



# AGENDA

EL SEGUNDO CITY COUNCIL  
REGULAR MEETING  
TUESDAY, MAY 20, 2025

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

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

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

Susan Truax, City Clerk

#### Executive Team

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

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

#### MISSION STATEMENT:

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

#### VISION STATEMENT:

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

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

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

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

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

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

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

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

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

**SPECIAL ORDERS OF BUSINESS**

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

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GOV’T CODE §54956.9(D)(1): -1- MATTER(S)**

George King, Jr. v. City of El Segundo, Los Angeles Superior Court Case No. 23TRCV03342

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

INITIATION OF LITIGATION PURSUANT to (Government Code §54956.9(d)(4)): -1-matter(s).

**CONFERENCE WITH CITY’S LABOR NEGOTIATOR (GOV’T CODE §54957.6): -2-MATTER(S)**

Employee Organizations: Police Officers’ Association (POA), Police Management Association (PMA)

Agency Designated Representative: Laura Drottz Kalty, City Manager, Darrell George, and Human Resources Director, Rebecca Redyk

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

**INVOCATION** – Pastor Jonathan Elmore - The Bridge

**PLEDGE OF ALLEGIANCE** – Mayor Pro Tem Baldino

**SPECIAL PRESENTATIONS**

1. LGBTQ+ Pride Month

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

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

**A. PROCEDURAL MOTIONS**

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

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Recommendation -

Approval

**B. CONSENT**

**2. City Council Meeting Minutes**

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Recommendation -

1. Approve Special City Council Meeting Minutes of May 5, 2025 (Budget Study Session) and Regular City Council Meeting Minutes of May 6, 2025.
2. Alternatively, discuss and take other action related to this item.

**3. Warrant Demand Register for April 7, 2025 through May 4, 2025**

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Recommendation -

1. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and, wire transfers.
2. Approve Warrant Demand Register numbers 20A, 20B, 20C and 21A: warrant numbers 3055061 through 3055432, and 9003342 through 9003350.
3. Alternatively, discuss and take other action related to this item.

**4. Second Reading of an Ordinance Amending El Segundo Municipal Code Single-Family Residential Standards, Including Standards Applicable to Urban Lot Splits and Two-Unit Residential Developments Pursuant to Senate Bill No. 450**

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Recommendation -

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1. Waive the second reading and adopt an ordinance (EA 1380 & ZTA 24-04) amending El Segundo Municipal Code Title 15 to comply with SB 450 state law requirements and finding that the ordinance is exempt from the requirements of the California Environmental Quality Act pursuant to CEQA Guidelines § 15061(b)(3).
  2. Alternatively, discuss and take other action related to this item.

5. **Second Reading of an Ordinance Amending the Timing of When Development Impact Fees are Paid**

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Recommendation -

1. Waive the second reading and adopt an ordinance (EA-1384 and ZTA 25-03) amending El Segundo Municipal Code Title 15 to authorize the deferral development impact fees and findings that the ordinance is exempt from the requirements of the California Environmental Quality Act pursuant to CEQA Guidelines § 15061(b)(3).
2. Alternatively, discuss and take other action related to this item.

6. **Continue Emergency Action for the Permanent Repair of the City of El Segundo Wiseburn Aquatics Center Pool Heaters**

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Recommendation -

1. Receive and file staff's report regarding the status of the permanent repairs to El Segundo Wiseburn Aquatics Center pool heaters.
2. Adopt a motion by four-fifths vote to determine the need to continue the emergency action approved under Resolution No. 5519.
3. Alternatively, discuss and take other action related to this item.

7. **Resolution to Amend Chapter 1A of the City's Administrative Code for the Management Confidential Series Relating to Overtime Compensation for the Battalion Chief Classification While Working Strike Team Assignments Reimbursable by the California Office of Emergency Services and Assistance by Hire Under Contractual Agreements with Third Parties**

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Recommendation -

1. Adopt a resolution amending the City's Administrative Code, Chapter 1A2 Management-Confidential Series, Section 1A2.080 - Overtime Pay Exception Fire Battalion Chiefs.

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

**8. Notice of Completion for the FY 2024-25 Pavement Rehabilitation Project No. PW 24-08**

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Recommendation -

1. Accept the FY 2024-25 Pavement Rehabilitation Project No. PW 24-08, by LCR Earthwork and Engineering, Corp. as complete.
2. Authorize the City Clerk to file the Project No. PW 24-0 Notice of Completion with the County Recorder's Office.
3. Alternatively, discuss and take other action related to this item.

**9. Resolution Adopting Plans and Specifications for the FY 2025-26 Pavement Rehabilitation Project, Project No. PW 25-07**

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Recommendation -

1. Adopt the attached resolution approving plans and specifications for the FY 2025-26 Pavement Rehabilitation Project No. PW 25-07 to avail the City of Government Code § 830.6 immunities and establish a project payment amount.
2. Authorize staff to advertise the project for construction bidding, as required.
3. Alternatively, discuss and take other action related to this item.

**10. Resolution Approving the Design and Plans for the 27-Inch Water Main Repair Project No. PW 25-09**

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Recommendation -

1. Adopt the attached resolution approving the design and plans for the 27-Inch Water Main Repair Project No. PW 25-09 to avail the City of Government Code § 830.6 immunities and establish a project payment amount.
2. Authorize staff to advertise the project for construction bidding, as required.
3. Alternatively, discuss and take other action related to this item.

**11. Three-Year Contract with Brightview Landscape Services, Inc. for \$575,484 Per Year to Provide Landscape Maintenance Services**

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Recommendation -

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1. Award a three-year contract to BrightView Landscape Services Inc. for \$575,484 per year to provide landscape maintenance services from June 1, 2025 through May 31, 2028.
  2. Authorize the City Manager or designee to execute the landscape maintenance services contract in a form approved by the City Attorney.
  3. Alternatively, discuss and take other action related to this item.

## **C. PUBLIC HEARINGS**

### **12. Resolution for Procedures and Conduct of Public Hearing for New AB 2561 Requirements Regarding Job Vacancies, Recruitment, and Retention Efforts**

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Recommendation -

1. Adopt a resolution establishing the policies and procedures for the public hearing and reporting on the City's workforce vacancies, and recruitment and retention efforts in compliance with Assembly Bill 2561.
2. Open and conduct a public hearing regarding the City's workforce vacancies, and recruitment and retention efforts, pursuant to AB 2561.
3. Receive and file the City's "Status of Vacancies and Recruitment and Retention Efforts" for FY 2024-2025.
4. Alternatively, discuss and take other action related to this item.

### **13. Public Hearing for Adoption of Fiscal Year 2025-26 Master Fee Schedule**

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Recommendation -

1. Conduct a public hearing on the proposed fee adjustments and adoption of new fees for the City's Master Fee Schedule.
2. Adopt a resolution approving the updated City's Master Fee Schedule.
3. Alternatively, discuss and take other action related to this item.

## **D. STAFF PRESENTATIONS**

### **14. Update on the Urho Saari Swim Stadium / Plunge Renovation Project**

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Recommendation -

1. Receive and file the Urho Saari Swim Stadium / Plunge Renovation Project update.

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2. Discuss and provide direction to staff on the recommendation for replacing the pool tiles.
  3. Alternatively, discuss and take alternative action.

**15. Update on the Preferential Parking Zone 3 Pilot Program and Resolution to Make the Program Permanent**

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Recommendation -

1. Receive a presentation from staff.
2. Adopt the proposed resolution to designate and update Preferential Parking Zone 3 and associated hourly restrictions pursuant to Vehicle Code § 22500 and make the program permanent, unless subsequently terminated by City Council.
3. Alternatively, discuss and take other action related to this item.

**E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS**

**F. REPORTS - CITY CLERK**

**G. REPORTS - COUNCIL MEMBERS**

Council Member Keldorf

Council Member Giroux

Council Member Boyles

Mayor Pro Tem Baldino

Mayor Pimentel

**H. REPORTS - CITY ATTORNEY**

**I. REPORTS/FOLLOW-UP - CITY MANAGER**

**CLOSED SESSION**

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

**REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)**

**MEMORIALS**

**ADJOURNMENT**

POSTED:  
DATE: May 16, 2025  
TIME: 11:30 AM  
BY: Susan Truax, City Clerk

# Proclamation

City of El Segundo, California



**WHEREAS,** the City of El Segundo cherishes the value and dignity of each person, and recognizes and appreciates the importance of and respect, equality, and freedom; and

**WHEREAS,** all are welcomed in the City of El Segundo to live, work, and play, and every individual and family deserves a place to call home where they are safe, happy, and supported by friends, neighbors and community leaders; and

**WHEREAS,** the City of El Segundo denounces prejudice and unfair discrimination based on age, gender identity, gender expression, race, color, religion, marital status, national origin, sexual orientation, or physical attributes as an affront to our fundamental principles; and

**WHEREAS,** the LGBTQ+ community has worked tirelessly for respect and equality, and continues to celebrate authenticity, acceptance, and love; and

**WHEREAS,** Pride Month began in June of 1969 on the one-year anniversary of the Stonewall Uprising in New York City after LGBTQ+ and allied friends rose up and fought against harassment and discriminatory laws that have since been declared unconstitutional; and

**WHEREAS,** the City of El Segundo celebrates and appreciates the cultural, civic, and economic contributions of the Lesbian, Gay, Bisexual, Transgender, Queer, plus (LGBTQ+) community which strengthens our social welfare; and

**WHEREAS,** it is imperative that people in our community, regardless of sexual orientation, gender identity, and gender expression, feel valued, safe, empowered, and supported by their peers and community leaders.

**NOW, THEREFORE,** on this 20th day of May, 2025, the Mayor and Members of the City Council of the City of El Segundo, California, hereby proclaim June 2025 as “**LGBTQ+ Pride Month**” in El Segundo and encourage all residents to celebrate the progress toward justice, equality, and liberty in the LGBTQ+ community and join us in the fights that remain to be won. The City Council of the City of El Segundo further calls upon residents and employees of El Segundo to observe June 2025 as LGBTQ+ Pride Month in honor of our LGBTQ+ residents, employees, and visitors, and to the contributions they continue to make to our community.

Ryan Baldino  
Mayor Pro Tem

Chris Pimentel  
Mayor

Drew Boyles  
Councilmember

Lance Giroux  
Councilmember

Michelle Keldorf  
Councilmember

SPECIAL MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL  
BUDGET STUDY SESSION  
MONDAY, MAY 5, 2025

OPEN SESSION – Mayor Pimentel called the meeting to order at 2:00 PM.

ROLL CALL

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

PLEDGE OF ALLEGIANCE –

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

CITY MANAGER FOLLOW-UP COMMENTS:

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

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

MOTION PASSED 5/0

AYES: Pimentel, Baldino, Boyles, Giroux and Keldorf

NOES:

ABSTAIN:

ABSENT:

B. STAFF PRESENTATIONS:

1. FY 2025 - 26 Budget Study Session  
(Fiscal Impact: None)

Darrell George, City Manager, introduced the item.

Paul Chung, Chief Financial Officer/City Treasurer presented the item.

Mayor Pimentel called a recess at 3:50 PM. He reconvened the meeting at 4:01 PM.

Council Discussion

Adjourned at 5:00 PM

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Susan Truax, City Clerk

MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, MAY 6, 2025

CLOSED SESSION – Mayor Pimentel called the meeting to order at 4:01 PM

ROLL CALL

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

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

SPECIAL ORDER OF BUSINESS:

Mayor Pimentel announced that Council would be meeting in closed session pursuant to the items listed on the agenda.

**CONFERENCE WITH CITY’S LABOR NEGOTIATOR (GOV’T CODE §54957.6): -1-MATTER(S)**

1. Employee Organizations: Police Officers’ Association (POA), Police Management Association (PMA), Management Confidential Employees

Agency Designated Representative: Laura Drottz Kalty; City Manager, Darrell George; and Human Resources Director, Rebecca Redyk.

Adjourned at 5:45 PM

***Minutes are prepared and ordered to correspond to the agenda.***

OPEN SESSION – Mayor Pimentel called the meeting to order at 6:00 PM

ROLL CALL

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

INVOCATION – Father Alexei Smith - St. Andrew Russian Greek Catholic Church

PLEDGE OF ALLEGIANCE – Council Member Keldorf

SPECIAL PRESENTATIONS:

1. National Public Works Week – Elias Sassoon, Director of Public Works to accept
2. Older Americans Month 2025 – Bob Motta, Rec Park Commissioner to accept proclamation and receive the honor of El Segundo Older American of the Year 2025
3. El Segundo Unified School District - Superintendent Report by Dr. Jason Johnson

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

Eric Kenas, resident and business owner, spoke to Item D16, a proposed youth program, regarding how the new program may impact the program (Family Wellness Studio) he and his wife offer through the City.

Michele Leach, resident, spoke about the need to identify internships for local high school and college students and encouraged the City to work with the school district to explore opportunities for identifying internships in City Hall and the community.

CITY MANAGER FOLLOW-UP COMMENTS:

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

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

MOTION PASSED 5/0

AYES: Pimentel, Baldino, Boyles, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: None

- B. CONSENT:

4. Approve Regular and Special City Council meeting minutes of April 15, 2025.  
(Fiscal Impact: None)

5. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and wire transfers. Approve Warrant Demand Register numbers 19A and 19B: warrant numbers 3054899 through 3055060, and 9003330 through 9003341.

(Fiscal Impact: The warrants presented were drawn in payment of demands included within the FY 2024-2025 Adopted Budget. The total of \$2,022,920.87 (\$1,404,772.29 in check warrants and \$618,148.58 in wire warrants) are for demands drawn on the FY 2024-2025 Budget.)

6. Receive and file staff's report regarding the status of the permanent repairs to El Segundo Wiseburn Aquatics Center pool heaters and adopt a motion by four-fifths vote to determine the need to continue the emergency action approved under Resolution No. 5519.

(Fiscal Impact: The estimated total cost for the permanent repair of the Aquatics Center Pool Heaters is \$700,000 (\$613,724 repair + \$86,276 contingency). The project costs were not included in the adopted FY 2024-25 CIP Budget and requires a budget appropriation from General Fund Reserves to the Capital Improvement Fund. Wiseburn Unified School District (WUSD) agreed to reimburse the City half of the construction cost after the completion of the work, up to \$300,000.

The budget request is as follows:

Amount Budgeted in FY 2024-25: \$0

Additional Appropriation: \$700,000

Expense Account Number: 301-400-8202-8463 (General Fund CIP - Aquatics Center Pool Heaters)

Establish Transfer Out Budget: \$700,000

Transfer Out Account Number: 001-400-0000-9301 (Transfer out from General Fund to CIP Fund)

Establish Transfer In Budget: \$700,000

Transfer In Account Number: 301-300-0000-9001 (Transfer into CIP Fund from General Fund)

Set Revenue budget: \$300,000

Revenue Account Number: 001-300-XXXX-XXXX (WUSD Pool Heater Contribution)\*

\* Revenue account will be generated after funds are received from WUSD.)

7. Adopt a Resolution No. 5537 approving plans and construction specifications for construction of the Community Development Block Grant American Disability Act Curb Ramp Improvements Project No. 602744-24/PW 24-13 to avail the City of Government Code § 830.6 immunities and establishing a project payment amount. Authorize staff to advertise the project for construction bidding.

(Fiscal Impact: Amount Budgeted in FY2024-25: \$55,500)

Actual CDBG allocation in FY 2024-25: \$94,609

Estimated CDBG allocation in FY 2025-26: \$61,214

Total Available for FY 2025-26: \$155,823

Additional Appropriation: None.

Account Number(s):

111-400-2781-8499 (CDBG Fund Capital Improvement Project))

8. Adopt Resolution No. 5538 authorizing SB 1 funding for FY 2025-26 Pavement Rehabilitation Project No. PW 25-07.

(Fiscal Impact: To be included in the proposed FY 2025-26 Budget.

Amount Budgeted: \$1,000,000

Additional Appropriation: None.

Account Numbers:

128-400-8203-8383 (SB 1 Expenditure)

127-400-0000-8382 (Measure M Expenditure), and

Prop C and Measure R funds, as needed)

9. Authorize the City Manager to execute the seventh amendment No.4698G with the El Segundo Co-Op Nursery School to extend the agreement's term for three years through September 30, 2028 and increase the annual license fee by \$83 for the first year, and \$50 per year for the next two (2) years.

(Fiscal Impact: Total annual revenue from the License Agreement will be \$2,000 for FY 2025-26, \$2,050 for FY 2026-27, and \$2,100 for FY 2027-28. Total of \$6,150 over three years.)

10. Accept the Main Street / Imperial Highway Monument Entry Feature Sign Project, Project No. PW 23-04, by Square Signs LLC DBA Front Signs as complete. Authorize the Clerk to file a Notice of Completion with the County Recorder's Office.

(Fiscal Impact: Amount Budgeted: \$417,489.25

Additional Appropriation: None

Account Number(s): 301-400-8203-8214 (City Gateway Entry Project))

11. Adopt the proposed Resolution No.5539 ratifying the General Services Agreement between the City of El Segundo and the County of Los Angeles and authorize the City Manager to execute Agreement No. 7290.

(Fiscal Impact: Public Works Department budgets \$150,000 annually to account number 001-400-4205-6206 to cover County services on an "as-needed" basis.)

12. Adopt the revised classification specification for the Fire Engineer position.

(Fiscal Impact: None.)

**MOTION by Council Member Boyles, SECONDED by Mayor Pimentel, to approve Consent items 4, 5, 6, 7, 8, 9, 10, 11, and 12.**

MOTION PASSED 5/0

AYES: Pimentel, Baldino, Boyles, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: None

C. PUBLIC HEARINGS:

13. Introduce and waive the first reading of an Ordinance No.1672 amending El Segundo Municipal Code Title 15 to amend the development standards for the Single-Family Residential (R-1) Zone, including standards applicable to two-unit residential

developments and urban lot splits, and finding that the ordinance is exempt from the requirements of the California Environmental Quality Act pursuant to Guidelines section 15061(b)(3). Schedule the ordinance's second reading for the May 20, 2025 regular City Council meeting or as soon thereafter may be heard.

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

Presented by Paul Samaras, Principal Planner

Public Input: None

MOTION by Mayor Pro Tem Baldino, SECONDED by Council Member Giroux to close Public Hearing Item C.13.

MOTION PASSED 5/0

AYES: Pimentel, Baldino, Boyles, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: None

Council Discussion

Motion by Mayor Pro Tem Baldino to introduced the ordinance.

Mark Hensley, City Attorney, read by title only:

Ordinance Amending El Segundo Municipal Code Title 15, Chapter 4 (Residential Zones) to Amend the Development Standards for the Single-Family Residential (R-1) Zone, Including the Standards Applicable to Two-Unit Residential Developments and Urban Lot Splits Pursuant to Senate Bill No. 450

14. Introduce and waive the first reading of an Ordinance No.1673 amending El Segundo Municipal Code Title 15, Chapter 32 (Development Impact Fees) regarding the timing of when Development Impact Fees are paid and finding that the ordinance is exempt from the requirements of the California Environmental Quality Act pursuant to Guidelines section 15061(b)(3). Adopt a resolution establishing a fee deferral program to adjust the deadline of certain building permit fee payments to prior to issuance of a certificate of occupancy or final inspection. Schedule the ordinance's second reading for the May 20, 2025 regular City Council meeting or as soon thereafter it may be heard.

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

Presented by Michael Allen, Director of Community Development

Public Input: None

MOTION by Mayor Pro Tem Baldino, SECONDED by Council Member Giroux to close Public Hearing Item C.14.

MOTION PASSED 5/0

AYES: Pimentel, Baldino, Boyles, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: None

Council Discussion

Mark Hensley, City Attorney, read by title only:

Ordinance Amending El Segundo Municipal Code Title 15, Chapter 32 (Development Impact Fees) to Establish a Fee Deferral Program to Adjust the Deadline of Development Impact Fee Payments to Prior to Issuance of a Certificate of Occupancy or Final Inspection, and Associated Resolution

Motion by Council Member Boyles to introduce the Ordinance.

Mark Hensley, City Attorney, read by title only:

Adopt a Resolution No. 5540 to establish a fee deferral program to adjust the deadline of certain building permit fee payments to prior to issuance of a certificate of occupancy or final inspection. (Environmental Assessment No. 1384 and zone text amendment No. 25-03)

MOTION by Mayor Pimentel, SECONDED by Mayor Pro Tem Baldino, to adopt Resolution No. 5540.

MOTION PASSED 5/0

AYES: Pimentel, Baldino, Boyles, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: None

D. STAFF PRESENTATIONS:

15. Receive and file the results of the 2025 resident and business survey. Direct staff to conduct the 2026 resident and business survey in FY2025-26. (Fiscal Impact: None.)

Barbara Voss, Deputy City Manager presented the item.

Council Discussion

Council consensus to receive and file the survey results and to direct staff to conduct the 2026 resident and business survey as a point of service survey (when people do business with the City) and through the El Segundo Connect application.

16. Approve new after-school program and related budget for FY 2025-2026. (Fiscal Impact: The proposed "Club Cowabunga" after-school program is estimated to generate between \$90,000 and \$225,000 annually in revenue, and have between \$54,000 and \$139,000 in related expenses depending on participation. If City Council approves the program, the budget will be included in the FY 2025-26 proposed budget.)

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

#### Council Discussion

MOTION by Council Member Giroux, SECONDED by Council Member Keldorf, to approve a new after-school program and related budget for FY 2025-2026.

MOTION PASSED 5/0

AYES: Pimentel, Baldino, Boyles, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: None

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS: None

F. REPORTS – CITY CLERK – Congratulated Deputy City Clerk Lili Sandoval on her promotion to Assistant City Clerk, effective May 3, 2025.

G. REPORTS – COUNCIL MEMBERS

Council Member Keldorf –

17. Consideration and possible action to establish an ad hoc major events subcommittee.

#### Council Discussion

MOTION by Mayor Pimentel, SECONDED by Council Member Boyles, to establish an ad hoc major events subcommittee which will be chaired by Council Member Keldorf. Additional committee members will be announced at the June 3, 2025 City Council meeting.

MOTION PASSED 5/0

AYES: Pimentel, Baldino, Boyles, Giroux, and Keldorf

NOES: None

ABSTAIN: None

ABSENT: None

18. Receive and file the update on Phase 1 of the Recreation Park Renovation Project: Teen Center/Teen Plaza/Ballfields.

Council Member Keldorf stated much of the update had been presented to Council at the Budget Study Session on May 5, 2025. Elias Sassoon, Director of Public Works, reported the design development plans for the Teen Center are being reviewed by staff and he anticipates presenting the plans for adoption by City Council at a meeting in August or September, after which the project will be advertised and put out to bid. Construction is expected to commence in the spring and be completed in the summer.

Council Member Giroux – Congratulated the El Segundo High School Girl’s Lacrosse team for advancing to the Division 2 semi-finals.

Council Member Boyles – Congratulated the El Segundo High School Boy’s Lacrosse team for their first ever victory over Santa Monica.

Mayor Pro Tem Baldino – Met with Sen. Ben Allen’s office regarding possible housing and other bills being considered by the state legislature, including SB 79, AB 647 and others; he received council consensus to write a letter in opposition to these bills. Thanked City staff for assisting with the Hometown Fair. Attended Environmental Subcommittee meeting and saw a presentation by high school student interns from the Blue Butterfly Conservatory. Reported he had received and read the new Hyperion newsletter. Stated the Ed! Foundation Gala and Fire Station Open House are coming up.

Mayor Pimentel – He will be hosting mayors from Supervisory District 2 on Thursday. The Tech Breakfast was a gigantic success resulting in several companies choosing to locate their operations in El Segundo. Reindustrialize El Segundo, modeled after Reindustrialize America, has been developed to encourage venture capital businesses to relocate to El Segundo. There will be a Defense Tech Roundtable next week. Attended Homelessness Task Force meeting last week regarding allocation of Measure A funds. Will be attending the LA Rugby Club game next week. Attended Mattel Toy Showcase with the Mayor Pro Tem. Presented to the Building Manager’s Association on El Segundo’s PATCHES Program approach to homelessness. Plans to attend the Transportation and Sanitation committee meetings next week. Layoffs are happening among some local businesses.

- I. REPORTS – CITY ATTORNEY – No report
- J. REPORTS/FOLLOW-UP – CITY MANAGER – The City has received a handful of email messages from residents regarding mosquito pods originating from Hyperion, which will work with Vector Control on eradication methods. Reported the AQMD received 27 recent odor complaints for the Hyperion Plant and no notices of violation for public nuisance. Annual maintenance was done in April on the fence line monitor stations.

MEMORIALS –

Council Member Boyles read a memorial for Luiz Henrique De Souza Malo, a former El Segundo City Employee.

Mayor Pimentel read a memorial for Shirley M. George, mother of City Manager Darrell George.

Adjourned at 8:13 PM

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Susan Truax, City Clerk



## City Council Agenda Statement

Meeting Date: May 20, 2025

Agenda Heading: Consent

Item Number: B.3

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### **TITLE:**

Warrant Demand Register for April 7, 2025 through May 4, 2025

### **RECOMMENDATION:**

1. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and, wire transfers.
2. Approve Warrant Demand Register numbers 20A, 20B, 20C and 21A: warrant numbers 3055061 through 3055432, and 9003342 through 9003350.
3. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

The warrants presented were drawn in payment of demands included within the FY 2024-2025 Adopted Budget. The total of \$7,184,425.53 (\$2,958,775.97 in check warrants and \$4,225,649.56 in wire warrants) are for demands drawn on the FY 2024-2025 Budget.

### **BACKGROUND:**

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

In government finance, a warrant is a written order to pay that instructs a federal, state, county, or city government treasurer to pay the warrant holder on demand or after a specific date. Such warrants look like checks and clear through the banking system like

## **Warrant Demand Register**

**May 20, 2025**

**Page 2 of 2**

checks. Warrants are issued for payroll to individual employees, accounts payable to vendors, to local governments, and to companies or individual taxpayers receiving a refund.

### **DISCUSSION:**

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

### **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 5: Champion Economic Development and Fiscal Sustainability

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

### **PREPARED BY:**

Liz Lydic, Management Analyst

### **REVIEWED BY:**

Wei Cao, CPA, CPFO, Finance Manager

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Register 20a - summary
2. Register 20b - summary
3. Register 20c - summary
4. Register 21a - summary

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3055061 - 3055140  
9003342 - 9003342

DATE OF APPROVAL: AS OF 5/6/25

REGISTER # 20a

|                       |  |                   |
|-----------------------|--|-------------------|
| 001                   | GENERAL FUND                             | 258,454.79        |
| 003                   | EXPENDABLE TRUST FUND - OTHER            | 4,418.93          |
| 104                   | TRAFFIC SAFETY FUND                      | -                 |
| 106                   | STATE GAS TAX FUND                       | 40,000.00         |
| 108                   | ASSOCIATED RECREATION ACTIVITIES FUND    | -                 |
| 109                   | ASSET FORFEITURE FUND                    | -                 |
| 110                   | MEASURE "R"                              | -                 |
| 111                   | COMM. DEVEL. BLOCK GRANT                 | 9,975.00          |
| 112                   | PROP "A" TRANSPORTATION                  | -                 |
| 114                   | PROP "C" TRANSPORTATION                  | -                 |
| 115                   | AIR QUALITY INVESTMENT PROGRAM           | -                 |
| 116                   | HOME SOUND INSTALLATION FUND             | -                 |
| 117                   | HYPERION MITIGATION FUND                 | -                 |
| 118                   | TDA ARTICLE 3 - SB 821 BIKEWAY FUND      | -                 |
| 119                   | MTA GRANT                                | -                 |
| 121                   | FEMA                                     | -                 |
| 120                   | C.O.P.S. FUND                            | 200.00            |
| 122                   | L.A.W.A. FUND                            | -                 |
| 123                   | PSAF PROPERTY TAX PUBLIC SAFETY          | -                 |
| 124                   | FEDERAL GRANTS                           | -                 |
| 125                   | STATE GRANT                              | -                 |
| 126                   | A/P CUPA PROGRAM OVERSIGHT SURCHARGE     | -                 |
| 127                   | MEASURE "M"                              | 1,945.05          |
| 128                   | SB-1                                     | -                 |
| 129                   | CERTIFIED ACCESS SPECIALIST PROGRAM      | -                 |
| 130                   | AFFORDABLE HOUSING                       | -                 |
| 131                   | COUNTY STORM WATER PROGRAM               | -                 |
| 132                   | MEASURE "B"                              | -                 |
| 202                   | ASSESSMENT DISTRICT #73                  | -                 |
| 301                   | CAPITAL IMPROVEMENT FUND                 | -                 |
| 302                   | INFRASTRUCTURE REPLACEMENT FUND          | -                 |
| 311                   | DEVELOPER IMPACT FEES - GENERAL GOVERNME | -                 |
| 312                   | DEVELOPER IMPACT FEES - LAW ENFORCEMENT  | -                 |
| 313                   | DEVELOPER IMPACT FEES - FIRE PROTECTION  | -                 |
| 314                   | DEVELOPER IMPACT FEES - STORM DRAINAGE   | -                 |
| 315                   | DEVELOPER IMPACT FEES - WATER DISTRIBUTI | -                 |
| 316                   | DEVELOPER IMPACT FEES - WASTEWATER COLLE | -                 |
| 317                   | DEVELOPER IMPACT FEES - LIBRARY          | -                 |
| 318                   | DEVELOPER IMPACT FEES - PUBLIC MEETING   | -                 |
| 319                   | DEVELOPER IMPACT FEES - AQUATICS CENTER  | -                 |
| 320                   | DEVELOPER IMPACT FEES - PARKLAND         | -                 |
| 405                   | FACILITIES MAINTENANCE                   | -                 |
| 501                   | WATER UTILITY FUND                       | 3,345.82          |
| 502                   | WASTEWATER FUND                          | 3,370.33          |
| 503                   | GOLF COURSE FUND                         | -                 |
| 504                   | SENIOR HOUSING CITY ATTORNEY             | -                 |
| 505                   | SOLID WASTE FUND                         | -                 |
| 601                   | EQUIPMENT REPLACEMENT                    | 8,500.00          |
| 602                   | LIABILITY INSURANCE                      | -                 |
| 603                   | WORKERS COMP. RESERVE/INSURANCE          | -                 |
| 701                   | RETIRED EMP. INSURANCE                   | -                 |
| 702                   | EXPENDABLE TRUST FUND - DEVELOPER FEES   | 153.91            |
| 703                   | EXPENDABLE TRUST FUND - OTHER            | -                 |
| 704                   | EXPENDABLE TRUST FUND - OTHER            | -                 |
| 708                   | OUTSIDE SERVICES TRUST                   | -                 |
| <b>TOTAL WARRANTS</b> |  | <b>330,363.83</b> |

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

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

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

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

CODES:

NOTES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER:

CITY MANAGER:

DATE:

DATE:

*[Handwritten Signature]*  
4/20/25

*[Handwritten Signature]*  
4-30-25

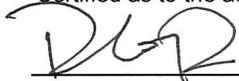
**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 04/07/25 THROUGH 04/13/25**

| <u>Date</u>       | <u>Payee</u>             |                     | <u>Description</u>                                 |
|-------------------|--------------------------|---------------------|--|
| 4/10/2025         | West Basin               | 1,914,731.54        | H2O payment  |
| 4/10/2025         | Cal Pers                 | 763,652.70          | EFT Health Insurance Payment                       |
| 4/10/2025         | Cal Pers                 | 42,803.32           | EFT Retirement Safety Police Classic - 1st Tier 28 |
| 4/10/2025         | Cal Pers                 | 68,050.26           | EFT Retirement Misc - PEPRA New 26013              |
| 4/10/2025         | Cal Pers                 | 50,621.71           | EFT Retirement Safety Fire- Classic 30168          |
| 4/10/2025         | Cal Pers                 | 47,312.14           | EFT Retirement Safety-Police-PEPRA New 25021       |
| 4/10/2025         | Cal Pers                 | 32,690.53           | EFT Retirement Misc - Classic 27                   |
| 4/10/2025         | Cal Pers                 | 31,411.99           | EFT Retirement Safety-Fire-PEPRA New 25020         |
| 4/10/2025         | Cal Pers                 | 20,165.51           | EFT Retirement Sfty Police Classic-2nd Tier 30169  |
| 4/10/2025         | Cal Pers                 | 60,328.54           | EFT Retirement Misc - PEPRA New 26013              |
| 4/10/2025         | Cal Pers                 | 28,781.90           | EFT Retirement Misc - Classic 27                   |
| 4/10/2025         | Cal Pers                 | 4,144.22            | EFT Retirement Safety-Fire-PEPRA New 25020         |
| 4/10/2025         | Cal Pers                 | 3,953.13            | EFT Retirement Sfty Police Classic-2nd Tier 30169  |
| 4/11/2025         | Mission Square           | 68,106.38           | 457 payment Vantagepoint                           |
| 4/11/2025         | Mission Square           | 1,123.20            | 401(a) payment Vantagepoint                        |
| 4/11/2025         | Mission Square           | 3,048.85            | 401(a) payment Vantagepoint                        |
| 4/11/2025         | Mission Square           | 1,123.10            | IRA payment Vantagepoint                           |
| 4/11/2025         | ExpertPay                | 2,936.21            | EFT Child support payment                          |
| 03/31/25-04/06/25 | Workers Comp Activity    | 27,451.92           | Corvel checks issued/(voided)                      |
| 03/31/25-04/06/25 | Liability Trust - Claims | 52,250.39           | Claim checks issued/(voided)                       |
| 03/31/25-04/06/25 | Retiree Health Insurance | -                   | Health Reimbursement checks issued                 |
|                   |                          | <u>3,224,687.54</u> |  |

**DATE OF RATIFICATION: 04/11/25  
 TOTAL PAYMENTS BY WIRE:**

**3,224,687.54**

Certified as to the accuracy of the wire transfers by:

  
 Deputy City Treasurer II      4/11/25  
 \_\_\_\_\_      Date

  
 Chief Financial Officer      4/11/25  
 \_\_\_\_\_      Date

  
 City Manager      4-14-25  
 \_\_\_\_\_      Date

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

P:\City Treasurer\Wire Transfers\Wire Transfers 07-01-24 to 6-30-25

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY DEPARTMENT  
AS OF 5/6/25  
REGISTER # 20a

| DEPT#   | NAME                          | TOTAL      |
|---|-------------------------------|------------|
| <b>GENERAL FUND DEPARTMENTAL EXPENDITURES</b> |                               |            |
| <b>GENERAL GOVERNMENT</b>                     |                               |            |
| 1101  | City Council                  |            |
| 1201  | City Treasurer                |            |
| 1300  | City Clerk                    |            |
| 2101  | City Manager                  |            |
| 2102  | Communications                |            |
| 2103  | El Segundo Media              |            |
| 2201  | City Attorney                 |            |
| 2401  | Economic Development          |            |
| 2402  | Planning                      | 8,380.00   |
| 2405  | Human and Health Services     | 935.00     |
| 2500  | Administrative Services       | 70,943.71  |
| 2601  | Government Buildings          | 12,228.31  |
| 2900  | Nondepartmental               | 4,302.02   |
| 6100  | Library                       | 1,255.93   |
|   |                               | 98,044.97  |
| <b>PUBLIC SAFETY</b>                          |                               |            |
| 3100  | Police                        | 5,377.66   |
| 3200  | Fire                          | 20,308.73  |
| 2403  | Building Safety               |            |
| 2404  | Plng/Bldg Sfty Administration |            |
|   |                               | 25,686.39  |
| <b>PUBLIC WORKS</b>                           |                               |            |
| 4101  | Engineering                   | 17,550.00  |
| 4200  | Streets                       | 39,293.70  |
| 4300  | Wastewater                    | 3,370.33   |
| 4601  | Equipment Maintenance         | 20,739.14  |
| 4801  | Administration                |            |
|   |                               | 80,953.17  |
| <b>COMMUNITY DEVELOPMENT</b>                  |                               |            |
| 5100,5200                                     | Recreation & Parks            | 17,125.29  |
| 5400  | CAMPS                         | 255.80     |
|   |                               | 17,381.09  |
| <b>EXPENDITURES</b>                           |                               |            |
| <b>CAPITAL IMPROVEMENT</b>                    |                               |            |
| <b>ALL OTHER ACCOUNTS</b>                     |                               |            |
|   |                               | 108,298.21 |
| <b>TOTAL WARRANTS</b>                         |                               |            |
|   |                               | 330,363.83 |

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

DATE OF APPROVAL: AS OF 5/6/25

REGISTER # 20b

3055141 - 3055234  
9003343 - 9003343

|                       |  |                   |
|-----------------------|--|-------------------|
| 001                   | GENERAL FUND                             | 209,218.58        |
| 003                   | EXPENDABLE TRUST FUND - OTHER            | 9,750.00          |
| 104                   | TRAFFIC SAFETY FUND                      | -                 |
| 106                   | STATE GAS TAX FUND                       | 7,210.00          |
| 108                   | ASSOCIATED RECREATION ACTIVITIES FUND    | -                 |
| 109                   | ASSET FORFEITURE FUND                    | -                 |
| 110                   | MEASURE "R"                              | -                 |
| 111                   | COMM. DEVEL. BLOCK GRANT                 | -                 |
| 112                   | PROP "A" TRANSPORTATION                  | 9,782.13          |
| 114                   | PROP "C" TRANSPORTATION                  | -                 |
| 115                   | AIR QUALITY INVESTMENT PROGRAM           | -                 |
| 116                   | HOME SOUND INSTALLATION FUND             | -                 |
| 117                   | HYPERION MITIGATION FUND                 | -                 |
| 118                   | TDA ARTICLE 3 - SB 821 BIKEWAY FUND      | -                 |
| 119                   | MTA GRANT                                | -                 |
| 121                   | FEMA                                     | -                 |
| 120                   | C.O.P.S. FUND                            | -                 |
| 122                   | L.A.W.A. FUND                            | -                 |
| 123                   | PSAF PROPERTY TAX PUBLIC SAFETY          | -                 |
| 124                   | FEDERAL GRANTS                           | -                 |
| 125                   | STATE GRANT                              | -                 |
| 126                   | A/P CUPA PROGRAM OVERSIGHT SURCHARGE     | -                 |
| 127                   | MEASURE "M"                              | -                 |
| 128                   | SB-1                                     | -                 |
| 129                   | CERTIFIED ACCESS SPECIALIST PROGRAM      | -                 |
| 130                   | AFFORDABLE HOUSING                       | -                 |
| 131                   | COUNTY STORM WATER PROGRAM               | -                 |
| 132                   | MEASURE "B"                              | -                 |
| 202                   | ASSESSMENT DISTRICT #73                  | -                 |
| 301                   | CAPITAL IMPROVEMENT FUND                 | 634,646.56        |
| 302                   | INFRASTRUCTURE REPLACEMENT FUND          | -                 |
| 311                   | DEVELOPER IMPACT FEES - GENERAL GOVERNME | -                 |
| 312                   | DEVELOPER IMPACT FEES - LAW ENFORCEMENT  | -                 |
| 313                   | DEVELOPER IMPACT FEES - FIRE PROTECTION  | -                 |
| 314                   | DEVELOPER IMPACT FEES - STORM DRAINAGE   | -                 |
| 315                   | DEVELOPER IMPACT FEES - WATER DISTRIBUTI | -                 |
| 316                   | DEVELOPER IMPACT FEES - WASTEWATER COLLE | -                 |
| 317                   | DEVELOPER IMPACT FEES - LIBRARY          | -                 |
| 318                   | DEVELOPER IMPACT FEES - PUBLIC MEETING   | -                 |
| 319                   | DEVELOPER IMPACT FEES - AQUATICS CENTER  | -                 |
| 320                   | DEVELOPER IMPACT FEES - PARKLAND         | -                 |
| 405                   | FACILITIES MAINTENANCE                   | -                 |
| 501                   | WATER UTILITY FUND                       | 25,361.20         |
| 502                   | WASTEWATER FUND                          | 37,249.32         |
| 503                   | GOLF COURSE FUND                         | -                 |
| 504                   | SENIOR HOUSING CITY ATTORNEY             | -                 |
| 505                   | SOLID WASTE FUND                         | -                 |
| 601                   | EQUIPMENT REPLACEMENT                    | 61,844.10         |
| 602                   | LIABILITY INSURANCE                      | -                 |
| 603                   | WORKERS COMP. RESERVE/INSURANCE          | -                 |
| 701                   | RETIRED EMP. INSURANCE                   | -                 |
| 702                   | EXPENDABLE TRUST FUND - DEVELOPER FEES   | -                 |
| 703                   | EXPENDABLE TRUST FUND - OTHER            | -                 |
| 704                   | EXPENDABLE TRUST FUND - OTHER            | -                 |
| 708                   | OUTSIDE SERVICES TRUST                   | -                 |
| <b>TOTAL WARRANTS</b> |  | <b>995,061.89</b> |

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

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

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

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

CODES:

**NOTES: Replacement Check 3055235**

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER:

CITY MANAGER:

DATE:

DATE:

*Traci King*  
4/17/25

*Deely*  
4-21-25

**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 04/14/25 THROUGH 04/20/25**

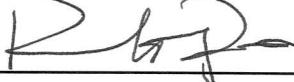
| <u>Date</u>       | <u>Payee</u>             |                   | <u>Description</u>                 |
|-------------------|--------------------------|-------------------|------------------------------------|
| 4/14/2025         | IRS                      | 298,581.72        | Federal 941 Deposit                |
| 4/14/2025         | Employment Development   | 5,434.34          | State SDI payment                  |
| 4/14/2025         | Employment Development   | 68,895.14         | State PIT Withholding              |
| 04/07/25-04/13/25 | Workers Comp Activity    | 13,044.52         | Corvel checks issued/(voided)      |
| 04/07/25-04/13/25 | Liability Trust - Claims | -                 | Claim checks issued/(voided)       |
| 04/07/25-04/13/25 | Retiree Health Insurance | -                 | Health Reimbursement checks issued |
|                   |                          | <u>385,955.72</u> |                                    |

**DATE OF RATIFICATION: 04/17/25**

**TOTAL PAYMENTS BY WIRE:**

385,955.72

Certified as to the accuracy of the wire transfers by:

|  |                |
|--|----------------|
|   | <u>4/17/25</u> |
| Deputy City Treasurer II   | Date           |
|   | <u>4/17/25</u> |
| Chief Financial Officer  | Date           |
|  | <u>4-21-25</u> |
| City Manager   | Date           |

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY DEPARTMENT  
AS OF 5/6/25  
REGISTER # 20b

| DEPT#   | NAME                          | TOTAL      |
|---|-------------------------------|------------|
| <b>GENERAL FUND DEPARTMENTAL EXPENDITURES</b> |                               |            |
| <b>GENERAL GOVERNMENT</b>                     |                               |            |
| 1101  | City Council                  |            |
| 1201  | City Treasurer                |            |
| 1300  | City Clerk                    | 72.73      |
| 2101  | City Manager                  | 630.44     |
| 2102  | Communications                | 6,103.01   |
| 2103  | El Segundo Media              |            |
| 2201  | City Attorney                 |            |
| 2401  | Economic Development          | 1,900.00   |
| 2402  | Planning                      | 50.00      |
| 2405  | Human and Health Services     |            |
| 2500  | Administrative Services       | 28,057.51  |
| 2601  | Government Buildings          | 22,883.98  |
| 2900  | Nondepartmental               | 14,250.35  |
| 6100  | Library                       | 31,391.03  |
|   |                               | 105,339.05 |
| <b>PUBLIC SAFETY</b>                          |                               |            |
| 3100  | Police                        | 6,748.40   |
| 3200  | Fire                          | 41,075.14  |
| 2403  | Building Safety               |            |
| 2404  | Plng/Bldg Sfty Administration |            |
|   |                               | 47,823.54  |
| <b>PUBLIC WORKS</b>                           |                               |            |
| 4101  | Engineering                   | 301.63     |
| 4200  | Streets                       | 4,549.78   |
| 4300  | Wastewater                    | 823.25     |
| 4601  | Equipment Maintenance         | 2,632.84   |
| 4801  | Administration                | 257.85     |
|   |                               | 8,565.35   |
| <b>COMMUNITY DEVELOPMENT</b>                  |                               |            |
| 5100,5200                                     | Recreation & Parks            | 35,875.87  |
| 5400  | CAMPS                         | 26.27      |
|   |                               | 35,902.14  |
| <b>EXPENDITURES</b>                           |                               |            |
|   | CAPITAL IMPROVEMENT           | 638,642.06 |
|   | ALL OTHER ACCOUNTS            | 158,789.75 |
|   | <b>TOTAL WARRANTS</b>         | 995,061.89 |

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

DATE OF APPROVAL: AS OF 5/6/25

REGISTER # 20c

|                   |     |  |                   |
|-------------------|-----|--|-------------------|
| 3055236 - 3055355 |     |  |                   |
| 9003344 - 9003348 |     |  |                   |
|                   | 001 | GENERAL FUND                             | 472,358.03        |
|                   | 003 | EXPENDABLE TRUST FUND - OTHER            | 1,500.00          |
|                   | 104 | TRAFFIC SAFETY FUND                      | -                 |
|                   | 106 | STATE GAS TAX FUND                       | 4,221.61          |
|                   | 108 | ASSOCIATED RECREATION ACTIVITIES FUND    | -                 |
|                   | 109 | ASSET FORFEITURE FUND                    | 3,925.23          |
|                   | 110 | MEASURE "R"                              | -                 |
|                   | 111 | COMM. DEVEL. BLOCK GRANT                 | -                 |
|                   | 112 | PROP "A" TRANSPORTATION                  | -                 |
|                   | 114 | PROP "C" TRANSPORTATION                  | 4,725.00          |
|                   | 115 | AIR QUALITY INVESTMENT PROGRAM           | -                 |
|                   | 116 | HOME SOUND INSTALLATION FUND             | -                 |
|                   | 117 | HYPERION MITIGATION FUND                 | 64.26             |
|                   | 118 | TDA ARTICLE 3 - SB 821 BIKEWAY FUND      | -                 |
|                   | 119 | MTA GRANT                                | -                 |
|                   | 121 | FEMA                                     | -                 |
|                   | 120 | C.O.P.S. FUND                            | 3,752.79          |
|                   | 122 | L.A.W.A. FUND                            | -                 |
|                   | 123 | PSAF PROPERTY TAX PUBLIC SAFETY          | -                 |
|                   | 124 | FEDERAL GRANTS                           | -                 |
|                   | 125 | STATE GRANT                              | 5,002.32          |
|                   | 126 | A/P CUPA PROGRAM OVERSIGHT SURCHARGE     | 823.57            |
|                   | 127 | MEASURE "M"                              | -                 |
|                   | 128 | SB-1                                     | -                 |
|                   | 129 | CERTIFIED ACCESS SPECIALIST PROGRAM      | -                 |
|                   | 130 | AFFORDABLE HOUSING                       | 2,205.00          |
|                   | 131 | COUNTY STORM WATER PROGRAM               | -                 |
|                   | 132 | MEASURE "B"                              | -                 |
|                   | 202 | ASSESSMENT DISTRICT #73                  | -                 |
|                   | 301 | CAPITAL IMPROVEMENT FUND                 | 62,957.75         |
|                   | 302 | INFRASTRUCTURE REPLACEMENT FUND          | -                 |
|                   | 311 | DEVELOPER IMPACT FEES - GENERAL GOVERNME | -                 |
|                   | 312 | DEVELOPER IMPACT FEES - LAW ENFORCEMENT  | -                 |
|                   | 313 | DEVELOPER IMPACT FEES - FIRE PROTECTION  | -                 |
|                   | 314 | DEVELOPER IMPACT FEES - STORM DRAINAGE   | -                 |
|                   | 315 | DEVELOPER IMPACT FEES - WATER DISTRIBUTI | -                 |
|                   | 316 | DEVELOPER IMPACT FEES - WASTEWATER COLLE | -                 |
|                   | 317 | DEVELOPER IMPACT FEES - LIBRARY          | -                 |
|                   | 318 | DEVELOPER IMPACT FEES - PUBLIC MEETING   | -                 |
|                   | 319 | DEVELOPER IMPACT FEES - AQUATICS CENTER  | -                 |
|                   | 320 | DEVELOPER IMPACT FEES - PARKLAND         | -                 |
|                   | 405 | FACILITIES MAINTENANCE                   | -                 |
|                   | 501 | WATER UTILITY FUND                       | 44,833.67         |
|                   | 502 | WASTEWATER FUND                          | 26,774.45         |
|                   | 503 | GOLF COURSE FUND                         | -                 |
|                   | 504 | SENIOR HOUSING CITY ATTORNEY             | -                 |
|                   | 505 | SOLID WASTE FUND                         | -                 |
|                   | 601 | EQUIPMENT REPLACEMENT                    | 4,000.00          |
|                   | 602 | LIABILITY INSURANCE                      | 1,652.32          |
|                   | 603 | WORKERS COMP. RESERVE/INSURANCE          | 65.59             |
|                   | 701 | RETIRED EMP. INSURANCE                   | -                 |
|                   | 702 | EXPENDABLE TRUST FUND - DEVELOPER FEES   | 51,486.60         |
|                   | 703 | EXPENDABLE TRUST FUND - OTHER            | -                 |
|                   | 704 | EXPENDABLE TRUST FUND - OTHER            | 2,680.20          |
|                   | 708 | OUTSIDE SERVICES TRUST                   | -                 |
|                   |     | <b>TOTAL WARRANTS</b>                    | <b>693,028.39</b> |

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

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

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

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

CODES:

NOTES: Replacement Check 3055352

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER:

CITY MANAGER:

DATE:

*Paul Uy* 4/20/25

DATE:

*David J. ...*  
4-20-25

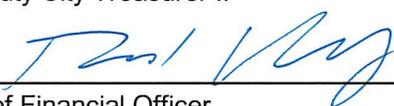
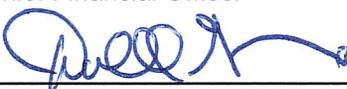
**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 04/21/25 THROUGH 04/27/25**

| <u>Date</u>       | <u>Payee</u>             |                   | <u>Description</u>                 |
|-------------------|--------------------------|-------------------|------------------------------------|
| 4/24/2025         | California EDD           | 10,636.04         | Unemployment Insurance             |
| 4/24/2025         | California EDD           | 5,412.83          | Unemployment Insurance             |
| 4/24/2025         | California EDD           | 5,293.00          | Unemployment Insurance             |
| 4/25/2025         | Mission Square           | 68,174.85         | 457 payment Vantagepoint           |
| 4/25/2025         | Mission Square           | 1,123.20          | 401(a) payment Vantagepoint        |
| 4/25/2025         | Mission Square           | 2,613.30          | 401(a) payment Vantagepoint        |
| 4/25/2025         | Mission Square           | 1,128.43          | IRA payment Vantagepoint           |
| 4/25/2025         | ExpertPay                | 2,936.21          | EFT Child support payment          |
| 04/14/25-04/20/25 | Workers Comp Activity    | 22,990.48         | Corvel checks issued/(voided)      |
| 04/14/25-04/20/25 | Liability Trust - Claims | -                 | Claim checks issued/(voided)       |
| 04/14/25-04/20/25 | Retiree Health Insurance | -                 | Health Reimbursement checks issued |
|                   |                          | <u>120,308.34</u> |                                    |

**DATE OF RATIFICATION: 04/29/25  
 TOTAL PAYMENTS BY WIRE:**

120,308.34

Certified as to the accuracy of the wire transfers by:

|   |                |
|---|----------------|
|   | <u>4/29/25</u> |
| Deputy City Treasurer II  | Date           |
|  | <u>4/29/25</u> |
| Chief Financial Officer   | Date           |
|  | <u>4-30-25</u> |
| City Manager  | Date           |

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY DEPARTMENT  
AS OF 5/6/25  
REGISTER # 20c

| DEPT#   | NAME                          | TOTAL      |
|---|-------------------------------|------------|
| <b>GENERAL FUND DEPARTMENTAL EXPENDITURES</b> |                               |            |
| <b>GENERAL GOVERNMENT</b>                     |                               |            |
| 1101  | City Council                  | 577.23     |
| 1201  | City Treasurer                | 219.78     |
| 1300  | City Clerk                    | 40,037.65  |
| 2101  | City Manager                  | 12,202.15  |
| 2102  | Communications                | 128.63     |
| 2103  | El Segundo Media              | 527.07     |
| 2201  | City Attorney                 |            |
| 2401  | Economic Development          | 33,277.89  |
| 2402  | Planning                      | 8,398.66   |
| 2405  | Human and Health Services     | 2.92       |
| 2500  | Administrative Services       | 40,512.11  |
| 2601  | Government Buildings          | 40,535.31  |
| 2900  | Nondepartmental               | 28,614.72  |
| 6100  | Library                       | 12,211.33  |
|   |                               | 217,245.45 |
| <b>PUBLIC SAFETY</b>                          |                               |            |
| 3100  | Police                        | 66,217.39  |
| 3200  | Fire                          | 26,429.60  |
| 2403  | Building Safety               | 511.39     |
| 2404  | Plng/Bldg Sfty Administration | 1,632.32   |
|   |                               | 94,790.70  |
| <b>PUBLIC WORKS</b>                           |                               |            |
| 4101  | Engineering                   | 50,271.75  |
| 4200  | Streets                       | 44,029.12  |
| 4300  | Wastewater                    | 673.29     |
| 4601  | Equipment Maintenance         | 1,645.78   |
| 4801  | Administration                | 115.30     |
|   |                               | 96,735.24  |
| <b>COMMUNITY DEVELOPMENT</b>                  |                               |            |
| 5100,5200                                     | Recreation & Parks            | 18,245.01  |
| 5400  | CAMPS                         | 91.00      |
|   |                               | 18,336.01  |
| <b>EXPENDITURES</b>                           |                               |            |
|   | CAPITAL IMPROVEMENT           | 62,957.75  |
|   | ALL OTHER ACCOUNTS            | 202,963.24 |
|   | <b>TOTAL WARRANTS</b>         | 693,028.39 |

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3055356 - 3055432  
9003349 - 9003350

DATE OF APPROVAL: AS OF 5/20/25

REGISTER # 21a

|     |  |                   |
|-----|--|-------------------|
| 001 | GENERAL FUND                             | 507,825.97        |
| 003 | EXPENDABLE TRUST FUND - OTHER            | 4,000.00          |
| 104 | TRAFFIC SAFETY FUND                      | -                 |
| 106 | STATE GAS TAX FUND                       | 82.74             |
| 108 | ASSOCIATED RECREATION ACTIVITIES FUND    | -                 |
| 109 | ASSET FORFEITURE FUND                    | 1,969.98          |
| 110 | MEASURE "R"                              | -                 |
| 111 | COMM. DEVEL. BLOCK GRANT                 | -                 |
| 112 | PROP "A" TRANSPORTATION                  | 1,328.25          |
| 114 | PROP "C" TRANSPORTATION                  | 281,294.54        |
| 115 | AIR QUALITY INVESTMENT PROGRAM           | -                 |
| 116 | HOME SOUND INSTALLATION FUND             | -                 |
| 117 | HYPERION MITIGATION FUND                 | -                 |
| 118 | TDA ARTICLE 3 - SB 821 BIKEWAY FUND      | -                 |
| 119 | MTA GRANT                                | -                 |
| 121 | FEMA                                     | -                 |
| 120 | C.O.P.S. FUND                            | -                 |
| 122 | L.A.W.A. FUND                            | -                 |
| 123 | PSAF PROPERTY TAX PUBLIC SAFETY          | -                 |
| 124 | FEDERAL GRANTS                           | -                 |
| 125 | STATE GRANT                              | 20.53             |
| 126 | A/P CUPA PROGRAM OVERSIGHT SURCHARGE     | 616.96            |
| 127 | MEASURE "M"                              | -                 |
| 128 | SB-1                                     | 9,072.96          |
| 129 | CERTIFIED ACCESS SPECIALIST PROGRAM      | -                 |
| 130 | AFFORDABLE HOUSING                       | -                 |
| 131 | COUNTY STORM WATER PROGRAM               | -                 |
| 132 | MEASURE "B"                              | -                 |
| 202 | ASSESSMENT DISTRICT #73                  | -                 |
| 301 | CAPITAL IMPROVEMENT FUND                 | 100,400.38        |
| 302 | INFRASTRUCTURE REPLACEMENT FUND          | -                 |
| 311 | DEVELOPER IMPACT FEES - GENERAL GOVERNME | -                 |
| 312 | DEVELOPER IMPACT FEES - LAW ENFORCEMENT  | -                 |
| 313 | DEVELOPER IMPACT FEES - FIRE PROTECTION  | -                 |
| 314 | DEVELOPER IMPACT FEES - STORM DRAINAGE   | -                 |
| 315 | DEVELOPER IMPACT FEES - WATER DISTRIBUTI | -                 |
| 316 | DEVELOPER IMPACT FEES - WASTEWATER COLLE | -                 |
| 317 | DEVELOPER IMPACT FEES - LIBRARY          | -                 |
| 318 | DEVELOPER IMPACT FEES - PUBLIC MEETING   | -                 |
| 319 | DEVELOPER IMPACT FEES - AQUATICS CENTER  | -                 |
| 320 | DEVELOPER IMPACT FEES - PARKLAND         | -                 |
| 405 | FACILITIES MAINTENANCE                   | -                 |
| 501 | WATER UTILITY FUND                       | 6,784.14          |
| 502 | WASTEWATER FUND                          | 6,633.89          |
| 503 | GOLF COURSE FUND                         | -                 |
| 504 | SENIOR HOUSING CITY ATTORNEY             | -                 |
| 505 | SOLID WASTE FUND                         | -                 |
| 601 | EQUIPMENT REPLACEMENT                    | -                 |
| 602 | LIABILITY INSURANCE                      | 208.92            |
| 603 | WORKERS COMP. RESERVE/INSURANCE          | 325.72            |
| 701 | RETIRED EMP. INSURANCE                   | -                 |
| 702 | EXPENDABLE TRUST FUND - DEVELOPER FEES   | 16,474.57         |
| 703 | EXPENDABLE TRUST FUND - OTHER            | -                 |
| 704 | EXPENDABLE TRUST FUND - OTHER            | 2,000.00          |
| 708 | OUTSIDE SERVICES TRUST                   | 1,282.31          |
|     | <b>TOTAL WARRANTS</b>                    | <b>940,321.86</b> |

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

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

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

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

CODES:

**NOTES:**

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER:

CITY MANAGER:

DATE:

DATE:

*[Handwritten Signature]*  
5/6/25

*[Handwritten Signature]*  
5-6-25

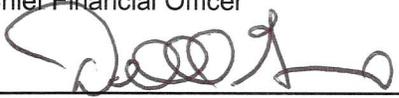
**CITY OF EL SEGUNDO  
 PAYMENTS BY WIRE TRANSFER  
 04/28/25 THROUGH 05/04/25**

| <u>Date</u>       | <u>Payee</u>             |                   | <u>Description</u>                                 |
|-------------------|--------------------------|-------------------|--|
| 4/28/2025         | IRS                      | 290,559.48        | Federal 941 Deposit                                |
| 4/28/2025         | Employment Development   | 5,417.71          | State SDI payment                                  |
| 4/28/2025         | Employment Development   | 65,808.54         | State PIT Withholding                              |
| 4/28/2025         | Cal Pers                 | 46,526.75         | FY2024-2025 Unfunded Acc'd Liab-Police 1st Tier 28 |
| 4/28/2025         | Cal Pers                 | 39,781.42         | FY2024-2025 Unfunded Acc'd Liab-Fire Classic 30168 |
| 4/28/2025         | Cal Pers                 | 30,991.00         | FY2024-2025 Unfunded Acc'd Liab-Misc Classic 27    |
| 5/1/2025          | Unum                     | 149.80            | Long Term Care Premium - May, 2025                 |
| 04/21/25-04/27/25 | Workers Comp Activity    | 15,463.26         | Corvel checks issued/(voided)                      |
| 04/21/25-04/27/25 | Liability Trust - Claims | -                 | Claim checks issued/(voided)                       |
| 04/21/25-04/27/25 | Retiree Health Insurance | -                 | Health Reimbursement checks issued                 |
|                   |                          | <u>494,697.96</u> |  |

**DATE OF RATIFICATION: 05/02/25  
 TOTAL PAYMENTS BY WIRE:**

**494,697.96**

Certified as to the accuracy of the wire transfers by:

|   |               |
|---|---------------|
|    | <u>5/2/25</u> |
| Treasury & Customer Services Manager  | Date          |
|  | <u>5/3/25</u> |
| Chief Financial Officer   | Date          |
|  | <u>5-6-25</u> |
| City Manager  | Date          |

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY DEPARTMENT  
AS OF 5/20/25  
REGISTER # 21a

| DEPT#   | NAME                          | TOTAL      |
|---|-------------------------------|------------|
| <b>GENERAL FUND DEPARTMENTAL EXPENDITURES</b> |                               |            |
| <b>GENERAL GOVERNMENT</b>                     |                               |            |
| 1101  | City Council                  | 644.58     |
| 1201  | City Treasurer                |            |
| 1300  | City Clerk                    | 2,493.08   |
| 2101  | City Manager                  | 4,096.63   |
| 2102  | Communications                |            |
| 2103  | El Segundo Media              | 2,936.22   |
| 2201  | City Attorney                 | 310.00     |
| 2401  | Economic Development          | 37,555.40  |
| 2402  | Planning                      | 1,119.97   |
| 2405  | Human and Health Services     |            |
| 2500  | Administrative Services       | 36,890.06  |
| 2601  | Government Buildings          | 30,943.78  |
| 2900  | Nondepartmental               | 7,880.12   |
| 6100  | Library                       | 9,907.56   |
|   |                               | 134,777.40 |
| <b>PUBLIC SAFETY</b>                          |                               |            |
| 3100  | Police                        | 37,783.52  |
| 3200  | Fire                          | 38,401.37  |
| 2403  | Building Safety               |            |
| 2404  | Plng/Bldg Sfty Administration | 861.20     |
|   |                               | 77,046.09  |
| <b>PUBLIC WORKS</b>                           |                               |            |
| 4101  | Engineering                   | 122,189.46 |
| 4200  | Streets                       | 14,113.99  |
| 4300  | Wastewater                    |            |
| 4601  | Equipment Maintenance         | 10,024.07  |
| 4801  | Administration                | 115.48     |
|   |                               | 146,443.00 |
| <b>COMMUNITY DEVELOPMENT</b>                  |                               |            |
| 5100,5200                                     | Recreation & Parks            | 32,826.87  |
| 5400  | CAMPS                         | 6,023.83   |
|   |                               | 38,850.70  |
| <b>EXPENDITURES</b>                           |                               |            |
|   | <b>CAPITAL IMPROVEMENT</b>    | 100,400.38 |
|   | <b>ALL OTHER ACCOUNTS</b>     | 442,804.29 |
|   | <b>TOTAL WARRANTS</b>         | 940,321.86 |



## City Council Agenda Statement

Meeting Date: May 20, 2025

Agenda Heading: Consent

Item Number: B.4

---

### TITLE:

Second Reading of an Ordinance Amending El Segundo Municipal Code Single-Family Residential Standards, Including Standards Applicable to Urban Lot Splits and Two-Unit Residential Developments Pursuant to Senate Bill No. 450

### RECOMMENDATION:

1. Waive the second reading and adopt an ordinance (EA 1380 & ZTA 24-04) amending El Segundo Municipal Code Title 15 to comply with SB 450 state law requirements and finding that the ordinance is exempt from the requirements of the California Environmental Quality Act pursuant to CEQA Guidelines § 15061(b)(3).
2. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

None.

### BACKGROUND:

On May 6, 2025, the City Council considered a draft ordinance amending the regulations in the El Segundo Municipal Code (ESMC) regarding single-family residential standards, including standards for Urban Lot Splits and Two-Family Residential Developments (i.e., duplexes). At the conclusion of the public hearing, the City Council introduced the draft ordinance and scheduled a second reading for May 20, 2025.

### DISCUSSION:

The Council may waive the second reading and adopt the Ordinance. If the Ordinance is adopted by the City Council at its May 20, 2025 meeting, the effective date of the Ordinance will be June 20, 2025, which is 30 days from the adoption date.

**Zone Text Amendment No. ZTA 24-04  
Urban Lot Split & Two-Family Residential Developments  
May 20, 2025  
Page 2 of 2**

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 5: Champion Economic Development and Fiscal Sustainability

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

**PREPARED BY:**

Paul Samaras, AICP, Principal Planner

**REVIEWED BY:**

Michael Allen, Community Development Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Ordinance 1672

## ORDINANCE NO. 1672

### AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE TITLE 15 (ZONING CODE) CHAPTER 4 TO AMEND THE DEVELOPMENT STANDARDS APPLICABLE TO THE SINGLE FAMILY RESIDENTIAL ZONE, INCLUDING THE STANDARDS APPLICABLE TO TWO-UNIT RESIDENTIAL DEVELOPMENTS AND URBAN LOT SPLITS PURSUANT TO SENATE BILL NO. 450.

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

SECTION 1: The City Council finds and declares as follows:

- A. On September 19, 2024, Senate Bill No. 450 ("SB 450") was signed into law by Governor Gavin Newsom, and took effect January 1, 2025;
- B. The bill amended the provisions of Senate Bill 9 from California Legislative Session 2021-22 which modified Government Code §§ 65852.21 and 66411.7, relating to land use, specifically single-family zone parcel subdivisions (lot splits) and two-unit residential developments (duplexes);
- C. On November 22, 2024, the City initiated an application for Environmental Assessment No. EA 1380 and Zone Text Amendment No. ZTA 24-04 to amend El Segundo Municipal Code ("ESMC") Chapter 15-4 to implement SB 450's requirements and allowance for certain local control elements;
- D. On December 12, 2024, the Planning Commission held a study session to give staff direction on the contents of a potential ordinance addressing the requirements of SB 450;
- E. On March 27, 2025, the Planning Commission held a duly noticed public hearing to receive public testimony and other evidence regarding the proposed Zone Text Amendment, including, without limitation, information provided to the Planning Commission by City staff and public testimony;
- F. On March 27, 2025, the Planning Commission adopted Resolution No. 2963 recommending the City Council approve Environmental Assessment No. EA-1380 and Zone Text Amendment No. ZTA 24-04;
- G. On May 6, 2025, the City Council held a duly noticed public hearing and considered the information provided by City staff and public testimony regarding this Ordinance; and

- H. This Ordinance and its findings are made based upon the entire administrative record including, without limitation, testimony and evidence presented to the City Council at its May 6, 2025 hearing and the staff report submitted by the Community Development Department.

SECTION 2: *Factual Findings and Conclusions.* The City Council finds, without limitation, that this Ordinance would result in the following:

- A. Conformance with the provisions of Senate Bill No. 450, as approved by Governor Gavin Newsom on September 19, 2024;
- B. Update the ESMC current objective standards to implement the provisions of Senate Bill No. 450;
- C. Allow parcel subdivisions (lot splits) and allows construction of two-unit residential developments (duplexes) in the Single-Family Residential Zone; and
- D. The General Plan Land Use designation for the affected properties in the Single-Family Residential (R-1) Zone is Single-Family Residential.

SECTION 3: *General Plan Findings.* As required under Government Code § 65860 the ESMC amendment proposed by this Ordinance is consistent with the El Segundo General Plan as follows:

- A. The ordinance conforms with the Land Use Element Goals, Objectives and Policies. Specifically, the ordinance is consistent with Goal LU1, Objective LU1-1, and Goal LU3, Objective LU3-2, in that the ordinance creates design standards, and helps maintain a sense of place for the entire Single-Family Residential (R-1) Zone; it preserves and maintains the City's low-medium density residential nature, with low building height profile and character, and minimum development standards; and it promotes the health, safety, and general welfare of El Segundo by adopting standards that properly balance State mandates with the goals of maintaining the character of the R-1 Zone and El Segundo's "small town" atmosphere.
- B. The proposed Ordinance is consistent with General Plan Housing Element Program 9 in that it would remove governmental and other constraints to facilitate the development of a variety of housing types and enable a more streamlined development review process.

SECTION 4: *Zone Text Amendment Findings.* In accordance with ESMC § 15-4A and based on the findings set forth in Section 3, the proposed Ordinance is consistent with and necessary to carry out the purpose of the ESMC as follows:

- A. The proposed Ordinance is consistent with the General Plan in that the amendments would implement the goals, policies, and programs of the Housing Element. Implementation of the Housing Element would preserve the existing housing stock and encourages construction of new residential units, including affordable housing, without affecting the character of existing single-family residential neighborhoods.
  
- B. The proposed Ordinance is necessary to serve the public health, safety, and general welfare in that it would implement the Housing Element Update, which includes programs, goals, and policies that help to maintain and improve the existing housing stock in the City. The proposed amendments would facilitate the development of additional housing in the community, which contribute to improving the existing jobs-housing balance and facilitate the development of housing that is affordable to households of various income levels and thus will provide equal housing opportunities to all segments of the community.

**SECTION 5: *Environmental Assessment.*** Based on the facts set forth in Section 2, the City Council finds that the zone text amendment is exempt from further review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines § 15061(b)(3)), because it consists only of minor revisions to existing zoning regulations and related procedures and does not have the potential for causing a significant effect on the environment. This finding is based upon the determination by the State Department of Housing and Community Development and the State legislature that the City is required to adopt these regulations.

**SECTION 6:** Article 4B (Single-Family Residential (R-1) Zone) of ESMC Title 15 (Zoning Regulations) is amended as follows:

**ARTICLE B. SINGLE-FAMILY RESIDENTIAL (R-1) ZONE**

**SECTION:**

**15-4B-1: Purpose**

**15-4B-2: Permitted Uses**

**15-4B-3: Site Development Standards For Lots Wider Than Twenty-Five Feet**

**15-4B-3-1: Site Development Standards For Lots Twenty-Five Feet Wide Or Less**

**15-4B-4: Landscaping (All Lots)**

**15-4B-5: Off Street Parking And Loading Spaces (All Lots)**

**15-4B-6: Signs (All Lots)**

**15-4B-7: Vehicular Access (All Lots)**

**15-4B-1: PURPOSE:**

The purpose of this zone is to provide consistency with and implement policies related to those locations which are designated Single-Family on the General Plan land use map and in the General Plan text. This zone is to provide for and promote the development of single-family homes within a safe and healthy environment for existing and future residents.

**15-4B-2: PERMITTED USES:**

Permitted uses, permitted accessory uses, and uses subject to conditional use permit for all residential zones are listed in Article 15-4A of this Title.

**15-4B-3: SITE DEVELOPMENT STANDARDS FOR LOTS WIDER THAN TWENTY-FIVE FEET:**

All uses on lots that are wider than 25 feet within the R-1 Zone must comply with the development standards contained in this section.

**A. General Provisions:**

1. As provided by chapter 2 of this title.
2. New dwelling units must be internally integrated and connected.
3. An addition to, or extension of, a dwelling unit, except a garage or an accessory dwelling unit, must share a common wall and be internally integrated and connected to the existing dwelling unit.
4. Mobile and manufactured homes are subject to the following requirements:
  - a. The mobile or manufactured homes has been certified pursuant to the National Manufactured Housing Construction and Safety Standards Act of 1974, and has not been altered in violation of applicable codes; and
  - b. The mobile or manufactured home must be installed on a permanent foundation in compliance with all applicable building regulations and division 13, part 2 (commencing with section 18000) of the California Health and Safety Code.

**B. Height:**

1. The height of all buildings or structures with a pitched roof must not exceed 32 feet and two stories. Buildings or structures with a flat roof must not exceed 26 feet and two stories.
2. A maximum grade differential of six feet is permitted on sloping lots. The height which exceeds the maximum grade differential is included in measuring the maximum building height. On sloped lots, a segmented grade plane may be applied to different portions of a building.
3. See section [15-2-3](#) of this title for exceptions to building height.

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C. Lot Area: A minimum of 5,000 square feet.

D. Setbacks:

1. Front yard: Minimum setback of 22 feet. Front yard setbacks for two car and three car garages located in the front half of a lot must comply with the standards contained in subsection G of this section.

a. Permitted front yard setback encroachments:

(1) Porches or verandas in a front yard setback not fully enclosed on three sides (railings and/or columns permitted) may encroach into the front setback a maximum of six feet;

(2) The first floor front yard setback facing exterior wall of a dwelling may encroach up to two feet for a width not exceeding 30 feet when a first floor porch or veranda, not fully enclosed on three sides, is also projecting into the front yard setback. The total amount of encroachment may not exceed six feet in depth combined for both the dwelling structure and a porch or veranda, for a minimum 50 percent of the building width;

(3) Raised decks, where the walking surface is not greater than 24 inches above adjacent grade, in conjunction with a lattice deck cover not greater than 10 feet above adjacent grade may encroach into the front yard setback a maximum of six feet in depth and 50 percent of the building width;

(4) Lattice patio covers, pergolas, arbors, or trellises not greater than 10 feet in height (as measured from the lowest adjacent grade to the highest point of the cover) may encroach into the front yard setback a maximum of six feet in depth and 50 percent of the building width;

(5) Architectural elements such as towers or turrets not greater than eight feet in diameter may encroach into the front setback a maximum of four feet;

2. Side yard: ~~Structures~~Primary structures must maintain a minimum side yard setback on each side of the lot of 10 percent of the width of the lot, but can never be less than three feet and need not be more than six feet.

3. Setbacks for detached accessory structures:

a. Detached accessory structures, including garages, must maintain a minimum side yard setback on each side of the lot of 10 percent of the width of the lot, but may not be less than three feet and need not be more than six feet on the first floor.

b. The second floor of a detached accessory structure, including garages, must maintain a minimum side yard setback on each side of the lot of 10 percent of the width of the lot plus an additional setback of two feet, but must not be less than five feet and need not be more than eight feet.

c. Detached accessory structures, including garages, ~~that are only one story in height and are located in the rear third of the lot,~~ must maintain a minimum side yard setback of two feet on the first floor and five feet on the second floor.

~~— d. Detached accessory structures that are two stories high, and located in the rear third of the lot, must maintain a minimum side setback of two feet on the first floor and a minimum five feet on the second floor.~~

ed. Detached accessory structures must maintain a minimum rear yard setback of three feet from the rear property line on the first floor and must maintain a minimum setback of five feet from the rear property line on the second floor.

fe. Rooftop decks with required railings are permitted on single-story accessory structures and on top of the single-story portions of two-story accessory structures. Rooftop decks are not permitted on top of two-story accessory structures. Rooftop decks must maintain a minimum side yard setback on each side of the lot of 10 percent of the width of the lot, plus an additional setback of two feet but can never be less than five feet, as measured from the property line to the required railing of the rooftop deck.

4. Side yard, Reversed Corner: Reversed corner lots must have the following side yard with a triangular area described as follows: One angle must be formed by the rear and street side property lines, and the sides of this angle must be 15 feet in length, measured along the rear and street side property lines. The third side of this triangle must be a straight line connecting the two other lines at their endpoints. This triangular side yard setback area is in addition to the other side yard setback requirements described in subsections D2 and D3 of this section.

5. Rear yard: Primary structures must maintain a minimum setback of five feet.

6. Exceptions: Notwithstanding the provisions of this subsection D, the west side yard of 618 W. Oak Avenue, more particularly described as the north 142.5 feet of the south 285 feet of the east 50.265 feet of Lot 14, Block 9, Tract No. 1685, commencing 63 feet south of the front lot line and continuing south a distance of 30 feet, must be three inches in width so long as that certain structure located along that 30-foot distance which existed on January 11, 1973, remains in existence. Upon the removal or destruction of said building, this property is no longer exempt from this subsection D.

Notwithstanding the provisions of this subsection D, the south side yard of 724 Penn Street, more particularly described as the south 55 feet of the north 110 feet of Lot 8, Block 92, El Segundo Sheet No. 4, commencing 84 feet east of the front lot line and continuing east a distance of 20 feet, must be three feet in width so long as that certain structure located along that 20 foot distance which existed on January 11, 1973, remains in existence. Upon the removal or destruction of said building, this property is no longer exempt from this subsection D.

E. Lot Width: A minimum of 50 feet.

F. Minimum Unit Size and Floor Area Ratio: The minimum dwelling unit size shall be 250 square feet and the floor area ratio shall be as follows:

1. The maximum total building area on the lot shall not exceed an overall floor area ratio (FAR) of 0.60. There is no minimum building size.

2. The maximum FAR for the second floor of the primary structure shall not exceed 0.25.

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3. In calculating the overall FAR, floor area is measured to the interior of a building's perimeter walls and shall include all floors of the primary dwelling (i.e., main structure), attached and detached accessory dwelling units, habitable attic space, accessory buildings, balconies, decks, verandas, and porches.

4. Areas where the vertical measurement between the floor and ceiling directly above is 14 feet or more shall be counted on both the first and second stories for FAR calculations (areas such as rotundas, spaces with vaulted ceilings, and other similar areas with volume).

5. Stairs and elevators are counted once and are applied to the first floor.

6. For purposes of calculating floor area, the following are not included:

- a. Basements as defined in section [15-1-6](#) of this title;
- b. Up to 500 square feet of interior floor area of an attached or detached garage;
- c. Detached accessory structures measuring not more than 120 square feet;
- d. First floor decks, verandas and porches under 30 inches in height (as measured from adjacent grade to the walking surface).

e. Up to 500 square feet cumulative of first floor decks, verandas and porches, covered or uncovered, attached or detached, and at least 30 inches in height (as measured from adjacent grade to the walking surface), provided that the deck, veranda or porch is at least 50 percent open on the sides.

f. Second floor balconies and decks that are not covered.

g. Up to 12 square feet of second floor decks and balconies that are covered by a roof, lattice or trellis.

h. The area of decks, balconies, verandas or porches covered by eave projections up to 18 inches.

~~7. In cases of uncertainty or ambiguity, the director will determine whether an area is counted toward FAR.~~

G. Placement of buildings and structures:

1. A minimum distance of three feet must be maintained between buildings.

2. A detached single-story accessory structure in the rear third of the lot may be located as described in the requirements for setbacks in subsection D of this section, unless one of the following conditions exists:

a. Where the lot abuts an alley and the vehicular entrance to the detached accessory structure is from the alley, such detached accessory structure must be set back a distance measured from the opposite side of the alley that will provide a turning radius as follows:

90 degrees - 25 feet

75 degrees - 21 feet

60 degrees - 18 feet

45 degrees - 15 feet

b. On the rear third of a reversed corner lot a single-story detached accessory structure may be built to the interior lot side line, but no building may be erected closer than five feet to the property line of any abutting lot to the rear. However, if an alley intervenes and the vehicular entrance to the detached accessory building is directly from the street side, a detached accessory building may be built to the rear lot line.

3. A garage that is attached to a dwelling ~~that is located~~ in the front half of the lot facing the front property line must be set back a minimum of 24 feet from the front property line unless the building has a porch, veranda, or deck at least eight feet in width by four feet in depth, then a minimum front setback of 22 feet is permitted.

4. An attached three-car garage located in the front half of the lot that faces the front property line where one of the stalls is not tandem, must have at least two individual car door openings. The following garage designs are encouraged:

a. Three-car garages constructed as attached or detached structures at the rear of a lot.

b. Tandem for parking provided in excess of a two-car garage.

c. Attached three-car garages located on the front of a dwelling face toward the side property lines.

5. Accessory outdoor showers attached to a building wall are permitted, but must not encroach in a required setback and must not be roofed. They may be enclosed with walls on three sides and a shower door on one side.

#### **H. Entry orientation:**

**1. For street-facing lots, at least one entry door to a residential unit must face (be parallel to) and be directly visible from the adjoining street and sidewalk. Alternatively, if the residential unit has an entry door that takes access from a porch or veranda measuring a minimum of four feet by four feet that faces and is directly visible from the adjoining street and sidewalk, the entry door may face the side/interior lot line (be perpendicular to the street and sidewalk).**

**H.** Detached accessory buildings as defined in section [15-1-6](#) of this Title:

1. All detached accessory structures may not exceed 1,200 square feet gross floor area in aggregate per parcel;

2. Except as permitted in Chapter 15-4E related to accessory dwelling units, detached accessory buildings are limited to two (2) stories, and may include an attic, which may be used for storage purposes only, provided that access to the attic is not from permanently fixed stairs (pull down type stairs are permitted), no plumbing is permitted, and electrical fixtures are limited to the minimum required by the California Building Code and California Electrical Code;

3. Unless permitted as an accessory dwelling unit, detached accessory buildings may not contain a kitchen or kitchen facilities, a bathtub or shower and may not be used for sleeping purposes or as an "R" occupancy, as defined by the California Building Code, except that they may contain a sink and a toilet;

4. Unless permitted as an accessory dwelling unit, detached accessory buildings may not be rented or used as a separate dwelling unit; and

5. Before the City issues a building permit for a detached accessory structure, except an accessory dwelling unit, the Director will require that a covenant running with the land be recorded stating that the accessory structure may not be used in violation of this section.

#### **15-4B-3-1: SITE DEVELOPMENT STANDARDS FOR LOTS TWENTY-FIVE FEET WIDE OR LESS:**

All uses on lots 25 feet wide or less within the R-1 Zone must comply with the development standards contained in this section.

##### **A. General Provisions:**

1. As provided by chapter 2 of this title.
2. New dwelling units must be internally integrated and connected.
3. An addition to, or extension of, a dwelling unit, except a garage or an accessory dwelling unit, must share a common wall and be internally integrated and connected to the existing dwelling unit.
4. Mobile and manufactured homes are subject to the following requirements:
  - a. The mobile or manufactured homes has been certified pursuant to the National Manufactured Housing Construction and Safety Standards Act of 1974, and has not been altered in violation of applicable codes; and
  - b. The mobile or manufactured home must be installed on a permanent foundation in compliance with all applicable building regulations and division 13, part 2 (commencing with section 18000) of the California Health and Safety Code.

##### **B. Height:**

1. The height of all buildings or structures with a pitched roof must not exceed 32 feet and two stories. Buildings or structures with a flat roof must not exceed 26 feet and two stories.

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2. A maximum grade differential of six feet is permitted on sloping lots. The vertical height which exceeds the maximum grade differential is included in measuring the maximum building height. On sloped lots, a segmented grade plane may be applied to different portions of a building.

3. See section [15-2-3](#) of this title for exceptions to building height.

C. Lot area: A minimum of 5,000 square feet.

D. Setbacks:

1. Front yard: A minimum of 22 feet.

a. Permitted front yard setback encroachments:

(1) Porches or verandas in a front yard setback not fully enclosed on three sides (railings and/or columns permitted) may encroach into the front setback a maximum of six feet;

(2) The first floor front yard setback facing exterior wall of a dwelling may encroach up to two feet for a width not exceeding 30 feet when a first floor porch or veranda, not fully enclosed on three sides, is also projecting into the front yard setback. The total amount of encroachment may not exceed six feet in depth combined for both the dwelling structure and a porch or veranda, for a minimum 50 percent of the building width;

(3) Raised decks, where the walking surface is not greater than 24 inches above adjacent grade, in conjunction with a lattice deck cover not greater than 10 feet above adjacent grade may encroach into the front yard setback a maximum of six feet in depth and 50 percent of the building width;

(4) Lattice patio covers, pergolas, arbors, or trellises not greater than 10 feet above adjacent grade (as measured from the lowest adjacent grade to the highest point of the cover) may encroach into the front yard setback a maximum of six feet in depth and 50 percent of the building width;

(5) Architectural elements such as towers or turrets not greater than eight feet in diameter may encroach into the front setback a maximum of four feet;

2. Side yard: A minimum of three feet.

3. Detached accessory structures and garages: Detached accessory structures and attached garages are allowed along the property line on one interior side lot line, provided that the detached accessory structure or attached garage is in the rear one-third of the lot.

4. Side yard, reverse corner: Reversed corner lots must have a side yard with a triangular area described as follows: One angle must be formed by the rear and street side property lines, and the sides of this angle must be 15 feet in length, measured along the rear and street side property lines. The third side of this triangle must be a straight line connecting the two other lines at their endpoints. This triangular side yard setback area is in addition to the other side yard setback requirements described in subsection D2 of this section.

5. ~~Rear yard: A minimum of five feet. Detached accessory structures are allowed zero setback on the rear property line. Primary structures must maintain a minimum setback of five feet on the first and second floors.~~

6. Detached accessory structures and garages: Detached accessory structures and garages are allowed a rear yard setback of zero feet on the first story and must maintain a rear yard setback of five feet on the second story.

E. Lot Width: A minimum of 50 feet.

F. Minimum Unit Size: The minimum dwelling unit size shall be 250 square feet.

G. Placement of buildings and structures:

1. A minimum distance of three feet must be maintained between buildings;

2. A detached accessory structure in the rear third of the lot may be located on the rear and one interior side lot line, unless one of the following conditions exists:

a. Where the lot rears upon an alley and the vehicular entrance to the detached accessory structure is from the alley, such detached accessory structure must be set back a distance measured from the opposite side of the alley that will provide a turning radius as follows:

90 degrees - 25 feet

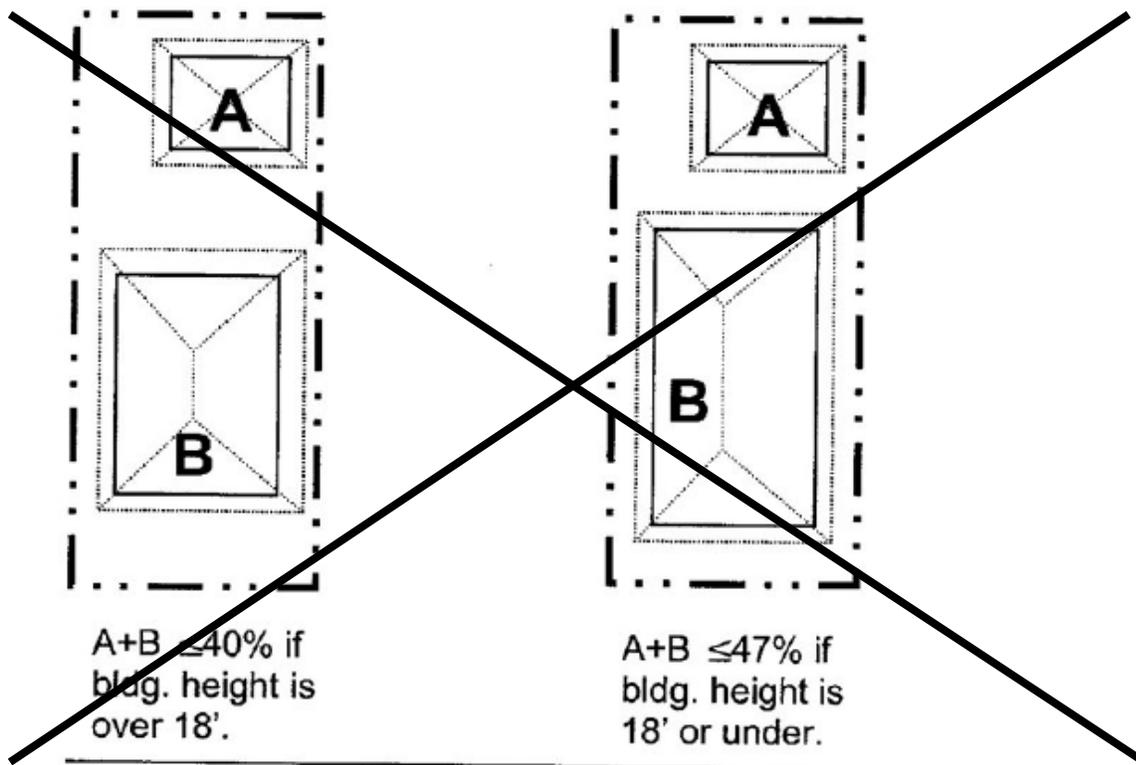
75 degrees - 21 feet

60 degrees - 18 feet

45 degrees - 15 feet

b. On the rear third of a reversed corner lot a detached accessory structure may be built to the interior lot side line, but no building must be erected closer than five feet to the property line of any abutting lot to the rear. However, if an alley intervenes and the vehicular entrance to the detached accessory building is directly from the street side, a detached accessory building may be built to the rear lot line.

H. Lot Coverage: All buildings, including detached accessory buildings, shall not cover more than ~~40~~47 percent of the lot area. ~~This coverage may be increased to 47 percent if the height of all the structures is limited to 18 feet. If a building exceeds 18 feet in height, the lot coverage shall not exceed 40 percent under any circumstances.~~



**H. Entry Orientation:**

**1. For street-facing lots, at least one entry door to a residential unit must face (be parallel to) and be directly visible from the adjoining street and sidewalk. Alternatively, if the residential unit has an entry door that takes access from a porch or veranda measuring a minimum of four feet by four feet that faces and is directly visible from the adjoining street and sidewalk, the entry door may face the side/interior lot line (be perpendicular to the street and sidewalk).**

~~I. Building Wall Modulation: Architectural building features, in conformance with the definition of "architectural building feature" in section [15-1-6](#) of this title, must be included to modulate the one-story exterior building walls subject to the approval of the director, and for two-story structures as specified in subsection D, "Setbacks", of this section. In addition to any doors or windows, building walls must incorporate at least two architectural building features as defined in section 15-1-6 of this title on all elevations.~~

~~J. Detached accessory buildings, not including detached accessory dwelling units as defined in section [15-1-6](#) of this Title:~~

~~1. All detached accessory structures may not exceed 1,200 square feet gross floor area in aggregate per parcel except as permitted in Chapter 15-4D;~~

2. Except as permitted in Chapter 15-4E related to accessory dwelling units, detached accessory buildings are limited to one floor, but may include an attic, which may be used for storage purposes only, provided access to the attic is not from permanently fixed stairs (pull down type stairs are permitted), no plumbing is permitted, and electrical fixtures are limited to the minimum required by the California Building Code and California Electrical Code;

3. Unless permitted as an accessory dwelling unit, detached accessory buildings may not contain a kitchen or kitchen facilities, a bathtub or shower and may not be used for sleeping purposes or as an R occupancy, as defined by the California Building Code, except that they may contain a sink and a toilet;

4. Unless permitted as an accessory dwelling unit, detached accessory buildings may not be rented or used as a separate dwelling unit; and

5. Before the City issues a building permit for a detached accessory structure, except an accessory dwelling unit, the Director must require that a covenant running with the land be recorded stating that the accessory structure may not be used in violation of this section.

#### **15-4B-4: LANDSCAPING (ALL LOTS):**

Landscaping and irrigation must be provided within the front and street side setback areas. Those setback areas fronting upon a public street must incorporate a combination of softscape and hardscape in the landscape except for those portions devoted to vehicular parking. They may contain artificial turf or synthetic grass provided that it: 1) is not harmful to the environment (such as containing lead based or other hazardous materials); 2) includes a pervious surface to address percolation, drainage, runoff, and stormwater detention requirements; and 3) is incorporated into a comprehensive landscaping design and site plan.

A. A minimum of 25 percent of the front yard setback area must be maintained with permanent landscaping that contains a combination of lawn, trees, vines, bushes and ground covers, and does not include hardscape materials for lots less than 50 feet in width.

B. A minimum of 35 percent of the front yard setback area must be maintained with permanent landscaping that contains a combination of lawn, trees, vines, bushes and ground covers, and does not include hardscape materials for lots that are 50 feet or greater in width.

C. A minimum of one 24-inch box tree with irrigation must be planted and maintained in the front yard in conjunction with the construction of a new primary dwelling unit.

#### **15-4B-5: OFF STREET PARKING AND LOADING SPACES (ALL LOTS):**

Off street parking must be provided as required by chapter 15 of this title.

**15-4B-6: SIGNS (ALL LOTS):**

Signs in the R-1 zone must comply with the requirements of chapter 18 of this title.

**15-4B-7: VEHICULAR ACCESS (ALL LOTS):**

Where an R-1 lot abuts an alley, vehicular access to the lot must be from the alley. Curb cuts and driveways must be installed in conformance with ESMC subsection 15-15-5O.

- A. Where an R-1 lot abuts an alley, vehicular access to the lot must be from the alley.
- B. Where a lot abuts an alley and the vehicular entrance to the structure is from the alley, such vehicular entrance must be set back a distance measured from the opposite side of the alley that will provide a turning radius as follows:

|                   |                |
|-------------------|----------------|
| <u>90 degrees</u> | <u>25 feet</u> |
| <u>75 degrees</u> | <u>21 feet</u> |
| <u>60 degrees</u> | <u>18 feet</u> |
| <u>45 degrees</u> | <u>15 feet</u> |

- C. Curb cuts and driveways must be installed in conformance with ESMC Section 15-15-5 (Parking Area Development Standards).

SECTION 7: Chapter 4 (Residential Zones) of Title 15 (Zoning Regulations) Article G (Two-Unit Residential Development and Urban Lot Splits in Single-Family Residential (R1) Zones) of the ESMC is deleted and replaced as follows:

**ARTICLE G. TWO-UNIT RESIDENTIAL DEVELOPMENTS AND URBAN LOT SPLITS IN SINGLE-FAMILY RESIDENTIAL (R-1) ZONES**

SECTION:

**15-4G-1: Purpose**

**15-4G-2: General Requirements; Eligibility**

**15-4G-3: General Urban Lot Split Development Standards**

**15-4G-4: Development Standards For Lots Wider Than Twenty-Five Feet**

**15-4G-5: Development Standards For Lots Twenty-Five Feet Wide Or Less**

**15-4G-6: Landscaping (All Lots)**

**15-4G-7: Off Street Parking And Loading Spaces (All Lots)**

- 15-4G-8: Signs (All Lots)**
- 15-4G-9: Vehicular Access (All Lots)**
- 15-4G-10: Application Process; Fees**
- 15-4G-11: Tenancy**

**15-4G-1: PURPOSE:**

This article is adopted pursuant to Government Code section 65852.6, 65852.21, and 66411.7 for the purpose of implementing the City's regulation of two-unit residential development and/or urban lot splits in the City's Single-Family Residential Zone.

Government Code section 65852.21(a) requires the City ministerially approve certain housing developments containing no more than two residential units within a single-family residential zone. Government Code section 66411.7(a) requires that the City ministerially approve a parcel map for an urban lot split, subject to standards set forth in Government Code section 66411.7(a)(1), (2), and (3).

**15-4G-2: GENERAL REQUIREMENTS; ELIGIBILITY:**

- A. Notwithstanding the standards outlined in this Article G of Chapter 4 of Title 15 of this code, all other standards provided in Articles A and B of Chapter 4 of Title 15 of this code will apply, unless prohibited by state law.
- B. A parcel proposed for a subdivision (lot splits) pursuant to this article must meet the requirements in subdivision (a) of Government Code Section 66411.7.
- C. A proposed housing development proposing a two-unit residential development (duplex) pursuant to this article must meet the requirements in subdivision (a) of Government Code Section 65852.21.

**15-4G-3: GENERAL URBAN LOT SPLIT DEVELOPMENT STANDARDS:**

All urban lot splits with two-unit residential developments within the R-1 Zone must comply with the R-1 development standards contained in Article 15-4B and the development standards of this Article 15-4G. If there are conflicts between the provisions of Article 15-4B and this Article 15-4G, the provisions of this Section will govern.

A. Urban lot splits must incorporate all built-form parameters of State of California Government Code Section 66411.7, including:

- 1. A parcel map that subdivides an existing R-1 parcel will create no more than two new parcels of approximately equal lot area and with one of the two created parcels not smaller than 40 percent of the lot area of the original parcel proposed for subdivision. See Figure 4G-1.
- 2. Both newly created parcels will be no smaller than 1,200 square feet in gross area.

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3. No more than two dwelling units per lot will be constructed on a R-1 urban lot split.

4. Accessory Dwelling Units or Junior Accessory Dwelling Units are prohibited where an Urban Lot Split is also developed with a two-unit residential development pursuant to Sections [15-4G-4](#) and [15-4G-5](#).

5. A minimum of one off-street parking spaces will be provided per newly constructed dwelling unit. No parking is required if the parcel is located within one-half mile walking distance of a High-quality Transit Corridor or major transit stop or if a car share vehicle is located within one-block of the parcel.

B. Lot line splits will be parallel to public street frontages. See Figure 4G-2.

C. When cross easements across lot split parcels are required to provide access to units, or access to vehicle parking spaces, or access to utilities and utility connections, or access between lot split parcels, or access for any other purpose, a covenant establishing the cross easement acceptable to the Community Development Department must be recorded with the Los Angeles County Recorder upon the filing of the Final Parcel Map described in chapter 14-6 of this code.

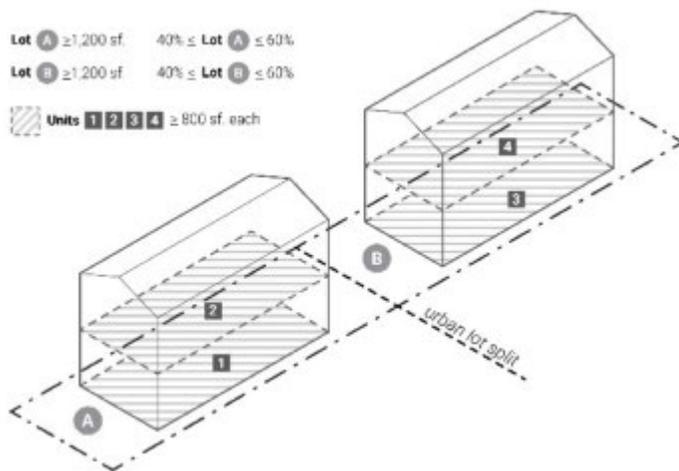


Figure 4G-1

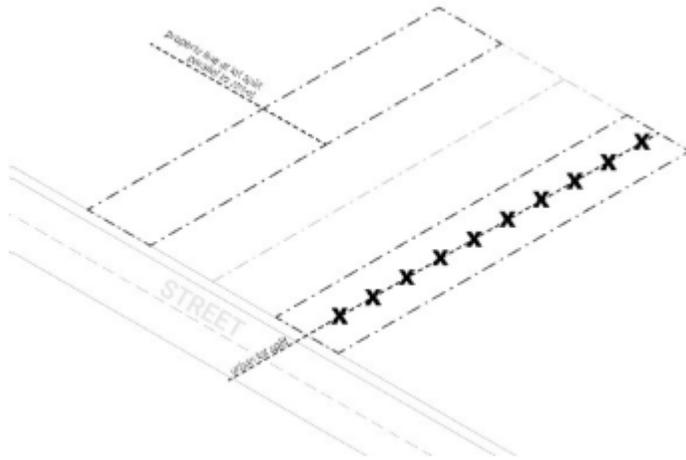


Figure 4G-2

**15-4G-4: DEVELOPMENT STANDARDS FOR LOTS WIDER THAN TWENTY-FIVE FEET:**

All two-unit residential developments and urban lot splits on lots that are wider than 25 feet within the R-1 Zone must comply with the development standards contained in this section.

A. General Provisions:

As provided in ESMC Section 15-4B-3 (Single-Family Residential Site Development Standards for Lots Wider than Twenty-Five Feet)

B. Height:

As provided in ESMC Section 15-4B-3 (Single-Family Residential Site Development Standards for Lots Wider than Twenty-Five Feet)

C. Lot Area:

As provided in ESMC Section 15-4G-3 above.

D. Setbacks:

1. Front Yard: A minimum of 22 feet. Front yard setbacks for two car and three car garages located in the front half of a lot must comply with the standards contained in subsection H of this section.

a. Permitted front yard setback encroachments:

(1) Porches or verandas in a front yard setback not fully enclosed on three sides (railings and/or columns permitted) may encroach into the front setback a maximum of six feet;

(2) The first floor front yard setback facing exterior wall of a dwelling may encroach up to two feet for a width not exceeding 30 feet when a first floor porch or veranda, not fully enclosed on three sides, is also projecting into the front yard setback. The total amount of encroachment may not exceed six feet in depth combined for both the dwelling structure and a porch or veranda, for a minimum 50 percent of the building width;

(3) Raised decks, where the walking surface is not greater than 24 inches above adjacent grade, in conjunction with a lattice deck cover not greater than 10 feet above adjacent grade may encroach into the front yard setback a maximum of six feet in depth and 50 percent of the building width;

(4) Lattice patio covers, pergolas, arbors, or trellises not greater than 10 feet above adjacent grade (as measured from the lowest adjacent grade to the highest point of the cover) may encroach into the front yard setback a maximum of six feet in depth and 50 percent of the building width;

(5) Architectural elements such as towers or turrets not greater than eight feet in diameter may encroach into the front setback a maximum of four feet;

2. Side Yard: Primary structures must maintain a minimum setback on each side of the lot of 10 percent of the width of the lot, but can never be less than three feet and need not be more than four feet.

3. Rear Yard: Primary structures must maintain a minimum setback of four feet on the first and second floors.

Notwithstanding Subsections D.1 through D.3 above, the City may not condition its approval of a two-unit residential development by requiring the applicant to correct a non-conforming setback for an existing structure or a new structure constructed in the same location and to the same dimensions of an existing structure.

4. Setbacks for detached accessory structures:

As provided in ESMC Section 15-4B-3 (Single-Family Residential Site Development Standards for Lots Wider than Twenty-Five Feet)

E. Lot Width:

As provided in ESMC Section 15-4B-3 (Single-Family Residential Site Development Standards for Lots Wider than Twenty-Five Feet)

F. Minimum Unit Size:

As provided in ESMC Section 15-4B-3 (Single-Family Residential Site Development Standards for Lots Wider than Twenty-Five Feet)

G. Floor Area Ratio:

1. The maximum total building area on the lot shall not exceed an overall floor area ratio (FAR) of 0.60. There is no minimum building size.

2. The maximum FAR for the second floor of the primary structure shall not exceed 0.25.

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3. In calculating the overall FAR, floor area is measured to the interior of a building's perimeter walls and shall include all floors of the primary dwelling (i.e., main structure), attached and detached accessory dwelling units, habitable attic space, accessory buildings, balconies, decks, verandas, and porches.

4. Areas where the vertical measurement between the floor and ceiling directly above is 14 feet or more shall be counted on both the first and second stories for FAR calculations (areas such as rotundas, spaces with vaulted ceilings, and other similar areas with volume).

5. Stairs and elevators are counted once and are applied to the first floor.

6. For purposes of calculating floor area, the following are not included:

- a. Basements as defined in section [15-1-6](#) of this title;
- b. Up to 500 square feet of interior floor area of an attached or detached garage;
- c. Detached accessory structures measuring not more than 120 square feet;
- d. First floor decks, verandas and porches under 30 inches in height (as measured from adjacent grade to the walking surface).

e. Up to 500 square feet cumulative of first floor decks, verandas and porches, covered or uncovered, attached or detached, and at least 30 inches in height (as measured from adjacent grade to the walking surface), provided that the deck, veranda or porch is at least 50 percent open on the sides.

f. Second floor balconies and decks that are not covered.

g. Up to 12 square feet of second floor decks and balconies that are covered by roof, lattice or trellis.

h. The area of decks, balconies, verandas or porches covered by eave projections up to 18 inches.

7. Nothing in this Chapter is meant to prohibit a residential dwelling unit of at least 800 square feet of total floor area.

H. Placement of buildings and structures:

As provided in ESMC Section 15-4B-3 (Single-Family Residential Site Development Standards for Lots Wider than Twenty-Five Feet)

I. Entry Orientation

As provided in ESMC Section 15-4B-3 (Single-Family Residential Site Development Standards for Lots Wider than Twenty-Five Feet)

J. Detached accessory buildings as defined in section [15-1-6](#) of this Title:

As provided in ESMC Section 15-4B-3 (Single-Family Residential Site Development Standards for Lots Wider than Twenty-Five Feet)

**15-4G-5: DEVELOPMENT STANDARDS FOR LOTS TWENTY-FIVE FEET WIDE OR LESS:**

All two-unit residential developments and urban lot splits on lots that are 25 feet wide or less within the R-1 Zone must comply with the development standards contained in this section.

A. General Provisions:

As provided in ESMC Section 15-4B-3-1 (Single-Family Residential Site Development Standards for Lots Twenty-Five Feet Wide or Less)

B. Height:

As provided in ESMC Section 15-4B-3-1 (Single-Family Residential Site Development Standards for Lots Twenty-Five Feet Wide or Less)

C. Lot area:

As provided in ESMC Section 15-4G-3 above.

D. Setbacks:

1. Front Yard: A minimum of 22 feet.

a. Permitted front yard setback encroachments:

(1) Porches or verandas in a front yard setback not fully enclosed on three sides (railings and/or columns permitted) may encroach into the front setback a maximum of six feet;

(2) The first floor front yard setback facing exterior wall of a dwelling may encroach up to two feet for a width not exceeding 30 feet when a first floor porch or veranda, not fully enclosed on three sides, is also projecting into the front yard setback. The total amount of encroachment may not exceed six feet in depth combined for both the dwelling structure and a porch or veranda, for a minimum 50 percent of the building width;

(3) Raised decks, where the walking surface is not greater than 24 inches above adjacent grade, in conjunction with a lattice deck cover not greater than 10 feet above adjacent grade may encroach into the front yard setback a maximum of six feet in depth and 50 percent of the building width;

(4) Lattice patio covers, pergolas, arbors, or trellises not greater than 10 feet above adjacent grade (as measured from the lowest adjacent grade to the highest point of the cover) may encroach into the front yard setback a maximum of six feet in depth and 50 percent of the building width;

(5) Architectural elements such as towers or turrets not greater than eight feet in diameter may encroach into the front setback a maximum of four feet.

2. Side Yard: A minimum of three feet.

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3. Detached accessory structures and garages: Detached accessory structures and attached garages are allowed along the property line on one interior side lot line, provided that the detached accessory structure or attached garage is in the rear one-third of the lot.

4. Rear Yard: Primary structures must maintain a minimum setback of four feet on the first and second floors.

5. Detached accessory structures and garages: Detached accessory structures and garages are allowed a rear yard setback of zero feet on the first story and must maintain a rear yard setback of four feet on the second story.

Notwithstanding Subsections D.1 through D.5 above, the City may not condition its approval of a two-unit residential development by requiring the applicant to correct a non-conforming setback for an existing structure or a new structure constructed in the same location and to the same dimensions of an existing structure.

**E. Lot Width:**

As provided in ESMC Section 15-4B-3-1 (Single-Family Residential Site Development Standards for Lots Twenty-Five Feet Wide or Less)

**F. Minimum Unit Size:**

As provided in ESMC Section 15-4B-3-1 (Single-Family Residential Site Development Standards for Lots Twenty-Five Feet Wide or Less)

**G. Placement of Buildings and Structures:**

As provided in ESMC Section 15-4B-3-1 (Single-Family Residential Site Development Standards for Lots Twenty-Five Feet Wide or Less)

**H. Entry Orientation:**

As provided in ESMC Section 15-4B-3-1 (Single-Family Residential Site Development Standards for Lots Twenty-Five Feet Wide or Less)

**I. Building Wall Modulation:**

As provided in ESMC Section 15-4B-3-1 (Single-Family Residential Site Development Standards for Lots Twenty-Five Feet Wide or Less)

**J. Detached accessory buildings as defined in section 15-1-6 of this Title:**

As provided in ESMC Section 15-4B-3-1 (Single-Family Residential Site Development Standards for Lots Twenty-Five Feet Wide or Less)

**15-4G-6: LANDSCAPING (ALL LOTS):**

As provided in ESMC Section 15-4B-4 (Single Family Residential Landscaping – All Lots)

**15-4G-7: OFF STREET PARKING AND LOADING SPACES (ALL LOTS):**

Off street parking must be provided as required by chapter 15 of this title, except that only a minimum of one off-street parking space must be provided per newly constructed dwelling unit. No parking is required if a parcel is located within ½ mile walking distance of a High-quality Transit Corridor or major transit stop or if a car share vehicle is located within one-block of the parcel.

**15-4G-8: SIGNS (ALL LOTS):**

As provided in ESMC Section 15-4B-6 (Single Family Residential Signs – All Lots)

**15-4G-9: VEHICULAR ACCESS (ALL LOTS):**

As provided in ESMC Section 15-4B-7 (Single Family Residential Vehicular Access – All Lots)

**15-4G-10: APPLICATION PROCESS; FEES:**

Any application for a building permit to create a two-unit residential development or a lot created pursuant to an Urban Lot Split in compliance with this Article on a single-family residential lot will be ministerially approved. Properties developed under this section will be subject to all applicable fees, including development impact fees, and assessments.

**15-4G-11: TENANCY:**

A. Each unit created under this chapter may be rented separately, however rental terms must not be less than 31 consecutive days or allow termination of the tenancy prior to the expiration of at least one 31-day period occupancy by the same tenant.

B. Urban Lot Split: The applicant for an urban lot split must sign an affidavit, in the form approved by the City Attorney, stating that the applicant intends to occupy one of the housing units on the newly created lots as its principal residence for a minimum of three years from the date of the approval of the Urban Lot Split. This subsection does not apply to an applicant that is a "community land trust," as defined in clause (ii) of subparagraph (C) of paragraph (11) of subdivision (a) of Section 402.1 of the Revenue and Taxation Code or is a "qualified nonprofit corporation" as described in Section 214.15 of the Revenue and Taxation Code.

SECTION 8: *Enforceability*. Repeal of any provision of the ESMC does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 9: *Validity of Previous Code Sections*. If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the ESMC or other city ordinance by this Ordinance will be rendered void and cause such previous ESMC provision or other the city ordinance to remain in full force and effect for all purposes.

SECTION 10: *Severability*. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 11: *Recording*. The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 12: *Execution*. The Mayor or presiding officer is hereby authorized to affix his signature to this Ordinance signifying its adoption by the City Council, and the City Clerk, or duly appointed deputy, is directed to attest thereto.

SECTION 13: *Electronic Signatures*. This Ordinance may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

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Ordinance No. 1672  
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SECTION 14: Effectiveness. This Ordinance will go into effect and be in full force and effect on the thirty-first (31st) day after its passage and adoption. If SB 450 is repealed in whole or in part, the corresponding ESMC chapter and/or sections will also be deemed repealed.

PASSED AND ADOPTED this 20th day of May, 2025.

\_\_\_\_\_  
Chris Pimentel, Mayor

ATTEST:

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

I, Susan Truax, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. 1672 was duly introduced by said City Council at a regular meeting held on the 6th day of May, 2025, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the 20th day of May, 2025, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Susan Truax, City Clerk

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

\_\_\_\_\_  
Joaquin Vazquez, Deputy City Attorney



## City Council Agenda Statement

Meeting Date: May 20, 2025

Agenda Heading: Consent

Item Number: B.5

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### TITLE:

Second Reading of an Ordinance Amending the Timing of When Development Impact Fees are Paid

### RECOMMENDATION:

1. Waive the second reading and adopt an ordinance (EA-1384 and ZTA 25-03) amending El Segundo Municipal Code Title 15 to authorize the deferral development impact fees and findings that the ordinance is exempt from the requirements of the California Environmental Quality Act pursuant to CEQA Guidelines § 15061(b)(3).
2. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

None.

### BACKGROUND:

On May 6, 2025, the City Council considered a resolution and draft ordinance to authorize the Community Development Director to execute a Deferred Building Permit and Development Impact Fee Agreement, which authorizes the deferral of building permit issuance fees that are not directly tied to immediate city services or staff processing time and development impact fees that are typically associated with future ongoing post-construction costs, to be paid prior to final inspection or the issuance of a Certificate of Occupancy. At the conclusion of the public hearing, the City Council adopted the associated resolution, introduced the draft ordinance, and scheduled a second reading for May 20, 2025.

### DISCUSSION:

The Council may waive the second reading and adopt the Ordinance. If the Ordinance

**Second Reading of an Ordinance Amending the Timing of When Development Impact Fees are Paid**

**May 20, 2025**

**Page 2 of 2**

is adopted by the City Council at its May 20, 2025 meeting, the effective date of the Ordinance will be June 20, 2025, which is 30 days from the adoption date.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 5: Champion Economic Development and Fiscal Sustainability

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

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

**PREPARED BY:**

Agnes Ho, Administrative Analyst

**REVIEWED BY:**

Michael Allen, Community Development Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Ordinance Amending ESMC 15-32-6
2. Resolution to Establish a Fee Deferral Program

**DRAFT ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE AMENDING EL SEGUNDO MUNICIPAL CODE (“ESMC”) TITLE 15 TO ESTABLISH A FEE DEFERRAL PROGRAM (“PROGRAM”), TO ADJUST THE DEADLINE OF DEVELOPMENT IMPACT FEE PAYMENTS TO PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY OR FINAL INSPECTION.**

**(ENVIRONMENTAL ASSESSMENT NO. 1384 AND ZONE TEXT AMENDMENT NO. 25-03)**

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

SECTION 1: The Council finds and declares as follows:

- A. On April 1, 2021, the City awarded a Professional Services Agreement to Revenue & Cost Specialists LLC to develop a comprehensive Development Impact Fee Calculation Nexus Report for new development to fund improvements that address the cumulative infrastructure impacts associated with new development.
- B. On May 11, 2022, Revenue & Cost Specialists LLC submitted the final Development Impact Fee Calculation Nexus Report (the "Nexus Study"). The Nexus Study recommends that the current development impact fees ("DIFs") (those for police, fire, and library facilities) be increased for all development types (residential, commercial, Industrial, and Institutional) and that new DIFs for Parkland Facilities, Streets-Signals & Bridges, Storm Drain Facilities, Water Distribution, Wastewater Collection Facilities, General Government Facilities, Public Meeting Facilities, and Aquatic Center Facilities be allocated for residential, commercial, Industrial, and institutional development based on their forecast of the infrastructure demand and analysis of improvement needs. The fees are allocated by residential unit and commercial/Industrial/Institutional square footage.
- C. The proposed DIFs are consistent with the California Government Code Section 66000 et seq. that enables local agencies to charge mitigation fees.
- D. On June 21, 2022, the City Council heard public testimony and considered evidence in a public hearing held in accordance with Government Code §§ 66016 and 66018.
- E. Based upon the evidence set forth in the Nexus Study and the administrative record as a whole, the City Council finds that there is a reasonable relationship between the amount of the DIF and the cost of the public facility or portion thereof attributable to the development on which the DIF is imposed, the proposed use of each DIF and the type of development on which it will be imposed, and the need for the public facilities identified in the Nexus Study and the type of development project on which the corresponding DIF will be imposed.

- F. On June 21, 2022, the City Council adopted the May 11, 2022 Impact Fee Nexus Study and the approval of increases to existing development impact fees.
- G. At the February 18, 2025 City Council meeting, a study session was held to consider a building permit fee and development impact fee deferral program. The proposed program would adjust the deadline for certain building permit fee payments to before the issuance of a certificate of occupancy or final inspection, whichever comes first. The City Council directed staff to further explore the deferral program;
- H. On March 27, 2025, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the Ordinance including, without limitation, information provided to the Planning Commission by city staff; and, adopted Resolution No. 2962 recommending that the City Council approve this Ordinance;
- I. On May 6, 2025, the City Council held a public hearing and considered the information provided by City staff and public testimony regarding this Ordinance; and
- J. This Ordinance and its findings are made based upon the entire administrative record including, without limitation, testimony and evidence presented to the City Council at its May 6, 2025, hearing and the staff report submitted by the Community Development Department.

**SECTION 2:** *Factual Findings and Conclusions.* The City Council finds that adopting the proposed Ordinance would result in the following:

- A. Amend ESMC Chapter 15-32 (Development Impact Fees), Section 6 (Imposition of Fees; Automatic Adjustment) to require payment of development impact fees for residential and non-residential development projects at the time a Certificate of Occupancy is issued, or a Final Inspection is approved.

**SECTION 3:** *General Plan Findings.* As required under Government Code § 65860, the ESMC amendments proposed by the Ordinance are consistent with the El Segundo General Plan as follows:

- A. The proposed Ordinance is consistent with the General Plan Economic Development Element in that it would remove governmental and other constraints to facilitate the diversification of El Segundo's economic base in order to improve stakeholders' quality of life.
- B. The proposed Ordinance is consistent with the General Plan Economic Development Element in that the amendments provide a supportive and

economically profitable environment as the foundation of a strong local business community.

- C. The proposed Ordinance is consistent with the General Plan Economic Development Element in that the amendments strengthen the partnership between the local government, the residential community, and El Segundo's business community.
- D. The proposed Ordinance is consistent with the General Plan Housing Element in that the amendments strive to remain cost-competitive in order to attract commercial and industrial development.

SECTION 4: *Zone Text Amendment Findings.* In accordance with ESMC Chapter 15-27 (Amendments), and based on the findings set forth above, the proposed Ordinance is consistent with and necessary to carry out the purpose of the ESMC as follows:

- A. The proposed Ordinance is consistent with the General Plan in that the amendments would implement the goals, policies, and programs of the Economic Development Element. Implementation of the Economic Development Element would create a strong, healthy economic community in which all diverse stakeholders may benefit, without affecting the character of the existing small-town charm.
- B. The proposed Ordinance is necessary to serve the public health, safety, and general welfare in that it would implement the Economic Development Element, which includes programs, goals, and policies to retain and improve the economic base in the City. The proposed amendments would facilitate business development in the community by reducing financial barriers, thereby enhancing the City's fiscal sustainability. Strengthening the City's fiscal integrity will improve the quality of life for the stakeholders such as providing better quality of schools, police and fire protection, access to varied cultural and recreational activities, and other local government services.

SECTION 5: *Environmental Assessment.* Based on the facts set forth in Section 2, the City Council finds that the zone text amendment is exempt from further review under the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines § 15061(b)(3)), because it consists only of minor revisions to existing zoning regulations and related procedures and does not have the potential for causing a significant effect on the environment.

SECTION 6: ESMC Chapter 15-32 (Impact Fees), Section 6 (Imposition of fees; Automatic adjustment) is amended as follows (deleted language is shown in ~~strikethrough~~ and newly added text is underlined):

**15-32-6: IMPOSITION OF FEES; AUTOMATIC ADJUSTMENT:**

- A. Except as otherwise provided, persons submitting applications seeking approval for new development projects must pay the city impact fees, in an amount set by city council resolution, as a condition for the city to approve such development projects.
- B. No tentative or final subdivision map, parcel map, grading permit, building permit, final inspection, or certificate of occupancy, or other development permit, may be approved unless the provisions of this section are fulfilled.
- C. Impact fees will be imposed by including the following language in any document of development approval:

*All fees imposed pursuant to Title 15 Chapter 32 of the El Segundo Municipal Code must be paid to the City accordance with Government Code section 66007.*

- D. The director of community development or the director of public works will collect impact fees at the following times, except as otherwise specified in Government Code section 66007:
  - 1. Unless authorized under separate agreement or condition of approval, impact fees for any nonresidential development will be collected at the time the City issues a grading permit, building permit, final inspection, or certificate of occupancy, whichever occurs first.
  - 2. Under separate agreement or condition of approval, Ffees for residential development will be collected at the time the City approves a final inspection or issues a certificate of occupancy for each dwelling unit in the development.
  - 3. Under separate agreement or condition of approval, fees for non-residential development will be collected at the time the City approves a final inspection or issues a certificate of occupancy.
  - 4. Notwithstanding (1), and (2), and (3) above, utility service connection fees will be collected at the time an application for service is received.
- E. Unless otherwise provided by council resolution, the impact fees established by this chapter will be automatically adjusted on an annual basis at the beginning of each fiscal year based on the average percentage change over the previous calendar year set forth in the construction price index for the Los Angeles metropolitan area. The first impact fee adjustment cannot be made before a minimum of ten (10) months after the effective date hereof.

SECTION 7: Construction. This Ordinance must be broadly construed to achieve the purposes stated in this Ordinance. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 8: Enforceability. Repeal of any provision of the ESMC does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 9: Validity of Previous Code Sections. If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the ESMC or other city ordinance by this Ordinance will be rendered void and cause such previous ESMC provision or other the city ordinance to remain in full force and effect for all purposes.

SECTION 10: Severability. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 11: Recordation. The City Clerk, or designee, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 12: This Ordinance will go into effect and be in full force and effect 30 days after its passage and adoption.

PASSED AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Chris Pimentel, Mayor

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Mark D. Hensley, City Attorney

ATTEST:

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

I, Susan Truax, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. \_\_\_\_\_ was duly introduced by said City Council at a regular meeting held on the \_\_\_ day of \_\_\_\_\_ 2025, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the \_\_\_ day of \_\_\_\_\_, 2025, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Susan Truax, City Clerk

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION TO ESTABLISH A FEE DEFERRAL PROGRAM TO ADJUST THE DEADLINE OF CERTAIN BUILDING PERMIT FEE PAYMENTS TO PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY OR FINAL INSPECTION.**

**(ENVIRONMENTAL ASSESSMENT NO. 1384 AND ZONE TEXT AMENDMENT NO. 25-03)**

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

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

- A. At the February 18, 2025 City Council meeting, a study session was held to consider a building permit fee and development impact Fee Deferral Program (“Program”). The Program would adjust the deadline for certain building permit fee payments to before the issuance of a certificate of occupancy or final inspection, whichever comes first. The City Council directed staff to further explore the deferral program.
- B. On March 27, 2025, the Planning Commission held a public hearing to receive public testimony and other evidence regarding an ordinance concerning associated fee deferrals, and the Planning Commission by city staff adopted its Resolution No. 2962 recommending that the City Council approve this Resolution.
- C. On May 6, 2025, the City Council held a public hearing and considered the information provided by City staff and public testimony regarding the associated ordinance and this Resolution.
- D. The City Council conducted a public hearing and first reading of the associated ordinance and scheduled a second reading for May 20, 2025.
- E. The City Council seeks to adopt this Resolution to Implement the Program.

**SECTION 2:** *Actions.* The City Council:

- A. Authorizes the Community Development Director to execute a Deferred Building Permit and Development Impact Fee Agreement, in a form approved by the City Attorney or designee in accordance with the Program; and
- B. Authorizes the deferral of building permit issuance fees that are not directly tied to immediate City services or staff processing time and development impact fees that are typically associated with future ongoing post-construction costs, to be paid prior to final inspection or the issuance of a Certificate of Occupancy; and

- C. Updates all applicable City policies and procedures to reflect the revised fee collection deadlines as set forth in the associated ordinance and this Resolution.

SECTION 3: *Environmental Assessment.* Based on the facts set forth in Section 2, the City Council finds that the zone text amendment is exempt from further review under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines § 15061(b)(3)), because it consists only of minor revisions to existing zoning regulations and related procedures and does not have the potential for causing a significant effect on the environment.

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

SECTION 3. *Electronic Signatures.* This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 4. *Signature Authority.* The Mayor, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption by the City Council of the City of El Segundo, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

SECTION 5. *Effective Date.* This Resolution will take effect immediately upon adoption and will remain effective unless repealed or superseded.

SECTION 6. *City Clerk Direction.* The City Clerk will certify to the passage and adoption of this Resolution, enter it in the City's book of original Resolutions, and make a record of this action in the meeting's minutes.

**PASSED, APPROVED, AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2025.**

\_\_\_\_\_  
Chris Pimentel, Mayor

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Mark D. Hensley, City Attorney

ATTEST:

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

I, Susan Truax, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. \_\_\_\_\_ was duly introduced by said City Council at a regular meeting held on the \_\_\_ day of \_\_\_\_\_ 2025, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the \_\_\_ day of \_\_\_\_\_, 2025, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Susan Truax, City Clerk



## City Council Agenda Statement

Meeting Date: May 20, 2025

Agenda Heading: Consent

Item Number: B.6

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### TITLE:

Continue Emergency Action for the Permanent Repair of the City of El Segundo  
Wiseburn Aquatics Center Pool Heaters

### RECOMMENDATION:

1. Receive and file staff's report regarding the status of the permanent repairs to El Segundo Wiseburn Aquatics Center pool heaters.
2. Adopt a motion by four-fifths vote to determine the need to continue the emergency action approved under Resolution No. 5519.
3. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

As described on the November 5, 2024 Council agenda:

The estimated total cost for the permanent repair of the Aquatics Center Pool Heaters is \$700,000 (\$613,724 repair + \$86,276 contingency). The project costs were not included in the adopted FY 2024-25 CIP Budget and requires a budget appropriation from General Fund Reserves to the Capital Improvement Fund. WUSD agreed to reimburse the City half of the construction cost after the competition of the work, up to \$300,000.

The budget request is as follows:

Amount Budgeted in FY 2024-25: \$0

Additional Appropriation: \$700,000

Expense Account Number: 301-400-8202-8463 (General Fund CIP - Aquatics Center Pool Heaters)

Establish Transfer Out Budget: \$700,000

Transfer Out Account Number: 001-400-0000-9301 (Transfer out from General Fund to CIP Fund)

Establish Transfer In Budget: \$700,000

**Continue Emergency Action for the Permanent Repair of the City of El Segundo  
Wiseburn Aquatics Center Pool Heaters**

**May 20, 2025**

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Transfer In Account Number: 301-300-0000-9001 (Transfer into CIP Fund from General Fund)

Set Revenue budget: \$300,000

Revenue Account Number: 001-300-XXXX-XXXX (WUSD Pool Heater Contribution)\*

\* Revenue account will be generated after funds are received from WUSD

**BACKGROUND:**

On November 5, 2024, the City Council adopted a by four-fifths vote, declaring the existence of an emergency and authorizing the award of a contract without competitive bidding pursuant to Public Contract Code §§ 1102, 20168, and 22050 regarding the needed permanent repair work for the heaters at the Aquatic Center.

The City Council also authorized the City Manager to approve and execute a standard Public Works Construction Contract with Knorr Systems International to repair existing heaters at the El Segundo Wiseburn Aquatics Center for an amount of \$613,724 and authorize an additional \$86,276 as contingency funds for potential unforeseen conditions, for a total budget amount of \$700,000.

**DISCUSSION:**

The emergency repairs are expected to take place in July and August 2025. State law requires the Council to revisit the emergency at the next regular meeting and subsequent regular meetings until the required action is terminated. Staff respectfully recommend approval of the recommended actions as noted.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Develop and Maintain Quality Infrastructure and Technology

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

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

Goal 2: Optimize Community Safety and Preparedness

**PREPARED BY:**

Cheryl Ebert, City Engineer

**REVIEWED BY:**

Elias Sassoon, Public Works Director

**Continue Emergency Action for the Permanent Repair of the City of El Segundo  
Wiseburn Aquatics Center Pool Heaters  
May 20, 2025  
Page 3 of 3**

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

None



## City Council Agenda Statement

Meeting Date: May 20, 2025

Agenda Heading: Consent

Item Number: B.7

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### **TITLE:**

Resolution to Amend Chapter 1A of the City's Administrative Code for the Management Confidential Series Relating to Overtime Compensation for the Battalion Chief Classification While Working Strike Team Assignments Reimbursable by the California Office of Emergency Services and Assistance by Hire Under Contractual Agreements with Third Parties

### **RECOMMENDATION:**

1. Adopt a resolution amending the City's Administrative Code, Chapter 1A2 Management-Confidential Series, Section 1A2.080 - Overtime Pay Exception Fire Battalion Chiefs.
2. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

There is no net fiscal impact of the proposed change, however, the City will not receive reimbursement from the California Office of Emergency Services ("CalOES") and third parties under contract until after the employees have been paid for work performed during the bi-weekly pay period. This will result in an interim fiscal impact which will depend on the length of time to receive reimbursement and the number of qualifying hours worked.

### **BACKGROUND:**

The Management and Confidential Series are unrepresented employees that are classified into two subgroups: Mid-Management and Confidential, and Executives. The Battalion Chief classification is included in the Mid-Management and Confidential group. These employees are classified as "Safety" under the California Public Employees' Retirement System (CalPERS) retirement system and are the highest level of fire personnel under the Fire Chief.

Compensation, benefits and other terms and conditions of employment for the

## **Revision to Administrative Code Relating to Battalion Chief Overtime Rate**

**May 20, 2025**

**Page 2 of 3**

Management and Confidential Series employees are provided under the City's Administrative Code Chapter 1A2. This report proposes a change to Section 1A2.080-Overtime Pay Exception Fire Battalion Chiefs which provides that, "Effective October 1, 1988, Executive, Mid-management, and Confidential Employees shall not be paid overtime pay with the exception of Fire Battalion Chiefs assigned to Fire Suppression; they shall be paid time and one quarter (1.25) for time worked on Platoon Duty or scheduled or non-scheduled re-hires in excess of fifty-six (56) hours per week."

### **DISCUSSION:**

Through the California Disaster and Civil Defense Master Mutual Aid Agreement, available agencies respond with fire personnel and equipment on a "Strike Team" to provide fire safety services during a declared emergency. For the recent Palisades and Eaton fires, the City of El Segundo provided two fire engines with personnel. The ranks of Firefighter, Fire Paramedic, Fire Engineer, and Fire Captain are covered under the Memorandum of Understanding (MOU) between the City of El Segundo and the Firefighters' Association (ESFA) and earn overtime at the rate of one and one-half (1.5) per hour. The Battalion Chief is covered under the Administrative Code and earns overtime at the rate of one and a quarter (1.25) per hour. CalOES reimburses the City for overtime hours at an overtime rate of time and one-half (1.5), regardless of rank.

Occasionally, the City provides "assistance by hire" to a third party through a contractual agreement for fire-related services. Currently, the City is under contract to provide emergency medical services (i.e., paramedic services) to a private company. The overtime rate charged by the City is specifically stated in the contract by rank and corresponds to the ESFA MOU or the Administrative Code. If the proposed change to the Administrative Code for Battalion Chief overtime rate is approved, the contractual agreement rates for this company would remain unless and until the contract is reopened. However, the revised Battalion Chief overtime pay rate would apply for future assistance by hire contracts with other third parties.

The proposed change to the Administrative Code would provide the Battalion Chief overtime compensation at a rate of time and one-half (1.5) to align with the reimbursement received by CalOES and payment collected by the City for services performed for third parties under a contractual agreement.

### **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 2: Optimize Community Safety and Preparedness

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

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

**Revision to Administrative Code Relating to Battalion Chief Overtime Rate**

**May 20, 2025**

**Page 3 of 3**

Goal 4: Promote and Celebrate a Quality Workforce Through Teamwork and Organizational Excellence

Strategy A: Enhance staff recruitment, retention, and training to ensure delivery of unparalleled City services and implementation of City Council policies.

**PREPARED BY:**

Rebecca Redyk, Human Resources Director

**REVIEWED BY:**

Rebecca Redyk, Human Resources Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Resolution Providing Changes to Chapter 1A2 Management-Confidential Series
2. Administrative Code Chapter 1A2 Management and Confidential Series - REDLINE
3. Administrative Code Chapter 1A2 Management and Confidential Series - CLEAN

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF EL SEGUNDO, CALIFORNIA  
AMENDING THE CITY'S ADMINISTRATIVE CODE TO UPDATE  
SECTIONS FOR SPECIFIC UNREPRESENTED CLASSIFICATIONS  
UNDER CHAPTER 1A2 (MANAGEMENT – CONFIDENTIAL SERIES).**

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

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

- A. Chapter 1A2 of the El Segundo Administrative Code outlines the Management-Confidential Series
- B. Staff seeks to update 1A2 to modify and clarify compensation for unrepresented employees in the Battalion Chief classification

SECTION 2: Approval. The City Council approves the amendments to Chapter 1A2 (Management – Confidential Series) of the El Segundo Administrative Code set forth in Exhibit “A” to this Resolution, and such exhibit is incorporated by reference.

SECTION 3: Authority. The City Manager or his designee is authorized to take any steps necessary in order to effectuate this Resolution.

SECTION 4: Construction. This Resolution must be broadly construed in order to achieve the purposes stated in this Resolution. It is the City Council's intent that the provisions of this Resolution be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Resolution.

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

SECTION 6: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's original resolutions and make a minute of this adoption of the Resolution in the City Council's records and the minutes of this meeting.

SECTION 7: This Resolution is effective upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 5<sup>th</sup> day of May, 2025.

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Chris Pimentel,  
Mayor

ATTEST:

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

I, Susan Traux, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. \_\_\_\_ was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the \_\_\_\_ day of \_\_\_\_\_, 2025, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Susan Truax, City Clerk

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

\_\_\_\_\_  
Joaquin Vazquez, City Attorney

**EXHIBIT "A"**  
**ADMINISTRATIVE CODE CHAPTER 1A.2 MANAGEMENT AND CONFIDENTIAL**  
**SERIES**

**THE CITY OF EL SEGUNDO**

**ADMINISTRATIVE CODE  
TITLE 1A**

**SALARIES AND CONDITIONS OF EMPLOYMENT**

**CHAPTER 1A2  
MANAGEMENT AND CONFIDENTIAL SERIES**



Revised:  
November 2011  
August 1, 2012  
September 24, 2021  
June 15, 2015  
May 2016  
August 15, 2023  
June 18, 2024  
May 6, 2025

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## **SECTION 1A2.000 SCHEDULE OF CLASSES BY SERIES.**

The following is a list of City Departments, under which Management and/or Confidential positions for each Department are listed. Salary ranges for all authorized positions shall be determined within the ranges depicted in the "Basic Salary Schedule (1A2.010 of the Administrative Code)."

### **Executive Management (At-Will)**

Chief of Police  
Fire Chief  
Chief Financial Officer  
Deputy City Manager  
Director of Community Development  
Director of Human Resources  
Director of Public Works  
Director of Recreation, Parks, and Library  
Information Technology Services Director

### **Mid-Management**

Assistant City Clerk (At-Will)  
Assistant City Engineer  
Aquatics Manager (At-Will)  
Battalion Chief  
Building Official (At-Will)  
City Engineer (At-Will)  
Communications Manager (At-Will)  
Deputy City Clerk  
Deputy City Treasurer II  
Environmental Programs Manager (At-Will)  
Finance Manager (At-Will)  
General Services Superintendent (At-Will)  
Human Resources Manager (At-Will)  
Information Systems Manager (At-Will)  
Librarian II  
Library Services Manager  
Park Maintenance Superintendent  
Planning Manager (At-Will)  
Recreation Manager (At-Will)  
Risk Manager (At-Will)  
Senior Librarian  
Treasury & Customer Service Manager (At-Will)  
Utilities Superintendent (At-Will)

### **Confidential**

Accountant  
Executive Assistant  
Human Resources Analyst  
Human Resources Technician  
Management Analyst  
Principal Civil Engineer

Senior Civil Engineer (At-Will)  
Senior Executive Assistant (At-Will)  
Senior Human Resources Analyst  
Senior Management Analyst  
Special Projects Administrator

(Council Approval) 1/88 and 1/89 (Reso. 4194) 11/00  
(Reso. 5350) 06/20  
(Reso. 5368) 10/22  
(Reso. 5359) 09/22  
(Reso. 5385) 12/22  
(Reso. 5395) 2/23  
(Reso. 5401) 3/23  
(Reso. 5420) 6/23  
(Reso. 5459) 1/24  
(Reso. 5490) 5/24

#### **SECTION 1A2.010 BASIC SALARY SCHEDULE.**

Effective the pay period beginning August 12, 2023, the following respective salary schedules are hereby allocated and assigned to the respective Executive and Management/Confidential classifications.

Effective the pay period beginning June 29, 2024, the attached salary schedule reflects a 6.8% salary range adjustment for the Battalion Chief classification.

***See Attachment for Executives and Management/Confidential Salary Schedules***

(Reso. 4965) 12/15

#### **SECTION 1A2.060 EVALUATION BY CITY MANAGER – DEPARTMENT HEADS.**

Employees within the Management-Confidential group (including Executive Management Series; Management Series; and the Confidential Employee Series), hereinafter referred to as “covered employees,” shall be evaluated based upon criteria established by the City Manager.

The City Manager shall approve all performance salary adjustments. Criteria for granting salary adjustments shall include but not be limited to:

- Present salary.
- Length of service.
- Quality and quantity of work performed.
- Increased competence in handling job responsibilities.
- Attitude and loyalty to City duties.
- Efforts toward self-improvement.
- Exceptional performance.

(Reso. 5154) 06/19

## **SECTION 1A2.070 SALARY INCREASES BASED ON PERFORMANCE.**

Salary increases shall be based on evaluation of an individual's performance and shall acknowledge and reflect the level of job proficiency indicated by the employee's performance evaluation; there shall be no automatic step progression and no longevity step increases.

Salary increases shall normally be made once each year on an employee's anniversary date. Increases may be made at other times on the basis of Exceptional job performance or unusual circumstances. If the employee's anniversary date or other salary increase effective date falls in the middle of the pay period, the effective date of the increase will be the first day of that pay period.

Annual salary adjustments shall be granted predicated on merit and the criteria in Section 1A2.060 as follows: employees rated "Standard" are eligible for an increase up to five percent (5%); employees rated "Above Standard" and "Exceptional" are eligible to receive an additional 1-5% accelerated salary increase (Executives are eligible to receive up to an additional 1-2.5%); and employees rated "Below Standard" or "Unsatisfactory" are not eligible to receive a salary increase; however, no salary shall fall below the minimum or exceed the maximum of the salary range assigned to the affected employee's corresponding classification or position.

Accelerated salary advancement is intended to recognize employees whose job performance is exemplary and consistently exceeds normal expectations for their current step.

Prior to an employee completing one (1) year of service at their current salary, an employee whose performance is exemplary and consistently exceeds normal expectations for their current salary may be eligible to receive accelerated salary advancement, so long as the employee has not yet reached the top of their salary range.

In order to be eligible for accelerated salary advancement, the employee's supervisor or manager must recommend such advancement to the responsible Department Head. The supervisor or manager shall submit a written report on the prescribed form to the appropriate Department Head.

The Department Head shall submit the form to the Director of Human Resources, indicating whether they agree with the supervisor or manager's recommendation and providing additional comments, if necessary.

The Director of Human Resources shall submit the form to the City Manager, indicating whether the recommendation conforms to the City-wide criteria for accelerated step advancement.

The City Manager shall make the final decision whether to approve the employee's accelerated salary step advancement.

An employee may not receive more than one accelerated salary step advancement within a twelve (12) month period of time, subject to the requirements provided for in this section.

An accelerated salary step advancement shall not change the affected employee's anniversary date.

The maximum accelerated increase that may be approved by the City Manager is 5% percent in any fiscal year for Mid-Management and Confidential employees and 2.5% for Executive Management.

Covered employees may be evaluated immediately upon adoption of this resolution and may receive an appropriate salary increase at the discretion of the reviewing authority, subject to an employee evaluation.

Salary increases shall be based upon performance evaluation and shall not exceed the maximum salary range identified in 1A2.010 (table outlined in Section 1 above, as may be amended from time to time).

All other provisions of Section 1A2.070 shall remain in effect, including annual employee evaluation requirements.

(Reso. 1446) 11/86  
(Reso.5154) 06/19  
(Reso. 5432) 8/23

#### **SECTION 1A2.080 OVERTIME PAY – EXCEPTION – FIRE BATTALION CHIEFS.**

Effective October 1, 1988, Executive, Mid-Management, and Confidential Employees shall not be paid overtime pay with the exception of Fire Battalion Chiefs assigned to Fire Suppression; they shall be paid time and one quarter (1.25) for time worked on Platoon Duty or scheduled or non-scheduled re-hires in excess of fifty-six (56) hours per week.

Battalion Chiefs assigned to work with other entities in response to strike team assignments reimbursable by the California Office of Emergency Services (CalOES), shall be eligible for overtime compensation at a rate equivalent to one and one-half (1.5) of the employee's base hourly rate for each hour of such assignment.

For "assistance by hire" assignments on behalf of a third party where the contractual agreement includes overtime compensation for Battalion Chiefs at a rate equivalent to one and one-half (1.5) of the employee's base hourly rate for each hour of such assignment, the employee shall be eligible for overtime compensation at that same rate.

(Council Approval) 11/88  
(Reso. XXXX) 5/25

#### **SECTION 1A2.087 SALARY PLACEMENT UPON PROMOTION.**

In all cases where an employee is promoted to a classification regulated by this Chapter for which a higher rate of compensation is provided, then such employee so promoted shall enter into such higher classification at the lowest rate of compensation provided for such higher classification which exceeds by not less than five (5%) percent the base rate of compensation, excluding

Special Assignment Pay, received by said employee in such given classification at the time of such promotion, unless otherwise ordered by the City Council. All supervisors shall be paid a higher base salary than any of their regularly assigned subordinates (exclusive of Educational Incentive Pay, Special Assignment, or any other form of compensation). The supervisor's salary shall not exceed the salary range for which her/she is eligible by length of service and performance.

(Reso. 3446) 11/86

**SECTION 1A2.090 RESIDENCE REQUIREMENTS.**

The Director of Public Works, Police Chief, and Fire Chief shall reside in a location which would enable the incumbents of those positions to report to work within one (1) hour of being notified of an emergency which requires their presence in El Segundo. Driving time shall be defined as the

time that it takes an individual to drive to El Segundo from their place of residence during normal traffic conditions, including morning and afternoon commuter rush hour conditions prevalent in Southern California. Current and Future occupants of these offices shall have eighteen (18) months from the date of appointment to meet this requirement.

(Reso. 3539) 6/88  
(Reso. 4216) 06/01

**SECTION 1A2.100 ADMINISTRATIVE LEAVE.**

Executive Management positions shall receive up to 80 hours of Administrative Leave per calendar year upon approval of the City Manager. Mid-Management and Confidential positions shall receive up to 56 hours of Administrative Leave per calendar year upon recommendation of the Department Director and approval of the City Manager. This leave has no cash value and cannot be carried over.

Effective the pay period beginning June 29, 2024, employees in the Battalion Chief classification shall receive up to 96 hours of Administrative Leave per calendar year upon recommendation of the Department Director and approval of the City Manager. This leave has no cash value and cannot be carried over.

(Reso. 3229) 10/83  
(Reso. 3446 11/86)  
(Reso. 4582) 12/08  
(Reso. 4130) 9/99  
(Reso. 4619) 9/09  
(Reso. 5350) 06/20  
(Reso. ~~5496XXXX~~) 6/24

**SECTION 1A2.105 FLEXIBLE BENEFIT PLAN**

Executive Management, Mid-Management, and Confidential: all positions listed in Section 1(A) above (and as may be amended thereafter), shall be eligible to participate in the City’s Flexible Benefit Plan, as per table below:

| Effective Date                               | City Maximum Health Insurance Contribution per month Under “PEMHCA” (Per City Resolution filed with CalPERS) | Flex Benefit – City Contribution per month | City Contribution Monthly total: |
|--|--|--|----------------------------------|
| Upon approval and adoption (August 15, 2023) | \$932  | \$768                                      | \$1,700                          |
| January 1, 2024                              | \$932  | \$818                                      | \$1,750                          |
| January 1, 2025                              | \$932  | \$868                                      | \$1,800                          |
| January 1, 2026                              | \$932  | \$918                                      | \$1,850                          |

Employees shall not be entitled to cash out any excess monies that are not allocated to purchasing any of the specified benefits within the City’s portfolio. The employee shall be responsible for any and all out-of-pocket costs in excess of the City’s monthly contribution.

The City Contribution Amount toward health insurance is the City’s designated “PEMHCA” contribution as set forth in the City’s resolution(s) that are filed with CalPERS. Flex Benefit amounts are not part of the City’s designated “PEMHCA” contribution. Flex Dollars may only be used towards a medical premium or deferred compensation plan. There is no cash back from unused Flex Dollars.

(Reso. 5154) 06/19  
 (Reso. 5307) 04/22  
 (Reso. 5310) 04/22

**SECTION 1A2.106 INSURANCE BENEFITS – EMPLOYEE DENTAL, VISION AND LONG TERM DISABILITY (NON-JOB RELATED) CONTRIBUTION.**

The City shall provide dental and vision benefits for each covered Executive, Mid-Management, and Confidential employee and the employee’s eligible dependents.

Executive, Mid-Management, and Confidential Employees shall be covered by the City under a long term disability insurance plan.

(Reso. 4474) 7/06  
(Reso. 4965) 12/15  
(Reso. 4975) 04/16  
(Reso. 5147) 5/19

**SECTION 1A2.108 INSURANCE BENEFITS – RETIREE MEDICAL – CITY CONTRIBUTION.**

Executive, Mid-Management, and Confidential employees hired before June 1, 2016, who are hired into or subsequently appointed to a position regulated by this Chapter, shall be eligible for a monthly retiree health contribution of up to \$1,200. The monthly retiree health contribution will consist of the “PEMHCA” amount set forth in the City’s resolution filed by the City with CalPERS supplemented by a City contribution to a healthcare reimbursement account. The amount of the healthcare reimbursement supplement shall be no more than the amount necessary to cover the health insurance premium cost for the employee and eligible dependent(s) for the selected CalPERS health plan, but in no event shall the total monthly contribution (“PEMHCA” contribution + healthcare reimbursement account) exceed \$1,200 per month.

Executive Management, Mid-Management, and Confidential employees who are hired by the City on or after June 1, 2016, and appointed to a position regulated by this Chapter, shall only be eligible for a retiree medical benefit up to the “PEMHCA” contribution amount set forth in the City’s resolution filed by the City with CalPERS.

Executive Management, Mid Management, and Confidential employees service retiring from CalPERS and the City of El Segundo after a minimum of five consecutive full-time years of service with the City of El Segundo on or after June 21, 2022, shall be eligible for a retiree medical benefit equal to the “PEMHCA” amount set forth in the City’s resolution filed by the City with CalPERS, supplemented by a City contribution to a healthcare reimbursement account. The amount of the healthcare reimbursement supplement shall be no more than the amount necessary to cover the health insurance premium cost for the employee and eligible dependent(s) for the selected CalPERS health plan, but in no event shall the total monthly contribution (PEMHCA contribution + healthcare reimbursement account) exceed the amount provided to active employees in the Management and Confidential Series. For 2022, this total monthly City contribution is \$1,650 per month.

The Elected City Clerk and Treasurer positions shall also be eligible for this benefit as described in the March 15, 2016 staff report and Resolution 4973 which ties their active and retired allowances for health to the Management Confidential Series.

| Hire Date  | Retiree Medical – City Contribution   |
|--|---|
| July 1, 2007 through June 30, 2016   | PEMHCA amount supplemented with a City contribution not to exceed \$1,200 per month   |
| July 1, 2016 and retired prior to June 21, 2022  | PEMCHA amount only  |
| Service retire concurrently from CalPERS and the City of El Segundo after a minimum of five consecutive full-time years of service with the City of El Segundo on or after June 21, 2022 | PEMHCA amount supplemented with a City contribution to equal highest total monthly contribution as described in Section 1A2.107 above. For 2022, this amount shall not exceed \$1,650 |

In order to qualify for any retiree medical benefit from the City, the employee must qualify as an “annuitant” under PEMHCA (see Government Code section 22760(c)). The retiree must have an effective retirement date with CalPERS within 120 days of separation from City employment and receive a retirement benefit from CalPERS.

(Council Approval) 11/88  
 (Reso.4965)12/15  
 (Reso. 4975) 04/16  
 (Reso. 5350) 06/20  
 (Reso. 5432) 8/23

**SECTION 1A2.109 RETIREE DENTAL AND VISION**

Upon retirement, an employee and their spouse, registered domestic partner, and/or their eligible dependents who are actively enrolled in the City’s dental and vision insurance plans may remain enrolled in such plans as a retiree should such plans continue to remain available to current employees, but shall be responsible for full payment of the associated insurance premiums.

In order to be eligible to be covered by such plans, the retiring employee and their spouse, registered domestic partner, and/or and their eligible dependents must be actively enrolled in the plan(s) under which they are seeking continued coverage.

If, upon retirement, the employee declines continued coverage under either plan, they may not enroll at a later time.

Upon a retiree’s death, the surviving spouse, registered domestic partner and/or eligible dependent(s) who are actively enrolled in the City’s dental and vision insurance plans may remain enrolled in such plans as surviving dependents should such plans continue to remain available to current employees, and shall be responsible for full payment of the associated insurance premiums.

This provision is not intended to vest either retirees or current employees once retired with any right to remain enrolled in the City’s dental and vision insurance plans. The City may decide to change dental or vision insurance plans without regard to the impact that such a decision would have on retirees’ eligibility to enroll in such plans.

(Reso. 5432) 8/23

**SECTION 1A2. 110 ADDITIONAL EMPLOYMENT.**

An Executive who is employed full time by the City shall not accept other work or actively participate in the management of a private for profit activity outside of his or her employment with the City of El Segundo, without first obtaining approval of the City Council, and upon showing that such activity will not conflict with his or her discharge of duties of employment with the City.

(Reso. 2620) 4/75

**SECTION 1A2.115 EDUCATION EXPENSES – REIMBURSEMENT.**

Executive, Mid-Management and Confidential employees shall, upon an approved application and agreement to the provisions of this section, be reimbursed one hundred percent of the cost of tuition and books to a maximum of \$2,000 per calendar year effective January 1, 2001 for work-related college courses; provided, however, such courses have been approved by the City Manager. Employees terminating employment with the City voluntarily or through termination with cause within two months from completion of coursework shall have deducted from their final pay 100 percent of the amount reimbursed; thereafter, ten percent less than 100 percent shall be deducted from their final pay for each full month worked up to twelve months from the date of the completion of the course.

Participation in the program for mid-management and confidential employees is limited to those who have successfully completed their initial probationary period.

(Council Approval) 11/88  
(Reso. 3995) 01/97  
(Reso. 4194) 11/00

**SECTION 1A2.115.2 EDUCATIONAL INCENTIVE.**

Effective October 1, 2008, the Police Chief shall no longer receive 5% Educational Incentive Pay for possessing a Master’s Degree from an accredited college or university.

Effective the pay period beginning June 29, 2024, the Educational Incentive will be eliminated, and the previous Battalion Chief Educational Incentive for a Master’s degree shall be applied to base salary in the amount of \$1,755.28 per month for employees in the Battalion Chief classification.

(Reso. 4026) 7/97  
(Reso. 4194) 11/00  
(Reso. 4430) 7/05  
(Reso. 4582) 12/08  
(Reso. ~~5496XXXX~~) 6/24

**SECTION 1A2.120 DEFERRED COMPENSATION PLAN.**

A Deferred Compensation Plan has been established as a benefit to Executive Management, Mid-Management, and Confidential employees, and each covered employee is eligible to participate in the Plan. The City shall not provide an annual matching contribution or any other contribution to the Deferred Compensation Plan.

As soon as feasible following adoption of Resolution No. 5350, the City shall establish a 401(a) Defined Contribution Plan for Executive Management employees only to offset the 6.2% required employee payroll tax contribution to Social Security. The City shall contribute 6.2% of base salary per pay period, up to the annual Social Security taxable maximum. City contributions to the plan shall be calculated on an annual basis and evenly distributed in 26 pay periods per year. For earnings in 2023, this base is \$160,200 with a \$9,932 maximum City contribution. The 401(a) Defined Contribution provision does not apply to employees in the Chief of Police and Fire Chief positions as those are exempted from Social Security. The Elected City Clerk and Treasurer positions shall be ineligible for this benefit.

- (Reso. 2620) 4/75
- (Reso. 4264) 8/02
- (Reso. 4430) 7/05
- (Reso. 4474) 7/06
- (Reso. 4513) 7/07
- (Reso. 4619) 9/09
- (Reso. 4743) 10/11
- (Reso. 4918) 6/15
- (Reso. 5350) 6/22

**SECTION 1A2.121 FLEXIBLE SPENDING ACCOUNT.**

A Flexible Spending Account will be established pursuant to the terms and conditions of the Internal Revenue Code as a benefit to employees enumerated in Section 1A2.000. Each employee in Section 1A2.000 is eligible to participate in this plan.

(Council Approval) 11 /88

**SECTION 1A2.123 CHIEF OFFICER CERTIFICATION.**

Effective the pay period beginning June 29, 2024, the Chief Officer Certification pay will be eliminated and the Tier 1 Longevity pay for a Fire Captain\* with 19 years of service in the amount of \$2,199.50 per month shall be applied to base salary for employees in the Battalion Chief classification. (\*The Fire Captain position is included in the El Segundo Firefighters' Association.)

- (Reso. 4430) 7/05
- (Reso. 4474) 7/06
- (Reso. 4582) 12/08
- (Reso. ~~5496XXXX~~) 6/24

**SECTION 1A2.130 UNIFORM ALLOWANCE.**

Effective October 1, 1988, Management-Confidential employees in the Police and Fire Department who are required to purchase and continuously maintain certain prescribed items of uniform clothing shall be compensated for a portion of the initial and maintenance costs thereof according to the following:

| <u>Classification /Position</u> | <u>Per Mo. of Active Duty</u> |
|---------------------------------|-------------------------------|
| Police Chief                    | \$53.00                       |
| Fire Chief                      | \$33.00                       |
| Fire Battalion Chief            | \$40.00                       |

(Reso. 3229) 10/83  
(Reso. 3446) 11/86  
(Council Approval) 11/88

**SECTION 1A2.131.1 SICK LEAVE ACCUMULATED FOR CARE OF MEMBERS OF IMMEDIATE FAMILY.**

Sick leave is accrued at 8 hours per month. Employees in the Battalion Chief classification working on a 112 hours schedule accrue 12 hours per month.

Employees are eligible to utilize a maximum of half their annual sick leave accrual, forty-eight (48) hours or seventy-two (72) hours for Battalion Chiefs, of sick leave per calendar year in order to provide care to a "family member" of the employee suffering from illness or injury.

For this purpose, the term "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild or sibling, or any other "family member" recognized by Labor Code section 245.5. The term parent shall also include the parent of the employee's spouse or registered domestic partner.

For this purpose, the term "family member" also means one (1) "designated person" that the employee has identified who is related to the employee by blood or whose association with the employee is the equivalent of a family relationship.

(Reso. 3790) 10/92  
(Reso. 3860) 4/94  
(Reso. 5432) 8/23

**SECTION 1A2.134 SICK LEAVE – PAYMENT UPON DEATH OR SERVICE RETIREMENT.**

In the event an Executive, Mid-Management, or Confidential employee, while in the City's employ, and who has been employed by the City for five continuous years or more in a full-time position, dies or service retires under the Public Employees' Retirement System with unused Sick Leave to his or her credit, he or she shall be compensated in an amount equal to eighty percent (80%) of the value of such Sick Leave based upon his or her base salary at the time of death or service retirement, without the inclusion of overtime pay or additional compensation.

(Reso. 3229) 10/83  
(Reso. 3336) 11/85  
(Reso. 3498) 9/87  
(Reso. 5432) 8/23

**SECTION 1A2.135 SICK LEAVE ACCRUED – PAYMENT OF ON DISABILITY RETIREMENT OR DISABILITY SEPARATION FROM THE CITY- LESS THAN 5 YEARS OF CITY SERVICE.**

In the event an employee regulated by this Chapter while in the City's employ, and who has been employed by the City for five or more continuous years in a full-time position, Disability Retires under the California Public Employees' Retirement System or separates from the City with unused Sick Leave to his or her credit, he or she shall be compensated in an amount equal to One Hundred Percent (100%) of the value of such Sick Leave, based upon the employees regular rate of pay at the time of retirement or separation.

(Reso. 3498) 11/86  
(Reso, 3860) 4/94  
(Reso. 4430) 7/05  
(Reso. 4619) 9/09

**SECTION 1A2.135.1 PAYMENT OF SICK LEAVE ACCRUAL – AFTER 20 YEARS OF CITY SERVICE.**

Upon separation from service, sworn Police and Fire Management Employees with 20 years of continuous City service, will be compensated for One Hundred Percent (100%) of the employee's accumulated, unused Sick Leave at their regular rate of pay at separation.

(Reso. 4264) 8/02  
(Reso. 4619) 9/09

**SECTION 1A2.135.2 PAYMENT OF SICK LEAVE ACCRUAL – DISABILITY RETIREMENT- 5 OR MORE YEARS OF CITY SERVICE.**

Upon separation from service because of a disability retirement, sworn Police and Fire Management employees with five years of continuous City service, will be compensated for ninety percent (90%) of the employee's accumulated, unused Sick Leave at the employee's current rate at separation.

(Reso. 4264) 8/02

**SECTION 1A2.136 SICK LEAVE – LEAVE WITH PAY DUE TO ILLNESS-ACCUMULATION OF SAME; SICK LEAVE CASH OUT**

Sick Leave with pay may be granted for an absence from duty because of personal illness, injury, or legal quarantine not compensable under the provisions of the Workers' Compensation Laws of the State of California. Permanent employees shall accumulate Sick Leave at the rate of eight (8) hours per month; employees on a 112 hours fire suppression schedule earn Sick Leave at the rate of twelve (12) hours per month. Hours worked in addition to a regular work week shall not entitle an employee to additional Sick Leave accumulation. Sick Leave taken by an employee shall be deducted from his or her accumulated credit.

Employees hired into a Management and Confidential Series position after August 15, 2023, may accumulate up to six hundred (600) hours of sick leave; nine hundred (900) for employees on a 112 hours fire suppression schedule. Once an employee reaches that cap, the employee shall not accrue additional sick leave until the balance has been reduced below 600 hours.

Employees hired on or before August 15, 2023 will be permitted to accrue sick leave in excess of the cap of six hundred (600) hours; nine hundred (900) for employees on a 112 hours fire suppression schedule subject to a mandatory cash out as described below.

For employees hired on or before August 15, 2023, the City will cash out any accrued sick leave in excess of the 600 or 900 hour cap on or around December 1 of each year. The City will provide the cash out by direct deposit.

(Reso. 3173) 10/82  
(Reso. 5432) 8/23

**SECTION 1A2.137.1 SICK LEAVE PAYOUTS.**

Notwithstanding Sections 1A2.132 through 1A2.135.2 of the El Segundo Administrative Code, employees regulated by this Chapter who receive payment of sick leave hours shall have the value of the sick leave hours calculated at the base salary hourly rate.

(Reso. 4918) 6/15

**SECTION 1A2.139 HOLIDAYS AND HOLIDAY PAY.**

Except as otherwise herein specifically provided, employees shall be entitled to the following holidays:

|                              |  |
|------------------------------|--|
| January 1 <sup>st</sup>      | November 11th                              |
| The third Monday in January  | Thanksgiving Day and the Friday thereafter |
| The third Monday in February | December 24 <sup>th</sup>                  |
| The last Monday in May       | December 25 <sup>th</sup>                  |
| July 4 <sup>th</sup>         | December 31 <sup>st</sup>                  |

The first Monday in September provided, however, (a) that such dates may be supplemented or amended by a Resolution amending the Administrative Code (b) that in the event any of these holidays fall on the last day an employee is off on the employee's regular days off period, the day following is observed as a holiday for the purpose of this section; and (c) that in the event any of these holidays fall on the first day of an employee's regular day off period, the previous day is considered a holiday for purpose of this section. Notwithstanding the above, this provision does not apply to Battalion Chiefs who receive pay in lieu of time off for holidays.

(Reso. 3173) 10/82  
(Reso. 4513) 7/07  
(Reso. 5197) 01/20  
(Reso. 5432) 8/23

**SECTION 1A2.139.1 PERSONAL LEAVE/FLOATING HOLIDAY.**

In addition to the holidays enumerated in Section 1A2.139, each employee who has completed six (6) months of service shall be entitled to select one (1) day per calendar year as a Floating Holiday.

Each employee shall also receive one (1) day per calendar year as a Personal Leave.

For this purpose, employees who are assigned to a 5/40 schedule shall receive eight (8) hours, employees who are assigned to a 9/80 schedule shall receive nine (9) hours, and employees who are assigned to a 4/10 schedule shall receive 10 hours. Employees on other schedules will be compensated accordingly.

In the first full pay period following the adoption of the Administrative Code by the City Council, the City shall provide employees an additional one (1) day of Personal Leave. The City shall provide employees a second (2<sup>nd</sup>) day of Personal Leave each year, as described below, unless and until such time as the City recognizes either Cesar Chavez Day or Juneteenth as a Holiday. In the event that the City recognizes either Cesar Chavez Day or Juneteenth as a Holiday, the City will rescind the provision of a second (2<sup>nd</sup>) day of Personal Leave for the following calendar year.

The City will credit employees with the Personal Leave every January. Newly hired employees hired after the first of the year will also receive the Personal Leave, which the employee may use six (6) months after the employee's initial appointment date.

(Reso. 3290) 12/84  
(Reso. 3446) 11/86  
(Reso 5432) 8/23

**SECTION 1A2.140 HOLIDAYS AND HOLIDAY PAY – BATTALION CHIEFS.**

Battalion Chiefs assigned to Fire Suppression Duty will be paid for 156 hours in lieu of holidays once a year on or about the 10<sup>th</sup> day of December. Battalion Chiefs who serve in that capacity less than a full year will be paid Holiday Pay on a pro rata basis.

To the extent permitted by law, the compensation in this section is special compensation for those employees who are normally required to work on an approved holiday because they work in positions that require scheduled staffing without regard to holidays and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(5) and 571.1(b)(4) Holiday Pay.

(Reso. 3178) 12/82  
(Reso. 4513) 7/07

**SECTION 1A2.144 VACATION LEAVE**

Employees regularly employed shall accumulate vacation time in accordance with the following schedule:

| Years of Service | Annual Accrual Rate | Accrual Per Pay Period | Maximum Permissible Accrual |
|------------------|---------------------|------------------------|-----------------------------|
| 0-5              | 108 hours           | 4.15 hours             | 216 hours                   |
| 6-10             | 132 hours           | 5.08 hours             | 264 hours                   |
| 11-15            | 156 hours           | 6.00 hours             | 312 hours                   |
| 16+              | 188 hours           | 7.23 hours             | 376 hours                   |

Employees may accrue up to two (2) years of vacation leave at their current annual accrual rate.

Effective July 2, 2023, the City will impose a hard cap on vacation accrual such that no employee shall be permitted to accrue vacation in excess of twice their annual accrual rate. Any employee that has a vacation balance in excess of twice their annual accrual rate will be cashed out by the City at their base hourly rate to bring their vacation balance to twice their annual accrual rate in December 2023.

All other terms and conditions in Section 1A2.144(1) and (2) remain in effect.

(Reso. 3175) 10/82  
 (Reso. 3860) 4/94  
 (Reso. 4582) 12/08  
 (Reso. 5432) 8/23

**SECTION 1A2.144.1 VACATION ACCRUAL BASED ON TOTAL SERVICE TIME IN A CalPERS OR COMPARABLE AGENCY.**

Executive, Mid-Management, and Confidential employees shall accumulate vacation time based on their total years of service in a CalPERS or comparable agency.

(Reso. 3860) 4/95  
 (Reso 5432) 8/23

**SECTION 1A2.145 VACATION LEAVE USE.**

Vacation Leaves may be taken only after the employee has completed six (6) months of continuous service with the City.

(Reso. 3336) 11/85

**SECTION 1A2.146 VACATION LEAVE CASH OUT.**

- A. Qualification for Vacation Cash Out: An employee who has completed one (1) year of service qualifies for vacation cash out.
  
- B. IRREVOCABLE Election Process in 2023 and thereafter: A qualified employee may irrevocably elect to receive cash payment(s) in lieu of accrued vacation leave up to one hundred percent (100%) of the total amount of vacation leave that the employee can accrue in a year based on their length of service as described in Article 4, Section 1.

On or before December 15, 2023 and every December 15<sup>th</sup> thereafter, a qualified employee who elects to cash out some or all of their vacation to be accrued in the following year shall submit written request to the Human Resources Department stating their irrevocable election(s).

The employee shall provide the following information as part of their election: (1) The total number of hours of vacation leave that the employee will accrue between January 1 and June 30 in the following calendar year based on their annual accrual rate based on their years of service; (2) The total amount of vacation leave to be accrued that the employee wants to cash out in July of the following calendar year (The cash-out amount must be equal to or less than the amount accrued between January 1 and June 30); (3) The total number of hours of vacation leave that the employee will accrue between July 1 and December 31 in the following calendar year based on their annual accrual rate based on their years of service; and (4) The total amount of vacation leave to be accrued that the employee wants to cash out in December of the following calendar year (The cumulative cash-out amount must be equal to or less than the total amount accrued between January 1 and December 30).

- C. The City shall administer the cash out twice annually, starting in December 2023 and every December thereafter. The City shall make the cash outs in the first full pay period in July and December. Such cash outs shall be paid at the employee's base salary hourly rate of pay.
  
- D. Regardless of the number of hours that the employee requests to cash out, the City can only cash out vacation hours that the employee has accrued in the calendar year as of the time of the cash out which the employee has not yet used.

(Reso. 3336) 11/85  
(Reso. 4430) 7/05  
(Reso. 4743) 10/11  
(Reso. 4789) 10/12  
(Reso. 4918) 6/15  
(Reso. 4951) 12/15  
(Reso 5432) 8/23

**SECTION 1A2.147 VACATION LEAVE ACCRUAL – FOR TEMPORARY INDUSTRIAL DISABILITY.**

Notwithstanding the provisions of Section 1A6.220, employees on temporary industrial disability that is not subject to Labor Code section 4850 may accrue vacation time for the length of their industrial injury leave if they supplement their industrial disability payments with paid leave accruals such that they continue to receive their full salary. Employees on Labor Code section 4850 industrial injury leave will continue to accrue vacation leave during the time they are on industrial injury leave pursuant to Labor Code section 4850 without use of accrued leave balances.

(Reso. 3336) 11/85  
(Reso. 5432) 8/23

**SECTION 1A2.148 BEREAVEMENT LEAVE – PERSONAL EMERGENCIES – IMMEDIATE FAMILY DEFINED.**

In the event of the death of an employee’s “family member”, as defined in Section 1A2.131.1, but excluding the “designated person,” the City shall provide the employee three (3) days paid bereavement leave and two (2) days of unpaid leave to be used within three (3) months of the date of the death of the “family member.”

Employees may elect to use other forms of paid leave that they have accumulated in order to provide for their compensation while using the two (2) days of unpaid leave.

For employees who need to travel 500 or more miles from the City in order to attend services for the employee’s family member, the City shall also provide two (2) additional days of paid bereavement leave in lieu of the two (2) days of unpaid leave.

(Reso. 3173) 10/82  
(Reso. 3860) 4/94  
(Reso. 4430) 7/05  
(Reso 5432) 8/23

**SECTION 1A2.149 JURY DUTY.**

The employee must provide written notice of the expected Jury Duty to his or her supervisor as soon as possible, but in no case later than 14 days before the beginning of Jury Duty.

During the first two weeks of Jury Duty, an employee shall be entitled to receive his or her regular compensation.

For any portion of Jury Duty that extends beyond the first two weeks, such extended Jury Duty period shall be without pay.

Any compensation for the first two weeks of Jury Duty, except Travel Reimbursement Pay, must be deposited with the Director of Human Resources.

While on Jury Duty, the employee must report to work during any portion of a day that the employee is relieved of Jury Duty for three or more consecutive hours.

The employee must provide documentation of his or her daily attendance on Jury Duty.

(Reso. 4582) 12/08

**SECTION 1A2.150 SALARIES AND BENEFITS APPLICABLE.**

The provisions of this Chapter are applicable to Executive, Mid-Management, and Confidential employees enumerated in Section 1A2.040 of this chapter.

(Reso. 3173) 10/82

**SECTION 1A2.152 CITY OF EL SEGUNDO SUBSTANCE ABUSE POLICY AND DRUG FREE WORKPLACE STATEMENT.**

The City of El Segundo Substance Abuse Policy and Drug-Free Workplace Statement, dated July 1, 2008 shall be applicable to all Department Heads, Mid-Management and Confidential Employees.

(Reso. 4582) 12/08

**SECTION 1A2.153 CalPERS MEMBER CONTRIBUTION.**

Effective July 1, 2019, the CalPERS Classic Members in the Miscellaneous Classifications in Executive, Mid-Management, and Confidential shall pay a total employee contribution of eight percent (8%); seven percent (7%) shall be the member contribution, and one percent (1%) shall be employee-paid cost-sharing of the City's contribution under Gov. Code section 20516(a).

CalPERS PEPPRA New Members in the Miscellaneous Classifications in Executive, Mid-Management-, and Confidential employees shall pay fifty percent (50%) of normal cost as determined by CalPERS.

Effective July 1, 2019, CalPERS Classic Members in the Safety Classifications in Executive, Mid-Management, and -Confidential employees shall pay a total employee contribution of twelve (12%); nine percent (9%) shall be the member contribution, and three percent (3%) shall be the employee-paid cost-sharing of the City's contribution under Gov. Code section 20516(a).

CalPERS PEPPRA New Members in the Safety Classifications in Executive, Mid-Management, and Confidential Series shall pay fifty percent (50%) of normal cost as determined by CalPERS.

(Reso. 4741) 10/11

(Reso. 4743) 10/11

(Reso. 4789) 10/12

(Reso. 4918) 6/15

(Reso. 4951) 12/15

(Reso. 4976) 04/16

(Reso. 5154) 06/19

**SECTION 1A2.154 AUTO ALLOWANCE.**

Executive Management positions that are not provided a City vehicle shall receive an auto allowance in the amount of \$400 per month. Employees provided an auto allowance are ineligible for mileage reimbursement.

(Reso. 5350) 06/22

**SECTION 1A2.155 VOLUNTARY BINDING ARBITRATION AND BONUS PAYMENT**

Voluntary Agreement to Binding Arbitration in Exchange for \$10,000 Bonus Payment: Executive, Mid-management and Confidential employees may voluntarily enter into an Arbitration Agreement according to the terms of the agreement.

(Reso. 5432) 8/23

## MANAGEMENT AND CONFIDENTIAL SERIES

### EMPLOYEE VOLUNTARY ARBITRATION AGREEMENT

This Arbitration Agreement (“Agreement”), is between the City of El Segundo (“Employer” or “City”) and \_\_\_\_\_ (“Employee”) (collectively “Parties” or “Party” as may be appropriate.) Employer and Employee agree to the following terms and conditions.

1. **Consideration.** In exchange for a total of bonus payment of \$10,000, Employee agrees to arbitration as the sole and exclusive remedy for the Arbitrable Claims defined below.

- a. Payment of \$10,000 is to be paid within 30 days of Employee’s delivery of an executed Agreement to the City. Employee shall not be entitled to receive more than \$10,000 in payment pursuant to this Agreement, even if Employee’s employment is terminated and the Employee subsequently becomes re-employed by the City.
- b. Once the Employee receives a payment under this Agreement, all Arbitrable Claims shall be subject to the arbitration process outline below.

2. **Applicable Law.** The Employee and Employer agree that the Arbitrable Claims defined below shall be submitted to and determined exclusively by binding arbitration under the California Arbitration Act, (“CAA”) (Cal. Code Civ. Proc. sec. 1280 et. Seq. Employer and Employee understand and agree that they are knowingly and intentionally giving up any right that they may have to a court trial by judge or jury with regard to the Arbitrable Claims.

3. **Arbitration Procedure.** The Parties shall have the right to conduct discovery pursuant to Cal. Code Civ. Proc. sec. 1283.05 (including all of the CAA’s other mandatory and permissive rights to discovery). Nothing in this Agreement shall prevent either Party from obtaining provisional remedies to the extent permitted by Code of Civil Procedure Section 1281.8 either before the commencement of or during the arbitration process. All rules of pleading, (including the right of demurrer), all rules and judgment under Code of Civil Procedure Section 631.8 shall apply and be observed. Resolution of the dispute shall be based solely upon the law governing the claims and defenses pleaded. The arbitration shall be held before a single arbitrator, who shall be an attorney at law and an experienced employment law arbitrator. The arbitrator shall be mutually selected by the Parties. The Arbitrator shall have the power to award all legal relief available in a court of law, including any and all damages that may be available for any of the claims asserted. In addition, each of the Parties shall retain all defenses that they would have in a judicial proceeding, including defenses based on the expiration of the statute of limitations and that the damages being sought are not authorized or are excessive. The Arbitrator shall render a written award within 30 days after the matter is submitted for determination, and the award of the arbitrator shall be final and binding on the City, the Association and the employee.

4. **Definition of Arbitrable Claims.** The following shall be Arbitrable Claims:
- a. Appeals of Dismissals, Demotions, and/or Suspensions without Pay Longer than Six (6) Days, Brought by Executive, Mid-Management, and Confidential Employees: the City shall submit timely appeals of dismissals, demotions and suspensions without pay longer than six (6) days to binding arbitration, pursuant to this Agreement.
    - i. An employee who has been dismissed, demoted, or suspended longer than six (6) days, shall have ten (10) calendar days following written notification of the dismissal, demotion or suspension in which to file an appeal. The written appeal must be submitted to the City Manager.
    - ii. Upon receipt of a timely request for appeal of the dismissal, the City and employee may either mutually select an arbitrator or request a list of seven (7) arbitrators registered with the California State Conciliation and Mediation Service or some other mutually agreed upon source. The Parties shall agree to a mediator within ten (10) days of the timely appeal, unless the Parties mutually agree to extend this time period.
    - iii. The role of the arbitrator shall be to determine if the dismissal is consistent with just cause. The arbitrator shall hold a hearing at which both sides may present their arguments and evidence, including witnesses and subsequently issue a written decision. The hearing shall commence within 120 days of selection by the Parties, unless the Parties mutually agree to extend this time period.
    - iv. The decision of the arbitrator shall be final and binding on the Parties. The arbitrator shall issue his/her decision in writing within thirty (30) days of the closing of the hearing.
    - v. The costs of the arbitration/hearing (court reporter, arbitration hearing transcripts) shall be divided in half (50/50) between the City and employee. Attorney's fees, staff time and witness fees shall not be shared between the Parties and shall be paid by the Party that incurred the cost.
  - b. The civil claims which are subject to final and binding arbitration shall include, but not be limited to, any and all employment-related claims or controversies, such as breach of employment agreement, breach of the covenant of good faith and fair dealing, negligent supervision or hiring, wrongful discharge in violation of public policy, unpaid wages of overtime under the state and federal wage payment laws, breach of privacy claims, intentional or negligent infliction of emotional distress claims, fraud, defamation, and divulgence of trade secrets. This also specifically includes claims that could be asserted under all state and federal anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and the Family and Medical Leave Act, and claims for

discrimination and harassment in employment on the basis of race, age, sex, religion, national origin, alienage, religion, marital status, sexual orientation, disability, political activity, or any other statutorily-protected basis. It shall also include any and all claims an employee may have under the Fair Labor Standards Act, the California Labor Code, and the Industrial Welfare Commission Wage Orders, as well as any other state and federal statutes. This Agreement is further intended to apply to any claim Employee(s) may have against the City and/or any of its directors, employees, or agents, and to any and all past and future employment relationships Employee may have with the City regardless of job position or title. City shall also arbitrate all claims it has against the employee under the same rules and regulations set forth herein.

- c. Notwithstanding the provisions of this Agreement, Employee may elect to file a claim for workers' compensation and unemployment insurance benefits with the appropriate state agencies, and administrative charges with the Equal Employment Opportunity Commission, California Department of Fair Employment and Housing, and any similar state agency. Unless otherwise required by applicable law, all other employment-related claims shall be resolved by final and binding arbitration and not by a jury in a court of law.

5. **No Arbitration of Class, Collective or Representative Actions.** To the fullest extent permitted by law, no form of class, collective, or representative action shall be maintained pursuant to this Agreement without the mutual consent of the Parties. Any dispute over the validity, effect, or enforceability of the provisions of this paragraph, including whether the arbitration may proceed as class, collective, or representative action, shall be for a court of law and not an arbitrator to decide.

6. **Arbitration Costs.**

- a. For arbitrations for appeals of dismissals, demotions, and/or suspensions without pay longer than six (6) days, the Employee and Employer agree to split the costs of arbitration evenly (see section 4.a.).
- b. For arbitrations of disputes for Arbitrable Claims as set out in section 4.b., the City shall bear the costs of any arbitration, including the compensation of the Arbitrator, all of the Arbitrator's administrative expenses, and CSR transcripts for arbitration hearings.
- c. For any arbitration conducted pursuant to this Agreement, except as may otherwise be required by law, the Parties shall be responsible for their own attorneys' fees and costs incurred in presenting their case to the Arbitrator, including without limitation deposition related costs.

7. **Term of Agreement.** This Agreement shall continue in full force and effect for the duration of Employee's current employment by Employer and the duration of any subsequent re-employment of Employee by Employer and also survives after the termination of the Employee's current or employment or subsequent re-employment. This Agreement does not create any express or implied contract of employment and nothing in this Agreement is intended to alter the at-will employment status of Employee.

8. **Integration.** This Agreement sets forth the Parties' mutual rights and obligations with respect to the resolution of Arbitrable Claims. It is intended to be the final, complete, and exclusive statement of the terms of the Parties' agreements regarding this subject. This Agreement supersedes all other prior and contemporaneous agreements and statements related to the resolution of Arbitrable Claims, whether written or oral, express or implied, on this subject, and it may not be contradicted by evidence of any prior or contemporaneous statements or agreements. To the extent that the practices, policies, or procedures of Employer, now or in the future, apply to Employee and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control.

9. **Amendments; Waivers.** This Agreement may not be amended except by an instrument in writing, signed by Employee and Employer. No failure to exercise and no delay in exercising any right, remedy, or power under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Agreement preclude any other or further exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

10. **Severability.** If a court or Arbitrator holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect. In addition, the Parties authorize the Arbitrator or court to add to or revise the language of this Arbitration Agreement in order to make the provision complete and lawful, so as to effectuate to the maximum extent possible the Parties' mutual intent to have all disputes subject to this provision be resolved solely by final and binding arbitration.

11. **Jurisdiction and Venue.** All arbitrations of Arbitrable Claims shall be heard in Los Angeles County, California, and all court proceedings arising out of this Agreement shall be filed in Los Angeles County, California.

**"EMPLOYEE"**

**"EMPLOYER"**

CITY OF EL SEGUNDO

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Employer Representative

\_\_\_\_\_  
Printed Name of Employee

By:

\_\_\_\_\_  
Name/Title of Employer Representative

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Dated

**THE CITY OF EL SEGUNDO**

**ADMINISTRATIVE CODE  
TITLE 1A**

**SALARIES AND CONDITIONS OF EMPLOYMENT**

**CHAPTER 1A2  
MANAGEMENT AND CONFIDENTIAL SERIES**



**Revised:  
November 2011  
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June 15, 2015  
May 2016  
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June 18, 2024  
May 6, 2025**

**CHAPTER 1A MANAGEMENT CONFIDENTIAL SERIES**

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## **SECTION 1A2.000 SCHEDULE OF CLASSES BY SERIES.**

The following is a list of City Departments, under which Management and/or Confidential positions for each Department are listed. Salary ranges for all authorized positions shall be determined within the ranges depicted in the "Basic Salary Schedule (1A2.010 of the Administrative Code)."

### **Executive Management (At-Will)**

Chief of Police  
Fire Chief  
Chief Financial Officer  
Deputy City Manager  
Director of Community Development  
Director of Human Resources  
Director of Public Works  
Director of Recreation, Parks, and Library  
Information Technology Services Director

### **Mid-Management**

Assistant City Clerk (At-Will)  
Assistant City Engineer  
Aquatics Manager (At-Will)  
Battalion Chief  
Building Official (At-Will)  
City Engineer (At-Will)  
Communications Manager (At-Will)  
Deputy City Clerk  
Deputy City Treasurer II  
Environmental Programs Manager (At-Will)  
Finance Manager (At-Will)  
General Services Superintendent (At-Will)  
Human Resources Manager (At-Will)  
Information Systems Manager (At-Will)  
Librarian II  
Library Services Manager  
Park Maintenance Superintendent  
Planning Manager (At-Will)  
Recreation Manager (At-Will)  
Risk Manager (At-Will)  
Senior Librarian  
Treasury & Customer Service Manager (At-Will)  
Utilities Superintendent (At-Will)

### **Confidential**

Accountant  
Executive Assistant  
Human Resources Analyst  
Human Resources Technician  
Management Analyst  
Principal Civil Engineer

Senior Civil Engineer (At-Will)  
Senior Executive Assistant (At-Will)  
Senior Human Resources Analyst  
Senior Management Analyst  
Special Projects Administrator

(Council Approval) 1/88 and 1/89 (Reso. 4194) 11/00  
(Reso. 5350) 06/20  
(Reso. 5368) 10/22  
(Reso. 5359) 09/22  
(Reso. 5385) 12/22  
(Reso. 5395) 2/23  
(Reso. 5401) 3/23  
(Reso. 5420) 6/23  
(Reso 5459) 1/24  
(Reso. 5490) 5/24

#### **SECTION 1A2.010 BASIC SALARY SCHEDULE.**

Effective the pay period beginning August 12, 2023, the following respective salary schedules are hereby allocated and assigned to the respective Executive and Management/Confidential classifications.

Effective the pay period beginning June 29, 2024, the attached salary schedule reflects a 6.8% salary range adjustment for the Battalion Chief classification.

***See Attachment for Executives and Management/Confidential Salary Schedules***

(Reso. 4965) 12/15

#### **SECTION 1A2.060 EVALUATION BY CITY MANAGER – DEPARTMENT HEADS.**

Employees within the Management-Confidential group (including Executive Management Series; Management Series; and the Confidential Employee Series), hereinafter referred to as “covered employees,” shall be evaluated based upon criteria established by the City Manager.

The City Manager shall approve all performance salary adjustments. Criteria for granting salary adjustments shall include but not be limited to:

- Present salary.
- Length of service.
- Quality and quantity of work performed.
- Increased competence in handling job responsibilities.
- Attitude and loyalty to City duties.
- Efforts toward self-improvement.
- Exceptional performance.

(Reso. 5154) 06/19

## **SECTION 1A2.070 SALARY INCREASES BASED ON PERFORMANCE.**

Salary increases shall be based on evaluation of an individual's performance and shall acknowledge and reflect the level of job proficiency indicated by the employee's performance evaluation; there shall be no automatic step progression and no longevity step increases.

Salary increases shall normally be made once each year on an employee's anniversary date. Increases may be made at other times on the basis of Exceptional job performance or unusual circumstances. If the employee's anniversary date or other salary increase effective date falls in the middle of the pay period, the effective date of the increase will be the first day of that pay period.

Annual salary adjustments shall be granted predicated on merit and the criteria in Section 1A2.060 as follows: employees rated "Standard" are eligible for an increase up to five percent (5%); employees rated "Above Standard" and "Exceptional" are eligible to receive an additional 1-5% accelerated salary increase (Executives are eligible to receive up to an additional 1-2.5%); and employees rated "Below Standard" or "Unsatisfactory" are not eligible to receive a salary increase; however, no salary shall fall below the minimum or exceed the maximum of the salary range assigned to the affected employee's corresponding classification or position.

Accelerated salary advancement is intended to recognize employees whose job performance is exemplary and consistently exceeds normal expectations for their current step.

Prior to an employee completing one (1) year of service at their current salary, an employee whose performance is exemplary and consistently exceeds normal expectations for their current salary may be eligible to receive accelerated salary advancement, so long as the employee has not yet reached the top of their salary range.

In order to be eligible for accelerated salary advancement, the employee's supervisor or manager must recommend such advancement to the responsible Department Head. The supervisor or manager shall submit a written report on the prescribed form to the appropriate Department Head.

The Department Head shall submit the form to the Director of Human Resources, indicating whether they agree with the supervisor or manager's recommendation and providing additional comments, if necessary.

The Director of Human Resources shall submit the form to the City Manager, indicating whether the recommendation conforms to the City-wide criteria for accelerated step advancement.

The City Manager shall make the final decision whether to approve the employee's accelerated salary step advancement.

An employee may not receive more than one accelerated salary step advancement within a twelve (12) month period of time, subject to the requirements provided for in this section.

An accelerated salary step advancement shall not change the affected employee's anniversary date.

The maximum accelerated increase that may be approved by the City Manager is 5% percent in any fiscal year for Mid-Management and Confidential employees and 2.5% for Executive Management.

Covered employees may be evaluated immediately upon adoption of this resolution and may receive an appropriate salary increase at the discretion of the reviewing authority, subject to an employee evaluation.

Salary increases shall be based upon performance evaluation and shall not exceed the maximum salary range identified in 1A2.010 (table outlined in Section 1 above, as may be amended from time to time).

All other provisions of Section 1A2.070 shall remain in effect, including annual employee evaluation requirements.

(Reso. 1446) 11/86  
(Reso.5154) 06/19  
(Reso. 5432) 8/23

#### **SECTION 1A2.080 OVERTIME PAY – EXCEPTION – FIRE BATTALION CHIEFS.**

Effective October 1, 1988, Executive, Mid-Management, and Confidential Employees shall not be paid overtime pay with the exception of Fire Battalion Chiefs assigned to Fire Suppression; they shall be paid time and one quarter (1.25) for time worked on Platoon Duty or scheduled or non-scheduled re-hires in excess of fifty-six (56) hours per week.

Battalion Chiefs assigned to work with other entities in response to strike team assignments reimbursable by the California Office of Emergency Services (CalOES), shall be eligible for overtime compensation at a rate equivalent to one and one-half (1.5) of the employee's base hourly rate for each hour of such assignment.

For "assistance by hire" assignments on behalf of a third party where the contractual agreement includes overtime compensation for Battalion Chiefs at a rate equivalent to one and one-half (1.5) of the employee's base hourly rate for each hour of such assignment, the employee shall be eligible for overtime compensation at that same rate.

(Council Approval) 11/88  
(Reso. XXXX) 5/25

#### **SECTION 1A2.087 SALARY PLACEMENT UPON PROMOTION.**

In all cases where an employee is promoted to a classification regulated by this Chapter for which a higher rate of compensation is provided, then such employee so promoted shall enter into such higher classification at the lowest rate of compensation provided for such higher classification which exceeds by not less than five (5%) percent the base rate of compensation, excluding Special Assignment Pay, received by said employee in such given classification at the time of

such promotion, unless otherwise ordered by the City Council. All supervisors shall be paid a higher base salary than any of their regularly assigned subordinates (exclusive of Educational Incentive Pay, Special Assignment, or any other form of compensation). The supervisor's salary shall not exceed the salary range for which her/she is eligible by length of service and performance.

(Reso. 3446) 11/86

**SECTION 1A2.090 RESIDENCE REQUIREMENTS.**

The Director of Public Works, Police Chief, and Fire Chief shall reside in a location which would enable the incumbents of those positions to report to work within one (1) hour of being notified of an emergency which requires their presence in El Segundo. Driving time shall be defined as the

time that it takes an individual to drive to El Segundo from their place of residence during normal traffic conditions, including morning and afternoon commuter rush hour conditions prevalent in Southern California. Current and Future occupants of these offices shall have eighteen (18) months from the date of appointment to meet this requirement.

(Reso. 3539) 6/88  
(Reso. 4216) 06/01

### **SECTION 1A2.100 ADMINISTRATIVE LEAVE.**

Executive Management positions shall receive up to 80 hours of Administrative Leave per calendar year upon approval of the City Manager. Mid-Management and Confidential positions shall receive up to 56 hours of Administrative Leave per calendar year upon recommendation of the Department Director and approval of the City Manager. This leave has no cash value and cannot be carried over.

Effective the pay period beginning June 29, 2024, employees in the Battalion Chief classification shall receive up to 96 hours of Administrative Leave per calendar year upon recommendation of the Department Director and approval of the City Manager. This leave has no cash value and cannot be carried over.

(Reso. 3229) 10/83  
(Reso. 3446 11/86)  
(Reso. 4582) 12/08  
(Reso. 4130) 9/99  
(Reso. 4619) 9/09  
(Reso. 5350) 06/20  
(Reso. 5496) 6/24

**SECTION 1A2.105 FLEXIBLE BENEFIT PLAN**

Executive Management, Mid-Management, and Confidential: all positions listed in Section 1(A) above (and as may be amended thereafter), shall be eligible to participate in the City’s Flexible Benefit Plan, as per table below:

| Effective Date                               | City Maximum Health Insurance Contribution per month Under “PEMHCA” (Per City Resolution filed with CalPERS) | Flex Benefit – City Contribution per month | City Contribution Monthly total: |
|--|--|--|----------------------------------|
| Upon approval and adoption (August 15, 2023) | \$932  | \$768                                      | \$1,700                          |
| January 1, 2024                              | \$932  | \$818                                      | \$1,750                          |
| January 1, 2025                              | \$932  | \$868                                      | \$1,800                          |
| January 1, 2026                              | \$932  | \$918                                      | \$1,850                          |

Employees shall not be entitled to cash out any excess monies that are not allocated to purchasing any of the specified benefits within the City’s portfolio. The employee shall be responsible for any and all out-of-pocket costs in excess of the City’s monthly contribution.

The City Contribution Amount toward health insurance is the City’s designated “PEMHCA” contribution as set forth in the City’s resolution(s) that are filed with CalPERS. Flex Benefit amounts are not part of the City’s designated “PEMHCA” contribution. Flex Dollars may only be used towards a medical premium or deferred compensation plan. There is no cash back from unused Flex Dollars.

(Reso. 5154) 06/19  
 (Reso. 5307) 04/22  
 (Reso. 5310) 04/22

**SECTION 1A2.106 INSURANCE BENEFITS – EMPLOYEE DENTAL, VISION AND LONG TERM DISABILITY (NON-JOB RELATED) CONTRIBUTION.**

The City shall provide dental and vision benefits for each covered Executive, Mid-Management, and Confidential employee and the employee’s eligible dependents.

Executive, Mid-Management, and Confidential Employees shall be covered by the City under a long term disability insurance plan.

(Reso. 4474) 7/06  
(Reso. 4965) 12/15  
(Reso. 4975) 04/16  
(Reso. 5147) 5/19

**SECTION 1A2.108 INSURANCE BENEFITS – RETIREE MEDICAL – CITY CONTRIBUTION.**

Executive, Mid-Management, and Confidential employees hired before June 1, 2016, who are hired into or subsequently appointed to a position regulated by this Chapter, shall be eligible for a monthly retiree health contribution of up to \$1,200. The monthly retiree health contribution will consist of the “PEMHCA” amount set forth in the City’s resolution filed by the City with CalPERS supplemented by a City contribution to a healthcare reimbursement account. The amount of the healthcare reimbursement supplement shall be no more than the amount necessary to cover the health insurance premium cost for the employee and eligible dependent(s) for the selected CalPERS health plan, but in no event shall the total monthly contribution (“PEMHCA” contribution + healthcare reimbursement account) exceed \$1,200 per month.

Executive Management, Mid-Management, and Confidential employees who are hired by the City on or after June 1, 2016, and appointed to a position regulated by this Chapter, shall only be eligible for a retiree medical benefit up to the “PEMHCA” contribution amount set forth in the City’s resolution filed by the City with CalPERS.

Executive Management, Mid Management, and Confidential employees service retiring from CalPERS and the City of El Segundo after a minimum of five consecutive full-time years of service with the City of El Segundo on or after June 21, 2022, shall be eligible for a retiree medical benefit equal to the “PEMHCA” amount set forth in the City’s resolution filed by the City with CalPERS, supplemented by a City contribution to a healthcare reimbursement account. The amount of the healthcare reimbursement supplement shall be no more than the amount necessary to cover the health insurance premium cost for the employee and eligible dependent(s) for the selected CalPERS health plan, but in no event shall the total monthly contribution (PEMHCA contribution + healthcare reimbursement account) exceed the amount provided to active employees in the Management and Confidential Series. For 2022, this total monthly City contribution is \$1,650 per month.

The Elected City Clerk and Treasurer positions shall also be eligible for this benefit as described in the March 15, 2016 staff report and Resolution 4973 which ties their active and retired allowances for health to the Management Confidential Series.

| Hire Date  | Retiree Medical – City Contribution   |
|--|---|
| July 1, 2007 through June 30, 2016   | PEMHCA amount supplemented with a City contribution not to exceed \$1,200 per month   |
| July 1, 2016 and retired prior to June 21, 2022  | PEMCHA amount only  |
| Service retire concurrently from CalPERS and the City of El Segundo after a minimum of five consecutive full-time years of service with the City of El Segundo on or after June 21, 2022 | PEMHCA amount supplemented with a City contribution to equal highest total monthly contribution as described in Section 1A2.107 above. For 2022, this amount shall not exceed \$1,650 |

In order to qualify for any retiree medical benefit from the City, the employee must qualify as an “annuitant” under PEMHCA (see Government Code section 22760(c)). The retiree must have an effective retirement date with CalPERS within 120 days of separation from City employment and receive a retirement benefit from CalPERS.

(Council Approval) 11/88  
 (Reso.4965)12/15  
 (Reso. 4975) 04/16  
 (Reso. 5350) 06/20  
 (Reso. 5432) 8/23

**SECTION 1A2.109 RETIREE DENTAL AND VISION**

Upon retirement, an employee and their spouse, registered domestic partner, and/or their eligible dependents who are actively enrolled in the City’s dental and vision insurance plans may remain enrolled in such plans as a retiree should such plans continue to remain available to current employees, but shall be responsible for full payment of the associated insurance premiums.

In order to be eligible to be covered by such plans, the retiring employee and their spouse, registered domestic partner, and/or and their eligible dependents must be actively enrolled in the plan(s) under which they are seeking continued coverage.

If, upon retirement, the employee declines continued coverage under either plan, they may not enroll at a later time.

Upon a retiree’s death, the surviving spouse, registered domestic partner and/or eligible dependent(s) who are actively enrolled in the City’s dental and vision insurance plans may remain enrolled in such plans as surviving dependents should such plans continue to remain available to current employees, and shall be responsible for full payment of the associated insurance premiums.

This provision is not intended to vest either retirees or current employees once retired with any right to remain enrolled in the City’s dental and vision insurance plans. The City may decide to change dental or vision insurance plans without regard to the impact that such a decision would have on retirees’ eligibility to enroll in such plans.

(Reso. 5432) 8/23

**SECTION 1A2. 110 ADDITIONAL EMPLOYMENT.**

An Executive who is employed full time by the City shall not accept other work or actively participate in the management of a private for profit activity outside of his or her employment with the City of El Segundo, without first obtaining approval of the City Council, and upon showing that such activity will not conflict with his or her discharge of duties of employment with the City.

(Reso. 2620) 4/75

**SECTION 1A2.115 EDUCATION EXPENSES – REIMBURSEMENT.**

Executive, Mid-Management and Confidential employees shall, upon an approved application and agreement to the provisions of this section, be reimbursed one hundred percent of the cost of tuition and books to a maximum of \$2,000 per calendar year effective January 1, 2001 for work-related college courses; provided, however, such courses have been approved by the City Manager. Employees terminating employment with the City voluntarily or through termination with cause within two months from completion of coursework shall have deducted from their final pay 100 percent of the amount reimbursed; thereafter, ten percent less than 100 percent shall be deducted from their final pay for each full month worked up to twelve months from the date of the completion of the course.

Participation in the program for mid-management and confidential employees is limited to those who have successfully completed their initial probationary period.

(Council Approval) 11/88  
(Reso. 3995) 01/97  
(Reso. 4194) 11/00

**SECTION 1A2.115.2 EDUCATIONAL INCENTIVE.**

Effective October 1, 2008, the Police Chief shall no longer receive 5% Educational Incentive Pay for possessing a Master’s Degree from an accredited college or university.

Effective the pay period beginning June 29, 2024, the Educational Incentive will be eliminated, and the previous Battalion Chief Educational Incentive for a Master’s degree shall be applied to base salary in the amount of \$1,755.28 per month for employees in the Battalion Chief classification.

(Reso. 4026) 7/97  
(Reso. 4194) 11/00  
(Reso. 4430) 7/05  
(Reso. 4582) 12/08  
(Reso. 5496) 6/24

**SECTION 1A2.120 DEFERRED COMPENSATION PLAN.**

A Deferred Compensation Plan has been established as a benefit to Executive Management, Mid-Management, and Confidential employees, and each covered employee is eligible to participate in the Plan. The City shall not provide an annual matching contribution or any other contribution to the Deferred Compensation Plan.

As soon as feasible following adoption of Resolution No. 5350, the City shall establish a 401(a) Defined Contribution Plan for Executive Management employees only to offset the 6.2% required employee payroll tax contribution to Social Security. The City shall contribute 6.2% of base salary per pay period, up to the annual Social Security taxable maximum. City contributions to the plan shall be calculated on an annual basis and evenly distributed in 26 pay periods per year. For earnings in 2023, this base is \$160,200 with a \$9,932 maximum City contribution. The 401(a) Defined Contribution provision does not apply to employees in the Chief of Police and Fire Chief positions as those are exempted from Social Security. The Elected City Clerk and Treasurer positions shall be ineligible for this benefit.

(Reso. 2620) 4/75  
(Reso. 4264) 8/02  
(Reso. 4430) 7/05  
(Reso. 4474) 7/06  
(Reso. 4513) 7/07  
(Reso. 4619) 9/09  
(Reso. 4743) 10/11  
(Reso. 4918) 6/15  
(Reso. 5350) 6/22

**SECTION 1A2.121 FLEXIBLE SPENDING ACCOUNT.**

A Flexible Spending Account will be established pursuant to the terms and conditions of the Internal Revenue Code as a benefit to employees enumerated in Section 1A2.000. Each employee in Section 1A2.000 is eligible to participate in this plan.

(Council Approval) 11 /88

**SECTION 1A2.123 CHIEF OFFICER CERTIFICATION.**

Effective the pay period beginning June 29, 2024, the Chief Officer Certification pay will be eliminated and the Tier 1 Longevity pay for a Fire Captain\* with 19 years of service in the amount of \$2,199.50 per month shall be applied to base salary for employees in the Battalion Chief classification. (\*The Fire Captain position is included in the El Segundo Firefighters' Association.)

(Reso. 4430) 7/05  
(Reso. 4474) 7/06  
(Reso. 4582) 12/08  
(Reso. 5496) 6/24

**SECTION 1A2.130 UNIFORM ALLOWANCE.**

Effective October 1, 1988, Management-Confidential employees in the Police and Fire Department who are required to purchase and continuously maintain certain prescribed items of uniform clothing shall be compensated for a portion of the initial and maintenance costs thereof according to the following:

| <u>Classification /Position</u> | <u>Per Mo. of Active Duty</u> |
|---------------------------------|-------------------------------|
| Police Chief                    | \$53.00                       |
| Fire Chief                      | \$33.00                       |
| Fire Battalion Chief            | \$40.00                       |

(Reso. 3229) 10/83  
(Reso. 3446) 11/86  
(Council Approval) 11/88

**SECTION 1A2.131.1 SICK LEAVE ACCUMULATED FOR CARE OF MEMBERS OF IMMEDIATE FAMILY.**

Sick leave is accrued at 8 hours per month. Employees in the Battalion Chief classification working on a 112 hours schedule accrue 12 hours per month.

Employees are eligible to utilize a maximum of half their annual sick leave accrual, forty-eight (48) hours or seventy-two (72) hours for Battalion Chiefs, of sick leave per calendar year in order to provide care to a "family member" of the employee suffering from illness or injury.

For this purpose, the term "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild or sibling, or any other "family member" recognized by Labor Code section 245.5. The term parent shall also include the parent of the employee's spouse or registered domestic partner.

For this purpose, the term "family member" also means one (1) "designated person" that the employee has identified who is related to the employee by blood or whose association with the employee is the equivalent of a family relationship.

(Reso. 3790) 10/92  
(Reso. 3860) 4/94  
(Reso. 5432) 8/23

**SECTION 1A2.134 SICK LEAVE – PAYMENT UPON DEATH OR SERVICE RETIREMENT.**

In the event an Executive, Mid-Management, or Confidential employee, while in the City's employ, and who has been employed by the City for five continuous years or more in a full-time position, dies or service retires under the Public Employees' Retirement System with unused Sick Leave to his or her credit, he or she shall be compensated in an amount equal to eighty percent (80%) of the value of such Sick Leave based upon his or her base salary at the time of death or service retirement, without the inclusion of overtime pay or additional compensation.

(Reso. 3229) 10/83  
(Reso. 3336) 11/85  
(Reso. 3498) 9/87  
(Reso. 5432) 8/23

**SECTION 1A2.135 SICK LEAVE ACCRUED – PAYMENT OF ON DISABILITY RETIREMENT OR DISABILITY SEPARATION FROM THE CITY- LESS THAN 5 YEARS OF CITY SERVICE.**

In the event an employee regulated by this Chapter while in the City's employ, and who has been employed by the City for five or more continuous years in a full-time position, Disability Retires under the California Public Employees' Retirement System or separates from the City with unused Sick Leave to his or her credit, he or she shall be compensated in an amount equal to One Hundred Percent (100%) of the value of such Sick Leave, based upon the employees regular rate of pay at the time of retirement or separation.

(Reso. 3498) 11/86  
(Reso, 3860) 4/94  
(Reso. 4430) 7/05  
(Reso. 4619) 9/09

**SECTION 1A2.135.1 PAYMENT OF SICK LEAVE ACCRUAL – AFTER 20 YEARS OF CITY SERVICE.**

Upon separation from service, sworn Police and Fire Management Employees with 20 years of continuous City service, will be compensated for One Hundred Percent (100%) of the employee's accumulated, unused Sick Leave at their regular rate of pay at separation.

(Reso. 4264) 8/02  
(Reso. 4619) 9/09

**SECTION 1A2.135.2 PAYMENT OF SICK LEAVE ACCRUAL – DISABILITY RETIREMENT- 5 OR MORE YEARS OF CITY SERVICE.**

Upon separation from service because of a disability retirement, sworn Police and Fire Management employees with five years of continuous City service, will be compensated for ninety percent (90%) of the employee's accumulated, unused Sick Leave at the employee's current rate at separation.

(Reso. 4264) 8/02

**SECTION 1A2.136 SICK LEAVE – LEAVE WITH PAY DUE TO ILLNESS-ACCUMULATION OF SAME; SICK LEAVE CASH OUT**

Sick Leave with pay may be granted for an absence from duty because of personal illness, injury, or legal quarantine not compensable under the provisions of the Workers' Compensation Laws of the State of California. Permanent employees shall accumulate Sick Leave at the rate of eight (8) hours per month; employees on a 112 hours fire suppression schedule earn Sick Leave at the rate of twelve (12) hours per month. Hours worked in addition to a regular work week shall not entitle an employee to additional Sick Leave accumulation. Sick Leave taken by an employee shall be deducted from his or her accumulated credit.

Employees hired into a Management and Confidential Series position after August 15, 2023, may accumulate up to six hundred (600) hours of sick leave; nine hundred (900) for employees on a 112 hours fire suppression schedule. Once an employee reaches that cap, the employee shall not accrue additional sick leave until the balance has been reduced below 600 hours.

Employees hired on or before August 15, 2023 will be permitted to accrue sick leave in excess of the cap of six hundred (600) hours; nine hundred (900) for employees on a 112 hours fire suppression schedule subject to a mandatory cash out as described below.

For employees hired on or before August 15, 2023, the City will cash out any accrued sick leave in excess of the 600 or 900 hour cap on or around December 1 of each year. The City will provide the cash out by direct deposit.

(Reso. 3173) 10/82  
(Reso. 5432) 8/23

**SECTION 1A2.137.1 SICK LEAVE PAYOUTS.**

Notwithstanding Sections 1A2.132 through 1A2.135.2 of the El Segundo Administrative Code, employees regulated by this Chapter who receive payment of sick leave hours shall have the value of the sick leave hours calculated at the base salary hourly rate.

(Reso. 4918) 6/15

**SECTION 1A2.139 HOLIDAYS AND HOLIDAY PAY.**

Except as otherwise herein specifically provided, employees shall be entitled to the following holidays:

|                              |  |
|------------------------------|--|
| January 1 <sup>st</sup>      | November 11th                              |
| The third Monday in January  | Thanksgiving Day and the Friday thereafter |
| The third Monday in February | December 24 <sup>th</sup>                  |
| The last Monday in May       | December 25 <sup>th</sup>                  |
| July 4 <sup>th</sup>         | December 31 <sup>st</sup>                  |

The first Monday in September provided, however, (a) that such dates may be supplemented or amended by a Resolution amending the Administrative Code (b) that in the event any of these holidays fall on the last day an employee is off on the employee's regular days off period, the day following is observed as a holiday for the purpose of this section; and (c) that in the event any of these holidays fall on the first day of an employee's regular day off period, the previous day is considered a holiday for purpose of this section. Notwithstanding the above, this provision does not apply to Battalion Chiefs who receive pay in lieu of time off for holidays.

(Reso. 3173) 10/82  
(Reso. 4513) 7/07  
(Reso. 5197) 01/20  
(Reso. 5432) 8/23

**SECTION 1A2.139.1 PERSONAL LEAVE/FLOATING HOLIDAY.**

In addition to the holidays enumerated in Section 1A2.139, each employee who has completed six (6) months of service shall be entitled to select one (1) day per calendar year as a Floating Holiday.

Each employee shall also receive one (1) day per calendar year as a Personal Leave.

For this purpose, employees who are assigned to a 5/40 schedule shall receive eight (8) hours, employees who are assigned to a 9/80 schedule shall receive nine (9) hours, and employees who are assigned to a 4/10 schedule shall receive 10 hours. Employees on other schedules will be compensated accordingly.

In the first full pay period following the adoption of the Administrative Code by the City Council, the City shall provide employees an additional one (1) day of Personal Leave. The City shall provide employees a second (2<sup>nd</sup>) day of Personal Leave each year, as described below, unless and until such time as the City recognizes either Cesar Chavez Day or Juneteenth as a Holiday. In the event that the City recognizes either Cesar Chavez Day or Juneteenth as a Holiday, the City will rescind the provision of a second (2<sup>nd</sup>) day of Personal Leave for the following calendar year.

The City will credit employees with the Personal Leave every January. Newly hired employees hired after the first of the year will also receive the Personal Leave, which the employee may use six (6) months after the employee's initial appointment date.

(Reso. 3290) 12/84  
(Reso. 3446) 11/86  
(Reso 5432) 8/23

**SECTION 1A2.140 HOLIDAYS AND HOLIDAY PAY – BATTALION CHIEFS.**

Battalion Chiefs assigned to Fire Suppression Duty will be paid for 156 hours in lieu of holidays once a year on or about the 10<sup>th</sup> day of December. Battalion Chiefs who serve in that capacity less than a full year will be paid Holiday Pay on a pro rata basis.

To the extent permitted by law, the compensation in this section is special compensation for those employees who are normally required to work on an approved holiday because they work in positions that require scheduled staffing without regard to holidays and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(5) and 571.1(b)(4) Holiday Pay.

(Reso. 3178) 12/82  
(Reso. 4513) 7/07

**SECTION 1A2.144 VACATION LEAVE**

Employees regularly employed shall accumulate vacation time in accordance with the following schedule:

| Years of Service | Annual Accrual Rate | Accrual Per Pay Period | Maximum Permissible Accrual |
|------------------|---------------------|------------------------|-----------------------------|
| 0-5              | 108 hours           | 4.15 hours             | 216 hours                   |
| 6-10             | 132 hours           | 5.08 hours             | 264 hours                   |
| 11-15            | 156 hours           | 6.00 hours             | 312 hours                   |
| 16+              | 188 hours           | 7.23 hours             | 376 hours                   |

Employees may accrue up to two (2) years of vacation leave at their current annual accrual rate.

Effective July 2, 2023, the City will impose a hard cap on vacation accrual such that no employee shall be permitted to accrue vacation in excess of twice their annual accrual rate. Any employee that has a vacation balance in excess of twice their annual accrual rate will be cashed out by the City at their base hourly rate to bring their vacation balance to twice their annual accrual rate in December 2023.

All other terms and conditions in Section 1A2.144(1) and (2) remain in effect.

(Reso. 3175) 10/82  
 (Reso. 3860) 4/94  
 (Reso. 4582) 12/08  
 (Reso. 5432) 8/23

**SECTION 1A2.144.1 VACATION ACCRUAL BASED ON TOTAL SERVICE TIME IN A CalPERS OR COMPARABLE AGENCY.**

Executive, Mid-Management, and Confidential employees shall accumulate vacation time based on their total years of service in a CalPERS or comparable agency.

(Reso. 3860) 4/95  
 (Reso 5432) 8/23

**SECTION 1A2.145 VACATION LEAVE USE.**

Vacation Leaves may be taken only after the employee has completed six (6) months of continuous service with the City.

(Reso. 3336) 11/85

**SECTION 1A2.146 VACATION LEAVE CASH OUT.**

- A. Qualification for Vacation Cash Out: An employee who has completed one (1) year of service qualifies for vacation cash out.
  
- B. IRREVOCABLE Election Process in 2023 and thereafter: A qualified employee may irrevocably elect to receive cash payment(s) in lieu of accrued vacation leave up to one hundred percent (100%) of the total amount of vacation leave that the employee can accrue in a year based on their length of service as described in Article 4, Section 1.

On or before December 15, 2023 and every December 15<sup>th</sup> thereafter, a qualified employee who elects to cash out some or all of their vacation to be accrued in the following year shall submit written request to the Human Resources Department stating their irrevocable election(s).

The employee shall provide the following information as part of their election: (1) The total number of hours of vacation leave that the employee will accrue between January 1 and June 30 in the following calendar year based on their annual accrual rate based on their years of service; (2) The total amount of vacation leave to be accrued that the employee wants to cash out in July of the following calendar year (The cash-out amount must be equal to or less than the amount accrued between January 1 and June 30); (3) The total number of hours of vacation leave that the employee will accrue between July 1 and December 31 in the following calendar year based on their annual accrual rate based on their years of service; and (4) The total amount of vacation leave to be accrued that the employee wants to cash out in December of the following calendar year (The cumulative cash-out amount must be equal to or less than the total amount accrued between January 1 and December 30).

- C. The City shall administer the cash out twice annually, starting in December 2023 and every December thereafter. The City shall make the cash outs in the first full pay period in July and December. Such cash outs shall be paid at the employee's base salary hourly rate of pay.
  
- D. Regardless of the number of hours that the employee requests to cash out, the City can only cash out vacation hours that the employee has accrued in the calendar year as of the time of the cash out which the employee has not yet used.

(Reso. 3336) 11/85  
(Reso. 4430) 7/05  
(Reso. 4743) 10/11  
(Reso. 4789) 10/12  
(Reso. 4918) 6/15  
(Reso. 4951) 12/15  
(Reso 5432) 8/23

**SECTION 1A2.147 VACATION LEAVE ACCRUAL – FOR TEMPORARY INDUSTRIAL DISABILITY.**

Notwithstanding the provisions of Section 1A6.220, employees on temporary industrial disability that is not subject to Labor Code section 4850 may accrue vacation time for the length of their industrial injury leave if they supplement their industrial disability payments with paid leave accruals such that they continue to receive their full salary. Employees on Labor Code section 4850 industrial injury leave will continue to accrue vacation leave during the time they are on industrial injury leave pursuant to Labor Code section 4850 without use of accrued leave balances.

(Reso. 3336) 11/85  
(Reso. 5432) 8/23

**SECTION 1A2.148 BEREAVEMENT LEAVE – PERSONAL EMERGENCIES – IMMEDIATE FAMILY DEFINED.**

In the event of the death of an employee’s “family member”, as defined in Section 1A2.131.1, but excluding the “designated person,” the City shall provide the employee three (3) days paid bereavement leave and two (2) days of unpaid leave to be used within three (3) months of the date of the death of the “family member.”

Employees may elect to use other forms of paid leave that they have accumulated in order to provide for their compensation while using the two (2) days of unpaid leave.

For employees who need to travel 500 or more miles from the City in order to attend services for the employee’s family member, the City shall also provide two (2) additional days of paid bereavement leave in lieu of the two (2) days of unpaid leave.

(Reso. 3173) 10/82  
(Reso. 3860) 4/94  
(Reso. 4430) 7/05  
(Reso 5432) 8/23

**SECTION 1A2.149 JURY DUTY.**

The employee must provide written notice of the expected Jury Duty to his or her supervisor as soon as possible, but in no case later than 14 days before the beginning of Jury Duty.

During the first two weeks of Jury Duty, an employee shall be entitled to receive his or her regular compensation.

For any portion of Jury Duty that extends beyond the first two weeks, such extended Jury Duty period shall be without pay.

Any compensation for the first two weeks of Jury Duty, except Travel Reimbursement Pay, must be deposited with the Director of Human Resources.

While on Jury Duty, the employee must report to work during any portion of a day that the employee is relieved of Jury Duty for three or more consecutive hours.

The employee must provide documentation of his or her daily attendance on Jury Duty.

(Reso. 4582) 12/08

**SECTION 1A2.150 SALARIES AND BENEFITS APPLICABLE.**

The provisions of this Chapter are applicable to Executive, Mid-Management, and Confidential employees enumerated in Section 1A2.040 of this chapter.

(Reso. 3173) 10/82

**SECTION 1A2.152 CITY OF EL SEGUNDO SUBSTANCE ABUSE POLICY AND DRUG FREE WORKPLACE STATEMENT.**

The City of El Segundo Substance Abuse Policy and Drug-Free Workplace Statement, dated July 1, 2008 shall be applicable to all Department Heads, Mid-Management and Confidential Employees.

(Reso. 4582) 12/08

**SECTION 1A2.153 CalPERS MEMBER CONTRIBUTION.**

Effective July 1, 2019, the CalPERS Classic Members in the Miscellaneous Classifications in Executive, Mid-Management, and Confidential shall pay a total employee contribution of eight percent (8%); seven percent (7%) shall be the member contribution, and one percent (1%) shall be employee-paid cost-sharing of the City's contribution under Gov. Code section 20516(a).

CalPERS PEPPRA New Members in the Miscellaneous Classifications in Executive, Mid-Management-, and Confidential employees shall pay fifty percent (50%) of normal cost as determined by CalPERS.

Effective July 1, 2019, CalPERS Classic Members in the Safety Classifications in Executive, Mid-Management, and -Confidential employees shall pay a total employee contribution of twelve (12%); nine percent (9%) shall be the member contribution, and three percent (3%) shall be the employee-paid cost-sharing of the City's contribution under Gov. Code section 20516(a).

CalPERS PEPPRA New Members in the Safety Classifications in Executive, Mid-Management, and Confidential Series shall pay fifty percent (50%) of normal cost as determined by CalPERS.

(Reso. 4741) 10/11

(Reso. 4743) 10/11

(Reso. 4789) 10/12

(Reso. 4918) 6/15

(Reso. 4951) 12/15

(Reso. 4976) 04/16

(Reso. 5154) 06/19

**SECTION 1A2.154 AUTO ALLOWANCE.**

Executive Management positions that are not provided a City vehicle shall receive an auto allowance in the amount of \$400 per month. Employees provided an auto allowance are ineligible for mileage reimbursement.

(Reso. 5350) 06/22

**SECTION 1A2.155 VOLUNTARY BINDING ARBITRATION AND BONUS PAYMENT**

Voluntary Agreement to Binding Arbitration in Exchange for \$10,000 Bonus Payment: Executive, Mid-management and Confidential employees may voluntarily enter into an Arbitration Agreement according to the terms of the agreement.

(Reso. 5432) 8/23

## MANAGEMENT AND CONFIDENTIAL SERIES

### EMPLOYEE VOLUNTARY ARBITRATION AGREEMENT

This Arbitration Agreement (“Agreement”), is between the City of El Segundo (“Employer” or “City”) and \_\_\_\_\_ (“Employee”) (collectively “Parties” or “Party” as may be appropriate.) Employer and Employee agree to the following terms and conditions.

1. **Consideration.** In exchange for a total of bonus payment of \$10,000, Employee agrees to arbitration as the sole and exclusive remedy for the Arbitrable Claims defined below.

- a. Payment of \$10,000 is to be paid within 30 days of Employee’s delivery of an executed Agreement to the City. Employee shall not be entitled to receive more than \$10,000 in payment pursuant to this Agreement, even if Employee’s employment is terminated and the Employee subsequently becomes re-employed by the City.
- b. Once the Employee receives a payment under this Agreement, all Arbitrable Claims shall be subject to the arbitration process outline below.

2. **Applicable Law.** The Employee and Employer agree that the Arbitrable Claims defined below shall be submitted to and determined exclusively by binding arbitration under the California Arbitration Act, (“CAA”) (Cal. Code Civ. Proc. sec. 1280 et. Seq. Employer and Employee understand and agree that they are knowingly and intentionally giving up any right that they may have to a court trial by judge or jury with regard to the Arbitrable Claims.

3. **Arbitration Procedure.** The Parties shall have the right to conduct discovery pursuant to Cal. Code Civ. Proc. sec. 1283.05 (including all of the CAA’s other mandatory and permissive rights to discovery). Nothing in this Agreement shall prevent either Party from obtaining provisional remedies to the extent permitted by Code of Civil Procedure Section 1281.8 either before the commencement of or during the arbitration process. All rules of pleading, (including the right of demurrer), all rules and judgment under Code of Civil Procedure Section 631.8 shall apply and be observed. Resolution of the dispute shall be based solely upon the law governing the claims and defenses pleaded. The arbitration shall be held before a single arbitrator, who shall be an attorney at law and an experienced employment law arbitrator. The arbitrator shall be mutually selected by the Parties. The Arbitrator shall have the power to award all legal relief available in a court of law, including any and all damages that may be available for any of the claims asserted. In addition, each of the Parties shall retain all defenses that they would have in a judicial proceeding, including defenses based on the expiration of the statute of limitations and that the damages being sought are not authorized or are excessive. The Arbitrator shall render a written award within 30 days after the matter is submitted for determination, and the award of the arbitrator shall be final and binding on the City, the Association and the employee.

4. **Definition of Arbitrable Claims.** The following shall be Arbitrable Claims:
- a. Appeals of Dismissals, Demotions, and/or Suspensions without Pay Longer than Six (6) Days, Brought by Executive, Mid-Management, and Confidential Employees: the City shall submit timely appeals of dismissals, demotions and suspensions without pay longer than six (6) days to binding arbitration, pursuant to this Agreement.
    - i. An employee who has been dismissed, demoted, or suspended longer than six (6) days, shall have ten (10) calendar days following written notification of the dismissal, demotion or suspension in which to file an appeal. The written appeal must be submitted to the City Manager.
    - ii. Upon receipt of a timely request for appeal of the dismissal, the City and employee may either mutually select an arbitrator or request a list of seven (7) arbitrators registered with the California State Conciliation and Mediation Service or some other mutually agreed upon source. The Parties shall agree to a mediator within ten (10) days of the timely appeal, unless the Parties mutually agree to extend this time period.
    - iii. The role of the arbitrator shall be to determine if the dismissal is consistent with just cause. The arbitrator shall hold a hearing at which both sides may present their arguments and evidence, including witnesses and subsequently issue a written decision. The hearing shall commence within 120 days of selection by the Parties, unless the Parties mutually agree to extend this time period.
    - iv. The decision of the arbitrator shall be final and binding on the Parties. The arbitrator shall issue his/her decision in writing within thirty (30) days of the closing of the hearing.
    - v. The costs of the arbitration/hearing (court reporter, arbitration hearing transcripts) shall be divided in half (50/50) between the City and employee. Attorney's fees, staff time and witness fees shall not be shared between the Parties and shall be paid by the Party that incurred the cost.
  - b. The civil claims which are subject to final and binding arbitration shall include, but not be limited to, any and all employment-related claims or controversies, such as breach of employment agreement, breach of the covenant of good faith and fair dealing, negligent supervision or hiring, wrongful discharge in violation of public policy, unpaid wages of overtime under the state and federal wage payment laws, breach of privacy claims, intentional or negligent infliction of emotional distress claims, fraud, defamation, and divulgence of trade secrets. This also specifically includes claims that could be asserted under all state and federal anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and the Family and Medical Leave Act, and claims for

discrimination and harassment in employment on the basis of race, age, sex, religion, national origin, alienage, religion, marital status, sexual orientation, disability, political activity, or any other statutorily-protected basis. It shall also include any and all claims an employee may have under the Fair Labor Standards Act, the California Labor Code, and the Industrial Welfare Commission Wage Orders, as well as any other state and federal statutes. This Agreement is further intended to apply to any claim Employee(s) may have against the City and/or any of its directors, employees, or agents, and to any and all past and future employment relationships Employee may have with the City regardless of job position or title. City shall also arbitrate all claims it has against the employee under the same rules and regulations set forth herein.

- c. Notwithstanding the provisions of this Agreement, Employee may elect to file a claim for workers' compensation and unemployment insurance benefits with the appropriate state agencies, and administrative charges with the Equal Employment Opportunity Commission, California Department of Fair Employment and Housing, and any similar state agency. Unless otherwise required by applicable law, all other employment-related claims shall be resolved by final and binding arbitration and not by a jury in a court of law.

5. **No Arbitration of Class, Collective or Representative Actions.** To the fullest extent permitted by law, no form of class, collective, or representative action shall be maintained pursuant to this Agreement without the mutual consent of the Parties. Any dispute over the validity, effect, or enforceability of the provisions of this paragraph, including whether the arbitration may proceed as class, collective, or representative action, shall be for a court of law and not an arbitrator to decide.

6. **Arbitration Costs.**

- a. For arbitrations for appeals of dismissals, demotions, and/or suspensions without pay longer than six (6) days, the Employee and Employer agree to split the costs of arbitration evenly (see section 4.a.).
- b. For arbitrations of disputes for Arbitrable Claims as set out in section 4.b., the City shall bear the costs of any arbitration, including the compensation of the Arbitrator, all of the Arbitrator's administrative expenses, and CSR transcripts for arbitration hearings.
- c. For any arbitration conducted pursuant to this Agreement, except as may otherwise be required by law, the Parties shall be responsible for their own attorneys' fees and costs incurred in presenting their case to the Arbitrator, including without limitation deposition related costs.

7. **Term of Agreement.** This Agreement shall continue in full force and effect for the duration of Employee's current employment by Employer and the duration of any subsequent re-employment of Employee by Employer and also survives after the termination of the Employee's current or employment or subsequent re-employment. This Agreement does not create any express or implied contract of employment and nothing in this Agreement is intended to alter the at-will employment status of Employee.

8. **Integration.** This Agreement sets forth the Parties' mutual rights and obligations with respect to the resolution of Arbitrable Claims. It is intended to be the final, complete, and exclusive statement of the terms of the Parties' agreements regarding this subject. This Agreement supersedes all other prior and contemporaneous agreements and statements related to the resolution of Arbitrable Claims, whether written or oral, express or implied, on this subject, and it may not be contradicted by evidence of any prior or contemporaneous statements or agreements. To the extent that the practices, policies, or procedures of Employer, now or in the future, apply to Employee and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control.

9. **Amendments; Waivers.** This Agreement may not be amended except by an instrument in writing, signed by Employee and Employer. No failure to exercise and no delay in exercising any right, remedy, or power under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, or power under this Agreement preclude any other or further exercise thereof, or the exercise of any other right, remedy, or power provided herein or by law or in equity.

10. **Severability.** If a court or Arbitrator holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect. In addition, the Parties authorize the Arbitrator or court to add to or revise the language of this Arbitration Agreement in order to make the provision complete and lawful, so as to effectuate to the maximum extent possible the Parties' mutual intent to have all disputes subject to this provision be resolved solely by final and binding arbitration.

11. **Jurisdiction and Venue.** All arbitrations of Arbitrable Claims shall be heard in Los Angeles County, California, and all court proceedings arising out of this Agreement shall be filed in Los Angeles County, California.

**"EMPLOYEE"**

**"EMPLOYER"**

CITY OF EL SEGUNDO

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Employer Representative

\_\_\_\_\_  
Printed Name of Employee

By:

\_\_\_\_\_  
Name/Title of Employer Representative

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Dated



## City Council Agenda Statement

Meeting Date: May 20, 2025

Agenda Heading: Consent

Item Number: B.8

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### TITLE:

Notice of Completion for the FY 2024-25 Pavement Rehabilitation Project No. PW 24-08

### RECOMMENDATION:

1. Accept the FY 2024-25 Pavement Rehabilitation Project No. PW 24-08, by LCR Earthwork and Engineering, Corp. as complete.
2. Authorize the City Clerk to file the Project No. PW 24-0 Notice of Completion with the County Recorder's Office.
3. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

The project construction cost is \$2,202,164.39

Included in Adopted FY 2024-25 Budget

Amount Budgeted: \$2,376,239

Additional Appropriation: No.

Account Number:

\$776,239 from 114-400-5293-8943 (Prop C Funding)

\$600,000 from 128-400-8203-8383 (SB-1 Funding)

\$1,000,000 from 110-400-8203-8943 (Measure R Funding)

### BACKGROUND:

On August 20, 2024, City Council awarded a construction contract to LCR Earthwork and Engineering, Corp. in the amount of \$2,018,104 and approved a construction contingency amount of \$201,810 to repave or slurry seal streets in the Northwest Quadrant of the City. This quadrant is north of Mariposa Ave., east of Sheldon St., and west of Pacific Coast Highway. Pavement rehabilitation to a depth of at least 10 inches

## **FY 2024-25 Pavement Rehabilitation Project**

**May 20, 2025**

**Page 2 of 2**

was also performed on three alleys in the Smoky Hollow area and on the Loma Vista St./Palm Ave. intersection. Catch basins were installed and drainage improvements occurred in the alley bounded by Sheldon St., E. Franklin Ave., Penn St., and E. El Segundo Blvd. The project increases the life of the rehabilitated streets.

### **DISCUSSION:**

Construction began October 28, 2024, and was completed April 11, 2025. One change order for \$184,060.39 was issued for additional overlay resurfacing on Lomita St., Washington St., and Center St.; additional slurry seal resurfacing on E. Imperial Ave.; additional thermoplastic striping; additional full-depth pavement repairs; driveway ramp installation; and alley drainage adjustments.

Staff respectfully recommends that Council accept the work performed by LCR Earthwork and Engineering, Corp. for the FY 2024-25 Pavement Rehabilitation Project, Project No. PW 24-08 and authorize the City Clerk to file a Notice of Completion with the County Recorder's office. Any unspent budgeted amount will return to the source fund.

### **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Develop and Maintain Quality Infrastructure and Technology

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

Strategy D: Improve mobility and transportation throughout the City.

### **PREPARED BY:**

Floriza Rivera, Principal Civil Engineer

### **REVIEWED BY:**

Elias Sassoon, Public Works Director

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Notice of Completion PW 24-08
2. Vicinity Map PW 24-08
3. Location Map PW 24-08

**Recording Requested by  
and When Recorded Mail To:**

**City Clerk, City Hall  
350 Main Street  
El Segundo, CA 90245**

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**NOTICE OF COMPLETION OF CONSTRUCTION PROJECT**

Project Name: FY 2024-25 Pavement Rehabilitation Project

Project No. PW 24-08                      Contract No. 7068

Notice is hereby given pursuant to State of California Civil Code Section 3093 et seq that:

1.     The undersigned is an officer of the owner of the interest stated below in the property hereinafter described.
2.     The full name of the owner is: City of El Segundo
3.     The full address of the owner is: City Hall, 350 Main Street, El Segundo, CA, 90245
4.     The nature of the interest of the owner is: Public Facilities
5.     A work of improvement on the property hereinafter described was field reviewed by the City Engineer on April 11, 2025. The work done was: FY 2024-25 Pavement Rehabilitation Project, Project No. PW 24-08.
6.     On May 20, 2025, City Council of the City of El Segundo accepted the work of this contract as being complete and directed the recording of this Notice of Completion in the Office of the County Recorder.
7.     The name of the Contractor for such work of improvement was: LCR Earchwork and Engineering, Corp.
8.     The property on which said work of improvement was completed is in the City of El Segundo, County of Los Angeles, State of California, and is described as follows:
  - Various streets in the northeast quadrant of the City bounded by Mariposa Ave., Sheldon St., Imperial Ave., and Pacific Coast Highway.
  - Three alleys bounded by Sheldon St., Franklin Ave., Lomita St., and El Segundo Blvd.
  - The Loma Vista St./Palm Ave. intersection.
9.     The street address of said property is: N/A.

City of El Segundo

Dated: \_\_\_\_\_, 2025

\_\_\_\_\_  
Elias Sassoon  
Public Works Director

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**VERIFICATION**

I, the undersigned, say: I am the Director of Public Works of the City El Segundo, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury the foregoing is true and correct.

Executed on \_\_\_\_\_, 2025 at El Segundo, California.

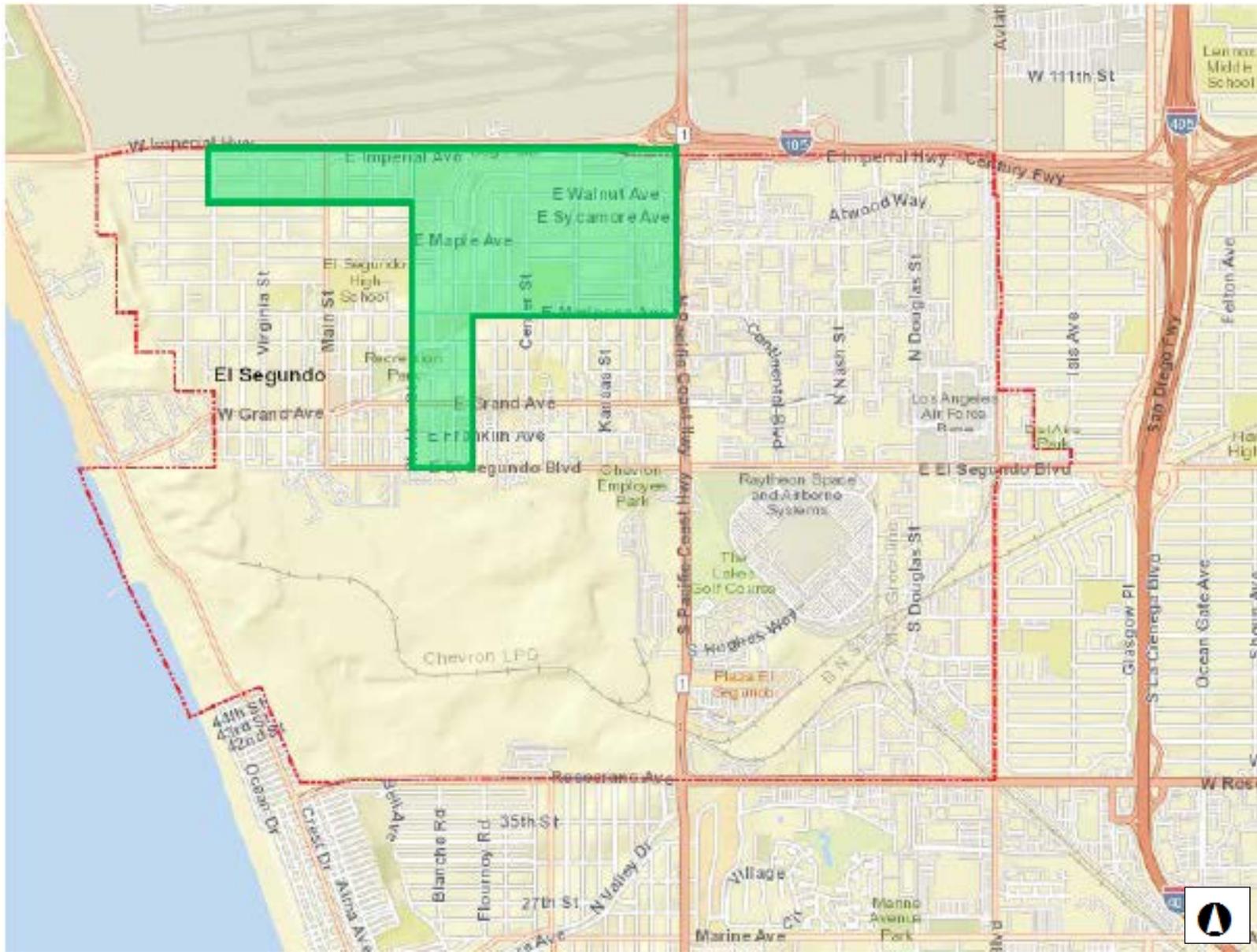
City of El Segundo

\_\_\_\_\_  
Elias Sassoon  
Public Works Director



# Vicinity Map

## PW 24-08: FY 24/25 Pavement Rehabilitation Project



6,018.7 0 3,009.33 6,018.7 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

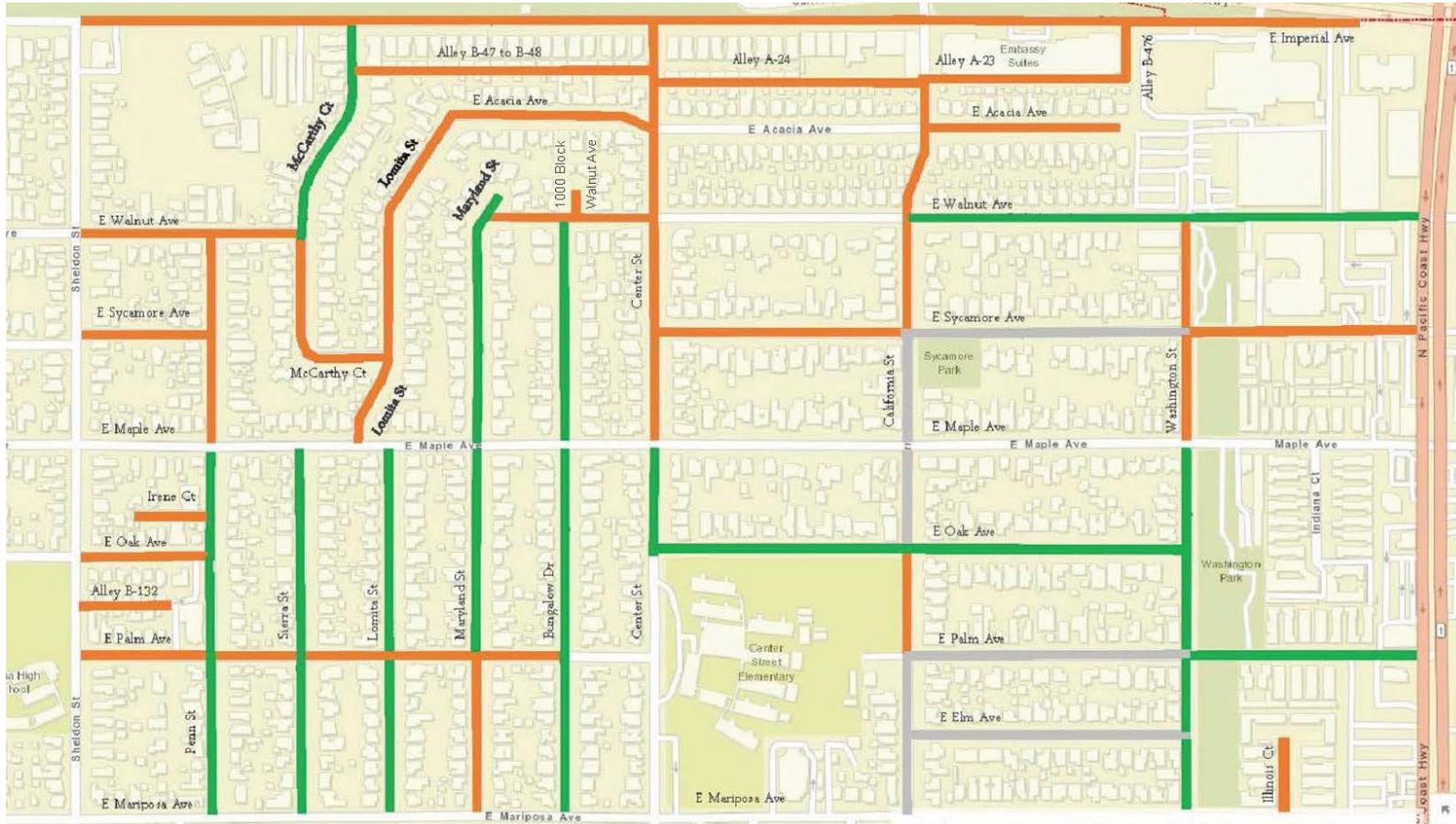
*DISCLAIMER: The information shown on this map was compiled from different GIS sources. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. The City of El Segundo will not be held responsible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



# Location Map

## PW 24-08: FY 24/25 Pavement Rehabilitation Project

Quadrant east of Sheldon St., north of E. Mariposa Ave., and west of Pacific Coast Highway



- ### Legend
- City boundary
  - █ Overlaid street
  - █ Slurry sealed street
  - █ Resurfaced on a different project
  - Drainage improvement constructed in alley
  - █ Full-depth alley pavement removed and replaced
  - █ Partial street intersection full-depth pavement removed and replaced, and entire intersection slurry sealed.

Alleys east of Sheldon St., north of E. El Segundo Blvd., south of E. Franklin Ave., and west of Lomita St.

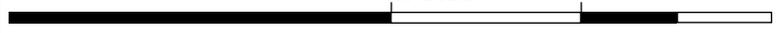


Loma Vista St./ W. Palm Ave. intersection



### Notes

No Scale



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

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## City Council Agenda Statement

Meeting Date: May 20, 2025

Agenda Heading: Consent

Item Number: B.9

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### TITLE:

Resolution Adopting Plans and Specifications for the FY 2025-26 Pavement Rehabilitation Project, Project No. PW 25-07

### RECOMMENDATION:

1. Adopt the attached resolution approving plans and specifications for the FY 2025-26 Pavement Rehabilitation Project No. PW 25-07 to avail the City of Government Code § 830.6 immunities and establish a project payment amount.
2. Authorize staff to advertise the project for construction bidding, as required.
3. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

The estimated project cost for this FY 2025-26 Pavement Rehabilitation Project is \$920,000, and the funding is included in the Proposed FY 2025-26 Budget.

Amount Budgeted: \$1,000,000

Additional Appropriation: No.

The source of funding for the construction of this project will be from the revenues and fund balances of Measure R and Measure M. The exact amounts and the account numbers will be established at the time of construction award.

### BACKGROUND:

The Public Works Department administers a five-year (2023-2028) Pavement Management Program ("PMP") to ensure public health and safety, and to effectively manage the integrity of the City's roadway system. Based on existing records, conditions, and field verification, the PMP assigns a Pavement Condition Index ("PCI") to all city roadway segments on a scale of 0-100, with 100 representing a surface condition similar to new pavement.

## **FY 2025-26 Pavement Rehabilitation Project PW 25-07**

**May 20, 2025**

**Page 2 of 3**

Roadway segments with scores below 75 require some type of preventive maintenance. This maintenance action can range from a slurry seal, to an overlay or reconstruction, depending on the roadway condition. The goal is to increase the citywide average PCI score from 73 at the beginning of FY 2021-22 to 75 at the end of FY 2027-28, given the limitations of available funding.

Senate Bill 1 ("SB 1"), the "Road Repair and Accountability Act" signed into law on April 28, 2017, provides funding to repair roads, freeways and bridges in California communities, with the funding split equally between the state and local governments. The SB 1 "Road Maintenance and Rehabilitation Account" ("RMRA") funds are provided by voter-approved increases in gasoline and diesel excise taxes, the diesel sales tax, and vehicle fees, which went into effect on November 1, 2017.

Prior to receiving the City's portion of RMRA funds from the State Controller in FY 2025-26, the City must submit to the California Transportation Commission ("CTC") a list of projects which would utilize RMRA funds pursuant to an adopted City resolution by July 1, 2025. This resolution was adopted on May 6, 2025, by the City Council.

### **DISCUSSION:**

Staff have identified certain roadways in the southwest residential quadrant of the city, as well as 118th St. west of Aviation Blvd. (shown on the attached map), which need to be rehabilitated as part of the proposed Annual Pavement Rehabilitation Program.

The rehabilitation program will consist of a two-inch grind and overlay for some streets, while other roadway segments will be slurry sealed. The slurry sealing process consists of the application of a thin asphalt slurry layer on existing asphalt pavement to prevent water intrusion.

The total estimated cost of this project is \$920,000 and the estimated SB 1 funds in FY 2025-26 are \$454,237. The remaining funds will come from Measure R and/or Measure M. With the Council's authorization, the anticipated schedule is as follows:

May 2025 - Advertise and Bid Project

July - Award Contract

October - Begin Construction

December - Complete Construction

### **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy A: Seek opportunities to implement and expedite the projects in the Capital

**FY 2025-26 Pavement Rehabilitation Project PW 25-07**

**May 20, 2025**

**Page 3 of 3**

Improvement Program and ensure that City-owned infrastructure is well maintained, including streets, entryways, and facilities.

Strategy D: Improve mobility and transportation throughout the City.

**PREPARED BY:**

Floriza Rivera, Principal Civil Engineer

**REVIEWED BY:**

Elias Sassoon, Public Works Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Resolution Adopt Pave Rehab Plans PW 25-07
2. Vicinity Map PW 25-07
3. Location Map PW 25-07

**RESOLUTION NO. \_\_**

**A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF FY 2025-26 PAVEMENT REHABILITATION PROJECT, PROJECT NO. PW 25-07, PURSUANT TO GOVERNMENT CODE § 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.**

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

SECTION 1: The City Council finds and declares as follows:

- A. The City Engineer prepared plans and specifications for the FY 2025-26 Pavement Rehabilitation Project, Project No. PW 25-07 (“Project”). These plans and specifications are complete. Construction of the Project may begin;
- B. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: *Design Immunity; Authorization.*

- A. The design and plans for the Project are determined to be consistent with the City’s standards and are approved.
- B. The design approval set forth in this Resolution occurred before actual work on the Project construction commenced.
- C. The approval granted by this Resolution conforms with the City’s General Plan.
- D. The City Engineer, or designee, is authorized to act on the City’s behalf in approving any alterations or modifications of the design and plans approved by this Resolution.
- E. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

SECTION 3: *Project Payment Account.* For purposes of the Contract Documents administering the Project, the City Council directs the City Manager, or designee, to establish a fund containing sufficient monies from the current fiscal year budget to pay for the Project (“Project Payment Account”). The Project Payment Account is the sole source of funds available for the Contract Sum, as defined in the Contract Document administering the Project.

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution.

SECTION 5: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this 20th day of May, 2025.

\_\_\_\_\_  
Chris Pimentel, Mayor

ATTEST:

\_\_\_\_\_  
Susan Truax, City Clerk

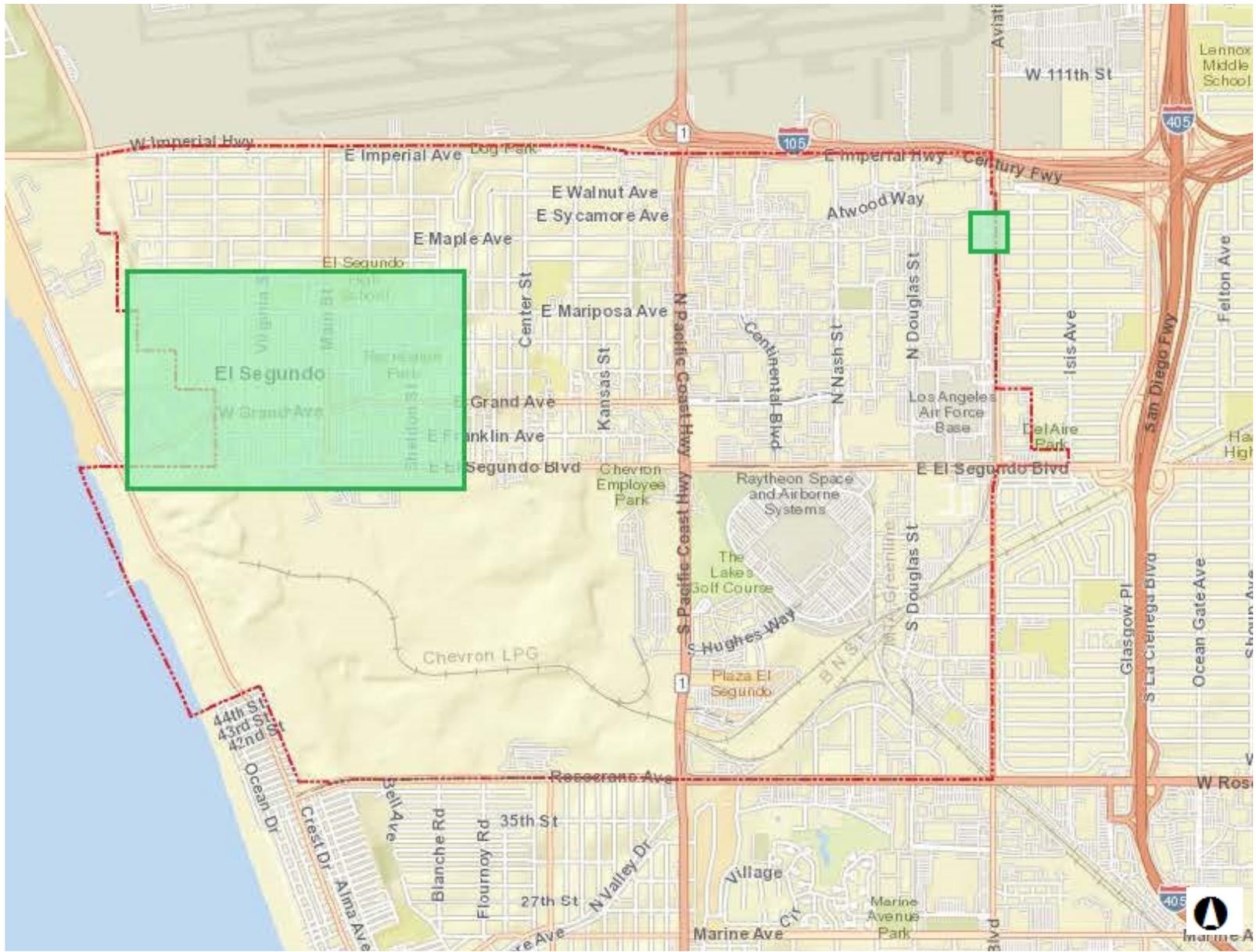
APPROVED AS TO FORM:

\_\_\_\_\_  
Mark D. Hensley  
City Attorney



# Vicinity Map

## PW 25-07: Pavement Rehabilitation Project



6,018.7 0 3,009.33 6,018.7 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

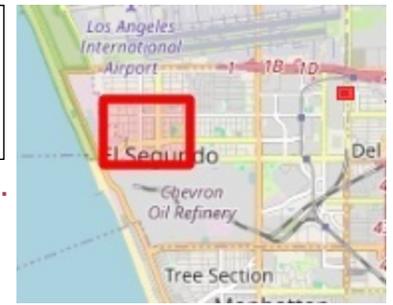
DISCLAIMER: The information shown on this map was compiled from different GIS sources. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. The City of El Segundo will not be held responsible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



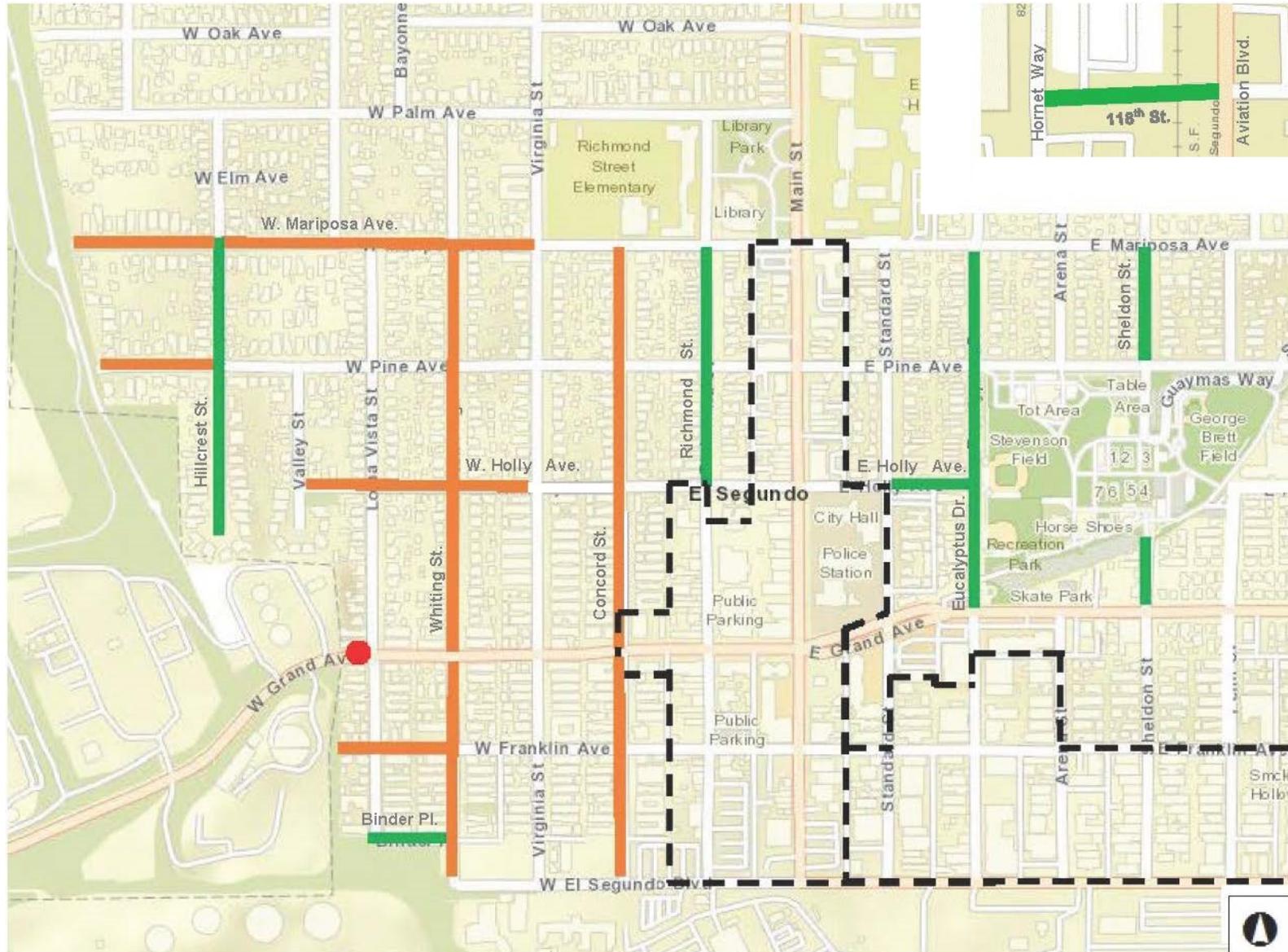
# Location Map

## PW 25-07: Pavement Rehabilitation Project Areas

### in Southwest Residential Quadrant and on 118th St. West of Aviation Blvd.



#### Southwest Residential Quadrant



#### 118th St. West of Aviation Blvd.



#### Legend

- City boundary
- Proposed overlay resurfacing
- Proposed slurry seal resurfacing
- Downtown or Smoky Hollow area boundaries
- Asphalt repair area, Grand Ave. west of Loma Vista

#### Notes

No Scale

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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## City Council Agenda Statement

Meeting Date: May 20, 2025

Agenda Heading: Consent

Item Number: B.10

---

### TITLE:

Resolution Approving the Design and Plans for the 27-Inch Water Main Repair Project No. PW 25-09

### RECOMMENDATION:

1. Adopt the attached resolution approving the design and plans for the 27-Inch Water Main Repair Project No. PW 25-09 to avail the City of Government Code § 830.6 immunities and establish a project payment amount.
2. Authorize staff to advertise the project for construction bidding, as required.
3. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

The estimated project cost for this FY 2025-26 27-Inch Water Main Repair Project is \$380,000, and the funding is included in the Proposed FY 2025-26 Budget.

Amount Budgeted: \$380,000

Additional Appropriation: No.

Account Number:

501-400-7102-6215 (Water Facilities Repair and Maintenance)

### BACKGROUND:

City Water Division staff discovered a slow leak in an existing 27-inch-diameter water main located under Los Angeles Metro Property just north of Chapman Way. The affected water main is within a utility easement as shown in the attached location map.

### DISCUSSION:

The trench-less pipe-lining method will be utilized to fix this slow leak, which is a significantly less expensive repair method than the open-trench repair method.

## **27-Inch Water Main Repair Project**

**May 20, 2025**

**Page 2 of 2**

Approximately 325 linear feet of pipe will be lined.

Staff respectfully request that the City Council approve the recommended actions as noted. With the City Council's authorization, the anticipated project schedule is:

May 2025 - Advertise and Bid Project

July - Award Contract

September - Begin Construction

October - Complete Construction

### **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Develop and Maintain Quality Infrastructure and Technology

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

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

#### **PREPARED BY:**

Floriza Rivera, Principal Civil Engineer

#### **REVIEWED BY:**

Elias Sassoon, Public Works Director

#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Resolution 27-Inch WM Repair PW 25-09
2. Vicinity Map PW 25-09
3. Location Map PW 25-09

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING THE DESIGN AND PLANS FOR THE CONSTRUCTION OF THE 27-INCH WATER MAIN REPAIR PROJECT, PROJECT NO. 25-09, PURSUANT TO GOVERNMENT CODE SECTION 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.**

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

SECTION 1: The City Council finds and declares as follows:

- A. The City retained Omnis Consulting, Inc. (“Consultant”) as the engineer to design and prepare plans for the 27-Inch Water Main Repair Project, Project No. PW 25-09 (“Project”).;
- B. The Consultant informed the City Engineer that these plans are complete and that construction of the Project may begin;
- C. The City Engineer reviewed the completed design and plans for the Project and agrees with the Consultant that the plans are complete and the Project may be constructed;
- D. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: Design Immunity; Authorization.

- A. The design and plans for the Project are determined to be consistent with the City’s standards and are approved.
- B. The design approval set forth in this Resolution occurred before actual work on the Project construction commenced.
- C. The approval granted by this Resolution conforms with the City’s General Plan.
- D. The City Engineer, or designee, is authorized to act on the City’s behalf in approving any alterations or modifications of the design and plans approved by this Resolution.
- E. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

SECTION 3: Project Payment Account. For purposes of the Contract Documents administering the Project, the City Council directs the City Manager, or designee, to establish a fund containing sufficient monies from the current fiscal year budget to pay for the Project (“Project Payment Account”) following receipt of construction bids. The

Project Payment Account will be the sole source of funds available for the Contract Sum, as defined in the Contract Document administering the Project.

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution.

SECTION 5: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this 20th day of May, 2025.

\_\_\_\_\_  
Chris Pimentel, Mayor

ATTEST:

\_\_\_\_\_  
Susan Truax, City Clerk

APPROVED AS TO FORM:

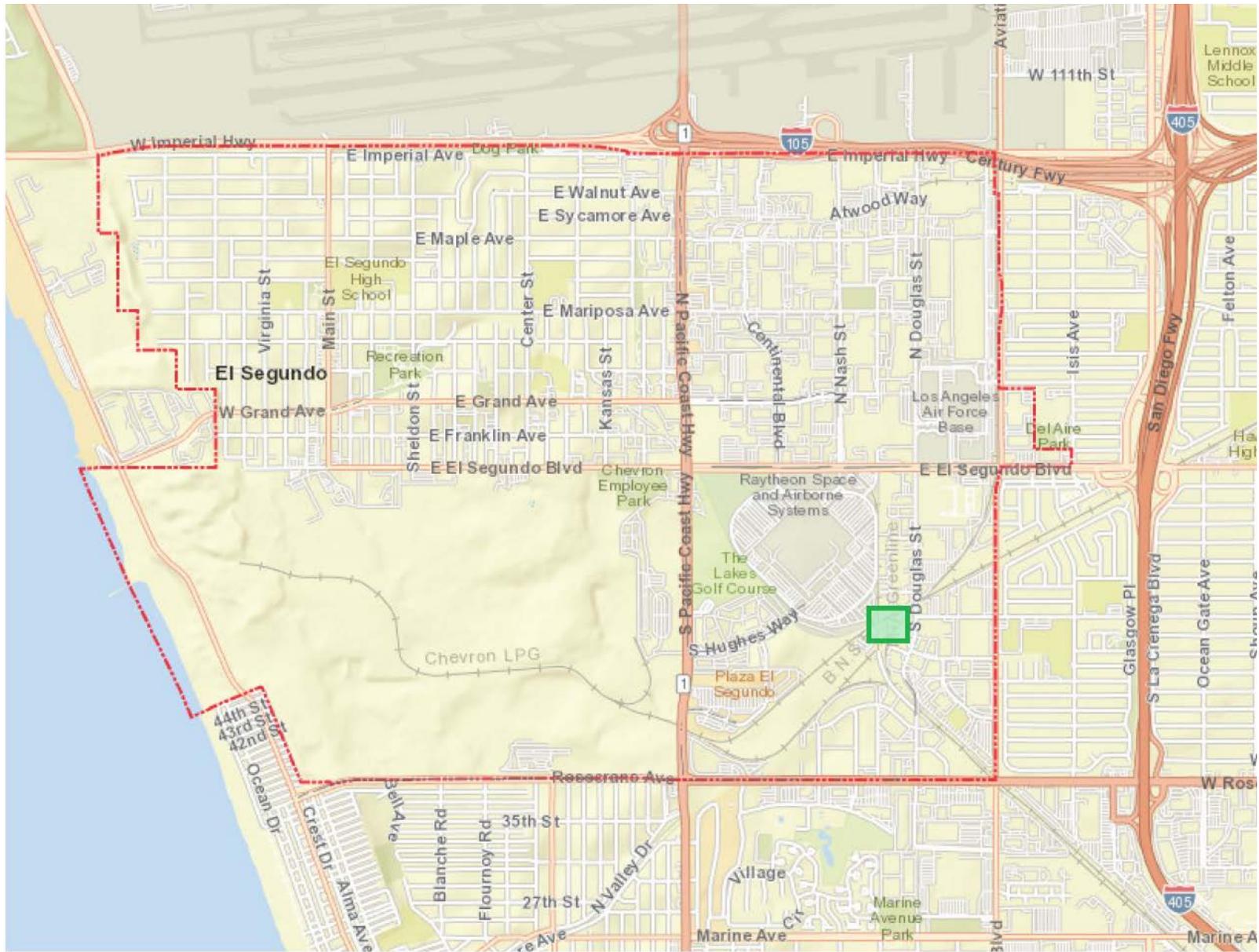
\_\_\_\_\_  
Mark D. Hensley  
City Attorney

Resolution No. \_\_\_\_\_  
Page 3 of 3



# Vicinity Map

## PW 25-09: Interim Water Main Repair Project



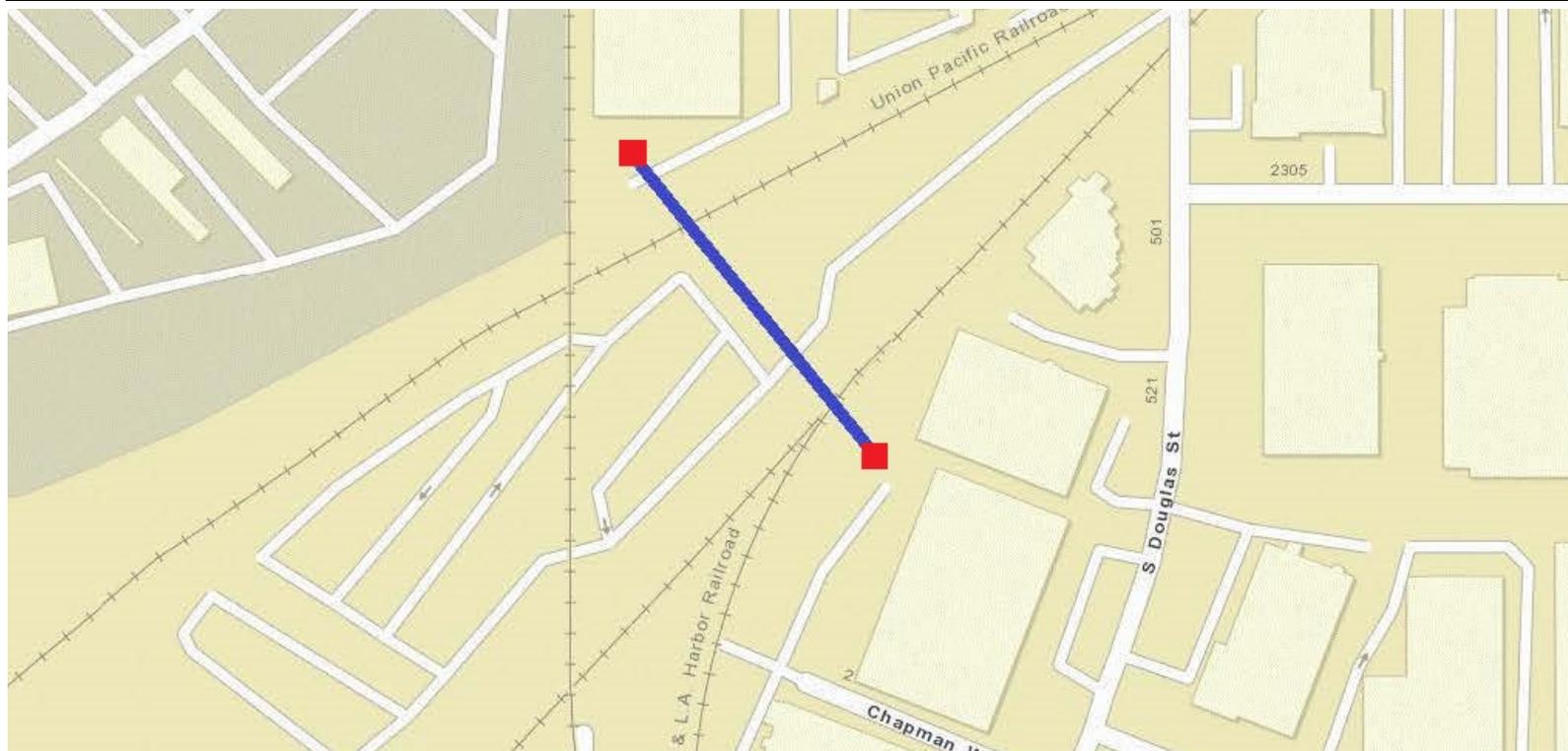
6,018.7 0 3,009.33 6,018.7 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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# Location Map PW 25-09: Interim Water Main Repair Project



### Legend

- City boundary
- Existing Underground Water Main in Utility Easement, to be Lined
- Proposed access pits

Overhead View Identifying the Different Owners of the Private Properties under which the Utility Easement Runs



### Notes

No Scale



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



## City Council Agenda Statement

Meeting Date: May 20, 2025

Agenda Heading: Consent

Item Number: B.11

---

### **TITLE:**

Three-Year Contract with Brightview Landscape Services, Inc. for \$575,484 Per Year to Provide Landscape Maintenance Services

### **RECOMMENDATION:**

1. Award a three-year contract to BrightView Landscape Services Inc. for \$575,484 per year to provide landscape maintenance services from June 1, 2025 through May 31, 2028.
2. Authorize the City Manager or designee to execute the landscape maintenance services contract in a form approved by the City Attorney.
3. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

The proposed FY 2025-26 budget included \$550,000 for landscape maintenance costs. The annual costs for this contract are \$575,484, which would require an additional appropriation of \$25,484 for Fiscal Year 2025-26. Staff will request the additional appropriation during FY 2025-26 Mid-Year. There is sufficient funding remaining in the adopted FY 2024-25 budget to cover landscape maintenance costs to close out the year.

### **BACKGROUND:**

The current landscape maintenance agreement with Parkwood Landscape was initiated in April 2022 and expires May 31, 2025. Staff issued a Request for Proposal for citywide landscape maintenance services to begin June 1, 2025. Additional service areas added to the scope of the new contract include Nash Street median and right-of-way landscape, yearly turf renovation at Stevenson Field, Brett Field and softball field and additional trash pickup at specific parks.

### **DISCUSSION:**

## Award of Contract for Landscape Maintenance Services

May 20, 2025

Page 2 of 4

On February 5, 2025, the Recreation, Parks and Library Department solicited landscape maintenance bids for citywide landscape areas. Request for Proposals (RFP) #24-06 for the city's landscape maintenance services was available to the public through the city's website and city's contractor list. Regarding award, the RFP stated, "Award of a contract will be made by the City Council based upon the criteria set forth in this RFP and will be made based upon the best qualified proposer rather than lowest price." A mandatory pre-bid meeting was held on February 19, 2025. On April 30, 2025, the City Clerk received and opened six (6) bids as summarized as follows:

| CONTRACTOR          | BID          |
|---------------------|--------------|
| Mariposa Landscape  | \$509,136.68 |
| Brightview          | \$575,484    |
| Parkwood Landscape  | \$575,900    |
| Bennett Landscape   | \$607,984    |
| SGD Landscape       | \$634,000    |
| Greentech Landscape | \$634,400    |

All six bids were deemed responsive. Staff reviewed the bids and scored the proposals based on the following criteria:

| Item | Evaluation Criteria                               | Weight |
|------|---|--------|
| 1    | Contractors understanding of scope of work        | 20     |
| 2    | Contractor's approach to completing scope of work | 20     |
| 3.   | Contractors experience                            | 20     |
| 4.   | Cost  | 20     |
| 5.   | Capability to meet demand/staffing                | 20     |
|      | TOTAL   | 100    |

The three highest scoring firms were invited to an interview with Parks Maintenance staff and the Director of Recreation, Parks and Library during the week of May 12th, 2025. After the interviews, staff recommend that a contract be awarded to BrightView Landscape Services, Inc. for a three-year term from June 1, 2025 through May 31, 2028.

### Overview of BrightView

BrightView Landscape Services, Inc. was established in 2014 after two companies, Brickman Facility Solutions and ValleyCrest, merged. Between the two companies, BrightView has over 80 years of service. BrightView clients in the region include City of Agoura Hills, City of Ontario, City of La Mirada, and the El Segundo Unified School District. BrightView's corporate office is in Calabasas and there is a branch office in Gardena.

## **Award of Contract for Landscape Maintenance Services**

**May 20, 2025**

**Page 3 of 4**

BrightView has a full complement of services that will effectively meet the landscape needs of the City. BrightView has in-house capability for regular landscape maintenance, water management, sports turf and tree care. During the initial 90 days of service, BrightView will conduct full irrigation systems checks, set up routine check in meetings with staff and provide Quality Site Assessment reports that will highlight priority needs that will be addressed.

### **BrightView Staffing**

BrightView will provide seven staff assigned to El Segundo daily including:

- One, fulltime irrigation technician/specialist (40 hours per week)
- One, fulltime maintenance worker for the Downtown District (40 hours per week)
- A three person mow crew (120 hours per week)
- Two, fulltime maintenance workers for detail work/trash collection (80 hours per week)

### **Quality Site Assessment Reports**

BrightView Landscape Services, Inc. takes pride in their formal quality control program. Weekly Quality Site Assessment reports will be submitted to staff with written and photographic documentation of significant issues that have been addressed. These reports can be easily uploaded to the Recreation, Parks and Library Department's webpage for the public's knowledge.

### **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Develop and Maintain Quality Infrastructure and Technology

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

### **PREPARED BY:**

Aly Mancini, Recreation, Parks and Library Director

### **REVIEWED BY:**

Aly Mancini, Recreation, Parks and Library Director

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. BrightView Landscape Services, Inc LMS Proposal
2. Landscape Maintenance Service AgreementBV.Revised 5.14.15





City of El Segundo  
Landscape Maintenance Services  
Proposal Number: 24-06

## City of El Segundo

City of El Segundo  
Recreation, Parks, And Library  
350 Main Street  
El Segundo, CA 90245

April 30, 2025

City of El Segundo  
350 Main Street  
El Segundo, CA 90245

RE: Landscape Maintenance Services Proposal

Dear City Council and Staff,

BrightView is pleased to submit a proposal for Landscape Maintenance Services for the City of El Segundo. BrightView is committed to manage your landscape in a safe, proactive, and cost-effective manner that reinforces our commitment to the City of El Segundo and its residents. The enclosed proposal was developed in response to your Request for Proposal and will demonstrate how our experienced and skilled team will achieve your landscape goals and keep the City of El Segundo's sites always looking their best.

- **Safe Work Environment** - The safety and wellbeing of the general public, visitors, district employees, and our employees is of paramount importance to our operation.
- **Accountable for High Quality Work** – Your dedicated Account Manager completes an area specific checklist and quality evaluation form on a regular basis and reviews it with our crew members prior to the service day to assure we complete the scope of work and exceed your expectations. We utilize our Quality Site Assessment (QSA) tool to help keep you informed about your landscape.
- **Consistently Employ Best-Practices** – We will create area specific maintenance schedules that comply with the Request for Proposal document and specifications for the City to ensure that every task gets completed on schedule and no details are overlooked.

As an experienced partner delivering both local expertise and national resources, we understand how a well-maintained landscape attracts people, adds to your property value and contributes to your success. When you partner with BrightView, you will have a team of local professionals dedicated to this careful stewardship of your landscape and its enduring beauty and value.

Thank you for this opportunity to submit this proposal. Feel free to contact me at (951) 406-5904 or by email at [david.moo@brightview.com](mailto:david.moo@brightview.com) with any questions.

Sincerely,



David Moo  
Business Development Executive  
17813 S Main St #105  
Gardena, CA 90248

## What's Inside

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| XX.    | Addendum                                     | See Attached |

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## INTRODUCTION

- BrightView Landscape Services has over 140 years of industry experience between both legacy organizations (Brickman Group & Valley Crest). Enhancing the American landscape since 1939, BrightView Landscape Services maintains long-term relationships with its clients by offering the highest quality landscape management services at competitive rates. This formula has enabled BrightView to grow from small family-owned businesses to a recognized national industry leader.
- Our services include landscape maintenance, landscape architecture and installation, irrigation and arborist services, forest management, sports turf care and snow management. BrightView's experienced, local teams ensure that your assets are more than simply maintained - they are enhanced to achieve maximum appeal and benefit. With 270 branch offices in 43 states, and our Local Branch in Gardena, BrightView's structure ensures quality and service are delivered by local, well-trained, & professional staff.
- BrightView takes a unique approach to every project and our clients profit from a proven and systematic method that generates tangible results.
- BrightView serves many municipalities, Fortune 500 corporate headquarters, research & development centers, office parks, college campuses and other large prestigious properties. Chances are that when a problem arises, we have successfully solved it in the past. Through droughts and blizzards, prolonged rains, shrinking budgets, and emergencies of all descriptions, our tenured project management, supervisory staff and team have effectively and efficiently solved a similar problem.
- Local corporate office in Calabasas with a local branch office in Gardena which services all of El Segundo.
- Employee pool: 22,000 employees company-wide & over 300 local team members within 20 miles of El Segundo
- Largest landscape services company worldwide
- Financially stable
- Nationally acclaimed training organization
- BrightView designs, builds, maintains, and enhances landscapes that improve communities and the environment. We use environmentally responsible equipment and methods, including zero-emission commercial lawn mowers, state-of-the-art water conservation technology, and innovative landscape design.
- Outstanding Safety Record
- Industry leader in native and sustainable landscapes

## PROJECT ANALYSIS

The City of El Segundo's diverse landscape portfolio presents unique operational challenges. Properties range from high-visibility civic spaces to traffic medians, each demanding consistent attention to detail. Key challenges include:

- Ensuring uniformity in landscape appearance despite differing site usage levels
- Managing irrigation efficiently in a water-conscious environment
- Balancing public access and safety with ongoing maintenance operations
- Rapid response to service needs such as vandalism, storm damage, or irrigation failures

BrightView's operational model anticipates these challenges by implementing technology-driven monitoring systems, real-time communication with City staff, and a robust, flexible workforce capable of scaling up during peak demand periods.

BrightView is committed to providing a work force of skilled maintenance personnel, materials, tools, equipment, and transportation to perform landscape maintenance services at public properties under the jurisdiction of the City of El Segundo's Recreation, Parks, and Library Department. BrightView will be responsible for supplying all supplies and equipment which are required in connection with the services to be performed under contract.



## OBJECTIVES, SCOPE, AND NATURE OF PROPOSED PROGRAM

**Objective:** Deliver proactive, reliable landscape maintenance services that enhance the aesthetic appeal, safety, and sustainability of City assets.

**Scope:** BrightView's scope includes turf care, groundcover and shrub maintenance, minor tree care (under 15 feet), irrigation monitoring and repair, weed control, pest management, seasonal color installation, debris removal, and emergency response.

**Nature of Program:** We propose a proactive, scheduled maintenance approach supplemented by real-time monitoring and immediate corrective actions. Sustainability practices such as integrated pest management, efficient irrigation scheduling, and drought-tolerant practices are integrated into daily operations.

Our goal is not only to maintain but to continually enhance the value and appearance of the City's public landscapes.

BrightView's work force will consist of 7 (seven) company skilled landscape maintenance personnel to cover irrigation, the Downtown District area, a 3-person mow crew, and full-time workers for detail work and trash collection. BrightView's crews will be under the supervision of a Landscape Maintenance Supervisor, which we call the Account Manager. Our designated Supervisor will have the ability to communicate with City staff in English. In the event of the absence of the regular Supervisor, it will be our responsibility to designate an acting Supervisor to oversee the crew while performing the maintenance operations specified by the contract. BrightView will notify the City of any such designation before the beginning of any shift by contacting the City's representative.



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## WORK PROGRAM

BrightView's detailed work program includes:

- **Turf Management:** Weekly mowing, edging, and fertilization schedules designed around plant health and weather patterns
- **Shrub and Groundcover Maintenance:** Pruning, weeding, and debris removal according to species-specific horticultural best practices
- **Seasonal Fertilization, Aeration, and Renovation:** Turf areas will be fertilized according to a seasonal schedule, with specific fertilizers and application rates tailored to the needs of each site. Aeration and thatch removal will be performed to promote healthy root growth.
- **Irrigation Management:** Routine inspections, adjustments, repairs, and reporting via cloud-based controller technology (if applicable)
- **Litter and Debris Control:** All areas will be policed and cleaned of debris and litter daily. Trash receptacles will be emptied regularly, and sand in play areas will be raked to ensure safety.
- **Power Washing of Playgrounds:** Playgrounds will be power washed on a weekly basis to maintain cleanliness and hygiene.
- **Emergency Services:** 24/7 response to emergencies

The work force will consist of **7 (seven)** company skilled landscape maintenance personnel to cover irrigation, the Downtown District area, a mow crew, and full-time workers for detail work and trash collection.

- BrightView will provide **1 (one)** full-time irrigation technician/specialist.
- BrightView will provide **1 (one)** full-time maintenance worker exclusively for the Downtown District area, Monday through Friday.
- BrightView will provide **3 (three)** person mow crew.
- BrightView will provide **2 (two)** full-time maintenance workers for detail work/trash collection in all designated areas, planter areas and medians.
- BrightView will provide **1 (one)** Account Manager for supervision

BrightView will submit staffing requirements to fulfill maintenance services as outlined in the RFP specifications. BrightView agrees to follow all RFP guidelines including all portions regarding schedules; holidays; age; vehicles; uniforms; weather; maintenance activities; City premises restrictions for non-employees; recycling; Food Service; key control; irrigation; workmanship & supervision; all prevailing wage requirements; fertilization schedule and rates; pruning; rose guidelines; aeration/thatch removal/field renovation; mowing and edging; disease, weed and pest control; replacement of plant material; general maintenance, inspection, and litter control; runoff mitigation controls; and additional work. BrightView commits that all work will be performed in accordance with the best maintenance, safety practices, and standards of cleanliness and that only the highest possible industry standards of landscape maintenance will be accepted and must be consistently maintained.

## METHODOLOGY

Our methodology is built upon a foundation of proactive service, clear communication, and continuous improvement. Key elements include:

- **Site-Specific Maintenance Plans:** Customized schedules that reflect the specific horticultural needs of each location
- **Technological Integration:** GPS-enabled service tracking, smart irrigation systems, and mobile field reporting
- **Employee Training:** Continuous professional development in horticulture, irrigation, safety, and customer service
- **Performance Metrics:** Internal audits using BrightView's Landscape Quality Site Assessment (QSA) to ensure adherence to service standards
- **Client Communication:** Routine check-ins, service verifications, and access to BrightView's staff 24/7
- **Integrated Pest Management:** Our pest control program involves regular monitoring, identification, and treatment of pests using environmentally friendly methods. This includes the use of biological controls, traps, and targeted pesticide applications.
- **Sustainable Practices:** We are committed to sustainability and incorporate practices such as mulching, composting, and recycling into our maintenance program. This helps reduce waste and promotes a healthy ecosystem.



## PROJECT MANAGEMENT

The crew hand selected to maintain the City of El Segundo from our local Branch in Gardena has the skills and experience necessary to meet your specific needs and expectations. Meet your team:

| Job Title  | Job Responsibility   |
|--|--|
|  <p><b>Jose Santana</b><br/>Account Manager<br/>30 years' experience</p>      | <ul style="list-style-type: none"> <li>• Accountable for customer satisfaction</li> <li>• Primary customer contact</li> <li>• Ensures compliance to job specifications and quality</li> <li>• Manages and schedules crews</li> <li>• Ensure readiness of workers, tools and materials</li> <li>• Maintains safe working conditions</li> <li>• Trains field personnel</li> <li>• Ensures delivery of job specifications and quality</li> </ul>  |
|  <p><b>Andrew Mori</b><br/>Branch Manager<br/>25 years' experience</p>       | <ul style="list-style-type: none"> <li>• Ensure quality and efficient landscape management for clients</li> <li>• Consistently improves best practices within the service branch</li> <li>• Lead and support all branch personnel</li> <li>• Lead a culture focused on safety, service, and quality</li> <li>• Provide vision and direction, ensuring all team members understand the branch's goals and objectives</li> </ul>   |
|  <p><b>Rene Rivera</b><br/>Vice President<br/>Over 35 Years' Experience</p> | <ul style="list-style-type: none"> <li>• Responsible for training, counseling, &amp; developing growth plans and drives customer satisfaction through proactive, consistent quality service.</li> <li>• Works directly with local teams to leverage national resources and implement industry leading operating principles.</li> <li>• Responsible for supporting the entire market's successful operation</li> <li>• Oversees all facets of the business to ensure customer satisfaction</li> </ul> |

## ASSIGNED PERSONNEL



### Jose Santana – Account Manager

Jose has been in the landscaping industry for over 30 years specializing in servicing commercial landscape and industrial landscape properties. He has grown to become one of our team's most trusted Account Managers and has been tasked to oversee multiple municipalities and high-level commercial business parks.

Jose will oversee all of the crew for the City of El Segundo. He will be the primary customer contact accountable for customer satisfaction. Jose will ensure compliance with job specifications and quality. He will manage crew schedules, ensure readiness of workers, tools, and materials, and ensure safe working conditions. Jose will use the QSA Reports to communicate in writing and through photographs to capture the condition of the property and chart improvement opportunities. Jose will always be available for regular walks to review performance and go over any job details.



### Andrew Mori – Branch Manager

Andrew has 25 years' experience in the green industry in Southern California. Andrew has worked at the highest customer service level projects including the City of Downey, the City of Compton, and the City of Torrance. He is in charge of the overall quality and financial performance of the Branch. Andrew's skills include vast horticultural knowledge, leadership abilities, strong customer service, attention to detail, and the ability to mentor employees.

Andrew will also be available for regular meetings and property walks with the City of El Segundo. Andrew will help ensure quality and efficient landscape management. He will consistently improve best practices for the Branch while leading and supporting all Branch personnel. Andrew will lead a culture focused on safety, service, and quality and provide vision and direction, ensuring all team members understand the Branch's goals and objectives.



### Tony Messina – Vice President

Tony has over 32 years of operational management experience in the landscape industry. Tony's oversight and management has led our teams to an exemplary OSHA safety record as well as hundreds of extremely satisfied customers including the City of Pasadena, City of Agoura Hills, City of Tehachapi, and City of West Hollywood. Tony is responsible for training, counseling, developing growth plans, and driving customer satisfaction through proactive, consistent quality service. Tony will work directly with the local crew to leverage national resources and implement industry leading operational principles.

# SCHEDULE

## City of El Segundo Schedule

Every landscape requires special attention, pruning, watering, fertilization and other factors. Your dedicated team as created a unique maintenance plan to help keep your property looking its best year round. Timing is critical to the health and longevity of your plant material. From trimming to fertilization, we map out our plan in advance to ensure healthy landscape.

| TURF                                     | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | OPTIONAL  |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------|
| Mow (Weekly)                             | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |           |
| Blowing (Weekly)                         | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |           |
| Edge                                     | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |           |
| Fertilizer                               | ●   |     |     | ●   |     |     | ●   |     |     | ●   |     |     |           |
| Pre-emergent Weed control                |     |     |     | ●   |     |     |     |     |     | ●   |     |     |           |
| Post-emergent Weed control               |     |     |     | ●   |     |     | ●   |     |     |     |     |     |           |
| Disease Control                          | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | as needed |
| Insect Control                           | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | as needed |
| SHRUBS AND BEDS                          | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | OPTIONAL  |
| Weed control (Weekly)                    | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |           |
| Pre-emergent weed control                |     | ●   |     |     |     |     |     |     | ●   |     |     |     |           |
| Post-emergent Weed control               | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | as needed |
| Spot Treatments (As Need- Fertilization) | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | as needed |
| Disease Control                          | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | as needed |
| Insect Control                           | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | as needed |
| TREES                                    | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | OPTIONAL  |
| Detail Tree Rings                        |     |     | ●   |     |     |     |     |     | ●   |     |     |     |           |
| Pruning up to 15' hgt.                   | ●   |     |     |     | ●   | ●   |     |     |     |     |     | ●   |           |
| Insect Control                           | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | as needed |
| MISCELLANEOUS                            | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | OPTIONAL  |
| Debris/ Litter Removal                   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |           |
| Fall Clean-up                            |     |     |     |     |     |     |     |     | ●   | ●   | ●   |     |           |
| Spring Clean-up                          |     | ●   | ●   | ●   |     |     |     |     |     |     |     |     |           |
| Curb/Gutter Weed Control                 | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | as needed |
| IRRIGATION                               | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | OPTIONAL  |
| Check and Adjust (Weekly)                | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |           |
| Adjust Controllers Seasonal-             | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | as needed |
| Adjust Controllers Seasonal-             | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | as needed |
| Monthly Irrigation Report                | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   | ●   |           |

- Irrigation - 40 hours per week
- Mow Crew – 120 hours per week
- Downtown District Maintenance - 40 hours per week
- Detail work/Trash Collection - 80 hours per week
- Total – 280 labor hours plus supervision

## PROGRAM MONITORING

BrightView's transition process is a documented action plan that involves both senior and site management by the customer and BrightView. This process starts out with the overall vision and goals of the partnership. Implementation plans with specific details and schedules are developed. Timely meetings to review progress are scheduled for both individual sites and overall teams to ensure success.

### Job start-Up Needs Evaluation:

- Initial job site walk-through is done prior to job start-up to determine specific site-related needs of the customer. Site-specific issues are discussed. A site walk-through is then performed asking more site-specific questions, which clarify the customer needs
- Specific goals set for upcoming year
- Daily, weekly, monthly communication process finalized

### Goals of Initial Site Meeting:

- Establish a weekly communication process (meetings, reports, etc.)
- Clearly establish expectations using contract specifications and current knowledge of site management
- Present schedule of operations in Gantt format
- Identify ALL special situations, issues, areas & processes
- Clearly establish a base safety process and site-specific processes
- Document a process for out-of-scope work (P.O., sign-off, billing)
- Share emergency call process
- Set short-term improvement goals
- Benchmark existing site status, conditions, and opportunities for improvements



To ensure a smooth transition and deliver immediate value, BrightView follows a proven milestone-based onboarding process designed to establish clear expectations, deliver early wins, and set the stage for long-term partnership success.

## 30 Days – Launch & Alignment

- **Kickoff Objectives:**
  - Introduce dedicated BrightView team
  - Review contract, scope of work, and timelines
  - Confirm communication protocols & emergency thresholds
  - Walk the site to align on service expectations
  - Review BrightView Safety Program
  - Initiate first Quality Site Assessment (QSA)
  - Launch priority initiatives and turf restoration tasks
- **Deliverables:**
  - Confirm maintenance schedule
  - Document site-specific needs
  - Identify quick wins and first-month priorities

## 60 Days – Adjust & Optimize

- **Monthly Review with Client, Account Manager & Branch Manager:**
  - Evaluate progress on key initiatives
  - Review QSA results and resolve carryover issues
  - Confirm alignment with scope and expectations
  - Begin refinement of turf/field maintenance based on seasonal feedback
- **Focus Areas:**
  - In-season adjustments
  - Proactive issue resolution
  - Continued visibility with client stakeholders

## 90 Days – Partnership Solidified

- **Quarterly Business Review:**
  - Review Partnership Transition Guide
  - Assess QSA trends and performance benchmarks
  - Confirm closure of any outstanding items
  - Address feedback from client satisfaction touchpoint
- **What You'll See:**
  - Established rhythm of communication
  - Measurable field improvements
  - Full alignment on expectations and outcomes

## 180 Days – Strategic Evaluation

- **Mid-Year Strategic Review:**
  - Evaluate long-term field performance and aesthetics
  - Plan for seasonal enhancements and service upgrades
  - Budget alignment and efficiency check
- **Looking Ahead:**
  - Dynamic service plans
  - Site-specific upgrades
  - Strong data-driven performance

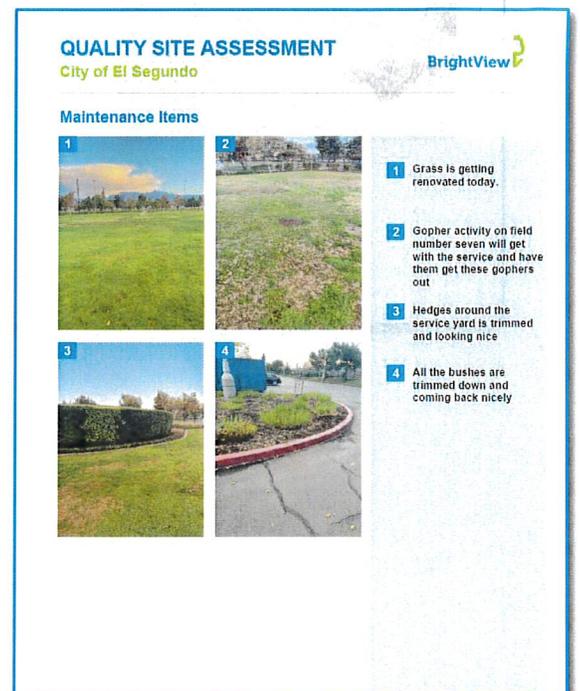
BrightView is committed to transparent communication, consistent quality, and proactive field management—right from day one. Let's grow something great together!



## QUALITY CONTROL: COMMUNICATION AND REPORTING

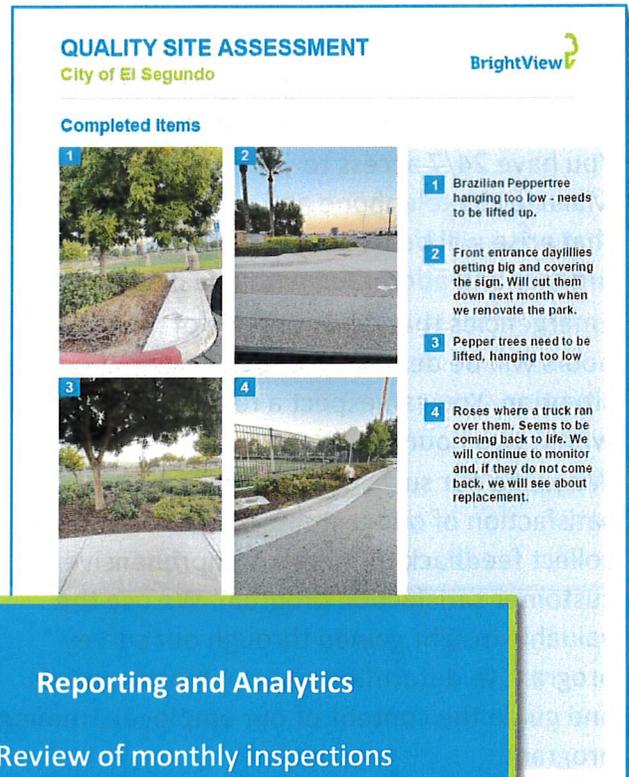
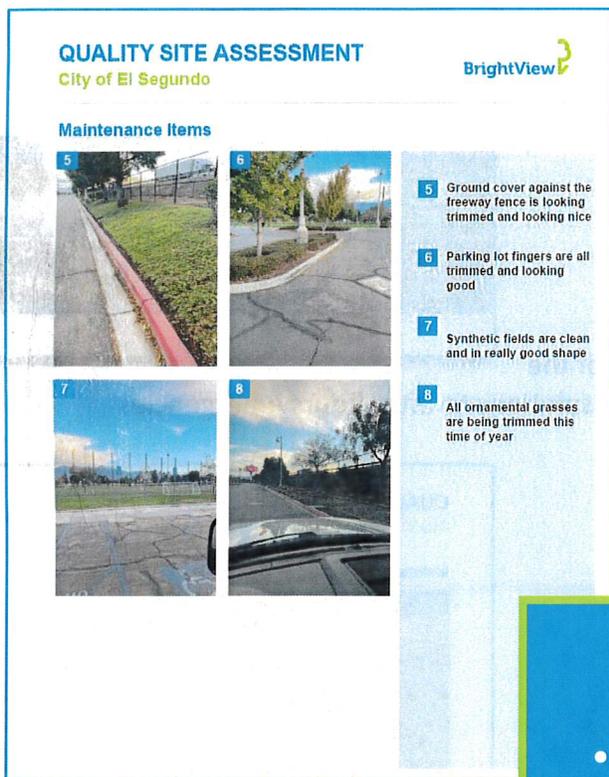
To ensure a successful partnership, effective communication is one of our top priorities. We believe strongly in being proactive in our communication and have designed several forms and checklists our customers find valuable for staying apprised of their landscape status and maintenance activity. Additionally, we are equipped to respond quickly to new and unexpected needs as they arise.

- Inspect sites weekly during all seasons
- Report our maintenance activities in compliance with RFP
- Provide digital photos to verify technical issues, damage, and plant and tree health
- You have 24/7 access to your Account Manager by telephone and email. All issues that arise will be treated with a sense of urgency and addressed with due diligence.
- Emergencies that occur outside of regular business hours will be dealt with depending on the severity of the situation. You can expect a response and proposed solutions to after hours emergencies within two hours or less.
- We judge our success by the complete satisfaction of our customers. We continually collect feedback through a comprehensive customer satisfaction program. We use the valuable insight gained through our survey program to determine system improvements and guide the content of our employee training program.
- Every customer we partner with has the opportunity to formally evaluate our work product, service and relationship at least once a year through our Client Satisfaction Survey via a third-party vendor. Your feedback is important to us. We pay attention to the survey results and follow-up with a summary of each one to learn how we can improve.



## QSA REPORTS

- To ensure a successful partnership, effective communication is one of our top priorities. We found the best way to keep our customers highly satisfied is to make sure we understand your current needs and priorities. We will provide proactive communication on a monthly basis that includes images, pricing and recommendations that will give you a full view of your landscape. We employ a range of tools and reports including the Quality Site Assessment (pictured), Activity Reports and many more.



**Reporting and Analytics**

- Review of monthly inspections
- Address outstanding concerns and review accomplishments
- Robust financial visibility and strategic guidance
- Enable benchmarking and leverage best practices

## CITY RESOURCES

BrightView anticipates the need for limited City resources, specifically:

- **Access to Irrigation Controllers:** Provision of codes, keys, or remote access credentials as needed
- **Gate and Facility Access:** Issuance of security cards, gate codes, or facility keys to authorized personnel
- **Designated Point of Contact:** Assignment of a City staff liaison for coordination and approvals

No additional City staffing or material support is anticipated. BrightView is fully self-sufficient in providing necessary labor, equipment, and supplies for landscape maintenance operations.



## SUBCONTRACTORS

BrightView does not anticipate the use of subcontractors for routine landscape maintenance.



## CONTRACTOR CAPABILITY AND REFERENCES

### **City of Agoura Hills**

30001 Ladyface Court  
Agoura Hills, CA 91301  
Citywide Landscape Maintenance  
Kelly Fisher  
kfisher@agourahillscity.org  
(818)597-7338  
Start Date: 2017 – present  
\$650,574 annually

### **City of Cerritos**

1812 Bloomfield Avenue  
Cerritos, CA 90703  
Citywide Landscape Maintenance  
Jorge Martinez  
jorge\_martinez@cerritos.us  
(714)239-0683  
State Date: 2002 -present  
\$1,859,320 annually

### **City of La Mirada**

13700 La Mirada Blvd  
La Mirada, CA 90638  
Citywide Landscape Maintenance  
Marlin Munoz  
mmunoz@cityoflamirada.org  
(562) 902-2385  
Start Date: 2015 - present  
\$1,250,000 annually

### **City of Ontario**

303 East B Street  
Ontario, CA 91764  
Citywide Landscape Maintenance  
Brian Romero  
bromero@ontarioca.gov  
(909) 395-2628  
Start Date: 2012 – present  
\$524,760 annually

### **City of Rancho Cucamonga**

10500 Civic Center Dr  
Rancho Cucamonga, CA 91730  
Various LMD's  
Steve Relph  
srelph@cityofrc.us  
(909) 438-4946  
Start Date: 2012 - present  
\$619,691 annually

### **City of Upland**

460 N Euclid Ave  
Upland, CA 91786  
Citywide and Parks  
Brett Lance  
blance@ci.upland.ca.us  
(909) 243-2796  
Start Date: 2015 – present  
\$899,844 annually

## ALTERNATIVE PROPOSALS

At this time, BrightView is not submitting alternative proposals.

However, BrightView is prepared to collaborate with the City on potential enhancements, such as:

- Implementation of water-saving landscape conversions
- Integration of native plant palettes
- Pilot programs using electric landscape equipment for noise and emissions reduction

BrightView welcomes further discussion should the City wish to explore these opportunities.



## CONFLICT OF INTEREST

BrightView Landscape Services, Inc. has reviewed its current and past client relationships and confirms that there are no conflicts of interest in performing the services outlined in RFP #24-06 for the City of El Segundo.

BrightView maintains a strict internal ethics policy and conflict management process to ensure impartiality and transparency in all municipal partnerships. Should any potential conflicts arise during the contract term, they will be promptly disclosed and addressed in collaboration with the City.



## FINANCIAL STATEMENT

Attached is BrightView Landscape Services, Inc.'s most recent balance sheet and financial summary, demonstrating strong financial stability.

BrightView maintains sufficient capital reserves, insurance coverages, and bonding capacity to fully support the contractual and operational requirements of this project. Additional financial documentation can be made available upon request.



PART I—FINANCIAL INFORMATION

Item 1. Financial Statements.

BrightView Holdings, Inc.  
Consolidated Balance Sheets

(In millions, except par value and share data)

|  | June 30,<br>2024  | September 30,<br>2023 |
|--|-------------------|-----------------------|
| <b>Assets</b>  |                   |                       |
| Current assets:  |                   |                       |
| Cash and cash equivalents  | \$ 115.9          | \$ 67.0               |
| Accounts receivable, net   | 446.4             | 442.3                 |
| Unbilled revenue   | 123.5             | 143.5                 |
| Other current assets   | 74.3              | 89.3                  |
| Total current assets   | 760.1             | 742.1                 |
| Property and equipment, net  | 355.6             | 315.2                 |
| Intangible assets, net   | 104.1             | 132.3                 |
| Goodwill   | 2,015.7           | 2,021.4               |
| Operating lease assets   | 83.0              | 86.1                  |
| Other assets   | 44.7              | 55.1                  |
| Total assets   | <u>\$ 3,363.2</u> | <u>\$ 3,352.2</u>     |
| <b>Liabilities and stockholders' equity</b>  |                   |                       |
| Current liabilities:   |                   |                       |
| Accounts payable   | \$ 140.5          | \$ 136.2              |
| Deferred revenue   | 94.6              | 68.2                  |
| Current portion of self-insurance reserves   | 54.2              | 54.8                  |
| Accrued expenses and other current liabilities   | 210.0             | 180.2                 |
| Current portion of operating lease liabilities   | 25.3              | 27.3                  |
| Total current liabilities  | 524.6             | 466.7                 |
| Long-term debt, net  | 807.0             | 888.1                 |
| Deferred tax liabilities   | 40.5              | 51.1                  |
| Self-insurance reserves  | 111.1             | 105.1                 |
| Long-term operating lease liabilities  | 64.0              | 65.1                  |
| Other liabilities  | 45.1              | 34.6                  |
| Total liabilities  | 1,592.3           | 1,610.7               |
| Mezzanine equity:  |                   |                       |
| Series A convertible preferred shares, \$0.01 par value, 7% cumulative dividends; 500,000 shares issued and outstanding as of June 30, 2024 and September 30, 2023, aggregate liquidation preference of \$512.0 and \$503.2 as of June 30, 2024 and September 30, 2023, respectively | 507.1             | 498.2                 |
| Stockholders' equity:  |                   |                       |
| Preferred stock, \$0.01 par value; 50,000,000 shares authorized; no shares issued or outstanding as of June 30, 2024 and September 30, 2023  | —                 | —                     |
| Common stock, \$0.01 par value; 500,000,000 shares authorized; 108,000,000 and 106,600,000 shares issued and 94,600,000 and 93,600,000 shares outstanding as of June 30, 2024 and September 30, 2023, respectively   | 1.1               | 1.1                   |
| Treasury stock, at cost; 13,400,000 and 13,000,000 shares as of June 30, 2024 and September 30, 2023, respectively   | (173.5)           | (170.4)               |
| Additional paid-in capital   | 1,520.0           | 1,530.8               |
| Accumulated deficit  | (94.5)            | (135.3)               |
| Accumulated other comprehensive income   | 10.7              | 17.1                  |
| Total stockholders' equity   | 1,263.8           | 1,243.3               |
| Total liabilities, mezzanine equity and stockholders' equity   | <u>\$ 3,363.2</u> | <u>\$ 3,352.2</u>     |

**City of El Segundo  
REQUEST FOR PROPOSAL  
PROPOSAL # 24-06**

**PROPOSALS ARE DUE NO LATER THAN 11:00 AM PST ON APRIL 30, 2025**

The City of El Segundo invites sealed proposals for: **Landscape Maintenance Services**

The City of El Segundo is seeking proposals from qualified firms to provide **Landscape Maintenance Services**

1. Return original of Proposal to:

City of El Segundo  
City Clerk's Office  
350 Main Street, Room 5  
El Segundo, CA 90245-3813

2. Proposer must honor proposal prices for ninety (90) days.

3. Proposals must include this Proposal form and be signed by the vendor's authorized representative.

5. Award of a contract will be made by the City Council based upon the criteria set forth in this RFP and will be made based upon the best qualified proposer rather than lowest price.

**PROPOSER TO READ**

I have, read, understood, and agree to the terms and conditions on all pages of this proposal. The undersigned agrees to furnish the commodity or service stipulated on this proposal as stated above.

BrightView Landscape Services, Inc.

Company

17813 S Main St #105, Gardena, CA 90248

Address

David Moo

Name (Print)



Signature

(951) 406-5904

Company Phone No.

Business Development Executive

Title of Person Signing Proposal

\_\_\_\_\_

District (120 Total) to be changed out 3 times a year. Contractor to supply plant material and Labor to change out. Plant material to be selected by city.

- Imperial Strip includes El Segundo entry sign at Main and Imperial Highway, Memory Row, El Segundo Dog Park, Clutter's Park See Map  
Western limit 780 W. Imperial Ave to Eastern limit 1100 E. Imperial Ave. North limit Edge of pavement of Imperial Highway to the curb on Imperial Ave. on the South limit Trash to be picked up twice a day at all locations including the slope areas and street curb along Imperial Ave. Power wash Clutters Park monthly.
- Fire Station #2 2261 East Mariposa Ave.
- Facility Maintenance Yard 150 Illinois
- Campus El Segundo Soccer Facility, 2201 East Mariposa Ave.  
Fields are synthetic turf. Not a part of this scope. Maintenance includes landscaped areas and daily trash pickup in all areas including soccer fields.
- Hilltop Reservoir on Lomita between Grand and Holly, edging ground cover and weed control around reservoir enclosure.
- Smoky Hollow Street clean up at angled parking. At 200 block California, Franklin, Oregon, Nevada. Perform twice a month remove weeds, remove trash, blow area, remove debris and dust.

## **21.0 CONTRACT PRICING AND ADJUSTMENTS**

- 21.1 When due to weather, oversight or any other reason, a section(s) is not maintained as agreed to, the City will deduct the amount bid for this section(s) from the regular payment. For this reason, the contractor is encouraged to be careful when quoting each section on the bid form.
- 21.2 The City reserves the right to reject any itemized bid in total if, in the opinion of the Director of Recreation, Parks & Library, the price bid on any one or more individual section(s) appears to be in error, unreasonably out of line with the amount of work to be performed or may not be required.

## **22.0 RFP PROPOSAL SHEET**

I, the undersigned, have read and understand the attached specifications for Landscape Maintenance Services. Further, I attended the Pre-bid Conference, as required by the specification. If awarded the contract, I agree to perform the work in accordance with the terms and conditions of the bid.

# COST PROPOSAL

BrightView Landscape Services, Inc.  
 17813 S Main St #105  
 Gardena, CA 90248

CITY OF EL SEGUNDO  
 REQUEST FOR PROPOSAL # 24-06  
 LANDSCAPE MAINTENANCE SERVICES

Bid Amounts:  
 For landscape maintenance services, by location, as outlined in the specifications:

| <u>AREA OF WORK RESPONSIBILITY</u>      | <u>WEEKLY</u> | <u>BI-WEEKLY</u> |
|---|---------------|------------------|
| ACACIA PARK                             | \$235.00      | \$470.00         |
| CANDY CANE PARK                         | \$135.00      | \$270.00         |
| CONSTITUTION PARK                       | \$448.00      | \$896.00         |
| FREEDOM PARK                            | \$527.00      | \$1,054.00       |
| HILLTOP PARK                            | \$482.00      | \$964.00         |
| HOLLY VALLEY PARK                       | \$45.00       | \$90.00          |
| INDEPEDENCE PARK                        | \$258.00      | \$516.00         |
| HOLLY KANSAS PARK                       | \$258.00      | \$516.00         |
| LIBRARY PARK                            | \$561.00      | \$1,122.00       |
| RECREATION PARK                         | \$1,233.00    | \$2,466.00       |
| SYCAMORE PARK                           | \$280.00      | \$560.00         |
| WASHINGTON PARK                         | \$493.00      | \$986.00         |
| EL SEGUNDO BLVD. MEDIAN STRIP           | \$448.00      | \$896.00         |
| CONTINENTAL MEDIAN STRIP                | \$179.00      | \$358.00         |
| DOUGLAS UNDERPASS MEDIAN STRIP          | \$45.00       | \$90.00          |
| GRAND AVE. MEDIAN STRIP                 | \$90.00       | \$180.00         |
| HUGHES WAY MEDIAN STRIP                 | \$179.00      | \$358.00         |
| MAPLE AVE. MEDIAN STRIP                 | \$135.00      | \$270.00         |
| ROSECRANS BLVD. MEDIAN STRIP            | \$336.00      | \$672.00         |
| PACIFIC COAST HWY. MEDIAN STRIP         | \$415.00      | \$830.00         |
| NASH STREET MEDIAN STRIP AND ROW        | \$45.00       | \$90.00          |
| DOWNTOWN DISTRICT                       | \$2,480.00    | \$4,960.00       |
| IMPERIAL STRIP                          | \$874.00      | \$1,748.00       |
| FIRE STATION #2                         | \$91.00       | \$182.00         |
| CITY MAINTENANCE FACILITY               | \$45.00       | \$90.00          |
| CAMPUS EL SEGUNDO                       | \$112.00      | \$224.00         |
| GOLF COURSE PARKING LOT and<br>FRONTAGE | \$291.00      | \$582.00         |
| HILLTOP RESERVOIR                       | \$269.00      | \$538.00         |
| SMOKY HOLLOW STREETS CLEANUP            | \$78.00       | \$156.00         |

ALL AREAS SUBTOTAL WEEKLY: \$ 11,067.00

ALL AREAS TOTAL MONTHLY: \$ 47,957.00

GRAND TOTAL ANNUAL: \$ 575,484.00

CITY OF EL SEGUNDO  
 REQUEST FOR PROPOSAL # 24-06  
 LANDSCAPE MAINTENANCE SERVICES

---

The undersigned agrees to furnish above service in accordance with Notice Inviting Bids, Specification and Bid Form, which are intended to be read and interpreted as a whole.

Contractor's State License Number: 266211 (C27)

**Bid submitted by (complete all blanks):**

|   |  |
|---|--|
| Company Name:<br>BrightView Landscape Services, Inc.    | By (Print name & title):<br>David Moo - Business Development Executive                         |
| Company Street Address:<br>17813 S Main St #105         | Signature:  |
| City, State, Zip:<br>Gardena, CA 90248                  | Date:<br>4/30/25   |
| Phone:<br>(951) 406-5904                                | FAX:<br>(310) 327-8767   |
| Email:<br>david.moo@brightview.com                      | Web site:<br>www.brightview.com  |
| Terms:<br><u>0</u> % <u>30</u> days, net <u>30</u> days | Delivery:<br>0 days ARO  |

In order to fully evaluate service levels for each location against pricing quoted above, please provide in writing staffing levels for each site and total hours per day that you plan to provide each class of worker, i.e., crew and Leadworker / Supervisor.

- BrightView to provide one full time irrigation technician/specialist.
- BrightView to provide one full time maintenance worker exclusively for the Downtown District area, Monday through Friday.
- BrightView to provide a full time mow crew (3 maintenance workers).
- BrightView to provide 2 full time maintenance workers for detail work/trash collection in all designated areas, planter areas and medians.
- BrightView to provide 1 Account Manager for supervision.

### **23.0 VENDOR QUESTIONNAIRE**

In submitting a proposal, each bidder must also provide the following information: (Use additional sheets, if necessary.) Brochures and advertisements will not be accepted as a direct response to the questionnaire. A qualifying proposal must address all items. Incomplete proposals will be rejected.

**Organization:** Describe your firm's qualifications to provide the service specified in this RFP. Be sure to include: founding date (month and year) and brief history of firm; facility/office location, current number of employees (full-time and part-time); special equipment acquired for the work; firm's vision and mission statements, and key services offered.

Enhancing the American landscape since June 1939, BrightView Landscape Services maintains long-term relationships with its clients by offering the highest quality landscape management services at competitive rates. This formula has enabled BrightView to grow from small family-owned businesses to a recognized national industry leader. Our services include landscape maintenance, landscape architecture and installation, irrigation and arborist services, forest management, sports turf care and snow management. BrightView's experienced, local teams ensure that your assets are more than simply maintained - they are enhanced to achieve maximum appeal and benefit. Whatever landscape challenges or opportunities you might have, BrightView's friendly staff will partner with you to accomplish your goals. With 270 branch offices in 43 states and 22,500 employees, BrightView's structure ensures quality and service are delivered by a local, well-trained and professional staff. Our local Branch office in Gardena, CA is ready to provide exceptional quality landscape maintenance and superior customer service.

**References:** List three or more clients for whom you have been providing landscape maintenance services. List references that are current and similar in size and scope of work. For each of these references, include organization name, address, and the name and telephone number of the contact person.

City of La Mirada, Martin Munoz, Landscape Supervisory, (562)902-2385, 6 years, Annual Contract Value: \$1,250,000  
13700 La Mirada Boulevard, La Mirada, CA 90638

City of Cerritos, Jorge Martinez, Facilities Supervisor, (714)239-0683, 20 years, Annual Contract Value: 1,859,320  
18125 Bloomfield Avenue, Cerritos, CA 90703

City of Agoura Hills, Kelly Fisher, Public Works Project Manager, (818)597-7338, 5 years, Annual Contract Value: \$650,574  
30001 Ladyface Court, Agoura Hills, CA 91301

**Quality Control Program:** Describe your firm's established "proactive" Quality Control program that you will be providing to the City to ensure a high level of performance is maintained on a consistent basis. Include any examples of forms currently being utilized and their particular functions/uses.

The key elements of our quality control process are:

**Refined Processes:** Refined estimating and planning allows us to deliver consistent, cost-effective service. Our production processes enable us to better anticipate seasonal staffing requirements, site needs, and environmental concerns. Part of this integrated job management system is production result analysis, which enables us to measure the results of our performance and plan accordingly for the future.

**Proactive Communication:** We believe it is our job to anticipate the needs of our customers and to ensure that we communicate with them on a regular and frequent basis, so that issues are addressed long before they can become problems. Through our weekly, monthly, and quarterly site evaluation processes, site supervisors and branch managers walk the entire site to identify any areas of concern, and to evaluate the overall appearance of the site. During this walk-through they fill out a site evaluation and completed operations form, which they present and review with the client site representative. We also encourage periodic site walk-through meetings with senior management to discuss the long-term vision for each site and to ensure we are operating in integrity with the overall goals of our client's organization.

**Contract administrator:** Indicate the name, title, telephone number, and years of experience of the individual who will be administering the contract and resume of Supervisor, if awarded to your firm.

Contract administrator: David Moo, Business Development Executive, (951)406-5904, 8 years

Supervisor: Andrew Mori, Andrew has 25 years' experience in the green industry in Southern California. Andrew has worked at the highest customer service projects including the City of Paramount, the City of Cerritos, City of La Mirada, the City of Torrance, and many more. He is in charge of the overall quality and financial performance of the Branch. Andy's skill set includes vast horticultural knowledge, leadership abilities, strong customer service skills, attention to detail, and the ability to mentor employees.

VENDOR QUESTIONNAIRE  
(Continued)

**Emergency information:** List names and telephone numbers of persons that the City may need to contact in case of an emergency after hours, on weekends or holidays.

Emergencies are best managed by contacting our Emergency Call Line (310)327-8700. A designated manager will be On-Call, ready to respond 24/7 as needed.

**Employees:** How many employees do you plan to hire or retain to provide the services specified in this RFP? Are they going to be permanent full-time or part-time employees? How long must a part time employee work in your firm to become a permanent full-time employee? What percentage of your staff is currently employed full-time on a permanent basis?

Our staffing plan includes 2 full-time Leadworker, 4 full-time crew members, 1 full-time irrigation technician. In addition, there will be Account Manager and Branch Manager supervision. All employees will be permanent, fulltime employees. Employees start as full-time employees. Percentage of staff currently employed full-time is over 97%.

**Employee benefits:** What kind of employee benefits does your firm have to offer to employees? Are your part-time employees going to be paid on an hourly basis plus benefits?

Our employee benefits include:

Medical, Dental, Vision Insurance and Life Insurance; Well-being Program with incentives; Employee Assistance Program to connect team members with resources for emotional, legal, or financial difficulties, as well as family, care-giving, and daily living resources; Dependent Care Flexible Spending Account; Health Reimbursement Account and Health Savings Account; Holidays and Paid Time Off; Disability Plans; Voluntary Benefit Plan; 401(k); and Stock Purchase Plan

There are no part-time employees to service the City, all employees will be full-time.

**Employment practices:** Include with your submittal a summary of your firm's employment policies and procedures, as well as any equal employment opportunity and affirmative action policies. In addition, include a summary of your firm's training and injury/illness prevention programs.

The quality of our labor force has the greatest impact on the quality of our work and the cost of maintaining a site. That is why BrightView takes such pride in our work force, and why we put so much emphasis on training, motivating and retaining them. Our employee turnover rate is one of the lowest in the industry, approximately 10% lower than the industry standard. This is an indicator of happy employees who are invested in the work they do and who take pride in providing quality service to their customers. BrightView is an Equal Opportunity Employer. Discrimination on the basis of race, religion, color, age, gender, sexual orientation, national origin, citizenship, marital status, disability, handicap, or any other category or characteristic protected by applicable law is strictly prohibited and will not be tolerated under any circumstances. BrightView also prohibits retaliation against any individual who in good faith reports about such discrimination or asserts his or her right to be free from such discrimination.

As a service company, it is our belief that the only strategic advantage we can have over our competition is to have a safer, more knowledgeable, more efficient and more service-oriented team. BrightView has accomplished this through an extensive training and education program.

Our training and education and IIPP is organized around a basic curriculum which we have outlined with a brief overview of each program. In addition to our formal training and education, BrightView provides hands-on field training, cross training and mentorship on an ongoing basis. BrightView's management is committed to providing a safe work environment and establishing safe work practices for all our employees. We demonstrate this commitment to safety through a continuing program of education and training, accident prevention, reporting, investigation and analysis, and the development of positive attitudes about safety and awareness about safety by all employees. BrightView has made the safety of its employees a primary consideration in operating its business and believes that safety is a primary job responsibility of all employees.

VENDOR QUESTIONNAIRE  
(Continued)

**Affiliations and accreditations:** What are some of your firm's professional affiliations and accreditation's?

CA State Contractors License: 266211 (C27)  
CA Landscape Contractors Association License: 133947  
Qualified Applicator License: 105728 - Michael Marshall  
Member of BOMA, CAI, IREM

**Business License:** Include with your submittal a copy of your firm's current business license. (Be sure to include a copy of same for any subcontractor listed above.)

Attached Below - BrightView

**Certificate of Insurance:** The Contractor must have insurance meeting the minimum insurance requirements set forth herein (see *Bidder Requirements On-Site Services*). Include a copy of your firm's insurance certificate or a letter from surety stating that your firm is insurable for the limits required if awarded the contract. A certificate of insurance must be furnished to the City within fourteen (14) days after notification of award.

Attached Below - BrightView

**Clarification, Exception or Deviation:** Each bidder may clarify or describe any exception or deviation from the requirements as set forth herein. Each clarification, exception or deviation must be clearly identified and submitted with your Proposal response. If there is no clarification, exception or deviation indicated, it will be considered that none exists.

No clarification, exception, or deviation. - BrightView

**Contractor's State License:** Include with your submittal a copy of your firm's current contractor's state license.





**CITY OF LOS ANGELES**

Office of Finance  
P.O. Box 53200  
Los Angeles CA 90053-0200

18015 S MAIN STREET  
GARDENA, CA 90248-3530



\*\*\*\*\*MIXED AADC 900 10  
BRIGHTVIEW LANDSCAPE SERVICES, INC. 3511  
980 JOLLY RD STE 300  
BLUE BELL PA 19422-1904

THIS CERTIFICATE MUST BE POSTED AT PLACE OF BUSINESS

**CITY OF LOS ANGELES TAX REGISTRATION CERTIFICATE**  
THIS CERTIFICATE IS GOOD UNTIL SUSPENDED OR CANCELLED  
**BUSINESS TAX** ISSUED: 2/24/2020

| ACCOUNT NO.       | FUND/CLASS | DESCRIPTION | STARTED  | STATUS |
|-------------------|------------|-------------|----------|--------|
| 0000237939-0002-3 | L188       | Contractor  | 1/1/1995 | Active |

BRIGHTVIEW LANDSCAPE SERVICES, INC.  
980 JOLLY RD STE 300  
BLUE BELL PA 19422-1904

ISSUED FOR TAX COMPLIANCE PURPOSES ONLY  
NOT A LICENSE, PERMIT, OR LAND USE AUTHORIZATION

ISSUED TO

18015 S MAIN STREET  
GARDENA, CA 90248-3530

"No registration certificate or permit issued under the provisions of the Business Tax ordinances of the LAMC, or the payment of any tax required under the provisions of the Business Tax ordinances of the LAMC shall be construed as authorizing the conduct or continuance of any illegal business or of a legal business in an illegal manner."

ISSUED BY:  
*Clare Bartels*  
DIRECTOR OF FINANCE

NOTIFY THE OFFICE OF FINANCE IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS - Office of Finance, P.O. Box 53200, Los Angeles CA 90053-0200

FORM 2000 (Rev. 11/15)

IMPORTANT - READ REVERSE SIDE



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
10/05/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |  |  |               |
|--|--|--|---------------|
| <b>PRODUCER</b><br>Aon Risk Services Central, Inc.<br>Philadelphia PA Office<br>100 North 18th Street<br>16th Floor<br>Philadelphia PA 19103 USA | <b>CONTACT NAME:</b><br>PHONE (A/C. No. Ext): (866) 283-7122      FAX (A/C. No.): (800) 363-0105 |  |               |
|  | <b>E-MAIL ADDRESS:</b>   |  |               |
| <b>INSURED</b><br>BrightView Landscape Services, Inc.<br>980 Jolly Road Suite 300<br>Blue Bell PA 19422 USA                                      | <b>INSURER(S) AFFORDING COVERAGE</b>   |  | <b>NAIC #</b> |
|  | <b>INSURER A:</b> ACE American Insurance Company   |  | 22667         |
|  | <b>INSURER B:</b> American Guarantee & Liability Ins Co  |  | 26247         |
|  | <b>INSURER C:</b>  |  |               |
|  | <b>INSURER D:</b>  |  |               |
|  | <b>INSURER E:</b>  |  |               |

**COVERAGES**      **CERTIFICATE NUMBER:** 570108797089      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.      **Limits shown are as requested**

| INSR LTR | TYPE OF INSURANCE  | ADDD INSD | SUBR WVD | POLICY NUMBER   | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|--|-----------|----------|---|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br>OTHER: |           |          | XSLG47317551<br>SIR applies per policy terms & conditions | 10/01/2024              | 10/01/2025              | EACH OCCURRENCE \$2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$2,000,000<br>MED EXP (Any one person) \$10,000<br>PERSONAL & ADV INJURY \$2,000,000<br>GENERAL AGGREGATE \$5,000,000<br>PRODUCTS - COMP/OP AGG \$5,000,000 |
| A        | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY  |           |          | ISA H10719999   | 10/01/2024              | 10/01/2025              | COMBINED SINGLE LIMIT (Ea accident) \$5,000,000<br>BODILY INJURY ( Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident)  |
| B        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION  |           |          | ZAU508596820<br>SIR applies per policy terms & conditions | 10/01/2024              | 10/01/2025              | EACH OCCURRENCE \$3,000,000<br>AGGREGATE \$3,000,000  |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N       | N/A      | WLRC72633660<br>WC - AOS<br>SCFC72633702<br>WC - WI       | 10/01/2024              | 10/01/2025              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$2,000,000<br>E.L. DISEASE-EA EMPLOYEE \$2,000,000<br>E.L. DISEASE-POLICY LIMIT \$2,000,000                                     |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Evidence of Insurance.

|   |   |
|---|---|
| <b>CERTIFICATE HOLDER</b><br><br>BrightView Landscape Services, Inc.<br>980 Jolly Road, Suite 300<br>Blue Bell PA 19422 USA | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|   | AUTHORIZED REPRESENTATIVE<br><br><i>Aon Risk Services Central Inc.</i>  |

Holder Identifier :

Certificate No : 570108797089



October 1, 2024

**RE: BrightView Landscape Services, Inc.**

To Whom It May Concern:

BrightView Landscape Services, Inc. has a self-insured retention (SIR) on the following insurance policy: Professional Liability in the amount of \$250,000.

The Professional Liability policy, with Convex Insurance UK Limited (A.M. Best Rating A), has the following limits of insurance:

|              |           |
|--------------|-----------|
| \$10,000,000 | Per Claim |
| \$10,000,000 | Aggregate |

BrightView Landscape Services, Inc. (BrightView) is the largest publicly traded landscape contractor and service provider in the nation with revenues in excess of \$2 billion. As a national landscape contractor and service provider, purchasing insurance for its large volume of work, BrightView elects to have large deductibles or self-insured retentions to control premium costs. BrightView and its legacy companies have had large deductibles and/or self-insured retentions for over thirteen years and have always paid all amounts owed. Self-insured costs are projected by an independent actuary, budgeted, and reserved for on the company's balance sheet. The insurance companies insuring BrightView under deductible programs and/or providing coverage excess of the company's self-insured retention are financially sound and responsible for payment of losses within their layer of coverage.

Best Regards,

Aon Risk Solutions  
Richard Kline  
Associate Account Executive



October 1, 2024

**RE: BrightView Landscape Services, Inc.**

To Whom It May Concern:

BrightView Landscape Services, Inc. has a self-insured retention (SIR) and/or deductible on the following insurance policies:

- General Liability in the amount of \$3,000,000
- Auto Liability Deductible in the amount of \$5,000,000

The General Liability policy, with ACE American Insurance Company, has the following limits of insurance:

|             |   |
|-------------|---|
| \$2,000,000 | Each Occurrence                           |
| \$5,000,000 | Products & Completed Operations Aggregate |
| \$5,000,000 | General Aggregate                         |

The Auto Liability policy, with ACE American Insurance Company, has the following limit of insurance:

|             |                       |
|-------------|-----------------------|
| \$5,000,000 | Combined Single Limit |
|-------------|-----------------------|

BrightView Landscape Services, Inc. (BrightView) is the largest publicly traded landscape contractor and service provider in the nation with revenues in excess of \$2 billion. As a national landscape contractor and service provider, purchasing insurance for its large volume of work, BrightView elects to have large deductibles or self-insured retentions to control premium costs. BrightView and its legacy companies have had large deductibles and/or self-insured retentions for over thirteen years and have always paid all amounts owed. Self-insured costs are projected by an independent actuary, budgeted, and reserved for on the company's balance sheet. The insurance companies insuring BrightView under deductible programs and/or providing coverage excess of the company's self-insured retention are financially sound and responsible for payment of losses within their layer of coverage.

All General Liability claims are handled by the third-party administrator ("TPA"), Gallagher Bassett. Gallagher Bassett pays the claims using an escrow fund that BrightView provides as part of its administration services. Any General or Product liability claim that would exceed the \$3,000,000 SIR, is fully insured by ACE American Insurance Company beyond the SIR amount.

Furthermore, for the Workers Compensation coverage afforded by ACE American Insurance Company, there is a \$1,000,000 per occurrence deductible.

Best Regards,

Aon Risk Solutions  
Richard Kline  
Associate Account Executive



April 1,2025

**REQUEST FOR PROPOSAL ADDENDUM NO. 1**

**LANDSCAPE MAINTENANCE SERVICES REQUEST FOR PROPOSAL 24-06**

**ATTENTION BIDDERS:**

The following additions, modifications and clarifications to the RFP 24-06 shall be included in, and become a part of any contract which may be executed for the above contract which may be executed in the City of El Segundo:

Stevenson Field, Brett Field, and Softball field shall be renovated during the field closure period of December/January every year. Renovation services includes dethatching turf area, aerating turf area, fine grading to fill in low areas, fertilizing, overseeding and apply topper. Schedule to be coordinated with the Parks Division.

As evidence that the BIDDER has read this Addendum, the Bidder must acknowledge same in the space provided below and submit this Addendum with the Bid Proposal. Failure to provide such acknowledgement shall render the bid as non-responsive and subject to rejection.

Signature:  Date: 4/30/25

Print Company Name: BrightView Landscape Services, Inc.

**350 Main Street, El Segundo, CA 90245**



**MAINTENANCE AGREEMENT  
BETWEEN  
THE CITY OF EL SEGUNDO AND  
BRIGHTVIEW LANDSCAPE SERVICES, INC.**

This MAINTENANCE AGREEMENT is entered into this 21<sup>st</sup> day of May, 2025, by and between the CITY OF EL SEGUNDO, a municipal corporation and general law city (“CITY”) and BrightView Landscape Services, Inc. a California Corporation (“CONSULTANT”).

The Parties agree as follows:

**1. CONSIDERATION.**

- A. As partial consideration, CONTRACTOR agrees to perform the work listed in the SCOPE OF SERVICES, below;
- B. As additional consideration, CONTRACTOR and CITY agree to abide by the terms and conditions contained in this Agreement;
- C. As additional consideration, CITY agrees to pay CONTRACTOR for CONTRACTOR’s services an amount not to exceed \$575,484.00, pursuant to the rates set forth in the attached Exhibit “A,” which is incorporated by reference. CITY will remit payment promptly, but not later than 30 days after receiving any CONTRACTOR invoice.

2. **TERM.** The term of this Agreement will be June 1, 2025, to May 31, 2028. The Agreement may be renewed upon mutual consent of the parties.

**3. SCOPE OF SERVICES.**

- A. CONTRACTOR will perform services listed in the attached Exhibit A.
- B. CONTRACTOR will, in a workmanlike manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space and facilities, and all tests, testing and analyses, calculation, and all other means whatsoever, except as herein otherwise expressly specified to be furnished by CITY, necessary or proper to perform and complete the work and provide the professional services required of CONTRACTOR by this Agreement.

**4. PREVAILING WAGES.**

- A. Pursuant to Labor Code § 1720, and as specified in 8 California Code of Regulations § 16000, CONTRACTOR must pay its workers prevailing

wages. It is CONTRACTOR's responsibility to interpret and implement any prevailing wage requirements and CONTRACTOR agrees to pay any penalty or civil damages resulting from a violation of the prevailing wage laws.

- B. In accordance with Labor Code § 1773.2, copies of the prevailing rate of per diem wages are available upon request from CITY's Engineering Division or the website for State of California Prevailing wage determination at <http://www.dir.ca.gov/DLSR/PWD>. CONTRACTOR must post a copy of the prevailing rate of per diem wages at the job site.
- C. CITY directs CONTRACTOR's attention to Labor Code §§ 1777.5, 1777.6 and 3098 concerning the employment of apprentices by CONTRACTOR or any subcontractor.
- D. Labor Code § 1777.5 requires CONTRACTOR or subcontractor employing tradesmen in any apprenticeship occupation to apply to the joint apprenticeship committee nearest the site of the public works project and which administers the apprenticeship program in that trade for a certificate of approval. The certificate must also fix the ratio of apprentices to journeymen that will be used in the performance of the contract. The ratio of apprentices to journeymen in such cases will not be less than one to five except:
  - i. When employment in the area of coverage by the joint apprenticeship committee has exceeded an average of 15 percent in the 90 days before the request for certificate, or
  - ii. When the number of apprentices in training in the area exceeds a ratio of one to five, or
  - iii. When the trade can show that it is replacing at least 1/30 of its membership through apprenticeship training on an annual basis state-wide or locally, or
  - iv. When CONTRACTOR provides evidence that CONTRACTOR employs registered apprentices on all of his contracts on an annual average of not less than one apprentice to eight journeymen.
  - v. CONTRACTOR is required to make contributions to funds established for the administration of apprenticeship programs if CONTRACTOR employs registered apprentices or journeymen in any apprenticeable trade on such contracts and if other contractors on the public works site are making such contributions.

- vi. CONTRACTOR and any subcontractor must comply with Labor Code §§ 1777.5 and 1777.6 in the employment of apprentices.
  - vii. Information relative to apprenticeship standards, wage schedules and other requirements may be obtained from the Director of Industrial Relations, ex-officio the Administrator of Apprenticeship, San Francisco, California, or from the Division of Apprenticeship Standards and its branch offices.
- E. CONTRACTOR and its subcontractors must keep an accurate certified payroll records showing the name, occupation, and the actual per diem wages paid to each worker employed in connection with this Agreement. The record will be kept open at all reasonable hours to the inspection of the body awarding the contract and to the Division of Labor Law Enforcement. If requested by CITY, CONTRACTOR must provide copies of the records at its cost.

## **5. FAMILIARITY WITH WORK.**

- A. By executing this Agreement, CONTRACTOR represents that CONTRACTOR has
- i. Thoroughly investigated and considered the scope of services to be performed;
  - ii. Carefully considered how the services should be performed; and
  - iii. Understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.
- B. If services involve work upon any site, CONTRACTOR warrants that CONTRACTOR has or will investigate the site and is or will be fully acquainted with the conditions there existing, before commencing the services hereunder. Should CONTRACTOR discover any latent or unknown conditions that may materially affect the performance of the services, CONTRACTOR will immediately inform CITY of such fact and will not proceed except at CONTRACTOR's own risk until written instructions are received from CITY.

## **6. INSURANCE.**

- A. Before commencing performance under this Agreement, and at all other times this Agreement is effective, CONTRACTOR will procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

| <u>Type of Insurance</u>      | <u>Limits (combined single)</u> |
|-------------------------------|---------------------------------|
| Commercial general liability: | \$1,000,000                     |
| Business automobile liability | \$1,000,000                     |
| Workers compensation          | Statutory requirement.          |

- B. Commercial general liability insurance will meet or exceed the requirements of ISO-CGL Form No. CG 00 01 11 85 or 88. The amount of insurance set forth above will be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. Liability policies will be endorsed to name City, its officials, and employees as “additional insureds” under said insurance coverage and to state that such insurance will be deemed “primary” such that any other insurance that may be carried by City will be excess thereto. Such insurance will be on an “occurrence,” not a “claims made,” basis and will not be cancelable or subject to reduction except upon thirty (30) days prior written notice to City.
- C. Automobile coverage will be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).
- D. CONTRACTOR will furnish to City duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement, endorsements as required herein, and such other evidence of insurance or copies of policies as may be reasonably required by City from time to time. Insurance must be placed with insurers with a current A.M. Best Company Rating equivalent to at least a Rating of “A:VII.” Certificate(s) must reflect that the insurer will provide thirty (30) day notice of any cancellation of coverage. CONTRACTOR will require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word “endeavor” with regard to any notice provisions.
- E. Should CONTRACTOR, for any reason, fail to obtain and maintain the insurance required by this Agreement, City may obtain such coverage at CONTRACTOR’s expense and deduct the cost of such insurance from payments due to CONTRACTOR under this Agreement or terminate.

**7. TIME FOR PERFORMANCE.** CONTRACTOR will not perform any work under this Agreement until:

- A. CONTRACTOR furnishes proof of insurance as required under Section 6 of this Agreement; and
- B. CITY gives CONTRACTOR a written Notice to Proceed.

- C. Should CONTRACTOR begin work in advance of receiving written authorization to proceed, any such professional services are at CONTRACTOR's own risk.

## **8. TERMINATION.**

- A. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination will be in writing.
- B. CONTRACTOR may terminate this Agreement upon providing written notice to CITY at least thirty (30) days before the effective termination date.
- C. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.
- D. By executing this document, CONTRACTOR waives any and all claims for damages that might otherwise arise from CITY's termination under this Section.

## **INDEMNIFICATION.**

- A. CONTRACTOR indemnifies and holds CITY harmless from and against any claim, action, damages, costs (including, without limitation, reasonable attorney's fees and penalties), injuries, or liability, arising out of this Agreement, or its performance including, without limitation, damages or penalties arising from CONTRACTOR's removal, remediation, response or other plan concerning any Hazardous Waste resulting in the release of any hazardous substance into the environment. Should CITY be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of this Agreement, or its performance, CONTRACTOR will defend CITY (at CITY's request and with counsel satisfactory to CITY) and will indemnify CITY for any judgment rendered against it or any sums paid out in settlement or otherwise.
- B. For purposes of this section "CITY" includes CITY's officers, officials, employees, agents, representatives, and volunteers.
- C. CONTRACTOR expressly agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion is held invalid, it is agreed that the balance will, notwithstanding, continue in full legal force and effect.

- D. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.
- E. The requirements as to the types and limits of insurance coverage to be maintained by CONTRACTOR as required by this Agreement, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONTRACTOR pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

**9. INDEPENDENT CONTRACTOR.** CITY and CONTRACTOR agree that CONTRACTOR will act as an independent contractor and will have control of all work and the manner in which is it performed. CONTRACTOR will be free to contract for similar service to be performed for other employers while under contract with CITY. CONTRACTOR is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONTRACTOR as to the details of doing the work or to exercise a measure of control over the work means that CONTRACTOR will follow the direction of the CITY as to end results of the work only.

**10. NOTICES.**

All notices given or required to be given pursuant to this Agreement will be in writing and may be given by personal delivery or by mail. Notice sent by mail will be addressed as follows:

If to CONTRACTOR:

Attention: David Moo  
 BrightView Landscape Services, Inc.  
 17813 S. Main Street #105  
 Gardena, CA 90248  
 Phone: 951-406-5904  
 Email: David.moo@brightview.com

If to CITY:

Attention: Christopher Hentzen  
 City of El Segundo  
 350 Main Street  
 El Segundo, CA 90245  
 Phone: 310-524-2716  
 Email: CHentzen@Elsegundo.org

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or

addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

**11. PROHIBITED USE OF ARTIFICIAL INTELLIGENCE.**

- A. Restriction on Artificial Intelligence Usage. CONTRACTOR must not utilize, employ, or incorporate any form artificial intelligence, machine learning, or other similar technologies (collectively, "AI") in the provision of professional services in this Agreement without CITY's express written consent.
- B. Exclusions. The AI prohibition set forth directly above will not apply to general business tools and software that may have AI components but are not directly involved in the execution or delivery of professional services that this Agreement covers, provided that such tools and software do not significantly impact the quality or nature of such services.
- C. Notification. CONTRACTOR must promptly notify CITY, in writing, of any proposal to employ AI in connection its provision of services to the CITY under this Agreement. CITY will have the sole discretion to grant or deny such proposal.

**12. TAXPAYER IDENTIFICATION NUMBER.** CONTRACTOR will provide CITY with a Taxpayer Identification Number.

**13. WAIVER.** A waiver by CITY of any breach of any term, covenant, or condition contained in this Agreement will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement, whether of the same or different character.

**14. CONSTRUCTION.** The language of each part of this Agreement will be construed simply and according to its fair meaning, and this Agreement will never be construed either for or against either party.

**15. SEVERABLE.** If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect.

**16. CAPTIONS.** The captions of the paragraphs of this Agreement are for convenience of reference only and will not affect the interpretation of this Agreement.

17. **WAIVER.** Waiver of any provision of this Agreement will not be deemed to constitute a waiver of any other provision, nor will such waiver constitute a continuing waiver.

18. **INTERPRETATION.** This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

19. **AUTHORITY/MODIFICATION.** This Agreement may be subject to and conditioned upon approval and ratification by the El Segundo City Council. This Agreement is not binding upon CITY until executed by the City Manager. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written agreement. CITY's city manager may execute any such amendment on behalf of CITY.

20. **ELECTRONIC SIGNATURES.** This Agreement may be executed by the Parties on any number of separate counterparts, and all such counterparts so executed constitute one Agreement binding on all the Parties notwithstanding that all the Parties are not signatories to the same counterpart. In accordance with Government Code § 16.5, the Parties agree that this Agreement, Agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered by electronic transmission. Such electronic signature will be treated in all respects as having the same effect as an original signature. CONSULTANT warrants that its signatory (or signatories, as applicable) to this Agreement has the legal authority to enter this Agreement and bind CONSULTANT accordingly.

21. **EFFECT OF CONFLICT.** In the event of any conflict, inconsistency, or incongruity between any provision of this Agreement, its attachments, the purchase order, or notice to proceed, the provisions of this Agreement will govern and control.

22. **CAPTIONS.** The captions of the paragraphs of this Agreement are for convenience of reference only and will not affect the interpretation of this Agreement.

23. **FORCE MAJEURE.** Should performance of this Agreement be prevented due to fire, flood, explosion, war, terrorist act, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' control, then the Agreement will immediately terminate without obligation of either party to the other.

24. **ENTIRE AGREEMENT.** This Agreement and its one attachment constitutes the sole agreement between CONTRACTOR and CITY respecting lead based stabilization. To the extent that there are additional terms and conditions contained in Exhibit "A" that are not in conflict with this Agreement, those terms are incorporated as if fully set forth above. There are no other understandings, terms or other agreements expressed or implied, oral or written.

[SIGNATURES ON FOLLOWING PAGE]

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

CITY OF EL SEGUNDO  
a general law city.

BrightView Landscape Services, Inc.

\_\_\_\_\_  
Darrell George,  
City Manager

\_\_\_\_\_  
Enrico Marogna

ATTEST:

\_\_\_\_\_  
Senior Vice President

\_\_\_\_\_  
Susan Truax,  
City Clerk

Taxpayer ID No. \_\_\_\_\_

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

By: \_\_\_\_\_  
Joaquin Vazquez, Assistant City Attorney



## City Council Agenda Statement

Meeting Date: May 20, 2025

Agenda Heading: Public Hearings

Item Number: C.12

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### TITLE:

Resolution for Procedures and Conduct of Public Hearing for New AB 2561 Requirements Regarding Job Vacancies, Recruitment, and Retention Efforts

### RECOMMENDATION:

1. Adopt a resolution establishing the policies and procedures for the public hearing and reporting on the City's workforce vacancies, and recruitment and retention efforts in compliance with Assembly Bill 2561.
2. Open and conduct a public hearing regarding the City's workforce vacancies, and recruitment and retention efforts, pursuant to AB 2561.
3. Receive and file the City's "Status of Vacancies and Recruitment and Retention Efforts" for FY 2024-2025.
4. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

There is no direct fiscal impact associated with conducting the public hearing required under Assembly Bill (AB) 2561 (Gov. Code, § 3205.3). However, addressing recruitment and retention issues may involve future budget and bargaining considerations, which will be presented to the City Council as necessary.

### BACKGROUND:

AB 2561 requires public agencies to hold at least one public hearing per fiscal year to discuss vacancies and recruitment and retention efforts prior to the adoption of the final budget. The public hearing must precede the City Council's adoption of a budget. This report discusses the City's legal obligations under the new law, which was effective January 1, 2025 and recommends the adoption of policies and procedures intended to ensure compliance with such legal obligations.

## Compliance with New Legal Obligations Under AB2561

May 20, 2025

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### DISCUSSION:

AB 2561 was introduced to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. Among other requirements, the bill mandates that public agencies present the status of vacancies and recruitment and retention efforts during a public hearing before the agency's governing body at least once per fiscal year. The bill was enacted into law and is codified at Government Code section 3502.3.

In compliance with the new legal obligations, the following is required:

1. Public Hearing: At least once each fiscal year, at a public hearing before the City Council, the City shall present information regarding the status of vacancies and recruitment and retention efforts (Gov. Code § 3502.3(a)(1)) and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process (Gov. Code § 3502.3(a)(3)). This presentation must occur prior to the adoption of the final budget (Gov. Code § 3502.3(a)(2)).
2. Employee Organization Participation: Allow the City's recognized employee organization for each bargaining unit to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. The City has six (6) bargaining units (Gov. Code § 3502.3(b)).
3. Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the City must provide additional information during the public hearing, including the following: (1) the total number of vacancies; (2) the number of applicants; (3) the average time to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit (Gov. Code § 3502.3(c)).

### City of El Segundo Policy and Procedures for Holding Public Hearings in Compliance with AB 2561/Government Code Section 3502.3

Although not required, adoption of the proposed policy would ensure compliance with AB 2561 and establish procedures for these hearings. The Policy sets forth requirements regarding the information that the City will provide concerning vacancies, recruitment and retention efforts, and the identification of any changes to policies, procedures, and recruitment activities to improve efforts in these areas. If the vacancy rate in any bargaining unit is at least 20% of the total number of authorized full-time positions in the bargaining unit, the Policy sets for additional information that the

## Compliance with New Legal Obligations Under AB2561

May 20, 2025

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City will provide upon request of the employee organization that represents such bargaining unit.

The Policy also sets forth the legal entitlement for recognized employee organizations to make presentations at the public hearing.

The purpose of the Policy is to comply with applicable law and to ensure transparency, accountability, and responsiveness to community needs regarding the City's staffing practices.

The Procedures for the Public Hearing on the City of El Segundo's Vacancies and Recruitment and Retention Efforts ("Procedures") establish protocol for the City's public hearings on vacancies to ensure a fair, orderly, and efficient hearing process.

The Procedures set forth specific requirements concerning matters such as the provision of notice to recognized employee organizations regarding the public hearing and their right to make a presentation at the hearing, the length and order of the City's and the employee organizations' presentations, and the standards of discourse during the public hearing.

### Full-time City Vacancies

The City has four (4) full-time employee collective bargaining associations, two (2) full-time employee unions, and one (1) full-time unrepresented full-time group (collectively referred to as "bargaining units"). Based on data as of April 29, 2025, none of the units have a vacancy rate exceeding 20% of the total number of authorized full-time positions. The table below outlines the vacancy rate by employee group:

| Bargaining Unit                   | Budgeted Positions FY24-25 | Positions Filled | Vacancies (#) | Vacancies (%) |
|-----------------------------------|----------------------------|------------------|---------------|---------------|
| City Employees Association AFSCME | 82                         | 74               | 8             | 9.8%          |
| Firefighters' Association IAFF    | 39                         | 38               | 1             | 2.6%          |
| Police Managers' Association      | 7                          | 7                | 0             | 0%            |
| Police Officers' Association      | 54                         | 53               | 1             | 1.9%          |

**Compliance with New Legal Obligations Under AB2561**

**May 20, 2025**

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|   |            |            |           |             |
|---|------------|------------|-----------|-------------|
| Police Support Services Association               | 13         | 13         | 0         | 0%          |
| Supervisory & Professional Employees' Association | 39         | 32         | 7         | 17.9%       |
| Unrepresented Management & Confidential Series    | 53         | 45         | 8         | 15.1%       |
| <b>TOTAL</b>                                      | <b>287</b> | <b>262</b> | <b>25</b> | <b>9.1%</b> |

On April 28, 2025, all recognized/represented employee organizations were sent a memo advising of the City of El Segundo's Notice of Intent to Comply with Government Code Section 3502.3 and Notice of Public Hearing Regarding Vacancies at the City of El Segundo. This notice provided the vacancy rate for their respective bargaining units and an opportunity to make a presentation to the City Council if desired. Bargaining Units were directed to contact the Human Resources Director by May 9, 2025 for any concerns regarding the notice. Two bargaining units inquired about the notice; no bargaining unit indicated that they were desirous of making a presentation at the hearing.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 4: Promote and Celebrate a Quality Workforce Through Teamwork and Organizational Excellence

Strategy A: Enhance staff recruitment, retention, and training to ensure delivery of unparalleled City services and implementation of City Council policies.

Strategy B: Improve organizational excellence by implementing processes and tools that facilitate data collection and analysis while promoting data-driven decision-making.

**PREPARED BY:**

Rebecca Redyk, Human Resources Director

**REVIEWED BY:**

Rebecca Redyk, Human Resources Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

**Compliance with New Legal Obligations Under AB2561**

**May 20, 2025**

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1. Assembly Bill No. 2561 Local Public Employees Vacant Positions Bill Text
2. Policy and Procedures for AB2561 Public Hearing
3. PowerPoint Presentation

[Home](#)[Bill Information](#)[California Law](#)[Publications](#)[Other Resources](#)[My Subscriptions](#)[My Favorites](#)**AB-2561 Local public employees: vacant positions.** (2023-2024)

SHARE THIS:



Date Published: 09/23/2024 09:00 PM

**Assembly Bill No. 2561**

## CHAPTER 409

An act to add Section 3502.3 to the Government Code, relating to public employment.

[ Approved by Governor September 22, 2024. Filed with Secretary of State September 22, 2024. ]

## LEGISLATIVE COUNSEL'S DIGEST

AB 2561, McKinnor. Local public employees: vacant positions.

Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations and to consider fully presentations that are made by the employee organization on behalf of its members before arriving at a determination of policy or course of action.

This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency, upon request of the recognized employee organization, to include specified information during the public hearing. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include related legislative findings.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement shall be made pursuant to these statutory provisions for costs mandated by the state pursuant to this act, but would recognize that a local agency or school district may pursue any available remedies to seek reimbursement for these costs.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

**SECTION 1.** The Legislature finds and declares as follows:

(a) Job vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements.

(b) High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges.

(c) There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

**SEC. 2.** Section 3502.3 is added to the Government Code, to read:

**3502.3.** (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.

(2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.

(3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

(b) The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

(c) If the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions, the public agency shall, upon request of the recognized employee organization, include all of the following information during the public hearing:

(1) The total number of job vacancies within the bargaining unit.

(2) The total number of applicants for vacant positions within the bargaining unit.

(3) The average number of days to complete the hiring process from when a position is posted.

(4) Opportunities to improve compensation and other working conditions.

(d) This section shall not prevent the governing board from holding additional public hearings about vacancies.

(e) The provisions of this section are severable. If any provision of this section or its application is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(f) For purposes of this section, "recognized employee organization" has the same meaning as defined in subdivision (a) of Section 3501.

**SEC. 3.** The Legislature finds and declares that Section 2 of this act, which adds Section 3502.3 to the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

It is in the public interest, and it furthers the purposes of paragraph (7) of subdivision (b) of Section (3) of Article I of the California Constitution, to ensure that information concerning public agency employment is available to the public.

**SEC. 4.** No reimbursement shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other law.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO, CALIFORNIA, ADOPTING “POLICIES AND PROCEDURES FOR THE PUBLIC HEARING UNDER ASSEMBLY BILL 2561”**

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

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

- a. Assembly Bill (“AB”) 2561, effective January 1, 2025, established new legal obligations for the City to report the status of their workforce vacancies and recruitment and retention efforts during a public hearing before the City Council at least once per fiscal year.
- b. AB 2561 also requires the City to identify during the public hearing any necessary changes to City policies, procedures, and recruitment activities that may contribute to obstacles in the City’s hiring process.
- c. Under AB 2561, the recognized employee organization for a bargaining unit is entitled to make a presentation to the City Council during the public hearing.
- d. Procedural rules and policies regarding this public hearing are intended to ensure a fair, orderly, and efficient hearing process.

**SECTION 2.** *Actions; Direction.*

- A. The City Council approves the Policies and Procedures for AB 2561 Public Hearing
- B. Staff is directed and authorized to implement all the provisions of each Policy.

**SECTION 3.** *Severability.* If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

**SECTION 4.** *Signature Authority.* The Mayor, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption by the City Council of the City of El Segundo, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

**SECTION 5.** *Effective Date.* This Resolution will take effect immediately upon adoption and will remain effective unless repealed or superseded.

**SECTION 6. City Clerk Direction.** The City Clerk will certify to the passage and adoption of this Resolution, enter it in the City's book of original Resolutions, and make a record of this action in the meeting's minutes.

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_,  
2025.

\_\_\_\_\_  
Chris Pimentel, Mayor

ATTEST:

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

I, Susan Truax, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. \_\_\_\_\_ was duly passed and adopted by said City Council, approved and signed by the Mayor of said City, and attested by the City Clerk of said City, all at a regular meeting of said City Council held on the \_\_\_\_ day of \_\_\_\_\_ 2025, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT

ABSTAIN:

\_\_\_\_\_  
Susan Truax, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark D. Hensley, City Attorney

EXHIBIT "A"

City of El Segundo Policy and Procedures for the Public Hearing Regarding AB2561



# **POLICY & PROCEDURES FOR THE PUBLIC HEARING REGARDING AB 2561**

## **I. INTRODUCTION AND SCOPE:**

Effective January 1, 2025, Government Code section 3502.3 requires the City to present information on the status of vacancies and recruitment and retention efforts at a public hearing before the City Council at least once per fiscal year.

Government Code section 3502.3 also requires the City to identify during the public hearing any necessary changes to City policies, procedures, and recruitment activities that may contribute to obstacles in the City's hiring process.

At the public hearing, a recognized employee organization for a bargaining unit is entitled to make a presentation to the City Council addressing the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

The purpose of these procedures is to establish protocol for the City's public hearings on vacancies in order to ensure a fair, orderly and efficient hearing process.

The agency should reserve the right to schedule separate public hearings for different bargaining units and is not limited to one public hearing to address all vacancies and recruitment and retention efforts within the entire agency.

## **II. NOTICE REQUIREMENTS:**

1. The City will notify in writing each recognized employee organization that represents City employees that the City Council will hold a hearing pursuant to the obligations set forth under Government Code section 3502.3 (Assembly Bill 2561). The notice will provide each recognized employee organization the opportunity to identify any negotiable impacts/effects regarding the agency's compliance with Government Code section 3502.3 and the agency's board policy.
2. The City will notify in writing each recognized employee organization that represents City employees of the date, time and place of the hearing at least ten (10) working days in advance of the hearing.

In the notice, the City will inquire whether the employee organization intends to make a presentation at the public hearing. The City will request that, for planning purposes, the employee organization provides written notice to the Human Resources Department at least five (5) working days in advance of the public hearing indicating whether the employee organization intends to make a presentation at the public hearing.

The notice will also include information about the amount of time that the City Council has allotted to employee organizations for each bargaining unit that the organization represents for purpose of making a presentation at the public hearing.

3. In the event the vacancy rate for the bargaining unit is at least 20% of the total number of authorized full-time positions in the bargaining unit, an employee organization may request that the City present "additional information" related to the vacancies as permitted by

Government Code section 3502.3. The City will request that the employee organization provide a written request for the presentation of such information to the Human Resources Department at least five (5) working days in advance of the public hearing. The “additional information” includes the following: (1) the total number of job vacancies within the bargaining unit; (2) the total number of applicants for vacant positions within the bargaining unit; (3) the average number of days to complete the hiring process from when a position is posted; and (4) opportunities to improve compensation and other working conditions.

4. Notice of the hearing to the public will be provided in accordance with the Ralph M. Brown Act. (Gov. Code §§ 54950-54963.)
5. A staff report regarding vacancies and recruitment and retention efforts may be published as part of the agenda packet for the meeting.
6. The City and recognized employee organizations may agree to exchange presentation materials in advance of the public hearing.

### **III. ORDER OF THE HEARING:**

The public hearing will proceed in the following order:

1. City Presentation: The City presentation will be limited to ten (10) minutes for each bargaining unit that it represents. The City may choose to present on all bargaining units at once, or to present data for each bargaining unit separately followed by each applicable employee organization presentation.
2. Employee Organization Presentation: Following the agency presentation, each employee organization will have the opportunity to make a presentation for each of the bargaining units that the employee organization represents. For each bargaining unit, the employee organization presentation will be limited to ten (10) minutes and should not contain bargaining proposals to the City on matters that have not been presented in bargaining.
3. Governing Body Questions and Discussion: The City Council may ask questions of City staff and the employee organization presenters.
4. Final City Comments: Final City comments will be limited to three (3) minutes per bargaining unit.
5. Final Employee Organization Comments: Final employee organization comments will be limited to three (3) minutes per bargaining unit.
6. Public Comment: Public comment regarding the AB 2561 hearing will be limited to two (2) minutes per person.

### **IV. STANDARDS OF DISCOURSE:**

The City recognizes that engaging with diverse perspectives is vital for effective governance and a vibrant community. To ensure full expression of such diverse perspectives, The City shall ensure that participants follow the principles of respectful and civil discourse.



# AB 2561 Presentation: Status of City of El Segundo Full-time Vacancies and Recruitment and Retention Efforts in Calendar 2025

Presented by Human Resources Director Rebecca Redyk

# Agenda

- Assembly Bill 2561
- Policies and Procedures for Public Hearing
- Employee Organizations
- Full-time Vacancy Rate
- Recruitment & Retention
- Obstacles in Hiring
- Summary

# Assembly Bill 2561- Findings

- Job vacancies in local government are widespread and significant problem for public sector
- High vacancies impact public service delivery and subject workers to heavier workloads
- There is a statewide interest in appropriate staffing for public agency operations

# Assembly Bill 2561- Requirements

- Annual public hearing to present the status of vacancies, recruitment and retention efforts, and obstacles in the hiring process
- Present additional information if the vacancy rate in a bargaining unit is at least 20%
- Allow recognized/represented employee organizations for bargaining units to make presentations at the public hearing

# Policies and Procedures for AB2561 Hearing

- Written notice of the hearing to recognized employee organizations
- Vacancy rate
- Inquire if the bargaining unit intends to make a presentation
- Opportunity for 10-minute presentation if desired
- If engaged in bargaining for successor MOU, refrain from making proposals not presented in bargaining
- If 20% vacancy, unit may request additional information from City

# Polices and Procedures for AB2561 Hearing

- City Presentation- 10 minutes per Bargaining Unit
- Employee Organization Presentation- 10 minutes
- City Council Questions & Discussion
- Final City Comments- 3 minutes per Bargaining Unit
- Final Bargaining Unit Comments- 3 minutes
- Public Comment- 2 minutes per Person

# Employee Organizations

- City Employees' Association – AFSCME (CEA)
- Firefighters' Association- IAFF (FFA)
- Police Managers' Association (PMA)
- Police Officers' Association (POA)
- Police Support Services Employees' Association (PSSEA)
- Supervisory & Professional Employees' Association (SPEA)
- Unrepresented Management & Confidential Series (M&C)

# Full-time Vacancy Rate

| Employee Organization | Budgeted Positions FY24-25 | Positions Filled | Vacancies (#) | Vacancies (%) |
|-----------------------|----------------------------|------------------|---------------|---------------|
| CEA                   | 82                         | 74               | 8             | 9.8%          |
| FFA                   | 39                         | 38               | 1             | 2.6%          |
| PMA                   | 7                          | 7                | 0             | 0%            |
| POA                   | 54                         | 53               | 1             | 1.9%          |
| PSSEA                 | 13                         | 13               | 0             | 0%            |
| SPEA                  | 39                         | 32               | 7             | 17.9%         |
| M&C                   | 53                         | 45               | 8             | 15.1%         |
| Total                 | 287                        | 262              | 25            | 9.1%          |

\*Total Authorized does not include 7 part-time elected officials

# Recruitment & Retention- Benefits

- Holidays- 12 + 1 Floating Holiday
- Personal Leave Day- 1 Per Calendar Year
- Vacation Leave Accrual- Based on Years of Public Service
- Voluntary Binding Arbitration- \$10,000 / \$30,000
- Lateral Police Officer Incentive- \$40,000
- Generous Retiree Medical
  - Actives and Retirees Receive Equal Contribution
- Employee Engagement Activities

# Recruitment & Retention- Hiring Process Improvements

- Revision of Classification Specifications
  - Provide Flexibility in Educational Requirements
  - Clarify Essential Duties
- Streamlining of Testing Process
  - Revision of Approved Exam Plans
  - Flexibility to Conduct Interview Panels with Internal Staff
  - Online Written Exams for Some Positions
  - Same Day Written Exam and Physical Agility Testing (PAT) for Police Officer Trainees
- NeoGov Electronic Onboarding

# Obstacles in Hiring

- Shrinking Labor Pool
  - Impacts of the Pandemic- “The Great Resignation”
  - Increased Expectations from Candidates- Salary, Work Schedule, Accelerated Promotional Advancement
- Competition with Other Public Agencies
  - Hybrid & Work From Home
  - Incentives to Stay- Compensation, Promotion, Title
- Human Resources Staffing Levels
  - Demands of Seasonal/Part-time Hiring
  - Filling Vacancies Created by Promotions

# Summary

- AB2561 Requires Annual Public Hearing Prior to Budget Adoption
- Policy and Procedures for Hearing
- Employee Organizations- 7
- Citywide Full-time Vacancy Rate- 9.1%
- Shrinking Labor Pool with Increased Candidate Expectations
- Ongoing Employee Engagement Efforts

Thank you



## City Council Agenda Statement

Meeting Date: May 20, 2025

Agenda Heading: Public Hearings

Item Number: C.13

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### **TITLE:**

Public Hearing for Adoption of Fiscal Year 2025-26 Master Fee Schedule

### **RECOMMENDATION:**

1. Conduct a public hearing on the proposed fee adjustments and adoption of new fees for the City's Master Fee Schedule.
2. Adopt a resolution approving the updated City's Master Fee Schedule.
3. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

If City's Master Fee Schedule is approved per staff's recommendation, the additional revenue for FY 2025-26 will be approximately \$250,000, primarily for the General Fund. The anticipated revenues were included in the Proposed FY 2025-26 Operating Budget that was presented to the City Council during the May 5, 2025 Budget Study Session.

### **BACKGROUND:**

In 2017, the City Council directed staff to prepare a fee study identifying the full cost of providing services provided by the City. In 2018, as a result of this effort, City Council adopted a policy establishing cost-recovery standards, a Citywide Master Fee Schedule, and an ongoing mechanism to assess the cost of services and to adjust fees accordingly.

### **DISCUSSION:**

The FY 2025-26 Master Fee Schedule establishes the fees charged for City services. All fees are reviewed from time to time in order to ensure that the fees charged are aligned with the estimated cost to provide the services, and that all fees are in compliance with the California Government Code §§ 66016 and 66018.

## **Annual Update to the City's Master Fee Schedule**

**May 20, 2025**

**Page 2 of 3**

User fees and charges are collected to recover some or all costs incurred in providing a specific service from which one or more individuals obtain a benefit. It is best practice for cities to perform a comprehensive update of their cost allocation plans at least every five years and review user fees and charges schedules annually. The last full study was conducted in FY 2021-22 and adopted June 2022. One of the Council's priority focus areas is to enhance the City's long-term financial stability. Adopting a fee methodology and resulting fee adjustments realigns user fees to more efficiently utilize general revenues for services and programs such as public safety, infrastructure maintenance, and economic development.

Furthermore, the California Constitution (Propositions 13, 218 and 26) and various state laws have placed both substantive and procedural limits on cities' ability to impose fees and charges. Proposition 26 contains a more general articulation of the cost of service principle and includes a requirement that the local government bear the burden of proof that:

1. "a levy, charge, or other exaction is not a tax;
2. that the amount is no more than necessary to recover the reasonable costs of the government activity; and
3. that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burden on, or benefits received from, the governmental activity." (Cal. Const. art. XIII C, § (e).)

It is important to note that rental charges for rooms or facilities, fines, penalties and late charges are not technically user fees and are not required to be based on actual costs. Instead, these types of charges are more typically governed by market rates, reasonableness and other policy-driven factors and can legally exceed the cost.

The Master Fee Schedule, unless otherwise revised, is automatically adjusted on an annual basis. The recommended adjustment for FY 2025-26 is 3.48%, based off the December 2023 annual CPI-U. Prospectively, staff will continue with the City Council direction to adjust the Master Fee Schedule on an annual basis by an inflationary factor. The attached Exhibit A is the proposed FY 2025-26 Master Fee Schedule which contains all fees with the proposed changes. Staff recommends implementing these fees as presented. In addition to the fee adjustments referenced above, staff reviewed City operational needs and proposes including changes to the Master Fee Schedule, which are noted in Exhibit B as Fees Added, Fees Changed and Fees Removed.

### **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 5: Champion Economic Development and Fiscal Sustainability

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

**Annual Update to the City's Master Fee Schedule**

**May 20, 2025**

**Page 3 of 3**

**PREPARED BY:**

Dino Marsocci, Revenue Manager/Deputy Treasurer

**REVIEWED BY:**

Paul Chung, Chief Financial Officer

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Proposed Master Fee Schedule Resolution FY 2025-26
2. FY 25-26 Master Fee Schedule - Proposed Amendments update - Exhibit A
3. FY 25-26 Master Fee Schedule - Proposed Amendments update - Exhibit B
4. FY 25-26 Master Fee Schedule - Presentation

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY OF EL SEGUNDO  
ESTABLISHING A SCHEDULE OF FEES AND CHARGES  
FOR RECOVERING COSTS INCURRED FROM  
PROVIDING VARIOUS CITY SERVICES.**

The Council of the City of El Segundo resolves as follows:

SECTION 1. The City Council finds as follows:

- A. The City Council may establish fees for services under various provisions of California law including, without limitation, Business & Professions Code § 16000; Government Code §§ 36936.1, 43000, 54344, 65104, 65456, 65874, 65909.5, 65943, 66013, 66014, 66451.2; and Health & Safety Code §§ 510, 17951, 17980.1, and 19852;
- B. Pursuant to Government Code § 66016, the City made data available regarding the cost, or estimated cost, of providing services for various fees ten (10) days before the public hearing held on May 20, 2025.
- C. On May 20, 2025, City Council heard public testimony and considered evidence in a public hearing held and noticed in accordance with Government Code § 66016;
- D. At the recommendation of the City's Departments and the City Manager, the City Council believes that it is in the public interest to establish the recommended fees to recover the costs of public services.

SECTION 2. *The Fee Schedule Adoption:* The schedule of fees and charges attached as Exhibit "A" and incorporated into this Resolution as if fully set forth herein, are approved and adopted.

SECTION 3. *Separate Fee for Each Process:* All fees set by this Resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per-unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

SECTION 4. *Added Fees and Refunds:* Where additional fees need to be charged and collected for completed staff work, or where a refund of excess deposited monies is due, and where such charge or refund is \$15.00 or less, a charge or refund need not be made, pursuant to California Government Code § 50055 and amendments thereto.

SECTION 5. *New Fees:* Any fees for new services established throughout the year shall

be incorporated into the City's fee structure and collected with recovery percent consistent with similar services.

SECTION 6. Interpretation: This Resolution may be interpreted by the several City Department Heads in consultation with the City Manager, and should there be a conflict between two fees, then the lower in dollar amount of the two shall be applied.

SECTION 7. Intent: It is the intention of the City Council to review the fees and charges as determined and set out herein, based on the City's next Annual Budget and all of the City's costs reasonably borne as established at that time and, if warranted, to revise such fees and charges based thereon.

SECTION 8. Unless otherwise revised, the fees established by this Resolution will be automatically adjusted on an annual basis at the beginning of each fiscal year based on the most recent reported December average annual percentage of change in the United States Department of Labor, Bureau of Labor Statistics' Los Angeles-Long Beach-Anaheim CPI-U for the calendar year.

SECTION 9: This Resolution is exempt from review under the California Environmental Quality Act (Cal. Pub. Res. Code §§ 211 000. *et seq.*; "CEQA") and CEQA regulations (14 Cal. Code Regs. §§ 15000, *et seq.*) because it establishes, modifies, structures, restructures, and approves rates and charges for meeting operating expenses; purchasing supplies, equipment, and materials; meeting financial requirements; and obtaining funds for capital projects needed to maintain service within existing service areas. This Resolution, therefore, is categorically exempt from further CEQA review under 14 Cal. Code Regs. § 15273.

SECTION 10. Effective Dates: This resolution shall go into full force and effect immediately but shall be subject to the terms and conditions pursuant to Government Code § 66017. Building and Planning and Development Impact Fees related fees will go into effect July 21, 2025, while all other fees will become effective on July 1, 2025 and will remain effective unless repealed or superseded.

SECTION 11. All resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

SECTION 12. Severability: If any portion of this Resolution is declared invalid or unconstitutional, then it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

SECTION 13: The City Clerk will certify to the passage and adoption of this Resolution; will enter the same in the book of original Resolutions of said City; and will make a minute of the passage and adoption thereof in the record of proceedings of the City Council of said City, in the minutes of the meeting at which the same is passed and adopted.

PASSED, APPROVED, AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

PASSED AND ADOPTED this \_\_\_\_\_ day of May, 2025.

\_\_\_\_\_  
Chris Pimentel, Mayor

ATTEST:

\_\_\_\_\_  
Susan Truax, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark D. Hensley, City Attorney

| REF #   | SERVICE   | CURRENT                          | PROPOSED                         | COMMENT   |
|---------|---|----------------------------------|----------------------------------|---|
|         |   | FY 24-25                         | FY 25-26                         |   |
| AD-001  | <b>SHORT TERM RENTAL REGISTRATION</b>               |                                  |                                  |   |
|         | NEW   | 384.00                           | 396.00                           | PER APPLICATION                                 |
|         | RENEWAL   | 195.00                           | 201.00                           | PER RENEWAL                                     |
| AD-002  | <b>FILM PERMIT PROCESSING</b>                       |                                  |                                  |   |
|         | PERMIT APPLICATION FEE (NON - REFUNDABLE)           | 1,618.00                         | 1,671.00                         |   |
|         | DAILY FILM PERMIT FEE                               | 128.00                           | 132.00                           | PER DAY   |
|         | REVISION/RIDER                                      | 278.00                           | 287.00                           | EACH  |
|         | PUBLIC RIGHT-OF-WAY USAGE                           | 890.00                           | 919.00                           | PER DAY PER LOCATION                            |
|         | POLICE PERSONNEL                                    | ACTUAL COSTS                     | ACTUAL COSTS                     |   |
|         | FIRE PERSONNEL                                      | ACTUAL COSTS                     | ACTUAL COSTS                     |   |
|         | PUBLIC WORKS PERSONNEL                              | ACTUAL COSTS                     | ACTUAL COSTS                     |   |
|         | FILM LOCATION FEES                                  | SEE APPENDIX E                   | SEE APPENDIX E                   | PER DAY PER LOCATION                            |
|         |   |                                  |                                  |   |
| AD-003  | <b>NSF CHECK PROCESSING</b>                         |                                  |                                  |   |
|         | FIRST NSF CHECK                                     | 61.00                            | 63.00                            |   |
|         | EACH SUBSEQUENT NSF CHECK                           | 122.00                           | 126.00                           |   |
| AD-004  | <b>CREDIT CARD PROCESSING</b>                       |                                  |                                  |   |
|         | PROCESSING FEE                                      | Up to 2.99% + \$0.99/transaction | Up to 3.75% + \$0.99/transaction | OF AMOUNT CHARGED , DEPENDING ON PAYMENT SYSTEM |
| AD-004A | <b>One Stop Permit Center Surcharge</b>             |                                  |                                  |   |
|         | PROCESSING FEE                                      | 3.50%                            | 3.50%                            | OF AMOUNT CHARGED                               |
| AD-005  | <b>COPY SERVICE</b>                                 |                                  |                                  |   |
|         | FIRST 5 COPIES                                      | NO CHARGE                        | NO CHARGE                        |   |
|         | EACH ADDITIONAL COPY                                | 0.20                             | 0.20                             | PER COPY  |
|         | FPPC COPIES   | 0.10                             | 0.10                             | PER COPY  |
| AD-006  | <b>DOCUMENT CERTIFICATION</b>                       |                                  |                                  |   |
|         | CERTIFICATION FEE                                   | 4.00                             | 5.00                             | PER DOCUMENT                                    |
| AD-007  | <b>VIDEO/AUDIO COPYING</b>                          |                                  |                                  |   |
|         | COPYING FEE   | 12.00                            | 13.00                            | PER TAPE/DISK                                   |
| AD-008  | <b>INITIATIVE PROCESSING</b>                        |                                  |                                  |   |
|         | APPLICATION FEE                                     | 200.00                           | 200.00                           | PER APPLICATION                                 |
| AD-010  | <b>GRAPHIC DESIGN / VIDEO PRODUCTION SERVICES</b>   |                                  |                                  |   |
|         | FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL USED | ACTUAL COSTS                     | ACTUAL COSTS                     |   |

| REF #  | SERVICE   | CURRENT<br>FY 24-25         | PROPOSED<br>FY 25-26        | COMMENT  |
|--------|---|-----------------------------|-----------------------------|--|
| AD-011 | <b>SUBPOENA FEES</b>  |                             |                             |  |
|        | COMPLYING WITH SUBPOENA RECORDS                             |                             | 15.00                       |  |
|        | WITNESS FEES - PER DAY (Not peace officers or firefighters) |                             | 275.00                      | PAYMENT DUE AT THE TIME THE SUBPOENA IS SERVED ON THE CITY |
| AD-012 | <b>POLICE/FIRE DEPARTMENT SUBPOENA WITNESS FEES</b>         |                             |                             |  |
|        | WITNESS FEES-PER DAY PER EMPLOYEE (GOV CODE 68097.2(b))     |                             | 275.00                      | PAYMENT DUE AT THE TIME THE SUBPOENA IS SERVED ON THE CITY |
| AD-013 | <b>LOBBYIST FEES</b>  |                             | 30.00                       | LOBBYIST'S REGISTRATION                                    |
| BL-001 | <b>BUILDING PLAN CHECK SERVICES</b>                         | SEE APPENDIX A              | SEE APPENDIX A              |  |
| BL-002 | <b>BUILDING INSPECTION SERVICES</b>                         | SEE APPENDIX A              | SEE APPENDIX A              |  |
| BL-003 | <b>MAP/PLAN/FILE SCANNING SERVICES</b>                      |                             |                             |  |
|        | 8 1/2" X 11"  | 2.00                        | 2.00                        | PER SHEET  |
|        | LARGER  | 2.00                        | 2.00                        | PER SHEET  |
| BL-004 | <b>DRAINAGE STUDY REVIEW</b>                                | DEPOSIT DETERMINED BY STAFF | DEPOSIT DETERMINED BY STAFF |  |
| EN-001 | <b>ENCROACHMENT PERMIT</b>                                  |                             |                             |  |
|        | PERMIT ISSUANCE   | 172.00                      | 178.00                      |  |
|        | INSPECTION  | 4.00                        | 4.00                        | PER LIN FT. WITH A MIN OF \$165.00 PER LOCATION            |
|        | PLAN REVIEW   | 3.00                        | 3.00                        | PER LIN FT. WITH A MIN OF \$110.00 PER LOCATION            |
|        | USA   | 1.00                        | 1.00                        | PER LIN FT. OF EXCAVATION/TRENCH WITH A MIN. OF \$50.00    |
|        | PLUS PERORMANCE BOND AT A LEVEL DETERMINED BY CITY STAFF    |                             |                             |  |
| EN-004 | <b>LONG TERM ENCROACHMENT AGREEMENT</b>                     | DEPOSIT DETERMINED BY STAFF | DEPOSIT DETERMINED BY STAFF | DEPOSIT DETERMINED BY STAFF                                |
| EN-005 | <b>TRAFFIC CONTROL PLAN REVIEW</b>                          |                             |                             |  |
|        | MINOR   | 206.00                      | 212.00                      | PER APPLICATION  |
|        | ARTERIAL LANE CLOSURE                                       | 1,206.00                    | 1,246.00                    | PER APPLICATION  |
|        | MAJOR ARTERIAL LANE CLOSURE                                 | 2,791.00                    | 2,883.00                    | PER APPLICATION OR DEPOSIT DETERMINED BY STAFF             |
| EN-006 | <b>TRAFFIC CONTROL INSPECTION</b>                           |                             |                             |  |
|        | PERMIT ISSUANCE   | 67.00                       | 69.00                       |  |
|        | INSPECTION:   |                             |                             |  |
|        | FIRST DAY   | 195.00                      | 201.00                      |  |
|        | EACH ADDITIONAL DAY   | 50.00                       | 52.00                       |  |
| EN-007 | <b>NEWSRACK PERMIT</b>                                      |                             |                             |  |
|        | NEW   | 150.00                      | 155.00                      | PER NEWSRACK   |
|        | ANNUAL RENEWAL  | 56.00                       | 57.00                       | PER NEWSRACK   |

| REF #  | SERVICE   | CURRENT                     | PROPOSED                    | COMMENT   |
|--------|---|-----------------------------|-----------------------------|---|
|        |   | FY 24-25                    | FY 25-26                    |   |
| EN-008 | NEWSRACK IMPOUNDMENT<br>IMPOUNDMENT FEE                                       | 100.00<br>7.00              | 103.00<br>7.00              | PER NEWSRACK<br>PER DAY FOR STORAGE               |
| EN-009 | FINAL MAP CHECK<br>1-9 LOTS   | 3,313.00                    | 3,423.00                    | PER MAP PLUST ACTUAL COSTS FOR CONTRACT SURVEYOR  |
|        | 10+ LOTS  | DEPOSIT WITH ACTUAL COST    | DEPOSIT WITH ACTUAL COST    | DEPOSIT DETERMINED BY STAFF                       |
|        | (ANY COUNTY PROCESSING FEES ARE PAID DIRECTLY TO THE COUNTY BY THE APPLICANT) |                             |                             |   |
| EN-010 | FINAL MAP AMENDMENT<br>APPLICATION FEE  | 1,946.00                    | 2,010.00                    | PER MAP PLUST ACTUAL COSTS FOR CONTRACT SURVEYOR  |
| EN-011 | PUBLIC IMPROVEMENT PLAN CHECK<br>PERCENT OF CONSTRUCTION VALUATION            |                             |                             |   |
|        | \$0 - \$100,000   | 3%                          | 3%                          |   |
|        | \$100,001 - \$500,000   | 2%                          | 2%                          |   |
|        | \$500,001 +   | 1%                          | 1%                          |   |
| EN-014 | RECORD OF SURVEY PLAN CHECK   | 206.00                      | 212.00                      | PER PLAN PLUS ACTUAL COSTS FOR CONTRACT SURVERYOR |
| EN-015 | EASEMENT PROCESSING   | DEPOSIT DETERMINED BY STAFF | DEPOSIT DETERMINED BY STAFF | DEPOSIT DETERMINED BY STAFF                       |
| EN-018 | MINOR PLAN CHECK REVISION   | 417.00                      | 431.00                      | PER SHEET   |
| EN-019 | STREET NAME CHANGE  | DEPOSIT DETERMINED BY STAFF | DEPOSIT DETERMINED BY STAFF | DEPOSIT DETERMINED BY STAFF                       |
| EN-020 | ALLEY/STREET VACATION REVIEW  | DEPOSIT DETERMINED BY STAFF | DEPOSIT DETERMINED BY STAFF | DEPSOSIT DETERMINED BY STAFF                      |
| EN-021 | ASSESS. DISTRICT FORMATION RESEARCH   | DEPOSIT DETERMINED BY STAFF | DEPOSIT DETERMINED BY STAFF | DEPOSIT DETERMINED BY STAFF                       |
| EN-022 | CITY PROPERTY ACQUISITON PROC.  | DEPOSIT DETERMINED BY STAFF | DEPOSIT DETERMINED BY STAFF | DEPOSIT DETERMINED BY STAFF                       |

| REF #  | SERVICE                                     | CURRENT<br>FY 24-25 | PROPOSED<br>FY 25-26 | COMMENT               |
|--------|---|---------------------|----------------------|-----------------------|
| EN-025 | <b>NEW INDUSTRIAL WASTE PERMIT/INSPECT</b>  |                     |                      |                       |
|        | NEW PERMIT APPLICATION:                     |                     |                      |                       |
|        | SEWER                                       | 405.00              | 418.00               |                       |
|        | OFF-SITE                                    | 405.00              | 418.00               |                       |
|        | ON-SITE                                     | 762.00              | 787.00               |                       |
|        | NEW SEWER PLAN:                             |                     |                      |                       |
|        | 1/2   | 494.00              | 510.00               |                       |
|        | 3/4   | 673.00              | 695.00               |                       |
|        | 5/6   | 1030.00             | 1064.00              |                       |
|        | NEW ON-SITE PLAN:                           |                     |                      |                       |
|        | 1/2   | 613.00              | 633.00               |                       |
|        | 3/4   | 833.00              | 860.00               |                       |
|        | 5/6   | 1,279.00            | 1,321.00             |                       |
|        | NEW OFF-SITE PLAN:                          |                     |                      |                       |
|        | 1/2   | 535.00              | 552.00               |                       |
|        | 3/4   | 726.00              | 750.00               |                       |
|        | 5/6   | 1,119.00            | 1,155.00             |                       |
|        | CLOSURE INSPECTION                          | 940.00              | 971.00               |                       |
|        | WASTEWATER SAMPLING                         | 584.00              | 603.00               | PLUS ACTUAL LAB COSTS |
|        | SITE REMEDIATION                            | ACTUAL COSTS        | ACTUAL COSTS         |                       |
|        | SPECIAL INSPECTION AND OFF-HOURS INSPECTION | ACTUAL COSTS        | ACTUAL COSTS         |                       |
|        | ADDITIONAL PLAN REVIEW                      | ACTUAL COSTS        | ACTUAL COSTS         |                       |
| EN-026 | <b>REVISED INDUSTRIAL WASTE PERMIT/INS</b>  |                     |                      |                       |
|        | REVISED PERMIT APPLICATION                  | 226.00              | 233.00               |                       |
|        | REVISED SEWER PLAN:                         |                     |                      |                       |
|        | 1/2   | 386.00              | 399.00               |                       |
|        | 3/4   | 524.00              | 541.00               |                       |
|        | 5/6   | 791.00              | 817.00               |                       |
|        | REVISED ON-SITE PLAN:                       |                     |                      |                       |
|        | 1/2   | 476.00              | 492.00               |                       |
|        | 3/4   | 642.00              | 663.00               |                       |
|        | 5/6   | 970.00              | 1002.00              |                       |
|        | REVISED OFF-SITE PLAN:                      |                     |                      |                       |
|        | 1/2   | 386.00              | 399.00               |                       |
|        | 3/4   | 524.00              | 541.00               |                       |
|        | 5/6   | 791.00              | 817.00               |                       |

| REF #  | SERVICE  | CURRENT  | PROPOSED | COMMENT                    |
|--------|--|----------|----------|----------------------------|
|        |  | FY 24-25 | FY 25-26 |                            |
| EN-027 | <b>INDUSTRIAL WASTE ANNUAL INSPECTION</b>  |          |          |                            |
|        | CLASS 1  | 405.00   | 418.00   |                            |
|        | CLASS 2  | 762.00   | 787.00   |                            |
|        | CLASS 3  | 1,119.00 | 1,155.00 |                            |
|        | CLASS 4  | 1,475.00 | 1,524.00 |                            |
|        | CLASS 5  | 2,188.00 | 2,260.00 |                            |
|        | CLASS 12   | 4,329.00 | 4,471.00 |                            |
|        | CLASS X  | 584.00   | 603.00   |                            |
| EN-028 | <b>STORMWATER INSPECTION</b>   |          |          |                            |
|        | COMMERCIAL INSPECTIONS   | 278.00   | 287.00   |                            |
|        | INDUSTRIAL INSPECTIONS   | 278.00   | 287.00   |                            |
|        | 1 ACRE   | 378.00   | 391.00   |                            |
|        | 2-5 ACRES  | 473.00   | 488.00   |                            |
|        | MORE THAN 5 ACRES  | 717.00   | 741.00   |                            |
|        | STORMWATER VIOLATION FINES:  |          |          |                            |
|        | 1ST VIOLATION  | 111.00   | 115.00   |                            |
|        | 2ND VIOLATION  | 556.00   | 574.00   |                            |
|        | 3RD VIOLATION  | 1,668.00 | 1,723.00 |                            |
|        | SUBSEQUENT VIOLATIONS  |          |          | FINDS DETERMINED BY CITY   |
|        |  |          |          | FINES DETERMINED BY CITY   |
| EN-030 | <b>WIRELESS PERMIT - MINISTERIAL</b>   |          |          |                            |
|        |  | 973.00   | 1005.00  | PER SITE                   |
| EN-031 | <b>WIRELESS PERMIT - ADMINISTRATIVE</b>  |          |          |                            |
|        |  | 3,580.00 | 3,698.00 | PER SITE                   |
| EN-032 | <b>WIRELESS PERMIT - MAJOR</b>   |          |          |                            |
|        |  | 8,684.00 | 8,970.00 | PER SITE                   |
| FR-001 | <b>NEW COMMERCIAL FIRE SPRINKLER PLAN CHECK</b>  |          |          |                            |
|        | 1-25 HEADS   | 295.00   | 304.00   |                            |
|        | 26-50 HEADS  | 345.00   | 356.00   |                            |
|        | 51-100 HEADS   | 395.00   | 408.00   |                            |
|        | 101-200 HEADS  | 439.00   | 454.00   |                            |
|        | 201-300 HEADS  | 489.00   | 505.00   |                            |
|        | 301-500 HEADS  | 539.00   | 557.00   |                            |
|        | 501-1,000 HEADS  | 589.00   | 609.00   |                            |
|        | 1,001 - 2,000 HEADS  | 684.00   | 706.00   |                            |
|        | 2,001 - 3,000 HEADS  | 734.00   | 758.00   |                            |
|        | 3,001 - 4,000 HEADS  | 784.00   | 810.00   |                            |
|        | 4,001 - 5000 HEADS   | 884.00   | 913.00   |                            |
|        | 5,001 - 6,000 HEADS  | 928.00   | 959.00   |                            |
|        | EACH ADDITIONAL 100 HEADS OVER 6,000   | 195.00   | 201.00   | OR DEPOSIT WITH CHARGES AT |
|        | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED |          |          | ACTUAL COSTS AS DETERMINED |
|        | EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE                         |          |          | BY STAFF                   |

| <b>REF #</b>   | <b>SERVICE</b>   | <b>CURRENT<br/>FY 24-25</b> | <b>PROPOSED<br/>FY 25-26</b> | <b>COMMENT</b>   |
|----------------|--|-----------------------------|------------------------------|--|
| <b>FR-001A</b> | <b>NEW SFR/DUPLEX FIRE SPRINKLER PLAN CHECK</b>  | 195.00                      | 201.00                       | PER PLAN<br>OR DEPOSIT WITH CHARGES AT<br>ACTUAL COSTS AS DETERMINED<br>BY STAFF |
|                | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED<br>EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |                             |                              |  |
| <b>FR-001B</b> | <b>NEW MFR FIRE SPRINKLER PLAN CHECK</b>   | 395.00                      | 408.00                       | PER PLAN<br>OR DEPOSIT WITH CHARGES AT<br>ACTUAL COSTS AS DETERMINED<br>BY STAFF |
|                | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED<br>EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |                             |                              |  |
| <b>FR-001C</b> | <b>TEN IMPR. FIRE SPRINKLER PLAN CHECK</b>   |                             |                              |  |
|                | 1-20 HEADS   | 100.00                      | 103.00                       |  |
|                | 26-50 HEADS  | 145.00                      | 149.00                       |  |
|                | 51-100 HEADS   | 295.00                      | 304.00                       | OR DEPOSIT WITH CHARGES AT<br>ACTUAL COSTS AS DETERMINED<br>BY STAFF             |
|                | EACH ADDITIONAL 100 HEADS OVER 100   | 195.00                      | 201.00                       |  |
|                | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED<br>EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |                             |                              |  |
| <b>FR-001D</b> | <b>UNDERGROUND WATER SYSTEM PLAN CHECK</b>   |                             |                              |  |
|                | 1-4 BUILDING/SYSTEMS   | 395.00                      | 408.00                       | PER PLAN   |
|                | 5 OR MORE BUILDING/SYSTEMS   | 784.00                      | 810.00                       | PER PLAN   |
|                | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED<br>EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |                             |                              | OR DEPOSIT WITH CHARGES AT<br>ACTUAL COSTS AS DETERMINED<br>BY STAFF             |
| <b>FR-001E</b> | <b>FIRE PUMP PLAN CHECK</b>  | 978.00                      | 1011.00                      | PER PLAN<br>OR DEPOSIT WITH CHARGES AT<br>ACTUAL COSTS AS DETERMINED             |
|                | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED<br>EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |                             |                              |  |
| <b>FR-001F</b> | <b>WATER TANK PLAN CHECK</b>   | 395.00                      | 408.00                       | PER PLAN<br>OR DEPOSIT WITH CHARGES AT<br>ACTUAL COSTS AS DETERMINED<br>BY STAFF |
|                | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED<br>EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |                             |                              |  |

| REF #   | SERVICE   | CURRENT  | PROPOSED | COMMENT  |
|---------|---|----------|----------|--|
|         |   | FY 24-25 | FY 25-26 |  |
| FR-002  | <b>FIRE ALARM SYSTEM PLAN CHECK</b>   |          |          |  |
|         | 1-25 HEADS  | 395.00   | 408.00   |  |
|         | 26-100 HEADS  | 589.00   | 609.00   |  |
|         | 100-200 HEADS   | 784.00   | 810.00   |  |
|         | 201-500 HEADS   | 978.00   | 1011.00  |  |
|         | 501-750 HEADS   | 1,179.00 | 1,218.00 |  |
|         | 751-1,000 HEADS   | 1,373.00 | 1,419.00 |  |
|         | EACH ADDITIONAL 100 HEADS OVER 100  | 195.00   | 201.00   |  |
|         | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |          |          | OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF |
| FR-003  | <b>FIRE EXTINGUISHING SYSTEM PLAN CHECK</b>   |          |          |  |
|         | HOOD & DUCT   | 395.00   | 408.00   |  |
|         | DRY CHEMICAL  | 395.00   | 408.00   |  |
|         | CARBON DIOXIDE  | 395.00   | 408.00   |  |
|         | FOAM/LIQUID SYSTEM  | 395.00   | 408.00   |  |
|         | INERT GAS/HALON   | 395.00   | 408.00   |  |
|         | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |          |          | OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF |
| FR-003A | <b>EMERGENCY GENERATOR PLAN CHECK</b>   |          |          |  |
|         |   | 395.00   | 408.00   | PER PLAN   |
|         | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |          |          | OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF |
| FR-003B | <b>SPARY BOOTH PLAN CHECK</b>   |          |          |  |
|         |   | 589.00   | 609.00   | PER PLAN   |
|         | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |          |          | OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF |
| FR-003C | <b>INDUSTRIAL OVER PLAN CHECK</b>   |          |          |  |
|         |   | 395.00   | 408.00   | PER PLAN   |
|         | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |          |          | OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF |

| <u>REF #</u>   | <u>SERVICE</u>   | <u>CURRENT<br/>FY 24-25</u> | <u>PROPOSED<br/>FY 25-26</u> | <u>COMMENT</u>   |
|----------------|--|-----------------------------|------------------------------|--|
| <b>FR-003D</b> | <b>VAPOR RECOVERY PLAN CHECK</b>   | 395.00                      | 408.00                       | PER PLAN   |
|                | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNEL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |                             |                              | OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF |
| <b>FR-003E</b> | <b>DUST COLLECTION PLAN CHECK</b>  | 395.00                      | 408.00                       | PER PLAN   |
|                | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNEL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |                             |                              | OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF |
| <b>FR-003F</b> | <b>REFRIGERATION PLAN CHECK</b>  | 395.00                      | 408.00                       | PER PLAN   |
|                | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNEL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |                             |                              | OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF |
| <b>FR-003G</b> | <b>MEDICAL GAS PLAN CHECK</b>  | 395.00                      | 408.00                       | PER PLAN   |
|                | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNEL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |                             |                              | OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF |
| <b>FR-003H</b> | <b>INDUSTRIAL GAS PLAN CHECK</b>   | 395.00                      | 408.00                       | PER PLAN   |
|                | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNEL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |                             |                              | OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF |
| <b>FR-003I</b> | <b>SYSTEM PIPING / MANIFOLD PLAN CHECK</b>   | 395.00                      | 408.00                       | PER PLAN   |
|                | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNEL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |                             |                              | OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF |
| <b>FR-003J</b> | <b>SMOKE CONTROL PLAN CHECK</b>  | 978.00                      | 1,011.00                     | PER PLAN   |
|                | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNEL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |                             |                              | OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF |

| REF #   | SERVICE  | CURRENT  | PROPOSED | COMMENT  |
|---------|--|----------|----------|--|
|         |  | FY 24-25 | FY 25-26 |  |
| FR-003K | <b>HIGH-PILED STORAGE PLAN CHECK</b>   |          |          |  |
|         | 0-10,000 SQ FT   | 684.00   | 706.00   |  |
|         | 10,001-25,000 SQ FT  | 884.00   | 913.00   |  |
|         | 25,001-100,000 SQ FT   | 1,079.00 | 1,114.00 |  |
|         | 100,000+ SQ FT   | 1,273.00 | 1,315.00 |  |
|         | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNEL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |          |          | OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF                 |
| FR-003L | <b>TENANT IMPROVEMENT LIFE PLAN CHECK</b>  |          |          |  |
|         |  | 195.00   | 201.00   | PER PLAN   |
|         | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNEL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |          |          | OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF                 |
| FR-003M | <b>FIRE ACCESS PLAN REVIEW</b>   |          |          |  |
|         |  | 489.00   | 505.00   | PER PLAN   |
|         | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNEL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE |          |          | OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF                 |
| FR-004  | <b>FIRE PROTECTION TESTING</b>   |          |          |  |
|         | TEST FEE   | 423.00   | 436.00   | PER SYSTEM   |
| FR-004A | <b>FIRE PREVENTION / OPERATIONS INSPECTION</b>   |          |          |  |
|         | CHARGE FULLY ALLOCATED HOURLY RATE FOR ALL PERSONNEL USED PLUS ANY OUTSIDE COSTS   |          |          |  |
| FR-007  | <b>ANNUAL FIRE PERMIT</b>  |          |          |  |
|         | PERMIT FEE   | 133.00   | 138.00   | PER PERMIT   |
| FR-008  | <b>SPECIAL EVENT PERMIT</b>  |          |          |  |
|         | PERMIT FEE   | 322.00   | 333.00   | PER PERMIT   |
| FR-008A | <b>TENT PERMIT</b>   |          |          |  |
|         | PERMIT FEE   | 261.00   | 270.00   | PER PERMIT   |
| FR-009  | <b>ALTERNATE MEANS &amp; METHODS REVIEW</b>  |          |          |  |
|         | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNEL INVOLVED  | 537.00   | 554.80   | PER APPLICATION OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF |

| REF #   | SERVICE   | CURRENT    | PROPOSED   | COMMENT  |
|---------|---|------------|------------|--|
|         |   | FY 24-25   | FY 25-26   |  |
| FR-009A | <b>FIRE PREVENTION MODIFICATION REQUEST</b>   | 537.00     | 537.00     | PER APPLICATION  |
|         | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNEL INVOLVED   |            |            | OR DEPOSIT WITH CHARGES AT<br>ACTUAL COSTS AS DETERMINED<br>BY STAFF |
| FR-009B | <b>FIRE PERMIT EXTENSION</b>  | 172.00     | 178.00     | PER APPLICATION  |
|         | PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNEL INVOLVED   |            |            |  |
| FR-010  | <b>FIRE SPECIALTY SYSTEM REMINDER PROGRAM</b>   | 22.00      | 23.00      | PER SYSTEM   |
| FR-012  | <b>FIRE RE-INSPECTION</b>   |            |            |  |
|         | CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS<br>ANY OUTSIDE OR CONTRACT COSTS  |            |            |  |
| FR-013  | <b>AFTER-HOURS FIRE INSPECTION</b>  |            |            |  |
|         | CHARGES AT THE OVERTIME RATE (120% OF FULLY ALLOCATED HOURLY RATES) FOR ALL<br>PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS, WITH A 2 HOUR MINIMUM |            |            |  |
| FR-014  | <b>HAZARDOUS MATERIALS INSP. PROGRAM</b>  |            |            |  |
|         | RANGE I   | 1,634.00   | 1,688.00   |  |
|         | RANGE II  | 1,768.00   | 1,826.00   |  |
|         | RANGE III   | 2,129.00   | 2,200.00   |  |
|         | RANGE IV  | 2,279.00   | 2,355.00   |  |
|         | RANGE V   | 2,741.00   | 2,831.00   |  |
| FR-015  | <b>CHEMICAL ACCIDENT RELEASE PREV PROG</b>  |            |            |  |
|         | PROGRAM 1   | 4,481.00   | 4,629.00   |  |
|         | PROGRAM 2   | 6,638.00   | 6,857.00   |  |
|         | PROGRAM 3   | 12,798.00  | 13,220.00  |  |
|         | PROGRAM 4   | 131,137.00 | 135,464.00 |  |
| FR-016  | <b>HAZARDOUS WASTE GENERATOR PERMIT</b>   |            |            |  |
|         | VERY SMALL QUANTITY GENERATOR   | 1,501.00   | 1,551.00   |  |
|         | SMALL QUANTITY GENERATOR  | 1,501.00   | 1,551.00   |  |
|         | LARGE QUANTITY GENERATOR  | 2,785.00   | 2,877.00   |  |
|         | RCRA LARGE QUANTITY GENERATOR   | 2,785.00   | 2,877.00   |  |
| FR-017  | <b>TIERED HAZ WASTE PERMIT PROCESSING</b>   |            |            |  |
|         | PERMIT BY RULE  | 4,525.00   | 4,675.00   |  |
|         | CONDITIONAL AUTHORIZATION   | 3,297.00   | 3,406.00   |  |
|         | CONDITIONALLY EXEMPT  | 2,063.00   | 2,131.00   |  |

| REF #                                   | SERVICE  | CURRENT                   | PROPOSED  | COMMENT                   |
|---|--|---------------------------|---|---------------------------|
|   |  | FY 24-25                  | FY 25-26  |                           |
| FR-018                                  | <b>UNDERGROUND TANK PERMIT</b>   |                           |   |                           |
|   | ANNUAL PERMIT MAINTENANCE  | 3,664.00                  | 3,785.00  | PLUS                      |
|   | EACH ADDITIONAL TANK   | 261.00                    | 270.00  | PER ADD'L                 |
|   | OPERATING PERMIT TRANSFER  | 784.00                    | 810.00  |                           |
|   | NEW CONSTRUCTION PLAN CLEARANCE  | 2,568.00                  | 2,653.00  | PLUS                      |
|   | EACH ADDITIONAL TANK   | 261.00                    | 270.00  | PER ADD'L                 |
|   | CLOSURE APPLICATION  | 4,931.00                  | 5,094.00  | PLUS                      |
|   | EACH ADDITIONAL TANK   | 261.00                    | 270.00  | PER ADD'L                 |
|   | COLD-START PLAN CHECK<br>CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS<br>ANY OUTSIDE OR CONTRACT COSTS                |                           |   |                           |
|   | COMPLEX SITE INVESTIGATION   |                           | DEPOSIT WITH ACTUAL COSTS   | DEPOSIT WITH ACTUAL COSTS |
| PERMIT ADDENDUM                         | 523.00   | 540.00                    |   |                           |
| VOLUNTARY CLEANUP OVERSIGHT             |  | DEPOSIT WITH ACTUAL COSTS | DEPOSIT WITH ACTUAL COSTS   |                           |
| SECONDARY CONTAINMENT TESTING OVERSIGHT | 523.00   | 540.00                    | PLUS 590.00 PER TANK<br><br>PLUS 590.00 FOR EACH RE-INSPECTION<br>PER TANK AFTER THE FIRST<br>2 INSPECTIONS |                           |
| FR-019                                  | <b>ABOVE GROUND LIQUID TANK INSPECTION</b>   |                           |   |                           |
|   | 0-10,000 GALLONS   | 1,785.00                  | 1,843.00  | PER FACILITY              |
|   | 10,001-1,000,000 GALLONS   | 3,908.00                  | 4,037.00  | PER FACILITY              |
|   | 1,000,001 OR MORE GALLONS  | 7,917.00                  | 8,178.00  | PER FACILITY              |
| FR-020                                  | <b>HAZARDOUS MATERIALS RESPONSE</b><br>CHARGE THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY<br>OUTSIDE OR CONTRACT COSTS      |                           |   |                           |
| FR-021                                  | <b>ENVIRON SAFETY ENFORCE INSPECTION</b><br>CHARGE THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY<br>OUTSIDE OR CONTRACT COSTS |                           |   |                           |
| FR-022                                  | <b>UNIFIED PROGRAM FACILITY PERMIT BASE FEE</b>  | 211.00                    | 218.00  | PER FACILITY/BUSINESS     |
| FR-023                                  | <b>CUPA - NEW BUSINESS FEE</b>   | 339.00                    | 350.00  | PER FACILITY/BUSINESS     |

| REF #   | SERVICE   | CURRENT  | PROPOSED | COMMENT      |
|---------|---|----------|----------|--------------|
|         |   | FY 24-25 | FY 25-26 |              |
| FR-024  | <b>CERS CONSULTATION/SERVICE FEE</b>            |          |          |              |
|         | RANGE I   | 133.00   | 138.00   |              |
|         | RANGE II  | 261.00   | 270.00   |              |
|         | RANGE III                                       | 523.00   | 540.00   |              |
|         | RANGE IV  | 1,234.00 | 1,275.00 |              |
|         | RANGE V   | 1,234.00 | 1,275.00 |              |
| FR-025  | <b>HMBP REGULATORY RE-INSPECTION</b>            |          |          |              |
|         | RANGE I   | 133.00   | 138.00   |              |
|         | RANGE II  | 195.00   | 201.00   |              |
|         | RANGE III                                       | 261.00   | 270.00   |              |
|         | RANGE IV  | 461.00   | 477.00   |              |
|         | RANGE V   | 617.00   | 637.00   |              |
| FR-025A | <b>CALARP REGULATORY RE-INSPECTION</b>          |          |          |              |
|         | PROGRAM 1                                       | 306.00   | 316.00   |              |
|         | PROGRAM 2                                       | 617.00   | 637.00   |              |
|         | PROGRAM 3                                       | 1,234.00 | 1,275.00 |              |
|         | PROGRAM 4                                       | 1,851.00 | 1,912.00 |              |
| FR-025B | <b>HWG REGULATORY RE-INSPECTION</b>             |          |          |              |
|         | VERY SMALL QUANTITY GENERATOR                   | 133.00   | 138.00   |              |
|         | SMALL QUANTITY GENERATOR                        | 195.00   | 201.00   |              |
|         | LARGE QUANTITY GENERATOR                        | 306.00   | 316.00   |              |
|         | RCRA LARGE QUANTITY GENERATOR                   | 461.00   | 477.00   |              |
| FR-025C | <b>TP REGULATORY RE-INSPECTION</b>              |          |          |              |
|         | PERMIT BY RULE                                  | 617.00   | 637.00   |              |
|         | CONDITIONAL AUTHORIZATION                       | 306.00   | 316.00   |              |
|         | CONDITIONALLY EXEMPT                            | 156.00   | 161.00   |              |
| FR-025D | <b>UST REGULATORY RE-INSPECTION</b>             |          |          |              |
|         | ANNUAL PERMIT                                   | 261.00   | 270.00   |              |
|         | ADDITIONAL TANK                                 | 261.00   | 270.00   |              |
| FR-025E | <b>ASPA REGULATORY RE-INSPECTION</b>            |          |          |              |
|         | 0-10,000 GALLONS                                | 261.00   | 270.00   |              |
|         | 10,001-1,000,000 GALLONS                        | 461.00   | 477.00   |              |
|         | 1,00,001+ GALLONS                               | 617.00   | 637.00   |              |
| FR-026  | <b>FAILURE TO OBTAIN INITIAL PERMIT</b>         |          |          |              |
|         | ORIGINAL FEE + 50%                              |          |          |              |
| FR-027  | <b>LATE CERS SUBMITTAL CITATION</b>             |          |          |              |
|         |   | 239.00   | 247.00   | PER CITATION |
| FR-028  | <b>LATE CERS SUBMITTAL CORRECTIONS CITATION</b> |          |          |              |
|         |   | 239.00   | 247.00   | PER CITATION |

| REF #  | SERVICE   | CURRENT                                 | PROPOSED                                   | COMMENT   |
|--------|---|---|--|---|
|        |   | FY 24-25                                | FY 25-26                                   |   |
| FR-029 | CUPA - LATE PAYMENT PENALTY<br>10% PENALTY  |   |  |   |
| FR-030 | ENVIRONMENTAL SAFETY PLAN REVIEW<br><br>EXPEDITED PLAN REVIEW - ADDITIONAL 50% OF STANDARD ENVIRONMENTAL PLAN REVIEW FEE  | 473.00                                  | 488.00                                     | PER APPLICATION   |
| FR-031 | METHANE BARRIER PLAN CHECK/INSPECTION<br>FIRST BUILDING<br>EACH ADDITIONAL BUILDING   | 306.00<br>306.00                        | 316.00<br>316.00                           |   |
| FR-032 | AB1646 OPERATIONS & MAINTENANCE   | 10,430.00                               | 10,774.00                                  | PER FACILITY  |
| FR-033 | PROGRAM 4 CALARP EMERGENCY RESPONSE PUBLIC  | 114,097.00                              | 117,862.00                                 | PER FACILITY  |
| FR-040 | FIRE FALSE ALARM RESPONSE<br><br>FIRST 3 RESPONSES IN CALENDAR YEQR<br>4TH RESPONSE<br>5TH RESPONSE<br>6TH AND SUBSEQUENT RESPONSES   | NO CHARGE<br>289.00<br>578.00<br>867.00 | NO CHARGE<br>299.00<br>597.00<br>896.00    |   |
| LB-001 | NEW LIBRARY CARD PROCESSING<br><br>CALIFORNIA RESIDENT<br>OUT-OF-STATE, NON-RESIDENT  | NO CHARGE<br>44.00                      | NO CHARGE<br>46.00                         | PER YEAR  |
| LB-002 | LIBRARY CARD REPLACEMENT<br>REPLACEMENT FEE   | 3.10                                    | 3.10                                       | PER CARD  |
| LB-003 | INTER - LIBRARY LOAN  | 1.00                                    | 1.00                                       | PER ITEM  |
| LB-006 | LOST/DAMAGED LIBRARY ITEM REPLACE<br>LOST OR DAMAGED ITEM<br><br>DAMAGED MATERIAL FEES:<br>BOOK/BINDERY REPAIRS<br>TRADE PAPERBACKS<br>PERIODICALS<br>PAMPHLETS/CHILDREN'S PAPERBACKS | 11.00<br><br>11.00<br>2.05<br>1.05      | 12.00<br><br>12.00<br>5.00<br>2.05<br>1.05 | PER ITEM PLUS REPLACEMENT COST<br><br>MAXIMUM<br>PER ITEM PLUS REPLACEMENT COST<br>PER ITEM PLUS REPLACEMENT COST<br>PER ITEM PLUS REPLACEMENT COST |
| LB-007 | LIBRARY PRINTING<br>BLACK AND WHITE   | 0.20                                    | 0.20                                       | PER PAGE  |

| REF #         | SERVICE  | CURRENT   | PROPOSED  | COMMENT  |
|---------------|--|-----------|-----------|--|
|               |  | FY 24-25  | FY 25-26  |  |
| <b>LB-008</b> | <b>LIBRARY FACILITY RENTAL</b>   |           |           |  |
|               | RESIDENT NON-PROFIT ORGANIZATION   | 18.00     | 28.00     | PER HOUR   |
|               | RESIDENT FOR-PROFIT ORGANIZATION   | 36.00     | 46.00     | PER HOUR   |
|               | NON-RESIDENT NON-PROFIT ORGANIZATION   | 53.00     | 63.00     | PER HOUR   |
|               | NON-RESIDENT FOR PROFIT ORGANIZATION   | 53.00     | 63.00     | PER HOUR   |
|               | KITCHEN  | 41.00     | 41.00     | REFUNDABLE DEPOSIT                               |
| <b>PL-001</b> | <b>ADMINISTRATIVE USE PERMIT</b>   |           |           |  |
|               | PERMIT FEE   | 3,119.00  | 3,222.00  | PER APPLICATION                                  |
| <b>PL-003</b> | <b>CONDITIONAL USE PERMIT</b>  |           |           |  |
|               | PERMIT FEE   | 17,846.00 | 18,435.00 | PER APPLICATION                                  |
| <b>PL-004</b> | <b>DOWNTOWN DESIGN REVIEW</b>  |           |           |  |
|               | STAFF REVIEW   | 334.00    | 345.00    | PER APPLICATION                                  |
|               | DIRECTOR REVIEW  | 2,101.00  | 2,171.00  | PER APPLICATION                                  |
|               | PLANNING COMMISSION REVIEW   | 6,021.00  | 6,220.00  | PER APPLICATION                                  |
| <b>PL-005</b> | <b>VARIANCE REVIEW</b>   |           |           |  |
|               | REVIEW FEE   | 17,535.00 | 18,113.00 | PER APPLICATION                                  |
| <b>PL-006</b> | <b>ADJUSTMENT REVIEW</b>   |           |           |  |
|               | REVIEW FEE   | 2,335.00  | 2,412.00  | PER APPLICATION                                  |
| <b>PL-007</b> | <b>ZONE TEXT AMENDMENT/ZONE CHANGE</b>   |           |           |  |
|               | DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS |           |           |  |
| <b>PL-008</b> | <b>PRE-APPLICATION REVIEW</b>  |           |           |  |
|               | REVIEW FEE   | 5,832.00  | 6,024.00  | PER APPLICATION                                  |
| <b>PL-009</b> | <b>TRAFFIC STUDY REVIEW</b>  |           |           |  |
|               | DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS |           |           |  |
| <b>PL-010</b> | <b>OFF-SITE PARKING COVENANT</b>   |           |           |  |
|               | COVENANT FEE   | 851.00    | 879.00    | PER APPLICATION                                  |
| <b>PL-011</b> | <b>PARKING DEMAND/SHARED PARKING STUDY</b>   |           |           |  |
|               | STUDY FEE  | 2,190.00  | 2,263.00  | PER STUDY PLUS ACTUAL COSTS FOR TRAFFIC ENGINEER |
| <b>PL-012</b> | <b>GENERAL PLAN AMENDMENT REVIEW</b>   |           |           |  |
|               | DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS |           |           |  |
| <b>PL-013</b> | <b>SPECIFIC PLAN REVIEW</b>  |           |           |  |
|               | DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS |           |           |  |

| REF #   | SERVICE  | CURRENT   | PROPOSED  |  | COMMENT |
|---------|--|-----------|-----------|--|---------|
|         |  | FY 24-25  | FY 25-26  |  |         |
| PL-014  | <b>SPECIFIC PLAN AMENDMENT REVIEW</b><br>DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS      |           |           |  |         |
| PL-018  | <b>DEVELOPMENT AGREEMENT REVIEW</b><br>DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS        |           |           |  |         |
| PL-019  | <b>COASTAL DEVELOPMENT PERMIT</b><br>DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS          |           |           |  |         |
| PL-020A | <b>SITE PLAN REVIEW (NEW SERVICE)</b><br>DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS      |           |           |  |         |
| PL-024  | <b>DENSITY BONUS AGREEMENT REVIEW</b><br>DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS      |           |           |  |         |
| PL-025  | <b>ENVIRON. CATEGORICAL EXEMPTION</b><br>EXEMPTION FEE   | 562.00    | 580.00    | PER APPLICATION  |         |
| PL-026  | <b>ENVIRON INITIAL STUDY/NEG DEC/RECIR</b><br>DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS |           |           |  |         |
| PL-027  | <b>ENVIRONMENTAL IMPACT REPORT REVIEW</b><br>DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS  |           |           |  |         |
| PL-028  | <b>MITIGATION MONITORING</b><br>DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS               |           |           |  |         |
| PL-030  | <b>TENTATIVE PARCEL MAP REVIEW</b><br>REVIEW FEE<br><br>(ANY COUNTY PROCESSING FEES ARE PAID DIRECTLY TO THE COUNTY BY THE APPLICANT)  | 7,111.00  | 7,345.00  | PER MAP PLUS 1,500.00 DEPOSIT WITH CHARGES AT ACTUAL COSTS FOR CONTRACT SURVEYOR |         |
| PL-031  | <b>TENTATIVE TRACT MAP REVIEW</b><br>REVIEW FEE<br><br>(ANY COUNTY PROCESSING FEES ARE PAID DIRECTLY TO THE COUNTY BY THE APPLICANT)   | 11,775.00 | 12,164.00 | PER MAP PLUS 1,500.00 DEPOSIT WITH CHARGES AT ACTUAL COSTS FOR CONTRACT SURVEYOR |         |

| REF #   | SERVICE  | CURRENT  | PROPOSED | COMMENT  |
|---------|--|----------|----------|--|
|         |  | FY 24-25 | FY 25-26 |  |
| PL-033  | RESUBMITTED MAP REVIEW<br>REVIEW FEE   | 812.00   | 838.00   | PER MAP  |
| PL-034  | LOT LINE ADJUSTMENT<br>ADJUSTMENT FEE  | 1,868.00 | 1,930.00 | PER MAP PLUS 1,500.00 DEPOSIT<br>WITH CHARGES AT ACTUAL COSTS<br>FOR CONTRACT SURVEYOR |
| PL-035  | LOT MERGER<br>MERGER FEE   | 1,868.00 | 1,930.00 | PER MAP PLUS 1,500.00 DEPOSIT<br>WITH CHARGES AT ACTUAL COSTS<br>FOR CONTRACT SURVEYOR |
| PL-035A | LOT TIE COVENANT (NEW SERVICE)<br>LOT TIE COVENANT FEE   | 873.00   | 902.00   | PER APPLICATION  |
| PL-037  | CERTIFICATE OF COMPLIANCE REVIEW<br>REVIEW FEE   | 1,974.00 | 2,039.00 | PER MAP PLUS 1,500.00 DEPOSIT<br>WITH CHARGES AT ACTUAL COSTS<br>FOR CONTRACT SURVEYOR |
| PL-038  | RECIPROCAL ACCESS EASEMENT<br><br>EASEMENT FEE   | 784.00   | 810.00   | PER APPLICATION PLUS ACTUAL COSTS FOR CITY ATTORNEY                                    |
| PL-039  | CC&R REVIEW<br>REVIEW FEE  |          |          | ACTUAL COSTS FOR CITY STAFF AND CITY ATTORNEY  |
| PL-040  | HISTORIC RESOURCE NOMINATION REVIEW<br>DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR<br>ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS |          |          |  |
| PL-041  | ADMIN DETERMINATION - DIR DECISION<br>DETERMINATION FEE  | 4,181.00 | 4,319.00 | PER APPLICATION  |
| PL-042  | ADMIN DETERMINATION - PC DECISION<br>DETERMINATION FEE   | 7,155.00 | 7,391.00 | PER APPLICATION  |
| PL-042A | TEMPORARY SIGN PERMIT (NEW SERVICE)<br>SIGN FEE  | 156.00   | 161.00   | PER APPLICATION  |
| PL-043  | SIGN PROGRAM SIGN PLAN REVIEW<br>REVIEW FEE  | 156.00   | 161.00   | PER APPLICATION  |
| PL-044  | MASTER SIGN PROGRAM<br>PROGRAM FEE   | 1,234.00 | 1,275.00 | PER APPLICATION OR DEPOSIT DETERMINED BY STAFF   |
| PL-047  | ZONING CONFORMANCE LETTER/REVIEW<br>REVIEW FEE   | 940.00   | 971.00   | PER LETTER   |

| REF #   | SERVICE  | CURRENT               | PROPOSED              | COMMENT   |
|---------|--|-----------------------|-----------------------|---|
|         |  | FY 24-25              | FY 25-26              |   |
| PL-048  | <b>MODIF. TO DISCRETIONARY APPROVAL</b><br>DISCRETIONARY APPROVAL FEE  | 10,129.00             | 10,464.00             | PER APPLICATION   |
| PL-049  | <b>TIME EXTENSION REVIEW</b><br>REVIEW FEE   | 773.00                | 798.00                | PER APPLICATION   |
| PL-050  | <b>APPEAL TO THE PLANNING COMMISSION</b><br>APPEAL FEE   | 7,333.00              | 7,575.00              | PER APPEAL  |
| PL-051  | <b>APPEAL TO THE CITY COUNCIL</b><br>APPEAL FEE<br>INSIDE THE COASTAL APPEAL ZONE  | 6,499.00              | 6,713.00              | PER APPEAL FOR 50% COST RECOVERY                                      |
| PL-052  | <b>STREET ADDRESS CHANGE/ISSUANCE</b><br>CHANGE FEE  | 517.00                | 534.00                | PER APPLICATION   |
| PL-052A | <b>NEW ADDRESS PROCESSING (NEW SERVICE)</b><br>ADDRESS FEE   | 517.00                | 534.00                | PER APPLICATION   |
| PL-053  | <b>GENERAL PLAN MAINTENANCE</b><br>MAINTENANCE FEE   | 10%                   | 10%                   | OF ALL BUILDING & SAFETY PERMIT FEES                                  |
| PL-054  | <b>TEMPORARY USE PERMIT</b><br>PERMIT FEE  | 517.00                | 534.00                | PER APPLICATION   |
| PL-055  | <b>ENTERTAINMENT PERMIT</b><br>NEW PERMIT FEE<br>RENEWAL   | 67.00<br>78.00        | 69.00<br>80.00        | PER APPLICATION<br>PER APPLICATION                                    |
| PL-056  | <b>ADULT USE PLANNING PERMIT</b><br>DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS |                       |                       |   |
| PL-057  | <b>AMPLIFIED SOUND PERMIT</b><br>PERMIT FEE  | 211.00                | 218.00                | PER APPLICATION   |
| PL-058  | <b>ANIMAL PERMIT</b><br>PERMIT FEE   | 150.00                | 155.00                | PER APPLICATION   |
| PL-059  | <b>ANIMAL PERMIT RENEWAL</b><br>RENEWAL FEE  | 78.00                 | 80.00                 | PER RENEWAL   |
| PL-060  | <b>ANIMAL PERMIT APPEAL</b><br>RESIDENT<br>NON RESIDENT  | 7,333.00<br>14,660.00 | 7,575.00<br>15,144.00 | PER APPEAL FOR 50% COST RECOVERY<br>PER APPEAL FOR 100% COST RECOVERY |
| PL-061  | <b>BUSINESS ZONING CLEARANCE</b>   | 78.00                 | 80.00                 | PER APPLICATION   |

| REF #    | SERVICE  | CURRENT<br>FY 24-25 | PROPOSED<br>FY 25-26 | COMMENT                                   |
|----------|--|---------------------|----------------------|---|
| PL-061A  | HOME OCCUPATION ZONING CLEARANCE   | 78.00               | 80.00                | PER APPLICATION                           |
| PL-062   | <b>PUBLIC NOTICING</b><br>ACTUAL COSTS CHARGE BY PUBLICATION   |                     |                      |   |
| PL -063  | <b>DOWNTOWN PARKING IN LIEU</b><br>PARKING IN LIEU FEE   | 20,164.00           | 20,830.00            |   |
| PL - 064 | <b>SMOKY HOLLOW PARKING IN LIEU</b><br>PARKING IN LIEU FEE   | 32,264.00           | 33,328.00            |   |
| PL - 065 | <b>MODIFICATION OF PREVIOUS DISCRETIONARY APPROVAL</b><br>DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS |                     |                      |   |
| PO-001   | <b>FIREARMS DEALER PERMIT</b><br>PERMIT FEE  | 1,101.00            | 1,137.00             | PER APPLICATION                           |
| PO-002   | <b>FORTUNETELLER PERMIT</b><br>PERMIT FEE  | 762.00              | 787.00               | PER APPLICATION                           |
| PO-003   | <b>SECONDHAND DEALER PERMIT</b><br>PERMIT FEE  | 395.00              | 408.00               | PER APPLICATION                           |
| PO-003A  | <b>PAWNSHOP PERMIT</b><br>PERMIT FEE   | 1,101.00            | 1,137.00             | PER APPLICATION                           |
| PO-004   | <b>BINGO PERMIT</b><br>ANNUAL APPLICATION<br>FEE IS SET BY PENAL CODE SECTION 326.5(l)(1)<br><br>REMOTE CALLER GAME  | 56.00<br><br>817.00 | 57.00<br><br>844.00  | PER APPLICATION PLUS DEPT. OF JUSTICE FEE |
| PO-006   | <b>POLICE MASSAGE ESTABLISHMENT PERMIT</b><br>PERMIT FEE   | 745.00              | 770.00               | PER APPLICATION                           |
| PO-007   | <b>MASSAGE THERAPIST PERMIT</b><br>PERMIT FEE  | 200.00              | 207.00               | PER APPLICATION PLUS COUNTY TESTING FEE   |
| PO-008   | <b>AUCTION HOUSE PERMIT</b><br>PERMIT FEE  | 762.00              | 787.00               | PER APPLICATION                           |
| PO-009   | <b>POOL ROOM PERMIT</b><br>PERMIT FEE  | 745.00              | 770.00               | PER APPLICATION                           |
| PO-010   | <b>TOBACCO PERMIT</b><br>PERMIT FEE  | 295.00              | 304.00               | PER APPLICATION                           |

| REF #  | SERVICE   | CURRENT                                 | PROPOSED                                | COMMENT   |
|--------|---|---|---|---|
|        |   | FY 24-25                                | FY 25-26                                |   |
| PO-013 | <b>MISC. POLICE BUSINESS PERMIT</b><br>PERMIT FEE   | 828.00                                  | 856.00                                  | PER APPLICATION                                   |
| PO-014 | <b>CONCEALED WEAPONS PERMIT</b><br>FEE IS SET BY STATE LAW:<br>NEW APPLICATION<br>RENEWAL APPLICATION<br>AMENDED APPLICATION<br>PSYCHOLOGICAL TESTING COSTS ARE TO BE ADDED TO THE ABOVE FEE UP TO \$150<br><br>20% OF THE FEE IS COLLECTED UPON FILING OF THE INITIAL APPLICATION AND IS<br>NON-REFUNDABLE. THE BALANCE OF THE FEE IS COLLECTED ON ISSUANCE OF THE LICENSE | 100.00<br>25.00<br>10.00                | 100.00<br>25.00<br>10.00                | PER APPLICATION<br>PER RENEWAL<br>PER APPLICATION |
| PO-015 | <b>CLEARANCE FORM/LETTER</b><br>SERVICE FEE   | 44.00                                   | 46.00                                   | PER LETTER  |
| PO-016 | <b>RECORDS CHECK - LOCAL</b><br>SERVICE FEE   | 28.00                                   | 29.00                                   | PER NAME  |
| PO-017 | <b>CITATION SIGN-OFF SERVICE</b><br>SERVICE FEE   | 26.00                                   | 26.00                                   | PER CITATION                                      |
| PO-018 | <b>VEHICLE IMPOUND RELEASE</b><br>STANDARD IMPOUND<br>30 DAY/DUI IMPOUND  | 267.00<br>311.00                        | 276.00<br>322.00                        | PER VEHICLE<br>PER VEHICLE                        |
| PO-019 | <b>POLICE FALSE ALARM RESPONSE/BILLING</b><br><br>FIRST 3 ALARMS IN A CALANDAR YEAR<br>4TH FALSE ALARM<br>5TH FALSE ALARM<br>6TH AND SUBSEQUENT FALSE ALRM  | NO CHARGE<br>278.00<br>389.00<br>500.00 | NO CHARGE<br>287.00<br>402.00<br>517.00 |   |
| PO-020 | <b>POLICE ALARM PERMIT</b><br>ALARM PERMIT<br>VIOLATION FOR NON-ALARM PERMIT  | NO CHARGE<br>195.00                     | NO CHARGE<br>201.00                     |   |
| PO-022 | <b>DUI COLLISION RESPONSE</b><br>CHARGED AT FULLY ALLOCATED HOURLY RATES FOR ALL RESPONDING EMERGENCY PERSONNEL,<br>NOT TO EXCEED \$12,000 PER INCIDENT BY STATE LAW  |   |   |   |
| PO-023 | <b>SECOND RESPONSE CALL-BACK</b><br>CHARGED AT FULLY ALLOCATED HOURLY RATES FOR ALL RESPONDING EMERGENCY PERSONNEL  |   |   |   |
| PO-024 | <b>MISDEMEANOR BOOKING SERVICE</b><br>BOOKING FEE   | 292.00                                  | 302.00                                  |   |

| REF #   | SERVICE  | CURRENT                                  | PROPOSED                                 | COMMENT  |
|---------|--|--|--|--|
|         |  | FY 24-25                                 | FY 25-26                                 |  |
| PO-024A | <b>DUI ARREST</b><br>ARREST FEE  | 875.00                                   | 904.00                                   | COLLECTED UPON CONVICTION  |
| PO-025  | <b>SPECIAL EVENT POLICE SERVICE</b><br>CHARGED AT FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL USED                                  |  |  |  |
| PO-026  | <b>FINGERPRINTING ON REQUEST</b><br>SERVICE FEE  | 50.00                                    | 52.00                                    | PER APPLICATION PLUS DOJ FEES  |
| PO-027  | <b>POLICE REPORT/DOCUMENT REPRODUCTION</b><br><br>FIRST 5 COPIES<br>EACH ADDITIONAL COPY   | No CHARGE<br>0.20                        | No CHARGE<br>0.20                        | PER COPY   |
| PO-028  | <b>POLICE PHOTO REPRODUCTION</b><br>REPRODUCTION FEE   | 53.00                                    | 55.00                                    | PER REQUEST  |
| PO-029  | <b>POLICE DISPATCH TAPE COPY</b><br>COPY FEE   | 12.00                                    | 13.00                                    | PER COPY   |
| PO-030  | <b>POLICE AUDIO/VIDEO TAPE COPY</b><br>COPY FEE  | 12.00                                    | 13.00                                    | PER COPY   |
| PO-040  | <b>ANIMAL AT-LARGE PICKUP</b><br>1ST OFFENSE<br>2ND OFFENSE<br>3RD AND SUBSEQUENT OFFENSE  | 12.00<br>31.00<br>48.00                  | 13.00<br>32.00<br>49.00                  |  |
| PO-041  | <b>VICIOUS ANIMAL HEARING</b>  | NO CHARGE                                | NO CHARGE                                |  |
| PO-047  | <b>ANIMAL CONTROL SERVICES</b><br>DOG LICENSE:<br>SPAYED/NEUTERED<br>NON-SPAYED/NEUTERED<br>SENIORS<br>LATE FEE<br>REPLACEMENT TAG FEE | 22.00<br>86.00<br>10.00<br>10.00<br>5.00 | 22.00<br>89.00<br>11.00<br>11.00<br>5.00 |  |
| PW-001  | <b>WATER SERVICE LATERAL INSPECTION</b><br>1" - 2"<br><br>3" - 10"   | 823.00<br><br>1,290.00                   | 850.00<br><br>1,332.00                   | PLUS REFUNDABLE DEPOSIT<br>1,000.00<br><br>PLUS REFUNDABLE DEPOSIT<br>1,500.00 |
| PW-001A | <b>WATER SERVICE PRE-PLAN REVIEW</b><br>REVIEW FEE   | 156.00                                   | 161.00                                   | PER APPLICATION  |

| REF #   | SERVICE   | CURRENT  | PROPOSED | COMMENT  |
|---------|---|----------|----------|--|
|         |   | FY 24-25 | FY 25-26 |  |
| PW-002A | WATER METER UPGRADE INSPECTION<br>REVIEW FEE  | 206.00   | 212.00   | PER APPLICATION  |
| PW-003A | WATER METER ABANDONMENT INSPECTION<br>SERVICE FEE   | 206.00   | 212.00   | PER METER  |
| PW-004  | TEMPORARY CONSTRUCTION METER<br>INSTALLATION  | 161.00   | 167.00   |  |
|         | MOVE  | 78.00    | 80.00    |  |
|         |   |          |          | PLUS REFUNDABLE DEPOSIT TO COVER THE COST OF THE METER |
| PW-005  | FIRE FLOW TEST WITNESS<br>TEST FEE  | 195.00   | 201.00   | PER TEST   |
| PW-006  | DAMAGED METER/SERVICE LINE<br>CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL USED PLUS ANY<br>MATERIALS OR OUTSIDE COSTS |          |          |  |
| PW-007  | ANNUAL BACKFLOW DEVICE PROGRAM<br>PROGRAM FEE   | 150.00   | 155.00   | PER DEVICE PER YEAR                                    |
| PW-010  | NEW SEWER LATERAL INSPECTION<br>INSPECTION FEE  | 317.00   | 327.00   | PER LATERAL  |
| PW-011  | SEWER CAP INSPECTION<br>INSPECTION FEE  | 317.00   | 327.00   | PER CAP  |
| PW-012  | SEWAGE SPILL RESPONSE<br>CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL USED PLUS ANY<br>MATERIALS OR OUTSIDE COSTS      |          |          |  |
| PW-015  | NEW UTILITY ACCOUNT PROCESSING<br>PROCESSING FEE  | 128.00   | 132.00   | PER NEW ACCOUNT  |
|         | DEPOSIT:  |          |          |  |
|         | RESIDENTIAL   | 78.00    | 80.00    |  |
|         | COMMERCIAL  | 300.00   | 310.00   |  |
| PW-016  | DELINQUENT UTILITY BILLING<br>DELINQUENT BILL   | 16.00    | 16.00    |  |
|         | RED TAG   | 34.00    | 36.00    |  |
| PW-017  | DELINQUENT UTILITY TURN-OFF/ON<br>SHUT-OFF FEE  | 95.00    | 98.00    | PER DELINQUENT SHUT-OFF                                |
|         | RECONNECTION FEE (SB 998 LIMITS FOR LOW-INCOME CUSTOMERS)   | 56.00    | 57.00    | PER RECONNECTION                                       |

| REF #     | SERVICE                                   | CURRENT<br>FY 24-25 | PROPOSED<br>FY 25-26 | COMMENT  |
|-----------|---|---------------------|----------------------|--|
| PW-020    | WATER METER TEST                          |                     |                      |  |
|           | TEST FEE                                  | 400.00              | 413.00               | PER METER TEST (REFUNDED IF THE METER IS FOUND TO BE RUNNING FAST) |
| PW-021    | REFER TO COLLECTION AGENCY                | 5%                  | 5%                   | OF THE AMOUNT OWED TO THE CITY                                     |
| PW-023    | BANNER FEE                                | 33.00               | 34.00                | PER BANNER   |
| PW-025    | COMMERCIAL HAULER PERMIT                  |                     |                      |  |
|           | FULL SERVICE                              | 7,016.00            | 7,248.00             |  |
|           | ROLL OFF                                  | 1,623.00            | 1,677.00             |  |
| PW-026    | SELF HAUL WASTER PERMIT                   | 878.00              | 907.00               | PER PERMIT   |
| REC-001   | ADULT SPORTS                              | Appendix B          | Appendix B           |  |
| REC-002   | YOUTH SPORTS                              | Appendix B          | Appendix B           |  |
| REC-003   | DAY CAMPS                                 | Appendix B          | Appendix B           |  |
| REC-004   | TEEN CENTER/AFTERSCHOOL                   | Appendix B          | Appendix B           |  |
| REC-005   | RECREATION CLASSES                        | Appendix B          | Appendix B           |  |
| REC-006   | AQUATICS SERVICES                         | Appendix B          | Appendix B           |  |
| REC-007   | RECREATION CARD REGISTRATION              | Appendix B          | Appendix B           |  |
| REC-008   | YOUTH DRAMA                               | Appendix B          | Appendix B           |  |
| REC-009   | SENIOR SERVICES                           | Appendix B          | Appendix B           |  |
| REC-010   | BLOCK PARTY PERMIT                        | 31.00               | 32.00                | PER APPLICATION  |
| REC-011   | PRIVATE SPEC. EVENT PERMIT/SERVICES       | 507.00              | 524.00               | PER APPLICATION/FEE WAIVER APPLICABLE                              |
| REC-012   | FARMERS MARKET                            | Appendix C          | Appendix C           |  |
| REC-013   | CITY SPECIAL EVENTS                       | Appendix C          | Appendix C           |  |
| REC-014   | RECREATION FACILITY RENTAL                | Appendix C          | Appendix C           |  |
| REC-015   | BALLFIELD RENTAL                          | Appendix C          | Appendix C           |  |
| REC-017   | YOUTH SPORTS ORGANIZATIONS PER PLAYER FEE |                     |                      |  |
|           | RESIDENT                                  | 10.00               | 10.00                |  |
|           | NON-RESIDENT                              | 31.00               | 32.00                |  |
| REC-018   | COMPETITION POOL - RENTAL - HOURLY RATES  | Appendix D          | Appendix D           |  |
| REC -019  | TEACHING POOL                             | Appendix D          | Appendix D           |  |
| REC - 020 | EVENT PRICING                             | Appendix D          | Appendix D           |  |
| REC - 021 | MEMORY ROW TREE/BENCH DONATION PROGRAM    |                     |                      |  |
|           | TREE                                      | 517.00              | 534.00               | INCLUDES 24" BOX TREE, CUSTOMIZED PLAQUE                           |
|           | BENCH                                     | 1,449.00            | 1,497.00             | INCLUDES 5' RECYCLED PLASTIC BENCH, CUSTOMIZED PLAQUE              |

**BUILDING PERMIT FEES**

**APPENDIX A  
Schedule A-1**

|   | Fee Amount (\$)   |                   | Unit                                      |
|---|-------------------|-------------------|---|
|   | CURRENT FY 24/25  | PROPOSED FY 25/26 |   |
| <b>Single Family Residential Building Permits</b>     |                   |                   |   |
| Building Permit Under \$500 Valuation                 | 205.00            | 212.00            |   |
| Building Permit \$501 - \$2,000 Valuation             | 205.00<br>3.63    | 212.00<br>3.75    | plus<br>for each \$100 over \$500         |
| Building Permit \$2,001 - \$25,000 Valuation          | 259.00<br>26.29   | 268.00<br>27.16   | plus<br>for each \$1,000 over \$2,000     |
| Building Permit \$25,001 - \$50,000 Valuation         | 864.00<br>20.19   | 893.00<br>20.86   | plus<br>for each \$1,000 over \$25,000    |
| Building Permit \$50,001 - \$100,000 Valuation        | 1,369.00<br>22.24 | 1,414.00<br>22.97 | plus<br>for each \$1,000 over \$50,000    |
| Building Permit \$100,001 - \$500,000 Valuation       | 2,480.00<br>9.09  | 2,562.00<br>9.39  | plus<br>for each \$1,000 over \$100,000   |
| Building Permit \$500,001 - \$1,000,000 Valuation     | 6,115.00<br>11.30 | 6,317.00<br>11.67 | plus<br>for each \$1,000 over \$500,000   |
| Building Permit Over \$1,000,000 Valuation            | 11,763.00<br>5.65 | 12,151.00<br>5.84 | plus<br>for each \$1,000 over \$1,000,000 |
| <b>Single Family Residential Building Plan Check</b>  |                   |                   |   |
| Building Plan Check Under \$500 Valuation             | 102.00            | 105.00            |   |
| Building Plan Check \$501 - \$2,000 Valuation         | 102.00<br>4.08    | 105.00<br>4.21    | plus<br>for each \$100 over \$500         |
| Building Plan Check \$2,001 - \$25,000 Valuation      | 164.00<br>11.80   | 169.00<br>12.19   | plus<br>for each \$1,000 over \$2,000     |
| Building Plan Check \$25,001 - \$50,000 Valuation     | 435.00<br>17.39   | 449.00<br>17.96   | plus<br>for each \$1,000 over \$25,000    |
| Building Plan Check \$50,001 - \$100,000 Valuation    | 869.00<br>4.36    | 898.00<br>4.50    | plus<br>for each \$1,000 over \$50,000    |
| Building Plan Check \$100,001 - \$500,000 Valuation   | 1,088.00<br>5.43  | 1,124.00<br>5.61  | plus<br>for each \$1,000 over \$100,000   |
| Building Plan Check \$500,001 - \$1,000,000 Valuation | 3,263.00<br>6.52  | 3,371.00<br>6.74  | plus<br>for each \$1,000 over \$500,000   |
| Building Plan Check Over \$1,000,000 Valuation        | 6,520.00<br>3.26  | 6,735.00<br>3.37  | plus<br>for each \$1,000 over \$1,000,000 |
| <b>Single Family Residential Combo Permits</b>        |                   |                   |   |
| Electrical Permit                                     | 10%               | 10%               | of the Building Permit Fee                |
| Plumbing Permit                                       | 10%               | 10%               | of the Building Permit Fee                |
| Mechanical Permit                                     | 10%               | 10%               | of the Building Permit Fee                |

| Appendix A<br>Schedule A-1                                       | Fee Amount (\$)   |                   | Unit                                      |
|--|-------------------|-------------------|---|
| <b>Non-Single Family Residential Building Permits</b>            |                   |                   |   |
| Building Permit Under \$500 Valuation                            | 205.00            | 212.00            |   |
| Building Permit \$501 - \$2,000 Valuation                        | 205.00<br>6.97    | 212.00<br>7.20    | plus<br>for each \$100 over \$500         |
| Building Permit \$2,001 - \$25,000 Valuation                     | 309.00<br>28.52   | 319.00<br>29.46   | plus<br>for each \$1,000 over \$2,000     |
| Building Permit \$25,001 - \$50,000 Valuation                    | 965.00<br>24.24   | 997.00<br>25.04   | plus<br>for each \$1,000 over \$25,000    |
| Building Permit \$50,001 - \$100,000 Valuation                   | 1,571.00<br>26.24 | 1,623.00<br>27.11 | plus<br>for each \$1,000 over \$50,000    |
| Building Permit \$100,001 - \$500,000 Valuation                  | 2,883.00<br>10.10 | 2,978.00<br>10.43 | plus<br>for each \$1,000 over \$100,000   |
| Building Permit \$500,001 - \$1,000,000 Valuation                | 6,922.00<br>11.70 | 7,150.00<br>12.09 | plus<br>for each \$1,000 over \$500,000   |
| Building Permit Over \$1,000,000 Valuation                       | 12,776.00<br>3.18 | 13,198.00<br>3.28 | plus<br>for each \$1,000 over \$1,000,000 |
| <b>Non-Single Family Residential Building Plan Check</b>         |                   |                   |   |
| Building Plan Check Under \$500 Valuation                        | 102.00            | 105.00            |   |
| Building Plan Check \$501 - \$2,000 Valuation                    | 102.00<br>7.71    | 105.00<br>7.96    | plus<br>for each \$100 over \$500         |
| Building Plan Check \$2,001 - \$25,000 Valuation                 | 218.00<br>18.91   | 225.00<br>19.53   | plus<br>for each \$1,000 over \$2,000     |
| Building Plan Check \$25,001 - \$50,000 Valuation                | 653.00<br>8.67    | 675.00<br>8.96    | plus<br>for each \$1,000 over \$25,000    |
| Building Plan Check \$50,001 - \$100,000 Valuation               | 869.00<br>4.36    | 898.00<br>4.50    | plus<br>for each \$1,000 over \$50,000    |
| Building Plan Check \$100,001 - \$500,000 Valuation              | 1,088.00<br>5.98  | 1,124.00<br>6.18  | plus<br>for each \$1,000 over \$100,000   |
| Building Plan Check \$500,001 - \$1,000,000 Valuation            | 3,480.00<br>1.74  | 3,595.00<br>1.80  | plus<br>for each \$1,000 over \$500,000   |
| Building Plan Check Over \$1,000,000 Valuation                   | 4,347.00<br>1.11  | 4,490.00<br>1.15  | plus<br>for each \$1,000 over \$1,000,000 |
| <b>Non-Single Family Residential Combo Permits</b>               |                   |                   |   |
| Electrical Permit  | 40%               | 40%               | of the Building Permit Fee                |
| Plumbing Permit  | 10%               | 10%               | of the Building Permit Fee                |
| Mechanical Permit  | 20%               | 20%               | of the Building Permit Fee                |
| <b>Other Departmental Review</b>                                 |                   |                   |   |
| Review Fee   | 15%               | 15%               | of the Building Permit Fee                |
| <b>Miscellaneous:</b>  |                   |                   |   |
| Demolition Permit  | 419.00            | 433.00            |   |
| Duplicate Certificate of Occupancy                               | 29.00             | 30.00             |   |
| Temporary Certificate of Occupancy                               | 772.00            | 797.00            | plus \$10,000 deposit refundable          |
| Other Inspections not specified                                  | 203.00            | 210.00            |   |
| Overtime Inspection (4 hour minimum)                             | OT Hourly Rate    | OT Hourly Rate    |   |
| Additional Plan Review   | Hourly Rate       | Hourly Rate       |   |
| Expedited Plan Review in addition<br>to regular Plan Review Fee  | OT Hourly Rate    | OT Hourly Rate    |   |
| Pre-Inspection Site Visit  | \$252             | 260.00            |   |
| <b>(Overtime Hourly Rate is 120% of the Regular Hourly Rate)</b> |                   |                   |   |

| Appendix A<br>Schedule A-1                       | Fee Amount (\$)  |                  | Unit                                    |
|--|------------------|------------------|---|
| <b>Grading Permits</b>                           |                  |                  |   |
| Grading Permit under \$2,000 Valuation           | 84.00            | 87.00            |   |
| Grading Permit \$2,001-\$10,000 Valuation        | 84.00<br>34.47   | 87.00<br>35.61   | plus<br>for each \$1,000 over \$2,000   |
| Grading Permit \$10,001-\$50,000 Valuation       | 359.00<br>10.10  | 371.00<br>10.43  | plus<br>for each \$1,000 over \$10,000  |
| Grading Permit \$50,001-\$100,000 Valuation      | 814.00<br>6.07   | 841.00<br>6.27   | plus<br>for each \$1,000 over \$50,000  |
| Grading Permit \$100,001-\$500,000 Valuation     | 1,066.00<br>1.51 | 1,101.00<br>1.56 | plus<br>for each \$1,000 over \$100,000 |
| Grading Permit over \$500,000 Valuation          | 1,671.00<br>1.51 | 1,726.00<br>1.56 | plus<br>for each \$1,000 over \$500,000 |
| <b>Grading Plan Check</b>                        |                  |                  |   |
| Grading Plan Check \$2,000 Valuation             | 111.00           | 115.00           |   |
| Grading Plan Check \$2,001-\$10,000 Valuation    | 111.00<br>40.45  | 115.00<br>41.78  | plus<br>for each \$1,000 over \$2,000   |
| Grading Plan Check \$10,001-\$50,000 Valuation   | 435.00<br>5.45   | 449.00<br>5.63   | plus<br>for each \$1,000 over \$10,000  |
| Grading Plan Check \$50,001-\$100,000 Valuation  | 653.00<br>4.34   | 675.00<br>4.48   | plus<br>for each \$1,000 over \$50,000  |
| Grading Plan Check \$100,001-\$500,000 Valuation | 869.00<br>4.34   | 898.00<br>4.48   | plus<br>for each \$1,000 over \$100,000 |
| Grading Plan Check over \$500,000 Valuation      | 2,604.00<br>4.34 | 2,690.00<br>4.48 | plus<br>for each \$1,000 over \$500,000 |
| <b>Expedited Plan Check Surcharge</b>            |                  |                  |   |
| Surcharge Fee                                    | 50%              | 50%              | of Plan Check Fees                      |
| <b>Plan Retention Surcharge</b>                  |                  |                  |   |
| Surcharge Fee                                    | 1%               | 1%               | of Permit Fees                          |

**APPENDIX A**

| <u>Schedule A-2</u>  | <u>CURRENT FY 24/25</u> | <u>PROPOSED FY 25/26</u> |
|--|-------------------------|--------------------------|
| <b>Electrical Permits</b>  |                         |                          |
| Permit Issuance  | 57.00                   | 59.00                    |
| Residential Appliances, up to 5 hp                                 | 151.00                  | 156.00                   |
| Non-Residential Appliances, up to 5 hp                             | 151.00                  | 156.00                   |
| Electrical Sign  | 168.00                  | 173.00                   |
| Motors/Transformers (Ratings in HP, KW, KVA, or KVAR)              |                         |                          |
| up to 100  | 151.00                  | 156.00                   |
| 100 +  | 252.00                  | 261.00                   |
| Temporary Power Pole   | 135.00                  | 139.00                   |
| Services, Switchboards, Control Centers, & Panels                  |                         |                          |
| up to 600 volts  |                         |                          |
| up to 400 amps   |                         |                          |
| SFR  | 151.00                  | 156.00                   |
| Non-SFR  | 151.00                  | 156.00                   |
| over 400 amps  | 202.00                  | 209.00                   |
| greater than 600 volts   | 252.00                  | 261.00                   |
| Switchboards   |                         |                          |
| First Section Standing Panel                                       | N/A                     | N/A                      |
| Additional Sections  | N/A                     | N/A                      |
| Fire Warning Communication Control Panel                           | N/A                     | N/A                      |
| Fire Warning Communication Control Panel - over 600 volts          | N/A                     | N/A                      |
| Fire Warning Communication Control Panel - add'l sections          | N/A                     | N/A                      |
| Recept, Switch, Lighting Outlet, and Lighting Fixture, per fixture |                         |                          |
| SFR:   |                         |                          |
| First 10 items   | 19.00                   | 20.00                    |
| Each item over 10  | 3.00                    | 3.00                     |
| Non-SFR:   |                         |                          |
| First 10 items   | 19.00                   | 20.00                    |
| Each item over 10  | 3.00                    | 3.00                     |
| Pole or Platform Mounted Fixtures, per fixture                     |                         |                          |
| SFR  | 85.00                   | 87.00                    |
| Non-SFR  | 85.00                   | 87.00                    |
| Swimming Pool  | 252.00                  | 261.00                   |
| Meter Reset  | 118.00                  | 122.00                   |
| Electrical Duct Bank (per 100 lin ft)                              | 102.00                  | 106.00                   |
| Branch Circuits (Temporary or Future)                              | 102.00                  | 106.00                   |
| Miscellaneous Conduits and Conductors (per 100 linear feet)        | 101.00                  | 105.00                   |
| Inspections not specified  | 202.00                  | 209.00                   |
| Reinspection's   | Hourly Rate             | Hourly Rate              |
| After Hours Inspection (4 hour minimum)                            | OT Hourly Rate          | OT Hourly Rate           |

**Plan Check - 100% of Permit Fee**

**Overtime Hourly Rate is 120% of the Regular Hourly Rate**

**APPENDIX A**

| <u>Schedule A-2</u>  | <u>CURRENT FY 24/25</u> | <u>PROPOSED FY 25/26</u> |
|--|-------------------------|--------------------------|
| <b>Plumbing Permits</b>  |                         |                          |
| Permit Issuance  | 57.00                   | 59.00                    |
| Plumbing Fixtures and Vents                                    |                         |                          |
| SFR  | 22.00                   | 23.00                    |
| Non-SFR  | 30.00                   | 31.00                    |
| Repair or Alteration of Drainage or Vent Piping                |                         |                          |
| SFR  | 85.00                   | 87.00                    |
| Non-SFR  | 101.00                  | 105.00                   |
| Grease Interceptor   | 202.00                  | 209.00                   |
| Piping (per dwelling unit)                                     | 101.00                  | 105.00                   |
| Repipe   |                         |                          |
| Single Family Residential (per dwelling unit)                  | 101.00                  | 105.00                   |
| Multi Family Residential (per dwelling unit)                   | 152.00                  | 157.00                   |
| Lawn Sprinklers, Vacuum Breakers, and Backflow Protection Dev. |                         |                          |
| Each Lawn Sprinkler System per Valve                           | 42.00                   | 44.00                    |
| Each Vacuum Breaker or Backflow Protection Device              | 42.00                   | 44.00                    |
| Backflow Protection Device greater than 6"                     | 354.00                  | 365.00                   |
| Gas System, per system   |                         |                          |
| SFR  |                         |                          |
| Less than 2"   | 151.00                  | 156.00                   |
| 2" or more   | 151.00                  | 156.00                   |
| For Each Outlet over 5   | 20.00                   | 21.00                    |
| Non-SFR  |                         |                          |
| Less than 2"   | 151.00                  | 156.00                   |
| 2" or more   | 151.00                  | 156.00                   |
| For Each Outlet over 5   | 20.00                   | 21.00                    |
| Water Heater   |                         |                          |
| SFR  | 118.00                  | 122.00                   |
| Non-SFR  | 118.00                  | 122.00                   |
| Solar Water Heating system (Combo)                             |                         |                          |
| SFR  | 315.00                  | 325.00                   |
| Non-SFR  | 315.00                  | 325.00                   |
| Piping to a Condesate Pump, piping repair, sump pump           | 85.00                   | 87.00                    |
| Earthquake Valve   | 151.00                  | 156.00                   |
| Sewer  |                         |                          |
| 0-25 linear feet   | 101.00                  | 105.00                   |
| each additional 100 linear feet                                | 50.00                   | 52.00                    |
| Swimming Pool  | 252.00                  | 261.00                   |
| In-Ground Spa  | 151.00                  | 156.00                   |
| Pool/Spa Heater  | 118.00                  | 122.00                   |
| Miscellaneous  | 235.00                  | 242.00                   |
| Inspections not specified                                      | 202.00                  | 209.00                   |
| Reinspection's   | Hourly Rate             | Hourly Rate              |
| After Hours Inspection (4 hour minimum)                        | OT Hourly Rate          | OT Hourly Rate           |

**APPENDIX A**

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**Schedule A-2**

**CURRENT FY 24/25**

**PROPOSED FY 25/26**

**Plan Check - 100% of Permit Fee**

**Overtime Hourly Rate is 120% of the Regular Hourly Rate**

**Mechanical Permits**

|  |                |                |
|--|----------------|----------------|
| Permit Issuance  | 57.00          | 59.00          |
| Forced-Air or Gravity-Type Furnace or Burner                 |                |                |
| SFR  | 151.00         | 156.00         |
| Non-SFR  | 151.00         | 156.00         |
| Floor Furnace - Installation or Relocation                   | 151.00         | 156.00         |
| Suspended/Recessed Wall/Floor Mounted Heater - Install/Reloc | 151.00         | 156.00         |
| Fireplace  |                |                |
| SFR  | 151.00         | 156.00         |
| Non-SFR  | 151.00         | 156.00         |
| Appliance Vents per each Inlet/Outlet                        |                |                |
| SFR  | 42.00          | 44.00          |
| Non-SFR  | 42.00          | 44.00          |
| Air Handling Units   | 101.00         | 105.00         |
| Air Inlet/Air Outlet - First 10 vents                        | 151.00         | 156.00         |
| Air Inlet/Air Outlet - Each additional vent                  | 3.00           | 3.00           |
| Variable Air Volume Box                                      | 76.00          | 78.00          |
| Single Register Ventilation Fan                              | 76.00          | 78.00          |
| Independent Venting System                                   | 151.00         | 156.00         |
| Hood served by Mechanical Exhaust                            | 151.00         | 156.00         |
| Boilers, Compressors, and Absorption Systems                 |                |                |
| 0-15 HP or 0-500,000 Btu/h                                   | 151.00         | 156.00         |
| 15-30 HP or 500,001-1,000,000 Btu/h                          | 236.00         | 244.00         |
| 31-50 HP or 1,000,001-1,750,000 Btu/h                        | 286.00         | 295.00         |
| 50+ HP or 1,750,001+ Btu/h                                   | 354.00         | 365.00         |
| Smoke/Fire Damper  | 101.00         | 105.00         |
| Smoke Control Damper   | 101.00         | 105.00         |
| Thermostat   | 101.00         | 105.00         |
| Incinerator/Kiln   | 151.00         | 156.00         |
| Alteration to Duct Work not otherwise noted                  | 13.00          | 14.00          |
| Miscellaneous  | 235.00         | 242.00         |
| Inspections not specified                                    | 202.00         | 209.00         |
| Reinspection's   | Hourly Rate    | Hourly Rate    |
| After Hours Inspection (4 hour minimum)                      | OT Hourly Rate | OT Hourly Rate |

**APPENDIX A**

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**Schedule A-2**

**CURRENT FY 24/25**

**PROPOSED FY 25/26**

**Plan Check - 100% of Permit Fee**

**Overtime Hourly Rate is 120% of the Regular Hourly Rate**

**Combo Permits**

Electric Vehicle Charging System

|             |        |        |
|-------------|--------|--------|
| Residential | 331.00 | 342.00 |
| Commercial  | 926.00 | 957.00 |

Solar Charging System:

|             |          |          |
|-------------|----------|----------|
| Residential | 647.00   | 668.00   |
| Commercial  | 1,136.00 | 1,174.00 |

Swimming Pool

|             |          |          |
|-------------|----------|----------|
| Residential | 1,409.00 | 1,455.00 |
| Commercial  | 1,770.00 | 1,829.00 |

Generator

|        |        |
|--------|--------|
| 788.00 | 814.00 |
|--------|--------|

Sign

|        |        |
|--------|--------|
| 365.00 | 377.00 |
|--------|--------|

**APPENDIX B**

|                          |              | <b>Adopted<br/>12/19/23</b> | <b>Proposed</b>        |                       |
|--------------------------|--------------|-----------------------------|------------------------|-----------------------|
|                          |              | <b><u>FY 24-25</u></b>      | <b><u>FY 25-26</u></b> | <b><u>Comment</u></b> |
| <b>Adult Sports</b>      |              |                             |                        |                       |
| Basketball               |              |                             |                        |                       |
|                          | Resident     | 220.00                      | 227.00                 | team                  |
|                          | Non-Resident | 265.00                      | 274.00                 | team                  |
| Softball                 |              |                             |                        |                       |
|                          | Resident     | 380.00                      | 393.00                 | team                  |
|                          | Non-Resident | 460.00                      | 475.00                 | team                  |
| Kickball                 |              |                             |                        |                       |
|                          | Resident     | 325.00                      | 218.00                 | team                  |
|                          | Non-Resident | 390.00                      | 261.00                 | team                  |
| Soccer                   |              |                             |                        |                       |
|                          | Resident     | 220.00                      | 227.00                 | team                  |
|                          | Non-Resident | 265.00                      | 274.00                 | team                  |
| Pickleball               |              |                             |                        |                       |
|                          | Resident     | 375.00                      | 387.00                 | team                  |
|                          | Non-Resident | 450.00                      | 465.00                 | team                  |
| Pickleball (Half League) |              |                             |                        |                       |
|                          | Resident     | 187.50                      | 194.00                 | team                  |
|                          | Non-Resident | 225.00                      | 232.00                 | team                  |
| Pickleball (Drop-in)     |              |                             |                        |                       |
|                          | Resident     | 5.00                        | 5.00                   | Per 3 Hour Session    |
|                          | Non-Resident | 7.00                        | 7.00                   | Per 3 Hour Session    |
|                          | Resident     | 3.00                        | 3.00                   | Per 2 Hour Session    |
|                          | Non-Resident | 5.00                        | 5.00                   | Per 2 Hour Session    |

**APPENDIX B**

|                                       | <b>Adopted<br/>12/19/23<br/>FY 24-25</b> | <b>Proposed<br/>FY 25-26</b> | <b><u>Comment</u></b> |
|---------------------------------------|--|------------------------------|-----------------------|
| <b>Day Camps</b>                      |  |                              |                       |
| Recreation Leader Led Camps           |  |                              |                       |
| Resident                              | 60.00                                    | 83.00                        | participant           |
| Non-Resident                          | 80.00                                    | 110.00                       | participant           |
| Camp Cowabunga                        |  |                              |                       |
| Resident                              | 225.00                                   | 264.00                       | participant           |
| Non-Resident                          | 320.00                                   | 330.00                       | participant           |
| Tiny Tots                             |  |                              |                       |
| Resident                              | 60.00                                    | 83.00                        | participant           |
| Non-Resident                          | 80.00                                    | 110.00                       | participant           |
| Teen Camp                             |  |                              |                       |
| Resident                              | 115.00                                   | 138.00                       | participant           |
| Non-Resident                          | 145.00                                   | 217.50                       | participant           |
| Spring Break Camp                     |  |                              |                       |
| Resident                              | 140.00                                   | 145.00                       | participant           |
| Non-Resident                          | 180.00                                   | 186.00                       | participant           |
| Winter Camp Day                       |  |                              |                       |
| Resident                              | 115.00                                   | 119.00                       | participant           |
| Non-Resident                          | 145.00                                   | 150.00                       | participant           |
| Fired Up! Day Camp                    |  |                              |                       |
| Resident                              | 25.00                                    | 26.00                        | participant           |
| Non-Resident                          | 32.00                                    | 33.00                        | participant           |
| Contract Day Camps 70/30              |  |                              |                       |
| 20% Rec ID discount<br>from base rate |  |                              | participant           |
| Administrative Fee for Camp Refunds   | 10.00                                    | 10.00                        | participant           |
| Staff Led Day Camps Aquatics          |  |                              |                       |
| Resident                              | 60.00                                    | 60.00                        | participant           |
| Non-Resident                          | 80.00                                    | 80.00                        | participant           |

**APPENDIX B**

|                                   | <b>Adopted<br/>12/19/23<br/>FY 24-25</b> | <b>Proposed<br/>FY 25-26</b> | <b>Comment</b> |
|-----------------------------------|--|------------------------------|----------------|
| <b>Teen Center/Afterschool</b>    |  |                              |                |
| GABIT - Spring and Summer         |  |                              |                |
| Resident or Non-Resident          | 0.00                                     | 0.00                         | per player     |
| Non-Resident/Non-Card Holder      | 5.00                                     | 5.00                         | per player     |
| Snowboard Trip                    |  |                              |                |
| Resident                          | Market -20%                              | Market -20%                  | participant    |
| Non-Resident                      | Market                                   | Market                       | participant    |
| Bus Only                          | 30.00                                    | 31.00                        | participant    |
| Skate Tournament                  |  |                              |                |
| Resident                          | 5.00                                     | 5.00                         | participant    |
| Non-Resident                      | 7.00                                     | 7.00                         | participant    |
| Youth Basketball                  |  |                              |                |
| Resident                          | 100.00                                   | 120.00                       | participant    |
| Non-Resident                      | 125.00                                   | 150.00                       | participant    |
| El Segundo Youth Drama Program    |  |                              |                |
| Junior Production - Resident      | 250.00                                   | 250.00                       | participant    |
| Junior Production - Non-Resident  | 313.00                                   | 313.00                       | participant    |
| Senior Production - Resident      | 300.00                                   | 300.00                       | participant    |
| Senior Production - Non-Resident  | 375.00                                   | 375.00                       | participant    |
| Variety Show - Resident           | 200.00                                   | 200.00                       | participant    |
| Variety Show - Non-Resident       | 250.00                                   | 250.00                       | participant    |
| Private Instructor Permit Fee     | 15.00                                    | 15.00                        | Hourly         |
| Club Cowabunga (Registration Fee) |  |                              |                |
| Resident                          |  | 100.00                       | Fee            |
| Non-Resident                      |  | 120.00                       | Fee            |
| Club Cowabunga                    |  |                              |                |
| Resident                          |  | 450.00                       | Monthly        |
| Non-Resident                      |  | 550.00                       | Monthly        |
| Late Payment Fee                  |  |                              |                |
| Resident                          |  | 10.00                        | Per Day        |
| Non-Resident                      |  | 20.00                        | Per Day        |

**APPENDIX B**

|                                       | <b>Adopted<br/>12/19/23<br/><u>FY 24-25</u></b> | <b>Proposed<br/><u>FY 25-26</u></b> | <b><u>Comment</u></b>  |
|---------------------------------------|---|-------------------------------------|------------------------|
| <b>Aquatics Services</b>              |   |                                     |                        |
| Rec Swim (Hilltop)                    |   |                                     |                        |
| Resident                              | No Fee  | No Fee                              | participant            |
| Adult-Non-Resident                    | 7.00  | 7.00                                | participant            |
| Senior/Youth Non-Res                  | 5.00  | 5.00                                | participant            |
| Camp Participant                      | 3.00  | 3.00                                | participant            |
| Rec Swim & Lap Swim (Aquatics Center) |   |                                     |                        |
| Adult - Resident                      | 5.00  | 5.00                                | participant            |
| Adult - Non-Resident                  | 7.00  | 7.00                                | participant            |
| Military - Resident                   | 3.00  | 3.00                                | participant            |
| Military - Non-Resident               | 5.00  | 5.00                                | participant            |
| Senior - Resident                     | 3.00  | 3.00                                | participant            |
| Senior - Non-Resident                 | 5.00  | 5.00                                | participant            |
| Youth - Resident                      | 3.00  | 3.00                                | participant            |
| Youth - Non-Resident                  | 5.00  | 5.00                                | participant            |
| Special Event Registration            |   |                                     |                        |
| Resident                              | 5.00  | 5.00                                | participant            |
| Non-Resident                          | 11.00   | 11.00                               | participant            |
| Group Lessons (All Facilities)        |   |                                     |                        |
| Resident                              | 50.00   | 50.00                               | participant            |
| Non-Resident                          | 90.00   | 90.00                               | participant            |
| Private Swim Lessons                  |   |                                     |                        |
| Resident                              | 100.00  | 100.00                              | participant            |
| Non-Resident                          | 150.00  | 150.00                              | participant            |
| Semi-Private Swim Lessons             |   |                                     |                        |
| Resident                              | 80.00   | 80.00                               | participant            |
| Non-Resident                          | 100.00  | 100.00                              | participant            |
| Lifeguard Classes and Certifications  |   |                                     |                        |
|                                       | 214.00  | 214.00                              | participant            |
|                                       | No Fee  | No Fee                              | Staff Re-Certification |
| GIT                                   |   |                                     |                        |
| Resident                              | 55.00   | 55.00                               | participant            |
| Non-Resident                          | 70.00   | 70.00                               | participant            |

**APPENDIX B**

|                                  | <b>Adopted<br/>12/19/23</b> | <b>Proposed</b>        |                       |
|----------------------------------|-----------------------------|------------------------|-----------------------|
|                                  | <b><u>FY 24-25</u></b>      | <b><u>FY 25-26</u></b> | <b><u>Comment</u></b> |
| Facility Rentals during Rec Swim |                             |                        |                       |
| Resident per hour                | 39.00                       | 39.00                  | participant           |
| Non-Resident per hour            | 128.00                      | 128.00                 | participant           |
| <br>Annual Membership (AC)       |                             |                        |                       |
| Adult Resident                   | 500.00                      | 500.00                 | membership            |
| Adult Non-Resident               | 700.00                      | 700.00                 | membership            |
| Military Resident                | 300.00                      | 300.00                 | membership            |
| Military Non-Resident            | 500.00                      | 500.00                 | membership            |
| Senior Resident                  | 300.00                      | 300.00                 | membership            |
| Senior Non-Resident              | 500.00                      | 500.00                 | membership            |
| Family Resident                  | 1,000.00                    | 1,000.00               | membership            |
| Family Non-Resident              | 1,400.00                    | 1,400.00               | membership            |
| Youth Resident                   | 300.00                      | 300.00                 | membership            |
| Youth Non-Resident               | 500.00                      | 500.00                 | membership            |
| <br>10 Punch Pass (AC)           |                             |                        |                       |
| Adult Resident                   | 44.00                       | 44.00                  | membership            |
| Adult Non-Resident               | 61.00                       | 61.00                  | membership            |
| Military Resident                | 27.00                       | 27.00                  | membership            |
| Military Non-Resident            | 44.00                       | 44.00                  | membership            |
| Senior Resident                  | 27.00                       | 27.00                  | membership            |
| Senior Non-Resident              | 44.00                       | 44.00                  | membership            |
| Youth Resident                   | 27.00                       | 27.00                  | membership            |
| Youth Non-Resident               | 44.00                       | 44.00                  | membership            |
| <br>20 Punch Pass (AC)           |                             |                        |                       |
| Adult Resident                   | 82.00                       | 82.00                  | membership            |
| Adult Non-Resident               | 117.00                      | 117.00                 | membership            |
| Military Resident                | 50.00                       | 50.00                  | membership            |
| Military Non-Resident            | 82.00                       | 82.00                  | membership            |
| Senior Resident                  | 50.00                       | 50.00                  | membership            |
| Senior Non-Resident              | 82.00                       | 82.00                  | membership            |
| Youth Resident                   | 50.00                       | 50.00                  | membership            |
| Youth Non-Resident               | 82.00                       | 82.00                  | membership            |

**APPENDIX B**

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|  | <b>Adopted<br/>12/19/23<br/><u>FY 24-25</u></b> | <b>Proposed<br/><u>FY 25-26</u></b> | <b><u>Comment</u></b> |
|--|---|-------------------------------------|-----------------------|
| 30 Punch Pass (AC)                                       |   |                                     |                       |
| Adult Resident   | 113.00  | 113.00                              | membership            |
| Adult Non-Resident                                       | 158.00  | 158.00                              | membership            |
| Military Resident  | 56.00   | 56.00                               | membership            |
| Military Non-Resident                                    | 113.00  | 113.00                              | membership            |
| Senior Resident  | 56.00   | 56.00                               | membership            |
| Senior Non-Resident                                      | 113.00  | 113.00                              | membership            |
| Youth Resident   | 56.00   | 56.00                               | membership            |
| Youth Non-Resident                                       | 113.00  | 113.00                              | membership            |
| <br>Rental Fees  | <br>Various                                     | <br>Various                         | <br>See Appendix D    |
| <b>Recreation Card Registration (Annual)</b>             |   |                                     |                       |
| Adult  | 15.00   | 15.00                               | card                  |
| Youth  | 10.00   | 10.00                               | card                  |
| Senior/Infant  | 5.00  | 5.00                                | card                  |
| Replacement  | 5.00  | 5.00                                | card                  |
| <br><b>Wiseburn Card Registration (Annual) (AC Only)</b> |   |                                     |                       |
| Adult  | 15.00   | 15.00                               | card                  |
| Youth  | 10.00   | 10.00                               | card                  |
| Senior/Infant  | 5.00  | 5.00                                | card                  |
| Replacement  | 5.00  | 5.00                                | card                  |

**Appendix C**

|   | <b>Adopted<br/>12/19/23<br/>FY 24-25</b> | <b>Proposed<br/>FY 25-26</b> | <b>Comment</b>         |
|---|--|------------------------------|------------------------|
| <b>Recreation Park Picnic Reservations</b>          |  |                              |                        |
| Picnic Area - Each Area (4 tables, max capacity 50) |  |                              |                        |
| Less Than 25 People (First-come, first- served)     | Free                                     | Free                         |                        |
| El Segundo Non-Profit/Individual (25+ people)       | 13.00                                    | 13.00 hour                   |                        |
| El Segundo for Profit (25+ people)                  | 26.00                                    | 27.00 hour                   |                        |
| Non-Resident Groups (25+ people)                    | 39.00                                    | 40.00 hour                   |                        |
| BBQ Area (max capacity 75)                          |  |                              |                        |
| El Segundo Non-Profit/Individual                    | 33.00                                    | 34.00 hour                   |                        |
| El Segundo for Profit                               | 65.00                                    | 67.00 hour                   |                        |
| Non-Resident Groups                                 | 97.00                                    | 100.00 hour                  |                        |
| Fire Circle (max capacity 100)                      |  |                              |                        |
| *Pending fire Marshall Approval                     |  |                              |                        |
| El Segundo Non-Profit/Individual                    | 44.00                                    | 45.00 hour                   |                        |
| El Segundo for Profit                               | 87.00                                    | 90.00 hour                   |                        |
| Non-Resident Groups                                 | 131.00                                   | 135.00 hour                  |                        |
| Inflatable Bouncer Surcharge                        |  |                              |                        |
| El Segundo Non-Profit/Individual                    | 27.00                                    | 28.00 per event              |                        |
| El Segundo for Profit                               | 55.00                                    | 57.00 per event              |                        |
| Non-Resident Groups                                 | 81.00                                    | 84.00 per event              |                        |
| <b>Recreation Park Outdoor Amenities</b>            |  |                              |                        |
| Grass Area  |  |                              |                        |
| El Segundo Non-Profit/Individual                    | 55.00                                    | 57.00 hour                   |                        |
| El Segundo for Profit                               | 108.00                                   | 112.00 hour                  |                        |
| Non-Resident Groups                                 | 163.00                                   | 168.00 hour                  |                        |
| Basketball Court                                    |  |                              |                        |
| El Segundo Non-Profit/Individual                    | 55.00                                    | 57.00 hour                   |                        |
| El Segundo for Profit                               | 108.00                                   | 112.00 hour                  |                        |
| Non-Resident Groups                                 | 163.00                                   | 168.00 hour                  |                        |
| Volleyball Court                                    |  |                              |                        |
| El Segundo Non-Profit/Individual                    | 27.00                                    | 28.00 hour                   |                        |
| El Segundo for Profit                               | 55.00                                    | 57.00 hour                   |                        |
| Non-Resident Groups                                 | 81.00                                    | 84.00 hour                   |                        |
| Roller Hockey Rink                                  |  |                              |                        |
| El Segundo Non-Profit/Individual                    | 27.00                                    | 28.00 hour                   |                        |
| El Segundo for Profit                               | 55.00                                    | 57.00 hour                   |                        |
| Non-Resident Groups                                 | 81.00                                    | 84.00 hour                   |                        |
| Skate Park - Facility Rental                        |  |                              | *Rental Agreement Only |

**Appendix C**

|   | <b>Adopted<br/>12/19/23<br/>FY 24-25</b> | <b>Proposed<br/>FY 25-26</b> | <b>Comment</b>         |
|---|--|------------------------------|------------------------|
| <b>Recreation Park Picnic Reservations</b>            |  |                              |                        |
| Lawn Bowling Green                                    |  |                              | *Rental Agreement Only |
| Clubhouse Amphitheatre                                |  |                              | *Rental Agreement Only |
| Clubhouse Outdoor Patio                               |  |                              |                        |
| El Segundo Non-Profit/Individual                      | 17.00                                    | 18.00 hour                   |                        |
| El Segundo for Profit                                 | 34.00                                    | 35.00 hour                   |                        |
| Non-Resident Groups                                   | 51.00                                    | 53.00 hour                   |                        |
| <b>Recreation Park Sport Amenities</b>                |  |                              |                        |
| Tennis, Racquetball, Paddle Tennis, Pickleball Courts |  |                              |                        |
| El Segundo Non-Profit/Individual/Profit               | 10.00                                    | 10.00 hour                   |                        |
| Non-Resident Groups                                   | 20.00                                    | 20.00 hour                   |                        |
| Batting Cage  |  |                              |                        |
| El Segundo Non-Profit/Individual/Profit               | 10.00                                    | 10.00 hour                   |                        |
| Non-Resident Groups                                   | 20.00                                    | 20.00 hour                   |                        |
| <b>Athletic Fields</b>                                |  |                              |                        |
| George Brett Field                                    |  |                              |                        |
| El Segundo Non-Profit/Individual                      | 33.00                                    | 34.00 hour                   |                        |
| El Segundo for Profit                                 | 65.00                                    | 67.00 hour                   |                        |
| Non-Resident Groups                                   | 97.00                                    | 100.00 hour                  |                        |
| Stevenson Field                                       |  |                              |                        |
| El Segundo Non-Profit/Individual                      | 33.00                                    | 34.00 hour                   |                        |
| El Segundo for Profit                                 | 65.00                                    | 67.00 hour                   |                        |
| Non-Resident Groups                                   | 97.00                                    | 100.00 hour                  |                        |
| Softball Field  |  |                              |                        |
| El Segundo Non-Profit/Individual                      | 33.00                                    | 34.00 hour                   |                        |
| El Segundo for Profit                                 | 65.00                                    | 67.00 hour                   |                        |
| Non-Resident Groups                                   | 97.00                                    | 100.00 hour                  |                        |

**Appendix C**

|  | <b>Adopted<br/>12/19/23</b> | <b>Proposed<br/>FY 25-26</b> | <b>Comment</b>         |
|--|-----------------------------|------------------------------|------------------------|
| <b>Recreation Park Picnic Reservations</b>   | <b>FY 24-25</b>             | <b>FY 25-26</b>              |                        |
| <b>Richmond Field</b>  |                             |                              |                        |
| El Segundo Non-Profit/Individual   | 33.00                       | 34.00 hour                   |                        |
| El Segundo for Profit  | 65.00                       | 67.00 hour                   |                        |
| Non-Resident Groups  | 97.00                       | 100.00 hour                  |                        |
| <b>Campus El Segundo (1/2 Field Available)</b>   |                             |                              |                        |
| El Segundo Non-Profit/Individual   | 64.00                       | 66.00 hour                   |                        |
| El Segundo for Profit  | 128.00                      | 132.00 hour                  |                        |
| Non-Resident Groups  | 193.00                      | 199.00 hour                  |                        |
| <b>Athletic Field Lighting Fee</b>   |                             |                              |                        |
| El Segundo Non-Profit/Individual   | No fee                      | No fee                       |                        |
| El Segundo for Profit  | 22.00                       | 23.00 hour                   |                        |
| Non-Resident Groups  | 22.00                       | 23.00 hour                   |                        |
| <b>Clubhouse Large Capacity Rooms (Auditorium)</b>   |                             |                              |                        |
| <b>Large Capacity Room (150)</b>   |                             |                              |                        |
| <b>(Joslyn Center Social Hall, Clubhouse Auditorium)</b>   |                             |                              |                        |
| El Segundo Non-Profit/Individual   | 54.00                       | 56.00 hour                   |                        |
| El Segundo for Profit  | 107.00                      | 111.00 hour                  |                        |
| Non-Resident Groups  | 161.00                      | 166.00 hour                  |                        |
| <b>Meeting Room (max capacity 50)</b>  |                             |                              |                        |
| <b>(Joslyn Center Multi-purpose Room, Joslyn Center Craft Room, Joslyn Center Library, Clubhouse Tri-Room, Clubhouse Drop-In Room)</b> |                             |                              |                        |
| El Segundo Non-Profit/Individual   | 17.00                       | 18.00 hour                   |                        |
| El Segundo for Profit  | 34.00                       | 35.00 hour                   |                        |
| Non-Resident Groups  | 51.00                       | 53.00 hour                   |                        |
| <b>Kitchen (Add-On at Joslyn Center or Clubhouse)</b>  |                             |                              |                        |
| El Segundo Non-Profit/Individual   | 12.00                       | 12.00 hour                   |                        |
| El Segundo for Profit  | 24.00                       | 25.00 hour                   |                        |
| Non-Resident Groups  | 35.00                       | 36.00 hour                   |                        |
| Camp Eucalyptus  |                             |                              | *Rental Agreement Only |
| Teen Center  |                             |                              | *Rental Agreement Only |
| <b>Aquatics Facilities</b>   |                             |                              |                        |
| <b>Hilltop Pool (*See below for staff fees)</b>  |                             |                              |                        |
| El Segundo Non-Profit/Individual   | 108.00                      | 112.00 hour                  |                        |
| El Segundo for Profit  | 257.00                      | 265.00 hour                  |                        |
| Non-Resident Groups  | 385.00                      | 398.00 hour                  |                        |

**Appendix C**

|  | <b>Adopted<br/>12/19/23</b> | <b>Proposed</b> |                |
|--|-----------------------------|-----------------|----------------|
|  | <b>FY 24-25</b>             | <b>FY 25-26</b> | <b>Comment</b> |
| <b>Recreation Park Picnic Reservations</b>   |                             |                 |                |
| Inflatable Obstacle Course and Staff Fee (in addition to facility fee)                 |                             |                 |                |
| El Segundo Non-Profit/Individual   | 107.00                      | 111.00 hour     |                |
| El Segundo for Profit  | 193.00                      | 199.00 hour     |                |
| Non-Resident Groups  | 231.00                      | 239.00 hour     |                |
| Key Log Roll   |                             |                 |                |
| El Segundo Non-Profit/Individual   | 54.00                       | 56.00 hour      |                |
| El Segundo for Profit  | 96.00                       | 99.00 hour      |                |
| Non-Resident Groups  | 116.00                      | 120.00 hour     |                |
| Additional Staffing Fees for Aquatics Facility Rentals (Lifeguard Costs by Group Size) |                             |                 |                |
| One to 19 people (1 senior guard, 1 lifeguard)   |                             |                 |                |
| El Segundo Non-Profit/Individual   | 43.00                       | 43.00 hour      |                |
| El Segundo for Profit  | 51.00                       | 51.00 hour      |                |
| Non-Resident Groups  | 62.00                       | 62.00 hour      |                |
| 20 to 39 people (1 senior guard, 2 lifeguards)   |                             |                 |                |
| El Segundo Non-Profit/Individual   | 59.00                       | 59.00 hour      |                |
| El Segundo for Profit  | 71.00                       | 71.00 hour      |                |
| Non-Resident Groups  | 86.00                       | 86.00 hour      |                |
| 40 to 59 people (1 senior guard, 3 lifeguards)   |                             |                 |                |
| El Segundo Non-Profit/Individual   | 75.00                       | 75.00 hour      |                |
| El Segundo for Profit  | 90.00                       | 90.00 hour      |                |
| Non-Resident Groups  | 107.00                      | 107.00 hour     |                |
| 60+ people (1 senior guard, 4 lifeguards)  |                             |                 |                |
| El Segundo Non-Profit/Individual   | 91.00                       | 91.00 hour      |                |
| El Segundo for Profit  | 109.00                      | 109.00 hour     |                |
| Non-Resident Groups  | 132.00                      | 132.00 hour     |                |
| <b>Neighborhood Parks</b>  |                             |                 |                |
| Library Park (Open Space up to 100 people)   |                             |                 |                |
| El Segundo Non-Profit/Individual   | 55.00                       | 57.00 hour      |                |
| El Segundo for Profit  | 108.00                      | 112.00 hour     |                |
| Non-Resident Groups  | 163.00                      | 168.00 hour     |                |
| Hilltop Park Picnic Area (max capacity 25)   |                             |                 |                |
| El Segundo Non-Profit/Individual   | 13.00                       | 13.00 hour      |                |
| El Segundo for Profit  | 26.00                       | 27.00 hour      |                |
| Non-Resident Groups  | 39.00                       | 40.00 hour      |                |
| Acacia Picnic Area (max capacity 25)   |                             |                 |                |
| El Segundo Non-Profit/Individual   | 13.00                       | 13.00 hour      |                |
| El Segundo for Profit  | 26.00                       | 27.00 hour      |                |
| Non-Resident Groups  | 39.00                       | 40.00 hour      |                |

**Appendix C**

|   | <b>Adopted<br/>12/19/23<br/>FY 24-25</b> | <b>Proposed<br/>FY 25-26</b>    | <b>Comment</b>         |
|---|--|---------------------------------|------------------------|
| <b>Recreation Park Picnic Reservations</b>    |  |                                 |                        |
| Sycamore Park Picnic Area (max capacity 25)   |  |                                 |                        |
| El Segundo Non-Profit/Individual              | 13.00                                    | 13.00 hour                      |                        |
| El Segundo for Profit                         | 26.00                                    | 27.00 hour                      |                        |
| Non-Resident Groups                           | 39.00                                    | 40.00 hour                      |                        |
| Kansas Park Picnic Area (max capacity 25)     |  |                                 |                        |
| El Segundo Non-Profit/Individual              | 13.00                                    | 13.00 hour                      |                        |
| El Segundo for Profit                         | 26.00                                    | 27.00 hour                      |                        |
| Non-Resident Groups                           | 39.00                                    | 40.00 hour                      |                        |
| Independence Park (group 25+)                 |  |                                 | *Rental Agreement Only |
| Washington Park Picnic Area (max capacity 25) |  |                                 |                        |
| El Segundo Non-Profit/Individual              | 13.00                                    | 13.00 hour                      |                        |
| El Segundo for Profit                         | 26.00                                    | 27.00 hour                      |                        |
| Non-Resident Groups                           | 39.00                                    | 40.00 hour                      |                        |
| Constitution Park Grass Area                  |  |                                 |                        |
| El Segundo Non-Profit/Individual              | 55.00                                    | 57.00 hour                      |                        |
| El Segundo for Profit                         | 108.00                                   | 112.00 hour                     |                        |
| Non-Resident Groups                           | 163.00                                   | 168.00 hour                     |                        |
| Washington Park Grass Area                    |  |                                 |                        |
| El Segundo Non-Profit/Individual              | 55.00                                    | 57.00 hour                      |                        |
| El Segundo for Profit                         | 108.00                                   | 112.00 hour                     |                        |
| Non-Resident Groups                           | 163.00                                   | 168.00 hour                     |                        |
| Freedom Park (group 25+)                      |  |                                 | *Rental Agreement Only |
| <b>Security Deposit</b>                       | 203.00                                   | 210.00 per event                |                        |
| <b>Additional Staff Fee (If Necessary)</b>    | 25.50                                    | 26.00 per hour/per staff person |                        |
| <b>Cancellation Policy</b>                    | 51.00                                    | 53.00                           |                        |
| <b>Showmobile</b>                             |  | 2,500.00 per day/per event      |                        |

**APPENDIX D**

|  | <b>Adopted 12/19/23</b> | <b>No Changes<br/>Proposed</b> |
|--|-------------------------|--------------------------------|
|  | <b><u>FY 24-25</u></b>  | <b><u>FY 25-26</u></b>         |
| <b>REC-018 COMPETITION POOL - RENTAL - HOURLY RATES</b>      |                         |                                |
| SHORT COURSE - SHORT TERM RENTAL <10HRS/WK                   | 23.00                   | 23.00 hour                     |
| SHORT COURSE - LONG TERM RENTAL > OR = 10HRS/WK              | 18.00                   | 18.00 hour                     |
| LONG COURSE - SHORT TERM RENTAL <10HRS/WK                    | 46.00                   | 46.00 hour                     |
| LONG COURSE - LONG TERM RENTAL > OR = 10HRS/WK               | 36.00                   | 36.00 hour                     |
| HALF POOL - ALTERNATE USE - SHORT TERM RENTAL <10HRS/WK      | 119.00                  | 119.00 hour                    |
| HALF POOL - ALTERNATE USE - LONG TERM RENTAL > OR = 10HRS/WK | 98.00                   | 98.00 hour                     |
| <b>REC -019 TEACHING POOL - RENTAL - HOURLY RATES</b>        |                         |                                |
| PER LANE - SHORT TERM RENTAL <10HRS/WK                       | 18.00                   | 18.00 hour                     |
| PER LANE - LONG TERM RENTAL > OR = 10HRS/WK                  | 12.00                   | 12.00 hour                     |
| FULL POOL - SHORT TERM RENTAL <10RS/WK                       | 114.00                  | 114.00 hour                    |
| FULL POOL - LONG TERM RENTAL > OR = 10HRS/WK                 | 91.00                   | 91.00 hour                     |
| <b>REC - 020 EVENT PRICING</b>                               |                         |                                |
| FULL DAY COMPETITION POOL (6+ HOURS)                         | 3,549.00                | 3,549.00 event                 |
| HALF DAY COMPETITION POOL (< 6 HOURS)                        | 1,876.00                | 1,876.00 event                 |
| FULL DAY TEACHING POOL (6+ HOURS)                            | 710.00                  | 710.00 event                   |
| HALFDAY TEACHING POOL (< 6 HOURS)                            | 431.00                  | 431.00 event                   |
| LIGHTING FEE (IF APPLICABLE)                                 | 20.50                   | 20.50 hour                     |
| TIMING SYSTEM (IF APPLICABLE)                                | 56.00                   | 56.00 event                    |
| EXTRA STAFF (IF APPLICABLE)                                  | 30.00                   | 30.00 hour                     |

**APPENDIX E**

|  | <u>CURRENT FY 24/25</u> | <u>PROPOSED FY 25/26</u> | <u>Comment</u>  |
|--|-------------------------|--------------------------|-----------------|
| <b>AD-002 FILM PERMIT PROCESSING</b>   |                         |                          |                 |
| FILM LOCATION FEES   |                         |                          |                 |
| UNLESS OTHERWISE STATED, LOCATION FEES ARE PER HOUR WITH A FOUR HOUR MINIMUM. STAFF FEES ARE NOT INCLUDED IN THESE RATES AND WILL BE ADDED WHERE APPLICABLE. |                         |                          |                 |
| <b>RECREATION PARK</b>   |                         |                          |                 |
| PICNIC AREA  | 62.00                   | 64.00                    |                 |
| BBQ AREA   | 145.00                  | 150.00                   |                 |
| FIRE CIRCLE  | 248.00                  | 257.00                   |                 |
| VOLLEYBALL COURT   | 124.00                  | 128.00                   |                 |
| ROLLER HOCKEY RINK   | 248.00                  | 257.00                   |                 |
| SKATE PARK   | 248.00                  | 257.00                   |                 |
| TENNIS, RACQUETBALL, PADDLE TENNIS COURTS  | 248.00                  | 257.00                   |                 |
| GRASS AREA   | 248.00                  | 257.00                   |                 |
| BASKETBALL COURT   | 248.00                  | 257.00                   |                 |
| INFLATABLES SURCHARGE (PER EVENT)  | 207.00                  | 214.00                   |                 |
| <b>ATHLETIC FIELDS</b>   |                         |                          |                 |
| GEORGE BRETT FIELD   | 248.00                  | 257.00                   |                 |
| STEVENSON FIELD  | 248.00                  | 257.00                   |                 |
| SOFTBALL FIELD   | 248.00                  | 257.00                   |                 |
| RICHMOND FIELD   | 248.00                  | 257.00                   |                 |
| CAMPUS EL SEGUNDO (PER FIELD)  | 331.00                  | 342.00                   |                 |
| ATHLETIC FIELD LIGHTING FEE  | 52.00                   | 53.00                    |                 |
| <b>COMMUNITY CENTERS</b>   |                         |                          |                 |
| JOSLYN CENTER MULTI-PURPOSE ROOM   | 103.00                  | 107.00                   |                 |
| JOSLYN CENTER CRAFT ROOM   | 103.00                  | 107.00                   |                 |
| JOSLYN CENTER LIBRARY  | 103.00                  | 107.00                   |                 |
| CLUBHOUSE TRI-ROOM   | 103.00                  | 107.00                   |                 |
| CLUBHOUSE DROP-IN ROOM   | 103.00                  | 107.00                   |                 |
| KITCHEN ADD-ON AT JOSLYN OR CLUBHOUSE  | 103.00                  | 107.00                   |                 |
| CAMP EUCALYPTUS  | 207.00                  | 214.00                   |                 |
| TEEN CENTER JOSLYN CENTER SOCIAL HALL  | 207.00                  | 214.00                   |                 |
| CLUBHOUSE AUDITORIUM   | 207.00                  | 214.00                   |                 |
| <b>AQUATICS FACILITIES</b>   |                         |                          |                 |
| HILLTOP POOL   | 341.00                  | 353.00                   | PLUS STAFF FEES |
| COMPETITION POOL (6+ HOURS)  | 3,946.00                | 4,076.00                 | PLUS STAFF FEES |
| COMPETITION POOL (<6 HOURS)  | 2,086.00                | 2,155.00                 | PLUS STAFF FEES |
| INSTRUCTIONAL POOL (6+ HOURS)  | 790.00                  | 816.00                   | PLUS STAFF FEES |
| INSTRUCTIONAL POOL (<6 HOURS)  | 479.00                  | 495.00                   | PLUS STAFF FEES |

**APPENDIX E**

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|   | <u>CURRENT FY 24/25</u> | <u>PROPOSED FY 25/26</u> | <u>Comment</u> |
|---|-------------------------|--------------------------|----------------|
| <b>NEIGHBORHOOD PARKS</b>   |                         |                          |                |
| LIBRARY PARK  | 248.00                  | 257.00                   |                |
| INDEPENDENCE PARK   | 248.00                  | 257.00                   |                |
| CONSTITUTION PARK   | 248.00                  | 257.00                   |                |
| WASHINGTON PARK   | 248.00                  | 257.00                   |                |
| FREEDOM PARK  | 248.00                  | 257.00                   |                |
| HILLTOP PICNIC  | 62.00                   | 64.00                    |                |
| ACACIA PICNIC   | 62.00                   | 64.00                    |                |
| SYCAMORE PARK (MAX CAPACITY 25)   | 62.00                   | 64.00                    |                |
| KANSAS PARK (MAX CAPACITY 25)   | 62.00                   | 64.00                    |                |
| <b>CITY OWNED BUILDINGS</b>   |                         |                          |                |
| THE USE OF CITY OWNED BUILDINGS FOR FILMING WILL BE CONSIDERED ON A CASE BY CASE BASIS. FEES WILL BE DETERMINED BY THE CITY MANAGER OR CITY MANAGER'S DESIGNEE. |                         |                          |                |
| <b>PARKING LOT</b>  | 31.00                   | 32.00                    | OR             |
| AMOUNT PER PARKING SPACE  | 3.00                    | 3.00                     | PER HOUR       |

\*WORKING AROUND THEIR NORMAL SCHEDULE, POLICE AND FIRE PERSONNEL WORK FILM DETAILS ON AN OVERTIME BASIS. DUE TO POSSIBLE CONFLICTS WITH WORK SCHEDULES, FILM COMPANIES SHOULD ATTEMPT TO SCHEDULE WORK HOURS 7 DAYS IN ADVANCE. THE POLICE DEPARTMENT MAY REQUIRE SUPERVISORS TO WORK IF MORE THAN 3 OFFICERS ARE WORKING AT THE SAME TIME. WORK SCHEDULE CANCELLATIONS BY THE PRODUCTION COMPANY WITHIN 24 HOURS OF THE SCHEDULED FILMING HOURS WILL INCUR A 4-HOUR MINIMUM CHARGE FOR EACH OFFICER INVOLVED (TO BE DEDUCTED FROM THE PERMIT FEES).

THE NUMBER OF OFFICERS REQUIRED IS DETERMINED BY THE POLICE DEPARTMENT. ALL POLICE PERSONNEL SCHEDULING WILL ALSO BE COORDINATED THROUGH THE POLICE DEPARTMENT.

FEES ARE ESTIMATED IN ADVANCE AND ACUAL COSTS WILL BE CALCULATED WHEN THE PROJECT IS COMPLETED.

APPENDIX F

| <u>LAND USE CATEGORY</u>   | <u>DETACHED DWELING</u> | <u>ATTACHED DWELLING</u> | <u>COMMERCIAL LODGING</u> | <u>RETAIL &amp; SERVICE</u> | <u>OFFICE USES</u> | <u>INDUSTRIAL</u> | <u>INSTITUTIONAL</u> |
|----------------------------|-------------------------|--------------------------|---------------------------|-----------------------------|--------------------|-------------------|----------------------|
|                            | <u>UNITS</u>            | <u>UNITS</u>             | <u>UNITS</u>              | <u>USES (SF)</u>            | <u>(SF)</u>        | <u>USES (SF)</u>  | <u>USES (SF)</u>     |
| Tyler Code                 | DIF-1                   | DIF-2                    | DIF-3                     | DIF-4                       | DIF-5              | DIF-6             | DIF-7                |
| LAW ENFORCEMENT            | 1,026.78                | 1,033.17                 | 110.77                    | 5.341                       | 1.465              | 0.348             | 0.212                |
| FIRE PROTECTION            | 122.49                  | 293.97                   | 55.39                     | 0.142                       | 0.029              | -                 | -                    |
| STREETS, SIGNALS & BRIDGES | 2,016.28                | 1,345.25                 | 1,063.00                  | 4.072                       | 2.327              | 1.248             | 2.657                |
| STORM DRAINAGE             | 2,643.64                | 1,381.47                 | 94.80                     | 0.362                       | 0.535              | 1.910             | 0.638                |
| WATER DISTRIBUTION         | 6,822.13                | 4,662.06                 | 1,879.95                  | 0.551                       | 0.787              | 0.959             | 2.041                |
| WASTEWATER COLLECTION      | 3,196.44                | 2,795.96                 | 1,863.97                  | 0.240                       | 0.456              | 0.815             | 1.477                |
| GENERAL GOVERNMENT         | 214.09                  | 46.87                    | 46.87                     | 0.128                       | 0.128              | 0.128             | 0.128                |
| LIBRARY                    | 966.07                  | 919.20                   | NO FEE                    | NO FEE                      | NO FEE             | NO FEE            | NO FEE               |
| PUBLIC MEETING             | 8,186.56                | 7,782.88                 | NO FEE                    | NO FEE                      | NO FEE             | NO FEE            | NO FEE               |
| AQUATICS CENTER            | 1,884.21                | 1,791.54                 | NO FEE                    | NO FEE                      | NO FEE             | NO FEE            | NO FEE               |
| PARKLAND                   | 28,761.61               | 27,343.92                | NO FEE                    | NO FEE                      | NO FEE             | NO FEE            | NO FEE               |
| <b>DIF TOTAL</b>           | <b>55,840.30</b>        | <b>49,396.29</b>         | <b>5,114.75</b>           | <b>10.8360</b>              | <b>5.7270</b>      | <b>5.4080</b>     | <b>7.1530</b>        |

| <b>New Fees</b>   |                 |  |
|---|-----------------|--|
| <b>Fees</b>   | <b>Proposed</b> | <b>Notes</b>   |
| <b>Subpoena Fees</b>  |                 |  |
| Complying with subpoena records                             | \$15.00         |  |
| Witness Fees - Per Day (Not peace officers or firefighters) | \$275.00        | Payment due at the time the subpoena is served on the city |
|   |                 |  |
| Police / Fire Department Subpoena Witness Fees              |                 |  |
| Witness Fees - Per Day Per Employee (Gov. Code 68097.2(b))  | \$275.00        | Payment due at the time the subpoena is served on the city |
| <b>Lobbyist Fees</b>  |                 |  |
|   | \$30.00         | Lobbyist's Registration                                    |
| <b>Pickleball (Drop-in)</b>                                 |                 |  |
| Resident  | \$5.00          | Per 3 Hour Session   |
| Non-Resident  | \$7.00          | Per 3 Hour Session   |
|   |                 |  |
| Resident  | \$3.00          | Per 2 Hour Session   |
| Non-Resident  | \$5.00          | Per 2 Hour Session   |
| <b>Club Cowabunga (Registration Fee)</b>                    |                 |  |
| Resident  | \$100.00        | Fee  |
| Non-Resident  | \$120.00        | Fee  |
| <b>Club Cowabunga (Monthly Fee)</b>                         |                 |  |
| Resident  | \$450.00        | Monthly  |
| Non-Resident  | \$550.00        | Monthly  |
| <b>Club Cowabunga (Late Payment Fee)</b>                    |                 |  |
| Resident  | \$10.00         | Per Day  |
| Non-Resident  | \$20.00         | Per Day  |
| <b>Washington Park Picnic Area (max capacity 25)</b>        |                 |  |
| El Segundo Non-Profit/Individual                            | \$13.00         | Was previously named Washington Park Grass Area            |
| El Segundo for Profit                                       | \$27.00         |  |
| Non-Resident Groups   | \$40.00         |  |
| <b>Showmobile</b>   |                 |  |
|   | \$2,500.00      | Per day/per event  |

| <b>Changed Fees</b>                          |                |                 |  |
|--|----------------|-----------------|--|
| <b>Fees</b>                                  | <b>Current</b> | <b>Proposed</b> | <b>Notes</b>                                   |
| <b>Credit Card Processing</b>                |                |                 |  |
|  | Up to 2.99%    | Up to 3.75%     |  |
|  | +              | +               |  |
| Processing Fee                               | \$0.99/trans.  | \$0.99/trans.   | Increase due to Tyler Payments charges         |
| <b>Stormwater Inspection</b>                 |                |                 |  |
| <del>Restaurant</del> Commercial Inspections |                |                 | Name Change Only                               |
| Automotive Industrial Inspections            |                |                 | Name Change Only                               |
| 1 Acre                                       |                |                 |  |
| 2-5 Acres                                    |                |                 |  |
| More than 5 acres                            |                |                 |  |
| Stormwater violation fines:                  |                |                 |  |
| 1st Violation                                |                |                 |  |
| 2nd violation                                |                |                 |  |
| 3rd violation                                |                |                 |  |
| <b>LIBRARY FACILITY RENTAL</b>               |                |                 |  |
| Resident non-profit organization             | \$18.00        | \$28.00         | 55.6% (higher than CPI) - Market Adjustment    |
| Resident for-profit organization             | \$36.00        | \$46.00         | 27.8% (Higher than CPI) - Market Adjustment    |
| Non-resident non-profit organization         | \$53.00        | \$63.00         | 18.9% (higher than CPI) - Market Adjustment    |
| Non-resident for profit organization         | \$53.00        | \$63.00         | 18.9% (higher than CPI) - Market Adjustment    |
| Kitchen                                      | \$41.00        | \$41.00         | No Change                                      |
| <b>Day Camps</b>                             |                |                 |  |
| <b>Recreation Leader Led Camps</b>           |                |                 |  |
| Resident                                     | \$60.00        | \$83.00         | 38.3% (higher than CPI) - Increased camp hours |
| Non-Resident                                 | \$80.00        | \$110.00        | 37.5% (higher than CPI) - Increased camp hours |
| <b>Camp Cowabunga</b>                        |                |                 |  |
| Resident                                     | \$225.00       | \$264.00        | 17.3% (higher than CPI) - Increased camp hours |
| Non-Resident                                 | \$320.00       | \$375.00        | 17.3% (higher than CPI) - Increased camp hours |

| <b>Changed Fees</b>  |   |                |                 |  |
|--|---|----------------|-----------------|--|
| <b>Fees</b>  |   | <b>Current</b> | <b>Proposed</b> | <b>Notes</b>                                     |
| <b>Tiny Tots</b>   |   |                |                 |  |
|  | Resident                                | \$60.00        | \$83.00         | 38.3% (higher than CPI) - Increased camp hours   |
|  | Non-Resident                            | \$80.00        | \$110.00        | 37.5% (higher than CPI) - Increased camp hours   |
| <b>Teen Camp</b>   |   |                |                 |  |
|  | Resident                                | \$115.00       | \$138.00        | 20.0% (higher than CPI) - Increased camp hours   |
|  | Non-Resident                            | \$145.00       | \$217.50        | 50.0% (higher than CPI) - Increased camp hours   |
| <b>Youth Basketball</b>                                      |   |                |                 |  |
|  | Resident                                | \$100.00       | \$120.00        | 20% (increased expenses)                         |
|  | Non-Resident                            | \$125.00       | \$150.00        | 20% (increased expenses)                         |
| <b>El Segundo Youth Drama Program</b>                        |   |                |                 |  |
|  | Junior Production - Resident            | \$250.00       | \$250.00        | Staying the same due to large increase last year |
|  | Junior Production - Non-Resident        | \$313.00       | \$313.00        | Staying the same due to large increase last year |
|  | Senior Production - Resident            | \$300.00       | \$300.00        | Staying the same due to large increase last year |
|  | Senior Production - Non-Resident        | \$375.00       | \$375.00        | Staying the same due to large increase last year |
|  | Variety Show - Resident                 | \$200.00       | \$200.00        | Staying the same due to large increase last year |
|  | Variety Show - Non-Resident             | \$250.00       | \$250.00        | Staying the same due to large increase last year |
| <b>Recreation Park Sport Amenities</b>                       |   |                |                 |  |
| <b>Tennis, Racquetball, Paddle Tennis, Pickleball Courts</b> |   |                |                 |  |
|  | El Segundo Non-Profit/Individual/Profit | \$10.00        | \$10.00         | Staying the same due to large increase last year |
|  | Non-Resident Groups                     | \$20.00        | \$20.00         | Staying the same due to large increase last year |
| <b>Batting Cage</b>  |   |                |                 |  |
|  | El Segundo Non-Profit/Individual/Profit | \$10.00        | \$10.00         | Staying the same due to large increase last year |
|  | Non-Resident Groups                     | \$20.00        | \$20.00         | Staying the same due to large increase last year |

| <u>Changed Fees</u>   |         |          |             |
|---|---------|----------|-------------|
| Fees  | Current | Proposed | Notes       |
| <del>Constitution Park Picnic Area (max capacity 25)</del> Constitution Park Grass Area<br>El Segundo Non-Profit/Individual<br>El Segundo for Profit<br>Non-Resident Groups |         |          | Name Change |
| <del>Washington Park Picnic Area (max capacity 25)</del> Washington Park Grass Area<br>El Segundo Non-Profit/Individual<br>El Segundo for Profit<br>Non-Resident Groups     |         |          | Name Change |

|                     |  |  |  |  |
|---------------------|--|--|--|--|
| <u>Deleted Fees</u> |  |  |  |  |
|---------------------|--|--|--|--|

| Fees          |                         | Current | Proposed | Notes             |
|---------------|-------------------------|---------|----------|-------------------|
| <b>LB-007</b> | <b>LIBRARY PRINTING</b> |         |          |                   |
| 608-1         | COLOR                   | 1.00    | 0.00     | No longer offered |



# Public Hearing & Adoption of the Proposed FY 2025-26 Master Fee Schedule

May 20, 2025

# Proposed FY 2025-26 Master Fee Schedule

1. Overall fees are going up by 3.48% CIP
2. Total anticipated revenue for FY 2025-26: \$250k approx.
3. Aquatics fees are not changing at this time and will be brought to Council upon completion of the facilities and programs assessment.
4. 8 New Fees, 10 Changed Fees, 1 Deleted Fee



## Proposed FY 2025-26 New Fees

| Fees  | Proposed          | Notes  |
|---|-------------------|--|
| <b>Subpoena Fees</b>  |                   |  |
| Complying with subpoena records                             | \$15.00           |  |
| Witness Fees - Per Day (Not peace officers or firefighters) | \$275.00          | Payment due at the time the subpoena is served on the city |
| Police / Fire Department Subpoena Witness Fees              |                   |  |
| Witness Fees - Per Day Per Employee (Gov. Code 68097.2(b))  | \$275.00          | Payment due at the time the subpoena is served on the city |
| <b>Lobbyist Fees</b>  |                   |  |
|   | \$30.00           | Lobbyist's Registration                                    |
| <b>Pickleball (Drop-in)</b>                                 |                   |  |
| Resident  | \$5.00            | Per 3 Hour Session   |
| Non-Resident  | \$7.00            | Per 3 Hour Session   |
| Resident  | \$3.00            | Per 2 Hour Session   |
| Non-Resident  | \$5.00            | Per 2 Hour Session   |
| <b>Club Cowabunga (Registration Fee)</b>                    |                   |  |
| Resident  | \$100.00          | Fee  |
| Non-Resident  | \$120.00          | Fee  |
| <b>Club Cowabunga (Monthly Fee)</b>                         |                   |  |
| Resident  | \$450.00          | Monthly  |
| Non-Resident  | \$550.00          | Monthly  |
| <b>Club Cowabunga (Late Payment Fee)</b>                    |                   |  |
| Resident  | \$10.00           | Per Day  |
| Non-Resident  | \$20.00           | Per Day  |
| <b>Washington Park Picnic Area (max capacity 25)</b>        |                   |  |
| El Segundo Non-Profit/Individual                            | \$13.00           | Was previously named Washington Park Grass Area            |
| El Segundo for Profit                                       | \$27.00           |  |
| Non-Resident Groups   | \$40.00           |  |
| <b>Showmobile</b>   | <b>\$2,500.00</b> | Per day/per event  |



## Proposed FY 2025-26 Changed Fees

| Fees                                 | Current       | Proposed      | Notes                                       |
|--------------------------------------|---------------|---------------|---|
| <b>Credit Card Processing</b>        |               |               |   |
|                                      | Up to 2.99%   | Up to 3.75%   |   |
|                                      | +             | +             |   |
| Processing Fee                       | \$0.99/trans. | \$0.99/trans. | Increase due to Tyler Payments charges      |
| <b>Stormwater Inspection</b>         |               |               |   |
| Restaurant Commercial Inspections    |               |               | Name Change Only                            |
| Automotive Industrial Inspections    |               |               | Name Change Only                            |
| 1 Acre                               |               |               |   |
| 2-5 Acres                            |               |               |   |
| More than 5 acres                    |               |               |   |
| Stormwater violation fines:          |               |               |   |
| 1st Violation                        |               |               |   |
| 2nd violation                        |               |               |   |
| 3rd violation                        |               |               |   |
| <b>LIBRARY FACILITY RENTAL</b>       |               |               |   |
| Resident non-profit organization     | \$18.00       | \$28.00       | 55.6% (higher than CPI) - Market Adjustment |
| Resident for-profit organization     | \$36.00       | \$46.00       | 27.8% (Higher than CPI) - Market Adjustment |
| Non-resident non-profit organization | \$53.00       | \$63.00       | 18.9% (higher than CPI) - Market Adjustment |
| Non-resident for profit organization | \$53.00       | \$63.00       | 18.9% (higher than CPI) - Market Adjustment |
| Kitchen                              | \$41.00       | \$41.00       | No Change                                   |



## Proposed FY 2025-26 **Changed Fees (cont.)**

| Fees                                  | Current  | Proposed | Notes  |
|---------------------------------------|----------|----------|--|
| <b>Day Camps</b>                      |          |          |  |
| <b>Recreation Leader Led Camps</b>    |          |          |  |
| Resident                              | \$60.00  | \$83.00  | 38.3% (higher than CPI) - Increased camp hours   |
| Non-Resident                          | \$80.00  | \$110.00 | 37.5% (higher than CPI) - Increased camp hours   |
| <b>Camp Cowabunga</b>                 |          |          |  |
| Resident                              | \$225.00 | \$264.00 | 17.3% (higher than CPI) - Increased camp hours   |
| Non-Resident                          | \$320.00 | \$375.00 | 17.3% (higher than CPI) - Increased camp hours   |
| <b>Tiny Tots</b>                      |          |          |  |
| Resident                              | \$60.00  | \$83.00  | 38.3% (higher than CPI) - Increased camp hours   |
| Non-Resident                          | \$80.00  | \$110.00 | 37.5% (higher than CPI) - Increased camp hours   |
| <b>Teen Camp</b>                      |          |          |  |
| Resident                              | \$115.00 | \$138.00 | 20.0% (higher than CPI) - Increased camp hours   |
| Non-Resident                          | \$145.00 | \$217.50 | 50.0% (higher than CPI) - Increased camp hours   |
| <b>Youth Basketball</b>               |          |          |  |
| Resident                              | \$100.00 | \$120.00 | 20% (increased expenses)                         |
| Non-Resident                          | \$125.00 | \$150.00 | 20% (increased expenses)                         |
| <b>El Segundo Youth Drama Program</b> |          |          |  |
| Junior Production - Resident          | \$250.00 | \$250.00 | Staying the same due to large increase last year |
| Junior Production - Non-Resident      | \$313.00 | \$313.00 | Staying the same due to large increase last year |
| Senior Production - Resident          | \$300.00 | \$300.00 | Staying the same due to large increase last year |
| Senior Production - Non-Resident      | \$375.00 | \$375.00 | Staying the same due to large increase last year |
| Variety Show - Resident               | \$200.00 | \$200.00 | Staying the same due to large increase last year |
| Variety Show - Non-Resident           | \$250.00 | \$250.00 | Staying the same due to large increase last year |



## Proposed FY 2025-26 **Changed Fees (cont.)**

| Fees   | Current | Proposed | Notes  |
|--|---------|----------|--|
| <b>Recreation Park Sport Amenities</b>   |         |          |  |
| <b>Tennis, Racquetball, Paddle Tennis, Pickleball Courts</b>                                   |         |          |  |
| El Segundo Non-Profit/Individual/Profit  | \$10.00 | \$10.00  | Staying the same due to large increase last year |
| Non-Resident Groups  | \$20.00 | \$20.00  | Staying the same due to large increase last year |
| <b>Batting Cage</b>  |         |          |  |
| El Segundo Non-Profit/Individual/Profit  | \$10.00 | \$10.00  | Staying the same due to large increase last year |
| Non-Resident Groups  | \$20.00 | \$20.00  | Staying the same due to large increase last year |
| <b><del>Constitution Park Picnic Area (max capacity 25)</del> Constitution Park Grass Area</b> |         |          |  |
| El Segundo Non-Profit/Individual   |         |          | Name Change                                      |
| El Segundo for Profit  |         |          |  |
| Non-Resident Groups  |         |          |  |
| <b><del>Washington Park Picnic Area (max capacity 25)</del> Washington Park Grass Area</b>     |         |          |  |
| El Segundo Non-Profit/Individual   |         |          | Name Change                                      |
| El Segundo for Profit  |         |          |  |
| Non-Resident Groups  |         |          |  |



## Proposed FY 2025-26 Deleted Fees

| Fees   |                         | Current | Proposed | Notes             |
|--------|-------------------------|---------|----------|-------------------|
| LB-007 | <b>LIBRARY PRINTING</b> |         |          |                   |
|        | 608-1      COLOR        | 1.00    | 0.00     | No longer offered |



# Proposed FY 2025-26 Master Fee Schedule

## Recommended Actions:

*Adopt resolution approving the updated City's Master Fee Schedule.*



# Questions



5/15/2025

City of El Segundo | 350 Main St. El Segundo, CA 90245

9





## City Council Agenda Statement

Meeting Date: May 20, 2025

Agenda Heading: Staff Presentations

Item Number: D.14

---

### TITLE:

Update on the Urho Saari Swim Stadium / Plunge Renovation Project

### RECOMMENDATION:

1. Receive and file the Urho Saari Swim Stadium / Plunge Renovation Project update.
2. Discuss and provide direction to staff on the recommendation for replacing the pool tiles.
3. Alternatively, discuss and take alternative action.

### FISCAL IMPACT:

The budget for construction and architectural services for the renovation of the Urho Saari Swim Stadium is **\$14,617,614**.

- **\$14,288,000**: Morillo construction contract: \$12,988,000 + \$1,300,000 (contingency)
- **\$329,614**: Arcadis architectural services contract

The estimated cost to replace the pool tiles is \$700,000. This amount is included in the proposed FY 2025-26 CIP Budget. No additional appropriation in FY 2024-25 is required.

Expense Account Number: 301-400-8186-8236 (General Fund CIP - Plunge Rehab)

### BACKGROUND:

On November 7, 2023, the City Council adopted the engineering plans and specifications for the Urho Saari Swim Stadium / Plunge Renovation Project and authorized staff to advertise the project for construction bids. The project will completely

## **Update on the Urho Saari Swim Stadium / Plunge Renovation Project**

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renovate the entire facility, including both pools and associated equipment, locker rooms, lobby, offices, bleachers, and terrace. An updated presentation of the final design was provided to City Council on June 30, 2023.

On March 5, 2024, the City Council awarded a construction contract to Morillo Construction, Inc. in the amount of \$12,988,000 for the Urho Saari Swim Stadium / Plunge Renovation Project (No. PW 24-02) and authorized additional funding of \$1,300,000 for construction-related contingencies. At the same time, the City Council awarded a professional services agreement to Arcadis for \$329,614 for architectural and engineering support services during the project's construction phase.

Construction on the Urho Saari Swim Stadium began on August 12, 2024. During the first six months of construction, the project encountered a few challenges that led to change orders. One of the major challenges is that the facility was not constructed per the as-built records the City has on file. At the February 18, 2025 City Council meeting, the structural challenges were discussed, and an additional \$104,000 was authorized towards the construction administration design support with Arcadis for additional design related to the structural analysis. After that meeting, additional change orders were encountered, but the most substantial change order is the replacement of the tiles at the bottom of both pools, which is discussed herein.

### **DISCUSSION:**

During the design phase of the Plunge project and in an effort to value engineer the project and save costs, the pool tiles were evaluated. It was determined that the pool tiles on the walls of the pools were in poor condition and would need to be removed, but that the pool tiles at the bottom of the pools were in decent shape and could be saved.

This was presented in a project update at the June 20, 2023 City Council meeting, and ultimately provided as discussed in the scope of work.

Subsequently, during the construction phase, when the pool tiles on the walls were being demolished, it was determined that the aging tile-mortars were too porous and, due to the original construction method, would not be able to be grouted.

It should be noted that the existing swimming pool floor tile finish consists of a herringbone rectangular pattern that is "wet set" into a topping slab mortar bed over the structural pool floor slab. The topping slab provided both the leveling of the structural slab and the setting bed for the porcelain tile. The tile was set into the setting mortar bed tight against each tile with no space or gap for tile grout.

### Tile Replacement

The recommended alternative is to replace the tiles with a similar white ceramic tile.

The advantages of installing tiles are that the new tile will provide a durable, stain-resistant finish, will provide a new waterproof membrane system, and protect the

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existing concrete shell pool system. Further, the new tile finish will be uniform, similar to the original work, and will be consistent with the building's overall historical character.

Tiles will be very low maintenance with a much longer life expectancy of 50+ years.

The City recently received a rough order of magnitude (ROM) change order for the tiles on the Plunge for approximately \$700,000. This price includes the cost of the demolition of the existing tiles at the bottom of both pools and installation of new tiles with waterproof membrane for both pools.

### Pool Plaster Alternative

An alternative solution in lieu of tile replacement is the installation of plaster throughout the entire pools. A plaster-type pool finish will require complete demolition of the existing pool floor and walls and preparation of the concrete substrate to receive the plaster. According to swimming pool design experts from the Aquatic Design Group, Inc., the pool plaster finish will not be as durable as the tile finish as it is a softer material and will develop stains and scars as it ages. The plaster may only last about 15 years with proper pool water chemistry management before requiring a complete demo and re-installation of a new plaster finish. The estimated cost of the plaster is about 80% of the cost of the tile replacement, at approximately \$560,000.

### Pool Liner Alternative

The Myrtha technology for a pool floor liner was also investigated. This option would require the existing pool gutter and pool concrete deck edge to be cut off and removed to accommodate a new Myrtha gutter and stainless steel wall panel. This is not structurally feasible in the Urho Saari Swim Stadium as the pool walls, building walls, and pool deck slab are all integrated structurally and support each other. To accommodate this method, the entire facility would require a structural retrofit and would be a significant cost to the project.

## **CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Develop and Maintain Quality Infrastructure and Technology

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

### **PREPARED BY:**

Cheryl Ebert, City Engineer

### **REVIEWED BY:**

Elias Sassoon, Public Works Director

### **APPROVED BY:**

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Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

None



## City Council Agenda Statement

Meeting Date: May 20, 2025

Agenda Heading: Staff Presentations

Item Number: D.15

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### TITLE:

Update on the Preferential Parking Zone 3 Pilot Program and Resolution to Make the Program Permanent

### RECOMMENDATION:

1. Receive a presentation from staff.
2. Adopt the proposed resolution to designate and update Preferential Parking Zone 3 and associated hourly restrictions pursuant to Vehicle Code § 22500 and make the program permanent, unless subsequently terminated by City Council.
3. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

None

### BACKGROUND:

#### January 16, 2024 Council Meeting

On January 16, 2024, staff presented citywide Residential On-Street Parking Survey results. The results indicated the majority of the residents were mostly satisfied with the current parking situation. However, there were a few pockets of potentially non-satisfactory areas near commercial districts. Residents from the southeast corner of the residential neighborhood were most unsatisfied with parking in their area and chose the petition process as a path to alleviate parking concerns and/or hardship under El Segundo Municipal Code ("ESMC") Chapter 8-5A.

#### February 6, 2024 Council Meeting

On February 6, 2024, City Council approved Resolution No. 5464 establishing Preferential Parking Zone 3, requiring 24-hour residential parking permits along the

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following street segments:

- West curb line of Indiana Street between Mariposa Avenue and Holly Avenue
- East curb line of Illinois Street between Mariposa Avenue and Holly Avenue
- North and south curb line of Pine Ave. between Illinois Street and Indiana Street
- North curb line of Holly Avenue between Illinois Street and Indiana Street
- South curb line of Mariposa Avenue between Indiana Street and Illinois Street

The same resolution also established a two-hour vehicle parking restriction along the following street segments:

- West curb line of Illinois Street, from Mariposa Avenue to Holly Avenue
- East curb line of Indiana St. from Mariposa Avenue to Holly Avenue

After the February 6, 2024, City Council action, several Washington Street residents expressed support for the inclusion of the Washington Street segment in Zone 3. Washington Street from Pine Avenue to Holly Avenue (24-hour permit parking only) was originally included in both the petition and the staff's recommendation for the proposed Zone 3. During deliberations on February 6, 2024, the City Council opted to preclude Washington Street as part of the preferential parking Zone 3.

March 19, 2024 Council Meeting

On March 19, 2024, City Council approved Resolution No. 5471 adding 24-hour residential parking permits along the following street segments:

- East and west curb lines along Kansas Street from Holly Avenue to Mariposa Avenue
- East and west curb lines along Washington Street, from Mariposa Avenue to Holly Avenue

The same resolution also established a 4-hour parking along the corner of Holly/Kansas Park. All other parking conditions identified in Resolution No. 5464 remain in place.

September 3, 2024 Council Meeting

On September 3, 2024, City Council approved Resolution No. 5507 adding 24-hour residential parking permits along the following street segments:

- North and south curb lines along Pine Avenue, between Kansas Street and Washington Street.

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The same resolution also established overnight parking between 6 p.m. to 6 a.m. along the west side of Illinois from Mariposa Avenue to Holly Avenue, for residents displaying a City-issued Zone 3 parking permit. All other parking conditions identified in Resolutions Nos. 5464 and 5471 remained in place.

November 19, 2024 Council Meeting

On November 19, 2024, City Council approved Resolution No. 5521 with the following revisions:

-Added the north curb line along Mariposa Avenue (between Kansas Street and Illinois Court) to the 24-hour residential parking permit restriction.

-Exempting permit holders from "2-hour Parking Anytime" restrictions along the east side of Indiana Street (between Pine Avenue and Holly Avenue).

-Exempting permit holders from "2-hour Parking Anytime" restrictions along the west side of Illinois Street (between Mariposa Avenue and Holly Avenue).

-Exempting permit holders from overnight parking restrictions from 6 p.m. to 6 a.m. along the west side of Illinois Street (between Mariposa Avenue and Holly Avenue).

All other parking conditions identified in Resolution No. 5507 remained in place.

The Zone 3 preferential parking is temporarily effective from May 1, 2024, through May 19, 2025, as a pilot program, unless terminated or extended by the City Council. The attachment is the currently configured Zone 3 parking map.

**DISCUSSION:**

Since the November 2024 City Council meeting, feedback has been received from the community with overall positive satisfaction with the Preferential Parking Zone 3 pilot program. A few residents expressed concerns about including the north side of Maropisa Avenue (between Kansas Street and Illinois Court) as part of this program. A few other residents made the following requests to the program:

- Along the east side of Indiana Street (between Mariposa Avenue and Holly Avenue), continue the 2-hour parking restrictions, but prohibit overnight parking except with a Zone 3 permit only.
- Along the north and south sides of Holly Avenue (between Washington Street and Illinois Street), to prohibit overnight parking except with a Zone 3 permit only.

**Update on Preferential Parking Zone 3 and Resolution to Make Program  
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Staff respectfully recommends that the City Council adopt the proposed resolution to make the current terms of the Preferential Parking Zone 3 permanent, unless subsequently terminated by City Council.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy D: Improve mobility and transportation throughout the City.

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

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

**PREPARED BY:**

Cheryl Ebert, City Engineer

**REVIEWED BY:**

Elias Sassoon, Public Works Director

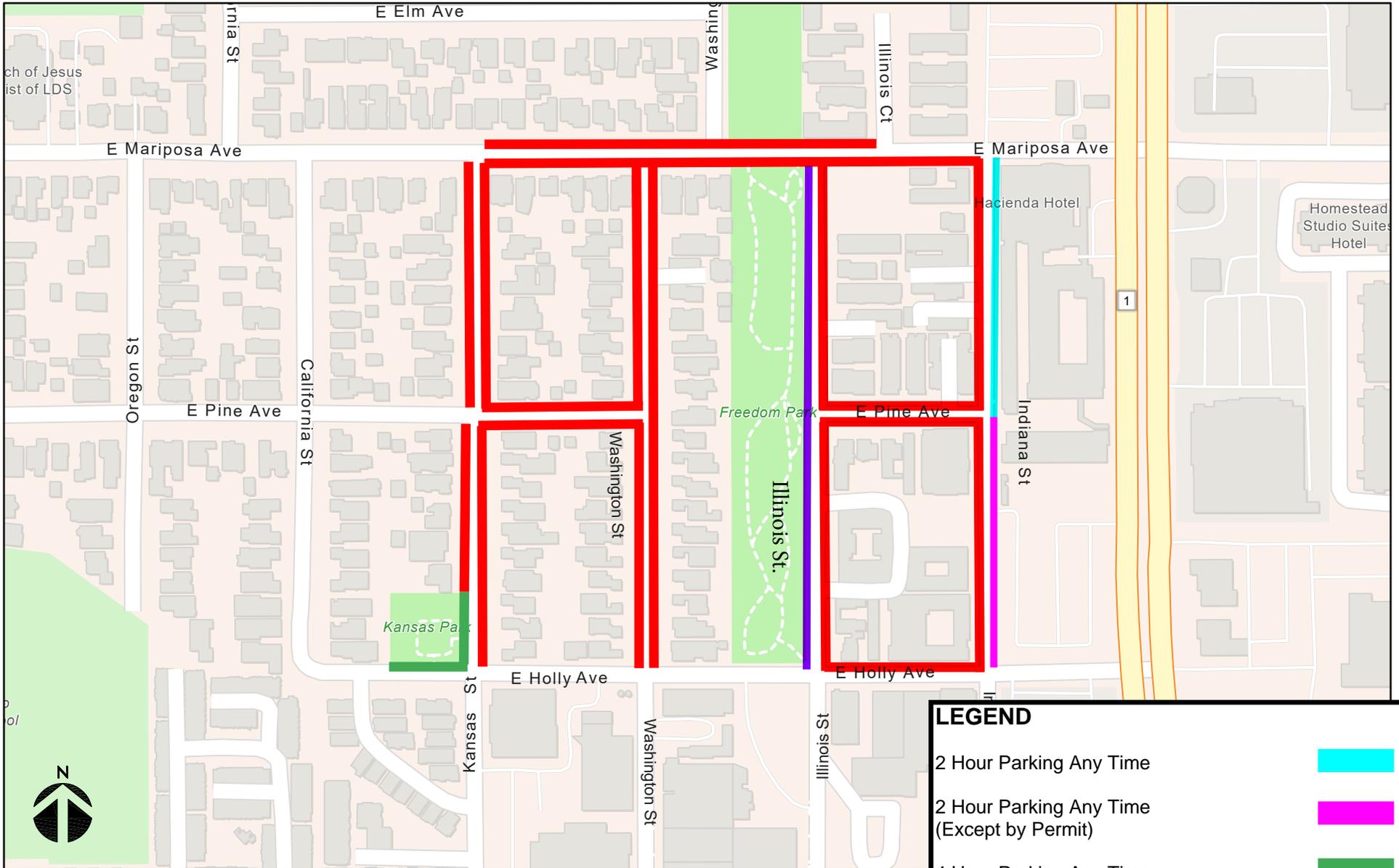
**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Current Parking Zone 3 Map per 11-19-24 Council Meeting
2. ES - Resolution Preferential Parking Zone 3 05202025 mtg

# Current Preferential Parking Zone 3 Map Per 11/19/24 Council Meeting



**LEGEND**

- 2 Hour Parking Any Time
- 2 Hour Parking Any Time (Except by Permit)
- 4 Hour Parking Any Time
- No Parking Except by Permit
- 2 Hour Parking Any Time (Except by Permit)  
Overnight Parking with Permit only (6:00PM to 6:00AM)

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO, CALIFORNIA DESIGNATING AND UPDATING PREFERENTIAL PARKING ZONE NO. 3 AND ASSOCIATED HOURLY RESTRICTIONS PURSUANT TO VEHICLE CODE § 22500 ET SEQ. AND MAKING REGULATIONS PERMANENT UNLESS TERMINATED BY COUNCIL**

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

**SECTION 1.** *Findings.* The City Council finds:

A. Preferential parking in “Zone No. 3,” as defined below, is required to enhance or protect the quality of life in the area of the designated area and necessary to provide reasonably available and convenient parking for the benefit of adjacent residents.

B. Based upon the recommendation of the Public Works Director, acting as the City Traffic Engineer, and the agenda report accompanying this Resolution, the following conditions set forth in El Segundo Municipal Code (“ESMC”) § 8-5A-4 exist to substantiate the establishment of preferential parking in Zone No. 3:

1. Regular Interference: That “nonresident vehicles”, defined as those vehicles owned and/or operated by persons who are not “residents,” do or may substantially and regularly interfere with the use of the majority of available public street or alley parking spaces in the proposed zone by adjacent residents;
2. Regular Intervals: That the interference by the nonresident vehicles referred to in subsection A occurs in the proposed zone at regular and significant daily or weekly intervals;
3. Noise: That the nonresident vehicles parked in the area of the proposed zone cause or are the source of unreasonable noise, traffic hazards, environmental pollution, or devaluation of real property in the area of the proposed zone; and
4. Shortage of Parking Spaces: That a shortage of reasonably available and convenient residential related parking spaces exists in the area of the proposed zone.

**SECTION 2.** *Zone Establishment.* Subject to the provisions of ESMC § 8-5A-5, 24-hour preferential parking is established in the area comprising Zone No. 3 as follows:

**ZONE 3:** No parking except by permit on: the east curb line and west curb lines of Washington St. between Mariposa Ave. and Holly Ave.; the west curb line of Indiana St. between Mariposa Ave. and Holly Ave.; the east curb line of Illinois St. between Mariposa Ave. and Holly Ave.; the north and south curb lines of Pine Ave. between Illinois St. and Indiana St.; the north curb line of Holly Ave. between Illinois

St. and Indiana St.; the south curb line of Mariposa Ave. between Kansas St. and Indiana St.; the north curb line of Mariposa Ave. between Kansas St. and Illinois Ct.; the east and west curb lines of Kansas St. between Holly Ave. and Mariposa Ave.; and the north and south curb lines of Pine Ave. between Kansas St. and Washington St.

**SECTION 3.** *Additional Two-Hour Parking Restriction.* Pursuant to Vehicle Code § 22507, a two-hour vehicle parking restriction is established on: the west curb line of Illinois St. from Mariposa Ave. to Holly Ave.; and the east curb line of Indiana St. from Mariposa Ave. to Holly Ave. The foregoing notwithstanding, any person with a valid permit subject to Zone No.3, as established in section 2, above, may park his or her permitted vehicle along the west curb line of Illinois St. from Mariposa Ave. to Holly Ave. between the overnight hours of 6:00 p.m. to 6:00 a.m., without the 2-hour vehicle parking restriction applying, so long as the person properly displays a City-issued permit in his or her vehicle during such overnight hours. Further, any person with a valid permit subject to Zone No.3, as established in section 2, above, may park his or her permitted vehicle along the east curb line of Indiana St. from Pine Ave. to Holly Ave. at any time, without the 2-hour vehicle parking restriction applying, so long as the person properly displays a City-issued permit in his or her vehicle during such overnight hours.

**SECTION 4.** *Additional Four-Hour Parking Restriction.* Pursuant to Vehicle Code § 22507, a four-hour vehicle parking restriction is established on the west curb line of Kansas St. fronting Holly Kansas Park and the north curb line of Holly Ave. fronting Holly Kansas Park.

**SECTION 5.** *Direction.*

- A. The Public Works Director, or designee, is directed to do the following, pursuant to ESMC Chapter 8-5A, as to Zone No. 3 established in Section 2, above, and pursuant to Vehicle Code § 22500 et seq., as to restrictions set forth in Sections 3 and 4, above:
  1. Take necessary steps to notify the public of Zone No. 3's preferential parking restrictions and the hourly and overnight parking restrictions set forth in Sections 3 and 4, above, including, without limitation, the installation of appropriate signage; and
  2. Issue permits for preferential parking to residents and visitors pursuant to the requirements and limitations of ESMC § 8-5A-7 and exemptions set forth in ESMC § 8-5A-8, as to the restrictions in Section 2, and the permits for preferential parking, as to the restrictions set forth in Section 3, above.
- B. The Chief of Police, or designee, is directed to enforce violations of ESMC Chapter 8-5A pursuant to ESMC § 8-5A-9(C), as to Zone No. 3 established in Section 2, above, and violations of Sections 3 and 4, above, pursuant to Vehicle Code § 22500 et seq.
- C. The Public Works Director, or designee, is directed to notify the public of the two-hour vehicle parking restriction established in Section 3, above, including, without limitation, the installation of appropriate signage and issuance of permits, pursuant to Section 3, above.

D. The Public Works Director, or designee, is directed to notify the public of the four-hour vehicle parking restriction established in Section 4, above, including, without limitation, the installation of appropriate signage.

**SECTION 6.** *Severability; Supersession.* If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable. This Resolution supersedes any previously adopted Resolution concerning the establishment or regulations of Zone No. 3 which are hereby rescinded.

**SECTION 7.** *Signature Authority.* The Mayor, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption by the City Council of the City of El Segundo, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

**SECTION 8.** *Effective Date.* This Resolution will take effect immediately upon adoption and will remain effective unless repealed or superseded.

**SECTION 9.** *City Clerk Direction.* The City Clerk will certify to the passage and adoption of this Resolution, enter it in the City's book of original Resolutions, and make a record of this action in the meeting's minutes.

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Chris Pimentel, Mayor

ATTEST:

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

I, Susan Truax, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. \_\_\_\_\_ was duly passed and adopted by said City Council, approved and signed by the Mayor of said City, and attested to by the City Clerk of said City, all at a regular meeting of said Council held on the \_\_\_\_ day of \_\_\_\_ 2025, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Susan Truax, City Clerk

APPROVED AS TO FORM:

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Mark D. Hensley, City Attorney