M&C									
Unrepresented: Executive, Mid-Management, Confidential Employee Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
8/23/2025	9/6/2025		Executive Assistant	CONFIDENTIAL	34m	Hourly	37.98	6582.92	78995.04
							51.21	8875.89	106510.68
9/20/2025	9/16/2025		Senior Executive Assistant	CONFIDENTIAL	35m	Hourly	41.78	7241.21	86894.54
							56.33	9763.48	117161.74

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING BASIC SALARY RANGES FOR
FULL-TIME JOB CLASSIFICATIONS**

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

SECTION 1: Effective September 20, 2025, the City Council approves the following basic salary range:

Classification	Salary Range
Office Specialist	\$22.09 - \$31.07 Hourly
Administrative Specialist	\$28.22 - \$34.30 Hourly
Senior Administrative Specialist I	\$31.15 - \$37.86 Hourly
Senior Administrative Specialist II	\$34.38 - \$41.79 Hourly
Executive Assistant	\$37.98 - \$51.21 Hourly
Senior Executive Assistant	\$41.78 - \$56.33 Hourly

In addition, the City Council approves the salary steps for each classification in the Administrative Support Series, as described in the attached Exhibit "A," which is incorporated herein by this reference.

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

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

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

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

SECTION 6: This Resolution will become effective upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 16th day of September, 2025.

Chris Pimentel,
Mayor

Exhibit A to Resolution

ATTEST:

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Susan Truax, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Staff Presentations

Item Number: D.19

TITLE:

Fiscal Year 2024-25 3rd and 4th Quarters Financial Report

RECOMMENDATION:

1. Receive and file the City's fiscal year 2024-25 3rd and 4th quarter financial report.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

There is no fiscal impact associated with this presentation, and no fiscal impact to receive and file this financial report.

BACKGROUND:

On June 4, 2024, City Council adopted the Fiscal Year (FY) 2024-25 Citywide Operating and Capital Budget of \$210,950,427 for all funds. Of this amount, \$97,472,672 was allocated to the General Fund Budget. During the fiscal year, additional expenditures are appropriated following City Council approval, and so, the fiscal year budget total may fluctuate throughout the fiscal year.

The General Fund pays for the majority of the City's basic operations, services, and general capital improvement projects. General Fund services include: public safety (police, fire, paramedics, emergency services), public works (highways, streets, engineering), community services (parks, recreation programs, senior programs, teen programs, library, arts & culture), development services (planning, building services, zoning, housing), support services (City Clerk, City Treasurer, finance, information technology, human resources), and general governance and administration (City Council, City Manager, City Attorney).

The following table provides an overview of the FY 2024-25 Citywide Budget, which reflects Council-approved changes during the fiscal year:

September 16, 2025

Page 2 of 3

	Fund Name	FY 2024-25 Adopted Budget	FY2024-25 Revised Budget	Variances
1	General Fund	\$97,472,672	\$99,941,651	\$2,468,979
2	Water Fund	39,315,822	39,333,606	17,784
3	Transportation Funds	3,957,036	4,797,863	840,827
4	Debt Service POBs	9,500,314	9,500,314	0
5	Wastewater Fund	7,837,440	8,672,426	834,986
6	General Fund CIP	30,112,501	30,357,549	245,048
7	Equip. Replacement Fund	9,674,613	12,165,227	2,490,614
8	Workers Comp. Fund	3,418,321	3,418,321	0
9	General Liability Fund	3,769,563	3,769,563	0
10	Dev. Services Trust	800,000	887,479	87,479
11	Public Safety Special Rev.	2,541,360	3,221,575	680,215
12	Other Special Rev.	1,253,035	1,977,535	724,500
13	Rec & Econ Dev Trust Fund	136,000	136,000	0
14	Cultural Dev. Trust Fund	272,604	277,604	5,000
15	Debt Service Fund	542,851	542,851	0
16	Solid Waste Fund	330,000	330,000	0
17	Senior Housing Fund	16,295	194,295	178,000
	Total	\$210,950,427	\$219,523,858	\$8,573,431

During the fiscal year, additional expenditures are appropriated following City Council approval, and so, the fiscal year budget total may fluctuate from the adopted budget.

DISCUSSION:

After twelve months (July 1, 2024 – June 30, 2025) of fiscal activity in the current fiscal year, overall, the City’s budget has preliminarily come in as expected and there are no fiscal concerns to report.

Please refer to the attached report for discussion of the 3rd and 4th Quarters Fiscal Year 2024-25 Financial Report.

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.

September 16, 2025

Page 3 of 3

PREPARED BY:

Liz Lydic, Management Analyst

REVIEWED BY:

Paul Chung, Chief Financial Officer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Third and Fourth Quarters Fiscal Year 2024-25 Financial Report
2. Third and Fourth Quarters Fiscal Year 2024-25 Financial Report - presentation



**Third Quarter Fiscal Year 2024-25
Financial Report
September 16, 2025
Staff Presentation
Item Number: D.10**

Third & Fourth Quarters Fiscal Year 2024-25 Financial Report

EXECUTIVE SUMMARY:

After twelve months (July 2024-June 2025) of activity in Fiscal Year 2025, overall, the City's budget will end on track as revenues and expenditures came in as expected and there are no fiscal concerns to report.

The final, audited Fiscal Year-end financial information will be presented with the results of the ACFR in early 2026.

The City's significant revenue sources such as Sales and Use Tax, Business License, Transient Occupancy Tax, Property Tax, and Utility Users Tax, which equate to 72% of the General Fund revenues, are anticipated to end on track for the fiscal year, while expenditures ended underbudget.

The following is a brief review of notable General Fund activity in the first nine months of FY 2024-25 (July 2024-June 2025):

- Most general fund revenues reached or exceeded their full-year budgeted amounts.
 - Remaining revenue funds received to date are impacted by timing. These revenue sources are typically received 2-3 months in arrears and at the time of this report, the final months of actual activity in FY 2024-25 have not been receipted.
- Most departments completed the fiscal year under budget. Department or categories that were overbudgeted for salaries, benefits and CalPERS UAL payments were adjusted in a year-end cleanup process wherein savings in underbudget departments were transferred. Though this did not make the overbudgeted departments or categories whole, the transfers account for unanticipated overages and reflects the actual financial activity. Actual expenditures provide the truest picture of spendings.
 - Expenditures are reduced by 1.67M for COVID reimbursements collected as FEMA closed out previous projects during this fiscal year. This is one-time money and reimburses money expended in previous fiscal year.

DISCUSSION:

FY 2024-25 General Fund Revenue Through Third & Fourth Quarters

The following tables reflect actual General Fund revenues received in Fiscal Year 2024-25 compared to the previous fiscal year.

Fiscal Year 2024-25					
	Revenue Source	Actual Revenues Received Through Q4	Revised Full Year Budget	Variance in Dollar - Budget to Actuals	Percentage Received
1	Sales & Use Tax (a)	\$12,131,189	\$15,487,500	(\$3,356,311)	78%
2	Business License	14,261,913	14,000,000	261,913	102%
3	Transient Occupancy Tax (b)	11,896,019	13,387,500	(1,491,481)	89%
4	Property Tax	13,775,745	13,391,758	383,987	103%
5	Chevron Tax Reso Agreement	5,764,912	5,500,000	264,912	105%
6	Utility User Tax (UUT) (c)	7,854,987	11,165,700	(3,310,713)	70%
7	Charges for Services	5,831,518	5,150,122	681,396	113%
8	Transfers In (d)	553,740	36,000	517,740	1538%
9	Franchise Tax (e)	3,814,332	4,536,000	(721,668)	84.1%
10	Other Revenues (f)	3,224,621	2,513,657	710,964	128%
11	Intergovernmental (g)	296,589	200,000	96,589	148%
12	License & Permits	2,995,435	2,582,372	413,063	116%
13	Interest & Rental Income (h)	6,523,776	4,736,926	1,786,849	138%
14	Fines & Forfeitures	367,465	346,727	20,738	106%
Total General Fund Revenues		\$89,292,242	\$93,034,263	(\$3,742,021)	95.98%

Fiscal Year 2023-24			
	Revenue Source	Actual Revenues Received Through Q4	Revised Full Year Budget
1	Sales & Use Tax	\$17,436,292	\$14,750,000
2	Business License	14,162,144	14,300,000
3	Transient Occupancy Tax	14,343,805	12,750,000
4	Property Tax	13,703,799	12,539,805
5	Chevron Tax Reso Agreement	3,476,513	5,500,000
6	Utility User Tax (UUT)	10,877,289	10,634,000
7	Charges for Services	5,336,065	5,077,040
8	Transfers In	1,050,500	50,000
9	Franchise Tax	6,637,891	4,200,000
10	Other Revenues	4,426,185	3,668,688
11	Intergovernmental	213,596	130,000
12	License & Permits	2,873,306	2,302,000
13	Interest & Rental Income	8,715,177	2,867,620
14	Fines & Forfeitures	382,946	327,101
Total General Fund Revenues		\$103,635,507	\$89,096,254

Footnotes – Significant Budget Variances:

(a) Sales Tax: As of the date of this report, the City was still anticipating two months' worth of this revenue source to be recorded, as it is collected and recorded two months in arrears.

(b) Transient Occupancy Tax: As of the date of this report, the City was still anticipating two months' worth of this revenue source to be recorded, as it is collected and recorded two months in arrears.

(c) Gas Utility Tax and Cogenerated Electric Tax are anticipated to receive final receipts that will impact the total actuals once recorded. However, a decrease of approximately 5% on UUT in this fiscal year from last year was anticipated as utility rates have peaked in the prior year.

(d) Transfers In includes the sale of the RSI house in March 2025, which was unbudgeted.

(e) Franchise Tax: AS of the date of this report, the City was still anticipating one month wroth of this revenue source to be recorded.

(f) Other Revenues is trending above budget from payments from Real Property Transfer, and Traffic Control Program both receiving revenue that was not budgeted; payments from National Opioid Settlements; and from Strike Team Reimbursements.

(g) Intergovernmental Revenues ended overbudget due to commercial hauler permit revenue increasing after the City moved to non-exclusive commercial franchise agreements in April 2025.

(h) Interest on Investments and Property Rentals/Leases exceeded budgeted amounts.

FY 2024-25 General Fund Expenditures Through Third and Fourth Quarters

The following tables reflect actual General Fund appropriations in Fiscal Year 2025 compared to the previous fiscal year.

	Expenditure Source	Adopted Full Year Budget	Revised Full Year Budget	Actual Appropriations Expended Through Q4*	Variance in Dollar - Amended Budget to Actuals	% Expended*
1	Police (a)	\$22,231,649	\$23,818,364	\$24,479,417	\$661,054	103%
2	Fire (b)	15,663,956	16,699,925	16,869,842	169,917	101%
3	Transfers Out (c)	14,996,546	15,081,546	15,188,217	106,672	101%
4	Public Works (d)	9,844,794	9,775,794	8,317,519	(1,458,274)	85%
5	Non-dept. (e)	6,785,227	6,785,227	7,143,577	358,349	105%
6	Rec, Parks & Lib. (f)	10,744,896	10,461,279	9,596,844	(864,435)	92%
7	Community Dev. (g)	3,745,094	3,800,592	3,151,917	(648,675)	83%
8	Info. Tech. (h)	3,912,086	3,911,403	3,054,905	(856,498)	78%
9	City Manager	2,807,177	2,926,274	2,608,938	(317,337)	89%
10	Finance	2,766,646	2,766,646	2,431,193	(335,453)	88%
11	Human Res. (i)	2,194,785	2,134,785	1,335,019	(799,766)	63%
12	City Attorney	897,450	897,450	752,234	(145,216)	84%
13	City Clerk	658,095	658,095	419,935	(238,160)	64%
14	City Council	224,272	224,272	210,626	(13,645)	94%
15	Covid-19 Reimb. (j)	0	0	(1,673,885)	(1,673,885)	0%
Total GF Expenditures		\$97,472,672	\$99,941,651	\$93,886,298	(\$6,055,353)	93.94%

Fiscal Year 2023-24			
	Expenditure Source	Actual Appropriations Expended Through Q4	Revised Full Year Budget
1	Police	\$21,843,672	\$21,709,601
2	Fire	14,470,014	14,514,832
3	Transfers Out	28,812,365	18,485,950
4	Public Works	8,166,170	9,053,951
5	Non-departmental	8,022,137	7,067,314
6	Recreation, Parks & Library	8,367,798	9,572,344
7	Community Development	2,624,236	3,802,120
8	Information Technology	3,541,956	3,953,008
9	City Manager	2,786,842	2,903,270
10	Finance	2,706,282	2,754,376
11	Human Resources	1,354,386	2,116,401
12	City Attorney	892,399	835,450
13	City Clerk	352,661	516,545
14	City Council	202,642	235,329
15	Civil Unrest	2,558	-
Total General Fund Expenditures		\$104,146,120	\$97,520,492

Footnotes – Significant Budget Variances:

- (a) Police: Salaries, benefits and overtime actuals exceeded budget in most divisions. The CalPERS UAL payment was unbudgeted. Amounts in these expense categories were adjusted in a year-end cleanup process wherein savings in underbudget departments were transferred.
- (b) Fire: Salaries, benefits and overtime actuals exceeded budget in some divisions. The CalPERS UAL payment was unbudgeted. Amounts in these expense categories were adjusted in a year-end cleanup process wherein savings in underbudget departments were transferred.
- (c) Transfers Out: Unbudgeted Strike Team reimbursement from the Palisades Fire was transferred to Equipment Replacement for Fire.
- (d) Public Works: Significant variances between budget and actuals in contractual services, resulting in budgetary savings.
- (e) Non-departmental: The CalPERS UAL payment was unbudgeted.
- (f) Recreation, Parks and Library: Significant variances between budget and actuals in Part-Time salaries, resulting in budgetary savings.
- (g) Community Development: Significant variances between budget and actuals in Professional & Technical, resulting in budgetary savings.
- (h) Information Technology: Significant variances between budget and actuals in Professional & Technical, resulting in budgetary savings.
- (i) Human Resources: Significant variances between budget and actuals in Salaries, Professional & Technical, and Citywide Training, resulting in budgetary savings.
- (j) Payment from FEMA for COVID-19 reimbursements are recorded against expenditures, and due to the long process in receiving the reimbursements, were not budgeted. The final COVID project reimbursements have been received. Total Life-To-Date received is \$2,275,49.20 from FEMA for COVID-19 reimbursement.

FY 2024-25 All Funds Revenue Through Third & Fourth Quarters

The following table reflects actual revenues for all funds received to-date in the current fiscal year compared to the revised budget.

Fiscal Year 2024-25					
	Fund Name	Actual Revenues to Date	Revised Full Year Budget	Variance in Dollars	Percent Rec'd
1	General Fund (a)	\$89,292,242	\$93,034,263	(\$3,742,02)	96%
2	Water Fund	35,960,345	34,630,327	1,330,019	104%
3	Transportation Funds (b)	5,796,047	2,604,345	3,191,701	223%
4	Debt Service POBs	9,512,003	9,500,324	11,679	100%
5	Wastewater Fund	6,125,865	5,742,073	383,792	107%
6	General Fund CIP (c)	6,361,305	5,245,732	1,115,573	121%
7	Equip. Replacement Fund	1,793,577	1,686,456	107,121	106%
8	Workers Comp. Fund	3,758,429	3,542,207	216,222	106%
9	General Liability Fund	3,100,000	3,105,000	(5,000)	99.8%
10	Dev. Services Trust	245,086	270,000	(24,914)	91%

11	Public Safety Special Rev. (d)	1,684,355	2,521,934	(837,578)	67%
12	Other Special Rev.	1,108,130	977,364	130,767	113%
13	Rec & Econ Dev Trust Fund	1,130,786	1,124,250	6,536	101%
14	Cultural Development Fund (e)	493,462	255,000	238,462	194%
15	Debt Service Fund	81,941	35,000	46,941	234%
16	Solid Waste Fund	300,000	300,000	0	100%
17	Senior Housing Fund	1,038,955	1,038,771	184	100%
19	Trust Funds Refundable Proj. Dep.	28,420	0	28,420	0%
	Total	\$167,810,949	\$165,613,046	\$2,197,902	101.33%

Footnotes – Significant Budget Variances:

- (a) General Fund: Reviewed previously in this report with General Fund analysis.
- (b) Transportation Funds: Measure M revenue is exceeding the budgeted amount primarily due to reimbursement from a prior year CIP project that was collected in the current fiscal year.
- (c) General Fund CIP: \$1M contribution from ESUSD for the Plunge was not budgeted. The school district submitted their contribution earlier than anticipated as originally it was supposed to be received after the completion of the Plunge.
- (d) Public Safety Special Revenue: Funds not collected for budgeted UASI Grant 2023, EOC Upgrades, and AB1646 within the fiscal year as budgeted.
- (e) Cultural Development Fund: Cultural Development Donations exceeded the budgeted amount.

FY 2024-25 All Funds Appropriations Through Third & Fourth Quarters

The following table reflects actual appropriations for all funds expended to-date in the current fiscal year compared to the revised budget.

Fiscal Year 2024-25					
	Fund Name	Actual Expenditures to Date	Revised Full Year Budget	Variance in Dollar*	Percentage Expended*
1	General Fund (a)	\$93,886,298	\$99,941,651	(\$6,055,353)	94%
2	Water Fund (b)	34,227,592	39,333,606	(5,106,013)	87%
3	Transportation Funds (c)	3,391,076	4,797,863	(1,406,787)	71%
4	Debt Service POBs	9,477,140	9,500,314	(23,174)	99.8%
5	Wastewater Fund (d)	5,086,648	8,672,426	(3,585,778)	59%
6	General Fund CIP (e)	11,419,909	30,357,549	(18,937,640)	38%
7	Equip. Replacement Fund (f)	3,631,892	12,165,227	(8,533,334)	30%
8	Workers Comp. Fund	2,864,885	3,418,321	(553,436)	84%
9	General Liability Fund	3,293,956	3,769,563	(475,607)	87%
10	Dev. Services Trust (g)	75,427	887,479	(812,052)	8%
11	Public Safety Spec. Rev. (h)	1,358,209	3,221,575	(1,863,365)	42%
12	Other Special Rev. (i)	939,394	1,977,535	(1,038,141)	48%
13	Rec & Econ Dev Trust Fund	1,116,022	136,000	980,022	821%

14	Cultural Dev. Trust Fund	135,917	277,604	(141,687)	49%
15	Debt Service Fund	522,851	542,851	(20,000)	96%
16	Solid Waste Fund	281,425	330,000	(48,575)	85%
17	Senior Housing Fund	11,217	194,295	(183,079)	6%
	Total	\$171,719,859	\$219,523,858	(\$47,803,999)	78.22%
*Does not include encumbrances					

Footnotes – Significant Budget Variances:

- (a) General Fund: Reviewed previously in this report with General Fund analysis.
- (b) Water Fund: Significant variances between the budget and actuals in Salaries, Small Tools & Equipment, Contractual Services, Water Reservoir Rehabilitation, as well as major variances (underbudget) in Water Purchases – Unclaimed Water, Water Infrastructure Replacement, and Water Main Replacement.
- (c) Transportation Funds budget includes ongoing CIP projects and maintenance that were not completed during FY 2024-25 and will carryover to FY 2025-26.
- (d) Wastewater Fund: Major variances between the budget and actuals in Contractual Services, Sewer Main Repair (Annual Program), and Pump Station(s) Rehab.
- (e) General Fund CIP budget includes two major ongoing CIP projects – the Plunge and Recreation Parks Project – that will carryover to FY 2025-26.
- (f) Equipment Replacement Fund: All items came in underbudget in this fund.
- (g) Development Services Trust: This budget amount relates to the department’s General Plan Element Updates. This project will carryover to FY 2025-26.
- (h) Public Safety Special Revenue: Funds not expended for budgeted UASI Grant 2023, EOC Upgrades, SB1383 Local Grant Assistance, and AB1646 within the fiscal year as budgeted.
- (i) Other Special Revenue: Funds not expended for budgeted LA County Regional Park Grant, and Stormwater Program projects.
- (j) Rec & Econ Dev Trust Fund: \$1M contribution from ESUSD for the Plunge (transferred from this fund to the General Fund) was not budgeted.

ENTERPRISE RESOURCE PLANNING (ERP) IMPLEMENTATION UPDATE

Finance staff is in the final completion stages of implementing the financial module of the new EERP.

The ‘go-live’ date for the Financial module is October 6, 2025. Mid-September 2025, Finance department staff, staff from Tyler Munis, and KOA Hills project manager will work to train users of City staff on financial functions.

The next phase of implementation is Payroll and Human resources, followed by Utility Billing.

CONCLUSION

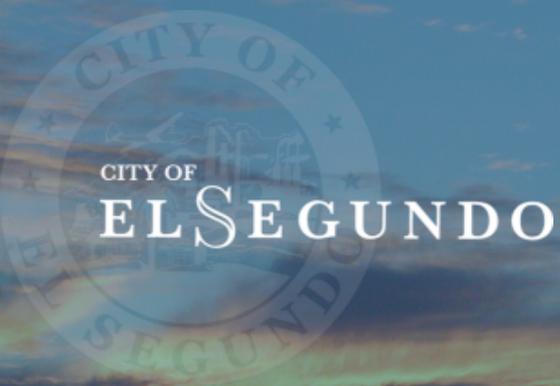
After twelve months (July 1, 2024 – June 2025), the City’s budget has preliminarily come in as expected.

The audited Fiscal Year-end financial information will be presented with the results of the ACFR in early 2026, and will provide a final picture of the FY 2024-25 financial performance.

RECOMMEDNATION

Staff recommends that the City Council:

1. Receive and file the Third and Fourth Quarters Fiscal Year 2024-25 Financial Report.



FY 2024-25 Third & Fourth Quarters Financial Report

September 16, 2025

City of El Segundo | 350 Main St. El Segundo, CA 90245

PRESENTATION AGENDA

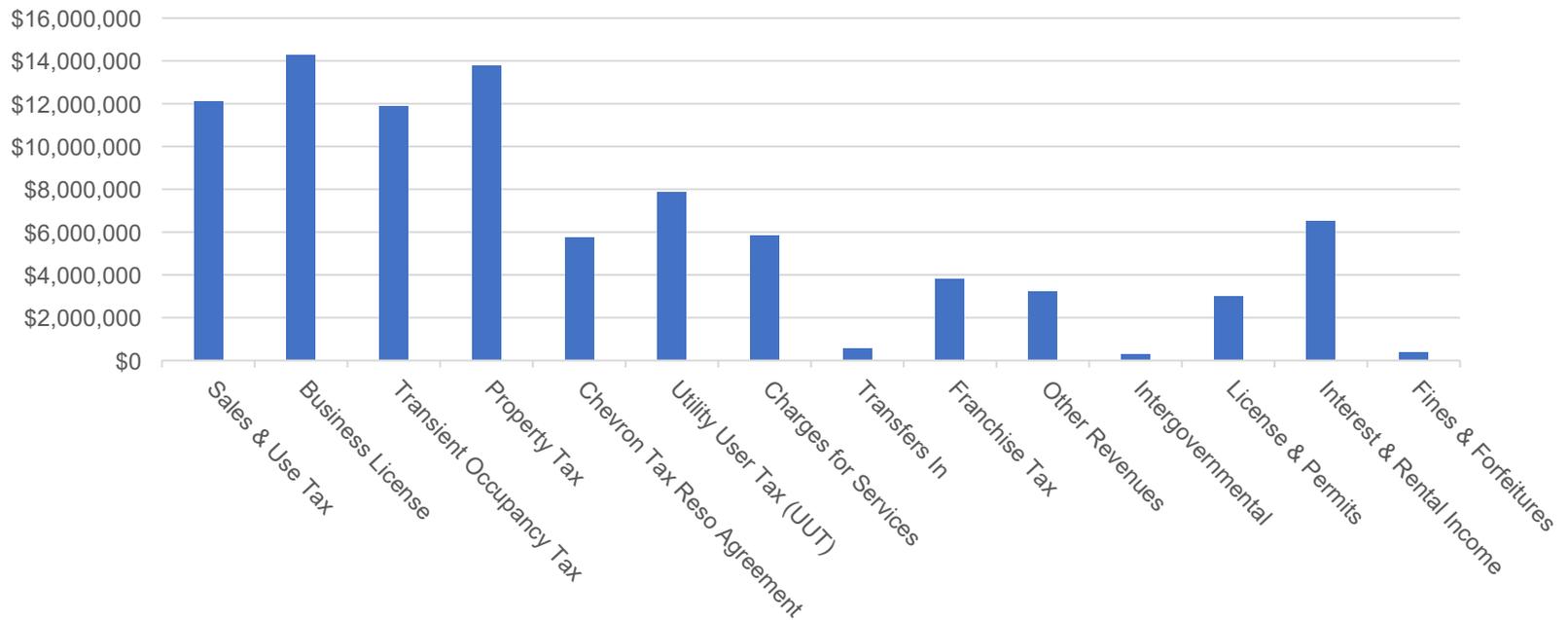
- 1. FY 2024-25 Third & Fourth Quarters (Q3 & Q4) - Financial Report**
- 2. Update to Tyler EERP implementation**
- 3. Staff Recommendations**

Q3 & Q4: GENERAL FUND – REVENUE (HIGHLIGHTS)

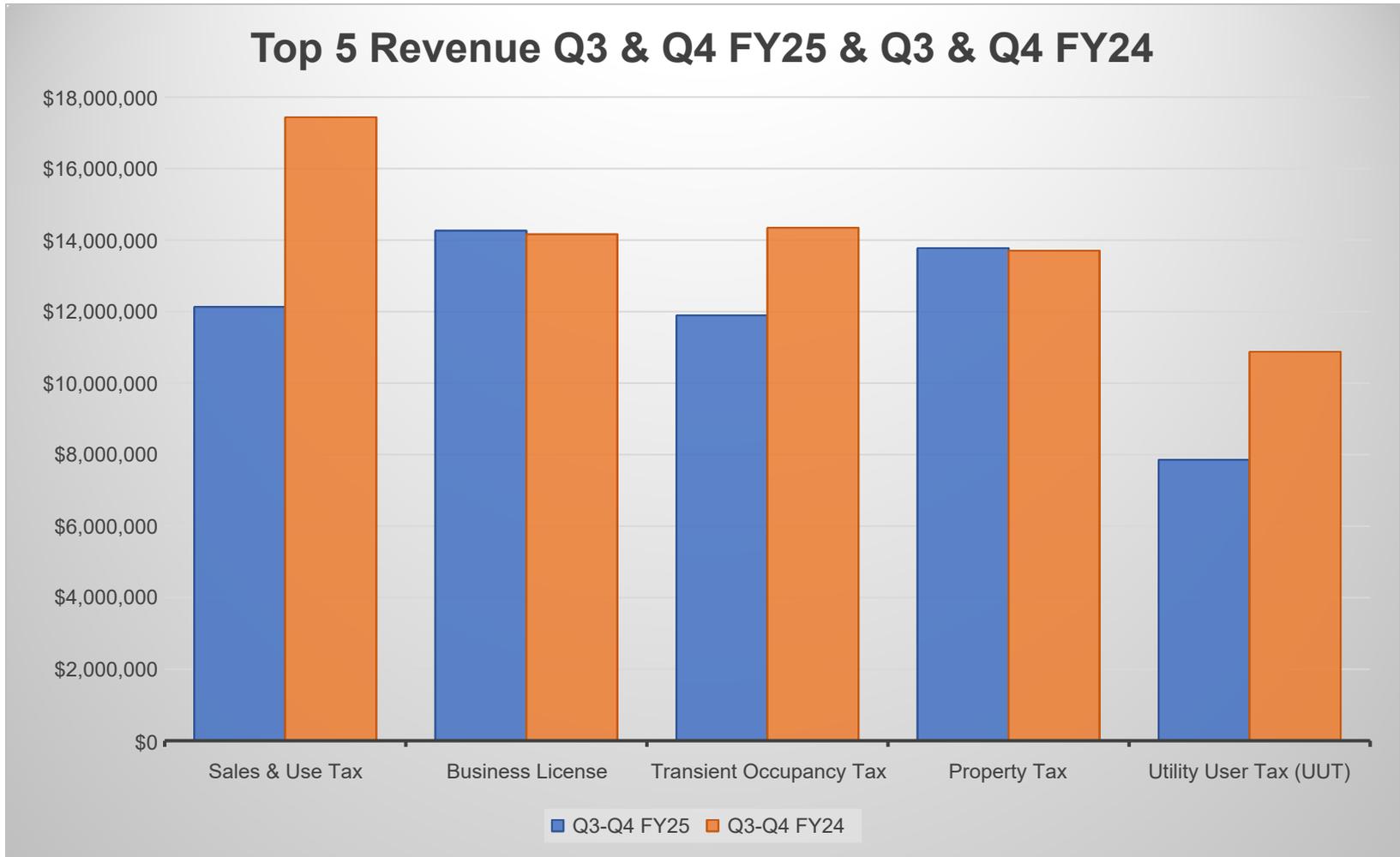
- General Fund had realized **\$89.3M** or **96%** current year revenues versus **\$103.6M** or **116%** prior year
- The big 5 revenues sources are on pace to meet or exceed budget when all final receipts are received
- Audited Fiscal Year 2025 Financial Report will provide better financial picture

Q3 & Q4: GENERAL FUND REVENUE

Q3 & Q4 General Fund Revenues Actuals: **\$89,292,242**



Q3 & Q4: GENERAL FUND REVENUE



FY 2024-25 GENERAL FUND REVENUES (12 MONTHS)

Fiscal Year 2024-25					
	Revenue Source	Actual Revenues Received Through Q4	Revised Full Year Budget	Variance in Dollar - Budget to Actuals	Percentage Received
1	Sales & Use Tax	\$12,131,189	\$15,487,500	(\$3,356,311)	78%
2	Business License	14,261,913	14,000,000	261,913	102%
3	Transient Occupancy Tax	11,896,019	13,387,500	(1,491,481)	89%
4	Property Tax	13,775,745	13,391,758	383,987	103%
5	Chevron Tax Reso Agreement	5,764,912	5,500,000	264,912	105%
6	Utility User Tax (UUT)	7,854,987	11,165,700	(3,310,713)	70%
7	Charges for Services	5,831,518	5,150,122	681,396	113%
8	Transfers In	553,740	36,000	517,740	1538%
9	Franchise Tax	3,814,332	4,536,000	(721,668)	84.1%
10	Other Revenues	3,224,621	2,513,657	710,964	128%
11	Intergovernmental	296,589	200,000	96,589	148%
12	License & Permits	2,995,435	2,582,372	413,063	116%
13	Interest & Rental Income	6,523,776	4,736,926	1,786,849	138%
14	Fines & Forfeitures	367,465	346,727	20,738	106%
Total General Fund Revenues		\$89,292,242	\$93,034,263	(\$3,742,021)	95.98%

FY 2024-25 ALL FUND REVENUES (12 MONTHS)

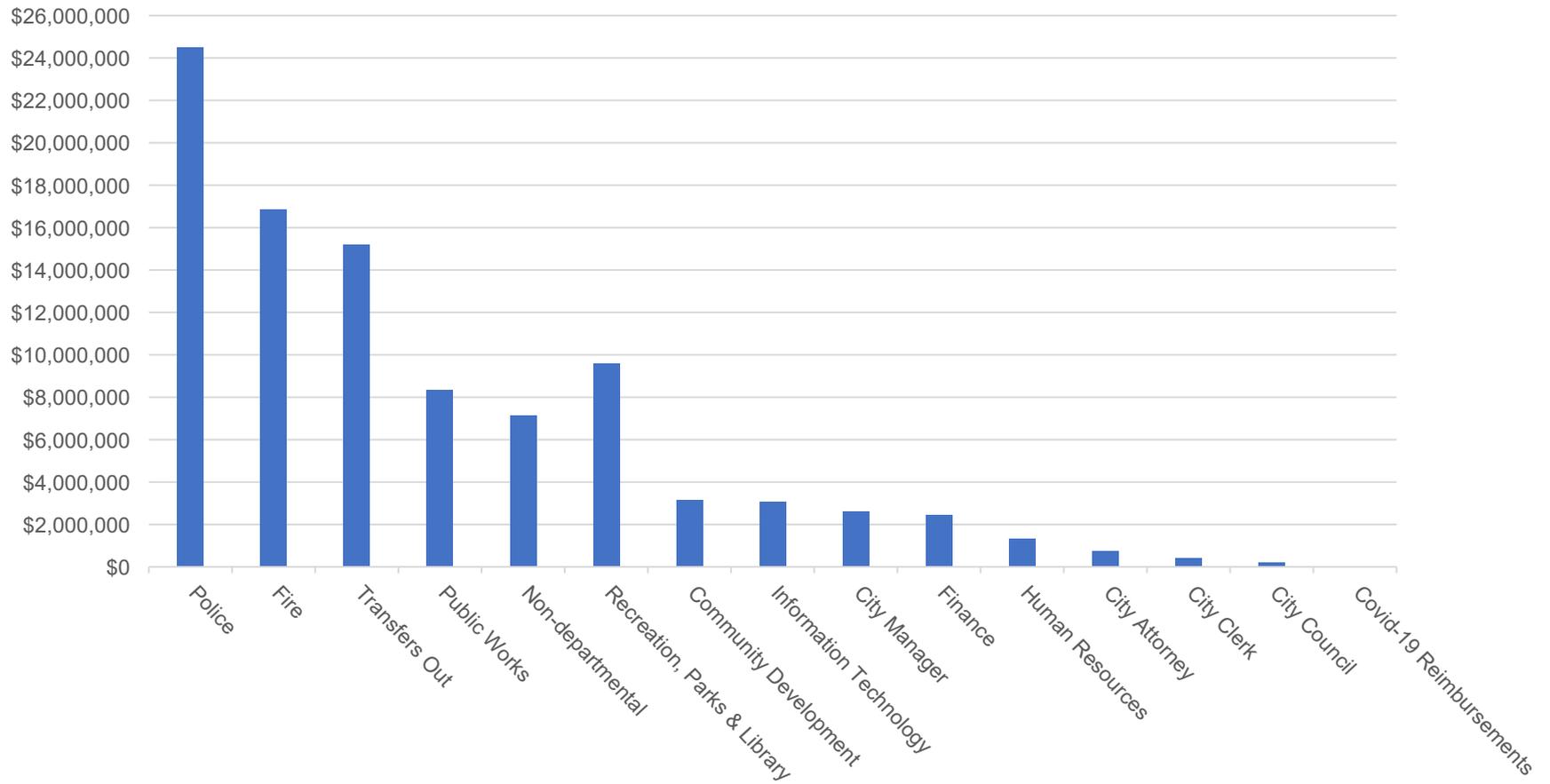
Fiscal Year 2024-25					
	Fund Name	Actual Revenues to Date	Revised Full Year Budget	Variance in Dollar	Percentage Received
1	General Fund	\$89,292,242	\$93,034,263	(\$3,742,021)	96%
2	Water Fund	35,960,345	34,630,327	1,330,019	104%
3	Transportation Funds	5,796,047	2,604,345	3,191,701	223%
4	Debt Service POBs	9,512,003	9,500,324	11,679	100%
5	Wastewater Fund	6,125,865	5,742,073	383,792	107%
6	General Fund CIP	6,361,305	5,245,732	1,115,573	121%
7	Equip. Replacement Fund	1,793,577	1,686,456	107,121	106%
8	Workers Comp. Fund	3,758,429	3,542,207	216,222	106%
9	General Liability Fund	3,100,000	3,105,000	(5,000)	98.8%
10	Dev. Services Trust	245,086	270,000	(24,914)	91%
11	Public Safety Special Rev.	1,684,355	2,521,934	(837,578)	67%
12	Other Special Rev.	1,108,130	977,364	130,767	113%
13	Rec & Econ Dev Trust Fund	1,130,786	1,124,250	6,536	101%
14	Cultural Development Fund	493,462	255,000	238,462	194%
15	Debt Service Fund	81,941	35,000	46,941	234%
16	Solid Waste Fund	300,000	300,000	0	100%
17	Senior Housing Fund	1,038,955	1,038,771	184	100%
19	Trust Fund-Refundable Project Deposit	28,420	0	28,420	0%
	Total	\$167,810,949	\$165,613,046	\$2,197,902	101.33%

Q3 & Q4: GENERAL FUND – EXPENDITURE (HIGHLIGHTS)

- General Fund has expended **\$93.9M** or **94%** current year versus **\$104.1M** or **107%** prior year
- Departmental budget variances were results of Salaries and Benefits, CalPERS UAL payment (overbudget); and Contractual Services and Professional & Technical expenditures (underbudget)
- Expenditures were reduced by \$1.67M for final COVID reimbursements collected for project closeouts (LTD: \$2.3M)
- Audited Fiscal Year 2024-25 Financial Report will provide final picture

Q3 & Q4: GENERAL FUND EXPENDITURES

Q3 & Q4 General Fund Expenditures Actuals: **\$93,886,298**



FY 2024-25 GENERAL FUND EXPENDITURES (12 MONTHS)

Fiscal Year 2024-25						
	Expenditure Source	Adopted Full Year Budget	Revised Full Year Budget	Actual Appropriations Expended Through Q4*	Variance in Dollar - Revised Budget to Actuals	Percentage Expended*
1	Police	\$22,231,649	\$23,818,364	\$24,479,417	\$661,054	103%
2	Fire	15,663,956	16,699,925	16,869,842	169,917	101%
3	Transfers Out	14,996,546	15,081,546	15,188,217	106,672	101%
4	Public Works	9,844,794	9,775,794	8,317,519	(1,458,274)	85%
5	Non-departmental	6,785,227	6,785,227	7,143,577	358,349	105%
6	Recreation, Parks & Library	10,744,896	10,461,279	9,596,844	(864,435)	92%
7	Community Development	3,745,094	3,800,592	3,151,917	(648,675)	83%
8	Information Technology	3,912,086	3,911,403	3,054,905	(856,498)	78%
9	City Manager	2,807,177	2,926,274	2,608,938	(317,337)	89%
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11	Human Resources	2,194,785	2,134,785	1,335,019	(799,766)	63%
12	City Attorney	897,450	897,450	752,234	(145,216)	84%
13	City Clerk	658,095	658,095	419,935	(238,160)	64%
14	City Council	224,272	224,272	210,626	(13,645)	94%
15	Covid-19 Reimbursements		0	(1,673,885)	(1,673,885)	0%
Total General Fund Expenditures		\$97,472,672	\$99,941,651	\$93,886,298	(\$6,055,353)	93.94%
*Does not include encumbrances						

FY 2024-25 ALL FUND EXPENDITURES (12 MONTHS)

	Fund Name	Actual Expenditures to Date	Revised Full Year Budget	Variance in Dollar*	Percentage Expended*
1	General Fund	\$93,886,298	\$99,941,651	(\$6,055,353)	94%
2	Water Fund	34,227,592	39,333,606	(5,106,013)	87%
3	Transportation Funds	3,391,076	4,797,863	(1,406,787)	71%
4	Debt Service POBs	9,477,140	9,500,314	(23,174)	99.8%
5	Wastewater Fund	5,086,648	8,672,426	(3,585,778)	59%
6	General Fund CIP	11,419,909	30,357,549	(18,937,640)	38%
7	Equip. Replacement Fund	3,631,892	12,165,227	(8,533,334)	30%
8	Workers Comp. Fund	2,864,885	3,418,321	(553,436)	84%
9	General Liability Fund	3,293,956	3,769,563	(475,607)	87%
10	Dev. Services Trust	75,427	887,479	(812,052)	8%
11	Public Safety Special Rev.	1,358,209	3,221,575	(1,863,365)	42%
12	Other Special Rev.	939,394	1,977,535	(1,038,141)	48%
13	Rec & Econ Dev Trust Fund	1,116,022	136,000	980,022	821%
14	Cultural Dev. Trust Fund	135,917	277,604	(141,687)	49%
15	Debt Service Fund	522,851	542,851	(20,000)	96%
16	Solid Waste Fund	281,425	330,000	(48,575)	85%
17	Senior Housing Fund	11,217	194,295	(183,079)	6%
	Total	\$171,719,859	\$219,523,858	(\$47,803,999)	78.22%

*Does not include encumbrances

RESERVES & FUND BALANCE

General Fund Reserve: 25% (\$23.5M)

General Fund Balance: \$43.5M (as of 6/30/25)

Economic Uncertainty Reserve: \$2M

OPEB Reserve: \$36.4M

Pension Trust Reserve: \$6.4M

General Fund CIP Reserve: \$400k

- Financial Module Implementation: **January 2025**
- General Ledger Number: **March 2025**
- Implementation of Acct/AP/AR/GB/PO/Budget:
March 2025 to September 2025
- End user training: **September 16-18, 2025**
- **Go-Live: October 6, 2025**
- Human Resources Mgt/Payroll & Utility Billing:
Summer of 2026

STAFF RECOMMENDATIONS

1. **Receive and File** the Third & Fourth Quarters Fiscal Year 2024-25 Financial Report.



City Council Agenda Statement

Meeting Date: September 16, 2025

Agenda Heading: Reports

Item Number: G.20

TITLE:

Resolution Supporting USA Surfing's Recertification as the National Governing Body for Olympic Surfing

RECOMMENDATION:

1. Adopt a resolution supporting USA Surfing's recertification as the National Governing Body of Olympic surfing.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

Despite overwhelming support from the International Surfing Association (the International Olympic Committee's recognized federation for surfing), the World Surf League, Olympic athletes, and industry leaders, the U.S. Olympic and Paralympic Committee has created a process that would shift governance of Olympic surfing to U.S. Ski & Snowboard, an organization with no history in the sport of surfing. This not only disregards the voices of surfers and our community, but also undermines the Ted Stevens Act and the Amateur Sports Act (36 U.S.C. § 220501 et seq.), because National Governing Bodies may only belong to one international federation and U.S. Ski and Snowboarding is already a member of the International Ski Federation.

DISCUSSION:

As a beachfront community and home to the HQ of the World Surf League, the sport is an important part of our community and our economy. El Segundo is located next to several popular surf spots, including Dockweiler and El Porto. Local and international surfers support the city's hotels, restaurants, and shops. The City of El Segundo joins the International Surfing Association and the World Surf League in support of USA

Resolution to Support USA Surfing's Recertification as the National Governing Body for Olympic Surfing.

September 16, 2025

Page 2 of 2

Surfing as the proper and only organization eligible to serve as the National Governing Body for Olympic surfing in the United States.

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.

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:

1. Resolution re USA Surfing

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF EL SEGUNDO,
CALIFORNIA SUPPORTING USA SURFING'S RECERTIFICATION AS
THE NATIONAL GOVERNING BODY FOR OLYMPIC SURFING**

RECITALS

- A. Surfing is an iconic sport and cultural tradition in California, contributing to the State's economy, identity, and global reputation;
- B. The Los Angeles 2028 Olympic Games will feature surfing at Lower Trestles in Southern California, creating a once-in-a-generation opportunity for local athletes, communities, and businesses;
- C. The International Surfing Association (ISA), the International Olympic Committee's recognized federation for surfing, has publicly affirmed its support for USA Surfing as the proper and only organization eligible to serve as the National Governing Body (NGB) for Olympic surfing in the United States;
- D. USA Surfing has demonstrated its steadfast commitment to the full athlete pipeline — including juniors, masters, para-surfers, longboarders, SUP surfers, and racers — while funding national teams, training programs, and international competitions;
- E. Attempts to shift governance of Olympic surfing to U.S. Ski & Snowboard, an organization with no history in the sport of surfing and an existing membership in the International Ski Federation, would violate the Ted Stevens Olympic and Amateur Sports Act (36 U.S.C. § 220501 *et seq.*), because NGBs may only belong to one international federation and U.S. Ski and Snowboarding is already a member of the International Ski Federation;
- F. In addition, shifting governance to U.S. Ski & Snowboard would violate the Olympic Charter, which demands athletes with the right to have their sport governed by those with genuine expertise and commitment; and
- G. Undermining USA Surfing's recognition jeopardizes the ability of U.S. athletes to compete in LA28 and threatens the integrity of surfing's governance.

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

SECTION 1. Based on the foregoing recitals, the City Council hereby:

- 1. Expresses its strong support for USA Surfing's recertification as the National Governing Body for Olympic Surfing and urges the U.S. Olympic and Paralympic Committee to respect the voices of athletes, the International Surfing Association, and the California surf community.
- 2. Directs the City Clerk to transmit this resolution to the U.S. Olympic and Paralympic Committee, California's Congressional delegation, and USA Surfing leadership.

SECTION 2: Severability. If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 3: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's original resolutions and make a minute of this adoption of the Resolution in the City Council's records and the minutes of this meeting.

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

PASSED AND ADOPTED this ____ day of September, 2025.

Chris Pimentel,
Mayor

ATTEST:

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Susan Truax, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, CITY ATTORNEY

David King, Assistant City Attorney