



# AGENDA

EL SEGUNDO CITY COUNCIL  
REGULAR MEETING  
TUESDAY, OCTOBER 3, 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](http://www.elsegundo.org) and additional copies will be available at the City Council meeting.

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

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

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

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

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

**4:00 PM CLOSED SESSION – 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 to Significant exposure/- to litigation pursuant to (Government Code §54956.9(d)(2) or (d)(3)): -1- matter(s).

1. Government Tort Claim by Keith Puckett

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

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

1. Employee Organizations: Fire Fighter Association (FFA) and City Employees’ Association (CEA).

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

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

**INVOCATION** – Pastor Rob McKenna, The Bridge Church

**PLEDGE OF ALLEGIANCE – Council Member Giroux**

**SPECIAL PRESENTATIONS**

1. National Bullying Prevention Month

**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 regular City Council meeting minutes for September 19, 2023.
2. Alternatively, discuss and take other action related to this item.

**3. Warrant Demand Register for July 17, 2023 through September 10, 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 2B, 3A, 3B, 4A, 4B, 4C, 5A, and 5B; warrant numbers 3046569 through 3047357, and 9002989 through 9003008.
3. Alternatively, discuss and take other action related to this item.

**4. Correction to the Aquatics Manager Classification Title and Civil Service Status**

---

Recommendation -

1. Adopt a resolution reflecting a correction to the title of the Aquatics Manager (at-will) position with the corresponding salary range.
2. Alternatively, discuss and take other action related to this item.

**5. Renew Contract with Pileum Corporation for Police Body Worn Camera and Vehicle Video System**

---

Recommendation -

1. Waive the formal bidding process pursuant to El Segundo Municipal Code § 1-7-9(A) to allow a direct renewal of the current cloud-based fully integrated body-worn camera and in-car video recording solution/system contract.
2. Authorize the City Manager to execute a five-year contract with Pileum Corporation for a total amount of \$581,354.50 for a body-worn camera and in-car video system.
3. Alternatively, discuss and take other action related to this item.

**6. Notice of Completion for the City Hall Phase 1 Improvements Project**

---

Recommendation -

1. Accept the Civic Center Maintenance and Repairs Project No. PW 21-11, also identified as the City Hall Phase 1 Improvements project, by Union Construction Company, as complete.
2. Authorize the City Clerk to file the attached Notice of Completion with the County Recorder's Office.
3. Alternately, discuss and take other action related to this item.

**7. Construction Award to MCM Construction, Inc. for City Hall Phase 2 Improvements Project**

---

Recommendation -

1. Find the bid from Xpress Building Solutions, Inc. to be nonresponsive.
2. Authorize the City Manager to execute a standard Public Works Construction Contract with MCM Construction, Inc. in the amount of \$595,000 for the construction of the City Hall Phase 2 Improvements Project, Project No. PW 23-09 and an additional \$105,000 for construction related contingencies.

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

**C. PUBLIC HEARINGS**

**D. STAFF PRESENTATIONS**

**8. 2023 Annual Update to the City's FY 2022-26 Strategic Plan**

Recommendation -

1. Adopt the 2023 update to the FY 2022-26 Strategic Plan.
2. Alternatively, discuss and take other action related to this item.

**9. FY 2023-25 Communications Plan for the City of El Segundo**

Recommendation -

1. Approve the FY 2023-25 Communications Plan for the City of El Segundo.
2. Alternatively, discuss and take other action related to this item.

**10. Amendment to the City Contributions for CalPERS Medical Premiums**

Recommendation -

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

El Segundo Police Officers' Association ("POA");  
El Segundo Police Support Services Employees' Association ("PSSEA");  
El Segundo Supervisory and Professional Employees' Association ("SPEA"); and  
Unrepresented Hourly Employees considered full-time under the ACA.

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

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

**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: September 28, 2023

TIME: 12:00 PM

BY: Tracy Weaver, City Clerk

# Commendation

City of El Segundo, California



**WHEREAS,** bullying is the aggressive use of power targeting another person or group of people with repeated, unwanted words or action, hurting them emotionally or physically; and

**WHEREAS,** bullying occurs in neighborhoods, playgrounds, schools, and online through technology; and

**WHEREAS,** various researchers have concluded that bullying is the most common form of violence, affecting millions of American children and adolescents annually; and

**WHEREAS,** thousands of children and adolescents are affected by bullying annually in our community; and

**WHEREAS,** targets of bullying are at increased risk for depression, anxiety, sleep difficulties, lower academic achievement, and dropping out of school and, students who are repeatedly bullied often fear such activities as riding the bus, going to school, interacting online, and attending community activities; and

**WHEREAS,** children who bully are at a greater risk of engaging in more serious violent behaviors; and

**WHEREAS,** children who witness bullying often feel less safe, helpless to stop it, and intimidated.

**NOW, THEREFORE,** the Mayor and Members of the City Council of the City of El Segundo, California, hereby proclaim the month of October, 2023 "**National Bullying Prevention Month**" and encourage schools, students, parents, recreation programs, religious institutions, businesses, and community organizations to be encouraged to engage in a variety of awareness and prevention activities designed to make our communities safer for all children and adolescents.

Chris Pimentel  
Mayor Pro Tem

Drew Boyles  
Mayor

Carol Pirsztuk  
Councilmember

Lance Giroux  
Councilmember

Ryan Baldino  
Councilmember

MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, SEPTEMBER 19, 2023

CLOSED SESSION – Mayor Boyles called the meeting to order at 5:00 PM due to lack of quorum at 4:00 PM

ROLL CALL

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

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

SPECIAL ORDER OF BUSINESS:

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

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GOV'T CODE §54956.9(D)(1): -6- MATTER(S)

1. City of El Segundo v. Wiseburn Unified School District, Los Angeles Superior Court Case No. 23TRCV01031.
2. Retired Police Officer Rex Flower Workers Compensation Claim (WCAB) No.: ADJ7459554).
3. Retired Police Officer Kenneth McShane Workers Compensation Claim (WCAB) No.: ADJ11083019).
4. Retired Police Officer Darrell Lewis Workers Compensation Claim (WCAB) No.: ADJ9634084).
5. Retired Fire Fighter Scott Marinez Workers Compensation Claim (WCAB) No.: ADJ2810794).
6. Former Fire Captain Mark Harrison v. City of El Segundo (Workers' Compensation Claim)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

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

1. Employee Organizations: Fire Fighter Association (FFA).

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

Adjourned at 5:50 PM

OPEN SESSION – Mayor Boyles called to order at 6:02 PM

ROLL CALL

David

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

INVOCATION – Father Alexei Smith, St. Andrew Russian Greek Catholic Church

PLEDGE OF ALLEGIANCE – Council Member Pirsztuk

SPECIAL PRESENTATIONS:

2. Commendation read by Council Member Giroux, honoring the 2023 El Segundo Little League World Series Champions. Commendations were also presented by Lauren Gallant from Senator Alex Padilla's office, and E.J. Caldwell of West Basin Municipal Water District. Holly Mitchell's office will also present commendations to each player at a later date, Ms. Mitchell was unable to attend the meeting.

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

Joe Lopez-Morells, Super Heroes of Hope Race for Research (Cancer), invited Council to attend the event.

Liz Rodriguez, with Super Heroes of Hope Race for Research (Cancer), gave a testimonial regarding a son with cancer.

Steve Gebhart, ESHS Principal, commented on the JUA, item #D14.

Caleb Tsai, resident, commented on the JUA and the tennis team's use of the courts.

Bill Watkins, resident, commented on the JUA, item #D14.

Camden Chen, Tennis team member, commented on the tennis team's use of the courts.

Chase Lai-Yates, Tennis team member, commented on the tennis team's use of the courts.

Paul Rayburn, resident, commented on the tennis team's use of the courts.

Jay Hoeschler, resident, commented on item #D13.

Debbi Shrum, resident, commented on the JUA, item #D14.  
David Holop, resident, commented on Chief Bermudez report regarding “cash bail”.  
Eric Petterson, restaurant owner, commented on item #D15.  
Anna Meiners, resident, commented on item #D13.  
Ava Dora Morini, resident, commented on item #D13.  
Branwen Steinhauser, resident, commented on item #D13.

CITY MANAGER FOLLOW-UP COMMENTS:

Darrell George, City Manager 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 Giroux, SECONDED by Council Member Pirsztuk to read all ordinances and resolutions on the agenda by title only. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 5/0

B. CONSENT:

3. Approve Regular City Council meeting minutes of September 5, 2023,  
(Fiscal Impact: None)
4. Conduct the second reading and adopt Ordinance No. 1651 authorizing Amendment No. 537MM to the contract between the City Council of the City of El Segundo and the Board of Administration of California Public Employees’ Retirement System (CalPERS) regarding cost sharing by “Classic” local miscellaneous members of the Police Support Services Employees’ Association (PSSEA).  
(Fiscal Impact: The retirement contract amendment will have an estimated \$3,698 annual savings to the City as the employees will be picking up a portion of the “employer share” of their retirement cost)
5. Adopt Resolution No. 5434 approving plans and specifications for Phase 1 of City Hall HVAC Improvements and authorize staff to advertise the project for bids. (Project No. PW 23-03)  
(Fiscal Impact: \$750,000 included in adopted FY 2023-24 budget)
6. Authorize the City Manager to execute standard Public Works Contract No. 6754 with GEM Construction, Inc. in the amount of \$183,000 for the construction of the George Brett Field Restroom Improvements Project and authorize an additional \$40,000 for construction related contingencies. (Project No. PW 23-10)  
(Fiscal Impact: \$223,000 included in adopted FY 2023-24 budget)
7. Authorize the City Manager to execute Professional Service Agreements for a three-year term, with optional annual extensions, with True North Compliance Services- Agreement No. 6755 and Wildan Engineering – Agreement No. 6756 for the Building Plan Check Review and Inspection Services, not to exceed 70%

of the total plan review fee collected by the City from the applicants, or actual time of inspections and its hourly rate for inspection.

(Fiscal Impact: All fees related to this item are paid from fees collected by the City for either plan check or inspection services and do not impact the General Fund. The consultant fee is 70% of the fee collected by the City, the remaining 30% of the fee will be used to cover the administrative and overhead costs of the City. Each agreement will have a fiscal year not-to-exceed compensation cap of \$75,000)

8. Approve an additional appropriation to the FY 2023-24 adopted budget, in the amount of \$281,923 from unassigned fund balance of the General Fund related to back quarter sales tax audit fees.  
(Fiscal Impact: \$100,000.00, Additional Appropriation Request: \$281,923.00)
9. Authorize the City Manager to execute Agreement No. 6757 with Faster Asset Solutions and waive bidding requirements pursuant to El Segundo Municipal Code § 1-7-9(A) for an initial cost of \$87,793 and an annual maintenance cost of \$12,150.  
(Fiscal Impact: \$92,449 included in the adopted FY 2023-24 budget)

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

PULLED ITEMS:

- C. PUBLIC HEARING: None
- D. STAFF PRESENTATIONS: (Staff Presentations were discussed out of order, the order in which they were discussed are reflected in the minutes)
10. Resolution to Modifying the Basic Salary Range for the Chief of Police and the Monthly Stipend for the City Clerk Classifications.  
(Fiscal Impact: The fiscal impact of the proposed salary range adjustment to the Chief of Police classification is approximately \$26,593 for FY 2023-24. Staff is requesting an additional appropriation in FY 2023-24 to implement the change to the monthly salary range. The cost of the proposed monthly stipend adjustment to the Elected City Clerk is approximately \$14,072 for FY 2023-24. This will be absorbed through salary savings from the vacant Assistant City Clerk position, resulting in no fiscal impact)

Rebecca Redyk, Human Resources Director reported on the item.

Council Discussion

Mark Hensley, City Attorney read by title only;

RESOLUTION NO. 5435

A RESOLUTION MODIFYING THE BASIC MONTHLY SALARY RANGE FOR  
VARIOUS JOB CLASSIFICATIONS

MOTION by Council Member Giroux, SECONDED by Council Member Pirsztuk adopting Resolution No. 5435. MOTION PASSED BY A UNANIMOUS VOTE. 5/0

11. FY 2023-25 Communications Plan for the City of El Segundo  
(Fiscal Impact: None)

Will be brought back to the October 3, 2023 regular City Council meeting.

14. Amendment to the Joint Use Agreements With the El Segundo Unified School District.  
(Fiscal Impact: It is estimated that the City of El Segundo's in-kind contribution to the El Segundo Unified School District to support the services and use of City Facilities within the agreements will be \$897,401 (Attachment 3))

Darrell George, City Manager introduced the item.

Aly Mancini, Recreation, Parks, and Library Director gave a presentation.

Council Discussion

MOTION by Council Member Baldino, SECONDED by Council Member Pirsztuk authorizing the City Manager to execute an amendment to the Joint Use Agreement (JUA) for Public Recreation Facilities Between the City and the El Segundo Unified School District with the amendment to strike out sections K and L and the coinciding attachments. MOTION FAILED. 2/3 Yes: Pirsztuk, Baldino No: Boyles, Pimentel, Giroux.

MOTION by Council Member Giroux, SECONDED by Mayor Boyles approving the extension of the current agreement for thirty (30) days. MOTION PASSED. 3/2 Yes: Boyles, Pimentel, Giroux No: Pirsztuk, Baldino

Council differed to staff to amend the agreement. Council's concerns with the agreement are the field at Richmond Street School, paragraphs K & L and corresponding attachments and non-profits given priority on said fields.

13. Consideration of Converting an Existing Two-way Stop to a Four-way Stop at the Intersection of Main Street and Oak Avenue  
(Fiscal Impact: Installation of a four-way stop at this intersection is estimated to cost \$500. The cost can be absorbed via the City's adopted FY2023-2024 annual budget)

Lifan Xu, City Engineer reported on the item.

Council discussion

MOTION by Council Member Baldino, SECONDED by Mayor Boyles rejecting staff's recommendation to keep the current two-way stop and place a four-way stop at Main Street and Oak Avenue and directed staff to explore other safety options for this intersection. MOTION PASSED. 4/1 Yes: Boyles, Pirsztuk, Giroux, Baldino  
No: Pimentel

12. Phase One Recreation Park Renovation Project  
(Fiscal Impact: The total estimated cost to complete all four elements of the Phase One Recreation Park Renovation is anticipated to be \$17.5 million. There is an additional \$13.6 million in potential upgrades to the project, which could include synthetic turf, upgraded drainage systems, and LED lighting)

Darrell George, City Manager introduced the item.

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

Arash Izadi, Director of Sport and Recreation, LPA Inc. gave a presentation

Council discussion

MOTION by Mayor Boyles, SECONDED by Mayor Pro Tem Pimentel the following priorities for Phase One of the Recreation Park design; Brett field, softball field (lighting repair only, no replacement for both fields), options for Teen Plaza, potential alternate locations, and implications for the skatepark and demo cost of the racquetball court with minimal replacement for future development. MOTION PASSED. 4/1 Yes: Boyles, Pimentel, Pirsztuk, Giroux No: Baldino

MOTION by Mayor Boyles, SECONDED by Council Member Giroux directing staff to return to Council with an amended agreement with LPA, Inc. to proceed with Phase Two of the design. MOTION PASSED BY A UNANIMOUS VOTE. 5/0

Mayor Boyles and Council Member Pirsztuk left the meeting at this time (9:49 PM) both have conflicts of interest in the downtown area of the Specific Plan. Each gave their Council report before leaving the meeting. The Downtown Specific Plan is the last item on the agenda.

Recessed at 9:50 PM

Reconvened at 9:58 PM

15. Downtown Specific Plan Update  
(Fiscal Impact: The Downtown Specific Plan Update is funded by the General Plan Maintenance Fund (not the General Fund). This fund receives revenue from a dedicated permit fee that is collected from land development projects to be used for updates to the City's General Plan, including its Specific Plans. No additional appropriation is requested.)

Paul Samaras, AICP, Principal Planner gave a presentation.

## Council discussion

During the presentation Council raised several questions pertaining to the plan. Paul Samaras, Principal Planner has the full list of questions raised by Council. The main requests are as follows;

- Height along Main Street - in the Grand Avenue district, the properties along Main St. from Grand to El Segundo Blvd. should have a lower height limit like the Main Street and Richmond Street districts.
- Parking rates in neighboring cities;
  - survey parking requirements in neighboring cities.
  - Report back to Council
  - Amend the draft DSP to ensure our rates are competitive with those in neighboring cities
  - Air on the side of requiring less than those cities

Council consensus to receive and file the presentation

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS: None

F. REPORTS – CITY CLERK – No report

G. REPORTS – CITY TREASURER – Not present

H. REPORTS – COUNCIL MEMBERS

Council Member Baldino – Thanked Ron Swanson for once again bringing In & Out to the City and serving lunch to our employees, met with the Economic Development Corporation and thank you to Aly and staff for the Little League parade and ceremony and met with the Little League President and Raytheon to discuss using the Raytheon Park for Little League practice, received a non-committal response from Raytheon regarding Phase 4 and took a tour at Kite Pharma.

Council Member Giroux – Attended the Aquatics subcommittee meeting.

Council Member Pirsztuk – Congratulated the Women’s Club on being added to the National Register of Historic Places by the United States Department of the Interior with their 1912 Clubhouse.

Mayor Pro Tem Pimentel – Stated Metro is slated to meet and make a decision on the Green Line extension and shouted out Happy Birthday to his Dad.

Mayor Boyles – Wished his wife, Lee, a Happy Anniversary and mentioned the LAX Advisory Council is looking for two applicants

I. REPORTS – CITY ATTORNEY – No report

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

MEMORIAL – None

Adjourned at 11:04 PM

---

Tracy Weaver, City Clerk



## City Council Agenda Statement

Meeting Date: October 3, 2023

Agenda Heading: Consent

Item Number: B.3

---

### **TITLE:**

Warrant Demand Register for July 17, 2023 through September 10, 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 2B, 3A, 3B, 4A, 4B, 4C, 5A, and 5B; warrant numbers 3046569 through 3047357, and 9002989 through 9003008.
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 2023-2024 Adopted Budget. The total of \$13,838,410.35 (\$3,923,133.84 in check warrants and \$9,915,276.51 in wire warrants) are for demands drawn on the FY 2023-2024 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**

**October 3, 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 2b - summary
2. Register 3a - summary
3. Register 3b - summary
4. Register 4a - summary
5. Register 4b - summary
6. Register 4c - summary
7. Register 5a - summary
8. Register 5b - summary

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3046569 - 3046701

DATE OF APPROVAL: AS OF 8/01/23

REGISTER #2B

001	GENERAL FUND	513,041.73
003	EXPENDABLE TRUST FUND - OTHER	4,500.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	10,416.80
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	5,990.00
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	AP/ CUPA PROGRAM OVERSIGHT SURCHARGE	-
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
301	CAPITAL IMPROVEMENT FUND	77,969.00
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	8,420.37
502	WASTEWATER FUND	29,914.37
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	49.96
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	-
704	EXPENDABLE TRUST FUND - OTHER	-
706	OUTSIDE SERVICES TRUST	-

TOTAL WARRANTS \$ 650,302.23

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

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

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

CHIEF FINANCIAL OFFICER INTERIM

DATE: 8/2/23

CITY MANAGER

DATE: 8-3-23

VOID CHECKS DUE TO ALIGNMENT:  
N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES




**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 7/17/23 THROUGH 7/23/23**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
7/21/2023	Mission Square	67,873.70	457 payment Vantagepoint
7/21/2023	Mission Square	1,038.46	401(a) payment Vantagepoint
7/21/2023	Mission Square	2,483.10	401(a) payment Vantagepoint
7/21/2023	Mission Square	100.00	IRA payment Vantagepoint
7/21/2023	ExpertPay	2,674.60	EFT Child support payment
7/10/23-7/16/23	Workers Comp Activity	52,475.23	SCRMA checks issued
7/10/23-7/16/23	Liability Trust - Claims	1,354.44	Claim checks issued/(voided)
7/10/23-7/16/23	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>127,999.53</u>	

**DATE OF RATIFICATION: 7/25/23  
 TOTAL PAYMENTS BY WIRE:**

127,999.53

Certified as to the accuracy of the wire transfers by:

	<u>7/25/23</u>
Treasury & Customer Services Manager	Date
	<u>8/2/23</u>
Chief Financial Officer	Date
	<u>8-3-23</u>
City Manager	Date

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY DEPARTMENT  
AS OF 8/01/23  
REGISTER # 2b

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	362.13
1201	City Treasurer	
1300	City Clerk	
2101	City Manager	3,250.34
2102	Communications	7,211.43
2103	El Segundo Media	280.00
2201	City Attorney	
2401	Economic Development	34,551.22
2402	Planning	14.76
2405	Human and Health Services	
2500	Administrative Services	240,597.43
2601	Government Buildings	37,307.59
2900	Nondepartmental	817.44
6100	Library	2,132.70
		<hr/> 326,525.04
<b>PUBLIC SAFETY</b>		
3100	Police	1,797.58
3200	Fire	38,527.80
2403	Building Safety	3,567.30
2404	Plng/Bldg Sfty Administration	
		<hr/> 43,892.68
<b>PUBLIC WORKS</b>		
4101	Engineering	706.80
4200	Streets	37,745.57
4300	Wastewater	217.90
4601	Equipment Maintenance	15,398.79
4801	Administration	171.34
		<hr/> 54,240.40
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	34,706.54
5400	Centennial	26,555.19
		<hr/> 61,261.73
<b>EXPENDITURES</b>		
	CAPITAL IMPROVEMENT	77,969.00
	ALL OTHER ACCOUNTS	86,413.38
	<b>TOTAL WARRANTS</b>	<hr/> <hr/> 650,302.23

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3046702 - 3046776  
9002989 - 9002989

DATE OF APPROVAL: AS OF 8/15/23

REGISTER #3a

001	GENERAL FUND	270,904.83
003	EXPENDABLE TRUST FUND - OTHER	5,520.02
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	900.40
111	COMM. DEVEL. BLOCK GRANT	5,750.00
112	PROP "A" TRANSPORTATION	4,750.65
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 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	6,912.35
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	500.00
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	AP/ CUPA PROGRAM OVERSIGHT SURCHARGE	-
127	MEASURE "M"	66,902.95
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	125.55
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
301	CAPITAL IMPROVEMENT FUND	4,761.07
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	1,969.11
502	WASTEWATER FUND	624.65
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	243.12
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	302.09
704	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-

TOTAL WARRANTS \$ 371,981.76

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

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

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

CHIEF FINANCIAL OFFICER INTERIM

CITY MANAGER

DATE:

8/2/23

DATE:

8-3-23

VOID CHECKS DUE TO ALIGNMENT:

N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

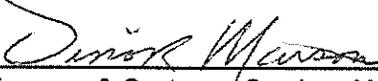
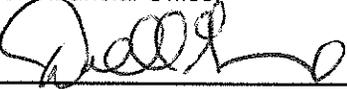
**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 7/24/23 THROUGH 7/30/23**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
7/24/2023	IRS	282,593.57	Federal 941 Deposit
7/24/2023	Employment Development	4,559.01	State SDI payment
7/24/2023	Employment Development	65,049.01	State PIT Withholding
7/26/2023	Cal Pers	66,656.29	EFT Retirement Safety Police Classic - 1st Tier 28
7/26/2023	Cal Pers	61,768.37	EFT Retirement Misc - PEPRA New 26013
7/26/2023	Cal Pers	52,168.24	EFT Retirement Safety Fire- Classic 30168
7/26/2023	Cal Pers	35,922.42	EFT Retirement Safety-Police-PEPRA New 25021
7/26/2023	Cal Pers	35,183.21	EFT Retirement Misc - Classic 27
7/26/2023	Cal Pers	16,105.17	EFT Retirement Safety-Fire-PEPRA New 25020
7/26/2023	Cal Pers	9,374.43	EFT Retirement Sfty Police Classic-2nd Tier 30169
7/17/23-7/23/23	Workers Comp Activity	37,294.53	SCRMA checks issued
7/17/23-7/23/23	Liability Trust - Claims	46,298.65	Claim checks issued/(voided)
7/17/23-7/23/23	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>712,972.90</u>	

**DATE OF RATIFICATION: 7/28/23  
 TOTAL PAYMENTS BY WIRE:**

**712,972.90**

Certified as to the accuracy of the wire transfers by:

	<u>7/28/23</u>
Treasury & Customer Services Manager	Date
	<u>8/2/23</u>
Chief Financial Officer	Date
	<u>8-3-23</u>
City Manager	Date

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY DEPARTMENT  
AS OF 8/15/23  
REGISTER #3a

DEPT#	NAME	TOTAL
<b>GENERAL FUND DEPARTMENTAL EXPENDITURES</b>		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	326.44
1201	City Treasurer	124.43
1300	City Clerk	42.22
2101	City Manager	177.61
2102	Communications	85.82
2103	El Segundo Media	19.71
2201	City Attorney	11,067.15
2401	Economic Development	38.01
2402	Planning	
2405	Human and Health Services	940.00
2500	Administrative Services	46,717.91
2601	Government Buildings	79,476.49
2900	Nondepartmental	409.43
6100	Library	10,282.87
		149,708.09
<b>PUBLIC SAFETY</b>		
3100	Police	36,879.26
3200	Fire	9,646.53
2403	Building Safety	
2404	Plng/Bldg Sfty Administration	222.43
		46,748.22
<b>PUBLIC WORKS</b>		
4101	Engineering	6,454.64
4200	Streets	2,197.83
4300	Wastewater	663.68
4601	Equipment Maintenance	1,571.38
4801	Administration	62.87
		10,950.40
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	17,911.86
5400	Centennial	2,310.56
		20,222.42
<b>EXPENDITURES</b>		
<b>CAPITAL IMPROVEMENT</b>		
<b>ALL OTHER ACCOUNTS</b>		
		144,352.63
<b>TOTAL WARRANTS</b>		
		371,981.76

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3046777 - 3046894  
9002990 - 9002997

DATE OF APPROVAL: AS OF 8/15/23

REGISTER #3b

001	GENERAL FUND	425,606.06
003	EXPENDABLE TRUST FUND - OTHER	1,750.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	6,150.30
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	6,000.00
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	80.00
127	MEASURE "M"	16,447.96
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	4,914.31
502	WASTEWATER FUND	24,581.63
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	1,340.00
603	WORKERS COMP. RESERVE/INSURANCE	129.68
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	-
704	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-

TOTAL WARRANTS \$ 488,999.94

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

VOID CHECKS DUE TO ALIGNMENT:  
N/A

For Ratification:

A = Payroll and Employee Benefit checks

VOID CHECKS DUE TO INCORRECT CHECK DATE:

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

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

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

NOTES

CHIEF FINANCIAL OFFICER INTERIM

CITY MANAGER

DATE:

  
8/16/23

DATE:

  
8-16-23

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 7/31/23 THROUGH 8/06/23**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
7/31/2023	CA Infrastructure Bank	450,261.96	Semi Annual Infrastructure payment
7/31/2023	ICRMA	2,511,648.00	Annual Insurance Premium payment
7/31/2023	ICRMA	170,332.83	Annual Liability Insurance Assessment payment # 7 of 10
8/4/2023	Mission Square	66,121.97	457 payment Vantagepoint
8/4/2023	Mission Square	1,038.46	401(a) payment Vantagepoint
8/4/2023	Mission Square	2,483.10	401(a) payment Vantagepoint
8/4/2023	Mission Square	100.00	IRA payment Vantagepoint
8/4/2023	ExpertPay	2,674.60	EFT Child support payment
7/24/23-7/30/23	Workers Comp Activity	30,694.45	SCRMA checks issued
7/24/23-7/30/23	Liability Trust - Claims	7,401.68	Claim checks issued/(voided)
7/24/23-7/30/23	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>3,242,757.05</u>	

**DATE OF RATIFICATION: 8/04/23**

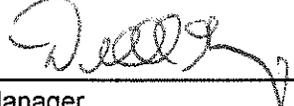
**TOTAL PAYMENTS BY WIRE:**

3,242,757.05

Certified as to the accuracy of the wire transfers by:

 8/4/23  
 Treasury & Customer Services Manager Date

 8/16/23  
 Chief Financial Officer Date

 8-16-23  
 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 8/15/23  
REGISTER #3b

DEPT#	NAME	TOTAL
<b>GENERAL FUND DEPARTMENTAL EXPENDITURES</b>		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	728.75
1201	City Treasurer	1,030.00
1300	City Clerk	279.14
2101	City Manager	13,416.95
2102	Communications	80.00
2103	El Segundo Media	6,649.57
2201	City Attorney	
2401	Economic Development	8,212.16
2402	Planning	3,572.00
2405	Human and Health Services	
2500	Administrative Services	66,134.97
2601	Government Buildings	10,268.38
2900	Nondepartmental	7,476.23
6100	Library	23,933.27
		141,781.42
<b>PUBLIC SAFETY</b>		
3100	Police	72,446.45
3200	Fire	38,105.65
2403	Building Safety	
2404	Plng/Bldg Sfty Administration	15,741.62
		126,293.72
<b>PUBLIC WORKS</b>		
4101	Engineering	31,768.95
4200	Streets	40,859.47
4300	Wastewater	
4601	Equipment Maintenance	91.78
4801	Administration	2,029.64
		74,749.84
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	43,508.06
5400	Centennial	5,669.05
		49,177.11
<b>EXPENDITURES</b>		
<b>CAPITAL IMPROVEMENT</b>		
<b>ALL OTHER ACCOUNTS</b>		
		96,997.85
<b>TOTAL WARRANTS</b>		
		488,999.94

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3046895 - 30472024  
9002998 - 9002998

DATE OF APPROVAL: AS OF 9/5/23

REGISTER #4a

001	GENERAL FUND	397,963.13
003	EXPENDABLE TRUST FUND - OTHER	3,000.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	42.52
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	2,071.74
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	18,893.87
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	617.75
124	FEDERAL GRANTS	-
125	STATE GRANT	4,615.51
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	22,460.78
127	MEASURE "M"	11,757.68
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	20,352.55
132	MEASURE "B"	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	7,854.49
502	WASTEWATER FUND	11,944.21
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	146.90
603	WORKERS COMP. RESERVE/INSURANCE	290.78
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	62.18
704	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	10,227.50

TOTAL WARRANTS \$ 548,061.06

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

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

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

INTERIM CHIEF FINANCIAL OFFICER

CITY MANAGER

DATE:

DATE:

  
8/16/23

  
8-16-23

VOID CHECKS DUE TO ALIGNMENT:  
N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 8/07/23 THROUGH 8/13/23**

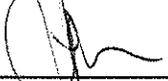
<u>Date</u>	<u>Payee</u>		<u>Description</u>
8/7/2023	IRS	335,677.27	Federal 941 Deposit
8/7/2023	Employment Development	4,724.52	State SDI payment
8/7/2023	Employment Development	82,025.85	State PIT Withholding
8/9/2023	Cal Pers	66,113.51	EFT Retirement Safety Police Classic - 1st Tier 28
8/9/2023	Cal Pers	59,158.90	EFT Retirement Misc - PEPRA New 26013
8/9/2023	Cal Pers	53,988.22	EFT Retirement Safety Fire- Classic 30168
8/9/2023	Cal Pers	32,454.67	EFT Retirement Safety-Police-PEPRA New 25021
8/9/2023	Cal Pers	35,483.42	EFT Retirement Misc - Classic 27
8/9/2023	Cal Pers	17,401.83	EFT Retirement Safety-Fire-PEPRA New 25020
8/9/2023	Cal Pers	9,412.62	EFT Retirement Sfty Police Classic-2nd Tier 30169
8/10/2023	California EDD	10,161.00	Unemployment Insurance - Q2-2023
8/10/2023	Cal Pers	617,397.78	EFT Health Insurance Payment
8/10/2023	West Basin	2,132,049.56	H2O payment
7/31/23-8/06/23	Workers Comp Activity	29,614.07	SCRMA checks issued
7/31/23-8/06/23	Liability Trust - Claims	29,017.35	Claim checks issued/(voided)
7/31/23-8/06/23	Retiree Health Insurance	9,962.31	Health Reimbursement checks issued
		<u>3,524,642.88</u>	

**DATE OF RATIFICATION: 8/11/23**

**TOTAL PAYMENTS BY WIRE:**

3,524,642.88

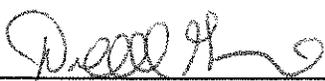
Certified as to the accuracy of the wire transfers by:

  
 \_\_\_\_\_  
 Deputy City Treasurer I

8/16/2023  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Interim Chief Financial Officer

8/14/23  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 City Manager

8-16-23  
 \_\_\_\_\_  
 Date

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY DEPARTMENT  
AS OF 9/5/23  
REGISTER #4a

DEPT#	NAME	TOTAL
<b>GENERAL FUND DEPARTMENTAL EXPENDITURES</b>		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	
1201	City Treasurer	505.28
1300	City Clerk	651.65
2101	City Manager	8,226.13
2102	Communications	90.82
2103	El Segundo Media	973.39
2201	City Attorney	
2401	Economic Development	
2402	Planning	233.07
2405	Human and Health Services	637.50
2500	Administrative Services	59,358.64
2601	Government Buildings	53,460.43
2900	Nondepartmental	35,669.61
6100	Library	1,789.18
		161,595.70
<b>PUBLIC SAFETY</b>		
3100	Police	58,614.59
3200	Fire	32,080.83
2403	Building Safety	9.68
2404	Plng/Bldg Sfty Administration	362.92
		91,068.02
<b>PUBLIC WORKS</b>		
4101	Engineering	12,719.50
4200	Streets	36,101.64
4300	Wastewater	649.53
4601	Equipment Maintenance	1,025.37
4801	Administration	61.46
		50,557.50
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	29,058.77
5400	Centennial	
		29,058.77
<b>EXPENDITURES</b>		
<b>CAPITAL IMPROVEMENT</b>		
<b>ALL OTHER ACCOUNTS</b>		
		215,781.07
<b>TOTAL WARRANTS</b>		
		548,061.06

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3047025 - 3047158  
9002999 - 9002999

DATE OF APPROVAL: AS OF 9/5/23

REGISTER #4b

001	GENERAL FUND	419,134.73
003	EXPENDABLE TRUST FUND - OTHER	-
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	24,232.00
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	6,204.91
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	5,527.50
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	6,454.45
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	-
127	MEASURE "M"	22,244.92
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	14,957.75
132	MEASURE "B"	-
301	CAPITAL IMPROVEMENT FUND	51,139.10
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	10,664.16
502	WASTEWATER FUND	70,708.53
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	71,398.48
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	8,280.37
704	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	<u>\$ 723,464.30</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

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

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

INTERIM CHIEF FINANCIAL OFFICER

CITY MANAGER

DATE:

DATE:

9/5/23

9/11/23

VOID CHECKS DUE TO ALIGNMENT:  
N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 8/14/23 THROUGH 8/20/23**

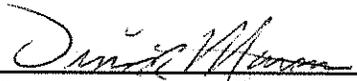
<u>Date</u>	<u>Payee</u>		<u>Description</u>
8/18/2023	Mission Square	64,520.56	457 payment Vantagepoint
8/18/2023	Mission Square	1,038.46	401(a) payment Vantagepoint
8/18/2023	Mission Square	2,483.10	401(a) payment Vantagepoint
8/18/2023	Mission Square	100.00	IRA payment Vantagepoint
8/18/2023	ExpertPay	2,674.60	EFT Child support payment
8/07/23-8/13/23	Workers Comp Activity	30,885.20	SCRMA checks issued
8/07/23-8/13/23	Liability Trust - Claims	4,540.00	Claim checks issued/(voided)
8/07/23-8/13/23	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>106,241.92</u>	

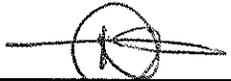
**DATE OF RATIFICATION: 8/22/23**

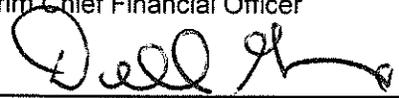
**TOTAL PAYMENTS BY WIRE:**

106,241.92

Certified as to the accuracy of the wire transfers by:

  
 \_\_\_\_\_  
 Treasury & Customer Services Manager      Date 8/22/23

  
 \_\_\_\_\_  
 Interim Chief Financial Officer      Date 9/5/23

  
 \_\_\_\_\_  
 City Manager      Date 9-11-23

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY DEPARTMENT  
AS OF 9/5/23  
REGISTER #4b

DEPT#	NAME	TOTAL
<b>GENERAL FUND DEPARTMENTAL EXPENDITURES</b>		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	
1201	City Treasurer	
1300	City Clerk	25.46
2101	City Manager	3,415.00
2102	Communications	
2103	El Segundo Media	30.87
2201	City Attorney	4,660.65
2401	Economic Development	32,548.50
2402	Planning	
2405	Human and Health Services	2,545.83
2500	Administrative Services	72,302.17
2601	Government Buildings	72,388.67
2900	Nondepartmental	21,886.30
6100	Library	11,360.71
		221,164.16
<b>PUBLIC SAFETY</b>		
3100	Police	65,263.12
3200	Fire	30,915.29
2403	Building Safety	
2404	Plng/Bldg Sfty Administration	
		96,178.41
<b>PUBLIC WORKS</b>		
4101	Engineering	24,219.98
4200	Streets	23,986.16
4300	Wastewater	
4601	Equipment Maintenance	5,957.36
4801	Administration	85.38
		54,248.88
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	32,427.25
5400	Centennial	
		32,427.25
<b>EXPENDITURES</b>		
CAPITAL IMPROVEMENT		51,139.10
ALL OTHER ACCOUNTS		268,306.50
<b>TOTAL WARRANTS</b>		723,464.30

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3047159 -	3047225		
0 -	0		
001	GENERAL FUND	362,561.08	
003	EXPENDABLE TRUST FUND - OTHER	-	
104	TRAFFIC SAFETY FUND	-	
100	STATE GAS TAX FUND	6.22	
108	ASSOCIATED RECREATION ACTIVITIES FUND	-	
109	ASSET FORFEITURE FUND	-	
111	COMM. DEVEL. BLOCK GRANT	-	
112	PROP "A" TRANSPORTATION	-	
114	PROP "C" TRANSPORTATION	-	
115	AIR QUALITY INVESTMENT PROGRAM	-	
116	HOME SOUND INSTALLATION FUND	-	
117	HYPERION MITIGATION FUND	-	
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-	
119	MTA GRANT	-	
121	FEMA	-	
120	C O P S FUND	-	
122	L.A.W.A. FUND	-	
123	PSAF PROPERTY TAX PUBLIC SAFETY	-	
124	FEDERAL GRANTS	-	
125	STATE GRANT	-	
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	171.63	
127	MEASURE "M"	98,247.51	
128	SB-1	-	
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-	
130	AFFORDABLE HOUSING	-	
131	COUNTY STORM WATER PROGRAM	-	
132	MEASURE "B"	-	
301	CAPITAL IMPROVEMENT FUND	14,164.50	
302	INFRASTRUCTURE REPLACEMENT FUND	-	
405	FACILITIES MAINTENANCE	-	
501	WATER UTILITY FUND	16,986.49	
502	WASTEWATER FUND	5,398.60	
503	GOLF COURSE FUND	-	
505	SOLID WASTE FUND	-	
601	EQUIPMENT REPLACEMENT	-	
602	LIABILITY INSURANCE	24.05	
603	WORKERS COMP. RESERVE/INSURANCE	58.98	
701	RETIRED EMP. INSURANCE	-	
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	448.31	
704	EXPENDABLE TRUST FUND - OTHER	-	
708	OUTSIDE SERVICES TRUST	-	
	TOTAL WARRANTS		\$ 516,707.37

DATE OF APPROVAL: AS OF 9/05/23

REGISTER #4c

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

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

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

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

CODES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

INTERIM CHIEF FINANCIAL OFFICER

DATE:



9/5/23

CITY MANAGER

DATE:



9-11-23

VOID CHECKS DUE TO ALIGNMENT:

N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 8/21/23 THROUGH 8/27/23**

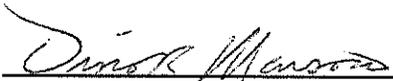
<u>Date</u>	<u>Payee</u>		<u>Description</u>
8/21/2023	IRS	269,373.40	Federal 941 Deposit
8/21/2023	Employment Development	4,217.50	State SDI payment
8/21/2023	Employment Development	61,116.35	State PIT Withholding
8/23/2023	Cal Pers	61,717.46	EFT Retirement Safety Police Classic - 1st Tier 28
8/23/2023	Cal Pers	58,548.61	EFT Retirement Misc - PEPRA New 26013
8/23/2023	Cal Pers	52,230.24	EFT Retirement Safety Fire- Classic 30168
8/23/2023	Cal Pers	37,695.83	EFT Retirement Safety-Police-PEPRA New 25021
8/23/2023	Cal Pers	35,436.76	EFT Retirement Misc - Classic 27
8/23/2023	Cal Pers	15,344.69	EFT Retirement Safety-Fire-PEPRA New 25020
8/23/2023	Cal Pers	8,800.30	EFT Retirement Sfty Police Classic-2nd Tier 30169
8/23/2023	Cal Pers	1,750.00	GASB 68 Reporting Sevices Fee
8/14/23-8/20/23	Workers Comp Activity	17,937.47	SCRMA checks issued
8/14/23-8/20/23	Liability Trust - Claims	4,689.72	Claim checks issued/(voided)
8/14/23-8/20/23	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>628,858.33</u>	

**DATE OF RATIFICATION: 8/25/23**

**TOTAL PAYMENTS BY WIRE:**

**628,858.33**

Certified as to the accuracy of the wire transfers by:

 8/25/23  
 Treasury & Customer Services Manager Date

 9/5/23  
 Interim Chief Financial Officer Date

 9-11-23  
 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 9/05/23  
REGISTER #4c

DEPT#	NAME	TOTAL
<b>GENERAL FUND DEPARTMENTAL EXPENDITURES</b>		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	392.85
1201	City Treasurer	
1300	City Clerk	125.24
2101	City Manager	9,258.87
2102	Communications	45.43
2103	El Segundo Media	78.49
2201	City Attorney	9,024.05
2401	Economic Development	38.01
2402	Planning	28.50
2405	Human and Health Services	
2500	Administrative Services	24,861.79
2601	Government Buildings	16.55
2900	Nondepartmental	2,497.23
6100	Library	3,238.97
		49,605.98
<b>PUBLIC SAFETY</b>		
3100	Police	5,694.21
3200	Fire	8,675.15
2403	Building Safety	(343.55)
2404	Plng/Bldg Sfty Administration	428.80
		14,454.61
<b>PUBLIC WORKS</b>		
4101	Engineering	17,854.31
4200	Streets	23,186.28
4300	Wastewater	284.18
4601	Equipment Maintenance	1.60
4801	Administration	406.30
		41,732.67
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	193,856.92
5400	Centennial	
		193,856.92
<b>EXPENDITURES</b>		
CAPITAL IMPROVEMENT		14,164.50
ALL OTHER ACCOUNTS		202,892.69
<b>TOTAL WARRANTS</b>		516,707.37

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3047226 - 3047307  
9003000 - 9003000

DATE OF APPROVAL: AS OF 9/19/23

REGISTER #5a

001	GENERAL FUND	240,741.19
003	EXPENDABLE TRUST FUND - OTHER	-
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	283.00
111	COMM. DEVEL. BLOCK GRANT	7,500.00
112	PROP "A" TRANSPORTATION	585.75
114	PROP "C" TRANSPORTATION	10,843.75
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	390.40
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	1,051.23
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	-
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	4,938.25
132	MEASURE "B"	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	4,895.46
502	WASTEWATER FUND	5,206.78
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	500.00
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	1,655.34
704	EXPENDABLE TRUST FUND - OTHER	-
706	OUTSIDE SERVICES TRUST	-
TOTAL WARRANTS		<u>\$ 278,735.15</u>

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

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

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

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

CODES:

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

VOID CHECKS DUE TO ALIGNMENT:  
N/A

For Ratification:

A = Payroll and Employee Benefit checks

VOID CHECKS DUE TO INCORRECT CHECK DATE:

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

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

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

NOTES

INTERIM CHIEF FINANCIAL OFFICER

CITY MANAGER

DATE:

DATE:

  
9/15/23

  
9-11-23

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 8/28/23 THROUGH 9/03/23**

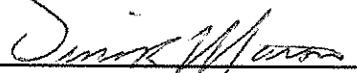
<u>Date</u>	<u>Payee</u>		<u>Description</u>
8/28/2023	The Bloom Firm-Trust Acct.	100,000.00	Settlement
9/1/2023	IRS	330,240.45	Federal 941 Deposit
9/1/2023	Employment Development	4,248.96	State SDI payment
9/1/2023	Employment Development	75,316.88	State PIT Withholding
9/1/2023	Mission Square	75,291.82	457 payment Vantagepoint
9/1/2023	Mission Square	1,038.46	401(a) payment Vantagepoint
9/1/2023	Mission Square	2,483.10	401(a) payment Vantagepoint
9/1/2023	Mission Square	100.00	IRA payment Vantagepoint
9/1/2023	ExpertPay	2,365.29	EFT Child support payment
8/21/23-8/27/23	Workers Comp Activity	(10,754.97)	SCRMA checks issued/(voided)
8/21/23-8/27/23	Liability Trust - Claims	47,221.80	Claim checks issued/(voided)
8/21/23-8/27/23	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>627,551.79</u>	

**DATE OF RATIFICATION: 9/05/23**

**TOTAL PAYMENTS BY WIRE:**

**627,551.79**

Certified as to the accuracy of the wire transfers by:

  
 Treasury & Customer Services Manager 9/5/23  
 Date

  
 Interim Chief Financial Officer 9/5/23  
 Date

  
 City Manager 9-11-23  
 Date

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY DEPARTMENT  
AS OF 9/19/23  
REGISTER #5a

DEPT#	NAME	TOTAL
<b>GENERAL FUND DEPARTMENTAL EXPENDITURES</b>		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	
1201	City Treasurer	
1300	City Clerk	
2101	City Manager	
2102	Communications	4,836.55
2103	El Segundo Media	
2201	City Attorney	2,928.57
2401	Economic Development	68,849.00
2402	Planning	
2405	Human and Health Services	
2500	Administrative Services	16,940.82
2601	Government Buildings	8,803.60
2900	Nondepartmental	1,030.43
6100	Library	1,827.89
		105,216.86
<b>PUBLIC SAFETY</b>		
3100	Police	4,717.36
3200	Fire	
2403	Building Safety	
2404	Plng/Bldg Sfty Administration	
		4,717.36
<b>PUBLIC WORKS</b>		
4101	Engineering	2,006.00
4200	Streets	5,095.34
4300	Wastewater	
4601	Equipment Maintenance	94,524.87
4801	Administration	
		101,626.21
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	
5400	Centennial	
		0.00
<b>EXPENDITURES</b>		
<b>CAPITAL IMPROVEMENT</b>		
<b>ALL OTHER ACCOUNTS</b>		
		67,174.72
<b>TOTAL WARRANTS</b>		
		278,735.15

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3047308 - 3047357  
9003001 - 9003008

DATE OF APPROVAL: AS OF 9/19/23

REGISTER #5b

001	GENERAL FUND	226,044.81
003	EXPENDABLE TRUST FUND - OTHER	4,000.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	7,898.00
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	2,439.81
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	52,066.00
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	63.98
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	1,445.00
125	STATE GRANT	3,188.64
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	80.00
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	14,968.51
502	WASTEWATER FUND	25,583.91
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	675.00
603	WORKERS COMP. RESERVE/INSURANCE	2,690.05
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	3,738.32
704	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-
TOTAL WARRANTS		<u>\$ 344,882.03</u>

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

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

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

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

CODES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

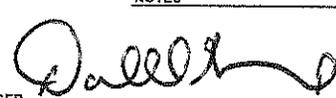
INTERIM CHIEF FINANCIAL OFFICER

CITY MANAGER

DATE:

DATE:

  
9/12/23

  
9-12-23

VOID CHECKS DUE TO ALIGNMENT:

N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 9/04/23 THROUGH 9/10/23**

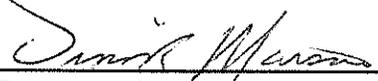
<u>Date</u>	<u>Payee</u>		<u>Description</u>
9/6/2023	Cal Pers	61,718.57	EFT Retirement Safety Police Classic - 1st Tier 28
9/6/2023	Cal Pers	59,966.29	EFT Retirement Misc - PEPRA New 26013
9/6/2023	Cal Pers	54,156.74	EFT Retirement Safety Fire- Classic 30168
9/6/2023	Cal Pers	29,309.43	EFT Retirement Safety-Police-PEPRA New 25021
9/6/2023	Cal Pers	35,749.06	EFT Retirement Misc - Classic 27
9/6/2023	Cal Pers	15,998.13	EFT Retirement Safety-Fire-PEPRA New 25020
9/6/2023	Cal Pers	8,800.30	EFT Retirement Sfty Police Classic-2nd Tier 30169
9/8/2023	Cal Pers	612,770.56	EFT Health Insurance Payment
8/28/23-9/03/23	Workers Comp Activity	24,986.58	SCRMA checks issued/(voided)
8/28/23-9/03/23	Liability Trust - Claims	30,933.95	Claim checks issued/(voided)
8/28/23-9/03/23	Retiree Health Insurance	9,862.50	Health Reimbursement checks issued
		<u>944,252.11</u>	

**DATE OF RATIFICATION: 9/08/23**

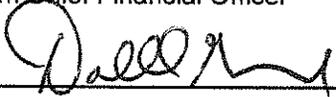
**TOTAL PAYMENTS BY WIRE:**

944,252.11

Certified as to the accuracy of the wire transfers by:

 9/8/23  
 Treasury & Customer Services Manager Date

 9/12/23  
 Interim Chief Financial Officer Date

 9-12-23  
 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 9/19/23  
REGISTER #5b

DEPT#	NAME	TOTAL
<b>GENERAL FUND DEPARTMENTAL EXPENDITURES</b>		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	1,067.44
1201	City Treasurer	(172.98)
1300	City Clerk	703.98
2101	City Manager	23,597.66
2102	Communications	263.09
2103	El Segundo Media	709.08
2201	City Attorney	13,122.00
2401	Economic Development	797.74
2402	Planning	2,820.00
2405	Human and Health Services	
2500	Administrative Services	22,732.08
2601	Government Buildings	1,827.69
2900	Nondepartmental	26,013.80
6100	Library	5,744.94
		99,226.52
<b>PUBLIC SAFETY</b>		
3100	Police	20,871.02
3200	Fire	7,305.64
2403	Building Safety	1,355.00
2404	Plng/Bldg Sfty Administration	2,874.63
		32,406.29
<b>PUBLIC WORKS</b>		
4101	Engineering	141.72
4200	Streets	13,139.31
4300	Wastewater	10,335.66
4601	Equipment Maintenance	35,850.92
4801	Administration	461.76
		59,929.37
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	18,930.30
5400	Centennial	13,106.12
		32,036.42
<b>EXPENDITURES</b>		
<b>CAPITAL IMPROVEMENT</b>		
<b>ALL OTHER ACCOUNTS</b>		121,283.43
<b>TOTAL WARRANTS</b>		344,882.03



## City Council Agenda Statement

Meeting Date: October 3, 2023

Agenda Heading: Consent

Item Number: B.4

---

### **TITLE:**

Correction to the Aquatics Manager Classification Title and Civil Service Status

### **RECOMMENDATION:**

1. Adopt a resolution reflecting a correction to the title of the Aquatics Manager (at-will) position with the corresponding salary range.
2. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

None.

### **BACKGROUND:**

On May 16, 2023, the City Council approved the establishment of the Aquatics Manager classification, exam plan, and salary range. The staff report and related items did not reflect the at-will status of this manager-level position.

### **DISCUSSION:**

Manager-level positions are covered under the Administrative Code- Management and Confidential Series. As these positions are created, the City has been designating them as at-will and exempt from the Civil Service system. When the Aquatics Manager position was approved, the intention was to continue this practice and also designate it with an at-will status. Unfortunately, this was not reflected in the staff report and related documents when it was established. A resolution reflecting the correction to the classification title and the corresponding salary range is required to comply with CalPERS regulations.

A recruitment is currently in progress for this position. Once the correction is approved, an individual will be selected for this position, and they will have an at-will employment status.

**Correction to the Aquatics Manager Classification**

**October 3, 2023**

**Page 2 of 2**

**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 Salary Range

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

**A RESOLUTION ESTABLISHING BASIC MONTHLY SALARY RANGE  
FOR FULL 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 ranges:

Classification	Salary Range
Aquatics Manager (At-Will)	\$9,854.65 - \$12,535.11 Monthly

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 October 3, 2023 and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 3<sup>rd</sup> day of October, 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



## City Council Agenda Statement

Meeting Date: October 3, 2023

Agenda Heading: Consent

Item Number: B.5

---

### TITLE:

Renew Contract with Pileum Corporation for Police Body Worn Camera and Vehicle Video System

### RECOMMENDATION:

1. Waive the formal bidding process pursuant to El Segundo Municipal Code § 1-7-9(A) to allow a direct renewal of the current cloud-based fully integrated body-worn camera and in-car video recording solution/system contract.
2. Authorize the City Manager to execute a five-year contract with Pileum Corporation for a total amount of \$581,354.50 for a body-worn camera and in-car video system.
3. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

The total amount of the five-year contract renewal will be \$581,354.50.

Amount Budgeted: \$581,354.50

Additional Appropriation: None.

Account Number(s): \$572,200.00 from 601-400-3101-8106 and \$9,154.50 from 601-400-3101-8104

### BACKGROUND:

In 2018, the Police Department conducted extensive research in an effort to institute a robust Body Worn Camera ("BWC") and in-car video system. At the time, the Department was utilizing two separate systems, the L3 Mobile-Vision for in-car video and VieVu for the BWC system. Although both camera systems were moderately integrated, neither one offered cloud-based storage and both had limited capabilities, displayed poor video quality during darkness, and offered less than satisfactory customer service. Ultimately, due to unique operational requirements, the Department

## **Renew Contract with Pileum Corporation**

**October 3, 2023**

**Page 2 of 3**

deployed the current BWC and in-car video system offered by the Pileum Corporation.

### **DISCUSSION:**

Prior to contracting with Pileum Corporation in 2018, the Department conducted extensive research in an effort to find a vendor that could provide several features in a comprehensive BWC and in-car video system. At the time, Pileum Corporation was the only vendor able to meet our requirements and therefore the system was purchased.

As the contract renewal date approached, the Department conducted follow-up research to learn of any potential vendors that could offer the features required by the Department, namely, an integrated BWC and in-car video system, fasteners that securely attach the BWC hardware into the police uniform to avoid unintended removal, cloud-based storage, and excellent customer service. No other major BWC vendors were able to offer all the required features.

The contract renewal will allow the Department to continue using all the features listed in the current contract. Additionally, the renewal provides the following upgrades to our existing components:

- All new body-worn camera devices with upgraded software
- All new upgraded in-car video hardware with enhanced resolution, particularly during darkness
- All new upgraded tablets, which serve as the system's control panel
- All new upgraded wireless routers which are installed in the patrol vehicles that ultimately send data to the cloud-based storage system
- A multitude of new updates to the website that make it more user-friendly
- Unlimited cloud-based storage that is Criminal Justice Information System (CJIS) compliant, a requirement for sensitive law enforcement data
- Body-worn camera mounting design that is seamlessly integrated into the uniform, to prevent the camera from snapping off

Since adopting the Pileum Corporation system (BodyWorn), the company has delivered excellent customer service, technical support, and all the features have greatly enhanced our body-worn camera system. Pursuant to El Segundo Municipal Code § 1-7-9(A) and the unique utility of the current system, staff recommends that the City Council find that the City's best interests are served by a direct award of a contract to the Pileum Corporation without a competitive selection process and take the recommended actions set forth above.

**Renew Contract with Pileum Corporation**

**October 3, 2023**

**Page 3 of 3**

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 2: Support Community Safety & Preparedness

Objective A: El Segundo is a safe and prepared community

**PREPARED BY:**

Hugo Perez, Police Captain

**REVIEWED BY:**

Jaime Bermudez, Police Chief

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

None



## City Council Agenda Statement

Meeting Date: October 3, 2023

Agenda Heading: Consent

Item Number: B.6

---

### **TITLE:**

Notice of Completion for the City Hall Phase 1 Improvements Project

### **RECOMMENDATION:**

1. Accept the Civic Center Maintenance and Repairs Project No. PW 21-11, also identified as the City Hall Phase 1 Improvements project, by Union Construction Company, as complete.
2. Authorize the City Clerk to file the attached Notice of Completion with the County Recorder's Office.
3. Alternately, discuss and take other action related to this item.

### **FISCAL IMPACT:**

Included in the Adopted FY 2022-23 Budget and carried forward to FY2023-24.

Amount Budgeted: \$937,989.20

Additional Appropriation: No

Account Numbers: \$794,545 from 708-400-2403-8807 (Trust Fund for Permit Center Surcharge) and \$143,464.20 from 301-400-8201-8209 (City Wide Facilities Repairs)

### **BACKGROUND:**

City Hall is an aging facility, with the original building constructed in 1955. This building was renovated to house the Community Development and Public Works Departments in the mid-1970s. In order to better serve the public, rehabilitation improvements were identified by staff and the improvements were split into multiple phased projects.

Phase 1 of this project, which is identified as the Civic Center Maintenance and Repairs Project PW 21-11, began in January 2022 and has recently been 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

## **Notice of Completion for the City Hall Phase 1 Improvements Project**

**October 3, 2023**

**Page 2 of 2**

accommodate the public, and renovations to the Executive Conference Room to upgrade and reconfigure a heavily-used conference room.

### **DISCUSSION:**

The Civic Center Maintenance and Repairs Project No. PW 21-11, was completed in August 2023 and was subsequently inspected by City staff. The project was completed in accordance with the plans and specifications to the full satisfaction of city staff.

Staff recommends that the City Council approve the recommended actions for project PW 21-11 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.

Goal 5: Champion Economic Development and Fiscal Sustainability

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

### **PREPARED BY:**

James Rice, Associate Engineer

### **REVIEWED BY:**

Elias Sassoon, Public Works Director

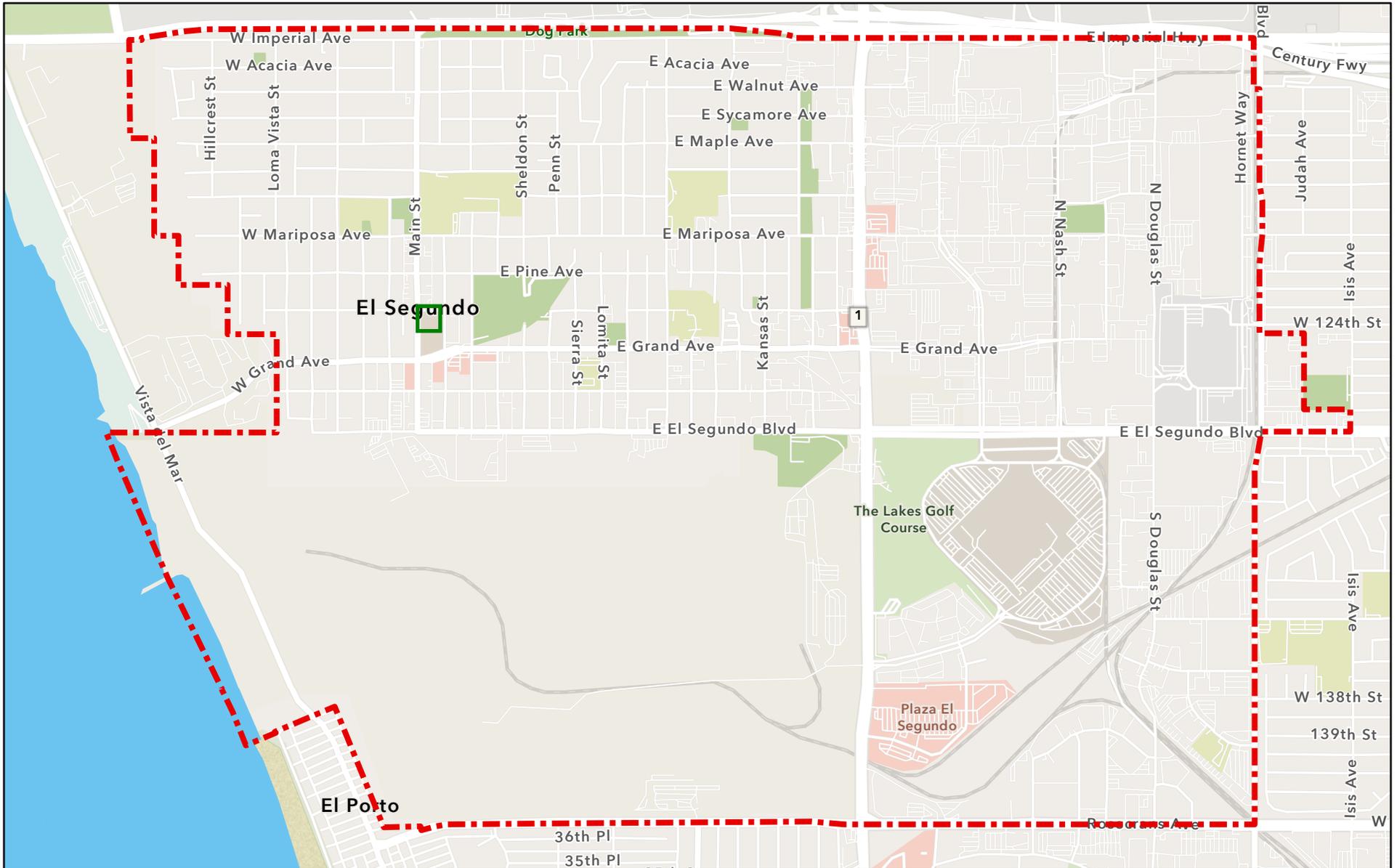
### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

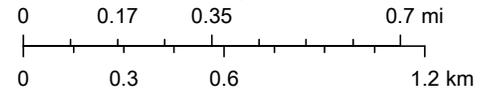
1. Vicinity Map
2. Location Map
3. Before and After Pictures
4. Notice of Completion

# Vicinity Map - PW 21-11 Civic Center Maintenance and Repairs Project



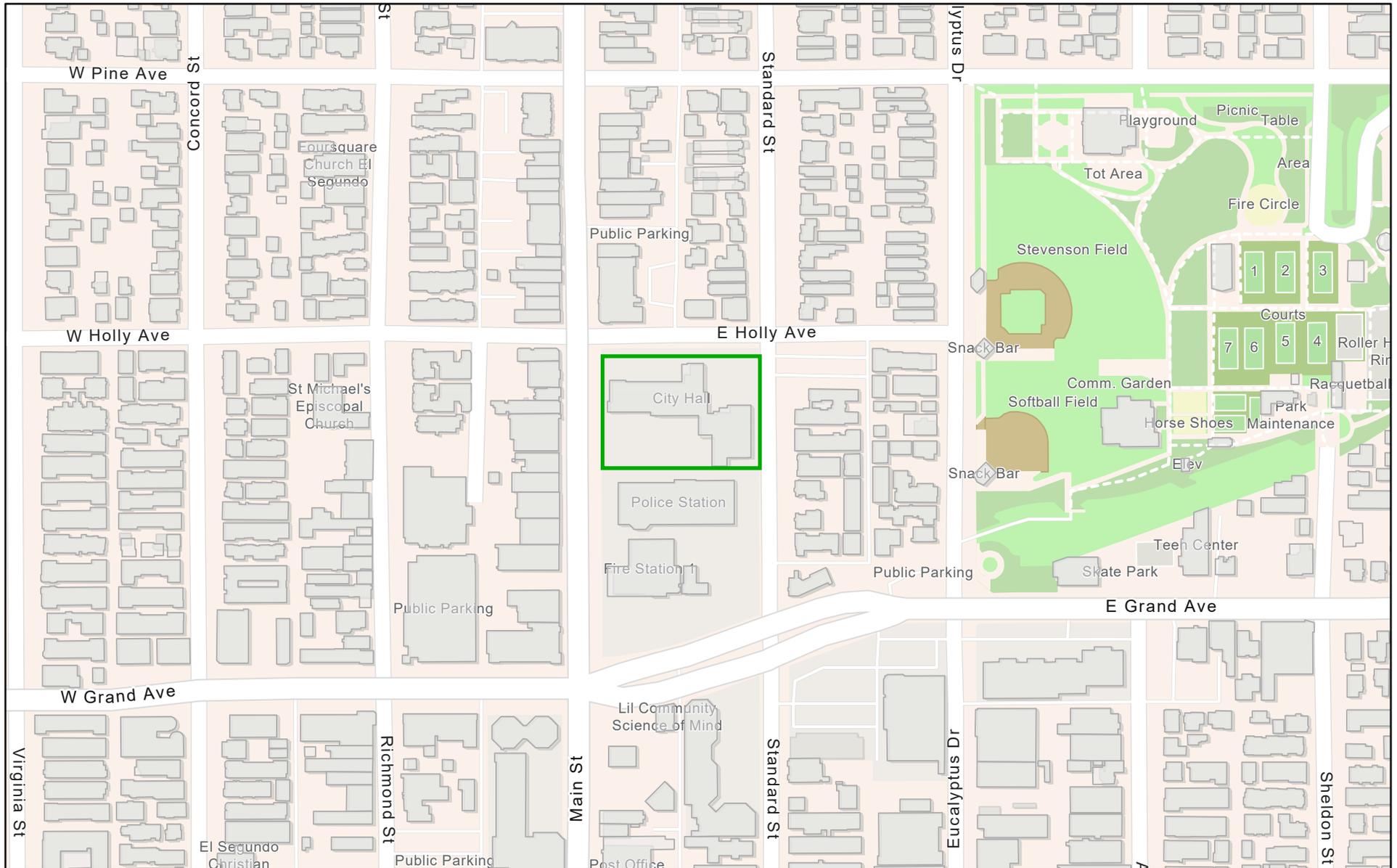
2/23/2023

1:27,046

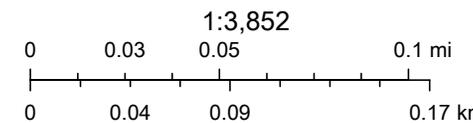


City of El Segundo, County of Los Angeles, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS,

# Location Map - PW 21-11 Civic Center Maintenance and Repairs Project



6/9/2023



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

**PW 21-11 Civic Center Maintenance and Repairs Project Before and After Pictures**

Before: City Hall main lobby area



After:



Before: City Hall main lobby area



After: New conference room in main lobby



Before: Executive Conference Room



After:



Before: Community Development & Public Works Plan Check Counter Area



After:



**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: Civic Center Maintenance and Repairs Project

Project No.: PW 21-11

Contract No. 6212

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 August 18, 2023. The work done was: City Hall renovations to 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.
6. On October 3, 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: Union Construction Company
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: Civic Center Maintenance and Repairs Project
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/City Engineer 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, 90245.

\_\_\_\_\_  
Elias Sassoon  
Public Works Director



## City Council Agenda Statement

Meeting Date: October 3, 2023

Agenda Heading: Consent

Item Number: B.7

---

### TITLE:

Construction Award to MCM Construction, Inc. for City Hall Phase 2 Improvements Project

### RECOMMENDATION:

1. Find the bid from Xpress Bldg Solutions, Inc. to be nonresponsive.
2. Authorize the City Manager to execute a standard Public Works Construction Contract with MCM Construction, Inc. in the amount of \$595,000 for the construction of the City Hall Phase 2 Improvements Project, Project No. PW 23-09 and an additional \$105,000 for construction related contingencies.
3. Alternately, discuss and take other action related to this item.

### FISCAL IMPACT:

Included in the adopted FY 2023-24 Budget.

Amount Budgeted: \$700,000

Additional Appropriation: None.

Account Number(s):

\$400,000 from 708-400-2403-8807 (Civic Center Repairs)

\$150,000 from 301-400-8201-8111 (Fire Alarm Panels)

\$50,000 from 301-400-8201-8401 (Plumbing)

\$100,000 from 301-400-8201-8473 (Electrical)

### BACKGROUND:

City Hall is an aging facility which was originally constructed in 1955, and was remodeled to house Community Development and Public Works Departments in the mid 1970s. In order to better serve the public, rehabilitation improvements were identified by staff to be done in multiple phased projects.

## Construction Award for City Hall Phase 2 Improvements Project

October 3, 2023

Page 2 of 3

Phase 1 of this project, which was identified as the Civic Center Maintenance and Repairs Project PW 21-11, began in January 2022 and was completed in August 2023. The scope of these first phase improvements included the main entry area to the Community Services and Public Works Departments, the Building Division staff seating area, new public counters, and renovations to the Executive Conference Room to upgrade and reconfigure a heavily-used conference room.

The scope of the proposed Phase 2 of this project, which is identified as the City Hall Phase 2 Improvements Project PW 23-09, 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; and
3. Reconfiguration of the mailroom to accommodate two new offices for Finance Department staff in order to accommodate the ITSD staff relocation.

### DISCUSSION:

City staff advertised the project, and the City Clerk received and opened the following three bids on August 22, 2023:

1. Xpress Bldg Solutions, Inc. (Glendale, CA)	\$453,200
2. MCM Construction, Inc. (Sherman Oaks, CA)	\$595,000
3. MLC Constructors, Inc. (Corona, CA)	\$639,808

The lowest bidder is Xpress Bldg Solutions. However, after reviewing the submitted documents by Xpress Bldg Solutions, City staff and the City Attorney determined that multiple subcontractors of this bid package had expired State of California licenses and/or expired registration with the California Department of Industrial Relations (DIR). Consequently, Xpress Bldg Solutions' bid was found to be nonresponsive. The apparent lowest bid included the required "Contractor's License Declaration" pursuant to Business and Professions Code § 7028.15. However, this document contained false information. The expired credentials contradicted the bidder's attestation to Bid Instructions § 2.4 that all subcontractors have "appropriate current licenses." Per State law, cities are required to ensure full compliance with the project's bid specifications prior to the award of any construction contract to a contractor (*Taylor Bus Serv., Inc. v San Diego Bd. of Educ.* (1987) 195 Cal.App.3d 1331, 1343).

Due to this finding, staff checked the references and license status of the next lowest responsive bidder, MCM Construction, Inc. City staff found MCM Construction, Inc. and their subcontractors to have the required licenses and/or registrations in good standing,

## **Construction Award for City Hall Phase 2 Improvements Project**

**October 3, 2023**

**Page 3 of 3**

and were satisfied with the results. MCM Construction, Inc. has also successfully completed similar projects for other public agencies. Consequently, staff recommend awarding the construction of this project to MCM Construction, Inc.

With City Council's authorization, construction is anticipated to commence in November 2023 and be substantially completed in January 2024.

### **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.

Goal 5: Champion Economic Development and Fiscal Sustainability

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

#### **PREPARED BY:**

James Rice, Associate Engineer

#### **REVIEWED BY:**

Elias Sassoon, Public Works Director

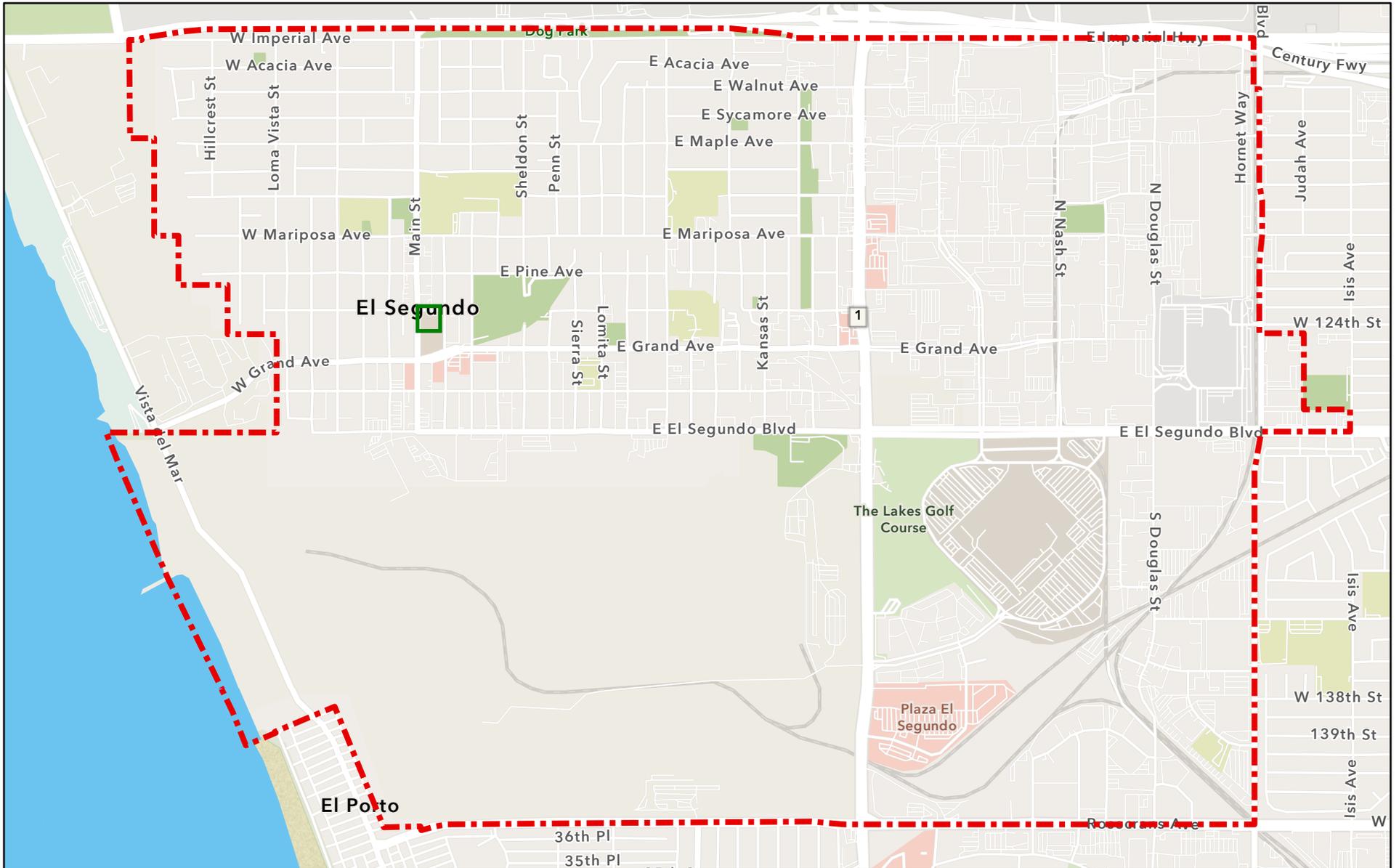
#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

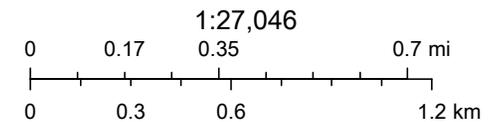
### **ATTACHED SUPPORTING DOCUMENTS:**

1. Vicinity Map
2. Location Map

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

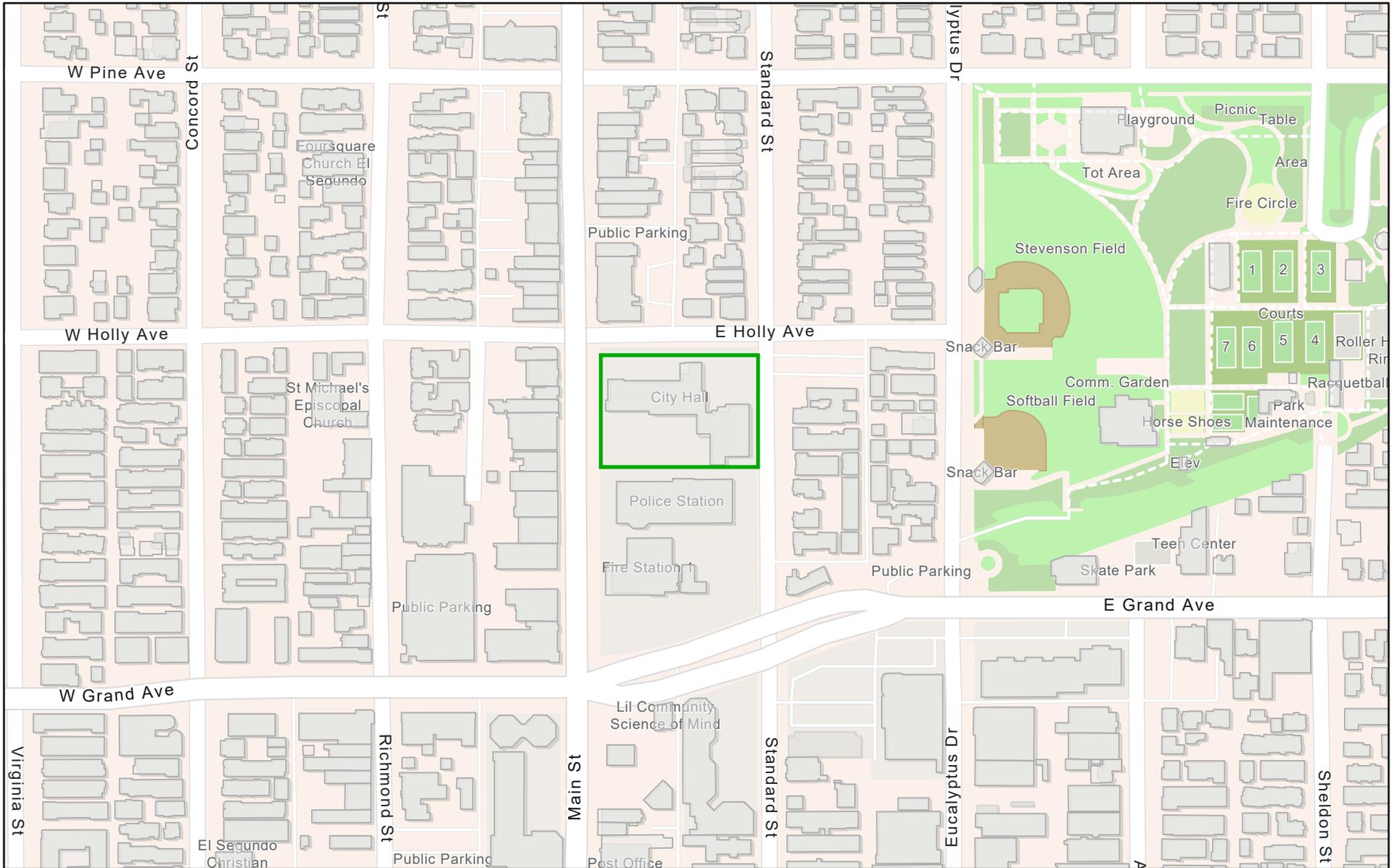


2/23/2023

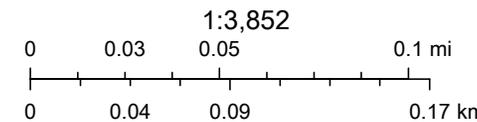


City of El Segundo, County of Los Angeles, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS,

# Location Map - PW 23-09 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,



## City Council Agenda Statement

Meeting Date: October 3, 2023

Agenda Heading: Staff Presentations

Item Number: D.8

---

### TITLE:

2023 Annual Update to the City's FY 2022-26 Strategic Plan

### RECOMMENDATION:

1. Adopt the 2023 update to the FY 2022-2026 Strategic Plan.
2. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

FY 2022-2026 Strategic Plan is considered and prioritized in the annual Citywide budget each fiscal year.

### BACKGROUND:

The City's Strategic Plan guides the work of the City of El Segundo for the four-year period FY 2022-23 through FY 2025-26. The Plan articulates the vision, mission, and values of the City and establishes the City's five goals, as follows:

<b>Vision</b>	Be a global innovation leader "where big ideas take off" while maintaining our unique small-town character.
<b>Mission</b>	Provide a great place to live, work, and visit.
<b>Values</b>	<b>Service.</b> We work to provide exceptional services and continuously improve our practices and processes. <b>Ethics.</b> We are accountable and responsible for our actions, transparent in our processes, and follow professional standards. <b>Collaboration.</b> We work as one team on behalf of the community.

## 2023 Update to the City's FY 2022-2026 Strategic Plan

October 3, 2023

Page 2 of 5

### Multi-Year Goals

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

The Strategic Plan is reviewed annually to update progress and reevaluate priorities based on the needs of the community. On May 16, 2023, the City Council held a Strategic Planning Session to update the City's existing multi-year Strategic Plan. In preparation for the workshop, the facilitator conducted individual interviews with City Council and the Executive Team. The results were summarized and presented during the workshop to highlight areas of consensus between the City Council and the Executive Team and to affirm alignment with the current Strategic Plan goals and strategies. 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:

- Established expectations for the workshop and intended outcomes.
- Reaffirmed the established five (5) major goals.
- Received staff updates on each of the existing fifty-one (51) strategies.
- Participated in a three "C's" exercise: close out completed strategies, carry forward strategies still in progress, and create new strategies
- Participated in a voting (dot) exercise in which ten (10) new priorities were established for FY 2023-24.
- 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 annual update to the Strategic Plan Update includes thirty-six (36) strategies, of which ten (10) were identified as top priorities for FY 2023-34. City Council closed out a total of nineteen (19) strategies as complete. At the conclusion of the workshop, the City Council had effectively established clear direction and focus for the Executive Team for FY 2023-24.

## 2023 Update to the City's FY 2022-2026 Strategic Plan

October 3, 2023

Page 3 of 5

### DISCUSSION:

As a result of the May 16, 2023, Strategic Planning Session, the City Council established the following top ten priorities for FY 2023-24:

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; complete and implement the Fire Department's accreditation process.
Goal 3, Strategy A (New)	Promote data-driven decision-making by establishing department-specific key performance indicators (KPIs).
Goal 3, Strategy B (New)	Expedite the onboarding 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".
Goal 5, Strategy A (New)	Utilize the City's long-term financial plan to make financial decisions; identify opportunities for new revenues, enhancement of existing 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 (New)	Preserve the small-town charm and single-family neighborhood.
Goal 5, Strategy D (New)	Engage in a fiscal feasibility study about regional housing east of Pacific Coast Highway to include specific scenarios.

In addition to the new strategies noted above, the following new strategies were added in the FY 2023-24 update:

Goal 2, Strategy I: Engage the community to ascertain the level of "feeling safe" in the

## **2023 Update to the City's FY 2022-2026 Strategic Plan**

**October 3, 2023**

**Page 4 of 5**

community.

Goal 4, Strategy N: Implement the Local Travel Network (funded) accommodating Micro Mobility Devices (e.g. E-bikes, golf carts, scooters, etc.).

Goal 5, Strategy H: Use the City's existing lobbyist to explore property tax reapportionment.

### **Monitoring and Tracking Progress**

Each Department has provided action items to facilitate the implementation of each of the 36 strategies in the Strategic Plan, as well as measurable KPIs. Project management software will be utilized to track progress and provide real-time updates on the status of the strategies. In addition, the City Manager will report to the City Council monthly on the progress toward completion of the City Council's top ten priorities with input from the Executive Team.

### **Public Communications and Alignment with NetPromoter Survey Feedback**

The City conducts an annual NetPromoter survey to garner feedback from the residents and businesses. This data is incorporated into the strategic planning process and many of the strategies correlate directly with information received from the community survey. Staff will include updates in the monthly City Newsletter that is distributed to nearly 10,000 subscribers to inform the public of actions the City is taking that relate to feedback received from the NetPromoter survey.

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

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

Goal 2: Support Community Safety and Preparedness

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

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Goal 5: Champion Economic Development and Fiscal Sustainability

### **PREPARED BY:**

Stephanie Reis, Executive Assistant to City Manager

### **REVIEWED BY:**

Darrell George, City Manager

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

**2023 Update to the City's FY 2022-2026 Strategic Plan**

**October 3, 2023**

**Page 5 of 5**

**ATTACHED SUPPORTING DOCUMENTS:**

1. 2023 Strategic Plan



# CITY OF EL SEGUNDO STRATEGIC PLAN

FY 2022-23 THROUGH FY 2025-26

JULY 2023



# TABLE OF CONTENTS

City Council..... 1

Executive Summary ..... 2

Strategic Plan Overview..... 3

Vision, Mission and Values ..... 4

Opportunities and Challenges ..... 5

Multi-Year Goals ..... 6

Top City Council Priorities..... 7

Goal 1: Enhance Customer Service, Diversity, Equity, Inclusion and Communication ..... 8

Goal 2: Support Community Safety and Preparedness ..... 9

Goal 3: Promote a Quality Workforce Through Teamwork and Organizational Efficiencies..... 10

Goal 4: Develop and Maintain Quality Infrastructure and Technology ..... 11

Goal 5: Champion Economic Development and Fiscal Sustainability ..... 13

Progress Updates..... 15

Conclusion ..... 16

Attachment A - Highlights of Accomplishments ..... 17

Attachment B - Technology Projects and Needs..... 19



# CITY COUNCIL



DREW BOYLES  
MAYOR



CHRIS PIMENTEL  
MAYOR PRO TEM



CAROL PIRSZTUK  
COUNCILMEMBER



RYAN BALDINO  
COUNCILMEMBER



LANCE GIROUX  
COUNCILMEMBER



# EXECUTIVE SUMMARY

## STRATEGIC PLANNING GUIDANCE PROVIDED BY:

- City Council
- Tracy Weaver  
City Clerk (Elected)
- Darrell George  
City Manager
- Barbara Voss  
Deputy City Manager
- Michael Allen  
Community Development Director
- Aly Mancini  
Recreation, Parks, and Library Director
- Jaime Bermudez  
Police Chief
- Rebecca Redyk  
Human Resources Director
- Elias Sassoon  
Public Works Director
- David Cain  
Interim Chief Financial Officer
- Robert Espinosa  
Interim Fire Chief

The Strategic Plan sets the path for the City of El Segundo for four years, covering the period FY 2022-23 through FY 2025-26. The Strategic Plan is reviewed annually to update progress and reevaluate priorities based on the needs of the community.

To begin the process, each member of City Council was interviewed to learn about their vision and priorities. A gap analysis was conducted with all City departments and an environmental scan was prepared by City staff. Input and feedback was gathered from the City's committees, commissions, and boards. City Council held a Strategic Planning session on May 16, 2023, to update the plan for FY 2023-24.

The Strategic Plan is focused on achieving the City's vision:

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

**The Strategic Plan has five multi-year goals:**

- Enhance Customer Service, Diversity, Equity, Inclusion, and Communication
- Support Community Safety and Preparedness
- Promote a Quality Workforce Through Teamwork and Organizational Efficiencies
- Develop and Maintain Quality Infrastructure and Technology
- Champion Economic Development and Fiscal Sustainability

Implementation of the Strategic Plan relies on collaboration with others, and we are dedicated to being good partners and service providers. Success of the City of El Segundo will always rely on a team effort.

Respectfully,



Darrell George  
City Manager



# STRATEGIC PLAN OVERVIEW

The Strategic Plan is a living document, featuring a framework that is adjusted based on the current needs of the community.



# VISION, MISSION, AND VALUES



<b>VISION</b>	<i>Be a global innovation leader ‘where big ideas take off’ while maintaining our unique small-town character.</i>
<b>MISSION</b>	<i>Provide a great place to live, work, and visit.</i>
<b>VALUES</b>	<p><b>Service.</b> We work to provide exceptional services and continuously improve our practices and processes.</p> <p><b>Ethics.</b> We are accountable and responsible for our actions, transparent in our processes, and follow professional standards.</p> <p><b>Collaboration.</b> We work as one team on behalf of our community.</p>

### Culture

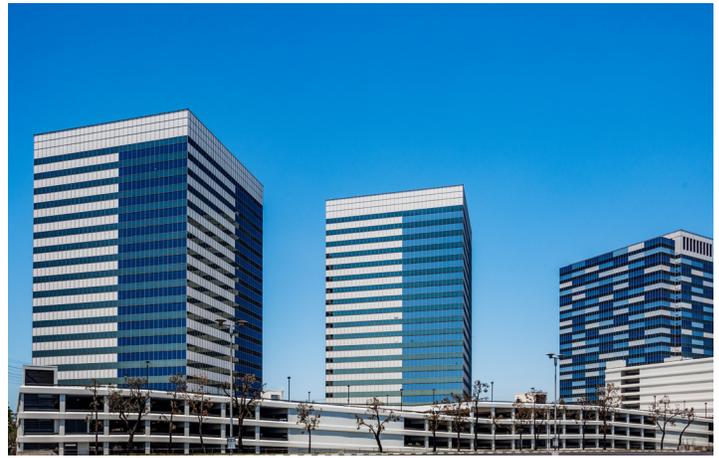
El Segundo strives to create a working culture of:

- Innovation
- Support and recognition
- Leadership by example
- Proactive action
- Problem solving - getting to yes
- Engaging the community



# OPPORTUNITIES & CHALLENGES

**Many opportunities and a number of challenges face the City.**



### Opportunities

- Attracting new technology businesses through access to land, employees, and transportation
- Repositioning existing buildings
- Attracting corporate headquarters
- Increasing commercial development
- Providing space for creative office campuses
- Attracting young professionals and families
- Determining the future of the east side of El Segundo

### Challenges

- Increasing costs of goods and services
- Growing unfunded infrastructure and maintenance needs
- Meeting housing needs for all income levels
- Increasing unfunded state mandates
- Engaging the community more in emergency preparedness
- Recruiting and retaining employees
- Determining the future of the east side of El Segundo
- Reducing commercial office vacancy rates in light of modified work schedules and remote work

### Major Factors Since Adoption of Last Strategic Plan

Significant changes have occurred since the most recent Strategic Plan was adopted by the City Council in 2020. Key factors are shown below. Highlights of accomplishments are shown in Attachment A.



# MULTI-YEAR GOALS



The Strategic Plan has five multi-year goals. Each goal has an associated set of strategies for achievement over the life of the Strategic Plan. Each goal has been updated during this process to reflect plans for the next four years.

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



**Goal 2: Support Community Safety and Preparedness**

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



**Goal 4: Develop and Maintain Quality Infrastructure and Technology**

**Goal 5: Champion Economic Development and Fiscal Sustainability**



# TOP CITY COUNCIL PRIORITIES

The City Council determined its top priorities during the strategic planning session held on May 16, 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.

- Goal 1, Strategy A

Enhance 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; complete and implement the Fire Department’s accreditation process.
- Goal 3, Strategy A

Promote data-driven decision-making by establishing department-specific key performance indicators (KPIs).
- Goal 3, Strategy B

Expedite the onboarding 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”.
- 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 neighborhoods.
- Goal 5, Strategy D

Engage in a fiscal feasibility study about regional housing east of Pacific Coast Highway to include specific scenarios.



# GOAL 1: ENHANCE CUSTOMER SERVICE, DIVERSITY, EQUITY, INCLUSION AND COMMUNICATION

## Strategic Direction

The City Council and staff are committed to creating an environment that is inclusive and supportive of the community. Proactive and timely communications are critical to keeping the community engaged and informed. Staff are proactive problem solvers who strive to understand the needs of our customers and offer innovative solutions to address challenges.

## Strategic Direction

- El Segundo provides unparalleled service to all customers.
- El Segundo’s engagement with the community ensures excellence.



Strategies	Continuing from Prior Strategic Plan	New Strategic Plan Item
A. Enhance proactive community engagement program to educate and inform the public about City services, programs, and issues.	✓	
B. Implement the City Council-approved Diversity, Equity, and Inclusion (DEI) Work Plan.	✓	
C. Adopt and implement Livability Action Plan and obtain the “Age-Friendly City” designation from the American Association of Retired Persons (AARP).	✓	



# GOAL 2: SUPPORT COMMUNITY SAFETY AND PREPAREDNESS

## Strategic Direction

El Segundo is ready to respond to any public safety incident through training, planning, and regional collaboration.

## Objective

El Segundo is a safe and prepared community.



Strategies	Continuing from Prior Strategic Plan	New Strategic Plan Item
A. Address quality of life issues pertaining to homelessness, graffiti, noise, crime, air quality and other concerns.	✓	
B. Determine the best and most cost-effective response model for the Fire Department; and complete and implement the Fire Department’s accreditation process.	✓	
C. Develop a long-term strategy to hold large-scale neighboring municipal operations accountable for environmental violations that place the quality of life and health of residents and businesses at risk; explore staffing needs.	✓	
D. Clearly define our disaster preparedness program to ensure the City is prepared for a variety of disasters, including our facilities and staff.	✓	
E. Increase community awareness for emergency preparedness; significantly increase the number of people who are prepared for disaster and involved in the Community Emergency Response Team (CERT) services; shift the focus from Covid-19 response to earthquake response.	✓	
I. Engage the community to ascertain the level of “feeling safe” in the community.		✓



# GOAL 3: PROMOTE A QUALITY WORKFORCE THROUGH TEAMWORK AND ORGANIZATIONAL EFFICIENCIES

## Strategic Direction

El Segundo’s ability to provide quality programs and services depends on the City’s ability to attract and retain the best staff. We provide for the safety of our employees. We inspire and engage our workforce by encouraging innovation and celebrating success. We plan for the future through meaningful training, mentoring, and development programs that promote thoughtful succession planning for key positions.

## 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.



Strategies	Continuing from Prior Strategic Plan	New Strategic Plan Item
A. Promote data driven decision making by establishing department-specific key performance indicators (KPIs).		✓
B. Expedite the on-boarding process for new employees and expand outreach to include a broader scope of candidates in the recruitment process.		✓
C. Determine optimal staffing levels required to deliver unparalleled City services and to ensure City Council policies are fully implemented.	✓	
D. Institute methods to improve our competitive edge to hire and retain top quality staff.	✓	
E. Provide training to employees to ensure they are able to perform their jobs safely including carrying out their emergency response roles in the event of a disaster.	✓	



# GOAL 4: DEVELOP AND MAINTAIN QUALITY INFRASTRUCTURE AND TECHNOLOGY

## Strategic Direction

El Segundo’s small-town charm is due in large part to our beautiful tree-lined streets, award-winning parks, and well-maintained public facilities. Protecting and investing in our physical infrastructure assets is vital for the well-being of the community. The City performs preventive maintenance and seeks opportunities to enhance and replace existing assets to improve efficiency and safety.

## Objective

- El Segundo’s physical infrastructure supports an inviting and safe community.
- El Segundo’s technology supports effective, efficient and proactive operations.



Strategies	Continuing from Prior Strategic Plan	New Strategic Plan Item
A. Renovate the indoor swimming facility, the Plunge; construction 1st quarter of 2024; discuss funding.	✓	
B. Identify parking solutions throughout the community.	✓	
C. Implement the capital improvement plan for parks, recreation, City facilities, library, and Park Vista senior living facility.	✓	
D. Examine options regarding the expansion of the fiber infrastructure within El Segundo for economic development purposes.	✓	
E. Develop a multi-year plan to address a comprehensive update to the General Plan.	✓	
F. Implement a new ERP/HRIS (enterprise resources planning/human resource information system) to improve efficiency and transparency; to be completed by 2025.	✓	
G. Complete the Park Place extension project per the project plan with design completion in 2024/25.	✓	



Strategies	Continuing from Prior Strategic Plan	New Strategic Plan Item
H. Complete all projects in Phase I of Parks Renovation Plan by 1st quarter of 2026.	✓	
I. Update the Technology Master Plan with a new prioritized list for funding and implementation (See Attachment B).	✓	
J. Implement technologies to enhance customer service while maintaining a human connection in the delivery of City services and in providing transparency.	✓	
K. Implement the geographic information system (GIS) roadmap that will provide software access to basic property information and relevant documents.	✓	
L. Expand the new agenda management program to automate processes for Commissions, Committees and Boards (CCBs).	✓	
M. Pursue collaboration with the City and County of Los Angeles to beautify the entryways into El Segundo to include parking lot and beach; break-out the multiple elements and add timelines.	✓	
N. Implement the Local Travel Network (funded) accommodating Micro Mobility Devices (e.g. E-bikes, golf carts, scooters, etc.).		✓



# GOAL 5: CHAMPION ECONOMIC DEVELOPMENT AND FISCAL SUSTAINABILITY

## Strategic Direction

The City Council and staff work collaboratively to develop a balanced budget, build strong reserves, and prepare for the future through long-term financial planning. Our economic development focus is one of maximizing the resources of both public and private sectors to promote business, investment, and economic growth. Deliberate leadership and strategic action position the City of El Segundo to continue to be a global innovation leader where big ideas take off, while maintaining our unique small-town character.

## Objective

- El Segundo promotes economic growth and vitality for businesses and the community.
- El Segundo approaches its work in a financially strategic and responsible way.



Strategies	Continuing from Prior Strategic Plan	New Strategic Plan Item
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.		✓
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.	✓	
C. Preserve the small-town charm and single-family neighborhoods.		✓
D. Engage in a fiscal feasibility study about regional housing east of Pacific Coast Highway to include specific scenarios.		✓



Strategies	Continuing from Prior Strategic Plan	New Strategic Plan Item
E. Develop a robust approach to connect existing businesses to each other and conduct proactive outreach to grow the business community; develop a formal group of business leaders.	✓	
F. Sponsor, coordinate and launch a private-public incubator program; identify potential board members.	✓	
G. Update land use regulations to encourage development and entitlement projects (including the Downtown Specific Plan) by September 2023.	✓	
H. Use the City’s existing lobbyist to explore property tax reapportionment.		✓



# PROGRESS UPDATES



### Implementation Action Plan

An Implementation Action Plan will accompany the Strategic Plan as a management tool. It will contain the starting year and lead person assigned for each strategy. Timelines may be adjusted based on changing priorities, budget and personnel availability.

### Reporting

Progress reports on the overall Strategic Plan will be provided twice a year to the City Council. Periodic status reports on specific items will also be provided.



# CONCLUSION



The Strategic Plan is a roadmap to guide the work of the City of El Segundo for the four-year period FY 2022-23 through FY 2025-26.

The plan articulates the vision, mission, and values of the City and establishes a set of goals, priorities and strategies for the future.

The plan will be reviewed annually and updated periodically as we accomplish our priorities and as needs change.

**El Segundo is committed to continuing collaboration with our many partners in achieving the goals in this Strategic Plan.**

Thank you to everyone who contributed  
to our Strategic Plan.

# HIGHLIGHTS OF ACCOMPLISHMENTS

Since adoption of the Strategic Plan updated in 2020, the City has accomplished some important milestones. Highlights of these, as well as several major items that are well underway, are listed below.

## ***Many Accomplishments since 2020***

- Honored as the Most Business-Friendly City in Los Angeles County
- Established Hyperion Ad-Hoc Committee and advocated for significant improvements at the Hyperion water reclamation plant
- Sponsored Assemblymember Al Muratsuchi's Assembly Bill 1216 - Wastewater Treatment Plants: Monitoring of Air Pollutants which would require Hyperion to permanently air monitor H2S at their fence-line as well as monitor the VOC's (volatile organic compounds) and NOx at the source.
- Ongoing streets street maintenance and improvements
- Renovated the Checkout Building's public restrooms in Recreation Park.
- Rehabilitated El Segundo Blvd. from Whiting to Illinois
- Replaced Imperial and Sandhill sewer flumes resulting in more accurate flow measurements and cost savings
- Established a Special Projects Administrator position to track and monitor key capital improvement projects and other priority projects
- El Segundo Police Department held the first annual teen camp for El Segundo youth
- Established an incentive program which awards lateral police officers up to 40,000 to join the El Segundo Police Department
- City Council authorized hiring of ten additional police officers
- El Segundo Fire Department held second annual Fired Up Girls Camp
- El Segundo Fire Department saved the life of a resident with the newly acquired AutoPulse automated CPR machine
- Conducted the 6th annual Net Promoter survey of residents and businesses
- Implemented Community Development online permitting system
- Repainted two courts at the Recreation Park to allow the pickleball program to grow to ten courts.
- Updated and implemented the City Communications Plan and significantly enhanced citywide communications efforts
- Designed Phase One of the Recreation Park Renovation Project (Courts, Fields, and Teen Center).
- Worked with developers to complete seven public art pieces to the Public Library as part of the City's Cultural Development Fund
- Refurbished the Teen Center
- Resumed El Segundo beach shuttle services
- Launched a new Annual Community Sponsorship Campaign to assist with Recreation events and programs
- Developed a fundraising campaign to support significant upgrades to the Urho Saari Swim Stadium (the Plunge)
- Assisted and conducted successful Municipal Election with the County of Los Angeles
- Partnered with El Segundo Unified School District for Annual Civic Day

## ***Other Strategic Plan Items Well Underway***

- Significant progress on Downtown Specific Plan
- Renovation of the indoor swimming facility "The Plunge".
- El Segundo Connect Shuttle Service
- Modernize the Emergency Operations Center utilizing FEMA grant funds
- The ESFD will complete the third and final phase of the CPSE Accreditation (Self-Assessment) by the end of fiscal year 2023-2024. The ESFD will submit accreditation documentation to CPSE for review fiscal year 2024/2025
- Reestablish Neighborhood Watch program
- Implement automated library management system
- Sponsor, coordinate and launch a public-private El Segundo accelerator to support startups

# TECHNOLOGY PROJECTS AND NEEDS

## Introduction

The following table contains a list of technology projects that are either underway or have been initially identified as important for productivity improvements or customer service. Any projects not currently underway or funded are listed as those to be prioritized as part of an updated Technology Master Plan as noted in Goal 4. The items to be considered as part of Technology Master Plan are not intended to be a comprehensive or complete list. They represent the items at this time to be priorities for productivity and customer service.

Strategies	Status	
	Currently Underway	To be Considered as part of Technology Master Plan
1. Begin upgrade assessments to replace the City Enterprise Resource Planning (ERP) and HR system and City Clerk	✓	
2. Replace end of life network infrastructure	✓	
3. Replace security camera system	✓	
4. Update the City of El Segundo's Technology, Cellphone, and Email retention policy	✓	
5. Implement cyber security best practices	✓	
6. Implement replace ESFD RMS system and deploy rehire software application	✓	
7. Explore and deploy digital solutions that will contribute to a digital City Hall (Open Data & Finance Portal)		✓
8. Evaluate the Geographic Information System (GIS) needs of ES		✓
9. Deploy collaboration tools - MS-Teams for messaging and video conferencing	✓	
10. Implement an automated Library Management system.	✓	





## City Council Agenda Statement

Meeting Date: October 3, 2023

Agenda Heading: Staff Presentations

Item Number: D.9

---

### **TITLE:**

FY 2023-25 Communications Plan for the City of El Segundo

### **RECOMMENDATION:**

1. Approve the FY2023-25 Communications Plan for the City of El Segundo.
2. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

None

### **BACKGROUND:**

The City of El Segundo Communications Program is a critical component of strengthening the City's relationship with residents, businesses and the community as a whole. The program proactively informs stakeholders of what the City is doing to meet their needs and to improve and expand resident and business engagement through multiple communications channels.

The City's first Communications Plan was created in May 2019 after the City and City Council identified a comprehensive program was needed to establish communications standards, meet news/media needs, implement branding, provide proactive content, utilize and manage social media and support other marketing-related needs. The plan was last updated in 2021.

An effective communications program is fiscally responsible and a smart investment in the City's future.

### **DISCUSSION:**

A strategic communications program strengthens the City's relationship with residents, businesses, and the community as a whole. The communications plan is a road map

## **2023-2025 Communications Plan**

**October 3, 2023**

**Page 2 of 3**

outlining where staff will focus on integrated communication efforts. The development and regular re-evaluation of the communications plan is a critical component of the communications program.

From September 2022 through March 2023, City department directors and team members provided feedback and input about how the Communications Program supported department efforts and identified areas of opportunity. The feedback gathered was instrumental in shaping the goals and strategies for the 2023-2025 Communications Plan.

The communication plan aligns and supports all five of the City's strategic goals, and includes the following ten initiatives:

1. Support City Council Priorities
2. Proactively Reach Out to the Community & Garner Customer Feedback
3. Improve Internal City Communications
4. Build Stakeholder Relationships
5. Maintain & Enhance a Consistent Brand Identity
6. Lead Emergency & Crisis Communications
7. Maximize the Impact of El Segundo Media
8. Increase Engagement on Social Media Platforms
9. Strengthen Media Relations
10. Maintain the City Websites

The communications plan aims to be proactive in informing stakeholders of what the City is doing to meet their needs and to strengthen and expand resident and business engagement through multiple channels.

Several tools and metrics will be implemented and reviewed to gauge the City's success related to the communications program. These include, but are not limited to:

- Successful community understanding of high-priority initiatives leading to intended outcomes.
- Metrics reports from GovDelivery, GovAccess and Hootsuite.
- Increased website(s) engagement, including unique page views and reduced bounce rate.
- Increase in Net Promoter survey participation.
- Collaborate with other departments to garner citizen feedback via online surveys and point of service feedback.
- Increase in social channel growth and engagement.
- Positive media coverage supporting the City's messaging.
- Increased subscribers, open rates and click-thru rates in GovDelivery.
- Communications Program feedback from City staff.

**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.

**PREPARED BY:**

Diane Chaaban, Communications Manager

**REVIEWED BY:**

Barbara Voss, Deputy City Manager

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. 2023-2025 City of El Segundo Communications Plan



CITY OF  
**EL SEGUNDO**

# Communications Plan

# The City of El Segundo

July 1, 2023 - June 30, 2025



# CONTENTS

## SECTION 1: OVERVIEW

- Background
- Vision & Guiding Principles
- City of El Segundo Strategic Goals
- Audiences & Channels
- Communication Tools
- Input from City Departments

## SECTION 2: GOALS, STRATEGIES & INITIATIVES

- Goals & Strategies
- Initiatives

## SECTION 3: LOOKING AHEAD

- Measures for Success
- Next Steps

Section 1



# Overview

# BACKGROUND

1

The City of El Segundo Communications Program is a critical component of strengthening the City's relationship with residents, businesses and the community as a whole. The program proactively informs stakeholders of what the City is doing to meet their needs and to improve and expand resident and business engagement through multiple communications channels.

2

The City's first Communications Plan was created in May 2019 after the City and City Council identified a comprehensive program was needed to establish communications standards, meet news/media needs, implement branding, provide proactive content, utilize and manage social media and support other marketing-related needs. The plan was updated in 2021.

3

An effective communications program is fiscally responsible and a smart investment in the City's future.

# VISION & PRINCIPLES

**Vision:** To support the City through communications that foster effective, proactive and two-way engagement with all stakeholders; leading to improved trust, greater transparency and understanding with residents, employees and businesses; and be the number one source for information for all things City-related.

**Guiding Principles:** The Communications Program is timely, proactive, transparent, effective, accurate and helpful.



The Communications Plan aligns and supports the strategic goals outlined in the City of El Segundo's **Strategic Plan**:

- 1** Enhance Customer Service, Diversity, Equity, Inclusion and Communication
- 2** Support Community Safety & Preparedness
- 3** Promote a Quality Workforce through Teamwork and Organizational Efficiencies
- 4** Develop and Maintain Quality Infrastructure & Technology
- 5** Champion Economic Development & Fiscal Sustainability



# COMMUNICATION TOOLS

The City of El Segundo utilizes a full suite of communication tools to reach the community.

## EL SEGUNDO MEDIA

El Segundo Media produces timely stories for digital and community cable platforms. Media content includes public service announcements (PSAs), community awareness issues, spotlights on local businesses and healthy living. Shows include El Segundo News, City Council Recap and various other segments.

## EMAIL

The City utilizes GovDelivery, an email delivery system that provides easy-to-use templates, supports images, PDFs, specific topics/emaillists and easy-to-access analytics to measure interaction. The community can sign up for select topics or subscribe to all.

## CITY WEBSITES

City websites include City, Fire, Police, Recreation, Parks & Library, Hospitality/Tourism and Economic Development. The sites are user-friendly and feature easy-to-find, timely & accurate content. Key areas include: News, Events, Service Requests and department-specific information.

## SOCIAL MEDIA CHANNELS

Social media channels are leveraged for integrated citywide communications. A dashboard streamlines logins and provides ease-of-use for content deployment, monitoring and scheduling. All social channels are featured on the City's websites and there is a dedicated social media page on [elsegundo.org](http://elsegundo.org).

# COMMUNICATION TOOLS

## MEDIA RELATIONS

Media relations support includes media alerts, media release writing, distribution & outreach, maintenance of media lists & relationships, media/event production and photography & video asset (b-roll) creation.

## DESIGN & PHOTOGRAPHY

El Segundo Media offers specialized expertise and assistance with photography and graphic design to departments and teams at City Hall. Support includes flyers, logo development, images for use on social media and websites.

## INTRANET

The intranet serves as the primary tool to communicate with City staff. It provides staff with timely and relevant information and offers a repository of important employee policies and guidelines, that can be accessed anywhere, anytime.

## EVENTS

Both internal and external events are tools for information dissemination and interaction. Staff events and external events such as community meetings, City Council meetings, town halls, press conferences and media events are supported by the Communications Team.

# DEPARTMENT INPUT

City department directors and team members provided feedback and input about how the Communications Program supported department efforts and identified areas of opportunity.

Input helped shape the goals and strategies for the 2023-2025 plan.



## Key Findings:

- Proactive communications planning is critical for key projects in all departments.
- Adoption and use of Communications Request Form, websites and GovDelivery channels across departments for both internal and external communications is important.
- Proactive feedback tools/surveys are instrumental to inform customer service/satisfaction goals.
- Fresh photography is helpful for departments for website pages, social channels and bulletins.
- The intranet has vastly improved internal communications.
- The Communications Committee meets monthly and is an effective forum for cross-departmental collaboration and integrated communications for the City.



# Goals, Strategies & Initiatives



# 2023-2025 Communication Goals



## INFORM

Be the leading source of information and provide a solid understanding of the City's responsibilities, services, and programs.

## FOSTER

Foster a culture of transparency, partnership, diversity and inclusion with the community through timely communications.

## LEAD

Lead communications between key stakeholders in the City, and ensure that communications are consistent, inclusive, proactive and collaborative.

## LISTEN

Listen and increase two-way communication to garner feedback to take immediate action and set future customer service goals.

## INCREASE

Increase awareness and understanding about why the City of El Segundo is a great place to live, work and visit.

## CREATE

Create citywide brand guidelines and policy to support a unified brand identity.

## PROMOTE

Promote the City's services, programs and events to residents and visitors.

## BUILD

Build trust and responsiveness with the media.

## REACH

Utilize effective communication channels to reach multiple audiences.

# COMMUNICATIONS PROGRAM INITIATIVES

The Communications Plan focuses on ten key initiatives.



- 1 Support City Council Priorities
- 2 Proactively Reach Out to the Community & Garner Customer Feedback
- 3 Improve Internal City Communications
- 4 Build Stakeholder Relationships
- 5 Maintain & Enhance a Consistent Brand Identity
- 6 Lead Emergency & Crisis Communications
- 7 Maximize the Impact of El Segundo Media
- 8 Increase Engagement on Social Media Platforms
- 9 Strengthen Media Relations
- 10 Maintain the City Websites

1

## SUPPORT CITY COUNCIL PRIORITIES

The Communications Team supports City Council by providing proactive messaging to ensure transparency and public awareness about City-related matters.



### Key Focus Areas:

- Lead public information outreach efforts to support implementation of City Council directives.
- Produce *City Council Recap* that summarizes decisions, recommendations and presentations made during City Council meetings.
- Provide background and communication points for media interviews; statistics and information for presentations; updates on key projects and programs; crisis communications leadership and support.
- Speeches, remarks and videos for official city-related activities.

## PROACTIVELY REACH OUT TO THE COMMUNITY AND GARNER CUSTOMER FEEDBACK

*City News*, a monthly newsletter and email bulletins deliver relevant and timely news and information to the community.

*El Segundo News & City Council Recap* video series provide relevant and timely news, topics and Council meeting highlights. City websites are updated on a daily basis.



### Key Focus Areas:

- Utilize metrics and feedback to improve customer services and processes.
- Conduct annual Net Promoter survey.
- Further collaborate with City departments to create outreach campaigns including communications strategy, public relations and content creation.
- Expand and increase engagement with established communications channels including: newsletters (digital and printed for older adults and available at City facilities open to the public), bulletins, City websites and social media.
- Keep a pulse and invite feedback for additional channels of communications, as needed.

## IMPROVE INTERNAL COMMUNICATIONS

Ongoing and consistent internal communications are key to keep El Segundo City staff informed and engaged.



### Key Focus Areas:

- Conduct quarterly in-person town hall meetings featuring the City Manager to provide updates about upcoming projects and foster dialogue with City staff members.
- Continue the *City Manager Update* that includes a message from the City Manager, timely news from departments, new business updates, and City-related news and events.
- Curate and expand staff intranet featuring department-related news, City policies, leadership training opportunities, staff activities, employee appreciation events, and health and wellness information.
- The Communications Team will continue to work with inter-departmental liaisons to align messaging priorities.
- GovDelivery and GovAccess training will continue for all departments to empower staff to expand communications with employees.

4

## **BUILD STAKEHOLDER RELATIONS**

The Communications Team connects and collaborates with a variety of the City's key stakeholders.

### Key Focus Areas:

- Strengthen relationships with federal, state and local elected officials' communications teams.
- Grow relationships with communications contacts at top employers within the business community.
- Serve as City liaison with key community groups.
- Identify speaking opportunities for City Councilmembers and key City staff with stakeholder groups.



# Key Stakeholders

**Community/Residents:** PTAs, Churches, Kiwanis Club, Rotary Club, Schools, Ed! Foundation

**Media:** El Segundo Herald, Los Angeles Times, Daily Breeze, Easy Reader, Beach Reporter, Los Angeles Business Journal

**Emergency:** Los Angeles Air Force Base (LAAFB), Los Angeles International Airport (LAWA), Chevron, Los Angeles Department of Water & Power (LADWP), Hyperion Water Reclamation Plant, Top 10 Employers, Hotels, Schools

**Regional Groups:** South Bay Cities Council of Governments (SBCCOG), Los Angeles Economic Development Corporation (LAEDC), South Bay Association of Chambers of Commerce, Governor's Office of Business and Economic Development, LA County Communications Representatives

**Aerospace Sector:** LAAFB, Aerospace Corporation, Starburst Accelerator, LA Air Force Base & Aerospace Employers, South Bay Aerospace Alliance, Aerospace & Defense Forum

**Education:** Superintendents, Principals, PTAs, Ed! Foundation and Key Education Stakeholders

**State & Local Elected Officials:** Governor Gavin Newsom, Offices of: Senator Dianne Feinstein, Senator Alex Padilla, Representative Ted Lieu, Senator Benjamin Allen, Assemblymember Al Marutsuchi, Second District Supervisor Holly J. Mitchell; City Councilmembers of the South Bay Cities

**Marketing Communications:** LA Kings, Los Angeles Lakers, LA Chargers, LA Times, The Point, Plaza El Segundo, Topgolf, Downtown Businesses

**Committees, Commissions & Boards:** Coordination of Annual Joint Meeting of CCB Representatives

**Los Angeles World Airports (LAWA) Relations:** City Lobbyist, LAWA External Relations, LAWA Press Office, LAWA Community Relations

**Top 20 Employers:** Aerospace Corp, AT&T, Big 5, The Boeing Company, Cetera Financial Group, Inc., Chevron Products Company, Infineon Technologies America Corporation, Internet Brands, Kinecta Federal Credit Union, Karl Storz Endoscopy America, Inc., Kite Pharma, Los Angeles Times, Mattel Inc., Northrop Grumman, Optum, Raytheon, Spectrum, Stamps.com, TechStyle, Teledyne Controls

## MAINTAIN & ENHANCE CONSISTENT BRAND IDENTITY FOR THE CITY

A clear, consistent and recognizable identity for El Segundo will continue to build brand awareness for the City - locally, regionally and nationally.



### Key Focus Areas:

- Develop a comprehensive branding style guide for the City, including:
  - Logo usage and compliance guidelines
  - Colors, fonts
  - Adoption by City Council
- Fresh and dynamic photography assets for use on websites, social media and other communications opportunities.
- Explore development of a digital asset management system.

## LEAD EMERGENCY & CRISIS COMMUNICATIONS

An effective and proactive Emergency Communications Plan is a critical component of the Communications Plan. An established protocol facilitates accurate and consistent information dissemination to the public, City Council and staff.



### Key Focus Areas:

- The Communications Manager serves as the Public Information Officer (PIO).
- Alignment, collaboration and training with Alert SouthBay and Nixle for regional emergency alerts.
- Active participation with key stakeholders to continue to prepare and train for emergency communications needs.
- Participate in emergency response drills and lead the crisis communications component of City's Emergency Plan.
- Support communications to encourage participation in CERT and other emergency preparedness activities.

## MAXIMIZE THE IMPACT OF EL SEGUNDO MEDIA

El Segundo Media is a trusted source of information and provides engaging content to educate and inform residents; builds awareness for local businesses; and promotes City departments and services.

El Segundo Media broadcasts online via YouTube, the City's website and social channels and on cable via Spectrum Channel 3 and Channel 22 and AT&T U-verse Channel 99.



### Key Focus Areas:

- Continue successful programming including *El Segundo News*, *City Council Recap*, *What's Up El Segundo*, *Business Matters* and live broadcasts of City Council and select Committees, Commissions and Boards meetings.
- Continue integrating with City Communications Committee team members to support and promote department initiatives.
- Repurpose segments to be shared on social media channels.
- Support press conferences and special events.
- Leverage video expertise to drive social media channel opportunities.
- Create grassroots awareness campaign to boost viewership.

## ENHANCE SOCIAL MEDIA USE & ENGAGEMENT

Social media channels are essential in today's communications landscape. Social media supports getting the word out quickly and makes content easily sharable.

The City will continue to engage with effective social media channels to reach a variety of audiences.



### Key Focus Areas:

- Continue using Facebook, Instagram, LinkedIn, Twitter and YouTube as main channels for citywide information sharing.
- Support departments' social channels to further broaden reach, grow audiences and leverage content across the City's social channels.
- Provide guidance to Communications Committee members to enhance their use of social media.
- Build confidence in the social media communities to refer to City websites for accurate information.
- Keep a pulse on new channels and platforms to reach audiences further.
- Update social media policy for current best practices.

## STRENGTHEN MEDIA RELATIONS

A proactive approach builds rapport with local media, shares the City's messages with a wider audience, and establishes third-party credibility.

Media information and interview requests are streamlined through the Communications Manager.



### Key Focus Areas:

- Provide clear, consistent and timely messaging for external audiences.
- Regular check-ins with key reporters to share news and updates.
- Maintain a comprehensive media contact list.
- Provide media and photo opportunity alerts for newsworthy events to stay top-of-mind with the media.
- Leverage media monitoring to stay up-to-date on local media topics and coverage.
- Utilize a master calendar to proactively alert media of newsworthy projects and upcoming initiatives.

## MAINTAIN CITY WEBSITES

The websites provide clear and timely City information with an integrated brand look and feel.

The sites serve as the "go-to" source for accurate information. The homepage is managed by the Communications Team.



### Key Focus Areas:

- Conduct a website audit to uncover areas for opportunity to further support City and department communications.
- Work with the Communications Committee to refresh images, content and page layouts, where needed.
- Strategize with departments to promote and highlight content on their web pages.
- Update the Website Content Style Guide and Website Governance Policy on an annual basis.
- Encourage and work with department directors to hold City staff accountable for adhering to guidelines and policy.
- Provide training for new Communications Committee members.
- Employ best practices per the Website Content Style Guide.

Section 3



# Looking Ahead

# MEASURES FOR SUCCESS

Metrics reporting help gauge the City's successes related to the Communications Plan. These include but are not limited to:



- Successful community understanding of high-priority initiatives leading to intended outcomes.
- Metrics reports from GovDelivery, GovAccess and Hootsuite.
- Increased website(s) engagement including unique page views and reduced bounce rate.
- Increase in Net Promoter survey participation.
- Collaborate with other departments to garner citizen feedback via online surveys and point of service feedback.
- Increase in social channel growth and engagement.
- Positive media coverage supporting the City's messaging.
- Increased subscribers, open rates and click-thru rates in GovDelivery.
- Communications Program feedback from City staff.



# NEXT STEPS

## **ADOPT**

Review plan with all departments and representatives.

## **PLAN**

Ensure action plans are in place for each initiative/focus.

## **EXECUTE**

Execute communications strategy and support.

## **MEASURE**

Measure for effectiveness and collect data to inform future strategy.



**THANK YOU**

City Manager's Office, Communications Division  
[communications@elsegundo.org](mailto:communications@elsegundo.org)



## City Council Agenda Statement

Meeting Date: October 3, 2023

Agenda Heading: Staff Presentations

Item Number: D.10

---

### TITLE:

Amendment to the City Contributions for CalPERS Medical Premiums

### RECOMMENDATION:

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

El Segundo Police Officers' Association ("POA");

El Segundo Police Support Services Employees' Association ("PSSEA");

El Segundo Supervisory and Professional Employees' Association ("SPEA");

and

Unrepresented Hourly Employees considered full-time under the ACA.

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

### FISCAL IMPACT:

Funding for action related to the previously approved MOU for calendar year 2024 is incorporated in the adopted FY 2023-24 Citywide Budget. The fiscal impact of the medical contribution for Unrepresented Hourly Employees considered full-time under the ACA is dependent upon the number of employees who accept the offer of coverage. The estimated maximum fiscal impact for calendar year 2024 is projected to be approximately \$25,353. Sufficient funding is included in the adopted FY 2023-24 Citywide Budget.

### BACKGROUND:

Staff and representatives of the POA, PSSEA, and SPEA met and conferred, and City Council adopted and approved successor MOUs, which included an updated medical contribution.

On November 15, 2022, the City Council adopted a monthly minimal essential health

## **Amendment to the City Contributions for CalPERS Medical Premiums**

**October 3, 2023**

**Page 2 of 3**

contribution for unrepresented hourly employees as required by the ACA. Each following year, an affordability analysis must be conducted to determine if an adjustment to the contribution is necessary to maintain affordability. As required by CalPERS, separate resolutions for each group are attached to this report to effectuate the changes in City contributions as outlined below.

El Segundo Police Officers' Association ("POA"): City Council adopted the successor POA MOU on May 2, 2023, which included provisions for periodic increases to the medical contribution. Effective January 1, 2024, there is a scheduled increase of \$50 towards the medical allowance which will increase the monthly contribution from \$1,700 to \$1,750.

El Segundo Police Support Services Employees' Association ("PSSEA"): City Council adopted the successor PSSEA MOU on June 20, 2023, which included provisions for periodic increases to the medical contribution. Effective January 1, 2024, there is a scheduled increase of \$50 towards the medical allowance which will increase the monthly contribution from \$1,700 to \$1,750.

El Segundo Supervisory and Professional Employees' Association ("SPEA"): City Council adopted the successor SPEA MOU on April 18, 2023, which included provisions for periodic increases to the medical contribution. Effective January 1, 2024, there is a scheduled increase of \$50 towards the medical allowance which will increase the monthly contribution from \$1,700 to \$1,750.

Unrepresented Hourly Employees considered full-time under the ACA: The ACA requires employers to offer affordable, minimum essential health insurance coverage ("MEC") to employees that work "full-time." Under the ACA, an employee that works an average of thirty (30) hours per week during the City's designated measurement period of November 1 through October 31 is considered full-time. Employee work hours are tracked throughout the year and an annual eligibility analysis is conducted in October. The MEC for each calendar year is calculated using the ACA affordability threshold, Federal poverty level for Los Angeles, and CalPERS lowest medical premium rate.

Effective January 1, 2024, the affordability threshold is 8.39% and the cost of the lowest CalPERS medical premium is \$630.13 per month. The maximum employee monthly contribution will be \$101.94, and the minimum employer contribution will be \$528.19 per month. After conducting a preliminary analysis of the employee hours worked thus far during the November 1, 2022 through October 31, 2023 measurement period, we anticipate that there may be four employees eligible for an offer of coverage. The fiscal impact is dependent upon the number of employees who accept the medical coverage through the City's CalPERS plan. Based on the limited number of qualifying employees, the estimated maximum fiscal impact for calendar year 2024 is projected to be approximately \$25,353.

The City Council adopted a minimum essential coverage contribution on November 15,

## **Amendment to the City Contributions for CalPERS Medical Premiums**

**October 3, 2023**

**Page 3 of 3**

2022 for the calendar year beginning January 1, 2023. The attached resolution updates the MEC and establishes a new MEC allowance of \$528.19 per month effective January 1, 2024.

### **DISCUSSION:**

CalPERS requires contracting agencies participating in the Health Plan under the Public Employee's Medical and Hospital Care Act ("PEMHCA") to submit a change resolution approved by the City Council to amend the employer contribution for medical premiums. This item outlines the previously adopted CEA MOU the medical contribution and fulfills the City's obligation to adjust the MEC allowance as appropriate for unrepresented hourly employees considered full-time under the ACA. Human Resources will ensure that the approved resolutions are recorded with CalPERS and work with Finance to implement the increases to the City's contribution for medical premiums.

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

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 Fixing the Employer Contribution 002 El Segundo Police Officers Association
2. Resolution Fixing the Employer Contribution 008 El Segundo Police Support Services Employees Association
3. Resolution Fixing the Employer Contribution 005 El Segundo Supervisory and Professional Employees Association (1750)
4. Resolution Medical Contribution 009 Non-Represented Hourly

**RESOLUTION NO. Number**  
**FIXING THE EMPLOYER CONTRIBUTION**  
**UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**  
**AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS**  
**WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**  
**002 EL SEGUNDO POLICE OFFICERS' ASSOCIATION**

- WHEREAS, (1) **City of El Segundo** is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act") for participation by members of **El Segundo Police Officers' Association**; and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **\$1,750.00** per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (b) **City of El Segundo** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of **City of El Segundo** shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **City of El Segundo** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, the City Clerk to file with the Board a verified copy of this resolution, and to perform on behalf of **City of El Segundo** all functions required of it under the Act; and be it further
- RESOLVED, (e) That coverage under the Act be effective on **January 1, 2024**.

Adopted at a regular meeting of the El Segundo City Council at El Segundo, CA, this 3<sup>rd</sup> day of October, 2023.

Signed: \_\_\_\_\_  
Drew Boyles, Mayor

Attest: \_\_\_\_\_  
Tracy Weaver, City Clerk

Approved to Form: \_\_\_\_\_  
Mark D. Hensley, City Attorney

**RESOLUTION NO. Number**  
**FIXING THE EMPLOYER CONTRIBUTION**  
**UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**  
**AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS**  
**WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**  
**008 EL SEGUNDO POLICE SUPPORT SERVICES EMPLOYEES' ASSOCIATION**

- WHEREAS, (1) **City of El Segundo** is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act") for participation by members of **El Segundo Police Support Services Employees' Association**; and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **\$1,750.00** per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (b) **City of El Segundo** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of **City of El Segundo** shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **City of El Segundo** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, the City Clerk to file with the Board a verified copy of this resolution, and to perform on behalf of **City of El Segundo** all functions required of it under the Act; and be it further
- RESOLVED, (e) That coverage under the Act be effective on **January 1, 2024**.

Adopted at a regular meeting of the El Segundo City Council at El Segundo, CA, this 3<sup>rd</sup> day of October, 2023.

Signed: \_\_\_\_\_  
Drew Boyles, Mayor

Attest: \_\_\_\_\_  
Tracy Weaver, City Clerk

Approved to Form: \_\_\_\_\_  
Mark D. Hensley, City Attorney

**RESOLUTION NO. Number**  
**FIXING THE EMPLOYER CONTRIBUTION**  
**UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**  
**AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS**  
**WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**  
**005 EL SEGUNDO SUPERVISORY AND PROFESSIONAL EMPLOYEES'**  
**ASSOCIATION**

- WHEREAS, (1) **City of El Segundo** is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act") for participation by members of **El Segundo Supervisory and Professional Employees' Association**; and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **\$1,750.00** per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (b) **City of El Segundo** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of **City of El Segundo** shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **City of El Segundo** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, the City Clerk to file with the Board a verified copy of this resolution, and to perform on behalf of **City of El Segundo** all functions required of it under the Act; and be it further
- RESOLVED, (e) That coverage under the Act be effective on **January 1, 2024**.

Adopted at a regular meeting of the El Segundo City Council at El Segundo, CA, this 3<sup>rd</sup> day of October, 2023.

Signed:

\_\_\_\_\_  
Drew Boyles, Mayor

Attest:

\_\_\_\_\_  
Tracy Weaver, City Clerk

Approved to Form:

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

**RESOLUTION NO. Number**  
**FIXING THE EMPLOYER CONTRIBUTION**  
**UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT**  
**AT AN EQUAL AMOUNT FOR EMPLOYEES**  
**WITH RESPECT TO**  
**009 UNREPRESENTED HOURLY EMPLOYEE GROUP**

WHEREAS, (1) **City of El Segundo** is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”) for participation by members of **El Segundo Unrepresented Hourly Employee Group**; and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for employees, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **\$528.19** per month, plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) **City of El Segundo** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees of **City of El Segundo** shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **City of El Segundo** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, the City Clerk to file with the Board a verified copy of this resolution, and to perform on behalf of **City of El Segundo** all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on **January 1, 2024**.

Adopted at a regular meeting of the El Segundo City Council at El Segundo, CA,  
this 3<sup>rd</sup> day of October, 2023.

Signed: \_\_\_\_\_  
Drew Boyles, Mayor

Attest: \_\_\_\_\_  
Tracy Weaver, City Clerk