



AGENDA

EL SEGUNDO CITY COUNCIL
SPECIAL MEETING
MONDAY, APRIL 17, 2023

1:00 PM

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

Drew Boyles, Mayor
Chris Pimentel, Mayor Pro Tem
Carol Pirsztuk, Council Member
Lance Giroux, Council Member
Ryan W. Baldino, Council Member

Tracy Weaver, City Clerk
Matthew Robinson, City Treasurer

Executive Team

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

Mark Hensley, City Attorney
Joe Lillio, Chief Financial Officer
Deena Lee, Fire Chief
Rebecca Redyk, HR Director
Elias Sassoon, Public Works Dir.

MISSION STATEMENT:

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

VISION STATEMENT:

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

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

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

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

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

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

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

1:00 PM – OPEN SESSION – CALL TO ORDER / ROLL CALL

PLEDGE OF ALLEGIANCE – Council Member Pirsztuk

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

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

A. PROCEDURAL MOTIONS

Read All Ordinances and Resolutions on the Agenda by Title Only

Recommendation -

Approval

B. STAFF PRESENTATIONS

1. FY 2023-24 Budget Study Session

Recommendation -

1. City Council to conduct a Budget Study Session and provide direction as necessary.
2. Alternatively, discuss and take other action related to this item.

ADJOURNMENT

POSTED:

DATE: April 14, 2023

TIME: 2:00 PM

BY: Lili Sandoval, Deputy City Clerk



City Council Agenda Statement

Meeting Date: April 17, 2023

Agenda Heading: Staff Presentations

Item Number: B.1

TITLE:

FY 2023-24 Budget Study Session

RECOMMENDATION:

1. City Council to conduct a Budget Study Session and provide direction as necessary.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

N/A

BACKGROUND:

DISCUSSION:

- I. Study Session Overview
- II. Background Items
- III. Proposed FY 2023-2024 Budget
 - A. City-wide Budget Summaries
 - B. General Fund Estimated Revenues - by Source
 - C. General Fund Proposed Appropriations - by Department
 - D. Capital Improvements Program (CIP) Update
 - E. Reserve Policies

FY 2023-24 Budget Study Session

April 17, 2023

Page 2 of 2

IV. Next Steps

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5B: El Segundo approaches its work in a financially strategic and responsible way.

PREPARED BY:

Joseph Lillio, Chief Financial Officer

REVIEWED BY:

Joseph Lillio, Chief Financial Officer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Budget Study Session_April 17_2023_Council Budget Study Session_PPT_v11
2. Exhibit A: Master Budget Study Session File
3. Exhibit B: Fire Budget Details
4. Exhibit C: Police Budget Details
5. Exhibit D: Proposed 5 Year CIP Program_FY 2023-24
6. Exhibit E: Proposed General Fund Reserve Policy 2023-2024
7. Exhibit F: Economic Uncertainty Reserve 2023-2024
8. Exhibit G: Topgolf Revenue Allocation Policy



Fiscal Year 2023-2024 Budget Study Session

April 17, 2023

City Council Strategic Plan Goals

Enhance Customer Service, Diversity, Equity, Inclusion, and Communication

Support Community Safety and Preparedness

Promote a Quality Workforce through Teamwork and Organizational Efficiencies

Develop and Maintain Quality Infrastructure and Technology

Champion Economic Development and Fiscal Sustainability

Budget Terms

- Appropriation: authorization to make expenditures and incur obligations for a specific purpose.
- Capital Improvement Plan (CIP): financial plan of proposed capital improvement projects and the means of financing them, usually prepared for a 5-year period.
- Debt Service Funds: account for the accumulation of resources set aside for the repayment of City-issued debt.
- Enterprise Fund: account for costs of those governmental facilities and services that are operated in a manner similar to private enterprise. These programs are entirely, or predominately, self-supporting.
- General Fund: City's primary fund; used to account for those revenues and expenditures that are not legally restricted for use.
- Interfund Transfer: monies transferred from one fund to another in order to reimburse that fund for expenditures or to finance the operation of that fund.
- Internal Service Funds: accounts for revenues received and expenses incurred for services or commodities provided by that fund to user departments.
- Special Revenue Funds: funds that separately account for monies that are restricted as to use by the City Council, the State of California, or the Federal Government

FY 2022-2023 General Fund Revenue Year-End Estimated

No.	General Fund Revenue	FY 2022-2023 Est. Mid-Year Revenue	FY 2022-2023 Year-End Est.	Dollar Change	% Change
1	Sales & Use Tax	\$14,600,000	\$14,600,000	\$0	-
2	Business License	11,300,000	11,910,000	610,000	5.4%
3	Transient Occupancy Tax	12,500,000	12,500,000	0	-
4	Property Tax	10,145,860	10,145,860	0	-
5	Chevron Tax Reso Agreement (True-up)	7,578,805	5,865,512	(1,713,293)	-22.6%
6	Utility User Tax (UUT)	7,431,908	11,671,908	4,240,000	57.1%
7	Charges for Services	4,797,150	4,447,150	(350,000)	-7.3%
8	Franchise Tax	3,500,000	5,450,000	1,950,000	55.7%
9	Interest & Rental Income	2,874,000	2,674,000	(200,000)	-7.0%
10	Intergovernmental	2,258,306	2,258,306	0	-
11	License & Permits	2,200,000	2,200,000	0	-
12	Transfers In	2,191,733	2,191,733	0	-
13	Other Revenues	2,163,683	2,163,683	0	-
14	Fines & Forfeitures	376,766	376,766	0	-
Total General Fund Revenues		\$83,918,211	\$88,454,918	\$4,536,707	5.4%

Chevron Tax Resolution Agreement (TRA)

Chevron Calculation				
	FY 2022-2023	FY 2021-2022	FY 2020-2021	FY 2019-2020
Tax Paid	FY 21-22 Revenues	FY 20-21 Revenues	FY 19-20 Revenues	FY 18-19 Revenues
Gas UUT	1,683,452.88	872,758.25	1,073,962.09	1,318,802
Cogen UUT	2,487,831.83	1,476,845.48	1,022,244.71	1,477,367
Water UUT	149,050.72	158,874.34	157,339.73	201,520
Property Tax	1,317,359.24	1,650,302.33	1,693,923.05	1,530,867
Electric UUT	447,486.00	250,029.55	164,887.00	168,444
Business License Tax	1,554,366.81	1,332,954.73	1,248,084.97	1,117,850
Sales/Use Tax	1,078,173.24	507,828.76	1,032,586.23	1,146,178
Total Chevron Taxes Paid	8,717,721	6,249,593	6,393,027.78	6,961,028
Annual Tax Payment	13,572,111	13,071,473	12,863,091.36	12,479,957
CPI-U Increase	1,011,122 7.45	500,637 3.83	208,382.08 1.62	383,135 3.07
Total Chevron Taxes Due	14,583,233	13,572,111	13,071,473.44	12,863,091
Resolution Payment due March 2023	5,865,512.42	7,322,517.44	6,678,445.66	5,902,063.27

Chevron TRA

- FY 2022-23 total payment due to the City per the Tax Resolution Agreement is \$14,583,233 (increases by December CPI each year)
 - Chevron paid \$8,717,721 in total taxes (UUT, BLT, Sales Tax, etc.)
 - Difference in taxes paid versus the total amount owed per the agreement is captured through the true-up TRA payment due March 31 each year.
 - Total payment due represents about 16%-17% of total General Fund Revenue

FY 2022-2023 General Fund Appropriations

No.	Department	FY 2022-2023 Adopted Budget	FY 2022-2023 Year-End Estimate	\$ Change	% Change
1	Police	\$20,378,246	\$20,628,246	\$250,000	1%
2	Fire	13,564,268	14,026,268	\$462,000	3%
3	Transfers Out	13,985,120	13,985,120	\$0	0%
4	Public Works	7,154,856	7,504,856	\$350,000	5%
5	Non-Departmental	6,128,801	6,328,801	\$200,000	3%
6	Recreation, Park and Library	8,685,569	8,722,569	\$37,000	0%
7	Community Development Department	3,828,987	3,828,987	\$0	0%
8	Information Technology	3,741,130	3,741,130	\$0	0%
9	City Manager	2,850,000	2,850,000	\$0	0%
10	Finance	2,576,681	2,576,681	\$0	0%
11	Human Resources	1,492,491	1,659,391	\$166,900	11%
12	City Attorney	770,450	770,450	\$0	0%
13	City Clerk	568,511	568,511	\$0	0%
14	City Council	216,018	216,018	\$0	0%
	Total	\$85,941,128	\$87,407,028	\$1,465,900	1.71%

FY 2023-2024 Revenue Assumptions All Funds

- General Fund
- Solid Waste
- Capital Improvement Fund
- Admin Charges (Other Revenues)
- Charges for Internal Services (Charges to Other Departments), including Workers' Compensation Reserve/Insurance
- Enterprise Funds (water, wastewater)
- Equipment Replacement
- Senior Housing
- Special Revenue Funds (i.e Transportation, Public Safety, State, Federal, Grants)

\$163,496,148 Total

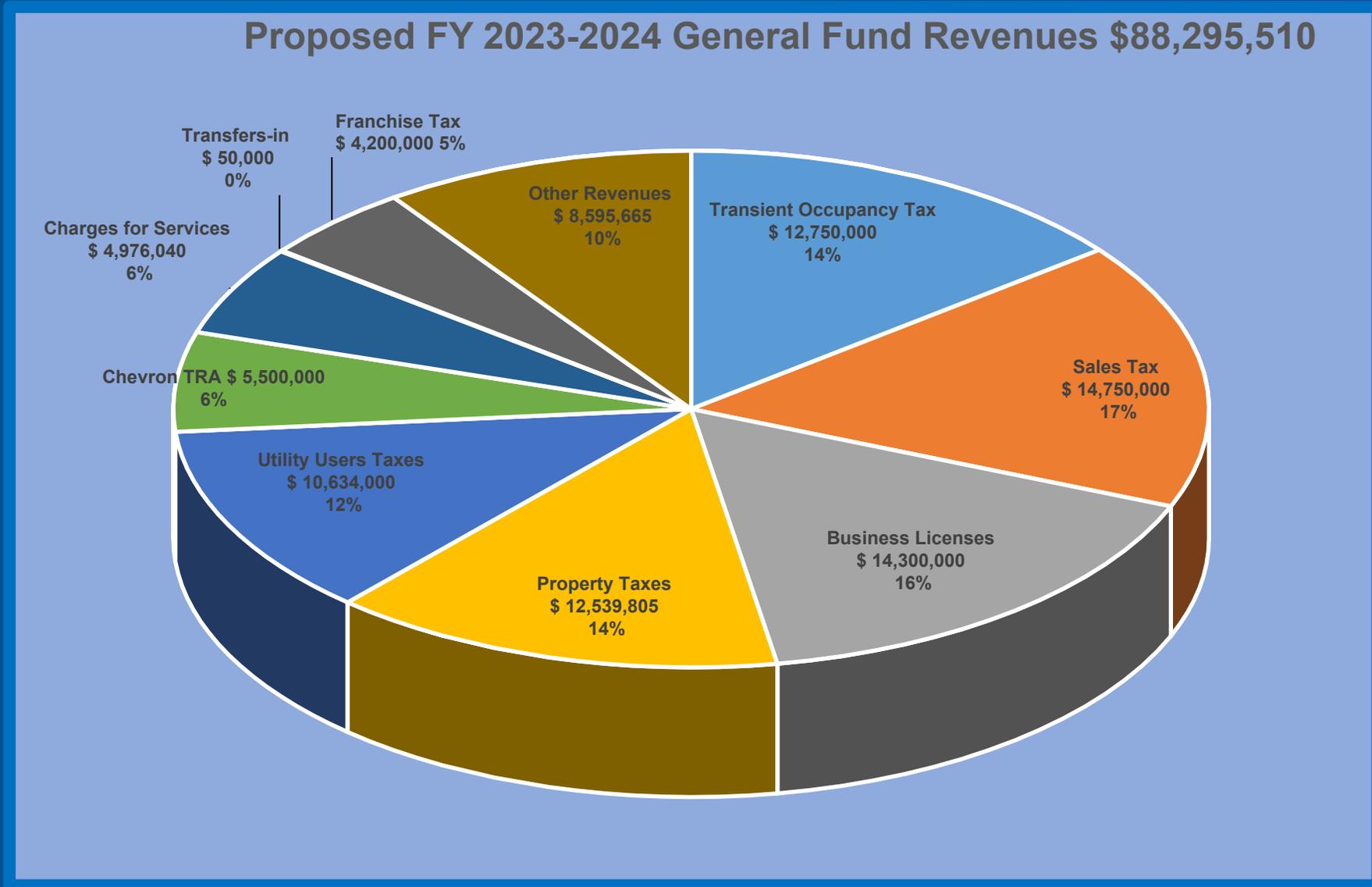
FY 2023-2024 Revenues All Funds

No.	Fund Name	Year-End Revenue Forecast FY 2022-2023	% of Budget	FY 2023-2024 Proposed Revenues	% of Budget
1	General Fund	\$88,454,917	56.3%	\$88,295,510	54.0%
2	Water Fund	36,825,000	23.4%	36,850,000	22.5%
3	Debt Service POBs	9,490,010	6.0%	9,497,716	5.8%
4	General Fund CIP	1,500,000	1.0%	8,025,000	4.9%
5	Wastewater Fund	5,344,000	3.4%	5,475,000	3.3%
6	Workers Compensation Fund	3,125,374	2.0%	3,235,881	2.0%
7	General Liability Fund	3,030,000	1.9%	3,115,000	1.9%
8	Equipment Replacement Fund	1,397,000	0.9%	2,261,969	1.4%
9	Transportation Funds	2,153,300	1.4%	2,229,935	1.4%
10	Rec & Econ Dev Trust Funds	0	0.0%	1,050,000	0.6%
11	Public Safety Special Rev.	3,347,858	2.1%	824,137	0.5%
12	Other Special Rev.	782,000	0.5%	795,700	0.5%
13	Solid Waste Fund	270,000	0.2%	600,000	0.4%
14	Cultural Dev. Trust Fund	500,000	0.3%	500,000	0.3%
15	Debt Service Fund	360,000	0.2%	367,200	0.2%
16	Dev. Services Trust	245,000	0.2%	270,000	0.2%
17	Senior Housing Fund	10,000	0.0%	103,099	0.1%
18	Golf Fund	200,000	0.1%	0	0.0%
19	Economic Uncertainty	100,000	0.1%	0	0.0%
Total		157,134,459	100.0%	163,496,148	100.0%

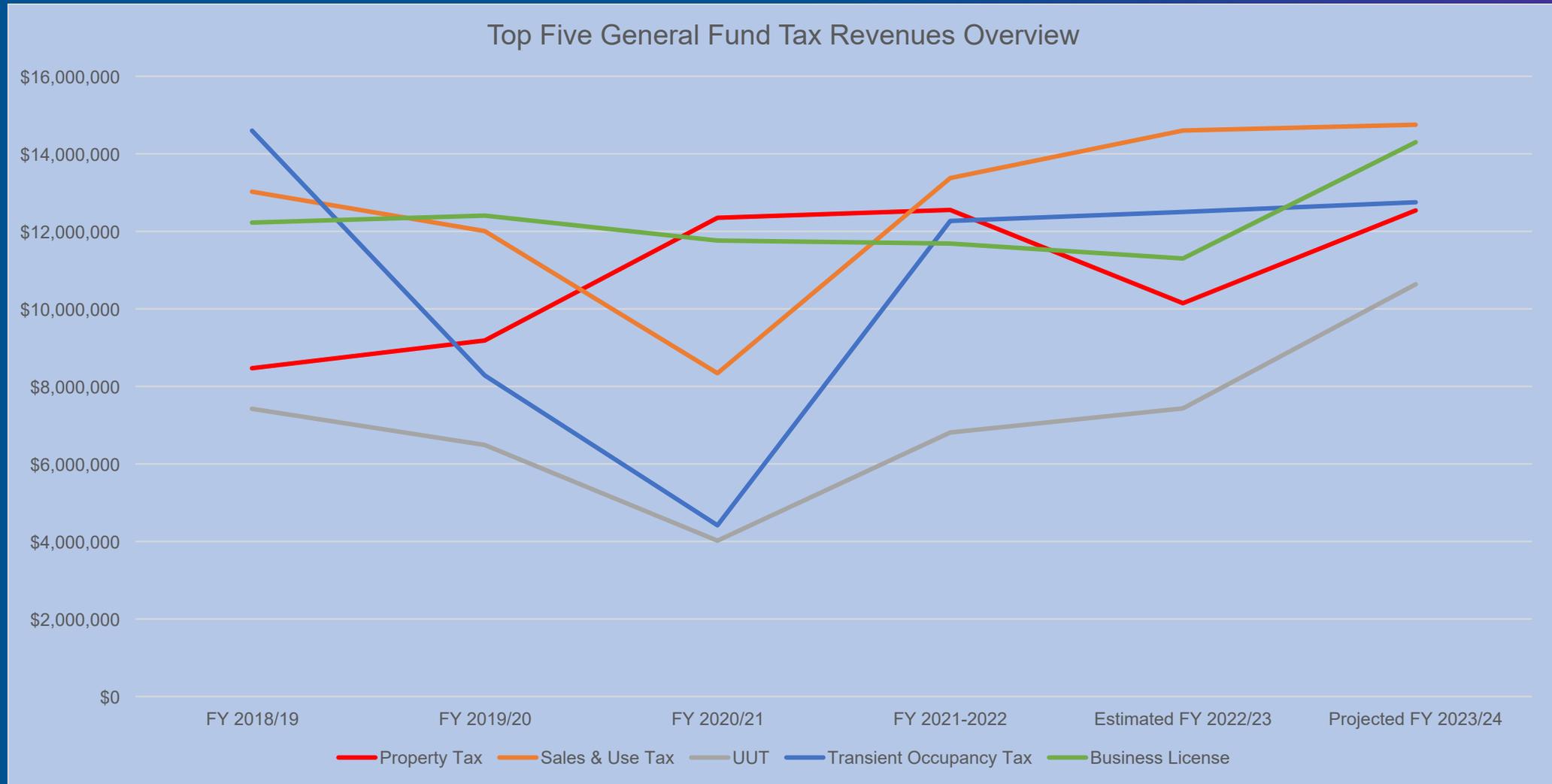
FY 2023-2024 Proposed General Fund Revenue

No.	General Fund Revenue	FY 2022-2023 Year-End Estimate	FY 2023-2024 Projected	\$ Change	% Change
1	Sales & Use Tax	\$14,600,000	14,750,000	150,000	.2%
2	Business License	11,910,000	14,300,000	2,390,000	2.7%
3	Transient Occupancy Tax	12,500,000	12,750,000	250,000	.3%
4	Property Tax	10,145,860	12,539,805	2,393,945	2.7%
5	Chevron Tax Reso Agreement	5,865,512	5,500,000	(365,512)	-.4%
6	Utility User Tax (UUT)	11,671,908	10,634,000	(1,037,908)	-1.2%
7	Charges for Services	4,447,150	4,976,040	528,890	.6%
8	Transfers In	2,191,733	50,000	(2,141,733)	-2.4%
9	Franchise Tax	5,450,000	4,200,000	(1,250,000)	-1.4%
10	Other Revenues	2,163,683	3,112,944	949,261	1.1%
11	Intergovernmental	2,258,306	130,000	(2,128,306)	-2.4%
12	License & Permits	2,200,000	2,182,000	(18,000)	0%
13	Interest & Rental Income	2,674,000	2,843,620	169,620	.2%
14	Fines & Forfeitures	376,766	327,101	(49,665)	-.1%
Total General Fund Revenues		\$88,454,918	\$ 88,295,510	\$ (159,408)	-0.2%

FY 2023-2024 Proposed General Fund Revenue



FY 2023-2024 Top Five General Fund Tax Revenues Overview



Topgolf Revenue

FY 2023-2024 – General Fund Payments

- **Included in FY 2023-2024 revenue estimates**
- Annual \$1,300,000 driving range ground lease payment
 - \$910,000 (70%) dedicated to annual pension contribution
 - \$390,000 (30%) dedicated to the repayment of loan to the Equipment Replacement Fund
- Annual \$200,000 Community Benefit Contribution
 - Dedicated to Recreation and Park capital improvement projects
- Recurring 3% beverage fee payment at driving range & golf course (minimum guarantee of \$200,000)
 - Dedicated to General Fund for general use purposes
 - First payment is due by July 15, 2023
- Annual \$20,000 golf course ground lease payment
 - Dedicated to General Fund for general use purpose

Proposed FY 2023-2024 Appropriations (All Funds)

No.	Fund Name	Adopted FY 2022-2023	% of Total Budget	Proposed FY 2023-2024	% of Total Budget
1	General Fund	\$85,941,128	54.1%	\$88,175,566	47.7%
2	Water Fund	31,359,005	19.7%	31,772,572	17.2%
3	Equip. Replcmt. Fund	1,386,989	0.9%	18,233,737	9.9%
4	General Fund CIP	7,870,893	5.0%	15,379,000	8.3%
5	Debt Service POBs	9,800,000	6.2%	9,497,706	5.1%
6	Wastewater Fund	6,500,017	4.1%	6,791,056	3.7%
7	Workers Comp. Fund	3,263,365	2.1%	3,405,200	1.8%
8	General Liability Fund	3,572,125	2.2%	3,222,127	1.7%
9	Transportation Funds	4,840,258	3.0%	2,599,026	1.4%
10	Public Safety Spcl. Rev.	1,782,642	1.1%	2,557,796	1.4%
11	Other Special Rev.	1,350,800	0.9%	1,024,592	0.6%
12	Senior Housing Fund	75,313	0.0%	808,981	0.4%
13	Debt Service Fund	545,000	0.3%	603,300	0.3%
14	Solid Waste Fund	270,000	0.2%	300,000	0.2%
15	Rec & Econ Dev Trust	0	0.0%	169,000	0.1%
16	Cultural Dev. Trust Fund	326,000	0.2%	92,196	0.0%
17	Golf Fund	10,000	0.0%	0	0.0%
18	Economic Uncertainty	0	0.0%	0	0.0%
	Total	\$158,893,535	100.0%	\$184,581,856	100.0%

FY 2023-2024 General Fund Budget Update

No.	Department	FY 2022-2023 Year-end Estimate	FY 2023-2024 Proposed Appropriations	\$ Variance	% Variance
1	Police	\$20,628,246	\$21,362,405	\$734,159	4%
2	Fire	14,026,268	14,189,002	\$162,734	1%
3	Transfers Out	13,985,120	10,297,706	(\$3,687,414)	-27%
4	Public Works	7,504,856	8,602,036	\$1,097,180	15%
5	Non-Departmental	6,328,801	6,745,052	\$416,251	7%
6	Recreation, Park and Library	8,722,569	10,233,080	\$1,510,511	17%
7	Community Development Department	3,828,987	3,802,120	(\$26,867)	-1%
8	Information Technology	3,741,130	3,864,715	\$123,585	3%
9	City Manager	2,850,000	2,903,270	\$53,270	2%
10	Finance	2,576,681	2,472,453	(\$104,228)	-4%
11	Human Resources	1,659,391	2,116,401	\$457,010	28%
12	City Attorney	770,450	835,450	\$65,000	8%
13	City Clerk	568,511	516,545	(\$51,966)	-9%
14	City Council	216,018	235,329	\$19,311	9%
	Total	\$87,407,028	\$88,175,566	\$768,538	0.76%

FY 2023-2024 Budget Appropriation Assumptions

- \$88,175,566 total Proposed Appropriations (General Fund)
 - \$53,989,518 (61.2%) Personnel related (salaries & benefits)
 - \$23,858,341 (27.0%) Operations & Maintenance
 - \$130,000 (.1%) Capital Outlay
 - \$10,297,706 (11.7%) Transfers Out (primarily Pension Obligation Bonds)
- Public Safety = \$42,942,855 (48.7% of General Fund)
 - Police: \$17,062,790 (personnel), \$4,299,615 (O&M), \$3,939,826 (Police portion of POBs)
 - Fire: \$12,046,118 (personnel), \$2,042,885 (O&M), \$3,551,621 (Fire portion of POBs)
- Miscellaneous
 - \$24,880,610 (personnel)

FY 2023-2024 Budget Appropriation Assumptions (cont'd)

- Salaries and Benefits
 - 5% vacancy rate (personnel) is recommended
 - Approximately \$2.2 million reduction in salaries and benefits
 - Equivalent to 14 full-time positions
 - Average number of vacancies at a given time is 30 employees or 11%
 - Minimum wage has increased from \$15 to \$15.50
- General Fund
 - Overall expenses for utilities, subscriptions, contracts, goods, maintenance, dues, fees and consultant services show increases due to inflation

FY 2023-24 General Fund Transfers Out

- Included in the Proposed Budget
 - Finance – add to Administration for ERP System: \$500,000
 - Transfer from General Fund to Solid Waste: \$600,000
 - Annual GF subsidy is \$300,000, until rates are adjusted
 - Transfer from General Fund to Senior Housing: \$200,000
 - Recommended annual contribution to Senior Housing CIP Reserve dedicated for Park Vista
- Not included in Proposed Budget
 - Pension Trust Payment: \$500,000

FY 2023-2024 Departmental Request: City Manager Office & City Council

- Department comprised of City Manager, Communications, El Segundo Media, and Economic Development
- Few overall changes; some funding reallocated within Dept.
- From passage of Measure B in 2016, T.O.T. rate increase to 12%, City pledged to using some of the increased revenue for economic development activities
- Includes a “proposed” State and Federal lobbyist at \$40,000
- \$45,000 in prior Chevron donations, Economic Development Trust fund, to be utilized for a special event, Champions of Business
- Management Analyst position reprogrammed to Special Projects Coordinator



FY 2023-2024 Departmental Request: Information Systems Department (ISD)

- ISD budget now includes ongoing technology charges and costs Citywide (first year of new technology is budgeted by the specific department; ISD assumes the program/system budget in subsequent years)
- Includes a comprehensive listing and assessment/inventory of programs, software, systems and platforms used Citywide
- Recently aligned department roles and responsibilities through a mid-year department reorganization



Information Technology FY 2023-2024 Initiatives

1. Research and plan replacement of Enterprise Resources Planning (ERP) system in conjunction with the Finance Department.
2. Investigate and present on digital solutions that will contribute to a digital city hall.
3. Present a demo on Open Data Portals.
4. Fill open positions and optimize staffing. Do more with less.
5. Create and implement a Digital Record Retention Policy.
6. Upgrade network infrastructure & cyber security systems.
7. Deploy Microsoft Teams as the city's standard collaboration tool.

FY 2023-2024 Departmental Request: Human Resources (HR)

- Budget increased to provide core HR services, including but not limited to:
 - Class, Series, Class & Comp Studies
 - Employee engagement initiatives: \$100,000 (City Council Strategic Goal - restored following cut to this item during COVID-19 budget cuts)
 - Implementing additional staff as approved at mid-year
- Some items reflective of specific, current needs:
 - Employee investigations
 - Executive recruitments
 - Testing and recruitment (Public Safety)
 - Training and coaching



FY 2023-2024 Departmental Request: Finance & Treasury

- Includes partial funding for Enterprise Resource Planning (ERP) project at \$500,000
- Continued implementation of new GASB requirements
- Recruitment of new CFO
- Implementation of Measure BT (Business License Tax)
- Measure T (appointed Treasurer) to be implemented in December 2024



FY 2023-2024 Departmental Request: Recreation, Parks and Library

- Services returning to pre-pandemic status; inflation increases; and restoring items previously deferred:
 - Deferred maintenance for facilities; replacement of park trashcans; downtown hanging baskets; New decorative lighting in downtown
 - Includes Candy Cane Lane event security
 - Added Laser Grading of fields: this service is needed annually until fields are redone
 - Increase to Farmers Market to help reinvigorate the program
 - Increase to Teen Center activities (budget was cut during pandemic)
 - Increase to minor ongoing repairs and maintenance at Wiseburn Aquatic Center (i.e.: lane lines, scoreboard, flags, water polo goals, pool cover reels)



FY 2023-2024 Departmental Request: Recreation, Parks and Library (cont'd)

Two big projects: The Plunge and Recreation Park Phase I

- The Plunge
 - Construction to begin in FY 2023-2024

Current designated (reserve) amounts for the Plunge \$4.7M:

\$2.5M in The Plunge “reserve” Trust Fund

\$2.2M in the Capital Improvement Program (CIP) fund thru FY 2022-2023
appropriation (about \$250k has already been used for design)

Pending contributions to The Plunge reserve:

\$1M pending from Chargers/Mar Ventures

Recommended contribution to the Plunge reserve for FY 2023-24 of \$2.5M from the GF

Recommended contribution to the Plunge reserve for FY 2024-25 of \$2.5M from the GF

Potential total balance in The Plunge “reserve” by FY 2024-25 \$10.7M



FY 2023-2024 Departmental Request: Recreation, Parks and Library (cont'd)

Two big projects: The Plunge and Recreation Park Phase I & II

- Recreation Park Phase I

- Phased-in approach, beginning with design work in FY 2023-2024
- Construction to begin in FY 2024-2025

Current designated (reserve) amounts for Rec Park \$1.7M:

Recommended contribution to Rec Park reserve for FY 2023-24 of \$3M from the GF

Recommended contribution to Rec Park reserve for FY 2024-25 of \$2M from the GF

Recommended contribution to Rec Park reserve for FY 2025-26 of \$2M from the GF



Potential total balance in Rec Park Phase I “reserve”: \$8.7M

FY 2023-2024 Departmental Request: Police Department

- Few overall changes
- Administrative charges decreased despite inflation due to some cost-comparisons, negotiating with vendors, and seeking vendors offering competitive pricing
- \$500k budgeted in general liability insurance per City Council direction to reflect cost recovery of claims associated with PD
- Increase to personnel background charges resulting from hiring push
- \$1M reserved for short-term “additional staffing needs” and anticipated technology upgrades for policing from public safety development impact fees & special revenue funds (non-General Fund sources); Public Safety Taskforce recommendation



FY 2023-2024 Departmental Request: Police Department (cont'd)

Staffing:

- As of April 2023, department has 58 of 62 authorized sworn personnel (includes current Academy enrollees)
- Previous Fiscal Years budgets included frozen and vacant positions, which are now returning to this Fiscal Year
 - Recruitment efforts will continue due to forthcoming retirements
- Overtime numbers increase when:
 - Training is increased
 - Crime spikes
 - Both scenarios require officers to be taken from other divisions to cover positions
 - O.T. was historically \$1.3M/year prior to COVID and has been just under \$1M/year post-COVID.



FY 2023-2024 Departmental Request: Police Department (cont'd)

Police Department Annual Support Outside Department:

- El Segundo Unified School District (2 School Resources Officers)
 - In addition to City's annual support to ESUSD to fund crossing guards
- City of El Segundo City Special Events, which have increased post-pandemic (Staffing for Safety)
 - Police Officers hours worked in calendar year 2022 for City Events totaled 1,039; some of these events are reimbursable
 - Events with the greatest number of Officer hours for 2022 were: Fourth of July, Candy Cane Lane, the Holiday Parade, and the Main Street Fair.
- Private Business Security & Patrol (Staffing for Safety; reimbursed by businesses). Examples:
 - Top Golf
 - Chevron
 - L.A. Lakers
 - Filming (various, through permit process with City)



FY 2023-2024 Departmental Request: Police Department (cont'd)

- South Bay Regional Public Communications Authority (SBRPCA) Dispatch
 - Contract amount increased in 2021 and annual by CPI factor
 - Police Department has historically paid the full assessment for this contract, though SBRPCA dispatch services both Police and Fire
 - Next fiscal year, Fire will begin funding a portion of this contract and the cost will be split as follows: Of the \$2,044,684 total cost for SBRPCA, Fire's share will be approximately \$562,343.



FY 2023-2024 Departmental Request: Fire Department

- Comprised of Administration, Fire Prevention, CUPA, Suppression, Paramedic, and Emergency Management
- Fire Prevention division to be staffed with 5 FTE's
- Unfreezing of Emergency Management Coordinator increases overall personnel and M&O budget by \$350,000
 - A portion of the Emergency Management budget M&O may be offset by a grant for EOC if/when awarded: \$100,000 GF & ~\$330,000 grant
 - Includes Public Education budget for such as C.E.R.T. and Preparedness Day
- Telestaff (scheduling software) increases M&O budget; Telestaff to be implemented in FY 2023-2024
- Historical and ongoing vacancies incur overtime costs to backfill staff



FY 2023-2024 Departmental Request: Fire Department (cont'd)

- Urban Search and Rescue (USAR) costs increase due to previous grant funding ending with conclusion of current grant (Homeland Security Grant Program)
- Implementation of new software for reporting/reports. Will overlap with last year of current reporting software.



FY 2023-2024 Departmental Request: Fire Department (cont'd)

Fire Department Cost Recovery Programs:



FY 2023-2024 Departmental Request: City Clerk

- No Election activity for FY 2023-2024 (minimal amount budgeted is for training and meetings)
- Trainings completed in FY2022-2023 results in decrease in trainings and education overall for Administration division



FY 2023-2024 Departmental Request: City Attorney

- 10% increase in services due to pending and potential new investigations, claims, and lawsuits.



FY 2023-2024 Departmental Request: Community Development Department

- Cost savings from increase to in-house services such as Building division plan checks and Planning division entitlements performed by staff
 - Other outside consultants utilized for specialized services such as traffic and parking study reviews, and implementations
- Temporary staff service for digitizing Planning files
- Neighborhood Preservation request for \$50k for noise/vibration/environmental analysis

**Community Development Department budgets programs such as Juvenile Diversion, Community Outreach, Delivered Meals and Senior-In-Home Care*



FY 2023-2024 Departmental Request: Community Development Department (cont'd)

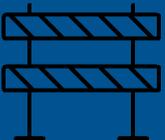
Non-General Fund Projects and New Budget Items:

- Community Development Block Grant (CDBG): Library Park ADA Improvements project
- Residential Sound Insulation (RSI) Program: Budget for two appraisals for the sale of the RSI house
- Certified Access Specialist Program (CASP): pass-through surcharge to State; City's collected portion to be used for training
- \$800k transfer-out for Park Vista plumbing project



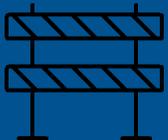
FY 2023-2024 Departmental Request: Public Works

- Government Buildings (increased costs):
 - Utilities increases at all government buildings, including Wiseburn Aquatic Center
 - Chemical costs for Wiseburn Aquatic Center
 - Increase in sandbags due to rain
 - Custodial and maintenance in facilities
- Engineering:
 - Contractual services needed due to staff vacancies
 - Some contractual services are reimbursable or semi-reimbursable (i.e.: inspections, land surveying, traffic engineering, specialized plan check)



FY 2023-2024 Departmental Request: Public Works (cont'd)

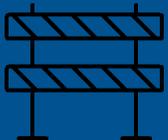
- **Street Services**
 - Street Sweeping contract cost increase
- **Engineering:**
 - Contractual services needed due to staff vacancies
 - Some contractual services are reimbursable or semi-reimbursable (i.e.: inspections, land surveying, traffic engineering, specialized plan check)
- **Traffic Safety:**
 - Electricity utility cost increases
- **Equipment Maintenance**
 - Increase to gas prices and cost of parts
 - Purchase of new equipment & vehicles

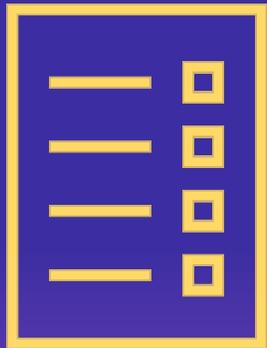


**Citywide vehicle operating charges are budgeted in Public Works*

FY 2023-2024 Departmental Request: Public Works (cont'd)

- Solid Waste:
 - SB1383 Enforcement
 - EDCO Contract Price Increases due to:
 - CPI
 - New Organics Recycling Requirement
 - Increase in bulky item pickup activity in the City: EDCO bills the City when they are sent to pick up bulky items too big for Public Works staff to pickup in truck; Public Works staff attempts to pickup if item size permits





New Budget Requests – FY 2023-2024

New Budget Requests

- ERP System: Multi Year project; current system end of life is June 2027. Requesting partial funding to begin project for new system (Finance), \$500,000
- Unfreeze Emergency Coordinator position and operational budget (Fire):
 - \$352,813 (\$160,622 for salary & benefits and \$192,191 for O&M)
- Emergency Operation Center (EOC) (Grant): \$100,000 GF & \$330,000 from grant for a total of \$430,000
- Employee Engagement, in support of City Council Strategic Goal #2 (HR), \$100,000
- Transfer \$200,000 to Senior Housing Fund, to occur annually
- Fund Pension Trust: Include annual funding; last time City funded the trust was in 2019; \$500,000 for FY 2023-24
- Request: \$1,752,813 GF & \$330,000 Federal Grants

\$2,082,813 (Total)

FY2023-2024 New Personnel Requests



Human Resources:

None



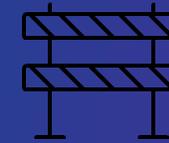
Police:

None



Fire:

Unfreeze
Emergency
Management
Coordinator;
Fire Prevention
Plan Checker
(pending)



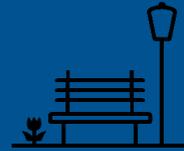
Public Works:

None



Community Development:

None



Recreation, Parks and Library:

Aquatics
Superintendent



Finance:

None



City Clerk:

Budgeted for
Assisted City
Clerk



Information Systems:

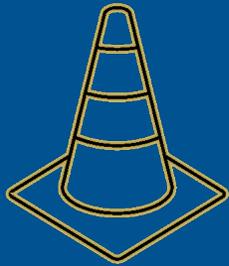
None



Human Resources:

None

Proposed 5-Year Capital Improvement Program (CIP)



Goal 4: Develop Quality Infrastructure and Technology

Objective: El Segundo's physical infrastructure supports an appealing, safe, and effective community.

- See attached Exhibit D, proposed 5-year CIP

Recommendation to Build General CIP Reserves

Establish General CIP Reserve:

- Build the fund over time
- Allows funding for Council to utilize for projects during the FY
- Potential to contribute to the reserve fund through completed CIP projects that are completed under-budget

Sample CIP Projects Completed or Soon to Be Completed

Grand Ave. Water Main Replacement
New Sidewalks at 400 Block of W. Mariposa Ave.
Recreation Park Checkout Building Restrooms
City Hall Restroom ADA improvements
Sewer Flume Replacement
Police Department Chiller Replacement
Civic Center Remodel (Phase 1)
Concrete Sidewalk Repair
Fire Station #1 and #2 Carpet Replacement
Sewer Main Citywide CCTV Inspection

Sample Project Pictures: New Sidewalks at 400 Block of W. Mariposa Ave.

**300 Block W. Pine Ave.,
looking west from Concord St**

Before



After



**300 Block W. Pine Ave.,
looking east from Virginia St.**

Before



After



**400 Block W. Mariposa Ave.,
looking west**

Before



After



Sample Project Pictures: Recreation Park Checkout Building Restrooms

After Construction: Eastside Family Restroom

New door, ADA signage, window security bars



New baby changing table, sink, mirror, hand dryer, new tile, fixtures, and accessories



After Construction: Women's Public Restroom (Northwest Area)

New door, ADA signage, restroom screen, outdoor lighting, and window security bars.



Four new regular stalls, one ADA stall, two sinks, mirrors, hand dryer, new tile, fixtures, and accessories



Sample Project Pictures: City Hall Restroom ADA Improvement

During Construction:

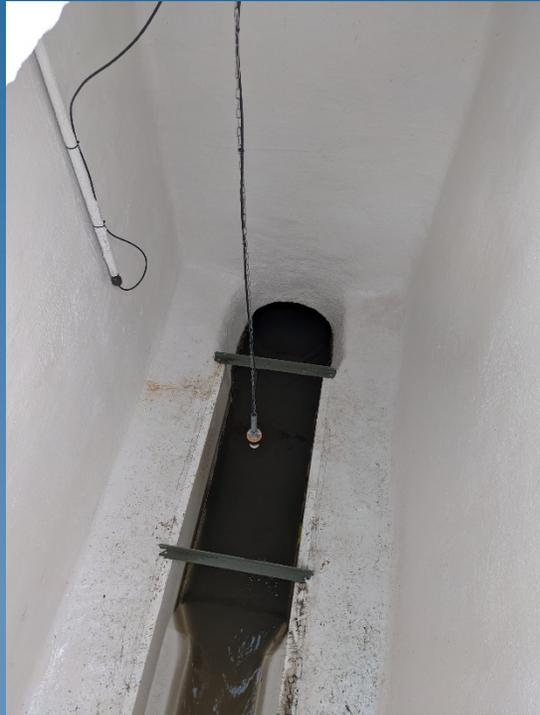


After Construction:



Sample Project Pictures: Sewer Flume Replacement

*Imperial Flume Rehab:
Before & After*



*Sand Hill Flume Rehab:
Before & After*



Sample Project Pictures: Police Department Chiller Replacement

Before:



After:



Sample Project Pictures: Civic Center Remodel (Phase I)

**Executive
Conference
Room**



**Plan Check
Counters**



Sample CIP Projects in Design/Bidding/ Construction

Sidewalk Maintenance Program (Annual Program)
Wastewater Infrastructure Replacement (Annual Program)
Park Place Extension Transportation Project – Design
Roadway Rehabilitation (Annual Program)
Annual Water Main Maintenance
Main Facilities ADA Compliance Projects
Park Vista Senior Housing Plumbing (Senior Housing Fund)

Brett Field Restrooms
The Plunge
Library Elevator
Smoky Hollow Parking
Main & Imperial Entryway
El Segundo Blvd. Improvements
Library Park Pathway ADA Improvement

Proposed FY 2023-2024 CIP Projects for All Funds

- Carryover projects in progress or about to begin = \$14,904,000
- New Projects = \$18,716,000
 - \$4,500,000 Proposed Transportation Funds Appropriations
 - \$3,800,000 Proposed Enterprise Funds Appropriations
 - \$2,791,000 Proposed Special Revenue Funds Appropriations
 - \$ 400,000 Proposed Stormwater Fund Appropriations
 - \$7,225,000 Proposed General Fund Appropriations

\$33,620,000 (Total)

Proposed FY 2023-2024 General Fund CIP

- (#22B) \$125,000 Library Southwall Waterproofing
- (#23B) \$100,000 Emergency Operations Center (EOC) Upgrades
- (#29) \$50,000 Electric Vehicle (EV) Charging Station
- (#31) \$100,000 HVAC (Citywide)
- (#33) \$150,000 Fire Alarm Panels (Citywide)
- (#34) \$50,000 Plumbing (Citywide)
- (#35) \$100,000 Miscellaneous Electrical (Citywide)
- (#38) \$750,000 Main Facilities ADA Compliance Projects
- (#44) \$2,500,000 The Plunge Rehabilitation
- (#45) \$3,000,000 Recreation Park Projects Phase I Reserve
- (#49) \$200,000 Center Street Storm Drain Improvements
- (#52) \$100,000 Downtown Beautification

\$7,225,000 (Total)

CIP Reserves

- The Plunge Reserve
 - \$4.7M balance at June 30, 2023
 - \$8.2M balance for FY 2023-24
 - \$2.5M transfer from GF and \$1M contribution from Los Angeles Chargers (\$3M in total contributions)
 - \$10.7M balance for FY 2024-25
 - \$2.5M transfer from GF

- Recreation Park Reserve
 - \$1.7M balance at June 30, 2023
 - \$4.7M balance for FY 2023-24
 - \$3M transfer from the GF
 - \$6.7M balance for FY 2024-25
 - \$2M transfer from the GF
 - \$8.7M balance for FY 2025-26
 - \$2M transfer from the GF

FY 2023-2024 Reserves

- General Fund Reserve
 - 25% recommended
- Economic Uncertainty Reserve of \$2M
- OPEB Reserve
 - No new contributions required
 - Balance of ~\$30.1M
- Pension Trust Reserve
 - Balance of ~\$4.9M
- Other Reserves:
 - Workers' Compensation
 - General Liability Reserves
 - Equipment Replacement

PROPOSED GENERAL FUND UNASSIGNED BALANCE FOR FY 2022-2023

<u>Description</u>	<u>Adopted</u>
Beginning Unassigned Fund Balance on July 1, 2022	\$31,974,382
Estimated FY 2022-2023 Revenues	88,454,917
Estimated FY 2022-2023 Expenditures	(87,461,418)
Estimated Ending Fund Balance (June 30, 2023)	\$32,967,881

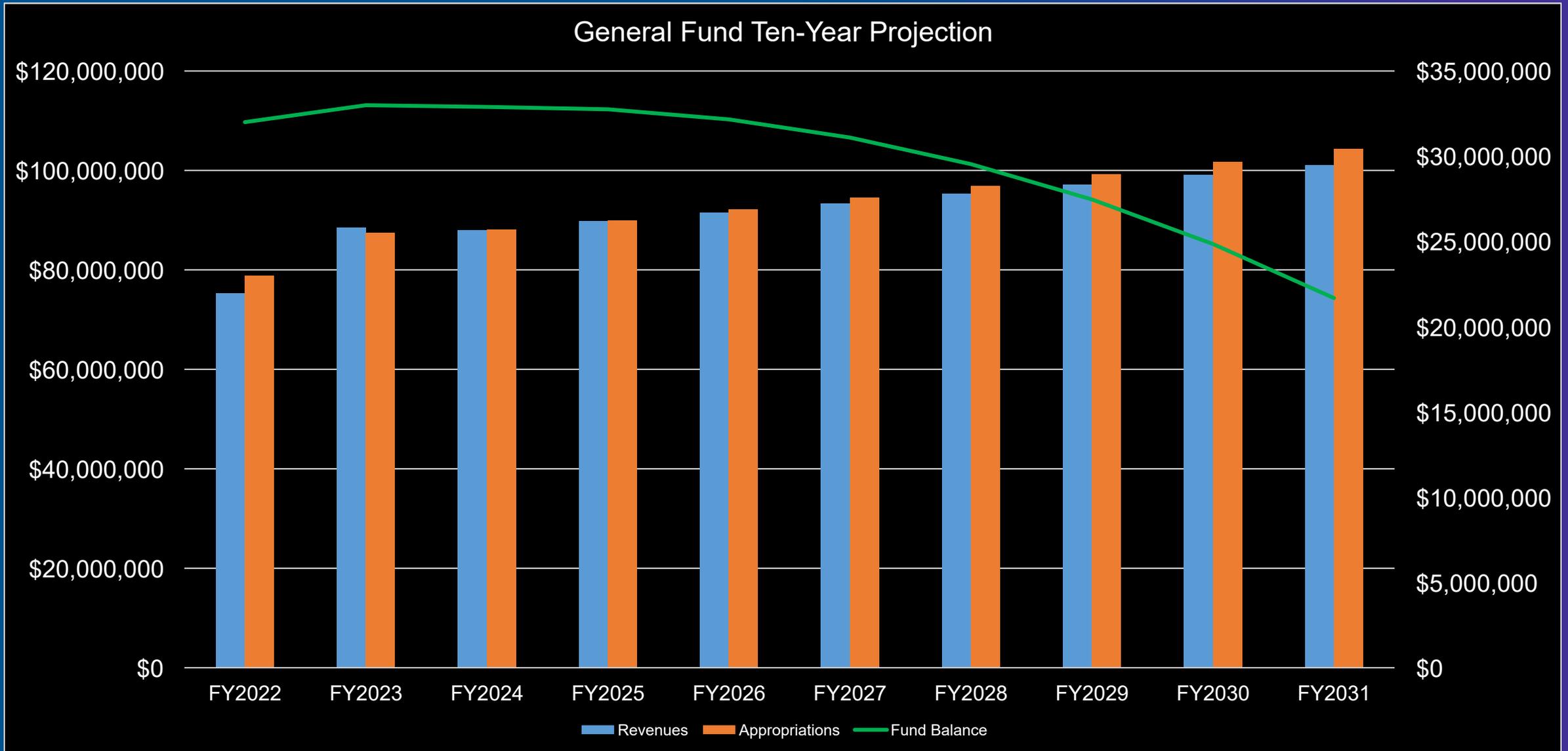
PROPOSED GENERAL FUND UNASSIGNED BALANCE FOR FY 2023-2024

<u>Description</u>	<u>Adopted</u>
Estimated Beginning Unassigned Fund Balance on July 1, 2023	\$32,967,881
Estimated FY 2023-2024 Revenues	88,295,510
Proposed FY 2023-2024 Appropriations	(88,175,566)
Estimated Ending Fund Balance (June 30, 2024)	33,087,825
25% Reserve Requirement (based on proposed recurring appropriations)	\$22,043,892
Estimated Ending Unassigned Fund Balance after meeting 25% reserve	\$11,043,933

FY 2023-2024 Unassigned Reserves

- Recommended use of \$11,043,933
 - \$7,225,000 for CIP projects and CIP reserve
 - \$418,933 General CIP Reserve
 - \$500,000 transfer to Pension Trust
 - In compliance with Topgolf Revenue Policy
 - \$400,000 transfer to Equipment Replacement loan
 - Current balance of \$5.5M
 - In compliance with Topgolf Revenue Policy
 - \$2.5M reserved for costs of new labor agreements

10-Year General Fund Financial Forecast



Fiscal Year 2023-2024 Cultural Development Fund

The Arts and Culture Advisory Committee (ACC) fund will present their budget to City Council at a May 2023 meeting.

Proposed FY 2023-2024 Debt Service Funds

- **Douglas Street Gap Closure**
 - Funded with Traffic Mitigation Fees
 - \$1,074,592 estimated beginning fund balance on 7/1/2023
 - Annual debt service payment of ~\$530,000
 - Final payment: August 1, 2035
- **Pension Obligations Bonds (POBs)**
 - Funded primarily by the General Fund & minimal amount from Enterprise Funds
 - Annual payment of \$9.7M
 - FY 2023-24 will be the third year of principal payment towards the POB
 - Final payment is due in June 2040

Proposed FY 2023-2024 Special Revenue Funds

- Transportation Funds: \$2,229,935
- Public Safety Special Revenue Funds: \$824,137
- Other Special Revenue Funds: \$795,700
- Senior Housing Funds: \$103,099

Total of all Special Revenue Funds = \$3,952,871

Proposed FY 2023-2024 Enterprise Funds

- **Water Fund**

- \$52,513,883 estimated beginning fund balance on 7/1/2023
- Estimated Revenues = \$36,850,00
- Proposed Operating Budget = \$31,772,572
- Proposed Capital Budget = \$30,050,000

- **Wastewater Fund**

- \$13,592,985 estimated beginning fund balance on 7/1/2023
- Estimated Revenues = \$5,475,000
- Proposed Operating Budget = \$6,791,056
- Proposed Capital Budget = \$750,000

Proposed FY 2023-2024 Internal Service Funds

- **Equipment Replacement Fund**

- \$16,080,971 estimated beginning fund balance on 7/1/2023
- Estimated Revenues = \$2,261,969
- Proposed Budget = \$18,233,797

- **General Liability**

- (\$1,359,215) estimated beginning fund balance on 7/1/2023
- Estimated Revenues = \$3,115,000
- Proposed Budget = \$3,222,127

- **Workers' Compensation**

- (\$7,375,282) estimated beginning fund balance on 7/1/2023
- Estimated Revenues = \$3,235,881
- Proposed Budget = \$3,405,200

Risk Program

Projections

Increases if...

Proposed FY 2023-2024 Next Steps

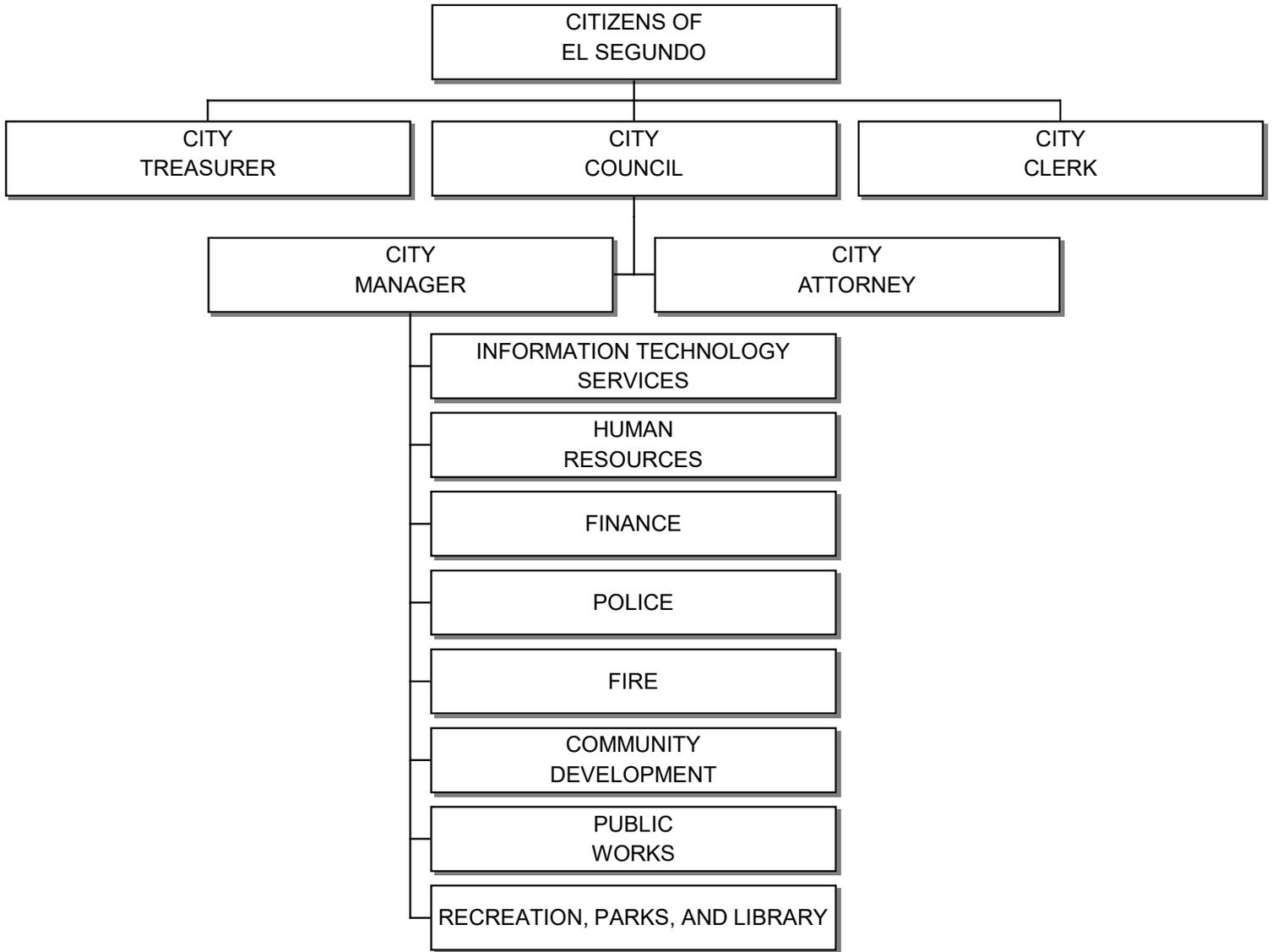
FY 2023-2024 Budget:

- City-wide Fee Resolution increasing fees by December annual CPI of 7.45% (April 18, 2023)
- Development Impact Fees (Phase II implementation 75% on Sept. 1, 2023 & Phase III implementation 100% on Sept. 1, 2024)
- FY 2023-2024 Budget Public Hearing and Adoption (June 6, 2023)
- Beginning of FY 2023-2024 (July 1, 2023)

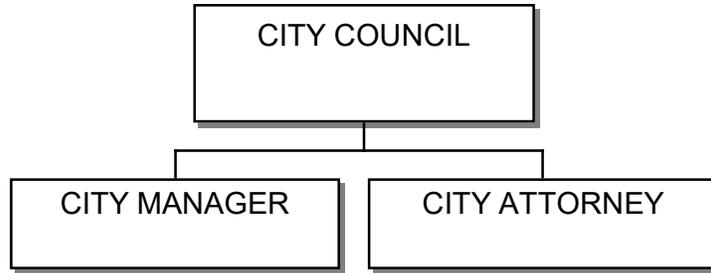
Questions



CITY OF EL SEGUNDO



**CITY OF EL SEGUNDO
CITY COUNCIL
ORGANIZATIONAL CHART
FISCAL YEAR 2023-2024**



CITY OF EL SEGUNDO
 CITY COUNCIL
 FOUR-YEAR PERSONNEL SUMMARY
 FISCAL YEARS 2020-2021 TO 2022-2023

DEPARTMENT/POSITION TITLE	ADOPTED FY 2020-21	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24
<u>City Council</u>				
City Council**	5.00	5.00	5.00	5.00
Executive Assistant	1.00	1.00	-	-
Total City Council	6.00	6.00	5.00	5.00

**CITY OF EL SEGUNDO
CITY COUNCIL PROFILE**

The five-member City Council is the legislative body of the City. Councilmembers are elected to serve four-year overlapping terms with no term limits; City Council votes on the Mayor to serve a two-year term. The last regular City Council election was held on November 8, 2022. The next regular City Council election will be held November 5, 2024, at which time three City Council seats will be open.

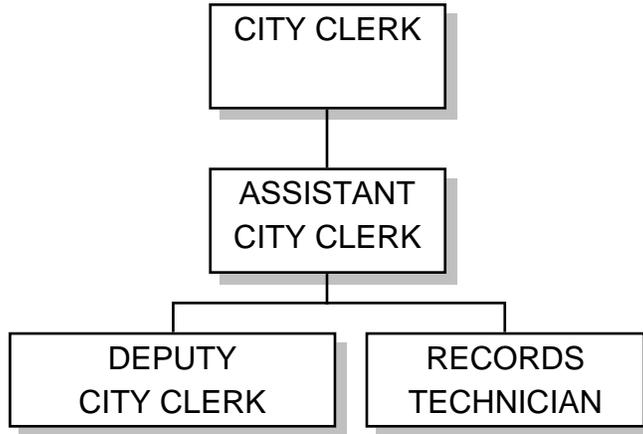
The City Council establishes City policies; adopts ordinances and resolutions; appoints the City Manager, City Attorney, and members that serve on various committees, commissions and boards; adopts an annual budget that establishes City services and service levels; establishes tax rates, license fees, assessments, franchise fees, and other forms of revenue as set forth by the Government Code; sets compensation levels for all City employees, appointed and elected officials; directs the development of the City by adopting a General Plan and supporting Zoning Code; and authorizes contracts and leases, as well as the disposal of City real and personal property.

Major issues facing the City Council in the coming years include ensuring financial stability; representing the City's interests with respect to the LAX Modernization Project (LAMP); maintaining public infrastructure; advocating for business retention/attraction; protecting the local revenue base; approving land use decisions; continuing to monitor and address issues related to the Hyperion Wastewater Treatment Plant; finalizing significant capital improvement projects, and implementing elements of the 2023-25 Strategic Plan.

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2023-2024

Department	001 GENERAL FUND CITY COUNCIL			
	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
(001) GENERAL FUND	251,947	335,424	216,018	235,329
Salaries & Benefits	239,723	300,157	148,618	165,192
4101 Salaries Full Time	119,992	160,207	54,001	51,277
4201 Retirement CalPERS	23,957	10,149	975	4,574
4202 FICA	8,773	11,783	4,131	3,923
4203 Workers' Compensation	1,310	1,492	378	359
4204 Group Insurance	85,691	116,526	89,132	105,059
4210 OPEB Expense	(0)	-	-	-
Maintenance & Operations	12,224	35,267	67,400	70,138
5204 Operating Supplies	572	1,360	2,600	2,600
5220 Computer Refresh Program Equipment	-	-	-	-
6201 Advertising/Publishing	1,100	1,100	4,000	4,000
6208 Dues & Subscriptions	3,047	194	30,000	31,200
6213 Meetings & Travel	1,905	14,756	16,700	18,000
6214 Professional & Technical	-	7,750	-	-
6219 Network Operating Charge	1,700	1,700	1,700	1,938
6253 Postage	29	1	400	400
6254 Telephone	3,871	8,406	7,000	7,000
6403 Sister City	-	-	5,000	5,000
Grand Total	251,947	335,424	216,018	235,329

**CITY OF EL SEGUNDO
CITY CLERK
ORGANIZATION CHART
FISCAL YEAR 2023-2024**



CITY OF EL SEGUNDO
CITY CLERK
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2020-2021 TO 2022-2023

DEPARTMENT/POSITION TITLE	ADOPTED FY 2020-21	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24
<u>City Clerk</u>				
City Clerk*	1.00	1.00	1.00	1.00
Assistant City Clerk	-	-	1.00	1.00
Deputy City Clerk	-	-	1.00	1.00
Deputy City Clerk I	1.00	1.00	-	-
Deputy City Clerk II	1.00	1.00	-	-
Records Technician	1.00	1.00	1.00	1.00
Sub-total Full-Time	4.00	4.00	4.00	4.00
<u>Part-Time FTEs</u>				
Office Specialist I	-	-	-	-
Sub-total Part-Time	-	-	-	-
Total City Clerk	4.00	4.00	4.00	4.00

* Elected part-time position

**CITY OF EL SEGUNDO
CITY CLERK'S DEPARTMENT PROFILE**

MISSION STATEMENT: Serve all residents of the City in a responsive manner that is above reproach; accurately record the legislative body's actions and safeguard the records emanating from these actions; administer open and free elections in accordance with statutory requirements.

The City Clerk is an elected part-time official supported by an Assistant City Clerk, Deputy City Clerk, and a Records Technician.

The department has two divisions: Administrative and Elections, as described below.

Administrative Division: Administers the City's legislative process and provides a complete, open, accurate, and timely legislative history while safeguarding all official records of the City; assembles, reproduces, and distributes City Council meeting agendas; records official minutes of City Council proceedings; administers all Fair Political Practices Commission (FPPC) filings as required by law for Conflict of Interest code for the Elected Officeholders, all Committees, Commissions and Boards and identified key City Staff; executes and monitors contracts and insurance; processes and records real property documents; conducts bid openings; maintains and updates El Segundo's Municipal Code; monitors and controls all ordinances and resolutions; oversees a records management system that provides for the electronic research and storage of City records, assists and tracks Public Records Act requested from the General Public. Assists and tracks all Claims.

Elections Division: Coordinates the City's consolidated municipal elections with the County of Los Angeles and assists the County of Los Angeles during primary, general, and special elections. Administers all Fair Political Practices Commission (FPPC) filings as required by law, campaign statements for candidates, political action committees (PAC) and applies modern management theories in interpreting public law and policy decisions for the benefit of the community.

ACCOMPLISHMENTS IN FISCAL YEAR 2022-2023:

- Successfully assisted County of Los Angeles with the June 7, 2022, Statewide Election & managed the November 8, 2022 Statewide & City Elections.
- Successfully prepared, reproduced, posted to the City website, and distributed City Council meeting agenda packets and recorded official minutes of the City Council meetings.
- Successfully completed Citywide records destruction.
- Successfully managed the City's compliance responsibilities for appropriate establishment, maintenance, and disposition of official City records of the City Council, ordinances, resolutions, code, and other official government documents in accordance with Federal, State, and local regulations and laws.
- Processed City agreements and maintained insurance database to ensure adequate coverage. Assisted staff with agreements and insurance requirements.
- Assisted staff in using the document imaging system and researching projects; worked with all departments to provide efficient and friendly customer service to all residents.
- Successfully processed 362 Public Records Act Requests (PRA) from the General Public.
- Successfully launched a new Contract policy for greater efficiency and effectiveness.

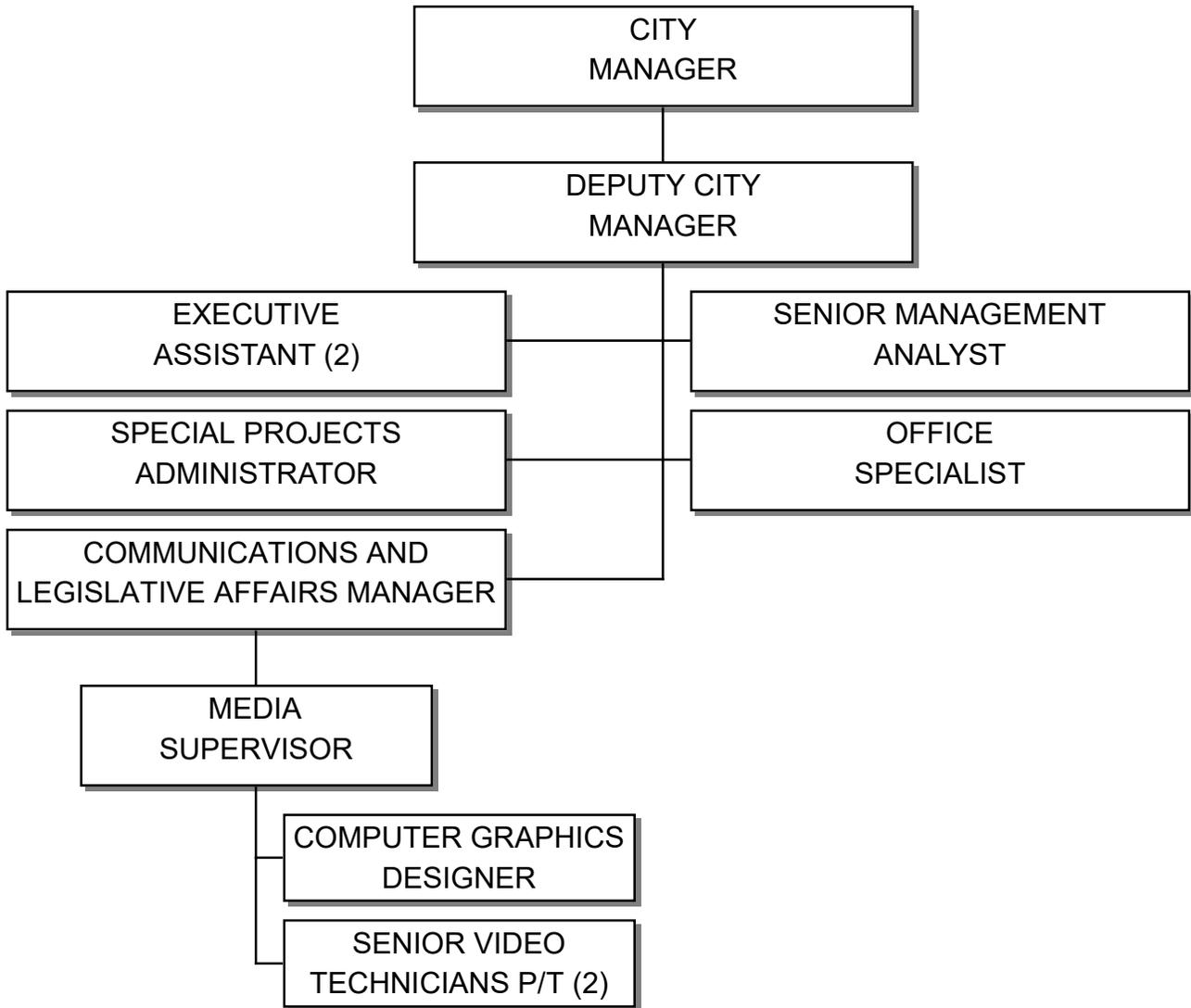
GOALS AND OBJECTIVES FOR FY 2023-2024:

- Continue to coordinate the implementation of Online FPPC filing system for City Council, City's Committees, Commissions and Boards and City employees.
- Expand knowledge of Laserfiche, the City's document imaging system. Review existing processes, develop a document management process, and expand automation using Laserfiche to support document management.
- Coordinate the Implementation of a Contract and Insurance Management Systems for all City Departments.
- Establish matrix for response times to Public and City staff inquires.
- Training and education for the City Clerk, Deputy City Clerk and Records Technician.
- Continue the implementation of the Agenda Management System for all the City's Committees, Commissions and Boards.
- Coordinate with all City Departments the organization and clean-up of the City's offsite storage, Iron Mountain, and the City's (Resolution Sound Installation) RSI house.

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2023-2024

Department	001 GENERAL FUND CITY CLERK			
	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
(001) GENERAL FUND	1,028,960	453,884	568,511	516,545
Salaries & Benefits	968,004	346,548	389,733	414,620
4101 Salaries Full Time	218,594	237,357	307,429	311,450
4102 Salaries Part Time	-	21,988	-	-
4103 Overtime	198	1,730	500	-
4117 Opt - Out Payments	-	-	-	-
4201 Retirement CalPERS	50,031	21,633	20,398	26,147
4202 FICA	15,681	23,133	22,342	23,826
4203 Workers' Compensation	1,908	1,825	1,749	2,180
4204 Group Insurance	30,229	38,882	37,314	51,017
4207 CalPERS UAL Expense	651,363	-	-	-
4210 OPEB Expense	(0)	-	-	-
Maintenance & Operations	60,957	107,336	178,778	101,925
5204 Operating Supplies	3,988	6,386	10,000	7,000
5220 Computer Refresh Program Equipment	-	-	-	-
6201 Advertising/Publishing	1,944	1,456	9,975	11,500
6206 Contractual Services	802	-	-	-
6207 Equipment Replacement Charge	-	-	-	-
6208 Dues & Subscriptions	419	1,071	2,250	2,450
6211 Insurance & Bonds	-	1,000	1,000	-
6213 Meetings & Travel	1,855	6,884	12,500	10,000
6214 Professional & Technical	30,001	59,390	103,100	30,200
6219 Network Operating Charge	6,953	10,300	6,953	7,925
6223 Training & Education	(1,125)	1,032	5,800	4,650
6224 Vehicle Operating Charge	-	-	-	-
6253 Postage	87	225	200	200
6254 Telephone	2,463	2,755	4,000	4,000
6255 ESMC Recodification	7,774	7,586	12,000	12,000
6260 Equipment Leasing Costs	5,797	9,252	11,000	12,000
Capital Outlay	-	-	-	-
8104 Equipment	-	-	-	-
Grand Total	1,028,960	453,884	568,511	516,545

CITY OF EL SEGUNDO
CITY MANAGER
ORGANIZATION CHART
FISCAL YEAR 2023 - 2024



CITY OF EL SEGUNDO
CITY MANAGER
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2020-2021 TO 2022-2023

DEPARTMENT/POSITION TITLE	ADOPTED FY 2020-21	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24
<u>City Manager's Office</u>				
City Manager	1.00	1.00	1.00	1.00
Communications & Legislature Affairs Manager	1.00	1.00	1.00	-
Communications Manager	-	-	-	1.00
Community Cable Program Specialist	1.00	1.00	1.00	1.00
Computer Graphics Designer	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Economic Development Coordinator	1.00	1.00	-	-
Executive Assistant	1.00	1.00	2.00	2.00
Management Analyst	1.00	1.00	1.00	-
Media Supervisor	1.00	1.00	1.00	1.00
Office Assistant	-	-	1.00	-
Office Specialist I	-	-	-	1.00
Senior Management Analyst	-	-	1.00	1.00
Special Projects Administrator	-	-	-	1.00
Sub-total Full-Time	9.00	9.00	11.00	11.00
<u>Part-Time FTEs</u>				
Administrative Intern	-	-	-	-
Media Specialist	-	-	0.50	0.50
Senior Video Technician/II	-	-	3.08	3.08
Video Technician	2.85	2.85	-	-
Sub-total Part-Time	2.85	2.85	3.58	3.58
Total City Manager's Office	11.85	11.85	14.58	14.58

**CITY OF EL SEGUNDO
CITY MANAGER'S OFFICE PROFILE**

MISSION STATEMENT: The City Manager's Office provides day to day management and leadership to the organization by implementing City Council policy; including City Council Strategic Plan; ensures operations are conducted within revenue limitations; provides employees with the necessary resources to accomplish the City's goal of delivering high-quality municipal services to its residents, businesses, and visitors; promotes economic growth and diversity to provide job opportunities for residents and sufficient business vitality to maintain and expand local municipal services.

Administration: The City Manager's Office enforces all laws of the City and carries out policies of the City Council. The City Manager oversees the day-to-day operations of all City departments and acts as the: Personnel Officer and directs the administration of the Personnel Merit Ordinance and the rules pertaining thereto; Purchasing Agent; Economic Development Director; and Civil Defense Director in the event of an emergency or disaster. The City Manager is responsible for the annual budget preparation and its submittal to City Council; exercises general supervision over all public buildings, parks, and other City-owned or controlled property; advises City Council on matters pertaining to City business and makes recommendations for City Council's action; oversees and sets City Council meeting agendas; and directs projects that are especially sensitive to City Council and the community.

Communications: The Communications Plan, approved by City Council in 2019 and updated in March 2021, identifies opportunities to share the City's messages by utilizing multiple channels to ensure transparency and inclusion with all constituents. The goal of the Communications Program is to improve interaction between all key stakeholders in the city and ensure that communications are consistent, proactive, and collaborative. Clear and timely messaging improves efficiency, trust, understanding, and engagement among residents, visitors, employees, and businesses. City Council identified the need for a centralized Communications Program to support and oversee communications standards, news/media needs, branding, content creation, social media, and marketing-related areas of opportunity. The Communications Team provides strategic marketing, community outreach support, and creative services to departments and, in the process, delivers City information to the public.

El Segundo Media provides original content programming and media services delivered through multiple broadcast and digital channels. El Segundo Media programming supports public engagement through creative content programming, developing promotional and informational videos, broadcasting open civic meetings, transmitting local emergency alerts, and promoting community and City events.

Economic Development: The Economic Development Program maximizes the resources of both public and private sectors to promote business, investment, and economic growth. The Program leads marketing efforts; facilitates relationships between the local business community and the City; and efficiently dedicates City and community resources to increase economic vitality that will benefit the entire El Segundo community: residents, schools, visitors, the Downtown and Smoky Hollow districts, hotels, retailers, and businesses of all sizes. Economic Development staff oversees marketing, public relations, communications, and branding; facilitates industry diversification, job generation, business attraction, retention, and expansion; and promotes the city as a destination for tourism.

Special Projects: The newly formed Special Projects program will provide support and analytical assistance to the City Council and all City departments and serves as the liaison between the City and legislators at local, county, state and federal levels. Support provided includes constituency relations, City Council meeting follow-up, program efficiency and efficacy review, grants coordination, project tracking, inter-agency relations, and a variety of other services.

**CITY OF EL SEGUNDO
CITY MANAGER'S OFFICE PROFILE**

ACCOMPLISHMENTS IN FISCAL YEAR 2022-2023:

Administration

- Led the implementation of the City's Strategic Plan and successfully met Key Performance Indicators (KPI) and Work Program deliverables.
- Successfully balanced Citywide (all funds) Budget.
- Advocated for significant improvements at the Hyperion Water Reclamation Plant.
- Implemented a townhall program for City Staff to engage with the City Manager.
- Worked with the Human Resources Department to fill key positions on the Executive Team.
- Updated the City's 2023 Legislative Platform.

Communications

- Updated the City's Communication Plan for the period July 1, 2023 - June 30, 2025
- Responded to 44 internal requests for communications support, including: writing, editing, video production, and graphic design from July 1, 2022-April 5, 2023.
- Proactively managed content and updates for the City's main website homepage and supported subsites and Communication Committee members. Held monthly meetings with the Communications Committee.
- Provided communications support for key initiatives: State of the City, El Segundo Named LA County's Most Business-Friendly City, State of Emergency, Hyperion Legislation and Updates, 2022 Municipal Election, water/wastewater rate increases, Measure BT, Reopening of Richmond Street, Fired Up! Girls Empowerment Camp, and Smoky Hollow Pilot Parking Project.
- Partnered with the El Segundo Chamber of Commerce for the 2022 State of the City event. Created several videos and drafted the mayor's speech to highlight the City's accomplishments and strategic goals to more than 600 stakeholders and guests.
- Average pageviews of the main City website from July 1, 2022- April 5, 2023, were 41,750/monthly. Total page views 375,758.
- Monitored and audited the City's websites utilizing SiteImprove software.
- Garnered 655K message impressions with an engagement rate of 65% to 21,626 subscribers via GovDelivery over the past 12 months (March 2022-March 2023.)
- Distributed 16 bi-monthly City Manager Updates to City Council and all staff from July 1, 2022 – March 28, 2023.
- Created script and distributed 17 City Council Updates to the community from July 20, 2022 – March 21, 2023
- Established a bi-monthly Hyperion Update bulletin reaching 9,894 subscribers with a 44% open rate.
- Redesigned and updated the Hyperion web page on the City's website to be the information hub for all activities regarding Hyperion, including City activities, legislation, AQMD, LA Water Board, pending lawsuit, and perimeter road project.
- Provided training to City staff to encourage the use of GovDelivery email communication tool for citywide internal communications, agendas and other messaging.
- Provided training to new and existing employees on how to create and edit content on the City's website and intranet site
- *City News* email newsletter was distributed monthly to an average of 9,640 subscribers with an engagement rate of 44%.
- Distributed 301 communications bulletins to the community and City staff from July 1, 2022 – April 5, 2023, on a variety of City-related topics to keep the community informed and engaged.
- Managed the Net Promoter process and survey communications to residents and businesses.
- Created 144 "News" stories for the website.
- Created intranet content for City staff for internal communication needs; partnered with ITS Department to set intranet as homepage for all City computers.

**CITY OF EL SEGUNDO
CITY MANAGER'S OFFICE PROFILE**

- Social Media - From July 1, 2022 – April 5, 2023, the City of El Segundo Facebook and Instagram executed 481 posts, garnering 289K impressions with post reach of 270K and average post engagement of 7.17% per Hootsuite metrics data.
- Maintained Website and Intranet Governance policies.

El Segundo Media

- Increased annual YouTube engagement via viewership and subscriptions. More than 6,600 hours of programming watched; 1,411,929 impressions; 136,777 views, bringing total to 2,228,640; 270 new subscribers, bringing total to 3,517; 295 new videos uploaded, bringing total to 2,215; 959 likes; and 2,251 shares.
- Completed field production coverage of in-person community events, including summer concerts, holiday gatherings, parades, fairs and sporting events.
- Partnered with numerous City departments to produce informational videos for key stakeholders.
- Enhanced the monthly news program, *El Segundo News*, to better inform community stakeholders about City-related topics.
- Created *City Council Recap* videos after every City Council meeting to summarize key decisions and discussion points for the public.
- Produced and distributed 16 shows featuring City department initiatives, local business profiles (*Business Matters!*), and health and wellness information.
- Produced and distributed 38 *What's Up El Segundo* shows.
- Integrated closed-captioning transcription service for all El Segundo Media programming, including live civic meetings.

Economic Development

- Prepared an application and won LA County's "Most Business-Friendly City Award" by the Los Angeles County Economic Development Corporation at the 27th annual Eddy's for outstanding leadership in economic development.
- Implemented new digital marketing business attraction campaign, "Give Yourself Some Runway," spotlighting El Segundo as a strategic location for companies to start and resulting in nearly 14,000 new visits to the campaign webpage (BigIdeas.ElSegundoBusiness.com) and over 406,000 impressions on Google Ads.
- Created and published monthly *Business Portfolio* and *El Segundo Happenings* e-newsletters distributed to 5,498 and 4,650 opt-in subscribers, respectively.
- Partnered with Sunstone Management, Inc. and USC Price School of Public Policy to establish the first-ever "Sunstone Economic Development Challenge", a program designed to help the City of El Segundo develop and implement forward-thinking strategies to attract and support early-stage technology startups and create high-tech jobs in the city.
- Implemented the City's hospitality/tourism marketing campaign "Start Here" to further position the city as a destination to visit and stay overnight, including digital itineraries, creative ads and videos.
- Secured media coverage in the *L.A. Business Journal* article "Hospitality - Travelers Wanted" which highlights El Segundo's success in positioning itself as an ideal spot to merge a business trip with everything else the city has to offer.
- Strategic print media ad placement in *Business Traveler Magazine* and the annual yearbooks for the LA Kings and The LA Chargers.
- Brought Travel Massive LA Chapter, an influential group of travel media and content creators, to El Segundo for an evening to network and experience downtown El Segundo.
- Planned and hosted a group of 100 LA-based Elite Yelp members to the city for a guided evening tour of tastings in the downtown area.
- Continuously provided updates on economic development news via the city's Business Outlook segment included in the El Segundo News program.

**CITY OF EL SEGUNDO
CITY MANAGER'S OFFICE PROFILE**

- Enhanced and maintained the economic development website – ElSegundoBusiness.com and the hospitality/tourism website – DestinationElSegundo.com

GOALS & OBJECTIVES FOR FISCAL YEAR 2023-2024:

Administration

- Ensure financial stability by recommending a balanced budget, enhanced reserve levels, and opportunities for stronger and more diversified revenues to address fiscal challenges.
- Provide comprehensive information to City Council and implement City Council policy directives.
- Ensure timely delivery of quality community services and support efforts to streamline service delivery.
- Carry out the objectives of the 2022-2026 Strategic Plan.
- Technology and Capital Improvement Program implementation.
- Continue to hold Hyperion accountable for violations that place residents/businesses quality of life and health at risk.
- Implement the terms of the City's agreement with LAWA.

Communications

- Continue to proactively deliver timely and accurate communications to internal and external audiences.
- Monitor and audit the City's website to ensure professional and up-to-date content and images.
- Collaborate closely with all City departments to support communication needs.
- Inform the public of policy issues and/or changes with ample lead time.
- Foster a culture of transparency and partnership with the community.
- Promote and communicate a clear understanding of the City's responsibilities, services, programs, and events.
- Solicit feedback from residents and businesses through an annual survey.
- Develop strong relationships with media outlets to enhance partnership in providing information to the public.
- Continue to improve upon and encourage the use of the intranet for City employee use.
- Establish consistent quarterly townhalls for City staff with the City Manager to foster feedback, collaboration, and transparency.
- Develop a comprehensive style guide for all City communications.
- Build relationships with key stakeholders including top employers, community organizations, neighboring facilities (NRG, Hyperion, LAWA, DWP) and elected officials.
- Partner with new emergency management coordinator and the Crisis Communications Team to implement, and update as needed, the City's Crisis Communication Plan.
- Research social and editorial listening tools to help support and develop key strategies.

El Segundo Media

- Evolve El Segundo Media programming as needed and maximize the use and reach of content created.
- Develop strategic and efficient production partnerships with outside agencies to promote economic development in the City.
- Complete integration of closed-captioning transcription service for all El Segundo Media programming.
- Upgrade El Segundo Media studio to improve quality of in-studio productions.
- Enhance recruitment efforts to attract highly skilled part-time media professionals.

Economic Development

- Sponsor, coordinate and launch a private-public incubator program.
- Enhance long-term economic stability and employment opportunities through business attraction and industry diversification.

**CITY OF EL SEGUNDO
CITY MANAGER'S OFFICE PROFILE**

- Aggressively attract new businesses, and high-quality jobs.
- Partner with a network of regional economic development and real estate development leaders to identify potential new businesses, provide site-selection assistance, and promote development.
- Continue media relations to build awareness and showcase real estate opportunities in the City to real estate professionals in Southern California.
- Support business retention through pro-active, Citywide economic development assistance.
 - Meet quarterly with hoteliers to inform and seek input on hospitality and tourism efforts.
 - Conduct meetings with existing El Segundo businesses to address challenges and introduce business assistance programs and resources.
 - Facilitate streamlined and efficient permit approval process by serving as a liaison between the business community and the City.
 - Work with regional entities to assist with permits external to the City.
- Implement annual economic development and hospitality and tourism marketing initiatives.

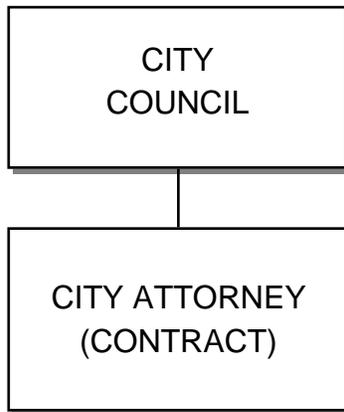
Special Projects

- Support and coordinate key capital improvement projects.
- Track Federal and State legislation.
- Annual update to the City's legislative platform.
- Write letters in support or opposition to proposed legislation
- Serve as the staff liaison to the City's Diversity, Equity and Inclusion Committee.
- Provide timely responses to constituent requests and concerns.
- Coordinate grant writing and submittal.

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2023-2024

Department	001 GENERAL FUND CITY MANAGER			
	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
(001) GENERAL FUND	4,606,985	2,326,656	2,850,000	2,903,270
Salaries & Benefits	3,797,394	1,556,014	1,744,541	1,862,937
4101 Salaries Full Time	741,195	1,033,240	1,153,627	1,251,001
4102 Salaries Part Time	65,981	217,192	225,256	189,190
4103 Overtime	11,243	9,761	14,000	10,000
4117 Opt - Out Payments	-	-	-	-
4118 Replacement Benefit Contributions	37,461	7,715	40,000	-
4201 Retirement CalPERS	193,202	85,213	94,142	108,783
4202 FICA	57,752	84,413	90,297	101,644
4203 Workers' Compensation	15,802	18,337	23,238	26,431
4204 Group Insurance	60,523	80,731	97,981	138,559
4207 CalPERS UAL Expense	2,591,823	-	-	-
4210 OPEB Expense	0	-	-	-
4210 OPEB liability	0	-	-	-
4211 401(a) Employer's Contribution	18,091	15,743	-	25,330
4221 Car Allowance	4,320	3,669	6,000	12,000
Maintenance & Operations	809,591	770,643	1,105,459	1,010,333
5201 Office Supplies	-	89	-	2,000
5204 Operating Supplies	20,392	28,595	31,000	54,800
5220 Computer Refresh Program Equipment	-	-	-	-
6201 Advertising/Publishing	255,988	225,488	307,500	349,500
6203 Copy Machine Charges	-	-	-	-
6205 Other Printing & Binding	-	-	6,000	9,500
6206 Contractual Services	24,658	212,763	238,750	152,000
6207 Equipment Replacement Charge	8,960	13,171	22,629	22,629
6208 Dues & Subscriptions	41,993	26,917	45,830	40,940
6213 Meetings & Travel	10,506	43,429	47,300	36,350
6214 Professional & Technical	103,918	81,089	164,500	244,095
6215 Repairs & Maintenance	783	1,029	1,000	1,200
6217 Software Maintenance	7,039	6,719	7,000	7,140
6219 Network Operating Charge	10,350	13,800	11,650	13,279
6223 Training & Education	402	-	8,750	7,500
6253 Postage	29	14	150	150
6254 Telephone	5,535	6,758	7,250	5,250
6260 Equipment Leasing Costs	-	-	3,150	-
6401 Community Promotion	-	1,999	3,000	4,000
6406 LAX Master Plan Intervention	319,038	108,782	200,000	60,000
6407 State and Local Lobbyist	-	-	-	-
Capital Outlay	-	-	-	30,000
8105 Automotive	-	-	-	30,000
8108 Computer Hardware	-	-	-	-
Grand Total	4,606,985	2,326,656	2,850,000	2,903,270

**CITY OF EL SEGUNDO
CITY ATTORNEY ORGANIZATION CHART
FISCAL YEAR 2023-2024**



**CITY OF EL SEGUNDO
CITY ATTORNEY'S DEPARTMENT PROFILE**

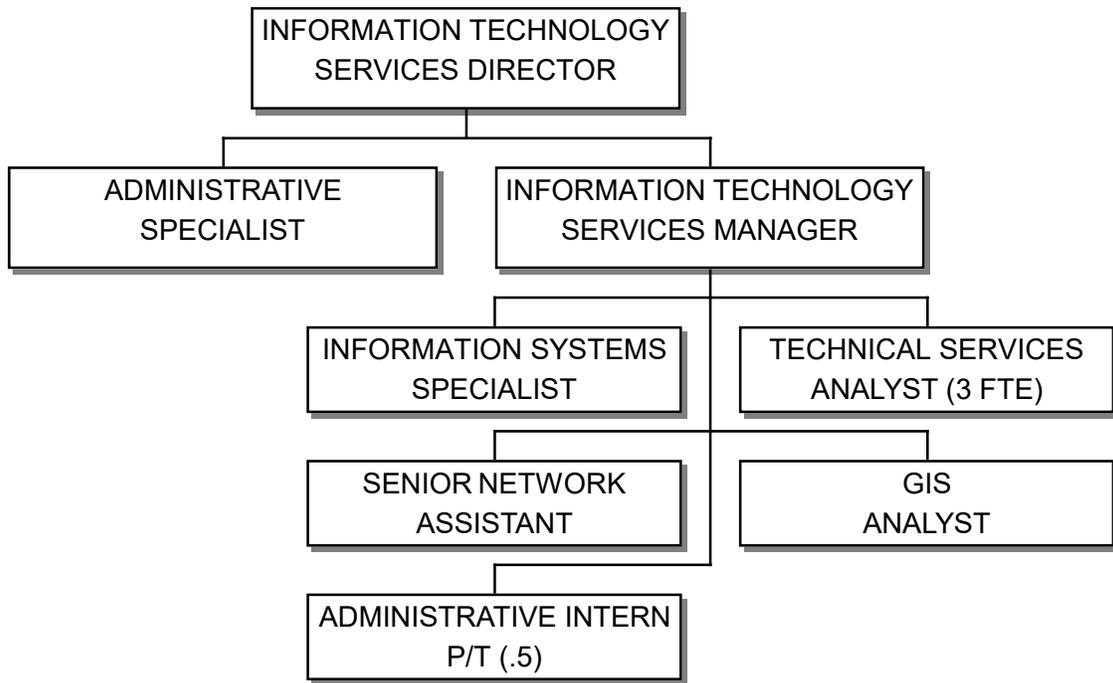
The City Attorney's Office is classified as a General Government Support function. It is a contracted service to provide legal services to the City Council, the City Manager, and City management overall.

The City Attorney provides legal counsel and advice during official Council meetings and study sessions; serves as a legal advisor to City staff; prepares and reviews City ordinances, resolutions, contracts, and legal documents; represents the City in civil and criminal litigation; oversees the work of outside private counsel when hired to assist in litigation; and coordinates/reviews claims filed against or for the City with the City's Risk Manager.

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2023-2024

Department	001 GENERAL FUND CITY ATTORNEY			
	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
(001) GENERAL FUND	527,127	752,602	770,450	835,450
Maintenance & Operations	527,127	752,602	770,450	835,450
6214 Professional & Technical	-	8,500		-
6253 Postage		-	150	150
6254 Telephone	-	-	300	300
6301 Legal Counsel	313,026	576,409	450,000	495,000
6302 Plaintiff/Defense Litigation	196,842	23,076	200,000	220,000
6310 Labor Negotiation	-	131,659	100,000	100,000
6311 Code Enforcement	17,259	12,959	20,000	20,000
Grand Total	527,127	752,602	770,450	835,450

**CITY OF EL SEGUNDO
INFORMATION TECHNOLOGY SERVICES
ORGANIZATIONAL CHART
FISCAL YEAR 2023-2024**



CITY OF EL SEGUNDO
 INFORMATION TECHNOLOGY SERVICES
 FOUR-YEAR PERSONNEL SUMMARY
 FISCAL YEARS 2020-2021 TO 2022-2023

DEPARTMENT/POSITION TITLE	ADOPTED FY 2020-21	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24
<u>Information Technology Services</u>				
Information Technology Services Director	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00	-
GIS Analyst	1.00	1.00	1.00	1.00
Information Systems Manager	1.00	1.00	1.00	1.00
Information Systems Specialist	1.00	1.00	1.00	1.00
Information Technology Services Manager	-	-	-	1.00
Senior Network Assistant	1.00	1.00	1.00	1.00
Technical Services Analyst	3.00	3.00	3.00	2.00
Sub-total Full-Time	9.00	9.00	9.00	8.00
<u>Part-Time FTEs</u>				
Administrative Intern	0.50	0.50	0.50	0.50
Sub-total Part-Time	0.50	0.50	0.50	0.50
Total Information Technology Services	9.50	9.50	9.50	8.50

**CITY OF EL SEGUNDO
INFORMATION TECHNOLOGY SERVICES DEPARTMENT**

MISSION STATEMENT:

Through leadership, expertise, and strategic partnerships, the City of El Segundo's Information Technology Services Department delivers innovative, effective, and secure technologies that enable citywide services and enhance value, engagement, and accessibility to the community.

ITSD SERVICES:

The Information Technology Services Department (ITSD) is composed of 3 functional teams with talented individuals who are dedicated to the City of El Segundo and deliver innovative, reliable, and secure solutions. The Service Desk and Innovation team oversee personal computing devices and business solutions. The Planning and Administration team oversee department procurement, strategic planning, budget, and project management. The Infrastructure Solutions team oversee server and network infrastructure and data intelligence.

ACCOMPLISHMENTS FISCAL YEAR 2022-2023:

- Hired key management staff including ITS Director and IS Manager
- Captured and consolidated software procurements into the ITSD budget
- Transitioned to multi-year software agreements which will reduce longer term costs to the city
- Replaced critical network infrastructure
- Successfully maintained complex 24/7 IT infrastructure with minimal unplanned outages

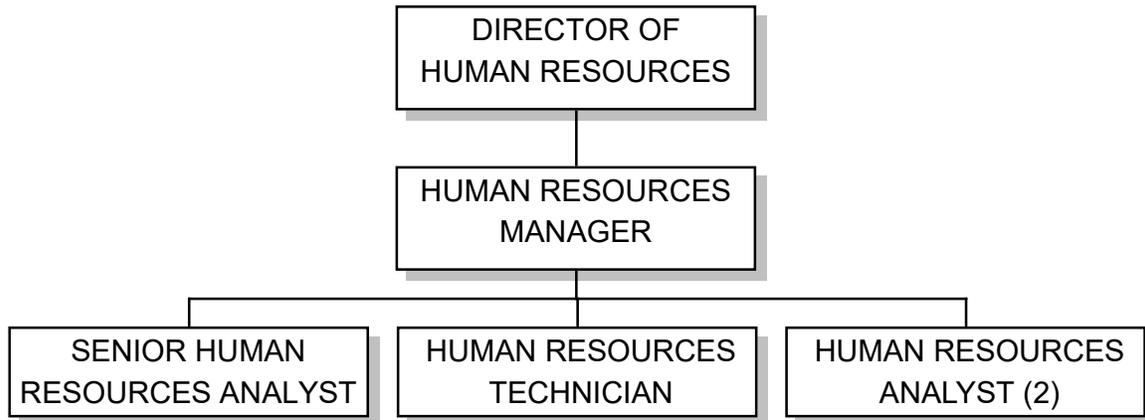
GOALS & OBJECTIVES FOR FISCAL YEAR: 2023-2024:

- Investigate and present on digital solutions that will contribute to transparency and a digital city hall.
- Build and present a demo on Open Data portal
- Explore opportunities that would allow enhanced self-service functionality to the public
- Build RFP for new Enterprise Resources Planning (ERP) system
- Construct a new strategic plan for the department
- Implementation of Record Retention Policy
- Replace aging networking and computer equipment

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2023-2024

Department	001 GENERAL FUND INFORMATION TECHNOLOGY DEPARTMENT			
	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
(001) GENERAL FUND	4,671,538	2,611,764	3,741,130	3,864,715
Salaries & Benefits	3,101,857	1,053,259	1,494,588	1,257,863
4101 Salaries Full Time	624,925	818,466	1,123,213	914,186
4102 Salaries Part Time	-	-	-	-
4103 Overtime	10,580	11,333	15,000	20,000
4201 Retirement CalPERS	158,908	72,092	98,712	80,815
4202 FICA	51,264	59,942	86,589	67,793
4203 Workers' Compensation	5,323	5,808	8,021	38,959
4204 Group Insurance	57,184	85,617	163,053	120,979
4207 CalPERS UAL Expense	2,193,673	-	-	-
4210 OPEB Expense	0	-	-	-
4211 401(a) Employer's Contribution	-	-	-	10,330
4221 Car Allowance	-	-	-	4,800
Maintenance & Operations	1,569,681	1,558,505	2,246,542	2,606,852
5204 Operating Supplies	2,288	4,281	5,000	5,000
5206 Computer Supplies	29,869	115,710	47,000	47,000
5220 Computer Refresh Program Equipment	-	-	-	-
6081 Miscellaneous Computer	29,755	2,419	75,000	75,000
6203 Copy Machine Charges	65,127	42,640	110,000	68,500
6206 Contractual Services	106,694	134,406	169,000	229,000
6207 Equipment Replacement Charge	222,239	210,419	266,798	225,646
6208 Dues & Subscriptions	-	130	4,000	4,000
6213 Meetings & Travel	1,464	2,800	16,500	20,000
6214 Professional & Technical	603,609	749,766	850,000	850,000
6215 Repairs & Maintenance	10,500	16,200	20,000	20,000
6217 Software Maintenance	746,049	718,282	1,040,347	1,412,204
6218 Hardware Maintenance	8,100	5,435	12,000	102,000
6219 Network Operating Charge	(306,791)	(506,000)	(432,103)	(515,998)
6223 Training & Education	4,048	4,077	8,000	8,000
6254 Telephone	46,669	57,939	55,000	55,000
6260 Equipment Leasing Costs	62	-	-	-
6245 Employee Engagement	-	-	-	1,500
Capital Outlay	-	-	-	-
8108 Capital/Computer Hardware	-	-	-	-
Grand Total	4,671,538	2,611,764	3,741,130	3,864,715

**CITY OF EL SEGUNDO
HUMAN RESOURCES DEPARTMENT
ORGANIZATION CHART
FISCAL YEAR 2023-2024**



CITY OF EL SEGUNDO
HUMAN RESOURCES
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2020-2021 TO 2022-2023

DEPARTMENT/POSITION TITLE	ADOPTED FY 2020-21	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24
<u>Human Resources Department</u>				
Director of Human Resources	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	-	2.00
Human Resources Assistant	1.00	1.00	-	-
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Technician	-	-	2.00	1.00
Senior Human Resources Analyst	1.00	1.00	1.00	1.00
Sub-total Full-Time	5.00	5.00	5.00	6.00
<u>Part-Time FTEs</u>				
Administrative Intern	-	-	-	-
Sub-total Part-Time	-	-	-	-
Total Human Resources Department	5.00	5.00	5.00	6.00

**CITY OF EL SEGUNDO
HUMAN RESOURCES DEPARTMENT PROFILE**

MISSION STATEMENT:

To be a strategic partner while providing leadership and operational support to City departments to enhance their ability to recruit, retain, and develop a qualified and diverse workforce while effectively managing labor relations, administering employee benefits, and acting as a reliable resource to both internal and external customers.

DEPARTMENT OVERVIEW:

The Human Resources Department works collaboratively with the City Council, Elected Officials, Executive Management Team, employees, and the public to create strategies designed to support the City's Strategic Plan and Human Resources best practices, providing a framework for future workforce growth and sustainability.

The Human Resources department is budgeted with six (6) full-time positions: Human Resources Director, Human Resources Manager, Senior Human Resources Analyst, two (2) Human Resources Analysts, and a Human Resources Technician.

CORE SERVICES:

- Recruitment & Selection - Provide the leadership and operational support needed to attract, retain, and develop a qualified and diverse workforce so that all City departments can effectively and efficiently meet operational goals while providing essential services to the community with exceptional customer service.
- Benefits Administration & Wellness - Oversee the design, development, implementation, and maintenance of City- sponsored wellness, health, disability, life, and other benefit programs for employees.
- Training & Employee Development
- Labor & Employee Relations
- Classification & Compensation
- Personnel Administration

ACCOMPLISHMENTS IN FISCAL YEAR 2022-2023

- Conducted recruitment and selection activities for the following positions: 45 full-time, 10 part-time, and 10 full-time promotional opportunities including Police Lieutenant, Police Sergeant, Fire Captain, and Fire Paramedic.
- Hired 36 full-time and 80 part-time employees; promoted 31 full-time and 30 part-time employees.
- Coordinated an in-person benefits fair for open enrollment with health screenings, benefits plan providers, and wellness vendors. Partnered with CalPERS medical plan provider for on-site Mobile Health Vehicle biometric screenings, webinars, and the "10K a Day" wellness challenge with the City of Manhattan Beach.
- Hosted in-person Citywide training and development opportunities for employees on a variety of topics including DISC Training, Conflict Resolution, Power and Influence, Persuasive

Presentations, Performance Evaluations, Emotional Intelligence and Communication, Implicit Bias, and Leading for Generations.

- Offered additional training for supervisors and managers through the City's consortium membership including the following workshops: Workplace Bullying, Maximizing Performance Through Documentation, Evaluation and Corrective Action, Managing the Marginal Employee, Embracing Generational Diversity and Succession Planning, Prevention and Control of Absenteeism, and Supervisor's Guide to Understanding and Managing Employee Rights.
- Negotiated a three-year nine and month term contract with a comprehensive update to the Memorandum of Understanding with the Supervisory and Professional Employees' Association (SPEA).
- Negotiated a two year and three-month term successor contract with the Police Officers' Association.
- Prepared and presented more than 25 staff reports for City Council consideration.
- Conducted a classification study of the Administrative Clerical Series.
- Revised several classification specifications, converted Manager positions to at-will status, established part-time classifications.
- Processed 1,160 personnel action forms (PAFs) for new hire appointments, salary changes, promotions, leave requests, scheduling changes, and separations/retirements.
- Optimized City services through contracting with outside vendors. Prepared and executed over 30 contracts and amendments to secure agreements providing goods or services to the City.
- Maintained and enhanced the employee Intranet including the Staff Directory, and various Human Resources forms, templates, policies, and procedures.

GOALS & OBJECTIVES FOR FISCAL YEAR 2023-2024

- Develop employee engagement plan with activities and events throughout the year.
- Implement training and notification systems for City employees regarding safety and emergency management in the event of a disaster.
- Highlight the benefits and advantages of working for the City of El Segundo to improve the City's competitive edge for recruitment of top-quality talent through a recruitment video.
- Conclude labor negotiations with the Firefighters Association. Negotiate a successor contract with the City Employees' Association.

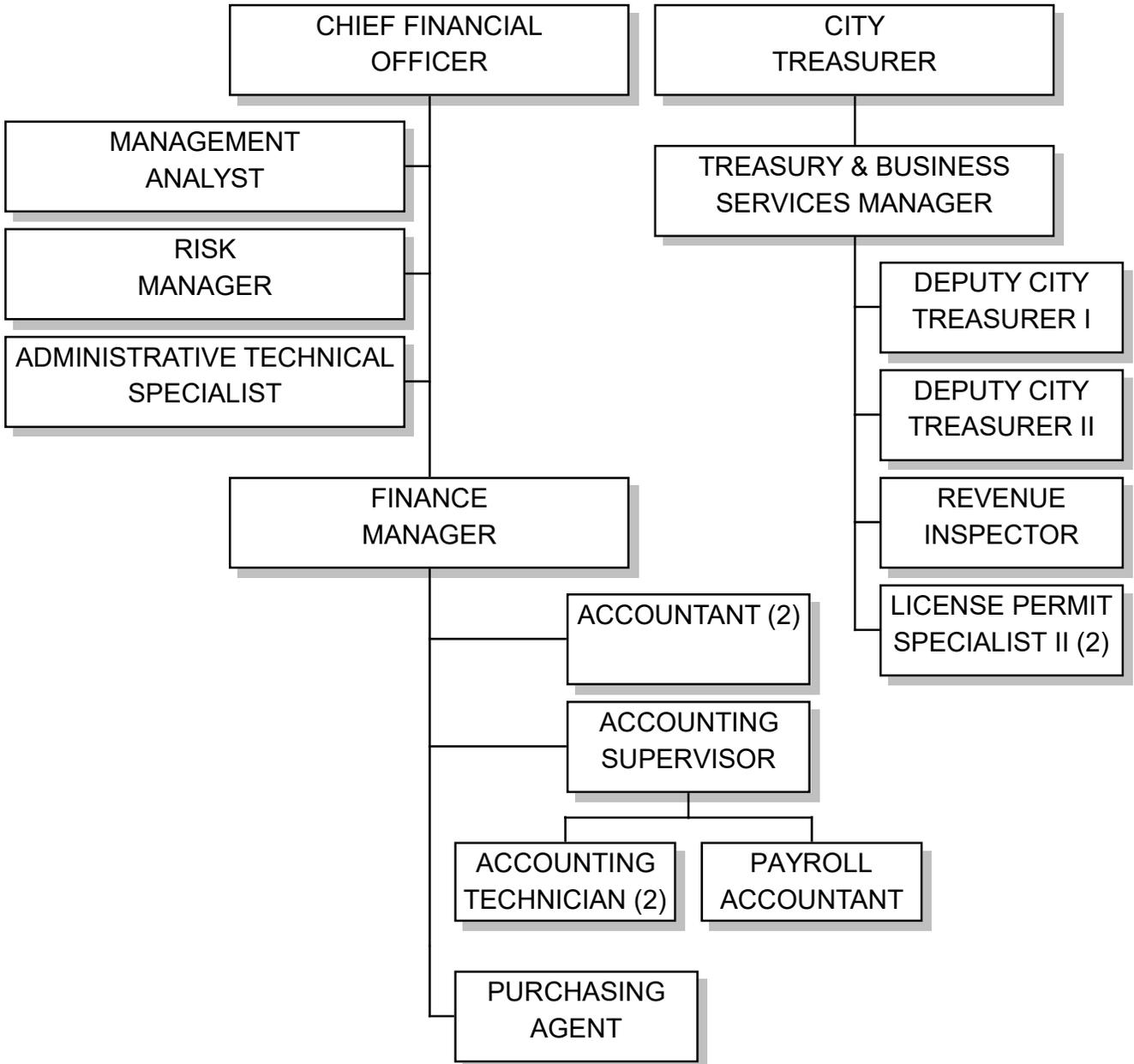
Develop activities and events to increase Employee Engagement

- Conclude implementation of electronic Onboarding, Offboarding and Performance Management programs to enhance the introduction of benefits, policies and procedures, and organizational culture for new and existing employees. Continue to enhance the internet and employee intranet with resources and benefit information.
- Conduct a Fair Labor Standards Act (FLSA) audit of the unrepresented Management Confidential and the Supervisory and Professional employee groups.

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2023-2024

Department	001 GENERAL FUND HUMAN RESOURCES DEPARTMENT			
	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
(001) GENERAL FUND	2,215,720	1,240,818	1,492,491	2,116,401
Salaries & Benefits	2,006,627	695,840	730,175	840,478
4101 Salaries Full Time	333,372	527,624	581,645	666,927
4102 Salaries Part Time	2,786	27,061	7,800	-
4103 Overtime	-	-	-	-
4117 Opt - Out Payments	-	-	-	-
4201 Retirement CalPERS	99,599	50,175	45,029	52,782
4202 FICA	28,650	40,320	45,093	43,316
4203 Workers' Compensation	2,728	3,883	4,147	4,496
4204 Group Insurance	22,105	46,777	46,461	59,341
4207 CalPERS UAL Expense	1,517,385	-	-	-
4210 OPEB Expense	0	-	-	-
4211 401(a) Employer's Contribution	-	-	-	9,297
4221 Car Allowance	-	-	-	4,320
Maintenance & Operations	209,093	544,978	762,316	1,275,922
5201 Office Supplies	-	-	-	-
5204 Operating Supplies	3,911	5,354	6,300	6,300
5206 Computer Supplies	679	958	3,722	3,500
5220 Computer Refresh Program Equipment	-	-	-	-
5221 Employee Physicals	-	21,061	35,250	45,250
5222 Wellness	-	6,878	7,500	10,500
6201 Advertising/Publishing	4,660	3,876	8,500	8,500
6203 Copy Machine Charges	-	-	-	-
6205 Other Printing & Binding	240	285	300	300
6206 Contractual Services	-	36,875	37,500	37,500
6207 Equipment Replacement Charge	-	-	-	-
6208 Dues & Subscriptions	4,395	1,990	6,394	7,000
6213 Meetings & Travel	-	-	8,000	8,000
6214 Professional & Technical	168,835	283,382	362,840	697,200
6215 Repairs & Maintenance	-	-	120	120
6217 Software Maintenance	-	-	-	-
6219 Network Operating Charge	5,160	8,600	8,600	9,802
6253 Postage	307	616	800	800
6254 Telephone	2,249	2,831	3,600	4,560
6260 Equipment Leasing Costs	-	-	2,400	-
6262 Testing/Recruitment	8,819	147,578	95,690	165,490
6223 Citywide Training	9,840	24,694	174,800	151,100
6245 Employee Engagement	-	-	-	100,000
6221 Tuition Reimbursement	-	-	-	10,000
6225 Department Training	-	-	-	10,000
Grand Total	2,215,720	1,240,818	1,492,491	2,116,401

**CITY OF EL SEGUNDO
FINANCE DEPARTMENT
ORGANIZATION CHART
FISCAL YEAR 2023-2024**



**CITY OF EL SEGUNDO
FINANCE DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2020-2021 TO 2022-2023**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2020-21	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24
<u>Finance Department</u>				
Chief Financial Officer	1.00	1.00	1.00	1.00
Account Specialist I/II	-	-	1.00	-
Accountant	2.00	2.00	2.00	2.00
Accounting Supervisor	1.00	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00
Administrative Technical Specialist	1.00	1.00	1.00	1.00
City Treasurer**	1.00	1.00	1.00	1.00
Deputy City Treasurer I	1.00	1.00	1.00	1.00
Deputy City Treasurer II	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
License Permit Specialist I/II	2.00	2.00	2.00	2.00
Management Analyst	1.00	1.00	-	1.00
Office Specialist II	1.00	1.00	-	-
Payroll Accountant	1.00	1.00	1.00	1.00
Purchasing Agent	1.00	1.00	1.00	1.00
Revenue Inspector	1.00	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00	1.00
Senior Management Analyst	-	-	1.00	-
Treasury & Customer Service Manager	1.00	1.00	1.00	1.00
Sub-total Full-Time	20.00	20.00	20.00	19.00
<u>Part-Time FTEs</u>				
Accountant P/T	-	-	-	0.50
Administrative Intern	0.25	0.25	-	-
Office Specialist	-	-	-	-
Sub-total Part-Time	0.25	0.25	-	0.50
Total Finance Department	20.25	20.25	20.00	19.50

** Elected part-time position

For fiscal year 20-21, the Treasury Department was merged into the Finance Department.

**CITY OF EL SEGUNDO
FINANCE DEPARTMENT PROFILE**

MISSION STATEMENT: To provide all City stakeholders with accurate and timely financial information, extraordinary customer service, and ensure long-term financial stability of the City,

The Finance Department has 17 full-time employees. Finance has three divisions with distinct functions as follows:

Administration: Provide overall direction of the department's multi-operations; advise the elected officials and management on fiscal matters; oversee the City's risk-management program; develop strong internal controls through industry best practices; assist in the development of the City's strategic plan; safeguard the City's assets; identify funding for City services; assist in labor negotiations process; and manage the contract for Crossing Guards.

Accounting Services: Develop and provide accurate and timely financial reports, including the Annual Comprehensive Financial Report (ACFR); coordinate the annual financial audit and other audits required by Federal, State, County and other government agencies; process accounts payable; reconcile bank statements; process journal entries; prepare the Annual State Controller's report and the Annual Streets (Gas Tax) report; issue 1099 reports; generate periodic revenue and expenditure reports; process cash receipts; plan and develop the City's annual budget process including producing the preliminary and adopted budget documents; and manage all payroll activities including issuing the bi-weekly payroll and the annual W-2's.

Business Services: Collect all City revenues; administer the business licensing function; conduct transient occupancy tax (TOT) audits; collaborate with the California Department of Tax & Fee Administration (CDTFA) to ensure sellers' permits are properly allocated to the City for sales tax purposes; coordinate with the City's consultants on property tax and sales tax revenues; develop revenue projections during the annual budget process; manage the utility-billing and collection functions; and manage all purchasing operations.

ACCOMPLISHMENTS IN FISCAL YEAR 2022-2023:

- Coordinated Strategic Planning Sessions to set long-term goals and objectives.
- Have a long-term financial strategic plan in place.
- Lead discussions with the Finance Committee.
- Fulfilled the FY 21-22 annual financial audit in January 2023 with no findings.
- Fulfilled the FY 21-22 federal funding single audit in February 2023 with no findings.
- Received the Certificate of Achievement for Excellence in Financial Reporting Award from the Government Finance Officers Association (GFOA) in January 2023 for its FY21-22 ACFR.
- Streamlined the annual budget process.
- Updated the City's master fee schedule with a cost-of-living factor (CPI).
- Implemented a new development impact fee policy with new rate structure.
- Lead the development of an update to the Business License Tax approved by City Council and the new Business License Tax on the November 2022 ballot was passed by voters.
- Lead the development of a Cannabis Tax Ordinance approved by City Council and the Cannabis Tax on the November 2022 ballot was passed by voters.
- Changed the trustee for the PARS 115 Trust Plan.
- Implemented the water and wastewater fee increase per the approved rate study to support the water and wastewater systems.
- Generated new revenues from the Topgolf agreement based on the approved Topgolf Revenue Allocation Policy.
- Successfully navigated through the financial challenges brought on by the COVID-19 Pandemic.

**CITY OF EL SEGUNDO
FINANCE DEPARTMENT PROFILE**

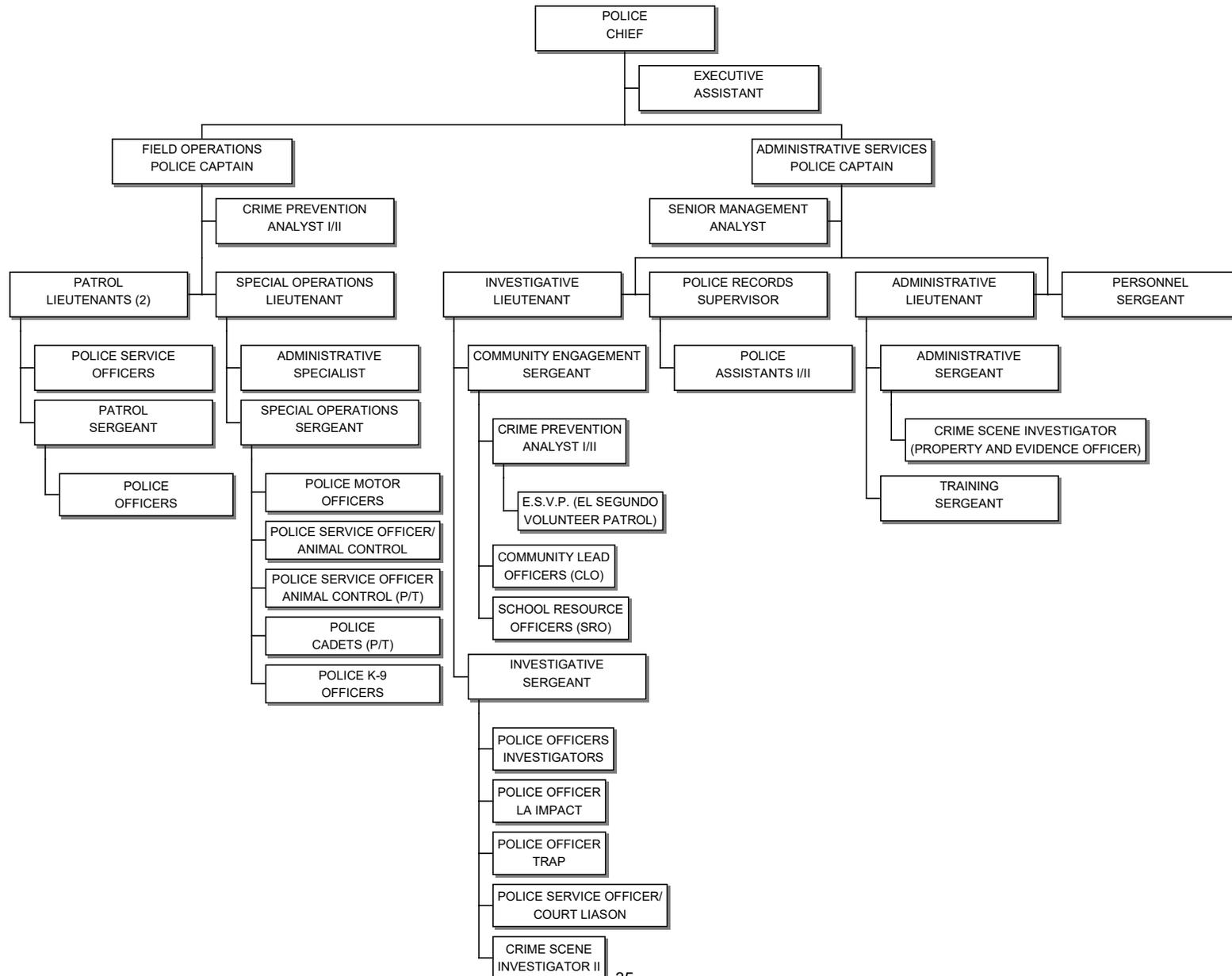
GOALS & OBJECTIVES FOR FISCAL YEAR 2023-2024:

- Continue on a sustainable financial path, solve future structural deficits, and maintain reserves.
- Continue to monitor unfunded pension liabilities.
- Continue to provide an annual CPI adjustment to the master fee schedule.
- Enhance existing revenues and look for new revenue sources (grants, economic development, tax measures).
- Restore the department's staffing at full strength with new members fully functioning in their respective divisions.
- Continue to enhance the budget presentation.
- Close the books for the fiscal year and finish the annual financial audit in a more timely and effective manner.
- Process accounts payable/payroll/cash receipts on time with close to 100% accuracy.
- Provide departments more accurate monthly budget performance reports.
- Reconcile bank statements within a month following the month-end close.
- Cross-train staff members to provide back-up in case of unanticipated absences and to prepare them for upward mobility.
- Provide staff opportunities to gain more knowledge and understanding of municipal finance through attendance at various training and educational sessions.
- Begin the research for a new City-wide ERP system.
- Research possible local revenue measures to bring to the voters for the November 2024 general election.
- Implement upgrades to the utility billing program that will result in enhanced customer service.

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2023-2024

Department	001 GENERAL FUND FINANCE DEPARTMENT			
	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
(001) GENERAL FUND	6,125,530	2,235,699	2,576,681	2,472,453
Salaries & Benefits	5,815,335	1,775,418	2,168,086	2,000,007
4101 Salaries Full Time	1,124,877	1,337,662	1,639,336	1,529,576
4102 Salaries Part Time	6,221	7,621	30,600	18,000
4103 Overtime	2,187	5,630	5,000	7,500
4113 Reimbursable Overtime	-	-	-	-
4117 Opt - Out Payments	-	483	-	2,850
4201 Retirement CalPERS	303,987	128,462	134,524	130,613
4202 FICA	86,640	106,761	127,199	110,764
4203 Workers' Compensation	9,887	9,495	11,593	10,990
4204 Group Insurance	144,822	179,305	219,834	179,124
4207 CalPERS UAL Expense	4,136,714	-	-	-
4210 OPEB Expense	(0)	-	-	-
4211 401(a) Employer's Contribution	-	-	-	7,231
4221 Car Allowance	-	-	-	3,360
Maintenance & Operations	310,195	460,280	408,595	472,446
4999 Cash Over/Short	-	100	-	-
5201 Office Supplies	-	-	-	-
5204 Operating Supplies	4,867	8,629	11,300	12,500
5214 Housing Supplies	-	-	-	-
5220 Computer Refresh Program Equipment	-	-	-	-
6139 Bank Service Charges	-	-	-	-
6201 Advertising/Publishing	-	275	240	250
6203 Copy Machine Charges	-	1,300	-	-
6205 Other Printing & Binding	1,558	1,914	1,800	1,850
6206 Contractual Services	5,845	1,696	-	-
6207 Equipment Replacement Charge	968	985	985	-
6208 Dues & Subscriptions	1,565	2,711	6,060	5,425
6213 Meetings & Travel	1,951	16,479	30,940	40,300
6214 Professional & Technical	254,671	368,561	285,620	336,750
6217 Software Maintenance	-	840	4,000	2,000
6219 Network Operating Charge	23,775	37,900	37,900	43,199
6223 Training & Education	2,041	3,986	8,450	12,100
6245 Employee Recognition	-	-	-	1,000
6253 Postage	5,166	3,513	5,200	6,100
6254 Telephone	7,789	11,392	10,100	10,972
6260 Equipment Leasing Costs	-	-	6,000	-
Grand Total	6,125,530	2,235,699	2,576,681	2,472,453

CITY OF EL SEGUNDO POLICE DEPARTMENT ORGANIZATION CHART FISCAL YEAR 2023-2024



**CITY OF EL SEGUNDO
POLICE DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2020-2021 TO 2022-2023**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2020-21	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24
<u>Police Department</u>				
Chief of Police	1.00	1.00	1.00	1.00
Administrative Specialist	-	-	-	1.00
Crime Prevention Analyst I/II	2.00	2.00	2.00	2.00
Crime Scene Investigator II	1.00	1.00	1.00	1.00
Crime Scene Investigator/Property Officer	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	-
Police Assistant I/II	7.00	6.00	7.00	6.00
Police Captain	2.00	2.00	2.00	2.00
Police Lieutenant	5.00	5.00	5.00	5.00
Police Officer	42.00	42.00	42.00	42.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Sergeant	11.00	11.00	11.00	11.00
Police Services Officer I/II	5.00	6.00	5.00	5.00
Police Trainee	2.00	2.00	2.00	3.00
Senior Management Analyst	-	-	-	1.00
Sub-total Full-Time	82.00	82.00	82.00	83.00
<u>Part-Time FTEs</u>				
Police Cadet	9.00	3.20	6.26	4.40
Police Services Officer I/II	1.00	-	1.00	0.50
Sub-total Part-Time	10.00	3.20	7.26	4.90
Total Police Department	92.00	85.20	89.26	87.90

**CITY OF EL SEGUNDO
POLICE DEPARTMENT PROFILE**

MISSION STATEMENT: Our Mission is to provide a safe and secure community while treating all people with dignity and respect.

The Police Department is budgeted for 82 full-time positions: 62 sworn and 20 non-sworn personnel. The Department consists of two bureaus: Administrative Services Bureau and Field Operations Bureau.

ADMINISTRATIVE SERVICES BUREAU: Has jurisdiction over the following:

Investigative Division: Follow-up investigation and assist in the prosecution of all crimes. Utilization of resources to identify and combat crime trends.

Administrative Division: Coordinates the maintenance of department vehicles and equipment; inventory and distribution of supplies and equipment; preparation of the department budget, compliance with custody of official police records; investigation of personnel complaints and compliance with training mandates.

Community Engagement Division: Strengthens relationships with the community; disseminates relevant information; develops crime prevention and awareness programs; coordinates with Community Lead Officers and School Resource Officers and coordinates volunteer programs.

FIELD OPERATIONS BUREAU: Has jurisdiction over the following:

Patrol Division: Patrols the City; enforces penal codes and municipal codes; maintains public order; enforces traffic law; provides public assistance as circumstances require.

Special Operations Division: Ensures safe and efficient movement of traffic in the city through high-visibility enforcement and public education; enforces parking control; coordinates special events and handles animal control calls.

ACCOMPLISHMENTS IN FISCAL YEAR 2022-2023:

- Conducted 178 homeless contacts, 49 MET (Mental Evaluation Team) calls, and transported 28 individuals for shelter.
- Conducted TAP's (Tactical Action Plans) targeting locations with increased criminal activity.
- Attended community programs and meetings to educate citizens on crime trends and to help them identify suspicious behavior.
- Implemented the Directed Enforcement Program in which an officer on each shift is assigned to specifically target hot spot crime areas.
- Conducted foot beats around the city to increase the opportunity for officers to have positive communications with community members.

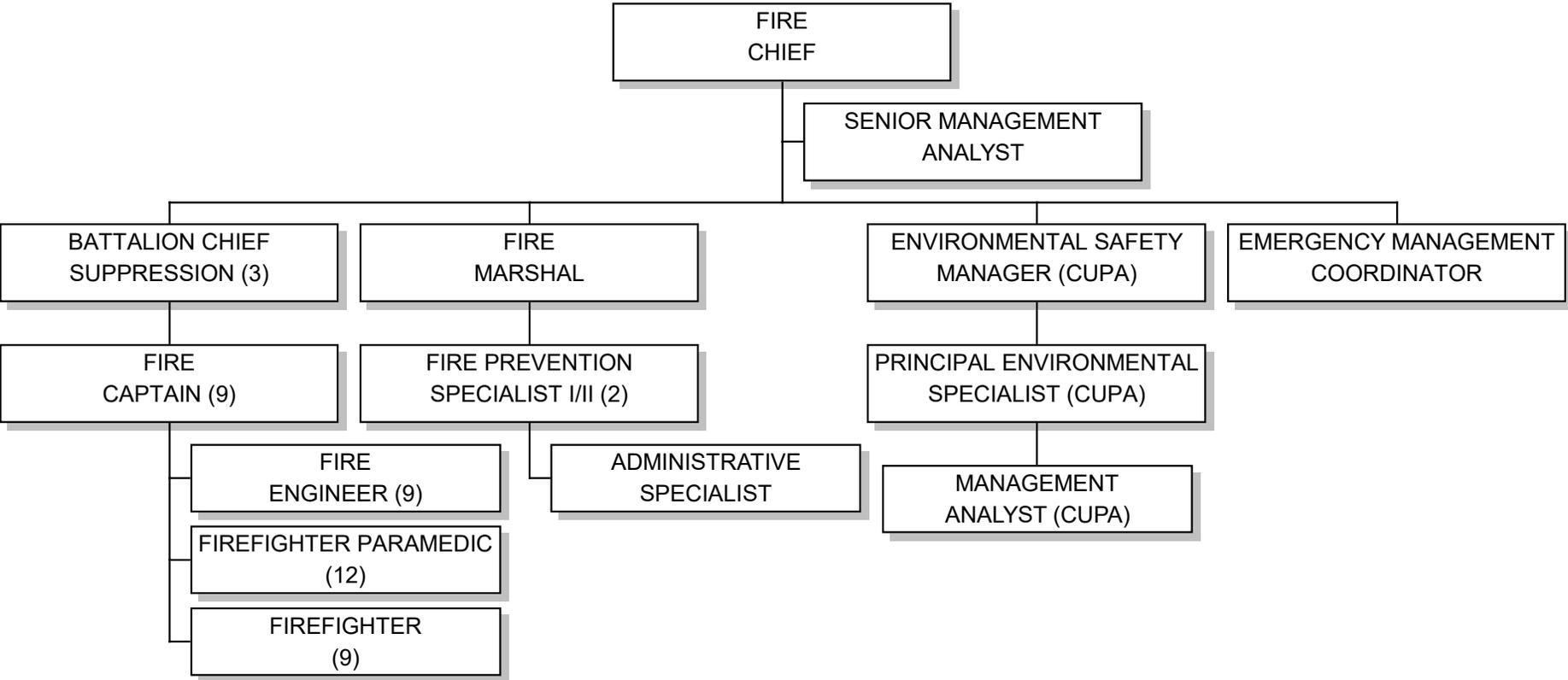
GOALS & OBJECTIVES FOR FISCAL YEAR 2023-2024:

- Attend at least one recruitment event monthly to increase our applicant pool.
- Continue directed enforcement and education to impact crime trends, community concerns, and issues surrounding traffic.
- Continue to work with the MET (Mental Evaluation Team) to monitor to homeless population and offering services.
- Enhance communication between the community and the police department by providing community training events in areas of public safety and community awareness through the Community Lead Officers, Neighborhood Watch meetings, Self-Defense classes and Active Shooter demonstrations.
- Regularly schedule foot beats in downtown and retail areas to increase the opportunity for officers to have positive communications with community members.

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2023-2024

Department	001 GENERAL FUND POLICE DEPARTMENT			
	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
(001) GENERAL FUND	75,856,361	17,845,583	20,378,246	21,362,405
Salaries & Benefits	73,430,255	14,659,914	16,198,771	17,062,790
4101 Salaries Full Time	7,002,453	8,115,268	9,662,285	9,571,773
4102 Salaries Part Time	132,765	229,346	281,354	183,405
4103 Overtime	491,189	947,457	895,000	900,000
4105 Holiday Pay	478,917	489,269	523,434	865,924
4113 Reimbursable LA County - TRAP	12,620	11,895		-
4113 Reimbursable Overtime	28,897	86,825		142,197
4117 Opt - Out Payments	2,715	3,018	2,167	2,850
4118 Replacement Benefit Contributions	48,095	46,970		88,461
4201 Retirement CalPERS	4,849,950	2,019,644	1,831,685	1,993,113
4202 FICA	210,776	267,829	296,825	805,756
4203 Workers' Compensation	921,849	1,198,011	1,113,562	1,183,693
4204 Group Insurance	827,112	1,166,027	1,167,131	1,318,778
4205 Uniform Allowance	5,298	240	10,003	6,840
4207 CalPERS UAL	58,366,322	-	343,325	-
4209 PARS Expense	-	-		-
4210 OPEB Expense	0	-		-
4211 401(a) Employer's Contribution	4,437	-		-
4215 Uniform Replacement	46,860	78,115	72,000	-
Maintenance & Operations	2,426,106	3,180,279	4,179,475	4,299,615
5204 Operating Supplies	37,188	63,158	68,000	68,000
5206 Computer Supplies	1,899	2,623	5,000	5,000
5211 Photo & Evidence Supplies	6,210	32,971	6,500	6,500
5212 Prisoner Meals	1,352	-		-
5215 Vehicle Gasoline Charge	-	-		-
5218 Training Materials & Supplies	27,615	30,780	35,000	37,000
5220 Computer Refresh Program Equipment	-	-		-
6205 Other Printing & Binding	5,629	17,764	16,000	16,000
6206 Contractual Services	1,652,441	1,646,636	2,377,311	2,422,361
6207 Equipment Replacement Charge	230,844	267,994	378,554	479,996
6208 Dues & Subscriptions	7,909	13,037	10,560	10,405
6211 Insurance & Bonds		375,000	550,000	500,000
6212 Laundry & Cleaning	4,656	6,368	6,500	6,850
6213 Meetings & Travel	10,943	63,453	55,000	55,000
6214 Professional & Technical	124,745	221,401	215,750	232,950
6215 Repairs & Maintenance	6,134	5,875	7,000	7,000
6216 Rental Charges	11,250	15,000	15,000	15,000
6219 Network Operating Charge	87,278	129,300	129,300	147,378
6223 Training & Education	9,300	28,178	35,000	35,000
6224 Vehicle Operating Charge	-	225		-
6225 PD Admin/POST Training & Education	20,952	8,511		-
6251 Communication/Mobile Radio	-	-		-
6253 Postage	3,134	5,180	3,500	3,675
6254 Telephone	100,200	141,462	130,000	125,000
6260 Equipment Leasing Costs	6,511	427	9,000	-
6272 Court Costs	-	-		-
6273 In-Custody Medical Charges	43,547	52,389	55,000	55,000
6274 Investigations Expense	4,810	7,610	10,000	10,000
6275 K-9 Dog Care Services	6,838	7,928	9,000	9,000
6278 Computer Charges	-	-		-
6288 S.W.A.T. Program	2,563	12,665	12,500	12,500
6289 Education Reimbursement	12,155	24,343	40,000	40,000
Capital Outlay	-	5,390		-
8104 Equipment	-	5,390		-
8105 Automotive	-	-		-
Grand Total	75,856,361	17,845,583	20,378,246	21,362,405

**CITY OF EL SEGUNDO
 FIRE DEPARTMENT
 ORGANIZATION CHART
 FISCAL YEAR 2023-2024**



**CITY OF EL SEGUNDO
FIRE DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2020-2021 TO 2022-2023**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2020-21	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24
<u>Fire Department</u>				
Fire Chief	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00
Emergency Management Coordinator	1.00	1.00	-	1.00
Environmental Safety Manager	1.00	1.00	1.00	1.00
Fire Captain	9.00	9.00	7.00	9.00
Fire Engineer	9.00	9.00	9.00	9.00
Fire Marshal	1.00	1.00	1.00	1.00
Fire Prevention Specialist I/II	2.00	2.00	2.00	3.00
Firefighter	6.00	6.00	-	-
Firefighter/Paramedic	15.00	15.00	21.00	21.00
Management Analyst (CUPA)	1.00	1.00	1.00	1.00
Principal Environmental Specialist (CUPA)	1.00	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00
Sub-total Full time	52.00	52.00	49.00	53.00
<u>Part-Time FTEs</u>				
Administrative Intern	-	-	0.25	0.25
Fire Prevention Specialist P/T	-	-	0.50	-
Sub-total Part-Time	-	-	0.75	0.25
Total Fire Department	52.00	52.00	49.75	53.25

**CITY OF EL SEGUNDO
FIRE DEPARTMENT PROFILE**

MISSION & PURPOSE STATEMENT

Through Courtesy & Service, the El Segundo Fire Department is Committed to Protecting Our Community from All Risks with Integrity, Compassion, Dedication, Teamwork and Professionalism.

The Fire Department has six divisions, each representing a critical fire and life safety service delivery component with distinct functions as follows:

Administration:

Fire Administration is tasked with the overall effectiveness and efficiency of the fire department. Consisting of the Fire Chief and a Senior Management Analyst, the fire administration division is responsible for the leadership, management and coordination of all activities within the department. Responsibilities include budget coordination and management, personnel and payroll administration, grant administration, contract management, billing, cashiering, revenue recovery, procurement, planning and organizational development. Administration supports each division within the department to provide the most effective and efficient service level given available resources. **2 FTEs.**

Fire Suppression:

Fire Suppression personnel respond to all hazards the community may encounter including fires, floods, medical aid calls, hazardous material incidents and specialized technical rescue calls, while also providing non-emergency public assistance. When requested, our personnel respond and provide fire and life safety service to other communities throughout the State of California, through the California Master Mutual Aid System. This division also conducts fire prevention inspections, pre-fire planning, training, apparatus maintenance and communication. **30 FTEs.**

Emergency Medical Services Division:

The Emergency Medical Services (EMS) Division provides pre-hospital basic and advanced life support and patient stabilization, including ground ambulance transportation to medical facilities as necessary. Quickly becoming the most utilized service within the fire department, the EMS Division is positioned to provide efficient, effective life support to the injured and ill, while meeting mandated continuing education requirements to ensure quality assurance for patient care by all EMS personnel. **12 FTEs.**

Fire Prevention:

The Fire Prevention Division is tasked with one of the most important aspects in the fire service, reducing the likelihood of fires and fire related injuries while mitigating the potential severity of these events when they occur. Fire Prevention activities include inspections of buildings and premises for code compliance; Consultation with developers and businesses on fire protection requirements; Plan reviews for all proposed construction and tenant improvements including technical fire suppression equipment, above ground tanks and exiting systems; Fire investigation; Preparing and revising laws and codes; Safety and fire prevention public education; And enforcement of fire regulations. **5 FTEs.**

Environmental Safety Division:

The Environmental Safety Division is one of only 83 Certified Unified Program Agencies (CUPA) designated and approved by the State of California to protect public health and the environment, and to implement environmental programs. The Division operates by guidance of State legislation to be self-sufficient and derives revenues through the requirements of business compliance. The division, as a CUPA,

**CITY OF EL SEGUNDO
FIRE DEPARTMENT PROFILE**

regulates the following programs: Hazardous Materials Business Plan; California Accidental Release Prevention; Risk Management Plan; Hazardous Waste Generation; Treatment of Hazardous Waste; Underground Storage Tank; and Aboveground Petroleum Storage Act facilities. The division works in conjunction with the Fire Suppression Division, as a technical reference, on hazardous material release incidents. It also serves as the liaison to the local health officer for hazardous materials clean-up. The Division is also responsible for inspection and enforcement, public outreach, administration of the CUPA, annual billing of the regulated facilities, issuing annual operating permits and providing environmental data for public inquiries. **3 FTEs.**

Emergency Management Division:

The Emergency Management Division is tasked with making the city resilient. The division works with all city departments, city businesses, residents, neighboring jurisdictions, and other stakeholders to mitigate hazards; prepare the city through planning, training, exercising, and equipping; coordinating and supporting response operations; and facilitating recovery to recoup costs and rebuild damage. The division maintains crisis communication systems including a mass notification system and an emergency radio system. The division focuses efforts in two programs - The All-Hazards Incident Management Team which is used to unify the efforts of the city in response to hazards when incidents occur and the Disaster Service Worker program which prepares city employees to serve the city during disasters. The division maintains all disaster and emergency related plans including the emergency operations plan. The division regularly works with residents and businesses to encourage best practices of personal, family, and business preparedness thereby improving overall city readiness. **1 FTE**

ACCOMPLISHMENTS IN FISCAL YEAR 2022-2023:

Fire Administration

- Finalized second phase of fire accreditation (Community Risk Assessment & Standard of Cover)
- Reorganized front office staff
- Promoted one Management Analyst, one Fire Prevention Specialist II, one Battalion Chief, two Fire Captains, and two Fire Paramedics
- Hired a Battalion Chief, Fire Marshal, Management Analyst, and Administrative Specialist
- Successfully executed Measure B grant for Auto Pulse machines
- Organized community events such as Spark of Love and Fired Up! Girls' Camp

Fire Suppression/EMS Division

- Developed a Battalion Chief Task Book for succession planning purposes
- Developed training standards to benchmark performance of operational procedures
- EMS/DHS Audit completed
- Completed comprehensive After-Action Report (AAR)
- Organized several community events such as Firefighter story time, Super CPR Saturday, and Fire Department Open House

Fire Prevention Division

- Implemented comprehensive Fire Prevention fee schedule
- Accomplished 100% cost recovery for fire prevention services
- Completed 2022 Fire Code Adoption with amendments
- Outsourced inspection/operational permit billing for improved efficiency and cost recovery
- Created a promotional ladder for Fire Prevention Specialists

**CITY OF EL SEGUNDO
FIRE DEPARTMENT PROFILE**

- Implemented suppression inspection program including training.
- Completed 1,543 inspections, 599 plan checks, and issued 479 permits

Environmental Safety Division

- CUPA 3-year audit completed
- Complete a thorough Risk Assessment study for all regulated sites holding hazardous materials and hazardous waste
- Finalize the voluntary clean up oversight program to manage the cleanup of properties contaminated by hazardous materials not exclusively associated with petroleum Underground Storage Tanks
- Completed 395 inspections, 24 plan checks, and issued 466 permits

Emergency Management Division

- Participated in the Great Shake Out Earthquake drill
- Submitted grant application for the City's Hazard Mitigation Plan
- Attended regional tsunami exercise
- Quarterly CERT classes scheduled

GOALS & OBJECTIVES FOR FISCAL YEAR 2023-2024:

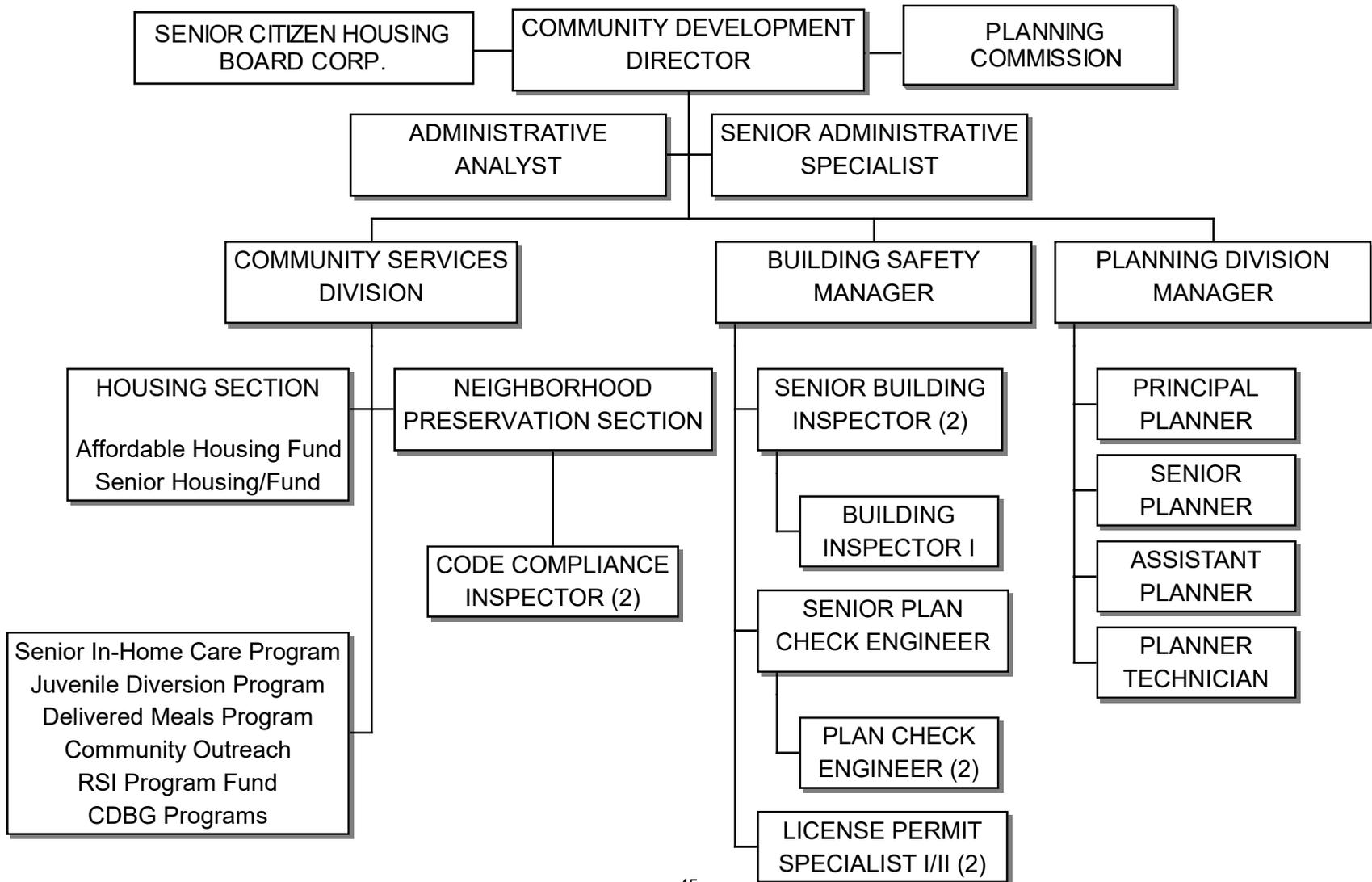
- Establish a list of firefighter candidates and potentially hire 5-6 firefighters.
- Complete staffing study including data on “brown out”, alternative staffing model, and community risk assessment.
- Complete ISO Rating
- Research and potentially separate from South Bay Regional Communications Center and enter into an agreement with fire-centric dispatch center
- Implement Telestaff staffing software
- Implement Alert South Bay services in accordance with AB1646
- Hire two fire prevention specialists and an assistant fire marshal/plans examiner
- Increase community engagement and schedule ride-a-longs for Department Directors and staff
- Complete goals in Fire Department Strategic Plan

- Complete the fire suppression operational procedures manual
- Complete State Mandated Fire Inspections with 100% compliance
- Study organizational efficiencies within the Fire Prevention & Environmental Safety Divisions

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2023-2024

Department	001 GENERAL FUND FIRE DEPARTMENT			
	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
(001) GENERAL FUND	66,123,936	13,501,668	13,564,268	14,189,002
Salaries & Benefits	65,405,488	12,093,285	11,745,064	12,046,118
4101 Salaries Full Time	4,763,264	5,254,447	6,112,662	6,327,856
4102 Salaries Part Time	93,501	153,713	62,400	16,380
4103 Overtime	283,284	304,191	225,000	240,000
4105 Holiday Pay	277,582	285,628	408,143	495,857
4107 FLSA Overtime	331,944	479,046	440,000	-
4110 Leave Replacement	1,330,029	1,886,056	1,250,000	1,250,000
4113 Reimbursable Overtime	6,914	14,804	33,750	33,500
4117 Opt - Out Payments	-	-	-	-
4118 Replacement Benefit Contributions	43,808	33,334	45,000	45,000
4201 Retirement CalPERS	3,824,326	1,349,592	1,086,778	1,298,901
4202 FICA	133,472	177,819	126,276	519,182
4203 Workers' Compensation	1,059,200	1,266,023	842,562	880,916
4204 Group Insurance	646,665	864,453	764,316	896,509
4205 Uniform Allowance	2,109	2,303	11,169	1,216
4207 CalPERS UAL	52,593,786	-	304,508	-
4209 PARS Expense	-	-	-	-
4210 OPEB Expense	1	-	-	-
4211 401(a) Employer's Contribution	-	-	-	-
4215 Uniform Replacement	15,602	21,878	32,500	40,800
Maintenance & Operations	718,448	1,408,383	1,819,204	2,042,885
5201 Office Supplies	2,512	5,059	5,000	6,000
5203 Repair & Maintenance Supplies	6,352	3,564	7,500	10,000
5204 Operating Supplies	103,065	114,541	199,692	251,492
5207 Small Tools & Equipment	2,654	4,413	12,500	12,500
5214 Housing Supplies	7,603	9,886	14,380	18,700
5218 Training Materials & Supplies	10,097	4,493	11,250	11,250
5220 Computer Refresh Program Equipment	-	-	-	-
5255 CPR Class Operating Supplies	-	-	-	-
5255 CPR Class Supplies	-	55	2,500	2,500
6101 Gas Utility	4,128	5,894	7,800	8,250
6102 Electric Utility	23,428	32,812	33,000	35,000
6103 Water Utility	6,244	7,820	10,500	10,500
6201 Advertising/Publishing	5,771	2,175	-	6,750
6205 Other Printing & Binding	490	279	950	1,150
6207 Equipment Replacement Charge	212,201	176,961	304,755	320,018
6208 Dues & Subscriptions	7,690	10,117	17,234	21,761
6211 Insurance & Bonds	-	375,000	350,000	400,000
6213 Meetings & Travel	33,024	44,940	37,650	53,000
6214 Professional & Technical	162,046	342,309	537,312	471,197
6215 Repairs & Maintenance	26,794	37,493	71,110	72,110
6217 Software Maintenance	30,893	33,591	46,632	122,666
6219 Network Operating Charge	21	55,100	10,300	11,740
6221 Educational Incentive	-	-	-	-
6223 Training & Education	20,519	62,040	72,375	74,900
6249 Fees & Licenses	-	2,329	-	-
6251 Communication/Mobile Radio	5,876	18,820	7,439	40,906
6253 Postage	1,065	3,278	1,000	1,000
6254 Telephone	38,758	51,786	41,325	42,495
6257 Public Education	5,550	3,627	2,000	22,000
6259 Breathing Apparatus	1,666	-	15,000	15,000
6260 Equipment Leasing Costs	-	-	-	-
Capital Outlay	-	-	-	100,000
8104 Capital/Equipment	-	-	-	-
8104 Equipment	-	-	-	100,000
Grand Total	66,123,936	13,501,668	13,564,268	14,189,002

**CITY OF EL SEGUNDO
COMMUNITY DEVELOPMENT
ORGANIZATION CHART
FISCAL YEAR 2023-2024**



**CITY OF EL SEGUNDO
COMMUNITY DEVELOPMENT DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2020-2021 TO 2022-2023**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2020-21	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24
<u>Community Development Department</u>				
Director of Community Development	1.00	1.00	1.00	1.00
Administrative Analyst	-	-	1.00	1.00
Assistant Planner	2.00	1.00	1.00	1.00
Building Inspector I / II	1.00	1.00	1.00	2.00
Building Safety Manager	1.00	1.00	1.00	1.00
Code Compliance Inspector	1.00	1.00	1.00	1.00
License Permit Specialist I/II	2.00	2.00	2.00	2.00
Plan Check Engineer	1.00	2.00	2.00	2.00
Planning Manager	1.00	1.00	1.00	1.00
Planning Technician	1.00	1.00	1.00	1.00
Principal Planner	2.00	2.00	2.00	2.00
Senior Administrative Specialist	1.00	1.00	1.00	1.00
Senior Building Inspector	2.00	2.00	2.00	1.00
Senior Plan Check Engineer	1.00	1.00	1.00	1.00
Sub-total Full-Time	17.00	17.00	18.00	18.00
<u>Part-Time FTEs</u>				
Administrative Analyst	-	0.67	-	-
Code Compliance Inspector	-	-	1.00	0.50
Sub-total Part-Time	-	0.67	1.00	-
Total Community Development Department	17.00	17.67	19.00	18.00

**CITY OF EL SEGUNDO
COMMUNITY DEVELOPMENT DEPARTMENT PROFILE**

MISSION STATEMENT: Meet the needs of the community through responsible planning while maintaining a safe built environment for El Segundo's residents, businesses, and visitors.

The Community Development Department has 19 full-time positions spread among three primary divisions.

Administration: Provides the overall administrative direction for the department; provides management and technical oversight of the divisions.

Planning Division: The Planning Division promotes and enhances the well-being of residents, visitors, property owners, and businesses of the City of El Segundo. Long-range planning is accomplished through the General Plan, which serves as the City's road map and guides the overall built form of the City. Division staff develop and implement the General Plan; administers land uses through the zoning, subdivision, and environmental codes; and provides staff support to the Planning Commission.

Building & Safety Division: The Building and Safety Division ensure the health, safety, and welfare of the residents of the City of El Segundo by regulating the construction and occupancy of buildings. Division staff provide development and building services by educating, administering, and enforcing State and local construction regulations to maintain property and protect life, safety, and health of all occupants; conducts plan reviews; issues permits; and provides inspection services in a professional, flexible, and equitable manner.

Community Services Division: The Community Services Division focuses on providing support to residents and business owners to engage and advocate for efforts advancing the City's legislative priorities, community engagement, and protecting and preserving the quality of life in El Segundo. The Division is comprised of several operations, including:

Neighborhood Preservation Section: Our neighborhoods are the environment in which we live and raise our families. Blight and nuisances can devalue, detract, and degrade the quality of any neighborhood. Recognizing the importance of protecting this environment, Code Compliance Inspectors work closely with the community to help provide, protect, and preserve public health and safety regulations including environmental, housing, public nuisance, zoning, and building code.

Housing Section: The City manages an affordable housing fund, and senior housing fund, intended to provide support services to Department staff in the development and management of affordable housing and senior housing units, services, and programs. The City's Housing programs are guided by an Affordable Housing Strategic Plan, establishing policy guidance for the creation and management of affordable housing units to meet the needs of low- and moderate-income residents and state-mandated affordable housing goals.

Community Development Block Grant (CDBG) Program: Federal funding is available from the Department of Housing and Urban Development (HUD) through the CDBG program, administered by Los Angeles County. The City receives approximately \$65,000 in funding annually through Los Angeles County Development Authority (LACDA) CDBG program. The City uses CDBG funds for programs serving seniors, persons with disabilities, and to fund infrastructure improvements.

Juvenile Diversion Program: Offers counseling to children and adolescents considered to be "at risk" for physical and/or emotional abuse. The City contracts with the South Bay Children's Health Center, a private non-profit organization that offers trained counselors to assist both the juvenile and the family. Juvenile Diversion encourages service recipients to better understand their emotions, learn healthy ways to cope with stress, improve their self-esteem and build strong relationships. Approximately 350 hours of counseling services are provided annually to approximately 40 eligible El Segundo youth and their families.

**CITY OF EL SEGUNDO
COMMUNITY DEVELOPMENT DEPARTMENT PROFILE**

Senior In-Home Care Program: Provides in-home services to El Segundo elderly and severely handicapped shut-ins. Home health care services including physical, medical, and/or companion care assistance enables service recipients to live in their own homes instead of, or prior to, any form of institutional convalescence. Clients' needs are assessed by a trained counselor prior to service, and cases vary in the utilization of the services available. Services are rendered through a qualified home health care agency on an as-needed basis. Approximately 25 eligible clients receive a total of 500 in-home visits annually.

Delivered Meals Program: Provides nourishing, balanced at-home meal service to residents who are senior citizens, severely handicapped persons, or convalescent shut-ins. The City contracts with St. Vincent's Meals on Wheels, a non-profit service organization that prepares the meals for the program recipients. Home Delivered Meals allows service recipients to continue to reside in their homes without food insecurity. The program's clients receive one hot meal Monday-Friday and a frozen meal for Saturdays. Approximately 5,000 to 6,000 meals are delivered annually.

ACCOMPLISHMENTS IN FISCAL YEAR 2022-23:

Completed:

- Successfully filled vacant position(s) – Building Inspector I, Licensing/Permit Specialist
- Amended city zoning code – 12+ code sections
- Completed Department assessment of performance metrics (plan check processing, entitlement processing, staffing capacity, inspection request window, etc.)
- Achieved 70+% customer satisfaction rating
- Initiated Smoky Hollow Specific Plan clean up amendment
- Initiated comprehensive study of City-wide parking permit program
- Initiated residential development incentive study
- Initiated implementation of Housing Element goals/policies (overlay zones, text amendments, etc.)
- Completed Home Share program study/implementation
- Issued RFP for Building and Safety on-call plan check services
- Issued RFQ for Contract Planning Services for reimbursable projects/accounts
- Completed development and implementation of Vehicle Miles Traveled (VMT) model and calculator
- Initiated document imaging and scanning of microfilms into Laserfiche for Planning Division
- Transitioned to 100% virtual plan submittal, review, and permit issuance
- Implemented Development Services community engagement program
- Implemented 1-week, 2-week, 3-week standard plan review turn around times based on project scope; with 97% success adhering to standard review times

**CITY OF EL SEGUNDO
COMMUNITY DEVELOPMENT DEPARTMENT PROFILE**

		Key Performance Indicators			
Measure	Target Metric	2021-2012 Actual	2022-2023*	Performance	
No. of Counter Customers		2,165	16,773		
Plan Checks Processed (includes Building, Planning, Fire, Public Works, Police, and Rec.& Parks review)	90% Complete in 1-week, 2-week, 3-week window	2,141	1,402		
Planning Division					
Zoning Conformance Letters	10 days	23	10		
Covenants	3 days	41	54		
Sign Permits	5 days	28	29		
Master Sign Programs	20 days	3	5		
Preliminary Plan Review	30 days	9	5		
Temporary Use Permit	15 days	11	13		
Amplified Sound Permit	2 days	16	15		
Administrative Use Permits	Alcohol – 3 months Signs – 45 days	6	6		
Adjustments	< 60 days	2	2		
Design review	Director – 45 days Planning Commission – 3 months	4	2		
Development Project Entitlements	Less than 6-months	8	11		
Building and Safety					
Building Permits Issued	Less than 30-day average	1722	1311		
Inspections	100% Within 24-hours	2,300	3833	100% Within 24-hours	
Building/Project Finals		788	658		
Address Requests	Less than 10 working days	47	30		
Total New Floor Area (sq. ft.)		13,859	240,849		
Total New Construction Valuation		\$227,520,671.00	273,480,431.00		
			Closure Rate		
Code Enforcement Cases Initiated		95			
Code Enforcement Cases Closed	84%	80			
Administrative Citations Issued		7			

*Data generated July 2021 - May 2022

GOALS & OBJECTIVES FOR FISCAL YEAR 2022-23:

- Implement measures to improve Department Key Performance Indicators from Department Assessment

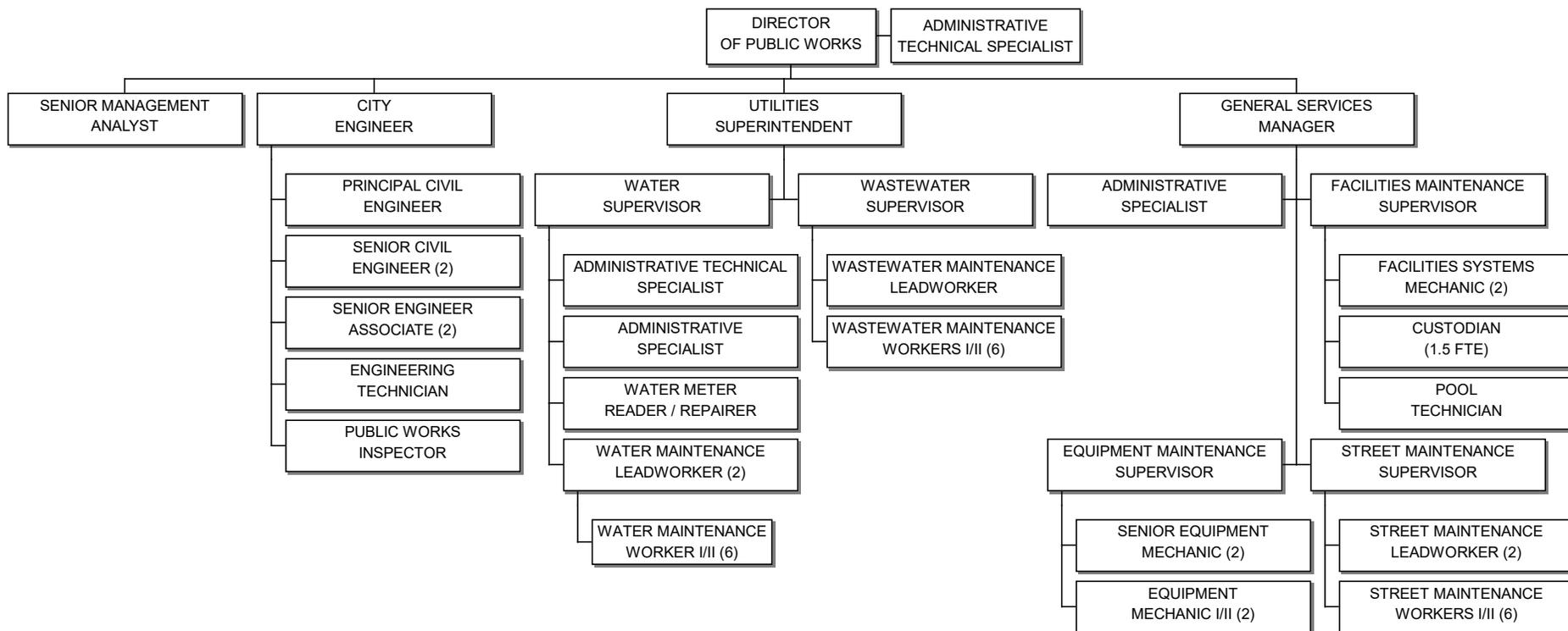
**CITY OF EL SEGUNDO
COMMUNITY DEVELOPMENT DEPARTMENT PROFILE**

- Create engaging and informative Department materials regarding Development Services and codes
- Initiate comprehensive Parking Code update
- Complete development of Department Standard Operating Procedures
- Complete Affordable Housing Strategic Plan
- Implement annual Department customer service satisfaction survey
- Implement SolarAPP+ software by which applicants can apply and obtain permits for solar panels for residential projects online
- Award new contract service agreement for Building plan check services based on fee percentage basis as opposed to hourly rate basis
- Complete roll out of OpenGov permit software for all Building and Safety permits
- Improve customer satisfaction rating above 70%
- Improve success rate of standard plan review times above 89%
- Complete staffing recruitment to build out Neighborhood Preservation Unit, Management Analyst, and Senior Planner

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2023-2024

Department	001 GENERAL FUND COMMUNITY DEVELOPMENT DEPARTMENT			
	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
(001) GENERAL FUND	6,457,730	2,630,101	3,828,987	3,802,120
Salaries & Benefits	6,176,805	2,114,125	2,623,911	2,656,629
4101 Salaries Full Time	1,082,370	1,550,095	1,873,635	1,886,687
4102 Salaries Part Time	3,868	13,504	35,800	48,703
4103 Overtime	7,803	16,037	12,000	13,000
4113 Reimbursable Overtime	71,710	55,224	80,000	60,000
4117 Opt - Out Payments	-	-	-	-
4201 Retirement CalPERS	315,591	140,679	179,713	165,735
4202 FICA	84,865	124,754	149,068	144,718
4203 Workers' Compensation	35,131	48,054	62,206	54,421
4204 Group Insurance	119,526	164,892	230,622	267,854
4205 Uniform Allowance	-	-	-	-
4205 Uniform Allowance	491	887	867	380
4207 CalPERS UAL Expense	4,430,449	-	-	-
4209 PARS Expense	-	-	-	-
4210 OPEB Expense	1	-	-	-
4210 OPEB liability	-	-	-	-
4211 401(a) Employer's Contribution	-	-	-	10,330
4217 Early Retirement Incentive	25,000	-	-	-
4221 Car Allowance	-	-	-	4,800
Maintenance & Operations	280,925	515,975	1,205,076	1,145,491
5204 Operating Supplies	6,816	26,491	14,000	14,000
5206 Computer Supplies	5,997	162	-	11,800
5220 Computer Refresh Program Equipment	-	-	-	-
6102 Electric Utility	109	77	-	-
6201 Advertising/Publishing	2,448	4,704	8,200	11,000
6205 Other Printing & Binding	-	-	-	-
6206 Contractual Services	6,662	12,040	16,000	50,000
6207 Equipment Replacement Charge	6,526	6,029	5,416	11,390
6208 Dues & Subscriptions	2,436	3,226	15,760	17,380
6213 Meetings & Travel	131	1,664	5,050	9,250
6214 Professional & Technical	198,983	393,486	1,057,000	920,000
6215 Repairs & Maintenance	5,165	-	1,900	-
6219 Network Operating Charge	33,750	50,000	47,000	53,571
6223 Training & Education	4,749	4,636	16,850	16,100
6253 Postage	535	694	2,900	3,400
6254 Telephone	5,420	9,550	6,000	9,000
6260 Equipment Leasing Costs	-	-	6,000	-
6263 Commissioners Expense	1,200	3,215	3,000	18,600
Grand Total	6,457,730	2,630,101	3,828,987	3,802,120

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ORGANIZATION CHART
FISCAL YEAR 2023-2024**



**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2020-2021 TO 2022-2023**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2020-21	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24
<u>Public Works Department</u>				
Director of Public Works	1.00	1.00	1.00	1.00
Administrative Specialist (Water Fund)	1.00	1.00	1.00	1.00
Administrative Technical Specialist (Water Fund)	1.50	2.00	1.00	1.00
Associate Engineer	-	-	-	1.00
City Engineer	1.00	1.00	1.00	1.00
Custodian	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Equipment Mechanic I/II	2.00	2.00	2.00	2.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00
Facilities Systems Mechanic	3.00	3.00	3.00	3.00
Fire Equipment Mechanic	2.00	2.00	2.00	1.00
General Services Manager	1.00	1.00	1.00	-
General Services Superintendent	-	-	-	1.00
Maintenance Craftworker	1.00	-	-	-
Management Analyst	-	-	-	1.00
Office Specialist I	-	-	-	1.00
Pool Maintenance Technician	1.00	1.00	1.00	1.00
Principal Civil Engineer	1.00	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00
Senior Civil Engineer	2.00	2.00	1.00	1.00
Senior Engineer Associate	2.00	2.00	2.00	1.00
Senior Equipment Mechanic	-	-	-	1.00
Senior Management Analyst	1.00	1.00	1.00	-
Street Maintenance Leadworker	2.00	2.00	2.00	2.00
Street Maintenance Supervisor	1.00	1.00	1.00	1.00
Street Maintenance Worker I/II	6.00	6.00	6.00	6.00
Utilities Superintendent	-	-	-	1.00
Wastewater Maintenance Leadworker	1.00	1.00	1.00	1.00
Wastewater Maintenance Worker I/II	4.00	6.00	6.00	7.00
Wastewater Supervisor	1.00	1.00	1.00	1.00
Water Maintenance Leadworker	1.00	2.00	2.00	2.00
Water Maintenance Worker I/II	7.00	4.00	4.00	4.00
Water Meter Reader/Repairer	1.00	1.00	1.00	1.00
Water Supervisor	1.00	1.00	1.00	1.00
Sub-total Full-Time	50.50	50.00	48.00	51.00

Part-Time FTEs

Administrative Specialist	0.50	-	-	-
Custodian	1.00	-	-	0.50
Facilities Maintenance Worker	-	-	-	-
Park Maintenance Workers	-	3.40	-	-
Street Maintenance Worker	-	-	-	-

CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2020-2021 TO 2022-2023

Water Maintenance Worker I/II	-	0.50	-	-
Sub-total Part-Time	1.50	3.90	-	0.50
Total Public Works Department	52.00	53.90	48.00	51.50

For fiscal year 20-21, the park maintenance staff was transferred to the Public Works Department from the Recreation and Parks Department.

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT PROFILE**

MISSION STATEMENT: To deliver the highest quality public works services to residents and businesses in the City of El Segundo by providing outstanding public service, diligently maintaining City facilities and public infrastructure, and delivering the projects in the City's Capital Improvement Program (CIP) in a safe, logical, expedient, and cost-effective manner.

The Public Works Department has 50 FTE's spread among three distinct divisions. While a portion of the Department's operating costs are funded by the General Fund, the majority of the Department's operating budget is comprised of the City's Water Enterprise Fund and Wastewater Enterprise Fund.

PUBLIC WORKS ADMINISTRATION:

Provides overall administrative direction; ensures the Department provides the best service to the residents and the businesses in the City; represents the City with regard to regional, inter-agency and outside organization issues; manages the delivery of various projects; provides technical support to the Planning Commission and various Committees, other City Departments, the City Manager, and the City Council.

Solid Waste: Administers the City's Solid Waste Collection Contract for single-family and duplex properties and City-owned facilities; administers the City's Source Reduction and Recycling (SRRE) Program; supports the Environmental Committee and provides technical assistance and outreach to increase awareness of waste reduction and recycling. It also manages City's Commercial and Multi-Family Solid Waste Collection Permit Program to meet current State-mandated requirements, including AB 341 (Commercial Recycling), AB 1826 (Organics Recycling), and SB 1383 (Organic Recycling).

GENERAL SERVICES DIVISION:

Government Buildings: Operates and maintains several City owned facilities comprised of over 260,000 square feet of space, including: City Hall, Fire Stations 1 & 2, the Police Station, Library, Maintenance Facility (the "Yard"), Water Plant, the Aquatics Center, Hilltop Pool, and the Plunge.

Street Maintenance: Maintains approximately 57 miles of City streets and 6 miles of alleyways. Performs graffiti abatement in public property and public Right-Of-Way. Repairs and/or replaces concrete curb, gutter and sidewalk and roadway surfaces. Cleans spills of various non-hazardous materials in the public right-of-way, installs community banners and provides First Responder services to emergencies in coordination with Police and Fire Departments, administers the street sweeping contract and provides personnel and equipment to transport debris generated by City Departments to a transfer station. Manages the street lighting contract with Southern California Edison and coordinates contractual traffic signal maintenance services with the LA County Department of Public Works. Maintains all roadway striping, marking and signage, crosswalks, parking stalls, street name signs, and posts temporary signs for community events.

Equipment Maintenance: Maintains both motorized and portable equipment for the Fire, Police, Parks, Community Development, Public Works, and Library Departments; readies for service new Police and Fire equipment; administers the equipment replacement and vehicle operating budgets; evaluates equipment for replacement; prepares specifications necessary for the acquisition of the equipment; and determines the disposal of vehicles and equipment to be sold at auction. Equipment Maintenance also coordinates the annual Department of Transportation Smog Program audits, the annual California Highway Patrol inspections, the annual CAL-OSHA crane inspection, and the operation of the fuel storage and monitoring systems.

ENGINEERING DIVISION:

The Engineering Division performs the review, approval, and construction of public and private improvements in the public right-of-way, develops and implements the Capital Improvement Program, reviews and provides approval conditions for private development applications and projects in support of the Community Development Department, coordinates with Hyperion regarding the Hyperion Citizen's Advisory Committee, manages the Capital Improvement Program Advisory Committee and Environmental

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT PROFILE**

Committee; and ensures compliance with and participation in various regional programs such as the NPDES Permit and South Bay Cities COG initiatives and projects. Engineering Division also provides grant oversight and administration; keeps and maintains record drawings of City-owned infrastructure; and provides engineering support to other City Departments and other Divisions within the Public Works Department.

UTILITIES DIVISION:

Wastewater: Operates and maintains the City's wastewater collection system, which consists of nine sewer lift stations with 18 pumps, and approximately 57 miles of sewer mains. In addition, Wastewater operates and maintains approximately 18 miles of underground storm sewer pipes, including 400 catch basins, 4 lift stations, and several underground force mains which play a critical role in assuring the City is safe from rising storm runoff waters. The sewer lift stations run in an automatic mode 24 hours per day, 365 days a year and the stormwater lift stations operate on demand as necessary. The City's sewer lift stations convey flow of over a half-billion gallons of sewage effluent to treatment plants operated by LA City and LA County. Wastewater Operators are continuously on call to assist the city's businesses and residents when issues arise stemming from sewer related backups, mitigating hazardous conditions to the community we serve.

Water: Operates, maintains, and repairs the City's water distribution system consisting of approximately 65 miles of pipe, 5,000 meters, 3 million gallon (MG) and 6 MG reservoirs, and the 200,000-gallon elevated tank and other water related assets. Follows stringent guidelines set by the EPA and the State of California Water Resources Control Board to assure the water delivery to the City's water customers is safe for consumption and meets all water quality and regulatory standards. Monitors numerous facets of the City's water related projects stemming from Capital Improvement Projects to renovation projects from private residents and business owners, assuring the integrity of the City's water delivery system. Works closely with water purveyors at West Basin and Metropolitan Water District to ensure City's water customers benefit from water conservation programs and rebates during these times of drought. Assures accuracy within its water meter reading systems through its "smart" meter reading software to provide the upmost in customer service transparency through its billing system. Works closely with the City's Finance Department given their partnership in assuring all water related financial responsibilities are met. Water Operators are continuously on call to assure the City's water customers have access to safe, potable water as well as assuring the City's Fire Department has the capacity to suppress and control any fire related emergency that should present itself.

ACCOMPLISHMENTS IN FISCAL YEAR 2022-2023:

- Continuous delivery of an aggressive \$10M Capital Improvement Program including Citywide Roadway Resurfacing, City Hall Windows Replacement, Grand Ave. Water Main Replacement, New Sidewalk installation of 400 W. Mariposa Ave. and 300 W. Pine Ave., Library Park Activation Project, Fire Station #1 and #2 Floor Replacement, Civic Center Maintenance & Repairs, Plunge Replacement Design, Main and Imperial Entryway Project, City Hall Restroom ADA Improvement, Checkout Building Restroom Remodel, PD Women Bathroom Expansion, Sidewalk Repairs, Park Place Extension Design, and others.
- Participated in the "California Green Business Network" program and obtained about \$60,000 grant funds from CalEPA for two years. These funds will be used to work with existing businesses in El Segundo and convert them to "Green" businesses by means of meeting with them and help them to take necessary steps to become "Green".
- Tracked tonnage and diversion rate for recyclables, green waste, bulky-items, and various roll-offs for City Facilities through Residential Solid Waste and Recycling Services provider (EDCO).
- Cooperatively improved the City's disposal and recycling programs with CalRecycle to ensure compliance with State laws and maintain compliance with external agency requirements and regulations by enforcing the new commercial and multi-family permit regulations.

**CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT PROFILE**

- Implemented Ordinance No.1638 amending Title 5, Chapter 8 of the El Segundo Municipal Code (ESMC) which regulates single-use food ware accessories and standard condiments and designates the City as the associated enforcement agency.
- Initiated Citywide School District Traffic and Pedestrian Safety Design.
- Maintained and repaired streets, sidewalks, sewer mains, water mains, valves and meters, pump stations, generators, signage, vehicles, and other motorized equipment.
- Managed a compliant stormwater program; cleaned catch basins; and ensured public health and safety during storm events.
- Responded to emergencies in an expeditious manner.
- Provided support to other departments for City events such as the Farmer’s Market and Candy Cane Lane, including traffic control; signage; banners, holiday decorations, and clean-up.
- Administered more than 100 contracts, including large contracts for street sweeping, trash collection, signal maintenance, and custodial services.
- Continued converting the City’s analog water meters to the AMR (automatic meter reading) / “Smart” water meter platform utilizing City staff
- Continued to provide staff with educational opportunities to assure staff is meeting all regulatory mandates and compliance matters for their divisions.

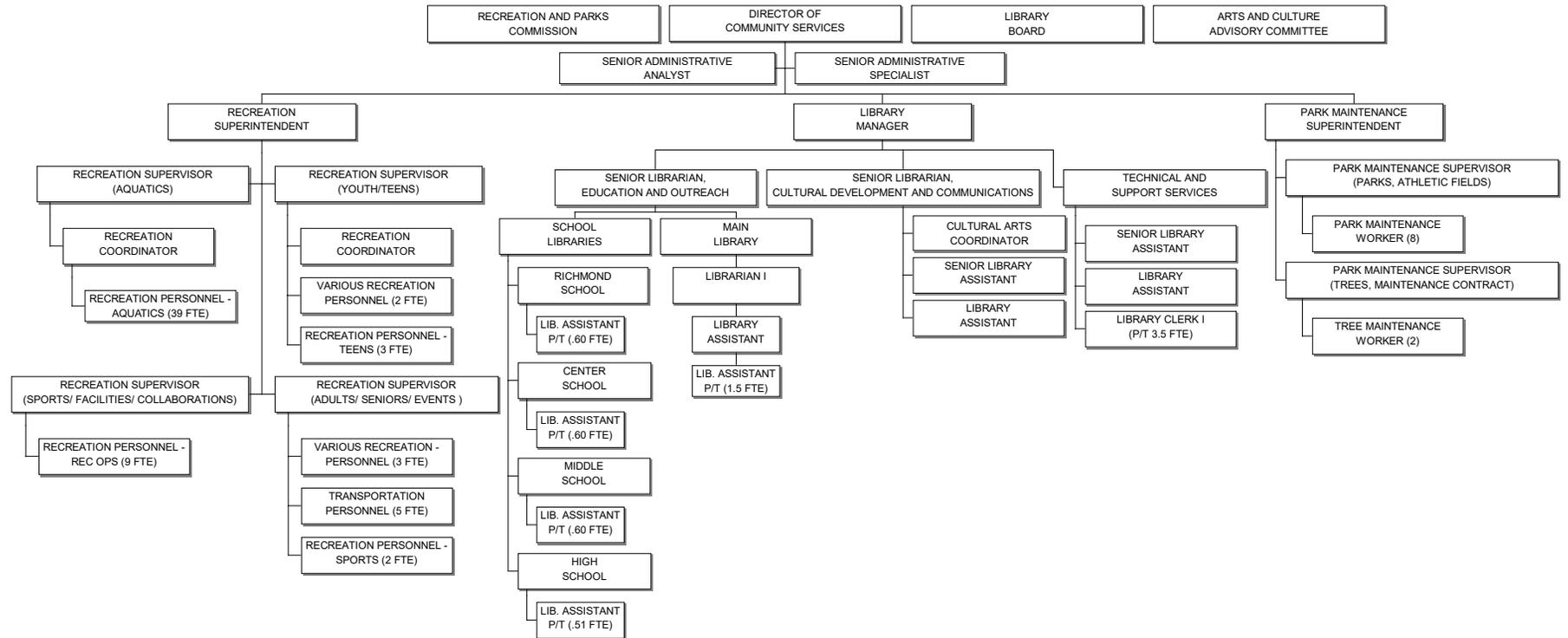
GOALS & OBJECTIVES FOR FISCAL YEAR 2023-2024:

- Work with AQMD (Air Quality Management District) and Hyperion to establish a fenceline monitoring system to monitor the quality of air.
- Develop a “Parklet” program for outside dining.
- Continue providing great level of service to the residents and business of El Segundo, maintain the roads and sidewalks in a safe condition for pedestrians, bicyclists, and motorists.
- Commence the recommended improvements from the Citywide Facilities Condition Assessment and develop a multi-year CIP Programs in cooperation with the Finance Department.
- Maintain and repair the City’s equipment and infrastructure as needed, including sewer mains, water mains, streets, sidewalks, curbs, gutters, pump stations, potable water reservoirs, vehicles other motorized equipment, and buildings.
- Deliver the annual Capital Improvement Program as approved by City Council.
- Ensure consistent, effective, efficient maintenance services are provided at the new Aquatics Center, in cooperation with Community Services Department.
- Provide staff support as needed for City events and emergencies, including traffic accidents; sewer overflows; main breaks; and abandoned items in the right-of-way.
- Provide outstanding customer service for all customers – internal and external; continue to represent the City’s interests in regional programs and issues; coordinate with and outreach to the general public, residents, developers, contractors, utility companies and other public agencies.
- Effectively administer and oversee City contracts for services and support.
- Continue to cooperatively improve the City’s disposal and recycling programs with CalRecycle to ensure compliance with State laws and maintain compliance with external agency requirements and regulations by enforcing the new commercial and multi-family permit regulations.
- Enforce Commercial and Multi-Family Permit Program.
- Improve training and educational opportunities for all Public Works staff.
- Continue to seek and secure grants for a variety of Public Works activities and projects; and to investigate more cost-effective ways to maintain and improve the City’s infrastructure.
- Provide water customers with more options to pay water invoices
- Continue to support all City Boards, Commission and Committees.

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2023-2024

Department	001 GENERAL FUND PUBLIC WORKS DEPARTMENT			
	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
(001) GENERAL FUND	10,714,838	8,615,544	7,154,856	8,602,036
Salaries & Benefits	8,145,523	4,297,689	3,466,271	3,703,796
4101 Salaries Full Time	1,638,961	2,823,324	2,407,068	2,439,101
4102 Salaries Part Time	41,539	123,726	46,713	25,543
4103 Overtime	35,555	71,842	57,729	91,000
4113 Reimbursable Overtime	-	-	-	-
4116 Standby Pay	18,483	26,614	26,100	17,500
4117 Opt - Out Payments	3,001	6,257	5,850	3,990
4201 Retirement CalPERS	416,017	262,250	191,077	214,807
4202 FICA	132,096	237,305	179,037	186,732
4203 Workers' Compensation	156,591	318,448	207,038	243,714
4204 Group Insurance	241,939	425,940	345,658	467,819
4207 CalPERS UAL Expense	5,461,339	-	-	-
4209 PARS Expense	-	-	-	-
4210 OPEB Expense	2	-	-	-
4211 401(a) Employer's Contribution	-	-	-	7,231
4215 Uniform Replacement	-	1,983	-	3,000
4221 Car Allowance	-	-	-	3,360
Maintenance & Operations	2,569,316	4,317,855	3,688,585	4,898,240
5201 Office Supplies	-	-	-	-
5203 Repair & Maintenance Supplies	38,423	77,697	85,813	90,000
5204 Operating Supplies	195,232	357,304	311,700	454,200
5206 Computer Supplies	104	-	2,500	2,500
5207 Small Tools & Equipment	2,239	6,333	12,000	18,000
5215 Vehicle Gasoline Charge	70,255	325,643	275,000	350,000
5220 Computer Refresh Program Equipment	-	-	-	-
6101 Gas Utility	28,112	54,041	49,400	57,000
6102 Electric Utility	522,608	694,418	491,300	615,000
6103 Water Utility	34,674	318,553	75,800	79,000
6104 Electricity Charges	48,324	64,763	42,500	50,000
6105 Aquatics Gas Utilities	72,196	78,703	68,000	200,000
6201 Advertising/Publishing	3,266	1,508	5,000	5,000
6204 Fleet Operating Charge	-	-	-	-
6205 Other Printing & Binding	189	-	-	-
6206 Contractual Services	1,038,503	1,701,253	1,494,700	2,095,500
6207 Equipment Replacement Charge	77,321	232,557	99,606	125,813
6208 Dues & Subscriptions	1,806	6,277	8,850	10,450
6209 Dump Fees	-	-	-	-
6210 Hazard Material Disposal Fee	473	-	3,000	3,000
6212 Laundry & Cleaning	8,795	13,908	15,000	17,500
6213 Meetings & Travel	850	1,013	3,250	12,000
6214 Professional & Technical	12,982	15,397	36,911	69,000
6215 Repairs & Maintenance	2,271	80,316	61,000	70,000
6216 Rental Charges	-	487	-	-
6217 Software Maintenance	-	3,897	2,000	2,000
6219 Network Operating Charge	24,150	32,200	32,200	36,702
6223 Training & Education	3,270	2,360	12,500	23,000
6224 Vehicle Operating Charge	302,195	174,525	300,000	325,000
6249 Fees & Licenses	-	7,764	-	-
6253 Postage	1,230	692	1,125	1,125
6254 Telephone	17,454	28,370	35,880	21,450
6260 Equipment Leasing Costs	-	3,289	2,300	-
6281 Emergency Facilities Maintenance	59,465	300	140,000	140,000
6282 Emergency Repair	2,929	9,573	21,250	25,000
6304 Smoky Hollow Parking in Lieu	-	24,714	-	-
Capital Outlay	-	-	-	-
8104 Equipment	-	-	-	-
Grand Total	10,714,838	8,615,544	7,154,856	8,602,036

**CITY OF EL SEGUNDO
RECREATION, PARKS, AND LIBRARY DEPARTMENT
ORGANIZATION CHART
FISCAL YEAR 2023-2024**



**CITY OF EL SEGUNDO
RECREATION, PARKS, AND LIBRARY DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2020-2021 TO 2022-2023**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2020-21	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24
Recreation, Parks, and Library Department				
Director of Recreation, Parks, and Library	-	1.00	1.00	1.00
Director of Recreation & Parks	0.50	-	-	-
Director of Library Services	1.00	-	-	-
Cultural Arts Coordinator	-	1.00	1.00	1.00
Executive Assistant	1.00	1.00	-	-
Librarian I	2.00	1.00	1.00	1.00
Librarian II	-	-	-	-
Library Assistant	3.00	3.00	3.00	3.00
Library Manager	-	1.00	1.00	1.00
Park Facilities Maintenance Technician	-	1.00	1.00	1.00
Park Maintenance Superintendent	1.00	1.00	1.00	1.00
Park Maintenance Supervisor	2.00	2.00	2.00	2.00
Park Maintenance Worker II	5.00	5.00	5.00	5.00
Recreation Coordinator	2.00	2.00	2.00	2.00
Recreation Superintendent	1.00	1.00	1.00	1.00
Recreation Supervisor	4.00	4.00	4.00	4.00
Senior Administrative Analyst	1.00	1.00	1.00	1.00
Senior Administrative Specialist	1.00	1.00	1.00	1.00
Senior Librarian	3.00	2.00	2.00	2.00
Senior Library Assistant	2.00	2.00	2.00	2.00
Tree Maintenance Worker	2.00	2.00	2.00	2.00
Sub-total Full-Time	31.50	32.00	31.00	31.00
Part-Time FTEs				
Library Assistant	2.49	3.80	4.25	5.25
Library Clerk I	3.50	3.50	3.05	3.55
Lifeguard	37.00	38.00	51.50	43.00
Park Maintenance Worker I	3.00	-	2.00	3.00
Recreation Leader	26.00	25.00	16.75	32.00
Recreation Specialist	-	-	-	6.08
Senior Lifeguard	-	-	-	8.50
Senior Recreation Leader	-	-	-	13.20
Shuttle Driver	-	-	-	0.76
Swim Instructor	-	-	-	2.00
Sub-total Part-Time	71.99	70.30	77.55	117.34
Total Recreation, Parks and Library Dept.	103.49	102.30	108.55	148.34

For fiscal year 20-21, the park maintenance staff was transferred to the Public Works Department.

**CITY OF EL SEGUNDO
RECREATION, PARKS, AND LIBRARY DEPARTMENT PROFILE**

MISSION STATEMENT: The El Segundo Recreation, Parks, and Library Department strives to be the heart of community wellbeing by connecting people of all ages to engaging experiences, information, and new ideas within our libraries, parks, and recreation facilities.

VISION: We Engage...We Inspire...We Play

CORE VALUES: Community • Diversity • Fun • Lifelong Learning • Innovation • Integrity • Quality • Teamwork • Tradition

The Community Services Department has 21 full-time positions and 70.41 part-time FTE positions within the Library and Recreation Divisions.

ADMINISTRATION: Provides overall direction and resources for continual improvements in services, programs, and facilities based on community input and in collaboration with the Library Board of Trustees, Recreation and Parks Commission, Arts and Culture Advisory Committee, Friends of the Library, El Segundo Unified School District (ESUSD), Wiseburn Unified School District, developers, and other partners.

LIBRARY AND CULTURAL ARTS: Cultivates the library and community as environments for learning, connections, and vitality by conducting enriching literary and cultural programs for all ages and supporting public art and experiences via the Cultural Development Program. Supports educational development by providing a wide-ranging collection of books and other materials to meet varying needs and interests as well as staff assistance in locating and using print and electronic resources. In coordination with the Friends of the Library, provides access to the History Room Archives and Photograph Collection.

RECREATION: Provides opportunities for people of all ages to participate in a multitude of classes, programs, events and transportation services throughout El Segundo's parks, fields, and facilities. Works in cooperation with residents, community groups and other City departments to be collaborative in-service delivery. Facilitates and liaisons with community stakeholders, including the Youth Sports Council and El Segundo Co-Op Nursery School to provide well-balanced community services.

PARKS: The Parks Division oversees the landscape maintenance operations of all city parks, including Rec Park, Imperial Strip, and city owned facilities including City Hall, Fire Station 1 + 2, the Downtown District, Camp Eucalyptus and Campus El Segundo. The Tree Division oversees tree maintenance operations for nearly 6,000 city owned trees including tree trimming, tree removals, new tree plantings and tree staking.

ACCOMPLISHMENTS IN FISCAL YEAR 2022-2023:

Admin

- Held a joint meeting of the City Council and Recreation and Parks Commission to prioritize projects into phases for the Recreation Park Renovation Project.
- Completed an RFQ and selected a firm specializing in the planning, design, and engineering of park and recreation facilities to design Phase One of the Recreation Park Renovation Project.
- Re-envisioned Annual Community Sponsorship campaign to attract high level donors.

Library

- Implemented Cultural Development initiatives, including *Joy Around the World: Tree Lighting and Festival of Holidays*, selected four *Visual Artists in Community*, hosted the *Inner-City Youth Orchestra of Los Angeles* and *Women of the West* music performances at the El Segundo

Performing Arts Center and developed additional Poet Laureate programming, including the *My Daddy Rules the World* Father's Day collaboration with the El Segundo Fire Department.

- Received City Council approval for the Library's new Integrated Library System and began initial work on data migration, development of the basic interface and staff training schedule.
- Added collection development tools to help expand diversity in reading options, inventoried and analyzed the collection using those tools and shared the analysis results with the Library Board of Trustees and the DEI Committee.
- Resumed in-person library programming and continued to increase participation for all ages. Programs included storytimes, *Craftern*, *Craft n Chat*, artist talks, book discussions and the first *Small Treasures Community Art Show*.
- Received a \$179,590 matching award from the California State Library's Building Forward infrastructure grant to repair/replace the library's elevator, HVAC system and moisture-damaged southeast interior wall.
- Completed a department-wide collection update to remove outdated and damaged materials at the Main and four school libraries, making room on the shelves for newer titles and subjects.
- Brought back weekly onsite art, culture, and social programs to Park Vista residents including ukulele lessons, Bingo, book discussions and crafts.
- Worked with developers to complete seven Public Art on Site pieces as part of the City's Cultural Development fund.
- Identified City-owned walls for future public murals and received City Council approval for work on them.

Recreation

- Renovated the Teen Center by repainting, cleaning, and furnishing the existing structure.
- Improved internal and contracted class and camp offerings in Recreation and Aquatics by increasing session offerings and adding additional programs for less served populations.
- Adapted facility usage and reprogrammed for closures to our Competition Pool at the Aquatics Center and Checkout Building at Recreation Park.
- Updated the Athletic Field and Facility Use Allocation Policy in partnership with the Youth Sports Council and Recreation and Parks Commission.
- Completed Checkout Building Restroom Renovation and George Brett Field Scoreboard Project in collaboration with Public Works.
- Completed the RFP for the El Segundo's Transportation Services resulting in the return of the El Segundo Beach Shuttle.
- Successfully brought back youth and adult programs and leagues that had not returned since the pandemic.
- Painted pickleball court lines on court #6.

Parks

- Stevenson Field dugout benches replaced
- Richmond Field dugout benches replaced
- Successfully recruited Crafts Worker
- Recreation Park fence repair
- Stevenson Field, Softball Field, George Brett Field, and Richmond Field turf areas overseeded, fertilized, added brick dust and new bases to infields.
- Hilltop Park rebuilt controller housing for gas meter.
- Parks Department awarded Parkwood Landscaping contract.
- Removed 15 trees and planted 50.
- Pruned over 600 trees throughout the city
- Donated 4 trees and benches for Memory Row.
- Checkout Restrooms renovated and completed.

GOALS AND OBJECTIVES FOR FISCAL YEAR 2023-2024

Admin

- Review and revise Department processes and fees for Special Event and Film Permit Applications.
- Develop an updated department handbook, inclusive of policies and standard operating procedures.
- Streamline hiring and onboarding process for part-time staff to fill current department vacancies.
- Develop internal staff for leadership roles.
- Continue collaboration with the Public Works department on the Plunge and Recreation Park Renovation Projects.
- Develop capital campaign for the Plunge.

Library

- Continue work with the Arts and Culture Committee and the City Council for approval and implementation of new FY 2023/24 Cultural Development initiatives.
- Work with representatives of Innovative Interfaces and the City's Information Systems department to develop and complete the new Integrated Library System project.
- Develop new and innovative programming, as well as bring music programs back to the Library and host quarterly author events.
- Using the recently acquired collection development tools and other resources, continue to review collection usage statistics to enhance circulation of Library materials.
- Create programming in celebration of the Library's Diamond Jubilee, taking place in August 2023.
- With the assistance of Public Works staff, administer the Building Forward grant, providing reports on the project's progress to the California State Library.
- Update the Library's collection development policy to reflect current trends in library acquisitions policies and to provide better support to Library staff in collections challenges.

Recreation

- Design, publish, and print a revamped Recreation, Parks, and Library Activity Guide.
- Review all recreation programming and operations for long-term viability including the Aquatics Center and Plunge.
- Complete a Transportation Study to discover the needs of today's constituents.
- Continue to develop camp and teen opportunities through expanding offerings and field trip.

Parks

- Develop and implement an urban forest tree pruning cycle every 2 years to promote a clean and aesthetically pleasing environment that the City is trying to promote and maintain.
- Update signage throughout Recreation Park.
- Reduce pesticide and chemical use.
- Promote recycled materials onsite to include park benches and trash cans.
- Choose climate appropriate plants and trees.
- Beautify landscaped areas at City Hall.
- Purchase new baseball padding and warmup circles for all fields.
- Maintain high standard of customer service.
- Begin to repair and maintain slopes at Dog Parks and Clutter's Park.
- Replace 25 trashcans throughout city parks.

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2023-2024

Department	001 GENERAL FUND RECREATION PARK AND LIBRARY DEPARTMENT			
	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
(001) GENERAL FUND	13,015,133	4,906,060	8,685,569	10,233,080
Salaries & Benefits	11,751,992	3,969,659	6,020,166	7,133,988
4101 Salaries Full Time	1,949,353	1,749,789	2,819,029	2,602,749
4102 ESUSD - Salaries Part Time	196	60,860	122,721	150,514
4102 Salaries Part Time	1,007,315	1,329,441	1,815,312	2,956,381
4103 Overtime	30,921	16,400	35,000	30,000
4113 Reimbursable Overtime	-	-	-	-
4116 Standby Pay	-	717	-	-
4117 Opt - Out Payments	5,645	8,983	4,833	8,550
4201 Retirement CalPERS	562,315	224,624	269,117	239,106
4202 FICA	233,356	247,394	344,348	425,005
4203 Workers' Compensation	186,641	128,583	282,725	327,702
4204 Group Insurance	219,851	193,811	313,480	375,251
4205 Uniform Allowance	-	-	-	-
4207 CalPERS UAL Expense	7,555,314	-	-	-
4210 OPEB Expense	(0)	-	-	-
4211 401(a) Employer's Contribution	-	-	-	10,330
4215 Uniform Replacement	1,085	9,057	13,600	3,600
4221 Car Allowance	-	-	-	4,800
Maintenance & Operations	1,263,141	936,401	2,665,403	3,099,092
4999 Cash Over/Short	240	-	-	-
5201 Office Supplies	-	-	-	-
5204 Operating Supplies	116,621	121,777	229,600	287,393
5206 Computer Supplies	-	-	-	-
5207 Small Tools & Equipment	1,232	-	2,700	2,700
5220 Computer Refresh Program Equipment	-	-	-	-
5501 Adult Books & Other Printed Material	36,696	38,722	71,610	75,191
5501 Books/Other Printed Material	-	-	-	-
5503 Author Event/Printed Materials	-	-	-	-
5505 Young Peoples Books	13,828	19,980	-	-
5507 School Library Material	5,874	3,885	-	-
6082 Broadband Fiber	-	-	-	-
6101 Gas	2,270	9,970	10,000	10,000
6101 Gas Utility	13,589	-	5,600	50,000
6102 Electric Utility	90,442	49,661	129,600	182,000
6103 Water Utility	147,175	4,273	244,200	264,200
6201 Advertising/Publishing	3,785	14,495	58,150	58,300
6201 Advertising/Publishing - Library Admin	-	-	-	-
6201 Advertising/Publishing-Library Youth Ser	-	1,249	1,050	1,103
6205 Other Printing & Binding	1,088	-	2,500	2,500
6206 Contractual Services	387,872	125,018	941,100	868,195
6207 Equipment Replacement Charge	167,408	5,912	228,063	343,711
6208 Dues & Subscriptions	1,512	4,948	9,080	9,560
6211 Insurance & Bonds	-	16,600	16,600	-
6212 Laundry & Cleaning	4,340	-	7,000	7,500
6213 Meetings & Travel	290	2,630	15,100	16,803
6214 Professional & Technical	35,670	239,185	278,850	446,400
6215 Repairs & Maintenance	53,253	22,351	118,000	155,750
6216 Rental Charges	-	-	1,500	-
6217 Software Maintenance	-	-	-	-
6219 Network Operating Charge	103,400	137,900	137,900	157,181
6223 Training & Education	3,708	10,328	19,700	24,950
6249 Fees & Licenses	508	8,435	14,000	18,190
6253 Postage	10	33	2,500	3,000
6254 Telephone	38,112	48,040	58,350	57,050
6260 Equipment Leasing Costs	1,216	154	7,350	7,350
6263 Commissioners Expense	1,400	2,000	2,500	2,500

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2023-2024

Department	001 GENERAL FUND RECREATION PARK AND LIBRARY DEPARTMENT			
	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Proposed FY 23-24
6277 Resource Databases	15,893	24,715	28,400	21,945
6409 Audiovisual Materials	264	4,299	2,100	2,205
6410 E-Books	15,444	19,842	22,300	23,415
Capital Outlay	-	-		-
8104 Equipment	-	-		-
8105 Automotive		-		-
8108 EXPENDITURES		-		-
Grand Total	13,015,133	4,906,060	8,685,569	10,233,080

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

001-400-3201-XXXX Administration Division			
Account #	Account Description	DEPT BUDGET INPUT	DEPT REQUEST FY 23-24
4102	Salaries Part-Time	\$ -	\$ -
4103	Overtime	-	-
4105	Holiday Pay	-	-
4107	FLSA Overtime	-	-
4110	Leave Replacement	-	-
4113	Reimbursable Overtime	-	-
4118	Replacement Benefit Contribution	45,000	45,000
4205	Uniform Allowance	-	-
4215	Uniform Replacement	-	-
		45,000	\$ 45,000
5201	Office Supplies	\$ -	\$ 6,000
	Office Depot	6,000	
5204	Operating Supplies		9,652
	Misc.	5,500	
	Elite Water Systems	-	
	Nestle Water	752	
	Entenmann-Rovin Co.	2,400	
	U.S. Bank	1,000	
5220	Computer Refresh Charges	-	-
6101	Gas Utility		8,250
	Fire Station #1-Main Street	3,000	
	Fire Station #2-Mariposa	5,250	
6102	Electric Utility		35,000
	Fire Station #1-Main Street	-	
	Fire Station #2-Mariposa	35,000	
6103	Water Utility		10,500
	Fire Station #1-Main Street	10,500	
	Fire Station #2-Mariposa	-	
6203	Copy Machine Charges	-	-
6205	Other Printing & Binding		1,150
	Drawing Board (envelopes)	500	
	Paradise Awards	200	
	Studio Printing (business cards)	200	
	California DMV Code books	50	
	Full Identity	200	
		-	
6207	Equipment Replacement Charge	3,725	3,725

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

001-400-3201-XXXX Administration Division			
Account #	Account Description	DEPT	DEPT
		BUDGET	REQUEST
		INPUT	FY 23-24
6208	Dues & Subscriptions		9,642
	AFSS	62	
	DropBox/High Tail (file sharing subscription)	-	
	California Fire Chiefs Assoc. (CalChiefs)	500	
	Center for Public Safety Excellence	6,720	
	International Assn. of Fire Chiefs	260	
	LA Area Fire Chief's Assn. (LAAFCA)	1,200	
	National Fire Protection Assn.	-	
	South Bay Fire Chiefs Assn.	500	
	Survey Monkey	400	
		-	
6211	Insurance and Bonds	400,000	400,000
6213	Meetings & Travel		16,450
	Misc. expenses	3,000	
	AFSS Qtrly Meetings	800	
	AFSS Annual Spring Conference	2,000	
	LA Area Fire Chief's Assoc. Desert/Mountain Conference	1,800	
	LCW Annual Conference	1,200	
	Annual IAFC Fire/Rescue Conference	900	
	Annual Cal-Chiefs Conference	750	
	Emergency Reporting Conference	-	
	Cal-JAC	1,500	
	Center for Public Safety Excellence	2,500	
	Social for Safety Conference	2,000	
6214	Professional & Technical		85,740
	Center for Public Safety Excellence	30,000	
	Experian	200	
	Lawless Enterprises (backgrounds)	12,000	
	Susan Saxe-Clifford, PH.D	2,850	
	Wyenn & Associates (Polygraph)	1,650	
	Joe Mar Polygraph & Investigation Services, Inc.	1,350	
	Westchester Medical (Wellness Program)	27,500	
	Vaccinations (\$440*10 personnel)	4,440	
	\$50 Flu Vaccines	2,550	
	Titer testing	3,200	
	Counseling Team	-	
	Tracy Miller	-	
	WestNet First-In Alerting	-	

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

001-400-3201-XXXX Administration Division			
Account #	Account Description	DEPT BUDGET INPUT	DEPT REQUEST FY 23-24
		-	
6215	Repairs & Maintenance		3,060
	Misc. Repairs/Maintenance	1,700	
	FISH Window Cleaning	1,060	
	Industrial Lock	300	
6217	Software Maintenance		10,000
	Blue Beam	-	
	Scheduling Software (Crewsense via Target Solutions Learning, dba Vector Solutions previously schedule express \$4,800	-	
	Lexipol	10,000	
6219	Network Operating Charge	-	-
6223	Training/Education		11,200
	AFSS Annual Spring Educational Conference (Registration fee only)	1,300	
	Annual Cal-Chiefs Conference	500	
	Cal-JAC	-	
	Center for Public Safety Excellence	2,000	
	LAAFCA Mountain Conference Registration Fee	800	
	LAAFCA Desert Conference Registration Fee	1,800	
	Leadership Development	500	
	Emergency Reporting Conference	1,700	
	LCW Annual Conference Registration Fee	1,400	
	Social for Safety Conference (Registration fee only)	1,200	
6249	Maintenance & Operations		-
		-	
6251	Communication/Mobile Radio		-
	SatCom Global	-	
6253	Postage		1,000
	Postage/City Hall	-	
	The UPS store	1,000	
	Petty Cash Reimbursement	-	
	U.S. Bank-Cal Card	-	
6254	Telephone		30,965
	AT&T #9391051470	12,840	
	FirstNet provided by AT&T #287289530587	12,000	

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

001-400-3201-XXXX Administration Division			
Account #	Account Description	DEPT	DEPT
		BUDGET	REQUEST
		INPUT	FY 23-24
	FirstNet Services provided by AT&T (#287285052705);	-	
	Mobile Phone Reimbursement	-	
	Lee	1,440	
	Siefke	960	
	Allee	960	
	Snow	960	
	Spectrum Business Time Warner Cable	1,805	
	Verizon (Misc., Environmental Toughbook Air Card)- 242026199-00007/ 424-397-7060	-	
		-	
6260	Equipment Leasing Costs	-	-
		-	
		\$ 642,334	\$ 642,334

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

001-400-3202-XXXX Suppression Division			
Account #	Account Description	DEPT	DEPT
		BUDGET	REQUEST
		INPUT	FY 23-24
4102	Salaries Part-Time	\$ -	\$ -
4103	Overtime	150,000	150,000
4105	Holiday Pay	-	-
4107	FLSA Overtime	-	-
4110	Leave Replacement	850,000	850,000
4113	Reimbursable Overtime	-	-
4205	Uniform Allowance	-	-
4215	Uniform Replacement		32,500
	Galls	800	
	Clockwork Enterprises	3,000	
	Firefighter Safety Center	24,000	
	L.N. Curtis & Sons	2,200	
	Turnout Maintenance	1,500	
	Sun Badge Company	500	
	Misc.	500	
		1,032,500	\$ 1,032,500
5203	Repairs & Maintenance Supplies		10,000
	Apparatus Upkeep	5,000	
	Safe Environment Engineering	2,000	
	Home Depot	2,000	
	SouthBay Industrial	500	
	Misc	500	
5204	Operating Supplies		74,640
	Operating Supplies	23,000	
	All Star Fire Equipment	21,500	
	CMC Rescue	500	
	Elite Water	4,140	
	Mallory Safety and Supply	1,000	
	Line Gear	5,000	
	L.N. Curtis	5,000	
	Fire Fighter Safety Center	500	
	Commline, Inc.	1,000	
	Recruitment Exams	2,500	
	USAR Equipment (repaired or replaced)	10,000	
	Vital Signs	500	

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

001-400-3202-XXXX Suppression Division			
Account #	Account Description	DEPT	DEPT
		BUDGET	REQUEST
		INPUT	FY 23-24
		-	
5206	Computer Supplies	-	-
5207	Small Tools & Equipment		12,500
	Misc. tools/equipment	12,500	
5214	Housing Supplies		18,700
	Uline	14,000	
	Facilities Money	2,700	
	SC Productions Solutions	500	
	U.S. Bank-Cal Card (Smart & Final)	1,000	
	Misc	500	
5218	Training Materials and Supplies		11,250
	Training Supplies	10,500	
	Firefighters Bookstore	750	
	CA OES Svcs	-	
5220	Computer Refresh Charges	-	-
5255	CPR Class Operating Supplies	2,500	2,500
6206	Contractual Services	-	-
6207	Equipment Replacement Charge	239,286	239,286
6208	Dues & Subscriptions		-
	So. Cal Training Officers Assoc.	-	
	CA OES Svc. Haz FRO-R Annual Certification	-	
6213	Meetings & Travel		19,000
	Strike Team (gas)	1,000	
	Out of State Training	5,000	
	Arson Investigations	5,000	
	Seminars /Academies	8,000	
6214	Professional & Technical		61,598
	Los Angeles County Department of Health Services	2,520	
	Leadership/Supervisor Development	2,500	
	Tracy Miller	32,000	
	Telestaff	16,133	
	Westnet	8,445	
6215	Repairs & Maintenance		58,050
	Air Cleaning Technology (aka Krause ACT)	4,000	
	All Star Fire Equipment /Hydro Lab	4,500	

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

001-400-3202-XXXX Suppression Division			
Account #	Account Description	DEPT	DEPT
		BUDGET	REQUEST
		INPUT	FY 23-24
	All Star Fire Equipment SCBA Pressure Test (Annual)	3,500	
	Allison Training Perspective (ATP)	2,000	
	Breathe Safe Environmental, Inc	7,000	
	Compressed Air Specialities	4,500	
	Fail Safe Testing	2,000	
	Fire Catt, LLC	4,900	
	L.N. Curtis Bullard Thermal Imaging Camera Battery replacement	1,000	
	Mirion Technologies (Canberra), Inc.	350	
	Misc	6,500	
	RJ's Demolition and Disposal \$4,500	4,500	
	SBRPCA (Misc. Repairs)	1,000	
	South Bay Appliance	2,500	
	Southern California Fleet Services, Inc. (Fire Pump Certification)	3,500	
	Suez Water Technologies & Solutions	4,300	
	Western State Design	1,000	
	Western State Extrication	1,000	
		-	
6217	Software Maintenance		34,250
	Emergency Reporting (CAD)	4,050	
	Pulse Point (CAD)	-	
	First Net Alert Computer Software (AT&T)	800	
	Emergency Reporting	7,450	
	Geospatial Technologies	-	
	JotForm	50	
	Target Solutions Learning, LLC, dba Vector Solutions	6,600	
	First Due Software	15,300	
		-	
6219	Network Operating Charge	11,740	11,740
6221	Educational Incentive	-	-
6223	Training & Education		44,000

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

001-400-3202-XXXX Suppression Division			
Account #	Account Description	DEPT	DEPT
		BUDGET	REQUEST
		INPUT	FY 23-24
	Emergency Reporting Training	2,000	
	Arson Investigation Training	2,900	
	Cal JAC Conference	2,000	
	Chief Officer Academy	2,000	
	Driver Training/Mechanical Maintenance Program	2,500	
	Fire Engineer Academy	2,000	
	Fire Officer Academy	2,000	
	Firefighter I, Firefighter II, Multi-company operations	2,500	
	Incident and EMS Records Management and Reporting	2,000	
	Leadership Development	4,000	
	Miscellaneous Programs - gas, electrical, elevator, light rail, heavy rail, aircraft, etc.	2,500	
	Officer Development Program - Incident Company System (ICS), State Fire Officer, State Chief Officer, and tactics and strategy	9,000	
	Recruit Training	1,000	
	Target Solutions Training Program	-	
	Truck Academy (x3)	2,000	
	Urban Search and Rescue Program - training in confined space, trench rescue, high angle rescue, structural collapse, low angle rope rescue	2,000	
	LAAFCA RTG-JPA	3,600	
6251	Communication/Mobile Radio		31,006
	AT&T (287301291093)	39	
	City of Torrance Revenue Division	-	
	RCC Radio & MDC Repairs (SBRPCA Technical Services Division Workload Support)	-	
	INSB Assessment Fee	12,267	
	AT&T FirstNet (#287285052705) - Suppression mobile phones	18,700	
6259	Breathing Apparatus (parts only)	15,000	15,000
6260	Equipment Leasing Costs	-	-
		643,520	643,520
Captial Outlay Requests			-

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

001-400-3203-XXXX Paramedic Division			
Account #	Account Description	DEPT BUDGET INPUT	DEPT REQUEST FY 23-24
4102	Salaries Part-Time	\$ -	\$ -
4103	Overtime	65,000	65,000
4105	Holiday Pay	-	-
4107	FLSA Overtime	-	-
4110	Leave Replacement	400,000	400,000
4113	Reimbursable Overtime	-	-
4205	Uniform Allowance	-	-
4215	Uniform Replacement		8,300
	Misc. Vendors	4,800	
	Firefighter's Safety Center	-	
	Galls Uniform	3,500	
		-	
		473,300	\$ 473,300
5204	Operating Supplies		127,500
	Operating Supplies	45,000	
	Airsource: Oxygen and Cylinder Rental	10,000	
	BoundTree: Paramedical Supplies	40,000	
	BoundTree: (Duodotes; Atropine 2.1 mg)	-	
	McKesson Medical-Surgical	5,500	
	Manhattan Beach Fire Department EMS (Narcotics)	2,000	
	Zoll Medical Corporation (normal supplies)	10,000	
	AED Replacements (Fire Only)	15,000	
	AED Replacements (City-Wide Place holder)		
6206	Contractual Services	-	-
6207	Equipment Replacement Charge	60,556	60,556
6208	Dues & Subscription		6,444
	Paramedic License Renewals	2,500	
	Paramedic/EMT BLS/CPR Certification	1,560	
	EMT License Renewals	2,384	
6213	Meetings & Travel		500
	Misc. Meetings/Travel	500	
		-	
6214	Professional & Technical		163,950
	UC Regents	40,450	
	Marc Cohen	54,000	
	Sharp Assure	2,000	
	Wittman Enterprises Inc.	60,000	

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

001-400-3203-XXXX Paramedic Division			
Account #	Account Description	DEPT BUDGET INPUT	DEPT REQUEST FY 23-24
	NBS	7,500	
6215	Repairs & Maintenance		11,000
	Zoll	6,000	
	CSA Services Solutions LLC dba EMSAR California	5,000	
6217	Software Maintenance		11,000
	Digital EMS Solutions Inc. (ePCR)	10,000	
	ReddiNet (Hospital Status Model)	1,000	
6221	Educational Incentive		-
6223	Training & Education	5,000	5,000
6251	Communication/Mobile Radio		7,400
	AT&T #287289530741 (previously 287264048181)	4,900	
	RCC Radio & MDC Repairs	2,500	
		-	
		\$ 393,350	\$ 393,350

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

001-400-3204-XXXX Prevention Division			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
4102	Salaries Part-Time	\$ -	\$ -
4103	Overtime	10,000	10,000
4105	Holiday Pay	-	-
4107	FLSA Overtime	-	-
4110	Leave Replacement	-	-
4113	Reimbursable Overtime	33,500	33,500
4205	Uniform Allowance	880	880
4215	Uniform Replacement	-	-
		-	
		44,380	\$ 44,380
5204	Operating Supplies		\$ 21,000
	Operating Supplies	6,000	
	Plan Check Tools	15,000	
	Surface Pro	-	
	Fire Investigation Tools	-	
5220	Computer Refresh Charges	-	-
6207	Equipment Replacement Charge	10,560	10,560
6208	Dues & Subscriptions		3,650
	California Conference of Arson Investigators, annual membership for Fire Marshal/Investigator	100	
	International Code Council, annual membership for Fire Marshal	150	
	Fire Prevention Professionals, Department annual dues	50	
	South Bay Fire Prevention Officers Section Department annual dues, South Bay Fire Chiefs Association	100	
	Southern California Fire Prevention Officers Association annual membership for Inspectors	300	
	International Association of Arson Investigators Membership	100	
	South Bay Fire/Arson Task Force annual dues, South Bay Fire Chiefs Association	200	
	National Association of Fire Investigators annual membership	65	
	CSFA Membership	85	
	Code Hand Books	1,000	
	Code Books	1,500	
6213	Meetings & Travel		5,050
	Southern California Fire Prevention Officer's meetings	500	
	CAFAA Conference	500	
	CFPI Conference	1,650	

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

001-400-3204-XXXX Prevention Division			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
	CCAI Conference x 2	2,400	
6214	Professional & Technical		120,000
	Complete Paperless Solutions, LLC	-	
	Dennis Grubb & Associates	100,000	
	Wittman Enterprises	20,000	
6215	Repairs & Maintenance	-	-
6217	Software Maintenance	-	-
6219	Network Operating Charge	-	-
6223	Training & Education		4,700
	California Conference of Arson Investigators Semi-Annual Conferences	1,200	
	Miscellaneous fire prevention training	1,500	
	Southern California Fire Prevention Officers Association Fire Prevention Training	800	
	California Fire Prevention Institute-Fire Prevention Training (week long)	1,200	
6254	Telephone	-	4,600
	AT&T FirstNet (#2873249778805) - Fire Prevention phones and iPads	4,600	
6257	Public Education	2,000	2,000
		\$ 171,560	\$ 171,560

City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024

001-400-3255-XXXX Emergency Management Division			
Account #	Account Description	DEPT BUDGET INPUT	DEPT REQUEST FY 23-24
4102	Salaries Part-Time	\$ -	\$ -
4103	Overtime	15,000	15,000
4113	Reimbursable Overtime	-	-
4205	Uniform Allowance	-	-
		\$ 15,000	\$ 15,000
5204	Operating Supplies		\$ 18,700
	DSW Supplies	16,200	
	Office Supplies	2,500	
5220	Computer Refresh Charges	-	-
5255	CPR Class Operating Supplies		-
		-	
6201	Advertising/Publishing		6,750
	Studio Printing	6,750	
	DOI Bureau of Land Management	-	
6207	Equipment Replacement Charge		5,891
	3255-8104 Equipment (\$4,837)	5,891	
	3255-8106 Communications (\$200)	-	
	3255-8106 Computer (\$0)	-	
6208	Dues & Subscriptions		2,025
	JEM	525	
	IAEM	200	
	AHIMTA	800	
	CESA	100	
	CRJ	150	
	NEMA	250	
6213	Meetings & Travel		12,000
	IAEM Conference	2,000	
	AHIMTA Conference	2,000	
	CESA Conference	2,000	
	EMLC/NEMA/UASI	2,000	
	Responder Training Courses Travel	2,000	
	Responder Conferences	2,000	
6214	Professional & Technical		39,909
	Position Specific Training	15,000	
	Area G JPA	5,909	
	Mission Centered Solutions (IMT Leadership Training)	10,000	
	O-305 Course	9,000	
6217	Software Maintenance		67,416
	Everbridge	50,000	

City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024

001-400-3255-XXXX Emergency Management Division			
Account #	Account Description	DEPT BUDGET INPUT	DEPT REQUEST FY 23-24
	Alert South Bay	11,666	
	Nixle	2,000	
	Titan Health & Security	3,750	
6219	Network Operating Charge	-	-
6223	Training & Education		10,000
	Responder Tuition	2,500	
	Emergency Manager Tuition	5,000	
	Conference/Course Fees	2,500	
6251	Communication/Mobile Radio		2,500
	Sat Com Global (7 satellite phones)	2,500	
		-	
6254	Telephone		6,930
	Verizon Wireless 7422577300001		
		3,000	
	Full Time	1,000	
	EOC Cell phone	650	
	EOC Modem	2,280	
6257	Public Education		20,000
	Preparedness day	5,000	
	CERT Program	10,000	
	Public Awareness Flyers	3,000	
	ES Amatuer Radio Group	2,000	
6260	Equipment Leasing Costs	-	-
8104		100,000	100,000
		\$ 292,121	\$ 292,121

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

123-400-3201-XXXX Fire Department			
Account #	Account Description	DEPT	DEPT
		BUDGET	REQUEST
		INPUT	FY 23-24
5204	Operating Supplies	\$ -	\$ -
3982	Overtime	-	-
5204	Holiday Pay	-	-
		-	\$ -
			-

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

124-400-3202-XXXX Suppression			
Account #	Account Description	DEPT BUDGET INPUT	DEPT REQUEST FY 23-24
3766	SHSGP Program Year 2010	\$ -	\$ -
3767	2018 HSGP Grant	-	-
3768	2016 SHSGP Grant	-	-
3769	2019 HSGP Expenditures	-	-
3770	2020 HSGP Expenditures	-	-
3771	2021 SHSP Expenditures	100,000	100,000
4101	Salaries Full Time - ARPA	-	-
		-	-
		100,000	\$ 100,000
		-	-

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

125-400-3205-XXXX Suppression			
Account #	Account Description	DEPT BUDGET INPUT	DEPT REQUEST FY 23-24
3766	SHSGP Program Year 2010	\$ -	\$ -
3767	2018 HSGP Grant	-	-
3768	2016 SHSGP Grant	-	-
3769	2019 HSGP Expenditures	-	-
3770	2020 HSGP Expenditures	-	-
4101	Salaries Full Time - ARPA	-	-
6312	Fire CUPA Grant	-	-
		-	\$ -
			-

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

126-400-3205-XXXX CUPA Fund			
Account #	Account Description	DEPT BUDGET INPUT	DEPT REQUEST FY 23-24
4102	Salaries Part-Time	\$ -	\$ -
4103	Overtime	-	-
4105	Holiday Pay	-	-
4107	FLSA Overtime	-	-
4110	Leave Replacement	-	-
4113	Reimbursable Overtime	7,000	7,000
4117	Opt - Out Payments	-	-
4205	Uniform Allowance	-	-
4215	Uniform Replacement	-	-
		-	-
		7,000	\$ 7,000
5204	Operating Supplies		\$ 6,000
	Operating Supplies	6,000	
	Hagemeyer (replace 2 existing pieces of equipment)		
		-	
5220	Computer Refresh Charges	-	-
6207	Equipment Replacement Charge	3,292	3,292
6208	Dues & Subscriptions		500
	AST ICC Bulletins	500	-
		-	-
6213	Meetings & Travel		7,195
	Continuing Challenge Sept 2022 travel and lodging, 4 days	1,230	
	Los Angeles County CUPA Coordinating Committee (LAC4)	-	
	CAL CUPA Conference \$3,286		
		4,665	
	Cal CUPA Forum Board Southern Division meetings \$200	200	
	DA Meetings \$500	500	
	CAER meetings	-	
	UST TAG meetings \$300	300	
	Cal EPA Refinery Task Force meetings \$300	300	
6214	Professional & Technical		14,238
	Consultant for Area Plan	12,238	
	Anachem	2,000	
6215	Repairs & Maintenance		2,850

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

126-400-3205-XXXX CUPA Fund			
Account #	Account Description	DEPT BUDGET INPUT	DEPT REQUEST FY 23-24
	Ludlum \$250	250	
	Hagemeyer \$1,000	1,000	
	New HazMat ID equipment \$1,000	1,000	
	4 Gas Meters \$600	600	
6217	Software Maintenance		8,711
	Tyler Technologies (previously Digital Health) \$7,525	8,711	
6219	Network Operating Charge	7,865	7,865
6223	Training & Education		7,151
	Continuing Challenge Sept 2022 \$550 early reg	550	
	Cal CUPA Forum Board Annual Conference reg fee (\$725/each)	2,175	
	International Code Council-California UST Inspector Certification (renewed every three years) \$100	150	
	Miscellaneous environmental safety (hazWOPER) training \$2,225	2,226	
	STI SP001 AST Inspector Training Course	2,050	
6251	Communication/Radio	-	-
6254	Telephone		1,995
	Cell Phone Reimbursement (Morales)	960	
	Verizon (Misc., Environmental Toughbook Air Card)-242026199-00007/ 424-397-7060	475	
	At&T FirstNet (#287324978135) - Jairo Garcia's Cell phone	560	
6257	Public Education	1,125	1,125
6325	Above Ground Petroleum Storage Grant	-	-
		60,922	60,922
8105	Automotive	-	-
		\$ 60,922	\$ 60,922

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

132-400-3203-XXXX Paramedic			
Account #	Account Description	DEPT	DEPT
		BUDGET	REQUEST
		INPUT	FY 23-24
6207	Equipment Replacement Charge	\$ 12,580	\$ 12,580
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		12,580	\$ 12,580
			-

**City of El Segundo
Fire Dept Budget
Fiscal Year 2023-2024**

702-400-3201-XXXX Trust Funds			
Account #	Account Description	DEPT	DEPT
		BUDGET	REQUEST
		INPUT	FY 23-24
2601	Salaries Part-Time	\$ 10,000	\$ 10,000
3982	Overtime	-	-
5204	Holiday Pay	-	-
		10,000	\$ 10,000

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

001-400-3101-XXXX Administration Division			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
4102	Salaries Part-Time		
4103	Overtime	75,000	75,000
4105	Holiday Pay	-	-
4113	Reimbursable Overtime	-	-
4117	Opt Out Payments		
4118	Replacement Benefit Contribution	-	-
4205	Uniform Allowance	-	-
4215	Uniform Replacement	-	-
		75,000	\$ 75,000
5204	Operating Supplies	68,000	68,000
5206	Computer Supplies	5,000	5,000
5211	Photo Supplies	6,500	6,500
5212	Prisoner Meals	-	-
5215	Vehicle Gasoline Charge	-	-
5218	Police Training Materials and Supplies	37,000	37,000
5220	Computer Refresh Charges	-	-
6203	Copy Machine Charges	-	-
6205	Other Printing & Binding		16,000
	MSA Systems, Inc.	2,000	
	Redwood Press	5,000	
	Studio Printing	5,000	
	Blue 360 Media	700	
	UPS Store	500	
		2,500	
	Duncan Solutions Company Phoenix- parking envelopes		
	Other Printing & Binding	300	
6206	Contractual Services		206,330
	All Traffic Solutions - equipment mgmt for speed (4)signs/(1) msg. board	7,200	
	BioMetrics 4 All - maintenance/support for livescan machine	800	
	Breath Safe Environmental- gas mask fit testing	4,500	
	Callyo- investigative resource	1,700	
	GPS tracking services	1,800	
	Crossroads- ongoing maintenance for taffic accident reporting system	1,500	
	Datapilot - investigative resource	1,000	

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

001-400-3101-XXXX Administration Division			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
	DocuPeak - Webiplex - electronic subpoena	5,560	
	Duncan Solutions Company Phoenix- parking citation processing and collections	50,000	
	Everbridge (Nixle)- community communication platform/alert system	1,700	
	File Keepers- shredding services	2,100	
	JMK - personnel backgrounds	16,443	
	Arroyo Background Investigations - personnel backgrounds	25,000	
	Lexipol- policy and procedures	15,900	
	Mark Groh - court hearing officer for parking citations	-	
	MSA Systems INC (traffic patrol zebra tablets 2 3 year service renewal)- ecite maintenance	2,127	
	Norman A. Traub & Associates, LLC- personnel backgrounds	25,000	
	Range Maintenance- reclining rubber bullet trap maintenance	10,000	
	ShelterClean Services- pressure washing services	6,000	
	Spokeo- investigative resource	600	
	Tillman Forensic Investigations - investigatve resource	1,000	
	Training Innovations, Inc. (TMS) - equipment tracking	800	
	Veritone - RIPA reporting	5,600	
	Reddoor Creative - artwork for PD	10,000	
	Presentation Media- installation of artwork	10,000	
	Lexipol (already shown above)	-	
6207	Equipment Replacement Charge	479,996	479,996
6208	Dues & Subscriptions		10,405
	Airborne Public Safety Association	400	
	CA Association of Tactical Officers (CATO)	350	
	CA CLETS User Group	125	
	CA Criminal Justice Warrant Services Association- Agency Membership	75	
	CA LE Association of Records Supervisors	55	
	CA Police Chief's Association	1,650	
	CA Police Officer's Association	1,500	
	CA State Division International Assoc. for Identification	55	
	COPWARE	1,090	
	El Segundo Kiwanis	660	
	El Segundo Rotary	540	

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

001-400-3101-XXXX Administration Division			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
	Inernational Association of Chief's of Police	500	
	International Assoc. for Property & Evidence	55	
	L.A. County Police Chief's Association	500	
	Metro Express Lanes	80	
	Misc Dues	-	
	Municipal Management Asso. Of So. CA	90	
	National Grants Management Asso.	300	
	Peloton Subscription for 2 bikes	950	
	Police Exec. Research Forum	200	
	Southbay Police Training Committee	580	
	Southern CA Crime & Intelligence Analyst Association	100	
	CA Force Instructors' Association	500	
	CA Association for Property & Evidence	50	
		-	
		-	
		-	
6211	Insurance & Bonds	500,000	500,000
6212	Laundry & Cleaning	6,850	6,850
6213	Meetings & Travel		55,000
	LA County Police Chief conference - Chief	100	
	Industry Security Breakfast meetings - Chief, Captains, Lieutenants, Staff	1,200	
	South Bay Police Chief meetings - Chief	100	
	Medal of Valor - Chief, Captains, Lieutenants, Staff	1,000	
	CA Peace Officers Association conference - Chief, Captains	1,150	
	South Bay Area Commanders meetings - Captains	100	
	CA Assoc. of Property & Evidence Training Seminar - Property Officer x 1	1,500	
	Int. Assoc. of Property & Evidence Training Seminar - Property Officer x 1	1,500	
	FBINAA National Conference - Command staff x 1	2,000	
	CA Association of Labor Relations (CALRO) - Admin Staff x 2	2,000	
	South Bay Police Training Committee - Prof Standards Lieutenant & Sergeant	100	
	IACP Officer Safety Wellness Conference - Wellness Officers x 2	2,500	
	CA Narcotic Officers' Association Conference - Officer x 2	2,000	
	Background Invest. Training Conference - Personnel Sergeant x 1	1,200	
	CA Sexual Assault Investigators Association Conference- Detective x 1	1,500	

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

001-400-3101-XXXX Administration Division			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
	TCTI Peer Support Conference- Peer Support staff x 2	2,500	
	LCW Annual Conference- Command staff x 2	2,500	
	Robbery Investigators conference - Detective Staff x 1	1,000	
	National Grants Management Asso. Conference- Management Analyst x 1	2,000	
	Municipal Management Asso. Of So. CA Conference - Management Analyst x 1	1,250	
	National Assoc. of School Resource Officers (NASRO) Conference- SRO x 1	2,500	
	Fraud Investigators Conference - Detective x 1	1,500	
	Inter Drone Conference- Drone Staff x 1	1,500	
	Association of Identification conference - CSI Officer	1,000	
	Hostage Negotiators Conference - CNT x 3	2,500	
	CA Hostage Negotiators meetings - CNT x 3	250	
	IALEFI Conference - Range Staff x 2	2,000	
	CLEARs Conference - Records Staff x 1	2,000	
	CCJWSA Conference - Records Staff x 1	1,000	
	CLEARs meetings - Records Supervisor	100	
	Crime Prevention Officer Conference - Crime Prevention staff x 1	1,500	
	CCIAA Conference - Crime Analyst x 1	1,500	
	Law Enforcement Social Media Conference- Crime Prevention staff x 1	1,500	
	International Assoc. of Chief's of Police Conference - Command staff x 2	2,500	
	CATO Conference- SWAT x 4	4,500	
	Shooting, Hunting and Outdoor Trade Show	1,350	
	CLETS User Group Training and Tech Seminar - Records x 1	600	
		-	
6214	Professional & Technical		232,950
	City of Hawthorne- jail service	180,000	
	Command Stat Analytics - crime stats	1,500	
	Experian- applicant credit checks	950	
	Garon Wyatt Investigative Services- internal investigations	10,000	
	Joe Mar Polygraph- police applicant polygraph services	8,000	
	State of CA Department of Justice- fingerprinting	3,300	
	Suan Saxe-Clifford Ph.D- psychological evaluation for police applicants	1,000	
	Security Design Concepts- security plans services	3,500	
	Psychological Associates- psychological evaluation for police applicants & CCW's	8,700	
	The Westchester Medical Group- fitness for duty examinations	15,500	

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

001-400-3101-XXXX Administration Division			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
	Wyenn & Associates- police applicant polygraph services	500	
		-	
6215	Repairs & Maintenance		7,000
	Gym Equipment maintenance	2,000	
	Master Technology Integrators-	-	
	Enterprise Security Inc.	4,000	
	Miscellaneous equipment maintenance and repair	1,000	
		-	
6216	Rental Charges	-	-
6217	Software Maintenance	-	-
6219	Network Operating Charge	147,378	147,378
6223	Training & Education		35,000
	other non POST Reimbursed Police Trainings	5,000	
	De-Escalation trainings	5,000	
	Implicit Bias & Community Policing trainings	5,000	
	Mental Health Decision Making trainings	5,000	
	Courses for Supervisors	5,000	
	Courses for Investigators	5,000	
	Courses for Professional Staff	5,000	
		-	
6224	Vehicle Operating Charge	-	-
6225	PD Admin/POST Training & Education	-	-
6251	Communication/Mobile Radio	-	-
6252	South Bay Communications	-	-
6253	Postage	3,675	3,675
6254	Telephone	105,000	105,000
6260	Equipment Leasing Costs	-	-
6272	Court Costs	-	-
		-	
6273	In-Custody Medical Charges (Includes Vital Medical-Bay Side Medical)	55,000	55,000
6274	Investigations Expense	10,000	10,000
6275	K-9 Dog Care Services	9,000	9,000
6278	Computer Charges	-	-
6288	S.W.A.T.Program	12,500	12,500
6289	Education Reimbursement	40,000	40,000
8104	Equipment	-	-
8105	Automotive	-	-
8108	Computer Hardware	-	-
		\$ 2,048,584	\$ 2,048,584

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

001-400-3102-XXXX Patrol and Safety			
Account #	Account Description	DEPT.	DEPT.
		BUDGET	REQUEST
		INPUT	FY 23-24
4102	Salaries Part-Time	\$ -	\$ -
4103	Overtime	550,000	550,000
4105	Holiday Pay	-	-
4113	Reimbursable Overtime	-	-
4117	Opt Out Payments	-	-
4205	Uniform Allowance	1,440	1,440
		551,440	\$ 551,440
5204	Operating Supplies	-	-
5206	Computer Supplies	-	-
5211	Photo Supplies	-	-
5212	Prisoner Meals	-	-
5215	Vehicle Gasoline Charge	-	-
5218	Police Training Materials and Supplies	-	-
5220	Computer Refresh Charges	-	-
6203	Copy Machine Charges	-	-
6205	Other Printing & Binding	-	-
		-	-
		-	-
6206	Contractual Services	-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
6207	Equipment Replacement Charge	-	-
6208	Dues & Subscriptions	-	-
		-	-
		-	-
		-	-
		-	-
6212	Laundry & Cleaning	-	-
6213	Meetings & Travel	-	-
		-	-
		-	-
		-	-
		-	-

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

001-400-3102-XXXX Patrol and Safety			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
		-	
6214	Professional & Technical		-
		-	
		-	
		-	
6215	Repairs & Maintenance		-
	Gym Equipment maintenance	-	
	Security doors and gate maintenance	-	
	Miscellaneous equipment maintenance and repair	-	
		-	
6216	Rental Charges	-	-
6217	Software Maintenance	-	-
6219	Network Operating Charge	-	-
6223	Training & Education		-
		-	
		-	
		-	
6224	Vehicle Operating Charge	-	-
6225	PD Admin/POST Training & Education	-	-
6251	Communication/Mobile Radio	-	-
6252	South Bay Communications	-	-
6253	Postage	-	-
6254	Telephone	-	-
6260	Equipment Leasing Costs	-	-
6272	Court Costs	-	-
6273	In-Custody Medical Charges (Includes Vital Medical)	-	-
6274	Investigations Expense	-	-
6275	K-9 Dog Care Services	-	-
6278	Computer Charges	-	-
6288	S.W.A.T.Program	-	-
6289	Education Reimbursement	-	-
8104	Equipment	-	-
8108	Computer Hardware	-	-
		\$ -	\$ -

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

001-400-3103-XXXX Crime Investigation			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
4102	Salaries Part-Time	\$ -	\$ -
4103	Overtime	130,000	130,000
4105	Holiday Pay	-	-
4113	Reimbursable Overtime	-	-
4117	Opt Out Payments	-	-
4205	Uniform Allowance	-	-
		\$ 130,000	\$ 130,000
5204	Operating Supplies	\$ -	\$ -
5206	Computer Supplies	-	-
5211	Photo Supplies	-	-
5212	Prisoner Meals	-	-
5215	Vehicle Gasoline Charge	-	-
5218	Police Training Materials and Supplies	-	-
5220	Computer Refresh Charges	-	-
6203	Copy Machine Charges	-	-
6205	Other Printing & Binding	-	-
6206	Contractual Services	-	-
6207	Equipment Replacement Charge	-	-
6208	Dues & Subscriptions	-	-
6212	Laundry & Cleaning	-	-
6213	Meetings & Travel	-	-

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

001-400-3103-XXXX Crime Investigation			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
		-	
6214	Professional & Technical		-
		-	
		-	
		-	
6215	Repairs & Maintenance		-
		-	
		-	
		-	
6216	Rental Charges	-	-
6217	Software Maintenance	-	-
6219	Network Operating Charge	-	-
6223	Training & Education		-
		-	
		-	
		-	
6224	Vehicle Operating Charge	-	-
6225	PD Admin/POST Training & Education	-	-
6251	Communication/Mobile Radio	-	-
6252	South Bay Communications	-	-
6253	Postage	-	-
6254	Telephone	-	-
6260	Equipment Leasing Costs	-	-
6272	Court Costs	-	-
6273	In-Custody Medical Charges (Includes Vital Medical)	-	-
6274	Investigations Expense	-	-
6275	K-9 Dog Care Services	-	-
6278	Computer Charges	-	-
6288	S.W.A.T.Program	-	-
6289	Education Reimbursement	-	-
8104	Equipment	-	-
8108	Computer Hardware	-	-
		\$ -	\$ -

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

001-400-3104-XXXX Traffic Safety			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
4102	Salaries Part-Time	\$ -	\$ -
4103	Overtime	75,000	75,000
4105	Holiday Pay	-	-
4113	Reimbursable Overtime	-	-
4117	Opt Out Payments	-	-
4205	Uniform Allowance	-	-
		\$ 75,000	\$ 75,000
5204	Operating Supplies	\$ -	\$ -
5206	Computer Supplies	-	-
5211	Photo Supplies	-	-
5212	Prisoner Meals	-	-
5215	Vehicle Gasoline Charge	-	-
5218	Police Training Materials and Supplies	-	-
5220	Computer Refresh Charges	-	-
6203	Copy Machine Charges	-	-
6205	Other Printing & Binding	-	-
6206	Contractual Services	-	-
6207	Equipment Replacement Charge	-	-
6208	Dues & Subscriptions	-	-
6212	Laundry & Cleaning	-	-
6213	Meetings & Travel	-	-

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

001-400-3104-XXXX Traffic Safety			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
6214	Professional & Technical		-
		-	
		-	
		-	
6215	Repairs & Maintenance		-
		-	
		-	
		-	
6216	Rental Charges	-	-
6217	Software Maintenance	-	-
6219	Network Operating Charge	-	-
6223	Training & Education		-
		-	
		-	
6224	Vehicle Operating Charge	-	-
6225	PD Admin/POST Training & Education	-	-
6251	Communication/Mobile Radio	-	-
6252	South Bay Communications	-	-
6253	Postage	-	-
6254	Telephone	-	-
6260	Equipment Leasing Costs	-	-
6272	Court Costs	-	-
6273	In-Custody Medical Charges (Includes Vital Medical)	-	-
6274	Investigations Expense	-	-
6275	K-9 Dog Care Services	-	-
6278	Computer Charges	-	-
6288	S.W.A.T.Program	-	-
6289	Education Reimbursement	-	-
8104	Equipment	-	-
8108	Computer Hardware	-	-
		\$ -	\$ -

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

001-400-3106-XXXX Community Relations			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
4102	Salaries Part-Time	\$ -	\$ -
4103	Overtime	70,000	70,000
4105	Holiday Pay	-	-
4113	Reimbursable Overtime	-	-
4117	Opt Out Payments	-	-
4205	Uniform Allowance	-	-
		\$ 70,000	\$ 70,000
5204	Operating Supplies	\$ -	\$ -
5206	Computer Supplies	-	-
5211	Photo Supplies	-	-
5212	Prisoner Meals	-	-
5215	Vehicle Gasoline Charge	-	-
5218	Police Training Materials and Supplies	-	-
5220	Computer Refresh Charges	-	-
6203	Copy Machine Charges	-	-
6205	Other Printing & Binding	-	-
6206	Contractual Services	-	-
6207	Equipment Replacement Charge	-	-
6208	Dues & Subscriptions	-	-
6212	Laundry & Cleaning	-	-
6213	Meetings & Travel	-	-
6214	Professional & Technical	-	-

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

001-400-3106-XXXX Community Relations			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
		-	
		-	
6215	Repairs & Maintenance		-
		-	
		-	
		-	
6216	Rental Charges	-	-
6217	Software Maintenance	-	-
6219	Network Operating Charge	-	-
6223	Training & Education		-
		-	
		-	
		-	
6224	Vehicle Operating Charge	-	-
6225	PD Admin/POST Training & Education	-	-
6251	Communication/Mobile Radio	-	-
6252	South Bay Communications	-	-
6253	Postage	-	-
6254	Telephone	-	-
6260	Equipment Leasing Costs	-	-
6272	Court Costs	-	-
6273	In-Custody Medical Charges (Includes Vital Medical)	-	-
6274	Investigations Expense	-	-
6275	K-9 Dog Care Services	-	-
6278	Computer Charges	-	-
6288	S.W.A.T.Program	-	-
6289	Education Reimbursement	-	-
8104	Equipment	-	-
8108	Computer Hardware	-	-
		\$ -	\$ -

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

001-400-3107-XXXX Communication Center Division			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
6206	Contractual Services		\$ 2,184,531
	South Bay Regional Public Communications Authority (SBRPCA) dispatch	2,044,684	
	GST	10,834	
	SBRPCA radio maintenance - parts	10,000	
	Hawthorne Police Department - RMS/ARS/CMS/Mark 43	54,000	
	INSB JPA Annual Maintenance	52,746	
	INSB JPA - MB Water Tower Antenna Assess.	12,267	
6207	Equipment Replacement Charge	-	-
6213	Meetings & Travel	-	-
		-	
		-	
		-	
		-	
6214	Professional & Technical	-	-
		-	
		-	
		-	
		-	
6215	Repairs & Maintenance	-	-
		-	
		-	
		-	
		-	
6216	Rental Charges	15,000	15,000
6254	Telephone	20,000	20,000
6278	Computer Charges	-	-
		\$ 2,219,531	\$ 2,219,531

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

001-400-3108-XXXX Animal Control Division			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
4102	Salaries Part-Time	\$ -	\$ -
4103	Overtime	-	-
4105	Holiday Pay	-	-
4113	Reimbursable Overtime	-	-
4117	Opt Out Payments	-	-
4205	Uniform Allowance	-	-
		\$ -	\$ -
5204	Operating Supplies	\$ -	\$ -
6205	Other Printing & Binding	-	-
		-	-
		-	-
		-	-
6206	Contractual Services	-	31,500
	SPCA	31,500	-
	Veterinarian Services	-	-
		-	-
		-	-
		-	-
		-	-
6223	Training & Education	-	-
		-	-
		-	-
		-	-
6254	Telephone	-	-
		\$ 31,500	\$ 31,500

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

109-400-3105-XXXX Asset Forfeiture Fund			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
4101	Salaries Part-Time	\$ -	\$ -
4102	Salaries Part-Time	-	-
4103	Overtime	-	-
4113	Reimbursable Overtime	-	-
4205	Uniform Allowance	-	-
		\$ -	\$ -
5204	Operating Supplies	\$ -	\$ -
5206	Computer Supplies	-	-
5207	Small Tools & Equipment	-	-
5209	Non-Capitalized Purchases <\$5,000	-	-
5211	Photo Supplies	-	-
5215	Vehicle Gasoline Charge	-	-
6205	Other Printing & Binding	-	-
6208	Dues & Subscriptions	-	-
	CA Narcotics Officers Association (CNOA)	-	-
	CA Canine Narcotics Officers (CNCA)	-	-
	CA Tactical Officers Association (CTOA)	-	-
	National Tactical Officers Association (NTOA)	-	-
6213	Meetings & Travel	-	-
		-	-
		-	-
6214	Professional & Technical	-	-
		-	-
		-	-
		-	-
6216	Rental Charges	-	-
6223	Training & Education	-	-
		-	-
		-	-
		-	-
6224	Vehicle Operating Charge	-	-
6241	Contingencies	-	-
6253	Postage	-	-
6254	Telephone	-	-
6272	Court Costs	-	-
6296	R.S.V.P. Program	-	-
6401	Community Promotion	-	-

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

109-400-3105-XXXX Asset Forfeiture Fund			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
6241	Contingencies	-	-
6296	R.S.V.P. Program	-	-
6401	Community Promotion	-	-
8103	Other Improvements	-	-
8104	Equipment	-	-
8105	Automotive	-	-
8106	Communication	-	-
8108	Computer Hardware	-	-
	EXPENDITURES	\$ -	\$ -

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

109-400-3109-XXXX Asset Forfeiture Fund			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
4101	Salaries Part-Time	\$ -	\$ -
4102	Salaries Part-Time	-	-
4103	Overtime	-	-
4113	Reimbursable Overtime	-	-
4205	Uniform Allowance	-	-
		\$ -	\$ -
5204	Operating Supplies	\$ 100,000	\$ 100,000
5206	Computer Supplies	-	-
5207	Small Tools & Equipment	-	-
5209	Non-Capitalized Purchases <\$5,000	-	-
5211	Photo Supplies	-	-
5215	Vehicle Gasoline Charge	-	-
6205	Other Printing & Binding	-	-
6208	Dues & Subscriptions		5,000
		5,000	
		-	
		-	
		-	
6213	Meetings & Travel		50,000
		50,000	
		-	
		-	
6214	Professional & Technical		200,000
		200,000	
		-	
		-	
6216	Rental Charges	-	-
6223	Training & Education		35,000
		35,000	
		-	
		-	
6224	Vehicle Operating Charge	50,000	50,000
6241	Contingencies	-	-
6253	Postage	-	-
6254	Telephone	-	-
6272	Court Costs	-	-
6296	R.S.V.P. Program	10,000	10,000
6401	Community Promotion	50,000	50,000

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

109-400-3109-XXXX Asset Forfeiture Fund			
Account #	Account Description	DEPT. BUDGET	DEPT. REQUEST
		INPUT	FY 23-24
6241	Contingencies	-	-
6296	R.S.V.P. Program	-	-
6401	Community Promotion	-	-
8103	Other Improvements	-	-
8104	Equipment	200,000	200,000
8105	Automotive	100,000	100,000
8106	Communication	-	-
8108	Computer Hardware	-	-
	EXPENDITURES	\$ 800,000	\$ 800,000

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

120-400-0000-XXXX COPS Fund			
Account #	Account Description	DEPT.	DEPT.
		BUDGET	REQUEST
		INPUT	FY 23-24
4101	Salaries Part-Time	\$ -	\$ -
4102	Salaries Part-Time	-	-
4103	Overtime	-	-
4113	Reimbursable Overtime	-	-
4205	Uniform Allowance	-	-
		⌊	
		\$ -	\$ -
5204	Operating Supplies	\$ 10,000	\$ 10,000
5209	Non-Capitalized Purchases <\$5,000	50,000	50,000
6201	Advertising / Publishing	5,000	5,000
6206	Contractual Services	50,000	50,000
6214	Professional & Technical		300,000
		300,000	
		-	
6217	Software Maintenance	50,000	50,000
8104	Equipment	150,000	150,000
	Totals	\$ 615,000	\$ 615,000

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

123-400-3101-XXXX PSAF PROPERTY TAX PUBLIC SAFETY			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
4101	Salaries Part-Time	\$ -	\$ -
4102	Salaries Part-Time	-	-
4103	Overtime	-	-
4113	Reimbursable Overtime	-	-
4205	Uniform Allowance	-	-
		Σ	
		\$ -	\$ -
5204	Operating Supplies	\$ 75,000	\$ 75,000
5209	Non-Capitalized Purchases <\$5,000	-	-
6201	Advertising / Publishing	-	-
6206	Contractual Services	-	-
6214	Professional & Technical	-	-
		-	-
		-	-
6217	Software Maintenance	-	-
8104	Equipment	-	-
		-	-
	Totals	\$ 75,000	\$ 75,000

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

124-400-3101-XXXX Federal Grants			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
3741	2019 HMEP Grant	\$ -	\$ -
3788	Bullet Proof Vest Grant	\$ 5,000	\$ 5,000
4101	Salaries Part-Time	-	-
4102	Salaries Part-Time	-	-
4103	Overtime	-	-
4113	Reimbursable Overtime	-	-
4205	Uniform Allowance	-	-
		\$ -	
		\$ 5,000	\$ 5,000
5204	Operating Supplies	\$ -	\$ -
5209	Non-Capitalized Purchases <\$5,000	-	-
6201	Advertising / Publishing	-	-
6206	Contractual Services	-	-
6214	Professional & Technical	-	-
		-	
		-	
6217	Software Maintenance	-	-
6411	UASI 2023 Grant	251,765	251,765
6414	UASI 2021 Grant	11,679	11,679
8104	Equipment	-	-
	Totals	\$ 263,444	\$ 263,444

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

125-400-3101-XXXX Administration			
Account #	Account Description	DEPT. BUDGET INPUT	DEPT. REQUEST FY 23-24
3725	2020 Traffic Grant	\$ -	\$ -
3726	Tobacco Grant 2020-2021	33,909	33,909
3727	OTS-STEP Grant 2023	115,035	115,035
3764	LA County Homeless Initiative	-	-
3777	Police Mental Health Grant	-	-
3788	Bullet Proof Vest	-	-
3741	2019 HMEP Grant	-	-
4101	Salaries Part-Time	-	-
4102	Salaries Part-Time	-	-
4103	Overtime	-	-
4113	Reimbursable Overtime	-	-
4205	Uniform Allowance	-	-
		\$ -	
		\$ 148,944	\$ 148,944
5204	Operating Supplies	\$ -	\$ -
5209	Non-Capitalized Purchases <\$5,000	-	-
6201	Advertising / Publishing	-	-
6206	Contractual Services	-	-
6214	Professional & Technical	-	-
		-	-
		-	-
6217	Software Maintenance	-	-
8104	Equipment	-	-
	Totals	\$ -	\$ -

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

702-400-3101-XXXX Administration			
Account #	Account Description	DEPT.	DEPT.
		BUDGET	REQUEST
		INPUT	FY 23-24
2584	Police Admin / Inmate Welfare Exp	\$ -	\$ -
3741	2019 HMEP Grant	-	-
4101	Salaries Part-Time	-	-
4102	Salaries Part-Time	-	-
4103	Overtime	-	-
4113	Reimbursable Overtime	-	-
4205	Uniform Allowance	-	-
		\$ -	\$ -
5204	Operating Supplies	\$ -	\$ -
5209	Non-Capitalized Purchases <\$5,000	-	-
6201	Advertising / Publishing	-	-
6206	Contractual Services	-	-
6214	Professional & Technical	-	-
		-	-
		-	-
6217	Software Maintenance	-	-
6275	K-9 Dog Care Services	-	-
	Totals	\$ -	\$ -

**City of El Segundo
Police Dept Budget
Fiscal Year 2023-2024**

702-400-3110-XXXX Police Departmet			
Account #	Account Description	DEPT.	DEPT.
		BUDGET	REQUEST
		INPUT	FY 23-24
2601	Donations - Dare	\$ -	\$ -
3741	2019 HMEP Grant	-	-
4101	Salaries Part-Time	-	-
4102	Salaries Part-Time	-	-
4103	Overtime	-	-
4113	Reimbursable Overtime	-	-
4205	Uniform Allowance	-	-
		\$ -	\$ -
5204	Operating Supplies	\$ -	\$ -
5209	Non-Capitalized Purchases <\$5,000	-	-
6201	Advertising / Publishing	-	-
6206	Contractual Services	-	-
6214	Professional & Technical	-	-
		-	-
		-	-
6217	Software Maintenance	-	-
6275	K-9 Dog Care Services	-	-
	Totals	\$ -	\$ -

City of El Segundo
Proposed Five-Year Capital Improvement Program

No.	By Fund and Project	Prior Years (Carryover)	FY 2023/24	FY 2024/25	FY2025/26	FY2026/27	FY 2027/28
Water Fund							
1	Annual Water Main Maintenance		\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
2	Water Facilities Maintenance		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
3	Parks and Median Irrigation Conversion to Reclaimed water		50,000	500,000	0	0	0
4	Water Division Office and Maintenance Yard Improvements		0	0	465,000	0	0
5	Water Valve Replacements		0	300,000	300,000	300,000	300,000
	Total Water Fund		3,050,000	3,800,000	3,765,000	3,300,000	3,300,000
Wastewater Fund							
6	Wastewater Infrastructure Replacement (Annual Program)		750,000	750,000	750,000	750,000	750,000
	Total Wastewater Fund		750,000	750,000	750,000	750,000	750,000
Transportation Funds (Gas Tax/Prop C/SB 1/Measure R/Measure M)							
7	Park Place Extension Transportation Project--Design		2,600,000	2,600,000	600,000		0
8	Roadway Rehabilitation (Annual Program)		1,500,000	1,140,000	1,300,000	1,300,000	1,300,000
9	El Segundo Blvd. Improvements	6,800,000	0	0	0	0	0
10	Sidewalk Maintenance Program (Annual Program)		200,000	200,000	200,000	200,000	200,000
11	Library Park Pathway ADA improvement		200,000				
12A	Smoking Hollow Parking	TBD					
13	Arena Street Improvements		0	100,000	0		0
	Total Transportation Funds	6,800,000	4,500,000	4,040,000	2,100,000	1,500,000	1,500,000
Storm Water Fund (Measure W)							
14	Alondra Park (Regional project)		0	0	0	0	50,000
15	Imperial HWY Median Improvements Collaborating with LAWA & City of LA		0	500,000	25,000	25,000	25,000
16	Infiltration projects		400,000	200,000	400,000	400,000	400,000
17	City Hall Plaza LID Landscape		0	0	175,000	0	0
	Total Stormwater Fund		400,000	700,000	600,000	425,000	475,000
Special Revenue Funds/Other							
19	Park Vista Senior Housing Plumbing (Senior Housing Fund)		800,000	0	0	0	0
19A	Park Vista Senior Housing Corp		800,000				
20	ADA Improvements - CDBG Funds		144,000	50,000	50,000	50,000	50,000
21 A	Library Elevator (State Grant)		90,000				
22 A	Library Southwall Water Proofing		90,000				
23 A	EOC Upgrades (Grant)		325,000	0	0	0	0
24	PD Elevator (Development Fees)		0	210,000	0	0	0
25	Fire Station #1 and #2 Interior Paint (Development Fees)		0	0	0	0	100,000
26	Park Vista Senior Housing ADA Compliance (Senior Housing Fund)		142,000	0	0	0	0
27	Citywide Facilities access control (Development Fees)		0	400,000	400,000		
28	Park Vista Senior Housing Roof Reflective Coating (Senior Housing Fund)		0	0	0		220,000
	Total Special Revenue Funds/Other		2,791,000	660,000	450,000	50,000	370,000
General Fund							
21 B	Library Elevator	185,000	0	0	0	0	0
22 B	Library Southwall Waterproofing		125,000	0	0		0
23 B	EOC Upgrades		100,000	0	0	0	0
29	EV Charging station		50,000	100,000	350,000		
30	Safe Routes to School Projects		0	60,000	0		0
31	HVAC (Citywide)	650,000	100,000	150,000	230,000	750,000	100,000
32	Pump Station #17, pumps replacement		0	1,300,000	0	0	0
33	Fire Alarm Panels (Citywide)		150,000	60,000	0	0	0
34	Plumbing (Citywide)		50,000	1	22,740		18,800
35	Miscellaneous Electrical (Citywide)		100,000	130,000	130,000	250,000	250,000
36	Miscellaneous Equipment (Citywide)		0	35,300	115,000	50,000	50,000
37	Fire Sprinklers (Citywide)		0	0	0	0	700,000
38	Main Facilities ADA Compliance Projects	50,000	750,000	250,000	0	0	0
39	Roofing		0	0	130,000	0	0
40	City Maintenance Yard Electrical		0	0	38,000		40,000
41	Library Interior Maintenance		0	0	0	0	350,000
42	City Maintenance Yard Interior Maintenance		0	0	50,000	0	0
43	City Maintenance Yard Plumbing		0	0	50,000	0	0
44	The Plunge Rehabilitation (Funding Reserve)	4,700,000	2,500,000	2,500,000	0	0	0
45	Recreation Park Projects Phase I Reserve	1,700,000	3,000,000	2,000,000	2,000,000	0	0
46	Recreation Park Projects Phase II Reserve		0	0	500,000	2,000,000	2,000,000
47	Playground Equipment Replacement		0	300,000	300,000	0	0
48	Citywide Projects Reserve		0	0	1,000,000	2,000,000	2,000,000
49	Center Street Storm Drain Improvements		200,000	0	0	0	0
50	Main & Imperial Entryway	519,000	0	0	0	0	0
51	Brett Field Restrooms	350,000	-	0	0	0	0
52	Downtown Beautification		100,000				
	Total General Fund	8,154,000	7,225,000	6,885,301	4,915,740	5,050,000	5,508,800
	TOTAL CIP (53 Projects)	\$14,954,000	\$18,716,000	\$16,835,301	\$12,580,740	\$11,075,000	\$11,903,800

General Fund Balance Policy

Purpose - To mitigate current and future risks and to ensure a balanced budget

While our financial reserves provide us security against unexpected emergencies and contingencies, our policies for setting those target levels should be periodically reviewed to balance our community's level of risk tolerance against our operating expenditure needs.

1. Beginning with the Fund Balance for Fiscal Year ended June 30, 2024, establish target General Fund Unassigned Fund Balance at a minimum of 25% of General Fund Expenditures.
2. The long-term General Fund reserve policy objective is to maintain the target General Fund Unassigned Fund Balance at 25% of General Fund Expenditures.

Balanced Operating Budget

The City Council's policy is that General Fund annually adopted Appropriations must not exceed General Fund annually adopted Estimated Revenues.

Economic Uncertainty (Revenue Offset) Reserve Policy

Purpose - To mitigate current and future risks due to fluctuations in the City's core tax revenues (net of Chevron). These core revenues are Transient Occupancy Tax (T.O.T.), Business License Tax, Sales and Use Tax, Property Tax, and Utility Users Taxes.

Based on a staff recommendation the City Council has elected to adopt a Revenue Offset Reserve Policy to address the instability of the City's Core Revenues.

1. For Fiscal Year ending June 30, 2024, maintain the Economic Fund Uncertainty Balance at \$2,000,000.
2. Thresholds established:
 - a. Minimum target balance of \$2,000,000 in subsequent years.
 - b. The maximum balance shall be any excess reserves as designated by City Council.
3. Once target level is reached, reevaluate the appropriate funding level each fiscal year during the budget adoption process.

Use of Reserves

This policy requires that these funds be used for balancing the General Fund Operating Budget in those years when the core revenues are experiencing downward swings.

Annually, to determine if the Fund reserves should be used to offset revenue loss, staff will calculate the baseline 5-year rolling average for the aggregate of the five major revenue categories. In a year that the revenues are under performing to this calculation, reserves may be transferred to the General Fund to offset this loss of revenue and reported to City Council.

If revenues are over performing to this calculation the above maximum target level funding should be followed.

City of El Segundo
Topgolf Revenue Allocation Policy

Purpose

The primary goal of dedicating Topgolf revenues to specific City Council strategic goals and initiatives is to ensure that sufficient funds will be allocated towards the delivery of City Council's direction. Establishing sound policy guidelines promotes adherence to the long-term strategic plan. The City's overall objective is to fund CALPERS pension plan near 100%, to repay the loan owed to the Equipment Replacement Fund, and to establish a dedicated revenue source to the development of much needed infrastructure and capital projects.

Policy Background

The Topgolf facility is projected to generate over \$1,920,000 in recurring General Fund and Golf Fund revenues/investment, including the following:

- Annual \$1,300,000 driving range ground lease payment (with a 10% adjustment every five years);
- Annual \$200,000 Community Benefit Contribution;
- Annual \$200,000 Golf Course and Driving Range Capital Contribution;
- Recurring 3% beverage fee payment at driving range and golf course (with a minimum guarantee of \$200,000 from the driving range); and
- Annual \$20,000 golf course ground lease payment (with a 10% adjustment every five years).

The Topgolf Revenue Allocation Policy is to provide guidance on dedicating this new revenue source towards City Council strategic goals and initiatives related to funding pension liabilities and development of City infrastructure needs. This funding policy should also support the decision-making process of City Council and should be consistent with the overall purpose and goals of the City's pension plan. The proposed Policy recognizes that it is fiscally prudent to do the following:

- Maintain the City's sound financial position;
- Ensure the City has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenditures;
- Protect the City's creditworthiness;

- Ensure that all pension funding decisions are structured to protect both current and future taxpayers, ratepayers, and residents of the City;
- Ensure that City debt is consistent with City's strategic planning goals, objectives, capital improvement program, and operating budget; and
- Ensure existing City infrastructure is properly maintained and developed and there is a dedicated funding source to address these needs.

Policy Discussion

The City is committed to fiscal sustainability by employing long-term financial planning efforts, maintaining appropriate reserve levels, and employing prudent practices in governance, management, budget administration, and financial reporting. This proposed policy is intended to make all relevant information readily available to decision-makers, City employees, and members of the public to improve the quality of decisions, identify policy goals, and demonstrate a commitment to sound, long-term financial planning. Adherence to this proposed policy signals to rating agencies and capital markets that the City is well-managed and able to meet its financial obligations in a timely manner.

The purpose of the funding policy is to establish a framework for funding the repayment of the Equipment Replacement Funds (\$5.6 million) borrowed by the Golf Fund, funding future liabilities associated with the City of El Segundo's defined benefit pension plan, and funding capital maintenance and infrastructure improvement projects within the City.

There are several advantages to developing a policy to address how this new revenue source will be dedicated to implementing City Council's strategic goals and initiatives. These advantages include the following:

- Provides framework to ensure proper management of future liabilities and to minimize effects on operations. Adoption of a funding policy will ensure a disciplined decision-making process, which will contribute to better predictability in funding.
- Having a written summary of the funding policy that is accessible to employees and the public will help improve transparency of funding decisions and increase the understanding of pension and infrastructure funding issues.

Policy Framework

- An annual amount of \$200,000 will be dedicated towards recreation infrastructure;
- After the aforementioned \$200,000 dedication, 60%-70% of the revenue will be dedicated towards funding pension related liabilities;
- 30%-40% of the revenue will be dedicated towards funding the debt owed to the Equipment Replacement Fund; and
- Once the debt to the Equipment Replacement Fund is paid in full, the 30%-40% will be dedicated towards City infrastructure.