



AGENDA

EL SEGUNDO CITY COUNCIL
REGULAR MEETING
TUESDAY, JUNE 20, 2023

4:00 PM CLOSED SESSION
6:00 PM OPEN SESSION

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
David Cain, Interim CFO
Robert Espinosa, Interim Fire Chief
Rebecca Redyk, HR Director
Elias Sassoon, Public Works Dir.

MISSION STATEMENT:

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

VISION STATEMENT:

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

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

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

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

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

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

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

4:00 PM CLOSED SESSION – CALL TO ORDER / ROLL CALL

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

SPECIAL ORDERS OF BUSINESS

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

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GOV’T CODE §54956.9(D)(1): -1- MATTER(S))

1. City of El Segundo v. Wiseburn Unified School District, Los Angeles Superior Court Case No. 23TRCV01031

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

1. Government Tort Claim by Keith Puckett
2. Claim by Charles Mallory (former employee - Information Systems Director)

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

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

1. City Manager
Performance Review

**CONFERENCE WITH CITY’S LABOR NEGOTIATOR (GOV’T CODE §54957.6): -4-
MATTER(S)**

1. Employee Organizations: Police Management Association (PMA), Police Support Services Employee Association (PSSEA), Management Confidential (Unrepresented Employee Group)
Representative: City Manager, Darrell George, Human Resources Director, Rebecca Redyk
2. Unrepresented Employee: City Manager
City Negotiator: City Attorney

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

INVOCATION – Pastor Jared McKenna, The Bridge Church

PLEDGE OF ALLEGIANCE – Council Member Giroux

SPECIAL PRESENTATIONS

1. Introduction of Crime Prevention Analyst

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)

Hyperion Water Reclamation Plant Update

A. PROCEDURAL MOTIONS

Read All Ordinances and Resolutions on the Agenda by Title Only

Recommendation -

Approval

B. CONSENT

2. City Council Meeting Minutes

Recommendation –

1. Approve Special City Council meeting minutes of May 16, 2023 (Strategic Planning Session) and Regular City Council meeting minutes of June 6, 2023.

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

3. **Warrant Demand Register for May 15, 2023 through May 28, 2023**

Recommendation –

1. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and, wire transfers.
2. Approve Warrant Demand Register numbers 22B and 22C: warrant numbers 3045670 through 3045829, and 9002929 through 9002931.
3. Alternatively, discuss and take other action related to this item.

4. **Ongoing Service Agreements and Blanket Purchase Orders for FY 2023-24 in Excess of \$50,000 for Various Departments**

Recommendation -

Waive the formal bidding process and approve the following:

1. Authorize the City Manager to execute an amendment to Agreement No. 5861 with **Riester Pacific, Inc.** for the City's economic development and hospitality and tourism marketing services to (1) extend the term of the agreement to June 30, 2024; and (2) authorize payment for services up to **\$350,000** (General Fund – City Manager's Office - \$275,000; and Chevron Grant Fund - \$75,000)
2. Authorize the City Manager to execute an amendment to Agreement No. 6062 with **Vincent Benjamin Group, LLC** to provide on-call temporary staffing services for use by various City departments for an amount not to exceed **\$350,000** in FY 2023-24. (General Fund – Various City Departments)
3. Authorize the City Manager to amend Agreement No. 5346 with **Prosum, Inc.** to provide project management and technical services for the Information Technology Services Department for an amount not to exceed **\$300,000** in FY 2023-24 (General Fund – Information Technology Services).
4. Authorize staff to continue to purchase **gasoline and diesel fuel for City vehicles** and equipment through the use of spot market purchasing for an amount not to exceed **\$254,500** in FY 2023-24 (General Fund - \$190,000; Asset Forfeiture Fund - \$13,000; Prop "A" Fund - \$30,000; Water Enterprise Fund - \$12,500; Wastewater Enterprise Fund - \$9,000).

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5. Authorize the City Manager to amend the ongoing service agreements with **J. Lee Engineering, JAS Pacific, and CSG Consultants** to provide plan check, inspections services in the amount not to exceed a combined total of **\$247,000** in FY 2023-24 (General Fund – Building Safety).

 6. Authorize the City Manager to amend Agreement No. 6441 with **The Centre for Organization Effectiveness** to provide Citywide employee training for a total not to exceed contract amount of **\$175,000** in FY 2023-24 (General Fund – Human Resources Department).

 7. Authorize the City Manager to amend Agreement No. 3881 with **All Cities Management Services, Inc.** for ongoing services to provide crossing guard services for the El Segundo School District for an amount not to exceed **\$142,750** in FY 2023-24 (General Fund – Finance Administration/ non-departmental).

 8. Authorize the City Manager to amend Agreement No. 6063 with **JL Group, LLC** to perform confidential personnel investigations for a total not to exceed contract amount of **\$125,000** in FY 2023-24 (General Fund – Human Resources Department).

 9. Authorize the City Manager to amend a professional service Agreement No. 6423 with **Charles Abbot Associates Inc.** to provide solid waste and recycling compliance support services for the Public Works Department for an amount not to exceed **\$100,000** in FY 2023-24 (General Fund – Public Works/Contractual Services).

 10. Authorize the City Manager to amend Agreement No. 6379 with **Dennis Grubb and Associates, LLC** for professional plan check services to (1) extend the term of the agreement to June 30, 2024; and (2) authorize payment for services up to **\$100,000** for FY 2023-24 (General Fund – Fire Department – Fire Prevention Division).

 11. Authorize the issuance of a blanket purchase order to **Hinderliter De Llamas & Associates** (Agreement No. 3313) to provide professional services related to sales and use tax for an amount not to exceed **\$100,000** in FY 2023-24 (General Fund – Finance Department – Business Services Division).

 12. Authorize the City Manager to amend Agreement No. 6048 with **Koff & Associates** to provide human resources consulting services to include classification studies for a total not to exceed contract amount of **\$100,000** in FY 2023-24 (General Fund – Human Resources Department).

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13. Authorize the issuance of a blanket purchase order to **Metron Farnier** for an amount not to exceed **\$100,000** in total for the purchase of single jet AMR water meters for the City's water system in FY 2023-24 (Water/Wastewater Enterprise Fund).
 14. Authorize the City Manager to amend services Agreement No. 6467 with **Waterline Technologies, Inc.** for the purchase of all pool chemicals needed to maintain the City's recreational aquatic facilities for an amount not to exceed **\$100,000** in FY 2023-24 (General Fund – Public Works).
 15. Authorize the City Manager to execute an amendment to Agreement No. 6016 with **KNB Consulting, LLC.** For strategic public relations services and support to the Communications and Economic Development Divisions to (1) extend the term of the agreement to June 30, 2024; and (2) authorize payment for services up to **\$96,000** in FY 2023-24 (General Fund – City Manager – Communications & Economic Development Divisions).
 16. Authorize the City Manager to amend Agreement No. 6114 with **Norman A. Traub & Associates, LLC** for providing public safety pre-employment background investigation services and workplace investigations for the Police Department and Human Resources for an amount not to exceed **\$85,000** in FY 2023-24 (General Fund – Police Department and Human Resources).
 17. Authorize the issuance of a blanket purchase order to **Wittman Enterprises, LLC** (Agreement No. 2772) to provide ambulance transport and fire prevention billing and collection services, and distribution of City notices of privacy practices to the Fire Department for an amount not to exceed **\$80,000** for FY 2023-24 (General Fund – Fire Department – Fire Paramedic and Fire Prevention Divisions).
 18. Authorize the City Manager to amend Agreement No. 6120 with **Four Star Investigations, LLC** to conduct administrative investigations for a total not to exceed contract amount of **\$75,000** in FY 2023-24 (General Fund – Human Resources Department).
 19. Authorize the City Manager to amend Agreement No. 6010 with **Crowdstrike, Inc.** to provide cybersecurity services and software for an amount not to exceed **\$71,500** in FY 2023-24 (General Fund – Information Technology Services).
 20. Authorize the issuance of a blanket purchase order to **Tyler Technologies/Eden Financial Management Systems** (Agreement No. 3516) for annual software licensing, maintenance, and support for an amount not to exceed **\$68,500** in FY 2023-24 (General Fund – Information Technology Services).

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21. Authorize the City Manager to amend Agreement No. 3912 with **Westchester Medical, Inc.** to extend the term to June 30, 2024, and authorize the issuance of a purchase order for professional medical services for an amount not to exceed **\$60,000** in FY 2023-24 (General Fund – Fire Department; Police Department & Human Resources).
 22. Authorize the issuance of a blanket purchase order to **Baker & Taylor Information Services** for supplying books and other library materials for an amount not to exceed **\$57,509** in FY 2023-24 (General Fund – Recreation, Parks and Library Department).
 23. Authorize the issuance of a blanket purchase order to **Marc Cohen** (Agreement No. 6424) for Medical Director consulting services for the El Segundo Fire Department for an amount not to exceed **\$54,000** in FY 2023-24 (General Fund – Fire Department).
 24. Authorize the City Manager, or designee, to execute any agreements, amendments, or other documentation necessary to effectuate the approvals referenced above and described in this report.
 25. Alternatively, discuss and take other action related to this item.
5. **Acceptance and Appropriation of the U.S. Department of Justice Bulletproof Vest Partnership Program Grant and Officer Wellness and Mental Health Grant**
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Recommendation –

1. Authorize acceptance of a \$4,765.56 award from the U.S. Department of Justice (USDOJ), Bulletproof Vest Partnership (BVP) Program to support the El Segundo Police Department (ESPD). The purpose of the BVP Program is to reimburse local jurisdictions up to 50 percent of the cost of body armor vests purchased for law enforcement officers. The award is valid from April 1, 2022, to August 31, 2024.
2. Authorize acceptance of the Officer Wellness and Mental Health Grant award for \$37,912.46 from the Board of State and Community Corrections (BSCC) to support the ESPD. The Officer Wellness grant is for the purpose of improving officer wellness and expanding mental health sources. The award is valid from January 1, 2023, to October 31, 2024.
3. Appropriate USDOJ BVP Program grant and Officer Wellness and Mental Health grant revenues and expenditures for fiscal year 2022-2023, and carry over the unspent balances to fiscal year 2023-2024.
4. Alternatively, discuss and take other action related to this item.

6. Acceptance for the Community Development Block Grant Project/City Hall ADA Public Restrooms Improvements Project No. PW 21-08

Recommendation –

1. Accept the Construction of CDBG Project 602294-20 City Hall Public Restrooms ADA Improvements Project No. PW 21-08 by Corral Construction & Development, Inc.
2. Authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.
3. Alternatively, discuss and take other action related to this item.

7. Award Public Works Construction Contract to Hardy and Harper, Inc. for the FY 2023-24 Pavement Rehabilitation Project No. PW 23-01

Recommendation –

1. Authorize the City Manager to execute a standard Public Works construction contract with Hardy and Harper, Inc. for \$1,635,000 for the award of the FY 2023-24 Pavement Rehabilitation Project, Project No. PW 23-01, and authorize an additional \$163,500 as contingency funds for potential unforeseen conditions
2. Authorize the City Manager to execute a standard Professional Services Agreement with Anser Advisory Management, LLC in the amount of \$81,663 for construction inspection and testing services and authorize an additional \$8,166 for construction related contingencies.
3. Appropriate \$388,329 from Measure R Fund for FY 2023-24.
4. Alternatively, discuss and take other action related to this item.

8. Design and Plans for George Brett Field Restroom Improvements Project PW 23-10

Recommendation –

1. Adopt a resolution to approve the design and plans for the George Brett Field Restroom Improvements Project PW 23-10.
2. Authorize staff to advertise the project for construction.
3. Alternatively, discuss and take other action related to this item.

9. Fire Engineer Revised Classification Specification and Examination Plan

Recommendation –

1. Approve the revised classification specification and examination plan for the Fire Engineer position.
2. Alternatively, discuss and take other action related to this item.

10. Plan Adoption for City Hall Phase 2 Improvements Project PW 23-09

Recommendation –

1. Adopt a resolution to approve plans and specifications for the City Hall Phase 2 Improvements Project PW 23-09.
2. Authorize staff to advertise the project for construction.
3. Alternatively, discuss and take other action related to this item.

11. Grant from CalEPA in the Amount of \$30,000 to Support the Second Year of the California Green Business Network Program within the City of El Segundo

Recommendation –

1. Authorize the City Manager to accept grant funds in the amount of \$30,000 for the California Green Business Network Program.
2. Appropriate grant funding of \$30,000 to the CalEPA Green Business Grant Account 125-400-4801-3755 in FY 2022-23.
3. Alternatively, discuss and take other action related to this item.

12. Resolution Approving Continued Participation in the Los Angeles Urban County Community Development Block Grant Program by Entering into a Three-Year Cooperation Agreement with the County of Los Angeles.

Recommendation –

1. Adopt a Resolution approving continued participation in the Los Angeles Urban County Community Development Block Grant (CDBG) Program by entering into a three-year Cooperation Agreement effective July 1, 2024 through June 30, 2027 with the County of Los Angeles.
2. Authorize the City Manager, or designee, to execute all contracts, in a form approved by the City Attorney, with the Los Angeles County Development Authority (LACDA), and to execute any and all documents necessary for participation in the Los Angeles Urban County CDBG Program.

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

C. PUBLIC HEARINGS

13. Public Hearing for the Adoption of a New Private Instructor Permit Fee and Policy for Instructors Utilizing City Recreation Areas and Facilities

Recommendation -

1. Conduct a public hearing on the proposed private instructor permit fee.
2. Approve the proposed resolution establishing a \$15 per hour private instructor fee.
3. Approve the proposed private instructor permit policy.
4. Alternatively, discuss and take other action related to this item.

D. STAFF PRESENTATIONS

14. El Segundo Police Department Overview Presentation and Request for Additional Staffing

Recommendation -

1. Receive and file the El Segundo Police Department overview presentation.
2. Approve request for additional staffing.
3. Alternatively, discuss and take other action related to this item.

15. El Segundo Connect Pilot Transportation Program

Recommendation -

1. Review and approve proposed pilot public transportation program for residents, including the associated agreement amendment with Swoop, Inc.
2. Alternatively, discuss and take other action related to this item.

16. Solid Waste Proposition 218 Ballot Initiative

Recommendation -

1. Approve a Proposition 218 notice of public hearing and protest ballot for setting new customer rates for residential (one- and two-unit) solid waste collection and disposal services.

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2. Set a public hearing date for September 5, 2023.
 3. Authorize the City Manager or designee to execute a contract with Koppel & Gruber Public Finance for the printing and mailing of the Proposition 218 Notices and ballots for an amount not to exceed \$20,000.
 4. Alternatively, discuss and take other action related to this item.

17. Establish the Communications Coordinator (Part-time) Classification, Adopt Classification Specification and Resolution to Establish the Basic Salary Range

Recommendation -

1. Approve establishment of the Communications Coordinator (Part-time) classification.
2. Adopt the classification specification for the Communications Coordinator (Part-time).
3. Adopt a resolution establishing the basic salary range for the Communications Coordinator (Part-Time) position.
4. Alternatively, discuss and take other action related to this item.

18. Urho Saari Swim Stadium (“The Plunge”) Project Status Update Regarding the Design, Estimated Construction Costs and Schedule

Recommendation -

1. Receive and file the Urho Saari Sim Stadium “The Plunge” Update.
2. Alternatively, discuss and take other action related to this item.

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS

19. Appointment to the Recreation and Parks Commission

Recommendation -

1. Announce the appointment.
2. Alternatively, discuss and take other action related to this item.

F. REPORTS - CITY CLERK

G. REPORTS - CITY TREASURER

H. REPORTS - COUNCIL MEMBERS

COUNCIL MEMBER BALDINO
COUNCIL MEMBER GIROUX
COUNCIL MEMBER PIRSZTUK
MAYOR PRO TEM PIMENTEL
MAYOR BOYLES

I. REPORTS - CITY ATTORNEY

J. REPORTS/FOLLOW-UP - CITY MANAGER

CLOSED SESSION

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

REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

MEMORIALS

ADJOURNMENT

POSTED:

DATE: June 15, 2023
TIME: 2:00 PM
BY: Tracy Weaver, City Clerk

SPECIAL MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
STRATEGIC PLANNING WORKSHOP
EL SEGUNDO CITY COUNCIL
TUESDAY, MAY 16, 2023 – 1:00 PM

CALL TO ORDER - by Mayor Boyles at 1:05 PM

ROLL CALL

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

PLEDGE OF ALLIGIANCE – Barbara Voss, Deputy City Manager

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

Tracey Miller-Zarneke, resident and Environmental Committee Chairperson, asked Council to become Environmentally proactive and suggested the hiring of an Environmental Director.

SPECIAL ORDERS OF BUSINESS:

The Strategic Planning Workshop was facilitated by Henry Garcia and Rhonda D. Strout-Garcia of HR Dynamics & Performance Management, Inc., Principal Consultants/Owner.

1. Strategic Planning Workshop to discuss the City's Current Strategic Goals and Top Priorities for Fiscal Year (FY) 2022-2023 through FY 2026-2026.

The Strategic Planning Workshop includes the following:

- A. Welcome from Mayor Boyles
- B. Comments from City Manager, Darrell George
- C. Introductions – Review Agenda – Expectations – Henry Garcia,
 - What will be achieved during the meeting and from the strategic planning process.
 - ✓ Council stated what their goals were for the workshop.
- D. Facilitator Presentation of Staff and Council Interview Results

- E. Three “C’s” Discussion: Close Out, Carry Forward, and Create New Strategies under the Existing Five Goals.
- This process is for reviewing the Work Plan and proposed new goals and strategies to determine which have been completed, which will continue to be worked on and potentially what could be added to the list.
 - ✓ Both Council and staff actively participated in the review of the current plan and proposed new goals for the upcoming plan.

Recess at 2:57 PM

Reconvened at 3:08 PM

- F. “Top Ten” – Prioritizing of Strategies under the Existing Five Goals
- This process is for discussing and determining; in turn, Council will prioritize of the City’s goals and strategies for the next fiscal year.
 - ✓ Council participated in “dot” voting to set the goals and strategies for the upcoming plan.
- G. Wrap Up & Next Steps

Recommendation:

Receive, discuss, and provide direction regarding current Strategic Plan for FY 2022-2023 through FY 2025-2026.

Facilitator notes and draft strategic plan is attached.

Adjourned at 4:24 PM

Tracy Weaver, City Clerk

EXECUTIVE SUMMARY

The City of El Segundo operates under a City Council/City Manager form of government. The City Council consists of five (5) Council Members. The members of the City Council set policy and enact laws of the City. The City Manager is appointed by the members of the El Segundo City Council.

The purpose of the Strategic Planning Workshop conducted on May 16th, 2023, was to assist the City of El Segundo's Mayor, City Council and City Manager by facilitating a process in which to update the City's existing multi-year Strategic Plan. One of the primary responsibilities of the City Manager is to implement the plan set forth by the City Council, utilizing the City Departments and Executive Team. In this regard, it is imperative that staff receive regular feedback from the City Council relative to changing and/or new priorities, and that the City Council receive updates from the staff relative to progress made on the existing priorities. The previous update to the Strategic Plan was conducted on April 12th, 2022 which resulted in ten (10) priority items (strategies) selected from the City's established five (5) broad goals.

In preparation for the workshop, the facilitator conducted individual interviews with the Mayor, City Council, and Executive Team utilizing pre-planned questions as part of an environmental scan exercise. The results were summarized and presented during the workshop in which to highlight areas of consensus between the Mayor, City Council, and Executive Team, as well as to affirm a high degree of alignment with the current Strategic Plan goals and strategies.

The workshop took place on Tuesday, May 16th from 1:00 p.m. until approximately 4:30 p.m. During the workshop, the City Council engaged in a participatory process along with staff and input from the community, in which they accomplished the following:

1. Established expectations for the workshop and intended outcomes.
2. Reaffirmed the established five (5) major goals.
3. Received staff updates on each of the existing fifty-one (51) strategies.
4. Participated in the three "C's" exercise:
 - a. Closed out completed strategies
 - b. Carried forward strategies still in progress
 - c. Created new strategies
5. Participated in a voting (dot) exercise in which ten (10) new priorities were established for the 2023/24 fiscal year.
6. Referred the development of the detailed action plans and schedule to the City Manager and Executive Team.

As a result of the above process, the City of El Segundo's 2023/24 Strategic Plan Update includes a total of five (5) goals, and thirty-six (36) strategies of which ten (10) were identified as top priorities for the upcoming fiscal year. It is noted that through the process, the Mayor and City

Council closed out a total of nineteen (19) strategies as a result of staff updates and satisfactory completion of the tasks.

At the conclusion of the workshop, the Mayor and City Council had effectively established clear direction and focus for the Executive Team related to top priorities for Fiscal Year 2023-24. The Mayor and City Council clearly communicated its desire and intent to blend this exercise along with a review of currently available financial resources, or potential new resources related to funding additional programs and services; and the necessary actions/steps to achieve the priorities along with timelines and individuals responsible. It was further intended that this plan remain a fluid and evolving document to be re-visited at regular intervals for progress and re-shifting of priorities, as needed.

Attached to this summary are the detailed action plans prepared by staff, to be presented back to the City Council by the City Manager as a further step in the process to ensure that plans and timelines meet with the intended expectations. It should be noted that some of the goals identified may translate into resource needs that may be incorporated into future budgets.

It is recommended that the City of El Segundo continue with its “best practice” in conducting regular annual workshops to review progress, and to identify new or shifting priorities.

We would like to thank the Mayor, City Council and City Manager Darrell George, for the opportunity to assist the City of El Segundo in this important endeavor, and for the outstanding teamwork that provided for a positive and productive day. We look forward to the opportunity to partner with the City of El Segundo in the future.

Respectfully,

Henry Garcia

*Henry T. Garcia,
Principal Consultant*



DYNAMICS & PERFORMANCE MANAGEMENT, INC.

HR Dynamics & Performance Management, Inc.

Website: HRDPM.COM

Mobile: (951) 999-1617 or (951) 905-0025

EXPECTATIONS

The Mayor, City Council, and Executive Team expressed the following expectations related to the goal setting workshop, and their desired outcomes for the day:

- To establish alignment.
- To provide clarity and focus.
- To achieve prioritization.
- To establish clear objectives.
- To achieve buy-in.
- To engage in participation.

FIVE (5) MAJOR MULTI-YEAR GOALS

The City of El Segundo has established five (5) major multi-year Goals, which were affirmed at the Strategic Plan Update workshop. These goals serve as the key pillars in which to categorize specific strategies and action plans:

GOALS	
<u>Goal #1</u>	Enhance Customer Service, Diversity, Equity, Inclusion and Communication
<u>Goal #2</u>	Support Community Safety and Preparedness
<u>Goal #3</u>	Promote a Quality Workforce Through Teamwork and Organizational Efficiencies
<u>Goal #4</u>	Develop and Maintain Quality Infrastructure and Technology
<u>Goal #5</u>	Champion Economic Development and Fiscal Sustainability

TOP TEN (10) CITY COUNCIL PRIORITIES

The City Council determined its top priorities during the strategic planning session held on May 16th, 2023. The priorities are intended to convey the Council’s collective top areas of focus for Fiscal Year 2023-24. The Goal and Strategy references in the left-hand column correspond to those listed in subsequent pages.

2023/24 “TOP 10” PRIORITIES	
Goal #1 Strategy A	Enhance our proactive community engagement program to educate and inform the public about City services, programs, and issues.
Goal #2 Strategy A	Address quality of life issues pertaining to homelessness, graffiti, noise, crime, air quality and other concerns.
Goal #2 Strategy B	Determine the best and most cost-effective response model for the Fire Department; and complete and implement the Fire Department’s accreditation process.
Goal #3 Strategy A	Review and update 1-2 key performance indicators (KPIs) per department to ensure they can be tracked with data and the results used to make improvement decisions; use the data to provide departmental recognition as appropriate.
Goal #3 Strategy B	Expedite the on-boarding process for new employees, and expand outreach to include a broader scope of candidates in the recruitment process.
Goal #4 Strategy A	Renovate the indoor swimming facility, the Plunge; construction 1 st quarter of 2024; discuss funding.
Goal #5 Strategy A	Utilize the City’s long-term financial plan to make financial decisions; identify opportunities for new revenues, enhancement of exiting revenues, and exploration of potential funding options to support unfunded capital improvements and deferred maintenance to address the aging infrastructure throughout the City.
Goal #5 Strategy B	Implement the goals and objectives of the Economic Development Program aimed at industry diversification, business attraction, retention, expansion, and promoting the City as a tourist destination.
Goal #5 Strategy C	Preserve the small town charm and single family neighborhood.
Goal #5 Strategy D	Engage in a fiscal feasibility study about regional housing east of Pacific Coast Highway to include specific scenarios (staff to come back to Council with a plan;/proposal for the Study). Include Economic Development input.

MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JUNE 6, 2023

CLOSED SESSION – Mayor Pro Tem Pimentel called the meeting to order at 4:01 PM

ROLL CALL

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

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

SPECIAL ORDER OF BUSINESS:

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

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GOV'T CODE §54956.9(D)(1): -10- MATTER(S)

1. City of El Segundo v. Wiseburn Unified School District, Los Angeles Superior Court Case No. 23TRCV01031
2. Scott O'Connor (City Police Officer) v. City of El Segundo, United States District Court (Central District of California), Civil Case No. 2:20-CV-0311 DMG (PLAx).
3. Scott Martinez (Retired City Fire Fighter) v. City of El Segundo, Los Angeles Superior Court Case No. 21ST CV10637.
4. James Tulette (Retired City Fire Fighter) v. City of El Segundo, Los Angeles Superior Court, Case No. 205T, CV44025.
5. Shawn Bonfield Retired (City Fire Department Battalion Chief) v. City of El Segundo, Los Angeles Superior Court Case no. 20ST CV48677.
6. William Hatcher (Retired El Segundo Fire Fighter) v. City of El Segundo, Los Angeles Superior Court, Case No. 21ST CV37399.
7. Richard Towne (Retired El Segundo Fire Fighter) v. City of El Segundo, Los Angeles Superior Court, Case No. 21ST CV19113.
8. Rebecca Smith (Former Non-Sworn Police Department Employee) v. City of El Segundo - Binding Arbitration Personnel Case.

9. Amy McDaniels (Non-Sworn Police Department Employee) v. City of El Segundo - Binding Arbitration Personnel Case.
10. Brent Beardmore (City Police Officer) v. City of El Segundo, Los Angeles Superior Court Case No. 22STCV25047.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

1. Charles Mallory (Former Information Technology Systems Director) Claim against the City of El Segundo.

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

1. City Manager
Performance Review

CONFERENCE WITH CITY'S LABOR NEGOTIATOR (Government Code §54957.6): -5- MATTER(S)

1. Employee Organizations: Fire Fighters' Association (FFA), Professional Support Services Employee Association (PSSEA), City Employees' Association (CEA), and Management Confidential (Unrepresented Employee Group).

Representative: City Manager, Darrell George, Human Resources Director, Rebecca Redyk, Laura Droltz Kalty, and Alex Volberding.

2. Unrepresented Employee: City Manager
City Negotiator: City Attorney

Adjourned at 5:50 PM

OPEN SESSION – Mayor Pro Tem Pimentel called to order at 6:01 PM

ROLL CALL

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

INVOCATION – Pastor Kaleb Oh, United Methodist Church

PLEDGE OF ALLEGIANCE – Council Member Pirsztuk

SPECIAL PRESENTATIONS:

1. Council Member Baldino read a Proclamation proclaiming June 19, 2023 as Juneteenth Celebration Day, Tanya Taylor accepted the Proclamation.
2. Council Member Pirsztuk read a Proclamation proclaiming June 2023 as LGBTQ+ Pride Month, John Pickhaver accepted the Proclamation.

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

Monica Davis, resident, invited the community to take educational tours she is offering regarding El Segundo's Blue Butterfly. The tours will be held on July 6th, 8th, and 12th from 10:00 am to 12:00 pm. For more information, email at monicawdavis@gmail.com.

Rebecca Carr, resident, commented on a program she launched called, "Friday Night Lights" for High School students. Is looking to have the fees waived for park usage.

David Beugen, resident, commented on the noise level at El Segundo Aquatics Center due to a water aerobics class taught in the facility.

Jay Hoeschler, resident, commented on pedestrian safety on Main St. and El Segundo Blvd.; would like to see a crosswalk at Oak Ave. and Main St. and a bike lanes on both sides of El Segundo Blvd.

CITY MANAGER FOLLOW-UP COMMENTS:

Darrell George, City Manager and Dr. Stenstrom gave an update on the Hyperion Water Reclamation Plant.

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

MOTION by Council Member Baldino, SECONDED by Council Member Pirsztuk to read all ordinances and resolutions on the agenda by title only. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 4/0

B. CONSENT:

3. Approve Regular City Council meeting minutes of May 16, 2023.
(Fiscal Impact: None)
4. Approve warrants demand register for April 24, 2023 through May 14, 2023, numbers 21A, 21B and 22A: warrant numbers 3045344 through 3045669, and 9002895 through 9002928. Ratify Payroll and employee benefit Checks; Checks released early due to contracts or agreement; Emergency disbursements and/or adjustments; and, Wire transfers.
(Fiscal Impact: \$5,169,796.15 (\$1,839,053.81 in check warrants and \$3,330,742.34 in wire warrants))
5. Waive second reading and adopt Ordinance No. 1648 for Environmental Assessment No. 1230 and Zone Text Amendment No. ZTA 18-04, amending El Segundo Municipal Code ("ESMC") Titles 7, 13, and 15 to streamline the

permitted uses and development standards in all zones and implement several cleanup, clarifying, and conforming provisions.
(Fiscal Impact: None)

6. Accept the installation of the Police Department Rooftop Chiller Unit Replacement by Pardess Air, Inc. as complete. (Project No. PW 22-09)
(Fiscal Impact: \$248,461.53 included in the FY2022-23 budget)
7. Adopt Resolution No. 5417 appointing Chief Financial Officer David Cain as the primary representative to the Independent Cities Risk Manager Authority (“ICRMA”) Governing Board and maintain Council Member Pirsztuk and Risk Manager Hank Lu as alternative representatives to the ICRMA Board.
(Fiscal Impact: None)
8. Accept \$48,594.28 in grant funds from the Fiscal Year 2021 Fire Prevention & Safety (FPS) Grant and authorize the City Manager to sign Agreement No.6665 with FEMA who will serve as grant administrator for said grant.
(Fiscal Impact: \$49,594.28 and an additional appropriation of \$2,479.72)
9. Approve the one-year renewal of cost-sharing Agreement No. 6666 for the operation of Transit Line 109 FY 2023-24.
(Fiscal Impact: It is anticipated that the City's contribution for FY24 will be \$0. However, in the unlikely event that there is a funding shortfall, the City will pay up to \$50,000, which would be funded by Proposition A funds.)
10. Approve the El Segundo Senior Housing Board Corporation 2023 Operating Budget for the Park Vista senior housing facility located at 615 East Holly Avenue.
(Fiscal Impact: Park Vista senior living facility is owned by the City and managed by Cadman Group. Provided in the summary breakdown below, the facility generated positive net operating revenue of \$144,257.66 in 2022 and is projected to generate positive net operating revenue of \$43,875 in 2023. The reduced projected net operating revenue is primarily due to the new annual earthquake insurance premium payment. Operation of the facility does not currently impact the City's General Fund)
11. Adopt Resolution No. 5418 approving membership in the Los Angeles Regional Agency (“LARA”), also known as the Los Angeles Area Integrated Waste Management Joint Powers of Authority and authorize the City Manager to execute the LARA Joint Powers Agreement No. 6667.
(Fiscal Impact: There is an annual fee of \$0.30 per ton based on each city’s disposal tonnage. The annual fee for the City of El Segundo will be \$13,682 for this fiscal year, but is subject to change as a result of the changing disposal weight)

MOTION by Council Member Pirsztuk, SECONDED by Council Member Baldino, approving Consent items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 4/0

STAFF PRESENTATIONS: (Item moved forward due to time constraints with Council Member Giroux)

13. Establish the Aquatics Manager Classification, Adopt Classification Specification, Examination Plan, and Basic Salary Range
(Fiscal Impact: There is no fiscal impact for FY 2022-23. If approved, the selection process to fill the Aquatics Manager position would require an approximately three-month recruitment, which would be completed in early FY 2023-24. The fiscal impact attributed to the salary and benefits for this position for nine months in FY 2023-24 is \$139,264)

Rebecca Redyk, Human Resources Director reported on the item.

Council discussion

MOTION by Council Member Pirsztuk, SECONDED by Council Member Baldino approving the establishment of the Aquatics Manager classification, adopting the classification specification and examination plan for the position, and approving the appropriation of \$139,264 from the FY 2023-24 Budget – General Fund Unassigned Reserves to the FY 2023-24 Recreation, Parks, and Library full-time salary account. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 4/0

Joaquin Vasquez, Deputy City Attorney read by title only;

RESOLUTION NO. 5420

A RESOLUTION ESTABLISHING BASIC MONTHLY SALARY RANGE FOR FULL TIME JOB CLASSIFICATION

MOTION by Council Member Pirsztuk, SECONDED by Council Member Baldino adopting Resolution No. 5420. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 4/0

Council Member Giroux left meeting at 7:02 PM.

C. PUBLIC HEARINGS:

12. Public Hearing for Approval of Proposed FY 2023-24 Citywide Operating Budget, Capital Improvement Program Budget, Gann Appropriations Limit, and Associated Financial Policies
(Fiscal Impact: Total proposed FY 2023-2024 budget appropriations (for all funds) equal \$195,972,100 with off-setting estimated revenues and use of reserves. Of these amounts, proposed general fund appropriations equal \$96,064,216 with off-setting estimated revenues and use of reserves. All applicable City financial policies are being fully adhered to)

Mayor Pro Tem Pimentel stated this was the time and place for a public hearing regarding the approval of the proposed FY 2023-24 Citywide Operating Budget, Capital

Improvement Program Budget, Gann Appropriations Limit, and Associated Financial Policies.

Clerk Weaver stated that proper notice had been given in a timely manner and that no written communication had been received in the City Clerk's office.

Dino Marsocci, Finance Manager and Vicky Wei, Finance Manager gave a presentation.

Public Input:

Eric Kari, resident and CIPAC Chairperson, thanked the Council for allowing the committee to serve and rank the items on the CIPAC list and also, thanked Lifan Xu for his leadership on CIPAC.

MOTION by Council Member Pirsztuk, SECONDED by Council Member Baldino to close the public hearing. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 3/0

Council Discussion

Joaquin Vasquez, Deputy City Attorney read by title only:

RESOLUTION NO. 5419

A RESOLUTION ADOPTING THE 2023-2024 FINAL OPERATING AND CAPITAL IMPROVEMENT BUDGET AND THE 2023-2024 APPROPRIATIONS LIMIT FOR THE CITY OF EL SEGUNDO.

MOTION by Council Member Pirsztuk, SECONDED by Council Member Baldino adopting Resolution No. 5419. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 3/0

MOTION by Council Member Pirsztuk, SECONDED by Council Member Baldino approving various financial policies for FY 2023-2024 (general fund reserve policy, economic uncertainty reserve policy, Topgolf revenue allocation policy, unfunded actuarial liability policy, and inter-fund loan policy). MOTION PASSED BY A UNANIMOUS VOICE VOTE. 3/0

D. STAFF PRESENTATIONS: ***(Item #13 moved forwarded on the agenda)***

14. South Bay Cities Council of Governments Local Travel Network Wayfinding and Signage "Pilot" Project
(Fiscal Impact: The total estimated cost of this "Pilot" project is \$25,000. Metro has committed to reimburse the City for the entire cost of this "Pilot" project by Spring 2024.)

Elias Sassoon, Public Works Director, introduced the item.

David Leger, Senior Project Manager with South Bay Cities, Council of Governments gave a presentation.

Council discussion

Council consensus to receive and file presentation.

MOTION by Council Member Baldino, SECONDED by Council Member Pirsztuk directing staff to work with SBCCOG to implement this LTN Wayfinding and Signage "Pilot" Project within the City of El Segundo and direct staff to request Metro to reimburse the City for all costs associated with this "Pilot" project. MOTION PASSED BY A UNANIMOUS VOTE. 3/0

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS: None

F. REPORTS – CITY CLERK – No report

G. REPORTS – CITY TREASURER –

15. Investment Portfolio Report dated March 2023

Matthew Robinson, City Treasurer gave a presentation.

Council discussion

Council consensus to receive and file the presentation.

H. REPORTS – COUNCIL MEMBERS

Council Member Baldino – As the Council liaison, attended a Senior Housing Board meeting and thanked Neil Cadman for his work with Park Vista, attended an Environmental Committee meeting, attended Planning Commission meeting, attended a League of Cities meeting. and went on a ride along with the Police Department and saw firsthand how the department handles the City's unhoused and thanked the department for the care in handling our unhoused.

Council Member Giroux – No report / left meeting at 7:02 PM

Council Member Pirsztuk – Congratulated all those graduating, promoting, and culminating this year and let the community know the Beach Shuttle will begin once school is out.

Mayor Pro Tem Pimentel – Shared a story regarding Stevie Ochwat, Senior Video Technician II with the City, who is leaving his position and moving to Arizona and thanked Stevie for his service with the City. Attended a Capital Venture meeting with Barbara Voss, Deputy City Manager regarding start-up companies in El Segundo and will attend the Metro meeting next week for the Mayor.

Mayor Boyles – Absent

I. REPORTS – CITY ATTORNEY – No report

J. REPORTS/FOLLOW-UP – CITY MANAGER – No report

MEMORIAL – None

Adjourned at 8:48 PM

Tracy Weaver, City Clerk



City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Consent

Item Number: B.3

TITLE:

Warrant Demand Register for May 15, 2023 through May 28, 2023

RECOMMENDATION:

1. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and, wire transfers.
2. Approve Warrant Demand Register numbers 22B and 22C: warrant numbers 3045670 through 3045829, and 9002929 through 9002931.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The warrants presented were drawn in payment of demands included within the FY 2022-2023 Adopted Budget. The total of \$2,683,654.81 (\$1,353,764.25 in check warrants and \$1,329,890.56 in wire warrants) are for demands drawn on the FY 2022-2023 Budget.

BACKGROUND:

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

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

Warrant Demand Register

June 20, 2023

Page 2 of 2

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

DISCUSSION:

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

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

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

PREPARED BY:

Liz Lydic, Management Analyst

REVIEWED BY:

Wei Cao, CPA, CPFO, Finance Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Register 22b summary
2. Register 22c summary

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3045670 - 3045739
9002929 - 9002930

DATE OF APPROVAL: AS OF 6/5/2023

REGISTER # 22b

001	GENERAL FUND	115,408.49
003	EXPENDABLE TRUST FUND - OTHER	4,486.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	10,208.00
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
110	MEASURE "R"	65,800.25
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
120	C.O.P.S. FUND	-
121	FEMA	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	8,095.00
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	AP CUPA PROGRAM OVERSIGHT SURCHARGE	-
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	3,805.00
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	49,847.87
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	426.36
502	WASTEWATER FUND	5,920.00
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	1,684.30
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	-
704	CULTURAL DEVELOPMENT	-
708	OUTSIDE SERVICES TRUST	-
TOTAL WARRANTS		<u>\$ 265,681.27</u>

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Director of Finance's office in the City of El Segundo.

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

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

CODES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER

CITY MANAGER

DATE: 5/31/23

[Signature]
acting CFO

[Signature] 6-6-23

VOID CHECKS DUE TO ALIGNMENT:

N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES: State dated checks: 3037467 & 3037562
New re-issue check numbers 3044989 & 3044990
See attachment reports (check history listing & replaced checks listing)

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 5/15/23 THROUGH 5/21/23**

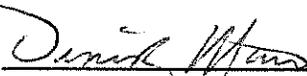
<u>Date</u>	<u>Payee</u>		<u>Description</u>
5/15/2023	IRS	342,542.87	Federal 941 Deposit
5/15/2023	Employment Development	5,278.29	State SDI payment
5/15/2023	Employment Development	80,743.17	State PIT Withholding
5/17/2023	Cal Pers	59,371.26	EFT Retirement Safety Police Classic - 1st Tier 28
5/17/2023	Cal Pers	48,529.16	EFT Retirement Safety Fire- Classic 30168
5/17/2023	Cal Pers	58,334.40	EFT Retirement Misc - PEPRA New 26013
5/17/2023	Cal Pers	39,646.12	EFT Retirement Misc - Classic 27
5/17/2023	Cal Pers	28,023.62	EFT Retirement Safety-Police-PEPRA New 25021
5/17/2023	Cal Pers	13,529.61	EFT Retirement Safety-Fire-PEPRA New 25020
5/17/2023	Cal Pers	7,615.24	EFT Retirement Sfty Police Classic-2nd Tier 30169
4/23/23-4/29/23	Workers Comp Activity	21,105.74	SCRMA checks issued
4/23/23-4/29/23	Liability Trust - Claims	-	Claim checks issued/(voided)
4/23/23-4/29/23	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>704,719.48</u>	

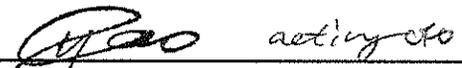
DATE OF RATIFICATION: 5/31/23

TOTAL PAYMENTS BY WIRE:

704,719.48

Certified as to the accuracy of the wire transfers by:

 5/31/23
 Treasury & Customer Services Manager Date

 5/31/23
 Chief Financial Officer Date

 6/1/23
 City Manager Date

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

CITY OF EL SEGUNDO
WARRANTS TOTALS BY DEPARTMENT
AS OF 6/6/2023
REGISTER # 22b

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	
1201	City Treasurer	
1300	City Clerk	
2101	City Manager	
2102	Communications	
2103	El Segundo Media	
2201	City Attorney	
2401	Economic Development	
2402	Planning	
2405	Human and Health Services	3,096.00
2500	Administrative Services	15,109.95
2601	Government Buildings	23,665.33
2900	Nondepartmental	
6100	Library	1,308.68
		43,179.96
PUBLIC SAFETY		
3100	Police	17,782.94
3200	Fire	483.93
2403	Building Safety	26,125.36
2404	Plng/Bldg Sfty Administration	
		44,392.23
PUBLIC WORKS		
4101	Engineering	6,330.13
4200	Streets/Park Maintenance	5,825.81
4300	Wastewater	
4601	Equipment Maintenance	5,770.15
4801	Administration	
		17,926.09
COMMUNITY SERVICES		
5100,5200	Recreation & Parks	6,052.59
5400	Centennial	
		6,052.59
EXPENDITURES		
	CAPITAL IMPROVEMENT	49,847.87
	ALL OTHER ACCOUNTS	104,282.53
	TOTAL WARRANTS	265,681.27

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3045740 - 3045829
9002931 - -

DATE OF APPROVAL: AS OF 6/8/2023

REGISTER # 226

001	GENERAL FUND	208,267.68
003	EXPENDABLE TRUST FUND - OTHER	8,470.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	4,120.05
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	62.87
118	TDA ARTICLE 3 - SB 021 BIKEWAY FUND	-
119	MTA GRANT	-
120	C.O.P.S. FUND	-
121	FEMA	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	3,110.00
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	AP/ CUPA PROGRAM OVERSIGHT SURCHARGE	-
127	MEASURE "M"	-
128	SB-1	-
128	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	1,040.00
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	2,475.00
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	550,718.83
502	WASTEWATER FUND	301,776.08
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	616.63
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	789.26
704	CULTURAL DEVELOPMENT	6,636.58
708	OUTSIDE SERVICES TRUST	-
TOTAL WARRANTS		<u>\$ 1,088,062.98</u>

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Director of Finance's office in the City of El Segundo.

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

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

CODES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

INTERIM CHIEF FINANCIAL OFFICER

CITY MANAGER

DATE: 5/31/23

[Signature]
acting CFO DATE:

[Signature] 6-6-23

VOID CHECKS DUE TO ALIGNMENT:
N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES: Stale dated checks: 3037467 & 3037562
New re-issue check numbers 3044989 & 3044990
See attachment reports (check history listing & replaced checks listing)

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 5/22/23 THROUGH 5/28/23**

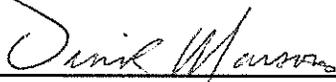
<u>Date</u>	<u>Payee</u>		<u>Description</u>
5/26/2023	IRS	371,469.87	Federal 941 Deposit
5/26/2023	Employment Development	3,939.68	State SDI payment
5/26/2023	Employment Development	92,422.36	State PIT Withholding
5/26/2023	Mission Square	65,863.96	457 payment Vantagepoint
5/26/2023	Mission Square	1,038.46	401(a) payment Vantagepoint
5/26/2023	Mission Square	2,690.03	401(a) payment Vantagepoint
5/26/2023	Mission Square	100.00	IRA payment Vantagepoint
5/26/2023	ExpertPay	2,720.76	EFT Child support payment
5/26/2023	California EDD	21,227.00	Quarterly Unemployment payment Q1-23
4/30/23-5/6/23	Workers Comp Activity	40,530.26	SCRMA checks issued
4/30/23-5/6/23	Liability Trust - Claims	13,330.35	Claim checks issued/(voided)
4/30/23-5/6/23	Retiree Health Insurance	9,838.35	Health Reimbursement checks issued
		<u>625,171.08</u>	

DATE OF RATIFICATION: 5/31/23

TOTAL PAYMENTS BY WIRE:

625,171.08

Certified as to the accuracy of the wire transfers by:

 5/31/23
 Treasury & Customer Services Manager Date

 acting CEO 5/31/23
 Chief Financial Officer Date

 6-6-23
 City Manager Date

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

CITY OF EL SEGUNDO
WARRANTS TOTALS BY DEPARTMENT
AS OF 6/6/2023
REGISTER # 22c

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	533.96
1201	City Treasurer	24.29
1300	City Clerk	363.40
2101	City Manager	13,110.33
2102	Communications	130.73
2103	El Segundo Media	
2201	City Attorney	
2401	Economic Development	83.46
2402	Planning	
2405	Human and Health Services	2,137.59
2500	Administrative Services	5,100.64
2601	Government Buildings	25,769.29
2900	Nondepartmental	2,685.05
6100	Library	10,146.79
		<hr style="width: 100%; border: 0.5px solid black;"/> 60,085.53
PUBLIC SAFETY		
3100	Police	14,946.24
3200	Fire	29,787.74
2403	Building Safety	
2404	Plng/Bldg Sfty Administration	386.07
		<hr style="width: 100%; border: 0.5px solid black;"/> 45,120.05
PUBLIC WORKS		
4101	Engineering	15,540.09
4200	Streets/Park Maintenance	7,343.56
4300	Wastewater	795.20
4601	Equipment Maintenance	1,225.67
4801	Administration	234.25
		<hr style="width: 100%; border: 0.5px solid black;"/> 25,138.77
COMMUNITY SERVICES		
5100,5200	Recreation & Parks	54,920.70
5400	Centennial	
		<hr style="width: 100%; border: 0.5px solid black;"/> 54,920.70
EXPENDITURES		
	CAPITAL IMPROVEMENT	2,475.00
	ALL OTHER ACCOUNTS	900,342.93
	TOTAL WARRANTS	<hr style="width: 100%; border: 0.5px solid black;"/> 1,088,082.98 <hr style="width: 100%; border: 0.5px solid black;"/>



City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Consent

Item Number: B.4

TITLE:

Ongoing Service Agreements and Blanket Purchase Orders for FY 2023-24 in Excess of \$50,000 for Various Departments

RECOMMENDATION:

Waive the formal bidding process and approve the following:

1. Authorize the City Manager to execute an amendment to Agreement No. 5861 with **Riester Pacific, Inc.** for the City's economic development and hospitality and tourism marketing services to (1) extend the term of the agreement to June 30, 2024; and (2) authorize payment for services up to **\$350,000** (General Fund – City Manager's Office - \$275,000; and Chevron Grant Fund - \$75,000)
2. Authorize the City Manager to execute an amendment to Agreement No. 6062 with **Vincent Benjamin Group, LLC** to provide on-call temporary staffing services for use by various City departments for an amount not to exceed **\$350,000** in FY 2023-24. (General Fund – Various City Departments)
3. Authorize the City Manager to amend Agreement No. 5346 with **Prosum, Inc.** to provide project management and technical services for the Information Technology Services Department for an amount not to exceed **\$300,000** in FY 2023-24 (General Fund – Information Technology Services).
4. Authorize staff to continue to purchase **gasoline and diesel fuel for City vehicles** and equipment through the use of spot market purchasing for an amount not to exceed **\$254,500** in FY 2023-24 (General Fund - \$190,000; Asset Forfeiture Fund - \$13,000; Prop "A" Fund - \$30,000; Water Enterprise Fund - \$12,500; Wastewater Enterprise Fund - \$9,000).
5. Authorize the City Manager to amend the ongoing service agreements with **J. Lee Engineering, JAS Pacific, and CSG Consultants** to provide plan check, inspections services in the amount not to exceed a combined total of **\$247,000** in FY 2023-24 (General Fund – Building Safety).
6. Authorize the City Manager to amend Agreement No. 6441 with **The Centre for**

Organization Effectiveness to provide Citywide employee training for a total not to exceed contract amount of **\$175,000** in FY 2023-24 (General Fund – Human Resources Department).

7. Authorize the City Manager to amend Agreement No. 3881 with **All Cities Management Services, Inc.** for ongoing services to provide crossing guard services for the El Segundo School District for an amount not to exceed **\$142,750** in FY 2023-24 (General Fund – Finance Administration/ non-departmental).
8. Authorize the City Manager to amend Agreement No. 6063 with **JL Group, LLC** to perform confidential personnel investigations for a total not to exceed contract amount of **\$125,000** in FY 2023-24 (General Fund – Human Resources Department).
9. Authorize the City Manager to amend a professional service Agreement No. 6423 with **Charles Abbot Associates Inc.** to provide solid waste and recycling compliance support services for the Public Works Department for an amount not to exceed **\$100,000** in FY 2023-24 (General Fund – Public Works/Contractual Services).
10. Authorize the City Manager to amend Agreement No. 6379 with **Dennis Grubb and Associates, LLC** for professional plan check services to (1) extend the term of the agreement to June 30, 2024; and (2) authorize payment for services up to **\$100,000** for FY 2023-24 (General Fund – Fire Department – Fire Prevention Division).
11. Authorize the issuance of a blanket purchase order to **Hinderliter De Llamas & Associates** (Agreement No. 3313) to provide professional services related to sales and use tax for an amount not to exceed **\$100,000** in FY 2023-24 (General Fund – Finance Department - Business Services Division).
12. Authorize the City Manager to amend Agreement No. 6048 with **Koff & Associates** to provide human resources consulting services to include classification studies for a total not to exceed contract amount of **\$100,000** in FY 2023-24 (General Fund - Human Resources Department).
13. Authorize the issuance of a blanket purchase order to **Metron Farnier** for an amount not to exceed **\$100,000** in total for the purchase of single jet AMR water meters for the City's water system in FY 2023-24 (Water/Wastewater Enterprise Fund).
14. Authorize the City Manager to amend services Agreement No. 6467 with **Waterline Technologies, Inc.** for the purchase of all pool chemicals needed to maintain the City's recreational aquatic facilities for an amount not to exceed

\$100,000 in FY 2023-24 (General Fund – Public Works).

15. Authorize the City Manager to execute an amendment to Agreement No. 6016 with **KNB Consulting, LLC** for strategic public relations services and support to the Communications and Economic Development Divisions to (1) extend the term of the agreement to June 30, 2024; and (2) authorize payment for services up to **\$96,000** in FY 2023-24 (General Fund – City Manager – Communications & Economic Development Divisions).
16. Authorize the City Manager to amend Agreement No. 6114 with **Norman A. Traub & Associates, LLC** for providing public safety pre-employment background investigation services and workplace investigations for the Police Department and Human Resources for an amount not to exceed **\$85,000** in FY 2023-24 (General Fund – Police Department and Human Resources).
17. Authorize the issuance of a blanket purchase order to **Wittman Enterprises, LLC** (Agreement No. 2772) to provide ambulance transport and fire prevention billing and collection services, and distribution of City notices of privacy practices to the Fire Department for an amount not to exceed **\$80,000** for FY 2023-24 (General Fund – Fire Department – Fire Paramedic and Fire Prevention Divisions).
18. Authorize the City Manager to amend Agreement No. 6120 with **Four Star Investigations, LLC** to conduct administrative investigations for a total not to exceed contract amount of **\$75,000** in FY 2023-24 (General Fund – Human Resources Department).
19. Authorize the City Manager to amend Agreement No. 6010 with **CrowdStrike, Inc.** to provide cybersecurity services and software for an amount not to exceed **\$71,500** in FY 2023-24 (General Fund – Information Technology Services).
20. Authorize the issuance of a blanket purchase order to **Tyler Technologies/Eden Financial Management Systems** (Agreement No. 3516) for annual software licensing, maintenance, and support for an amount not to exceed **\$68,500** in FY 2023-24 (General Fund – Information Technology Services).
21. Authorize the City Manager to amend Agreement No. 3912 with **Westchester Medical, Inc.** to extend the term to June 30, 2024, and authorize the issuance of a purchase order for professional medical services for an amount not to exceed **\$60,000** in FY 2023-24 (General Fund – Fire Department; Police Department & Human Resources).
22. Authorize the issuance of a blanket purchase order to **Baker & Taylor Information Services** for supplying books and other library materials for an

amount not to exceed **\$57,509** in FY 2023-24 (General Fund – Recreation, Parks and Library Department).

23. Authorize the issuance of a blanket purchase order to **Marc Cohen** (Agreement No. 6424) for Medical Director consulting services for the El Segundo Fire Department for an amount not to exceed **\$54,000** in FY 2023-24 (General Fund – Fire Department).
24. Authorize the City Manager, or designee, to execute any agreements, amendments, or other documentation necessary to effectuate the approvals referenced above and described in this report.
25. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Amount Budget: \$3,191,759 (Included in the Adopted FY 2023-24 Budget)
Account Number(s): See “Attachment A – Blanket PO Summary of Accounts”

BACKGROUND:

The annual approval of Blanket Purchase Orders (POs) is done to ensure an effective and efficient approval process is in place for POs over the City Manager’s approval threshold of \$50,000. This will ensure these vital City services are operational at the beginning of the new fiscal year and delivery of excellent customer service will continue uninterrupted. The following service agreements and blanket purchase orders are organized by the operational department and reference the agreement as related to the “recommended Council action” item number listed above.

DISCUSSION:

CITY MANAGER

#1 - Riester Pacific, Inc.

Riester Pacific, Inc. will continue working on behalf of the City as its full-service marketing agency supporting business attraction and hospitality and tourism marketing efforts. This amendment is to extend the term of the Agreement through June 30, 2024, for an amount not to exceed \$350,000. Account Number: 001-400-2401-6201 (General Fund - \$275,000) and 702-400-2401-1281 (Chevron Grant Fund - \$75,000).

#15 - KNB Consulting LLC.

KNB Consulting, LLC will continue working on behalf of the City as a public relations strategist and provide support to the Communications and Economic Development

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Divisions. This amendment is to extend the term of the agreement through June 30, 2024, for an amount not to exceed \$96,000. Account Numbers: 001-400-2102- 6206 (General Fund – \$66,000) and 001-400-2401-6206 (General Fund – \$30,000).

COMMUNITY DEVELOPMENT DEPARTMENT

#5 – J. Lee Engineering, JAS Pacific, and CSG Consultants

J. Lee Engineering, JAS Pacific, and CSG Consultants provide plan check, inspection staffing for the Building & Safety Division. These services are utilized when workload exceeds the level that would preclude City staff from meeting customer service expectations. These expenditures are offset by plan check and permit fees. There would be three separate agreements that will not exceed a combined total of \$247,000 for fiscal year 2023-24. Account number 001-400-2403-6214 (General Fund).

FINANCE DEPARTMENT

#7 - All Cities Management Services, Inc.

On September 16, 2008, City Council approved an appropriation for ESUSD crossing guard services under Special Orders of Business, Item #6 within the 2008-2009 Budget Appropriations. This contract includes six crossing guards for a total of 5,409 hours. The contract is expected to be renewed year to year as long as ACMS performance meets the City's and ESUSD's expectations. The annual cost of funding this contract is an amount not to exceed \$142,750 for fiscal year 2023-24. Account number: 001-400-2901-6405 (General Fund).

#11 - Hinderliter De Llamas & Associates

On April 01, 2004, the City entered into a Professional Services Agreement No. 3313 with Hinderliter De Llamas & Associates (HDL) to provide services to generate additional sales and use tax revenue for the City of El Segundo. Services include sales tax and economic analysis, allocation audit and recovery, and ongoing consultation. HDL receives 15% of any new and/or use tax revenue received by the City as a result of audit and recovery work. The amount for the blanket purchase order for FY 2023-24 issued to HDL for an amount not to exceed \$100,000. Account number: 001-400-2504-6214 (General Fund).

FIRE DEPARTMENT

#23 - Marc Cohen, Medical Director Consulting Services

The Medical Director serves as the City's medical director as defined by the Los Angeles County EMS Agency, and acts as a liaison to the county and state EMS agencies, advocating for the department while keeping it current with policy changes.

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Medical Director roles and responsibilities include, but are not limited to, the advisement to the City in planning and evaluating the delivery of prehospital medical care by EMTs and paramedics; the review and approval of the medical content of all EMS training performed by the City and insurance of compliance with continuing education requirements of the State and local EMS agency; the review and approval of the medical components of the City's dispatch system; the assistance and development of procedures to optimize patient care; the review and recommendations of any new medical monitoring devices under construction and insurance of compliance with State and local regulation; the evaluation of compliance with legal documentation requirements of patient care; the participation in direct observation of filed responses as needed; the participation as needed with appropriate EMS committees and the local medical community; and the insurance of the City's controlled substance documentation.

Marc Cohen will continue working on behalf of the El Segundo Fire Department as its Medical Director. The amount for the blanket purchase order for FY 2023-24 is for an amount not to exceed \$54,000 Account Number: 001-400-3203-6214 (General Fund).

#21 - Westchester Medical Group

The City has a longstanding relationship with Westchester Medical Group Center for Heart and Health to provide Safety employees with annual Fitness for Duty and Executive physical evaluations. This important program, serves to improve the health of employees, enhance the wellness of executives, public safety employees and potentially reduce line-of-duty injuries. Staff recommends the authorization of a blanket purchase order for an amount not to exceed \$60,000. This very important program is in alignment with the employee engagement recommendations and in alignment with the City Strategic Plan to be prepared to respond and pro-actively work to prevent injuries. The amendment is to extend the term of the agreement through June 30, 2024, for an amount not to exceed \$60,000. FY 2023-24 Account numbers: Fire 001-400-3201-6214 \$26,500; Police 001-400-3101-6214 \$27,500; HR 001-400-2506-5221 \$6,000 (General Fund)

#10 – Dennis Grubb and Associates

Dennis Grubb and Associates, LLC provide fire prevention plan check services to the City of El Segundo. Plan check costs paid to this vendor are fully recovered by the City via the plan check fees adopted in the FY 2022-2023 Master Fee Schedule (FR-001 through FR-003M, FR-004A, FR-009, and FR-013). This amendment is to extend the term of the agreement through June 30, 2024, for an amount not to exceed \$100,000. Account number: 001-400-3204-6214 (General Fund)

#17 – Wittman Enterprises, LLC

The City utilizes Wittman Enterprises, LLC to distribute the City's Notice of Privacy Practices, and to provide ambulance transport and fire inspection billing and collection services. Distribution of City Notices of Privacy Practices includes processing and mailing Privacy Practices to patients transported by ambulance in accordance with The

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Healthcare Insurance Portability and Accountability Act (HIPAA). The fee for distributed notices is approximately \$1.25 per mailed notice (pass-through cost only). Ambulance transport billing and collection services include invoice processing for all medical transport services. Ambulance transport billing fees are invoiced to the City at 6.5% of net collections.

Fire inspection billing and collection services include invoice processing for annual fire inspections and annual operational permits. The fee per processed inspection is \$18 and will be recovered by the City via the Fire Prevention/Operations Inspection fee adopted in the FY 2022-23 Master Fee Schedule (FR-004A), which allows for full cost recovery. The total not to exceed amount for FY 2023-24 is \$80,000. Account numbers: 001-400-3203-6204 \$60,000; 001-400-3204-6204 \$20,000 (General Fund).

HUMAN RESOURCES DEPARTMENT

#2 - Vincent Benjamin Group LLC

The City entered into a professional services agreement with Vincent Benjamin Group, LLC in March 2021 for on-call temporary staffing services for use by various City departments under Agreement No. 6062. This agreement provides staffing to meet the short-term operational needs of various departments in the following scenarios: where a permanent position is frozen for a specific length of time to provide budgetary savings, while a recruitment is conducted, during an employee's leave of absence, or when extra help is necessary. For FY 2023-24, staff recommends awarding an amendment to the professional service agreement with Vincent Benjamin LLC to provide on-call temporary staffing services needed by various city departments for an amount not to exceed \$350,000. This contract will be funded in FY 2023-24 from savings from full-time salary and benefits as well as professional services accounts in various departments. Account number: Various

#12 – Koff & Associates

The City entered into a professional services agreement with Koff & Associates in April 2021 for human resources consulting services to include classification studies under Agreement No. 6048. For FY 2023-24, staff recommends awarding an amendment to the professional services agreement with Koff & Associates for a total contract amount not to exceed \$100,000. This contract will be funded in FY 2023-24 from account number: 001-400-2506-6214 (General Fund).

#8 – JL Group, LLC

The City entered into a professional services agreement with JL Group, LLC in November 2020 to perform confidential personnel investigations under Agreement No. 6063. For FY 2023-24, staff recommends awarding an amendment to the professional services agreement with JL Group, LLC for a total contract amount not to exceed \$125,000. This contract will be funded in FY 2023-24 from account number: 001-400-2506-6214 (General Fund).

#18 – Four Star Investigations, LLC

The City entered into a professional services agreement with Four Star Investigations, LLC in July 2021 to conduct administrative investigations under agreement 6120. For FY 2023-24, staff recommends awarding an amendment to the professional services agreement with Four Star Investigations, LLC for a total contract amount not to exceed \$75,000. This contract will be funded in FY 2023-24 from account number: 001-400-2506-6214 (General Fund).

#6 – The Centre for Organization Effectiveness

The City entered into a professional services agreement with The Centre for Organization Effectiveness in June 2022 to provide Citywide employee training under agreement 6441. For FY 2023-24, staff recommends awarding an amendment to the professional services agreement with The Centre for Organization Effectiveness for a total contract amount not to exceed \$175,000. This contract will be funded in FY 2023-24 from account number: 001-400-2506-6223 (General Fund).

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

#3 - Prosum

Prosum has provided staffing services for the Information Technology Services Department since 2017 under Agreement No. 5346. For FY 2023-24, staff recommends awarding a professional service agreement with Prosum to provide project management and technical services needed by the department for an amount not to exceed \$300,000. Account number: 001-400-2505-6214 (General Fund)

#19 - CrowdStrike Inc.

It is essential for the City to keep our systems safe as there is a constant threat of cybersecurity attacks. CrowdStrike provides coverage against the wide range of cyberthreats. As an industry leader, it uses and combines next-generation technology for effective protection. From January 2020, ITSD has been utilizing the various CrowdStrike security measures. The cost will not exceed \$ 71,500 for FY 2023-24. Account number: 001-400-2505-6217 (General Fund)

#20 - Tyler Technologies – Eden Financial Management Systems

The City utilizes Tyler Technologies financial software to manage the City's General Ledger, Accounts Receivable, Accounts Payable, Payroll, and Human Resources. This item is for annual licensing, maintenance, and support of these systems. The total cost will not exceed \$68,500 for FY 2023-24. Account number: 001-400-2505-6217 (General Fund)

POLICE DEPARTMENT

#16 – Norman A. Traub & Associates, LLC

Norman A. Traub & Associates, LLC provides public safety pre-employment background investigation services and workplace investigations for the Police Department and Human Resources. The annual cost of funding this contract is for an amount not to exceed \$85,000 in FY 2023-24 ending June 30, 2024. Account numbers: Police 001-400-3101-6206, \$60,000 and Human Resources 001-400-2506-6214, \$25,000 (General Fund).

PUBLIC WORKS DEPARTMENT

#13 – Metron Farnier - Water Meters

The City's water distribution system includes over 4,000 water meters. The Water division has installed Automatic Meter Readers (AMR) on a small scale over the course of several years as it conducted trials. The Public Works Department completed its first major phase of the AMR meter Conversion Program in FY 2016-17 to replace 546 aging water meters in the City's commercial sector. Over the next several years, additional phases were implemented, and the City's entire AMR meter conversion is expected to be completed within the next two years. Meanwhile, the water division will replace aging meters with new AMR meters as part of their maintenance efforts. The cost to replace each meter ranges from \$250 to \$5,000, dependent upon size.

Staff started accelerating the residential AMR conversation program while continuing to replace failing meters, and recommends continuing to purchase meters from Metron Farnier, the vendor chosen previously for the AMR meters, in an amount not to exceed \$100,000 in total in FY 2023-24. Account numbers: 501-400-7103-8655 / 502-400-8204-8655 (\$50,000 Water Enterprise Fund / \$50,000 Wastewater Enterprise Fund).

#4 - Fuel for City Vehicles and Equipment

Generally, fuel is purchased either through spot market purchases or long-term contracts. Spot purchasing consists of shopping around each time fuel is needed and purchasing fuel from the lowest priced vendor. This type of purchasing usually occurs when the fuel market is volatile, as it has been for the last three years. During periods of stability, agencies enter into long-term fuel contracts. Pricing under long-term contract is tied to a published fuel price baseline plus a markup. The volatility in the market has forced vendors to significantly raise this markup, making long-term contracts unattractive. Under the City's last long-term contract through Los Angeles Metropolitan Public Purchasing Agents' Cooperative (LAMPPAC), there was virtually no markup. When that contract expired in September 2005, the fuel market was quite volatile and City Council authorized staff to purchase gasoline and diesel fuel through the use of spot market purchases.

Many agencies, including Cities of Manhattan Beach, Redondo Beach and Hawthorne have opted to purchase fuel through spot purchases in lieu of entering into long-term contracts since the expiration of the LAMPPAC contract. Staff continuously monitors

long-term contracts available in the industry.

Pursuant to El Segundo Municipal Code (ESMC) § 1-7-10, relating to purchases and supplies, the City Council may at any time, by a majority vote and without amending the ESMC, waive purchasing procedures or alter proceedings to fit a specific purchase, when the waiver is not in violation of State law. Spot purchasing is the sort of modified purchasing arrangement that requires such a waiver by Council. It is possible that the total of purchases from any one vendor may exceed \$50,000; therefore, Council approval of spot purchasing is requested. The City is budgeting \$254,500 for Fiscal Year 2023-24 in accounts:

001-400-4601-5215	General Fund	\$190,000
109-400-3105-5215	Police - Asset Forfeiture Fund	\$ 13,000
112-400-5292-5215	Prop "A" Fund	\$ 30,000
501-400-7102-5215	Water Enterprise Fund	\$ 12,500
502-400-4301-5215	Wastewater Enterprise Fund	\$ 9,000
	Total	\$254,500

#9 - Charles Abbott Associates Inc.

Charles Abbott Associates Inc. has been providing solid waste and recycling compliance support services for Public Works Department on an annual basis since 2020. For FY 2023-24, staff recommends amending the professional service agreement with Charles Abbott Associates Inc. to continue to provide solid waste and recycling compliance support services needed by Public Works Department for an amount not to exceed \$100,000. Account number: 001-400-4206-6206 (General Fund)

#14 – Waterline Technologies, Inc.

Over the past five years, Waterline Technologies, Inc. has accommodated the City with respect to its needs regarding chemical deliveries for the City’s pools. In addition to providing competitive pricing, quality products, and in-stock inventory, Waterline Technologies, Inc. is the only vendor in the area that can cover most delivery requests the very next day. Attempts to solicit these same services from other vendors have been unsuccessful as the vendors either do not carry the chemicals needed, have long delivery delays, or are not interested in providing services for the City. For FY 2023-24, staff recommends waiving the bidding requirements pursuant to El Segundo Municipal Code § 1-7-9(A) and amending the service agreement with Waterline Technologies, Inc. to continue to provide the pool chemical services needed to maintain the City’s aquatic facilities for an amount not to exceed \$100,000. Account number: 001-400-2601-5204 (General Fund)

RECREATION, PARKS, AND LIBRARY DEPARTMENT

#22 - Baker and Taylor

Baker and Taylor, the Library’s leading supplier of books, music, books on CD, DVDs,

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E-books, and other items, offers substantial savings up to 45% under retail cost. Staff recommends continuing to purchase library supplies from Baker and Taylor and issuing a blanket purchase order for an amount not to exceed \$57,509 for Fiscal Year 2023-24. Account numbers: 001-400-6103-5501 \$55,700; 001-400-6103-6277 \$1,809 (General Fund).

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Diversity, Equity, Inclusion and Communication

Objective 1A: El Segundo provides unparalleled service to all customers.

Goal 5: Champion Economic Development and Fiscal Sustainability

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

PREPARED BY:

Maria Cerritos, Purchasing Agent

REVIEWED BY:

Wei Cao, CPA, CPFO, Finance Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. 2023-2024 Blanket PO Summary of Accounts Schedule_A

2023/2024 Blanket PO Summary of Accounts

Schedule A

Ref #	Account Number		Amount
<u>CITY MANAGER</u>			
1	001-400-2401-6201	Riester Pacific, Inc	275,000
1	702-400-2401-1281	Riester Pacific, Inc	75,000
		Riester Pacific, Inc Total	350,000
15	001-400-2102-6206	KNB Consulting, LLC	66,000
15	001-400-2401-6206	KNB Consulting, LLC	30,000
		KNB Consulting, LLC Total	96,000
<u>COMMUNITY DEVELOPMENT</u>			
5	001-400-2403-6214	J. Lee Engineering, JAS Pacific, CSG Consultants	247,000
<u>FINANCE</u>			
7	001-400-2901-6405	All Cities Management Services, Inc	142,750
11	001-400-2504-6214	Hinderliter De Llamas & Associates	100,000
<u>FIRE</u>			
10	001-400-3204-6214	Dennis Grubb and Associates	100,000
17	001-400-3203-6204	Wittman Enterproses, LLC	60,000
17	001-400-3204-6204	Wittman Enterproses, LLC	20,000
		Wittman Enterproses, LLC Total	80,000
21	001-400-3201-6214	Westchester Medical Group	26,500
21	001-400-3101-6214	Westchester Medical Group	27,500
21	001-400-2506-5221	Westchester Medical Group	6,000
		Westchester Medical Group Total	60,000
23	001-400-3203-6214	Marc Cohen	54,000
<u>HUMAN RESOURCES</u>			
2	Various accounts	Vincent Benjamin Group, Inc.	350,000
6	001-00-2506-6223	The Centre for Organization Effectiveness	175,000
8	001-400-2506-6214	JL Group, LLC	125,000
12	001-400-2506-6214	Koff & Associates	100,000
18	001-400-2506-6214	Four Star Investigations, LLC	75,000
<u>INFORMATION TECHNOLOGY</u>			
3	001-400-2505-6214	Prosum	300,000
19	001-400-2505-6217	Crowdstrike, Inc	71,500
20	001-400-2505-6217	Tyler Technologies/Eden Financial	68,500
<u>POLICE</u>			
16	001-400-3101-6206	Norman A. Traub & Associates, LLC	60,000
16	001-400-2506-6214	Norman A. Traub & Associates, LLC	25,000
		Norman A. Traub & Associates, LLC Total	85,000
<u>PUBLIC WORKS</u>			
4	001-400-4601-5215	Fuel for City Vehicles and Equipment	190,000
4	112-400-5292-5215	Fuel for City Vehicles and Equipment	30,000
4	109-400-3105-5215	Fuel for City Vehicles and Equipment	13,000
4	501-400-7102-5215	Fuel for City Vehicles and Equipment	12,500
4	502-400-4301-5215	Fuel for City Vehicles and Equipment	9,000

		Fuel Total	254,500	
13	501-400-7103-8655	Metron Farnier (Water Meter)		50,000
13	502-400-8204-8655	Metron Farnier (Water Meter)		50,000
		Metron Farnier Total	100,000	
14	001-400-2601-5204	Waterline Technologies, Inc		100,000
9	001-400-4206-6206	Charles Abbot & Associates		100,000
 <u>RECREATION, PARKS, LIBRARY</u>				
22	001-400-6103-5501	Baker & Taylor		55,700
22	001-400-6103-6277	Baker & Taylor		1,809
		Baker & Taylor Total	57,509	
			GRAND TOTAL	3,191,759.00



City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Consent

Item Number: B.5

TITLE:

Acceptance and Appropriation of the U.S. Department of Justice Bulletproof Vest Partnership Program Grant and Officer Wellness and Mental Health Grant

RECOMMENDATION:

1. Authorize acceptance of a \$4,765.56 award from the U.S. Department of Justice (USDOJ), Bulletproof Vest Partnership (BVP) Program to support the El Segundo Police Department (ESPD). The purpose of the BVP Program is to reimburse local jurisdictions up to 50 percent of the cost of body armor vests purchased for law enforcement officers. The award is valid from April 1, 2022, to August 31, 2024.
2. Authorize acceptance of the Officer Wellness and Mental Health Grant award for \$37,912.46 from the Board of State and Community Corrections (BSCC) to support the ESPD. The Officer Wellness grant is for the purpose of improving officer wellness and expanding mental health sources. The award is valid from January 1, 2023, to October 31, 2024.
3. Appropriate USDOJ BVP Program grant and Officer Wellness and Mental Health grant revenues and expenditures for fiscal year 2022-2023, and carry over the unspent balances to fiscal year 2023-2024.
4. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

USDOJ BVP Grant

New projected grant revenue of \$4,765.56 - Revenue Account: 124-300-3101-3788

New appropriations of \$4,765.56 for vest purchase - Expense Account 124-400-3101-3788

The remaining amount of \$4,734.44 (\$9,500.00 total vest cost deducting grant award) will come from PD general fund account 001-400-3101-4215. No additional appropriation is

Appropriating Grant Awards

June 20, 2023

Page 2 of 3

requested.

Officer Wellness and Mental Health Grant

New grant revenue of \$37,912.46 (received on February 18, 2023) - Revenue Account: 125-300-3101-3777

New appropriations of \$37,912.46 - Expense Account: 125-400-3101-3777

BACKGROUND:

USDOJ BVP Program Grant

The Bulletproof Vest Partnership (BVP) Grant Act of 1998 is a unique U.S. Department of Justice initiative designed to provide a critical resource to state and local law enforcement. The BVP program's purpose is to reimburse state and local law enforcement up to fifty percent of body armor costs. ESPD has been participating in the BVP Grant Program since 1999. The United States Department of Justice, Office of Justice Programs and Bureau of Justice Assistance has awarded the Police Department a BVP grant in the amount of \$4,765.56. The grant will reimburse the City of El Segundo fifty percent of the cost for each ballistic vest purchased between April 1, 2022, and August 31, 2024, or until all funds have been requested. Awards will not be extended past that date, and any unused funds will be forfeited.

Officer Wellness and Mental Health Grant

Per the BSCC, this disbursement is being made in accordance with Assembly Bill 178, Chapter 45, Statutes of 2022, Item 5227-121-0001. This funding is available to all city and county law enforcement agencies employing officers described in Section 830.1 of the Penal Code. The Officer Wellness grant is for the purpose of improving officer wellness and expanding mental health sources as follows:

1. Establishing officer wellness units or expanding existing officer wellness units.
2. Establishing peer support units or expanding peer support units.
3. Services provided by a licensed mental health professional, counselor, or other professional that works with law enforcement.
4. Expanding multiagency mutual aid programs focused on officer wellness and mental health.
5. Other programs or services that are evidence based or have a successful track record of enhancing officer wellness.

All eligible law enforcement agencies received payment in February 2023. The grant period is from January 1, 2023, to October 31, 2024, or until all funds have been exhausted. Awards will not be extended past that date, and any unused funds will be returned to BSCC.

Appropriating Grant Awards

June 20, 2023

Page 3 of 3

DISCUSSION:

The ESPD Policy Manual section 1011 compels all uniformed officers to wear a ballistic vest when the officer begins service at ESPD. The life span of a ballistic vest is five years. After a five-year period, all ballistic vests must be replaced as soon as reasonably possible. The Police Department anticipates purchasing approximately twelve ballistic vests during this award period and the expense will be approximately \$9,500. Under this grant, the Department of Justice will reimburse the City of El Segundo fifty percent of this cost, up to the grant award of \$4,765.56. Ballistic vests have been proven to save lives. The Chief of Police will continue to require officers to maintain this equipment in good working order and use the equipment consistent with the department policy and sound officer safety practice.

The Officer Wellness and Mental Health Grant focuses on wellness and peer support units. ESPD has a Health and Wellness Program comprised of four officers and a Peer Support Group comprised of nine police personnel. With these funds we can expand both units and use their expertise to brainstorm ideas on how best to move forward with the expenditure of funds. BSCC plans on hosting webinars for further guidance on reporting guidelines and reporting requirements.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 2: Promote a quality workforce through teamwork and organizational efficiencies.

Objective: El Segundo is an employer of choice and consistently hires for the future, with a workforce that is inspired, world-class, engaged, and innovative.

PREPARED BY:

Julissa Solano, Sr. Management Analyst

REVIEWED BY:

Jaime Bermudez, Police Chief

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Consent

Item Number: B.6

TITLE:

Acceptance for the Community Development Block Grant Project/City Hall ADA Public Restrooms Improvements Project No. PW 21-08

RECOMMENDATION:

1. Accept the Construction of CDBG Project 602294-20 City Hall Public Restrooms ADA Improvements Project No. PW 21-08 by Corral Construction & Development, Inc.
2. Authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Included in Adopted FY 2021/22 Budget. The project construction cost is \$210,221.50.

Amount Budgeted: \$213,333

Additional Appropriation: No

Account Number(s):

\$115,000 from 111-400-2781-8499 (CDBG Funding)

\$98,333 from 301-400-8201-8209 (General Fund Capital Improvement Project)

BACKGROUND:

On March 1, 2022, City Council awarded the construction contract for this project to Corral Construction & Development, Inc. The scope of the project was to remove the accessibility barriers and provide an ADA-Compliant restroom facility.

DISCUSSION:

Construction began last year and was completed by Corral Construction &

PW 21-08: CDBG 602294-20 City Hall Public Restrooms

June 20, 2023

Page 2 of 2

Development, Inc. in May 2023.

Staff respectfully recommends that City Council accepts the work performed by Corral Construction & Development, Inc. utilizing the Community Development Block Grant (CDBG Project 602294-20), and authorize the City Clerk to file a Notice of Completion with the County Recorder's office. The remaining unspent funds will be returned to the funding source for future projects.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Diversity, Equity, Inclusion and Communication

Objective 1A: El Segundo provides unparalleled service to all customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

PREPARED BY:

Floriza Rivera, Principal Civil Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

Barbara Voss, Deputy City Manager

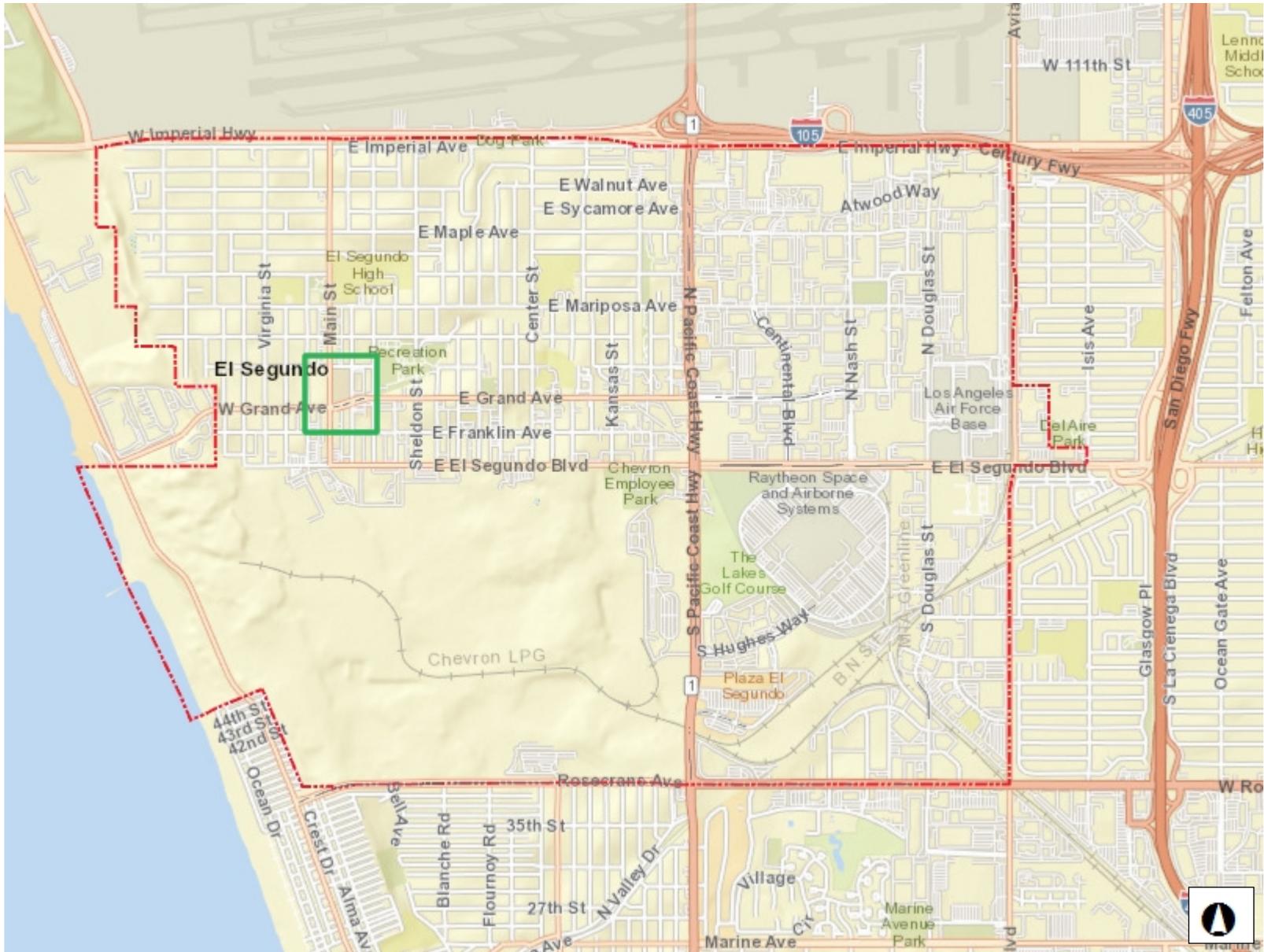
ATTACHED SUPPORTING DOCUMENTS:

1. Vicinity Map PW 21-08
2. Location Map PW 21-08
3. Notice of Completion PW 21-08
4. CDBG CH Public RR Before After Pictures PW 21-08



Vicinity Map

CDBG Project Number 602294-20: City Hall Public Restroom Improvements



6,018.7 0 3,009.33 6,018.7 Feet

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



Location Map

CDBG Project Number 602294-20: City Hall Public Restroom Improvements



Legend

- City Boundary
- Project Location
- Phase 1 - Council Chambers Lobby Restrooms
- Phase 2 - Main (East) Lobby Restrooms

Notes



WGS_1984_Web_Mercator_Auxiliary_Sphere

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



**Recording Requested by
and When Recorded Mail To:**

**City Clerk, City Hall
350 Main Street
El Segundo, CA 90245**

NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: Sewer Closed Circuit Television Inspection Project.
Project No. PW 21-08 Contract No.6288

Notice is hereby given pursuant to State of California Civil Code Section 3093 et seq that:

1. The undersigned is an officer of the owner of the interest stated below in the property hereinafter described.
2. The full name of the owner is: City of El Segundo
3. The full address of the owner is: City Hall, 350 Main Street, El Segundo, CA, 90245
4. The nature of the interest of the owner is: Public Facilities
5. A work of improvement on the property hereinafter described was field reviewed by the City Engineer on May 25, 2023. The work done was: Community Development Block Grant Project (CDBG Project 602294-20), City Hall Public Restrooms ADA Improvements.
6. On June 20, 2023, City Council of the City of El Segundo accepted the work of this contract as being complete and directed the recording of this Notice of Completion in the Office of the County Recorder.
7. The name of the Contractor for such work of improvement was: Corral Construction & Development, Inc.
8. The property on which said work of improvement was completed is in the City of El Segundo, County of Los Angeles, State of California, and is described as follows:
 - City Hall building Council Chambers Lobby and East Lobby men's and women's public restrooms.
9. The street address of said property is: 350 Main St., El Segundo, CA 90245

Dated: _____

Elias Sassoon
Public Works Director

VERIFICATION

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

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

Executed on _____, 2023 at El Segundo, California.

Elias Sassoon
Public Works Director

CDBG City Hall Public Restrooms Before and After Pictures

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECT NO. 602294-20

Before: Council Chambers Lobby Men's Restroom

Exterior areas



Anteroom



After:

New ADA signage



New lighting and tile in anteroom



New urinal, urinal cleanout, ADA stall, sink, mirror, paper towel dispenser, waste receptacle, tile, lighting, fixtures, and accessories installed.



ADA stall layout



Before: Council Chambers Lobby Women's Restroom

Anteroom



Space outside stall



One stall



After:

New ADA signage



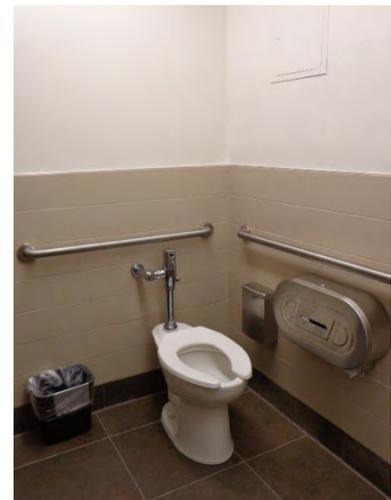
Anteroom removed. New sinks, mirrors, paper towel dispenser, waste receptacle, disposal containers, tile, lighting, fixtures, and accessories installed.



Two new stalls, one regular



... and one ADA stall



Before: East Lobby Men's Restroom

Anteroom



One regular and one slightly larger stall

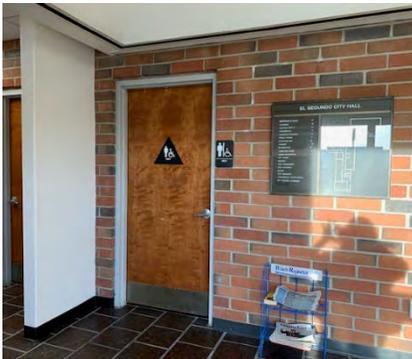


Larger stall layout



After:

New ADA signage and exterior screen wall installed. Directory moved further away from door frame.



Privacy screens for sinks/urinal, new urinal, urinal cleanout, ADA stall, sinks, mirrors, paper towel dispenser, tile, lighting, fixtures, and accessories installed.



ADA stall layout

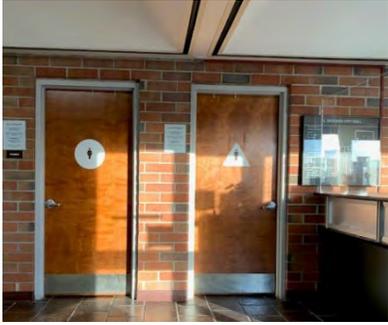


New urinal. Cleanout on wall in ADA stall (see left).



Before: East Lobby Women's Restroom

Exterior areas



Anteroom door



One regular and one slightly larger stall. Tile floor repaired previously.



After:

New ADA signage and exterior screen wall installed.

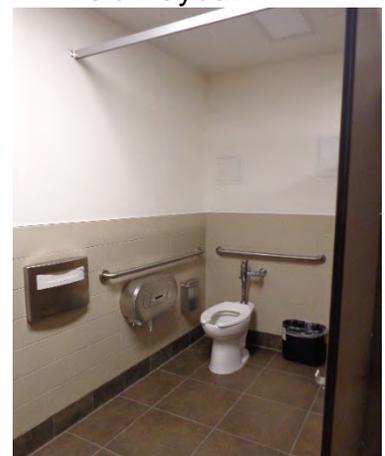


Anteroom removed. Two new stalls constructed, one regular with tall privacy door and one ADA stall. New sinks, mirrors, paper towel dispenser, disposal containers, tile, lighting, fixtures, sink screen, and accessories installed.



Regular stall layout

ADA stall layout





City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Consent

Item Number: B.7

TITLE:

Award Public Works Construction Contract to Hardy and Harper, Inc. for the FY 2023-24 Pavement Rehabilitation Project No. PW 23-01

RECOMMENDATION:

1. Authorize the City Manager to execute a standard Public Works construction contract with Hardy and Harper, Inc. for \$1,635,000 for the award of the FY 2023-24 Pavement Rehabilitation Project, Project No. PW 23-01, and authorize an additional \$163,500 as contingency funds for potential unforeseen conditions
2. Authorize the City Manager to execute a standard Professional Services Agreement with Anser Advisory Management, LLC in the amount of \$81,663 for construction inspection and testing services and authorize an additional \$8,166 for construction related contingencies.
3. Appropriate \$388,329 from Measure R Fund for FY 2023-24.
4. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Included in Adopted FY 2023-24 Budget

Amount Budgeted: \$1,500,000

Additional Appropriation: Yes. Appropriate \$388,329 from Measure R fund

Account Number(s): \$300,000 from Prop C fund - Account 114-400-5293-8943

\$800,000 from SB-1 fund - Account 128-400-8203-8383

\$788,329 from Measure R fund - Account 110-400-8203-8943

Award FY 2023-24 Pavement Rehabilitation Project

June 20, 2023

Page 2 of 3

BACKGROUND:

On April 18, 2023, the City Council adopted the plans and specifications for the FY 2023-24 Pavement Rehabilitation Project. The project will overlay or slurry seal various streets in the northwest quadrant of the City, north of Mariposa Avenue and west of Sheldon Street. The purpose of this project is to provide preventive maintenance and increase the life of rehabilitated roadways.

DISCUSSION:

On May 16, 2023, the City Clerk received and opened four bids as follows:

- | | |
|------------------------------|----------------|
| 1. Hardy and Harper, Inc. | \$1,635,000.00 |
| 2. Sequel Contractors | \$1,706,678.45 |
| 3. All American Asphalt | \$1,934,222.00 |
| 4. Onyx Paving Company, Inc. | \$1,977,000.00 |

Hardy and Harper, Inc. has been found to be the apparent lowest responsive bidder. Their state license and DIR registration are in good standing, and they have satisfactorily completed similar projects for the cities of Buena Park, Downey, Anaheim, Norco, and Lake Elsinore. Hardy and Harper also completed successful El Segundo paving projects in 2019 and 2020.

On May 16, 2023, the City also received proposals for project construction inspection and material testing from four consulting firms. Several Public Works staff members reviewed and rated the proposals, and Anser Advisory was selected as the most qualified firm for this project.

Consequently, staff requests City Council to approve the recommended actions as noted. With the City Council's authorization, the anticipated schedule for this project is as follows:

June 2023 - Award Contract
July 2023 - Complete Contract Documents
Late July 2023 - Begin Construction
September 2023 - Complete Project

CITY STRATEGIC PLAN COMPLIANCE:

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

Award FY 2023-24 Pavement Rehabilitation Project

June 20, 2023

Page 3 of 3

PREPARED BY:

Floriza Rivera, Principal Civil Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

Barbara Voss, Deputy City Manager

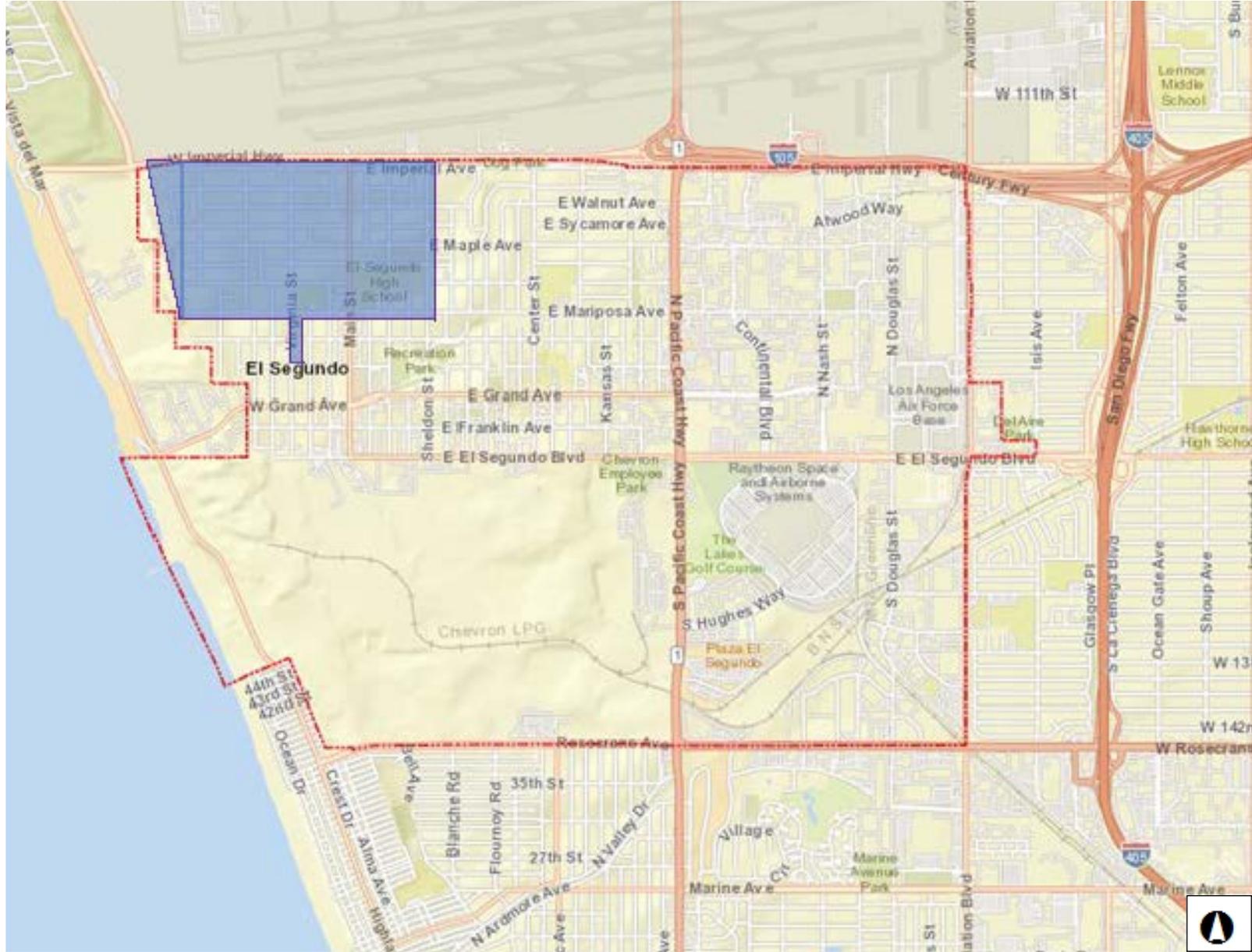
ATTACHED SUPPORTING DOCUMENTS:

1. Vicinity Map PW 23-01
2. Location Map PW 23-01



Vicinity Map

PW 23-01: FY 23/24 Pavement Rehabilitation Project



6,018.7 0 3,009.33 6,018.7 Feet

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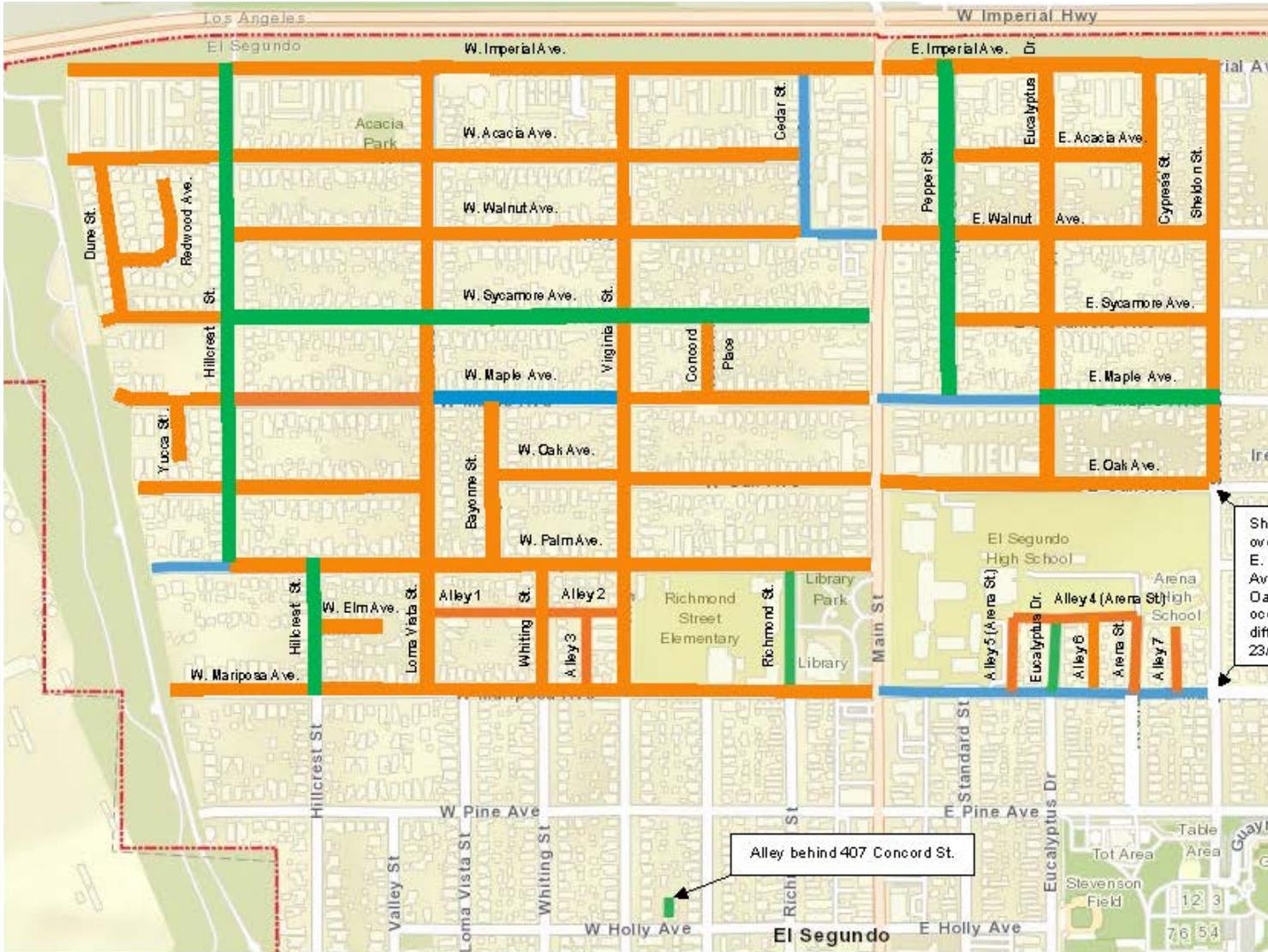
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Location Map

PW 23-01: FY 23/24 Pavement Rehabilitation Project



Legend

- City Boundary
- █ Construct 2-inch-deep grind and overlay
- █ Install Type II slurry seal
- █ Previously overlaid area still in good condition

Sheldon St. overlay from E. Mariposa Ave. to E. Oak Ave. to occur on different FY 23/24 project.

Alley behind 407 Concord St.



Notes

No Scale



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City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Consent

Item Number: B.8

TITLE:

Design and Plans for George Brett Field Restroom Improvements Project PW 23-10

RECOMMENDATION:

1. Adopt a resolution to approve the design and plans for the George Brett Field Restroom Improvements Project PW 23-10.
2. Authorize staff to advertise the project for construction.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Included in Adopted FY 2022-23 Budget.

Amount Budgeted: \$328,000

Additional Appropriation: None

Account Number(s): 301-400-8202-8216 (Brett Field Restrooms)

BACKGROUND:

On June 6, 2023, the City Council adopted FY 2022-23 Capital Improvement Program (CIP) Budget which included the George Brett Field Restroom Improvements Project. The George Brett Field Restrooms and Snack Bar is an aging facility and has been identified by staff to be in need of improvement. The restrooms will be converted to single-occupancy gender-neutral restrooms, and the attached snack bar will be renovated to have an improved transaction window. Once completed, this facility will be in full ADA and CBC compliance.

DISCUSSION:

In October 2022, the City entered into a professional services agreement with Kardent, Inc, an architectural design firm, to design the George Brett Field Restroom

June 20, 2023

Page 2 of 2

Improvements. The final design was completed in May 2023.

Staff estimates the following timeline for the project, which is specifically scheduled after the 2023 El Segundo Little League season, to minimize construction impacts:

July 2023: Advertising and Bid Process
September 2023: Contract Award
October 2023: Begin Construction
November 2023: Construction Completion

Staff requests that City Council approve the recommended actions as noted.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

PREPARED BY:

James Rice, Associate Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

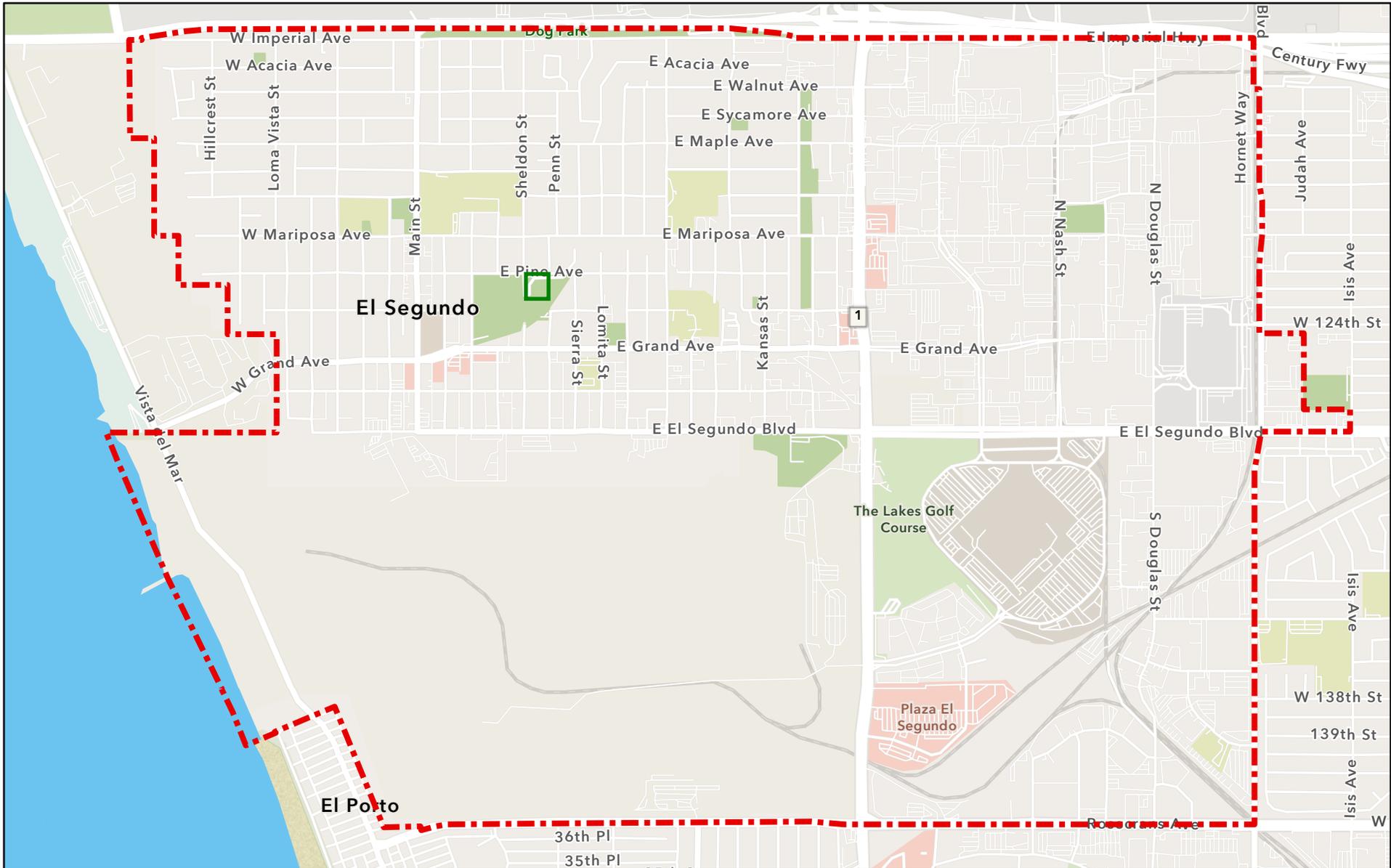
APPROVED BY:

Barbara Voss, Deputy City Manager

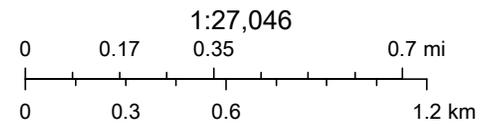
ATTACHED SUPPORTING DOCUMENTS:

1. Vicinity Map
2. Location Map
3. PW 23-10, George Brett Field Restroom Improvements Plan Adoption Resolution

Vicinity Map - PW 23-10 George Brett Field Restroom Improvements Project

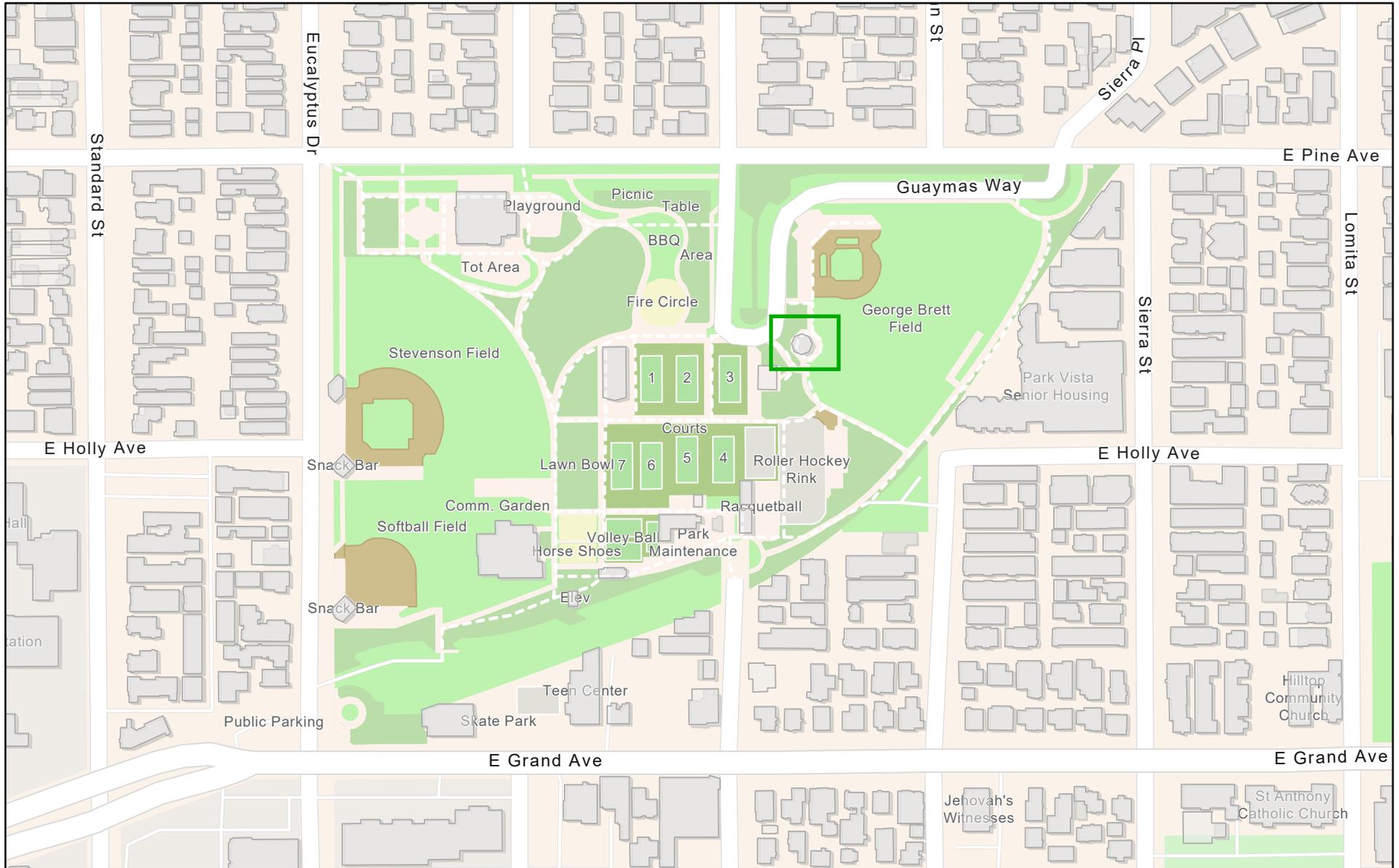


2/23/2023

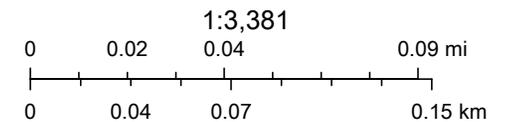


City of El Segundo, County of Los Angeles, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS,

Location Map - PW 23-10 George Brett Field Restroom Improvements Project



6/9/2023



Esri Community Maps Contributors, City of El Segundo, County of Los Angeles, California State Parks, © OpenStreetMap, Microsoft, Esri, HERE,

RESOLUTION NO. __

A RESOLUTION APPROVING THE DESIGN AND PLANS FOR THE CONSTRUCTION OF GEORGE BRETT FIELD RESTROOM IMPROVEMENTS, PROJECT NO. PW 23-10, PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.

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

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

- A. The City retained Kardent, Inc. (“Consultant”) as the engineer to design and prepare plans for project PW 23-10, George Brett Field Restroom Improvements;
- B. The Consultant informed the City Engineer that these plans are complete and that construction of the Project may begin;
- C. The City Engineer reviewed the completed design and plans for the Project and agrees with the Consultant that the plans are complete and the Project may be constructed;
- D. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: *Design Immunity; Authorization.*

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

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

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

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

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

PASSED AND ADOPTED this 20th day of June, 2023.

Drew Boyles, Mayor

ATTEST:

Tracy Weaver, City Clerk

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

By: _____
Joaquin Vazquez, Deputy City Attorney



City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Consent

Item Number: B.9

TITLE:

Fire Engineer Revised Classification Specification and Examination Plan

RECOMMENDATION:

1. Approve the revised classification specification and examination plan for the Fire Engineer position.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

There is no fiscal impact for this item.

BACKGROUND:

In preparation for an upcoming promotional examination for the position of Fire Engineer, the classification specification and accompanying examination plan were reviewed. Updates are recommended to clarify specific essential duties and to incorporate language and formatting used in newly revised classification specifications; proposed changes to the exam plan reflect a more appropriate and specific weighting for each component.

DISCUSSION:

The Fire Engineer classification specification and examination plan were last updated on April 19, 2011 and May 6, 2003 respectively. In working with the Fire Battalion Chief to prepare for an upcoming promotional exam for Fire Engineer, we identified a need to update the classification specification to reflect ventilation duties when assigned to the truck and to maintain consistency with recent updates to classification specifications which incorporate standardized formatting, language regarding driver's license, disaster service worker requirements, and the City's diversity, equity, and inclusion statement. The existing exam plan provided a weight of 25% for the written exam and the remaining 75% was assigned to a performance test which included multiple

components without a specific percentage weight assigned to each.

Human Resources worked closely with the Fire Department and the Firefighters Association (FFA) on the proposed revisions to ensure that the essential functions described in the classification specification and examination plan are appropriate for the position. The revised exam plan provides that the written exam is pass/fail; candidates must achieve a score of 70% or above to continue in the examination process. The practical exam requires a score of 70% or above for each component, which is weighted as follows: Pre-trip Inspection 10%, Street Driving 20%, Rodeo Driving 10%, Pumping Operations 30% and Aerial Ladder Operations 30%. Human Resources met and conferred with the FFA on all revisions, and they are in agreement with the changes to both the classification specification and exam plan.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 3: Promote a Quality Workforce Through Teamwork and Organizational Efficiencies

Objective: El Segundo is an employer of choice and consistently hires for the future, with a workforce that is inspired, world-class, engaged and innovative.

PREPARED BY:

Rebecca Redyk, Human Resources Director

REVIEWED BY:

Rebecca Redyk, Human Resources Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Redlined Classification Specification
2. Revised Classification Specification Fire Engineer
3. Fire Engineer Exam Plan

FIRE ENGINEER

DEFINITION: Under general supervision, drives, operates, and maintains firefighting apparatus and related equipment; responds to fire and other emergency calls; fights fire, mitigates hazardous materials emergencies, and provides other services; performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from the Fire Captain. May provide technical direction to Firefighters.

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

Duties may include, but are not limited to, the following:

1. Inspects fire vehicles to ensure presence of appropriate equipment and operational efficiency; cleans and performs minor maintenance; drives firefighting apparatus and other units to emergency sites in a safe and efficient manner; locates hydrants, attaches hoses, and operates pumps at proper pressures; evaluates adequacy of water system and available water supply;:-
2. Participates in fire extinguishment, ventilation, salvage, rescue, and other operations; operates various firefighting, control, and rescue equipment such as pumps, ladders, air chisel, and extrication tools; lays hose lines and directs water streams into fires;:-
3. Provides emergency medical services to individuals in need of such care; provides care consistent with standards and permitted procedures established for patient care;:-
4. Inspects and cleans various firefighting equipment and apparatus; performs routine and preventive maintenance on equipment as necessary; assists in maintaining clean and orderly conditions in and about the fire station;:-
5. Participates in inspections of public and commercial buildings for fire prevention and target hazard identification and review;:-
6. Participates in training and development activities to maintain current knowledge of technological advancements; geographical layout of streets and addresses; operation of all fire apparatus; and other relevant information;:-
7. Interacts with and represents the Department to the community and the public at large;:-
8. May participate in special projects, develop and/or conduct training, maintain records, prepare reports, and perform work assignments while serving on various committees;:-
9. May provide direction and training to Firefighter personnel and serve as acting Captain as required;:-

City of El Segundo
Fire Engineer
Class Code: XXX

~~When assigned to the truck, 40. perform Must have extensive knowledge of ventilation on various roof and construction types practices, including cut sequences as outlined in the ESFD ventilation manual; on various roof and construction types while assigned to the truck Engineer assignment.~~

~~Depending upon assignment, the following participation may be required:~~

~~=
—May perform Breathing Apparatus Repair;:~~

~~May be required to be an e—Examiner in the Department's DMV Employer Testing Program;:~~

~~Regularly and predictably attends work; and~~

~~Performs related duties as assigned.~~

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

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

Knowledge of:

~~F~~Considerable knowledge of fire safety laws and ordinances;

~~F~~firefighting methods and techniques;

~~e~~Operation and maintenance of pumping engines and ladder trucks; practical/ applied hydraulics;

~~l~~Location of hydrants and water mains;

~~‡~~Traffic regulations and City geography;

~~p~~Principles and practices observed in rendering emergency medical services;:

~~f~~Knowledge of firefighting strategy and tactics;s;

~~the~~Incident Command Ssystem;:

~~and a~~Alarm assignment responses;

~~s~~Ventilation practices and cut sequences; ands;

Safe work practices.

Skill in:

City of El Segundo
Fire Engineer
Class Code: XXX

~~Considerable knowledge of fire safety laws and ordinances; firefighting methods and techniques; operation and maintenance of pumping engines and ladder trucks; practical/ applied hydraulics; location of hydrants and water mains; traffic regulations and City geography; principles and practices observed in rendering emergency medical services. Knowledge of firefighting strategy and tactics, the Incident Command system, and alarm assignment responses.~~ Ability to dDriving and operating firefighting equipment skillfully under a variety of conditions;

Calculating ~~compute~~ engine and nozzle pressures;

aActing effectively and quickly in emergency situations;

pPreparing manual drawings of locations to scale;

rReading electrical, gas, water, and propane valves;

~~work effectively and cooperatively with others;~~ uUnderstanding and following verbal and written directions.

Communicating clearly and concisely, both orally and in writing;

Appearing for work on time;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism; and

Establishing and maintaining effective working relationships with staff, other City employees, and the public.

QUALIFICATIONS:

QUALIFICATIONS:

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

Education and/or Experience:

Experience: Two (2) years experience as a full-time firefighter with the El Segundo Fire Department.

~~Two years experience as a full-time firefighter with the El Segundo Fire Department.~~

Education:

City of El Segundo
Fire Engineer
Class Code: XXX

~~License/Certificates: Possession of a valid and appropriate Class A California driver's license with a firefighter endorsement and qualified to operate a Class A and B vehicle by El Segundo Fire Department standards and acceptable driving record are required.~~

~~Must have a satisfactory driving record with current EMT and CPR certifications.~~

Education: Possession of a California State Firefighter I and II certificates are required.

~~The following education/training is desirable:~~ Supplemental specialized training in fire technology, in the areas of fire hydraulics, apparatus, equipment, and tactics and strategy are desirable.

Completion of California State Fire Marshal Training and Education courses in the areas of Fire Command 1A, Fire Command 1B, Fire Prevention 1A, Fire Apparatus Driver/Operator 1A, and Fire Apparatus Driver/Operator 1B are desirable.

~~Possession of a California State Firefighter I and II certificate.~~

License/Certificates: Possession of a valid and appropriate Commercial Class A California driver's license or a California Class C driver's license with a firefighter endorsement and qualified to operate a Class A and B vehicle by El Segundo Fire Department standards and acceptable driving record are required.

Must have a satisfactory driving record with current EMT and CPR certifications.

Special Requirements:

~~- Possession of a valid Class A California driver's license or a California Class C driver's license with a firefighter endorsement and qualified to operate a class A and B vehicle by El Segundo Fire Department standards.~~

~~- Must have a satisfactory driving record with current EMT and CPR certifications.~~

~~Depending upon assignment, the following participation may be required:~~

- ~~-~~
- ~~— Breathing Apparatus Repair.~~
- ~~— Examiner in the Department's DMV Employer Testing Program.~~
- ~~-~~
- ~~-~~

Knowledge, Skills, and Abilities:

~~Considerable knowledge of fire safety laws and ordinances; firefighting methods and techniques; operation and maintenance of pumping engines and ladder trucks; practical/ applied hydraulics; location of hydrants and water mains; traffic regulations and City geography; principles and practices observed in rendering emergency medical services. Knowledge of firefighting strategy and tactics, the Incident Command system, and alarm assignment responses. Ability to drive and operate firefighting equipment skillfully under a variety of~~

City of El Segundo
Fire Engineer
Class Code: XXX

~~conditions; compute engine and nozzle pressures; act effectively and quickly in emergency situations; prepare manual drawings of locations to scale; read electrical, gas, water, and propane valves; work effectively and cooperatively with others; understand and follow verbal and written directions.~~

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

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

Firefighters' Association (FFA)
April 19, 2011
Revision Date: June 20, 2023

FIRE ENGINEER

DEFINITION: Under general supervision, drives, operates, and maintains firefighting apparatus and related equipment; responds to fire and other emergency calls; fights fire, mitigates hazardous materials emergencies, and provides other services; performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from the Fire Captain. May provide technical direction to Firefighters.

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

Characteristic Duties and Responsibilities:

Inspects fire vehicles to ensure presence of appropriate equipment and operational efficiency; cleans and performs minor maintenance; drives firefighting apparatus and other units to emergency sites in a safe and efficient manner; locates hydrants, attaches hoses, and operates pumps at proper pressures; evaluates adequacy of water system and available water supply;

Participates in fire extinguishment, ventilation, salvage, rescue, and other operations; operates various firefighting, control, and rescue equipment such as pumps, ladders, air chisel, and extrication tools; lays hose lines and directs water streams into fires;

Provides emergency medical services to individuals in need of such care; provides care consistent with standards and permitted procedures established for patient care;

Inspects and cleans various firefighting equipment and apparatus; performs routine and preventive maintenance on equipment as necessary; assists in maintaining clean and orderly conditions in and about the fire station;

Participates in inspections of public and commercial buildings for fire prevention and target hazard identification and review;

Participates in training and development activities to maintain current knowledge of technological advancements; geographical layout of streets and addresses; operation of all fire apparatus; and other relevant information;

Interacts with and represents the Department to the community and the public at large;

May participate in special projects, develop and/or conduct training, maintain records, prepare reports, and perform work assignments while serving on various committees;

May provide direction and training to Firefighter personnel and serve as acting Captain as required;

When assigned to the truck, perform ventilation on various roof and construction types including cut sequences as outlined in the ESFD ventilation manual;

City of El Segundo
Fire Engineer
Class Code: XXX

May perform Breathing Apparatus Repair;

May be required to be an examiner in the Department's DMV Employer Testing Program;

Regularly and predictably attends work; and

Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

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

Knowledge of:

Fire safety laws and ordinances;

Firefighting methods and techniques;

Operation and maintenance of pumping engines and ladder trucks; practical/ applied hydraulics;

Location of hydrants and water mains;

Traffic regulations and City geography;

Principles and practices observed in rendering emergency medical services:

Firefighting strategy and tactics;

Incident Command System;

Alarm assignment responses;

Ventilation practices and cut sequences; and

Safe work practices.

Skill in:

Driving and operating firefighting equipment skillfully under a variety of conditions;

Calculating engine and nozzle pressures;

Acting effectively and quickly in emergency situations;

Preparing manual drawings of locations to scale;

City of El Segundo
Fire Engineer
Class Code: XXX

Reading electrical, gas, water, and propane valves;

Understanding and following verbal and written directions.

Communicating clearly and concisely, both orally and in writing;

Appearing for work on time;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism; and

Establishing and maintaining effective working relationships with staff, other City employees, and the public.

QUALIFICATIONS:

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

Experience: Two (2) years experience as a full-time firefighter with the El Segundo Fire Department.

Education: Possession of a California State Firefighter I and II certificates are required.

Supplemental specialized training in fire technology, in the areas of fire hydraulics, apparatus, equipment, and tactics and strategy are desirable.

Completion of California State Fire Marshal Training and Education courses in the areas of Fire Command 1A, Fire Command 1B, Fire Prevention 1A, Fire Apparatus Driver/Operator 1A, and Fire Apparatus Driver/Operator 1B are desirable.

License/Certificates: Possession of a valid Commercial Class A California driver's license or a California Class C driver's license with a firefighter endorsement and qualified to operate a Class A and B vehicle by El Segundo Fire Department standards and acceptable driving record are required.

Must have a satisfactory driving record with current EMT and CPR certifications.

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

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

City of El Segundo
Fire Engineer
Class Code: XXX

Firefighters' Association (FFA)
April 19, 2011
Revision Date: June 20, 2023



City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Consent

Item Number: B.10

TITLE:

Plan Adoption for City Hall Phase 2 Improvements Project PW 23-09

RECOMMENDATION:

1. Adopt a resolution to approve plans and specifications for the City Hall Phase 2 Improvements Project PW 23-09.
2. Authorize staff to advertise the project for construction.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Included in Adopted FY 2023-24 Budget

Amount Budgeted: \$400,000

Additional Appropriation: None.

Account Number(s): Expenditure Account 708-400-2403-8807

BACKGROUND:

City Hall is an aging facility, with the original building constructed in 1955 and the building which houses Community Services and Public Works constructed in the mid 1970s. In order to better serve the public, rehabilitation improvements were identified by staff and have been split into multiple phased projects.

Phase 1 of this project began in January 2022 and has been substantially completed. The first phase improvements included the main entry area to Community Services/Public Works, the Building Division staff seating area, new public counters to better accommodate the public, and renovations to the Executive Conference Room to upgrade and reconfigure a heavily-used conference room.

City Hall Phase 2 Improvements Project PW 23-09

June 20, 2023

Page 2 of 3

Phase 2 of the project will include the following rehabilitation work within City Hall:

1. Relocation of Information Technology Services Department (ITSD) to provide a larger and contiguous working area for this department.
2. Relocation of the Media Team to City Hall due to displacement from their existing offices at El Segundo High School.
3. Reconfiguration of the mailroom to accommodate two new offices for Finance Department staff that need to be relocated in order to accommodate the ITSD staff relocation.

DISCUSSION:

In October 2022, the City entered into a professional services agreement with Kardent, Inc, an architectural design firm, to design the City Hall Phase 2 improvements. The final design was completed in May 2023.

With the Council's authorization, the anticipated second phase project schedule is as follows:

July 2023: Advertising and Bid Process
September 2023: Contract Award
October 2023: Begin Construction
December 2023: Construction Completion

Other areas of City Hall in need of improvement will be constructed in a future phase when funding becomes available.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

PREPARED BY:

James Rice, Associate Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

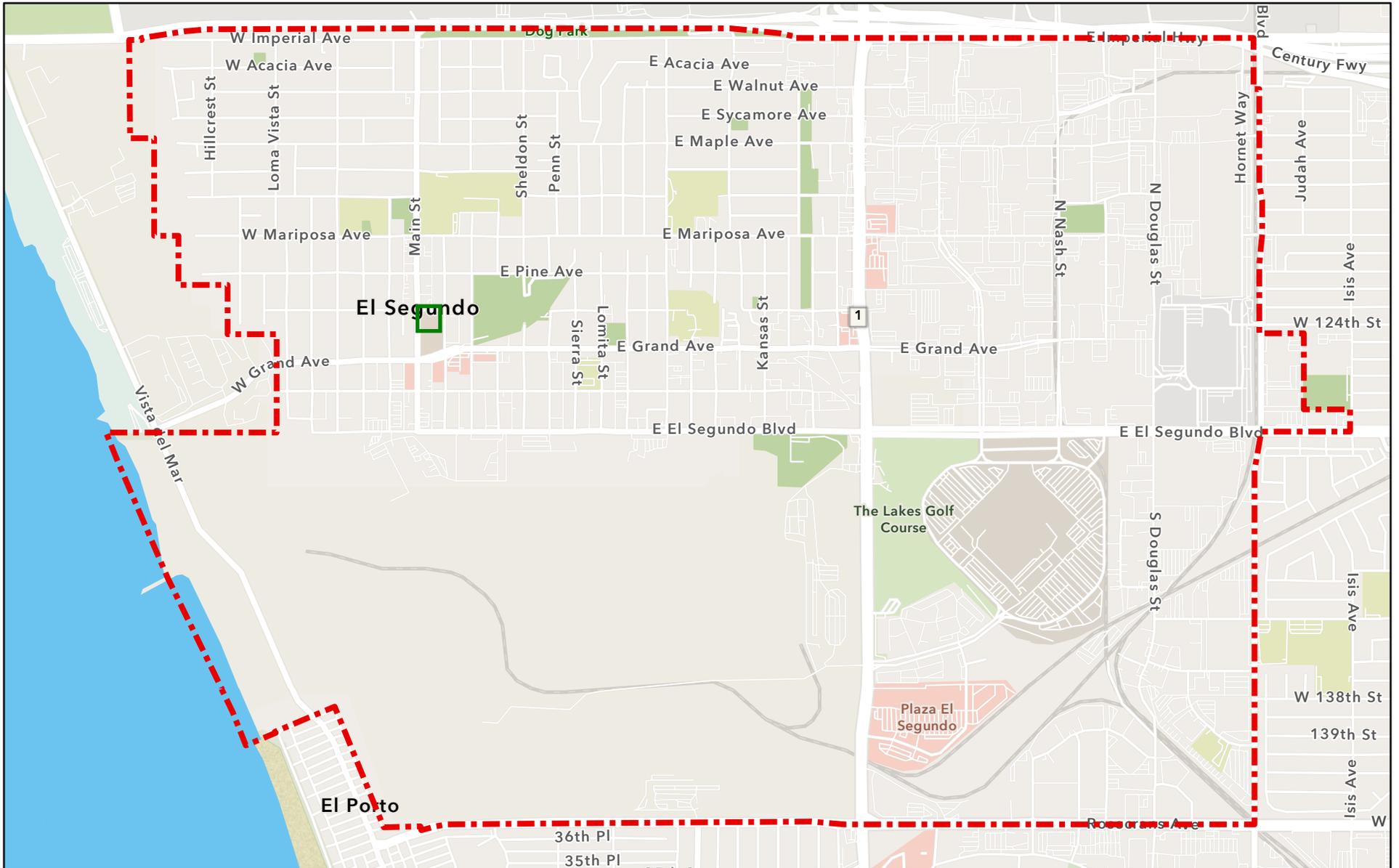
City Hall Phase 2 Improvements Project PW 23-09

June 20, 2023

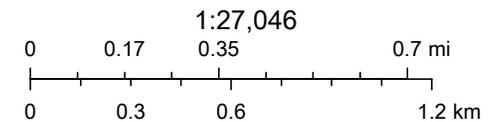
Page 3 of 3

1. Vicinity Map
2. Location Map
3. PW 23-09 City Hall Phase 2 Improvements Plan Adoption Resolution

Vicinity Map - PW 23-09 City Hall Phase 2 Improvements Project

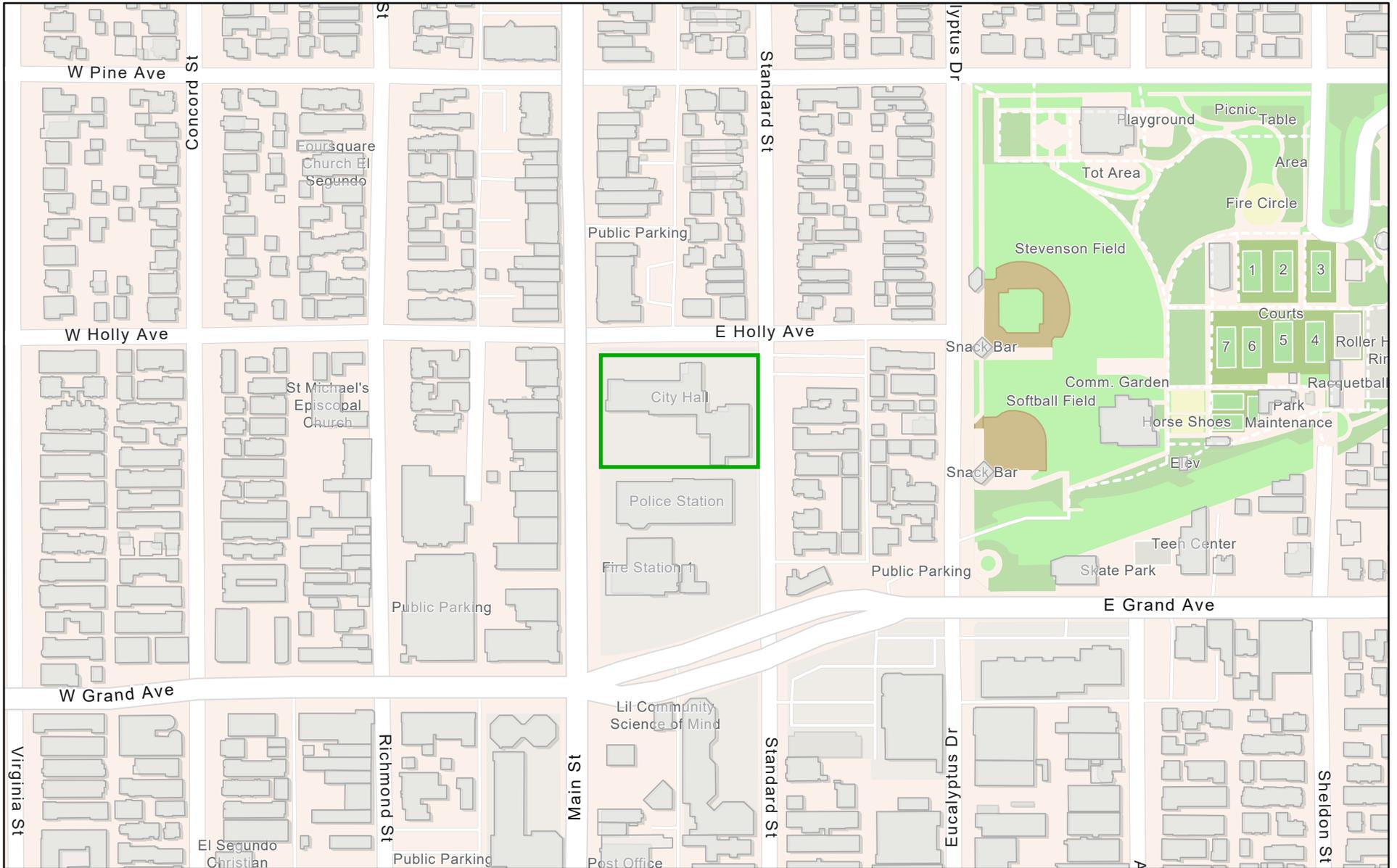


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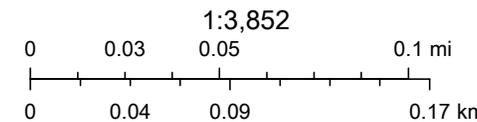


City of El Segundo, County of Los Angeles, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS,

Location Map - PW 23-09 City Hall Phase 2 Improvements Project



6/9/2023



Esri Community Maps Contributors, City of El Segundo, County of Los Angeles, California State Parks, © OpenStreetMap, Microsoft, Esri, HERE,

RESOLUTION NO. __

A RESOLUTION APPROVING THE DESIGN AND PLANS FOR THE CONSTRUCTION OF CITY HALL PHASE 2 IMPROVEMENTS, PROJECT NO. PW 23-09, PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.

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

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

- A. The City retained Kardent, Inc. (“Consultant”) as the engineer to design and prepare plans for project PW 23-09, City Hall Phase 2 Improvements;
- B. The Consultant informed the City Engineer that these plans are complete and that construction of the Project may begin;
- C. The City Engineer reviewed the completed design and plans for the Project and agrees with the Consultant that the plans are complete and the Project may be constructed;
- D. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: *Design Immunity; Authorization.*

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

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

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

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

PASSED AND ADOPTED this 20th day of June, 2023.

Drew Boyles, Mayor

ATTEST:

Tracy Weaver, City Clerk

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

By: _____
Joaquin Vazquez, Deputy City Attorney



City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Consent

Item Number: B.11

TITLE:

Grant from CalEPA in the Amount of \$30,000 to Support the Second Year of the California Green Business Network Program within the City of El Segundo

RECOMMENDATION:

1. Authorize the City Manager to accept grant funds in the amount of \$30,000 for the California Green Business Network Program.
2. Appropriate grant funding of \$30,000 to the CalEPA Green Business Grant Account 125-400-4801-3755 in FY 2022-23.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

New Revenue of \$30,000 CalEPA Green Business Grant (received on 3/14/2023) - Revenue Account 125-300-0000-3755

New Appropriation of \$30,000 CalEPA Green Business Grant - Expenditure Account 125-400-4801-3755

BACKGROUND:

On February 16, 2021, City Council authorized staff to establish the "California Green Business Network Certification" program through the California Environmental Protection Agency (CalEPA) within the City. This program helps businesses become more environmentally responsible and offers them marketability for their sustainable practices. Certification in the program includes implementation of best management practices that help businesses reduce pollution, save water, conserve energy, minimize waste and shrink their overall carbon footprint. This program is a way for businesses to reflect and show the community that they are committed to environmental values, and to attract like-minded customers. The City received a grant from CalEPA for an amount of \$30,000 for the first year, which was implemented last year.

CalEPA Green Business Grant

June 20, 2023

Page 2 of 3

Staff partnered with South Bay Cities Council of Governments (SBCCOG) and the Chamber of Commerce to coordinate with the business community and engage them in the benefits of obtaining certifications through this program last year. By the end of the first year of the Green Business Certification Program, the City was able to certify 15 businesses in El Segundo. As a result of the success of the program's first year, the City was approved to receive a second grant funding for the second year from CalEPA for an amount of \$30,000.

DISCUSSION:

The City has been awarded an additional \$30,000 from CalEPA to continue the second year of the Green Business Network Certification Program within the City. With this grant award, staff seeks to build upon the success of the first year of the program. The City will continue its partnership with SBCCOG regarding this program for the second year. A goal has been set to certify an additional 20 businesses by the end of this year. This round of grant funding will be used for the following eligible expenses:

- Staff and/or consultant time to assist and track businesses through the program.
- Marketing efforts to attract and promote certified Green Businesses.
- Business rebates for all the necessary purchases to meet green business standards.
- Material expenses for events such as green Business Academies and/or recruitment events.
- Community-based organization engagement.

Staff recommends that the City Council authorize the City Manager to accept grant funds in the amount of \$30,000 to support the second year of the Green Business Network Program within the City of El Segundo.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Diversity, Equity, Inclusion & Communication

Objective 1A: El Segundo provides unparalleled service to internal and external customers

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5A: El Segundo promotes economic growth and vitality for businesses and the community

PREPARED BY:

Erica Miramontes, Management Analyst

CalEPA Green Business Grant

June 20, 2023

Page 3 of 3

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Consent

Item Number: B.12

TITLE:

Resolution Approving Continued Participation in the Los Angeles Urban County Community Development Block Grant Program by Entering into a Three-Year Cooperation Agreement with the County of Los Angeles.

RECOMMENDATION:

1. Adopt a Resolution approving continued participation in the Los Angeles Urban County Community Development Block Grant (CDBG) Program by entering into a three-year Cooperation Agreement effective July 1, 2024 through June 30, 2027 with the County of Los Angeles.
2. Authorize the City Manager, or designee, to execute all contracts, in a form approved by the City Attorney, with the Los Angeles County Development Authority (LACDA), and to execute any and all documents necessary for participation in the Los Angeles Urban County CDBG Program.
3. Alternatively, discuss and take other possible action related to this item.

FISCAL IMPACT:

Annually, the City receives approximately \$63,000 in federal Community Development Block Grant funds from Los Angeles County.

Amount Budgeted: None

Additional Appropriation: No

Account Number(s): NA

BACKGROUND:

Each year, CDBG funds are allocated to small cities by the Federal Housing and Urban Development Department (HUD) and administered by LACDA. Participating cities receive federal funding based upon the total number of cities participating in the

Continued Participation in CDBG

June 20, 2023

Page 2 of 3

County's program, census population counts, estimates of poverty, overcrowding and aged housing stock. The City of El Segundo has participated in the Los Angeles Urban County's CDBG Small Cities Program since 1986.

The mission of the CDBG Program is to improve the quality of life for low- and moderate-income persons, aid in the prevention of neighborhood deterioration and meet other urgent community development needs. The City's annual allocation of approximately \$63,000 in federal CDBG funds supports activities such as construction of American with Disabilities Act (ADA) compliant improvements.

DISCUSSION:

On May 19, 2020, the City Council approved a Cooperation Agreement with LACDA to continue participating in the Los Angeles Urban County CDBG Program for a three-year period beginning July 1, 2021 through June 30, 2024. As the prior three-year qualification period reaches the June 30, 2024 expiration date, LACDA is requesting that cities wishing to continue participating in the Urban County CDBG Program renew for another three-year term. To remain eligible, the City is required to adopt a resolution approving a new three-year Cooperation Agreement. The new term will commence July 1, 2024 and end on June 30, 2027.

The proposed resolution authorizes the City Manager, or designee, to sign the Three-Year Cooperation Agreement on behalf of the City Council. The Resolution further provides the City Manager to designate authority to the Community Development Director to execute CDBG Program contracts and agreements with LACDA, and if necessary, make minor adjustments to CDBG programmatic requirements, as directed by LACDA.

The City typically uses its CDBG funds to ensure compliance with Americans with Disabilities Act (ADA) requirements. Since 2007, CDBG funds have supported the installation of approximately 325 ADA-compliant accessible curb ramps throughout the City, construction of ADA-compliant improvements at City-owned parking lot facilities, and most recently, the City Hall ADA Restroom Improvement Project.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

PREPARED BY:

Michael Allen, AICP, Development Services Director

REVIEWED BY:

Continued Participation in CDBG

June 20, 2023

Page 3 of 3

Michael Allen, AICP, Development Services Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Proposed CDBG Resolution
2. El Segundo FY 2024-2026 CDBG Participating City Cooperation Agreement

RESOLUTION NO. 23-XXX

**A RESOLUTION OF THE EL SEGUNDO CITY COUNCIL
APPROVING PARTICIPATION IN THE LOS ANGELES URBAN
COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM BY ENTERING INTO A THREE-YEAR
COOPERATION AGREEMENT WITH THE COUNTY OF LOS
ANGELES**

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

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

- A. On August 22, 1974, the President of the United States signed into law the Housing and Community Development Act of 1974 (Act).
- B. The primary goals of Title 1 of the Act are the development of viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income.
- C. The City of El Segundo contracts with the Los Angeles County Development Authority (LACDA) for the disbursement of Community Development Block Grant (CDBG) Funds through the Small Cities Program.
- D. On May 19, 2020, the City entered into a Cooperation Agreement with the County of Los Angeles for a three-year participation period, beginning July 1, 2021 through June 30, 2024, in order to receive said CDBG funds.
- E. The Cooperation Agreement will expire on June 30, 2024, and the City desires to renew its participation in the Los Angeles Urban County CDBG Program for the next three-year qualification period beginning July 1, 2024 through June 30, 2027, by entering into a new three-year Cooperation Agreement with the County Of Los Angeles.

SECTION 2. *Approval and Authorization.*

- A. The City Council hereby adopts and approves the Three-Year Participating City Cooperation Agreement between the City of El Segundo and the County of Los Angeles for the period commencing July 1, 2024 through June 30, 2027.
- B. The City Council authorizes the City's continued participation in the Los Angeles Urban County CDBG Program in order to receive an estimated annual CDBG

allocation of \$63,000 for the purposes of implementing eligible CDBG projects within the City of El Segundo.

- C. The City Council authorizes the City Manager, or designee, to execute any and all documents necessary for participation in the Los Angeles Urban County CDBG Program on behalf of the City.
- D. The City Council further authorizes the City Manager, or designee, to timely execute all necessary CDBG Program contracts and agreements with the Los Angeles County Development Authority, together with any changes therein which may be approved by the City Manager and, as necessary, the City Attorney.

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

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

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

SECTION 6: This Resolution is effective June 20, 2023 and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 20th day of June, 2023

Drew Boyles,
Mayor

ATTEST:

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. ____ was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ___ day of _____, 2023, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

**COUNTY OF LOS ANGELES
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
HOME INVESTMENT PARTNERSHIPS PROGRAM
EMERGENCY SOLUTIONS GRANT PROGRAM**

**PARTICIPATING CITY
COOPERATION AGREEMENT**

This **COOPERATION AGREEMENT** (“Agreement”) is being entered into on this 20th day of June 2023, to be effective on the 1st day of July 2024, by and between the **CITY OF EL SEGUNDO**, hereinafter referred to as “City,” and the County of Los Angeles, by and through the Executive Director of the Los Angeles County Development Authority, hereinafter referred to as “County,” and shall remain in effect for the County's Consolidated Plan for Fiscal Years 2024-2026. The County and the City are collectively referred to as the “Parties” or individually “Party.”

WITNESSETH THAT:

WHEREAS, in 1974, the U.S. Congress enacted and the President signed a law entitled, the Housing and Community Development Act of 1974, as amended, herein called the “Act”;

WHEREAS, the Parties desire to cooperate to undertake, or assist in undertaking, community development, community renewal of lower-income housing assistance activities, specifically urban renewal and publicly assisted housing, including, but not limited to, the improvement or development of housing for persons of low- to moderate-incomes, and other community or urban renewal activities authorized by the Act, the Cranston-Gonzalez National Affordable Housing Act (“NAHA”), and the U.S. Housing Act of 1937, as amended;

WHEREAS, the Community Development Block Grant (“CDBG”) Program, the HOME Investment Partnerships (“HOME”) Program, and the Emergency Solutions Grant (“ESG”) Program are required to have an approved comprehensive housing strategy as authorized under NAHA;

WHEREAS, the County has requested of the U.S. Department of Housing and Urban Development, hereinafter referred to as “HUD”, that the County be designated as an urban county, hereinafter referred as to the “Los Angeles Urban County”;

WHEREAS, the City has participated with the County in the Los Angeles Urban County Program and desires to renew its participation with the County in said Los Angeles Urban County Program for the County's Consolidated Plan for Fiscal Years 2024-2026;

WHEREAS, as the Los Angeles Urban County designee, the County will take responsibility and assume all obligations of an applicant under federal statutes, including: the analysis of needs, the setting of objectives, the preparation of community development and housing assistance plans, the consolidated plan, and the assurances of certifications;

WHEREAS, the terms and provisions of this Agreement are fully authorized under state and local law, and this Agreement provides full legal authority for the County to undertake, or assist in undertaking, essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing; and

WHEREAS, by executing this Agreement, the Parties hereby give notice of the intention to participate in the Los Angeles Urban County Program.

NOW, THEREFORE, the Parties agree as follows:

1. The City hereby authorizes the County to perform, or cause to be performed, those acts necessary or appropriate to implement the community development and housing assistance activities. Specifically urban renewal and publicly assisted housing, including, but not limited to, improvement or development of housing for persons of low- to moderate-income, and other community or urban renewal activities authorized under the Act for the City in the County's Consolidated Plan for Fiscal Years 2024-2026, which will be funded from the CDBG Program, and, where applicable HOME and ESG Programs, from federal annual appropriations and from any program income generated from the expenditure of such funds.

In the event this Agreement extends into succeeding fiscal years and funds have not been appropriated, this Agreement will automatically terminate as of June 30 of the then-current fiscal year. The County will endeavor to notify the City in writing within ten (10) days of receipt of non-appropriation notice.

2. This Agreement covers the following formula funding programs administered by HUD where the County is awarded and accepts funding directly from HUD: The CDBG Program, the HOME Program, and the ESG Program.
3. In executing this Agreement, the City understands the following:
 - a. The County has the final responsibility for selecting CDBG, and, where applicable, HOME and ESG, activities and submitting the Consolidated Plan to HUD.
 - b. The City is not eligible to apply for grants under the State CDBG (“Small Cities CDBG”) Program for appropriations for the County's Consolidated Plan for Fiscal Years 2024-2026.
 - c. The City may participate in the HOME Program only through the Los Angeles Urban County Program. Thus, even if the County does not receive a HOME formula allocation, the City cannot form a HOME consortium with other local governments.
 - d. The City may participate in the ESG Program only through the Los Angeles

Urban County Program.

4. The term of this Agreement shall be for the County's Consolidated Plan for Fiscal Years 2024-2026 and commence on **July 1, 2024** through **June 30, 2027** ("Urban County Term"). The Parties agree that they cannot terminate or withdraw from this Agreement while it remains in effect. The City provides written notice at least 60 days prior to June 30 2026 that it elects not to participate in the next urban county qualification period. Towards the end of the second year of the Urban County Term, the County will notify the City in writing of its right not to participate in the County's successive Consolidated Plan for the next three-year period.

The Parties agree to adopt amendments to this Agreement incorporating changes necessary to meet the requirements for cooperation agreements set forth in HUD's *Urban County Qualification for Participation Notice*, prior to the subsequent three-year extension of the term.

5. This Agreement shall be effective for the Urban County Term and for such period of time for the expenditure of all CDBG funds, or where applicable, HOME and ESG funds, allocated to the City under this Agreement and appropriations from any program income therefrom and for the completion of the funded activities. The Parties agree that they cannot terminate or withdraw from this Agreement while it remains in effect.
6. The Parties agree to cooperate to undertake, or assist in undertaking, community renewal and lower-income housing assistance activities, specifically urban renewal and publicly assisted housing, including, but not limited to, the improvement or development of housing for persons of low- to moderate-incomes, and other community or urban renewal activities authorized by the Act.

The Parties in the performance of this Agreement shall take all actions necessary or appropriate to assure compliance with the Los Angeles Urban County Program's certification under Section 104(b) of Title I of the Act, as amended, that the grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964; and the implementing regulations at 24 CFR Part 1, and the Fair Housing Act, and the implementing regulations at 24 CFR Part 100, and will affirmatively further fair housing. See 24 CFR § 91.225(a) and Affirmatively Furthering Fair Housing Definitions and Certifications (86 FR 30779, June 10, 2021), to be codified at 24 CFR 5.151 and 5.152, available at <https://www.federalregister.gov/documents/2021/06/10/2021-12114/restoring-affirmatively-furthering-fair-housing-definitions-and-certifications>.

Furthermore, the Parties in the performance of this Agreement shall take all actions necessary or appropriate to assure compliance with Section 109 of Title I of the Act, and the implementing regulations at 24 CFR Part 6, which incorporates Section 504 of the Rehabilitation Act of 1973, and the implementing regulations at 24 CFR Part 8, Title II of the Americans with Disabilities Act, and the implementing

regulations at 28 CFR Part 35, the Age Discrimination Act of 1975, and the implementing regulation at 24 CFR Part 146, and Section 3 of the Housing and Urban Development Act of 1968, and all other applicable laws and regulations.

The Parties agree that CDBG and, where applicable, HOME and ESG funding is prohibited for any activities in, or in support of, any cooperating City that does not affirmatively further fair housing within its own jurisdiction or that impedes the County's action to comply with its fair housing certification. The City acknowledges and agrees to HUD's 424-B Form, *Assurances and Certifications*.

7. Pursuant to 24 CFR § 570.501(b), the City is subject to all requirements applicable to subrecipients, including the requirement of a written agreement as set forth in 24 CFR § 570.503.
8. The City shall report to the County of any income generated by the use of CDBG and, where applicable, HOME and ESG funds received by the City. Any such program income, if applicable, must be remitted to the County within 30 days of receipt. Such program income may be used for eligible activities in accordance with all CDBG and, where applicable, HOME and ESG, requirements as may then apply.
9. The County shall be responsible for monitoring and reporting to HUD on the use of any program income; therefore, the City shall be required to maintain appropriate record keeping and reporting for this purpose.
10. The City may not sell, trade or otherwise transfer all or any portion of CDBG, and, where applicable, HOME and ESG funds to another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG, and, where applicable, HOME and ESG funds in exchange for any other funds, credits or non-federal consideration, but must use such funds for activities eligible under Title I of the Act.
11. In the event of grant close-out or termination of this Agreement, any program income that is on hand or received subsequent to the close-out or change in status shall be paid to the County within 60 days after grant closeout or termination of this Agreement.
12. All program income generated from the disposition or transfer of real property acquired or improved by the City using CDBG and, where applicable, HOME and ESG, funds or program income, during the Urban County Term, shall be subject to all the terms and conditions of this Agreement.
13. Any real property which is acquired or improved by the City during the term of this Agreement, in whole or in part, using CDBG and/or HOME and ESG funds or program income in excess of \$25,000, shall be subject to the following standards:

- a. The County shall be notified by the City in writing of any modification or change in the use or disposition of such real property from that planned at the time of the acquisition or improvement. Such notification shall be made prior to the modification, change in use or disposition.
 - b. If such real property is sold within five (5) years or transferred for a use which does not qualify as an eligible activity under CDBG and/or HOME and ESG regulations, the City shall reimburse to the County an amount equal to the pro-rata share of the current fair market value of the property or proceeds from the sales. The pro-rata share shall be calculated by multiplying the current market value by the percentage of the purchase price paid with CDBG funds or program income.
14. The City shall make available for inspection and audit to County's and HUD's representatives, upon request, at any time during the duration of this Agreement and for a period of five (5) years thereafter, all of its books and records relating to CDBG and, where applicable, HOME and ESG, program activities and income.
15. Following the end of the three-year reimbursable contract period and after resolving any financial or programmatic findings, if the City elects to leave the Los Angeles Urban County Program and is not eligible to become an entitlement city, the City will be unable to request that its allocation or any remaining balance be transferred to the City. Any remaining balance will be transferred to the funding pool of the Supervisorial District in which the City is located.
16. The City has adopted and is enforcing:
 - a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - b. A policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
17. The City shall provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the City's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - b. Establishing an ongoing drug-free awareness program to inform employees about:
 - i. The dangers of drug abuse in the workplace;

- ii. The City’s policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c. Making it a requirement that each employee who will be engaged in the performance of the grant be given a copy of the statement required by paragraph “a” of this Section 17.
- d. Notifying the employee in the statement required by paragraph “a” of this Section 17 that, as a condition of employment funded by the CDBG, and where applicable, HOME and ESG grant, the employee will:
- i. Abide by the terms of the statement; and
 - ii. Notify the City in writing of his or her conviction of a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
- e. Notifying the County in writing, within ten (10) calendar days after receiving notice under subparagraph d(ii) of this Section 17 from an employee or otherwise receiving actual notice of any such conviction; and the City must provide written notice, including position or title, of any City employees convicted of any criminal drug statute to every County officer or other designee who processed a CDBG, HOME, or ESG grant which funded any activity on which the convicted employee was working, unless HUD has designated an identification number(s) of each affected grant.
- f. Taking one (1) of the following actions, within 30 calendar days of receiving notice under subparagraph d(ii) of this Section 17, with respect to any employee who is so convicted:
- i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state, local health, law enforcement, or other appropriate agency.
- g. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs a, b, c, d, e, and f, of this Section 17.

18. This Agreement may be executed in any number of counterparts, each of which shall be effective only upon delivery, and therefore shall be deemed an original, and all of which shall constitute one and the same document, for the same effect as if all parties hereto had signed the same signature page.

The facsimile, email, or other electronically delivered signature of the Parties shall be deemed to constitute original signatures, and facsimile or electronic copies hereof shall be deemed to constitute duplicate originals.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Agreement to be subscribed by the Executive Director of the LACDA, and the City has subscribed the same through its duly authorized officers, on the day, month, and year first above written.

County Counsel Certification

The office of the County Counsel hereby certifies that the terms and provisions of this Agreement are fully authorized under state and local laws, and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and public assisted housing.

By: _____ Date _____
Principal Deputy County Counsel

COUNTY OF LOS ANGELES

CITY OF EL SEGUNDO

By: _____
EMILIO SALAS, Executive Director
Los Angeles County Development Authority

By: _____
MAYOR OR DESIGNEE

ATTEST:
City Clerk

By: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____
BEHNAZ TASHAKORIAN
Principal Deputy County Counsel

By: _____
CITY ATTORNEY



City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Public Hearings

Item Number: C.13

TITLE:

Public Hearing for the Adoption of a New Private Instructor Permit Fee and Policy for Instructors Utilizing City Recreation Areas and Facilities

RECOMMENDATION:

1. Conduct a public hearing on the proposed private instructor permit fee.
2. Approve the proposed resolution establishing a \$15 per hour private instructor fee.
3. Approve the proposed private instructor permit policy.
4. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The estimated fiscal impact from the proposed private instruction fee and permit is potential additional revenue for FY 2023-24 of approximately \$20,000.

The staffing time to monitor private instruction in the park is anticipated to be approximately six staff hours per week, resulting in approximately \$7,800 in additional part-time staffing fees.

BACKGROUND:

The Recreation Division currently contracts with individuals to conduct a variety of recreation classes and camps for the community. The contractor sets their class rates, and the City manages the advertising and registration and provides facility space to conduct the program. Contract instructors receive 70% of all registration fees (at the resident rate) and the City retains the remaining 30% of the fees. The contract class program generates approximately \$230,000 in revenue annually.

Since the onset of the COVID-19 pandemic in 2020, Recreation Staff has observed an

Public Hearing for the Adoption of a New Private Instructor Permit Fee

June 20, 2023

Page 2 of 3

increase in private instruction taking place in public parks. Individuals are utilizing park spaces to conduct business activity such as fitness training, day camps and other classes. According to El Segundo Municipal Code (ESMC) § 9-8-4 a permit is required for any person to conduct an activity in which persons participating in or viewing the activity are charged a fee or solicited for donations ESMC § 10-1-4(R), City Council written approval is required for any person to hold a meeting, service, concert, exercise or exhibition."

DISCUSSION:

In an effort to meet the desire of residents to participate in private instruction, staff are proposing a process in which private instructors pay an hourly fee to the City to conduct instructional activities in "public parks," which is defined in ESMC § 10-1-1 to include public parks, public playgrounds, public recreation centers or other public areas the City has set aside for public rest, play, recreation, enjoyment or assembly." The instructional activities requiring a permit would include exercise, fitness, or other recreational activities.

As indicated in the attached proposed permit materials, instructors would be required to obtain a business license, provide proof of insurance, sign a hold harmless agreement, and complete a permit application. The instructors will be restricted to providing one-on-one instruction. If an instructor wishes to provide class instruction for more than one person, they will be required to become a contract instructor with the City and adhere to the guidelines of that program.

Staff are proposing a \$15 hourly fee for the Private Instruction permit to go into effect on July 1, 2023. Approved permitted private instructors will be given an identification badge to assist staff enforcing the program. Instructors will be limited in the number of hours they can provide services weekly and will be assigned space in the parks based on other park activity. Other rules and guidelines for the proposed program can be found in Attachment A.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Diversity, Equity, Inclusion and Communication

Objective 1A: El Segundo provides unparalleled service to all customers.

Objective 1B: El Segundo's engagement with the community ensures excellence.

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5A: El Segundo promotes economic growth and vitality for business and the community.

Public Hearing for the Adoption of a New Private Instructor Permit Fee

June 20, 2023

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

PREPARED BY:

Linnea Palmer, Recreation Specialist

REVIEWED BY:

Aly Mancini, Recreation, Parks and Library Director

APPROVED BY:

ATTACHED SUPPORTING DOCUMENTS:

1. Fee Resolution
2. A

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING LIMITED PERMITTED
ACTIVITIES IN PUBLIC PARKS AND ESTABLISHING A
\$15.00 HOURLY RENTAL FEE FOR THE ACTIVITIES.**

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

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

- A. Pursuant to El Segundo Municipal Code (“ESMC”) § 10-1-4, the City Council may grant written permission to a person to conduct certain activities in City “public parks,” as defined in § 10-1-1 (hereinafter, “Public Parks”). Pursuant to ESCM § 4-1-1 any persons conducting business within the City is required to procure a license from the City.
- B. The Recreation, Parks, and Library Director (“Director”) may issue permits authorizing events to take place in City parks and facilities, pursuant to ESCM § 9-8-4.
- C. The City seeks to establish a permitting process and fee for persons seeking to conduct private instructional activities, including, without limitation, instructional exercise, fitness, or recreational activities (collectively, the “Activities”).
- D. The City Council may establish fees for services under various provisions of California law including, without limitation, Business & Professions Code § 16000; Government Code §§ 54344, 65104, 65909.5, 65943, 66013, 66014, 66451.2; and Health & Safety Code §§ 17951, 17980.1, and 19852.
- E. Pursuant to Government Code § 66016, the City made data available regarding the cost, or estimated cost, of providing certain municipal services ten days before the public hearing held on June 20, 2023.
- F. On June 20, 2023, the City Council heard public testimony and considered evidence in a public hearing held and noticed in accordance with Government Code §§ 66016 and 66018.
- G. After careful consideration, including a review of the documentary and testimonial evidence submitted during the public hearing, the City Council finds that the user fees adopted by this Resolution are in the public interest to recover the City’s costs for certain municipal services.

SECTION 2. *Activity Authorization; Fee Approval; Regulations.*

A. Pursuant to ESMC § 10-1-4(R), the City Council authorizes any person to conduct Activities in Public Parks, as such terms are defined in the findings above, upon the issuance of a permit for such Activities, by the Director, or designee.

B. Subject to paragraph A, above, the City Council approves a \$15 hourly fee payable by any person or entity in order to conduct Activities within the City's Public Parks.

C. The Director, or designee, is directed to establish policies, procedures, and permit materials as may be necessary to carry out this Resolution's provisions.

D. Unless otherwise revised, the fees established by this Resolution will be automatically adjusted on an annual basis at the beginning of each fiscal year based on the most recent reported December average annual percentage of change in the United States Department of Labor, Bureau of Labor Statistics' Los Angeles-Long Beach-Anaheim CPI-U for the calendar year.

SECTION 3. *Environmental Review.* Pursuant to the California Environmental Quality Act ("CEQA") and the CEQA Guidelines, the actions proposed in this Resolution are not subject to further review under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*; "CEQA") for the following reasons: (1) they will not result in a direct or reasonably foreseeable indirect physical change in the environment (14 Cal. Code Regs. § 15060(c)(2)); and (2) there is no possibility that the actions may have a significant effect on the environment (14 Cal. Code Regs. § 15061(b)(3)).

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

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

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

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

PASSED, APPROVED AND ADOPTED this ____ day of _____,
2023.

Drew Boyles, Mayor

ATTEST:

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. _____ was duly passed and adopted by said City Council, approved and signed by the Mayor of said City, and attested to by the City Clerk of said City, all at a regular meeting of said Council held on the ____ day of ____ 2023, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tracy Weaver, City Clerk

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

Joaquin Vazquez, Assistant City Attorney

EXHIBIT "A"
FEE INFORMATION



City of El Segundo
Recreation, Parks, and Library Department
401 Sheldon Street, El Segundo, CA 90245
Call: 310-524-2700
Contact: Rachel Cummings, Rec. Supervisor
Email: rcummings@elsegundo.org

PRIVATE INSTRUCTION PERMIT

In accordance with El Segundo Municipal Code Title 10, Chapter 1, Section 4, the use of public parks or facilities to provide a service requires a written approval.

The following items must be included for eligibility and application to be considered:

- A copy of a valid business license with the City of El Segundo
- Proof of Certificate of Insurance
 - *\$1 million general liability insurance naming "The City of El Segundo, it's officers, agents and employees" as additionally insured, auto insurance, and workers compensation insurance.*
- Signed Hold Harmless Agreement
- Completed Outdoor Private Instruction Permit Application

Commercial use of park property requires a permit issued by the City of El Segundo. The permit does not grant exclusive use of space but provides the permit holder a license for the activity in the designated area, for private, one-on-one instruction only. Complete of application is only a request and does not indicate approval of permit.

Restrictions and Requirements:

- Permit applications must be submitted quarterly. Once approved, fees will be collected. No refunds will be given for cancellations for any reason
- Class times are reserved for one hour maximum.
- Permit holders can reserve up to 5 hours of space per location, per week, subject to availability. The Recreation Department reserves the right to allocate usage at staff's discretion.
- Permits may not be transferred to any other individual.
- No slamming of weights or other equipment is allowed. All participants must remain mindful not to damage the surface of the designated area. Instruction may not block designated walkways and stairways. In the event an activity causes damage to City property, repairs will be the responsibility of the instructor.
- Instructors may not attach any equipment to existing fences, benches, other infrastructure, trees, bushes, or other existing landscaping.
- Amplified sound, yelling or use of whistles, horns or other noise making equipment is not permitted.
- City activities will have priority on City-owned facilities and parks. The City of El Segundo reserves the right to cancel any scheduled private instruction at any time without notice. Private instructors must observe all rules and regulation of all City parks and facilities which are found in Municipal Code Chapter 10.

Permitted Locations

Recreation Park: Lawn Bowling Green:

- Surface: natural grass turf
- Size: 40' x 120'

Recreation Park: Clubhouse "Skate" Circle:

- Surface: concrete
- Size: approximately 40' x 40'

Recreation Park: Batting Cages

- Located at George Brett Field or Stevenson Field

El Segundo Teen Center: Skate Park

- Located on Grand Ave
- Surface: concrete

Library Park

- Surface: natural grass turf



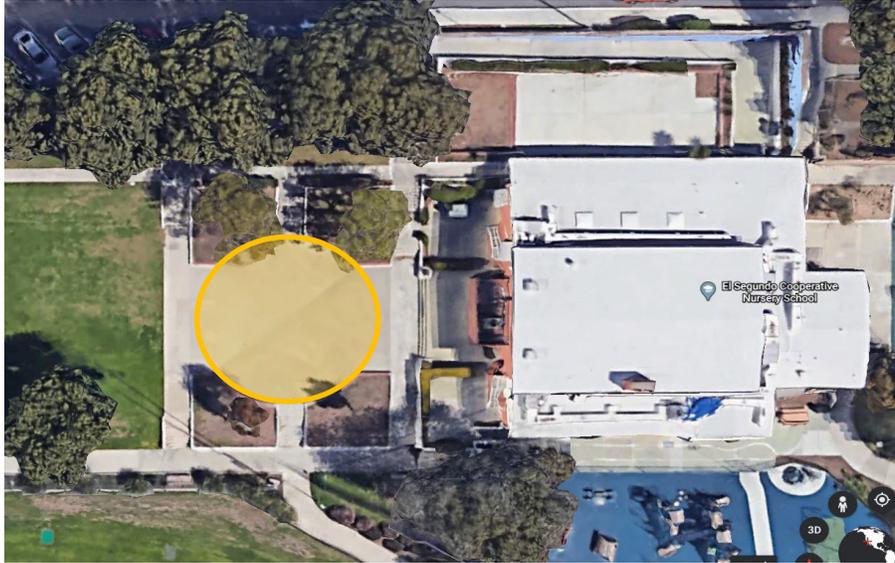
Below are the requestable days/times for each location. Subject to availability.

<u>Days:</u>	<u>Times:</u>	<u>Price (Plus \$100 Refundable Deposit):</u>
Monday – Saturday	7:00am-8:00pm	\$15 per hour for all

Permitted Locations (Continued)

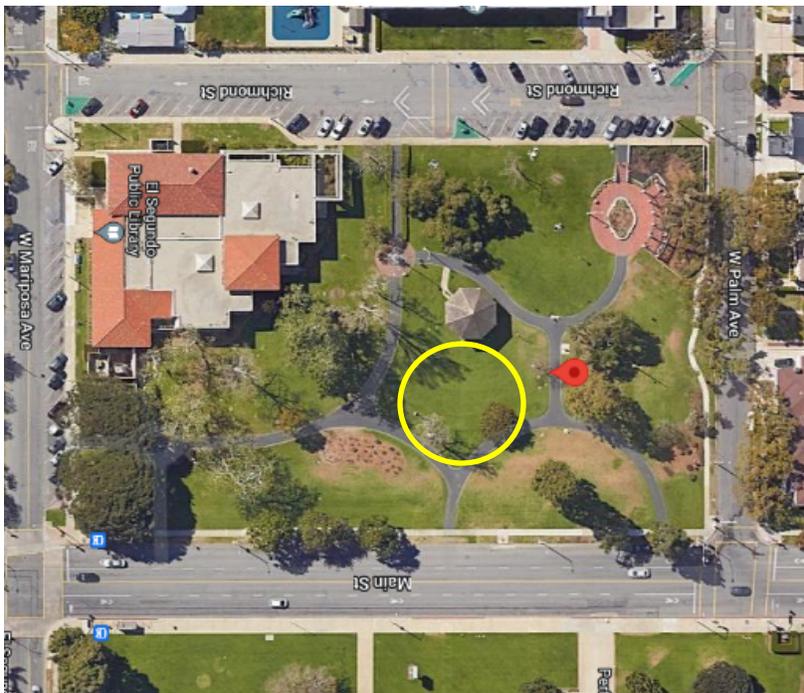
Clubhouse “Skate” Circle at Recreation Park

Concrete Surface



Library Park

Natural Grass Turf



Below are the requestable days/times for each location. Subject to availability.

Days:

Monday – Saturday

Times:

7:00am-8:00pm

Price (Plus \$100
Refundable Deposit):
\$15 per hour for all

EL SEGUNDO RECREATION, PARKS, AND LIBRARY

Private INSTRUCTION PERMIT APPLICATION

1. Name of Business or Instructor: _____
2. Applicant Name: _____
3. Business mailing address: _____
4. Business website: _____
5. Business phone number: _____
6. Email address: _____
7. Proposed Use (describe equipment, activities, age of participants, and fees charged to participants):

8. Proposed Day/Time/Location (5 maximum per week):

First Choice Selections	Day of Week	Time	Location
1			
2			
3			
4			
5			

Alternate Selections	Day of Week	Time	Location
1			
2			
3			



City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Staff Presentations

Item Number: D.14

TITLE:

El Segundo Police Department Overview Presentation and Request for Additional Staffing

RECOMMENDATION:

1. Receive and file the El Segundo Police Department overview presentation.
2. Approve request for additional staffing.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The request for additional staffing will require additional funding at midyear review.

BACKGROUND:

The El Segundo Police Department is a full-service department with an authorized sworn staffing level of 62 full-time police officers. The presentation will review topics including Department overview, crime data, operational challenges, technology use and request for additional staffing.

DISCUSSION:

Presentation will cover operational topics to brief councilmembers.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 3: Promote a Quality Workforce Through Teamwork and Organizational Efficiencies

Objective: El Segundo is an employer of choice and consistently hires for the future, with a workforce that is inspired, world-class, engaged and innovative.

Police Department Overview and Staffing Levels Update

June 20, 2023

Page 2 of 2

PREPARED BY:

Amanda O'Donnell, Executive Assistant to Chief of Police

REVIEWED BY:

Jaime Bermudez, Police Chief

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Staff Presentations

Item Number: D.15

TITLE:

El Segundo Connect Pilot Transportation Program

RECOMMENDATION:

1. Review and approve proposed pilot public transportation program for residents, including the associated agreement amendment with Swoop, Inc.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The cost of the pilot program is \$98,280. The pilot program will be funded using Proposition A funding which is allocated annually by Los Angeles County.

BACKGROUND:

The City receives an allocation of Prop A funding annually to provide and address transportation needs for El Segundo residents and guests. The Prop A funding is provided by Los Angeles County via a half-cent tax raised created in November 1980. The anticipated allocation for FY 23-24 is \$401,300. Prop A funding can be utilized for transportation related programs and services such as Dial-A-Ride and local transit.

Historically, the City has offered a lunchtime shuttle that provided transportation for El Segundo residents Monday through Friday between 11:00 a.m. and 3:00 p.m. The shuttle provided transportation from businesses east of PCH to Downtown El Segundo. Annually, these shuttle services cost \$148,000 to operate and were funded through Prop A. During the Covid-19 Pandemic, the City discontinued transportation services such as the Lunchtime Shuttle, Beach Shuttle and Dial-A-Ride due to stay at home orders. In the summer of 2022, the City re-instated the beach shuttle through a contract with local vendor, Swoop. The annual cost for the beach shuttle is approximately \$58,000.

DISCUSSION:

Proposed Pilot Transportation Program, El Segundo Connect

June 20, 2023

Page 2 of 3

In January 2020, the Transportation Subcommittee conducted a community survey to gather information on what challenges residents were facing regarding transportation. Staff also reviewed current transportation programs and service offerings. Based on community feedback, the Transportation Committee recommended a pilot program for a new shuttle service to provide service to lunchtime locations, first mile/last mile locations and various City facilities through an amended contract with Swoop. Staff reviewed a proposal from another transportation vendor, Circuit. Swoop provided the most cost-friendly option for services. The proposed shuttle stop locations for El Segundo Connect are shown in Attachment A. Staff is proposing that during the pilot program there will be no cost to residents to utilize the service. After ridership is analyzed during the pilot program, staff may recommend introducing a small fee for the shuttle service.

If approved, the El Segundo Connect pilot program will operate from September 15, 2023, to November 15, 2023 and will offer 16 stops throughout El Segundo Monday through Friday, during the hours of 11:30 a.m. to 6:00 p.m. In an effort to gauge ridership and customer satisfaction, a user survey will be conducted at the end of the pilot program to evaluate the benefits of the El Segundo Connect service.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Diversity, Equity, Inclusion and Communication

Objective 1A: El Segundo provides unparalleled service to all customers.

Objective 1 B: El Segundo's engagement with the community ensures excellence.

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5A: El Segundo promotes economic growth and vitality for business and the community.

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

PREPARED BY:

Ryan Delgado, Recreation III Leader

REVIEWED BY:

Aly Mancini, Recreation, Parks and Library Director

APPROVED BY:

Barbara Voss, Deputy City Manager

Proposed Pilot Transportation Program, El Segundo Connect

June 20, 2023

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ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Staff Presentations

Item Number: D.16

TITLE:

Solid Waste Proposition 218 Ballot Initiative

RECOMMENDATION:

1. Approve a Proposition 218 notice of public hearing and protest ballot for setting new customer rates for residential (one- and two-unit) solid waste collection and disposal services.
2. Set a public hearing date for September 5, 2023.
3. Authorize the City Manager or designee to execute a contract with Koppel & Gruber Public Finance for the printing and mailing of the Proposition 218 Notices and ballots for an amount not to exceed \$20,000.
4. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Included in the FY 2023-24 Adopted Budget

Amount Budgeted: \$20,000

Additional Appropriation: None.

Account Number: Expenditure Account 505-400-0000-6206 Contractual Services

BACKGROUND:

In order to increase rates for solid waste collection and disposal services, the California Constitution, through Proposition 218, requires that local governments give mailed notice to property owners and customers of proposed rate increases at least 45 days before holding a public hearing. Property owners may then protest the rate increases by filling out the protest portion of the notice and returning it to the City prior to the close of the public hearing. A majority protest is required to stop the Council from implementing the proposed rate increases. There are approximately 2,912 residential parcels in the city. Accordingly, a minimum of 1,457 verified protest ballots must be

Solid Waste Proposition 218 Ballot Initiative

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returned for 1,457 different parcels to constitute a majority protest. Only one protest vote is counted for each parcel. If there is not a majority protest, the City Council may impose the proposed rate increases.

Between September and November of 2018, the City of El Segundo conducted a Proposition 218 process regarding the imposition of solid waste collection and disposal fees for one- and two-family residential properties. The maximum basic service rate proposed in the Proposition 218 process was \$20 per month, with annual increases tied to the Consumer Price Index (CPI) occurring over a five-year period. This represented the maximum monthly rate that could be charged to residential customers for solid waste collection and disposal services, regardless of the actual cost of service. The City would subsidize any difference between the maximum authorized monthly customer rate and the actual cost of service. The City Council held a public hearing on the proposed rate on November 6, 2018, and there was no majority protest.

On February 19, 2019, the City Council approved an exclusive residential solid waste franchise agreement with EDCO Disposal Corporation to provide all single-family and two-family dwelling units in the City with solid waste collection services (the "Agreement"). The Agreement has a term of just over ten years, with a scheduled termination date of April 30, 2029. The City has an option to extend the Agreement by up to 36 months. The Agreement established the initial service rates effective as of May 1, 2019. The rates are automatically adjusted on May 1st of each year by the 12-month change in the Consumer Price Index (CPI) for all urban consumers, all items, in the Los Angeles-Long Beach-Anaheim area.

At the same time the City Council approved the EDCO Agreement, it voted to suspend \$5.00 of the \$20.00 monthly rate that had been authorized during the Proposition 218 process and instead cap at \$15.00 the initial monthly service rate to be charged to residential customers. The Council reserved the right to reimpose all or part of the suspended amount at any time.

When EDCO began providing services in May 2019, the total monthly rate per unit that it charged for solid waste services was \$21.26. Each customer was charged \$15.00 per month and the City paid the difference of \$6.26. These rates have increased each year since by an amount equal to the percentage change in the CPI (Los Angeles-Long Beach-Anaheim, All Urban Consumers, All Items) for the prior 12-month period.

Currently, the total monthly rate per unit for solid waste services is \$25.03. Each customer is responsible for a monthly charge of \$17.67 and the City pays the difference of \$7.36. All payments made for solid waste services by residents and/or property owners go directly to EDCO and the City does not keep any portion of the payments. The City pays EDCO for all waste generated by the City, such as public trash receptacles and green waste generated from City park maintenance.

Solid Waste Proposition 218 Ballot Initiative

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DISCUSSION:

The rates proposed in the table below are the maximum rates that could be charged to a residential customer should the suspended portion of the rate be fully reinstated and the entire actual cost of service passed through to each customer. In other words, the rates set forth in the table below, beginning with the estimated rate for May 2024, represent the estimated maximum monthly rates that could be charged to each residential solid waste service customer if all City rate subsidies were to be eliminated. The future rates are indicated as estimates because an annual CPI increase of 3.5% is being assumed for purposes of providing an illustration of the future automatic increases. The actual rates will be adjusted by the change in the CPI, which may be lower or higher than 3.5%. The City would not be obligated to charge the maximum rates that would be authorized through this Prop 218 process; rather, it may continue with the current level of rate subsidies, or it may curtail all or part of the current subsidies.

In the table below, the “current maximum rate” of \$23.56 is the maximum authorized monthly rate the City could charge each residential solid waste customer without going through a Proposition 218 process. As explained above, the City does not currently charge this maximum authorized rate. Instead, each customer is charged \$17.67 per month and the City subsidized the difference between that monthly charge and the actual monthly cost of service. The “current maximum rate” represents the \$20 monthly charge that was authorized through the Proposition 218 process conducted in 2019. With the annual CPI increases contemplated by the Proposition 218 process, that \$20 maximum authorized rate has now risen to \$23.56. If the Council chooses not to hold a Proposition 218 process, this would be the maximum rate the City could charge each residential customer unless and until a proposed increase goes through the Proposition 218 process. There could be no further CPI increases.

PROPOSED NEW MAXIMUM MONTHLY RATES FOR SOLID WASTE COLLECTION SERVICES (Rates Shown are Per Unit)

Service Type	Current Maximum Rate	Estimated May 2024 Max Rate ³	Estimated May 2025 Max Rate ³	Estimated May 2026 Max Rate ³	Estimated May 2027 Max Rate ³	Estimated May 2028 Max Rate ³
Total Residential Basic Rate	\$23.56 ¹	\$25.91 ²	\$26.82 ²	\$27.76 ²	\$28.73 ²	\$29.74 ²
Extra Trash Cart Pickup— Per Container	\$4.71	\$4.87	\$5.04	\$5.22	\$5.40	\$5.59

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Backyard Service Per Container	\$10.21	\$10.57	\$10.94	\$11.32	\$11.72	\$12.13
Additional Trash Container	No Charge					
Additional Recycling Container	No Charge					
Additional Organics Container	No Charge					
Bulky Item Collection (max 4 pickups per year, max 6 items per pickup)	No Charge					

The new rates proposed below would extend over a five-year period. If approved, the affected rates will become effective May 1, 2024. The Lifeline Assistance Program would continue to be available to those property owners that qualify based on household size and income. For households that qualify for the Lifeline Assistance Program, the solid waste service rates would be reduced by 50%.

¹ This is the current authorized maximum monthly rate that could be charged to residential customers if the suspended portion of the rate (\$5.00, plus annual CPI increases since May 2019) were to be reinstated by the City Council. The actual monthly rate currently being charged through to residential customers is \$17.67.

² This represents the estimated proposed maximum rate that could be imposed on residential customers if the City Council chooses to eliminate all rate subsidies and pass along the entire actual cost of service to each residential customer. This estimate also assumes annual increases of 3.5% for illustration purposes only. The actual rate will increase effective May 1st of each year by the February-to-February percentage change in the Consumer Price Index (Los Angeles-Long Beach- Anaheim, All Urban Consumers, All Items).

³ The actual rate will be increased effective May 1st of each year by the February-to-February percentage change in the Consumer Price Index (Los Angeles-Long Beach- Anaheim, All Urban Consumers, All Items). **The rates in the above table have been**

Solid Waste Proposition 218 Ballot Initiative

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increased by 3.5% each year for illustration purposes only. The actual percentage increase each year may be lower or higher, depending on the change in the Consumer Price Index.

Staff also recommends retaining the firm of Koppel & Gruber to assist with the Proposition 218 noticing process. The firm would be responsible for the noticing process, including the mailing of the notices/protest ballots to the appropriate parties, the handling of property owner phone calls, and the tallying of protest forms.

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:

Dino Marsocci, Revenue Manager/Deputy Treasurer

REVIEWED BY:

David Cain, Interim Chief Financial Officer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. ES - 2023 Solid Waste Prop 218 Notice

NOTICE OF PUBLIC HEARING

PROPOSED ADJUSTMENTS TO THE MAXIMUM RATES FOR RESIDENTIAL SOLID WASTE (TRASH) COLLECTION SERVICES

NOTICE IS HEREBY GIVEN that the City of El Segundo (“City”) is proposing an increase in the maximum rates for residential (one- and two-unit) solid waste (trash) collection and disposal services (the “Rates”). The proposed Rate schedule would remain in place for a period of five years with annual adjustments correlating to increases in the Consumer Price Index. The proposal will be presented to the City Council for approval at a Public Hearing on September 5, 2023 at 6:00 p.m.

DATE, TIME, AND LOCATION OF THE PUBLIC HEARING

NOTICE IS FURTHER GIVEN that on September 5, 2023 at 6:00 p.m., or as soon thereafter as may be heard in the City Council Chambers located at 350 Main Street, El Segundo, California 90245, the City Council will conduct a public hearing on the proposed Rate increases.

At the time of the public hearing, the City Council will hear and consider all persons interested in these matters and will consider, and may adopt, the proposed Rates or impose Rates in an amount less than those proposed as set forth below. If the City receives, prior to the close of the public hearing on September 5, 2023, written protests against the proposed Rates from a majority of the parcels eligible to receive residential solid waste (trash) services, the City cannot impose the proposed Rates.

PROTEST PROCEDURE

There is a protest form included with this Notice that allows property owners and tenants to protest the proposed Rates. If you wish to oppose the proposed Rate adjustments, you must submit a completed and signed written protest by mail or hand delivery in advance of the hearing to the following address:

City of El Segundo
Attn: City Clerk
350 Main Street
El Segundo, CA 90245

In addition, written protests may be submitted in person before or during the hearing. The City will count all properly filled out written protests received before the conclusion of the public hearing. If a majority of affected property owners submit a written protest, the proposed new Rates will not take effect. **Protest forms received after the close of the public hearing will not be counted. Verbal protests unaccompanied by a written protest will not be counted.**

Only one protest per property will be counted. If you own multiple properties affected by the proposed adjustments, you should submit separate protests for each affected parcel, as the protest threshold is based upon a majority of the total number of parcels. Once opened, protests are disclosable public records.

If adopted, the Rates will be effective on or after May 1, 2024.

EXPLANATION OF PROPOSED ADJUSTMENTS TO THE MAXIMUM RATES FOR SOLID WASTE COLLECTION SERVICES

Between September and November of 2018, the City of El Segundo conducted a Proposition 218 process regarding the imposition of solid waste collection and disposal fees for one- and two-family residential properties. The maximum basic service rate proposed in the Proposition 218 process was \$20 per month, with annual increases tied to the Consumer Price Index (CPI) occurring over a five-year period. This represented the maximum monthly rate that could be charged through to residential customers for solid waste collection and disposal services, regardless of the actual cost of service. The City would subsidize any difference between the maximum authorized monthly customer rate and the actual cost of service. The City Council held a public hearing on the proposed rate on November 6, 2018, and there was no majority protest.

On February 19, 2019, the City Council approved an exclusive residential solid waste franchise agreement with EDCO Disposal Corporation to provide all single-family and two-family dwelling units in the City with solid waste collection services. At the same time, the City Council voted to suspend \$5.00 of the \$20.00 monthly rate that had been authorized during the Proposition 218 process, and instead cap at \$15.00 the initial monthly service rate to be charged to residential customers. The Council reserved the right to reimpose all or part of the suspended amount at any time.

When EDCO began providing services in May 2019, the total monthly rate per unit for solid waste services was \$21.26. Each customer was charged \$15.00 per month and the City paid the difference of \$6.26. These rates have increased each year since by an amount equal to the percentage change in the CPI (Los Angeles-Long Beach- Anaheim, All Urban Consumers, All Items) for the prior 12-month period. Currently, the total monthly rate per unit for solid waste services is \$25.03. Each customer is responsible for a monthly charge of \$17.67 and the City pays the difference of \$7.36. All payments made for solid waste services by residents and/or property owners go directly to EDCO and the City does not keep any portion of the payments. The City pays EDCO for all waste generated by the City, such as public trash receptacles and green waste generated from the City park maintenance.

The City Council may reduce or eliminate the suspended portion of the rate at any time, in its discretion. The rates proposed in the table below are the maximum rates that could be charged to a residential customer should the suspended portion of the rate be fully reinstated and the entire actual cost of service passed through to each customer.

The new rates proposed below would extend over a five-year period. If approved, the affected rates will become effective May 1, 2024. The Lifeline Assistance Program would continue to be available to those property owners that qualify based on household size and income. For households that qualify for the Lifeline Assistance Program, the solid waste service rates would be reduced by 50%.

**PROPOSED NEW MAXIMUM MONTHLY RATES
FOR SOLID WASTE COLLECTION SERVICES
(Rates Shown are Per Unit)**

Service Type	Current Maximum Rate	Estimated May 2024 Max Rate³	Estimated May 2025 Max Rate³	Estimated May 2026 Max Rate³	Estimated May 2027 Max Rate³	Estimated May 2028 Max Rate³
Total Residential Basic Rate	\$23.56 ¹	\$25.91 ²	\$26.82 ²	\$27.76 ²	\$28.73 ²	\$29.74 ²
Extra Trash Cart Pickup—Per Container	\$4.71	\$4.87	\$5.04	\$5.22	\$5.40	\$5.59
Backyard Service Per Container	\$10.21	\$10.57	\$10.94	\$11.32	\$11.72	\$12.13
Additional Trash Container	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Additional Recycling Container	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Additional Organics Container	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Bulky Item Collection (max 4 pickups per year, max 6 items per pickup)	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge

¹ This is the current authorized maximum monthly rate that could be charged to residential customers if the suspended portion of the rate (\$5.00, plus annual CPI increases since May 2019) were to be reinstated by the City Council. The actual monthly rate currently being charged through to residential customers is \$17.67.

² This represents the estimated proposed maximum rate that could be imposed on residential customers if the City Council chooses to eliminate all rate subsidies and pass along the entire actual cost of service to each residential customer. This estimate also assumes annual increases of 3.5% for illustration purposes only. The actual rate will increase effective May 1st of each year by the February-to-February percentage change in the Consumer Price Index (Los Angeles-Long Beach- Anaheim, All Urban Consumers, All Items).

³ The actual rate will be increased effective May 1st of each year by the February-to-February percentage change in the Consumer Price Index (Los Angeles-Long Beach- Anaheim, All Urban Consumers, All Items). **The rates in the above table have been increased by 3.5% each year for illustration purposes only. The actual percentage increase each year may be lower or higher, depending on the change in the Consumer Price Index.**

OFFICIAL BALLOT

Protest Form Instructions: If you wish to protest the implementation of the residential solid waste (trash) collection and disposal service rates, you must (1) provide the Assessor's Parcel Number for your property (if known), (2) provide the street address for your parcel, (3) check the box indicating that you protest the proposed increase to the maximum rates for solid waste collection services, (4) print your name on the appropriate line, (5) sign your name on the appropriate line, and (6) deliver the signed protest form via U.S. Mail or hand delivery to the City Clerk, City of El Segundo, 350 Main Street, El Segundo, California 90245, before the close of the City public hearing scheduled for 6:00 p.m. on September 5, 2023.

Assessor's Parcel Number (if known): _____ - _____ - _____

Parcel Address: _____

Please check one: I am the Owner Tenant

I Protest the proposed increase to the maximum rates for solid waste collection services.

Printed Name: _____

Signature: _____



City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Staff Presentations

Item Number: D.17

TITLE:

Establish the Communications Coordinator (Part-time) Classification, Adopt Classification Specification and Resolution to Establish the Basic Salary Range

RECOMMENDATION:

1. Approve establishment of the Communications Coordinator (Part-time) classification.
2. Adopt the classification specification for the Communications Coordinator (Part-time).
3. Adopt a resolution establishing the basic salary range for the Communications Coordinator (Part-Time) position.
4. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Funding for the above actions is included in the adopted FY 2022-23 budget. No new funding is required for FY 2022-2023.

BACKGROUND:

Staff from Human Resources and City Manager's Office met to discuss the challenges faced in recruiting qualified candidates to perform the communication duties and responsibilities as incorporated in the Senior Video Technician II classification specification. The existing classification specification encompasses both video production and communications essential duties with a title that is singularly focused on video production. Potential candidates with excellent communication abilities can be deterred by the title and the concentration on the specialized skills in video production. Establishing a part-time Communications Coordinator position with a classification specification that is specific to communications essential duties addresses the challenges in recruiting experienced candidates that may not have applied due to the

Communications Coordinator

June 20, 2023

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position title and related video production duties and qualifications.

DISCUSSION:

The Human Resources Department is committed to improving and enhancing recruitment, selection, and retention initiatives with best practices. Attracting high caliber candidates, maintaining service levels while filling vacancies, and retaining the individual selected for the position are essential to providing long-term stability and uninterrupted service to our residents and business community.

The proposed part-time Communications Coordinator position will provide responsible staff support to the Communications Manager with social media management, website updates, content creation, copyrighting, and other duties related to internal and external communications outreach. The salary range for this position will remain the same as the Senior Video Technician II and the creation of this new part-time position will have no fiscal impact as it will be filled utilizing the approved funding in the budget. Although the salary range remains the same, the new position and title does require the adoption of a resolution to establish the basic salary range.

Creating the Communications Coordinator classification specification will enable the City to better attract top talent with specific skills in public relations, content creation, and social media management while addressing the challenges faced in recruiting qualified candidates with the appropriate skillsets in communications.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 3: Promote a Quality Workforce Through Teamwork and Organizational Efficiencies

Objective: El Segundo is an employer of choice and consistently hires for the future, with a workforce that is inspired, world-class, engaged and innovative.

PREPARED BY:

Rebecca Redyk, Human Resources Director

REVIEWED BY:

Rebecca Redyk, Human Resources Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Resolution Establishing Basic Hourly Salary Range
2. Communications Coordinator Part-Time Classification Specification

Communications Coordinator

June 20, 2023

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RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING BASIC HOURLY SALARY RANGE
FOR A PART TIME JOB CLASSIFICATION**

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

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

Classification	Salary Range
Communications Coordinator (Part-time)	\$22.25 – 28.40 Hour

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

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

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

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

SECTION 6: This Resolution is effective June 20, 2023 and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 20th day of June, 2023

Drew Boyles,
Mayor

ATTEST:

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. ____ was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ___ day of _____, 2023, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

Communications Coordinator (Part-time)

DEFINITION: To provide responsible staff support to the Communications Manager to implement the City's communications plan including preparing and distributing social media posts, news articles, newsletters, bulletins, and other materials related to public relations; creating and monitoring placement of information on the City's communications channels; responding to public information related inquiries; monitoring and analyzing engagement metrics; and supporting citywide internal and external communications as assigned.

SUPERVISION RECEIVED AND EXERCISED: Receives supervision from the Communications Manager.

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

The Communications Coordinator is competent in performing the below duties. Incumbents may not perform all the listed functions and/or may be required to perform additional or different functions from those below, to address business needs or changing business practices:

Characteristic Duties and Responsibilities:

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

Coordinate with appropriate city departments and public for any special communications projects and/or requests;

Draft and edit written and graphic content for web, social media, email, and other communication platforms as well as print content, ensuring effectiveness, clarity, and quality;

Pitch content idea and communications practices to increase the visibility of the city's key messages and programs across key stakeholder audiences;

Manage, monitor, and create content for various city social media channels;

Create analytic reports for website traffic and social media engagement to measure success of communications and use these results to inform outreach strategies;

Stay up to date on industry trends and make recommendations for adjustments to communications strategies and practices;

Provide creative support for internal and external communications efforts;

Select photos and create video and graphics for engaging visual content for digital platforms; Assist in the development of citywide brand style guide;

Assist in coordinating various communications projects as needed, such as surveys, community meetings, press events, and employee townhalls;

City of El Segundo
Communications Coordinator Part-Time
Class Code: XXXX

Contribute to talking points for elected officials and city staff as necessary;

Audit web content for the city to ensure that it consistently and accurately reflects the City's programs and priorities, is easy to understand and navigate, and maintains a consistent look and feel across departments;

Provides administrative support as needed;

Regularly and predictably attends work; and

Performs related duties as assigned.

This position may be required to work weekends, evenings, and extended hours.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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

Knowledge of:

Principles, practices and techniques of public relations, communications and marketing;

Business English, grammar, punctuation, and spelling;

Standard proofreading and editing practices;

MS Office suite, including Word, Excel and PowerPoint;

Communications outreach strategies;

Social Media platforms such as Twitter, Facebook, and Instagram;

Hootsuite, Canva, and Granicus platforms;

Components and creation of visually compelling presentations; and

General office procedures.

Skill in:

Analyzing, evaluating, and recommending improvements to department operations, programs, and services;

Prioritizing projects, time management, meeting deadlines, and organizational and critical thinking skills;

Principles and practices of research and statistical analysis;

Working both independently and as part of a team;

City of El Segundo
Communications Coordinator Part-Time
Class Code: XXXX

Using public relations techniques responding to inquiries;

Maintaining confidentiality of sensitive and/or embargoed information;

Making sound, independent decisions within established policy and procedural guidelines;

Researching and developing content ideas and concepts;

Communicating effectively both orally and in writing;

Utilizing public relations techniques responding to inquiries and complaints;

Using a personal computer and applicable software applications;

Understanding and following directions and instructions;

Appearing for work on time;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism;

Establishing and maintaining effective working relationships with staff, Elected Officials, other City employees, and the public.

May be required to work weekends, evenings and extended hours.

QUALIFICATIONS:

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

Experience: One (1) year professional experience in Public Relations, Communications, Social Media, Marketing or Graphic Design.

Education: Equivalent to an Associate of Arts degree (60 units) from an accredited college or university in Public Affairs, Communications, Marketing or a directly related field. A Bachelor's degree is desirable.

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

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

City of El Segundo
Communications Coordinator Part-Time
Class Code: XXXX

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

Unrepresented Part-time
Established: June 20, 2023



City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Staff Presentations

Item Number: D.18

TITLE:

Urho Saari Swim Stadium (“The Plunge”) Project Status Update Regarding the Design, Estimated Construction Costs and Schedule

RECOMMENDATION:

1. Receive and file the Urho Saari Sim Stadium “The Plunge” Update.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Budgeted Amount: \$2,500,000, plus \$2,500,710 (Chevron Contribution - \$500,000, L.A. Chargers Headquarters Agreement - \$2,000,000, \$710 - Interest), for a total of \$5,000,710

Current Balance: \$4,152,672 (\$848,038 has been encumbered for design)

Additional Appropriation: None

Account Number(s): 301-400-8186-8236 (Plunge Rehabilitation 2020) & 702-233-5101-5418 (Trust Fund for Plunge Rehab Reserve)

Approximately \$10.2M is expected to be available for this project in FY 2024-25 as follows:

- \$4,152,672 - Current balance
- \$5,000,000 - City General Fund Budget (\$2,500,000 per year for two years – FY 2023-24 through FY 2024-25)
- \$1,000,000 - L.A. Chargers Headquarters (Ordinance #1631) - \$2,000,000 has been paid to date and is included in the current balance above.

In addition, El Segundo Unified School District will contribute the lesser of \$1,000,000 or 24% of the facilities renovation cost after the project is complete (Agreement # 5586).

Urho Saari Swim Stadium (“The Plunge”) Project

June 20, 2023

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BACKGROUND:

For the conceptual phase in FY 20-21, the City hosted community surveys, a virtual community meeting, and stakeholder meetings with staff and Recreation and Parks Commission members to assist in guiding the conceptual design based on the results of the needs assessment. The Recreation and Parks Commission discussed the needs assessment and conceptual design at its meetings on April 21 and May 19, 2021. On May 19, the Recreation and Parks Commission voted 5-0 to recommend the City Council move forward with the enhanced conceptual design for the Urho Saari Swim Stadium. In June 2021, the conceptual plan was presented to City Council with a consensus to proceed into the design phase of renovating the facility.

On October 18, 2022, the updated design, with a cost estimate of \$11.6M, was presented to City Council with modifications to the June 2021 design as follows:

- Two lifts (elevators) have to be added to meet the American Disability Act (ADA) requirements.
- The restrooms and the entrance lobby on the first floor need to be modified as a result of adding the two lifts.
- The entrance facade of the building needs to be saved due to the historical nature of the facility.
- Fire Alarm System to be added, per Fire Marshall.
- One room needs to be added to accommodate the IT-related components.
- An exit door needs to be added per Fire Marshall.
- The IBI Group is recommending a modified lay-out for the locker rooms/showers/restrooms which would facilitate better circulation.

In the discussion at the October 18, 2022 Council meeting, the City Council directed staff to find elements that could be eliminated from the design to reduce the cost of the project and bring back an updated presentation.

The updated presentation was brought back to the City Council on January 17, 2023, with scope reduced by approximately \$2M by eliminating the following proposed elements:

- The second level community terrace.
- The bleachers near the small pool.
- The redesigned open-concept lobby space.
- HVAC equipment
- Exterior painting of the building

The City Council opted to leave these items in the scope of the project and directed staff

Urho Saari Swim Stadium (“The Plunge”) Project

June 20, 2023

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to promptly proceed with the design.

DISCUSSION:

Since January 2023, several site investigations have been completed to aid in preparing the final design. Investigative work included the following:

- Leak detection of the pool piping
- Ground-penetration radar (GPR) testing of the pool shell
- Roof core
- Storm drain pipe investigation

Additionally, pool mechanical equipment was thoroughly reviewed and selected and the locker room layout was rearranged to provide a private family room. The design of the project is currently 85% complete and is expected to be 100% complete in September 2023. Staff and IBI Group will present the updated design to City Council and provide an updated cost estimate based on the current design. It is anticipated that the bidding for construction of this project will begin in the first quarter of 2024.

Update on Construction Management RFP

In April 2023, City staff released an RFP for the Construction Management Services for the Plunge. On June 6, 2023, the City Clerk’s office received six proposals from construction management firms. City staff, including the City Manager, are reviewing the proposals and will bring a recommendation to the City Council in August for award.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

PREPARED BY:

Cheryl Ebert, Senior Civil Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: June 20, 2023

Agenda Heading: Committees, Commissions and Boards

Presentations

Item Number: E.19

TITLE:

Appointment to the Recreation and Parks Commission

RECOMMENDATION:

1. Announce the appointment.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None

BACKGROUND:

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

The commission is comprised of five members, who must be residents of El Segundo.

DISCUSSION:

Appointment will be for a full term set to expire May 30, 2027.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance customer service and engagement.

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

Announce the appointment to the Recreation and Parks Commission.

June 20, 2023

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PREPARED BY:

Mishia Jennings, Executive Assistant to City Council

REVIEWED BY:

Barbara Voss, Deputy City Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None