



# AGENDA

EL SEGUNDO CITY COUNCIL  
SPECIAL MEETING  
MONDAY, MAY 6, 2024

1:00 PM  
BUDGET STUDY SESSION

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

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

Tracy Weaver, City Clerk  
Matthew Robinson, City Treasurer

## Executive Team

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

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

### MISSION STATEMENT:

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

### VISION STATEMENT:

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

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

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

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

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

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

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

**1:00 PM – CONVENE OPEN SESSION – CALL TO ORDER / ROLL CALL**

**PLEDGE OF ALLEGIANCE –**

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

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

**A. PROCEDURAL MOTIONS**

**Read All Ordinances and Resolutions on the Agenda by Title Only**

Recommendation -

Approval

**B. STAFF PRESENTATIONS**

**1. FY 2024-25 Budget Study Session**

Recommendation -

1. City Council to conduct a Budget Study Session and provide direction as necessary.
2. Alternatively, discuss and take other action related to this item.

**ADJOURNMENT**

POSTED:

DATE: May 3, 2024

TIME: 10:00 AM

BY: Tracy Weaver, City Clerk



## City Council Agenda Statement

Meeting Date: May 6, 2024

Agenda Heading: Staff Presentations

Item Number: B.1

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### TITLE:

FY 2024-25 Budget Study Session

### RECOMMENDATION:

1. City Council to conduct a Budget Study Session and provide direction as necessary.
2. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

Total proposed FY 2024-2025 budget appropriations (for all funds) equal \$215,014,292 with off-setting estimated revenues and use of reserves. Of these amounts, proposed general fund appropriations equal \$98,704,537 with off-setting estimated revenues and use of reserves. All applicable City financial policies are being fully adhered to.

### BACKGROUND:

### DISCUSSION:

- I. Study Session Overview
- II. Background Items
- III. Proposed FY 2024-25 Budget
  - A. Overview of Revenues, Expenditures, and Fund Balance
  - B. Departmental Budgets
  - C. Capital Improvement Program

### CITY STRATEGIC PLAN COMPLIANCE:

**FY 2024-25 Budget Study Session**

**May 6, 2024**

**Page 2 of 2**

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:**

Paul Chung, Chief Financial Officer

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Exhibit A - Master Budget Study Session File FY24-25
2. Exhibit B - General Fund Reserve Policy
3. Exhibit C - Economic Uncertainty Reserve Policy
4. Exhibit D - Topgolf Revenue Allocation Policy
5. Exhibit E - Proposed 5 Year CIP Program
6. Exhibit F - Personnel Summary FY2024-25
7. Exhibit G - Areas of Focus by Department FY 2024-25

Department		001 GENERAL FUND CITY COUNCIL			
		Actual FY 21-22	Actual FY 22-23	Adopted FY 23-24	Adopted FY 24-25
<b>(001) GENERAL FUND</b>		<b>335,424</b>	<b>257,563</b>	<b>235,329</b>	<b>229,272</b>
<b>Salaries &amp; Benefits</b>		<b>300,157</b>	<b>181,734</b>	<b>165,192</b>	<b>177,116</b>
4101	Salaries Full Time	160,207	54,475	51,277	54,000
4201	Retirement CalPERS	10,149	2,720	4,574	4,402
4202	FICA	11,783	3,643	3,923	4,131
4203	Workers' Compensation	1,492	549	359	378
4204	Group Insurance	116,526	120,348	105,059	114,205
4210	OPEB Expense	-	-	-	-
<b>Maintenance &amp; Operations</b>		<b>35,267</b>	<b>75,828</b>	<b>70,138</b>	<b>52,156</b>
5204	Operating Supplies	1,360	3,339	2,600	3,000
5206	Computer Supplies	-	-	-	6,250
5220	Computer Refresh Program Equipment	-	-	-	-
6201	Advertising/Publishing	1,100	1,100	4,000	5,000
6208	Dues & Subscriptions	194	7,473	31,200	10,000
6213	Meetings & Travel	14,756	18,737	18,000	18,000
6214	Professional & Technical	7,750	35,857	-	-
6219	Network Operating Charge	1,700	1,700	1,938	2,006
6253	Postage	1	23	400	400
6254	Telephone	8,406	7,599	7,000	2,500
6403	Sister City	-	-	5,000	5,000
<b>Grand Total</b>		<b>335,424</b>	<b>257,563</b>	<b>235,329</b>	<b>229,272</b>

**CITY OF EL SEGUNDO**  
**Adopted Budget Summary By Account**  
**Fiscal Year 2024-2025**

Department	001 GENERAL FUND CITY ATTORNEY			
	Actual FY 21-22	Actual FY 22-23	Adopted FY 23-24	Adopted FY 24-25
<b>(001) GENERAL FUND</b>	<b>752,602</b>	<b>1,072,592</b>	<b>835,450</b>	<b>935,450</b>
<b>Maintenance &amp; Operations</b>	<b>752,602</b>	<b>1,072,592</b>	<b>835,450</b>	<b>935,450</b>
6214 Professional & Technical	8,500	-	-	-
6253 Postage	-	-	150	150
6254 Telephone	-	-	300	300
6301 Legal Counsel	576,409	689,686	495,000	655,000
6302 Plaintiff/Defense Litigation	23,076	216,402	220,000	150,000
6310 Labor Negotiation	131,659	166,477	100,000	100,000
6311 Code Enforcement	12,959	27	20,000	30,000
<b>Grand Total</b>	<b>752,602</b>	<b>1,072,592</b>	<b>835,450</b>	<b>935,450</b>

**CITY OF EL SEGUNDO**  
**Adopted Budget Summary By Account**  
**Fiscal Year 2024-2025**

Department	001 GENERAL FUND CITY CLERK			
	Actual FY 21-22	Actual FY 22-23	Adopted FY 23-24	Adopted FY 24-25
<b>(001) GENERAL FUND</b>	<b>453,884</b>	<b>387,475</b>	<b>516,545</b>	<b>676,095</b>
<b>Salaries &amp; Benefits</b>	<b>346,548</b>	<b>275,021</b>	<b>414,620</b>	<b>487,752</b>
4101 Salaries Full Time	237,357	191,361	311,450	363,620
4102 Salaries Part Time	21,988	7,263	-	-
4103 Overtime	1,730	998	-	-
4117 Opt - Out Payments	-	-	-	-
4201 Retirement CalPERS	21,633	22,270	26,147	34,080
4202 FICA	23,133	14,462	23,826	27,817
4203 Workers' Compensation	1,825	1,397	2,180	2,545
4204 Group Insurance	38,882	37,270	51,017	59,690
4207 CalPERS UAL Expense	-	-	-	-
4210 OPEB Expense	-	-	-	-
<b>Maintenance &amp; Operations</b>	<b>107,336</b>	<b>112,454</b>	<b>101,925</b>	<b>188,343</b>
5204 Operating Supplies	6,386	14,872	7,000	7,000
5220 Computer Refresh Program Equipment	-	-	-	-
6201 Advertising/Publishing	1,456	2,915	11,500	13,500
6206 Contractual Services	-	-	-	-
6207 Equipment Replacement Charge	-	-	-	-
6208 Dues & Subscriptions	1,071	820	2,450	2,990
6211 Insurance & Bonds	1,000	1,000	-	-
6213 Meetings & Travel	6,884	3,354	10,000	10,500
6214 Professional & Technical	59,390	56,222	30,200	107,500
6219 Network Operating Charge	10,300	6,953	7,925	8,203
6223 Training & Education	1,032	3,090	4,650	7,450
6224 Vehicle Operating Charge	-	-	-	-
6253 Postage	225	141	200	200
6254 Telephone	2,755	2,299	4,000	4,000
6255 ESMC Recodification	7,586	12,000	12,000	15,000
6260 Equipment Leasing Costs	9,252	8,788	12,000	12,000
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
8104 Equipment	-	-	-	-
<b>Grand Total</b>	<b>453,884</b>	<b>387,475</b>	<b>516,545</b>	<b>676,095</b>



**CITY OF EL SEGUNDO**  
**Adopted Budget Summary By Account**  
**Fiscal Year 2024-2025**

Department	001 GENERAL FUND CITY MANAGER			
	Actual FY 21-22	Actual FY 22-23	Adopted FY 23-24	Adopted FY 24-25
<b>(001) GENERAL FUND</b>	<b>2,326,656</b>	<b>2,602,671</b>	<b>2,903,270</b>	<b>2,926,007</b>
<b>Salaries &amp; Benefits</b>	<b>1,556,014</b>	<b>1,746,474</b>	<b>1,862,937</b>	<b>1,956,522</b>
4101 Salaries Full Time	1,033,240	1,196,934	1,251,001	1,372,048
4102 Salaries Part Time	217,192	149,461	189,190	123,710
4103 Overtime	9,761	7,239	10,000	10,000
4117 Opt - Out Payments	-	-	-	-
4118 Replacement Benefit Contributions	7,715	3,275	-	-
4201 Retirement CalPERS	85,213	119,762	108,783	132,623
4202 FICA	84,413	98,062	101,644	103,572
4203 Workers' Compensation	18,337	22,425	26,431	19,207
4204 Group Insurance	80,731	101,889	138,559	148,495
4207 CalPERS UAL Expense	-	-	-	-
4210 OPEB Expense	-	-	-	-
4210 OPEB liability	-	-	-	-
4211 401(a) Employer's Contribution	15,743	36,178	25,330	36,607
4221 Car Allowance	3,669	11,250	12,000	10,260
<b>Maintenance &amp; Operations</b>	<b>770,643</b>	<b>856,196</b>	<b>1,010,333</b>	<b>969,486</b>
5201 Office Supplies	89	193	2,000	2,500
5204 Operating Supplies	28,595	45,381	54,800	56,700
5220 Computer Refresh Program Equipment	-	-	-	-
6201 Advertising/Publishing	225,488	287,719	349,500	319,500
6203 Copy Machine Charges	-	-	-	-
6205 Other Printing & Binding	-	1,065	9,500	14,500
6206 Contractual Services	212,763	187,139	152,000	157,700
6207 Equipment Replacement Charge	13,171	22,629	22,629	24,940
6208 Dues & Subscriptions	26,917	43,241	40,940	81,722
6213 Meetings & Travel	43,429	31,302	36,350	43,990
6214 Professional & Technical	81,089	175,503	244,095	183,600
6215 Repairs & Maintenance	1,029	998	1,200	1,200
6217 Software Maintenance	6,719	6,964	7,140	7,140
6219 Network Operating Charge	13,800	11,650	13,279	13,744
6223 Training & Education	-	1,525	7,500	7,100
6253 Postage	14	8	150	150
6254 Telephone	6,758	6,759	5,250	6,000
6260 Equipment Leasing Costs	-	-	-	-
6401 Community Promotion	1,999	-	4,000	4,000
6406 LAX Master Plan Intervention	108,782	34,119	60,000	45,000
6407 State and Local Lobbyist	-	-	-	-
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>-</b>
8105 Automotive	-	-	30,000	-
8108 Computer Hardware	-	-	-	-
<b>Grand Total</b>	<b>2,326,656</b>	<b>2,602,671</b>	<b>2,903,270</b>	<b>2,926,007</b>

CITY OF EL SEGUNDO  
 Adopted Budget Summary By Account  
 Fiscal Year 2024-2025

Department	001 GENERAL FUND FINANCE DEPARTMENT			
	Actual FY 21-22	Actual FY 22-23	Adopted FY 23-24	Adopted FY 24-25
<b>(001) GENERAL FUND</b>	<b>2,235,699</b>	<b>2,489,085</b>	<b>2,472,453</b>	<b>2,895,246</b>
<b>Salaries &amp; Benefits</b>	<b>1,775,418</b>	<b>2,052,467</b>	<b>2,000,007</b>	<b>2,277,922</b>
4101 Salaries Full Time	1,337,662	1,536,148	1,529,576	1,708,347
4102 Salaries Part Time	7,621	31,560	18,000	5,408
4103 Overtime	5,630	2,936	7,500	4,000
4113 Reimbursable Overtime	-	-	-	-
4117 Opt - Out Payments	483	3,018	2,850	-
4201 Retirement CalPERS	128,462	165,598	130,613	159,775
4202 FICA	106,761	120,043	110,764	128,549
4203 Workers' Compensation	9,495	11,309	10,990	12,170
4204 Group Insurance	179,305	173,435	179,124	246,631
4207 CalPERS UAL Expense	-	-	-	-
4210 OPEB Expense	-	-	-	-
4211 401(a) Employer's Contribution	-	5,410	7,231	8,937
4221 Car Allowance	-	3,010	3,360	4,104
<b>Maintenance &amp; Operations</b>	<b>460,280</b>	<b>428,510</b>	<b>472,446</b>	<b>617,323</b>
4999 Cash Over/Short	100	100	-	-
5201 Office Supplies	-	-	-	-
5204 Operating Supplies	8,629	12,953	12,500	13,200
5214 Housing Supplies	-	-	-	-
5220 Computer Refresh Program Equipment	-	-	-	-
6139 Bank Service Charges	-	-	-	-
6201 Advertising/Publishing	275	560	250	250
6203 Copy Machine Charges	1,300	-	-	-
6205 Other Printing & Binding	1,914	1,639	1,850	1,850
6206 Contractual Services	1,696	-	-	-
6207 Equipment Replacement Charge	985	-	-	-
6208 Dues & Subscriptions	2,711	2,053	5,425	4,920
6213 Meetings & Travel	16,479	22,030	40,300	43,450
6214 Professional & Technical	368,561	327,213	336,750	476,150
6217 Software Maintenance	840	840	2,000	-
6219 Network Operating Charge	37,900	37,900	43,199	44,711
6223 Training & Education	3,986	8,414	12,100	14,350
6245 Employee Recognition	-	182	1,000	1,000
6253 Postage	3,513	4,379	6,100	6,100
6254 Telephone	11,392	10,247	10,972	11,342
6260 Equipment Leasing Costs	-	-	-	-
<b>Capital Outlay</b>	<b>-</b>	<b>8,108</b>	<b>-</b>	<b>-</b>
8104 Equipment	-	8,108	-	-
<b>Grand Total</b>	<b>2,235,699</b>	<b>2,489,085</b>	<b>2,472,453</b>	<b>2,895,246</b>

CITY OF EL SEGUNDO  
 Adopted Budget Summary By Account  
 Fiscal Year 2024-2025

Department	001 GENERAL FUND HUMAN RESOURCES DEPARTMENT			
	Actual FY 21-22	Actual FY 22-23	Adopted FY 23-24	Adopted FY 24-25
<b>(001) GENERAL FUND</b>	<b>1,240,818</b>	<b>1,586,742</b>	<b>2,116,401</b>	<b>2,194,785</b>
<b>Salaries &amp; Benefits</b>	<b>695,840</b>	<b>692,114</b>	<b>840,478</b>	<b>918,519</b>
4101 Salaries Full Time	527,624	535,789	666,927	713,274
4102 Salaries Part Time	27,061	-	-	-
4103 Overtime	-	-	-	-
4117 Opt - Out Payments	-	-	-	-
4201 Retirement CalPERS	50,175	54,352	52,782	65,290
4202 FICA	40,320	37,547	43,316	52,126
4203 Workers' Compensation	3,883	3,782	4,496	4,993
4204 Group Insurance	46,777	47,884	59,341	69,795
4207 CalPERS UAL Expense	-	-	-	-
4210 OPEB Expense	-	-	-	-
4211 401(a) Employer's Contribution	-	8,260	9,297	8,937
4221 Car Allowance	-	4,500	4,320	4,104
<b>Maintenance &amp; Operations</b>	<b>544,978</b>	<b>894,628</b>	<b>1,275,922</b>	<b>1,276,265</b>
5201 Office Supplies	-	-	-	-
5204 Operating Supplies	5,354	4,831	6,300	6,300
5206 Computer Supplies	958	5,779	3,500	3,500
5220 Computer Refresh Program Equipment	-	-	-	-
5221 Employee Physicals	21,061	33,211	45,250	45,250
5222 Wellness	6,878	13,441	10,500	10,500
6201 Advertising/Publishing	3,876	7,581	8,500	8,500
6203 Copy Machine Charges	-	-	-	-
6205 Other Printing & Binding	285	-	300	300
6206 Contractual Services	36,875	37,501	37,500	37,500
6207 Equipment Replacement Charge	-	-	-	-
6208 Dues & Subscriptions	1,990	9,059	7,000	7,000
6213 Meetings & Travel	-	5,665	8,000	8,000
6214 Professional & Technical	283,382	507,511	697,200	697,200
6215 Repairs & Maintenance	-	-	120	120
6217 Software Maintenance	-	-	-	-
6219 Network Operating Charge	8,600	8,600	9,802	10,145
6253 Postage	616	643	800	800
6254 Telephone	2,831	3,107	4,560	4,560
6260 Equipment Leasing Costs	-	-	-	-
6262 Testing/Recruitment	147,578	153,077	165,490	165,490
6223 Citywide Training	24,694	97,764	151,100	151,100
6245 Employee Engagement	-	-	100,000	100,000
6221 Tuition Reimbursement	-	-	10,000	10,000
6225 Department Training	-	2,153	10,000	10,000
6231 Employee Service Awards	-	4,703	-	-
<b>Grand Total</b>	<b>1,240,818</b>	<b>1,586,742</b>	<b>2,116,401</b>	<b>2,194,785</b>

**CITY OF EL SEGUNDO**  
**Adopted Budget Summary By Account**  
**Fiscal Year 2024-2025**

Department	001 GENERAL FUND INFORMATION TECHNOLOGY DEPARTMENT			
	Actual FY 21-22	Actual FY 22-23	Adopted FY 23-24	Adopted FY 24-25
<b>(001) GENERAL FUND</b>	<b>2,611,764</b>	<b>3,494,004</b>	<b>3,864,715</b>	<b>4,072,086</b>
<b>Salaries &amp; Benefits</b>	<b>1,053,259</b>	<b>880,967</b>	<b>1,257,863</b>	<b>1,482,785</b>
4101 Salaries Full Time	818,466	648,124	914,186	1,098,661
4102 Salaries Part Time	-	-	-	18,054
4103 Overtime	11,333	6,796	20,000	20,000
4116 Standby Pay	-	-	-	-
4201 Retirement CalPERS	72,092	85,202	80,815	109,016
4202 FICA	59,942	53,711	67,793	82,157
4203 Workers' Compensation	5,808	4,583	38,959	7,811
4204 Group Insurance	85,617	71,092	120,979	132,595
4207 CalPERS UAL Expense	-	-	-	-
4210 OPEB Expense	-	-	-	-
4211 401(a) Employer's Contribution	-	7,659	10,330	9,931
4221 Car Allowance	-	3,800	4,800	4,560
<b>Maintenance &amp; Operations</b>	<b>1,558,505</b>	<b>1,808,150</b>	<b>2,606,852</b>	<b>2,589,301</b>
5204 Operating Supplies	4,281	1,741	5,000	5,000
5206 Computer Supplies	115,710	38,348	47,000	52,000
5220 Computer Refresh Program Equipment	-	-	-	-
6081 Miscellaneous Computer	2,419	-	75,000	70,000
6203 Copy Machine Charges	42,640	46,739	68,500	36,000
6206 Contractual Services	134,406	89,951	229,000	231,650
6207 Equipment Replacement Charge	210,419	266,798	225,646	224,830
6208 Dues & Subscriptions	130	179	4,000	4,000
6213 Meetings & Travel	2,800	722	20,000	20,000
6214 Professional & Technical	749,766	538,409	850,000	680,000
6215 Repairs & Maintenance	16,200	10,800	20,000	20,000
6217 Software Maintenance	718,282	759,358	1,412,204	786,188
6218 Hardware Maintenance	5,435	12,000	102,000	276,000
6219 Network Operating Charge	(506,000)	(432,103)	(515,998)	(534,058)
6223 Training & Education	4,077	6,791	8,000	10,000
6254 Telephone	57,939	52,117	55,000	55,000
6260 Equipment Leasing Costs	-	-	-	-
6245 Employee Engagement	-	253	1,500	1,500
6216 GASB 96 SBITA-Debt Service Principle&Int	-	416,048	-	651,191
<b>Capital Outlay</b>	<b>-</b>	<b>804,887</b>	<b>-</b>	<b>-</b>
8108 Capital/Computer Hardware	-	804,887	-	-
<b>Grand Total</b>	<b>2,611,764</b>	<b>3,494,004</b>	<b>3,864,715</b>	<b>4,072,086</b>

**CITY OF EL SEGUNDO**  
**Adopted Budget Summary By Account**  
**Fiscal Year 2024-2025**

Department	001 GENERAL FUND COMMUNITY DEVELOPMENT DEPARTMENT			
	Actual FY 21-22	Actual FY 22-23	Adopted FY 23-24	Adopted FY 24-25
<b>(001) GENERAL FUND</b>	<b>2,630,101</b>	<b>2,790,513</b>	<b>3,802,120</b>	<b>3,909,187</b>
<b>Salaries &amp; Benefits</b>	<b>2,114,125</b>	<b>2,238,263</b>	<b>2,656,629</b>	<b>2,977,915</b>
4101 Salaries Full Time	1,550,095	1,612,111	1,886,687	2,065,963
4102 Salaries Part Time	13,504	17,694	48,703	88,338
4103 Overtime	16,037	6,364	13,000	18,500
4113 Reimbursable Overtime	55,224	51,930	60,000	60,000
4117 Opt - Out Payments	-	-	-	-
4201 Retirement CalPERS	140,679	187,198	165,735	206,115
4202 FICA	124,754	125,058	144,718	159,840
4203 Workers' Compensation	48,054	46,729	54,421	57,582
4204 Group Insurance	164,892	176,591	267,854	306,306
4205 Uniform Allowance	-	-	-	-
4205 Uniform Allowance	887	410	380	380
4207 CalPERS UAL Expense	-	-	-	-
4209 PARS Expense	-	-	-	-
4210 OPEB Expense	-	-	-	-
4210 OPEB liability	-	-	-	-
4211 401(a) Employer's Contribution	-	9,178	10,330	9,931
4215 Uniform Replacement	-	-	-	400
4217 Early Retirement Incentive	-	-	-	-
4221 Car Allowance	-	5,000	4,800	4,560
<b>Maintenance &amp; Operations</b>	<b>515,975</b>	<b>552,250</b>	<b>1,145,491</b>	<b>931,272</b>
5204 Operating Supplies	26,491	10,319	14,000	14,000
5206 Computer Supplies	162	-	11,800	6,100
5220 Computer Refresh Program Equipment	-	-	-	-
6102 Electric Utility	77	13	-	-
6201 Advertising/Publishing	4,704	9,196	11,000	11,000
6205 Other Printing & Binding	-	-	-	-
6206 Contractual Services	12,040	5,080	50,000	50,000
6207 Equipment Replacement Charge	6,029	6,010	11,390	32,751
6208 Dues & Subscriptions	3,226	5,939	17,380	17,455
6213 Meetings & Travel	1,664	2,668	9,250	11,900
6214 Professional & Technical	393,486	444,257	920,000	675,000
6215 Repairs & Maintenance	-	-	-	-
6219 Network Operating Charge	50,000	47,000	53,571	55,446
6223 Training & Education	4,636	12,926	16,100	21,000
6253 Postage	694	1,556	3,400	6,500
6254 Telephone	9,550	5,136	9,000	11,520
6260 Equipment Leasing Costs	-	-	-	-
6263 Commissioners Expense	3,215	2,150	18,600	18,600
<b>Grand Total</b>	<b>2,630,101</b>	<b>2,790,513</b>	<b>3,802,120</b>	<b>3,909,187</b>

CITY OF EL SEGUNDO  
 Adopted Budget Summary By Account  
 Fiscal Year 2024-2025

Department	001 GENERAL FUND POLICE DEPARTMENT			
	Actual FY 21-22	Actual FY 22-23	Adopted FY 23-24	Adopted FY 24-25
<b>(001) GENERAL FUND</b>	<b>17,845,583</b>	<b>20,039,722</b>	<b>21,611,055</b>	<b>22,734,009</b>
<b>Salaries &amp; Benefits</b>	<b>14,659,914</b>	<b>16,010,176</b>	<b>17,062,790</b>	<b>18,057,775</b>
4101 Salaries Full Time	8,115,268	8,924,734	9,571,773	10,789,157
4102 Salaries Part Time	229,346	139,362	183,405	224,278
4103 Overtime	947,457	1,232,830	900,000	1,082,500
4105 Holiday Pay	489,269	504,362	865,924	557,590
4113 Reimbursable LA County - TRAP	11,895	1,236	-	-
4113 Reimbursable Overtime	86,825	163,803	142,197	-
4117 Opt - Out Payments	3,018	3,518	2,850	-
4118 Replacement Benefit Contributions	46,970	24,557	88,461	88,461
4201 Retirement CalPERS	2,019,644	2,138,865	1,993,113	2,101,546
4202 FICA	267,829	292,948	805,756	290,727
4203 Workers' Compensation	1,198,011	1,285,637	1,183,693	1,303,143
4204 Group Insurance	1,166,027	1,204,006	1,318,778	1,533,210
4205 Uniform Allowance	240	2,831	6,840	8,413
4207 CalPERS UAL	-	-	-	-
4209 PARS Expense	-	-	-	-
4210 OPEB Expense	-	-	-	-
4211 401(a) Employer's Contribution	-	-	-	-
4215 Uniform Replacement	78,115	91,488	-	78,750
<b>Maintenance &amp; Operations</b>	<b>3,180,279</b>	<b>4,029,547</b>	<b>4,299,615</b>	<b>4,676,234</b>
5204 Operating Supplies	63,158	65,332	68,000	74,800
5206 Computer Supplies	2,623	3,447	5,000	5,000
5211 Photo & Evidence Supplies	32,971	5,727	6,500	6,500
5212 Prisoner Meals	-	123	-	-
5215 Vehicle Gasoline Charge	-	527	-	-
5218 Training Materials & Supplies	30,780	35,719	37,000	40,700
5220 Computer Refresh Program Equipment	-	-	-	-
6205 Other Printing & Binding	17,764	16,065	16,000	16,400
6206 Contractual Services	1,646,636	2,192,966	2,422,361	2,597,777
6207 Equipment Replacement Charge	267,994	378,554	479,996	655,616
6208 Dues & Subscriptions	13,037	13,262	10,405	11,430
6211 Insurance & Bonds	375,000	550,000	500,000	500,000
6212 Laundry & Cleaning	6,368	6,622	6,850	7,550
6213 Meetings & Travel	63,453	55,387	55,000	55,000
6214 Professional & Technical	221,401	217,985	232,950	232,750
6215 Repairs & Maintenance	5,875	4,005	7,000	5,000
6216 Rental Charges	15,000	15,000	15,000	15,000
6219 Network Operating Charge	129,300	129,300	147,378	152,536
6223 Training & Education	28,178	35,676	35,000	35,000
6224 Vehicle Operating Charge	225	-	-	-
6225 PD Admin/POST Training & Education	8,511	1,655	-	-
6251 Communication/Mobile Radio	-	-	-	-
6253 Postage	5,180	5,279	3,675	3,675
6254 Telephone	141,462	164,530	125,000	135,000
6260 Equipment Leasing Costs	427	8,498	-	-
6272 Court Costs	-	-	-	-
6273 In-Custody Medical Charges	52,389	53,768	55,000	55,000
6274 Investigations Expense	7,610	12,117	10,000	10,000
6275 K-9 Dog Care Services	7,928	7,108	9,000	9,000
6278 Computer Charges	-	-	-	-
6288 S.W.A.T. Program	12,665	12,868	12,500	12,500
6289 Education Reimbursement	24,343	38,025	40,000	40,000
<b>Capital Outlay</b>	<b>5,390</b>	<b>-</b>	<b>248,650</b>	<b>-</b>
8104 Equipment	5,390	-	-	-
8105 Automotive	-	-	-	-
8103 Capital/Other Improvements	-	-	248,650	-
<b>Grand Total</b>	<b>17,845,583</b>	<b>20,039,722</b>	<b>21,611,055</b>	<b>22,734,009</b>

CITY OF EL SEGUNDO  
 Adopted Budget Summary By Account  
 Fiscal Year 2024-2025

Department	001 GENERAL FUND FIRE DEPARTMENT			
	Actual FY 21-22	Actual FY 22-23	Adopted FY 23-24	Adopted FY 24-25
<b>(001) GENERAL FUND</b>	<b>13,501,668</b>	<b>12,876,872</b>	<b>14,196,502</b>	<b>15,043,226</b>
<b>Salaries &amp; Benefits</b>	<b>12,093,285</b>	<b>11,318,095</b>	<b>12,046,118</b>	<b>12,673,269</b>
4101 Salaries Full Time	5,254,447	4,951,264	6,327,856	6,721,656
4102 Salaries Part Time	153,713	69,872	16,380	31,262
4103 Overtime	26,854	5,250	25,000	30,000
4105 Holiday Pay	285,628	269,393	495,857	285,481
4117 Opt - Out Payments	-	-	-	-
4118 Replacement Benefit Contributions	33,334	7,141	45,000	45,000
4201 Retirement CalPERS	1,349,592	1,403,051	1,298,901	1,320,047
4202 FICA	177,819	155,435	519,182	148,248
4203 Workers' Compensation	1,266,023	1,180,250	880,916	914,094
4204 Group Insurance	864,453	781,802	896,509	932,065
4205 Uniform Allowance	2,303	2,340	1,216	1,976
4207 CalPERS UAL	-	-	-	-
4209 PARS Expense	-	-	-	-
4210 OPEB Expense	-	-	-	-
4211 401(a) Employer's Contribution	-	-	-	-
4215 Uniform Replacement	21,878	28,107	40,800	44,940
4103 Overtime - Professional Development Coverage	277,337	119,480	215,000	175,000
4104 Overtime - Unplanned	-	-	-	395,000
4110 Overtime - Safety Staffing Coverage	1,886,056	1,722,229	1,250,000	970,000
4113 Overtime - Reimbursable	14,804	15	33,500	33,500
4107 Overtime - FLSA Expenditures	479,046	622,466	-	625,000
<b>Maintenance &amp; Operations</b>	<b>1,408,383</b>	<b>1,558,777</b>	<b>2,042,885</b>	<b>2,165,926</b>
5201 Office Supplies	5,059	3,550	6,000	2,000
5203 Repair & Maintenance Supplies	3,564	3,958	10,000	12,400
5204 Operating Supplies	114,541	172,367	251,492	254,700
5207 Small Tools & Equipment	4,413	4,380	12,500	10,500
5214 Housing Supplies	9,886	9,608	18,700	18,720
5218 Training Materials & Supplies	4,493	7,366	11,250	11,250
5220 Computer Refresh Program Equipment	-	-	-	-
5255 CPR Class Operating Supplies	-	-	-	-
5255 CPR Class Supplies	55	1,740	2,500	2,500
6101 Gas Utility	5,894	6,056	8,250	8,250
6102 Electric Utility	32,812	37,683	35,000	38,000
6103 Water Utility	7,820	8,064	10,500	10,500
6201 Advertising/Publishing	2,175	-	6,750	5,000
6205 Other Printing & Binding	279	697	1,150	1,050
6207 Equipment Replacement Charge	176,961	305,211	320,018	379,612
6208 Dues & Subscriptions	10,117	9,624	21,761	16,543
6211 Insurance & Bonds	375,000	350,000	400,000	400,000
6213 Meetings & Travel	44,940	8,331	53,000	59,700
6214 Professional & Technical	342,309	470,370	471,197	545,085
6215 Repairs & Maintenance	37,493	21,391	72,110	104,920
6217 Software Maintenance	33,591	25,570	122,666	-
6219 Network Operating Charge	55,100	10,300	11,740	12,151
6221 Educational Incentive	-	-	-	-
6223 Training & Education	62,040	35,206	74,900	90,900
6249 Fees & Licenses	2,329	-	-	5,783
6251 Communication/Mobile Radio	18,820	4,861	40,906	82,307
6253 Postage	3,278	1,217	1,000	1,100
6254 Telephone	51,786	59,226	42,495	45,955
6257 Public Education	3,627	2,000	22,000	32,000
6259 Breathing Apparatus	-	-	15,000	15,000
6260 Equipment Leasing Costs	-	-	-	-
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>107,500</b>	<b>204,031</b>
8104 Capital/Equipment	-	-	-	-
8104 Equipment	-	-	107,500	-
8105 Automotive	-	-	-	204,031
<b>Grand Total</b>	<b>13,501,668</b>	<b>12,876,872</b>	<b>14,196,502</b>	<b>15,043,226</b>

CITY OF EL SEGUNDO  
 Adopted Budget Summary By Account  
 Fiscal Year 2024-2025

001 GENERAL FUND					
Department	PUBLIC WORKS DEPARTMENT				
	Actual FY 21-22	Actual FY 22-23	Adopted FY 23-24	Adopted FY 24-25	
<b>(001) GENERAL FUND</b>	<b>8,615,544</b>	<b>7,231,148</b>	<b>8,602,036</b>	<b>9,887,258</b>	
<b>Salaries &amp; Benefits</b>	<b>4,297,689</b>	<b>3,127,174</b>	<b>3,703,796</b>	<b>4,370,388</b>	
4101 Salaries Full Time	2,823,324	2,007,260	2,439,101	2,881,644	
4102 Salaries Part Time	123,726	32,386	25,543	25,543	
4103 Overtime	71,842	133,031	91,000	135,000	
4113 Reimbursable Overtime	-	-	-	-	
4116 Standby Pay	26,614	27,410	17,500	29,000	
4117 Opt - Out Payments	6,257	6,992	3,990	6,270	
4201 Retirement CalPERS	262,250	224,365	214,807	282,310	
4202 FICA	237,305	171,318	186,732	222,782	
4203 Workers' Compensation	318,448	207,092	243,714	260,676	
4204 Group Insurance	425,940	307,396	467,819	502,021	
4207 CalPERS UAL Expense	-	-	-	-	
4209 PARS Expense	-	-	-	-	
4210 OPEB Expense	-	-	-	-	
4210 OPEB liability	-	-	-	-	
4211 401(a) Employer's Contribution	-	6,424	7,231	6,951	
4215 Uniform Replacement	1,983	-	3,000	15,000	
4221 Car Allowance	-	3,500	3,360	3,192	
<b>Maintenance &amp; Operations</b>	<b>4,317,855</b>	<b>4,054,063</b>	<b>4,898,240</b>	<b>5,516,870</b>	
5201 Office Supplies	-	82	-	-	
5203 Repair & Maintenance Supplies	77,697	62,898	90,000	90,000	
5204 Operating Supplies	357,304	301,036	454,200	605,200	
5206 Computer Supplies	-	1,000	2,500	2,500	
5207 Small Tools & Equipment	6,333	3,892	18,000	18,000	
5215 Vehicle Gasoline Charge	325,643	308,773	350,000	350,000	
5220 Computer Refresh Program Equipment	-	-	-	-	
6101 Gas Utility	54,041	13,849	57,000	57,000	
6102 Electric Utility	694,418	786,933	615,000	615,000	
6103 Water Utility	318,553	46,900	79,000	79,000	
6104 Electricity Charges	64,763	77,264	50,000	70,000	
6105 Aquatics Gas Utilities	78,703	162,076	200,000	200,000	
6201 Advertising/Publishing	1,508	1,391	5,000	5,000	
6204 Fleet Operating Charge	-	-	-	-	
6205 Other Printing & Binding	-	-	-	-	
6206 Contractual Services	1,701,253	1,599,810	2,095,500	2,302,500	
6207 Equipment Replacement Charge	232,557	99,606	125,813	81,595	
6208 Dues & Subscriptions	6,277	8,786	10,450	10,450	
6209 Dump Fees	-	-	-	-	
6210 Hazard Material Disposal Fee	-	383	3,000	10,000	
6212 Laundry & Cleaning	13,908	9,992	17,500	19,500	
6213 Meetings & Travel	1,013	1,616	12,000	19,500	
6214 Professional & Technical	15,397	27,668	69,000	44,500	
6215 Repairs & Maintenance	80,316	29,667	70,000	70,000	
6216 Rental Charges	487	-	-	-	
6217 Software Maintenance	3,897	2,000	2,000	2,000	
6219 Network Operating Charge	32,200	32,200	36,702	37,987	
6223 Training & Education	2,360	4,679	23,000	33,000	
6224 Vehicle Operating Charge	174,525	307,308	325,000	500,000	
6249 Fees & Licenses	7,764	-	-	21,463	
6253 Postage	692	418	1,125	1,125	
6254 Telephone	28,370	20,759	21,450	21,550	
6260 Equipment Leasing Costs	3,289	-	-	-	
6281 Emergency Facilities Maintenance	300	121,194	140,000	200,000	
6282 Emergency Repair	9,573	11,606	25,000	50,000	
6304 Smoky Hollow Parking in Lieu	24,714	10,277	-	-	
<b>Capital Outlay</b>	<b>-</b>	<b>49,910</b>	<b>-</b>	<b>-</b>	
8104 Equipment	-	49,910	-	-	
<b>Grand Total</b>	<b>8,615,544</b>	<b>7,231,148</b>	<b>8,602,036</b>	<b>9,887,258</b>	



**CITY OF EL SEGUNDO**  
**Adopted Budget Summary By Account**  
**Fiscal Year 2024-2025**

Department	001 GENERAL FUND RECREATION PARK AND LIBRARY DEPARTMENT			
	Actual FY 21-22	Actual FY 22-23	Adopted FY 23-24	Adopted FY 24-25
<b>(001) GENERAL FUND</b>	<b>4,906,060</b>	<b>8,427,089</b>	<b>10,233,080</b>	<b>10,937,426</b>
<b>Salaries &amp; Benefits</b>	<b>3,969,659</b>	<b>5,612,099</b>	<b>7,133,988</b>	<b>7,474,644</b>
4101 Salaries Full Time	1,749,789	2,620,872	2,602,749	2,959,095
4102 ESUSD - Salaries Part Time	60,860	104,002	150,514	118,884
4102 Salaries Part Time	1,329,441	1,521,386	2,956,381	2,818,136
4103 Overtime	16,400	51,879	30,000	52,000
4113 Reimbursable Overtime	-	-	-	-
4116 Standby Pay	717	5,861	-	-
4117 Opt - Out Payments	8,983	6,623	8,550	-
4201 Retirement CalPERS	224,624	323,069	239,106	286,878
4202 FICA	247,394	335,640	425,005	440,075
4203 Workers' Compensation	128,583	271,761	327,702	334,027
4204 Group Insurance	193,811	350,635	375,251	440,695
4205 Uniform Allowance	-	-	-	-
4207 CalPERS UAL Expense	-	-	-	-
4210 OPEB Expense	-	-	-	-
4211 401(a) Employer's Contribution	-	9,178	10,330	10,453
4215 Uniform Replacement	9,057	6,193	3,600	9,600
4221 Car Allowance	-	5,000	4,800	4,800
<b>Maintenance &amp; Operations</b>	<b>936,401</b>	<b>2,814,990</b>	<b>3,099,092</b>	<b>3,412,781</b>
4999 Cash Over/Short	-	-	-	-
5201 Office Supplies	-	13	-	-
5203 Repair & Maintenance Supplies	-	5,824	-	-
5204 Operating Supplies	121,777	263,783	287,393	355,618
5206 Computer Supplies	-	-	-	9,456
5207 Small Tools & Equipment	-	2,277	2,700	2,700
5220 Computer Refresh Program Equipment	-	-	-	-
5501 Adult Books & Other Printed Material	38,722	63,734	75,191	28,656
5501 Books/Other Printed Material	-	-	-	50,300
5503 Author Event/Printed Materials	-	-	-	-
5505 Young Peoples Books	19,980	39	-	-
5507 School Library Material	3,885	-	-	-
6082 Broadband Fiber	-	-	-	-
6101 Gas	9,970	221	10,000	10,000
6101 Gas Utility	-	43,135	50,000	50,000
6102 Electric Utility	49,661	173,011	182,000	184,000
6103 Water Utility	4,273	226,664	264,200	265,024
6201 Advertising/Publishing	14,495	29,709	58,300	66,300
6201 Advertising/Publishing - Library Admin	-	-	-	-
6201 Advertising/Publishing-Library Youth Ser	1,249	722	1,103	1,158
6205 Other Printing & Binding	-	1,851	2,500	2,500
6206 Contractual Services	125,018	905,686	868,195	982,295
6207 Equipment Replacement Charge	5,912	228,063	343,711	319,358
6208 Dues & Subscriptions	4,948	5,212	9,560	9,865
6211 Insurance & Bonds	16,600	16,600	-	-
6212 Laundry & Cleaning	-	7,074	7,500	8,000
6213 Meetings & Travel	2,630	2,855	16,803	24,897
6214 Professional & Technical	239,185	319,762	446,400	522,260
6215 Repairs & Maintenance	22,351	249,804	155,750	207,012
6216 Rental Charges	-	96	-	-
6217 Software Maintenance	-	-	-	-
6219 Network Operating Charge	137,900	137,900	157,181	162,682
6223 Training & Education	10,328	9,829	24,950	28,453
6249 Fees & Licenses	8,435	8,235	18,190	18,250
6253 Postage	33	59	3,000	3,000
6254 Telephone	48,040	60,637	57,050	64,441
6260 Equipment Leasing Costs	154	-	7,350	-
6263 Commissioners Expense	2,000	2,450	2,500	2,500
6277 Resource Databases	24,715	27,371	21,945	6,875
6409 Audiovisual Materials	4,299	1,192	2,205	2,750
6410 E-Books	19,842	21,183	23,415	24,432
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>
8104 Equipment	-	-	-	-
8105 Automotive	-	-	-	50,000
8108 EXPENDITURES	-	-	-	-
<b>Grand Total</b>	<b>4,906,060</b>	<b>8,427,089</b>	<b>10,233,080</b>	<b>10,937,426</b>

Purpose - To mitigate current and future risks and to ensure a balanced budget

While our financial reserves provide us security against unexpected emergencies and contingencies, our policies for setting those target levels should be periodically reviewed to balance our community's level of risk tolerance against our operating expenditure needs.

1. Beginning with the Fund Balance for Fiscal Year ended June 30, 2024, establish target General Fund Unassigned Fund Balance at a minimum of 25% of General Fund Expenditures.
2. The long-term General Fund reserve policy objective is to maintain the target General Fund Unassigned Fund Balance at 25% of General Fund Expenditures.

*Balanced Operating Budget*

The City Council's policy is that General Fund annually adopted Appropriations must not exceed General Fund annually adopted Estimated Revenues.

## Economic Uncertainty (Revenue Offset) Reserve Policy

Purpose - To mitigate current and future risks due to fluctuations in the City's core tax revenues (net of Chevron). These core revenues are Transient Occupancy Tax (T.O.T.), Business License Tax, Sales and Use Tax, Property Tax, and Utility Users Taxes.

Based on a staff recommendation the City Council has elected to adopt a Revenue Offset Reserve Policy to address the instability of the City's Core Revenues.

1. For Fiscal Year ending June 30, 2025, maintain the Economic Fund Uncertainty Balance at \$2,000,000.
2. Thresholds established:
  - a. Minimum target balance of \$2,000,000 in subsequent years.
  - b. The maximum balance shall be any excess reserves as designated by City Council.
3. Once target level is reached, reevaluate the appropriate funding level each fiscal year during the budget adoption process.

### Use of Reserves

This policy requires that these funds be used for balancing the General Fund Operating Budget in those years when the core revenues are experiencing downward swings.

Annually, to determine if the Fund reserves should be used to offset revenue loss, staff will calculate the baseline 5-year rolling average for the aggregate of the five major revenue categories. In a year that the revenues are under performing to this calculation, reserves may be transferred to the General Fund to offset this loss of revenue and reported to City Council.

If revenues are over performing to this calculation the above maximum target level funding should be followed.

# EXHIBIT D

## City of El Segundo Topgolf Revenue Allocation Policy

### **Purpose**

The primary goal of dedicating Topgolf revenues to specific City Council strategic goals and initiatives is to ensure that sufficient funds will be allocated towards the delivery of City Council's direction. Establishing sound policy guidelines promotes adherence to the long-term strategic plan. The City's overall objective is to fund CALPERS pension plan near 100%, to repay the loan owed to the Equipment Replacement Fund, and to establish a dedicated revenue source to the development of much needed infrastructure and capital projects.

### **Policy Background**

The Topgolf facility is projected to generate over \$1,920,000 in recurring General Fund and Golf Fund revenues/investment, including the following:

- Annual \$1,300,000 driving range ground lease payment (with a 10% adjustment every five years);
- Annual \$200,000 Community Benefit Contribution;
- Annual \$200,000 Golf Course and Driving Range Capital Contribution;
- Recurring 3% beverage fee payment at driving range and golf course (with a minimum guarantee of \$200,000 from the driving range); and
- Annual \$20,000 golf course ground lease payment (with a 10% adjustment every five years).

The Topgolf Revenue Allocation Policy is to provide guidance on dedicating this new revenue source towards City Council strategic goals and initiatives related to funding pension liabilities and development of City infrastructure needs. This funding policy should also support the decision-making process of City Council and should be consistent with the overall purpose and goals of the City's pension plan. The proposed Policy recognizes that it is fiscally prudent to do the following:

- Maintain the City's sound financial position;
- Ensure the City has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenditures;
- Protect the City's creditworthiness;

- Ensure that all pension funding decisions are structured to protect both current and future taxpayers, ratepayers, and residents of the City;
- Ensure that City debt is consistent with City's strategic planning goals, objectives, capital improvement program, and operating budget; and
- Ensure existing City infrastructure is properly maintained and developed and there is a dedicated funding source to address these needs.

### **Policy Discussion**

The City is committed to fiscal sustainability by employing long-term financial planning efforts, maintaining appropriate reserve levels, and employing prudent practices in governance, management, budget administration, and financial reporting. This proposed policy is intended to make all relevant information readily available to decision-makers, City employees, and members of the public to improve the quality of decisions, identify policy goals, and demonstrate a commitment to sound, long-term financial planning. Adherence to this proposed policy signals to rating agencies and capital markets that the City is well-managed and able to meet its financial obligations in a timely manner.

The purpose of the funding policy is to establish a framework for funding the repayment of the Equipment Replacement Funds (\$5.6 million) borrowed by the Golf Fund, funding future liabilities associated with the City of El Segundo's defined benefit pension plan, and funding capital maintenance and infrastructure improvement projects within the City.

There are several advantages to developing a policy to address how this new revenue source will be dedicated to implementing City Council's strategic goals and initiatives. These advantages include the following:

- Provides framework to ensure proper management of future liabilities and to minimize effects on operations. Adoption of a funding policy will ensure a disciplined decision-making process, which will contribute to better predictability in funding.
- Having a written summary of the funding policy that is accessible to employees and the public will help improve transparency of funding decisions and increase the understanding of pension and infrastructure funding issues.

### **Policy Framework**

- An annual amount of \$200,000 will be dedicated towards recreation infrastructure;
- After the aforementioned \$200,000 dedication, 60%-70% of the revenue will be dedicated towards funding pension related liabilities;
- 30%-40% of the revenue will be dedicated towards funding the debt owed to the Equipment Replacement Fund; and
- Once the debt to the Equipment Replacement Fund is paid in full, the 30%-40% will be dedicated towards City infrastructure.

# EXHIBIT E

## City of El Segundo Proposed Five-Year Capital Improvement Program

No.	By Fund and Project	Prior Years (Carryover)	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29
<b>Water Fund</b>							
1	Annual Water Main Maintenance	0	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
2	Water Facilities Maintenance	0	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
3	Parks and Median Irrigation Conversion to Reclaimed water	0	350,000	350,000	0	0	0
4	Water Division Office and Maintenance Yard Improvements	0	0	0	465,000	0	0
5	Green Space conversion of the Abandoned Reservoir	0	650,000	0	0	0	0
6	Water Valve Replacements	0	0	300,000	300,000	300,000	300,000
	<b>Total Water Fund</b>	0	4,000,000	3,650,000	3,765,000	3,300,000	3,300,000
<b>Wastewater Fund</b>							
7	Wastewater Infrastructure Replacement (Annual Program)	0	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
	<b>Total Wastewater Fund</b>	0	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
<b>Transportation Funds (Gas Tax/Prop C/SB 1/Measure R/Measure M)</b>							
8	Park Place Extension Transportation Project--Design	0	2,600,000	2,600,000	600,000		0
9	Roadway Rehabilitation (Annual Program)	0	3,000,000	1,300,000	1,300,000	1,300,000	1,300,000
10	El Segundo Blvd. Improvements	786,537	0	0	0	0	0
11	Sidewalk Maintenance Program (Annual Program)	0	250,000	250,000	250,000	250,000	250,000
12	Smoking Hollow Parking	0	0	0	0	0	0
13	Arena Street Improvements	0	0	100,000	0	0	0
	<b>Total Transportation Funds</b>	786,537	5,850,000	4,250,000	2,150,000	1,550,000	1,550,000
<b>Storm Water Fund (Measure W)</b>							
14	Imperial HWY Median Improvements Collaborating with LAWA & City of LA	0	0	600,000	25,000	25,000	25,000
15	Infiltration projects	0	400,000	200,000	400,000	400,000	400,000
16	City Hall Plaza LID Landscape	0	0	0	175,000	0	0
	<b>Total Stormwater Fund</b>	0	400,000	800,000	600,000	425,000	425,000
<b>Special Revenue Funds/Other</b>							
17	Civic Center Remodel (Fund 708)	308,138	0	0	0	0	0
18	ADA Improvements - CDBG Funds	144,000	55,500	50,000	50,000	50,000	50,000
19	Library Elevator (State Grant)	90,000	0	0	0	0	0
20	Library Southwall Water Proofing	90,000	0	0	0	0	0
21	EOC Upgrades (Grant)	322,500	0	0	0	0	0
22	Park Vista Senior Housing ADA Compliance (Senior Housing Fund)	142,000	0	142,000	0	0	0
23	Park Vista Senior Improvements (Senior Housing Fund)	0	36,000	255,000	224,000	737,000	125,000
24A	Measure A Playground	0	600,000	100,000	100,000	100,000	100,000
24B	Playground Replacement (Equipment Replacement Fund)	0	300,000	0	0	0	0
	<b>Total Special Revenue Funds/Other</b>	1,096,638	991,500	547,000	374,000	887,000	275,000
<b>General Fund</b>							
24	Library Elevator	185,000	0	0	0	0	0
25	Library Southwall Waterproofing	123,768	21,232	0	0	0	0
26	EOC Upgrades	107,500	0	0	0	0	0
27	EV Charging station	10,237	100,000	350,000	350,000	0	0
28	Safe Routes to School Projects	0	0	60,000	0	0	0
29	HVAC (Citywide)	748,768	250,000	250,000	250,000	250,000	250,000
30	Citywide Facilities access control	0	0	400,000	400,000	0	0
31	Dog Park Hillside Stabilization	0	0	300,000	0	0	0
32	Main Street Banner Poles Replacement	0	300,000	0	0	0	0
33	Pump station #16	0	0	2,500,000	0	0	0
34	Pump Station #17, pumps replacement	0	0	0	1,500,000	0	0
35	Fire Alarm Panels (Citywide)	0	80,000	0	0	0	0
36	Citywide Misc. Repair	0	100,000	100,000	100,000	100,000	100,000
37	Plumbing (Citywide)	0	100,000	100,000	100,000	100,000	100,000
38	Miscellaneous Electrical (Citywide)	100,000	130,000	130,000	130,000	250,000	250,000
39	Miscellaneous Equipment (Citywide)	0	50,000	50,000	115,000	50,000	50,000
40	Fire Sprinklers (Citywide)	0	0	0	0	0	700,000
41	Main Facilities ADA Compliance Projects	769,934	0	250,000	0	0	0
42	Roofing	0	0	0	130,000	0	0
43	Library Interior Maintenance	0	0	0	0	0	350,000
44	The Plunge Rehabilitation	14,600,000	0	0	0	0	0
45	Recreation Park Projects Phase I Reserve	4,700,000	4,000,000	4,000,000	6,000,000	0	0
46	Recreation Park Projects Phase II Reserve	0	0	0	2,500,000	2,500,000	0
47A	Playground Equipment Replacement	0	0	300,000	300,000	300,000	300,000
47B	Playground Equipment Reserve	0	0	300,000	300,000	300,000	300,000
48	Citywide Projects Reserve	0	0	1,000,000	1,000,000	3,000,000	5,000,000
49	Center Street Storm Drain Improvements	198,768	0	0	0	0	0
50	Main & Imperial Entryway	507,000	0	0	0	0	0
51	Downtown Beautification	100,000	65,000	0	0	0	0
	General CIP reserve	0	0	0	0	0	0
	<b>Total General Fund</b>	22,150,975	5,196,232	10,090,000	13,175,000	6,850,000	7,400,000
	<b>TOTAL CIP (\$1 Projects)</b>	<b>\$24,034,150</b>	<b>\$17,937,732</b>	<b>\$20,837,000</b>	<b>\$21,564,000</b>	<b>\$14,512,000</b>	<b>\$14,450,000</b>

CITY OF EL SEGUNDO  
 FOUR-YEAR PERSONNEL SUMMARY  
 BY DEPARTMENT  
 FISCAL YEARS 2021-2022 TO 2024-2025

EXHIBIT F

DEPARTMENT/POSITION TITLE	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24	ADOPTED FY 2024-25
<b><u>City Council</u></b>				
City Council**	5.00	5.00	5.00	5.00
Executive Assistant	1.00	-	-	-
<b>Total City Council</b>	<b>6.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b><u>City Clerk</u></b>				
City Clerk**	1.00	1.00	1.00	1.00
Assistant City Clerk	-	1.00	1.00	1.00
Deputy City Clerk	-	1.00	1.00	1.00
Deputy City Clerk I	1.00	-	-	-
Deputy City Clerk II	1.00	-	-	-
Records Technician	1.00	1.00	1.00	1.00
<b>Sub-total Full-Time</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b><u>Part-Time FTEs</u></b>				
Office Specialist I	-	-	-	-
<b>Sub-total Part-Time</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total City Clerk</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>** Elected part-time positions</b>				
<b><u>City Manager's Office</u></b>				
City Manager	1.00	1.00	1.00	1.00
Communications & Legislature Affairs Manager	1.00	1.00	-	-
Communications Manager	-	-	1.00	1.00
Community Cable Program Specialist	1.00	1.00	1.00	-
Computer Graphics Designer	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Economic Development Coordinator	1.00	-	-	-
Executive Assistant	1.00	2.00	2.00	2.00
Management Analyst	1.00	1.00	-	-
Media Specialist	-	-	-	1.00
Media Supervisor	1.00	1.00	1.00	1.00
Office Assistant	-	1.00	-	-
Office Specialist I	-	-	1.00	1.00
Senior Management Analyst	-	1.00	1.00	1.00
Special Projects Administrator	-	-	1.00	1.00
<b>Sub-total Full-Time</b>	<b>9.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>



**CITY OF EL SEGUNDO  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT  
FISCAL YEARS 2021-2022 TO 2024-2025**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24	ADOPTED FY 2024-25
<b><u>Part-Time FTEs</u></b>				
Administrative Intern	-	-	-	-
Media Specialist	-	0.50	0.50	0.50
Video Technician	2.85	-	-	-
Senior Video Technician/ II	-	3.08	3.08	2.33
<b>Sub-total Part-Time</b>	<b>2.85</b>	<b>3.58</b>	<b>3.58</b>	<b>2.83</b>
<b>Total City Manager's Office</b>	<b>11.85</b>	<b>14.58</b>	<b>14.58</b>	<b>13.83</b>
<b><u>Information Technology Services</u></b>				
Administrative Specialist	1.00	1.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00	1.00
Information Systems Manager	1.00	1.00	1.00	1.00
Information Systems Specialist	1.00	1.00	1.00	1.00
Information Technology Services Director	1.00	1.00	1.00	1.00
Information Technology Services Manager	-	-	1.00	1.00
Senior Network Assistant	1.00	1.00	1.00	1.00
Technical Services Analyst	3.00	3.00	2.00	2.00
<b>Sub-total Full-Time</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
<b><u>Part-Time FTEs</u></b>				
Administrative Intern	0.50	0.50	0.50	0.50
<b>Sub-total Part-Time</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
<b>Total Information Systems</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>
<b><u>Human Resources Department</u></b>				
Director of Human Resources	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	-	2.00	2.00
Human Resources Assistant	1.00	-	-	-
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Technician	-	2.00	1.00	1.00
Risk Manager	-	-	1.00	1.00
Senior Human Resources Analyst	1.00	1.00	1.00	1.00
<b>Sub-total Full-Time</b>	<b>5.00</b>	<b>5.00</b>	<b>7.00</b>	<b>7.00</b>
<b><u>Part-Time FTEs</u></b>				
Administrative Intern	-	-	-	-
<b>Sub-total Part-Time</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Human Resources Department</b>	<b>5.00</b>	<b>5.00</b>	<b>7.00</b>	<b>7.00</b>

**CITY OF EL SEGUNDO  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT  
FISCAL YEARS 2021-2022 TO 2024-2025**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24	ADOPTED FY 2024-25
<b><u>Finance Department</u></b>				
Chief Financial Officer	1.00	1.00	1.00	1.00
<b>Account Specialist I/II</b>	-	1.00	-	-
Accountant	2.00	2.00	2.00	2.00
Accounting Supervisor	1.00	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00
Administrative Technical Specialist	1.00	1.00	1.00	1.00
City Treasurer**	1.00	1.00	1.00	1.00
Deputy City Treasurer I	1.00	1.00	1.00	1.00
Deputy City Treasurer II	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
License Permit Specialist I/II	2.00	2.00	2.00	2.00
Management Analyst	1.00	-	1.00	1.00
Office Specialist II	1.00	-	-	-
Payroll Accountant	1.00	1.00	1.00	1.00
Purchasing Agent	1.00	1.00	1.00	1.00
Revenue Inspector	1.00	1.00	1.00	1.00
Risk Manager	1.00	1.00	-	-
<b>Senior Management Analyst</b>	-	1.00	-	-
Treasury & Customer Service Manager	1.00	1.00	1.00	1.00
<b>Sub-total Full-Time</b>	<b>20.00</b>	<b>20.00</b>	<b>18.00</b>	<b>18.00</b>
<b><u>Part-Time FTEs</u></b>				
Accountant P/T	-	-	0.50	0.50
Administrative Intern	0.25	-	-	-
Office Specialist	-	-	-	-
<b>Sub-total Part-Time</b>	<b>0.25</b>	<b>-</b>	<b>0.50</b>	<b>0.50</b>
<b>Total Finance Department</b>	<b>20.25</b>	<b>20.00</b>	<b>18.50</b>	<b>18.50</b>

**\*\* Elected part-time positions**

**Police Department**

Administrative Specialist	-	-	1.00	1.00
Chief of Police	1.00	1.00	1.00	1.00
Crime Prevention Analyst I/II	2.00	2.00	2.00	2.00
Crime Scene Investigator II	1.00	1.00	1.00	1.00
Crime Scene Investigator/Property Officer	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	-	-
Police Assistant I/II	6.00	7.00	6.00	5.00
Police Captain	2.00	2.00	2.00	2.00

**CITY OF EL SEGUNDO  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT  
FISCAL YEARS 2021-2022 TO 2024-2025**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24	ADOPTED FY 2024-25
Police Lieutenant	5.00	5.00	5.00	5.00
Police Officer	42.00	42.00	42.00	43.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Sergeant	11.00	11.00	11.00	11.00
Police Services Officer I/II	6.00	5.00	5.00	6.00
Police Trainee	2.00	2.00	3.00	3.00
Senior Management Analyst	-	-	1.00	1.00
<b>Sub-total Full-time</b>	<b>82.00</b>	<b>82.00</b>	<b>83.00</b>	<b>84.00</b>
 <b><u>Part-Time FTEs</u></b>				
Personnel Officer Part-Time	-	-	-	0.50
Police Cadet	3.20	6.26	4.40	4.40
Police Services Officer I/II	-	1.00	0.50	-
<b>Sub-total Part-Time</b>	<b>3.20</b>	<b>7.26</b>	<b>4.90</b>	<b>4.90</b>
 <b>Total Police Department</b>	 <b>85.20</b>	 <b>89.26</b>	 <b>87.90</b>	 <b>88.90</b>
 <b><u>Fire Department</u></b>				
Administrative Specialist	1.00	1.00	1.00	-
Battalion Chief	3.00	3.00	3.00	3.00
Emergency Management Coordinator	1.00	-	1.00	1.00
Environmental Safety Manager	1.00	1.00	1.00	1.00
Fire Captain	9.00	7.00	9.00	9.00
Fire Chief	1.00	1.00	1.00	1.00
Fire Engineer	9.00	9.00	9.00	9.00
Fire Marshal	1.00	1.00	1.00	1.00
Fire Prevention Specialist I/II	2.00	2.00	3.00	3.00
Firefighter	6.00	-	-	-
Firefighter/Paramedic	15.00	21.00	21.00	21.00
Management Analyst (CUPA)	1.00	1.00	1.00	1.00
Principal Environmental Specialist (CUPA)	1.00	1.00	1.00	1.00
Senior Administrative Specialist	-	-	-	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00
<b>Sub-total Full-time</b>	<b>52.00</b>	<b>49.00</b>	<b>53.00</b>	<b>53.00</b>
 <b><u>Part-Time FTEs</u></b>				
Administrative Intern	-	0.25	0.25	-
Fire Prevention Specialist P/T	-	0.50	-	-
License/Permit Specialist II	-	-	-	0.50
<b>Sub-total Part-Time</b>	<b>-</b>	<b>0.75</b>	<b>0.25</b>	<b>0.50</b>
 <b>Total Fire Department</b>	 <b>52.00</b>	 <b>49.75</b>	 <b>53.25</b>	 <b>53.50</b>

**CITY OF EL SEGUNDO  
 FOUR-YEAR PERSONNEL SUMMARY  
 BY DEPARTMENT  
 FISCAL YEARS 2021-2022 TO 2024-2025**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24	ADOPTED FY 2024-25
<b><u>Community Development Department</u></b>				
Director of Community Development	1.00	1.00	1.00	1.00
Administrative Analyst	-	1.00	1.00	2.00
Assistant Planner	1.00	1.00	1.00	2.00
Building Inspector I / II	1.00	1.00	2.00	2.00
Building Safety Manager	1.00	1.00	1.00	1.00
Code Compliance Inspector	1.00	1.00	1.00	1.00
License Permit Specialist I/II	2.00	2.00	2.00	1.00
Plan Check Engineer	2.00	2.00	2.00	2.00
Planning Manager	1.00	1.00	1.00	1.00
Planning Technician	1.00	1.00	1.00	1.00
Principal Planner	2.00	2.00	2.00	1.00
Senior Administrative Specialist	1.00	1.00	1.00	1.00
Senior Building Inspector	2.00	2.00	1.00	1.00
Senior Plan Check Engineer	1.00	1.00	1.00	1.00
<b>Sub-total Full-Time</b>	<b>17.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>
<b><u>Part-Time FTEs</u></b>				
Administrative Analyst	0.67	-	-	-
Code Compliance Inspector	-	1.00	0.50	1.00
<b>Sub-total Part-Time</b>	<b>0.67</b>	<b>1.00</b>	<b>0.50</b>	<b>1.00</b>
<b>Total Community Development Dept.</b>	<b>17.67</b>	<b>19.00</b>	<b>18.50</b>	<b>19.00</b>
<b><u>Public Works Department</u></b>				
Director of Public Works	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00	3.00
Administrative Technical Specialist (Water Fur	2.00	1.00	1.00	1.00
Associate Engineer	-	-	1.00	-
City Engineer	1.00	1.00	1.00	1.00
Custodian	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00
Environmental Programs Manager	-	-	-	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Equipment Mechanic I/II	2.00	2.00	2.00	2.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00
Facilities Systems Mechanic	3.00	3.00	3.00	3.00
Fire Equipment Mechanic	2.00	2.00	1.00	-
General Services Manager	1.00	1.00	-	-
General Services Superintendent	-	-	1.00	1.00

**CITY OF EL SEGUNDO  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT  
FISCAL YEARS 2021-2022 TO 2024-2025**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24	ADOPTED FY 2024-25
Maintenance Craftworker	-	-	-	-
Management Analyst	-	-	1.00	-
Meter Reader / Repairer	-	-	-	1.00
Office Specialist I	-	-	1.00	-
Pool Maintenance Technician	1.00	1.00	1.00	1.00
Principal Civil Engineer	1.00	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00
Senior Civil Engineer	2.00	1.00	1.00	2.00
Senior Engineer Associate	2.00	2.00	1.00	2.00
Senior Equipment Mechanic	-	-	1.00	2.00
Senior Management Analyst	1.00	1.00	-	1.00
Street Maintenance Leadworker	2.00	2.00	2.00	2.00
Street Maintenance Supervisor	1.00	1.00	1.00	1.00
Street Maintenance Worker I/II	6.00	6.00	6.00	6.00
Utilities Superintendent	-	-	1.00	1.00
Wastewater Leadworker	-	-	-	1.00
Wastewater Maintenance Leadworker	1.00	1.00	1.00	-
Wastewater Supervisor	-	-	-	1.00
Water Maintenance Leadworker	2.00	2.00	2.00	2.00
Water Maintenance Worker I/II	4.00	4.00	4.00	2.00
Water Meter Reader/Repairer	1.00	1.00	1.00	-
Water Supervisor	1.00	1.00	1.00	-
Water/Wastewater Maintenance Worker I/II	6.00	6.00	7.00	8.00
Water/Wastewater Supervisor	1.00	1.00	1.00	1.00
<b>Sub-total Full-Time</b>	<b>50.00</b>	<b>48.00</b>	<b>51.00</b>	<b>53.00</b>
<b><u>Part-Time FTEs</u></b>				
Administrative Specialist	-	-	-	-
Custodian	-	-	0.50	0.50
Park Maintenance Workers	3.40	-	-	-
Facilities Maintenance Worker	-	-	-	-
Street Maintenance Worker	-	-	-	-
Water Maintenance Worker I/II	0.50	-	-	-
<b>Sub-total Part-Time</b>	<b>3.90</b>	<b>-</b>	<b>0.50</b>	<b>0.50</b>
<b>Total Public Works Department</b>	<b>53.90</b>	<b>48.00</b>	<b>51.50</b>	<b>53.50</b>
<b><u>Recreation, Parks, and Library Department</u></b>				
Director of Recreation, Parks, and Library	1.00	1.00	1.00	1.00
Director of Recreation & Parks	-	-	-	-
Director of Library Services	-	-	-	-

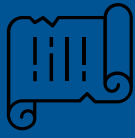
**CITY OF EL SEGUNDO  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT  
FISCAL YEARS 2021-2022 TO 2024-2025**

DEPARTMENT/POSITION TITLE	ADOPTED FY 2021-22	ADOPTED FY 2022-23	ADOPTED FY 2023-24	ADOPTED FY 2024-25
Aquatics Manager	-	-	-	1.00
Cultural Arts Coordinator	1.00	1.00	1.00	1.00
Executive Assistant	1.00	-	-	-
Librarian I	1.00	1.00	1.00	1.00
Librarian II	-	-	-	-
Library Assistant	3.00	3.00	3.00	3.00
Library Service Manager	1.00	1.00	1.00	1.00
Park Facilities Maintenance Technician	1.00	1.00	1.00	1.00
Park Maintenance Superintendent	1.00	1.00	1.00	1.00
Park Maintenance Supervisor	2.00	2.00	2.00	2.00
Park Maintenance Worker II	5.00	5.00	5.00	5.00
Recreation Coordinator	2.00	2.00	2.00	2.00
Recreation Manager	-	-	-	1.00
Recreation Superintendent	1.00	1.00	1.00	-
Recreation Supervisor	4.00	4.00	4.00	4.00
Senior Administrative Analyst	1.00	1.00	1.00	1.00
Senior Administrative Specialist	1.00	1.00	1.00	1.00
Senior Librarian	2.00	2.00	2.00	2.00
Senior Library Assistant	2.00	2.00	2.00	2.00
Tree Maintenance Worker	2.00	2.00	2.00	2.00
<b>Sub-total Full-Time</b>	<b>32.00</b>	<b>31.00</b>	<b>31.00</b>	<b>32.00</b>
<b><u>Part-Time FTEs</u></b>				
Library Assistant	3.80	4.25	5.25	5.15
Library Clerk I	3.50	3.05	3.55	3.50
Lifeguard	38.00	51.50	43.00	15.70
Lifeguard Trainee	-	-	-	4.62
Park Maintenance Worker I	-	2.00	3.00	3.00
Recreation Leader	25.00	16.75	32.00	5.68
Recreation Specialist	-	-	6.08	10.30
Senior Lifeguard	-	-	8.50	4.84
Senior Recreation Leader	-	-	13.20	15.14
Shuttle Driver	-	-	0.76	-
Swim Instructor	-	-	2.00	1.81
<b>Sub-total Part-Time</b>	<b>70.30</b>	<b>77.55</b>	<b>117.34</b>	<b>69.74</b>
<b>Total Recreation, Parks, and Library Department</b>	<b>102.30</b>	<b>108.55</b>	<b>148.34</b>	<b>101.74</b>
Total Full-Time Positions*	286.00	282.00	290.00	294.00
Total Part-Time (FTE's)	81.67	90.64	128.07	80.47
<b>Grand Total</b>	<b>367.67</b>	<b>372.64</b>	<b>418.07</b>	<b>374.47</b>

**CITY OF EL SEGUNDO  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT  
FISCAL YEARS 2021-2022 TO 2024-2025**

<b>DEPARTMENT/POSITION TITLE</b>	<b>ADOPTED FY 2021-22</b>	<b>ADOPTED FY 2022-23</b>	<b>ADOPTED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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\* Includes 7 part-time elected officials.



# City Clerk

## EXHIBIT G

Budget Year	Revenues	Expenditures	Positions FT/PT
FY 2024-25 (Proposed)	N/A	\$676,095	4.0 / 0.0

### Areas of Focus

- Assist County of Los Angeles with the November 8, 2024 General & City Elections
- Prepare Candidate Handbooks, assist candidates during the election process and maintain the City’s website with up-to-date election information
- Expand knowledge of Laserfiche, the City’s document imaging system. Review existing processes, develop a document management process, and expand automation using Laserfiche to support document management
- Coordinate with City Departments the organization and clean-up of the City’s offsite storage, Iron Mountain







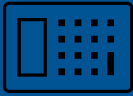
# City Manager

Budget Year	Revenues	Expenditures	Positions FT/PT
FY 2024-25 (Proposed)	N/A	\$2,926,007	11.0 / 2.83

## Areas of Focus

- Work with City Council and direct Department Heads to implement the FY 2022-26 Strategic Plan.
- Implement strategic initiatives to attract new businesses and foster business to business networking and collaboration to retain and grow existing businesses
- Enhance proactive community engagement program to educate and inform the public about City services, programs, and issues
- Support and coordinate key Capital Improvement Program projects
- Monitor Strategic Plan progress, establish baseline and track KPIs



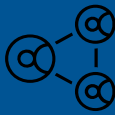


# Finance & Treasury

Budget Year	Revenues	Expenditures	Positions FT/PT
FY 2024-25 (Proposed)	\$88,076,522	\$2,895,246	18.0 / 0.50

## Areas of Focus

- Implementation and transition to a new City-wide ERP system
- Enhance existing revenues and look for new revenue sources
- Utilize the Long-Range Forecast to enable prudent decision making



# Human Resources

Budget Year	Revenues	Expenditures	Positions FT/PT
FY 2024-25 (Proposed)	N/A	\$2,194,785	7.0 / 0.00

## Areas of Focus

- Adopt and implement a Workplace Violence Prevention Plan (“WVPP”) and corresponding training for employees to comply with SB 553/Labor Code Section 6401.9
- Implement Disaster Service Worker training and notification systems for City employees regarding safety and emergency management in the event of a disaster
- Conduct Employee Engagement Survey and develop a plan to increase job satisfaction
- Highlight the benefits and advantages of working for the City of El Segundo to improve the City’s competitive edge for recruitment of top-quality talent through a recruitment video
- Conduct a Fair Labor Standards Act (FLSA) audit of the unrepresented Management Confidential and the Supervisory and Professional employee groups



# Information Systems

Budget Year	Revenues	Expenditures	Positions FT/PT
FY 2024-25 (Proposed)	N/A	\$4,072,086	9.0 / 0.50

## Areas of Focus

- Enhance citizen engagement through the deployment of a new CRM solution (ReportIT replacement)
- Increase cybersecurity through the deployment of multi-factor authentication and continued deployment of single-sign on applications
- Offer enhanced communication and collaboration tools within the City through the deployment of Microsoft Teams
- Streamline city business process by identifying opportunities for the deployment of digital signatures through DocuSign
- Plan for the ERP replacement project kick-off

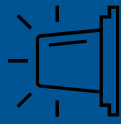
# Community Development



Budget Year	Revenues	Expenditures	Positions FT/PT
FY 2024-25 (Proposed)	\$3,894,800	\$3,909,187	18.0 / 1.0

## Areas of Focus

- Develop live web-based reporting of key performance indicators on City’s website
- Continue roll out of OpenGov permit software for all development permit processing
- Implement land use regulations and programs to encourage development and entitlement projects
- Initiate General Plan Land Use Element Refresh and Update
- Continue community engagement activities to educate and inform public about City services, programs, and issues (City Hall pop-up events, farmers market, etc.)

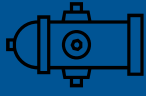


# Police Department

Budget Year	Revenues	Expenditures	Positions FT/PT
FY 2024-25 (Proposed)	\$498,750	\$22,734,009	84.0 / 4.9

## Areas of Focus

- Reduce injury related traffic collisions in the City of El Segundo
- Continue to expand efforts in e-bike awareness, education, and enforcement
- Provide information and awareness to the public through social media and other media outlets
- Partner with city departments and create a city approach to improving homelessness and other quality of life issues



# Fire Department

Budget Year	Revenues	Expenditures	Positions FT/PT
FY 2024-25 (Proposed)	\$1,167,700	\$15,043,226	53.0 / 0.5

## Areas of Focus

- Establish a state-of-the-art EOC to facilitate coordinated emergency response and management
- Re-evaluate overtime needs and focus on filling vacancies
- Partner with the Police Department to address homelessness in a comprehensive and compassionate manner
- Join Police Department’s drone program to increase intelligence during disasters, major incidents, and police related incidents using the Fire's command vehicle and the Police Department’s drone



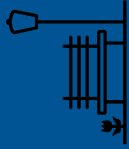
# Public Works

Budget Year	Revenues	Expenditures	Positions FT/PT
FY 2024-25 (Proposed)	\$425,500	\$9,887,258	53.0 / 0.5

## Areas of Focus

- Substantial construction completion of "The Plunge" project
- Design completion for the "Rec Park Renovation, Phase 1" project
- Completion of the "Abandoned Water Reservoir Greenspace" project, adjacent to Hilltop Park
- Completion of the "Entry Sign Feature" at Imperial Hwy & Main Street
- Permanent repairs of heaters at the Aquatic Center
- Implementation of the CIP projects, as approved by the City Council





# Recreation, Parks, and Library

Budget Year	Revenues	Expenditures	Positions FT/PT
FY 2024-25 (Proposed)	\$2,627,500	\$10,937,426	32.0 / 69.74

## Areas of Focus

- Continue supporting the design, renovation, and implementation of projects such as Hilltop Park Reservoir, Rec Park Phase 1, Library operational updates, park signage and table updates, Urho Saari Swim Stadium, and Dog Park
- Build and develop workforce by filling critical vacancies, streamlining hiring and onboarding processes, continue staff development by prioritizing trainings
- Develop programming, processes, and procedures to meet the needs of our community