



AGENDA

EL SEGUNDO CITY COUNCIL
REGULAR MEETING
TUESDAY, DECEMBER 16, 2025

5:30 PM CLOSED SESSION
6:00 PM OPEN SESSION

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

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

Susan Truax, City Clerk

Executive Team

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

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

MISSION STATEMENT:

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

VISION STATEMENT:

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

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

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

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

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.

5:30 PM CLOSED SESSION – CALL TO ORDER / ROLL CALL

PUBLIC COMMUNICATION – (RELATED TO CITY BUSINESS ONLY – UP-TO 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 CITY’S LABOR NEGOTIATOR (GOV’T CODE §54957.6): -1-MATTER(S)

1. Employee Organizations: Management Confidential (Unrepresented Employee Group)
Representative: City Manager, Darrell George, and Human Resources Director, Rebecca Redyk

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

INVOCATION – Pastor Jonathan Elmore, The Bridge

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Baldino

SPECIAL PRESENTATIONS

1. Commendation to Tom Lindsey

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

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

A. PROCEDURAL MOTIONS

Read All Ordinances and Resolutions on the Agenda by Title Only

Recommendation -

Approval

B. CONSENT

2. City Council Meeting Minutes

Recommendation -

1. Approve Regular and Special City Council Meeting minutes from adjourned meeting of December 3, 2025.
2. Alternatively, discuss and take other action related to this item.

3. Warrant Demand Register for November 3, 2025 through November 30, 2025

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 9B-EFT2, 9B-Manual Checks2, 9B-Payroll Warrant2, 10A - EFT2, 10A-Manual Checks2, 10B - EFT, 10B-Manual Checks, 10B-Payroll Warrant, 11A-EFT, and 11A-Manual Checks: warrant numbers 3057641 through 3057664, 3070289 through 3070641, 9003427 through 9003428, and 9100008 through 9100025.
3. Alternatively, discuss and take other action related to this item.

4. Amendment to Agreement No. 7358 with Fire Safety Advisors for Plan Check Services

Recommendation -

1. Approve an amendment to Professional Services Agreement No. 7358 with Fire Safety Advisors, LLC to increase the not-to-exceed sum by \$150,000 for a total sum of \$200,000 for fiscal year 2025-2026 for fire plan check services.
2. Authorize the City Manager to execute the amended agreement (No. 7358A).
3. Alternatively, discuss and take other action related to this item.

5. Resolution Adopting the Updated Capital Asset Policy Effective Fiscal Year 2025-26

Recommendation -

1. Adopt a Resolution adopting the City of El Segundo's Updated Capital Asset Policy, effective Fiscal Year 2025-26.
2. Alternatively, discuss and take any other related action.

6. Resolution Approving Final Vesting Tract Map No. 83236 (EA-1348) for a Subdivision at 2100 East El Segundo Boulevard

Recommendation -

1. Adopt a resolution approving Final Vesting Tract Map No. 83236 and authorizing certain City officials to sign the Map for recording.
2. Alternatively, discuss and take other action related to this item.

7. United States Department of Homeland Security 2024 Urban Area Security Initiatives Grant Program Award and Subaward Agreement with the City of Los Angeles

Recommendation -

1. Authorize the City Manager to execute a subaward agreement with the City of Los Angeles and accept a 2024 Urban Area Security Initiatives Grant for \$70,699.
2. Alternatively, discuss and take other action related to this item.

C. PUBLIC HEARINGS

D. STAFF PRESENTATIONS

8. Introduction of Ordinance Amending the City's Existing Anti-Camping Ordinance to Include Certain Portions of Private Property and to Ensure Access to Nonresidential Buildings

Recommendation -

1. Receive and file an update on the City's homeless outreach program "PATCHES."
2. Introduce and waive the first reading of an Ordinance amending Sections 7-8-3 and 7-8-4 of Chapter 8 (Prohibited Camping) to Title 7 (Nuisances and Offenses) of the El Segundo Municipal Code ("ESMC") to expand current anti-camping prohibitions and find that such actions are exempt from the California Environmental Quality Act, pursuant to

Guidelines §§ 15060(c)(3), 15061(b)(3), and 15378.

3. Schedule a second reading of the ordinance for the January 20 regular City Council meeting or as soon thereafter it may be considered.
4. Alternatively, discuss and take other action related to this item.

9. Crisis Communications Plan Update

Recommendation -

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

10. Update re Candy Cane Lane (1100-1200 blocks of East Acacia Avenue)

Recommendation -

1. Receive and file update regarding Candy Cane Lane, including updates relating to traffic, parking and food sales at the event.
2. Provide direction to staff as needed.
3. Alternatively, discuss and take any other related action.

11. Contract with Recreation Technologies, Inc.

Recommendation -

1. Exempt the City's formal bidding requirements pursuant to El Segundo Municipal Code §§ 1-7-9(A) and 1-7-9 (C) and award a contract to Recreation Technologies, Inc.
2. Authorize the City Manager to execute a contract with Recreation Technologies, Inc. for \$237,310 for a four-year term.
3. Alternatively, discuss and take other action related to this item.

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS

12. Recruitment Process for Positions on the Committees, Commissions and Boards

Recommendation -

1. Direct staff to open the recruitment process for the positions on the Committees, Commissions and Boards that expire in 2026.

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

F. REPORTS - CITY CLERK

G. REPORTS - COUNCIL MEMBERS

Council Member Keldorf

Council Member Giroux

Council Member Boyles

Mayor Pro Tem Baldino

Mayor Pimentel

13. 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, 2025.
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.

H. REPORTS - CITY ATTORNEY

I. REPORTS/FOLLOW-UP - CITY MANAGER

CLOSED SESSION

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

REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

MEMORIALS

ADJOURNMENT

POSTED:

DATE: December 11, 2025
TIME: 4:30 PM
BY: Susan Truax, City Clerk

Proclamation

City of El Segundo, California



- WHEREAS,** for over three decades, Tom Lindsey has generously given his time, his spirit, and his joyful heart to embody Santa Claus for the City of El Segundo during Candy Cane Lane and the Chamber of Commerce Holiday Parade; and
- WHEREAS,** each holiday season, Tom arrived atop a horn-blowing El Segundo Fire Engine, bringing wonder and excitement as he illuminated the magnificently decorated homes on Candy Cane Lane; and
- WHEREAS,** Tom continued his beloved tradition by greeting thousands of children, families, residents, and visitors from his sleigh in the Christmas Village at the end of the cul-de-sac, spreading warmth, delight, and the timeless magic of the holidays; and
- WHEREAS,** Tom also dedicated his time to the Co-Op Nursery, bringing joy and unforgettable memories to countless children through his portrayal of Santa Claus; and
- WHEREAS,** Tom's commitment to the holiday spirit extended even further as he appeared as Santa Claus in the Eddie Murphy movie Candy Cane Lane, sharing a piece of El Segundo's cherished tradition with audiences far and wide; and
- WHEREAS,** Tom Lindsey's hearty "Ho, ho, ho!" became a hallmark of the season, touching the hearts of the young and young at heart, and creating memories that will be treasured for generations.

NOW, THEREFORE, BE IT PROCLAIMED, on this 16th day of December 2025, the Mayor and Members of the City Council of the City of El Segundo, California honor and extend our deepest gratitude to Tom Lindsey for his extraordinary service, unwavering dedication, and more than 33 years of bringing joy, magic, and holiday cheer to our community as Santa Claus.



Ryan Baldino
Mayor Pro Tem

Chris Pimentel
Mayor

Drew Boyles
Councilmember

Lance Giroux
Councilmember

Michelle Keldorf
Councilmember

**MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
WEDNESDAY, DECEMBER 3, 2025**

Adjourned from Tuesday, December 2, 2025 at 6:00 PM due to the lack of a quorum.

CLOSED SESSION – Cancelled

Minutes are prepared and ordered to correspond to the agenda.

OPEN SESSION – Mayor Pimentel called the meeting to order at 4:33 PM

ROLL CALL

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

INVOCATION – Rabbi Dovid Lisbon, Jewish Community Center

PLEDGE OF ALLEGIANCE – Mayor Pimentel

SPECIAL PRESENTATIONS

1. Candy Cane Lane Proclamation read by Council Member Keldorf, accepted by Jennifer Turnbull
2. 61st Annual Holiday Parade Proclamation read by Council Member Giroux, accepted by Marsha Hansen CEO/President of the El Segundo Chamber of Commerce
3. Christmas Dinner Commendation read by Mayor Pro Tem Baldino, accepted by Ryan Delgado from El Segundo Recreation, Parks, and Library Department, and Julie Stolnack, Margie Lynch, and Gilda Dyckman from El Segundo Rotary

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

Ron Swanson, resident, spoke about the great State of the City event and thanked City employees for their efforts; asked for additional police patrols during Candy Cane Lane

Michael Paolillo, resident, spoke against having a No Parking policy on E. Acacia Avenue during Candy Cane Lane

Julie Stolnack, resident, spoke about the removal of holiday decorations from street signposts

Douglas Fruhwirth, resident, spoke against parking restrictions around Candy Cane Lane

Jennifer Peebles, resident, spoke about parking concerns for Candy Cane Lane residents

Linda Troxel, resident, spoke about the removal of holiday decorations from street signposts

Genesis Rodriguez, LA County Sanitation District, offered to make presentations on wastewater treatment to interested groups within the City

Bob Turnbull, resident, spoke about security risks surrounding Candy Cane Lane

Jennifer Turnbull, resident, requested consistent Council policies for Candy Cane Lane

Marjolein Oakley, resident, spoke about the removal of holiday decorations from street signposts and requested to have the topic addressed at the next City Council meeting

Isla McCullough, resident, spoke in favor of selling cocoa at Candy Cane Lane and promoted support for A Mayberry Christmas

Ed Quinn, resident, spoke in favor of road closures and increased security surrounding Candy Cane Lane

Greg Boger, resident, spoke in favor of road closures and increased security surrounding Candy Cane Lane

Dan Obegi, resident, spoke about new restrictive Candy Cane Lane parking policies

Scott Garcia, resident, spoke in favor of keeping road barriers up during Candy Cane Lane

CITY MANAGER FOLLOW-UP COMMENTS:

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

MOTION by Mayor Pro Tem Baldino, SECONDED by Council Member Giroux to read all ordinances and resolutions on the agenda by title only.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: Boyles

B. CONSENT:

4. Approved Special Council Meeting minutes of November 13, 2025 (State of the City) and Regular City Council Meeting minutes of November 18, 2025:
(Fiscal Impact: None.)

5. Second Reading of Ordinance No. 1678 Amending Development Agreement No. 5751A for Beach Cities Media Campus: Waive second reading and adopt Ordinance No. 1678 for Environmental Assessment No. EA-1391, amending Development Agreement No. **5751A** to modify certain sections of Development Agreement No. **5751A**, and include a Professional Sports Team and Training Facility as a permitted use and include a fourth alternative Conceptual Site Plan.
(Fiscal Impact: None.)

6. 2026 City Council Meeting Calendar: Approve the 2026 City Council Meeting Calendar with staff's recommended meeting cancelations.
(Fiscal Impact: None.)

7. Second Reading and Adoption of Ordinance No. 1679 Regulating Electric Bicycles, Off-Highway Motorcycles, Motorized Bicycles, Pocket Bikes, Motorized Scooters, and Other Electric or Motorized Conveyances: Waive second reading and adopt the proposed ordinance.
(Fiscal Impact: None.)

8. PULLED BY MAYOR PRO TEM BALDINO

9. Fifth Amended and Restated Joint Powers Agreement for the South Bay Cities Council of Governments: Approve and authorize the Mayor to execute the Fifth Amended and Restated Joint Powers Agreement (JPA) of the South Bay Cities Council of Governments (SBCCOG), which allows the City of Los Angeles to designate a non-elected senior staff member as an alternate to the SBCCOG Governing Board representative.
(Fiscal Impact: None.)

MOTION by Council Member Giroux, SECONDED by Mayor Pimentel to approve Consent Items 4, 5, 6, 7, and 9.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: Boyles

PULLED ITEM:

8. Change Order for the Replacement of Fire Station #2 HVAC System, Project No. PW 25-15: Authorize the City Manager to execute Change Order No. 1 with ACCO Engineering Systems in the amount of \$43,260 for the replacement of the HVAC unit at Fire Station #2, Project No. PW 25-15, and authorize an additional \$15,000 as contingency funds for potential unforeseen issues and costs for bonds.

(Fiscal Impact:

Amount Budgeted: \$168,960

Additional Appropriation: None

Account Number: 301-511-4101-1-88400 (Citywide HVAC CIP account)

MOTION by Mayor Pro Tem Baldino, SECONDED by Council Member Keldorf to approve Consent Item 8.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: Boyles

C. PUBLIC HEARING:

10. Second Reading and Adoption of Two Ordinances Nos. 1680 and 1681 Amending El Segundo Municipal Code Title 13 (Building Regulations) to Adopt by Reference, with Certain Local Amendments, all Relevant Parts of the 2025 California Building Standards Code, the 2024 International Property Maintenance Code and 2024 Swimming Pool and Spa Codes, and the 2025 California Fire Code (CFC): Conduct a public hearing to consider two ordinances to amend El Segundo Municipal Code Title 13 to adopt by reference, with certain local amendments, chapters 1 through 11, 19 and 23 of the El Segundo Municipal Code and Adopting the 2025 Title 24 California Code of Regulations, the 2025 California Building Standards Code and 2024 International Property Maintenance Code and Swimming Pool and Spa Codes, and the 2025 Fire Code. Adopt Resolution Nos. 5573 and 5574 justifying the local amendments to the Building and Fire Code ordinances. Waive second reading and adopt the ordinance and find that it is exempt from further environmental review under 14 Cal. Code Regs. §§ 5308, 15061(b)(3) and 5060(c)(2). (Fiscal Impact: None.)

Mayor Pimentel stated this was the time and place to conduct a public hearing.

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

Michael Allen, Community Development Director, presented the item

Public Input: None

MOTION by Mayor Pro Tem Baldino, SECONDED by Council Member Keldorf to close Public Hearing Item C 10.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: Boyles

Council Discussion

City Attorney Mark Hensley read by title only:

ORDINANCE NO. 1680

AN ORDINANCE ADOPTING THE 2025 EDITION OF THE CALIFORNIA BUILDING CODE, 2025 CALIFORNIA RESIDENTIAL CODE, 2025 CALIFORNIA ELECTRICAL CODE, 2025 MECHANICAL CODE, 2025 CALIFORNIA PLUMBING CODE, 2025 CALIFORNIA ENERGY CODE, 2025 CALIFORNIA HISTORICAL BUILDING CODE,

2025 CALIFORNIA EXISTING BUILDING CODE, 2025 CALIFORNIA GREEN BUILDING STANDARDS CODE, 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE, 2024 INTERNATIONAL SWIMMING POOL AND SPA CODE, 2024 INTERNATIONAL PROPERTY MAINTENANCE CODE, WITH CERTAIN APPENDICES AND AMENDMENTS AND AMENDING THE EL SEGUNDO MUNICIPAL CODE TO REFLECT SUCH ADOPTION.

MOTION by Mayor Pimentel, SECONDED by Mayor Pro Tem Baldino to adopt Ordinance No. 1680.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: Boyles

City Attorney Mark Hensley read by title only:

RESOLUTION NO. 5573

A RESOLUTION MAKING EXPRESS FINDINGS AND DETERMINATIONS SUPPORTING CITY MODIFICATIONS TO THE CALIFORNIA BUILDING STANDARDS CODE BECAUSE OF LOCAL CLIMATIC, GEOLOGICAL OR TOPOGRAPHICAL CONDITIONS.

MOTION by Mayor Pimentel, SECONDED by Council Member Giroux to adopt Resolution No. 5573.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: Boyles

Mark Hensley, City Attorney, read by title only:

ORDINANCE NO. 1681

AN ORDINANCE ADOPTING THE 2025 EDITION OF THE CALIFORNIA FIRE CODE (PART 9 OF TITLE 24 OF THE CALIFORNIA CODE OF REGULATIONS) WITH CERTAIN APPENDICES AND AMENDMENTS AND AMENDING THE EL SEGUNDO MUNICIPAL CODE TO REFLECT SUCH ADOPTION.

MOTION by Mayor Pimentel, SECONDED by Council Member Keldorf to adopt Ordinance No. 1681.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: Boyles

Mark Hensley, City Attorney, read by title only:

RESOLUTION NO. 5574

A RESOLUTION MAKING EXPRESS FINDINGS AND DETERMINATIONS SUPPORTING CITY MODIFICATIONS TO THE CALIFORNIA FIRE CODE BECAUSE OF LOCAL CLIMATIC, GEOLOGICAL OR TOPOGRAPHICAL CONDITIONS.

MOTION by Mayor Pimentel, SECONDED by Council Member Giroux to adopt Resolution No. 5574.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: Boyles

D. STAFF PRESENTATIONS:

11. Candy Cane Lane (1100-1200 blocks of East Acacia Avenue) Policy

Recommendations: Review and provide direction on recommended policies for the Candy Cane Lane event regarding street closures, food and beverage sales, and duration of the City sponsoring the event, which is shorter than the actual time that residents in the area display their holiday lights and other decorations. Consider options for vehicular traffic/road closures on E. Acacia Avenue and sales of food and beverages.

(Fiscal Impact: There is no fiscal impact associated with the recommended policy changes.)

Aly Mancini, Recreation, Parks, and Library Director presented the item.

Council Discussion

Council consensus to provide direction to staff regarding traffic barricades, vehicle escorts, the sale of food and beverages, and a request for residents to turn off holiday lights by 10:00 PM.

Council consensus to bring back the Item for discussion at the December 16, 2025 general meeting to assess the effectiveness of the recommendations.

The Mayor called a three-minute recess at 6:19 PM and reconvened the meeting at 6:22 PM.

12. Side Letter Agreement No. 7090A Between the City of El Segundo and the El Segundo City Employees' Association, AFSCME, Local 3519: Approve a Side Letter Agreement No. 7090A Between the City of El Segundo and the El Segundo City Employees' Association (CEA) revising the Standby Pay provision in the Memorandum

of Understanding (MOU) to increase the compensation from two (2) hours to three (3) hours per day. Appropriate \$17,500 from General Fund Reserves for FY 2025-26 to the various payroll budget accounts.

(Fiscal Impact: The projected annual fiscal impact is approximately \$30,000 per fiscal year. An additional appropriation in the amount of \$17,500 for the remainder of FY 2025-26 is required for the various payroll budget accounts from General Fund Reserves.)

Rebecca Redyk, Human Resources Director presented the item.

Council Discussion

MOTION by Council Member Giroux, SECONDED by Council Member Keldorf to approve a Side Letter Agreement and appropriate \$17,500 from General Fund Reserves for FY 2025-26 to the various payroll budget accounts.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: Boyles

13. PULLED - City Manager Darrell George requested to move this item to the December 16, 2025 City Council meeting.

E. COMMITTEES, COMMISSIONS, AND BOARDS PRESENTATION:

F. REPORTS – CITY CLERK – Encouraged people to support the Spark of Love Toy Drive by donating unwrapped toys at ESFD Station 1 and wished her mother-in-law, Ona Truax Billings, a happy 90th birthday.

G. REPORTS – COUNCIL MEMBERS

Council Member Keldorf – Joy Around the World is tomorrow in Civic Plaza from 3:00 to 8:00 PM.

Council Member Giroux – Attended South Bay Council of Governments meeting, at which the forming of a Housing Trust using Measure A funds was discussed.

Council Member Boyles – No report (absent)

Mayor Pro Tem Baldino – Thanked Barbara Voss and Cristina Reveles from the City’s Economic Development team for hosting the Chamber of Commerce from Slovenia, whose delegates included representatives from start-ups considering doing business in California. The City’s Menorah Lighting will take place on December 18 at 5:30 PM.

Mayor Pimentel – Various Los Angeles County Transportation Committee meetings will be held next week. Delegates from the Lithuania visited today and representatives from Britain will be in town on Friday. Plans to attend the upcoming League of California Cities Tax and Revenue Committee meeting.

I. REPORTS – CITY ATTORNEY –

J. REPORTS/FOLLOW-UP – CITY MANAGER – The Council of Government’s Housing Trust Fund will be brought to Council in early 2026. Reported the AQMD received 6 odor complaints and issued no notices of violation since November 18. El Segundo will be receiving a 2025 Gold Level Achievement award for sustainability from South Bay COG at a ceremony to be held on December 11. Hyperion will perform calibration of fence line monitoring tomorrow from 7:00 AM to 11:00 AM which may cause an interruption in service. Hyperion’s systems performed well during the recent heavy rain events. Announced he will work with the Director of Public Works regarding decorative holiday street pole wrapping.

MEMORIAL: None

Adjourned at 6:43 PM.

Susan Truax, City Clerk

**SPECIAL MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
WEDNESDAY, DECEMBER 3, 2025**

Adjourned from Tuesday, December 2, 2025 at 6:00 PM due to the lack of a quorum.

OPEN SESSION – Mayor Pimentel called the meeting to order at 4:33 PM simultaneously with the regular open session meeting.

ROLL CALL

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

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

D. STAFF PRESENTATIONS

- 1. Memorandum of Understanding (Contract No. 7485) Between the City of El Segundo and the El Segundo Police Officers' Association:** Adopt Resolution No. 5575 approving and adopting the Memorandum of Understanding (MOU) between the City of El Segundo and the El Segundo Police Officers' Association (ESPOA). Appropriate \$417,913 from General Fund Reserves for FY 2025-26 to the various payroll budget accounts.

MOTION by Council Member Keldorf, SECONDED by Council Member Giroux to adopt a Resolution approving and adopting the Memorandum of Understanding (MOU) between the City of El Segundo and the El Segundo Police Officers' Association (ESPOA) and to Appropriate \$417,913 from General Fund Reserves for FY 2025-26 to the various payroll budget accounts.

MOTION PASSED 4/0

AYES: Pimentel, Baldino, Giroux, and Keldorf
NOES: None
ABSTAIN: None
ABSENT: Boyles

Adjourned at 6:43 PM

Susan Truax, City Clerk



City Council Agenda Statement

Meeting Date: December 16, 2025

Agenda Heading: Consent

Item Number: B.3

TITLE:

Warrant Demand Register for November 3, 2025 through November 30, 2025

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 9B-EFT2, 9B-Manual Checks2, 9B-Payroll Warrant2, 10A - EFT2, 10A-Manual Checks2, 10B - EFT, 10B-Manual Checks, 10B-Payroll Warrant, 11A-EFT, and 11A-Manual Checks: warrant numbers 3057641 through 3057664, 3070289 through 3070641, 9003427 through 9003428, and 9100008 through 9100025.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The warrants presented were drawn in payment of demands included within the FY 2025-2026 Adopted Budget. The total of \$9,035,627.10 (\$2,296,944.93 in check warrants and \$6,738,682.17 in wire warrants) are for demands drawn on the FY 2025-2026 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 16, 2025

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

Strategy A: Identify opportunities for new revenues, enhancement of existing revenues, and exploration of potential funding options to support programs and projects.

PREPARED BY:

Liz Lydic, Management Analyst

REVIEWED BY:

Wei Cao, CPA, CPFO, Finance Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Register 9b - EFT2 - summary
2. Register 9b - Manual Checks2 - summary
3. Register 9b Payroll Warrant2 - summary
4. Register 10a- EFT2 - summary
5. Register 10a- Manual Checks2 - summary
6. Register 10b - EFT - summary
7. Register 10b - Manual Checks - summary
8. Register 10b Payroll Warrant - summary
9. Register 11a - EFT - summary
10. Register 11a- Manual Checks - summary



City of El Segundo, CA 90245

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 11/06/2025
WARRANT: 110625E
AMOUNT: 2,170.66

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

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

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

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

CODES:

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

For Ratification:
A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER:

[Signature]
DATE:

CITY MANAGER:

[Signature]
DATE: 11-17-25

**CITY OF EL SEGUNDO
PAYMENTS BY WIRE TRANSFER
11/3/25 THROUGH 11/9/25**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
11/5/2025	Cal Pers	200.00	Cal Pers Admin Late Reporting Fee
11/7/2025	IRS	307,851.59	Federal 941 Deposit
11/7/2025	Employment Development	6,173.68	State SDI payment
11/7/2025	Employment Development	73,100.37	State PIT Withholding
11/7/2025	Mission Square	67,737.82	457 payment Vantagepoint
11/7/2025	Mission Square	1,162.51	401(a) payment Vantagepoint
11/7/2025	Mission Square	2,613.30	401(a) payment Vantagepoint
11/7/2025	Mission Square	678.77	IRA payment Vantagepoint
11/7/2025	ExpertPay	1,615.30	EFT Child support payment
11/7/2025	Cal Pers	33,178.89	misc classic 2nd tier 27
11/7/2025	Cal Pers	56,066.91	safety police classic 1st tier 28
11/7/2025	Cal Pers	33,142.84	safety fire PEPRA New 25020
11/7/2025	Cal Pers	50,848.47	safety police PEPRA New 25021
11/7/2025	Cal Pers	66,717.17	misc PEPRA New 26013
11/7/2025	Cal Pers	57,930.48	safety fire classic 30168
11/7/2025	Cal Pers	19,420.42	safety police classic 30169
11/7/2025	Cal Pers	33,074.86	misc classic 2nd tier 27
11/7/2025	Cal Pers	56,780.63	safety police classic 1st tier 28
11/7/2025	Cal Pers	30,414.77	safety fire PEPRA New 25020
11/7/2025	Cal Pers	54,698.73	safety police PEPRA New 25021
11/7/2025	Cal Pers	67,934.99	misc PEPRA New 26013
11/7/2025	Cal Pers	56,396.29	safety fire classic 30168
11/7/2025	Cal Pers	20,792.50	safety police classic 30169
11/7/2025	Cal Pers	33,610.69	misc classic 2nd tier 27
11/7/2025	Cal Pers	52,676.31	safety police classic 1st tier 28
11/7/2025	Cal Pers	31,556.65	safety fire PEPRA New 25020
11/7/2025	Cal Pers	50,803.89	safety police PEPRA New 25021
11/7/2025	Cal Pers	68,627.68	misc PEPRA New 26013
11/7/2025	Cal Pers	58,000.51	safety fire classic 30168
11/7/2025	Cal Pers	18,937.77	safety police classic 30169
10/27/25-11/02/25	Workers Comp Activity	28,872.59	Corvel checks issued/(voided)
10/27/25-11/02/25	Liability Trust - Claims	1,664.42	Claim checks issued/(voided)
10/27/25-11/02/25	Retiree Health Insurance	2,374.00	Health Reimbursement checks issued
		<u>1,445,655.80</u>	

DATE OF RATIFICATION: 10/31/25

TOTAL PAYMENTS BY WIRE:

1,445,655.80

Certified as to the accuracy of the wire transfers by:


Deputy City Treasurer II 11/7/25
Date


Chief Financial Officer 11/13/25
Date


City Manager 11-17-25
Date

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



City of El Segundo, CA 90245

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 11/06/2025
WARRANT: 110625
AMOUNT: 1,116,925.55

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

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

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

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

CODES:

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

For Ratification:

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

CHIEF FINANCIAL OFFICER:

[Signature]
DATE: 11/15/25

CITY MANAGER:

[Signature]
DATE: 11-17-25

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 110625 11/06/2025
 DUE DATE: 11/06/2025

FUND	ACCOUNT	AMOUNT	AVLB BUDGET
001	General Fund 001-501-0000-1-56201-	Advertising/Publishin	1,288.00 3,500.00
001	General Fund 001-501-1301-1-55205-	Operating Supplies	135.62 -34.99
001	General Fund 001-501-1301-1-56209-	Meetings & Travel	165.57 2,942.70
001	General Fund 001-503-2401-3-56214-	Professional & Techni	25,000.00 0.00
001	General Fund 001-504-0000-1-56310-	Labor Negotiation	558.00 47,801.25
001	General Fund 001-505-0000-0-10803-	Inventory - Garage Pa	4,053.35
001	General Fund 001-505-0000-1-56405-	ESUSD Funding Agreeeme	9,110.90 608.33
001	General Fund 001-505-0000-2-43843-	Paramedic Transport	1,996.86 0.00
001	General Fund 001-505-0000-3-43404-	Building Permits	198,127.96 0.00
001	General Fund 001-505-0000-3-43405-	Plumbing Permits	19,812.79 0.00
001	General Fund 001-505-0000-3-43406-	Electrical Permits	79,251.18 0.00
001	General Fund 001-505-0000-3-43801-	Zoning & Planning Fee	3,397.00 0.00
001	General Fund 001-505-0000-3-43808-	Plan Check Fees	29,719.20 0.00
001	General Fund 001-505-0000-4-43425-	Mechanical Permits	37,644.31 0.00
001	General Fund 001-505-1201-1-56214-	Professional & Techni	1,437.64 1,677.47
001	General Fund 001-505-2501-1-55205-	Operating Supplies	84.24 54,344.26
001	General Fund 001-506-0000-1-55205-	Operating Supplies	136.08 1,140.32
001	General Fund 001-506-0000-1-55206-	Computer Supplies	97.03 2,895.59
001	General Fund 001-506-0000-1-56081-	Miscellaneous Compute	5,737.64 2,238.17
001	General Fund 001-506-0000-1-56214-	Professional & Techni	921.50 474,423.42
001	General Fund 001-506-0000-1-56217-	Software Maintenance	66,796.08 742,470.21
001	General Fund 001-507-0000-1-55221-	Employee Physicals	91.00 27,753.00
001	General Fund 001-507-0000-1-56214-	Professional & Techni	39,775.98 196,704.09
001	General Fund 001-507-0000-1-56262-	Testing/Recruitment	1,360.00 84,400.79
001	General Fund 001-508-2402-3-56201-	Advertising/Publishin	993.00 699.00
001	General Fund 001-508-2402-3-56209-	Meetings & Travel	59.50 3,932.07
001	General Fund 001-508-2402-3-56223-	Training & Education	59.50 2,211.58
001	General Fund 001-508-2403-2-56214-	Professional & Techni	6,950.40 35,203.10
001	General Fund 001-508-2404-3-55205-	Operating Supplies	298.37 3,788.70
001	General Fund 001-509-3101-2-55205-	Operating Supplies	1,083.04 -2,339.54
001	General Fund 001-509-3101-2-55206-	Computer Supplies	2,316.42 286.82
001	General Fund 001-509-3101-2-56204-	Contractual Services	7,125.00 5,768.23
001	General Fund 001-509-3101-2-56209-	Meetings & Travel	908.35 -734.18
001	General Fund 001-509-3101-2-56212-	Laundry & Cleaning	176.34 0.00
001	General Fund 001-509-3101-2-56214-	Professional & Techni	2,511.50 10,491.72
001	General Fund 001-509-3101-2-56273-	In-Custody Medical Ch	3,039.65 2,256.79
001	General Fund 001-510-3201-2-55205-	Operating Supplies	14.16 15,018.11
001	General Fund 001-510-3202-2-54215-	Uniform Replacement	40.17 4,584.79
001	General Fund 001-510-3203-2-54215-	Uniform Replacement	753.25 7,649.05
001	General Fund 001-510-3203-2-55205-	Operating Supplies	1,239.11 1,972.00

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 User: Lennis Gomez (131lgomez)
 Program ID: apwarrnt

ACCOUNTS PAYABLE WARRANT REPORT

001	General Fund	001-510-3203-2-56208-	Dues & Subscriptions	500.00	789.00
001	General Fund	001-510-3203-2-56223-	Training & Education	143.00	0.00
001	General Fund	001-510-3204-2-56214-	Professional & Techni	13,730.00	1,784.65
001	General Fund	001-511-4101-7-56204-	Contractual Services	7,097.50	-3,088.20
001	General Fund	001-511-4202-7-55205-	Operating Supplies	273.95	97,533.59
001	General Fund	001-511-4202-7-56102-	Electricity Utility	527.91	-5,843.19
001	General Fund	001-511-4202-7-56212-	Laundry & Cleaning	53.87	3,026.75
001	General Fund	001-511-4206-6-56204-	Contractual Services	68,819.78	51,796.95
001	General Fund	001-511-4601-1-55205-	Operating Supplies	638.93	805.11
001	General Fund	001-511-4601-1-55207-	Small Tools & Equipme	1,374.34	6,180.32
001	General Fund	001-511-4601-1-56212-	Laundry & Cleaning	225.36	-222.71
001	General Fund	001-511-4601-1-56224-	Vehicle Operating Cha	7,620.80	71,907.93
001	General Fund	001-511-4601-1-56226-	Repairs & Maintenance	2,971.48	1,308.43
001	General Fund	001-512-5101-8-55205-	Operating Supplies	614.50	0.00
001	General Fund	001-512-5102-8-55205-	Operating Supplies	2,018.35	-75.08
001	General Fund	001-512-5102-8-56103-	Water Utility	301.78	36,466.77
001	General Fund	001-512-5102-8-56204-	Contractual Services	145,182.00	23,765.08
001	General Fund	001-512-5102-8-56212-	Laundry & Cleaning	482.64	734.08
001	General Fund	001-512-5102-8-56226-	Repairs & Maintenance	1,658.06	12,063.52
001	General Fund	001-512-5102-8-56254-	Telephone	52.99	2,585.90
001	General Fund	001-512-5201-8-55205-	Operating Supplies	80.89	2,268.40
001	General Fund	001-512-5203-8-56214-	Professional & Techni	798.00	-44,794.42
001	General Fund	001-512-5204-8-55205-	Operating Supplies	296.77	4,130.69
001	General Fund	001-512-5204-8-56214-	Professional & Techni	5,549.60	-23,394.49
001	General Fund	001-512-5205-8-56254-	Telephone	169.09	220.40
001	General Fund	001-512-5206-8-55205-	Operating Supplies	455.54	3,166.64
001	General Fund	001-512-5210-8-55205-	Operating Supplies	278.91	3,247.26
001	General Fund	001-512-5210-8-56204-	Contractual Services	6,880.28	9,883.43
001	General Fund	001-512-5214-8-55205-	Operating Supplies	293.67	2,002.94
001	General Fund	001-512-5418-8-56214-	Professional & Techni	1,668.35	37,582.62
001	General Fund	001-512-6101-8-55205-	Operating Supplies	731.79	2,006.89
001	General Fund	001-512-6102-8-55205-	Operating Supplies	102.35	965.04
001	General Fund	001-512-6103-8-55505-	Young Peoples Books	33.06	0.00
001	General Fund	001-512-6103-8-56226-	Repairs & Maintenance	170.00	764.66
001	General Fund	001-512-6103-8-56410-	E-Books	803.80	12.07
001	General Fund	001-512-6104-8-55205-	Operating Supplies	394.04	3,991.42
001	General Fund	001-512-6104-8-55501-	Books/Other Printed M	198.76	3,219.43
001	General Fund	001-512-6104-8-56209-	Meetings & Travel	111.60	19.21
001	PUBLIC WORKS	001-511-2601-1-55203-	Repair & Maintenance	1,051.20	8,472.94
001	PUBLIC WORKS	001-511-2601-1-55205-	Operating Supplies	11,734.75	53,582.00
001	PUBLIC WORKS	001-511-2601-1-55207-	Small Tools & Equipme	591.73	2,199.01
001	PUBLIC WORKS	001-511-2601-1-56204-	Contractual Services	8,407.70	136,758.65
001	PUBLIC WORKS	001-511-2601-1-56212-	Laundry & Cleaning	43.07	1.47

FUND TOTAL 849,397.88

ACCOUNTS PAYABLE WARRANT REPORT

CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00		
003	Trust Funds-Refundabl	003-508-8506-0-22641-	Buildg-PlanCheck Refu	21,500.00
			FUND TOTAL	21,500.00
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00		
109	Asset Forfeiture Fund	109-509-3109-2-56208-	Dues & Subscriptions	167.94 105.67
			FUND TOTAL	167.94
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00		
126	CUPA	126-510-3205-2-56214-	Professional & Techni	193.15 283,329.49
			FUND TOTAL	193.15
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00		
131	County Storm Water Me	131-511-4101-6-56204-	Contractual Services	8,674.69 105,265.98
131	County Storm Water Me	131-511-4101-6-56214-	Professional & Techni	46,690.00 139,895.50
			FUND TOTAL	55,364.69
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00		
301	Capital Improvement F	301-511-4101-1-88236-	Plunge Rehab(includ70	94,760.91 7,714,542.90
301	Capital Improvement F	301-511-4101-3-88110-	EV Charging station	1,402.50 67,510.00
			FUND TOTAL	96,163.41
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00		
501	Water Utility Fund	501-000-7102-5-55205-	Operating Supplies	4,684.77 25,153.74
501	Water Utility Fund	501-000-7102-5-55207-	Small Tools & Equipme	786.75 91,914.10
501	Water Utility Fund	501-000-7102-5-56102-	Electricity Utility	2,285.99 437.47
501	Water Utility Fund	501-000-7102-5-56201-	Advertising/Publishin	873.00 2,752.83
501	Water Utility Fund	501-000-7102-5-56204-	Contractual Services	1,558.42 210,770.83
501	Water Utility Fund	501-000-7102-5-56208-	Dues & Subscriptions	1,136.52 -352.01
501	Water Utility Fund	501-000-7102-5-56212-	Laundry & Cleaning	1,059.63 1,673.12
501	Water Utility Fund	501-000-7102-5-56253-	Postage	572.28 19,613.85
501	Water Utility Fund	501-000-7102-5-88108-	Capital/Computer Hard	6,090.00 -1,327.92
			FUND TOTAL	19,047.36
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00		
502	Sewer Fund	502-000-4301-5-55203-	Repair & Maintenance	3,542.54 8,495.85
502	Sewer Fund	502-000-4301-5-56102-	Electricity Utility	1,925.86 -3,169.22
502	Sewer Fund	502-000-4301-5-56204-	Contractual Services	1,398.41 1,019,830.42

ACCOUNTS PAYABLE WARRANT REPORT

502	Sewer Fund	502-000-4301-5-56212-	Laundry & Cleaning	109.68	1,078.56
502	Sewer Fund	502-000-4301-5-56253-	Postage	572.28	8,302.34
			FUND TOTAL	7,548.77	
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00					
505	Solid Waste	505-511-4206-6-56204-	Contractual Services	52,234.16	48,574.64
			FUND TOTAL	52,234.16	
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00					
601	Equipment Replacement	601-500-2901-1-88108-	Capital/Computer Hard	8,800.00	660,949.58
601	Equipment Replacement	601-500-3101-2-88117-	Equipment	6,508.19	560,987.19
			FUND TOTAL	15,308.19	
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00					
				WARRANT SUMMARY TOTAL	1,116,925.55
				GRAND TOTAL	1,116,925.55

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3057641 - 3057652
9003427 - 9003427

DATE OF APPROVAL: AS OF 11/18/25

REGISTER # 9b

001	GENERAL FUND	64,827.94
003	EXPENDABLE TRUST FUND - OTHER	-
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES	-
109	ASSET FORFEITURE FUND	-
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURC	-
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGF	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUN	-
311	DEVELOPER IMPACT FEES - GENERAL C	-
312	DEVELOPER IMPACT FEES - LAW ENFO	-
313	DEVELOPER IMPACT FEES - FIRE PROT	-
314	DEVELOPER IMPACT FEES - STORM DR	-
315	DEVELOPER IMPACT FEES - WATER DIS	-
316	DEVELOPER IMPACT FEES - WASTEWA	-
317	DEVELOPER IMPACT FEES - LIBRARY	-
318	DEVELOPER IMPACT FEES - PUBLIC ME	-
319	DEVELOPER IMPACT FEES - AQUATICS	-
320	DEVELOPER IMPACT FEES - PARKLAND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	-
502	WASTEWATER FUND	-
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANC	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPE	-
703	EXPENDABLE TRUST FUND - OTHER	-
704	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	<u><u>64,827.94</u></u>

NOTES:



City of El Segundo, CA 90245

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 11/13/2025
WARRANT: 111325E
AMOUNT: 665.20

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

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

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

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

CODES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

CHIEF FINANCIAL OFFICER:

[Handwritten signature]
DATE: 11/17/25

CITY MANAGER:

[Handwritten signature]
DATE: 11-18-25

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 111325E 11/13/2025
 DUE DATE: 11/13/2025

FUND	ACCOUNT		AMOUNT	AVLB BUDGET
001	General Fund	001-508-2403-2-56223-	Training & Education	240.00 6,203.66
001	General Fund	001-509-3101-2-56223-	Training & Education	211.20 -629.50
001	General Fund	001-509-3101-2-56225-	Department Training	214.00 -942.40
			FUND TOTAL	665.20
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00		
			WARRANT SUMMARY TOTAL	665.20
			GRAND TOTAL	665.20

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 11/10/25 THROUGH 11/17/25**

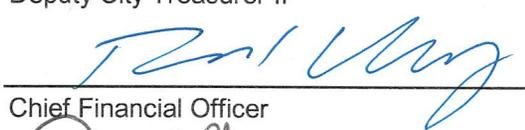
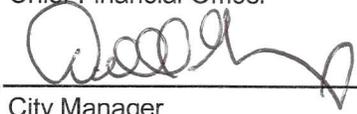
<u>Date</u>	<u>Payee</u>		<u>Description</u>
11/10/2025	West Basin	2,809,649.60	H2O payment
11/10/2025	Cal Pers	5,229.96	Health PA Billing Non-Pers
11/10/2025	Cal Pers	757,924.29	Health PA Billing Pers
11/13/2025	Cal Pers	34,619.05	misc classic 2nd tier 27
11/13/2025	Cal Pers	52,751.68	safety police classic 1st tier 28
11/13/2025	Cal Pers	32,058.75	safety fire PEPRA New 25020
11/13/2025	Cal Pers	51,161.97	safety police PEPRA New 25021
11/13/2025	Cal Pers	75,920.02	misc PEPRA New 26013
11/13/2025	Cal Pers	59,163.61	safety fire classic 30168
11/13/2025	Cal Pers	18,787.34	safety police classic 30169
11/3/25-11/9/25	Workers Comp Activity	31,145.60	Corvel checks issued/(voided)
11/3/25-11/9/25	Liability Trust - Claims	130.00	Claim checks issued/(voided)
11/3/25-11/9/25	Retiree Health Insurance	268.00	Health Reimbursement checks issued
		<u>3,928,809.87</u>	

DATE OF RATIFICATION: 11/14/25

TOTAL PAYMENTS BY WIRE:

3,928,809.87

Certified as to the accuracy of the wire transfers by:

	<u>11/14/25</u>
Deputy City Treasurer II	Date
	<u>11/17/25</u>
Chief Financial Officer	Date
	<u>11-18-25</u>
City Manager	Date

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



City of El Segundo, CA 90245

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 11/13/2025
WARRANT: 111325
AMOUNT: 379,895.62

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

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

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

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

CODES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER:

[Signature]
DATE: 11/17/25

CITY MANAGER:

[Signature]
DATE: 11-18-25

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 111325 11/13/2025
 DUE DATE: 11/13/2025

FUND	ACCOUNT	DESCRIPTION	AMOUNT	AVLB BUDGET
001	General Fund	001-503-2102-1-56254- Telephone	103.01	-2,486.83
001	General Fund	001-505-0000-0-10803- Inventory - Garage Pa	2,686.66	
001	General Fund	001-505-0000-1-56216- GASB 87 Lease-Debt Pr	1,073.47	75,809.06
001	General Fund	001-505-0000-1-56254- Telephone	70.77	1,578.83
001	General Fund	001-505-0000-1-56405- ESUSD Funding Agreeeme	10,320.17	608.33
001	General Fund	001-505-0000-2-43503- Parking Fines	9,735.00	0.00
001	General Fund	001-505-0000-2-43843- Paramedic Transport	5,890.75	0.00
001	General Fund	001-505-2502-1-56214- Professional & Techni	11,250.00	5,197.70
001	General Fund	001-505-2504-1-56214- Professional & Techni	1,948.59	52,025.60
001	General Fund	001-506-0000-1-55205- Operating Supplies	46.91	1,140.32
001	General Fund	001-506-0000-1-55206- Computer Supplies	21.94	2,895.59
001	General Fund	001-506-0000-1-56218- Hardware Maintenance	39,526.00	16,495.31
001	General Fund	001-506-0000-1-56254- Telephone	2,536.91	1,716.53
001	General Fund	001-507-0000-1-55205- Operating Supplies	253.87	878.34
001	General Fund	001-507-0000-1-55221- Employee Physicals	471.00	27,753.00
001	General Fund	001-507-0000-1-56214- Professional & Techni	19,592.80	196,704.09
001	General Fund	001-507-0000-1-56262- Testing/Recruitment	880.00	84,400.79
001	General Fund	001-509-3101-2-54215- Uniform Replacement	9,440.67	2,858.32
001	General Fund	001-509-3101-2-55205- Operating Supplies	443.79	-2,339.54
001	General Fund	001-509-3101-2-55211- Photo & Evidence Supp	157.52	-531.70
001	General Fund	001-509-3101-2-56204- Contractual Services	7,241.51	5,768.23
001	General Fund	001-509-3101-2-56214- Professional & Techni	946.00	10,491.72
001	General Fund	001-509-3101-2-56223- Training & Education	407.47	-629.50
001	General Fund	001-509-3101-2-56225- Department Training	812.14	-942.40
001	General Fund	001-509-3101-2-56254- Telephone	6,373.49	-54,396.19
001	General Fund	001-509-3101-2-56275- K-9 Dog Care Services	116.00	-2,737.36
001	General Fund	001-509-3108-2-56204- Contractual Services	3,103.89	0.00
001	General Fund	001-510-3201-2-55205- Operating Supplies	0.00	15,018.11
001	General Fund	001-510-3201-2-56101- Gas Utility	217.10	2,598.14
001	General Fund	001-510-3201-2-56254- Telephone	472.08	12,572.25
001	General Fund	001-510-3202-2-54215- Uniform Replacement	289.17	4,584.79
001	General Fund	001-510-3202-2-55203- Repair & Maintenance	162.68	3,860.29
001	General Fund	001-510-3202-2-55205- Operating Supplies	4,186.55	4,343.15
001	General Fund	001-510-3202-2-55214- Housing Supplies	95.22	635.59
001	General Fund	001-510-3202-2-56251- Communication/Mobile	2,039.83	-342.49
001	General Fund	001-510-3203-2-54215- Uniform Replacement	604.74	7,649.05
001	General Fund	001-510-3203-2-55205- Operating Supplies	6,381.04	1,972.00
001	General Fund	001-510-3204-2-55205- Operating Supplies	0.00	1,243.33
001	General Fund	001-510-3204-2-56254- Telephone	297.58	1,114.56
001	General Fund	001-510-3255-2-55205- Operating Supplies	0.00	2,279.99

ACCOUNTS PAYABLE WARRANT REPORT

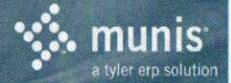
001	General Fund	001-510-3255-2-56254-	Telephone	44.90	4,600.74
001	General Fund	001-511-4101-7-56204-	Contractual Services	1,200.95	-3,088.20
001	General Fund	001-511-4202-7-55205-	Operating Supplies	1,241.21	97,533.59
001	General Fund	001-511-4202-7-56101-	Gas Utility	19.17	1,495.74
001	General Fund	001-511-4205-7-56102-	Electricity Utility	34,354.77	-109,743.29
001	General Fund	001-511-4205-7-56204-	Contractual Services	117.75	40,625.69
001	General Fund	001-511-4302-7-56102-	Electricity Utility	494.74	-787.82
001	General Fund	001-511-4601-1-56101-	Gas Utility	13.70	1,211.24
001	General Fund	001-511-4601-1-56223-	Training & Education	300.16	4,770.74
001	General Fund	001-512-5101-8-55205-	Operating Supplies	1,059.25	0.00
001	General Fund	001-512-5102-8-55205-	Operating Supplies	3,243.11	-75.08
001	General Fund	001-512-5102-8-56101-	Gas Utility	28.34	12,484.71
001	General Fund	001-512-5102-8-56102-	Electricity Utility	4,392.72	3,667.94
001	General Fund	001-512-5204-8-56214-	Professional & Techni	4,496.80	-23,394.49
001	General Fund	001-512-5213-8-56214-	Professional & Techni	1,583.68	21,656.84
001	General Fund	001-512-6102-8-55205-	Operating Supplies	270.91	965.04
001	General Fund	001-512-6102-8-56209-	Meetings & Travel	42.53	377.45
001	General Fund	001-512-6104-8-55205-	Operating Supplies	73.66	3,991.42
001	General Fund	001-512-6104-8-56409-	Audiovisual Materials	-23.04	308.26
001	FINANCE	001-505-8004-1-56139-	Bank Service Charges	1,003.68	-53,077.60
001	PUBLIC WORKS	001-511-2601-1-55203-	Repair & Maintenance	645.71	8,472.94
001	PUBLIC WORKS	001-511-2601-1-55205-	Operating Supplies	6,952.65	53,582.00
001	PUBLIC WORKS	001-511-2601-1-56101-	Gas Utility	1,345.51	21,387.12
001	PUBLIC WORKS	001-511-2601-1-56105-	Aquatics Gas Utilitie	8,880.35	92,895.18
001	PUBLIC WORKS	001-511-2601-1-56204-	Contractual Services	1,215.00	136,758.65
001	PUBLIC WORKS	001-511-2601-1-56212-	Laundry & Cleaning	233.69	1.47
001	PUBLIC WORKS	001-511-2601-1-56254-	Telephone	5.31	-1,026.17
			FUND TOTAL	223,433.53	
CASH ACCOUNT 999-000-0000-0-10003-					
BALANCE .00					
003	Trust Funds-Refundabl	003-508-8506-0-22641-	Buildg-PlanCheck Refu	4,000.00	
			FUND TOTAL	4,000.00	
CASH ACCOUNT 999-000-0000-0-10003-					
BALANCE .00					
109	Asset Forfeiture Fund	109-509-3105-2-56214-	Professional & Techni	1,061.11	0.00
109	Asset Forfeiture Fund	109-509-3109-2-56214-	Professional & Techni	9,000.00	79,787.43
			FUND TOTAL	10,061.11	
CASH ACCOUNT 999-000-0000-0-10003-					
BALANCE .00					
112	Prop A Transportation	112-512-5294-7-56228-	Rental Charges	1,074.30	18,370.30
			FUND TOTAL	1,074.30	

ACCOUNTS PAYABLE WARRANT REPORT

CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00		
120	C.O.P.S. Fund	120-509-3101-2-88117-	Equipment	342.50	16,300.58
			FUND TOTAL	342.50	
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00					
125	State Grants	125-509-8310-2-53777-	Police Mental Health	1,330.00	30,347.46
			FUND TOTAL	1,330.00	
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00					
126	CUPA	126-510-3205-2-55205-	Operating Supplies	12.34	5,207.40
126	CUPA	126-510-3205-2-56214-	Professional & Techni	8,920.00	283,329.49
			FUND TOTAL	8,932.34	
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00					
131	County Storm Water Me	131-511-4101-6-56204-	Contractual Services	2,883.00	105,265.98
			FUND TOTAL	2,883.00	
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00					
301	Capital Improvement F	301-511-4101-1-88217-	RichmondFieldRenovati	4,951.00	780,195.56
301	Capital Improvement F	301-511-4101-1-88236-	Plunge Rehab(includ70	9,896.86	7,714,542.90
			FUND TOTAL	14,847.86	
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00					
501	Water Utility Fund	501-000-7102-5-56212-	Laundry & Cleaning	109.68	1,673.12
501	Water Utility Fund	501-000-7102-5-56214-	Professional & Techni	1,208.91	42,806.28
501	Water Utility Fund	501-000-7102-5-56254-	Telephone	161.42	10,671.25
501	Water Utility Fund	501-000-7102-5-56256-	Pavement Rehabilitati	201.61	32,582.01
			FUND TOTAL	1,681.62	
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00					
502	Sewer Fund	502-000-4301-5-56101-	Gas Utility	13.69	1,926.74
502	Sewer Fund	502-000-4301-5-56204-	Contractual Services	558.00	1,019,830.42
502	Sewer Fund	502-000-4301-5-56209-	Meetings & Travel	12.00	1,000.00
502	Sewer Fund	502-000-4301-5-56212-	Laundry & Cleaning	380.69	1,078.56
502	Sewer Fund	502-000-4301-5-56254-	Telephone	8.44	2,084.25
			FUND TOTAL	972.82	
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00					

ACCOUNTS PAYABLE WARRANT REPORT

601	Equipment Replacement	601-500-2901-1-88108-	Capital/Computer Hard	16,925.05	660,949.58
601	Equipment Replacement	601-500-3202-2-88117-	Equipment	20,060.65	330,078.06
			FUND TOTAL	36,985.70	
CASH ACCOUNT 999-000-0000-0-10003-					
	BALANCE	.00			
603	Workers Comp Reserve/	603-500-2501-2-56214-	Professional & Techni	939.00	-1,045.00
			FUND TOTAL	939.00	
CASH ACCOUNT 999-000-0000-0-10003-					
	BALANCE	.00			
708	Trust Funds-Proj Dep	708-508-2402-3-56214-	Professional & Techni	72,411.84	810,733.89
			FUND TOTAL	72,411.84	
CASH ACCOUNT 999-000-0000-0-10003-					
	BALANCE	.00			
				WARRANT SUMMARY TOTAL	379,895.62
				GRAND TOTAL	379,895.62



City of El Segundo, CA 90245

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 11/20/2025
WARRANT: 102025E
AMOUNT: 14,845.15

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

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

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

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

CODES:

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

For Ratification:

A = Payroll and Employee Benefit checks

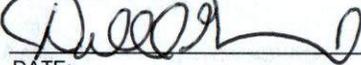
B - F = Computer generated Early Release disbursements and/or adjustments approved by the City Manager. Such as: payments for utility services, petty cash and employee travel expense reimbursements, various refunds, contract employee services consistent with current contractual agreements, instances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

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

CHIEF FINANCIAL OFFICER:


DATE: 11/21/25

CITY MANAGER:


DATE: 11-25-25

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 102025E 11/20/2025
 DUE DATE: 11/20/2025

FUND	ACCOUNT	AMOUNT	AVLB BUDGET
001	General Fund 001-508-2402-3-56209- Meetings & Travel	486.83	3,932.07
001	General Fund 001-509-3101-2-56209- Meetings & Travel	289.64	-734.18
FUND TOTAL		776.47	
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			
106	State Gas Tax Fund 106-511-4101-7-56204- Contractual Services	3,750.00	23,224.54
FUND TOTAL		3,750.00	
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			
502	Sewer Fund 502-000-4301-5-56208- Dues & Subscriptions	251.00	846.00
FUND TOTAL		251.00	
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			
601	Equipment Replacement 601-500-2901-1-88108- Capital/Computer Hard	10,067.68	660,949.58
FUND TOTAL		10,067.68	
CASH ACCOUNT 999-000-0000-0-10003- BALANCE .00			
WARRANT SUMMARY TOTAL		14,845.15	
GRAND TOTAL		14,845.15	

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 11/17/25 THROUGH 11/23/25**

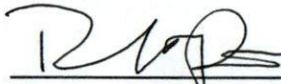
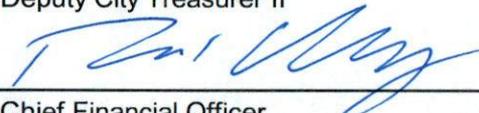
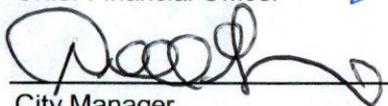
<u>Date</u>	<u>Payee</u>		<u>Description</u>
11/20/2025	PARS	255,000.00	Public Agency Retirement Services Enhancement Plan
11/21/2025	IRS	318,395.34	Federal 941 Deposit
11/21/2025	Employment Development	6,002.12	State SDI payment
11/21/2025	Employment Development	75,999.75	State PIT Withholding
11/21/2025	Mission Square	86,013.74	457 payment Vantagepoint
11/21/2025	Mission Square	1,162.51	401(a) payment Vantagepoint
11/21/2025	Mission Square	2,613.30	401(a) payment Vantagepoint
11/21/2025	Mission Square	695.26	IRA payment Vantagepoint
11/21/2025	ExpertPay	1,615.30	EFT Child support payment
11/10/25-11/16/25	Workers Comp Activity	27,442.46	Corvel checks issued/(voided)
11/10/25-11/16/25	Liability Trust - Claims	-	Claim checks issued/(voided)
11/10/25-11/16/25	Retiree Health Insurance	12.34	Health Reimbursement checks issued
		<u>774,952.12</u>	

DATE OF RATIFICATION: 11/21/25

TOTAL PAYMENTS BY WIRE:

774,952.12

Certified as to the accuracy of the wire transfers by:

	11/21/25
Deputy City Treasurer II	Date
	11/21/25
Chief Financial Officer	Date
	11-24-25
City Manager	Date

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



City of El Segundo, CA 90245

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 11/20/2025
WARRANT: 112025
AMOUNT: 533,387.95

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

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

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

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

CODES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER:

[Signature]
DATE: 11/21/25

CITY MANAGER:

[Signature]
DATE: 11-24-25

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 112025 11/20/2025
 DUE DATE: 11/20/2025

FUND	ACCOUNT	AMOUNT	AVLB BUDGET
001	General Fund 001-503-2101-1-56214-	Professional & Techni 3,375.00	33,319.58
001	General Fund 001-503-2102-1-56204-	Contractual Services 6,000.00	23,307.06
001	General Fund 001-503-2103-1-56208-	Dues & Subscriptions 585.00	286.25
001	General Fund 001-503-2401-3-56204-	Contractual Services 2,583.00	4,800.00
001	General Fund 001-505-0000-0-10803-	Inventory - Garage Pa 52.28	
001	General Fund 001-506-0000-1-55205-	Operating Supplies 19.74	1,140.32
001	General Fund 001-506-0000-1-55206-	Computer Supplies 179.30	2,895.59
001	General Fund 001-506-0000-1-56204-	Contractual Services 11,094.36	82,732.42
001	General Fund 001-506-0000-1-56214-	Professional & Techni 4,344.74	474,423.42
001	General Fund 001-506-0000-1-56217-	Software Maintenance 50,925.25	742,470.21
001	General Fund 001-506-0000-1-56218-	Hardware Maintenance 137,396.38	16,495.31
001	General Fund 001-507-0000-1-56214-	Professional & Techni 1,715.60	196,704.09
001	General Fund 001-507-0000-1-56262-	Testing/Recruitment 1,628.48	84,400.79
001	General Fund 001-508-2402-3-56263-	Commissioners Expense 450.00	15,340.30
001	General Fund 001-508-2404-0-21290-E1353	Project Deposit 3,660.00	
001	General Fund 001-508-2404-0-21290-E1391	Project Deposit 1,008.00	
001	General Fund 001-508-2405-3-56214-	Professional & Techni 807.50	50,713.00
001	General Fund 001-509-3101-2-54215-	Uniform Replacement 2,163.51	2,858.32
001	General Fund 001-509-3101-2-55205-	Operating Supplies 943.13	-2,339.54
001	General Fund 001-509-3101-2-56205-	Other Printing & Bind 3,182.75	-1,825.70
001	General Fund 001-509-3101-2-56212-	Laundry & Cleaning 529.02	0.00
001	General Fund 001-509-3101-2-56214-	Professional & Techni 250.00	10,491.72
001	General Fund 001-509-3101-2-56223-	Training & Education 2,053.88	-629.50
001	General Fund 001-509-3101-2-56273-	In-Custody Medical Ch 1,990.80	2,256.79
001	General Fund 001-509-3101-2-56274-	Investigations Expens 225.00	1,585.72
001	General Fund 001-510-3201-2-56102-	Electricity Utility 3,821.08	3,059.41
001	General Fund 001-510-3202-2-56223-	Training & Education 750.00	7,219.60
001	General Fund 001-510-3203-2-55205-	Operating Supplies 470.10	1,972.00
001	General Fund 001-510-3203-2-56214-	Professional & Techni 4,765.00	4,663.77
001	General Fund 001-510-3204-2-56214-	Professional & Techni 740.00	1,784.65
001	General Fund 001-511-4202-7-55205-	Operating Supplies 35.07	97,533.59
001	General Fund 001-511-4202-7-56102-	Electricity Utility 1,300.05	-5,843.19
001	General Fund 001-511-4205-7-56102-	Electricity Utility 5,616.51	-109,743.29
001	General Fund 001-511-4205-7-56204-	Contractual Services 2,808.94	40,625.69
001	General Fund 001-511-4302-7-56102-	Electricity Utility 892.96	-787.82
001	General Fund 001-511-4601-1-56102-	Electricity Utility 928.61	-2,784.60
001	General Fund 001-511-4601-1-56224-	Vehicle Operating Cha 528.34	71,907.93
001	General Fund 001-511-5102-8-56102-	Electricity Utility 157.32	0.00
001	General Fund 001-512-5101-8-55205-	Operating Supplies 824.33	0.00
001	General Fund 001-512-5102-8-55205-	Operating Supplies 1,516.55	-75.00

Report generated: 11/20/2025 10:48:14
 User: Heather Harding (131hharding)
 Program ID: apwarrnt

ACCOUNTS PAYABLE WARRANT REPORT

001	General Fund	001-512-5102-8-56102-	Electricity Utility	4,016.51	3,667.94
001	General Fund	001-512-5201-8-55205-	Operating Supplies	0.00	2,268.40
001	General Fund	001-512-5202-8-55205-	Operating Supplies	0.00	0.00
001	General Fund	001-512-5203-8-55205-	Operating Supplies	0.00	863.86
001	General Fund	001-512-5203-8-56204-	Contractual Services	2,700.00	-10,076.58
001	General Fund	001-512-5203-8-56214-	Professional & Techni	2,572.52	-44,794.42
001	General Fund	001-512-5204-8-55205-	Operating Supplies	0.00	4,130.69
001	General Fund	001-512-5204-8-56214-	Professional & Techni	4,873.20	-23,394.49
001	General Fund	001-512-5205-8-55205-	Operating Supplies	0.00	1,379.77
001	General Fund	001-512-5206-8-55205-	Operating Supplies	0.00	3,166.64
001	General Fund	001-512-5206-8-56254-	Telephone	164.89	926.06
001	General Fund	001-512-5208-8-55205-	Operating Supplies	0.00	2,493.89
001	General Fund	001-512-5210-8-55205-	Operating Supplies	128.11	3,247.26
001	General Fund	001-512-5213-8-55205-	Operating Supplies	253.96	2,127.33
001	General Fund	001-512-5213-8-56226-	Repairs & Maintenance	0.00	6,485.36
001	General Fund	001-512-5214-8-55205-	Operating Supplies	0.00	2,002.94
001	General Fund	001-512-5418-8-55205-	Operating Supplies	0.00	-6,554.73
001	General Fund	001-512-6103-8-55205-	Operating Supplies	18.98	626.77
001	General Fund	001-512-6103-8-55507-	School Library Materi	15.08	0.00
001	General Fund	001-512-6103-8-56226-	Repairs & Maintenance	170.00	764.66
001	General Fund	001-512-6103-8-56277-	Resource Databases	202.00	5,023.00
001	General Fund	001-512-6104-8-55501-	Books/Other Printed M	4,752.04	3,219.43
001	FINANCE	001-505-8004-1-56139-	Bank Service Charges	947.16	-53,077.60
001	PUBLIC WORKS	001-511-2601-1-55203-	Repair & Maintenance	366.27	8,472.94
001	PUBLIC WORKS	001-511-2601-1-55205-	Operating Supplies	3,209.83	53,582.00
001	PUBLIC WORKS	001-511-2601-1-56102-	Electricity Utility	28,424.49	-70,284.54
001	PUBLIC WORKS	001-511-2601-1-56104-	Electricity Charges	5,236.26	207.36
001	PUBLIC WORKS	001-511-2601-1-56204-	Contractual Services	23,979.77	136,758.65
			FUND TOTAL	344,348.65	
CASH ACCOUNT 999-000-0000-0-10003-					
		BALANCE .00			
120	C.O.P.S. Fund	120-509-3101-2-55205-	Operating Supplies	1,272.63	-53.84
			FUND TOTAL	1,272.63	
CASH ACCOUNT 999-000-0000-0-10003-					
		BALANCE .00			
126	CUPA	126-510-3205-2-56214-	Professional & Techni	10,609.79	283,329.49
			FUND TOTAL	10,609.79	
CASH ACCOUNT 999-000-0000-0-10003-					
		BALANCE .00			
130	Affordable Housing Fu	130-508-2404-3-56214-	Professional & Techni	97.50	0.00
			FUND TOTAL	97.50	

City of El Segundo, CA 90245



ACCOUNTS PAYABLE WARRANT REPORT

CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00			
301	Capital Improvement F	301-511-4101-1-88236-	Plunge Rehab(includ70	101,883.09	7,714,542.90
				FUND TOTAL	101,883.09
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00			
501	Water Utility Fund	501-000-7102-5-55203-	Operating Supplies	1,814.54	25,153.74
501	Water Utility Fund	501-000-7102-5-56212-	Laundry & Cleaning	321.63	1,673.12
501	Water Utility Fund	501-000-7102-5-56214-	Professional & Techni	990.00	42,806.28
				FUND TOTAL	3,126.17
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00			
502	Sewer Fund	502-000-4301-5-55203-	Repair & Maintenance	273.97	8,495.85
502	Sewer Fund	502-000-4301-5-55205-	Operating Supplies	1,381.65	13,720.05
502	Sewer Fund	502-000-4301-5-55207-	Small Tools & Equipme	148.00	666.71
502	Sewer Fund	502-000-4301-5-56102-	Electricity Utility	3,626.04	-3,169.22
502	Sewer Fund	502-000-4301-5-56208-	Dues & Subscriptions	631.00	846.00
				FUND TOTAL	6,060.66
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00			
505	Solid Waste	505-511-4206-6-56204-	Contractual Services	52,011.12	48,574.64
				FUND TOTAL	52,011.12
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00			
601	Equipment Replacement	601-500-2901-1-88108-	Capital/Computer Hard	7,650.00	660,949.58
601	Equipment Replacement	601-500-4601-1-88105-	Capital/Automotive	5,455.66	36,577.00
				FUND TOTAL	13,105.66
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00			
602	Liability Insurance	602-500-2501-1-56214-	Professional & Techni	800.00	13,150.00
				FUND TOTAL	800.00
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00			
702	Trust Funds - Spec Re	702-512-8703-8-52561-	Library Admin Expense	72.68	5,104.89
				FUND TOTAL	72.68
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00			
				FUND TOTAL	72.68
				FUND TOTAL	533,387.95

WARRANT SUMMARY TOTAL 533,387.95

City of El Segundo, CA 90245



ACCOUNTS PAYABLE WARRANT REPORT

GRAND TOTAL

533,387.95

Report generated: 11/20/2025 10:48:14
User: Heather Harding (131hharding)
Program ID: apwarrmt

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3057653 - 3057664
9003428 - 9003428

DATE OF APPROVAL:

AS OF 12/2/25

REGISTER # 10b

001	GENERAL FUND	14,536.68
003	EXPENDABLE TRUST FUND - OTHER	-
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES	-
109	ASSET FORFEITURE FUND	-
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURC	-
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGF	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUN	-
311	DEVELOPER IMPACT FEES - GENERAL C	-
312	DEVELOPER IMPACT FEES - LAW ENFO	-
313	DEVELOPER IMPACT FEES - FIRE PROT	-
314	DEVELOPER IMPACT FEES - STORM DR	-
315	DEVELOPER IMPACT FEES - WATER DIS	-
316	DEVELOPER IMPACT FEES - WASTEWAT	-
317	DEVELOPER IMPACT FEES - LIBRARY	-
318	DEVELOPER IMPACT FEES - PUBLIC ME	-
319	DEVELOPER IMPACT FEES - AQUATICS	-
320	DEVELOPER IMPACT FEES - PARKLAND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	4,577.18
502	WASTEWATER FUND	-
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANC	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPE	-
703	EXPENDABLE TRUST FUND - OTHER	-
704	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	19,113.86

NOTES:



City of El Segundo, CA 90245

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 11/26/2025
WARRANT: 112625E
AMOUNT: 69.53

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

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

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

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

CODES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER:

[Signature]
DATE: 12/1/25

CITY MANAGER:

[Signature]
DATE: 12-1-25



ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 112625E 11/26/2025
 DUE DATE: 11/26/2025

FUND	ACCOUNT	AMOUNT	AVLB BUDGET
001	General Fund 001-505-0000-0-10803-	Inventory - Garage Pa 69.53	
		FUND TOTAL	69.53
CASH ACCOUNT 999-000-0000-0-10003-		BALANCE .00	
		WARRANT SUMMARY TOTAL	69.53
		GRAND TOTAL	69.53

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 11/24/25 THROUGH 11/30/25**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
11/24/2025	Cal Pers	500.00	Cal Pers Admin Fee
11/24/2025	Cal Pers	9,264.73	Cal Pers Arrears
11/24/2025	Cal Pers	65,115.00	misc classic 2nd tier 27
11/24/2025	Cal Pers	93,264.50	safety police classic 1st tier 28
11/24/2025	Cal Pers	79,452.08	safety fire classic 30168
11/28/2025	Cal Pers	33,323.66	misc classic 2nd tier 27
11/28/2025	Cal Pers	52,931.11	safety police classic 1st tier 28
11/28/2025	Cal Pers	33,267.94	safety fire PEPRA New 25020
11/28/2025	Cal Pers	55,085.96	safety police PEPRA New 25021
11/28/2025	Cal Pers	68,978.74	misc PEPRA New 26013
11/28/2025	Cal Pers	55,364.67	safety fire classic 30168
11/28/2025	Cal Pers	18,787.34	safety police classic 30169
11/17/25-11/23/25	Workers Comp Activity	23,691.25	Corvel checks issued/(voided)
11/17/25-11/23/25	Liability Trust - Claims	-	Claim checks issued/(voided)
11/17/25-11/23/25	Retiree Health Insurance	237.40	Health Reimbursement checks issued
		<u>589,264.38</u>	

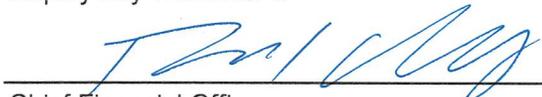
DATE OF RATIFICATION: 12/1/25

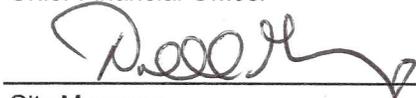
TOTAL PAYMENTS BY WIRE:

589,264.38

Certified as to the accuracy of the wire transfers by:


 Deputy City Treasurer II 12/1/25
 _____ Date


 Chief Financial Officer 12/1/25
 _____ Date


 City Manager 12-1-25
 _____ Date

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



City of El Segundo, CA 90245

ACCOUNTS PAYABLE WARRANT REPORT

DATE: 11/26/2025
WARRANT: 112625
AMOUNT: 165,043.47

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

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

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

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

CODES:

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

For Ratification:
A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER:
[Signature]
DATE: 12/1/25

CITY MANAGER:
[Signature]
DATE: 12-1-25

ACCOUNTS PAYABLE WARRANT REPORT

Warrant Summary

WARRANT: 112625 11/26/2025
 DUE DATE: 11/26/2025

FUND	ACCOUNT	DESCRIPTION	AMOUNT	AVLB BUDGET	
001	General Fund	001-501-0000-1-56254-	Telephone	440.75	-5,685.12
001	General Fund	001-501-1301-1-56254-	Telephone	183.70	2,327.65
001	General Fund	001-501-1301-1-56260-	Equipment Leasing Cos	418.84	10,498.39
001	General Fund	001-503-2102-1-56254-	Telephone	99.76	-2,486.83
001	General Fund	001-503-2401-3-56201-	Advertising/Publishin	1,698.69	19,388.21
001	General Fund	001-503-2401-3-56204-	Contractual Services	2,500.00	4,800.00
001	General Fund	001-505-0000-0-10801-	Inventory - Gasoline	1,600.00	
001	General Fund	001-505-0000-0-10803-	Inventory - Garage Pa	101.13	
001	General Fund	001-505-0000-1-56254-	Telephone	424.12	1,578.83
001	General Fund	001-505-1201-1-56214-	Professional & Techni	1,086.72	1,677.47
001	General Fund	001-505-1201-1-56254-	Telephone	97.42	2,629.54
001	General Fund	001-505-2501-1-56254-	Telephone	339.94	1,278.56
001	General Fund	001-506-0000-1-55206-	Computer Supplies	405.08	2,895.59
001	General Fund	001-506-0000-1-56254-	Telephone	1,820.21	1,716.53
001	General Fund	001-507-0000-1-55221-	Employee Physicals	523.00	27,753.00
001	General Fund	001-507-0000-1-56254-	Telephone	228.20	2,227.28
001	General Fund	001-508-2402-3-56254-	Telephone	45.54	938.16
001	General Fund	001-508-2403-2-56223-	Training & Education	2,632.98	6,203.66
001	General Fund	001-508-2403-2-56254-	Telephone	262.40	2,439.64
001	General Fund	001-508-2404-0-21290-E1325	Project Deposit	1,886.00	
001	General Fund	001-508-2404-0-21290-E1353	Project Deposit	6,664.50	
001	General Fund	001-508-2404-0-21290-E1391	Project Deposit	19,128.73	
001	General Fund	001-508-2404-3-56254-	Telephone	176.81	68.98
001	General Fund	001-508-2405-3-56254-	Telephone	85.78	1,470.18
001	General Fund	001-509-3101-2-55205-	Operating Supplies	248.90	-2,339.54
001	General Fund	001-509-3101-2-56254-	Telephone	10,593.47	-54,396.19
001	General Fund	001-509-3107-2-56228-	Rental Charges	1,250.00	0.00
001	General Fund	001-509-3107-2-56254-	Telephone	1,541.00	1,510.75
001	General Fund	001-510-3201-2-56101-	Gas Utility	117.85	2,598.14
001	General Fund	001-510-3201-2-56254-	Telephone	740.63	12,572.25
001	General Fund	001-510-3202-2-54215-	Uniform Replacement	12.34	4,584.79
001	General Fund	001-510-3202-2-55203-	Repair & Maintenance	780.20	3,860.29
001	General Fund	001-510-3202-2-55218-	Training Materials &	574.20	686.41
001	General Fund	001-510-3203-2-54215-	Uniform Replacement	565.00	7,649.05
001	General Fund	001-510-3203-2-55205-	Operating Supplies	131.64	1,972.00
001	General Fund	001-511-4101-7-56254-	Telephone	428.07	665.16
001	General Fund	001-511-4201-7-56254-	Telephone	120.72	1,600.00
001	General Fund	001-511-4202-7-55205-	Operating Supplies	6,818.89	97,533.59
001	General Fund	001-511-4202-7-56212-	Laundry & Cleaning	115.17	3,026.75
001	General Fund	001-511-4202-7-56254-	Telephone	394.45	-431.47

Report generated: 11/26/2025 10:54:11
 User: Lennis Gomez (131lgomez)
 Program ID: apwarrnt

ACCOUNTS PAYABLE WARRANT REPORT

001	General Fund	001-511-4205-7-56102-	Electricity Utility	1,201.21	-109,743.29
001	General Fund	001-511-4206-6-56204-	Contractual Services	55,088.25	51,796.95
001	General Fund	001-511-4302-7-56101-	Gas Utility	32.03	10,000.00
001	General Fund	001-511-4302-7-56254-	Telephone	218.66	590.01
001	General Fund	001-511-4601-1-55215-	Vehicle Gasoline Char	277.82	101,540.66
001	General Fund	001-511-4601-1-56212-	Laundry & Cleaning	152.05	-222.71
001	General Fund	001-511-4601-1-56224-	Vehicle Operating Cha	3,276.18	71,907.93
001	General Fund	001-511-4601-1-56254-	Telephone	646.94	-603.31
001	General Fund	001-511-4801-7-56254-	Telephone	321.33	-3.93
001	General Fund	001-512-5102-8-55205-	Operating Supplies	486.37	-75.08
001	General Fund	001-512-5102-8-56101-	Gas Utility	1,038.49	12,484.71
001	General Fund	001-512-5102-8-56226-	Repairs & Maintenance	1,425.00	12,063.52
001	General Fund	001-512-5202-8-56254-	Telephone	97.05	202.06
001	General Fund	001-512-5203-8-56214-	Professional & Techni	842.00	-44,794.42
001	General Fund	001-512-5204-8-56214-	Professional & Techni	1,411.20	-23,394.49
001	General Fund	001-512-5206-8-55205-	Operating Supplies	112.37	3,166.64
001	General Fund	001-512-5206-8-56254-	Telephone	69.45	926.06
001	General Fund	001-512-5210-8-56201-	Advertising/Publishin	1,290.75	3,899.28
001	General Fund	001-512-5213-8-55205-	Operating Supplies	1,219.37	2,127.33
001	General Fund	001-512-6102-8-56254-	Telephone	1,607.47	3,733.06
001	General Fund	001-512-6104-8-55501-	Books/Other Printed M	262.98	3,219.43
001	General Fund	001-512-6104-8-56409-	Audiovisual Materials	23.04	308.26
001	PUBLIC WORKS	001-511-2601-1-55203-	Repair & Maintenance	84.61	8,472.94
001	PUBLIC WORKS	001-511-2601-1-55205-	Operating Supplies	2,431.91	53,582.00
001	PUBLIC WORKS	001-511-2601-1-56101-	Gas Utility	683.22	21,387.12
001	PUBLIC WORKS	001-511-2601-1-56204-	Contractual Services	8,266.46	136,758.65
001	PUBLIC WORKS	001-511-2601-1-56212-	Laundry & Cleaning	50.40	1.47
001	PUBLIC WORKS	001-511-2601-1-56254-	Telephone	440.74	-1,026.17
			FUND TOTAL	150,340.18	
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00		
117	Hyperion Mitigation F	117-503-2101-6-56254-	Telephone	63.99	24.63
			FUND TOTAL	63.99	
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00		
125	State Grants	125-509-8310-2-53777-	Police Mental Health	3,430.00	30,347.46
			FUND TOTAL	3,430.00	
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00		
126	CUPA	126-510-3205-2-55205-	Operating Supplies	14.59	5,207.40
126	CUPA	126-510-3205-2-56214-	Professional & Techni	164.61	283,329.49
126	CUPA	126-510-3205-2-56254-	Telephone	38.01	298.17

ACCOUNTS PAYABLE WARRANT REPORT

CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00	FUND TOTAL	217.21
130	Affordable Housing Fu	130-508-2404-3-56214-		Professional & Techni	1,605.00 0.00
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00	FUND TOTAL	1,605.00
301	Capital Improvement F	301-511-4101-3-88110-		EV Charging station	637.50 67,510.00
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00	FUND TOTAL	637.50
501	Water Utility Fund	501-000-7102-5-56101-		Gas Utility	98.31 1,612.36
501	Water Utility Fund	501-000-7102-5-56204-		Contractual Services	414.61 210,770.83
501	Water Utility Fund	501-000-7102-5-56253-		Postage	276.41 19,613.85
501	Water Utility Fund	501-000-7102-5-56254-		Telephone	1,040.77 10,671.25
501	Water Utility Fund	501-000-7102-5-88108-		Capital/Computer Hard	40.24 -1,327.92
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00	FUND TOTAL	1,870.34
502	Sewer Fund	502-000-4301-5-55205-		Operating Supplies	2,662.02 13,720.05
502	Sewer Fund	502-000-4301-5-56102-		Electricity Utility	86.32 -3,169.22
502	Sewer Fund	502-000-4301-5-56204-		Contractual Services	972.60 1,215,694.66
502	Sewer Fund	502-000-4301-5-56212-		Laundry & Cleaning	112.51 1,078.56
502	Sewer Fund	502-000-4301-5-56253-		Postage	276.41 8,302.34
502	Sewer Fund	502-000-4301-5-56254-		Telephone	957.19 2,084.25
502	Sewer Fund	502-000-4301-5-88108-		Capital/Computer Hard	211.80 -1,829.76
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00	FUND TOTAL	5,278.85
602	Liability Insurance	602-500-2501-1-56214-		Professional & Techni	1,428.48 13,150.00
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00	FUND TOTAL	1,428.48
702	Trust Funds - Spec Re	702-512-8703-8-52561-		Library Admin Expense	171.92 5,104.89
CASH ACCOUNT 999-000-0000-0-10003-			BALANCE .00	FUND TOTAL	171.92
WARRANT SUMMARY TOTAL					165,043.47

ACCOUNTS PAYABLE WARRANT REPORT

GRAND TOTAL

165,043.47



City Council Agenda Statement

Meeting Date: December 16, 2025

Agenda Heading: Consent

Item Number: B.4

TITLE:

Amendment to Agreement No. 7358 with Fire Safety Advisors for Plan Check Services

RECOMMENDATION:

1. Approve an amendment to Professional Services Agreement No. 7358 with Fire Safety Advisors, LLC to increase the not-to-exceed sum by \$150,000 for a total sum of \$200,000 for fiscal year 2025-2026 for fire plan check services.
2. Authorize the City Manager to execute the amended agreement (No. 7358A).
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Included in the Adopted FY 25-26 Budget
Amount Budgeted: \$300,000
Additional Appropriation: \$0
Account Number(s): 001-510-3204-2-56214-

No additional budget appropriation is needed. There is no net fiscal impact due to 100% cost recovery for fire prevention plan check services.

BACKGROUND:

Fire Safety Advisors provides fire prevention plan check services to the City of El Segundo. Fire prevention plan check service fees paid to this vendor are fully recovered by the City via fire plan check and inspection fees in the adopted FY 25-26 Master Fee Schedule (FR-001 through FR-003M, FR-004A, FR-009, and FR-013). High demand for fire prevention plan check services has created the need to increase the total fiscal year sum for fire plan check services.

DISCUSSION:

Amendment to Agreement with Fire Safety Advisors

December 16, 2025

Page 2 of 2

All fire plan check service fees paid to Fire Safety Advisors are recovered by the City via fire plan check and inspection fees in the adopted FY 25-26 Master Fee Schedule (FR-001 through FR-003M, FR-004A, FR-009, and FR-013).

Based on the demand for fire prevention plan check services and excellent service delivered to the City of El Segundo, staff recommends increasing the contract amount with Fire Safety Advisors by \$150,000 for a total not-to-exceed amount of \$200,000 for FY 25-26. Due to cost recovery for all fire prevention plan check services, there is no fiscal impact to the general fund.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy B: Seek opportunities to implement the use of innovative technology to improve services, efficiency, and transparency.

Goal 5: Champion Economic Development and Fiscal Sustainability

Strategy C: Implement strategic initiatives to attract new businesses and foster business to business networking and collaboration to retain and grow existing businesses.

PREPARED BY:

Vanessa Arias, Senior Management Analyst

REVIEWED BY:

Ryan Allee, Battalion Chief

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: December 16, 2025

Agenda Heading: Consent

Item Number: B.5

TITLE:

Resolution Adopting the Updated Capital Asset Policy Effective Fiscal Year 2025-26

RECOMMENDATION:

1. Adopt a Resolution adopting the City of El Segundo's Updated Capital Asset Policy, effective Fiscal Year 2025-26.
2. Alternatively, discuss and take any other related action.

FISCAL IMPACT:

Adoption of the Capital Asset Policy has no monetary fiscal impact. However, implementation may affect the City's future depreciation expense reporting and asset capitalization totals, as lower-value items will be expensed rather than capitalized. These changes will be reflected in the City's annual financial statement and reported to the City Council after the annual audit is finalized.

BACKGROUND:

The City of El Segundo is required to maintain up-to-date and comprehensive policies governing the accounting and management of its capital assets. The City's existing capital asset policy has not been comprehensively updated in several years and does not fully reflect current accounting practices and recent operational changes and trends.

Capital assets—including land, buildings, infrastructure, vehicles, and equipment—represent a significant portion of the City's total assets and are essential to the provision of public services. Clear and consistent policies are critical to ensure accurate financial reporting, effective asset management, and compliance with applicable accounting standards.

The proposed Capital Asset Policies have been developed by the Finance Department in accordance with current General Accounting Standards Board (GASB) Statements and other applicable accounting standards, and in consultation with departmental staff

Updated Capital Asset Policy Effective Fiscal Year 2025-26

December 16, 2025

Page 2 of 3

who manage the City's physical and intangible assets.

DISCUSSION:

The proposed Capital Asset Policy (effective FY 2025-26) establishes updated capitalization thresholds, useful life estimates, valuation methodologies, and procedures for depreciation, amortization, and disposal of City assets. The proposed policy adheres to the Government Finance Officers Association (GFOA) best practices regarding capitalization thresholds for capital assets. Key provisions include:

Capitalization Thresholds:

Land, Buildings, Improvements, and Infrastructure: \$100,000

Furnishings, Vehicles, Machinery, and Equipment: \$20,000

Intangible Assets (easements, licenses, subscriptions, software, etc.): \$20,000

Useful Lives: Estimated useful lives range from **5 to 100 years**, depending on asset class, consistent with industry standards and departmental operational experience.

Valuation and Depreciation: All capital assets are to be reported at **historical cost**, including ancillary and directly attributable acquisition costs. Depreciation and amortization are calculated using the straight-line method over the asset's estimated useful life.

Construction in Progress: Capital project costs will be recorded as construction in progress until the project is placed in service, at which time costs will be reclassified to the appropriate asset category.

Asset Disposal: Detailed procedures have been established to ensure that asset disposals are conducted in compliance with City policy, state law, and federal requirements when applicable. Disposals will be coordinated through the Purchasing and Accounting Divisions to ensure accurate removal from the City's asset records.

The updated policy also incorporates guidance for intangible assets (e.g., software, easements, and licenses) under General Accounting Standards Board GASB) Statements, ensuring compliance with current governmental accounting standards. Adopting these policies will enhance consistency across departments, improve financial transparency, and strengthen internal controls related to the acquisition, recording, and disposal of City assets. The updated Capital Asset Policies provide a comprehensive framework to ensure that the City's capital assets are managed, valued, and reported in accordance with best practices and applicable accounting standards. Adoption of this policy will strengthen financial stewardship and compliance across all City departments.

Updated Capital Asset Policy Effective Fiscal Year 2025-26

December 16, 2025

Page 3 of 3

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy A: Seek opportunities to implement and expedite the projects in the Capital Improvement Program and ensure that City-owned infrastructure is well maintained, including streets, entryways, and facilities.

Goal 5: Champion Economic Development and Fiscal Sustainability

Strategy B: Utilize the City's long-term financial plan to make financial decisions that support the goals of the strategic plan.

PREPARED BY:

Wei Cao, CPA, CPFO, Finance Manager

REVIEWED BY:

Paul Chung, Chief Financial Officer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Reso Adopting Capital Asset Policy
2. Updated Capital Asset Policy (FY 2025-26)
3. Current Capital Asset Policy (FY 2025-26)

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO, CALIFORNIA, ADOPTING THE CAPITAL ASSET POLICY

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

SECTION 1: The City Council finds and declares that:

- A. The City of El Segundo is required to maintain up-to-date and comprehensive policies governing the accounting and management of its capital assets.
- B. The City's existing capital asset policy has not been comprehensively updated in several years and does not fully reflect current accounting practices and recent operational changes and trends.
- C. Capital assets—including land, buildings, infrastructure, vehicles, and equipment—represent a significant portion of the City's total assets and are essential to the provision of public services.
- D. Clear and consistent policies are critical to ensure accurate financial reporting, effective asset management, and compliance with applicable accounting standards.
- E. The proposed Capital Asset Policies have been developed by the Finance Department in accordance with current General Accounting Standards Board (GASB) Statements and other applicable accounting standards, and in consultation with departmental staff who manage the City's physical and intangible assets.

SECTION 2: *Adoption and Authorization.* The City Council hereby adopts the attached Updated Capital Asset Policy. The City Treasurer / Chief Financial Officer or his designee is hereby authorized to take any actions necessary to implement the policy.

SECTION 3: This Resolution will take effect immediately and remain effective until superseded by a subsequent resolution.

PASSED, APPROVED AND ADOPTED this ____ day of December, 2025.

Chris Pimentel, Mayor

ATTEST:

Susan Truax, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

Capital Asset Policies

(Effective starting Fiscal Year 2025-26)

Capital Asset Capitalization and Threshold

Capital Assets are major assets that are used in governmental operations and that benefit more than a single fiscal period. City of El Segundo will report the following major categories of capital assets that have an estimated useful life of more than two (2) year.

1. Land (\$100,000, with an indefinite useful life)
2. Construction in progress
3. Buildings and building improvements (\$100,000 with an estimated useful life 50 years)
4. Improvements other than buildings (\$100,000 with an estimated useful life 50 years)
5. Furnishings, vehicles, machinery, and equipment (\$20,000 with an estimated useful life 5-50 years)
6. Infrastructure (\$100,000 with an estimated useful life 25-100 years)
7. Intangible Assets (easements, water rights, licenses, leases, subscription-based information technology arrangements) (\$20,000 with an estimated useful life 5-50 years)

Land – is always capitalized as a separate capital asset in its own right, even if it is closely associated with some other capital asset. Thus, the land under a building or highway must be classified as land rather than included as part of the cost of the building or highway. The amount capitalized as land should include any land preparation costs that will have an indefinite useful life. Land normally is not depreciated because it has an indefinite useful life. The capitalization threshold for land will be set at \$100,000, with an indefinite useful life.

Construction in Progress – is an asset class in which you record the costs directly associated with constructing a capital asset. Once the asset is placed in service, all costs associated with it that are stored in the construction in progress account are shifted into whichever capital asset account is most appropriate for the asset. Costs in the construction in progress account are not depreciated until the asset is placed in service.

Buildings and building improvements – is an asset class used to account for permanent (non-moveable) structures. The amount reported should include any costs incurred to increase the service utility of a building or to extend its total estimated useful life (improvements or betterments). The amount should also include restoration costs incurred as the result of capital asset impairment. The capitalization threshold for buildings will be set at \$100,000 with an estimated useful life 50 years.

Improvements other than building – are permanent (non-moveable) improvements to land that have a limited useful life (land improvements). Examples include fences, retaining walls, parking lots, and most landscaping. The capitalization threshold for improvements other than buildings is \$100,000 with an estimated useful life 50 years.

Furnishings, vehicles, machinery, and equipment – is an asset class to account for moveable items. The capitalization threshold for furnishings and equipment is \$20,000 with an estimated useful life between 5 and 50 years.

Infrastructure – are long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Infrastructure assets are the basic physical assets that allow the City to function. Examples of infrastructure assets include streets, bridges, sidewalks, drainage systems, water and sewer systems, and lighting systems, etc. Each major infrastructure system can be divided into subsystems. For example, the street system can be subdivided into pavement, curb and gutters, sidewalks, medians, streetlights, landscaping and land. These subsystems were not delineated in the City’s basic financial statements. The appropriate operating department maintains information regarding the subsystem. For all infrastructure system, the City elected to use the “Basic Approach”. The capitalization threshold for infrastructure assets will be set at \$100,000, with an estimated useful life of 25 to 100 years.

Intangible Assets – Governmental Accounting Standards Board (GASB) Statement #51 deals with the reporting of intangible assets in our financial statements. GASB #51 defines intangible assets as assets that are identifiable and possess all of the following characteristics: lack of physical substance, nonfinancial nature (not in monetary form like cash or investment securities), and initial useful life extending beyond a single reporting period. It requires us to record and report intangible assets such as easements, land use rights (i.e. water rights, timber rights and mineral rights), patents, trademarks and copyrights. In addition, computer software that is purchased, licensed or internally generated (including websites) as well as outlays associated with an internally generated modification of computer software. The capitalization threshold for intangible assets will be set at \$20,000, with an estimated useful life between 5 to 50 years.

Valuation Method of Capital assets

Capital assets are to be reported at historical cost. This should include capitalized interest and ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include costs that are directly attributable to asset acquisition. The historical cost should include the cost of any subsequent additions or improvements, which would extend the expected useful life of the asset but exclude the cost of repairs or routine maintenance. Items acquired to extend the life of a previously acquired asset are not required to be inventoried but are added to the historical cost of the asset and capitalized. Maintenance costs are to be expensed rather than capitalized. The independent judgment of capital improvement versus repair or maintenance will be distinguished by the asset operating department on a case-by-case basis. Trade-in value, if any, will be deducted from the asset cost. Additionally, if the asset traded was not fully depreciated, the ending book value will be added to the cash paid to determine the capitalized cost of the new asset. A trade-in can be defined as exchanging an existing asset as part of an agreement to acquire a new Asset. Capital assets acquired under capital lease are capitalized at the net present value of the total lease payments. Donated capital assets are valued at their acquisition value. Capital assets that are being depreciated will be reported net of accumulated depreciation in the statement of net position. Depreciation expense will be reported in the statement of activities. Individual assets with an initial cost of less than \$20,000 will be maintained on an inventory list for insurance purposes.

Depreciation and Amortization Method for Capital Assets

Depreciation (for tangible assets) and amortization (for intangible assets) expense will be measured by the straight-line method which is historical cost divided over the estimated useful life of the asset.

$$\text{Formula} = \frac{\text{Historical cost}}{\text{Estimated Useful Live}}$$

Depreciation and amortization will be calculated annually based on the actual month of acquisition.

Land and construction in progress are not depreciated.

Estimated Useful Lives of Capital Assets

The standards or parameters for estimating the useful lives of capital assets are based on City's operating departments' professional judgments and industry averages, therefore determined to be objectively reasonable.

A range approach is used as a matter of policy, with specific estimated useful lives attached to specific assets when recorded in order to facilitate depreciation /amortization and tracking.

Disposal of Capital Assets

All Capital assets must be conducted in accordance with City policies, California state law, and the following steps:

1. The disposal of any and all capital assets, except land and public improvements such as buildings, must be completed through the Purchasing division in accordance with the Purchasing Manual. Assets disposed by the Purchasing division will be offered to the other divisions of the City prior to disposal.
2. For vehicles, equipment, and other assets that are maintained through the Equipment division, the Equipment division is responsible for the cleaning, title preparation, license plate removal, radio transfer, or other necessary disposal preparation.
3. The sale of land, right-of-way, buildings, and other real property will be managed through the department/division that is responsible for maintaining and safekeeping of the asset(s) in conjunction with the Purchasing Officer.
4. For assets other than real property being transferred to another government or non-profit agency, a public notice and bidding procedure must be approved by the Purchasing Officer.
5. Any asset acquired through Federal funding or tax exempt bonds must be identified as such prior to disposal. The Purchasing Officer must be notified of the intent to dispose of any such asset.
6. Damaged assets must be identified by each division and notification must be provided to the Purchasing Officer and the Accounting Division. If an asset is deemed to be impaired in accordance with GAAP, the division must provide the Purchasing Officer and the Accounting Division with the necessary information in regards to the impaired asset.

7. Appropriate documentation must be forwarded to the Purchasing Officer for removal of the asset from the capital asset list by the division responsible for disposition of the asset. A Capital Asset Information form must also be submitted to the Accounting Division.

8. If an asset is scheduled for replacement, the asset being replaced will be disposed of when the replacement asset has been acquired and will not be retained to expand the City's asset/fleet inventory without approval of the Purchasing Officer.

**CITY OF EL SEGUNDO
FINANCIAL POLICIES/PROCEDURES**

General Fund Reserve: Establish target General Fund Unassigned Fund Balance at a minimum of 25% of General Fund Expenditures each fiscal year. Establish a minimum General CIP reserve balance of 5% of General Fund Expenditures each fiscal year. The 5% is a transfer out from the General Fund to the CIP Fund (Fund 301).

Economic Uncertainty Fund Reserve: Maintain the Economic Uncertainty Fund at \$2.0 million up to a maximum of \$2 million to mitigate current and future risks due to fluctuations in the City's core tax revenues.

Capitalization of Fixed Assets: Capitalize fixed asset with a value of \$5,000 or more and with an estimated life of **over one year**.

Balanced Budget: Is defined as a budget in which estimated revenues equal or exceed expenditures; in some instances, the City considers the budget is balanced when using available reserves to make up the gap between revenues and expenditures. Council policy is to adopt a balanced budget each year.

Revenue Estimates: Maintain a conservative approach in projecting revenues.

Budgetary Control: The budgetary level of control is held at the department level.

Budget Transfers: Budget transfer requests between accounts or object codes shall be limited; meaning, departments may overspend on one account without processing a budget request transfer form as long as that overage is covered by savings from another account within the department. Budget transfers within a division required the Director of Finance's approval. Budget transfers between divisions require City Manager's approval. Budget transfers between funds require Council approval. Additional appropriations requests after the budget is adopted require Council approval.

Basis of Budgeting: The City uses the modified accrual basis in budgeting government funds. This means that obligations of the City, including outstanding purchase orders, are budgeted as expenses and revenues are recognized when they are both measurable and available to fund current expenditures. Included in the budget for governmental funds are estimated payouts during the budget year for compensation absences in excess of maximum accrued leave allowable. For the enterprise funds, the City uses the full accrual method. This means expenses are recognized when incurred and revenues are recognized when due the City.

Basis of Accounting: The basis of accounting is the same as the basis of budgeting.

Budgetary Data: Annual budgets are legally adopted for all funds on a basis consistent with generally accepted accounting principles.

Debt Limit: The City does not have general bonded debt.

Purchasing: Purchase orders ranging from \$25,000 - \$50,000 require City Manager's approval; above \$50,000 require formal bids to be approved by City Council.

Encumbrance Carryovers: Encumbered purchase orders with remaining balances at year-end may be carried over to the next fiscal year after review by the Purchasing Agent and approval by the Director of Finance. All carryover appropriations require Council approval.

Contracts Review: The Risk Manager should review contracts when procured through a negotiated/ award procedure at any given time during the fiscal year.



City Council Agenda Statement

Meeting Date: December 16, 2025

Agenda Heading: Consent

Item Number: B.6

TITLE:

Resolution Approving Final Vesting Tract Map No. 83236 (EA-1348) for a Subdivision at 2100 East El Segundo Boulevard

RECOMMENDATION:

1. Adopt a resolution approving Final Vesting Tract Map No. 83236 and authorizing certain City officials to sign the Map for recording.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

On March 14, 2024, the El Segundo Planning Commission adopted Resolution No. 2948, approving Environmental Assessment No. EA-1348 and Subdivision No. SUB 23-02 for Vesting Tentative Tract Map No. 83236, which constitutes a subdivision of two existing contiguous lots within the existing commercial retail center located at 2100 East El Segundo Boulevard. These two lots will be divided into seven lots, ensuring that each existing commercial building and its associated surface-level parking are located on separate lots. Currently, the applicant is seeking the approval of the Final Vesting Tract Map.

DISCUSSION:

Government Code § 66458 requires that a "Final Map" be reviewed and approved by a jurisdiction's legislative body, which for the City of El Segundo is the City Council. The requested Final Vesting Tract Map conforms with the Vesting Tentative Tract Map approved by the Planning Commission and meets the conditions of approval associated with the project. The map has been reviewed and approved by the Los Angeles County Department of Public Works, and the El Segundo Public Works Department has

Resolution Approving Final Vesting Tract Map No. 83236 (EA-1348)

December 16, 2025

Page 2 of 2

reviewed and approved it for technical accuracy.

Staff has determined that Final Vesting Tract Map No. 83236 is in substantial conformance with the General Plan and applicable zoning and building ordinances. Accordingly, staff recommends that the City Council adopt the proposed resolution to approve the Final Vesting Tract Map No. 83236. Following approval, all necessary signatures will be obtained, and the map will be recorded with the Los Angeles County Recorder's Office.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy C: Maintain an innovative General Plan to ensure responsible growth while preserving El Segundo's quality of life and small-town character.

Goal 5: Champion Economic Development and Fiscal Sustainability

Strategy D: Implement community planning, land use, and enforcement policies that encourage growth while preserving El Segundo's quality of life and small-town character.

PREPARED BY:

James Rice, Associate Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

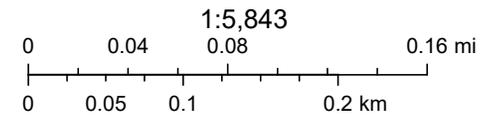
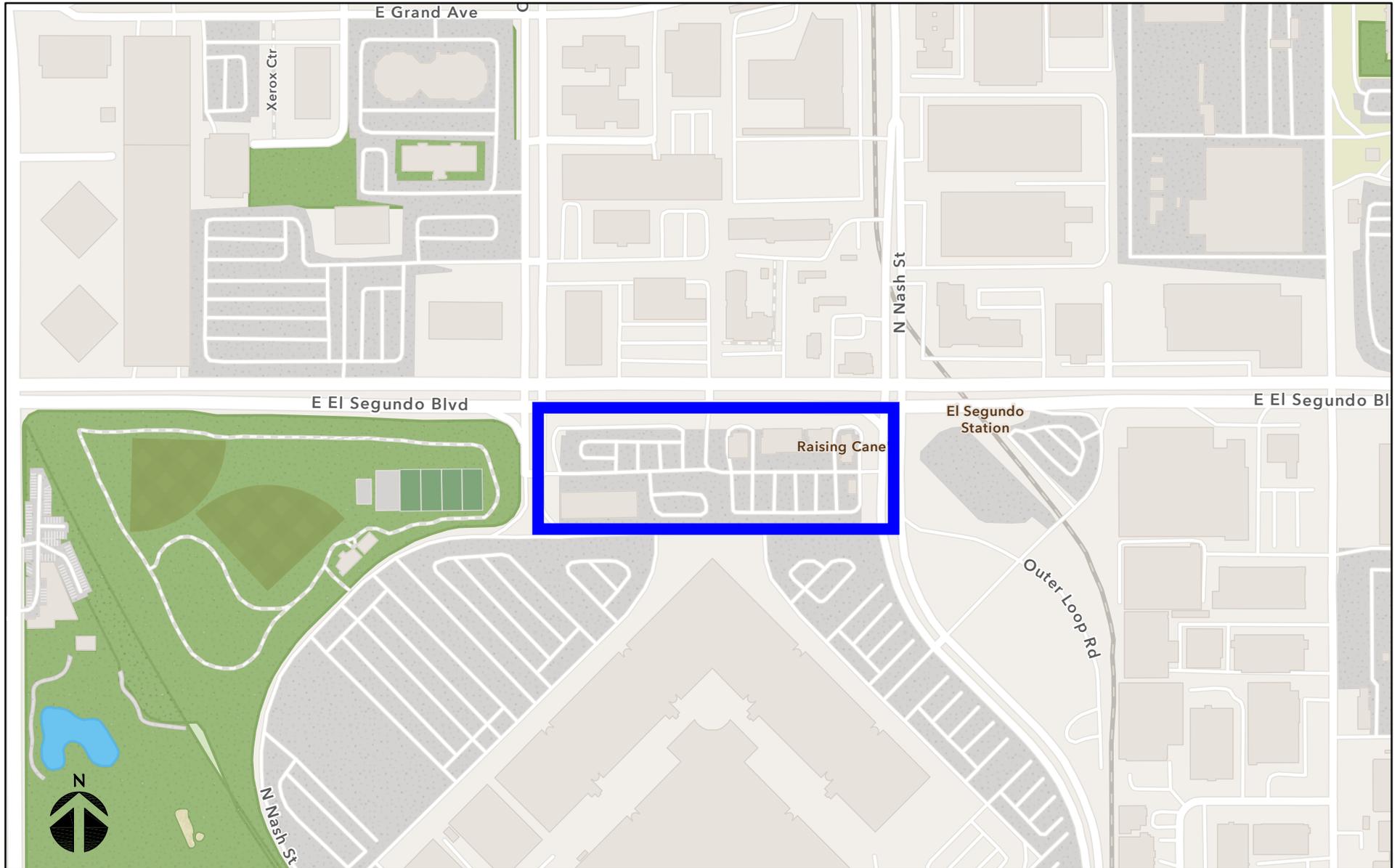
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Location Map
2. Vicinity Map
3. Resolution for Final Vesting Tract Map No. 83236
4. Final Vesting Tract Map No. 83236

Location Map

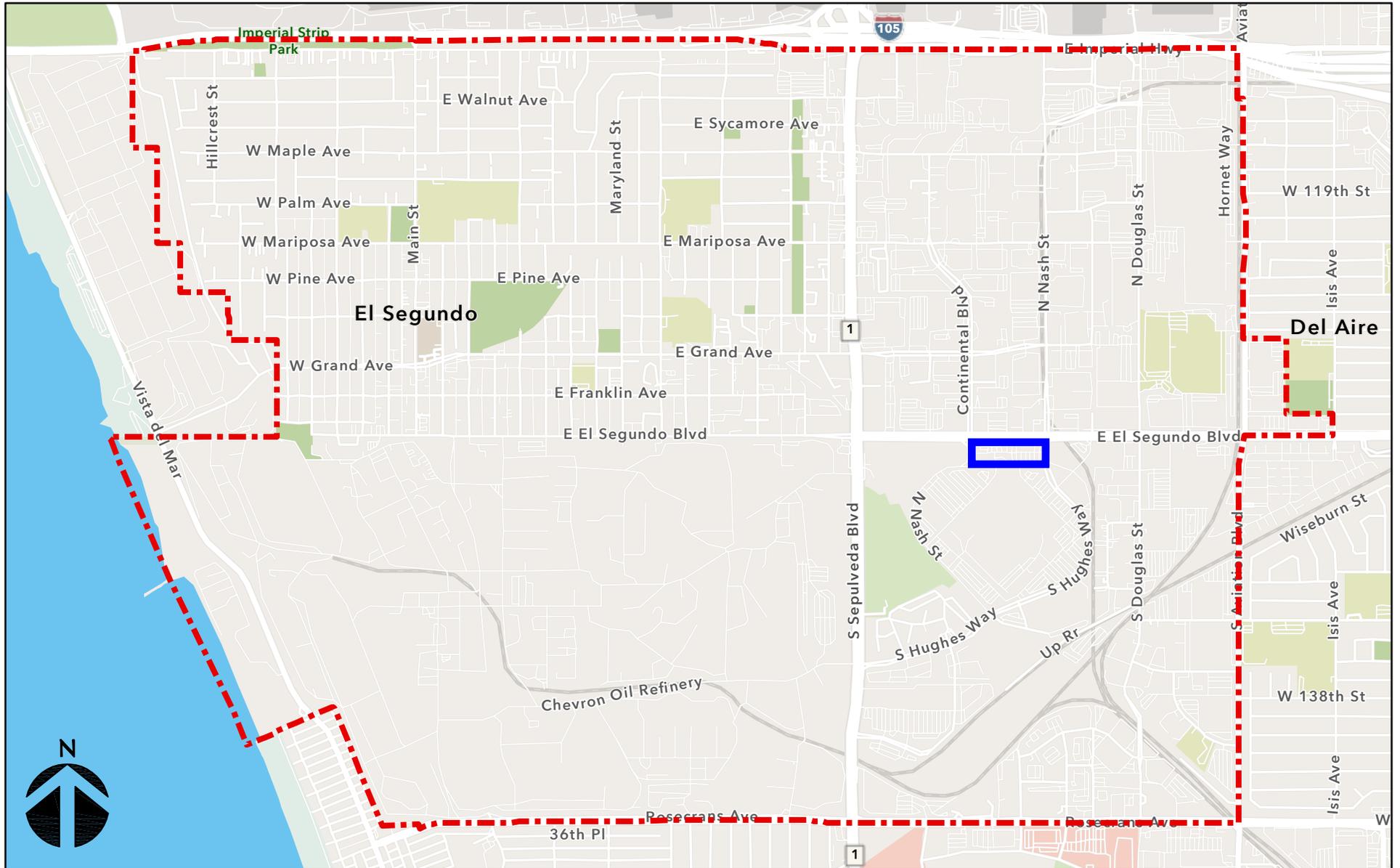
Final Vesting Tract Map No. 83236 (EA-1348)



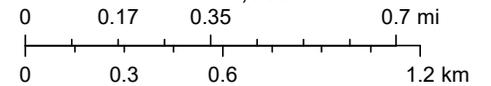
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Vicinity Map

Final Vesting Tract Map No. 83236 (EA-1348)



1:27,500



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

RESOLUTION NO. _____

A RESOLUTION APPROVING FINAL VESTING TRACT MAP NO. 83236 FOR ENVIRONMENTAL ASSESSMENT NO. EA-1348 AND SUBDIVISION NO. 23-02 FOR A MULTI-LOT SUBDIVISION LOCATED AT 2100 EAST EL SEGUNDO BOULEVARD.

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

SECTION 1: The City Council finds and declares that:

- A. On June 28, 2023, Lionel Uhry on behalf of CDC Mar Retail 1, LLC ("Applicant") filed an application for Environmental Assessment No. EA-1348 and Subdivision No. SUB 23-02 for Vesting Tentative Tract Map ("VTTM") No. 83236 to subdivide two existing contiguous lots into seven lots. The subject property was recently developed with a commercial retail center (Chargers Commons Commercial Center) and is located at 2100 East El Segundo Boulevard (RAYTHEON CAMPUS - PHASE 1) in the El Segundo South Campus Specific Plan (ESSCSP) zone;
- B. On March 14, 2024, the Planning Commission adopted Resolution No. 2948 approving Environmental Assessment No. EA-1348 and Subdivision No. SUB 23-02 for Vesting Tentative Tract Map No. 83236; and
- C. The Final Vesting Tract Map now requires approval by the City Council.

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

- A. The Final Vesting Tract Map substantially conforms to Vesting Tentative Tract Map No. 83236 approved by Planning Commission Resolution No. 2948; and
- B. The Final Vesting Tract Map conforms to all applicable provisions of the El Segundo Municipal Code and Subdivision Map Act (Government Code §§ 66410, *et seq.*).

SECTION 3: *Authorization.* The City Engineer, Director of Community Development, and the City Clerk are hereby authorized to sign and record said Final Vesting Tract Map and take any further actions needed to effectuate this Resolution.

SECTION 4: This Resolution is the City Council's final decision and 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.

PASSED, APPROVED AND ADOPTED this 16th day of December, 2025.

Chris Pimentel, Mayor

ATTEST:

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

I, Susan Truax, 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 16th day of December, 2025, approved and signed by the Mayor, and attested to by the City Clerk, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Susan Truax, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

7 LOTS
277,843 SQ. FT.

SHEET 1 OF 6 SHEETS

VESTING TRACT NO. 83236

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

A SUBDIVISION OF PARCEL 1 OF THE DEED RECORDED MAY 17, 2024 AS INSTRUMENT NUMBER 2024-0323771, BEING LOT 15 AND A PORTION OF LOT 16 BOTH OF TRACT NO. 71551 RECORDED IN BOOK 1418, PAGES 45 THROUGH 55, INCLUSIVE, ALL OF OFFICIAL RECORDS OF LOS ANGELES COUNTY

FOR SUBDIVISION PURPOSES

OWNERS STATEMENT:

WE HEREBY STATE THAT WE ARE THE OWNERS OF OR ARE INTERESTED IN THE LAND INCLUDED WITHIN THE SUBDIVISION SHOWN ON THIS MAP WITHIN THE DISTINCTIVE BORDER LINES, AND WE CONSENT TO THE PREPARATION AND FILING OF SAID MAP AND SUBDIVISION.

OWNER

EL SEGUNDO CHARGERS PLAZA, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY

BY _____
NAME:
TITLE:

OWNER

RAYTHEON COMPANY, A DELAWARE CORPORATION, AS OPTIONEE UNDER A RIGHT OF FIRST REFUSAL BY DOCUMENT RECORDED MAY 3, 2017 AS INSTRUMENT NO. 20170489958 OF OFFICIAL RECORDS, RECORDS OF LOS ANGELES COUNTY.

BY _____ BY _____
NAME: NAME:
TITLE: TITLE:

BENEFICIARY

HAMNI BANK, A CALIFORNIA CORPORATION BENEFICIARY UNDER A DEED OF TRUST, RECORDED APRIL 24, 2025 AS INSTRUMENT NUMBER 20250266519 OF OFFICIAL RECORDS, RECORDS OF LOS ANGELES COUNTY.

BY _____ BY _____
NAME: NAME:
TITLE: TITLE:

CITY CLERK'S STATEMENT

I HEREBY CERTIFY THAT THE CITY COUNCIL OF THE CITY OF EL SEGUNDO BY MOTION ADOPTED AT ITS SESSION HELD ON THE _____ DAY OF _____, 20____, APPROVED THE ANNEXED MAP AND SUBDIVISION.

CITY CLERK OF THE CITY OF EL SEGUNDO DATE

CITY PLANNING COMMISSION'S STATEMENT

I HEREBY CERTIFY THAT THE PLANNING COMMISSION OF THE CITY OF EL SEGUNDO BY RESOLUTION NO. _____ ADOPTED AT ITS SESSION HELD ON THE _____ DAY OF _____, 20____, APPROVED THE ANNEXED MAP AND SUBDIVISION.

SECRETARY OF THE CITY OF EL SEGUNDO PLANNING COMMISSION DATE

SURVEYOR'S 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 NOVEMBER OF 2020, IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF MAR VENTURES ON AUGUST 16, 2023. I HEREBY STATE THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP; THAT THE MONUMENTS SHOWN HEREON AS "TO BE SET" ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED AND WILL BE SET IN THOSE POSITIONS ON OR BEFORE DECEMBER 2025; AND THAT THE TIE NOTES FOR ALL CENTERLINE MONUMENTS NOTED AS "TO BE SET" WILL BE FILED IN THE OFFICE OF THE CITY ENGINEER.


CHRISTOPHER JONES, PLS 8193

10/30/2025
DATE



BASIS OF BEARINGS

THE BEARING OF N89°47'49"W ALONG THE CENTERLINE OF EL SEGUNDO BOULEVARD AS SHOWN ON MAP OF TRACT NO. 83507 AS FILED IN BOOK 1439 PAGES 67 THROUGH 75 OF MAPS, RECORDS OF LOS ANGELES COUNTY, WAS TAKEN AS THE BASIS OF BEARINGS SHOWN ON THIS MAP.

CITY SURVEYOR'S STATEMENT

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

CHRISTOPHER VANDREY, PLS 8783 DATE
ACTING CITY SURVEYOR



CITY ENGINEER'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP, THAT IT CONFORMS SUBSTANTIALLY TO THE TENTATIVE MAP AND ALL APPROVED ALTERATIONS THEREOF; THAT ALL PROVISIONS OF 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 66442 (a)(1), (2), AND (3), HAVE BEEN COMPLIED WITH AND THAT I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT WITH RESPECT TO CITY RECORDS.

CHERYL EBERT, R.C.E. 78578
CITY ENGINEER



LOS ANGELES COUNTY TAX CERTIFICATES

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 TRACT NO. 83236 AS REQUIRED BY LAW.

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

BY _____ DATE _____
DEPUTY

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 _____ DATE _____
DEPUTY

CITY TREASURER'S STATEMENT

I HEREBY STATE 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.

CITY TREASURER OF THE CITY OF EL SEGUNDO DATE

TRACT NO. 83236

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

SIGNATURE OMISSIONS

THE SIGNATURES OF THE PARTIES NAMED HEREINAFTER AS OWNERS OF THE INTEREST SET FORTH, MAY BE OMITTED UNDER PROVISIONS OF SECTION 66436(a) (3)(A) OF THE SUBDIVISION MAP ACT, AS THEIR INTEREST IS SUCH THAT IT CANNOT RIPEN INTO A FEE AND SAID SIGNATURES ARE NOT REQUIRED BY THE LOCAL AGENCY.

CHEVRON U.S.A. INC., A CORPORATION, HOLDER OF AN EASEMENT FOR PIPELINE OR PIPELINES AND TO DISCHARGE NOISE, LIGHT, HEAT AND GASEOUS AND PARTICULATE MATTER, RECORDED NOVEMBER 28, 1978 AS INSTRUMENT NO. 78-1317577 OF OFFICIAL RECORDS.

THE CITY OF EL SEGUNDO, A MUNICIPAL CORPORATION, HOLDER OF AN EASEMENT FOR A BELOW SURFACE GRADE, BURIED WATERLINE, RECORDED JULY 25, 1979 AS INSTRUMENT 79-817589 OF OFFICIAL RECORDS.

THE CITY OF EL SEGUNDO, A MUNICIPAL CORPORATION, HOLDER OF AN EASEMENT FOR BELOW SURFACE GRADE WATER SERVICE VAULTS AND A BELOW SURFACE GRADE BURIED WATERLINES, RECORDED NOVEMBER 26, 1980 AS INSTRUMENT 80-1197785 OF OFFICIAL RECORDS.

THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT, A BODY CORPORATE AND POLITIC, HOLDER OF AN EASEMENT FOR BURIED WATERLINE, RECORDED MARCH 20, 1981 AS INSTRUMENT 81-285968 OF OFFICIAL RECORDS.

WEST BASIN MUNICIPAL WATER DISTRICT, HOLDER OF AN EASEMENT FOR RECLAIM WATER LINE AND INCIDENTAL PURPOSES, RECORDED MAY 19, 1994 AS INSTRUMENT NO. 94-973125 OF OFFICIAL RECORDS.

RAYTHEON COMPANY, A DELAWARE CORPORATION AND CDC MAR RETAIL I LLC, A CALIFORNIA LIMITED LIABILITY COMPANY, HOLDER OF A RECIPROCAL EASEMENT FOR ACCESS, EXISTING WATER LINE, STREET/ROADWAY, SEWER LINE, SIGN, UTILITY, TEMPORARY CONSTRUCTION, CONSTRUCTION, RECORDED MAY 3, 2017 AS INSTRUMENT NO. 20170489960 AND MODIFIED BY INSTRUMENT NO. 20200378569 RECORDED RECORDED APRIL 2, 2020 AND INSTRUMENT NO. 20230758071 NOVEMBER 3, 2023.

RAYTHEON COMPANY, A DELAWARE CORPORATION AND CDC MAR RETAIL I LLC, A CALIFORNIA LIMITED LIABILITY COMPANY, CDC MAR EAST CAMPUS 1 LLC, A CALIFORNIA LIMITED LIABILITY COMPANY AND CDC MAR EAST CAMPUS 2 LLC, A CALIFORNIA LIMITED LIABILITY COMPANY, HOLDER OF A RECIPROCAL EASEMENT FOR INGRESS, EGRESS, PARKING, UTILITIES, SURFACE WATER, SIGN ACCESS, SIGNS, RECORDED APRIL 2, 2020 AS INSTRUMENT NO. 20200378573 AND MODIFIED BY INSTRUMENT NO. 20200557917 RECORDED MAY 21, 2020.

SOUTHERN CALIFORNIA GAS COMPANY, A CALIFORNIA CORPORATION, ITS SUCCESSORS AND ASSIGNS, HOLDER OF AN EASEMENT FOR GAS LINE AND INCIDENTAL PURPOSES, RECORDED JUNE 11, 2021 AS INSTRUMENT NO. 20210924991 OF OFFICIAL RECORDS.

SOUTHERN CALIFORNIA GAS COMPANY, A CALIFORNIA CORPORATION, ITS SUCCESSORS AND ASSIGNS, HOLDER OF AN EASEMENT FOR GAS LINE AND INCIDENTAL PURPOSES, RECORDED JUNE 14, 2021 AS INSTRUMENT NO. 20210930897 OF OFFICIAL RECORDS.

SOUTHERN CALIFORNIA EDISON COMPANY, A CORPORATION, ITS SUCCESSORS AND ASSIGNS, HOLDER OF AN EASEMENT FOR UNDERGROUND ELECTRICAL SUPPLY SYSTEMS AND COMMUNICATIONS SYSTEMS PURPOSES, RECORDED AUGUST 13, 2021 AS INSTRUMENT NO. 20211243443 OF OFFICIAL RECORDS.

THE CITY OF EL SEGUNDO, A MUNICIPAL CORPORATION, HOLDER OF AN EASEMENT FOR ACCESS, RECORDED AUGUST 18, 2025 AS INSTRUMENT 20250560073 OF OFFICIAL RECORDS.

THE CITY OF EL SEGUNDO, A MUNICIPAL CORPORATION, HOLDER OF AN EASEMENT FOR ACCESS, RECORDED AUGUST 18, 2025 AS INSTRUMENT 20250560074 OF OFFICIAL RECORDS.

THE SIGNATURES OF THE PARTIES NAMED HEREINAFTER AS OWNERS OF THE INTEREST SET FORTH, MAY BE OMITTED UNDER PROVISIONS OF SECTION 66436(a) (3)(C) OF THE SUBDIVISION MAP ACT, AS THEIR INTEREST IS SUCH THAT IT CANNOT RIPEN INTO A FEE AND SAID SIGNATURES ARE NOT REQUIRED BY THE LOCAL AGENCY.

CHEVRON U.S.A. INC., A CORPORATION, HOLDER OF MINERAL RIGHTS, RECORDED NOVEMBER 28, 1979 AS INSTRUMENT NO. 78-1317577 OF OFFICIAL RECORDS.

SHEET INDEX:

- 2 OF 6 SIGNATURE OMISSIONS / NOTARY
- 3 OF 6 BOUNDARY ESTABLISHMENT AND LOT CONFIGURATIONS
- 4&5 OF 6 EXISTING EASEMENT LOCATIONS
- 6 OF 6 MONUMENT NOTES AND EXISTING EASEMENT DETAIL

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 TO THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

ON _____, BEFORE ME, _____,
NOTARY PUBLIC, PERSONALLY APPEARED _____,
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 _____
PRINTED NAME _____
COUNTY IN WHICH COMMISSIONED _____
COMMISSION NUMBER _____
DATE COMMISSION EXPIRES _____

NOTARY ACKNOWLEDGEMENT

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 TO THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

ON _____, BEFORE ME, _____,
NOTARY PUBLIC, PERSONALLY APPEARED _____,
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.

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SIGNATURE _____
PRINTED NAME _____
COUNTY IN WHICH COMMISSIONED _____
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STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

ON _____, BEFORE ME, _____,
NOTARY PUBLIC, PERSONALLY APPEARED _____,
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.

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SIGNATURE _____
PRINTED NAME _____
COUNTY IN WHICH COMMISSIONED _____
COMMISSION NUMBER _____
DATE COMMISSION EXPIRES _____

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STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

ON _____, BEFORE ME, _____,
NOTARY PUBLIC, PERSONALLY APPEARED _____,
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.

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WITNESS MY HAND AND OFFICIAL SEAL.
SIGNATURE _____
PRINTED NAME _____
COUNTY IN WHICH COMMISSIONED _____
COMMISSION NUMBER _____
DATE COMMISSION EXPIRES _____

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 TO THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

ON _____, BEFORE ME, _____,
NOTARY PUBLIC, PERSONALLY APPEARED _____,
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 _____
PRINTED NAME _____
COUNTY IN WHICH COMMISSIONED _____
COMMISSION NUMBER _____
DATE COMMISSION EXPIRES _____

SCALE: 1"=70'

TRACT NO. 83236

SHEET 3 OF 6 SHEETS

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

BOUNDARY ESTABLISHMENT

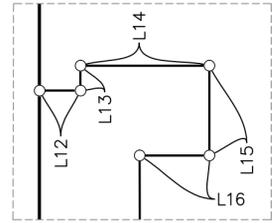
ABBREVIATIONS:

- Ⓞ CENTERLINE
- TR TRACT
- NAP NOT A PART OF THIS SUBDIVISION
- N.T.S. NOT TO SCALE

LEGEND / NOTES:

- INDICATES THE BOUNDARY OF THE LAND BEING SUBDIVIDED BY THIS MAP.
- LOT LINE
- EASEMENT LINE
- CENTERLINE
- MONUMENTS TO BE SET, SEE SHEET 6 FOR DETAILS
- Ⓢ REFER TO SHEET 6 FOR FOUND/TO BE SET MONUMENT DESCRIPTIONS OR BOUNDARY ESTABLISHMENT NOTES
- Ⓢ EXISTING EASEMENT; SEE SHEET 5 FOR DETAILS
- R1 TRACT NO. 83507 1439 MB 69-75
- R2 TRACT NO. 71551 1418 MB 45-55

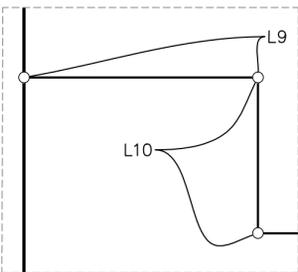
NOTE 1:
EXISTING 100' WIDE EASEMENT FOR INGRESS AND EGRESS, EMERGENCY ACCESS AND PUBLIC UTILITY PURPOSES, STORM DRAIN, SANITARY SEWER, DRAINAGE, FIRE HYDRANT, WATER METER, WATER LINE, TRAFFIC SIGNAL AND SIDEWALK PURPOSES TO THE CITY OF EL SEGUNDO (R2)



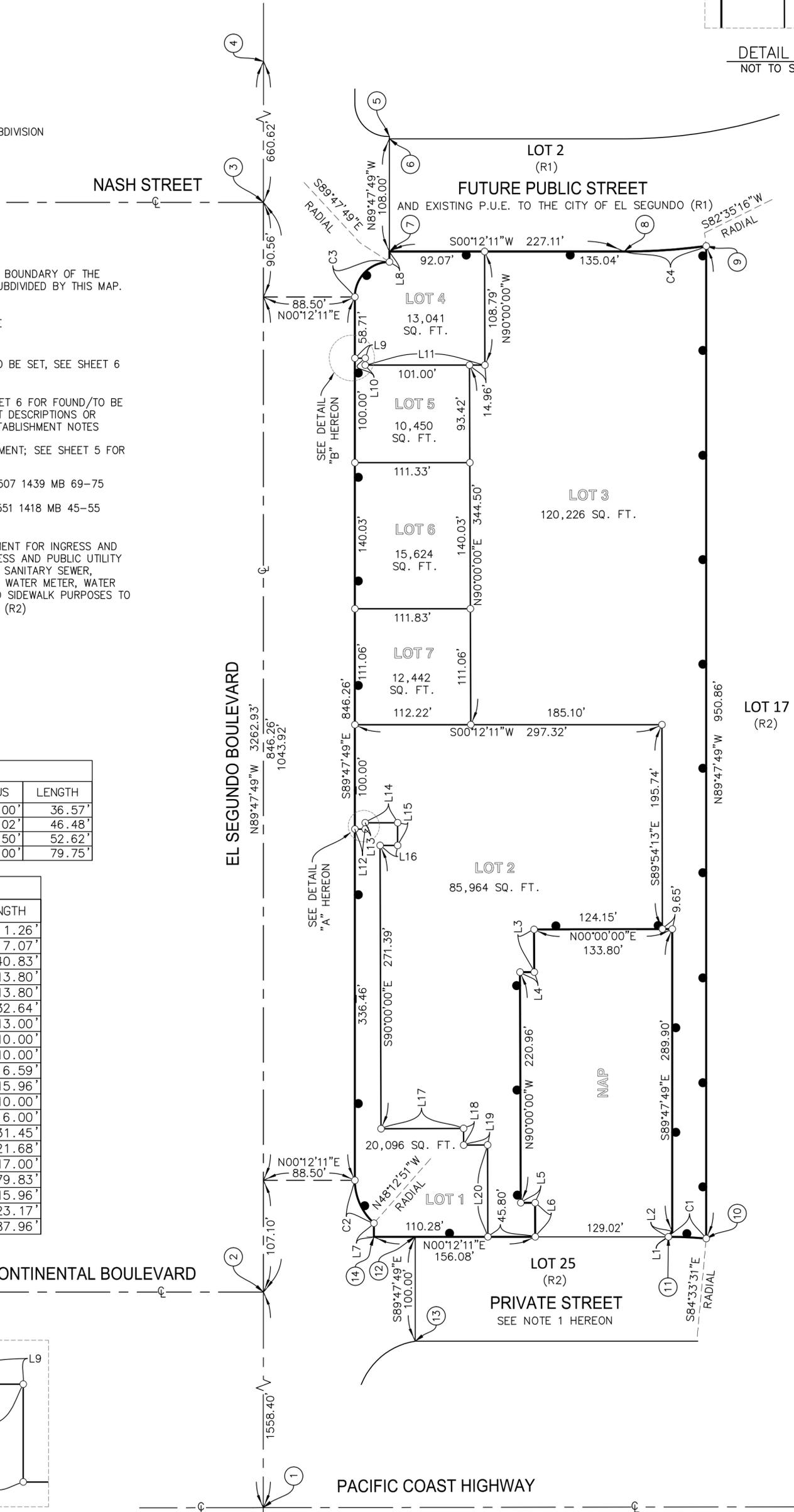
DETAIL "A"
NOT TO SCALE

ARC TABLE			
NO.	DELTA	RADIUS	LENGTH
C1	05° 14' 18"	400.00'	36.57'
C2	48° 24' 11"	55.02'	46.48'
C3	90° 00' 00"	33.50'	52.62'
C4	07° 36' 55"	600.00'	79.75'

LINE TABLE		
NO.	BEARING	LENGTH
L1	N00° 12' 11" E	1.26'
L2	S44° 47' 49" E	7.07'
L3	N90° 00' 00" W	40.83'
L4	N00° 00' 00" E	13.80'
L5	S00° 00' 00" W	13.80'
L6	N90° 00' 00" W	32.64'
L7	S89° 47' 49" E	13.00'
L8	S89° 47' 49" E	10.00'
L9	S00° 12' 11" W	10.00'
L10	N89° 47' 49" W	6.59'
L11	N00° 12' 11" E	115.96'
L12	S00° 10' 43" W	10.00'
L13	S89° 47' 49" E	6.00'
L14	N00° 11' 12" E	31.45'
L15	S89° 47' 49" E	21.68'
L16	S00° 12' 11" W	17.00'
L17	N00° 00' 00" E	79.83'
L18	N90° 00' 00" E	15.96'
L19	N00° 00' 00" E	23.17'
L20	N90° 00' 00" E	87.96'



DETAIL "B"
NOT TO SCALE



TRACT NO. 83236

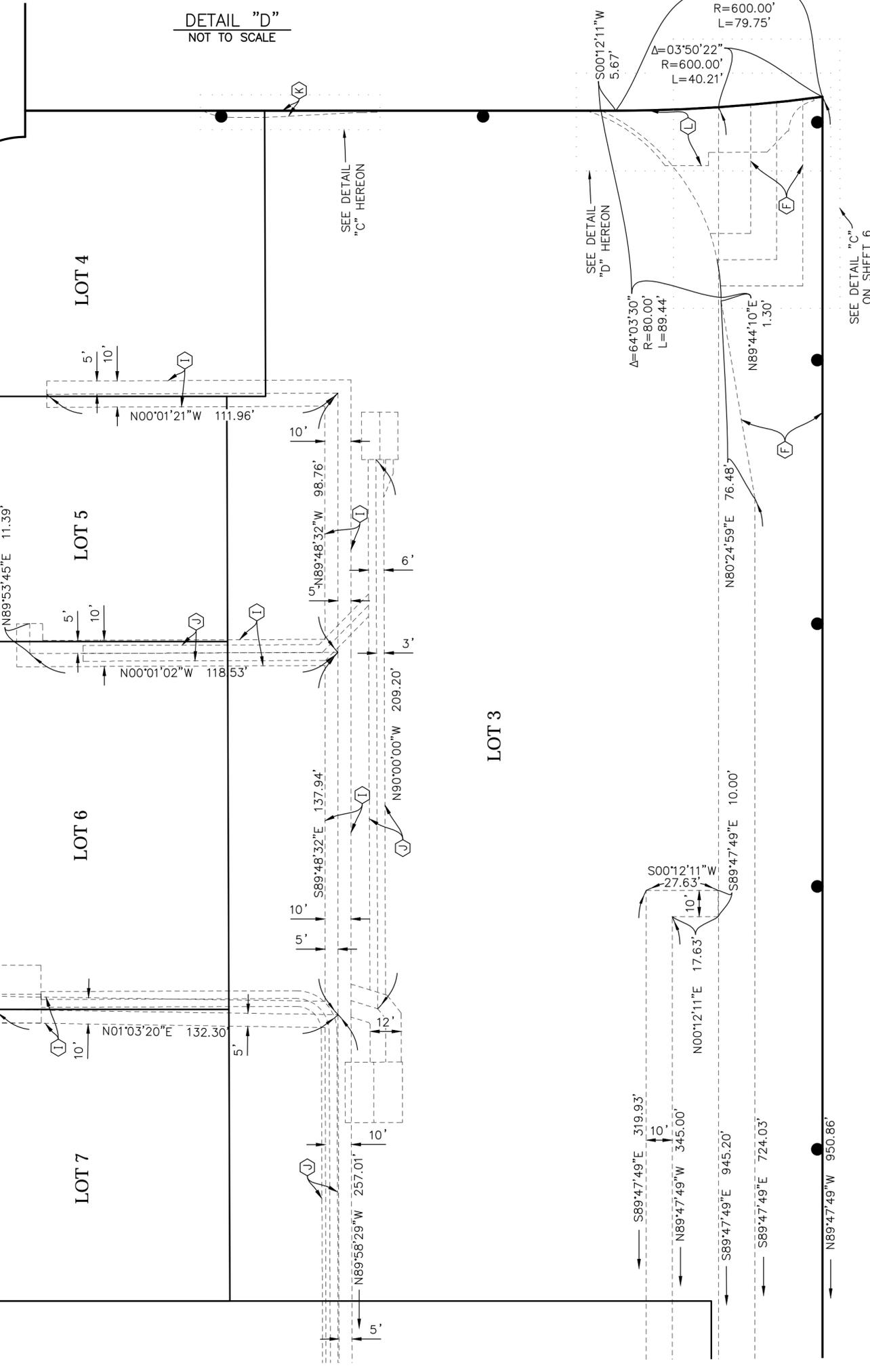
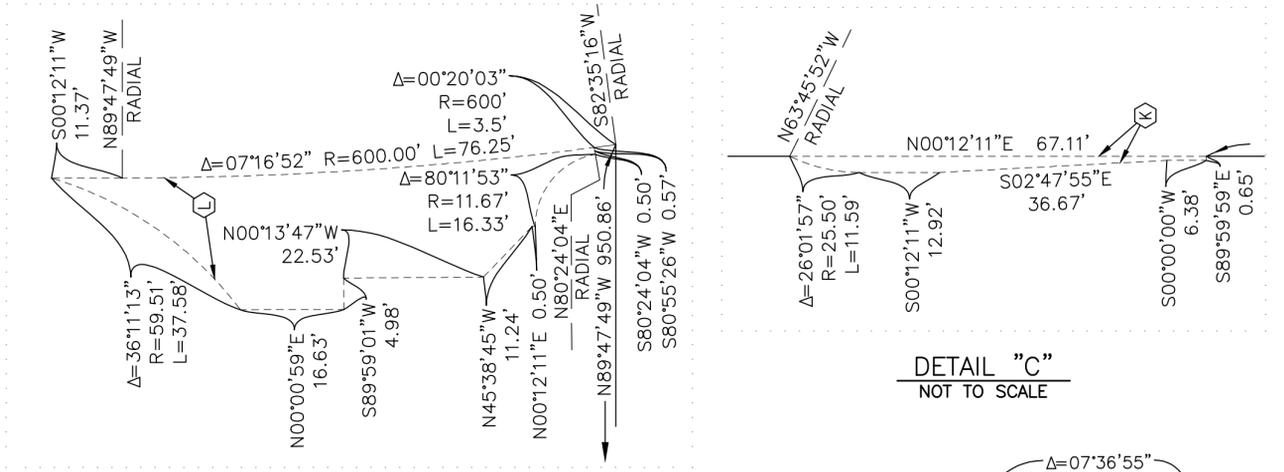
IN THE CITY OF EL SEGUNDO, COUNTY OF LOS ANGELES
STATE OF CALIFORNIA



LEGEND:



INDICATES THE BOUNDARY OF THE
LAND BEING SUBDIVIDED BY THIS MAP.



EL SEGUNDO BOULEVARD

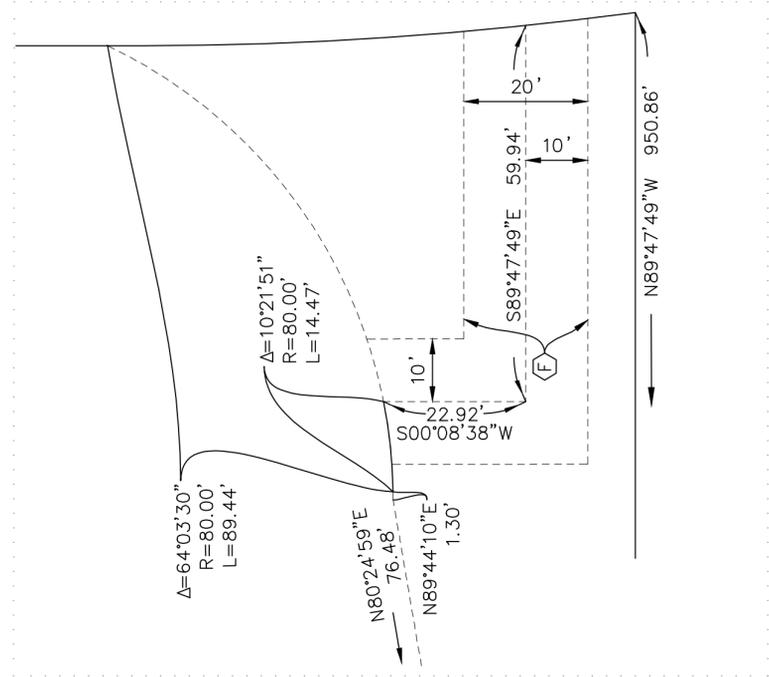
TO SHEET 4

TRACT NO. 83236

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

ESTABLISHMENT NOTES:

- ① FOUND SPIKE & WASHER STAMPED LS 5810 PER TRACT NO. 71551 M.B. 1418/45-55, ACCEPTED AS CENTERLINE INTERSECTION.
- ② ESTABLISHED INTERSECTION PER TRACT NO. 71551 M.B. 1418/45-55, FOUND SPIKE & WASHER ILLEGIBLE S04°16'52"W 0.24' PER TRACT NO. 71551.
- ③ FOUND BRASS DISK IN SSM 0.5' DOWN STAMPED RCE 7191, S00°07'35"E 0.19' OF INTERSECTION PER TRACT NO. 71551 M.B. 1418/45-55, NOT ACCEPTED AS INTERSECTION.
- ④ FOUND SPIKE & WASHER STAMPED LS 5810 PER TRACT NO. 71551 M.B. 1418/45-55, ACCEPTED AS INTERSECTION OF THE NORTHERLY PROLONGATION OF THE EAST LINE OF TRACT NO. 71551 AND THE CENTERLINE OF EL SEGUNDO BOULEVARD.
- ⑤ FOUND 2" IRON PIPE TAGGED LS 5810 ON LINE 2.22' EAST OF THE NORTHEAST CORNER OF LOT 8, PER TRACT NO. 71551 M.B. 1418/45-55.
- ⑥ FOUND LT&T TAGGED LS 8193 OFFSET 4.00' PER TRACT NO. 83507 M.B. 1439/67-75, ACCEPTED AS THE NORTHEAST CORNER OF LOT 2.
- ⑦ FOUND 2" IRON PIPE TAGGED LS 8348, PER TRACT NO. 83507 M.B. 1439/67-75, ACCEPTED AS THE NORTHEAST CORNER OF LOT 15.
- ⑧ FOUND 2" IRON PIPE TAGGED LS 8348, PER TRACT NO. 83507 M.B. 1439/67-75, ACCEPTED AS BEGINNING OF CURVE.
- ⑨ NOTHING FOUND, ESTABLISHED BY RECORD RADIUS (600.00') & CURVE DISTANCE (79.75') PER TRACT NO. 71551 M.B. 1418/45-55. TO BE SET 2" IRON PIPE WITH TAG, STAMPED LS 8193.
- ⑩ NOTHING FOUND, ESTABLISHED BY RECORD RADIUS (400.00') & CURVE DISTANCE (36.57') PER TRACT NO. 71551 M.B. 1418/45-55. TO BE SET 2" IRON PIPE WITH TAG, STAMPED LS 8193.
- ⑪ NOTHING FOUND, ESTABLISHED BY RECORD ANGLE AND DISTANCE (285.10') PER TRACT NO. 71551 M.B. 1418/45-55. TO BE SET 2" IRON PIPE WITH TAG, STAMPED LS 8193.
- ⑫ FOUND 2" IRON PIPE TAGGED LS 5810 PER TRACT NO. 71551 M.B. 1418/45-55, ACCEPTED AS THE NORTHEAST CORNER OF LOT 25.
- ⑬ FOUND LT&T TAGGED LS 8510 PER TRACT NO. 71551 M.B. 1418/45-55, ACCEPTED AS THE NORTHWEST CORNER OF LOT 25.
- ⑭ FOUND LT&T TAGGED LS 8510 PER TRACT NO. 71551 M.B. 1418/45-55, ACCEPTED AS THE NORTHWEST CORNER OF LOT 16.



DETAIL "E"
NOT TO SCALE

EASEMENT NOTES:

- (A) A PRIVATE EASEMENT FOR PIPELINE OR PIPELINES AND TO DISCHARGE NOISE, LIGHT, HEAT AND GASEOUS AND PARTICULATE MATTER HELD BY CHEVRON U.S.A. INC., A CORPORATION, RECORDED NOVEMBER 28, 1978 AS INSTRUMENT NO. 78-1317577 OF OFFICIAL RECORDS. BLANKET IN NATURE
- (B) A PUBLIC EASEMENT FOR A BELOW SURFACE GRADE, BURIED WATERLINE AND INCIDENTAL PURPOSES HELD BY THE CITY OF EL SEGUNDO RECORDED JULY 25, 1979 AS INSTRUMENT NO. 79-817589 OF OFFICIAL RECORDS.
- (C) A PUBLIC EASEMENT FOR BELOW SURFACE GRADE WATER SERVICE VAULTS AND A BELOW SURFACE GRADE BURIED WATERLINES AND INCIDENTAL PURPOSES HELD BY THE CITY OF EL SEGUNDO, A MUNICIPAL CORPORATION, RECORDED NOVEMBER 26, 1980 AS INSTRUMENT NO. 80-1197785 OF OFFICIAL RECORDS.
- (D) A PUBLIC EASEMENT FOR BURIED WATERLINE AND INCIDENTAL PURPOSES HELD BY WEST BASIN MUNICIPAL WATER DISTRICT, RECORDED MARCH 20, 1981 AS INSTRUMENT 81-285968 OF OFFICIAL RECORDS.
- (E) A PUBLIC EASEMENT FOR RECLAIM WATER LINE AND INCIDENTAL PURPOSES HELD BY WEST BASIN MUNICIPAL WATER DISTRICT, RECORDED MAY 19, 1994 AS INSTRUMENT NO. 94-973125 OF OFFICIAL RECORDS.
- (F) A PRIVATE EASEMENT FOR ACCESS, EXISTING WATER LINE, STREET/ROADWAY, SEWER LINE, SIGN, UTILITY, TEMPORARY CONSTRUCTION, CONSTRUCTION HELD BY RAYTHEON COMPANY, A DELAWARE CORPORATION AND CDC MAR RETAIL I LLC, A CALIFORNIA LIMITED LIABILITY COMPANY, RECORDED MAY 3, 2017 AS INSTRUMENT NO. 20170489960 OF OFFICIAL RECORDS.

AS AFFECTED BY THE TERMS AND PROVISIONS IN THAT DOCUMENT DECLARING MODIFICATIONS THEREOF RECORDED APRIL 2, 2020 AS INSTRUMENT NO. 20200378569 AND THAT DOCUMENT DECLARING MODIFICATIONS THEREOF RECORDED NOVEMBER 3, 2023 AS INSTRUMENT NO. 20230758071 OF OFFICIAL RECORDS.
- (G) A PRIVATE EASEMENT FOR INGRESS, EGRESS, PARKING, UTILITIES, SURFACE WATER, SIGN ACCESS, SIGNS HELD BY RAYTHEON COMPANY, A DELAWARE CORPORATION AND CDC MAR RETAIL I LLC, A CALIFORNIA LIMITED LIABILITY COMPANY, CDC MAR EAST CAMPUS 1 LLC, A CALIFORNIA LIMITED LIABILITY COMPANY AND CDC MAR EAST CAMPUS 2 LLC, A CALIFORNIA LIMITED LIABILITY COMPANY, RECORDED APRIL 2, 2020 AS INSTRUMENT NO. 20200378573 OF OFFICIAL RECORDS.

AS AFFECTED BY THE TERMS AND PROVISIONS IN THAT DOCUMENT DECLARING MODIFICATIONS THEREOF RECORDED MAY 21, 2020 AS INSTRUMENT NO. 20200557917 OF OFFICIAL RECORDS. BLANKET IN NATURE
- (H) A PUBLIC EASEMENT FOR PUBLIC UTILITIES HELD BY SOUTHERN CALIFORNIA GAS COMPANY, A CORPORATION, RECORDED JUNE 11, 2021 AS INSTRUMENT NO. 20210924991 OF OFFICIAL RECORDS.
- (I) A PUBLIC EASEMENT FOR PUBLIC UTILITIES HELD BY SOUTHERN CALIFORNIA EDISON COMPANY, A CORPORATION, RECORDED JUNE 14, 2021 AS INSTRUMENT NO. 20210930897 OF OFFICIAL RECORDS.
- (J) A PUBLIC EASEMENT FOR PUBLIC UTILITIES HELD BY SOUTHERN CALIFORNIA EDISON COMPANY, A CORPORATION RECORDED AUGUST 13, 2021 AS INSTRUMENT NO. 20211243443 OF OFFICIAL RECORDS.
- (K) A PUBLIC EASEMENT FOR ACCESS HELD BY THE CITY OF EL SEGUNDO RECORDED AUGUST 18, 2025 AS INSTRUMENT NO. 20250560073 OF OFFICIAL RECORDS.
- (L) A PUBLIC EASEMENT FOR CROSSWALK AND SIDEWALK HELD BY THE CITY OF EL SEGUNDO RECORDED AUGUST 18, 2025 AS INSTRUMENT NO. 20250560074 OF OFFICIAL RECORDS.



City Council Agenda Statement

Meeting Date: December 16, 2025

Agenda Heading: Consent

Item Number: B.7

TITLE:

United States Department of Homeland Security 2024 Urban Area Security Initiatives Grant Program Award and Subaward Agreement with the City of Los Angeles

RECOMMENDATION:

1. Authorize the City Manager to execute a subaward agreement with the City of Los Angeles and accept a 2024 Urban Area Security Initiatives Grant for \$70,699.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The funds will be appropriated during the proposed FY 2026-27 budget. The Federal Urban Area Security Initiatives ("UASI") Grant Program is a reimbursable grant. The upfront cost of \$70,699 will come from City reserves until the funds are reimbursed per the agreement.

BACKGROUND:

In October 2023, the El Segundo Police Department ("ESPD") applied for the 2024 UASI Grant Program with an application totaling \$70,699 to purchase an LPR trailer system, speed signs with LPR camera system, hardware, and software. In December 2023, the UASI Approval Authority approved the full amount of \$70,699.

The primary purpose of the UASI Grant Program is to provide financial assistance to dense urban areas with high concentrations of people, high-visibility targets, and critical infrastructure to help those areas improve their ability to prevent, protect against, respond to and recover from threats or acts of terrorism. This financial assistance can be used to support the purchase of homeland security equipment, as well as the costs of planning, training, exercises, limited operational costs, and grant administration. The Department of Homeland Security ("DHS") awards UASI funds by using a discretionary risk-based formula and assessing the effectiveness of each applicant's proposed

solutions to address these risks. The UASI Grant Program is overseen by the State Administrative Agency ("SAA"), which is the California Governor's Office of Emergency Services ("Cal OES"). The grant is then administered by the Mayor's Office of Public Safety, as designated by Cal OES, on behalf of the participating local area jurisdictions that comprise the Los Angeles/Long Beach Urban Area.

DISCUSSION:

Currently, the City of El Segundo Police Department is equipped with ALPR cameras affixed on a few streetlights throughout the city. This set up of data collection is limited due to its fixed position and inability to access sensitive or covert locations. The requested equipment would build capability by virtue of the mobile operation with the combination of both LPR trailer and speed sign systems. This technology would allow for a greater variety and method of data collection which would result in greater data acquisition and sharing with local partners. It is the intent of the department to continue building this network, in collaboration with neighboring law enforcement agencies, as funding opportunities are secured.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 2: Optimize Community Safety and Preparedness

Strategy D: Ensure that the community feels safe and is satisfied with the services of the El Segundo Police Department.

PREPARED BY:

Julissa Solano, Sr. Management Analyst

REVIEWED BY:

Saul Rodriguez, Police Chief

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: December 16, 2025

Agenda Heading: Staff Presentations

Item Number: D.8

TITLE:

Introduction of Ordinance Amending the City's Existing Anti-Camping Ordinance to Include Certain Portions of Private Property and to Ensure Access to Nonresidential Buildings

RECOMMENDATION:

1. Receive and file an update on the City's homeless outreach program "PATCHES."
2. Introduce and waive the first reading of an Ordinance amending Sections 7-8-3 and 7-8-4 of Chapter 8 (Prohibited Camping) to Title 7 (Nuisances and Offenses) of the El Segundo Municipal Code ("ESMC") to expand current anti-camping prohibitions and find that such actions are exempt from the California Environmental Quality Act, pursuant to Guidelines §§ 15060(c)(3), 15061(b)(3), and 15378.
3. Schedule a second reading of the ordinance for the January 20 regular City Council meeting or as soon thereafter it may be considered.
4. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None.

BACKGROUND:

On June 28, 2024, the U.S. Supreme Court ("Supreme Court") issued its ruling on the *City of Grants Pass, Oregon v. Johnson et al.* case regarding Grants Pass's ordinance penalizing camping on public property. In its ruling, the Supreme Court upheld the city's anti-camping restrictions, rejecting prior legal precedent from the U.S. Court of Appeals for the Ninth Circuit's decision in *Martin v. Boise* that previously found anti-camping laws constituted cruel and unusual punishment unless adequate shelter space was available.

Ordinance Amending City's Anti-Camping Ordinance

December 16, 2025

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Accordingly, such anti-camping laws may be enforced regardless of whether adequate shelter space is available within the given jurisdiction.

On September 17, 2024, in response to the *Grants Pass* decision, the City Council adopted Ordinance No. 1664 expanding its camping prohibitions within public parks and beaches, and prohibiting using vehicles for human habitation in specified public areas.

DISCUSSION:

The El Segundo Police Department has been enforcing Ordinance No. 1664. As part of its enforcement of the ordinance, ESPD Officers have noted that transients often set up encampments in front of vacant private buildings or in private parking lots of businesses. These areas are open to the public, visible from the street, but are private property. Because the City's existing ordinance only includes public property, ESPD is requesting that the ordinance be amended to include such areas.

The City Attorney's office has researched this issue and has not found any state statute or caselaw prohibiting the City from expanding its anti-camping ordinance to include private property. The closest case the City Attorney's office could find involved the City of Sacramento, which prohibited extended camping on public or private property without a permit. In that case, a private property owner had allowed plaintiffs to camp on this lot; but the City police cited the campers for violating the ordinance. The plaintiffs – 22 homeless individuals – challenged the ordinance claiming it was unconstitutional but did not directly challenge the ordinance because it included private property. (*Allen v. City of Sacramento*, 234 Cal.App.4th 41, 183 (2015)). Ultimately, a jury ruled in favor of the City of Sacramento, and the City's anti-camping ordinance prohibiting unauthorized camping on both public and private property remains in effect.

The California Constitution generally provides that a city may make and enforce within its limits all local, police, sanitary and other ordinances and regulations not in conflict with general law. (Cal. Const. art. XI, § 7.) It is the desire of the City to keep the public right-of-way and public places clean and available for public use and to ensure the public has access to all property, both public and private.

Other Jurisdictions

Cities throughout the State of California have enacted provisions prohibiting unauthorized camping and storage of personal property on both public and private property. Some Southern California cities with such ordinances include, but are not limited to, the following:

- **Manhattan Beach** prohibits camping and the storage of personal property on public and private property, subject to certain exceptions (MBMC Chapter 4.140).
- **Hermosa Beach** prohibits camping in public places and prohibits camping, sleeping, lying, or placing personal property where it obstructs or impeded passage, as required by the Americans with Disabilities Act and is within 20 feet

Ordinance Amending City's Anti-Camping Ordinance

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of an entrance or exit of a building where the public is invited. (HBMC Section 12.40.030).

- **Huntington Beach** prohibits camping and the storage of personal property on public and private property subject to certain exceptions (HBMC Section 13.10.030).
- **Irvine** prohibits camping on public and private property (Section 4-12-103).

Proposed Ordinance

The ESMC defines "to camp" as remaining in or at a campsite, and "camping" as any place where bedding, sleeping bag, or other material used for bedding purposes, or any stove or fire is placed for the purpose of maintaining a temporary place to live. (ESMC Section 7-8-1). The proposed Ordinance, if adopted, will:

1. Expand the list of locations where camping is prohibited in the City to also include certain portions of private property, including within 20 feet of an entrance or exit to any nonresidential building which abuts a public sidewalk and on privately owned parking lots.
2. Apply the "removal of campsite" procedures currently in the ESMC to those campsites on private property.

If introduced by the City Council, the ordinance will be presented at its next regularly scheduled meeting for second reading and adoption.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 2: Optimize Community Safety and Preparedness

Strategy A: Comprehensively address the unsheltered homeless population.

PREPARED BY:

David King, Assistant City Attorney

REVIEWED BY:

Saul Rodriguez, Police Chief

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Proposed Ordinance - Update to Anti-Camping Provisions

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO, CALIFORNIA, AMENDING SECTIONS 7-8-3 AND 7-8-4 OF CHAPTER 8 (PROHIBITED CAMPING) TO TITLE 7 (NUISANCES AND OFFENSES) OF THE EL SEGUNDO MUNICIPAL CODE EXPANDING ITS ANTI-CAMPING PROHIBITIONS TO INCLUDE CERTAIN PORTIONS OF PRIVATE PROPERTY AND TO ENSURE ACCESS TO NONRESIDENTIAL BUILDINGS

THE CITY COUNCIL DOES ORDAIN AS FOLLOWS:

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

- A. The California Constitution provides that a city may make and enforce within its limits all local, police, sanitary and other ordinances and regulations not in conflict with general law;
- B. The City of El Segundo (“City”) and its City Council are committed to protecting the life, health, and safety of its residents and all people within the geographical boundaries of the City;
- C. The City and its City Council are committed to protecting the rights of individuals who cannot obtain shelter and to treating their personal property with respect and consideration;
- D. On June 28, 2024, the U.S. Supreme Court decided the *City of Grants Pass, Oregon v. Johnson et al.* case, upholding Grants Pass’s ordinance prohibiting camping on public property to tackle the issue of homelessness;
- E. In July 2024, California Governor Gavin Newsom issued Executive Order N-1-24, ordering state agencies to adopt policies to address encampments on state property and encouraging local governments to adopt similar policies “and to use all available resources and infrastructure” to combat homelessness;
- F. In September 2024, in response to the *Grants Pass* decision, the City adopted Ordinance No. 1664 expanding its camping prohibitions within public parks and beaches, and prohibiting using vehicles for human habitation in specified public areas;

- G. In July 2025, U.S. President Donald J. Trump issued an executive order titled “Ending Crime and Disorder on America’s Streets” in which he identified the homelessness crisis and ordered his administration to seek civil commitments of individuals with mental illness or are living on the streets and cannot care for themselves;
- H. Unauthorized camping can create health and safety risks related to the accumulation of trash, food waste, human waste, and contaminated medical waste;
- I. To mitigate risks to health and safety of its citizens, the City Council desires to adopt regulations further expanding its anti-camping prohibition to strengthen the protection of individual and public safety as well as ensure pedestrian accessibility rights throughout the City.

SECTION 2. Section 7-8-3 of the El Segundo Municipal Code is hereby amended to read as follows (deletions in ~~strike through~~ and additions in double underline):

7-8-3 CAMPING PROHIBITED

A. No person may occupy a campsite in or upon any sidewalk, street, alley, lane, public right of way, park, bench, or any other publicly-owned property or under any bridge or viaduct, unless (i) otherwise specifically authorized by this Code or (ii) upon City Council resolution, the City Council may exempt a special event from the prohibitions of this section, if the City Council finds such exemption to be in the public interest and consistent with their goals and notices and in accordance with conditions imposed by the City Council. Any conditions imposed will include a condition requiring that the applicant provide evidence of adequate insurance coverage and agree to indemnify the City for any liability, damage or expense incurred by the City as a result of activities of the applicant. Any findings by the City Council shall specify the exact dates and location covered by the exemption.

B. No person may occupy a campsite that:

- 1. Obstructs or impedes passage, as required by the Americans with Disabilities Act; or
- 2. Is within 20 feet of an entrance or exit to any nonresidential building which abuts a public sidewalk and (i) into which the public is invited or (ii) which is open to view from the public street; or
- 3. Is on a privately owned parking lot to which the public is invited and permitted.

SECTION 3. Section 7-8-4 of the El Segundo Municipal Code is hereby amended to read as follows (deletions in ~~strikethrough~~ and additions in double underline):

7-8-4 REMOVAL OF CAMPSITE ON PUBLIC PROPERTY

Upon discovery of a campsite in violation of this chapter, ~~on public property~~, removal of the campsite by the Police Department, or designee, may occur under the following circumstances:

- A. Prior to removing the campsite, the City shall post a notice, 24-hours in advance.
- B. At the time a 24-hour notice is posted, the City shall inform a local agency delivering social services to homeless people of the location of the campsite.
- C. After the 24-hour notice period has passed, the Police Department, or designee, is authorized to remove the campsite and all personal property related thereto.
- D. The foregoing notwithstanding, campsite removal may proceed without the above-referenced notice only if an imminent threat to the public health, safety, and welfare exists (e.g., fire on site) that requires immediate removal to protect the public health, safety, and welfare.

SECTION 4. *Environmental Assessment.* The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (“CEQA”), pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. In the alternative, the City Council finds that the Ordinance falls within the “common sense” exemption set forth in State CEQA Guidelines section 15061, subdivision (b)(3), which exempts activity from CEQA where “it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.”

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

SECTION 6. *Effective Date.* This Ordinance shall become effective thirty

(30) days after adoption.

SECTION 7. *Publication.* The City Clerk is directed to certify the passage and adoption of this Ordinance causing it to be posted as required by law.

PASSED AND ADOPTED this ____ day of _____, 2025.

Chris Pimentel, Mayor

ATTEST:

Susan Truax, City Clerk

APPROVED AS TO FORM

Mark D. Hensley, City Attorney



City Council Agenda Statement

Meeting Date: December 16, 2025

Agenda Heading: Staff Presentations

Item Number: D.9

TITLE:

Crisis Communications Plan Update

RECOMMENDATION:

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

FISCAL IMPACT:

None.

BACKGROUND:

The City's Crisis Communications Plan is designed to equip the City's Crisis Communications Team with the tools needed to inform residents, businesses, and key stakeholders during emergencies or situations of public concern. First completed in September 2020, the plan has been updated over the years to reflect evolving communications needs, staffing changes, and an ongoing interdepartmental commitment to coordination and information sharing.

A strong crisis communications plan is essential for maintaining public trust and ensuring community safety. Clear, timely, and accurate information can reduce confusion and guide residents toward safe actions during natural, technological, or human-caused incidents. By establishing roles, protocols, and communication channels in advance, the plan enables the Crisis Communications Team to coordinate messaging and deliver consistent updates across multiple platforms while ensuring information remains accessible to all members of the community. Ultimately, the City's Crisis Communications Plan strengthens emergency response efforts, helps protect lives, and supports a more effective recovery.

Crisis Communications Plan Update

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DISCUSSION:

The City's Crisis Communications Plan, originally adopted in 2020, was recently updated following the Oct. 7, 2025 incident at the Chevron Refinery. During the event, the City Manager's Office and the El Segundo Fire Department activated the plan, delivering timely public updates through social media, the City website, and Alert South Bay/Nixle. The plan emphasizes coordinated messaging to ensure residents, businesses and key stakeholders receive clear and consistent information. Following the incident, the City Manager's Office met with the Police and Fire Departments and the Emergency Management Coordinator to review the strengths of the response and identify opportunities for improvement. These discussions included enhancing future coordination with the Fire Department as it implements the requirements of AB 1646 to develop an integrated alerting and notification system.

The El Segundo Fire Department will play a vital role in promptly notifying and providing instructions to the citizens of our city and the surrounding communities in the event of any refinery incident that poses a threat to life and health. To ensure timely and relevant information dissemination, the Division Chiefs plan to maintain 24/7 notification coverage utilizing the Alert South Bay/Everbridge Platform. This comprehensive approach will inform residents and visitors to stay informed and make informed decisions during such critical situations. For the most up-to-date information, residents are strongly advised to subscribe to Alert South Bay.

Crisis Communications Plan Overview

Crisis Communications fall into three categories: Major Emergency, Emergency, and Public Concern. Life safety considerations are the primary element when considering messaging and informing the public is the secondary critical element. The Incident Commander (IC) will notify the Department Head (Police, Fire or Public Works) or designee and determine the threat level. The Department Head will notify the City Manager and Crisis Communications Team.

The Crisis Communications Team is composed of the following members:

- Fire Chief
- Police Chief
- Public Works Director
- City Manager
- Deputy City Manager
- Emergency Management Coordinator
- Communications Manager (PIO)

Based on the risk determination, the Crisis Communications Team will identify a

Crisis Communications Plan Update

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message initiator who will establish communication with the Incident Commander (IC). This message initiator will typically be the Communications Manager/PIO or a designated public safety PIO. Once identified, the PIO will begin developing and issuing the appropriate messaging. The IC will provide input to the Department Head and Crisis Communications Team to ensure that information shared with the public and key stakeholders is accurate and timely. The City Manager will notify the City Council and Executive Team of the situation. All messaging will follow the established sequence and rely on pre-scripted templates, customized as needed to align with the specifics of the incident.

Message Sequence

Initial Notice/Holding Statement
Focused Information
Periodic Updates
End of Incident Message
Post-Incident Information

Message Delivery Options

Everbridge Disaster Notification - Alert South Bay
Nixle
Twitter (@ElSegundoAlerts)
Wireless Emergency Alerts (WEA/IPAWS)
Emergency Alert System (EAS) - To activate EAS call the Sheriff's Emergency Operations Bureau at Los Angeles County Sheriff's Warning Point. Primary: 1-323-980-2101 Alternate: 1-323-881-8100
Social Media (Facebook, Twitter)
City Website(s) Emergency Alert Banners and Content
Email/GovDelivery (cloud-based email system)
ES Media (YouTube and Community Cable)
El Segundo Radio
Vehicle Based Public Announcement (PA)
Local Media

CITY STRATEGIC PLAN COMPLIANCE:

Goal 2: Optimize Community Safety and Preparedness

Strategy B: Provide cost-effective and excellent fire protection and emergency response services.

Strategy C: Protect and prepare the El Segundo Community and staff for any emergency, disaster, or environmental violation.

Strategy D: Ensure that the community feels safe and is satisfied with the services of the El Segundo Police Department.

Crisis Communications Plan Update

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Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

Strategy A: Enhance proactive community engagement program to educate and inform the public about City services, programs, and issues.

PREPARED BY:

Becky Robinson, Communications Manager

REVIEWED BY:

Barbara Voss, Deputy City Manager

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. El Segundo Crisis Communications Plan - Update 12.16.25

CITY OF EL SEGUNDO CRISIS COMMUNICATIONS PLAN

Revised December 16, 2025

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Introduction

The El Segundo Crisis Communications Plan is designed to provide responders with the tools needed to inform the public as well as internal and external stakeholders related to emergencies or public concern incidents impacting the City, its residents, and businesses.

The City of El Segundo faces a unique set of potential hazards, including one of the largest refineries in the country and several companies using hazardous materials. The City is located adjacent to Los Angeles World Airports (LAWA); Hyperion Water Reclamation Plant; and NRG Energy and Los Angeles Department of Water & Power (LADWP) Scattergood generation stations. As a result, the City must be prepared to work with each entity to provide timely and accurate crisis communications to a diverse group of recipients.

Assembly Bill 1646 (2017) requires each local implementing agency to develop an integrated alerting and notification system, in coordination with local emergency management agencies, local first response agencies, petroleum refineries, and the public, to be used to notify the community surrounding a petroleum refinery in the event of an incident at the refinery.

The El Segundo Fire Department will play a vital role in promptly notifying and providing instructions to the citizens of El Segundo and the surrounding communities in the event of any refinery incident that poses a threat to life and health. To ensure timely and relevant information dissemination, the department will collaborate with Division Chiefs and the City's Emergency Management Coordinator to maintain 24/7 notification coverage across various media platforms. This comprehensive approach will empower residents and visitors to stay updated and make informed decisions during such critical situations.

Plan Development Process

The initial step in the planning process involved a review of existing plans, policies, processes, procedures, and city demographic information. The second step involved asking City Staff to select members for the Planning Team. Next, a planning survey was sent to the Planning Team after an orientation phone call. The survey results and follow-up calls with City Staff provided guidance for the draft Crisis Communications Plan development.

Planning Team

The following City Staff and URTA, LLC members served on the Crisis Communications Planning Team.

- Fire Chief
- Police Chief
- Deputy City Manager
- Police Lieutenant
- Public Works Director
- Emergency Management Coordinator
- Fire Environmental Lead
- Communications Consultant

Plan Goals

The El Segundo Crisis Communications Plan goals are:

1. Ensure accurate and timely delivery of incident-related information to all target audiences.
2. Provide the messaging and messaging templates for the Crisis Communications Team.
3. Provide Crisis Communications messaging flow charts for Crisis Communications Team use.
4. Provide the strategic communications method of distributing information for the Crisis Communications Team.
5. Provide contact lists for media, local communities and response agencies, local business public information officers (PIOs) and translation services.
6. Meet the intention for notifications in AB 1646.

Target Audiences

Residents

The primary audience for crisis communications is the residents of El Segundo. In addition, there are a unique mix of daytime and nighttime audiences that equal or exceed the level of effort required to deliver messaging compared to the residents. There are several public and private schools from pre-Kindergarten to high school and a senior housing facility with significant populations to consider for messaging. The residential population of El Segundo is centered in the northwest quarter of the City, which makes messaging a bit easier as one message can cover the entire population. "Shelter in Place" messaging applies to all residents and evacuation instructions can be placed in one message for residents. Residents can be communicated with via lists in GovDelivery platform and via Alert South Bay.

Workforce

The labor population in the businesses located in the City is a substantial audience to be reached and this is an important audience due to the numbers involved. This may also present challenges as much of the messaging will go through an intermediate step involving contact with the location staff, who then must connect with employees on-site with accurate messaging. There is a potential for inaccuracy or failure in this process, but there is ownership in the protection of fellow employees. Creating an expectation for handling crisis communications in local employers is a key to success. A list of key business contacts will be utilized in conjunction with the business contact email distribution list in the City's GovDelivery communication platform.

Transient Populations

There is a transient population to be reached in hotels, shopping, entertainment venues, and transportation (Metro stations, bus lines, etc.). This is a particularly challenging audience to reach as much of the messaging will pass through an intermediate step involving contact with the location staff who then will connect with their guests/visitors on-site with accurate messaging. Creating an expectation for handling crisis communications in local businesses with a transient population is another key to success. Another challenge is that this population may

be receiving cellular crisis communications based on their home location, and not the location in which they are currently travelling. Using communication methods that target based on cell tower usage could offer a solution to this problem. There are 15 hotels, two major shopping centers, and various entertainment venues in El Segundo.

Homeless

The homeless population changes daily and the number of people experiencing homelessness is estimated by both the City and County. A percentage of the homeless population will have charged cell phones and may receive Wireless Emergency Alerts (WEA) messaging, but the only way to ensure reaching this population is direct contact by responders if the location of this population can be determined. Effective communications with this population will include utilizing a combination of contacting them directly (if possible) and utilizing responder vehicle PA systems to reach those who were not contacted directly. The City has an active homeless outreach program (PATCHES – Proactive Approach to Combatting Homelessness in El Segundo) and works with services providers to contact people experiencing homelessness and offer resources. The Crisis Communications Team will work with the El Segundo Police Department to outreach to this population.

Media

El Segundo is centrally located in the second-largest media market in the country. Any major emergency with visibility will result in immediate interest and requests for information. It is important to become the trusted source for this information rather than let speculation or unofficial sources of information become the story. It is critical to address the media early and often. While the management of the incident is the highest priority, there will be little discretionary time to initiate media messaging. Telecopters and drones can be overhead within a few minutes for any local incident and ground-based reporters shortly thereafter, along with citizens capturing unfolding events via cell phone cameras. It is important for the City to supply a factual account of the incident to go along with media coverage because the response will be televised/distributed on social channels quickly. Media contacts are maintained by the Communications Division in the City Manager's Office. All media inquiries should be routed to the Communications Manager, who will serve as the incident Public Information Officer (PIO).

Community Groups

There are many active community groups in the City, including several social media groups. The more active groups on Facebook are El Segundo Parents Networks (ESPN) and El Segundo Community Network. There are active traditional community groups including the El Segundo Kiwanis Club and the Rotary Club of El Segundo.

City Staff

It is important to keep the City staff advised about incidents using the Internal Emergency & Crisis Communications Plan. This ensures staff safety, planning around an incident, and the ability to address questions received from members of the public. Notifications are sent to all City staff via the City's GovDelivery communication platform and posted on the City's intranet. Additional channels for staff notification are noted in the internal plan as well.

External Stakeholders and Organizations

A number of key stakeholders and organizations border El Segundo including Los Angeles World Airports (LAWA), Hyperion Water Reclamation Plant, NRG Energy and Los Angeles Department of Water & Power (LADWP) Scattergood generation stations, the cities of Hawthorne and Manhattan Beach, Dockweiler Beach (a Los Angeles County beach) and three Metro stations.

Currently, El Segundo has a significant number of residents signed up for Nixle and Alert South Bay, which is the most effective method for crisis communications available to the City. The City is in the process of utilizing Alert South Bay as the primary communications channel, as it has Nixle capabilities built in. While still active, the El Segundo Police Department's Nixle will be phased out over time. Increasing the percentage of the population signed up for Alert South Bay is a key strategy for future success in messaging capabilities. Leveraging lessons learned in recent local emergencies may influence people to sign up.

Increasing the percentage of local businesses signed up for Alert South Bay is recommended for increasing the effectiveness of crisis communications messaging to employees in El Segundo. An additional benefit includes providing information about incidents in the city to key company staff when businesses are closed.

Crisis Communications Plan

Implementation and Use

Training and successful implementation of the Crisis Communications Plan is critical and ensures protocols are followed correctly and quickly when an incident occurs. The success of the Crisis Communications Plan depends on the quick action of the Crisis Communications Team and messaging. Determining life safety concerns and whether or not an incident is a major emergency is the first step. Choosing the appropriate messaging method will depend on experience and local factors, as well as the time of day, day of the week, and weather. The flow chart provided in Appendix A is a guide for the Crisis Communications Team to use when considering these factors. The goal is to provide early and accurate messaging with timely updates to all parties in the most effective manner.

Mass Notifications Procedures

Crisis communications fall in three categories: Major Emergency, Emergency, and Public Concern. Life safety considerations are the primary element when considering messaging and informing the public is the secondary element. The following plan provides procedures for the mass notification categories and provides pre-scripted message system and guidance for selecting notification delivery and support methods.

Incident Notification and Command Assessment

The Incident Commander, in coordination with a member of the Crisis Communication Team, will determine the threat level (Major Emergency, Emergency or Public Concern). Based on the risk determination, the Public Information Officer will initiate the appropriate messaging. For a visual representation of the assessment process, refer to the Crisis Communications Flow Chart (Appendix A).

Major Emergency

The Incident Commander, in coordination with a member of the Crisis Communication Team, will determine if there is a threat to life safety. The next determination is whether or not that threat is immediate. Immediate threats indicate a need to shelter in place until the threat is abated. A delayed threat to life safety may indicate an evacuation will be needed. Life safety hazard incidents are Major Emergencies. There are non-life safety hazard incidents that also meet the Major Emergency category. Examples of a Major Emergency include:

1. Hazardous material spills or release involving injuries and/or evacuations
2. Significant fire
3. Active shooter
4. Credible bomb threat
5. Significant water quality issues/drinking water contamination
6. Widespread, simultaneous incidents that overwhelm City resources (significant flooding, wind, earthquake, etc.)
7. Confirmed or highly likely incidents with pre-warning, such as substantiated terrorist threats and/or possible civil unrest
8. Tsunami

Emergency

Emergencies are fires, law enforcement actions and any other public safety response as determined by the Incident Commander. This category covers many of the day-to-day responses in the City, including:

1. Fatal traffic collisions
2. Traffic signal outages that disrupt the flow of traffic
3. Officer involved shooting
4. Homicide
5. Unscheduled water outages
6. Urban Search and Rescue (USAR) calls (that have an economic impact or receive attention in the media or the community)
7. Mutual aid incidents

Public Concern

Incidents or events that do not meet the Major Emergency or Emergency criteria will fall into the Public Concern category. These types of incidents or events include:

1. Road closures
2. Controlled incidents at the refinery (smoke, flare, etc. that may be noticeable to the public)
3. Rescue calls that are major or likely to cause broad-based community concern
4. Power outage (affecting a significant portion of the community)
5. Large water main breaks
6. Unscheduled water outages
7. Wastewater spills
8. Any significant event involving media coverage

Once the incident situation has been evaluated, the messaging is executed using the Crisis Communications Decision Flow Chart (Appendix A).

Populations to reach:

1. Primary Populations
 - a. Resident Population
 - b. Daily Workforce
 - c. Nightly Workforce
 - d. Weekend Workforce
2. Transient Populations
 - a. Unknown numbers in lodging (there are currently 2,652 hotels rooms in El Segundo)
 - b. Business Travelers
 - c. Those on Transportation Routes
3. Homeless Population
 - a. Less than 20, varies daily
4. Critical Infrastructure
5. Businesses

Notification Channels

1. Everbridge - Alert South Bay
2. Facebook (multiple pages – City, Police, Fire, Recreation, Parks, and Library)
3. Twitter (@ElSegundoAlerts)
4. Integrated Public Alerts and Warning System (iPAWS)
5. Emergency Alert System (“EAS”) – To activate EAS call the Sheriff’s Emergency Operations Bureau at Los Angeles County Sheriff’s Warning Point - Primary: 1-323-980-2101 Alternate: 1-323-881-8100
6. City Website
 - a. Emergency Alert Banner
 - b. Homepage Hero Image
 - c. News Items
 - d. Emergency Splash Page
 - e. Emergency Alerts Page – El Segundo.org/Alerts
7. GovDelivery Email
8. El Segundo Media – Community cable broadcast (Spectrum Channels 3 and 22, AT&T U-verse Channel 99, and ES Media YouTube)
9. El Segundo Radio

Messaging Methods and Responsibilities

Crisis Communication Team

The Crisis Communications Team has the primary responsibility for all messaging and is comprised of the following members:

- Fire Chief
- Police Chief
- Deputy City Manager
- Public Works Director
- Communications Manager (PIO)
- Emergency Management Coordinator

Messaging Sequence

Messages will be issued in the following sequence:

1. Initial Notice/Holding Statement

- a. The Incident Commander will notify the Department Head (Police Chief, Fire Chief or Director of Public Works) or designee.
- b. Incident Commander will select the message type: Major Emergency (possibly Shelter in Place or Evacuation), Emergency, or Public Concern.
- c. The Department Head will notify the City Manager and Crisis Communications Team.
- d. The Crisis Communications Team will identify message initiator (most likely the Communications Manager/PIO) who will establish communications with the Incident Commander.
- e. The Incident Commander will provide input for messaging to the Department Head and Crisis Communications Team to communicate to the public and stakeholders.
- f. The City Manager will notify the City Council and the Executive Team.
- g. Messaging for the public and stakeholders will follow the message type/sequence and utilize the pre-scripted messages to fit the incident.

2. Focused Information

The Incident Commander will provide input for messaging to the PIO to communicate to the public and stakeholders.

3. Periodic Updates

The Incident Commander will provide input for messaging to the PIO to communicate to the public and stakeholders.

4. End of Incident Message

The Incident Commander will notify that an incident is resolved to the PIO, Department Head, and Crisis Communications Team to communicate to the public and stakeholders.

5. Post-Incident Information

The Incident Commander or City leadership may find a need for public and/or stakeholder information post-incident. The Crisis Communications Team will facilitate post-incident communications to the public and stakeholders.

Notification Considerations

The Crisis Communications Team maintains pre-scripted notifications for the following incident types:

- Major Emergencies
- Emergencies
- Law Enforcement Incidents
- Fire Incidents
- Public Concerns – Odors
- Fixed Facility Incidents
- Natural Hazard Incidents
- Hazardous Material Incidents
- Rail Incidents
- Pipeline Incidents
- Public Works Incidents
- Utility incidents
- Additional Info Scripts
- Custom Scripts

Immediate Need Notifications – Major Emergencies

These notifications will generally be a result of major emergencies and include “Shelter in Place” and “Evacuation” communications.

Shelter in Place

The decision to “Shelter in Place” is not made lightly and will be made quickly. It is a challenging message to effectively communicate with the public, requiring a citywide notification (or notification to the population at risk including adjacent communities within the affected areas.) Curiosity and confusion cause members of the public to venture towards an incident rather than towards safety. Initial notices will need to start with those visible and closest to the scene. Vehicle PA speakers can be utilized as an initial action while additional notifications are initiated including Wireless Emergency Alerts (WEA) and Alert South Bay/Everbridge/Mass Notifications and alerting the media. In addition, a street-by-street clearing process should lead away from the incident after confirming responder safety. Traffic control and blocking roadways can be utilized to assist with shelter in place needs. The initial “Shelter in Place” notice should not wait for detailed information and should be issued as soon as possible. Frequent updates with detailed information and confirming the continuation of the sheltering need to be communicated to ensure the public stays inside.

Immediate Evacuation of a Small Area

Incidents that pose an immediate threat to life safety like an explosive device in a limited area require a rapid movement of people to a nearby safe area. This is best accomplished with initial notifications that start with visible people closest to the scene. Vehicle PA speakers can be utilized as an initial action as other notifications including Alert South Bay are initiated, followed by a street by street clearing process leading away from the incident after confirming responder safety.

Needed Evacuations (Planned)

The need to evacuate an area of the City is often a follow-up decision to a “Shelter in Place” notification. It can also be in response to an increased hazard from an incident. The correct perimeter needs to be selected while considering the distance from the hazard, as well as potentially changing conditions. Selecting the routes and desired destination for evacuees is a critical part of the message. People are creatures of habit and will leave their homes or places of work the same way they always do unless specific instructions are provided. It is important to develop messaging that reaches all in an evacuation zone and providing exact instructions to responders carrying this out. All forms of available notification can be used here including door-to-door, if there are enough personnel to do so. The initial notification is likely to be met with confusion by members of the public and the communication should be as specific as possible.

Law Enforcement Active Shooter

The Incident Commander may choose to “Shelter in Place” or initiate a limited evacuation at their discretion.

Natural Hazards Notifications

These include extreme weather conditions, tsunamis, and earthquake incidents that occur or may impact the City. These incidents can include fires, hazardous materials incidents, and transportation incidents, to name a few. While messaging through most City methods is set for a wide audience, the primary target is those residents and businesses close enough to be impacted by these incidents directly.

Public Concern Informational Notifications

There are a number of incident situations that should be communicated to the public for situational awareness and rumor control as well as public service to the public and businesses. A common incident type is a report of an unknown odor which is then investigated by City responders. Others include sewage leaks, water leaks, electric and natural gas problems.

Follow up Notifications

Maintaining public awareness during a significant incident is important. Lack of contact may cause concern, stress, or rumors. Follow up information may be posted and updated on the City website, if appropriate, in lieu of continuous mass notifications (e.g., Alert South Bay).

Activation of the All-Hazards Incident Management Team (AHIMT)

The AHIMT may be activated in accordance with the Emergency Operations Plan depending on the nature of the emergency. The AHIMT and the Public Information Officer may choose to activate a Joint Information Center.

Public Information Officer (PIO) Duties

Only one PIO will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdiction incidents. The PIO will most likely be the City's Communications Manager but could be assigned to public safety personnel depending on the incident. The PIO may have Assistant Information Officers as necessary, and the Assistant Information Officers may also represent assisting agencies or jurisdictions.

Primary PIO duties

1. Collect, verify, prepare, coordinate, and disseminate information to the public through the news media, website, social media, and Alert South Bay.
2. Coordinate with Incident Command for approved messaging and release timing.
3. Interface with the public, media, other agencies, and stakeholders to provide timely and accurate approved information and updates based on changes in incident status.
4. Use information from other members of Crisis Communications Team to develop accurate, accessible, and complete information on the incident's cause, size, current situation, resources committed, and other matters of general interest for both internal and external audiences.
5. Monitor public information, media, and social media to ensure accuracy and adapt messaging to address any inaccuracies.
6. Provide active liaison and information sharing with the Crisis Communications Team.
7. Establish a Joint Information Center (JIC) as necessary.
8. Establish a JIC Organization and work assignments for Assistant PIOs and JIC staff as necessary.

PIO - Expanding and Significant Incident Duties

Significant incidents, as well as large or long duration incidents, require a more detailed approach from the PIO and the JIC. These will require additional staff to be effective.

1. Gather and update situational information relevant to the incident.
2. Establish effective relationships with relevant personnel, media, and stakeholders.
3. Establish organization structure, reporting procedures, and chain of command of assigned resources.
4. Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.
5. Ensure relevant information is exchanged during briefings and debriefings.
6. Ensure documentation is complete and disposition is appropriate.
7. Gather, produce, and distribute information as required by established guidelines and ensure understanding by the recipient.
8. Ensure the safety, welfare, and accountability of assigned personnel.

9. Establish work assignments and performance expectations, monitor performance, and provide feedback.
10. Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives.
11. Analyze public perceptions and develop public information strategies.
12. Modify approach based on an evaluation of the incident situation.
13. Follow established procedures and/or safety procedures relevant to a given assignment.
14. Ensure logistical support as necessary.
15. Transfer position duties while ensuring continuity of authority and knowledge and considering the increasing or decreasing incident complexity.
16. Plan for demobilization and ensure demobilization procedures are followed.
17. Distribute information as required by established guidelines and ensure understanding by the recipient.
18. Develop and implement plans and gain concurrence of affected agencies and/or the public.
19. Ensure deep familiarity with emergency public information, alert and warning objectives, strategies, and tactics.
20. Develop and implement an emergency public information plan.
21. Direct all aspects of a coordinated emergency public information effort utilizing the Joint Information System concept.
22. Communicate effectively with media, agency executives, state and federal elected officials, and other high-level partners and JIC staff.
23. Recognize sensitive topics and employ appropriate discretion when conversing with members of the media, public, etc.
24. Maintain Unit/Activity Log (ICS Form 214).

Joint Information Center

A Joint Information Center (JIC) is a facility established to arrange all incident-related public information activities. It serves as the physical location where public information officials from public and private organizations can locate to perform critical emergency information, crisis communications, and public affairs functions.

A JIC provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines, including the private sector and NGOs. It includes the plans, protocols, procedures, and structures used to provide information via multiple communications methods.

Types of JICs

Incident Specific

Typically, an incident-specific JIC is established at a single, on-scene location in coordination with Federal, State, tribal, and local agencies or at the national level, if the situation warrants. It provides easy media access, which is paramount to success.

Virtual

A virtual JIC is established when a physical co-location is not feasible or to augment a JIC. It connects PIOs through email, cell/land-line phones, faxes, video conferencing, web-

based information systems, etc. For a pandemic incident where PIOs at different locations communicate and coordinate public information electronically, it may be appropriate to establish a virtual JIC.

Satellite

A satellite JIC is smaller in scale than other JICs. It is established primarily to support the incident JIC and to operate under their direction. These are subordinate JICs, which are typically located closer to the scene.

Managing a Joint Information Center

The PIO may choose to directly manage the operations at the JIC. The location chosen for the JIC should be accessible to media as needed but not interfere with incident management or normal City operations. The JIC Manager is the PIO or designee and is responsible for JIC operations, including advising the Incident Commander(s), Emergency Operations Center (EOC) Director(s) or Unified Command(s). He or she is responsible for providing direction to the JIC staff to ensure that all functions are well organized and operating efficiently to ensure the effective communication of timely, pertinent and accurate information about public safety and incident response to the public and other audiences.

The tasks to be performed in managing a JIC include:

- Establish the JIC location, most likely the EOC
- Establish access points and JIC security as indicated
- Provide JIC logistics including communications and office supply needs
- Establish the JIC organization to match incident information needs
- Establish a staffing plan for multiple shifts as indicated
- Establish a meeting schedule for updates to messaging with IC/UC
- Determine the IMT/EOC meeting schedule
- Determine which personnel will speak to the media and via which methods
- Determine a media briefing and social media update schedule
- Establish thresholds with the IC/UC for additional media briefings
- Establish an information dissemination strategy for the following audiences:
 - Residents/Public
 - Media
 - Social Media
 - Businesses
 - External cities, officials, agencies and communities
 - Internal staff and officials
- Brief JIC staff on approved messaging and communications
- Document media release information and times
- Monitor media and social media for reporting accuracy and trends
- Document any misinformation encountered and provide corrected information
- Attend IMT meetings and briefings and report on PIO efforts as well as public and media concerns

Information Gathering and Analysis/Media Intake

Gather information from incident sources, IMT members, OARRS, EOC, and other operations staff, online traditional media (broadcast, print, and radio), other public information and warning and/or JIC staff, and other sources to support JIC operations and situational awareness.

Monitor media of all types and note media reporting trends as well as identifying rumors and inaccuracies. If requested, support regional messaging coordination by assisting impacted jurisdictions.

Message Drafting/Information Coordination and Production

Develop content for messaging, media posting, and the City website. Produce regular press releases with accurate information about the status of the incident and the response efforts of all participating state, federal and local public safety partners.

Produce clear, well-written press releases and other materials that effectively convey emergency and life-sustaining public safety information.

Social Media

Monitor social media during an emergency, including identifying life safety issues reported on social media. Ensure interaction and messaging with Facebook, Twitter, Instagram, Google, and other forms of online media. Ensure the City website has timely and accurate messaging.

Familiarity with monitoring tools and resources (e.g. social media analysis tools). Utilize critical reading skills to recognize factual errors and negative tones

EI Segundo Media

The EI Segundo Media team includes photographers, videographers, or graphic designers who acquire and distribute photos and/or video and develop maps, e-assets, and other products at the request of the IC or PIO.

The media team may be asked to assist at press conferences and with other JIC-related functions.

Media Relations

Manage the news desk and speak directly with reporters to ensure that all messages are understood. Interface with local and national media outlets to answer questions and provide information.

Coordinate logistics for regional press conferences, media availability, town hall meetings and other events as appropriate. Recognize sensitive topics and employ appropriate discretion when conversing with members of the media, public, etc.

Documentation

Maintain, organize, and provide all documentation on JIC activities during activation. Following deactivation, work with the JIC Manager and others to provide documentation for after-action reporting, reimbursement, and insurance claims, public or media requests, or other purposes.

Crisis Communications Plan Maintenance

The components of this plan are best utilized when they are easily accessible and kept current. It is suggested that both electronic and hard copies of key plan components be available to Incident Commanders. Practice during training exercises at least annually using the plan components will develop familiarity with their usage as well as prompt edits for a more effective plan as time passes and technology changes. An annual update of all contact information and plan components is suggested. Any recognized error or change in a plan component should be addressed when noted and corrected in both electronic and hard copy versions, with a version update date placed on these documents provide for version control.

Appendix A - Crisis Communications Decision Flow Chart

Internal Notification Process

- IC to notify the Department Head (Police, Fire or Public Works) or designee.
- IC will select the messaging type: Major Emergency, Emergency or Public Concern.
- Department Head will notify the City Manager and Crisis Communications Team.
 - Fire Chief
 - Police Chief
 - Deputy City Manager
 - Public Works Director
 - Communications Manager (PIO)
 - Emergency Management Coordinator
- The City Manager will notify City Council and the Executive Team.
- The Crisis Communications Team will identify message initiator who will establish communications with the IC.
- IC will provide input for messaging to the Department Head and Crisis Communications Team to communicate to City Council, the public and stakeholders.
- Messaging will follow the message sequence and utilize the pre-scripted messages to fit the incident.

Message Sequence

- Initial Notice
- Focused Information
- Periodic Updates
- End of Incident Message
- Post-Incident Information

Message Delivery Options

External - Public/Stakeholders

Everbridge – Alert South Bay

- Everbridge Disaster Notification
- Everbridge Social - Facebook (City, FD, PD) & Twitter (@ElSegundoAlerts)
- Wireless Emergency Alerts (WEA/IPAWS)
- Emergency Alert System (EAS) - To activate EAS call the Sheriff's Emergency Operations Bureau at Los Angeles County Sheriff's Warning Point. Primary: 1-323-980-2101 Alternate: 1-323-881-8100

Social (Facebook, Twitter)

City Website(s) Emergency Alert Banners, Emergency Alerts Page

Email/ GovDelivery (cloud-based email system)

ES Media (Community Cable& YouTube)

El Segundo Radio

Vehicle Based Public Announcement (PA)

Local Media

Internal – City Staff

Email – Internal Outlook and GovDelivery

Cisco Phone All Page

Crisis Communications Plan Flow

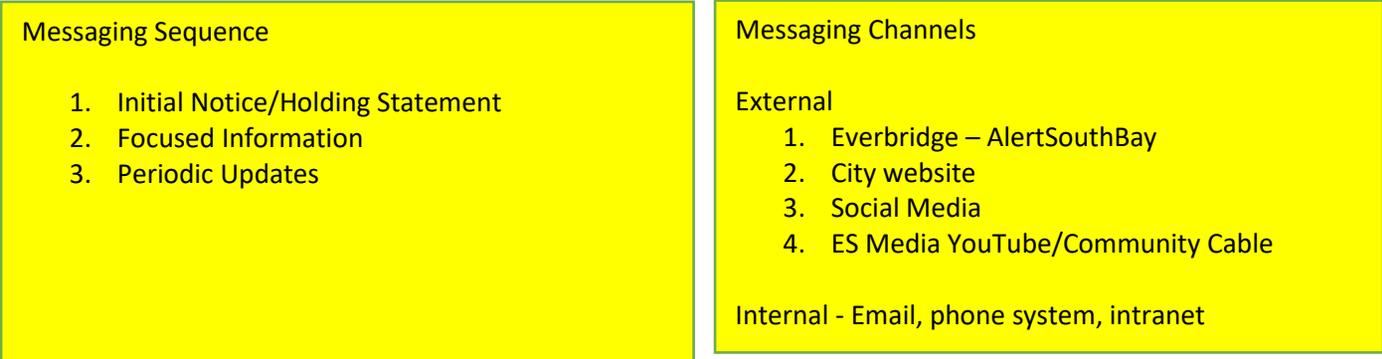
Step 1 – Is the Incident a Major Emergency, an Emergency, or a Public Concern?



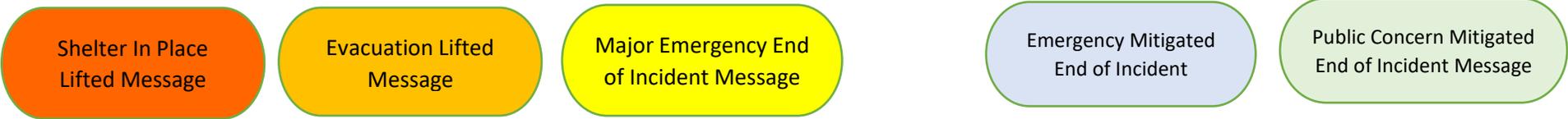
Step 2 – If it is a **major emergency**, is the threat immediate, requiring people to shelter in place or evacuate?



Step 3 – Determine messaging and channels, deploy and monitor



Step 4 – End of Incident Message





City Council Agenda Statement

Meeting Date: December 16, 2025

Agenda Heading: Staff Presentations

Item Number: D.10

TITLE:

Update re Candy Cane Lane (1100-1200 blocks of East Acacia Avenue)

RECOMMENDATION:

1. Receive and file update regarding Candy Cane Lane, including updates relating to traffic, parking and food sales at the event.
2. Provide direction to staff as needed.
3. Alternatively, discuss and take any other related action.

FISCAL IMPACT:

None.

BACKGROUND:

The 1200 block of East Acacia Avenue began hosting Candy Cane Lane, an annual holiday lights display, in 1949. The event features a display of holiday lights and decorations on the homes and in the yards of many residents on the block.

Candy Cane Lane starts on December 13, 2025 and runs through December 23, 2025. The City Council provided policy recommendations regarding the event at its December 3, 2025 meeting. The City Council directed staff to present an update after the opening weekend of the event.

DISCUSSION:

Staff will provide an update on the opening weekend of the Candy Cane Lane event, including updates about traffic, parking and food sales.

CITY STRATEGIC PLAN COMPLIANCE:

Candy Cane Lane Update

December 16, 2025

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Goal 2: Optimize Community Safety and Preparedness

Strategy C: Protect and prepare the El Segundo Community and staff for any emergency, disaster, or environmental violation.

Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

Strategy A: Enhance proactive community engagement program to educate and inform the public about City services, programs, and issues.

PREPARED BY:

Linnea Palmer, Recreation Manager

REVIEWED BY:

Aly Mancini, Recreation, Parks, and Library Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: December 16, 2025

Agenda Heading: Staff Presentations

Item Number: D.11

TITLE:

Contract with Recreation Technologies, Inc.

RECOMMENDATION:

1. Exempt the City's formal bidding requirements pursuant to El Segundo Municipal Code §§ 1-7-9(A) and 1-7-9 (C) and award a contract to Recreation Technologies, Inc.
2. Authorize the City Manager to execute a contract with Recreation Technologies, Inc. for \$237,310 for a four-year term.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The total cost for implementation and post implementation of the new Recreation Technologies Inc. software for the first four years is approximately \$232,310. The contract cost of \$226,000 includes an annual subscription rate of \$54,000 and a one-time implementation & training cost at \$10,000. Implementation includes unlimited onsite and/or remote training days, complete data configuration and transfer by the Recreation Technologies, Inc. team, and design and brand collaboration. The total set-up cost is estimated at \$6,310. This would include nine point of sale hardware readers at \$350 per terminal, thirty 18x18" court, field, and rink signs at \$60 per sign, and thirty-four 9x9" rec facility and picnic rental signs at \$40 per sign. Staff is requesting City Council to appropriate additional funds for the implementation as the current recreation software, Civic Rec had an annual contract rate of \$14,250. The City of El Segundo is currently under contract with Civic Rec through July 31, 2026.

Amount Budgeted: \$14,250

Additional Appropriation: \$70,310

Account Number(s): 001-506-0000-1-88108-

Contract with Recreation Technologies, Inc.

December 16, 2025

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BACKGROUND:

Civic Rec/Civic Plus LLC has been the Recreation, Parks, and Library department's software solution for reservations and registration since 2017. It is a vital component of the department's day-to-day operations, providing services such as facility reservations, activity and event registrations, memberships, point-of-sale functions, league management, customer communication, and reporting.

The recreation software allows users to view program and facility offerings, register and pay for programs and rentals online and in person, and track payments, history, schedules, and memberships. Staff use the software system to view program rosters, view facility calendars, reconcile financial data, run instructor reports, and process point of sale items. The software system is a key element to the Department's successful operations and growth.

Over the last year, Recreation staff have been evaluating options for the replacement of its current registration software system and participated in multiple demonstrations from Tyler Technologies, Xplor Recreation, Kaizen Labs, and Recreation Technologies. Throughout the demonstrations, staff were looking for a software system that is more mobile, user, and staff friendly. Ultimately, Recreation Technologies emerged as the front-runner.

DISCUSSION:

Over the past year, the Recreation Staff have been evaluating options for the replacement of its recreation software system. Numerous options were discussed and ultimately, Recreation Technologies, Inc. was determined as the best fit. Over the last few months, Recreation Technologies, Inc. has provided numerous virtual meetings and demonstrations for Recreation staff. In addition, we held an in-person meeting with Recreation Management, our IT Department, and the Finance Department to ensure Recreation Technologies, Inc. meets the City's requirements for a replacement recreation software.

The search for and selection of a replacement software system typically requires a formal bidding process— an extended process involving significant staff resources and costs. An alternative to this approach allows the City Council to approve certain exceptions to competitive bidding requirements. Specifically, El Segundo Municipal Code § 1-7-9 © (Exceptions to the Bidding Requirement) authorizes the City Council to waive competitive bidding based on certain findings or through the cooperative use of a competitive bidding procedure that another local, state, or federal government agency has fulfilled within the last five years.

Staff identified a request for proposal (RFP) issued by the City of Menifee, California, to select a replacement for its current registration software. El Segundo has nearly

Contract with Recreation Technologies, Inc.

December 16, 2025

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identical software requirements as listed in their RFP, including activity registration, customer management, facility availability and reservations, membership management, sports league management, instructor management, volunteer management, search capabilities, marketing and outreach, payments and refunds, transactions and merchant fees, point of sale, financial reporting, and non-financial reporting.

Civic Rec has been utilized by the City for eight years, and there have been several areas where the program has lacked internally and externally. Technology and workflow with recreation software systems have advanced over time, but Civic Rec has not had significant enough upgrades. Recreation Staff believe Recreation Technologies will be able to bring the best overall experience for our staff and users.

The foregoing notwithstanding, staff recommends that the City Council additionally find that the proposed award qualifies for an exemption from competitive public bidding, pursuant to ESMC § 1-7-9 (A) because the City's best interests are served by a direct contract award to Recreation Technologies, Inc. given the efficiencies and continuity of working with the successor to the City's prior vendor and staff's satisfaction with Recreation Technologies, Inc's multiple on-site and remote product demonstrations for the City.

Below is a list of some of the enhanced functional components we observed from Recreation Technologies compared to our current Civic Rec system.

- Pre-registration wish lists and an easy and quicker registration experience.
- Public-facing facility calendars that demonstrate available reservation times, unavailable reservation times, and reserved courts/lanes/facilities.
- Enhanced payment processing, including mobile payment options (Apple and Google Pay) and mobile card readers.
- Mobile user-friendly website and interface

While still relatively new to Recreation Software, Recreation Technologies, Inc. has been able to create a large network of cities already using, or are in the process of moving to Recreation Technologies. Locally, Recreation Technologies is heavily used by Torrance, was recently implemented in Malibu, and is in the process of undergoing contract in Hermosa Beach. For reference purposes, staff contacted various agencies that have either implemented or are in the process of implementing Recreation Technologies, Inc. as well as users of the other demonstrations we received. Staff was able to collect valuable insights and lessons learned that would serve us well during implementation.

If the agreement with Recreation Technologies, Inc. is approved by the City Council, staff will work closely with Recreation Technologies representatives to schedule the timing for the implementation to be completed prior to Summer Registration. Implementation of Recreation Technologies will consist of phases including discovery

Contract with Recreation Technologies, Inc.

December 16, 2025

Page 4 of 4

and planning, configuration and building, staff training, and community engagement. Furthermore, the tentative schedule calls for a launch of the new software to take place in February 2026, with an option for a phased rollout approach.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy B: Seek opportunities to implement the use of innovative technology to improve services, efficiency, and transparency.

Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

Strategy A: Enhance proactive community engagement program to educate and inform the public about City services, programs, and issues.

PREPARED BY:

Linnea Palmer, Recreation Manager

REVIEWED BY:

Aly Mancini, Recreation, Parks, and Library Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Recreation Software Rating Scale
2. Recreation Technologies Proposal
3. Recreation Technologies Services Agreement - Updated December 2025
4. Menifee - RFP 2025-07 Class Registration Scheduling Software

Feedback Rating Scale

Internal Processes and Staff Tools

How would you recommend these features for El Segundo's use

<p>Easy to use course building feature Course rollover, membership discounts, material fee add-ons, and scholarship</p>	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
<p>Staff friendly facility calendars Features class integration, mass bookings, and accessible visibility</p>	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
<p>Easy to use league management Features standings, schedule, score input, schedule and bracket generation, and manager portals for notices</p>	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
<p>Accessible payment devices and features Apple Pay, quick event payment features, scanning, waiver signatures</p>	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
<p>Program Management Check in/out features, program to parent communication, and document/prompt upload</p>	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
<p>User Friendly and fast mass communication features</p>	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
<p>Easy to use Instructor Portal Course notifications, access to emergency contacts/rosters, and invoices</p>	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
<p>Membership Capabilities. Multiple zip codes qualify for different resident memberships, option for automated renewals on some memberships, and document uploads for residency verification</p>	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
<p>Detailed reporting functions Features can include residency reports, reservation #s, report on types of reservations, residency #s, and revenue reports</p>	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
<p>The program offers an easy to use survey feature</p>	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
<p>Event ticketing & wristband sale features</p>	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND

Optional Feedback

If you have any further comments or feedback from the demo, please comment below.

Feedback Rating Scale

Public Processes and External User Experience

How would you recommend these features for El Segundo's use

Personalized and easy to use website # of clicks for searching & # of clicks to checkout	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
Mobile friendly	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
Public Viewing Features Facility reservation calendars, communication, site maps/pictures, league portals	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
Upload and Verifying document features IDs, bills for residency, waivers/forms, & COIs	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
Account management features Account duplication & verifying residency	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
Membership Management Multiple zip codes for residency cards, able to add to wallet, automated punch cards with reservations	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
Easy to use league portals Viewable schedules, standings, manager portals, document uploads	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
Easy to use help features	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND
Easy to use payment features At the front desk, from portable laptops or ipads offsite, and from their personal devices	DON'T RECOMMEND	NEUTRAL	HIGHLY RECOMMEND

Vendor Experience

Extensive Recreation experience	STRONGLY DISAGREE	NEUTRAL	STRONGLY AGREE
Other clients in the local market	STRONGLY DISAGREE	NEUTRAL	STRONGLY AGREE
Ability to adapt features to client's needs/ takes requests	STRONGLY DISAGREE	NEUTRAL	STRONGLY AGREE

Optional Feedback

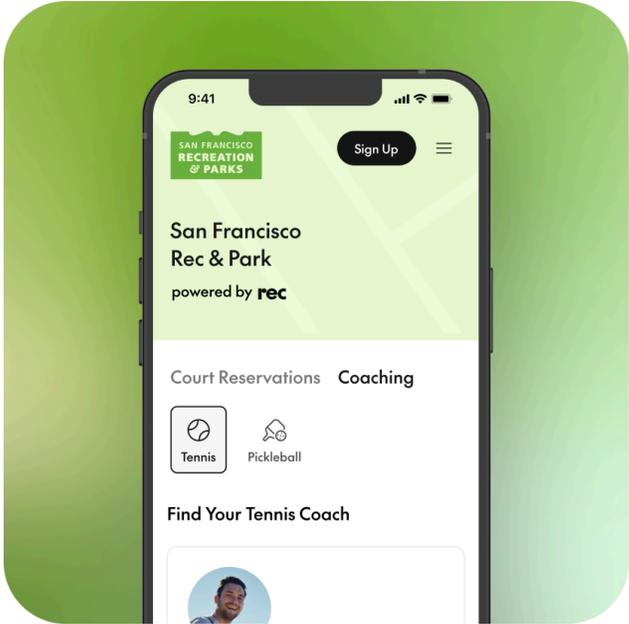
If you have any further comments or feedback from the demo, please comment below.

Rec Technologies | El Segundo Partnership Opportunity

September 2025

👋 We're excited about the potential of partnering together to transform the digital experience that the El Segundo community has with El Segundo's Parks & Recreation department.

Our mission is to provide recreation software that your residents and staff will actually love, enable greater discovery, and ultimately increase access to more play. Rec partners with over 30 forward-thinking cities, counties, Recreation Park Districts, and Special Districts to transform the recreation experience for their residents, including a better mobile registration experience, more access to facilities, and increased accessibility overall. We look forward to achieving that together.



What We've Heard from El Segundo

- 📱 El Segundo's current registration checkout is hard for residents to use, especially on mobile. Fewer registrants = lower participation/revenue.
- 📝 Existing tools limit the ability to offer all facilities for online booking, leading to lost revenue and time-consuming, manual processes.
- 😞 Outdated software prevents admins from fulfilling their day-to-day tasks, including inability to export to key city tools.
- 💻 Admins lack the flexible reporting capabilities they need to answer questions thoroughly from leadership and the community.

Why Cities Partner with Rec

1. **Increase mobile accessibility:** Before Torrance, CA transitioned to Rec, 36% of summer registrations happened in-person, leading to long waits and stressed out parents. After introducing Rec's mobile-first experience, in-person signups decreased to just 1%, with over 63% using mobile.
2. **Grow revenue through improved discovery:** After putting their facilities on Rec, Lincoln, CA saw a 30% increase in picnic rental revenues in the first 6 months, thanks to a simplified booking process and the additional discovery opportunity at every location with modern QR signage.
3. **Going beyond current programming:** San Francisco, CA has introduced an additional \$1M in revenue through Rec's proprietary Licensed Learning program — allowing previously unauthorized lessons and classes to be brought on board into the system.
4. **Staff time saved:** Cities have limited staff resources. On average, Rec's system reduces 240 hours per year of customer support, amounting to an average of \$5,000 monthly savings for internal staff. Empower your current staff to focus on higher priority areas than forgotten account passwords.

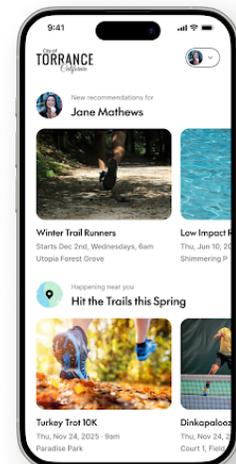
Partnering with Rec

Modern, delightful & powerful technology: what public recreation organizations deserve.

[Rec](#) provides a modern, integrated, and cloud-based Recreation Management Software platform that is mobile-first and used by 30+ cities across the US. We're pleased to offer the following capabilities:

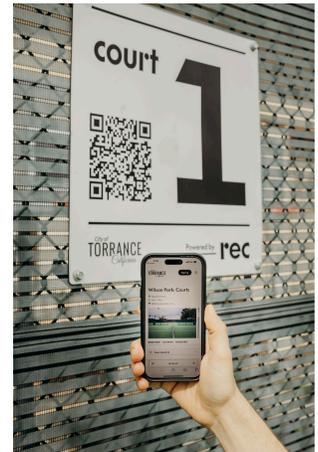
Programs & Registration

- **Admin platform:** El Segundo will have access to our Programs & Registration module that provides integrated program creation and facility scheduling, with built-in conflict detection, automated facility bookings connected to programs, and robust attendee management.
- **Mobile-first end user experience:** Rec's product is mobile-first and accessible from any phone browser, with no app download necessary. We offer two-click checkout with native Apple Pay, Google Pay, Tap-to-Pay, and stored payment capabilities.
 - Users can cancel/modify their own reservations.
 - Rec's Fast Track feature lets users pre-select programs and complete required waivers prior to registration.
 - Waitlist visibility allows residents to view their current position on the waitlist, minimizing phone calls to the city.



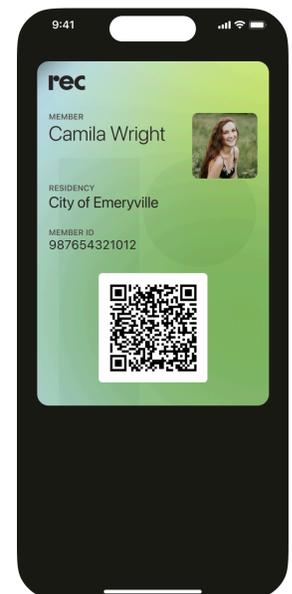
Facilities & Permits

- **Admin platform:** El Segundo will have access to our Facilities & Permits module, serving courts, picnic shelters, aquatics, fields, ice, rec centers, and special events. With integrated scheduling through a centralized calendar, Rec auto-flags detected conflicts. We also enable configuring rentals with different policies, including document management, reminders, and payment tracking.
- **Mobile-first booking:** Users can book online with the same end-user experience based on the city's policies, including Instant Book or Request to Book and integrated dynamic form entry.
- **Modern signage:** Rec can provide El Segundo with modern signage for facilities that allow residents to access real-time calendars and schedules, ensuring greater visibility. QR codes on signs lead to a live, dynamic calendar that provides schedule information and facility-specific policies whether they are walk-on, reservable, used for programming, and more.



Memberships

- **More members, less management:** Our modern approach to membership takes care of all typical needs, including monthly/annual memberships, and punch passes. Our mobile barcodes / QR codes have native integration with phone wallets.
- **Drop-ins, flexible registration, and more:** Our platform ensures your staff can take care of check-ins and reporting as easily as possible, from drop-ins to flexible registration. Household notes and activity feeds allow staff to have all the information they need in one place.



Platform-Wide Capabilities

Rec provides advanced capabilities to supercharge your staff and reduce any workarounds, hacks, or manual processes:

- **Communications and CRM:** We provide automated email and SMS, allowing staff to send confirmations, reminders, fee requirements, and mass updates by roster. Contact information for registrations can also be exported to the marketing platform of choice.
- **Integrated Payment Processing:** Rec uses Stripe as our payment processor, a PCI-DSS compliant and Level 1 Service Provider. Partnering with Stripe allows us to provide a seamless 2-tap checkout experience with stored payment methods on file and Apple / Google Pay.

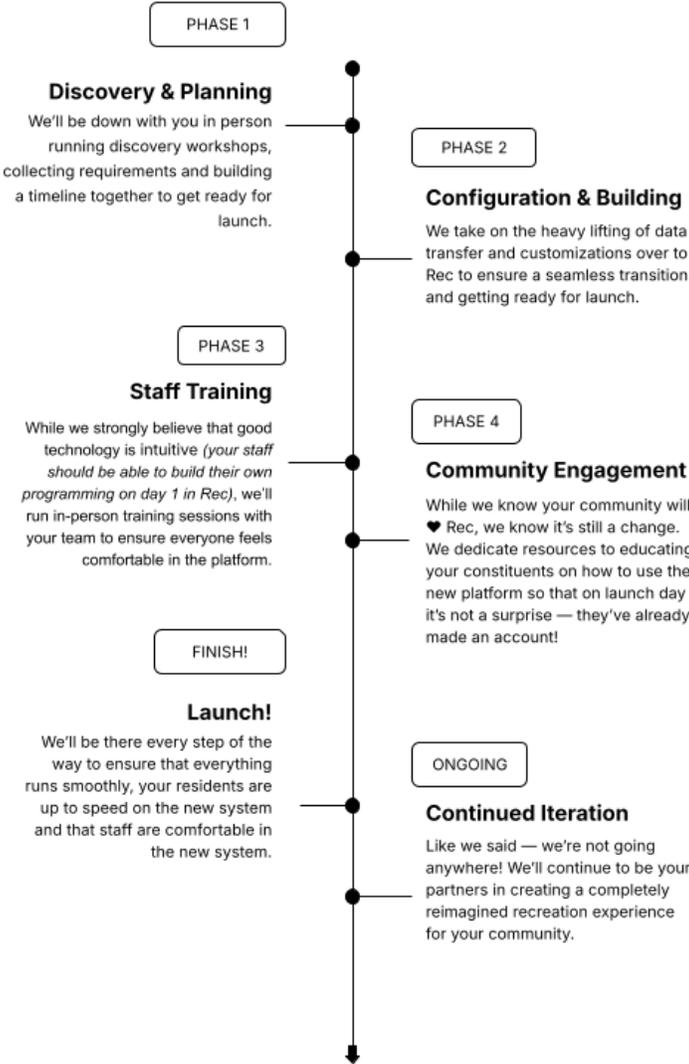
- **AI-Powered Reporting:** We offer comprehensive financial and programmatic reporting tools, including fully customizable reports for tracking revenue, expenses, and detailed cost analyses. All reporting functionality is included at no additional cost. We're also rolling out the power of AI throughout Rec's reporting, empowering staff to get the data they need, quickly.
- **Integrations:** We export data to city financial tools and can also integrate with other city programs, such as league management providers.

IT FAQ:

- PCI-DSS Level 1 Certified: We partner with Stripe, who has obtained the highest level of PCI-DSS certification available to protect all transactions with stringent security measures.
- Data Security: All data within Rec is encrypted using industry standard SSL/TLS protocols, ensuring secure data transmission for all user interactions and sensitive information.
- Unlimited Licenses: We offer an unlimited number of user licenses for the city, ensuring that you get the most out of your investment in Rec.
- Cloud-based Software-as-a-Service: There is no installation or downloads required to work with Rec. We only require internet access and a browser. Upgrades and features to Rec are continuously rolled out, ensuring you're always using the latest version.

Our Journey Together

Here's the thing you should know about working with Rec - we don't just "implement" software and walk away. When you work with our team, you're getting the technology and access to our team – an operating partner to help you continuously innovate and iterate on how El Segundo community members experience their Parks & Rec department.



Business Terms

Our goal is to provide transparent pricing with no hidden or surprise costs. Our pricing is based on the size of the population served and the scale of El Segundo's Parks & Recreation revenue, which is \$3M.

Implementation & Training	<i>An unlimited # of training days on site and/or remote, complete data configuration and transfer by Rec team, and design and brand collaboration.</i>	\$30,000 \$15,000* (one-time)
--------------------------------------	---	---

+

Select One:

Pay As You Go: A percentage-based fee based on revenue processed through Rec, **OR**

~~2.5%~~ 2%

Annual: Paid upfront, discounted from pay-as-you-go

~~\$75,000~~ \$54,000*

**Discount provided with contract execution by October 31st, 2025*

Payment Processing:

- Credit card processing fees are 3.5% + \$0.30 per online/offline transaction. These fees can be passed onto the customer.
- ~~Offline / POS transactions have a fee of 1%.~~ **waived with contract execution by Oct 31st*

Optional Add-Ons:

- Point of Sale (POS) Hardware Readers: \$350 / terminal
- Facility Public Signage
 - 18x18" - Courts, Rinks, etc: \$60 / sign
 - 9x9" - Rec Rooms, Picnic Rentals: \$40 / sign

Launch Timeline: El Segundo has indicated they would like to launch Rec in Winter 2026. Recommended implementation should begin 4 months prior to launch.

Contract Term: **4 years**

This proposal is valid for 60 days from the date provided

Let's Talk Timeline!		
Desired Launch: January 2026		
Rec Implementation Plan	City Owner	Timeline
Technical Deep Dive	El Segundo teams	August 7 + September 4, 2025
Business Terms Review	Linnea	September 4, 2025
Approvals / Procurement <ul style="list-style-type: none"> • Signatory? • Legal? • Council approval/ timing? 	Linnea, others TBI	TBS
Contract Execution	El Segundo signer	By October 31, 2025
Implementation Start (4 months prior to launch)	El Segundo team	November 2025
Launch Date!	El Segundo team	February 2026

**REC TECHNOLOGIES INC.
SERVICES AGREEMENT**

Client and Rec share the goal of increasing community participation. Client desires to make its facilities and programming offerings available to residents and to otherwise take advantage of the administrative, scheduling, and transactional, and marketing functions of the Rec Platform to help get the local community active. Rec also desires to give Client access to the Rec Platform in a way that improves the day-to-day operations for the Client.

This Services Agreement (“Agreement”) is made as of _____ (the “Effective Date”), by and between The city of El Segundo (“Client”) and Rec Technologies Inc. (“Rec”). Client and Rec are referred to herein collectively as the “Parties,” and each as a “Party.”

This Agreement is comprised of the following Schedules which are incorporated into and made a part of this Agreement:

Schedule 1 (Services)

Schedule 2 (Fee Schedule)

Schedule 3 (Marketing & Promotional Commitments)

Schedule 4 (Scope of Work)

1. Services. Rec owns and operates a proprietary technology platform (the “Rec Platform”) that powers the management and use of facilities such as racquet courts, sports fields, aquatics centers and other recreational spaces, which may include opportunities for Rec’s authorized users to view schedules and play guidelines, book programming and reserve such spaces for recreational use, lessons, and other facilitated or unfacilitated activities (collectively, the “Services”). Client shall be entitled to the Services set forth in Schedule 1 (attached hereto) at the negotiated rates set forth in Schedule 2 (attached hereto). In addition to the Services set forth in Schedule 1, Client may also opt in to additional services as approved in writing (via amendment or email) by the Parties hereto. Use of the premises and the Services shall at all times be subject to Client’s resident terms of use and Rec’s published community guidelines.

2. Term; Termination.

(a) Term. This Agreement commences on the Effective Date and continues through November 1, 2029, unless earlier terminated in accordance with the terms of this Agreement (the “Initial Term”). Unless otherwise set forth herein, upon expiration of the Initial Term, this Agreement will automatically renew for additional consecutive one-year (1-year) periods (each, a “Renewal Term” and, collectively with the Initial Term, the “Term”), unless and until either party gives the other at least ninety (90) days’ prior written notice. Fees during any Renewal Term shall be the same as that of the previous term unless Rec provides Client with notice of a pricing change, in which case such pricing change will go into effect during the next Renewal Term.

(b) Termination. Either Party may terminate this Agreement immediately by written notice to the other Party in the event of (i) the other party materially breaches the Agreement and does not cure such breach within thirty (30) days following written notice thereof or (ii) either Party makes a general assignment for the benefit of creditors, is adjudicated as bankrupt or insolvent, commences a case under applicable bankruptcy laws or files a petition seeking reorganization.

(c) Effect of Termination. Upon expiration or termination of this Agreement, (i) the rights and licenses granted to Client hereunder will terminate immediately and Client shall be responsible for all Fees due as of the date of termination as set forth in Schedule 2 hereto, (ii) Client will immediately cease all use of the Rec Platform and (iii) each Party will return or destroy and make no further use of any Confidential Information belonging to the other Party.

3. Representations & Warranties

(a) Each Party represents to the other that it is a valid legal entity and is in good standing or validly existing under the laws of the state of its formation and residence. Each Party represents that it has all the requisite legal power and authority to execute, deliver and perform its obligations under the Agreement; that the execution, delivery and performance of the Agreement has been duly authorized; that the Agreement is enforceable in accordance with its terms; and that no approval, authorization or consent of any governmental or regulatory authorities is required to be obtained or made in order for it to enter into and perform its obligations under the Agreement.

(b) EXCEPT FOR THE LIMITED PERFORMANCE WARRANTY STATED ABOVE, REC AND ITS AFFILIATES AND SUPPLIERS DO NOT REPRESENT THAT CLIENT'S USE OF THE SERVICES WILL BE SECURE, TIMELY, UNINTERRUPTED OR ERROR-FREE OR THAT THE SERVICES WILL MEET CLIENT'S REQUIREMENTS OR THAT ALL ERRORS IN THE SERVICES OR DOCUMENTATION WILL BE CORRECTED OR THAT THE OVERALL SYSTEM THAT MAKES THE SERVICES AVAILABLE (INCLUDING BUT NOT LIMITED TO THE INTERNET, OTHER TRANSMISSION NETWORKS, AND CLIENT'S LOCAL NETWORK AND EQUIPMENT) WILL BE FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS. THE STATED WARRANTY IS THE SOLE AND EXCLUSIVE WARRANTY OFFERED BY ANY PARTY OR THIRD PARTY. THERE ARE NO OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, THOSE OF MERCHANTABILITY, SATISFACTORY QUALITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT OF THIRD-PARTY RIGHTS. EXCEPT FOR THE LIMITED WARRANTY EXPRESSLY MADE ABOVE, THE SERVICE IS PROVIDED TO CLIENT ON AN "AS IS" AND "AS AVAILABLE" BASIS. CLIENT ASSUMES ALL RESPONSIBILITY FOR DETERMINING WHETHER THE SERVICES OR THE INFORMATION GENERATED THEREBY IS ACCURATE OR SUFFICIENT FOR CLIENT'S PURPOSES.

4. Indemnification

(a) Each party (the "Indemnifying Party") shall fully indemnify, defend and hold harmless the other party and its officers, directors, employees, agents, successors and assigns (the "Indemnified Party") from and against any and all third party claims, damages, liabilities, losses, and expenses (including any and all reasonable attorney fees, expenses and costs) incurred by or asserted against any Indemnified Party of whatever kind or nature due to (a) a breach or alleged breach by the Indemnified Party of any representation or warranty in this Agreement, and/or (b) a claim related to the negligent acts or negligent failure to act, errors, omissions, or willful misconduct of the Indemnifying Party, its employees, agents, or contractors. The Indemnified Party shall promptly notify the Indemnifying Party of any such claims, suits and actions, and upon request, provide reasonable assistance to the Indemnifying Party. The Indemnifying Party shall not enter into any settlement or compromise related thereto that contains an admission on the part of the Indemnified Party or otherwise negatively impacts the Indemnified Party in any manner without the prior written consent of the Indemnified Party.

5. Intellectual Property

(a) Ownership. Except as expressly set forth herein, Rec and its licensors own all rights, including Intellectual Property Rights, in the Services and any information included therein (excluding any Client

Data), including software and other technology underlying the Services and any individual user account data and records, any modifications, enhancements, customizations, updates, revisions or derivative works of the Services or such technology or information. No transfer of ownership will occur under this Agreement.

(b) **Client Data.** Except as expressly set forth herein, Client will own all worldwide right, title and interest in and to all Client Data and Rec will not obtain any ownership rights or interests in such data. Client hereby grants to Rec a non-exclusive license to use, reproduce, modify and distribute copies of and make available the Client Data and to sublicense such rights as is necessary to provide the Rec Platform to Client. "Client Data" will mean all data and information submitted to the Rec Platform under the account of an employee, consultant, contractor or agent of Client.

(c) **Restrictions.** Client will not, and will not allow any third party to (i) modify, copy or otherwise reproduce the Rec Platform or content available therein in whole or in part except as may otherwise be agreed upon by the Parties in writing, (ii) reverse engineer, decompile, disassemble or otherwise attempt to derive the source code form or structure of the software used in the Rec Platform, (iii) provide, lease or lend the Rec Platform to any third party except as expressly authorized hereunder, (iv) remove any proprietary notices or labels displayed on the Rec Platform, (v) modify or create a derivative work of any part of the Rec Platform, (vi) use the Rec Platform for any unlawful purpose, or (vii) "frame" or "mirror" any of Rec's content which forms part of the Rec Platform. All rights not expressly granted to Client under this Agreement are reserved by Rec.

6. Equal Opportunity. Rec will not discriminate against any employee, applicant for employment, agent or subcontractors, or in the selection thereof, because of race, religion, color, national origin, marital status, sex, disability, sexual orientation or age. Rec will take such actions as are reasonably necessary to ensure that employees, applicants for employment, agents or subcontractors, are treated without regard to their race, religion, color, national origin, marital status, sex, sexual orientation or age. As used herein, the term "treated" will mean and include, without limitation, the following: recruited, whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship; promoted; upgraded; demoted; downgraded; transferred; laid off; and terminated.

7. Confidentiality. Each party agrees to keep confidential and not disclose or use any confidential information of the other party except as necessary for the performance of its obligations under this Agreement.

8. Independent Contractor. Rec, in performance of its obligations under this Agreement, is acting as an independent contractor, and the personnel supplied to Client are engaged solely by Rec and not by Client. Rec personnel are not employees or agents of Client, and neither Rec nor its employees or agents will be subject to the direction, control or supervision of Client with respect to that time spent or procedures followed in the performance of the Services hereunder, and has no right or power, express or implied to do any act or thing that would bind Client.

9. Limitation of Liability. TO THE FULLEST EXTENT PERMITTED BY LAW, IN NO EVENT WILL REC (INCLUDING ITS SUBSIDIARIES AND OTHER AFFILIATES) OR ITS OR THEIR OFFICERS, EMPLOYEES, AGENTS, SUPPLIERS OR LICENSORS BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, COVER OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOST PROFITS, REVENUE, GOODWILL, USE OR CONTENT) HOWEVER CAUSED, UNDER ANY THEORY OF LIABILITY, INCLUDING, WITHOUT LIMITATION, CONTRACT, TORT, WARRANTY, NEGLIGENCE OR OTHERWISE, EVEN IF COMPANY HAS BEEN ADVISED AS TO THE POSSIBILITY OF SUCH DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE

AGGREGATE MAXIMUM LIABILITY OF REC (INCLUDING ITS SUBSIDIARIES AND OTHER AFFILIATES) AND ITS AND THEIR OFFICERS, EMPLOYEES, AGENTS, SUPPLIERS OR LICENSORS, RELATING TO THE SERVICES WILL BE LIMITED TO AN AMOUNT PAID BY CLIENT DURING THE 12-MONTH PERIOD OCCURRING IMMEDIATELY PRIOR TO THE EVENT GIVING RIGHT TO LIABILITY. THE EXISTENCE OF MULTIPLE CLAIMS WILL NOT INCREASE SUCH LIMIT. THE LIMITATIONS AND EXCLUSIONS ALSO APPLY IF THIS REMEDY DOES NOT FULLY COMPENSATE CLIENT FOR ANY LOSSES OR FAILS OF ITS ESSENTIAL PURPOSE. SOME JURISDICTIONS DO NOT ALLOW THE LIMITATION OF INCIDENTAL, CONSEQUENTIAL OR OTHER DAMAGES. IN SUCH AN EVENT THIS LIMITATION WILL NOT APPLY TO THE EXTENT PROHIBITED BY LAW. The Parties acknowledge that the limitations set forth in this Section are integral to the amount of fees charged in connection with making the Services available to Client and that, were Rec to assume any further liability other than as set forth herein, such fees would of necessity be set substantially higher.

10. Governing Law. This Agreement has been made in and will be construed and enforced in accordance with the laws of the State of California applicable to agreements executed and wholly to be performed therein. Any action to enforce this Agreement will be brought in the federal or state courts located in the City of San Francisco.

11. Supremacy of this Agreement. The provisions, terms and conditions of this Agreement hereto represent the entire Agreement and supersede any prior written agreement or understanding not incorporated herein. In the event that inconsistencies exist between this Agreement and any prior written agreements or understandings, the terms of this Agreement will prevail.

12. Right of Assignment. Neither this Agreement nor any rights or obligations hereunder may be assigned by either party hereto without the consent of the other; provided, however, that each party will have the right to assign this Agreement without the other party's consent in connection with the purchase or sale of its business. This Agreement will inure to the benefit of and be binding upon the Parties and their representative successors and assigns. Nothing will prevent the use by or for sublicense to, or assignment, in whole or in part, of this Agreement to Client's parent company or to subsidiaries of either thereof.

13. Further Assurance. The Parties agree to perform all acts and execute all supplementary instruments or documents which may be necessary or desirable to carry out the provisions of this Agreement.

14. No Waiver. The failure of either party to insist upon the performance of any terms or conditions of this Agreement or to exercise any rights or privilege conferred in this Agreement or the waiver of enforcing penalties resulting from any breach of any of the terms or conditions of this Agreement, will not be construed as waiving any such terms, conditions, rights or privileges, but the same will continue and remain in full force and effect as if no such forbearance or waiver had occurred.

15. Insurance. Rec will maintain the following insurance coverage naming Client and its directors, agents and employees as additional insured. Upon request, Rec will provide Client with a Certificate of Insurance reflecting such coverage.

- (a) Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 Aggregate
- (b) Cyber, Technology and Professional Liability: \$2,000,000 per occurrence and \$2,000,000 Aggregate
- (c) Sexual Abuse & Molestation Liability: \$1,000,000 Aggregate

(d) Worker's Compensation: Employee's liability insurance with minimum limits of \$1,000,000 per occurrence. The workers compensation policy shall be endorsed with a waiver of subrogation in favor of Client for all work performed by Rec, its employees, agents and subcontractors.

16. Force Majeure. Neither party will be liable for any delay in the performance or non-performance of its obligations if such delay or non-performance is due to causes beyond such party's reasonable control, including but not limited to, fire, explosion, accidents, strikes, breakdown of plant, epidemic, cyclone, floor or power failure, civil disorder, acts of government, acts of public enemies, acts of terrorism, war, revolution, civil commotion, blockage or embargo, business interruption, business emergency, any law, order, proclamation, regulation, ordinance, demand or requirement of any government or any subdivision authority or representative of any such government or any other force majeure event ("Force Majeure"). In the event a Force Majeure is affecting any Party, the affected Party will have the right to terminate this Agreement by providing written notice to that effect and the affected Party will be released from its obligations under the Agreement and will not be obligated to make any further payments under this Agreement as of the termination date.

17. Notices. All notices and other communications required or permitted under this Agreement will be in writing and will be effective: (i) when personally delivered; (ii) the next business day following deposit with a reputable courier service for overnight delivery; or (iii) five (5) business days following deposit in the United States mail, first class postage prepaid, registered or certified. All notices will be addressed as follows:

If Client:

ATTN:

With an emailed copy to _____

If Rec:

ATTN:

Rachel Williams

2261 Market Street STE 22268

San Francisco, CA 94114

With an emailed copy to _____

IN WITNESS WHEREOF the parties hereto have signed this Agreement as of the date first written above.

Client

Rec Technologies, Inc.

Signature

Signature

Name

Name

Title

Title

Date

Date

SCHEDULE 1: REC PLATFORM & SERVICES

Schedule 1A: Standard Platform and Services

Rec Technical Platform	Applicable
Programming Registration & Administration	✓
Facilities & Permit Management	✓
Memberships Management	✓
Business & Financial Reporting	✓
Embedded Payment Processing	✓

Rec Services (Ongoing)	Applicable
Rec Licensed Learning & Instructor Management	✓
Rec Programming Development Support	✓
Tier 1 Customer (Resident) Support Management	✓
Marketing Design & Material Production	✓

Rec Services (Launch)	Applicable
Customized Training Program for All Staff	✓
Unlimited Training Hours	✓
Data Configuration	✓
Community Engagement Marketing Campaign	✓
Dedicated Account Management and Support	✓

SCHEDULE 2: FEE SCHEDULE

Schedule 2A: Annual Fee

Fee based on Client's annual revenue estimate of \$3,000,000.

Year	Rec Annual Fee*	Discounted Annual Fee**
Year 1	\$75,000	\$54,000
Year 2	\$75,000	\$54,000
Year 3	\$75,000	\$54,000
Year 4	\$75,000	\$54,000

*List price for cities transacting \$3-4 million in revenue on the Rec platform

**Discount applied for contract execution by November 30th, 2025

Schedule 2B: Payment Processing

The following fees are charged based on the method of transaction made by end users on the Rec platform.

The Client has the option to pass a portion or the entirety of the following payment processing fees incurred during transactions onto the end user. The specific amount or percentage to be passed on will be determined and set by the Client at their discretion.

Payment Method	Fee	Discounted Fee
Credit Card	3.5% + \$0.30	3.25% + \$0.30
ACH or ECheck	1.0%	1.0%

Schedule 2C: Implementation & Hardware

Implementation & Hardware	Fee
System Configuration	\$30,000 \$10,000*
Data Transfer	
Staff Training	
Design and Brand Collaboration	
Point of Sale Hardware Readers	\$350 per terminal
Facility Public Signage - 18x18" (Courts, Rinks Etc)	\$60 per sign
Facility Public Signage - 9x9" (Rec Rooms, Picnic Rentals)	\$40 per sign

Schedule 2D: Payment Terms

Rec shall be responsible for issuing invoices for all fees due under this Agreement. All payments shall be made in U.S. dollars and may be remitted via ACH transfer, wire transfer, or check. The Client shall be responsible for any bank fees or transaction costs associated with their chosen payment method. All payments must reference the corresponding invoice number to ensure proper application.

Annual Fee Payment Terms

The Annual Fee for the Services shall be due and payable within thirty (30) days following the commencement of the Phase 2: Configuration & Building. This date shall be deemed to begin on the earlier of a date mutually agreed upon by the Parties in writing or the date outlined in Schedule 4. Failure to remit payment within the specified timeframe may result in suspension of Services or other remedies as outlined in this Agreement.

Implementation Fee Payment Terms

The Implementation Fee shall be due and payable within thirty (30) days following the Effective Date of this Agreement. The Effective Date shall be the date of execution of this Agreement by both Parties. Failure to remit payment within the specified timeframe may result in suspension of Services or other remedies as outlined in this Agreement.

Hardware and/or Signage Purchasing Invoice

The Client shall be invoiced for any hardware and/or signage purchases made by Rec Technologies on the Client's behalf. Such invoices shall be issued upon procurement of the hardware and/or signage and shall be due and payable within 30 days of the invoice date. The Client acknowledges that all hardware and/or signage purchases are final and non-refundable unless otherwise stated in the manufacturer's warranty or return policy.

SCHEDULE 3: MARKETING & PROMOTIONAL COMMITMENTS

1. CLIENT MARKETING OBLIGATIONS

- a. Email.** Client will actively participate in Rec partner marketing initiatives by sending out email messages to its community members to promote and advertise recreational programming facilitated by the Rec Platform.
- b. Direct Links from the City Website.** Client will include direct links to the Rec Platform on relevant sections of its website. These links will provide easy access for community members to explore and register for recreational programs.
- c. Temporary and Promotional Signage.** Rec will create and provide temporary signage (such as fence vinyls) to advertise new programs, lessons, or special events. The duration, design, and placement of temporary signage will be mutually agreed upon by both parties.

2. REC'S MARKETING COMMITMENTS

- a.** Rec will engage in marketing efforts designed to increase demand for lessons and programming. This may include campaigns related to subscribing to a court, newsletters, physical marketing materials, social media, engagement with community groups, and other innovative approaches.
- b.** Rec will engage in marketing and brand design with Client in order to support improvements in physical signage and digital presence.

SCHEDULE 4: SCOPE OF WORK - PROGRAM DEVELOPMENT

Phase 1: Initial Discovery & Timeline Build (Month 1) <i>By [Date TBD], Rec shall establish the foundation for RecOS functionality and facility management.</i>	
Objectives	<ul style="list-style-type: none"> ● Establish foundation for RecOS functionality and facility management for Client ● Conduct discovery workshops to understand department needs and integration points.
Benchmarks	<ul style="list-style-type: none"> ● Complete discovery sessions with Parks & Recreation team to identify customizations. ● Complete and approve detailed week-by-week for timeline to launch including key training and marketing dates to the public
Client Requirements	<ul style="list-style-type: none"> ● Scheduling and participation of discovery sessions for the following modules <ul style="list-style-type: none"> ○ Programming & Memberships ○ Facilities Management ○ Finance & Reporting ○ Marketing & Community Engagement
Phase 2: Configuration & Building (Month 2-3) <i>By [Date TBD], Rec shall complete configuration for all key system components, including registration, facilities and payment processing.</i>	
Objectives	<ul style="list-style-type: none"> ● Complete configuration for all key system components: registration, facilities, payment processing
Benchmarks	<ul style="list-style-type: none"> ● Programming Administration: Set up agency-branded templates for class creation, email/SMS confirmations, and waiver management. ● Facilities Management: Configure facilities (gyms, parks, fields, etc.) in RecOS with dynamic calendar and facility rules engine. ● Payment Processing: Activate payment system for online and point-of-sale transactions (including Stripe integration). ● Finance and Accounting reporting: Support for accrual based revenue recognition, overdue payment plan, and weekly remittance reports
Client Requirements	<ul style="list-style-type: none"> ● Programming registration data export from existing software ● Location and facilities details
Phase 3: Training & Program Ready (Month 4) <i>By [Date TBD], Rec shall ensure full team training and readiness for ongoing operations.</i>	
Objectives	<ul style="list-style-type: none"> ● Ensure full team training and readiness for ongoing operations.

	<ul style="list-style-type: none"> ● Focus on system optimization to support seamless program registration for users.
Benchmarks	<ul style="list-style-type: none"> ● Team Training: Complete comprehensive training sessions for all agency staff, covering advanced features such as reporting, registration management, and customer support processes. ● User Registration: Finalize setup of the registration system to ensure that users can easily discover, register, and pay for programs and classes. ● Facilities & Permit Management: Ensure staff can effectively manage facility rentals, special permits, and event coordination, including document storage and waivers. ● Waivers and Policies: Ensure that staff can handle waivers and policies, print necessary documentation, and manage signed waiver notifications.
Client Requirements	<ul style="list-style-type: none"> ● Participation in all scheduled training sessions ● Waiver and policy data for ingestion
<p>Phase 4: Marketing Ready & Launch (Month 5-6) <i>By [Date TBD], Rec shall be ready for a public launch of the system with comprehensive marketing communications sent to the public.</i></p>	
Objectives	<ul style="list-style-type: none"> ● Prepare for a public launch of the system with strong marketing support. ● Ensure user engagement through email marketing and promotional materials.
Benchmarks	<ul style="list-style-type: none"> ● Marketing Support: Finalize the design and production of print and digital marketing materials, ensuring alignment with the agency's branding and messaging. ● Email Marketing Campaigns: Set up and launch custom email marketing campaigns, promoting program registration and new offerings to residents. ● Public Launch: Conduct the official launch of the platform for public-facing registration and facility booking, ensuring all automated systems, including confirmations and reminders, are operational. ● User Engagement: Roll out special pricing, residency verification, and other engagement strategies to attract diverse groups to programming.
Client Requirements	<ul style="list-style-type: none"> ● Public communication and marketing of new system including the following at minimum: 3 email blasts, dedicated website information, 3 social media posts

**CITY OF
MENIFEE:
REQUEST
FOR PROPOSALS
(RFP)**

NO. 2025-07

**RECREATION SERVICES
MANAGEMENT AND
REGISTRATION
SOFTWARE**



December 2024

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REQUEST FOR PROPOSAL (RFP) SUMMARY INFORMATION

The City of Meniffee is seeking proposals from qualified firms to provide a **Recreation Services Management and Registration Software**. The City seeks a fully qualified and experienced firm (Proposer) to provide counsel, supplies and services relating to the installation and implementation of a comprehensive software that will allow for class/program registration, facility reservations, membership management, sponsorship management, point of sales, outreach and marketing, and financial and non-financial reporting. Firms should have a track record of empowering mid to large scale jurisdictions.

Proposals will be received by the City of Meniffee, hereinafter called the "City", via electronic submission through the City's PlanetBids' Vendor/Bidding Portal at <https://www.planetbids.com/portal/portal.cfm?CompanyID=41576>. Mailed, faxed or hand delivered proposals will NOT be accepted. Proposals must be submitted electronically on the PlanetBids Vendor/Bidding Portal website and accompanied by required forms and attachments to be considered.

All questions regarding this Request for Proposal (RFP) must be submitted via the City's PlanetBids portal (Q&A Section). No questions will be answered that are mailed or e-mailed to the Project Manager or other City Staff. Additionally, prospective vendors may be disqualified if they contact any City employee other than Finance Department/Purchasing Division.



TIMELINE/IMPORTANT DATES



PROJECT TIMELINE:

TIMELINE	DATES
RELEASE OF REQUEST FOR PROPOSAL	December 16, 2024
DEADLINE FOR SUBMISSION OF QUESTIONS All questions must be submitted via the PlanetBids vendor portal at: https://www.planetbids.com/portal/portal.cfm?CompanyID=41576	Must be received by: January 16, 2025 Time: <u>3:00 pm Pacific Time</u> Responses to questions will be posted no later than January 20, 2025
DEADLINE FOR PROPOSALS <u>ALL PROPOSALS MUST BE SUBMITTED VIA THE PLANETBIDS VENDOR PORTAL AT:</u> https://www.planetbids.com/portal/portal.cfm?CompanyID=41576	On or before February 3, 2025 Time: <u>3:00 pm Pacific Time</u>
DEMONSTRATIONS (TENTATIVE)	February 19, 2025
INTERVIEWS (TENTATIVE)	February 26, 2025
COUNCIL/CITY AWARD DATE (TENTATIVE)	April 2, 2025

The Bidders are responsible for checking the Purchasing website for notice of intent to award at: <https://www.planetbids.com/portal/portal.cfm?CompanyID=41576>

PROPOSAL REQUIREMENTS & INSTRUCTIONS

The firm must submit one (1) electronic copy of the RFP via the City's PlanetBids' Vendor/Bidding Portal at <https://www.planetbids.com/portal/portal.cfm?CompanyID=41576> to respond and conform to the overall RFP requirements.

Proposal shall be typed and submitted on 8 1/2" x 11" size paper and up to a TOTAL **page limit of forty-five (45) pages** (NOT INCLUDING dividers, transmittal letter, Table of Contents, and required forms). Offerors should not include any unnecessarily elaborate promotional material. Lengthy narrative is discouraged, and proposal should be brief, clear and concise. Mailed, hand delivered, or faxed proposals will NOT be accepted.



SUBMITTAL REQUIREMENTS: The proposal shall include the following:

ITEM #	DESCRIPTION	REQUIRED WITH PROPOSAL RESPONSE
1	Cover Page/ Letter of Introduction	X
2	Experience and Qualifications of the Firm	X
3	Key Personnel/Staffing	X
4	References	X
5	Cost Proposal & Acceptance of Proposed Agreement (Attachment A)	X
6	Technical Specifications & Requirements (Attachment A.1)	X
7	Insurance Requirements (Attachment B)	X
8	Insurance Requirements Acknowledgement/Certification (Attachment B.1)	X
9	Certification of Non-Collusion (Attachment C)	X
10	Previous Contract Performance & Litigation Statement (Attachment D)	X
11	Acknowledgement of Emissions and Climate Pollutant Reduction Senate Bill 1383 (Attachment E)	X

Please see below for specific requirements of each item listed above.

1. Cover Page/ Letter of Introduction:

Proposals must be signed and include a letter of introduction along with the individual/firm name, website, address, telephone number, email, and name of the person authorized to submit the proposal, along with the person's title. If the individual/firm operates from more than one location, please specify the office to which this project will be assigned. Identify all sub-consultants that will be involved.

2. Experience and Qualifications of the Firm:

Firms must describe the qualifications possessed to perform services under this engagement. Include information about pertinent prior experience, number of years the firm has been in business, specialized expertise.

No work may be subcontracted, nor assigned, without prior written approval of the City. Identify any consultants/sub-consultants that you would expect to use, noting relevant disciplines. Include resumes and information regarding those firm(s) qualifications.

3. Key Personnel/Staffing

Please also include the names, qualifications, and experience of personnel to be assigned to the project during the specified project timeline and indicate what role these individuals will play in the project. Identify the principal and other key personnel and outline their experience in managing projects similar in nature to the proposal.

4. References

Experience with California local municipalities should also be identified by providing three (3) client references for which the proposer has provided similar services. References shall include the date and description of the service, project location, completion dates, organization's name, contact person, title, address, and telephone number.

5. Cost Proposal & Acceptance of Proposed Professional Services Agreement:

(Attachment A) Provide a proposed schedule of total fees proposed for the components of the scope that you are submitting a proposal for and a listing of estimated other direct costs. All costs pertaining to the implementation and maintenance are to be itemized. The City will evaluate proposals based on the "Total Cost to Implement (TCI)" and the "Total Cost to Operate (TCO)." TCI will include all costs required for a successful implementation. The TCO will be calculated based on TCI plus ten (10) years of annual maintenance or SaaS service fees.

In addition to the key areas listed above, Consultant shall also respond to the list of Software Requirements provided below:

The Proposer's implementation pricing must identify all costs required to include:

- Software Licensing Cost/Hosting Costs/SaaS
- Implementation Services

- Project Management
- Software configuration, installation, and testing
- Data conservation and migration
- Interface development
- Training and documentation
- Go-Live
- Travel

The Proposer’s ongoing maintenance and support pricing should clearly identify the annual cost for ten (10) years to include:

- Maintenance
- Support
- Post Implementation Evaluation Report (PIER) and Additional Training

Include a statement regarding whether the City’s standard consultant agreement is acceptable as is, or whether any modifications would be proposed (INCORPORATED AS PART OF ATTACHMENT A, COST PROPOSAL & ACCEPTANCE OF PROPOSED CONTRACT/AGREEMENT).

Proposals must be signed by representatives of the company who have the authority to bind the company to its provisions. The proposal or a letter accompanying the proposal must state that the quote remains valid for a period of at least ninety (90) days.

6. Technical Specifications/Requirements: (Attachment A.1) Required and highly desired functions and features (Must be completed and returned in Excel format with accompanying proposal). Describe the technical and management approach to providing the Services to the City. Proposer should take into account the Scope of the Services, goals of the City, and general functions required when providing responses to the questions.

7. Insurance Requirements (Attachment B)

8. Insurance Requirements Acknowledgement/Certification (Attachment B.1)

9. Certification of Non-Collusion
(Attachment C) (Required for Subconsultants as well)

10. Previous Contract Performance & Litigation Statement:
(Attachment D) (Required for Subconsultants as well)

11. Attachment E: Acknowledgement of Emissions and Climate Pollutant Reduction Senate Bill 1383 (Attachment E)

Proposals shall be prepared and submitted at the respondent’s sole expense. All proposals will become the property of the City of Menifee and will not be returned. There will be no public bid

opening. Only one Proposal is to be submitted by each Firm. Multiple Proposals will result in rejection of all Proposals submitted by the Proposer. The City reserves the right to negotiate mutually acceptable service-related conditions, including cost. By submitting a proposal, the responding firm represents that it has thoroughly examined and become familiar with the work required in this RFP and that it is capable of performing quality work to achieve the objectives of the RFP.

ADDITIONAL INSTRUCTIONS:

RFP documents are available on or after the date mentioned herein (see Timeline/Important Dates) on the Vendor/Bidding Portal website, <https://www.planetbids.com/portal/portal.cfm?CompanyID=41576>. Respondents shall first register as a vendor and then log in to the PlanetBids Vendor/Bidding Portal to search for this project and download the RFP documents. If Respondent experiences problems viewing this website, contact PlanetBids support online <http://home.planetbids.com/tech-support> or by phone at (818) 992-1771.

Addenda:

Any City of Menifee changes to the requirements will be made by a written addendum to this RFP. Any written addenda issued pertaining to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The City of Menifee will not be bound to any modifications or deviations from the requirements set forth in this RFP as the result of oral instructions.

Firm shall acknowledge receipt of the addendum/addenda (if any) within Attachment A (Cost Proposal & Acceptance of Proposed Agreement/Contract) in their proposals. Failure to acknowledge receipt of all addenda may cause a proposal to be deemed non-responsive. All addenda will be available on the City's PlanetBids' Vendor / Bidding Portal at: <https://www.planetbids.com/portal/portal.cfm?CompanyID=41576>.

City Contact:

All questions and /or inquiries regarding this RFP (post-RFP submittal deadline (i.e., RFP selection status, etc.) shall be submitted directed to:

City of Menifee Finance Department (Purchasing)
Jennifer Dominguez, Purchasing & Contracts Specialist
Email: jdominguez@cityofmenifee.us

Questions/inquiries before the submittal deadline must be submitted via the City's PlanetBids portal (Q&A Section). No questions will be answered that are mailed or e-mailed to the Project Manager or other City Staff.

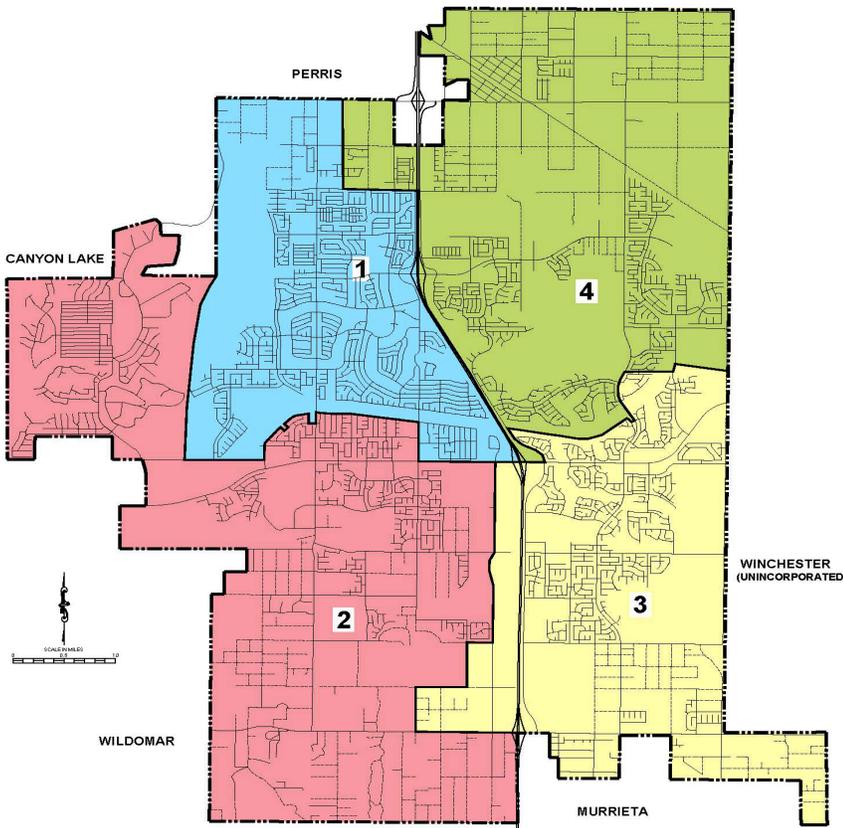
Clarifications:

Should a prospective firm require clarifications regarding the RFP, the firm must submit questions directly via the City's PlanetBids portal (Q&A Section) at <https://www.planetbids.com/portal/portal.cfm?CompanyID=41576>. Should it be found that the point in question is not clearly and fully set forth in the RFP, the City of Menifee will issue a

written addendum clarifying the matter(s). The written addendum will be posted via the City's PlanetBids' Vendor / Bidding Portal.
Please see "Timeline/Important Dates" found herein for Clarifications request due date.

ABOUT US

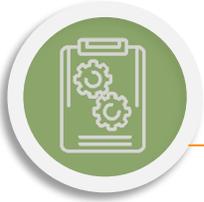
The City of Menifee, located within Southwest Riverside County, CA is one of the region's fastest growing communities. Menifee is a vibrant, new City of more than 100,000 residents who enjoy a pleasant year-round climate, abundant recreational offerings, reasonably priced housing and convenient proximity to some of Southern California's premiere attractions and employment centers. Within its 50 square miles, Menifee's business, retail and entertainment outlets are starting to shape the community's character and this growing economic base is also contributing favorably to the City's strong financial position. Menifee's growing family-oriented population values the City's ongoing commitment to public safety, community events and smart growth for the future. All of these elements are working together to support the City's strategic vision to make Menifee one of the state's most promising new cities.



City of Menifee City Boundary & Districts

The City of Menifee operates as a general law city. Its government composition includes four (4) districts and a mayor. The City incorporated on October 1, 2008 as the 26th city in Riverside County. It is located south of the City of Perris, north of the City of Murrieta, west of the City of Hemet, east of the City of Lake Elsinore and near or adjacent to the unincorporated communities of Winchester, Romoland, and Homeland.

**BUILDING A
SAFE,
THRIVING &
PREMIER
PLACE TO BE!**



SCOPE OF WORK & DETAIL

The City of Menifee is seeking to procure and implement a recreation software that will meet the City's current requirements and allow for growth to meet future needs. The City is interested in a software to satisfy activity and class registration, facility reservations, sports league management, outreach and marketing, point of sale, and financial and non-financial reporting. The City is also interested in the associated hardware (such as card readers, POS units, etc.) that are required to utilize the software.

The city offers and has created numerous programs and services that are offered to its residents. The program and service categories are as follows

- Contract Classes (Registration, Fees, and Instructor Payments)
- Tiny Tot and Youth Classes and Summer Camps
- Sport Leagues Registration
- Facility Reservations
- Field Reservations
- Special Event Scheduling
- Recreation Memberships
- Aquatics (Memberships, classes, and private lessons)
- Senior Programming (Memberships, classes, events)

The current software is used to register participants for classes and programs, manage facility and field rentals, and process point of sale transactions. It is anticipated that the annual transactions for this fiscal year will exceed \$500,000.

The existing annual transactions include:

- Over 800 activities offered
- Approximately 9,000 monetary and non-monetary transactions processed
- More than 550 facility and field reservations, including non-monetary internal rentals

Approximately 90 employees and 1,600 residents use the current software. Modules used include administration, online registration for classes facility reservation, point of sale, customer account membership, scheduled payments, catalog export, custom financial and non-financial reports, and advanced database management.

Scope of Service

The City is searching for a software solution that meets the key functions performed by the department. The selected consultant shall provide a Recreation Management Software and all services necessary to fully implement the product, including adequate training and post-implementation user support.

The proposed software solution shall meet these key areas:

- Activity Registration
- Customer Management
- Facility Availability and Reservations
- Membership Management
- Sports League Management
- Instructor Management
- Volunteer Management
- Search capabilities
- Marketing and Outreach
- Payments and Refunds
- Transaction and Merchant Fees
- Point of Sale
- Financial Reporting
- Non-Financial Reporting

The City has identified the requirements below as being key components of the new software. Software requirements are in the subsequent section, TECHNICAL SPECIFICATIONS (Attachment A2).

Training, Setup and Technical Support

The City requires training in the use of any software, assistance with the setup procedures to establish a new workable database, and support for any technical assistance requests in a timely manner. Including updates, modules, expansion, etc.

Activity Registration

The City uses a distributed approach for course and activity management. Each park or facility supports all the functions including activity setup, registration, waitlist management, payments, instructor assignment and management, attendance, facility scheduling, etc.

Customer Management

The City has over 1,600 customers and organizations with new accounts being regularly added weekly.

Facility Booking and Reservations

The City rents rooms and spaces in facilities, picnic shelters, fields, and other designated areas. Each facility controls their specific indoor and outdoor rental locations. Administrative staff may schedule or access data remotely.

Instructor Management

City utilizes contract instructors for many of their classes. Internally, Menifee employees refer to these as "contract classes." Instructors have individual contracts that specify their scope of services and how they will be paid. Instructors will have access to the software to access current class information, rosters, or attendee information.

Memberships

City utilizes memberships for various activities included but not limited to annual memberships to the Cities skate park. The City would like to use a membership feature for access to various recreation programs and facilities.

Marketing and Outreach

The City plans to use the software for email and SMS text messaging services to notify participants for important notifications, reminders, and marketing purposes. Data may be exported for direct email. The City would like the use of automated calling with pre-recorded messages through the software platform.

Sports Leagues

The City plans to use the software for sport league management. Staff currently prepare team schedules and rosters through separate documents outside of the system. Staff would like to explore modules that allow for sport league schedule as well as team communication.

Volunteer Management

The City would like to be able to classify any volunteers by their certifications, levels of training, and track and report on volunteers.

Payments and Refunds

City staff with assigned user accounts will be able to take cash, card, and check payments for classes and services. Refunds should be processed in the payment method they were received.

Point of Sale

The Point of Sale (POS) module may be used for all sales through the City.

Hardware Requirements

The City welcomes Consultant recommendations on hardware requirements needed to work in concert with the software. This may include point of sale devices, badge/card readers, biometric devices, etc.

The successful Consultant shall provide a thorough and adequate software implementation timeline to achieve the City's goal of January 1, 2026 "go-live" date. The implementation methodology should include, at a minimum, the following task:

- Project Management Services
- Implementation Planning
- Software Installation, if applicable
- Initial training of administrative staff
- Software configuration
- Interface development for commonly used external software solutions
- Conversion development
- Testing approach

- Training plan
- Regular software updates, improvements, expansion
- Documentation
- Final Deployment and Go Live Support

AGREEMENT/CONTRACT TERMS, SELECTION PROCESS, & OTHER APPLICABLE REQUIREMENTS

AGREEMENT/CONTRACT TERM

The agreement/contract type will include a Not-to-Exceed firm fixed price. The contract duration is intended to be five (5) years with five (5) additional, optional renewal years.

SELECTION PROCESS

All proposals will be reviewed by a Selection Committee. The various selection criteria are summarized below. The City's final selection will not be dictated on any single factor including price. A firm may be eliminated from consideration for failure to comply with any of the requirements of this RFP, depending upon the critical nature of such requirements. Proposals will be evaluated on the criteria specified below:

1. Experience/Qualifications of the Firm (15 Points)

The years of experience in performing work of a similar nature; technical competence; experience working with public agencies, and particularly California municipalities; strength and stability of the firm.

2. Key Personnel/Staffing (10 Points)

The qualifications, and experience of personnel to be assigned to the project. Experience providing services similar to those requested herein.

3. References (10 Points)

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Services of this RFP. The quality of the references provided.

4. Technical Requirements & Technical Understanding (50)

The ability of the firm to provide all required technical functions. The ability of the firm to provide highly desired functions. Work Plan provided is clear and detailed and demonstrates ability to meet City's objective. Includes identified benchmarks and practices.

5. Cost Proposal (15 Points)

Detailed cost proposal for each of the main phases outlined in the Scope of Services in this RFP. Reasonableness of pricing and competitiveness of the amount compared with other proposals.

The City of Menifee reserves the right to accept or reject any or all proposals or to waive any defects or irregularities in the proposals or selection process.

- The City will review proposals, check references and develop a short list of firms which will be recommended for consideration.
- The City will review the short list, interview if necessary, and make a determination.
- Upon composing the contract terms with the firm, the contract will be scheduled for City Council or City Manager review and approval.

Oral Presentation/Interview

Respondents who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Selection Committee. This provides an opportunity for the respondent to clarify or elaborate on the proposal. These are fact-finding and explanation sessions only and do not include negotiation. The City of Menifee will schedule the time and location of these presentations. Oral presentations are an option of the City of Menifee and may or may not be conducted.

Standard Agreement

The City has provided a copy of the Standard Agreement (Exhibit A). Please review this agreement and provide the City with a written statement of your firm's willingness to accept all terms of the agreement.

Please note that the City will require the selected firm to enter into a Professional Services Agreement. The firm will be required to provide and maintain all of the insurances required by the agreement and a City business license. All insurances and related expenses shall be incorporated into the firm's proposal.

Pre-Contractual Expenses

The City of Menifee shall not, in any event, be liable for any pre-contractual expense incurred by Proposer in the preparation of its proposal. Pre-contractual expenses are defined as expenses incurred by Proposer in:

- Preparing its proposal in response to this RFP
- Submitting its proposal to the City of Menifee
- Negotiating with the City of Menifee on any matter related to its proposal
- Any other expenses incurred by Proposer prior to date of award

Right to Reject All Proposals

The City reserves the right to reject any or all proposals submitted, and no representation is made hereby that any contract will be awarded pursuant to this RFP. Receipt of a proposal by the City does not constitute a contract with the City. All costs incurred in the preparation of the proposal and subsequent material will be borne by the proposer. The City will provide only the staff assistance and documentation specifically referred to herein and will not be responsible for any cost or obligation of any kind, which may be incurred by a proposer. All quotes, inquiries, responses

correspondence, proposals, reports, charts, displays, schedules, exhibits and other documentation or other information submitted to the City in response to this RFP will become the property of the City and a matter of public record.

The City retains the right to abandon the proposal process at any time prior to the actual execution of a contract with no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreement entered into.

The specifications included within the scope of work are intended to be as detailed as possible; however, respondents shall not take advantage of omissions or oversights in this document. The successful proposer shall supply products or services that meet or exceed the requirements of this document.

Other

Severability: If any terms or provisions of this Request for Proposal shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

Right to Refuse: The City of Menifee reserves the right to retain a proposer it determines to be the most qualified (whether such proposer has submitted a qualifications statement in response to this RFP or not) without competition if such action is deemed to be in the best interests of the City of Menifee. There is no guarantee that any proposer deemed qualified through this RFP will in fact be awarded any services by the City of Menifee.

Secured Funding Disclaimer: The award of this project is contingent upon securing funding, in a future City Council approval and award of the Contract.

Collusion: A Certification of Non-Collusion must be submitted with the proposal, a copy of which is at the end of this RFP (Attachment C).

Assigning/Transferring of Agreement: Any successful firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from the City of Menifee.



ATTACHMENTS & EXHIBITS:

DESCRIPTION	REQUIRED TO BE COMPLETED AND RETURNED WITH PROPOSAL RESPONSE	ATTACHMENTS	
Attachment A: Cost Proposal- Submitted in Excel <i>* This Excel sheet is the ONLY acceptable response, no other info will be accepted or considered.</i>	X		
Attachment A.1: Technical Specifics & Requirements- Submitted in Excel <i>* This Excel sheet is the ONLY acceptable response, no other info will be accepted or considered.</i>	X		
Attachment B: Insurance Requirements	X		
Attachment B.1: Acknowledgement of Insurance Requirements and certification of ability to provide coverages specified.	X		
Attachment C: Certification of Non-Collusion	X		
Attachment D: Previous Contract Performance & Litigation Statement	X		
Attachment E: Acknowledgement of Emissions and Climate Pollutant Reduction Senate Bill 1383	X		
DESCRIPTION	PROVIDED FOR REFERENCE PURPOSES		EXHIBITS
Exhibit A: Sample Software Services Agreement			

ATTACHMENT A: COST PROPOSAL & ACCEPTANCE OF PROPOSED CONTRACT/AGREEMENT

Proposers must submit cost proposals for the complete scope of work. Each cost option shall include all possible direct and indirect costs, travel, insurance, overhead, labor, profit, rebates, contingent commissions, renewal commissions, service fees, and any other expenses. The City will evaluate proposals based on the "Total Cost to Implement (TCI)" and the "Total Cost to Operate (TCO)." TCI will include all costs required for a successful implementation. The TCO will be calculated based on TCI plus five (5) years of annual maintenance or SaaS service fees.

The Proposer's implementation pricing must identify all costs required to include:

- Software Licensing Cost/Hosting Costs/SaaS (one-time, annual, subscription-based, per user, etc.)
- Fee model (Transaction based, percentage, revenue split, flat rate, etc.)
- Merchant Fees (Credit card, other)
- Implementation Services
 - Project Management
 - Software configuration, installation, and testing
 - Data conservation and migration
 - Interface development
 - Training and documentation
 - Go-Live
 - Travel
- Ongoing support and technical assistance
- Initial and ongoing training
- Upgrades and enhancement (additional modules, expansion, microtransactions)

The Proposer's ongoing maintenance and support pricing should clearly identify the annual cost for five (5) years to include:

- Maintenance and Support
- Post Implementation Evaluation Report (PIER) and Additional Training

**Firms fee schedule shall accompany the proposal as Attachment A
The Excel Sheet is provided as Attachment A. This Excel sheet is the ONLY
acceptable response, no other info will be accepted or considered.**

(PLEASE READ AND MARK EACH CHECKBOX CONFIRM ACKNOWLEDGEMENT AND AGREEMENT WITH THE INDICATED STATEMENTS)

- The Proposal Cost provided reflects all possible direct and indirect costs, travel, insurance, overhead, labor, profit, rebates, contingent commissions, renewal commissions, service fees, and any other expenses.
- The Proposal provided reflects any additional addendum(s) issued with respect to this RFP.
- My signature certifies that this firm has no business or personal relationships with any other companies or person that could be considered a conflict of interest, or potential conflict of interest to the City of Menifee, pertaining to any and all work or services to be performed as a result of this request and any resulting Agreement/Contract with the City.

ACCEPTANCE OF PROPOSED AGREEMENT/CONTRACT:

- Submittal of this proposal indicates we have reviewed the proposed written agreement (Exhibit A) and if selected would accept all terms of the proposed agreement. Proposer, in submitting a response to this RFP, warrants that it has full power and authority to comply with the requirements specified herein and will hold the City harmless from and against any and all loss, cost, liability, and expense (including reasonable attorney fees) arising out of any breach of this warranty.

Company Name

Address

City State Zip Code

(____) _____ (____) _____
Telephone Number Fax Number

Company Type:

- Corporation Partnership Trust/Estate Limited Liability Company (LLC)
- Individual/Sole Proprietor or single member LLC Other: _____

Signed By

Print Name Title

ATTACHMENT A.1: TECHNICAL SPECIFICS AND REQUIREMENTS

This Section details the specific service level and software requirements desired by the City. For each section listed on Attachment A.1, please respond with Yes or No.

Firm Specifications shall accompany the proposal as ATTACHMENT A.1 The Excel Sheet is provided as Attachment A.1. This Excel sheet is the ONLY acceptable response, no other info will be accepted or considered.

ATTACHMENT B: INSURANCE REQUIREMENTS

CONTRACTORS AND/OR CONSULTANTS TO THE CITY OF MENIFEE (CITY), AT THEIR SOLE EXPENSE, SHALL FOR THE TERM OF THE CONTRACT OBTAIN AND MAINTAIN INSURANCE IN THE AMOUNTS FOR THE COVERAGE SPECIFIED BELOW, AFFORDED BY COMPANIES WITH AM BEST'S KEY RATING OF A-VII, OR HIGHER, LICENSED OR AUTHORIZED TO TRANSACT INSURANCE BUSINESS IN THE STATE OF CALIFORNIA.

AWARD IS CONTINGENT ON COMPLIANCE WITH CITY'S INSURANCE REQUIREMENTS, AS SPECIFIED, BELOW:

REQUIRED	TYPE OF COVERAGE	REQUIREMENT	MINIMUM LIMITS	
			Each Occurrence	Aggregate
YES	WORKER'S COMPENSATION	Statutory	\$1,000,000	\$1,000,000
		Statutory	\$1,000,000	\$1,000,000
YES	EMPLOYER'S LIABILITY	Bodily Injury	\$1,000,000	\$2,000,000
		Property Damage	\$1,000,000	\$2,000,000
		Bodily Injury & Damage Combined	\$1,000,000	\$2,000,000
YES	AUTOMOBILE LIABILITY, INCLUDING ALL OWNED, HIRED, NON-OWNED	Bodily Injury	\$1,000,000	\$1,000,000
		Each Person	\$1,000,000	\$1,000,000
		Each Occurrence	\$1,000,000	\$1,000,000
		Property Damage	\$1,000,000	\$1,000,000
		Bodily Damage and Property Damage, Combined	\$1,000,000	\$1,000,000
Yes	Cyber Liability	Statutory	\$1,000,000	\$1,000,000
YES	ADDITIONALLY INSURED	THE CITY OF MENIFEE IS TO BE NAMED AS AN ADDITIONAL INSURED: CONTRACTOR, AT ITS SOLE COST AND EXPENSE, SHALL OBTAIN AND MAINTAIN, IN FULL FORCE AND EFFECT THROUGHOUT THE ENTIRE TERM OF ANY RESULTANT AGREEMENT, THE INSURANCE COVERAGE HEREIN DESCRIBED, INSURING NOT ONLY CONTRACTOR AND ITS SUBCONSULTANTS, IF ANY, BUT ALSO, WITH THE EXCEPTION OF WORKERS' COMPENSATION, EMPLOYER'S LIABILITY AND PROFESSIONAL INSURANCE, NAMING AS ADDITIONAL INSUREDS CITY, ITS COUNCILMEMBERS, OFFICERS, AGENTS, AND EMPLOYEES.		

INSURANCE COVERAGE:

- ❖ A PROVISION FOR A WRITTEN THIRTY (30) DAY ADVANCE NOTICE TO CITY OF CHANGE IN COVERAGE OR OF COVERAGE CANCELLATION; AND
- ❖ A CONTRACTUAL LIABILITY ENDORSEMENT PROVIDING INSURANCE COVERAGE FOR CONTRACTOR'S AGREEMENT TO INDEMNIFY CITY
- ❖ DEDUCTIBLE AMOUNTS IN EXCESS OF \$25,000 REQUIRE CITY'S PRIOR APPROVAL.

INSURANCE CERTIFICATES:

- ❖ CONTRACTOR MUST SUBMIT CERTIFICATE(S) OF INSURANCE EVIDENCING REQUIRED COVERAGE.
- ❖ UPDATED INSURANCE CERTIFICATES, AS NEEDED, MUST BE RE-SUBMITTED PERIODICALLY DURING THE PERIOD UNDER CONTRACT, INCLUDING ORIGINAL CONTRACT TERM AND ANY ADDITIONAL TERM EXTENSIONS.

ENDORSEMENT PROVISIONS, WITH RESPECT TO THE INSURANCE AFFORDED TO "ADDITIONAL INSURED"

- ❖ PRIMARY COVERAGE: WITH RESPECT TO CLAIMS ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED, INSURANCE AS AFFORDED BY THIS POLICY IS PRIMARY AND IS NOT ADDITIONAL TO OR CONTRIBUTING WITH ANY OTHER INSURANCE CARRIED BY OR FOR THE BENEFIT OF THE ADDITIONAL INSUREDS.
- ❖ CROSS LIABILITY: THE NAMING OF MORE THAN ONE PERSON, FIRM, OR CORPORATION AS INSUREDS UNDER THE POLICY SHALL NOT, FOR THAT REASON ALONE, EXTINGUISH ANY RIGHTS OF THE INSURED AGAINST ANOTHER, BUT THIS ENDORSEMENT, AND THE NAMING OF MULTIPLE INSUREDS, SHALL NOT INCREASE THE TOTAL LIABILITY OF THE COMPANY UNDER THIS POLICY.
- ❖ NOTICE OF CANCELLATION:
IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR ANY REASON OTHER THAN THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE CITY AT LEAST A THIRTY (30) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.

IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE CITY AT LEAST A TEN (10) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.

NOTICES SHALL BE MAILED TO:

DEPARTMENT OF FINANCE
CITY OF MENIFEE
29844 HAUN ROAD
MENIFEE, CA 92586

ATTACHMENT B.1: ACKNOWLEDGMENT OF INSURANCE REQUIREMENTS AND CERTIFICATION OF ABILITY TO PROVIDE COVERAGES SPECIFIED

I, _____ (*Print Name*), the

(*President; Secretary; Owner or Representative*) of the

(*Company Name or Corporation, or Owner*), certify that the Insurance Requirements set forth in Attachment B and the Proposed Agreement have been read and understood that our insurance company(ies)

(*Name(s) of insurance company(ies)*) (is/are) able to provide the coverages specified.

Signature of President, Secretary, Partner, Owner or Representative

Date

ATTACHMENT C: CERTIFICATION OF NON-COLLUSION

Made to: City of Menifee

(a) By submitting this proposal, each proposer and each person signing on behalf of any firm certifies, and in the case of a joint proposal, each party therefore certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

- (1) The fees and terms in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such fees and terms with any other proposer or with any other competitor; and
- (2) Unless otherwise required by law, the fees and terms which have been quoted in this proposal have not been knowingly disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
- (3) No attempt has been made by the proposer or will be made to induce any other persons, partnership or corporation to submit or not submit a proposal for the purpose of restricting competition.

Printed Name and Title

Signature

Name of Firm/Company/Corporation

Telephone Number

Street Address

City, State, Zip

Email Address

Date

ATTACHMENT D: PREVIOUS CONTRACT PERFORMANCE & LITIGATION STATEMENT

The City will evaluate the facts and may, at its sole discretion, reject Proposer's response if the facts discovered indicate that completion of a contract resulting from this Request for Proposal may be jeopardized by the selection of Proposer. If no such terminations for default have been experienced by Proposer in the last five years, so indicate. The City shall reject any Proposer's response if it discovers any contract terminations within the stated period that were not disclosed.

PREVIOUS CONTRACT PERFORMANCE:

- a) Submit details of all terminations for default experienced by Proposer during the past three (3) years including the other party's name, address and telephone number. Termination for default is defined as a notice to stop performance due to Proposer's nonperformance or poor performance and the issue was either (a) not litigated or (b) litigated and such litigation determined Proposer to be in default. Present a description of the facts surrounding each incident and include Proposer's position on the matter. Exclude garnishments and similar routine matters that do not affect contract performance. Indicate whether or not the Proposer or principals have ever been suspended or debarred by any government agency. *State "NONE," if none. Use additional sheets as necessary.*

- a) Indicate whether or not the Proposer or principals have ever been involved in any kind of bankruptcy proceedings. Give a summary of all proceedings and provide a listing of all significant outstanding claims or judgments. *State "NONE," if none. Use additional sheets as necessary.*

LITIGATION HISTORY:

Check One:

- The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

- The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

ATTACHMENT E: ACKNOWLEDGEMENT OF EMISSIONS AND CLIMATE POLLUTANT REDUCTION SENATE BILL 1383

ACKNOWLEDGMENT OF SENATE BILL 1383 REGULATIONS

Senate Bill (SB) 1383 establishes statewide targets to reduce the amount of organic waste disposed of in landfills (50% reduction by 2020 and 75% by 2025). The state defines "Organic waste" as food, landscape and pruning trimmings, lumber, wood, manure, cardboard, paper products, printing and writing paper, and other plant and animal-based products. These new regulations were finalized by CalRecycle on November 2020 and will take effect January 2022 Contractor shall use recycled products in performance of the services to the maximum extent doing so is economically feasible. Contractor shall provide a list of recycled product options to City Staff and await written approval once proposed alternatives have been deemed to meet or exceed specifications required to successfully complete the services mentioned herein. For information on SB 1383 is available on CalRecycle webpage <https://www.calrecycle.ca.gov/organics/slcp>

This is to acknowledge that we have read and agree to the Senate Bill 1383 (SB 1383) regarding CalRecycle Organics Regulations as set by the State of California.

(Firm Name)

(Print name and title of person signing for firm)

(Signature/Date)

EXHIBIT A: SAMPLE SOFTWARE SERVICES AGREEMENT

CITY OF MENIFEE

SOFTWARE SERVICES AGREEMENT

THIS SOFTWARE SERVICES AGREEMENT (“Agreement”) is made and effective this _____ day of _____, «Year» (“Effective Date”) by and between the CITY OF MENIFEE, a California municipal corporation, (“City”) and **CONSULTANT**, a California C Corporation (“Provider”). City and Provider may sometimes herein be referred to individually as a “Party” and collectively as the “Parties.” In consultation with the California Public Contract Code, the California Labor Code, and other applicable laws relating to the performance of public work, the Parties agree that the services to be performed hereunder do not involve a “public work” as that term is defined in applicable law.

SECTION 1. SERVICES.

Subject to the terms and conditions set forth in this Agreement, Provider shall provide to City the services described in the Scope of Services, attached hereto as Exhibit “A” and incorporated herein by this reference (the “Services”). In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit “A”, this Agreement shall prevail.

1.1 Term of Services. The term of this Agreement shall begin on **START DATE** and shall end on **END DATE** unless the term of this Agreement is otherwise terminated or extended as provided for in Section 8. This Section 1.1 shall not affect City’s right to terminate this Agreement, as provided for in Section 8.

1.2 Standard of Performance. Provider represents and warrants that Provider is a provider of first class work and services and Provider is experienced in performing the Services contemplated herein and, in light of such status and experience, Provider shall perform the Services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Provider is engaged in the geographical area in which Provider practices its profession and to the sole satisfaction of the Contract Administrator.

1.3 Assignment of Personnel.

a. All Services. Provider shall assign only competent personnel to perform the Services pursuant to Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Provider shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons. To the fullest extent feasible, Provider shall maintain a consistent staff and shall minimize staff changes or turnover on the Services. Provider shall keep a list of assigned personnel to the Services and shall provide such list to the City upon execution of this Agreement and later upon reasonable request.

b. Law Enforcement Services. If the Services are designed and procured for or on behalf of the Menifee Police Department, Provider shall comply with all applicable California Law Enforcement Telecommunications Services (CLETS) requirements including but not limited to requiring assigned personnel to undergo required background checks when directed by the City.

1.4 Time. Provider shall devote such time to the performance of the Services pursuant to this Agreement as may be reasonably necessary to satisfy Provider's obligations hereunder.

1.5 Authorization to Perform Services. Provider is not authorized to perform any of the Services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

1.6 Warranty. By executing this Agreement, Provider warrants that Provider (i) has thoroughly investigated and considered the Services, (ii) has carefully considered how the Services should be performed, and (iii) fully understands the facilities, difficulties, and restrictions attending performance of the Services.

1.7 Cyber Security Incident and Data Breach Notification: In the event of a cyber security incident or a data breach (each an "incident"), as such cyber security incident or data breaches are defined by applicable law, which may detrimentally impact City's information technology network, Provider will report said incident by the fastest means available and also in writing, within forty-eight (48) hours after Provider reasonably believes that there has been a such incident has occurred. The notification shall identify (a) the nature of the incident; (b) the data accessed, used, or disclosed; (c) the persons who accessed, used, disclosed, or received the data; (d) Provider's approach to quarantine or mitigate the incident; and (e) what corrective action Provider will take or has taken to prevent future incidents. Provider will provide daily, or more frequently where requested by City, regarding findings and actions performed by Provider until the cyber security incident has been effectively resolved to your satisfaction. Provider will quarantine the incident to ensure secure access to data, and repair the Services as needed to recover from the incident. Provider shall conduct an investigation of the incident and share the report of the investigation with City. After any significant incident determined in City's reasonable discretion to be catastrophic and material, Provider will at its expense have an independent, industry-recognized, City-approved third party perform an information security audit. The audit results shall be shared with City within seven (7) days of Provider's receipt of such results. Upon Provider receiving the results of the audit, Provider will provide City with written evidence of planned remediation within thirty (30) days and promptly modify its security measures in order to meet its obligations under this Agreement. Section 5, Indemnification shall specifically apply to Claims (defined below) arising from cyber security incidents or data breaches which impact City's information systems network through Provider's network, system, or Services.

1.8 SOC Compliance. Where Provider is required by law to attain and maintain System & Organizational Controls ("SOC")¹ and SOC 2 compliance, or its equivalent, for the Services, Provider shall maintain such compliance for the duration of the Agreement, and shall provide a copy of Provider's SOC 1 Type 2 and SOC 2 Type 2 compliance reports to City within thirty (30) days of execution of the Agreement and annually thereafter within thirty (30) days of such reports being received by Provider.

1.9 City Policies. Provider shall comply with the City policy or policies attached hereto as Exhibit "B" and incorporated herein by this reference.

1.10 Change in Control. Provider shall provide written notice to City of major changes in control of Provider's enterprise including mergers, sales, and any other occurrence resulting in

a change of more than fifty percent (50%) of Provider's ownership or executives. City may, in its sole discretion, elect to terminate this Agreement pursuant to Section 8 hereof as a result of a change in control of Provider's enterprise.

SECTION 2. COMPENSATION.

City hereby agrees to pay Provider a sum not to exceed **\$XXX.XX** notwithstanding any contrary indications that may be contained in Provider's proposal, for the Services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Exhibit "A", regarding the amount of compensation, this Agreement shall prevail. City shall pay Provider for the Services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Provider for the Services rendered pursuant to this Agreement. Provider shall submit all invoices to City in the manner specified herein. Except as specifically authorized in advance by City, Provider shall not bill City for duplicate services performed by more than one person.

2.1 Invoices. Provider shall submit invoices monthly during the term of this Agreement, based on the cost for the Services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- a. Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- b. The beginning and ending dates of the billing period;
- c. A "Task Summary" containing the original contract amount, the amount of prior billings, the total due this period, the balance available under this Agreement, and the percentage of completion;
- d. At City's option, for each item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person performing the Services, the hours spent by each person, a brief description of the Services, and each reimbursable expense;
- e. The total number of hours of work performed under this Agreement by Provider and each employee, agent, and subcontractor of Provider performing the Services hereunder necessary to complete the Services described in Exhibit "A";
- f. Receipts for expenses to be reimbursed;
- g. The Provider Representative's signature.

Invoices shall be submitted to:

City of Menifee
Attn: Accounts Payable
29844 Haun Road
Menifee, CA 92586
accountspayable@cityofmenifee.us

2.2 Monthly Payment. City shall make monthly payments, based on invoices received, for the Services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have thirty (30) days from the receipt of an invoice that complies with all of the requirements above to pay Provider.

2.3 Total Payment. City shall not pay any additional sum for any expense or cost whatsoever incurred by Provider in rendering the Services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement. In no event shall Provider submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entirety of the Services performed pursuant to this Agreement, unless this Agreement is modified in writing prior to the submission of such an invoice.

2.4 Hourly Fees. Fees for the Services performed by Provider on an hourly basis shall not exceed the amounts shown on the fee schedule included with Exhibit "A" (if applicable). When the Services involve fees on an hourly or other time-basis, Provider shall only perform such Services to thresholds approved in advance in writing by the Contract Administrator.

2.5 Reimbursable Expenses. Reimbursable expenses are included within the maximum amount of this Agreement.

2.6 Payment of Taxes. Provider is solely responsible for the payment of employment taxes incurred under this Agreement and any federal or state taxes.

2.7 Payment upon Termination. In the event that City or Provider terminates this Agreement pursuant to Section 8, City shall compensate Provider for all outstanding costs and reimbursable expenses incurred for Services satisfactorily completed and for reimbursable expenses as of the date of written notice of termination. Provider shall maintain adequate logs and timesheets in order to verify costs and reimbursable expenses incurred to that date.

2.8 Service Level Commitment. This Section shall only apply to Services which involve the provision or availability of a network, system, platform, or other asset by Provider to City (each an "Online Asset"). In the event an Online Asset is unavailable to City in the percentages listed below, City shall receive the corresponding deduction from the compensation otherwise due to Provider for the Online Asset for the monthly payment following the unavailability. The service level commitment required by this Section 2.8 does not include unavailability of Online Assets due to regularly scheduled maintenance where written notice of the unavailability is provided by Provider to City at least twenty-four (24) hours before the unavailability.

<u>Percentage Unavailable*</u>	<u>Discount from Cost of Online Asset</u>
98% - 100%	None
90% - 97%	5%

80% - 90%	10%
75% - 80%	25%
74% and less	100%

*Decimals will be rounded to the nearest whole number.

In addition to the foregoing, Provider shall schedule and attend a quarterly service level review meeting with the Contract Administrator or designee. The Contract Administrator may consent in writing to cancelling any particular meeting or meetings.

SECTION 3. FACILITIES AND EQUIPMENT.

Except as otherwise provided, Provider shall, at its sole cost and expense, provide all facilities, services, accessories, and equipment necessary to perform the services required by this Agreement. City shall make available to Provider only physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Provider’s use while consulting with City employees and reviewing records and the information in possession of City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be required to furnish any facility or equipment that may involve incurring any direct expense, including but not limited to computer, internet, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

SECTION 4. INSURANCE REQUIREMENTS.

Before beginning any work under this Agreement, Provider, at its own cost and expense, shall procure the types and amounts of insurance listed below and provide certificates of insurance, indicating that Provider has obtained or currently maintains insurance that meets the requirements of this Section and which is satisfactory, in all respects, to City. Provider shall maintain the insurance policies required by this Section throughout the term of this Agreement. The cost of such insurance shall be included in Provider’s compensation. Provider shall not allow any subcontractor, Provider or other agent to commence work on any subcontract until Provider has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. Provider acknowledges the insurance policy must cover inter-insured suits between City and other insureds. Provider agrees that the requirement to provide insurance shall not be construed as limiting in any way the extent to which Provider may be held responsible for the payment of damages to any persons or property resulting from Provider activities or the activities of any person or persons for which Provider is otherwise responsible nor shall it limit Provider’s indemnification liabilities as provided in Section 5.

4.1 Workers’ Compensation. Provider shall, at its sole cost and expense, maintain Statutory Workers’ Compensation Insurance and Employer’s Liability Insurance for any and all persons employed directly or indirectly by Provider pursuant to the provisions of the California Labor Code. Statutory Workers’ Compensation Insurance and Employer’s Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per

accident, ONE MILLION DOLLARS (\$1,000,000.00) disease per employee, and ONE MILLION DOLLARS (\$1,000,000.00) disease per policy. In the alternative, Provider may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or Provider, if a program of self-insurance is provided, shall waive all rights of subrogation against City and its officers, officials, employees, and authorized volunteers for loss arising from the Services performed under this Agreement.

4.2 Commercial General and Automobile Liability Insurance.

a. General requirements. Provider, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage, for risks associated with the Services contemplated by this Agreement, TWO MILLION DOLLARS (\$2,000,000.00) general aggregate, and TWO MILLION DOLLARS (\$2,000,000.00) products/completed operations aggregate. If a Commercial General Liability Insurance or an Automobile Liability Insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the Services to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from the Services contemplated under this Agreement, including the use of hired, owned, and non-owned automobiles.

b. Minimum Scope of Coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 Code 2, 8, and 9. No endorsement shall be attached limiting the coverage.

c. Additional Requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

(i) The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

(ii) Any failure of Provider to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

4.3 Professional Liability Insurance.

a. General Requirements. Provider, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing the Services pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall be shown on the Certificate. If the deductible or

self-insured retention exceeds TWENTY-FIVE THOUSAND DOLLARS (\$25,000), it must be approved in writing by City.

b. Claims-Made Limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

(i) The retroactive date of the policy must be shown and must be no later than the commencement of the Services.

(ii) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after the expiration or termination of this Agreement or completion of the Services, so long as commercially available at reasonable rates.

(iii) If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the Effective Date of this Agreement, Provider must provide extended reporting coverage for a minimum of five (5) years after the expiration or termination of this Agreement or the completion of the Services. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the Services under this Agreement. City shall have the right to exercise, at Provider's sole cost and expense, any extended reporting provisions of the policy, if Provider cancels or does not renew the coverage.

(iv) A copy of the claim reporting requirements must be submitted to City prior to the commencement of the Services under this Agreement.

4.4 Cyber Insurance. Provider, at its own cost and expense, shall maintain for the period covered by this Agreement cyber liability insurance in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering any cyber security incidents which originates in or migrates from Provider's network, and impacts City's network, system, or access to the Services. Any deductible or self-insured retention shall be shown on the Certificate or Insurance. If the deductible or self-insured retention exceeds TWENTY-FIVE THOUSAND DOLLARS (\$25,000), it must be approved in writing by City.

4.5 All Policies Requirements.

a. Acceptability of Insurers. All insurance required by this Section is to be placed with insurers with a Bests' rating of no less than A:VII and admitted in California.

b. Verification of Coverage. Prior to beginning the Services under this Agreement, Provider shall furnish City with certificates of insurance, additional insured endorsement or policy language granting additional insured status complete certified copies of all policies, including complete certified copies of all endorsements. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. The certificate of insurance must include the following reference: XXX. The name and address for additional insured endorsements, certificates of insurance and notice of cancellation is: City of Menifee, 29844 Haun Road, Menifee, CA 92586. City must be endorsed

as an additional insured for liability arising out of ongoing and completed operations by or on behalf of Provider.

c. Notice of Reduction in or Cancellation of Coverage. Provider shall provide written notice to City within ten (10) working days if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self insured retention is increased. In the event any of said policies of insurance are cancelled, Provider shall, prior to the cancellation date, submit new evidence of insurance in conformance with this Section 4 to the Contract Administrator.

d. Additional Insured; Primary Insurance. City and its officers, employees, agents, and authorized volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of the Services performed by or on behalf of Provider, including the insured's general supervision of Provider; products and completed operations of Provider, as applicable; premises owned, occupied, or used by Provider; and automobiles owned, leased, or used by Provider in the course of providing the Services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or authorized volunteers. The insurance provided to City as an additional insured must apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by City. Additional insured status shall continue for one (1) year after the expiration or termination of this Agreement or completion of the Services.

A certified endorsement must be attached to all policies stating that coverage is primary insurance with respect to City and its officers, officials, employees, and volunteers, and that no insurance or self-insurance maintained by City shall be called upon to contribute to a loss under the coverage.

e. Deductibles and Self-Insured Retentions. Provider shall obtain the written approval of City for the self-insured retentions and deductibles before beginning any of the Services.

During the term of this Agreement, only upon the prior express written authorization of the Contract Administrator, Provider may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Provider procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

f. Subcontractors. Provider shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

g. Variation. The Contract Administrator may, but is not required to, approve in writing a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that City's interests are otherwise fully protected.

4.6 Remedies. In addition to any other remedies at law or equity City may have if Provider fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Provider's breach:

- a. Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under this Agreement;
- b. Order Provider to stop work under this Agreement or withhold any payment that becomes due to Provider hereunder, or both stop work and withhold any payment, until Provider demonstrates compliance with the requirements hereof; and/or
- c. Terminate this Agreement.

SECTION 5. INDEMNIFICATION.

5.1 Indemnification for Professional Liability. Where the law establishes a professional standard of care for performance of the Services, to the fullest extent permitted by law, Provider shall indemnify, protect, defend (with counsel selected by City), and hold harmless City and any and all of its officers, employees, officials, volunteers, and agents from and against any and all claims, losses, costs, damages, expenses, liabilities, liens, actions, causes of action (whether in tort, contract, under statute, at law, in equity, or otherwise) charges, awards, assessments, fines, or penalties of any kind (including reasonable Provider and expert fees and expenses of investigation, costs of whatever kind and nature and, if Provider fails to provide a defense for City, the legal costs of counsel retained by City) and any judgment (collectively, "Claims") to the extent same are caused in whole or in part by any negligent or wrongful act, error, or omission of Provider, its officers, agents, employees, or subcontractors (or any entity or individual that Provider shall bear the legal liability thereof) in the performance of professional services under this Agreement.

5.2 Indemnification for Other than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Provider shall indemnify, protect, defend (with counsel selected by City), and hold harmless City, and any and all of its officers, employees, officials, volunteers, and agents from and against any and all Claims, where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Provider or by any individual or entity for which Provider is legally liable, including but not limited to officers, agents, employees or subcontractors of Provider. This requirement encompasses, without limitation, Claims arising from cyber security incidents arising out of Provider's performance of the Agreement, and copyright, intellectual property, or patent Claims related to Provider's provision of the Services.

5.3 Limitation of Indemnification for Design Professionals. Notwithstanding any provision of this Section 5 to the contrary, design professionals, as that term is defined in Civil Code Section 2782.8, are required to defend and indemnify City only to the extent permitted by Civil Code Section 2782.8. The term "design professional" as defined in Section 2782.8, is limited to licensed architects, licensed landscape architects, registered professional engineers, professional

land surveyors, and the business entities that offer such services in accordance with the applicable provisions of the California Business and Professions Code. This Subsection 5.3 shall only apply to Provider if Provider is a “design professional” as that term is defined in Civil Code Section 2782.8.

5.4 Limitation of Indemnification. The provisions of this Section 5 do not apply to claims occurring as a result of City’s sole or active negligence. The provisions of this Section 5 shall not release City from liability arising from gross negligence or willful acts or omissions of City or any and all of its officers, officials, employees, and agents acting in an official capacity.

SECTION 6. INDEPENDENT CONTRACTOR.

At all times during the term of this Agreement, Provider shall be an independent contractor and shall not be an employee of City. City shall have the right to control Provider only insofar as the results of the Services rendered pursuant to this Agreement and assignment of personnel pursuant to Subsection 1.3; however, otherwise City shall not have the right to control the means by which Provider accomplishes the Services rendered pursuant to this Agreement. The personnel performing the Services under this Agreement on behalf of Provider shall at all times be under Provider’s exclusive direction and control. Provider shall not at any time or in any manner represent that it is or any of its officers, employees, or agents are in any manner officers, officials, employees, or agents of City. Provider shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner. Except for the fees paid to Provider as provided in this Agreement, City shall not pay salaries, wages, or other compensation to Provider for performing the Services hereunder for City. City shall not be liable for compensation or indemnification to Provider for injury or sickness arising out of performing the Services hereunder. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Provider and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (“PERS”) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

SECTION 7. LEGAL REQUIREMENTS.

7.1 Governing Law. The laws of the State of California shall govern this Agreement.

7.2 Compliance with Applicable Laws. Provider and any subcontractor shall comply with all applicable local, state, and federal laws and regulations applicable to the performance of the work hereunder. Provider shall not hire or employ any person to perform work within City or allow any person to perform the Services required under this Agreement unless such person is properly documented and legally entitled to be employed within the United States. Provider acknowledges and agrees that it shall be independently responsible for reviewing the applicable laws and regulations and effectuating compliance with such laws. Provider shall require the same of all subcontractors.

7.3 Cybersecurity Compliance. Without limiting Section 7.2 hereof, Provider shall comply with all applicable rules and regulations related to cybersecurity, including but not limited to the National Institute of Standards and Technology (NIST) security standards, Payment Card Industry (PCI) security standards, Personally Identifiable Information (PII) security standards, the Health Insurance Portability and Accountability Act (where applicable), and the California Privacy Rights Act (CPRA.)

7.4 Prevailing Wages. Provider acknowledges and agrees that it shall be independently responsible for reviewing the applicable prevailing wage laws and regulations and effectuating compliance with such laws, including, but not limited to the prevailing wage and related requirements applicable to public works contracts. Provider shall bear all risks of payment or non-payment of prevailing wages under California law and/or the implementation of California Labor Code Section 1781, as the same may be amended from time to time, and/or any other similar law. Section 5, Indemnification, specifically encompasses Claims arising from or related to (i) the noncompliance by Provider or any party performing the Services of any applicable local, state, and/or federal law, including, without limitation, any applicable federal and/or state labor laws (including, without limitation, the requirement to pay state prevailing wages and hire apprentices); (ii) the implementation of California Labor Code Sections 1726 and 1781, as the same may be amended from time to time, or any other similar law; and/or (iii) failure by Provider or any party performing the Services to provide any required disclosure or identification as required by California Labor Code Section 1781, as the same may be amended from time to time, and/or any other similar law.

7.5 Licenses and Permits, Fees and Assessments. Provider represents, warrants, and covenants to City that Provider and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions, and perform the Services. Provider represents, warrants, and covenants to City that Provider and its employees, agents, and subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions, and perform the Services. In addition to the foregoing, Provider and any subcontractors shall obtain and maintain during the term of this Agreement valid business licenses from City. Provider shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Provider's performance of the Services, and shall indemnify, defend and hold harmless City, its officers, employees or agents of City, against any such fees, assessments, taxes, penalties or interest levied, assessed, or imposed against City hereunder.

7.6 Conflicts of Interest, Political Reform Act. Provider represents, warrants, and covenants that Provider presently has no interest, direct or indirect, which would interfere with or impair in any manner or degree the performance of Provider's obligations and responsibilities under this Agreement. Provider further agrees that while this Agreement is in effect, Provider shall not acquire or otherwise obtain any interest, direct or indirect, that would interfere with or impair in any manner or degree the performance of Provider's obligations and responsibilities under this Agreement. Provider acknowledges that pursuant to the provisions of the Political Reform Act (Government Code Section 87100 *et seq.*), City may determine the Provider to be a "consultant" as that term is defined by 2 California Code of Regulations Section 18700.3. In the

event City makes such a determination, Provider agrees to complete and file a “Statement of Economic Interest” with the City Clerk to disclose such financial interests as required by City. In such event, Provider further agrees to require any other person doing work under this Agreement to complete and file a “Statement of Economic Interest” to disclose such other person’s financial interests as required by City.

7.7 Annual Appropriation of Funding. In accord with Article 16 Section 18 of the California Constitution, payment of compensation under this Agreement is contingent upon annual appropriation of funds by City for that purpose. Provider acknowledges and agrees that to the extent that the Services extend beyond one (1) fiscal year, payment for such Services is expressly conditioned on City’s annual appropriation of funds for such Services for each year. If no funds are appropriated then this Agreement shall be terminated. City pledges and agrees to process such appropriation requests annually and in good faith. Nothing in this Subsection shall be construed to limit the right of either Party to terminate this Agreement as provided herein.

SECTION 8. TERMINATION AND MODIFICATION.

8.1 Termination. City may cancel this Agreement at any time and without cause upon written notification to Provider.

8.2 Termination by Provider. Provider may cancel this Agreement upon 30 days’ written notice to City.

8.3 Consequences of Termination. In the event of termination, Provider shall be entitled to compensation for the Services performed up to the date of termination; City, however, may condition payment of such compensation upon Provider delivering to City any or all documents, photographs, computer software, City data in Provider’s system, video and audio tapes, and other materials provided to Provider or prepared by or for Provider or City in connection with this Agreement. Provider shall cooperate with City, and shall not unreasonably delay or impede City’s efforts to transition the Services to another provider, where requested by City (a “Transition”). The Transition may include any or all of the following:

- a. Permitting the City to continue using the Services for up to three (3) months as requested by City on the same terms as this Agreement; and/or
- b. Extracting any City data (if any) from Provider’s service in a computer readable format to be mutually agreed upon by the Parties; and/or
- c. Providing to City documentation regarding City users and privileges to the Services; and/or
- d. Certifying to City that all City data has been deleted from Provider’s service on a date mutually agreed upon by the Parties; and/or
- e. Any other actions mutually agreeable to the Parties to assist with the Transition.

8.4 Extension. City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Provider understands and agrees that, if City grants such an extension, City shall have no obligation to provide Provider with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Provider for any otherwise reimbursable expenses incurred during the extension period.

8.5 Amendments. The Parties may amend this Agreement only by a writing signed by all the Parties.

8.6 Assignment and Subcontracting. City and Provider recognize and agree that this Agreement contemplates personal performance by Provider and is based upon a determination of Provider's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Provider. Provider may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Provider shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in Provider's proposal, without prior written approval of the Contract Administrator. In the event that key personnel leave Provider's employ, Provider shall notify City immediately.

8.7 Survival. All obligations arising prior to the expiration or termination of this Agreement and all provisions of this Agreement allocating liability between City and Provider shall survive the expiration or termination of this Agreement.

8.8 Options upon Breach by Provider. If Provider materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, any or all of the following:

- a. Immediately terminate this Agreement;
- b. Retain the work product prepared by Provider pursuant to this Agreement;
- c. Retain a different Provider to complete the Services described in Exhibit "A"; and/or
- d. Charge Provider the difference between the cost to complete the Services described in Exhibit "A" that is unfinished at the time of breach and the amount that City would have paid Provider pursuant to Section 2 if Provider had completed the Services.

SECTION 9. KEEPING AND STATUS OF RECORDS.

9.1 Records Created as Part of Provider's Performance. Where the Services include the preparation or receipt of any documents, including data, in any form, by Provider exclusively or primarily for the purpose of providing the Services to City, such records shall become property of City. Provider hereby agrees to deliver those documents to City upon the expiration or termination of this Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are

prepared specifically for City and are not necessarily suitable for any future or other use. Any use of such documents for other projects by City shall be without liability to Provider. City and Provider agree that, until final approval by City, all data, plans, specifications, reports, and other documents prepared exclusively or primarily for the purposes of providing the Services to City are confidential and will not be released to third parties without prior written consent of both Parties unless required by law.

9.2 Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, rights of reproduction, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, test data, survey results, models, renderings, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings, digital renderings, or data stored digitally, magnetically, or in any other medium, which are prepared or caused to be prepared by Provider under this Agreement (“Documents and Data”). Provider shall require all subcontractors to agree in writing that City is granted a non-exclusive and perpetual license for any Documents and Data the subcontractor prepares under this Agreement. Provider represents and warrants that Provider has the legal right to license any and all Documents and Data. Provider makes no such representation and warranty in regard to Documents and Data which were prepared by design professionals other than Provider or provided to Provider by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City’s sole risk.

9.3 Provider’s Books and Records. Provider shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for the Services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to Provider under this Agreement. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible.

9.4 Inspection and Audit of Records. Any records or documents that Subsection 9.3 of this Agreement requires Provider to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

SECTION 10. MISCELLANEOUS PROVISIONS.

10.1 Attorneys’ Fees. If either Party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing Party shall be entitled to reasonable attorneys’ fees and expenses including costs, in addition to any other relief to which that Party may be entitled; provided, however, that the attorneys’ fees awarded pursuant to this Subsection shall not exceed the hourly rate paid by City for legal services multiplied by the reasonable number of hours spent by the prevailing Party in the conduct of the

litigation. The court may set such fees in the same action or in a separate action brought for that purpose.

10.2 Applicable Law, Venue. The laws of the State of California shall govern this Agreement. In the event that either Party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in Riverside County.

10.3 Severability. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

10.4 Section Headings and Subheadings. The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

10.5 No Implied Waiver of Breach. Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Provider shall not constitute a waiver of any of the provisions of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

10.6 Successors and Assigns. The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.

10.7 Provider Representative. All matters under this Agreement shall be handled for Provider by XXX("Provider's Representative"). The Provider's Representative shall have full authority to represent and act on behalf of Provider for all purposes under this Agreement. The Provider's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

10.8 City Contract Administration. This Agreement shall be administered by a City employee, Chief Information Officer or designee ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his designee. The Contract Administrator shall have the power to act on behalf of City for all purposes under this Agreement. Unless otherwise provided in this Agreement, Provider shall not accept direction or orders from any person other than the Contract Administrator or his designee.

10.9 Notices. Any written notice to Provider shall be sent to:

XXX

Any written notice to City shall be sent to the Contract Administrator at:

City of Menifee
29844 Haun Road
Menifee, CA 92586
Attn: Chief Information Officer

with a copy to:

City Clerk
City of Menifee
29844 Haun Road
Menifee, CA 92586

10.10 Rights and Remedies. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

10.11 Integration. This Agreement, including the exhibits attached hereto and incorporated herein by reference, represents the entire and integrated agreement between City and Provider and supersedes all prior negotiations, representations, or agreements, either written or oral. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

10.12 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

10.13 Execution of Contract. The persons executing this Agreement on behalf of each of the Parties hereto represent and warrant that (i) such Party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said Party, (iii) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement, and (iv) that entering into this Agreement does not violate any provision of any other agreement to which said Party is bound.

10.14 Nondiscrimination. Provider covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that in the performance of this Agreement there shall be no discrimination against or segregation of, any person or group of persons on account of any impermissible classification including, but not limited to, race, color, creed, religion, sex, marital status, sexual orientation, national origin, or ancestry.

10.15 No Third Party Beneficiaries. There are no intended third-party beneficiaries under this Agreement and no such other third parties shall have any rights or obligations hereunder.

10.16 Nonliability of City Officers and Employees. No officer, official, employee, agent, representative, or volunteer of City shall be personally liable to Provider, or any successor in interest, in the event of any default or breach by City or for any amount which may become due to Provider or to its successor, or for breach of any obligation of the terms of this Agreement.

10.17 No Undue Influence. Provider declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of City shall receive compensation, directly or indirectly, from Provider, or from any officer, employee, or agent of Provider, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement.

10.18 No Benefit to Arise to City Employees. No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or has responsibilities with respect to this Agreement during his/her tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for the Services to be performed under this Agreement.

[Signatures on Following Page]

IN WITNESS WHEREOF, the Parties hereto have executed and entered into this Agreement as of the Effective Date.

CITY OF MENIFEE

PROVIDER

Armando G. Villa, City Manager

Attest:

Stephanie Roseen, City Clerk

Approved as to Form:

Jeffrey T. Melching, City Attorney

[Note: 2 officer's signatures required if Provider is a corporation, unless provided with a certificate of secretary in-lieu]

Sample

EXHIBIT "A"

SCOPE OF SERVICES

Services shall include XXX services in the amount not to exceed \$**XXX.XX** as further detailed in the following page(s)

Sample

EXHIBIT "A"

**EXHIBIT “B”
CITY POLICIES**

CITY OF MENIFEE City Council Policy	Policy Number: CC-18 Approving Authority: City Council
Subject Electronic Communication Use Policy and Procedures	Effective Date: May 1, 2019
	Page 1 of 8

1. PURPOSE

The objectives of this policy are to:

- A. provide clear and concise direction regarding use of the City’s electronic communications systems, including electronic mail (email), text messaging and voice mail;
- B. minimize any disruptions to City services related to electronic communications;
- C. enhance work productivity through the use of electronic communications; and
- D. comply with applicable State and Federal laws and City policies related to the use of email and all other forms of electronic communication. Specifically, this policy addresses the California Supreme Court’s 2017 decision in *City of San Jose v. Superior Court of Santa Clara County*, holding that a city employee’s communications, related to the conduct of public business, are subject to the California Public Records Act, even if they were sent or received using a personal account or personal device.

2. SCOPE / BACKGROUND

This policy applies to all persons (including employees, appointed and elected officials, interns, and volunteers) who are permitted to use the City’s computing or network resources, and particularly the email functions of the system (“**Authorized Users**”). “**City**” means the City of Menifee. “**Email**” means any electronic communication to or from any authorized user using the Email System, including all information, data, and attachments to the electronic communication, “**Email System**” means the system of devices (including hardware, software, and other equipment) owned and controlled by the City or the authorized user, for the purpose of facilitating the electronic transmission. “**Electronic Communications**” includes any and all electronic transmission, and every

other means of recording upon any tangible thing in any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. Without limiting the nature of the foregoing, “**electronic communications**” include emails, texts, voicemails, and also include communications on or within commercial applications (apps) such as Facebook Messenger, Twitter, etc.

3. POLICY

Definition of “Official City Record”

Under this Policy, the definition of “**Official City Record**” is the same as the definition provided in the California Public Records Act (Cal. Gov. Code § 6250 et seq.) for “public records” and “writing”:

“...any writing containing information relating to the conduct of the public’s business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics...”

“...’Writing’ means handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and any record thereby created, regardless of the manner in which the record has been stored.”

A. Electronic Communication Related to City Business is an Official City Record

Email and other forms of electronic communications, such as voice mail, texts, tweets, and social media posts, generate correspondence and other types of records that can be recognized as Official City Records and may be subject to disclosure under the Public Records Act. In addition, any Official City Record created through email and other forms of electronic communications must be protected and retained in accordance with records retention laws. For this reason, employees, appointed and elected officials, interns, and volunteers are prohibited from using their personal devices for City business.

Messages transmitted using the City’s Email System or City-owned equipment with capabilities for text messaging and/or voice mail, should be messages which involve City business activities and contain information essential to accomplishment of business-related tasks, or can otherwise be recognized as Official City Records. However, the incidental use of electronic communications (email, or voice) that may contain non-City related (personal) matters is permitted. This incidental use shall be limited, and must not interfere with the conduct of City business or the provision of City services. Any incidental (personal) email, text or voice messages are not

considered public records but may still be discoverable. All electronic communications are the property of the City of Menifee.

B. City Email System is Not For Storage

The City reserves the right to retrieve and make proper and lawful use of any and all electronic communications transmitted through the City's Email System and any City-owned equipment. Although the use of electronic communications is considered official City business, the City's communication systems, including email, text messaging and voice mail, are intended as a medium of communication only. Therefore, the Email System and any City-owned equipment such as cell phones should not be used for the electronic storage or maintenance of documentation, including, but not limited to, Official City Records. Regarding email, the system administrator performs regular electronic back-ups of the City's Email System. However, the back-up is not a copy of all City email activity that occurred on the City email server during the back-up period.

4. **GUIDELINES FOR PROPER EMAIL USAGE**

- A. City email access is controlled through individual accounts and passwords. It is the responsibility of each Authorized User to protect the confidentiality of his or her account and password information.
- B. Authorized Users are responsible for managing their mailboxes, including organizing and cleaning out any non-City related messages that do not constitute Official City Records. Authorized Users are responsible for determining if emails contain substantive information regarding City business, or may later be important or useful for carrying out City business, and thus could be considered as Official City Records.
- C. An Outlook PST file, also known as an "Outlook Data File" or an "Outlook Personal Folders File," is a file format used by Outlook to store email and other Outlook items. For reasons of security and network performance, the use of PST files is prohibited.
- D. All Authorized Users must check and respond to their emails on a regular basis, preferably daily.
- E. Authorized Users are expected to remember that email sent from City email accounts is a representation of the City. All Authorized Users must use normal standards of professional and personal courtesy and conduct when drafting and

sending email messages. Email messages should be drafted and sent with the same care and in the same manner as any communication printed on City letterhead. Like any other City communication, email is a reflection of the City's business practices.

- F. Except as otherwise noted in this policy, all messages transmitted over the Email System should be limited to those which involve City business activities or contain information essential to Authorized Users for the accomplishment of City-related tasks. Use of the City's Email System for personal communication must be kept to a minimum. Spam email can be harmful to the City's computer system. Spam email is electronic junk mail, usually unsolicited commercial and non-commercial messages transmitted as a mass mailing to a number of recipients. If an email message does not pertain to City business, it should be deleted from your email account and not forwarded. Examples include jokes, thoughts for the day, "chain" type email messages, etc.
- G. Email messages should be easy to read and understand. Spelling and grammar should be correct. Avoid using abbreviations unless you are certain the recipient will understand the meaning.
- H. Email messages should be sent to smaller rather than larger audiences where appropriate. Avoid "broadcasting" messages and large documents. Email messages should not be used for broadcast purposes unless they are of interest to all City personnel.
- I. Avoid long email "chain" messages that include past emails attached to a current message. Deleting long strings of previous email exchanges from your reply messages will enhance readability.
- J. Limit designating email as "high-priority" or "urgent" – use those designations only when necessary and appropriate.

5. PROHIBITED USES OF THE CITY'S ELECTRONIC COMMUNICATIONS SYSTEMS

Email shall not be used for any activity that is a violation of local, state, or federal law. Types of messages prohibited from being transmitted through the City's Email System include, but are not limited to, the following:

- A. Messages in support or opposition to campaigns for candidates for an elected office or a ballot measure.
- B. Messages of a religious nature or promoting or opposing religious beliefs.

- C. Messages containing language which is insulting, offensive, disrespectful, demeaning, or sexually suggestive.
- D. Messages containing harassment of any form, sexual or ethnic slurs, obscenities, or any representation of obscenities. For more information please refer to the Human Resources Personnel Rules & Regulations Policy.
- E. Messages used to send or receive copyrighted material, proprietary financial information or similar materials.
- F. Messages used for gambling or any activity that is a violation of local, state, or federal law.

6. PROHIBITED USE OF CITY ELECTRONIC COMMUNICATION VIA PERSONAL ACCOUNTS

- A. City accounts shall be used to conduct City business. Authorized Users shall not use personal accounts for the creation, transmission or storage of electronic communications regarding City business.
- B. All Authorized Users shall, within 60 days following the adoption of this updated policy, search all private, nongovernmental electronic messaging accounts to which they have user access and locate any electronic communications that might constitute a “public record,” because it involved “City business” as set forth above. All such communications shall be forwarded to the Authorized User’s City-provided account. To the extent the Authorized User believes that any part of such communications contain personal matter not related to the conduct of the public’s business, the Authorized User shall provide a declaration, as set forth in Exhibit A.
- C. If an Authorized User receives an electronic message regarding City business on his/her non-City electronic messaging account, or circumstances require such person to conduct City business on a non-City account, the Authorized User shall either: (a) copy (“cc”) any communication from an Authorized User’s personal electronic messaging account to his/her City electronic messaging account; or (b) forward the associated electronic communication to his/her City account no later than 10 days after the original creation or transmission of the electronic communication.
- D. Authorized Users shall endeavor to ask persons sending electronic communications regarding City business to a personal account to instead utilize the Authorized User’s account, and likewise shall endeavor to ask a person sending an electronic communication regarding non-City business to use the Authorized User’s personal or non-City electronic messaging account.

7. **ELECTRONIC COMMUNICATIONS AND PRIVACY**

A. No Expectation of Privacy

Authorized Users have no right or expectation of privacy or confidentiality in any message created, sent, received, deleted, or stored using the City Email System or any City-owned or subsidized communication devices. All messages and any attachments on the City's computer network, Email System, or \City-owned system or subsidized communication device are subject to City review and disclosure of electronic communications regarding City business. Electronic communications regarding City business that are created, sent, received, or stored on an electronic messaging account, may be subject to the Public Records Act, even if created, sent received, or stored on a personal account or personal device. Most communications that include Authorized Users are not confidential communications. However, certain communications such as police investigations, personnel records, or attorney-client communications may be confidential or contain confidential information. Questions about whether communications are confidential, and how they are to be preserved, should be discussed with the City Clerk.

B. Personal Email Accounts and Official City Records

The use of personal email accounts by Authorized Users to transmit messages regarding City business is prohibited. In the event that messages regarding City business are received by Authorized Users through their personal email accounts, Authorized Users are directed to forward copies of such emails to their City email addresses to ensure a copy exists in the City Email System. Personal emails discussing City business are considered Official City Records that are subject to the Public Records Act and records retention laws. Authorized Users are directed to use only their City email accounts for sending/receiving emails regarding City business.

C. Access Must Be Private

Notwithstanding the City's right to have Authorized Users access email and other electronic messages, all electronic messages should be treated as confidential by other Authorized Users and accessed only by the intended recipient. Authorized Users are not authorized to retrieve, read or listen to any electronic messages that are not sent to them. Any exceptions must receive prior approval by the City Manager or designee.

D. Use Caution with Confidential Information

All Authorized Users must exercise a greater degree of caution in sending confidential information on the City's electronic communications systems than they take with other media because of the risk that such information may be copied and/or retransmitted. When in doubt, do not use email, text messaging, or voice mail as a means of confidential communication.

8. PUBLIC RECORDS REQUESTS, RETENTION AND DESTRUCTION

Electronic communications are a business tool which shall be used in accordance with generally accepted business practices and all Federal and State laws, including the California Public Records Act, to provide an efficient and effective means of intra-agency and interagency communications. Under most circumstances, communications sent electronically are public records, subject to disclosure under the Public Records Act and subject to records retention laws applicable to cities.

A. Public Records Act

In the event a Public Records Act request is received by the City seeking electronic communications of Authorized Users, the City Clerk's office shall promptly transmit the request to the applicable Authorized User whose electronic communications are sought. The Clerk shall communicate the scope of the information requested to the applicable Authorized User, and an estimate of the time within which the City Clerk intends to provide any responsive electronic communications to the requesting party.

It shall be the duty of each Authorized User receiving such a request from the City Clerk to promptly conduct a good faith and diligent search of his/her personal electronic messaging accounts and devices for responsive electronic communications. The Authorized User shall then promptly transmit any responsive electronic communications to the City Clerk. Such transmission shall be provided in sufficient time to enable the City Clerk to adequately review and provide the disclosable electronic communications to the requesting party.

In the event a City official does not possess, or cannot with reasonable diligence recover, responsive electronic communications from the City official's electronic messaging account, the City official shall so notify the City Clerk by way of a written declaration (Exhibit B).

B. Automatic Deletion of Email

The City's email management system automatically deletes City emails, including any text messages that become emails, which are more than **24 months** old from all Outlook folders of each City email user. Email in "Deleted" and "Sent" folders will be automatically removed after **ninety** days.

C. Managing Your City Email

Authorized Users are responsible for the management of their mailboxes and associated folders on a daily basis. To ensure maximum efficiency in the operation of the Email System, Authorized Users are directed to delete email messages that are not Official City Records from their inboxes on a weekly basis. Examples of such messages are personal emails, email advertisements/ announcements, or newsletters received via email. If email messages that are not Official City Records are necessary for transitory work, preliminary drafts, preparation of work product or personal notes, Authorized Users should either print the email and maintain the paper copy, or create a PDF version of the email (print to PDF) and store the file in an electronic folder on the City's network drive to be deleted when no longer needed.

It is the responsibility of Authorized Users to determine if an email message is an Official City Record which must be retained in accordance with the City's Record Retention Policy. Email messages (including any attachments) that are deemed to be Official City Records shall be preserved. Authorized Users shall consider the content of an email message when determining if it is an Official City Record. The City Clerk can assist in making such a determination. In addition, following is a general guideline for determining whether an email message is an Official City Record:

<u>Messages That Are Generally Considered As Public Records (Retention Time = 2 years)</u>	<u>Messages That Are Generally NOT Considered As Public Records</u>
<ul style="list-style-type: none"> • Email that is created or received in connection with official City business. • Email that shows how a City policy was created or how a decision was made by City staff and/or the City Council. • Email that begins, or authorizes, or completes an item or a transaction of official City business. • Email that documents significant official decisions or commitments reached verbally (person-to-person, by phone or in conference) and not otherwise documented in City files. 	<ul style="list-style-type: none"> ▪ Personal messages and announcements not related to official City business. ▪ Duplicate documents (copies or excerpts) distributed for convenience or reference. ▪ Transmittal Messages that merely assist the flow of work. ▪ Emails containing drafts, notes, interagency or intra-agency memos that are NOT retained in the ordinary course of business. (Gov. Code § 6254(a).)

D. Email Attachments

Attachments to email messages should be retained or disposed of according to the content of the attachment itself, not according to the email transmitting the attachment. Many email attachments are simply duplicates of existing documents, or are draft versions of documents that might not be retained by the City after the final version of the document is complete. If you need help in determining whether an attachment to an email message must be retained, please contact the City Clerk’s Office.

E. Preserving Electronic Messages – Public Records Act Requests, Subpoenas, Claims, and Potential Claims Against the City

The City periodically receives requests for inspection or production of documents pursuant to the Public Records Act, as well as subpoenas or court orders for documents. In the event such a request or demand includes electronic messages, Authorized Users who have control over or access to any such messages, once they become aware of the request or demand, shall use their best efforts, by reasonable means available, to temporarily preserve any such message until it is determined whether the message is subject to preservation, public inspection or disclosure.

Authorized Users shall contact the City Clerk regarding any such messages that are within their control.

9. VIOLATIONS

Authorized Users found to have violated this policy may have his or her access to City email, text messaging or other means of electronic communication on City equipment limited or revoked completely. Authorized Users who violate this policy may be subjected to formal disciplinary action up to and including termination from City employment.

10. ROLES AND RESPONSIBILITIES

- A. The City Manager is responsible for administering this policy and procedure.
- B. All Authorized Users are responsible for compliance with this policy and procedure.

Revision History

Revision No.	Date Approved	Approved By:	Comments
0	5/1/2019	City Council	Original Policy

Bill Zimmerman, Mayor

Date

Sample

CITY OF MENIFEE Administrative Policy	Policy Number: AD-04 Approving Authority: City Manager
Subject Internet Use and Computer Resource Use Policy	Effective Date: 4/10/2016 Last Modified: Page 1 of 7

1. PURPOSE

- 1.1. The purpose of this administrative policy is to provide guidelines for the appropriate use of all technology resources provided by the City. All City computers, including laptop/notebook computers, and related equipment are formal communication and analytic tools. They should be used for City business-related purposes in a professional and courteous manner. Any use of City computer equipment for personal purposes, including sending and receiving emails and internet access, shall be limited, brief, and infrequent provided that the use does not directly or indirectly interfere with City computer systems or services, burden the City with additional incremental cost, interfere with other city computer users employment or other obligations to the City, or reflect negatively on the city or its employees.
- 1.2. The City reserves the right to change the policies and procedures set forth in this administrative policy at any time.
- 1.3. Employees should be aware that all records, whether on paper, voicemail, or computerized, are subject to the mandatory public disclosure requirements of the Public Records Act, subject to the exceptions provided under the Act. In addition, employees who use the City's computer network resources do so with no right or expectation of privacy or confidentiality, and at all times the data, systems, and traffic they create utilizing the City's computer network resources remain the property of the City.

2. SCOPE / BACKGROUND

- 2.1. This policy applies to all City of Menifee employees, volunteers, and contractors of the City using electronic communications technology and resources owned, sponsored or reimbursed by the City of Menifee. An electronic resource is any software or hardware device capable of receiving, storing, sharing or sending electronic data including but not limited to the internet, email, voicemail, cellular telephones, computers/laptops/tablets,

telecommunications devices, video and audio equipment, wireless networks, servers, networks, software, agency hosted social media, and documentation that supports electronic communications services.

3. POLICY

- 3.1. The City's computer network resources are City property, regardless of physical location or the form in which they are maintained, and are to be used for City business in the course of normal operations. Employees who use the City's computer network resources do so with no right or expectation of privacy or confidentiality. The use of all computer network resources must comply with all requirements set forth in this administrative policy and all other City policies. While passwords are issued to employees in order to protect the City's business interests the conferral of such passwords does not create any individual right of privacy as to the City's computer network resources, including any data, files, or messages sent to, received, or created by such Employee.
- 3.2. The City has the capability to and may, with or without notice for any lawful purpose, monitor and audit all network activity to ensure compliance with this administrative policy, and activate, access, block, review, copy, disable, delete, and/or disclose any information residing on any computer network resources, including, but not limited to emails sent and received, voice mail messages received, files created or accessed, and all internet/web access, communications, and transactions.
- 3.3. All City network users are required to use personalized user IDs and passwords. The user ID will be assigned by the Information Technology Department staff and follows the syntax of first name initial and full last name unless otherwise specified. The passwords are chosen by the user and are not known to the Information Technology Department staff.
- 3.4. Passwords are confidential and shall not be shared. Passwords shall not be revealed in email messages or saved on files in any computer system. All passwords are to be treated as confidential City information.
- 3.5. Passwords are used for logging into the City network, using applications, or accessing specific resources. Network passwords are set to expire every 90 days. The system will prompt users when a change is necessary. Users should choose a new password when prompted.

- 3.6. All hardware with the potential or capacity to access computer network resources (including but not limited to PCs, laptops, servers, handhelds, and wireless devices) is required to be secured with a password-protected screensaver.
- 3.7. Electronic snooping or tampering is a violation of this administrative policy and is grounds for disciplinary action, up to and including termination. This includes but is not limited to the unauthorized use or attempt to use another employee's password; the unauthorized entry to or attempted entry to the computer files and communications of another; the unauthorized entry or attempted entry to access encrypted, protected, or restricted computer network resources for which an employee has not been explicitly authorized to access; unauthorized "interception" of data not intended for that person; the utilization of City data for purposes other than those related to legitimate City business within the scope of direct job duties (including the use of public domain data obtained without following appropriate public information request procedures); or any other attempt to circumvent user authentication or security of any computer network resource.
- 3.8. Users of the City network are responsible for understanding and exercising reasonable security precautions. These precautions include, preserving the secrecy of user IDs and passwords, checking external data files for viruses before using on a computer, and deleting e-mails from unknown sources.
- 3.9. The City may authorize persons who are not employed by the City to use the City's computer network resources, only after approval from the appropriate department Director or City Manager. Such authorized access may be granted only upon the condition that such person shall use the system according to the rules and procedures established in this administrative policy and all other City policies.
- 3.10. Because the City network is comprised of connected computers, servers, and other devices, access to other users' files may be possible. Users are expected to use caution and protect confidential data files when storing such data on network drives that are common areas to other users.
- 3.11. The use of City technology for personal profit or gain, or any other activity not specific to the mission or duties of the users or City is prohibited.
- 3.12. The use of City technology for any illegal, harassment, obscene, or other purpose, which could expose the City to liability or cause an adverse public perception, is prohibited. The display of sexually explicit images, documents, or offensive material on any City system is a violation of the City's harassment policy. This includes sexually explicit or offensive material accessed from or received through the Internet, e-mail, or other electronic methods. In addition, sexually explicit or offensive material may not be archived, stored, distributed, edited, or recorded using any City resource.

- 3.13. Unauthorized access, alteration, deletion, damage, infection, or destruction of any computer resource on the network is prohibited.
- 3.14. Employees who are terminated or laid off have no rights to the contents of their computer files, voice mail messages, or e-mail messages, and are not allowed access to any city-owned systems. Supervisors or management may access an employee's computer resources as they deem necessary.

4. HARDWARE / SOFTWARE

- 4.1. The Information Technology Department staff or their designee will coordinate all computer service, equipment, additions, changes, moves, and repairs.
- 4.2. The Information Technology Department has established a standard configuration of computer hardware and software issued to users of the City network. Deviation by users from this standard configuration is prohibited. Changes to the system configuration must be requested from the Information Technology Department.
- 4.3. Unauthorized access, alteration, deletion, damage, infection, or destruction of any computer resource on the network is prohibited.
- 4.4. Employees are encouraged to power off or place their computers or monitors into sleep-mode before leaving for an extended period of time (meetings, lunch, etc.). Equipment should not be left on overnight and should be completely powered off each evening. Be sure to close all programs before powering off.
- 4.5. Laptops/ipads are assigned on a permanent or temporary basis to certain staff. All technology use rules apply to laptop/ipad users.
- 4.6. Laptops/ipads issued to staff to be used for use while at the City should be stored in a locked or secured area.
- 4.7. Additional laptops/ipads are available in a pool maintained by the Information Technology Department staff for issuance to employees with department head approval. The laptops will be assigned to the requestor on a first-come, first-served basis. Laptop checkouts can be for overnight or weekend business use, and may also be used during out-of-town travel on City business.
- 4.8. Laptops/ipads will be checked out and administered by Information Technology Division staff who will maintain a log for each laptop. The employee will be required to sign a checkout form.

- 4.9. The user is responsible for properly caring for the equipment while in his or her use. The user shall not mark on any equipment with pencil or pen for any reason or permanently adhere any items to the monitors, keyboards, printers, mouse, or any other form of equipment. All liquids and food shall be kept away from the computer equipment at all times.
- 4.10. Any problems with the equipment, software, or other computer-related problems shall be reported to the Information Technology staff immediately. The user should not try to resolve any unfamiliar problems, or error messages without their assistance. If a problem does occur, the user shall immediately document what files were being accessed when the problem started and contact Information Technology staff for assistance.
- 4.11. All software used on the City network must be approved, acquired and licensed by the Information Technology Department and the City of Menifee. Software licenses and the physical media must be maintained in a central location by the Information Technology Department staff.
- 4.12. Users may not transfer, move or copy City-licensed software or data to another system or media without prior approval of Information Technology Department staff.
- 4.13. All software installation on any City resource must be installed or coordinated by Information Technology Department staff. Users may not install any software onto any City-issued resource. All software must be evaluated for compatibility by the Information Technology staff.
- 4.14. Any software, including databases, custom reports, graphics, or other work product developed while using a City resource or developed for use on the City network becomes the property of the City of Menifee.
- 4.15. Virus protection software resides on each computer. Users shall not disable this software. Users shall immediately notify Information Technology Division Staff of any virus detected on their system.

5. ON LINE SERVICES

- 5.1. The Internet is a rapidly evolving resource with a vast amount of available information. Internet resources are made available to City network users to improve communication and information exchange with citizens and others and to provide an informational and research tool.

- 5.2. Users should only download files as they relate to their job function. Downloads can cause significant slowdown in the network response time, introduce viruses, or damage other systems and disrupt work for others. Users should not download any files that require installation without authorization from the Information Technology Department staff.
- 5.3. Users shall not use any City resource to gain unauthorized access to other resources or entities. For example, a user with network access shall not attempt to gain access to areas on the City network or other outside networks.
- 5.4. Users should use caution when providing personal or business information over the Internet. Many sites collect this information for use in email Spam or for other fraudulent practices.
- 5.5. The City of Menifee seal & logo are trademarks of the City. Any use of the materials stored on the City's website is prohibited without the written permission of the City of Menifee. The City of Menifee retains all intellectual property rights including copyrights on all text, graphic images, and other content. Modification, distribution, mirroring, or use of images or other web content is prohibited.

6. DATA STORAGE

- 6.1. The Information Technology Department staff maintains a backup of all files located on City servers. Backups are not performed on individual computers.
- 6.2. Each user is assigned a personal home directory. Other network users cannot access this directory. Files stored in this area should be ones only the creator will use. All data and other forms of electronic information including email that is stored on any type of media provided by the City are the City's. The City reserves the right to access and disclose all such stored information for any purpose.
- 6.3. Each division or department is given a common area for their departmental data that other departments cannot access. Files stored in this area shall be ones that will be used by other members in your division or department.
- 6.4. Each user has access to common directories for all departments. Files stored in this area shall be ones that will be used by users outside of your division or department.

7. PENALTIES

- 7.1. Violations of this administrative policy subject employees to discipline up to and including termination. In the event of a violation, the City may pursue all remedies provided under the law, including advising legal and/or law enforcement authorities of any violation of law by an employee.

8. ROLES AND RESPONSIBILITIES

- 8.1. The City Manager is responsible for administering this policy and procedure
- 8.2. All employees, appointed or elected officials, volunteers, consultants, interns, are responsible for compliance with this policy and procedure.

Revision History

Revision No.	Date Approved	Approved By:	Comments
0	04/10/14	R. Johnson, CM	Original Policy
1	04/10/16	R. Johnson, CM	Revised Policy



MENIFEE
CITY OF MENIFEE
MEMORANDUM

Date: January 1, 2022

To: Armando G. Villa, City Manager
Rochelle Clayton, Assistant City Manager

From: Ron Puccinelli, Chief Information Officer

Cc: Robert Cardenas, Deputy HR Director, Risk Manager Sarah Manwaring, City Clerk

Subject: Requesting approval of Cybersecurity Policy Administrative Directive AD-28

The City relies on numerous computer systems to deliver services to the public and manage internal business processes. These business systems collect, generate, and store large amounts of information, some of which is sensitive in nature and obligates the City to comply with various cybersecurity standards such as HIPAA, CLETS/CJIS, PCI DSS, and others. Additionally, a component of overall Risk Management includes a Cyber-Insurance policy through the City's insurance provider.

Both the Cyber-Insurance provider and several of the security standards require defining the City's approach to Cybersecurity and identifying roles and responsibilities by means of a Cybersecurity policy.

Currently the City does not have such a policy. The attached Cybersecurity Policy Administrative Directive will serve to establish the City's policy and approach to Cybersecurity and define the roles and responsibilities of the various stakeholders across the City. The policy meets the requirements of the City's Cyber-Insurance provider and the applicable security standards. This Cybersecurity Policy has also been provided to all Department Heads and the Risk Manager for review and incorporates all feedback received.

I am respectfully requesting your authorization and signature to make the policy effective as of January 1, 2022.

Attached please find the Cybersecurity Policy.

Reviewed by:

- Ron Puccinelli 
- Rochelle Clayton 
- Robert Cardenas 

CITY OF MENIFEE Administrative Policy	Policy Number: AD-28 Approving Authority: City Manager
Subject Cybersecurity Policy	Effective Date: January 1, 2022 Last Modified: N/A

1. PURPOSE

The City of Menifee (City) is dedicated to building a strong cybersecurity program to support, maintain, and secure critical infrastructure and data. The following policy is intended to maintain and enhance key elements of a citywide cybersecurity program.

2. SCOPE / BACKGROUND

The Cybersecurity Policy lays the foundation for the City's Cybersecurity Program as a whole and articulates executive level support for the effort. The Cybersecurity Policy supports the City's Cybersecurity Program established to:

- Protect City's critical infrastructure
- Protect the sensitive information entrusted to the City
- Continuously improve our ability to detect and respond to cybersecurity events
- Contain and eradicate compromises, restoring information resources to a secure and operational status
- Ensure cyber-risk management is sufficient and in alignment with City operations and mission
- Comply with external and regulatory data protection requirements

The requirements identified in this policy apply to all information resources operated by or for the City, its departments, and advisory bodies. This includes all software, devices, and services that process, store, or transmit data, or anything that connects to a City device or Network. Elected officials, employees, consultants, and vendors working on behalf of the City of Menifee are required to comply with this policy.

3. POLICY

A. The City shall:

- I. Assign cybersecurity responsibilities to the Chief Information Officer to coordinate citywide cybersecurity efforts
- II. Adopt the National Institute of Standards and Technology (NIST) Cybersecurity Framework as a methodology to secure information resources
- III. Use other NIST guidelines as applicable (csrc.nist.gov)

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SECTION 11. Cybersecurity Policy

- IV. Incorporate additional cybersecurity compliance or regulatory controls, such as Payment Card Industry Data Security Standard (PCI DSS), Criminal Justice Information Services (CJIS), Protected Health Information (PHI), and other security and privacy requirements.
- V. Conduct and update, at least annually, a cybersecurity risk assessment or with major changes to systems
- VI. Support cyber incident response as needed in accordance with Emergency Support Function 18 (ESF-18).
- VII. Develop and update, at least annually, a Cyber Incident Response Plan.
- VIII. Conduct cybersecurity, risk, and compliance assessments across all Departments

B. Cybersecurity Framework

In order to adequately protect information resources, systems and data must be properly categorized based on information sensitivity and criticality to operations. A risk-based methodology standardizes security architecture, creates a common understanding of shared or transferred risk when systems and infrastructure are connected, and makes securing systems and data more straightforward.

The NIST Cybersecurity framework provides five elements to a cybersecurity program:

- I. **Identify:** Develop the organizational understanding to manage cybersecurity risk to systems, assets, data, and capabilities.
- II. **Protect:** Develop and implement appropriate safeguards to ensure delivery of digital services.
- III. **Detect:** Develop and implement appropriate activities to identify the occurrence of a cybersecurity event.
- IV. **Respond:** Develop and implement appropriate activities to respond to a cybersecurity event.
- V. **Recover:** Develop and implement appropriate activities to maintain plans for resilience and to restore any capabilities or services impaired by a cybersecurity event.

C. Cybersecurity Risk Assessment

As defined in NIST Special Publication 800-30, "Guide for Conducting Risk Assessments," risk assessment is the process of identifying, estimating, and prioritizing information security risks. Assessing risk requires the careful analysis of threat and vulnerability information to determine

SECTION 12. Cybersecurity Policy

the extent to which circumstances or events could adversely impact the City and the likelihood that such circumstances or events will occur.

The purpose of risk assessment is to inform decision makers and support risk responses by identifying:

- I. Relevant cyber threats to the City
- II. Vulnerabilities both internal and external
- III. Impact (i.e., harm) to the City that may occur given the potential for threats exploiting vulnerabilities
- IV. Likelihood that harm will occur

The result is a determination of risk (i.e., typically a function of the degree of harm and likelihood of harm occurring). Risk assessments enable the City to determine current cybersecurity capabilities, set individual goals for a target state, and establish a plan for improving and maintaining cybersecurity program.

D. Risk Rating

The risk ratings will be based on NIST Federal Information Processing Standards (FIPS) 199 security objectives of confidentiality, integrity, and availability of City systems and data. And the potential impact of low, moderate, and high.

Figure 1 on the following page summarizes the potential impact definitions for each security objective—confidentiality, integrity, and availability.

SECTION 13. Cybersecurity Policy

	POTENTIAL IMPACT		
Security Objective	LOW	MODERATE	HIGH
<p>Confidentiality Preserving authorized restrictions on information access and disclosure, including means for protecting personal privacy and proprietary information. [44 U.S.C., SEC. 3542]</p>	<p>The unauthorized disclosure of information could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals.</p>	<p>The unauthorized disclosure of information could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals.</p>	<p>The unauthorized disclosure of information could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals.</p>
<p>Integrity Guarding against improper information modification or destruction, and includes ensuring information non-repudiation and authenticity. [44 U.S.C., SEC. 3542]</p>	<p>The unauthorized modification or destruction of information could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals.</p>	<p>The unauthorized modification or destruction of information could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals.</p>	<p>The unauthorized modification or destruction of information could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals.</p>
<p>Availability Ensuring timely and reliable access to and use of information. [44 U.S.C., SEC. 3542]</p>	<p>The disruption of access to or use of information or an information system could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals.</p>	<p>The disruption of access to or use of information or an information system could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals.</p>	<p>The disruption of access to or use of information or an information system could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals.</p>

Figure 1

Cybersecurity Policy**4. ROLES AND RESPONSIBILITIES****A. Chief Information Officer shall:**

- I. Be the designated Information Security Officer, Privacy Officer and Cyber-Risk lead for the City.
- II. Coordinate with the Risk Manager to evaluate and obtain Cyber Insurance and on matters of Cyber-Risk.
- III. Coordinate with the Risk Manager to notify and engage with the City's Cyber Insurance provider in the event of an incident.
- IV. Lead enterprise governance of information and technology efforts throughout the City.
- V. Establish and maintain a security team and function with the ability to identify, protect, detect, respond, and recover from attacks against City information resources.
- VI. Develop and maintain a cyber incident response plan capable of addressing major compromises of City information resources.
- VII. Review Emergency Support Function 18 Unified Cyber Command annex annually and ensure it is updated as needed.
- VIII. Organize and coordinate the City's Cyber-Incident Response Team.
- IX. Ensure that all Departments employ a risk-based assessment and treatment program, and regularly report the status of the City's residual cyber risk to the Executive Team.
- X. Select, design, and monitor cybersecurity controls for all City systems including without limitation any Software-as-a-Service or other hosted or cloud-based systems employed by any City Department.
- XI. Perform ongoing assessment of security controls.
- XII. Inform the City Manager and City Attorney when there is an event which compromises the confidentiality, integrity, or availability of a system or data involving Personally Identifiable Information (including payment card information), Regulatory Protected Information (such as but not limited to, CJIS, HIPAA or Social Security Numbers), and/or data that is not considered public, as soon as practical.
- XIII. Establish necessary procedures to support the cybersecurity program such as but not limited to, cybersecurity awareness, business continuity, incident response, access control, configuration management, change control, etc.
- XIV. Monitor current cyber threats and trends and recommend any necessary changes.
- XV. Implement, operate, and maintain cybersecurity controls for all systems acquired, used, or controlled by the City.

B. Executive Team shall:

- I. Promote a culture of cybersecurity awareness and compliance with the City's cybersecurity policy. Department heads must remind their employees and contractors about the City's Cybersecurity policies, standards, procedures, guidelines, and best practices.

SECTION 14. Cybersecurity Policy

- II. To the extent resources allow, ensure that all systems procured, operated, or contracted by their departments and the data contained by them are protected.
- III. To the extent possible, adequately support and fund cybersecurity operations based upon risk to City operations and mission.
- IV. With the aid of the City Attorney determine the requirements and execute necessary breach disclosures.

C. Emergency Manager shall:

- I. Activate the city Emergency Operations Center (EOC) to coordinate response to an emergency level cyber event as outlined in Emergency Support Function 18 Unified Cyber Command.
- II. Support cybersecurity emergency exercise for City leaders in coordination with the Chief Information Officer.

D. City Clerk shall:

- I. Work with the Chief Information Officer to develop and maintain an information classification system and support departments in their data classification efforts

E. Public Information Officer shall:

- I. Work with the Chief Information Officer to develop, maintain, and activate a cyber-event communication plan as part of the incident response plan.

F. Risk Manager Shall:

- I. Work with the Chief Information Officer to incorporate technology and Cyber risk into the City's risk management plans and acceptable risk profile.
- II. Coordinate with the Chief Information Officer to evaluate and obtain appropriate Cyber Insurance.
- III. Assist the Chief Information Officer with notifying and coordinating with the City's Cyber Insurance provider in the event of an incident.

G. City Employees, contractors, and vendors shall:

- I. Comply with cybersecurity practices, requirements, and acceptable use agreement (Administrative Directive 04 - Internet Use and Computer Resource Use Policy)
- II. Promptly report any incidents to the IT Service Desk.
- III. Report suspicious emails.
- IV. Attend cybersecurity training at least annually.

Cybersecurity Policy

IV. EXCEPTIONS

City cybersecurity requirements shall not supersede State or Federal requirements that may apply to certain specific data or systems.

No exceptions to this policy will be approved.

V. DEFINITIONS

For a list of definitions please refer to: <https://csrc.nist.gov/glossary>

VI. REFERENCES

- NIST Computer Security Resource Center - <https://csrc.nist.gov/>
- NIST Cybersecurity Framework Website - <http://www.nist.gov/cyberframework>
- Payment Card Industry - <https://www.pcisecuritystandards.org>
- Criminal Justice Information Services (CJIS) Security Policy (latest version) <https://www.fbi.gov/>
- California Emergency Support Function 18 Cybersecurity, Annex to the California State Emergency Plan <https://www.caloes.ca.gov/>
- Health Information Privacy <https://www.hhs.gov/hipaa/for-professionals/index.html>
- Cybersecurity & Infrastructure Security Agency <https://www.cisa.gov/>

Revision History

Revision No.	Date Approved	Approved By:	Comments
0	2/11/2022	City Manager	Original Policy
1			

DocuSigned by:
2/11/2022


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City Manager

Date



City Council Agenda Statement

Meeting Date: December 16, 2025

Agenda Heading: Committees, Commissions and Boards

Presentations

Item Number: E.12

TITLE:

Recruitment Process for Positions on the Committees, Commissions and Boards

RECOMMENDATION:

1. Direct staff to open the recruitment process for the positions on the Committees, Commissions and Boards that expire in 2026.
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 here 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 2026.

Applications, the anticipated vacancies in the year 2026 and the background information list are available 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.

To apply to any CCB, potential candidates will be asked to apply online at

Recruitment Process for Positions on the Committees, Commissions and Boards

December 16, 2025

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www.elsegundo.org or contact City Hall at 310-524-2302. Interviews of candidates are set by the City Council when a sufficient number of candidates have applied to a position.

CITY STRATEGIC PLAN COMPLIANCE:

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

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

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:

1. 2026 Local Appointments List
2. Background Information on City CCB's - 2025

CITY OF EL SEGUNDO
LOCAL APPOINTMENTS LIST
(COMMISSIONS, COMMITTEES, AND BOARDS)
Positions to Open in Year 2026 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)

Julie Stolnack (*re-appointed 6/07/22 to 1st - 4 yr term*) 5/30/26

JUNE

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

David Bart (*appointed 7/10/23 to 1st full term*) 06/30/26
Jane Burrell (*re-appointed 7/10/23 to a full term*) 06/30/26
Brian Mitchell (*re-appointed 7/10/23 to a full term*) 06/30/26
Joan Palmer (*re-appointed to 1st full term 7/10/23*) 06/30/26
Elizabeth Kennedy (*appointed 1/21/25 to a partial term*) 06/30/26

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

Kristie Sherrill (*appointed 6/30/23 to 3rd 3-yr term*) 06/30/26
Barbara Yatabe (*appointed 7/10/23 to 1st full 3-yr term*) 06/30/26

PLANNING COMMISSION (4Yr Term – No Term Limit - All Residents)

Melissa McCaverty (*appointed 3/18/25 to a partial term*) 06/30/26
Steven Taylor (*appointed 3/18/25 to a partial term*) 06/30/26

SENIOR CITIZEN HOUSING CORPORATION BOARD: (4Yr Term – No Term Limit - All Residents)

Paula Rotolo (*re-appointed 6/21/22-7th - 4 yr term*) 06/30/26

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)

Sean O'Brien (*appointed 06/04/24 to a partial term*) 10/31/26

(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)

Cheryl Smith (*appointed 06/04/24 to a partial term*) 10/31/26

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

Sudip Giri (*appointed 12/03/24 to a partial term*) 10/31/26
Chis-Ming Ro (*ESUSD – appointed 01/30/25 - by Superintendent – 1st term*) 10/31/26

INVESTMENT ADVISORY COMMITTEE: (3 Yr Term - No Term Limitation; 2 Residents or 1 Res/1 Bus. Person, CFO/Treasurer) - Meets: 3rd Tues. in Apr/July/Oct/Jan., 3pm, City Hall

Vincent Zupo (*appointed 02/21/23 to 1st full term*) 10/31/26

Council Approval:
 Posted:

BACKGROUND INFORMATION ON CITY COMMITTEES/COMMISSIONS/BOARDS

- 1. Arts & Culture Advisory Committee: (Recreation, Parks and Library)** is an 11-member committee, of whom must be residents or student based in El Segundo. This committee will act in an advisory capacity to City Council in matters related to arts and culture within the City of El Segundo. This will include making recommendations to Council, potential development of an arts and culture master plan, involvement in selection of public art, event coordination and development of related public art programs. Additionally, this committee will support and advocate for local museums, artists and art while assisting the City with promoting public beautification, education, tourism and economic development. The Arts and Culture Advisory Committee was established by the City Council on August 2, 2016 and was added to the City's Local Appointment List pursuant to the Government Code of the State of California (Sec. 54972). The Arts & Culture Committee updated their bylaws on February 6, 2018 to add four (4) additional members. **The committee meets the 4th Tuesday of the month at 5:30 p.m. at the El Segundo Library in the Rose Garden Room.**
- 2. Capital Improvement Program Advisory Committee: (Public Works)** is a 5-member committee, composed of 3 residents and 2 local Business representatives (no residency requirements for business reps). Members serve without compensation, for 4-year terms, without term limits. The Director of Finance and the Director of Public Works provide staff support to the committee. The committee assists in the development of the 5-year Capital Improvement Program ("CIP"). Each year staff proposes CIP projects for a 5-year period. The committee reviews these projects and makes recommendations to the City Council for funding consideration in conjunction with the City's annual budget process. In addition to the projects proposed by staff, the committee holds a community workshop each year to receive project requests from the general public. **The committee generally meets at 7:00 p.m., on a weekly basis in March, April and May,** with the goal of finalizing its recommendations to the City Council in June.
- 3. Diversity, Equity, and Inclusion Committee: (City Manager/Community Services)** is a 9-member committee, comprised of residents or property owners, business members, two school staff members of schools based in El Segundo, or students of a public or private high school based in El Segundo, 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.) **The committee meets the 2nd Wednesday of the month at 6:00pm.**

4. **Investment Advisory Committee: (Treasurer)** was established by Resolution #3764 dated June 2, 1992, for the purpose of advising the City Treasurer and City Council on matters pertaining to the investment of the City's idle funds. This is a 4-member committee; two are automatic appointments – (City Treasurer and Finance Director); the other two members (one of whom must be a resident of El Segundo) serve without compensation, for 4-year terms, without term limits. **The committee meets quarterly at City Hall on the 3rd Tuesday in March, June, September and December.**
5. **Library Board of Trustees: (Community Services)** was established by City Council Resolution #3665 on December 4, 1990, pursuant to Education Code Section 18910 et seq. The Board's 5-members must be 1-year, or more, residents of El Segundo, who serve without compensation. Trustees serve for 3-year terms without term limits. The board acts in an advisory capacity to the City Council in all matters pertaining to the Library and cooperates with other governmental agencies and civic groups in the advancement of sound planning and programming. The board considers, reviews, edits, and issues policy recommendations on library service, recommends the adoption of standards pertaining to library services and programs and makes recommendations for the provision of adequate library services consistent with community needs. The board may administer any trust declared or created for the Library and approves the Library's Annual Report to the State Librarian. The board meets at **7:00 p.m., on the 2nd Tuesday of every other month, beginning in January, in the Friends of the Library Meeting Room.**
6. **Planning Commission: (Development Services)** was established pursuant to the Planning Laws of the State of California (Sec. 65100-65106) on August 20, 1946 by City Ordinance #300. The commission is comprised of 5-members who must be residents of El Segundo, serve with minimal compensation, for 4-year terms, without term limits. The commission makes recommendations to the City Council on the adoption or amendment of the City's General Plan; performs duties with respect to land subdivision, planning and zoning as prescribed by City and State law; and, advises the City Council on those matters falling within its charged responsibilities in a manner reflecting concern for the overall development and environment of the City as a setting for human activities. The Commission meets on the **2nd and 4th Thursday of each month, at 5:30 p.m., in City Hall Council Chambers.**
7. **Recreation & Parks Commission: (Community Services)** was established on March 23, 1938 by Resolution #448. It is comprised of 5-members, who must be residents of El Segundo. Commissioners serve with minimal compensation for 4-year terms, without term limits. The commission advises the City Council on all matters pertaining to recreation, parks, parkways and street trees. It makes recommendations to the City Council regarding level of services, policies and assists in implementing Recreation and Parks Department improvements and programs, including youth counseling, senior outreach, golf operations, city transportation, and in the acquisition and disposal of park property. The commission meets on the **3rd Wednesday of each month, at 6:00 p.m., in City Hall Council Chambers.**

8. **Senior Citizen Housing Corporation Board: (Community Services)** is a non-profit corporation formed in 1984 for the construction of the low-income housing facility for seniors, referred to as “Park Vista.” The Board was established in 1986 to actively oversee the management, operation, maintenance, and finances of Park Vista. The Board enters into an operating agreement with the City Council, and enlists a management company to operate the facility. The Board, comprised of five (5) directors, one (1) non-voting director, all El Segundo residents, serve without compensation, for 4-year terms, without term limits. The Board meets on the **4th Wednesday of every month, at 3:30 p.m., at Park Vista, 615 E. Holly Avenue, El Segundo.**

9. **Environmental Committee:** was established on February 6, 2008, for the purpose of reviewing existing City environmental programs and recommending new policies and programs to the City Council that facilitate the goals stated within the Environmental Work Plan. The Environmental Committee is comprised of 6-members, three members from the business community, three members from the residential community, one member from the El Segundo School District to serve four-year terms. One City staff member will serve the committee in an ex-official capacity. **The committee meets on the first Friday of the month 12:00 p.m. in the Executive Conference Room.**



City Council Agenda Statement
Meeting Date: December 16, 2025
Agenda Heading: Reports - Council Members
Item Number: G.13

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, 2025.
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.

Mr. S. Claus' Annual Request

December 16, 2025

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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, 2026.

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. Staff recommends City Council 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