



AGENDA

EL SEGUNDO CITY COUNCIL
REGULAR MEETING
TUESDAY, JUNE 18, 2024

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
Saul Rodriguez, Police Chief
Michael Allen, Community Development Dir.
Jose Calderon, IT Director
Aly Mancini, Recreation, Parks & Library Dir.

Mark Hensley, City Attorney
Paul Chung, Chief Financial Officer
George Avery, Fire Chief
Rebecca Redyk, HR Director
Elias Sassoon, Public Works Dir.

MISSION STATEMENT:

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

VISION STATEMENT:

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

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

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

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

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

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

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

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

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

SPECIAL ORDERS OF BUSINESS

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

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

1. City Manager
Performance Evaluation

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

1. Orr-Ryals v. City of El Segundo, Los Angeles Superior Court Case.

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)): -2- matter(s).

CONFERENCE WITH CITY’S LABOR NEGOTIATOR (GOV’T CODE §54957.6): -1- MATTER(S)

1. Employee Organizations: City Employee Association (CEA)
Representative: City Manager, Darrell George, and Human Resources Director, Rebecca Redyk and Alex Volberding

**CONFERENCE WITH REAL PROPERTY NEGOTIATOR (GOV'T CODE §54956.8): -
0- MATTER(S)**

1. Covenant Restrictions and Easements Owned by Chevron, USA Throughout the City of El Segundo.
City of El Segundo Property Negotiator - Darrell George, City Manager
Chevron, USA Property Negotiator - Todd Littleworth, Senior Counsel

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

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

PLEDGE OF ALLEGIANCE – Council Member Giroux

SPECIAL PRESENTATIONS

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

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

A. PROCEDURAL MOTIONS

Read All Ordinances and Resolutions on the Agenda by Title Only

Recommendation -

Approval

B. CONSENT

1. City Council Meeting Minutes

Recommendation -

1. Approve regular City Council meeting minutes of June 4, 2024.
2. Alternatively, discuss and take other action related to this item.

2. Warrant Demand Register for May 20, 2024 through June 2, 2024

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 22C and 23A: warrant numbers 3050725 through 3050898, and 9003163 through 9003168.
 3. Alternatively, discuss and take other action related to this item.

3. **Waiver of Competitive Bidding for Agreement Amendments and Blanket Purchase Orders for FY 2024-25 in Excess of \$50,000 for Various Departments**

Recommendation -

Pursuant to El Segundo Municipal Code § 1-7-9(A), waive competitive bidding and approve the following for FY 2024-25:

1. Amendment to Agreement No. 5861 with Riester Pacific, Inc. for the City's economic development and hospitality and tourism marketing services for an amount not to exceed \$350,000.
2. Amendment to Agreement No. 6904 with Temporary Staffing Professionals to provide on-call temporary staffing services for use by all City departments for an amount not to exceed \$300,000.
3. Continued purchase of gasoline and diesel fuel for City vehicles and equipment through the use of spot market purchasing for an amount not to exceed \$254,500.
4. Amendment to Agreement No. 3381 with All Cities Management Services, Inc. for ongoing services to provide crossing guard services for the El Segundo School District for an amount not to exceed \$180,000.
5. Amendment to Agreement No. 3313 with Hinderliter De Llamas & Associates to provide professional services related to sales and use tax for an amount not to exceed \$150,000.
6. Amendment to Agreement No. 6467 with Waterline Technologies, Inc. for the purchase of all pool chemicals needed to maintain the City's recreational aquatic facilities for an amount not to exceed \$150,000.
7. Amendment to Agreement No. 6379 with Willdan Engineering for professional plan check services for an amount not to exceed \$120,000.
8. Amendment to Agreement No. 6423 with Charles Abbot Associates Inc. to provide solid waste and recycling compliance support services for the Public Works Department for an amount not to exceed \$100,000.
9. Authorize the issuance of a blanket purchase order to Metron Farnier for the purchase of single jet AMR water meters for the City's water system for an amount not to exceed \$100,000
10. Amendment to Agreement No. 6899 with RCS Investigations &

Consulting to provide confidential personnel investigations for an amount not to exceed \$100,000.

11. Amendment to Agreement No. 6016 with KNB Consulting, LLC. for strategic public relations services and support to the Communications and Economic Development Divisions for an amount not to exceed \$96,000.
12. Amendment to Agreement No. 2772 with Wittman Enterprises, LLC to provide ambulance transport and fire prevention billing and collection services, and distribution of City notices of privacy practices for the Fire Department for an amount not to exceed \$85,000.
13. Amendment to Agreement No. 3516 with Tyler Technologies/Eden Financial Management Systems for annual software licensing, maintenance, and support for an amount not to exceed \$80,000.
14. Amendment to Agreement No. 6010 with CrowdStrike, Inc. to provide cybersecurity services and software for an amount not to exceed \$71,500.
15. Amendment to Agreement No. 6424 with Marc Cohen for Medical Director consulting services for the El Segundo Fire Department for an amount not to exceed \$55,500.
16. Authorize the issuance of a blanket purchase order to Baker & Taylor Information Services for supplying books and other library materials for an amount not to exceed \$53,177.
17. Authorize the City Manager, or designee, to issue purchase orders, amend agreements, and execute all necessary documents to facilitate the purchases of goods and services approved in this report.
18. Alternatively, discuss and take other action related to this item.

4. **Second Reading of an Ordinance Amending El Segundo Municipal Code Chapter 1-6 (Personnel Merit System) to Expand List of Positions Exempt from the Civil Service System**

Recommendation -

1. Waive second reading of the proposed Ordinance and its title and adopt the Ordinance amending El Segundo Municipal Code Chapter 1-6 to expand the list of positions exempt from the Civil Service System.
2. Alternatively, discuss and take other action related to this item.

5. **Amendments to Agreements with Swoop, Inc. and Lyft, Inc. to Provide Transportation Services Through Fiscal Year 2024-25**

Recommendation -

1. Authorize the City Manager to execute a Second Amendment with Swoop, Inc. for \$139,000 for various shuttle and day trip operations for FY 2024-25.
2. Authorize the City Manager to execute a Second Amendment with Lyft for \$85,000 for Dial a Ride and Dr. Dial a Ride services for FY 2024-25.
3. Alternatively, discuss and take other action related to these items.

6. **Event Permit Fee Waiver El Segundo Firefighters' Association Fun Run**

Recommendation -

1. Approve a seventy-five percent (75%) event fee waiver for the El Segundo Firefighters' Association Fun Run event.
2. Alternatively, discuss and take other action related to this item.

7. **Waiver of Bidding for Cooperative Purchase of Five New Police Department Motorcycles**

Recommendation -

1. Pursuant to El Segundo Municipal Code 1-7-9(C), authorize the cooperative "piggyback" purchase of five new 2024 BMW R-1250 RT-P 716 motorcycles through a competitively bid City of Sacramento contract #B22153311006 in an amount not to exceed \$167,834.57, including a \$5,000 contingency.
2. Authorize the City Manager, or designee, to execute all necessary agreements, orders, or other documentation to effectuate the purchase of the motorcycles.
3. Authorize the City Manager, or designee, to repurpose, sell, or auction the department's used motorcycle fleet, except for two low-mileage BMW motorcycles that will be kept for training purposes.
4. Alternatively, discuss and take other action related to this item.

8. Waiver of City Municipal Code Section 10-1-4(C) to Allow Alcohol for Walk With Sally's White Light White Night Event

Recommendation -

1. Approve request to waive City Municipal Code section 10-1-4(C) to allow alcohol on Park Place and Apollo Street during the White Light White Night event on Saturday, August 10, 2024.
2. Alternatively, discuss and take other action related to this item.

C. PUBLIC HEARINGS

D. STAFF PRESENTATIONS

9. Resolution Amending City's Administrative Code Chapter 1A2 (Management Confidential Series) Relating to Battalion Chief Classification Salary Increases and Benefit Changes

Recommendation -

1. Adopt a Resolution amending the City's Administrative Code to update sections for the unrepresented Battalion Chief classification covered under Chapter 1A2 Management-Confidential series.
2. Alternatively, discuss and take other action related to this item.

10. Resolution to Establish a Workplace Violence Prevention Plan

Recommendation -

1. Adopt a Resolution establishing a Workplace Violence Prevention Plan.
2. Alternatively, discuss and take other action related to this item.

11. 2024 Annual Update to the City's FY 2022-26 Strategic Plan

Recommendation -

1. Adopt the 2024 update to the FY 2022-2026 Strategic Plan.
2. Alternatively, discuss and take other action related to this item.

12. Decrease of City Subsidy for the Residential Solid Waste Collection Fee by \$0.59 per Month Retroactive to May 1, 2024

Recommendation -

1. Reimpose \$0.59 to the monthly residential Solid Waste Fee, retroactive to May 1, 2024, to account for the May 1, 2024 CPI increase.

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

13. Update on Replacement of the City's Enterprise Resource Planning System

Recommendation -

1. Receive and file the update and provide direction, as needed.
2. Alternatively, discuss and take other action related to this item.

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS

F. REPORTS - CITY CLERK

G. REPORTS - CITY TREASURER

H. REPORTS - COUNCIL MEMBERS

COUNCIL MEMBER BALDINO

COUNCIL MEMBER GIROUX

14. Discussion of Travel Policy for Elected Officials

Recommendation -

1. Discuss the City's travel policy for elected officials.
2. Alternatively, discuss and take other action related to this item.

COUNCIL MEMBER PIRSZTUK

MAYOR PRO TEM PIMENTEL

MAYOR BOYLES

I. REPORTS - CITY ATTORNEY

J. REPORTS/FOLLOW-UP - CITY MANAGER

CLOSED SESSION

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

REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

MEMORIALS

ADJOURNMENT

POSTED:

DATE: June 13, 2024

TIME: 10:00 AM

BY: Tracy Weaver, City Clerk

MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JUNE 4, 2024

CLOSED SESSION – Mayor Boyles called the meeting to order at 4:30 PM due to lack of quorum at 4:00 PM

ROLL CALL

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

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

SPECIAL ORDER OF BUSINESS:

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

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

1. Retired Police Chief, Jaimie Bermudez Workers' Compensation Claim (WCAB) No. 23-174903.

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

1. City Manager
Performance Review

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

1. Employee Organizations: Management Confidential (unrepresented).

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

Adjourned at 5:45 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 - Absent
Council Member Baldino - Present

INVOCATION – Pastor Rob McKenna, Bridge Church

PLEDGE OF ALLEGIANCE – Council Member Pirsztuk

SPECIAL PRESENTATIONS:

Added to the agenda: (Order rearranged per Mayor)

- El Segundo Recreation Park Youth Drama program sang a song from their upcoming production of Seussical the Musical Jr, which runs this weekend at the Recreation Park Clubhouse.
- George Avery, Fire Chief introduced Captain Del Castillo who introduced Victoria Gustafson, recent survivor of a CPR save at Recreation Park’s Pickleball courts.

(Order rearranged per Mayor)

1. Proclamation read by Mayor Pro Tem Pimentel proclaiming June 19, 2024 as Juneteenth Celebration Day and presented to Tanya Taylor, Black in Mayberry Founder and Executive Director.
5. Council recognized the El Segundo High School Boys’ Lacrosse Team.
6. Council recognized the El Segundo High School’s Boys’ Golf Team; 2024 CIF Champions.
2. E.J. Caldwell, West Basin Municipal Water District General Manager gave a Fiscal Year 2024-25 Budget Summary Presentation.
3. Rebecca Redyk, Human Resources Director, and Council recognized Employees who completed the Leadership Academy.
4. Aly Mancini, Recreation, Parks, and Library Director presented the Summer Concerts in the Park series which begin on Sunday, June 16, 2024.

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

Cheryl Smith, resident, thanked Council for their time and consideration that goes into selecting CCB members.

CITY MANAGER FOLLOW-UP COMMENTS:

- Gave an update on the Hyperion Reclamation Plant

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

MOTION by Mayor Pro Tem Pimentel, SECONDED by Council Member Baldino to read all ordinances and resolutions on the agenda by title only. MOTION PASSED. 4/0

B. CONSENT:

7. Approve special (Budget Study Session #2) and regular City Council meeting minutes of May 21, 2024, and special (CCB Interviews) minutes of May 22, 2024. (Fiscal Impact: None)
8. Approve warrants demand register for April 29, 2024 through May 19, 2024, numbers 21B, 22A and 22B: warrant numbers 3050427 through 3050724, and 9003148 through 9003162. Ratify Payroll and employee benefit Checks; Checks released early due to contracts or agreement; Emergency disbursements and/or adjustments; and, Wire transfers. (Fiscal Impact: \$6,036,808.38 (\$2,101,025.56 in check warrants and \$3,935,782.82 in wire warrants))
9. PULLED BY MAYOR PRO TEM PIMENTEL

MOTION by Council Member Baldino, SECONDED by Council Member Pirsztuk, approving Consent items 7, (as amended), and 8. MOTION PASSED. 4/0

PULLED ITEMS:

9. Resolution Establishing a Citywide Email Policy
(Fiscal Impact: The City will realize savings in reduced storage expenses and improved operational efficiency)

Mayor Pro Tem Pimentel asked why 5-years vs. 2-3 years for retaining emails.

Mark Hensley, City Attorney gave an explanation.

MOTION by Mayor Pro Tem Pimentel, SECONDED by Council Member Pirsztuk adopting Resolution No. 5491 establishing a Citywide five-year retention policy for emails, subject to limited exceptions. MOTION PASSED. 4/0

COMMITTEES, COMMISSIONS AND BOARDS: ***(Item #12 moved forward per Mayor)***

12. Capital Improvement Program Advisory Committee (CIPAC) Presentation
(Fiscal Impact: None)

Elias Sassoon, Public Works Director introduced the item.

Eric Kari, CIPAC Chairperson gave an update report on CIPAC.

Council consensus to receive and file the update.

G. REPORTS – CITY TREASURER – (Item #15 moved forward per Mayor)

15. Investment Portfolio Report for March 2024
(Fiscal Impact: None)

Matthew Robinson, City Treasurer gave a presentation.

Council Discussion

Council consensus to receive and file the presentation.

COMMITTEES, COMMISSIONS AND BOARDS: (Item #13 moved forward per Mayor)

13. Appointments to the Recreation and Parks Commission, Planning Commission, Capital Improvement Program Advisory Committee, Diversity, Equity, Inclusion Committee, and Senior Citizen Housing Corporation Board.
(Fiscal Impact: None)

Mayor Boyles announced Marc Cavagnolo to a partial term expiring May 30, 2027 and Kelly Watson to a full term expiring May 30, 2028 to the Recreation and Parks Commission, Mario Inga and Mark Christian to full terms expiring June 30, 2028 to Planning Commission, Cheryl Smith to a partial term expiring October 31, 2026 to Capital Improvement Program Advisory Committee, Sean O'Brien to a partial term expiring October 31, 2026 to Diversity, Equity, and Inclusion Committee and Time Whelan and Denise Fessenbecker to full terms expiring June 30, 2028 to Senior Citizen Housing Corporation Board.

C. PUBLIC HEARING:

10. Public Hearing for Approval of Proposed FY 2024-25 Citywide Operating Budget, Capital Improvement Program Budget, Gann Appropriations Limit, and Associated Financial Policies.
(Fiscal Impact: 2024-25 budget appropriations (for all funds) equal \$210,950,427 with off-setting estimated revenues and use of reserves. Of these amounts, proposed General Fund appropriations equal \$97,472,672 with off-setting estimated revenues and use of reserves. All applicable City financial policies are being fully adhered to)

Mayor Boyles stated this was the time and place to conduct a public hearing approving Proposed FY 2024-25 Citywide Operating Budget, Capital Improvement Program Budget, Gann Appropriations Limit, and Associated Financial Policies.

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

Darrell George, City Manager introduced the item.

Paul Chung, Chief Financial Officer gave a presentation.

Public Input:

MOTION by Mayor Pro Tem Pimentel, SECONDED by Council Member Pirsztuk to close the public hearing. MOTION PASSED. 4/0

Council discussion

Mark Hensley, City Attorney read by title only:

RESOLUTION NO. 5492

A RESOLUTION ADOPTING THE 2024-2025 FINAL OPERATING AND CAPITAL IMPROVEMENT BUDGET AND THE 2024-2025 APPROPRIATIONS LIMIT FOR THE CITY OF EL SEGUNDO.

MOTION by Council Member Pirsztuk, SECONDED by Mayor Pro Tem Pimentel adopting Resolution No. 5492. MOTION PASSED. 4/0

STAFF PRESENTATIONS:

11. First Reading of an Ordinance Amending El Segundo Municipal Code Chapter 1-6 (Personnel Merit System) to Add the Environmental Programs Manager and Revise Title of the Building Safety Manager to Building Official Under the List of Positions Exempt from the Civil Service System (Fiscal Impact: Local tax measures that were approved in 2022, such as Measure BT, which updated and increased the City's business license tax, will likely not comply with the provisions of the initiative, resulting in a loss of approximately \$3 million of annual revenue. Additional impacts on City fees and charges are anticipated if this initiative is approved, which would reduce funding for essential City services) (Fiscal Impact: None)

Rebecca Redyk, Human Resources Director reported on the item.

Council Discussion

Mark Hensley, City Attorney read by title only;

ORDINANCE NO. 1662

AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE CHAPTER 1-6 (PERSONNEL MERIT SYSTEM) TO EXPAND THE LIST OF POSITIONS EXEMPT FROM THE CIVIL SERVICE SYSTEM.

Mayor Pro Tem Pimentel introduced the Ordinance. Second reading and possible adoption is scheduled for regular City Council meeting on June 18, 2024.

F. REPORTS – CITY CLERK –

14. Adopt Resolutions Call a City General Municipal Election on November 5, 2024 and Taking Associated Actions.
(Fiscal Impact: \$80,000 based on three (3) Council Member seats and City Clerk. The FY 2024-25 Proposed Budget includes the cost of conducting the elections)

Tracy Weaver, City Clerk reported on the item.

Council Discussion

Mark Hensley, read by title only:

RESOLUTION NO. 5493

A RESOLUTION OF THE CITY COUNCIL OF EL SEGUNDO, CALIFORNIA, CALLING A CITY GENERAL MUNICIPAL ELECTION ON NOVEMBER 5, 2024 FOR THE ELECTION OF THREE CITY COUNCIL MEMBERS AND CITY CLERK

MOTION by Mayor Boyles, SECONDED by Council Member Baldino adopting Resolution No. 5493. MOTION PASSED. 4/0

Mark Hensley, read by title only:

RESOLUTION NO. 5494

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2024 WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THAT DATE.

MOTION by Mayor Boyles, SECONDED by Council Member Baldino adopting Resolution No. 5494. MOTION PASSED. 4/0

Mark Hensley, City Attorney read by title only;

RESOLUTION NO. 5495

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO,
CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATE STATEMENTS FOR
CITY COUNCIL CANDIDATES FOR THE CITY'S NOVEMBER 5, 2024 GENERAL
MUNICIPAL ELECTION

MOTION by Mayor Boyles, SECONDED by Council Member Baldino adopting Resolution No. 5495. MOTION PASSED. 4/0

H. REPORTS – COUNCIL MEMBERS

Council Member Baldino – Asked staff to add an item to the next agenda regarding approval to expand the Recreation and Parks subcommittees' roll to include Hilltop Park renovation, asked for an update on the city's bike lanes from the subcommittee, and congratulated all the ESHS graduates.

Council Member Giroux – Absent

Council Member Pirsztuk – Attended and reported on SBCOG meeting, will attend a Senior meeting, and commented on transportation and Metro regarding safety, thanked Rotary for the hosting the Service Awards Luncheon. Thanked Public Works for lighting up the water tower for PRIDE month and over the weekend it will be lit up blue and gold in celebration of ESHS graduates.

Mayor Pro Tem Pimentel – Transportation meeting is cancelled for June, attended, and reported on Sanitation meeting, reported on bills Sacramento is discussing, and lastly thanked a local dad who hosted an event to discuss E-bike safety with parents and children.

Mayor Boyles – Mentioned Legislature is considering repealing the net operating loss carry forward credit and R & B tax credit.

16. Consideration and Discussion to Possibly Establish a City Council Subcommittee for a City Enterprise Resource Planning System
(Fiscal Impact: None)

Mayor Boyles introduced the item.

Council discussion

Council did not make a motion.

Council consensus directing staff to update the City Council on the process and progress quarterly from the IT department regarding the Enterprise Resource Planning System (ERP).

I. REPORTS –CITY ATTORNEY – No report

- J. REPORTS/FOLLOW-UP – CITY MANAGER – Stated only 3 CCB’s needing to update on the Council; Planning Commission, Recreation and Parks Commission and the Library Board of Trustees.

MEMORIAL – None

Adjourned at 8:10 PM

Tracy Weaver, City Clerk



City Council Agenda Statement

Meeting Date: June 18, 2024

Agenda Heading: Consent

Item Number: B.2

TITLE:

Warrant Demand Register for May 20, 2024 through June 2, 2024

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 22C and 23A: warrant numbers 3050725 through 3050898, and 9003163 through 9003168.
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 \$1,728,299.56 (\$945,972.29 in check warrants and \$782,327.27 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

June 18, 2024

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

DISCUSSION:

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

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

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

PREPARED BY:

Liz Lydic, Management Analyst

REVIEWED BY:

Wei Cao, CPA, CPFO, Finance Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Register 22c - summary
2. Register 23a - summary

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3050725 - 3050835
9003163 - 9003164

DATE OF APPROVAL: AS OF 6/4/24

REGISTER #22c

001	GENERAL FUND	260,547.72
003	EXPENDABLE TRUST FUND - OTHER	2,000.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	560.00
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	64.26
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	4,326.22
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	38.01
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	847.75
302	INFRASTRUCTURE REPLACEMENT FUND	-
311	DEVELOPER IMPACT FEES - GENERAL GOVERNME	-
312	DEVELOPER IMPACT FEES - LAW ENFORCEMENT	-
313	DEVELOPER IMPACT FEES - FIRE PROTECTION	-
314	DEVELOPER IMPACT FEES - STORM DRAINAGE	-
315	DEVELOPER IMPACT FEES - WATER DISTRIBUTI	-
316	DEVELOPER IMPACT FEES - WASTEWATER COLLE	-
317	DEVELOPER IMPACT FEES - LIBRARY	-
318	DEVELOPER IMPACT FEES - PUBLIC MEETING	-
319	DEVELOPER IMPACT FEES - AQUATICS CENTER	-
320	DEVELOPER IMPACT FEES - PARKLAND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	32,294.04
502	WASTEWATER FUND	384,323.77
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	7,950.00
703	EXPENDABLE TRUST FUND - OTHER	-
704	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	<u>692,951.77</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:

NOTES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER

CITY MANAGER

DATE:

DATE:

Toni V. [Signature] 5/31/24

[Signature]
6-4-24

CITY OF EL SEGUNDO
WARRANTS TOTALS BY DEPARTMENT
AS OF 6/4/24
REGISTER #22c

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	2,120.45
1201	City Treasurer	6,193.29
1300	City Clerk	555.89
2101	City Manager	8,657.80
2102	Communications	6,640.03
2103	El Segundo Media	
2201	City Attorney	
2401	Economic Development	3,291.06
2402	Planning	5,820.05
2405	Human and Health Services	3,686.77
2500	Administrative Services	23,479.91
2601	Government Buildings	46,641.07
2900	Nondepartmental	7,292.93
6100	Library	18,334.04
		132,713.29
PUBLIC SAFETY		
3100	Police	26,932.98
3200	Fire	27,182.84
2403	Building Safety	262.35
2404	Plng/Bldg Sfty Administration	170.80
		54,548.97
PUBLIC WORKS		
4101	Engineering	1,608.19
4200	Streets	21,410.44
4300	Wastewater	978.84
4601	Equipment Maintenance	3,846.89
4801	Administration	1,298.06
		29,142.42
COMMUNITY DEVELOPMENT		
5100,5200	Recreation & Parks	17,403.05
5400	CAMPS	
		17,403.05
EXPENDITURES		
CAPITAL IMPROVEMENT		847.75
ALL OTHER ACCOUNTS		458,296.29
TOTAL WARRANTS		692,951.77

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 05/20/24 THROUGH 05/26/24**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
5/24/2024	IRS	286,411.40	Federal 941 Deposit
5/24/2024	Employment Development	5,042.13	State SDI payment
5/24/2024	Employment Development	64,708.72	State PIT Withholding
5/24/2024	Mission Square	65,446.07	457 payment Vantagepoint
5/24/2024	Mission Square	1,080.00	401(a) payment Vantagepoint
5/24/2024	Mission Square	3,048.85	401(a) payment Vantagepoint
5/24/2024	Mission Square	100.00	IRA payment Vantagepoint
5/24/2024	ExpertPay	2,365.29	EFT Child support payment
05/13/24-05/19/24	Workers Comp Activity	40,811.68	SCRMA checks issued/(voided)
05/13/24-05/19/24	Liability Trust - Claims	1,230.00	Claim checks issued/(voided)
05/13/24-05/19/24	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>470,244.14</u>	

DATE OF RATIFICATION: 05/28/24

TOTAL PAYMENTS BY WIRE:

470,244.14

Certified as to the accuracy of the wire transfers by:



 Treasury & Customer Services Manager 5/28/24
 Date



 Chief Financial Officer 5/31/24
 Date



 City Manager 6-4-24
 Date

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

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3050836 -	3050898	
9003165 -	9003168	
001	GENERAL FUND	177,810.48
003	EXPENDABLE TRUST FUND - OTHER	5,782.91
104	TRAFFIC SAFETY FUND	-
105	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
110	MEASURE "R"	10,000.00
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TD A ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	-
127	MEASURE "M"	27,540.53
128	SB-1	16,677.50
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	6,188.75
302	INFRASTRUCTURE REPLACEMENT FUND	-
311	DEVELOPER IMPACT FEES - GENERAL GOVERNME	-
312	DEVELOPER IMPACT FEES - LAW ENFORCEMENT	-
313	DEVELOPER IMPACT FEES - FIRE PROTECTION	-
314	DEVELOPER IMPACT FEES - STORM DRAINAGE	-
315	DEVELOPER IMPACT FEES - WATER DISTRIBUTI	-
316	DEVELOPER IMPACT FEES - WASTEWATER COLLE	-
317	DEVELOPER IMPACT FEES - LIBRARY	-
318	DEVELOPER IMPACT FEES - PUBLIC MEETING	-
319	DEVELOPER IMPACT FEES - AQUATICS CENTER	-
320	DEVELOPER IMPACT FEES - PARKLAND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	2,284.39
502	WASTEWATER FUND	5,160.09
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	1,575.87
703	EXPENDABLE TRUST FUND - OTHER	-
704	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	<u>253,020.52</u>

DATE OF APPROVAL: AS OF 6/18/24

REGISTER #23a

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

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

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

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

CODES:

NOTES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER

CITY MANAGER

DATE:

DATE:

Tracy 6/13/24

[Signature]
6-4-24

CITY OF EL SEGUNDO
WARRANTS TOTALS BY DEPARTMENT
AS OF 6/18/24
REGISTER #23a

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	121.72
1201	City Treasurer	1,118.24
1300	City Clerk	29.32
2101	City Manager	2,441.12
2102	Communications	224.86
2103	El Segundo Media	
2201	City Attorney	
2401	Economic Development	
2402	Planning	
2405	Human and Health Services	
2500	Administrative Services	25,917.71
2601	Government Buildings	4,123.84
2900	Nondepartmental	34,997.85
6100	Library	6,207.63
		<hr/> 75,182.29
PUBLIC SAFETY		
3100	Police	3,813.41
3200	Fire	23,406.67
2403	Building Safety	2,018.19
2404	Plng/Bldg Sfty Administration	157.78
		<hr/> 29,396.05
PUBLIC WORKS		
4101	Engineering	1,060.70
4200	Streets	25,533.15
4300	Wastewater	
4601	Equipment Maintenance	29,056.00
4801	Administration	
		<hr/> 55,649.85
COMMUNITY DEVELOPMENT		
5100,5200	Recreation & Parks	11,088.25
5400	CAMPS	49.02
		<hr/> 11,137.27
EXPENDITURES		
CAPITAL IMPROVEMENT		
ALL OTHER ACCOUNTS		
		81,655.06
TOTAL WARRANTS		
		<hr/> <hr/> 253,020.52

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 05/27/24 THROUGH 06/02/24**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
5/29/2024	Cal Pers	48,426.58	EFT Retirement Safety Police Classic - 1st Tier 28
5/29/2024	Cal Pers	64,363.89	EFT Retirement Misc - PEPRA New 26013
5/29/2024	Cal Pers	53,294.13	EFT Retirement Safety Fire- Classic 30168
5/29/2024	Cal Pers	43,848.20	EFT Retirement Safety-Police-PEPRA New 25021
5/29/2024	Cal Pers	35,936.60	EFT Retirement Misc - Classic 27
5/29/2024	Cal Pers	19,798.12	EFT Retirement Safety-Fire-PEPRA New 25020
5/29/2024	Cal Pers	15,561.61	EFT Retirement Sfty Police Classic-2nd Tier 30169
5/31/2024	Pitney Bowes	10,000.00	Postage for City Hall
05/20/24-05/26/24	Workers Comp Activity	20,854.00	SCRMA checks issued/(voided)
05/20/24-05/26/24	Liability Trust - Claims	-	Claim checks issued/(voided)
05/20/24-05/26/24	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>312,083.13</u>	

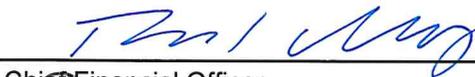
DATE OF RATIFICATION: 05/31/24

TOTAL PAYMENTS BY WIRE:

312,083.13

Certified as to the accuracy of the wire transfers by:


 Treasury & Customer Services Manager 5/31/24
 Date


 Chief Financial Officer 6/3/24
 Date


 City Manager 6-4-24
 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: June 18, 2024

Agenda Heading: Consent

Item Number: B.3

TITLE:

Waiver of Competitive Bidding for Agreement Amendments and Blanket Purchase Orders for FY 2024-25 in Excess of \$50,000 for Various Departments

RECOMMENDATION:

Pursuant to El Segundo Municipal Code § 1-7-9(A), waive competitive bidding and approve the following for FY 2024-25:

1. Amendment to Agreement No. 5861 with Riester Pacific, Inc. for the City's economic development and hospitality and tourism marketing services for an amount not to exceed \$350,000.
2. Amendment to Agreement No. 6904 with Temporary Staffing Professionals to provide on-call temporary staffing services for use by all City departments for an amount not to exceed \$300,000.
3. Continued purchase of gasoline and diesel fuel for City vehicles and equipment through the use of spot market purchasing for an amount not to exceed \$254,500.
4. Amendment to Agreement No. 3381 with All Cities Management Services, Inc. for ongoing services to provide crossing guard services for the El Segundo School District for an amount not to exceed \$180,000.
5. Amendment to Agreement No. 3313 with Hinderliter De Llamas & Associates to provide professional services related to sales and use tax for an amount not to exceed \$150,000.
6. Amendment to Agreement No. 6467 with Waterline Technologies, Inc. for the purchase of all pool chemicals needed to maintain the City's recreational aquatic facilities for an amount not to exceed \$150,000.
7. Amendment to Agreement No. 6379 with Willdan Engineering for professional plan check services for an amount not to exceed \$120,000.

Amendments to Ongoing Agreements and Blanket POs

June 18, 2024

Page 2 of 8

8. Amendment to Agreement No. 6423 with Charles Abbot Associates Inc. to provide solid waste and recycling compliance support services for the Public Works Department for an amount not to exceed \$100,000.
9. Authorize the issuance of a blanket purchase order to Metron Farnier for the purchase of single jet AMR water meters for the City's water system for an amount not to exceed \$100,000
10. Amendment to Agreement No. 6899 with RCS Investigations & Consulting to provide confidential personnel investigations for an amount not to exceed \$100,000.
11. Amendment to Agreement No. 6016 with KNB Consulting, LLC. for strategic public relations services and support to the Communications and Economic Development Divisions for an amount not to exceed \$96,000.
12. Amendment to Agreement No. 2772 with Wittman Enterprises, LLC to provide ambulance transport and fire prevention billing and collection services, and distribution of City notices of privacy practices for the Fire Department for an amount not to exceed \$85,000.
13. Amendment to Agreement No. 3516 with Tyler Technologies/Eden Financial Management Systems for annual software licensing, maintenance, and support for an amount not to exceed \$80,000.
14. Amendment to Agreement No. 6010 with CrowdStrike, Inc. to provide cybersecurity services and software for an amount not to exceed \$71,500.
15. Amendment to Agreement No. 6424 with Marc Cohen for Medical Director consulting services for the El Segundo Fire Department for an amount not to exceed \$55,500.
16. Authorize the issuance of a blanket purchase order to Baker & Taylor Information Services for supplying books and other library materials for an amount not to exceed \$53,177.
17. Authorize the City Manager, or designee, to issue purchase orders, amend agreements, and execute all necessary documents to facilitate the purchases of goods and services approved in this report.
18. Alternatively, discuss and take other action related to this item.

Amendments to Ongoing Agreements and Blanket POs

June 18, 2024

Page 3 of 8

FISCAL IMPACT:

Amount Budget: \$2,244,177 (Included in the Adopted FY 2024-25 Budget)
Account Numbers: See "Attachment A – Blanket PO Summary of Accounts"

BACKGROUND:

El Segundo Municipal Code ("ESMC") § 1-7-9(A) authorizes the City to forego purchasing procedures, including competitive bidding, when the City Council finds that City's best interests are served by a direct award of a contract without a competitive selection process. Accordingly, City staff annually aggregates various proposed goods and services that require expenditures over \$50,000 for the next fiscal year and presents them to City Council for proposed bidding waiver and authorization.

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

DISCUSSION:

CITY MANAGER

#1 - Riester Pacific, Inc.

Riester Pacific, Inc. will continue working on behalf of the City as its full-service marketing agency supporting business attraction and hospitality and tourism marketing efforts. This amendment is to extend the term of the agreement through June 30, 2025, for an amount not to exceed \$350,000. Account Numbers: 001-400-2401-6201 (General Fund - \$275,000) and 702-400-2401-1281 (Donations Fund (Chevron) - \$75,000).

#11 - KNB Consulting LLC.

KNB Consulting, LLC will continue working on behalf of the City as a public relations strategist and provide support to the Communications and Economic Development Divisions. This amendment is to extend the term of the agreement through June 30, 2025, for an amount not to exceed \$96,000. Account Numbers: 001-400-2102- 6206 (General Fund – \$66,000) and 001-400-2401-6206 (General Fund – \$30,000).

Amendments to Ongoing Agreements and Blanket POs

June 18, 2024

Page 4 of 8

FINANCE DEPARTMENT

#4 - All Cities Management Services, Inc.

On September 16, 2008, City Council approved an appropriation for ESUSD crossing guard services under Special Orders of Business, Item #6 within the 2008-2009 Budget Appropriations. This contract includes 7 crossing guards for a total of 5,310 hours. The contract is expected to be renewed year to year as long as ACMS performance meets the City's and ESUSD's expectations. This amendment is for an amount not to exceed \$180,000 for FY 2024-25. Account number: 001-400-2901-6405 (General Fund).

#5 - Hinderliter De Llamas & Associates

On April 01, 2004, the City entered into a Professional Services Agreement 3313 with Hinderliter De Llamas & Associates (HDL) to provide services to generate additional sales and use tax revenue for the City of El Segundo. Services include sales tax and economic analysis, allocation audit and recovery, and ongoing consultation. HDL receives 15% of any new and/or use tax revenue received by the City as a result of audit and recovery work. This amendment is to extend the term of the agreement through June 30, 2025, for an amount not to exceed \$150,000. Account Number: 001-400-2504-6214 (General Fund).

FIRE DEPARTMENT

#15 - Marc Cohen, Medical Director Consulting Services

The Medical Director, as defined by the Los Angeles County EMS Agency, acts as a liaison to the county and state EMS agencies, advocating for the department while keeping it current with policy changes. Medical Director roles and responsibilities include, but are not limited to, the following:

- Advisement to the City on planning and evaluating the delivery of pre-hospital medical care by EMTs and paramedics;
- Review and approval of the medical content of all EMS training performed by the City and insurance of compliance with continuing education requirements of the state and local EMS agencies;
- Review and approval of the medical components of the City's dispatch system;
- Assistance and development of procedures to optimize patient care;
- Review and recommend any new medical monitoring devices under construction and insurance in compliance with state and local regulations;
- Evaluation of compliance with legal documentation requirements for patient care;
- Participation in direct observation of filed responses as needed; and
- Participation as needed with appropriate EMS committees and the local medical community; and
- Insurance of the City's controlled substance documentation.

Amendments to Ongoing Agreements and Blanket POs

June 18, 2024

Page 5 of 8

Dr. Marc Cohen will continue working on behalf of the El Segundo Fire Department as its Medical Director. This amendment is to extend the term of the agreement through June 30, 2025, for an amount not to exceed \$55,500. Account Number: 001-400-3203-6214 (General Fund).

#7 – Willdan Engineering

Willdan Engineering provides fire prevention plan check services for the City of El Segundo. Plan check costs paid to this vendor are fully recovered by the City via the plan check fees adopted in the FY 2022-2023 Master Fee Schedule (FR-001 through FR-003M, FR-004A, FR-009, and FR-013). This amendment is to extend the term of the agreement through June 30, 2025, for an amount not to exceed \$120,000. Account Number: 001-400-3204-6214 (General Fund)

#12 – Wittman Enterprises, LLC

The City utilizes Wittman Enterprises, LLC to distribute the City's Notice of Privacy Practices, and to provide ambulance transport and fire inspection billing and collection services. Distribution of City Notices of Privacy Practices includes processing and mailing Privacy Practices to patients transported by ambulance in accordance with The Healthcare Insurance Portability and Accountability Act (HIPAA). The fee for distributed notices is approximately \$1.25 per mailed notice (pass-through cost only). Ambulance transport billing and collection services include invoice processing for all medical transport services. Ambulance transport billing fees are invoiced to the City at 6.5% of net collections. Fire inspection billing and collection services include invoice processing for annual fire inspections and annual operational permits. The fee per processed inspection is \$18 and will be recovered by the City via the Fire Prevention/Operations Inspection fee adopted in the FY 2022/2023 Master Fee Schedule (FR-004A), which allows for full cost recovery. This amendment is for an amount not to exceed \$85,000 for FY 2024-25. Account Numbers: 001-400-3203-6204 \$70,000; 001-400-3204-6204 \$15,000 (General Fund).

HUMAN RESOURCES DEPARTMENT

#2 - Temporary Staffing Professionals

The City entered into a professional services agreement with Temporary Staffing Professionals in April 2024 for on-call temporary staffing services for use by all City departments under agreement 6904. This agreement provides staffing to meet the short-term operational needs of various departments in the following scenarios: where a permanent position is frozen for a specific length of time to provide budgetary savings, while a recruitment is conducted, during an employee's leave of absence, or when extra help is necessary. For FY 2024-25, staff recommends awarding an amendment to the professional service agreement with Temporary Staffing Professionals to provide on-call temporary staffing services needed by various city departments for an amount not to exceed \$300,000. Account Number: Various

Amendments to Ongoing Agreements and Blanket POs

June 18, 2024

Page 6 of 8

#10 - RCS Investigations & Consulting

The City entered into a professional services agreement with RCS Investigations & Consulting in April 2024 to conduct administrative investigations under agreement 6899. For FY 2024/2025, staff recommends awarding an amendment to the professional services agreement with RCS Investigations & Consulting for a total contract amount not to exceed \$100,000. Account Number: 001-400-2506-6214 (General Fund).

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

#14 - CrowdStrike Inc.

It is essential for the city to keep our systems safe as there is a constant threat of cybersecurity attacks. CrowdStrike provides coverage against the wide range of cyber threats. As an industry leader, it uses and combines next-generation technology for effective protection. From January 2020, ITSD has been utilizing the various CrowdStrike security measures. This amendment is for an amount not to exceed \$71,500 for FY 2024-25. Account Number: 01-400-2505-6217 (General Fund)

#13 - Tyler Technologies – Eden Financial Management Systems

The City utilizes Tyler Technologies financial software to manage the City's General Ledger, Accounts Receivable, Accounts Payable, Payroll, and Human Resources. This item is for annual licensing, maintenance, and support of these systems. This amendment is for an amount not exceed \$80,000 for FY 2024-25. Account number: 001-400-2505-6217 (General Fund)

PUBLIC WORKS DEPARTMENT

#9 - Metron Farnier - Water Meters

The city's water distribution system includes over 4,000 water meters. The Water division has installed Automatic Meter Readers (AMR) on a small scale over the course of several years as it conducted trials. The Public Works Department completed its first major phase of the AMR meter Conversion Program in FY2016-17 to replace 546 aging water meters in the City's commercial sector. Over the next several years, additional phases were implemented, and the City's entire AMR meter conversion is expected to be completed within the next two years. Meanwhile, the water division will replace aging meters with new AMR meters as part of their maintenance efforts. The cost to replace each meter ranges from \$250 to \$5,000, dependent upon size.

Staff started accelerating the residential AMR conversation program while continuing to replace failing meters, and recommend continuing to purchase meters from Metron Farnier, the vendor chosen previously for the AMR meters, in an amount not to exceed \$100,000 in total in FY 2024-25. Account Numbers: 501-400-7103-8655 / 502-400-8204-8655 (\$50,000 Water Enterprise Fund / \$50,000 Wastewater Enterprise Fund).

Amendments to Ongoing Agreements and Blanket POs

June 18, 2024

Page 7 of 8

#3 - Fuel for City Vehicles and Equipment

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

Pursuant to El Segundo Municipal Code (ESMC) § 1-7-10, relating to purchases and supplies, the City Council may at any time, by a majority vote and without amending the ESMC, waive purchasing procedures or alter proceedings to suit a specific purchase, when the waiver is not in violation of State law. Spot purchasing is the sort of modified purchasing arrangement that requires such a waiver by Council. It is possible that the total of purchases from any one vendor may exceed \$50,000; therefore, Council approval of spot purchasing is requested. The City is budgeting \$254,500 for Fiscal Year 2024-25 in the following accounts:

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

#8 - Charles Abbott Associates Inc.

Charles Abbott Associates Inc. has been providing solid waste and recycling compliance support services for Public Works Department on an annual basis since 2020. For FY 2024-25, staff recommends amending the professional service agreement with Charles Abbott Associates Inc. to continue to provide solid waste and recycling compliance support services needed by Public Works Department for an amount not to exceed \$100,000. Account Number: 001-400-4206-6206 (General Fund)

Amendments to Ongoing Agreements and Blanket POs

June 18, 2024

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#6 - Waterline Technologies, Inc.

Over the past five years, Waterline Technologies, Inc. has provided chemical deliveries for the City's pools. In addition to providing competitive pricing, quality products, and in-stock inventory, Waterline Technologies, Inc. is the only vendor in the area that can cover most delivery requests the very next day. Attempts to solicit these same services from other vendors have been unsuccessful as the vendors either do not carry the chemicals needed, have long delivery delays, or are not interested in providing services for the City. For FY 2024-25, staff recommends amending the service agreement with Waterline Technologies, Inc. to continue to provide the pool chemical services needed to maintain the City's aquatic facilities for an amount not to exceed \$150,000. Account Number: 001-400-2601-5204 (General Fund)

RECREATION, PARKS, AND LIBRARY DEPARTMENT

#16 - Baker and Taylor

Baker and Taylor, the Library's leading supplier of books, music, books on CD, DVD's, E-books, and other items, offers substantial savings up to 45% under retail cost. Staff recommends an amendment to the agreement with Baker and Taylor for an amount not to exceed \$53,177 for FY 2024-25. Account Numbers: 001-400-6103-5501 \$15,000; 001-400-6103-6277 \$1,677; 001-400-6104-5501 \$36,500 (General Fund).

CITY STRATEGIC PLAN COMPLIANCE:

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

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

Goal 5: Champion Economic Development and Fiscal Sustainability

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

PREPARED BY:

Maria Cerritos, Purchasing Agent

REVIEWED BY:

Paul Chung, Chief Financial Officer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. 2024-2025 Blanket Purchase Order Summary of Accounts - Schedule A

2024/2025 Blanket PO Summary of Accounts

Schedule A

Ref #	Account Number		Amount
<u>CITY MANAGER</u>			
1	001-400-2401-6201	Riester Pacific, Inc	275,000
1	702-400-2401-1281	Riester Pacific, Inc	75,000
		Riester Pacific, Inc Total	350,000
11	001-400-2102-6206	KNB Consulting, LLC	66,000
11	001-400-2401-6206	KNB Consulting, LLC	30,000
		KNB Consulting, LLC Total	96,000
<u>FINANCE</u>			
4	001-400-2901-6405	All Cities Management Services, Inc	180,000
5	001-400-2504-6214	Hinderliter De Llamas & Associates	150,000
<u>FIRE</u>			
15	001-400-3203-6214	Marc Cohen	54,000
7	001-400-3204-6214	Willdan Engineering	120,000
12	001-400-3203-6204	Wittman Enterproses, LLC	70,000
12	001-400-3204-6204	Wittman Enterproses, LLC	15,000
		Wittman Enterproses, LLC Total	85,000
<u>HUMAN RESOURCES</u>			
2	Various accounts	Temporary Staffing Professionals	300,000
10	001-00-2506-6214	RCS Investigations & Consulting	100,000
<u>INFORMATION TECHNOLOGY</u>			
14	001-400-2505-6217	Crowdstrike, Inc	71,500
13	001-400-2505-6217	Tyler Technologies/Eden Financial	80,000
<u>PUBLIC WORKS</u>			
3	001-400-4601-5215	Fuel for City Vehicles and Equipment	190,000
3	112-400-5292-5215	Fuel for City Vehicles and Equipment	30,000
3	109-400-3105-5215	Fuel for City Vehicles and Equipment	13,000
3	501-400-7102-5215	Fuel for City Vehicles and Equipment	12,500
3	502-400-4301-5215	Fuel for City Vehicles and Equipment	9,000
		Fuel Total	254,500
9	501-400-7103-8655	Metron Farnier (Water Meter)	50,000
9	502-400-8204-8655	Metron Farnier (Water Meter)	50,000
		Metron Farnier Total	100,000
6	001-400-2601-5204	Waterline Technologies, Inc	150,000
8	001-400-4206-6206	Charles Abbot & Associates	100,000
<u>RECREATION, PARKS, LIBRARY</u>			
16	001-400-6103-5501	Baker & Taylor	15,000
16	001-400-6103-6277	Baker & Taylor	1,677
16	001-400-6104-5501	Baker & Taylor	36,500
		Baker & Taylor Total	53,177
		GRAND TOTAL	2,244,177.00



City Council Agenda Statement

Meeting Date: June 18, 2024

Agenda Heading: Consent

Item Number: B.4

TITLE:

Second Reading of an Ordinance Amending El Segundo Municipal Code Chapter 1-6 (Personnel Merit System) to Expand List of Positions Exempt from the Civil Service System

RECOMMENDATION:

1. Waive second reading of the proposed Ordinance and its title and adopt the Ordinance amending El Segundo Municipal Code Chapter 1-6 to expand the list of positions exempt from the Civil Service System.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

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

El Segundo Municipal Code (“ESMC”) §§ 1-6-1 and 1-6-1 require Civil Service membership for all City employees except those specifically exempted. ESMC § 1-6-4 exempts department heads, elective officers, and certain specified positions listed therein.

The “At-Will” classifications in the “Management and Confidential” unrepresented group are based upon positions requiring a particularly high degree of professional

Second Reading of an Ordinance

June 18, 2024

Page 2 of 4

responsiveness, individual accountability, broad management responsibilities, and independent discretion required to perform assigned responsibilities.

The proposed Ordinance was introduced at the June 4, 2024 City Council meeting, and the City Council directed staff to schedule the second reading at the June 18, 2024 regular City Council meeting.

DISCUSSION:

The Environmental Programs Manager is a new classification that was approved at the November 7, 2023 City Council meeting as an At-Will position. The final step in confirming the At-Will status requires an amendment to the municipal code.

The Building Safety Manager became vacant in September 2023. In accordance with the Ordinance 1656 adopted on February 6, 2024, positions marked with an asterisk are to become exempt from the Civil Service system once vacated and a revised classification specification was approved by City Council. On May 21, 2024, City Council approved the revised classification specification which includes a title change from Building Safety Manager to Building Official. An update to the municipal code with the new classification title is also required.

The proposed Ordinance would replace Ordinance 1656, add the Environmental Programs Manager position to the list of those exempted from the Civil Service system, and retitle the Building Safety Manager to Building Official. The positions proposed added are noted below in **bold** text. A Civil Service exemption for each of the three positions noted below with an asterisk (*) will become effective upon vacation of each position and City Council approval of a revised classification specification for the position.

Positions Excluded from Civil Service System

Assistant City Clerk (At-Will)

Building Official (At-Will)

City Attorney

City Engineer (At-Will)

City Manager

Communications Manager (At-Will)

Deputy City Manager

Second Reading of an Ordinance

June 18, 2024

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Environmental Programs Manager (At-Will)

Finance Manager (At-Will)

General Services Superintendent (At-Will)

Human Resources Manager (At-Will)

Information Systems Manager (At-Will)

Library Services Manager*

Park Maintenance Superintendent*

Planning Manager (At-Will)

Principal Civil Engineer*

Recreation Manager (At-Will)

Risk Manager (At-Will)

Senior Civil Engineer (At-Will)

Senior Executive Assistant (At-Will)

Treasury and Customer Service Manager (At-Will)

Utilities Superintendent (At-Will).

Implementation Actions

To implement the above actions, modification to ESMC Chapter 1-6 is needed to comply with City's personnel policies and practices and state law. The proposed Ordinance would exclude the positions listed above from the merit system. Two readings of the Ordinance are required for approval. Staff recommends a second reading and adoption of the proposed Ordinance at the regular June 18, 2024 City Council meeting.

CITY STRATEGIC PLAN COMPLIANCE:

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.

Second Reading of an Ordinance

June 18, 2024

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PREPARED BY:

Rebecca Redyk, Human Resources Director

REVIEWED BY:

Rebecca Redyk, Human Resources Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Ordinance Amendment ESMC Chapter 1-6 Civil Service

ORDINANCE NO. _____

**AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE
CHAPTER 1-6 (PERSONNEL MERIT SYSTEM) TO EXPAND THE LIST
OF POSITIONS EXEMPT FROM THE CIVIL SERVICE SYSTEM.**

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

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

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

SECTION 2. El Segundo Municipal Code (“ESMC”) § 1-6-4 is amended in its entirety to read as follows:

“1-6-4: EXCLUSIONS:

Effective _____, 2024, those officers and members of departments, in addition to department heads and elected officers who are expressly excluded from the merit system, are:

Assistant City Clerk (At-Will)

Assistant City Manager (At-Will)

Building Official (At-Will)

City Attorney

City Engineer (At-Will)

City Manager

Communications Manager (At-Will)

Deputy City Manager

Environmental Programs Manager (At-Will)

Finance Manager (At-Will)

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

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

SECTION 3. *Validity of Previous Code Sections.* If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal of the ESMC or other regulation by this Ordinance will be rendered void and cause such ESMC provision or other regulation to remain in full force and effect for all purposes.

SECTION 4. *Enforceability.* Repeal or amendment of any previous Code Sections does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance’s effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 5. *Severability.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not

affect the effectiveness of the remaining provision or application and, to this end, the provisions of this Ordinance are severable.

SECTION 6. The City Clerk, or her duly appointed deputy, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

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

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

SECTION 10. Execution. The Mayor, or presiding officer, is hereby authorized to affix his signature to this Ordinance signifying its adoption by the City Council of the City of El Segundo, and the City Clerk, or duly appointed deputy, is directed to attest thereto.

SECTION 11. Effective Date. This Ordinance will take effect on the 30th day following its final passage and adoption.

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

Drew Boyles, Mayor

ATTEST:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney



City Council Agenda Statement

Meeting Date: June 18, 2024

Agenda Heading: Consent

Item Number: B.5

TITLE:

Amendments to Agreements with Swoop, Inc. and Lyft, Inc. to Provide Transportation Services Through Fiscal Year 2024-25

RECOMMENDATION:

1. Authorize the City Manager to execute a Second Amendment with Swoop, Inc. for \$139,000 for various shuttle and day trip operations for FY 2024-25.
2. Authorize the City Manager to execute a Second Amendment with Lyft for \$85,000 for Dial a Ride and Dr. Dial a Ride services for FY 2024-25.
3. Alternatively, discuss and take other action related to these items.

FISCAL IMPACT:

The total cost to operate the Beach Shuttle, Day Trips, Event Shuttles, and Lyft services for FY 2024-25 is estimated to be \$224,000 as follows:

1. Summer Beach Shuttle Services: \$95,000 (Swoop)
2. Day Trip Services: \$20,000 (Swoop)
3. Spring Break Beach Shuttle Services: \$9,000 (Swoop)
4. Event Shuttle Services: \$15,000 (Swoop)
5. Lyft Services: \$85,000 (Lyft)

A total amount of \$476,128 of Prop A funding is included in the FY 2024-25 Adopted Budget for transportation related services. Staff is proposing amending contracts with Swoop and Lyft in the amount of \$224,000 to continue transportation programs. The remaining balance of Prop A funds will be held for other transportation related expenses and future transportation services to be planned by staff in coordination with the Transportation Subcommittee of the Recreation and Parks Commission.

Amount Budgeted: \$174,000

Additional Appropriation: No

Transportation Services Contract Amendments

June 18, 2024

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Account Number(s): 112-400-5293-6206 (Contractual Shuttle Services)

Amount Budgeted: \$100,000

Additional Appropriation: No

Account Number(s): 112-400-5292-6206 (Contractual Dial a Ride Services)

Amount Budgeted: \$35,000

Additional Appropriation: No

Account Number(s): 112-400-5294-6216 (Trip Rental Services)

BACKGROUND:

The Recreation, Parks and Library Department offered a variety of transportation services to residents during Fiscal Year 2023-24 through contract services with Swoop, Inc. ("Swoop") and Lyft, Inc. ("Lyft"). These services included the Beach Shuttle program, excursions, Lyft services, event shuttle services and the El Segundo Connect Pilot program. Staff is proposing the continuation of all of these services except the El Segundo Connect program.

Beach Shuttle Program

The City of El Segundo began offering the Beach Shuttle in June 1985. The beach shuttle services continued operation until the onset of the COVID-19 pandemic. Historically, these services were conducted using a City owned shuttle and City employed drivers. In recent years, the Department has been contracting vendors to provide these services due to challenges hiring and retaining qualified drivers.

The Beach Shuttle operates during spring and summer break, transporting residents from various locations around town to El Porto beach. The hours for the shuttle services are 11:00 a.m. to 4:30 p.m. Monday through Saturday.

Ridership for Summer 2023 was 3,378. Ridership for Spring of 2024 was 238. The cost to operate the Beach Shuttle Program for Fiscal Year 23/24 was \$93,600. The average cost for the City to transport one rider was \$25. Because of the prevalence of youth utilizing E-bikes for transportation, staff will monitor ridership closely this year to determine if the Beach Shuttle services are still needed or should be reduced in the future.

Excursion Services

The Day Trippers is a once-a-month program that began in 2018. The program takes seniors to various sites throughout Los Angeles County. These locations include museums (Getty Center, Broad Museum, Hammer Museum), historical landmarks, Farmers' Markets and other entertainment locations. In addition to the senior Day Trippers program, City staff have also offered day trips to adult residents to various attractions in Los Angeles County to experience art and culture programming. Finally,

Transportation Services Contract Amendments

June 18, 2024

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day trip services have been included in day camps and teen programs to transport youth to a variety of attractions and events throughout Los Angeles County.

Lyft Services

In October 2021, the Council voted to approve a pilot program for transportation services to medical appointments for seniors and disabled residents. The service is provided through a contract agreement with Lyft and is offered on Tuesdays and Thursdays. Participants in the program must have a Recreation ID and either be at least 55 years of age or disabled. Eligible riders can call and reserve rides up to five days in advance or reserve rides via the Lyft mobile app. Riders are subsidized up to \$20 with program participants paying a minimum of \$5 per ride.

Event Shuttle Services

The Recreation, Parks and Library Department also assists residents with transportation to and from City activities, programs and services. Examples of this include shuttles to the Little League World Series events, shuttles to and from Candy Cane Lane and shuttles for El Segundo Unified School District students from various schools to local parks. To support these efforts, staff is requesting \$15,000 in funding to accommodate requests for Fiscal Year 24/25.

ES Connect Program

In Summer 2021 the Recreation Transportation committee conducted informal online community surveys to determine what transportation services were desired by residents. Based on survey and community feedback information, the Transportation Committee recommended a pilot program to provide transportation service to lunchtime locations, public transit such as the Metro station, and City facilities, including Campus El Segundo and the Aquatics Center. From August 23, 2023 to November 15, 2023 the City piloted an El Segundo Connect Pilot Program with Swoop. The program offered two routes through El Segundo with up to 16 stops. The service operated Monday through Friday, 11:30am to 6:00pm.

The pilot serviced over 1,193 riders. Based on the number of rides and the monthly cost to operate the program, each ride utilized \$79.77 of Prop A funding. Due to the high cost of this service, staff did not recommend the continuation of the El Segundo Connect program.

DISCUSSION:

The current transportation contracts with Swoop and Lyft will expire on June 30, 2024. Staff are projecting Fiscal Year 2023-24 year end totals to be \$292,280 for transportation services. The Recreation, Parks, and Library Department is requesting the City Council to authorize the extension of the contracted transportation services for

Transportation Services Contract Amendments

June 18, 2024

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the 2024-25 Fiscal Year in the amount of \$224,000 to continue providing transportation services. The balance of Prop A funds, estimated to be \$143,000, will remain in the fund balance for to reimburse administrative costs and to fund future programs and services.

CITY STRATEGIC PLAN COMPLIANCE:

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

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

PREPARED BY:

Linnea Palmer, Recreation Specialist

REVIEWED BY:

Aly Mancini, Recreation, Parks and Library Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: June 18, 2024

Agenda Heading: Consent

Item Number: B.6

TITLE:

Event Permit Fee Waiver El Segundo Firefighters' Association Fun Run

RECOMMENDATION:

1. Approve a seventy-five percent (75%) event fee waiver for the El Segundo Firefighters' Association Fun Run event.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The waived fees for this event would total approximately \$33,449.91.

BACKGROUND:

The El Segundo Firefighters' Association ("Association"), a local non-profit organization, has requested a fee waiver for special event permit fees associated with the First Annual Fun Run event. The Fun Run is scheduled for Sunday, August 4th, 2024 at various locations throughout the city. The Association is planning this event to encourage community engagement with the El Segundo Fire Department and to raise funding to provide assistance to local community organizations. The event also aims to educate participants about fire safety while providing an opportunity for families and individuals to come together in support of a common cause.

The Fee Waiver Request Form and Fee Waiver Scorecard are attached to this report. The fee waiver aims to help offset costs for the event, providing the Association with more opportunity to give back to community programs.

DISCUSSION:

At the December 19, 2023 meeting, the City Council approved the process for non-profit organizations based in El Segundo to request fee waivers for events. Based on the attached Fee Waiver Scorecard (Attachment 1), a waiver of 75% of fees is

Waiver of Special Event Permit Fees (75%) for the El Segundo Firefighters' Association Fun Run
June 18, 2024
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recommended for this local, non-profit-run event.

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:

Linnea Palmer, Recreation Specialist

REVIEWED BY:

Aly Mancini, Recreation, Parks and Library Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. ESFA Fun Run Fee Waiver Scorecard 2024
2. ESFD FEE WAIVER REQUEST
3. ESFA Fun Run Route

CITY OF EL SEGUNDO FEE WAIVER SCORECARD

EVENT NAME & DATE:

Category	Comments	Score
ORGANIZATION INFORMATION <i>This section considers the organization's financial status and the percentage of the organization's funds that are used directly for social programs.</i>		
Type of Organization Resident / El Segundo Non-Profit (10) El Segundo School Org. (8) Non-Resident Non-Profit (6) Resident Commercial (4) Non-Resident Commercial (2) Other (0)		
EVENT/PROGRAM INFORMATION <i>This section considers whether or not the event is a fundraiser. It also considers who the event or program is designed for.</i>		
Fundraising Status Non-fundraising (4) Fundraising for ES Org (3) Fundraising for other (1)		
Target Audience (Defined as the population that the event or program is intended to serve.) El Segundo Residents (4) General Public (3) Exclusive Use (0)		
Cost to Participate Free to attend (2) Fee charged (0)		
CONSIDERATIONS <i>This section considers the perceived benefits and the impacts of the event or program to the residents of the City El Segundo.</i>		
Perceived Community Benefit Mostly Community (5) Considerable Community (4) Balanced (3) Considerably Individual (2) Mostly Individual (0)		
Impact Street Closure (-1) Property Wear & Tear (-1) Sound Impact (-1)		
Other Considerations & Recommendations		
TOTAL SCORE (out of 25)		
Total Amount Requested to be Waived _____		
Total Amount Waived _____		

CITY OF EL SEGUNDO - FEE WAIVER REQUEST FORM

Applicant must complete this form at least 60 days prior to the date of the event.

Applicant must attach a copy of the most recent year's financial statement of the requesting organization.

Name of Organization		Date Submitted	
Organization Address			
Type of Organization	<input type="checkbox"/> Resident Individual/Non Profit (501c # _____) *attach IRS certification <input type="checkbox"/> Non-Resident Non Profit (501c # _____) *attach IRS certification <input type="checkbox"/> Resident Commerical Business <input type="checkbox"/> Non-Resident Commerical Business		
Contact Name, Phone, Email			
Name of Event		Type of Event	
Address/Location of Event			
Event Dates/Times (including set-up & break-down)			
From	Date	____/____/____	Time
To	Date	____/____/____	Time
		____:____ am / pm	
		____:____ am / pm	
Aniticipated Attendance		Has this event previously been held?	Yes / No
Is there any admission/registration charged?	Yes / No	Were City fees previously waived?	Yes / No

Event Budget

ESTIMATED REVENUE	AMOUNT	ESTIMATED EXPENSES	AMOUNT
Cash Donations		Equipment & Supplies	
Admission/Registration Fees		Advertising	
Vendor Fees		Staff/Security	
Other		Site Services	
TOTAL REVENUE		TOTAL EXPENSES	

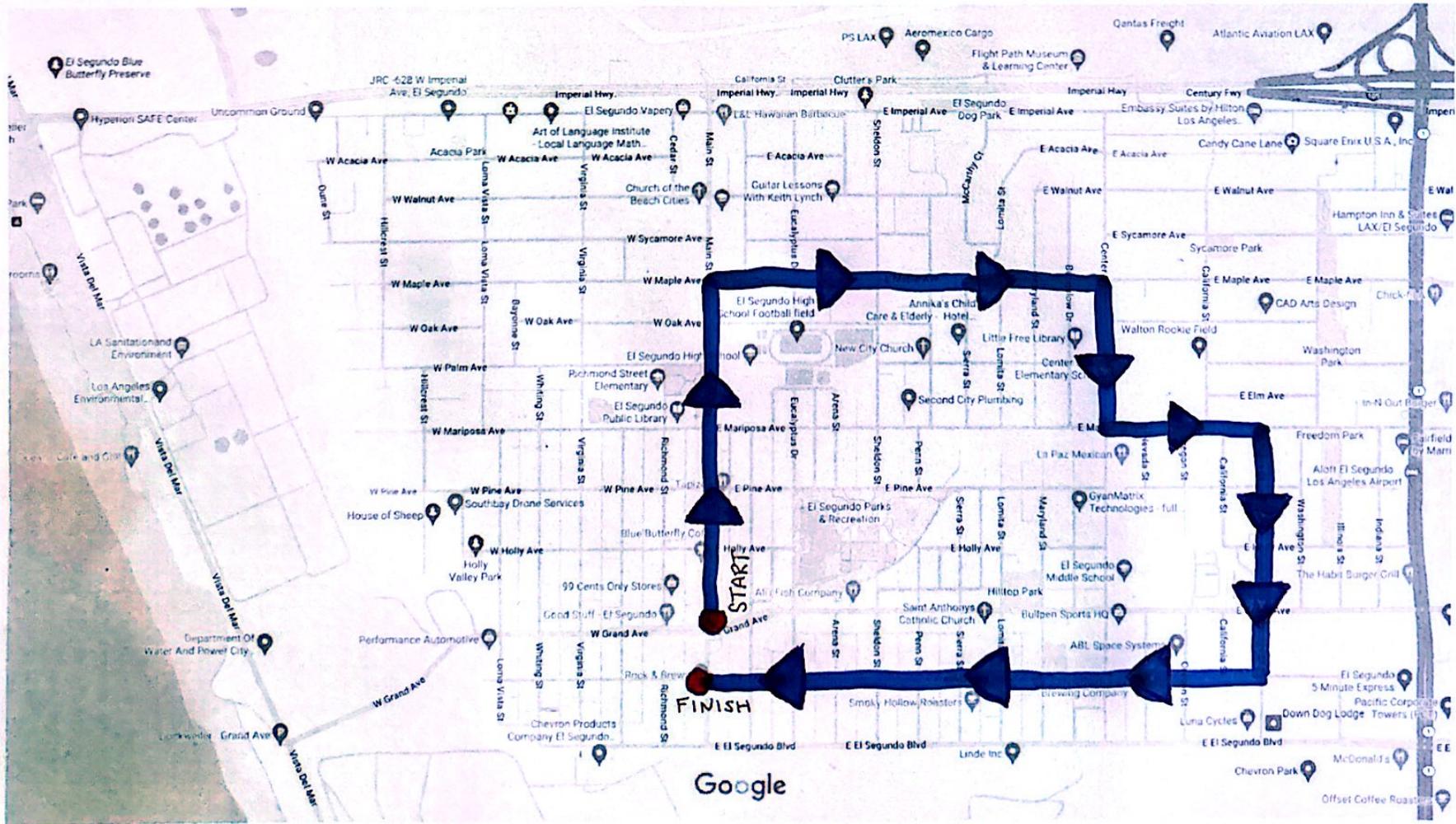
Estimated Expenses - City Support Services (to be completed by City Staff)

CITY DEPARTMENT	PERSONNEL	NON-PERSONNEL	TOTAL
Fire Department			
Police Department			
Public Works Department			
Recreation & Parks Department			
Permit Fees (Event, Banner, Sound, Rental)			
Equipment (Tables, Chairs, Canopies)			
Miscellaneous			
TOTAL			

Organization's Financial Summary (to be completed by City Staff)

Salaries / Admin / Advertising	\$	Total Annual Budget	\$
Other Expenses	\$	Direct to Social **	%

** "Direct to Social" represents the percentage of the organization's annual operating budget that is used for social programs.



Google
MAIN ST.
MAPLE AVE.
CENTER ST.
MARIPOSA AVE.
KANSAS ST.
FRANKLIN AVE.

Map data ©2024 500 ft



City Council Agenda Statement

Meeting Date: June 18, 2024

Agenda Heading: Consent

Item Number: B.7

TITLE:

Waiver of Bidding for Cooperative Purchase of Five New Police Department Motorcycles

RECOMMENDATION:

1. Pursuant to El Segundo Municipal Code 1-7-9(C), authorize the cooperative "piggyback" purchase of five new 2024 BMW R-1250 RT-P 716 motorcycles through a competitively bid City of Sacramento contract #B22153311006 in an amount not to exceed \$167,834.57, including a \$5,000 contingency.
2. Authorize the City Manager, or designee, to execute all necessary agreements, orders, or other documentation to effectuate the purchase of the motorcycles.
3. Authorize the City Manager, or designee, to repurpose, sell, or auction the department's used motorcycle fleet, except for two low-mileage BMW motorcycles that will be kept for training purposes.
4. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Amount Budgeted: \$161,500 in account #601-400-3101-8105 (Equipment Replacement Fund)

Additional Appropriation: \$6,334.57 in account #120-400-0000-8104 (Citizens Options for Public Safety ("COPS") Fund)

BACKGROUND:

El Segundo Municipal Code § 1-7-9(C) allows the City to bypass competitive bidding if it utilizes a cooperative purchase through another public agency that competitively bid a procurement for the proposed goods or services within the last five years. Such cooperative "piggyback" purchases require City Council approval if over \$50,000.

Purchase of Five Police Department Motorcycles

June 18, 2024

Page 2 of 4

The El Segundo Police Department ("ESPD") utilizes five 2019 BMW R 1250 RT-P police motorcycles for everyday enforcement. In addition, two 2013 Honda ST 1300P police motorcycles are maintained and utilized for training purposes and as spare units to be used during special events.

Due to the nature and intensity of use, the replacement interval schedule for these units is set for three years. Due to budget constraints at the time of the scheduled replacement, which was 2023, the replacement was delayed for one year on the BMW motorcycles. The replacement of the two 2013 Honda motorcycles was set for September 2016. ESPD kept the two Honda motorcycles as spares to be used as training motorcycles, so the BMW motorcycles would have less chance of being damaged.

Based on an assessment conducted by ESPD personnel and fleet maintenance staff, the BMW and Honda motorcycles have exceeded the life expectancy for everyday use. This determination was based on the age, mileage, overall condition, warranties being expired, and repair history, as well as the ESPD needs. Some additional factors that contributed to that determination are as follows:

- The new 2024 BMW motorcycles have dramatically increased their safety features from the 2019 models, making them safer for the riding officers and the public. Some enhancements include advanced ABS, a touchscreen console, self-shifting capabilities, and LED emergency lighting.
- The 2019 BMW motorcycles' warranty has expired, and any non-warranty related service is the responsibility of the City to pay for.
- As the 2019 BMWs age, they have become less reliable, and the service costs continue to increase. For example, in the past 12 months, the City has paid approximately \$15,000. This is up \$5,000 from the previous 12 months.
- The Honda motorcycles that are used as spares for training are 11 years old and have also surpassed their life expectancy.

Lastly, ESPD proposes keeping two of the lower mileage BMW motorcycles for training and replacing the two Honda motorcycles that are used as our current training motorcycles. This will allow us to replace the 11-year-old Honda motorcycles with two 2019 BMW motorcycles and make our training bikes the same make, and similar model, as the motorcycles our officers currently ride in the field.

DISCUSSION:

Following a detailed evaluation of potential police motorcycle options, Staff determined the BMW R1250 RT-P 716 police motorcycle remains the best option to meet the ESPD's needs based on operational and functional maneuverability, substantial safety features, and maintenance needs and costs. Below are some of the features/manufacturer's equipment that are only available on the BMW police

Purchase of Five Police Department Motorcycles

June 18, 2024

Page 3 of 4

motorcycle.

- Cornering ABS – Allows the officer/rider to maintain control while braking in turns.
- Electronic Suspension Adjustment ("ESA") with Dynamic Traction Control ("DTC")
- 46-degree lean angle.
- Minimum octane fuel rating: 87 AKI - Regular (significant savings – can use City bulk fuel).
- Fuel capacity of 6.6 gallons with a range of over 300 miles.
- 6000-mile service intervals.
- Fully integrated LED emergency lighting system.
- Three-tone 120 dB twin-speaker siren, air-horn and public address
- Dual linked maintenance free batteries.
- Pre-wired constant and switched-power circuits for computers, printers or video systems.
- Ergonomically arranged instruments.
- Heated seat and handlebar grips.
- Weather protection package.
- 3 years/60,000-mile warranty.

This purchase will be primarily funded from the Equipment Replacement fund in the amount of \$161,500. An additional appropriation of \$6,334.55 is requested from the state's COPS fund, which includes a \$5,000 contingency. If approved, all new 2024 BMW motorcycles will be placed on the Equipment Replacement schedule with a three-year service life.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Support Community Safety and Preparedness

Objective 1A: The city has a proactive approach to public safety, preparedness and crime that is outcome focused.

PREPARED BY:

Amanda O'Donnell, Executive Assistant to Chief of Police

REVIEWED BY:

Saul Rodriguez, Police Chief

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

Purchase of Five Police Department Motorcycles

June 18, 2024

Page 4 of 4

1. Long Beach BMW Quote

City of El Segundo

Quote

5/22/2024

City of Sacramento Contract Bid No. B22153311006

2024 BMW R 1250 RT-P 716	\$ 29,209.14
Gear Shift Assist Pro	Incl.
Black Wheels	N/C
FMS Rear Flashlight/PR24 Holder Left	\$ 200.00
FMS Pro Laser 4 Lidar Holder	\$ 299.00
FMS Rifle Rack	Incl.
Doc fee	Incl.
Shipping	Incl.
Sub Total	\$ 29,708.14
Total (5) bikes	\$ 148,540.70
Sales Tax 9.500%	\$ 14,111.37
Tire Fee	\$ 17.50
CVR Fee	\$ 165.00
Total OTD	\$ 162,834.57

Charles Berthon



City Council Agenda Statement

Meeting Date: June 18, 2024

Agenda Heading: Consent

Item Number: B.8

TITLE:

Waiver of City Municipal Code Section 10-1-4(C) to Allow Alcohol for Walk With Sally's White Light White Night Event

RECOMMENDATION:

1. Approve request to waive City Municipal Code section 10-1-4(C) to allow alcohol on Park Place and Apollo Street during the White Light White Night event on Saturday, August 10, 2024.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

Walk With Sally, a local non-profit organization, is requesting approval from the City Council to host and serve alcohol at their White Light White Night event on Saturday, August 10, 2024. White Light White Night is Walk With Sally's annual South Bay gala focused on uniting and inspiring the community through creativity and joy, while raising awareness and critical funds needed to support their mission. This year the organization will be celebrating 20 years of serving children impacted by cancer. The event will include food, drinks, and live entertainment. The estimated attendance for this event is 1,000.

Walk With Sally is requesting the City Municipal Code section 10-1-4(C) be waived to allow alcohol on a public street for this event. Walk With Sally would be subject to compliance with California Department of Alcohol Beverage Control ("ABC") regulations and permitting requirements.

Request to Allow Alcohol on for Walk With Sally's White Light White Night Event

June 18, 2024

Page 2 of 2

DISCUSSION:

The Annual Walk With Sally event will take place on Park Place and Apollo Street with alcohol to be served on the patios of 806 and 809 Apollo Street. The event will be bound with barricades and include private security to ensure safety and supervision. An event map is attached (Attachment 1). The event is scheduled from 5 p.m. to 10 p.m., and staff will continue to work with Walk With Sally's CEA, Tash Brooks, on the logistics for the event.

El Segundo Municipal Code 10-1-4(C) prohibits the consumption or possession of intoxicating liquor on any street, sidewalk or parkway, park, playground, or in any public place, or in any place open to the patronage of the public, whose premises are not licensed for the consumption of liquor, which would include Park Place and Apollo Street. Therefore, City Council action is required and requested to facilitate the proposed allowance of alcohol for this event.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

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

PREPARED BY:

Linnea Palmer, Recreation Specialist

REVIEWED BY:

Aly Mancini, Recreation, Parks and Library Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Walk With Sally Event Map



Choura Events
 540 Hawaii Ave.
 Torrance, CA 90503
 310-320-6200

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Title:
**WALK WITH SALLY
 CANCER BENEFIT**

Date Drawn:
 5-29-2024

Drawn By:
 JCA

Install Date:
 8-8-24

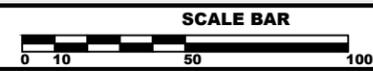
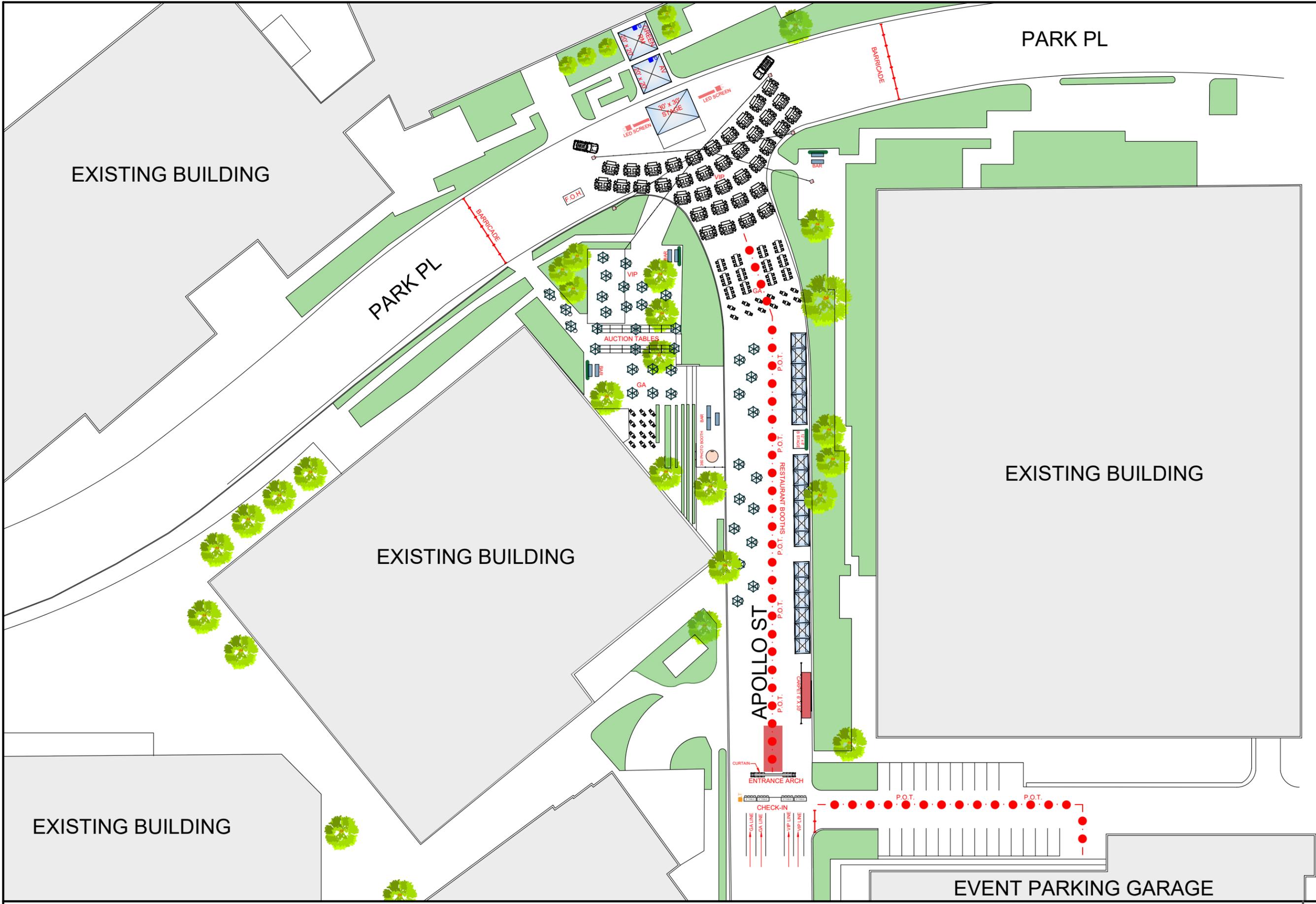
Event Date:
 8-10-24

Strike Date:
 8-11-24

Client:
**WALK WITH
 SALLY**

Location:
 840 Apollo El Segundo,
 CA 90245

Guest Count:
 1000



OVERALL SITE PLAN 1



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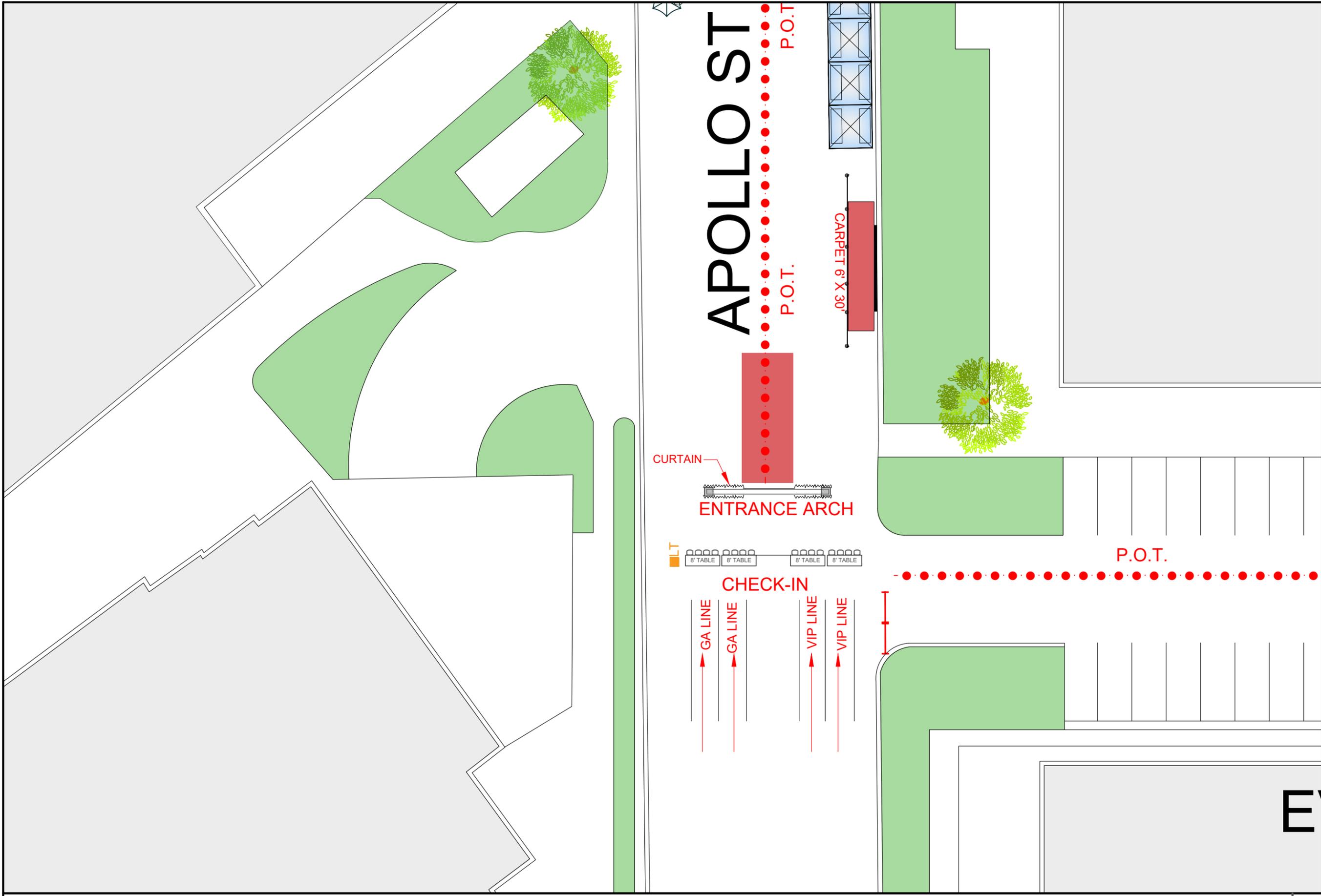
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ENTRY CHECK-IN

1



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EXIS

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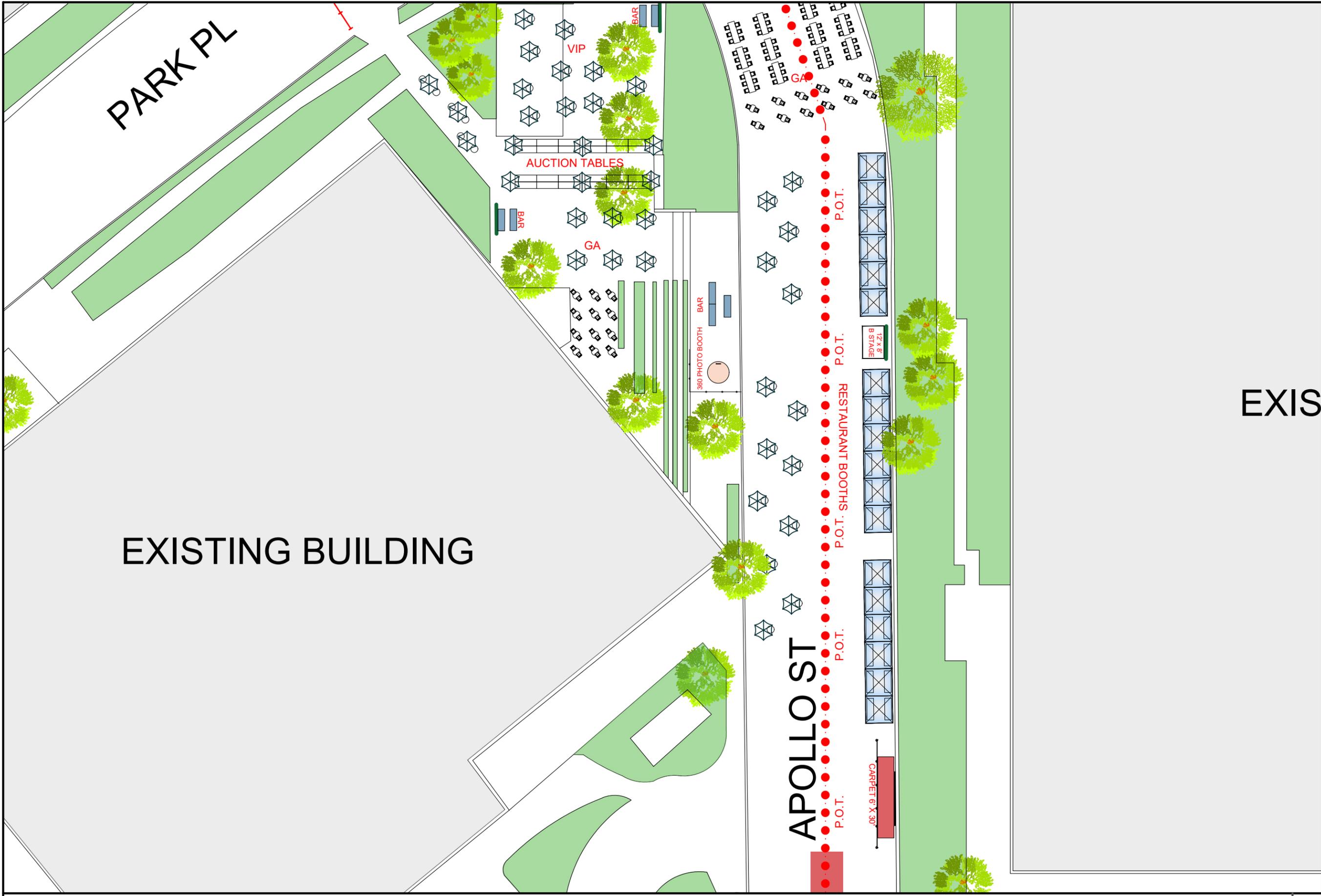
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VENDOR BOOTHS

1



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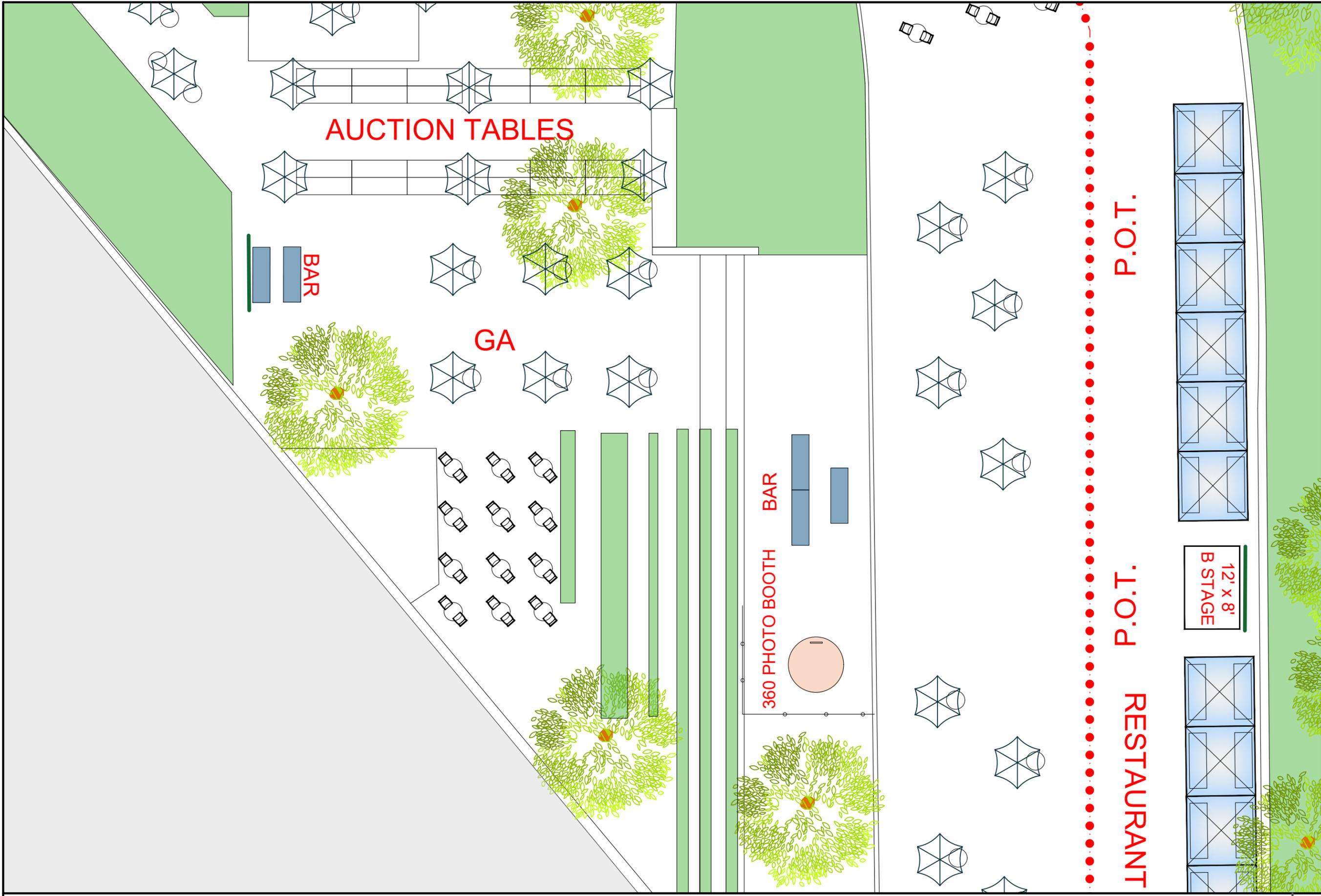
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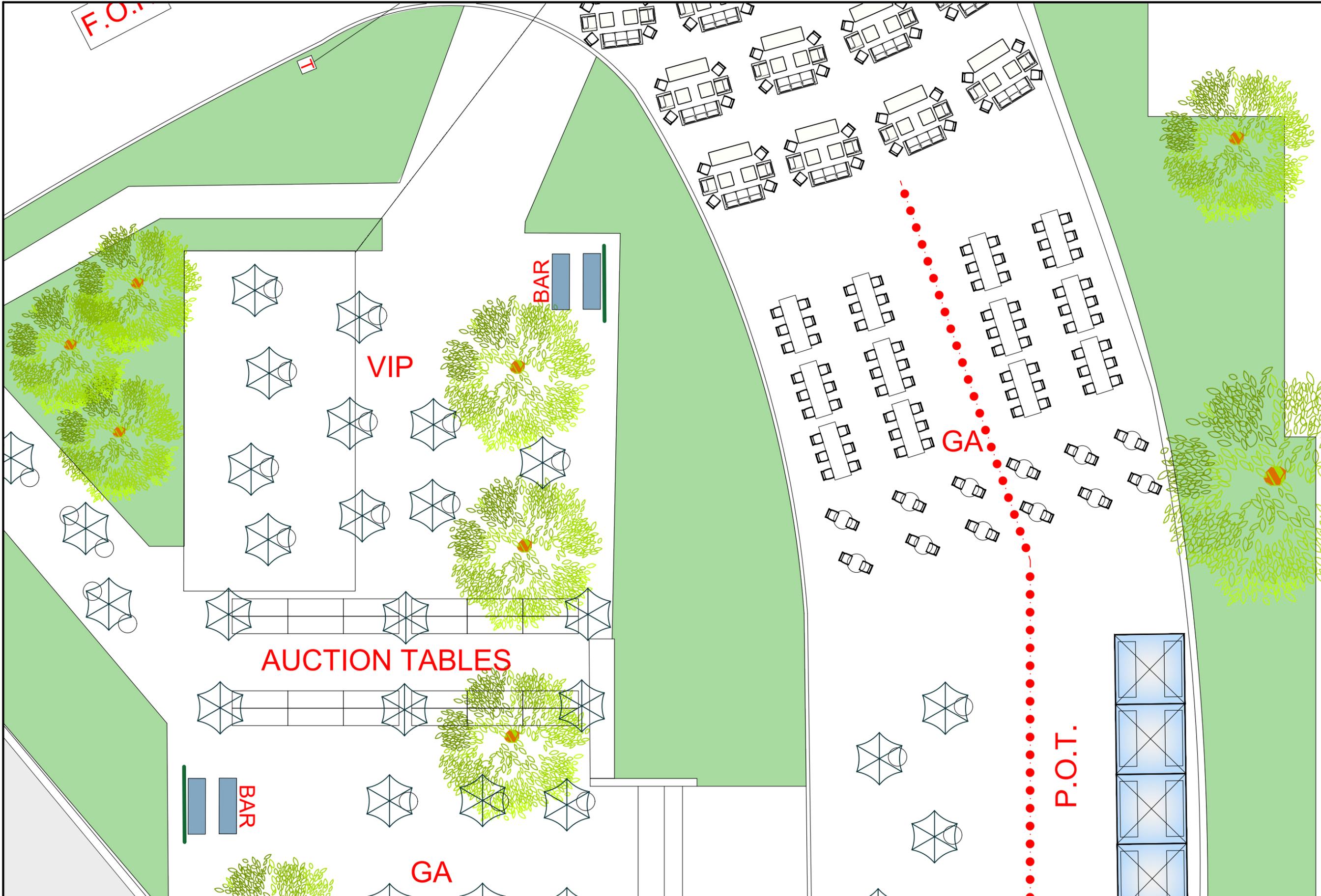
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AUCTION/ GENERAL ADMISSION 1



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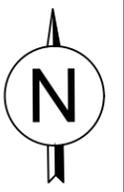
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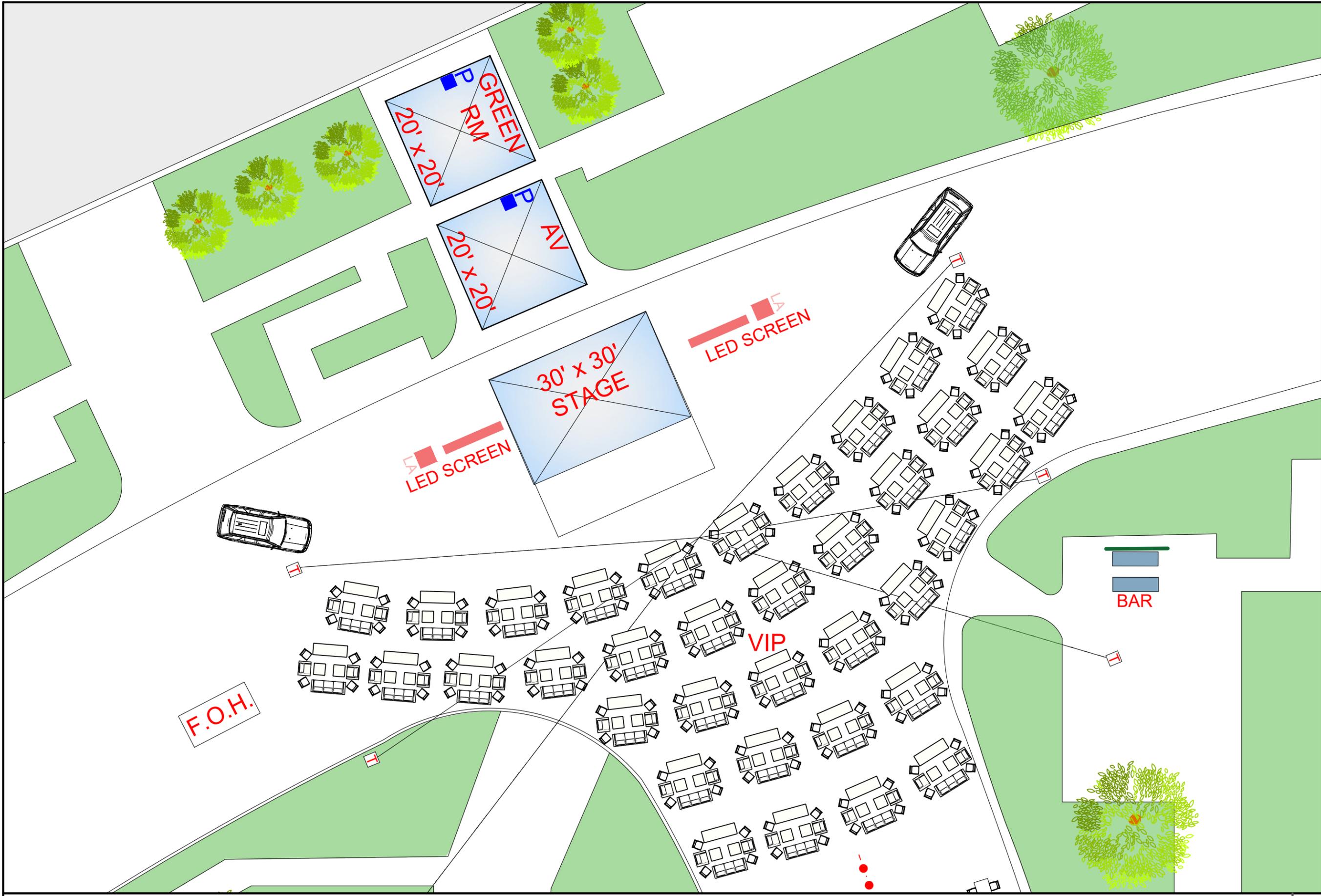
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Client:
WALK WITH
SALLY

Location:
840 Apollo El Segundo,
CA 90245

Guest Count:
1000



STAGE/LOUNGE AREA

1



City Council Agenda Statement

Meeting Date: June 18, 2024

Agenda Heading: Staff Presentations

Item Number: D.9

TITLE:

Resolution Amending City’s Administrative Code Chapter 1A2 (Management Confidential Series) Relating to Battalion Chief Classification Salary Increases and Benefit Changes

RECOMMENDATION:

1. Adopt a Resolution amending the City’s Administrative Code to update sections for the unrepresented Battalion Chief classification covered under Chapter 1A2 Management-Confidential series.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The fiscal impact of the proposed salary and benefit changes for the Battalion Chief classification included in Chapter 1A2 of the Administrative Code for the Management and Confidential Series is approximately \$142,000 for FY 2024-25.

Additional Appropriation: Staff is requesting an additional appropriation of \$142,000 from the General Fund - Unappropriated Fund Balance in FY 2024-25 for implementing the terms of the salary and benefit changes for the Battalion Chief employees in the Management and Confidential Series.

Account Numbers:

001-400-3202-4101, Salaries Full-Time	\$94,432.51
001-400-3202-4201 Retirement CalPERS	\$20,800.96
001-400-3202-4202, FICA	\$1,542.14
001-400-3202-4203, Workers Compensation	\$16,026.28
001-400-3202-4204, Group Insurance	\$9,198.11
Total:	\$142,000.00

Revisions to Battalion Chief Salaries and Benefits

June 18, 2024

Page 2 of 5

BACKGROUND:

The Management and Confidential Series are unrepresented employees that are classified into two subgroups: Mid-Management and Confidential, and Executives. The Battalion Chief classification is included in the Mid-Management and Confidential group. These employees are classified as "Safety" under the CalPERS retirement system and are the highest level of fire personnel under the Fire Chief.

Compensation, benefits and other terms and conditions of employment for the Management and Confidential Series employees are provided under the City's Administrative Code Chapter 1A2. On August 15, 2023, a fully amended version of the Administrative Code was approved and adopted by City Council. While this update included some changes to benefits for employees in the Battalion Chief classification, it did not include salary changes. The City's intention was to make salary changes to the Battalion Chief classification once a successor labor agreement was reached with the El Segundo Firefighters' Association ("ESFA") bargaining unit.

On May 21, 2024, a new ESFA Memorandum of Understanding was approved and adopted by the City Council. This staff report includes a red-lined and clean version of the changes to the Administrative Code made by Resolution after August 15, 2023 and the proposed new changes relating to the Battalion Chief classification.

DISCUSSION:

The unrepresented Battalion Chief classification oversees ESFA-represented employees. They are responsible for one of three platoons of fire safety personnel, and they directly supervise the Fire Captain rank. The compensation structure for the Battalion Chief and employees in the ESFA differ in the method in which salaries are maintained (salary range adjustment or cost-of-living increase) and the number of special and incentive pays available. In setting compensation for the Battalion Chief, it is important to consider total compensation (base salary plus special pays) of the Fire Captain to encourage a succession path to promotion and to limit pay compaction between the supervisory and subordinate ranks.

The City's approach to employee compensation with the newly approved labor agreements is to eliminate special pays and apply them to base salary where appropriate to provide more transparency in salaries. The proposed changes to the Battalion Chief compensation outlined in this report are in alignment with this approach.

Employees covered under the Administrative Code do not receive cost-of-living adjustments to salary as is customary with the represented employees in a bargaining unit. Instead, they receive salary increases based on merit and performance from 1-5% annually, until the top of the established salary range for the position has been attained. Once at the top of the salary range, no additional salary can be provided, regardless of satisfactory job performance. After the salary range is adjusted, if an employee is due

Revisions to Battalion Chief Salaries and Benefits

June 18, 2024

Page 3 of 5

for their annual evaluation, they may be awarded a salary increase based on their performance and availability in the salary range. The salary range for the Battalion Chief classification was last adjusted on June 4, 2019.

Employees in the ESFA received a 1.5% cost-of-living adjustment in February 2024 and will receive an additional 5.3% cost-of-living adjustment in July 2024. The proposed salary range adjustment of 6.8% for the Battalion Chief maintains the differential between the unrepresented and represented ranks.

The Battalion Chief is eligible for two special pays in addition to base salary. These pays include an Educational Incentive for possession of a Bachelor's degree at \$1,170.19 per month or a Master's degree at \$1,755.28 per month and Chief Officer certification at \$585.09 per month. The proposed change eliminates the Educational Incentive and instead provides the pay in base salary at the rate earned by a Battalion Chief with a Master's degree. This same methodology is incorporated in the new ESFA labor agreement.

Another difference in the compensation structure between the unrepresented and represented Fire safety personnel is that Battalion Chiefs do not receive Longevity pay while the subordinate ranks are eligible a two-tiered Longevity pay based on their service with the City. This pay provision is a significant difference between the ranks for employees hired prior to 2015. A Fire Captain in Tier 1 with 19 years of service receives \$2,199.50 per month in Longevity pay. The proposed change to eliminate the Chief Officer certification pay and incorporate \$2,199.50 per month to base salary further streamlines Battalion Chief compensation by eliminating all remaining special pays and reduces the gap between the ranks by the Tier 1 Longevity pay provision received by Fire Captains.

Battalion Chiefs work on a 48/96 suppression shift schedule with 24-hour shifts which equates to 112 hours pay period. All other employees covered under the Administrative Code work on a schedule which is 80 hours per pay period. Administrative Leave is provided up to 56 hours per calendar year for all non-executives. A Battalion Chief would need 24 hours of Administrative Leave to take one workday off. Adjusting the amount of Administrative Leave eligibility from up to 56 hours to up to 96 hours would offset the additional hours worked under the suppression shift schedule.

Below is a summary of the proposed changes to Chapter 1A2 of the Administrative Code- Management and Confidential Series for the Battalion Chief classification. If approved, these changes would become effective the pay period beginning June 29, 2024:

1. 6.8% Salary Range Adjustment
2. Eliminate the Education Incentive and provide the previous Battalion Chief Educational Incentive for a Master's degree in the amount of \$1,755.28 per

Revisions to Battalion Chief Salaries and Benefits

June 18, 2024

Page 4 of 5

month to base salary.

3. Eliminate the Chief Officer Certification pay of \$585.09 per month and instead provide the Tier 1 Longevity pay for a Fire Captain with 19 years of service in the amount of \$2,199.50 per month to base salary.
4. Increase Administrative Leave hours awarded from up to 56 to 96 per calendar year.

The updated Administrative Code includes revisions to the following sections:

- Section 1A2.000 Schedule of Classes by Series: Incorporation and revisions to list of positions covered by Chapter 1A2 completed by prior resolutions.
- Section 1A2.010 Basic Salary Schedule: Revised salary schedule reflects prior changes updated by resolutions along with proposed new Battalion Chief salary schedule. The new salary range for Battalion Chief was first adjusted by 6.8% and then \$1,755.28 and \$2,199.50 were added to the entrance and top of the salary range. The new range is \$17,882.63 to \$20,668.20 per month.
- Section 1A2.100 Administrative Leave: Updated to reflect the increase from up to 56 to up to 96 hours per calendar year for Battalion Chiefs.
- Section 1A2.115.2 Educational Incentive: Updated to reflect elimination of this pay and addition of \$1,755.28 to base pay.
- Section 1A2.123 Chief Officer Certification: Updated to reflect elimination of this pay and addition of \$2,199.50 per month to base pay.

If approved and adopted, Human Resources will work with Finance to implement the new and updated salary and benefit provisions.

CITY STRATEGIC PLAN COMPLIANCE:

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:

Revisions to Battalion Chief Salaries and Benefits

June 18, 2024

Page 5 of 5

Rebecca Redyk, Human Resources Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Resolution Providing Changes to Chapter 1A2 Management-Confidential Series
2. Administrative Code Chapter 1A2 Management and Confidential Series - CLEAN
3. Administrative Code Chapter 1A2 Management and Confidential Series -
REDLINE

RESOLUTION NO. _____

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED this 18th day of June, 2024.

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 _____, 2024, 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, City Attorney

EXHIBIT "A"
**ADMINISTRATIVE CODE CHAPTER 1A.2 MANAGEMENT AND CONFIDENTIAL
SERIES**

THE CITY OF EL SEGUNDO

**ADMINISTRATIVE CODE
TITLE 1A**

SALARIES AND CONDITIONS OF EMPLOYMENT

**CHAPTER 1A2
MANAGEMENT AND CONFIDENTIAL SERIES**



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

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SECTION 1A2.000 SCHEDULE OF CLASSES BY SERIES.

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

Executive Management (At-Will)

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

Mid-Management

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

Confidential

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

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

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

SECTION 1A2.010 BASIC SALARY SCHEDULE.

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

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

See Attachment for Executives and Management/Confidential Salary Schedules

(Reso. 4965) 12/15

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

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

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

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

(Reso. 5154) 06/19

SECTION 1A2.070 SALARY INCREASES BASED ON PERFORMANCE.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Council Approval) 11/88

SECTION 1A2.087 SALARY PLACEMENT UPON PROMOTION.

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

(Reso. 3446) 11/86

SECTION 1A2.090 RESIDENCE REQUIREMENTS.

The Director of Public Works, Police Chief, and Fire Chief shall reside in a location which would enable the incumbents of those positions to report to work within one (1) hour of being notified of an emergency which requires their presence in El Segundo. Driving time shall be defined as the

time that it takes an individual to drive to El Segundo from their place of residence during normal traffic conditions, including morning and afternoon commuter rush hour conditions prevalent in Southern California. Current and Future occupants of these offices shall have eighteen (18) months from the date of appointment to meet this requirement.

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

SECTION 1A2.100 ADMINISTRATIVE LEAVE.

Executive Management positions shall receive up to 80 hours of Administrative Leave per calendar year upon approval of the City Manager. Mid-Management and Confidential positions shall receive up to 56 hours of Administrative Leave per calendar year upon recommendation of the Department Director and approval of the City Manager. This leave has no cash value and cannot be carried over.

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

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

SECTION 1A2.105 FLEXIBLE BENEFIT PLAN

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 1A2.109 RETIREE DENTAL AND VISION

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

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

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

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

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

(Reso. 5432) 8/23

SECTION 1A2. 110 ADDITIONAL EMPLOYMENT.

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

(Reso. 2620) 4/75

SECTION 1A2.115 EDUCATION EXPENSES – REIMBURSEMENT.

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

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

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

SECTION 1A2.115.2 EDUCATIONAL INCENTIVE.

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

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

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

SECTION 1A2.120 DEFERRED COMPENSATION PLAN.

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

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

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

SECTION 1A2.121 FLEXIBLE SPENDING ACCOUNT.

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

(Council Approval) 11 /88

SECTION 1A2.123 CHIEF OFFICER CERTIFICATION.

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

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

SECTION 1A2.130 UNIFORM ALLOWANCE.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Reso. 4264) 8/02

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

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

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

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

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

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

SECTION 1A2.137.1 SICK LEAVE PAYOUTS.

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

(Reso. 4918) 6/15

SECTION 1A2.139 HOLIDAYS AND HOLIDAY PAY.

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

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

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

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

SECTION 1A2.139.1 PERSONAL LEAVE/FLOATING HOLIDAY.

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

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

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

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

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

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

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

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

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

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

SECTION 1A2.144 VACATION LEAVE

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

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

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

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

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

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

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

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

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

SECTION 1A2.145 VACATION LEAVE USE.

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

(Reso. 3336) 11/85

SECTION 1A2.146 VACATION LEAVE CASH OUT.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 1A2.149 JURY DUTY.

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

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

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

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

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

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

(Reso. 4582) 12/08

SECTION 1A2.150 SALARIES AND BENEFITS APPLICABLE.

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

(Reso. 3173) 10/82

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

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

(Reso. 4582) 12/08

SECTION 1A2.153 CalPERS MEMBER CONTRIBUTION.

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

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

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

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

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

SECTION 1A2.154 AUTO ALLOWANCE.

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

(Reso. 5350) 06/22

SECTION 1A2.155 VOLUNTARY BINDING ARBITRATION AND BONUS PAYMENT

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

(Reso. 5432) 8/23

**UNREPRESENTED MANAGEMENT AND CONFIDENTIAL
SALARY RANGE ADJUSTMENTS - JUNE 29, 2024**

M&C									
Unrepresented: Executive, Mid-Management, Confidential Employee Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
11/3/2020	8/15/2023	5232	Deputy City Manager (At-Will)	EXECUTIVE	60d	Salaried	68.20	11822.00	141864.00
							108.17	18750.00	225000.00
6/4/2019	9/19/2023	5435	Chief of Police	EXECUTIVE	60f	Salaried	101.66	17620.73	211448.76
							134.19	23259.36	279112.32
6/4/2019	12/19/2023	5453	Fire Chief	EXECUTIVE	70f	Salaried	96.69	16760.14	201121.68
							116.03	23129.00	277548.00
1/18/2022	8/15/2023	5306	Chief Financial Officer	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							108.17	18750.00	225000.00
11/3/2020	8/15/2023	5232	Director of Human Resources	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							108.17	18750.00	225000.00
11/3/2020	8/15/2023	5232	Information Technology Services Director	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							108.17	18750.00	225000.00
9/6/2022	8/15/2023	5359	Director of Recreation, Parks, and Library	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							108.17	18750.00	225000.00
9/6/2022	8/15/2023	5359	Director of Community Development	EXECUTIVE	64d	Salaried	78.35	13581.00	162972.00
							108.17	18750.00	225000.00
6/4/2019	8/15/2023	5154	Director of Public Works	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							108.17	18750.00	225000.00
6/4/2019	8/15/2023	5154	Assistant City Engineer	MANAGEMENT	56m	Salaried	60.70	10521.52	126258.24
							77.21	13383.38	160600.56
6/6/2023	8/15/2023	5420	Aquatics Manager (At-Will)	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							72.32	12535.11	150421.38
6/4/2019	6/18/2024	XXXX	Battalion Chief	MANAGEMENT	60f	Salaried	53.74	17882.63	156492.72
							85.17	20668.20	248018.40
5/21/2024	5/21/2024	5490	Building Official (At-Will)	MANAGEMENT	60f	Salaried	64.83	11236.58	134838.96
							82.46	14292.92	171515.08
6/4/2019	8/15/2023	5154	City Engineer (At-Will)	MANAGEMENT	60m	Salaried	68.91	11943.54	143322.48
							87.65	15192.19	182306.22
11/3/2020	8/15/2023	5381	Communications Manager (At-Will)	MANAGEMENT	51m	Salaried	58.10	10070.98	120851.76
							73.91	12810.29	153723.49
6/4/2019	8/15/2023	5344	Deputy City Clerk	MANAGEMENT	27m	Salaried	35.43	6140.99	73691.88
							44.80	7765.55	93186.59
6/7/2022	8/15/2023	5344	Assistant City Clerk (At-Will)	MANAGEMENT	36m	Salaried	58.10	10070.98	120851.76
							73.91	12810.29	153723.49
6/4/2019	8/15/2023	5154	Deputy City Treasurer II	MANAGEMENT	30s	Salaried	44.05	7635.47	91625.64
							56.03	9712.31	116547.76
11/7/2023	11/7/2023	5446	Environmental Programs Manager (At-Will)	MANAGEMENT	81m	Salaried	58.10	10070.98	120851.76
							73.91	12810.29	153723.48
2/21/2023	8/15/2023	5395	General Services Superintendent (At-Will)	MANAGEMENT	57m	Salaried	59.04	10233.12	122797.44
							75.10	13016.52	156198.29
4/19/2022	8/15/2023	5326	Finance Manager (At-Will)	MANAGEMENT	55m	Salaried	59.38	10292.33	123507.96
							83.26	14431.90	173182.80
2/21/2023	8/15/2023	5395	Utilities Superintendent (At-Will)	MANAGEMENT	59m	Salaried	59.04	10233.12	122797.44
							75.10	13016.52	156198.29
6/4/2019	8/15/2023	5154	Human Resources Manager (At-Will)	MANAGEMENT	51m	Salaried	58.10	10070.98	120851.76
							73.91	12810.29	153723.49
6/4/2019	8/15/2023	5154	Information Systems Manager (At-Will)	MANAGEMENT	54m	Salaried	62.04	10753.00	129036.00
							78.91	13677.82	164133.79
6/4/2019	8/15/2023	5154	Librarian II	MANAGEMENT	37m	Salaried	41.97	7274.57	87294.84
							53.38	9253.25	111038.99
11/3/2020	8/15/2023	1620	Library Services Manager	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							72.32	12535.11	150421.38
6/4/2019	8/15/2023	5154	Park Maintenance Superintendent	MANAGEMENT	48m	Salaried	54.45	9437.67	113252.04
							69.26	12004.71	144056.54
6/4/2019	8/15/2023	5154	Planning Manager (At-Will)	MANAGEMENT	56m	Salaried	64.83	11236.58	134838.96
							82.46	14292.92	171515.08
1/16/2024	1/16/2024	5154	Recreation Manager (At-Will)	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							72.32	12535.11	150421.38
11/3/2020	8/15/2023	5232	Risk Manager (At-Will)	MANAGEMENT	52m	Salaried	58.10	10071.00	120852.00
							73.90	12810.10	153721.20
6/4/2019	8/15/2023	5154	Senior Librarian	MANAGEMENT	39m	Salaried	44.98	7796.33	93555.96
							57.21	9916.94	119003.23
11/3/2020	8/15/2023	5232	Treasury & Customer Service Manager	MANAGEMENT	141	Salaried	59.38	10292.00	123504.00
							75.53	13092.06	157104.72

**UNREPRESENTED MANAGEMENT AND CONFIDENTIAL
SALARY RANGE ADJUSTMENTS - JUNE 29, 2024**

M&C									
Unrepresented: Executive, Mid-Management, Confidential Employee Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
6/4/2019	8/15/2023	5154	Accountant	CONFIDENTIAL	31m	Salaried	38.16	6614.09	79369.08
							48.54	8413.12	100957.50
6/4/2019	8/15/2023	5154	Executive Assistant	CONFIDENTIAL	34m	Salaried	37.98	6582.92	78995.04
							48.31	8373.48	100481.77
2/21/2023	8/15/2023	5395	Human Resources Analyst	CONFIDENTIAL	34m	Salaried	41.40	7176.04	86112.48
							52.66	9127.93	109535.10
6/4/2019	8/15/2023	NA	Human Resources Technician	CONFIDENTIAL	18m	Salaried	29.58	5127.76	61533.12
							37.63	6522.52	78270.23
6/4/2019	8/15/2023	5154	Management Analyst	CONFIDENTIAL	35m	Salaried	41.40	7176.04	86112.48
							52.66	9127.93	109535.10
6/4/2019	8/15/2023	5154	Payroll Accountant	CONFIDENTIAL	31m	Salaried	38.16	6614.09	79369.08
							48.54	8413.12	100957.50
6/4/2019	8/15/2023	5154	Principal Civil Engineer	CONFIDENTIAL	51m	Salaried	58.10	10070.98	120851.76
							73.91	12810.29	153723.49
6/4/2019	8/15/2023	5154	Senior Civil Engineer (At-Will)	CONFIDENTIAL	48m	Salaried	54.45	9437.67	113252.04
							69.26	12004.71	144056.54
6/4/2019	8/15/2023	5154	Senior Executive Assistant (At-Will)	CONFIDENTIAL	35m	Salaried	41.40	7176.04	86112.48
							52.66	9127.93	109535.10
6/4/2019	8/15/2023	5154	Senior Human Resources Analyst	CONFIDENTIAL	39m	Salaried	44.98	7796.33	93555.96
							57.21	9916.94	119003.23
6/4/2019	8/15/2023	5154	Senior Management Analyst	CONFIDENTIAL	39m	Salaried	44.98	7796.33	93555.96
							57.21	9916.94	119003.23
6/4/2019	8/15/2023	5401	Special Projects Administrator	CONFIDENTIAL	35m	Salaried	41.40	7176.04	86112.48
							52.66	9127.93	109535.10

MANAGEMENT AND CONFIDENTIAL SERIES

EMPLOYEE VOLUNTARY ARBITRATION AGREEMENT

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

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

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

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

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

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

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

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

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

6. **Arbitration Costs.**

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

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

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

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

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

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

"EMPLOYEE"

Signature of Employee

Printed Name of Employee

Dated

"EMPLOYER"

CITY OF EL SEGUNDO

Signature of Employer Representative

By:

Name/Title of Employer Representative

Dated

THE CITY OF EL SEGUNDO

ADMINISTRATIVE CODE TITLE 1A

SALARIES AND CONDITIONS OF EMPLOYMENT

CHAPTER 1A2 MANAGEMENT AND CONFIDENTIAL SERIES



Revised:
November 2011
August 1, 2012
September 24, 2021
June 15, 2015
May 2016
August 15, 2023
June 18, 2024

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SECTION 1A2.000 SCHEDULE OF CLASSES BY SERIES.

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

Executive Management (At-Will)

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

Mid-Management

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

Confidential

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

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

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

SECTION 1A2.010 BASIC SALARY SCHEDULE.

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

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

See Attachment for Executives and Management/Confidential Salary Schedules

(Reso. 4965) 12/15

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

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

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

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

(Reso. 5154) 06/19

SECTION 1A2.070 SALARY INCREASES BASED ON PERFORMANCE.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(Council Approval) 11/88

SECTION 1A2.087 SALARY PLACEMENT UPON PROMOTION.

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

(Reso. 3446) 11/86

SECTION 1A2.090 RESIDENCE REQUIREMENTS.

The Director of Public Works, Police Chief, and Fire Chief shall reside in a location which would enable the incumbents of those positions to report to work within one (1) hour of being notified of an emergency which requires their presence in El Segundo. Driving time shall be defined as the

time that it takes an individual to drive to El Segundo from their place of residence during normal traffic conditions, including morning and afternoon commuter rush hour conditions prevalent in Southern California. Current and Future occupants of these offices shall have eighteen (18) months from the date of appointment to meet this requirement.

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

SECTION 1A2.100 ADMINISTRATIVE LEAVE.

Executive Management positions shall receive up to 80 hours of Administrative Leave per calendar year upon approval of the City Manager. Mid-Management and Confidential positions shall receive up to 56 hours of Administrative Leave per calendar year upon recommendation of the Department Director and approval of the City Manager. This leave has no cash value and cannot be carried over.

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

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

SECTION 1A2.105 FLEXIBLE BENEFIT PLAN

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 1A2.109 RETIREE DENTAL AND VISION

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

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

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

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

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

(Reso. ~~5432XXXX~~)
8/23

SECTION 1A2. 110 ADDITIONAL EMPLOYMENT.

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

(Reso. 2620) 4/75

SECTION 1A2.115 EDUCATION EXPENSES – REIMBURSEMENT.

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

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

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

SECTION 1A2.115.2 EDUCATIONAL INCENTIVE.

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

~~Effective July 1, 2008, a Battalion Chief, upon obtaining a Bachelor's Degree from an accredited college or university, shall receive Educational Incentive Compensation in an amount of \$1,170.19 per month.~~

~~Effective July 1, 2008, a Battalion Chief, upon obtaining a Master's Degree from an accredited college or university, shall receive Educational Incentive Compensation in an amount of \$1,755.28 per month.~~

~~Effective October 1, 2008, the Deputy Fire Chief, upon obtaining a Master's Degree from an accredited college or university, shall receive Educational Incentive Compensation in an amount of \$791.78 per month.~~

~~Education pays are not cumulative. Employee shall receive the pay corresponding to the~~

~~highest level of education.~~

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

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

SECTION 1A2.120 DEFERRED COMPENSATION PLAN.

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

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

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

SECTION 1A2.121 FLEXIBLE SPENDING ACCOUNT.

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

(Council Approval) 11 /88

SECTION 1A2.123 CHIEF OFFICER CERTIFICATION.

~~Effective July 1, 2008, Battalion Chiefs, upon obtaining Chief Officer Certification from the Office of the State Fire Marshal, shall receive Certification Compensation in an amount of \$585.09 per~~

~~Effective October 1, 2008, the Deputy Fire Chief, upon obtaining Chief Officer Certification from the Office of the State Fire Marshal, shall receive Certification Compensation in an amount of \$659.82 per month.~~

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

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

SECTION 1A2.130 UNIFORM ALLOWANCE.

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

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

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

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

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

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

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

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

(Reso. 3790) 10/92

(Reso. 3860) 4/94

(Reso. ~~5432XXXX~~)
8/23

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

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

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

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

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

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

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

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

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

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

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

current rate at separation.

(Reso. 4264) 8/02

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

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

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

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

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

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

SECTION 1A2.137.1, SICK LEAVE PAYOUTS.

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

(Reso. 4918) 6/15

SECTION 1A2.139 HOLIDAYS AND HOLIDAY PAY.

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

January 1st
The third Monday in January
The third Monday in February

November 11th
Thanksgiving Day and the Friday thereafter
December 24th

The last Monday in May
July 4th

December 25th
December 31st

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

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

SECTION 1A2.139.1 PERSONAL LEAVE/FLOATING HOLIDAY.

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

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

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

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

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

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

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

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

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

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

SECTION 1A2.144 VACATION LEAVE

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

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

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

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

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

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

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

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

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

SECTION 1A2.145 VACATION LEAVE USE.

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

(Reso. 3336) 11/85

SECTION 1A2.146 VACATION LEAVE CASH OUT.

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

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

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

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

- C. The City shall administer the cash out twice annually, starting in December 2023 and every December thereafter. The City shall make the cash outs in the first full pay period in July and December.

Such cash outs shall be paid at the employee's base salary hourly rate of pay.

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

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

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

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

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

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

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

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

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

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

SECTION 1A2.149 JURY DUTY.

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

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

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

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

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

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

(Reso. 4582) 12/08

SECTION 1A2.150 SALARIES AND BENEFITS APPLICABLE.

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

(Reso. 3173) 10/82

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

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

(Reso. 4582) 12/08

SECTION 1A2.153 CalPERS MEMBER CONTRIBUTION.

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

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

Effective July 1, 2019, CalPERS Classic Members in the Safety Classifications in Executive, Mid-Management, and -Confidential employees shall pay a total employee contribution of twelve

(12%); nine percent (9%) shall be the member contribution, and three percent (3%) shall be the employee-paid cost-sharing of the City's contribution under Gov. Code section 20516(a).

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

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

SECTION 1A2.154 AUTO ALLOWANCE.

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

(Reso. 5350) 06/22

SECTION 1A2.155 VOLUNTARY BINDING ARBITRATION AND BONUS PAYMENT

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

(Reso. 5432) 8/23

**UNREPRESENTED MANAGEMENT AND CONFIDENTIAL
SALARY RANGE ADJUSTMENTS - AUGUST 15, 2023**

M&C									
Unrepresented: Executive, Mid-Management, Confidential Employee Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP-BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
11/3/2020	8/15/2023	5232	Deputy City Manager (At-Will)	EXECUTIVE	60d	Salaried	68.20	11822.00	141864.00
							108.17	18750.00	225000.00
6/4/2019		5154	Chief of Police	EXECUTIVE	60f	Salaried	101.66	17620.73	211448.76
6/4/2019		5154	Fire Chief	EXECUTIVE	70f	Salaried	96.69	16760.14	201121.68
							116.03	20112.17	241346.04
1/18/2022	8/15/2023	5306	Chief Financial Officer	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							108.17	18750.00	225000.00
11/3/2020	8/15/2023	5232	Director of Human Resources	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							108.17	18750.00	225000.00
11/3/2020	8/15/2023	5232	Information Technology Services Director	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							108.17	18750.00	225000.00
9/6/2022	8/15/2023	5359	Director of Recreation, Parks, and Library	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							108.17	18750.00	225000.00
9/6/2022	8/15/2023	5359	Director of Community Development	EXECUTIVE	64d	Salaried	78.35	13581.00	162972.00
							108.17	18750.00	225000.00
6/4/2019	8/15/2023	5154	Director of Public Works	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							108.17	18750.00	225000.00
6/4/2019	8/15/2023	5154	Assistant City Engineer	MANAGEMENT	56m	Salaried	60.70	10521.52	126258.24
							77.21	13383.38	160600.56
6/6/2023	8/15/2023	5420	Aquatics Manager	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							72.32	12535.11	150421.38
6/4/2019		5154	Battalion Chief	MANAGEMENT	60f	Salaried	53.74	13041.06	156492.72
							64.49	15649.27	187791.24
6/4/2019	8/15/2023	5154	Building Safety Manager	MANAGEMENT	60f	Salaried	64.83	11236.58	134838.96
							82.46	14292.92	171515.08
6/4/2019	8/15/2023	5154	City Engineer (At-Will)	MANAGEMENT	60m	Salaried	68.91	11943.54	143322.48
							87.65	15192.19	182306.22
11/3/2020	8/15/2023	5381	Communications Manager (At-Will)	MANAGEMENT	51m	Salaried	58.10	10070.98	120851.76
							73.91	12810.29	153723.49
6/4/2019	8/15/2023	5344	Deputy City Clerk	MANAGEMENT	27m	Salaried	35.43	6140.99	73691.88
							44.80	7765.55	93186.59
6/7/2022	8/15/2023	5344	Assistant City Clerk (At-Will)	MANAGEMENT	36m	Salaried	58.10	10070.98	120851.76
							73.91	12810.29	153723.49
6/4/2019	8/15/2023	5154	Deputy City Treasurer II	MANAGEMENT	30s	Salaried	44.05	7635.47	91625.64
							56.03	9712.31	116547.76
2/21/2023	8/15/2023	5395	General Services Superintendent (At-Will)	MANAGEMENT	57m	Salaried	59.04	10233.12	122797.44
							75.10	13016.52	156198.29
4/19/2022	8/15/2023	5326	Finance Manager (At-Will)	MANAGEMENT	55m	Salaried	59.38	10292.33	123507.96
							83.26	14431.90	173182.80
2/21/2023	8/15/2023	5395	Utilities Superintendent (At-Will)	MANAGEMENT	59m	Salaried	59.04	10233.12	122797.44
							75.10	13016.52	156198.29
6/4/2019	8/15/2023	5154	Human Resources Manager (At-Will)	MANAGEMENT	51m	Salaried	58.10	10070.98	120851.76
							73.91	12810.29	153723.49
6/4/2019	8/15/2023	5154	Information Systems Manager (At-Will)	MANAGEMENT	54m	Salaried	62.04	10753.00	129036.00
							78.91	13677.82	164133.79
6/4/2019	8/15/2023	5154	Librarian II	MANAGEMENT	37m	Salaried	41.97	7274.57	87294.84
							53.38	9253.25	111038.99
11/3/2020	8/15/2023	1620	Library Services Manager	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							72.32	12535.11	150421.38
6/4/2019	8/15/2023	5154	Park Maintenance Superintendent	MANAGEMENT	48m	Salaried	54.45	9437.67	113252.04
							69.26	12004.71	144056.54
6/4/2019	8/15/2023	5154	Planning Manager (At-Will)	MANAGEMENT	56m	Salaried	64.83	11236.58	134838.96
							82.46	14292.92	171515.08
6/4/2019	8/15/2023	5154	Recreation Superintendent	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							72.32	12535.11	150421.38
11/3/2020	8/15/2023	5232	Risk Manager (At-Will)	MANAGEMENT	52m	Salaried	58.10	10071.00	120852.00
							73.90	12810.10	153721.20
6/4/2019	8/15/2023	5154	Senior Librarian	MANAGEMENT	39m	Salaried	44.98	7796.33	93555.96
							57.21	9916.94	119003.23
11/3/2020	8/15/2023	5232	Treasury & Customer Service Manager	MANAGEMENT	141	Salaried	59.38	10292.00	123504.00
							75.53	13092.06	157104.72
6/4/2019	8/15/2023	5154	Accountant	CONFIDENTIAL	31m	Salaried	38.16	6614.09	79369.08
							48.54	8413.12	100957.50

**UNREPRESENTED MANAGEMENT AND CONFIDENTIAL
SALARY RANGE ADJUSTMENTS - AUGUST 15, 2023**

M&C									
Unrepresented: Executive, Mid-Management, Confidential Employee Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP-BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
6/4/2019	8/15/2023	5154	Executive-Assistant	CONFIDENTIAL	34m	Salaried	37.98	6582.92	78995.04
							48.31	8373.48	100481.77
2/21/2023	8/15/2023	5395	Human-Resources-Analyst	CONFIDENTIAL	34m	Salaried	41.40	7176.04	86112.48
							52.66	9127.93	109535.10
6/4/2019	8/15/2023	NA	Human-Resources-Technician	CONFIDENTIAL	18m	Salaried	29.58	5127.76	61533.12
							37.63	6522.52	78270.23
6/4/2019	8/15/2023	5154	Management-Analyst	CONFIDENTIAL	35m	Salaried	41.40	7176.04	86112.48
							52.66	9127.93	109535.10
6/4/2019	8/15/2023	5154	Payroll-Accountant	CONFIDENTIAL	31m	Salaried	38.16	6614.09	79369.08
							48.54	8413.12	100957.50
6/4/2019	8/15/2023	5154	Principal-Civil-Engineer	CONFIDENTIAL	51m	Salaried	58.10	10070.98	120851.76
							73.91	12810.29	153723.49
6/4/2019	8/15/2023	5154	Senior-Civil-Engineer (At-Will)	CONFIDENTIAL	48m	Salaried	54.45	9437.67	113252.04
							69.26	12004.71	144056.54
6/4/2019	8/15/2023	5154	Senior-Executive-Assistant (At-Will)	CONFIDENTIAL	35m	Salaried	41.40	7176.04	86112.48
							52.66	9127.93	109535.10
6/4/2019	8/15/2023	5154	Senior-Human-Resources-Analyst	CONFIDENTIAL	39m	Salaried	44.98	7796.33	93555.96
							57.21	9916.94	119003.23
6/4/2019	8/15/2023	5154	Senior-Management-Analyst	CONFIDENTIAL	39m	Salaried	44.98	7796.33	93555.96
							57.21	9916.94	119003.23
6/4/2019	8/15/2023	5401	Special-Projects-Administrator	CONFIDENTIAL	35m	Salaried	41.40	7176.04	86112.48
							52.66	9127.93	109535.10

**UNREPRESENTED MANAGEMENT AND CONFIDENTIAL
SALARY RANGE ADJUSTMENTS - JUNE 29, 2024**

M&C									
Unrepresented: Executive, Mid-Management, Confidential Employee Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
11/3/2020	8/15/2023	5232	Deputy City Manager (At-Will)	EXECUTIVE	60d	Salaried	68.20	11822.00	141864.00
							108.17	18750.00	225000.00
6/4/2019	9/19/2023	5435	Chief of Police	EXECUTIVE	60f	Salaried	101.66	17620.73	211448.76
							134.19	23259.36	279112.32
6/4/2019	12/19/2023	5453	Fire Chief	EXECUTIVE	70f	Salaried	96.69	16760.14	201121.68
							116.03	23129.00	277548.00
1/18/2022	8/15/2023	5306	Chief Financial Officer	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							108.17	18750.00	225000.00
11/3/2020	8/15/2023	5232	Director of Human Resources	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							108.17	18750.00	225000.00
11/3/2020	8/15/2023	5232	Information Technology Services Director	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							108.17	18750.00	225000.00
9/6/2022	8/15/2023	5359	Director of Recreation, Parks, and Library	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							108.17	18750.00	225000.00
9/6/2022	8/15/2023	5359	Director of Community Development	EXECUTIVE	64d	Salaried	78.35	13581.00	162972.00
							108.17	18750.00	225000.00
6/4/2019	8/15/2023	5154	Director of Public Works	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							108.17	18750.00	225000.00
6/4/2019	8/15/2023	5154	Assistant City Engineer	MANAGEMENT	56m	Salaried	60.70	10521.52	126258.24
							77.21	13383.38	160600.56
6/6/2023	8/15/2023	5420	Aquatics Manager (At-Will)	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							72.32	12535.11	150421.38
6/4/2019	6/18/2024	XXXX	Battalion Chief	MANAGEMENT	60f	Salaried	53.74	17882.63	156492.72
							85.17	20668.20	248018.40
5/21/2024	5/21/2024	5490	Building Official (At-Will)	MANAGEMENT	60f	Salaried	64.83	11236.58	134838.96
							82.46	14292.92	171515.08
6/4/2019	8/15/2023	5154	City Engineer (At-Will)	MANAGEMENT	60m	Salaried	68.91	11943.54	143322.48
							87.65	15192.19	182306.22
11/3/2020	8/15/2023	5381	Communications Manager (At-Will)	MANAGEMENT	51m	Salaried	58.10	10070.98	120851.76
							73.91	12810.29	153723.49
6/4/2019	8/15/2023	5344	Deputy City Clerk	MANAGEMENT	27m	Salaried	35.43	6140.99	73691.88
							44.80	7765.55	93186.59
6/7/2022	8/15/2023	5344	Assistant City Clerk (At-Will)	MANAGEMENT	36m	Salaried	58.10	10070.98	120851.76
							73.91	12810.29	153723.49
6/4/2019	8/15/2023	5154	Deputy City Treasurer II	MANAGEMENT	30s	Salaried	44.05	7635.47	91625.64
							56.03	9712.31	116547.76
11/7/2023	11/7/2023	5446	Environmental Programs Manager (At-Will)	MANAGEMENT	81m	Salaried	58.10	10070.98	120851.76
							73.91	12810.29	153723.48
2/21/2023	8/15/2023	5395	General Services Superintendent (At-Will)	MANAGEMENT	57m	Salaried	59.04	10233.12	122797.44
							75.10	13016.52	156198.29
4/19/2022	8/15/2023	5326	Finance Manager (At-Will)	MANAGEMENT	55m	Salaried	59.38	10292.33	123507.96
							83.26	14431.90	173182.80
2/21/2023	8/15/2023	5395	Utilities Superintendent (At-Will)	MANAGEMENT	59m	Salaried	59.04	10233.12	122797.44
							75.10	13016.52	156198.29
6/4/2019	8/15/2023	5154	Human Resources Manager (At-Will)	MANAGEMENT	51m	Salaried	58.10	10070.98	120851.76
							73.91	12810.29	153723.49
6/4/2019	8/15/2023	5154	Information Systems Manager (At-Will)	MANAGEMENT	54m	Salaried	62.04	10753.00	129036.00
							78.91	13677.82	164133.79
6/4/2019	8/15/2023	5154	Librarian II	MANAGEMENT	37m	Salaried	41.97	7274.57	87294.84
							53.38	9253.25	111038.99
11/3/2020	8/15/2023	1620	Library Services Manager	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							72.32	12535.11	150421.38
6/4/2019	8/15/2023	5154	Park Maintenance Superintendent	MANAGEMENT	48m	Salaried	54.45	9437.67	113252.04
							69.26	12004.71	144056.54
6/4/2019	8/15/2023	5154	Planning Manager (At-Will)	MANAGEMENT	56m	Salaried	64.83	11236.58	134838.96
							82.46	14292.92	171515.08
1/16/2024	1/16/2024	5154	Recreation Manager (At-Will)	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							72.32	12535.11	150421.38
11/3/2020	8/15/2023	5232	Risk Manager (At-Will)	MANAGEMENT	52m	Salaried	58.10	10071.00	120852.00
							73.90	12810.10	153721.20
6/4/2019	8/15/2023	5154	Senior Librarian	MANAGEMENT	39m	Salaried	44.98	7796.33	93555.96
							57.21	9916.94	119003.23
11/3/2020	8/15/2023	5232	Treasury & Customer Service Manager	MANAGEMENT	141	Salaried	59.38	10292.00	123504.00
							75.53	13092.06	157104.72

**UNREPRESENTED MANAGEMENT AND CONFIDENTIAL
SALARY RANGE ADJUSTMENTS - JUNE 29, 2024**

M&C									
Unrepresented: Executive, Mid-Management, Confidential Employee Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
6/4/2019	8/15/2023	5154	Accountant	CONFIDENTIAL	31m	Salaried	38.16	6614.09	79369.08
							48.54	8413.12	100957.50
6/4/2019	8/15/2023	5154	Executive Assistant	CONFIDENTIAL	34m	Salaried	37.98	6582.92	78995.04
							48.31	8373.48	100481.77
2/21/2023	8/15/2023	5395	Human Resources Analyst	CONFIDENTIAL	34m	Salaried	41.40	7176.04	86112.48
							52.66	9127.93	109535.10
6/4/2019	8/15/2023	NA	Human Resources Technician	CONFIDENTIAL	18m	Salaried	29.58	5127.76	61533.12
							37.63	6522.52	78270.23
6/4/2019	8/15/2023	5154	Management Analyst	CONFIDENTIAL	35m	Salaried	41.40	7176.04	86112.48
							52.66	9127.93	109535.10
6/4/2019	8/15/2023	5154	Payroll Accountant	CONFIDENTIAL	31m	Salaried	38.16	6614.09	79369.08
							48.54	8413.12	100957.50
6/4/2019	8/15/2023	5154	Principal Civil Engineer	CONFIDENTIAL	51m	Salaried	58.10	10070.98	120851.76
							73.91	12810.29	153723.49
6/4/2019	8/15/2023	5154	Senior Civil Engineer (At-Will)	CONFIDENTIAL	48m	Salaried	54.45	9437.67	113252.04
							69.26	12004.71	144056.54
6/4/2019	8/15/2023	5154	Senior Executive Assistant (At-Will)	CONFIDENTIAL	35m	Salaried	41.40	7176.04	86112.48
							52.66	9127.93	109535.10
6/4/2019	8/15/2023	5154	Senior Human Resources Analyst	CONFIDENTIAL	39m	Salaried	44.98	7796.33	93555.96
							57.21	9916.94	119003.23
6/4/2019	8/15/2023	5154	Senior Management Analyst	CONFIDENTIAL	39m	Salaried	44.98	7796.33	93555.96
							57.21	9916.94	119003.23
6/4/2019	8/15/2023	5401	Special Projects Administrator	CONFIDENTIAL	35m	Salaried	41.40	7176.04	86112.48
							52.66	9127.93	109535.10

MANAGEMENT AND CONFIDENTIAL SERIES

EMPLOYEE ~~VOLUNATRY~~VOLUNTARY ARBITRATION

AGREEMENT

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

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

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

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

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

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

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

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

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

6. **Arbitration Costs.**

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

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

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

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

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

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

"EMPLOYEE"

"EMPLOYER"

CITY OF EL SEGUNDO

Signature of Employee

Signature of Employer Representative

Printed Name of Employee

By:

Name/Title of Employer Representative

Dated

Dated



City Council Agenda Statement

Meeting Date: June 18, 2024

Agenda Heading: Staff Presentations

Item Number: D.10

TITLE:

Resolution to Establish a Workplace Violence Prevention Plan

RECOMMENDATION:

1. Adopt a Resolution establishing a Workplace Violence Prevention Plan.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

There is no fiscal impact for the adoption of a Workplace Violence Prevention Plan ("WVPP" or "Plan"). Administration of the Plan will result in costs for employee training which can be absorbed in the Human Resources Department's Citywide training budget.

BACKGROUND:

In 2023, Senate Bill 553 was enacted into law, adding Labor Code section 6401.9 to require employers to adopt and implement a Workplace Violence Prevention Plan and corresponding training for their employees by July 1, 2024. This new law is applicable to El Segundo in its capacity as an employer.

DISCUSSION:

The City has been working closely with legal counsel to draft a WVPP for the City and to provide training for City employees on the WVPP. On May 28, 2024, Human Resources sent a draft copy of the WVPP to bargaining unit representatives and the unrepresented employees for review and feedback. No requests were received from the employee organizations requesting to bargain any negotiable effects or impacts implicated by the City's compliance with Labor Code section 6401.9 and its implementation of the WVPP.

The Labor Code requires that the Plan include various components, including, but not

Workplace Violence Prevention Plan

June 18, 2024

Page 2 of 2

limited to the following: (1) identification of the City employee responsible for implementing the Plan, (2) procedures for responding to reports of workplace violence, (3) procedures for identifying and correcting workplace violence hazards, and (4) procedures for post-incident responses and investigations. The Labor Code also requires the City to record information in a violent incident log for every workplace violence incident and maintain such records for inspection.

Adoption and implementation of the Plan is required by law by July 1, 2024. Failure to comply may result in citation and civil penalties by the Division of Occupational Safety and Health (“DOSH”).

Six Citywide training sessions have been scheduled at various times, dates, and locations to provide the greatest opportunity to train all employees on the new policy. The Labor Code does not require elected officials to be trained on the WVPP. However, the City can provide training on the WVPP to any elected who may be interested. Additional dates are planned subsequent to these sessions to ensure all employees are trained.

CITY STRATEGIC PLAN COMPLIANCE:

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. Resolution Establishing a Workplace Violence Prevention Plan
2. Workplace Violence Prevention Plan

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING A CITYWIDE
WORKPLACE VIOLENCE PREVENTION PLAN.**

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

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

- A. Senate Bill 553 was enacted into law, adding Labor Code section 6401.9 which requires employers to adopt and implement a Workplace Violence Prevention Plan (“WVPP” or “Plan”) and corresponding training for their employees by July 1, 2024.
- B. The Labor Code requires that the Plan include various components, including, but not limited to the following: 1.) identification of the employee responsible for implementing the Plan, 2.) procedures for responding to reports of workplace violence, 3.) procedures for identifying and correcting workplace violence hazards, and 4.) procedures for post-incident responses and investigations.
- C. The Labor Code also requires the City to record information in a violent incident log for every workplace violence incident and maintain such records for inspection.
- D. Establishment of a Citywide Workplace Violence Prevention Plan places the City in compliance with the new law.

SECTION 2. *Approval.* The City Council approves the Workplace Violence Prevention Plan attached hereto as Exhibit “A,” which is incorporated by reference.

SECTION 3. 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 4. 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 5. This Resolution will take effect immediately upon adoption and will remain effective unless repealed or superseded.

SECTION 6. 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 _____,
2024.

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 by the City Clerk of said City, all at a regular meeting of said City Council held on the ____ day of _____ 2024, 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

EXHIBIT "A"

WORKPLACE VIOLENCE PREVENTION PLAN

THE CITY OF EL SEGUNDO

WORKPLACE VIOLENCE PREVENTION PLAN



Adopted June 18, 2024

WORKPLACE VIOLENCE PREVENTION PLAN

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I. Purpose

The purpose of the City's Workplace Violence Prevention Plan ("Plan" or "WVPP") is to establish, implement, and maintain an effective workplace violence prevention plan as required under Labor Code sections 6401.7 and 6401.9.

Specifically, this Plan contains procedures to address the following statutory requirements:

- 1) Record information in a Violent Incident Log for every incident of Workplace Violence, as defined below.
- 2) Provide effective training to employees on the legal requirements related to the prevention of workplace violence, including but not limited to the City's WVPP.
- 3) Maintain records of the following: (a) Workplace Violence hazards, (b) City employee (hereinafter referred to as "employees") trainings, (c) Violent Incident Logs, and (d) the investigation of any incident of Workplace Violence.
- 4) Ensure certain records are made available to the Division of Occupational Safety and Health ("Division" or "DOSH"), employees, and any authorized employee representatives.

In the event that there is any conflict between the City's Workplace Violence Prevention Policy and this Plan, the requirements set forth under the Plan shall apply.

II. Scope of Coverage

a. Workplaces

The WVPP shall apply to all City workplaces, unless a workplace is expressly exempted from coverage.

The following workplaces are exempt from and not subject to the WVPP:

- 1) A workplace that an employee has chosen to telework from that is not under the control of the City.

b. Employees

The WVPP applies to all City employees, unless an employee is expressly exempted.

The following employees are exempt from coverage under the WVPP:

- 1) An employee who is teleworking from a location of the employee's choice, which is not under the control of the City.

III. Effective Date

The effective date of this Plan is July 1, 2024.

The Plan shall continue in full force and effect until repealed or rescinded.

IV. Definitions

For the purposes of the WVPP, the following definitions apply:

- "Access" means the right and opportunity to examine and receive a copy of the WVPP.
- "Designated Representative" means any individual or organization to whom an employee gives Written Authorization to exercise a right of Access. A recognized or certified collective bargaining agent shall be considered a Designated Representative for the purpose of Access to the WVPP.
- "Emergency" or "Emergencies" means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
- "Engineering Controls" mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.
- "Serious Injury or Illness" means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.
- "Threat of Violence" means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online

posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

- “Workplace Violence” means any act of violence or Threat of Violence that occurs in the City’s covered workplace. Workplace Violence does not include lawful acts of self-defense or defense of others.
- Workplace Violence includes but is not limited to the following:
 - 1) The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
 - 2) An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
 - 3) The following four (4) types of Workplace Violence:
 - “Type 1 violence” means Workplace Violence committed by a person who has no legitimate business at the workplace and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
 - “Type 2 violence” means Workplace Violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - “Type 3 violence” means Workplace Violence against an employee by a present or former employee, supervisor, or manager.
 - Type 4 violence” means Workplace Violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
- “City Workplace Violence Prevention Committee” (“Committee”) means the group of employees who assess City’s Workplace Violence hazards and support in the implementation of the WVPP.
- “Workplace Violence Prevention Coordinator (“Coordinator”))” means the individual who is responsible for implementing the WVPP.
- “Work Practice Controls” means procedures and rules, which are used to effectively reduce Workplace Violence hazards.
- “Written Authorization” means a request provided to the City containing the following information:

- 1) The name and signature of the employee authorizing a representative of the employee to access the WVPP on the employee's behalf;
 - 2) The date of the request;
 - 3) The name of the designated representative (individual or organization) authorized to receive the WVPP on the employee's behalf; and
 - 4) The date upon which the Written Authorization will expire, if less than one (1) year.
- "WVPP" or "Plan" means the Workplace Violence Prevention Plan.
 - "Violent Incident Log" or "Log" means the violent incident log required by this WVPP.

V. The Plan

a. ACCESS

The City makes the WVPP available and accessible to employees, Designated Representatives, and representatives of the DOSH at all times.

1) Employees

The City will provide Access to the WVPP to employees as follows:

- 1) The City has made and will continue to make the WVPP available and will provide Access to employees by providing an employee a physical copy of the WVPP within five (5) business days of receiving the request for Access from the employee.

Whenever an employee requests a copy of the WVPP, the City shall provide the requesting employee a printed copy of the WVPP, unless the employee agrees to receive an electronic copy of the WVPP.

The City will provide one (1) printed copy of the WVPP free of charge. If an employee requests additional copies of the WVPP within one (1) year of the previous request and the WVPP has not been updated with new information since the prior copy was provided, the City may charge reasonable, non-discriminatory reproduction costs for the additional copies.

- 2) An employee can Access the WVPP through the City's Intranet, where the employee can review, print, and email the current version of the WVPP.

3) Physical copies of the WVPP will also be available at the Yard.

2) Designated Representatives

The City will make the WVPP available and provide Access to Designated Representatives in a manner consistent with Section V(a)(1) of the City’s WVPP only after the employee provides Written Authorization to the City, unless otherwise stated.

The City makes the WVPP available and provides Access to any employee organization that represents employees in a manner consistent with WVPP Section V(a)(1) without requiring that an employee provide prior Written Authorization to the City.

3) DOSH Representatives

The City will make the WVPP available to DOSH representatives upon request.

b. IMPLEMENTATION

1) Workplace Violence Prevention Coordinator (“Coordinator”)

The individual identified below shall serve as the City’s Coordinator and is authorized to and responsible for implementing the WVPP:

("Title")	Job Title/Position	Contact Information	WVPP Responsibilities
Coordinator	Human Resources Director	350 Main Street El Segundo, CA 90245 310-524-2335	Responsible for implementing the WVPP, coordinating training and employee involvement of the WVPP

Specifically, the Coordinator will be responsible for the following:

- 1) Serve as the Chair of the City’s Committee;
- 2) Establish and coordinate Work Practice Controls;
- 3) Establish and coordinate Engineering Controls;
- 4) Respond to reports of Workplace Violence incidents and Workplace Violence hazards, including investigating incidents of Workplace Violence and Workplace Violence hazards.

2) Committee

The City established a Committee to assess the City’s Workplace Violence hazards and determine preventative actions to be taken.

The Committee shall be comprised of the Coordinator and the City Department Heads or their designee.

The Committee shall undertake the following:

- 1) Meet regularly, but not less than quarterly;
- 2) Prepare and make available to any affected employees, the records of the workplace violence issues discussed at the Committee meetings and maintained for review by DOSH upon request;
- 3) Review the results of the City's periodic, scheduled workplace inspections;
- 4) Review investigations of Workplace Violence and their causes, and where appropriate, submit suggestions to the City's management for the prevention of future incidents;
- 5) Review investigations of alleged Workplace Violence hazards brought to the attention of any Committee member. When determined necessary by the Committee, the Committee may conduct its own inspection and investigation to assist in remedial solution(s);
- 6) Submit recommendations to assist in the evaluation of employee safety suggestions;
- 7) Upon request from the DOSH, verify abatement action taken by the City to abate citations issued by the DOSH;
- 8) Provide updates to the WVPP;
- 9) Prepare and implement Workplace Violence training subsequent to the initial training; and
- 10) At minimum, review the WVPP under the following circumstances: (a) once annually; (b) when a deficiency is observed or becomes apparent; and (c) after a Workplace Violence incident.
 - a) A review of the WVPP should include the following: (a) review of the Violent Incident Log; (b) review employee comments and feedback on the WVPP; (c) review of other records; and (d) a physical inspection of the workplace.
 - b) Following the review, report any revisions to the Plan to employees.

c. COORDINATION WITH OTHER EMPLOYERS

If and when applicable (e.g., for multi-employer workplaces), the City shall coordinate the implementation of the Plan with other employers in order to ensure that those employers

and employees understand their respective roles, as provided in the Plan.

Specifically, the City will coordinate with other employers to ensure that all employees within the workplace are trained on Workplace Violence prevention and all Workplace Violence incidents involving any employee are reported, investigated, and recorded.

At a multiemployer worksite, the City will ensure that when an employee experiences a Workplace Violence incident, the City shall record the information in the Violent Incident Log and provide a copy of that Log to the controlling employer. If the City is the controlling employer at a worksite, the City will ensure that it receives copies of all Logs from other employers.

d. COMPLIANCE

The City will ensure compliance with the Plan through and by the measures discussed in this section.

1) Expectations of Employees Regarding Compliance with the Plan

A. Employees

All employees should be familiar with the WVPP and its requirements.

All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting the City maintain a safe and secure work environment.

All employees are required to know, understand, and adhere to the safety rules that apply to their workplace and the work they perform.

B. Managers and Supervisors

Managers and supervisors are responsible for implementing and maintaining the WVPP in their respective work areas and for ensuring that all employees adhere to the safety rules that apply in these work areas.

Managers and supervisors should answer questions that employees may have about the Plan and its requirements, be able to direct employees to the Coordinator, or provide resources for employees to use that will answer their questions.

2) Methods to Ensure Compliance

A. Recognition of Employees Who Comply with the Plan

The City may recognize employees who comply with the Plan and its requirements. .

B. Training and Retraining of Employees on Plan Requirements

The City shall ensure substantial compliance with the WVPP by providing employees with training as discussed in the Plan.

C. Enforcement of the Plan Requirements and Discipline for Non-Compliance

Managers and supervisors will enforce the rules and requirements related to the Plan fairly and uniformly.

Employees who do not comply with the safety rules and requirements set forth in the Plan may be subject to discipline, up to and including termination. Employees who engage in Workplace Violence may be subject to discipline, up to and including termination.

Managers and supervisors who do not enforce the rules and requirements related to the Plan or do not enforce them fairly and uniformly may be subject to discipline, up to and including termination.

e. COMMUNICATING TO EMPLOYEES ABOUT WORKPLACE VIOLENCE

The City will communicate to employees about reporting and investigating Workplace Violence incidents.

The City's procedures for communicating to employees regarding Workplace Violence incidents include the following:

- 1) Reporting on violent incidents, threats, or other violent Workplace Violence concerns;
- 2) Informing affected employees of the general results of any investigation into Workplace Violence incidents, while protecting the privacy of affected and/or involved employees;
- 3) Informing affected employees of the corrective actions taken in response to the Workplace Violence incident, while protecting the privacy of affected and/or involved employees; and
- 4) Communicating to employees about the prohibition on retaliating against employees who participate in the investigation of Workplace Violence incidents.

1) Reporting Violent Incidents

An employee may report a Workplace Violence incident through any of the following means:

- 1) Reporting the incident to any manager or supervisor verbally or in writing;
- 2) Reporting the incident to the Coordinator or other Committee member;
- 3) Reporting the incident to a Designated Representative, who will facilitate a report to the City. The City will respond to the report after it receives the report from the Designated Representative;
- 4) Reporting by completing and submitting a physical or electronic form to the Department of Human Resources.

2) Acceptance of and Response to Reports of Workplace Violence

The City shall accept and respond to all reports of Workplace Violence.

A. Immediate Response

Immediately following a report of Workplace Violence, the City shall immediately respond by providing first aid and emergency care to the injured employee(s) and by taking any measures necessary to prevent other employees from being injured.

The City will ensure that any injured employees receive prompt medical evaluation and treatment and that injured employees are provided transportation to receive medical care, if such care is not provided on site.

The City will immediately report to DOSH any Serious Injury or Illness or death of an employee that is attributable to Workplace Violence.

B. Investigating the Report of Workplace Violence

The City shall investigate reports of Workplace Violence as provided in the following section.

C. No Retaliation

The City shall not take adverse action against any employee who reports Workplace Violence or who participates in any investigation of Workplace Violence based on such conduct.

D. Provision of Leave for Employees Who are or May be Victims of Violence

The City shall not take adverse action against any employee who takes time off from work in order to seek a Temporary Restraining Order ("TRO") or to obtain other assistance to help safeguard the "health, safety, or welfare" of the employee or their child based on such conduct. An employee may use paid sick leave pursuant to the City's Benefits Summaries and memoranda of understanding with employee organizations, which can

be accessed here: <https://www.elsegundo.org/government/departments/human-resources/benefits-and-salaries>, to take time off from work for these purposes.

An employee shall provide the City reasonable and advance notice of their intention to take time off from work for either of these purposes if feasible. If advance notice is not feasible, employees must provide a certification to the employer within a reasonable time after the absence.

E. Temporary Restraining Orders

When an employee has suffered unlawful violence or a credible Threat of Violence from any individual, which may reasonably be carried out at any of the City's workplaces, the City may attempt to obtain a TRO on behalf of the employee.

3) Investigation of Workplace Violence

The City shall respond to reports of Workplace Violence or a Threat of Violence by promptly initiating an investigation, as applicable.

The City's investigation of Workplace Violence or a Threat of Violence may include, but not necessarily be limited to, the following steps or measures, as applicable:

- 1) Visiting the scene of an incident as soon as safe and practicable;
- 2) Collection of facts on who, what, when, where, and how the incident occurred;
- 3) Collection of statements from involved parties, such as employees, witnesses, law enforcement, and/or security personnel;
- 4) Reviewing security footage of existing security cameras if applicable;
- 5) Collection of photographic or video evidence of damage or injuries, where appropriate;
- 6) Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator;
- 7) Consultation with the affected employees, witnesses, and Committee members to identify potential contributing causes;
- 8) Obtaining any reports completed by law enforcement;
- 9) Assessment of any Threat of Violence, identifying the following, as applicable and to the extent the information is known by the City:
 - a) The exact nature and context of the threat and/or threatening behavior;

- b) The identified target;
- c) The person's apparent motivation;
- d) The person's ability to carry out the threat; and
- e) The person's background, including work history, criminal record, mental health history, and past behavior on the job.

Following an investigation, the City may take the following measures, as applicable:

- 1) Notify the affected employees of the general results of the investigation, while protecting the privacy of affected and/or involved employees;
- 2) Collaborate with the Committee to recommend corrective action;
- 3) Implement changes in Engineering Controls, procedures, or policies, if appropriate; and/or
- 4) Establish updated Work Practice Controls, if necessary.

The City shall retain records of Workplace Violence incident investigations for a minimum of five (5) years.

4) Documentation in Violent Incident Log

All Workplace Violence incidents shall be subsequently reported in the Violent Incident Log. Information that is recorded in the Log for each incident shall be based on information solicited from the employees who experienced the Workplace Violence, on witness statements, and on investigation findings. The City shall omit from the Log any element of personal identifying information that would be sufficient to allow identification of any person involved in a Workplace Violence incident.

The information recorded in the Log shall include all of the following:

- 1.) The date, time, and location of the incident;
- 2.) The Workplace Violence type or types (e.g., Type 1, Type 2, Type 3, or Type 4);
- 3) A detailed description of the incident;
- 4) A classification of who committed the Workplace Violence, including whether the perpetrator was:
 - a) A client or customer;
 - b) Family or friend of a client or customer;

- c) Stranger with criminal intent;
 - d) Coworker;
 - e) Supervisor or manager;
 - f) Partner or spouse;
 - g) Parent or relative; or
 - h) Other perpetrator;
- 5) A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was:
- a) Completing usual job duties;
 - b) Working in poorly lit areas;
 - c) Rushed;
 - d) Working during a low staffing level;
 - e) Isolated or alone;
 - f) Unable to get help or assistance;
 - g) Working in a community setting; or
 - h) Working in an unfamiliar or new location.
- 6) A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area;
- 7) The type of incident, including, but not limited to, whether it involved any of the following:
- a) Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting;
 - b) Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object;
 - c) Threat of physical force or threat of the use of a weapon or other object;

- d) Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact;
 - e) Animal attack; or
 - f) Other;
- 8) Consequences of the incident, including, but not limited to:
- a) Whether security or law enforcement was contacted and their response;
 - b) Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident;
- 9) Information about the person completing the Log, including their name, job title, and the date completed.

5) Prohibition on Retaliation

The City has implemented the following measures to prevent and prohibit retaliation against those who report Workplace Violence, a Threat of Violence, or hazards related to Workplace Violence, or who participate in the investigation of such incidents or hazards:

- 1) The City responds to reports of Workplace Violence, a Threat of Violence, or hazards related to Workplace Violence in a prompt and timely manner;
- 2) The City provides employees multiple channels by which to report incidents, hazards, or concerns, including anonymously and through or by a Designated Representative;
- 3) The City admonishes managers and supervisors not to retaliate against any employee who reports Workplace Violence, a Threat of Violence, or hazards related to Workplace Violence, or any employee who participates in the investigation of such incidents or hazards; and
- 4) The City trains all employees that retaliation against any employee who reports Workplace Violence, a Threat of Violence, or hazards related to Workplace Violence, or any employee who participates in the investigation of such incidents or hazards is expressly prohibited and that there are consequences, such as discipline, for retaliation against such employees.

f. IDENTIFICATION, EVALUATION, AND CORRECTION OF WORKPLACE VIOLENCE HAZARDS

The City shall undertake all necessary actions to identify, evaluate, and correct Workplace Violence hazards.

1) Identification of Workplace Violence Hazards

The City shall undertake all necessary actions to identify Workplace Violence hazards.

The City shall conduct inspections of its workplace(s) to identify Workplace Violence hazards.

Specifically, the City shall conduct inspections under the following circumstances:

- 1) When the WVPP is first established;
- 2) After each Workplace Violence incident;
- 3) Whenever the City is made aware of a new or previously unrecognized hazard;
and
- 4) Annually.

Periodic inspections to identify and evaluate Workplace Violence and hazards will be performed by the following employees in the following areas of the workplace:

Name of Employee/Job Title of Employee	Inspection Area/Department/Specific Location
Dana Hang, Human Resources Manager	All City facilities

Inspections for Workplace Violence hazards may include assessing factors specific to the City's workplace, such as the following:

- 1) The exterior and interior of the workplace for its attractiveness to robbers;
- 2) The need for violence surveillance measures, such as mirrors and cameras;
- 3) Procedures for employee response during a robbery or other criminal act, including the City's policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act;
- 4) Procedures for reporting suspicious persons or activities;
- 5) Effective location and functioning of emergency buttons and alarms;
- 6) Posting of emergency telephone numbers for law enforcement, fire, and medical services;
- 7) Whether employees have access to a telephone with an outside line;
- 8) Whether employees have effective escape routes from the workplace;

- 9) Whether employees have a designated safe area where they can go to in an emergency;
- 10) Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems;
- 11) Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of the City or establishment;
- 12) Employees' skill in safely handling threatening or hostile service recipients;
- 13) Effectiveness of systems and procedures that warn others of actual or potential Workplace Violence danger or that summon assistance, e.g., alarms or panic buttons;
- 14) The use of work practices such as the "buddy" system for specified emergency events;
- 15) The availability of employee escape routes;
- 16) How well the City's establishment's management and employees communicate with each other;
- 17) Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute;
- 18) Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees;
- 19) Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace; and

2) Investigation of Workplace Violence Hazards

The City will initiate an investigation following the identification of a Workplace Violence hazard in order to evaluate the nature of the hazard.

The City may undertake the following as part of such investigation, as applicable:

- 1) Collection of statements from witnesses;
- 2) Collection of photographic or video evidence of damage or injuries, where appropriate; and
- 3) Consultation with the affected employees, witnesses, and Committee members to identify potential contributing causes.

3) Correction of Workplace Violence Hazards

After the identification and investigation of a Workplace Violence hazard and after a Workplace Violence Hazard inspection, the City will take appropriate steps to correct the hazard and prevent or control future or potential hazards by implementing the following measures:

- 1) **Substitution:** When possible, the City will correct a hazard by eliminating or substituting it with a safer Work Practice Control (“Substitution”).
- 2) **Removal of Employees:** In the event that a Workplace Violence hazard exists that cannot be immediately corrected without endangering employees or property, the City will remove all employees from the work site except those necessary to correct the existing hazard. Employees who are necessary to correct the hazard will be provided with necessary protection in order to protect them from the hazard.
- 3) **Replacement of Equipment:** If a piece of equipment is hazardous, the City will remove it from service and identify it as defective.
- 4) **Engineering Controls:** The City will apply physical changes to either remove the hazard from the workplace or create a barrier between employees and the hazard. Based on the nature of the hazard and the needs of the workplace, Engineering Control strategies may include the following: (a) using physical barriers (such as enclosures or guards) or door locks to reduce employee exposure to the hazard; (b) metal detectors; (c) panic buttons; (d) improved or additional lighting; and (e) more accessible exits (where appropriate).
- 5) **Work Practice Controls:** The City will adjust Work Practice Controls if Substitution or Engineering Controls are impossible or inappropriate. Additional Work Practice Controls may be necessary in addition to Substitution and Engineering Controls to prevent future Workplace Violence hazards. Work Practice Control strategies may include the following: (a) hiring security guards and having them patrol the workplace interior and perimeter; (b) ensuring employees have access to a telephone with an outside line; posting emergency telephone numbers in the workplace for law enforcement, fire, and medical services; (c) improved or altered communication measures; (d) improved or altered policies of prohibited practices (such as a weapons ban or limitation of the amount of cash on hand); and a “buddy system” for specified Emergency events; (d) adding security cameras or mirrors.
- 6) **Training:** The City will educate employees about the identified hazard in subsequent WVPP training.
- 7) **Collaborate with the Committee:** The City will collaborate with the Committee on other ways to correct the hazard.

- 8) **Notice to Affected Employees:** The City will notify affected employees in writing of the corrective measures the City implemented to address the Workplace Violence hazard.

4) Recording Information regarding Workplace Violence Incidents

The City will document the identification, investigation, and correction of Workplace Violence hazards and maintain such records for at least five (5) years following the identification, investigation, and correction of such hazards.

The City shall record information in the Violent Incident Log for each Workplace Violence incident.

Information that is recorded in the Log for each incident shall be based on information solicited from the employee(s) who experienced the Workplace Violence, on witness statements, and on investigation findings.

The Log is attached to the WVPP as Attachment 1.

The City will document all work-related injuries or illness caused by Workplace Violence that resulted in death, loss of consciousness, days away from work, restricted work activity or job transfer, or medical treatment beyond first aid to DOSH.

g. RESPONDING TO WORKPLACE VIOLENCE EMERGENCIES

The City will use an emergency alerting system to alert employees of the presence, location, and nature of Workplace Violence Emergencies.

Following a Workplace Violence Emergency, a notification through the alerting system will include information regarding the following:

- 1) The existence/presence of a Workplace Violence Emergency;
- 2) The location of a Workplace Violence Emergency;
- 3) The nature of the Workplace Violence Emergency; and
- 4) The appropriate response procedures for employees.

The City has developed the following evacuation and/or sheltering plan for each City workplace:

- City of El Segundo Workplace Violence Evacuation and Sheltering Protocols, which is attached to this Plan

In a Workplace Violence Emergency, employees can obtain help from any manager or supervisor, the Coordinator, any Committee member, or, if applicable, from security or law enforcement. Employees should promptly call 911 in the event of a Workplace Violence Emergency.

h. **TRAINING**

The City shall provide training when the Plan is first established and when new employees are hired.

The City shall ensure annual training thereafter.

The City shall provide training on all of the following subjects:

- 1) The City's Plan, how to obtain a copy of the City's Plan at no cost, and how to participate in the development and implementation of the City's Plan;
- 2) Definitions and requirements of the Plan;
- 3) How to report Workplace Violence incidents or concerns to the City or law enforcement without fear of reprisal;
- 4) Workplace Violence hazards specific to the employees' jobs, the corrective measures the City has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm; and
- 5) The City's Violent Incident Log, and how to obtain copies of records related to Workplace Violence.

The training shall include an opportunity for interactive questions and answers with a person knowledgeable about the City's Plan.

The City shall provide additional training when a new or previously unrecognized Workplace Violence hazard has been identified and when changes are made to the Plan.

VI. Recordkeeping

The City shall maintain the following types of records for the following periods:

Type of Record	Maintenance Period
Records of Workplace Violence hazard identification, evaluation, and correction	Minimum of five (5) years
Training records, including training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and	Minimum of one (1) year

names and job titles of all persons attending the training sessions	
Violent Incident Logs	Minimum of five (5) years
Records of Workplace Violence incident investigations. These records must not contain medical information.	Minimum of five (5) years

The City shall ensure that records of Workplace Violence Incident Investigations do not contain any medical information including any information in electronic or physical form, in possession of or derived from a provider of health care, health care service plan, pharmaceutical company, or contractor regarding a patient’s medical history, mental health application information, reproductive or sexual health application information, mental or physical condition, or treatment that includes or contains any element of personal identifying information sufficient to allow identification of the individual.

The City shall make all records required by this WVPP available to DOSH upon request for purposes of examination and copying.

The City shall make the following records available to employees and their Designated Representatives, upon request and without cost, for examination and copying within fifteen (15) calendar days of a request:

- 1) Records of Workplace Violence hazard identification, evaluation, and correction;
- 2) Training records; and
- 3) Violent Incident Logs.

Appendix A: Violence Incident Report Form

Appendix B: Workplace Violence Evacuation and Sheltering Protocols

City of El Segundo Workplace Violence Incident Report Form

The Workplace Violence Incident Report Form ("Form") is used to record incidents of "Workplace Violence" as defined below.

"Workplace Violence" means any act of violence or threat of violence that occurs in a City of El Segundo ("City") workplace.

Information recorded in the Form should be based on information solicited from the employees who experienced an incident of Workplace Violence, the employees who witnessed an incident of Workplace Violence, and/or on the findings from an investigation into an incident of Workplace Violence.

Personally Identifying Information: The City should omit any personally identifying information sufficient to allow identification of any person involved in a Workplace Violence incident (e.g., victim and witnesses), including, but not limited to the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

Recording Information from the Form in the Violent Incident Log: The City should record information regarding the Workplace Violence incident in the Department's Violent Incident Log, and will provide a copy of that Log to the controlling employer.

Date of Report	Date of Incident	Time of Incident	Employee Completing Report	
		am/pm	Name:	Title:

Incident Location	Workplace Violence Type (One)	
<input type="checkbox"/> Office <input type="checkbox"/> Parking Lot <input type="checkbox"/> Offsite/Outside Workplace <input type="checkbox"/> Breakroom <input type="checkbox"/> Restroom <input type="checkbox"/> Cafeteria <input type="checkbox"/> Other: _____	<input type="checkbox"/> Type 1 Violence: Workplace Violence committed by a person who has no legitimate business at the worksite (includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime). <input type="checkbox"/> Type 2 Violence: Workplace Violence directed at employees by customers, clients, patients, students, inmates, or visitors.	<input type="checkbox"/> Type 3 Violence: Workplace Violence against an employee by a present or former employee, supervisor, or manager. <input type="checkbox"/> Type 4 Violence: Workplace Violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Type of Incident (All that Apply)	Perpetrator Classification (One)	Circumstances at Time of Incident (All that Apply)
<input type="checkbox"/> Physical attack without a weapon, e.g., biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, spitting. <input type="checkbox"/> Attack with a weapon/object, e.g., firearm, knife, other object. <input type="checkbox"/> Threat of physical force/threat of the use of a weapon/other object. <input type="checkbox"/> Sexual assault/threat. e.g., rape, attempted rape, physical display, unwanted verbal/physical sexual contact. <input type="checkbox"/> Animal Attack. <input type="checkbox"/> Other: _____	<input type="checkbox"/> Client/Customer <input type="checkbox"/> Family/Friend of a client/customer <input type="checkbox"/> Stranger with criminal intent <input type="checkbox"/> Coworker <input type="checkbox"/> Supervisor/Manager <input type="checkbox"/> Partner/Spouse <input type="checkbox"/> Parent/Relative <input type="checkbox"/> Other: _____	<input type="checkbox"/> Employee was completing usual job duties. <input type="checkbox"/> Employee was working in poorly lit areas. <input type="checkbox"/> Employee was rushed. <input type="checkbox"/> Employee was working during a low staffing level. <input type="checkbox"/> Employee was isolated or alone. <input type="checkbox"/> Employee was unable to get help or assistance. <input type="checkbox"/> Employee was working in a community setting. <input type="checkbox"/> Employee was working in an unfamiliar or new location.

Detailed Description of Incident (Including description of location and circumstances surrounding Workplace Violence incident)

Authorities Contacted	If law enforcement/security was contacted, please detail their response:
<input type="checkbox"/> Law Enforcement <input type="checkbox"/> Security <input type="checkbox"/> Other: _____	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

WORKPLACE VIOLENCE EVACUATION AND SHELTERING PROTOCOLS

The below workplace violence evacuation protocols were developed using guidance from Department of Homeland Security (“DHS”); the Federal Bureau of Investigations (“FBI”); and the California Governor’s Office of Emergency Services (“OES”).

PLAN AHEAD

The suggested actions described below are applicable in any encounter with a violent person.

- Violent attacks can involve any type of weapon. Knives, explosives, blunt objects, and physical force can be as deadly as guns.
- An active shooter is a person actively engaged in killing or attempting to kill people, including at a place of employment.
- An emergency involving an active shooter is unpredictable and may happen quickly and unfold rapidly.
- You must be prepared to deal mentally and physically with a workplace violence situation, including an emergency involving an active shooter, to protect your life prior to law enforcement arriving at the location where the emergency exists.
- Visualize possible escape routes, including the two (2) nearest physically accessible routes to you and your regular work area. Also, take note of accessible routes for people with disabilities or limited mobility.
- Familiarize yourself with how to mute your phone and electronics in your area; you may need to do this in an emergency to hide as silently as possible.
- Gunfire may sound artificial. Assume that any popping sound is gunfire.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident. You may have information to provide that may be critical for law enforcement, such as the number or location of shooters or victims; number or type of weapons; and descriptions or identifications.

ALARM SYSTEMS

City buildings have life safety features that meet local and state requirements. These systems may include, but are not necessarily limited to, audible fire alarms, smoke

detectors and sprinkler systems that undergo periodic testing to ensure their viability in the event of emergency.

Systems may vary and not all systems are in every building.

EMERGENCY LIGHTING

Some buildings are equipped with emergency lighting in stairwells and other areas.

Should there be a disruption of power resulting from a workplace violence incident, back up emergency systems will activate the emergency lights to assist personnel in evacuating the building.

SAFETY OFFICERS

Safety Officer assignments for each Department are listed in **Attachment A**.

The Safety Officers will ensure employees are evacuated as needed during a workplace violence incident and then account for employees at the designated staging location. If the Safety Officers' personal safety is not compromised, they may also respond to an emergency in their designated work location until law enforcement arrives on the scene.

In many facilities, more than one Safety Officer has been designated to accommodate the number of department employees and office area configuration, e.g., multiple floors in the building or buildings with unusual layouts or modules, or additional Safety Officers for each division within a Department. Departments that have separate facilities have assigned a Safety Officer for each building.

An alternate Safety Officer may also be designated, or designated as required during an emergency if the Safety Officer is unavailable.

It is critical that employees know who their Safety Officer is and understand that this person has been given the authority to make decisions during emergencies. The Safety Officer is responsible for assessing each situation to determine whether an emergency requiring an evacuation exists, and notifying and coordinating with the law enforcement and other emergency responders (see the Safety Officer checklist on page 5 of this Protocol).

IN A WORKPLACE VIOLENCE AND ACTIVE SHOOTER EMERGENCY

You should react quickly, to determine the most reasonable way to protect your own life, using the **RUN, HIDE, OR FIGHT** procedures.

RUN **Evacuate, If Possible**

If there is an accessible escape route, attempt to evacuate.

- Refer to the maps (**Attachment B**) in this Protocol to find the closest evacuation route from your workspace to the outdoors. The maps highlight the designated exit route assignments. Some doors have exit signs above the doors and the exit should be wide enough to accommodate the number of evacuating personnel. Exit door should remain unobstructed and clear of debris at all times. Employees must consider that the assigned evacuation route may be hazardous and they will need to select a different route to their staging location.
- Leave belongings behind.
- If possible, help others escape, and prevent them from entering an area where the aggressor might be.
- Be aware of employees with mobility and functional needs who may require additional assistance during an evacuation, and assist them during the emergency evacuation. Ensure any personal assistance equipment, e.g., a wheelchair, is brought with the person to accommodate their needs
- But, do not stay behind because others will not go.
- Keep your hands visible to law enforcement.
- Follow any instructions provided by law enforcement.
- Call 911 when it is safe to do so.

HIDE **Hide as safely and silently as possible**

If you cannot evacuate safely, find a place to hide.

- Choose a hiding place that is:
 - Out to the aggressor's view.
 - In the event of an active shooter, an area with protection if shots are fired towards you, such as an office with a closed and locked door.

- A place that does not trap you or restrict your options for movement.
- Lock doors, if possible.
- Blockade the door (or windows if the active shooter is outside) with heavy furniture or secure it with belts or cords.
- Turn off lights.
- Turn off or silence phones and other electronics.
- Hide behind large items like cabinets or desks.
- Dial 911 when it is safe to do so, to alert the police to your hiding place. If you cannot speak, leave the line open to allow the dispatcher to listen.
- Stay quiet.

FIGHT

As a last resort, take action to disrupt or incapacitate the aggressor

- As a last resort, and only when your life is in imminent danger, fight within the best of your abilities.
- Attempt to incapacitate or disrupt the aggressor.
- Act as aggressively as possible towards the aggressor.
- Throw or improvise weapons from objects in your area.
- Yell.
- Commit to your actions.
- Call 911 when it is safe to do so.

IMMEDIATELY AFTER THE INCIDENT:

When you encounter law enforcement officers, display your empty hands, with open palms.

To end an incident, law enforcement may initially need to go past you or wounded people.

Rescue teams of officers and emergency medical personnel will provide care and assistance to injured people. They may ask able-bodied individuals for assistance in moving the wounded. Seek medical attention if you are injured or wounded.

You may be held in an area by law enforcement unit it is safe and witnesses and been identified and questioned.

Do not leave until law enforcement has instructed you to do so. Do not leave without informing a manager or supervisor so that you are accounted for.

Consider seeking assistance from a mental health provider.

Once an evacuation has been completed, Safety Officers should:

- Proceed to the assigned assembly area location for your department **(Attachment B)**. Employees should already be at the location prior to your arrival.
- Conduct a roll call of employees from the roster.
- Communicate with other employees to determine any employees that were out of the office that day or during that time.
- Report to law enforcement the status of your department – whether all employees are accounted for, or who is missing.
- Wait for instructions from law enforcement before giving employees the information to re-entering a City building.

Attachment A: Safety Officer Assignments

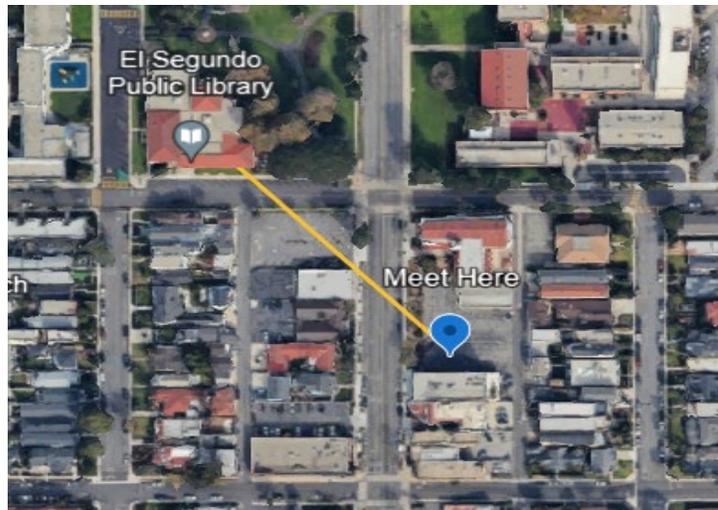
Department	Primary Safety Officer	Alternate Safety
City Hall		
City Council - Council Chambers	Council Executive Assistant	CM Executive Assistant
City Manager's Office	CM Executive Assistant	Council Executive Assistant
Information Systems	Information Systems Manager	
Finance	Fiscal Services Manager	Business Services Manager
Planning and Building Safety	Principal Planner	
Human Resources	Human Resources Technician	HR Manager
City Clerk's Office/Hall	Deputy City Clerk	
Public Works	Engineering Technician	
Police Department		
Special Operations	Lieutenant	
Investigations	Lieutenant	
Patrol and Lower Level	Lieutenant	
Jail Areas	Watch Commander	
Fire Station #1		
Suppression	On-Duty Battalion Chief	
Administrative Office	Fire Marshall	
Fire Station #2		
Entire Facility	On-Duty Fire Captain	
Library		
Library	Senior Librarian	
Adult Circulation Area	Circulation Librarian	
Reference Area	Reference Librarian	
Maintenance Yard		
Maintenance Yard	Facilities Maintenance	
Garage and Shop Areas	Vehicle Maintenance	
Office Area, Restrooms, Computer Room	Administrative Technician Specialist	
Water Department		
Entire Facility	Water Supervisor	
Recreation and Parks Department		
Checkout Building	Recreation Supervisor	
Clubhouse	Recreation Supervisor	
El Segundo TV	ESTV Manager	
Joslyn Center	Joslyn Supervisor	
Lakes Golf Course	General Manager	
Plunge	Recreation Coordinator	Recreation Leader IV
Teen Center	Teen Center Coordinator	

Attachment B: Workplace Violence Evacuation Routes

- City Hall, Police, Fire Station #1, Clubhouse, Joslyn Center, and Checkout Building, and Teen Center evacuate to Steveson Field



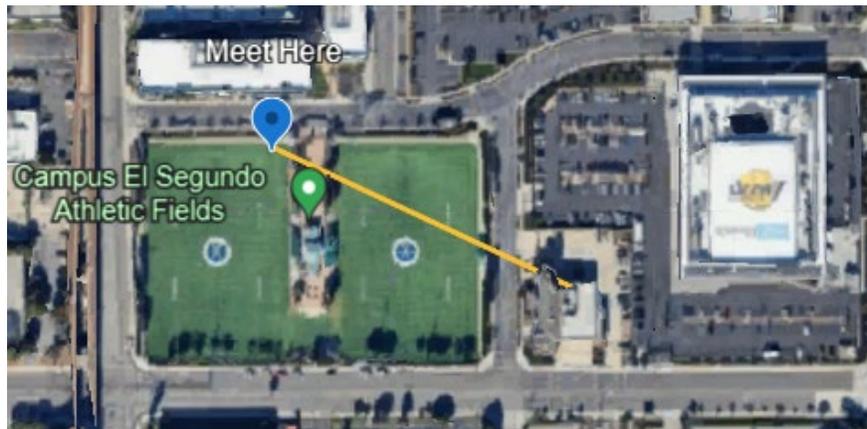
- El Segundo Library evacuate to El Segundo Masonic Center Parking Lot (520 Main Street, El Segundo, CA 90245)



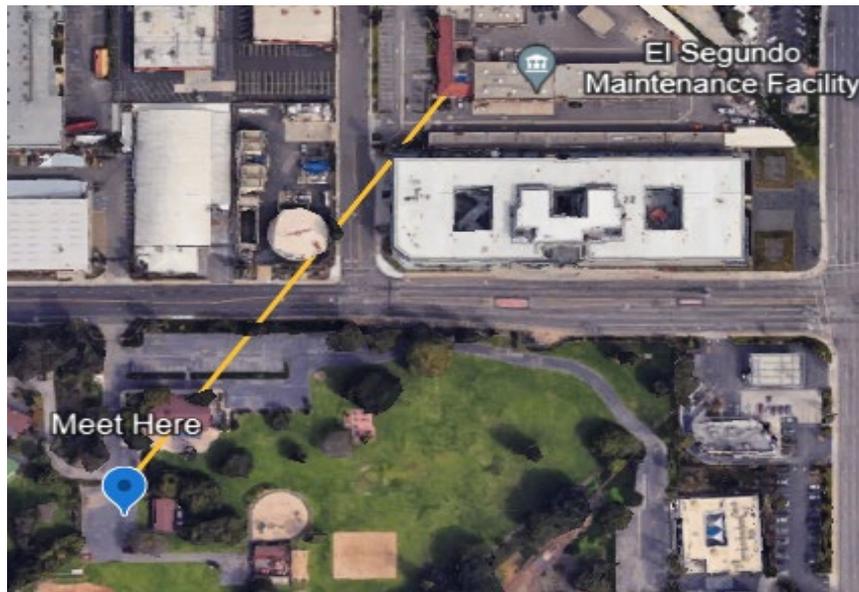
- El Segundo Water Yard evacuate to George Brett Field



- Fire Station #2 evacuate to Campus El Segundo Athletic Field



- El Segundo Maintenance Facility evacuate to Chevron Employee Park





City Council Agenda Statement

Meeting Date: June 18, 2024

Agenda Heading: Staff Presentations

Item Number: D.11

TITLE:

2024 Annual Update to the City's FY 2022-26 Strategic Plan

RECOMMENDATION:

1. Adopt the 2024 update to the FY 2022-2026 Strategic Plan.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

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

BACKGROUND:

The Strategic Plan sets the course for the City of El Segundo's direction over a four-year period, from FY 2022-23 to FY 2025-26. This plan undergoes an annual review to monitor progress and adapt to evolving community needs.

On April 30, 2024, a Strategic Planning Session was convened to update the existing multi-year Strategic Plan. Ahead of this session, extensive preparations took place, including multiple meetings between the facilitator, City Manager, Deputy City Manager, and the Executive Team. These discussions covered the City's progress on current priorities, proposed future strategies, and the structure of the workshop.

During this session, both the City Council and the Executive Team actively engaged in a collaborative process and were able to accomplish the following:

1. City Council and staff reaffirmed the vision, mission, and values:
 - Vision (**no change**): Be a global innovation leader 'where big ideas take off' while maintaining our unique small-town character
 - Mission (**no change**): Provide a great place to live, work, and visit

2024 Update to the City's FY 2022-26 Strategic Plan

June 18, 2024

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- Values **(with modifications)**:
 - Service. We work to provide exceptional services and continuously improve our practices and processes.
 - Ethics. We are accountable and responsible for our actions, transparent in our processes, and follow professional standards, **while taking calculated risks to provide solutions.**
 - Collaboration. We work as one team on behalf of our community.
- 2. City Council and staff reaffirmed the five multi-year goals **(with modifications)**:
 - GOAL 1: Develop and Maintain Quality Infrastructure and Technology **(prioritized Goal 1 only)**
 - GOAL 2: Optimize Community Safety and Preparedness
 - GOAL 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion
 - GOAL 4: Promote and Celebrate a Quality Workforce Through Teamwork and Organizational Efficiencies
 - GOAL 5: Champion Economic Development and Fiscal Sustainability
- 3. Completed a voting (dot) exercise in which six new top priorities were established and ranked for FY 2024-25.

Consequently, the FY 2024-25 Strategic Plan Update for the City of El Segundo comprises five goals and 17 strategies, with six identified as top priorities for the upcoming fiscal year. Notably, the Mayor and City Council closed out or consolidated a total of 20 strategies from FY 2023-24, driven by staff updates, task completion, or the integration of strategies into day-to-day operations. At the workshop's conclusion, the Mayor and City Council effectively provided clear direction and focus to the Executive Team regarding the top priorities for FY 2024-25.

DISCUSSION:

The City Council determined its top priorities during the strategic planning session held on April 30th, 2024. The priorities are intended to convey the City Council's collective top areas of focus for Fiscal Year 2024-2025.

Priority No.	Goal/Strategy ID	Strategy
1	Goal 5 Strategy C	Implement strategic initiatives to attract new businesses and foster business to business networking and collaboration to retain and grow existing businesses.

2024 Update to the City's FY 2022-26 Strategic Plan

June 18, 2024

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2	Goal 5 Strategy D	Implement community planning, land use, and enforcement policies that encourage growth while preserving El Segundo's quality of life and small-town character.
3	Goal 4 Strategy A	Enhance staff recruitment, retention, and training to ensure delivery of unparalleled City services and implementation of City Council policies.
4	Goal 1 Strategy A	Seek opportunities to implement and expedite the projects in the Capital Improvement Program and ensure that City-owned infrastructure is well maintained including streets, entryways, and facilities.
5	Goal 1 Strategy B	Seek opportunities to implement the use of innovative technology to improve services, efficiency, and transparency.
6	Goal 2 Strategy A	Comprehensively address the unsheltered homeless population.

Next Steps

The City Manager and Executive Team will develop comprehensive action plans for each identified strategy, outlining timelines and assigning responsibilities. The intent is for El Segundo's Strategic Plan to adapt over time, with regular reviews to monitor progress and adjust priorities as necessary.

Implementation Action Plan

An Implementation Action Plan will accompany the Strategic Plan. It will contain specific action items and/or project per strategy.

Performance Metrics and Key Performance Indicators ("KPIs")

KPIs and performance metrics will be established to determine the successful completion of the action items and/or projects.

Monitoring and Tracking

The Implementation Action Plan, along with the identified KPIs and performance metrics, will be monitored and tracked through the City's project management tool.

Reporting

A progress report on the overall Strategic Plan will be provided at mid-year to the City Council. Periodic status reports on specific items will also be provided.

2024 Update to the City's FY 2022-26 Strategic Plan

June 18, 2024

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CITY STRATEGIC PLAN COMPLIANCE:

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

Goal 2: Support Community Safety and Preparedness

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

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Goal 5: Champion Economic Development and Fiscal Sustainability

PREPARED BY:

Marizen Ramos, Special Projects Administrator

REVIEWED BY:

Barbara Voss, Deputy City Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Strategic Plan - FY 2024-25 Update



STRATEGIC PLAN

FY 2022-23 THROUGH FY 2025-26

JULY 2024

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- 06** Goal 1 and Strategies
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- 08** Goal 3 and Strategies
- 09** Goal 4 and Strategies
- 10** Goal 5 and Strategies
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- 12** Conclusion
- 13** Highlights of FY 2023-24 Accomplishments



CITY COUNCIL



DREW BOYLES
MAYOR



CHRIS PIMENTEL
MAYOR PRO TEM



CAROL PIRSZTUK
COUNCILMEMBER



RYAN BALDINO
COUNCILMEMBER



LANCE GIROUX
COUNCILMEMBER

EXECUTIVE SUMMARY

STRATEGIC PLANNING GUIDANCE PROVIDED BY:

City Council

Tracy Weaver

City Clerk (Elected)

Darrell George

City Manager

Barbara Voss

Deputy City Manager

Saul Rodriguez

Police Chief

George Avery

Fire Chief

Paul Chung

Chief Financial Officer

Elias Sasson

Public Works Director

Rebecca Redyk

Human Resources Director

Michael Allen

Community Development Director

Aly Mancini

Recreation, Parks, and Library Director

Jose Calderon

Information Technology Services Director

Joaquin Vazquez

Assistant City Attorney

The Strategic Plan outlines the City of El Segundo's direction for four years, spanning FY 2022-23 to FY 2025-26. The Plan is reviewed annually to track progress and adjust priorities in response to community needs.

A Strategic Planning Session was held on April 30, 2024. During this session, both the City Council and the Executive Team actively engaged in a collaborative process and were able to accomplish the following:

- City Council and staff reaffirmed the five multi-year goals:
 - GOAL 1: Develop and Maintain Quality Infrastructure and Technology
 - GOAL 2: Optimize Community Safety and Preparedness
 - GOAL 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion
 - GOAL 4: Promote and Celebrate a Quality Workforce Through Teamwork and Organizational Efficiencies
 - GOAL 5: Champion Economic Development and Fiscal Sustainability
- Staff provided a progress update on the Strategic Plan accomplishment for FY2023-24, specifically the top ten priorities identified in 2023.
- Staff proposed twenty strategies for FY2024-25, which were discussed and consolidated, resulting in a total of seventeen strategies.
- City Council participated in a voting exercise which resulted in the identification of six top priorities were for FY2024-25.

As next step, the City Manager and Executive Team will develop comprehensive action plans for each identified strategy, outlining timelines and assigning responsibilities. The intent is for El Segundo's Strategic Plan to adapt over time, with regular reviews to monitor progress and adjust priorities as necessary.

Executing the Strategic Plan hinges on collaborative efforts, and we are committed to fostering strong partnerships and delivering excellent services to residents, businesses and visitors.

Respectfully,



Darrell George
City Manager

VISION, MISSION, AND VALUES



CULTURE

El Segundo strives to create a working culture of:

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



VISION

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



MISSION

Provide a great place to live, work, and visit



VALUES

Service. We work to provide exceptional services and continuously improve our practices and processes.

Ethics. We are accountable and responsible for our actions, transparent in our processes, and follow professional standards, while taking calculated risks to provide solutions.

Collaboration. We work as one team on behalf of our community.

MULTI-YEAR GOALS

	<p>GOAL 1 Develop and Maintain Quality Infrastructure and Technology</p>
	<p>GOAL 2 Optimize Community Safety and Preparedness</p>
	<p>GOAL 3 Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion</p>
	<p>GOAL 4 Promote and Celebrate a Quality Workforce Through Teamwork and Organizational Excellence</p>
	<p>GOAL 5 Champion Economic Development and Fiscal Sustainability</p>

TOP CITY COUNCIL PRIORITIES

The City Council determined its top priorities during the strategic planning session held on April 30th, 2024. The priorities are intended to convey the City Council's collective top areas of focus for Fiscal Year 2024-25.

GOAL 5 STRATEGY C

Implement strategic initiatives to attract new businesses and foster business to business networking and collaboration to retain and grow existing businesses.

GOAL 5 STRATEGY D

Implement community planning, land use, and enforcement policies that encourage growth while preserving El Segundo's quality of life and small-town character.

GOAL 4 STRATEGY A

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

GOAL 1 STRATEGY A

Seek opportunities to implement and expedite the projects in the Capital Improvement Program and ensure that City-owned infrastructure is well maintained including streets, entryways, and facilities.

GOAL 1 STRATEGY B

Seek opportunities to implement the use of innovative technology to improve services, efficiency, and transparency.

GOAL 2 STRATEGY A

Comprehensively address the unsheltered homeless population.

GOAL 1



STRATEGIC DIRECTION

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

DEVELOP AND MAINTAIN QUALITY INFRASTRUCTURE AND TECHNOLOGY

STRATEGIES

STRATEGY A

Seek opportunities to implement and expedite the projects in the Capital Improvement Program and ensure that City-owned infrastructure is well maintained, including streets, entryways, and facilities.*

STRATEGY B

Seek opportunities to implement the use of innovative technology to improve services, efficiency, and transparency.*

STRATEGY C

Maintain an innovative General Plan to ensure responsible growth while preserving El Segundo's quality of life and small-town character.

STRATEGY D

Improve mobility and transportation throughout the City.

**Identified as City Council Top Priority*

GOAL 2



STRATEGIC DIRECTION

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

KEY PERFORMANCE INDICATOR

✓ **Feeling Safe**

Residents feel safe, as measured by ESPD/ZenCity social media survey.

OTHER DATA COLLECTED

- ✓ Homeless resolutions, as measured by the numbers of interactions, types of interactions, and outcomes.
- ✓ Number of calls for ESPD and ESFD services categorized by type.

OPTIMIZE COMMUNITY SAFETY AND PREPAREDNESS

STRATEGIES

STRATEGY A Comprehensively address the unsheltered homeless population.*

STRATEGY B Provide cost-effective and excellent fire protection and emergency response services.

STRATEGY C Protect and prepare the El Segundo community and staff for any emergency, disaster, or environmental violation.

STRATEGY D Ensure that the community feels safe and is satisfied with the services of the El Segundo Police Department.

**Identified as City Council Top Priority*

GOAL 3



STRATEGIC DIRECTION

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

KEY PERFORMANCE INDICATORS

✓ Netpromoter Score

Maintain a “Great” (50-70) resident Netpromoter score with a minimum of 600 responses.

✓ City Responsiveness

Residents are satisfied with the responsiveness of City services, as measured by:

- The average score of the annual community and business survey questions related to responsiveness of various departments and City Council
- Community Development ongoing transaction surveys.

DELIVER SOLUTION-ORIENTED CUSTOMER SERVICE, COMMUNICATION, DIVERSITY, EQUITY, AND INCLUSION

STRATEGIES

STRATEGY A Enhance proactive community engagement program to educate and inform the public about City services, programs, and issues.

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

GOAL 4



STRATEGIC DIRECTION

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

KEY PERFORMANCE INDICATORS

- ✓ **Employee Engagement**
Improved employee engagement score as measured by annual employee survey results.
- ✓ **Employee Training**
Employee training as measured by the amount of training provided and 100% compliance with state-mandated training.
- ✓ **Employment Laws**
100% compliance with all applicable employment laws.
- ✓ **Time to Fill**
Decrease the average time to fill vacancies from the time the position is posted to the new employee's first day.
- ✓ **Workers' Comp. and Claims**
 - Decrease the number of workers' comp. and general liability claims.
 - Decrease the time to resolve existing claims.

PROMOTE AND CELEBRATE A QUALITY WORKFORCE THROUGH TEAMWORK AND ORGANIZATIONAL EXCELLENCE

STRATEGIES

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

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

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

**Identified as City Council Top Priority*

GOAL 5



STRATEGIC DIRECTION

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

KEY PERFORMANCE INDICATORS

✓ **Business License Process**
Year-over-year growth in employee headcount and square footage

✓ **Funding for CIP Projects**
Improved organizational efficiency as measured by growth in funds available for CIP projects.

CHAMPION ECONOMIC DEVELOPMENT AND FISCAL SUSTAINABILITY

STRATEGIES

STRATEGY A Identify opportunities for new revenues, enhancement of existing revenues, and exploration of potential funding options to support programs and projects.

STRATEGY B Utilize the City's long-term financial plan to make financial decisions that support the goals of the strategic plan.

STRATEGY C Implement strategic initiatives to attract new businesses and foster business to business networking and collaboration to retain and grown existing businesses. *

STRATEGY D Implement community planning, land use, and enforcement policies that encourage growth while preserving El Segundo's quality of life and small-town character.*

**Identified as City Council Top Priority*

PROGRESS UPDATES



Implementation Action Plan: Action Items and Projects

An Implementation Action Plan will accompany the Strategic Plan. It will contain specific action items per strategy.

01



Performance Metrics and Key Performance Indicators (KPIs)

KPIs and performance metrics will be established to determine the successful completion of the action items and/or projects.

02



Monitoring and Tracking

The Implementation Action Plan, along with the identified KPIs and performance metrics, will be monitored and tracked through the City's project management tool.

03



Reporting

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

04



CONCLUSION

The Strategic Plan serves as a roadmap directing the efforts of the City of El Segundo over the four-year span from FY 2022-23 to FY 2025-26.

This plan outlines the City's vision, mission, and values while setting forth goals, priorities, and strategies for the future.

Regular annual reviews and periodic updates will ensure alignment with our evolving priorities and changing needs.

El Segundo remains dedicated to ongoing collaboration with our numerous partners to accomplish the objectives outlined in this Strategic Plan.

Thank you to everyone who contributed
to our Strategic Plan.

HIGHLIGHTS OF ACCOMPLISHMENTS (FY 2023-24)

- Enhanced Communications Program and Updated Communications Plan.
 - 282 Communications Bulletins, 178 News Stories for Intranet/Website/Social Media
 - 10 Monthly News Programs and 13 City Council Recap Videos
 - Produced 32 What's Up El Segundo shows and 14 Community Interest Programs
 - 117 Videos Uploaded to ESMedia YouTube
- Hyperion
 - Implemented Hyperion Communications Plan
 - Assembly Bill 1216 – Wastewater Treatment Plants: Monitoring of Air Pollutants
 - Established Hyperion Ad-Hoc Committee
 - Dashboard and Monitoring
- 7th Annual Net Promoter Survey of Residents and Businesses (scores of 49 and 55, respectively - 1,402 responses).
- Enhanced Use of Intranet for Employee Communications/Resources
- Little League World Series - Communications, Viewing Parties, Parade, Rose Parade
- Monthly Strategic Plan Update to City Council
- Lateral Police Officer Recruitment
- Emergency Response to Severe Storm
- Secured \$350,000 grant for EOC Upgrade
- CERT Meetings
- Security Cameras (Ocularis and Avigilon)
- Neighborhood Watch Program
- Weekend hours for Neighborhood Preservation Program
- E-Bike Safety Outreach and Training
- Homeless Outreach
- ESPD "You Are Not Alone Program"
- Strategic Plan Management System Implementation
- Electronic Onboarding and Offboarding (NeoGov)
- Successfully Negotiated POA and FFA MOUs
- Expansion of OpenGov to Streamline Special Events, Temporary Use, and Filming Permit processes
- Communications/Resources
- Town Hall Meetings with the City Manager
- Recruitment of Key Executive Positions and Ongoing Recruitments (Fire Chief, Police Chief, Chief Financial Officer)
- Updated Job Descriptions to Better Align with Current Departmental Priorities
- Employee Engagement Activities (Health Fair, Wellness Challenge, Employee Engagement Committee)
- Employee Training and Development
- Multiple MOU settlements (POA, FEA)
- Multiple Street, Sidewalk, and Sewer Maintenance and Repair Projects
- Graffiti Removal Within 24 hours
- Aquatics Center Pool Heater Implementation
- Approval of Entryway Feature
- Construction Award of "The Plunge" Project
- Agreement Award for the Design of the "Recreation Park Phase 1 Renovation" Project
- Automated Library Management System
- Local Travel Network Pilot
- Long-Range Financial Forecast Model Update
- State of the City Event – 500+ Attendees
- Economic Development Strategy FY 2023-24
- Sidebar Summit Partnership
- Start-up Event Support
- Hospitality & Tourism, Business Attraction Marketing Campaigns
- Housing Element, R3, and Mixed-Use Overlay Zone
- Smoky Hollow Specific Plan Cleanup
- Downtown Specific Plan Update



City Council Agenda Statement

Meeting Date: June 18, 2024

Agenda Heading: Staff Presentations

Item Number: D.12

TITLE:

Decrease of City Subsidy for the Residential Solid Waste Collection Fee by \$0.59 per Month Retroactive to May 1, 2024

RECOMMENDATION:

1. Reimpose \$0.59 to the monthly residential Solid Waste Fee, retroactive to May 1, 2024, to account for the May 1, 2024 CPI increase.
2. Alternatively, take other action related to this item.

FISCAL IMPACT:

The City's subsidy for the Solid Waste Fee is \$300,000 annually. The fiscal impact, if the City Council does not reimpose the \$0.59 per month fee, will be an additional \$22,371.04 increase to the City subsidy, raising the City's current subsidy rate of 29.42% to 31.71%.

If the City Council does not reimpose the \$0.59, Council would need to appropriate an additional \$22,371.04 to the Solid Waste Fund.

BACKGROUND:

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

Retroactive Decrease of City Subsidy for Residential Solid Waste

June 18, 2024

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City Council approved the EDCO Agreement and voted to suspend \$5.00 of the \$20.00 monthly rate that had been authorized during the Proposition 218 process and instead cap at \$15.00 the initial monthly service rate to be charged to residential customers. The Council reserved the right to reimpose all or part of the suspended amount at any time. When EDCO began providing services in May 2019, the total monthly rate per unit that it charged for solid waste services was \$21.26. Each customer was charged \$15.00 per month and the City paid the difference of \$6.26 (29.42% subsidy). These rates have increased each year since by an amount equal to the percentage change in the CPI (Los Angeles-Long Beach-Anaheim, All Urban Consumers, All Items) for the prior 12-month period.

Current Maximum Rate Per Prop 218

The “current maximum rate” of \$23.56 is the maximum authorized monthly rate the City could charge each residential solid waste customer should the suspended portion of the rate be fully reinstated and the entire actual cost of service passed through to each customer. The City does not currently charge this maximum authorized rate. Instead, each customer is charged \$18.26 per month and the City subsidizes the difference between that monthly charge and the actual monthly cost of service of \$25.87. The “current maximum rate” represents the \$20 monthly charge that was authorized through the Proposition 218 process conducted in 2019. With the annual CPI increases approved by the Proposition 218 process, that \$20 maximum authorized rate has now risen to \$23.56. If the Council chooses not to hold a Proposition 218 process, this would be the maximum rate the City could charge each residential customer unless and until a proposed increase goes through the Proposition 218 process. There could be no further CPI increases, but Council can reimpose a portion of the suspended amount to cover the CPI increases.

DISCUSSION:

In 2019, City Council approved to suspend \$5.00 of the maximum \$20.00 that residents could be charged for solid waste collection with EDCO Disposal Corporation in conjunction with a Prop 218 Ballot. Since the five-year period covered by Prop 218 has expired, the City can no longer increase the resident's portion of the bill by the annual CPI, but must now do so by reimposing a portion of the originally suspended amount. The originally suspended \$5.00 has grown to \$6.09 due to the CPI increases over the years. Since the maximum the City can charge residents has grown from \$20.00 to \$23.56, there is sufficient capacity for the City to increase the resident portion from the previous \$17.67 per month to \$18.26 per month (an increase of \$0.59 per month) to cover the CPI increase starting with the May 1, 2024, billing period.

Retroactive Decrease of City Subsidy for Residential Solid Waste

June 18, 2024

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The new rate for EDCO effective May 1, 2024, is \$25.87 per month, due to the CPI increase. At this time, staff is recommending City Council to reimpose \$0.59 of the original subsidy retroactive to May 1, 2024, to cover the CPI increase. If approved, the monthly rate for residents will be \$18.26, and the City will pay \$7.61 (29.42% subsidy). If not approved, residents will pay \$17.67 per month, and the City \$8.20 (31.71%) per month.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

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

PREPARED BY:

Dino Marsocci, Revenue Manager/Deputy Treasurer

REVIEWED BY:

Paul Chung, Chief Financial Officer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: June 18, 2024

Agenda Heading: Staff Presentations

Item Number: D.13

TITLE:

Update on Replacement of the City's Enterprise Resource Planning System

RECOMMENDATION:

1. Receive and file the update and provide direction, as needed.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

There is no fiscal impact to this update. The full cost of implementation of a new enterprise resource planning system will be provided when the agreement is presented to City Council at a future regular City Council Meeting.

BACKGROUND:

Eden Systems, Inc. ("Eden") has been the City of El Segundo's ("City") software solution for enterprise resource planning (ERP) since 1997. It is a vital component of the City's day-to-day operations, and provides services, including budgeting, time keeping, general ledger, accounts receivable, accounts payable, cash management, purchase orders, financial reporting, and human resources. In 2005, Tyler Technologies, Inc. ("Tyler") acquired Eden.

Eden's ERP is scheduled to go end-of-life on March 1, 2027. At that time, Eden will no longer be supported by Tyler and will be unable to receive critical security updates needed to run Financial, Human Resource, and Information Technology (IT) operations.

DISCUSSION:

Since May 2023, the City has been evaluating options for replacement of its citywide ERP system. Numerous options were discussed and ultimately, Tyler's Enterprise ERP solution emerged as the front-runner. Over the course of the last year, Tyler has

Update on Replacement of ERP System

June 18, 2024

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provided several on-site and remote product demonstrations for City staff. As a result of this, Finance, Human Resources, and IT Departments agreed that Enterprise ERP meets the City's requirements for a replacement ERP solution. Specific benefits of Tyler's ERP include:

- **Human Resources:** Enterprise ERP includes a Position Control module which will organize and track the City's workforce by position and provide a comprehensive view of the workforce, including recruiting needs, pay range and headcount. Enterprise ERP will also provide a system to track employee training to ensure compliance.
- **Finance:** Tyler Content Manager (TCM) provides electronic documents and attachments, limiting the need for printing hard copies, duplication of files, and information (financial documents) being available instantly. TCM provides an intuitive user interface for system workflow, such as processing invoices and cash receipts. Tyler's Hub Platform has robust financial reporting, budget tracking, and document retention. Hub Platform consolidates data from multiple sources to support data-driven decision-making and centralized access to information. Tyler's Utilities Pro module simplifies and automates utility billing, monitoring, and reporting and is easy to use and intuitive for the community.
- **Information Technology:** Tyler provides built-in data analytics, reporting and metrics within the software which can easily compile and present data, even from multiple data tables, without having to use a third-party report writer like Crystal Reports. Enterprise ERP is a fully cloud-based solution allowing access from any browser/location.
- A large network of cities are already using, or are in the process of moving to, Enterprise ERP, including: Manhattan Beach, Beverly Hills, Newport Beach, Hermosa Beach, Santa Monica, along with over 200 other cities, school districts and other public agencies.

The search for and selection of a replacement ERP system typically requires formal bidding – an extended process involving significant staff resources and cost which could take up to one year. An alternative to this approach allows the City Council to approve certain exceptions to competitive bidding requirements. Specifically, El Segundo Municipal Code § 1-7-9 (Exceptions to the Bidding Requirement) authorizes the City Council's waiver of competitive bidding based on certain findings or through the cooperative use of a competitive bidding procedure that another local, state, or federal governmental agency has fulfilled within the last five years.

Staff identified a request for proposals (RFP) that Menifee, California had awarded to Tyler for the selection of Enterprise ERP in February 2023, as a result of their search for a replacement in anticipation of the March 1, 2027 end-of-life Eden ERP deadline. The

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total time for Menifee to issue and award their RFP was nearly one year. El Segundo has nearly identical technical needs and requirements as listed in their RFP, including an intuitive user interface, expanded features and capabilities, and enhanced cybersecurity. Menifee is also a long-term user of Eden's ERP. Their RFP detailed numerous improvements of Tyler's Enterprise ERP over the current Eden software, which we also observed throughout multiple onsite and remote demonstrations that were presented to the City by Tyler.

Below is a list of some of the enhanced functional components we observed of Tyler's Enterprise ERP compared to the existing Eden system.

Module	Existing Eden System	Enterprise ERP
Administration	Menu driven module configuration	Dashboard, business intelligence tools and expanded native reporting options
Budget Preparation	Budget input and review modules	Budget input, review, and final budget book production. Expanded reporting capabilities
General Ledger	Limited account structure options	Additional department division codes, direct information for ACFR
Human Resources and Payroll	Standard employee set-up benefits updates	Mobile app, electronic time off/vacation request processing, future date changes, history tracking of changes
Information Technology	On-premises servers and databases with complex maintenance procedures	Cloud-based environment

For the above reasons, staff recommends Tyler's Enterprise ERP as the Eden replacement solution to be presented for approval at a future City Council meeting.

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.

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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.

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

PREPARED BY:

Jose Calderon, Information Technology Services Director

REVIEWED BY:

Jose Calderon, Information Technology Services Director, Paul Chung, Chief Financial Officer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement
Meeting Date: June 18, 2024
Agenda Heading: Council Member Giroux
Item Number: 14

TITLE:

Discussion of Travel Policy for Elected Officials

RECOMMENDATION:

1. Discuss the City's travel policy for elected officials.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

From time to time, elected officials travel on City business. Authorized travel includes, but is not limited to: meetings with state and federal officials to discuss City concerns; participation in regional, state and national organizations that affect the City's interests; attendance at educational seminars to improve City Officials' skills; and promotion of economic development.

DISCUSSION:

Discuss protocols and policy for elected officials traveling on behalf of the City.

CITY STRATEGIC PLAN COMPLIANCE:

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.

Travel Policy for Elected Officials

June 18, 2024

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PREPARED BY:

Barbara Voss, Deputy City Manager

REVIEWED BY:

Darrell George, City Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. CC RESOLUTION 4451

RESOLUTION NO. 4451

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO ESTABLISHING A REIMBURSEMENT POLICY IN ACCORDANCE WITH GOVERNMENT CODE §§ 53232.2 AND 53232.3 and ASSEMBLY BILL 1234.

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

SECTION 1 The City Council finds and declares as follows

A Elected and appointed City Officials are responsible for promoting and protecting public health, safety, and welfare Among other things, these duties may require City Officials to

- 1 Discuss the City's concerns with state and federal officials,
- 2 Participate in regional, state and national organizations that affect the City's interests,
- 3 Attend educational seminars designed to improve City Officials' skills and provide information, and
4. Promote public service and morale
5. Attend meetings, ceremonial events and other activities sponsored by constituents, neighborhood groups, business organizations and similar groups
- 6 Promote economic development
- 7 Meet with constituents, business owners and others with an interest in the City

B It is in the public interest to reimburse City Officials' expenses incurred in connection with these activities consistent with the provisions of this Resolution

SECTION 2. Declaration of Policy This Resolution is adopted in accordance with Government Code §§ 53232 2 and 53232 3 so that the City of El Segundo may reimburse appropriate expenses incurred by elected and appointed City officials while on authorized travel or otherwise engaged in the conduct of City business Absent City Council approval, and only in extraordinary circumstances, the City will not reimburse City Officials an amount greater than allowed by this Resolution for expenses incurred during the course of conducting

City business

SECTION 3 *Definitions* Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this Resolution

A "City Officials" means members of the City Council, the City Clerk, the City Treasurer and members of boards, commissions, and committees appointed by the City Council,

B "Reimbursement" means all forms of payment for expenses incurred by City Officials in the course of their official duties whether paid directly by the City (including without limitation, with a City-issued credit card) or advanced by City Officials with personal funds and later reimbursed from City funds

SECTION 4 *City Business – Authorized Activities*

A Expenses incurred while engaging in the following City business activities are generally authorized expenses if all requirements of this Resolution are fulfilled

- 1 Communicating with representatives of regional, state and national government on City adopted policy positions,
- 2 Attending educational seminars designed to improve City Officials' skill and information levels,
- 3 Participating in regional, state and national organizations whose activities affect the City's interests,
- 4 Recognizing service to the City (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost),
- 5 Attending City events, and
- 6 Attending meetings with constituents, neighborhood groups, business organizations, and attending conferences for the City-approved purpose of attracting or retaining businesses to the City

SECTION 5 *Unauthorized Expenses* The City will not reimburse City Officials for expenses incurred outside the scope of the City Official's duties including, for

example and not limitation, the following:

- A. The personal portion of any trip For example, if a City Official elects to travel to an event in advance or stay longer on personal business, the City need only reimburse the City Official for roundtrip travel costs and costs incurred during the event's duration,
- B Political or charitable contributions or events,
- C Family expenses, including partner's expenses when accompanying a City Official on City-related business,
- D Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events,
- E Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
- F Personal losses incurred while on City business
- G Expenses for which City Officials receive reimbursement from another agency are not reimbursable

Any questions regarding the propriety of a particular type of expense should be resolved by the City Council before the expense is incurred

SECTION 6. Transportation.

- A *Generally* City Officials must use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route Government and group rates must be used when available
- B. *Airfare.* Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities (www.cacities.org/travel), the California State Association of Counties (www.csac.counties.org/default.asp?id=635) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy
- C. *Automobile.*
 - 1. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov) For 2006, the rate is 44 5 cents per mile These rates are

designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.

2 Only travel for City business outside of El Segundo is authorized for reimbursement.

3 A City Official may leave from his/her home for City business. However, the City will not reimburse mileage that exceeds mileage from City Hall to the destination point.

D *Car Rental* Rental rates that are equal or less than those available through the State of California's website (www.catravelmart.com/default.htm) are considered the most economical and reasonable for purposes of reimbursement under this policy.

E. *Taxis/Shuttles*. Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

F *Airport Parking* Long-term parking must be used for travel exceeding 24-hours.

G *Other* Baggage handling fees of up to \$1 per bag and gratuities of up to 15 percent will be reimbursed.

SECTION 7 *Lodging*

A. Lodging expenses will be reimbursed only at the single occupancy rate for rooms.

B Lodging expenses will be reimbursed for when travel on official City business reasonably requires an overnight stay.

C *Conferences/Meetings* If lodging is associated with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.

D *Other Lodging* Travelers must request government rates, when available. A listing of hotels offering government rates in different areas is available at www.catravelmart.com/lodguideframes.htm. Lodging rates that are equal or less to government rates are presumed to be reasonable and hence reimbursable for purposes of this policy. In the event that

government rates are not available at a given time or in a given area, lodging rates that do not exceed the IRS per diem rates for a given area are presumed reasonable and hence reimbursable

SECTION 8 *Meals and Incidental Expenses*

A For meals associated with City business a City Official may be reimbursed up to \$25.00 per meal (including a gratuity which shall not exceed 15%)

B For meals associated with City business outside of El Segundo where an overnight stay is required, a City Official may claim a per diem in accordance with the meals and incidental expenses (M&IE) rates established by IRS Publication 1542

- 1 The time calculations for per diem starts when the City Official begins travel For each 24-hour period thereafter, the City Official can claim the full per diem amount
- 2 If there is a period of time at the end of the trip that is less than 12 hours, the City Official cannot claim more than one-half (1/2) the per diem rate
- 3 Receipts are not required to claim per diem
- 4 Any reimbursement claim for expenses that exceed the per diem rate may constitute additional income for tax purposes.

C The City does not pay for alcoholic beverage expenses

SECTION 9 Telephone/Fax/Cellular City Officials will be reimbursed for actual telephone and fax expenses incurred on City business Telephone bills should identify which calls were made on City business For cellular calls when the City Official has a particular number of minutes included in the City Official's plan, the City Official can identify the percentage of calls made on public business

SECTION 10 Cash Advance Policy

A From time to time, it may be necessary for a City Official to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf Such request for an advance should be submitted to the City Manager 14 days before the need for the advance with the following information

- 1 The purpose of the expenditure(s),

2 The benefits of such expenditure to the residents of the City,

3 The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and

4. The dates of the expenditure(s)

B Any unused advance must be returned to the City's Finance Department within two business days of the City Official's return, along with an expense report and receipts documenting how the advance was used in compliance with this Resolution

C In the event the City Manager is uncertain as to whether a request complies with this policy, the City Manager must seek City Council approval.

SECTION 11 *Credit Card Use Policy*

A City does not issue credit cards to individual City Officials but does have a credit card for selected City expenses City Officials may use the City's credit card for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances Receipts documenting expenses incurred on the City credit card and compliance with this policy must be submitted within five business days of use

B City credit cards may not be used for personal expenses, even if the City Official subsequently reimburses the City

SECTION 12. *Expense Report Content And Submission Deadline*

A All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by the City

B Expense reports must document that the expense in question met the requirements of this policy

C City Officials must submit their expense reports within thirty (30) days after an expense is incurred, accompanied by receipts documenting each expense Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation

D Inability to provide such documentation in a timely fashion may result

in the expense being borne by the City Official

E. All expenses are subject to verification that they comply with this policy

SECTION 13. Reports to City Council At the City Council meeting following a meeting attended by a City Official at City expense, each City Official that attended the meeting at City expense must briefly report on meetings attended at City expense. If multiple City Officials attended, a joint report may be made

SECTION 14. Compliance With Laws. Some expenditures may be subject to reporting under the Political Reform Act and other laws All agency expenditures are public records subject to disclosure under the California Public Records Act

SECTION 15 Violation Of This Policy Use of public resources or falsifying expense reports in violation of this Resolution may result in any or all of the following.

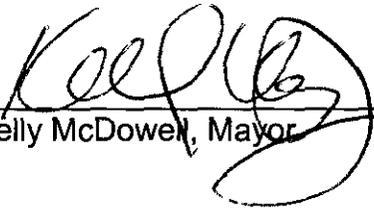
- A Loss of reimbursement privileges,
- B A demand for restitution to the City,
- C The City's reporting the expenses as income to the City Official to state and federal tax authorities,
- D Civil penalties of up to \$1,000 per day and three times the value of the resources used, and
- E Prosecution for misuse of public resources

SECTION 16 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 17 The City Clerk is directed to certify the passage and adoption of this Resolution, cause it to be entered into the City of El Segundo book of original Resolutions, make a note of the passage and adoption in the records of this meeting, and, within fifteen (15) days after the passage and adoption of this Resolution, cause it to be published or posted in accordance with California law

SECTION 18 This Resolution will become effective immediately upon its adoption

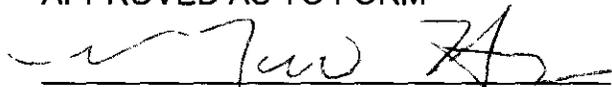
PASSED AND ADOPTED this 17th day of January, 2006


Kelly McDowell, Mayor

ATTEST


Cindy Madsen, City Clerk

APPROVED AS TO FORM


Mark Hensley, City Attorney