



AGENDA

EL SEGUNDO CITY COUNCIL
REGULAR MEETING
TUESDAY, DECEMBER 20, 2022

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

CITY COUNCIL CHAMBER
350 MAIN STREET, EL SEGUNDO, CA 90245

Drew Boyles, Mayor
Chris Pimentel, Mayor Pro Tem
Carol Pirsztuk, Council Member
Lance Giroux, Council Member
Ryan W. Baldino, Council Member

Tracy Weaver, City Clerk
Matthew Robinson, City Treasurer

Executive Team

Darrell George, City Manager
Barbara Voss, Deputy City Manager
Jaime Bermudez, Police Chief
Michael Allen, Community Development Dir.
Jose Calderon, IT Director
Aly Mancini, Recreation, Parks & Library Dir.

Mark Hensley, City Attorney
Joe Lillio, Chief Financial Officer
Deena Lee, Fire Chief
Rebecca Redyk, HR Director
Elias Sassoon, Public Works Dir.

MISSION STATEMENT:

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

VISION STATEMENT:

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

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

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

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

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 310-524-2305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

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

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

SPECIAL ORDERS OF BUSINESS

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

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code §54956.9(d) (2) and (3): -1- matter.

Initiation of litigation pursuant to Government Code §54956.9(c): -1- matter.

CONFERENCE WITH CITY’S LABOR NEGOTIATOR (GOV’T CODE §54957.6): -0-MATTER(S)

Employee Organizations: Fire Fighters Association (FFA), Police Officers Association (POA), and Supervisory Professional Employee Association (SPEA), and Professional Support Services Employee Association (PSSEA).

Representatives: Irma Moisa Rodriguez, Laura Kelty, Alex Volberding, City Manager, Darrell George, and Human Resources Director, Rebecca Redyk.

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

INVOCATION – Pastor Chris Stewart, The Bridge

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Pimentel

SPECIAL PRESENTATIONS

1. El Segundo Community Christmas Dinner Proclamation

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

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

Hyperion Water Reclamation Plant Update

A. PROCEDURAL MOTIONS

Read All Ordinances and Resolutions on the Agenda by Title Only

Recommendation -

Approval

B. CONSENT

2. City Council Meeting Minutes

Recommendation -

1. Approve Regular City Council Meeting minutes of December 6, 2022, Special City Council Meeting (DEI Interviews) minutes of December 8, 2022, Special City Council Meeting (Closed Session) minutes of December 13, 2022 and Special City Council Meeting (Election Certification) minutes of December 13, 2022.

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

3. Warrant Demand Register for November 21, 2022 through November 27, 2022

Recommendation -

1. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and, wire transfers.

2. Approve Warrant Demand Register numbers 10C: warrant numbers 3043398 through 3043466, and 9002728 through 9002731.

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

4. Amendments to Professional Services Agreements with Vincent Benjamin Group LLC, Koff & Associates, a Division of Gallagher Benefit Services, Inc., and Jeffery B. Love, P.C. dba JL Group LLC

Recommendation -

1. Authorize the City Manager to approve a fourth amendment to contract no. 6062 with Vincent Benjamin Group LLC for an additional \$112,000 to increase the contract authority in FY2022-23 to \$362,000 and the total payable compensation to \$831,950 for on-call temporary staffing services for use by all City departments.
2. Authorize the City Manager to approve a second amendment to contract no. 6048 with Koff & Associates, a division of Gallagher Benefit Services, Inc., for an additional \$20,000 for the classification study of administrative support classifications, increasing the total payable compensation to \$69,870.
3. Authorize the City Manager to approve a second amendment to contract no. 6063 with Jeffery B. Love, P.C. dba JL Group LLC for an additional \$50,050 for various confidential personnel investigative services, increasing the total payable compensation to \$100,000.
4. Alternatively, discuss and take other action related to this item.

5. Resolution Allowing Continued Teleconferenced Public Meetings

Recommendation -

1. Approve the proposed resolution to continue the City's utilization of relaxed teleconferencing requirements under the Brown Act.
2. Alternatively, discuss and take other action related to this item.

6. Resolution Approving Final Vesting Parcel Map No. 83543 (EA-1312) for a One-Lot Residential Subdivision at 535-541 Indiana Street to Allow Construction and Subdivision for a Four-Unit Residential Condominium

Recommendation -

1. Adopt resolution approving final Vesting Parcel Map No. 83543, and authorize City staff and the City Clerk to sign the Map for recording.
2. Alternatively, discuss and take other action related to this item.

C. PUBLIC HEARINGS

D. STAFF PRESENTATIONS

7. Conversion of the General Services Manager Classification from Civil Service to At-Will Status and Associated Adoption of Revised Job Title, Classification Specification, Examination Plan, and Basic Salary Range

Recommendation -

1. Approve the conversion of the General Services Manager classification from Civil Service to at-will status.
2. Approve revision of the General Services Manager job title to General Services Superintendent.
3. Approve the revised classification specification and examination plan for the General Services Superintendent position.
4. Adopt a resolution establishing the basic salary range for the General Services Superintendent position.
5. Alternatively, discuss and take other action related to this item.

8. Certified Unified Program Agency 2022 Program Evaluation

Recommendation -

1. Receive and file the Certified Unified Program Agency 2022 program evaluation.
2. Alternatively, discuss and take other possible action related to this item.

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS

9. Open the Recruitment Process for Positions on the City's Committees, Commissions and Boards

Recommendation -

1. Direct staff to open the recruitment process for the positions on the CCBs, as listed.
2. Alternatively, discuss and take other action related to this item.

10. Announce Appointments to the Diversity, Equity, and Inclusion Committee

Recommendation -

1. Announce appointments to the Diversity, Equity, and Inclusion Committee.
2. Alternatively, discuss and take other action related to this item.

F. REPORTS - CITY CLERK

G. REPORTS - CITY TREASURER

H. REPORTS - COUNCIL MEMBERS

COUNCIL MEMBER GIROUX

COUNCIL MEMBER NICOL

COUNCIL MEMBER PIRSZTUK

MAYOR PRO TEM PIMENTEL

MAYOR BOYLES

11. Mr. S. Claus' Annual Request for a Conditional Use Permit, Business License, and Various Waivers

Recommendation -

1. Approve and immediately issue a Conditional Use Permit to Mr. S. Claus.
2. Approve the use of air rights and waive the Santa Monica Radial 160 R procedure (FAA should be contacted).
3. Grant a free business license to S. Claus Enterprises, a non-profit organization.
4. Waive ESMC 8-4-11B (Driveway Permits Required) and ESMC 8-5-11 (Parking on Grades).
5. Waive the Noise Ordinance (ESMC 7-2-3) to permit the clatter of reindeer hooves, the shouting of reindeer names, and the sound of bells on December 24 and 25, 2022.
6. Waive the Trespass Ordinance (ESMC 7-6-3) to allow Mr. S. Claus to deliver gifts.
7. Waive the Animal Control Ordinance (ESMC 6-2-1) including section 6-2-8 dealing with "Animals at Large" to allow eight reindeer to land on rooftops in El Segundo.
8. Waive of the Pooper-Scooper Regulations (ESMC 7-1-4).

Additionally, Mr. S. Claus has been directed to the Coastal Commission for clearance over the ocean; the DMV for a valid vehicle registration; the Department of Health and Welfare to ensure his elves are receiving minimum wage; and the Air Quality Management District to ensure a safe and clear sleigh ride.

I. REPORTS - CITY ATTORNEY

J. REPORTS/FOLLOW-UP - CITY MANAGER

CLOSED SESSION

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

REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

MEMORIALS

ADJOURNMENT

POSTED:

DATE: December 15, 2022

TIME: 2:00 PM

BY: Tracy Weaver, City Clerk

Commendation City of El Segundo, California

WHEREAS, The El Segundo Community Christmas Dinner was conceived by El Segundo resident Bill Coffman in 1983; Bill solicited the help of local businesses, residents and organizations to fund, cook, and serve a traditional Christmas dinner that brought people together to share the holiday spirit; and

WHEREAS, The El Segundo Community Christmas Dinner has become a hometown tradition that has served the community for over 30 years; and

WHEREAS, The Annual Christmas Dinner will be provided this season sponsored by the El Segundo Rotary Club along with the time and effort of many individual volunteers along with the support of the Recreation, Parks & Library Department's Outreach Office; and

WHEREAS, The El Segundo Community Christmas Dinner will be held at 12:00 p.m. on December 24th at the Joslyn Center, for the benefit of all those in the community who wish to participate in fellowship and share in some Christmas cheer.

NOW, THEREFORE, on this 20th day of December, 2022, the Mayor and Members of the City Council of the City of El Segundo, California, do hereby commend and thank all sponsors, supporters and volunteers, for their unselfish community service in keeping this hometown holiday tradition alive in El Segundo.



Mayor Drew Boyles

*Mayor Pro Tem Chris Pimentel
Council Member Lance Giroux*

*Council Member Carol Pirsztuk
Council Member Ryan Baldino*

MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, DECEMBER 6, 2022

CLOSED SESSION – Mayor Boyles called to order at 4:00 PM.

ROLL CALL

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

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.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov't Code §54956.9(D)(1): -2-Matter(s)

1. Bonfield (retired Battalion Chief) v. City of El Segundo, Workers Compensation Claim No.: 20-147561
2. Donovan (retired Fire Chief) v. City of El Segundo, Workers Compensation Claim No.: 21-15595

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code §54956.9(d)(2) and (3): -1-matter

Initiation of litigation pursuant to Government Code §54956.9(c): -1- matter

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

Employee Organizations: Fire Fighters' Association (FFA), Police Officers' Association (POA), Supervisory Professional Employee Association (SPEA), and Professional Support Services Employee Association (PSSEA).

Agency Designated Representative: Irma Moisa Rodriguez, Alex Volberding, Laura Kely, City Manager, Darrell George, and Human Resources Director, Rebecca Redyk

Recessed at 5:50 PM

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

ROLL CALL

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

INVOCATION – Rabbi Dovid Lisbon, Jewish Community Center

PLEDGE OF ALLEGIANCE – Council Member Nicol

SPECIAL PRESENTATIONS:

1. Fire Chief Lee introduced Area G Disaster Management Area Coordinator, Brandy Villanueva.
2. Proclamation read by Council Member Giroux proclaiming the 1200 Block East Acacia Avenue as Candy Cane Lane from December 10, 2022, at 7:00 PM through December 23, 2022.
3. Proclamation read by Council Member Pirsztuk proclaiming Sunday, December 11, 2022, as the 58th Annual El Segundo Holiday Parade. Marsha Hansen accepted proclamation.

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

CITY MANAGER FOLLOW-UP COMMENTS:

City Manager, Darrell George gave an update regarding the Hyperion Water Reclamation Plant.

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

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

B. CONSENT:

4. Approve Regular City Council meeting minutes of November 1, 2022, Special City Council meeting minutes (CCB Interviews) of November 7, 2022, and Regular City Council meeting minutes of November 15, 2022.

EL SEGUNDO CITY COUNCIL MEETING MINUTES
DECEMBER 06, 2022
PAGE 2

(Fiscal Impact: None)

5. Approve warrants demand register for October 24, 2022, through November 20, 2022, numbers 9A, 9B, 10A, and 10B, warrant numbers 3043032 through 3043397 and 9002700 through 9002727. Ratify Payroll and employee benefit Checks; Checks released early due to contracts or agreement; Emergency disbursements and/or adjustments; and, Wire transfers.
(Fiscal Impact: \$6,850,250.38 (\$2,332,573.21 in check warrants and \$4,517,677.17 in wire warrants))
6. PULLED BY COUNCIL MEMBER GIROUX
7. Approve additional funding for the purchase of ten (10) 2023 For Explorer Police Interceptor vehicles using funds from Asset Forfeiture to cover the unexpected price increase above the previously approved purchase price and authorize the City Manager to execute Agreement No. 6547 and other documentation to effectuate the purchase.
(Fiscal Impact: An additional \$116,070)
8. Adopt Resolution No. 5379 authorizing the City Manager to execute Agreement(s) No. 6548, 6549 and 6550 to transfer administration and investment management services of the City's Pension Stabilization Trust assets to Shuster Advisory Group, LLC ("Shuster"), transfer Trust assets to Charles Schwab Trust Bank ("Schwab") and name Alta Trust Company ("Alta") as the Directed Trustee and authorize the trustee and discretionary advisory services to be assigned to Alta Trust Company and Shuster Advisory Group, respectively.
(Fiscal Impact: \$79,000 included in the FY 2022-23 Budget)
9. Waive second reading and adopt Ordinance No. 1642 extending the Short-Term Sharing Rental Pilot Program until December 31, 2023.
(Fiscal Impact: Potential General Fund revenue of approximately \$40,000 received from permit fees, licensing fees and transit occupancy tax ("TOT"). The potential revenue will depend on the number of new and renewal permits and licenses)

MOTION by Council Member Giroux, SECONDED by Council Member Nicol approving Consent Agenda items 4, 5, 7, 8, and 9. MOTION PASSED BY UNANIMOUS VOTE. 5/0.

PULLED ITEMS:

6. Authorize the acceptance of \$450,000 in grant funds from the 2021 State Homeland Security Program Subrecipient Grant Program and authorize the City Manager to sign Agreement No. 6545 with the County of Los Angeles who will serve as the grant administrator for the grant.
(Fiscal Impact: \$450,000 included in the FY 2022-23 Budget)

Deena Lee, Fire Chief answered Council's questions regarding the grant agreement.

Council Discussion

MOTION by Council Member Giroux, SECONDED by Council Member Nicol approving the acceptance of \$450,000 in grant funds and authorizing the City Manager to sign agreement from the County of Los Angeles from the 2021 State Homeland Security Program Subrecipient Grant Agreement. MOTION PASSED BY UNANIMOUS VOTE. 5/0.

G. REPORTS – CITY TREASURER –

12. Investment Portfolio Report for September 2022
(Fiscal Impact: None) – Moved up after consent

Matthew Robinson, City Treasurer gave a presentation.

Council discussion

Council consensus to receive and file the presentation.

C. PUBLIC HEARINGS: None

D. STAFF PRESENTATIONS:

10. Adoption of the Citywide Salary Schedule with Revisions through December 6, 2022
(Fiscal Impact: The attached resolutions and amended salary schedule reflect positions and salaries previously approved by City Council and 2023 State of California mandated minimum wage increase. The adopted FY 2022-23 Citywide budget includes sufficient funding for the salary schedule revisions)

Rebecca Redyk, Human Resources Director reported on the item.

Council Discussion

Mark Hensley, City Attorney read by title only;

RESOLUTION NO. 5380

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO,
CALIFORNIA, ADOPTING THE CITYWIDE SALARY SCHEDULE EFFECTIVE
OCTOBER 4, 2011, WITH REVISIONS THROUGH DECEMBER 6, 2022

MOTION by Council Member Nicol, SECONDED by Council Member Giroux adopting Resolution No. 5380. MOTION PASSED BY UNANIMOUS VOTE. 5/0

Mark Hensley, City Attorney read by title only;

RESOLUTION NO. 5381

A RESOLUTION ESTABLISHING BASIC SALARY RANGES FOR VARIOUS JOB CLASSIFICATIONS

MOTION by Council Member Nicol, SECONDED by Council Member Giroux adopting Resolution No. 5381. MOTION PASSED BY UNANIMOUS VOTE. 5/0

11. Fiscal Year 2022-23 First Quarter Financial Review
(Fiscal Impact: None)

Joe Lillio, Chief Financial Officer introduced Vicki Cao and Liz Lydic who reported on item. Vicki Cao announced typo on table of staff report.

Council Discussion

Council consensus to receive and file the review.

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS:

- F. REPORTS – CITY CLERK – Announced Chris Pimentel was re-elected along with our new elected Council Member Ryan Baldino, Measures BT and Y passed, Measure W did not pass. Announced Swearing In ceremony will be December 13th at 6PM.

H. REPORTS – COUNCIL MEMBERS

Council Member Giroux – Congrats to City of El Segundo on vote count. Great to see an involved community.

Council Member Nicol – Thanked city staff for the festival of holidays over the weekend and be safe at Candy Cane Lane.

Council Member Pirsztuk – Would like to set up 2 short term subcommittees to determine the scope of the upcoming projects with Recreation & Parks and Arts & Culture 1% fund. Hope everyone has a great time at Holiday Parade and Candy Cane Lane.

Mayor Pro Tem Pimentel – No Report

Mayor Boyles – Commended Staff on great events and looking forward to Holiday Parade and Candy Cane Lane.

I. REPORTS – CITY ATTORNEY – No Report

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

MEMORIALS –

Adjourned at 7:05PM

Lili Sandoval, Deputy City Clerk

MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
THURSDAY, DECEMBER 8, 2022
3:00 PM

CALL TO ORDER – Mayor Boyles called to order at 3:00 PM.

ROLL CALL

Mayor Boyles	-	Present
Mayor Pro Tem Pimentel	-	Present
Council Member Pirsztuk	-	Absent
Council Member Nicol	-	Present at 3:38 PM
Council Member Giroux	-	Present

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

SPECIAL ORDER OF BUSINESS:

1. Conduct Diversity, Equity, and Inclusion (DEI) Committee Interviews

Council conducted interviews and Council consensus appointed the following to the Diversity, Equity, and Inclusion Committee; Lewis Hill to a full term expiring October 31, 2022 and Emily Atmore to a partial term expiring October 31, 2024.

Council will announce the appointments at the 6:00 PM, December 20, 2022, regular City Council meeting.

ADJOURNMENT at 4:10 PM

Tracy Weaver, City Clerk

SPECIAL MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
THURSDAY, DECEMBER 13, 2022

CLOSED SESSION – Mayor Boyles called to order at 5:00 PM

ROLL CALL

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

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.

CONFERENCE WITH CITY'S LABOR NEGOTIATOR (Gov't Code §54957.6): -1- matters

1. Employee Organizations: Police Officers Association (POA)

Representative: Irma Moisa Rodriguez, City Manager, Darrell George, and Human Resources Director, Rebecca Redyk.

Adjourned at 5:55 PM

Tracy Weaver, City Clerk

SPECIAL MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, DECEMBER 13, 2022

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

ROLL CALL

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

PLEDGE OF ALLEGIANCE – Council Member Nicol

PUBLIC COMMUNICATIONS – (Related to City Business Only)

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

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

B. REPORTS – CITY CLERK

1. Adopt a Resolution Declaring the Results of the Consolidated General Municipal Election held November 8, 2022
(Fiscal Impact: None)

Mark Hensley, City Attorney read by title only;

RESOLUTION NO. 5382

A RESOLUTION DECLARING THE RESULTS OF THE GENERAL MUNICIPAL
ELECTION HELD NOVEMBER 8, 2022.

MOTION by Council Member Giroux, SECONDED by Council Member Nicol adopting Resolution No. 5382. MOTION PASSED BY UNANIMOUS VOTE. 5/0

Outgoing Council Member Nicol commented on his years of service, Darrell George, City Manager made a few comments and presented Mr. Nicol with a Certificate of Service and a Key to the City and Council Members wished Mr. Nicol well and thanked him for his service on the Council.

2. Administer the Oath of Office to Council Members Elect
(Fiscal Impact: None)

Tracy Weaver, City Clerk thanked all those who contributed the success of the election.

Tracy Weaver, City Clerk presented a Certificate of Election and administered the Oath of Office to Christopher Pimentel and Ryan W. Baldino.

Both of the newly elected Council Members, Christopher Pimentel, and Ryan W. Baldino were asked to make a few comments.

3. Election of Mayor and Mayor Pro Tem by Seated Council Members
(Fiscal Impact: None)

Mark Hensley, City Attorney explained the nomination process.

Tracy Weaver, City Clerk took nominations for Mayor from the dais.

Order of Nominations for Mayor;

Carol Pirsztuk -	1/4 vote, not elected Mayor
Drew Boyles -	4/1 vote, reappointed to Mayor
Christopher Pimentel -	no vote taken

Mayor Boyles repeated the process for Mayor Pro Tem.

Order of Nominations for Mayor Pro Tem;

Pimentel –	4/0 vote, Pimentel abstained, reappointed Mayor Pro Tem
------------	---

Adjourned at 6:40 PM

Tracy Weaver, City Clerk



City Council Agenda Statement

Meeting Date: December 20, 2022

Agenda Heading: Consent

Item Number: B.3

TITLE:

Warrant Demand Register for November 21, 2022 through November 27, 2022

RECOMMENDATION:

1. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and, wire transfers.
2. Approve Warrant Demand Register numbers 10C: warrant numbers 3043398 through 3043466, and 9002728 through 9002731.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

1. The warrants presented were drawn in payment of demands included within the FY 2022-2023 Adopted Budget. The total of \$957,928.63 (\$286,132.24 in check warrants and \$671,796.39 in wire warrants) are for demands drawn on the FY 2022-2023 Budget.

BACKGROUND:

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

Warrant Demand Register

December 20, 2022

Page 2 of 2

In government finance, a warrant is a written order to pay that instructs a federal, state, county, or city government treasurer to pay the warrant holder on demand or after a specific date. Such warrants look like checks and clear through the banking system like checks. Warrants are issued for payroll to individual employees, accounts payable to vendors, to local governments, and to companies or individual taxpayers receiving a refund.

DISCUSSION:

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

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

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

PREPARED BY:

Liz Lydic, Management Analyst

REVIEWED BY:

Joseph Lillio, Chief Financial Officer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Register 10C - summary

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3043398 - 3043468
9002728 - 9002731

DATE OF APPROVAL: AS OF 11/30/22

REGISTER # 100

001	GENERAL FUND	224,869.12
003	EXPENDABLE TRUST FUND - OTHER	-
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	8,748.85
106	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
110	MEALBIE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
113	PROP "M" 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 BIKWAY FUND	-
119	MTA GRANT	-
120	C.O.P.'S FUND	-
121	FEMA	-
122	L.A.W.A. FUND	-
123	PS&F PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	11,307.50
126	AV CUPA PROGRAM OVERSIGHT SURCHARGE	-
127	SECURE "M"	-
128	BB's	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSINGS	-
131	COUNTY STORM WATER PROGRAM	2,811.50
132	MEASURE "W"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	32,878.00
302	INFRASTRUCTURE REPLACEMENT FUND	-
403	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	1,848.85
602	WASTEWATER FUND	2,960.94
603	GOLF COURSE FUND	-
605	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	17.82
603	WORKERS COMP. RESERVE/INSURANCE	95.76
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	-
704	CULTURAL DEVELOPMENT	-
708	OUTSIDE SERVICES TRUST	-
TOTAL WARRANTS		\$ 266,132.24

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/agency payments for materials, supplies and services in support of City Operations

For Reconciliation:

A = Payroll and Employee Benefit checks

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

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

CRCF FINANCIAL OFFICER

Joseph Kelle
11-30-22

CITY MANAGER

David

DATE:

DATE:

11-30-22

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
WARRANTS TOTALS BY DEPARTMENT
AS OF 12/6/2022
REGISTER # 10C

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	223.83
1201	City Treasurer	
1300	City Clerk	563.10
2101	City Manager	257.90
2102	Communications	4,865.57
2103	El Segundo Media	
2201	City Attorney	
2401	Economic Development	2,389.57
2402	Planning	11,893.50
2500	Administrative Services	78,163.72
2601	Government Buildings	10,769.74
2700	Community Outreach/Planning	
2900	Nondepartmental	62,180.87
6100	Library	1,793.55
		<u>173,101.35</u>
PUBLIC SAFETY		
3100	Police	4,939.69
3200	Fire	27,121.78
2403	Building Safety	6,342.40
2404	Plng/Bldg Sfty Administration	143.77
		<u>38,547.64</u>
PUBLIC WORKS		
4101	Engineering	1,822.50
4200	Streets/Park Maintenance	10,651.87
4300	Wastewater	2,886.67
4601	Equipment Maintenance	
4801	Administration	59.45
		<u>15,420.49</u>
COMMUNITY SERVICES		
5100,5200	Recreation & Parks	9,359.61
5400	Centennial	
		<u>9,359.61</u>
EXPENDITURES		
CAPITAL IMPROVEMENT		38,519.84
ALL OTHER ACCOUNTS		11,183.31
TOTAL WARRANTS		<u><u>286,132.24</u></u>

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 11/21/22 THROUGH 11/27/22**

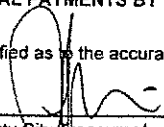
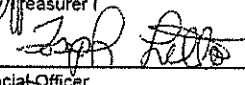
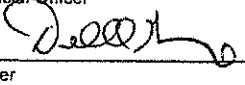
<u>Date</u>	<u>Payee</u>		<u>Description</u>
11/23/2022	IRS	244,959.11	Federal 941 Deposit
11/23/2022	Employment Development	4,460.95	State SDI payment
11/23/2022	Employment Development	58,205.27	State PIT Withholding
11/21/2022	Cal Pers	62,074.03	EFT Retirement Safety Police Classic - 1st Tier 28
11/21/2022	Cal Pers	51,109.19	EFT Retirement Safety Fire- Classic 30168
11/21/2022	Cal Pers	46,169.72	EFT Retirement Misc - PEPRA New 26013
11/21/2022	Cal Pers	34,934.10	EFT Retirement Misc - Classic 27
11/21/2022	Cal Pers	28,609.29	EFT Retirement Safety-Police-PEPRA New 25021
11/21/2022	Cal Pers	16,042.28	EFT Retirement Safety-Fire-PEPRA New 25020
11/21/2022	Cal Pers	7,421.50	EFT Retirement Sfty Police Classic-2nd Tier 30169
11/25/2022	Unum	211.30	Long Term Care Premium - November 2022
11/25/2022	California EDD	15,087.00	Unemployment Insurance
11/23/2022	Mission Square	54,698.37	457 payment Vantagepoint
11/23/2022	Mission Square	1,038.46	401(a) payment Vantagepoint
11/23/2022	Mission Square	2,687.25	401(a) payment Vantagepoint
11/23/2022	Mission Square	300.00	IRA payment Vantagepoint
11/23/2022	ExpertPay	2,720.76	EFT Child support payment
11/14/22-11/20/22	Workers Comp Activity	40,657.81	SCRMA checks issued
11/14/22-11/20/22	Liability Trust - Claims	410.00	Claim checks issued/(voided)
11/14/22-11/20/22	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>671,796.39</u>	

DATE OF RATIFICATION: 11/29/22

TOTAL PAYMENTS BY WIRE:

671,796.39

Certified as to the accuracy of the wire transfers by:


 Deputy City Treasurer | 11/29/2022
 Date

 Chief Financial Officer | 11-30-22
 Date

 City Manager | 11-30-22
 Date

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

P:\City Treasurer\Wire Transfers\Wire Transfers 07-01-22 to 6-30-23

11/29/2022 1/1



City Council Agenda Statement

Meeting Date: December 20, 2022

Agenda Heading: Consent

Item Number: B.4

TITLE:

Amendments to Professional Services Agreements with Vincent Benjamin Group LLC, Koff & Associates, a Division of Gallagher Benefit Services, Inc., and Jeffery B. Love, P.C. dba JL Group LLC

RECOMMENDATION:

1. Authorize the City Manager to approve a fourth amendment to contract no. 6062 with Vincent Benjamin Group LLC for an additional \$112,000 to increase the contract authority in FY2022-23 to \$362,000 and the total payable compensation to \$831,950 for on-call temporary staffing services for use by all City departments.
2. Authorize the City Manager to approve a second amendment to contract no. 6048 with Koff & Associates, a division of Gallagher Benefit Services, Inc., for an additional \$20,000 for the classification study of administrative support classifications, increasing the total payable compensation to \$69,870.
3. Authorize the City Manager to approve a second amendment to contract no. 6063 with Jeffery B. Love, P.C. dba JL Group LLC for an additional \$50,050 for various confidential personnel investigative services, increasing the total payable compensation to \$100,000.
4. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The Vincent Benjamin Group LLC

Funds from budgeted citywide vacancies will be utilized (included in the Adopted FY 2022-23 Budget)

Koff & Associates

Funding is included in the Adopted FY 2022-23 Budget.

Account Number: 001-400-2506-6124 (Professional & Technical Services)

Amendments to Professional Services Agreements

December 20, 2022

Page 2 of 3

Jeffery B. Love, P.C. dba JL Group LLC

Funding is included in the Adopted FY 2022-23 Budget.

Account Number: 001-400-2506-6124 (Professional & Technical Services)

BACKGROUND:

The City entered into a professional services agreement with Vincent Benjamin Group LLC in March 2021 for on-call temporary staffing services under agreement #6062. This agreement provides temporary staffing to meet the operational needs of various departments in the following scenarios: where a permanent position is frozen for a specific length of time to provide budgetary savings, while a recruitment is conducted, during an employee's leave of absence, or when extra help is necessary. In FY 2021-22, the contract was amended to increase the total contract authority from \$49,950 to \$299,950 and in February 2022, City Council approved an additional \$170,000 to increase the total contract authority from \$299,950 to \$469,950. A third amendment, entered into for FY 2022-23, increased the total payable compensation from \$469,950 to \$719,950.

The City entered into a professional services agreement with Koff & Associates, a division of Gallagher Benefit Services, Inc. in April of 2021 for classification and compensation services. A first amendment to perform a Fair Labor Standards Act ("FLSA") study, entered into for FY2022-23, increased the total payable compensation from \$16,000 to \$49,870.

The City entered into a professional services agreement with Jeffery B. Love, P.C. dba JL Group LLC in November 2020 for confidential personnel investigative services. A first amendment, entered into on August 11, 2022, extended the date of the contract through June 30, 2023 with no increase to the compensation amount.

DISCUSSION:

Staff recommends awarding an amendment to the professional services agreement with Vincent Benjamin LLC to provide various city departments with on-call temporary staffing services for an amount not to exceed \$362,000 in FY 2022-2023, to Koff & Associates, a division of Gallagher Benefit Services, Inc. to provide a classification study of administrative support classifications, for an amount not to exceed \$69,870, and to Jeffery B. Love, P.C. dba JL Group LLC to provide confidential personnel investigative services, for an amount not to exceed \$100,000.

Services provided under these agreements help to maintain customer service levels and are in alignment with Strategic Plan Goal 3, Goal 3, to "Promote a Quality Workforce through Teamwork and Organizational Efficiencies" and Strategy G to "Determine optimal staffing levels required to deliver unparalleled City services and

Amendments to Professional Services Agreements

December 20, 2022

Page 3 of 3

ensure Council policies are fully implemented.”

CITY STRATEGIC PLAN COMPLIANCE:

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

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

PREPARED BY:

Rebecca Redyk, Human Resources Director

REVIEWED BY:

Rebecca Redyk, Human Resources Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Fourth Amendment - Vincent Benjamin PSA 6062D
2. Second Amendment - Koff & Associates PSA 6048B
3. Second Amendment - Jeffrey B. Love PSA 6063B

**FOURTH AMENDMENT TO
AGREEMENT NO. 6062 BETWEEN
THE CITY OF EL SEGUNDO AND
VINCENT BENJAMIN GROUP, LLC**

THIS FOURTH AMENDMENT (“Amendment”) to Agreement No. 6062 (the “Agreement”) is made and entered into this 20th day of December 2022, by and between the CITY OF EL SEGUNDO, a general law city and municipal corporation existing under the laws of California (“CITY”), and VINCENT BENJAMIN GROUP, a limited liability corporation (“CONSULTANT”). The parties agree as follows:

1. The parties entered into the Agreement establishing a not-to-exceed compensation sum of \$49,950. The Agreement’s First Amendment to the Agreement increased the not-to-exceed compensation sum to a total of \$299,950. The Agreement’s Second Amendment increased the not-to-exceed compensation sum to a total of \$469,950. The Agreement’s Third Amendment increased the not-to-exceed compensation sum to a total of \$719,950.
2. The parties seek to increase the \$719,950 not-to-exceed compensation sum by an additional \$112,000 for CONSULTANT’s services through June 30, 2023.
3. Section 1 (C) is amended to read as follows:

“As additional consideration, CITY agrees to pay CONSULTANT an additional sum of \$112,000, for a total not-to-exceed dollars contract sum of \$831,950 for CONSULTANT’S services through June 30, 2023.”
4. This Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.
5. Except as modified by this Amendment, all other terms and conditions of the Agreement will remain the same.

[SIGNATURES ON FOLLOWING PAGE]

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

CITY OF EL SEGUNDO

VINCENT BENJAMIN GROUP LLC

Darrell George,
City Manager

Bill Hoke,
CFO

ATTEST:

Tracy Weaver,
City Clerk

Taxpayer ID No. 46-2885777

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

Joaquin Vazquez,
Assistant City Attorney

**SECOND AMENDMENT TO
AGREEMENT NO. 6048 BETWEEN
THE CITY OF EL SEGUNDO AND
KOFF & ASSOCIATES,
A DIVISION OF GALLAGHER BENEFIT SERVICES, INC.**

THIS SECOND AMENDMENT (“Amendment”) is made and entered into this 20th day of December 2022, by and between the CITY OF EL SEGUNDO, a general law city and municipal corporation existing under the laws of California (“CITY”), and KOFF & ASSOCIATES, a DIVISION OF GALLAGHER BENEFIT SERVICES, INC., a California corporation (“CONSULTANT”). The parties agree as follows:

1. Pursuant to Section 34 of Agreement No. 6048 (“Agreement”), Section 1C is amended to read as follows:

“In addition to the amount set forth in Section 1C of the agreement, the CITY agrees to pay the CONSULTANT an additional twenty thousand dollars (\$20,000.00) for additional services associated with the classification study of six administrative support classifications, total contract sum not to exceed sixty nine thousand eight hundred and seventy dollars (\$69,870.00) for CONSULTANT’s services.”

2. This Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.
3. Except as modified by this Amendment, all other terms and conditions of Agreement No. 6048 remain the same.

[SIGNATURES ON NEXT PAGE]

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

CITY OF EL SEGUNDO

KOFF & ASSOCIATES, a division of
Gallagher Benefit Services, Inc.

Darrell George,
City Manager

Georg S. Krammer,
Managing Director

ATTEST:

Tracy Weaver,
City Clerk

Taxpayer ID No. _____

APPROVED AS TO FORM:

Joaquin Vazquez,
Deputy City Attorney

**SECOND AMENDMENT TO
AGREEMENT NO. 6063 BETWEEN
THE CITY OF EL SEGUNDO AND
JEFFREY B. LOVE, P.C. ESQ
dba JL GROUP LLC**

THIS SECOND AMENDMENT (“Amendment”) is made and entered into this 20th day of December 2022, by and between the CITY OF EL SEGUNDO, a general law city and municipal corporation existing under the laws of California (“CITY”), and JEFFREY B. LOVE, P.C. ESQ dba JL GROUP, a limited liability corporation (“CONSULTANT”). The parties agree as follows:

1. Pursuant to Section 34 of Agreement No. 6063 (“Agreement”), Section 1C is amended to read as follows:

“As additional consideration, the CITY agrees to pay the CONSULTANT an additional fifty thousand and fifty dollars (\$50,050.00), total contract sum not to exceed one hundred thousand dollars (\$100,000.00) for CONSULTANT’s services.”

2. This Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.
3. Except as modified by this Amendment, all other terms and conditions of Agreement No. 6063 remain the same.

[SIGNATURES ON NEXT PAGE]

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

JEFFREY B. LOVE, P.C. ESQ, dba JL GROUP, a limited liability corporation

CITY OF EL SEGUNDO

Darrell George,
City Manager

Printed Name _____
Title _____

ATTEST:

Tracy Weaver,
City Clerk

Taxpayer ID No. _____

APPROVED AS TO FORM:

Joaquin Vazquez,
Deputy City Attorney

INSURANCE APPROVAL:

Hank Lu,
Risk Manager



City Council Agenda Statement

Meeting Date: December 20, 2022

Agenda Heading: Consent

Item Number: B.5

TITLE:

Resolution Allowing Continued Teleconferenced Public Meetings

RECOMMENDATION:

1. Approve the proposed resolution to continue the City's utilization of relaxed teleconferencing requirements under the Brown Act.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The proposed action would have no significant fiscal impact on the General Fund.

BACKGROUND:

Assembly Bill No. 361 ("AB 361") amended certain provisions of the Ralph M. Brown Act governing open meetings to allow teleconferencing, including internet-based video conferencing, in a manner similar to previously-issued gubernatorial executive orders. AB 361 allows a legislative body to continue utilizing teleconferencing to conduct public meetings under certain circumstances, provided it makes certain findings outlined in Government Code § 54953(e). Government Code § 54953(f) allows the municipal, but not state, legislative bodies to continue such teleconferencing until the earlier of the lifting of the Governor's state of emergency declaration or December 31, 2023, so long as certain findings are made every 30 days.

DISCUSSION:

Since the Governor's state of emergency is still effective and the County of Los Angeles Health Officer order, dated September 23, 2022, continues to strongly recommend certain masking and social distancing measures, the necessary findings can be made for the City Council to adopt the proposed Resolution allowing the continued use of "hybrid" teleconferenced meetings pursuant to Government Code §§ 54953(e) and

Resolution for Teleconferenced Meetings

December 20, 2022

Page 2 of 2

54953(f) for a period of 30 days from the date of the Resolution's adoption.

The proposed resolution and associated actions were reviewed pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, et seq., the "CEQA Guidelines"). Based upon that review, this action is exempt from further review pursuant to CEQA Guidelines § 15269(a) because the protection of public and private property is necessary to maintain services essential to the public, health and welfare.

CITY STRATEGIC PLAN COMPLIANCE:

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

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

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

PREPARED BY:

Joaquin Vazquez, Deputy City Attorney

REVIEWED BY:

Mark Hensley, City Attorney

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Resolution

RESOLUTION NO. _____ -

A RESOLUTION OF THE CITY COUNCIL OF CITY OF EL SEGUNDO FINDING THAT CERTAIN CONDITIONS EXIST TO CONTINUE CONDUCTING PUBLIC MEETINGS VIA TELECONFERENCING PURUSANT TO GOVERNMENT CODE SECTION §§ 54953(e) AND 54953(f).

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

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

- A. On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency to exist in California due to the threat of the COVID-19 pandemic and such State of Emergency has not been rescinded by either the Governor or the California Legislature.
- B. This gubernatorial proclamation, among other things, suspended local government emergency declaration, reporting, and extension requirements of Government Code § 8630 for the duration of the COVID-19 pandemic.
- C. Effective September 16, 2021, Assembly Bill No. 361 (“AB 361”) took effect which, among other things, amends certain provisions of the Ralph M. Brown Act (“Brown Act”) governing open meetings to allow teleconferencing, including internet-based video conferencing, in a manner similar to previously issued gubernatorial executive orders.
- D. During a proclaimed state of emergency, AB 361 allows a legislative body, like the City Council, to continue utilizing teleconferencing to conduct public meetings under certain circumstances, provided the legislative body makes certain findings.
- E. The City Council has previously adopted and made findings to continue meeting via teleconferencing pursuant to AB 361 and seeks to make additional findings under Government Code § 54953(e) to continue such teleconferencing use.
- F. The Los Angeles County Department of Public Health’s latest order, dated September 23, 2022, maintains its position that masks are strongly recommended in indoor settings to prevent transmission of COVID-19.

SECTION 2. *Teleconferencing; Ratification.*

A. Pursuant to Government Code § 54953(e), the City Council has reconsidered the circumstances of the state of emergency finds as follows:

1. California continues to be in a declared state of emergency pursuant to Government Code § 8625 (the California Emergency Services Act; see Government Code § 54953(e)(3); see also Governor's Proclamation dated March 4, 2020); and
2. Based upon the Order of the Health Officer for County of Los Angeles Department of Public Health (dated September 23, 2022) and recent public Los Angeles County Department of Public Health releases, masks are still strongly recommended to curb the spread of COVID-19 (Government Code § 54953(e)(3)(B)(ii)).

B. Accordingly, to protect public health and safety the City Council:

1. Finds that it is in the public interest to conduct City Council meetings via teleconference as defined by Government Code § 54953;
2. Authorizes City Council members to appear at regular and special meetings in person; and
3. Authorizes public officials, designated by the City Manager, or designee, to attend such City Council meetings if presenting matters to the legislative body or if the official's presence at the meeting is otherwise deemed necessary by the City Manager or designee.

C. The City Council will adhere to all requirements of Government Code § 54953 governing teleconferencing during the emergency including, without limitation, posting agendas; allowing for real-time public comment via either call-in or internet-based; allowing for written communications that will be either read or summarized into the record during the meeting as determined by the City Council; and protecting the statutory and constitutional rights of all persons appearing before the legislative body.

SECTION 3. *Environmental Review.* This Resolution itself and the actions anticipated herein were reviewed pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, et seq., the "CEQA Guidelines"). Based upon that review, this action is exempt from further review pursuant to CEQA Guidelines § 15269(a) because the protection of public

and private property is necessary to maintain services essential to the public, health and welfare.

SECTION 4. Reporting. Every 30 days following adoption of this Resolution, the City Council will reconsider the extension of the teleconferencing method of public meetings in accordance with Government Code § 54953(e)(3). Such determinations may be placed on the consent calendar.

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

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

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

PASSED AND ADOPTED this ___ day of _____, 2022.

Drew Boyles, Mayor

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:
MARK HENSLEY, CITY ATTORNEY

Joaquin Vazquez, Assistant City Attorney



City Council Agenda Statement

Meeting Date: December 20, 2022

Agenda Heading: Consent

Item Number: B.6

TITLE:

Resolution Approving Final Vesting Parcel Map No. 83543 (EA-1312) for a One-Lot Residential Subdivision at 535-541 Indiana Street to Allow Construction and Subdivision for a Four-Unit Residential Condominium

RECOMMENDATION:

1. Adopt resolution approving final Vesting Parcel Map No. 83543, and authorize City staff and the City Clerk to sign the Map for recording.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None

BACKGROUND:

On March 10, 2022, the El Segundo Planning Commission adopted Resolution No. 2917, approving the construction of four condominium units in two adjacent buildings and subdivision of property into condominium air parcels on the property located at 535-541 Indiana Street. At this time, the applicant is seeking the approval of the Final Parcel Map.

DISCUSSION:

Government Code § 66458 states that a "Final Map" must be reviewed and approved by a jurisdiction's legislative body, which is the City Council. The requested Final Parcel Map conforms with the Vesting Tentative Parcel Map approved by the Planning Commission, including the conditions of approval associated with the project. The Map has been reviewed and approved by the Los Angeles County Department of Public Works. Further, the City Engineer has reviewed and approved the Map for technical accuracy. Staff has determined that Final Vesting Parcel Map No. 83543 is in

Final Vesting Parcel Map No. 83543 (EA-1312)

December 20, 2022

Page 2 of 2

conformance with the General Plan and applicable zoning and building ordinances.

The City Attorney has prepared the attached proposed resolution approving the Final Parcel Map, and staff recommends the City Council adopt this resolution. Subsequent to the City Council approving the Map, all necessary signatures will be obtained and the Map will be recorded in the County.

CITY STRATEGIC PLAN COMPLIANCE:

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

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

Goal 5: Champion Economic Development and Fiscal Sustainability

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

PREPARED BY:

James Rice, Associate Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

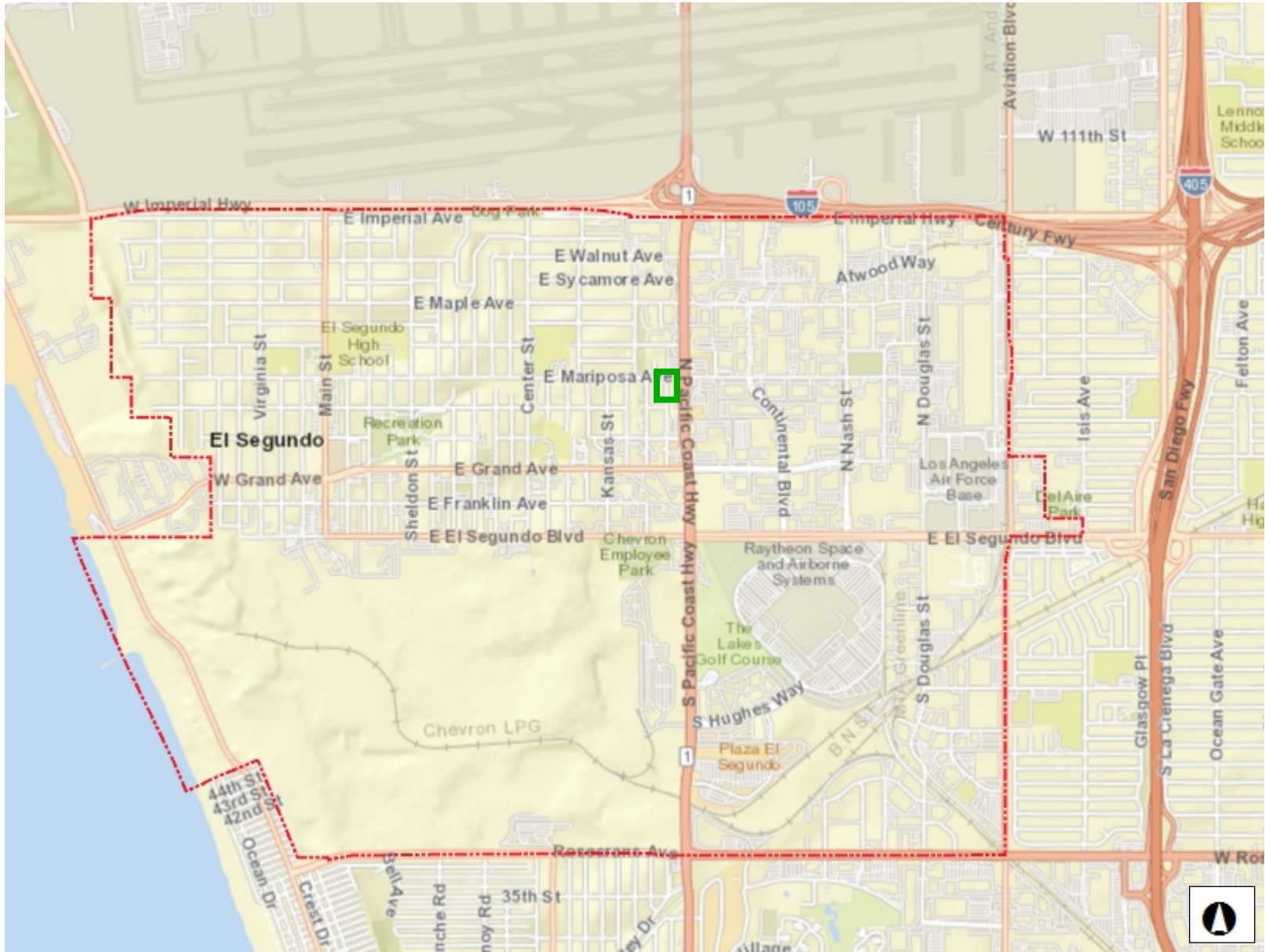
Tracy Weaver, City Clerk

ATTACHED SUPPORTING DOCUMENTS:

1. Vicinity Map
2. Location Map
3. Resolution for final Vesting Parcel Map No. 83543
4. Final Vesting Parcel Map 83543



Vicinity Map final Vesting Parcel Map No. 83543 (EA-1312)



6,018.7 | 0 | 3,009.33 | 6,018.7 Feet

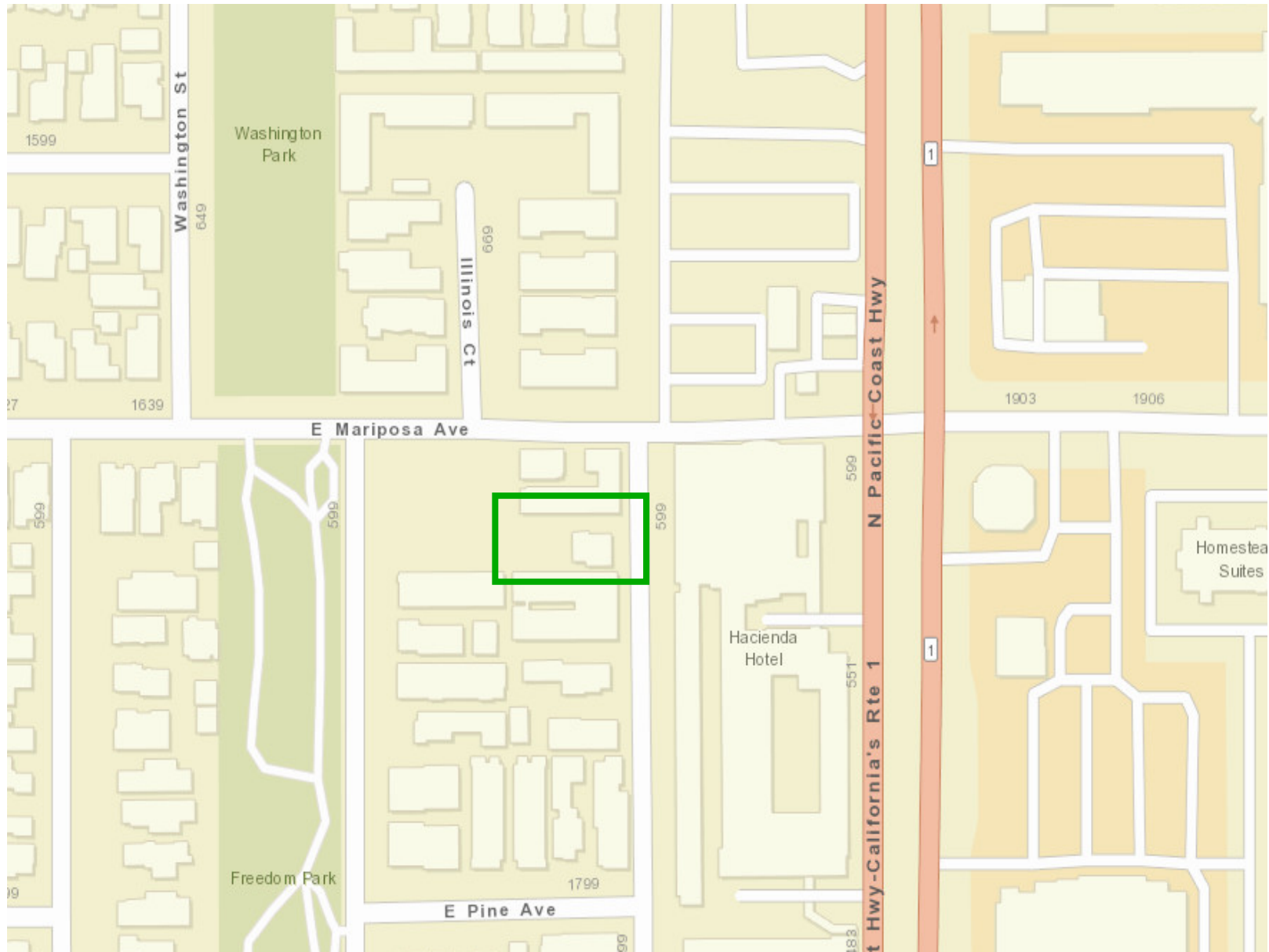
WGS_1984_Web_Mercator_Auxiliary_Sphere

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



Location Map

final Vesting Parcel Map No. 83543 (EA-1312)



376.2 0 188.08 376.2 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.

RESOLUTION NO. _____

A RESOLUTION APPROVING FINAL VESTING PARCEL MAP NO. 83543 FOR ENVIRONMENTAL ASSESSMENT NO. EA-1312 AND SUBDIVISION NO. 21-01 FOR A ONE LOT RESIDENTIAL SUBDIVISION LOCATED AT 535-541 INDIANA STREET.

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

SECTION 1: The City Council finds and declares that:

- A. On September 13, 2021, Stacy Straus representing Mirko Vukotic, on behalf of property owner 535 Indiana ES LLC, a Florida corporation, filed an application for Environmental Assessment No. EA-1312 and Subdivision No. 21-01 for Tentative Vesting Parcel Map No. 83543 to allow the conversion of four existing multi-family dwelling units into four condominiums on property located at 535-541 Indiana Street in the City;
- B. On March 10, 2022, the Planning Commission adopted Resolution No. 2917 approving Environmental Assessment No. EA-1312 and Subdivision No. SUB 21-01 for Tentative Vesting Parcel Map No. 83543; and
- C. The final Vesting Parcel Map now requires approval by the City Council.

SECTION 2: *Final Vesting Parcel Map Findings.* Based upon the entirety of the record including, without limitation, the staff report, the City Council approves the final Vesting Parcel Map for the following reasons:

- A. The final Vesting Parcel Map substantially conforms to Tentative Vesting Parcel Map No. 83543 approved by Planning Commission Resolution No. 2917; and
- B. The final Vesting Parcel Map conforms to the El Segundo Municipal Code and Subdivision Map Act (Government Code §§ 66410, *et seq.*).

SECTION 3: *Authorization.* The City Engineer, Director of Planning and Building Safety and the City Clerk are hereby authorized to sign and record said final Vesting Parcel Map and take any further actions needed to effectuate this Resolution.

SECTION 4: This Resolution will become effective immediately upon adoption and remain effective unless superseded by a subsequent resolution.

SECTION 5: The City Clerk is directed to mail a copy of this Resolution to any person requesting a copy.

SECTION 6: This Resolution is the City Council's final decision and will become effective immediately upon adoption.

PASSED, APPROVED AND ADOPTED this 20th day of December, 2022.

Drew Boyles, Mayor

ATTEST:

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. ____ was duly passed, approved and adopted by said City Council at a regular meeting held on the 20th day of December, 2022, approved and signed by the Mayor, and attested to by the City Clerk, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tracy Weaver, City Clerk

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

Joaquin Vazquez, Assistant City Attorney

PARCEL MAP NO. 83543

IN THE CITY OF EL SEGUNDO
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA

BEING A SUBDIVISION OF A PORTION OF LOT 381, BLOCK 123, EL
SEGUNDO, AS PER MAP RECORDED IN BOOK 22, PAGES 106 AND 107 OF
MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

FOR CONDOMINIUM PURPOSES

SUBDIVIDERS STATEMENT:

I HEREBY STATE THAT I AM THE SUBDIVIDER OF THE LANDS INCLUDED WITHIN THE SUBDIVISION SHOWN ON THIS MAP WITHIN THE DISTINCTIVE BORDER LINES, AND I CONSENT TO THE PREPARATION AND FILING OF SAID MAP AND SUBDIVISION.

BY: Mirko Vukotic SUBDIVIDER



ENGINEERS STATEMENT:

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A TRUE AND COMPLETE FIELD SURVEY PERFORMED BY ME OR UNDER MY DIRECTION IN MARCH 2022, IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF 535 INDIANA ES LLC. ON MARCH 21, 2022, I HEREBY STATE THAT THIS TRACT MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY, THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED, AND THAT THE MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

GARY J. ROEHL, R.C.E. NO. 30826 Ry Roehl 10-12-2022
DATE

RECORD OWNER IS: 535 INDIANA ES LLC, A FLORIDA LIMITED LIABILITY COMPANY

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

BASIS OF BEARINGS:

THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING N 89°58'55"W OF THE CENTERLINE OF MARPOSA AVENUE, AS SHOWN ON TRACT NO. 71820, M.B. 1375, PAGES 57-60, OF MAPS, RECORDS OF SAID COUNTY.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)

ON 10/6/2022 BEFORE ME BRYAN CORRADO
A NOTARY PUBLIC, PERSONALLY APPEARED Mirko Vukotic
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES) AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S) OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL
SIGNATURE: [Signature]
PRINTED NAME: BRYAN CORRADO
MY PRINCIPAL PLACE OF BUSINESS IS IN LOS ANGELES COUNTY
MY COMMISSION NO. 2391233
MY COMMISSION EXPIRES 02/17/2026

CITY ENGINEERS CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP, THAT IT CONFORMS SUBSTANTIALLY TO THE TENTATIVE MAP AND ALL APPROVED ALTERATIONS THEREOF, THAT ALL PROVISIONS OF THE SUBDIVISION ORDINANCES OF THE CITY OF EL SEGUNDO APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH; THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT SECTION 66450 (a)(1)(2) AND (3) HAVE BEEN COMPLIED WITH; AND THAT I AM SATISFIED THIS MAP IS TECHNICALLY CORRECT WITH RESPECT TO CITY RECORDS.

LIFAN XU, R.C.E. NO. 72237
CITY ENGINEER, CITY OF EL SEGUNDO DATE

CITY CLERK'S STATEMENT:

I HEREBY CERTIFY THAT THE CITY COUNCIL OF THE CITY OF EL SEGUNDO BY RESOLUTION _____ ADOPTED AT ITS SESSION HELD ON THE _____ DAY OF _____ APPROVED THE ANNEXED MAP AND SUBDIVISION.

CITY CLERK, CITY OF EL SEGUNDO DATE

CITY TREASURER'S CERTIFICATE

I HEREBY CERTIFY THAT ALL SPECIAL ASSESSMENTS LEVIED UNDER THE JURISDICTION OF THE CITY OF EL SEGUNDO, TO WHICH THE LAND INCLUDED WITHIN THIS SUBDIVISION OR ANY PART THEREOF IS SUBJECT, AND WHICH MAY BE PAID IN FULL, HAVE BEEN PAID IN FULL.

MATTHEW ROBINSON
CITY TREASURER, CITY OF EL SEGUNDO DATE

CONDOMINIUM NOTE:

THIS SUBDIVISION IS APPROVED AS A CONDOMINIUM PROJECT FOR 4 (FOUR) UNITS, WHEREBY THE OWNERS OF THE UNITS OF AIR SPACE WILL HOLD AN UNDIVIDED INTEREST IN THE COMMON AREAS THAT WILL, IN TURN, PROVIDE THE NECESSARY ACCESS AND UTILITY EASEMENTS FOR THE UNITS.

EASEMENT NOTE:

EASEMENT OF SOUTHERN CALIFORNIA EDISON COMPANY FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES BY DOCUMENT RECORDED JUNE 20, 1949 IN BOOK 30356, PAGE 36 OF OFFICIAL RECORDS.

EASEMENT OF PACIFIC SOUTHWEST TRUST AND SAVINGS BANK FOR STREET AND INCIDENTAL PURPOSES BY DOCUMENT RECORDED JUNE 11, 1925 IN BOOK 4430, PAGE 149, OF OFFICIAL RECORDS.

I HEREBY CERTIFY THAT ALL CERTIFICATES HAVE BEEN FILED AND DEPOSITS HAVE BEEN MADE THAT ARE REQUIRED UNDER THE PROVISIONS OF SECTIONS 66492 AND 66493 OF THE SUBDIVISION MAP ACT.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY: _____ DEPUTY DATE

I HEREBY CERTIFY THAT SECURITY IN THE AMOUNT OF \$ _____ HAS BEEN FILED WITH THE EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES AS SECURITY FOR THE PAYMENT OF TAXES AND SPECIAL ASSESSMENTS COLLECTED AS TAXES ON THE LAND SHOWN ON MAP OF PARCEL MAP NO. 83543 AS REQUIRED BY LAW.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY: _____ DEPUTY DATE

PLANNING COMMISSION CERTIFICATE

I HEREBY CERTIFY THAT THE PLANNING COMMISSION OF THE CITY OF EL SEGUNDO BY RESOLUTION NO. 2832, ADOPTED AT ITS SESSION HELD ON APRIL 27, 2017 APPROVED THE ANNEXED MAP AND SUBDIVISION.

MICHAEL ALLEN
SECRETARY OF THE PLANNING COMMISSION
CITY OF EL SEGUNDO DATE

COUNTY SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP, THAT IT COMPLIES WITH ALL PROVISIONS OF STATE LAW APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP, AND THAT I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT IN ALL RESPECTS NOT CERTIFIED BY THE CITY ENGINEER.

COUNTY SURVEYOR

BY: FABRIZIO G. PACHANO, DEPUTY L.S. NO. 7274 DATE

VESTING PARCEL MAP NO. 83543

IN THE CITY OF EL SEGUNDO
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA

FOR CONDOMINIUM PURPOSES

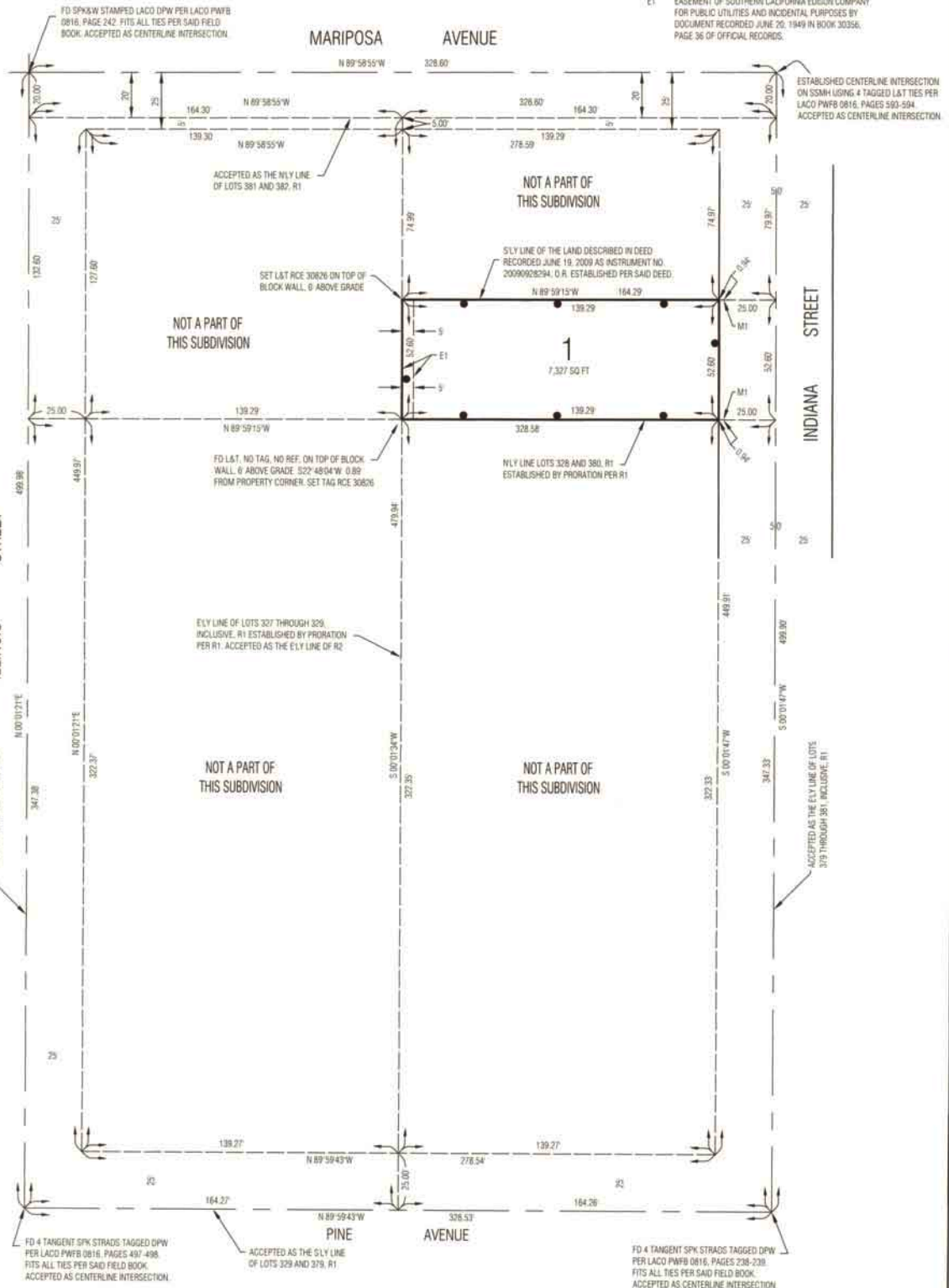
LEGEND:

INDICATES THE BOUNDARY OF THE LAND BEING SUBDIVIDED BY THIS MAP

R1 BLOCK 123, EL SEGUNDO, M.B. 22-106-107
R2 TRACT NO. 72820, M.B. 1373-57-60

M1 FD L&T RCE 7081, NO REF.

E1 EASEMENT OF SOUTHERN CALIFORNIA EDISON COMPANY FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES BY DOCUMENT RECORDED JUNE 20, 1949 IN BOOK 30356, PAGE 36 OF OFFICIAL RECORDS.





City Council Agenda Statement

Meeting Date: December 20, 2022

Agenda Heading: Staff Presentations

Item Number: D.7

TITLE:

Conversion of the General Services Manager Classification from Civil Service to At-Will Status and Associated Adoption of Revised Job Title, Classification Specification, Examination Plan, and Basic Salary Range

RECOMMENDATION:

1. Approve the conversion of the General Services Manager classification from Civil Service to at-will status.
2. Approve revision of the General Services Manager job title to General Services Superintendent.
3. Approve the revised classification specification and examination plan for the General Services Superintendent position.
4. Adopt a resolution establishing the basic salary range for the General Services Superintendent position.
5. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Funding for the above actions is included in the adopted FY 2022-23 budget. There is no change to the salary range for the position.

BACKGROUND:

The General Services Manager is a Civil Service position requiring successful completion of a one-year probationary period to achieve permanent status and is included in the unrepresented Management and Confidential Group. This position became vacant earlier this month due to the incumbent's retirement. Prior to opening a recruitment for a successor, Human Resources evaluated the classification specification, and accompanying examination plan.

General Services Manager

December 20, 2022

Page 2 of 3

Human Resources recommends revising the job title from General Services Manager to General Services Superintendent to facilitate more recruiting flexibility. This title change will maintain the position's Division Manager level of the while broadening the types of education and experience that meet the qualification requirements. This expansion addresses the distinction between a Division Manager position, where a formalized education is required due to the generalized administrative nature of the position, and a Superintendent position where education is typically obtained through certificate programs supplemented by experience working in a trade and on-the-job.

Consistent with the City's practice, staff recommends the conversion from Civil Service to At-Will status for this position in alignment with the following other Division Manager level classifications: Assistant City Clerk, Communications Manager, Human Resources Manager, Planning Manager, Information Technology Services Manager, and Risk Manager.

DISCUSSION:

A Division Superintendent level position, which is equivalent to a Division Manager, holds a significant level of responsibility and is key in succession planning as an employee in this position has the potential to take on further leadership roles or gain more experience by rotating to other Superintendent positions within the City. At-will status provides an incentive to maintain a higher level of performance and prepares an employee to progress in their career.

The revised classification specification includes updated education and experience requirements along with standardized language regarding driver's license and disaster service worker requirements, and at-will status designation. To provide flexibility in attracting the best qualified candidates for the position, alternative minimum education requirements are included. Candidates will meet the minimum experience and education qualifications with either, five (5) years of program administration experience in a public works program area(s), including two (2) years of supervisory experience and education equivalent to a Bachelor's degree, or seven (7) years of experience, including two (2) years of supervisory experience and education equivalent to the completion of the twelfth grade supplemented by specialized training and/or certification in Plumbing, Electrical, HVAC, or Aquatic Facility Operation.

Currently, the examination plan consists of a structured technical and career preparation interview weighted at 100% of the total score. This is an appropriate examination plan for a Division Superintendent level position and no changes are recommended.

General Services Manager

December 20, 2022

Page 3 of 3

CITY STRATEGIC PLAN COMPLIANCE:

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

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

PREPARED BY:

Rebecca Redyk, Human Resources Director

REVIEWED BY:

Rebecca Redyk, Human Resources Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. General Services Superintendent Classification Specification
2. Resolution Establishing Basic Salary Range General Services Superintendent At-Will
3. General Services Superintendent Examination Plan

General Services Superintendent (At-Will)

DEFINITION: Under general direction, plans, coordinates and manages the activities of the General Services Division of the Public Works Department.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from the Public Works Director. Provides direct supervision to Maintenance Supervisors in the Facilities, Fleet and Equipment, and Street Sections, and administrative, technical and support staff.

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

Characteristic Duties and Responsibilities:

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

Plans, coordinates, and manages the activities of Facilities Maintenance, Fleet and Equipment Maintenance, and Street Maintenance Sections of the Public Works Department;

Analyzes operational and service demands; develops projections of future service requirements; recommends goals, objectives, policies, and procedures for the Division; establishes, monitors, and reports on Division standards; researches and prepares specifications for City vehicles and equipment;

Provides program development, management and coordination of Division's operations and services; coordinates Division activities with other programs, departments or staff to ensure program delivery according to appropriate policies, procedures and specifications; serves as a technical resource within the City; serves as liaison with the community, professional groups and other external contacts and resources for the City;

Prepares and implements the budget for the Division; monitors expenditures; prepares, processes, and evaluates Requests for Proposals/Quotes for equipment or services, recommends purchase of equipment and materials, analyzes operational and capital improvement costs, alternatives, and other related factors; prepares cost estimates for Division services and activities;

Oversees contract administration for contracted services and resolves issues associated with contract compliance; ensures services are provided according to federal and state laws, and City codes and ordinances; confers with and provides technical information/advice/reports to the Director and City administration;

Resolves discrepancies or procedural problems and responds to program and/or program delivery questions ensuring necessary follow-up occurs; controls program records for operational and budget accountability;

City of El Segundo
General Services Superintendent (At-Will)
Class Code: XXXX

Confers with and advises staff and the public by providing advice, problem solving assistance, answers to questions and interpretation of program goals and policy; resolves complex and sensitive customer service issues and disputes;

Directly and through subordinate supervisors, hires, directs work efforts and evaluates staff; provides for and/or conducts staff development; establishes work methods and standards; initiates corrective and/or disciplinary action and responds to grievances and complaints according to established personnel policies and procedures and in consultation with Human Resources;

Supervises the maintenance of all City pool facilities which include The Aquatic Center, The Plunge and Hilltop pool;

Supervises programs including asphalt and concrete maintenance and repair of streets and sidewalks, street sweeping, street marking and traffic sign installation, maintenance, and repair; coordinate with outside agencies to repair and maintain traffic signal lights;

Evaluates the efficiency of City facilities and buildings; develops and implements energy efficiency projects based on findings; prepares and submits required energy related reports to various agencies and organizations;

Checks streets, sidewalks, traffic sign, pavement markings, city streetlights, equipment, and related items for maintenance and repair;

Coordinates field maintenance services with other City departments, divisions, sections and with outside agencies;

Prepares operational reports and cost estimates for field maintenance service activities;

Obtains and maintains the required permits for the operation of facilities and equipment;

Researches, implements, and maintains software programs to track and record material and equipment inventory and use, repairs, and time used; analyzes data, identifies, presents, and implements efficiencies;

Supervises the maintenance of time, material, and equipment use records; prepares staff reports; and maintain

Reviews capital improvement plans related to the assigned services and provides input regarding future activities; administers assigned capital improvement projects;

Prepares and presents staff reports; attends City Council meetings as needed;

Regularly and predictably attends work; and

Performs related duties as assigned.

City of El Segundo
General Services Superintendent (At-Will)
Class Code: XXXX

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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

Knowledge of:

Federal, State and City rules, regulations, policies, and procedures related to operation, maintenance and construction of public facilities and systems, vehicles, and equipment;

Project management and contract administration principles and techniques;

Budget preparation and expenditure control;

Related OSHA safety requirements, safety programs and practices;

Principles and practices of effective supervision, training, and performance evaluation;

Procedures and techniques of budget preparation and administration;

English grammar, spelling, vocabulary, and punctuation;

Safe work practices;

Business and report writing; and

Modern office practices, methods, procedures, and equipment.

Skill in:

Planning, organizing, coordinating, and directing building services and public works related functions, programs, activities, and operations;

Understanding and applying complex regulations, procedures, and guidelines;

Assessing objectives and operational requirements to develop and implement appropriate operational policies and procedures;

Managing, developing, motivating, and evaluating employees;

Managing special projects, activities, and programs;

Using personal computers and related software;

Preparing and presenting clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials;

Conducting studies, preparing comprehensive reports, and determining cost effective ways for providing the assigned services;

City of El Segundo
General Services Superintendent (At-Will)
Class Code: XXXX

Supervising, training, and evaluating assigned staff;

Interpreting applicable laws, rules, and regulations;

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

Preparing and administering a budget;

Gaining cooperation through discussion and persuasion;

Appearing for work on time;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism;

Working under pressure, handling significant problems and tasks that arise simultaneously and/or unexpectedly;

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

May be required to work evenings and extended hours.

QUALIFICATIONS:

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

Experience: Five (5) years of program administration experience in a public works program area(s), including two (2) years of supervisory experience.

Education: Equivalent to a Bachelor's degree (minimum 120 units) in Business, Public Administration or a directly related field

OR

Experience: Seven (7) years of program administration experience in a public works program area(s), including two (2) years of supervisory experience.

Education: Equivalent to the completion of the twelfth grade supplemented by specialized training and/or certification in Plumbing, Electrical, HVAC, or Aquatic Facility Operation.

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

City of El Segundo
General Services Superintendent (At-Will)
Class Code: XXXX

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

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

Unrepresented Management and Confidential
Revision Date: September 2006
Revision Date: December 20, 2022

RESOLUTION NO. _____

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

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

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

Classification	Salary Range
General Services Superintendent (At-Will)	\$10,233.12 - \$12,279.74 Monthly

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

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

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

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

SECTION 6: This Resolution is effective December 20, 2022 and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 20th day of December, 2022.

Drew Boyles,
Mayor

ATTEST:

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

Examination Plan

General Services Superintendent (At-Will)

Open-Competitive and/or Closed Promotional

Structured Technical and/or Career Preparation Interview Weighted 100%

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



City Council Agenda Statement

Meeting Date: December 20, 2022

Agenda Heading: Staff Presentations

Item Number: D.8

TITLE:

Certified Unified Program Agency 2022 Program Evaluation

RECOMMENDATION:

1. Receive and file the Certified Unified Program Agency 2022 program evaluation.
2. Alternatively, discuss and take other possible action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

In 1994, Senate Bill 1082 established the Unified Program to consolidate various hazardous material and environmental-related oversight programs. The State of California ("State") certified the City of El Segundo as a local Certified Unified Program Agency ("CUPA") via the El Segundo Fire Department ("ESFD") in 1997. The ESFD Environmental Safety Division oversees the CUPA, which is tasked with regulatory oversight, administration, permitting, inspection, and enforcement of six state-regulated environmental programs:

- Aboveground Petroleum Storage Act ("APSA") Program
- Area Plans for Hazardous Materials Emergencies
- California Accidental Release Prevention ("CalARP") Program
- Hazardous Materials Business Plan ("HMBP") Program
- Hazardous Waste Generator and Onsite Hazardous Waste Treatment (Tiered Permitting) Programs
- Underground Storage Tank ("UST") Program

The overall efforts of the El Segundo CUPA, in collaboration with the California Environmental Protection Agency ("CalEPA"), Department of Toxic Substance Control

Certified Unified Program Agency 2022 Program Evaluation

December 20, 2022

Page 2 of 3

("DTSC"), State Water Resource Control Board (State Water Board), CAL FIRE- Office of the State Fire Marshal ("CAL FIRE-OSFM"), and other State and County agencies are geared towards ensuring community safety related to hazardous materials.

DISCUSSION:

California Environmental Protection Agency ("CalEPA") triennially reviews and assesses the Certified Unified Program Agencies ("CUPAs") through performance evaluations that are conducted by an evaluation team comprised of representative staff from each of the state agencies (CalEPA, DTSC, State Water Board, and CAL FIRE-OSFM). The evaluation team uses a spectrum of performance measures and criteria and data entered in the California Environmental Reporting System ("CERS") to conduct the assessment. The final performance evaluation results are documented on a Final Summary of Findings Report, which includes the following:

- Accomplishments, Examples of Outstanding Implementation and Challenges;
- Deficiencies and associated corrective actions;
- Incidental findings and associated resolutions; and
- Observations and recommendations.

The 2022 Preliminary Summary of Findings results are as follows:

- One (1) deficiency for Underground Storage Tank ("UST") closure letters that require more detail.
- Five (5) Incidental Findings: Some Hazardous Materials Business Plan ("HMBP") site maps are missing some components, Underground Storage Tank ("UST") permit language needs to be updated with current regulations and Health and Safety Code, local ordinance (Sec. 5-5B-1) requires update with most recent California Code of Regulations and Health and Safety Code citations, Inspection and Enforcement Plan requires update with amended Health and Safety Code provisions, and required review of data transfer between data management software and the California Environmental Reporting System ("CERS").
- Achievements and accomplishments that the Certified Unified Program Agency ("CUPA") was commended for included, without limitation, offering training to regulated facilities and industry groups, agency representation as members and board members in various groups, committees, task forces, etc., and outstanding program implementation.

The Final Summary of Findings Report will be issued in January 2023. Throughout the evaluation process, the Certified Unified Program Agency ("CUPA") works closely with State agencies to take corrective actions for the identified deficiencies and incidental findings.

Certified Unified Program Agency 2022 Program Evaluation

December 20, 2022

Page 3 of 3

CITY STRATEGIC PLAN COMPLIANCE:

Goal 2: Support Community Safety and Preparedness

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

PREPARED BY:

Valeria Rendon, Senior Administrative Specialist

REVIEWED BY:

Deena Lee, Fire Chief

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: December 20, 2022

Agenda Heading: Committees, Commissions and Boards
Presentations

Item Number: E.9

TITLE:

Open the Recruitment Process for Positions on the City's Committees, Commissions and Boards

RECOMMENDATION:

1. Direct staff to open the recruitment process for the positions on the CCBs, as listed.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

Committees, Commissions and Boards (CCB's) are a critical component of our local government in El Segundo. Members provide an important service in advising City Council and City staff on a wide variety of policy matters and making recommendations. Members are appointed by City Council and work hand-in-hand with City staff in fostering new and innovative programs and improved services for our residents and community.

DISCUSSION:

Pursuant to Government Code §54972, attached is the Local Appointments List of the positions on Committee, Commissions and Boards that will expire in the year 2023.

Application forms, the anticipated vacancies in the year 2023 and the background information list are posted on the City's website at www.elsegundo.org or may be obtained from the Council Office at City Hall or, upon request, will be mailed or emailed to interested persons.

**Open the Recruitment Process for Positions on the City's Committees,
Commissions and Boards
December 20, 2022
Page 2 of 2**

To apply to any CCB, potential candidates should contact City Hall at 310-524-2302, for an application or visit the City's website www.elsegundo.org. Interviews of candidates are set by the City Council when a sufficient number of candidates have applied for a position.

CITY STRATEGIC PLAN COMPLIANCE:

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

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

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

PREPARED BY:

Mishia Jennings, Executive Assistant to City Council

REVIEWED BY:

Darrell George, City Manager , Barbara Voss, Deputy City Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. 2023 Local Appointments List

CITY OF EL SEGUNDO
LOCAL APPOINTMENTS LIST
(COMMISSIONS, COMMITTEES, AND BOARDS)
Positions to Open in Year 2023 Posted pursuant to Govt Code § 54972
TO APPLY, CONTACT CITY HALL ADMINISTRATION, 310-524-2302

TERM EXPIRES/OPENINGS

MAY

RECREATION & PARKS COMMISSION: (4 Yr Term – No Term Limit - All Residents)

Lee Davis (*re-apptd 7/16/19 to 2nd full 4-yr term*) 5/30/23

JUNE

ARTS AND CULTURE ADVISORY COMMITTEE: (3 Yr Term – No Term Limit – Residents/Vested Members in the Arts)

Joanna Bowe (*appt 9/7/21 to a partial term*) 06/30/23
 Jane Burrell (*appt 9/7/21 to a partial term*) 06/30/23
 Brian Mitchell (*appt 9/7/21 to a partial term*) 06/30/23
 Joan Palmer (*appt to 9/7/21 to a partial term*) 06/30/23

LIBRARY BOARD OF TRUSTEES: (3Yr Term – No Term Limit - All Residents)

Kristie Sherrill (*apptd 5/18/21 to 2nd full term*) 6/30/23
 Sara Whelan (*re-apptd 5/18/21 to 3rd full term*) 6/30/23

PLANNING COMMISSION: (4 Yr Term – No Term Limitation) (All Residents)

Kevin Maggay (*apptd 4/20/21 to a partial term*) 6/30/23

OCTOBER

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE: (3 Yr Term - No Term Limit; comprised of 9-members who must be residents, business members or students based in El Segundo)

Genesis Jackson (*appt 4/19/22 to a partial term*) 10/31/23
 Avery Smith (*appt 10/6/20 to a partial term*) 10/31/23
 Christina Vazquez-Fajardo (*appt to a 10/6/20 partial term*) 10/31/23

(CIPAC) CAPITAL IMPROVEMENT PROGRAM ADVISORY COMMITTEE: (3 Yr Term - No Term Limit; 2 Bus. and/or 3 Residents; Meets: Jan. Thru May, each year, bi-weekly or as needed, 7 pm, City Hall)

Connie Pallini-Tipton (*appt 11/14/22 to a partial term*) 10/31/23

ENVIRONMENTAL COMMITTEE: (3 Yr Term – No Term Limit – 3 Residents/3 Business Person/1ESUSD)

Corrie Zupo (*appt 8/20/19 to 2nd full term*) 10/31/23

Council Approval:
 Posted:
 By:

THIS LIST IS TO REMAIN POSTED ALL YEAR -- DO NOT REMOVE



City Council Agenda Statement

Meeting Date: December 20, 2022

Agenda Heading: Committees, Commissions and Boards
Presentations

Item Number: E.10

TITLE:

Announce Appointments to the Diversity, Equity, and Inclusion Committee

RECOMMENDATION:

1. Announce appointments to the Diversity, Equity, and Inclusion Committee.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

The Diversity, Equity, and Inclusion Committee (DEI) was established July 21, 2020, for the purpose of advising the City Council on issues of diversity, equity, and inclusion. This work includes examination of four key City areas to produce a clear picture of the current practices, as well as the El Segundo community's sentiments towards these practices. Upon finding areas for improvement, the DEI Committee shall make recommendations to City Council intended to address any marginalized or underrepresented segment of our community. The Committee is a standing advisory committee that serves at the behest of the City Council. The four initial study topics are as follows: 1) Public Safety (including a review of Police Department policies, practices, training, and future directions), 2) Citywide Organization (including a review of City government policies, practices, training, etc.) 3) Community At-large (including a review of City demographic data, history, trends, etc.) 4) Local Economy (including a review of private sector diversity policies, training, etc.)

DISCUSSION:

The Diversity, Equity, and Inclusion Committee is a 9-member committee, comprised of residents or property owners, business members, or students of a public or private school based in El Segundo.

**Announce the appointments to the Diversity, Equity, and Inclusion Committee
December 20, 2022
Page 2 of 2**

There are two openings on the DEI: one full term, one partial term.

Candidate	Applying to: DEI
1. Lewis Hill	Full Term, October 31, 2025
2. Emily Atmore	Partial Term, October 31, 2024

CITY STRATEGIC PLAN COMPLIANCE:

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

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

PREPARED BY:

Mishia Jennings, Executive Assistant to City Council

REVIEWED BY:

Barbara Voss, Deputy City Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: December 20, 2022

Agenda Heading: Mayor Boyles

Item Number: 11

TITLE:

Mr. S. Claus' Annual Request for a Conditional Use Permit, Business License, and Various Waivers

RECOMMENDATION:

1. Approve and immediately issue a Conditional Use Permit to Mr. S. Claus.
2. Approve the use of air rights and waive the Santa Monica Radial 160 R procedure (FAA should be contacted).
3. Grant a free business license to S. Claus Enterprises, a non-profit organization.
4. Waive ESMC 8-4-11B (Driveway Permits Required) and ESMC 8-5-11 (Parking on Grades).
5. Waive the Noise Ordinance (ESMC 7-2-3) to permit the clatter of reindeer hooves, the shouting of reindeer names, and the sound of bells on December 24 and 25, 2022.
6. Waive the Trespass Ordinance (ESMC 7-6-3) to allow Mr. S. Claus to deliver gifts.
7. Waive the Animal Control Ordinance (ESMC 6-2-1) including section 6-2-8 dealing with "Animals at Large" to allow eight reindeer to land on rooftops in El Segundo.
8. Waive of the Pooper-Scooper Regulations (ESMC 7-1-4).

Additionally, Mr. S. Claus has been directed to the Coastal Commission for clearance over the ocean; the DMV for a valid vehicle registration; the Department of Health and Welfare to ensure his elves are receiving minimum wage; and the Air Quality Management District to ensure a safe and clear sleigh ride.

FISCAL IMPACT:

None.

BACKGROUND:

Were Mr. S. Claus required to take the time to obtain all of the necessary permits, he would not be able to start his business until after June 1, 2023.

DISCUSSION:

Since Mr. S. Claus has shown good faith during previous business endeavors, and his business would be welcomed by the community as a whole. The City Council should waive the fees and permits required.

CITY STRATEGIC PLAN COMPLIANCE:

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

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

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

PREPARED BY:

Mishia Jennings, Executive Assistant to City Council

REVIEWED BY:

Barbara Voss, Deputy City Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None