



# City of El Segundo

## Office of the City Manager

### Elected Officials

*Drew Boyles,*  
Mayor

*Chris Pimentel,*  
Mayor Pro Tem

*Carol Pirsztuk,*  
Councilmember

*Scot Nicol,*  
Councilmember

*Lance Giroux,*  
Councilmember

*Tracy Weaver,*  
City Clerk

*Matthew Robinson,*  
City Treasurer

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### Appointed Officials

*Scott Mitnick,*  
City Manager

*Mark D. Hensley,*  
City Attorney

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### Department Directors

*Barbara Voss,*  
Deputy City Manager

*Joseph Lillio,*  
Chief Financial Officer

*Melissa McCollum,*  
Community Services Director

*Sam Lee,*  
Development Services Director

*Chris Donovan,*  
Fire Chief

*Donna Peter,*  
Human Resources Director  
(Interim)

*Charles Mallory,*  
IT Director

*Bill Whalen,*  
Police Chief

*Elias Sassoon,*  
Public Works Director

To: All Employees

From: City Manager, Scott Mitnick

Date: January 14, 2021

**RE: Compliance With Local Health Orders**

This memorandum is a reminder to all employees that we are all individually responsible to adhere to the legal mandates contained in any applicable health orders, whether issued by county, state or federal government. I recognize that the different orders frequently change and may have different application depending upon where an employee lives. Orders also commonly contain a combination of recommendations and legal mandates. That is why it is important that each individual assess their own circumstances and follow the legal mandates within any orders that apply to them. Whether we agree with particular mandates or not, the intent of the orders is to limit the spread of COVID-19 in our community and workplace.

As we approach the holiday weekend, it is particularly important that employees take into account travel restrictions and quarantine requirements, and plan accordingly. For example, subject to listed exceptions, Los Angeles County's Mandatory Directive on Travel ([http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Directive\\_Travel.pdf](http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Directive_Travel.pdf)), published on December 30, 2020, requires Los Angeles County residents who travel out of the Southern California region (Imperial, Inyo, Los Angeles, Mono, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura ) to quarantine for 10 days upon return. Therefore, as defined in the December 30, 2020 Los Angeles County Mandatory Directive on Travel, non-essential work travel for Los Angeles County residents will require employees to quarantine and stay home from work longer than their planned travel dates, and may involve the use of accrued leave in order to be paid. Advance communication with your supervisors is critical to avoid unforeseen consequences.

If any employee violates any legal mandates contained within county, state or federal health orders, the City will assess how to handle the situation depending on the circumstances involved. Violations of any legal mandates within health orders can lead to serious consequences for individual employees and the City. Importantly, existing City rules authorize the imposition of discipline for violations of law.

Your cooperation is greatly appreciated.

Scott Mitnick  
City Manager