



# AGENDA

## EL SEGUNDO CITY COUNCIL

350 MAIN STREET

DUE TO THE COVID-19 EMERGENCY, THIS MEETING WILL BE CONDUCTED PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDER N-29-20.

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### ***How Can Members of the Public Observe and Provide Public Comments?***

Residents are strongly encouraged to participate remotely via Spectrum Channel 3 and 22, AT&T U-verse Channel 99 and/or El Segundo TV at YouTube.com. Members of the Public may provide comments electronically by sending comments to the following e-mail address, with a limit of 150 words and accepted up until 30 minutes prior to the meeting: PUBLICCOMMUNICATIONS@elsegundo.org, ***in the subject line please state the meeting date and item number.*** Depending on the volume of communications, the emails will be read to Council during public communications and are subject to disclosure under the Public Records Act.

Members of the Public may also provide comments in the designated area in Council Chamber up to and during public communication portion of the meeting. Members of the public must observe "social distancing" requirements at all times, *i.e.*, remain six (6) feet from other attendees during the entirety of the event or gathering.

### ***Additional Information:***

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

Unless otherwise noted in the Agenda, the Public can only comment on City-related business that is within the jurisdiction of the City Council and/or items listed on the Agenda during the **Public Communications** portions of the Meeting. Additionally, 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.

*Before speaking to the City Council, please state: Your name and residence and the organization you represent, if desired. Please respect the time limits.*

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**In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact City Clerk, 524-2305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.**

**MEETING OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, NOVEMBER 3, 2020 – 4:00 PM**

**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 the City Council. Failure to do so shall be a misdemeanor and punishable by a fine of \$250.*

**SPECIAL ORDER OF BUSINESS:**

**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; as follows:*

**CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION**

- 1. Kevin Smith v. City of El Segundo, Workers Compensation Appeals Board  
Case no. WCAB ADJ9258793**
- 2. Scott O'Connor (Police Officer) v. City of El Segundo, United States District  
Court (California Central District) Case No. 2:20-cv-00311-DMG (PLAx)**

**CONFERENCE WITH LEGAL COUNSEL – INIATION OF LITIGATION**

Initiation of litigation pursuant to Government Code §54956.9 (d)(4): -2- matters.



# AGENDA

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***\*\*\*For Public Hearings only\*\*\* written communication will be accepted both before the meeting and during the open period of the Public Hearing at PUBLICCOMMUNICATIONS@elsegundo.org.***

### ***Additional Information***

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

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**REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, NOVEMBER 3, 2020 - 6:00 P.M.**

**CALL TO ORDER**

**INVOCATION – The Bridge**

**PLEDGE OF ALLEGIANCE – Council Member Giroux**

## ROLL CALL

**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)

### SPECIAL PRESENTATIONS:

- a) COVID-19 Update

### PROCEDURAL MOTIONS

**Consideration of a motion to read all ordinances and resolutions on the Agenda by title only.**

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Recommendation – Approval.

### A. CONSENT CALENDAR

1. Approve Regular City Council Meeting Minutes of October 20, 2020
2. Approve warrant numbers 3033227 – 3033348 and 9001686 – 9001687 on Register No. 2a in the total amount of \$407,928.64 and wire transfers from 10/12/20 through 10/18/20 in the total amount of \$2,697,603.49. Warrant numbers 3033349 – 3033403 and 9001688 – 9001688 on Register No. 2b in the total amount of \$213,091.99 and wire transfers from 10/19/20 through 10/25/20 in the total amount of \$650,364.46
3. Authorize Public Works Construction Contract with Pacific Tennis Courts, Inc. for \$134,070 for the Roller Hockey Rink Improvements Project.
4. Adopt Debt Management and Disclosure Policy
5. Adopt resolution authorizing destruction of identified records in accordance with provisions of Section 34090 of the Government Code of the State of California.
6. Proposed El Segundo Voluntary Retirement Incentive Program
7. Accept grant awards from Chevron U.S.A., Inc. in the amounts of \$100,000 to support economic development within the City of El Segundo, and \$215,946.05 to support the El Segundo Fire Department.

### B. PUBLIC HEARINGS

**C. STAFF PRESENTATIONS**

- 8. Presentation of Investment Portfolio Report for September 2020
- 9. Implementation of Reorganization of City Departments, including: Changing the names of the Library, Recreation and Park, Planning and Building Safety, and Information Services Departments; Establishing and deleting certain job classifications; and, Establishing and modifying salary ranges or certain positions in various City Departments.

**D. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS:**

**E. REPORTS – CITY CLERK**

**F. REPORTS – CITY TREASURER**

**G. REPORTS – COUNCIL MEMBERS**

Council Member Giroux –

Council Member Nicol -

Council Member Pirsztuk -

Mayor Pro Tem Pimentel –

Mayor Boyles –

**H. REPORTS – CITY ATTORNEY**

**I. 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)**

**MEMORIAL –**

**ADJOURNMENT**

POSTED:

DATE: October 30, 2020

TIME: 12:15 PM

BY: Tracy Weaver, City Clerk

**SPECIAL PRESENTATION**

**COVID-19 UPDATE**

MEETING OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, OCTOBER 20, 2020 – 4:00 PM  
***This meeting was conducted virtually via Zoom conferencing***

CALL TO ORDER – Virtually by Mayor Boyles at 4:30 PM  
(Due to lack of quorum at 4:00 PM, meeting adjourned to 4:30 PM)

ROLL CALL

Mayor Boyles	-	Present via teleconferencing
Mayor Pro Tem Pimentel	-	Present via teleconferencing
Council Member Pirsztuk	-	Present via teleconferencing
Council Member Nicol	-	Present via teleconferencing
Council Member Giroux	-	Present via teleconferencing

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

SPECIAL ORDER OF BUSINESS:

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

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; as follows:

CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION

1. Kevin Smith v. City of El Segundo, Workers Compensation Appeals Board Case No. WCAB ADJ9258793

CONFERENCE WITH CITY'S LABOR NEGOTIATOR (Gov't Code §54957.6): -8-matters

1. Employee Organizations: Police Management Association; Police Officers Association; Police Support Services Employees Association; Fire Fighters Association; Supervisory, Professional Employees Association; City Employee Association; and Executive and Management/Confidential Employees (unrepresented groups).

Agency Designated Representative: Scott Mitnick, City Manager and Donna Peter, Human Resources Consultant.



Adjourned at 5:55 PM

REGULAR MEETING OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, OCTOBER 20, 2020 - 6:00 P.M.  
***This meeting was conducted virtually via Zoom conferencing***

CALL TO ORDER - Virtually by Mayor Boyles at 6:00PM

INVOCATION – Pastor Rob McKenna, The Bridge Church

PLEDGE OF ALLEGIANCE – Council Member Pirsztuk

ROLL CALL

Mayor Boyles	-	Present via teleconferencing
Mayor Pro Tem Pimentel	-	Present via teleconferencing
Council Member Pirsztuk	-	Present via teleconferencing
Council Member Nicol	-	Present via teleconferencing
Council Member Giroux	-	Present via teleconferencing

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

***City Clerk Weaver read written communication from the following person's into the record;***

Dr. Melissa Moore, ESUSD Superintendent, spoke regarding item #7

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

SPECIAL PRESENTATIONS:

- a) Proclamation read by Mayor Boyles, proclaiming October 23-31, 2020 as Red Ribbon Week. Sofia Earley, ASB ROAD Member accepted the Proclamation.
- b) Halloween Events Update given by Arcia Hester, Recreation and Parks Superintendent.
- c) Election Update – Tracy Weaver, City Clerk gave a brief update regarding the upcoming election on November 3, 2020.

A. PROCEDURAL MOTIONS

Consideration of a motion to read all ordinances and resolutions on the Agenda by title only.

MOTION by Council Member Giroux, SECONDED by Council Member Prisztuk to read all ordinances and resolutions on the agenda by title only. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

B. CONSENT CALENDAR

1. Approve Regular City Council Meeting Minutes of October 6, 2020.
2. Approve warrant numbers 3033064 – 3033149 on Register No. 25a in the total amount of \$629,907.63 and wire transfers from 09/28/20 through 09/30/20 in the total amount of \$622,700.07. Warrant numbers 3033150 – 3033226 and 9001647 – 9001685 on Register No. 1 in the total amount of \$371,019.01 and wire transfers from 10/01/20 through 10/11/20 in the total amount of \$494,626.93.
3. Authorize Agreement with NV5, Inc. Agreement No. 5965 for \$84,966 for Inspection Services, and Authorize Public Works Construction Contract with Cedro Construction, Inc. Agreement No. 5966 for \$481,717 for Water Main Improvements on Indiana Street.  
(Project No. PW 20-04)  
(Fiscal Impact: Total of the project is estimated to be \$685,883.00 for engineering design, construction and construction inspection)
4. Authorize Public Works Construction Contract with Land Forms Landscape Construction Agreement No. 5967 for \$784,893 for the Acacia Park Playground and Site Improvements Project. (Project No. PW 20-06)  
(Fiscal Impact: Total cost of project is estimated to be \$900,172.00 for engineering, design and construction. \$700,172.00 has been appropriated and staff requested an additional appropriation of \$200,000.00. Staff report details funding sources)
5. Approve Purchase of 20 Mobile Digital Computers from Commline, Inc. Agreement No. 5968 for \$113,000; and FY 2020-2021 General Fund Budget Appropriation of \$115,000. (Fiscal Impact: Total project cost \$213,000)
6. PULLED BY COUNCIL MEMBER NICOL
8. City Response to Los Angeles County Civil Grand Jury Report Regarding “A Diet for Landfills: Cutting Down on Food Waste”  
(Clerical move, item was scheduled for Consent Calendar, not Staff Presentations)

MOTION by Council Member Pirsztuk, SECONDED by Council Member Giroux, approving Consent Agenda items 1, 2, 3, 4, (Council Member Nicol abstained from voting on #4 due to property near Acacia Park per Mark Hensley, City Attorney) 5, 6 and 8. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

**PULLED ITEMS:**

6. Amendment No. 5793A to the Supplemental Law Enforcement (Jail) Services Agreement No. 5793 with the City of Hawthorne to increase the contract amount from \$7,500 per month to \$12,000 per month for five months (\$22,500 total) for full-time jail services.

(Fiscal Impact: Total \$22,500.00 funded through Police Department salary savings)

Council Member Nicol pulled the item

Police Chief Whalen answered questions and reported on the item

MOTION by Council Member Nicol, SECONDED by Mayor Boyles, approving an amendment to the Supplemental Law Enforcement (Jail) Services Agreement No. 5793 with the City of Hawthorne. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

C. PUBLIC HEARINGS: None

D. STAFF PRESENTATIONS

7. COVID-19 Update and Letters of Support to the Los Angeles County Department of Public Health for El Segundo Unified School District to Obtain a Waiver to Allow Transitional Kindergarten Through Second Grade Students to Return to Schools for Hybrid In-person Education

Fire Chief Donovan and Barbara Voss, Deputy City Manager reported on the item.

Dr. Melissa Moore, ESUSD Superintendent, thanked Council for the support

Mark Hensley, City Attorney, commented on the item

Council Discussion

Council consensus to receive and file COVID-19 update

MOTION by Mayor Pro Tem Pimentel, SECONDED by Council Member Nicol, approving letters of support for El Segundo Unified School District to obtain a waiver from Los Angeles County Department of Public Health. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS: None

F. REPORTS – CITY CLERK – gave report during Special Presentations

G. REPORTS – CITY TREASURER – Not Present

H. REPORTS – COUNCIL MEMBERS

Council Member Giroux – No report

Council Member Nicol – Thanked staff and Mr. Mitnick’s leadership for opening up Richmond Street School grass area and Washington Park.

Council Member Pirsztuk – Reminded everyone this weekend is the Virtual Sketcher’s Walk benefiting children with special needs.

Mayor Pro Tem Pimentel – Attended the Regional Transportation meeting to discuss metro transit funding, Sanitation District regarding Food Waste Recycling and the Contract Cities meeting to discuss their initiative regarding housing legislation local control.

Mayor Boyles – Thanked Scott Mitnick and staff for the clean-up on Imperial Highway with their diligence in working with the County.

- I. REPORTS – CITY ATTORNEY – No report
- J. REPORTS/FOLLOW-UP – CITY MANAGER – Stated the next Council meeting is Election night, November 3<sup>rd</sup>.

MEMORIAL – None

ADJOURNMENT at 7:00 PM

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Tracy Weaver, City Clerk

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3033227 -	3033348		
9001686 -	9001687		
001	GENERAL FUND	306,107.09	
104	TRAFFIC SAFETY FUND	-	
106	STATE GAS TAX FUND	-	
108	ASSOCIATED RECREATION ACTIVITIES FUND	-	
109	ASSET FORFEITURE FUND	3,510.00	
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	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-	
119	MTA GRANT	-	
121	FEMA	-	
120	C.O.P.S. FUND	-	
122	L.A.W.A. FUND	-	
123	PSAF PROPERTY TAX PUBLIC SAFETY	-	
126	A/P CUPA Program Oversight Surcharge	6,507.00	
202	ASSESSMENT DISTRICT #73	-	
301	CAPITAL IMPROVEMENT FUND	23,691.14	
302	INFRASTRUCTURE REPLACEMENT FUND	-	
405	FACILITIES MAINTENANCE	-	
501	WATER UTILITY FUND	18,052.53	
502	WASTEWATER FUND	3,560.88	
503	GOLF COURSE FUND	-	
601	EQUIPMENT REPLACEMENT	42,500.00	
602	LIABILITY INSURANCE	-	
603	WORKERS COMP. RESERVE/INSURANCE	-	
701	RETIRED EMP. INSURANCE	-	
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	-	
703	EXPENDABLE TRUST FUND - OTHER	4,000.00	
708	OUTSIDE SERVICES TRUST	-	
	TOTAL WARRANTS	\$ 407,928.64	✓

DATE OF APPROVAL: AS OF 10/16/20

REGISTER # 2a

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

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

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

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

CODES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

H = <sup>(X)</sup> Handwritten Early Release disbursements and/or adjustments approved by the City Manager.

FINANCE DIRECTOR

*Joseph Lee*  
10-19-2020

DATE:

CITY MANAGER

*Barbara Vess*  
10-21-2020

DATE:

VOID CHECKS DUE TO ALIGNMENT:  
N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 10/12/20 THROUGH 10/18/20**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
10/13/2020	Cal Pers	559,479.90	EFT Health Insurance Payment
10/13/2020	West Basin	2,056,412.27	H2O payment
10/15/2020	Manufacturers & Traders	60,087.97	457 payment Vantagepoint
10/15/2020	Manufacturers & Traders	1,130.77	401(a) payment Vantagepoint
10/15/2020	Manufacturers & Traders	550.00	IRA payment Vantagepoint
10/5/20-10/11/20	Workers Comp Activity	19,942.58	SCRMA checks issued
10/5/20-10/11/20	Liability Trust - Claims	0.00	Claim checks issued
10/5/20-10/11/20	Retiree Health Insurance	0.00	Health Reimbursement checks issued
		<u>2,697,603.49</u>	

**DATE OF RATIFICATION: 10/16/20  
 TOTAL PAYMENTS BY WIRE:**

2,697,603.49

Certified as to the accuracy of the wire transfers by:

*David M...* 10/16/2020  
 Deputy City Treasurer II Date

*Joseph...* 10-19-2020  
 Director of Finance Date

*...* 10-21-2020  
 City Manager Date

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3033349 - 3033403  
9001688 - 9001688

DATE OF APPROVAL: AS OF 11/03/20

REGISTER # 2b

001	GENERAL FUND	138,657.61
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	55.73
118	TDA ARTICLE 3 - SB 621 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	-
126	A/P CUPA Program Oversight Surcharge	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	28,775.36
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	8,382.79
502	WASTEWATER FUND	31,356.35
503	GOLF COURSE FUND	29.40
601	EQUIPMENT REPLACEMENT	1,524.60
602	LIABILITY INSURANCE	48.40
603	WORKERS COMP. RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	1,313.00
703	EXPENDABLE TRUST FUND - OTHER	2,000.00
708	OUTSIDE SERVICES TRUST	948.75

TOTAL WARRANTS

\$ 213,091.99 ✓

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

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

CODES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

FINANCE DIRECTOR

*Joseph Kato*  
10-20-2020

DATE:

CITY MANAGER

*Barbara Voss (for SM)*  
10-28-20

DATE:

VOID CHECKS DUE TO ALIGNMENT:

N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES



**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 10/19/20 THROUGH 10/25/20**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
10/19/2020	IRS	288,455.77	Federal 941 Deposit
10/19/2020	Employment Development	4,693.29	State SDI payment
10/19/2020	Employment Development	67,664.00	State PIT Withholding
10/19/2020	ExpertPay	1,181.97	EFT Child support payment
10/20/2020	Manufacturers & Traders	4,340.00	457 payment Vantagepoint
10/21/2020	Cal Pers	10,755.46	EFT Retirement Safety-Fire-PEPRA New 25020
10/21/2020	Cal Pers	20,976.69	EFT Retirement Safety-Police-PEPRA New 25021
10/21/2020	Cal Pers	40,190.82	EFT Retirement Misc - PEPRA New 26013
10/21/2020	Cal Pers	49,074.00	EFT Retirement Misc - Classic 27
10/21/2020	Cal Pers	68,581.21	EFT Retirement Safety Police Classic - 1st Tier 28
10/21/2020	Cal Pers	55,245.19	EFT Retirement Safety Fire- Classic 30168
10/21/2020	Cal Pers	6,323.85	EFT Retirement Sfty Police Classic-2nd Tier 30169
10/23/2020	California EDD	316.01	Reconciliation payment
10/22/2020	Lane Donovan Golf Ptr	19,122.70	Payroll Transfer
10/12/20-10/18/20	Workers Comp Activity	13,443.50	SCRMA checks issued
10/12/20-10/18/20	Liability Trust - Claims	0.00	Claim checks issued
10/12/20-10/18/20	Retiree Health Insurance	0.00	Health Reimbursement checks issued
		<u>650,364.46</u>	

**DATE OF RATIFICATION: 10/23/20  
 TOTAL PAYMENTS BY WIRE:**

650,364.46

Certified as to the accuracy of the wire transfers by:

*Dennis Marston* *DM* 10/23/2020  
 Deputy City Treasurer II Date

*Joseph [Signature]* 10-26-2020  
 Director of Finance Date

*[Signature]* 10-28-20  
 City Manager Date

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

**TITLE:**

Authorize Public Works Construction Contract with Pacific Tennis Courts, Inc. for \$134,070 for the Roller Hockey Rink Improvements Project.

**RECOMMENDATION:**

1. Authorize the City Manager to execute a standard Public Works Contract with Pacific Courts, Inc. in the amount of \$204,110 for the Roller Hockey Rink Improvements Project (PW 19-13), and authorize an additional \$15,898 as contingency funds for potential unforeseen conditions;
2. Authorize the City Manager to execute a change order to reduce the contract amount by \$70,040 for a final contract amount of \$134,070.

**FISCAL IMPACT:**

The total of the project is estimated to be \$155,000 for engineering design and construction.

<b>Project Cost Summary</b>		
<b>Description</b>	<b>Budget</b>	<b>Notes</b>
General Fund	\$ 80,000	Per 2019/20 budget
CIP Fund Balance	\$50,000	To be reimbursed by LA Kings Donations
LA Kings Donation	\$25,000	Received appropriation
<b>Total Project Budget</b>	<b>\$ 155,000</b>	
<b>Expenditures</b>		
<b>Description</b>	<b>Expenditures</b>	
Engineering Design	\$ 5,032	
Construction		
Original Contract Amount	\$204,110	
Deductive Change Order	(70,040)	
Final Contract Amount	\$134,070	
Construction Contingency	15,898	
<b>Total Project Costs</b>	<b>\$ 155,000</b>	

Amount Budgeted: \$155,000  
 Additional Appropriation: Appropriate \$75,000 from LA Kings Donation Trust Fund #702  
 Account Number: 301-400-8202-8424

## BACKGROUND:

The roller hockey rink located at Recreation Park was constructed in 1997 and is in need of improvements. Parks staff have been performing intermittent repairs to the facility but the scope of this project is beyond the ordinary maintenance repairs.

On April 30, 2019, the City and the LA Kings entered into a donation and license agreement in which the City will install LA Kings graphics at different locations in the rink. In return, the LA Kings will donate a total of \$75,000 (\$25,000 each year for three years) to the City. The first payment was received from the LA Kings last year. The City will receive the second payment in November 2020, and the final payment in July 2021. Staff recommends to utilize \$50,000 from the "CIP Fund Balance" so that the construction contract can be awarded without any further delay. Subsequently, upon the receipt of \$50,000 from the LA Kings, this amount will be deposited back in the "CIP Fund Balance".

The project includes the following improvements, per engineering plans and specifications:

- Removal and replacement of dasher boards
- Installation of a subsurface drainage system on the south end of the rink
- Installation of LA Kings graphics
- Repair of cracks on the concrete rink surface
- Removal and replacement of the fencing (alternative bid item)



## DISCUSSION:

On February 18, 2020, City Council adopted the engineering plans and specifications for the Roller Hockey Rink Improvements Project (Project No. PW 19-13) and authorized staff to advertise the project for bids. Only one bid was received by the City Clerk's office on April 7, 2020, which was rejected due to the contractor not having the required contractor state license "A" and consequently the bid was considered non-responsive.

At the direction of City Council, staff re-advertised the project and one new bid was received by the City Clerk’s office on September 1, 2020 as follows:

Contractor	Base Bid	Alt. Bid item (Fence)
Pacific Tennis Courts, Inc.	\$204,110	\$37,000

The responsive and responsible bidder is Pacific Tennis Courts, Inc.

The bid received for the Roller Hockey Rink Improvements Project was higher than expected, and over the project budget. In order to bring this project to the budget, staff investigated the need for the proposed installation of the subsurface drainage system on the south end of the rink. This drainage system was intended to eliminate a small water pond at this location. Staff evaluated the situation and determined that the ponding issue was potentially caused by overwatering of the adjacent grassy area; and subsequently modified the irrigation system . It appears the drainage issue has been resolved and this subsurface drainage system is no longer needed, but staff will continue to monitor the situation.

Subsequently, staff reached out to Pacific Tennis Courts, Inc. and discussed deleting the subsurface drainage items from the project for a total savings of \$70,040. Pacific Tennis Courts, Inc. agreed to remove the items related to subsurface drainage, for a modified contract amount of \$130,070 for the project.

Further, due to the high bid price of removal and replacement of the existing fence (Alternate Bid), staff recommends this Alternate Bid not to be implemented. The existing fence around the rink is in fairly good shape and it is not essential to replace this fence at this time. This work can be done in the future when the replacement of the fence becomes essential.

This project does not need full time construction inspection, and the inspection can be performed by staff and augmented by the City’s on call inspector, if necessary.

Staff checked the contractor’s license status and references and found them to have satisfactorily completed similar projects for other public agencies, and that their license is in good standing.

Staff recommends that City Council approve the recommended actions as noted. With Council’s authorization, construction is anticipated to commence in February, 2021, and be substantially completed in April, 2021.

**CITY STRATEGIC PLAN COMPLIANCE:**

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

Roller Hockey Rink Improvements Project  
November 3, 2020  
Page 4 of 4

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

Goal 4: Develop Quality Infrastructure and Technology

Objective A: El Segundo's physical infrastructure supports an appealing, safe, and effective City

**PREPARED BY:** Arianne Bola, Senior Associate Engineer *L. Bola for Arianne.*

**REVIEWED BY:** Elias Sassoon, Public Works Director *E. Sassoon*

**APPROVED BY:** Scott Mitnick, City Manager *SM (for SM)*

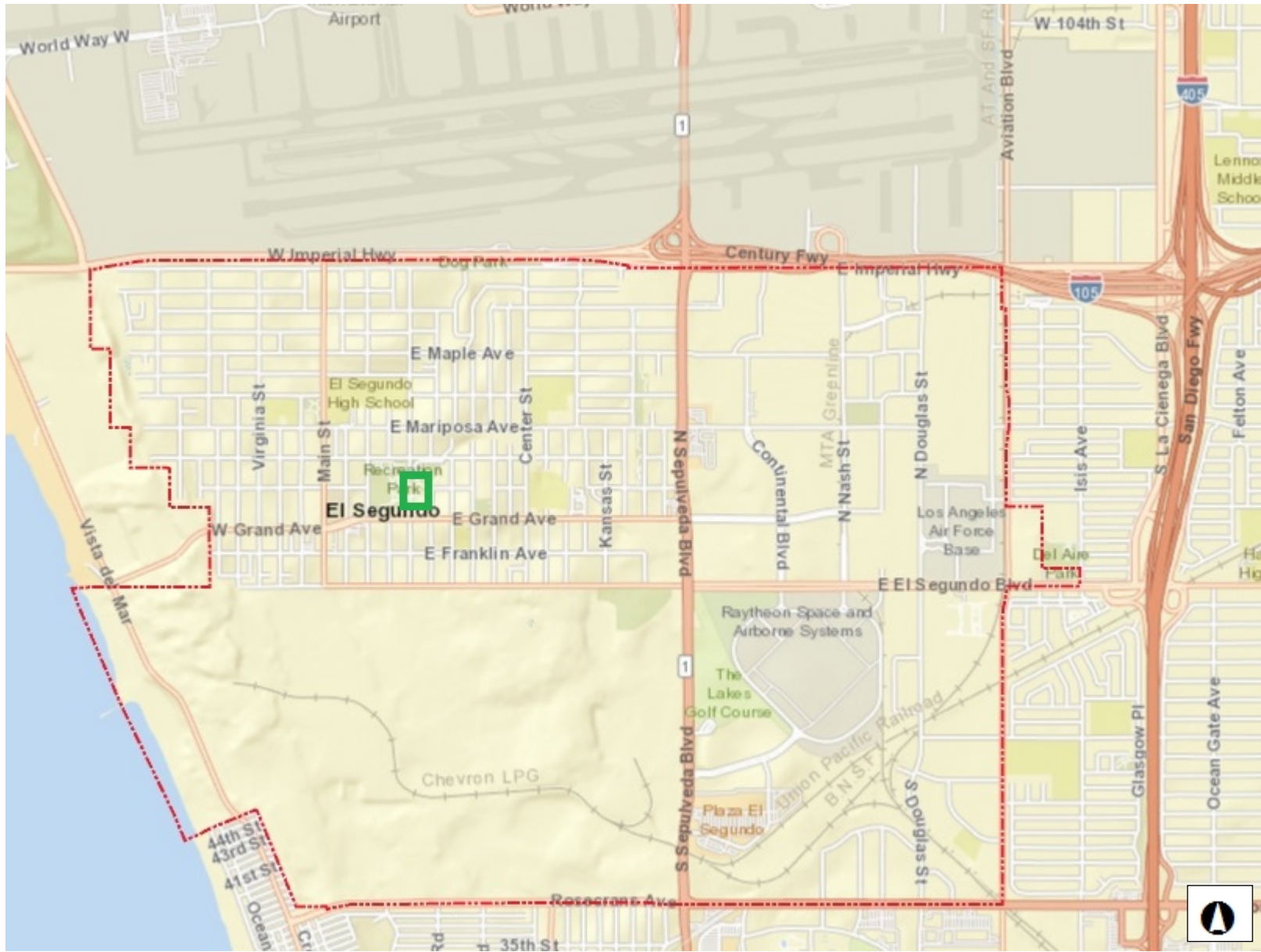
**ATTACHED SUPPORTING DOCUMENTS:**

1. Vicinity Map
2. Location Map





# PW 19-13: Roller Hockey Rink Improvements Vicinity Map



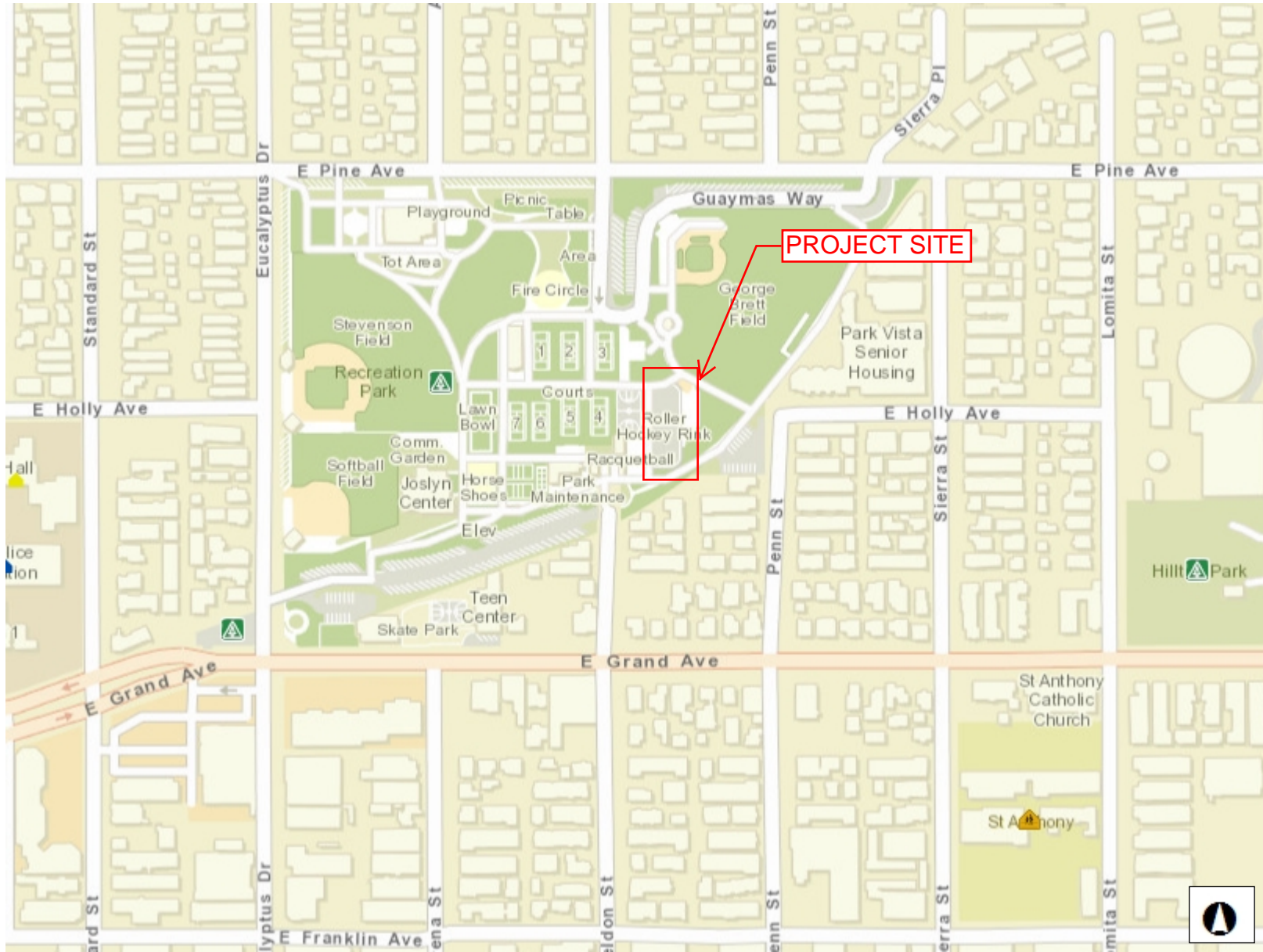
6,018.7 0 3,009.33 6,018.7 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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



# PW 19-13: ROLLER HOCKEY RINK IMPROVEMENTS LOCATION MAP



752.3 0 376.17 752.3 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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

**TITLE:**

Adopt Debt Management and Disclosure Policy

**RECOMMENDATION:**

Approve and adopt a Debt Management and Disclosure Policy as required by State Law.

**FISCAL IMPACT:**

There are no direct fiscal implications associated with the recommended action.

**BACKGROUND:**

On September 12, 2016, Governor Brown signed SB 1029 which requires debt issuers to adopt debt policies addressing five areas:

1. The purpose for which the debt proceeds may be used;
2. The types of debt that may be issued;
3. The relationship of the debt to and integration with the issuer's capital improvement program or budget;
4. Policy goals related to the issuer's planning goals and objectives;
5. The internal controls and procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

The bill requires a state or local public agency to submit an annual report for any issue of debt for which it has submitted a report of final sale on or after January 21, 2017.

**DISCUSSION:**

The proposed policy is consistent with other existing City financial policies. It simply expands definitions and articulates what has been past practice absent a full policy. The policy addresses the five required areas as follows:

1. The purpose for which the debt proceeds may be used: **See Section 4**
2. The types of debt that may be issued: **See Section 6**
3. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget: **See Section 7**
4. Policy goals related to the issuer's planning goals and objectives: **See Section 3**
5. The internal controls procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use: **See Section 9**



Debt Management and Disclosure Policy  
November 3, 2020  
Page 2 of 2

**PREPARED BY:** Matthew Robinson, City Treasurer *rm for MR*  
**REVIEWED BY:** Joseph Lillio, Director of Finance  
**APPROVED BY:** Scott Mitnick, City Manager *B/C for SM*

**ATTACHED SUPPORTING DOCUMENTS:**

1. City of El Segundo Debt Management and Disclosure Policy



## **City of El Segundo Debt Management and Disclosure Policy**

### **1. Introduction**

This Debt Management and Disclosure Policy (the “Debt Policy”) provides guidelines for debt issuance, management and post-issuance related policies and procedures for the City of El Segundo (the “City”). This Debt Policy may be amended by the City Council as it deems appropriate from time-to-time in the prudent management of the debt and financing needs of the City.

### **2. Purpose**

The purpose of this Debt Policy is to establish guidelines and parameters for the effective governance, management and administration of debt and other financing obligations issued by the City and its related entities. This Debt Policy is intended to improve and direct decision making, assist with the structure of debt issuance, identify policy goals, and demonstrate a commitment to long-term planning, including the City’s Capital Improvement Program. Adherence to a debt policy helps to ensure the City’s debt is issued and managed prudently in order to maintain a sound financial position and credit worthiness. When used in this Debt Policy, “debt” refers to all indebtedness and financing obligations of the City and its related entities.

### **3. Debt Policy Objective**

This Debt Policy is intended to comply with the requirements of Senate Bill 1029 (SB 1029), codified as part of California Government Code Section 8855(i), effective on January 1, 2017 and shall govern all debt undertaken by the City. The primary objectives of the City's debt and financing related activities are to:

- A. Maintain the City's sound financial position;
- B. Protect the City’s credit-worthiness;
- C. Ensure the City has the flexibility to respond to possible changes in future service obligations, revenues, and operating expenses;
- D. Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the City;
- E. Minimize debt service commitments through efficient planning and cash management;  
and
- F. Ensure the City is in compliance with all relevant State and Federal securities laws and other applicable laws and regulations.

#### 4. Acceptable Uses of Debt Proceeds

The City will consider the use of debt financing primarily for assets and capital projects only if the term of debt shall not exceed the asset(s) or project's useful life or will otherwise comply with Federal tax law requirements. An exception to this long-term driven focus is the potential issuance of short-term instruments, such as tax and revenue anticipation notes, which may be used for reasonable cash management purposes, as described below. Bonded debt shall not be issued to finance normal operating expenses. General Fund debt will not be issued to support ongoing operational costs unless such debt issuance achieves net operating cost savings and such savings are verified by independent analysis.

##### A. Long-Term Debt

- i. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment, and land to be owned and/or operated by the City. Long-term debt financings are appropriate when any of the following conditions exist:
  - (1) When the project to be financed is necessary to provide basic municipal services, or other projects for the benefit of the City's constituents;
  - (2) When the project to be financed will provide benefit to the City's constituents over a duration of more than one year;
  - (3) When the total debt financing would not impose an unreasonable burden on the City and its taxpayers and/or ratepayers, as applicable; or
  - (4) When the debt is used to refinance outstanding debt in order to produce debt service savings or to benefit from debt restructuring.
- ii. The City may use long-term debt financings subject to each of the following conditions:
  - (1) The project to be financed has been or will be considered and approved by the City Council;
  - (2) The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed 120% of the useful life of the project to be financed;
  - (3) The City estimates that sufficient revenues will be available to service the debt through its maturity; and
  - (4) The City determines that the issuance of the debt will comply with the applicable requirements of State and Federal law.

## B. Short-Term Debt.

- i. Short-term debt may be issued to provide financing for the City's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance the City's short-lived capital projects, such as undertaking lease-purchase financing for equipment.

## 5. **Standards for Use of Debt Financing**

The City recognizes that there are numerous types of financing structures and funding sources available, each with specific benefits, costs, and risks. The City will consider debt issuance only in those cases where public policy, equity and economic efficiency favor debt financing over cash funding. Prior to the issuance of debt or other financing obligations, the City will carefully consider the overall long-term affordability of the proposed debt issuance by conducting an objective analysis of the City's ability to support additional debt service payments. The City will consider its long-term revenue and expenditure trends, the impact on operational flexibility and the overall debt burden on the taxpayers/ratepayers. The evaluation process shall include a review of generally accepted measures of affordability and will strive to achieve and/or maintain debt levels consistent with its current operating and capital needs.

## 6. **Types of Debt**

In order to maximize the financial options available to benefit the public, it is the City's policy to allow the consideration of issuing all generally accepted types of debt, including, but not exclusive to the following:

### A. General Obligation (GO) Bonds:

- i. GO Bonds are suitable for use in the construction or acquisition of improvements to real property that benefit the public at large. The California Government Code, Division 4, Chapter 4, Article 1 commencing with section 43600 authorizes cities to finance certain municipal improvements through GO bonds when a city determines the public interest and necessity demands the acquisition, construction or completion of such municipal improvements, including property or structures necessary or convenient to carry out the objects, purposes, and powers of a city.
- ii. Examples of projects include but are not limited to parks, public services, and public safety facilities. All GO bonds must be authorized by the requisite number of voters.

### B. Revenue Bonds:

- i. Revenue Bonds are limited-liability obligations tied to a specific enterprise or special fund revenue stream where the projects financed clearly benefit or relate to the enterprise or are otherwise permissible uses of the special revenue. Generally, no voter approval is required to issue this type of obligation but in some cases, the City must comply with proposition 218 regarding rate adjustments.

C. Certificates of Participation (COPs)/Joint Powers Authority (JPA) Lease Revenue Bonds:

- i. The City may obtain financing payable from the General Fund through the issuance of debt by a public benefit corporation or joint exercise of powers agency with such debt payable from amounts paid by the City under a lease, installment sale agreement, or contract of indebtedness.

D. Loans:

- i. The City is authorized to enter into loans, installment payment obligations, or other similar funding structures secured by a prudent source or sources of repayment.

E. Special Assessment/Special Tax Debt:

- i. The City will consider requests from developers for the use of debt financing secured by property-based assessments or special taxes in order to provide for necessary infrastructure for new development under guidelines adopted by City Council, which may include minimum value-to-lien ratios and maximum tax burdens. Examples of this type of debt are Assessment Districts (ADs) and Community Facilities Districts (CFDs), also known as Mello-Roos Districts. In order to protect bondholders as well as the City's credit rating, the City will also comply with all State guidelines regarding the issuance of special tax or special assessment debt.

F. Short-Term Debt:

- i. Short-term borrowing, such as commercial paper, Tax and Revenue Anticipation Notes (TRANS), and lines of credit, will be considered as an interim source of funding in anticipation of long-term borrowing and may be issued to generate funding for cash flow needs. The final maturity of the debt issued to finance the project shall be consistent with the useful life of the project.
- ii. Short-term debt may also be used to finance short-lived capital projects such as lease-purchase financing for equipment.

G. Refunding Bonds:

- i. The City may refinance debt pursuant to the authorization that is provided under California law, including but not limited to Articles 10 and 11 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code, as market opportunities arise. Refundings may be undertaken in order to:

- (1) Take advantage of lower interest rates and achieve debt service costs savings;
- (2) Eliminate restrictive or burdensome bond covenants; or
- (3) Restructure debt to relieve debt service spikes, reduce volatility in interest rates or free up reserve funds.

- ii. Generally, the City shall strive to achieve a minimum of 3.00% net present value savings. The net present value assessment shall factor in all costs, including issuance,

escrow, and foregone interest earnings of any contributed funds on hand. Refundings which produce a net present value savings of less than 3% will be considered on a case-by-case basis. Upon the advice of the Finance Director and with the assistance of a municipal advisor and bond counsel, the City will consider undertaking refundings for other than economic purposes based upon a finding that such a restructuring is in the City's overall best financial interest.

#### H. Pension Obligation Bonds (POBs):

- i. The City may utilize POBs, which are financing instruments used to pay some or all of an entity's unfunded pension liability. The bonds must be issued on a taxable basis and the proceeds are transferred to the issuer's pension system as a prepayment of all or part of the issuer's unfunded pension liability. The proceeds are then invested by the pension system. These bonds function as arbitrage instruments and come with interest rate return risks.

The City may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy. However, the other form or forms of debt must comply with this Debt Management Policy.

Debt shall be issued as fixed rate debt unless the City determines a variable rate issue would be beneficial to the City based on the circumstances.

### **7. Relationship to Capital Improvement Program and Operating Budget**

The City intends to issue debt for the purposes stated in this Debt Policy and the decision to incur new indebtedness should be integrated with the City Council-adopted annual Operating Budget and Capital Improvement Program Budget. Prior to issuance of revenue bonds, a reliable revenue source shall be identified to secure repayment of the debt and the annual debt service payments shall be included in the Operating Budget.

The City shall integrate its debt issuances with the goals of its Capital Improvement Program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the City's public purposes.

### **8. Policy Goals Related to Planning Goals and Objectives**

- A. This Debt Policy has been adopted to assist with the City's goal of financial sustainability and financial prudence. In following this Debt Policy, the City shall pursue the following policy goals:
  - i. The City is committed to financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The City intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the City's annual Operating Budget;
  - ii. It is a policy goal of the City to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings, if applicable, and the lowest practical borrowing costs;

- iii. It is a policy goal of the City to reduce the unfunded liabilities for employee pension and other post-employment benefits (OPEB);
- iv. The City will comply with applicable State and Federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges; and
- v. When refinancing debt, it shall be the policy goal of the City to achieve, whenever possible and subject to any overriding non-financial policy, minimum aggregate net present value debt service savings of at least [[3%]] of the refunded principal amount.

## **9. Internal Control Procedures**

When issuing debt, in addition to complying with the terms of this Debt Policy, the City shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The City will periodically review the requirements of and will remain in compliance with the following:

- i. Federal securities law, including any continuing disclosure undertakings under SEC Rule 15c2-12;
- ii. Any federal tax compliance requirements including without limitation arbitrage and rebate compliance, related to any prior bond issues;
- iii. The City's investment policies as they relate to the investment of bond proceeds; and
- iv. Government Code section 8855(k) and the annual reporting requirements therein.

The City shall be vigilant in using bond proceeds in accordance with the stated purpose at the time that such debt was issued. The City Manager, Finance Director or designee will monitor the expenditure of bond proceeds to ensure they are used only for the purpose and authority for which the bonds were issued.

## **10. Amendment and Waivers of Debt Policy**

This Debt Policy will be reviewed and updated periodically as needed. Any amendments to this Debt Policy are subject to specific City Council approval.

While adherence to this Debt Policy is required in all applicable circumstances, on rare occasions there might be circumstances when strict adherence to a provision of this Debt Policy is not possible or not in the best interest of the City. If the City staff has determined that a waiver of one or more provisions of this Debt Policy should be considered by the City Council, it will prepare an analysis for the City Council describing the rationale for the waiver and the impact of the waiver on the proposed debt issuance and on taxpayers, if applicable. Upon a majority vote of the City Council, one or more provisions of this Debt Policy may be waived for a debt financing.

The failure of a debt financing to comply with one or more provisions of this Debt Policy shall in no way affect the validity of any debt issued by the City in accordance with applicable laws.

## **11. SB 1029 Compliance**

SB 1029, signed by Governor Brown on September 12, 2016, and enacted as Chapter 307, Statutes of 2016, requires issuers to adopt debt policies addressing each of the five items below:

- A. The purposes for which the debt proceeds may be used.
  - i. Section 4 (Acceptable Uses of Debt Proceeds) addresses the purposes for which debt proceeds may be used.
- B. The types of debt that may be issued.
  - i. Section 6 (Types of Debt) provides information regarding the types of debt that may be issued.
- C. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.
  - i. Section 7 (Relationship to Capital Improvement Program and Operating Budget) provides information regarding the relationship between the City's debt and Capital Improvement Program and annual Operating Budget.
- D. Policy goals related to the issuer's planning goals and objectives.
  - i. Section 3 (Debt Policy Objective) and Section 8 (Policy Goals Related to Planning Goals and Objectives) address some of the City's policy goals and how this Debt Policy has implemented them.
- E. The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.
  - i. Section 9 (Internal Control Procedures) provides information regarding the City's internal control procedures designed to ensure that the proceeds of its debt issues are spent as intended.

This Debt Policy, as written, complies with and meets the requirements of SB 1029.

Debt Management Policy

Adopted on November 3, 2020



**TITLE:**

Adopt resolution authorizing destruction of identified records in accordance with provisions of Section 34090 of the Government Code of the State of California.

**RECOMMENDATION:**

1. Adopt resolution authorizing the destruction of certain records

**FISCAL IMPACT:**

Included in Adopted FY 2020/21 Budget

Amount Budgeted: \$1200.00

Additional Appropriation: No

Account Number(s): 001-400-1301-6214 (Professional Services)

**DISCUSSION:**

The City Clerk's Office transitions older documents for destruction to make space for new records. By reviewing the older records and inventorying the current ones, available storage space is used more efficiently.

The City Clerk's Office proposes to destroy the attached referenced documents in accordance with Government Code Section 34090:

The City Clerk's Office has reviewed the listed records, verified that the documents may be destroyed based on the applicable retention schedule adopted by City Council Resolution 4291 and the Secretary of State Local Government Records Management Guidelines. As required by state law, the City Attorney will review and give final written consent before the destruction of these records.


**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Enhance Customer Service and Engagement

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

**PREPARED BY:** Mona F. Shilling, Deputy City Clerk 

**REVIEWED BY:** Tracy Weaver, Elected City Clerk 

**APPROVED BY:** Scott Mitnick, City Manager  (for SM)

TOPIC (eg The Lakes Specific Plan)

8/21/2019

Page 2 of 2

**ATTACHED SUPPORTING DOCUMENTS:**

1. Resolution with Exhibit A Records Destruction Form

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

**A RESOLUTION AUTHORIZING THE DESTRUCTION OF PUBLIC RECORDS IN ACCORDANCE WITH THE CALIFORNIA GOVERNMENT CODE.**

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

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

- A. Certain documents from the City Clerk's department are proposed to be destroyed in accord with Government Code § 34090;
- B. The City Attorney gave written consent to the destruction of these records pursuant to Government Code § 34090;
- C. Based upon the documents presented for destruction, it does not appear to the City Council that these records need be retained and that such records are occupying valuable storage space.

**SECTION 2:** *Approval and Authorization.* Pursuant to Government Code § 34090, the City Council approves the destruction of the records referred to in attached Exhibit "A," which is incorporated by reference, and authorizes the City Clerk to dispose of the records in any lawful manner.

**SECTION 3:** Upon destroying these documents, the City Clerk is directed to complete a certificate verifying the destruction of these records and file the certificate with the City's official records.

**SECTION 4:** 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 the adoption of the Resolution in the City Council's records and the minutes of this meeting.

**SECTION 5:** This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded by a subsequent resolution.

[SIGNATURES ON NEXT PAGE]

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

PASSED AND ADOPTED this 3rd day of November 2020.

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

ATTEST:

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

APPROVED AS TO FORM:

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

# **EXHIBIT A**

## **CITY OF EL SEGUNDO**

### **RECORDS DESTRUCTION FORM**

The records listed below are scheduled to be destroyed:

<b>Records Description *</b>	<b>Start Date</b>	<b>End Date</b>	<b>Box #</b>	<b>Retention Period</b>	<b>Dept</b>
<b>2020</b>					
Completed/Expired Agreements	1998	2001	1	T+5 Contracts & Agreements Pg. C-30	City Clerk
Purchase Orders/Invoices	2001	2001	2	AU+2 Invoices Pg. C-29	City Clerk
Bids Submittals – 1997 RFPs (Unsuccessful)	1997	1997	3	CL+2 Bids & Proposals Pg. C-25/C-30	City Clerk
Completed/Expired Agreements	1998	2002	3	T+5 Contracts & Agreements Pg. C-30	City Clerk
Bid Submittal – 2018 (Unsuccessful)	2018	2018	4	CL+2 Bids & Proposals Pg. C-25/C-30	City Clerk
Bid Submittal – 2014 (Unsuccessful)	2014	2014	5	CL+2 Bids & Proposals Pg. C-25/C-30	City Clerk
Misc. Correspondence	1990	1990	6	CU+2 Correspondence Pg. C-19	City Clerk
Maps & Maps Index	1983	1991	7	Resolution 4291 Paper Scanned+1 yr	City Clerk
Public Records Request – 2018 Completed/Closed	2018	2018	8	CU+2 Public Records Request Pg. C-23	City Clerk

**APPROVED FOR DESTRUCTION:**

Tracy Weaver  
Department Head

Oct. 28, 2020  
Date

**APPROVED FOR DESTRUCTION:**

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

I TRACY WEAVER, CITY CLERK, HEREBY CERTIFY that the items listed above are approved for destruction on \_\_\_\_\_ in accordance with City policies and procedures:

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

\_\_\_\_\_  
Date

**\*NOTE:** The Records Description must be from the Secretary of State Local Government Records Management Guidelines February 2006. It must include the Index (document type), Category and page number (Refer to pages C5-C15)

DOCUMENTS FOR DESTRUCTION

DATE: 2020; Part II

BOX #1 Patricia

Contract #	COMPLETION	NAME	DESCRIPTION
1248	6/30/1998	Daniel, Mann, Johnson	Storm Drain Study
1580	6/30/1998	California Dental Service	Dental agreement
1597	6/03/1998	Waukesha Engine Service	Sewage pump spec. 77-88
1598	6/03/1998	Flo-Systems Inc.	Variable speed system #77-8A
1606	6/30/1998	Clow Corp.	Spec 77-8C part pump
1613	6/30/1998	Waukesha Engine Service	Install Pump & Engine
1614	6/30/1998	Bingham-Willamette Co.	Spec #79-2 purchase equip.
1615	6/30/1998	ASL Consulting	Inspect Services Hughes
1616	6/30/1998	South Bay Sweeping	Street Sweeping
1625	6/30/1998	West Basin/Chevron/LADWP	Reclaimed Water Use
1627	6/30/1998	ASL Consulting	Feasibility study
1632	6/30/1998	Pavement Coating	Spec #80-5 Slurry seal
1633	6/30/1998	City of Inglewood	Water 10/1/1979-9/30/1980
1635	6/30/1998	City of Torrance (Torrance Reso #80-113	Water Right License 10/1/81-6/30/82.
1638	6/30/1998	CA Energy Commission	Feasibility hydroelectric install
1644	6/30/1998	CDS of California	Self-insurance program
1645	6/30/1998	Protocon, Inc.	Spec # 79-2A pump & engine
1648	6/30/1998	US Office Revenue Sharing	Entitlement 12: 10/1/80-9/30/1981
1649	6/30/1998	CHP(FY 1980/81)	Abandon vehicle abatement
1650	6/30/1998	Ebasco Risk Mgmt Consultant	Claims mgmt. services
1651	6/30/1998	Phelps Co., Inc.	Planning study
1652	6/30/1998	Anthony & Langford	Architectural service - yard
1654	6/30/1998	FA Fuller Construction	Spec 80-13 Checkout Bldg.
1659	6/30/1998	Blue Cross of CA	Employee medical insurance
1661	3/04/1999	Heart of CA	Microfilm storage
1662	6/30/1998	Beach City Towing	Towing service
1662(A)	6/30/1998	Beach City Towing	Tow -extended to 5/31/1985
1669	6/30/1998	State Personnel Board	Examine Services
1670	6/30/1998	Office of Revenue Sharing	Entitlement Period 13
1692	6/30/1998	Les Freres Hacienda	10" water line
1695	12/31/1998	South Bay Sweeping	Spec 82-2; 5/1/85-4/30/88
1700	6/30/1998	CHP (FY 1981/82)	Abandoned Vehicle Program
1708	6/30/1998	LA County	Mercury hwy light conversion
1709	6/30/1998	Arkenberg & Ball	Subdivision Tract #38985
1711	6/30/1998	Mobil Oil Corp.	Water rights FY 1982-83



Contract #	COMPLETION	NAME	DESCRIPTION
1718	12/31/1998	US Office Sharing Revenue	Entitlement 14: 10/1/1982-9/30/1983
1720	6/30/1998	Juanita Carson	Consulting expired 9/30/1983
1723	6/30/1998	Ryland Research	Safety Master Plan
1724	12/31/1998	RD Quaresma	Electrical Plan Checking
1725	6/30/1998	MA Keehn	Fire Protection Plan
1730	6/30/1998	Wildan Associates	Pump plant 15 improvement
1726	6/30/1998	Nick Painting	Spec 82-11 paint city bldg..
1733	6/30/1998	Arkenberg & Ball	Off-site improvements
1741	6/30/1998	Cracker-Jack Production	Cable channel
1743	12/31/1998	Republic Nation Life Group	Employee health insurance
1752	12/31/1998	South Bay Free Clinic	Health services
1755	6/30/1984	CDC	Traffic island
1756(A-B)	12/31/1998	Boyle Engineering	Engineering services
1769	6/30/1998	We Tip	Support organization
1767	6/30/1998	City of Redondo Beach	Job Train Partnership 1982
1790	12/31/1998	Fieldman, Rolapp & Assoc.	Sewer Assess Consultant
1795	6/30/1998	Blakesley-Comstock Develop	Traffic Consultant
1800	7/16/1994	Shelter Media Ltd.	Bus Shelters repair Spec 84-3
2508	06/30/1998	Tri-Build Development	PW 94-4 Maple/Lomita drain
2729	9/20/2000	Hazama Corp.	PW 99-01 Public Safety Center
2761	12/31/2001	RBF	Groundwater Development
2782	9/30/2001	Diane Gladwell	Develop records mgmt
2800	7/1/2005	CLA	General Service Agreement
2801	6/30/2001	National Plant Service	PW 00-6 inspect sewer lines
2823	6/30/2001	Transportable Treatment	PW 00-12 sewer access

DOCUMENTS FOR DESTRUCTION

DATE: 2020; Part II

BOX #2 (Patricia)

2001 Purchase Orders, Paid Invoices & Direct Payment Forms –OK to destroy after 2005

DOCUMENTS FOR DESTRUCTION

DATE: 2020; Part II

BOX #3 (Patricia)

1997 RFP's

RFP #	Title		Bid Date
PD 97-02	13 Police Vehicles		02/14/1997
FN 97-03	One ¾ ton pickup Truck		06/06/1997
FN 97-04	Service to Dump Debris		07/17/1997
RP 97-06	Landscape Maintenance		07/15/1997
PD 97-07	PD Uniforms		08/01/1997
RP 97-01	Mgmt Service for Park Vista Facility		10/29/1997
FN 97-09	Council Chambers Video System		09/22/1997
FN 97-10	100LX Non-Linear Editing System		09/11/1997
FN 97-11	Double Drum Asphalt Compactor		11/03/1997
FN 97-12	Bucket Truck		11/21/1997
HR 97-13	Flexible Benefits Plan Administrator		11/03/1997
RP 97-14	Rec Park Elevator Modernizing		08/12/1997
FN 97-15	Audit Service		09/30/1997
FN 97-16	Water System		03/28/1997
Contract #	COMPLETION	NAME	DESCRIPTION
1012	06/30/1998	Expenditure of Engineering	Engineering FY 1958
1074	06/30/1998	Expenditure of Engineering	Engineering Allocation 1960
1509	06/30/1998	TELE-Com Sound Systems	Install CC/TV in PD - 1976
1980	12/31/1998	Municipal Resources Consult	Sales Tax Consultant
2832	06/30/2001	TJ Construction	PW 00-03 RP Restrooms
3016	11/22/2002	Mariposa Horticultural Enterprise	PW 02-13 Irrigation Replace.
2865	06/19/2001	TDS Engineering	PW 00-15 Banner Poles
2817	01/08/2001	HB Covey Inc.	PW 00-1A Rehab Sewer Pump
2953	05/09/2002	LA Signal, Inc.	PW 01-09 Install flashing light
2940	05/09/2002	Flo-Systems	PW 01-07 Pump Replacement
2995	09/17/2002	Kenny-Manta Industrial	PW 02-01 Access Structure
2997	07/03/2002	Cedro Construction	PW 02-02 Storm Drain
3006	10/04/2002	All American Asphalt	PW 02-09 Duley Reconstruct
1809A	11/1/1984	Police Data Sys/Hawthorne	PD Records system

DOCUMENTS FOR DESTRUCTION

DATE: 2020; Part II

BOX #4 (Patricia)

RFP 18-03 Incident Management Training & Consulting Services

- Bid package from EMS that needed to be returned due to late submittal but vendor did not want it back

DOCUMENTS FOR DESTRUCTION

DATE: 2020; Part II

BOX #5 (Patricia)

**Bids:**

<b>Project</b>	<b>Bid Open Date</b>
PW 13-24 Sewer Main Improvements	03/24/2015
PW 14-09 ADA Ramp Installation Project	04/14/2015
PW 14-08 Fiber Optic Network Expansion	01/13/2015
PW 14-10 George Gordon Clubhouse Resurface	08/11/2015
PW 14-16 2014-15 Curb, Gutter Sidewalk	06/30/2015
RFP 14-22 Fire Circle Outdoor Sink Replacement	03/26/2015

DOCUMENTS FOR DESTRUCTION

DATE: 2020; Part II

BOX #6

City Manager's office

- Miscellaneous correspondences from ex- Executive Assistant's desk

DOCUMENTS FOR DESTRUCTION

DATE: 2020; Part II

BOX #7 - PBS

Assessor's Maps 1983

Assessor's Map 1999

1991 Assessor's Parcel Maps Index 4131 -4136

1991 Assessor's Parcel Maps Index 4138-4145

House Numbering Maps

DOCUMENTS FOR DESTRUCTION

DATE: 2020; Part II

BOX #8 (Lili)

**Public Records Request – 2018 Completed/Closed**



**TITLE:**

Proposed El Segundo Voluntary Retirement Incentive Program

**RECOMMENDATION:**

Authorize the City Manager to implement an El Segundo Voluntary Retirement Incentive Program.

**FISCAL IMPACT:**

The El Segundo Voluntary Retirement Incentive Program (ESVRIP) will result in budgetary savings for FY 2020-21, as well as future fiscal years. The exact amount will depend on how many of the thirty eligible employees opt-in to the voluntary program. The average short-term savings associated with one employee opting into the program is approximately \$15,000. This assumes the vacant position is immediately recruited for and filled within four months of the vacancy. As employees opt-in to the program, depending on the position being vacated and the long-term strategic goals of the City, some positions will remain vacant longer than four months. The long-term savings will depend on the timing of when the vacant position is filled. The City may also realize significant savings associated with pension costs even if the position is ultimately filled with a new employee. The short-term fiscal impact may result in savings to the City in the range of \$15,000 up to \$450,000. The long-term savings to the City could result in up to \$600,000 per year in reduced pension costs.

**BACKGROUND:**

As part of the City's efforts and need to contain costs and restructure its governmental operations in response to the public health crisis, staff proposes that the City offer the ESVRIP to eligible staff. The ESVRIP provides a way to maintain the City's commitment to its employees' health and financial security by incentivizing voluntary early retirement of employees, while creating a savings that can be utilized if the on-going public health crisis continues to negatively impact financial resources.

**DISCUSSION:**

Due to the public health crisis and its impact on City finances, the Director of Finance and Human Resources met with each bargaining group and management and confidential employees to gather input regarding cost saving and revenue generating ideas. There were several suggestions that were discussed and considered, but one that was consistently mentioned was an early retirement incentive program.

## Retirement Incentive Program

November 3, 2020

Page 2 of 3

In reviewing this concept, the City determined there could be both financial savings and increased efficiency from such a program that would benefit City operations and create cost savings that could be used during the current budget year, if needed. The ESVRIP is designed to assist the City in meeting budgetary goals through the position savings that result from vacant staff positions. The ESVRIP provides a non-retirement-related cash incentive for eligible employees to retire early. The cash incentive is \$25,000. The criteria listed below are required to be met to qualify for the incentive.

Eligible employees shall be:

- 1.) Full-time employees
- 2.) Employees who have been on active payroll status for the twelve (12) consecutive month period preceding the closing date of the ESVRIP application period
- 3.) Employees with a minimum of three (3) years of City of El Segundo service as of November 25, 2020
- 4.) Eligible for service retirement under CalPERS rules

Not all staff will be eligible for the plan. Certain classifications have been determined to be ineligible because of their essential contribution to the City's foundational services or to the City's emergency response; a list of ineligible job classifications is included with the plan and is also outlined below:

Battalion Chief  
City Manager  
Deputy City Manager  
Director of Community Services  
Director of Development Services  
Director of Finance  
Director of Human Resources  
Director of Information Technology Services  
Director of Public Works  
Fire Captain  
Fire Chief  
Fire Engineer  
Firefighter  
Firefighter - Paramedic  
Police Captain  
Police Chief  
Police Lieutenant  
Police Officer  
Police Sergeant

The decision to participate in the ESVRIP is irrevocable and is only available for a limited time. Employees must sign up between November 4 and November 25, 2020 and retire before December 31, 2020.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 5: Champion Economic Development and Fiscal Sustainability

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

**PREPARED BY:** Donna Peter, Human Resources Consultant

**REVIEWED BY:** Joseph Lillio, Director of Finance/Interim Human Resources Director

**APPROVED BY:** Scott Mitnick, City Manager

*AV (for SMC)*

**TITLE:**

Accept grant awards from Chevron U.S.A., Inc. in the amounts of \$100,000 to support economic development within the City of El Segundo, and \$215,946.05 to support the El Segundo Fire Department.

**RECOMMENDATION:**

1. Authorize the City Manager to accept grant funds in the amount of \$100,000 for Economic Development and \$215,946.05 for Fire Department Equipment from Chevron U.S.A., Inc.; and
2. Appropriate grant funding to the Economic Development Grant Account 702-300-2401-1281 and Fire Department Account 601-300-0000-3909

**FISCAL IMPACT:**

\$100,000 Revenue for the Economic Development Grant Account 702-300-2401-1281 and \$215,946.05 for the Fire Department Account 601-300-0000-3909

**BACKGROUND:**

Economic Development

Staff applied for a grant from the Chevron Social Investment Partnership Program which makes available financial resources in the form of competitive grants for investment within the communities where Chevron maintains operations. The application was submitted to support the City of El Segundo Economic Development Program. The purpose of the program is to retain, expand and attract new businesses and create jobs in El Segundo with an emphasis on attracting new industries to the city.

Fire Department

On October 24, 2018, the City of El Segundo was notified that Chevron U.S.A. would purchase a new fire engine, utility truck and emergency radio equipment as part of a local grant. The City of El Segundo was officially notified during the regularly scheduled December 18, 2018 City Council meeting of a local grant for the El Segundo Fire Department with a staff report seeking authorization to accept the grant funds. Mr. Rod Spackman, the previous Chevron Manager of Policy, Government & Public Affairs, announced that the El Segundo Fire Department would receive a grant in the amount of \$900,000 to purchase a new 2019 fire engine from Pierce Manufacturing, a utility truck, and emergency radio equipment.

**DISCUSSION:**

Economic Development

The Chevron Social Investment Partnership Program has approved the grant application and will award the City of El Segundo a grant in the amount of \$100,000.00. This is the seventh time El Segundo has been awarded grant funding from Chevron. Council accepted a grant for \$200,000 in 2013, \$175,000 in 2014, \$200,000 in 2015, \$185,000.00 in 2016, \$125,000 in 2017, \$125,000 in 2018, and \$110,000 in 2019.

A one-time \$100,000 payment will be made to the City of El Segundo tendered by check for deposit no later than December 30, 2020. Staff recommends that these funds be utilized for marketing and branding efforts, as well as enhancing the economic recovery program – El Segundo Back to Business in FY20-21.

Fire Department

In 2019 the Fire Department received \$758,720.85 which was used to purchase a fire engine. Then in September of 2019, one of the department's rescue ambulance was damaged due to a vehicle fire and the apparatus was decommissioned, requiring the purchase of a new rescue ambulance. Chevron was notified of this incident and agreed to substitute the purchase of a utility truck and emergency radio equipment for a new rescue ambulance (the utility vehicle was not purchased, but emergency radio equipment was secured through existing fire department radio communication funds).

The original grant amount increased from \$900,000 to 974,667 to provide sufficient funds to replace the rescue ambulance (\$215,946.05). The rescue ambulance was purchased using money from the fire department equipment replacement fund and the current grant award of \$215,946.05 will complete this project with monies deposited back into the equipment replacement fund. All together Chevron provided a very generous local grant of \$974,667 which was used to purchase a new fire engine and rescue ambulance.

Summary

Staff requests Council to formally authorize the City Manager to accept grant funds in the amounts of \$100,000 to support economic development within the City of El Segundo, and \$215,946.05 to support the El Segundo Fire Department.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Enhance Customer Service and Engagement

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

Goal 5: Champion Economic Development and Fiscal Sustainability

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

Goal 2: Support Community Safety and Preparedness

Objective A: El Segundo is a safe and prepared City

**PREPARED BY:** Cristina Reveles, Economic Development Coordinator

**REVIEWED BY:** Chris Donovan, Fire Chief *BV (for CD)*

**APPROVED BY:** Barbara Voss, Deputy City Manager *BV*

**TITLE:**

Presentation of Investment Portfolio Report for September 2020

**RECOMMENDATION:**

Receive and file the Investment Portfolio Report for September 2020.

**FISCAL IMPACT:**

None

**BACKGROUND:**

The Treasury Department provides an Investment Portfolio Report presentation to City Council on a quarterly basis. The report includes the status of Treasury investment activities and related economic indicators as of September 2020.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal: Champion Economic Development and Fiscal Sustainability

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

**PREPARED BY:** Matthew Robinson, City Treasurer

**REVIEWED BY:** Dino Marsocci, Deputy City Treasurer II

**APPROVED BY:** Scott Mitnick, City Manager *BV (for SM)*

**ATTACHED SUPPORTING DOCUMENTS:**

Investment Portfolio Report – September 2020



# *City of El Segundo*

## *Office of the City Treasurer*

Date: November 3<sup>rd</sup>, 2020

From: Office of the City Treasurer

To: El Segundo City Council

RE: Investment Portfolio Report – As of September 30, 2020

**Introduction:**

This report will serve as a summary for the City of El Segundo’s Treasury Department investment reporting, compliance, investment environment and future plans; as well as subsidiary schedules which will support the Portfolio Summary and provide additional analysis of our investments.

**Investment Summary:**

The investments as of September 30, 2020 are as follows:

<b>September Portfolio Summary</b>					
<u>Security Type</u>	<u>Cost</u>	<u>Market value</u>	<u>WAM</u>	<u>% Yield</u>	<u>Market % of Total</u>
<u>Reserve Portfolio</u>					
Government	11,091,675.17	11,459,085.00	2.53	1.94%	12.44%
Municipal Bonds	6,453,621.50	6,674,396.65	2.98	2.18%	7.25%
Corp. Bonds	8,109,518.15	8,450,847.30	2.19	2.50%	9.18%
SUPRA's	1,246,047.50	1,276,652.50	1.30	1.83%	1.39%
CD's	22,187,267.61	23,139,905.63	2.08	2.21%	25.13%
Union Bank Trust	49,088,129.93	51,000,887.08	2.36	2.19%	55.39%
<u>Liquidity Portfolio</u>					
CAMP - JPAP	84,351.35	84,351.35	1.00	0.09%	0.09%
LAIF Immediate	33,902,765.12	33,902,765.12	1.00	0.69%	36.82%
LAIF Sr. Housing	1,780,212.11	1,780,212.11	1.00	0.69%	1.93%
LAIF - LAWA	63,049.05	63,049.05	1.00	0.69%	0.07%
LAIF Subtotal	35,746,026.28	35,746,026.28	1.00	0.69%	38.82%
<b>Total Invested</b>	<b>84,918,507.56</b>	<b>86,831,264.71</b>	<b>1.35</b>	<b>1.55%</b>	<b>94.30%</b>
Trust Acct. Cash	249,177.07	249,177.07	1.00	0.00%	0.27%
Chase Bank - Cash	5,000,887.50	5,000,887.50	1.00	0.45%	5.43%
<b>Total Portfolio</b>	<b>90,168,572.13</b>	<b>92,081,329.28</b>		<b>1.55%</b>	<b>100.00%</b>



The portfolio Breakdown by Short Term (< 1 year) and Long Term is:

As of: September 30, 2020	Short Term	Long Term	Total
Portfolio Value (Market)	\$ 47,848,435	\$ 39,232,007	\$ 87,080,442
Effective Yield	1.040%	2.202%	1.770%
Average Wtd. Maturity	61 Days	2.86 Years	1.38 Years

The interest income received during the period was:

Month	Invested Cost	Interest Received	% Yield
July	89,397,380	237,435.55	3.19%
August	86,408,488	92,212.26	1.28%
September	84,918,508	122,490.23	1.73%
<b>Avg/Total *</b>	<b>86,908,125</b>	<b>452,138.04</b>	<b>2.08%</b>

\* Note: the monthly fluctuation is because interest on most bonds is paid semi-annually, with LAIF paid quarterly, and some investments paid monthly.

### Compliance:

It is the intention of the City Treasurer's office to ensure that our investments are in compliance with the maturity time limits and percentage allocation limits with all of our investments. The City is currently in compliance as demonstrated below:

Partial List of Allowable Investment Instruments for Local Agencies					
Investment Type	Maximum Maturity	Maximum Specified % of Portfolio	Minimum Quality Requirements	City of El Segundo Investments	In Compliance Y/N
Local Agency Bonds	5 years	10%	None	7.25%	Y
U. S Treasury Obligations	5 years	None	None	0.00%	Y
US Agency Obligations	5 years	None	None	12.44%	Y
Negotiable Certificates of Deposit	5 years	30%	None	25.13%	Y
Medium Term Notes	5 years	15%	"A" Rating	9.18%	Y
Collateralized Bank Deposits	5 years	None	None	0.00%	Y
Local Agency Investment Fund (LAIF)	N/A	None	None	38.82%	Y
SUPRA Nationals	5 years	10%	"A A A" Rating	1.39%	Y
Commercial Paper	5 years	10%	"A-1/A" Rating	0.00%	Y
Joint Powers Authority Pool	N/A	30%	Multiple	0.09%	Y

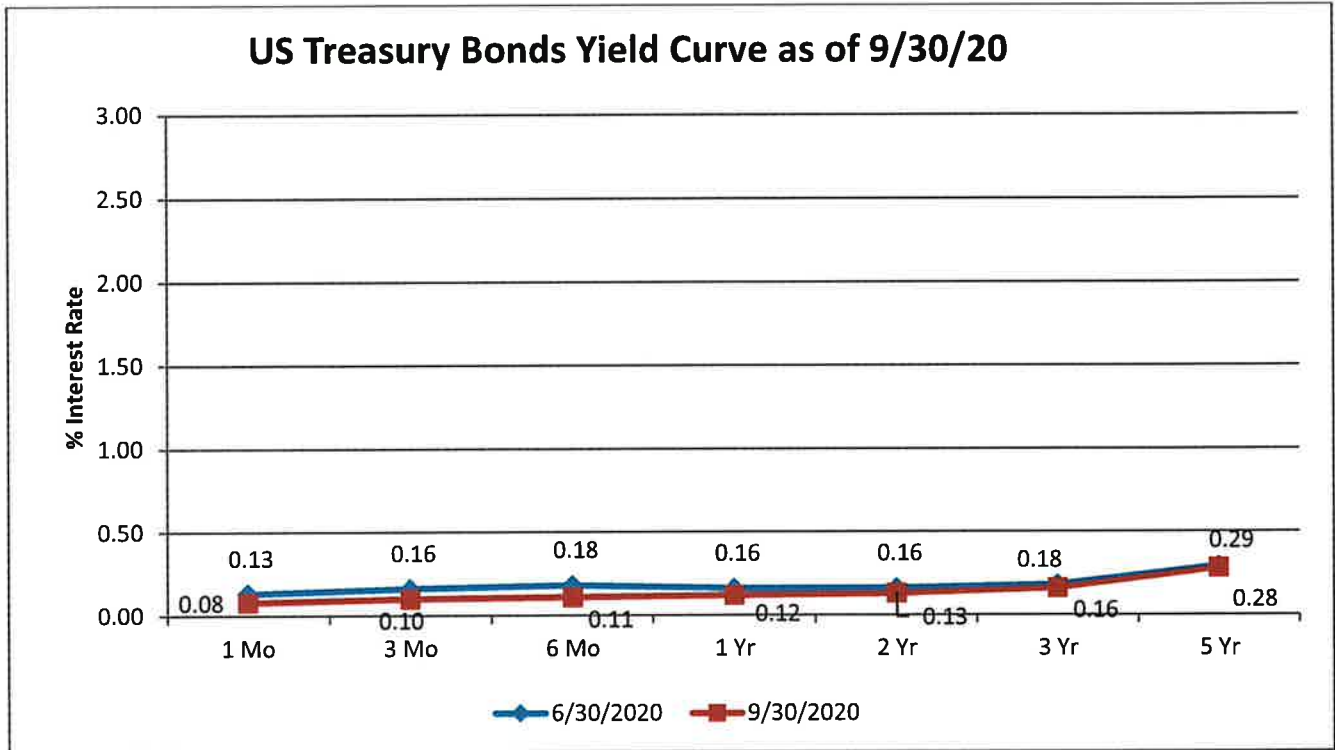
Investment Type: Medium Term Notes, Supranationals, CD's & Commercial Paper - As of: June 30, 2020							
Investment Type	Issuer	Maximum % of Portfolio	Minimum Quality Requirements	S&P Rating	City of El Segundo Investments	In Compliance Y/N	MARKET VALUE
Medium Term Notes	TOTAL	15%	"A" Rating		9.18%	Y	8,450,847
Medium Term Notes	AMAZON.COM	3%	"A" Rating	AA-	0.57%	Y	521,280
Medium Term Notes	APPLE INC	3%	"A" Rating	AA+	0.57%	Y	526,440
Medium Term Notes	BANK OF NEW YORK MELLON	3%	"A" Rating	A	0.55%	Y	505,100
Medium Term Notes	BERKSHIRE HATHAWAY	3%	"A" Rating	AA	0.57%	Y	526,695
Medium Term Notes	CATERPILLAR FINANCIAL SVCS	3%	"A" Rating	A	0.56%	Y	516,890
Medium Term Notes	COCA COLA CO.	3%	"A" Rating	A+	0.57%	Y	522,545
Medium Term Notes	ESTEE LAUDER CO INC	3%	"A" Rating	A+	0.57%	Y	526,780
Medium Term Notes	JOHNS HOPKINS HEALTH SYS	3%	"A" Rating	AA-	0.16%	Y	150,907
Medium Term Notes	NEW YORK LIFE GLOBAL	3%	"A" Rating	AA+	0.56%	Y	516,210
Medium Term Notes	ORACLE CORPORATION	3%	"A" Rating	A	1.12%	Y	1,033,010
Medium Term Notes	PACCAR FINANCIAL CORP	3%	"A" Rating	A+	0.55%	Y	508,690
Medium Term Notes	TOYOTA MOTOR CREDIT CORP	3%	"A" Rating	A+	0.57%	Y	521,960
Medium Term Notes	UNITED PARCEL SERVICE	3%	"A" Rating	A-	0.58%	Y	530,025
Medium Term Notes	WAL-MART STORES INC	3%	"A" Rating	AA	0.57%	Y	521,595
Medium Term Notes	WELLS FARGO & COMPANY	3%	"A" Rating	BBB+	1.11%	Y	1,022,720.000
Supranational Obl.	TOTAL	10%	"AAA" Rating		1.39%	Y	1,276,653
Supranational Obl.	IADB-INTER-AMERICAN DEV BANK	5%	"AAA" Rating	AAA	1.39%	Y	1,276,653
Municipal Bonds	TOTAL	10%	"A" Rating		7.25%	Y	6,674,397
Municipal Bonds	CONNECTICUT STATE	3%	"A" Rating	A	1.74%	Y	1,602,240
Municipal Bonds	GOODRICH MICH	3%	"A" Rating	AA	0.35%	Y	317,895
Municipal Bonds	HOUSTON, TX	3%	"A" Rating	AA	1.12%	Y	1,033,310
Municipal Bonds	LA QUINTA CA REDEV	3%	"A" Rating	AA-	1.13%	Y	1,043,360
Municipal Bonds	LAS VEGAS, NEV	3%	"A" Rating	AA	0.62%	Y	568,092
Municipal Bonds	NEW YORK, NY	3%	"A" Rating	AA	1.13%	Y	1,040,950
Municipal Bonds	OREGON ST DEPT ADMIN	3%	"A" Rating	AAA	0.58%	Y	536,265
Municipal Bonds	TULSA CNTY, OKLA INDP	3%	"A" Rating	AA	0.58%	Y	532,285
Commercial Paper	TOTAL	10%	"A-1/A" Rating		0.00%	Y	-
Commercial Paper		3%	"A-1/A" Rating	A-1+	0.00%	Y	-
CD'S	TOTAL	30%			25.13%	Y	23,139,906
Joint Powers Auth. Pool	TOTAL	30%			0.09%	Y	84,351
JPAP	CAMP	30%			0.09%	Y	84,351

City of El Segundo - Treasury Department				
Continuing Education Tracking - As of June 30, 2020				
	Requirement	YTD Hours	Excess/(Deficit)	Notes
Treasurer	5.00	3.00	(2.00)	CMTA Webinars
Deputy City Treasurer II	5.00	6.00	1.00	CMTA/GIOA/GFOA Webinars
Deputy City Treasurer I	5.00	15.00	10.00	CMTA/GIOA/GFOA + Webinars

**Investment Environment:**

During the third quarter of 2020, rates remained steady for all durations of the yield curve. The FOMC cut the Federal Funds Rate to 0.00-0.25%, earlier this year. At this time the forecast is that the Fed will address changes to the rate as necessary over the next few years, but expect rates to remain low.

The visualizations below reflect the US treasury yield curve. Per CDIAC restrictions, we are not allowed to invest in any securities with maturity of greater than 5 years, so we have only presented relevant maturity ranges.



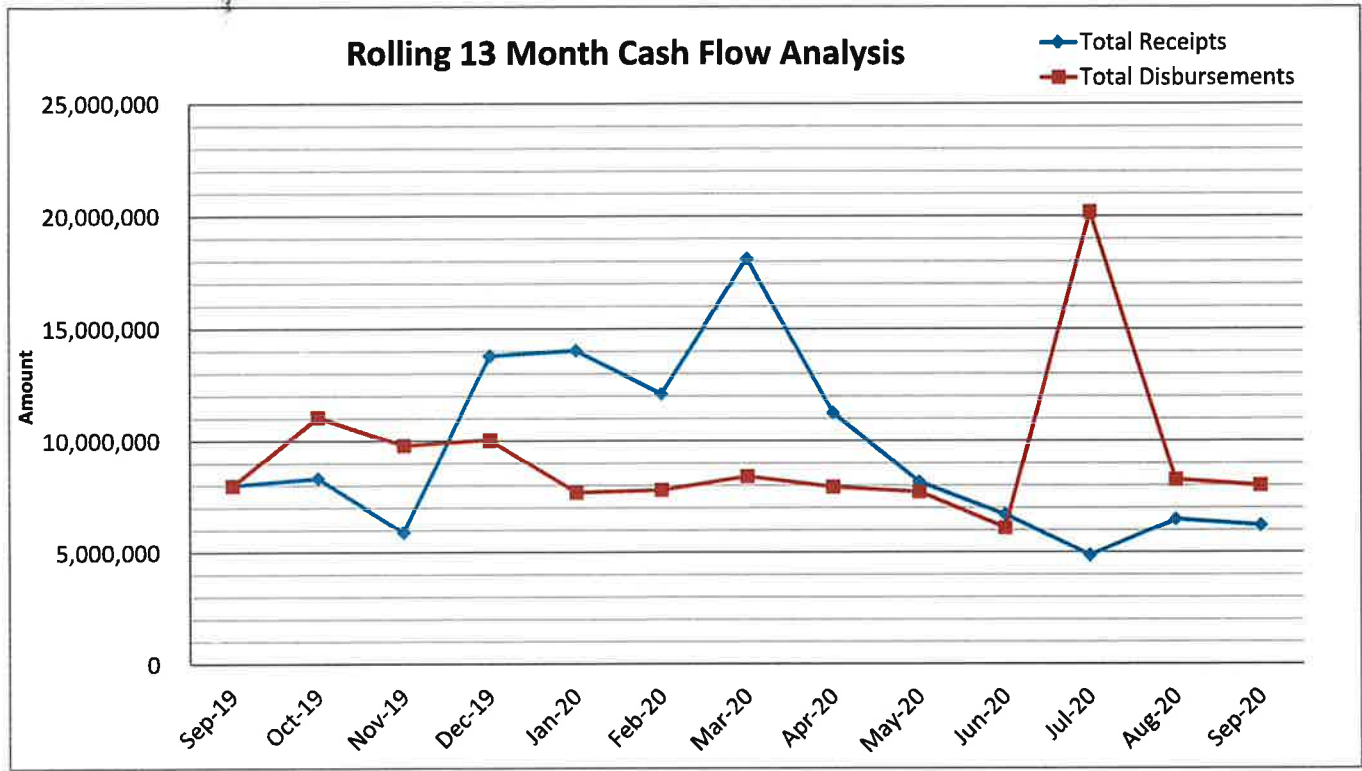
Maturity	Yield	Yesterday	Last Week	Last Month
3 Mo	0.10%	0.09%	0.11%	0.11%
6 Mo	0.11%	0.11%	0.11%	0.13%
1 Yr	0.12%	0.12%	0.13%	0.12%
2 Yr	0.13%	0.11%	0.14%	0.14%
3 Yr	0.16%	0.13%	0.15%	0.15%
5 Yr	0.28%	0.24%	0.28%	0.28%

Source: <https://www.treasury.gov/resource-center/data-chart-center/interest-rates/Pages/TextView.aspx?data=yield>

**Cash Flow Analysis:**

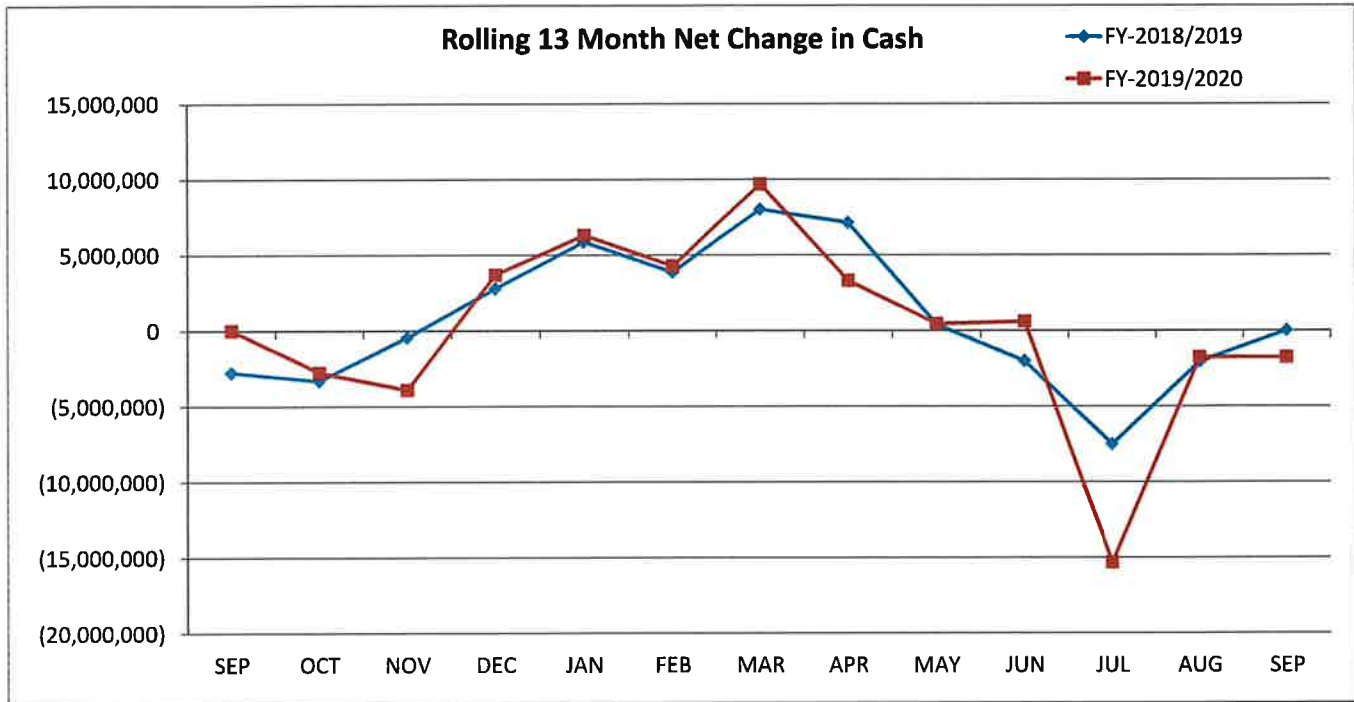
The chart below shows the historical cash flow for the last 13 months. We can see that the majority of our funds are received in the second quarter of the fiscal year, January thru March, primarily due to Business License Renewals, the annual Chevron Payment, and to a lesser extent Sales and UUT taxes.

Some of the larger disbursements occur in the third and fourth quarters of the fiscal year. During Q-3, April to June, we have a significant payment to CalPers for our Other Post-Employment Benefits, and in Q-4, July- September, a payment to ICRMA for our citywide insurance premiums, a large payment to CalPers for the pension Unfunded Accrued Liability, and a large infrastructure payment for roadwork which was completed several years ago.



This chart shows the net change in Cash as related to the Cash Flow Analysis above. We've added the prior year to highlight any abnormalities.

Our investments will be purchased with the liquidity relative to our cash flow needs.



**Additional Economic Indicators:**

The Economic Indicators presented below are key items that the Federal Reserve will look at in deciding whether or not to change interest rates going forward.

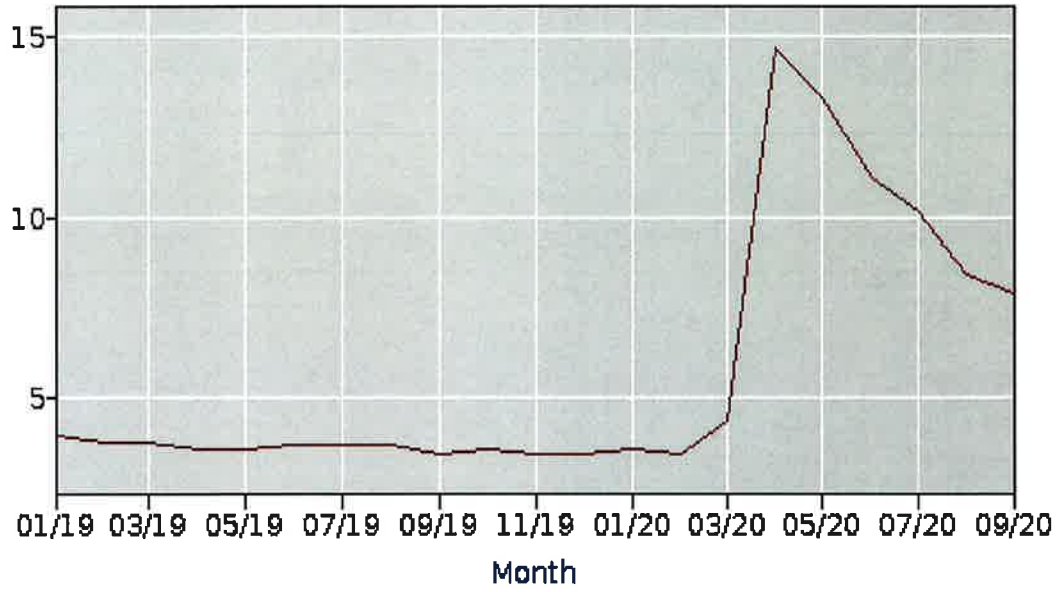
The GDP, or Gross Domestic Product, represents the market value of all goods and services produced by the economy during the period measured, including personal consumption, government purchases, private inventories, paid-in construction costs and the foreign trade balance (exports are added, imports are subtracted). This is a key indicator the Federal Reserve will look at when deciding on interest rate changes. The target level for GDP is in the 2.5% to 3.5% range.

The Unemployment Rate shows the percentage of the labor force that is unemployed but seeking work. The target level for Unemployment is around 5.6%.

The PCE Inflation is the Personal Consumption Expenditures rate of inflation. This index is essentially a measure of goods and services targeted toward individuals and consumed by individuals. The long term inflation target is around 2% per year. Core PCE Inflation excludes items such as food and energy due to the nature of their potential price swings.

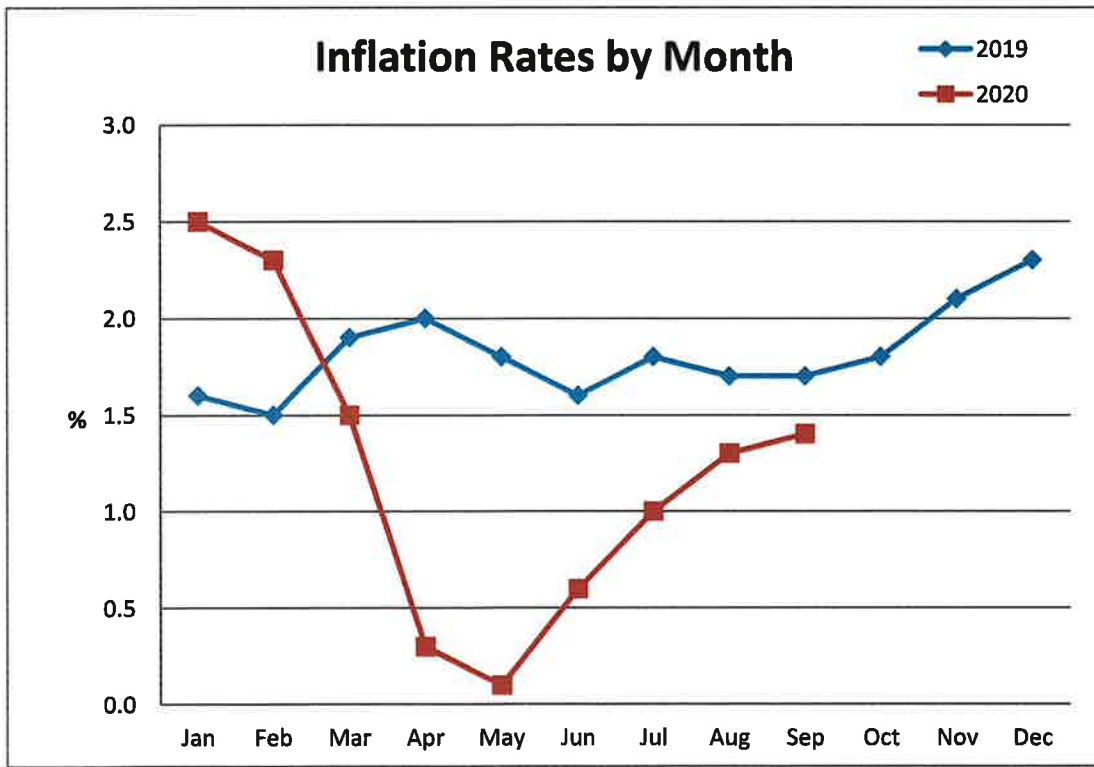


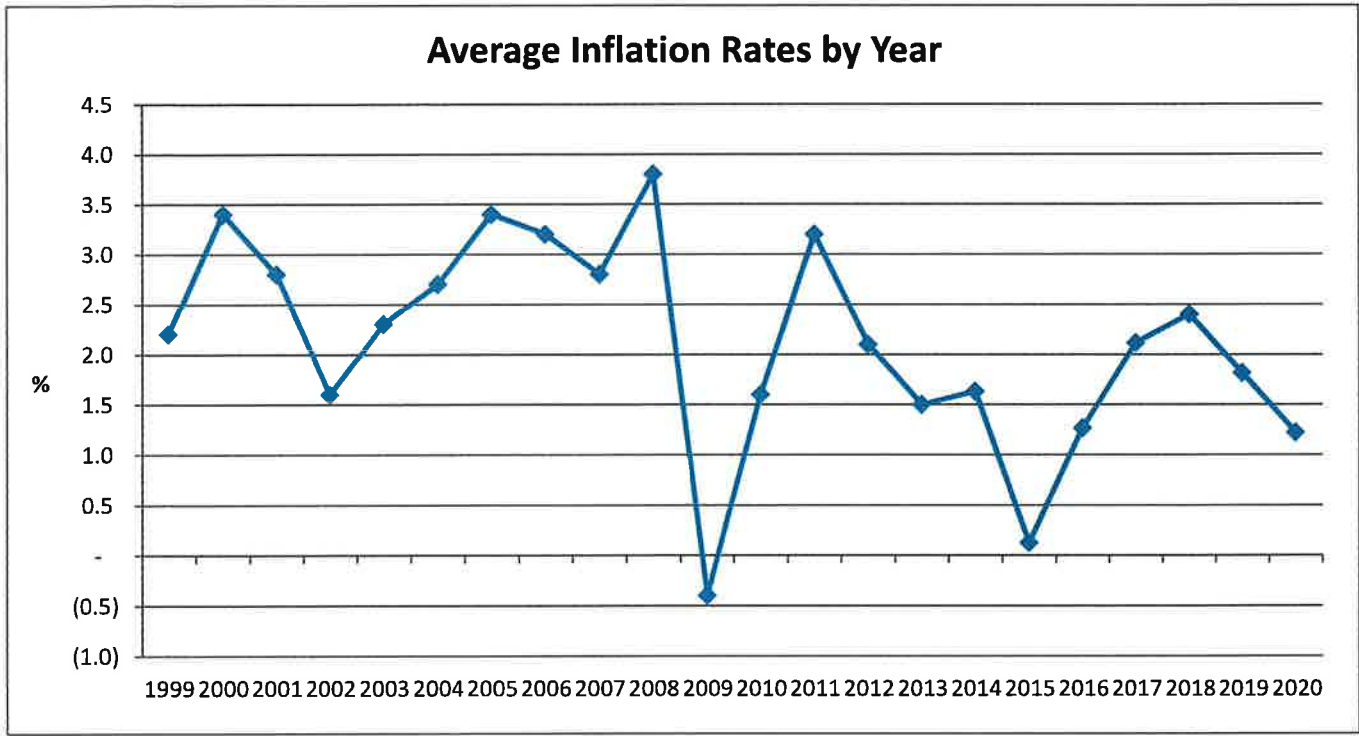
## Unemployment



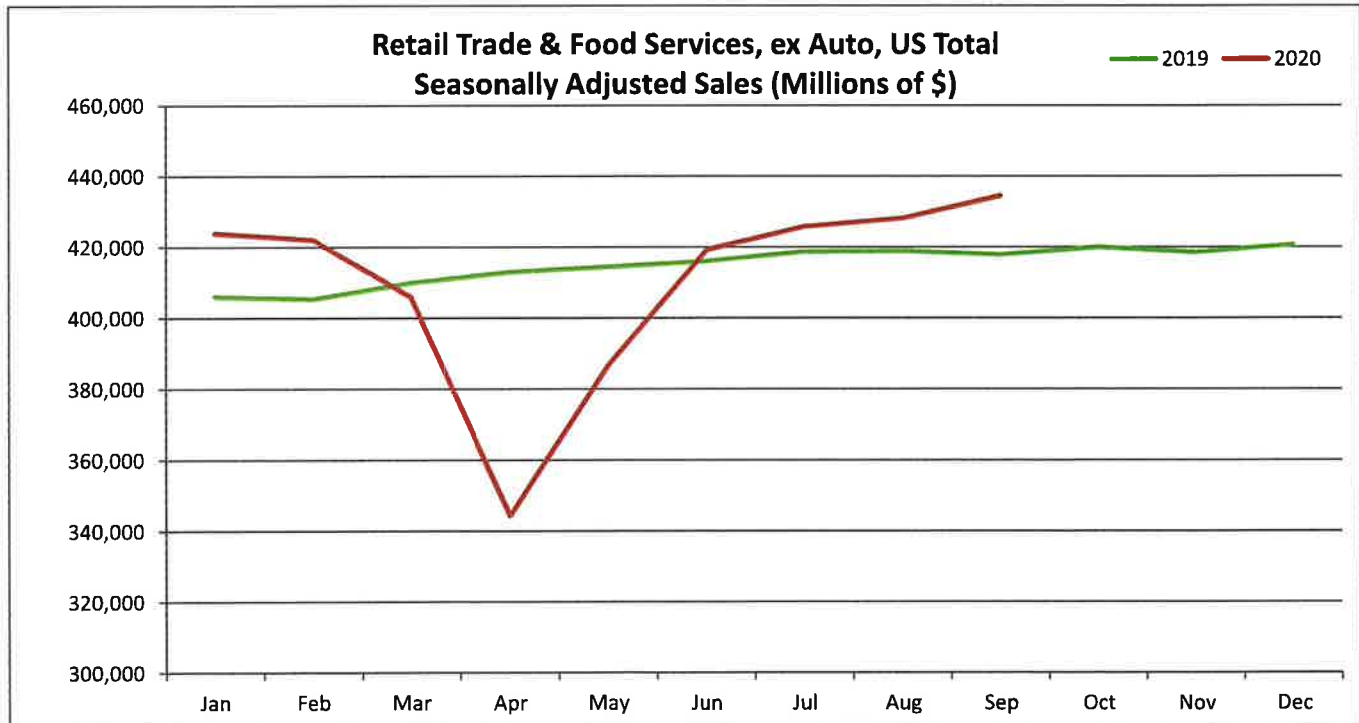
Source: <http://data.bls.gov/cgi-bin/surveymost?bls>

## Inflation:





Source: <http://www.usinflationcalculator.com/inflation/current-inflation-rates/>



Source: United States Census Bureau - <http://www.census.gov/retail/index.html>

**Investment Strategy:**

It is the City and City Treasurer's policy to invest funds in accordance with the Investment Policy and to meet all legal requirements regarding the safeguarding of funds.

The COVID-19 pandemic has introduced an air of uncertainty around the city's current and future financial health. In order to accommodate any unanticipated shortfalls, we have temporarily increased our appetite for short-term liquidity. Due to the flat shape of the US treasury curve, as well as the historically low level of the curve, this is not something that we envision will impact our ability to generate yield from the overall portfolio.

The best instrument that we have available to generate yield, but maintain short-term liquidity is LAIF. The yield on LAIF is currently significantly higher than other investments with comparable duration and credit risk. As the LAIF yield falls, and as the city's financial picture becomes clearer, we will resume our long-term strategy of laddering our investments.

The Portfolio Summary for the month is included as an attachment to this report.

**Additional Notes:**

The City has funds of \$1,780,212.11 which belong to the El Segundo Senior Citizens Housing Fund and is now shown as its own LAIF balance. The applicable interest for this account is posted quarterly in the same manner as the regular City LAIF interest posting. We also have funds of \$63,049.05 included in the City's LAIF balances for LAWA RSI interest earned related to the prior program (Los Angeles World Airports Residential Sound Insulation).

The City of El Segundo utilizes the following Brokers/Dealers to conduct investment trades:

Cantor Fitzgerald & Co.

CastleOak Securities, L.P.

Higgins Capital Management, Inc.

Multi-Bank Securities, Inc.

Mutual Securities, Inc.

Vining Sparks IBG, L.P.

Wells Fargo Securities, LLC

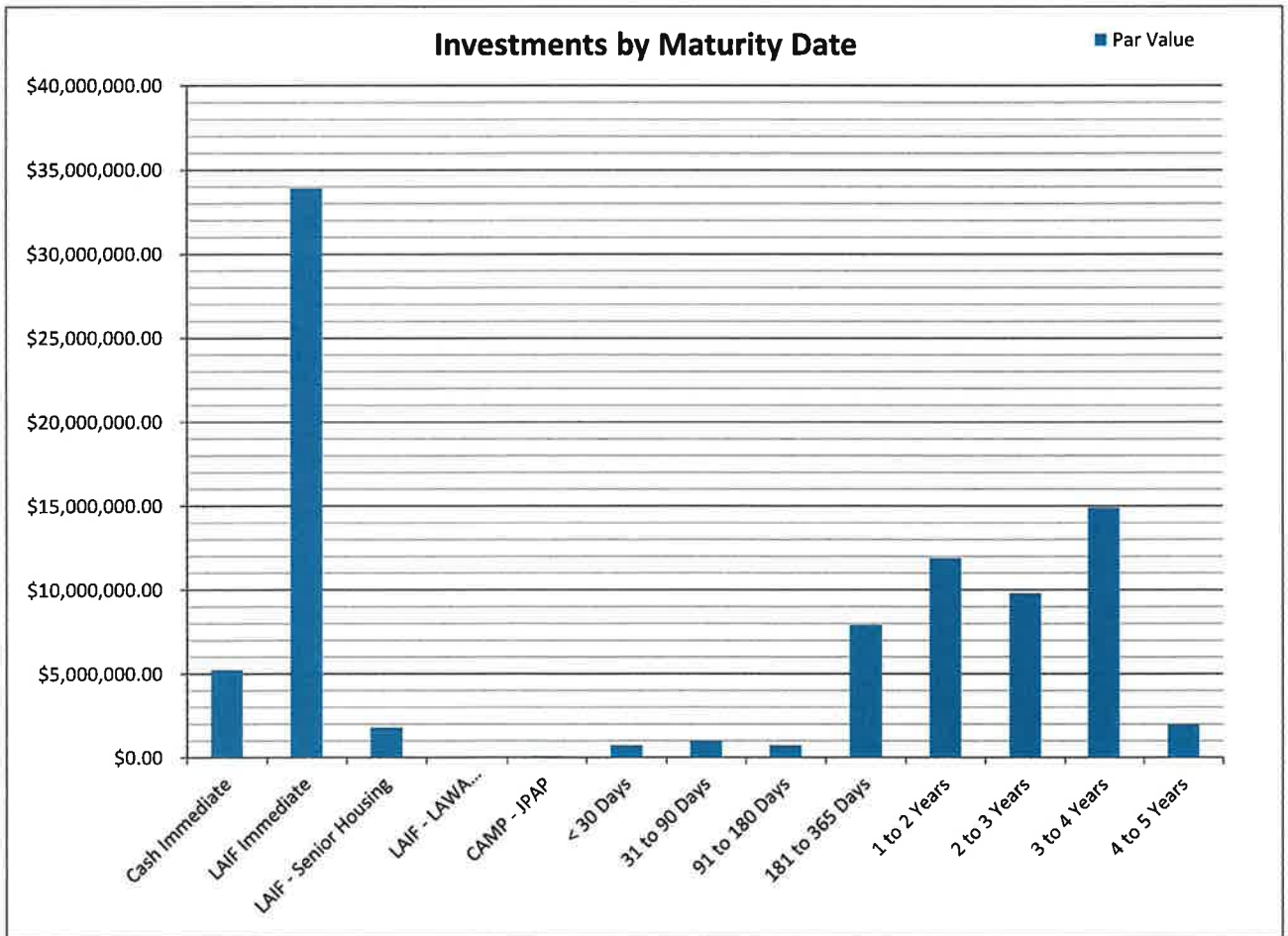
Piper Jaffray & Co.

Great Pacific Securities



City of El Segundo  
Investment Advisory Committee  
Liquidity Schedule  
As of: September 30, 2020

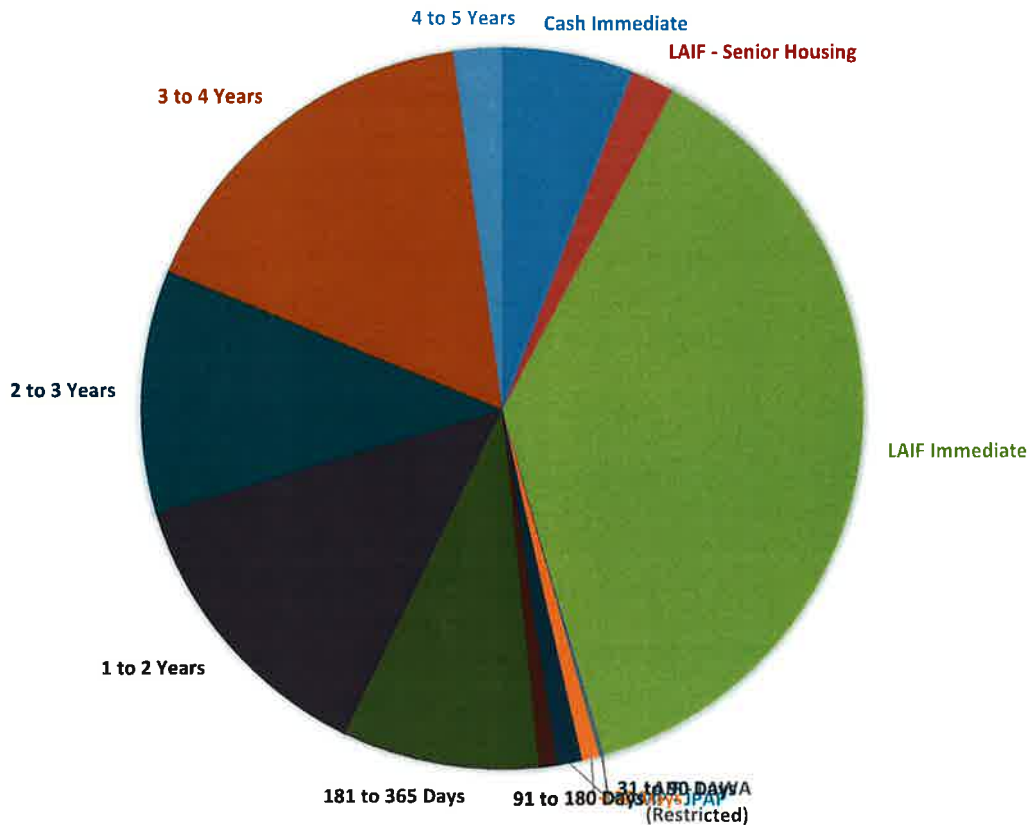
<u>Item</u>	<u>Availability</u>	<u>Par Value</u>	<u>Cumulative Balances</u>	<u>Cumulative % of Total Assets</u>	<u>% of Total Assets</u>
<b>Cash in Bank</b>					
Chase	Immediate	5,000,887.50			
Union Bank - Trust Account	Immediate	<u>249,177.07</u>			
	<b>Cash in Bank - Total</b>	<b>\$5,250,064.57</b>	<b>\$5,250,064.57</b>	<b>5.83%</b>	<b>5.83%</b>
L.A.I.F. (State of California)	LAIF Immediate	<u>33,902,765.12</u>	<b>\$39,152,829.69</b>	<b>43.50%</b>	<b>37.66%</b>
	<b>Cash Immediate</b>	<b>\$39,152,829.69</b>			
L.A.I.F. - Senior Housing Fund	LAIF Immediate	\$1,780,212.11	\$40,933,041.80	45.48%	1.98%
L.A.I.F. - LAWA (Restricted)	LAIF Immediate	\$63,049.05	\$40,996,090.85	45.55%	0.07%
	CAMP - JPAP	\$84,351.35	\$41,080,442.20	45.64%	0.09%
Portfolio Investments:	< 30 Days	\$735,000.00	\$41,815,442.20	46.46%	0.82%
	31 to 90 Days	\$1,000,000.00	\$42,815,442.20	47.57%	1.11%
	91 to 180 Days	\$735,000.00	\$43,550,442.20	48.38%	0.82%
	181 to 365 Days	\$7,910,000.00	\$51,460,442.20	57.17%	8.79%
	1 to 2 Years	\$11,885,000.00	\$63,345,442.20	70.37%	13.20%
	2 to 3 Years	\$9,796,000.00	\$73,141,442.20	81.26%	10.88%
	3 to 4 Years	\$14,900,000.00	\$88,041,442.20	97.81%	16.55%
	4 to 5 Years	\$1,970,000.00	\$90,011,442.20	100.00%	2.19%
	<b>Subtotal</b>	<b><u>50,858,612.51</u></b>			
	<b>Grand Total</b>	<b><u>\$90,011,442.20</u></b>			<b><u>100.00%</u></b>
	<b>Investment Portfolio subtotal</b>	<b><u>\$85,010,554.70</u></b>			



City of El Segundo  
Investment Advisory Committee  
Liquidity Schedule  
As of: September 30, 2020

Item	Availability	Par Value	Cumulative Balances	Cumulative % of Total Assets	% of Total Assets
<b>Cash in Bank</b>					
Chase	Immediate	5,000,887.50			
Union Bank - Trust Account	Immediate	<u>\$249,177.07</u>			
	Cash in Bank - Total	<u>\$5,250,064.57</u>	\$5,250,064.57	5.83%	5.83%
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	4 to 5 Years	1,970,000.00	\$90,011,442.20	100.00%	2.19%
	Subtotal	<u>50,858,612.51</u>			
	<b>Grand Total</b>	<u><b>\$90,011,442.20</b></u>			<u><b>100.00%</b></u>
Investment Portfolio subtotal		<u>85,010,554.70</u>			

### INVESTMENTS BY MATURITY DATE



**TITLE:**

Implementation of Reorganization of City Departments

**RECOMMENDATION:**

Staff recommends the following City Council actions:

1. Adopt a resolution which will: Establish, or Modify Basic Monthly Salary Range, or job title, for job classifications of Risk Manager, Library Services Manager, Deputy City Manager, Director of Human Resources, Director of Information Technology Systems, Director of Community Services, Director of Development Services, Chief Financial Officer, Treasury and Customer Services Manager, and Cultural Arts Coordinator; and, Other actions needed to implement City department title changes.
2. Introduce, waive the first reading, and place on November 17, 2020 agenda for adoption of an ordinance amending the El Segundo Municipal Code to reflect changes to the City's internal organization, including revised names of certain departments and positions, along with changes in "at-will" status.

**FISCAL IMPACT:**

Funding for the proposed actions was incorporated in the Adopted FY 2020-2021 Citywide Budget. No new funding is needed for this fiscal year.

**BACKGROUND:**

In response to the significant reduction in revenues and financial challenges experienced due to the impact of the COVID-19 pandemic, as well as the opportunity to improve customer service delivery, customer experience, and operational efficiencies, the Adopted FY 2020-2021 Budget approved by City Council on September 15, 2020 included an initial reorganization of certain departments, as follows:

- Establishment of a Community Services Department (merger of two departments)

This newly configured department reflects the merger of the Library Department and Recreation and Parks Department. The new department structure will initially start with two Divisions: 1) Library Division; and, 2) Recreation Division. It is possible that a third division dedicated to "Arts and Culture" may be established in the future. For now, arts and culture programming will remain part of the Library Division. Parks maintenance (landscaping services) was transferred to the Public Works Department. Oversight of Park Vista Senior Housing Project was moved to the Development Services Department.

- Development Services Department (name change)

The name of the former “Planning and Building Safety Department” was changed to “Development Services Department” to better reflect the broader focus of land-use related services provided. A new Housing Division was established to manage the City’s overall affordable housing effort. This includes managing the new “Affordable Housing Fund”, production and management of new affordable housing units, and oversight of the Park Vista Senior Housing Project.

- Finance Department (consolidated functions)

The City Treasurer’s Office became part of the Finance Department to achieve greater internal efficiencies. The City’s overall Risk Management function, which used to be divided among the Finance Department and Human Resources Department, was consolidated into the Finance Department. A new Risk Manager position was established to manage the City’s Workers Compensation and General Liability operations. This will produce both recurring financial savings and operational efficiencies for the broader City organization.

- Information Technology Services Department (name change)

In an effort to more accurately reflect the type of internal support services provided, the name of the former “Information Services Department” was changed to “Information Technology Services Department”.

- Public Works Department (consolidated functions)

As a result of the merger of Recreation and Parks and Library, Parks Maintenance is now part of the Public Works Department. This will more accurately reflect how City facilities maintenance and landscaping functions are based at the City Maintenance Services Center. Having all of the employees at one location belong to the same department, will allow for enhanced synergies and operating efficiencies.

## **DISCUSSION:**

### New Positions

- Risk Manager

This position will manage the City’s Risk Management Program (Workers Compensation and General Liability operations). The proposed monthly salary range is \$10,071 to \$12,085. This will be an at-will position in the Management and Confidential Group. Funding for this position was included in the Adopted FY 2020-2021 Workers Compensation and General Liability Internal Service Funds Budget and the cost will be off-set by lower recurring claims and increased operational efficiencies.

- Library Services Manager

With Library and Recreation Services functions combined into a new Community Services Department, a Library Services Manager position is needed to oversee day-to-day operations in the Library Division. This position will be established by upgrading a Senior Librarian position to Library Services Manager and conducting a promotional only exam to fill the new position. The proposed monthly salary range is \$9,855 to \$11,826. Funding for this position was included in the Adopted FY 2020-2021 General Fund Budget.

- Director of Community Services

With the combined Library and Recreation Services functions into a new Community Services Department, the former Director of Library Services job title needs to be revised to Director of Community Services. This will more accurately reflect the size and scope of services provided. The proposed monthly salary range is \$13,415 to \$16,098 and will equal the range of the other non-public safety department Directors. This will remain an at-will position and part of the Executive Team. Funding for this position was included in the Adopted FY 2020-2021 General Fund Budget.

- Cultural Arts Coordinator

With the recently approved Cultural Development Program (and new 1% “Fee for the Arts” revenue source), there is a need to establish a Cultural Arts Coordinator to oversee this operation. This position will be created by reclassifying a vacant Librarian I position and will be part of the City Employees Association. The proposed monthly salary range is \$6,468 to \$7,862. Funding for this position was included in the Adopted FY 2020-2021 General Fund Budget.

#### Deleted Positions

- Director of Library Services
- Director of Recreation and Parks
- Director of Finance
- Director of Planning and Building Safety
- Business Services Manager
- Information Systems Director

Modified Positions

- Chief Financial Officer

As part of the overall Citywide reorganization, the Director of Finance job title is proposed to be revised to Chief Financial Officer. This reflects a growing trend among California cities, counties, and special districts. There is no change to this position's salary range. With this job title change, this position (along with the Deputy City Manager) may serve as "Acting City Manager" in the City Manager's absence, at the discretion of the City Manager. This will remain an at-will position and part of the Executive Team group.

- Director of Development Services

To reflect the change of the former Planning and Building Safety Department to the Development Services Department, the name of the Director also needs to be changed. This is a name change only with no change in compensation. This will remain an at-will position and part of the Executive Team group. Funding for this position was included in the Adopted FY 2020-2021 General Fund Budget.

- Director of Information Technology Services

To reflect the name change of the former Information Systems Department to Information Technology Services Department, the Director's name also needs to be changed. This is a name change only and there will not be a change in compensation. This will remain an at-will position and part of the Executive Team group. Funding for this position was included in the Adopted FY 2020-2021 General Fund Budget.

- Deputy City Manager

To more accurately reflect the increased complexity and challenges associated with the duties of the Deputy City Manager position, this position's job description and salary has been revised. The position's proposed monthly salary range retains the current beginning salary (\$11,822 per month) and adjusts the top of the range from \$14,186 to \$16,098. This will allow the top of the range to equal the other non-public safety department Directors. This will remain an at-will position and part of the Executive Team. Funding for this position was included in the Adopted FY 2020-2021 General Fund Budget.

- Planning Manager

With the recent vacancy of this Division Manager position, staff is proposing to convert this classification from civil service to at-will status. For now, the salary range will remain intact. It is possible that staff will recommend a salary range adjustment as we move closer to doing a future recruitment.

- Treasury and Customer Services Manager

To more accurately reflect work being performed as a result of merging City Treasurer’s Office and Finance Department, the Business Services Manager position is proposed to change to Treasury and Customer Services Manager. There is minimal change in duties and responsibilities, with no change in compensation. Funding for this position was included in the Adopted FY 2020-2021 General Fund Budget.

Implementation Actions

In order to implement the above actions, modifications are needed to City’s salary resolution and Municipal Code to comply with City’s personnel policies and practices. These revisions are reflected in attached proposed resolution and amended ordinance.

Future Reorganization Actions

As the City moves through FY 2020-2021 and approaches preparing the Proposed FY 2021-2022 Budget (which will start on July 1, 2021), staff will be considering further organizational changes. Part of this process will include a review of department director, job titles, responsibilities, and compensation in early 2021.

**CITY STRATEGIC PLAN COMPLIANCE:**

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

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

Activity 8: *Enhance collaborative teen programs between Recreation and Parks, Library, and other agencies.*


Activity 9: *Develop options for expanding Library services.*

**Goal 3: *Develop as a Choice Employer and Workforce***

Objective: *El Segundo is a city employer of choice and consistently hires for the future, with a workforce that is inspired, world-class and engage, demonstrating increasing stability and innovation.*

Activity 3: *Enhance employee safety and reduce accidents and costs.*

**Prepared by:** Donna Peter, Human Resources Consultant

**Approved by:** Scott Mitnick, City Manager 

**SUPPORTING DOCUMENTS:**

1. "Resolution Establishing Basic Monthly Salary Ranges for Various Job Classifications"
2. "Ordinance Amending the El Segundo Municipal Code to Reflect Changes to the City's Internal Organization, Including Revised Names of Certain Departments and Directors"



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

**A RESOLUTION ESTABLISHING BASIC MONTHLY SALARY RANGES FOR VARIOUS JOB CLASSIFICATIONS.**

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

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

Classification	Monthly Ranges
Risk Manager	\$10,071 - \$12,085
Library Services Manager	\$9,855 - \$11,826
Deputy City Manager	\$11,822 - \$16,098
Human Resources Director	\$13,415 - \$16,098
Community Services Director	\$13,415 - \$16,098
Development Services Director	\$13,415 - \$16,098
Information Technology Services Director	\$13,415 - \$16,098
Treasury and Customer Service Manager	\$10,292 - \$12,351
Chief Financial Officer	\$13,415 - \$16,098

Cultural Arts Coordinator

	Steps				
Base Salary	Step A	Step B	Step C	Step D	Step E
Monthly	\$6,468.13	6,791.54	7,131.11	7,487.67	7,862.05

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

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

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

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

**SECTION 6:** This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 20th day of October, 2020.

\_\_\_\_\_  
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 \_\_\_\_\_, 2020, 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

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

**AN ORDINANCE AMENDING THE EL SEGUNDO MUNICIPAL CODE TO REFLECT CHANGES TO THE CITY'S INTERNAL ORGANIZATION, INCLUDING REVISED NAMES OF CERTAIN DEPARTMENTS AND CLASSIFICATIONS**

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

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

- A. On September 15, 2020, the City Council approved a revised City organizational chart which added a new Risk Manager position and made changes to the names of certain departments and positions;
- B. The City Council desires to adopt this ordinance memorializing the changes within the City's Code.

**SECTION 2.** El Segundo Municipal Code ("ESMC") § 1-6-3 is amended as follows:

**1-6-3: CITY DEPARTMENTS:**

Effective October 1, 2020, the organization of City government consists of the following departments:

City Administration

**Community Services Department**

**Development Services Department**

Finance Department

Fire Department

Human Resources Department

Information **Technology** Systems Department

~~Library Services Department~~

~~Planning and Building Safety Department~~

Police Department

Public Works Department

Recreation and Parks Department

SECTION 3. ESMC § 1-6-4 is amended as follows:

**1-6-4: EXCLUSIONS:**

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 Manager

City Attorney

City Engineer

City Manager

Deputy City Manager

**Planning Manager**

**Risk Manager**

Senior Civil Engineer

Senior Executive Assistant

**Treasury and Customer Services Manager**

SECTION 4. ESMC § 1-6-5 is amended as follows:

**1-6-5: DEPARTMENT HEADS:**

For the purpose of this chapter and for the purpose of initiative ordinance 586 and for the purpose of ordinances expanding the coverage of initiative ordinance 586, and not by way of limitation, effective October 1, 2020, the term “department head” includes:

Assistant City Manager

**Chief Financial Officer**

Chief of Police

City Manager

Deputy City Manager

~~Director of Finance~~

**Director of Community Services**

**Director of Development Services**

~~Director of Human Resources~~

**Director of Information Technology Services**

~~Director of Library Services~~

~~Director of Planning and Building Safety~~

~~Director of Public Works~~

~~Director of Recreation and Parks~~

~~Fire Chief~~

~~Information Systems Director~~

**SECTION 5.** Throughout the remainder of the ESMC, all references to the following departments or directors shall be amended as follows:

<b><i>Current reference</i></b>	<b><i>Shall be changed to:</i></b>
"Planning and Building Safety Department" and "Department of Planning and Building Safety"	"Development Services Department"
"Recreation and Parks Department" and "Department of Recreation and Parks"	"Community Services Department"
"Library Services Department" and "Department of Library Services"	"Community Services Department"
"Director of Planning and Building Safety" and "Planning and Building Safety Director"	"Director of Development Services"
"Director of Recreation and Parks" and "Recreation and Parks Director"	"Director of Community Services"
"Director of Library Services" and "Library Services Director"	"Director of Community Services"

<b><i>Current reference</i></b>	<b><i>Shall be changed to:</i></b>
"Director of Finance"	"Chief Financial Officer"
"Information Systems Director"	"Director of Information Technology Services"
"Information Systems Department"	"Information Technology Services Department"

**SECTION 6. *Validity of Previous Code Sections.*** If the 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 7. *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 8. *Severability.*** If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provision or application and, to this end, the provisions of this Ordinance are severable.

**SECTION 9.** 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.

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SECTION 10. Effective Date. This Ordinance will become effective on the 31<sup>st</sup> day following its passage and adoption.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
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 Ordinance No. \_\_\_\_ was duly introduced by said City Council at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2020, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the \_\_\_\_ day of \_\_\_\_\_, 2020, 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