

**CITY OF REDONDO BEACH  
BUDGET & FINANCE COMMISSION AGENDA  
Thursday, December 11, 2025**

**415 DIAMOND STREET, REDONDO BEACH**

**CITY COUNCIL CHAMBER**

**REGULAR MEETING OF THE BUDGET AND FINANCE COMMISSION - 6:30  
PM**

**ALL PUBLIC MEETINGS HAVE RESUMED IN THE CITY COUNCIL  
CHAMBER. MEMBERS OF THE PUBLIC MAY PARTICIPATE IN-PERSON,  
BY ZOOM, EMAIL OR eCOMMENT.**

Budget and Finance Commission meetings are broadcast live through Spectrum Cable, Channel 8, and Frontier Communications, Channel 41. Live streams and indexed archives of meetings are available via internet. Visit the City's office website at [www.Redondo.org/rbtv](http://www.Redondo.org/rbtv).

TO WATCH MEETING LIVE ON CITY'S WEBSITE:

<https://redondo.legistar.com/Calendar.aspx>

\*Click "In Progress" hyperlink under Video section of meeting

TO WATCH MEETING LIVE ON YOUTUBE:

<https://www.youtube.com/c/CityofRedondoBeachIT>

TO JOIN ZOOM MEETING (FOR PUBLIC COMMENT ONLY):

Register in advance for this meeting:

[https://www.zoomgov.com/webinar/register/WN\\_WvcYPJOxT\\_q9ZkYTF4gRjg](https://www.zoomgov.com/webinar/register/WN_WvcYPJOxT_q9ZkYTF4gRjg)

After registering, you will receive a confirmation email containing information about joining the meeting.

If you are participating by phone, be sure to provide your phone # when registering. You will be provided a Toll Free number and a Meeting ID to access the meeting. Note; press # to bypass Participant ID. Attendees will be muted until the public participation period is opened. When you are called on to speak, press \*6 to unmute your line. Note, comments from the public are limited to 3 minutes per speaker.

eCOMMENT: COMMENTS MAY BE ENTERED DIRECTLY ON WEBSITE AGENDA PAGE:

<https://redondo.granicusideas.com/meetings>

- 1) Public comments can be entered before and during the meeting.
- 2) Select a SPECIFIC AGENDA ITEM to enter your comment;
- 3) Public will be prompted to Sign-Up to create a free personal account (one-time) and then comments may be added to each Agenda item of interest.
- 4) Public comments entered into eComment (up to 2200 characters; equal to approximately 3 minutes of oral comments) will become part of the official meeting record.

EMAIL: TO PARTICIPATE BY WRITTEN COMMUNICATION WITH ATTACHED DOCUMENTS BEFORE 3PM DAY OF MEETING:

Written materials that include attachments pertaining to matters listed on the posted agenda received after the agenda has been published will be added as supplemental materials under

the relevant agenda item.  
financemail@redondo.org

## **REGULAR MEETING OF THE BUDGET AND FINANCE COMMISSION - 6:30 PM**

- A. CALL MEETING TO ORDER**
- B. ROLL CALL**
- C. SALUTE TO THE FLAG**
- D. APPROVE ORDER OF AGENDA**
- E. BLUE FOLDER ITEMS - ADDITIONAL BACK UP MATERIALS**

*Blue folder items are additional back up material to administrative reports and/or public comments received after the printing and distribution of the agenda packet for receive and file.*

- E.1. [For Blue Folder Documents Approved at the Budget and Finance Commission Meeting](#)**

### **F. CONSENT CALENDAR**

*Business items, except those formally noticed for public hearing, or discussion are assigned to the Consent Calendar. The Commission Members may request that any Consent Calendar item(s) be removed, discussed, and acted upon separately. Items removed from the Consent Calendar will be taken up under the "Excluded Consent Calendar" section below. Those items remaining on the Consent Calendar will be approved in one motion following Oral Communications.*

- F.1. [APPROVAL OF AFFIDAVIT OF POSTING FOR THE REGULAR BUDGET AND FINANCE COMMISSION MEETING OF DECEMBER 11, 2025](#)**

- F.2. [APPROVAL OF THE MINUTES FROM THE REGULAR MEETING OF NOVEMBER 13, 2025](#)**

### **G. EXCLUDED CONSENT CALENDAR ITEMS**

### **H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

*This section is intended to provide members of the public with the opportunity to comment on any subject that does not appear on this agenda for action. This section is limited to 30 minutes. Each speaker will be afforded three minutes to address the Commission. Each speaker will be permitted to speak only once. Written requests, if any, will be considered first under this section.*

- H.1. [For eComments and Emails Received from the Public](#)**

### **I. ITEMS CONTINUED FROM PREVIOUS AGENDAS**

### **J. ITEMS FOR DISCUSSION PRIOR TO ACTION**

- J.1. [LETTER TO COUNCIL](#)**

- J.2. [CIP PROJECTS REPORTED BY PROJECT SUMMARY-COMMENTS AND QUESTIONS](#)**

- J.3. [PROFESSIONAL SERVICES PROCUREMENT](#)**

**J.4. CALPERS ASSET LIABILITY MANAGEMENT UPDATE**

**J.5. CHANGES TO THE UNIFORM REGULATIONS AND THE BUDGET AND FINANCE COMMISSION ORDINANCES**

**J.6. NOMINATIONS AND ELECTION OF CHAIRPERSON AND VICE-CHAIR**

**K. COMMISSION MEMBER ITEMS AND FUTURE COMMISSION AGENDA TOPICS**

**L. ADJOURNMENT**

*The next meeting of the Redondo Beach Budget and Finance Commission will be a regular meeting to be held at 6:30 p.m. on January 8, 2026, in the Redondo Beach Council Chambers, at 415 Diamond Street, Redondo Beach, California.*

*It is the intention of the City of Redondo Beach to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting you will need special assistance beyond what is normally provided, the City will attempt to accommodate you in every reasonable manner. Please contact the City Clerk's Office at (310) 318-0656 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.*

*An agenda packet is available 24 hours at [www.redondo.org](http://www.redondo.org) under the City Clerk.*



# Administrative Report

---

E.1., File # BF25-1708

Meeting Date: 12/11/2025

---

**TITLE**

For Blue Folder Documents Approved at the Budget and Finance Commission Meeting





# Administrative Report

---

F.1., File # BF25-1705

Meeting Date: 12/11/2025

---

**TITLE**

APPROVAL OF AFFIDAVIT OF POSTING FOR THE REGULAR BUDGET AND FINANCE  
COMMISSION MEETING OF DECEMBER 11, 2025

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    )       SS  
CITY OF REDONDO BEACH       )

### **AFFIDAVIT OF POSTING**

In compliance with the Brown Act, the following materials have been posted at the locations indicated below.

Legislative Body	Budget and Finance Commission
Posting Type	Regular Meeting Agenda
Posting Locations	415 Diamond Street, Redondo Beach, CA 90277 ✓ Adjacent to Council Chambers ✓ City Clerk's Counter, Door "1"
Meeting Date & Time	December 11, 2025 6:30 p.m.

As the Finance Director of the City of Redondo Beach, I declare, under penalty of perjury, the document noted above was posted at the date displayed below.

*Stephanie Meyer, Finance Director  
Budget and Finance Commission*

Date: December 8, 2025



# Administrative Report

---

F.2., File # BF25-1706

Meeting Date: 12/11/2025

---

**TITLE**

APPROVAL OF THE MINUTES FROM THE REGULAR MEETING OF NOVEMBER 13, 2025



City of Redondo Beach – Regular Meeting  
Budget & Finance Commission  
November 13, 2025

## **REGULAR MEETING OF THE BUDGET AND FINANCE COMMISSION – 6:30 P.M.**

### **A. CALL MEETING TO ORDER**

A Regular Meeting of the Redondo Beach Budget and Finance Commission was called to order at 6:30 p.m. by Chair Allen, in the City Hall Council Chambers, 415 Diamond Street, Redondo Beach, California.

### **B. ROLL CALL**

Commissioners Present: Marin, Jeste, Sherbin, Ramcharan, Chair Allen

Commissioners Absent: Woodham, Turner

Officials Present: Stephanie Meyer, Finance Director  
Emily Bodkin, Liaison

### **C. SALUTE TO THE FLAG**

Chair Allen led in the salute to the flag.

### **D. APPROVE ORDER OF AGENDA**

Motion by Chair Allen to approve the order of the agenda as presented.

Motion carried 5-0-2 by voice vote. Commissioners Turner and Woodham were absent.

### **E. BLUE FOLDER ITEMS - ADDITIONAL BACK UP MATERIALS - None**

#### **E.1. For Blue Folder Documents Approved at the Budget and Finance Commission Meeting**

Liaison Bodkin reported no Blue Folder items.

### **F. CONSENT CALENDAR**

#### **F.1. APPROVAL OF AFFIDAVIT OF POSTING FOR THE REGULAR BUDGET AND FINANCE COMMISSION MEETING OF NOVEMBER 13, 2025**

**CONTACT: STEPHANIE MEYER, FINANCE DIRECTOR**

## **F.2. APPROVAL OF THE MINUTES FROM THE REGULAR MEETING OF OCTOBER 9, 2025**

**CONTACT:** STEPHANIE MEYER, FINANCE DIRECTOR

Motion by Commissioner Marin, seconded by Commissioner Jeste, to approve the Consent Calendar as presented.

Motion carried 5-0-2 by voice vote. Commissioners Turner and Woodham were absent.

## **G. EXCLUDED CONSENT CALENDAR ITEMS - None**

## **H. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**

### **H.1. For eComments and Emails Received from the Public**

Liaison Bodkin reported no eComments and no one online.

## **I. ITEMS CONTINUED FROM PREVIOUS AGENDAS**

### **I.1. RESERVES AND BUDGET CONCERNS**

**CONTACT:** STEPHANIE MEYER, FINANCE DIRECTOR

Chair Allen stated Commissioner Jeste asked for this item to be placed on the agenda; noted he wanted to share some correspondence he had with the Mayor regarding concerns he had over the reserves and budget, as well as a letter he wrote to the paper; stated she may have a solution.

Commissioner Jeste provided some background on the item, noted they have discussed the topic a few times in the past, and that everyone except Commissioner Ramcharan has seen the documents Chair Allen was referring to; reported distributing an article, through Finance Director Meyer, on the City of Fort Wayne that implemented the Total Quality Management (TQM) program and has become one of the most efficiently managed cities in the country.

Commissioner Sherbin asked how he chose Fort Wayne to use as a comparison.

Commissioner Jeste responded that he lived in Fort Wayne for seven years and prior to him moving there the article was written and other articles have been written since; spoke of the Mayor of Fort Wayne having implemented the TQM program and the success it has had, currently being ranked in the top 10 best cities in the country; stated he has spent 30 years learning TQM and is a firm believer in its method; reported sending the article along with a letter to the Mayor; stated what concerned him the most this year, in June, was when the City Council discussed the budget for the 2025-26 year and there was a \$3.5 million shortfall; opined it was irresponsible and unacceptable for them to dip into the pension reserves as a solution and what prompted him to draft a letter to the Mayor; stated the Mayor completely ignored his comments regarding Fort Wayne and all the other things they spoke about; mentioned he had five priorities for the City: 1) balance

the budget, 2) capital improvement projects need more data and visibility 3) homelessness , 4) housing affordability, and 5) budget and reserves; stated he circulated the Mayor's response amongst the Commissioners; mentioned his letter was long and included the five priorities he just mentioned along with information on the City of Fort Wayne; reported the Mayor responded on July 22<sup>nd</sup> and said he urged the Council not to spend the discretionary funds but they did not listen; felt the Mayor was blaming the Council; continued to summarize the Mayor's response to his five priority items; opined that the Mayor is like the CEO of the City.

Commissioner Sherbin interjected to ask if the Mayor said he never saw the letter that the Commission sent to the Council with respect to the reserves.

Finance Director Meyer pointed out he does say he did not receive it in the letter before them but that she followed up with him and confirmed she sent it to him and he did forward it onto the Council; felt the Mayor is following up with it because he did ask her some questions on the City's reserves.

Commissioner Jeste voiced his opposition to the City using the pension reserves to make up for the deficit; felt it sets a bad precedence and that it will only get worse; stated the Commission should be concerned and that they should not put a rubber stamp on the entire budget; recommended they go on record opposing the City's decision or else they are not doing their job; mentioned that six months ago the Commission spent 90 minutes deciding how much the City Attorney should be paid but spent about 90 seconds to approve the CIP Plan; noted that they need to spend more time looking over the data and the numbers for CIPs; stated they have \$95 million allocated for the next five years and \$18 to \$20 million on CIPs; stated they had been asking for more data on projects for two years and only recently received some numbers from Finance Director Meyer; spoke of the numbers being very interesting and highlighted numbers he found to be surprising; noted that 400% of what was initially appropriated was spent and asked where the money came from and did the Council approve it.

Commissioner Sherbin spoke of his experience in cost accounting project development and wanted to provide his insight; stated a project starts off with an idea, you identify the development stage, then the project gets a project cost but the cost of the project changes as elements are introduced, then you get financing, but the project evolves and costs change; opined that CIPs probably work in a similar way and it is dynamic and evolving and Council often needs to decide whether to increase the project scope; stated it is important any time you are doing a cost analysis to identify what your final project cost is before you look for the variance between the final project budget and final cost; explained other factors that may affect the costs during the CIPs.

Commissioner Jeste stated he has also done it for 30 years and is very familiar with the process but wanted to know where the visibility of the projects is provided; wanted to know the breakdown of the projects, how much was spent, how it grew to that level, and if Council approved it all; suggested that they make it a habit to look at the data, analyze it, and figure out how the projects grow in cost; stated he is not pointing the finger at anyone but he would just like to know where the money was spent.

Chair Allen stated it made sense what Commissioner Jeste is asking for; noted they have a CIP project item in J.2 and Jesse Reyes, Capital Projects Program Manager, included attachments for them to go through.

Commissioner Jeste noted that Director Meyer also added some information before the meeting started.

Chair Allen stated that Council did not know about the section where they dipped into the reserve until the last minute, noted ultimately they are responsible for staff, but it was a surprise to them as much as it was a surprise to the Commission; stated that the Finance Department does not report to the Council on a quarterly basis, they only present to the Budget & Finance Commission, noted they are only volunteers and have no authority.

Motion by Chair Allen to send a letter to the Mayor and City Council recommending the Finance Department begin providing quarterly budget updates directly to the Council in addition to the Commission. The intent of the letter is to promote greater fiscal transparency (since people attend and watch Council meetings), ensure earlier identification of budgetary issues, and strengthen accountability among staff, Council, and the Commission. The letter will outline the benefits of quarterly reporting and suggests what the presentation should include. Emphasis on the process will help clarify roles and responsibilities in future budget discussions; stated she can also attach the reserve letter they had sent to them; opined they are not taken seriously because they are volunteers; felt the Finance Department should be presenting quarterly to the Council so they learn because they don't know.

Commissioner Marin asked Director Meyer if the Finance Department did not present to the City Council quarterly.

Finance Director Meyer stated they do not present to the Council and she has been there for two years.

More discussion followed.

Finance Director Meyer clarified that they do present to Council for their year-end financial reporting for carryover, they present to Budget mid-year, and they do present to Council for budget; noted the reports that they do not present to Council are the quarterly ones.

Chair Allen felt it is time Council learns finances so they can get ahead of what's coming and be proactive.

Discussion followed and Chair Allen said she does not want Council to blame the Commission if something goes wrong and felt ultimately Council is the one responsible and should educate themselves.

Commissioner Jeste agreed it makes sense; referenced an article from the June 26, 2025 Easy Reader that highlighted what the City Council discussed in their monthly meeting; felt it was worth reading and stated the article says the City Manager presented the overall budget and pointed out the deficit; mentioned that Councilmember Kaluderovic raised

concerns over the deficit and mentioned they should delay or cancel some of the projects; pointed out that Council knew in June about the deficit and they discussed the issues but in the end they all unanimously voted to approve the budget.

Chair Allen commented that they can't fire Council and recalls don't work.

Commissioner Jeste stated he is responding to her earlier comment that it was a surprise to them and is saying according to the article Council did have the information and they could have tried to trim some expenses and cancel some projects and attempt to balance the budget but they didn't do it.

Commissioner Sherbin spoke of the relationship between the Commission and the Council and that Council will make decisions based on how they feel and appropriate assumptions; stated he is not sure what impact the Commission could have other than preparing a letter or making recommendations because the City Council runs the City.

Commissioner Jeste stated there are two different things: 1) what the Commission's responsibility is and 2) what the Commission's authority is; noted his intent was to just express their disapproval of the way the budget is prepared and the way the deficit is financed; stated they should not endorse or approve it.

Chair Allen suggested they write another letter, send it to the Council and Mayor, attend one of the public meetings, and take the three minutes to read the letter; pointed out that would be very visible, and they would be communicating in two ways.

Commissioners Ramcharan and Sherbin voiced their support of that idea.

Commissioner Jeste voiced his disappointment that Councilmember Kaluderovic raised her objections and still voted in favor of the budget and how the deficit was financed; stated, as Commissioners, they need to go on record that they do not endorse financing the budget deficit by dipping into the pension reserves.

Commissioner Sherbin supported the idea to separate it out so that any Commissioner who feels strongly about something can go individually to the City Council meeting and express their concerns since they can't do that formally as a Commission.

Chair Allen stated they can do it formally by asking to be put on the agenda as an item; felt it would be more efficient to go to the meeting and use the three minutes to speak individually or read the letter on behalf of the Commission.

More discussion followed and Chair Allen mentioned it would go on record in the City Council minutes if they read the letter at the meeting.

Commissioner Ramcharan asked for clarification of the themes they want to address in the two letters: 1) asking that the Council get a quarterly budgetary update, and 2) how they finance the budget deficit.



Chair Allen was not sure about the second letter on how they would finance the budget deficit.

Commissioner Ramcharan felt the theme of the second letter would be to express their disapproval on drawing from the pension reserves.

Chair Allen said they already sent a letter to Council on that and only meant for them to write one letter that the Finance Department provide them with quarterly updates.

Commissioner Marin commented that Commissioner Jeste also wanted to reiterate his concerns about deficit financing of the City's budget.

Chair Allen stated that they can also put that in the letter; decided that Commissioner Jeste and herself would co-author the letter and read it at a public meeting.

Commissioner Ramcharan asked whether the City knew it was a short-fall in revenue or if it was expenditures that went beyond the budget.

Finance Director Meyer said she could give them their estimations of it and they see some additional room for revenues to grow.

Chair Allen interrupted Director Meyer to clarify the topic and asked if she was referring back to when they dipped into the reserves.

Finance Director Meyer said that is how she understood the question; continued to answer Commissioner Ramcharan's question, stated the specific item driving it was their one large lump sum pension payment, their payment to CalPERS of \$4.2 million that year, which the City was not able to completely cover with ongoing revenues; noted that is not the only expense the City has but if they had fewer expenses they potentially would have been able to accommodate the one-time expense; reiterated that the City was unable to cover it with ongoing revenues which is why they pulled from the pension reserves; noted the Council set that aside specifically for that purpose.

Commissioner Sherbin provided his opinion on what the City could have done at that time.

Commissioner Marin pointed out that it would be impossible to predict.

More discussion followed. Commissioner Sherbin stated they could make suggestions on dealing with the structuring of the costs from the "must do's" to the "would like to do's".

Commissioner Ramcharan asked if the CalPERS payment was unexpected.

Finance Director Meyer responded that how CalPERS is set up, they did know about that payment a year in advance; spoke about the City needing to make decisions on how to spend it and also forecast how the current fiscal year would end; stated the short answer is, yes, they had some time to prepare for it but that expense is not possible to predict many years in the future but it will be a fixed expense for the foreseeable future unless they refinance their pension debt again; reported that the City Manager spoke about this

year being a bridge year in his budget message, and what they cautiously anticipate is that the City will be able to see a bit of revenue growth that will help cover the amount for the current fiscal year but there are uncertainties and they will do their best to anticipate costs.

Commissioner Ramcharan spoke of the City anticipating, one year prior, that the expense was coming and then the idea was that the City would draw on the reserves to finance that payment.

Finance Director Meyer said it was not their first choice, they would have preferred to keep those reserves intact, but that was the specific purpose that Council dedicated those funds for so the City Manager determined it was an appropriate use for those funds.

Commissioner Marin stated in the original budget, it was intended that CalPERS' payment was going to come from revenues not from the reserves.

Finance Director Meyer stated no, in the original budget proposed for 2025-26, they assumed the payment was going to come from CalPERS reserve but initially they were hoping to potentially see some additional revenue in the year that would have been an option.

Chair Allen asked if the City always intended to use the reserve for the payment.

Finance Director Meyer clarified that it was not always intended but that it was always a possibility.

Chair Allen asked when they knew they would pull it from the CalPERS reserve.

Finance Director Meyer said it was a decision the City Manager made during the budget development.

Chair Allen stated the Commission did not know and it was a complete surprise to them; reported they found out through the Council meetings; pointed out that now the Commission knows they need to pull from those funds a year ahead; noted the decisions are made by City Council but they did not have the information provided to them in a timely matter to act on it.

Discussion followed regarding the responsibilities of the Council, the hard decisions they need to make, the process in which they make the decisions, the points Commissioner Jeste made in his letter that they need to also consider postponing or cancelling projects, and that they also need to keep in mind the constituents of the City.

Chair Allen mentioned a couple of the Councilmembers were brand new and the process was a surprise to them and they were unprepared; stated she is not agreeing with it but felt their actions were justified.

Commissioner Ramcharan opined if the Council gets the quarterly updates and the Commission writes the letter that would at least inform the Council and will have more information to ask more educated questions and make informed decisions.

Commissioner Ramcharan seconded the motion made by Chair Allen.

Liaison Bodkin reported no e-attendees and no eComments.

Chair Allen re-stated the motion, on behalf of the Commission, they will send a letter, read the letter at a Council meeting during public comment, and recommending that, in addition to providing quarterly budget updates to the Commission, they also provide them to the City Council which will promote greater fiscal transparency and will ensure earlier identification of budgetary issues, and strengthen accountability among staff, Council, and the Commission. The letter will outline the benefits of quarterly reporting and also suggest what the presentation should include.

Commissioner Sherbin asked if they would be able to review and comment on the letter before it is sent to the Council.

Chair Allen stated she would send it to Director Meyer for distribution, and she will put a deadline on the responses.

Commissioner Jeste added that the City of Fort Wayne implemented the TQM process and in three years resulted in saving the city \$3 million; noted it was done by the administration and not by the City Council, and that the Mayor handled the implementation, trained the staff, and went through the process; opined if Redondo Beach had done that they would not be seeing the deficit; stated that technology has come a long way and that AI could be used to simplify and streamline internal processes.

Commissioner Marin mentioned that is a different topic and that they may want to limit the scope of what they are trying to achieve in the next Council meeting.

Commissioner Jeste stated the City needs to take it into consideration and they should recommend it; felt that the Mayor showed no interest in the letter he wrote about Fort Wayne and TQM and voiced his frustration over his lack of desire to implement some of the ideas.

Motion carried 5-0-2 by voice vote. Commissioners Turner and Woodham were absent.

## **J. ITEMS FOR DISCUSSION PRIOR TO ACTION**

### **J.1. FISCAL YEAR 2025-26 Q1 FINANCIAL REPORTING: JULY-SEPTEMBER 2026**

**CONTACT: STEPHANIE MEYER, FINANCE DIRECTOR**

Finance Director Meyer provided a presentation regarding the financial reporting for Q1 FY 2025-26, noted the format has been reverted back to comparing Q1 of the current year to Q1 of the prior year to properly assess trends; noted she also included FY 2023-24 because they had that data and felt it would be interesting to put another year on the

report because it is still readable; provided a slide showing General Fund tax revenues with the budget, actuals, and percentage received; stated at a high level they are tracking about the same as they did the prior two years; noted the most important item on that slide is the property tax, which is coming in at about the same rate or a bit higher than the City's prior year and they recently had a meeting with the City's property tax consultant who confirmed their revenue estimates for the City's current fiscal year corresponding to the City's budget (stated that is great news); mentioned the sales tax is a bit higher and the property transfer tax is higher.

Commissioner Ramcharan referenced the sales tax, which she said was higher than the previous year, and asked what number she was looking at because he did not see it.

Finance Director Meyer said he was correct that the number is not there but stated it was slightly higher and the information might be on the next slide.

Some discussion followed to clarify what Commissioner Ramcharan was referring to on the slide and what Director Meyer was reporting; noted that the difference had to do with the rounding, but the difference was not significant.

Finance Director Meyer said they are basically on track with the prior year, on track with the budget, the TOT is slightly below the percent received last year but includes four missing payments which they just received and will put them closer to being on track.

Commissioner Ramcharan noted the last couple of years they have had a fair bit of inflation but if they look at "Total Taxes", 23-24 is \$5.5 million and in 25-26 it is \$5.7 million so it is slightly the same despite the fact that the revenue base is probably inflated.

Finance Director Meyer stated that most of their major tax sources seen there have remained largely flat over the past few years and the only area where they have seen relatively positive growth has been in the City's property tax.

More discussion followed.

Finance Director Meyer continued to the next categories; noted they are even except for the City's charges for services and explained what types of fees are included in that (parking, recreation, etc.); stated they have some unposted revenues through September, noted the late audit and staffing issues have contributed to that; looked at Overhead and Transfers in Overhead and explained they will get 100% of that revenue since it is a charge the City charges itself; reviewed the rest of the numbers, noted the tax total has been 7% every year, the Non-Tax Total is down 3% from the prior year, and under Other Funds the revenue is not as consistent and not as suitable for comparing for trends year over year with the exception of their Enterprise Funds; reported they are missing several payments in the Enterprise Funds for Tidelands and Uplands lease revenue; stated in the Special Revenue Funds the largest is the Intergovernmental Grants Fund and revenue in that category often reflects the timing of the City's grants' reimbursements.

Commissioner Ramcharan said to follow up on that, under Total Citywide Revenues, the budget for 2025-26 is \$233 million and if you divide it by 1.03, which is the inflation rate

in real terms, it is about \$226 million which puts it well below the last year; stated if they used the previous year as the base year, the projection is well below what it was from last year and asked if that was a conscious choice to project the revenue in real terms to be much less than it was last year, or was that just not something people were thinking about.

Finance Director Meyer responded that they generally project the revenue for the General Fund by looking at their expert opinions, the prior year performance, and any contributing factors and then they make their best estimate; stated, to answer his question, it is not a conscious choice and went into more explanations and examples of other factors; noted they really base their budget on operations and what they anticipate their revenues to be.

Chair Allen stated to summarize that page the revenues for Q1 are a bit lower than she would have expected.

Finance Director Meyer said they are on pace with what they have projected for budget and will continue to monitor it closely; provided more slides with the same information but in different formats; moved onto expenditures and stated, for the General Fund, they are almost exactly on percentage terms in line with the prior year, the total amount the City has spent is higher which was due largely to personnel increases; noted, as Commissioner Ramcharan pointed out, there are some decreases which largely reflects the projects they include in each of the funds, which differ from year to year, and does not include carryover; explained how carryover will affect the budget; reported that Council had approved MOU increases.

Commissioner Ramcharan asked about the Personnel expenses.

Finance Director Meyer stated if they add Personnel and Fringe, they would get the total personnel costs for the General Fund.

Commissioner Ramcharan stated the personnel costs in real terms seems relatively flat and his take is that there isn't a lot of extraordinary spending, the budget doesn't seem to be in an uncontrolled state, and it seems to be relatively constant.

Finance Director Meyer agreed with Commissioner Ramcharan and said what she would love to see is a projection where she could fully take into account the cost increases that have occurred over the past few years and look at that average growth with the City's revenues and that would give her peace of mind.

Commissioner Ramcharan suggested to benchmark it to towns of similar sizes and see, on a per capita basis, how much Redondo Beach spends on personnel and fringe just to make sure the don't fall behind or get too far ahead.

Finance Director Meyer responded, to his point, they seem to be catching up to neighboring cities and the adjustments she spoke about were related to salary studies.

Chair Allen confirmed with Director Meyer that, for Personnel, the forecast is a percentage of vacancies; stated in government the budget is easy because not much changes, you look at last year and then repeat.

Finance Director Meyer noted they do include projections for potential increases that will take place in the next year.

Chair Allen mentioned they do not need to worry about projects cancelling and having to layoff staff and the raises are all in MOU's.

Finance Director Meyer showed a slide of General Fund Spending, which they just covered, but mentioned the contracts and services spending is behind from the prior year; stated Other Fund Spending is about the same but had increases in the budget for internal service funds; noted a large percentage of the budget looks like it is spent now but the total budget will come with the City's carryover.

Commissioner Ramcharan asked if healthcare costs is something the City or the Commission should think about because it could be changing.

Finance Director Meyer stated the City has a contract with CalPERS to provide medical benefits and reported that those costs have increased substantially over the past two years; noted she has the percent increase over the past several years in their forecast.

Commissioner Ramcharan asked if the City looks at the demographics of employees to predict healthcare and pension costs.

Finance Director Meyer responded that they do not get into that level of detail for the City's long-term medical benefits; stated the City budgets for premiums and on what the City provides its employees.

Commissioner Ramcharan explained the motivation for his question goes back to the deficit and the one-time payment that was unexpected and that is why he is wondering if they looked at the City employees' demographics if they could predict more precisely when there will be a shift in costs.

Finance Director Meyer said it is something they could look at but felt that is not where their large unexpected majority of costs come from; provided more detail regarding CalPERS role and spoke of the PEPPRA plan more City employees are signing up for and is less costly for the City; continued her presentation, showed more comparative bar charts on the General Fund Expenditure Rate by Category, All Funds Expenditure Rate by Fund, Spending by Department (All Funds) but does not include Capital or Non-Departmental Expenses; noted Human Resources is high because it includes upfront insurance payments, Financial Services is high because it includes payments made to the City's hotel properties and explained the why some departments show very low spending.

Commissioner Ramcharan asked if the spending on Police and Fire are comparable to other towns.

Finance Director Meyer stated she has not done compared it and should benchmark it to do so; noted she is not familiar with other cities salaries and benefits and would need to review that and mentioned that Redondo Beach also includes the Harbor.

Commissioner Ramcharan suggested that if anyone was to compare it would be helpful to look at it as a percent of the total expenditures and also on a per capita basis.

Chair Allen said she has looked at it before and the City is on the higher side than any other city she has looked at.

Discussion followed regarding the percentage of what the City spends on their budget for Police and Fire being higher than other cities.

Finance Director Meyer pointed out that Redondo Beach Police and Fire include the Tidelands and Uplands and an Emergency Communications Fund so it might be better to compare General Fund to General Fund with other cities.

Chair Allen mentioned it is what the community wants as well.

Finance Director Meyer provided a slide for each department to provide more detail on spending; noted some departments have more categories than others; highlighted that Police and Fire have an item called POB Debt and explained those are enterprise funds and provided more detail.

Chair Allen asked what the current personnel vacancy percentage is.

Finance Director Meyer stated she would need to run a report but on any given day it is 7% up to 15%; showed the slide with spending for Waterfront and Economic Development and stated the internal service charges are very high compared to the remainder of the budget; concluded her presentation and summarized it by saying there was nothing to cause concern but they will continue to monitor it; noted that she did not mention it in the presentation but she included a Capital Report which is a report the Commission has requested in the past.

Motion by Commissioner Marin, seconded by Commissioner Ramcharan, to receive and file the Quarterly Report.

Motion carried 5-0-2 by voice vote. Commissioners Turner and Woodham were absent.

Chair Allen invited public comment.

Jim Mueller spoke about his experience in analyzing expenses each quarter; commented each quarter should have its own budget to compare with actuals; asked if the City has a current year quarterly budget to compare to actuals; felt the way the City is doing it by comparing current quarter to prior year quarter is a less valid measure of being on track to meet your current budget plan; suggested the City should have a current year quarterly budget to use for comparison with actual expenses; questioned some of the data from the Quarterly Report presentation and asked for explanation on variances; asked "without a budget for each quarter, how can the Commission be assured and assure the Council that the City is on track to meet the year's budget."

Commissioner Jeste felt Jim Mueller's suggestion of having a quarterly budget and then comparing the actual versus the budget makes sense.

Commissioner Ramcharan asked if the first slide could be pulled back up to confirm the comment made by Jim Mueller; recalled Director Meyer discussing the reasons for the discrepancies and asked if she could go over it again.

Finance Director Meyer stated she was 99% certain the discrepancy is because they are behind on their revenue posting; explained that it impacts the City's Charges for Service because those are largely credit card payments that are recorded in the bank but not posted appropriately on their end; spoke about looking back at the 2023-24 budget because the Charges for Service budget was much higher and she thinks there was some additional item that they have not included moving forward.

Chair Allen referenced Jim Mueller's comment regarding the public sector not doing quarterly budgeting and asked Commissioner Marin if it would help.

Commissioner Marin spoke about a seasonality effect or what its planned to be at this level, or if they are budgeting TOT to grow because the hotels are going to open up and said those types of things at least would give a better idea of why it is lower.

More discussion followed on government budgeting not changing much because most factors stay the same and its normally based on the previous year.

Commissioner Jeste commented that this discussion is very revealing; stated if CIP expenses are skyrocketing and revenues are going the other way is should be looked at.

Finance Director Meyer stated the City has an established budget for the Capital Program and they always spend within that budget (they are not allowed to go over that budget) so that amount does not depend on the amount that the City is able to bring in in Q1.

Chair Allen spoke about Debt Service Funds and Expenditure and mentioned one that will change and won't track with the previous quarter because it fluctuates and asked how much.

Finance Director Meyer asked if she meant the City's Debt Service; stated the City has a different Debt Service schedule every year so it will be slightly different from the prior year and there are two debt service payments due in October and May.

Chair Allen wrapped up J.1.

## **J.2. CIP PROJECTS REPORTED BY PROJECT SUMMARY-COMMENTS AND QUESTIONS**

Chair Allen reported it was 8:00 p.m. and asked the Commission if they wanted to save the item for the next item for the next meeting.

The Commission agreed to review the item as planned.



Chair Allen noted that Jesse Reyes did a really good job by adding column Q for comments and gave really good explanations for each; mentioned the explanations might answer a lot of the questions Commissioner Jeste had.

Commissioner Jeste stated Director Meyer had the comparison that he spoke about in his email.

Finance Director Meyer announced she prepared a presentation but that her responses primarily refer back to the spreadsheet; stated she wanted to walk through Commissioner Jeste's questions:

- 1) To verify the final appropriation is significantly larger than the initial appropriation. Director Meyer confirmed his numbers were correct.
- 2) How many additional appropriations were made for each of the completed projects? Noted to look at columns F-H and Q for comments Jesse provided.
- 3) If all the appropriations were approved by City Council.
- 4) If not, what was the process. Director Meyer stated that City Council approves every appropriation. She cannot spend a single dollar above the Council identified threshold.

Commissioner Jeste asked if the spreadsheet could show how much was added in each appropriation request and how much was spent for each CIP.

Chair Allen pointed out that Jesse Reyes did and provided links to the documents that were used; asked Director Meyer if she could show the Commissioners where to find it.

Finance Director Meyer explained that column Q provided a summary and has links to each of the Council agenda items where it has gone to Council and Council approved it; noted that the report that provides a lot of the information they are looking for is the Notice of Completion.

Chair Allen commented that they put a lot of work into the spreadsheet, and it had more information than expected and really appreciated it.

More discussion followed regarding how the information could be accessed from the spreadsheet; Director Meyer demonstrated how to locate and click on the links.

Finance Director Meyer continued her presentation; stated she wanted to address the comments made by Commissioner Jeste:

- 5) How any project can end up costing five times as much as what was envisioned. Director Meyer stated the amount in column F does not represent what the City imagines to be the total end cost; went into more explanation regarding project costs, noted that City staff is not able to spend outside of Council authorization; provided an example using the painting of the Harbor Gateway.
- 6) Data and Transparency using AI. Director Meyer spoke of the Mayor and City Manager agreeing with Commissioner Jeste on the need to improve the way

the City presents projects and the City Manager has asked staff to work on it; noted that Council does approve every single appropriation and they are all done in Open Session throughout the year and publicly available on the website; reported that the Public Works Director mentioned the Budget Council Meeting would be an informative meeting to hear about the CIP planning.

Finance Director Meyer stated that concludes her presentation.

Chair Allen felt that staff has given them all the information they had been asking for.

More discussion followed.

Commissioner Jeste did not accept the claim that initially it is just a small amount and then it grows because nobody knows up front what the total cost will be; stated it doesn't happen in any corporation in any business and that analytics are available to the planners and the City Manager.

More discussion ensued.

Commissioner Ramcharan suggested to Commissioner Jeste that he can take the spreadsheet and compare the Engineer's estimate to the total spending and the gap would show how far the project deviated from what they thought; noted the initial appropriated amount cannot be used as the starting point; noted Commissioner Jeste is right that some of the estimates had big differences and gave an example.

Commissioner Sherbin noted that if he looked at the Change Notices he should find a complete reconciliation between what the Change Notice was for and how the final cost was increased.

Chair Allen suggested they pick one of the projects and go through it.

Commissioner Ramcharan felt that would not be a helpful use of time and stated they could do a forensic analysis to see if there are patterns of where projects often go wrong; provided examples of how it could be useful and easy with today's technology but felt to view a project at that moment would not gain anything.

Commissioner Jeste stated that is exactly what he is driving at, that with AI tools they should be able to determine more exact final costs of projects; felt the City has been doing this for a long time and based on history they should be able to have some idea.

More discussion followed on using technology and high school students to do the forensic analysis, using the Change Notices to answer the current questions, but the ability to gain insights and correlation between bids and vendors would be useful.

Other discussion followed on the inability to get high school students and it being unreasonable to ask staff to do the forensic analysis.

Chair Allen pulled up an example of a project and the Commission viewed the reason for the additional cost; noted that what they asked staff for was transparency and staff provided it; stated if there is a project that a Commissioner has an issue with they can put it on the agenda.

Commissioner Jeste stated they have the data but don't have the analytical tools and without the analysis they can't tell how good the data is.

Chair Allen said they can take a look at one now.

Commissioner Ramcharan noted, in the interest of time, they all have the spreadsheet, and he can go through it.

Chair Allen said if he finds something he is not happy with he can bring it back.

More discussion followed.

Chair Allen invited public comments.

Liaison Bodkin reported no eComments and no Zoom attendees.

Jim Mueller reported he has a background in government contract, construction contract, procurement, and contract administration; stated there are patterns to look for and provided details on how to do it; commented that there are big bucks associated with construction and its worth the time to investigate it.

Chair Allen felt she understood what Commissioner Jeste has been asking for and stated it is an audit he wants done.

Commissioner Jeste spoke of things slipping through the cracks due to the lack of analysis and comparison; referenced Jim Mueller's comment and wondered how many contractors jack up costs when they can issue change orders; stated that needs to be tracked and compared to data from previous years.

Chair Allen asked if Commissioner Jeste had a motion to make. Discussion followed.

Commissioner Jeste asked for time to give it some thought and come up with an assessment.

Chair Allen said next time the purpose for bringing it back would be to make a motion to either recommend an auditor or to close it out.

Commissioner Sherbin felt, after Commissioner Jeste did his analysis, they could come up with a plan.

Commissioner Jeste said it would be too time consuming for him to give an analysis, but he can give observations.

More discussion followed.

Motion by Commissioner Sherbin, seconded by Commissioner Jeste, to have Commissioner Jeste do an analysis of one or two projects and see if he sees something that warrants them to dig deeper into it and then they can bring it up at the next meeting.

Motion carried 5-0-2 by voice vote. Commissioners Turner and Woodham were absent.

### **J.3. PROFESSIONAL SERVICES PROCUREMENT**

**CONTACT:** STEPHANIE MEYER, FINANCE DIRECTOR

Chair Allen noted it was 8:40 p.m. and asked the Commissioner if they preferred to skip J.3 and bring it back.

Motion by Commissioner Marin, seconded by Commissioner Ramcharan, to carry J.3 to next month's meeting.

Motion carried 5-0-2 by voice vote. Commissioners Turner and Woodham were absent.

### **J.4. CONSIDERATION OF ALTERNATE APRIL 2026 MEETING DATES**

**CONTACT:** STEPHANIE MEYER, FINANCE DIRECTOR

Chair Allen mentioned the original April meeting date of April 9th is during Spring vacation and asked if they can consider choosing one of the following dates: April 15<sup>th</sup>, April 20<sup>th</sup>, April 22<sup>nd</sup>, or April 23<sup>rd</sup>.

Commissioner Sherbin pointed out that current policy is that meetings are scheduled on particular days and that those meetings take place unless they don't have a quorum and wondered why they would change that.

Chair Allen said they have the ability to change it and is simply asking for a vote, noted if someone does not want to vote they can just vote no.

More discussion followed and it was mentioned that three of the Commissioners are parents and would potentially miss that meeting.

Motion by Commissioner Marin, seconded by Commissioner Ramcharan, to change the Commission's April meeting to Thursday, April 23<sup>rd</sup>.

Chair Allen invited public comments.

Liaison Bodkin reported no eComments and no one online.

Motion carried 5-0-2 by voice vote. Commissioners Turner and Woodham were absent.

### **J.5. NOMINATIONS AND ELECTION OF CHAIRPERSON AND VICE-CHAIR**

**CONTACT:** STEPHANIE MEYER, FINANCE DIRECTOR

Chair Allen noted that two Commissioners were missing.

Commissioner Sherbin nominated Jerry Woodham for Chairperson and mentioned that Commissioner Woodham is aware that he was nominating him and that he would be pleased to serve if elected.

Commissioner Jeste nominated Chair Allen for another year.

Discussion followed regarding having the whole Commission present but that they have delayed it once already. Finance Director Meyer stated the handbook says October or as soon as possible.

Motion by Commissioner Marin, seconded by Commissioner Ramcharan, to nominate and elect a Chairperson and Vice-Chair in December as long as they have a quorum.

Motion carried 5-0-2 by voice vote. Commissioners Turner and Woodham were absent.

#### **J.6. PENSION QUESTIONS-TO ADDRESS IN FUTURE PRESENTATION**

**CONTACT:** STEPHANIE MEYER, FINANCE DIRECTOR

Chair Allen felt they could move this item to the next meeting.

Finance Director Meyer stated any of the Commissioners could email her any questions they want answered and then she can just share them with the group.

Discussion followed on whether they could fit a pension presentation in for December since their agenda seems very full and if they needed a presentation at all.

Liaison Bodkin reported no eComments and no one online.

Motion by Commissioner Marin, seconded by Commissioner Ramcharan, to close out the item and send any questions they have to Finance Director Meyer and she can share the questions and answers to the group.

Motion carried 5-0-2 by voice vote. Commissioners Turner and Woodham were absent.

#### **K. COMMISSION MEMBER ITEMS AND FUTURE COMMISSION AGENDA TOPICS**

Chair Allen stated they would be bringing back CIP Projects, Professional Services Procurement, and Nomination and Election of Chairperson plus they will have the Quarterly Treasurer's Report and the 24-25 Year-End Report; commented that it might be too much to cover for the December meeting.

Discussion followed on the Treasurer's Report not being presented to Council, only submitted, and the possibility of pushing the Treasurer's Report to January.

Motion by Chair Allen to push the Treasurer's Report to January and prioritize the FY 2024-25 report, the CIPs, Professional Services Procurement, and nominations.

Chair Allen invited public comments.

Commissioner Sherbin asked if pushing the Professional Services Procurement would be better than pushing the Treasurer's Report.

Chair Allen noted that the Treasurer's Report is also a big item so it would be better to push that to January.

Motion carried 5-0-2 by voice vote. Commissioners Turner and Woodham were absent.

**L. ADJOURNMENT – 8:57 P.M.**

Motion by Chair Allen to adjourn the meeting at 8:57 p.m.

Motion carried 5-0-2 by voice vote. Commissioners Turner and Woodham were absent.

The next meeting of the Redondo Beach Budget & Finance Commission will be a regular meeting to be held at 6:30 p.m. on December 11, 2025, in the Redondo Beach Council Chambers, at 415 Diamond Street, Redondo Beach, California.

All written comments submitted via eComment are included in the record and available for public review on the City website.

Respectfully submitted:

---

Stephanie Meyer  
Finance Director



# Administrative Report

---

H.1., **File #** BF25-1709

**Meeting Date:** 12/11/2025

---

**TITLE**

For eComments and Emails Received from the Public



# Administrative Report

---

J.1., File # BF25-1712

Meeting Date: 12/11/2025

---

**TITLE**

LETTER TO COUNCIL



December 7, 2025

Honorable Mayor Light and Members of the City Council  
City of Redondo Beach  
415 Diamond Street  
Redondo Beach, California 90277

**Subject: Budget Recommendation for City of Redondo Beach from Budget & Finance Commission**

Dear Mayor Light and City Council Members:

The Budget and Finance Commission respectfully recommends that the City's Finance Department 1) provide **quarterly budget updates directly to the City Council**, in addition to the Commission, and that the City 2) adopt a **formal reserves policy**.

The Commission's goal is to promote fiscal transparency, strengthen accountability, and ensure that both the Council and the public have timely and accurate insight into the City's financial position. While the Commission provides oversight and recommendations, as a volunteer advisory body our authority is limited, making direct and regular engagement between the Finance Department and the Council essential.

**1) Quarterly Budget Updates**

During the FY 2025–26 budget cycle, the City faced a significant shortfall requiring approximately \$4 million in reserves to achieve balance. This underscores the need for earlier identification of fiscal challenges and proactive monitoring, which is standard practice in the industry.

The Commission recommends that quarterly updates to the Council include:

- **Comparison of budgeted versus actual revenues and expenditures.**
  - **Capital Improvement Plan Fund** update
  - **General Fund** update
  - **Enterprise Fund** update
- **Expenditures** for each department compared to budgeted.
- **Program Modifications** for each department, including savings.
- **Capital Improvement Plan fund** update.
- **Trend analysis** to identify emerging concerns or opportunities.
- **Updated year-end projections** reflecting current trends and adjustments.
- **Preliminary forecasts for the next fiscal year** to support long-term planning.
- **Use of standardized, City-approved presentation templates with consistent formatting**, including uniform units.
- **Delivery of objective, data-driven information** with clear explanations.

These updates will ensure the Council remains fully informed throughout the year and can make timely, well-informed policy decisions.

**2) Formal Reserves Policy**

The Commission also recommends adopting a formal reserves policy to guide reserve levels, usage, and replenishment. Last year, the Commission recommended increasing reserves to 20%,

aligned with GFOA guidance and typical municipal targets—but reserves were reduced from 16% to 12%. A clearly defined policy would support consistent decision-making and long-term fiscal stability.

A formal reserves policy should include:

- **Defined reserve targets** setting minimum and optimal levels.
- **Conditions for using reserves**, specifying when drawdowns are justified.
- **Replenishment requirements and timelines.**
- **Consideration of revenue and expenditure volatility.**
- **Assessment of exposure to economic downturns** and other risks.
- **Guidelines for one-time or extraordinary outlays**, including capital projects and emergencies.
- **Alignment with municipal best practices**, including GFOA (Government Finance Officers Association) recommendations.

Implementing quarterly financial updates alongside a formal reserves policy will enhance transparency, accountability, and public trust in the City's fiscal management, benefiting both the Council and the community.

Thank you for your consideration and your ongoing commitment to the Redondo Beach community.

Sincerely,



Jasmine Allen, Chair  
on the behalf of and approved by  
The Budget & Finance Commission

Attachments:

1. Reserve Letter from November 2024



Budget & Finance  
Commission Reserve



# Administrative Report

---

J.2., File # BF25-1704

Meeting Date: 12/11/2025

---

## **TITLE**

CIP PROJECTS REPORTED BY PROJECT SUMMARY-COMMENTS AND QUESTIONS

Project Information			Budget Information (as of FY 2024-25)						Bid Information (Formal Bids Only)						Supplemental Information					
Project Number	Project Name	Project Type (Standalone or Continuous)	Funding Source	Initial Appropriated Amount	Subsequent Appropriations	Total Appropriations	Total Project Spending	Total Remaining Funds	A. Engineer's Estimate	B. Number of Construction Bids Received	C. Construction Bid Award	D. Change Orders	E. Final Project Cost	Accept as Complete Council Date	Comments	Links (corresponding to column headers) A B C D E Add'l Links				
41240	Anita at PCH Lane Rechannelization	Standalone	215-Measure R 230-Intergovernmental Grants	\$ 400,000.00	\$ 2,100,000.00	\$ 2,500,000.00	\$ 730,110.97	\$ 1,759,985.84	\$ 250,000.00	3	\$ 213,800.00	\$ 498,542.21	\$ 711,245.88	4/1/2025	Change orders summarized in links D & E. Three change orders were approved by City Council (see links D1 & D2) and one was approved by the City Engineer. The City received a Total Quantities Discount of (\$1,096.33).	<a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a> <a href="#">D1</a> <a href="#">D2</a> <a href="#">E1</a>				
41140	Citywide Slurry Seal Program- Phase 4	Continuous	215-Measure R 300-Capital Project Fund Trash Hauler	\$ 579,000.00	\$ 3,181,051.00	\$ 3,760,051.00	\$ 2,853,398.28	\$ 924,145.82	\$ 600,000.00	3	\$ 484,044.77	\$ -	\$ 468,324.17	11/19/2024	41140 Bid Information is only for Phase 4 while Budget Information is for project lifetime. Phase 4 was completed in FY25, \$15,720.60 under budget due to use of alternative asphalt repair methods in some locations.	<a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">E</a>				
41160	MBB Resurfacing- Aviation to Inglewood	Standalone	202-State Gas Tax 211-Measure M 214-Proposition C 217-Measure W 230-Intergovernmental Grants Capital Projects	\$ 1,700,012.00	\$ 2,897,973.00	\$ 4,597,985.00	\$ 3,846,634.55	\$ 746,431.50	\$ 3,800,000.00	6	\$ 4,162,813.75	\$ 268,936.71	\$ 4,431,750.46	8/19/2025	Accept as Complete going to council 8/19/25. Change orders issued by staff total a 6.5% increase over original contract amount.	<a href="#">B</a> <a href="#">C</a>				
40960	Inglewood/MBB Right Turn Lane	Standalone	230-Intergovernmental Grants	\$ 125,000.00	\$ 5,050,000.00	\$ 5,175,000.00	\$ 2,902,663.37	\$ 2,120,500.85	\$ 934,948.00	5	\$ 934,948.00	\$ 778,155.81	\$ 1,713,103.81	8/19/2025	Accept as Complete going to council 8/19/25. Two change orders approved by City Council and two change orders were approved by staff.	<a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">D1</a>				
30730 (1/2)	Dominguez Park Play Equipment, Landscape & Walkways	Standalone	254-Subdivision Parks 100-General Funds 300-Capital Projects Fund	\$ 455,000.00	\$ 1,640,000.00	\$ 2,095,000.00	\$ 2,056,533.74	\$ (1,197.76)	N/A	N/A	\$ 531,543.00	\$ 26,034.00	\$ 567,577.00	4/15/2025	Three change orders issued by staff, totaling a 5% increase, summarized in link D & E. \$10,000 discrepancy between the AR and the contract but the contract listed amount correctly at \$541,543 and the \$10,000 difference was captured in a CO.	<a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a>				
30730 (2/2)	Dominguez Park Play Equipment, Landscape & Walkways	Standalone	254-Subdivision Parks 100-General Funds 300-Capital Projects Fund	\$ 455,000.00	\$ 1,640,000.00	\$ 2,095,000.00	\$ 2,056,533.74	\$ (1,197.76)	\$ 999,900.00	6	\$ 1,516,889.50	\$ 142,746.00	\$ 1,659,019.00	4/15/2025	Two change orders issued by staff, totaling a 9% increase, summarized in links D & E.	<a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a>				
70810 (1/2)	International Boardwalk Pavers	Standalone	601-Uplands Fund	\$ 700,000.00	\$ 717,851.00	\$ 1,417,851.00	\$ 1,323,929.03	\$ 62,180.97	\$ 1,250,545.00	2	\$ 1,249,100.00	\$ 74,796.00	\$ 1,323,896.00	3/11/2025	1 of 2. Four change orders issued by staff, summarized in links D & E.	<a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a>				
41310 (2/2)	Riviera Village Sidewalk Pavers	Standalone	300-Capital Projects Fund	\$ 300,000.00	\$ 250,000.00	\$ 550,000.00	\$ 542,191.48	\$ 7,808.52	N/A	N/A	N/A	\$ 524,283.00	\$ 524,283.00	3/11/2025	2 of 2. Not a formally bid project. 41310 resulted from an offsite change order branching out of 70810, approved by City Council, summarized in links D & E. An additional change order for this offsite project was issued by staff.	<a href="#">D</a> <a href="#">E</a>				
41230 (1/4)	Torrance Blvd Resurfacing	Standalone	214-Proposition C 211-Measure M 603-Wastewater 202-State Gas Tax	\$ 950,000.00	\$ 3,504,489.00	\$ 4,454,489.00	\$ 4,161,071.46	\$ (1,282.60)	\$ 2,400,000.00	5	\$ 3,950,000.00	\$ 305,050.18	\$ 4,830,217.80	1/7/2025	1 of 4. 41230 & 41070 bid together. Staff approved three change orders, City Council approved offsite change order and final change order that exceeded the 10% limit authorized by APP.	<a href="#">C</a> <a href="#">D</a> <a href="#">E</a>				
41070 (2/4)	Torrance Blvd & Francisca Traffic Sig Mod	Standalone	214-Proposition C	\$ 20,000.00	\$ 250,000.00	\$ 270,000.00	\$ 242,553.13	\$ -	\$ 2,400,000.00	5	\$ 3,950,000.00	\$ 305,050.18	\$ 4,830,217.80	1/7/2025	2 of 4. 41230 & 41070 bid together. Staff approved three change orders, City Council approved offsite change order and final change order that exceeded the 10% limit authorized by APP.	<a href="#">C</a> <a href="#">D</a> <a href="#">E</a>				
50150 (3/4)	Sanitary Sewers Facilities Rehab	Continuous	204-Stormdrain 603-Wastewater Funds	N/A	\$ 16,954,544.00	\$ 16,954,544.00	\$ 3,941,889.21	\$ 885,872.85	N/A	N/A	N/A	N/A	N/A	1/7/2025	3 of 4. 50150 was not completed in FY25, but 50150 project funds contributed \$200,800 to 41230 & 41070. Initial Appropriated Amount unavailable due to how far back this project extends. Subsequent Appropriations total only for FY06 and later.	<a href="#">E</a>				
60260 (4/4)	Drainage Improve Project Construction	Continuous	214-Proposition C 217-Measure W 300-Capital Projects	\$ 300,000.00	\$ 1,667,000.00	\$ 1,967,000.00	\$ 1,176,751.23	\$ 504,019.77	N/A	N/A	N/A	N/A	N/A	1/7/2025	4 of 4. 60260 was not completed in FY25, but 60260 project funds contributed \$167,057.18 to 41230 & 41070.	<a href="#">E</a>				
41090 (1/4)	Grant Ave Signal Improvements	Standalone	215-Measure R 230-Intergovernmental Grants 300-Capital Projects Fund	\$ 1,534,656.00	\$ 740,000.00	\$ 2,274,656.00	\$ 1,817,923.44	\$ 150,515.41	\$ 2,304,000.00	5	\$ 2,985,000.00	\$ 236,763.83	\$ 3,221,761.83	12/3/2024	1 of 4. 41090 & 41340 awarded together. Accept as Complete for 41090, 41340, 41350, and 41280. Five change orders issued by staff, totaling a 7.9% increase, project summarized in link E.	<a href="#">B</a> <a href="#">C</a> <a href="#">E</a>				
41340 (2/4)	Grant Ave Bulb-Outs	Standalone	300-Capital Projects Fund	\$ 375,000.00	\$ -	\$ 375,000.00	\$ 375,000.00	\$ -	N/A	5	\$ 2,985,000.00	\$ 236,763.83	\$ 3,221,761.83	12/3/2024	2 of 4. 41090 & 41340 awarded together. Accept as Complete for 41090, 41340, 41350, and 41280. Five change orders issued by staff, totaling a 7.9% increase, project summarized in link E.	<a href="#">B</a> <a href="#">C</a> <a href="#">E</a>				
41350 (3/4)	Grant Ave Flash Crosswalk	Standalone	300-Capital Projects Fund	\$ 75,000.00	\$ -	\$ 75,000.00	\$ 75,000.00	\$ -	N/A	N/A	N/A	\$ 236,763.83	\$ 3,221,761.83	12/3/2024	3 of 4. 41090 & 41340 awarded together. Accept as Complete for 41090, 41340, 41350, and 41280. Five change orders issued by staff, totaling a 7.9% increase, project summarized in link E.	<a href="#">E</a>				
41280 (4/4)	Traffic Signal Comm & Network System	Standalone	230-Intergovernmental Grants	\$ 200,000.00	\$ 4,800,000.00	\$ 5,000,000.00	\$ 3,399,786.37	\$ 1,596,160.90	N/A	N/A	N/A	\$ 236,763.83	\$ 3,221,761.83	12/3/2024	4 of 4. 41090 & 41340 awarded together. Accept as Complete for 41090, 41340, 41350, and 41280. Five change orders issued by staff, totaling a 7.9% increase, project summarized in link E. (Project funds three separate corridors- Grant Ave, Manhattan Beach Blvd, Inglewood Ave)	<a href="#">E</a>				
				\$ 8,168,668.00	\$ 45,392,908.00	\$ 53,561,576.00	\$ 31,501,970.00	\$ 8,753,944.31							\$33,946,682.24					
30950	Alta Vista Field Improvements	Continuous	254-Subdivision Park Trust	\$ 50,000.00	\$ 60,000.00	\$ 110,000.00	\$ 84,448.49	\$ 22,533.11	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY23, originally concluded in FY24, but council allocated an additional \$60K for further improvements in FY25. Project concluded in FY25.					
30920	Anderson Scout House Improvements	Standalone	254-Subdivision Park Trust	\$ 210,000.00	\$ -	\$ 210,000.00	\$ 151,322.73	\$ 36,823.03	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY22 and concluded in FY25.					
20860	Aviation Gym Improvements	Standalone	254-Subdivision Park Trust	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 109,453.56	\$ 11,679.84	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY22. The lighting segment of the project was completed in FY25. Budget information is for project lifetime.					
20790	City Facility HVAC Replacement- City Hall	Continuous	300-Capital Projects Fund 707-Major Facilities Repair	\$ 390,000.00	\$ -	\$ 390,000.00	\$ 112,420.62	\$ 40,953.27	N/A	N/A	N/A	N/A	N/A	N/A	Project originally funded in 2020. The City Hall segment of the project concluded in FY25. Budget information is for project lifetime.					
30970	Franklin Park Phase 1	Continuous	254-Subdivision Park Trust	\$ 250,000.00	\$ 500,000.00	\$ 750,000.00	\$ 288,583.57	\$ 461,416.43	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY24 for \$250k, \$500k added in FY25. Phase 1 concluded in FY25. Budget information for project lifetime.					
20940	Perry Park Teen Center Improvements	Continuous	300-Capital Projects Fund 303-Open Space Acquisition 230-Intergovernmental Grants	\$ 144,000.00	\$ -	\$ 144,000.00	\$ 107,159.61	\$ 36,840.39	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY23 and concluded in FY25.					
30800	Play Surface Replacement- Dale Page and Anderson Park	Continuous	254-Subdivision Park Trust Funds 300-Capital Projects Funds 601-Uplands Funds	\$ 60,000.00	\$ 877,210.00	\$ 937,210.00	\$ 770,851.23	\$ 136,306.10	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY21 for \$60K. In subsequent fiscal years, additional funds were appropriated for the project. Project concluded in FY25.					

30960	Shade Structure- Andrews Park	Continuous	250-Parks & Rec 254-Subdivision Park Trust 303-Open Space Acquisition	\$	56,000.00	\$	83,000.00	\$	139,000.00	\$	61,057.26	\$	77,942.74	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY23 for \$56K. Additional \$83K appropriated in FY24. Project concluded in FY25.
21090	Veterans Park Senior Center Restroom Roof Replacement	Standalone	254-Subdivision Park Trust	\$	250,000.00	\$	-	\$	250,000.00	\$	160,482.66	\$	89,517.34	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY25 for \$250K and concluded in FY25.
20980	Police Department Pier Sub-Station	Standalone	300-Capital Projects Funds	\$	250,000.00	\$	-	\$	250,000.00	\$	243,257.17	\$	6,689.14	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY23 and concluded in FY25.
				\$	1,810,000.00	\$	1,520,210.00	\$	3,330,210.00	\$	2,089,036.90	\$	920,701.39							
				\$	9,978,668.00	\$	46,913,118.00	\$	56,891,786.00	\$	33,591,006.90	\$	9,674,645.70							

Project Information			Budget Information (as of FY 2024-25)						Bid Information (Formal Bids Only)						Supplemental Information	
Project Number	Project Name	Project Type (Standalone or Continuous)	Funding Source	Initial Appropriated Amount	Subsequent Appropriations	Total Appropriations	Total Project Spending	Total Remaining Funds	A. Engineer's Estimate	B. Number of Construction Bids Received	C. Construction Bid Award	D. Change Orders	E. Final Project Cost	Accept as Complete Council Date	Comments	Links (corresponding to column headers)
																A B C D E Add'l Links
41240	Anita at PCH Lane Rechannelization	Standalone	215-Measure R 230-Intergovernmental Grants	\$ 400,000.00	\$ 2,100,000.00	\$ 2,500,000.00	\$ 730,110.97	\$ 1,759,985.84	\$ 250,000.00	3	\$ 213,800.00	\$ 498,542.21	\$ 711,245.88	4/1/2025	Change orders summarized in links D & E. Three change orders were approved by City Council (see links D1 & D2) and one was approved by the City Engineer. The City received a Total Quantities Discount of (\$1,096.33).	<a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a> <a href="#">D1</a> <a href="#">D2</a> <a href="#">E1</a>
41140	Citywide Slurry Seal Program- Phase 4	Continuous	215-Measure R 300-Capital Project Fund Trash Hauler	\$ 579,000.00	\$ 3,181,051.00	\$ 3,760,051.00	\$ 2,853,398.28	\$ 924,145.82	\$ 600,000.00	3	\$ 484,044.77	\$ -	\$ 468,324.17	11/19/2024	41140 Bid Information is only for Phase 4 while Budget Information is for project lifetime. Phase 4 was completed in FY25, \$15,720.60 under budget due to use of alternative asphalt repair methods in some locations.	<a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">E</a>
41160	MB8 Resurfacing- Aviation to Ingleswood	Standalone	202-State Gas Tax 211-Measure M 214-Proposition C 217-Measure W 230-Intergovernmental Grants Capital Projects	\$ 1,700,012.00	\$ 2,897,973.00	\$ 4,597,985.00	\$ 3,846,634.55	\$ 746,431.50	\$ 3,800,000.00	6	\$ 4,162,813.75	\$ 268,936.71	\$ 4,431,750.46	8/19/2025	Accept as Complete going to council 8/19/25. Change orders issued by staff total a 6.5% increase over original contract amount.	<a href="#">B</a> <a href="#">C</a>
40960	Ingleswood/MB8 Right Turn Lane	Standalone	230-Intergovernmental Grants	\$ 125,000.00	\$ 5,050,000.00	\$ 5,175,000.00	\$ 2,902,663.37	\$ 2,120,500.85	\$ 934,948.00	5	\$ 934,948.00	\$ 778,155.81	\$ 1,713,103.81	8/19/2025	Accept as Complete going to council 8/19/25. Two change orders approved by City Council and two change orders were approved by staff.	<a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">D1</a>
30730 (1/2)	Dominguez Park Play Equipment, Landscape & Walkways	Standalone	254-Subdivision Parks 100-General Funds 300-Capital Projects Fund	\$ 455,000.00	\$ 1,640,000.00	\$ 2,095,000.00	\$ 2,056,533.74	\$ (1,197.76)	N/A	N/A	\$ 531,543.00	\$ 26,034.00	\$ 567,577.00	4/15/2025	1 of 2 for 30730 for contract with Playcore Wisconsin, Inc O&A Gameline. Three change orders issued by staff, totaling a 5% increase, summarized in link D & E. \$10,000 discrepancy between the AR and the contract but the contract listed amount correctly as \$44,543 and the \$10,000 difference was captured in a CO.	<a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a>
30730 (2/2)	Dominguez Park Play Equipment, Landscape & Walkways	Standalone	254-Subdivision Parks 100-General Funds 300-Capital Projects Fund	\$ 455,000.00	\$ 1,640,000.00	\$ 2,095,000.00	\$ 2,056,533.74	\$ (1,197.76)	\$ 999,900.00	6	\$ 1,516,889.50	\$ 142,746.00	\$ 1,659,019.00	4/15/2025	Two change orders issued by staff, totaling a 9% increase, summarized in links D & E.	<a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a>
70810 (1/2)	International Boardwalk Pavers	Standalone	601-Uplands Fund	\$ 700,000.00	\$ 717,851.00	\$ 1,417,851.00	\$ 1,323,929.03	\$ 62,180.97	\$ 1,250,545.00	2	\$ 1,249,100.00	\$ 74,796.00	\$ 1,323,896.00	3/11/2025	1 of 2. Four change orders issued by staff, summarized in links D & E.	<a href="#">A</a> <a href="#">B</a> <a href="#">C</a> <a href="#">D</a> <a href="#">E</a>
41310 (2/2)	Riviera Village Sidewalk Pavers	Standalone	300-Capital Projects Fund	\$ 300,000.00	\$ 250,000.00	\$ 550,000.00	\$ 542,191.48	\$ 7,808.52	N/A	N/A	N/A	\$ 524,283.00	\$ 524,283.00	3/11/2025	2 of 2. Not a formally bid project. 41310 resulted from an offsite change order branching out of 70810, approved by City Council, summarized in links D & E. An additional change order for this offsite project was issued by staff.	<a href="#">D</a> <a href="#">E</a>
41230 (1/4)	Torrance Blvd Resurfacing	Standalone	214-Proposition C 211-Measure M 603-Wastewater 202-State Gas Tax	\$ 950,000.00	\$ 3,504,489.00	\$ 4,454,489.00	\$ 4,161,071.46	\$ (1,282.60)	\$ 2,400,000.00	5	\$ 3,950,000.00	\$ 305,050.18	\$ 4,830,217.80	1/7/2025	1 of 4. 41230 & 41070 bid together. Staff approved three change orders. City Council approved offsite change order and final change order that exceeded the 10% limit authorized by APP.	<a href="#">C</a> <a href="#">D</a> <a href="#">E</a>
41070 (2/4)	Torrance Blvd & Francisco Traffic Sig Mod	Standalone	214-Proposition C	\$ 20,000.00	\$ 250,000.00	\$ 270,000.00	\$ 242,553.13	\$ -	\$ 2,400,000.00	5	\$ 3,950,000.00	\$ 305,050.18	\$ 4,830,217.80	1/7/2025	2 of 4. 41230 & 41070 bid together. Staff approved three change orders. City Council approved offsite change order and final change order that exceeded the 10% limit authorized by APP.	<a href="#">C</a> <a href="#">D</a> <a href="#">E</a>
50150 (3/4)	Sanitary Sewers Facilities Rehab	Continuous	204-Stormdrain 603-Wastewater Funds	N/A	\$ 16,954,544.00	\$ 16,954,544.00	\$ 3,941,889.21	\$ 885,872.85	N/A	N/A	N/A	N/A	N/A	1/7/2025	3 of 4. 50150 was not completed in FY25, but 50150 project funds contributed \$200,800 to 41230 & 41070. Initial Appropriated Amount unavailable due to how far back this project extends. Subsequent Appropriations total only for FY06 and later.	<a href="#">E</a>
60260 (4/4)	Drainage Improve Project Construction	Continuous	214-Proposition C 217-Measure W 300-Capital Projects	\$ 300,000.00	\$ 1,667,000.00	\$ 1,967,000.00	\$ 1,176,751.23	\$ 504,019.77	N/A	N/A	N/A	N/A	N/A	1/7/2025	4 of 4. 60260 was not completed in FY25, but 60260 project funds contributed \$167,057.38 to 41230 & 41070.	<a href="#">E</a>
41090 (1/4)	Grant Ave Signal Improvements	Standalone	215-Measure R 230-Intergovernmental Grants 300-Capital Projects Fund	\$ 1,534,656.00	\$ 740,000.00	\$ 2,274,656.00	\$ 1,817,923.44	\$ 150,515.41	\$ 2,304,000.00	5	\$ 2,985,000.00	\$ 236,763.83	\$ 3,221,761.83	12/3/2024	1 of 4. 41090 & 41340 awarded together. Accept as Complete for 41090, 41340, 41350, and 41280. Five change orders issued by staff, totaling a 7.9% increase, project summarized in link E.	<a href="#">B</a> <a href="#">C</a> <a href="#">E</a>
41340 (2/4)	Grant Ave Bulb-Outs	Standalone	300-Capital Projects Fund	\$ 375,000.00	\$ -	\$ 375,000.00	\$ 375,000.00	\$ -	N/A	5	\$ 2,985,000.00	\$ 236,763.83	\$ 3,221,761.83	12/3/2024	2 of 4. 41090 & 41340 awarded together. Accept as Complete for 41090, 41340, 41350, and 41280. Five change orders issued by staff, totaling a 7.9% increase, project summarized in link E.	<a href="#">B</a> <a href="#">C</a> <a href="#">E</a>
41350 (3/4)	Grant Ave Flash Crosswalk	Standalone	300-Capital Projects Fund	\$ 75,000.00	\$ -	\$ 75,000.00	\$ 75,000.00	\$ -	N/A	N/A	N/A	\$ 236,763.83	\$ 3,221,761.83	12/3/2024	3 of 4. 41090 & 41340 awarded together. Accept as Complete for 41090, 41340, 41350, and 41280. Five change orders issued by staff, totaling a 7.9% increase, project summarized in link E.	<a href="#">E</a>
41280 (4/4)	Traffic Signal Comm & Network System	Standalone	230-Intergovernmental Grants	\$ 200,000.00	\$ 4,800,000.00	\$ 5,000,000.00	\$ 3,399,786.37	\$ 1,596,160.90	N/A	N/A	N/A	\$ 236,763.83	\$ 3,221,761.83	12/3/2024	4 of 4. 41090 & 41340 awarded together. Accept as Complete for 41090, 41340, 41350, and 41280. Five change orders issued by staff, totaling a 7.9% increase, project summarized in link E. (Project Funds three separate corridors- Grant Ave, Manhattan Beach Blvd, Ingleswood Ave)	<a href="#">E</a>
				\$ 8,168,668.00	\$ 45,392,908.00	\$ 53,561,576.00	\$ 31,501,970.00	\$ 8,753,944.31							\$33,946,682.24	
30950	Alta Vista Field Improvements	Continuous	254-Subdivision Park Trust	\$ 50,000.00	\$ 60,000.00	\$ 110,000.00	\$ 84,448.49	\$ 22,533.11	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY23, originally concluded in FY24, but council allocated an additional \$60K for further improvements in FY25. Project concluded in FY25.	
30920	Anderson Scout House Improvements	Standalone	254-Subdivision Park Trust	\$ 210,000.00	\$ -	\$ 210,000.00	\$ 151,322.73	\$ 36,823.03	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY22 and concluded in FY25.	
20860	Aviation Gym Improvements	Standalone	254-Subdivision Park Trust	\$ 150,000.00	\$ -	\$ 150,000.00	\$ 109,453.56	\$ 11,679.84	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY22. The lighting segment of the project was completed in FY25. Budget information is for project lifetime.	
20790	City Facility HVAC Replacement- City Hall	Continuous	300-Capital Projects Fund 707-Major Facilities Repair	\$ 390,000.00	\$ -	\$ 390,000.00	\$ 112,420.62	\$ 40,953.27	N/A	N/A	N/A	N/A	N/A	N/A	Project originally funded in 2020. The City Hall segment of the project concluded in FY25. Budget Information is for project lifetime.	
30970	Franklin Park Phase 1	Continuous	254-Subdivision Park Trust	\$ 250,000.00	\$ 500,000.00	\$ 750,000.00	\$ 288,583.57	\$ 461,416.43	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY24 for \$250K, \$500K added in FY25. Phase 1 concluded in FY25. Budget Information for project lifetime.	
20940	Perry Park Teen Center Improvements	Continuous	300-Capital Projects Fund 303-Open Space Acquisition 230-Intergovernmental Grants	\$ 144,000.00	\$ -	\$ 144,000.00	\$ 107,159.61	\$ 36,840.39	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY23 and concluded in FY25.	
30800	Play Surface Replacement- Dale Page and Anderson Park	Continuous	254-Subdivision Park Trust Funds 300-Capital Project Funds 601-Uplands Funds 250-Parks & Rec	\$ 60,000.00	\$ 877,210.00	\$ 937,210.00	\$ 770,851.23	\$ 136,306.10	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY21 for \$60K. In subsequent fiscal years, additional funds were appropriated for the project. Project concluded in FY25.	
30960	Shade Structure- Andrews Park	Continuous	254-Subdivision Park Trust 303-Open Space Acquisition	\$ 56,000.00	\$ 83,000.00	\$ 139,000.00	\$ 61,057.26	\$ 77,942.74	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY23 for \$56K. Additional \$83K appropriated in FY24. Project concluded in FY25.	
21090	Veterans Park Senior Center Restroom Roof Replacement	Standalone	254-Subdivision Park Trust	\$ 250,000.00	\$ -	\$ 250,000.00	\$ 160,482.66	\$ 89,517.34	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY25 for \$250K and concluded in FY25.	
20980	Police Department Pier Sub-Station	Standalone	300-Capital Projects Funds	\$ 250,000.00	\$ -	\$ 250,000.00	\$ 243,257.17	\$ 6,689.14	N/A	N/A	N/A	N/A	N/A	N/A	Project originally budgeted in FY23 and concluded in FY25.	
				\$ 1,810,000.00	\$ 1,520,210.00	\$ 3,330,210.00	\$ 2,089,036.90	\$ 920,701.39								
				\$ 9,978,668.00	\$ 46,913,118.00	\$ 56,891,786.00	\$ 33,591,006.90	\$ 9,674,646.70								

## Stephanie Meyer

---

**From:** Vijay Jeste <jestevijay@gmail.com>  
**Sent:** Monday, November 3, 2025 10:34 AM  
**To:** Stephanie Meyer  
**Cc:** Jasmine Allen; Amy Wu  
**Subject:** Re: Budget & Finance Commission November Meeting Planning

**CAUTION: Email is from an external source; Stop, Look, and Think before opening attachments or links.**

Hi Stephanie:

I have been reviewing the data on the updated spreadsheet you sent us on October 8, 2025. For the completed projects, I have summarized it as shown below:

1. Initial appropriations - \$9,978,668
2. Subsequent appropriations - \$46,913,118
3. Total appropriations - \$56,891,786.

It seems the initial appropriations amounted to less than 20% of what the projects cost by the time they were completed. Please correct me if I am wrong.

If possible, I would like to get an explanation on:

- How many additional appropriations were made for each of the completed projects?
- Were all the subsequent appropriations approved by the City Council?
- If not, what is the limit for each appropriation that can be processed without getting approval from the City Council, and how many additions would fall into this category?
- Can you provide a chart (or a spreadsheet) showing more details on each additional appropriation that was not included or considered in the initial projection?
- Is it possible to get an explanation on how and why each additional appropriation was made to any of the projects initially approved?

I am sure there is a logical explanation for how and why the addition is made to every project. However, it does not appear to be very transparent. It baffles me to think of how any project can end up costing 5 times as much as what was envisioned when it was approved.

Now that you have powerful tools in AI, I have no doubt you will be able to dig deeper into the mountain of data on capital improvement projects and provide us with an explanation and justification so we can be assured of the transparency of all the transactions in CIP management. Thank you.

Vijay

On Sun, Nov 2, 2025 at 7:35 PM Jasmine Allen <[jasmine.allen2000@yahoo.com](mailto:jasmine.allen2000@yahoo.com)> wrote:



# Administrative Report

---

J.3., File # BF25-1702

Meeting Date: 12/11/2025

---

**To:** BUDGET & FINANCE COMMISSION

**From:** STEPHANIE MEYER, FINANCE DIRECTOR

**TITLE**

PROFESSIONAL SERVICES PROCUREMENT



CITY OF REDONDO BEACH		ADMINISTRATIVE POLICY/PROCEDURES (APP)
Number: 5.04		Subject: Purchasing Procedures
Original Issue: 9/24/01	Effective: 10/01/01	
Current Issue: 02/15/11	Effective: 02/15/11	Category: Purchasing
Supersedes: 10/01/01		

## I. PURPOSE AND SCOPE

To establish policy and procedures regarding issuing a purchase order (PO) for purchases of goods and services. This APP is not applicable to Public Works projects, which are regulated by Chapter 6.1, Title 2, of the Redondo Beach Municipal Code (RBMC).

## II. GENERAL

Purchases of materials, equipment, supplies, and professional services are regulated by Chapter 6, Title 2, of the RBMC. Requirements for each purchase depend on its type. The types of purchases are listed below and the procedures related to each follow.

Departments need to include all ancillary costs (sales tax, freight, etc.) when reviewing a vendor's quote in order to determine the applicable quoting/bidding requirements.

Financial Services Department (FSD) reserves the right to review and audit POs in order to maintain compliance with the City's procurement regulations. FSD may require Departments to complete a sealed bid process for goods and services that are repetitively purchased throughout the fiscal year.

## III. PROCEDURES

### A. Purchases NOT REQUIRING a PO

A PO is NOT REQUIRED for purchases less than \$2,500; however, that does not exempt you from obtaining quotes, as follows:

1. Purchases of \$500 or less, per RBMC 2-6.07(a): The requesting Department in arranging for City purchases may make purchases of up to the sum of Five Hundred and no/100ths (\$500.00) Dollars at its discretion. Purchases shall be made at the lowest cost commensurate with quality needed at reasonable intervals of time.
2. Purchases of \$500.01 to \$2,499.99, per RBMC 2-6.07(b): The Requesting Department in arranging for City purchases shall solicit and receive two (2) quotes in writing from over Five Hundred and no/100ths (\$500.00) Dollars and less than the sum of Two Thousand Five Hundred and no/100ths (\$2,500.00) Dollars.

### B. Purchases REQUIRING a PO

A PO is REQUIRED for all purchases of \$2,500 or greater. A PO number for purchases must be issued by the FSD. This will be done only upon receipt of a properly completed requisition that includes appropriate supporting documentation (e.g., quotes, sole source justification, Council approvals, etc.) and proof that all departmental approvals have been obtained. Each department is responsible for inputting the requisition into the automated purchasing system and releasing it to obtain the required approvals. Once a PO number has been issued, FSD will notify the employee who input the requisition that their PO is ready to print.

Funding for a PO is verified through the automated purchasing system; however, responsibility lies with the Department Head to insure that adequate funding is available and that the total annual expenditure does not exceed the authorized budget appropriation.

1. Purchases of \$2,500.00 to \$4,999.99, per RBMC 2-6.07(c): Purchases of materials, supplies, and equipment of an estimated expenditure of Two Thousand Five Hundred and no/100ths (\$2,500.00) Dollars and less than Five Thousand and no/100ths (\$5,000.00) Dollars require three (3) written quotes.

2. Purchases of \$5,000 or greater (Sealed Bid/Proposal)

- a) Departments are required to submit a completed "Sealed Bid Request" form and bid specifications to FSD to initiate a sealed bid/proposal process for all purchases of \$5,000 or greater, with the exception of professional services and sole source purchases (see Sections F and G below). Once the "Sealed Bid Request" form is received and all bid forms are approved for release, the bid process commences.

At the conclusion of the bid process, FSD will forward the official bid results and copies of all bids/proposals to the originating Department. Departments are to review the received bids/proposals to determine the lowest responsive and responsible bidder. Once the lowest bidder is selected, Departments need to coordinate with the bidder, City Attorney's Office, and Risk Management to obtain signatures/approvals of all relevant contract documents. Departments are required to forward a report with all contract documents to Council for approval of the selected bidder. A PO is REQUIRED after Departments obtain Council approval.

- b) Per RBMC 2-6.07(d), purchases of materials, supplies, and equipment of an estimated expenditure of five thousand and no/100ths (\$5,000.00) dollars must be authorized in advance by the Council, unless otherwise approved in the current fiscal year's budget. The notice inviting bids is posted on the bulletin board in the City's administrative offices at least ten (10) days prior to the closing of bids, and the notice is published in the official newspaper of the City at least once ten (10) days prior to the closing of bid notices. The Council may elect to receive and handle the bids or may elect to direct that the bids received at any given time, date, and place by the Purchasing Agent be opened and publicly declared, and a resume of the bids received shall be forwarded with recommendations to the Council.

- c) Sealed Bid/Proposal Evaluation Criteria

A sealed bid must be both responsive and responsible.

"Responsive bid" means a bid which meets all of the specifications set forth in the request for bid or proposal.

"Responsible bidder" means a bidder possessing the skills, judgment, integrity, experience and financial resources necessary to timely perform and fulfill the equipment or services requested in the bid or proposal.

In addition to price in determining the "lowest responsible and responsive bidder", consideration will be given to quality and performance of the commodity to be purchased or service provided by the bidder. Criteria for determining the lowest responsible bidder shall include, but not be limited to, the following:

- (1) Ability, capacity and skill of the bidder to provide the supplies, materials, equipment or contractual services as required.
- (2) Ability of the bidder to provide the materials, supplies, equipment, or contractual services with time specified.

- (3) Character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (4) Quality or performance of previous purchases from said bidder.
- (5) Ability of the bidder to provide future maintenance, repair parts and services for the use of the commodity purchased.
- (6) Performance by bidder under contracts with other public or private entities.
- (7) Listing of contractor as "debarred" or determination of other public agency that bidder has submitted a fraudulent bid within the prior five years.
- (8) Possession of required license(s), permit(s), or other governmental approvals, if any, to supply or provide the subject supplies, materials, equipment, or services.

If two or more sealed bids or proposals received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of re-advertising for bids, Council may, at its discretion, accept the one it chooses or accept the lowest bid made by and after negotiation with the tie bidders.

#### **C. Procurement Card Purchases**

Employees may use their City-issued procurement card to charge pre-approved travel expenses and purchases of material, equipment, and supplies. All purchases charged to a City-issued procurement card are subject to quoting regulations established in sub-sections (b) and (c) of RBMC 2-6.07 and purchase order requirements established in this APP. Please reference, "Purchasing Card Program" APP 5.06, for the specific procedures regarding use of City procurement cards.

#### **D. Professional Services**

A PO is REQUIRED for all professional service contracts, regardless of the amount. Council approval of the contract is required prior to issuance of a PO. Per RBMC 2-6.09, professional services of engineers, architects, accountants, attorneys, doctors, and other professional classes are hereby declared to be noncompetitive, and bids need not be received in any case where the City is depending upon the skill, integrity, judgment, and ability of the service rather than the dollar cost of the direct labor and material going into the service.

#### **E. Sole Source**

If it is determined that materials, supplies, equipment, vehicles and/or services are unique and/or available only from one source, purchasing from a single or sole source shall be permitted and are exempt from bidding requirements, per RBMC 2-6.10. However, a PO may be required depending on the dollar amount. Follow the guidelines in Section A and B above. Single and sole source purchasing may include proprietary items sold directly from the manufacturer, items that have only one distributor authorized to sell in this area, or a specified product that has proven to be the only product that is acceptable. Sole source determinations shall be supported by written documentation signed by the requesting Department Head or designee and forwarded to FSD with the requisition for approval.

#### **F. Emergency Purchases**

An "emergency" means unforeseen circumstances beyond the control of the City that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

If an emergency exists, the City Manager or person(s) designated by the City Manager to act in the event of an emergency may: declare an emergency situation exists; (b) waive competitive purchasing requirements; and (c) award, on behalf of the City, contracts and purchase orders necessary to address the emergency situation.

A PO is REQUIRED within two (2) working days of placing the order, or as soon as the information is available. The City Manager or designee(s) shall submit a report to Council, at the earliest opportunity, and obtain the approval of Council for the emergency purchases.

#### **G. Cooperative Purchasing Agreements**

Use of cooperative purchasing agreements (U.S. Communities, Western States Contracting Alliance, LAMPACC, etc.) provides a cost-effective and efficient method of purchasing goods and services for the City. Per resolution CC-1005-317, the use of cooperative purchasing agreements has been authorized by Council. Departments that utilize these type of agreements for products and services \$5,000 or greater are required to forward a report with all contract documents to Council for approval. A PO is REQUIRED for agreements \$2,500 or greater.

#### **H. Local Merchant Preference**

Any potential purchase of \$500 or more, which requires quotes/bidding, must consider if any one of the quotes/bids is from a local vendor. If so, the local vendor preference policy must be applied. RBMC 2-6.06, establishes a local merchant purchasing preference in the form of a one-percent (1.0%) price advantage in the evaluation of bids or proposals for the purchase of goods, supplies, and equipment. Vendors that have been conducting business from a physical location within the City and possess a current business license continuously for at least six months prior to the request for bids or quotes are eligible. The preference does not apply to procurements related to public works projects; purchases funded by grants, donations, or gifts to the City; contracts for professional services; and sole-source purchases.

Departments that receive a bid or quote from a vendor that qualifies as a local merchant will need to reduce the vendor's total price by one percent (1.0%) for evaluation purposes only (e.g., \$1,000 is evaluated as \$990). The reduced price is compared to all other bids or quotes received to determine the lowest responsive and responsible bid or quote. If the Department selects the vendor that qualifies as a local merchant, then the purchase order and/or contract is issued for the original bid or quote amount (e.g., \$1,000 not the evaluation amount of \$990).

#### **I. Purchase Order Exceptions**

The following is a list of purchases/transactions that do not require the issuance of a PO:

1. Non-contracted purchases with a value of less than \$2,500
2. Fees for conferences, seminars, conventions, meetings, and related travel expenses
3. Credit card payments
4. Subscriptions
5. Dues for memberships, professional associations, and civic organizations
6. Payments for recreation class instructors, directors, counselors, drama/theatre participants, sports officials
7. Insurance premium payments
8. Utility bills (including internet, cell phone, and pager services)
9. Public library collection materials and services

10. Real property rental/lease payments
11. Attorney fees
12. Senior lunch program meals
13. Rideshare program incentives and bus passes
14. Galleria maintenance and security fees
15. Expenses related to CDBG Public Funding Agreements

All other purchase order exceptions require approval of FSD and will be reviewed on a case-by-case basis.

**J. Purchase Order Reconciliations**

FSD will provide an open PO report to each Department on a quarterly basis. Each Department is responsible for reviewing this report and advising FSD in writing if any open POs need to be closed or adjusted. Within 10 calendar days of receipt, Departments are required to obtain the signature of their Department Head and forward the reconciled PO report to FSD.

**K. Asset Disposition**

Please reference, "Asset Disposition" Administrative Policy/Procedures 5.08, for the specific procedures on disposing of surplus City property that had a purchase value of \$5,000 or greater.

**L. Violations**

Employees shall not make multiple purchases and/or split purchases of less than \$2,500 from the same vendor or from different vendors with the intent to avoid the PO requirement. Purchase of materials, equipment, supplies, and non-professional services of \$2,500 or greater shall be made only by purchase orders, except as otherwise provided in this Administrative Policy and Procedures (APP). Except in an emergency, with the approval of the City Manager or designee, no officer or employee of the city shall request a supplier to deliver material, equipment, supplies, and non-professional services to the city unless a purchase order has been issued by FSD according to the requirements of this APP.

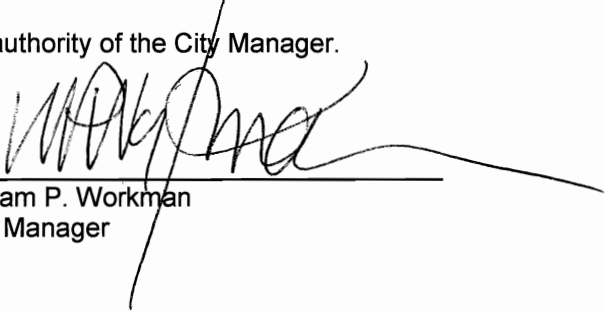
Employees that violate any purchasing regulations established in this APP, APP 5.06 and RBMC 2-6.01 through 2-6.11, shall be subject to disciplinary action.

**IV. EXCEPTIONS**

There will be no exceptions to this policy unless provided and approved by the City Manager.

**V. AUTHORITY**

By authority of the City Manager.



William P. Workman  
City Manager

## Title 2. Administration

### Chapter 6. PURCHASING SYSTEM

#### § 2-6.01. Purchasing system adopted.

A purchasing system is hereby adopted for the City in accordance with the provisions of Section **19.9** of the Charter of the City in order to establish efficient procedures for the purchase of supplies and equipment, to secure for the City supplies and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function, and to assure the quality of purchases.

(§ 1, Ord. 1685 c.s.)

#### § 2-6.02. Public works projects.

Purchasing procedures for public works projects shall be pursuant to Section **19** of the Charter of the City and Title **2**, Chapter **6.1** of the Redondo Beach Municipal Code.

(§ 2, Ord. 1685 c.s., as amended by § 1, Ord. 1927 c.s., eff. February 15, 1967, § 1, Ord. 2438 c.s., eff. June 5, 1986, and § 1, Ord. 3130 c.s., eff. June 19, 2015)

#### § 2-6.03. Purchasing Agent: Powers and duties.

The office of Purchasing Agent is hereby established to be under the administrative direction of the City Manager. The Purchasing Agent shall be responsible for a comprehensive purchasing program in order to purchase, by the most efficient and effective means, all supplies and equipment for all departments, officers, and employees of the City, unless otherwise provided by the Charter of the City or this chapter. The Purchasing Agent shall have the power and be required to:

- (a) Encourage competitive bidding for all City purchases;
- (b) Encourage the use of standard specifications and standard merchandise in order to provide the widest possible sources of supply;
- (c) Act at all times to procure the needed quality in supplies and equipment at the least expense to the City;

- (d) Act to discourage uniform bidding by vendors and endeavor to obtain full and open competition on all purchases;
  - (e) Keep informed of current developments in the field of purchasing prices, market conditions, and new products;
  - (f) Prescribe and maintain such forms as are reasonably necessary to the operation of this chapter and other rules and regulations;
  - (g) Store and be responsible for all goods not in actual use in the central warehouse;
  - (h) Recommend the use of standard materials by the departments of the City and the transfer of materials or supplies from one department to another as needed;
  - (i) Recommend the sale of obsolete or unusable supplies and equipment by bid or negotiation;
  - (j) Supervise the inspection of all supplies and equipment purchased to insure conformance with specifications;
  - (k) Maintain a bidders' list, vendors' catalog file, and records needed for the efficient operation of the Purchasing Department; and
  - (l) Negotiate and recommend the execution of contracts for the purchase of supplies and equipment.
- (§ 3, Ord. 1685 c.s., as amended by § 2, Ord. 3130 c.s., eff. June 19, 2015)

## § 2-6.04. Mayor shall sign all contracts.

Pursuant to Section **8.3**, Article VIII, of the Charter of the City, the Mayor shall sign all contracts, on behalf of the City.  
(§ 4, Ord. 1685 c.s., as amended by § 3, Ord. 3130 c.s., eff. June 19, 2015)

## § 2-6.05. Contracts with governmental purchasing agencies.

The City Manager, with the approval of the Council, may authorize, in writing, any governmental agency other than the City to purchase or contract for specified supplies and equipment independently of the Purchasing Agent, but the City Manager shall require that such purchases or contracts be made in conformity with the procedures established by this chapter and shall further require periodic reports from the agency on the purchases and contracts made under such written authorizations.  
(§ 5, Ord. 1685 c.s.)

## § 2-6.06. Local vendor preference.

The Purchasing Agent is hereby authorized and directed to extend a preference to local vendors in the form of a one percent price advantage in the evaluation of bids or proposals for the purchase of supplies and equipment under this chapter.

- (a) The preference granted under this section shall not apply to any of the following:
  - (1) Procurement for public works projects;

- (2) Purchases funded in whole or in part by grants, donations or gifts to the City if the provisions of this section conflict with the conditions attached to any such grant, donation or gift;
  - (3) Contracts for professional services described in Section **2-6.09**; and
  - (4) Noncompetitive purchases described in Section **2-6.10**.
- (b) For purposes of this section, a vendor is deemed to be a local vendor if all of the following criteria are met at the time any bid or quote is initially solicited or published by the City:
- (1) The vendor must hold a valid Redondo Beach business license with no delinquent balances for any types of transactions with the City;
  - (2) The vendor must currently conduct business in a physical location within the City; and
  - (3) The vendor must have conducted business in a physical location within the City and pursuant to a valid Redondo Beach business license for a continuous period of not less than six months prior to the initial solicitation or publication of bids or quotes by the City.
- (§ 6, Ord. 1685 c.s.; repealed by § 1, Ord. 2335 c.s., eff. February 2, 1983, added by § 1, Ord. 3058 c.s., eff. October 21, 2010, as amended by § 4, Ord. 3130 c.s., eff. June 19, 2015)

## § 2-6.07. Purchasing procedure.

The policy and procedures for making City purchases are hereby established as follows:

- (a) The Requesting Department in arranging for City purchases may make purchases of less than Five Thousand and no/100ths (\$5,000.00) Dollars at its discretion. Purchases shall be made at the lowest cost commensurate with quality needed at reasonable intervals of time.
  - (b) The Requesting Department in arranging for City purchases of Five Thousand and no/100ths (\$5,000.00) Dollars and less than Fifteen Thousand and no/100ths (\$15,000.00) Dollars, shall solicit and receive two quotes in writing.
  - (c) The Requesting Department in arranging for City purchases of Fifteen Thousand and no/100ths (\$15,000.00) Dollars and less than Thirty-Five Thousand and no/100ths (\$35,000.00) Dollars, shall solicit and receive three quotes in writing.
  - (d) Purchases of material, supplies, and equipment of an estimated expenditure of Thirty-Five Thousand and no/100ths (\$35,000.00) Dollars or more shall be authorized in advance by the Council, unless otherwise approved in the current fiscal year's budget. The notice inviting bids shall be posted on the bulletin board in the City's administrative offices at least 10 days before the closing of bids, and the notice shall be published in the official newspaper of the City at least once 10 days prior to the closing of bid notices. The Council may elect to receive and handle the bids or may elect to direct that the bids received at a given time, date, and place by the Purchasing Agent be opened and publicly declared, and a resume of the bids received shall be forwarded with recommendations to the Council.
- (§ 1, Ord. 2881 c.s., eff. March 6, 2002, as amended by § 7, Ord. 1685 c.s., § 2, Ord. 1927 c.s., eff. February 15, 1967, § 1, Ord. 2289 c.s., eff. May 14, 1980, and § 4, Ord. 3130 c.s., eff. June 19, 2015)

## § 2-6.08. Policy on rejection of lowest bids.



The Council, upon the recommendation of the City Manager, may find and determine that a certain type, make, brand, supply, piece, or make of equipment is the most economical for use by the City, even though bids on similar merchandise or equipment are lower at the initial cost, and, since the maintenance, operation, or other factors could make a considerable long range cost differential, the Council's decision shall be final and conclusive. The Council, after such determination, may authorize the City Manager and Purchasing Agent to dispense with bids and purchase such equipment at the best possible market price as and when authorized by the Charter of the City.  
(§ 8, Ord. 1685 c.s., as amended by § 4, Ord. 3130 c.s., eff. June 19, 2015)

## § 2-6.09. Professional services.

Professional services of engineers, architects, accountants, attorneys, doctors, and other professional classes are hereby declared to be noncompetitive, and bids need not be received in any case where the City is depending upon the skill, integrity, judgment, and ability of the service rather than the dollar cost of the direct labor and material going into the service.  
(§ 9, Ord. 1685 c.s.)

## § 2-6.10. Noncompetitive purchases.

Noncompetitive supplies, merchandise, equipment, and services are hereby declared to be exempt from the bidding, advertising, and posting provisions of this chapter.  
(§ 10, Ord. 1685 c.s.)

## § 2-6.11. Inspections and tests.

The Purchasing Agent shall inspect supplies and equipment delivered to determine their conformance with the specifications set forth in the order or contract. The Purchasing Agent shall have the authority to require chemical and physical tests of samples submitted with bids and samples of deliveries, which tests are necessary to determine quality and conformance with specifications.  
(§ 11, Ord. 1685 c.s.)



# Administrative Report

---

J.4., File # BF25-1703

Meeting Date: 12/11/2025

---

**To:** BUDGET & FINANCE COMMISSION

**From:** STEPHANIE MEYER, FINANCE DIRECTOR

**TITLE**

CALPERS ASSET LIABILITY MANAGEMENT UPDATE

**ATTACHMENTS**

- SLIDE PRESENTATION-ASSET LIABILITY MANAGEMENT STAKEHOLDER WEBINAR



# Asset Liability Management Stakeholder Webinar

December 4, 2025

# Today's Discussion

- Asset Liability Management (ALM) Overview
- Explaining the Board's ALM Decisions
- Actuarial Assumption Changes and Impacts
- Looking Ahead
- Q & A

# Our Presenters



**Michele Nix**  
Chief Financial Officer

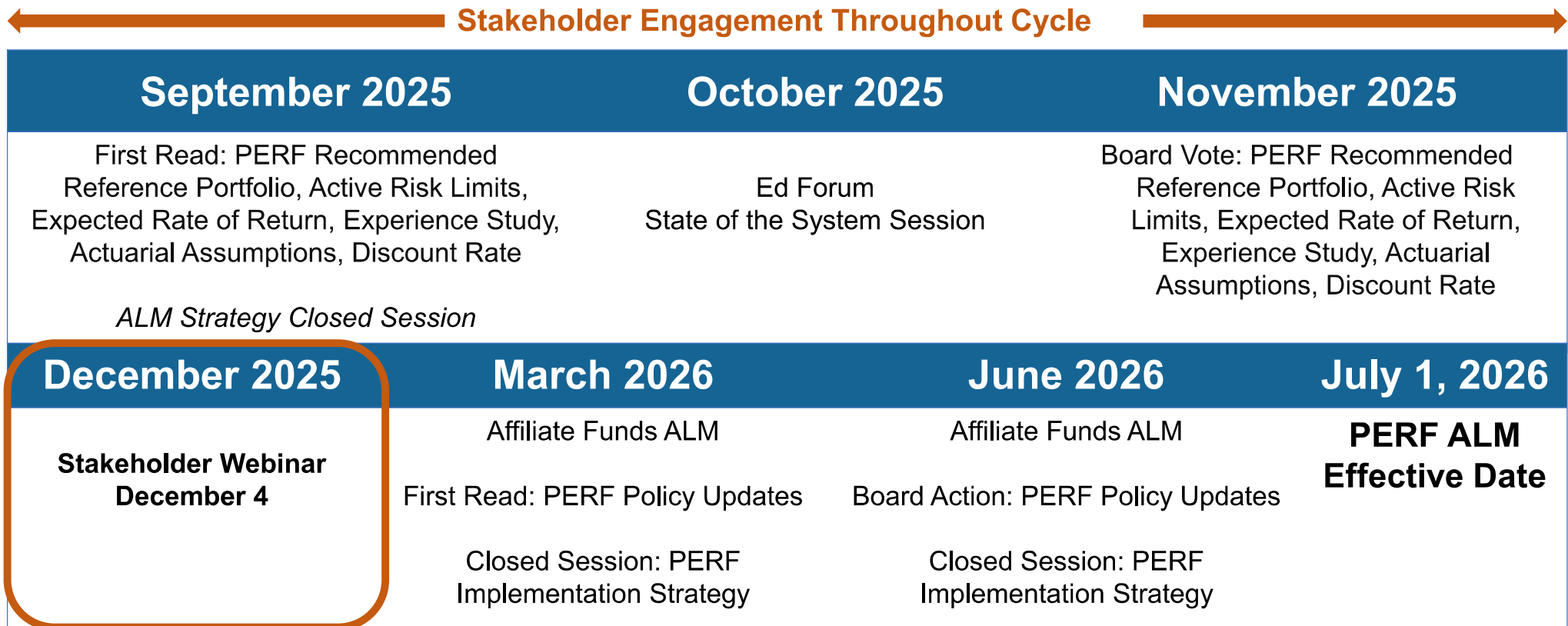


**Stephen Gilmore**  
Chief Investment Officer



**Scott Terando**  
Chief Actuary

# ALM Timeline

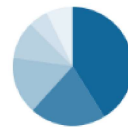


# What is ALM?

**A**sset  
**L**iability  
**M**anagement



**Four Year Cycle with a Mid-Cycle Review**



**Public Employees Retirement Fund and Affiliate Funds**

**Connecting How We Invest With What We Owe  
in Pension Liabilities**

# Purpose of ALM

## The Tool For Achieving our Strategic Goal of:



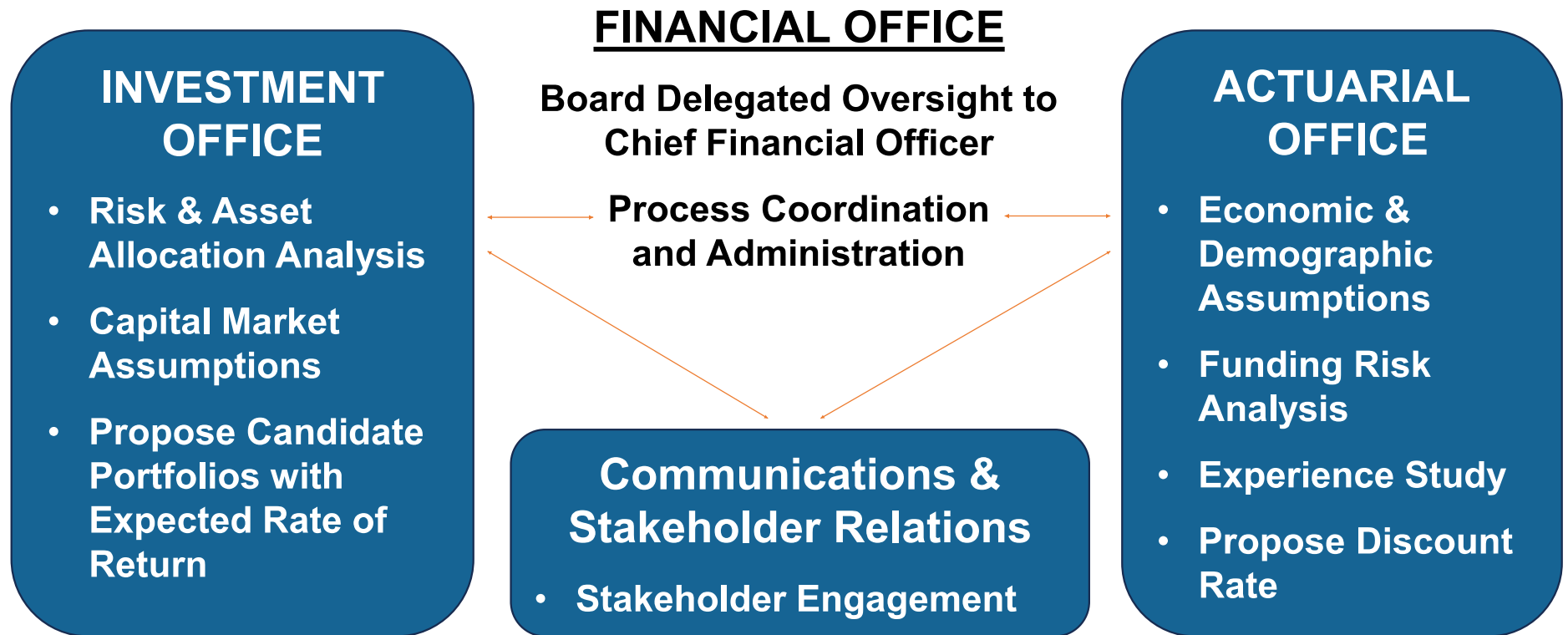
### **Pension Sustainability**

Strengthen the Long-term Sustainability of the Pension Fund

**Ensure Contributions, Plus Investment Returns, Are Enough to Pay the Benefits and Expenses of the Pension System Now and Into the Future**



# ALM Key Functions



# ALM Review: November 2024 to Now

## Our ALM Process is Working as Designed



Teamwork and Collaboration By the Financial, Investment, and Actuarial Offices



To Date: Nine Board Education Sessions, Three Stakeholder Webinars and a Variety of Stakeholder Engagements



Introduced a New Investment Framework: Total Portfolio Approach (TPA)  
– A Global Evolution of Strategic Asset Allocation (SAA)

# PERF Board Decisions

## Adopted a Total Portfolio Approach With:

- Capital Market Assumptions
- Formal Total Fund Risk:
  - 75/25 Equity-Bonds Reference Portfolio (RP)
  - Active Risk Limit of 400 Basis Points

## No Change to the Current 6.8% Discount Rate

# Adopting a Total Portfolio Approach Means...

## No Changes To:

Board authority for setting investment risk and governance model

ALM process:

- 4-year cycle, mid-point review
- Board deliverables of capital market assumptions and expected returns analysis
- Actuarial assumptions and deliverables

## Changes Under TPA:

**The Board adopted a new investment governance model that sets formal Total Fund Risk via:**

- **A Reference Portfolio**
- **Active Risk Limit**

This replaces adopting a target strategic asset allocation and policy ranges for management discretion

In ALM years, the Board will review its formal Total Fund Risk

# About Total Portfolio Approach

## TPA Evolves and Builds on SAA For Better Outcomes

### Improved Internal Governance

Adds New Formal Overall Total Fund Risk

### Reference Portfolio (RP)

Passive Market Risk Exposure Using Equities & Bonds, Gives Passive Returns

### Simplicity

From 11 benchmarks to One Total Fund Benchmark, the Reference Portfolio, For Evaluating Management's Decisions

### Better Transparency

Management Decisions are Reported Relative to the Reference Portfolio

### Greater Accountability

Management's Decisions and Performance Will Be Clear, More Transparent, Drive Accountability

### Investment Decisions For the Whole

Investments Made Based on the Best Value to the Total Portfolio

**Taken Together, TPA Leads to Better Performance and System Funding**

# Investment Reporting

Investment Reporting	Current	Under TPA
Annual Fiscal Year End Trust Level Review (TLR)	X	X
7 Stand Alone Annual Program Reviews (APRs)	X	X
New Performance Dashboard into All TLRs		X
Forward Looking In-Depth Business Strategy Reviews (closed session)	X	X
3 Quarterly TLRs	X	X
Annual Board Consultant TLR Report	X	X
Ad Hoc Investment Strategy Reports	X	X
Annual Comprehensive Financial Report (ACFR)*	X	X
Annual Investment Performance (AIR) Report*	X	X
Annual Global Investment Performance Standards (GIPS) Report*	X	X



\*Standards based reports expect to have additional disclosure and commentary about the shift to TPA.

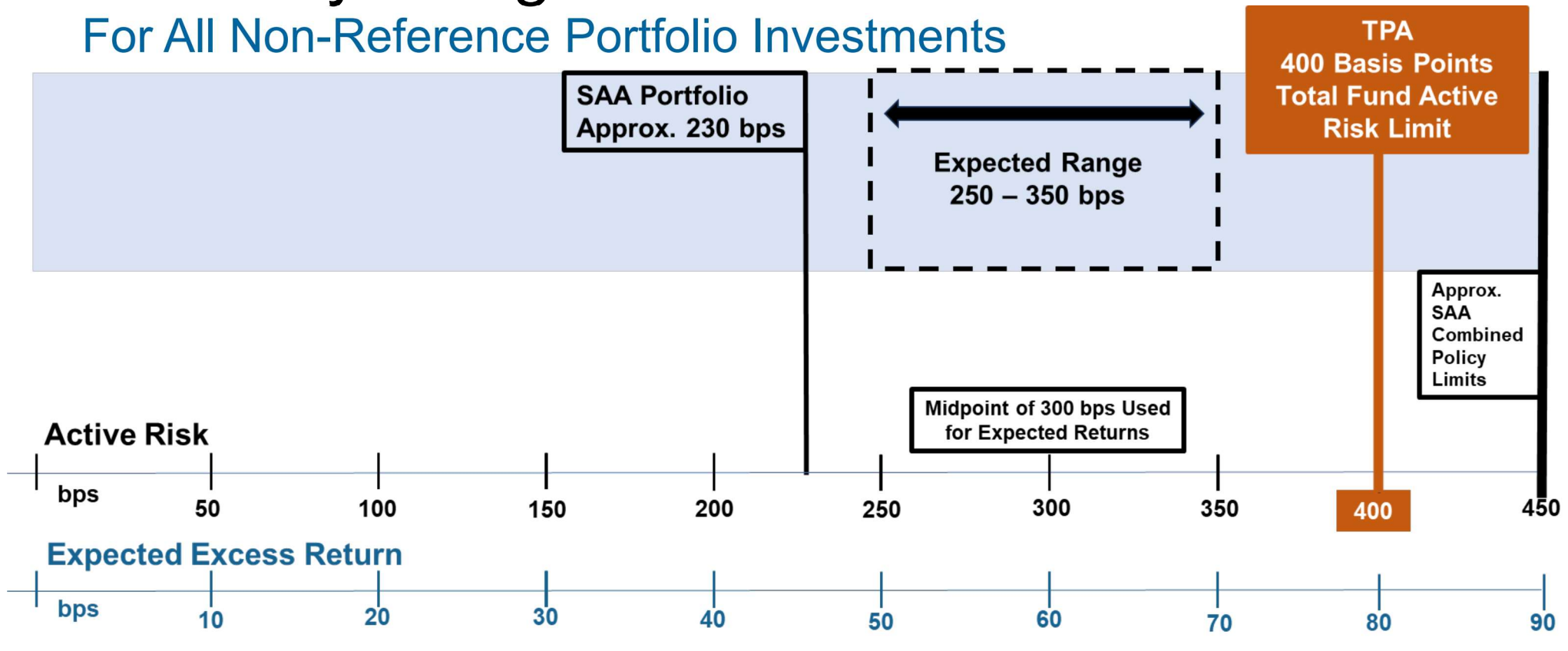
# Reference Portfolio Index Types

## Accessible, Investible, and Operationally Simple

	<u>Proposed</u>	<u>Reasons Why</u>
<b>Equities</b>	<b>Cap Weighted Global Equities</b>	<ul style="list-style-type: none"><li>• Commonly Used</li><li>• Market Efficient</li><li>• Minimizes Turnover/Cost</li><li>• Continuity: Largest Current PERF Asset Class</li></ul>
<b>Bonds</b>	<b>US Treasury Bonds (1+ year Maturity)</b>	<ul style="list-style-type: none"><li>• Adds Term Premium &amp; Diversifies From Equities</li><li>• Industry Standard Interest Rate Exposure</li><li>• Continuity: Similar Overall Interest Rate Exposure as Current PERF SAA</li></ul>

# Flexibility Using Active Risk

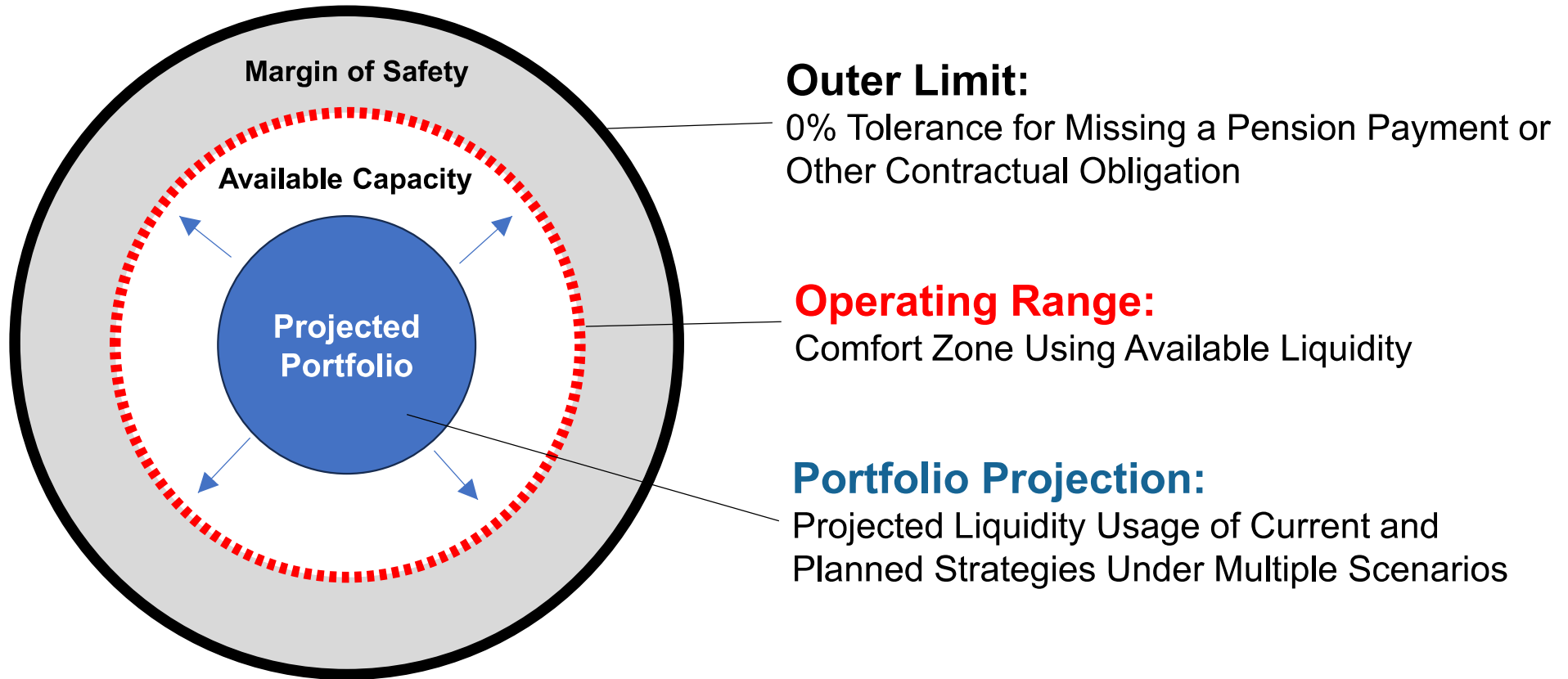
## For All Non-Reference Portfolio Investments



bps = basis points, or 0.01%  
Current policy max limit includes ranges across asset classes, liquidity, and leverage



# A Prudent Approach to Liquidity Planning



# Implementing Total Portfolio Approach Part 1

## Eight Project Workstreams (1-4)

### #1 Board Action\*

Board adopts (1) a simple and investible Reference Portfolio aligned with the long-term return objectives of the plan; and (2) an Active Risk Limit providing management discretion to invest away from the Reference Portfolio.

### #2 Internal Governance

Develop comprehensive internal governance and investment decision framework to allocate, measure, monitor, and manage active risk.

### #3 Portfolio Construction

Develop a portfolio construction approach that synthesizes strategies, risk factors, cost of liquidity, and investment horizons into a cohesive active risk budgeting framework.

### #4 Treasury Management

Develop a framework to manage liquidity and leverage under a TPA and ensure TPA goals align with the Data and Tech Modernization Initiative.

# Implementing Total Portfolio Approach Part 2

## Eight Project Workstreams (5-8)

### #5 Policy & Controls

Update policies, procedures, and controls underpinning the successful transition to TPA.

### #6 Communication & Engagement

Develop a strategy to guide and support team members through the transition to a TPA by fostering understanding, alignment, and engagement.

### #7 Reporting

Implement transparent and consistent reporting mechanisms to ensure clear and accurate communication under a TPA.

### #8 Implementation

Operationalize the processes, systems, and frameworks necessary to transition to a TPA.

# Actuarial Assumptions

## Board Approves Assumptions During ALM Cycle



### Experience Study



### Economic Assumptions

- Long-term Investment Return
- Discount Rate
- Inflation



### Non-Economic Assumptions

- Pay Increases
- Longevity
- Retirement
- Termination
- Disability
- Others

Assumptions are long-term expectations of 20+ years and not typically changed from 1-2 years of inconsistent experience

# ALM Member and Employer Impacts

Plan Funded Status, Employer and PEPRA Contribution Rates



**Plan Annual  
Actuarial  
Valuation**



**Plan Funded Status**



**Normal Cost Contribution Rates**



**Retirement Options & Service Credit  
Purchases**



**PEPRA Member Contribution Rates**

# Demographic Assumption Changes

Demographic Assumption	Adopted Change
<b>Retirement Rates</b>	
Service Retirement	Some retirement rates increasing while others are decreasing
Industrial Disability Retirement (IDR)	IDR rates declining for Sheriffs, minimal changes for others
Non-Industrial Disability Retirement	Minimal changes; disability rates were consolidated into 3 sets
<b>Mortality Rates</b>	
Post-retirement Mortality – Male	Slight reduction in the projected mortality rates
Post-retirement Mortality – Female	Slight reduction in the base and projected mortality rates
Pre-retirement Mortality – Male	Slight reduction in the projected mortality rates
Pre-retirement Mortality – Female	Slight reduction in the base and projected mortality rates

# More Demographic Assumption Changes

Demographic Assumption	Adopted Change
<b>Termination Rates</b>	
Termination with Refund	Minimal changes
Termination without Refund	Minimal changes for some, no change for others
Salary Scale (excluding inflation)	Moderate to higher merit increases for most plans Moderate decreases for State Industrial and Schools
% Married and Spouse Age Difference	No change

# Economic Assumption Changes

<b>Economic Assumption</b>	<b>Adopted Change</b>
<b>Discount Rate</b>	<b>No Change, Stays 6.8%</b>
<b>Price Inflation</b>	<b>Increase From 2.3% to 2.5%</b>
<b>Wage Growth Assumption</b>	<b>Increase From 2.8% to 3.0%</b>
<b>Amortization Payment Growth Rate (for Older UAL Bases)</b>	<b>No Change, Stays 2.8%</b>



## Impact of Assumption Changes on Contribution Rates - Public Agencies

	Min	Max	Median
<b>Classic Formulas</b>			
2% @ 60 Miscellaneous	0.1%	0.9%	0.3%
2% @ 55 Miscellaneous	0.1%	3.8%	0.7%
2.5% @ 55 Miscellaneous	0.0%	3.0%	0.3%
2.7% @ 55 Miscellaneous	-0.1%	3.0%	0.3%
3% @ 60 Miscellaneous	0.2%	3.1%	0.3%
2% @ 50 Safety	3.0%	3.1%	3.1%
3% @ 55 Safety	-0.6%	2.2%	1.8%
3% @ 50 Safety	-1.1%	7.5%	1.6%
<b>PEPRA Formulas</b>			
2% @ 62 Miscellaneous	-0.5%	2.7%	0.1%
2.7% @ 57 Safety	-2.0%	6.0%	1.3%

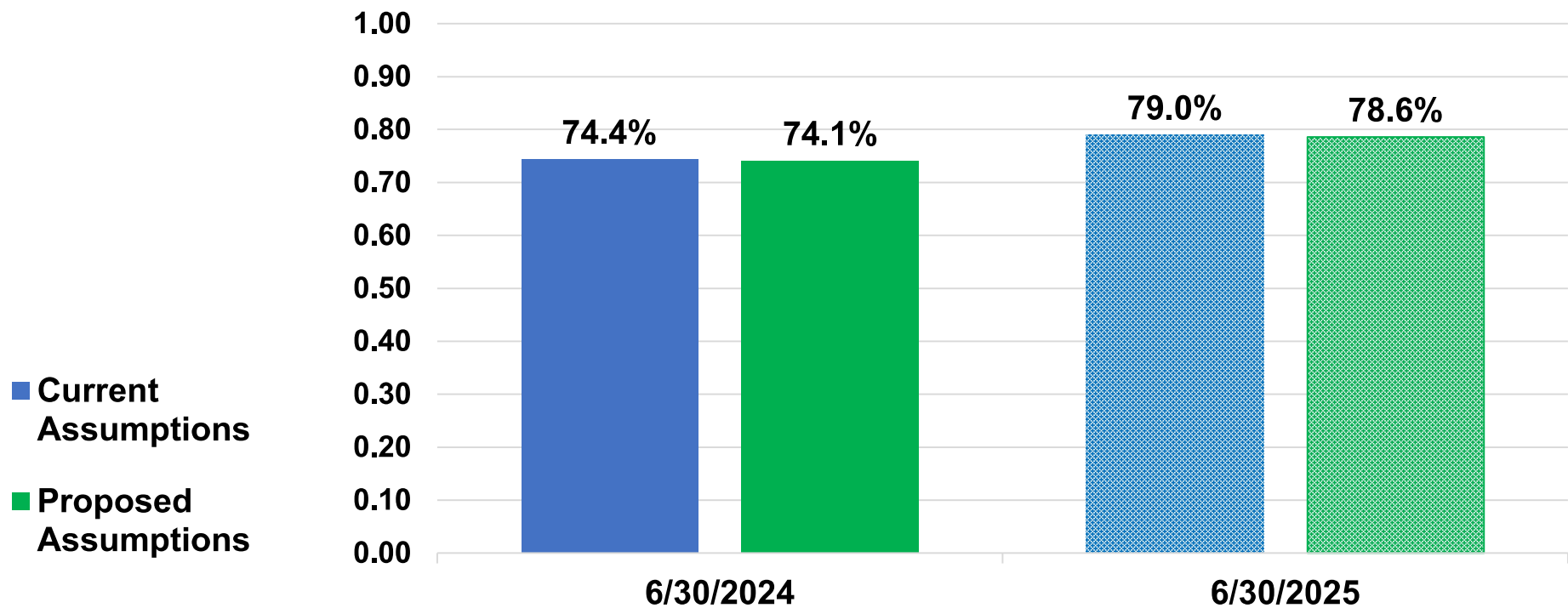
**Note:** Inflation and resulting salary scales had the largest impact driving the changes

## Impact of Assumption Changes on Contribution Rates - State

State and Schools	Normal Cost Change	UAL Change	Total Change
Miscellaneous First Tier Plan	0.9%	0.7%	1.6%
Industrial Plan	0.2%	0.3%	0.5%
Safety Plan	0.5%	0.7%	1.2%
Peace Officers & Firefighters Plan	1.3%	0.6%	1.9%
California Highway Patrol Plan	1.0%	0.8%	1.8%
Schools Miscellaneous Plan	0.5%	0.1%	0.6%

# PERF Funded Ratio Impact

## Estimated Impact of Assumption Change to Funded Ratio



# Affected PEPRA Member Contribution Rates

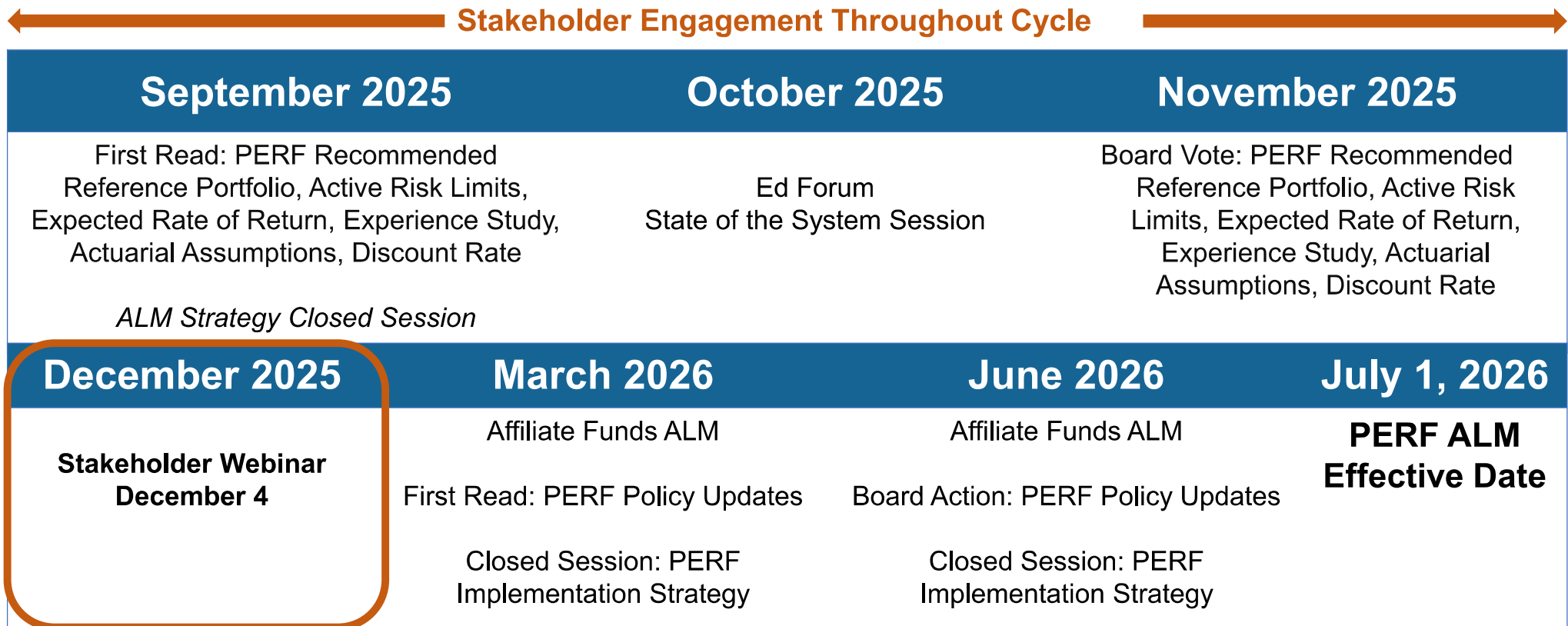
	Miscellaneous Plans		Safety Plans	
	Plan Count	Active Member Count	Plan Count	Active Member Count
Not Affected	1,413	155,404	227	10,620
Increase	9	1,738	551	16,431
Decrease	0	0	4	86

## Next Steps: Implementation

- Members**
- All retirements effective on or after November 20, 2025 will use the new assumptions
- 

- Employers**
- New actuarial assumptions used for the June 30, 2025 actuarial valuations
  - State and Schools contribution rates first impacted in FY 2026-2027
  - Public Agency contribution rates first impacted in FY 2027-2028
-

# ALM Timeline



# Resources and Who To Contact

**Please Contact Stakeholder Relations for Any Questions**

**CalPERS\_Stakeholder\_Relations@calpers.ca.gov**

## ALM Webpage

<https://www.calpers.ca.gov/about/organization/facts-at-a-glance/asset-liability-management>

## ALM Policy

<https://www.calpers.ca.gov/sites/default/files/sf/docs/asset-liability-management-policy.pdf>

## ALM Frequently Asked Questions (FAQ)

<https://www.calpers.ca.gov/about/organization/facts-at-a-glance/asset-liability-management/alm-faqs>

# Q & A





# Administrative Report

---

J.5., File # BF25-1711

Meeting Date: 12/11/2025

---

**TITLE**

CHANGES TO THE UNIFORM REGULATIONS AND THE BUDGET AND FINANCE COMMISSION  
ORDINANCES

**ORDINANCE NO. 3302-25**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING TITLE 2, CHAPTER 9, ARTICLE 13, SECTIONS 2-9.1301 AND 2-9.1302 PERTAINING TO THE BUDGET AND FINANCE COMMISSION**

WHEREAS, the City of Redondo Beach employs a number of Commissions that serve as advisory and decision-making bodies that provide public input and expertise to the City Council on specific areas of interest; and

WHEREAS, the role of the Commissions has evolved through the years; and

WHEREAS, several sections of the Redondo Beach Municipal Code sections related to the City's Commissions have become outdated and no longer reflect the role they play for the City; and

WHEREAS, the evolution of Commission-related ordinances has resulted in duplicative and conflicting elements that complicate operations and are in need of revisions; and

WHEREAS, the City Council desires to clearly define the role of each commission; and

WHEREAS, the City Council desires to ensure the Redondo Beach Municipal Code accurately reflects the needs served by each Commission; and

WHEREAS, the City Council desires to eliminate conflicting elements of the Commission-related ordinances; and

WHEREAS, the City Council desires to clearly define objective attendance requirements for Commissioners.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, ORDAINS AS FOLLOWS:

SECTION 1. AMENDMENT OF CODE. Title 2, Chapter 9, Article 13, Section 2-9.1301 is hereby amended and shall read as follows:

“§ 2-9.1301 Appointment of members.

The Commission shall consist of seven members. Unless otherwise authorized by the City Council, one member shall be appointed from each Council district and two members shall be appointed at large.”

SECTION 2. AMENDMENT OF CODE. Title 2, Chapter 9, Article 13, Section 2-9.1302 is hereby amended and shall read as follows:

“§ 2-9.1302 Powers and duties.

The Commission shall be an advisory commission only. It shall:

(a) Maintain a continuous study of the City’s finances, including sources of municipal revenue and methods of proper spending of public moneys, assist the City Manager and City Council in financial planning, and, upon City Council, City Manager, or Finance Director request, provide recommendations and advice on obtaining and financing permanent public improvements in the City; and

(b) Perform such other duties as directed by the City Council, City Manager, or staff liaison with the approval and/or at the direction of the City Manager.”

SECTION 3. Any provisions of the Redondo Beach Municipal Code, or appendices thereto, or any other ordinances of the City inconsistent herewith, to the extent of such inconsistencies and no further, are hereby repealed.

SECTION 4. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

SECTION 5. This ordinance shall be published by one insertion in the official newspaper of said city or published in conformance with the alternative publication requirements pursuant to Redondo Beach City Charter §9.15 and same shall go into effect and be in full force and operation from and after thirty (30) days after its final passage and adoption.

PASSED, APPROVED AND ADOPTED this 14<sup>th</sup> day of October, 2025.

---

James A. Light, Mayor

APPROVED AS TO FORM:

ATTEST:

---

Joy A. Ford, City Attorney

---

Eleanor Manzano, CMC, City Clerk

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES       ) ss  
CITY OF REDONDO BEACH        )

I, Eleanor Manzano, City Clerk of the City of Redondo Beach, California, do hereby certify that the foregoing Ordinance No. 3302-25 was duly introduced at a regular meeting of the City Council held on the 7<sup>th</sup> day of October, 2025, and was duly approved and adopted by the City Council at a regular meeting of said City Council held on the 14<sup>th</sup> day of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Eleanor Manzano, CMC  
City Clerk

**ORDINANCE NO. 3298-25**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING TITLE 2, CHAPTER 9, ARTICLE 1, SECTIONS 2-9.100, 2-9.101, 2-9.102, 2-9.103, 2-9.106, 2-9.107 AND 2-9.109 AND ADDING SECTIONS 2-9.110 AND 2-9.111 AND DELETING IN ITS ENTIRETY SECTION 2-9.108 PERTAINING TO UNIFORM REGULATIONS OF COMMISSIONS**

WHEREAS, the City of Redondo Beach employs a number of Commissions that serve as advisory and decision-making bodies that provide public input and expertise to the City Council on specific areas of interest; and

WHEREAS, the role of the Commissions has evolved through the years; and

WHEREAS, several sections of the Redondo Beach Municipal Code sections related to the City's Commissions have become outdated and no longer reflect the role they play for the City; and

WHEREAS, the evolution of Commission-related ordinances has resulted in duplicative and conflicting elements that complicate operations and are in need of revisions; and

WHEREAS, the City Council desires to clearly define the role of each commission; and

WHEREAS, the City Council desires to ensure the Redondo Beach Municipal Code accurately reflects the needs served by each Commission; and

WHEREAS, the City Council desires to eliminate conflicting elements of the Commission-related ordinances; and

WHEREAS, the City Council desires to clearly define objective attendance requirements for Commissioners.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, ORDAINS AS FOLLOWS:

SECTION 1. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.100 is hereby amended to read as follows:

“§ 2-9.100 Appointment and terms of members.

(a) The members of each board and commission shall serve for a term of four years, commencing October 1 and ending September 30 or as soon thereafter as his or her successor is appointed and qualified.

(b) The members of each board and commission shall be appointed by the Mayor, subject to confirmation by the City Council, within 60 days after the expiration of the four-year term or within 60 days after a vacancy occurs. If the Mayor shall have failed to make an appointment within such period, any member of the City Council may nominate an eligible person to fill such vacancy. Four affirmative votes of the City Council to appoint such nominated person shall result in the appointment. Any appointment to fill an unexpired term shall be for such unexpired period.

(c) A term of four years is a full term and a term of less than four years is a partial term. No person shall serve on the same board or commission after serving two full terms on that board or commission. If a person serves a partial term that exceeds two years, or serves more than one partial term that cumulatively exceeds two years, (excluding any leap day), it shall be considered a full term for the purpose of this provision. No member of a board or commission shall serve simultaneously on more than one board or commission, or as an elected or appointed official, or City employee, of the City of Redondo Beach.

(d) Where practical, at least one member of each board and commission should be appointed from each Council district, with qualifications for appointment prioritized over district residency.

(e) If a section related to the appointment and terms of members of a specific board or commission differs from this section, the section related to the appointment and terms of members of the specific board or commission shall prevail.”

SECTION 2. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.101 is hereby amended to read as follows:

“§ 2-9.101 Organization meetings, chairperson, meeting cancelations.

(a) Each board or commission shall meet as soon after the first day of October of every year as practical for the purpose of organizing. At such organization meeting, or in the first meeting after a vacancy in the chairperson or vice chair position is declared, the boards and commissions shall organize themselves by electing one of its members to serve as chairperson and one member to serve as vice chair for the ensuing year. Commissions may elect a new Chair/Vice Chair at any time, but, at a minimum, a Chair/Vice Chair must be elected annually, as described above. Each board or commission shall hold a regular meeting at least once each month, subject to the meeting cancelation procedures in subdivision (c) of this section. In addition to any such regular meetings, each board and commission, upon approval of a majority, may hold whatever special meetings may be necessary or convenient to dispose of business within its jurisdiction without delay, with the approval of the City Council, City Manager, or staff

liaison with the approval and/or at the direction of the City Manager. All proceedings of any board or commission shall be open to the public.

(b) Commissions may form subcommittees on subject matters within their jurisdiction, and subject to the rights and powers granted to the Commission, by a motion approved by the majority of the commission. Any subcommittee formed shall be comprised of less than the number of commission members that would constitute a quorum of the commission under the Brown Act (defined as the Ralph M. Brown Act, California Government Code sections 54950, *et seq.*, and as otherwise amended and codified under California law). The subcommittee must have a defined termination date and/or terminate upon the completion of a specified task or purpose. Each commission may, by a motion approved by the majority, empower a subcommittee to report back to the commission regarding its subcommittee deliberations during public session and/or empower the subcommittee to produce written materials and/or an oral report for staff, the City Council, and/or another City commission. With the approval of the City Council, City Manager, or staff liaison with the approval and/or at the direction of the City Manager, the subcommittee may represent the commission in a public meeting of another public agency.

(c) Regular meetings may only be canceled (i) for an anticipated lack of business or a quorum by a majority vote of commissioners or members, and only during the regular meeting that immediately precedes the meeting to be canceled, or (ii) for an anticipated lack of business or a quorum, or other unforeseen circumstances, by the staff liaison with the approval and/or at the direction of the City Manager. The staff liaison or City Manager shall inform the City Council and Mayor of the cancellation and the reason(s) for it. In order to cancel a meeting, the commissioners or members must publicly vote to cancel the next scheduled meeting during the "Adjournment" item on the commission agenda. No future meetings beyond the next scheduled meeting may be canceled in advance."

SECTION 3. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.102 is hereby amended to read as follows:

"§ 2-9.102 Procedure.

The following procedure shall be followed by boards and commissions, at public meetings:

(a) Each member of a board or commission who is present for a vote shall vote unless the member states the reasons for abstaining for the record.

(b) City staff shall maintain a true and correct record of all proceedings of all boards or commission and ensure such records are available to the public through the City Clerk's office."

SECTION 4. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.103 is hereby amended to read as follows:

“§ 2-9.103 Proceedings.

Each board or commission shall conduct its public meetings in accordance with the Redondo Beach Municipal Code and City Council Rules of Conduct and Decorum.”

SECTION 5. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.106 is hereby amended in its entirety to read as follows:

“§ 2-9.106 Membership eligibility.

Membership on any City board or commission shall be limited to residents who are registered voters of the City, with the exception of the Youth Commission as defined in Article 6 of this chapter. Each commission may have additional eligibility and qualification requirements as specified by the sections governing each commission.”

SECTION 6. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.107 is hereby amended in its entirety to read as follows:

“§ 2-9.107 Vacancies.

(a) In the following instances a board member or commissioner’s position shall automatically become vacant and so declared by the City Council if the board member or commissioner:

- (1) Resigns;
- (2) Informs the Mayor and City Council in writing that they are unable to fulfill their term for any reason;
- (3) Is convicted of a crime involving moral turpitude;
- (4) Ceases to be a legally registered voter of the City;
- (5) Ceases to reside in the City of Redondo Beach;
- (6) Is removed by the City Council pursuant to Section 2-9.109;
- (7) Is absent from three regular meetings of such board or commission during any twelve (12) month period of time after October 1, 2025. For the purposes of determining absences, a board or commission member shall not be deemed absent if a meeting is canceled, unless the board or commission member’s absence was the cause of the meeting’s cancelation due to lack of quorum;
- (8) Dies; or



(9) Is adjudicated to be physically or mentally incapacitated due to disease, illness, or accident, and that there is reasonable cause to believe that they will not be able to perform their duties for the remainder of their term.

(b) Vacancies occurring in any board or commission shall be filled in the manner set forth in Section 2-9.100.”

SECTION 7. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.108 is hereby repealed in its entirety:

SECTION 8. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.109 is hereby amended to read as follows:

“§2.9-109 General Powers and Duties

The members of each board and commission may be removed from office by a vote of the majority of all members of the Council upon any grounds including but not limited to those described in §2.9-111 and/or those sections related to specific commissions.

SECTION 9. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.110 is hereby added in its entirety to read as follows:

“§2.9-110 General Powers and Duties

(a) All commissions shall provide advice to the City Council on matters within their jurisdiction as defined in the respective sections addressing each commission’s powers and duties. This is the primary duty of all commissions.

(b) Commissions shall provide advice on matters assigned to the commission by the Redondo Beach Municipal Code, the City Council, City Manager, or staff liaison with the approval and/or at the direction of the City Manager.

(c) Commissions shall provide advice to the City Council on annual budgets and strategic plans prior to the City Council’s deliberations on these matters.

(d) Commissions may, under the “Commission Member Items and Future Commission Agenda Topics” section of the commission’s meeting agenda, advise the City Council on a matter if: 1) a commissioner moves to agendize the item, another commissioner seconds the motion and the commission approves agendizing the matter by majority vote; and 2) it is a matter that falls within the jurisdiction, powers and duties of the commission; and 3) the staff liaison, with the approval and/or at the direction of the City Manager, agrees. On matters in which the staff liaison disagrees with the commission, the commission may, by majority vote, seek the City Council’s determination as to the appropriateness of the commission’s proposed action. The staff liaison or City Manager shall inform the City Council and Mayor of the disagreement and the commission’s request.

(e) Commissions may have additional powers and duties as defined in the sections related to each commission.”

SECTION 10. AMENDMENT OF CODE. Title 2, Chapter 9, Article 1, Section 2-9.111 is hereby added in its entirety to read as follows:

“§2.9-111 Limited and Restricted Scope of Powers and Duties of Commissions:

Except as otherwise provided in the Redondo Beach Municipal Code and/or those sections related to specific commissions:

(a) Each commission is a reviewing and advising/recommending body only; and

(b) Each commission and each commissioner shall have no power, duty, responsibility, role or authority to:

(1) Demand that any particular City staff, personnel, contractor, elected or appointed official, or any other person or entity participate in or appear before a meeting of the commission or undertake any action or omission;

(2) Demand that any documents or information be provided to or generated for the commission;

(3) Direct, interfere with or participate in, the operations or management of any City department, staff, personnel, or contractor;

(4) Review, evaluate, investigate, or comment upon matters that are solely within the duties and functions of any other commissions or committees, unless directed to do so by the City Council, City Manager or staff liaison with the approval and/or at the direction of the City Manager;

(5) Review, evaluate, investigate, or comment upon individual complaints involving any City department, personnel, contractor, elected or appointed officials or others;

(6) Represent to be acting for on behalf of the City, its staff, personnel, or contractors;

(7) Commit the officers, employees, staff, or elected or appointed officials of the City to a specific position or to any course of action, and may not make referrals to City staff, except as authorized by specific sections governing the commission or if specifically directed by the City Council;

(8) Act in an oversight role of any City function, department or over any elected or appointed positions;

(9) Assert any power, authority, or privileges through the use of their title or appointed position in any context other than that which is allowed by the Redondo Beach Municipal Code.

(c) Commissioners who violate, or other fail to abide with, this section may be removed by the City Council in accordance with Title 2, Chapter 9, section 2-9.109.”

SECTION 11. Any provisions of the Redondo Beach Municipal Code, or appendices thereto, or any other ordinances of the City inconsistent herewith, to the extent of such inconsistencies and no further, are hereby repealed.

SECTION 12. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the ordinance. The City Council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause, and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

SECTION 13. This ordinance shall be published by one insertion in the official newspaper of said city or published in conformance with the alternative publication requirements pursuant to Redondo Beach City Charter §9.15 and same shall go into effect and be in full force and operation from and after thirty (30) days after its final passage and adoption.

PASSED, APPROVED AND ADOPTED this 14<sup>th</sup> day of October, 2025.

\_\_\_\_\_  
James A. Light, Mayor

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Joy A. Ford, City Attorney

\_\_\_\_\_  
Eleanor Manzano, CMC, City Clerk

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES       ) ss  
CITY OF REDONDO BEACH        )

I, Eleanor Manzano, City Clerk of the City of Redondo Beach, California, do hereby certify that the foregoing Ordinance No. 3298-25 was duly introduced at a regular meeting of the City Council held on the 7<sup>th</sup> day of October, 2025, and was duly approved and adopted by the City Council at a regular meeting of said City Council held on the 14<sup>th</sup> day of October, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Eleanor Manzano, CMC  
City Clerk



# Administrative Report

---

J.6., File # BF25-1707

Meeting Date: 12/11/2025

---

**To: BUDGET AND FINANCE COMMISSION**

**From: STEPHANIE MEYER, FINANCE DIRECTOR**

**TITLE**

NOMINATIONS AND ELECTION OF CHAIRPERSON AND VICE-CHAIR