



# AGENDA

EL SEGUNDO CITY COUNCIL  
REGULAR MEETING  
TUESDAY, NOVEMBER 7, 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).

Government Tort Claim by Keith Puckett

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

1. City of Whittier, et al. v. Los Angeles County Superior Court of California, et al., Los Angeles Superior Court Case No. 23STCP03579.

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

1. Employee Organizations: City Employees' Association (CEA) and Police Management Association (PMA).

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

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

**INVOCATION – TBD**

**PLEDGE OF ALLEGIANCE – Council Member Baldino**

**SPECIAL PRESENTATIONS**

1. Family Court Awareness Month Proclamation
2. Recognition of El Segundo 14U Eagles Softball Team
3. Spark of Love Proclamation

**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**

**4. City Council Meeting Minutes**

Recommendation -

1. Approve the Regular City Council meeting minutes of October 17, 2023 and Special City Council meeting minutes of October 30, 2023.
2. Alternatively, discuss and take other action related to this item.

**5. Warrant Demand Register for September 25, 2023 through October 1, 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.

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2. Approve Warrant Demand Register numbers 7A: warrant numbers 3047559 through 3047668, and 9003013.

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

6. **Second Reading and Adoption of Proposed Ordinance Updating the Smoky Hollow Specific Plan**

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Recommendation -

1. Waive second reading and adopt an ordinance updating the Smoky Hollow Specific Plan, finding that the ordinance requires no additional environmental review in accordance with Public Resources Code section 21166 and State CEQA Guidelines § 15162.

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

7. **California Office of Traffic Safety Selective Traffic Enforcement Program \$70,000 Grant**

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Recommendation -

1. Authorize acceptance of a \$70,000 Selective Traffic Enforcement Program (STEP) grant award from the California Office of Traffic Safety (OTS) to support the El Segundo Police Department (ESPD). Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The award is valid from October 1, 2023, to September 30, 2024.

2. Authorize the City Manager to execute a contract, and other associated documentation to effectuate the use of grant funds, with OTS for \$70,000 for the award period from October 1, 2023 to September 30, 2024.

3. Appropriate OTS STEP grant revenues and expenditures for fiscal year 2023-2024 and carry over the unspent balances to fiscal year 2024-2025.

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

8. **Plan Adoption for the Wastewater Infrastructure Improvements Project PW 23-08**

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Recommendation -

1. Adopt the attached resolution approving plans and specifications for the Wastewater Infrastructure Improvements Project (Project No. PW 23-08) to obtain the immunities set forth in Government Code § 830.6.

2. Authorize advertising for construction bids for the project.

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

**9. Notice of Completion for the FY 2023-24 Pavement Rehabilitation Project PW 23-01**

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Recommendation -

1. Accept the FY 2023-24 Pavement Rehabilitation Project (Project No. PW 23-01) by Hardy and Harper, Inc. as complete.
2. Authorize and direct the City Clerk to file a Notice of Completion with the County Recorder's Office.
3. Alternatively, discuss and take other action related to this item.

**10. Resolution Appointing Risk Manager Sheryl Higa as the City's Primary Board Member to the Governing Board of the Independent Cities Risk Management Authority**

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Recommendation -

1. Adopt the proposed Resolution appointing Risk Manager Sheryl Higa as the City's primary representative to the Independent Cities Risk Management Authority ("ICRMA") governing board ("ICRMA Board") and maintaining Council Member Carol Pirsztuk and Human Resources Director Rebecca Redyk as alternate representatives.
2. Alternatively, discuss and take other actions related to this item.

**C. PUBLIC HEARINGS**

**11. Ordinance to Permanently Regulate Short-Term Home Sharing**

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Recommendation -

1. Conduct a public hearing.
2. Waive first reading and introduce an ordinance for Environmental Assessment No. 1180 and Zone Text Amendment No. 23-02 to amend El Segundo Municipal Code ("ESMC") Chapters 4-16 and 15-4A-1 to allow permanent regulation of short-term home sharing through a permit process and find it exempt from further environmental review pursuant to 14 California Code of Regulations §§ 15358 and 15061(b)(3).
3. Schedule a second reading and adoption of the ordinance for the next scheduled City Council meeting on December 5, 2023.
4. Alternatively, discuss and take other action related to this item.

**12. Cost-Recovery Permit Center Permit Surcharge Fee and Associated Three-Year Contract Amendment with OpenGov Inc. to Expand Existing Permitting Services, Hosting, and Ongoing Maintenance**

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Recommendation -

1. Conduct a public hearing to consider adoption of a cost-recovery, regulatory permit center permit surcharge fee for online permitting system.
2. Approve resolution adopting the proposed fee.
3. Authorize the City Manager to execute the first amendment to the existing three-year agreement with OpenGov, Inc., to expand the City's online permitting system.
4. Alternatively, discuss and take other action related to this item.

**D. STAFF PRESENTATIONS**

**13. Fire Services Automatic Aid Agreement Between the Cities of El Segundo and Manhattan Beach**

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Recommendation -

1. Authorize the City Manager to sign a Fire Services Automatic Aid Agreement between the cities of El Segundo and Manhattan Beach.
2. Alternatively, discuss and take other action related to this item.

**14. Plans and Specifications for the Urho Saari Swim Stadium "The Plunge" Renovation Project**

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Recommendation -

1. Adopt the attached resolution authorizing the Public Works Director, or designee, to approve the plans and specifications for the construction of Urho Saari Swim Stadium "The Plunge" Renovation Project (No. PW 24-02), pursuant to Government Code § 830.6 and El Segundo Municipal Code Section 1-7C-11.
2. Authorize staff to advertise the project for construction bids.
3. Alternatively, discuss and take other action related to this item.

**15. Establish the Environmental Programs Manager At-Will Classification, Adopt Classification Specification, Examination Plan, and Basic Salary Range**

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Recommendation -

1. Approve establishment of the Environmental Programs Manager At-Will classification.
2. Adopt the classification specification and examination plan for the Environmental Programs Manager At-Will.
3. Adopt a resolution establishing the basic salary range for the Environmental Programs Manager At-Will position.
4. Alternatively, discuss and take other action related to this item.

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

**16. Diversity, Equity and Inclusion Committee 2023-24 Work Plan**

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Recommendation -

1. Review and approve the Diversity, Equity and Inclusion (DEI) Committee's 2023-24 Work Plan.
2. Direct staff to work with the Diversity, Equity and Inclusion Committee to implement recommended activities.
3. Alternatively, discuss and take other action related to this item.

**F. REPORTS - CITY CLERK**

**G. REPORTS - CITY TREASURER**

**17. Investment Portfolio Report for September 2023**

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Recommendation -

1. Receive and file the Investment Portfolio Report dated September 2023.
2. Alternatively, discuss and take other action related to this item.

**H. REPORTS - COUNCIL MEMBERS**

COUNCIL MEMBER BALDINO

COUNCIL MEMBER GIROUX

COUNCIL MEMBER PIRSZTUK

MAYOR PRO TEM PIMENTEL

MAYOR BOYLES

**I. REPORTS - CITY ATTORNEY**

**18. Update Regarding Los Angeles County Lawsuit, City of Whittier, et al. v. Los Angeles County Superior Court of California, et al., Los Angeles Superior Court Case No. 23STCP03579, Originally Filed by Twelve Los Angeles County Cities Challenging the New "zero/no-bail" Policy Regarding Alleged Criminal Violations in Los Angeles County**

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Recommendation -

1. Consideration and possible Council action regarding the City potentially requesting that it be allowed to join the litigation.
2. Alternatively, discuss and take other action related to this item.

**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: November 2, 2023

TIME: 5:15 PM

BY: Tracy Weaver, City Clerk

# Proclamation

City of El Segundo, California



**WHEREAS,** The mission of the Family Court Awareness Month Committee (FCAMC) is to increase awareness on the importance of a family court system that prioritizes child safety and acts in the best interest of children; and

**WHEREAS,** The mission of FCAMC is fueled by the desire to create awareness and change in the family court system for the conservatively estimated, 58,000 children a year ordered into unsupervised contact with abusive parents, while honoring the hundreds of children who have been reported as murdered during visitation with dangerous parents; and

**WHEREAS,** The mission of the FCAMC is to increase awareness on the importance of empirically-based education and training on domestic violence and child abuse, including emotional, psychological, physical, and sexual abuse, as well as childhood trauma, coercive control, and post separation abuse for judges and all professionals working on cases within the family court system; and

**WHEREAS,** The mission of the FCAMC is to increase awareness on the importance of using scientifically valid, evidence-based, treatment programs and services that are proven in terms of safety, effectiveness, and therapeutic value; and

**WHEREAS,** The mission of the FCAMC is to educate judges and other family court professionals on evidence-based, peer-reviewed research. Such research is a critical component to making decisions that are truly in the best interest of children. This research includes, The Adverse Childhood Experience Study; Child Custody Evaluators' Beliefs About Domestic Abuse Allegations; and Child Custody Outcomes in Cases Involving Parental Alienation and Abuse Allegations.

**NOW, THEREFORE,** the Mayor and Members of the City Council of the City of El Segundo, California, do here by proclaim the month of November 2023 as Family Court Awareness Month and encourage all residents to support their local communities' efforts to prevent the harm of children in the hands of abusive family members and to honor and value the lives of children.

Chris Pimentel  
Mayor Pro Tem

Drew Boyles  
Mayor

Carol Pirsztuk  
Councilmember

Lance Giroux  
Councilmember

Ryan Baldino  
Councilmember

# Proclamation

City of El Segundo, California



**WHEREAS,** In an effort to provide for children who otherwise might not experience the joy of the holiday season, the City of El Segundo Fire Department along with other Southland fire agencies, has participated in the *Spark of Love* program for the past thirty years and has collected toys and food items donated during the holidays; and

**WHEREAS,** The ever upward spiraling cost of living burdens disadvantaged and displaced families who may not be able to give gifts during the holiday season without help from the *Spark of Love* program; and

**WHEREAS,** The true holiday spirit is reflected in unselfish giving and our thoughts and hearts go out to those less fortunate than ourselves; and

**WHEREAS,** In the past, with the help of civic-minded citizens who live and work in our community, hundreds of toys plus food items have been collected and distributed to children and families in El Segundo and other South Bay cities.

**NOW, THEREFORE,** the Mayor and Members of the City Council of the City of El Segundo, California, do here by proclaim November 13, 2023 through December 14, 2023 as the Spark of Love Toy Drive.



The community is encouraged to support this holiday program by contributing toys and non-perishable foods to the El Segundo Fire Department, Fire Station No. 1 at 314 Main Street, during the period of November 13 through December 14, 2023.

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, OCTOBER 3, 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 at 5:08 PM  
Council Member Giroux - Present  
Council Member Baldino - Present at 5:04 PM

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

SPECIAL ORDER OF BUSINESS:

1. Appoint Mark Hensley, City Attorney, and Michael Allen, Community Development Director, as Real Property Negotiators for 910 Hillcrest Street, El Segundo, CA 90245 (Assessor Parcel Number; 4131-002-900) for Negotiations with Affordable Housing Partners, Represented by Francisco Uriarte (Price and Terms of Sale Proposed Pursuant to the Surplus Land Act)

MOTION by Mayor Pro Tem Pimentel, SECONDED by Council Member Giroux appointing Mark Hensley, City Attorney, and Michael Allen, Community Development Director, as Real Property Negotiators for 910 Hillcrest Street, El Segundo, CA 90245. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 3/0

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): -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 (Government Code §54957.6): -  
1- 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.

Adjourned at 5:50 PM

OPEN SESSION – Mayor Boyles called to order at 6:00 PM

ROLL CALL

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

INVOCATION – Pastor Jimmy Chaney, Church of the Beach Cities

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Pimentel

SPECIAL PRESENTATIONS:

Presentation by Evan Siefke, Battalion Chief, on the City's new AEDs (Automatic External Defibrillators). The AEDs are placed in various areas in City facilities.

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

John Pickhaver, resident, and ACC Chairperson, commented on item #C12.

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, 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:

2. Approve Regular City Council meeting minutes of October 3, 2023, (Fiscal Impact: None)
3. Approve warrants demand register for September 11, 2023 through September 24, 2023, numbers 6A and 6B: warrant numbers 3047358 through 3047558, and 9003009 through 9003012. Ratify Payroll and employee benefit Checks; Checks released early due to contracts or agreement; Emergency disbursements and/or adjustments; and, Wire transfers.  
(Fiscal Impact: \$6,284,059.20 (\$3,076,853.01 in check warrants and \$3,207,206.19 in wire warrants))
4. Authorize the City Manager to execute a one-year hardware and subscription support renewal Agreement No. 6776 with Tec-Refresh, Inc. for \$151,626.60 to provide continued cyber security protection.  
(Fiscal Impact: \$151,626.60 included in FY 2023-24 budget)
5. Authorize up to \$15,000 to replace a boiler at the Park Vista Senior Housing facility.  
(Fiscal Impact: Park Vista senior living facility is owned by the City and managed by Cadman Group. The facility has historically had positive net revenue and is projected to generate positive net operating revenue of \$43,875 in 2023. Thus, funds to cover this expenditure are included in the Park Vista 2023 Operating Budget, and money in the LAIF/CAMP account will not be used)
6. Adopt Resolution No. 5441 authorizing the submission of applications for all California Department of Resources, Recycling, and Recovery ("CalRecycle") grants for which the City of El Segundo is eligible and authorize the City Manager or his designee to execute all necessary agreements and other grant-related documents thereof to CalRecycle.  
(Fiscal Impact: None)
7. Receive and file the Unaudited Fiscal Year-End 2022-23 Financial Review.  
(Fiscal Impact: While the forthcoming Annual Comprehensive Financial Report ("ACFR") will provide a comprehensive audited review of the City of El Segundo's financial performance in Fiscal Year 2022-23, this Unaudited Financial Review outlines a general and preliminary outlook)
8. Authorize the City Manager to execute a Quitclaim Deed in and to a portion of 600 S. Allied Way that was offered for dedication to the City as a future public street in connection with Parcel Map No. 17750, but which was rejected by the City at the time the final map was approved in June 1987.  
(Fiscal Impact: None)

9. Approve staff's request to utilize \$19,400 from the Library's Administration Donation Trust Fund for Library materials and services for FY 2023-24.  
(Fiscal Impact: The amount donated for Fiscal Year 2023-24 is \$19,400. Staff now seeks approval to utilize \$19,400 on materials and services for the Library)

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

Mayor Boyles and Council Member Baldino left the dais due to possible conflicts of interest.

C. PUBLIC HEARING:

10. Smoky Hollow Specific Plan Update and Community Benefits Plan Policy  
(Fiscal Impact: None)

Mayor Pro Tem Pimentel stated this was time and place for a public hearing regarding the Smoky Hollow Specific Plan update and community benefits plan policy.

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

Paul Samaras, Planning Manager, AICP gave a presentation.

Public Input:

*(All commenters below spoke on behalf of allowing a transmission shop to remain in Smoky Hollow in regard to the Smoky Hollow Specific Plan)*

Tony Barraza, Patty Hedrick, James Carver, David Sharp, Alan Carter, Craig Judd, Kim Harris, Dave Harris, Bill Cook, Lorraine Brown, on behalf of Mary Jane Clutter, Doreen Yusifzai, Howard Faustu, Mary Jacobson, non-resident, and Elyse Rothstein.

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

Council discussion

Michael Allen, Community Development Director answered Council's questions.  
Joaquin Vazquez, Assistant City Attorney read by title only;

ORDINANCE NO. 1652

AN ORDINANCE AMENDING THE SMOKY HOLLOW SPECIFIC PLAN  
TO UPDATE PERMITTED USES, DEVELOPMENT STANDARDS,  
DESIGN GUIDELINES, THE COMMUNITY BENEFIT PLAN PROCESS,  
AND CLARIFY VARIOUS PROVISIONS.

(Environmental Assessment No. EA-1330 and Specific Plan  
Amendment No. SPA 22-01).

MOTION by Council Member Giroux, SECONDED by Council Member Pirsztuk approving Ordinance No. 1652 as proposed with amendments to Section 4.4.1 Nonconforming Uses of Land. (See below for amendments) MOTION PASSED BY UNANIMOUS VOTE. 3/0

Add a new subsection:

C. Any such nonconforming uses legally established prior to October 2018 made legal nonconforming with the adoption of the Smoky Hollow Specific Plan shall be permitted subject to the following provisions:

- I. The legal nonconforming use must relocate only within Smoky Hollow the same zone/district
- II. The legal nonconforming use may relocate no more than one time
- III. The legal nonconforming use is not expanded in floor area or use
- IV. The legal nonconforming use shall be allowed one change of ownership
- V. The business location as of October 2018 shall lose its legal nonconforming status upon vacation of the use
- VI. 1 year to find a new location as of the date of terminated lease or eviction
- VII. Any discretionary entitlements associated with the legal nonconforming use shall be applied to the new business location.

Council Member Giroux introduced the Ordinance. Second reading and possible adoption is scheduled for the next regular City Council meeting on November 7, 2023.

Joaquin Vazquez, Assistant City Attorney read by title only;

#### RESOLUTION NO. 5442

#### A RESOLUTION ADOPTING AND APPROVING AN UPDATED POLICY FOR EVALUATING SMOKY HOLLOW SPECIFIC PLAN COMMUNITY BENEFIT PLANS

MOTION by Council Member Pirsztuk, SECONDED by Mayor Pro Tem Pimentel adopting Resolution No. 5442. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 3/0

Recessed at 7:40 PM

Reconvened at 7:48 PM

Mayor Boyles and Council Member Baldino returned to the dais.

#### D. STAFF PRESENTATIONS:

11. FY 2023-24 Economic Development Strategy  
(Fiscal Impact: The adopted FY 2023-24 General Fund Budget includes \$275,000 for economic development and hospitality and tourism marketing initiatives. \$100,000 was budgeted to support the establishment of a start-up business

accelerator in El Segundo. In addition, the City was awarded a \$75,000 grant from Chevron Products Company to support Economic Development)

Barbara Voss, Deputy City Manager and Cristina Reveles, Sr. Management Analyst gave a presentation

Council Discussion

Council consensus to receive and file the presentation.

COMMITTEES, COMMISSIONS AND BOARDS:

12. Land Acknowledgement Statement to the City's Arts and Culture Advisory Committee Agendas  
(Fiscal Impact: None)

Aly Mancini, Recreation, Parks, and Library Director reported on the item.

Council Discussion

MOTION by Mayor Boyles, SECONDED by Council Member Giroux approving the inclusion of a land acknowledgment statement with broader language on the City's Arts and Culture Advisory Committee meeting agendas and present to Council the research that was completed regarding the land acknowledgment. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 5/0

F. REPORTS – CITY CLERK – No report

G. REPORTS – CITY TREASURER – Not present

H. REPORTS – COUNCIL MEMBERS

Council Member Baldino – Thanked all involved in the passing of AB 1216, attended the Fire Department's Badge Pining Ceremony, and gave gratitude to Raytheon for allowing Little League to host two teams on their practice field.

Council Member Giroux –

13. Discuss Establishment of a Youth Advisory Council

Council Member Giroux introduced the item.

MOTION by Council Member Giroux, SECONDED by Mayor Boyles directing staff to research and develop a Youth Advisory Council, once completed, bring back to Council for possible approval of a Youth Advisory Council. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 5/0

Council Member Pirsztuk – Announced Halloween Frolics will be held on Saturday, October 28<sup>th</sup> on Main Street and announced the ribbon cutting for the

Local Travel Network on November 2<sup>nd</sup> in front of City Hall Plaza during Farmer's Market at 3:00 PM.

Mayor Pro Tem Pimentel – Will attend the Sanitation Committee Meeting tomorrow, Transportation Committee will meet next week and mentioned Senator Ben Allen's office is now in El Segundo.

Mayor Boyles – Added to the announcement of the Local Travel Network and let everyone know to bring their "golf carts" and Barry Waite, long time Council Member from Lomita will be there with his Barber Shop Quartet.

I. REPORTS – CITY ATTORNEY – No report

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

MEMORIAL – None

Adjourned at 8:32 PM

Tracy Weaver, City Clerk

SPECIAL MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL  
MONDAY, OCTOBER 30, 2023

OPEN SESSION – Mayor Boyles called the meeting to order 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) - NONE

PLEDGE OF ALLEGIANCE – Council Member Giroux

INVOCATION – Council Member Pirsztuk

CITY MANAGER FOLLOW-UP COMMENTS: NONE

A. STAFF PRESENTATIONS:

1. Amended Joint Use Agreements with El Segundo Unified School District  
(Fiscal Impact: None)

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

Council Discussion

MOTION by Mayor Boyles, SECONDED by Council Member Giroux authorizing the City Manager to execute an amendment to the Joint Use Agreement (JUA) for Public Recreation Facilities between the City of El Segundo and the El Segundo Unified School District and an amendment to the Joint Use Agreement for Media Studio and Equipment with El Segundo Unified School District with the intent that both City and District share the intended space schedules and field use policy within 45 days and adding back sections K and L to the amendment. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 5/0

Open Session Adjourned at 4:36 PM

Closed Session opened at 4:42 PM

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):  
-2- MATTER(S)

1. Employee Organizations: Fire Fighter Association (FFA) and Police Management Association (PMA).

Representative: City Manager, Darrell George, Human Resources Director, Rebecca Redyk, Laura Drottz-Kalty

Adjourned at 5:23 PM

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Lili Sandoval, Deputy City Clerk



## City Council Agenda Statement

Meeting Date: November 7, 2023

Agenda Heading: Consent

Item Number: B.5

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### **TITLE:**

Warrant Demand Register for September 25, 2023 through October 1, 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 7A: warrant numbers 3047559 through 3047668, and 9003013.
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 \$671,548.64 (\$568,417.94 in check warrants and \$103,130.70 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**

**November 7, 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:**

**ATTACHED SUPPORTING DOCUMENTS:**

1. Register 7a - summary

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3047559 - 3047668  
9003013 -

DATE OF APPROVAL: AS OF 10/17/23

REGISTER #7a

001	GENERAL FUND	305,133.31
003	EXPENDABLE TRUST FUND - OTHER	3,000.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	193,489.05
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	2,395.88
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	2,997.90
114	PROP "C" TRANSPORTATION	6,070.00
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	1,249.75
124	FEDERAL GRANTS	-
125	STATE GRANT	1,807.31
126	AJP CUPA PROGRAM OVERSIGHT SURCHARGE	5,179.84
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	17,954.00
132	MEASURE "B"	-
301	CAPITAL IMPROVEMENT FUND	806.25
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	562.36
502	WASTEWATER FUND	26,819.96
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	600.00
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	352.33
704	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	<u>568,417.94</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

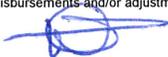
For Ratification:

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

  
10/4/23

CITY MANAGER

  
10-5-23

DATE:

DATE:

VOID CHECKS DUE TO ALIGNMENT:  
N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES Ck 3047358 is a re-issue of stale dated ck 3043526

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY DEPARTMENT  
AS OF 10/17/23  
REGISTER #7a

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
<b>GENERAL GOVERNMENT</b>		
1101	City Council	116.72
1201	City Treasurer	
1300	City Clerk	11,033.17
2101	City Manager	261.99
2102	Communications	
2103	El Segundo Media	2,486.54
2201	City Attorney	
2401	Economic Development	24.53
2402	Planning	12,935.00
2405	Human and Health Services	
2500	Administrative Services	36,296.22
2601	Government Buildings	10,300.12
2900	Nondepartmental	27,451.48
6100	Library	5,665.48
		106,571.25
<b>PUBLIC SAFETY</b>		
3100	Police	24,123.40
3200	Fire	17,708.46
2403	Building Safety	
2404	Plng/Bldg Sfty Administration	96.50
		41,928.36
<b>PUBLIC WORKS</b>		
4101	Engineering	8,190.95
4200	Streets	55,120.23
4300	Wastewater	
4601	Equipment Maintenance	18,860.65
4801	Administration	
		82,171.83
<b>COMMUNITY DEVELOPMENT</b>		
5100,5200	Recreation & Parks	45,279.71
5400	Centennial	283.07
		45,562.78
EXPENDITURES		
	CAPITAL IMPROVEMENT	806.25
	ALL OTHER ACCOUNTS	291,377.47
	<b>TOTAL WARRANTS</b>	568,417.94

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 9/25/23 THROUGH 10/01/23**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
9/29/2023	Unum	4.68	Long Term Care Premium - October 2023
9/29/2023	Mission Square	2,678.82	457 payment Vantagepoint
9/29/2023	Mission Square	1,080.00	401(a) payment Vantagepoint
9/29/2023	ExpertPay	2,365.29	EFT Child support payment
9/18/23-9/24/23	Workers Comp Activity	97,001.91	SCRMA checks issued/(voided)
9/18/23-9/24/23	Liability Trust - Claims	-	Claim checks issued/(voided)
9/18/23-9/24/23	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>103,130.70</u>	

**DATE OF RATIFICATION: 9/29/23  
 TOTAL PAYMENTS BY WIRE:**

**103,130.70**

Certified as to the accuracy of the wire transfers by:

	<u>9/29/23</u>
Treasury & Customer Services Manager	Date
	<u>10/4/23</u>
Interim Chief Financial Officer	Date
	<u>10-5-23</u>
City Manager	Date

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



## City Council Agenda Statement

Meeting Date: November 7, 2023

Agenda Heading: Consent

Item Number: B.6

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### TITLE:

Second Reading and Adoption of Proposed Ordinance Updating the Smoky Hollow Specific Plan

### RECOMMENDATION:

1. Waive second reading and adopt an ordinance updating the Smoky Hollow Specific Plan, finding that the ordinance requires no additional environmental review in accordance with Public Resources Code section 21166 and State CEQA Guidelines § 15162.
2. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

None.

### BACKGROUND:

On October 17, 2023, the City Council considered an ordinance updating the Smoky Hollow Specific Plan. During the public hearing, the City Council directed staff to amend the nonconforming use provisions of the Specific Plan to allow legal nonconforming uses established prior to October 2018 to relocate subject to the following provisions:

1. The legal nonconforming use may relocate only to an existing structure within the Smoky Hollow East (SH-E) and Smoky Hollow West (SH-W) districts.
2. Within one year from the effective date of this amendment, the business must both file a written request with the Community Development Department, which evidences property owner consent for relocation, and apply for a business license from the Finance Department.
3. Any discretionary entitlement conditions associated with the previous legal

## Smoky Hollow Specific Plan Update

November 7, 2023

Page 2 of 3

nonconforming use shall apply to the new business location.

4. These new legal nonconforming use provisions will sunset on December 7, 2025 and will thereafter have no further legal force or effect. Only those legal nonconforming uses relocated, permitted, including but not limited to, any building permits, or other Community Development Department written approval, and established pursuant to this section on or before such sunset date may maintain such legal nonconforming status.
5. The legal nonconforming use may relocate no more than one time.
6. The legal nonconforming use's floor area may not exceed the floor area of the prior legal nonconforming use.
7. The legal nonconforming use shall be allowed one change of ownership.
8. The legal nonconforming use must abide by local, state, and federal laws and regulations.

At the conclusion of the public hearing, the City Council introduced the ordinance, as amended, for first reading.

### **DISCUSSION:**

The Council may waive the second reading and adopt the ordinance. If adopted on November 7, 2023, the effective date of the ordinance will be December 7, 2023.

### **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 businesses and the community.

### **PREPARED BY:**

Paul Samaras, AICP, Principal Planner

### **REVIEWED BY:**

Michael Allen, AICP, Development Services Director

**Smoky Hollow Specific Plan Update**

**November 7, 2023**

**Page 3 of 3**

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. EA 1330 - Draft Ordinance (10-17-2023) v2

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE AMENDING THE SMOKY HOLLOW SPECIFIC PLAN TO UPDATE PERMITTED USES, DEVELOPMENT STANDARDS, DESIGN GUIDELINES, THE COMMUNITY BENEFIT PLAN PROCESS, AND CLARIFY VARIOUS PROVISIONS.**

**(Environmental Assessment No. EA-1330 and Specific Plan Amendment No. SPA 22-01).**

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

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

- A. On September 16, 2022, the City initiated an application for Environmental Assessment No. EA 1330 and Specific Plan Amendment No. SPA 22-01 to amend the Smoky Hollow Specific Plan updating permitted uses, development standards, design guidelines, the community benefit plan process, clarifying various provisions, and amending the Smoky Hollow Specific Plan Community Benefits Plan Policy;
- B. On January 12, 2023, the Planning Commission held a study session to receive public testimony and provide direction to staff on the scope of the specific plan amendment;
- C. The City reviewed the project’s environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, “CEQA”) and the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, *et seq.*, the “CEQA Guidelines”);
- D. On September 14, 2023, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the Ordinance and adopted Resolution No. 2940 recommending that the City Council introduce and adopt the Ordinance.
- E. On October 17, 2023, the City Council held a duly noticed public hearing and considered the information provided by City staff and public testimony regarding the Ordinance; and
- F. This Ordinance and its findings are made based upon the entire administrative record including, without limitation, testimony and evidence presented to the City Council at its October 17, 2023 hearing and the staff report submitted by the Community Development Department.

**SECTION 2:** *Factual Findings and Conclusions.* The City Council finds that introducing and adopting the Ordinance will amend the City’s Smoky Hollow Specific Plan to establish the following:

- A. Add Gyms/Fitness Studios up to 2,500 square feet to the permitted uses and Gyms/Fitness Studios larger than 2,500 square feet to the uses subject to a conditional use permit;
- B. Add tutoring uses to the permitted uses;
- C. Eliminate the conditional use permit requirement for restaurant uses;
- D. Exempt outdoor dining areas up to 200 square feet from the Specific Plan require parking;
- E. Establish a density for caretaker units at the ratio of one caretaker unit per building and establish limitations on their use;
- F. Require nonconforming properties to meet the current parking requirement of 2.5 spaces per 1,000 square feet if all or a portion of a building is modified such that the use is changed;
- G. Amend Specific Plan Section 3.2.1 (El Segundo Boulevard) to use pilot projects, solicit community input, and prioritize pedestrian and cyclist mobility when completing any future improvements along El Segundo Boulevard;
- H. Increase the number of architectural design standards from 2 to eleven and reduce the number of design guidelines from 32 to 28; and
- I. Amend the community benefit plan findings of approval to:
  - a. Require projects to meet at least 15 of the 28 private realm design guidelines;
  - b. Require community benefits to implement “public realm improvements identified in the Specific Plan or private realm improvements that directly benefit the public.

SECTION 3: Specific Plan Amendment Findings. As required under Government Code § 65854 and ESMC § 15-27-3 and based on the findings set forth in Section 2, the City Council finds as follows:

- A. *That the amendment is consistent with the General Plan.*

The Smoky Hollow Specific Plan serves as the General Plan document for the Smoky Hollow area. Therefore, if the proposed specific plan amendment is consistent with the Specific Plan’s vision, goal and objectives, it is also consistent with the General Plan. The specific plan amendment is consistent with and implements the primary Smoky Hollow Specific Plan goal to facilitate the transformation of the Smoky Hollow district from an aging industrial area to a vigorous incubator district and

major economic force in the City. Specifically, the amendments permit more uses and remove barriers for uses, such as gyms, fitness studios, tutoring, and restaurants that complement the creative office and tech character of the district. In addition, the amendments create new architectural design standards and require discretionary projects to comply with the Specific Plan's design guidelines. Thus, the amendments are consistent with the Specific Plan vision, because they will improve the design of future development projects, help preserve Smoky Hollow's mid-century industrial feel, and provide an attractive and distinctive image for Smoky Hollow. Finally, the amendments are consistent with the Specific Plan objective of making public infrastructure improvements, because they will require future developments to either construct or fund public parking, landscaping, sidewalks, and other streetscape projects in the public right-of-way.

- B. *The amendment is necessary to serve the public health, safety, and general welfare.*

The specific plan amendments will help achieve the primary Smoky Hollow Specific Plan goal of transforming Smoky Hollow from an aging industrial area to a vigorous incubator district and major economic force in the City. The amendments allow new uses and reduce barriers to uses that are complementary to the creative office incubator character of the district. They also improve the architectural design of development projects and increase investment in public infrastructure. Thus, the amendments will help transform Smoky Hollow into an economic force, which is consistent with and necessary to serve the public health, safety, and general welfare. In addition, there is no evidence indicating that any of the proposed amendments will have a detrimental impact on public health, safety, and general welfare.

SECTION 4: Environmental Assessment. The City Council finds and determines as follows:

- A. The Smoky Hollow Specific Plan ("SHSP") was originally adopted and an EIR was certified by the City on January 7, 1986. Smoky Hollow Specific Plan Amendment No. 1 and Zone Text Amendment were adopted and an Environmental Assessment was certified by the City in 2010. SHSP Amendment No.1 modified permitted uses in the Small Business (SB) and Medium Manufacturing (MM) zones to allow general and multimedia related office uses and art studio uses. In 2018, the City Council approved the Smoky Hollow Specific Plan Update ("SHSPU") and certified a Program Environmental Impact Report ("PEIR"). The SHSPU represented a comprehensive update to the adopted SHSP and established land use, transportation, infrastructure, economic development, and urban design strategies to promote electric incubator districts providing opportunities for businesses to thrive in a creative, innovative, and dynamic environment. The SHSPU also provided new development standards and incentives for

redevelopment and rehabilitation of existing structures, and established land use regulations to support a total net increase of approximately 517,094 square feet of office, commercial, and industrial uses. The SHSPU also included public realm improvement strategies to encourage walking and biking, and maximization of curb-side parking resources throughout Smoky Hollow. Smoky Hollow Specific Plan Amendment No. 2/Standard Works Project (the “SWP”) was adopted and a Mitigated Negative Declaration was certified by the City on April 19, 2022. Amendment No. 2 increased the maximum building height to 60 feet for a sub-area of the 120-acre planning area. The SWP included development of 90,172 square feet of office uses on a 5.35-acre site over existing one-story office buildings; a 766 square foot pavilion building and cafe; and a 5,000 square foot public park. The SWP allowed for 60-foot-tall buildings through an approved Tier II Community Benefits Plan.

- B. As detailed in Section 2, the proposed Ordinance amending the SHSP includes minor text edits for consistency, additional glosser terms for clarity, new and modified use regulations, and the elevation of certain design guidelines to design standards.
- C. To evaluate the potential environmental impacts of the Ordinance and the need for additional environmental review, the City conducted an initial study. Based on the findings of the initial study, an addendum was prepared. The initial study/addendum dated July 27, 2023, is incorporated herein as though fully set forth.
- D. Based on the findings and information yielded by the initial study, the City Council finds as follows:
  - 1. There are no substantial changes proposed for the project that will require preparation of a subsequent or supplemental EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects.

The Ordinance would approve minor changes and additions to the Smoky Hollow Specific Plan Update described and analyzed in the certified PEIR. There are no substantial changes resulting from the Ordinance that require major revisions to the PEIR. As detailed in the Initial Study/Addendum, the Ordinance will not result in any new or increased environmental effects beyond those that were previously identified in the PEIR. In addition, all applicable mitigation measures set forth in the PEIR would be implemented as part of the Specific Plan Amendment approved by the Ordinance.

- 2. No substantial changes have occurred with respect to the circumstances under which the project is undertaken that would require preparation of a subsequent or supplemental EIR due to the

involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects.

There are no substantial changes with regard to the facts, data, and mitigation measures included in the PEIR. The proposed Ordinance will not result in a Specific Plan that is substantially different from the plan evaluated in the PEIR, and the environmental circumstances applicable to the Specific Plan area have not changed.

3. There is no new information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time the previous PEIR was certified as complete, that shows any of the following: (i) The project will have one or more significant effects not discussed in the previous PEIR; (ii) Significant effects previously examined will be substantially more severe than shown in the previous PEIR; (iii) Mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the project, but the project proponents decline to adopt the mitigation measure or alternative; or (iv) Mitigation measures or alternatives which are considerably different from those analyzed in the previous PEIR would substantially reduce one or more significant effects on the environment, but the project proponents decline to adopt the mitigation measure or alternative.

- E. No subsequent environmental review is required pursuant to Section 15162 of the CEQA Guidelines. Therefore, the Ordinance, and the amendments to the SHSP contemplated therein, are within the scope of the project covered by the SHSPU PEIR and, pursuant to Section 15168(c)(2) of the CEQA Guidelines, no further environmental review is required.

SECTION 5: Action. The City Council hereby approves and adopts the updated Smoky Hollow Specific Plan as set forth in attached Exhibit "A," which is incorporated into this Ordinance by reference.

SECTION 6: Electronic Signatures. This Ordinance may be executed with electronic signatures in accordance with Government Code § 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 7: Construction. This Ordinance must be broadly construed to achieve the purposes stated in this Ordinance. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 8: Severability. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 9: Recordation. The City Clerk, or designee, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 10: Effective Date. This Ordinance will become effective 30 days following its passage and adoption.

PASSED AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2023.

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

APPROVED AS TO FORM:

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

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 Ordinance No. \_\_\_\_\_ was duly introduced by said City Council at a regular meeting held on the \_\_\_ day of \_\_\_\_\_ 2023, and 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

EXHIBIT "A"  
UPDATED SMOKY HOLLOW SPECIFIC PLAN (OCT 2023)

The October 2023 draft of the Smoky Hollow Specific Plan Update can be found  
at the following web link:

<https://www.elsegundo.org/home/showpublisheddocument/7602/638326983269947490>



## City Council Agenda Statement

Meeting Date: November 7, 2023

Agenda Heading: Consent

Item Number: B.7

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### TITLE:

California Office of Traffic Safety Selective Traffic Enforcement Program \$70,000 Grant

### RECOMMENDATION:

1. Authorize acceptance of a \$70,000 Selective Traffic Enforcement Program (STEP) grant award from the California Office of Traffic Safety (OTS) to support the El Segundo Police Department (ESPD). Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The award is valid from October 1, 2023, to September 30, 2024.
2. Authorize the City Manager to execute a contract, and other associated documentation to effectuate the use of grant funds, with OTS for \$70,000 for the award period from October 1, 2023 to September 30, 2024.
3. Appropriate OTS STEP grant revenues and expenditures for fiscal year 2023-2024 and carry over the unspent balances to fiscal year 2024-2025.
4. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

None. Funds appropriated during the FY 2023-2024 budget process. The grant does not require City matching funds.

Revenue Account 125-300-3101-3727

Expense Account 125-400-3101-3727

### BACKGROUND:

In January 2023, ESPD's Special Operations Division applied for the California OTS STEP Grant. In August 2023, the department received notification that approval had

**OTS STEP Grant**  
**November 7, 2023**  
**Page 2 of 3**

been given for the funding request of approximately \$70,000 to fund various enforcement activities such as impaired driving, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, education and enforcement of motorcycle safety, public awareness related to bicycle and pedestrian crashes, and public education programs. These strategies are designed to earn media attention, thus enhancing the overall deterrence effect.

The Office of Traffic Safety takes a leadership role in efforts to make California roadways safe for everyone using the transportation system. Through grant funding made available to California by the National Highway Traffic Safety Administration (NHTSA), the OTS funds more than \$100 million dollars annually in innovative, evidence-based education and enforcement programs and technologies designed to improve road safety.

The mission statement for OTS is “Effectively administer traffic safety grants that deliver innovative programs and eliminate traffic fatalities and injuries on California roadways.” Their goal aligns with our city’s strategic goal to support community safety and preparedness.

**DISCUSSION:**

There is an increase in the number of traffic crashes that have occurred in the city. From 2021 to 2022, there was a slight increase in reported traffic collisions of 12%. In addition, the number of collisions resulting in injury has also increased in 2022 from 47 collisions in 2021, to 68 in 2022. Lastly, DUI arrests have also increased 5% from 2021 (119) to 2022 (125).

The grant funding will provide resources to focus on traffic education and enforcement campaigns as well as staff training on DUI and traffic enforcement.

Enforcement operations will be scheduled throughout the year and monitored by the Special Operations Division. All enforcement operations will be compensated by grant overtime, as outlined in the grant budget. Administrative tasks will be monitored by the Senior Management Analyst. The OTS STEP grant is a reimbursable grant with no matching City funds required.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 2: Support Community Safety and Preparedness

Objective: El Segundo is a safe and prepared community.

**PREPARED BY:**

Julissa Solano, Sr. Management Analyst

**OTS STEP Grant**  
**November 7, 2023**  
**Page 3 of 3**

**REVIEWED BY:**

Jaime Bermudez, Police Chief

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Grant Agreement - PT24063\_encrypted\_

<b>1. GRANT TITLE</b> <b>Selective Traffic Enforcement Program (STEP)</b>	
<b>2. NAME OF AGENCY</b> <b>El Segundo</b>	<b>3. Grant Period</b> From: 10/01/2023 To: 09/30/2024
<b>4. AGENCY UNIT TO ADMINISTER GRANT</b> <b>El Segundo Police Department</b>	
<b>5. GRANT DESCRIPTION</b> Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.	
<b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed:      \$70,000.00</b>	
<b>7. TERMS AND CONDITIONS:</b> The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> <li>• Schedule A – Problem Statement, Goals and Objectives and Method of Procedure</li> <li>• Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li> <li>• Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)</li> <li>• Exhibit A – Certifications and Assurances</li> <li>• Exhibit B* – OTS Grant Program Manual</li> <li>• Exhibit C – Grant Electronic Management System (GEMS) Access</li> </ul> <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a>.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
<b>8. Approval Signatures</b>	
<b>A. GRANT DIRECTOR</b>  NAME: Jaime Bermudez TITLE: Chief of Police EMAIL: jbermudez@elsegundo.org PHONE: (310) 524-2280 ADDRESS: 348 Main Street El Segundo, CA 90245   <hr style="width: 80%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 0;"> <span>(Signature)</span> <span>(Date)</span> </div>	<b>B. AUTHORIZING OFFICIAL</b>  ADDRESS: Darrell George City Manager dgeorge@elsegundo.org (310) 524-2301 350 Main Street El Segundo, CA 90245   <hr style="width: 80%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 0;"> <span>(Signature)</span> <span>(Date)</span> </div>
<b>C. FISCAL OFFICIAL</b>  ADDRESS: David Cain Interim Chief Financial Officer dcain@elsegundo.org (310) 524-2315 350 Main Street El Segundo, CA 90245   <hr style="width: 80%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 0;"> <span>(Signature)</span> <span>(Date)</span> </div>	<b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b>  ADDRESS: Barbara Rooney Director barbara.rooney@ots.ca.gov (916) 509-3030 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758   <hr style="width: 80%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between; width: 80%; margin-left: 0;"> <span>(Signature)</span> <span>(Date)</span> </div>

<p>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</p> <p>NAME: Carolyn Vu  ADDRESS: 2208 Kausen Drive, Suite 300  Elk Grove, CA 95758</p>	<p><b>9. SAM INFORMATION</b></p> <p>SAM #: TSVPE4VNN3H3  REGISTERED  ADDRESS: 348 MAIN ST  CITY: EL SEGUNDO  ZIP+4: 90245-3813</p>
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
402PT-24.1	20.600	0521-0890-101	2022	43/22	BA/22	\$6,800.00
164AL-24.1	20.608	0521-0890-101	2022	43/22	BA/22	\$17,000.00
402PT-24	20.600	0521-0890-101	2023	12/23	BA/23	\$13,200.00
164AL-24	20.608	0521-0890-101	2023	12/23	BA/23	\$33,000.00
					<b>AGREEMENT TOTAL</b>	<b>\$70,000.00</b>
					AMOUNT ENCUMBERED BY THIS DOCUMENT	<b>\$70,000.00</b>
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	<b>\$ 0.00</b>
					TOTAL AMOUNT ENCUMBERED TO DATE	<b>\$70,000.00</b>
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED			

**1. PROBLEM STATEMENT**

The City of El Segundo is a thriving coastal community and a 5.5 square mile economic powerhouse. Residential population is 17,000 with a daytime workforce population of over 70,000. Located 20 miles southwest of Downtown Los Angeles, this urban area is a mix of single family and multi-unit housing and commercial establishments located on the East side of the city. El Segundo is recognized as the aerospace capital of the world and it is home to many Fortune 500 Companies such as AT&T, Chevron, Mattel, and DaVita just to name a few. The city is governed by a Mayor and a four member City Council, and has provided law enforcement services since incorporation in 1917.

The Police Department is authorized 62 sworn positions. The Chief of Police is the highest authority within the department, which is organized into an office and two bureaus: the Office of the Chief of Police, the Administrative Services Bureau, and the Field Operations Bureau. Each bureau is headed by a Police Captain who is responsible for managing day to day operations.

In recent years, the Department has noticed an increase in the number of traffic crashes that have occurred in the city. In 2021, the El Segundo Police Officers responded to 513 calls for traffic crashes. In 2022, that number increased to 575 traffic crashes. Based on these figures, the city has had an increase in the number of reported traffic crashes from 2021 to 2022.

In addition, the number of traffic crashes involving a vehicle with injury has started to increase over the last year. In 2021, a total of 47 crashes occurred involving a vehicle with injury. During 2022, the number of traffic crashes involving a vehicle with injury increased to 68: approximately a 45 percent increase. Lastly, DUI arrests have increased from 2021 (119) to 2022 (125) by 5%.

The Traffic Division has actively implemented solutions to increase traffic safety within the community. The Department has conducted several traffic enforcement details to reduce the number of traffic crashes and victims by targeting drivers that are engaging in driving habits that have been identified as primary crash factors within the city. This includes speed, driving under the influence, unsafe turning movements, and distracted drivers.

<b>2. PERFORMANCE MEASURES</b>	
<b>A. Goals:</b>	
<ol style="list-style-type: none"> <li>1. Reduce the number of persons killed in traffic crashes.</li> <li>2. Reduce the number of persons injured in traffic crashes.</li> <li>3. Reduce the number of pedestrians killed in traffic crashes.</li> <li>4. Reduce the number of pedestrians injured in traffic crashes.</li> <li>5. Reduce the number of bicyclists killed in traffic crashes.</li> <li>6. Reduce the number of bicyclists injured in traffic crashes.</li> <li>7. Reduce the number of persons killed in alcohol-involved crashes.</li> <li>8. Reduce the number of persons injured in alcohol-involved crashes.</li> <li>9. Reduce the number of persons killed in drug-involved crashes.</li> <li>10. Reduce the number of persons injured in drug-involved crashes.</li> <li>11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.</li> <li>12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.</li> <li>13. Reduce the number of motorcyclists killed in traffic crashes.</li> <li>14. Reduce the number of motorcyclists injured in traffic crashes.</li> <li>15. Reduce hit &amp; run fatal crashes.</li> <li>16. Reduce hit &amp; run injury crashes.</li> <li>17. Reduce nighttime (2100 - 0259 hours) fatal crashes.</li> <li>18. Reduce nighttime (2100 - 0259 hours) injury crashes.</li> </ol>	
<b>B. Objectives:</b>	<b>Target Number</b>
<ol style="list-style-type: none"> <li>1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be</li> </ol>	1

emailed to the OTS Public Information Officer at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> , and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.	
2. Participate and report data (as required) in the following campaigns; Quarter 1: National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.	10
3. Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly.	12
4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.	2
5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.	2
6. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.	2
7. Conduct DUI Saturation Patrol operation(s).	5
8. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.	4
9. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	2
10. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.	2
11. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2
12. Participate in highly visible collaborative DUI Enforcement operations.	1
13. Participate in highly visible collaborative Traffic Enforcement operations.	1
<b>3. METHOD OF PROCEDURE</b>	
<b>A. Phase 1 – Program Preparation (1<sup>st</sup> Quarter of Grant Year)</b>	
<ul style="list-style-type: none"> <li>The department will develop operational plans to implement the "best practice" strategies outlined in the objectives section.</li> <li>All training needed to implement the program should be conducted in the first quarter.</li> <li>All grant related purchases needed to implement the program should be made in the first quarter.</li> <li>In order to develop/maintain the "DUI BOLOs," research will be conducted to identify the "worst of the worst" repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver's name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly.</li> <li>Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations.</li> </ul>	
<u>Media Requirements</u> Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the	

OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS coordinator and OTS PIO.

## **B. Phase 2 – Program Operations (Throughout Grant Year)**

- The department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.

### Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy your OTS coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the Coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and your OTS coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy to your OTS Coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your Coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and your Coordinator with embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.

- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS Coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- Contact the OTS PIO or your OTS Coordinator for consultation when changes from any of the above requirements might be warranted.

### **C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)**

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
  - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
  - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
  - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
  - Collect, analyze and report statistical data relating to the grant goals and objectives.

### **4. METHOD OF EVALUATION**

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

### **5. ADMINISTRATIVE SUPPORT**

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT		
164AL-24	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	\$50,000.00		
402PT-24	20.600	State and Community Highway Safety	\$20,000.00		
COST CATEGORY		FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
<b>A. PERSONNEL COSTS</b>					
<b><u>Straight Time</u></b>					
					\$0.00
<b><u>Overtime</u></b>					
DUI/DL Checkpoints	164AL-24	\$15,180.00	2	\$30,360.00	
DUI Saturation Patrols	164AL-24	\$3,000.00	5	\$15,000.00	
Collaborative DUI Enforcement	164AL-24	\$1,500.00	1	\$1,500.00	
Traffic Enforcement	402PT-24	\$1,500.00	4	\$6,000.00	
Distracted Driving	402PT-24	\$1,500.00	2	\$3,000.00	
Pedestrian and Bicycle Enforcement	402PT-24	\$1,500.00	2	\$3,000.00	
Collaborative Traffic Enforcement	402PT-24	\$1,500.00	1	\$1,500.00	
Traffic Safety Education	402PT-24	\$1,000.00	2	\$2,000.00	
Category Sub-Total					\$62,360.00
<b>B. TRAVEL EXPENSES</b>					
In State Travel	402PT-24	\$4,500.00	1	\$4,500.00	
					\$0.00
Category Sub-Total					\$4,500.00
<b>C. CONTRACTUAL SERVICES</b>					
					\$0.00
Category Sub-Total					\$0.00
<b>D. EQUIPMENT</b>					
					\$0.00
Category Sub-Total					\$0.00
<b>E. OTHER DIRECT COSTS</b>					
DUI Checkpoint Supplies	164AL-24	\$3,140.00	1	\$3,140.00	
Category Sub-Total					\$3,140.00
<b>F. INDIRECT COSTS</b>					
					\$0.00
Category Sub-Total					\$0.00
<b>GRANT TOTAL</b>					<b>\$70,000.00</b>

<b>BUDGET NARRATIVE</b>
<b>PERSONNEL COSTS</b>
DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Collaborative DUI Enforcement - Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel
Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Distracted Driving - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Collaborative Traffic Enforcement - Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel
Traffic Safety Education - Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.
<b>TRAVEL EXPENSES</b>
In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include the OTS Traffic Safety Law Enforcement Forum and the California Traffic Safety Summit. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.
<b>CONTRACTUAL SERVICES</b>
-
<b>EQUIPMENT</b>
-
<b>OTHER DIRECT COSTS</b>
DUI Checkpoint Supplies - On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS Device/Calibration Supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed. Each item must have a unit cost of less than \$5,000 (including tax and shipping).
<b>INDIRECT COSTS</b>
-
<b>STATEMENTS/DISCLAIMERS</b>
There will be no program income generated from this grant.
Nothing in this "agreement" shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.

Certifications and Assurances for Fiscal Year 2024 Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

#### GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

#### NONDISCRIMINATION

(applies to all subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d et seq.](#), 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, ([23 U.S.C. 324 et seq.](#)), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794 et seq.](#)), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101 et seq.](#)), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#);
- [Executive Order 12898](#), *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- [Executive Order 13166](#), *Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- [Executive Order 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

#### GENERAL ASSURANCES

9/25/2023 8:10:18 AM

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

#### **SPECIFIC ASSURANCES**

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (c) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:  
*“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”*
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review

upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

#### **THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)**

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
  1. The dangers of drug abuse in the workplace;
  2. The grantee's policy of maintaining a drug-free workplace;
  3. Any available drug counseling, rehabilitation, and employee assistance programs;
  4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
  5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
  1. Abide by the terms of the statement;
  2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
  1. Taking appropriate personnel action against such an employee, up to and including termination;
  2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

#### **POLITICAL ACTIVITY (HATCH ACT)**

(applies to all subrecipients as well as States)

**The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.**

#### **CERTIFICATION REGARDING FEDERAL LOBBYING**

(applies to all subrecipients as well as States)

#### **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **RESTRICTION ON STATE LOBBYING (applies to subrecipients as well as States)**

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

### **CERTIFICATION REGARDING DEBARMENT AND SUSPENSION (applies to all subrecipients as well as States)**

#### **INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)**

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS— PRIMARY TIER COVERED TRANSACTIONS**

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
  - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### **INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

#### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

## **BUY AMERICA**

**(applies to subrecipients as well as States)**

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

## **CERTIFICATION ON CONFLICT OF INTEREST**

**(applies to subrecipients as well as States)**

### **GENERAL REQUIREMENTS**

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
  - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
  - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

### **DISCLOSURE REQUIREMENTS**

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

### **PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE**

**(applies to all subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

**POLICY ON SEAT BELT USE**

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at [www.trafficsafety.org](http://www.trafficsafety.org). The NHTSA website ([www.nhtsa.gov](http://www.nhtsa.gov)) also provides information on statistics, campaigns, and program evaluations and references.

**POLICY ON BANNING TEXT MESSAGING WHILE DRIVING**

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

## INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

### GRANT DETAILS

Grant Number:	PT24063
Agency Name:	El Segundo Police Department
Grant Title:	Selective Traffic Enforcement Program (STEP)
Agreement Total:	\$70,000.00
Authorizing Official:	Darrell George
Fiscal Official:	David Cain
Grant Director:	Jaime Bermudez

### CURRENT GEMS USER(S)

**1. Julissa Solano**

Title: Management Analyst

Phone: (310) 524-2278

Email: jsolano@elsegundo.org

Media Contact: Yes

Complete the below information if adding, removing or editing a GEMS user(s)

<b>GEMS User 1</b>		Add as a media contact?		Yes	No
Add/Change	Remove Access				
Name			Job Title		
Email address			Phone number		
<b>GEMS User 2</b>		Add as a media contact?		Yes	No
Add/Change	Remove Access				
Name			Job Title		
Email address			Phone number		
<b>GEMS User 3</b>		Add as a media contact?		Yes	No
Add/Change	Remove Access				
Name			Job Title		
Email address			Phone number		
<b>GEMS User 4</b>		Add as a media contact?		Yes	No
Add/Change	Remove Access				
Name			Job Title		
Email address			Phone number		
<b>GEMS User 5</b>		Add as a media contact?		Yes	No
Add/Change	Remove Access				
Name			Job Title		
Email address			Phone number		
Form completed by:			Date:		
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.					
Signature			Name		
			Grant Director		
Date			Title		



## City Council Agenda Statement

Meeting Date: November 7, 2023

Agenda Heading: Consent

Item Number: B.8

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### TITLE:

Plan Adoption for the Wastewater Infrastructure Improvements Project PW 23-08

### RECOMMENDATION:

1. Adopt the attached resolution approving plans and specifications for the Wastewater Infrastructure Improvements Project (Project No. PW 23-08) to obtain the immunities set forth in Government Code § 830.6.
2. Authorize advertising for construction bids for the project.
3. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

Included in Adopted FY 2023-24 Budget

Amount Budgeted: \$1,287,500

Additional Appropriation: No.

Account Numbers:

1. \$1,190,000 from 502-400-8204-8647 (Sewer Main Repair Annual Program)
2. \$62,500 from 502-400-8204-8461 (Sewer structures)
3. \$35,000 from 001-400-4302-6215 (Storm Drain Repairs)

### BACKGROUND:

In February 2023, Empire Pipe Cleaning and Equipment completed video inspection of the City's sanitary sewer collection system's main pipelines and man-holes. Their inspection report found some pipe deficiencies throughout the system. The report serves as a guidance document for prioritizing the City's main sewer pipe repair and/or replacement needs.

# **Plan Adoption for Wastewater Infrastructure Improvements Project**

**November 7, 2023**

**Page 2 of 2**

## **DISCUSSION:**

Staff evaluated the condition of the sanitary sewer mains to determine which segments can be rehabilitated, using either the trenchless pipe-lining method, or the open-trench pipe replacement method. Regarding this project, a combination of these two methods is being proposed, which will allow the needed repairs to be done in the most cost-effective manner.

The repair area is located in the northwest section of the city, north of El Segundo Boulevard and west of Pacific Coast Highway, consisting of approximately 5,662 linear feet of sewer main lines to be repaired and/or rehabilitated.

Staff requests City Council approve the recommended actions as noted. With the City Council's authorization, the anticipated project schedule is:

November/December 2023 Advertise and Bid Project

January/February 2024 Award Contract

March 2024 Begin Construction

May 2024 Complete Construction

## **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

### **PREPARED BY:**

Floriza Rivera, Principal Civil Engineer

### **REVIEWED BY:**

Elias Sassoon, Public Works Director

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

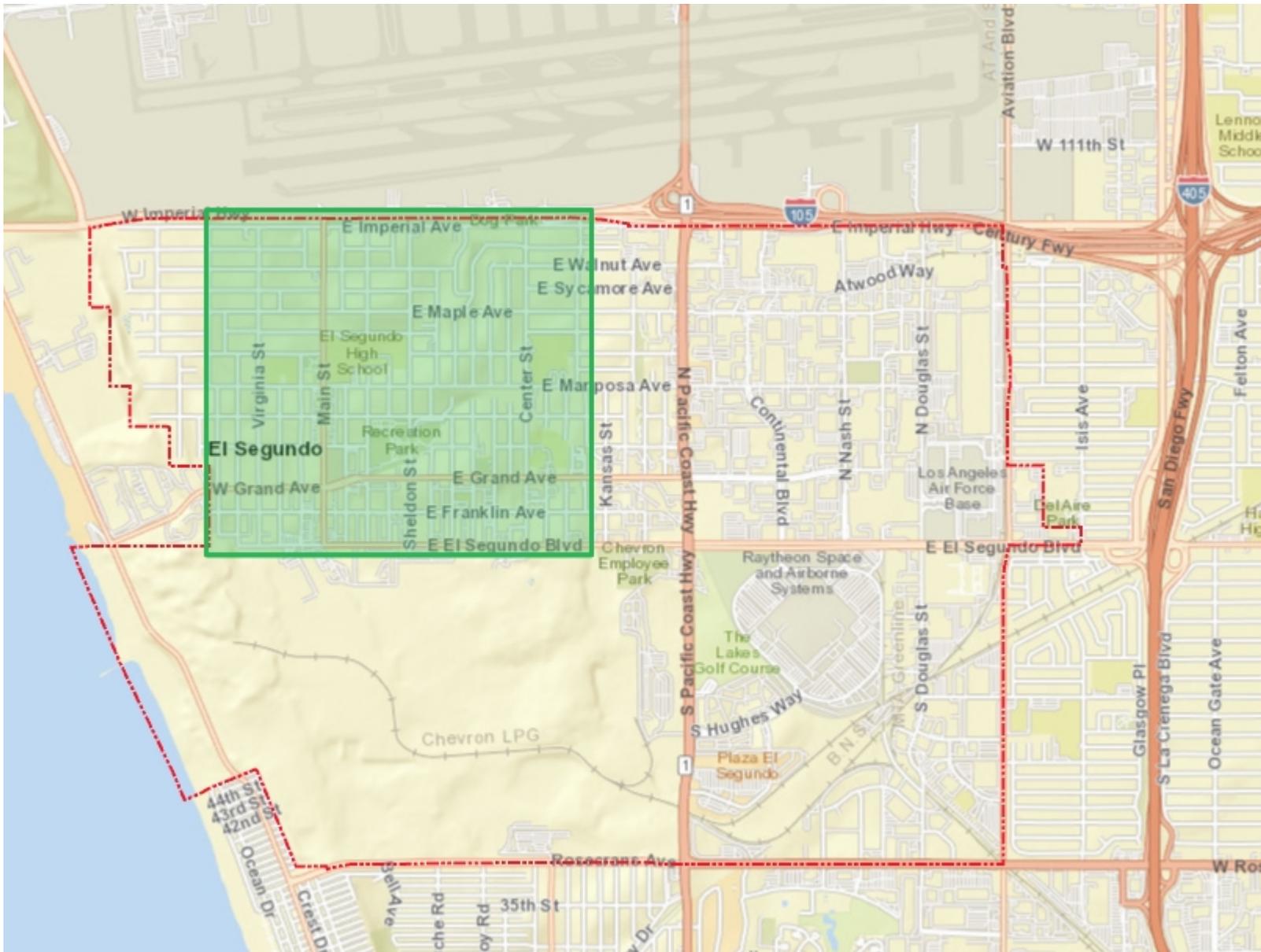
## **ATTACHED SUPPORTING DOCUMENTS:**

1. Vicinity Map PW 23-08
2. Location Map PW 23-08
3. Resolution PW 23-08



# Vicinity Map

## PW 23-08: Wastewater Infrastructure Improvements Project



6,018.7 0 3,009.33 6,018.7 Feet

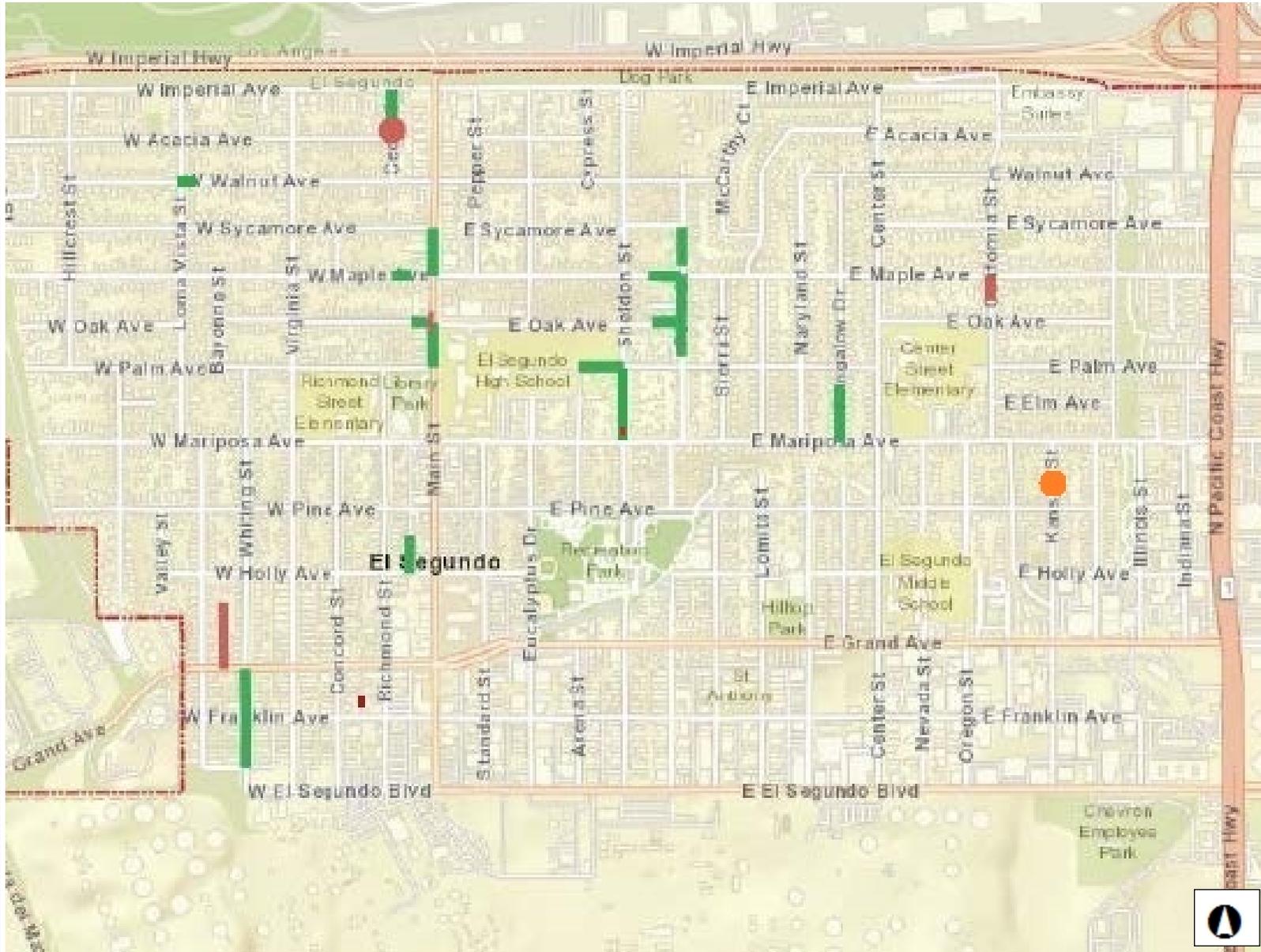
WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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



# Location Map

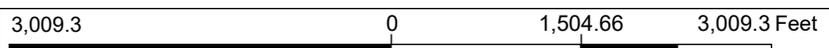
## PW 23-08: Wastewater Infrastructure Improvements Project



**Legend**

- City Boundary
- █ Sewer Pipe Lining
- █ Open-Trench Sewer Pipe Removal and Replacement
- Terminal Cleanout Structure Installation
- 513 Kansas St. Storm Drain Entire Manhole Removal and Replacement

**Notes**



WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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

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

**A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE WASTEWATER INFRASTRUCTURE IMPROVEMENTS PROJECT, PROJECT NO. PW 23-08 PURSUANT TO GOVERNMENT CODE SECTION 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.**

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

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

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

**SECTION 2:** Design Immunity; Authorization.

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

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

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

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

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

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

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

ATTEST:

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

APPROVED AS TO FORM:

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



## City Council Agenda Statement

Meeting Date: November 7, 2023

Agenda Heading: Consent

Item Number: B.9

---

### TITLE:

Notice of Completion for the FY 2023-24 Pavement Rehabilitation Project PW 23-01

### RECOMMENDATION:

1. Accept the FY 2023-24 Pavement Rehabilitation Project (Project No. PW 23-01) by Hardy and Harper, Inc. as complete.
2. Authorize and direct the City Clerk to file a Notice of Completion with the County Recorder's Office.
3. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

The project construction cost was \$1,651,457.34.

Included in Adopted FY 2023-24 Budget

Amount Budgeted: \$1,888,329

Additional Appropriation: No.

Account Numbers:

1. \$300,000 from 114-400-5293-8943 (Prop C Funding)
2. \$800,000 from 128-400-8203-8383 (SB-1 Funding)
3. \$788,329 from 110-400-8203-8943 (Measure R Funding)

### BACKGROUND:

On June 20, 2023, City Council awarded a construction contract to Hardy and Harper, Inc. in the amount of \$1,635,000 and approved a construction contingency amount of \$163,500 to perform street rehabilitation work within the Northwest Quadrant of the City. This quadrant is north of Mariposa Ave. and west of Sheldon St. The completion of this

**Accept FY 2023-24 Pavement Rehabilitation Project**

**November 7, 2023**

**Page 2 of 2**

project has increased the life of the rehabilitated streets.

**DISCUSSION:**

Construction began July 17, 2023, and was completed September 22, 2023 under the budget. Staff respectfully recommends that Council accept the work performed by Hardy and Harper, Inc. for the FY 2023-24 Pavement Rehabilitation Project, Project No. PW 23-01 and authorize and direct the City Clerk to file a Notice of Completion with the County Recorder's office. The unspent budgeted amount will be returned to the funding source.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

**PREPARED BY:**

Floriza Rivera, Principal Civil Engineer

**REVIEWED BY:**

Elias Sassoon, Public Works Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

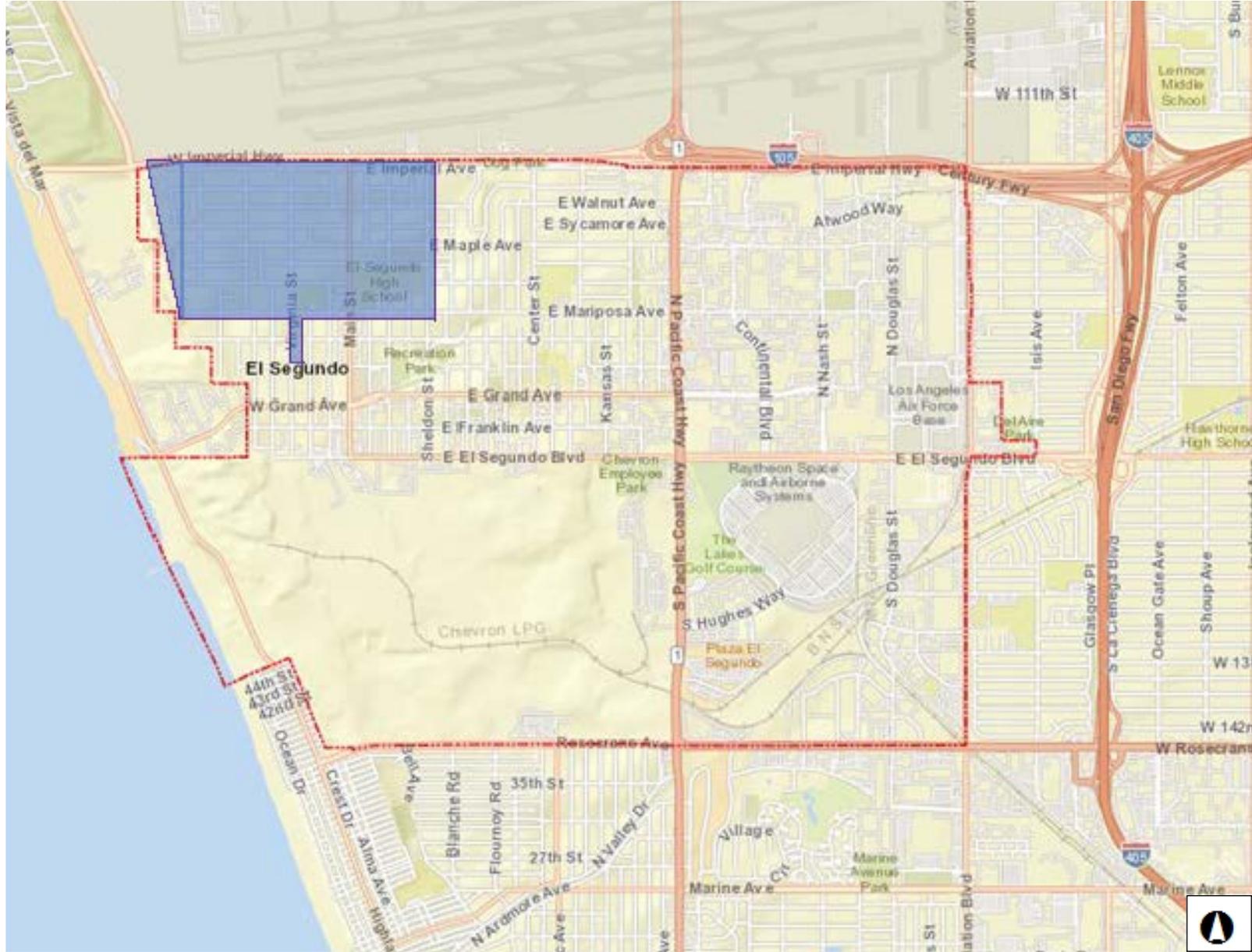
**ATTACHED SUPPORTING DOCUMENTS:**

1. Vicinity Map PW 23-01
2. Location Map PW 23-01
3. Notice of Completion PW 23-01
4. Before and After Pictures PW 23-01



# Vicinity Map

## PW 23-01: FY 2023-24 Pavement Rehabilitation Project



6,018.7 0 3,009.33 6,018.7 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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



# Location Map

## PW 23-01: FY 2023-24 Pavement Rehabilitation Project



### Legend

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

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

Alley behind 407 Concord St.



### Notes

No Scale



WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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

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

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

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**NOTICE OF COMPLETION OF CONSTRUCTION PROJECT**

Project Name: FY 2023-24 Pavement Rehabilitation Project

Project No. PW 23-01

Contract No. 6685

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 September 22, 2023. The work done was: FY 2023-24 Pavement Rehabilitation Project
6. On November 7, 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: Hardy and Harper, Inc.
8. The property on which said work of improvement was completed is in the City of El Segundo, County of Los Angeles, State of California, and is described as follows:
  - The Northwest Quadrant of the City, north of Mariposa Ave. and west of Sheldon St.
9. The street address of said property is: Various street sections in northwest El Segundo.

City of El Segundo

Dated: \_\_\_\_\_, 2023

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

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**VERIFICATION**

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

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

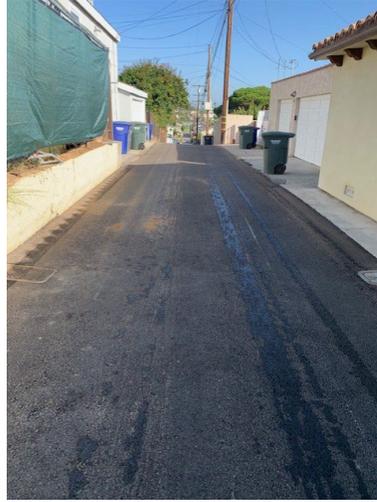
Executed on \_\_\_\_\_, 2023 at El Segundo, California.

City of El Segundo

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

**BEFORE AND AFTER PICTURES**  
**FY 2023-24 PAVEMENT REHABILITATION PROJECT, PW 23-01**

1. Before: Tree root uplift was visible in three alley areas behind 407 Concord St. Yellow ovals mark the uplifted asphalt.  
After: Roots and damaged asphalt were removed and new pavement was installed.



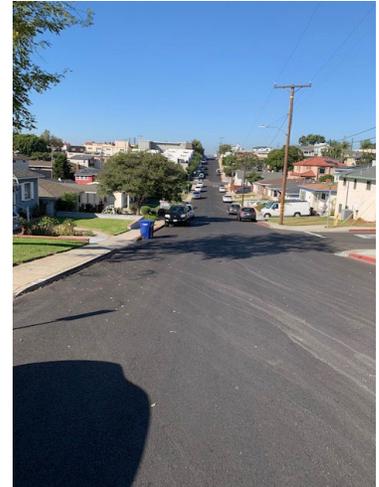
2. Before: Uplifted curb and asphalt on W. Imperial Ave. is visible looking west toward Loma Vista St. Yellow ovals mark the uplifted asphalt.  
After: Roots were removed. New curb and asphalt pavement were installed.



3. Before: Richmond St./E. Palm Ave. looking south toward E. Mariposa Ave. Cracked street surface and faded striping and pavement markings are visible. After: The street has been grinded, paved, and re-striped with more visible striping. New continental-style yellow crosswalks were also installed or touched-up at intersections surrounding Richmond Street Elementary and El Segundo High Schools.



4. Before: Cracked pavement is visible on Pepper St. looking north toward E. Imperial Ave. (first picture) and looking south toward E. Walnut Ave. (second picture). After: New pavement is visible on Pepper St. looking north toward E. Sycamore Ave.



5. Before, during, and after: Hillcrest St. looking north toward E. Palm Ave. Visible cracked pavement before construction, asphalt overlay occurring, and final overlaid street.





## City Council Agenda Statement

Meeting Date: November 7, 2023

Agenda Heading: Consent

Item Number: B.10

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### TITLE:

Resolution Appointing Risk Manager Sheryl Higa as the City's Primary Board Member to the Governing Board of the Independent Cities Risk Management Authority

### RECOMMENDATION:

1. Adopt the proposed Resolution appointing Risk Manager Sheryl Higa as the City's primary representative to the Independent Cities Risk Management Authority ("ICRMA") governing board ("ICRMA Board") and maintaining Council Member Carol Pirsztuk and Human Resources Director Rebecca Redyk as alternate representatives.
2. Alternatively, discuss and take other actions related to this item.

### FISCAL IMPACT:

None.

### BACKGROUND:

ICRMA is a joint powers authority created pursuant to provisions of the Government Code and was formed to provide liability, workers' compensation, and property insurance as well as other risk management services.

The ICRMA Joint Powers Agreement provides that each member city, like El Segundo, must appoint representatives to serve on the ICRMA Board. In addition to the primary representative, appointment of two alternates is also authorized.

### DISCUSSION:

The Risk Manager was the prior primary representative for the City on the ICRMA board. When the Risk Manager position became vacant, the City appointed Interim Chief Financial Officer David Cain. Now that the Risk Manager position has been filled, the City intends to replace Interim Chief Financial Officer David Cain with Risk Manager

**Appointment of Primary Board Member to ICRMA**

**November 7, 2023**

**Page 2 of 2**

Sheryl Higa as the primary representative. The City would continue to maintain Council Member Carol Pirsztuk and Human Resources Director Rebecca Redyk as alternate representatives.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 2: Support Community Safety and Preparedness

Objective 2A: El Segundo is a safe and prepared community.

Goal 5: Champion Economic Development and Fiscal Sustainability

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

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

**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 Appointing Representatives to ICRMA

**RESOLUTION NO. Number**

**A RESOLUTION OF THE CITY OF EL SEGUNDO, CALIFORNIA  
APPOINTING REPRESENTATIVES TO THE INDEPENDENT CITIES  
RISK MANAGEMENT AUTHORITY (“ICRMA”).**

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

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

- A. El Segundo is a member of the Independent Cities Risk Management Authority (“ICRMA”).
- B. Pursuant to the ICRMA By-laws and Joint Powers Agreement, the City Council may appoint a public official other than a City Council Member to the ICRMA Governing Board; and two alternates for the representatives who may be a City employee;
- C. Pursuant to Section 5.1 of the ICRMA By-laws, the person(s) designated must hold one of the following positions, or their equivalent: City Attorney, Assistant City Attorney, Financial Officer, City Manager, Assistant/Deputy City Manager, Assistant to the City Manager, Risk Manager, Human Resources Director/Manager, or Administrative Services Director.

SECTION 2: Risk Manager Sheryl Higa is appointed as the City’s representative; City Council Member Carol Pirsztuk is appointed as an alternate City representative; and Human Resources Director Rebecca Redyk is also appointed as an alternate City representative.

SECTION 3: The individuals appointed by this Resolution are authorized to represent the City while acting as ICRMA delegates. Such authority includes the power to vote for the City on matters presented to the ICRMA Governing Board. These representatives are directed to keep the City Council regularly informed regarding ICRMA proceedings.

SECTION 4: This Resolution is effective upon adoption and will remain effective unless repealed or suspended.

PASSED AND ADOPTED RESOLUTION NO. \_\_\_\_\_ this 7<sup>th</sup> day of November, 2023.

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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 7<sup>th</sup> day of November, 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: November 7, 2023

Agenda Heading: Public Hearings

Item Number: C.11

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### **TITLE:**

Ordinance to Permanently Regulate Short-Term Home Sharing

### **RECOMMENDATION:**

1. Conduct a public hearing.
2. Waive first reading and introduce an ordinance for Environmental Assessment No. 1180 and Zone Text Amendment No. 23-02 to amend El Segundo Municipal Code ("ESMC") Chapters 4-16 and 15-4A-1 to allow permanent regulation of short-term home sharing through a permit process and find it exempt from further environmental review pursuant to 14 California Code of Regulations §§ 15358 and 15061(b)(3).
3. Schedule a second reading and adoption of the ordinance for the next scheduled City Council meeting on December 5, 2023.
4. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

Since implementation of the Home Share Pilot Program, a total of \$15,000 has been collected from permit and licensing fees, and approximately \$116,000 has been collected from Transient Occupancy Tax (TOT). Finance staff anticipates that by the end of the pilot program, the City will have received a total of \$147,000 from permit fees, licensing fees and TOT between October 1, 2021 and December 31, 2023. Ongoing enforcement and management of home sharing is absorbed by the annual operating budget for Community Development and Finance Departments.

### **BACKGROUND:**

In July 2020, City Council adopted an ordinance establishing regulations for short-term home sharing rentals, and allowed home sharing in the City's residential zones through a Short-Term Home Sharing Rental Permit Pilot Program. Initiation of the 15-month pilot

## **Zone Text Amendment to Permanently Regulate Short-Term Home Sharing**

**November 7, 2023**

**Page 2 of 4**

program was delayed due to LA County Health Department restrictions that prevented home sharing during the COVID pandemic. After rules were relaxed and new COVID protocols in place by LA County Health Department, El Segundo commenced the 15-month pilot program on October 1, 2021. As conveyed to Council in July 2020, staff would issue home share permits and monitor home sharing rental units to determine if the use may be appropriate over the long term in residential zones, and report findings to the Planning Commission and City Council along with a recommendation of how to proceed.

On October 27, 2022, staff reported to Planning Commission on the major findings and results of the pilot program. After consideration and discussion, the Planning Commission voted to recommend that City Council adopt an ordinance that permanently allows short-term home sharing through a Short-Term Home Sharing Permit. Subsequently, on November 15, 2022, the City Council considered the Planning Commission's recommendation and the findings and results of the pilot program. During the meeting, however, the City Council expressed concern that the data collected up to that point may not be reflective of the travel industry because COVID restrictions and regulations continued to impact travel. Thus, City Council extended the pilot program through the end of 2023 and directed staff to return with updated data, including methods and penalties for individuals engaging in unlawful short-term rental activities in the City's residential areas.

### **DISCUSSION:**

#### **Home Share Permits**

As reported by staff in November 2022, the City approved 20 Home Share Permits since the start of the pilot program and one permit denied because the property was not the applicant's primary residence. Concurrently, Finance staff issued business licenses for each home share permit and followed up with each applicant for TOT registration. Since staff's last reporting, four additional Home Share Permits were issued in 2023, resulting in a total of 24 official home shares in El Segundo.

#### **Listings and Compliance**

Staff worked with AirBnB to reduce the number of unpermitted listings on the AirBnB platform. Through this effort, AirBnB developed a portal for city staff that identifies listings in El Segundo and gives City staff the ability to "block" a listing if there is a violation. On average, there are approximately 150 total listings in El Segundo at any one given time; however, these listings include long-term stays that require a minimum stay of 31 days, listings by hotels that utilize AirBnB as another advertising tool, and short-term listings by those who have home-share permits. Since listings for long-term stays and listing by hotels are not violations, staff focuses its investigative efforts on the other listings. Since the inception of the portal earlier this year, staff has blocked a total of 17 listings from the 24 home-share permits. The listings were blocked because they advertised the rental as a whole-house rental. Once blocked, the listing is taken down from the AirBnB website and the owner is directed to contact the city for corrective

## **Zone Text Amendment to Permanently Regulate Short-Term Home Sharing**

**November 7, 2023**

**Page 3 of 4**

action. When the owner corrects the advertisement, the listing is "unblocked" and allowed to reappear on the platform. Staff continues to monitor these listings weekly, and take appropriate action to ensure compliance. Staff retains the ability to revoke home-share permit for continued non-compliance.

### **Environmental Review**

The proposed ordinance finds that it is exempt from further further review under the California Environmental Quality Act (Public Resources Code Sections 21000 *et. seq.* ("CEQA")) pursuant to Section 15358 (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Moreover, the City Council finds that this Ordinance is also exempt under CEQA pursuant to Guidelines Section 15061(b)(3) (there exists no possibility that the activity will have a significant adverse effect on the environment).

### **Conclusion**

Based on the data collected, observations and staff's experiences during the extended pilot period, staff recommends that City Council adopt the Ordinance, thereby amending the Municipal Code to permanently regulate the allowance of short-term home sharing rentals in the City's residential zones through a Short-Term Home Sharing Permit review process.

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

Goal 2: Support Community Safety and Preparedness

Objective 2A: El Segundo is a safe and prepared community.

Goal 5: Champion Economic Development and Fiscal Sustainability

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

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

### **PREPARED BY:**

Eduardo Schonborn, AICP, Planning Manager

### **REVIEWED BY:**

Michael Allen, AICP, Development Services Director

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

**Zone Text Amendment to Permanently Regulate Short-Term Home Sharing**  
**November 7, 2023**  
**Page 4 of 4**

**ATTACHED SUPPORTING DOCUMENTS:**

1. Draft Home Share Ordinance

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY OF EL SEGUNDO AMENDING TITLE 4 CHAPTER 16 (HOME SHARING PERMIT) AND TITLE 15 (ZONING REGULATIONS) OF THE EL SEGUNDO MUNICIPAL CODE TO PERMANENTLY ALLOW SHORT-TERM HOME SHARING RENTALS IN THE CITY'S RESIDENTIAL ZONES THROUGH A SHORT-TERM HOME SHARING PERMIT.**

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

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

- A. Due to close proximity of El Segundo to Los Angeles International airport, beaches and Southern California tourist destinations, and being home to a significant number of Fortune 500 companies, the City of El Segundo is a popular location for alternative short-term lodging;
- B. The renting of rooms in private homes on a short-term basis to visitors provides a community benefit by expanding the number and type of lodging facilities available and assists owners of homes by providing revenue which may be used for maintenance and upgrades to these units;
- C. The renting of rooms in private homes by owners for temporary occupancy is also a community concern due to the potential for increased traffic, and noise in residential neighborhoods if these uses are not properly regulated;
- D. Problems with short-term lodgings are particularly acute in the residential zones where the peace, safety and general welfare of the long-term residents are potentially threatened;
- E. An effective way to minimize the problems associated with short-term rental units is to allow short-term home sharing through a permit process with restrictions and operational regulations;
- F. On October 27, 2022, the El Segundo Planning Commission held a noticed public hearing to receive public testimony and other evidence regarding the proposed ordinance, including information provided by city staff; and, adopted Resolution No. 2927 recommending that the City Council approve proposed amendments to permanently allow short-term rentals in the form of home sharing only, as a permitted use through issuance of a Home Share Permit;
- G. On November 15, 2022, the El Segundo City Council held a public hearing and considered the information provided by staff and public testimony regarding the ordinance recommended by the Planning Commission;
- H. The City Council extended the short-term home sharing pilot program for another 12 months, until the end of 2023, for gathering additional information regarding the impacts of the program and to study the appropriate methods and penalties for

individuals engaging in unlawful short-term rental activities in the residential areas of the City, and directed staff to return in one year;

- I. Government Code § 34104 et seq. authorizes the City to issue subpoenas requiring the attendance of witnesses or production of books or other documents for evidence or testimony, and the City Council finds that City inquiries into operators' compliance with this ordinance constitutes an "action or proceeding, as described in Government Code § 34104.
- J. On November 7, 2023, the El Segundo City Council held a public hearing and considered the information provided by staff and public testimony regarding the recommended ordinance; and,
- K. This ordinance and its findings are made based upon the entire administrative record including testimony and evidence presented to City Council at its November 19, 2019, February 4, February 18, March 3 and June 16, 2020, November 15, 2022, and November 7, 2023 public hearings and the staff reports submitted by the Community Development Department.

SECTION 2: Environmental Assessment. The City Council finds that this ordinance is exempt from further review under the California Environmental Quality Act (Public Resources Code Sections 21000 et. seq. ("CEQA")) pursuant to Section 15358 (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Moreover, the Planning Commission finds that this Ordinance is also exempt under CEQA pursuant to Guidelines Section 15061(b)(3) (there exists no possibility that the activity will have a significant adverse effect on the environment).

SECTION 3: General Plan Findings. Considering all of its aspects, the El Segundo Municipal Code ("ESMC") amendments proposed by this ordinance will further the goals, objectives and policies of the General Plan and not obstruct their attainment. More specifically:

- A. This amendment conforms to the Land Use Element Goals, Objectives and Policies. Specifically, the amendment is consistent with Goal LU1, Objective LU1-1, Goal LU3, in that the amendment ensures the preservation, protection and extension of existing residential uses; and promotes the health, safety, and wellbeing of the people of El Segundo by adopting standards for the proper balance, relationship, and distribution of the residential land uses at all times in accordance with applicable law.
- B. This text amendment of the Permitted Uses section in each of the City's residential zones conforms to the General Plan. The changes do not modify or increase the maximum density of dwelling units per acre currently allowed in the Residential Land Use designation. As a result, the Zone Text Amendment conforms to the Land Use Element of the General Plan.

- C. The text amendment complies with Objective LU 1-5.6 in that the changes to the existing language will permanently allow short-term home sharing rentals for property owners through a home sharing permit requirement provided it is the property owner's primary residence.
- D. The text amendment is consistent with the Residential Land Use designation in that the changes do not modify or increase the maximum density of dwelling units per acre currently allowed by the Residential zoning designations.

SECTION 4: Zone Text Amendment Findings. In accordance with ESMC Section 15-26-4 the City Council finds as follows:

- A. This ordinance is consistent with the purpose of the ESMC, which is to serve the public health, safety, and general welfare and to provide the economic and social advantages resulting from an orderly planned use of land resources. The proposed Ordinance allows home sharing as a permitted use provided that a Home Share Permit is approved, which contains operational regulations, permit conditions and restrictions that minimize impacts in residential neighborhoods.
- B. This ordinance is necessary to minimize the likelihood that this activity goes underground, at which point the City would not have an account of the number of short-term rentals, their locations, or a funding mechanism to offset any increase in demand for City services resulting from the short-term rental units.

SECTION 5: The title of Chapter 16 of Title 4 of the ESMC 4-16 is amended to read as follows: HOME SHARING PILOT PERMIT PROGRAM.

SECTION 6: Section 4-16-1 is amended in its entirety to read as follows:

“The purpose of this Chapter is to require the owner of a residentially-zoned dwelling unit that is used for home sharing to apply for and secure a permit authorizing such use in the manner provided for in this Chapter.”

SECTION 7: Section 4-16-4 (Application for Permit; Fee) of the ESMC is amended to read as follows:

**“4-16-4: APPLICATION FOR PERMIT; FEE**

An application for a Short-term Home Sharing Rental Permit must be made on a form approved by the Director and must contain the following information:

- A. The name, address and telephone number of the owner of the unit for which the permit is to be issued.
- B. Evidence that a City business license has been applied for or obtained for operating a short-term home sharing business.
- C. Evidence that a valid Transient Occupancy Registration Certificate has been issued by the City for the home sharing unit.

D. Proof of general liability insurance in the amount of \$1,000,000 combined single limit and an executed agreement to indemnify, defend, and hold the City harmless from any and all claims and liabilities of any kind whatsoever resulting from or arising out of the short-term home sharing rental activity.

~~E. An acknowledgment that the use of the property for home sharing is subject to a sunset provision, and that the owner will acquire no vested right to the continued use of any portion of the dwelling unit for short-term home sharing rental after the sunset period expires.~~

~~F E.~~ An affidavit signed by the property owner attesting that the property to be used for short-term home sharing rental is the owner's primary residence as defined in Section 4-16-2.

~~G F.~~ Such other information as required by the Administrative Guidelines or as the Director deems reasonably necessary to administer this Chapter.

~~H G.~~ The Short-term Home Sharing Permit Application must be signed by the property owner and notarized.

~~I H.~~ An application for a Short-term Home Sharing Rental Permit must be accompanied by a fee established by resolution of the City Council."

SECTION 8: Section 4-16-5 (Permit Expiration) of the ESMC is amended to read as follows:

**"4-16-5: PERMIT EXPIRATION**

~~A. The permits issued pursuant to 4-16-4 shall expire on December 31, 2023, unless they are terminated earlier pursuant to 4-16-11 or for any failure to comply with all applicable laws and regulations.~~

~~B. Upon a change of property ownership, the Short-term Home Sharing Rental Permit will automatically expire. For purposes of this Chapter, a change of ownership has the definition set forth in Revenue and Taxation Code section 60 et seq."~~

SECTION 9: Subsection (B) of Section 4-16-7 of the ESMC is amended to read as follows:

~~"B. Home sharing is permitted in the residential unit that is the primary residence of the property owner within the R-1, R-2, or R-3 Zones, pursuant to El Segundo Municipal Code §§ 15-4A-1, 15-4A-2, 15-4B-2, and 15-4C-2."~~

SECTION 10: Section 4-16-11 of the ESMC is amended to read as follows

~~"A. Any person who violates any provision of this Chapter, or any hosting platform that fails to meet its obligations under Section 4-16-9, is guilty of either (i) an infraction which shall be punishable by a fine not exceeding \$2,500 for the first~~

violation and \$5,000 for each additional violation within a twelve-month period, or (ii) a misdemeanor which shall be punishable by a fine not exceeding \$1,000 or by imprisonment in the county jail for not more than six months, or by both.

B. Any person who violates any provision of this Chapter, or hosting platform that violates its obligations under Section [4-16-9](#), shall be subject to administrative citations and penalties pursuant to Title 1, Chapter 2A of this Code.

C. If the property upon which a short-term home sharing rental unit is located is the subject or the site of two violations of any of the provisions of this Chapter, or of Chapters 1, 2, or 13 of Title 7 of this Code, the Short-term Home Sharing Rental Permit for the unit shall be automatically revoked. In such a case, no new Short-term Home Sharing Rental Permit may be issued for the unit for the earlier of either three months from the effective date of revocation; or a change of the ownership of the unit to a new person.

D. In addition to the penalties set forth herein, if the short-term home sharing rental property is the site of a loud or unruly gathering in violation of Section [7-12-3](#) that results in the issuance of an administrative citation or criminal charge, the Short-term Home Sharing Rental Permit will be automatically revoked if and when the administrative citation becomes final (i.e., the time for administrative or judicial review has passed or a final court judgment has been entered upholding the citation) or a criminal conviction is obtained. In such a case, no new Short-term Home Sharing Rental Permit may be issued for the unit for the earlier of either three months from the effective date of revocation; or a change of the ownership of the unit to a new person.

**E. The City may issue and serve administrative subpoena, pursuant to Government Code § 34104 et seq., as necessary to obtain specific information regarding short-term home sharing rental listings located in the City, including, without limitation, the names of the persons responsible for each such listing, the address of each such listing, the length of stay for each such listing, the listing price, and any other information necessary for the City to determine compliance with this Chapter.**

~~E. F.~~ F. The remedies provided in this Section are not exclusive, and nothing in this Section shall preclude the City's use or application of any other remedies, penalties or procedures established by law."

SECTION 11: Section 4-16-13 of the ESMC is repealed:

**~~4-16-13: SUNSET PROVISION~~**

~~This Chapter shall remain in effect until the earlier of this ordinance being rescinded, or December 31, 2023. The sunset or repeal of any provision of this Chapter does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before effective date of the sunset or repeal of the Chapter. Any such repealed part will~~

remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of the repeal.

**SECTION 12:** “Table No. 1 – Permitted uses in residential zones” in Section 15-4A-1 of the ESMC is amended as follows:

Uses	Zones		
	R-1	R-2	R-3
<b>Residential uses/Hospitality</b>			
	*	*	*
<del>Renting of up to two rooms to not more than four persons per dwelling unit</del>	<del>P</del>	<del>P</del>	<del>P</del>
	*	*	*

**SECTION 13: CONSTRUCTION.** This ordinance must be broadly construed in order to achieve the purposes stated in this ordinance. It is the City Council’s intent that the provisions of this ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this ordinance.

**SECTION 14: ENFORCEABILITY.** Repeal of any provision of the ESMC does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this ordinance’s effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this ordinance.

**SECTION 15: VALIDITY OF PREVIOUS CODE SECTIONS.** If this entire ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the ESMC or other city ordinance by this ordinance will be rendered void and cause such previous ESMC provision or other the city ordinance to remain in full force and effect for all purposes.

**SECTION 16: SEVERABILITY.** If any part of this ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this ordinance are severable.

**SECTION 17:** The City Clerk is directed to certify the passage and adoption of this ordinance; cause it to be entered into the City of El Segundo’s book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this ordinance, cause it to be published or posted in accordance with California law.

**SECTION 18:** This ordinance will take effect 30 days after its passage and adoption.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2023.

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

APPROVED AS TO FORM:

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

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 Ordinance No. \_\_\_\_\_ was duly introduced by said City Council at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_ 2023, and 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



## City Council Agenda Statement

Meeting Date: November 7, 2023

Agenda Heading: Public Hearings

Item Number: C.12

---

### TITLE:

Cost-Recovery Permit Center Permit Surcharge Fee and Associated Three-Year Contract Amendment with OpenGov Inc. to Expand Existing Permitting Services, Hosting, and Ongoing Maintenance

### RECOMMENDATION:

1. Conduct a public hearing to consider adoption of a cost-recovery, regulatory permit center permit surcharge fee for online permitting system.
2. Approve resolution adopting the proposed fee.
3. Authorize the City Manager to execute the first amendment to the existing three-year agreement with OpenGov, Inc., to expand the City's online permitting system.
4. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

Initial FY 2023-24 cost of \$138,293 includes: one-time cost of \$33,825 for product configuration, setup and training described in the attached statement of work; \$102,068 Annual Software Fee; and \$2,400 for two (2) Conference Attendee Tickets. Continued subscription cost for FY 2024-25 of \$109,571 includes: \$107,171 Annual Software Fee; \$2,400 for two (2) Conference Attendee Tickets; and a 5% inflater fee. Subscription cost for FY 2025-26 of \$114,930 includes: \$112,530 Annual Software Fee; \$2,400 for two (2) Conference Attendee Tickets; and 5% inflater fee.

\$50,000 is included in the Adopted FY 2023-24 budget. An additional appropriation of \$88,293 is requested, which is expected to be covered by the funds deposited in the permit surcharge trust account. Subsequent year's costs will be included in future budgets with funds already deposited in the permit surcharge trust account.

Amount Budgeted: \$50,000

## **OpenGov Contract Award and Technology Fee Adoption**

**November 7, 2023**

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Additional Appropriation: \$88,293

Account Number(s): 001-400-2505-6217 (Software Maintenance)

### **BACKGROUND:**

The Community Development Department (CDD) issues and administers all Building and Safety related permits and inspections through an existing contract with OpenGov Inc. OpenGov Inc. was originally selected through a competitive process after the failed implementation of Central Square, previously selected in 2019. In late 2022, an open call was held for demonstration/pilot permit programs, to include a 6-week pilot permit program, permit application build out, and soft launch to allow staff to test. Three vendors expressed interest in working with city staff to present, develop, build, and launch a pilot permit program. The following vendors engaged in a six-week no-cost agreement with the City to demonstrate how their product could best serve the City: Camino, Edgesoft, and OpenGov.

Each vendor provided specific solutions to the Building and Safety permitting needs of the City through tailor-made systems and staff access to test their permitting process. A cross functional team including members from Building and Safety, Code Enforcement, Finance, Fire, IT, Parks, Planning, Police, and Public Works was formed to build and test the proposed systems. The team was asked to thoroughly use each system by plan checking, scheduling inspections, invoicing, and providing general feedback. After review, scoring, and pricing options were provided for each vendor, OpenGov Inc. was selected due to the competitive pricing along with easy-to-use workflows, attentive and responsive help desk, streamlined process, and training resources to help the City build a system unique to our specific needs. For comparison purposes, a single service area (Building and Safety Division only) provided by Central Square approved in 2019 costs \$136,728 per year, and a single service area provided by OpenGov Inc. would be less than \$50,000 per year.

In May 2023, CDD went live with a new permitting system (branded as the "EZ Permit Hub") using OpenGov Inc. for certain residential construction projects, with full integration for all residential and commercial construction projects by July 2023. In the last six months, since the full implementation of OpenGov Inc., plan check processing times have been reduced by approximately 50% of the overall processing time, and the existing permit center surcharge fee of 4% of building permit fees has covered the current cost of the online portal.

### **DISCUSSION:**

#### **Contract Amendment**

Existing Agreement No. 6542 for "OpenGov Citizen Services Suite" includes: Online permitting portal, forms and workflows, online payments, virtual inspections for one Service Area (Building Division only). Due to the intuitive nature, user interface design,

## **OpenGov Contract Award and Technology Fee Adoption**

**November 7, 2023**

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default configuration, off-the-shelf solution delivery, lower cost, and quicker implementation, staff requests the existing OpenGov Inc. contract of up to \$50,000 per year for a single service area and support services to be amended for an additional \$88,293, totalling \$138,293 for the first year and a 5% annual inflator for the following two additional years. Additional services achieved with this expansion include unlimited service areas providing several additional permitting solutions city-wide, including but not limited to: Code Enforcement Cases, Fire Prevention Construction Permits, Planning Projects, Public Works Encroachment Permits, Filming Permits, and Special Event Permits.

Staff continue to receive feedback from the development community expressing positive remarks towards the ease and ability to apply for permits, complete the plan check process, receive issued permits, and complete inspections through a single online portal. The EZ Permit Hub now serves as a central location where all permit documents, plans, inspection results, and code violations are easily accessible, and management can run all reporting as needed. Staff from Fire, Public Works, Planning, Code Enforcement, and Recreation and Parks, have expressed interest in utilizing the platform to manage permitting options for their respective operations to achieve a similar cost effective streamlining of permit services.

Allowing multiple departments/divisions to use the OpenGov Inc. platform requires an increase to our current subscription package. Unlimited users (departments and divisions) and record type allowance is proposed, along with ongoing training, and software enhancements rolled out throughout the year. Based on the results of previous procurement efforts for a single service area dating back to 2019, the current proposed rates offered by OpenGov Inc. remain competitive and in the best interest of providing continuity and streamlined services to our constituents across several departments.

### **Surcharge Fee**

In order to cover the cost of the expanded online service, staff propose modifying the existing 4% building permit surcharge fee (applicable to only building permits) to a 3.5% permit surcharge fee for all permits issued online (applicable to all department permits). By expanding the use of the existing online permitting platform, a .5% reduction to the surcharge fee for building permits is realized by adding a 3.5% permit surcharge to all permits issued online, as provided in the attached Permit Center Surcharge Cost Study.

The surcharge fee is derived by taking the total anticipated annual cost of the permit center (OpenGov Inc. software, ongoing support and training services, and support equipment maintenance) of approximately \$148,293/year, divided by the total anticipated revenue of \$4,138,200 generated by permits issued by all departments intending to use OpenGov. Inc.

City Council approval for this amendment would be as provided in El Segundo Municipal Code § 1-7-9(A) based on the finding that the City's best interests are served

**OpenGov Contract Award and Technology Fee Adoption**

**November 7, 2023**

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by a direct award of the contract amendment without a competitive selection process.

**CITY STRATEGIC PLAN COMPLIANCE:**

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

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

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

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4B: El Segundo's technology supports effective, efficient and proactive operations.

Goal 5: Champion Economic Development and Fiscal Sustainability

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

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

**PREPARED BY:**

Michael Allen, AICP, Development Services Director

**REVIEWED BY:**

Michael Allen, AICP, Development Services Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. OpenGov Agreement - First Amendment
2. Permit Surcharge Fee Resolution
3. Permit Center Permit Surcharge Cost Study

**FIRST AMENDMENT TO  
AGREEMENT NO. 6542 BETWEEN  
THE CITY OF EL SEGUNDO AND  
OPENGOV, INC.**

THIS FIRST AMENDMENT (“AMENDMENT”) is made and entered into this 7th day of November, 2023 by and between CITY OF EL SEGUNDO, a general law city and municipal corporation existing under the laws of California (“CITY”), and OPENGOV, INC., (“CONSULTANT”). The parties agree as follows:

1. **Definitions.** Capitalized words and terms used but not defined in this Amendment, shall have the meanings ascribed to them in the Agreement.
2. **Amendments.** The Agreement is hereby amended as follows:
  - a. **Order Form:** The attached Order Form number OG-012184 shall replace Order Form 0000-5934 from the date this Amendment is effective forward.
  - b. **Conference Tickets:** The OpenGov conference tickets are valid for the event only (no refunds or exchanges) and do not include travel, lodging, or other expenses.
  - c. **Address:** OpenGov's principal place of business is hereby amended to: PO Box 41340, San Jose, CA 95160
  - d. **Term:** This amendment is for a three-year term from FY 2023-24 to FY 2025-26 with renegotiation at the Annual Software Fee plus 5% Uplift on the fourth year.
  - e. **Cost:** \$362,794.00 for three years including: an annual Software Fee, a \$33,825.00 one-time configuration fee, two annual Conference Tickets, and an annual 5% Uplift fee as identified on Order Form number OG-012184.
3. **Legal Effect.** Except as expressly amended or modified by this Amendment, all other terms of the Agreement shall remain unchanged and in full force in effect.
4. **Conflict.** In the event of any conflict between the main body of the Agreement and this Amendment, this Amendment will control.
5. **Counterparts.** This Amendment may be signed in any number of counterparts, each of which when executed and delivered shall be deemed to be an original but all of which taken together shall constitute one and the same agreement.

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

CITY OF EL SEGUNDO,  
a general law city

\_\_\_\_\_  
*Darrell George,*  
*City Manager*  
ATTEST:

\_\_\_\_\_  
*OpenGov, Inc*  
APPROVED AS TO FORM:

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

\_\_\_\_\_  
*Joaquin Vasquez,*  
*Deputy City Attorney*



OpenGov Inc.  
PO Box 41340  
San Jose, CA 95160  
United States

**Quote Number:** OG-012184  
**Created On:** 10/3/2023  
**Order Form Expiration:** 12/15/2023  
**Subscription Start Date:** 12/1/2023  
**Subscription End Date:** 11/30/2026

**Prepared By:** Kelly Ammons  
**Email:** kammons@opengov.com  
**Contract Term:** 36 Months

**Customer Information**

<b>Customer:</b> City of El Segundo, CA	<b>Contact Name:</b> Michael Allen
<b>Bill To/Ship To:</b> 350 Main Street	<b>Email:</b> mallen@elsegundo.org
El Segundo, CA	<b>Phone:</b> 310-524-2350
United States	

**Order Details**

**Billing Frequency:** Annually in Advance  
**Payment Terms:** Net Thirty (30) Days

**SOFTWARE SERVICES:**

Product / Service	Start Date	End Date	Annual Fee
Permitting & Licensing: Unlimited Service Areas <i>Community Feedback, Dashboards, Document Designer, Forms and Workflows - Unlimited Service Areas, Inspections, Online Payments, Public Portal, Reporting &amp; Analytics, Story Builder, Transparency</i>	12/1/2023	11/30/2024	\$102,068.00
Permitting & Licensing: Unlimited Service Areas <i>Community Feedback, Dashboards, Document Designer, Forms and Workflows - Unlimited Service Areas, Inspections, Online Payments, Public Portal, Reporting &amp; Analytics, Story Builder, Transparency</i>	12/1/2024	11/30/2025	\$107,171.00
Permitting & Licensing: Unlimited Service Areas <i>Community Feedback, Dashboards, Document Designer, Forms and Workflows - Unlimited Service Areas, Inspections, Online Payments, Public Portal, Reporting &amp; Analytics, Story Builder, Transparency</i>	12/1/2025	11/30/2026	\$112,530.00
OpenGov Conference Attendee (2 Tickets)	12/1/2023	11/30/2026	\$2,400.00

**Annual Subscription Total:** See Billing Table

**PROFESSIONAL SERVICES:**

Product / Service	Description
OpenGov Deployment — One Time Fee (Prepaid Hours)	Product configuration, setup, and training described in the attached SOW.

**Professional Services Total:** \$33,825.00

**Billing Table:**

Billing Date	Amount Due	
December 1, 2023	\$138,293.00	(Annual Software Fee + Professional Services + Conference Attendee Tickets)
December 1, 2024	\$109,571.00	(5% uplift + Conference Attendee Tickets)
December 1, 2025	\$114,930.00	(5% uplift + Conference Attendee Tickets)

**Order Form Legal Terms**

Welcome to OpenGov!  
This Order Form is entered into between OpenGov, Inc. ("OpenGov"), and you, the entity identified above ("Customer"), effective as of the date of the last signature below. This Order Form incorporates the OpenGov Master Services Agreement ("MSA") available at <https://opengov.com/terms-of-service/master-services-agreement/>. If professional services are purchased, the applicable Statement of Work ("SOW") is also incorporated. The Order Form, MSA, and, if applicable, the SOW are the full "Agreement".  
Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, 30 days from receipt of the invoice.  
By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by the Agreement. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the Agreement to the exclusion of all other terms.  
\*Conference Tickets are valid for the event only (no refunds or exchanges) and do not include travel, lodging, or other expenses

**City of El Segundo, CA**

**OpenGov, Inc.**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



# Statement of Work

City of El Segundo, CA

Creation Date: 10/3/2023  
Document Number: PS-04886  
Version Number: 1  
Created by: Dean Simpson

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# 1. Overview

This Statement of Work (“SOW”) identifies services that OpenGov, Inc. (“OpenGov” or “we”) will perform for City of El Segundo, CA (“Customer” or “you”) pursuant to that order for Professional Services entered into between OpenGov and the Customer (“Order Form”) which references the Master Services Agreement or other applicable agreement entered into by the parties (the “Agreement”). For clarity, Customer’s use of the Professional Services are governed by the Agreement and not this SOW. Upon execution of the Order Form or other documentation referencing the SOW, this SOW shall be incorporated by reference into the Agreement. In the event of any inconsistency or conflict between the terms and conditions of this SOW and the Agreement, the terms and conditions of this SOW shall govern with respect to the subject matter of this SOW only. Unless otherwise defined herein, capitalized terms used in this SOW shall have the meaning defined in the Agreement. This SOW may not be modified or amended except in a written agreement signed by a duly authorized representative of each party.

# 2. Project Schedule

OpenGov will schedule resources for this project upon signature of the order form. Unless specifically noted, OpenGov will work with Customer to develop the project schedule for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by the Customer.

# 3. General Project Assumptions

In order to ensure we are able to meet the project timeline and ensure Customer is successful, OpenGov asks that Customer abide by the General Assumptions detailed in this SOW.

- Professional Services under this SOW will be billed upfront. The hours are based on OpenGov’s best estimate. These hours should be adequate to achieve the deliverables, however if they are not, the Customer will need to purchase additional hours. The hours must be utilized within six (6) months from execution of the Order Form. Any unused hours after such expiration shall be forfeited with no credit or fees due to Customer.
- OpenGov or its authorized independent contractors provide Professional Services to Customer as described in this SOW as agreed to by the parties.
- This SOW is limited to the Professional Services as defined in the Project Scope. Any additional services or support not defined in [Section 4 Project Scope](#) will be considered out of scope and managed in accordance with [Section 5 Change Management](#) of this SOW.
- Customer will commit and provide access to all necessary stakeholders and subject matter experts necessary to complete the [Section 4 Project Scope](#) in this SOW.
- Customer is responsible for internal change management associated with the purchase of new software.
- Response Protocol
  - OpenGov and Customer commit to responding to inquiries, updates, or any other project-related matters in no less than 10 (ten) business days throughout the course of this project. If Customer is delayed in its response, Customer acknowledges that:

- a) the delay may impact the project schedule; and b) any fees for Professional Services due to OpenGov after such delay shall become due and OpenGov may invoice Customer for such prepayment.
  - o The Professional Services will be provided during regular business hours (8am to 6pm local Time) Monday through Friday (holidays excluded).
- Professional Services Offer Expiration:
  - o This SOW is valid for up to 90 days from the Creation Date, or as agreed to in writing by OpenGov and Customer.
- All services will be provided remotely.

## 4. Project Scope

### Data Deliverables:

#### **Data Migration**

OpenGov will:

- Perform historic data migration from El Segundo Custom System - Muni using flat files provided by and mapped by the customer.
- Set up historical record types, historical data will be migrated prior to the initial data load.
- Provide a report of unmatched locations
- Provide instructions for customer validation of data migration.

Customer will:

- Sign off on data load.

#### **Document Migration**

OpenGov will:

- Migrate documents attached to either migrated permits or locations provided through a Master Address Table (MAT) integration

### Technical Requirements for Data Migration:

#### **Historical Data**

- Flat file, .csv, .xlsx with headers
- Record type and status mapping using OpenGov template

#### **Historical Documents**

- Flat file, .csv, .xlsx with headers
- One row per document. All rows must be tied back to the MAT's unique ID field and have a file path or publicly accessible URL.

### Support for Record Type Configuration:

OpenGov will:

- Provide 36 Hours of Professional Services Support lasting for three (3) months after project kick-off to be utilized for:
  - o Weekly troubleshooting/support meetings with assigned OpenGov Project team for support on customer configured new Record Types.

### Autofill Integration

OpenGov will:

- Provide up to three (3) of Autofills, using source data from OpenGov or provided by the Customer.

Customer will:

- Provide the source data, if applicable.
- Agree upon specifications prior to upload.
- Provide source data in Flat file, .csv, .xls, .xlsx, .txt with headers, if applicable.

## 5. Change Management

This SOW and related effort is based on the information provided and gathered by OpenGov. Customer acknowledges that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing or email, by both Customer and OpenGov, and documented as such via a:

- *Change Order* - Work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date and be paid for by Customer. Changes might include:
  - Timeline for completion
  - Sign off process
  - Cost of change and Invoice timing
  - Signed by OpenGov and Customer Executives approving funds.

Change documentation will be mutually agreed upon as defined in [Section 3 General Project Assumptions](#) of this SOW. Should that not occur, the change will be added to the next Executive Sponsor agenda for closure.

Example of changes that might arise during a deployment:

- Amending the SOW to correct an error.
- Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov.
- Change in type of OpenGov resources to support the SOW. For example Subject Matter Experts to address simplifying Chart of Account structure.

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

**A RESOLUTION AMENDING A REGULATORY FEE TO RECOVER CITY COSTS INCURRED FOR CERTAIN REGULATORY PERMITTING PROCESS FOR ONLINE PERMITTING SYSTEM.**

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

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

- A. California Constitution article XIIC, § 1(e)(3) exempts from the definition of a “tax,” municipal fees imposed to recover the City’s regulatory activities costs that is party of a regulatory program. *California Farm Bureau Federation v. State Water Resources Control Board* (2011) 51 Cal.4th 421, 438. Here, the City Council has adopted an ordinance establishing a regulatory, false fire alarm program that enables the City’s imposition of a cost-recovery fee via resolution, pursuant to El Segundo Municipal Code (“ESMC”) § 13-22-5. This fee allows the City to recovery its costs incurred by the El Segundo Community Development Department as part of such regulatory program.
- B. The City Council may establish fees for services under various provisions of California law including, without limitation, Business & Professions Code § 16000; Government Code §§ 54344, 65104, 65909.5, 65943, 66013, 66014, 66451.2; and Health & Safety Code §§ 17951, 17980.1, and 19852.
- C. The City Council seeks to modify a previously adopted regulatory, cost recovery fee through this Resolution, and such fee was included in the “Cost of Services Study” by Revenue & Cost Specialists (May 2022).
- D. Pursuant to Government Code § 66016, the City made data available regarding the cost, or estimated cost, of providing certain municipal services for the proposed.
- E. On October 18, 2022, the City Council heard public testimony and considered evidence in a public hearing held and noticed in accordance with Government Code §§ 66016 and 66018.
- F. After careful consideration, including a review of the documentary and testimonial evidence submitted during the public hearing, the City Council finds that the user fees adopted by this Resolution are in the public interest to recover the City’s costs for certain municipal services.

**SECTION 2.** *Approval; Master Fee Schedule; Regulations.*

- A. The City Council approves the regulatory, cost-recovery fee of 3.5%, based upon the cost information set forth in Exhibit “A,” which is attached and incorporated by reference.
- B. Unless otherwise revised, the fees established by this Resolution will be automatically adjusted by the City Manager on an annual basis on July 1 of each year by applying the percent change of the Los Angeles Area of Consumer Price Index for All Urban Consumers for the prior 12-month period ending on April 30 to the City’s fees. The first fee adjustment cannot be made before a minimum of ten months after the effective date of this Resolution.
- C. The City Manager, or designee, may establish policies and procedures as necessary to carry out this Resolution’s provisions.

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

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

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

**SECTION 6.** *Effective Date.* This Resolution will take effect upon adoption the effective date of Ordinance No. \_\_\_\_ and will remain effective unless repealed or superseded.

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

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2022.

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

ATTEST:

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. \_\_\_\_\_ was duly passed and adopted by said City Council, approved and signed by the Mayor of said City, and attested to by the City Clerk of said City, all at a regular meeting of said Council held on the \_\_\_\_ day of \_\_\_\_ 2022, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

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

\_\_\_\_\_  
Joaquin Vazquez, Deputy City Attorney

**EXHIBIT "A"**  
**FEE INFORMATION**

**CITY OF EL SEGUNDO  
REVENUE AND COST SUMMARY WORKSHEET  
FY 2023-24**

<b>SERVICE</b> El Segundo One Stop Permit Center Permit Surcharge		<b>REFERENCE NO.</b> ITEM # 1346	
<b>PRIMARY DEPARTMENT</b> COMMUNITY DEVELOPMENT DEPARTMENT	<b>UNIT OF SERVICE</b> APPLICATION	<b>SERVICE RECIPIENT</b> Developer/Resident/Business	
<b>DESCRIPTION OF SERVICE</b>  Permit Center Surcharge for use of the technology and software as a service requirement for the city to process, issue and complete permits. Services include but are not limited to building permits, planning entitlements, special event permits, public works permits, fire permits, code enforcement cases/ payments, and all other departmental permit applications.			
<b>CURRENT FEE STRUCTURE</b>  Four percent (4%) of Building Plan Check fees.			
<b><u>REVENUE AND COST COMPARISON</u></b>			
<b>EXISTING REVENUE:</b>	<b>\$49,165.84</b>	<b>PROJECTED REVENUE:</b>	<b>\$144,837</b>
<b>UNIT COST:</b>	<b>\$50,000.00</b>	<b>TOTAL COST:</b>	<b>\$148,293</b>
<b>UNIT PROFIT (SUBSIDY):</b>	<u><b>\$-845.16</b></u>	<b>TOTAL PROFIT (SUBSIDY):</b>	<u><b>- \$3,456</b></u>
<b>PCT. COST RECOVERY:</b>	<b>98%</b>	<b>PCT. COST RECOVERY:</b>	<b>98%</b>
<b>SUGGESTED FEE FOR COST RECOVERY OF: 98%</b>			
3.5% OF TOTAL PLAN CHECK AND PERMIT FEES PAID THROUGH ONLINE SOFTWARE.			

**CITY OF EL SEGUNDO  
COST DETAIL WORKSHEET  
FY 2023-24**

<b>SERVICE</b> <b>El Segundo One Stop Permit Center Permit Surcharge</b>	<b>REFERENCE NO.</b> <b>ITEM # 1346</b>
<b>ANNUAL PROJECTED PERMIT BASED REVENUE/COST FY 23/24</b>	
<b><u>DEPARTMENT</u></b>	<b><u>PROJECTED TOTAL REVENUE</u></b>
COMM. DEVELOPMENT DEPARTMENT	\$3,357,000
PUBLIC WORKS DEPARTMENT	\$202,600
RECREATION, PARKS, AND LIBRARY DEPARTMENT	\$50,000
FIRE DEPARTMENT	\$528,600
<b>TOTAL</b>	<b>\$4,138,200</b>
<b>ANNUAL PROJECTED PERMIT CENTER COSTS</b>	<b>COST</b>
ANNUAL SUBSCRIPTION (5% INFLATER ANNUALY)	\$102,068
PRODUCT CONFIGURATION/UPDATES/ENHANCEMENTS	\$36,225
ANNUAL SUPPORT EQUIPMENT	\$10,000
<b>TOTAL</b>	<b>\$148,293</b>



## City Council Agenda Statement

Meeting Date: November 7, 2023

Agenda Heading: Staff Presentations

Item Number: D.13

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### **TITLE:**

Fire Services Automatic Aid Agreement Between the Cities of El Segundo and Manhattan Beach

### **RECOMMENDATION:**

1. Authorize the City Manager to sign a Fire Services Automatic Aid Agreement between the cities of El Segundo and Manhattan Beach.
2. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

Automatic aid is provided without cost to the requesting agency. Each city's fire department is responsible for cost of personnel and resources provided under this agreement.

### **BACKGROUND:**

The City of El Segundo has entered into various automatic aid agreements with the area's fire departments to provide services for the benefit of our city and the surrounding communities. The purpose of automatic aid is to ensure the appropriate type and number of fire resources are dispatched to an emergency incident when a 9-1-1 call is reported to the fire dispatch center. These units are pre-approved through an agreement and do not have to be requested before being dispatched.

Automatic aid is also used to ensure our residents and visitors receive emergency services when our internal resources are committed to and unavailable due to simultaneous calls for service. Automatic aid agreements have been used to strengthen our fire operations and assure our fire department's ability to manage incidents when the size or complexity of an emergency requires more resources than the city's fire department has available.

Mutual aid is used to request resources after the initial units and all available automatic

## **2023 Fire Services Automatic Aid Agreement**

**November 7, 2023**

**Page 2 of 3**

aid resources are enroute or on-scene of an emergency and the incident commander anticipates additional units will be necessary to control the emergency. Unlike automatic aid, mutual aid requests are not approved at the time of the initial dispatch. Mutual aid requests are made to and confirmed by the agency giving aid. Requests are not automatically approved, and an agency may decline a request. El Segundo's mutual aid requests first go through Area G (see attachment LACO Disaster Management Areas Map). When Area G's resources are depleted, the dispatch center makes a request for resources to the Los Angeles County Fire region.

### **DISCUSSION:**

El Segundo has been a fire service partner to Manhattan Beach for nearly as long as both cities have had organized fire departments. The last automatic aid agreement between the two cities was approved in 2009. Under this 2009 agreement, El Segundo's ladder truck only responded to structure fire calls along the south side of the Rosecrans Avenue corridor between Oak Avenue and Aviation Boulevard. El Segundo's ladder truck was provided without reciprocation of any resources from Manhattan Beach under the 2009 automatic aid agreement.

Recently, our two cities have been utilizing automatic aid far more liberally under a verbal agreement. In 2022, our fire department provided emergency units to Manhattan Beach for 91 incidents, while Manhattan Beach sent units to 92 incidents in our city. The proposed agreement is more robust than the 2009 agreement and reflects the increased need to support each other to provide effective fire services. Under the new automatic aid agreement, and as an industry standard practice, there is no fee or charge associated with automatic aid. Instead, the goal is to create a system where there is balanced reciprocation of emergency units.

Mutual aid is provided by the Area G fire departments to El Segundo when an automatic aid agreement does not exist. Mutual aid differs from automatic aid in that the incident commander must be on-scene of an emergency incident that will overwhelm the city's resources and has exhausted automatic aid agreements. When Area G resources are at draw down, additional resources are requested from the region (Los Angeles County). An agency providing mutual aid resources can be reimbursed for their costs depending on the number of resources and the duration of their commitment. As a general rule, an incident must exceed several hours, even days, before it becomes a reimbursable event.

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

Goal 2: Support Community Safety and Preparedness

Objective: El Segundo is a safe and prepared city.

**2023 Fire Services Automatic Aid Agreement**

**November 7, 2023**

**Page 3 of 3**

**PREPARED BY:**

Robert Espinosa, Interim Fire Chief

**REVIEWED BY:**

Robert Espinosa, Interim Fire Chief

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. El Segundo and Manhattan Beach 2009 MOU
2. LACO Disaster Management Areas Map
3. Auto Mutual Aid 2018-2022
4. Automatic Aid Agreement Presentation

**MEMORANDUM OF UNDERSTANDING FOR EXCHANGE OF EMERGENCY SERVICES BETWEEN THE CITY OF EL SEGUNDO FIRE DEPARTMENT AND THE CITY OF MANHATTAN BEACH FIRE DEPARTMENT**

This Memorandum of Understanding is authorized by the City Council of the City of El Segundo and the City Council of the City of Manhattan Beach. The provisions of this Memorandum shall become effective and operational on August 1, 2009.

The purpose of this Memorandum of Understanding is to outline the procedures for carrying out an automatic aid/initial action response by the City of El Segundo Fire Department, hereinafter referred to as "ELS," and the City of Manhattan Beach Fire Department, hereinafter referred to as "MHB." This Memorandum of Understanding is a guide for day-to-day operations and is not intended to replace or adjust the California Master Mutual Aid Agreement.

**AMOUNT AND TYPE OF ASSISTANCE**

The exchange of fire protection services described below is intended to provide for the dispatch of the most appropriate ELS or MHB resources to assist regular jurisdictional units with fire emergencies occurring in the areas described below and depicted on the attached map.

**RESPONSE BY ELS TO MHB**

ELS Truck 32 will respond as the first due truck on structural fire alarms or other reports of a structure fire in MHB in the area south of Rosecrans Ave. and bounded by Oak Avenue, Parkview Avenue, and Aviation Blvd.

**RESPONSE BY MHB TO ELS**

None. (Per El Segundo)

**METHOD OF DISPATCH**

Upon receipt of a structural fire alarm or other report of a structure fire in Manhattan Beach within the automatic aid/initial action area, the South Bay Regional Communications Center shall dispatch the proper assignment and immediately notify the El Segundo Public Safety Emergency Communications Center, "El Segundo," and request the agreed upon assistance.

**LIMITATIONS**

If the agreed upon automatic aid/initial response is not available or ELS's resources are temporarily depleted, ELS is not required to respond. The Captain of ELS Truck 32 will notify "El Segundo" dispatch when the Truck goes out of service for any reason and when the Truck returns to service. The Captain shall direct "El Segundo" dispatch to notify "South Bay" dispatch and MHB of the change in the Truck's status.

**COMMUNICATIONS**

When ELS Truck 32 responds into MHB jurisdiction, the unit will notify "El Segundo" dispatch that they are responding and then will turn the radio to "South Bay FD 1" and notify "South Bay" dispatch that they are responding. On arrival at the incident, ELS Truck 32 shall notify "South Bay" dispatch that they are on scene.

**INCIDENT COMMAND**

The senior officer of the first arriving unit will take necessary action dictated by the situation. Overall command of the incident will be assumed by MHB upon its arrival at the scene. The Captain on ELS Truck 32 will contact the Incident Commander for resource coordination and assignment. ELS Truck 32 will be released from the incident by MHB as soon as practical.

**INCIDENT REPORTING**

Each department shall be responsible for obtaining needed information to complete their reports for incidents. ELS Truck 32 shall provide MHB appropriate information for the completion of their incident reports.

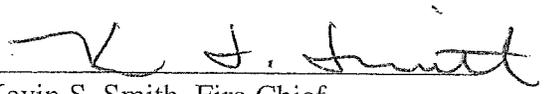
**TRAINING**

Joint training will be carried out periodically for the purpose of maintaining efficient inter-departmental coordination and operational efficiency.

**REVISIONS**

This agreement shall remain operative and effective until participation is terminated by either party. It is further agreed that either party may terminate the agreement at any time by giving written notice to the other party at least thirty (30) days prior to the date of termination. It is agreed that substantial reductions of the fire protection services by either agency shall be cause for reconsideration of this agreement.

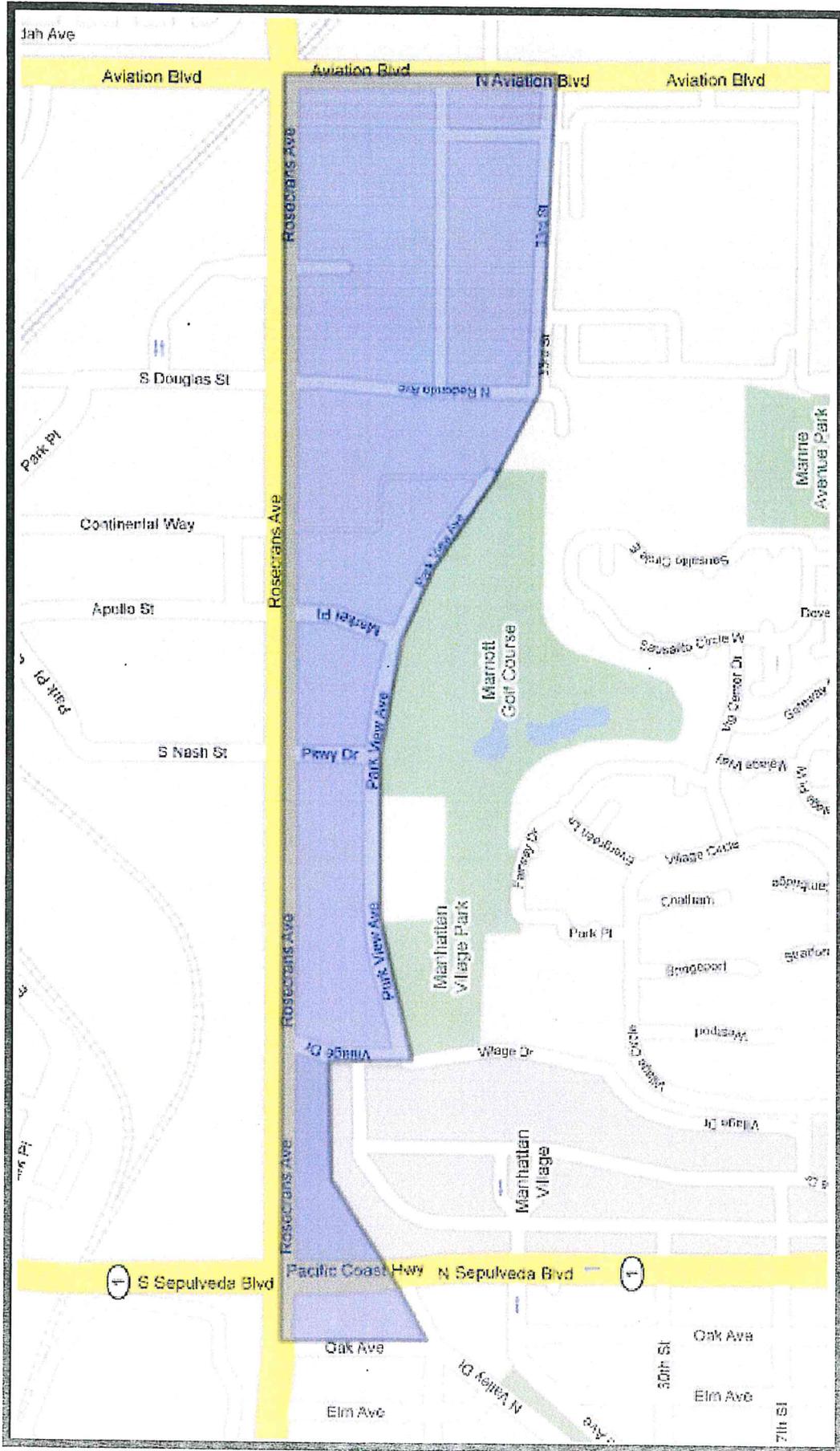
8-6-09  
Date

  
Kevin S. Smith, Fire Chief  
El Segundo Fire Department

7/24/09  
Date

  
Scott Ferguson, Fire Chief  
Manhattan Beach Fire Department

Attachment A. ELS to MHB Auto Aid Response Area



# South Bay Regional Public Communications Authority Memorandum

**To:** All Communications Personnel  
**From:** Bonnie Agee, Administration Manager  
**Date:** August 31, 2009 (Revised 11-12-2009)  
**Re:** **AUTOMATIC AID – MBFD/ESFD - REVISION**

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The original agreement between the Manhattan Beach Fire Department and El Segundo Fire Department to provide automatic aid in the form of an additional truck to a specified area has been modified effective September 1<sup>st</sup>, 2009. Run card updates for Truck 32 have been completed. Battalion Chief Shuck is in the process of completing additional EMS response changes that will need to be added the run cards eventually. Specifics of the agreement with ESFD are as follows (the original agreement and map of coverage area is also attached for your reference).

For El Segundo Fire into the City of Manhattan Beach:

- ESFD Truck 32 will respond as the first in truck to structural fire alarms or other reports of a structure fire in Manhattan Beach in the area between Rosecrans Avenue to the north, Oak Avenue to the west, Aviation Blvd. to the east, and Valley Drive, Parkview Avenue and 33<sup>rd</sup> Street to the south. If T32 is unavailable for response T61 will respond followed by Torrance Fire. Effective September 1<sup>st</sup>, T32 will no longer respond south to MBB. T61 will respond as the first in truck in this area where T32 no longer responds.

For Manhattan Beach Fire into the City of El Segundo:

- None

Copies: Supervisor (7)  
Acting Supervisor (7)  
Briefing Notebook  
Operations Manager  
FD01-FD02-SB11

# Disaster Management Areas, Cities, and Unincorporated Areas Los Angeles County Operational Area

## Legend

- Disaster Management Area
- City Boundary
- Road**
  - Freeway
  - Highway
  - County Road
- Water**
  - Perennial
  - Intermittent
  - Dry
- Unincorporated Area
- National Forest

- |  |   |  |
|--|---|--|
| <p><b>AREA A</b><br/>BEVERLY HILLS<br/>CULVER CITY<br/>SANTA MONICA<br/>WEST HOLLYWOOD</p> <p><b>AREA B</b><br/>AGOURA HILLS<br/>CALABASAS<br/>HIDDEN HILLS<br/>LANCASTER<br/>MALIBU<br/>PALMDALE<br/>SANTA CLARITA<br/>WESTLAKE VILLAGE</p> <p><b>AREA C</b><br/>ALHAMBRA<br/>BURBANK<br/>GLENDALE<br/>LA CANADA FLINTRIDGE<br/>MONTEREY PARK<br/>PASADENA<br/>SAN FERNANDO<br/>SAN GABRIEL<br/>SAN MARINO<br/>SOUTH PASADENA</p> | <p><b>AREA D</b><br/>ARCADIA<br/>AZUSA<br/>BALDWIN PARK<br/>BRADBURY<br/>CITY OF INDUSTRY<br/>CLAREMONT<br/>COVINA<br/>DIAMOND BAR<br/>DUARTE<br/>EL MONTE<br/>GLENORA<br/>IRVINDALE<br/>LA PUENTE<br/>LA VERNE<br/>MONROVIA<br/>POMONA<br/>ROSEMEAD<br/>SAN DIMAS<br/>SIERRA MADRE<br/>SOUTH EL MONTE<br/>TEMPLE CITY<br/>WALNUT<br/>WEST COVINA</p> | <p><b>AREA E</b><br/>ARTESIA<br/>BELL<br/>BELL GARDENS<br/>BELLFLOWER<br/>CARSON<br/>CERRITOS<br/>CITY OF COMMERCE<br/>COMPTON<br/>CUDAHY<br/>DOWNEY<br/>HAWAIIAN GARDENS<br/>HUNTINGTON PARK<br/>LA HABRA HEIGHTS<br/>LA MIRADA<br/>LAKEWOOD<br/>LYNWOOD<br/>MAYWOOD<br/>MONTEBELLO<br/>NORWALK<br/>PARAMOUNT<br/>PICO RIVERA<br/>SANTA FE SPRINGS<br/>SOUTH GATE<br/>VERNON<br/>WHITTIER</p> <p><b>AREA F</b><br/>AVALON<br/>LONG BEACH<br/>SIGNAL HILL</p> <p><b>AREA G</b><br/>EL SEGUNDO<br/>GARDENA<br/>HAWTHORNE<br/>HERMOSA BEACH<br/>INGLEWOOD<br/>LAWNDALE<br/>LOMITA<br/>MANHATTAN BEACH<br/>PALOS VERDES ESTATES<br/>RANCHO PALOS VERDES<br/>REDONDO BEACH<br/>ROLLING HILLS<br/>ROLLING HILLS ESTATES<br/>TORRANCE</p> <p><b>AREA H</b><br/>LOS ANGELES</p> |
|--|---|--|

AREA	COORDINATOR	WORK PHONE	E-MAIL ADDRESS
A	PAMELA MOTTICE-MULLER	(310) 285-1025	PMottice@beverlyhills.org
B	DEBBIE PEDRAZZOLI	(310) 429-0333	AreaB@earthlink.net
C	JOHN PENIDO	(626) 789-8040	JPenido@charter.net
D	BRENDA HUNEMILLER	(626) 969-6998	BrendaH@earthlink.net
E	FAN ABEL	(562) 902-2368	AreaE@earthlink.net
F	CASEY CHEL	(562) 570-9251	Casey_Chel@longbeach.gov
G	MIKE MARTINET	(310) 372-3800	AreaG@earthlink.net
H	LARRY MEYERHOFER	(213) 484-4814	Larry.Meyerhofer@lacity.org



Prepared by CEO Office of Emergency Management



# Automatic and Mutual Aid Given and Received 2018 to 2022

Aid Given Manhattan Beach	2018	
	Total Units	103
	Total Incidents	63
	Incident Type	#
BC31	Structure Fire	36
	Hazardous Materials	1
	Rescue	1
	Total	38
E31	Structure Fire	5
	Rescue	4
	Hazardous Condition	1
	Total	10
E32	Structure Fire	24
	Rescue	2
	Total	26
R31	Structure Fire	0
	Rescue	7
	Total	7
T32	Structure Fire	9
	Major Traffic Accident with Injuries	3
	Hazardous Condition	2
	Total	14
R32	Rescue	7
	Major Traffic Accident with Injuries	1
	Total	8

Aid Received Manhattan Beach	2018	
	Total Units	78
	Total Incidents	76
	Incident Type	#
BC21	Structure Fire	39
	Commercial Fire Alarm	8
	Natural Gas Leak	2
	Total	49
E21	Structure Fire	9
	Rescue	4
	Hazardous Condition	1
	Total	14
E22	Structure Fire	18
	Rescue	4
	Total	22
R21	Structure Fire	0
	Rescue	28
	Vehicle Accident	4
	Total	32

Aid Given Manhattan Beach	2019	
	Total Units	104
	Total Incidents	54
	Incident Type	#
BC31	Structure Fire	35
	Assault Victim	1
	Total	36
E31	Structure Fire	7
	Rescue	1
	Vehicle Accident	1
	Brush Fire	1
	Total	10
E32	Structure Fire	22
	Major Traffic Accident with Inujures	1
	Assault Victim	1
	Total	24
R31	Structure Fire	0
	Rescue	2
	Total	2
T32	Structure Fire	12
	Major Traffic Accident with Injuries	10
	Investigation	1
	Total	23
R32	Rescue	7
	Vehicle Accident	2
	Total	9

Aid Received Manhattan Beach	2019	
	Total Units	108
	Total Incidents	71
	Incident Type	#
BC21	Structure Fire	34
	Vehicle Fire	2
	Commercial Fire Alarm	3
	Total	39
E21	Structure Fire	10
	Rescue	1
	Hazardous Condition	1
	Total	12
E22	Structure Fire	29
	Rescue	3
	Elevator Entrapment	1
	Commercial Fire Alarm	1
	Hazardous Materials	1
	Vehicle Fire	1
	Total	36
R21	Structure Fire	1
	Rescue	16
	Vehicle Accident	3
	Hazardous Condition	1
	Total	21

Aid Given Manhattan Beach	2020	
	Total Units	124
	Total Incidents	62
	Incident Type	#
BC31	Structure Fire	39
	Ocean Rescue	1
	Rescue	1
	Total	41
E31	Structure Fire	6
	Rescue	4
	Hazardous Condition	1
	Residential Fire Alarm	1
	Vehicle Accident	1
	Vehicle Fire	1
	Total	14
E32	Structure Fire	17
	Rescue	4
	Commercial Fire Alarm	1
	Residential Fire Alarm	1
	Major Traffic Accident with Injuries	1
	Vehicle Accident	1
	Total	25
R31	Rescue	6
	Total	6
T32	Structure Fire	28
	Major Traffic Accident with Injuries	2
	Commercial Fire Alarm	1
	Total	31
R32	Rescue	6
	Major Traffic Accident with Injuries	1
	Total	7

Aid Received Manhattan Beach	2020	
	Total Units	93
	Total Incidents	62
	Incident Type	#
BC21	Structure Fire	32
	Natural Gas Leak	1
	Commercial Fire Alarm	1
	Total	34
E21	Structure Fire	10
	Elevator Entrapment	1
	Commercial Fire Alarm	1
	Rescue	1
	Public Assist	1
	Total	14
E22	Structure Fire	21
	Rescue	3
	Natural Gas Leak	1
	Brush Fire	1
	Total	26
R21	Structure Fire	2
	Rescue	15
	Vehicle Accident	1
	Major Traffic Accident with Injuries	1
	Total	19

Aid Given Manhattan Beach	2021	
	Total Units	100
	Total Incidents	62
	Incident Type	#
BC31	Structure Fire	31
	Major Traffic Accident with Injuries	1
	Total	32
E31	Structure Fire	5
	Rescue	3
	Hazardous Condition	1
	Residential Fire Alarm	1
	Vehicle Accident	1
	Total	11
E32	Structure Fire	15
	Rescue	4
	Total	19
R31	Rescue	2
	Vehicle Accident	1
	Major Traffic Accident with Injuries	1
	Structure Fire	3
	Total	7
T32	Structure Fire	20
	Major Traffic Accident with Injuries	6
	Hazardous Condition	1
	Rescue	1
	Residential Fire Alarm	1
	Total	29
R32	Rescue	1
	Major Traffic Accident with Injuries	1
	Total	2

Aid Received Manhattan Beach	2021	
	Total Units	91
	Total Incidents	62
	Incident Type	#
BC21	Structure Fire	21
	Major Traffic Accident with Injuries	5
	Brush Fire	1
	Investigate	1
	Assault Victim Major	1
	Commercial Fire Alarm	2
	Total	31
E21	Structure Fire	5
	Investigate	1
	Commercial Fire Alarm	2
	Rescue	4
	Total	12
E22	Structure Fire	21
	Rescue	3
	Natural Gas Leak	1
	Brush Fire	1
	Total	26
R21	Structure Fire	1
	Rescue	17
	Vehicle Accident	3
	Major Traffic Accident with Injuries	1
	Total	22

Aid Given Manhattan Beach	2022	
	Total Units	118
	Total Incidents	91
	Incident Type	#
BC31	Structure Fire	17
	Major Traffic Accident with Injuries	1
	Ocean Rescue	1
	Total	19
E31	Structure Fire	2
	Rescue	6
	Hazardous Condition	2
	Commercial Fire Alarm	1
	Total	11
E32	Structure Fire	21
	Rescue	2
	Hazardous Conditions	1
	Natural Gas Leak	2
	Major Traffic Accident with Injuries	1
	Total	27
R31	Rescue	13
	Vehicle Accident	3
	Structure Fire	2
	Total	18
T32	Structure Fire	19
	Major Traffic Accident with Injuries	7
	Hazardous Condition	1
	Total	27
R32	Rescue	15
	Major Traffic Accident with Injuries	1
	Total	16

Aid Received Manhattan Beach	2022	
	Total Units	162
	Total Incidents	92
	Incident Type	#
BC21	Structure Fire	30
	Major Traffic Accident with Injuries	5
	Brush Fire	5
	Hazardous Materials	3
	Natural Gas Leak	1
	Rescue	1
	Other	2
	Multi-Victim Accident	1
	Assault Victim Major	1
	Investigation	1
	Total	50
E21	Structure Fire	33
	Investigate	1
	Vehicle Fire	1
	Multi-Victim Accident	1
	Rescue	3
	Total	39
E22	Structure Fire	24
	Vehicle Fire	1
	Rescue	5
	Multi-Victim Accident	1
	Investigate	2
	Brush Fire	2
	Total	35
R21	Structure Fire	3
	Rescue	35
	Total	38



CITY OF  
**EL SEGUNDO**

# Automatic and Mutual Aid Agreement 2023

Cities of El Segundo and Manhattan Beach



CITY OF  
EL SEGUNDO

# What Is and Purpose of Automatic Aid



CITY OF  
**EL SEGUNDO**

# What Is and Purpose of Mutual Aid



CITY OF  
**EL SEGUNDO**

# El Segundo's History of Aid Agreements



CITY OF  
**EL SEGUNDO**

# Aid by the Numbers

# Aid Given By and Aid Received 2018 to 2022

## Aid Given by Manhattan Beach 2018

Total Units	103
Total Incidents	63

## Aid Given By Manhattan Beach 2019

Total Units	104
Total Incidents	54

## Aid Given By Manhattan Beach 2020

Total Units	124
Total Incidents	62

## Aid Given By Manhattan Beach 2021

Total Units	100
Total Incidents	62

## Aid Given By Manhattan Beach 2022

Total Units	118
Total Incidents	91

5 year	549
5 year	332

## Aid Received 2018

Total Units	78
Total Incidents	76

## Aid Received 2019

Total Units	108
Total Incidents	71

## Aid Received 2020

Total Units	93
Total Incidents	62

## Aid Received 2021

Total Units	91
Total Incidents	62

## Aid Received 2022

Total Units	162
Total Incidents	92

5 Year	532
5 year	363



CITY OF  
**EL SEGUNDO**

# Questions?



## City Council Agenda Statement

Meeting Date: November 7, 2023

Agenda Heading: Staff Presentations

Item Number: D.14

---

### TITLE:

Plans and Specifications for the Urho Saari Swim Stadium "The Plunge" Renovation Project

### RECOMMENDATION:

1. Adopt the attached resolution authorizing the Public Works Director, or designee, to approve the plans and specifications for the construction of Urho Saari Swim Stadium "The Plunge" Renovation Project (No. PW 24-02), pursuant to Government Code § 830.6 and El Segundo Municipal Code Section 1-7C-11.
2. Authorize staff to advertise the project for construction bids.
3. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

Additional Appropriation in FY 2023-24: None

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

#### Budgeted Amount:

\$5,000,000 (General Fund Budget – Plunge Rehabilitation) plus \$2,500,710 Trust Fund Reserve (Chevron Contribution - \$500,000, L.A. Chargers Headquarters Agreement - \$2,000,000, \$710 – Interest), for a total of \$7,500,710.

The current balance is \$5,387,120 (\$1,015,000 has been encumbered for design services, and \$1,098,590 has been encumbered for construction management).

Approximately \$10M is expected to be available for the construction of this project in FY 2024-25 as follows:

\$5,387,120 current balance

\$2,500,000 – City General Fund Budget – Plunge Rehabilitation (FY 2024-25)

**Plans and Specifications for the Urho Saari Swim Stadium "The Plunge"  
Renovation Project  
November 7, 2023  
Page 2 of 5**

\$1,000,000 – L.A. Chargers Headquarters (Ordinance #1631) - \$2,000,000 has been paid to date and is included in the current balance above.

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

At this time, the project cost is estimated to be \$13 million. Upon completion of the bidding process, the actual cost will be identified and staff will return to City Council with an update on additional funding needs, including private fundraising contributions.

**BACKGROUND:**

For the conceptual phase in FY 2020-21, the City hosted community surveys, a virtual community meeting, and stakeholder meetings with staff and Recreation and Parks Commission members to assist in guiding the conceptual design based on the results of the needs assessment. The community engagement sessions identified amenity and programming priorities, which focused on improvements to the entryway, changing rooms, bathrooms, American with Disabilities Act (ACA) compliance, and lighting. In June 2021, the conceptual plan was presented to City Council with a consensus to proceed into the design phase of renovating the facility.

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

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

In the discussion at the October 18, 2022 Council meeting, the City Council directed staff to find elements that could be eliminated from the design to reduce the cost of the project and bring back an updated presentation. The reduced scope presentation was brought back to City Council on January 17, 2023. The City Council opted to leave the items in the scope of the project and directed staff to promptly proceed with the design.

During the design phase, several site investigations were conducted to aid in preparing the final design, including leak detection of the pool piping, ground-penetrating radar

**Plans and Specifications for the Urho Saari Swim Stadium "The Plunge"  
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testing of the pool shell, roof core testing, and storm drain investigation. Additionally, pool mechanical equipment was thoroughly reviewed and selected, and the locker room layout was rearranged to provide a private family room. An updated presentation of the final design was provided to City Council on June 30, 2023.

Furthermore, on August 15, 2023, the City entered into an agreement with KOA Corporation for Construction Management Services for the Urho Saari Swim Stadium.

**Planning Commission Public Hearing**

It is to be noted that on May 17, 1994, the City Council adopted Resolution No. 3866 approving Environmental Assessment No. EA-338 and Historic Preservation No. HP 94-01, designating "Urho Saari Swim Stadium" a designated local cultural resource for its association with the legendary swimming and water polo coach, Urho Saari, and an excellent example of Works Projects Administration Art Moderne style architecture.

Pursuant to ESMC 15-14-5(A), a designated cultural resource requires the approval of a Certificate of Appropriateness (CA) from the Planning Commission before a building permit can be issued to begin working on the exterior building renovations. As a result, an application for an Environmental Assessment (EA-1343) and Certificate of Appropriateness (CA 23-01) was submitted to the City's Planning Division.

On September 28, 2023, a public hearing was held at the Planning Commission to review and consider the project's application for conformity with the El Segundo Municipal Code, consistency with the General Plan, and the review of the project's environmental impacts under the California Environmental Quality Act (CEQA). The Planning Commission adopted a resolution on September 28, 2023, approving Environmental Assessment No. EA-1343 and Certificate of Appropriateness No. 23-01 for the Urho Saari Swim Stadium.

**DISCUSSION:**

The 90% design plans were formally submitted to the City's Community Development Department on August 28, 2023. City staff promptly reviewed the plan set and provided corrections to ensure the plans comply with code requirements. The architect, Arcadis (formerly known as IBI Group), is addressing the comments and is scheduled to have 100% final plans by mid-November.

At the same time, the 90% plans were also submitted to the Los Angeles County Department of Public Health (LACDPH) for review and approval of the pool design. The LACDPH review timeline is approximately 4-6 weeks. A response to the submittal has not been received at this time.

Since this item is presented to the City Council prior to the final completion of

**Plans and Specifications for the Urho Saari Swim Stadium "The Plunge"  
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construction plans and specifications, delegation for approval of the Project is requested. Government Code § 830.6 provides design or plans immunity to a local agency where the legislative body or designated employee approves the design or plans in advance of construction.

El Segundo Municipal Code ("ESMC") § 1-7C-11 authorizes the Public Works Director or City Council to approve the Project's design or plans in advance of construction pursuant to Government Code § 830.6.

The proposed resolution would authorize the Public Works Director, or designee to review and potentially approve the Project's design and plans, under his or her discretion, pursuant to state and local law. The Public Works Director, or designee, must approve the Project's design and plans to determine consistency with the applicable standards and requirements before any Project construction begins. The proposed resolution would also establish a Project payment account for purposes of the contract documents administering the Project. Finally, the resolution would allow the Public Works Director, or designee, to act on the City's behalf in approving any alterations or modifications of the approved design and plans.

Staff respectfully ask that the City Council approve the actions as recommended.

With City Council's direction, the schedule to receive bids and award the construction contract for the Urho Saari Swim Stadium "The Plunge" Renovation Project is the first quarter of the year 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.

Objective 4B: El Segundo's technology supports effective, efficient and proactive operations.

**PREPARED BY:**

Cheryl Ebert, Senior Civil Engineer

**REVIEWED BY:**

Elias Sassoon, Public Works Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. PW 24-02 Plunge Adopt Plans & Specifications Resolution



**RESOLUTION NO. \_\_**

**A RESOLUTION AUTHORIZING THE PUBLIC WORKS DIRECTOR, OR DESIGNEE, TO APPROVE THE PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF URHO SAARI SWIM STADIUM / PLUNGE RENOVATION PROJECT (NO. PW 24-02), PURSUANT TO GOVERNMENT CODE § 830.6 AND EL SEGUNDO MUNICIPAL CODE SECTION 1-7C-11 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.**

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

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

- A. The City retained Arcadis, formerly known as IBI Group, (“Consultant”) as the architect to design and prepare plans for the Urho Saari Swim Stadium / Plunge Renovation Project, City Public Works Department project no. 24-02 (the “Project”);
- B. Government Code § 830.6 provides design or plans immunity to a local agency where the legislative body or employee approves the design or plans in advance of construction.
- C. El Segundo Municipal Code (“ESMC”) § 1-7C-11 authorizes the Public Works Director or City Council to approve the Project’s design or plans in advance of construction pursuant to Government Code § 830.6.
- D. The Consultant has informed the City Engineer that Project’s plans are nearing completion.
- E. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the Project’s plans and construction.

**SECTION 2:** *Design Immunity Determination Authorization.*

- A. The City Council authorizes the Public Works Director or designee to review and potentially approve the Project’s design and plans, under his or her discretion, pursuant to Government Code § 830.6 and ESMC § 1-7C-11.
- B. The Public Works Director, or designee, must approve the Project’s design and plans to determine consistency with the applicable standards and requirements before any Project construction begins.
- C. The Public Works Director, or designee, is authorized to act on the City’s behalf in approving any alterations or modifications of the approved design and plans.

- D. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

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

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

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

PASSED AND ADOPTED this 7th day of November, 2023.

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

ATTEST:

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

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

By: \_\_\_\_\_  
Joaquin Vazquez, Assistant City Attorney



## City Council Agenda Statement

Meeting Date: November 7, 2023

Agenda Heading: Staff Presentations

Item Number: D.15

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### **TITLE:**

Establish the Environmental Programs Manager At-Will Classification, Adopt Classification Specification, Examination Plan, and Basic Salary Range

### **RECOMMENDATION:**

1. Approve establishment of the Environmental Programs Manager At-Will classification.
2. Adopt the classification specification and examination plan for the Environmental Programs Manager At-Will.
3. Adopt a resolution establishing the basic salary range for the Environmental Programs Manager At-Will position.
4. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

The selection process to fill the Environmental Programs Manager position will require a recruitment which is planned to be completed by the early part of the 2024 calendar year. The fiscal impact will depend on the placement in the salary range of the selected individual. The maximum fiscal impact of salary and benefits for this position for a full fiscal year is approximately \$220,000; the fiscal impact for FY 2023-24 is approximately \$110,000.

Additional Appropriation: Staff is requesting an additional appropriation of \$110,000 in FY 2023-24 for the establishment of the Environmental Programs Manager position to the following account:

\$110,000 to 001-400-4304-4101 (Salaries Full Time).

### **BACKGROUND:**

## **Environmental Programs Manager At-Will**

**November 7, 2023**

**Page 2 of 3**

On May 16, 2023, a special City Council meeting was held to conduct a Strategic Planning Workshop. During this meeting, a public comment was heard regarding the creation of a City of El Segundo staff position to address environmental concerns. Further discussion of the time devoted by the Public Works Director and Communications staff towards environmental issues continued during the review of the top City Council Priorities for 2023-2024 including, "Address quality of life issues pertaining to homelessness, graffiti, noise, crime, air quality and other concerns."

### **DISCUSSION:**

The City of El Segundo has industrial neighbors that contribute to residents' concerns about air quality and other environmental issues. In July 2021, the Hyperion Wastewater Treatment Plant experienced a catastrophic spill which significantly increased these concerns. The Public Works Director and Communications/City Manager's Office staff estimated that during the time of the incident, they regularly spent 15-20% and 50-75% of their time respectively working on issues related to this matter.

The City engaged the services of a consultant and a lobbyist to work with the regulatory agencies and local and state government officials on items specially related to the Hyperion spill. As a result, the City was successful in introducing Assembly Bill 1216 which was signed into law by the Governor on October 10, 2023. This law requires wastewater treatment plants, such as the Hyperion Wastewater Treatment Plant, to conduct regular air quality monitoring and report data to the public in real time.

While the Hyperion spill could be considered an outlier event, El Segundo residents rely on the City to address quality of life issues and serve as their advocate and environmental watchdog. Establishing a City staff position that is intentionally focused on environmental issues such as sustainability, conservation, and clean energy programs, studies, initiatives, and work plans; commercial and solid waste collection/recycling and disposal; and air quality programs is in alignment with the Top City Council Priorities and Strategic Plan Goals.

At this time, funding for the position would be from the general fund. However, in the future, the City may shift current funding budgeted for the consultant and lobbyist to offset the fiscal impact of this new position. The Environmental Programs Manager, like other City manager-level positions, would be established as an unrepresented "At-Will" position in the Management and Confidential Series.

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

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

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

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

**Environmental Programs Manager At-Will**

**November 7, 2023**

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Goal 2: Support Community Safety and Preparedness

Objective 2A: El Segundo is a safe and prepared community.

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

Objective 3A: 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. Environmental Programs Manager Job Specification
2. Environmental Programs Manager Examination Plan
3. Resolution Establishing Basic Salary Range Environmental Programs Manager At-Will

## Environmental Programs Manager (At-Will)

**DEFINITION:** Develops, manages, coordinates, and administers environmental sustainability programs, studies and initiatives in support of City initiatives and work plans; manages Residential and Commercial Solid Waste Collection/Recycling and Disposal Services, interacts with industrial /Wastewater treatment plant within/adjacent to the City regarding environmental issues and coordinates with Air Quality Management District (AQMD) regarding compliance to the rules/regulations, coordinates projects involving staff, project teams, consultants, and other parties; prepares Requests for Proposals (RFP's), Staff Reports, program budgets and manages related contracts; and makes presentations and works with a variety of external representatives.

**DISTINGUISHING CHARACTERISTICS:** This position will not provide services as it relates to preparing, analyzing or commenting on projects subject to the California Environmental Quality Act (CEQA) or National Environmental Policy Act and/or that will be reviewed by the Planning Commission, except for work and maintenance activities issues that are solely City projects and not related to private developments. If these limited projects are subject to Planning Commission review, then they shall not be submitted to the Environmental Committee for its review, comment or action.

**SUPERVISION RECEIVED AND EXERCISED:** Receives direction from the Director of Public Works. May provide direct or technical and functional supervision to City staff and/or volunteers.

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

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

### **Characteristic Duties and Responsibilities:**

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

- Develops, evaluates the feasibility of, and implements sustainability programs, studies or initiatives related to climate change planning and development, energy efficiency measures, water conservation programs, expansion of recycled water usage for parks and landscaping, stormwater quality, wastewater programs, electric vehicle charging stations; researches environmental issues and policies having regional and broader impacts and develops related work plans and manages related contracts;

Manages the City's Solid Waste Collection/Recycling and Disposal Services; interacts with the CalRecycle and the City's vendor to ensure CalRecycle rules, regulations, and requirements are adhered to and the City remains in good standing; represents the City in Los Angeles Regional Agency (LARA), develops RFP's for selection of vendors for solid waste consulting and solid waste haulers; leads ;reviews all reports to CalRecycle, responds to complaints regarding trash haulers; maintains analytics for shredding

events, bulk trash pick-ups, composting; and interacts with solid waste haulers for various city needs;

- Interacts with AQMD and all industrial facilities within the City as well as adjacent wastewater treatment plant to ensure that all the City and AQMD 's rules and regulations are adhered to; responds to any and all complaints regarding these facilities such as odor, gas emissions, noise, waste disposals and other complaints;
- Administers and monitors the City's compliance with local, state, and federal regulations for the Underground Storage Tanks (UST) program for City fuel site, construction projects, and fuel testing operations. Maintains program records and prepares status and activity reports as required;
- Participates in developing and administering program and project budgets, including researching assumptions, practices, specifications, and requirements, and determining appropriate funding and expenditure levels for environmental programs;
- Researches and analyzes new sustainable best practices, pending legislation and recent Federal and State regulations for the City to enhance environmental participation; prepares letters and resolutions in support of regional, Statewide, and federal environmental policies;
- Researches and evaluates significance of factors, trends; conducts extensive data analyses to report upon project status and the overall direction of the City's environmental programs;
- Develops and facilitates community-wide events to raise awareness of climate change, pollution prevention, energy efficiency, water conservation, sustainable landscapes, healthy living, and other initiatives; leads or participates in environmental sustainability-related public information and outreach functions with residents, school representatives, business representatives, and other parties;
- Develops training workshops and makes presentations on environmental programs to outside organizations such as City associations, civic groups, regional agencies, partnership agencies, and other parties;
- Prepares and presents City Council staff reports, technical reports, and correspondence; and maintains City's webpage with resources, news items, events, notices, and links to relevant municipal programs;
- Serves as departmental or City representative in interdepartmental, community, regional, and professional meetings; coordinates information requests and provides status updates to the City Council and community; interacts with businesses and vendors regarding City's environmental policies and goals.
- Ensures the City's compliance with local, state and federal regulatory agencies as relates to environmental sustainability government codes and practices;

City of El Segundo  
Environmental Programs Manager (At-Will)  
Class Code: XXXX

- Seeks, obtains, and administers grant funding for environmental projects and programs; prepares grant applications and performance reports;
- Works proactively and resourcefully to complete projects and assignments in a timely manner;
- Keeps the Public Works Director informed of projects, projected projects, problems, and opportunities of which the department head may not be aware.
- Provides customer service to applicants, participants and the general public; acts as an information source regarding assigned programs; provides feedback to direct user groups, staff and volunteers, as appropriate;
- Receives, researches and resolves complaints by program participants and the public; refers complainants to department head as appropriate;
- Attends City Council and Commission meetings as needed;
- Provides administrative support as needed;
- Regularly and predictably attends work; and
- Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

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

**Knowledge of:**

- Principles, procedures, standards, practices, trends and information sources in the field of municipal solid waste management, wastewater, stormwater, and environmental programs and strategic planning;
- State, federal and local laws and regulations concerning solid waste management, wastewater, stormwater, and environmental programs;
- Principles of sustainability and community environmental protection strategies;
- Principles and practices of municipal administration, project management, policy development and evaluation, and contract and grant administration;
- Principles and techniques of budget development and administration;
- Effective business communications and proper English usage, syntax, grammar and punctuation;

- Reporting presentation techniques and principles of employee supervision and evaluation;
- Modern office practices, procedures, methods, and equipment;

**Skill in:**

- Analyzing problems, identifying alternative solutions, projecting consequences or of proposed actions and implementing recommendations in support of goals;
- Understanding, interpreting, and applying complex regulations, procedures, and guidelines;
- Exercising sound judgment and making decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures;
- Leading, organizing, and coordinating projects, plans, studies, and contracts;
- Conducting complex research and analysis of laws, regulations, agreements, policies, and standards related to the City's environmental programs, services, and initiatives;
- Presenting data and concepts in a clear and concise manner;
- Organizing and prioritizing work to meet deadlines;
- Working under pressure, handling significant problems and tasks that arise simultaneously and/or unexpectedly;
- Supervising, motivating and evaluating staff and volunteers;
- Using personal computers and office related software;
- Skill understanding and following directions and instructions;
- Communicating effectively both orally and in writing;
- Appearing for work on time;
- Following directions from a supervisor;
- Understanding and following posted work rules and procedures;
- Accepting constructive criticism;
- Establishing and maintaining effective working relationships with those encountered in the course of the work; participating in selecting, training, supervision and evaluation of professional, technical/support staff and volunteers;
- May be required to work evenings and extended hours.

**QUALIFICATIONS:**

City of El Segundo  
Environmental Programs Manager (At-Will)  
Class Code: XXXX

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

**Experience:** Five (5) years of responsible analytical and professional experience involving analysis, supervisory duties, report preparation, and administrative studies, is required, including two (2) years of recent experience specific to environmental programs.

**Education:** Bachelor's degree from an accredited four-year college or university with a major in Environmental Affairs, Public Policy, Governmental Affairs, or a related field is required. A Master's degree in Public Administration or a related field is desirable.

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

**Working Conditions:** Work is routinely performed in an office environment or program facility environment.

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

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

Management & Confidential  
Established: November 7, 2023

## Examination Plan

### **Environmental Programs Manager (At-Will)**

Open-Competitive and/or Closed Promotional

Structured Technical and/or Career Preparation Interview                      Weighted 100%

May include a structured writing/analysis skills test; and/or other professional skills examination included within the overall applicant testing process, as may be deemed appropriate.

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

**A RESOLUTION ESTABLISHING BASIC MONTHLY SALARY RANGE  
FOR A 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
Environmental Programs Manager (At-Will)	\$10,070.98 - \$12,810.29 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 November 7, 2023 and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 7<sup>th</sup> day of November, 2023.

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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:** November 7, 2023

**Agenda Heading:** Committees, Commissions and Boards

Presentations

**Item Number:** E.16

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### **TITLE:**

Diversity, Equity and Inclusion Committee 2023-24 Work Plan

### **RECOMMENDATION:**

1. Review and approve the Diversity, Equity and Inclusion (DEI) Committee's 2023-24 Work Plan.
2. Direct staff to work with the Diversity, Equity and Inclusion Committee to implement recommended activities.
3. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

There will be direct and indirect fiscal impacts to the City's General Fund, including staff time and possibly funds for additional community engagement activities, if approved. If there are greater financial needs, staff will return to the City Council for separate budget appropriation requests.

### **BACKGROUND:**

The City Council directed staff to establish a new DEI Committee to address the El Segundo residents' concerns about local racial diversity issues, inclusion, police policy, experiences at local schools, and other matters at its June 16, 2020 meeting. The City Council asked the DEI Committee to focus on citywide organization, public safety, the local economy, and the community at large. The DEI Committee established four subcommittees to research each of the study topics and presented their fourth report from the Community at Large Subcommittee at the May 2, 2023 City Council meeting.

After the DEI Committee's Community at Large Report was presented to the City Council, they were instructed to create a work plan to address the findings of that report.

**DEI Committee Work Plan**

**November 7, 2023**

**Page 2 of 2**

**DISCUSSION:**

The attached DEI Committee 2023-24 Work Plan includes activities and goals the committee has created to implement their findings for City Council's consideration.

**CITY STRATEGIC PLAN COMPLIANCE:**

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

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

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

**PREPARED BY:**

Brandee Thornton, Sr. Admin Specialist

**REVIEWED BY:**

Aly Mancini, Recreation, Parks and Library Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. DEI Priorities and Work Plan.102623 vD



# CITY OF EL SEGUNDO – DEI COMMITTEE

## Team Structure & Priorities

### MISSION & VISION

The DEI Committee is committed to listening and advising with an equity lens to help foster a healthy, just and inclusive El Segundo, instilling a sense of understanding, healing and belonging for all who live, work and play here.

The Committee engages the community, identifies inequities and disparities, and addresses outdated, harmful narratives.

The Committee moves forward with urgency and purpose, allyship and collaboration, to support transparent, deliberate and actionable solutions that will remedy inequities and serve our diverse community.

### BACKGROUND

The City of El Segundo's Diversity, Equity & Inclusion (DEI) Committee was established by City Council in October 2020. Its purpose is to inspire and activate efforts to integrate diversity, equity and inclusion into City of El Segundo decisions, service delivery and policies to improve the well-being of the entire El Segundo community.

### COMMITTEE STRUCTURE & PRIORITIES 2023-2024

This outlines the proposed DEI committee structure and priorities for **November 2023 to end of September 2024**.

There will be **three teams** (subcommittees). All committee members will be encouraged to participate in ESPD Community Police Academy, ESFD ride-alongs and DEI trainings, and promote and support all DEI events/campaigns.

## DATA & RESOURCES TEAM

Lead: [Genesis Jackson](#)

Members: Emily Atmore, Shad McFadden

*Point of contact for public safety, surveys, data collection/analysis and DEI trainings/resources.*

1. **Community Briefing – Q1 2024.** Partner with Chief Bermudez/ESPD on **one community briefing**. **Brainstormed ideas** include ALPRs, RIPA or a general overview on the “state of the ESPD.”
2. **Online Resources & Data – Q4 2023 and ongoing.** Continue to promote the DEI survey and build upon the resources offered on the [City website](#) with info on DEI trainings, videos, articles, books, movies, documentaries, websites and other helpful educational resources for the City/community to access and use. This is DEI’s online “home” to calls for action and resources to point to when making proclamations, addressing DEI in speaking engagements, etc.

## CITY ENGAGEMENT TEAM

Lead: [Valerie Green](#)

Members: Lewis Hill

*Point of contact for City (HR, City Council) and local businesses.*

3. **DEI Award – Q1/Q2 2024.** Help to develop process for a **DEI-specific award** as part of the ES Community Service Awards. Key audiences include local businesses and community-at-large.
4. **City Events – Ongoing.** Continue to build partnerships with City departments and others, such as South Bay Community Coalition Against Hate (SBCCAH), staying available for discussion of any city policies, practices, and activities as they relate to DEI. Continue to participate in current City events such as United Against Hate Week and Festival of Holidays.

## COMMUNITY RELATIONS TEAM

Lead: [TBD](#)

Members: Genesis Jackson, Lewis Hill, Valerie Green

*Point of contact for the City proclamations, community-at-large and community engagement activities.*

5. **Community Panel Discussion – Q2 2024.** Partner with an El Segundo-based group/company/corporation (such as EDC) on **one panel discussion** on a DEI topic (similar to the Aerospace Corporation panel we hosted a couple years ago).
6. **Community Liaisons – Q1 2024 and ongoing.** Build and maintain **community partnerships and liaisons**, including with ESUSD and other local businesses and organizations. Community liaisons could help inform DEI initiatives and support proclamations and other DEI-related activities.



**City Council Agenda Statement**  
**Meeting Date:** November 7, 2023  
**Agenda Heading:** Reports - City Treasurer  
**Item Number:** G.17

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**TITLE:**

Investment Portfolio Report for September 2023

**RECOMMENDATION:**

1. Receive and file the Investment Portfolio Report dated September 2023.
2. Alternatively, discuss and take other action related to this item.

**FISCAL IMPACT:**

None

**BACKGROUND:**

The Treasury Department provides an Investment Portfolio Report presented to City Council on a quarterly basis. This current report includes the status of Treasury investment activities and related economic indicators as of September 2023.

**DISCUSSION:**

See attached Investment Portfolio Report.

**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.

**Presentation of Investment Portfolio Report for September 2023**

**November 7, 2023**

**Page 2 of 2**

**PREPARED BY:**

Matthew Robinson, City Treasurer

**REVIEWED BY:**

Matthew Robinson, City Treasurer

**APPROVED BY:**

**ATTACHED SUPPORTING DOCUMENTS:**

1. September 2023 Portfolio Report



# City of El Segundo Investment Portfolio Report September 2023

Certified By:  
City Treasurers Office

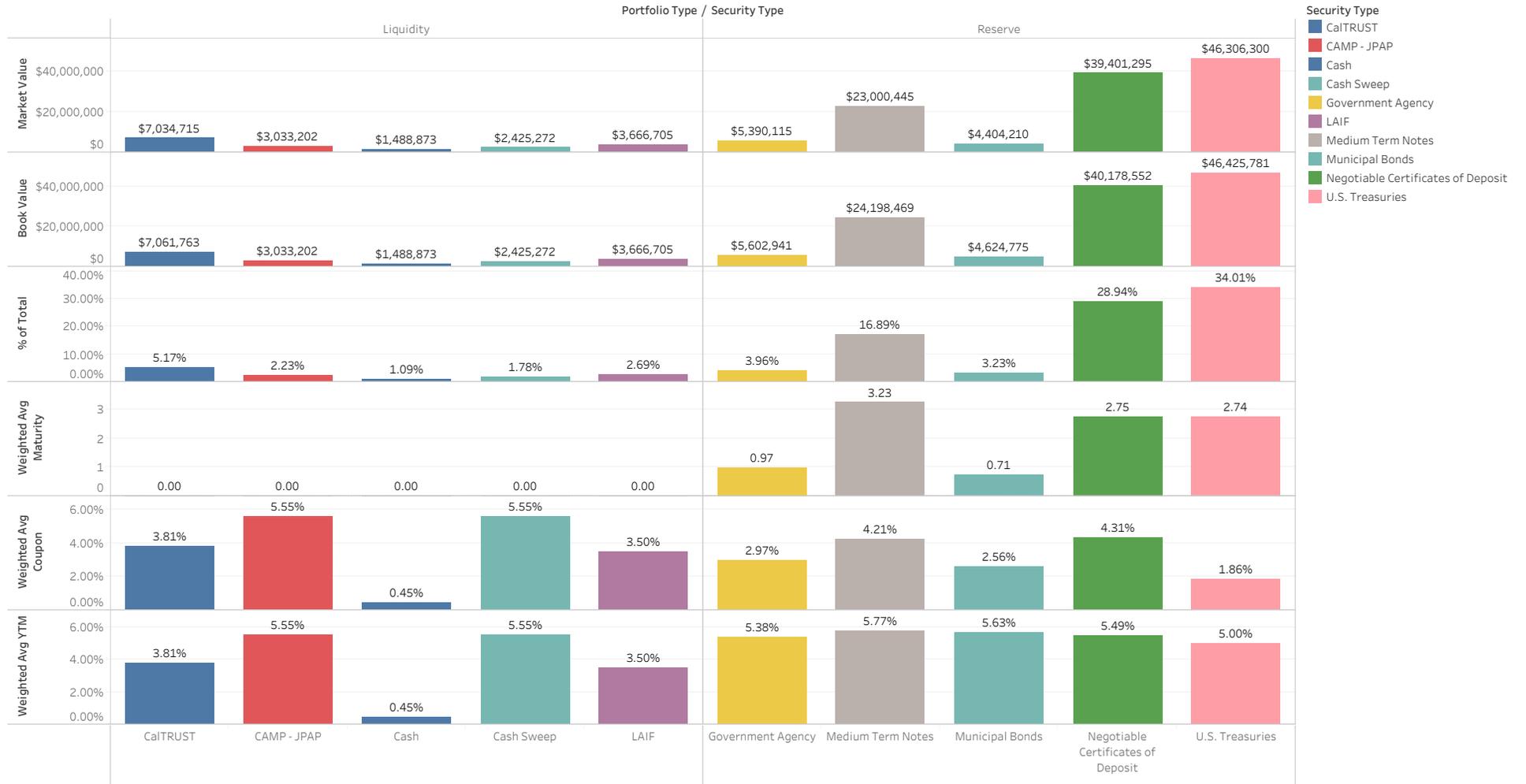


CITY OF  
EL SEGUNDO

# Portfolio

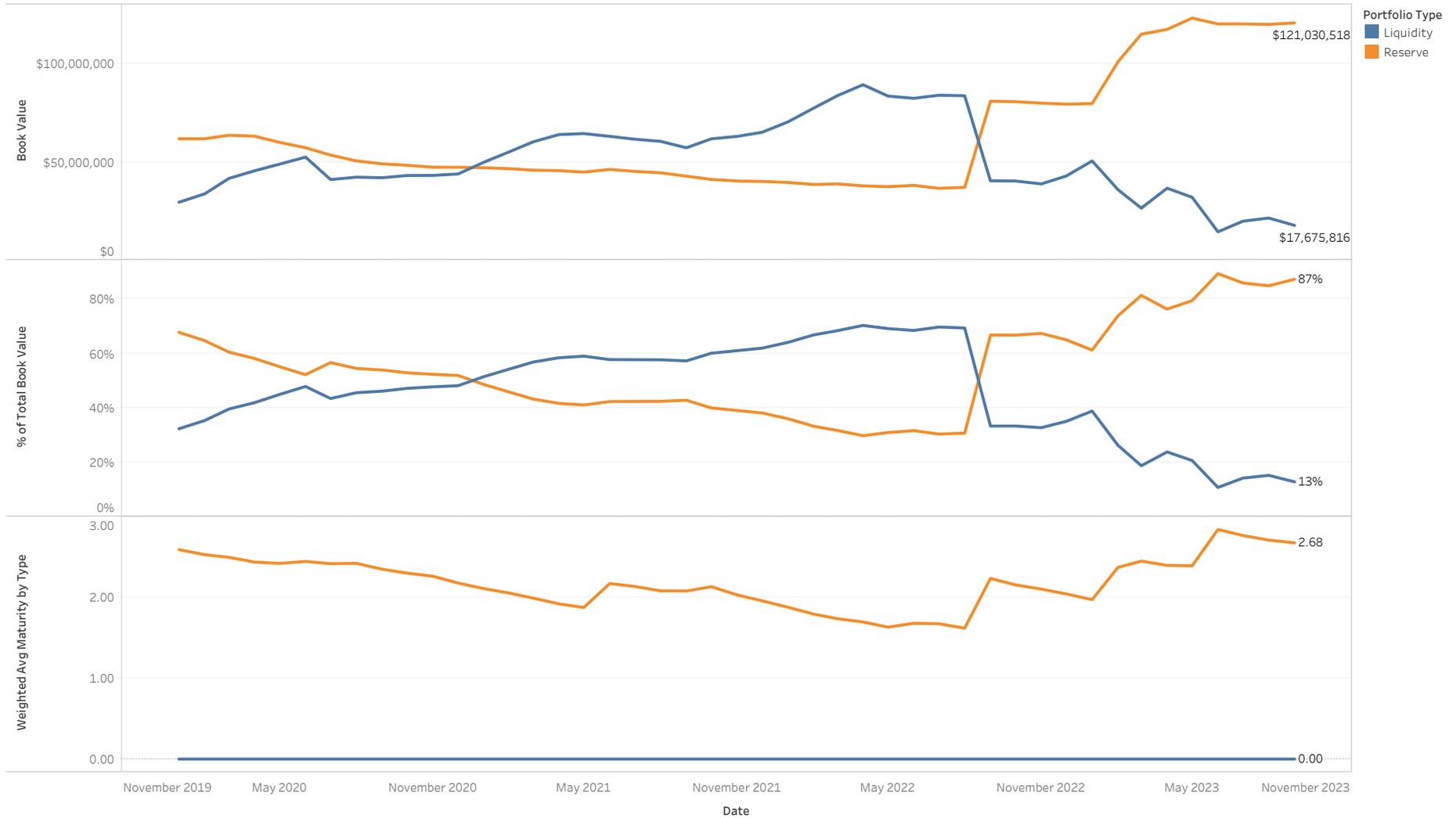
# Portfolio Summary

As of September 2023



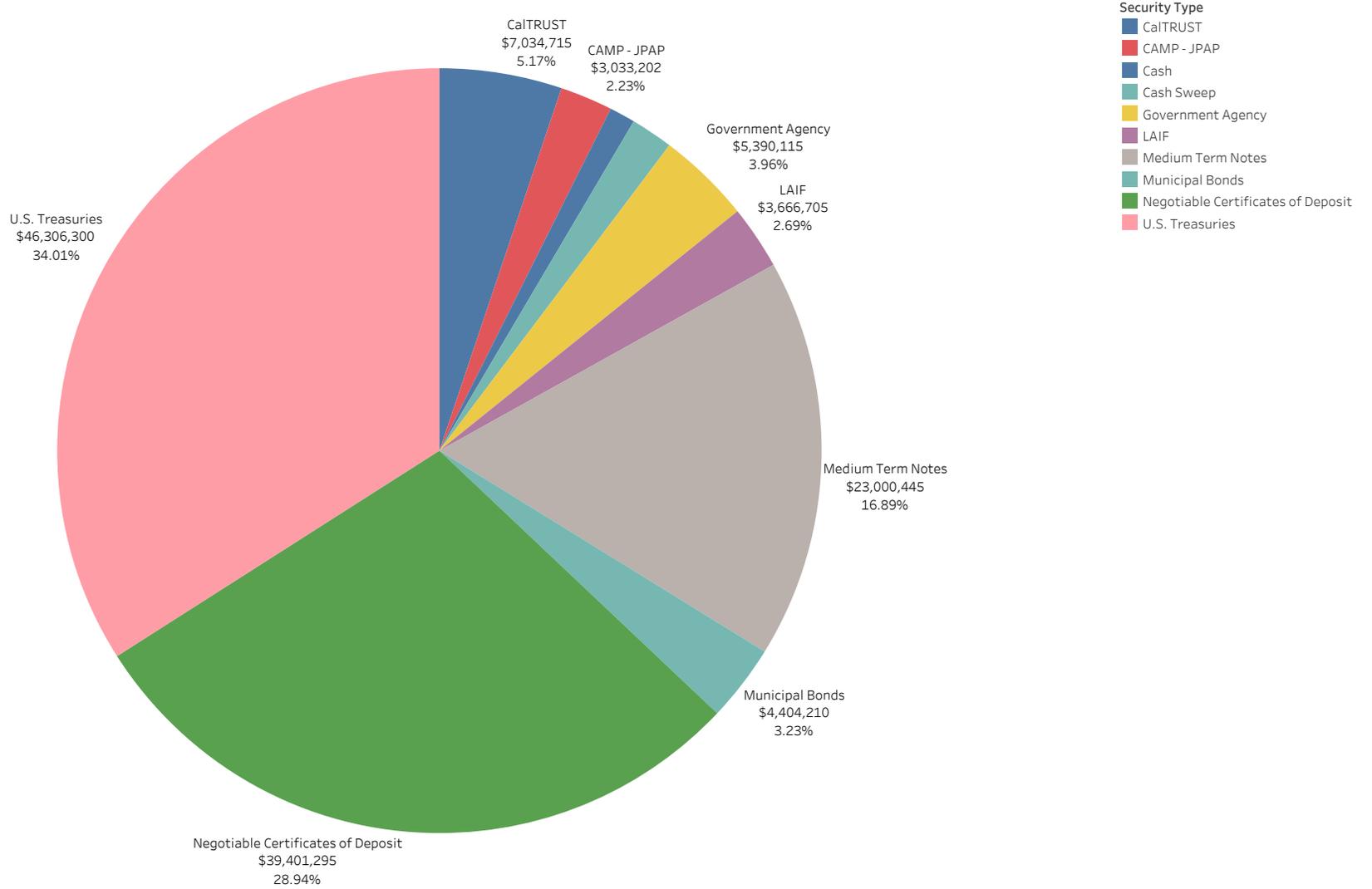
# Portfolio Through Time

As of September 2023



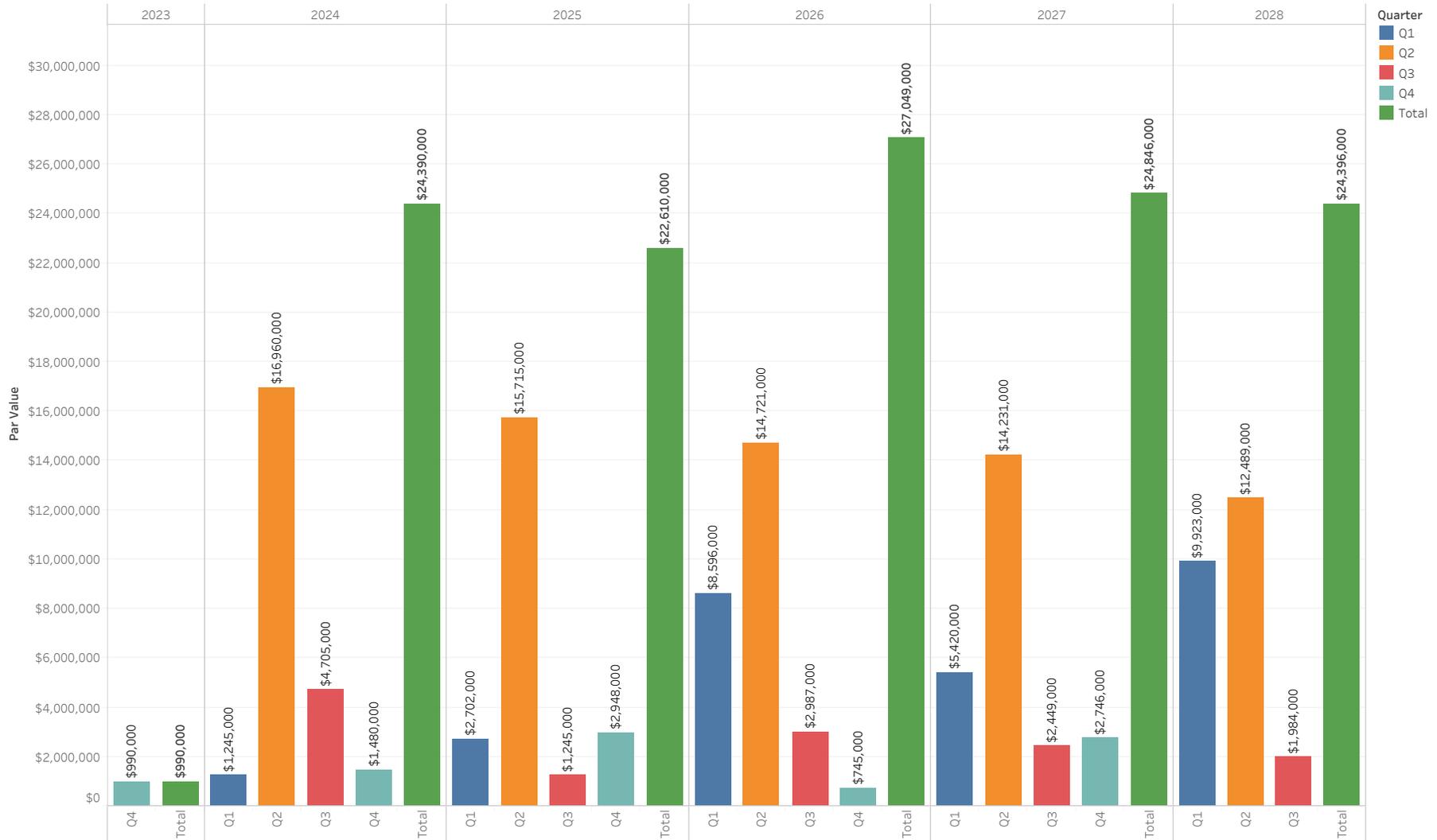
# Investments by Security Type

As of September 2023



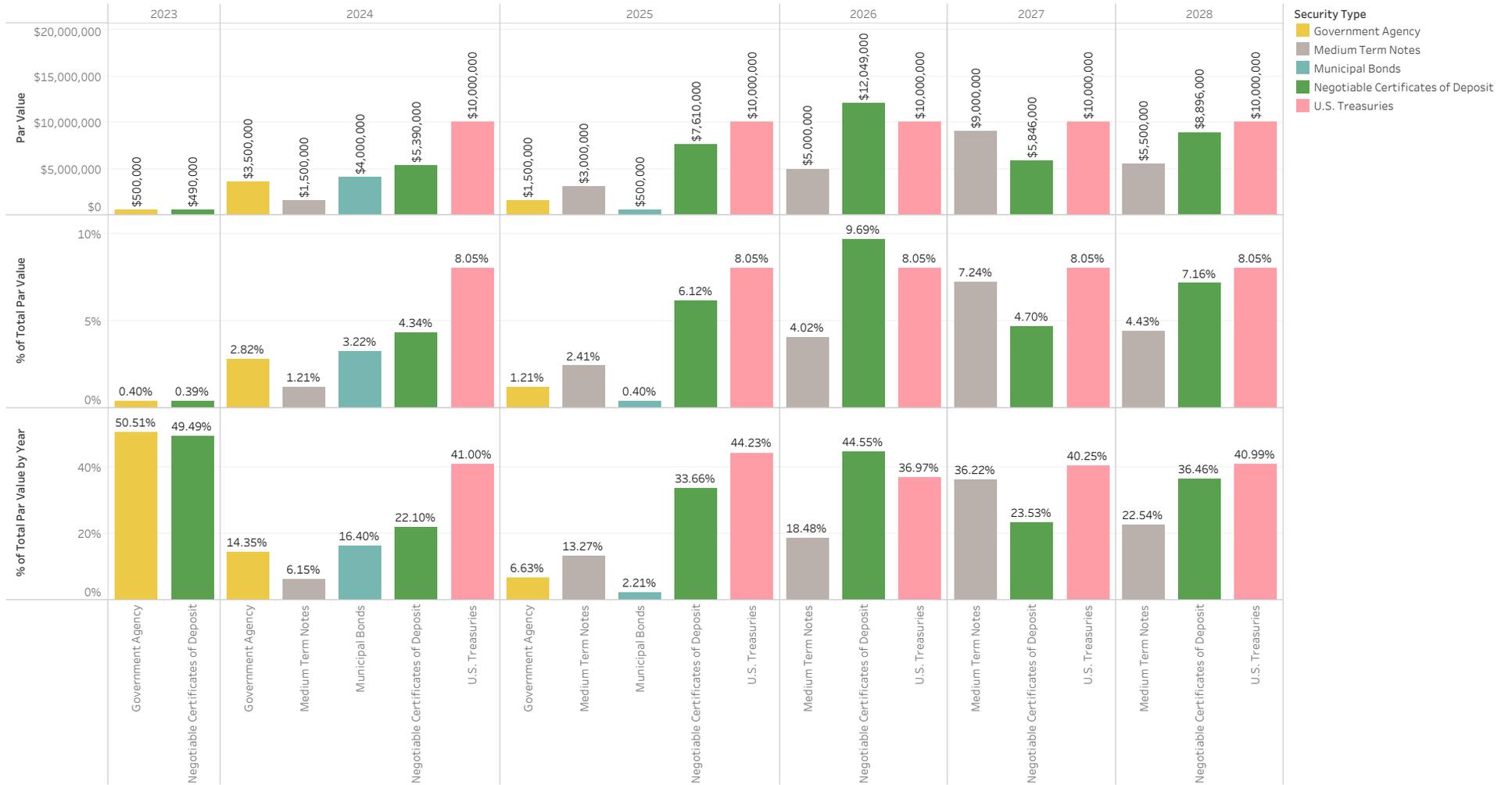
# Reserve Portfolio Ladder by Quarter

As of September 2023



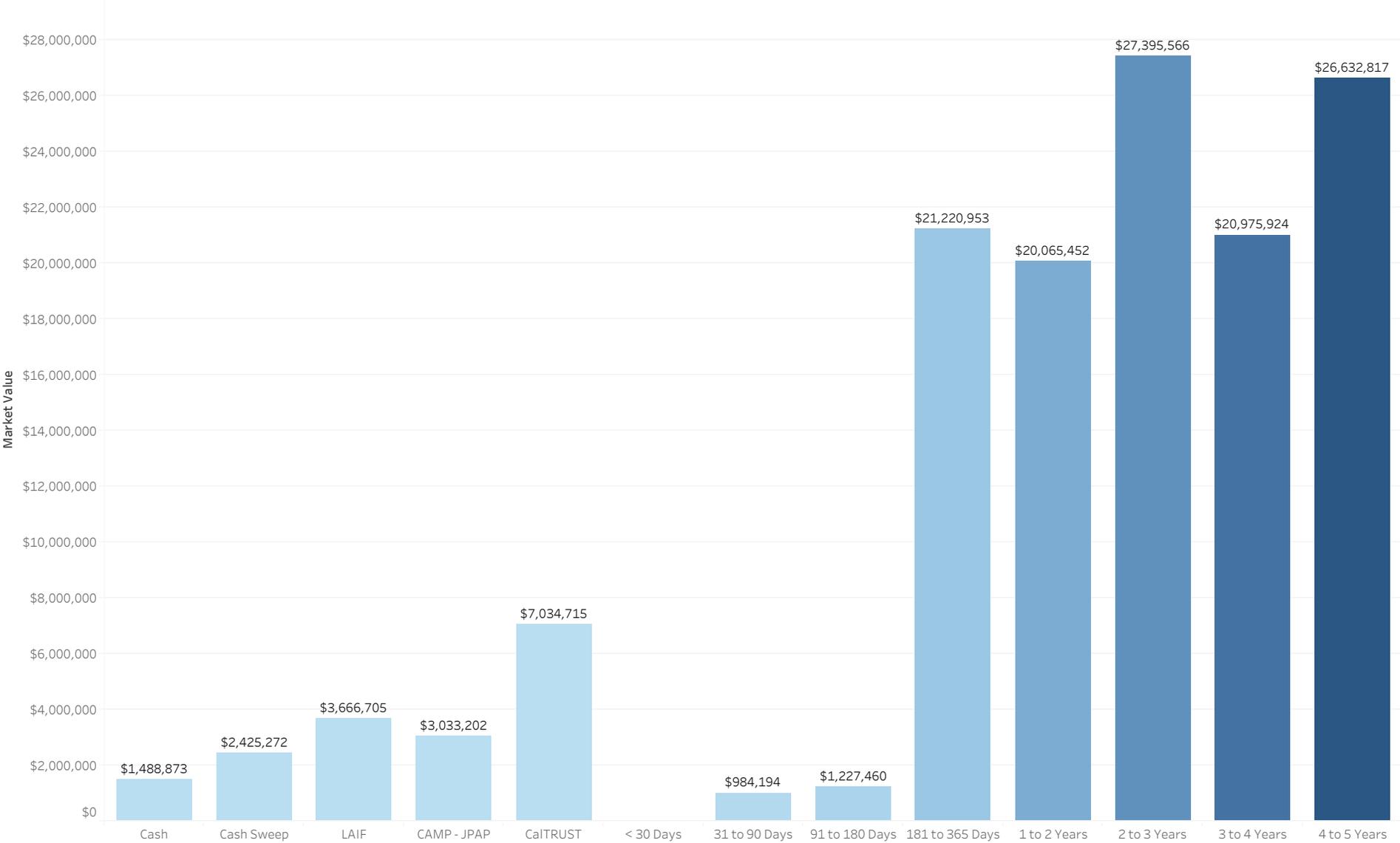
# Ladder Diversification

As of September 2023



# Investments by Maturity Date

As of September 2023



# Portfolio

As of September 2023

Security Type	Issuer	CUSIP	Month, Day, Year of Maturity Date	Days to Maturity	Coupon	Par Value	Market Value	Book Value	Unrealized P/L
Cash	Bank	Cash	Null	1	0.45%	\$1,488,873	\$1,488,873	\$1,488,873	\$0
Cash Sweep	Bank	Cash Sweep	Null	1	5.55%	\$2,425,272	\$2,425,272	\$2,425,272	\$0
LAIF	LAIF	Null	Null	1	3.50%	\$3,666,705	\$3,666,705	\$3,666,705	\$0
CAMP - JPAP	CAMP - JPAP	CAMP - JPAP	Null	1	5.55%	\$3,033,202	\$3,033,202	\$3,033,202	\$0
CalTRUST	CalTRUST	CalTRUST	Null	1	3.81%	\$7,034,715	\$7,034,715	\$7,061,763	(\$27,048)
Medium Term Notes	AMAZON COM INC	023135CP9	December 1, 2027	1,524	4.65%	\$1,000,000	\$979,310	\$997,630	(\$18,320)
	AMERICAN HONDA FIN CO	02665WED9	January 12, 2028	1,566	4.84%	\$1,000,000	\$971,740	\$997,794	(\$26,054)
	APPLE INC	037833ECO	February 8, 2028	1,593	1.41%	\$500,000	\$426,550	\$427,219	(\$669)
	ASTRAZENECA FINANCE L	04636NAA1	May 28, 2026	972	1.34%	\$500,000	\$449,215	\$501,040	(\$51,825)
	BANK NOVA SCOTIA B C	06418BAE8	March 11, 2027	1,259	3.24%	\$1,000,000	\$912,120	\$926,343	(\$14,223)
	BANK OF AMERICA CORP	06051GFX2	April 19, 2026	933	3.71%	\$500,000	\$472,055	\$554,155	(\$82,100)
	CANADIAN IMP BK COMM	13607HR61	April 7, 2027	1,286	3.74%	\$1,000,000	\$923,270	\$948,186	(\$24,916)
	CIGNA CORP	125523AG5	November 15, 2025	778	4.26%	\$500,000	\$484,100	\$564,210	(\$80,110)
	CITIGROUP INC	172967KN0	May 1, 2026	945	3.62%	\$500,000	\$469,625	\$550,715	(\$81,090)
	COCA COLA CO THE	191216CL2	September 6, 2024	343	1.81%	\$500,000	\$482,525	\$493,865	(\$11,340)
	COMCAST CORP	20030NBW0	January 15, 2027	1,204	2.59%	\$1,000,000	\$905,720	\$917,335	(\$11,615)
	DEERE JOHN CAPITAL	24422EWR6	January 20, 2028	1,574	4.84%	\$1,000,000	\$981,850	\$1,004,330	(\$22,480)
	DEUTSCHE BK AG N Y	25160PAM9	September 9, 2027	1,441	5.50%	\$1,000,000	\$976,530	\$1,005,611	(\$29,081)
	ESTEE LAUDER CO INC	29736RAN0	December 1, 2024	429	2.08%	\$500,000	\$479,985	\$501,600	(\$21,615)
	GOLDMAN SACHS GROUP I	38141GXJ8	April 1, 2025	550	3.63%	\$500,000	\$481,435	\$545,605	(\$64,170)
	HSBC HOLDINGS PLC	404280BB4	May 25, 2026	969	4.12%	\$1,000,000	\$946,160	\$960,400	(\$14,240)
	IBM CORP	459200AS0	January 15, 2028	1,569	6.22%	\$1,000,000	\$1,044,540	\$1,076,510	(\$31,970)
	INTEL CORP	458140CD0	February 10, 2026	865	4.93%	\$1,000,000	\$988,010	\$998,520	(\$10,510)
	INTERCONTINENTAL EXCH	45866FAD6	December 1, 2025	794	3.90%	\$500,000	\$480,785	\$557,000	(\$76,215)
	MEAD JOHNSON NUTRITIO	582839AH9	November 15, 2025	778	4.26%	\$500,000	\$484,330	\$565,170	(\$80,840)
	MITSUBISHI UFJ FIN GR	606822AJ3	September 13, 2026	1,080	3.01%	\$1,000,000	\$916,320	\$924,800	(\$8,480)
	MORGAN STANLEY	61746BDZ6	January 27, 2026	851	4.05%	\$500,000	\$478,025	\$561,240	(\$83,215)
	ROYAL BK CDA	78016EVD2	May 4, 2027	1,313	3.89%	\$1,000,000	\$932,860	\$951,709	(\$18,849)
	STRYKER CORP	863667AH4	November 1, 2025	764	3.53%	\$500,000	\$478,530	\$548,175	(\$69,645)
	SUMITOMO MITSUI FINL	86562MAY6	January 17, 2028	1,571	3.90%	\$1,000,000	\$909,500	\$934,451	(\$24,951)
	TORONTO DOMINION BANK	89115A2M3	January 10, 2028	1,564	5.28%	\$1,000,000	\$975,990	\$1,005,769	(\$29,779)
	TOSCO CORP	891490AR5	January 1, 2027	1,190	7.38%	\$1,000,000	\$1,057,120	\$1,107,960	(\$50,840)
	TOYOTA MTR CR CORP FR	89236TKL8	November 10, 2027	1,503	5.43%	\$1,000,000	\$1,003,300	\$1,030,896	(\$27,596)
	UNITED PARCEL SERVICE	911312BT2	September 1, 2024	338	2.27%	\$500,000	\$484,550	\$504,105	(\$19,555)
	UNITEDHEALTH GROUP IN	91324PDN9	December 15, 2025	808	3.84%	\$500,000	\$482,055	\$560,625	(\$78,570)
	WELLS FARGO COMPANY	94974BGL8	July 22, 2027	1,392	4.56%	\$1,000,000	\$942,340	\$975,500	(\$33,160)
Municipal Bonds	CONNECTICUT ST TXBL S	20772KGN3	April 15, 2024	199	3.08%	\$1,000,000	\$986,570	\$1,064,850	(\$78,280)
	HOUSTON TX REF SER B	4423315T7	March 1, 2024	154	1.98%	\$1,000,000	\$984,780	\$1,006,410	(\$21,630)
	NEW YORK NY TXBL FISC	64966QCA6	August 1, 2024	307	2.19%	\$1,000,000	\$971,810	\$1,003,750	(\$31,940)
	ONTARIO CA INTERNATIO	683042AJ4	May 15, 2025	594	3.04%	\$500,000	\$477,190	\$538,090	(\$60,900)
	OREGON ST DEPT ADMINI	68607VT47	April 1, 2024	185	2.85%	\$500,000	\$493,580	\$510,125	(\$16,545)
	TULSA CNTY OKLA INDPT	899593MG9	June 1, 2024	246	2.65%	\$500,000	\$490,280	\$501,550	(\$11,270)
Negotiable Certificates of Deposit	1ST SECURITY BANK OF	33625CCP2	July 30, 2024	305	2.06%	\$245,000	\$237,741	\$245,000	(\$7,259)
	ABACUS FEDERAL SAVING	00257TBF2	August 2, 2024	308	2.06%	\$245,000	\$237,687	\$245,000	(\$7,313)

# Portfolio

As of September 2023

Security Type	Issuer	CUSIP	Month, Day, Year of Maturity Date	Days to Maturity	Coupon	Par Value	Market Value	Book Value	Unrealized P/L
Negotiable Certificates of Deposit	ACHIEVE FINL CR UN BE	00453NAA9	February 17, 2026	872	4.74%	\$249,000	\$244,244	\$249,000	(\$4,756)
	ADVIA CR UN KALAMAZOO	00782JAC6	September 27, 2028	1,825	5.07%	\$248,000	\$244,744	\$248,000	(\$3,256)
	AFFINITY BK COVINGTON	00833JAL5	September 15, 2026	1,082	4.66%	\$249,000	\$243,231	\$249,000	(\$5,769)
	ALASKA USA FED CR UN	011852AE0	March 8, 2028	1,622	4.73%	\$249,000	\$242,387	\$249,000	(\$6,613)
	ALL IN FED CR UN DALE	01664MAE6	February 17, 2028	1,602	4.72%	\$249,000	\$242,489	\$249,000	(\$6,511)
	ALLIANT CR UN CHICAGO	01882MAD4	December 30, 2025	823	5.15%	\$200,000	\$198,172	\$199,900	(\$1,728)
	ALLY BK SANDY UTAH	02007GM42	March 23, 2026	906	5.10%	\$243,000	\$240,543	\$243,000	(\$2,457)
	ALMA BK ASTORIA NEW Y	020080BL0	September 11, 2024	348	1.82%	\$245,000	\$236,114	\$245,000	(\$8,886)
	AMERICAN EXP NATL BAN	02589ACP5	May 12, 2025	591	3.28%	\$246,000	\$236,482	\$237,002	(\$520)
	AMERICAN FIRST CR UN	02616ACA5	April 27, 2027	1,306	4.53%	\$249,000	\$241,632	\$249,000	(\$7,368)
	AMERICAN ST BK SIOUX	029728BA9	April 26, 2024	210	2.54%	\$245,000	\$240,850	\$245,000	(\$4,150)
	AUSTIN TELCO FED CR U	052392CH8	December 16, 2026	1,174	5.01%	\$248,000	\$244,999	\$248,000	(\$3,001)
	B1BANK BATON ROUGE LA	098079AM8	May 12, 2025	591	4.82%	\$249,000	\$245,631	\$249,000	(\$3,369)
	BANK FIVE NINE OCONOM	062119BK7	March 20, 2028	1,634	4.77%	\$249,000	\$242,822	\$249,000	(\$6,178)
	BANK NEW YORK MELLON	06405VFG9	March 21, 2025	539	5.05%	\$243,000	\$240,801	\$243,000	(\$2,199)
	BANK OF NEW ENGLAND	06426KBE7	May 23, 2024	237	2.70%	\$245,000	\$240,485	\$245,000	(\$4,515)
	BANK OF PERRY CNTY LO	06425KCT4	May 31, 2028	1,706	4.30%	\$249,000	\$246,034	\$249,000	(\$2,966)
	BANK PONTIAC ILL	064455AZ1	April 28, 2027	1,307	4.40%	\$244,000	\$235,660	\$244,000	(\$8,340)
	BANK SIERRA PORTERVIL	064860MC0	March 15, 2027	1,263	4.71%	\$244,000	\$238,449	\$244,000	(\$5,551)
	BANK UTAH OGDEN UTAH	065427AC0	May 10, 2028	1,685	4.44%	\$249,000	\$238,512	\$249,000	(\$10,488)
	BANKERS BK MADISON WI	06610RBZ1	November 24, 2027	1,517	4.42%	\$249,000	\$239,658	\$249,000	(\$9,342)
	BAXTER CR UN VERNON H	07181JBB9	August 22, 2028	1,789	4.98%	\$248,000	\$243,784	\$248,000	(\$4,216)
	BELLCO FEDERAL CR UN	07833EAN7	February 24, 2026	879	4.77%	\$248,000	\$244,362	\$248,000	(\$3,638)
	BLUE RIDGE BK MARTINS	09582YAG7	March 16, 2026	899	5.06%	\$230,000	\$227,408	\$230,000	(\$2,592)
	BMO HARRIS BK NATL AS	05600XQA1	May 9, 2025	588	4.86%	\$244,000	\$240,913	\$244,000	(\$3,087)
	BMW BK NORTH AMER SAL	05580AW83	March 17, 2028	1,631	4.85%	\$244,000	\$238,966	\$244,000	(\$5,034)
	BRENTWOOD BK BETHEL P	107219BK2	March 17, 2026	900	4.83%	\$235,000	\$230,984	\$235,000	(\$4,016)
	BRIDGEWATER BK BLOOMI	108622NK3	March 29, 2028	1,643	4.89%	\$249,000	\$244,274	\$249,000	(\$4,726)
	CALIFORNIA CR UN GLEN	130162AU4	February 23, 2026	878	4.60%	\$244,000	\$238,532	\$244,000	(\$5,468)
	CAPITAL ONE NATL ASSN	14042RUR0	September 30, 2027	1,462	4.45%	\$200,000	\$193,220	\$199,800	(\$6,580)
	CATTLEMENS BK ALTUS O	14947NAA4	March 16, 2026	899	4.81%	\$249,000	\$246,094	\$249,000	(\$2,906)
	CELTIC BK SALT LAKE C	15118RE78	March 17, 2027	1,265	4.79%	\$249,000	\$244,077	\$249,000	(\$4,923)
	CENTRAL BK STORM LAKE	15258RBG1	May 5, 2025	584	4.72%	\$249,000	\$245,280	\$249,000	(\$3,720)
	CENTRIS FEDERAL CREDI	15643VAB8	May 27, 2025	606	5.05%	\$248,000	\$245,562	\$248,000	(\$2,438)
	CFBANK FAIRLAWN OHIO	15721UFP9	September 15, 2026	1,082	4.84%	\$248,000	\$243,610	\$248,000	(\$4,390)
	CHARLES SCHWAB BK SSB	15987UBA5	March 28, 2025	546	5.09%	\$243,000	\$240,964	\$243,000	(\$2,036)
	CHARTWAY FED CR UN VA	16141BAC5	June 9, 2026	984	4.97%	\$248,000	\$244,595	\$248,000	(\$3,405)
	CHEROKEE ST BK IOWA	164499DE2	March 6, 2026	889	4.65%	\$242,000	\$236,809	\$239,922	(\$3,113)
	CIBC BK USA CHICAGO I	12547CAU2	March 24, 2026	907	5.06%	\$243,000	\$240,266	\$243,000	(\$2,734)
	CITADEL FED CR UN EXT	17286TAG0	February 27, 2025	517	1.74%	\$245,000	\$231,736	\$245,000	(\$13,264)
	CITIZENS BK INC ROBER	173851AE6	March 16, 2026	899	4.72%	\$248,000	\$246,820	\$248,000	(\$1,180)
	CITIZENS ST BK LACROS	176688DA4	March 24, 2028	1,638	4.81%	\$249,000	\$243,300	\$249,000	(\$5,700)
	CITY NATL BK LOS ANGE	178180GY5	March 31, 2028	1,645	4.95%	\$243,000	\$245,386	\$243,000	\$2,386
	COASTLIFE CR UN CORPU	19058LAB0	February 13, 2026	868	4.74%	\$249,000	\$244,254	\$249,000	(\$4,746)

# Portfolio

As of September 2023

Security Type	Issuer	CUSIP	Month, Day, Year of Maturity Date	Days to Maturity	Coupon	Par Value	Market Value	Book Value	Unrealized P/L
Negotiable Certificates of Deposit	COMMERCE BK GENEVA MI	20056QRZ8	June 26, 2024	271	2.36%	\$245,000	\$239,140	\$245,000	(\$5,860)
	COMMUNITY FIRST BK IN	20368TDH0	May 5, 2025	584	4.77%	\$249,000	\$245,472	\$249,000	(\$3,528)
	COMMUNITY HERITAGE FI	597338AJ1	May 10, 2027	1,319	4.53%	\$249,000	\$241,605	\$249,000	(\$7,395)
	CONNECTONE BK ENGLEWO	20786ADG7	March 23, 2026	906	0.79%	\$240,000	\$213,372	\$213,854	(\$482)
	CONNEXUS CREDIT UNION	20825WBC3	August 26, 2025	697	3.64%	\$249,000	\$239,595	\$238,934	\$661
	CORNERSTONE BK FARGO	219232CQ6	May 12, 2025	591	4.72%	\$249,000	\$245,248	\$249,000	(\$3,752)
	COUNTY SCHS FED CR UN	22258JAF8	March 17, 2026	900	4.88%	\$248,000	\$244,047	\$248,000	(\$3,953)
	CROSS RIV BK TEANECK	227563CH4	May 19, 2026	963	4.74%	\$244,000	\$239,183	\$244,000	(\$4,817)
	CUSTOMERS BK PHOENIXV	23204HNV6	March 31, 2026	914	5.06%	\$243,000	\$240,276	\$243,000	(\$2,724)
	CY FAIR FCU HOUSTON T	23248UAA5	May 19, 2027	1,328	4.49%	\$249,000	\$241,176	\$249,000	(\$7,824)
	DEPARTMENT OF COMM FE	24951TAW5	November 30, 2027	1,523	5.05%	\$248,000	\$245,604	\$246,669	(\$1,065)
	DISCOVER BK GREENWOOD	2546732F2	March 6, 2028	1,620	4.60%	\$244,000	\$236,136	\$241,897	(\$5,762)
	DORT FINL CR UN GRAND	25844MAQ1	February 10, 2028	1,595	4.42%	\$247,000	\$237,244	\$247,000	(\$9,757)
	EAGLEBANK BETHESDA MD	27002YFQ4	February 24, 2026	879	4.37%	\$244,000	\$237,170	\$238,205	(\$1,035)
	EMPOWER CU SYRACUSE N	291916AB0	September 29, 2028	1,827	5.15%	\$248,000	\$245,828	\$248,000	(\$2,172)
	ENERBANK USA SALT LAK	29278TMN7	November 22, 2023	54	1.81%	\$245,000	\$243,704	\$245,000	(\$1,296)
	ENTERPRISE BANK PA	29367RKT2	May 16, 2024	230	2.65%	\$245,000	\$240,580	\$245,000	(\$4,420)
	ESSENTIAL FED CR UN B	29669XAT5	September 20, 2028	1,818	5.07%	\$248,000	\$244,766	\$248,000	(\$3,234)
	FEDERAL SVGS BK CHICA	313812EC9	February 24, 2026	879	4.33%	\$249,000	\$241,712	\$244,829	(\$3,117)
	FIDELITY BK NEW ORLEA	31617CAY9	March 16, 2026	899	4.77%	\$249,000	\$245,317	\$249,000	(\$3,683)
	FIRST FED CR UN CEDAR	32024JAM5	February 17, 2028	1,602	4.55%	\$249,000	\$240,544	\$249,000	(\$8,456)
	FIRST FMRS BK TR CONV	320165JK0	September 4, 2024	341	1.81%	\$245,000	\$236,307	\$245,000	(\$8,693)
	FIRST NATIONAL BANK O	32112UDM0	January 2, 2024	95	1.77%	\$245,000	\$242,680	\$245,000	(\$2,320)
	FIRST NATL BK DAMARIS	32117BFR4	September 23, 2026	1,090	5.05%	\$248,000	\$245,312	\$248,000	(\$2,688)
	FIRST NATL BK OF MICH	32114VCH8	March 15, 2028	1,629	4.73%	\$249,000	\$242,352	\$249,000	(\$6,648)
	FIRST ST BK NEW LONDO	336793CD4	March 12, 2027	1,260	4.75%	\$244,000	\$238,830	\$244,000	(\$5,170)
	FIRST TECHNOLOGY FED	33715LEN6	February 18, 2025	508	4.90%	\$248,000	\$245,349	\$248,000	(\$2,651)
	FIRST UTD BK TR CO	33742CCS4	February 8, 2027	1,228	4.17%	\$200,000	\$191,776	\$195,050	(\$3,274)
	FIRST WESTN BK TR MIN	33749VBP2	May 12, 2025	591	4.82%	\$249,000	\$245,631	\$249,000	(\$3,369)
	FLAGSTAR BK NATL ASSN	33847GAB8	March 2, 2026	885	4.52%	\$244,000	\$240,355	\$241,365	(\$1,010)
	FNCB BK DUNMORE PA	30257YBS0	May 7, 2027	1,316	4.45%	\$244,000	\$236,016	\$244,000	(\$7,984)
	FREEDOM FIRST CR UN R	35638CAH2	April 28, 2025	577	4.81%	\$248,000	\$244,704	\$248,000	(\$3,296)
	FREEDOM NORTHWEST CR	356436AK1	June 1, 2026	976	4.92%	\$248,000	\$244,287	\$248,000	(\$3,713)
	FREESTAR FINL CR UN C	35688MAE6	February 22, 2028	1,607	4.47%	\$249,000	\$239,538	\$249,000	(\$9,462)
	GENOA BKG CO OHIO	372348CJ9	July 31, 2024	306	2.01%	\$245,000	\$237,640	\$245,000	(\$7,360)
	GEORGIA BKG CO	37312PDD8	March 27, 2026	910	5.01%	\$243,000	\$239,987	\$243,000	(\$3,013)
	GOLD COAST BK CHICAGO	38058KEW2	September 22, 2027	1,454	4.79%	\$249,000	\$244,067	\$249,000	(\$4,933)
	GRAND RIV BK GRANDVIL	38644ABP3	August 2, 2024	308	2.06%	\$245,000	\$237,687	\$245,000	(\$7,313)
	GREAT NORTH BK FLOREN	39103QAZ9	March 16, 2026	899	4.92%	\$244,000	\$240,416	\$244,000	(\$3,584)
	GREENSTATE CR UN NORT	39573LDW5	October 28, 2025	760	4.83%	\$248,000	\$244,037	\$248,000	(\$3,963)
	GREENWOOD MUN FED CR	39729LAF8	June 1, 2027	1,341	4.55%	\$249,000	\$246,478	\$249,000	(\$2,522)
	GUARDIAN CREDIT UNION	40135GAA6	September 29, 2028	1,827	5.15%	\$248,000	\$245,825	\$248,000	(\$2,175)
HONOLULU FIRE DEPT FE	438649AE5	August 17, 2026	1,053	4.52%	\$249,000	\$242,279	\$249,000	(\$6,721)	
HUNTINGTON NATL BK CO	446438SBO	May 5, 2025	584	4.86%	\$244,000	\$240,930	\$244,000	(\$3,070)	

# Portfolio

As of September 2023

Security Type	Issuer	CUSIP	Month, Day, Year of Maturity Date	Days to Maturity	Coupon	Par Value	Market Value	Book Value	Unrealized P/L
Negotiable Certificates of Deposit	JOHN MARSHALL BK REST	47804GKM4	September 2, 2026	1,069	4.57%	\$249,000	\$242,581	\$248,502	(\$5,921)
	KEY BK NATL ASSN OHIO	49306SJ56	March 17, 2025	535	5.05%	\$243,000	\$240,811	\$243,000	(\$2,189)
	LEADERS CR UN JACKSON	52171MAG0	March 30, 2028	1,644	5.06%	\$248,000	\$245,272	\$248,000	(\$2,728)
	LIBERTY FED CR UN EVA	53052LAU3	June 9, 2025	619	5.14%	\$248,000	\$245,934	\$248,000	(\$2,066)
	LIBERTY FIRST CR UN L	530520AE5	February 3, 2028	1,588	4.41%	\$249,000	\$240,148	\$249,000	(\$8,852)
	LIVE OAK BANKING COMP	538036GU2	November 27, 2024	425	1.93%	\$245,000	\$234,480	\$245,000	(\$10,520)
	LUANA SVGS BK IOWA	549104C70	March 17, 2026	900	4.51%	\$244,000	\$237,910	\$244,000	(\$6,090)
	LYONS NATL BK N Y	552249CH5	March 16, 2026	899	4.92%	\$244,000	\$240,416	\$244,000	(\$3,584)
	MAINE SVGS FCU HAMPDE	560507AR6	August 25, 2028	1,792	4.94%	\$248,000	\$243,238	\$248,000	(\$4,762)
	MAINSTREET BANK	56065GAG3	April 26, 2024	210	2.64%	\$245,000	\$240,989	\$245,000	(\$4,011)
	MANUFACTURERS TRADERS	564759SE9	March 17, 2027	1,265	4.92%	\$244,000	\$240,360	\$244,000	(\$3,640)
	MEDALLION BK UTAH	58404DSM4	June 16, 2028	1,722	4.57%	\$249,000	\$239,817	\$249,000	(\$9,183)
	MID AMERN CR UN WICHI	59522NAD6	May 23, 2025	602	5.05%	\$248,000	\$245,575	\$248,000	(\$2,425)
	MID MO BK SPRINGFIELD	59541KBV8	July 17, 2024	292	1.96%	\$245,000	\$237,883	\$245,000	(\$7,117)
	MIDWEST BK WESTN ILL	59828PCQ1	March 23, 2026	906	5.06%	\$248,000	\$245,188	\$248,000	(\$2,812)
	MINNWEST BK REDWOOD F	604255KB4	May 3, 2027	1,312	4.40%	\$249,000	\$240,400	\$249,000	(\$8,600)
	MORGAN STANLEY BK N A	61690UPF1	November 29, 2024	427	2.03%	\$245,000	\$234,791	\$245,000	(\$10,209)
	MORGAN STANLEY PVT BK	61760AYR4	April 11, 2024	195	2.84%	\$245,000	\$241,599	\$245,000	(\$3,401)
	MOUNTAIN AMER FED CR	62384RAT3	April 28, 2026	942	4.79%	\$249,000	\$244,391	\$249,000	(\$4,609)
	NEBRASKALAND BK NORTH	63970MAE5	September 17, 2025	719	4.87%	\$249,000	\$245,372	\$249,000	(\$3,628)
	NORTHWEST BK BOISE ID	66736ACE7	March 17, 2026	900	5.06%	\$248,000	\$245,188	\$248,000	(\$2,812)
	NUMERICA CR UN SPOKAN	67054NBH5	June 1, 2026	976	4.83%	\$248,000	\$243,672	\$248,000	(\$4,328)
	ONE CMNTY BK ORE WIS	682325DH5	October 6, 2026	1,103	4.88%	\$248,000	\$243,943	\$248,000	(\$4,057)
	PARKSIDE FINL BK TR C	70147AEX8	September 17, 2025	719	4.69%	\$249,000	\$244,446	\$249,000	(\$4,554)
	PARTNERS BK MISSION V	70212YBN1	March 17, 2025	535	5.09%	\$243,000	\$240,981	\$243,000	(\$2,019)
	PEOPLES BK CO COLDWAT	710275AC2	March 17, 2027	1,265	4.79%	\$249,000	\$244,077	\$249,000	(\$4,923)
	PEOPLES SVGS BK WELLS	71224LAG9	March 8, 2027	1,256	4.53%	\$244,000	\$236,939	\$240,906	(\$3,967)
	PINNACLE BK NASHVILLE	72345SLN9	May 8, 2026	952	4.70%	\$244,000	\$238,910	\$244,000	(\$5,090)
	PLAINS ST BK TEX	726547BK7	June 21, 2024	266	2.36%	\$245,000	\$239,260	\$245,000	(\$5,740)
	POINT WEST CREDIT UNI	730716AF4	April 13, 2026	927	5.06%	\$243,000	\$240,274	\$243,000	(\$2,726)
	POPPY BK SANTA ROSA C	73319FAF6	March 18, 2025	536	1.18%	\$245,000	\$229,335	\$245,000	(\$15,665)
	POPULAR BK NEW YORK B	73317ABT8	March 19, 2026	902	4.83%	\$247,000	\$242,789	\$247,000	(\$4,211)
	PORTAGE BK BELLEVUE W	73565MAC9	March 24, 2027	1,272	4.84%	\$249,000	\$244,468	\$249,000	(\$4,532)
	PREFERRED BANK LA CAL	740367HP5	August 16, 2024	322	2.06%	\$245,000	\$237,329	\$245,000	(\$7,671)
	RAIZ FCU EL PASO TEX	75102EAG3	August 18, 2025	689	4.78%	\$249,000	\$245,023	\$249,000	(\$3,977)
	RAYMOND JAMES BANK NA	75472RAU5	December 30, 2024	458	1.94%	\$245,000	\$233,706	\$245,000	(\$11,295)
	RIA FED CR UN	749622AL0	December 26, 2023	88	2.52%	\$245,000	\$243,270	\$245,000	(\$1,730)
	ROGUE CR UN MEDFORD O	77535MAM5	January 20, 2028	1,574	5.14%	\$248,000	\$246,021	\$248,000	(\$1,979)
	SAN FRANCISCO FED CR	79772FAG1	February 3, 2028	1,588	4.51%	\$216,000	\$208,319	\$216,000	(\$7,681)
	SANDY SPRING BK OLNEY	800364EX5	March 16, 2026	899	4.97%	\$244,000	\$240,694	\$244,000	(\$3,306)
SAVANNAH BK NATL ASSN	804767AB7	May 3, 2028	1,678	4.31%	\$249,000	\$237,041	\$249,000	(\$11,959)	
SAWYER SVGS BK SAUGER	805508BY3	March 10, 2026	893	4.65%	\$245,000	\$239,703	\$243,177	(\$3,474)	
SECURITY ST BK WARROA	81501JAE2	May 31, 2028	1,706	4.35%	\$249,000	\$246,037	\$249,000	(\$2,963)	
SIGNATURE FED CR UN A	82671DAC1	June 8, 2026	983	4.88%	\$248,000	\$243,975	\$248,000	(\$4,025)	

# Portfolio

As of September 2023

Security Type	Issuer	CUSIP	Month, Day, Year of Maturity Date	Days to Maturity	Coupon	Par Value	Market Value	Book Value	Unrealized P/L	
Negotiable Certificates of Deposit	SOUTHERN BK POPLAR BL	843383CS7	May 17, 2028	1,692	4.40%	\$249,000	\$237,952	\$249,000	(\$11,048)	
	SOUTHERN FIRST BK N A	84287PHU9	November 27, 2026	1,155	4.70%	\$249,000	\$243,450	\$249,000	(\$5,550)	
	SOUTHERN MICH BK TR	843355BP2	November 8, 2027	1,501	4.28%	\$249,000	\$238,390	\$249,000	(\$10,610)	
	ST VINCENTS MED CTR C	85279AAC6	June 16, 2027	1,356	4.71%	\$249,000	\$243,213	\$249,000	(\$5,787)	
	STATE BK INDIA NEW YO	856285X89	February 28, 2028	1,613	4.64%	\$244,000	\$236,656	\$244,000	(\$7,344)	
	SYNCHRONY BK RETAIL C	87164XZW9	August 20, 2026	1,056	1.02%	\$248,000	\$218,977	\$219,540	(\$563)	
	TECHNOLOGY CR UN SAN	87868YAJ2	February 24, 2025	514	5.04%	\$248,000	\$245,828	\$248,000	(\$2,172)	
	THOMASVILLE NATL BK G	884693BY7	March 24, 2025	542	5.09%	\$248,000	\$245,912	\$248,000	(\$2,088)	
	TRANSPORTATION ALLIAN	89388CGJ1	March 17, 2025	535	5.05%	\$248,000	\$245,756	\$248,000	(\$2,244)	
	TRISTATE CAP BK PITTS	89677DJE7	March 30, 2026	913	5.06%	\$243,000	\$240,274	\$243,000	(\$2,726)	
	TRULIANT FED CR UN WI	89789AAD9	February 26, 2027	1,246	4.62%	\$249,000	\$242,543	\$249,000	(\$6,457)	
	TUCSON FED CR UN ARIZ	898812AC6	September 8, 2028	1,806	5.07%	\$248,000	\$244,801	\$248,000	(\$3,199)	
	UBS BK USA SALT LAKE	90355GDT0	June 1, 2028	1,707	4.49%	\$249,000	\$246,512	\$249,000	(\$2,488)	
	UFIRST FED CR UN PLAT	902684AA7	August 22, 2025	693	4.78%	\$249,000	\$245,009	\$249,000	(\$3,991)	
	UNITED FID BK FSB EVA	910286GA5	March 30, 2027	1,278	4.97%	\$248,000	\$244,672	\$248,000	(\$3,328)	
	UNITED HERITAGE CR UN	91334AAL7	March 21, 2025	539	5.19%	\$248,000	\$246,274	\$248,000	(\$1,726)	
	UNITED ROOSEVELT SVGS	91139LAF3	May 19, 2027	1,328	4.54%	\$249,000	\$241,587	\$249,000	(\$7,413)	
	UNIVERSITY BK ANN ARB	914098DQ8	April 3, 2028	1,648	4.93%	\$248,000	\$243,772	\$248,000	(\$4,228)	
	UNIVEST NATL BK TR SO	91527PBW6	May 5, 2028	1,680	4.31%	\$249,000	\$237,023	\$249,000	(\$11,977)	
	UPPER PENNSILVA STATE	91630PAS0	December 27, 2024	455	1.84%	\$245,000	\$233,485	\$245,000	(\$11,515)	
	USALLIANCE FCU RYE NE	90352RDB8	May 26, 2028	1,701	4.69%	\$249,000	\$241,480	\$249,000	(\$7,520)	
	UTAH CMNTY CR UN PROV	917352AC0	April 27, 2026	941	4.70%	\$249,000	\$243,796	\$249,000	(\$5,204)	
	UTAH FIRST FED CREDIT	91739JAA3	July 14, 2028	1,750	4.75%	\$248,000	\$248,112	\$248,000	\$112	
	VALLESTAR CR UN MART	92023CAE3	March 20, 2028	1,634	4.85%	\$248,000	\$242,834	\$248,000	(\$5,166)	
	VIBRANT CREDIT UNION	92559TAN8	September 28, 2026	1,095	5.40%	\$248,000	\$248,057	\$248,000	\$57	
	VIKING BK NATL ASSN A	92675MAA0	March 13, 2026	896	4.74%	\$249,000	\$244,189	\$249,000	(\$4,811)	
	VISIONS FED CR UN END	92838DAE6	September 29, 2026	1,096	5.48%	\$248,000	\$248,746	\$248,000	\$746	
	WASHINGTON FEDERAL	938828BJ8	August 23, 2024	329	2.12%	\$245,000	\$237,256	\$245,000	(\$7,744)	
	WELLS FARGO BANK NA	949763B96	May 24, 2024	238	2.70%	\$245,000	\$240,463	\$245,000	(\$4,537)	
	WESTERN ALLIANCE BK P	95763PLW9	April 28, 2025	577	4.86%	\$244,000	\$240,965	\$244,000	(\$3,035)	
	Government Agency	FEDERAL AGRI MTG CORP	31422BPQ7	November 22, 2023	54	1.63%	\$500,000	\$497,220	\$499,884	(\$2,664)
		FEDERAL HOME LOAN BKS	3130A1XJ2	June 14, 2024	259	2.93%	\$2,000,000	\$1,961,680	\$2,089,405	(\$127,725)
			3130ASA82	June 20, 2025	630	2.54%	\$500,000	\$491,805	\$497,010	(\$5,205)
3130ASE96			June 27, 2025	637	3.31%	\$1,000,000	\$966,460	\$990,123	(\$23,663)	
3130ASH77			June 28, 2024	273	3.62%	\$1,000,000	\$985,330	\$1,000,000	(\$14,670)	
TENNESSEE VALLEY AUTH	880591ER9	September 15, 2024	352	2.95%	\$500,000	\$487,620	\$526,520	(\$38,900)		
U.S. Treasuries	U S TREASURY NOTE	91282CCJ8	June 30, 2026	1,005	0.97%	\$10,000,000	\$8,997,700	\$8,978,125	\$19,575	
		91282CEX5	June 30, 2024	275	3.06%	\$10,000,000	\$9,818,000	\$9,840,625	(\$22,625)	
		91282CHK0	June 30, 2028	1,736	4.11%	\$10,000,000	\$9,733,200	\$9,938,281	(\$205,081)	
		91282ZV5	June 30, 2027	1,370	0.58%	\$10,000,000	\$8,566,800	\$8,611,719	(\$44,919)	
		91282ZV3	June 30, 2025	640	0.27%	\$10,000,000	\$9,190,600	\$9,057,031	\$133,569	



CITY OF  
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# Transactions

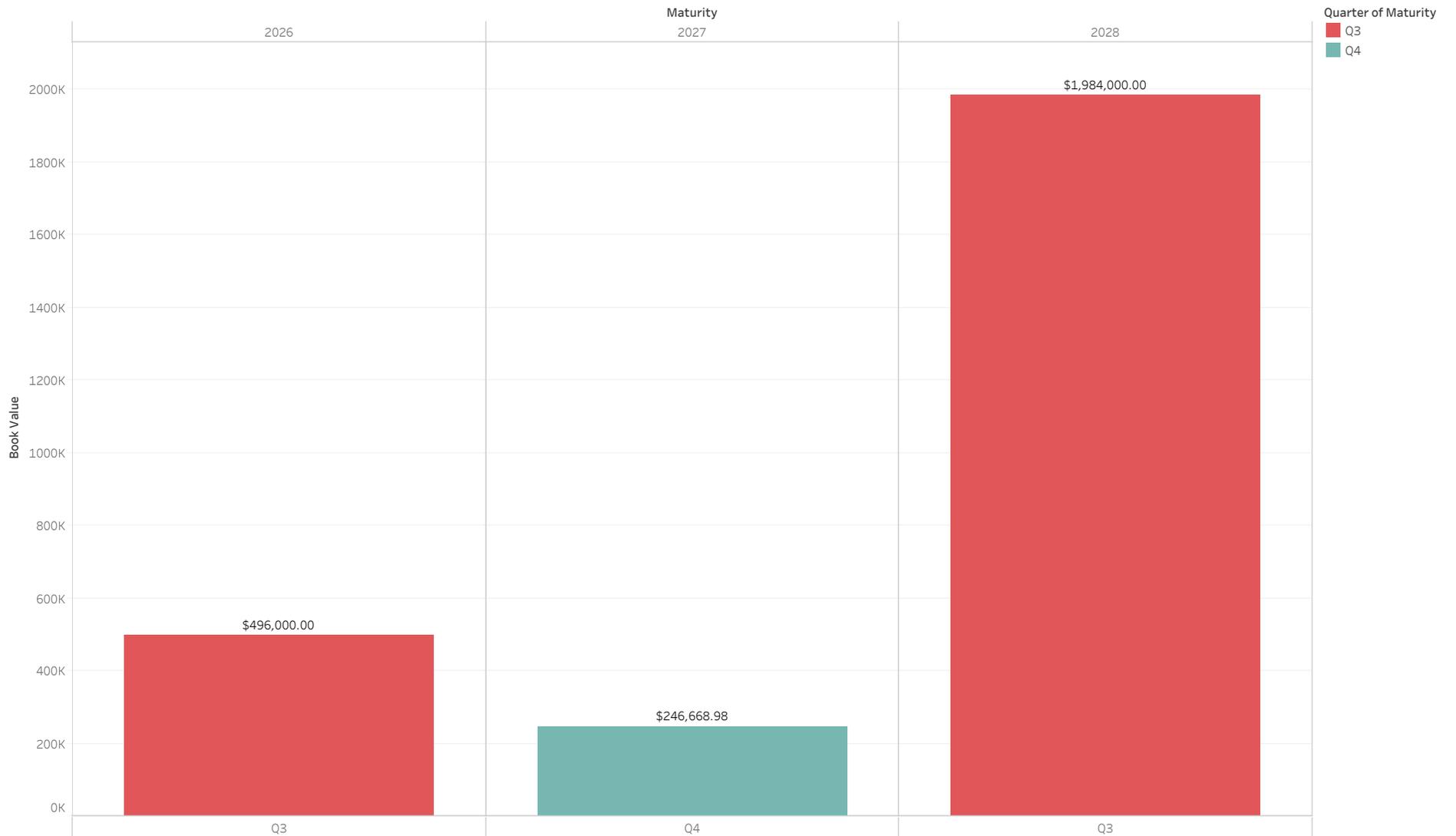
# Transactions

Prior 3 Months as of September 2023

Year of Transaction Date	Month of Transaction Date	Day of Transaction Date	Issuer	CUSIP	Maturity Date	Coupon	Par Value	Book Value
2023	July	14	UTAH FIRST FED C D	91739JAA3	7/14/28	4.750%	\$248,000	\$248,000.00
	August	22	BAXTER CR UN C D	07181JBB9	8/22/28	4.900%	\$248,000	\$248,000.00
		25	MAINE SVGS FCU C D	560507AR6	8/25/28	4.850%	\$248,000	\$248,000.00
	September	8	TUCSON FED CR C D	898812AC6	9/08/28	5.000%	\$248,000	\$248,000.00
		20	ESSENTIAL FED CR C D	29669XAT5	9/20/28	5.000%	\$248,000	\$248,000.00
		26	DEPARTMENT COMM C	24951TAW5	11/30/27	5.000%	\$248,000	\$246,668.98
		27	ADVIA CR UN C D	00782JAC6	9/27/28	5.000%	\$248,000	\$248,000.00
		29	VIBRANT CREDIT C D	92559TAN8	9/28/26	5.400%	\$248,000	\$248,000.00
			EMPOWER CU C D	291916AB0	9/29/28	5.100%	\$248,000	\$248,000.00
	GUARDIAN CREDIT C D		40135GAA6	9/29/28	5.100%	\$248,000	\$248,000.00	
			VISIONS FED CR C D	92838DAE6	9/29/26	5.500%	\$248,000	\$248,000.00

# Transaction Ladder

Prior 3 Months as of September 2023



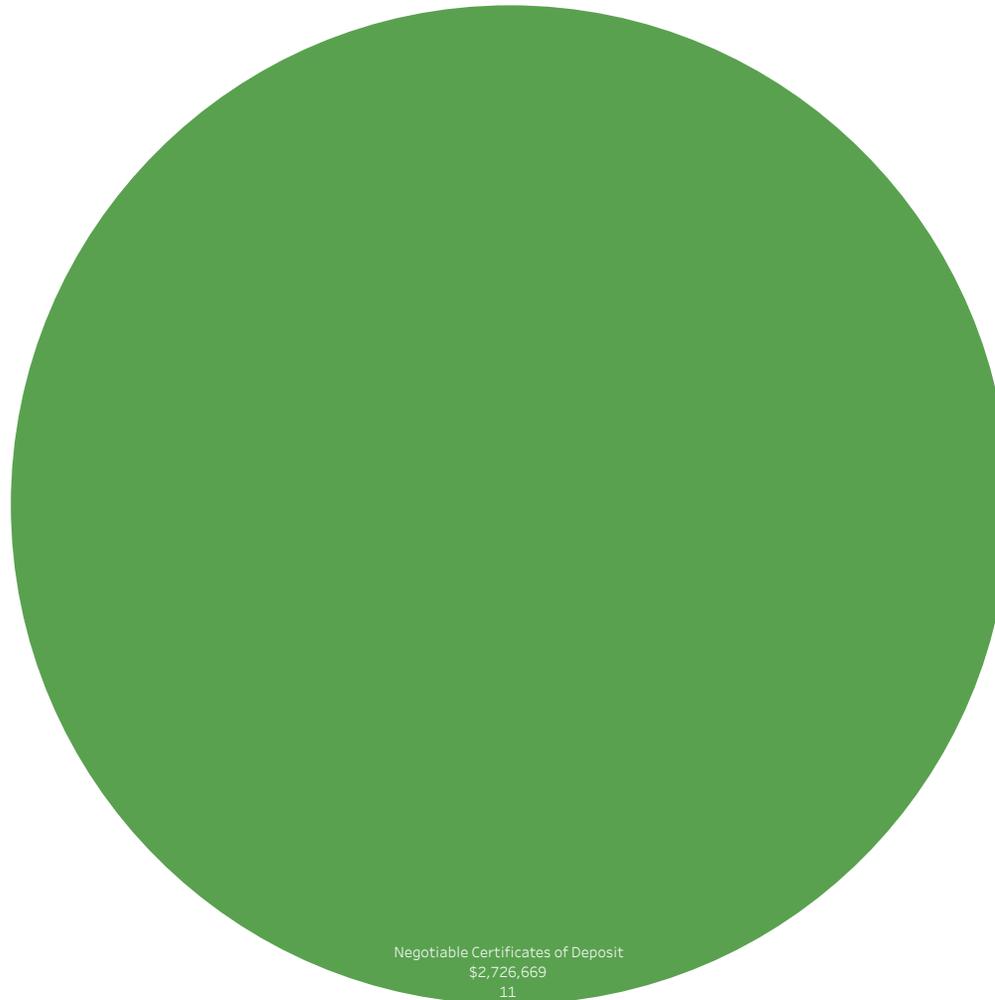
# Transaction Summary

Prior 3 Months as of September 2023

\$2,726,669

Security Type

■ Negotiable Certificates of Deposit

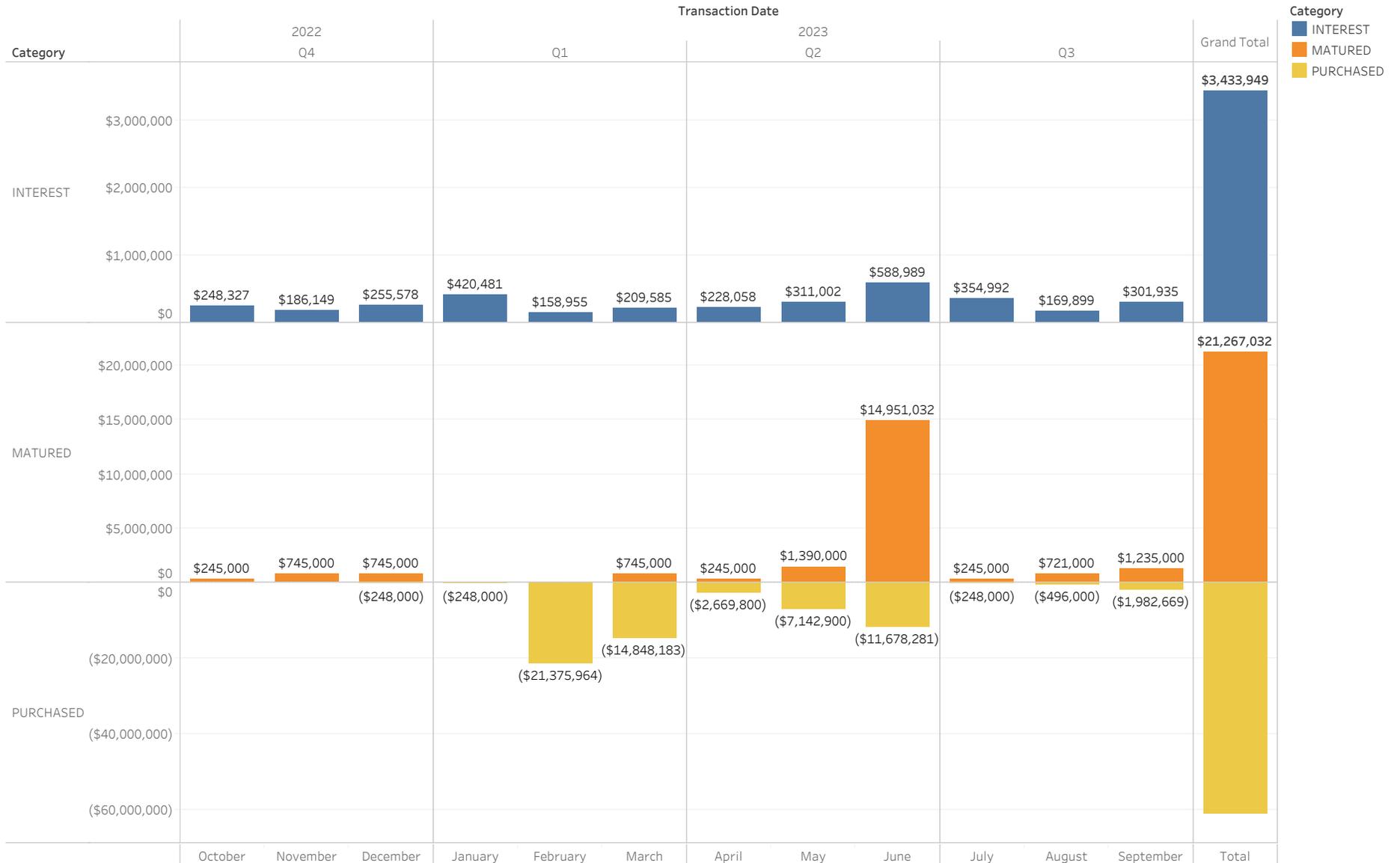


Negotiable Certificates of Deposit  
\$2,726,669  
11

Security Type, sum of Cost Basis and count of Cusip. Color shows details about Security Type. Size shows sum of Cost Basis. The marks are labeled by Security Type, sum of Cost Basis and count of Cusip. The data is filtered on Last 3 Months, NonZero and Category. The Last 3 Months filter keeps True. The NonZero filter keeps True. The Category filter keeps PURCHASED.

# Interest Received

As of September 2023





# Compliance

# Asset Class Compliance

As of September 2023

Security Type	In Compliance?	Max Weight	Weight	Par Value	Book Value	Market Value
Cash	Y	100%	1.09%	\$1,488,873	\$1,488,873	\$1,488,873
LAIF	Y	100%	2.69%	\$3,666,705	\$3,666,705	\$3,666,705
CAMP - JPAP	Y	100%	2.23%	\$3,033,202	\$3,033,202	\$3,033,202
Medium Term Notes	Y	30%	16.89%	\$24,000,000	\$24,198,469	\$23,000,445
Municipal Bonds	Y	100%	3.23%	\$4,500,000	\$4,624,775	\$4,404,210
Negotiable Certificates of Deposit	Y	30%	28.94%	\$40,281,000	\$40,178,552	\$39,401,295
CaTRUST	Y	100%	5.17%	\$7,034,715	\$7,061,763	\$7,034,715
Cash Sweep	Y	100%	1.78%	\$2,425,272	\$2,425,272	\$2,425,272
Government Agency	Y	100%	3.96%	\$5,500,000	\$5,602,941	\$5,390,115
U.S. Treasuries	Y	100%	34.01%	\$50,000,000	\$46,425,781	\$46,306,300
<b>Totals</b>			<b>100.00%</b>	<b>\$141,929,768</b>	<b>\$138,706,334</b>	<b>\$136,151,133</b>

# Rating Compliance

As of September 2023

Security Type	Issuer	CUSIP	S&P Rating	Moody Rating	In Compliance?	Market Value	Weight	Maximum % of Portfolio	
CalTRUST	CalTRUST	CalTRUST	Null	Null	Y	\$7,034,715	5.17%	1.00%	
Cash Sweep	Bank	Cash Sweep	Null	Null	Y	\$2,425,272	1.78%	1.00%	
Government Agency	FEDERAL AGRI MTG CORP	31422BPQ7	N/A	N/A	Y	\$497,220	0.37%	100.00%	
	FEDERAL HOME LOAN BKS	3130A1XJ2	AA+	AAA	Y	\$1,961,680	1.44%	100.00%	
		3130ASA82	AA+	AAA	Y	\$491,805	0.36%	100.00%	
		3130ASE96	AA+	AAA	Y	\$966,460	0.71%	100.00%	
		3130ASH77	AA+	AAA	Y	\$985,330	0.72%	100.00%	
		TENNESSEE VALLEY AUTH	880591ER9	AA+	AAA	Y	\$487,620	0.36%	100.00%
Medium Term Notes	AMAZON COM INC	023135CP9	AA	A1	Y	\$979,310	0.72%	1.00%	
	AMERICAN HONDA FIN CO	02665WED9	A-	A3	Y	\$971,740	0.71%	1.00%	
	APPLE INC	037833ECO	AA+	AAA	Y	\$426,550	0.31%	1.00%	
	ASTRAZENECA FINANCE L	04636NAA1	A	A2	Y	\$449,215	0.33%	1.00%	
	BANK NOVA SCOTIA B C	06418BAE8	A-	A2	Y	\$912,120	0.67%	1.00%	
	BANK OF AMERICA CORP	06051GFX2	A-	A1	Y	\$472,055	0.35%	1.00%	
	CANADIAN IMP BK COMM	13607HR61	A-	A2	Y	\$923,270	0.68%	1.00%	
	CIGNA CORP	125523AG5	A-	BAA1	Y	\$484,100	0.36%	1.00%	
	CITIGROUP INC	172967KNO	BBB+	A3	Y	\$469,625	0.34%	1.00%	
	COCA COLA CO THE	191216CL2	A+	A1	Y	\$482,525	0.35%	1.00%	
	COMCAST CORP	20030NBW0	A-	A3	Y	\$905,720	0.67%	1.00%	
	DEERE JOHN CAPITAL	24422EWR6	A	A2	Y	\$981,850	0.72%	1.00%	
	DEUTSCHE BK AG N Y	25160PAM9	A-	A1	Y	\$976,530	0.72%	1.00%	
	ESTEE LAUDER CO INC	29736RANO	A+	A1	Y	\$479,985	0.35%	1.00%	
	GOLDMAN SACHS GROUP I	38141GXJ8	BBB+	A2	Y	\$481,435	0.35%	1.00%	
	HSBC HOLDINGS PLC	404280BB4	A-	A3	Y	\$946,160	0.69%	1.00%	
	IBM CORP	459200AS0	A-	A3	Y	\$1,044,540	0.77%	1.00%	
	INTEL CORP	458140CD0	A	A2	Y	\$988,010	0.73%	1.00%	
	INTERCONTINENTAL EXCH	45866FAD6	A-	A3	Y	\$480,785	0.35%	1.00%	
	MEAD JOHNSON NUTRITIO	582839AH9	A-	A3	Y	\$484,330	0.36%	1.00%	
	MITSUBISHI UFJ FIN GR	606822AJ3	A-	A1	Y	\$916,320	0.67%	1.00%	
	MORGAN STANLEY	61746BDZ6	A-	A1	Y	\$478,025	0.35%	1.00%	
	ROYAL BK CDA	78016EZD2	A	A1	Y	\$932,860	0.69%	1.00%	
	STRYKER CORP	863667AH4	BBB+	BAA1	Y	\$478,530	0.35%	1.00%	
	SUMITOMO MITSUI FINL	86562MAY6	A-	A1	Y	\$909,500	0.67%	1.00%	
	TORONTO DOMINION BANK	89115A2M3	A	A1	Y	\$975,990	0.72%	1.00%	
	TOSCO CORP	891490AR5	A-	A2	Y	\$1,057,120	0.78%	1.00%	
	TOYOTA MTR CR CORP FR	89236TKL8	A+	A1	Y	\$1,003,300	0.74%	1.00%	
	UNITED PARCEL SERVICE	911312BT2	A	A2	Y	\$484,550	0.36%	1.00%	
	UNITEDHEALTH GROUP IN	91324PDN9	A+	A2	Y	\$482,055	0.35%	1.00%	
	WELLS FARGO COMPANY	94974BGL8	BBB	A3	Y	\$942,340	0.69%	1.00%	
	Municipal Bonds	CONNECTICUT ST TXBL S	20772KGN3	AA-	AA3	Y	\$986,570	0.72%	1.00%
		HOUSTON TX REF SER B	4423315T7	AA	AA3	Y	\$984,780	0.72%	1.00%
NEW YORK NY TXBL FISC		64966QCA6	AA	AA2	Y	\$971,810	0.71%	1.00%	
ONTARIO CA INTERNATIO		683042AJ4	AA	N/A	Y	\$477,190	0.35%	1.00%	
OREGON ST DEPT ADMINI		68607VT47	AAA	AA2	Y	\$493,580	0.36%	1.00%	
TULSA CNTY OKLA INDPT		899593MG9	N/A	AA2	Y	\$490,280	0.36%	1.00%	
U.S. Treasuries	U S TREASURY NOTE	91282CCJ8	N/A	AAA	Y	\$8,997,700	6.61%	100.00%	
		91282CEX5	N/A	AAA	Y	\$9,818,000	7.21%	100.00%	
		91282CHK0	N/A	AAA	Y	\$9,733,200	7.15%	100.00%	
		912828ZV5	Null	AAA	Y	\$8,566,800	6.29%	100.00%	
		912828ZW3	N/A	AAA	Y	\$9,190,600	6.75%	100.00%	

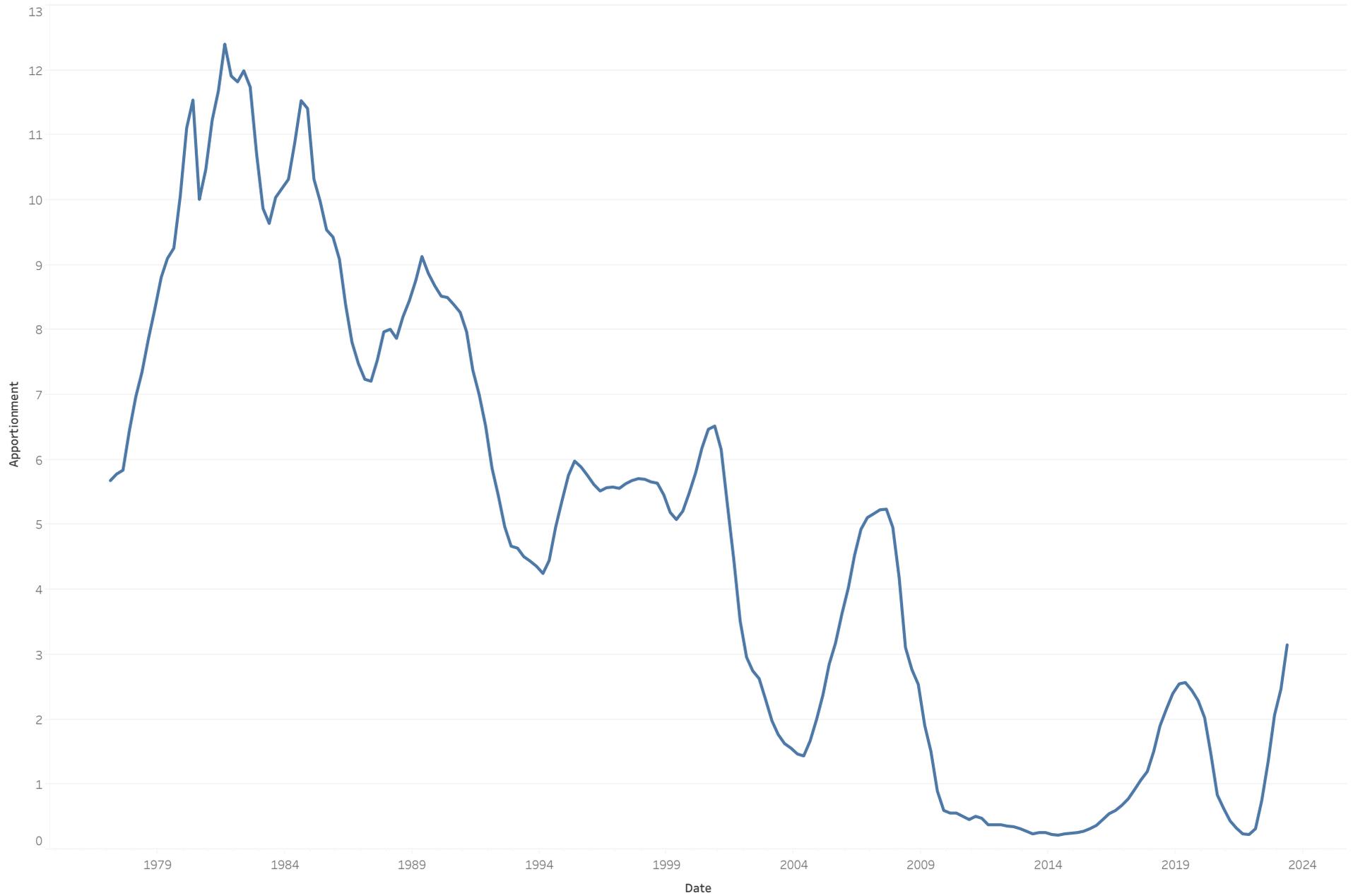


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EL SEGUNDO

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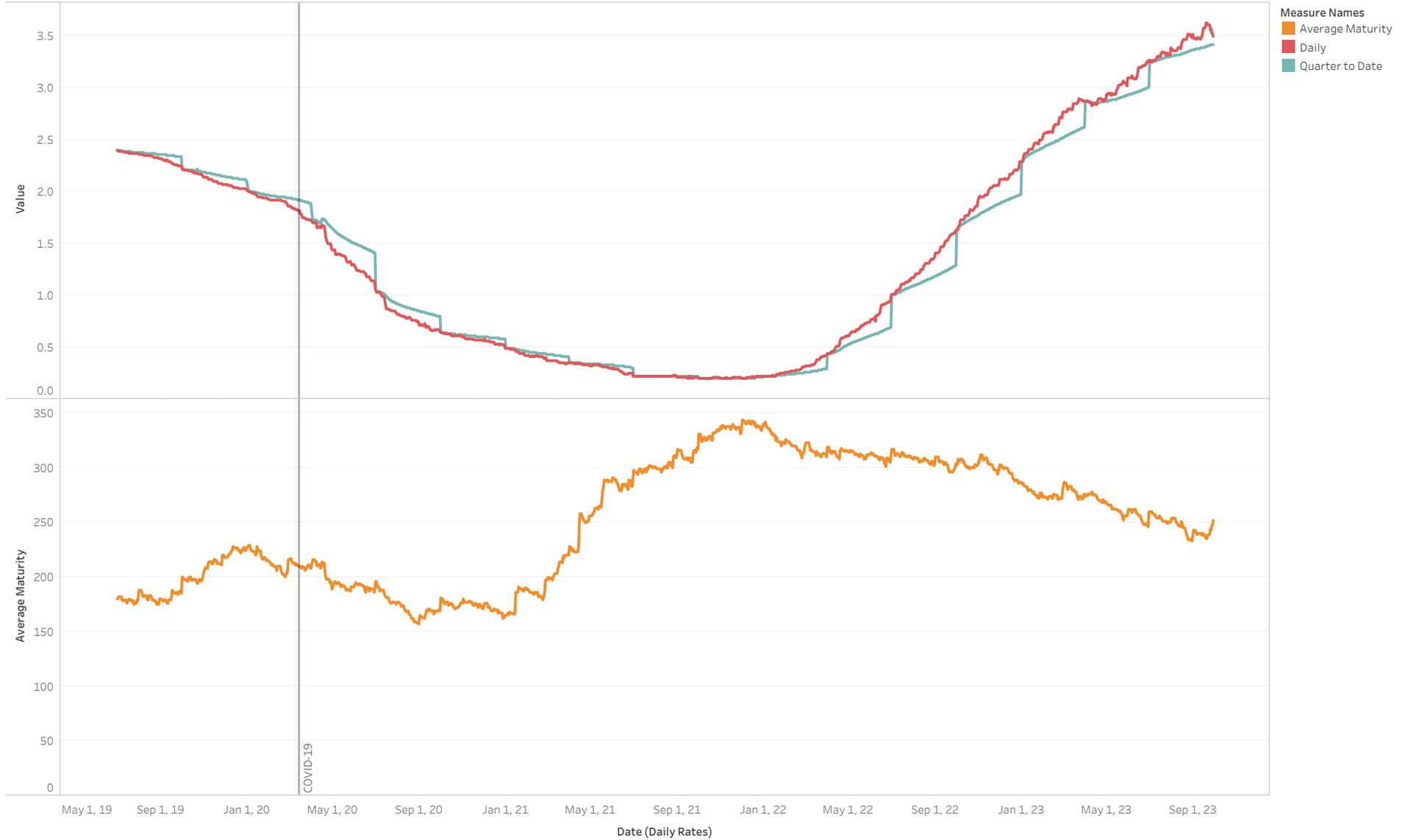
# LAIF Apportionment Rates

As of September 2023



# LAIF Diagnostics

As of September 2023



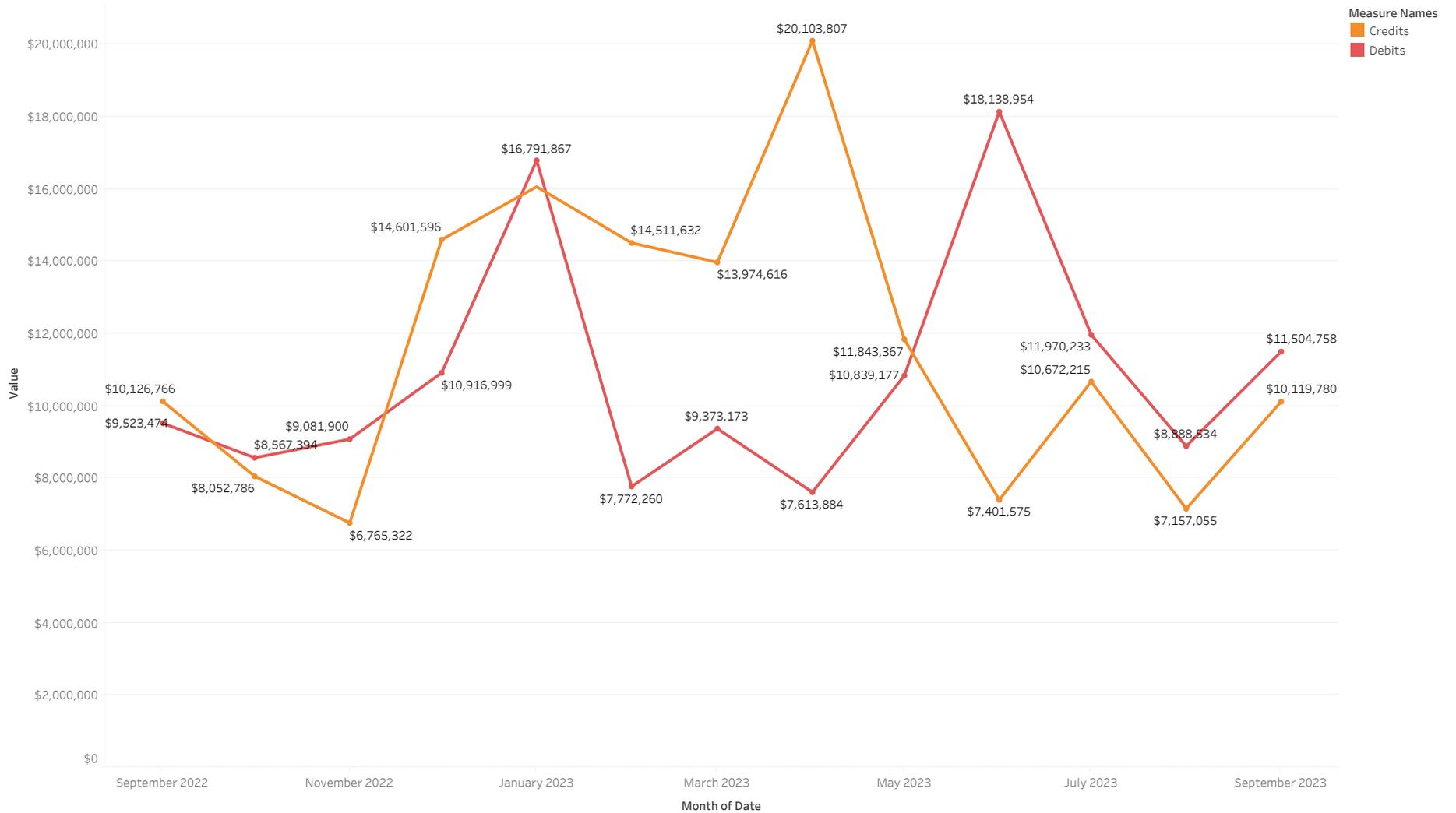


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# City Cash Flows

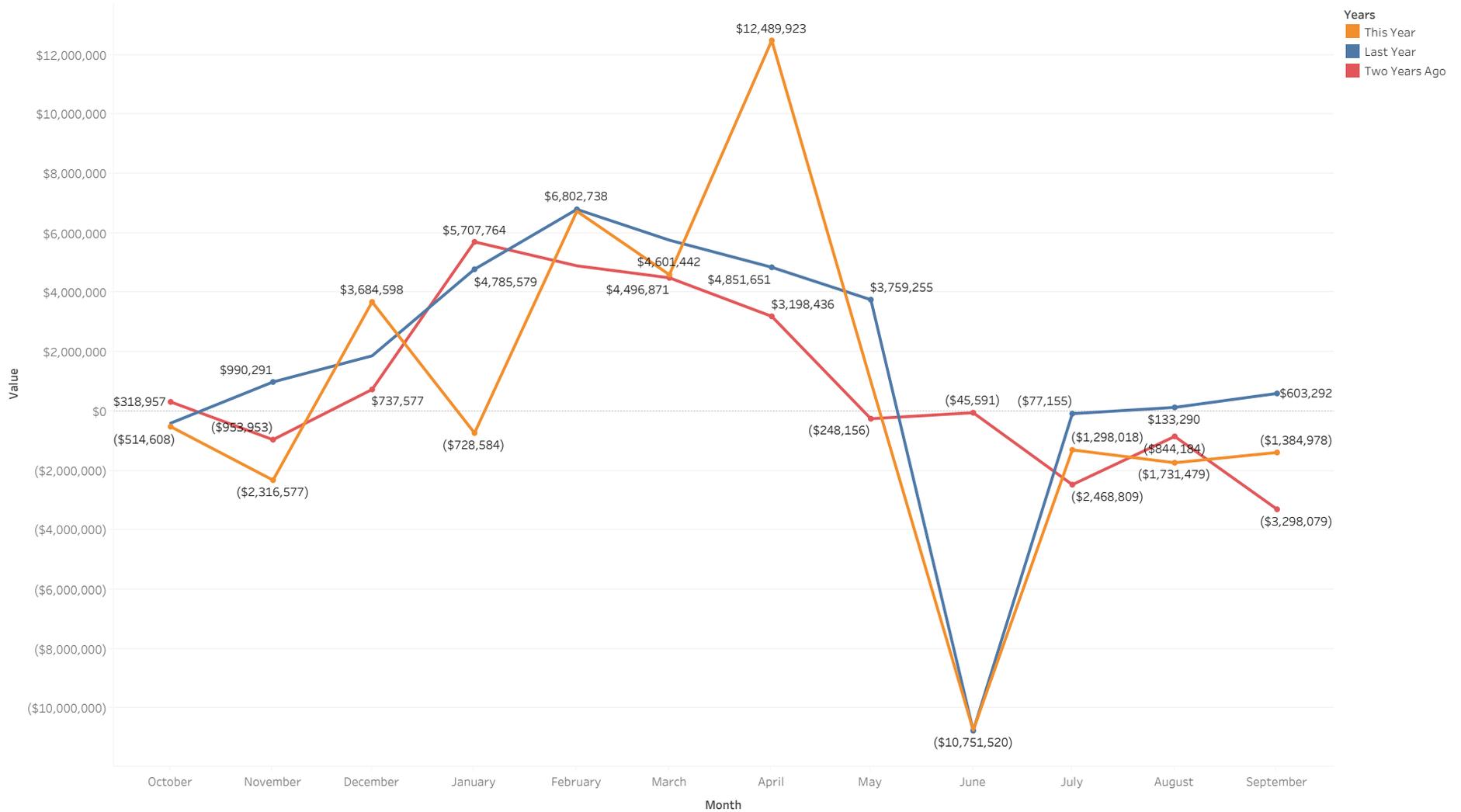
# Rolling 13-Month Cash Flow Analysis

As of September 2023



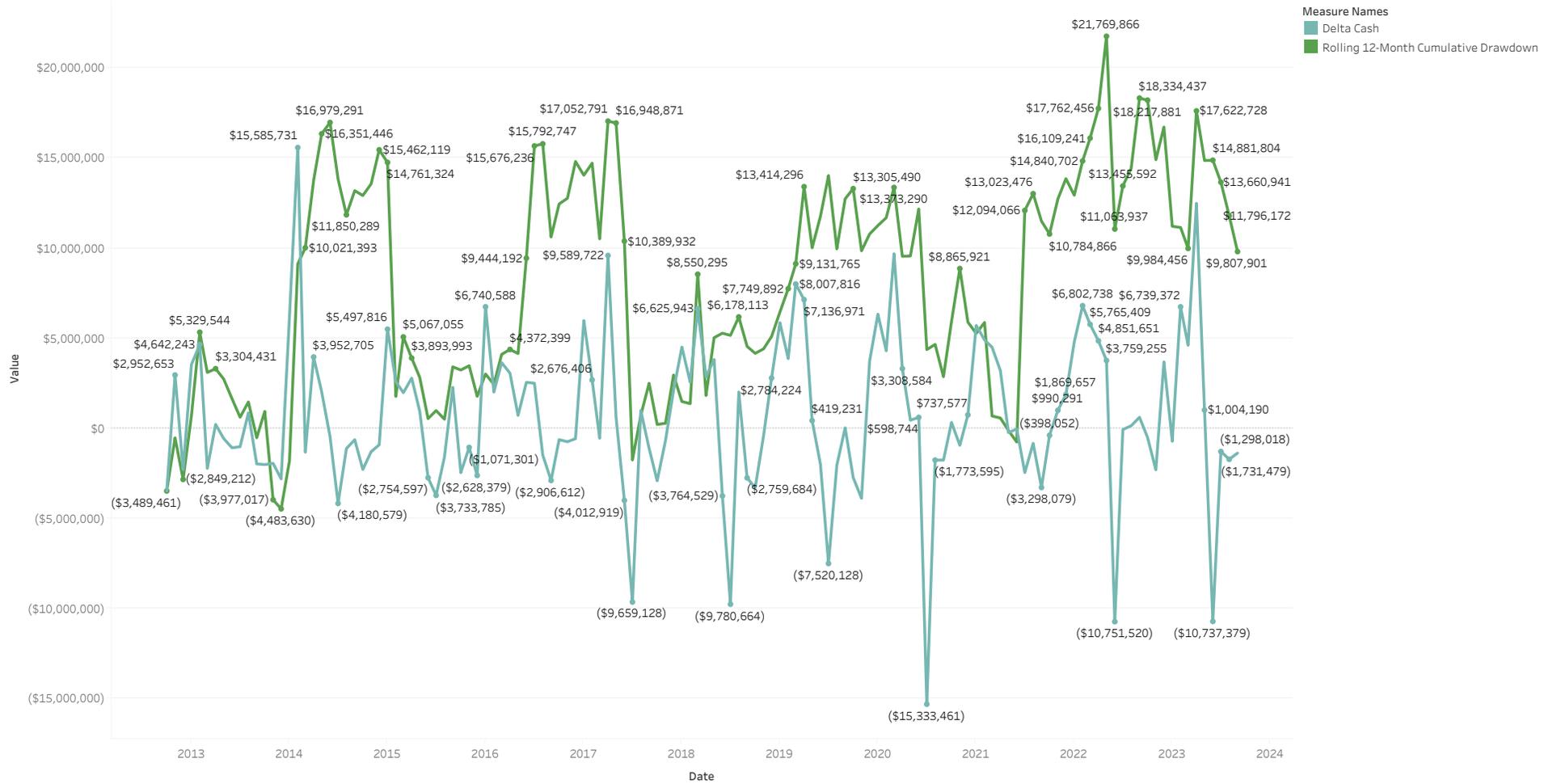
# Net Change in Cash by Year

As of September 2023



# Historic Drawdowns

As of September 2023



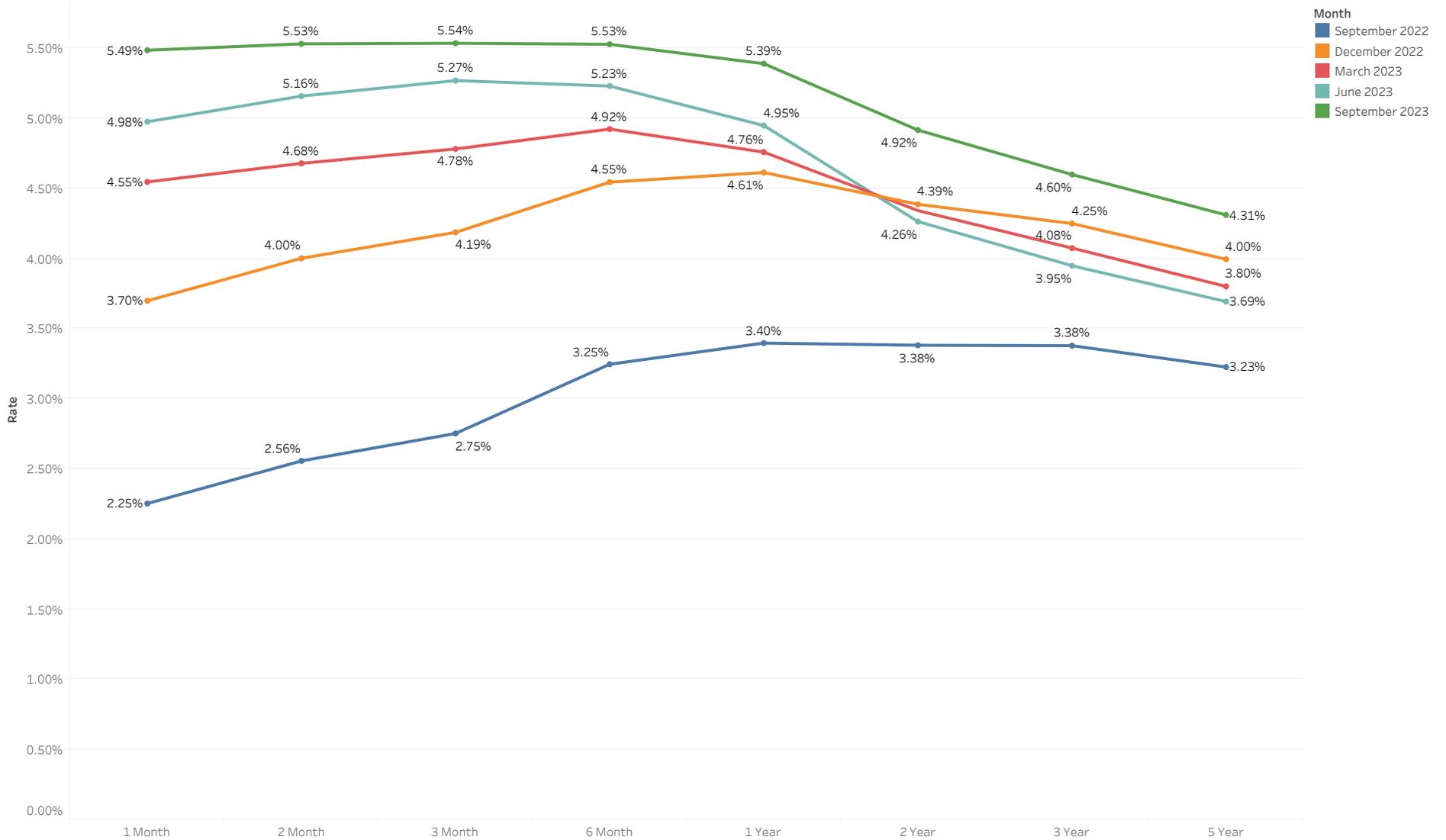


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# Economic Environment

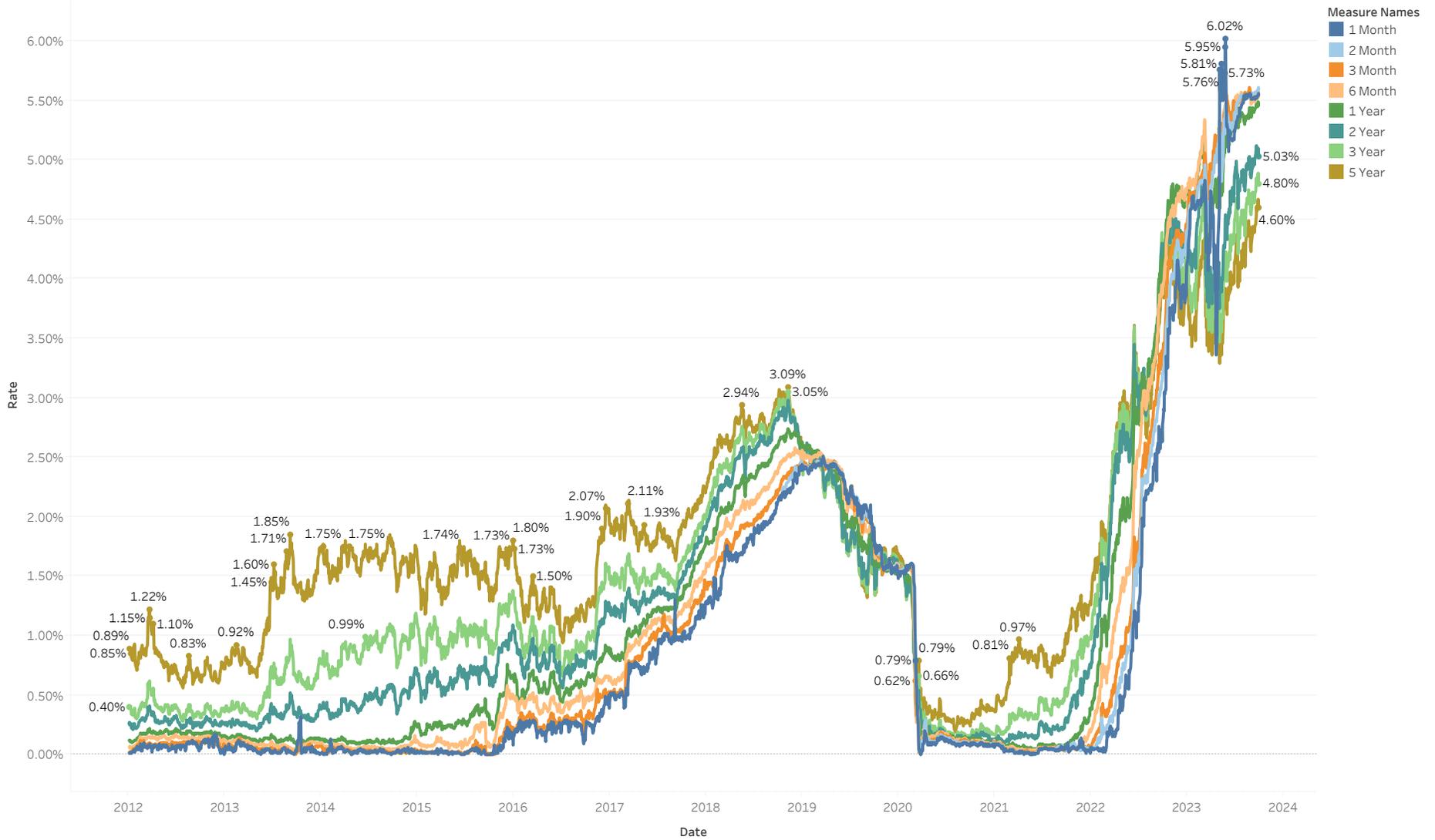
# U.S. Treasury Yield Curve

As of September 2023



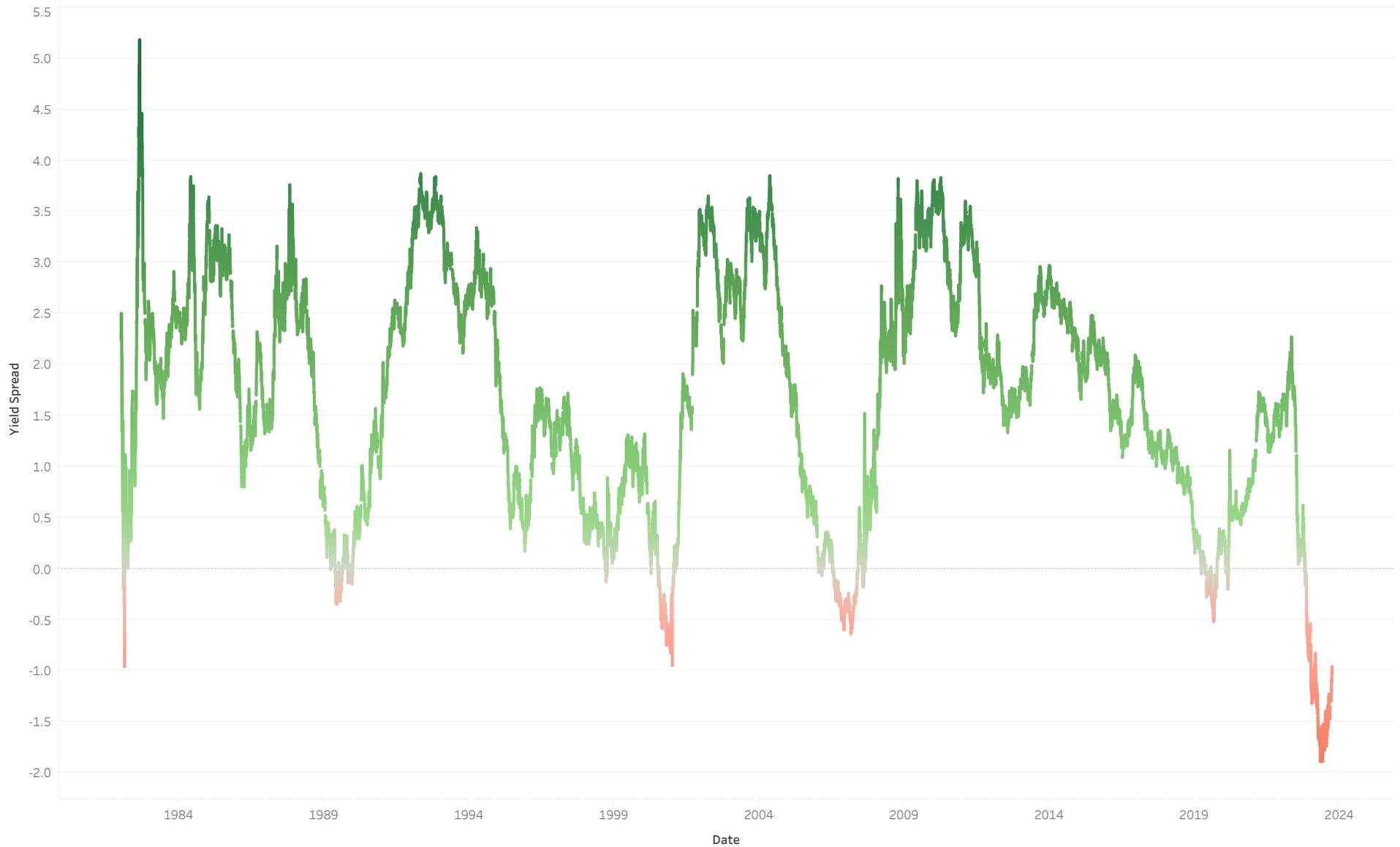
# U.S. Treasury Maturity Through Time

As of September 2023



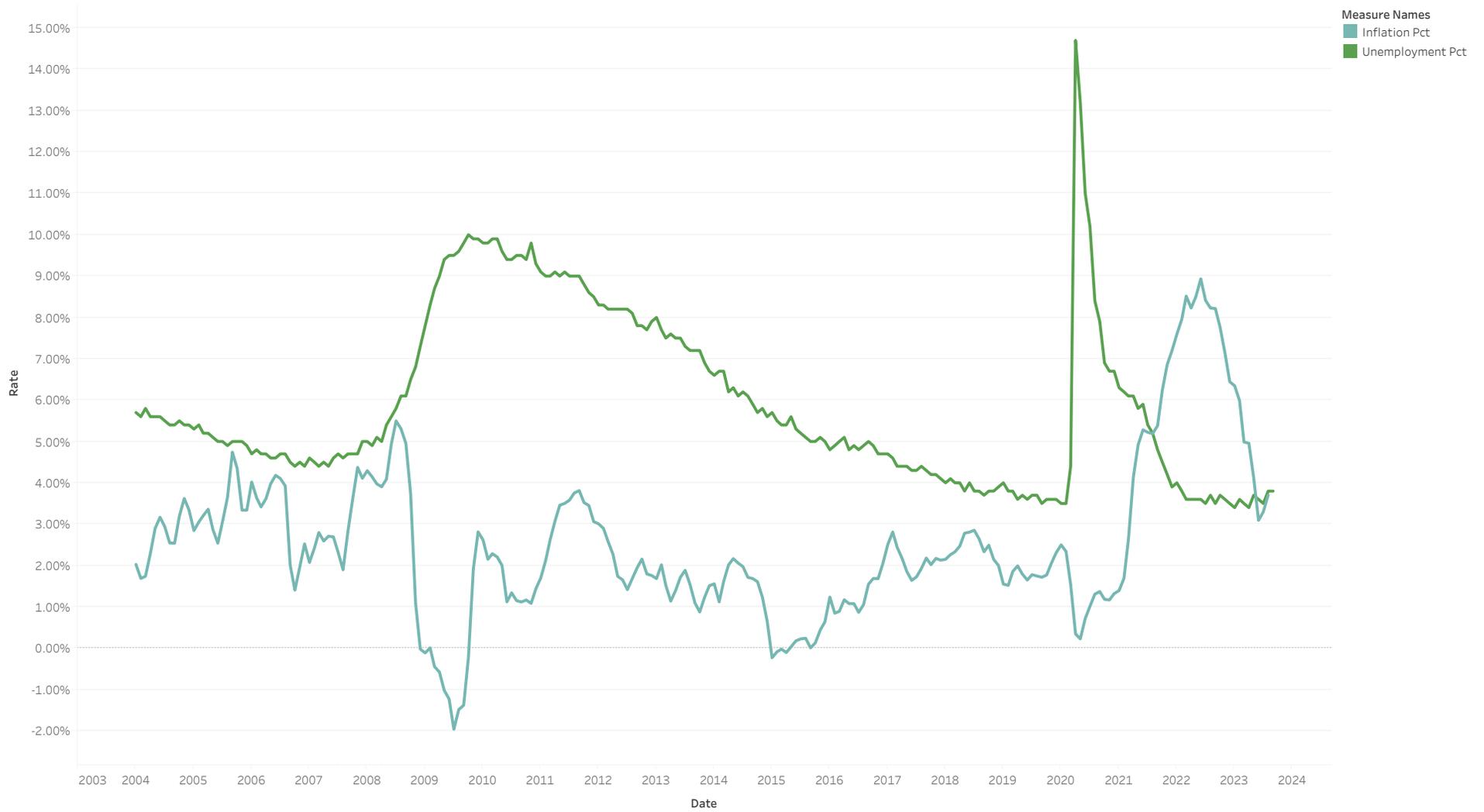
# 10-Year Minus 3-Month Treasury Yield Spread

As of September 2023



# Unemployment vs Inflation

As of September 2023



# 5-Year Breakeven Inflation Prediction

As of September 2023





CITY OF  
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I certify that this report accurately reflects all pooled investments and it is in conformity with the investment policy as approved by the City Council on 10/1/22. A copy of this policy is available in the office of the City Clerk. The investment program herein shown provides sufficient cash flow liquidity to meet the next six months estimated expenditures.

Sources for the valuations are as follows:

Federal Agency Issues, Treasury Securities and Miscellaneous Securities: Union Bank, the custodial agent for the City of El Segundo.

Detailed information on all purchase and sale transactions follows the Investment Portfolio Details section.

	10/10/2023
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Matthew Robinson, City Treasurer

Date