AGENDA

EL SEGUNDO CITY COUNCIL
REGULAR MEETING
TUESDAY, JUNE 21, 2022

4:00 PM CLOSED SESSION - *CANCELLED*
6:00 PM OPEN SESSION

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

THE CITY COUNCIL CHAMBER IS NOW OPEN TO THE PUBLIC

Drew Boyles, Mayor
Chris Pimentel, Mayor Pro Tem
Carol Pirsztuk, Councilmember
Scot Nicol, Councilmember
Lance Giroux, Councilmember

Tracy Weaver, City Clerk
Matthew Robinson, City Treasurer

Executive Team

Darrell George, Interim City Manager
Barbara Voss, Deputy City Manager
Jaime Bermudez, Police Chief
Michael Allen, Dev. Services Director
Elias Sassoon, Public Works Director
Mark Hensley, City Attorney
Joe Lillio, Chief Financial Officer
Deena Lee, Fire Chief
Rebecca Redyk, HR Director
John Jones, Interim Com. Svcs. 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 take action upon properly posted and listed agenda items. Any writings or documents given to a majority of City Council regarding any matter on this agenda that the City received after issuing the agenda packet are available for public inspection in the City Clerk's Office during normal business hours. Such documents may also be posted on the City's website at www.elsegundo.org and additional copies will be available at the City Council meeting.

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

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

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 310-524-2305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

4:00 PM CLOSED SESSION – CANCELLED

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

INVOCATION – Father Alexi Smith, St. Andrew Russian Greek Catholic Church

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Pimentel

SPECIAL PRESENTATIONS - NONE

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 OnlyA

Recommendation -

Approval

B. CONSENT

1. **City Council Meeting Minutes**

   Recommendation -

   1. Approve regular City Council Meeting minutes of June 7, 2022.

2. **Warrant Demand Register for May 23, 2022 through May 29, 2022**

   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 22C: warrant numbers 3040874 through 3040966, and 9002525 through 9002527.

3. **Pre-payment of the City's Unfunded Accrued Liability to CalPERS for CalPERS FY 2022-23 and Withdrawal of Funds from the City's Section 115 Pension Trust for Reimbursement**

Recommendation -

1. Authorize the City Manager to pre-pay the City's unfunded accrued liability to CalPERS for CalPERS FY 2022-23.

2. Authorize the Chief Financial Officer to withdraw $1,020,657 from the City's Section 115 Pension Trust with PARS to reimburse the City for the FY 2022-23 UAL prepayment to CalPERS.

4. **Agreement with Innovative Interfaces, Inc. for $77,318 to Implement the Polaris Integrated Library System at the El Segundo Public Library**

Recommendation -

1. Authorize the City Manager to execute an agreement with Innovative Interfaces, Inc. for $77,318 for implementation of the Polaris Integrated Library System at the El Segundo Public Library.

5. **Approval of Ongoing Professional Service Agreements and Blanket Purchase Orders for FY 2022-2023 in Excess of $50,000 for Various Departments**

Recommendation -

1. Authorize the City Manager to execute contract #5346 with Prosum, Inc. to provide project management and technical services for the Information Technology Services Department for an amount not to exceed $750,000 in FY 2022/2023 (General Fund – Information Technology Services).

2. Authorize the City Manager to execute an amendment to contract #5847 with Robert Half International Inc. to provide technical consulting, business analysis, project management and administrative services for the Information Technology Services Department for a not to exceed amount of $750,000. This contract will be funded in FY 2022/2023 from savings from full-time salary and benefits as well as professional services accounts in various departments. Account number: Various.

3. Authorize the City Manager to execute an amendment to Agreement No. 5861 with Riester Pacific, Inc. for the City's economic development and hospitality and tourism marketing services to (1) extend the term of the agreement to June 30, 2023; and (2) authorize payment for services up to $350,000 (General Fund – City Manager and Chevron Grant Fund).

4. Authorize the issuance of a blanket purchase order to Metron Farnier for an amount not to exceed $200,000 in total for the purchase of single jet AMR water meters for the City's water system in FY 2022/2023 (Water/Wastewater Enterprise Fund).

5. Authorize staff to continue to purchase gasoline and diesel fuel for City vehicles and equipment through the use of spot market purchasing for an amount not to exceed $254,500 in FY 2022/2023 (General Fund = $190,000; Asset Forfeiture Fund = $13,000; Prop “A” Fund = $30,000; Water Enterprise Fund = $12,500; Wastewater Enterprise Fund = $9,000).

6. Authorize the City Manager to amend contract 6062 with Vincent Benjamin Group LLC to provide on-call temporary staffing services for use by all City departments for an amount not to exceed $250,000 in FY 2022/2023. (General Fund- Various City Departments).

7. Authorize the City Manager to extend an ongoing service agreement with J. Lee Engineering, JAS Pacific, and CSG Consultants to provide plan check, counter staffing, inspections services in the amount not to exceed a combined total of $247,000 in FY 2022/2023 (General Fund – Building Safety).

8. Authorize the City Manager to award a professional service Agreement to Charles Abbot Associates Inc. to provide solid waste and recycling compliance support services for the Public Works Department for an amount not to exceed $75,000 in FY 2022/2023 (General Fund – Public Works/Contractual Services).

9. Authorize the City Manager to execute an agreement and issue a blanket purchase order to Marc Cohen for Medical Director consulting services for the El Segundo Fire Department for an amount not to exceed $72,000 in FY 2022/2023 (General Fund – Fire Department).

10. Authorize the City Manager to amend the contract with All Cities Management Services, Inc. for ongoing services to provide crossing guard services for the El Segundo School District for an amount not to exceed $152,913 in FY 2022/2023 (General Fund – Finance Administration/ non-departmental).

11. Authorize the issuance of a blanket purchase order to Hinderliter De Llamas & Associates (Agreement #3313) to provide professional services related to sales and use tax for an amount not to exceed $100,000 in FY 2022/2023 (General Fund – Finance Department - Business Services Division).

12. Authorize the City Manager to amend contract #4223A with Professional Account Mgmt., LLC (Duncan Solutions Company) for providing professional parking citation processing and collection services, via citation management for the Police Department for an amount not to exceed $90,000 in FY 2022/2023 ending June 30, 2023 (General Fund – Police Department).

13. Authorize the City Manager to execute an amendment to Agreement No. 4095 with High Point Strategies, LLC for professional services related to LAWA, LAX, FAA, MTA and other Los Angeles agencies to (1) extend the term of the agreement to June 30, 2023; and (2) authorize payment for services up to $81,000 in FY 2022/2023 (General Fund – City Manager).

14. Authorize the City Manager to execute an amendment to Agreement No. 6016 with KNB Consulting, LLC. for strategic public relations services and support to the Communications and Economic Development Divisions to (1) extend the term of the agreement to June 30, 2023; and, (2) authorize payment for services up to $86,000 in FY 2022/2023 (General Fund – City Manager – Communications & Economic Development Divisions).

15. Authorize the City Manager to amend contract #6010 and authorize payment to Crowdstrike, Inc. to provide cybersecurity services and software for an amount not to exceed $65,000 in FY 2022/2023 (General Fund – Information Technology Services).

16. Authorize the issuance of a blanket purchase order to Tyler Technologies/Eden Financial Management Systems for annual software licensing, maintenance, and support for an amount not to exceed $65,000 in FY 2022/2023 (General Fund – Information Technology Services).

17. Authorize the issuance of a blanket purchase order to Westchester Medical, Inc. for professional medical services not to exceed $60,000 in FY 2022/2023 (General Fund- Fire Department; Police Department & Human Resources).

18. Authorize the City Manager to issue a blanket purchase order to Baker & Taylor Information Services for supplying books and other library materials for an amount not to exceed $64,195 in FY 2022/2023 (General Fund – Community Services - Library).

6. **Agreement to Renew Beach Cities Transit Line 109 for FY 2022-2023**

Recommendation -

1. Approve a one-year renewal of the Transit Service Operation Agreement with Beach Cities Transit for operation of Line 109 FY 2022-2023.

2. Authorize the Mayor to execute the Transit Service Operation Agreement.

7. **Resolution Allowing Continued Teleconferenced Public Meetings**

Recommendation -

1. Approve the proposed resolution to continue the City's utilization of relaxed teleconferencing requirements under the Brown Act.

8. **Investment Portfolio Report for March, 2022**

Recommendation -

1. Receive and file Investment Portfolio Report dated March 2022.

9. **Update on Emergency Repair of the Pool Heaters at the El Segundo Wiseburn Aquatics Center**

Recommendation -

1. Receive and file staff's report regarding the status of the emergency repairs needed to address the failure of pool heaters at the El Segundo Wiseburn Aquatics Center.

2. Adopt a motion by four-fifths vote, to determine the need to continue the emergency actions approved under Resolution No. 5343.

C. PUBLIC HEARINGS

10. **Public Hearing for Adoption of FY 2022-2023 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.

11. **Public Hearing for Approval of Proposed FY 2022-2023 Citywide Operating Budget, Capital Improvement Program Budget, and Gann Appropriations Limit and Associated Financial Policies**

Recommendation -

1. Conduct a public hearing;

2. Adopt resolution approving the proposed FY 2022-2023 Citywide operating budget, capital improvement program budget, and Gann appropriations limit; and

3. Approve various financial policies for FY 2022-2023 (general fund reserve policy, economic uncertainty reserve policy, Topgolf revenue allocation policy, unfunded actuarial liability policy, and inter-fund loan policy) as reflected in report exhibits 4 through 8.

12. **Public Hearing for Adoption of Development Impact Fees for New Development**

Recommendation -

1. Conduct a public hearing.

2. Discuss and consider adoption of the full schedule of development impact fees as determined in the development impact fee study to be effective on September 1, 2022, or phase-in the full schedule of development impact fees over a period of three years: year one - 50% subsidy, year 2 - 25% subsidy, and year 3 - no further subsidy).

3. Adopt a resolution to approve the development fee impact nexus study, modify existing development fees, establish new development impact fees, and find that the actions contemplated in the resolution are exempt from the California Environmental Quality Act as they do not constitute a project per California Code of Regulations title 14, section 15378(b)(4).

D. STAFF PRESENTATIONS

13. **Resolution Approving the City's Participation in the "Imperial Highway Green Infrastructure Project" Initiated by the City of Los Angeles and Approving up to $500,000 from Measure W Funds toward this Project**

Recommendation -

1. Adopt a resolution approving the City's participation in the "Imperial Highway Green Infrastructure Project," in collaboration with the City of Los Angeles and Los Angeles World Airport and Approving up to $500,000 from the City's future Measure W funds for this project.

14. **Approval of Modification of City Manager Annual Salary Classification and Employment Agreement to Appoint Darrell George as City Manager with a $270,000 Base Salary, Potential Performance Bonus of 15% of Base Salary, and Various Fringe Benefits, Including Retiree Medical Benefits**

Recommendation -

1. Adopt a resolution modifying the annual salary for the City Manager job classification.

2. Approve the attached employment agreement between the City and Darrell George setting forth the terms and conditions of employment for the appointment to the position of City Manager as of July 1, 2022.

15. **Resolution Submitting a City Cannabis Tax Initiative to the Voters per Elections Code § 9222**

Recommendation -

1. Adopt a resolution, by at least two-thirds vote, submitting a City cannabis business tax initiative ballot measure to the voters at the November 8, 2022 election per Elections Code § 9215 and finding such tax initiative to not constitute a project per CEQA Guidelines § 15378(b)(4) and, therefore, exempt from CEQA pursuant to CEQA Guidelines § 15060.

2. If desired, authorize one or more members of the City Council to file a written argument for the City tax initiative on behalf of the City Council or authorize one or more members of the Council to file one or more arguments regarding the measure as individuals.

3. If desired, direct the City Attorney to prepare an impartial analysis of the City tax initiative.

16. **Resolution to Amend the City's Administrative Code for Management Confidential Series Benefits**

Recommendation -

1. Adopt a resolution modifying benefits for Management-Confidential employees and to Chapter 1A2 (Management-Confidential Series) of the El Segundo Administrative Code.

17. **Consideration and Direction Regarding the Draft El Segundo Affordable Housing Strategic Plan**

Recommendation -

1. Receive and file the draft Affordable Housing Strategic Plan.

2. Provide feedback and direction to staff and consultants regarding affordable housing program recommendations and next steps.

18. **Presentation, Consideration of Support of Legislation, and Direction Regarding South Bay Regional Housing Trust Fund**

Recommendation -

1. Receive and file a report on the creation of a South Bay Regional Housing Trust that would facilitate the construction of affordable housing in participating cities.

2. Authorize the Mayor to sign a letter of support for SB 1444.

3. Provide direction as to whether the City Council is interested, with no commitment at this time, in becoming a charter member of the South Bay Regional Housing Trust if it is created.

19. **Discussion and Direction on Potential City Sales Tax or Business License Tax Ballot Measures**

Recommendation -

1. Receive presentation from staff regarding potential City sales tax or business license tax ballot measures.

2. Provide feedback and direction regarding presentation of a City sales tax ballot measure to voters at the November 8, 2022 election or subsequent election.

3. Provide feedback and direction regarding presentation of a City business license tax ballot measure to voters at the November 8, 2022 election or subsequent election.

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS

20. **Appointments to the Library Board of Trustees and Senior Citizen Housing Corporation Board**

Recommendation -

1. Announce appointees to the Library Board of Trustees and Senior Citizen Housing Corporation Board.

F. REPORTS - CITY CLERK

G. REPORTS - CITY TREASURER

H. REPORTS - COUNCILMEMBERS

COUNCILMEMBER GIROUX

COUNCILMEMBER NICOL

COUNCILMEMBER PIRSZTUK

MAYOR PRO TEM PIMENTEL

MAYOR BOYLES

I. REPORTS - CITY ATTORNEY

J. 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: June 17, 2022
TIME: 2:00 PM
BY: Tracy Weaver

MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, JUNE 7, 2022

CLOSED SESSION – Mayor Boyles called to order at 4:31 PM due to lack of quorum at 4:00 PM

ROLL CALL

Mayor Boyles	-	Present
Mayor Pro Tem Pimentel	-	Present
Council Member Pirsztuk	-	Present
Council Member Nicol	-	Present
Council Member Giroux	-	Present via teleconference

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

SPECIAL ORDER OF BUSINESS:

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

THREAT TO PUBLIC SERVICES OR FACILITIES

Consultant with: City Manager, City Attorney, Police Chief and Fire Chief

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code §54956.9(c): -1- matter

CONFERENCE WITH CITY'S LABOR NEGOTIATOR (GOV'T CODE §54957.6): -4- MATTER(S)

Employee Organizations: Fire Fighters' Association (FFA), Police Officers' Association (POA), Supervisory Professional Employee Association (SPEA) and Management Confidential (unrepresented)

Agency Designated Representative: Irma Moisa Rodriquez, Interim City Manager, Darrell George, and Human Resources Director, Rebecca Redyk

Adjourned at 5:55 PM

OPEN SESSION – Mayor Boyles called to order at 6:02 PM

ROLL CALL

Mayor Boyles	-	Present
Mayor Pro Tem Pimentel	-	Present

Council Member Pirsztuk - Present
Council Member Nicol - Present
Council Member Giroux - Present via teleconference

INVOCATION – Tracy Weaver, City Clerk

PLEDGE OF ALLEGIANCE – Council Member Nicol

SPECIAL PRESENTATIONS:

1. Proclamation read by Mayor Boyles, proclaiming June at LGBTQ+ Pride Month. Genesis Jackson, DEI Committee member accepted the proclamation.

2. Proclamation read by Mayor Pro Tem Pimentel, proclaiming June 19th as Juneteenth Celebration Day. Genesis Jackson, DEI Committee member accepted the proclamation.

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5-minute limit per person, 30-minute limit total)
Jack Baker, resident, commented on item #D11 asked the voter initiative proponents to pull their measure and commented on the City's measure.
John Pickhaver, resident, commented on LGQBT+ Pride Month.
John Clinton, resident, commented on item #D11.
David Holop, resident, commented on the incident that occurred on May 27, 2022.

CITY MANAGER FOLLOW-UP COMMENTS:
City Manager, Darrell George stated the water tower will be lit up with Pride colors in

honor of LGQBT+ Pride Month. Chief Bermudez commented on the May 27, 2022 incident.

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

MOTION by Council Member Pirsztuk, SECONDED by Council Member Nicol to read all ordinances and resolutions on the agenda by title only. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

B. CONSENT:

3. Approve Special City Council Meeting minutes (Budget Session II) and Regular City Council meeting minutes of May 17, 2022 and Special City Council meeting minutes (CCB Interviews) of May 24, 2022.
(Fiscal Impact: None)

4. Approve warrants demand register for May 2, 2022 through May 22, 2022, numbers 21B, 22A and 22B, warrant numbers 3040608 through 3040873, and 9002490 through 9002524. Ratify Payroll and employee benefit Checks; Checks

released early due to contracts or agreement; Emergency disbursements and/or adjustments; and, Wire transfers.
(Fiscal Impact: $5,460,029.69 ($1,283,801.37 in check warrants and $4,176,228.32 in wire warrants))

5. Authorize the City Manager to amend the El Segundo Police Department Temporary Chiller Project Contract No. 6263A with ACCO Engineered Systems, Inc. for additional amount of $40,920, extend contract by six months, adopt Resolution 5332 approving plans and specifications, and authorize staff to advertise for the project. Project No. PW 22-09
(Fiscal Impact: $ 300,000, included in the proposed FY 22/23 budget)

6. Adopt Resolution No. 5333 approving Plans and Specifications for the FY 21-22 Pavement Rehabilitation Project, authorize advertising for bids, and adopt Resolution No. 5334 identifying street rehabilitation project to be funded with SB 1, “Road Repair and Accountability Act” fund for FY 22-23. Project No. PW 22-01
(Fiscal Impact: ($1,200,000, adopted in FY 21/22 budget)

7. PULLED BY COUNCIL MEMBER PIRSZTUK

8. Authorize the City Manager to execute a deed restriction on Acacia Park in a form acceptable to the City Attorney and direct staff to record the deed restriction with the Los Angeles County Recorder.
(Fiscal Impact: None)

MOTION by Council Member Nicol, SECONDED by Mayor Pro Tem Pimentel approving Consent Agenda items 3, 4, 5, 6, and 8. MOTION PASSED BY UNANIMOUS VOTE. 5/0

PULLED ITEMS:

7. Resolution Approving Final Tract Map No. 83507 (EA-1305) for a Multi-Lot Merger and Resubdivision at 2000 E. El Segundo Boulevard
(Fiscal Impact: None)

Council Member Pirsztuk pulled the item to commend Richard Lundquist and CDC for bringing the Chargers to El Segundo.

MOTION by Council Member Pirsztuk, SECONDED by Mayor Boyles adopting Resolution No. 5335 approving final Tract Map No. 83507 (EA-1305) for a multi-lot merger and Resubdivision at 2000 E. El Segundo Boulevard and authorize City staff and City Clerk to sign the map for recordation. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

D. STAFF PRESENTATIONS: *(Item D10-14 and 16 moved forward on the Agenda)*

10. Resolutions for the November 8, 2022 General Municipal Election.

(Fiscal Impact: $55,000 based on two Council Member seats and two measures. With the addition of a third measure, the fiscal impact could increase)

Mark Hensley, City Attorney, presented the item.

Council Discussion

Mark Hensley, City Attorney, read the resolutions by title only:

RESOLUTION NO. 5337

A RESOLUTION OF THE CITY COUNCIL OF EL SEGUNDO, CALIFORNIA, CALLING A CITY GENERAL MUNICIPAL ELECTION ON NOVEMBER 8, 2022 FOR THE ELECTION OF TWO CITY COUNCIL MEMBERS AND UP TO THREE BALLOT MEASURES.

RESOLUTION NO. 5338

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 8, 2022, WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THAT DATE.

RESOLUTION NO. 5339

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATE STATEMENTS FOR CITY COUNCIL CANDIDATES FOR THE CITY'S NOVEMBER 8, 2022 GENERAL MUNICIPAL ELECTION.

MOTION by Council Member Nicol, SECONDED by Mayor Pro Tem Pimentel adopting Resolutions No. 5337, 5338 and 5339. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

11. Resolution Submitting a City Initiative Regulating Commercial Cannabis to the Voters per Elections Code § 9222
(Fiscal Impact: $55,000 based on a County estimate for an election considering two Council Member seats and two measures. With the addition of a third measure, the fiscal impact could increase. The City would incur costs in carrying out the commercial cannabis program implementation and ongoing maintenance and inspections costs)

Mark Hensley, City Attorney and Michael Allen, Development Services Director introduced and reported on the item.

Council Discussion

Mark Hensley, City Attorney, read the resolution by title only:

RESOLUTION NO. 5340

A RESOLUTION SUBMITTING TO THE VOTERS AN ELECTIONS CODE § 9222 CITY INITIATIVE AMENDING PORTIONS OF EL SEGUNDO MUNICIPAL CODE TITLES 4 AND 15 TO REGULATE AND PERMIT COMMERCIAL CANNABIS, REQUESTING LOS ANGELES COUNTY TO PROVIDE SPECIFIC ELECTION SERVICES, AND SETTING REQUIREMENTS FOR FILING WRITTEN ARGUMENTS AND REBUTTALS, AND DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS.

MOTION by Council Member Giroux, SECONDED by Council Member Pirsztuk adopting Resolution No. 5340. MOTION PASSED BY A VOICE VOTE. 4/1 YES: Boyles Pirsztuk Nicol Giroux NO: Pimentel

MOTION by Council Member Pirsztuk, SECONDED by Council Member Giroux authorizing one or more members of the City Council to file a written argument for the City initiative on behalf of the City Council or authorize one or more members of the Council to file one or more arguments regarding the measure as individuals. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

12. Resolution Submitting a Voter Initiative Regulating Commercial Cannabis to the Voters per Elections Code § 9215
(Fiscal Impact: $55,000 based on a County estimate for an election considering two Council Member seats and two measures. With the addition of a third measure, the fiscal impact could increase. The City would incur costs in carrying out the commercial cannabis program implementation and ongoing maintenance and inspections costs)

Mark Hensley, City Attorney and Michael Allen, Development Services Director introduced and reported on the item.

Council Discussion

Mark Hensley, City Attorney, read the resolution by title only:

RESOLUTION NO. 5341

A RESOLUTION SUBMITTING A VOTER INITIATIVE TO THE VOTERS PURSUANT TO ELECTIONS CODE § 9215 AMENDING PORTIONS OF EL SEGUNDO MUNICIPAL CODE TITLES 4 AND 15 TO REGULATE AND PERMIT COMMERCIAL CANNABIS, REQUESTING LOS ANGELES COUNTY TO PROVIDE SPECIFIC ELECTION SERVICES, AND SETTING REQUIREMENTS FOR FILING WRITTEN ARGUMENTS AND REBUTTALS.

MOTION by Mayor Pro Tem Pimentel, SECONDED by Council Member Pirsztuk adopting Resolution No. 5341. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

MOTION by Mayor Pro Tem Pimentel, SECONDED by Mayor Boyles authorizing one or more members of the City Council to file a written argument against the voter initiative on behalf of the City Council. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

MOTION by Council Member Nicol, SECONDED by Council Member Pirsztuk directing the City Attorney to prepare an impartial analysis of the voter initiative. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

13. Resolution Submitting a City Cannabis Tax Initiative to the Voters per Elections Code § 9222
(Fiscal Impact: No fiscal impact for FY 2021/22. If approved by voters, approximately $600,000 to $1,500,000 in annual revenue during the period that the cannabis tax is implemented. There will be election costs of approximately $5,000 ($2,513 for the County election and about $2,487 for City Attorney and staff time) associated with each ballot measure included in the November 2022 election; sufficient funds will be included in the FY 2022-23 Budget. Additional comparable costs would be associated with the City Regulatory Initiative)

Council consensus to move the item to the next regular City Council meeting on June 21, 2022.

14. Repair of the City of El Segundo Wiseburn Unified School District Aquatics Center Pool Heaters
(Fiscal Impact: There is $160,000 available as part of the Joint Use Agreement between the City of El Segundo and the Wiseburn Unified School District (WUSD) for the operation & maintenance of the Aquatics Center facility. WUSD funded the $160,000 and will contribute the full amount to the City to utilize towards the pool heater repair. The $160,000 will be recognized in the FY 2022-2023 budgeted revenues. An additional $25,000 will be contributed by the City and included in the FY 2022-2023 proposed budget)

Darrell George, City Manager and Elias Sassoon, Public Works Director and Tom Prevost, Knorr Systems Int'l presented and reported on the item.

Council Discussion

Mark Hensley, City Attorney, read the resolution by title only:

RESOLUTION NO. 5343

A RESOLUTION 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 IMMEDIATE REPAIR OF POOL HEATERS REQUIRED AT 2240 EAST GRAND AVENUE.

MOTION by Mayor Pro Tem Pimentel, SECONDED by Council Member Giroux adopting Resolution No. 5343 and authorize the City Manager to approve and execute standard Public Works Construction Contract No. 6399 with Knorr Systems Int'l to repair existing heaters at the El Segundo Wiseburn Aquatics Center for an amount of $168,510 and authorize an additional $16,490 as contingency funds for potential unforeseen conditions, for a total budget amount of $185,000.MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

16. Reclassify City Clerk's Office Job Classifications
(Fiscal Impact: The potential fiscal impact of the reclassification of the Deputy City Clerk II to Assistant City Clerk is approximately $24,501 to $49,786 annually. The salary of the candidate selected for the position will determine the actual cost, which will not be known until a recruitment is concluded in two to three months. However, candidates are typically hired at the entrance of the salary range and up to the mid-point, which would result in a $37,144 annual fiscal impact. The proposed FY 2022-2023 General Fund Budget which will be submitted to City Council on June 21, 2022, will include sufficient funding for this position)

Rebecca Redyk, Human Resources Director presented the item.

Council Discussion

Mark Hensley, City Attorney, read the resolution by title only:

RESOLUTION NO. 5344

A RESOLUTION MODIFYING BASIC MONTHLY SALARY RANGE FOR FULL TIME JOB CLASSIFICATIONS

MOTION by Council Member Pirsztuk, SECONDED by Council Member Nicol adopting Resolution No. 5344, approving the reclassification of the Deputy City Clerk II classification to Assistant City Clerk and approve reclassification of the Deputy City Clerk I classification to Deputy City Clerk, and adopting the class specifications and examination plans for the Assistant City Clerk and Deputy City Clerk positions. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Recessed at 7:37 PM

Reconvened at 7:45 PM

C. PUBLIC HEARINGS:

9. FY 2022-2023 Master Fee Schedule
(Fiscal Impact: The estimated fiscal impact from the proposed changes is potential additional revenue for FY 2022-2023 of up to $1,664,125)

Mayor Boyles stated this was the time and place for a Public Hearing regarding the proposed FY 2022-2023 Master Fee Schedule.

Clerk Weaver stated that proper notice had been given in a timely manner and that no written communication had been received in the City Clerk's office.

Joe Lillio, Chief Financial Officer, Dino Marsocci, Treasury and Customer Service Manager and Eric Johnson, President at Revenue & Cost Specialists introduced and presented the item.

Public Input:

MOTION by Council Member Pirsztuk, SECONDED by Mayor Pro Tem Pimentel to close the hearing. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Council discussion

Council consensus to continue the public hearing to the next regular City Council meeting on June 21, 2022.

D. STAFF PRESENTATIONS: (Continued)

15. Contract with Swoop, Inc. to Provide the 2022 Summer Beach Shuttle Services (Fiscal Impact: The total cost to operate the beach shuttle service for the 2022 summer will be approximately $81,000. However, $85,000 is being requested. $85,000 is considered to be a Not-to-Exceed amount. This amount shall be the maximum amount payable and shall not be exceeded. This service will be paid for through Prop A funding)

Ryan Delgado, Recreation Supervisor, presented and reported on the item.

A representative from Swoop, Inc. answered Council's questions.

Council Discussion

MOTION by Mayor Pro Tem Pimentel, SECONDED by Council Member Pirsztuk approving Contract No. 6400 with Swoop, Inc. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

E. COMMITTEES, COMISSIONS AND BOARDS PRESENTATIONS:

17. Appointment to the Planning Commission and Recreation and Parks Commission (Fiscal Impact: None)

Mayor Boyles announced Michelle Keldorf and Jay Hoeschler were appointed to the Planning Commission with full terms expiring on June 30, 2026 and Julie Stolnack was

appointed to the Recreation and Parks Commission with a full-term expiring May 30, 2026.

F. REPORTS – CITY CLERK – No report

G. REPORTS – CITY TREASURER – Not present

H. REPORTS – COUNCIL MEMBERS

Council Member Giroux – No report

Council Member Nicol – No report

Council Member Pirsztuk – Commented good things are happening in town and recognized all involved and thanked them for their contributions and wished all the graduate's good luck and happy summer.

Mayor Pro Tem Pimentel – In light of the May 27, 2022 incident, mentioned to the public that most disclosures are law bound, will attend the Sanitation meeting on Wednesday, June 8, 2022, mentioned he met with Bay area Council Members to discuss "small item" bonds, will attend a meeting regarding Public Entity Technology Security, thanked Rec and Parks for their leadership in dealing with Pickleball and Tennis players over court issues and mentioned more police patrolling is in the works.

Mayor Boyles – Attended the Sylvan Learning Center ribbon cutting, met with the people connected with the Blue butterflies at Dockweiler Beach and met with Genifer Gray, VP of Operations, Topgolf.

I. REPORTS – CITY ATTORNEY – No report

J. REPORTS/FOLLOW-UP – CITY MANAGER – No report

MEMORIALS – None

Adjourned at 8:53 PM

_____

Tracy Weaver, City Clerk

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Consent
Item Number: B.2

TITLE:

Warrant Demand Register for May 23, 2022 through May 29, 2022

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 22C: warrant numbers 3040874 through 3040966, and 9002525 through 9002527.

FISCAL IMPACT:

The warrants presented were drawn in payment of demands included within the FY 2021-2022 Adopted Budget. The total of $1,309,687.48 ($688,976.15 in check warrants and $620,711.33 in wire warrants) are for demands drawn on the FY 2021-2022 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 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

Objective 5B: El Segundo approaches its work in a financially strategic and responsible way.

PREPARED BY:
Wei Cao, CPA, CPFO, Management Analyst
REVIEWED BY:
Joseph Lillio, Chief Financial Officer
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Register 22c_summary pages

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3040874 - 3040966
9002525 - 9002527

DATE OF APPROVAL: AS OF 06/07/22

REGISTER # 22c

001	GENERAL FUND	220,500.47
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	144.00
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
110	MEAURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	2,595.28
114	PROP "C" TRANSPORTATION	139,677.89
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	67.94
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
120	C.O.P.S. FUND	-
121	FEMA	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	465.00
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	-
127	MEAURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	33,440.00
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	5,852.13
502	WASTEWATER FUND	256,279.61
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	49.07
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	-
703	EXPENDABLE TRUST FUND - OTHER	2,500.00
704	CULTURAL DEVELOPMENT	784.76
708	OUTSIDE SERVICES TRUST	24,619.00
	TOTAL WARRANTS	$ 688,976.15

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Director of Finance's office in the City of El Segundo.

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

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

CODES:

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

For Ratification:

A = Payroll and Employee Benefit checks

AP - U = 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.

VOID CHECKS DUE TO ALIGNMENT:
N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

CHIEF FINANCIAL OFFICER Joseph Lillo

DATE: 5-31-2022

CITY MANAGER

DATE: 6-1-22

CITY OF EL SEGUNDO
PAYMENTS BY WIRE TRANSFER
05/23/22 THROUGH 05/29/22

Date	Payee		Description
5/27/2022	IRS	256,741.89	Federal 941 Deposit
5/27/2022	Employment Development	5,565.06	State SDI payment
5/27/2022	Employment Development	57,115.25	State PIT Withholding
5/27/2022	Mission Square	66,553.12	457 payment Vantagepoint
5/27/2022	Mission Square	300.00	IRA payment Vantagepoint
5/27/2022	ExpertPay	1,763.42	EFT Child support payment
05/16/22-05/22/22	Workers Comp Activity	37,307.84	SCRMA checks issued, less Swiss Re check reimbursement
05/16/22-05/22/22	Liability Trust - Claims	189,701.84	Claim checks issued/(voided)
05/16/22-05/22/22	Retiree Health Insurance	5,662.91	Health Reimbursment checks issued
		620,711.33	

DATE OF RATIFICATION: 05/31/22
TOTAL PAYMENTS BY WIRE: **620,711.33**

Certified as to the accuracy of the wire transfers by:

Jasmine Allen — Deputy City Treasurer II — 5/31/2022 — Date

Joseph Lobo — Chief Financial Officer — 5-31-2022 — Date

[signature] — City Manager — 6-1-22 — 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 06/07/22
REGISTER # 22c

DEPT#	NAME	TOTAL
	GENERAL FUND DEPARTMENTAL EXPENDITURES	
	GENERAL GOVERNMENT	
1101	City Council	428.86
1201	City Treasurer	1,373.60
1300	City Clerk	1,028.06
2101	City Manager	165.95
2102	Communications	79.86
2103	El Segundo Media	
2201	City Attorney	
2401	Economic Development	60.50
2402	Planning	
2500	Administrative Services	59,090.50
2601	Government Buildings	31,635.45
2700	Community Outreach/Planning	3,854.00
2900	Nondepartmental	6,027.78
6100	Library	12,348.03
		116,092.59
	PUBLIC SAFETY	
3100	Police	6,321.21
3200	Fire	14,797.71
2403	Building Safety	
2404	Plng/Bldg Sfty Administration	424.96
		21,543.88
	PUBLIC WORKS	
4101	Engineering	9,600.35
4200	Streets/Park Maintenance	14,111.50
4300	Wastewater	1,651.09
4601	Equipment Maintenance	13,925.58
4801	Administration	223.66
		39,512.18
	COMMUNITY DEVELOPMENT	
5100,5200	Recreation & Parks	17,105.53
5400	Centennial	
		17,105.53
	EXPENDITURES	
	CAPITAL IMPROVEMENT	33,440.00
	ALL OTHER ACCOUNTS	461,281.97
	TOTAL WARRANTS	688,976.15

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Consent
Item Number: B.3

TITLE:

Pre-payment of the City's Unfunded Accrued Liability to CalPERS for CalPERS FY 2022-23 and Withdrawal of Funds from the City's Section 115 Pension Trust for Reimbursement

RECOMMENDATION:

1. Authorize the City Manager to pre-pay the City's unfunded accrued liability to CalPERS for CalPERS FY 2022-23.

2. Authorize the Chief Financial Officer to withdraw $1,020,657 from the City's Section 115 Pension Trust with PARS to reimburse the City for the FY 2022-23 UAL prepayment to CalPERS.

FISCAL IMPACT:

Will be included in the Adopted FY 2022-23 Budget

Amount Budgeted: $1,020,657
Additional Appropriation: N/A
Account Number(s):
Funded from: 001-244-0000-1245 (Designated Section 115 Pension Fund Balance)
Appropriated to: 001-400-2901-4207 (Misc. UAL); 001-400-3101-4207 (PD UAL); 001-400-3201-4207(Fire UAL)

BACKGROUND:

The California Public Employees' Retirement System ("CalPERS") provides member cities with a discount for prepayment of the member city's unfunded accrued liability ("UAL"). The UAL is the employer's annual payment toward the unfunded accrued pension liability as measured on the actuarial valuation report issued by CalPERS each July. CalPERS is providing a discount rate in the amount of 3.5% towards the City of El Segundo's ("City") UAL of $1,055,776, resulting in a savings of $35,119 for a total discounted payment due of $1,020,657.

The City's section 115 Pension Trust with Public Agency Retirement Services ("PARS") currently has a balance of approximately $5 million. The UAL prepayment to CalPERS in the amount of $1,020,657 will be reimbursed to the City through a withdrawal from the PARS Pension Trust. This will bring the balance of the Pension Trust down to $4 million. Discussion on utilizing this strategy was presented to City Council during the May 3, 2022 budget study session. City Council agreed with this strategic use of the Pension Trust.

DISCUSSION:

The prepayment of the UAL must be made between July 1 and July 31, 2022 and is based on the CalPERS fiscal year of July 1, 2022 through June 30, 2023. Attached for reference is the CalPERS required contributions statement for both Miscellaneous (Exhibit A) and Public Safety (Exhibits B through F). Also, table 1 below depicts the difference in paying the UAL on a monthly basis over a twelve-month period at the full rate versus the prepayment lump sum at the discounted rate.

	CalPERS Plan	**CalPERS FY 2022-23 Unfunded Accrued Liability (UAL) Contribution (if paid in monthly installments)**	**Prepayment of UAL Contribution in July 2022**	**Difference (Savings)**
A	Miscellaneous	$380,645	$367,983	($12,662)
B	Public Safety – PD Classic 1st Tier	$353,728	$341,962	($11,766)
C	Public Safety – Fire Classic	$314,393	$303,935	($10,458)
D	Public Safety – PD PEPRA	$3,662	$3,540	($122)
E	Public Safety - Fire PEPRA	$2,734	$2,643	($91)
F	Public Safety – PD Classic 2nd Tier	$614	$594	($20)
	Total	**$1,055,776**	**$1,020,657**	**($35,119)**

As a comparison and for historical information, City Council approved staff's recommendation to prepay the UAL payment in prior years as follows:

- FY 2020-21 the City prepaid the UAL in the amount of $10,691,554, resulting in a direct savings of $367,875 to the City;
- FY 2019-20 the City prepaid the UAL in the amount of $9,071,054, resulting in a direct savings of $323,073 to the City;
- FY 2018-19 the City prepaid the UAL in the amount of $8,218,670, resulting in a direct savings of $297,671 to the City; and
- FY 2017-18 the City prepaid the UAL in the amount of $7,019,291, resulting in a direct savings of $258,464 to the City.

If the FY 2022-23 prepayment is approved by City Council, the City will have saved a total of $1,282,035 by prepaying the CalPERS UAL annual unfunded pension liability since FY 2017-18.

In addition, the City Council authorized the issuance of Pension Obligation Bonds (POBs) in June 2021 to pay down $143.3 million in UAL with CalPERS. Issuance of the POBs saved the City $84 million over a nineteen year period.

Staff recommends prepaying the UAL payment in the amount of $1,020,657, resulting in a direct savings of $35,119 to the City for FY 2022-23.

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.

PREPARED BY:
Joseph Lillio, Chief Financial Officer
REVIEWED BY:
Joseph Lillio, Chief Financial Officer
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Exhibit A_Miscellaneous CalPERS UAL_FY 2022-23
2. Exhibit B_Police Classic 1st Tier Plan UAL
3. Exhibit C_Fire Classic 1st Tier Plan UAL
4. Exhibit D_PEPRA Safety PD UAL

5. Exhibit E_PEPRA Safety Fire UAL
6. Exhibit F_Police Classic 2nd Tier Plan UAL

Required Contributions

	Fiscal Year
Required Employer Contribution	**2022-23**
Employer Normal Cost Rate	**8.92%**
Plus, Either	
1) Monthly Employer Dollar UAL Payment	**$31,720**
Or	
2) Annual UAL Prepayment Option*	**$367,983**
Required PEPRA Member Contribution Rate	**6.75%**

*The total minimum required employer contribution is the **sum** of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) and the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).*

** Only the UAL portion of the employer contribution can be prepaid **(which must be received in full no later than July 31)**. Any prepayment totaling over $5 million requires a 72-hour notice email to FCSD_public_agency_wires@calpers.ca.gov. Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.*

In accordance with Sections 20537 and 20572 of the Public Employees' Retirement Law, if a contracting agency fails to remit the required contributions when due, interest and penalties may apply.

For additional detail regarding the determination of the required contribution for PEPRA members, see "PEPRA Member Contribution Rates" in the "Liabilities and Contributions" section. Required member contributions for Classic members can be found in Appendix B.

	Fiscal Year 2021-22	Fiscal Year 2022-23
Normal Cost Contribution as a Percentage of Payroll		
Total Normal Cost	15.85%	15.75%
Employee Contribution[1]	6.82%	6.83%
Employer Normal Cost[2]	9.03%	8.92%
Projected Annual Payroll for Contribution Year	$14,362,720	$14,996,452
Estimated Employer Contributions Based On Projected Payroll		
Total Normal Cost	$2,276,491	$2,361,941
Employee Contribution[1]	979,538	1,024,258
Employer Normal Cost[2]	1,296,953	1,337,683
Unfunded Liability Contribution	2,631,185	380,645
% of Projected Payroll (illustrative only)	18.32%	2.54%
Estimated Total Employer Contribution	$3,928,138	$1,718,328
% of Projected Payroll (illustrative only)	27.35%	11.46%

[1] For classic members, this is the percentage specified in the Public Employees' Retirement Law, net of any reduction from the use of a modified formula or other factors. For PEPRA members, the member contribution rate is based on 50% of the normal cost. A development of PEPRA member contribution rates can be found in the "Liabilities and Contributions" section. Employee cost sharing is not shown in this report.

[2] The Employer Normal Cost is a blended rate for all benefit groups in the plan. For a breakout of normal cost by benefit group, see "Normal Cost by Benefit Group" in the "Liabilities and Contributions" section.

California Public Employees' Retirement System
Actuarial Office
400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744
888 CalPERS (or **888**-225-7377) | TTY: (877) 249-7442 | **www.calpers.ca.gov**

August 25, 2021

CalPERS ID: 2657082556
Employer Name: CITY OF EL SEGUNDO
Rate Plan: SAFETY POLICE FIRST TIER PLAN [28]

Re: Revised Fiscal Year 2022-23 Required Employer Contribution

Dear Requestor:

The purpose of this letter is to inform you of your required employer contribution for the above-named rate plan for the fiscal year 2022-23.

Since an additional UAL payment was made after the cutoff date for inclusion in the June 30, 2020 valuation, an adjustment is necessary to your required employer contribution. The "Post-Payment" column below reflects the following payment(s): $58,366,322 to the 06/30/2018 Fresh Start base, 06/30/2019 Non-Investment (Gain)/Loss base and 06/30/2019 Investment (Gain)/Loss base made on 06/09/2021.

If you are aware of others interested in this information (e.g., payroll staff, county court employees, port districts), please inform them.

The information below supersedes the required employer contribution information in the June 30, 2020 actuarial valuation report. The valuation report reflects the benefit provisions, assumptions, member data, and other inputs as of June 30, 2020 and remains appropriate for reporting and disclosure purposes.

Valuation as of June 30, 2020	Pre-Payment	Post-Payment
FY 2022-23 Employer Contributions		
Base Total Normal Cost for Formula	31.46%	31.46%
Surcharges for Class 1 Benefit		
a) FAC 1	1.28%	1.28%
b) PRSA 50%	1.89%	1.89%
Phase out of Normal Cost Difference	0.10%	0.10%
Plan's Total Normal Cost	34.73%	34.73%
Formula's Expected Employee Contribution Rate	8.99%	8.99%
Employer Normal Cost Rate	25.74%	25.74%
Employer Unfunded Liability Payment	$ 4,950,350	$ 353,728

The attached schedule of the plan's amortization bases includes the additional discretionary payment(s) listed above.

		Fiscal Year
Required Employer Contribution		**2022-23**
Employer Normal Cost Rate		**25.74%**
Plus		
Required Payment on Amortization Bases		
Paid either as		
1) Monthly Payment	**$**	**29,477.33**
Or		
2) Annual Prepayment Option*	**$**	**341,962**

*The total minimum required employer contribution is the **sum** of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) **plus** the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).*

** Only the UAL portion of the employer contribution can be prepaid **(which must be received in full no later than July 31)**.*

If you have questions, please call (888) CalPERS (225-7377).



CHYNA NAKAO, FSA, EA, FCA, MAAA
Senior Pension Actuary, CalPERS

Schedule of Amortization Bases

Reason for Base	Date Est.	Ramp Level 2022-23	Ramp Shape	Escala-tion Rate	Amort. Period	Balance 6/30/20	Expected Payment 2020-21	Balance 6/30/21	Expected Payment 2021-22	Balance 6/30/22	Minimum Required Payment 2022-23
FRESH START	06/30/18	No Ramp		2.75%	18	$60,750,832	$59,859,845	$3,083,885	$235,942	$3,055,697	$242,430
NON-INVESTMENT (GAIN)/LOSS	06/30/19	No Ramp		0.00%	19	$719,599	$744,359	$0	$0	$0	$0
INVESTMENT (GAIN)/LOSS	06/30/19	40%	Up Only	0.00%	19	$516,824	$534,607	$0	$0	$0	$0
NON-INVESTMENT (GAIN)/LOSS	06/30/20	No Ramp		0.00%	20	$493,617	$0	$528,170	$0	$565,142	$51,571
INVESTMENT (GAIN)/LOSS	06/30/20	20%	Up Only	0.00%	20	$2,386,005	$0	$2,553,025	$0	$2,731,737	$59,727
TOTAL						**$64,866,877**	**$61,138,811**	**$6,165,080**	**$235,942**	**$6,352,576**	**$353,728**

This schedule assumes an additional discretionary payment is made in the amount and by the date stated on page 1 of this letter.

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California Public Employees' Retirement System
Actuarial Office
400 Q Street, Sacramento, CA 95811 | Phone: (916) 795-3000 | Fax: (916) 795-2744
888 CalPERS (or **888**-225-7377) | TTY: (877) 249-7442 | **www.calpers.ca.gov**

August 25, 2021

CalPERS ID: 2657082556
Employer Name: CITY OF EL SEGUNDO
Rate Plan: SAFETY FIRE PLAN [30168]

Re: Revised Fiscal Year 2022-23 Required Employer Contribution

Dear Requestor:

The purpose of this letter is to inform you of your required employer contribution for the above-named rate plan for the fiscal year 2022-23.

Since an additional UAL payment was made after the cutoff date for inclusion in the June 30, 2020 valuation, an adjustment is necessary to your required employer contribution. The "Post-Payment" column below reflects the following payment(s): $52,593,786 to the 06/30/2018 Fresh Start base, 06/30/2019 Non-Investment (Gain)/Loss base and 06/30/2019 Investment (Gain)/Loss base made on 06/09/2021.

If you are aware of others interested in this information (e.g., payroll staff, county court employees, port districts), please inform them.

The information below supersedes the required employer contribution information in the June 30, 2020 actuarial valuation report. The valuation report reflects the benefit provisions, assumptions, member data, and other inputs as of June 30, 2020 and remains appropriate for reporting and disclosure purposes.

Valuation as of June 30, 2020	Pre-Payment	Post-Payment
FY 2022-23 Employer Contributions		
Base Total Normal Cost for Formula	29.63%	29.63%
Surcharges for Class 1 Benefit		
a) FAC 1	1.20%	1.20%
b) PRSA 50%	1.84%	1.84%
Phase out of Normal Cost Difference	(0.60%)	(0.60%)
Plan's Total Normal Cost	32.07%	32.07%
Formula's Expected Employee Contribution Rate	8.99%	8.99%
Employer Normal Cost Rate	23.08%	23.08%
Employer Unfunded Liability Payment	$ 4,456,904	$ 314,393

The attached schedule of the plan's amortization bases includes the additional discretionary payment(s) listed above.

		Fiscal Year
Required Employer Contribution		**2022-23**
Employer Normal Cost Rate		**23.08%**
Plus		
Required Payment on Amortization Bases		
Paid either as		
1) Monthly Payment	**$**	**26,199.42**
Or		
2) Annual Prepayment Option*	**$**	**303,935**

*The total minimum required employer contribution is the **sum** of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) **plus** the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).*

** Only the UAL portion of the employer contribution can be prepaid **(which must be received in full no later than July 31)**.*

If you have questions, please call (888) CalPERS (225-7377).



CHYNA NAKAO, FSA, EA, FCA, MAAA
Senior Pension Actuary, CalPERS

Schedule of Amortization Bases

Reason for Base	Date Est.	Ramp Level 2022-23	Ramp Shape	Escala-tion Rate	Amort. Period	Balance 6/30/20	Expected Payment 2020-21	Balance 6/30/21	Expected Payment 2021-22	Balance 6/30/22	Minimum Required Payment 2022-23
FRESH START	06/30/18	No Ramp		2.75%	18	$54,781,482	$53,979,958	$2,778,883	$212,607	$2,753,482	$218,454
NON-INVESTMENT (GAIN)/LOSS	06/30/19	No Ramp		0.00%	19	$631,753	$653,491	$0	$0	$0	$0
INVESTMENT (GAIN)/LOSS	06/30/19	40%	Up Only	0.00%	19	$446,157	$461,508	$0	$0	$0	$0
NON-INVESTMENT (GAIN)/LOSS	06/30/20	No Ramp		0.00%	20	$430,191	$0	$460,304	$0	$492,525	$44,944
INVESTMENT (GAIN)/LOSS	06/30/20	20%	Up Only	0.00%	20	$2,037,179	$0	$2,179,782	$0	$2,332,367	$50,995
TOTAL						**$58,326,762**	**$55,094,957**	**$5,418,969**	**$212,607**	**$5,578,374**	**$314,393**

This schedule assumes an additional discretionary payment is made in the amount and by the date stated on page 1 of this letter.

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Employer contribution requirements after implementation of the Fresh Start:

Required Employer Contributions		Fiscal Year 2022-23
Employer Normal Cost Rate		**13.66%**
Plus		
Required Payment on Amortization Bases		
Paid either as		
1) Monthly Payment	**$**	**305.17**
Or		
2) Annual Prepayment Option*	**$**	**3,540**

The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).

** Only the UAL portion of the employer contribution can be prepaid **(which must be received in full no later than July 31)**.*

If you have questions, please call 888 CalPERS (or 888-225-7377).

Chyna Nakao

CHYNA NAKAO, FSA, EA, FCA, MAAA
Senior Pension Actuary, CalPERS

Employer contribution requirements after implementation of the Fresh Start:

		Fiscal Year
Required Employer Contributions		**2022-23**
Employer Normal Cost Rate		**13.66%**
Plus		
Required Payment on Amortization Bases		
Paid either as		
1) Monthly Payment	**$**	**227.83**
Or		
2) Annual Prepayment Option*	**$**	**2,643**

The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).

** Only the UAL portion of the employer contribution can be prepaid **(which must be received in full no later than July 31)**.*

If you have questions, please call 888 CalPERS (or 888-225-7377).



CHYNA NAKAO, FSA, EA, FCA, MAAA
Senior Pension Actuary, CalPERS

Required Employer Contributions

	Fiscal Year
Required Employer Contributions	**2022-23**
Employer Normal Cost Rate	**23.68%**
Plus	
Required Payment on Amortization Bases[1]	**$614**
Paid either as	
1) Monthly Payment	**$51.17**
Or	
2) Annual Prepayment Option*	**$594**

The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).

** Only the UAL portion of the employer contribution can be prepaid **(which must be received in full no later than July 31)**.*

	Fiscal Year 2021-22	Fiscal Year 2022-23
Development of Normal Cost as a Percentage of Payroll		
Base Total Normal Cost for Formula	29.63%	29.63%
Surcharge for Class 1 Benefits[2]		
a) FAC 1	1.15%	1.20%
b) PRSA	1.83%	1.84%
Phase out of Normal Cost Difference[3]	0.00%	0.00%
Plan's Total Normal Cost	32.61%	32.67%
Formula's Expected Employee Contribution Rate	8.99%	8.99%
Employer Normal Cost Rate	23.62%	23.68%

[1] The required payment on amortization bases does not take into account any additional discretionary payment made after April 30, 2021.

[2] Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

[3] The normal cost change is phased out over a five-year period in accordance with the CalPERS contribution allocation policy.

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Consent
Item Number: B.4

TITLE:

Agreement with Innovative Interfaces, Inc. for $77,318 to Implement the Polaris Integrated Library System at the El Segundo Public Library

RECOMMENDATION:

1. Authorize the City Manager to execute an agreement with Innovative Interfaces, Inc. for $77,318 for implementation of the Polaris Integrated Library System at the El Segundo Public Library.

FISCAL IMPACT:

Amount Budgeted:	$77,318
Account numbers:	001-400-2505-6217 (Software Maintenance: $75,000)
	001-400-6103-6277 (Resource Databases: $2,318)

BACKGROUND:

With the advancement of technology, libraries have moved from card-based catalogs to online catalogs, making their collections accessible to the world via the internet. These online catalogs are referred to as Integrated Library Systems, or ILS's, and can be used by the public for searching a library's collections and by library staff to maintain and promote the collections. The El Segundo Public Library implemented its Integrated Library System with Innovative Interfaces, Inc. (III) in 1993. Innovative has had three versions of an ILS: PROCOMM, Millennium, and the latest version, Sierra, which was implemented in 2014. The Library has maintained its ILS service with Innovative Interfaces, Inc., through various versions and updates to Sierra, a software upgrade in 2020, a transition to a hosted web-based service, and in 2021 an upgrade of the Sierra Desktop application for workstations.

The current contract with Innovative Interfaces ends October 31, 2022, and the Library staff felt it was time to explore other ILS vendors and their products to determine if there are options and features available beyond those of Innovative Interfaces' Sierra that would enhance our services to our residents.

A Request for Proposal was published in February 2022, and the Library received six responses from ILS vendors. After review of the proposals by the Library review team, a Community Service staff member and the ITSD project manager, three vendors were selected to move forward in the process. The review team continued with reference checks and vendor demonstrations, ultimately determining the system that most fulfills the needs of El Segundo is Innovative Interfaces' Polaris ILS, a newer alternative to its Sierra ILS.

DISCUSSION:

The proposed costs are as follows:			
	Innovative Interfaces	Sirsi Dynix	The Library Corporation
One-Time Implementation Cost:	$27,495	$30,113 (Plus $5K-$10K for data migration consultant	$0
First Year Charge:	$49,823	$27,730	$29,987
Total:	$77,318	$57,843 (+ $5K-$10K)	$29,987

While the Polaris ILS is more expensive than the other two vendors' systems, the review team feels that Polaris is the best choice for the following reasons:

- Its forward-thinking customer interface and ease of use for customers and staff.
- Available tools for streamlining staff time.
- The way it integrates third-party software into the interface.
- Dedicated support staff for technical issues.
- Greater reporting features.

Despite its low-cost proposal,The Library Corporation 's ILS fell out of consideration because of inability to further customize the software with desired Library and City branding beyond an out-of-the-box form and basic displays, and staff felt the benefits to

residents would not be as great as those found in the Polaris ILS.

The proposed annual Polaris charges are comparable to the $55,520 currently being paid to Innovative Interfaces for the Sierra ILS but will include up-to-date and enhanced catalog functionality for a cheaper cost in years one to four.

The Polaris ILS is fully maintained by Innovative Interfaces and provides a collection inventory, manages customer accounts, processes borrowing, handles payment information for lost items, develops use and collects statistics, and allows staff to forward data to other systems. Patrons are able to search for items from within the library or from their home; request a hold on borrowed items for them upon check-in; verify and edit their account information; request loans from other libraries; and more. Recent enhancements to ILS functionality allow users to simultaneously search the library's databases, eBooks, and other electronic resources from within the catalog; suggest related search topics; format quotation sources for use in reports; and limit searches by language, publication date, and other search terms.

One-Time Implementation Cost	Year One	Year Two	Year Three	Year Four	Year Five
$27,495	$49,823	$51,568	$53,372	$55,240	$57,174

Innovative Interfaces will implement the hosted web-based ILS for a one-time charge in the amount of $27,495 with a first-year cost of $49,823, totaling $77,318. The implementation may take up to 25 weeks, with the Sierra ILS continuing to function until the new ILS is fully implemented. Implementation consists of the migration, training and support processes delivered by the Innovative Interfaces' implementation team as follows:

- Complete migration of customer information, bibliographic and item data from the Sierra ILS to the Polaris ILS
- SSO--SAML protocol
- Technical assistance and support during transition/implementation
- Support during integration with third party services
- Secure data migration
- Readily accessible and keyword searchable documentation
- Escalation of Issues if unresolved
- Phone support provided to assist with support tickets
- Staff have administrative access with the ability to change passwords and manage permissions

The Library staff will have access to test the application at implementation. Innovative

Interfaces' dedicated Implementation team will work with the Library to resolve any issues discovered during testing. In addition, the Information Technology Systems Department will assist with the transition process. City staff will work with Innovative Interfaces' technical staff to troubleshoot and resolve any issues with the ongoing maintenance of the upgraded system.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Engagement, and Communication; Embrace Diversity, Equity, and Inclusion

Objective 1A: El Segundo provides unparalleled service to internal and external customers.
Objective 1 B: El Segundo's engagement with the community ensures excellence.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4B: El Segundo's technology supports effective, efficient, and proactive operations.

PREPARED BY:
Mark Herbert, Library Manager
REVIEWED BY:
John Jones, Interim Community Services Director
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. El Segundo Library RFP #22-03 Integrated Library System

EL SEGUNDO PUBLIC LIBRARY

REQUEST FOR PROPOSAL

FOR

INTEGRATED LIBRARY SYSTEM

RFP # 22-03

ISSUED: February 23, 2022

DUE: March 23, 2022

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INTRODUCTION

The El Segundo Public Library was established as a City of El Segundo department in 1930, hereinafter referred to as "the Library." Over the years the Library underwent several renovations and expansions, and in 1991 it entered into an agreement with the El Segundo Unified School District to incorporate the four school libraries, into the library system. Located in Los Angeles County, California, the Library serves the residents of El Segundo as well as patrons of the neighboring South Bay cities and residents of the Southern California Library Cooperative member cities.

Through this Request for Proposal ("RFP") the El Segundo Public Library seeks to obtain a vendor hosted web-based Integrated Library System ("ILS").

The El Segundo Public Library is comprised of:

Main Library
Center Street Elementary School Branch
Richmond Street Elementary School Branch
Middle School Branch
High School Branch

The Library invites qualified Proposers to submit a proposal to deliver and implement a hosted web based integrated library system.

We believe the information provided with this document is sufficient to draft your proposal. Any questions regarding this RFP may be emailed to Mark Herbert at mherbert@elsegundo.org no later than 5:00 PM PST, Monday, March 07, 2022.

Unauthorized contact about this RFP with employees or officials of the Library except as detailed above may result in disqualification from consideration under this process.

Responses to all questions will be posted on the City website no later than 5:00 PM PST on Tuesday, March 15, 2022.

GENERAL INFORMATION

The Library is currently using the web-based Sierra ILS hosted with Innovative Interfaces, Inc., and has recently transitioned to the EBSCO EDS discovery layer.

The following includes general information about the Library's collection, staff size, and other details. Please use this information when you determine hardware configuration and system pricing.

Number of Locations (total number of branches)	5
Circulation	162,456
Digital circulation	7,425
Number of bibliographic records	140,995
Number of item records	166,334
Number of patron records	25,794
Number of authority records	33,254
Total number of staff users	30

TERMS AND CONDITIONS

1. The Library is not liable for any cost incurred by proposers prior to issuance of a contract.

2. The Library reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this RFP.

3. The Library reserves the right to reject any or all proposals, in whole or part, to waive any minor irregularity in any proposal, and to accept the proposal which, in its discretion, is in the best interest of the Library.

4. Proposals must be valid for 90 days from the date of submission.

5. Proposals must not include alternate contract terms and conditions. If the proposal contains such terms and conditions the Library may determine the proposal as a nonresponsive counteroffer and reject it.

6. By submitting a proposal for this RFP, the Contractor agrees to the terms set forth in the agreement attached as Attachment 1. All services must be provided in accordance with the Agreement which is provided as Attachment 1. The specification in this notice is part of any contract awarded in accordance with this RFP.

7. The Library reserves the right to expand or diminish the scope of work subject to negotiation with the successful vendor.

8. In the event it becomes necessary for the City to revise any part of the RFP prior to the bidder's response, an addendum will be provided in writing to all receiving the RFP from the Library.

9. Proposers must not provide, for consideration in this RFP or subsequent contract negotiations, any information that the Proposer knew or should have known was materially incorrect. The Library may determine the proposal as a nonresponsive counteroffer and reject it.

10. During the review of this document, please note the Library's emphasis on the expectation, qualities, and requirements necessary to be positioned as a successful vendor.

11. To be considered, proposers must submit three (3) original hard copies and one (1) copy on a flash drive in a sealed envelope with the name and address of the company submitting the proposal and it should be clearly marked with the words "Request for Proposal #22-03" and the title "Integrated Library System" no later than 11:00A.M. PST on Wednesday, March 23, 2022 to:

    City of El Segundo
    Office of the City Clerk
    350 Main Street, Room 5
    El Segundo, CA 90245

    Please include the below information when submitting your proposal.

- NAME OF COMPANY:
  FEDERAL EMPLOYEE ID NUMBER (FEIN):
  COMPANY WEBSITE ADDRESS:

- MAILING ADDRESS:
  CITY / STATE:
  ZIP:

- EMAIL ADDRESS
  PHONE:
  FAX:

- SIGNED:
  PRINTED SIGNATURE:

- TITLE:

- DATE:

Late proposals will not be accepted.

TIMELINE

The City reserves the right to make changes to the schedule below but plans to adhere to the implementation of the proposal process outlined below.

RFP Dates	RFP Schedule
February 23, 2022	RFP Released
March 07, 2022 @ 5 PM	Deadline to submit questions
March 15, 2022 @ 5 PM	City responses to all questions posted on City website
March 23, 2022 @ 11 AM	Proposals Due
April 2022	City review and interviews of top vendors
April 2022	Selection of Vendor
May 2022	Presentation to City Council
July 2022	Commence service

ILS CONNECTED SERVICES

The Library currently utilizes the following third-party vendors whose products must be seamlessly integrated into the ILS functionality through the proposed services:

Computer Reservations and Patron Printing	EnvisionWare PC Reservation, LPT:One
Self-Checkout Machines	EnvisionWare X-II with OneStop
Study Room Reservations	For Future Consideration
Online Proxy Service	None
Databases	HeritageQuest, MasterFile, Archives of Sexuality & Gender, Points of View, World Book, AtoZ databases, ArchivalWare, Novelist
eBooks	Gale Virtual Reference, OverDrive and Kanopy for streaming videos
Interlibrary Loan	OCLC Cataloging Services
Acquisition Vendor	Baker & Taylor
Materials and Records	OCLC Cataloging Services
Receipt Printers	For future consideration – Epson TM-T88V

TECHNICAL REPONSE

The following are technical requirement items and general requirements for technical qualifications and approach. All information and documentation included in a Technical Response must address all requirements detailed, and in some cases may require additional documentation. Do not include any cost information with your technical response.

OPAC

OPAC Functionality	
Intuitive functionality for patrons	Required
Ability for patrons and staff to create and share lists	Required
Search includes keyword, browsing, and advanced searching	Required
Display enhanced content: cover art, reviews, read-a-likes, etc.	Required
Integration with OverDrive	Required
Integrated online fine payment solution or ability to integrate with third party vendor	Required
Clear location and availability on results screen	Required
Customization of heading and other wording throughout the catalog	Required
Ability to design and display customized library material carousels	Required
Ability to display new materials	Required
Smart searching including "Did you mean?'	Required
Responsive mobile website design	Required
Ability to search and filter by level of material, relevance, availability, format, location	Required
Website accessibility compliance	Required
Integrates with Google Analytics or equivalent	Required
Ability of patron to manage notification methods	Required
Discovery layer handles spell checking, predictive search results, and keyword or related search suggestions	Required

Ability for patron to update approved contact information fields for their account and, optionally, for linked family member accounts	Optional
Ability to email patrons when new materials are added based on a profile set by the patron under their account	Optional
Catalog provides personal recommendations based on previous activity	Optional
If no search results found, offer other suggestions based on search term and/or reading history	Optional
Personalized display for language (i.e., Japanese, Korean, Chinese)	Optional
Show custom messages for each patron	Optional
Integration of location mapping to indicate the location of an item within the Library	Optional
Ability for linked family account to renew items	Optional

CIRCULATION

Circulation Functionality	
Patron can update information and manage own account including renewals, payment and cancel holds	Required
Patron can self-register for a library account	Required
Courtesy notices and auto renewals	Required
Patron record includes a field for option to receive publicity from library	Required
All fields searchable, including but not limited to name, telephone, address, and email	Required
Ability to copy details from one patron registration to another	Required
Registration process provides alerts for duplicate patron record based on defined fields	Required
Ability to link memberships of people in same family	Optional
Financial Management	
Ability to pay full or partial replacement of materials	Required
Ability to waive or refund charges	Required
Option for Patron type to determine fines and fees	Required

Option for item type to determine fines and fees	Required
Ability to see fines history in patron account	Required
Holds and Notifications	
Notification for holds, overdues, courtesy notices to include telephone, email, and text messaging	Required
Ability for patrons and staff to cancel holds	Required
Ability for patron and staff to suspend or freeze holds	Required
Records are kept for notices sent	Optional
Circulation and Management	
Detailed search ability in the staff client, including ability to filter and search by numerous fields including keyword, author, ISBN/ISSN, branch, etc.	Required
Offline Circulation	Required
Customized receipt ability	Required
Ability to customize messages and notices	Required
Same record can be accessed at multiple workstations	Required
Ability to auto-renew items	Required
Ability to provide receipts via multiple options including email, print, and text messages	Optional
Mobile circulation inside the building and outside the library for offline circulation	Required
Digital use counted toward circulation activity	Optional
Circulation of digital materials can be viewed on patron account	Optional

REPORTS

Ability to export data in standard formats (i.e., MARC, text, CSV, Excel, XML, PDF)	Required
Ability to use report templates	Required
Ability to create custom reports	Required

Ability to schedule reports	Required
Ability to identify patron inactivity	Required
Ability to include cross-references between data sets	Required
Ability to produce reports on demographics	Required
Ability to report on and access any data within the database	Required
Provides reports for which library materials are used and in which locations	Optional
Ability to produce reports on demographics	Optional

CATALOGING

RDA ability and compliance	Required
Able to convert to other future formats and cataloging standards	Required
Ability to integrate digital content from third party vendors	Required
Able to use MARC records from a variety of sources	Required
Ability to make global changes to the system	Required
Ability to integrate digital content from local library	Required
Ability to create and populate item information during MARC loading process	Required
Spellcheck capability	Required

SERIALS - MAGAZINES

Ability to send claimed missing issues to vendor	Optional
Generate automatic reports for missing issues	Optional
Ability to create routing information	Optional

MODIFICATIONS

Features easily customizable from staff side	Required

SYSTEM, SERVER, AND SOFTWARE FUNCTIONALITY

Ability to add and integrate API's	Required
Ability to customize options for staff and public interfaces	Required
Ability to access the ILS from anywhere	Required
Automatically performs regular backups	Required
Developer is responsive to system issues	Required
Notification in advance of any updates	Required
Ability to integrate use of SIP2 connections	Required
Security applied to each user account	Required
Customer information remains securely in the United States	Required
Proper security is in force to prevent fraudulent activity	Required

MIGRATION, TRAINING, AND SUPPORT

Complete migration of customer, bibliographic, and item data from Sierra ILS (Innovative Interfaces)	Required
Documentation is readily accessible and keyword searchable	Required
Data migration is secure	Required
ILS vendor provides regular update on open support tickets	Required
Issues are escalated if unresolved	Required
Phone support provided to assist with support and tickets	Required
Staff have the ability to change their passwords	Required

Staff have the ability to manage permissions	Required

COST PROPOSAL

Cost quotes and payment terms must be included for all software and recommended equipment. Pricing must reflect a vendor-hosted solution for the system.

- Please use the pricing sheet included in this section to indicate the costs for the various components.
- Feel free to add items to the table if there are items that do not fit into the specific categories.
- Prices for the initial purchase, implementation, and five years of maintenance must be included for each item.

ILS Cost Proposal						
Required Modules	Initial/Implementation	Year 1	Year 2	Year 3	Year 4	Year 5
• Circulation • Acquisitions • Serials • OPAC/Discovery • Cataloging • Reports (including Admin/Statistics)						
Hosting (required)						
Training						
Data Migration						

ILS Cost Proposal						
Optional Modules	Initial/Implementation	Year 1	Year 2	Year 3	Year 4	Year 5
iOS & Android App						

Marketing Module						
CRM Module						
Interlibrary Loan Module						
Room Reservation						
Media - Photographs, viewable in OPAC						
Include any other optional items described in your Proposal Data Migration						

EVALUATION AND SELECTION PROCESS

The Library will consider experience, qualifications, technical approach and cost in the evaluation and award points in each of the categories detailed below. A team of Library and IT department managers will score the proposals.

Criteria for evaluating the proposals include:

	Proposal	Demonstration	Total Points	%age of Total
User Experience	30	40	70	35%
Staff Functionality	30	40	70	35%
Compatibility with Outside Services	5	20	25	12.5%
Implementation/Migration Plan	5		5	2.5%
Support and Training	10		10	5%
References	10		10	5%
Cost			10	5%
Total	100	100	200	100%

VENDOR MEETINGS AND DEMONSTRATIONS

The top candidates will be invited to participate in product demonstrations.

FINAL SELECTION

Library and IT staff will select the top candidate after completion of the product demonstrations and will make a final recommendation to the Community Services Director. Upon the director's approval, the recommendation will then be taken to the El Segundo City Council for approval.

The successful bidder will be approved by the City Council based upon the criteria set forth above and the City's sole discretion. The City Council is under no obligation to contract with any applicant.

DELIVERABLES

For consideration, all completed proposals must be received by 11:00 a.m. PST, March 23, 2022.

The proposals must be submitted to the City Clerk as three (3) original hard copies and (1) copy on a flash drive in a sealed envelope.

For responses to the above criteria, please observe the following guidelines:

- Answers must be clear and concise
- Indicate how your system's features will enhance the Library's current offerings
- Describe features under development and the expected release date(s)

Complete proposals must include:

- An acknowledgement of compatibility with all items listed in the "ILS Connected Services" section
- A complete Technical Response and Cost Proposal
- Responses to items in the following areas:
  - OPAC
  - Circulation
  - Reports
  - Cataloging
  - Serial-Magazines
  - Modifications
  - System, Server, and Software Functionality
  - Migration, Training, and Support
- Responses must include 3-5 references that demonstrate ILS performance and support.

REFERENCES

The Proposer must provide three to five (3 to 5) references that demonstrate ILS performance and support. This information must include the individual's name, company, organization, title, phone number, and email address. Include details and the dates and services provided.

ATTTACHMENT 1

PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF EL SEGUNDO AND
_____

This AGREEMENT is made and entered into this ___ day of _____, 201__, by and between the CITY OF EL SEGUNDO, a municipal corporation and general law city ("CITY") and P2S _____[*name*]_____, _____[*type of organization*]_____ ("CONSULTANT"). The parties agree as follows:

1. **CONSIDERATION**.

   A. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, below;

   B. As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement;

   C. As additional consideration, CITY agrees to pay CONSULTANT a sum not to exceed _____ dollars ($_____) for CONSULTANT's services. CITY may modify this amount as set forth below. Unless otherwise specified by written amendment to this Agreement, CITY will pay this sum as specified in the attached Exhibit "A," which is incorporated by reference.

2. **SCOPE OF SERVICES**.

   A. CONSULTANT will perform services listed in the attached Exhibit "_," which is incorporated by reference.

   B. CONSULTANT will, in a professional 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 CONSULTANT by this Agreement.

3. **PERFORMANCE STANDARDS**. While performing this Agreement, CONSULTANT will use the appropriate generally accepted professional standards of practice existing at the time of performance utilized by persons engaged in providing similar services. CITY will continuously monitor CONSULTANT's services. CITY will notify CONSULTANT of any deficiencies and CONSULTANT will have fifteen (15) days after such notification to

cure any shortcomings to CITY's satisfaction. Costs associated with curing the deficiencies will be borne by CONSULTANT.

4. **PAYMENTS**. For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit a detailed invoice to CITY which lists the hours worked and hourly rates for each personnel category and reimbursable costs (all as set forth in Exhibit "_") the tasks performed, the percentage of the task completed during the billing period, the cumulative percentage completed for each task, the total cost of that work during the preceding billing month and a cumulative cash flow curve showing projected and actual expenditures versus time to date.

5. **NON-APPROPRIATION OF FUNDS**. Payments due and payable to CONSULTANT for current services are within the current budget and within an available, unexhausted and unencumbered appropriation of the CITY. In the event the CITY has not appropriated sufficient funds for payment of CONSULTANT services beyond the current fiscal year, this Agreement will cover only those costs incurred up to the conclusion of the current fiscal year.

6. **FAMILIARITY WITH WORK**.

A. By executing this Agreement, CONSULTANT agrees that it has:

i. Carefully 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, CONSULTANT agrees that CONSULTANT has or will investigate the site and is or will be fully acquainted with the conditions there existing, before commencing the services hereunder. Should CONSULTANT discover any latent or unknown conditions that may materially affect the performance of the services, CONSULTANT will immediately inform CITY of such fact and will not proceed except at CONSULTANT's own risk until written instructions are received from CITY.

7. **TERM**. The term of this Agreement will be from _____, to _____. Unless otherwise determined by written amendment between the parties, this Agreement will terminate in the following instances:

A. Completion of the work specified in Exhibit "A";

B. Termination as stated in Section 15.

8. **TIME FOR PERFORMANCE**.

A. CONSULTANT will not perform any work under this Agreement until:

i. CONSULTANT furnishes proof of insurance as required under Section 22 of this Agreement; and

ii. CITY gives CONSULTANT a written notice to proceed.

B. Should CONSULTANT begin work on any phase in advance of receiving written authorization to proceed, any such professional services are at CONSULTANT's own risk.

9. **TIME EXTENSIONS**. Should CONSULTANT be delayed by causes beyond CONSULTANT's control, CITY may grant a time extension for the completion of the contracted services. If delay occurs, CONSULTANT must notify the Manager within forty-eight (48) hours, in writing, of the cause and the extent of the delay and how such delay interferes with the Agreement's schedule. The Manager will extend the completion time, when appropriate, for the completion of the contracted services.

10. **CONSISTENCY**. In interpreting this Agreement and resolving any ambiguities, the main body of this Agreement takes precedence over the attached Exhibits; this Agreement supersedes any conflicting provisions. Any inconsistency between the Exhibits will be resolved in the order in which the Exhibits appear below:

A. Exhibit: _: Scope of Work.
B. Exhibit: _: Budget
C. Exhibit: _ Proposal for Services

11. **CHANGES**. CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.

12. **TAXPAYER IDENTIFICATION NUMBER**. CONSULTANT will provide CITY with a Taxpayer Identification Number.

13. **PERMITS AND LICENSES**. CONSULTANT, at its sole expense, will obtain and maintain during the term of this Agreement, all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

14. **WAIVER**. CITY's review or acceptance of, or payment for, work product prepared by CONSULTANT under this Agreement will not be construed to operate as a waiver of any rights CITY may have under this Agreement or of any cause of action arising from CONSULTANT's performance. 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.

15. **TERMINATION**.

A. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause.

B. CONSULTANT may terminate this Agreement at any time with CITY's mutual consent. Notice will be in writing at least thirty (30) days before the effective termination date.

C. Upon receiving a termination notice, CONSULTANT will immediately cease performance under this Agreement unless otherwise provided in the termination notice. Except as otherwise provided in the termination notice, any additional work performed by CONSULTANT after receiving a termination notice will be performed at CONSULTANT's own cost; CITY will not be obligated to compensate CONSULTANT for such work.

D. Should termination occur, all finished or unfinished documents, data, studies, surveys, drawings, maps, reports and other materials prepared by CONSULTANT will, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination, not to exceed the total costs under Section 1(C).

E. Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.

F. By executing this document, CONSULTANT waives any and all claims for damages that might otherwise arise from CITY's termination under this Section.

16. **OWNERSHIP OF DOCUMENTS.** All documents, data, studies, drawings, maps, models, photographs and reports prepared by CONSULTANT under this Agreement are CITY's property. CONSULTANT may retain copies of said documents and materials as desired but will deliver all original materials to CITY upon CITY's written notice. CITY agrees that use of CONSULTANT's completed work product, for purposes other than identified in this Agreement, or use of incomplete work product, is at CITY's own risk.

17. **PUBLICATION OF DOCUMENTS.** Except as necessary for performance of service under this Agreement, no copies, sketches, or graphs of materials, including graphic art work, prepared pursuant to this Agreement, will be released by CONSULTANT to any other person or public CITY without CITY's prior written approval. All press releases, including graphic display information to be published in newspapers or magazines, will be approved and distributed solely by CITY, unless otherwise provided by written agreement between the parties.

18. **INDEMNIFICATION.**

A. CONSULTANT agrees to the following:

i. *Indemnification for Professional Services*. CONSULTANT will save harmless and indemnify and at CITY's request reimburse defense costs for CITY and all its officers, volunteers, employees and representatives from and against any and all suits, actions, or claims, of any character whatever, brought for, or on account of, any injuries or damages sustained by any person or property resulting or arising from any negligent or wrongful act, error or omission by CONSULTANT or any of CONSULTANT's officers, agents, employees, or representatives, in the performance of this Agreement, except for such loss or damage arising from CITY's sole negligence or willful misconduct.

ii. *Indemnification for other Damages*. CONSULTANT indemnifies and holds CITY harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising out of this Agreement, or its performance, except for such loss or damage arising from CITY's sole negligence or willful misconduct. 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, CONSULTANT 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 certified volunteers.

C. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.

D. The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 22, 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 CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

19. **ASSIGNABILITY**. This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.

20. **INDEPENDENT CONTRACTOR.** CITY and CONSULTANT agree that CONSULTANT will act as an independent contractor and will have control of all work and the manner in which it is performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT 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 CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.

21. **AUDIT OF RECORDS.** CONSULTANT will maintain full and accurate records with respect to all services and matters covered under this Agreement. CITY will have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcript therefrom, and to inspect all program data, documents, proceedings and activities. CONSULTANT will retain such financial and program service records for at least three (3) years after termination or final payment under this Agreement.

22. **INSURANCE**.

A. Before commencing performance under this Agreement, and at all other times this Agreement is effective, CONSULTANT will procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

Type of Insurance	Limits
Commercial general liability:	$2,000,000
Professional 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 the most recent ISO-CGL Form. 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 endorsement must be reflected on ISO Form No. CG 20 10 11 85 or 88, or equivalent. 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. Professional liability coverage will be on an "occurrence basis" if such coverage is available, or on a "claims made" basis if not available. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

D. Automobile coverage will be written on ISO Business Auto Coverage Form CA 00 01 06 92, including symbol 1 (Any Auto).

E. CONSULTANT will furnish to CITY duly authenticated Certificates of Insurance evidencing maintenance of the insurance required under this Agreement 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."

F. Should CONSULTANT, for any reason, fail to obtain and maintain the insurance required by this Agreement, CITY may obtain such coverage at CONSULTANT's expense and deduct the cost of such insurance from payments due to CONSULTANT under this Agreement or terminate pursuant to Section 155.

23. **USE OF SUBCONTRACTORS.** CONSULTANT must obtain CITY's prior written approval to use any consultants while performing any portion of this Agreement. Such approval must approve of the proposed consultant and the terms of compensation.

24. **INCIDENTAL TASKS.** CONSULTANT will meet with CITY monthly to provide the status on the project, which will include a schedule update and a short narrative description of progress during the past month for each major task, a description of the work remaining and a description of the work to be done before the next schedule update.

25. **NOTICES**. All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

If to CONSULTANT:	If to CITY:
P2S Engineering Inc. [address]	City of El Segundo 350 Main Street El Segundo, CA
Attention: _____ Phone: _____ Email: _____	Attention: _____ Phone: _____ Email: _____

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.

26. **CONFLICT OF INTEREST**. CONSULTANT will comply with all conflict of interest laws and regulations including, without limitation, CITY's conflict of interest regulations.

27. **SOLICITATION**. CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT's bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.

28. **THIRD PARTY BENEFICIARIES**. This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.

29. **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.

30. **COMPLIANCE WITH LAW**. CONSULTANT agrees to comply with all federal, state, and local laws applicable to this Agreement.

31. **ENTIRE AGREEMENT.** This Agreement, and its Exhibit(s), sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written. This Agreement will bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.

32. **RULES OF CONSTRUCTION.** Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

33. **SEVERABILITY.** 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.

34. **AUTHORITY/MODIFICATION.** 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 amendment.

35. **ACCEPTANCE OF ELECTRONIC SIGNATURES.** 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 (.pdf) or facsimile transmission. Such electronic or facsimile signature will be treated in all respects as having the same effect as an original signature.

36. **CAPTIONS.** The captions of the paragraphs of this Agreement are for convenience of reference only and will not affect the interpretation of this Agreement.

37. **TIME IS OF ESSENCE.** Time is of the essence for each and every provision of this Agreement.

38. **FORCE MAJEURE**. Should performance of this Agreement be prevented due to fire, flood, explosion, acts of terrorism, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' reasonable

control, then the Agreement will immediately terminate without obligation of either party to the other.

39. **STATEMENT OF EXPERIENCE.** By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public CITY.

[Signatures on next page]

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first hereinabove written.

CITY OF EL SEGUNDO	___[*consultant company name*]___
_____	_____[*signature*]_____
Greg Carpenter,	_____[*type name*]_____
City Manager	_____[*type title*]_____

ATTEST:

_____
Tracy Weaver,
City Clerk

APPROVED AS TO FORM:

_____
Mark D. Hensley,
City Attorney

innovative

Part of Clarivate

El Segundo Public Library

Request for Proposal #22-03

Integrated Library System

March 23, 2022

1900 Powell Street, Suite 400
Emeryville, CA 94608
+1 510 655 6200
www.iii.com

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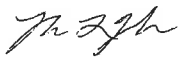
PROPOSAL FORM

Please include the below information when submitting your proposal.

- NAME OF COMPANY: Innovative Interfaces Incorporated
  FEDERAL EMPLOYEE ID NUMBER (FEIN): 94-2553274
  COMPANY WEBSITE ADDRESS: www.iii.com

- MAILING ADDRESS: 1900 Powell Street, Suite 400
  CITY / STATE: Emeryville, CA
  ZIP: 94608

- EMAIL ADDRESS: tom.mcnamara@iii.com
  PHONE: 510-289-0134
  FAX: 510-450-6350

- SIGNED: 
  PRINTED SIGNATURE: Thomas Lyle Jacobson

- TITLE: VP, Executive Library Advocate & Strategist

- DATE: March 3, 2022

Proposal Form

Final Audit Report 2022-03-04

Created:	2022-03-04
By:	Shawna Deane (shawna.deane@iii.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfeOMqoStHe-aBmdupnLft1hUIYpUwRi1

"Proposal Form" History

Document created by Shawna Deane (shawna.deane@iii.com)
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2022-03-04 - 10:48:25 PM GMT

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2022-03-04 - 10:51:43 PM GMT- IP address: 71.127.43.181

Document e-signed by Thomas L. Jacobson (tom.jacobson@iii.com)
Signature Date: 2022-03-04 - 10:52:10 PM GMT - Time Source: server- IP address: 71.127.43.181

Agreement completed.
2022-03-04 - 10:52:10 PM GMT

innovative
Part of **Clarivate**

World Headquarters • 1900 Powell St., Suite 400 • Emeryville, CA 94608 • +1 510 655 6200

March 23, 2022

Mark Herbert
Library Manager
City of El Segundo
Office of the City Clerk
350 Main Street, Room 5
El Segundo, CA 90245

Dear Mark,

Innovative Interfaces is pleased to respond to the City of El Segundo's RFP # 22-03 for an Integrated Library System for the El Segundo Public Library (ESPL). Our proposal represents an opportunity for ESPL to set a new standard of service for your staff and patrons.

Our experience shows that libraries best succeed when they choose an ILS partner that supports the library's mission, vision, and strategic plan. Our ongoing focus with the Polaris integrated library system is not simply to provide library automation, but rather to provide exceptional user experiences for your patrons, staff, and the broader communities you serve. Additionally, the attached proposal includes several optional modules that are part of Innovative's exciting new Vega Library Experience (LX) platform, Innovative's Mobile Patron App, as well as the Link+ ILL Network.

We have read and understand your Request for Proposal and have prepared our response with a tailored solution that we believe will not only meet but exceed the stated requirements and desired outcome. It is our desire to provide El Segundo Public Library with a strong technology foundation that leads to a long-term and successful partnership aimed at fulfilling your vision: "We Engage...We Inspire...We Play...".

Should you have any questions as you review the attached proposal, please feel free to contact Tom McNamara at 510-289-0134 or tom.mcnamara@iii.com.

Best regards,

Tom Jacobson
VP, Executive Library Advocate & Strategist

ELSEG RFP Cover Letter

Final Audit Report 2022-03-18

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By:	Shawna Deane (shawna.deane@iii.com)
Status:	Signed
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"ELSEG RFP Cover Letter" History

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Signature Date: 2022-03-18 - 4:25:28 PM GMT - Time Source: server- IP address: 71.127.43.181

Agreement completed.
2022-03-18 - 4:25:28 PM GMT

Executive Summary

As you work to engage and inspire your community, we'd like to bring you the tools to help you do so. Building on our long-standing relationship with El Segundo Public Library, our proposal provides the most comprehensive and innovative library solution available: the Polaris integrated library system with the Leap web interface. Polaris Leap has been designed to fulfill the needs of public libraries, with input from public libraries, and has proven to be successful for our customers. With Polaris Leap, your library staff will benefit from reimagined, web-based workflows, giving them the mobility and flexibility to provide service both inside and outside library walls.

- ***Polaris Leap Success Bundle***: Robust, reliable, and scalable, Polaris Leap gives busy library staff powerful tools to minimize tedious tasks and boost productivity, while supporting new strategies for patron engagement. Polaris Leap has been designed to meet the needs of the most complex and demanding public libraries, delivering an extensive feature set covering the full spectrum of public library activities. Built on a Microsoft SQL server database platform with documented APIs, Polaris Leap is open to connections with your patrons and their social media, with third-party vendors, and with resources beyond your walls.
- ***Innovative Cloud Hosting:*** Innovative's hosted, subscription solution is provided on the Cloud. With data centers located in multiple geographic locations, Innovative can implement each customer's cloud hosted system at the data center within the customer's country or region in compliance with the local data privacy laws. All management services are provided directly by Innovative Cloud Services staff. Our cloud-hosting services include all system management activities, backup, disaster recovery and the implementation of new releases on a schedule determined by the library.
- ***Vega Library Experience (LX) Platform*** Vega LX is an ultramodern platform for public libraries that has been designed to increase engagement and amplify library collections of all types, helping strengthen and advance your crucial position in your community. Vega is unique in the library industry because it is the first platform to be natively BIBFRAME. BIBFRAME formatting allows your rich metadata to live in dynamic, interconnected, smart models that can learn and grow over time and provide your patrons and your community with customized experiences and insights. Each of the "modules" of Vega can be implanted one at a time or as a group. Simply select the feature set which will enhance your current patron engagement.
- ***Innovative Mobile App:*** Innovative Mobile is an app expertly designed to meet today's challenges for libraries and consortia. With a focus on contactless interactions and self-service, Innovative Mobile encourages patrons to connect with the library anywhere and at any time. Unlike other mobile applications, Innovative Mobile puts the power of Polaris into your patrons' hands offering discovery, patron account access, patron self-check via barcode or RFID, as well as "Click and Collect" for curbside pickup.

Polaris Leap provides the best solution for El Segundo Public Library with little or no disruption to your staff and patrons. As we look to the future, Innovative will continue to provide solutions that re-imagine the library experience for your staff and patrons using modern tools and technology that they already use every day. We welcome the opportunity to continue our relationship with ESPL and remain your technology partner. We look forward to participating in the remainder of your procurement process.

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CERTIFICATES OF LIABILITY INSURANCE ..... INSERT

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THE SOLUTION FOR EL SEGUNDO PUBLIC LIBRARY

We are proposing the award-winning Polaris Leap web-based ILS for the El Segundo Public Library. We have also provided optional pricing for: Innovative Mobile patron app, Vega Discover, Vega Promote, Vega Program, and Link+ ILL network. All these products work together to provide a fluid and flexible system, designed using the latest technologies that offers patrons and staff greater freedom and a better user experience.

Polaris Leap is the most popular public library system in North America. Polaris Leap provides an intuitive and fully web-based interface, allowing staff to get out from behind the desk and still have access to vital data and functionality with flexible, intuitive workflows.

Our mission at Innovative is to accelerate libraries' impact on the world by sparking connections between libraries and their communities. Our goal is to help our customers delight their patrons in big and small ways. We believe that the solution we are proposing is the *only* solution available today that can fulfil you vision: "We Engage...We Inspire...We Play...".

See the following pages for more detail.

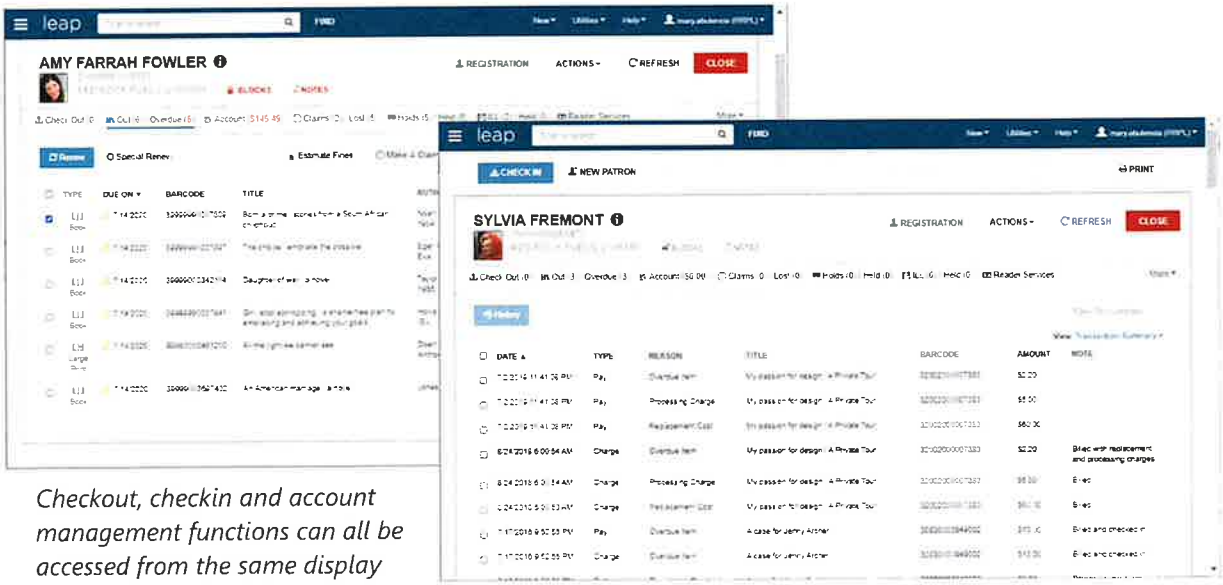
POLARIS LEAP

Polaris Leap has been designed to meet the needs of the most complex and demanding public libraries and consortia, delivering an extensive feature set covering the full spectrum of public library activities. In a time where mobile applications increasingly allow people to access information and consume services wherever they may be, Polaris Leap allows staff to get out from behind the desk and still have access to vital data and functionality with flexible, intuitive workflows. Completely web based, Polaris Leap provides powerful staff tools and flexible parameters that let you control policies and parameters at the system, branch, and collection level, while metadata management functions can be configured for centralized or decentralized operations. Built on a Microsoft SQL server database platform with documented APIs, Polaris Leap is open to connections: with your patrons and their social media, with third-party vendors, and with resources beyond your walls.

Polaris Leap provides the breadth of functionality that the library require for staff functions and provides full integration with the Vega Library Experience (LX) platform to support your discovery and patron engagement requirements.

Circulation

Polaris Leap manages all your circulation processes, including patron account creation, holds, check ins, checkouts, and fines/fees. Circulation screens provide a clean, intuitive interface with additional information available with just "one click," allowing staff to easily link to fines and fees, holds, notes and notification history, and much more. Because Polaris is truly integrated, metadata can be accessed by circulation staff directly from circulation displays to update item records, perform inventory management or weeding activities.

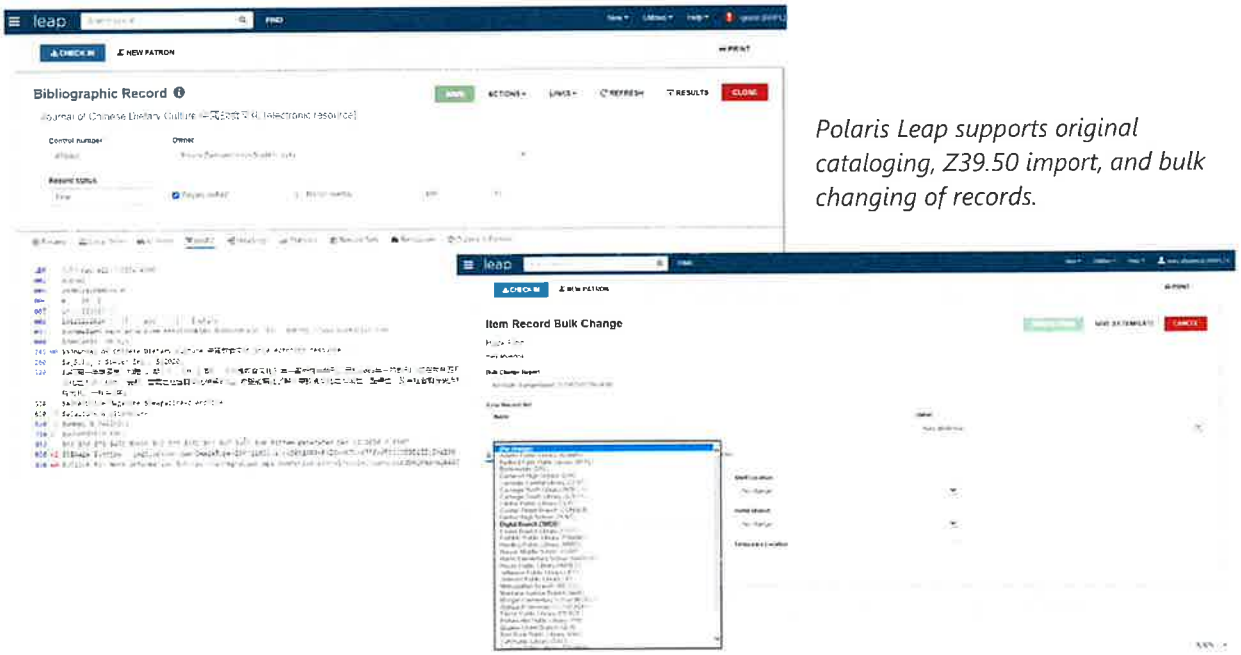


Checkout, checkin and account management functions can all be accessed from the same display

Cataloging

Polaris Leap cataloging records represent the bibliographic titles and physical items in the library and provide the core data upon which all other functions in Polaris Leap depend. Bibliographic and item records define what is displayed in the public access catalog and are used in acquisitions and serials processing. Item records also track circulation transactions such as check-in, check-out, and hold requests. Authority records provide standardized access points to indexes and headings in the public catalog.

Polaris Leap supports MARC21 for bibliographic authority records, ensuring that you can exchange data with external systems – for example, book vendors, e-resource providers, bibliographic utilities. Because Polaris Leap supports UNICODE, you can catalog in any language.

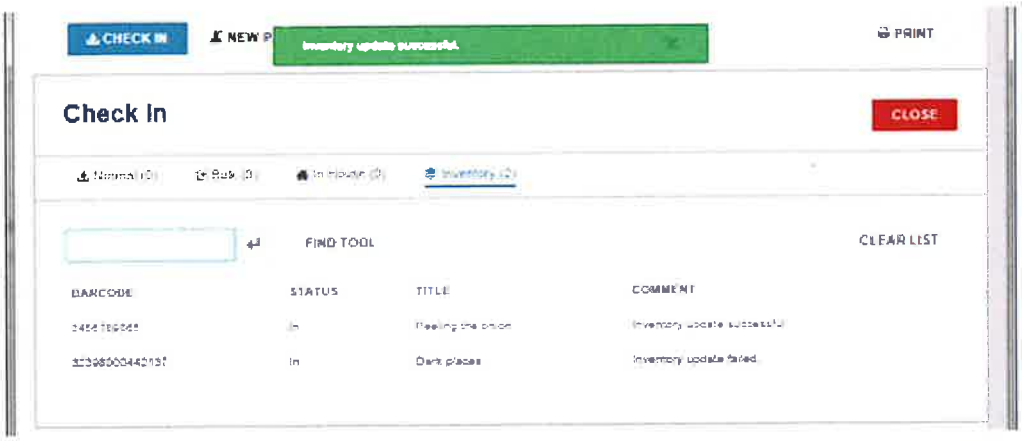


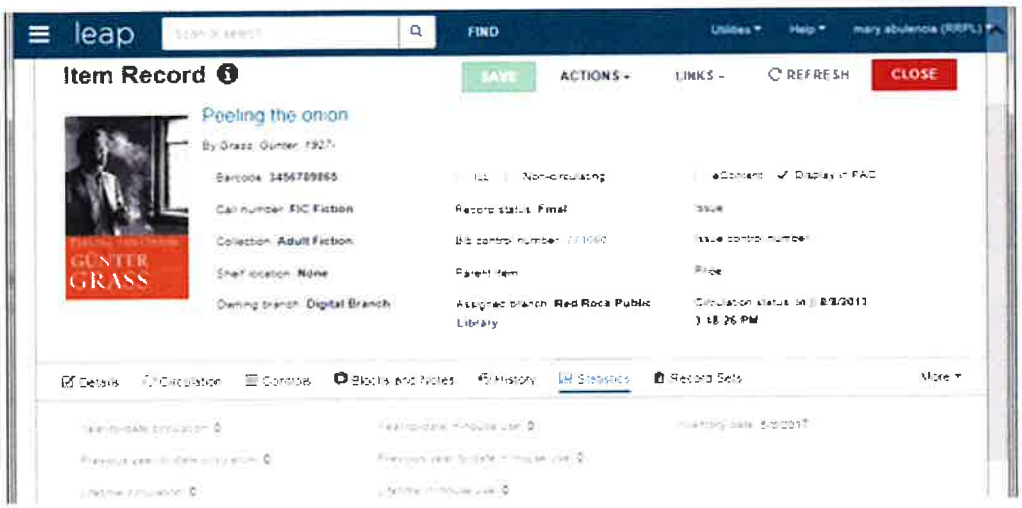
Polaris Leap supports original cataloging, Z39.50 import, and bulk changing of records.

Collection Inventory

Inventory control monitors and controls the inventory of all items in Polaris. Each item is assigned a unique barcode that provides for tracking and control. The system provides for easy tracking of barcode numbers, reports of inventoried and uninventoried items, comparisons of circulation records, and entry of inventory date into each item record. This functionality is included as part of the circulation system at no additional cost.

Statistical capabilities are also included that assist library staff in weeding collections.

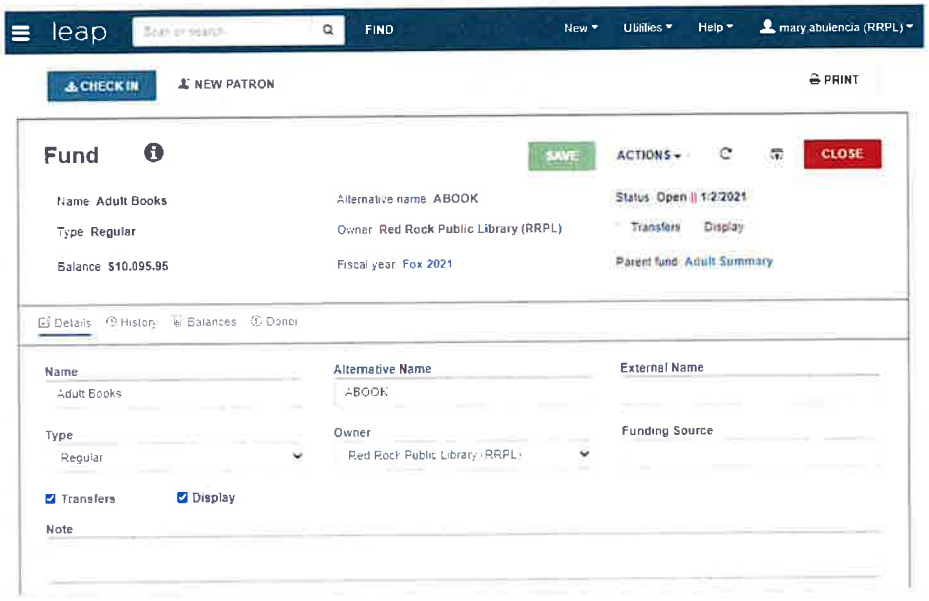


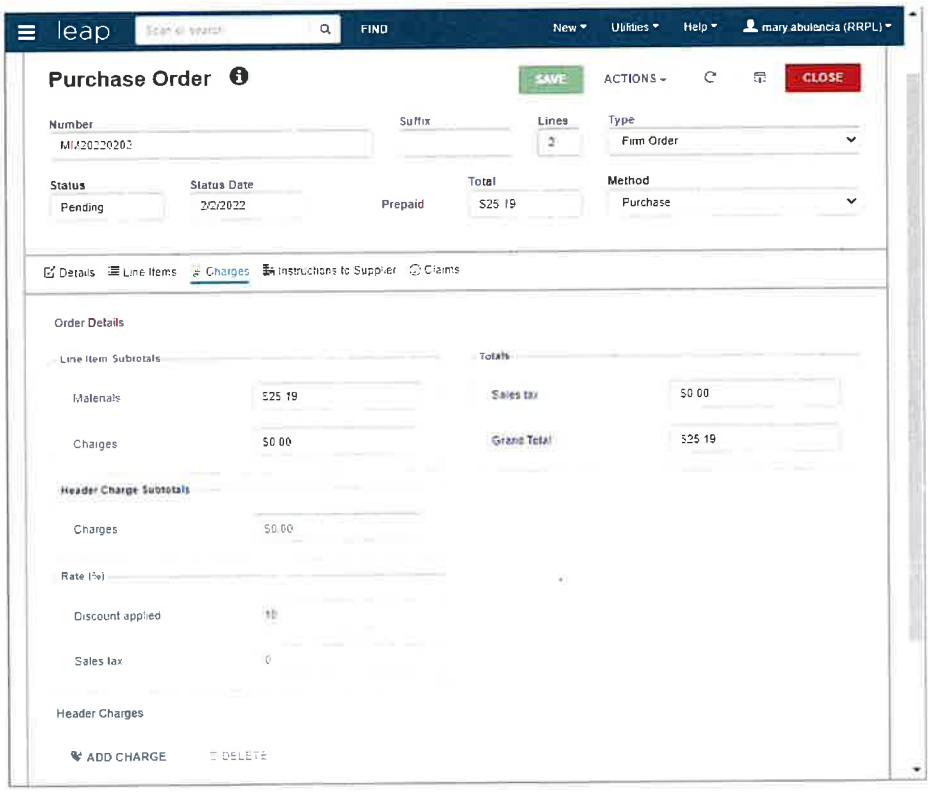


Acquisitions

With Polaris Acquisitions, the library can automate and streamline common acquisitions processes:

- Manage the acquisitions budget
- Manage supplier records
- Manage purchase orders
- Receive shipments
- Claim items
- Manage invoices


leap
FIND
New
Utilities
Help
mary abulencia (RRPL)
CHECK IN
NEW PATRON
PRINT
Fund
SAVE
ACTIONS
CLOSE
Name Adult Books
Alternative name ABOOK
Status Open || 1/2/2021
Type Regular
Owner Red Rock Public Library (RRPL)
Transfers
Display
Balance $10,095.95
Fiscal year Fox 2021
Parent fund Adult Summary
Details
History
Balances
Donor
Name
Adult Books
Alternative Name
ABOOK
External Name
Type
Regular
Owner
Red Rock Public Library (RRPL)
Funding Source
Transfers
Display
Note


leap
FIND
New
Utilities
Help
mary abulencia (RRPL)
Purchase Order
SAVE
ACTIONS
CLOSE
Number
MM20220203
Suffix
Lines
Type
Firm Order
Status
Pending
Status Date
2/2/2022
Prepaid
Total
$25 19
Method
Purchase
Details
Line Items
Charges
Instructions to Supplier
Claims
Order Details
Line Item Subtotals
Materials
$25 19
Charges
$0 00
Totals
Sales tax
$0 00
Grand Total
$25 19
Header Charge Subtotals
Charges
$0.00
Rate (%)
Discount applied
Sales tax
Header Charges
ADD CHARGE
DELETE

Polaris saves time and effort with 9XX ordering. You can access vendors' web-based selection tools and databases directly from the main Polaris menu. Using your library's profile on the vendor's site, you can select titles and specify material type, fund, destination library, collection information, and non-public notes. Then, the brief bibliographic records are imported into Polaris. As a result, the purchase orders already include bibliographic, fund, and order distribution information. This reduces your staff's processing time for both ordering and cataloging.

Polaris lets you import MARC records from many providers including the following Innovative EDI partners:

- Baker & Taylor's Title Source 3
- Brodart's Bibz2.com
- Ingram's iPage
- Midwest Tape

The vendors above support the Polaris designated 970 order distribution tag with the following subfields:

- 970$l [location]
- 970$c [collection]
- 970$f [fund]
- 970$q [quantity]
- 970$p [price] (If no 970$p, Polaris uses 020$c)
- 970$n [non-public notes]

Multiple 970 tags are supported in the MARC bib record. Finally, Polaris supports the ability to overlay duplicate identical bibliographic records while retaining (970) order data, so that multiple selectors can work simultaneously in either a centralized or de-centralized acquisitions workflow.

Polaris also supports the X12 version 4010 standard to transmit purchase orders electronically, load electronic confirmations (or receive confirmations via email) and generate invoices in Polaris using the following vendors:

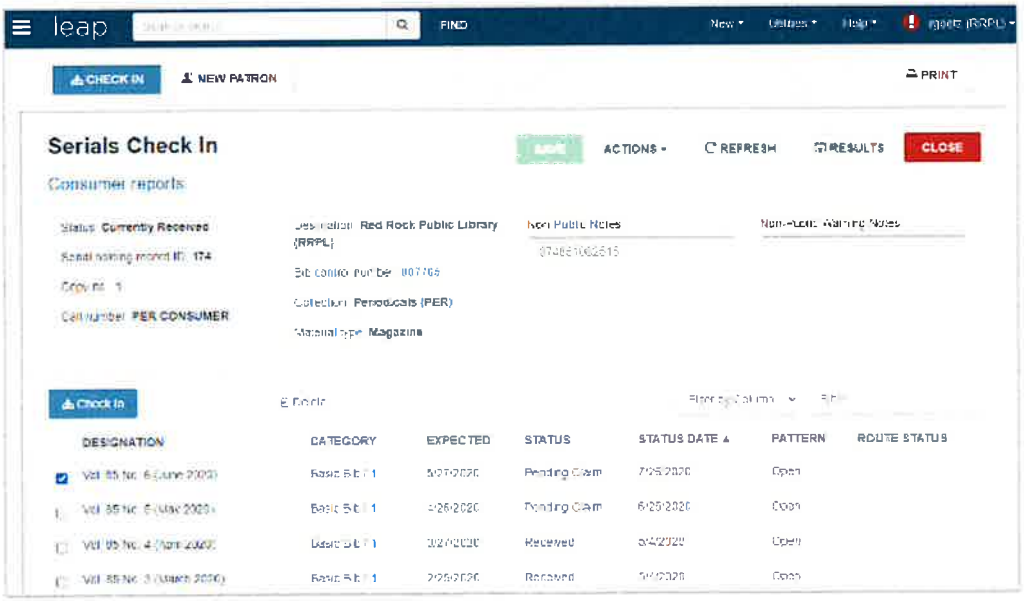
- Audio Book Services
- Baker & Taylor
- Brodart
- Children's Plus, Inc.
- Findaway World
- Gale-Cengage Learning
- Ingram
- Library Bound
- Micro Marketing LLC
- Midwest Library Service

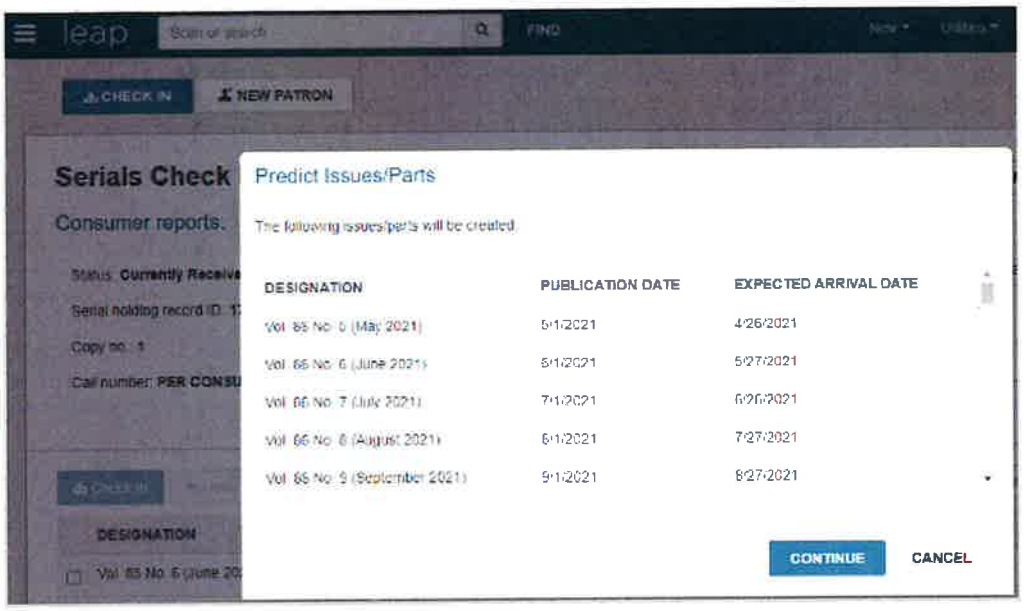
- Midwest Tape, Inc.
- CVS Midwest Tape
- Penworthy
- Quality Books, Inc.
- Rainbow Books
- Recorded Books
- Scholastic Library Publishing
- United Library Services
- Whitehots, Inc.

Serials

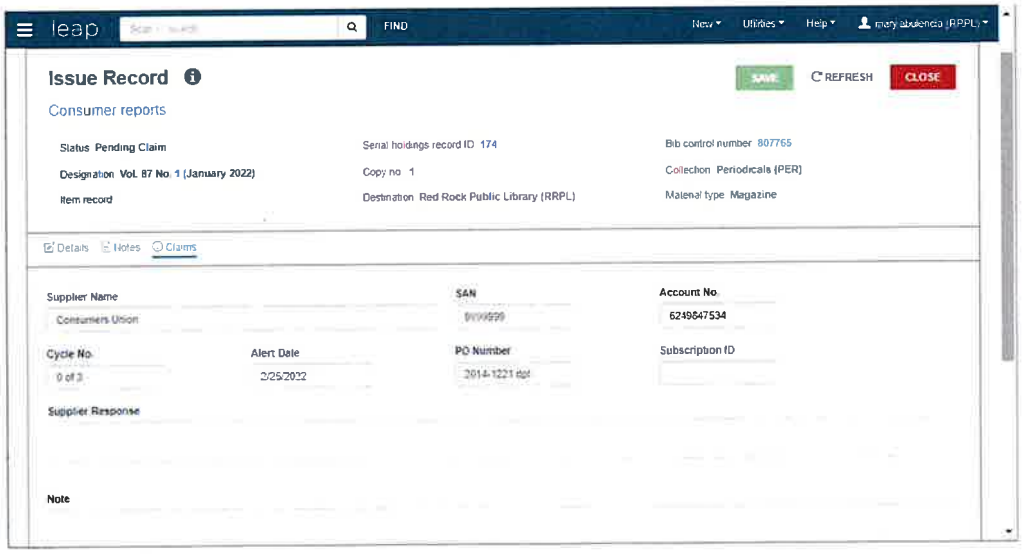
Our web-based ILS, Polaris Leap, provides the tools you need to manage your serials subscriptions easily and efficiently. You can create serial holdings records and publication patterns for automatic prediction and claiming.

You can check in issues or parts and create item records automatically as well as predict the next group of issues or parts.

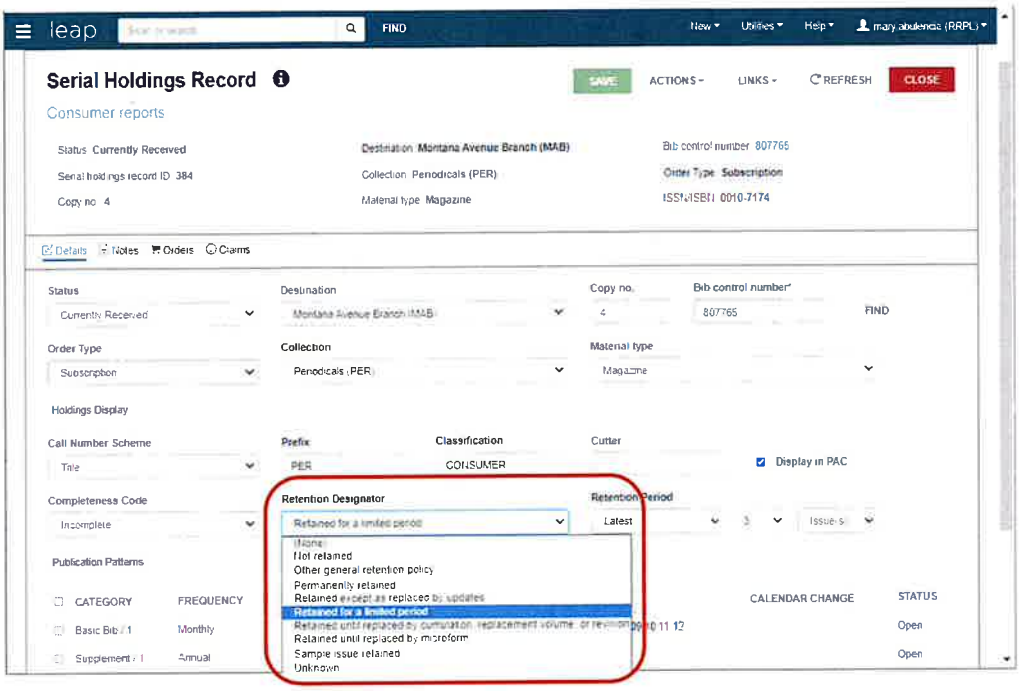




Claim notices are sent for issues or parts of serials that are not received as expected. Claims can be sent automatically from Polaris Leap based on claiming intervals defined in the supplier record. The claims view of the issue record displays claim information.



Retention schedule is defined in the Serial Holdings Record.



System Administration (Configuration)

Polaris Administration settings determine how data is categorized, used, and stored, and what functions are available to permissioned staff and in the PAC. Note that each district will be able to setup functions and permissions separately.

Polaris parameter and profile settings, as well as policy and database tables, control how Polaris functions. Most settings are established during implementation and your Polaris Administrator can modify most of them as needed through Polaris Administration workforms and the Administration Explorer.

Reports/Dashboard

Polaris Leap provides a variety of powerful reporting tools to meet the data-gathering needs of libraries of any size and type. Additionally, the functionality within those reporting provides various reporting options to meet the needs of different users with different requirements and different skill levels. In addition to the great reporting tools within Polaris, the open solution also provides the library with the freedom to manage the dashboard reporting to deliver exactly what is required.

Library Needs	Reporting Tool
Standard reporting	Polaris Report Manager
Basic & advanced data retrieval	Polaris Find Tool
Basic custom reports without SQL	SimplyReports
Complex data mining	Polaris Reporting Services
Business Intelligence & Dashboards	Third-party business intelligence tool (e.g., Tableau)

Polaris Report Manager

The Polaris Report Manager provides reports designed for use by all library staff. They can be displayed onscreen, or exported to PDF, Excel, and other file formats. More than a hundred predefined reports are included with Polaris.

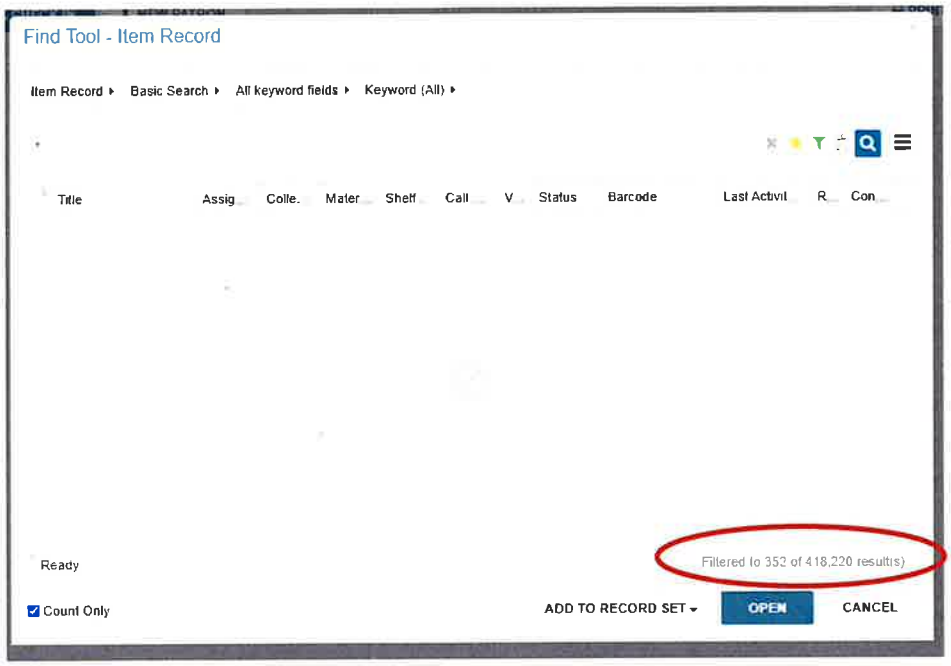
These standard reports run against the live Polaris database, so all data access is real-time. These reports can be customized through the use of tools inherent with reporting in Microsoft SQL Reporting Services. Familiarity with SQL and the Polaris database schema is necessary in order to make changes to the report content.

Polaris uses Microsoft's SQL Reporting Services (described later) to organize and return information in formal, formatted reports. The more than 270 predefined standard reports, organized by subsystem, are available from a browser.

Polaris Find Tool

The Polaris Find Tool is intended for use by all Polaris library staff members through a web interface. Anyone who has been trained in the functionality of Polaris Leap is able to use the Find Tool effectively.

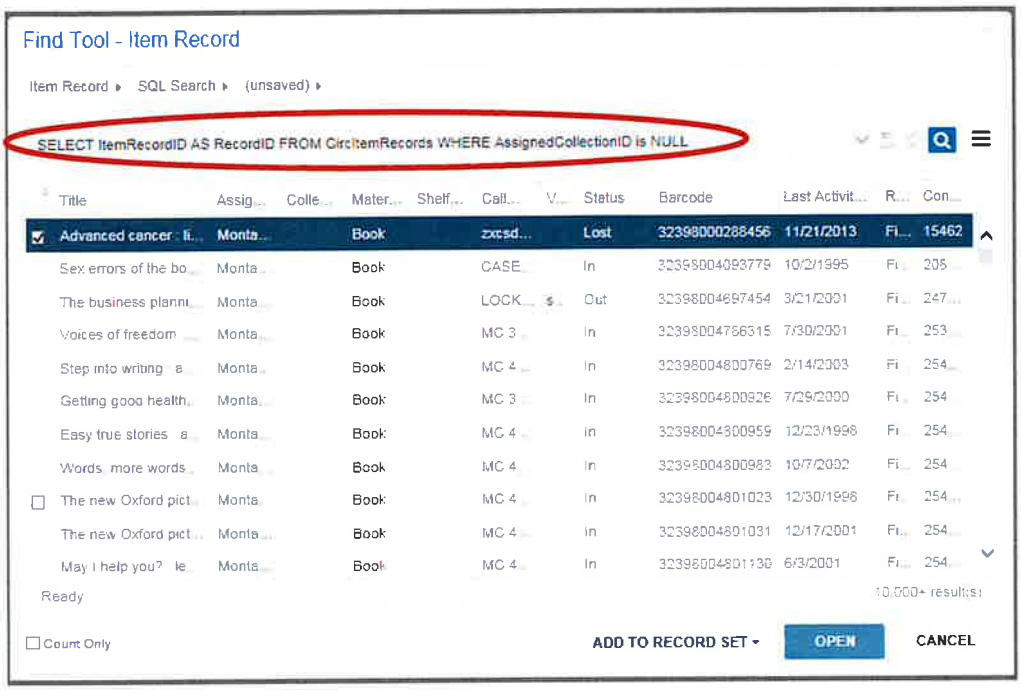
The Find Tool accesses the live Polaris database, so all data access is in real-time. The Polaris Find Tool can be used to search for records with a variety of methods and filters. The Find Tool can also be used for quick snapshots of the library's data. For example, if the library simply needs a count of items last circulated in 2020, the user can run this search and set the Find Tool to show only the record count in the search results.



Polaris Find Tool with SQL

This capability is intended for use by technically-oriented Polaris line staff, system administrators, directors, and branch managers who have some training in SQL and a basic understanding of the Polaris database. All output is in the form of the tabular result-set workform that is inherent in Polaris. Access to this tool is through the standard Find Tool interface that is inherent in the Polaris staff client. Use of this functionality requires training in basic SQL, and a basic understanding of the common tables and columns in the Polaris database.

If a quick look at specific data is needed, the user can enter a Structured Query Language (SQL) query directly in the Polaris Find Tool.



Text can be saved as a rough SQL template. The template can be used as a basis for searching and the search edited without saving the changes to the template. The results of these informal "reports" are displayed in the Find Tool results list, which can be printed. The results can also be saved to a record set. These reports are unformatted but are very convenient if a quick look at specific aspects of the library's database is needed.

SimplyReports

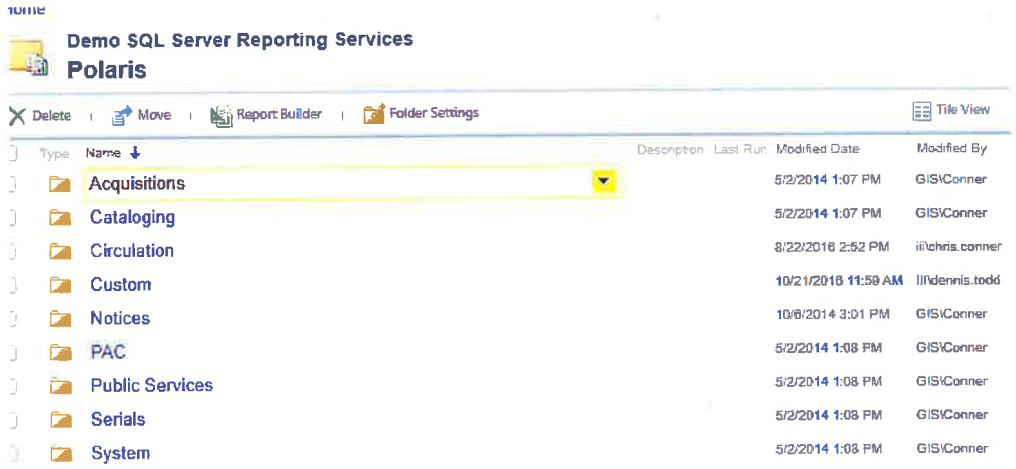
Polaris SimplyReports opens up the power of the Polaris database management system to all users, regardless of technical skill. Users without knowledge of SQL or Microsoft SQL Reporting Services can create custom reports with a simple web-based interface. The application can be accessed through any modern web browser.

SimplyReports presents the tables and columns that can be accessed, along with appropriate scoping and filtering criteria that can be applied against those data elements. Various combinations can produce close to 60,000 different custom reports. Once a report is configured, the parameters can be saved for future use. Reports can be executed on demand or scheduled for execution on a daily, weekly, monthly, or annual basis. Groups of reports can also be defined and executed together. Report output files can be generated in a variety of file formats.



Polaris Reporting Services

For advanced reporting needs, reports can be customized through the use of tools inherent with reporting in Microsoft SQL Reporting Services. Familiarity with SQL and the Polaris database schema is necessary in order to develop customized reports. Through this mechanism, the library has the ability to access data not accessible using the standard reports. Custom reports developed in Microsoft SQL Reporting Services are added to your library of available reports for future use.



Dashboards using Tableau

As an open system, Polaris Leap lets you use third-party analytics tools like Tableau to generate custom dashboards and reports. Tools like Tableau let you design your required dashboards any way you would like, and provides clean, graphical presentation of your data to your different stakeholders – managers, administrators, executives or even the public. The following is an example of the type of dashboard you can create using a third-party tool like Tableau to show how the library is used by different demographic groups of patrons.

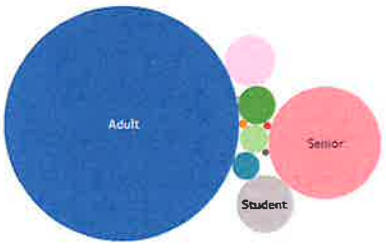


Sample Patron Data Dashboard

Patron Count by Branch and Patron Type

	Patron Code									
Branch Name	Adult	Banned Patron	ILL Agency	Juvenile	Non-Re	Outreach	Self-Re	Senior	Staff	Student	Young Adult
Bedford Falls Public Library	8,609			1,420	130	4	2	426		9	228
Pottersville Public Library	5,191			137	7	14	1	1,008	7	5	146
Red Rock Public Library	4,145	3	1	135	1	63	25	713	18	8	282
Tyler Public Library	2,978			44		8	1	780		7	78

Lifetime Circ Count by Patron Type



Hall of Fame Patrons

Patron Full Name	Branch Na	YTD You Saved Amount
COOPER, SHELDON LEE	Red Rock P	$25,068.55
Wheaton, Wil	Red Rock P	$17,693.25
FOWLER, AMY FARRAH	Red Rock P	$8,805.71
TOMASELLI, ISABELLA C	Montana A	$4,705.52
FREMONT, PENNY	Red Rock P	$4,308.74
LAUDE, MARIA	Red Rock P	$3,509.36
Walowitz, Bernadette Marianne	Red Rock P	$3,054.57
Good, Mary B.	Montana A	$2,922.61
WILSON, JAMES	Red Rock P	$2,778.75
CHAMBERS, DIANE	Red Rock P	$2,668.50

Data Import and Export

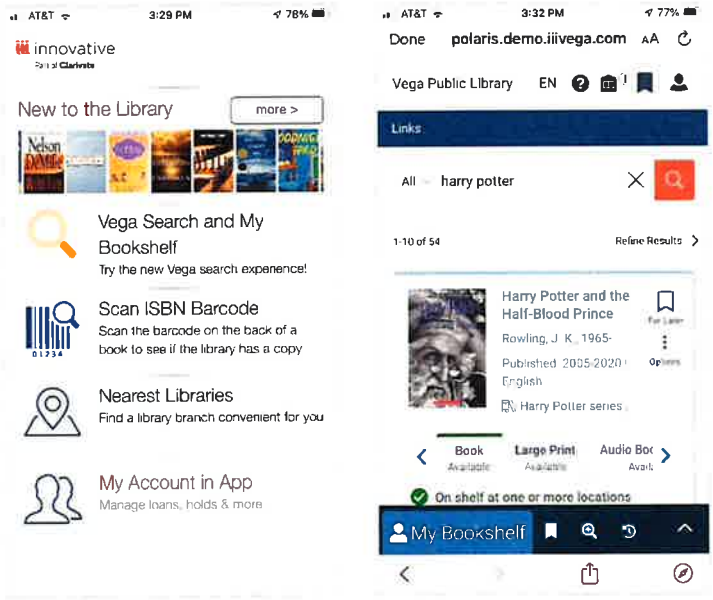
Polaris Leap supports the import and export of a broad range of data types. Import and export capabilities include standard handling of MARC21 bibliographic and authority as well as non-MARC item and patron data. For MARC data, Polaris Leap provides a set of import. You can use these import.profiles as they are, copy the Polaris import profiles and save them with different names so you can modify them for handling import of record sets from different providers. For export, Polaris provides tools for defining and reviewing record sets for export.

For other data export needs that do not involve extraction of full records, the open architecture of Polaris provides the ability to export the data elements required. Polaris reporting tools allow export of data in CSV without requiring any technical knowledge. Polaris also supports direct SQL queries to allow data extraction. The Polaris API provides an additional method for exporting data in XML or JSON format.

INNOVATIVE MOBILE

Innovative Mobile *(quoted as optional)* is an app expertly designed to meet today's challenges for libraries and consortia. With a focus on contactless interactions and self-service, Innovative Mobile encourages patrons to connect with the library anywhere and at any time. Unlike other mobile applications, Innovative Mobile puts the power of Sierra and Polaris into patrons' hands offering discovery, patron account access, patron self-check via barcode or RFID, as well as "Click and Collect" for curbside pickup. It is the only app in the industry with consortia support.

Libraries using Vega Discover can offer the option for patrons to search using Vega Discover. This allows patrons the ability to discover materials through Vega's BIBFRAME-based context engine with display of results presented in Vega Discover's work-level rollups, where all formats available can be seen all together.



Fully featured and ready to meet the needs of you and your patrons – now

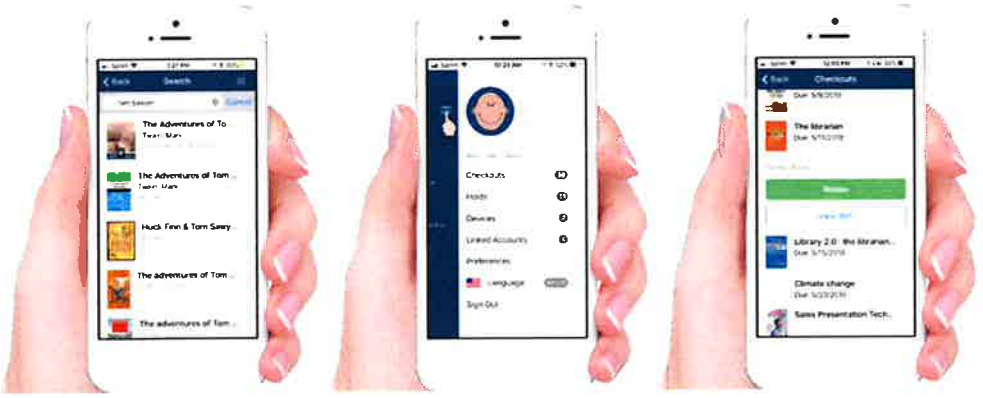
- Offers a quick and easy implementation that takes weeks, not months
- Works with Sierra and Polaris public and academic libraries and consortia
- Enables users to manage accounts for the whole family
- Allows patrons to pay fines through the app through integrations with online fine payment services

Empowers self-service and contactless pick up

- Provides digital library card, full catalog searching, in-app access to electronic resources, fine payment, and curbside pickup
- Gives patrons the ability to borrow and return items in the library right from their device, using barcode or RFID
- Turns user and staff devices into self-service machines, reducing the need for existing and future self-service hardware
- "Click and Collect" allows patrons to reserve items in the app and receive notifications when their items are ready for pick up. Once the patron arrives at the library, they simply select the "I'm here" button to notify the library.

Broadens the library's reach and brand through strong customization functionality

- Enables libraries to customize the app to the look and feel of their library with the ability to tailor the menu layout, app colors, and more
- Maintains the branding unique to each member library of a consortium
- Offers 20+ language options



VEGA LIBRARY EXPERIENCE (LX)

Vega LX is an ultramodern platform for public libraries that has been designed to increase engagement and amplify library collections of all types, helping strengthen and advance your crucial position in your community. Vega is unique in the library industry because it is the first platform to be natively BIBFRAME. BIBFRAME formatting allows your rich metadata to live in dynamic, interconnected, smart models that can learn and grow over time and provide your patrons and your community with customized experiences and insights. Each of the "modules" of Vega LX can be implemented one at a time or as a group. Simply select the feature set which will enhance your current patron engagement.

Vega LX is a full experience suite that offers libraries:

- **Vega Connect – The platform that powers Vega** with the BIBFRAME-based Context Engine, Vega Universal Messaging Service, Email Design tool, circulation notices, and patron journeys for registration and renewal. (*Available today*) (*comes with Vega Discover*)
- **Vega Discover – A modern search experience** for public library patrons with a simple user interface that displays accurate and relevant search results, with the option to digitally browse related resources, authors, topics, and featured showcases. (*Available today*) (*quoted as optional*)
- **Vega Interact – One-on-one conversations with patrons** that include bi-directional information sharing so staff can respond to questions and listen to individual patrons through their preferred communication channel whether it be text, email, chat, or social media. (*Coming later*)
- **Vega Promote – Digital marketing built for libraries** with our "one-to-many" approach where staff can send targeted and relevant communications to all patrons or audience segments across multiple communication channels. (*Available today*) (*quoted as optional*)
- **Vega Program – A programming and event solution** that not only helps you manage your offerings more effectively, but tightly integrates them with other more traditional library resources. (*Available today*) (*quoted as optional*)
- **Vega Analyze – An analytics platform** that provides the operational intelligence and predictive capabilities necessary for the modern library. (*Coming later*)

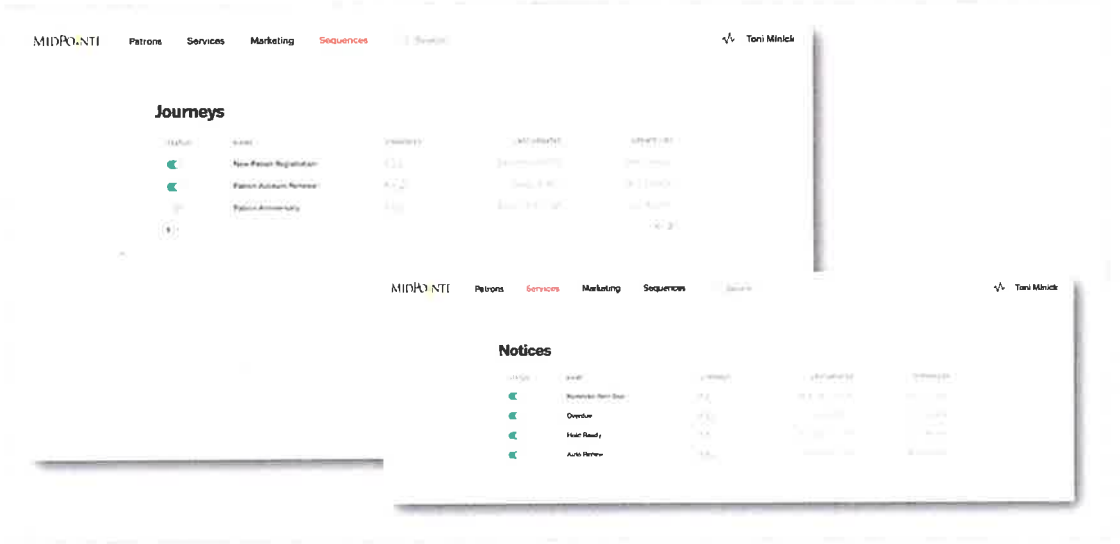
The Vega LX platform broadens the library's toolbox, providing the necessary functions needed to fully encompass the users' needs and to fully manage all aspects of the modern library in the digital world.

Connect: Establish, Elevate and Bring Together
(Available today) (comes with Vega Discover)

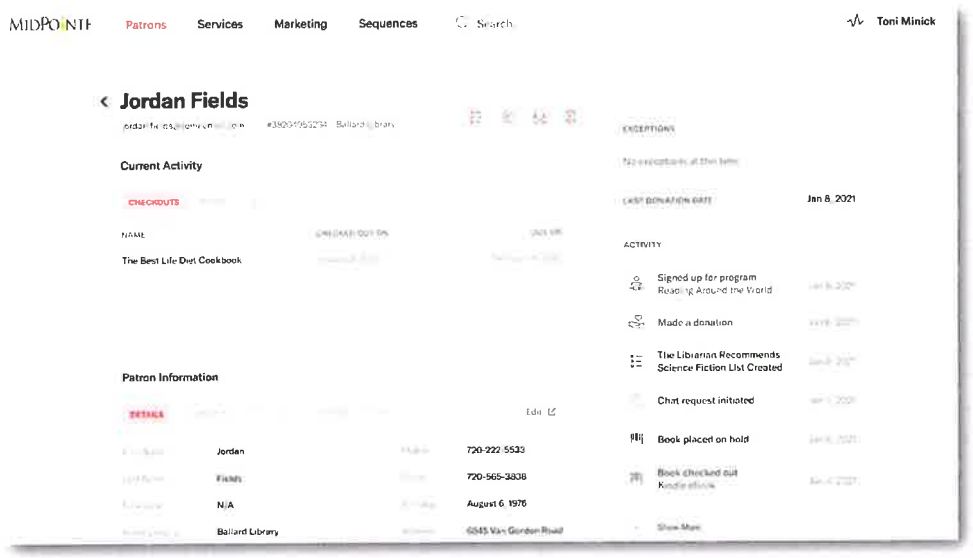
Vega Connect establishes a foundation that brings together the key components of the library's enterprise – linking basic library controls with modern user engagement – to create a seamless environment for managing all aspects of the library. It provides both a state-of-the-art context engine for storing and linking data, as well as a messaging engine for relevant user communication. Finally, it elevates the patron providing an extended view of all activities as well as modern notifications.

Key features of Connect:

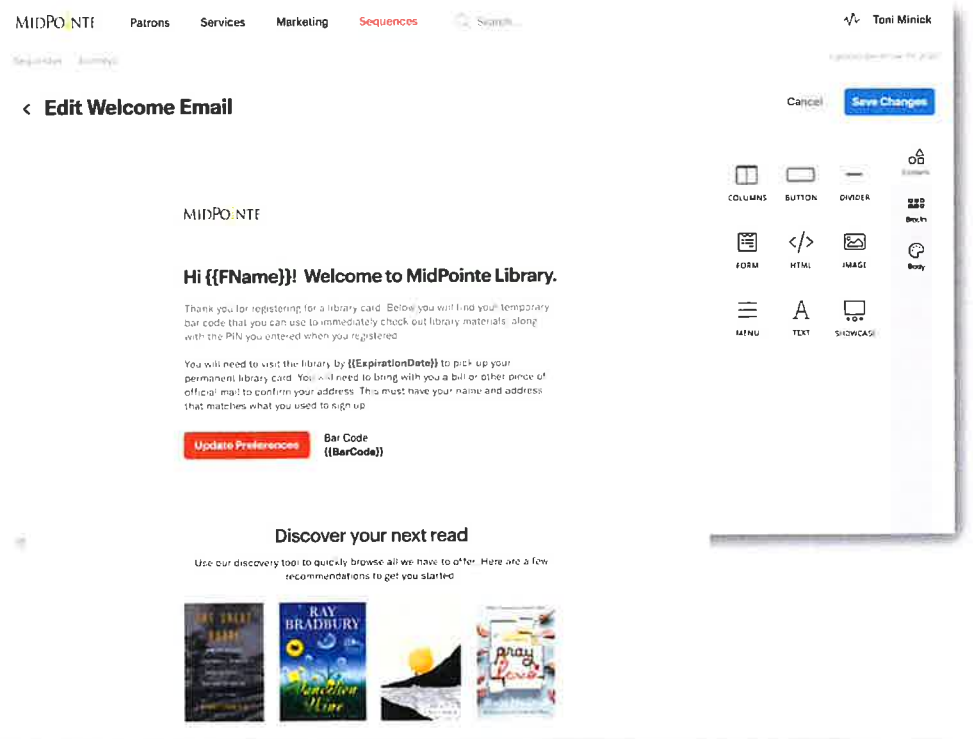
- Extended view of Patron with single activity stream
- Patron preferences
- Unified staff experience
- 5 Courtesy notices through email channel
- 3 Journeys: New Patron registration; Patron renewal; Patron anniversary
- Email design tools for notices and journeys
- Vega Universal Messaging Service and email channel
- Syndetics book jackets for emails



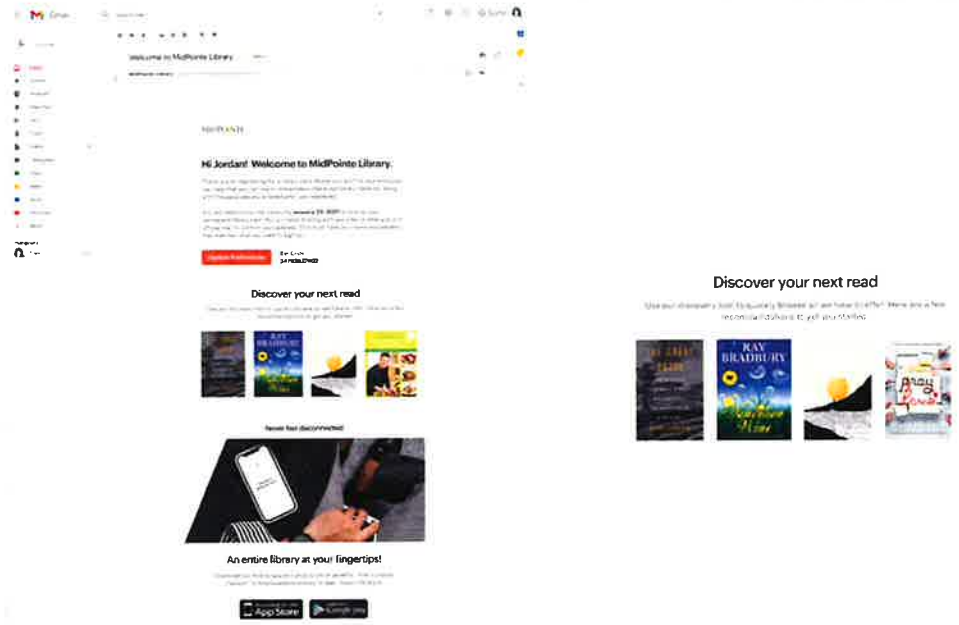
An example of Journey and Notice template selection panels.



An example of an extend patron record view and activity stream.



An example of content creation interfaces within Vega.



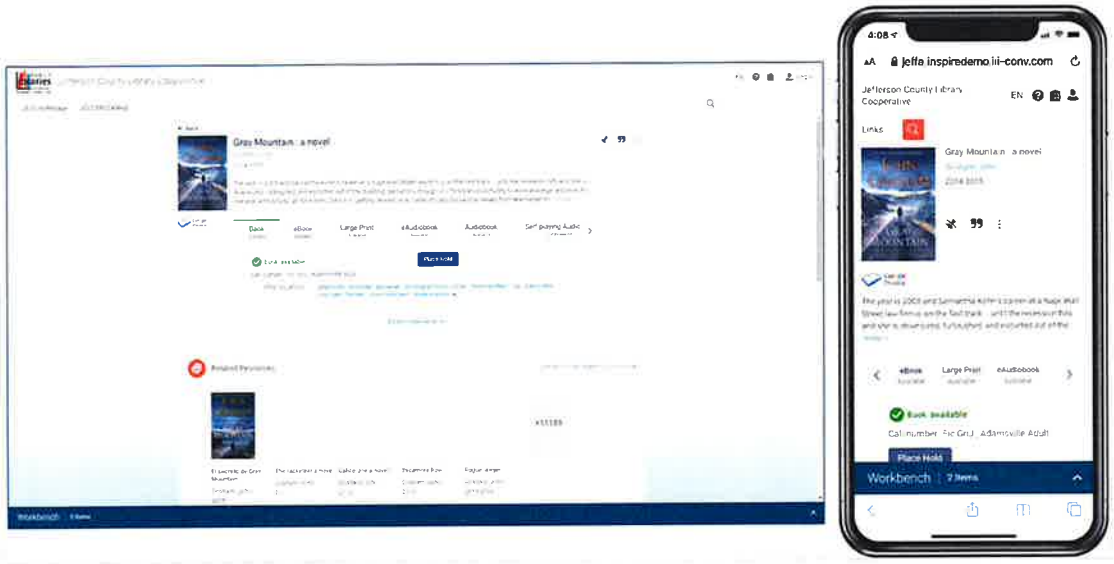
An example of the welcome email created in the previous example, with a showcase based on member interests.

Discover: Engagement begins with Discovery
(Available today) (quoted as optional)

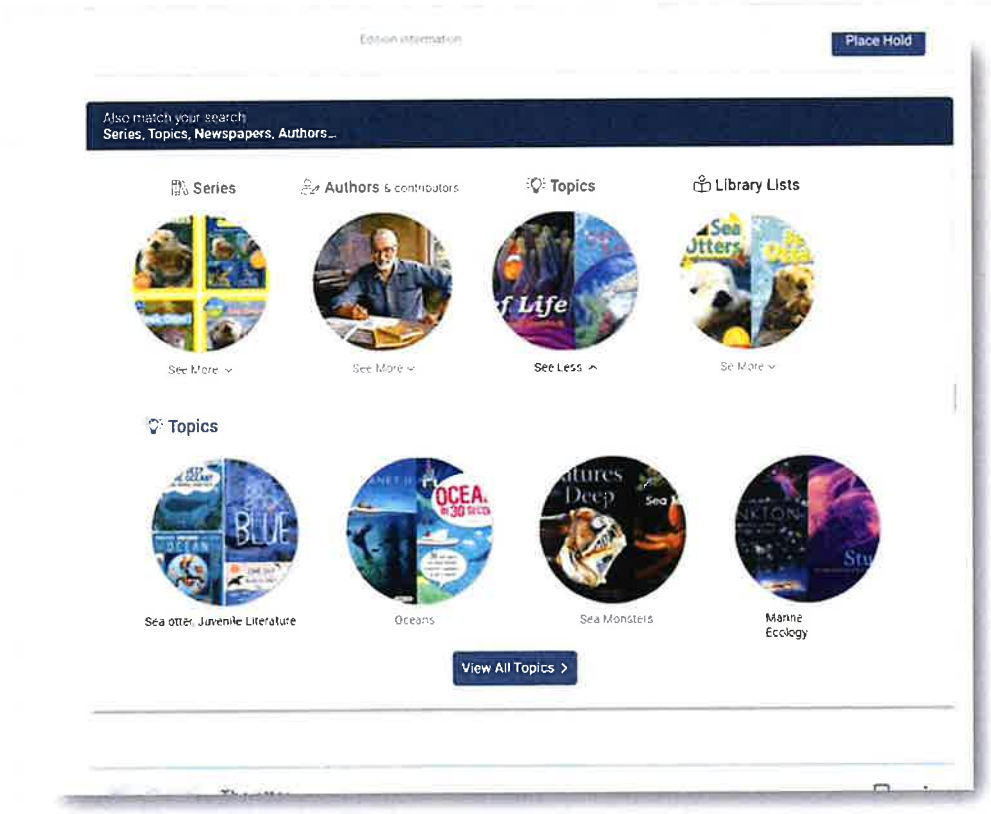
The best time to captivate and win over your users is when they voluntarily come to you seeking information. Vega Discover is designed with this in mind, engaging users from their first keystroke. A clean display using modern icons immediately places the user at ease. This is combined with modern data standards that allow a more intelligent presentation of library data, rolling all formats for a given title into a single display. Finding, checking out, and reading are all a short, intuitive experience away, ensuring the user is eager to come back to the library again and again.

Key features of Discover:

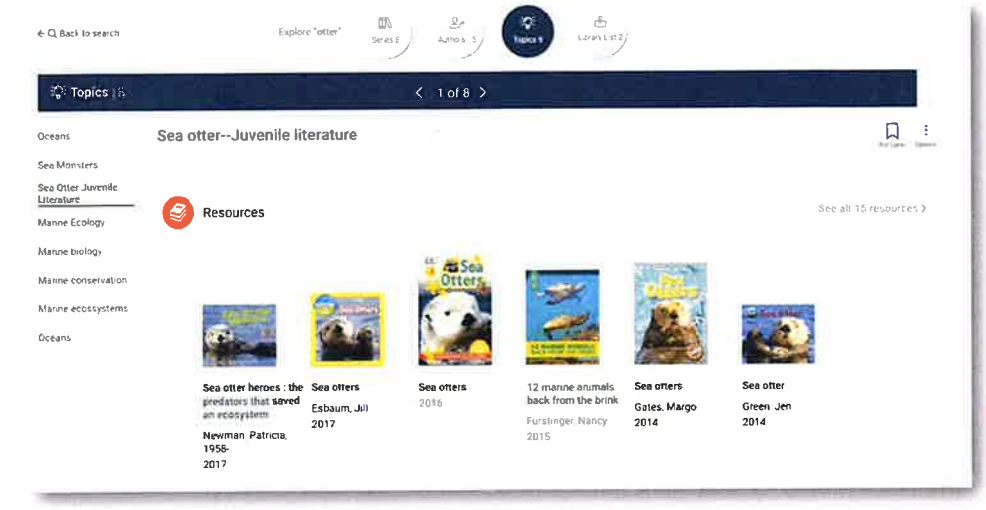
- Premier discovery interface
- Modern search
- Work-level roll-ups
- Showcases: Automatic, Dynamic & Curated
- Author, Topic & Series pages
- Personal Bookshelf
- Fines/fees e-collection
- Syndetics Unbound enhanced content
- Recommendations
- Patron personalization



An example of responsive design for Vega Discover.



Above and below: An example of how OAIPMH harvests from your digital asset management system or other sources could display within Vega discover.

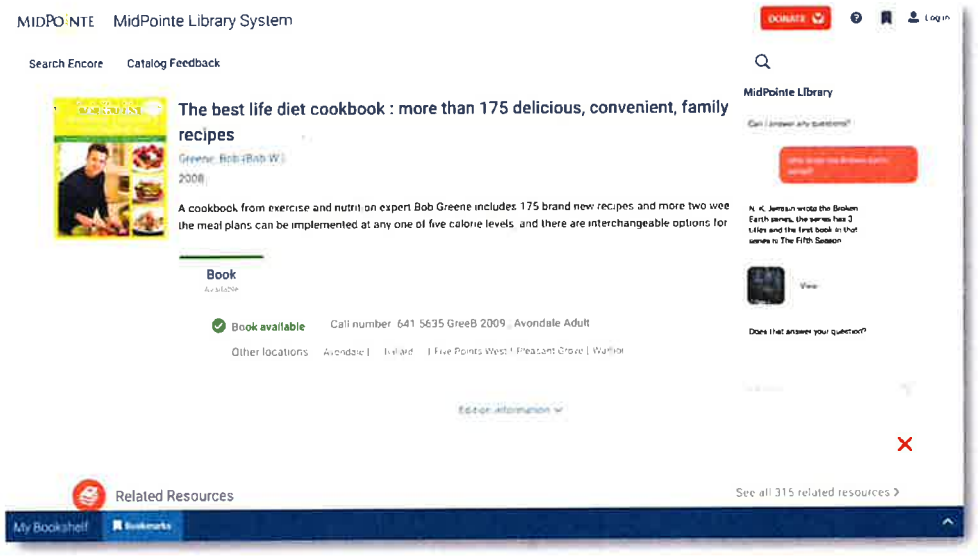


Interact: To Communicate is to Interact
(Coming later)

To truly engage users, you first must hear them. Communication should be bi-directional – listening and responding. Vega Interact ensures two-way conversation is at the heart of the library experience, providing users the ability to seek and receive assistance. It can quickly guide users to routine information such as locations and hours, find titles via Discover, and involve a librarian for more complex queries. It even allows the library to integrate digital assistants such as Alexa into the library experience. Whether renewing your books or finding your next great read, Vega Interact ensures the user is heard.

Key features of Interact:

- Direct & transactional patron communications through email, email-to-text, push to Discover or mobile channels
- Unified conversations (messages & 1:1 conversations
- Curated & dynamic showcases to embed in messaging, notices, journeys or other web pages
- Welcome journey (up to 8 sequenced emails)
- Anniversary journey (up to 4 sequenced emails)
- Chatbot & Alexa skill
- Phone alerts/notices
- Library defined tours, help, dynamic assistance in Discover
- Language segments for journey messages in preferred languages
- Message delivery and acted-on stats



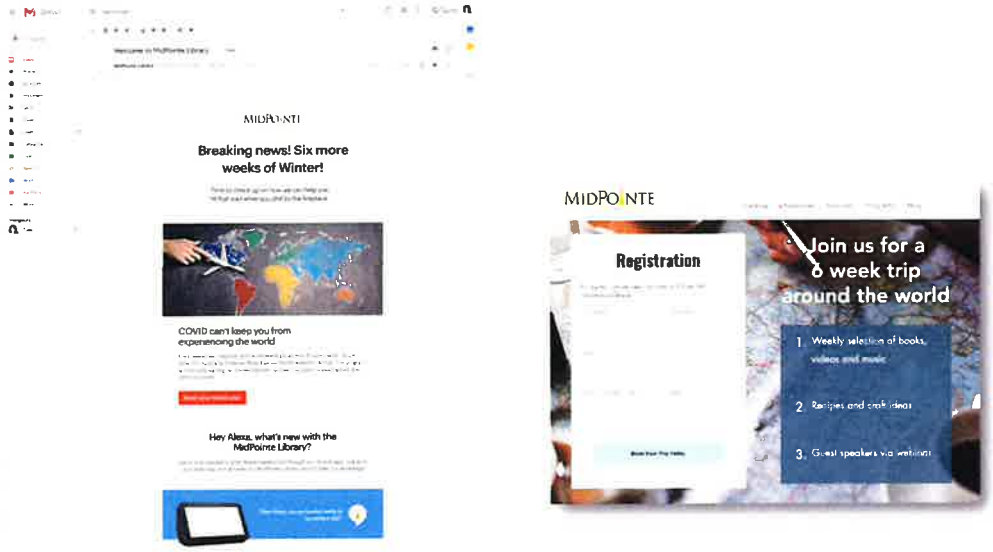
An example of our chat bot within Vega Discover.

Promote: Promote Library Awareness
(Available today) (quoted as optional)

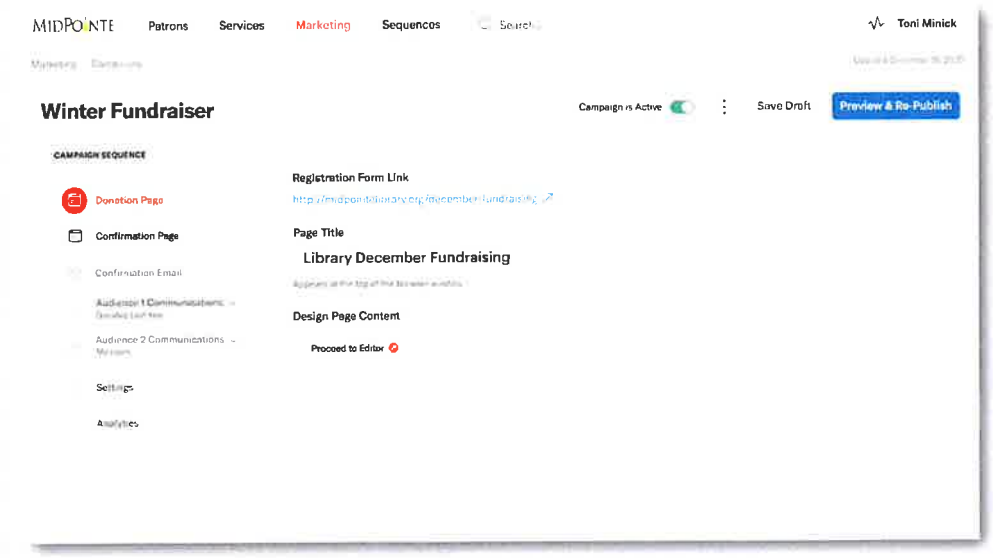
Staying in touch at relevant moments creates the next opportunity to engage a patron. Vega Promote enables the library to continuously keep the user in mind, even when the user is not thinking about the library. Through targeted and relevant communication across multiple channels – email, text, notifications, direct messaging – Vega Promote allows the library to keep the user informed about the things that are important to them. Personalized and timely information on matters of interest create an experience that ensures a lasting relationship.

Key features of Promote:

- 25 active campaigns
- 25 personalized promotions
- Landing pages to be used in campaigns and promotions
- Email design tool for campaigns and promotions
- Curated & dynamic showcases to embed in campaigns, promotions or other web pages
- Curated or rule-driven segments
- Non-member contacts
- Fundraising capabilities
- Google Knowledge Graph *(tentative)*
- Lightweight SEO tools
- Message delivery and acted-on stats



An example an email promoting library services and a landing page, both created within Vega.



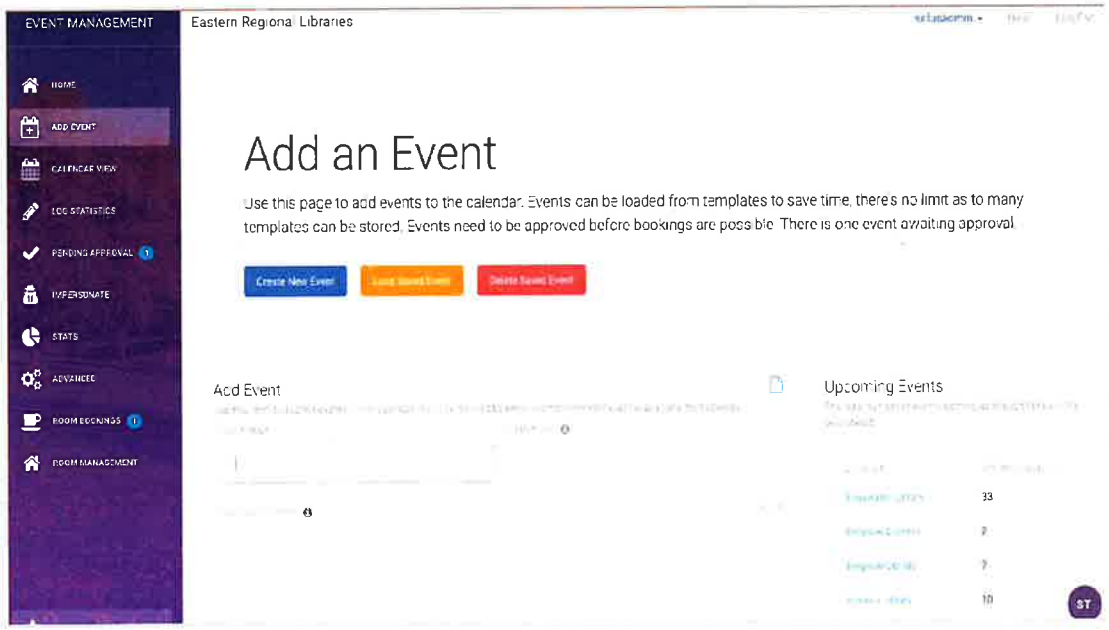
An example of how campaigns can be designed within Vega.

Program: Encourage Participation
(Available today) (quoted as optional)

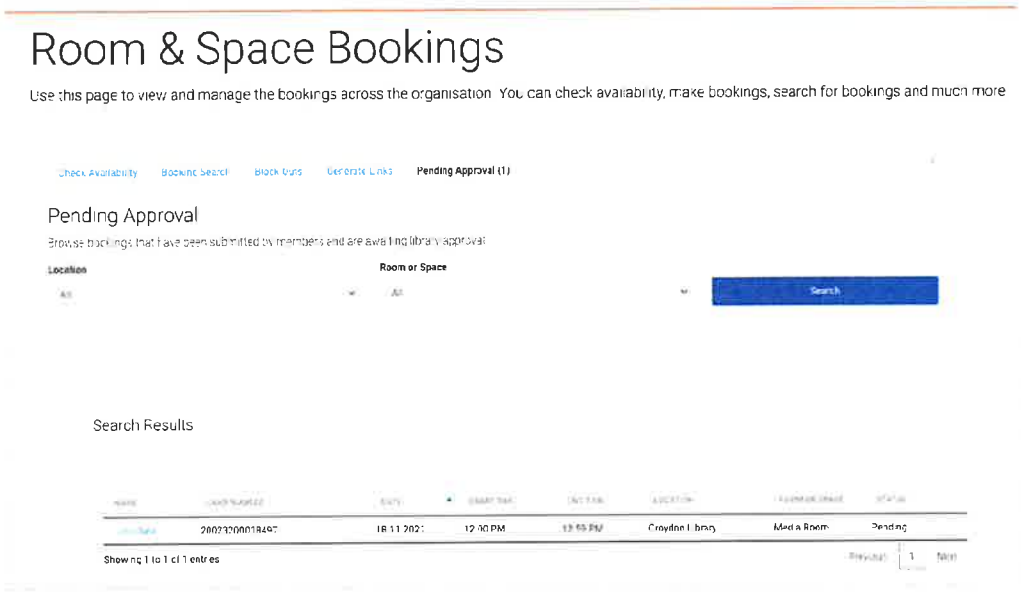
Managing and directing the continuous array of activities, events, and programs at the heart of today's library is an ongoing challenge. Scheduling. Organizing. Promoting. Registering. Preparing. Vega Program provides for the integration, management, and discovery of library events, weaving them into the library experience and extending them beyond the meeting room and into the community.

Key features of Program:

- Event creation & management
- Library branded events calendar
- Individual event pages
- Patron self-service
- Attendee communications
- Event tickets and payment
- Room booking & management
- Admin dashboard
- Approval workflows
- Event ratings
- Image library
- Event marketing tools
- Program statistics



Event Management



Room Booking

Analyze: Analyze Outcomes Not Actions
(Coming later)

Vega Analyze focuses on outcomes, not simply actions. It is more important to understand if your actions were successful than to simply know how many times they were taken. Did a user find a title of interest? Was a limited resource budget well spent? Were emails received and opened? Are you maximizing eBook licenses instead of simply buying more and more unused eBooks? Vega Analyze is designed to guide the library, users, and the system to successful outcomes, ensuring satisfaction and elevating the library experience.

Key features of Analyze:

- Customizable dashboards to allow each user to view the analytics they need in one place
- Reporting across all Vega modules
- Journey analytics to measure the effectiveness of your user journeys
- Usage analytics for features and functions in each Vega module

LINK+ ILL NETWORK

Polaris Leap integrates with Link+ *(quoted as optional)* to allow a seamless patron and staff experience with over 80 other California member libraries. All Innovative Resource Sharing workflows are fully integrated with Polaris, including management of requests and circulation activities within Polaris Leap. Update of bibliographic and holdings information in Innovative Resource Sharing is automatic, and item status and circulation activities are managed automatically throughout the entire lifecycle of local catalog and circulation activities. For staff and patrons alike, Innovative Resource Sharing behaves as an extension of their local platform and is the most integrated form of resource sharing.

Intentionally Blank

ILS CONNECTED SERVICES

The Library currently utilizes the following third-party vendors whose products must be seamlessly integrated into the ILS functionality through the proposed services:

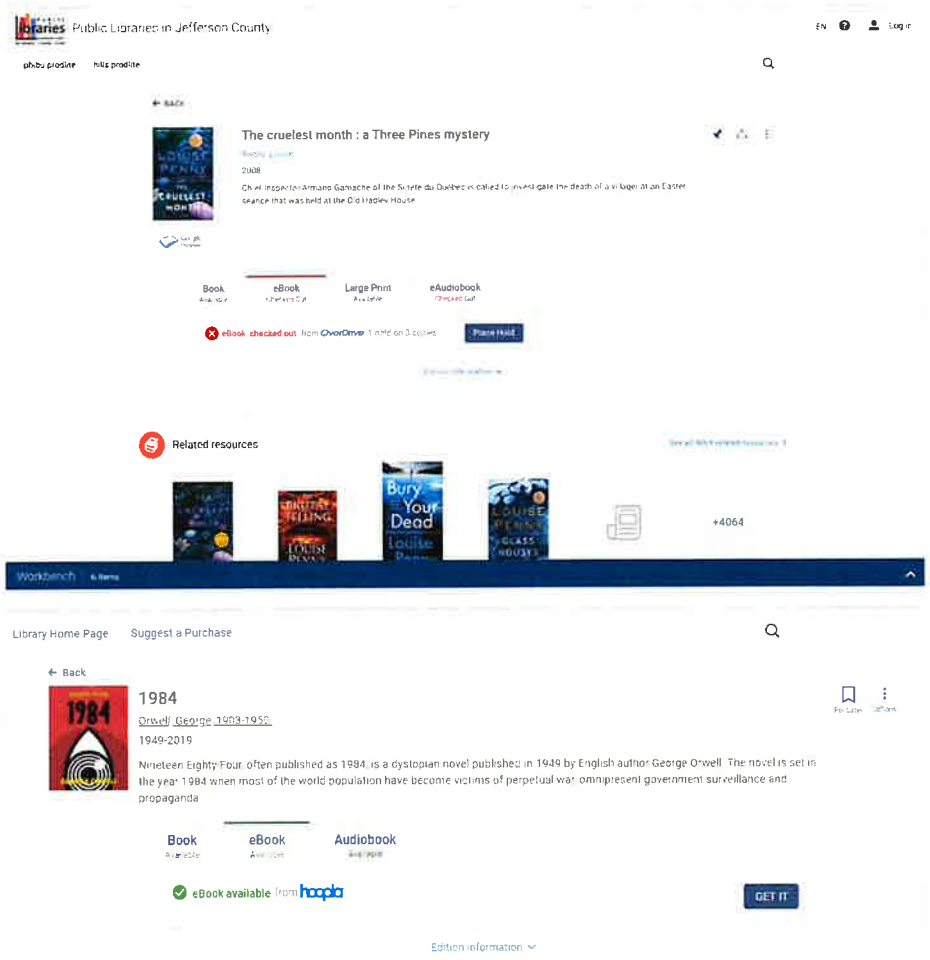
Computer Reservations and Patron Printing	EnvisionWare PC Reservation, LPT:One
INNOVATIVE Supported. Polaris has implemented several extensions to SIP2 to facilitate a rich user experience. We have implemented individual vendor profiles to help service the specific needs of EnvisionWare (among others).	
Self-Checkout Machines	EnvisionWare X-II with OneStop
INNOVATIVE Supported via SIP2.	
Study Room Reservations	For Future Consideration
INNOVATIVE Supported with Vega Program.	
Online Proxy Service	None
INNOVATIVE Supported. Many libraries use EZProxy.	
Databases	HeritageQuest, MasterFile, Archives of Sexuality & Gender, Points of View, World Book, AtoZ databases, ArchivalWare, Novelist
INNOVATIVE Supported via API or SIP2.	

eBooks	Gale Virtual Reference, OverDrive and Kanopy for streaming videos

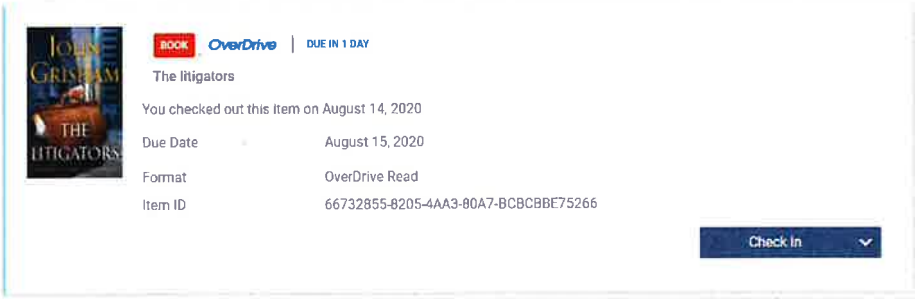
INNOVATIVE

Supported. Vega Discover has been designed to integrate with services like OverDrive and Hoopla. This integration lets patrons find, reserve, checkout and download e-books and other e-content to their device directly from the catalog. E-content displays on separate tabs in the Work Level Rollup, making it easy for patrons to see all of the available formats.

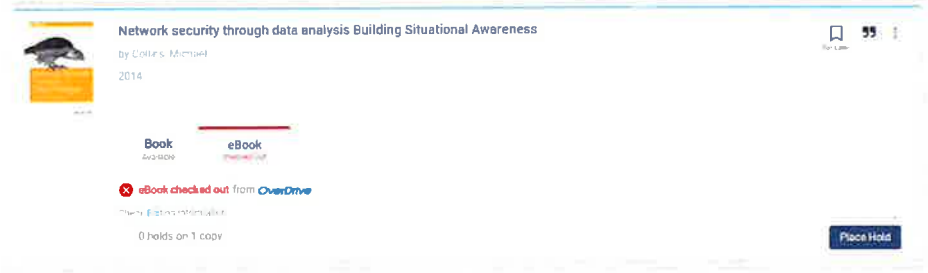
The example below shows OverDrive and Hoopla e-books displayed in search results.



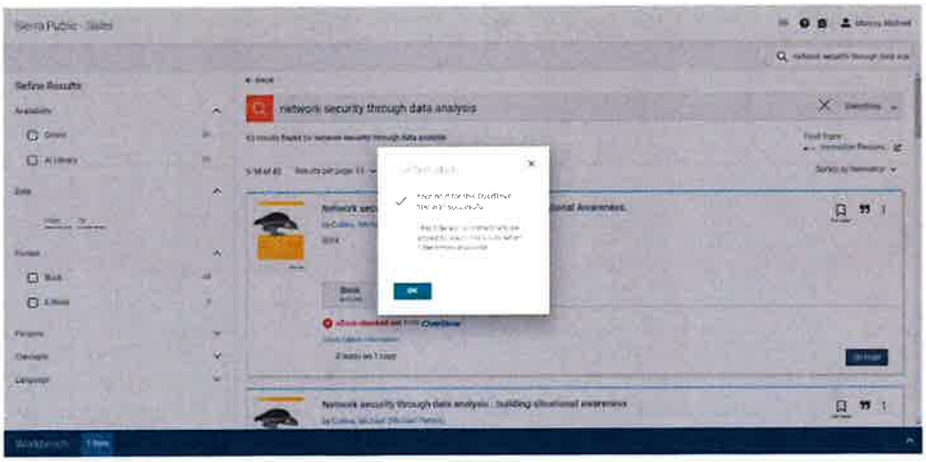
The patron's account record shows checked out e-books and gives the option to check the item back in.



Patrons can also place holds on checked out e-books using the Place Hold button:



The user is notified that the hold is successful and also checks the item out to the patron automatically when it becomes available.



Interlibrary Loan	OCLC Cataloging Services

INNOVATIVE

Supported. Polaris includes capabilities relating to the management of ILL:

Intra-system Loans

For libraries that are part of your system, the Polaris ILS lets patrons place reserves in either Patron Services (with staff assistance) or in the PowerPAC, allowing for the designation of pick-up location. The system also supports an automated reserve/overdue notification system.

OCLC Interlibrary Loan Direct Request Service

OCLC ILL Direct Request Service is an OCLC Online Computer Library Center service that streamlines the interlibrary loan process. Functioning as an ILL broker, OCLC ILL Direct Request automatically receives ILL requests from the Polaris ILS and sends those requests to the OCLC Interlibrary Loan service. OCLC tracks and routes ILL requests to potential lenders. The Polaris ILS adheres to OCLC standards so that OCLC member libraries can use the Polaris ILS with Direct Requests to manage ILL requests.

Patron-placed requests may be sent directly to OCLC or mediated by staff according to the library's preference. Requests may also be printed and re-directed manually to other suppliers. This way the library can use traditional ILL methods and still use the Polaris ILS to track the requests and display information to the patron. When a requested item is received, the patron is automatically notified.

LINK+ Integration

Polaris Leap integrates with Link+ to allow a seamless patron and staff experience with over 80 other California member libraries. All Innovative Resource Sharing workflows are fully integrated with Polaris, including management of requests and circulation activities within Polaris Leap. Update of bibliographic and holdings information in Innovative Resource Sharing is automatic, and item status and circulation activities are managed automatically throughout the entire lifecycle of local catalog and circulation activities. For staff and patrons alike, Innovative Resource Sharing behaves as an extension of their local platform.

Acquisition Vendor	Baker & Taylor

INNOVATIVE

Supported. You can access vendors' web-based selection tools and databases directly from the main Polaris menu. Using your library's profile on the vendor's site, you can select titles and specify material type, fund, destination library, collection information, and non-public notes. Then, the brief bibliographic records are imported into record sets that can be automatically bulk added to selection lists or purchase orders. As a result, the purchase orders already include bibliographic, fund, and order distribution information.

Polaris has successfully imported MARC records using the following vendor systems:

- Baker & Taylor's Title Source 3
- Brodart's Bibz2.com
- Ingram's iPage
- Midwest Tape

The vendors above support the Polaris designated 970 order distribution tag with the following subfields:

- 970$l [location]
- 970$c [collection]
- 970$f [fund]
- 970$q [quantity]
- 970$p [price] (If no 970$p, Polaris uses 020$c)
- 970$n [non-public notes]

EDI order and invoicing is also supported. Polaris supports the X12 version 4010 standard to transmit purchase orders electronically, load electronic confirmations (or receive confirmations via email) and generate invoices in Polaris using the following vendors:

- Audio Book Services
- Baker & Taylor
- Brodart
- Children's Plus, Inc.
- Findaway World
- Gale-Cengage Learning



▪ Ingram ▪ Library Bound ▪ Micro Marketing LLC ▪ Midwest Library Service ▪ Midwest Tape, Inc. ▪ CVS Midwest Tape ▪ Penworthy ▪ Quality Books, Inc. ▪ Rainbow Books ▪ Recorded Books ▪ Scholastic Library Publishing ▪ United Library Services ▪ Whitehots, Inc.	
Materials and Records	OCLC Cataloging Services
INNOVATIVE Supported. Using an import profile, records can be imported from OCLC, Marcive, and other Z39.50 sources.	
Receipt Printers	For future consideration – Epson TM-T88V
INNOVATIVE Supported. Polaris is compatible with most Windows-based peripherals, too numerous to list	

TECHNICAL REPONSE

The following are technical requirement items and general requirements for technical qualifications and approach. All information and documentation included in a Technical Response must address all requirements detailed, and in some cases may require additional documentation. Do not include any cost information with your technical response.

OPAC

OPAC Functionality	
Intuitive functionality for patrons	Required

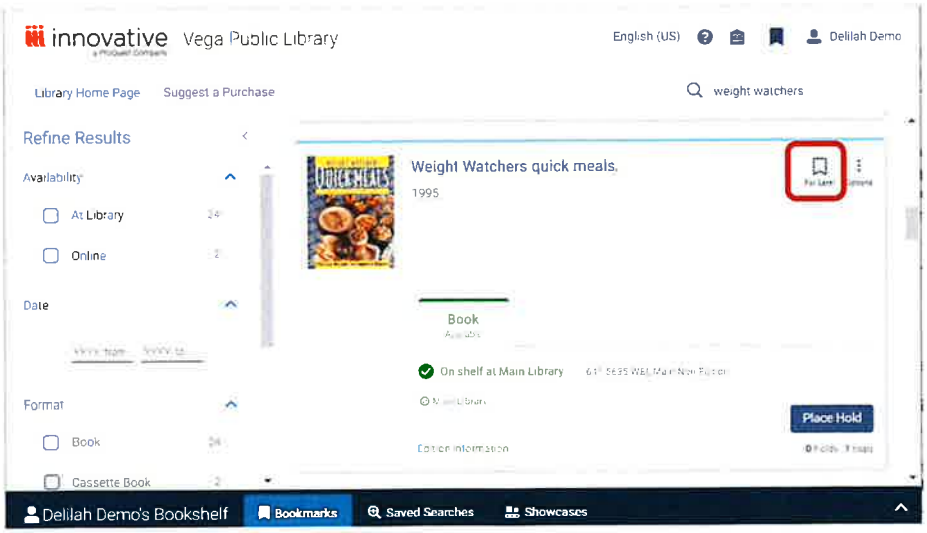
INNOVATIVE

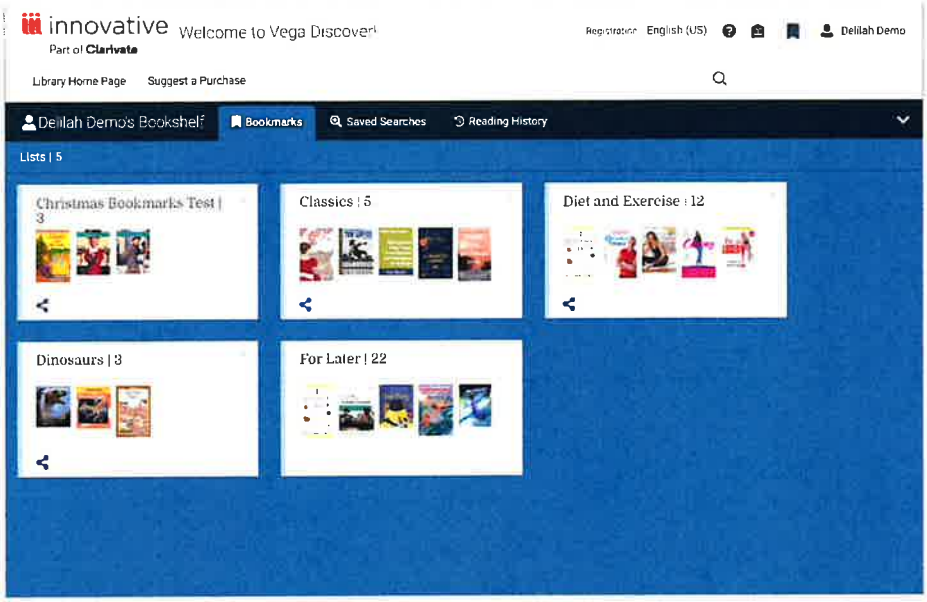
Vega Discover provides your patrons with an intuitive discovery tool for all of the resources your libraries have available.

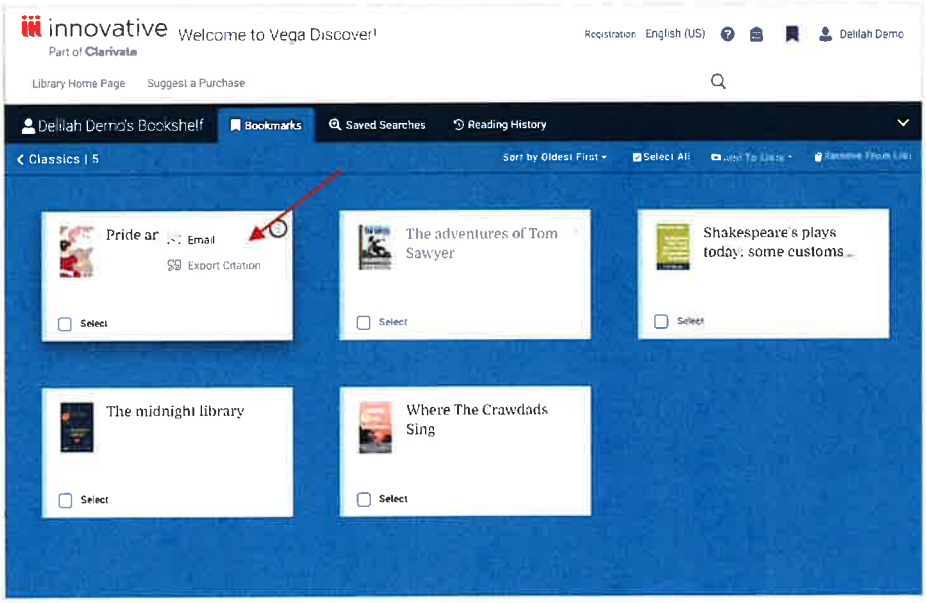
Ability for patrons and staff to create and share lists	Required

INNOVATIVE

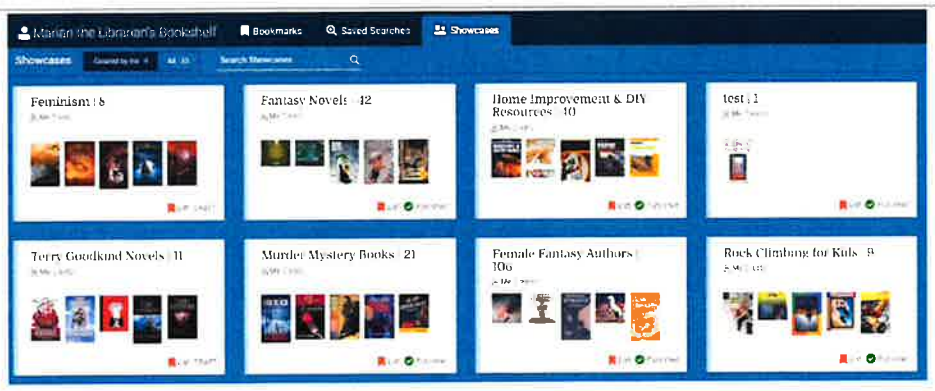
Patrons: Patrons can create lists with Vega Discover's Bookmarks functionality. Items in the list can be emailed or exported to citation.







Staff: Vega lets the library produce curated Showcases that highlight selected materials for your patrons. Users with staff permissions can use their Bookmark Lists to create these showcases that can be displayed on the Full Record pages in Vega Discover. All users with showcase permissions will be able to create and edit their own showcases as well as view showcases created by other users. Showcases are managed within the Vega Discover interface. Showcases can be saved as drafts until you are ready to publish them.

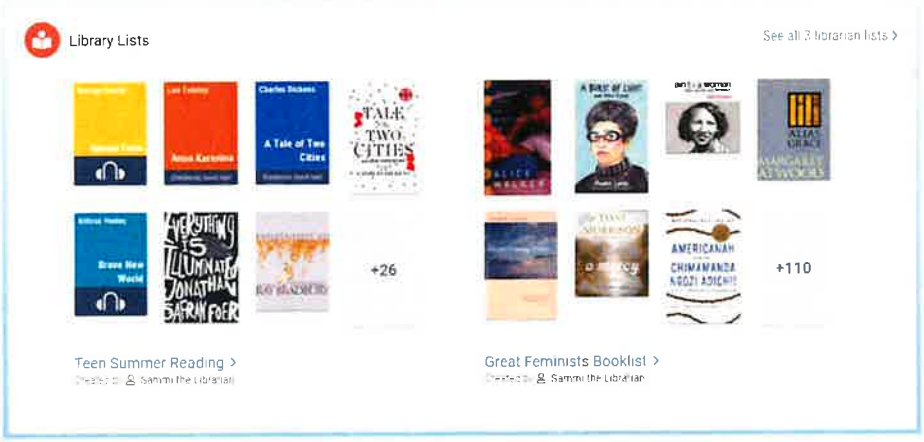


Patrons will see published showcases in a variety of ways including the home page and where the Display on Record Pages box has been selected in the Showcase form data. These showcases will appear on the Full Resource Card or Full Record View of all materials that belong to the showcase. These showcases are labeled as Library Lists showcases and should appear as the second showcase on the page after the Related Resources showcase

When a title belongs to a single showcase the display will look like this with the Showcase Display name at the top and the showcase creator (if configured to display). There will be a link out to all materials in the showcase from the See all link and the book cover image with the +XXX value. The see all view will open the same as other showcases, keeping the resource at the top of the screen but showing only the expanded showcase with a full list of materials below.



If a title belongs to two or more showcases, they will see a slightly different view displaying the two most recently updated showcases with the names of the showcases at the bottom. Clicking the showcase name or the +book cover will take you to all materials in the showcase. Clicking the See all X librarian lists link (if there are more than two lists the title belongs to) will take you to a view of all lists the title belongs to. This view opens like See all Topics.



Search includes keyword, browsing, and advanced searching	Required

INNOVATIVE

Vega Discover uses a different type of search methodology based on BIBFRAME and linked data. Under this architecture, the old keyword/advanced search features of traditional discovery tools are less relevant, and in our user testing with customers it was found that patrons do not utilize advanced search – staff do. With this in mind, Discover provides the equivalent of the following: keyword, proximity (used in relevance algorithms), phrase (enclose in "") and auto-complete of search terms. Multi-index searching is replaced by sophisticated filters.

Display enhanced content: cover art, reviews, read-a-likes, etc.	Required

INNOVATIVE

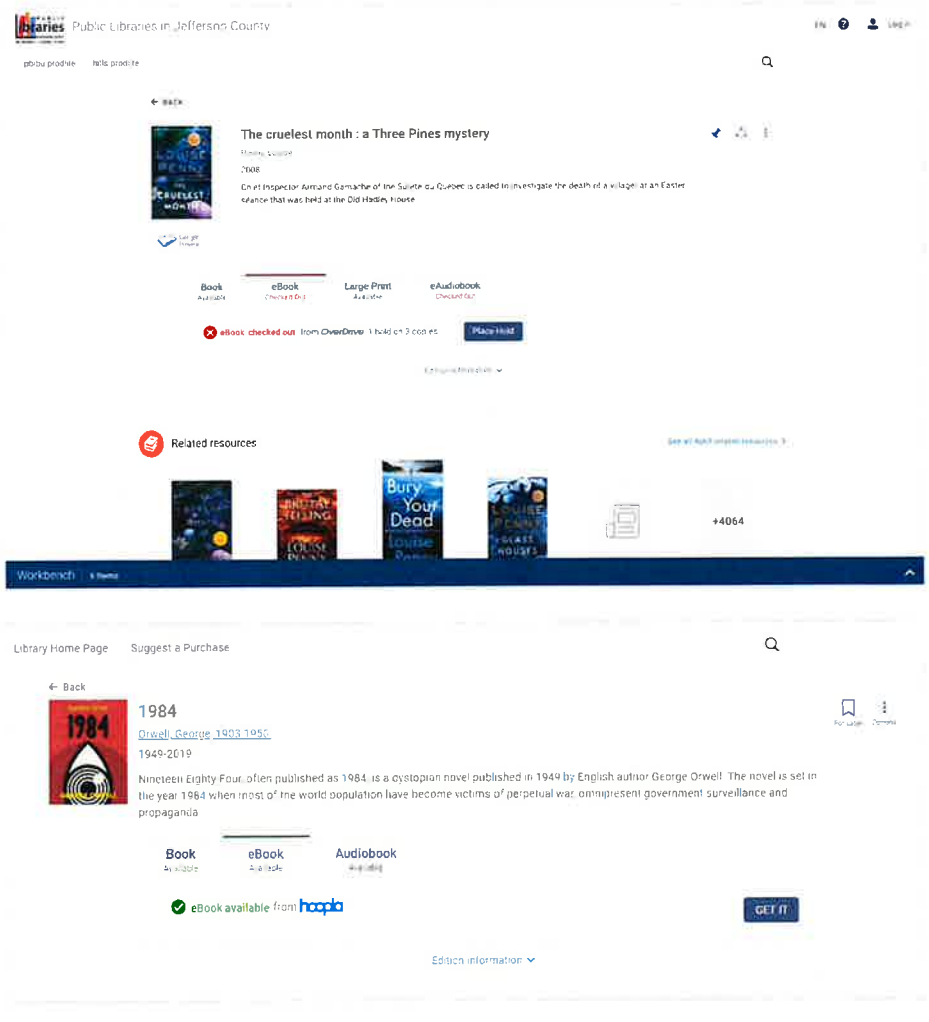
Every Vega Discover implementation includes Syndetics Unbound as a standard component to ensure that all libraries can enjoy the content enrichment that Syndetics provides.

Integration with OverDrive	Required

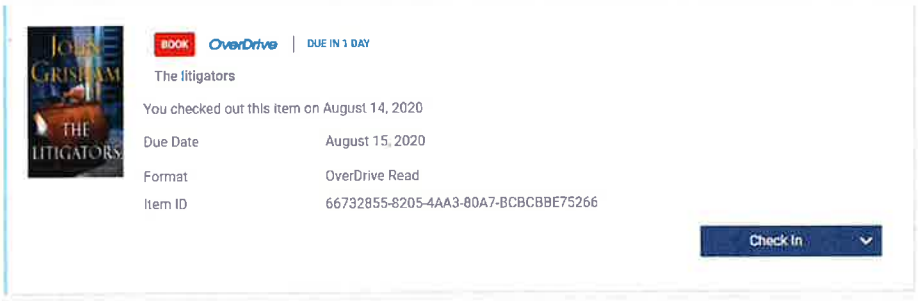
INNOVATIVE

Vega Discover has been designed to integrate with services like OverDrive and Hoopla. This integration lets patrons find, reserve, checkout and download e-books and other e-content to their device directly from the catalog. E-content displays on separate tabs in the Work Level Rollup, making it easy for patrons to see all of the available formats.

The example below shows OverDrive and Hoopla e-books displayed in search results.



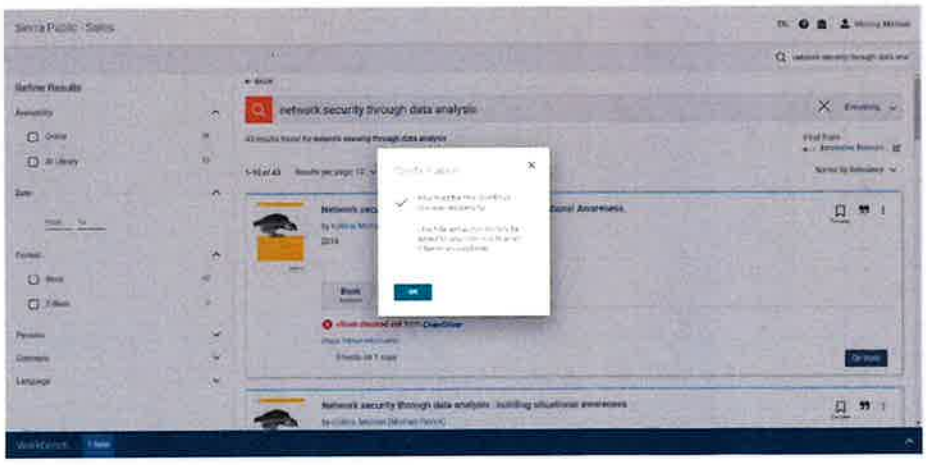
The patron's account record shows checked out e-books and gives the option to check the item back in.



Patrons can also place holds on checked out e-books using the Place Hold button:



The user is notified that the hold is successful and also checks the item out to the patron automatically when it becomes available.





Integrated online fine payment solution or ability to integrate with third partyvendor	Required

INNOVATIVE

Polaris allows a logged-in library patron to pay fines from the Fines and Fees page of the patron account via credit card. The e-commerce transaction can be managed in several different ways. Polaris allows integration with a range of "Redirect and Postback" third party partners (EnvisionWare, Comprise, Jet Pay, etc.) to manage e-commerce. Polaris also allows e-payment via the PayPal Payflow Pro gateway. Polaris APIs are also available to integrate e-payment with other services that you may wish to use.

- Credit card transactions are automatically entered in the Polaris database. The patron account is updated and the transactions are available for reporting.
- Polaris does not charge the library any transaction fees, but the gateway services and the credit card issuer do. The amount depends on the financial institution and may vary with the type of credit card involved in the transaction. Additional merchant account charges may include a onetime setup fee, a monthly maintenance fee, and/or a tech support fee. Some libraries may be able to negotiate a contract rate through city or county government. To help offset transaction fees, the library can set a minimum charge payable by credit card with a Polaris Administration setting.

Polaris manages e-payment through third-party payment processing systems and does not directly manage the transaction, handle or store any patron financial account information (credit card or bank account numbers) or otherwise process financial information. Polaris simply passes the payment amount to the payment processing service used by the library, which then controls and manages the transaction. PCI DSS applies to the security of the transaction occurring between the end user and the payment processing service which occurs outside of any Polaris software or hosted server infrastructure.

Clear location and availability on results screen	Required

INNOVATIVE

In Vega Discover, you can define how the locations of items will appear to patrons in search results, the drawer, and the Resource page. You can define preferred locations that will appear after a patron's home location in search results.

In addition, patrons can filter their search results to specific locations.

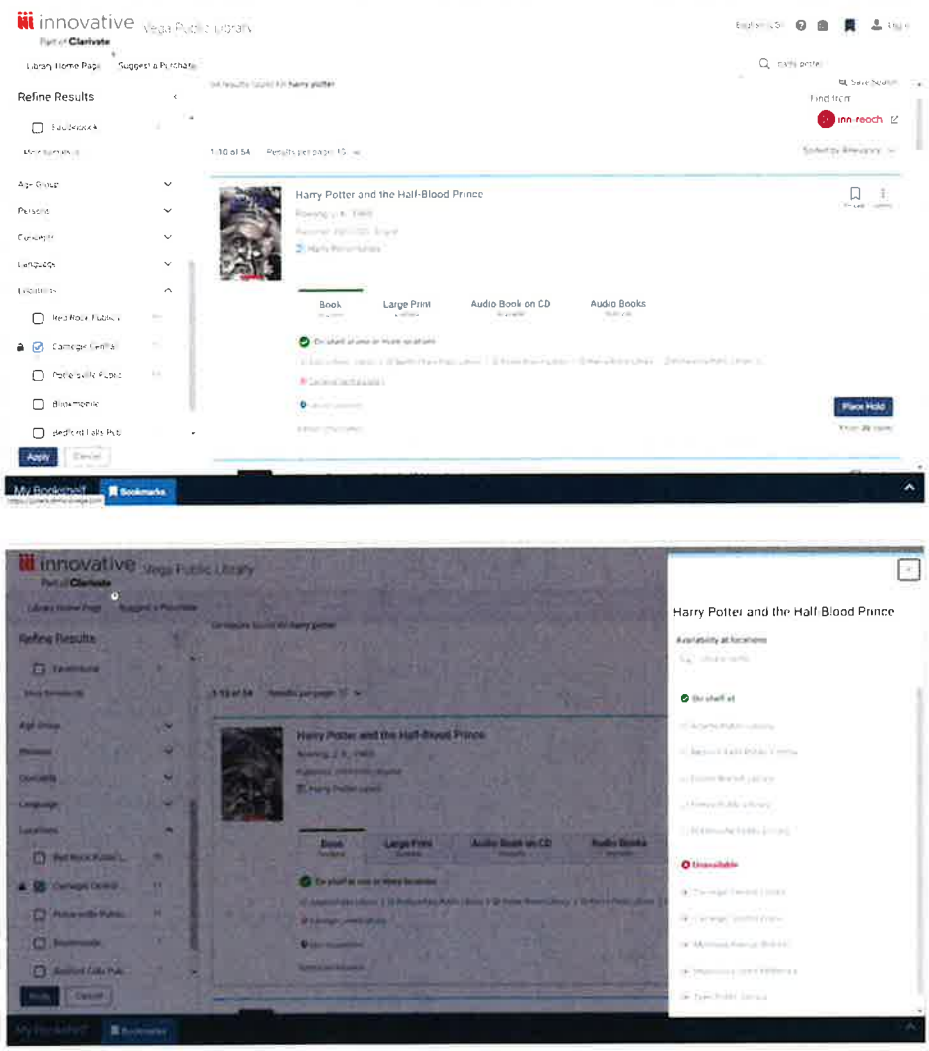


Image showing Location Drawer

Customization of heading and other wording throughout the catalog	Required

INNOVATIVE

The customization capabilities being built into Vega Discover are all managed by the library, including:

- Logo
- Library location & hours
- External links (e.g. library home page, information screens, etc.)
- Link to a local privacy policy
- Which formats roll into which tabs (e.g. hardcover and paperback rolling up together or into separate tabs)
- Account information for enhanced content and ebooks

Unlike previous OPACs, Vega Discover is being designed as a complete service and it is not planned to have the same "build-it-yourself OPAC" customization that was common 20 years ago. This is in large part driven by three factors:

1. The complexity of modern HTML making on-the-fly customization very difficult;
2. The desire to have the best possible VPAT compliance, preventing unintentional degradation of compliance through local interface modifications; and
3. Seeking to establish and maintain an extremely high-level of usability.

We seek input from our users and partners on overall design and modifications and believe through our rapid development and continuous deployment we can maintain the best possible user experience over the long run.

Ability to design and display customized library material carousels	Required

INNOVATIVE

Vega Discover provides a set of default showcases, which can be turned on or off.

- Browse by shelf—Browse by shelf considers the call number from the instance.
- Genre-based showcase—Browse by genre considers the genreForm field.
- NYT – Children's Middle Grade Bestsellers
- NYT – Children's Picture Books Bestsellers

- NYT – Combined Print & E-Book Fiction Bestsellers
- NYT – Combined Print & E-Book Nonfiction Bestsellers
- NYT – Young Adult Bestsellers

In addition to automatically generated showcases, Vega Discover supports librarian curated showcases, allowing the library to quickly and easily curate a list of books and publish a list as a showcase. This allows for such things as "staff picks" or "summer reads".

Ability to display new materials	Required

INNOVATIVE

The library can define rules that automatically add content to showcases – for example, new titles.

Smart searching including "Did you mean?'	Required

INNOVATIVE

The "Did You Mean?" feature suggests close matches to the search term if no results are found.



Responsive mobile website design	Required

INNOVATIVE

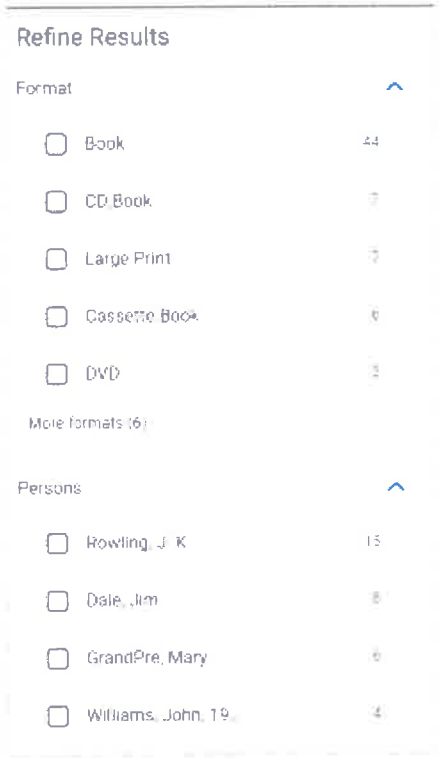
Vega Discover offers a modern, mobile, responsive design.

Ability to search and filter by level of material, relevance, availability, format,location	Required

INNOVATIVE

Vega Discover offers the following facets for narrowing the search results:

- Availability
- Date
- Format
- Persons
- Concepts
- Language
- Locations



Website accessibility compliance	Required
INNOVATIVE Vega Discover is designed to be accessible for all. Through regular usability testing with library patrons and bi-annual assessments following the Voluntary Product Accessibility Template (VPAT), we ensure that Discover adheres to the latest accessibility standards. Please see *Attachment 1 VPAT for Vega Discover*.	
Integrates with Google Analytics or equivalent	Required
INNOVATIVE Vega Analyze is our planned reporting and analytics tool that will combine ILS data with Vega LX data for a more complete view of library activity and value. Vega Analyze development will begin this year. We would love to discuss more with you.	
Ability of patron to manage notification methods	Required
INNOVATIVE Staff can manage notification methods in Polaris Leap. The ability for patrons to manage within the Vega Discover My Account is planned.	
Discovery layer handles spell checking, predictive search results, and keyword or related search suggestions	Required

INNOVATIVE

Spell checking is handled with Did You Mean? functionality.

Predictive search results are supported with auto-complete as you type searching.

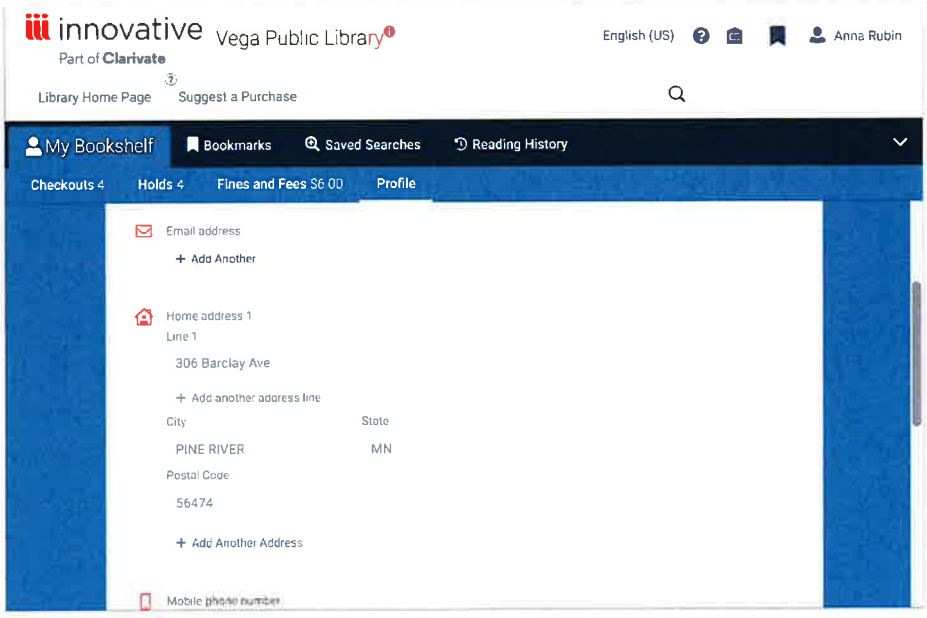


End users of Vega Discover can search for resources by entering search terms such as a book title, an author, or a particular subject. In the search results, Vega displays items that match your search terms. If you select a title or an author, Vega displays information about the resource and related items, contributors, and topics that you can also explore.

Ability for patron to update approved contact information fields for their account and, optionally, for linked family member accounts	Optional

INNOVATIVE

Patrons can log in and update their contact information by editing their Profile.

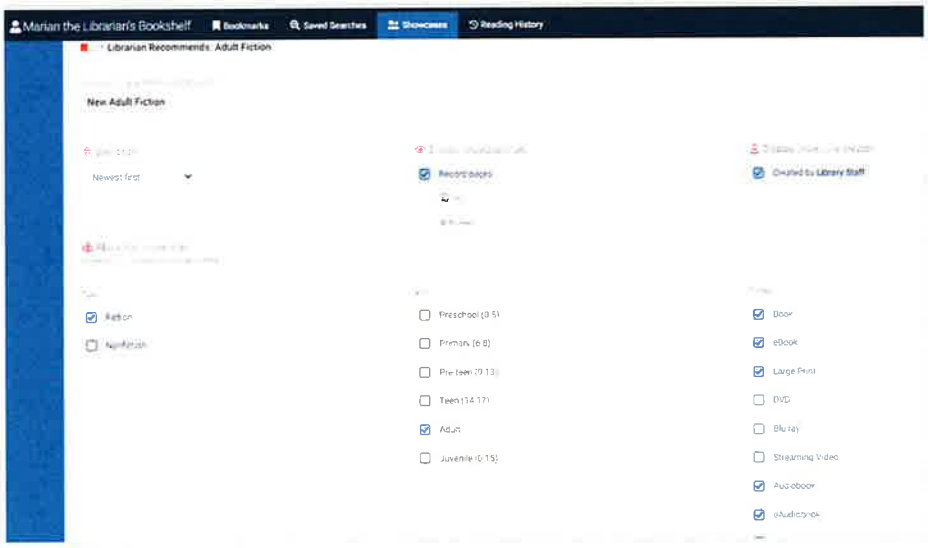


The ability to manage linked accounts is available in the Innovative Mobile app.

Ability to email patrons when new materials are added based on a profile set by the patron under their account	Optional

INNOVATIVE

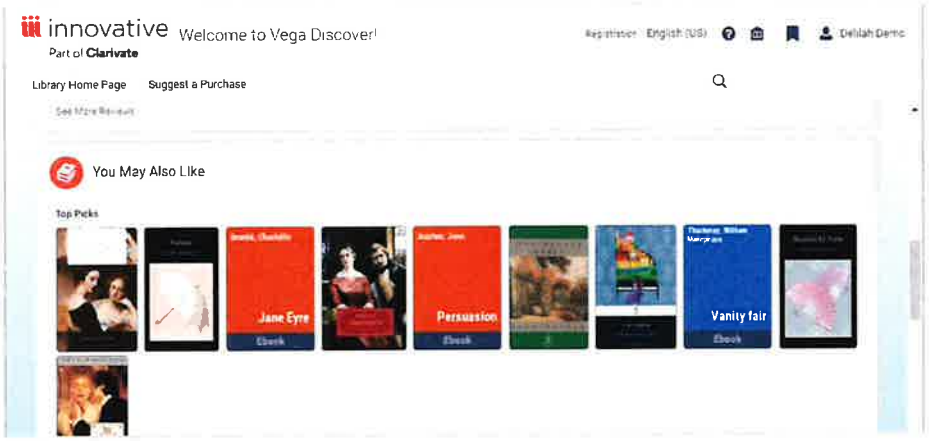
New item notification based on pre-selected, personalized options is part of the Vega roadmap. Today, showcases and saved searches offer the ability to select interests as shown below.



Catalog provides personal recommendations based on previous activity	Optional

INNOVATIVE

For items currently being viewed, You May Also Like is supported with the integrated Syndetics Unbound.



Recommendations based on previous activity is not yet available but is being considered.

If no search results found, offer other suggestions based on search term and/or reading history	Optional

INNOVATIVE

As a patron types a search, several autocomplete suggestions are given. Currently, if no search results are found suggestions are not given based on search term and/or reading history.



Personalized display for language (i.e., Japanese, Korean, Chinese)	Optional

INNOVATIVE

Vega Discover is designed to be multilingual, letting users choose their language from a pulldown menu. The software has been architected to be translatable. Currently English and Spanish are available. French and other languages will be added based on customer demand.

Show custom messages for each patron	Optional

INNOVATIVE

The ability for patrons to see custom messages within Vega Discover My Account is planned.

Integration of location mapping to indicate the location of an item within theLibrary	Optional

INNOVATIAVE

Integration with StackMap is on the development roadmap for Vega Discover.

Ability for linked family account to renew items	Optional

INNOVATIVE

The ability to manage linked family accounts, including renewing an item, is available with the Innovative Mobile app.

CIRCULATION

Circulation Functionality	
Patron can update information and manage own account including renewals, payment and cancel holds	Required

INNOVATIVE

Vega Discover provides an entire suite of MyAccount services designed for the user to easily access their holds and view their current requests (including cancel requests, change pickup location, and suspend / reactivate requests), view a list of items out and renew items, view and pay fines, update information and more. Users can also opt to maintain a reading history, save searches, and create, save and email selected title lists

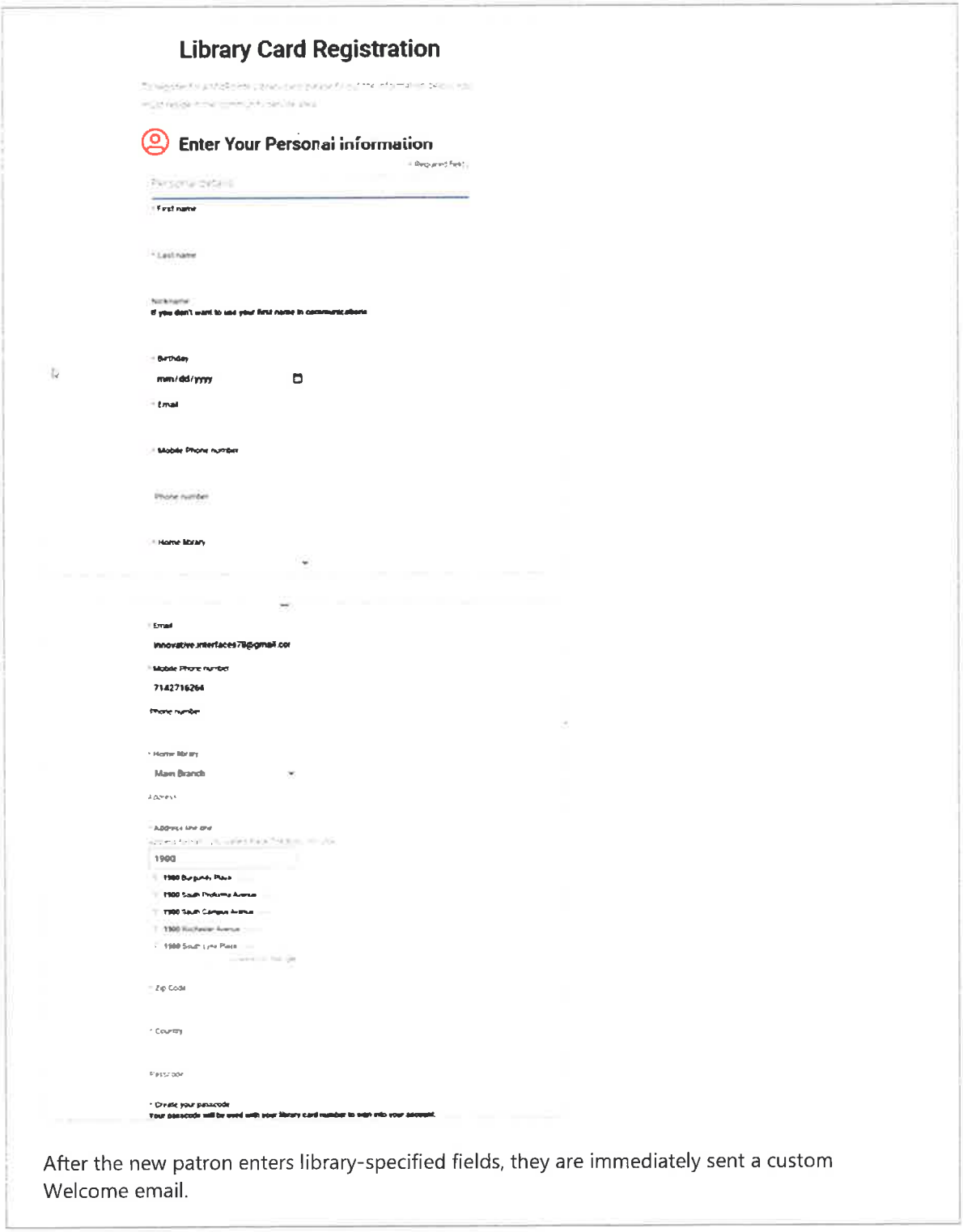
Patron can self-register for a library account	Required

INNOVATIVE

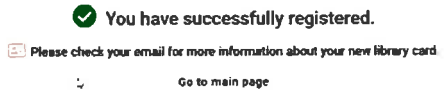
Library card registration is included as part of Vega Connect. Automated patron journeys include account registration and a welcome journey (a series of focused emails teaching patrons about the resources at the library), account renewal reminder, and anniversary celebration.

With Vega Connect, an enhanced online registration, complete with address verification and engaging, custom Welcome emails is supported. Connect re-imagines new patron registration using modern digital marketing methods, including online forms, immediate confirmation, and multiple email message campaigns.



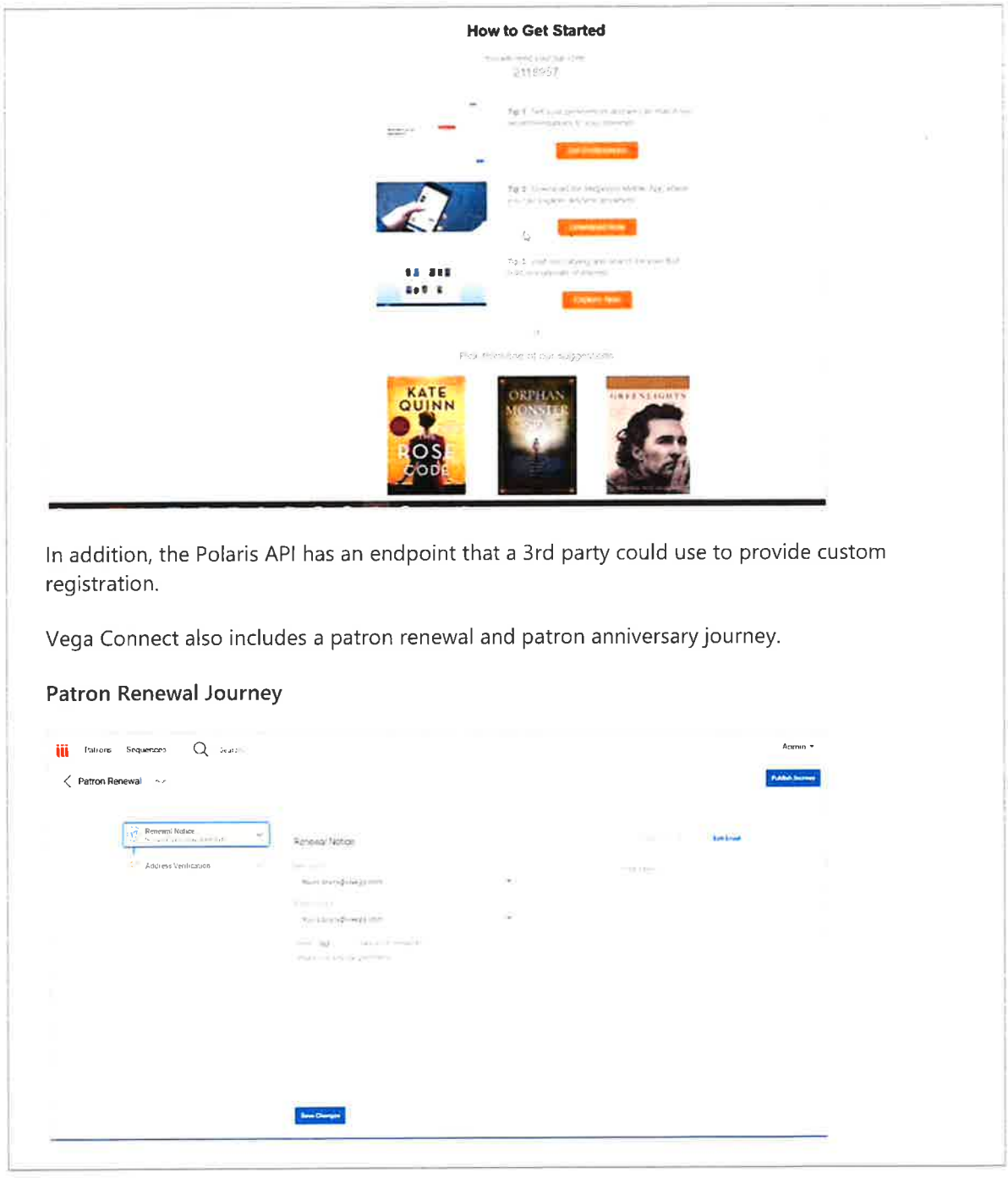


After the new patron enters library-specified fields, they are immediately sent a custom Welcome email.



These Welcome emails are easily configured in the staff admin, and can contain a patron's new barcode, news about the library, custom Showcases of book jackets that are direct links to the title within Vega Discover.

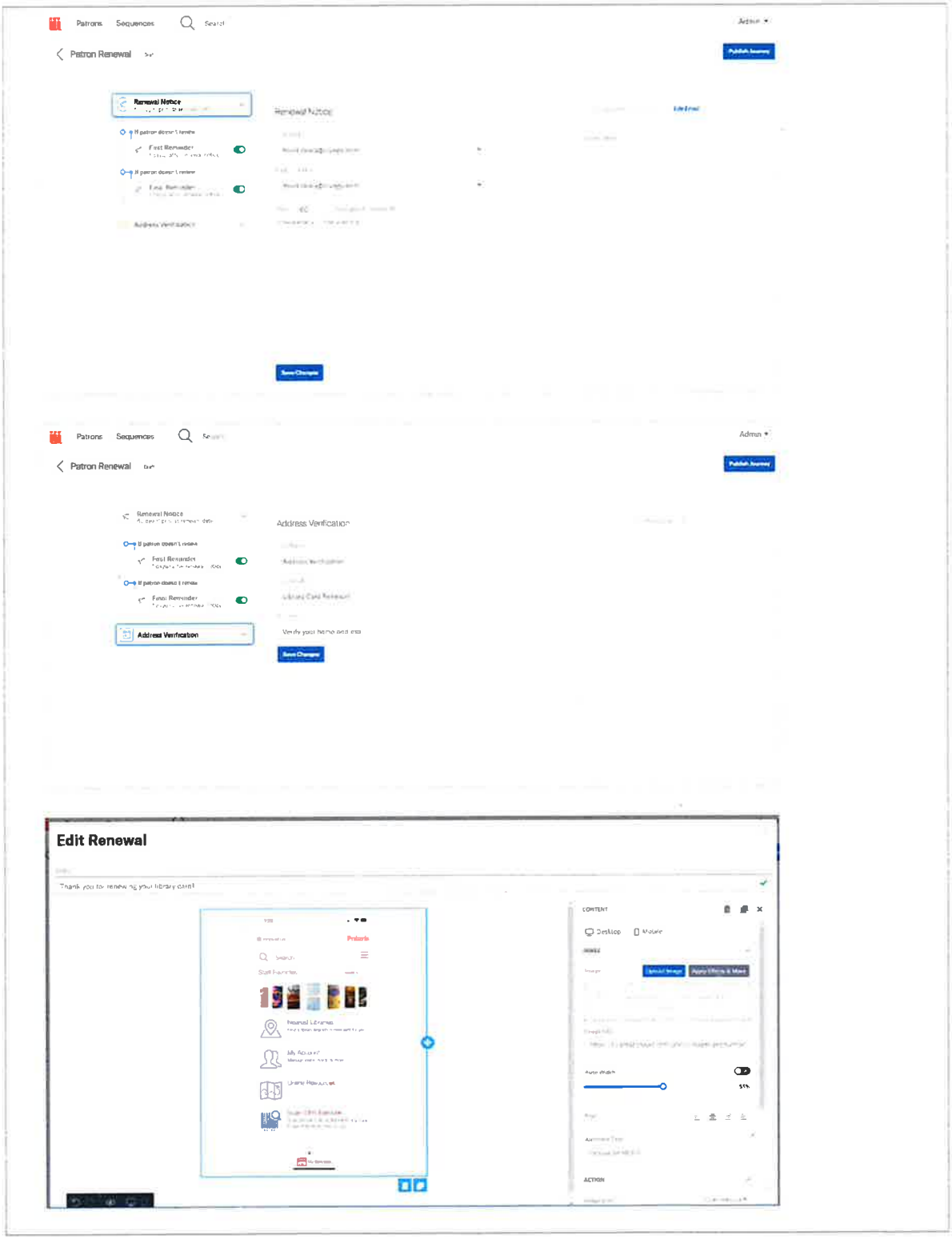


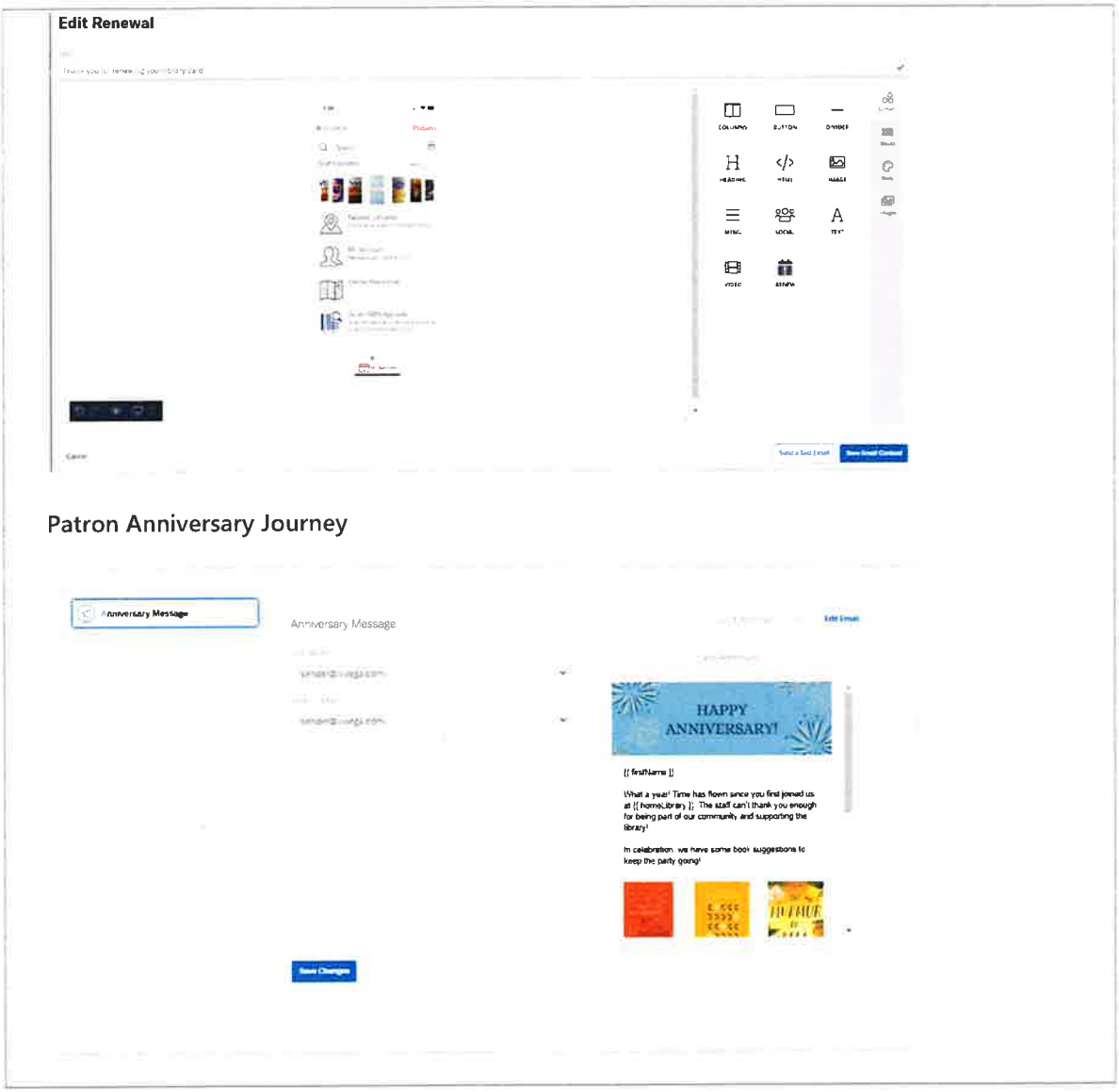


In addition, the Polaris API has an endpoint that a 3rd party could use to provide custom registration.

Vega Connect also includes a patron renewal and patron anniversary journey.

Patron Renewal Journey


Patrons
Sequences
Patron Renewal
Renewal Notice
Address Verification
Edit Renewal


Edit Renewal
Patron Anniversary Journey
Anniversary Message
HAPPY ANNIVERSARY!



Courtesy notices and auto renewals	Required

INNOVATIVE

Polaris offers the following types of notices:

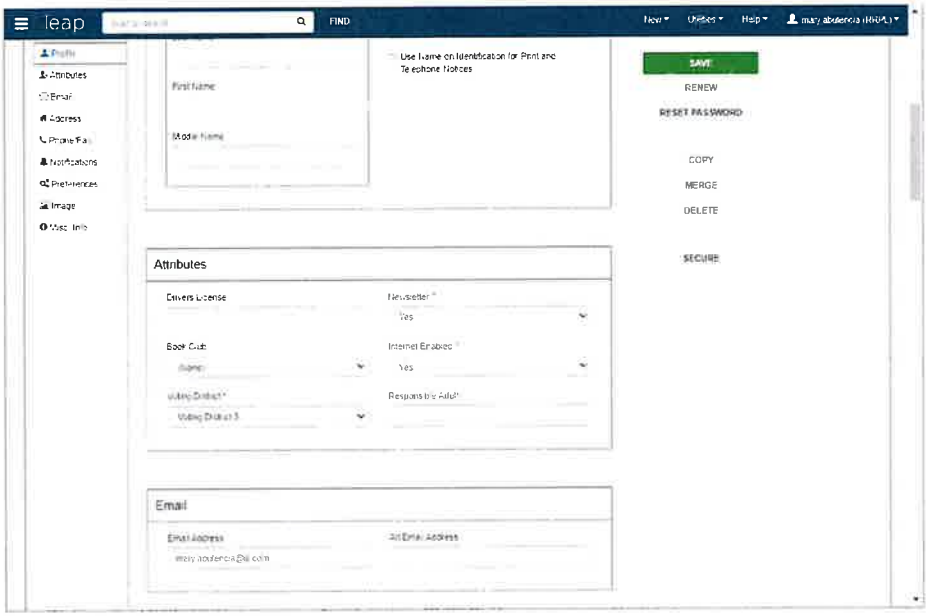
- Overdue notices (1-3)
- Bills
- Fine notices
- Request pick-up notices, and cancelled request notices
- Reminders (e-mail only, with optional additional text message)
- Combined notices that can include overdue, bill, and request notices going to the same patron
- Serial claim notices
- Routing notices
- Patron billing statements that list all the outstanding charges on a patron's account

Automatic renewals are completed as part of the Notices Processing SQL job. When the job runs, it automatically renews eligible items for which the item's assigned branch has the Auto-renew parameter set to Yes.

Patron record includes a field for option to receive publicity from library	Required

INNOVATIVE

The Attributes section of the patron registration record includes user-defined and custom data fields which could include this field.



All fields searchable, including but not limited to name, telephone, address, and email	Required

INNOVATIVE

All indexed fields are searchable, including those listed here.

Ability to copy details from one patron registration to another	Required

INNOVATIVE

From the patron's registration record, you can copy to create a new registration.

Registration process provides alerts for duplicate patron record based on defined fields	Required

INNOVATIVE

When you create a new patron record in Leap and select SAVE, Polaris automatically checks for duplicate records. Polaris always checks the patron name fields (first and last names), birthdate and barcode for matches. You can also set Polaris to check the following additional patron record fields for matching criteria:

- Phone
- E-mail address
- Any two user-defined fields

Ability to link memberships of people in same family	Optional

INNOVATIVE

Polaris supports the ability to create associations between two or more patron records.

Financial Management	
Ability to pay full or partial replacement of materials	Required

INNOVATIVE

Polaris tracks full and partial payments.

Ability to waive or refund charges	Required

INNOVATIVE

Polaris allows permissioned staff to waive and refund charges.

Option for Patron type to determine fines and fees	Required

INNOVATIVE

Polaris fines and fees are defined by a combination of patron types and material types.

Option for item type to determine fines and fees	Required

INNOVATIVE

Polaris fines and fees are defined by a combination of patron types and material types.

Ability to see fines history in patron account	Required

INNOVATIVE

The patron account displays current fines as well as a transaction history of fines.

Holds and Notifications	
Notification for holds, overdues, courtesy notices to include telephone, email, and text messaging	Required

INNOVATIVE

Polaris offers the following types of notices:

- Overdue notices (1-3)
- Bills
- Fine notices
- Request pick-up notices, and cancelled request notices
- Reminders (e-mail only, with optional additional text message)
- Combined notices that can include overdue, bill, and request notices going to the same patron
- Serial claim notices
- Routing notices
- Patron billing statements that list all the outstanding charges on a patron's account

Ability for patrons and staff to cancel holds	Required

INNOVATIVE

Patrons can cancel holds from their patron account in Discover.

Staff can cancel holds from the patron record, from the request manager, or from the hold request workform.

Ability for patron and staff to suspend or freeze holds	Required

INNOVATIVE

Patrons & staff can suspend/reactivate holds from the patron account.

Records are kept for notices sent	Optional

INNOVATIVE

Polaris Leap keeps a record of all notices sent, including the type, date, and method of delivery.

Circulation and Management	
Detailed search ability in the staff client, including ability to filter and search by numerous fields including keyword, author, ISBN/ISSN, branch, etc.	Required

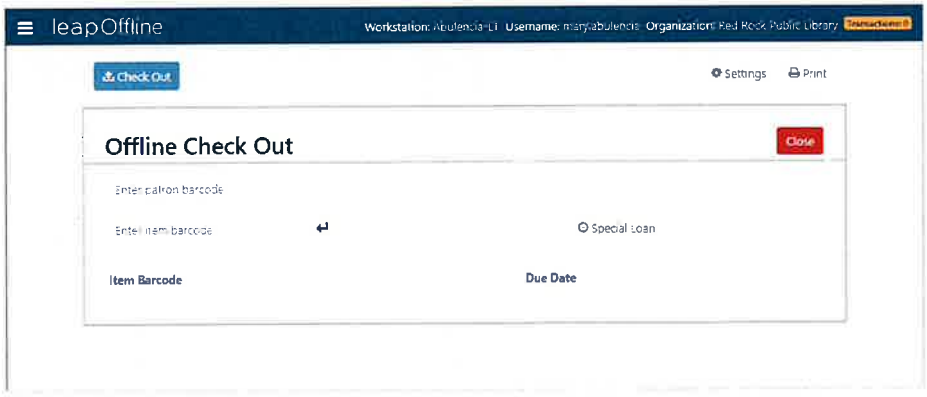
INNOVATIVE

All indexed fields are searchable, including those listed here. Searches can also be filtered by dates, statuses, etc.

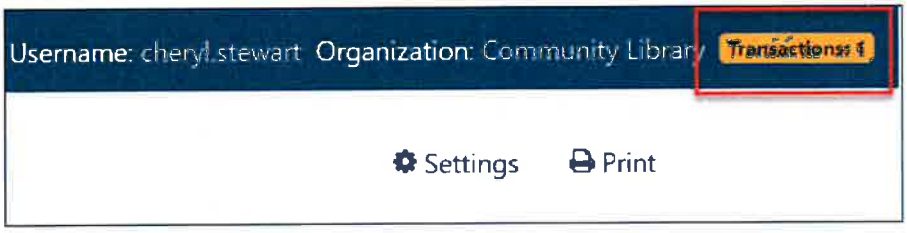
Offline Circulation	Required

INNOVATIVE

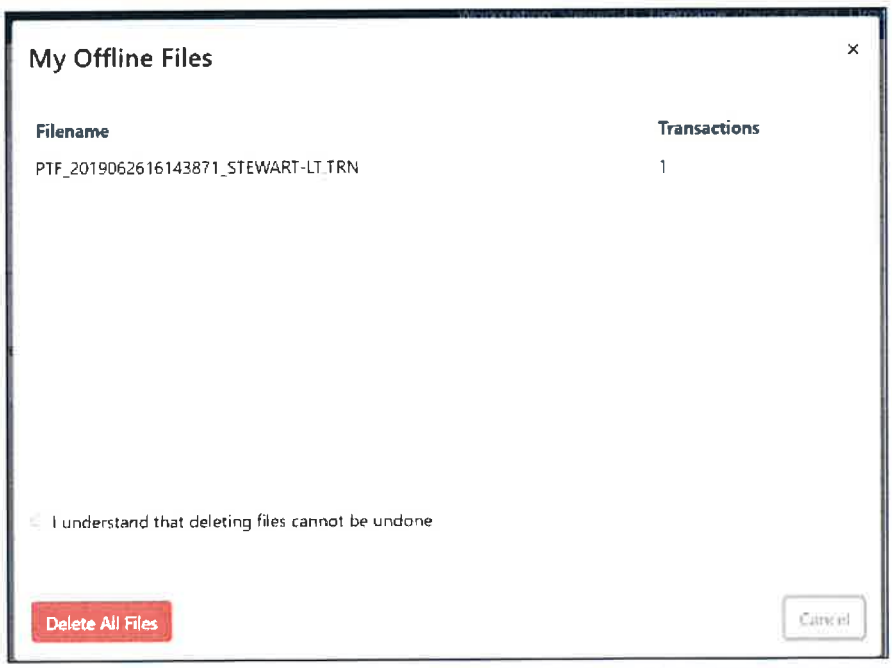
Permission-based Leap Offline allows you to circulate materials while your database server or network are unavailable.



Offline transactions are stored in the local storage of the user's browser until the user chooses to send them to the server for processing or to delete them. As you work in Leap Offline, you will see your transaction count increment with each checkout. The Transactions badge will keep you informed of your progress.



Selecting the Transactions badge opens a dialog showing all the offline transaction files you have generated, with an option to delete them.



Customized receipt ability	Required

INNOVATIVE

Polaris supports customized receipts (including a "you saved" message).

Ability to customize messages and notices	Required

INNOVATIVE

The library can customize notices so that they include specific data elements and can use the Polaris Language Editor to customize the notice text. In addition, because notices are generated with Polaris Reports, the library can customize the standard Polaris notice formats and any system-generated information using Report Manager and Visual Studio.net.

Same record can be accessed at multiple workstations	Required

INNOVATIVE

Polaris uses object locks to prevent simultaneous editing. When a Polaris record is open, an entry is automatically made in the Object Locks table so that no one else can change the record. When a record is locked, however, it is still available in 'read' or 'access' mode for viewing by another staff member. When the record is closed, the entry is automatically removed from the Object Locks table.

Ability to auto-renew items	Required

INNOVATIVE

Automatic renewals are completed as part of the Notices Processing SQL job. When the job runs, it automatically renews eligible items for which the item's assigned branch has the Auto-renew parameter set to Yes.

Ability to provide receipts via multiple options including email, print, and text messages	Optional

INNOVATIVE

Receipts can be delivered via print, email or text.

Mobile circulation inside the building and outside the library for offline circulation	Required

INNOVATIVE

Polaris Leap is a responsive, web access tool which can be used on a desktop, notebook, or tablet. This frees staff to connect with patrons and complete tasks wherever it is most convenient, whether inside or outside the library walls.

Digital use counted toward circulation activity	Optional

INNOVATIVE

Digital use is included in circulation activity counts.

Circulation of digital materials can be viewed on patron account	Optional

INNOVATIVE

All circulation activity, whether print or digital, is managed in the patron account.

REPORTS

Ability to export data in standard formats (i.e., MARC, text, CSV, Excel, XML, PDF)	Required

INNOVATIVE

List, count, and statistical report types can be output in Excel or Text.

Patron history reports can be output in Excel or Word.

With ExportExpress, item and bibs can be exported in MARC, Dublin Core, MARC XML, or LibraryThing.

Ability to use report templates	Required

INNOVATIVE

Report parameters can be saved for later use and then edited to create a new custom report.

Ability to create custom reports	Required

INNOVATIVE

Custom reports can be created using SimplyReports or Microsoft Reporting Services.

Ability to schedule reports	Required

INNOVATIVE

Reports can be scheduled for one-time execution, or scheduled execution on a daily, weekly, monthly, or annual basis.

Ability to identify patron inactivity	Required

INNOVATIVE

Polaris provides a standard Inactive Patrons report that lists information about patrons registered during a specified date range whose accounts show no activity since the end of the date range. The report includes the patron's last activity date.

Ability to include cross-references between data sets	Required

INNOVATIVE

Polaris uses the Microsoft SQL DBMS and is inherently referential by design.

Ability to produce reports on demographics	Required

INNOVATIVE

SimplyReports provides many filters to create thousands of list, count and statistical reports.

Ability to report on and access any data within the database	Required

INNOVATIVE

SimplyReports provides many filters to create thousands of list, count and statistical reports. In addition, using SQL queries, all data is reportable.

Provides reports for which library materials are used and in which locations	Optional

INNOVATIVE

SimplyReports provides item statistical and history reports.

Ability to produce reports on demographics	Optional

INNOVATIVE

SimplyReports provides many filters to create thousands of list, count and statistical reports.

CATALOGING

RDA ability and compliance	Required

INNOVATIVE

Polaris contains all the changes to the MARC21 formats that have been made to accommodate RDA. You can load records with RDA, and they can coexist with non-RDA records in the same database. We do not require you to retrospectively convert your bibliographic records for RDA.

Able to convert to other future formats and cataloging standards	Required

INNOVATIVE

Every title in the library's catalog is represented by a bibliographic record saved in the Polaris database in MARC21 Format for Bibliographic Data. Non-MARC records such as Dublin Core can be imported but are converted to MARC formatted records in the Polaris database.

Ability to integrate digital content from third party vendors	Required

INNOVATIVE

Integration between Polaris and eBook vendors is supported. When the eBook vendor integration is implemented in Polaris, patrons can search for, place holds on, and check out eBooks from the vendor either directly from the PAC or the vendor's application. All associated circulation and patron accounting processing occurs in Polaris and is synchronized with any transactions made in the vendor's application. The library may restrict the display of integrated eBooks in search results and their subsequent circulation to specific organizations in the library system according to vendor contract. Polaris is currently fully integrated with Bibliotheca cloudLibrary, OverDrive, Baker & Taylor Axis 360, and Recorded Books (RBDigital).

Able to use MARC records from a variety of sources	Required

INNOVATIVE

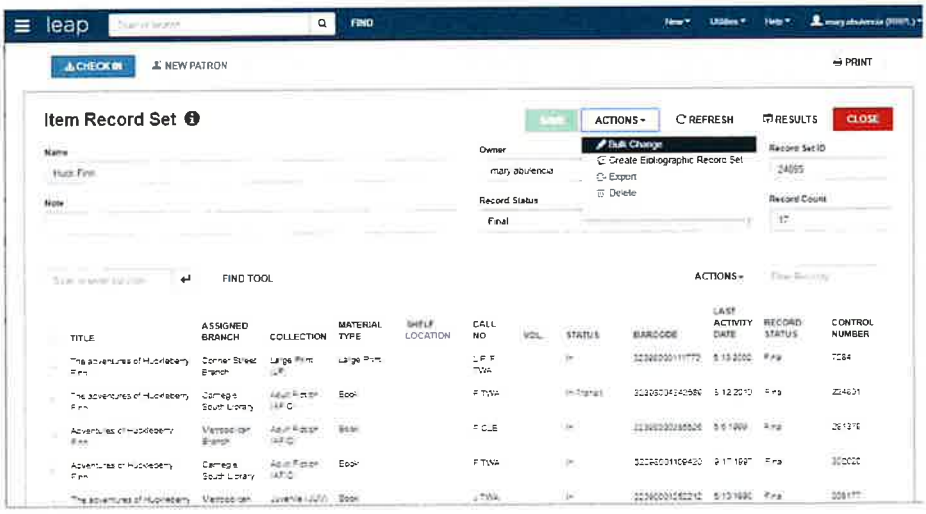
Polaris is a MARC-based system and supports MARC21 bib and authority records. There is no limit to the number of item records that can be attached to a bib record.

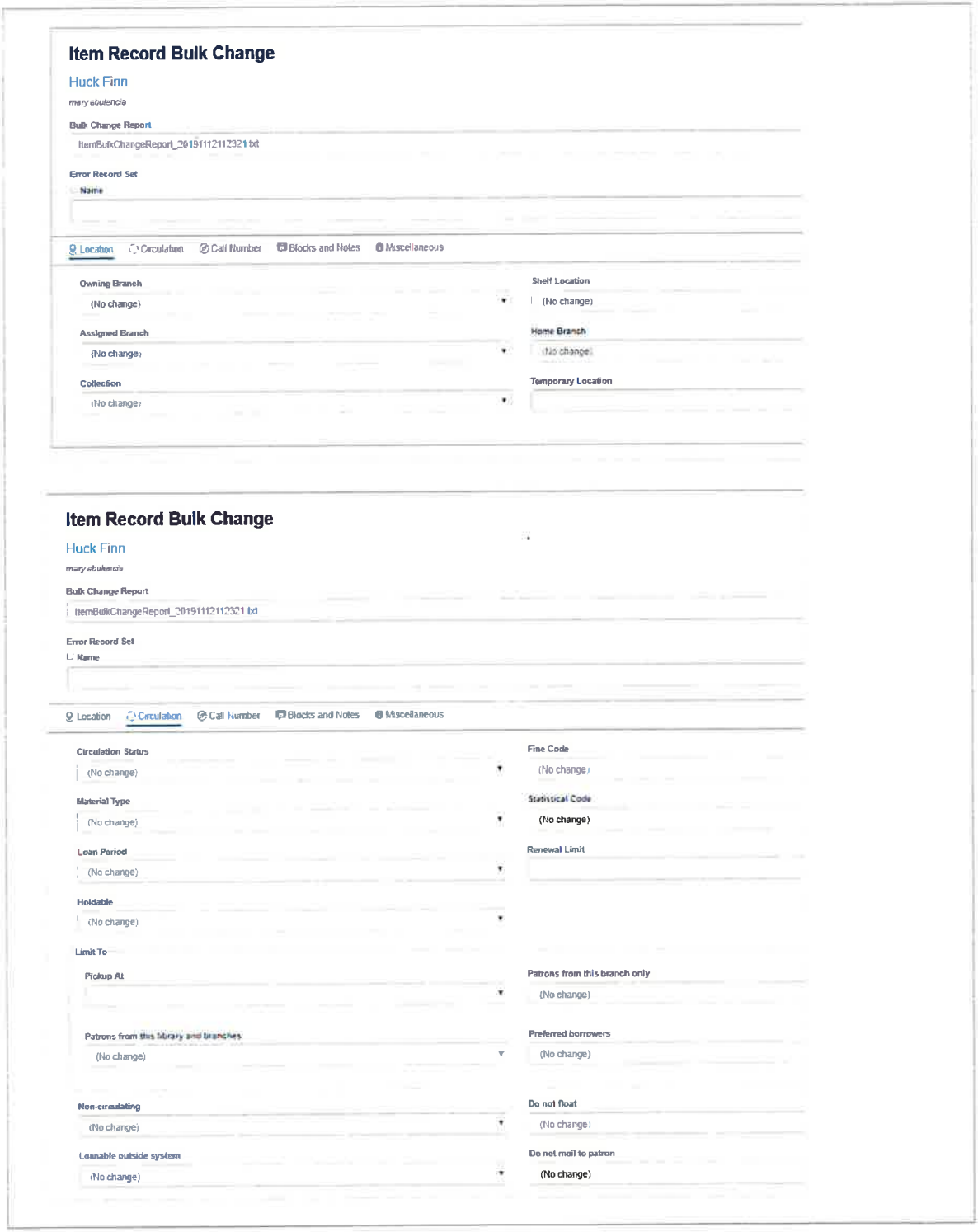
Polaris provides both import and export utilities and allows for creation of import profiles for batch loading. Polaris also supports Z39.50 copy cataloging.

Ability to make global changes to the system	Required

INNOVATIVE

Global changes can be made to bib and item records using record set functionality. Record sets group related records together so you can retrieve, change, or process them in one step. Bulk change is governed by permissions. If the library wants to restrict bulk change editing to a library's own records, this is possible. Bulk changes occur in real-time.





Item Record Bulk Change

Huck Finn

mary.abulencia

Bulk Change Report

ItemBulkChangeReport_20191112112321.txt

Error Record Set

Name

Location | Circulation | Call Number | Blocks and Notes | Miscellaneous

Owning Branch: (No change)

Shelf Location: (No change)

Assigned Branch: (No change)

Home Branch: (No change)

Collection: (No change)

Temporary Location:

Item Record Bulk Change

Huck Finn

mary.abulencia

Bulk Change Report

ItemBulkChangeReport_20191112112321.txt

Error Record Set

Name

Location | Circulation | Call Number | Blocks and Notes | Miscellaneous

Circulation Status: (No change)

Fine Code: (No change)

Material Type: (No change)

Statistical Code: (No change)

Loan Period: (No change)

Renewal Limit:

Holdable: (No change)

Limit To

Pickup At:

Patrons from this branch only: (No change)

Patrons from this library and branches: (No change)

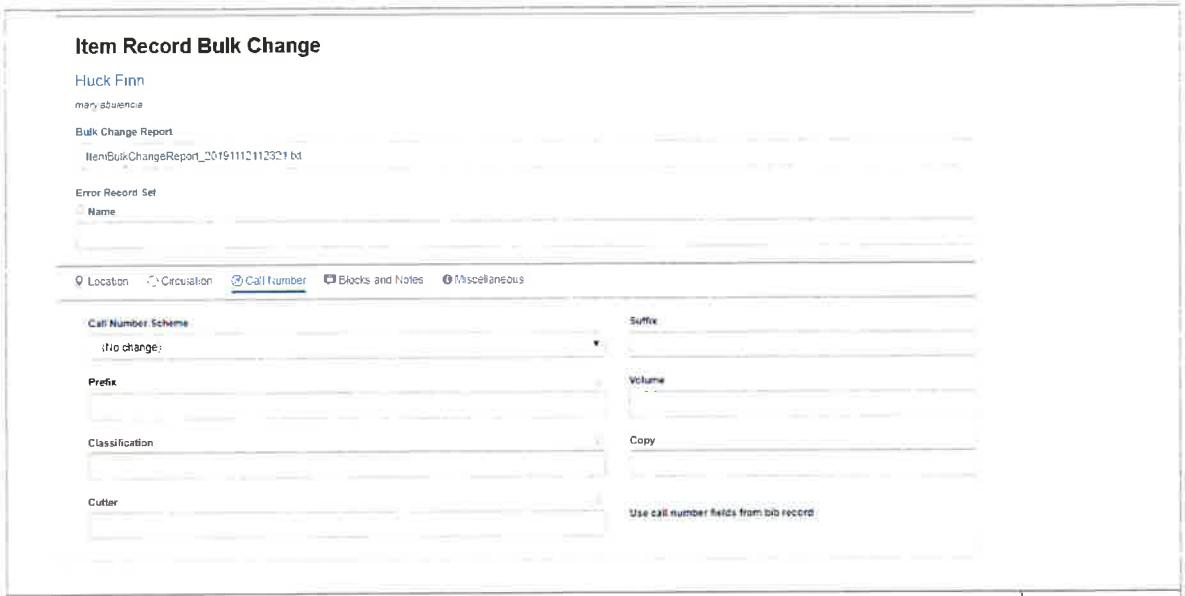
Preferred borrowers: (No change)

Non-circulating: (No change)

Do not float: (No change)

Loanable outside system: (No change)

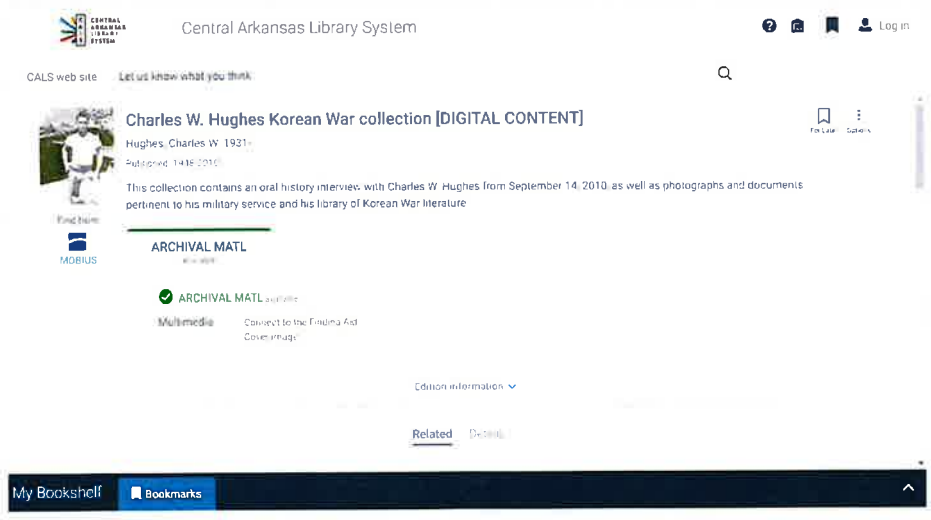
Do not mail to patron: (No change)



Ability to integrate digital content from local library	Required

INNOVATIVE

Polaris Leap allows cataloging of digital content, which then can be searched through Vega Discover with thumbnail display based on the externally stored digital content. For example, the Central Arkansas Library System makes its photo collection and other digital assets available in Vega Discover as shown below.



Ability to create and populate item information during MARC loading process	Required

INNOVATIVE

During the import process you can opt to create item records from embedded holding tags in the imported bib record. You can open the Item Records tab to specify the tag number and subfields to map to the fields in the item record. You can also specify an item record template to use to fill in any fields that might be missing from the embedded holdings information.

Spellcheck capability	Required

INNOVATIVE

Polaris Leap is web-based and you can use the browser spell check feature.

SERIALS – MAGAZINES

Ability to send claimed missing issues to vendor	Optional

INNOVATIVE

Serials claiming can be set up to be manual or automatic, and the claim notification method and text can be set in Polaris Administration.

When issues are automatically claimed, their status changes to Claimed via overnight processing. The claim notices are generated automatically as e-mails or as printable notices, depending on your claiming notification method.

When the claiming method is set to e-mail, the e-mail notices are generated (either by automatic or manual claiming), and they are sent out by the e-mail manager.

The Claim Alert List lists the serial issues/parts that are eligible to be claimed based on the claim alert date in the supplier record and the serial holdings record.

Generate automatic reports for missing issues	Optional

INNOVATIVE

See above – Polaris Leap supports automatic claiming.

Ability to create routing information	Optional

INNOVATIVE

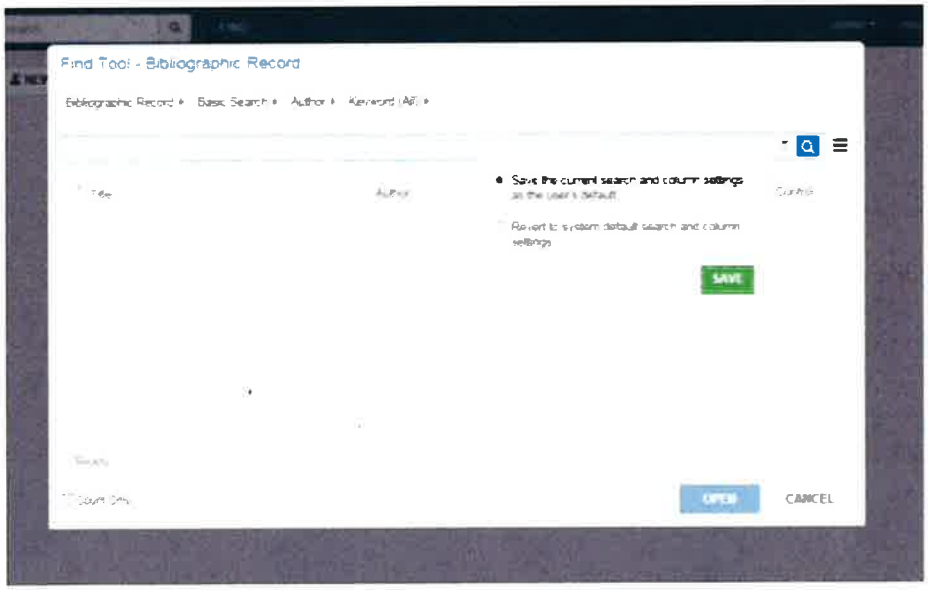
When you check in a serial issue, you can print a route slip to attach to the issue if you want to route it to several people.

MODIFICATIONS

Features easily customizable from staff side	Required

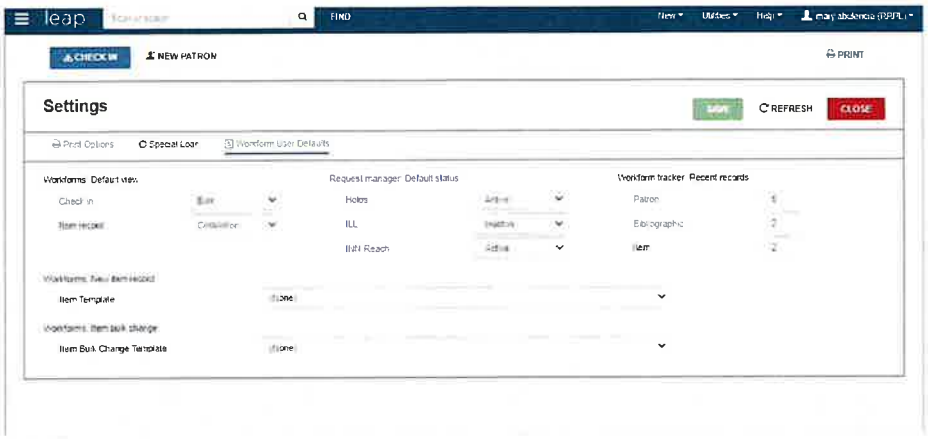
INNOVATIVE

Staff operators can save default search options in the Find Tool. They can set the Find Tool to default to the same selections in the Search by, Type, Sort by and Limit by boxes each time they search for the same type of record. The settings are associated with log-in information.



Users can set the following preferences:

- Default initial view for the Check In and Item Record workforms
- Default status filters for the Request Manager views
- Number of recent records displayed in the Workforms tracker
- Default item template used for item creation



SYSTEM, SERVER, AND SOFTWARE FUNCTIONALITY

Ability to add and integrate API's	Required

INNOVATIVE

The Polaris API is well-documented and comprehensive. We have customers who have used our API to do everything from integrating their own open source discovery layer to implementing a cloud-based telephony system. Industry partners have used the Polaris API to create Facebook integrations, real-time eBook interfaces, and address verification applications.

Some ILS companies market a very broad suite of APIs because it's the only option they provide for interoperability and customization. Even though they offer a SQL database, they deny or discourage you from accessing your database. Polaris has a comprehensive API; but we also provide you complete access to your SQL database along with documentation which outlines the database elements in plain English. It is also important to note that Polaris offers one API, not a suite of APIs.



The Polaris Developer Network http://developer.polarislibrary.com provides complete interactive API documentation as well as an interactive component ("The Developer's Sandbox) where developers can test their queries and get a full response. The Developer Network also includes a user forum for peer-to-peer discussions about API development projects.

Ability to customize options for staff and public interfaces	Required

INNOVATIVE

Polaris Leap includes a number of parameters and options that allow each library to configure the system appropriately at the system, library, branch, workstation, and staff level. All such options and parameters are initially configured during implementation. Your implementation project team assists you with creating a profile for these system settings. Defaults can be easily set by each library, using Polaris's user-friendly graphics, to reflect local practice and can be easily modified by the library at any time without intervention.

Ability to access the ILS from anywhere	Required

INNOVATIVE

Polaris Leap is a responsive, web access tool which can be used on a desktop, notebook, or tablet. This frees staff to connect with patrons and complete tasks wherever it is most convenient, whether inside or outside the library walls.

Automatically performs regular backups	Required

INNOVATIVE

Innovative performs daily backups using snapshot-based technology as part of the standard hosting package. The snapshots are stored in geographically diverse locations that are replicated to other geographically separate data centers to meet the offsite storage requirements for all customers. Random backups are periodically tested and restored to ensure compliance. For backup data, nightly backups are retained for 30 days after which they are destroyed/wiped. Note that long-term storage of backups is also available as a service upgrade.

Developer is responsive to system issues	Required

INNOVATIVE

Through our Agile development process, Innovative releases software updates approximately quarterly, which include enhancements as well as any maintenance fixes that are needed. For all released products we inform our library partners of these releases through our library partner support system and direct communication. Typically, our support team works proactively with each library partner to plan upgrades to the latest releases in a fashion favorable to the individual library partner.

User-driven development and enhancements are managed using a shared space called Idea Lab. Idea Lab is an innovation environment, designed for users to submit, discuss, and vote on ideas to improve solutions for libraries. Idea Lab uses "challenges" to collect ideas. A challenge is a time-bound event that is focused on a specific opportunity that could be a topic, a functional area, a product, or a theme. Each challenge is designed to solicit actionable ideas from the participants, with a clear path to implement one or more winning ideas. All users can comment and vote on ideas. Idea Lab uses automated algorithms and an expert review process to promote the best ideas for prioritization by the group before winning ideas are selected. When the challenge ends, Innovative will announce which winning ideas have been selected, and what users can expect with regard to how those ideas will be implemented.

Notification in advance of any updates	Required

INNOVATIVE

For all released products, we inform our customers of these releases through our support system and via direct communication

Ability to integrate use of SIP2 connections	Required

INNOVATIVE

Polaris supports SIP2 connections and we support all SIP2 messaging.

Security applied to each user account	Required

INNOVATIVE

Polaris supports a permissions model that allows libraries to establish security based on the following criteria: who is performing the action, the action to be taken (create, access, modify, delete), the type of record upon which the action is taken (patron, fund, item, etc.), and the organization that 'owns' the record (branch, library or system). Workstations can also be restricted to specific functions. This model allows a tremendous degree of flexibility and granularity in assigning permissions and includes options such as group permissions to expedite initial setup.

Customer information remains securely in the United States	Required

INNOVATIVE

Yes, all customer data will remain in the United States.

Proper security is in force to prevent fraudulent activity	Required

INNOVATIVE

- **Physical Security:** Data centers are designed to satisfy requirements of most security sensitive customers with constant monitoring, high automation, high availability, and highly accredited to global security standards.
- **Security:** Security is an important part of our reputation; it is critical to earning our customer's trust, vital to how we do business, and essential in delivering our product. Innovative's Information Security Management System (ISMS) supporting its cloud and hosted infrastructure is based on NIST and is ISO 27001:2013 certified. For more details on Innovative's ISMS please visit the www.iii.com/security web page.
- **Data Security:** The Library's catalog and patron data will be accessible by authorized Innovative Staff for the purposes of maintenance, support and backup management. Library staff may access catalog and patron data at the sole discretion and enforcement of the Library. In the event that patron or catalog data is requested by a legal authority, such inquiries will be directed to the Library as the sole owner of the catalog/patron data.

MIGRATION, TRAINING, AND SUPPORT

INNOVATIVE

Please see page 81 for a *Project Plan*.

Complete migration of customer, bibliographic, and item data from Sierra ILS (Innovative Interfaces)	Required

INNOVATIVE

Our knowledge of Sierra's data and policy codes allow us to provide the library with a comprehensive and accurate migration to the Polaris system. During the migration, Innovative's Implementation Services group will work closely with the library's assigned project team to create a profile for the data migration project that accurately reflects the library's desired data mapping instructions.

Documentation is readily accessible and keyword searchable	Required

INNOVATIVE

All Polaris documentation is available online through the Training and Learning Center at https://support.iii.com.

Data migration is secure	Required

INNOVATIVE

All data migration work is secure and performed within the United States.

ILS vendor provides regular update on open support tickets	Required

INNOVATIVE

All tickets are submitted and viewed in the Customer Supportal, an online portal that provides exclusive access to your site manager and team, as well as inside product knowledge and resources. The ticket page features all the information pertaining to the ticket including a description of the issue, pertinent attachments, and comments from Innovative and the Library. This allows libraries to review support activities at any time without having to wait for periodic service reports.

Issues are escalated if unresolved	Required

INNOVATIVE

Our goal is to provide extraordinary customer service to our customers. Innovative follows a clearly documented escalation process to ensure your support ticket is placed in an expert queue and addressed by cross-functional teams, product experts, and subject matter experts. Our team works consistently to build deeper product expertise and consortia support within the Customer Support Department. If an issue cannot be resolved by the support team, the Site Manager escalates the issue to the manager of Polaris Customer Support, who can enlist any employee to resolve the issue.

All tickets are submitted and viewed in the Supportal, an online portal that provides exclusive access to your site manager and team, as well as inside product knowledge and resources. The ticket page features all the information pertaining to the ticket including a description of the issue, pertinent attachments, and comments from Innovative and the Library. This allows libraries to review support activities at any time without having to wait for periodic service reports.

For service requests requiring immediate assistance, Innovative recommends that libraries contact your site manager phone or log a detailed ticket with the urgency of Site Down in the Supportal. An automated response acknowledges the request, and a staff member, or your site manager, will then contact you based on the priority of your service request. Library coordinators are encouraged to give specific examples of problems to expedite resolutions.

Phone support provided to assist with support and tickets	Required

INNOVATIVE

Around-the-clock help can be reached online through Innovative's Customer Supportal (web-based support center), e-mail, or toll-free telephone number. Live telephone coverage is provided at all hours.

Staff have the ability to change their passwords	Required

INNOVATIVE

Polaris uses Active Directory to manage staff credentials.

Staff have the ability to manage permissions	Required

INNOVATIVE

Polaris supports a permissions model that allows libraries to establish security based on the following criteria: who is performing the action, the action to be taken (create, access, modify, delete), the type of record upon which the action is taken (patron, fund, item, etc.), and the organization that 'owns' the record (branch, library or system). Workstations can also be restricted to specific functions. This model allows a tremendous degree of flexibility and granularity in assigning permissions and includes options such as group permissions to expedite initial setup.

Intentionally Blank

PROJECT PLAN

Innovative's proposal represents the best opportunity for a smooth transition from the existing Sierra system. Innovative's Professional Services team uses proven methods, tools and approaches to ensure that your library is successful with the upcoming ILS migration.

Implementation

Innovative uses a library implementation methodology that consists of five phases:

- Phase 1 – Project Planning
- Phase 2 – Profiling and System Setup
- Phase 3 – Data Mapping and Test Load
- Phase 4 – Training and Data/Configuration Review
- Phase 5 – Go Live and System Acceptance

This methodology is designed to be a well-organized and structured process to ensure a smooth and successful implementation. It is a proven implementation approach incorporating the experience of over 9,500 implementations for libraries in 66 countries around the world.

The Innovative Library Implementation Methodology incorporates all the necessary components for a successful project including:

- Clear establishment of project organizational roles and staffing for both Innovative and the Library
- Use of industry best practices for system setup
- Standardization through project planning templates
- Open and transparent library access to project plans and status reports
- Advanced techniques, tools, and deliverables to accelerate implementations
- Robust quality assurance and testing
- Use of checklists for testing and go live

Phase 1 – Project Planning

The initial phase of the project establishes clear project sponsorship, ensuring that the management resources are in place to guarantee project success. Library needs and expectations are fully discussed, and agreement achieved on deliverables. The project plan phases are expanded with detail provided as to timeline, responsibilities, and ownership. A communication plan is created that determines the frequency and method of communications between the Innovative and library project teams. Team assignments are finalized as well as roles within the teams to ensure clear responsibilities and accountability.

The outcome of Phase 1 is creation of a Tracker project, full access to the Polaris Implementations Portal, downloadable Polaris documentation, project team identification and organization, establishment of an implementation project schedule, and agreement on the final project plan and timeline.

Phase 2 – Profiling and System Setup

The second phase of the implementation focuses on getting your software configured and your data successfully migrated. During this phase, your project team will assist with creating a profile for the system settings. Your servers will also be staged and prepared with the Polaris software in anticipation of the training data load.

The outcome of Phase 2 is full access by your library to the software, completion of the profile review, and approval/signoff of the initial profiling.

Phase 3 – Data Mapping and Test Load

The third phase of the implementation focuses on data. During this phase, your project team will assist with data mapping. Your library will have opportunities to participate in the data process, from mapping existing data to new Polaris settings, reviewing migrated data in Polaris, and final approval of the data migrated. There will be ample opportunity to review the initial data migration and for Innovative to correct any problems discovered.

The outcome of Phase 3 is a completed data load on the test database for training.

Phase 4 – Training and Data/Configuration Review

The fourth phase continues to build on the setup and profiling of your system with training on the software and data review. The "train the trainer" sessions focus on making sure that your core staff has the knowledge and the tools that they need to effectively extend that training to frontline staff. Because Polaris training is performed using your own data, there will be ample opportunity to review the initial profiling and data mapping, and for Innovative to correct any problems discovered. Innovative trainers support the library training staff to make sure they are successful in preparation for production rollout. This is also the time to complete Integration testing for third party products.

Phase 4 gives you the confidence that your system is working as promised. You'll have the opportunity to verify the data load, test the system functionality, train your staff, and have the opportunity to make any configuration adjustments as desired.

Phase 5 – Go Live and System Acceptance

This phase is the culmination of the previous four stages. The production data load occurs followed by go live on Polaris. Because of the thorough effort and focus applied to the previous stages, this stage typically completes with few problems allowing all to celebrate the library's success on Polaris. Innovative offers the option for your project manager to be on site during go live to assist your staff with any questions.

The outcome of Phase 5 is project completion, system acceptance, and transition to the Customer Support team.

During the course of all phases, Library and internal checkpoints are established to ensure continual communication using tools provided and weekly phone calls. Additionally, escalation paths are set for those risks that manifest into problems that need focused attention. However, it should be noted that our process is established to prevent the need for escalation by stressing proactivity every step of the way.

The expertise of our Professional Services Delivery team is unparalleled. Our Project Managers and Professional Services staff who scope the project, prepare proposals, present statements of work, and implement your project are all subject matter experts with many, many years of experience. We use standard tools, such as Phaseware's Tracker and our Implementations Portal, for project communication and file sharing.

Your Innovative Project Manager will work with your team to create a project plan and will monitor and manage all implementation activities. Innovative will take the lead in maintaining the Project Plan, noting the completion of each task as it occurs. Both Tracker communications and weekly conference calls will allow both parties to confirm the status of tasks throughout the project.

Draft Timeline

This draft timeline begins at contract signing and outlines overall steps and responsibilities for your Polaris implementation. This project plan will be tailored to your needs and mutually agreed upon after Innovative meets with you and fully understands your library's requirements.

Date	Event	Responsible Party
Week 0	Contract signed	Library
Week 1	Initial phone call to discuss project and profiles and schedule creation	PM
Week 2	Add Library staff to Basecamp Project	PM
Week 2	Servers, 3rd party software/Polaris licenses ordered	Polaris
Week 3	Profiling session - Work on profile (2 days)	PM / Library
Week 4	Library staff work on Polaris profiling document	Library
Week 4	Completed Polaris Profile due to Project Manager	Library / PM
Week 5	Server Installation	Tech / Library
Week 5	Profile Entry	PM
Week 5	Test Load data extraction	Data / Library
Week 6	Implementation Profile final review	PM / Library
Week 6	Test data analysis	Data

Week 7	Data Mapping for Test Load	Data / Library
Weeks 8-9	Test Load of Data	Data
Week 9	Polaris's review and test of data on server	PM
Weeks 10-19	Data review and feedback to Polaris	Library
Week 10	Webinar: System Administration (6 hours)	Library / Trainer
Week 11	Polaris Training – Leap/Circulation, Cataloging (3 days)	Library / Trainer
Weeks 12-19	3rd Party Testing	Library
Weeks 12-19	Internal Staff Training	Library / Trainer
Week 13	Polaris Training #2 – Acquisitions and Serials (3 days)	Library / Trainer
Week 14	Webinars (15 hours)	Library / Trainer
Week 19	Data Mapping sign-off	Library
Week 19	Workstation prep and testing for Polaris Offline	Library
Week 20	Final Data extraction after library is closed. After data extraction, libraries should set their system in a Read-Only mode so that patrons do not place holds or make changes to their accounts in the PAC, and staff don't make changes in the client.	Data / Library
Week 20-21	Library is offline with Polaris. NO MORE WORK IN CURRENT ILS. Staff will be able to check materials in/out and register new patrons in Polaris Client offline. Leap Offline allows check-out ONLY. Staff cannot collect fines, place or fill holds or do any other circulation, cataloging, acquisitions, or serials activities during the offline time.	Library
Week 21	Vega Migration	TBD
Week 21	Live on Polaris	PM / Library
Week 22	Webinar: EDI (3 hours, post go live)	Trainer / Library
Week 25	Transition to Support	PM/Library

Data Migration

As both Sierra and Polaris are Innovative platforms, we have full access to all of the tools to manage the data transfer and offer complete end-to-end migration services, from data extraction from Sierra to profiling and loading into Polaris.

Our knowledge of library system data and policy codes allows us to provide the library with a comprehensive and accurate migration to the Polaris system. During the migration, Innovative's Implementation Services group will work closely with the library's assigned project team to create a profile for the data migration project that accurately reflects the library's desired data mapping instructions.

Data Review

Once the implementation project begins, the library will provide Innovative with a copy of the database files to be converted. These files must be provided to Innovative in accordance with the content and format specified in the "Polaris Data Migration Guide". This document will be provided at the beginning of your implementation but may also be requested at any time. Innovative will test and analyze copies of library-provided data to determine if it can be migrated as-is to the Polaris system. Reports will be generated during this discovery phase to determine if action must be taken to correct structural problems with the data (such as removal of corrupt records or identification of item or patron records that contain erroneous or missing coding). Library staff will also find these reports useful during the profiling of Polaris policy and statistical codes, and to make individual corrections to incorrectly coded data.

If our review reveals significant issues with the data or if the library already has a list of cleanup procedures it wishes to address, the library's assigned project lead and Innovative's assigned migration specialist can discuss the available options. If the library has contracted with Innovative for custom data conversion or Library of Congress authority control processing services, a profile and planning for these processes will be established during the discovery phase.

Depending on the library's capability to customize the output mappings for item and patron records, we can provide a layout of preferred record structures to assist in streamlining mappings from the legacy file structures to those used by the Polaris system; otherwise, we will re-map the fields to the locations we use for loading. Innovative will develop a code mapping profile with the library's assistance to change the current system codes to those preferred in the Polaris system. Additionally, the layout of some fields, such as call numbers or notes in the items and demographic data (names, addresses, phone numbers, etc.) or notes in the patron records, will most likely need to be altered to reflect their corresponding structures within the Polaris system. Assuming the exported data is uniform, these field changes are quite simple and are discussed during the time that the code mappings take place.

The culmination of the review period will be the creation of a migration profile that will consist of indexing parameters, data normalization instructions, and code mappings. This document will be sent to the library for review and signature.



Bibliographic and Authority Data Migration

Once the designated migration period begins, the library will export a new copy of the bibliographic data and existing authority files and send them to Innovative for processing and loading.

Upon completion of any necessary preparation work, the bibliographic file will be loaded into the Polaris database and indexed based upon the profiled parameters. If applicable, the authority records likewise will be loaded and indexed based upon the profiled parameters and will be linked by the contents of the headings to the bibliographic file to create cross-references.

Item and Holdings Data Migration

During the discovery period, Innovative will generate reports of key item fields from the test data. Innovative will return these reports to the library to allow the library staff to make any desired corrections to the data, if necessary, in preparation for the migration period. Innovative and the library will also develop a profile for migrating the library's existing item policies over to the Polaris system and for making any requested updates. Since the Polaris item policy tables are organized differently than the parameter files on the current system, a code mapping profile will need to be developed to translate existing codes to their corresponding Polaris values.

By default, the codes held within the item records will be mapped one-for-one and, using global criteria, Innovative will remove records that the library does not wish to migrate. Additionally, we also will set incorrect codes to global defaults provided by the library.

For example, if the library only has 50 material type codes, but there are a handful of items with material type codes higher than the master list used by the staff to create items, the library can provide us with instructions to globally map these erroneous codes to one of the valid codes created for the Polaris profile. These records will also be added to a Polaris Item Record Set to allow the library staff to review them to make any post-migration bulk changes of its own.

If the library has pre-determined or decides during the discovery phase that it would like to customize the migration process to include a reconfiguration of its policy tables (and therefore a re-mapping of its item codes), Innovative also can provide this service. This processing can include the re-definition, expansion, or collapsing of codes, and even the creation of new code categories that the library may not have used in the current system but would like to use in the Polaris system.

Patron Data Migration

Patron records will be reviewed during the discovery phase and reports will be generated for review and possible data cleanup by the library. As with the migration of the item records, profiling of the patron codes and their corresponding policies will also occur, and the library will be given the opportunity to determine if the staff desires any special processing to be undertaken.

As part of our default processing, we will map the patron codes one-for-one and, if so desired, globally remove records such as expired or permanently stopped patrons. Additionally, we also will set incorrect codes to global defaults provided by the library. For example, if the library has five patron category codes, but there are a handful of patrons with blank values in the category codes field, the library can provide us with instructions to globally map a specified code into the blank fields. These records will also be added to a Polaris Patron Record Set to allow the library staff to review them to make any post-migration bulk changes of its own.

If the library has pre-determined or decides during the discovery phase that it would like to customize the migration process to include a reconfiguration of its patron codes, Innovative also can provide this service. This processing can include data cleanup or enhancement such as global zip code changes, normalization of name entry conventions, creation of statistical classification codes, etc.

Circulation Transaction Data Migration

Innovative will migrate the library's current checkout records, circulation year-to-date and lifetime circulation counts, current fines and fees, and current holds (reserves). Migration processing is structured in such a way as to reduce the library's offline period, thereby minimizing the interruption of library operations during the cutover period. Innovative will instruct library staff in the usage of the Polaris offline circulation subsystem during the period where we are converting the circulation transactions to allow the library to continue capturing vital circulation activity.

Acquisitions Data Migration

Acquisitions Data to be Migrated: Vendors/Suppliers, and provision bibs for on-order items if they currently exist. Innovative is open to conversations with the Library about developing a custom migration of orders, funds and fiscal years at additional cost. It should be noted that this migration would extend the implementation timeline.

Other Data Files

Innovative has experience in the conversion of various local databases. If the library has a specific need that has not been detailed in the RFP, we would be interested in discussing possible solutions.

Final Data Processing

For El Segundo, we recommend performing the data migration in two stages. This will involve an initial cut of the data early in the implementation process followed up by a final full cut of all the data files to be converted just prior to going live on the Polaris system. This allows the library to continue to operate as normal throughout the implementation process. Additionally, the initial conversion period will allow both Innovative and the library to work out any unforeseen issues with profiling, inconsistent data, or other scheduling adjustments that may need to be made without requiring the library to stop cataloging or circulate in an off-line mode.

Typically, we recommend that the library schedule the necessary time and resources to work out the code mappings and profiling with Innovative immediately after the implementation begins. Once complete, the first copy of applicable data files should be sent. We will process the data against the code mappings documents and load the data on the library's new training server. Polaris application training will be performed on the library's own data, giving the library an opportunity to review and approve the initial conversion. Although it is usually not needed, Innovative will do a second test load of the data after training and before the final data pull if both the library and Innovative determine that it is necessary. Normally, a second test would only be necessary if a profile needs to be re-done or if there were integrity problems with the original data pull that were not discovered until after the first test was essentially complete.

Upon receipt of signed confirmation from the library that the initial conversion work is correct, the final copy of all the applicable data files will be exported and sent to Innovative for processing. This subset of data will be processed in the same manner as the first copy. Since code mappings and other procedures have been set in place from the conversion of the first cut of data, final processing typically takes just a few days. During this time, the library will discontinue circulation on the current system and begin using Polaris offline software to circulate (check-in and check-out) items and register patrons. Library patrons will continue to use the current public access catalog throughout this period. Once the processing of the final cut of data is complete, the library will batch upload into the Polaris system any cataloging records and offline circulation/registration files it has created in the offline period. At this point, the PAC stations for the current system will be turned off and the library patrons and staff will begin full usage of Polaris.

Other Workflow Considerations

While the workflow described above is the one generally preferred by most libraries as they migrate from a previous system to the Polaris system, Innovative is sensitive to the fact that for some libraries extenuating circumstances may not allow them to follow such a plan. Several factors may make it impossible or too difficult to perform the migration in the method detailed above, such as:

- The library requires significant data cleanup or enhancement work.
- The library is forming a consortium for the first time with libraries using a variety of automation systems.
- Data export capabilities from the previous system are limited or require significant system downtime.
- The library requires an aggressive implementation plan and does not wish to convert circulation transactions or only wants to export data once.

In these cases and others, Innovative is flexible and will work with the library to develop a plan that best suits the needs of the library. While we run several implementations concurrently and some negotiation may be necessary to determine the best way to fit a specific plan into our queue and into the library's desired schedule, we are confident that such a plan can be agreed upon.

Innovative has experience converting databases from Sierra systems. Additionally, Innovative has unparalleled knowledge of Sierra data structures and has established mappings for all Sierra data types. While these standard mappings may require some modification based on your local needs, our experience ensures effective migration of the El Segundo databases.

Training

Innovative's approach to training is to thoroughly train a core group. This core group will receive in-depth training on the various subsystems. This core group will, in turn, train the remainder of the library staff. Training materials are provided by Innovative trainers at the time of initial training. In addition, Polaris Leap user guides and help files are available for on- going reference and training purposes. They may be customized as required by the site for local use.

All initial training will be live instructor-led training, either onsite or remote. However, our online learning center includes many hours of recorded topic-specific training, on focused subjects, that are freely accessible by libraries on an on-demand basis. These recordings are most useful for refresher training, or as references to answer specific questions on functionality.

Patrons normally can use Discovery successfully without any training, and without referring to the in-context help instructions.

The Polaris Implementation Manager and the library's local system administrator will work closely to determine the best method of integrating consultation and hands-on-training to maximize the value to the library. This process will subsequently provide the library with a thorough understanding of the capabilities of the Polaris Leap software.

Role of the Implementation Manager

Upon contract signing, Innovative will assign an Implementation Manager whose role will be to work in conjunction with the library during the implementation phase of the contract. The Implementation Manager will be responsible for working with the library's System Administrator to establish the project schedule and to customize the implementation and training processes to best meet the needs of the library. The Implementation Manager will oversee all Innovative's tasks and deliverables and will serve as the library's first point of contact with Innovative from the moment of contract signing until the time the library has gone live on the Polaris software.

Training includes:

- Project Consultation
- Polaris Application Training
  - Patron Services
  - Cataloging
  - Acquisitions
  - Serials
- Polaris System Administration
- SimplyReports

Additional Training

Throughout the year, Innovative product experts lead live workshops and bootcamps in our virtual classroom and onsite with our customers. Topics include cataloging essentials, SQL reporting, metadata workflows, and modernizing MARC and linked data. Examples of functions you may study include managing a fiscal close, how to pull a custom report, and how to add a library branch.

In addition to the core training described above, Innovative offers short feature sessions including:

- Cataloging Refresher
- Circulation Refresher
- Serials Refresher
- Creating and Using Import Profiles
- Creating Cataloging and Serials Labels
- Holds/Request A to Z
- Preparing and Executing a Fiscal Year End Rollover
- Setting Up Subscriptions and Standing Orders

REFERENCES

The Proposer must provide three to five (3 to 5) references that demonstrate ILS performance and support. This information must include the individual's name, company, organization, title, phone number, and email address. Include details and the dates and services provided.

INNOVATIVE

Polaris is the premiere ILS for public libraries in the United States and Canada. Many of our customers are former Symphony libraries – three of which are noted below.

All Innovative's activities revolve around libraries. Our exclusive focus is on the development, delivery, and support of leading-edge software. In support of our libraries, we also provide consulting and data services for customers. Innovative has 43 years of experience delivering software solutions to libraries and a proven track record of meeting delivery commitments. Innovative provides a comprehensive range of services covering implementation and ongoing support for all our software solutions. These services include project management, installation and configuration services, customization and interfacing, data migration, training, and support.

Peoria Public Library (AZ)
Aaron Rostad, Technology Librarian
623-773-7568
aaron.rostad@peoriaaz.gov
Customer since 2009
Migrated from Symphony
# of Items: 272,000
# of Libraries: 2
# of Patrons: 75,000
Annual Circulation: 1,618,357
Service Population: 157,653

Placer County Library (CA)
Mary George, Director of Library Services
530-886-4550
mgeorge@placer.ca.gov
Customer since 2018
Migrated from Symphony
# of Items: 217,000
# of Libraries: 9
# of Patrons: 98,000
Annual Circulation: 1,100,000
Service Population: 195,000

San Diego Public Library (CA)
Phil Gunderson, ILS Manager
619-238-6634
pgunderson@sandiego.gov
Customer since 2019
Migrated from Symphony
# of Items: 5,535,415
# of Libraries: 36
# of Patrons: 696,746
Annual Circulation: 6,877,913
Service Population: 1,345,895



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COST PROPOSAL

Innovative's cost proposal is confidential and, therefore, separately bound.



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CONTRACT CONSIDERATIONS

Please see the following pages for Innovative's contract considerations:

- Contract Considerations Letter
- Certificates of Liability Insurance

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innovative
Part of Clarivate

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1900 Powell St Suite 400
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9th Floor
George's Quay Plaza
George's Quay, Dublin 2
+353.1.672.2300

March 16, 2022

Mark Herbert
City of El Segundo
350 Main Street
El Segundo, CA 90245

Dear Mark,

In reference to Request for Proposal Reference Number: 22-03

Title: Integrated Library System

Innovative Interfaces Incorporated Contract Considerations:

Innovative appreciates the opportunity to respond to your Request for Proposal. Innovative understands that both parties will have an opportunity to negotiate definitive contracts together. We have included comments below to bring up some of our key proposed suggestions to address this particular proposal and to highlight a few issues that we may need to discuss further, such as licensing language needed to license commercial software to the City. Innovative requests that our proposed Agreements will be used as the basis for contractual negotiations, and mutually agreeable revisions will be incorporated into the final Agreements appropriately. Innovative is also willing to amend the existing contracts between the parties to accommodate any new software licenses, if awarded

Section	Comment
PSA Section 15.A.	Because of the nature of the proposed solution and associated pricing, we cannot agree to a termination for convenience provision for the software solution itself but are amenable to such a provision for the proposed professional services.
PSA Section 15.D. and 16.	Innovative will retain ownership of the Intellectual Property Rights in the Software and the Services. The Software and Services are not "Work for Hire" and Innovative shall retain ownership of all IP, including source code, tools, XML schema, etc. The City shall own all documentation created or generated by the City. Innovative shall own all documentation created or generated by Innovative.
PSA Section 18.	Our standard license and professional services agreements delineate the indemnities we are able to offer, which cover third-party claims of U.S. Patent or Copyright infringement. We may be able to work with you on additional indemnity needs, but please note that we cannot agree to the broad indemnity provisions as currently proposed.
PSA Section 19.	We will need some flexibility to the non-assignment clause to allow for instances of merger, acquisition, or reorganization.
PSA Section 22.	We have attached a copy of our Certificate of Insurance for your review. Please note that our CGL limits are $1,000,000 per occurrence and $2,000,000 general aggregate, Technology E&O including Cyber Liability of $10,000,000 per claim and $10,000,000 aggregate, which are industry standard. While Innovative intends to maintain insurance as long as we are a going concern, we cannot guarantee

	insurance past the term of your contract. We use reputable carriers in good local standing, but cannot guarantee A.M. Best. Innovative requests not to provide waivers of subrogation and that that customer insurance be primary for the customer. We can work with you on additional insurance needs.
PSA Section 23.	We cannot be subject to the conditional approval of our subcontractors. That said, as an established organization, we are fully responsible for our subcontractors and generally do not experience any issues with their performance on projects.

If selected as the supplier, we are prepared to move forward quickly to negotiate mutually acceptable contract terms and we do not anticipate serious difficulty in reaching agreement or in satisfying the City's specific contractual objectives.

We advise you that Innovative considers the information described below that is included in our response package to be commercially sensitive or confidential in nature. We request that the City not disclose any such information to any third party except to the extent required by the Public Records Act or any other applicable law, and that the City use reasonable endeavors to consult with Innovative regarding any release of any such information that may be required under the Public Records Act or other applicable law:

- Information describing our product roadmap plans or future product development plans
- Any Innovative financial statements or other information financial information related to Innovative
- All pricing information
- Any documentation identified and/or marked trade secret

Sincerely yours,

Shawna Deane
Senior Counsel

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/03/2021

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).

PRODUCER Willis Towers Watson Insurance Services West, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com
INSURED Innovative Interfaces, Inc. 3133 W Frye Road Suite 401 Chandler, AZ 85226	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Federal Insurance Company — 20281 INSURER B: Great Northern Insurance Company — 20303 INSURER C: Pacific Indemnity Company — 20346 INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** W23002385 **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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:			3604-45-27	12/01/2021	12/01/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $	1,000,000 1,000,000 10,000 1,000,000 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY SCHEDULED AUTOS X NON-OWNED AUTOS ONLY			7359-54-50	12/01/2021	12/01/2022	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $	1,000,000
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			78182680	12/01/2021	12/01/2022	EACH OCCURRENCE AGGREGATE	$ $	10,000,000 10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N: No N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			(22) 7176-34-98	12/01/2021	12/01/2022	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $	1,000,000 1,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

FOR INFORMATION PURPOSES ONLY

CANCELLATION

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

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SR ID: 21904235 BATCH: 2328341

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ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/20/2021

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).

PRODUCER Willis Limited 51 Lime Street London, EC3M7DQ GBR	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : Lloyds Syndicate 2987 — C0978
INSURED Clarivate Analytics US LLC Innovative Interfaces, Inc. 3133 W Frye Road Suite 401 Chandler, AZ 85226	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** W23222216 **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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? ☐ (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Technology E&O			B0509FINPB2150129	06/01/2021	05/31/2022	Per Claim / Retention	$10,000,000 / $1M
	Professional Liability						Per Claim / Retention	$10,000,000 / $1M
	Cyber Security & Privacy Liab						Per Claim / Retention	$10,000,000 / $1M

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

FOR INFORMATION PURPOSES ONLY

CANCELLATION

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

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SR ID: 21962492 BATCH: 2345560

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Consent
Item Number: B.5

TITLE:

Approval of Ongoing Professional Service Agreements and Blanket Purchase Orders for FY 2022-2023 in Excess of $50,000 for Various Departments

RECOMMENDATION:

1. Authorize the City Manager to execute contract #5346 with Prosum, Inc. to provide project management and technical services for the Information Technology Services Department for an amount not to exceed $750,000 in FY 2022/2023 (General Fund – Information Technology Services).

2. Authorize the City Manager to execute an amendment to contract #5847 with Robert Half International Inc. to provide technical consulting, business analysis, project management and administrative services for the Information Technology Services Department for a not to exceed amount of $750,000. This contract will be funded in FY 2022/2023 from savings from full-time salary and benefits as well as professional services accounts in various departments. Account number: Various.

3. Authorize the City Manager to execute an amendment to Agreement No. 5861 with Riester Pacific, Inc. for the City's economic development and hospitality and tourism marketing services to (1) extend the term of the agreement to June 30, 2023; and (2) authorize payment for services up to $350,000 (General Fund – City Manager and Chevron Grant Fund).

4. Authorize the issuance of a blanket purchase order to Metron Farnier for an amount not to exceed $200,000 in total for the purchase of single jet AMR water meters for the City's water system in FY 2022/2023 (Water/Wastewater Enterprise Fund).

5. Authorize staff to continue to purchase gasoline and diesel fuel for City vehicles and equipment through the use of spot market purchasing for an amount not to exceed $254,500 in FY 2022/2023 (General Fund = $190,000; Asset Forfeiture Fund = $13,000; Prop "A" Fund = $30,000; Water Enterprise Fund = $12,500; Wastewater Enterprise Fund = $9,000).

6. Authorize the City Manager to amend contract 6062 with Vincent Benjamin Group LLC to provide on-call temporary staffing services for use by all City departments for an amount not to exceed $250,000 in FY 2022/2023. (General Fund- Various City Departments).

7. Authorize the City Manager to extend an ongoing service agreement with J. Lee Engineering, JAS Pacific, and CSG Consultants to provide plan check, counter staffing, inspections services in the amount not to exceed a combined total of $247,000 in FY 2022/2023 (General Fund – Building Safety).

8. Authorize the City Manager to award a professional service Agreement to Charles Abbot Associates Inc. to provide solid waste and recycling compliance support services for the Public Works Department for an amount not to exceed $75,000 in FY 2022/2023 (General Fund – Public Works/Contractual Services).

9. Authorize the City Manager to execute an agreement and issue a blanket purchase order to Marc Cohen for Medical Director consulting services for the El Segundo Fire Department for an amount not to exceed $72,000 in FY 2022/2023 (General Fund – Fire Department).

10. Authorize the City Manager to amend the contract with All Cities Management Services, Inc. for ongoing services to provide crossing guard services for the El Segundo School District for an amount not to exceed $152,913 in FY 2022/2023 (General Fund – Finance Administration/ non-departmental).

11. Authorize the issuance of a blanket purchase order to Hinderliter De Llamas & Associates (Agreement #3313) to provide professional services related to sales and use tax for an amount not to exceed $100,000 in FY 2022/2023 (General Fund – Finance Department - Business Services Division).

12. Authorize the City Manager to amend contract #4223A with Professional Account Mgmt., LLC (Duncan Solutions Company) for providing professional parking citation processing and collection services, via citation management for the Police Department for an amount not to exceed $90,000 in FY 2022/2023 ending June 30, 2023 (General Fund – Police Department).

13. Authorize the City Manager to execute an amendment to Agreement No. 4095 with High Point Strategies, LLC for professional services related to LAWA, LAX, FAA, MTA and other Los Angeles agencies to (1) extend the term of the agreement to June 30, 2023; and (2) authorize payment for services up to $81,000 in FY 2022/2023 (General Fund – City Manager).

14. Authorize the City Manager to execute an amendment to Agreement No. 6016 with KNB Consulting, LLC. for strategic public relations services and support to

the Communications and Economic Development Divisions to (1) extend the term of the agreement to June 30, 2023; and, (2) authorize payment for services up to $86,000 in FY 2022/2023 (General Fund – City Manager – Communications & Economic Development Divisions).

15. Authorize the City Manager to amend contract #6010 and authorize payment to Crowdstrike, Inc. to provide cybersecurity services and software for an amount not to exceed $65,000 in FY 2022/2023 (General Fund – Information Technology Services).

16. Authorize the issuance of a blanket purchase order to Tyler Technologies/Eden Financial Management Systems for annual software licensing, maintenance, and support for an amount not to exceed $65,000 in FY 2022/2023 (General Fund – Information Technology Services).

17. Authorize the issuance of a blanket purchase order to Westchester Medical, Inc. for professional medical services not to exceed $60,000 in FY 2022/2023 (General Fund- Fire Department; Police Department & Human Resources).

18. Authorize the City Manager to issue a blanket purchase order to Baker & Taylor Information Services for supplying books and other library materials for an amount not to exceed $64,195 in FY 2022/2023 (General Fund – Community Services - Library).

FISCAL IMPACT:

Included in Adopted Budget

Amount Budget: $3,712,608 (Budgeted in the FY 2022-2023 Budget)
Account Number(s): See “Attachment A - Summary of Accounts”

BACKGROUND:

The annual approval of blanket Purchase Orders ("POs") is done to ensure an effective and efficient approval process is in place for POs over the City Manager’s approval threshold of $50,000. This will ensure these vital City services are operational in the beginning of the new fiscal year and delivery of excellent customer service will continue uninterrupted.

The following professional service agreements and blanket purchase orders are organized by the operational department and reference the agreement as related to the “recommended Council action” item number listed above.

DISCUSSION:

FIRE DEPARTMENT

#9 - Marc Cohen, Medical Director Consulting Services
The Medical Director serves as the city's medical director as defined by the Los Angeles County EMS Agency, and acts as a liaison to the county and state EMS agencies, advocating for the department while keeping it current with policy changes.
Medical Director roles and responsibilities include, but are not limited to, the advisement to the City in planning and evaluating the delivery of prehospital medical care by EMTs and paramedics; the review and approval of the medical content of all EMS training performed by the City and insurance of compliance with continuing education requirements of the State and local EMS agency; the review and approval of the medical components of the City's dispatch system; the assistance and development of procedures to optimize patient care; the review and recommendations of any new medical monitoring devices under construction and insurance of compliance with State and local regulation; the evaluation of compliance with legal documentation requirements of patient care; the participation in direct observation of filed responses as needed; the participation as needed with appropriate EMS committees and the local medical community; and the insurance of the City's controlled substance documentation.

Marc Cohen will continue working on behalf of the El Segundo Fire Department as its Medical Director. This agreement is in terms through June 30, 2023 for an amount not to exceed $72,000 Account Number: 001-400-3203-6214 (General Fund).

#17 - Westchester Medical Group
The City has a longstanding relationship with Westchester Medical Group Center for Heart and Health to provide Safety employees with annual Fitness for Duty and Executive physical evaluations. This important program, serves to improve the health of employees, enhance the wellness of executives, public safety employees and potentially reduce line-of-duty injuries. Staff recommends the authorization of a blanket purchase order not to exceed $60,000. This very important program is in alignment with the employee engagement recommendations and in alignment with the City Strategic Plan to be prepared to respond and pro-actively work to prevent injuries. FY 2022/2023 Account numbers: Fire 001-400-3201-6214 $27,500; Police 001-400-3101-6214 $27,500; HR 001-400-2506-6214 $5,000 (General Fund)

PUBLIC WORKS DEPARTMENT

#4 - Water Meters – Metron Farnier
The city's water distribution system includes over 4,000 water meters. The Water division has installed Automatic Meter Readers (AMR) on a small scale over the course of several years as it conducted trials. The Public Works Department completed its first major phase of the AMR meter Conversion Program in FY2016-17 to replace 546 aging

water meters in the City's commercial sector. Over the next several years, additional phases were implemented, and the City's entire AMR meter conversion is expected to be completed within the next two years. Meanwhile, the water division will replace aging meters with new AMR meters as part of their maintenance efforts. The cost to replace each meter ranges from $250 to $5,000, dependent upon size.
Staff started accelerating the residential AMR conversation program while continuing to replace failing meters, and recommend continuing to purchase meters from Metron Farnier, the vendor chosen previously for the AMR meters, in an amount not to exceed $200,000 in total in FY 2022/2023. Account numbers: 501-400-7103-8655 / 502-400-8204-8655 ($100,000 Water Enterprise Fund / $100,000 Wastewater Enterprise Fund).

#5 - Fuel for City Vehicles and Equipment
Generally, fuel is purchased either through spot market purchases or long-term contracts. Spot purchasing consists of shopping around each time fuel is needed and purchasing fuel from the lowest priced vendor. This type of purchasing usually occurs when the fuel market is volatile, as it has been for the last three years. During periods of stability, agencies enter into long-term fuel contracts. Pricing under long-term contact is tied to a published fuel price baseline plus a markup. The volatility in the market has forced vendors to significantly raise this markup, making long-term contracts unattractive. Under the City's last long-term contract through Los Angeles Metropolitan Public Purchasing Agents' Cooperative (LAMPPAC), there was virtually no markup. When that contract expired in September 2005, the fuel market was quite volatile and the City Council authorized staff to purchase gasoline and diesel fuel through the use of spot market purchases.

Many agencies, including Cities of Manhattan Beach, Redondo Beach and Hawthorne have opted to purchase fuel through spot purchases in lieu of entering into long-term contracts since the expiration of the LAMPPAC contract. Staff continuously monitors long-term contracts available in the industry.
Pursuant to El Segundo Municipal Code (ESMC) § 1-7-10, relating to purchases and supplies, the City Council may at any time, by a majority vote and without amending the ESMC, waive purchasing procedures or alter proceedings to fit a specific purchase, when the waiver is not in violation of State law. Spot purchasing is the sort of modified purchasing arrangement that requires such a waiver by the Council. It is possible that the total of purchases from any one vendor may exceed $50,000; therefore, Council approval of spot purchasing is requested. The City is budgeting $254,500 for Fiscal Year 2022/2023 in accounts:

001-400-4601-5215	General Fund	$190,000
109-400-3105-5215	Police - Asset Forfeiture Fund	$ 13,000
112-400-5292-5215	Prop "A" Fund	$ 30,000
501-400-7102-5215	Water Enterprise Fund	$ 12,500
502-400-4301-5215	Wastewater Enterprise Fund	$ 9,000
	Total	$254,500

#8 - Charles Abbott Associates Inc.
Charles Abbott Associates Inc. has been providing solid waste and recycling compliance support services for Public Works Department on an annual basis since 2020. For FY 2022/2023, staff recommends awarding a professional service agreement with Charles Abbott Associates Inc. to provide solid waste and recycling compliance support services needed by Public Works Department for an amount not to exceed $75,000. Account number: 001- 400-4206-6206 (General Fund).

CITY MANAGER

#3 - Riester Pacific, Inc.
Riester Pacific, Inc. will continue working on behalf of the City as its full-service marketing agency supporting business attraction and hospitality and tourism marketing efforts. This amendment is to extend the term of the Agreement through June 30, 2023 for an amount not to exceed $350,000. Account Number: 001-400-2401-6201 (General Fund - $275,000) and 702-400-2401-1281 (Chevron Grant Fund - $75,000).

#14 - KNB Consulting LLC.
KNB Consulting, LLC will continue working on behalf of the City as a public relations strategist and provide support to the Communications and Economic Development Divisions. This amendment is to extend the term of the agreement through June 30, 2023 for an amount not to exceed $86,000. Account Numbers: 001-400-2102- 6206 (General Fund – $50,000) and 001-400-2401-6206 (General Fund – $36,000).

#13 - High Point Strategies, LLC
High Point Strategies, LLC will continue working on behalf of the City as its advisor and advocate for the City regarding issues relating to Los Angeles World Airports (LAWA) and Los Angeles International Airport (LAX), and the Federal Aviation Administration, transportation issues relating to the Metropolitan Transportation Authority, or assisting with the City's relationship with other City and County of Los Angeles agencies.
This amendment is to extend the Agreement in terms through June 30, 2023 for an amount not to exceed $81,000 Account Number: 001-400-2101-6214 (General Fund).

HUMAN RESOURCES DEPARTMENT

#6 - Vincent Benjamin Group LLC
The City entered into a professional services agreement with Vincent Benjamin Group LLC in March 2021 for on-call temporary staffing services for use by all City departments under agreement 6062. This agreement provides staffing to meet the short-term operational needs of various departments in the following scenarios: where a permanent position is frozen for a specific length of time to provide budgetary savings, while a recruitment is conducted, during an employee's leave of absence, or when extra help is necessary. For FY 2022/2023, staff recommends awarding an amendment to the professional service agreement with Vincent Benjamin LLC to provide on-call temporary staffing services needed by various city departments for an amount not to

exceed $250,000. This contract will be funded in FY 2022/2023 from savings from full-time salary and benefits as well as professional service accounts in various departments. Account number: Various

DEVELOPMENT SERVICES DEPARTMENT

#7 – J. Lee Engineering, JAS Pacific, and CSG Consultants

J. Lee Engineering, JAS Pacific, and CSG Consultants provide plan checks, inspection, counter staffing, staffing for the Building & Safety Division. These services are utilized when workload exceeds the level that would preclude City staff from meeting customer service expectations. These expenditures are offset by plan check and permit fees. There would be 3 separate agreements that will not exceed a combined total of $247,000 for fiscal year 2022/2023. Account number 001-400-2403-6214 (General Fund).

FINANCE DEPARTMENT

#10 - All Cities Management Services, Inc.

On September 16, 2008, City Council approved an appropriation for ESUSD crossing guard services under Special Orders of Business, Item #6 within the 2008-2009 Budget Appropriations. This contract includes 6 crossing guards for a total of 5,409 hours. The contract is expected to be renewed year to year as long as ACMS performance meets the City's and ESUSD's expectations. The annual cost of funding this contract is an amount not to exceed $152,913 for fiscal year 2022/2023. Account number: 001-400-2901-6405 (General Fund).

#11 - Hinderliter De Llamas & Associates

On April 01, 2004, the City entered into a Professional Services Agreement #3313 with Hinderliter De Llamas & Associates (HDL) to provide services to generate additional sales and use tax revenue for the City of El Segundo. Services include sales tax and economic analysis, allocation audit and recovery, and ongoing consultation. HDL receives 15% of any new and/or use tax revenue received by the City as a result of audit and recovery work. The amount for the purchase order for FY 2022/2023 for HDL is for an amount not to exceed $100,000. Account number: 001-400-2504-6214 (General Fund).

POLICE DEPARTMENT

#12 - Professional Account Mgmt., LLC (Duncan Solutions Company)

Professional Account Mgmt., LCC provides professional parking citation processing and collection services, via citation management. This amendment is to extend the Agreement term through June 30, 2023 and the amount not to exceed $90,000 in FY 2022/2023. Account number: 001-400-3101-6206 (General Fund).

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

#1 - Prosum
Prosum has provided staffing services for the Information Technology Services Department since 2017 under agreement #5346. For FY 2022/2023, staff recommends awarding a professional service agreement with Prosum to provide project management and technical services needed by the department for an amount not to exceed $750,000. Account number: 001-400-2505-6214 (General Fund)

#2 - Robert Half International Inc.
Robert Half International Inc. has provided technical consulting, business analysis, project management and administrative services for the Information Technology Services Department for a not to exceed amount of $750,000. This contract will be funded in FY 2022/2023 from savings from full-time salary and benefits as well as professional services accounts in various departments. Account number: Various.

#15 - Crowdstrike Inc.
It is essential for the city to keep our systems safe as there is a constant threat of cybersecurity attacks. CrowdStrike provides coverage against the wide range of cyberthreats. As an industry leader, it uses and combines next-generation technology for effective protection. From January 2020, ITSD has been utilizing the various CrowdStrike security measures. The total cost will not exceed $65,000 for FY 2022/2023. Account number: 001-400-2505-6217 (General Fund)

#16 - Tyler Technologies – Eden Financial Management Systems
The City utilizes Tyler Technologies financial software to manage the City's General Ledger, Accounts Receivable, Accounts Payable, Payroll, and Human Resources. This item is for annual licensing, maintenance, and support of these systems. The total cost will not exceed $65,000 for FY 2022/2023. Account number: 001-400-2505-6217 (General Fund)

COMMUNITY SERVICES DEPARTMENT

#18 - Baker and Taylor
Baker and Taylor, the Library's leading supplier of books, music, books on CD, DVD's, E-books, and other items, offers substantial savings up to 45% under retail cost. The total purchases of $64,195 are from the following general fund accounts for Fiscal Year 2022/2023:

001-400-6103-5501	Books/Other Printed Materials	$62,700
001-400-6103-6277	Title Source Database	$ 1,495
	Total	$64,195

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Engagement, and Communication; Embrace Diversity, Equity, and Inclusion

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5A: El Segundo promotes economic growth and vitality for business and the community.
Objective 5B: El Segundo approaches its work in a financially strategic and responsible way.

PREPARED BY:
Maria Cerritos, Purchasing Agent
REVIEWED BY:
Joseph Lillio, Chief Financial Officer
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. 2022-2023 Blanket PO Summary of Accounts Schedule_06-21-2022

Fiscal Year 2022/2023

Account Number	REFERENCE #	Contract with	Amount
001-400-2505-6214	1	Prosum	$ 750,000
Various accounts	2	Robert Half International Inc.	750,000
001-400-2401-6201	3	Riester Pacific, Inc	275,000
Various accounts	6	Vincent Benjamin Group, Inc.	250,000
001-400-2403-6214	7	J. Lee Engineering, JAS Pacific, CSG Consultants	247,000
001-400-4601-5215	5	Fuel for City Vehicles and Equipment	190,000
001-400-2901-6405	10	All Cities Management Services, Inc	152,913
501-400-7103-8655	4	Water Meter - Metron Farnier	100,000
502-400-8204-8655	4	Water Meter - Metron Farnier	100,000
001-400-2504-6214	11	Hinderliter De Llamas & Associates	100,000
001-400-3101-6206	12	Professional Account Mgmy, LLC (Duncan Solution)	90,000
001-400-2101-6214	13	High Point Strategies, LLC	81,000
702-400-2401-1281	3	Riester Pacific, Inc	75,000
001-400-4206-6206	8	Charles Abbot & Associates	75,000
001-400-3203-6214	9	Marc Cohen	72,000
001-400-2505-6217	16	Tyler Technologies/Eden Financial	65,000
001-400-2505-6217	15	Crowdstrike, Inc	65,000
001-400-6103-5501	18	Baker & Taylor	62,700
001-400-2102-6206	14	KNB Consulting, LLC	50,000
001-400-2401-6206	14	KNB Consulting, LLC	36,000
112-400-5292-5215	5	Fuel for City Vehicles and Equipment	30,000
001-400-3201-6214	17	Westchester Medical Group	27,500
001-400-3101-6214	17	Westchester Medical Group	27,500
109-400-3105-5215	5	Fuel for City Vehicles and Equipment	13,000
501-400-7102-5215	5	Fuel for City Vehicles and Equipment	12,500
502-400-4301-5215	5	Fuel for City Vehicles and Equipment	9,000
001-400-2506-6214	17	Westchester Medical Group	5,000
001-400-6103-6277	18	Baker & Taylor	1,495
		TOTAL	**$3,712,608**

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Consent
Item Number: B.6

TITLE:

Agreement to Renew Beach Cities Transit Line 109 for FY 2022-2023

RECOMMENDATION:

1. Approve a one-year renewal of the Transit Service Operation Agreement with Beach Cities Transit for operation of Line 109 FY 2022-2023.

2. Authorize the Mayor to execute the Transit Service Operation Agreement.

FISCAL IMPACT:

It is anticipated that the City's contribution for FY23 will be $0, however, in the unlikely event that there is a funding shortfall, the City will pay up to $50,000, which would be funded by Proposition A Funds.

BACKGROUND:

Since August 2006, Beach Cities Transit ("BCT") has operated Line 109 from Redondo Beach to the LAX Transit Center, passing through the cities of Hermosa Beach, Manhattan Beach, and El Segundo. In July 2006, these South Bay communities came together to collectively fund a portion of the operating costs for a new BCT Line (designated Line 109) to provide bus service in lieu of the discontinued Metropolitan Transportation Authority's ("Metro") Line 439.

Line 109 encompasses northbound and southbound stops with nearly 40% of the route within El Segundo city limits. Major destinations on Line 109 include the LAX City Bus Center, the Aviation Green Line Station, the Douglas Green Line Station, downtown Manhattan Beach, Manhattan Village Mall, downtown El Segundo, Plaza El Segundo, The Point, the Hermosa Beach Pier, the Redondo Beach Pier, and Riviera Village.

BCT, a community-based transit system operated by the City of Redondo Beach, is designated as an "included operator" in Los Angeles County. As such, BCT is eligible to receive funding from Metro to partially fund local transit operating expenses. The four

participating cities proportionally share any remaining costs (based on route miles within each jurisdiction) for the annual operations of the service. The City of El Segundo's contribution is paid for by Proposition C Funds, an annual allocation from Los Angeles County designated to support public transportation.

DISCUSSION:

Due to increased dedicated transit funding from LA County as well as other operational funding sources, the City of Redondo Beach has been able to operate BCT without contributions from El Segundo, Manhattan Beach, and Hermosa Beach during the past two years. Additional federal transit relief funds will help the City of Redondo Beach operate BCT without contributions from the cities for FY 2022-2023. In the event other funding is not sufficient, the City's maximum contribution under the Agreement would be capped at $50,000.

The City of Redondo Beach requests the City of El Segundo approve a one-year agreement in a form approved by the City Attorney to participate in Line 109 to continue to operate the transit service and serve the South Bay's residents, businesses, and employers. The cities of Manhattan Beach and Hermosa Beach are expected to renew their participation.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Engagement, and Communication; Embrace Diversity, Equity, and Inclusion

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an appealing, safe and effective community.

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5A: El Segundo promotes economic growth and vitality for business and the community.

PREPARED BY:
Monse Palacios, Sr. Administrative Analyst
REVIEWED BY:
John Jones, Interim Community Services Director
APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. El Segundo Cost Sharing Agreement 2022-2023

TRANSIT SERVICE OPERATION AGREEMENT
BETWEEN THE CITY OF REDONDO BEACH AND
THE CITY OF EL SEGUNDO

THIS TRANSIT SERVICE OPERATION AGREEMENT (this "Agreement") is entered into by and between the City of Redondo Beach ("Redondo Beach"), on behalf of Beach Cities Transit ("BCT"), which is a division of Redondo Beach, and the City of El Segundo ("El Segundo").

RECITALS

A. **WHEREAS,** pursuant to Government Code section 54981, the legislative body of any local agency (here, El Segundo) may contract with another local agency (here, Redondo Beach) for the performance of municipal services or functions within the territory of the former.

B. **WHEREAS**, on July 1, 2006, Redondo Beach and El Segundo entered into that certain Transit Service Operation Agreement to enable BCT Line 109 as described in **Attachment A** to take over public transportation services for the discontinued LACMTA Line 439 for a two (2) year term.

C. **WHEREAS**, Redondo Beach and El Segundo subsequently entered into new agreements relating to Line 109 in 2008, 2010, 2011, 2012, 2013, 2015, 2017, 2019, 2020, and 2021 (the "2021 Agreement").

D. **WHEREAS**, the 2021 Agreement expires on June 30, 2022, and the parties desire to enter into a new agreement on the terms and conditions set forth below.

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. **TERM**
This Agreement shall be effective as of July 1, 2022, and shall have a one (1) year term expiring on June 30, 2023. El Segundo acknowledges that an agreement in similar form to this Agreement or an amendment may be negotiated for continued Line 109 service beyond June 30, 2023. In the event El Segundo intends to renew this Agreement, El Segundo shall notify Redondo Beach of its intent to renew at least 182 days prior to the expiration of this term.

2. **SERVICE DESCRIPTION**
   A. Redondo Beach shall operate Line 109 consistent with the maps shown in attached **Attachment A**, which is incorporated by reference ("Line 109" or the "Service").

   B. Redondo Beach shall operate Line 109 on the days of the week; service times and days; and frequencies of service equal to or better than that which was operated by BCT

immediately before the effective date of this Agreement. The current service schedule for Line 109 is illustrated in attached **Attachment B**, which is incorporated by reference.

C. Redondo Beach may adjust the route and schedule of Line 109; however, any changes or reductions to the Service in excess of 10% of service hours shall be brought to El Segundo in writing for review and comment prior to implementation.

D. Redondo Beach may, in its sole discretion, enter into contracts for Line 109 service with any other provider of its choice at any time without the approval of El Segundo. Redondo Beach shall be responsible for any and all aspects of administration of the service contract, and shall assure that the contract includes provisions pertaining to insurance, age, maintenance and operation of vehicles, driver qualifications and other similar provisions typical of an agreement of that kind. Redondo Beach will require the City's Transit contractor to provide an Additional Insured Endorsement that contains General Liability and Automobile Liability Coverages for El Segundo, its officers, elected and appointed officials, employees and volunteers.

E. Redondo Beach shall base the percentage of cost for Line 109 on the route service mile calculations, as illustrated in the attached **Attachment C**.

3. PASSENGER FARES

Redondo Beach may charge fares for the Service consistent with its existing fixed-route service as described in **Attachment A**. Redondo Beach will accept interagency transfers with adjacent transit operators and participate in the EZ Pass Program. Redondo Beach shall retain all farebox revenues. BCT Line 109 passenger fare revenues shall be used to offset operation expenses.

4. FUNDING

A. El Segundo shall pay Redondo Beach for costs in associated with operating Line 109 in accordance with this Section. El Segundo shall not pay Redondo Beach for capital costs nor shall El Segundo provide any equipment to operate the Service.

B. **FY 2022-23:** Operations Funding from El Segundo shall be $0 for fiscal year 2022-2023.

In the event Redondo Beach incurs a shortfall in funding, El Segundo's funding contribution will be based on the number of miles of the BCT Line 109 route (as described in **Attachment C**) within El Segundo's boundaries and other cities' Line 109 route miles will not factor into El Segundo's funding contribution. El Segundo shall pay up to $50,000 if there is a funding shortfall.

A shortfall occurs when the (1) the estimated costs exceed the (2) estimated operating revenues for the respective fiscal year. The estimated costs shall be based on (1) the prior year's Line 109 service hours multiplied by the applicable service hour rates plus (2) the prior year's fuel costs plus an estimated CPI increase plus (3) estimated costs for RTI systems. The estimated revenues shall be based on the LACMTA funding formula and the prior fiscal year's fare revenues for Line 109.

Operating expenses are incorporated in the service hour rates and include without limitation, driver wages, general administration and overhead, and maintenance costs. Real Time Information ("RTI") Systems operating expenses include without limitation, capital equipment, passenger/administration interface programs, cellular and internet hosting of RTI services and report management programs.

C. Redondo Beach is responsible for all marketing and promotion of the Service. However, El Segundo may advertise the Service at its sole expense in community newsletters and recreational brochures at its sole expense. El Segundo may also advertise the Service at its sole expense in other mediums, but any reference to BCT in such advertising must be approved in writing by Redondo Beach. The BCT logo cannot be used without Redondo Beach's prior approval.

D. On at least a quarterly basis, BCT will meet with El Segundo to develop additional marketing strategies directed towards increasing BCT Line 109 ridership. El Segundo shall provide assistance for public outreach and information to target El Segundo residents and non-resident community members.

5. REPORTING/INVOICING

A. Redondo Beach shall report to El Segundo on a quarterly basis, all of the following data for the Line 109 Service:

(1) Passengers carried
(2) Revenue hours operated
(3) Revenue miles operated
(4) Total operating costs, including service operating expenses and RTI capital and operating expenses

B. Redondo Beach shall submit said report to El Segundo in writing within fifteen (15) days after the end of each reporting quarter.

C. Redondo Beach shall submit quarterly reports to El Segundo.

D. Redondo Beach shall incorporate Line 109 data into its Federal Transit Administration's National Transit Data (NTD) annual report for the entire BCT fixed route transportation system. Redondo Beach shall provide to El Segundo annual NTD random sampling data which provides the statistics to estimate the number of passengers boarding and alighting by stop in El Segundo, and the total estimated El Segundo passengers. Redondo Beach shall be responsible for any and all aspects of administration of the service contract, and shall include provisions pertaining to insurance.

E. El Segundo retains the right to audit the BCT's records of Line 109 Service, and to periodically monitor the Service.

F. Redondo Beach shall schedule quarterly joint meetings with the partnering cities of El Segundo, Hermosa Beach, and Manhattan Beach. Redondo Beach will provide a quarterly update of Line 109 services, and discuss coordinated marketing and public outreach efforts and operating and financing issues that affect BCT services.

6. **INSPECTION OF RECORDS**
BCT records relevant to this Agreement shall be available for inspection by El Segundo at all reasonable times for a period of at least three (3) years for each year or after the termination date, whichever comes first.

7. **NON-DISCRIMINATION**
No person shall on the grounds of race, color, religion, national origin, ancestry, age, sex, physical or mental disability, be excluded from participation in, or be subject to discrimination in the operation of the Line 109 Service.

8. **COORDINATION**
A. Redondo Beach shall coordinate its BCT services, to the extent practical, so that passengers transferring between transit operators will have minimal waiting times. This coordination will require transit agencies to communicate with each other as many weeks as possible in advance of any planned schedule change to the services that may affect passenger transfers.

B. The El Segundo Project Manager for this project shall be the Recreation and Parks Director, or designee. BCT coordinator for this project shall be the Community Services Director or his/her designee.

9. **WAIVER OF BREACH**
The waiver of each party of any breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that same or any other provision.

10. **NOTICES**
A. All notices, requests, demands, or other communications under this Agreement shall be in writing. Notice shall be given as follows:

(1) Personal Delivery. Personally delivered to the recipient. Notice is effective on delivery.

(2) First Class Mail. First class to the last address of the recipient known to the party giving notice. Notice is effective three mail delivery days after deposit in a United States Postal Service office or mailbox.

(3) Certified Mail. Certified mail with return receipt requested. Notice is effective on receipt, if delivery is confirmed by a return receipt.

(4) Overnight Delivery. Delivered by an overnight delivery service, charges prepaid or charged to the sender's account. Notice is effective on delivery, if delivery is confirmed by the delivery service.

(5) Facsimile Transmission. Sent by fax to the last fax number of the recipient known to the party giving notice. Notice is effective upon receipt. Any notice given by fax shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

(6) Email. Sent by email to the last email address of the recipient known to the party giving notice. Notice is effective upon receipt. Any notice given

by email shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice shall be as follows:

Beach Cities Transit:	City of Redondo Beach Transit Operations and Transportation Facilities Manager Attention: Line 109 1922 Artesia Blvd. Redondo Beach, CA 90278 Email: joyce.rooney@redondo.org Fax Number: 310-798-8273
With a copy to:	City of Redondo Beach The City Clerk's Office 415 Diamond Street Redondo Beach, CA 90277-2836 Email: cityclerk@redondo.org Fax Number: 310- 374-0220
El Segundo:	City of El Segundo Community Services Director Attention: Line 109 350 Main Street El Segundo, CA 90245-3813 Email: jjones@elsegundo.org
With a copy to:	City of El Segundo City Clerk 350 Main Street El Segundo, CA 90245-3813 Fax Number: 310-615-0529

B. Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified, shall be deemed effective as of the first date the notice was refused, unclaimed or deemed undeliverable by the postal authorities, messenger or overnight delivery service.

C. Either party may change its address, fax number, or email by giving the other party written notice of the change.

11. SEVERABILITY

Should any part, term or provision of this Agreement or any document required herein to be executed be declared invalid, void or unenforceable, all remaining parts, terms and provisions

hereof shall remain in full force and effect and shall in no way be invalidated, impaired or affected thereby.

12. INTEGRATION; AMENDMENT

This Agreement represents the entire understanding of El Segundo and Redondo Beach as to those matters contained in it. No prior oral or written understanding shall be of any force or effect with respect to the terms of this Agreement. The Agreement may not be modified or altered except by written amendment executed by both parties.

13. INTERPRETATION

The terms of this Agreement should be construed in accordance with the meaning of the language used and should not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction that might otherwise apply.

14. GOVERNING LAW; JURISDICTION

This Agreement will be administered and interpreted under the laws of the State of California. Jurisdiction of any litigation arising from the Agreement will be in Los Angeles County, California.

15. COMPLIANCE WITH STATUTES AND REGULATIONS

BCT will be knowledgeable of and will comply with all applicable federal, state, county and city statutes, rules, regulations, ordinances and orders.

16. NON-LIABILITY OF CITIES

No officer or employee of either city shall be personally liable to the other, in the event of any default or breach thereunder.

17. INDEMNIFICATION

Each party hereby agrees to defend, protect, indemnify and hold harmless the other party, its officers, employees, volunteers, agents, elected and appointed officials, and members of boards and commissions from and against any and all loss, damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, and judgments, including reasonable attorney's fees, expert fees and costs of suit arising directly or indirectly from or in any manner related to or in connection with or caused by the performance or failure of the party, its agents, servants or employees to perform the services required of the party's employees under the terms of this Agreement.

18. AUTHORITY

Each party warrants that the individuals who have signed this Agreement have the legal power, right and authority to enter into and execute this Agreement on behalf of each respective party.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement, as of this ____ day of _____, 2022.

CITY OF REDONDO BEACH

By: _____
William C. Brand, Mayor

APPROVED AS TO FORM:

_____
Michael W. Webb, City Attorney

ATTEST:

_____
Eleanor Manzano, City Clerk

CITY OF EL SEGUNDO

By: _____
Drew Boyles, Mayor

APPROVED AS TO FORM:

_____
Mark D. Hensley, City Attorney

ATTEST:

_____
Tracy Weaver, City Clerk

Attachment A: Line 109 Map



Attachment B: BCT Line 109 Time Schedule

NORTH BOUND 109 — Redondo Beach Riviera Village to LAX Bus Center

MONDAY THROUGH FRIDAY

Palos Verdes Bl & Via Valencia	Hermosa Ave & 10th St	Highland Ave & 14th St	Park Place at Douglas	Main St & Holly Ave	Aviation Station	LAX Bus Center
7	8	9	10	11	12	13
-:-	-:-	-:-	-:-	-:-	-:-	-:-
-:-	-:-	-:-	-:-	-:-	-:-	-:-
6:00	6:17	6:28	6:42	6:53	7:03	7:13
6:30	6:47	6:58	7:12	7:23	7:33	7:43
7:25	7:42	7:53	8:07	8:18	8:28	8:38
8:10	8:27	8:38	8:52	9:07	9:17	9:27
8:50	9:07	9:18	9:32	9:47	9:57	10:07
9:35	9:52	10:03	10:17	10:32	10:42	10:52
10:25	10:42	10:53	11:07	11:22	11:32	11:42
11:10	11:27	11:38	11:52	**12:07**	**12:17**	**12:27**
11:50	**12:07**	**12:18**	**12:32**	**12:47**	**12:57**	**1:07**
12:35	**12:52**	**1:03**	**1:17**	**1:32**	**1:42**	**1:52**
1:45	**2:02**	**2:13**	**2:27**	**2:42**	**2:52**	**3:02**
2:30	**2:47**	**2:58**	**3:12**	**3:27**	**3:37**	**3:47**
3:10	**3:27**	**3:38**	**3:52**	**4:07**	**4:17**	**4:27**
3:55	**4:12**	**4:23**	**4:37**	**4:52**	**5:02**	**5:12**
4:45	**5:02**	**5:13**	**5:27**	**5:42**	**5:52**	**6:02**
5:30	**5:47**	**5:58**	**6:12**	**6:27**	**6:37**	**6:47**
6:10	**6:27**	**6:38**	**6:52**	**7:07**	**7:17**	**7:27**
6:55	**7:12**	**7:23**	**7:37**	**7:52**	**8:02**	**8:12**
7:45	**8:02**	**8:13**	**8:27**	**8:42**	**8:52**	**9:02**
8:30	**8:47**	**8:58**	**9:12**	**9:27**	**9:37**	**9:47**
AM	**PM**					

SATURDAY & SUNDAY

Palos Verdes Bl & Via Valencia	Hermosa Ave & 10th St	Highland Ave & 14th St	Park Place at Douglas	Main St & Holly Ave	Aviation Station	LAX Bus Center
7	8	9	10	11	12	13
-:-	-:-	-:-	-:-	-:-	-:-	-:-
6:05	6:22	6:33	6:47	7:02	7:12	7:22
7:05	7:22	7:33	7:47	8:02	8:12	8:22
8:15	8:32	8:43	8:57	9:12	9:22	9:32
9:10	9:27	9:38	9:52	10:07	10:17	10:27
10:10	10:27	10:38	10:52	11:07	11:17	11:27
11:15	11:32	11:43	11:57	**12:12**	**12:22**	**12:32**
12:10	**12:27**	**12:38**	**12:52**	**1:07**	**1:17**	**1:27**
1:10	**1:27**	**1:38**	**1:52**	**2:07**	**2:17**	**2:27**
2:35	**2:52**	**3:03**	**3:17**	**3:32**	**3:42**	**3:52**
3:30	**3:47**	**3:58**	**4:12**	**4:27**	**4:37**	**4:47**
4:30	**4:47**	**4:58**	**5:12**	**5:27**	**5:37**	**5:47**
5:35	**5:52**	**6:03**	**6:17**	**6:32**	**6:42**	**6:52**
6:30	**6:47**	**6:58**	**7:12**	**7:27**	**7:37**	**7:47**
7:30	**7:47**	**7:58**	**8:12**	**8:27**	**8:37**	**8:47**
8:30	**8:47**	**8:58**	**9:12**	**9:27**	**9:37**	**9:47**
AM	**PM**					

SOUTH BOUND 109 — LAX Bus Center to Redondo Beach Riviera Village

MONDAY THROUGH FRIDAY

LAX Bus Center	Aviation Station	Main St & Holly Ave	Park Place at Douglas	Highland Ave & 14th St	Hermosa Ave & 11th St	Palos Verdes Bl & Via Valencia
13	12	11	10	9	8	7
5:55	6:07	6:21	6:39	6:51	7:00	7:15
6:40	6:52	7:06	7:24	7:36	7:45	8:00
7:20	7:32	7:46	8:04	8:16	8:25	8:40
8:05	8:17	8:31	8:49	9:01	9:10	9:25
8:55	9:07	9:21	9:39	9:51	10:00	10:15
9:40	9:52	10:06	10:24	10:36	10:45	11:00
10:20	10:32	10:46	11:04	11:16	11:25	11:40
11:05	11:17	11:31	11:49	**12:01**	**12:10**	**12:25**
12:15	**12:27**	**12:41**	**12:59**	**1:11**	**1:20**	**1:35**
1:00	**1:12**	**1:26**	**1:44**	**1:56**	**2:05**	**2:20**
1:40	**1:52**	**2:06**	**2:24**	**2:36**	**2:45**	**3:00**
2:25	**2:37**	**2:51**	**3:09**	**3:21**	**3:30**	**3:45**
3:15	**3:27**	**3:41**	**3:59**	**4:11**	**4:20**	**4:35**
4:00	**4:12**	**4:26**	**4:44**	**4:56**	**5:05**	**5:20**
4:40	**4:52**	**5:06**	**5:24**	**5:36**	**5:45**	**6:00**
5:25	**5:37**	**5:51**	**6:09**	**6:21**	**6:30**	**6:45**
6:15	**6:27**	**6:41**	**6:59**	**7:11**	**7:20**	**7:35**
7:00	**7:12**	**7:26**	**7:44**	**7:56**	**8:05**	**8:20**
7:40	**7:52**	**8:06**	**8:24**	**8:36**	**8:45**	**9:00**
8:25	**8:37**	**8:51**	**9:09**	**9:21**	**9:30**	**9:45**
AM	**PM**					

SATURDAY & SUNDAY

LAX Bus Center	Aviation Station	Main St & Holly Ave	Park Place at Douglas	Highland Ave & 14th St	Hermosa Ave & 11th St	Palos Verdes Bl & Via Valencia
13	12	11	10	9	8	7
6:45	6:57	7:11	7:29	7:41	7:50	8:05
7:40	7:52	8:06	8:24	8:36	8:45	9:00
8:40	8:52	9:06	9:24	9:36	9:45	10:00
9:45	9:57	10:11	10:29	10:41	10:50	11:05
10:40	10:52	11:06	11:24	11:36	11:45	**12:00**
11:40	11:52	**12:06**	**12:24**	**12:36**	**12:45**	**1:00**
1:05	**1:17**	**1:31**	**1:49**	**2:01**	**2:10**	**2:25**
2:00	**2:12**	**2:26**	**2:44**	**2:56**	**3:05**	**3:20**
3:00	**3:12**	**3:26**	**3:44**	**3:56**	**4:05**	**4:20**
4:05	**4:17**	**4:31**	**4:49**	**5:01**	**5:10**	**5:25**
5:00	**5:12**	**5:26**	**5:44**	**5:56**	**6:05**	**6:20**
6:00	**6:12**	**6:26**	**6:44**	**6:56**	**7:05**	**7:20**
7:05	**7:17**	**7:31**	**7:49**	**8:01**	**8:10**	**8:25**
8:00	**8:12**	**8:26**	**8:44**	**8:56**	**9:05**	**9:20**
8:55	**9:07**	**9:21**	**9:39**	**9:51**	**10:00**	**10:15**
AM	**PM**					

BCT does not operate on Thanksgiving Day, Christmas Day and New Year's Day.

Saturday schedules are operated on Memorial Day, Independence Day, Labor Day and Veterans Day.

EFFECTIVE JANUARY 2018

BCT Beach Cities Transit — More to See redondo BEACH

310.802.7686 | 424.212.4299 | beachcitiestransit.org | BCT@redondo.org | Redondo Beach City Hall, 415 Diamond St

Attachment C
Beach Cities Transit Line 109
Route Service Mile Calculations by City

Route Miles	NB Miles	SB Miles	*Average Miles Per City*	*Allocation Formula %*
Redondo Beach & Los Angeles	5.3	6.9	***6.1***	***34.95%***
Hermosa Beach	2.2	1.6	***1.90***	***10.89%***
Manhattan Beach	3.4	2.2	***2.8***	***16.05%***
El Segundo	7.7	5.6	***6.65***	***38.11%***
Total Miles	18.6	16.3	***17.45***	***100.00%***

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Consent
Item Number: B.7

TITLE:

Resolution Allowing Continued Teleconferenced Public Meetings

RECOMMENDATION:

1. Approve the proposed resolution to continue the City's utilization of relaxed teleconferencing requirements under the Brown Act.

FISCAL IMPACT:

The proposed action would have no significant fiscal impact on the General Fund.

BACKGROUND:

Assembly Bill No. 361 (“AB 361”) amended certain provisions of the Ralph M. Brown Act governing open meetings to allow teleconferencing, including internet-based video conferencing, in a manner similar to previously-issued gubernatorial executive orders. AB 361 allows a legislative body to continue utilizing teleconferencing to conduct public meetings under certain circumstances, provided it makes certain findings outlined in Government Code § 54953(e). Government Code § 54953(f) allows the municipal, but not state, legislative bodies to continue such teleconferencing until the earlier of the lifting of the Governor’s state of emergency declaration or December 31, 2023, so long as certain findings are made every 30 days.

DISCUSSION:

Since the Governor’s state of emergency is still effective and the County of Los Angeles continues to strongly recommend certain masking and social distancing measures, the necessary findings can be made for the City Council to adopt the proposed Resolution allowing the continued use of “hybrid” teleconferenced meetings pursuant to Government Code §§ 54953(e) and 54953(f) for a period of 30 days from the date of adoption of the propsoed Resolution.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Engagement, and Communication; Embrace Diversity, Equity, and Inclusion

Objective 1A: El Segundo provides unparalleled service to internal and external customers.

Objective 1 B: El Segundo's engagement with the community ensures excellence.

PREPARED BY:
Joaquin Vasquez, Assistant City Attorney
REVIEWED BY:
Mark Hensley, City Attorney
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. ES- Reso AB 361 Extension 06132022

RESOLUTION NO. _____-

A RESOLUTION OF THE CITY COUNCIL OF CITY OF EL SEGUNDO FINDING THAT CERTAIN CONDITIONS EXIST TO CONTINUE CONDUCTING PUBLIC MEETINGS VIA TELECONFERENCING PURUSANT TO GOVERNMENT CODE SECTION §§ 54953(e) AND 54953(f).

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. On March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency to exist in California due to the threat of the COVID-19 pandemic and such State of Emergency has not been rescinded by either the Governor or the California Legislature.

B. This gubernatorial proclamation, among other things, suspended local government emergency declaration, reporting, and extension requirements of Government Code § 8630 for the duration of the COVID-19 pandemic.

C. Effective September 16, 2021, Assembly Bill No. 361 ("AB 361") took effect which, among other things, amends certain provisions of the Ralph M. Brown Act ("Brown Act") governing open meetings to allow teleconferencing, including internet-based video conferencing, in a manner similar to previously issued gubernatorial executive orders.

D. During a proclaimed state of emergency, AB 361 allows a legislative body, like the City Council, to continue utilizing teleconferencing to conduct public meetings under certain circumstances, provided the legislative body makes certain findings.

E. The City Council has previously adopted and made findings to continue meeting via teleconferencing pursuant to AB 361 and seeks to make additional findings under Government Code § 54953(e) to continue such teleconferencing use.

F. The Los Angeles County Department of Public Health issued an order, effective April 22, 2022, maintaining its position that masks are "strongly recommended" in indoor settings to prevent transmission of COVID-19.

SECTION 2. *Teleconferencing; Ratification.*

A. Pursuant to Government Code § 54953(e), the City Council has reconsidered the circumstances of the state of emergency finds as follows:

1. California continues to be in a declared state of emergency pursuant to Government Code § 8625 (the California Emergency Services Act; *see* Government Code § 54953(e)(3); *see also* Governor's Proclamation dated March 4, 2020); and

2. Based upon the most recent Order of the Health Officer for County of Los Angeles Department of Public Health (dated April 21, 2022 and effective April 22, 2022), masks are strongly recommended to curb the spread of COVID-19 (Government Code § 54953(e)(3)(B)(ii)).

B. Accordingly, to protect public health and safety the City Council:

1. Finds that it is in the public interest to conduct City Council meetings via teleconference as defined by Government Code § 54953;

2. Authorizes City Council members to appear at regular and special meetings in person; and

3. Authorizes public officials, designated by the City Manager, or designee, to attend such City Council meetings if presenting matters to the legislative body or if the official's presence at the meeting is otherwise deemed necessary by the City Manager or designee.

C. The City Council will adhere to all requirements of Government Code § 54953 governing teleconferencing during the emergency including, without limitation, posting agendas; allowing for real-time public comment via either call-in or internet-based; allowing for written communications that will be either read or summarized into the record during the meeting as determined by the City Council; and protecting the statutory and constitutional rights of all persons appearing before the legislative body.

SECTION 3. *Environmental Review.* This Resolution itself and the actions anticipated herein were reviewed pursuant to the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, et seq., the "CEQA Guidelines"). Based upon that review, this action is exempt from further review pursuant to CEQA Guidelines § 15269(a) because the protection of public

and private property is necessary to maintain service essential to the public, health and welfare.

SECTION 4. *Reporting.* Every 30 days following adoption of this Resolution, the City Council will reconsider the extension of the teleconferencing method of public meetings in accordance with Government Code § 54953(e)(3). Such determinations may be placed on the consent calendar.

SECTION 5. *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 6. *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 7. *Effective Date.* This Resolution will take effect immediately upon adoption and will remain effective unless repealed or superseded.

SECTION 8. *City Clerk Actions*. 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 AND ADOPTED this ___ day of _____, 2022.

_____
Drew Boyles, Mayor

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, hereby certify that the whole number of members of the City Council of the 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 _____, 2022, and the same was so passed and adopted by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

_____
Tracy Weaver, City Clerk

APPROVED AS TO FORM:
MARK HENSLEY, CITY ATTORNEY

_____
Joaquin Vazquez, Deputy City Attorney

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Consent
Item Number: B.8

TITLE:

Investment Portfolio Report for March, 2022

RECOMMENDATION:

1. Receive and file Investment Portfolio Report dated March 2022.

FISCAL IMPACT:

None

BACKGROUND:

The Treasury Department provides an Investment Portfolio Report presented to City Council on a quarterly basis. This current report includes the status of Treasury investment activities and related economic indicators as of March, 2022.

DISCUSSION:

See attached Investment Portfolio Report.

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.

PREPARED BY:
Matthew Robinson, City Treasurer
REVIEWED BY:
Matthew Robinson, City Treasurer

APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. March 2022 Portfolio Report

CITY OF EL SEGUNDO

City of El Segundo Investment Portfolio Report March 2022

Certified By:

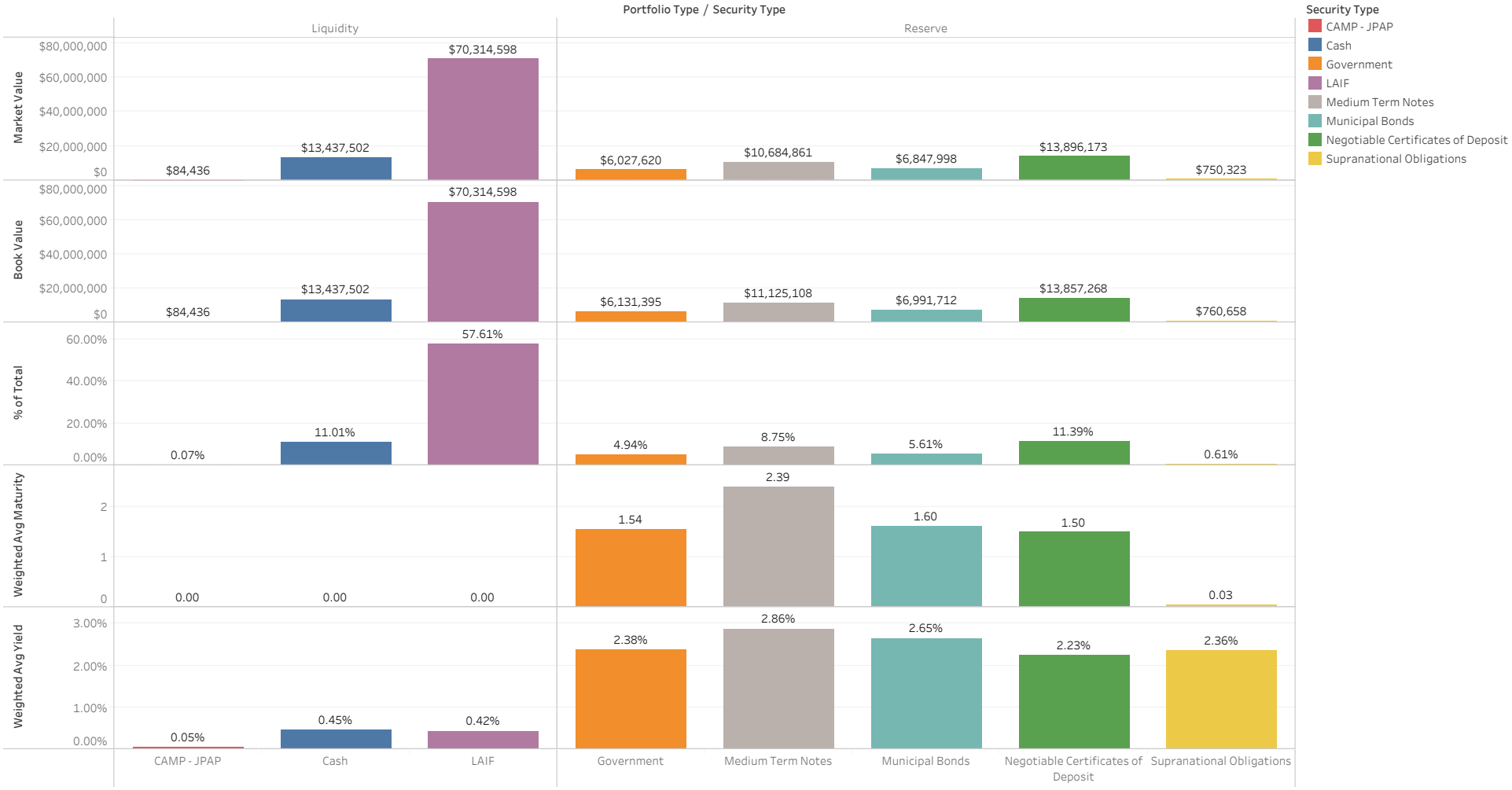
City Treasurers Office

CITY OF EL SEGUNDO

Portfolio

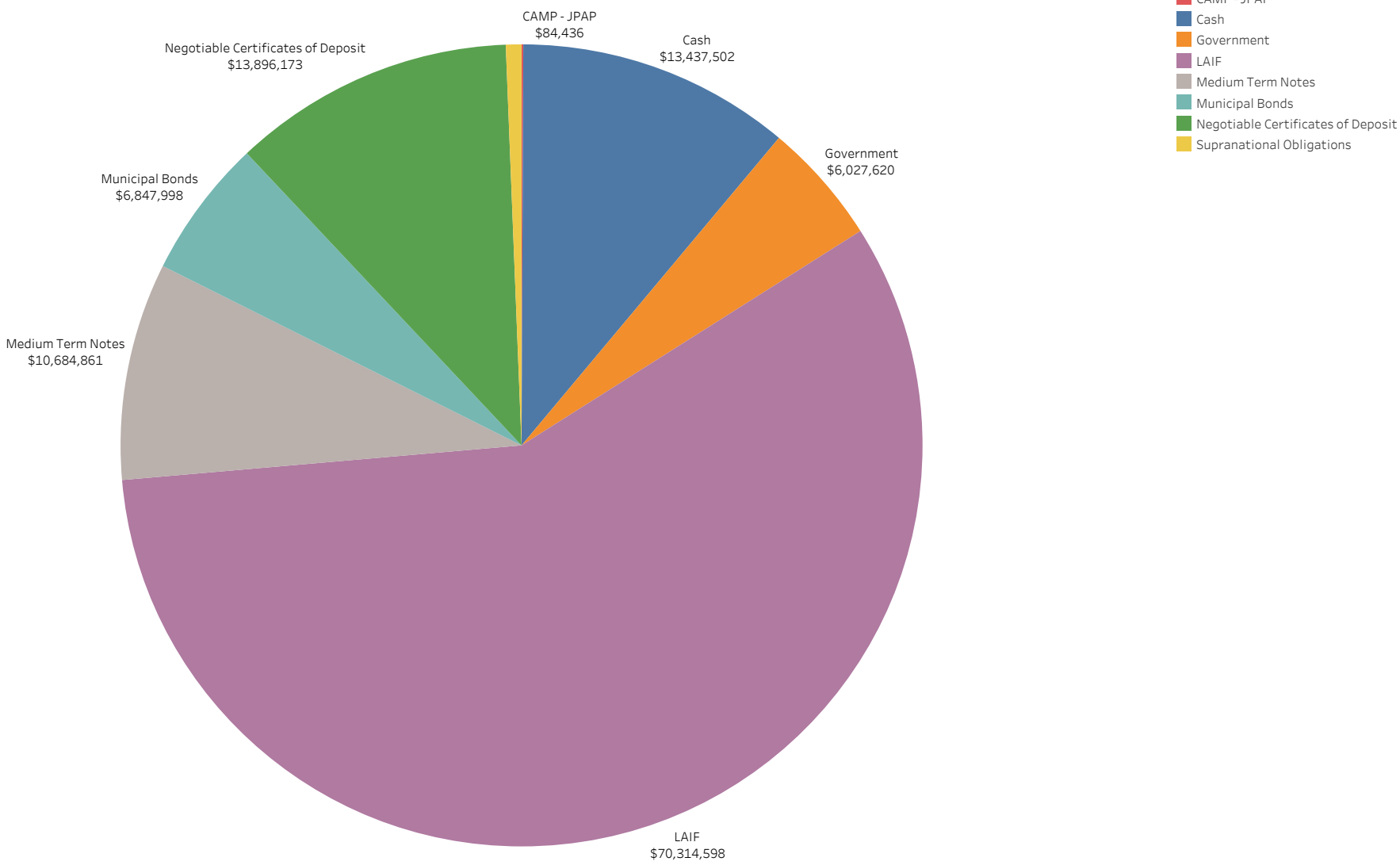
Portfolio Summary

As of March 2022



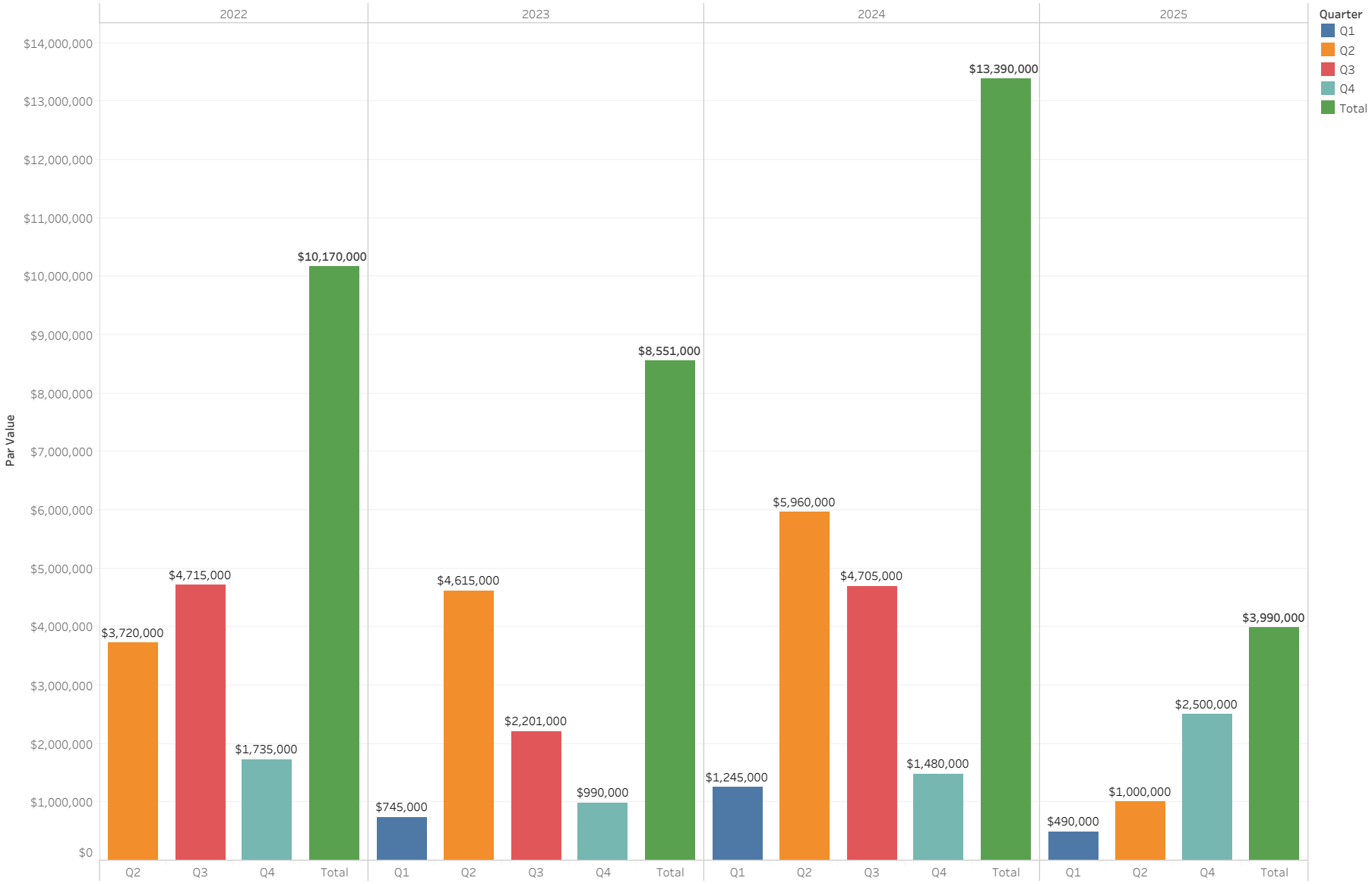
Investments by Security Type

As of March 2022



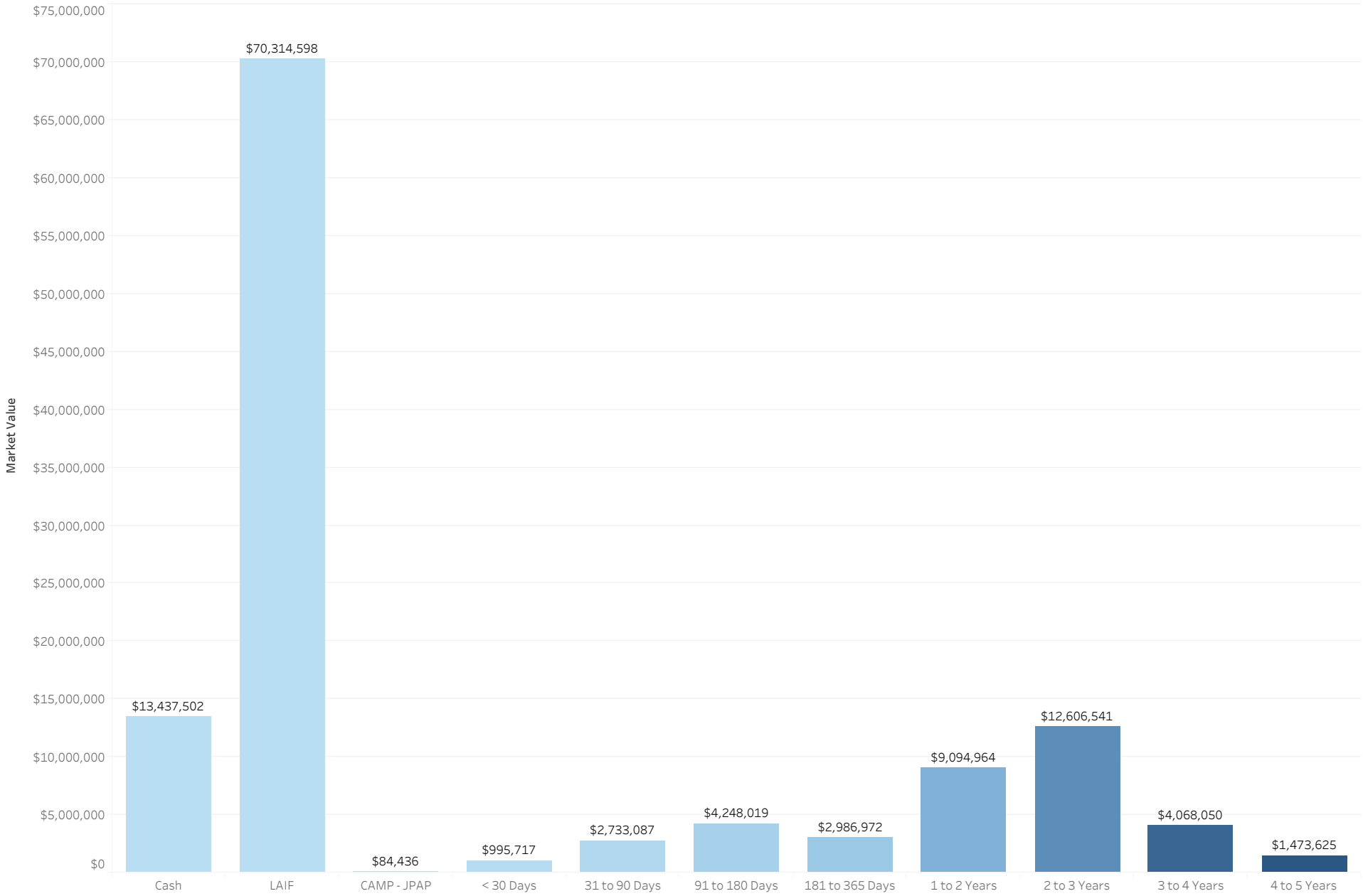
Reserve Portfolio Ladder by Quarter

As of March 2022



Investments by Maturity Date

As of March 2022



Portfolio

As of March 2022

Portfolio Ty..	Security Type	Issuer	CUSIP	Days to Maturity	Coupon	Par Value	Market Value	Book Value	Unrealized P/L
Liquidity	Cash	Bank	Cash	1	0.45%	$13,437,502	$13,437,502	$13,437,502	$0
	LAIF	LAIF	LAIF	1	0.42%	$70,314,598	$70,314,598	$70,314,598	$0
	CAMP - JPAP	CAMP - JPAP	CAMP - JPAP	1	0.05%	$84,436	$84,436	$84,436	$0
Reserve	Government	F H L M C	3137EAEN5	445	2.73%	$1,000,000	$1,009,130	$1,017,080	$0
		FEDERAL AGRI MTG CORP	31422BPQ7	601	1.64%	$500,000	$495,805	$499,884	$0
		FEDERAL FARM CREDIT B	3133EKSN7	452	1.77%	$1,000,000	$997,660	$998,607	$0
			3133EKVE3	110	1.84%	$1,000,000	$1,002,970	$999,900	$0
		FEDERAL HOME LOAN BKS	3130A1XJ2	806	2.85%	$2,000,000	$2,018,500	$2,089,405	$0
		TENNESSEE VALLEY AUTH	880591ER9	899	2.85%	$500,000	$503,555	$526,520	$0
	Medium Term Notes	AMAZON COM INC	023135AJ5	243	2.49%	$500,000	$502,170	$499,990	$0
		APPLE INC	037833AK6	398	2.39%	$500,000	$502,700	$480,685	$0
		ASTRAZENECA FINANCE L	04636NAA1	1,519	1.29%	$500,000	$463,560	$501,040	$0
		BANK OF AMERICA CORP	06051GFX2	1,480	3.46%	$500,000	$506,195	$554,155	$0
		BERKSHIRE HATHAWAY IN	084670BR8	349	2.73%	$500,000	$503,485	$513,756	$0
		CATERPILLAR FINL SERV	14913QAA7	67	2.40%	$500,000	$500,905	$500,000	$0
		CIGNA CORP	125523AG5	1,325	4.00%	$500,000	$515,350	$564,210	$0
		CITIGROUP INC	172967KN0	1,492	3.37%	$500,000	$503,870	$550,715	$0
		COCA COLA CO THE	191216CL2	890	1.77%	$500,000	$494,865	$493,865	$0
		ESTEE LAUDER CO INC	29736RAN0	976	2.03%	$500,000	$491,640	$501,600	$0
		GOLDMAN SACHS GROUP I	38141GXJ8	1,097	3.47%	$500,000	$503,730	$545,605	$0
		INTERCONTINENTAL EXCH	45866FAD6	1,341	3.67%	$500,000	$511,370	$557,000	$0
		JOHNS HOPKINS HEALTH	478111AB3	410	2.76%	$145,000	$145,361	$141,068	$0
		MEAD JOHNSON NUTRITIO	582839AH9	1,325	4.03%	$500,000	$511,875	$565,170	$0
		MORGAN STANLEY	61746BDZ6	1,398	3.80%	$500,000	$509,510	$561,240	$0
		NEW YORK LIFE GLOBAL	64952WCS0	71	2.29%	$500,000	$501,130	$500,000	$0
		ORACLE CORP	68389XBL8	533	2.41%	$500,000	$498,140	$492,550	$0
		STRYKER CORP	863667AH4	1,311	3.35%	$500,000	$504,195	$548,175	$0
		TOYOTA MOTOR CREDIT C	89236TCQ6	104	2.79%	$500,000	$502,000	$490,620	$0
		UNITED PARCEL SERVICE	911312BT2	885	2.21%	$500,000	$497,600	$504,105	$0
		UNITEDHEALTH GROUP IN	91324PDN9	1,355	3.61%	$500,000	$513,005	$560,625	$0
		WAL MART STORES INC	931142DU4	259	2.34%	$500,000	$502,205	$498,935	$0
	Municipal Bonds	CONNECTICUT ST B	20772JL75	123	2.75%	$500,000	$502,995	$508,400	$0
		CONNECTICUT ST TXBL S	20772KGN3	746	3.02%	$1,000,000	$1,008,160	$1,064,850	$0
		GOODRICH MI AREA SCH	382406PY6	396	2.70%	$300,000	$302,253	$304,584	$0
		HOUSTON TX REF SER B	4423315T7	701	1.97%	$1,000,000	$990,290	$1,006,410	$0
		LA QUINTA CA REDEV AG	50420BCL4	154	2.90%	$1,000,000	$1,007,510	$1,007,590	$0
		LAS VEGAS NV TAXABLE	5176968H6	62	3.14%	$545,000	$547,060	$546,363	$0
		NEW YORK NY TXBL FISC	64966QCA6	854	2.16%	$1,000,000	$986,270	$1,003,750	$0
		ONTARIO CA INTERNATIO	683042AJ4	1,141	2.90%	$500,000	$499,015	$538,090	$0
		OREGON ST DEPT ADMINI	68607VT47	732	2.79%	$500,000	$503,605	$510,125	$0
		TULSA CNTY OKLA INDPT	899593MG9	793	2.60%	$500,000	$500,840	$501,550	$0
	Negotiable Certificates of Deposit	1ST SECURITY BANK OF	33625CCP2	852	2.01%	$245,000	$243,523	$245,000	$0
		ABACUS FEDERAL SAVING	00257TBF2	855	2.01%	$245,000	$243,501	$245,000	$0
		ALLEGIANCE BNK TEXAS	01748DAX4	182	2.14%	$245,000	$246,566	$245,000	$0

Portfolio

As of March 2022

Portfolio Ty..	Security Type	Issuer	CUSIP	Days to Maturity	Coupon	Par Value	Market Value	Book Value	Unrealized P/L
Reserve	Negotiable Certificates of Deposit	ALLY BK MIDVALE UTAH	02007GKC6	67	2.49%	$245,000	$245,933	$245,000	$0
		ALMA BK ASTORIA NEW Y	020080BL0	895	1.77%	$245,000	$241,707	$245,000	$0
		AMERICAN EXPRESS CENT	02587DU55	61	2.37%	$245,000	$245,809	$245,000	$0
		AMERICAN ST BK SIOUX	029728BA9	757	2.48%	$245,000	$246,710	$245,000	$0
		BALBOA THRIFT LN ASSN	05765LAY3	475	2.04%	$245,000	$246,583	$245,000	$0
		BANK MIDWEST SPIRIT L	063615BP2	148	3.02%	$245,000	$247,345	$245,000	$0
		BANK OF NEW ENGLAND	06426KBE7	784	2.62%	$245,000	$247,379	$245,000	$0
		BANK3	06653LAJ9	351	0.90%	$245,000	$244,187	$245,000	$0
		CITADEL FED CR UN EXT	17286TAG0	1,064	1.69%	$245,000	$239,086	$245,000	$0
		COMMERCE BK GENEVA MI	20056QRZ8	818	2.30%	$245,000	$245,394	$245,000	$0
		COMMERCIAL BK HARROGA	20143PDX5	440	2.42%	$245,000	$247,869	$245,000	$0
		CONGRESSIONAL BK POTO	20726AAZ1	29	2.45%	$245,000	$245,394	$245,000	$0
		DENVER SVGS BK IOWA	249398BT4	447	2.23%	$245,000	$247,274	$245,000	$0
		DISCOVER BANK	2546726Y9	124	2.29%	$245,000	$246,426	$245,000	$0
		DNB FIRST NATL ASSN	25590AAH3	84	1.99%	$245,000	$245,875	$245,000	$0
		EAGLE BANK	27002YEJ1	201	2.53%	$245,000	$247,242	$245,000	$0
		ENCORE BK LITTLE ROCK	29260MAM7	501	1.99%	$245,000	$246,306	$245,000	$0
		ENERBANK USA SALT LAK	29278TMN7	601	1.80%	$245,000	$244,868	$245,000	$0
		ENTERPRISE BANK PA	29367RKT2	777	2.58%	$245,000	$247,134	$245,000	$0
		FIRST BK HIGHLAND PK	319141JC2	215	2.13%	$245,000	$246,793	$245,000	$0
		FIRST FMRS BK TR CONV	320165JK0	888	1.77%	$245,000	$241,778	$245,000	$0
		FIRST NATIONAL BANK O	32112UDM0	642	1.76%	$245,000	$244,255	$245,000	$0
		FIRST PREMIER BANK	33610RRF2	168	1.99%	$245,000	$246,360	$245,000	$0
		FIRST ST BK BUXTON ND	33648RAZ2	523	1.65%	$245,000	$244,976	$245,000	$0
		GENOA BKG CO OHIO	372348CJ9	853	1.96%	$245,000	$243,238	$245,000	$0
		GRAND RIV BK GRANDVIL	38644ABP3	855	2.01%	$245,000	$243,501	$245,000	$0
		HORIZON BK WAVERLY NE	44042TBQ6	516	1.69%	$231,000	$232,744	$227,867	$0
		INDUSTRIAL COML BK CH	45581EAX9	456	3.23%	$245,000	$250,441	$245,000	$0
		KNOX TVA EMPL CREDIT	499724AD4	517	3.18%	$245,000	$250,508	$245,000	$0
		KS STATEBANK MANHATTA	50116CBF5	412	2.28%	$200,000	$202,004	$199,700	$0
		LAFAYETTE FED CR UN R	50625LAE3	545	3.22%	$245,000	$250,745	$245,000	$0
		LIVE OAK BANKING COMP	538036GU2	972	1.88%	$245,000	$241,504	$245,000	$0
		MAINSTREET BANK	56065GAG3	757	2.58%	$245,000	$247,207	$245,000	$0
		MID MO BK SPRINGFIELD	59541KBV8	839	1.92%	$245,000	$243,079	$245,000	$0
		MORGAN STANLEY BK N A	61690UPF1	974	1.97%	$245,000	$242,124	$245,000	$0
		MORGAN STANLEY PVT BK	61760AYR4	742	2.76%	$245,000	$248,207	$245,000	$0
		NEIGHBORS FCU BATON R	64017AAM6	546	3.22%	$245,000	$250,758	$245,000	$0
		PARK VIEW FCU HARRISO	70087TAA3	159	1.79%	$245,000	$246,098	$245,000	$0
		PLAINS ST BK TEX	726547BK7	813	2.30%	$245,000	$245,424	$245,000	$0
		POPPY BK SANTA ROSA C	73319FAF6	1,083	1.15%	$245,000	$234,965	$245,000	$0
		PREFERRED BANK LA CAL	740367HP5	869	2.01%	$245,000	$243,383	$245,000	$0
		PRIVATE BANK AND TRUS	74267GVX2	35	2.00%	$200,000	$200,300	$199,700	$0
		RAYMOND JAMES BANK NA	75472RAU5	1,005	1.88%	$245,000	$241,151	$245,000	$0
		RIA FED CR UN	749622AL0	635	2.48%	$245,000	$247,470	$245,000	$0

Portfolio

As of March 2022

Portfolio Ty..	Security Type	Issuer	CUSIP	Days to Maturity	Coupon	Par Value	Market Value	Book Value	Unrealized P/L
Reserve	Negotiable Certificates of Deposit	RIVERBANK POCAHONTAS	76857AAB7	445	2.33%	$245,000	$247,573	$245,000	$0
		SALLIE MAE BANK	7954503Q6	88	2.24%	$245,000	$246,076	$245,000	$0
		SPRING BK BRONX N Y	849430AS2	161	1.99%	$245,000	$246,316	$245,000	$0
		STONE BK MTN VIEW ARK	86158RAV1	368	3.05%	$245,000	$249,398	$245,000	$0
		UBS BANK USA	90348JCR9	425	3.09%	$245,000	$249,856	$245,000	$0
		ULTIMA BK MINN WINGER	90385LCR8	181	3.07%	$245,000	$247,705	$245,000	$0
		UPPER PENNISUA STATE	91630PAS0	1,002	1.78%	$245,000	$240,524	$245,000	$0
		WASHINGTON FEDERAL	938828BJ8	876	2.06%	$245,000	$243,611	$245,000	$0
		WELLS FARGO BANK NA	949763B96	785	2.62%	$245,000	$247,377	$245,000	$0
		WELLS FARGO NATL BK W	949495AF2	274	1.84%	$245,000	$246,619	$245,000	$0
	Supranational Obligations	INTER AMERICAN DEVEL	45818WCK0	11	2.36%	$750,000	$750,323	$760,658	$0

CITY OF EL SEGUNDO

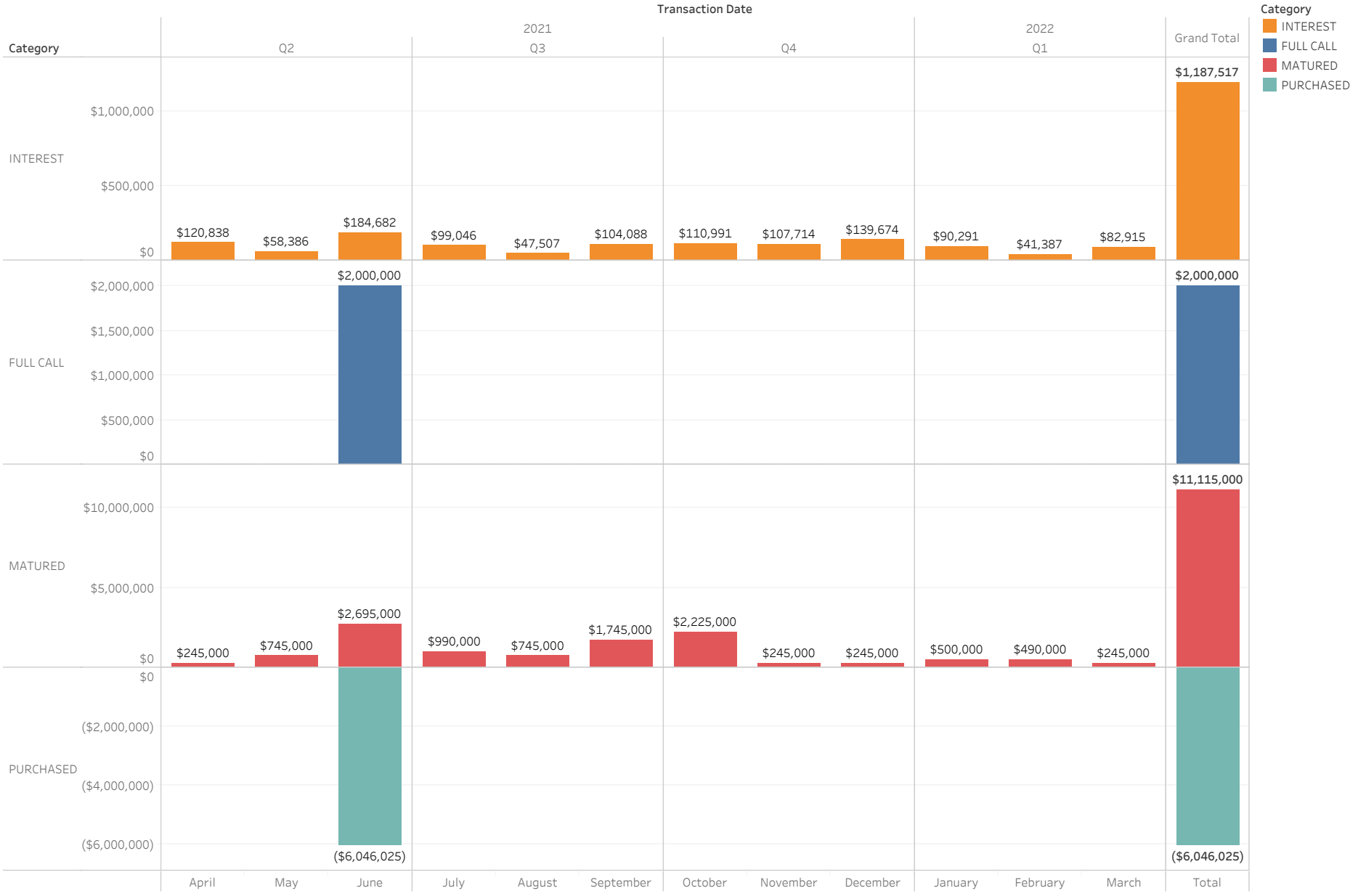
Transactions

Transactions

Prior 3 Months as of March 2022

Interest Received

As of March 2022



CITY OF EL SEGUNDO

Compliance

Asset Class Compliance

As of March 2022

Security Type	In Compliance?	Max Weight	Weight	Par Value	Book Value	Market Value
Cash	Y	100%	11.01%	$13,437,502	$13,437,502	$13,437,502
LAIF	Y	100%	57.61%	$70,314,598	$70,314,598	$70,314,598
CAMP - JPAP	Y	30%	0.07%	$84,436	$84,436	$84,436
Government	Y	100%	4.94%	$6,000,000	$6,131,395	$6,027,620
Medium Term Notes	Y	15%	8.75%	$10,645,000	$11,125,108	$10,684,861
Municipal Bonds	Y	10%	5.61%	$6,845,000	$6,991,712	$6,847,998
Negotiable Certificates of Deposit	Y	30%	11.39%	$13,861,000	$13,857,268	$13,896,173
Supranational Obligations	Y	10%	0.61%	$750,000	$760,658	$750,323
		Totals	**100.00%**	**$121,937,537**	**$122,702,677**	**$122,043,512**

Rating Compliance

As of March 2022

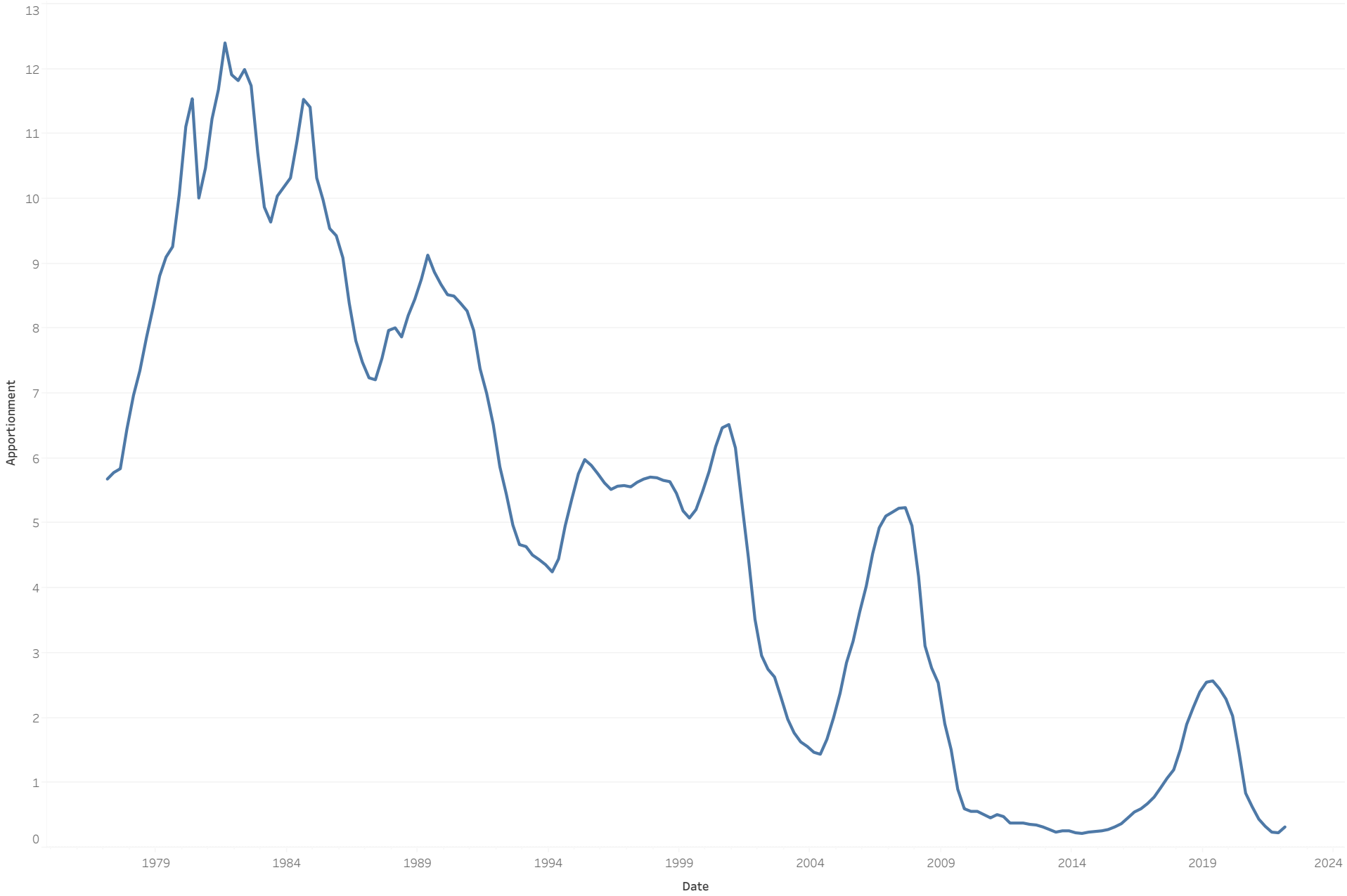
Security Type	Issuer	CUSIP	S&P Rating	Moody Rating	In Compliance?	Market Value	Weight	Maximum % of Portfolio
Medium Term Notes	AMAZON COM INC	023135AJ5	AA	A1	Y	$502,170	0.41%	3.00%
	APPLE INC	037833AK6	AA+	AAA	Y	$502,700	0.41%	3.00%
	ASTRAZENECA FINANCE L	04636NAA1	A-	A3	Y	$463,560	0.38%	3.00%
	BANK OF AMERICA CORP	06051GFX2	A-	A2	Y	$506,195	0.41%	3.00%
	BERKSHIRE HATHAWAY IN	084670BR8	AA	AA2	Y	$503,485	0.41%	3.00%
	CATERPILLAR FINL SERV	14913QAA7	A	A2	Y	$500,905	0.41%	3.00%
	CIGNA CORP	125523AG5	A-	BAA1	Y	$515,350	0.42%	3.00%
	CITIGROUP INC	172967KN0	BBB+	A3	Y	$503,870	0.41%	3.00%
	COCA COLA CO THE	191216CL2	A+	A1	Y	$494,865	0.41%	3.00%
	ESTEE LAUDER CO INC	29736RAN0	A+	A1	Y	$491,640	0.40%	3.00%
	GOLDMAN SACHS GROUP I	38141GXJ8	BBB+	A2	Y	$503,730	0.41%	3.00%
	INTERCONTINENTAL EXCH	45866FAD6	A-	A3	Y	$511,370	0.42%	3.00%
	JOHNS HOPKINS HEALTH	478111AB3	AA-	AA2	Y	$145,361	0.12%	3.00%
	MEAD JOHNSON NUTRITIO	582839AH9	A-	A3	Y	$511,875	0.42%	3.00%
	MORGAN STANLEY	61746BDZ6	BBB+	A1	Y	$509,510	0.42%	3.00%
	NEW YORK LIFE GLOBAL	64952WCS0	AA+	AAA	Y	$501,130	0.41%	3.00%
	ORACLE CORP	68389XBL8	BBB+	BAA2	Y	$498,140	0.41%	3.00%
	STRYKER CORP	863667AH4	BBB+	BAA1	Y	$504,195	0.41%	3.00%
	TOYOTA MOTOR CREDIT C	89236TCQ6	A+	A1	Y	$502,000	0.41%	3.00%
	UNITED PARCEL SERVICE	911312BT2	A-	A2	Y	$497,600	0.41%	3.00%
	UNITEDHEALTH GROUP IN	91324PDN9	A+	A3	Y	$513,005	0.42%	3.00%
	WAL MART STORES INC	931142DU4	AA	AA2	Y	$502,205	0.41%	3.00%
Municipal Bonds	CONNECTICUT ST B	20772JL75	A+	AA3	Y	$502,995	0.41%	5.00%
	CONNECTICUT ST TXBL S	20772KGN3	A+	AA3	Y	$1,008,160	0.83%	5.00%
	GOODRICH MI AREA SCH	382406PY6	AA	N/A	Y	$302,253	0.25%	5.00%
	HOUSTON TX REF SER B	4423315T7	AA	AA3	Y	$990,290	0.81%	5.00%
	LA QUINTA CA REDEV AG	50420BCL4	AA-	N/A	Y	$1,007,510	0.83%	5.00%
	LAS VEGAS NV TAXABLE	5176968H6	AA	AA2	Y	$547,060	0.45%	5.00%
	NEW YORK NY TXBL FISC	64966QCA6	AA	AA2	Y	$986,270	0.81%	5.00%
	ONTARIO CA INTERNATIO	683042AJ4	AA	N/A	Y	$499,015	0.41%	5.00%
	OREGON ST DEPT ADMINI	68607VT47	AAA	AA2	Y	$503,605	0.41%	5.00%
	TULSA CNTY OKLA INDPT	899593MG9	N/A	AA2	Y	$500,840	0.41%	5.00%
Supranational Obligatio..	INTER AMERICAN DEVEL	45818WCK0	AAA	AAA	Y	$750,323	0.61%	3.00%

CITY OF EL SEGUNDO

LAIF

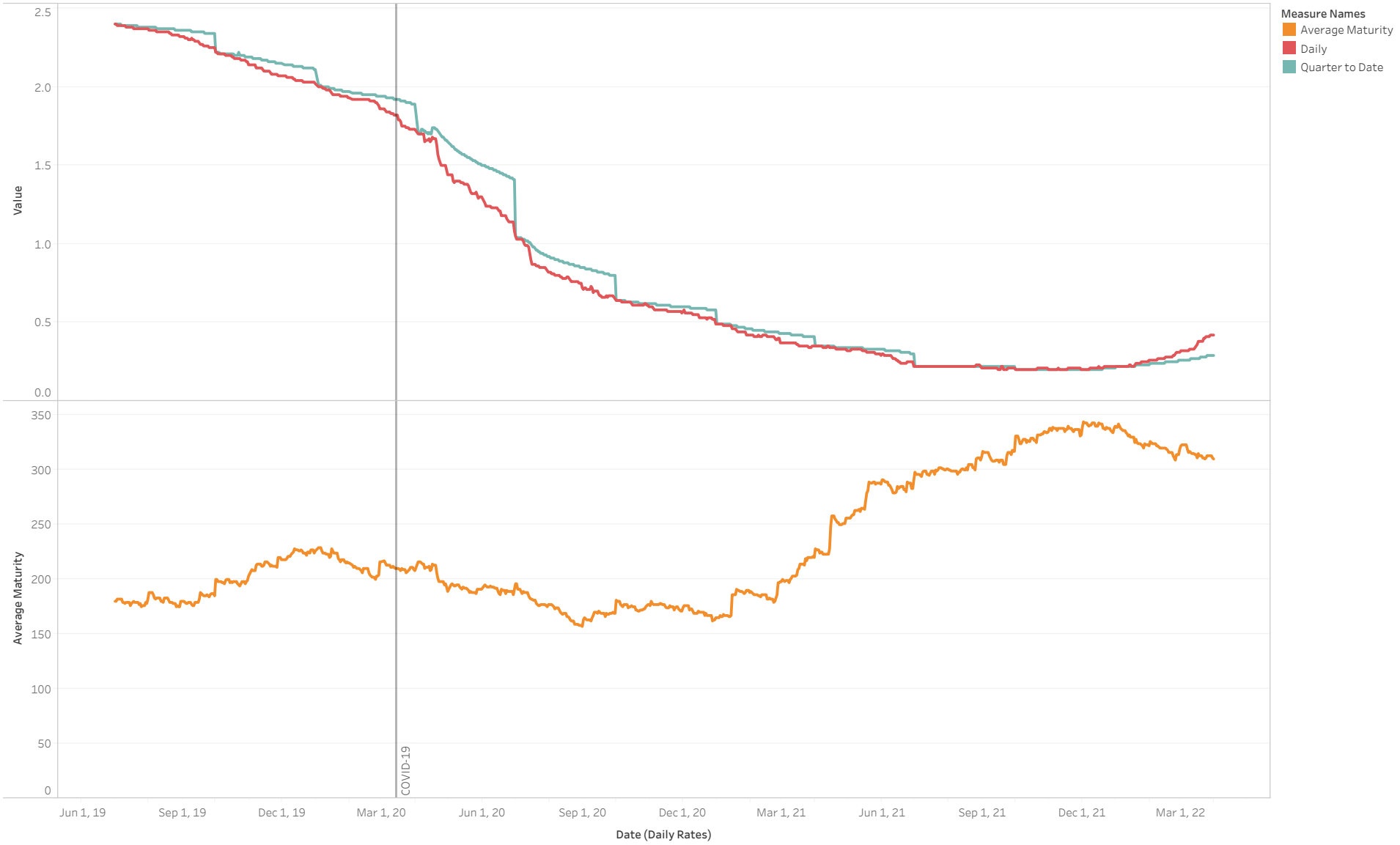
LAIF Apportionment Rates

As of March 2022



LAIF Diagnostics

As of March 2022



Rolling 13-Month Cash Flow Analysis

As of March 2022

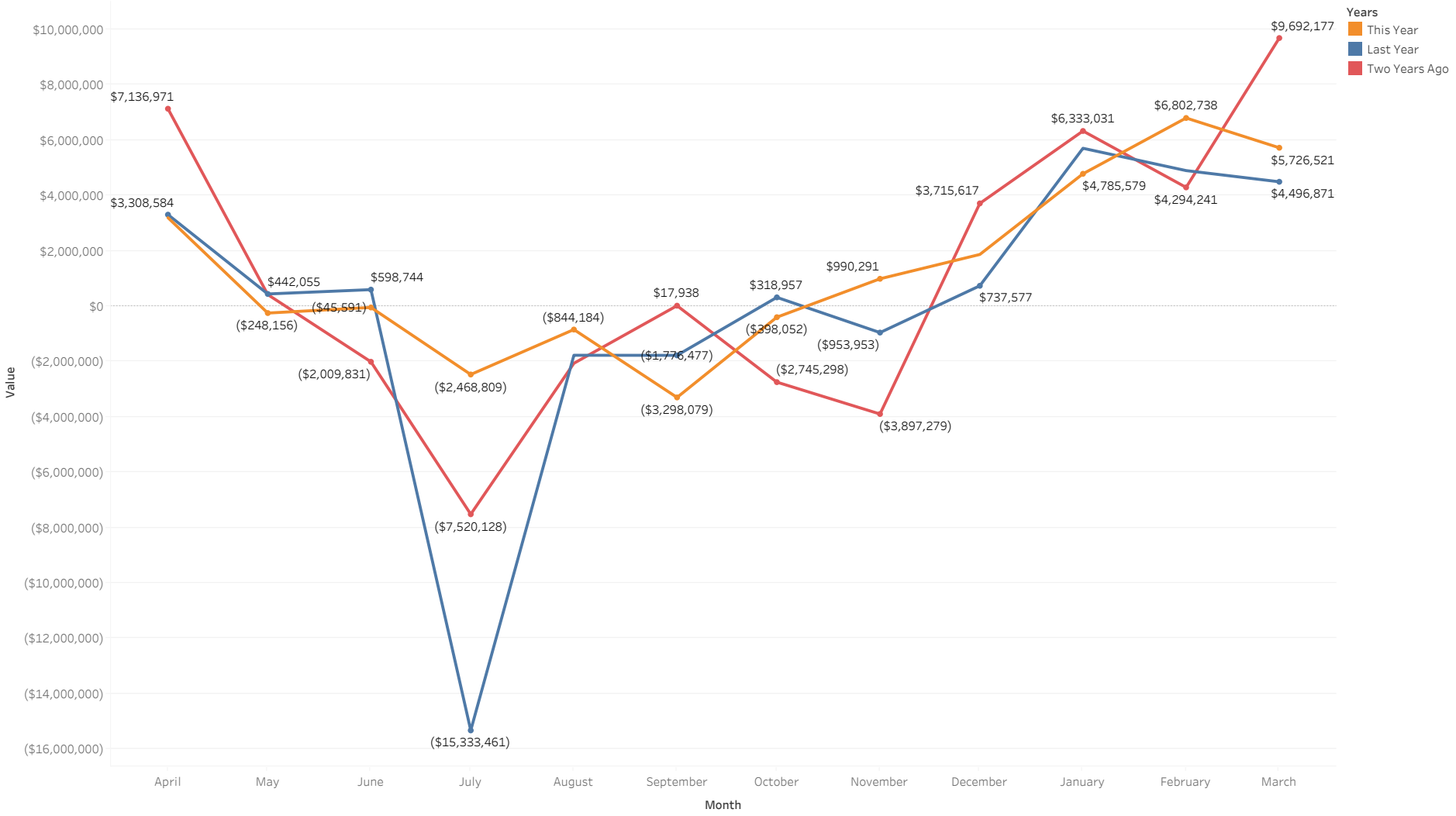


CITY OF EL SEGUNDO

City Cash Flows

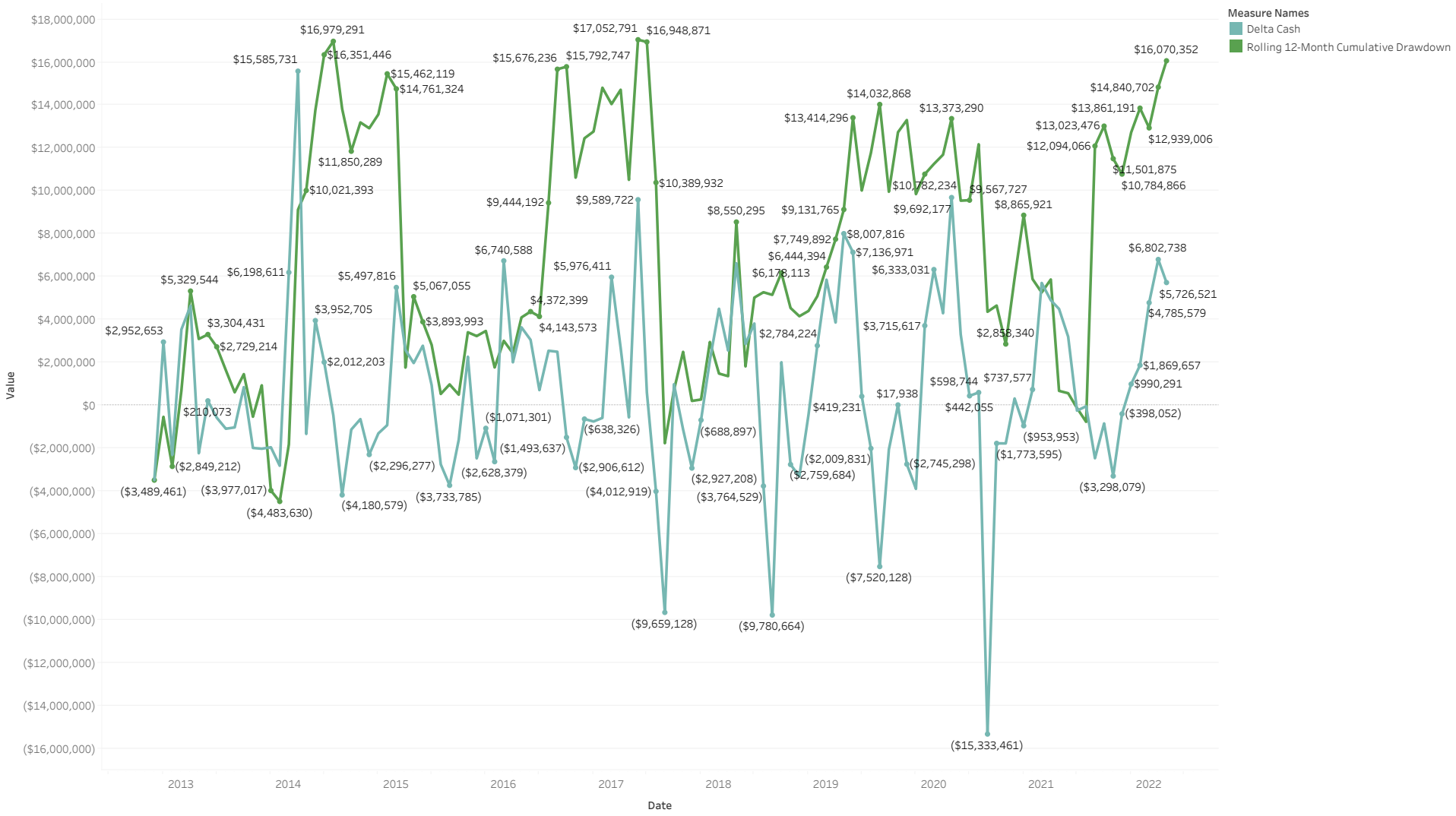
Net Change in Cash by Year

As of March 2022



Historic Drawdowns

As of March 2022

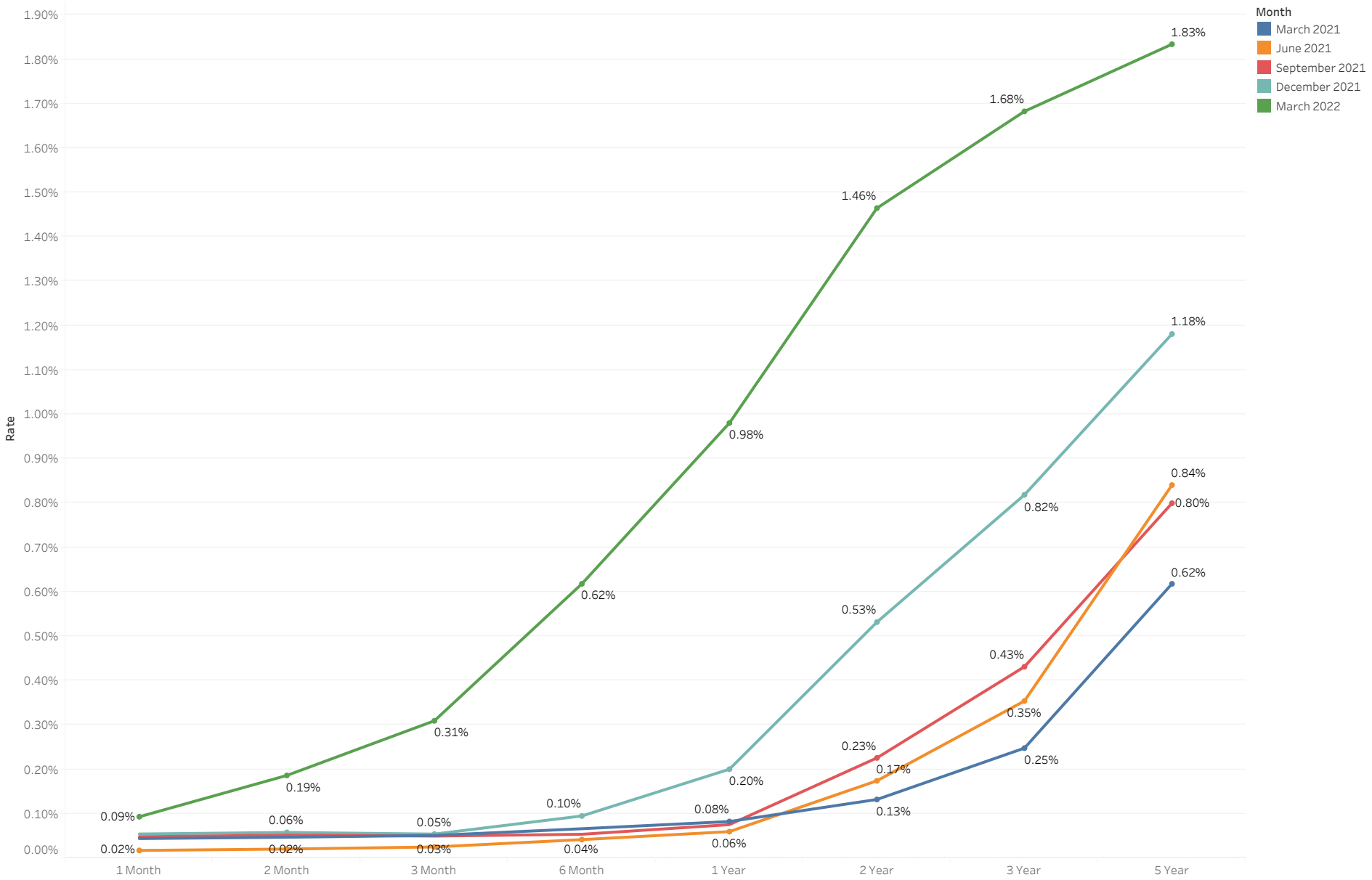


CITY OF EL SEGUNDO

Economic Environment

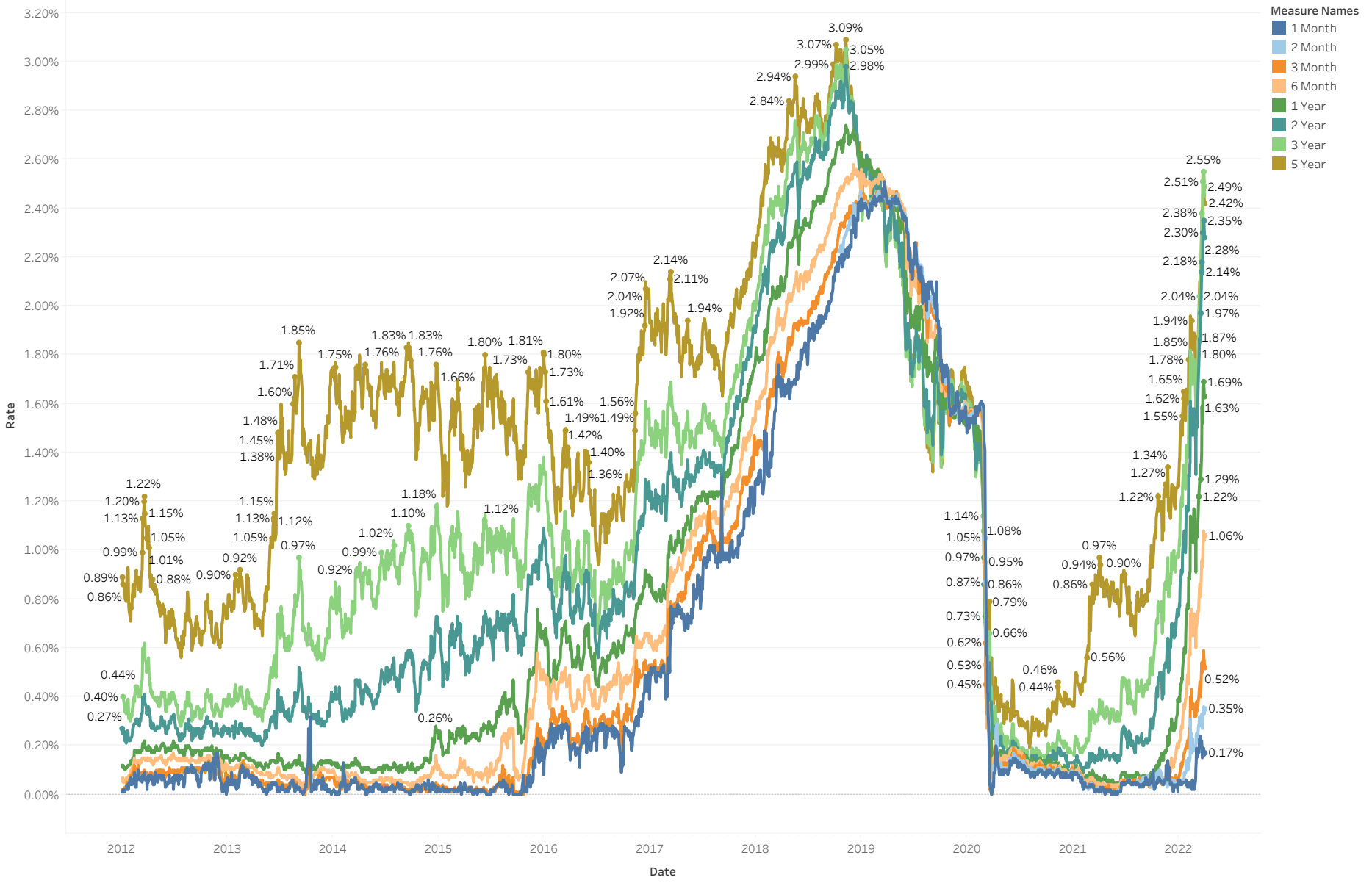
U.S. Treasury Yield Curve

As of March 2022



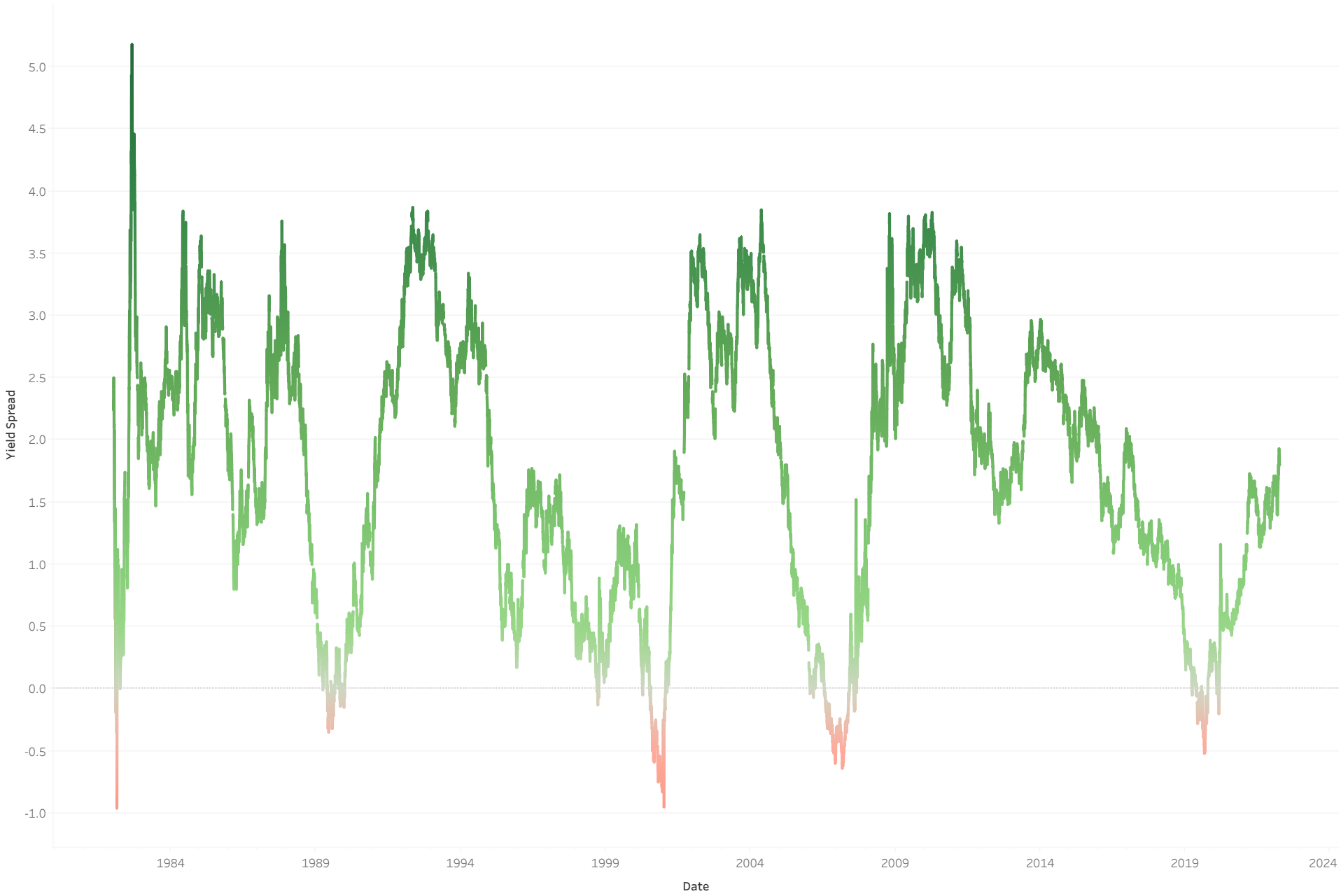
U.S. Treasury Maturity Through TIme

As of March 2022



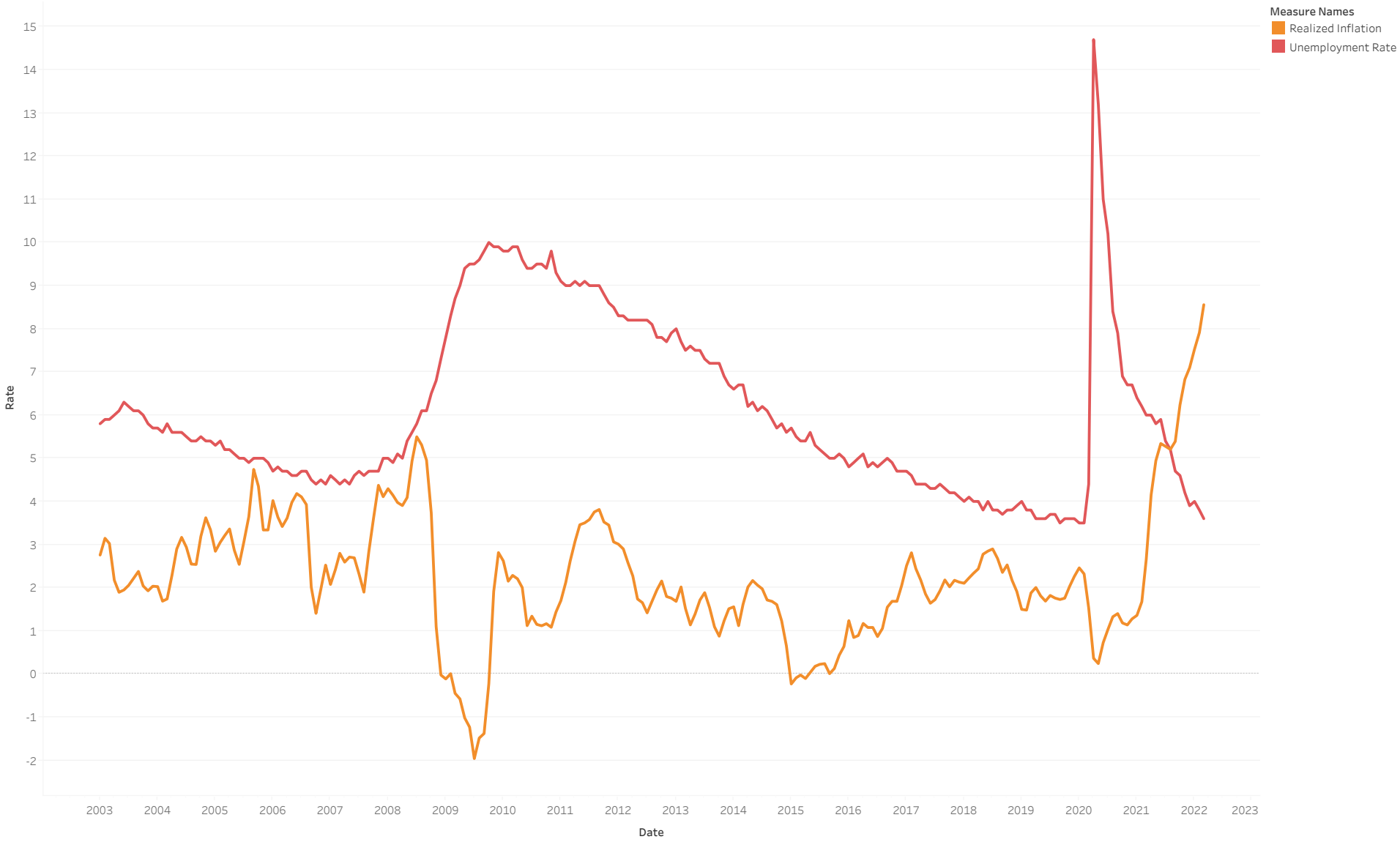
10-Year Minus 3-Month Treasury Yield Spread

As of March 2022



Unemployment vs Inflation

As of March 2022



5-Year Breakeven Inflation Prediction

As of March 2022



CITY OF EL SEGUNDO

I certify that this report accurately reflects all pooled investments and it is in conformity with the investment policy as approved by the City Council on 6/1/18. A copy of this policy is available in the office of the City Clerk. The investment program herein shown provides sufficient cash flow liquidity to meet the next six months estimated expenditures.

Sources for the valuations are as follows:

Federal Agency Issues, Treasury Securities and Miscellaneous Securities: Union Bank, the custodial agent for the City of El Segundo.

Detailed information on all purchase and sale transactions follows the Investment Portfolio Details section.

4/12/2022

Matthew Robinson, City Treasurer Date

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Consent
Item Number: B.9

TITLE:

Update on Emergency Repair of the Pool Heaters at the El Segundo Wiseburn Aquatics Center

RECOMMENDATION:

1. Receive and file staff's report regarding the status of the emergency repairs needed to address the failure of pool heaters at the El Segundo Wiseburn Aquatics Center.

2. Adopt a motion by four-fifths vote, to determine the need to continue the emergency actions approved under Resolution No. 5343.

FISCAL IMPACT:

Amount Budgeted: $185,000 (Proposed FY 2022-23 Budget)
Additional Appropriation: None.
Account Numbers: $185,000 (001-400-5213-6215: Wiseburn Aquatics Center Repair and Maintenance)

BACKGROUND:

After authorizing the award of a contract without public bidding due to an emergency, state law requires that the City Council to review the emergency action at each regular meeting thereafter. If the Council determines by four-fifths vote, that there is a need to continue the emergency actions, then such work may continue.

DISCUSSION:

On June 7, 2022, the City Council adopted Resolution No. 5343 to declare an emergency, under Public Contract Code §§ 1102, 20168, and 22050, due to the failure of pool heaters at the Aquatics Center, and approve the aware of a contract to Knorr Systems International to effectuate the necessary repairs. Since the June 7th Council

meeting, staff has provided Knorr Systems International with the Public Works Contract and requested bonds and insurance from the company. Additionally, Knorr Systems International understands the urgency of procuring the heater equipment in a timely manner and has already placed the order for the needed parts. Delivery of the parts will take approximately ten additional weeks.

Staff finds that the underlying emergency declared under Resolution No. 5343 persists and recommends that the City Council, by four-fifths vote, determine the need to continue the previously approved emergency actions. This higher vote threshold is mandated by Public Contract Code § 22050 (c).

CITY STRATEGIC PLAN COMPLIANCE:

Goal 2: Support Community Safety and Preparedness

Objective: El Segundo is a safe and prepared city.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an appealing, safe and effective community.
Objective 4B: El Segundo's technology supports effective, efficient, and proactive operations.

PREPARED BY:
Cheryl Ebert, Senior Civil Engineer
REVIEWED BY:
Elias Sassoon, Public Works Director
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Public Hearings
Item Number: C.10

TITLE:

Public Hearing for Adoption of FY 2022-2023 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.

FISCAL IMPACT:

The estimated fiscal impact from the proposed changes is potential additional revenue for FY 2022-2023 of up to $1,664,125 ($935,825 General Fund, $655,000 CUPA Fund under Fire Services, and $73,300 Wastewater Fund).

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 2022-2023 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 Sections 66016 and 66018**.**

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 2017-18. 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 "a levy, charge, or other exaction is not a tax; that the amount is no more than necessary to recover the reasonable costs of the government activity; and 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 last full study and recommended fee updates of the Master Fee Schedule was adopted in June 2018 and updated by CPI-U in September 2019, September 2020, and June 2021. The Master Fee Schedule, unless otherwise revised, is automatically adjusted on an annual basis. The recommended adjustment for FY 2022-2023 is not based off CPI-U, but an updated comprehensive cost allocation study that establishes fully burdened rates for each position within the City, as well as identifying specific staff and allocating staff's time towards each fee and charge for cost of service. Prospectively, staff will continue with the City Council direction to adjust the Master Fee Schedule on an annual basis by an inflationary factor.

The Recreation, Parks, and Aquatics fees and services have not been adjusted in several years. These fees and services were included in the current study conducted by the City's consultant, Revenue Cost Specialist ("RCS"). The results of this study are included in Exhibit B. Some of the fees and services are being recommended to increase by a nominal amount as supported by the fee study and directed by prior City Council policy to recover approximately 40% for these programs as a whole. As a result of City Council direction from the June 7, 2022, Council meeting, an ad-hoc committee made up of two City Councilmembers was appointed to address all parks, recreation, and aquatics programming. **As a result of this action, the user fees associated with parks, recreation, and aquatics programming and services will remain unchanged for residents ($0 increase from current fees) and the non-resident fees will have nominal increases as identified in Exhibit D (appendix D - detail of Recreation Services). This includes NO increase to the Recreation ID Card for residents.**

There were several community-based fees that were proposed to increase 2x - 4x that had been traditionally subsidized by City Council in prior fee studies. The ad-hoc committee directed staff to reduce these community-based fees. Below is a listing of these fees, the current fee, the original proposed fee with 100% cost recovery, and staff's recommendation for City Council to approve a revised fee:

Fee Name	Current Fee	Fee per Study (100% cost recovery)	Staff's Recommendation
AD-001 Short Term Rental	$214	$345	$250 (28% subsidy)
AD-002 Revision Rider Film Permit	$203	$390	$250 (36% subsidy)
AD-003 NSF Check	$45 (1st time)	$65 (1st time)	$55 - 1st time (15% subsidy)
AD-003 NSF CHECK	$90 (2nd time)	$130 (2nd time)	$110 - 2nd time (15% subsidy)
PL-057 Amplified Sound Permit	$161	$240	$190 (21% subsidy)
PW-037 Banner Hanging	$182	$815	$200 (75% subsidy)
REC-010 Block Party Permit	$25	$435	$30 (93% subsidy)
PL-051 APPEAL TO THE CITY COUNCIL - PLANNING	$2,952	$5,845 (50% subsidy)	$2,952 (75% subsidy)

If City Council approves staff's recommendations, the revised fees will be implemented instead of the original proposed 100% cost recovery fees.

In addition, there is a listing of fees in the attached Exhibit E that reflects other fees that are increasing by 30% or more. There are 47 fees that fall under this exhibit which are primarily related to Planning and Fire. Staff recommends implementing full cost recovery on these fees.

In addition to the fee adjustments referenced above, staff reviewed City operational needs and proposes including new fees to the Master Fee Schedule not captured by the detailed Fee Study. Staff also reviewed fees that are no longer needed and can be removed (attached as Exhibit C). Staff performed this fee audit with the assistance of a consultant, RCS, and proposed adjustments to the Master Fee Schedule are attached in Exhibits B, C, and D.

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.

PREPARED BY:
Joseph Lillio, Chief Financial Officer
REVIEWED BY:
Joseph Lillio, Chief Financial Officer
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Master Fee Schedule Resolution_06072022
2. Exhibit A: El Segundo Cost of Services Study FY 21-22
3. Exhibit B: Proposed New Fees and Removed Fees for FY 2022-23
4. Exhibit C - Appendix C - Detail of Building and Safety Fees
5. EXHIBIT D - APPENDIX D: DETAIL OF RECREATION SERVICES
6. Exhibit E - Fees with greater than 30 percent increase

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 10 days before the City Council opened and continued the relevant public hearing on June 7, 2022. The City Council conducted this hearing on June 21, 2022.

C. Pursuant to Government Code §§ 6062a, 66016 and 66018, mailed notice of the public hearing regarding the proposed increase of existing DIFs and creation of new DIFs was provided to interested parties on June 8, 2022, and notice of the public hearing was published in the El Segundo Herald newspaper on May 27, 2022, and on June 2, 2022.

D. On June 7, 2022, City Council opened a public which was continued to June 21, 2022, to hear testimony and considered evidence in a public hearing held and noticed in accordance with Government Code § 66016.

E. On December 16, 2021, the City awarded a Professional Services Agreement to Revenue & Cost Specialists LLC to develop a comprehensive cost allocation and user fee study associated with cost recovery of City services, programs, and fines.

F. On May 23, 2022, Revenue & Cost Specialists LLC submitted the final user fee study that established recommended full cost recovery on fees for City services and programs and recommended fees for fines.

G. On May 23, 2022, Revenue & Cost Specialists LLC submitted the final user fee study that established recommended fees for City services and programs that fall under Parks, Recreation, and Aquatics at the City Council policy directive of 40%

cost recovery.

H. 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, any fee newly established for the first time 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 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.

The first fee adjustment for such newly established fees may not be made before a minimum of twelve (12) months after the effective date of this Resolution.

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. Development related fees will go into effect September 1, 2022, Recreation fees will go into effect July 1, 2022, Aquatic fees and Special event fees shall go into effect July 1, 2022, while all other fees will become effective on July 1, 2022 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 June, 2022.

AYES:
NOES:
ABSENT:
ABSTAIN:

PASSED AND ADOPTED this _____ day of June, 2022.

_____
Drew Boyles, Mayor

ATTEST:

_____
Tracy Weaver, City Clerk

APPROVED AS TO FORM:

_____
Mark D. Hensley, City Attorney

Cost of Services Study
for the
City of El Segundo

MAY 2022



Revenue & Cost Specialists

1519 East Chapman Ave, Suite C
Fullerton, CA 92831

www.revenuecost.com
(714) 992-9020

May 24, 2022

Mr. Joseph Lillio, Director of Finance
City of El Segundo
350 Main Street
El Segundo, CA 90245

Mr. Lillio,

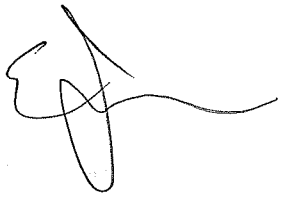
This Report is submitted pursuant to our contract with the City to perform a revenue and cost analysis and to develop a cost distribution and cost control system for the City for its services.

The motivation for this study is the need of both the City Council and City staff to maintain City's services at a level commensurate with the standards previously set by the City Council, and to maintain effective policy and management control of City services.

This Report provides currently useful information about the City's status on recovery of costs for all City services. In addition, it will assist in projecting and determining the future level and equity of these City services.

RCS wishes to thank all City department heads and staff for their assistance and cooperation extended to us during the accomplishment of our work, without whose aid this Report could not have been produced. The response, awareness and information gathered and supplied by numerous City employees make this Report the sound one we believe it to be.

Respectfully submitted,



ERIC JOHNSON
President

EXECUTIVE SUMMARY

By acceptance of the Revenue & Cost Specialists (RCS) proposal, the City of El Segundo decided to subject its fee-based services to detailed analysis dedicated toward seeking alternate, and more equitable, ways to finance City services provided to the community. Due to the various demands made of the City, it is essential that the City Council and management have complete information upon which to assess fees charged to the public for services provided. Schedule 1 at the end of this Executive Summary lists each service reviewed in this study. It indicates that the City could realize approximately $1,664,125 in additional new revenue if the recommendations provide herein are adopted and implemented.

Organization of Report. This Executive Summary explains RCS's philosophy concerning fee-based services and cost analysis with a discussion of Costs Generally Defined. The report then lists the Types of Costs included in our analysis and our General Recommendations.

COSTS GENERALLY DEFINED

The basic costs of operating any business are direct labor and employee benefits, direct materials, allied indirect costs, overhead costs, and fixed asset or "depreciation" charges.

Determination of Costs. After the passage of Proposition 13, the California Taxpayers Association, the California Chamber of Commerce, the National Tax Limitation Committee and the California Association of Realtors put Proposition 4 before the voters. It was adopted by 74.3% of the voters of California on November 6, 1979, and became effective on July 1, 1980, retroactive to Fiscal Year 1978-79.

This proposition, which became Article XIIIB of the State Constitution, addressed all city revenues and established a limit on the growth of tax revenues. Also, because of Proposition 4, fee services cannot exceed the "costs reasonably borne" by the City in providing the service. If the fee exceeds the cost, the excess fee is defined to be a special tax, which Proposition 13 requires be approved by two-thirds of the voters.

As Article XIIIB was written by the above business groups, it is not surprising that they recommended a business-oriented approach to the costs of governmental services. For example:

> The phrase costs reasonably borne by such entity in providing the regulation, product, or service is intended to incorporate all appropriations by an entity for

> reasonable costs appropriate for the continuation of the service over time. This includes ongoing expenses such as operation costs and a reasonable allocation for overhead and administration, but it also includes reasonable allocation for start-up costs and future capacity. Thus, reasonable allocations for capital replacement, expansion of services, and repayment of related bond issuances would be considered "costs reasonably borne."[1]

Principle Involved. A basic principle involved in this Report is the recognition of those full business costs as they are as defined by the authors of the Constitutional amendment, NOT just those costs which 1) the City might recognize and decide to budget; or 2) which it might decide to use in some other cost analysis methodology; or 3) that other jurisdictions not so complying might use; or 4) that some accounting or other consulting firm might decide it should use, based on some external, non-California legal requirements.

These cost elements have been determined in a businesslike manner per basic business principles, and applied to each and every fee-financed or fee-financeable service provided by the City, modified only slightly to accommodate the published intent and definitions of the authors of Article XIIIB. Thus a logical, legal, and Constitutionally-mandated cost-consciousness can now be applied to City operations.

TYPES OF COSTS

The following costs, identified above as part of "costs reasonably borne" by the Authors of Proposition 4, make up the cost detail found on the right-hand page in Appendix B for each service center.

Salaries and Wages

City government is in fact a service industry, and therefore, it is natural that salaries make up the largest single element of cost for most services.

Interview Process. In order to allocate the salaries, lengthy interviews were held, documents sought and researched, and reports and accounting records examined by RCS. The result was, in most cases, a percentage or hours distribution of individual employee personal services costs.

One hundred percent of the time of all City employees was distributed. In other words, everyone

[1] A Summary of Proposed Implementing Legislation and Drafter's Intent with Regard to Article XIIIB of the California Constitution (Proposition 4, November 6, 1979); Spirit of 13, Inc.; 1980; California Chamber of Commerce; page 6.

had to be someplace, all of their time. No judgments were made about what personnel should or might be doing. Their time was distributed to those service centers where the time was expended.

Employee Fringe Benefits

Since fractional time -- to as low as three minutes per unit of service or one-twentieth of a percent of the annual time of an employee has been allocated to service centers, fringe benefit costs also must be fractionalized to carefully and accurately distribute those ancillary personnel costs.

The City finances numerous benefits for its employees, thereby incurring measurable costs for these items, including:

- PERS Retirement
- Group Health Insurance
- Medicare Insurance
- Social Security
- Other Post-Employment Benefits
- Workers Compensation Insurance

All of these costs are current operating expenses, and the amounts were isolated. Actual costs were determined and reduced to a percentage of salary for each of the positions.

Maintenance and Operation Costs

All maintenance and operation costs, including non-personnel expenses such as professional services, insurance, operating supplies etc., were derived from the 2021-2022 Council-approved budget and allocated via percentages or through actual allocation to each of the service centers identified in a department or division.

General and Departmental Overhead Costs

Overhead costs provide the vital glue that holds an organization together operationally and provide important coordinating capabilities. They also provide the day-to-day support services and facilities required for the organization to function effectively. RCS has used a detailed Cost Allocation Plan (CAP) to identify and allocate these costs to the remainder of the City

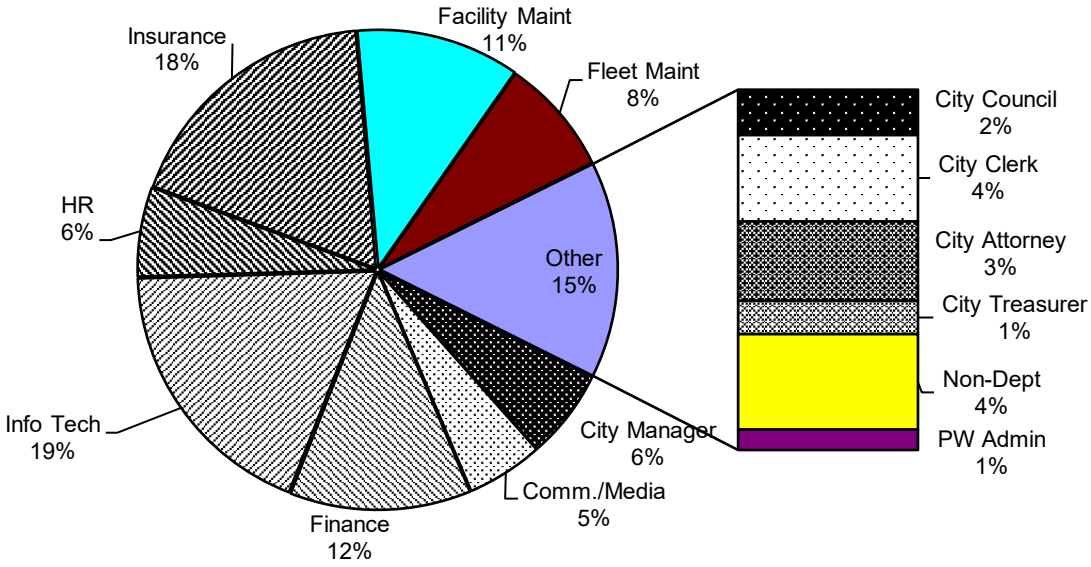
organization. In the CAP, costs were allocated to end-user departments and divisions by applying an overhead allocation factor. Each factor was related to the work effort of its particular overhead element and was assessed for relevance and reasonableness.

Full Cost Distribution. The purpose of deriving overhead costs to apportion these amounts to direct service program costs. By adopting this method the City will be aware of its true costs and be able to emulate business methods. Article XIIIB's (Proposition 4 of 1979) authors intended this, defining as part of "costs reasonably borne" a calculated "reasonable allocation for overhead and administration."

General City Overhead. These services primarily set policy and support other departments without providing a deliverable service to the public. Where they do perform an end-user service, such costs have not been allocated to other departments.

Costs in this general administration category include the following functions:

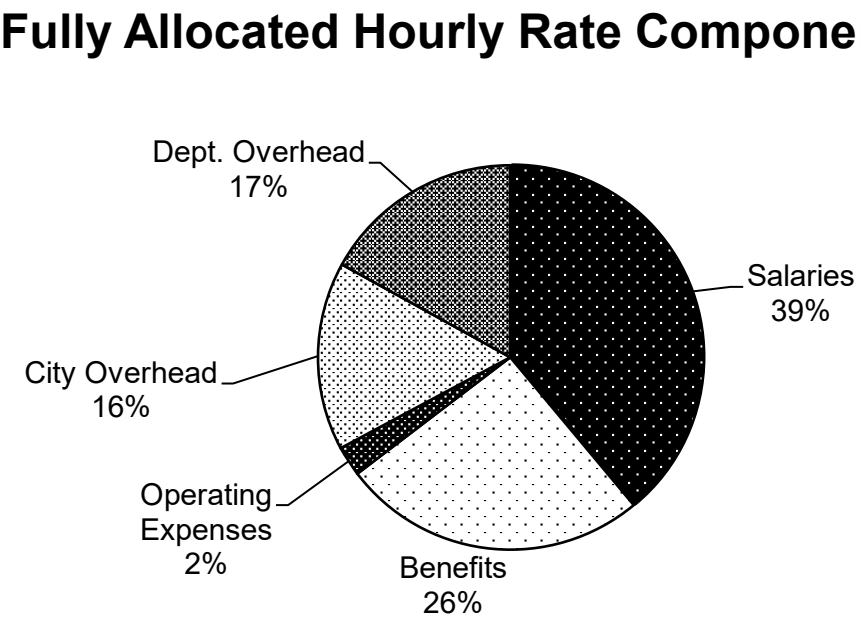
General City Administrative Costs



Departmental Administration. Costs in this category involve intra-departmental support functions, outside the above listed general City overhead functions, and involve the allocation of staff time within and among departmental functions. These services also do not provide end-user deliverables to the public, but instead provide vital administrative support within specific departments.

Fully Allocated Hourly Rates

All of the above items make up the fully allocated hourly rate which is calculated for each position in the City. The makeup of each component of the City-wide average fully allocated hourly rate is detailed in the chart below.



Calculation of Revenues. Many of the revenues included in this Report are calculated based on the current fee and the number of projected units of service. This may be different than the current budgeted revenues due to changes to projected volume, which comes from looking at historic volume and estimates of current year levels.

Fees to Encourage Behavior or Compliance. One of the notes in the following Summary Schedule 1 has a note called "Fee to Encourage Behavior." This is associated with certain public safety fees, such as false alarms and loud party responses. The point of these fees is not necessarily to recover revenue, but instead to encourage a certain behavior, such as fixing your alarm or quieting your party. These fees are structured in a way that allows for a certain number of free responses before the fee is charged. Thus, if the fee is working correctly there will be no revenue at all. Therefore, we don't project any new revenues for these services.

Recreation Services

Recreation Cost Breakdown	Revenue	Cost	(Subsidy)	Cost Recovery
RECREATION DIV. COSTS	**2,524,993**	**3,649,929**	**(1,124,936)**	**69.2%**
FACILITY/FIELD MAINTENANCE		1,500,889	(2,625,825)	49.0%
DEPT/CITY INDIRECT COSTS		1,922,411	(4,548,236)	35.7%
TOTAL COSTS	**2,524,993**	**7,073,229**	**(4,548,236)**	**35.7%**

As anticipated, the above findings suggest that a subsidy level exists for leisure activities – an amount that varies depending upon whether one considers direct versus indirect costs.

This report recommends that Leisure cost recovery goals be set as a percentage of Recreation Program costs. This practice is quite common in local government operations, not because indirect costs do not exist and are not important, but rather to insure that the cost recovery goals remain relevant, market competitive, and are easily reproducible.

The above breakout of direct and indirect costs, and cost recovery percentages, can be reviewed in more detail in **Appendix D**.

Market Considerations

But much remains to consider in evaluating price and costing levels in this sensitive service area – considerations that are further detailed below.

By their nature, leisure services are highly market driven and subject to a variety of external factors including consumer demand, location, facility amenities, demographics, and competing service providers. Adjustments in fees can arguably have a significant impact on consumer demand given a variety of elasticity factors that may be in play. This comment does not imply that additional revenues are unavailable but makes the case that fee levels are best set at the delivery point based on a flexible and market-based pricing model. It also suggests that recreation performance levels might be best set at a macro level, rather than at the individual program level, to allow for optimal marketing and program pricing flexibility.

In pondering these cost results, the City should consider the following observations common to Recreation services.

General Methodology Assumptions

The methodology generally used in developing service center revenue/cost computations, as has been done in this study, is founded on key assumptions:

First, service volumes are fairly constant and void of wide fluctuations in consumer patronage from year to year.

Second, consumers have come to accept the economic value of continuing to use the identified service at a value that equates to the cost of providing the service.

It is important to note that these two assumptions are not particularly valid for leisure type activities that are characterized by commonly noted annual changes in program popularity combined with the influence of seasonal conditions. Furthermore, leisure dollars are highly sensitive to overall market and economic conditions as a service that strives to compete for an elusive discretionary income dollar.

Leisure service fees are influenced by two factors generally not an issue in the delivery of other City services - marketing and social policy.

Marketing

Given that these services are highly market sensitive and financed mostly by discretionary income, a special burden is placed on program managers to innovate and promote attendance. Those who run these programs know too well the need to convince customers of the value added features of their services. Their market is unforgiving. If fees are set too high, attendance and consequently revenues will drop. On the other hand, establishing fee levels artificially low will result in a flood of demand beyond resource capabilities.

Pricing

If priced strictly at average cost, fee increases can result in reduced participation leading to additional reactionary price increases and further losses in patronage. As such, prices for leisure services must be set carefully. The potential number of target customers should be estimated as part of an aggressive program marketing those services at determined price levels. Some important considerations in setting pricing follow:

- Has a marketing study been performed?
- Have programs been selected for their popularity?
- Do City programs compete with offerings made by other agencies, organizations, or private businesses that can supply the program at less cost?
- Is there a less costly way for the City to supply the service?
- Has sufficient money been budgeted to advertise the program adequately and how is the number of participants affected by the level of advertising?
- What costs would NOT be incurred or REMAIN were the program not to be offered?
- What is the cost of adding one more participant; of opening one more section of the activity?
- Are participants polled for their reaction to the offering, the instructor, the facility, and for their ideas for possible programs and the amounts that they are willing to pay?
- Are some facilities more costly to operate than others? What are the costs of electricity, water, gas, janitorial, maintenance, telephone, vandalism, and the like for each facility?

- How do existing facilities compare to those provided by the competition in creating either a price advantage or disadvantage?

- Has the clientele of the activity been defined allowing the City to understand the social purpose in subsidizing the activity?

A number of these issues have already been addressed by City staff and are merely presented to illustrate the issues involved in operating such services.

In determining what should be charged for services it ultimately is the responsibility of recreation professionals to recommend a combination of decreased costs, increased participation and fee adjustments needed to meet the degree of recovery that is ultimately determined by City Council.

What Can Be Charged?

In so far as Leisure services are market driven by definition, they are not subject to the cost limitations of Proposition 4. As such, pricing for class programs and related facility rentals can be set at market rate and consumer valued pricing levels subject to policy defined discount and subsidy levels.

Social Policy

The City Council should develop a conscious policy as to what programs and service centers, and to what extent, should be subsidized with tax monies in promoting social benefit. It may well be that some level of subsidy for many of the services identified in this group is not only necessary, but also appropriate. If that is deemed to be the case, subsidy levels can be set as part of a budgetary or programmatic policy statement. These policy statements can also explicitly describe the social reasoning involved in the decision making process.

Discounts & Exemptions: The provision of scholarships and exemptions to disadvantaged youths and seniors is a viable and appropriate alternative to reducing fees to the entire community and should be considered in the fee setting process.

Conclusion of Recreation Services

City staff and the City Council may wish to ponder the marketing criteria set out earlier in this Chapter and review the cost figures provided herein. It may well be the case that additional revenues can be generated if the marketplace permits it. In setting fiscal goals for such services, it is recommended that financial targets be established at the macro (Division or Major Program Level) level to allow for maximum price adaptability at the minor program and class level. That being said, monitoring and reporting performance at the targeted level is critical in assessing class/program viability as a bias for properly allocating resources to the most financially and socially productive activities.

GENERAL RECOMMENDATIONS

Adoption of Modifications to Current Fee Structure

It is recommended that the City Council adjust the fee schedule for the enumerated City services presented in Appendix A of this Report. Continued use of the "full business costing" concept will create consistency in the establishment of fees, and allow for timely adjustment to reflect changes in the cost of providing services

Review of Suggested Recovery Rates

The City Council should review each service and the suggested recovery rate to determine how much of each service should be recovered through fees, and how much should be subsidized through the City's tax dollars. This review is very important because it gives City staff direction as to what the Council wants to subsidize and what it does not.

CONCLUSION

If all the recommendations and suggestions made in this Report are adopted, the City's financial picture would be improved. Also, far more equity between taxpayers and fee-payers, as well as fairness between property-related and non-property-related services could be secured, assisting in the City's continued financial stability into the future. The following Schedule 1 portrays the various services assessed during our analysis.

Appendix A – Summary of Current and Proposed Fees

Appendix A includes a summary of the current City fees matched up with the proposed fees for each service presented.

Appendix B - Detailed Worksheets

The substance of RCS's work effort on this project is primarily comprised of two different worksheets shown in the detail of this report (see Appendix B). The first, "Revenue and Cost Summary Worksheet" is on the left hand side. These worksheets include a description of the service, the current fee structure, the recommended recovery rate, and other pertinent

information. Also included are the revenue and cost comparisons and suggestions for fee modifications.

Presented on the facing page, titled "Cost Detail Worksheet", is the worksheet which details the costs involved with each service. This page identifies those employees providing the service, the time spent, and their related costs.

Appendix C – Detail of Building & Safety Fees

The detailed list of the current and proposed Building & Safety fees are included in Appendix C.

Appendix D – Detail of Recreation Services

The detail of the Recreation services broken out by type of cost are included in Appendix D.

CITY OF EL SEGUNDO
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2021-2022

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY CURRENT	PERCENT RECOVERY SUGGEST	POSSIBLE NEW REVENUE	
AD-001	SHORT TERM RENTAL REGISTRATION	$4,645	$6,072	($1,427)	76.5%	100%	$1,400	
AD-002	FILM PERMIT PROCESSING	$70,575	$82,402	($11,827)	85.6%	100%	$11,800	
AD-003	NSF CHECK PROCESSING	$675	$1,916	($1,241)	35.2%	100%	$300	
AD-004	CREDIT CARD PROCESSING	N/A	N/A	N/A	N/A	100%	$0	
AD-005	COPY SERVICE	$0	$570	($570)	0.0%	100%	$0	**
AD-006	DOCUMENT CERTIFICATION	$240	$252	($12)	95.2%	100%	$0	
AD-007	VIDEO/AUDIO COPYING	$132	$50	$82	264.0%	100%	$0	**
AD-008	INITIATIVE PROCESSING	$200	$2,801	($2,601)	7.1%	100%	$0	**
AD-010	GRAPHIC DESIGN/VIDEO PROD. SERVICES	$0	$148,116	($148,116)	0.0%	100%	$0	*
	SUBTOTAL - ADMINISTRATIVE SERVICES	**$76,467**	**$242,179**	**($165,712)**	**31.6%**		**$13,500**	
BL-001	BUILDING PLAN CHECK SERVICES	$1,356,075	$1,623,402	($267,327)	83.5%	100%	$267,300	
BL-002	BUILDING INSPECTION SERVICES	$1,496,472	$1,586,606	($90,134)	94.3%	100%	$90,100	
BL-003	MAP/PLAN/FILE SCANNING SERVICES	N/A	N/A	N/A	N/A	100%	$0	
BL-004	DRAINAGE STUDY REVIEW	N/A	N/A	N/A	N/A	100%	$0	
	SUBTOTAL - BUILDING & SAFETY SERVICES	**$2,852,547**	**$3,210,008**	**($357,461)**	**88.9%**		**$357,400**	
EN-001	ENCROACHMENT PERMIT	$145,250	$159,222	($13,972)	91.2%	100%	$14,000	
EN-004	LONG TERM ENCROACHMENT AGREEMENT	$2,250	$2,642	($392)	85.2%	100%	$400	
EN-005	TRAFFIC CONTROL PLAN REVIEW	$5,385	$5,949	($564)	90.5%	100%	$600	
EN-006	TRAFFIC CONTROL INSPECTION	$5,480	$5,562	($82)	98.5%	100%	$100	
EN-007	NEWSRACK PERMIT	$10,924	$9,757	$1,167	112.0%	100%	($1,200)	
EN-008	NEWSRACK IMPOUNDMENT	$97	$91	$6	106.6%	100%	$0	
EN-009	FINAL MAP CHECK	$8,346	$17,881	($9,535)	46.7%	100%	$9,500	
EN-010	FINAL MAP AMENDMENT	$557	$1,752	($1,195)	31.8%	100%	$0	#
EN-011	PUBLIC IMPROVEMENT PLAN CHECK	$44,000	$44,692	($692)	98.5%	100%	$0	
EN-014	RECORD OF SURVEY PLAN CHECK	$376	$370	$6	101.6%	100%	$0	
EN-015	EASEMENT PROCESSING	N/A	N/A	N/A	N/A	100%	$0	
EN-018	MINOR PLAN CHECK REVISION	$18,750	$18,506	$244	101.3%	100%	$0	
EN-019	STREET NAME CHANGE	N/A	N/A	N/A	N/A	100%	$0	

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EN-020	ALLEY/STREET VACATION REVIEW	N/A	N/A	N/A	N/A	100%	$0	
EN-021	ASSESS. DISTRICT FORMATION RESEARCH	N/A	N/A	N/A	N/A	100%	$0	
EN-022	CITY PROPERTY ACQUISITON PROC.	N/A	N/A	N/A	N/A	100%	$0	
EN-023	WIDE & OVERLOAD PERMIT	$9,600	$12,690	($3,090)	75.7%	75%	$0	**
EN-025	NEW INDUSTRIAL WASTE PERMIT/INSPECT	$9,348	$8,737	$611	107.0%	100%	$0	
EN-026	REVISED INDUSTRIAL WASTE PERMIT/INS	$5,138	$4,808	$330	106.9%	100%	$0	
EN-027	INDUSTRIAL WASTE ANNUAL INSPECTION	$37,648	$35,160	$2,488	107.1%	100%	$0	
EN-028	STORMWATER INSPECTION	$37,573	$38,062	($489)	98.7%	100%	$500	
EN-030	WIRELESS PERMIT - MINISTERIAL	$0	$26,264	($26,264)	0.0%	100%	$26,300	
EN-031	WIRELESS PERMIT - ADMINISTRATIVE	$0	$3,221	($3,221)	0.0%	100%	$0	#
EN-032	WIRELESS PERMIT - MAJOR	$0	$7,812	($7,812)	0.0%	100%	$0	#
	SUBTOTAL - ENGINEERING SERVICES	**$340,722**	**$403,178**	**($62,456)**	**84.5%**		**$50,200**	
FR-001	NEW COMM. FIRE SPRINKLER PLAN CHECK	$25,966	$161,324	($135,358)	16.1%	100%	$135,400	
FR-001A	NEW SFR/DUPLEX SPRINKLER PLAN CHECK	$284	$1,763	($1,479)	16.1%	100%	$1,500	
FR-001B	NEW MFR FIRE SPRINKLER PLAN CHECK	$57	$353	($296)	16.1%	100%	$300	
FR-001C	TEN IMPR FIRE SPRINKLER PLAN CHECK	$6,563	$40,772	($34,209)	16.1%	100%	$34,200	
FR-001D	UNDERGROUND WATER SYSTEM PLAN CHECK	$1,249	$7,758	($6,509)	16.1%	100%	$6,500	
FR-001E	FIRE PUMP PLAN CHECK	$1,703	$10,579	($8,876)	16.1%	100%	$8,900	
FR-001F	WATER TANK PLAN CHECK	$57	$353	($296)	16.1%	100%	$300	
FR-002	FIRE ALARM SYSTEM PLAN CHECK	$8,400	$52,188	($43,788)	16.1%	100%	$43,800	
FR-003	FIRE EXTINGUISHING SYST PLAN CHECK	$1,476	$9,168	($7,692)	16.1%	100%	$7,700	
FR-003A	EMERGENCY GENERATOR PLAN CHECK	$568	$3,526	($2,958)	16.1%	100%	$3,000	
FR-003B	SPRAY BOOTH PLAN CHECK	$426	$2,645	($2,219)	16.1%	100%	$2,200	
FR-003C	INDUSTRIAL OVEN PLAN CHECK	$57	$353	($296)	16.1%	100%	$300	
FR-003D	VAPOR RECOVERY PLAN CHECK	$397	$2,468	($2,071)	16.1%	100%	$2,100	
FR-003E	DUST COLLECTION PLAN CHECK	$57	$353	($296)	16.1%	100%	$300	
FR-003F	REFRIGERATION PLAN CHECK	$57	$353	($296)	16.1%	100%	$300	
FR-003G	MEDICAL GAS PLAN CHECK	$113	$705	($592)	16.0%	100%	$600	
FR-003H	INDUSTRIAL GAS PLAN CHECK	$113	$705	($592)	16.0%	100%	$600	
FR-003I	SYSTEM PIPING/MANIFOLD PLAN CHECK	$57	$353	($296)	16.1%	100%	$300	

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FR-003J	SMOKE CONTROL PLAN CHECK	$142	$882	($740)	16.1%	100%	$700	
FR-003K	HIGH-PILED STORAGE PLAN CHECK	$568	$3,526	($2,958)	16.1%	100%	$3,000	
FR-003L	TENANT IMPROVEMENT LIFE SAFETY P/C	$0	$88,155	($88,155)	0.0%	100%	$88,200	
FR-003M	FIRE ACCESS PLAN REVIEW	$0	$441	($441)	0.0%	100%	$400	
FR-004	FIRE PROTECTION TESTING	$268	$14,783	($14,515)	1.8%	100%	$14,500	
FR-004A	FIRE PREVENTION/OPERATIONS INSPECT.	$57	$176	($119)	32.4%	100%	$0	
FR-005	ANNUAL BUSINESS FIRE INSPECTION	$472,825	$642,367	($169,542)	73.6%	100%	$0	
FR-006	ANNUAL BUSINESS FIRE REINSPECTION	$15,924	$21,096	($5,172)	75.5%	100%	$0	
FR-007	ANNUAL FIRE PERMIT	$28,350	$33,549	($5,199)	84.5%	100%	$5,200	
FR-008	SPECIAL EVENT PERMIT	$12,312	$3,491	$8,821	352.7%	100%	($8,800)	
FR-008A	TENT PERMIT	$891	$2,909	($2,018)	30.6%	100%	$2,000	
FR-009	ALTERNATE MEANS & METHODS REVIEW	$0	$4,832	($4,832)	0.0%	100%	$0	#
FR-009A	FIRE PREV. MODIFICATION REQUEST	$0	$23,192	($23,192)	0.0%	100%	$23,200	
FR-009B	FIRE PERMIT EXTENSION	$0	$6,178	($6,178)	0.0%	100%	$6,200	
FR-010	FIRE SPECIALTY SYSTEM REMINDER PROG	$0	$10,160	($10,160)	0.0%	100%	$10,200	
FR-011	SPECIAL FIRE EQUIP INSP/APPROVAL	N/A	N/A	N/A	N/A	100%	$0	
FR-012	FIRE RE-INSPECTION	$300	$353	($53)	85.0%	100%	$100	
FR-013	AFTER-HOURS FIRE INSPECTION	$23,100	$27,152	($4,052)	85.1%	100%	$4,100	
FR-014	HAZARDOUS MATERIALS INSP. PROGRAM	$149,433	$474,096	($324,663)	31.5%	100%	$324,700	
FR-015	CHEMICAL ACCIDENT RELEASE PREV PROG	$196,980	$145,422	$51,558	135.5%	100%	($51,600)	
FR-016	HAZARDOUS WASTE GENERATOR PERMIT	$66,789	$176,798	($110,009)	37.8%	100%	$110,000	
FR-017	TIERED HAZ WASTE PERMIT PROCESSING	$6,096	$8,889	($2,793)	68.6%	100%	$2,800	
FR-018	UNDERGROUND TANK PERMIT	$39,841	$113,498	($73,657)	35.1%	100%	$73,700	
FR-019	ABOVE GROUND LIQUID TANK INSPECTION	$41,974	$75,701	($33,727)	55.4%	100%	$33,700	
FR-020	HAZARDOUS MATERIALS RESPONSE	N/A	N/A	N/A	N/A	100%	$0	
FR-021	ENVIRON SAFETY ENFORCE INSPECTION	$0	$277	($277)	0.0%	100%	$0	
FR-022	UNIFIED PROGRAM ADMINISTRATION	$35,504	$60,807	($25,303)	58.4%	100%	$25,300	
FR-023	CUPA - NEW BUSINESS	$2,288	$4,869	($2,581)	47.0%	100%	$2,600	
FR-024	CERS CONSULTATION/SERVICE	$5,576	$8,343	($2,767)	66.8%	100%	$2,800	
FR-025	HMBP REGULATORY RE-INSPECTION	$2,501	$3,738	($1,237)	66.9%	100%	$1,200	
FR-025A	CALARP REGULATORY RE-INSPECTION	$2,132	$3,602	($1,470)	59.2%	100%	$1,500	
FR-025B	HWG REGULATORY RE-INSPECTION	$902	$1,400	($498)	64.4%	100%	$500	

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FR-025C	TP REGULATORY RE-INSPECTION	$574	$970	($396)	59.2%	100%	$400	
FR-025D	UST REGULATORY RE-INSPECTION	$328	$471	($143)	69.6%	100%	$100	
FR-025E	APSA REGULATORY RE-INSPECTION	$738	$1,857	($1,119)	39.7%	100%	$1,100	
FR-026	FAILURE TO OBTAIN INITIAL PERMIT	$0	$332	($332)	0.0%	100%	$0	
FR-027	LATE CERS SUBMITTAL CITATION	$3,870	$6,412	($2,542)	60.4%	100%	$2,500	
FR-028	LATE CERS SUBMITTAL CORRECTION	$1,935	$3,206	($1,271)	60.4%	100%	$1,300	
FR-029	CUPA - LATE PAYMENT PENALTY	$0	$2,877	($2,877)	0.0%	100%	$0	
FR-030	ENVIRON SAFETY APPLICATION REVIEW	$0	$6,839	($6,839)	0.0%	100%	$6,800	
FR-031	METHANE BARRIER PLAN CHECK/INSPECT	$0	$3,602	($3,602)	0.0%	100%	$3,600	
FR-032	AB1646 OPERATIONS & MAINTENANCE	$0	$9,379	($9,379)	0.0%	100%	$9,400	
FR-033	PROG 4 CALARP EMERG RESPONSE PUBLIC	$0	$102,615	($102,615)	0.0%	100%	$102,600	
FR-040	FIRE FALSE ALARM RESPONSE	$0	$26,489	($26,489)	0.0%	100%	$0	*
	SUBTOTAL - FIRE SERVICES	**$1,159,798**	**$2,421,450**	**($1,261,652)**	**47.9%**		**$1,052,300**	
LB-001	NEW LIBRARY CARD PROCESSING	$0	$8,023	($8,023)	0.0%	100%	$0	
LB-002	LIBRARY CARD REPLACEMENT	$0	$640	($640)	0.0%	100%	$0	
LB-003	INTER-LIBRARY LOAN	$195	$5,693	($5,498)	3.4%	5%	$0	
LB-005	OVERDUE LIBRARY ITEM	$0	$12,068	($12,068)	0.0%	100%	$0	
LB-006	LOST/DAMAGED LIBRARY ITEM REPLACE	$1,066	$6,641	($5,575)	16.1%	20%	$0	
LB-007	LIBRARY PRINTING	$4,000	$6,216	($2,216)	64.4%	100%	$0	
LB-008	LIBRARY FACILITY RENTAL	$7,300	$74,816	($67,516)	9.8%	5%	$0	
	SUBTOTAL - LIBRARY SERVICES	**$12,561**	**$114,097**	**($101,536)**	**11.0%**		**$0**	
PL-001	ADMINISTRATIVE USE PERMIT	$19,836	$16,835	$3,001	117.8%	100%	($3,000)	
PL-003	CONDITIONAL USE PERMIT	$58,450	$80,261	($21,811)	72.8%	100%	$21,800	
PL-004	DOWNTOWN DESIGN REVIEW	$10,856	$7,611	$3,245	142.6%	100%	($3,200)	
PL-005	VARIANCE REVIEW	$7,617	$15,769	($8,152)	48.3%	100%	$0	#
PL-006	ADJUSTMENT REVIEW	$23,464	$16,783	$6,681	139.8%	100%	($6,700)	
PL-007	ZONE TEXT AMENDMENT/ZONE CHANGE	$30,000	$67,594	($37,594)	44.4%	100%	$0	#
PL-008	PRE-APPLICATION REVIEW	$0	$104,896	($104,896)	0.0%	100%	$26,225	*

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PL-009	TRAFFIC STUDY REVIEW	N/A	N/A	N/A	N/A	100%	$0	
PL-010	OFF-SITE PARKING COVENANT	$364	$766	($402)	47.5%	100%	$0	#
PL-011	PARKING DEMAND/SHARED PARKING STUDY	$2,130	$3,942	($1,812)	54.0%	100%	$1,800	
PL-012	GENERAL PLAN AMENDMENT REVIEW	$60,000	$67,594	($7,594)	88.8%	100%	$0	#
PL-013	SPECIFIC PLAN REVIEW	$48,000	$52,055	($4,055)	92.2%	100%	$0	#
PL-014	SPECIFIC PLAN AMENDMENT REVIEW	$30,000	$33,797	($3,797)	88.8%	100%	$0	#
PL-018	DEVELOPMENT AGREEMENT REVIEW	N/A	N/A	N/A	N/A	100%	$0	
PL-019	COASTAL DEVELOPMENT PERMIT	$931	$20,387	($19,456)	4.6%	100%	$0	#
PL-020A	SITE PLAN REVIEW	N/A	N/A	N/A	N/A	100%	$0	
PL-024	DENSITY BONUS AGREEMENT REVIEW	N/A	N/A	N/A	N/A	100%	$0	
PL-025	ENVIRON. CATEGORICAL EXEMPTION	$6,795	$22,824	($16,029)	29.8%	100%	$16,000	
PL-026	ENVIRON INITIAL STUDY/NEG DEC/RECIR	N/A	N/A	N/A	N/A	100%	$0	
PL-027	ENVIRONMENTAL IMPACT REPORT REVIEW	N/A	N/A	N/A	N/A	100%	$0	
PL-028	MITIGATION MONITORING	N/A	N/A	N/A	N/A	100%	$0	
PL-029	PRECISE PLAN MODIFICATION REVIEW	N/A	N/A	N/A	N/A	100%	$0	
PL-030	TENTATIVE PARCEL MAP REVIEW	$21,308	$25,589	($4,281)	83.3%	100%	$4,300	
PL-031	TENTATIVE TRACT MAP REVIEW	$6,977	$10,592	($3,615)	65.9%	100%	$0	#
PL-033	RESUBMITTED MAP REVIEW	$845	$730	$115	115.8%	100%	$0	#
PL-034	LOT LINE ADJUSTMENT	$2,778	$3,358	($580)	82.7%	100%	$600	
PL-035	LOT MERGER	$4,167	$5,037	($870)	82.7%	100%	$900	
PL-035A	LOT TIE COVENANT	$783	$766	$17	102.2%	100%	$0	
PL-037	CERTIFICATE OF COMPLIANCE REVIEW	$1,647	$1,776	($129)	92.7%	100%	$0	#
PL-038	RECIPROCAL ACCESS EASEMENT	$572	$703	($131)	81.4%	100%	$0	#
PL-039	CC&R REVIEW	N/A	N/A	N/A	N/A	100%	$0	
PL-040	HISTORIC RESOURCE NOMINATION REVIEW	N/A	N/A	N/A	N/A	100%	$0	
PL-041	ADMIN DETERMINATION - DIR DECISION	$1,281	$3,762	($2,481)	34.1%	100%	$0	#
PL-042	ADMIN DETERMINATION - PC DECISION	$2,192	$6,434	($4,242)	34.1%	100%	$0	#
PL-042A	TEMPORARY SIGN PERMIT	$2,490	$1,416	$1,074	175.8%	100%	($1,100)	
PL-043	SIGN PROGRAM SIGN PLAN REVIEW	$1,605	$2,124	($519)	75.6%	100%	$500	
PL-044	MASTER SIGN PROGRAM	$9,795	$16,681	($6,886)	58.7%	100%	$6,900	
PL-045	LARGE FAMILY DAY CARE PERMIT	$417	$3,325	($2,908)	12.5%	100%	$0	#
PL-047	ZONING CONFORMANCE LETTER/REVIEW	$13,248	$15,200	($1,952)	87.2%	100%	$2,000	

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PL-048	MODIF. TO DISCRETIONARY APPROVAL	$6,130	$9,111	($2,981)	67.3%	100%	$0	#
PL-049	TIME EXTENSION REVIEW	$420	$693	($273)	60.6%	100%	$0	#
PL-050	APPEAL TO THE PLANNING COMMISSION	$1,472	$13,185	($11,713)	11.2%	50%	$0	#
PL-051	APPEAL TO THE CITY COUNCIL	$2,952	$11,694	($8,742)	25.2%	50%	$0	#
PL-052	STREET ADDRESS CHANGE/ISSUANCE	$16,200	$11,575	$4,625	140.0%	100%	($4,600)	
PL-052A	NEW ADDRESS PROCESSING	$648	$463	$185	140.0%	100%	$0	#
PL-053	GENERAL PLAN MAINTENANCE	$150,015	$150,010	$5	100.0%	100%	$0	
PL-054	TEMPORARY USE PERMIT	$2,540	$3,601	($1,061)	70.5%	100%	$1,100	
PL-055	ENTERTAINMENT PERMIT	$6,120	$1,286	$4,834	475.9%	100%	($4,800)	
PL-056	ADULT USE PLANNING PERMIT	$15,000	$15,769	($769)	95.1%	100%	$0	#
PL-057	AMPLIFIED SOUND PERMIT	$7,245	$10,798	($3,553)	67.1%	100%	$3,600	
PL-058	ANIMAL PERMIT	$572	$137	$435	417.5%	100%	$0	#
PL-059	ANIMAL PERMIT RENEWAL	$283	$68	$215	416.2%	100%	$0	#
PL-060	ANIMAL PERMIT APPEAL	$1,236	$13,185	($11,949)	9.4%	50%	$0	#
PL-061	BUSINESS ZONING CLEARANCE	$0	$23,718	($23,718)	0.0%	100%	$23,700	
PL-061A	HOME OCCUPATION ZONING CLEARANCE	$930	$1,048	($118)	88.7%	100%	$100	
PL-062	PUBLIC NOTICING	$6,500	$6,500	$0	100.0%	100%	$0	
	SUBTOTAL - PLANNING SERVICES	**$586,811**	**$881,448**	**($294,637)**	**66.6%**		**$86,125**	
PO-001	FIREARMS DEALER PERMIT	$1,080	$989	$91	109.2%	100%	$0	#
PO-002	FORTUNETELLER PERMIT	$738	$687	$51	107.4%	100%	$0	#
PO-003	SECONDHAND DEALER PERMIT	$622	$706	($84)	88.1%	100%	$100	
PO-003A	PAWNSHOP PERMIT	$1,080	$989	$91	109.2%	100%	$0	#
PO-004	BINGO PERMIT	$52	$737	($685)	7.1%	100%	$0	#
PO-006	POLICE MASSAGE ESTABLISHMENT PMT.	$728	$668	$60	109.0%	100%	$0	#
PO-007	MASSAGE THERAPIST PERMIT	$150	$180	($30)	83.3%	100%	$0	#
PO-008	AUCTION HOUSE PERMIT	$738	$687	$51	107.4%	100%	$0	#
PO-009	POOL ROOM PERMIT	$728	$668	$60	109.0%	100%	$0	#
PO-010	TOBACCO PERMIT	$263	$259	$4	101.5%	100%	$0	#
PO-013	MISC. POLICE BUSINESS PERMIT	$781	$744	$37	105.0%	100%	$0	#
PO-014	CONCEALED WEAPONS PERMIT	$100	$1,281	($1,181)	7.8%	10%	$0	**

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REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY CURRENT	PERCENT RECOVERY SUGGEST	POSSIBLE NEW REVENUE	
PO-015	CLEARANCE FORM/LETTER	$3,724	$5,204	($1,480)	71.6%	100%	$1,500	
PO-016	RECORDS CHECK - LOCAL	$21,736	$24,927	($3,191)	87.2%	100%	$3,200	
PO-017	CITATION SIGN-OFF SERVICE	$4,768	$6,905	($2,137)	69.1%	100%	$2,100	
PO-018	VEHICLE IMPOUND RELEASE	$263,092	$274,006	($10,914)	96.0%	100%	$10,900	
PO-019	POLICE FALSE ALARM RESPONSE/BILLING	$0	$270,666	($270,666)	0.0%	100%	$0	*
PO-020	POLICE ALARM PERMIT	N/A	N/A	N/A	N/A	100%	$0	
PO-022	DUI COLLISION RESPONSE	$0	$63,814	($63,814)	0.0%	100%	$0	
PO-023	SECOND RESPONSE CALL-BACK	$0	$48,741	($48,741)	0.0%	100%	$0	
PO-025	SPECIAL EVENT POLICE SERVICE	$200	$251	($51)	79.7%	100%	$0	
PO-026	FINGERPRINTING ON REQUEST	$18,544	$21,945	($3,401)	84.5%	100%	$3,400	
PO-027	POLICE REPORT/DOCUMENT REPRODUCTION	$0	$1,717	($1,717)	0.0%	100%	$0	**
PO-028	POLICE PHOTO REPRODUCTION	$11,514	$14,514	($3,000)	79.3%	100%	$3,000	
PO-029	POLICE DISPATCH TAPE COPY	$2,431	$13,103	($10,672)	18.6%	100%	$0	**
PO-030	POLICE ELECTRONIC FILE COPY	$3,498	$23,189	($19,691)	15.1%	100%	$0	**
PO-040	ANIMAL AT-LARGE PICKUP	$22	$273	($251)	8.1%	10%	$0	
PO-041	VICIOUS ANIMAL HEARING	$0	$3,429	($3,429)	0.0%	0%	$0	
PO-047	ANIMAL CONTROL SERVICES	$15,000	$30,003	($15,003)	50.0%	50%	$0	
	SUBTOTAL - POLICE SERVICES	**$351,589**	**$811,282**	**($459,693)**	**43.3%**		**$24,200**	
PW-001	WATER SERVICE LATERAL INSPECTION	$25,672	$16,507	$9,165	155.5%	100%	($9,200)	
PW-001A	WATER SERVICE PRE-PLAN REVIEW	$3,860	$2,775	$1,085	139.1%	100%	($1,100)	
PW-002	WATER METER UPGRADE	N/A	N/A	N/A	N/A	100%	$0	
PW-002A	WATER METER UPGRADE INSPECTION	$0	$1,872	($1,872)	0.0%	100%	$1,900	
PW-003	WATER METER ABANDONMENT	N/A	N/A	N/A	N/A	100%	$0	
PW-003A	WATER METER ABANDONMENT INSPECTION	$0	$1,872	($1,872)	0.0%	100%	$1,900	
PW-004	TEMPORARY CONSTRUCTION METER	$3,020	$3,549	($529)	85.1%	100%	$500	
PW-005	FIRE FLOW TEST WITNESS	$2,250	$2,662	($412)	84.5%	100%	$400	
PW-006	DAMAGED METER/SERVICE LINE	N/A	N/A	N/A	N/A	100%	$0	
PW-007	ANNUAL BACKFLOW DEVICE PROGRAM	$65,472	$137,614	($72,142)	47.6%	100%	$72,100	
PW-010	NEW SEWER LATERAL INSPECTION	$2,260	$2,831	($571)	79.8%	100%	$600	
PW-011	SEWER CAP INSPECTION	$2,260	$2,831	($571)	79.8%	100%	$600	

CITY OF EL SEGUNDO
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2021-2022

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY CURRENT	PERCENT RECOVERY SUGGEST	POSSIBLE NEW REVENUE	
PW-012	SEWAGE SPILL RESPONSE	N/A	N/A	N/A	N/A	100%	$0	
PW-015	NEW UTILITY ACCOUNT PROCESSING	$36,064	$45,950	($9,886)	78.5%	100%	$9,900	
PW-016	DELINQUENT UTILITY BILLING	$0	$110,053	($110,053)	0.0%	50%	$0	
PW-017	DELINQUENT UTILITY TURN-OFF/ON	$0	$12,806	($12,806)	0.0%	100%	$0	
PW-020	WATER METER TEST	$1,470	$1,790	($320)	82.1%	100%	$300	
PW-021	REFER TO COLLECTION AGENCY	N/A	N/A	N/A	N/A	100%	$0	
PW-023	BANNER HANGING	$728	$3,268	($2,540)	22.3%	100%	$2,500	
PW-025	COMMERCIAL HAULER PERMIT	$7,411	$7,769	($358)	95.4%	100%	$0	#
PW-026	SELF HAUL WASTE PERMIT	$0	$789	($789)	0.0%	100%	$0	#
	SUBTOTAL - PUBLIC WORKS SERVICES	**$150,467**	**$354,938**	**($204,471)**	**42.4%**		**$80,400**	
REC-001	ADULT SPORTS	$79,895	$119,121	($39,226)	67.1%	40%	$0	
REC-003	DAY CAMPS	$255,297	$335,425	($80,128)	76.1%	40%	$0	
REC-004	TEEN CENTER/AFTERSCHOOL	$1,808	$423,382	($421,574)	0.4%	40%	$0	
REC-005	RECREATION CLASSES	$104,993	$538,048	($433,055)	19.5%	40%	$0	
REC-006	HILLTOP POOL	$20,740	$353,253	($332,513)	5.9%	40%	$0	
REC-006A	WISEBURN POOL	$1,142,770	$2,176,485	($1,033,715)	52.5%	100%	$0	
REC-007	RECREATION CARD REGISTRATION	$66,000	$29,299	$36,701	225.3%	40%	$0	
REC-008	YOUTH DRAMA	$16,000	$159,173	($143,173)	10.1%	40%	$0	
REC-009	SENIOR SERVICES	$16,540	$489,144	($472,604)	3.4%	40%	$0	
REC-010	BLOCK PARTY PERMIT	$250	$4,294	($4,044)	5.8%	100%	$0	
REC-011	PRIVATE SPEC. EVENT PERMIT/SERVICES	$17,200	$58,976	($41,776)	29.2%	100%	$0	
REC-012	FARMERS MARKET	$36,000	$67,441	($31,441)	53.4%	85%	$0	
REC-013	CITY SPECIAL EVENTS	$5,000	$866,643	($861,643)	0.6%	15%	$0	
REC-014	RECREATION FACILITY RENTAL	$200,000	$195,521	$4,479	102.3%	100%	$0	
REC-015	BALLFIELD RENTAL	$0	$246,223	($246,223)	0.0%	100%	$0	
REC-016	GOLF COURSE	$216,000	$92,979	$123,021	232.3%	100%	$0	
	SUBTOTAL - RECREATION SERVICES	**$2,178,493**	**$6,155,407**	**($3,976,914)**	**35.4%**		**$0**	
	GRAND TOTAL	**$7,709,455**	**$14,593,987**	**($6,884,532)**	**52.8%**		**$1,664,125**	

CITY OF EL SEGUNDO
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2021-2022

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY CURRENT	PERCENT RECOVERY SUGGEST	POSSIBLE NEW REVENUE

NOTES:

\# - INSUFFICIENT VOLUME

* - FEE TO ENCOURAGE BEHAVIOR

** - FEE LIMITED BY STATE LAW

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APPENDIX A

SUMMARY
OF
CURRENT FEES
AND
PROPOSED FEES

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: AD-001 TITLE: SHORT TERM RENTAL REGISTRATION

CURRENT FEE	RECOMMENDED FEE
New - $214 per application Renewal - $167 per renewal	New - $345 per application Renewal - $175 per renewal

REF #: AD-002 TITLE: FILM PERMIT PROCESSING

CURRENT FEE	RECOMMENDED FEE
Permit Application Fee - $1,310 Daily Film Permit Fee - $112 per day Revision/Rider - $203 Public Right-of-Way Usage - $802 per day per location City Location Usage - various fees per day per location Police Personnel - Actual Costs Fire Personnel - Actual Costs Public Works Personnel - Actual Costs	Permit Application Fee - $1,455 Daily Film Permit Fee - $115 per day Revision/Rider - $390 Public Right-of-Way Usage - $800 per day per location City Location Usage - various fees per day per location Police Personnel - Actual Costs Fire Personnel - Actual Costs Public Works Personnel - Actual Costs

REF #: AD-003 TITLE: NSF CHECK PROCESSING

CURRENT FEE	RECOMMENDED FEE
First NSF Check - $45 Each subsequent NSF Check - $90	First NSF Check - $65 Each subsequent NSF Check - $130

REF #: AD-004 TITLE: CREDIT CARD PROCESSING

CURRENT FEE	RECOMMENDED FEE
2.75% of amount charged	2.75% of amount charged

REF #: AD-005 TITLE: COPY SERVICE

CURRENT FEE	RECOMMENDED FEE
First 5 copies - No Charge Each additional copy - $0.20 per copy FPPC Copies - $0.10 per copy	First 5 copies - No Charge Each additional copy - $0.20 per copy FPPC Copies - $0.10 per copy

REF #: AD-006 TITLE: DOCUMENT CERTIFICATION

CURRENT FEE	RECOMMENDED FEE
$4 per document	$4 per document

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: AD-007 TITLE: VIDEO/AUDIO COPYING

CURRENT FEE	RECOMMENDED FEE
$11 per tape/disk	$11 per tape/disk

REF #: AD-008 TITLE: INITIATIVE PROCESSING

CURRENT FEE	RECOMMENDED FEE
$200 per application	$200 per application
Fee is to be refunded to the filer if, within one year of the date of filing the notice of intent, the elections official certifies the sufficiency of the petition.	Fee is to be refunded to the filer if, within one year of the date of filing the notice of intent, the elections official certifies the sufficiency of the petition.
This is the maximum allowed under State law.	This is the maximum allowed under State law.

REF #: AD-010 TITLE: GRAPHIC DESIGN/VIDEO PROD. SERVICES

CURRENT FEE	RECOMMENDED FEE
None	Charge the fully allocated hourly rates for all personnel used.

REF #: BL-001 TITLE: BUILDING PLAN CHECK SERVICES

CURRENT FEE	RECOMMENDED FEE
See Appendix C of this Report	See Appendix C of this Report

REF #: BL-002 TITLE: BUILDING INSPECTION SERVICES

CURRENT FEE	RECOMMENDED FEE
See Appendix C of this Report	See Appendix C of this Report

REF #: BL-003 TITLE: MAP/PLAN/FILE SCANNING SERVICES

CURRENT FEE	RECOMMENDED FEE
$2 per sheet - 8 1/2" x 11" $2 per sheet - larger	$2 per sheet - 8 1/2" x 11" $2 per sheet - larger

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: BL-004 TITLE: DRAINAGE STUDY REVIEW

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: EN-001 TITLE: ENCROACHMENT PERMIT

CURRENT FEE	RECOMMENDED FEE
Permit Issuance - $140 Inspection $4 per linear foot with a minimum of $165 per location Plan Review - $3 per linear foot with a minimum of $110 per location USA - $1 per linear foot of excavation/trench with a minimum of $50 plus performance bond at a level determined by City staff	Permit Issuance - $155 Inspection $3.50 per linear foot with a minimum of $165 per location Plan Review - $2.50 per linear foot with a minimum of $110 per location USA - $0.50 per linear foot of excavation/trench with a minimum of $50 plus performance bond at a level determined by City staff

REF #: EN-004 TITLE: LONG TERM ENCROACHMENT AGREEMENT

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: EN-005 TITLE: TRAFFIC CONTROL PLAN REVIEW

CURRENT FEE	RECOMMENDED FEE
Minor - $172 per application Arterial Lane Closure - $969 per application Major Arterial Closure - $2,306 per application or deposit with charges at actual costs as determined by staff	Minor - $185 per application Arterial Lane Closure - $1,085 per application Major Arterial Closure - $2,510 per application or deposit with charges at actual costs as determined by staff

REF #: EN-006 TITLE: TRAFFIC CONTROL INSPECTION

CURRENT FEE	RECOMMENDED FEE
Permit Issuance - $59 Inspection: First Day - $177 Each Additional Day - $43	Permit Issuance - $60 Inspection: First Day - $175 Each Additional Day - $45

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: EN-007 TITLE: NEWSRACK PERMIT

CURRENT FEE

New - $124 per newsrack
Annual Renewal - $54 per newsrack

RECOMMENDED FEE

New - $135 per newsrack
Annual Renewal - $50 per newsrack

REF #: EN-008 TITLE: NEWSRACK IMPOUNDMENT

CURRENT FEE

$97 per newsrack + $6 per day for storage

RECOMMENDED FEE

$90 per newsrack + $6 per day for storage

REF #: EN-009 TITLE: FINAL MAP CHECK

CURRENT FEE

1-9 lots - $1,391 per map plus actual costs for contract surveyor
10+ lots - Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

(Any County procesing fees are paid directly to the County by the applicant)

RECOMMENDED FEE

1-9 lots - $2,980 per map plus $1,500 deposit with charges at actual costs for contract surveyor
10+ lots - Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

(Any County procesing fees are paid directly to the County by the applicant)

REF #: EN-010 TITLE: FINAL MAP AMENDMENT

CURRENT FEE

$557 per application plus actual costs for contract surveyor

(Any County procesing fees are paid directly to the County by the applicant)

RECOMMENDED FEE

$1,750 per application plus $1,500 deposit with actual costs for contract surveyor

(Any County procesing fees are paid directly to the County by the applicant)

REF #: EN-011 TITLE: PUBLIC IMPROVEMENT PLAN CHECK

CURRENT FEE

Percent of Construction Valuation:
$0-$100,000 - 3%
$100,001-$500,000 - 2% of the construction value over $100,000
$500,001+ - 1% of the construction value over $500,000

RECOMMENDED FEE

Percent of Construction Valuation:
$0-$100,000 - 3%
$100,001-$500,000 - 2% of the construction value over $100,000
$500,001+ - 1% of the construction value over $500,000

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: EN-014 TITLE: RECORD OF SURVEY PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
$175 per plan plus actual costs for contract surveyor	$185 per plan plus $1,500 deposit with actual costs for contract surveyor

REF #: EN-015 TITLE: EASEMENT PROCESSING

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: EN-018 TITLE: MINOR PLAN CHECK REVISION

CURRENT FEE	RECOMMENDED FEE
$375 per sheet	$375 per sheet

REF #: EN-019 TITLE: STREET NAME CHANGE

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: EN-020 TITLE: ALLEY/STREET VACATION REVIEW

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: EN-021 TITLE: ASSESS. DISTRICT FORMATION RESEARCH

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: EN-022 TITLE: CITY PROPERTY ACQUISITON PROC.

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: EN-023 TITLE: WIDE & OVERLOAD PERMIT

CURRENT FEE	RECOMMENDED FEE
Daily - $16 per permit Annual - $90 per permit Fees are set by State Law.	Daily - $16 per permit Annual - $90 per permit Fees are set by State Law.

REF #: EN-025 TITLE: NEW INDUSTRIAL WASTE PERMIT/INSPECT

CURRENT FEE	RECOMMENDED FEE
New Permit Application: Sewer - $364 Off-Site - $364 On-Site - $685 New Sewer Plan: 1/2 - $444 3/4 - $605 5/6 - $926 New On-Site Plan: 1/2 - $551 3/4 - $749 5/6 - $1,150 New Off-Site Plan: 1/2 - $481 3/4 - $653 5/6 - $1,006 Closure Inspection - $845 Wastewater Sampling - $525 plus actual lab costs Site Remediation - Actual Costs Special Inspection and Off-Hours Inspection - Actual Costs Additional Plan Review - Actual Costs	New Permit Application: Sewer - $364 Off-Site - $364 On-Site - $685 New Sewer Plan: 1/2 - $444 3/4 - $605 5/6 - $926 New On-Site Plan: 1/2 - $551 3/4 - $749 5/6 - $1,150 New Off-Site Plan: 1/2 - $481 3/4 - $653 5/6 - $1,006 Closure Inspection - $845 Wastewater Sampling - $525 plus actual lab costs Site Remediation - Actual Costs Special Inspection and Off-Hours Inspection - Actual Costs Additional Plan Review - Actual Costs

REF #: EN-026 TITLE: REVISED INDUSTRIAL WASTE PERMIT/INS

CURRENT FEE	RECOMMENDED FEE
Revise Permit Application - $203 Revise Sewer Plan: 1/2 - $347 3/4 - $471 5/6 - $711 Revise On-Site Plan: 1/2 - $428 3/4 - $577 5/6 - $872 Revise Off-Site Plan: 1/2 - $347 3/4 - $471 5/6 - $711	Revise Permit Application - $203 Revise Sewer Plan: 1/2 - $347 3/4 - $471 5/6 - $711 Revise On-Site Plan: 1/2 - $428 3/4 - $577 5/6 - $872 Revise Off-Site Plan: 1/2 - $347 3/4 - $471 5/6 - $711

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: EN-027 TITLE: INDUSTRIAL WASTE ANNUAL INSPECTION

CURRENT FEE	RECOMMENDED FEE
Class 1 - $364	Class 1 - $364
Class 2 - $685	Class 2 - $685
Class 3 - $1,006	Class 3 - $1,006
Class 4 - $1,327	Class 4 - $1,327
Class 5 - $1,968	Class 5 - $1,968
Class 12 - $3,893	Class 12 - $3,893
Class X - $525	Class X - $525

REF #: EN-028 TITLE: STORMWATER INSPECTION

CURRENT FEE	RECOMMENDED FEE
Restaurant - $246	Restaurant - $250
Automotive - $246	Automotive - $250
1 Acre - $337	1 Acre - $340
2-5 Acres - $423	2-5 Acres - $425
More than 5 Acres - $642	More than 5 Acres - $645
Stormwater Violation Fines:	Stormwater Violation Fines:
1st Violation - $107	1st Violation - $100
2nd Violation - $536	2nd Violation - $500
3rd Violation - $1,605	3rd Violation - $1,500
Subsequent Violations - Fines determined by City	Subsequent Violations - Fines determined by City

REF #: EN-030 TITLE: WIRELESS PERMIT - MINISTERIAL

CURRENT FEE	RECOMMENDED FEE
None	$875 per site

REF #: EN-031 TITLE: WIRELESS PERMIT - ADMINISTRATIVE

CURRENT FEE	RECOMMENDED FEE
None	$3,220 per site

REF #: EN-032 TITLE: WIRELESS PERMIT - MAJOR

CURRENT FEE	RECOMMENDED FEE
None	$7,810 per site plus deposit with actual costs for outside services

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: FR-001 TITLE: NEW COMM. FIRE SPRINKLER PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 10% of Tables in Appendix C of this Report	1-25 Heads - $265 26-50 Heads - $310 51-100 Heads - $355 101-200 Heads - $395
Expedited Plan Check - additional 50% of standard plan check fee	201-300 Heads - $440 301-500 Heads - $485 501-1,000 Heads - $530 1,001-2,000 Heads - $615 2,001-3,000 Heads - $660 3,001-4,000 Heads - $705 4,001-5,000 Heads - $795 5,001-6,000 Heads - $835 Each add'l 100 Heads over 6,000 Heads - $175 OR Deposit with charges at actual costs as determined by staff Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-001A TITLE: NEW SFR/DUPLEX SPRINKLER PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 10% of Tables in Appendix C of this Report	$175 per plan
Expedited Plan Check - additional 50% of standard plan check fee	OR Deposit with charges at actual costs as determined by staff Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-001B TITLE: NEW MFR FIRE SPRINKLER PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 10% of Tables in Appendix C of this Report	$355 per plan
Expedited Plan Check - additional 50% of standard plan check fee	OR Deposit with charges at actual costs as determined by staff Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-001C TITLE: TEN IMPR FIRE SPRINKLER PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 10% of Tables in Appendix C of this Report	1-20 Heads - $90 21-50 Heads - $130
Expedited Plan Check - additional 50% of standard plan check fee	51-100 Heads - $265 Each additional 100 Heads over 100 Heads - $175 OR Deposit with charges at actual costs as determined by staff Expedited Plan Check - additional 50% of standard plan check fee

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: FR-001D TITLE: UNDERGROUND WATER SYSTEM PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 10% of Tables in Appendix C of this Report	1-4 Building/Systems - $355 per plan 5 or More Buildings/Systems - $705 per plan
Expedited Plan Check - additional 50% of standard plan check fee	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-001E TITLE: FIRE PUMP PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 10% of Tables in Appendix C of this Report	$880 per plan
Expedited Plan Check - additional 50% of standard plan check fee	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-001F TITLE: WATER TANK PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 10% of Tables in Appendix C of this Report	$355 per plan
Expedited Plan Check - additional 50% of standard plan check fee	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-002 TITLE: FIRE ALARM SYSTEM PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 100% of Tables in Appendix C of this Report	1-25 Devices - $355 26-100 Devices - $530
Expedited Plan Check - additional 50% of standard plan check fee	101-200 Devices - $705 201-500 Devices - $880 501-750 Devices - $1,060 751-1,000 Devices - $1,235 Each additional 50 Devices over 50 Devices - $175 OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: FR-003 TITLE: FIRE EXTINGUISHING SYST PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 100% of Tables in Appendix C of this Report	Hood & Duct - $355 Dry Chemical - $355
Expedited Plan Check - additional 50% of standard plan check fee	Carbon Dioxide - $355 Foam/Liquid System - $355 Inert Gas/Halon - $355
	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-003A TITLE: EMERGENCY GENERATOR PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 100% of Tables in Appendix C of this Report	$355 per plan
Expedited Plan Check - additional 50% of standard plan check fee	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-003B TITLE: SPRAY BOOTH PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 100% of Tables in Appendix C of this Report	$530 per plan
Expedited Plan Check - additional 50% of standard plan check fee	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-003C TITLE: INDUSTRIAL OVEN PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 100% of Tables in Appendix C of this Report	$355 per plan
Expedited Plan Check - additional 50% of standard plan check fee	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: FR-003D TITLE: VAPOR RECOVERY PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 100% of Tables in Appendix C of this Report	$355 per plan
Expedited Plan Check - additional 50% of standard plan check fee	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-003E TITLE: DUST COLLECTION PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 100% of Tables in Appendix C of this Report	$355 per plan
Expedited Plan Check - additional 50% of standard plan check fee	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-003F TITLE: REFRIGERATION PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 100% of Tables in Appendix C of this Report	$355 per plan
Expedited Plan Check - additional 50% of standard plan check fee	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-003G TITLE: MEDICAL GAS PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 100% of Tables in Appendix C of this Report	$355 per plan
Expedited Plan Check - additional 50% of standard plan check fee	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-003H TITLE: INDUSTRIAL GAS PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 100% of Tables in Appendix C of this Report	$355 per plan
Expedited Plan Check - additional 50% of standard plan check fee	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-003I TITLE: SYSTEM PIPING/MANIFOLD PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 100% of Tables in Appendix C of this Report	$355 per plan
Expedited Plan Check - additional 50% of standard plan check fee	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-003J TITLE: SMOKE CONTROL PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 100% of Tables in Appendix C of this Report	$880 per plan
Expedited Plan Check - additional 50% of standard plan check fee	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-003K TITLE: HIGH-PILED STORAGE PLAN CHECK

CURRENT FEE	RECOMMENDED FEE
Valuation based on 100% of Tables in Appendix C of this Report	0-10,000 sq ft - $615 10,001-25,000 sq ft - $795
Expedited Plan Check - additional 50% of standard plan check fee	25,001-100,000 sq ft - $970 100,001+ sq ft - $1,145
	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-003L TITLE: TENANT IMPROVEMENT LIFE SAFETY P/C

CURRENT FEE	RECOMMENDED FEE
None	$175 per plan
	OR Deposit with charges at actual costs as determined by staff
	Expedited Plan Check - additional 50% of standard plan check fee

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REF #: FR-003M TITLE: FIRE ACCESS PLAN REVIEW

CURRENT FEE

None

RECOMMENDED FEE

$440 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

REF #: FR-004 TITLE: FIRE PROTECTION TESTING

CURRENT FEE

$268 per system

RECOMMENDED FEE

$380 per system

REF #: FR-004A TITLE: FIRE PREVENTION/OPERATIONS INSPECT.

CURRENT FEE

Specialty Fire Protection Systems - Valuation based on 100% of Tables in Appendix C of this Report

High Rise - $1.19 per 100 square feet
State Mandated - $124 per inspection

RECOMMENDED FEE

Charge the fully allocated hourly rate for all personnel used plus any outside costs

REF #: FR-005 TITLE: ANNUAL BUSINESS FIRE INSPECTION

CURRENT FEE

0-1,499 square feet - $87
1,500-9,999 square feet - $119
10,000-24,999 square feet - $208
25,000-99,999 square feet - $402
100,000-499,999 square feet - $1,695
500,000+ square feet - $3,588

RECOMMENDED FEE

This service fee will now be part of the Fire Prevention/Operations Inspection (FR-004A) fee.

REF #: FR-006 TITLE: ANNUAL BUSINESS FIRE REINSPECTION

CURRENT FEE

0-1,499 square feet - $54
1,500-9,999 square feet - $54
10,000-24,999 square feet - $87
25,000-99,999 square feet - $144
100,000-499,999 square feet - $711
500,000+ square feet - $711

RECOMMENDED FEE

This service fee will now be part of the Fire Prevention/Operations Inspection (FR-004A) fee.

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REF #: FR-007 **TITLE: ANNUAL FIRE PERMIT**

CURRENT FEE	RECOMMENDED FEE
$81 per permit	$120 per permit

REF #: FR-008 **TITLE: SPECIAL EVENT PERMIT**

CURRENT FEE	RECOMMENDED FEE
$456 per permit	$290 per permit

REF #: FR-008A **TITLE: TENT PERMIT**

CURRENT FEE	RECOMMENDED FEE
$81 per permit	$235 per permit

REF #: FR-009 **TITLE: ALTERNATE MEANS & METHODS REVIEW**

CURRENT FEE	RECOMMENDED FEE
None	$4,830 per application

REF #: FR-009A **TITLE: FIRE PREV. MODIFICATION REQUEST**

CURRENT FEE	RECOMMENDED FEE
None	$965 per application

REF #: FR-009B **TITLE: FIRE PERMIT EXTENSION**

CURRENT FEE	RECOMMENDED FEE
	$155 per application

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REF #: FR-010 TITLE: FIRE SPECIALTY SYSTEM REMINDER PROG

CURRENT FEE	RECOMMENDED FEE
None	$20 per system

REF #: FR-011 TITLE: SPECIAL FIRE EQUIP INSP/APPROVAL

CURRENT FEE	RECOMMENDED FEE
$691 per request plus any outside costs	This service is no longer provided and should be removed from the fee schedule.

REF #: FR-012 TITLE: FIRE RE-INSPECTION

CURRENT FEE	RECOMMENDED FEE
Charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: FR-013 TITLE: AFTER-HOURS FIRE INSPECTION

CURRENT FEE	RECOMMENDED FEE
Charges at the overtime rate (120% of fully allocated hourly rates) for all personnel involved plus any outside or contract costs, with a 2 hour minimum.	Charges at the overtime rate (120% of fully allocated hourly rates) for all personnel involved plus any outside or contract costs, with a 2 hour minimum.

REF #: FR-014 TITLE: HAZARDOUS MATERIALS INSP. PROGRAM

CURRENT FEE	RECOMMENDED FEE
Range I - $450	Range I - $1,470
Range II - $487	Range II - $1,590
Range III - $632	Range III - $1,915
Range IV - $680	Range IV - $2,050
Range V - $771	Range V - $2,465

REF #: FR-015 TITLE: CHEMICAL ACCIDENT RELEASE PREV PROG

CURRENT FEE	RECOMMENDED FEE
Program 1 - $6,326	Program 1 - $4,030
Program 2 - $9,962	Program 2 - $5,970
Program 3 - $18,181	Program 3 - $11,510
Program 4 - $152,549	Program 4 - $117,940

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REF #: FR-016 TITLE: HAZARDOUS WASTE GENERATOR PERMIT

CURRENT FEE	RECOMMENDED FEE
Very Small Quanity Generator - $487	Very Small Quanity Generator - $1,350
Small Quantity Generator - $605	Small Quantity Generator - $1,350
Large Quantity Generator - $680	Large Quantity Generator - $2,505
RCRA Large Quantity Generator - $904	RCRA Large Quantity Generator - $2,505

REF #: FR-017 TITLE: TIERED HAZ WASTE PERMIT PROCESSING

CURRENT FEE	RECOMMENDED FEE
Permit By Rule - $1,749	Permit By Rule - $4,070
Conditional Authorization - $1,684	Conditional Authorization - $2,965
Conditionally Exempt - $2,663	Conditionally Exempt - $1,855

REF #: FR-018 TITLE: UNDERGROUND TANK PERMIT

CURRENT FEE	RECOMMENDED FEE
Annual Permit Maintenance - $1,055 plus $150 per add'l tank	Annual Permit Maintenance - $3,295 plus $235 per add'l tank
Operating Permit Transfer - $450	Operating Permit Transfer - $705
New Construction Plan Clearance - $755 + $188 per add'l tank	New Construction Plan Clearance - $2,310 + $235 per add'l tank
Closure Application - $1,353 plus $150 per add'l tank or deposit	Closure Application - $4,435 plus $235 per add'l tank or deposit
Complex Site Investigation - Deposit with actual costs	Complex Site Investigation - Deposit with actual costs
Permit Addendum - $300	Permit Addendum - $470
Voluntary Cleanup Oversight - Deposit with actual costs	Voluntary Cleanup Oversight - Deposit with actual costs
Secondary Containment Testing Oversight - $300 plus $375 per tank plus $375 for each re-inspection per tank after the first 2 inspections	Secondary Containment Testing Oversight - $470 plus $590 per tank plus $590 for each re-inspection per tank after the first 2 inspections

REF #: FR-019 TITLE: ABOVE GROUND LIQUID TANK INSPECTION

CURRENT FEE	RECOMMENDED FEE
0-10,000 gallons - $867 per facility	0-10,000 gallons - $1,605 per facility
10,001-1,000,000 gallons - $2,167 per facility	10,001-1,000,000 gallons - $3,515 per facility
1,000,001 or more gallons - $2,530 per facility	1,000,001 or more gallons - $7,120 per facility

REF #: FR-020 TITLE: HAZARDOUS MATERIALS RESPONSE

CURRENT FEE	RECOMMENDED FEE
Charge the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Charge the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: FR-021 **TITLE: ENVIRON SAFETY ENFORCE INSPECTION**

CURRENT FEE	RECOMMENDED FEE
Charge the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Charge the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: FR-022 **TITLE: UNIFIED PROGRAM ADMINISTRATION**

CURRENT FEE	RECOMMENDED FEE
$112 per facility/business	$190 per facility/business

REF #: FR-023 **TITLE: CUPA - NEW BUSINESS**

CURRENT FEE	RECOMMENDED FEE
$143 per facility/business	$305 per facility/business

REF #: FR-024 **TITLE: CERS CONSULTATION/SERVICE**

CURRENT FEE	RECOMMENDED FEE
$164 per hour (4 hours maximum per year)	Range I - $120 Range II - $235 Range III - $470 Range IV - $1,110 Range V - $1,110

REF #: FR-025 **TITLE: HMBP REGULATORY RE-INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$164 per hour	Range I - $120 Range II - $175 Range III - $235 Range IV - $415 Range V - $555

REF #: FR-025A **TITLE: CALARP REGULATORY RE-INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$164 per hour	Program 1 - $275 Program 2 - $555 Program 3 - $1,110 Program 4 - $1,665

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REF #: FR-025B **TITLE: HWG REGULATORY RE-INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$164 per hour	Very Small Quanity Generator - $120 Small Quantity Generator - $175 Large Quantity Generator - $275 RCRA Large Quantity Generator - $415

REF #: FR-025C **TITLE: TP REGULATORY RE-INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$164 per hour	Permit By Rule - $555 Conditional Authorization - $275 Conditionally Exempt - $140

REF #: FR-025D **TITLE: UST REGULATORY RE-INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$164 per hour	Annual Permit - $235 Additional Tank - $235

REF #: FR-025E **TITLE: APSA REGULATORY RE-INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$164 per hour	0-10,000 gallons - $235 10,001-1,000,000 gallons - $415 1,000,001 or more gallons - $555

REF #: FR-026 **TITLE: FAILURE TO OBTAIN INITIAL PERMIT**

CURRENT FEE	RECOMMENDED FEE
Original Fee plus 50%	Original Fee plus 50%

REF #: FR-027 **TITLE: LATE CERS SUBMITTAL CITATION**

CURRENT FEE	RECOMMENDED FEE
$129 per citation	$215 per citation

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REF #: FR-028 **TITLE: LATE CERS SUBMITTAL CORRECTION**

CURRENT FEE	RECOMMENDED FEE
$129 per citation	$215 per citation

REF #: FR-029 **TITLE: CUPA - LATE PAYMENT PENALTY**

CURRENT FEE	RECOMMENDED FEE
10% penalty	10% penalty

REF #: FR-030 **TITLE: ENVIRON SAFETY APPLICATION REVIEW**

CURRENT FEE	RECOMMENDED FEE
None	$425 per application

REF #: FR-031 **TITLE: METHANE BARRIER PLAN CHECK/INSPECT**

CURRENT FEE	RECOMMENDED FEE
None	First Building - $275 Each Additional Building - $275

REF #: FR-032 **TITLE: AB1646 OPERATIONS & MAINTENANCE**

CURRENT FEE	RECOMMENDED FEE
None	$9,380 per facility

REF #: FR-033 **TITLE: PROG 4 CALARP EMERG RESPONSE PUBLIC**

CURRENT FEE	RECOMMENDED FEE
None	$102,615 per facility

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REF #: FR-040 **TITLE: FIRE FALSE ALARM RESPONSE**

CURRENT FEE	RECOMMENDED FEE
None	First 3 responses in a calendar year - No Charge Fourth Response - $260 Fifth Response - $520 Sixth and Subsequent Responses - $780

REF #: IS-WC **TITLE: WORKERS COMP ADMIN**

CURRENT FEE	RECOMMENDED FEE

REF #: LB-001 **TITLE: NEW LIBRARY CARD PROCESSING**

CURRENT FEE	RECOMMENDED FEE
California Resident - No Charge Out-of-State Non-Resident - $40 per year	California Resident - No Charge Out-of-State Non-Resident - $40 per year

REF #: LB-002 **TITLE: LIBRARY CARD REPLACEMENT**

CURRENT FEE	RECOMMENDED FEE
$3.10 per card	$3.10 per card

REF #: LB-003 **TITLE: INTER-LIBRARY LOAN**

CURRENT FEE	RECOMMENDED FEE
$1.05 per item	$1 per item

REF #: LB-005 **TITLE: OVERDUE LIBRARY ITEM**

CURRENT FEE	RECOMMENDED FEE
Books/Periodicals/Audio Visual - $0.25 per day up to the item cost	These fees will be removed.

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REF #: LB-006 TITLE: LOST/DAMAGED LIBRARY ITEM REPLACE

CURRENT FEE	RECOMMENDED FEE
Lost or Damaged Item - $10.25 per item plus the replacement cost	Lost or Damaged Item - $10.25 per item plus the replacement cost
Damaged Material Fees: Book/Bindery Repairs - $10.25 maximum Periodicals - $2.05 plus replacement cost Pamphlets/Paperbacks - $1.05 plus replacement cost	Damaged Material Fees: Book/Bindery Repairs - $10.25 maximum Periodicals - $2.05 plus replacement cost Pamphlets/Paperbacks - $1.05 plus replacement cost

REF #: LB-007 TITLE: LIBRARY PRINTING

CURRENT FEE	RECOMMENDED FEE
Black and White - $0.20 per page Color - $1 per page	Black and White - $0.20 per page Color - $1 per page

REF #: LB-008 TITLE: LIBRARY FACILITY RENTAL

CURRENT FEE	RECOMMENDED FEE
Resident Non-Profit Organization - $16 per hour Resident For Profit Organization - $32 per hour Non-Resident Non-Profit Organization - $48 per hour Non-Resident For Profit Organization - $48 per hour Kitchen - $37 refundable deposit	Resident Non-Profit Organization - $16 per hour Resident For Profit Organization - $32 per hour Non-Resident Non-Profit Organization - $48 per hour Non-Resident For Profit Organization - $48 per hour Kitchen - $37 refundable deposit

REF #: PL-001 TITLE: ADMINISTRATIVE USE PERMIT

CURRENT FEE	RECOMMENDED FEE
$3,306 per application	$2,805 per application

REF #: PL-003 TITLE: CONDITIONAL USE PERMIT

CURRENT FEE	RECOMMENDED FEE
$11,690 per application	$16,050 per application

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REF #: PL-004 TITLE: DOWNTOWN DESIGN REVIEW

CURRENT FEE	RECOMMENDED FEE
Staff Review - $669 per application Director Review - $4,047 per application Planning Commission Review - $6,140 per application	Staff Review - $300 per application Director Review - $1,890 per application Planning Commission Review - $5,415 per application

REF #: PL-005 TITLE: VARIANCE REVIEW

CURRENT FEE	RECOMMENDED FEE
$7,617 per application	$15,770 per application

REF #: PL-006 TITLE: ADJUSTMENT REVIEW

CURRENT FEE	RECOMMENDED FEE
$2,933 per application	$2,100 per application

REF #: PL-007 TITLE: ZONE TEXT AMENDMENT/ZONE CHANGE

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: PL-008 TITLE: PRE-APPLICATION REVIEW

CURRENT FEE	RECOMMENDED FEE
None	$5,245 per application

REF #: PL-009 TITLE: TRAFFIC STUDY REVIEW

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

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REF #: PL-010 TITLE: OFF-SITE PARKING COVENANT

CURRENT FEE	RECOMMENDED FEE
$364 per application	$765 per application

REF #: PL-011 TITLE: PARKING DEMAND/SHARED PARKING STUDY

CURRENT FEE	RECOMMENDED FEE
$1,065 per study plus actual costs for Traffic Engineer	$1,970 per study plus actual costs for Traffic Engineer

REF #: PL-012 TITLE: GENERAL PLAN AMENDMENT REVIEW

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: PL-013 TITLE: SPECIFIC PLAN REVIEW

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: PL-014 TITLE: SPECIFIC PLAN AMENDMENT REVIEW

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: PL-018 TITLE: DEVELOPMENT AGREEMENT REVIEW

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

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REF #: PL-019 TITLE: COASTAL DEVELOPMENT PERMIT

CURRENT FEE

$931 per application

RECOMMENDED FEE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: PL-020A TITLE: SITE PLAN REVIEW

CURRENT FEE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

RECOMMENDED FEE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: PL-024 TITLE: DENSITY BONUS AGREEMENT REVIEW

CURRENT FEE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

RECOMMENDED FEE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: PL-025 TITLE: ENVIRON. CATEGORICAL EXEMPTION

CURRENT FEE

$151 per application

RECOMMENDED FEE

$505 per application

REF #: PL-026 TITLE: ENVIRON INITIAL STUDY/NEG DEC/RECIR

CURRENT FEE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

RECOMMENDED FEE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: PL-027 TITLE: ENVIRONMENTAL IMPACT REPORT REVIEW

CURRENT FEE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

RECOMMENDED FEE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

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REF #: PL-028 TITLE: MITIGATION MONITORING

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: PL-029 TITLE: PRECISE PLAN MODIFICATION REVIEW

CURRENT FEE	RECOMMENDED FEE
$5,762 per application	This service is no longer provided and should be removed from the fee schedule.

REF #: PL-030 TITLE: TENTATIVE PARCEL MAP REVIEW

CURRENT FEE	RECOMMENDED FEE
$5,327 per map plus actual cost for contract surveyor. (Any County procesing fees are paid directly to the County by the applicant)	$6,395 per map plus $1,500 deposit with charges at actual costs for contract surveyor (Any County procesing fees are paid directly to the County by the applicant)

REF #: PL-031 TITLE: TENTATIVE TRACT MAP REVIEW

CURRENT FEE	RECOMMENDED FEE
$5,327 per map plus $275 per lot for every lot over 4, plus actual cost for contract surveyor (Any County procesing fees are paid directly to the County by the applicant)	$10,590 per map plus $1,500 deposit with charges at actual costs for contract surveyor (Any County procesing fees are paid directly to the County by the applicant)

REF #: PL-033 TITLE: RESUBMITTED MAP REVIEW

CURRENT FEE	RECOMMENDED FEE
$845 per map	$730 per map

REF #: PL-034 TITLE: LOT LINE ADJUSTMENT

CURRENT FEE	RECOMMENDED FEE
$1,389 per application plus actual cost for contract surveyor	$1,680 per application plus $1,500 deposit with charges at actual costs for contract surveyor

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REF #: PL-035 TITLE: LOT MERGER

CURRENT FEE	RECOMMENDED FEE
$1,389 per application plus actual cost for contract surveyor	$1,680 per application plus $1,500 deposit with charges at actual costs for contract surveyor

REF #: PL-035A TITLE: LOT TIE COVENANT

CURRENT FEE	RECOMMENDED FEE
$783 per application	$785 per application

REF #: PL-037 TITLE: CERTIFICATE OF COMPLIANCE REVIEW

CURRENT FEE	RECOMMENDED FEE
$1,647 per application	$1,775 per application plus $1,500 deposit with charges at actual costs for contract surveyor

REF #: PL-038 TITLE: RECIPROCAL ACCESS EASEMENT

CURRENT FEE	RECOMMENDED FEE
$572 per application plus actual costs for City Attorney	$705 per application plus actual costs for City Attorney

REF #: PL-039 TITLE: CC&R REVIEW

CURRENT FEE	RECOMMENDED FEE
Actual costs for any City staff and for City Attorney	Actual costs for any City staff and for City Attorney

REF #: PL-040 TITLE: HISTORIC RESOURCE NOMINATION REVIEW

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

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REF #: PL-041 **TITLE: ADMIN DETERMINATION - DIR DECISION**

CURRENT FEE	RECOMMENDED FEE
$1,281 per application	$3,760 per application

REF #: PL-042 **TITLE: ADMIN DETERMINATION - PC DECISION**

CURRENT FEE	RECOMMENDED FEE
$2,192 per application	$6,435 per application

REF #: PL-042A **TITLE: TEMPORARY SIGN PERMIT**

CURRENT FEE	RECOMMENDED FEE
$249 per application	$140 per application

REF #: PL-043 **TITLE: SIGN PROGRAM SIGN PLAN REVIEW**

CURRENT FEE	RECOMMENDED FEE
$107 per application	$140 per application

REF #: PL-044 **TITLE: MASTER SIGN PROGRAM**

CURRENT FEE	RECOMMENDED FEE
$653 per application or deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs, as determined by staff	$1,110 per application

REF #: PL-045 **TITLE: LARGE FAMILY DAY CARE PERMIT**

CURRENT FEE	RECOMMENDED FEE
$417 per application plus $134 if a public hearing is requested	$3,325 per application

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REF #: PL-047 **TITLE: ZONING CONFORMANCE LETTER/REVIEW**

CURRENT FEE	RECOMMENDED FEE
$736 per letter	$845 per letter

REF #: PL-048 **TITLE: MODIF. TO DISCRETIONARY APPROVAL**

CURRENT FEE	RECOMMENDED FEE
$6,130 per application	$9,110 per application

REF #: PL-049 **TITLE: TIME EXTENSION REVIEW**

CURRENT FEE	RECOMMENDED FEE
$420 per application	$695 per application

REF #: PL-050 **TITLE: APPEAL TO THE PLANNING COMMISSION**

CURRENT FEE	RECOMMENDED FEE
$1,472 per appeal	$6,595 per appeal for 50% cost recovery

REF #: PL-051 **TITLE: APPEAL TO THE CITY COUNCIL**

CURRENT FEE	RECOMMENDED FEE
$2,952 per appeal for 100% cost recovery	$5,845 per appeal for 50% cost recovery
Inside the Coastal Appeal Zone - No Charge per State law	Inside the Coastal Appeal Zone - No Charge per State law

REF #: PL-052 **TITLE: STREET ADDRESS CHANGE/ISSUANCE**

CURRENT FEE	RECOMMENDED FEE
$648 per application	$465 per application

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REF #: PL-052A TITLE: NEW ADDRESS PROCESSING

CURRENT FEE	RECOMMENDED FEE
$648 per application	$465 per application

REF #: PL-053 TITLE: GENERAL PLAN MAINTENANCE

CURRENT FEE	RECOMMENDED FEE
10% of all Building & Safety permit fees	10% of all Building & Safety permit fees

REF #: PL-054 TITLE: TEMPORARY USE PERMIT

CURRENT FEE	RECOMMENDED FEE
$1,270 per application	$1,800 per application

REF #: PL-055 TITLE: ENTERTAINMENT PERMIT

CURRENT FEE	RECOMMENDED FEE
New - $555 per application Renewal - $57 per renewal	New - $60 per application Renewal - $70 per renewal

REF #: PL-056 TITLE: ADULT USE PLANNING PERMIT

CURRENT FEE	RECOMMENDED FEE
Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.	Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REF #: PL-057 TITLE: AMPLIFIED SOUND PERMIT

CURRENT FEE	RECOMMENDED FEE
$161 per application	$240 per application

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REF #: PL-058 **TITLE: ANIMAL PERMIT**

CURRENT FEE	RECOMMENDED FEE
$572 per application	$135 per application

REF #: PL-059 **TITLE: ANIMAL PERMIT RENEWAL**

CURRENT FEE	RECOMMENDED FEE
$283 per renewal	$70 per renewal

REF #: PL-060 **TITLE: ANIMAL PERMIT APPEAL**

CURRENT FEE	RECOMMENDED FEE
Resident - $1,236 per appeal for 50% cost recovery Non-Resident - $2,466 per appeal for 100% cost recovery	Resident - $6,595 per appeal for 50% cost recovery Non-Resident - $13,185 per appeal for 100% cost recovery

REF #: PL-061 **TITLE: BUSINESS ZONING CLEARANCE**

CURRENT FEE	RECOMMENDED FEE
$125 per application (not currently charged)	$70 per application

REF #: PL-061A **TITLE: HOME OCCUPATION ZONING CLEARANCE**

CURRENT FEE	RECOMMENDED FEE
$62 per application	$70 per application

REF #: PL-062 **TITLE: PUBLIC NOTICING**

CURRENT FEE	RECOMMENDED FEE
Actual costs charged by publication	Actual costs charged by publication

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: PO-001 TITLE: FIREARMS DEALER PERMIT

CURRENT FEE	RECOMMENDED FEE
$1,080 per application	$990 per application

REF #: PO-002 TITLE: FORTUNETELLER PERMIT

CURRENT FEE	RECOMMENDED FEE
$738 per application	$685 per application

REF #: PO-003 TITLE: SECONDHAND DEALER PERMIT

CURRENT FEE	RECOMMENDED FEE
$311 per application	$355 per application

REF #: PO-003A TITLE: PAWNSHOP PERMIT

CURRENT FEE	RECOMMENDED FEE
$1,080 per application	$990 per application

REF #: PO-004 TITLE: BINGO PERMIT

CURRENT FEE	RECOMMENDED FEE
Annual Application - $52 per application plus Department of Justice Fee Fee is set by Penal Code Section 326.5(l)(1).	Annual Application - $50 per application plus Department of Justice Fee Fee is set by Penal Code Section 326.5(l)(1).
Remote Caller Game - $551	Remote Caller Game - $735

REF #: PO-006 TITLE: POLICE MASSAGE ESTABLISHMENT PMT.

CURRENT FEE	RECOMMENDED FEE
$728 per application	$670 per application

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: PO-007 **TITLE: MASSAGE THERAPIST PERMIT**

CURRENT FEE	RECOMMENDED FEE
$150 per application plus County testing fee	$180 per application plus County testing fee

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REF #: PO-008 **TITLE: AUCTION HOUSE PERMIT**

CURRENT FEE	RECOMMENDED FEE
$738 per application	$685 per application

REF #: PO-009 **TITLE: POOL ROOM PERMIT**

CURRENT FEE	RECOMMENDED FEE
$728 per application	$670 per application

REF #: PO-010 **TITLE: TOBACCO PERMIT**

CURRENT FEE	RECOMMENDED FEE
$263 per application	$265 per application

REF #: PO-013 **TITLE: MISC. POLICE BUSINESS PERMIT**

CURRENT FEE	RECOMMENDED FEE
$781 per application	$745 per application

REF #: PO-014 **TITLE: CONCEALED WEAPONS PERMIT**

CURRENT FEE	RECOMMENDED FEE
Fee is set by State Law: New application - $100 $25 - renewal application Amended application - $10 Psychological testing costs are to be added to the above fee up to $150 20% of the fee is collected upon filing of the initial application and is non-refundable. The balance of the fee is collected on issuance of the license.	Fee is set by State Law: New application - $100 $25 - renewal application Amended application - $10 Psychological testing costs are to be added to the above fee up to $150 20% of the fee is collected upon filing of the initial application and is non-refundable. The balance of the fee is collected on issuance of the license.

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
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REF #: PO-015 **TITLE: CLEARANCE FORM/LETTER**

CURRENT FEE	RECOMMENDED FEE
$28 per letter	$40 per letter

REF #: PO-016 **TITLE: RECORDS CHECK - LOCAL**

CURRENT FEE	RECOMMENDED FEE
$22 per name	$25 per name

REF #: PO-017 **TITLE: CITATION SIGN-OFF SERVICE**

CURRENT FEE	RECOMMENDED FEE
$16 per citation	$23 per citation

REF #: PO-018 **TITLE: VEHICLE IMPOUND RELEASE**

CURRENT FEE	RECOMMENDED FEE
Standard Impound - $220 per vehicle 30 Day/DUI Impound - $306 per vehicle	Standard Impound - $240 per vehicle 30 Day/DUI Impound - $280 per vehicle

REF #: PO-019 **TITLE: POLICE FALSE ALARM RESPONSE/BILLING**

CURRENT FEE	RECOMMENDED FEE
First 3 alarms in a calendar year - No Charge 4th falase alarm - $207 5th false alarm - $312 6th and subsequent false alarm - $415	First 3 alarms in a calendar year - No Charge 4th falase alarm - $250 5th false alarm - $350 6th and subsequent false alarm - $450

REF #: PO-020 **TITLE: POLICE ALARM PERMIT**

CURRENT FEE	RECOMMENDED FEE
Alarm Permit - No Charge Violation for non-alarm permit - $172	Alarm Permit - No Charge Violation for non-alarm permit - $175

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: PO-022 TITLE: DUI COLLISION RESPONSE

CURRENT FEE	RECOMMENDED FEE
Charge the fully allocated hourly rates for all responding emergency personnel, not to exceed $12,000 per incident by State law.	Charge the fully allocated hourly rates for all responding emergency personnel, not to exceed $12,000 per incident by State law.

REF #: PO-023 TITLE: SECOND RESPONSE CALL-BACK

CURRENT FEE	RECOMMENDED FEE
Charge the fully allocated hourly rates for all responding emergency personnel.	Charge the fully allocated hourly rates for all responding emergency personnel.

REF #: PO-025 TITLE: SPECIAL EVENT POLICE SERVICE

CURRENT FEE	RECOMMENDED FEE
Charge the fully allocated hourly rates for all personnel used.	Charge the fully allocated hourly rates for all personnel used.

REF #: PO-026 TITLE: FINGERPRINTING ON REQUEST

CURRENT FEE	RECOMMENDED FEE
$38 per application plus any DOJ fees	$45 per application plus any DOJ fees

REF #: PO-027 TITLE: POLICE REPORT/DOCUMENT REPRODUCTION

CURRENT FEE	RECOMMENDED FEE
First 5 copies - No Charge Each additional copy - $0.20 per copy	First 5 copies - No Charge Each additional copy - $0.20 per copy

REF #: PO-028 TITLE: POLICE PHOTO REPRODUCTION

CURRENT FEE	RECOMMENDED FEE
$38 per request	$48 per request for printed copies

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: PO-029 **TITLE: POLICE DISPATCH TAPE COPY**

CURRENT FEE	RECOMMENDED FEE
$11 per disk	$11 per device

REF #: PO-030 **TITLE: POLICE ELECTRONIC FILE COPY**

CURRENT FEE	RECOMMENDED FEE
$11 per disk	$11 per device

REF #: PO-040 **TITLE: ANIMAL AT-LARGE PICKUP**

CURRENT FEE	RECOMMENDED FEE
1st offense - $11 2nd offense - $28 3rd and subsequent offense - $43	1st offense - $11 2nd offense - $28 3rd and subsequent offense - $43

REF #: PO-041 **TITLE: VICIOUS ANIMAL HEARING**

CURRENT FEE	RECOMMENDED FEE
No Charge	No Charge

REF #: PO-047 **TITLE: ANIMAL CONTROL SERVICES**

CURRENT FEE	RECOMMENDED FEE
Dog License: Spayed/Neutered - $21 Non-Spayed/Neutered - $83 Seniors - $10 Late Fee - $10	Dog License: Spayed/Neutered - $21 Non-Spayed/Neutered - $83 Seniors - $10 Late Fee - $10

REF #: PW-001 **TITLE: WATER SERVICE LATERAL INSPECTION**

CURRENT FEE	RECOMMENDED FEE
1 1/2" - 2" - $1,194 plus $1,036 refundable deposit 3" - 10" - $1,642 plus $1,554 refundable deposit	1" - 2" - $740 plus $1,000 refundable deposit 3" - 10" - $1,160 plus $1,500 refundable deposit

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
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REF #: PW-001A TITLE: WATER SERVICE PRE-PLAN REVIEW

CURRENT FEE	RECOMMENDED FEE
$193 per application	$140 per application

REF #: PW-002 TITLE: WATER METER UPGRADE

CURRENT FEE	RECOMMENDED FEE
Upgrade up to 1" - $4,551 per meter plus actual cost of meter and materials Upgrade to over 1" - Charge the fully allocated hourly rates for all personnel used plus any materials or outside costs.	This service is no longer provided and should be removed from the fee schedule.

REF #: PW-002A TITLE: WATER METER UPGRADE INSPECTION

CURRENT FEE	RECOMMENDED FEE
None	$185 per inspection

REF #: PW-003 TITLE: WATER METER ABANDONMENT

CURRENT FEE	RECOMMENDED FEE
$226 per meter	This service is no longer provided and should be removed from the fee schedule.

REF #: PW-003A TITLE: WATER METER ABANDONMENT INSPECTION

CURRENT FEE	RECOMMENDED FEE
None	$185 per inspection

REF #: PW-004 TITLE: TEMPORARY CONSTRUCTION METER

CURRENT FEE	RECOMMENDED FEE
Installation - $119 Move - $64 plus refundable deposit to cover the cost of the meter	Installation - $145 Move - $70 plus refundable deposit to cover the cost of the meter

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: PW-005 **TITLE: FIRE FLOW TEST WITNESS**

CURRENT FEE	RECOMMENDED FEE
$150 per test	$175 per test

REF #: PW-006 **TITLE: DAMAGED METER/SERVICE LINE**

CURRENT FEE	RECOMMENDED FEE
Charge the fully allocated hourly rates for all personnel used plus any materials or outside costs.	Charge the fully allocated hourly rates for all personnel used plus any materials or outside costs.

REF #: PW-007 **TITLE: ANNUAL BACKFLOW DEVICE PROGRAM**

CURRENT FEE	RECOMMENDED FEE
$64 per device per year	$135 per device per year

REF #: PW-010 **TITLE: NEW SEWER LATERAL INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$226 per lateral	$285 per lateral

REF #: PW-011 **TITLE: SEWER CAP INSPECTION**

CURRENT FEE	RECOMMENDED FEE
$226 per cap	$285 per cap

REF #: PW-012 **TITLE: SEWAGE SPILL RESPONSE**

CURRENT FEE	RECOMMENDED FEE
Charge the fully allocated hourly rates for all personnel used plus any materials or outside costs.	Charge the fully allocated hourly rates for all personnel used plus any materials or outside costs.

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: PW-015 TITLE: NEW UTILITY ACCOUNT PROCESSING

CURRENT FEE	RECOMMENDED FEE
$92 per new account Deposit: Residential - $69 Commercial - $268	$115 per new account Deposit: Residential - $70 Commercial - $270

REF #: PW-016 TITLE: DELINQUENT UTILITY BILLING

CURRENT FEE	RECOMMENDED FEE
Delinquent Bill - $14 Red Tag - $31	Delinquent Bill - $14 Red Tag - $31

REF #: PW-017 TITLE: DELINQUENT UTILITY TURN-OFF/ON

CURRENT FEE	RECOMMENDED FEE
$71 per delinquent shut off $68 per reconnection	$85 per delinquent shut off $50 per reconnection for compliance with SB 998.

REF #: PW-020 TITLE: WATER METER TEST

CURRENT FEE	RECOMMENDED FEE
$294 per meter test (refunded if the meter is found to be running fast)	$360 per meter test (refunded if the meter is found to be running fast)

REF #: PW-021 TITLE: REFER TO COLLECTION AGENCY

CURRENT FEE	RECOMMENDED FEE
5% of the amount owed to the City	5% of the amount owed to the City

REF #: PW-023 TITLE: BANNER HANGING

CURRENT FEE	RECOMMENDED FEE
$182 per banner	$815 per banner

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: PW-025 TITLE: COMMERCIAL HAULER PERMIT

CURRENT FEE

Full Service - $5,520 per permit
Roll-Off/C&D - $1,891 per permit

RECOMMENDED FEE

Full Service - $6,310 per permit
Roll-Off/C&D - $1.460 per permit

REF #: PW-026 TITLE: SELF HAUL WASTE PERMIT

CURRENT FEE

None

RECOMMENDED FEE

$790 per permit

REF #: REC-001 TITLE: ADULT SPORTS

CURRENT FEE

Basketball:
Resident - $203 Non-Resident - $243
Softball:
Resident - $353 Non-Resident - $426
Kickball:
Resident - $304 Non-Resident - $365
Soccer:
Resident - $203 Non-Resident - $243

RECOMMENDED FEE

Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses.

The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

REF #: REC-003 TITLE: DAY CAMPS

CURRENT FEE

Sports Camp: Resident - $51 Non-Resident - $66
Camp Cowabunga Regular Day:
Resident - $177 Non-Resident - $213
Resident Multi-Child - $152 Non-Resident Multi-Child - $183
Camp Cowabunga Extended Day:
Resident - $203 Non-Resident - $243
Resident Multi-Child - $177 Non-Resident Multi-Child - $213
Tiny Tots: Resident - $51 Non-Resident - $66

RECOMMENDED FEE

Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses.

The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: REC-004 TITLE: TEEN CENTER/AFTERSCHOOL

CURRENT FEE

GABIT - Spring and Summer:
Resident - No Charge
Non-Resident - $15 per player
Snowboard Trip - $66 Resident and $81 Non-Resident
Golf Tournament - $51 per golfer
Skate Tournament - $15 - Resident or Non-Resident
Teen Camp: Resident - $100 Non-Residnet - $125

RECOMMENDED FEE

Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses.

The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

REF #: REC-005 TITLE: RECREATION CLASSES

CURRENT FEE

The instructor receives 70% of the class fee and the City receives 30% of the class fee.

RECOMMENDED FEE

Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses.

The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

REF #: REC-006 TITLE: HILLTOP POOL

CURRENT FEE

Card Holders - No Charge
Swimnastics or Lap/Rec Swim (Non-Card Holder) - $5.50

Group Lessons: Resident - $48 Non-Resident - $60

Private Lessons: Resident - $80 Non-Resident - $100

Various rental fees

RECOMMENDED FEE

Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses.

The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

REF #: REC-006A TITLE: WISEBURN POOL

CURRENT FEE

Group Lessons: Resident - $48 Non-Resident - $60
Private Lessons: Resident - $80 Non-Resident - $100
Lifeguard Class: Resident - $200 Non-Resident - $240
Guard In-Training: Resident - $51 Non-Resident - $66

Special Events: Resident - $5 Non-Resident - $6

Various rental fees

RECOMMENDED FEE

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: REC-007 TITLE: RECREATION CARD REGISTRATION

CURRENT FEE	RECOMMENDED FEE
Adult - $15 Youth - $10 Senior/Infant - $5	Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses.
Replacement - $5	The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

REF #: REC-008 TITLE: YOUTH DRAMA

CURRENT FEE	RECOMMENDED FEE
various performance ticket prices.	Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses. The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

REF #: REC-009 TITLE: SENIOR SERVICES

CURRENT FEE	RECOMMENDED FEE
Classes - The instructor receives 70% of the class fee and the City receives 30% of the class fee.	Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses. The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

REF #: REC-010 TITLE: BLOCK PARTY PERMIT

CURRENT FEE	RECOMMENDED FEE
Processing fee - $25	Processing fee - $430 for 100% Direct Cost Recovery

REF #: REC-011 TITLE: PRIVATE SPEC. EVENT PERMIT/SERVICES

CURRENT FEE	RECOMMENDED FEE
Processing fee - $60	Processing fee - $490 for 100% Direct Cost Recovery
Event Staffing - Actual costs based on fee waiver category	Event Staffing - Actual costs based on fee waiver category

CITY OF EL SEGUNDO
FEE COMPARISON REPORT
FY 2021-22

REF #: REC-012 TITLE: FARMERS MARKET

CURRENT FEE	RECOMMENDED FEE
various vendor fees	No Change

REF #: REC-013 TITLE: CITY SPECIAL EVENTS

CURRENT FEE	RECOMMENDED FEE
Various vendor and entrance fees	No Change

REF #: REC-014 TITLE: RECREATION FACILITY RENTAL

CURRENT FEE	RECOMMENDED FEE
Various fees	No Change

Security Deposit - $203
Additional Staffing - $25.50 per hour per staff when necessary
Picnic Area Reservation Cancellation - $51 if cancelled 7 days or less before scheduled event.

REF #: REC-015 TITLE: BALLFIELD RENTAL

CURRENT FEE	RECOMMENDED FEE
Various fees - See Appendix C for detail	No Change

Youth Sports Groups (per participant):
Resident - $10 Non-Resident - $30

REF #: REC-016 TITLE: GOLF COURSE

CURRENT FEE	RECOMMENDED FEE
Various fees	

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APPENDIX B

REVENUE AND COST
SUMMARY WORKSHEETS
Matched With
COST DETAIL WORKSHEETS

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SHORT TERM RENTAL REGISTRATION	**AD-001**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FINANCE	APPLICATION	Business

DESCRIPTION OF SERVICE

Registration of short term rental businesses operating within the City.

CURRENT FEE STRUCTURE

New - $214 per application
Renewal - $167 per renewal

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$185.80**	**TOTAL REVENUE:**	**$4,645**
UNIT COST:	**$242.88**	**TOTAL COST:**	**$6,072**
UNIT PROFIT (SUBSIDY):	**$(57.08)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,427)**
TOTAL UNITS:	**25**	**PCT. COST RECOVERY:**	**76.50%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

New - $345 per application
Renewal - $175 per renewal

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SHORT TERM RENTAL REGISTRATION	**AD-001**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**25**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BUSINESS SVCS	LIC PRMT SPEC 2	New	0.50	$68.93	10	$689
COMM. DEVELOPMENT	COMBO: TECH/ASST/PRIN PLA	New	1.50	$278.01	10	$2,780
		TYPE SUBTOTAL	**2.00**	**$346.94**		**$3,469**
BUSINESS SVCS	LIC PRMT SPEC 2	Renewal	0.25	$34.47	15	$517
COMM. DEVELOPMENT	COMBO: TECH/ASST/PRIN PLA	Renewal	0.75	$139.01	15	$2,085
		TYPE SUBTOTAL	**1.00**	**$173.48**		**$2,602**
		TOTALS	**3.00**	**$242.88**		**$6,072**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FILM PERMIT PROCESSING	**AD-002**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FINANCE	APPLICATION	Business

DESCRIPTION OF SERVICE

Review a request to film within the City to determine compliance with City codes and standards.

CURRENT FEE STRUCTURE

Permit Application Fee - $1,310
Daily Film Permit Fee - $112 per day
Revision/Rider - $203
Public Right-of-Way Usage - $802 per day per location
City Location Usage - various fees per day per location
Police Personnel - Actual Costs
Fire Personnel - Actual Costs
Public Works Personnel - Actual Costs

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,411.50**	**TOTAL REVENUE:**	**$70,575**
UNIT COST:	**$1,648.04**	**TOTAL COST:**	**$82,402**
UNIT PROFIT (SUBSIDY):	**$(236.54)**	**TOTAL PROFIT (SUBSIDY):**	**$(11,827)**
TOTAL UNITS:	**50**	**PCT. COST RECOVERY:**	**85.65%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Permit Application Fee - $1,455
Daily Film Permit Fee - $115 per day
Revision/Rider - $390
Public Right-of-Way Usage - $800 per day per location
City Location Usage - various fees per day per location
Police Personnel - Actual Costs
Fire Personnel - Actual Costs
Public Works Personnel - Actual Costs

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FILM PERMIT PROCESSING	**AD-002**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**50**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BUSINESS SVCS	REVENUE INSP	5%	1.67	$341.89	50	$17,095
BUSINESS SVCS	TREAS & CUST SVCS MGR		0.50	$146.74	50	$7,337
INFO SYS	GIS ANALYST		1.00	$99.10	50	$4,955
ENGINEERING	CITY ENGINEER		0.25	$58.54	50	$2,927
CRIME INVESTIGATION	POLICE SERGEANT		0.50	$122.63	50	$6,132
FIRE PREVENTION	FIRE PREV SPEC		0.50	$88.16	50	$4,408
LIABILITY INSURANCE	RISK MGR		4.50	$596.88	50	$29,844
		TYPE SUBTOTAL	**8.92**	**$1,453.94**		**$72,697**
BUSINESS SVCS	TREAS & CUST SVCS MGR	Revision/Rider	0.25	$73.37	25	$1,834
INFO SYS	GIS ANALYST	Revision/Rider	0.50	$49.55	25	$1,239
LIABILITY INSURANCE	RISK MGR	Revision/Rider	2.00	$265.28	25	$6,632
		TYPE SUBTOTAL	**2.75**	**$388.20**		**$9,705**
		TOTALS	**11.67**	**$1,648.04**		**$82,402**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NSF CHECK PROCESSING	**AD-003**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
TREASURER	NSF CHECK	Developer/Resident/Business

DESCRIPTION OF SERVICE

Processing a check returned for insufficient funds.

CURRENT FEE STRUCTURE

First NSF Check - $45
Each subsequent NSF Check - $90

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$45.00**	**TOTAL REVENUE:**	**$675**
UNIT COST:	**$127.73**	**TOTAL COST:**	**$1,916**
UNIT PROFIT (SUBSIDY):	**$(82.73)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,241)**
TOTAL UNITS:	**15**	**PCT. COST RECOVERY:**	**35.23%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

First NSF Check - $65
Each subsequent NSF Check - $130

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NSF CHECK PROCESSING	**AD-003**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**15**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY TREASURER	DEP CITY TREASURER 1		0.75	$112.72	15	$1,691
CITY TREASURER		$15 Bank Charge	0.00	$15.00	15	$225
		TYPE SUBTOTAL	**0.75**	**$127.72**		**$1,916**
		TOTALS	**0.75**	**$127.73**		**$1,916**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CREDIT CARD PROCESSING	**AD-004**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
TREASURER	N/A	Developer/Resident/Business

DESCRIPTION OF SERVICE

Recovery of bank credit card fees.

CURRENT FEE STRUCTURE

2.75% of amount charged

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

2.75% of amount charged

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CREDIT CARD PROCESSING	**AD-004**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
COPY SERVICE	**AD-005**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CITY CLERK	COPY	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing copies of various City documents requested by the public.

CURRENT FEE STRUCTURE

First 5 copies - No Charge
Each additional copy - $0.20 per copy
FPPC Copies - $0.10 per copy

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$1.14**	**TOTAL COST:**	**$570**
UNIT PROFIT (SUBSIDY):	**$(1.14)**	**TOTAL PROFIT (SUBSIDY):**	**$(570)**
TOTAL UNITS:	**500**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

First 5 copies - No Charge
Each additional copy - $0.20 per copy
FPPC Copies - $0.10 per copy

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
COPY SERVICE	**AD-005**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**500**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	RECORDS TECH		0.01	$1.14	500	$570
		TYPE SUBTOTAL	**0.01**	**$1.14**		**$570**
		TOTALS	**0.01**	**$1.14**		**$570**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DOCUMENT CERTIFICATION	**AD-006**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CITY CLERK	DOCUMENT	Resident/Non-Resident

DESCRIPTION OF SERVICE

Certifying the authenticity of a City document on request.

CURRENT FEE STRUCTURE

$4 per document

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$4.00**	**TOTAL REVENUE:**	**$240**
UNIT COST:	**$4.20**	**TOTAL COST:**	**$252**
UNIT PROFIT (SUBSIDY):	**$(0.20)**	**TOTAL PROFIT (SUBSIDY):**	**$(12)**
TOTAL UNITS:	**60**	**PCT. COST RECOVERY:**	**95.24%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$4 per document

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DOCUMENT CERTIFICATION	**AD-006**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**60**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	DEP CITY CLERK 2		0.03	$4.20	60	$252
		TYPE SUBTOTAL	**0.03**	**$4.20**		**$252**
		TOTALS	**0.03**	**$4.20**		**$252**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
VIDEO/AUDIO COPYING	**AD-007**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CITY CLERK	TAPE/DISK	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing video or audio copies of such records on request.

CURRENT FEE STRUCTURE

$11 per tape/disk

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$11.00**	**TOTAL REVENUE:**	**$132**
UNIT COST:	**$4.17**	**TOTAL COST:**	**$50**
UNIT PROFIT (SUBSIDY):	**$6.83**	**TOTAL PROFIT (SUBSIDY):**	**$82**
TOTAL UNITS:	**12**	**PCT. COST RECOVERY:**	**264.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$11 per tape/disk

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
VIDEO/AUDIO COPYING	**AD-007**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**12**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	DEP CITY CLERK 2		0.03	$4.20	12	$50
		TYPE SUBTOTAL	**0.03**	**$4.20**		**$50**
		TOTALS	**0.03**	**$4.17**		**$50**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
INITIATIVE PROCESSING	**AD-008**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
CITY CLERK	APPLICATION	Resident

DESCRIPTION OF SERVICE

Processing a notice of intent with the elections official of the City to propose a City Initiative.

CURRENT FEE STRUCTURE

$200 per application

Fee is to be refunded to the filer if, within one year of the date of filing the notice of intent, the elections official certifies the sufficiency of the petition.

This is the maximum allowed under State law.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$200.00**	**TOTAL REVENUE:**	**$200**
UNIT COST:	**$2,801.00**	**TOTAL COST:**	**$2,801**
UNIT PROFIT (SUBSIDY):	**$(2,601.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,601)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**7.14%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$200 per application

Fee is to be refunded to the filer if, within one year of the date of filing the notice of intent, the elections official certifies the sufficiency of the petition.

This is the maximum allowed under State law.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
INITIATIVE PROCESSING	**AD-008**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CITY CLERK	DEP CITY CLERK 2		20.00	$2,801.20	1	$2,801
		TYPE SUBTOTAL	**20.00**	**$2,801.20**		**$2,801**
		TOTALS	**20.00**	**$2,801.00**		**$2,801**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
GRAPHIC DESIGN/VIDEO PROD. SERVICES	**AD-010**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
COMMUNICATIONS	N/A	Comm. Group

DESCRIPTION OF SERVICE

Providing graphic design and video production services to community groups on request.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$148,116.00**	**TOTAL COST:**	**$148,116**
UNIT PROFIT (SUBSIDY):	**$(148,116.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(148,116)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charge the fully allocated hourly rates for all personnel used.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
GRAPHIC DESIGN/VIDEO PROD. SERVICES	**AD-010**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMMUNICATIONS	COMP GRAPHICS DESIGNER	10%	166.80	$19,505.59	1	$19,506
COMMUNICATIONS	MEDIA SUPERVISOR	25%	417.00	$54,501.90	1	$54,502
MEDIA	OVERTIME	25%	500.00	$4,190.00	1	$4,190
MEDIA	SR VIDEO TECH II - PT	25% Of $28,391	319.00	$13,815.89	1	$13,816
MEDIA	SR VIDEO TECH II - PT BEN	25% Of $28,827	293.75	$15,771.44	1	$15,771
MEDIA	SR VIDEO TECH - PT	25% Of $31,352	435.00	$15,255.45	1	$15,255
MEDIA	SR VIDEO TECH - PT BEN	25% Of $842	12.25	$460.97	1	$461
MEDIA	TEMP EMPLOYEES	25% Of $50,588	733.25	$24,615.20	1	$24,615
		TYPE SUBTOTAL	**2,877.05**	**$148,116.44**		**$148,116**
		TOTALS	**2,877.05**	**$148,116.00**		**$148,116**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
BUILDING PLAN CHECK SERVICES	**BL-001**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
BUILDING SAFETY	PLAN	Developer/Resident/Business

DESCRIPTION OF SERVICE

Check building and construction plans to determine compliance with City codes and standards.

CURRENT FEE STRUCTURE

See Appendix C of this Report

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$681.79**	**TOTAL REVENUE:**	**$1,356,075**
UNIT COST:	**$816.19**	**TOTAL COST:**	**$1,623,402**
UNIT PROFIT (SUBSIDY):	**$(134.40)**	**TOTAL PROFIT (SUBSIDY):**	**$(267,327)**
TOTAL UNITS:	**1,989**	**PCT. COST RECOVERY:**	**83.53%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

See Appendix C of this Report

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
BUILDING PLAN CHECK SERVICES	**BL-001**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1,989**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	ASSISTANT PLANNER	875 Hr/Yr	0.44	$66.53	1,989	$132,328
COMM. DEVELOPMENT	PRINCIPAL PLANNER	375 Hr/Yr	0.19	$48.29	1,989	$96,049
COMM. DEVELOPMENT	PLANNING TECH	750 Hr/Yr	0.38	$43.26	1,989	$86,044
BUILDING SAFETY	PLAN CHECK ENGINEER	100% Of 2	1.68	$328.03	1,989	$652,452
BUILDING SAFETY		Contract Costs	0.00	$145.80	1,989	$289,996
ENGINEERING	SR CIVIL ENGINEER	5 Hr/Day	0.55	$102.35	1,989	$203,574
POLICE ADMIN		PD Consultant	0.00	$0.40	1,989	$796
FIRE PREVENTION	FIRE MARSHAL	15%	0.13	$30.39	1,989	$60,446
FIRE PREVENTION	FIRE PREV SPEC	5% Of 2	0.08	$14.79	1,989	$29,417
FIRE PREVENTION		Contract Services	0.00	$25.46	1,989	$50,640
WATER OPS	WATER MAINT LEADWORKER	156 Hr/Yr	0.08	$10.89	1,989	$21,660
		TYPE SUBTOTAL	**3.52**	**$816.19**		**$1,623,402**
		TOTALS	**3.52**	**$816.19**		**$1,623,402**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
BUILDING INSPECTION SERVICES	**BL-002**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
BUILDING SAFETY	PERMIT	Developer/Resident/Business

DESCRIPTION OF SERVICE

Inspection of building construction to determine compliance with City codes and standards.

CURRENT FEE STRUCTURE

See Appendix C of this Report

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$441.83**	**TOTAL REVENUE:**	**$1,496,472**
UNIT COST:	**$468.44**	**TOTAL COST:**	**$1,586,606**
UNIT PROFIT (SUBSIDY):	**$(26.61)**	**TOTAL PROFIT (SUBSIDY):**	**$(90,134)**
TOTAL UNITS:	**3,387**	**PCT. COST RECOVERY:**	**94.32%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

See Appendix C of this Report

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
BUILDING INSPECTION SERVICES	**BL-002**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**3,387**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BUILDING SAFETY	BLDG INSP 1	100% Of 1	0.49	$73.72	3,387	$249,690
BUILDING SAFETY	CODE COMPLIANCE INSP	100% Of 1	0.49	$85.43	3,387	$289,351
BUILDING SAFETY	LIC PRMT SPEC 1	100% Of 2	0.98	$100.61	3,387	$340,766
BUILDING SAFETY	SR BLDG INSP	100% Of 1	0.98	$208.68	3,387	$706,799
BUILDING SAFETY		Contract Costs	0.00	$0.00	3,387	$0
		TYPE SUBTOTAL	**2.94**	**$468.44**		**$1,586,606**
		TOTALS	**2.94**	**$468.44**		**$1,586,606**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MAP/PLAN/FILE SCANNING SERVICES	**BL-003**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
BUILDING SAFETY	SHEET	Developer/Resident/Business

DESCRIPTION OF SERVICE

Scanning of maps, plans, or files.

CURRENT FEE STRUCTURE

$2 per sheet - 8 1/2" x 11"
$2 per sheet - larger

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$2 per sheet - 8 1/2" x 11"
$2 per sheet - larger

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MAP/PLAN/FILE SCANNING SERVICES	**BL-003**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DRAINAGE STUDY REVIEW	**BL-004**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
BUILDING	STUDY	Developer

DESCRIPTION OF SERVICE

Review of a drainage study to determine compliance with City codes and standards, as well as NPDES requirements.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DRAINAGE STUDY REVIEW	**BL-004**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ENCROACHMENT PERMIT	**EN-001**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	PERMIT	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of physical encroachments of private uses into the public right-of-way which require a site inspection.

CURRENT FEE STRUCTURE

Permit Issuance - $140
Inspection $4 per linear foot with a minimum of $165 per location
Plan Review - $3 per linear foot with a minimum of $110 per location
USA - $1 per linear foot of excavation/trench with a minimum of $50

plus performance bond at a level determined by City staff

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$415.00**	**TOTAL REVENUE:**	**$145,250**
UNIT COST:	**$454.92**	**TOTAL COST:**	**$159,222**
UNIT PROFIT (SUBSIDY):	**$(39.92)**	**TOTAL PROFIT (SUBSIDY):**	**$(13,972)**
TOTAL UNITS:	**350**	**PCT. COST RECOVERY:**	**91.22%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Permit Issuance - $155
Inspection $3.50 per linear foot with a minimum of $165 per location
Plan Review - $2.50 per linear foot with a minimum of $110 per location
USA - $0.50 per linear foot of excavation/trench with a minimum of $50

plus performance bond at a level determined by City staff

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ENCROACHMENT PERMIT	**EN-001**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**350**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	ENGINEERING TECH	Issuance	1.25	$155.49	350	$54,422
ENGINEERING	ENGINEERING TECH	Review - 50 LF	1.00	$124.39	350	$43,537
ENGINEERING	PW INSPECTOR	Inspection - 50 LF	2.00	$175.04	350	$61,264
		TYPE SUBTOTAL	**4.25**	**$454.92**		**$159,222**
		TOTALS	**4.25**	**$454.92**		**$159,222**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LONG TERM ENCROACHMENT AGREEMENT	**EN-004**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	AGREEMENT	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of an agreement to grant a long term encroachment license into the future.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$112.50**	**TOTAL REVENUE:**	**$2,250**
UNIT COST:	**$132.10**	**TOTAL COST:**	**$2,642**
UNIT PROFIT (SUBSIDY):	**$(19.60)**	**TOTAL PROFIT (SUBSIDY):**	**$(392)**
TOTAL UNITS:	**20**	**PCT. COST RECOVERY:**	**85.16%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LONG TERM ENCROACHMENT AGREEMENT	**EN-004**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**20**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	ENGINEERING TECH		0.83	$103.24	20	$2,065
ENGINEERING	PW INSPECTOR		0.33	$28.88	20	$578
		TYPE SUBTOTAL	**1.16**	**$132.12**		**$2,642**
		TOTALS	**1.16**	**$132.10**		**$2,642**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TRAFFIC CONTROL PLAN REVIEW	**EN-005**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	PLAN	Developer/Business

DESCRIPTION OF SERVICE

Review of traffic control plans for work performed in the public right-of-way when required.

CURRENT FEE STRUCTURE

Minor - $172 per application
Arterial Lane Closure - $969 per application
Major Arterial Closure - $2,306 per application or deposit with charges at actual costs as determined by staff

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,077.00**	**TOTAL REVENUE:**	**$5,385**
UNIT COST:	**$1,189.80**	**TOTAL COST:**	**$5,949**
UNIT PROFIT (SUBSIDY):	**$(112.80)**	**TOTAL PROFIT (SUBSIDY):**	**$(564)**
TOTAL UNITS:	**5**	**PCT. COST RECOVERY:**	**90.52%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Minor - $185 per application
Arterial Lane Closure - $1,085 per application
Major Arterial Closure - $2,510 per application or deposit with charges at actual costs as determined by staff

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TRAFFIC CONTROL PLAN REVIEW	**EN-005**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**5**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	ENGINEERING TECH	Minor	1.50	$186.59	1	$187
		TYPE SUBTOTAL	**1.50**	**$186.59**		**$187**
ENGINEERING	ENGINEERING TECH	Arterial Lane Close	5.00	$621.95	3	$1,866
ENGINEERING	SR CIVIL ENGINEER	Arterial Lane Close	1.00	$185.06	3	$555
STREET SVCS	STREET MAINT SUPV	Arterial Lane Close	1.00	$153.70	3	$461
CRIME INVESTIGATION	POLICE SERGEANT	Arterial Lane Close	0.50	$122.63	3	$368
		TYPE SUBTOTAL	**7.50**	**$1,083.34**		**$3,250**
ENGINEERING	ENGINEERING TECH	Major Arterial Close	15.00	$1,865.85	1	$1,866
ENGINEERING	SR CIVIL ENGINEER	Major Arterial Close	2.00	$370.12	1	$370
STREET SVCS	STREET MAINT SUPV	Major Arterial Close	1.00	$153.70	1	$154
CRIME INVESTIGATION	POLICE SERGEANT	Maor Arterial Close	0.50	$122.63	1	$123
		TYPE SUBTOTAL	**18.50**	**$2,512.30**		**$2,512**
		TOTALS	**27.50**	**$1,189.80**		**$5,949**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TRAFFIC CONTROL INSPECTION	**EN-006**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	INSPECTION	Developer/Business

DESCRIPTION OF SERVICE

Inspection of traffic control measures for work performed in the public right-of-way when required.

CURRENT FEE STRUCTURE

Permit Issuance - $59
Inspection:
First Day - $177
Each Additional Day - $43

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,096.00**	**TOTAL REVENUE:**	**$5,480**
UNIT COST:	**$1,112.40**	**TOTAL COST:**	**$5,562**
UNIT PROFIT (SUBSIDY):	**$(16.40)**	**TOTAL PROFIT (SUBSIDY):**	**$(82)**
TOTAL UNITS:	**5**	**PCT. COST RECOVERY:**	**98.53%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Permit Issuance - $60
Inspection:
First Day - $175
Each Additional Day - $45

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TRAFFIC CONTROL INSPECTION	**EN-006**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**5**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	ENGINEERING TECH	Issuance	0.50	$62.20	5	$311
ENGINEERING	PW INSPECTOR	1st Day Inspection	2.00	$175.04	5	$875
		TYPE SUBTOTAL	**2.50**	**$237.24**		**$1,186**
ENGINEERING	PW INSPECTOR	Each Add'l Day Insp	0.50	$43.76	100	$4,376
		TYPE SUBTOTAL	**0.50**	**$43.76**		**$4,376**
		TOTALS	**3.00**	**$1,112.40**		**$5,562**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEWSRACK PERMIT	**EN-007**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	NEWSRACK	Business

DESCRIPTION OF SERVICE

Review of a new newsrack to insure that the site and placement of the newsrack is appropriate under City codes and standards.

CURRENT FEE STRUCTURE

New - $124 per newsrack
Annual Renewal - $54 per newsrack

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$54.35**	**TOTAL REVENUE:**	**$10,924**
UNIT COST:	**$48.54**	**TOTAL COST:**	**$9,757**
UNIT PROFIT (SUBSIDY):	**$5.81**	**TOTAL PROFIT (SUBSIDY):**	**$1,167**
TOTAL UNITS:	**201**	**PCT. COST RECOVERY:**	**111.96%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

New - $135 per newsrack
Annual Renewal - $50 per newsrack

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEWSRACK PERMIT	**EN-007**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**201**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	ENGINEERING TECH	New	0.25	$31.10	1	$31
ENGINEERING	PW INSPECTOR	New	0.33	$28.88	1	$29
SOLID WASTE RECYCLI	SR MGMT ANALYST	New	0.25	$35.55	1	$36
PUBLIC WORKS ADMIN	PUBLIC WORKS DIRECTOR	New	0.17	$37.05	1	$37
		TYPE SUBTOTAL	**1.00**	**$132.58**		**$133**
ENGINEERING	ENGINEERING TECH	Renewal	0.13	$16.17	200	$3,234
ENGINEERING	PW INSPECTOR	Renewal	0.17	$14.88	200	$2,976
SOLID WASTE RECYCLI	SR MGMT ANALYST	Renewal	0.12	$17.07	200	$3,414
		TYPE SUBTOTAL	**0.42**	**$48.12**		**$9,624**
		TOTALS	**1.42**	**$48.54**		**$9,757**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEWSRACK IMPOUNDMENT	**EN-008**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	NEWSRACK	Business

DESCRIPTION OF SERVICE

Impoundment of an improperly placed or non-permitted newsrack.

CURRENT FEE STRUCTURE

$97 per newsrack + $6 per day for storage

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$97.00**	**TOTAL REVENUE:**	**$97**
UNIT COST:	**$91.00**	**TOTAL COST:**	**$91**
UNIT PROFIT (SUBSIDY):	**$6.00**	**TOTAL PROFIT (SUBSIDY):**	**$6**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**106.59%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$90 per newsrack + $6 per day for storage

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEWSRACK IMPOUNDMENT	**EN-008**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	PW INSPECTOR		0.50	$43.76	1	$44
SOLID WASTE RECYCLI	SR MGMT ANALYST		0.33	$46.93	1	$47
		TYPE SUBTOTAL	**0.83**	**$90.69**		**$91**
		TOTALS	**0.83**	**$91.00**		**$91**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FINAL MAP CHECK	**EN-009**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	MAP	Developer

DESCRIPTION OF SERVICE

Review of a final map for conformance with the Subdivision Map Act and with City codes and standards.

CURRENT FEE STRUCTURE

1-9 lots - $1,391 per map plus actual costs for contract surveyor
10+ lots - Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

(Any County procesing fees are paid directly to the County by the applicant)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,391.00**	**TOTAL REVENUE:**	**$8,346**
UNIT COST:	**$2,980.17**	**TOTAL COST:**	**$17,881**
UNIT PROFIT (SUBSIDY):	**$(1,589.17)**	**TOTAL PROFIT (SUBSIDY):**	**$(9,535)**
TOTAL UNITS:	**6**	**PCT. COST RECOVERY:**	**46.68%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

1-9 lots - $2,980 per map plus $1,500 deposit with charges at actual costs for contract surveyor
10+ lots - Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

(Any County procesing fees are paid directly to the County by the applicant)

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FINAL MAP CHECK	**EN-009**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**6**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		0.50	$136.51	6	$819
P&BS ADMIN	DIR OF PLANNING & BLDG SA		0.25	$67.99	6	$408
ENGINEERING	CITY ENGINEER		5.00	$1,170.80	6	$7,025
ENGINEERING	ENGINEERING TECH		1.00	$124.39	6	$746
ENGINEERING	SR CIVIL ENGINEER	Plus Surveyor	8.00	$1,480.48	6	$8,883
		TYPE SUBTOTAL	**14.75**	**$2,980.17**		**$17,881**
		TOTALS	**14.75**	**$2,980.17**		**$17,881**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FINAL MAP AMENDMENT	**EN-010**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	APPLICATION	Developer

DESCRIPTION OF SERVICE

Review of a proposed amendment to an already approved and recorded final parcel or tract map.

CURRENT FEE STRUCTURE

$557 per application plus actual costs for contract surveyor

(Any County procesing fees are paid directly to the County by the applicant)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$557.00**	**TOTAL REVENUE:**	**$557**
UNIT COST:	**$1,752.00**	**TOTAL COST:**	**$1,752**
UNIT PROFIT (SUBSIDY):	**$(1,195.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,195)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**31.79%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,750 per application plus $1,500 deposit with actual costs for contract surveyor

(Any County procesing fees are paid directly to the County by the applicant)

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FINAL MAP AMENDMENT	**EN-010**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	CITY ENGINEER		3.00	$702.48	1	$702
ENGINEERING	ENGINEERING TECH		1.00	$124.39	1	$124
ENGINEERING	SR CIVIL ENGINEER	Plus Surveyor	5.00	$925.30	1	$925
		TYPE SUBTOTAL	**9.00**	**$1,752.17**		**$1,752**
		TOTALS	**9.00**	**$1,752.00**		**$1,752**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PUBLIC IMPROVEMENT PLAN CHECK	**EN-011**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	PLAN	Developer

DESCRIPTION OF SERVICE

Review of the plans for any addition to the City's infrastructure by a private party.

CURRENT FEE STRUCTURE

Percent of Construction Valuation:
$0-$100,000 - 3%
$100,001-$500,000 - 2% of the construction value over $100,000
$500,001+ - 1% of the construction value over $500,000

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$5,500.00**	**TOTAL REVENUE:**	**$44,000**
UNIT COST:	**$5,586.50**	**TOTAL COST:**	**$44,692**
UNIT PROFIT (SUBSIDY):	**$(86.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(692)**
TOTAL UNITS:	**8**	**PCT. COST RECOVERY:**	**98.45%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Percent of Construction Valuation:
$0-$100,000 - 3%
$100,001-$500,000 - 2% of the construction value over $100,000
$500,001+ - 1% of the construction value over $500,000

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PUBLIC IMPROVEMENT PLAN CHECK	**EN-011**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**8**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	SR CIVIL ENGINEER	<$100K	12.00	$2,220.72	1	$2,221
		TYPE SUBTOTAL	**12.00**	**$2,220.72**		**$2,221**
ENGINEERING	SR CIVIL ENGINEER	$100K - $500K	18.00	$3,331.08	5	$16,655
		TYPE SUBTOTAL	**18.00**	**$3,331.08**		**$16,655**
ENGINEERING	SR CIVIL ENGINEER	$500K - $1 Mil	22.50	$4,163.85	5	$20,819
		TYPE SUBTOTAL	**22.50**	**$4,163.85**		**$20,819**
ENGINEERING	SR CIVIL ENGINEER	$1 Mil+	27.00	$4,996.62	1	$4,997
		TYPE SUBTOTAL	**27.00**	**$4,996.62**		**$4,997**
		TOTALS	**79.50**	**$5,586.50**		**$44,692**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
RECORD OF SURVEY PLAN CHECK	**EN-014**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	PLAN	Developer

DESCRIPTION OF SERVICE

Review a record of survey plan submitted through the County to insure that it meets all appropriate City requirements.

CURRENT FEE STRUCTURE

$175 per plan plus actual costs for contract surveyor

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$188.00**	**TOTAL REVENUE:**	**$376**
UNIT COST:	**$185.00**	**TOTAL COST:**	**$370**
UNIT PROFIT (SUBSIDY):	**$3.00**	**TOTAL PROFIT (SUBSIDY):**	**$6**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**101.62%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$185 per plan plus $1,500 deposit with actual costs for contract surveyor

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
RECORD OF SURVEY PLAN CHECK	**EN-014**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	SR CIVIL ENGINEER	Plus Surveyor	1.00	$185.06	2	$370
		TYPE SUBTOTAL	**1.00**	**$185.06**		**$370**
		TOTALS	**1.00**	**$185.00**		**$370**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
EASEMENT PROCESSING	**EN-015**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	APPLICATION	Developer

DESCRIPTION OF SERVICE

Review of the creation of a new easement for dedication and recordation purposes.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
EASEMENT PROCESSING	**EN-015**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	SR CIVIL ENGINEER	Deposit	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MINOR PLAN CHECK REVISION	**EN-018**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	SHEET	Developer/Rsident/Business

DESCRIPTION OF SERVICE

Review of a minor revision to an already approved engineering plan or map.

CURRENT FEE STRUCTURE

$375 per sheet

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$375.00**	**TOTAL REVENUE:**	**$18,750**
UNIT COST:	**$370.12**	**TOTAL COST:**	**$18,506**
UNIT PROFIT (SUBSIDY):	**$4.88**	**TOTAL PROFIT (SUBSIDY):**	**$244**
TOTAL UNITS:	**50**	**PCT. COST RECOVERY:**	**101.32%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$375 per sheet

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MINOR PLAN CHECK REVISION	**EN-018**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**50**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	SR CIVIL ENGINEER		2.00	$370.12	50	$18,506
		TYPE SUBTOTAL	**2.00**	**$370.12**		**$18,506**
		TOTALS	**2.00**	**$370.12**		**$18,506**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
STREET NAME CHANGE	**EN-019**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of a request to change the name of a City street.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
STREET NAME CHANGE	**EN-019**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ALLEY/STREET VACATION REVIEW	**EN-020**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	APPLICATION	Developer

DESCRIPTION OF SERVICE

Review and provide a report and opinion on the advisability of abandoning all or a portion of public right-of-way.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ALLEY/STREET VACATION REVIEW	**EN-020**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	SR CIVIL ENGINEER	Deposit	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ASSESS. DISTRICT FORMATION RESEARCH	**EN-021**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	HOUR	Developer

DESCRIPTION OF SERVICE

Review a request to determine the feasibility of establishing an assessment district.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ASSESS. DISTRICT FORMATION RESEARCH	**EN-021**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	SR CIVIL ENGINEER	Deposit	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CITY PROPERTY ACQUISITON PROC.	**EN-022**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	LOCATION	Developer

DESCRIPTION OF SERVICE

Review a request to acquire any parcel owned by the City, which includes preparing a staff report with recommendations to the City Council.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CITY PROPERTY ACQUISITON PROC.	**EN-022**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	SR CIVIL ENGINEER	Deposit	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WIDE & OVERLOAD PERMIT	**EN-023**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	PERMIT	Business

DESCRIPTION OF SERVICE

Reviewing the proposed route, vehicle, and cost of potential damage done by a vehicle that exceeds the allowable weight, height, or width limits for general travel on City streets.

CURRENT FEE STRUCTURE

Daily - $16 per permit
Annual - $90 per permit

Fees are set by State Law.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$16.00**	**TOTAL REVENUE:**	**$9,600**
UNIT COST:	**$21.15**	**TOTAL COST:**	**$12,690**
UNIT PROFIT (SUBSIDY):	**$(5.15)**	**TOTAL PROFIT (SUBSIDY):**	**$(3,090)**
TOTAL UNITS:	**600**	**PCT. COST RECOVERY:**	**75.65%**

SUGGESTED FEE FOR COST RECOVERY OF: 75%

Daily - $16 per permit
Annual - $90 per permit

Fees are set by State Law.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WIDE & OVERLOAD PERMIT	**EN-023**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**600**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	ENGINEERING TECH		0.17	$21.15	600	$12,690
		TYPE SUBTOTAL	**0.17**	**$21.15**		**$12,690**
		TOTALS	**0.17**	**$21.15**		**$12,690**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW INDUSTRIAL WASTE PERMIT/INSPECT	**EN-025**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	PERMIT	Business

DESCRIPTION OF SERVICE

Review and inspection of new industrial waste uses within the City to determine compliance with City and State codes and standards.

CURRENT FEE STRUCTURE

New Permit Application: Sewer - $364 Off-Site - $364 On-Site - $685
New Sewer Plan: 1/2 - $444 3/4 - $605 5/6 - $926
New On-Site Plan: 1/2 - $551 3/4 - $749 5/6 - $1,150
New Off-Site Plan: 1/2 - $481 3/4 - $653 5/6 - $1,006
Closure Inspection - $845
Wastewater Sampling - $525 plus actual lab costs
Site Remediation - Actual Costs
Special Inspection and Off-Hours Inspection - Actual Costs
Additional Plan Review - Actual Costs

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$667.71**	**TOTAL REVENUE:**	**$9,348**
UNIT COST:	**$624.07**	**TOTAL COST:**	**$8,737**
UNIT PROFIT (SUBSIDY):	**$43.64**	**TOTAL PROFIT (SUBSIDY):**	**$611**
TOTAL UNITS:	**14**	**PCT. COST RECOVERY:**	**106.99%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

New Permit Application: Sewer - $364 Off-Site - $364 On-Site - $685
New Sewer Plan: 1/2 - $444 3/4 - $605 5/6 - $926
New On-Site Plan: 1/2 - $551 3/4 - $749 5/6 - $1,150
New Off-Site Plan: 1/2 - $481 3/4 - $653 5/6 - $1,006
Closure Inspection - $845
Wastewater Sampling - $525 plus actual lab costs
Site Remediation - Actual Costs
Special Inspection and Off-Hours Inspection - Actual Costs
Additional Plan Review - Actual Costs

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW INDUSTRIAL WASTE PERMIT/INSPECT	**EN-025**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**14**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	SR ENGINEERING ASSOC		0.25	$39.17	14	$548
		TYPE SUBTOTAL	**0.25**	**$39.17**		**$548**
ENGINEERING		New Sewer 2 Hr	0.00	$300.00	1	$300
		TYPE SUBTOTAL	**0.00**	**$300.00**		**$300**
ENGINEERING		New Off-Site 2 Hr	0.00	$300.00	1	$300
		TYPE SUBTOTAL	**0.00**	**$300.00**		**$300**
ENGINEERING		New On-Site 4 Hr	0.00	$600.00	1	$600
		TYPE SUBTOTAL	**0.00**	**$600.00**		**$600**
ENGINEERING		New Sewer PC 1/2	0.00	$375.00	1	$375
		TYPE SUBTOTAL	**0.00**	**$375.00**		**$375**
ENGINEERING		New Sewer PC 3/4	0.00	$525.00	1	$525
		TYPE SUBTOTAL	**0.00**	**$525.00**		**$525**
ENGINEERING		New Sewer PC 5/6	0.00	$825.00	1	$825
		TYPE SUBTOTAL	**0.00**	**$825.00**		**$825**
ENGINEERING		New On-Site PC 1/2	0.00	$475.50	1	$476
		TYPE SUBTOTAL	**0.00**	**$475.50**		**$476**
ENGINEERING		New On-Site PC 3/4	0.00	$663.00	1	$663
		TYPE SUBTOTAL	**0.00**	**$663.00**		**$663**
ENGINEERING		New On-Site PC 5/6	0.00	$1,038.00	1	$1,038
		TYPE SUBTOTAL	**0.00**	**$1,038.00**		**$1,038**
ENGINEERING		New Off-Site PC 1/2	0.00	$412.50	1	$413

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a continued listing of costs listed on
the page immediately preceding.

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW INDUSTRIAL WASTE PERMIT/INSPECT	**EN-025**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**14**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
		TYPE SUBTOTAL	**0.00**	**$412.50**		**$413**
ENGINEERING		New Off-Site PC 3/4	0.00	$574.50	1	$575
		TYPE SUBTOTAL	**0.00**	**$574.50**		**$575**
ENGINEERING		New Off-Site PC 5/6	0.00	$900.00	1	$900
		TYPE SUBTOTAL	**0.00**	**$900.00**		**$900**
ENGINEERING		Closure Inspection	0.00	$750.00	1	$750
		TYPE SUBTOTAL	**0.00**	**$750.00**		**$750**
ENGINEERING		3 Hr WW Sampling	0.00	$450.00	1	$450
		TYPE SUBTOTAL	**0.00**	**$450.00**		**$450**
		TOTALS	**0.25**	**$624.07**		**$8,737**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
REVISED INDUSTRIAL WASTE PERMIT/INS	**EN-026**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	PERMIT	Business

DESCRIPTION OF SERVICE

Review and inspection of revisions to new industrial waste uses within the City to determine compliance with City and State codes and standards.

CURRENT FEE STRUCTURE

Revise Permit Application - $203
Revise Sewer Plan:
1/2 - $347 3/4 - $471 5/6 - $711
Revise On-Site Plan:
1/2 - $428 3/4 - $577 5/6 - $872
Revise Off-Site Plan:
1/2 - $347 3/4 - $471 5/6 - $711

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$513.80**	**TOTAL REVENUE:**	**$5,138**
UNIT COST:	**$480.80**	**TOTAL COST:**	**$4,808**
UNIT PROFIT (SUBSIDY):	**$33.00**	**TOTAL PROFIT (SUBSIDY):**	**$330**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**106.86%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Revise Permit Application - $203
Revise Sewer Plan:
1/2 - $347 3/4 - $471 5/6 - $711
Revise On-Site Plan:
1/2 - $428 3/4 - $577 5/6 - $872
Revise Off-Site Plan:
1/2 - $347 3/4 - $471 5/6 - $711

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
REVISED INDUSTRIAL WASTE PERMIT/INS	**EN-026**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	SR ENGINEERING ASSOC		0.25	$39.17	10	$392
		TYPE SUBTOTAL	**0.25**	**$39.17**		**$392**
ENGINEERING		Permit Revision	0.00	$150.00	1	$150
		TYPE SUBTOTAL	**0.00**	**$150.00**		**$150**
ENGINEERING		Sewer Plan Revis 1/2	0.00	$288.00	1	$288
		TYPE SUBTOTAL	**0.00**	**$288.00**		**$288**
ENGINEERING		Sewer Plan Revis 3/4	0.00	$400.50	1	$401
		TYPE SUBTOTAL	**0.00**	**$400.50**		**$401**
ENGINEERING		Sewer Plan Revis 5/6	0.00	$625.50	1	$626
		TYPE SUBTOTAL	**0.00**	**$625.50**		**$626**
ENGINEERING		On-Site Pl Revis 1/2	0.00	$363.00	1	$363
		TYPE SUBTOTAL	**0.00**	**$363.00**		**$363**
ENGINEERING		On-Site Pl Revis 3/4	0.00	$499.50	1	$500
		TYPE SUBTOTAL	**0.00**	**$499.50**		**$500**
ENGINEERING		On-Site Pl Revis 5/6	0.00	$775.50	1	$776
		TYPE SUBTOTAL	**0.00**	**$775.50**		**$776**
ENGINEERING		Off-Site Pl Rvis 1/2	0.00	$288.00	1	$288
		TYPE SUBTOTAL	**0.00**	**$288.00**		**$288**
ENGINEERING		Off-Site Pl Rvis 3/4	0.00	$400.50	1	$401
		TYPE SUBTOTAL	**0.00**	**$400.50**		**$401**
ENGINEERING		Off-Site Pl Rvis 5/6	0.00	$625.50	1	$626

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a continued listing of costs listed on
the page immediately preceding.

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
REVISED INDUSTRIAL WASTE PERMIT/INS	**EN-026**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
		TYPE SUBTOTAL	**0.00**	**$625.50**		**$626**
		TOTALS	**0.25**	**$480.80**		**$4,808**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
INDUSTRIAL WASTE ANNUAL INSPECTION	**EN-027**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	INSPECTION	Business

DESCRIPTION OF SERVICE

Review and annual inspection of existing industrial waste users within the City in compliance with NPDES permit requirements.

CURRENT FEE STRUCTURE

Class 1 - $364
Class 2 - $685
Class 3 - $1,006
Class 4 - $1,327
Class 5 - $1,968
Class 12 - $3,893
Class X - $525

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,045.78**	**TOTAL REVENUE:**	**$37,648**
UNIT COST:	**$976.67**	**TOTAL COST:**	**$35,160**
UNIT PROFIT (SUBSIDY):	**$69.11**	**TOTAL PROFIT (SUBSIDY):**	**$2,488**
TOTAL UNITS:	**36**	**PCT. COST RECOVERY:**	**107.08%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Class 1 - $364
Class 2 - $685
Class 3 - $1,006
Class 4 - $1,327
Class 5 - $1,968
Class 12 - $3,893
Class X - $525

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
INDUSTRIAL WASTE ANNUAL INSPECTION	**EN-027**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**36**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	SR ENGINEERING ASSOC		0.25	$39.17	36	$1,410
		TYPE SUBTOTAL	**0.25**	**$39.17**		**$1,410**
ENGINEERING		Class 1 - 2 Hr	0.00	$300.00	18	$5,400
		TYPE SUBTOTAL	**0.00**	**$300.00**		**$5,400**
ENGINEERING		Class 2 - 4 Hr	0.00	$600.00	1	$600
		TYPE SUBTOTAL	**0.00**	**$600.00**		**$600**
ENGINEERING		Class 3 - 6 Hr	0.00	$900.00	3	$2,700
		TYPE SUBTOTAL	**0.00**	**$900.00**		**$2,700**
ENGINEERING		Class 4 - 8 Hr	0.00	$1,200.00	1	$1,200
		TYPE SUBTOTAL	**0.00**	**$1,200.00**		**$1,200**
ENGINEERING		Class 5 - 12 Hr	0.00	$1,800.00	11	$19,800
		TYPE SUBTOTAL	**0.00**	**$1,800.00**		**$19,800**
ENGINEERING		Class 12 - 24 Hr	0.00	$3,600.00	1	$3,600
		TYPE SUBTOTAL	**0.00**	**$3,600.00**		**$3,600**
ENGINEERING		Class X - 3 Hr	0.00	$450.00	1	$450
		TYPE SUBTOTAL	**0.00**	**$450.00**		**$450**
		TOTALS	**0.25**	**$976.67**		**$35,160**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
STORMWATER INSPECTION	**EN-028**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	INSPECTION	Business

DESCRIPTION OF SERVICE

Inspection twice every 5 years of the storm water impacts of various occupancies to determine compliance with NPDES standards.

CURRENT FEE STRUCTURE

Restaurant - $246
Automotive - $246
1 Acre - $337
2-5 Acres - $423
More than 5 Acres - $642
Stormwater Violation Fines:
1st Violation - $107
2nd Violation - $536
3rd Violation - $1,605
Subsequent Violations - Fines determined by City

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$270.31**	**TOTAL REVENUE:**	**$37,573**
UNIT COST:	**$273.83**	**TOTAL COST:**	**$38,062**
UNIT PROFIT (SUBSIDY):	**$(3.52)**	**TOTAL PROFIT (SUBSIDY):**	**$(489)**
TOTAL UNITS:	**139**	**PCT. COST RECOVERY:**	**98.72%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Restaurant - $250
Automotive - $250
1 Acre - $340
2-5 Acres - $425
More than 5 Acres - $645
Stormwater Violation Fines:
1st Violation - $100
2nd Violation - $500
3rd Violation - $1,500
Subsequent Violations - Fines determined by City

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
STORMWATER INSPECTION	**EN-028**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**139**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	ENGINEERING TECH		0.25	$31.10	139	$4,323
		TYPE SUBTOTAL	**0.25**	**$31.10**		**$4,323**
ENGINEERING	PW INSPECTOR	Restaurant	2.50	$218.80	100	$21,880
		TYPE SUBTOTAL	**2.50**	**$218.80**		**$21,880**
ENGINEERING	PW INSPECTOR	Automotive	2.50	$218.80	20	$4,376
		TYPE SUBTOTAL	**2.50**	**$218.80**		**$4,376**
ENGINEERING	PW INSPECTOR	1 Acre	3.50	$306.32	10	$3,063
		TYPE SUBTOTAL	**3.50**	**$306.32**		**$3,063**
ENGINEERING	PW INSPECTOR	2-5 Acres	4.50	$393.84	5	$1,969
		TYPE SUBTOTAL	**4.50**	**$393.84**		**$1,969**
ENGINEERING	PW INSPECTOR	6+ Acres	7.00	$612.64	4	$2,451
		TYPE SUBTOTAL	**7.00**	**$612.64**		**$2,451**
		TOTALS	**20.25**	**$273.83**		**$38,062**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WIRELESS PERMIT - MINISTERIAL	**EN-030**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	SITE	Business

DESCRIPTION OF SERVICE

Ministerial review of a requested addition to an existing cell site for compliance with City codes and regulations.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$875.47**	**TOTAL COST:**	**$26,264**
UNIT PROFIT (SUBSIDY):	**$(875.47)**	**TOTAL PROFIT (SUBSIDY):**	**$(26,264)**
TOTAL UNITS:	**30**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$875 per site

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WIRELESS PERMIT - MINISTERIAL	**EN-030**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**30**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	ENGINEERING TECH		2.00	$248.78	30	$7,463
ENGINEERING	SR ENGINEERING ASSOC		4.00	$626.68	30	$18,800
		TYPE SUBTOTAL	**6.00**	**$875.46**		**$26,264**
		TOTALS	**6.00**	**$875.47**		**$26,264**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WIRELESS PERMIT - ADMINISTRATIVE	**EN-031**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	SITE	Business

DESCRIPTION OF SERVICE

Administrative review of a new wireless permit for compliance with city codes and regulations.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$3,221.00**	**TOTAL COST:**	**$3,221**
UNIT PROFIT (SUBSIDY):	**$(3,221.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(3,221)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$3,220 per site

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WIRELESS PERMIT - ADMINISTRATIVE	**EN-031**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	ENGINEERING TECH	Initial Application	1.00	$124.39	1	$124
ENGINEERING	SR ENGINEERING ASSOC	Initial Application	1.00	$156.67	1	$157
		TYPE SUBTOTAL	**2.00**	**$281.06**		**$281**
ENGINEERING	ENGINEERING TECH	Resubmittal	1.00	$124.39	1	$124
ENGINEERING	SR ENGINEERING ASSOC	Resubmittal	1.00	$156.67	1	$157
		TYPE SUBTOTAL	**2.00**	**$281.06**		**$281**
ENGINEERING	ENGINEERING TECH	Noticing	2.00	$248.78	1	$249
ENGINEERING	SR ENGINEERING ASSOC	Noticing	2.00	$313.34	1	$313
		TYPE SUBTOTAL	**4.00**	**$562.12**		**$562**
ENGINEERING	PUBLIC WORKS DIRECTOR	Two Meetings	3.00	$833.31	1	$833
ENGINEERING	SR ENGINEERING ASSOC	Two Meetings	3.00	$470.01	1	$470
		TYPE SUBTOTAL	**6.00**	**$1,303.32**		**$1,303**
ENGINEERING	CITY ENGINEER	Construction	1.00	$234.16	1	$234
ENGINEERING	PUBLIC WORKS DIRECTOR	Construction	1.00	$277.77	1	$278
ENGINEERING	ENGINEERING TECH	Construction	1.00	$124.39	1	$124
ENGINEERING	SR ENGINEERING ASSOC	Construction	1.00	$156.67	1	$157
		TYPE SUBTOTAL	**4.00**	**$792.99**		**$793**
		TOTALS	**18.00**	**$3,221.00**		**$3,221**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WIRELESS PERMIT - MAJOR	**EN-032**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
ENGINEERING	SITE	Business

DESCRIPTION OF SERVICE

Major review of a new wireless permit for compliance with city codes and regulations.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$7,812.00**	**TOTAL COST:**	**$7,812**
UNIT PROFIT (SUBSIDY):	**$(7,812.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(7,812)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$7,810 per site plus deposit with actual costs for outside services

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WIRELESS PERMIT - MAJOR	**EN-032**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	ENGINEERING TECH	Initial Application	1.00	$124.39	1	$124
ENGINEERING	SR ENGINEERING ASSOC	Initial Application	1.00	$156.67	1	$157
		TYPE SUBTOTAL	**2.00**	**$281.06**		**$281**
ENGINEERING	ENGINEERING TECH	Resubmittal	1.00	$124.39	1	$124
ENGINEERING	SR ENGINEERING ASSOC	Resubmittal	1.00	$156.67	1	$157
		TYPE SUBTOTAL	**2.00**	**$281.06**		**$281**
ENGINEERING	ENGINEERING TECH	Noticing	2.00	$248.78	1	$249
ENGINEERING	SR ENGINEERING ASSOC	Noticing	2.00	$313.34	1	$313
		TYPE SUBTOTAL	**4.00**	**$562.12**		**$562**
ENGINEERING	PUBLIC WORKS DIRECTOR	Two Meetings	3.00	$833.31	1	$833
ENGINEERING	SR ENGINEERING ASSOC	Two Meetings	3.00	$470.01	1	$470
		TYPE SUBTOTAL	**6.00**	**$1,303.32**		**$1,303**
ENGINEERING	CITY ENGINEER	Construction	1.00	$234.16	1	$234
ENGINEERING	PUBLIC WORKS DIRECTOR	Construction	1.00	$277.77	1	$278
ENGINEERING	ENGINEERING TECH	Construction	1.00	$124.39	1	$124
ENGINEERING	SR ENGINEERING ASSOC	Construction	1.00	$156.67	1	$157
		TYPE SUBTOTAL	**4.00**	**$792.99**		**$793**
COMM. DEVELOPMENT	PLANNING MANAGER	PC Hearing	1.75	$477.77	1	$478
COMM. DEVELOPMENT	PRINCIPAL PLANNER	PC Hearing	10.75	$2,753.83	1	$2,754
P&BS ADMIN	DIR OF PLANNING & BLDG SA	PC Hearing	5.00	$1,359.85	1	$1,360
		TYPE SUBTOTAL	**17.50**	**$4,591.45**		**$4,591**
		TOTALS	**35.50**	**$7,812.00**		**$7,812**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW COMM. FIRE SPRINKLER PLAN CHECK	**FR-001**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Business

DESCRIPTION OF SERVICE

Plan review of new commercial fire sprinkler systems to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 10% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$63.33**	**TOTAL REVENUE:**	**$25,966**
UNIT COST:	**$393.47**	**TOTAL COST:**	**$161,324**
UNIT PROFIT (SUBSIDY):	**$(330.14)**	**TOTAL PROFIT (SUBSIDY):**	**$(135,358)**
TOTAL UNITS:	**410**	**PCT. COST RECOVERY:**	**16.10%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

1-25 Heads - $265
26-50 Heads - $310
51-100 Heads - $355
101-200 Heads - $395
201-300 Heads - $440
301-500 Heads - $485
501-1,000 Heads - $530
1,001-2,000 Heads - $615
2,001-3,000 Heads - $660
3,001-4,000 Heads - $705
4,001-5,000 Heads - $795
5,001-6,000 Heads - $835
Each add'l 100 Heads over 6,000 Heads - $175
OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW COMM. FIRE SPRINKLER PLAN CHECK	**FR-001**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**410**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC	1-25 Heads	1.50	$264.47	100	$26,447
		TYPE SUBTOTAL	**1.50**	**$264.47**		**$26,447**
FIRE PREVENTION	FIRE PREV SPEC	26-50 Heads	1.75	$308.54	75	$23,141
		TYPE SUBTOTAL	**1.75**	**$308.54**		**$23,141**
FIRE PREVENTION	FIRE PREV SPEC	51-100 Heads	2.00	$352.62	50	$17,631
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$17,631**
FIRE PREVENTION	FIRE PREV SPEC	101-200 Heads	2.25	$396.70	50	$19,835
		TYPE SUBTOTAL	**2.25**	**$396.70**		**$19,835**
FIRE PREVENTION	FIRE PREV SPEC	201-300 Heads	2.50	$440.78	25	$11,020
		TYPE SUBTOTAL	**2.50**	**$440.78**		**$11,020**
FIRE PREVENTION	FIRE PREV SPEC	301-500 Heads	2.75	$484.85	25	$12,121
		TYPE SUBTOTAL	**2.75**	**$484.85**		**$12,121**
FIRE PREVENTION	FIRE PREV SPEC	501-1,000 Heads	3.00	$528.93	25	$13,223
		TYPE SUBTOTAL	**3.00**	**$528.93**		**$13,223**
FIRE PREVENTION	FIRE PREV SPEC	1,001-2,000 Heads	3.50	$617.09	10	$6,171
		TYPE SUBTOTAL	**3.50**	**$617.09**		**$6,171**
FIRE PREVENTION	FIRE PREV SPEC	2,001-3,000 Heads	3.75	$661.16	10	$6,612
		TYPE SUBTOTAL	**3.75**	**$661.16**		**$6,612**
FIRE PREVENTION	FIRE PREV SPEC	3,001-4,000 Heads	4.00	$705.24	10	$7,052
		TYPE SUBTOTAL	**4.00**	**$705.24**		**$7,052**
FIRE PREVENTION	FIRE PREV SPEC	4,001-5,000 Heads	4.50	$793.40	10	$7,934

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The costs shown on the facing page are
a continued listing of costs listed on
the page immediately preceding.

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW COMM. FIRE SPRINKLER PLAN CHECK	**FR-001**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**410**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
		TYPE SUBTOTAL	**4.50**	**$793.40**		**$7,934**
FIRE PREVENTION	FIRE PREV SPEC	5,000-6,000 Heads	4.75	$837.47	10	$8,375
		TYPE SUBTOTAL	**4.75**	**$837.47**		**$8,375**
FIRE PREVENTION	FIRE PREV SPEC	Ea Add'l 100 Over 6k	1.00	$176.31	10	$1,763
		TYPE SUBTOTAL	**1.00**	**$176.31**		**$1,763**
		TOTALS	**37.25**	**$393.47**		**$161,324**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW SFR/DUPLEX SPRINKLER PLAN CHECK	**FR-001A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Developer/Resident

DESCRIPTION OF SERVICE

Plan review of new single family residential or duplex fire sprinkler systems to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 10% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$28.40**	**TOTAL REVENUE:**	**$284**
UNIT COST:	**$176.30**	**TOTAL COST:**	**$1,763**
UNIT PROFIT (SUBSIDY):	**$(147.90)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,479)**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**16.11%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$175 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW SFR/DUPLEX SPRINKLER PLAN CHECK	**FR-001A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		1.00	$176.31	10	$1,763
		TYPE SUBTOTAL	**1.00**	**$176.31**		**$1,763**
		TOTALS	**1.00**	**$176.30**		**$1,763**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW MFR FIRE SPRINKLER PLAN CHECK	**FR-001B**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Developer/Resident

DESCRIPTION OF SERVICE

Plan review of new multi-family residential fire sprinkler systems to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 10% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$57.00**	**TOTAL REVENUE:**	**$57**
UNIT COST:	**$353.00**	**TOTAL COST:**	**$353**
UNIT PROFIT (SUBSIDY):	**$(296.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(296)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**16.15%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$355 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW MFR FIRE SPRINKLER PLAN CHECK	**FR-001B**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		2.00	$352.62	1	$353
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$353**
		TOTALS	**2.00**	**$353.00**		**$353**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TEN IMPR FIRE SPRINKLER PLAN CHECK	**FR-001C**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Developer/Resident/Business

DESCRIPTION OF SERVICE

Plan review of tenant improvement fire sprinkler systems to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 10% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$23.87**	**TOTAL REVENUE:**	**$6,563**
UNIT COST:	**$148.26**	**TOTAL COST:**	**$40,772**
UNIT PROFIT (SUBSIDY):	**$(124.39)**	**TOTAL PROFIT (SUBSIDY):**	**$(34,209)**
TOTAL UNITS:	**275**	**PCT. COST RECOVERY:**	**16.10%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

1-20 Heads - $90
21-50 Heads - $130
51-100 Heads - $265
Each additional 100 Heads over 100 Heads - $175

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TEN IMPR FIRE SPRINKLER PLAN CHECK	**FR-001C**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**275**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC	1-20 Heads	0.50	$88.16	100	$8,816
		TYPE SUBTOTAL	**0.50**	**$88.16**		**$8,816**
FIRE PREVENTION	FIRE PREV SPEC	21-50 Heads	0.75	$132.23	75	$9,917
		TYPE SUBTOTAL	**0.75**	**$132.23**		**$9,917**
FIRE PREVENTION	FIRE PREV SPEC	51-100 Heads	1.50	$264.47	50	$13,224
		TYPE SUBTOTAL	**1.50**	**$264.47**		**$13,224**
FIRE PREVENTION	FIRE PREV SPEC	Ea Addl 100 Over 100	1.00	$176.31	50	$8,816
		TYPE SUBTOTAL	**1.00**	**$176.31**		**$8,816**
		TOTALS	**3.75**	**$148.26**		**$40,772**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
UNDERGROUND WATER SYSTEM PLAN CHECK	**FR-001D**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Developer/Resident/Business

DESCRIPTION OF SERVICE

Plan review of new underground water systems to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 10% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$59.48**	**TOTAL REVENUE:**	**$1,249**
UNIT COST:	**$369.43**	**TOTAL COST:**	**$7,758**
UNIT PROFIT (SUBSIDY):	**$(309.95)**	**TOTAL PROFIT (SUBSIDY):**	**$(6,509)**
TOTAL UNITS:	**21**	**PCT. COST RECOVERY:**	**16.10%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

1-4 Building/Systems - $355 per plan
5 or More Buildings/Systems - $705 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
UNDERGROUND WATER SYSTEM PLAN CHECK	**FR-001D**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**21**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC	1-4 Bldg/Syst	2.00	$352.62	20	$7,052
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$7,052**
FIRE PREVENTION	FIRE PREV SPEC	5+ Bldg/Syst	4.00	$705.24	1	$705
		TYPE SUBTOTAL	**4.00**	**$705.24**		**$705**
		TOTALS	**6.00**	**$369.43**		**$7,758**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE PUMP PLAN CHECK	**FR-001E**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Developer/Resident/Business

DESCRIPTION OF SERVICE

Plan review of new fire pumps to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 10% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$141.92**	**TOTAL REVENUE:**	**$1,703**
UNIT COST:	**$881.58**	**TOTAL COST:**	**$10,579**
UNIT PROFIT (SUBSIDY):	**$(739.66)**	**TOTAL PROFIT (SUBSIDY):**	**$(8,876)**
TOTAL UNITS:	**12**	**PCT. COST RECOVERY:**	**16.10%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$880 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE PUMP PLAN CHECK	**FR-001E**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**12**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		5.00	$881.55	12	$10,579
		TYPE SUBTOTAL	**5.00**	**$881.55**		**$10,579**
		TOTALS	**5.00**	**$881.58**		**$10,579**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER TANK PLAN CHECK	**FR-001F**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Developer/Resident/Business

DESCRIPTION OF SERVICE

Plan review of new water tanks to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 10% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$57.00**	**TOTAL REVENUE:**	**$57**
UNIT COST:	**$353.00**	**TOTAL COST:**	**$353**
UNIT PROFIT (SUBSIDY):	**$(296.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(296)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**16.15%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$355 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER TANK PLAN CHECK	**FR-001F**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		2.00	$352.62	1	$353
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$353**
		TOTALS	**2.00**	**$353.00**		**$353**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE ALARM SYSTEM PLAN CHECK	**FR-002**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Developer/Resident/Business

DESCRIPTION OF SERVICE

Plan review of new fire alarm systems to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 100% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$73.04**	**TOTAL REVENUE:**	**$8,400**
UNIT COST:	**$453.81**	**TOTAL COST:**	**$52,188**
UNIT PROFIT (SUBSIDY):	**$(380.77)**	**TOTAL PROFIT (SUBSIDY):**	**$(43,788)**
TOTAL UNITS:	**115**	**PCT. COST RECOVERY:**	**16.10%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

1-25 Devices - $355
26-100 Devices - $530
101-200 Devices - $705
201-500 Devices - $880
501-750 Devices - $1,060
751-1,000 Devices - $1,235
Each additional 50 Devices over 50 Devices - $175
OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE ALARM SYSTEM PLAN CHECK	**FR-002**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**115**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC	1-25 Devices	2.00	$352.62	70	$24,683
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$24,683**
FIRE PREVENTION	FIRE PREV SPEC	26-100 Devices	3.00	$528.93	30	$15,868
		TYPE SUBTOTAL	**3.00**	**$528.93**		**$15,868**
FIRE PREVENTION	FIRE PREV SPEC	101-200 Devices	4.00	$705.24	8	$5,642
		TYPE SUBTOTAL	**4.00**	**$705.24**		**$5,642**
FIRE PREVENTION	FIRE PREV SPEC	201-500 Devices	5.00	$881.55	4	$3,526
		TYPE SUBTOTAL	**5.00**	**$881.55**		**$3,526**
FIRE PREVENTION	FIRE PREV SPEC	501-750 Devices	6.00	$1,057.86	1	$1,058
		TYPE SUBTOTAL	**6.00**	**$1,057.86**		**$1,058**
FIRE PREVENTION	FIRE PREV SPEC	751-1,000 Devices	7.00	$1,234.17	1	$1,234
		TYPE SUBTOTAL	**7.00**	**$1,234.17**		**$1,234**
FIRE PREVENTION	FIRE PREV SPEC	Each 50 Over 50	1.00	$176.31	1	$176
		TYPE SUBTOTAL	**1.00**	**$176.31**		**$176**
		TOTALS	**28.00**	**$453.81**		**$52,188**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE EXTINGUISHING SYST PLAN CHECK	**FR-003**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Developer/Resident/Business

DESCRIPTION OF SERVICE

Plan review of new fire extinguishing systems to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 100% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$56.77**	**TOTAL REVENUE:**	**$1,476**
UNIT COST:	**$352.62**	**TOTAL COST:**	**$9,168**
UNIT PROFIT (SUBSIDY):	**$(295.85)**	**TOTAL PROFIT (SUBSIDY):**	**$(7,692)**
TOTAL UNITS:	**26**	**PCT. COST RECOVERY:**	**16.10%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Hood & Duct - $355
Dry Chemical - $355
Carbon Dioxide - $355
Foam/Liquid System - $355
Inert Gas/Halon - $355

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE EXTINGUISHING SYST PLAN CHECK	**FR-003**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**26**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC	Hood & Duct	2.00	$352.62	10	$3,526
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$3,526**
FIRE PREVENTION	FIRE PREV SPEC	Dry Chemical	2.00	$352.62	10	$3,526
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$3,526**
FIRE PREVENTION	FIRE PREV SPEC	Carbon Dioxide	2.00	$352.62	2	$705
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$705**
FIRE PREVENTION	FIRE PREV SPEC	Foam/Liquid System	2.00	$352.62	2	$705
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$705**
FIRE PREVENTION	FIRE PREV SPEC	Inert Gas/Halon	2.00	$352.62	2	$705
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$705**
		TOTALS	**10.00**	**$352.62**		**$9,168**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
EMERGENCY GENERATOR PLAN CHECK	**FR-003A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Developer/Resident/Business

DESCRIPTION OF SERVICE

Plan review of new emergency generator to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 100% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$56.80**	**TOTAL REVENUE:**	**$568**
UNIT COST:	**$352.60**	**TOTAL COST:**	**$3,526**
UNIT PROFIT (SUBSIDY):	**$(295.80)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,958)**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**16.11%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$355 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
EMERGENCY GENERATOR PLAN CHECK	**FR-003A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		2.00	$352.62	10	$3,526
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$3,526**
		TOTALS	**2.00**	**$352.60**		**$3,526**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SPRAY BOOTH PLAN CHECK	**FR-003B**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Business

DESCRIPTION OF SERVICE

Plan review of new spray booths to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 100% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$85.20**	**TOTAL REVENUE:**	**$426**
UNIT COST:	**$529.00**	**TOTAL COST:**	**$2,645**
UNIT PROFIT (SUBSIDY):	**$(443.80)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,219)**
TOTAL UNITS:	**5**	**PCT. COST RECOVERY:**	**16.11%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$530 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SPRAY BOOTH PLAN CHECK	**FR-003B**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**5**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		3.00	$528.93	5	$2,645
		TYPE SUBTOTAL	**3.00**	**$528.93**		**$2,645**
		TOTALS	**3.00**	**$529.00**		**$2,645**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
INDUSTRIAL OVEN PLAN CHECK	**FR-003C**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Business

DESCRIPTION OF SERVICE

Plan review of new industrial ovens to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 100% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$57.00**	**TOTAL REVENUE:**	**$57**
UNIT COST:	**$353.00**	**TOTAL COST:**	**$353**
UNIT PROFIT (SUBSIDY):	**$(296.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(296)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**16.15%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$355 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
INDUSTRIAL OVEN PLAN CHECK	**FR-003C**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		2.00	$352.62	1	$353
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$353**
		TOTALS	**2.00**	**$353.00**		**$353**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
VAPOR RECOVERY PLAN CHECK	**FR-003D**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Business

DESCRIPTION OF SERVICE

Plan review of new vapor recovery systems to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 100% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$56.71**	**TOTAL REVENUE:**	**$397**
UNIT COST:	**$352.57**	**TOTAL COST:**	**$2,468**
UNIT PROFIT (SUBSIDY):	**$(295.86)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,071)**
TOTAL UNITS:	**7**	**PCT. COST RECOVERY:**	**16.09%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$355 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
VAPOR RECOVERY PLAN CHECK	**FR-003D**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**7**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		2.00	$352.62	7	$2,468
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$2,468**
		TOTALS	**2.00**	**$352.57**		**$2,468**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DUST COLLECTION PLAN CHECK	**FR-003E**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Business

DESCRIPTION OF SERVICE

Plan review of new dust collection systems to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 100% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$57.00**	**TOTAL REVENUE:**	**$57**
UNIT COST:	**$353.00**	**TOTAL COST:**	**$353**
UNIT PROFIT (SUBSIDY):	**$(296.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(296)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**16.15%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$355 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DUST COLLECTION PLAN CHECK	**FR-003E**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		2.00	$352.62	1	$353
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$353**
		TOTALS	**2.00**	**$353.00**		**$353**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
REFRIGERATION PLAN CHECK	**FR-003F**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Business

DESCRIPTION OF SERVICE

Plan review of new refrigeration systems to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 100% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$57.00**	**TOTAL REVENUE:**	**$57**
UNIT COST:	**$353.00**	**TOTAL COST:**	**$353**
UNIT PROFIT (SUBSIDY):	**$(296.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(296)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**16.15%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$355 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
REFRIGERATION PLAN CHECK	**FR-003F**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		2.00	$352.62	1	$353
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$353**
		TOTALS	**2.00**	**$353.00**		**$353**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MEDICAL GAS PLAN CHECK	**FR-003G**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Business

DESCRIPTION OF SERVICE

Plan review of new medical gas systems to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 100% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$56.50**	**TOTAL REVENUE:**	**$113**
UNIT COST:	**$352.50**	**TOTAL COST:**	**$705**
UNIT PROFIT (SUBSIDY):	**$(296.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(592)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**16.03%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$355 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MEDICAL GAS PLAN CHECK	**FR-003G**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		2.00	$352.62	2	$705
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$705**
		TOTALS	**2.00**	**$352.50**		**$705**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
INDUSTRIAL GAS PLAN CHECK	**FR-003H**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Business

DESCRIPTION OF SERVICE

Plan review of new industrial gas systems to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 100% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$56.50**	**TOTAL REVENUE:**	**$113**
UNIT COST:	**$352.50**	**TOTAL COST:**	**$705**
UNIT PROFIT (SUBSIDY):	**$(296.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(592)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**16.03%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$355 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
INDUSTRIAL GAS PLAN CHECK	**FR-003H**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		2.00	$352.62	2	$705
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$705**
		TOTALS	**2.00**	**$352.50**		**$705**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SYSTEM PIPING/MANIFOLD PLAN CHECK	**FR-003I**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Business

DESCRIPTION OF SERVICE

Plan review of new fire sprinkler system piping/manifolds to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 100% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$57.00**	**TOTAL REVENUE:**	**$57**
UNIT COST:	**$353.00**	**TOTAL COST:**	**$353**
UNIT PROFIT (SUBSIDY):	**$(296.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(296)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**16.15%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$355 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SYSTEM PIPING/MANIFOLD PLAN CHECK	**FR-003I**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		2.00	$352.62	1	$353
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$353**
		TOTALS	**2.00**	**$353.00**		**$353**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SMOKE CONTROL PLAN CHECK	**FR-003J**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Developer/Business

DESCRIPTION OF SERVICE

Plan review of new smoke control system to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 100% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$142.00**	**TOTAL REVENUE:**	**$142**
UNIT COST:	**$882.00**	**TOTAL COST:**	**$882**
UNIT PROFIT (SUBSIDY):	**$(740.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(740)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**16.10%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$880 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SMOKE CONTROL PLAN CHECK	**FR-003J**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		5.00	$881.55	1	$882
		TYPE SUBTOTAL	**5.00**	**$881.55**		**$882**
		TOTALS	**5.00**	**$882.00**		**$882**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HIGH-PILED STORAGE PLAN CHECK	**FR-003K**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Developer/Business

DESCRIPTION OF SERVICE

Plan review of new fire high-piled storage system to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

Valuation based on 100% of Tables in Appendix C of this Report

Expedited Plan Check - additional 50% of standard plan check fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$142.00**	**TOTAL REVENUE:**	**$568**
UNIT COST:	**$881.50**	**TOTAL COST:**	**$3,526**
UNIT PROFIT (SUBSIDY):	**$(739.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,958)**
TOTAL UNITS:	**4**	**PCT. COST RECOVERY:**	**16.11%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

0-10,000 sq ft - $615
10,001-25,000 sq ft - $795
25,001-100,000 sq ft - $970
100,001+ sq ft - $1,145

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HIGH-PILED STORAGE PLAN CHECK	**FR-003K**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**4**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC	0-10k Sq Ft	3.50	$617.09	1	$617
		TYPE SUBTOTAL	**3.50**	**$617.09**		**$617**
FIRE PREVENTION	FIRE PREV SPEC	10k-25k Sq Ft	4.50	$793.40	1	$793
		TYPE SUBTOTAL	**4.50**	**$793.40**		**$793**
FIRE PREVENTION	FIRE PREV SPEC	25k-100k Sq Ft	5.50	$969.71	1	$970
		TYPE SUBTOTAL	**5.50**	**$969.71**		**$970**
FIRE PREVENTION	FIRE PREV SPEC	100k+ Sq Ft	6.50	$1,146.02	1	$1,146
		TYPE SUBTOTAL	**6.50**	**$1,146.02**		**$1,146**
		TOTALS	**20.00**	**$881.50**		**$3,526**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TENANT IMPROVEMENT LIFE SAFETY P/C	**FR-003L**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Developer/Business

DESCRIPTION OF SERVICE

Fire Life Safety plan review of a tenant improvement to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$176.31**	**TOTAL COST:**	**$88,155**
UNIT PROFIT (SUBSIDY):	**$(176.31)**	**TOTAL PROFIT (SUBSIDY):**	**$(88,155)**
TOTAL UNITS:	**500**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$175 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TENANT IMPROVEMENT LIFE SAFETY P/C	**FR-003L**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**500**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		1.00	$176.31	500	$88,155
		TYPE SUBTOTAL	**1.00**	**$176.31**		**$88,155**
		TOTALS	**1.00**	**$176.31**		**$88,155**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE ACCESS PLAN REVIEW	**FR-003M**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PLAN	Developer/Resident/Business

DESCRIPTION OF SERVICE

Fire Life Safety plan review of new construction to determine compliance with City codes and standards.

Fees include two reviews with actual costs after that point.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$441.00**	**TOTAL COST:**	**$441**
UNIT PROFIT (SUBSIDY):	**$(441.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(441)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$440 per plan

OR Deposit with charges at actual costs as determined by staff

Expedited Plan Check - additional 50% of standard plan check fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE ACCESS PLAN REVIEW	**FR-003M**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		2.50	$440.78	1	$441
		TYPE SUBTOTAL	**2.50**	**$440.78**		**$441**
		TOTALS	**2.50**	**$441.00**		**$441**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE PROTECTION TESTING	**FR-004**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	SYSTEM	Business

DESCRIPTION OF SERVICE

Review and inspection of an occupancy's existing fire protection systems on a five year time frame to determine compliance with City codes and standards.

CURRENT FEE STRUCTURE

$268 per system

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$6.87**	**TOTAL REVENUE:**	**$268**
UNIT COST:	**$379.05**	**TOTAL COST:**	**$14,783**
UNIT PROFIT (SUBSIDY):	**$(372.18)**	**TOTAL PROFIT (SUBSIDY):**	**$(14,515)**
TOTAL UNITS:	**39**	**PCT. COST RECOVERY:**	**1.81%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$380 per system

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE PROTECTION TESTING	**FR-004**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**39**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE ADMIN	ADMIN SPEC		0.25	$26.42	39	$1,030
FIRE PREVENTION	FIRE PREV SPEC	Time Per System	2.00	$352.62	39	$13,752
		TYPE SUBTOTAL	**2.25**	**$379.04**		**$14,783**
		TOTALS	**2.25**	**$379.05**		**$14,783**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE PREVENTION/OPERATIONS INSPECT.	**FR-004A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	HOUR	Developer/Resident/Busines

DESCRIPTION OF SERVICE

Inspection of Fire Life Safety issues to determine compliance with City codes and standards.

CURRENT FEE STRUCTURE

Specialty Fire Protection Systems - Valuation based on 100% of Tables in Appendix C of this Report

High Rise - $1.19 per 100 square feet
State Mandated - $124 per inspection

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$57.00**	**TOTAL REVENUE:**	**$57**
UNIT COST:	**$176.00**	**TOTAL COST:**	**$176**
UNIT PROFIT (SUBSIDY):	**$(119.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(119)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**32.39%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charge the fully allocated hourly rate for all personnel used plus any outside costs

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE PREVENTION/OPERATIONS INSPECT.	**FR-004A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC	Hourly	1.00	$176.31	1	$176
		TYPE SUBTOTAL	**1.00**	**$176.31**		**$176**
		TOTALS	**1.00**	**$176.00**		**$176**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANNUAL BUSINESS FIRE INSPECTION	**FR-005**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	INSPECTION	Business

DESCRIPTION OF SERVICE

Fire Company inspection and first reinspection of an occupancy to assure compliance with the California Fire Code.

CURRENT FEE STRUCTURE

0-1,499 square feet - $87
1,500-9,999 square feet - $119
10,000-24,999 square feet - $208
25,000-99,999 square feet - $402
100,000-499,999 square feet - $1,695
500,000+ square feet - $3,588

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$231.21**	**TOTAL REVENUE:**	**$472,825**
UNIT COST:	**$314.12**	**TOTAL COST:**	**$642,367**
UNIT PROFIT (SUBSIDY):	**$(82.91)**	**TOTAL PROFIT (SUBSIDY):**	**$(169,542)**
TOTAL UNITS:	**2,045**	**PCT. COST RECOVERY:**	**73.61%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

This service fee will now be part of the Fire Prevention/Operations Inspection (FR-004A) fee.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANNUAL BUSINESS FIRE INSPECTION	**FR-005**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2,045**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE ADMIN	ADMIN SPEC	0-1,499 Sq Ft	0.25	$26.42	600	$15,852
FIRE SUPPRESSION	FIRE ENGINEER	0-1,499 Sq Ft	0.50	$85.87	600	$51,522
		TYPE SUBTOTAL	**0.75**	**$112.29**		**$67,374**
FIRE ADMIN	ADMIN SPEC	1,500-9,999 Sq Ft	0.25	$26.42	920	$24,306
FIRE SUPPRESSION	FIRE ENGINEER	1,500-9,999 Sq Ft	0.75	$128.80	920	$118,496
		TYPE SUBTOTAL	**1.00**	**$155.22**		**$142,802**
FIRE ADMIN	ADMIN SPEC	10,000-24,999 Sq Ft	0.25	$26.42	186	$4,914
FIRE SUPPRESSION	FIRE ENGINEER	10,000-24,999 Sq Ft	1.50	$257.59	186	$47,912
		TYPE SUBTOTAL	**1.75**	**$284.01**		**$52,826**
FIRE ADMIN	ADMIN SPEC	25,000-99,999 Sq Ft	0.25	$26.42	241	$6,367
FIRE SUPPRESSION	FIRE ENGINEER	25,000-99,999 Sq Ft	3.00	$515.19	241	$124,161
		TYPE SUBTOTAL	**3.25**	**$541.61**		**$130,528**
FIRE ADMIN	ADMIN SPEC	100K-499K Sq Ft	0.25	$26.42	93	$2,457
FIRE PREVENTION	FIRE MARSHAL	100K-499K Sq Ft	4.00	$966.32	93	$89,868
FIRE PREVENTION	FIRE PREV SPEC	100K-499K Sq Ft	8.00	$1,410.48	93	$131,175
		TYPE SUBTOTAL	**12.25**	**$2,403.22**		**$223,499**
FIRE ADMIN	ADMIN SPEC	500K+ Sq Ft	0.50	$52.83	5	$264
FIRE PREVENTION	FIRE MARSHAL	500K+ Sq Ft	12.00	$2,898.96	5	$14,495
FIRE PREVENTION	FIRE PREV SPEC	500k+ Sq Ft	12.00	$2,115.72	5	$10,579
		TYPE SUBTOTAL	**24.50**	**$5,067.51**		**$25,338**
		TOTALS	**43.50**	**$314.12**		**$642,367**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANNUAL BUSINESS FIRE REINSPECTION	**FR-006**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	INSPECTION	Business

DESCRIPTION OF SERVICE

Additional Fire Company reinspections of an occupancy to assure compliance with the California Fire Code.

CURRENT FEE STRUCTURE

0-1,499 square feet - $54
1,500-9,999 square feet - $54
10,000-24,999 square feet - $87
25,000-99,999 square feet - $144
100,000-499,999 square feet - $711
500,000+ square feet - $711

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$82.08**	**TOTAL REVENUE:**	**$15,924**
UNIT COST:	**$108.74**	**TOTAL COST:**	**$21,096**
UNIT PROFIT (SUBSIDY):	**$(26.66)**	**TOTAL PROFIT (SUBSIDY):**	**$(5,172)**
TOTAL UNITS:	**194**	**PCT. COST RECOVERY:**	**75.48%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

This service fee will now be part of the Fire Prevention/Operations Inspection (FR-004A) fee.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANNUAL BUSINESS FIRE REINSPECTION	**FR-006**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**194**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE ADMIN	ADMIN SPEC	0-1,499 Sq Ft	0.25	$26.42	56	$1,480
FIRE SUPPRESSION	FIRE ENGINEER	0-1,499 Sq Ft	0.25	$42.90	56	$2,402
		TYPE SUBTOTAL	**0.50**	**$69.32**		**$3,882**
FIRE ADMIN	ADMIN SPEC	1,500-9,999 Sq Ft	0.25	$26.42	90	$2,378
FIRE SUPPRESSION	FIRE ENGINEER	1,500-9,999 Sq Ft	0.25	$42.95	90	$3,866
		TYPE SUBTOTAL	**0.50**	**$69.37**		**$6,243**
FIRE ADMIN	ADMIN SPEC	10,000-24,999 Sq Ft	0.25	$26.42	20	$528
FIRE SUPPRESSION	FIRE ENGINEER	10,000-24,999 Sq Ft	0.50	$85.87	20	$1,717
		TYPE SUBTOTAL	**0.75**	**$112.29**		**$2,246**
FIRE ADMIN	ADMIN SPEC	25,000-99,999 Sq Ft	0.25	$26.42	24	$634
FIRE SUPPRESSION	FIRE ENGINEER	25,000-99,999 Sq Ft	1.00	$171.66	24	$4,120
		TYPE SUBTOTAL	**1.25**	**$198.08**		**$4,754**
FIRE ADMIN	ADMIN SPEC	100K-499K Sq Ft	0.25	$26.42	1	$26
FIRE PREVENTION	FIRE MARSHAL	100K-499K Sq Ft	4.00	$966.32	1	$966
		TYPE SUBTOTAL	**4.25**	**$992.74**		**$993**
FIRE ADMIN	ADMIN SPEC	500+ Sq Ft	0.25	$26.42	3	$79
FIRE PREVENTION	FIRE MARSHAL	500K+ Sq Ft	4.00	$966.32	3	$2,899
		TYPE SUBTOTAL	**4.25**	**$992.74**		**$2,978**
		TOTALS	**11.50**	**$108.74**		**$21,096**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANNUAL FIRE PERMIT	**FR-007**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PERMIT	Business

DESCRIPTION OF SERVICE

Annual inspection of high hazard occupancies or processes which are required under the California Fire Code.

CURRENT FEE STRUCTURE

$81 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$99.82**	**TOTAL REVENUE:**	**$28,350**
UNIT COST:	**$118.13**	**TOTAL COST:**	**$33,549**
UNIT PROFIT (SUBSIDY):	**$(18.31)**	**TOTAL PROFIT (SUBSIDY):**	**$(5,199)**
TOTAL UNITS:	**284**	**PCT. COST RECOVERY:**	**84.50%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$120 per permit

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANNUAL FIRE PERMIT	**FR-007**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**284**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		0.67	$118.13	284	$33,549
		TYPE SUBTOTAL	**0.67**	**$118.13**		**$33,549**
		TOTALS	**0.67**	**$118.13**		**$33,549**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SPECIAL EVENT PERMIT	**FR-008**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PERMIT	Comm Group/Business

DESCRIPTION OF SERVICE

Review and inspection of a one-time special event which is required under the California Fire Code.

CURRENT FEE STRUCTURE

$456 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,026.00**	**TOTAL REVENUE:**	**$12,312**
UNIT COST:	**$290.92**	**TOTAL COST:**	**$3,491**
UNIT PROFIT (SUBSIDY):	**$735.08**	**TOTAL PROFIT (SUBSIDY):**	**$8,821**
TOTAL UNITS:	**12**	**PCT. COST RECOVERY:**	**352.68%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$290 per permit

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SPECIAL EVENT PERMIT	**FR-008**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**12**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE ADMIN	ADMIN SPEC		0.25	$26.42	12	$317
FIRE PREVENTION	FIRE PREV SPEC		1.50	$264.47	12	$3,174
		TYPE SUBTOTAL	**1.75**	**$290.89**		**$3,491**
		TOTALS	**1.75**	**$290.92**		**$3,491**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TENT PERMIT	**FR-008A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	PERMIT	Resident/Business

DESCRIPTION OF SERVICE

Review and inspection of a temporary tent over 400 square feet which is required under the California Fire Code.

CURRENT FEE STRUCTURE

$81 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$81.00**	**TOTAL REVENUE:**	**$891**
UNIT COST:	**$264.45**	**TOTAL COST:**	**$2,909**
UNIT PROFIT (SUBSIDY):	**$(183.45)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,018)**
TOTAL UNITS:	**11**	**PCT. COST RECOVERY:**	**30.63%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$235 per permit

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TENT PERMIT	**FR-008A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**11**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		1.50	$264.47	11	$2,909
		TYPE SUBTOTAL	**1.50**	**$264.47**		**$2,909**
		TOTALS	**1.50**	**$264.45**		**$2,909**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ALTERNATE MEANS & METHODS REVIEW	**FR-009**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of a request for a Fire Code alternate means and methods use.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$4,832.00**	**TOTAL COST:**	**$4,832**
UNIT PROFIT (SUBSIDY):	**$(4,832.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(4,832)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$4,830 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ALTERNATE MEANS & METHODS REVIEW	**FR-009**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE MARSHAL		20.00	$4,831.60	1	$4,832
		TYPE SUBTOTAL	**20.00**	**$4,831.60**		**$4,832**
		TOTALS	**20.00**	**$4,832.00**		**$4,832**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE PREV. MODIFICATION REQUEST	**FR-009A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of a request to use a modification to the applicable Fire Code section.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$966.33**	**TOTAL COST:**	**$23,192**
UNIT PROFIT (SUBSIDY):	**$(966.33)**	**TOTAL PROFIT (SUBSIDY):**	**$(23,192)**
TOTAL UNITS:	**24**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$965 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE PREV. MODIFICATION REQUEST	**FR-009A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**24**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE MARSHAL		4.00	$966.32	24	$23,192
		TYPE SUBTOTAL	**4.00**	**$966.32**		**$23,192**
		TOTALS	**4.00**	**$966.33**		**$23,192**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE PERMIT EXTENSION	**FR-009B**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Processing a request for an extension to an existing Fire permit.

CURRENT FEE STRUCTURE

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$154.45**	**TOTAL COST:**	**$6,178**
UNIT PROFIT (SUBSIDY):	**$(154.45)**	**TOTAL PROFIT (SUBSIDY):**	**$(6,178)**
TOTAL UNITS:	**40**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$155 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE PERMIT EXTENSION	**FR-009B**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**40**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE ADMIN	SR MGMT ANALYST		0.75	$154.44	40	$6,178
		TYPE SUBTOTAL	**0.75**	**$154.44**		**$6,178**
		TOTALS	**0.75**	**$154.45**		**$6,178**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE SPECIALTY SYSTEM REMINDER PROG	**FR-010**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	SYSTEM	Resident/Business

DESCRIPTION OF SERVICE

Administration of the Fire Specialty System Reminder Program.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$20.32**	**TOTAL COST:**	**$10,160**
UNIT PROFIT (SUBSIDY):	**$(20.32)**	**TOTAL PROFIT (SUBSIDY):**	**$(10,160)**
TOTAL UNITS:	**500**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$20 per system

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE SPECIALTY SYSTEM REMINDER PROG	**FR-010**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**500**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	TEMP EMPLOYEES		0.50	$20.32	500	$10,160
		TYPE SUBTOTAL	**0.50**	**$20.32**		**$10,160**
		TOTALS	**0.50**	**$20.32**		**$10,160**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SPECIAL FIRE EQUIP INSP/APPROVAL	**FR-011**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	REQUEST	Developer/Business

DESCRIPTION OF SERVICE

Review of new fire protection equipment on request.

CURRENT FEE STRUCTURE

$691 per request plus any outside costs

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

This service is no longer provided and should be removed from the fee schedule.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SPECIAL FIRE EQUIP INSP/APPROVAL	**FR-011**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE RE-INSPECTION	**FR-012**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	INSPECTION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Re-inspection of new or annual fire improvements or occpancies which are required due to the actions of the applicant of business.

CURRENT FEE STRUCTURE

Charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$150.00**	**TOTAL REVENUE:**	**$300**
UNIT COST:	**$176.50**	**TOTAL COST:**	**$353**
UNIT PROFIT (SUBSIDY):	**$(26.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(53)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**84.99%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE RE-INSPECTION	**FR-012**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC		1.00	$176.31	2	$353
		TYPE SUBTOTAL	**1.00**	**$176.31**		**$353**
		TOTALS	**1.00**	**$176.50**		**$353**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
AFTER-HOURS FIRE INSPECTION	**FR-013**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE PREVENTION	INSPECTION	Business

DESCRIPTION OF SERVICE

Inspection of an occupancy which is necessary to be performed after-hours with a four hour minimum.

CURRENT FEE STRUCTURE

Charges at the overtime rate (120% of fully allocated hourly rates) for all personnel involved plus any outside or contract costs, with a 2 hour minimum.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$300.00**	**TOTAL REVENUE:**	**$23,100**
UNIT COST:	**$352.62**	**TOTAL COST:**	**$27,152**
UNIT PROFIT (SUBSIDY):	**$(52.62)**	**TOTAL PROFIT (SUBSIDY):**	**$(4,052)**
TOTAL UNITS:	**77**	**PCT. COST RECOVERY:**	**85.08%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charges at the overtime rate (120% of fully allocated hourly rates) for all personnel involved plus any outside or contract costs, with a 2 hour minimum.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
AFTER-HOURS FIRE INSPECTION	**FR-013**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**77**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE PREVENTION	FIRE PREV SPEC	Hourly W/2 Hr Min	2.00	$352.62	77	$27,152
		TYPE SUBTOTAL	**2.00**	**$352.62**		**$27,152**
		TOTALS	**2.00**	**$352.62**		**$27,152**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HAZARDOUS MATERIALS INSP. PROGRAM	**FR-014**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	BUSINESS	Business

DESCRIPTION OF SERVICE

Review and inspection of occupancies every three years which store hazardous materials to determine compliance with City and State codes and standards.

CURRENT FEE STRUCTURE

Range I - $450
Range II - $487
Range III - $632
Range IV - $680
Range V - $771

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$531.79**	**TOTAL REVENUE:**	**$149,433**
UNIT COST:	**$1,687.17**	**TOTAL COST:**	**$474,096**
UNIT PROFIT (SUBSIDY):	**$(1,155.38)**	**TOTAL PROFIT (SUBSIDY):**	**$(324,663)**
TOTAL UNITS:	**281**	**PCT. COST RECOVERY:**	**31.52%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Range I - $1,470
Range II - $1,590
Range III - $1,915
Range IV - $2,050
Range V - $2,465

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HAZARDOUS MATERIALS INSP. PROGRAM	**FR-014**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**281**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	MGMT ANALYST	Range I	2.75	$527.51	106	$55,916
FIRE CUPA	PRINCIPAL ENVIR SPEC	Range I	4.00	$942.48	106	$99,903
		TYPE SUBTOTAL	**6.75**	**$1,469.99**		**$155,819**
FIRE CUPA	MGMT ANALYST	Range II	2.75	$527.51	81	$42,728
FIRE CUPA	PRINCIPAL ENVIR SPEC	Range II	4.50	$1,060.29	81	$85,883
		TYPE SUBTOTAL	**7.25**	**$1,587.80**		**$128,612**
FIRE CUPA	ENVIR SAFETY MGR	Range III	5.00	$1,385.55	53	$73,434
FIRE CUPA	MGMT ANALYST	Range III	2.75	$527.51	53	$27,958
		TYPE SUBTOTAL	**7.75**	**$1,913.06**		**$101,392**
FIRE CUPA	ENVIR SAFETY MGR	Range IV	5.50	$1,524.11	31	$47,247
FIRE CUPA	MGMT ANALYST	Range IV	2.75	$527.51	31	$16,353
		TYPE SUBTOTAL	**8.25**	**$2,051.62**		**$63,600**
FIRE CUPA	ENVIR SAFETY MGR	Range V	7.00	$1,939.77	10	$19,398
FIRE CUPA	MGMT ANALYST	Range V	2.75	$527.51	10	$5,275
		TYPE SUBTOTAL	**9.75**	**$2,467.28**		**$24,673**
		TOTALS	**39.75**	**$1,687.17**		**$474,096**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CHEMICAL ACCIDENT RELEASE PREV PROG	**FR-015**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	BUSINESS	Business

DESCRIPTION OF SERVICE

Review of an occupancy's chemical accident release prevention program on an every three year basis to determine compliance with City and State codes and standards.

CURRENT FEE STRUCTURE

Program 1 - $6,326
Program 2 - $9,962
Program 3 - $18,181
Program 4 - $152,549

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$39,396.00**	**TOTAL REVENUE:**	**$196,980**
UNIT COST:	**$29,084.40**	**TOTAL COST:**	**$145,422**
UNIT PROFIT (SUBSIDY):	**$10,311.60**	**TOTAL PROFIT (SUBSIDY):**	**$51,558**
TOTAL UNITS:	**5**	**PCT. COST RECOVERY:**	**135.45%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Program 1 - $4,030
Program 2 - $5,970
Program 3 - $11,510
Program 4 - $117,940

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CHEMICAL ACCIDENT RELEASE PREV PROG	**FR-015**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**5**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	ENVIR SAFETY MGR	Program 1	13.00	$3,602.43	1	$3,602
FIRE CUPA	MGMT ANALYST	Program 1	1.00	$191.82	1	$192
FIRE CUPA	PRINCIPAL ENVIR SPEC	Program 1	1.00	$235.62	1	$236
		TYPE SUBTOTAL	**15.00**	**$4,029.87**		**$4,030**
FIRE CUPA	ENVIR SAFETY MGR	Program 2	20.00	$5,542.20	2	$11,084
FIRE CUPA	MGMT ANALYST	Program 2	1.00	$191.82	2	$384
FIRE CUPA	PRINCIPAL ENVIR SPEC	Program 2	1.00	$235.62	2	$471
		TYPE SUBTOTAL	**22.00**	**$5,969.64**		**$11,939**
FIRE CUPA	ENVIR SAFETY MGR	Program 3	40.00	$11,084.40	1	$11,084
FIRE CUPA	MGMT ANALYST	Program 3	1.00	$191.82	1	$192
FIRE CUPA	PRINCIPAL ENVIR SPEC	Program 3	1.00	$235.62	1	$236
		TYPE SUBTOTAL	**42.00**	**$11,511.84**		**$11,512**
FIRE CUPA	ENVIR SAFETY MGR	Program 4	350.00	$96,988.50	1	$96,989
FIRE CUPA	MGMT ANALYST	Program 4	108.00	$20,716.56	1	$20,717
FIRE CUPA	PRINCIPAL ENVIR SPEC	Program 4	1.00	$235.62	1	$236
		TYPE SUBTOTAL	**459.00**	**$117,940.68**		**$117,941**
		TOTALS	**538.00**	**$29,084.40**		**$145,422**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HAZARDOUS WASTE GENERATOR PERMIT	**FR-016**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	PERMIT	Business

DESCRIPTION OF SERVICE

Review and inspection of hazardous waste generators every three years within the City to determine compliance with City and State codes and standards.

CURRENT FEE STRUCTURE

Very Small Quanity Generator - $487
Small Quantity Generator - $605
Large Quantity Generator - $680
RCRA Large Quantity Generator - $904

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$556.58**	**TOTAL REVENUE:**	**$66,789**
UNIT COST:	**$1,473.32**	**TOTAL COST:**	**$176,798**
UNIT PROFIT (SUBSIDY):	**$(916.74)**	**TOTAL PROFIT (SUBSIDY):**	**$(110,009)**
TOTAL UNITS:	**120**	**PCT. COST RECOVERY:**	**37.78%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Very Small Quanity Generator - $1,350
Small Quantity Generator - $1,350
Large Quantity Generator - $2,505
RCRA Large Quantity Generator - $2,505

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HAZARDOUS WASTE GENERATOR PERMIT	**FR-016**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**120**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	MGMT ANALYST	VSQG	1.50	$287.73	67	$19,278
FIRE CUPA	PRINCIPAL ENVIR SPEC	VSQG	4.50	$1,060.29	67	$71,039
		TYPE SUBTOTAL	**6.00**	**$1,348.02**		**$90,317**
FIRE CUPA	MGMT ANALYST	SQG	1.50	$287.73	40	$11,509
FIRE CUPA	PRINCIPAL ENVIR SPEC	SQG	4.50	$1,060.29	40	$42,412
		TYPE SUBTOTAL	**6.00**	**$1,348.02**		**$53,921**
FIRE CUPA	ENVIR SAFETY MGR	LQG	8.00	$2,216.88	8	$17,735
FIRE CUPA	MGMT ANALYST	LQG	1.50	$287.73	8	$2,302
		TYPE SUBTOTAL	**9.50**	**$2,504.61**		**$20,037**
FIRE CUPA	ENVIR SAFETY MGR	RCRA LQG	8.00	$2,216.88	5	$11,084
FIRE CUPA	MGMT ANALYST	RCRA LQG	1.50	$287.73	5	$1,439
		TYPE SUBTOTAL	**9.50**	**$2,504.61**		**$12,523**
		TOTALS	**31.00**	**$1,473.32**		**$176,798**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TIERED HAZ WASTE PERMIT PROCESSING	**FR-017**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	PERMIT	Business

DESCRIPTION OF SERVICE

Review and inspection of tiered permit hazardous waste generators every three years within the City to determine compliance with City and State codes and standards.

CURRENT FEE STRUCTURE

Permit By Rule - $1,749
Conditional Authorization - $1,684
Conditionally Exempt - $2,663

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$2,032.00**	**TOTAL REVENUE:**	**$6,096**
UNIT COST:	**$2,963.00**	**TOTAL COST:**	**$8,889**
UNIT PROFIT (SUBSIDY):	**$(931.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,793)**
TOTAL UNITS:	**3**	**PCT. COST RECOVERY:**	**68.58%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Permit By Rule - $4,070
Conditional Authorization - $2,965
Conditionally Exempt - $1,855

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TIERED HAZ WASTE PERMIT PROCESSING	**FR-017**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**3**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	ENVIR SAFETY MGR	Permit By Rule	14.00	$3,879.54	1	$3,880
FIRE CUPA	MGMT ANALYST	Permit By Rule	1.00	$191.82	1	$192
		TYPE SUBTOTAL	**15.00**	**$4,071.36**		**$4,071**
FIRE CUPA	ENVIR SAFETY MGR	Cond Auth CA	10.00	$2,771.10	1	$2,771
FIRE CUPA	MGMT ANALYST	Cond Auth CA	1.00	$191.82	1	$192
		TYPE SUBTOTAL	**11.00**	**$2,962.92**		**$2,963**
FIRE CUPA	ENVIR SAFETY MGR	Cond Exempt CE	6.00	$1,662.66	1	$1,663
FIRE CUPA	MGMT ANALYST	Cond Exempt CE	1.00	$191.82	1	$192
		TYPE SUBTOTAL	**7.00**	**$1,854.48**		**$1,854**
		TOTALS	**33.00**	**$2,963.00**		**$8,889**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
UNDERGROUND TANK PERMIT	**FR-018**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	PERMIT	Business

DESCRIPTION OF SERVICE

Annual review and inspection of the installation and removal of underground storage tanks to determine compliance with City codes and standards.

CURRENT FEE STRUCTURE

Annual Permit Maintenance - $1,055 plus $150 per add'l tank
Operating Permit Transfer - $450
New Construction Plan Clearance - $755 + $188 per add'l tank
Closure Application - $1,353 plus $150 per add'l tank or deposit
Complex Site Investigation - Deposit with actual costs
Permit Addendum - $300
Voluntary Cleanup Oversight - Deposit with actual costs
Secondary Containment Testing Oversight - $300 plus $375 per tank plus $375 for each re-inspection per tank after the first 2 inspections

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,992.05**	**TOTAL REVENUE:**	**$39,841**
UNIT COST:	**$5,674.90**	**TOTAL COST:**	**$113,498**
UNIT PROFIT (SUBSIDY):	**$(3,682.85)**	**TOTAL PROFIT (SUBSIDY):**	**$(73,657)**
TOTAL UNITS:	**20**	**PCT. COST RECOVERY:**	**35.10%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Annual Permit Maintenance - $3,295 plus $235 per add'l tank
Operating Permit Transfer - $705
New Construction Plan Clearance - $2,310 + $235 per add'l tank
Closure Application - $4,435 plus $235 per add'l tank or deposit
Complex Site Investigation - Deposit with actual costs
Permit Addendum - $470
Voluntary Cleanup Oversight - Deposit with actual costs
Secondary Containment Testing Oversight - $470 plus $590 per tank plus $590 for each re-inspection per tank after the first 2 inspections

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
UNDERGROUND TANK PERMIT	**FR-018**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**20**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	ENVIR SAFETY MGR	Annual Permit	1.00	$277.11	20	$5,542
FIRE CUPA	MGMT ANALYST	Annual Permit	1.00	$191.82	20	$3,836
FIRE CUPA	PRINCIPAL ENVIR SPEC	Annual Permit	12.00	$2,827.44	20	$56,549
		TYPE SUBTOTAL	**14.00**	**$3,296.37**		**$65,927**
FIRE CUPA	PRINCIPAL ENVIR SPEC	Ann Permit Add Tank	1.00	$235.62	20	$4,712
		TYPE SUBTOTAL	**1.00**	**$235.62**		**$4,712**
FIRE CUPA	PRINCIPAL ENVIR SPEC	2nd Cont Test Permit	2.00	$471.24	4	$1,885
		TYPE SUBTOTAL	**2.00**	**$471.24**		**$1,885**
FIRE CUPA	PRINCIPAL ENVIR SPEC	2nd Cont Test Tank	2.50	$589.05	4	$2,356
		TYPE SUBTOTAL	**2.50**	**$589.05**		**$2,356**
FIRE CUPA	PRINCIPAL ENVIR SPEC	2nd Cont Tank Re-Ins	2.50	$589.05	1	$589
		TYPE SUBTOTAL	**2.50**	**$589.05**		**$589**
FIRE CUPA	PRINCIPAL ENVIR SPEC	Op Permit Transfer	3.00	$706.86	1	$707
		TYPE SUBTOTAL	**3.00**	**$706.86**		**$707**
FIRE CUPA	MGMT ANALYST	New Const Plan Clear	1.00	$191.82	12	$2,302
FIRE CUPA	PRINCIPAL ENVIR SPEC	New Const Plan Clear	9.00	$2,120.58	12	$25,447
		TYPE SUBTOTAL	**10.00**	**$2,312.40**		**$27,749**
FIRE CUPA	MGMT ANALYST	Closure - 1st Tank	1.00	$191.82	2	$384
FIRE CUPA	PRINCIPAL ENVIR SPEC	Closure - 1st Tank	18.00	$4,241.16	2	$8,482
		TYPE SUBTOTAL	**19.00**	**$4,432.98**		**$8,866**
FIRE CUPA	PRINCIPAL ENVIR SPEC	Closure - Add'l Tank	1.00	$235.62	1	$236
		TYPE SUBTOTAL	**1.00**	**$235.62**		**$236**

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The costs shown on the facing page are
a continued listing of costs listed on
the page immediately preceding.

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
UNDERGROUND TANK PERMIT	**FR-018**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**20**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	PRINCIPAL ENVIR SPEC	Permit Addendum	2.00	$471.24	1	$471
		TYPE SUBTOTAL	**2.00**	**$471.24**		**$471**
FIRE CUPA	PRINCIPAL ENVIR SPEC	Compl Site Inv - Dep	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
FIRE CUPA	PRINCIPAL ENVIR SPEC	Ovrsght Cleanup-Dep	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**57.00**	**$5,674.90**		**$113,498**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ABOVE GROUND LIQUID TANK INSPECTION	**FR-019**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	TANK	Business

DESCRIPTION OF SERVICE

Review and inspection of above ground liquid storage tanks to determine compliance with City and State codes and standards.

CURRENT FEE STRUCTURE

0-10,000 gallons - $867 per facility
10,001-1,000,000 gallons - $2,167 per facility
1,000,001 or more gallons - $2,530 per facility

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,271.94**	**TOTAL REVENUE:**	**$41,974**
UNIT COST:	**$2,293.97**	**TOTAL COST:**	**$75,701**
UNIT PROFIT (SUBSIDY):	**$(1,022.03)**	**TOTAL PROFIT (SUBSIDY):**	**$(33,727)**
TOTAL UNITS:	**33**	**PCT. COST RECOVERY:**	**55.45%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

0-10,000 gallons - $1,605 per facility
10,001-1,000,000 gallons - $3,515 per facility
1,000,001 or more gallons - $7,120 per facility

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ABOVE GROUND LIQUID TANK INSPECTION	**FR-019**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**33**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	MGMT ANALYST	0-10K Gallons	1.00	$191.82	23	$4,412
FIRE CUPA	PRINCIPAL ENVIR SPEC	0-10K Gallons	6.00	$1,413.72	23	$32,516
		TYPE SUBTOTAL	**7.00**	**$1,605.54**		**$36,927**
FIRE CUPA	ENVIR SAFETY MGR	10K-1M Gallons	12.00	$3,325.32	9	$29,928
FIRE CUPA	MGMT ANALYST	10K-1M Gallons	1.00	$191.82	9	$1,726
		TYPE SUBTOTAL	**13.00**	**$3,517.14**		**$31,654**
FIRE CUPA	ENVIR SAFETY MGR	1M+ Gallons	25.00	$6,927.75	1	$6,928
FIRE CUPA	MGMT ANALYST	1M+ Gallons	1.00	$191.82	1	$192
		TYPE SUBTOTAL	**26.00**	**$7,119.57**		**$7,120**
		TOTALS	**46.00**	**$2,293.97**		**$75,701**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HAZARDOUS MATERIALS RESPONSE	**FR-020**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	RESPONSE	Business/Non-Resident

DESCRIPTION OF SERVICE

Response to a hazardous material spill in the public right-of-way.

CURRENT FEE STRUCTURE

Charge the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charge the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HAZARDOUS MATERIALS RESPONSE	**FR-020**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	ENVIR SAFETY MGR	Actual Costs	0.00	$0.00	1	$0
FIRE CUPA	MGMT ANALYST	Actual Time	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ENVIRON SAFETY ENFORCE INSPECTION	**FR-021**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	INSPECTION	Business

DESCRIPTION OF SERVICE

Enforcement inspections of environmental safety issues.

CURRENT FEE STRUCTURE

Charge the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$277.00**	**TOTAL COST:**	**$277**
UNIT PROFIT (SUBSIDY):	**$(277.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(277)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charge the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ENVIRON SAFETY ENFORCE INSPECTION	**FR-021**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	ENVIR SAFETY MGR		1.00	$277.11	1	$277
		TYPE SUBTOTAL	**1.00**	**$277.11**		**$277**
		TOTALS	**1.00**	**$277.00**		**$277**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
UNIFIED PROGRAM ADMINISTRATION	**FR-022**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	PERMIT	Business

DESCRIPTION OF SERVICE

Administrative processing related to Unified Program Facility permits.

CURRENT FEE STRUCTURE

$112 per facility/business

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$112.00**	**TOTAL REVENUE:**	**$35,504**
UNIT COST:	**$191.82**	**TOTAL COST:**	**$60,807**
UNIT PROFIT (SUBSIDY):	**$(79.82)**	**TOTAL PROFIT (SUBSIDY):**	**$(25,303)**
TOTAL UNITS:	**317**	**PCT. COST RECOVERY:**	**58.39%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$190 per facility/business

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
UNIFIED PROGRAM ADMINISTRATION	**FR-022**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**317**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	MGMT ANALYST		1.00	$191.82	317	$60,807
		TYPE SUBTOTAL	**1.00**	**$191.82**		**$60,807**
		TOTALS	**1.00**	**$191.82**		**$60,807**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CUPA - NEW BUSINESS	**FR-023**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	PERMIT	Business

DESCRIPTION OF SERVICE

Review of a new business to determine if the business should be included in the Unified Program.

CURRENT FEE STRUCTURE

$143 per facility/business

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$143.00**	**TOTAL REVENUE:**	**$2,288**
UNIT COST:	**$304.31**	**TOTAL COST:**	**$4,869**
UNIT PROFIT (SUBSIDY):	**$(161.31)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,581)**
TOTAL UNITS:	**16**	**PCT. COST RECOVERY:**	**46.99%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$305 per facility/business

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CUPA - NEW BUSINESS	**FR-023**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**16**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	ENVIR SAFETY MGR		0.50	$138.56	16	$2,217
FIRE CUPA	MGMT ANALYST		0.25	$47.96	16	$767
FIRE CUPA	PRINCIPAL ENVIR SPEC		0.50	$117.81	16	$1,885
		TYPE SUBTOTAL	**1.25**	**$304.33**		**$4,869**
		TOTALS	**1.25**	**$304.31**		**$4,869**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CERS CONSULTATION/SERVICE	**FR-024**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	REVIEW	Business

DESCRIPTION OF SERVICE

Review of businesses and facilities in the El SEgundo Unififed Program requiring additional time for consultation and guidance on annual CERS (hazardous materials inventory) submittals.

CURRENT FEE STRUCTURE

$164 per hour (4 hours maximum per year)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$159.31**	**TOTAL REVENUE:**	**$5,576**
UNIT COST:	**$238.37**	**TOTAL COST:**	**$8,343**
UNIT PROFIT (SUBSIDY):	**$(79.06)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,767)**
TOTAL UNITS:	**35**	**PCT. COST RECOVERY:**	**66.83%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Range I - $120
Range II - $235
Range III - $470
Range IV - $1,110
Range V - $1,110

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CERS CONSULTATION/SERVICE	**FR-024**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**35**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	PRINCIPAL ENVIR SPEC	Range I	0.50	$117.81	20	$2,356
		TYPE SUBTOTAL	**0.50**	**$117.81**		**$2,356**
FIRE CUPA	PRINCIPAL ENVIR SPEC	Range II	1.00	$235.62	10	$2,356
		TYPE SUBTOTAL	**1.00**	**$235.62**		**$2,356**
FIRE CUPA	PRINCIPAL ENVIR SPEC	Range III	2.00	$471.24	3	$1,414
		TYPE SUBTOTAL	**2.00**	**$471.24**		**$1,414**
FIRE CUPA	ENVIR SAFETY MGR	Range IV	4.00	$1,108.44	1	$1,108
		TYPE SUBTOTAL	**4.00**	**$1,108.44**		**$1,108**
FIRE CUPA	ENVIR SAFETY MGR	Range V	4.00	$1,108.44	1	$1,108
		TYPE SUBTOTAL	**4.00**	**$1,108.44**		**$1,108**
		TOTALS	**11.50**	**$238.37**		**$8,343**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HMBP REGULATORY RE-INSPECTION	**FR-025**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	REVIEW	Business

DESCRIPTION OF SERVICE

Reinspection of businesses and facilities in the El Segundo Unified Program requiring second or subsequent reinspection after a notice of violation is issued.

CURRENT FEE STRUCTURE

$164 per hour

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$125.05**	**TOTAL REVENUE:**	**$2,501**
UNIT COST:	**$186.90**	**TOTAL COST:**	**$3,738**
UNIT PROFIT (SUBSIDY):	**$(61.85)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,237)**
TOTAL UNITS:	**20**	**PCT. COST RECOVERY:**	**66.91%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Range I - $120
Range II - $175
Range III - $235
Range IV - $415
Range V - $555

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HMBP REGULATORY RE-INSPECTION	**FR-025**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**20**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	PRINCIPAL ENVIR SPEC	Range 1	0.50	$117.81	10	$1,178
		TYPE SUBTOTAL	**0.50**	**$117.81**		**$1,178**
FIRE CUPA	PRINCIPAL ENVIR SPEC	Range 2	0.75	$176.72	5	$884
		TYPE SUBTOTAL	**0.75**	**$176.72**		**$884**
FIRE CUPA	PRINCIPAL ENVIR SPEC	Range 3	1.00	$235.62	3	$707
		TYPE SUBTOTAL	**1.00**	**$235.62**		**$707**
FIRE CUPA	ENVIR SAFETY MGR	Range 4	1.50	$415.67	1	$416
		TYPE SUBTOTAL	**1.50**	**$415.67**		**$416**
FIRE CUPA	ENVIR SAFETY MGR	Range 5	2.00	$554.22	1	$554
		TYPE SUBTOTAL	**2.00**	**$554.22**		**$554**
		TOTALS	**5.75**	**$186.90**		**$3,738**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CALARP REGULATORY RE-INSPECTION	**FR-025A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	REVIEW	Business

DESCRIPTION OF SERVICE

Reinspection of businesses and facilities in the El Segundo Unified Program requiring second or subsequent reinspection after a notice of violation is issued.

CURRENT FEE STRUCTURE

$164 per hour

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$533.00**	**TOTAL REVENUE:**	**$2,132**
UNIT COST:	**$900.50**	**TOTAL COST:**	**$3,602**
UNIT PROFIT (SUBSIDY):	**$(367.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,470)**
TOTAL UNITS:	**4**	**PCT. COST RECOVERY:**	**59.19%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Program 1 - $275
Program 2 - $555
Program 3 - $1,110
Program 4 - $1,665

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CALARP REGULATORY RE-INSPECTION	**FR-025A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**4**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	ENVIR SAFETY MGR	Program 1	1.00	$277.11	1	$277
		TYPE SUBTOTAL	**1.00**	**$277.11**		**$277**
FIRE CUPA	ENVIR SAFETY MGR	Program 2	2.00	$554.22	1	$554
		TYPE SUBTOTAL	**2.00**	**$554.22**		**$554**
FIRE CUPA	ENVIR SAFETY MGR	Program 3	4.00	$1,108.44	1	$1,108
		TYPE SUBTOTAL	**4.00**	**$1,108.44**		**$1,108**
FIRE CUPA	ENVIR SAFETY MGR	Program 4	6.00	$1,662.66	1	$1,663
		TYPE SUBTOTAL	**6.00**	**$1,662.66**		**$1,663**
		TOTALS	**13.00**	**$900.50**		**$3,602**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HWG REGULATORY RE-INSPECTION	**FR-025B**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	REVIEW	Business

DESCRIPTION OF SERVICE

Reinspection of businesses and facilities in the El Segundo Unified Program requiring second or subsequent reinspection after a notice of violation is issued.

CURRENT FEE STRUCTURE

$164 per hour

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$128.86**	**TOTAL REVENUE:**	**$902**
UNIT COST:	**$200.00**	**TOTAL COST:**	**$1,400**
UNIT PROFIT (SUBSIDY):	**$(71.14)**	**TOTAL PROFIT (SUBSIDY):**	**$(498)**
TOTAL UNITS:	**7**	**PCT. COST RECOVERY:**	**64.43%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Very Small Quanity Generator - $120
Small Quantity Generator - $175
Large Quantity Generator - $275
RCRA Large Quantity Generator - $415

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HWG REGULATORY RE-INSPECTION	**FR-025B**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**7**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	PRINCIPAL ENVIR SPEC	VSQG	0.50	$117.81	3	$353
		TYPE SUBTOTAL	**0.50**	**$117.81**		**$353**
FIRE CUPA	PRINCIPAL ENVIR SPEC	SQG	0.75	$176.72	2	$353
		TYPE SUBTOTAL	**0.75**	**$176.72**		**$353**
FIRE CUPA	ENVIR SAFETY MGR	LQG	1.00	$277.11	1	$277
		TYPE SUBTOTAL	**1.00**	**$277.11**		**$277**
FIRE CUPA	ENVIR SAFETY MGR	RCRA LQG	1.50	$415.67	1	$416
		TYPE SUBTOTAL	**1.50**	**$415.67**		**$416**
		TOTALS	**3.75**	**$200.00**		**$1,400**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TP REGULATORY RE-INSPECTION	**FR-025C**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	REVIEW	Business

DESCRIPTION OF SERVICE

Reinspection of businesses and facilities in the El Segundo Unified Program requiring second or subsequent reinspection after a notice of violation is issued.

CURRENT FEE STRUCTURE

$164 per hour

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$191.33**	**TOTAL REVENUE:**	**$574**
UNIT COST:	**$323.33**	**TOTAL COST:**	**$970**
UNIT PROFIT (SUBSIDY):	**$(132.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(396)**
TOTAL UNITS:	**3**	**PCT. COST RECOVERY:**	**59.18%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Permit By Rule - $555
Conditional Authorization - $275
Conditionally Exempt - $140

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TP REGULATORY RE-INSPECTION	**FR-025C**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**3**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	ENVIR SAFETY MGR	Permit By Rule	2.00	$554.22	1	$554
		TYPE SUBTOTAL	**2.00**	**$554.22**		**$554**
FIRE CUPA	ENVIR SAFETY MGR	Cond. Auth.	1.00	$277.11	1	$277
		TYPE SUBTOTAL	**1.00**	**$277.11**		**$277**
FIRE CUPA	ENVIR SAFETY MGR	Cond. Exempt	0.50	$138.56	1	$139
		TYPE SUBTOTAL	**0.50**	**$138.56**		**$139**
		TOTALS	**3.50**	**$323.33**		**$970**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
UST REGULATORY RE-INSPECTION	**FR-025D**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	REVIEW	Business

DESCRIPTION OF SERVICE

Reinspection of businesses and facilities in the El Segundo Unified Program requiring second or subsequent reinspection after a notice of violation is issued.

CURRENT FEE STRUCTURE

$164 per hour

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$164.00**	**TOTAL REVENUE:**	**$328**
UNIT COST:	**$235.50**	**TOTAL COST:**	**$471**
UNIT PROFIT (SUBSIDY):	**$(71.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(143)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**69.64%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Annual Permit - $235
Additional Tank - $235

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
UST REGULATORY RE-INSPECTION	**FR-025D**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	PRINCIPAL ENVIR SPEC	Annual Permit	1.00	$235.62	1	$236
		TYPE SUBTOTAL	**1.00**	**$235.62**		**$236**
FIRE CUPA	PRINCIPAL ENVIR SPEC	Add'l Tank	1.00	$235.62	1	$236
		TYPE SUBTOTAL	**1.00**	**$235.62**		**$236**
		TOTALS	**2.00**	**$235.50**		**$471**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
APSA REGULATORY RE-INSPECTION	**FR-025E**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	REVIEW	Business

DESCRIPTION OF SERVICE

Reinspection of businesses and facilities in the El Segundo Unified Program requiring second or subsequent reinspection after a notice of violation is issued.

CURRENT FEE STRUCTURE

$164 per hour

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$147.60**	**TOTAL REVENUE:**	**$738**
UNIT COST:	**$371.40**	**TOTAL COST:**	**$1,857**
UNIT PROFIT (SUBSIDY):	**$(223.80)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,119)**
TOTAL UNITS:	**5**	**PCT. COST RECOVERY:**	**39.74%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

0-10,000 gallons - $235
10,001-1,000,000 gallons - $415
1,000,001 or more gallons - $555

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
APSA REGULATORY RE-INSPECTION	**FR-025E**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**5**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	PRINCIPAL ENVIR SPEC	0-10K Gallons	1.00	$235.62	2	$471
		TYPE SUBTOTAL	**1.00**	**$235.62**		**$471**
FIRE CUPA	ENVIR SAFETY MGR	10K-1M Gallons	1.50	$415.67	2	$831
		TYPE SUBTOTAL	**1.50**	**$415.67**		**$831**
FIRE CUPA	ENVIR SAFETY MGR	1M+ Gallons	2.00	$554.22	1	$554
		TYPE SUBTOTAL	**2.00**	**$554.22**		**$554**
		TOTALS	**4.50**	**$371.40**		**$1,857**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FAILURE TO OBTAIN INITIAL PERMIT	**FR-026**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	PENALTY	Business

DESCRIPTION OF SERVICE

Penalty due to a failure to obtain a CUPA permit.

CURRENT FEE STRUCTURE

Original Fee plus 50%

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$332.00**	**TOTAL COST:**	**$332**
UNIT PROFIT (SUBSIDY):	**$(332.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(332)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Original Fee plus 50%

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FAILURE TO OBTAIN INITIAL PERMIT	**FR-026**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	MGMT ANALYST		0.50	$95.91	1	$96
FIRE CUPA	PRINCIPAL ENVIR SPEC		1.00	$235.62	1	$236
		TYPE SUBTOTAL	**1.50**	**$331.53**		**$332**
		TOTALS	**1.50**	**$332.00**		**$332**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LATE CERS SUBMITTAL CITATION	**FR-027**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	CITATION	Business

DESCRIPTION OF SERVICE

Citation for every 30 days the submittal is late.

CURRENT FEE STRUCTURE

$129 per citation

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$129.00**	**TOTAL REVENUE:**	**$3,870**
UNIT COST:	**$213.73**	**TOTAL COST:**	**$6,412**
UNIT PROFIT (SUBSIDY):	**$(84.73)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,542)**
TOTAL UNITS:	**30**	**PCT. COST RECOVERY:**	**60.36%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$215 per citation

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LATE CERS SUBMITTAL CITATION	**FR-027**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**30**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	MGMT ANALYST		0.50	$95.91	30	$2,877
FIRE CUPA	PRINCIPAL ENVIR SPEC		0.50	$117.81	30	$3,534
		TYPE SUBTOTAL	**1.00**	**$213.72**		**$6,412**
		TOTALS	**1.00**	**$213.73**		**$6,412**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LATE CERS SUBMITTAL CORRECTION	**FR-028**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	CITATION	Business

DESCRIPTION OF SERVICE

Citation for every 30 days the submittal corrections is late after notification by environmental safety inspector.

CURRENT FEE STRUCTURE

$129 per citation

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$129.00**	**TOTAL REVENUE:**	**$1,935**
UNIT COST:	**$213.73**	**TOTAL COST:**	**$3,206**
UNIT PROFIT (SUBSIDY):	**$(84.73)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,271)**
TOTAL UNITS:	**15**	**PCT. COST RECOVERY:**	**60.36%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$215 per citation

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LATE CERS SUBMITTAL CORRECTION	**FR-028**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**15**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	MGMT ANALYST		0.50	$95.91	15	$1,439
FIRE CUPA	PRINCIPAL ENVIR SPEC		0.50	$117.81	15	$1,767
		TYPE SUBTOTAL	**1.00**	**$213.72**		**$3,206**
		TOTALS	**1.00**	**$213.73**		**$3,206**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CUPA - LATE PAYMENT PENALTY	**FR-029**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	PENALTY	Business

DESCRIPTION OF SERVICE

Penalties on payments received after July 1 for annual permit renewal or after the due date on an initial bill.

CURRENT FEE STRUCTURE

10% penalty

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$95.90**	**TOTAL COST:**	**$2,877**
UNIT PROFIT (SUBSIDY):	**$(95.90)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,877)**
TOTAL UNITS:	**30**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

10% penalty

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CUPA - LATE PAYMENT PENALTY	**FR-029**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**30**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	MGMT ANALYST		0.50	$95.91	30	$2,877
		TYPE SUBTOTAL	**0.50**	**$95.91**		**$2,877**
		TOTALS	**0.50**	**$95.90**		**$2,877**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ENVIRON SAFETY APPLICATION REVIEW	**FR-030**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	PLAN	Business

DESCRIPTION OF SERVICE

Review of plan check that is not eligible for the Unified Program but needs review for a Certificate of Occupancy.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$427.44**	**TOTAL COST:**	**$6,839**
UNIT PROFIT (SUBSIDY):	**$(427.44)**	**TOTAL PROFIT (SUBSIDY):**	**$(6,839)**
TOTAL UNITS:	**16**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$425 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ENVIRON SAFETY APPLICATION REVIEW	**FR-030**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**16**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	MGMT ANALYST		1.00	$191.82	16	$3,069
FIRE CUPA	PRINCIPAL ENVIR SPEC		1.00	$235.62	16	$3,770
		TYPE SUBTOTAL	**2.00**	**$427.44**		**$6,839**
		TOTALS	**2.00**	**$427.44**		**$6,839**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
METHANE BARRIER PLAN CHECK/INSPECT	**FR-031**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	PLAN/PERMIT	Developer/Resident/Business

DESCRIPTION OF SERVICE

Plan review and inspection of a new methane barrier for compliance with City and State codes and standards.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$277.08**	**TOTAL COST:**	**$3,602**
UNIT PROFIT (SUBSIDY):	**$(277.08)**	**TOTAL PROFIT (SUBSIDY):**	**$(3,602)**
TOTAL UNITS:	**13**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

First Building - $275
Each Additional Building - $275

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
METHANE BARRIER PLAN CHECK/INSPECT	**FR-031**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**13**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	ENVIR SAFETY MGR	1st Building	1.00	$277.11	10	$2,771
		TYPE SUBTOTAL	**1.00**	**$277.11**		**$2,771**
FIRE CUPA	ENVIR SAFETY MGR	Each Add'l Building	1.00	$277.11	3	$831
		TYPE SUBTOTAL	**1.00**	**$277.11**		**$831**
		TOTALS	**2.00**	**$277.08**		**$3,602**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
AB1646 OPERATIONS & MAINTENANCE	**FR-032**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	FACILITY	Business

DESCRIPTION OF SERVICE

Review and maintenance of an AB 1646 petroleum refinery public alerting and notification systems.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$9,379.00**	**TOTAL COST:**	**$9,379**
UNIT PROFIT (SUBSIDY):	**$(9,379.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(9,379)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$9,380 per facility

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
AB1646 OPERATIONS & MAINTENANCE	**FR-032**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	ENVIR SAFETY MGR	Petroleum Refinery	20.00	$5,542.20	1	$5,542
FIRE CUPA	MGMT ANALYST	Petroleum Refinery	20.00	$3,836.40	1	$3,836
		TYPE SUBTOTAL	**40.00**	**$9,378.60**		**$9,379**
		TOTALS	**40.00**	**$9,379.00**		**$9,379**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PROG 4 CALARP EMERG RESPONSE PUBLIC	**FR-033**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE ENVIRON SAFETY	FACILITY	Business

DESCRIPTION OF SERVICE

Public alerting of a petroleum refinery public emergency response.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$102,615.00**	**TOTAL COST:**	**$102,615**
UNIT PROFIT (SUBSIDY):	**$(102,615.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(102,615)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$102,615 per facility

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PROG 4 CALARP EMERG RESPONSE PUBLIC	**FR-033**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE CUPA	ENVIR SAFETY MGR		335.00	$92,831.85	1	$92,832
FIRE CUPA	MGMT ANALYST		51.00	$9,782.82	1	$9,783
		TYPE SUBTOTAL	**386.00**	**$102,614.67**		**$102,615**
		TOTALS	**386.00**	**$102,615.00**		**$102,615**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE FALSE ALARM RESPONSE	**FR-040**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
FIRE	RESPONSE	Resident/Business

DESCRIPTION OF SERVICE

Fire response determined to be a false alarm due to malfunction or user error.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$259.70**	**TOTAL COST:**	**$26,489**
UNIT PROFIT (SUBSIDY):	**$(259.70)**	**TOTAL PROFIT (SUBSIDY):**	**$(26,489)**
TOTAL UNITS:	**102**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

First 3 responses in a calendar year - No Charge
Fourth Response - $260
Fifth Response - $520
Sixth and Subsequent Responses - $780

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE FALSE ALARM RESPONSE	**FR-040**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**102**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FIRE SUPPRESSION	FIRE CAPTAIN		0.51	$109.38	102	$11,157
FIRE SUPPRESSION	FIRE ENGINEER		0.51	$87.58	102	$8,933
FIRE SUPPRESSION	FIRE FIGHTER		0.49	$62.74	102	$6,399
		TYPE SUBTOTAL	**1.51**	**$259.70**		**$26,489**
		TOTALS	**1.51**	**$259.70**		**$26,489**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WORKERS COMP ADMIN	**IS-WC**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WORKERS COMP		

DESCRIPTION OF SERVICE

CURRENT FEE STRUCTURE

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$3,766,779.00**	**TOTAL COST:**	**$3,766,779**
UNIT PROFIT (SUBSIDY):	**$(3,766,779.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(3,766,779)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WORKERS COMP ADMIN	**IS-WC**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
WORKERS COMP ADMI	DIR OF FIN	.1 FTE	166.80	$30,934.73	1	$30,935
WORKERS COMP ADMI	FINANCE MGR	.05 FTE	83.40	$11,394.94	1	$11,395
WORKERS COMP ADMI	HR TECHNICIAN 1	.1 FTE	166.80	$9,684.41	1	$9,684
WORKERS COMP ADMI	DIR OF HR	.1 FTE	166.80	$30,215.82	1	$30,216
WORKERS COMP ADMI	HR MANAGER	.1 FTE	166.80	$15,537.42	1	$15,537
WORKERS COMP ADMI	HR TECHNICIAN 2	.1 FTE	166.80	$9,684.41	1	$9,684
WORKERS COMP ADMI	RISK MGR	.75 FTE	1,251.00	$154,448.46	1	$154,448
WORKERS COMP ADMI	SR HR ANALYST	.1 FTE	166.80	$16,903.51	1	$16,904
WORKERS COMP ADMI		Prog Exp	0.00	$3,250,000.00	1	$3,250,000
WORKERS COMP ADMI		CAP Charges	0.00	$237,975.03	1	$237,975
		TYPE SUBTOTAL	**2,335.20**	**$3,766,778.73**		**$3,766,779**
		TOTALS	**2,335.20**	**$3,766,779.00**		**$3,766,779**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW LIBRARY CARD PROCESSING	**LB-001**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
LIBRARY	CARD	Resident/Non-Resident

DESCRIPTION OF SERVICE

Processing a new library card.

CURRENT FEE STRUCTURE

California Resident - No Charge
Out-of-State Non-Resident - $40 per year

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$5.32**	**TOTAL COST:**	**$8,023**
UNIT PROFIT (SUBSIDY):	**$(5.32)**	**TOTAL PROFIT (SUBSIDY):**	**$(8,023)**
TOTAL UNITS:	**1,508**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

California Resident - No Charge
Out-of-State Non-Resident - $40 per year

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW LIBRARY CARD PROCESSING	**LB-001**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1,508**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
LIBRARY SUPP SVCS	TEMP EMPLOYEES		0.13	$5.32	1,508	$8,023
		TYPE SUBTOTAL	**0.13**	**$5.32**		**$8,023**
		TOTALS	**0.13**	**$5.32**		**$8,023**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LIBRARY CARD REPLACEMENT	**LB-002**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
LIBRARY	CARD	Resident/Non-Resident

DESCRIPTION OF SERVICE

Replacement of a lost library card when needed.

CURRENT FEE STRUCTURE

$3.10 per card

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$2.05**	**TOTAL COST:**	**$640**
UNIT PROFIT (SUBSIDY):	**$(2.05)**	**TOTAL PROFIT (SUBSIDY):**	**$(640)**
TOTAL UNITS:	**312**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$3.10 per card

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LIBRARY CARD REPLACEMENT	**LB-002**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**312**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
LIBRARY SUPP SVCS	TEMP EMPLOYEES		0.05	$2.05	312	$640
		TYPE SUBTOTAL	**0.05**	**$2.05**		**$640**
		TOTALS	**0.05**	**$2.05**		**$640**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
INTER-LIBRARY LOAN	**LB-003**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
LIBRARY	ITEM	Resident/Non-Resident

DESCRIPTION OF SERVICE

Processing request for library item from another library.

CURRENT FEE STRUCTURE

$1.05 per item

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1.05**	**TOTAL REVENUE:**	**$195**
UNIT COST:	**$30.61**	**TOTAL COST:**	**$5,693**
UNIT PROFIT (SUBSIDY):	**$(29.56)**	**TOTAL PROFIT (SUBSIDY):**	**$(5,498)**
TOTAL UNITS:	**186**	**PCT. COST RECOVERY:**	**3.43%**

SUGGESTED FEE FOR COST RECOVERY OF: 5%

$1 per item

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
INTER-LIBRARY LOAN	**LB-003**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**186**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
LIBRARY PUBLIC SVCS	LIBRARY ASST		0.25	$30.61	186	$5,693
		TYPE SUBTOTAL	**0.25**	**$30.61**		**$5,693**
		TOTALS	**0.25**	**$30.61**		**$5,693**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
OVERDUE LIBRARY ITEM	**LB-005**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
LIBRARY	ITEM	Resident/Non-Resident

DESCRIPTION OF SERVICE

Processing items not returned by the due date.

CURRENT FEE STRUCTURE

Books/Periodicals/Audio Visual - $0.25 per day up to the item cost

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$66.31**	**TOTAL COST:**	**$12,068**
UNIT PROFIT (SUBSIDY):	**$(66.31)**	**TOTAL PROFIT (SUBSIDY):**	**$(12,068)**
TOTAL UNITS:	**182**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

These fees will be removed.

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
OVERDUE LIBRARY ITEM	**LB-005**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**182**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
LIBRARY SUPP SVCS	SR LIBRARY ASST	20 Min/Day	0.45	$66.31	182	$12,068
		TYPE SUBTOTAL	**0.45**	**$66.31**		**$12,068**
		TOTALS	**0.45**	**$66.31**		**$12,068**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LOST/DAMAGED LIBRARY ITEM REPLACE	**LB-006**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
LIBRARY	ITEM	Resident/Non-Resident

DESCRIPTION OF SERVICE

Repair or replacement of items lost or damaged by a patron.

CURRENT FEE STRUCTURE

Lost or Damaged Item - $10.25 per item plus the replacement cost

Damaged Material Fees:
Book/Bindery Repairs - $10.25 maximum
Periodicals - $2.05 plus replacement cost
Pamphlets/Paperbacks - $1.05 plus replacement cost

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$10.25**	**TOTAL REVENUE:**	**$1,066**
UNIT COST:	**$63.86**	**TOTAL COST:**	**$6,641**
UNIT PROFIT (SUBSIDY):	**$(53.61)**	**TOTAL PROFIT (SUBSIDY):**	**$(5,575)**
TOTAL UNITS:	**104**	**PCT. COST RECOVERY:**	**16.05%**

SUGGESTED FEE FOR COST RECOVERY OF: 20%

Lost or Damaged Item - $10.25 per item plus the replacement cost

Damaged Material Fees:
Book/Bindery Repairs - $10.25 maximum
Periodicals - $2.05 plus replacement cost
Pamphlets/Paperbacks - $1.05 plus replacement cost

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LOST/DAMAGED LIBRARY ITEM REPLACE	**LB-006**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**104**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
LIBRARY SUPP SVCS	SR LIBRARY ASST		0.33	$48.23	104	$5,016
LIBRARY PUBLIC SVCS	SR LIBRARIAN		0.08	$15.63	104	$1,626
		TYPE SUBTOTAL	**0.41**	**$63.86**		**$6,641**
		TOTALS	**0.41**	**$63.86**		**$6,641**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LIBRARY PRINTING	**LB-007**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
LIBRARY	PAGE	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing and maintaining printers to allow for printing from the library computers.

CURRENT FEE STRUCTURE

Black and White - $0.20 per page
Color - $1 per page

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$4,000.00**	**TOTAL REVENUE:**	**$4,000**
UNIT COST:	**$6,216.00**	**TOTAL COST:**	**$6,216**
UNIT PROFIT (SUBSIDY):	**$(2,216.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,216)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**64.35%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Black and White - $0.20 per page
Color - $1 per page

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LIBRARY PRINTING	**LB-007**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
LIBRARY SUPP SVCS	SR LIBRARY ASST	10 Min/Day	42.53	$6,216.18	1	$6,216
		TYPE SUBTOTAL	**42.53**	**$6,216.18**		**$6,216**
		TOTALS	**42.53**	**$6,216.00**		**$6,216**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LIBRARY FACILITY RENTAL	**LB-008**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
LIBRARY	RENTAL	Resident/Non-Resident

DESCRIPTION OF SERVICE

Rental of meetings rooms at the library.

CURRENT FEE STRUCTURE

Resident Non-Profit Organization - $16 per hour
Resident For Profit Organization - $32 per hour
Non-Resident Non-Profit Organization - $48 per hour
Non-Resident For Profit Organization - $48 per hour
Kitchen - $37 refundable deposit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$331.82**	**TOTAL REVENUE:**	**$7,300**
UNIT COST:	**$3,400.73**	**TOTAL COST:**	**$74,816**
UNIT PROFIT (SUBSIDY):	**$(3,068.91)**	**TOTAL PROFIT (SUBSIDY):**	**$(67,516)**
TOTAL UNITS:	**22**	**PCT. COST RECOVERY:**	**9.76%**

SUGGESTED FEE FOR COST RECOVERY OF: 5%

Resident Non-Profit Organization - $16 per hour
Resident For Profit Organization - $32 per hour
Non-Resident Non-Profit Organization - $48 per hour
Non-Resident For Profit Organization - $48 per hour
Kitchen - $37 refundable deposit

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LIBRARY FACILITY RENTAL	**LB-008**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**22**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
LIBRARY ADMINISTRATI		Facility Maint/Repl	0.00	$1,738.48	22	$38,247
LIBRARY SUPP SVCS	SR LIBRARY ASST	15%	11.37	$1,662.24	22	$36,569
		TYPE SUBTOTAL	**11.37**	**$3,400.72**		**$74,816**
		TOTALS	**11.37**	**$3,400.73**		**$74,816**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ADMINISTRATIVE USE PERMIT	**PL-001**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review a use that can be approved administratively to determine conformance with City codes and standards.

CURRENT FEE STRUCTURE

$3,306 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$3,306.00**	**TOTAL REVENUE:**	**$19,836**
UNIT COST:	**$2,805.83**	**TOTAL COST:**	**$16,835**
UNIT PROFIT (SUBSIDY):	**$500.17**	**TOTAL PROFIT (SUBSIDY):**	**$3,001**
TOTAL UNITS:	**6**	**PCT. COST RECOVERY:**	**117.83%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$2,805 per application

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ADMINISTRATIVE USE PERMIT	**PL-001**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**6**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		2.00	$546.02	6	$3,276
COMM. DEVELOPMENT	COMBO: PLAN TECH/ASST PLA		15.00	$2,123.85	6	$12,743
P&BS ADMIN	DIR OF PLANNING & BLDG SA		0.50	$135.99	6	$816
		TYPE SUBTOTAL	**17.50**	**$2,805.86**		**$16,835**
		TOTALS	**17.50**	**$2,805.83**		**$16,835**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CONDITIONAL USE PERMIT	**PL-003**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Evaluate a use to determine conformance with City codes and standards, and prepare staff reports to the Planning Commission.

CURRENT FEE STRUCTURE

$11,690 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$11,690.00**	**TOTAL REVENUE:**	**$58,450**
UNIT COST:	**$16,052.20**	**TOTAL COST:**	**$80,261**
UNIT PROFIT (SUBSIDY):	**$(4,362.20)**	**TOTAL PROFIT (SUBSIDY):**	**$(21,811)**
TOTAL UNITS:	**5**	**PCT. COST RECOVERY:**	**72.82%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$16,050 per application

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CONDITIONAL USE PERMIT	**PL-003**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**5**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: ASST PLAN/PRIN PLA		60.00	$12,222.60	5	$61,113
COMM. DEVELOPMENT	PLANNING MANAGER		10.00	$2,730.10	5	$13,651
P&BS ADMIN	DIR OF PLANNING & BLDG SA		3.00	$815.91	5	$4,080
POLICE ADMIN	CRIME PREV ANALYST 1		0.67	$107.35	5	$537
FIRE PREVENTION	FIRE PREV SPEC		1.00	$176.31	5	$882
		TYPE SUBTOTAL	**74.67**	**$16,052.27**		**$80,261**
		TOTALS	**74.67**	**$16,052.20**		**$80,261**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DOWNTOWN DESIGN REVIEW	**PL-004**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of a the design and architectural elements of a project in the Downtown Specific Plan Area to determine conformance with City codes and standards.

CURRENT FEE STRUCTURE

Staff Review - $669 per application
Director Review - $4,047 per application
Planning Commission Review - $6,140 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$3,618.67**	**TOTAL REVENUE:**	**$10,856**
UNIT COST:	**$2,537.00**	**TOTAL COST:**	**$7,611**
UNIT PROFIT (SUBSIDY):	**$1,081.67**	**TOTAL PROFIT (SUBSIDY):**	**$3,245**
TOTAL UNITS:	**3**	**PCT. COST RECOVERY:**	**142.64%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Staff Review - $300 per application
Director Review - $1,890 per application
Planning Commission Review - $5,415 per application

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DOWNTOWN DESIGN REVIEW	**PL-004**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**3**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	ASSISTANT PLANNER	Staff	2.00	$302.44	1	$302
		TYPE SUBTOTAL	**2.00**	**$302.44**		**$302**
COMM. DEVELOPMENT	ASSISTANT PLANNER	Director	8.00	$1,209.76	1	$1,210
COMM. DEVELOPMENT	PLANNING MANAGER	Director	2.00	$546.02	1	$546
P&BS ADMIN	DIR OF PLANNING & BLDG SA	Director	0.50	$135.99	1	$136
		TYPE SUBTOTAL	**10.50**	**$1,891.77**		**$1,892**
COMM. DEVELOPMENT	ASSISTANT PLANNER	Plan Comm	25.00	$3,780.50	1	$3,781
COMM. DEVELOPMENT	PLANNING MANAGER	Plan Comm	4.00	$1,092.04	1	$1,092
P&BS ADMIN	DIR OF PLANNING & BLDG SA	Plan Comm	2.00	$543.94	1	$544
		TYPE SUBTOTAL	**31.00**	**$5,416.48**		**$5,416**
		TOTALS	**43.50**	**$2,537.00**		**$7,611**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
VARIANCE REVIEW	**PL-005**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of a proposed variance from the terms of the Zoning Code and prepare a staff report for the Planning Commission.

CURRENT FEE STRUCTURE

$7,617 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$7,617.00**	**TOTAL REVENUE:**	**$7,617**
UNIT COST:	**$15,769.00**	**TOTAL COST:**	**$15,769**
UNIT PROFIT (SUBSIDY):	**$(8,152.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(8,152)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**48.30%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$15,770 per application

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
VARIANCE REVIEW	**PL-005**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: ASST PLAN/PRIN PLA		60.00	$12,222.60	1	$12,223
COMM. DEVELOPMENT	PLANNING MANAGER		10.00	$2,730.10	1	$2,730
P&BS ADMIN	DIR OF PLANNING & BLDG SA		3.00	$815.91	1	$816
		TYPE SUBTOTAL	**73.00**	**$15,768.61**		**$15,769**
		TOTALS	**73.00**	**$15,769.00**		**$15,769**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ADJUSTMENT REVIEW	**PL-006**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of a minor adjustment from the terms of the Zoning Code.

CURRENT FEE STRUCTURE

$2,933 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$2,933.00**	**TOTAL REVENUE:**	**$23,464**
UNIT COST:	**$2,097.88**	**TOTAL COST:**	**$16,783**
UNIT PROFIT (SUBSIDY):	**$835.12**	**TOTAL PROFIT (SUBSIDY):**	**$6,681**
TOTAL UNITS:	**8**	**PCT. COST RECOVERY:**	**139.81%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$2,100 per application

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ADJUSTMENT REVIEW	**PL-006**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**8**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		2.00	$546.02	8	$4,368
COMM. DEVELOPMENT	COMBO: PLAN TECH/ASST PLA		10.00	$1,415.90	8	$11,327
P&BS ADMIN	DIR OF PLANNING & BLDG SA		0.50	$135.99	8	$1,088
		TYPE SUBTOTAL	**12.50**	**$2,097.91**		**$16,783**
		TOTALS	**12.50**	**$2,097.88**		**$16,783**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ZONE TEXT AMENDMENT/ZONE CHANGE	**PL-007**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review a request to amend or change the regulations established by zoning maps and the Municipal Code.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$15,000.00**	**TOTAL REVENUE:**	**$30,000**
UNIT COST:	**$33,797.00**	**TOTAL COST:**	**$67,594**
UNIT PROFIT (SUBSIDY):	**$(18,797.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(37,594)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**44.38%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ZONE TEXT AMENDMENT/ZONE CHANGE	**PL-007**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		20.00	$5,460.20	2	$10,920
COMM. DEVELOPMENT	PRINCIPAL PLANNER		100.00	$25,617.00	2	$51,234
P&BS ADMIN	DIR OF PLANNING & BLDG SA		10.00	$2,719.70	2	$5,439
		TYPE SUBTOTAL	**130.00**	**$33,796.90**		**$67,594**
		TOTALS	**130.00**	**$33,797.00**		**$67,594**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PRE-APPLICATION REVIEW	**PL-008**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer

DESCRIPTION OF SERVICE

Review of a project submitted before application submittal to discuss any issues which may cause problems during the formal application process.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$5,244.80**	**TOTAL COST:**	**$104,896**
UNIT PROFIT (SUBSIDY):	**$(5,244.80)**	**TOTAL PROFIT (SUBSIDY):**	**$(104,896)**
TOTAL UNITS:	**20**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$5,245 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PRE-APPLICATION REVIEW	**PL-008**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**20**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: ASST PLAN/PRIN PLA		20.00	$4,074.20	20	$81,484
COMM. DEVELOPMENT	PLANNING MANAGER		2.00	$546.02	20	$10,920
P&BS ADMIN	DIR OF PLANNING & BLDG SA		1.00	$271.97	20	$5,439
FIRE PREVENTION	FIRE PREV SPEC		2.00	$352.62	20	$7,052
		TYPE SUBTOTAL	**25.00**	**$5,244.81**		**$104,896**
		TOTALS	**25.00**	**$5,244.80**		**$104,896**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TRAFFIC STUDY REVIEW	**PL-009**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	STUDY	Developer

DESCRIPTION OF SERVICE

Review of a traffic study for a proposed project to determine the traffic impacts related to the project.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TRAFFIC STUDY REVIEW	**PL-009**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER	Deposit	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
OFF-SITE PARKING COVENANT	**PL-010**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Business

DESCRIPTION OF SERVICE

Review of an off-site parking covenant for a proposed project to allow it to meet its parking requirements.

CURRENT FEE STRUCTURE

$364 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$364.00**	**TOTAL REVENUE:**	**$364**
UNIT COST:	**$766.00**	**TOTAL COST:**	**$766**
UNIT PROFIT (SUBSIDY):	**$(402.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(402)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**47.52%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$765 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
OFF-SITE PARKING COVENANT	**PL-010**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		1.00	$273.01	1	$273
COMM. DEVELOPMENT	COMBO: PLAN TECH/ASST PLA		3.00	$424.77	1	$425
P&BS ADMIN	DIR OF PLANNING & BLDG SA		0.25	$67.99	1	$68
		TYPE SUBTOTAL	**4.25**	**$765.77**		**$766**
		TOTALS	**4.25**	**$766.00**		**$766**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PARKING DEMAND/SHARED PARKING STUDY	**PL-011**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	STUDY	Developer

DESCRIPTION OF SERVICE

Review of the parking demand or the shared parking demand generated by a proposed project.

CURRENT FEE STRUCTURE

$1,065 per study plus actual costs for Traffic Engineer

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,065.00**	**TOTAL REVENUE:**	**$2,130**
UNIT COST:	**$1,971.00**	**TOTAL COST:**	**$3,942**
UNIT PROFIT (SUBSIDY):	**$(906.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,812)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**54.03%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,970 per study plus actual costs for Traffic Engineer

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PARKING DEMAND/SHARED PARKING STUDY	**PL-011**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: ASST PLAN/PRIN PLA		7.00	$1,425.97	2	$2,852
COMM. DEVELOPMENT	PLANNING MANAGER		1.00	$273.01	2	$546
P&BS ADMIN	DIR OF PLANNING & BLDG SA	+ Traff Eng Deposit	1.00	$271.97	2	$544
		TYPE SUBTOTAL	**9.00**	**$1,970.95**		**$3,942**
		TOTALS	**9.00**	**$1,971.00**		**$3,942**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
GENERAL PLAN AMENDMENT REVIEW	**PL-012**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer

DESCRIPTION OF SERVICE

Make recommendations regarding a proposed amendment to the City Comprehensive General Plan and prepare reports to the Planning Commission and City Council.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$30,000.00**	**TOTAL REVENUE:**	**$60,000**
UNIT COST:	**$33,797.00**	**TOTAL COST:**	**$67,594**
UNIT PROFIT (SUBSIDY):	**$(3,797.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(7,594)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**88.77%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
GENERAL PLAN AMENDMENT REVIEW	**PL-012**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		20.00	$5,460.20	2	$10,920
COMM. DEVELOPMENT	PRINCIPAL PLANNER		100.00	$25,617.00	2	$51,234
P&BS ADMIN	DIR OF PLANNING & BLDG SA		10.00	$2,719.70	2	$5,439
		TYPE SUBTOTAL	**130.00**	**$33,796.90**		**$67,594**
		TOTALS	**130.00**	**$33,797.00**		**$67,594**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SPECIFIC PLAN REVIEW	**PL-013**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer

DESCRIPTION OF SERVICE

Review, comment on, and take to hearing, a specific plan for development of a specific parcel of property.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$48,000.00**	**TOTAL REVENUE:**	**$48,000**
UNIT COST:	**$52,055.00**	**TOTAL COST:**	**$52,055**
UNIT PROFIT (SUBSIDY):	**$(4,055.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(4,055)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**92.21%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SPECIFIC PLAN REVIEW	**PL-013**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		30.00	$8,190.30	1	$8,190
COMM. DEVELOPMENT	PRINCIPAL PLANNER		150.00	$38,425.50	1	$38,426
P&BS ADMIN	DIR OF PLANNING & BLDG SA		20.00	$5,439.40	1	$5,439
		TYPE SUBTOTAL	**200.00**	**$52,055.20**		**$52,055**
		TOTALS	**200.00**	**$52,055.00**		**$52,055**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SPECIFIC PLAN AMENDMENT REVIEW	**PL-014**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer

DESCRIPTION OF SERVICE

Review, comment on, and take to hearing, an amendment to a previously approved specific plan.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$30,000.00**	**TOTAL REVENUE:**	**$30,000**
UNIT COST:	**$33,797.00**	**TOTAL COST:**	**$33,797**
UNIT PROFIT (SUBSIDY):	**$(3,797.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(3,797)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**88.77%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SPECIFIC PLAN AMENDMENT REVIEW	**PL-014**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		20.00	$5,460.20	1	$5,460
COMM. DEVELOPMENT	PRINCIPAL PLANNER		100.00	$25,617.00	1	$25,617
P&BS ADMIN	DIR OF PLANNING & BLDG SA		10.00	$2,719.70	1	$2,720
		TYPE SUBTOTAL	**130.00**	**$33,796.90**		**$33,797**
		TOTALS	**130.00**	**$33,797.00**		**$33,797**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DEVELOPMENT AGREEMENT REVIEW	**PL-018**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	AGREEMENT	Developer

DESCRIPTION OF SERVICE

Develop, negotiate, and enforce agreements to develop land within specific physical requirements.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**6**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DEVELOPMENT AGREEMENT REVIEW	**PL-018**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**6**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER	Deposit	0.00	$0.00	6	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
COASTAL DEVELOPMENT PERMIT	**PL-019**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer

DESCRIPTION OF SERVICE

Review of a proposed development within the Coastal Zone.

CURRENT FEE STRUCTURE

$931 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$931.00**	**TOTAL REVENUE:**	**$931**
UNIT COST:	**$20,387.00**	**TOTAL COST:**	**$20,387**
UNIT PROFIT (SUBSIDY):	**$(19,456.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(19,456)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**4.57%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
COASTAL DEVELOPMENT PERMIT	**PL-019**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: ASST PLAN/PRIN PLA		80.00	$16,296.80	1	$16,297
COMM. DEVELOPMENT	PLANNING MANAGER		10.00	$2,730.10	1	$2,730
P&BS ADMIN	DIR OF PLANNING & BLDG SA		5.00	$1,359.85	1	$1,360
		TYPE SUBTOTAL	**95.00**	**$20,386.75**		**$20,387**
		TOTALS	**95.00**	**$20,387.00**		**$20,387**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SITE PLAN REVIEW	**PL-020A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer

DESCRIPTION OF SERVICE

Review of the environmental documents for a larger project, including preparing an initial study and either an exemption, negative declaration, or Environmental Impact Report.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SITE PLAN REVIEW	**PL-020A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DENSITY BONUS AGREEMENT REVIEW	**PL-024**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	AGREEMENT	Developer

DESCRIPTION OF SERVICE

Reviewing a request for a density bonus agreement.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DENSITY BONUS AGREEMENT REVIEW	**PL-024**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER	Deposit	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ENVIRON. CATEGORICAL EXEMPTION	**PL-025**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer

DESCRIPTION OF SERVICE

Review of an application which states that a particular development is categorically exempt from the requirements of CEQA.

CURRENT FEE STRUCTURE

$151 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$151.00**	**TOTAL REVENUE:**	**$6,795**
UNIT COST:	**$507.20**	**TOTAL COST:**	**$22,824**
UNIT PROFIT (SUBSIDY):	**$(356.20)**	**TOTAL PROFIT (SUBSIDY):**	**$(16,029)**
TOTAL UNITS:	**45**	**PCT. COST RECOVERY:**	**29.77%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$505 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ENVIRON. CATEGORICAL EXEMPTION	**PL-025**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**45**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		0.50	$136.51	45	$6,143
COMM. DEVELOPMENT	COMBO: TECH/ASST/PRIN PLA		2.00	$370.68	45	$16,681
		TYPE SUBTOTAL	**2.50**	**$507.19**		**$22,824**
		TOTALS	**2.50**	**$507.20**		**$22,824**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ENVIRON INITIAL STUDY/NEG DEC/RECIR	**PL-026**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer

DESCRIPTION OF SERVICE

Reviewing and filing a report declaring that the proposed project will have no siginificant impact on the environment or will have impacts that will be mitigated below a level of siginificance through a Negative Declaration or Recirculated Negative Dec.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ENVIRON INITIAL STUDY/NEG DEC/RECIR	**PL-026**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER	Deposit	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ENVIRONMENTAL IMPACT REPORT REVIEW	**PL-027**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	REPORT	Developer

DESCRIPTION OF SERVICE

Review of a consultant prepoared Environmental Impact Report regarding a proposed development and preparing a staff report.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ENVIRONMENTAL IMPACT REPORT REVIEW	**PL-027**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER	Deposit	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MITIGATION MONITORING	**PL-028**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	PROJECT	Developer

DESCRIPTION OF SERVICE

Monitoring the mitigation measures imposed during the environmental review process.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MITIGATION MONITORING	**PL-028**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER	Deposit	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PRECISE PLAN MODIFICATION REVIEW	**PL-029**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer

DESCRIPTION OF SERVICE

Review of a modification to an already existing precise plan to determine compliance with City codes and standards.

CURRENT FEE STRUCTURE

$5,762 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

This service is no longer provided and should be removed from the fee schedule.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PRECISE PLAN MODIFICATION REVIEW	**PL-029**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TENTATIVE PARCEL MAP REVIEW	**PL-030**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	MAP	Developer

DESCRIPTION OF SERVICE

Review of a tentative parcel map to subdivide one to four lots to assure accuracy and compliance with City codes and standards.

CURRENT FEE STRUCTURE

$5,327 per map plus actual cost for contract surveyor.

(Any County procesing fees are paid directly to the County by the applicant)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$5,327.00**	**TOTAL REVENUE:**	**$21,308**
UNIT COST:	**$6,397.25**	**TOTAL COST:**	**$25,589**
UNIT PROFIT (SUBSIDY):	**$(1,070.25)**	**TOTAL PROFIT (SUBSIDY):**	**$(4,281)**
TOTAL UNITS:	**4**	**PCT. COST RECOVERY:**	**83.27%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$6,395 per map plus $1,500 deposit with charges at actual costs for contract surveyor

(Any County procesing fees are paid directly to the County by the applicant)

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TENTATIVE PARCEL MAP REVIEW	**PL-030**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**4**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: ASST PLAN/PRIN PLA		15.00	$3,055.65	4	$12,223
COMM. DEVELOPMENT	PLANNING MANAGER		5.00	$1,365.05	4	$5,460
P&BS ADMIN	DIR OF PLANNING & BLDG SA		2.00	$543.94	4	$2,176
ENGINEERING	CITY ENGINEER		1.00	$234.16	4	$937
ENGINEERING	SR CIVIL ENGINEER	Plus Surveyor	6.00	$1,110.36	4	$4,441
FIRE PREVENTION	FIRE PREV SPEC		0.50	$88.16	4	$353
		TYPE SUBTOTAL	**29.50**	**$6,397.32**		**$25,589**
		TOTALS	**29.50**	**$6,397.25**		**$25,589**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TENTATIVE TRACT MAP REVIEW	**PL-031**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	MAP	Developer

DESCRIPTION OF SERVICE

Review a tentative tract map to subdivide 5 or more lots to assure accuracy and compliance with City codes and standards.

CURRENT FEE STRUCTURE

$5,327 per map plus $275 per lot for every lot over 4, plus actual cost for contract surveyor

(Any County procesing fees are paid directly to the County by the applicant)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$6,977.00**	**TOTAL REVENUE:**	**$6,977**
UNIT COST:	**$10,592.00**	**TOTAL COST:**	**$10,592**
UNIT PROFIT (SUBSIDY):	**$(3,615.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(3,615)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**65.87%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$10,590 per map plus $1,500 deposit with charges at actual costs for contract surveyor

(Any County procesing fees are paid directly to the County by the applicant)

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TENTATIVE TRACT MAP REVIEW	**PL-031**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: ASST PLAN/PRIN PLA		20.00	$4,074.20	1	$4,074
COMM. DEVELOPMENT	PLANNING MANAGER		8.00	$2,184.08	1	$2,184
P&BS ADMIN	DIR OF PLANNING & BLDG SA		4.00	$1,087.88	1	$1,088
ENGINEERING	CITY ENGINEER		4.00	$936.64	1	$937
ENGINEERING	SR CIVIL ENGINEER	+ Surveyor	12.00	$2,220.72	1	$2,221
FIRE PREVENTION	FIRE PREV SPEC		0.50	$88.16	1	$88
		TYPE SUBTOTAL	**48.50**	**$10,591.68**		**$10,592**
		TOTALS	**48.50**	**$10,592.00**		**$10,592**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
RESUBMITTED MAP REVIEW	**PL-033**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	MAP	Developer

DESCRIPTION OF SERVICE

Reviewing a proposed change to an already approved tentative map.

CURRENT FEE STRUCTURE

$845 per map

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$845.00**	**TOTAL REVENUE:**	**$845**
UNIT COST:	**$730.00**	**TOTAL COST:**	**$730**
UNIT PROFIT (SUBSIDY):	**$115.00**	**TOTAL PROFIT (SUBSIDY):**	**$115**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**115.75%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$730 per map

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
RESUBMITTED MAP REVIEW	**PL-033**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		1.00	$273.01	1	$273
P&BS ADMIN	DIR OF PLANNING & BLDG SA		1.00	$271.97	1	$272
ENGINEERING	SR CIVIL ENGINEER		1.00	$185.06	1	$185
		TYPE SUBTOTAL	**3.00**	**$730.04**		**$730**
		TOTALS	**3.00**	**$730.00**		**$730**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LOT LINE ADJUSTMENT	**PL-034**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of a proposed change to the property boundary between two lots and checking the drawings of the maps relating to such change.

CURRENT FEE STRUCTURE

$1,389 per application plus actual cost for contract surveyor

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,389.00**	**TOTAL REVENUE:**	**$2,778**
UNIT COST:	**$1,679.00**	**TOTAL COST:**	**$3,358**
UNIT PROFIT (SUBSIDY):	**$(290.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(580)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**82.73%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,680 per application plus $1,500 deposit with charges at actual costs for contract surveyor

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LOT LINE ADJUSTMENT	**PL-034**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		1.00	$273.01	2	$546
COMM. DEVELOPMENT	COMBO: PLAN TECH/ASST PLA		8.00	$1,132.72	2	$2,265
ENGINEERING	SR CIVIL ENGINEER	+ Contract	1.00	$185.06	2	$370
FIRE PREVENTION	FIRE PREV SPEC		0.50	$88.16	2	$176
		TYPE SUBTOTAL	**10.50**	**$1,678.95**		**$3,358**
		TOTALS	**10.50**	**$1,679.00**		**$3,358**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LOT MERGER	**PL-035**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of a proposed removal of the property boundary between two lots and checking the drawings of the maps relating to such change.

CURRENT FEE STRUCTURE

$1,389 per application plus actual cost for contract surveyor

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,389.00**	**TOTAL REVENUE:**	**$4,167**
UNIT COST:	**$1,679.00**	**TOTAL COST:**	**$5,037**
UNIT PROFIT (SUBSIDY):	**$(290.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(870)**
TOTAL UNITS:	**3**	**PCT. COST RECOVERY:**	**82.73%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,680 per application plus $1,500 deposit with charges at actual costs for contract surveyor

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LOT MERGER	**PL-035**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**3**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		1.00	$273.01	3	$819
COMM. DEVELOPMENT	COMBO: PLAN TECH/ASST PLA		8.00	$1,132.72	3	$3,398
ENGINEERING	SR CIVIL ENGINEER	+ Contract	1.00	$185.06	3	$555
FIRE PREVENTION	FIRE PREV SPEC		0.50	$88.16	3	$264
		TYPE SUBTOTAL	**10.50**	**$1,678.95**		**$5,037**
		TOTALS	**10.50**	**$1,679.00**		**$5,037**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LOT TIE COVENANT	**PL-035A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of an agreement to tie two lots together as one.

CURRENT FEE STRUCTURE

$783 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$783.00**	**TOTAL REVENUE:**	**$783**
UNIT COST:	**$766.00**	**TOTAL COST:**	**$766**
UNIT PROFIT (SUBSIDY):	**$17.00**	**TOTAL PROFIT (SUBSIDY):**	**$17**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**102.22%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$785 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LOT TIE COVENANT	**PL-035A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		1.00	$273.01	1	$273
COMM. DEVELOPMENT	COMBO: PLAN TECH/ASST PLA		3.00	$424.77	1	$425
P&BS ADMIN	DIR OF PLANNING & BLDG SA		0.25	$67.99	1	$68
		TYPE SUBTOTAL	**4.25**	**$765.77**		**$766**
		TOTALS	**4.25**	**$766.00**		**$766**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CERTIFICATE OF COMPLIANCE REVIEW	**PL-037**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer

DESCRIPTION OF SERVICE

Prepare a Certificate of Compliance to exempt the applicant from the Subdivision Map Act.

CURRENT FEE STRUCTURE

$1,647 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,647.00**	**TOTAL REVENUE:**	**$1,647**
UNIT COST:	**$1,776.00**	**TOTAL COST:**	**$1,776**
UNIT PROFIT (SUBSIDY):	**$(129.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(129)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**92.74%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,775 per application plus $1,500 deposit with charges at actual costs for contract surveyor

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CERTIFICATE OF COMPLIANCE REVIEW	**PL-037**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		1.00	$273.01	1	$273
COMM. DEVELOPMENT	COMBO: PLAN TECH/ASST PLA		8.00	$1,132.72	1	$1,133
ENGINEERING	SR CIVIL ENGINEER	+ Surveyor	2.00	$370.12	1	$370
		TYPE SUBTOTAL	**11.00**	**$1,775.85**		**$1,776**
		TOTALS	**11.00**	**$1,776.00**		**$1,776**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
RECIPROCAL ACCESS EASEMENT	**PL-038**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of an easement access that involves multiple parcels where two or more parties are sharing the access.

CURRENT FEE STRUCTURE

$572 per application plus actual costs for City Attorney

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$572.00**	**TOTAL REVENUE:**	**$572**
UNIT COST:	**$703.00**	**TOTAL COST:**	**$703**
UNIT PROFIT (SUBSIDY):	**$(131.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(131)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**81.37%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$705 per application plus actual costs for City Attorney

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
RECIPROCAL ACCESS EASEMENT	**PL-038**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		0.50	$136.51	1	$137
COMM. DEVELOPMENT	COMBO: PLAN TECH/ASST PLA		4.00	$566.36	1	$566
		TYPE SUBTOTAL	**4.50**	**$702.87**		**$703**
		TOTALS	**4.50**	**$703.00**		**$703**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CC&R REVIEW	**PL-039**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer

DESCRIPTION OF SERVICE

Review of the proposed Covenants, Conditions, and Restrictions for a project to determine conformance with City codes and standards.

CURRENT FEE STRUCTURE

Actual costs for any City staff and for City Attorney

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Actual costs for any City staff and for City Attorney

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CC&R REVIEW	**PL-039**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HISTORIC RESOURCE NOMINATION REVIEW	**PL-040**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of an application to nominate a specific parcel of property as an historic resource to make it eligible for tax reductions.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HISTORIC RESOURCE NOMINATION REVIEW	**PL-040**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER	Deposit	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ADMIN DETERMINATION - DIR DECISION	**PL-041**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of a request for an interpretation of a Community Development Director's decision.

CURRENT FEE STRUCTURE

$1,281 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,281.00**	**TOTAL REVENUE:**	**$1,281**
UNIT COST:	**$3,762.00**	**TOTAL COST:**	**$3,762**
UNIT PROFIT (SUBSIDY):	**$(2,481.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,481)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**34.05%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$3,760 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ADMIN DETERMINATION - DIR DECISION	**PL-041**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		5.00	$1,365.05	1	$1,365
COMM. DEVELOPMENT	COMBO: TECH/ASST/PRIN PLA		10.00	$1,853.40	1	$1,853
P&BS ADMIN	DIR OF PLANNING & BLDG SA		2.00	$543.94	1	$544
		TYPE SUBTOTAL	**17.00**	**$3,762.39**		**$3,762**
		TOTALS	**17.00**	**$3,762.00**		**$3,762**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ADMIN DETERMINATION - PC DECISION	**PL-042**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of a request for an interpretation of a Planning Commission decision.

CURRENT FEE STRUCTURE

$2,192 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$2,192.00**	**TOTAL REVENUE:**	**$2,192**
UNIT COST:	**$6,434.00**	**TOTAL COST:**	**$6,434**
UNIT PROFIT (SUBSIDY):	**$(4,242.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(4,242)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**34.07%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$6,435 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ADMIN DETERMINATION - PC DECISION	**PL-042**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		7.00	$1,911.07	1	$1,911
COMM. DEVELOPMENT	COMBO: TECH/ASST/PRIN PLA		20.00	$3,706.80	1	$3,707
P&BS ADMIN	DIR OF PLANNING & BLDG SA		3.00	$815.91	1	$816
		TYPE SUBTOTAL	**30.00**	**$6,433.78**		**$6,434**
		TOTALS	**30.00**	**$6,434.00**		**$6,434**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TEMPORARY SIGN PERMIT	**PL-042A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Business

DESCRIPTION OF SERVICE

Review of a temporary sign on private property for compliance with City codes and standards.

CURRENT FEE STRUCTURE

$249 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$249.00**	**TOTAL REVENUE:**	**$2,490**
UNIT COST:	**$141.60**	**TOTAL COST:**	**$1,416**
UNIT PROFIT (SUBSIDY):	**$107.40**	**TOTAL PROFIT (SUBSIDY):**	**$1,074**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**175.85%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$140 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TEMPORARY SIGN PERMIT	**PL-042A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: PLAN TECH/ASST PLA		1.00	$141.59	10	$1,416
		TYPE SUBTOTAL	**1.00**	**$141.59**		**$1,416**
		TOTALS	**1.00**	**$141.60**		**$1,416**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SIGN PROGRAM SIGN PLAN REVIEW	**PL-043**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Business

DESCRIPTION OF SERVICE

Review of individual signs if part of a sign program to determine compliance with City codes and standards. Signs not part of a sign program will just include a Building Permit.

CURRENT FEE STRUCTURE

$107 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$107.00**	**TOTAL REVENUE:**	**$1,605**
UNIT COST:	**$141.60**	**TOTAL COST:**	**$2,124**
UNIT PROFIT (SUBSIDY):	**$(34.60)**	**TOTAL PROFIT (SUBSIDY):**	**$(519)**
TOTAL UNITS:	**15**	**PCT. COST RECOVERY:**	**75.56%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$140 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SIGN PROGRAM SIGN PLAN REVIEW	**PL-043**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**15**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: PLAN TECH/ASST PLA		1.00	$141.59	15	$2,124
		TYPE SUBTOTAL	**1.00**	**$141.59**		**$2,124**
		TOTALS	**1.00**	**$141.60**		**$2,124**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MASTER SIGN PROGRAM	**PL-044**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Business

DESCRIPTION OF SERVICE

Review the placement and design of signs for a new project to determine conformance with City codes and standards, and monitoring of plan.

CURRENT FEE STRUCTURE

$653 per application or deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs, as determined by staff

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$653.00**	**TOTAL REVENUE:**	**$9,795**
UNIT COST:	**$1,112.07**	**TOTAL COST:**	**$16,681**
UNIT PROFIT (SUBSIDY):	**$(459.07)**	**TOTAL PROFIT (SUBSIDY):**	**$(6,886)**
TOTAL UNITS:	**15**	**PCT. COST RECOVERY:**	**58.72%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,110 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MASTER SIGN PROGRAM	**PL-044**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**15**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: TECH/ASST/PRIN PLA		6.00	$1,112.04	15	$16,681
		TYPE SUBTOTAL	**6.00**	**$1,112.04**		**$16,681**
		TOTALS	**6.00**	**$1,112.07**		**$16,681**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LARGE FAMILY DAY CARE PERMIT	**PL-045**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Business

DESCRIPTION OF SERVICE

Review of a new Family Day Care operation of more than 6 children for conformance with City codes and standards.

CURRENT FEE STRUCTURE

$417 per application plus $134 if a public hearing is requested

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$417.00**	**TOTAL REVENUE:**	**$417**
UNIT COST:	**$3,325.00**	**TOTAL COST:**	**$3,325**
UNIT PROFIT (SUBSIDY):	**$(2,908.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,908)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**12.54%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$3,325 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
LARGE FAMILY DAY CARE PERMIT	**PL-045**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		5.00	$1,365.05	1	$1,365
COMM. DEVELOPMENT	COMBO: PLAN TECH/ASST PLA		10.00	$1,415.90	1	$1,416
P&BS ADMIN	DIR OF PLANNING & BLDG SA		2.00	$543.94	1	$544
		TYPE SUBTOTAL	**17.00**	**$3,324.89**		**$3,325**
		TOTALS	**17.00**	**$3,325.00**		**$3,325**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ZONING CONFORMANCE LETTER/REVIEW	**PL-047**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	LETTER	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of the zoning of a particular parcel on request where research is required, usually during the due diligence process of escrow.

CURRENT FEE STRUCTURE

$736 per letter

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$736.00**	**TOTAL REVENUE:**	**$13,248**
UNIT COST:	**$844.44**	**TOTAL COST:**	**$15,200**
UNIT PROFIT (SUBSIDY):	**$(108.44)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,952)**
TOTAL UNITS:	**18**	**PCT. COST RECOVERY:**	**87.16%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$845 per letter

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ZONING CONFORMANCE LETTER/REVIEW	**PL-047**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**18**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		0.50	$136.51	18	$2,457
COMM. DEVELOPMENT	COMBO: PLAN TECH/ASST PLA		5.00	$707.95	18	$12,743
		TYPE SUBTOTAL	**5.50**	**$844.46**		**$15,200**
		TOTALS	**5.50**	**$844.44**		**$15,200**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MODIF. TO DISCRETIONARY APPROVAL	**PL-048**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review of a modification to an existing discretionary approval to determine compliance with City codes and standards.

CURRENT FEE STRUCTURE

$6,130 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$6,130.00**	**TOTAL REVENUE:**	**$6,130**
UNIT COST:	**$9,111.00**	**TOTAL COST:**	**$9,111**
UNIT PROFIT (SUBSIDY):	**$(2,981.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,981)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**67.28%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$9,110 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MODIF. TO DISCRETIONARY APPROVAL	**PL-048**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: ASST PLAN/PRIN PLA		30.00	$6,111.30	1	$6,111
COMM. DEVELOPMENT	PLANNING MANAGER		8.00	$2,184.08	1	$2,184
P&BS ADMIN	DIR OF PLANNING & BLDG SA		3.00	$815.91	1	$816
		TYPE SUBTOTAL	**41.00**	**$9,111.29**		**$9,111**
		TOTALS	**41.00**	**$9,111.00**		**$9,111**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TIME EXTENSION REVIEW	**PL-049**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review a request to extend the approval period for a development project.

CURRENT FEE STRUCTURE

$420 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$420.00**	**TOTAL REVENUE:**	**$420**
UNIT COST:	**$693.00**	**TOTAL COST:**	**$693**
UNIT PROFIT (SUBSIDY):	**$(273.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(273)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**60.61%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$695 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TIME EXTENSION REVIEW	**PL-049**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		0.50	$136.51	1	$137
COMM. DEVELOPMENT	COMBO: TECH/ASST/PRIN PLA		3.00	$556.02	1	$556
		TYPE SUBTOTAL	**3.50**	**$692.53**		**$693**
		TOTALS	**3.50**	**$693.00**		**$693**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
APPEAL TO THE PLANNING COMMISSION	**PL-050**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPEAL	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review, report on, publish, and perform staff work for an appeal of a City staff decision to the Planning Commission.

CURRENT FEE STRUCTURE

$1,472 per appeal

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,472.00**	**TOTAL REVENUE:**	**$1,472**
UNIT COST:	**$13,185.00**	**TOTAL COST:**	**$13,185**
UNIT PROFIT (SUBSIDY):	**$(11,713.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(11,713)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**11.16%**

SUGGESTED FEE FOR COST RECOVERY OF: 50%

$6,595 per appeal for 50% cost recovery

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
APPEAL TO THE PLANNING COMMISSION	**PL-050**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: ASST PLAN/PRIN PLA		50.00	$10,185.50	1	$10,186
COMM. DEVELOPMENT	PLANNING MANAGER		8.00	$2,184.08	1	$2,184
P&BS ADMIN	DIR OF PLANNING & BLDG SA		3.00	$815.91	1	$816
		TYPE SUBTOTAL	**61.00**	**$13,185.49**		**$13,185**
		TOTALS	**61.00**	**$13,185.00**		**$13,185**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
APPEAL TO THE CITY COUNCIL	**PL-051**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPEAL	Developer/Resident/Business

DESCRIPTION OF SERVICE

Review, report on, publish, and perform staff work on an appeal of a Planning Commission decision to the City Council.

CURRENT FEE STRUCTURE

$2,952 per appeal for 100% cost recovery

Inside the Coastal Appeal Zone - No Charge per State law

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$2,952.00**	**TOTAL REVENUE:**	**$2,952**
UNIT COST:	**$11,694.00**	**TOTAL COST:**	**$11,694**
UNIT PROFIT (SUBSIDY):	**$(8,742.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(8,742)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**25.24%**

SUGGESTED FEE FOR COST RECOVERY OF: 50%

$5,845 per appeal for 50% cost recovery

Inside the Coastal Appeal Zone - No Charge per State law

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
APPEAL TO THE CITY COUNCIL	**PL-051**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: ASST PLAN/PRIN PLA		40.00	$8,148.40	1	$8,148
COMM. DEVELOPMENT	PLANNING MANAGER		10.00	$2,730.10	1	$2,730
P&BS ADMIN	DIR OF PLANNING & BLDG SA		3.00	$815.91	1	$816
		TYPE SUBTOTAL	**53.00**	**$11,694.41**		**$11,694**
		TOTALS	**53.00**	**$11,694.00**		**$11,694**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
STREET ADDRESS CHANGE/ISSUANCE	**PL-052**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Processing a request for a change to a street address on an existing parcel.

CURRENT FEE STRUCTURE

$648 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$648.00**	**TOTAL REVENUE:**	**$16,200**
UNIT COST:	**$463.00**	**TOTAL COST:**	**$11,575**
UNIT PROFIT (SUBSIDY):	**$185.00**	**TOTAL PROFIT (SUBSIDY):**	**$4,625**
TOTAL UNITS:	**25**	**PCT. COST RECOVERY:**	**139.96%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$465 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
STREET ADDRESS CHANGE/ISSUANCE	**PL-052**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**25**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
INFO SYS	GIS ANALYST		2.00	$198.20	25	$4,955
BUILDING SAFETY	LIC PRMT SPEC 1		0.50	$51.28	25	$1,282
BUILDING SAFETY	SR BLDG INSP		1.00	$213.53	25	$5,338
		TYPE SUBTOTAL	**3.50**	**$463.01**		**$11,575**
		TOTALS	**3.50**	**$463.00**		**$11,575**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW ADDRESS PROCESSING	**PL-052A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Processing a request for a new street address on an existing parcel.

CURRENT FEE STRUCTURE

$648 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$648.00**	**TOTAL REVENUE:**	**$648**
UNIT COST:	**$463.00**	**TOTAL COST:**	**$463**
UNIT PROFIT (SUBSIDY):	**$185.00**	**TOTAL PROFIT (SUBSIDY):**	**$185**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**139.96%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$465 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW ADDRESS PROCESSING	**PL-052A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
INFO SYS	GIS ANALYST		2.00	$198.20	1	$198
BUILDING SAFETY	LIC PRMT SPEC 1		0.50	$51.28	1	$51
BUILDING SAFETY	SR BLDG INSP		1.00	$213.53	1	$214
		TYPE SUBTOTAL	**3.50**	**$463.01**		**$463**
		TOTALS	**3.50**	**$463.00**		**$463**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
GENERAL PLAN MAINTENANCE	**PL-053**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	PERMIT	Developer

DESCRIPTION OF SERVICE

Maintenance and update of the General Plan.

CURRENT FEE STRUCTURE

10% of all Building & Safety permit fees

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$44.29**	**TOTAL REVENUE:**	**$150,015**
UNIT COST:	**$44.29**	**TOTAL COST:**	**$150,010**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$5**
TOTAL UNITS:	**3,387**	**PCT. COST RECOVERY:**	**100.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

10% of all Building & Safety permit fees

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
GENERAL PLAN MAINTENANCE	**PL-053**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**3,387**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT		$1.5 Mil Over 10 Yrs	0.00	$44.29	3,387	$150,010
		TYPE SUBTOTAL	**0.00**	**$44.29**		**$150,010**
		TOTALS	**0.00**	**$44.29**		**$150,010**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TEMPORARY USE PERMIT	**PL-054**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Comm Group/Business

DESCRIPTION OF SERVICE

Review of a request for a temporary use of a site, such as holiday lots, special events, carnivals, and construction trailers, to determine compliance with City codes and standards.

CURRENT FEE STRUCTURE

$1,270 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,270.00**	**TOTAL REVENUE:**	**$2,540**
UNIT COST:	**$1,800.50**	**TOTAL COST:**	**$3,601**
UNIT PROFIT (SUBSIDY):	**$(530.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,061)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**70.54%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$1,800 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TEMPORARY USE PERMIT	**PL-054**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		3.00	$819.03	2	$1,638
COMM. DEVELOPMENT	COMBO: TECH/ASST/PRIN PLA		3.00	$556.02	2	$1,112
STREET SVCS	STREET MAINT SUPV		1.00	$153.70	2	$307
CRIME INVESTIGATION	POLICE SERGEANT		0.50	$122.63	2	$245
TRAFFIC SAFETY	POLICE SERGEANT		0.25	$60.98	2	$122
FIRE PREVENTION	FIRE PREV SPEC		0.50	$88.16	2	$176
		TYPE SUBTOTAL	**8.25**	**$1,800.52**		**$3,601**
		TOTALS	**8.25**	**$1,800.50**		**$3,601**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ENTERTAINMENT PERMIT	**PL-055**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Comm Group/Business

DESCRIPTION OF SERVICE

Review of a request for live music or dancing in the City to determine compliance with City codes and standards.

CURRENT FEE STRUCTURE

New - $555 per application
Renewal - $57 per renewal

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$306.00**	**TOTAL REVENUE:**	**$6,120**
UNIT COST:	**$64.30**	**TOTAL COST:**	**$1,286**
UNIT PROFIT (SUBSIDY):	**$241.70**	**TOTAL PROFIT (SUBSIDY):**	**$4,834**
TOTAL UNITS:	**20**	**PCT. COST RECOVERY:**	**475.89%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

New - $60 per application
Renewal - $70 per renewal

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ENTERTAINMENT PERMIT	**PL-055**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**20**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
TRAFFIC SAFETY	POLICE SERGEANT	New	0.25	$60.98	10	$610
		TYPE SUBTOTAL	**0.25**	**$60.98**		**$610**
BUSINESS SVCS	LIC PRMT SPEC 2	Renewal	0.25	$34.47	10	$345
COMM. DEVELOPMENT	SR ADMIN SPEC	Renewal	0.25	$33.19	10	$332
		TYPE SUBTOTAL	**0.50**	**$67.66**		**$677**
		TOTALS	**0.75**	**$64.30**		**$1,286**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ADULT USE PLANNING PERMIT	**PL-056**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Business

DESCRIPTION OF SERVICE

Review of an adult use within the City to determine compliance with City codes and standards.

CURRENT FEE STRUCTURE

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$15,000.00**	**TOTAL REVENUE:**	**$15,000**
UNIT COST:	**$15,769.00**	**TOTAL COST:**	**$15,769**
UNIT PROFIT (SUBSIDY):	**$(769.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(769)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**95.12%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Deposit determined by staff with charges at the fully allocated hourly rates for all personnel involved plus any outside or contract costs.

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ADULT USE PLANNING PERMIT	**PL-056**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: ASST PLAN/PRIN PLA		60.00	$12,222.60	1	$12,223
COMM. DEVELOPMENT	PLANNING MANAGER		10.00	$2,730.10	1	$2,730
P&BS ADMIN	DIR OF PLANNING & BLDG SA		3.00	$815.91	1	$816
		TYPE SUBTOTAL	**73.00**	**$15,768.61**		**$15,769**
		TOTALS	**73.00**	**$15,769.00**		**$15,769**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
AMPLIFIED SOUND PERMIT	**PL-057**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Developer/Business

DESCRIPTION OF SERVICE

Review a request for an event or project that uses amplified sound to determine compliance with City codes and standards.

CURRENT FEE STRUCTURE

$161 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$161.00**	**TOTAL REVENUE:**	**$7,245**
UNIT COST:	**$239.96**	**TOTAL COST:**	**$10,798**
UNIT PROFIT (SUBSIDY):	**$(78.96)**	**TOTAL PROFIT (SUBSIDY):**	**$(3,553)**
TOTAL UNITS:	**45**	**PCT. COST RECOVERY:**	**67.10%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$240 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
AMPLIFIED SOUND PERMIT	**PL-057**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**45**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: TECH/ASST/PRIN PLA		0.25	$46.34	45	$2,085
TRAFFIC SAFETY	POLICE SERGEANT		0.25	$60.98	45	$2,744
LIABILITY INSURANCE	RISK MGR		1.00	$132.64	45	$5,969
		TYPE SUBTOTAL	**1.50**	**$239.96**		**$10,798**
		TOTALS	**1.50**	**$239.96**		**$10,798**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANIMAL PERMIT	**PL-058**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Resident/Business

DESCRIPTION OF SERVICE

Review of a request to house more than the standard number of animals allowed by the Municipal Code.

CURRENT FEE STRUCTURE

$572 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$572.00**	**TOTAL REVENUE:**	**$572**
UNIT COST:	**$137.00**	**TOTAL COST:**	**$137**
UNIT PROFIT (SUBSIDY):	**$435.00**	**TOTAL PROFIT (SUBSIDY):**	**$435**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**417.52%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$135 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANIMAL PERMIT	**PL-058**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		0.50	$136.51	1	$137
		TYPE SUBTOTAL	**0.50**	**$136.51**		**$137**
		TOTALS	**0.50**	**$137.00**		**$137**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANIMAL PERMIT RENEWAL	**PL-059**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	RENEWAL	Resident/Business

DESCRIPTION OF SERVICE

Processing the annual renewal of an animal permit.

CURRENT FEE STRUCTURE

$283 per renewal

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$283.00**	**TOTAL REVENUE:**	**$283**
UNIT COST:	**$68.00**	**TOTAL COST:**	**$68**
UNIT PROFIT (SUBSIDY):	**$215.00**	**TOTAL PROFIT (SUBSIDY):**	**$215**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**416.18%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$70 per renewal

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANIMAL PERMIT RENEWAL	**PL-059**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	PLANNING MANAGER		0.25	$68.25	1	$68
		TYPE SUBTOTAL	**0.25**	**$68.25**		**$68**
		TOTALS	**0.25**	**$68.00**		**$68**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANIMAL PERMIT APPEAL	**PL-060**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPEAL	Resident/Business

DESCRIPTION OF SERVICE

Review of an appeal of a staff decision relating to an animal permit.

CURRENT FEE STRUCTURE

Resident - $1,236 per appeal for 50% cost recovery
Non-Resident - $2,466 per appeal for 100% cost recovery

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,236.00**	**TOTAL REVENUE:**	**$1,236**
UNIT COST:	**$13,185.00**	**TOTAL COST:**	**$13,185**
UNIT PROFIT (SUBSIDY):	**$(11,949.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(11,949)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**9.37%**

SUGGESTED FEE FOR COST RECOVERY OF: 50%

Resident - $6,595 per appeal for 50% cost recovery
Non-Resident - $13,185 per appeal for 100% cost recovery

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANIMAL PERMIT APPEAL	**PL-060**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: ASST PLAN/PRIN PLA		50.00	$10,185.50	1	$10,186
COMM. DEVELOPMENT	PLANNING MANAGER		8.00	$2,184.08	1	$2,184
P&BS ADMIN	DIR OF PLANNING & BLDG SA		3.00	$815.91	1	$816
		TYPE SUBTOTAL	**61.00**	**$13,185.49**		**$13,185**
		TOTALS	**61.00**	**$13,185.00**		**$13,185**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
BUSINESS ZONING CLEARANCE	**PL-061**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	BUSINESS	Business

DESCRIPTION OF SERVICE

Review of the zoning of a proposed new business operating within the City.

CURRENT FEE STRUCTURE

$125 per application (not currently charged)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$70.80**	**TOTAL COST:**	**$23,718**
UNIT PROFIT (SUBSIDY):	**$(70.80)**	**TOTAL PROFIT (SUBSIDY):**	**$(23,718)**
TOTAL UNITS:	**335**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$70 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
BUSINESS ZONING CLEARANCE	**PL-061**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**335**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT	COMBO: PLAN TECH/ASST PLA		0.50	$70.80	335	$23,718
		TYPE SUBTOTAL	**0.50**	**$70.80**		**$23,718**
		TOTALS	**0.50**	**$70.80**		**$23,718**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HOME OCCUPATION ZONING CLEARANCE	**PL-061A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	APPLICATION	Business

DESCRIPTION OF SERVICE

Review of the zoning of a proposed new business operating within a home in the City.

CURRENT FEE STRUCTURE

$62 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$62.00**	**TOTAL REVENUE:**	**$930**
UNIT COST:	**$69.87**	**TOTAL COST:**	**$1,048**
UNIT PROFIT (SUBSIDY):	**$(7.87)**	**TOTAL PROFIT (SUBSIDY):**	**$(118)**
TOTAL UNITS:	**15**	**PCT. COST RECOVERY:**	**88.74%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$70 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HOME OCCUPATION ZONING CLEARANCE	**PL-061A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**15**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BUSINESS SVCS	LIC PRMT SPEC 2		0.25	$34.47	15	$517
COMM. DEVELOPMENT	COMBO: PLAN TECH/ASST PLA		0.25	$35.40	15	$531
		TYPE SUBTOTAL	**0.50**	**$69.87**		**$1,048**
		TOTALS	**0.50**	**$69.87**		**$1,048**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PUBLIC NOTICING	**PL-062**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PLANNING	NOTICE	Developer/Resident/Business

DESCRIPTION OF SERVICE

Processing an advertisement in the newspaper where it is required by City codes and standards.

CURRENT FEE STRUCTURE

Actual costs charged by publication

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$175.68**	**TOTAL REVENUE:**	**$6,500**
UNIT COST:	**$175.68**	**TOTAL COST:**	**$6,500**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**37**	**PCT. COST RECOVERY:**	**100.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Actual costs charged by publication

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PUBLIC NOTICING	**PL-062**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**37**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
COMM. DEVELOPMENT		Advertising	0.00	$175.68	37	$6,500
		TYPE SUBTOTAL	**0.00**	**$175.68**		**$6,500**
		TOTALS	**0.00**	**$175.68**		**$6,500**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIREARMS DEALER PERMIT	**PO-001**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	APPLICATION	Business

DESCRIPTION OF SERVICE

Processing a request to operate a firearm dealer business within the City.

CURRENT FEE STRUCTURE

$1,080 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,080.00**	**TOTAL REVENUE:**	**$1,080**
UNIT COST:	**$989.00**	**TOTAL COST:**	**$989**
UNIT PROFIT (SUBSIDY):	**$91.00**	**TOTAL PROFIT (SUBSIDY):**	**$91**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**109.20%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$990 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIREARMS DEALER PERMIT	**PO-001**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE CAPTAIN		0.25	$138.55	1	$139
POLICE ADMIN	POLICE RECORDS SUPV		0.50	$115.08	1	$115
CRIME INVESTIGATION	POLICE SERGEANT		3.00	$735.78	1	$736
		TYPE SUBTOTAL	**3.75**	**$989.41**		**$989**
		TOTALS	**3.75**	**$989.00**		**$989**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FORTUNETELLER PERMIT	**PO-002**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	APPLICATION	Business

DESCRIPTION OF SERVICE

Processing a request to operate a fortuneteller business within the City.

CURRENT FEE STRUCTURE

$738 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$738.00**	**TOTAL REVENUE:**	**$738**
UNIT COST:	**$687.00**	**TOTAL COST:**	**$687**
UNIT PROFIT (SUBSIDY):	**$51.00**	**TOTAL PROFIT (SUBSIDY):**	**$51**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**107.42%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$685 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FORTUNETELLER PERMIT	**PO-002**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE CAPTAIN		0.25	$138.55	1	$139
POLICE ADMIN	POLICE RECORDS SUPV		0.25	$57.54	1	$58
CRIME INVESTIGATION	POLICE SERGEANT		2.00	$490.52	1	$491
		TYPE SUBTOTAL	**2.50**	**$686.61**		**$687**
		TOTALS	**2.50**	**$687.00**		**$687**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SECONDHAND DEALER PERMIT	**PO-003**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	APPLICATION	Business

DESCRIPTION OF SERVICE

Processing a request to operate a fsecondhand dealer business within the City.

CURRENT FEE STRUCTURE

$311 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$311.00**	**TOTAL REVENUE:**	**$622**
UNIT COST:	**$353.00**	**TOTAL COST:**	**$706**
UNIT PROFIT (SUBSIDY):	**$(42.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(84)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**88.10%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$355 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SECONDHAND DEALER PERMIT	**PO-003**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE RECORDS SUPV		1.00	$230.16	2	$460
CRIME INVESTIGATION	POLICE SERGEANT		0.50	$122.63	2	$245
		TYPE SUBTOTAL	**1.50**	**$352.79**		**$706**
		TOTALS	**1.50**	**$353.00**		**$706**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PAWNSHOP PERMIT	**PO-003A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	APPLICATION	Business

DESCRIPTION OF SERVICE

Processing a request to operate a pawnshop business within the City.

CURRENT FEE STRUCTURE

$1,080 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,080.00**	**TOTAL REVENUE:**	**$1,080**
UNIT COST:	**$989.00**	**TOTAL COST:**	**$989**
UNIT PROFIT (SUBSIDY):	**$91.00**	**TOTAL PROFIT (SUBSIDY):**	**$91**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**109.20%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$990 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PAWNSHOP PERMIT	**PO-003A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE CAPTAIN		0.25	$138.55	1	$139
POLICE ADMIN	POLICE RECORDS SUPV		0.50	$115.08	1	$115
CRIME INVESTIGATION	POLICE SERGEANT		3.00	$735.78	1	$736
		TYPE SUBTOTAL	**3.75**	**$989.41**		**$989**
		TOTALS	**3.75**	**$989.00**		**$989**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
BINGO PERMIT	**PO-004**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	APPLICATION	Business/Comm. Group

DESCRIPTION OF SERVICE

Processing a request to operate a bingo game within the City.

CURRENT FEE STRUCTURE

Annual Application - $52 per application plus Department of Justice Fee
Fee is set by Penal Code Section 326.5(l)(1).

Remote Caller Game - $551

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$52.00**	**TOTAL REVENUE:**	**$52**
UNIT COST:	**$737.00**	**TOTAL COST:**	**$737**
UNIT PROFIT (SUBSIDY):	**$(685.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(685)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**7.06%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Annual Application - $50 per application plus Department of Justice Fee
Fee is set by Penal Code Section 326.5(l)(1).

Remote Caller Game - $735

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
BINGO PERMIT	**PO-004**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE CAPTAIN		0.25	$138.55	1	$139
POLICE ADMIN	POLICE RECORDS SUPV		1.00	$230.16	1	$230
CRIME INVESTIGATION	POLICE SERGEANT		1.50	$367.89	1	$368
		TYPE SUBTOTAL	**2.75**	**$736.60**		**$737**
		TOTALS	**2.75**	**$737.00**		**$737**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POLICE MASSAGE ESTABLISHMENT PMT.	**PO-006**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	APPLICATION	Business

DESCRIPTION OF SERVICE

Processinga request of the Police Department to operate a massage establishment within the City and perform the necessary background checks if the operator does not have a State license.

CURRENT FEE STRUCTURE

$728 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$728.00**	**TOTAL REVENUE:**	**$728**
UNIT COST:	**$668.00**	**TOTAL COST:**	**$668**
UNIT PROFIT (SUBSIDY):	**$60.00**	**TOTAL PROFIT (SUBSIDY):**	**$60**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**108.98%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$670 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POLICE MASSAGE ESTABLISHMENT PMT.	**PO-006**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE CAPTAIN		0.25	$138.55	1	$139
POLICE ADMIN	POLICE RECORDS SUPV		0.17	$39.13	1	$39
CRIME INVESTIGATION	POLICE SERGEANT		2.00	$490.52	1	$491
		TYPE SUBTOTAL	**2.42**	**$668.20**		**$668**
		TOTALS	**2.42**	**$668.00**		**$668**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MASSAGE THERAPIST PERMIT	**PO-007**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	APPLICATION	Business

DESCRIPTION OF SERVICE

Processing a request to operate as a massage therapist within the City if the therapist does not have a State license.

CURRENT FEE STRUCTURE

$150 per application plus County testing fee

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$150.00**	**TOTAL REVENUE:**	**$150**
UNIT COST:	**$180.00**	**TOTAL COST:**	**$180**
UNIT PROFIT (SUBSIDY):	**$(30.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(30)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**83.33%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$180 per application plus County testing fee

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MASSAGE THERAPIST PERMIT	**PO-007**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE RECORDS SUPV		0.25	$57.54	1	$58
CRIME INVESTIGATION	POLICE SERGEANT	+ County Pass Thru	0.50	$122.63	1	$123
		TYPE SUBTOTAL	**0.75**	**$180.17**		**$180**
		TOTALS	**0.75**	**$180.00**		**$180**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
AUCTION HOUSE PERMIT	**PO-008**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	APPLICATION	Business

DESCRIPTION OF SERVICE

Processing a request to operate an auction house business within the City.

CURRENT FEE STRUCTURE

$738 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$738.00**	**TOTAL REVENUE:**	**$738**
UNIT COST:	**$687.00**	**TOTAL COST:**	**$687**
UNIT PROFIT (SUBSIDY):	**$51.00**	**TOTAL PROFIT (SUBSIDY):**	**$51**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**107.42%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$685 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
AUCTION HOUSE PERMIT	**PO-008**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE CAPTAIN		0.25	$138.55	1	$139
POLICE ADMIN	POLICE RECORDS SUPV		0.25	$57.54	1	$58
CRIME INVESTIGATION	POLICE SERGEANT		2.00	$490.52	1	$491
		TYPE SUBTOTAL	**2.50**	**$686.61**		**$687**
		TOTALS	**2.50**	**$687.00**		**$687**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POOL ROOM PERMIT	**PO-009**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	APPLICATION	Business

DESCRIPTION OF SERVICE

Processing a request to operate a pool room business of mor than three pool tables or more than 30% of the total floor area.

CURRENT FEE STRUCTURE

$728 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$728.00**	**TOTAL REVENUE:**	**$728**
UNIT COST:	**$668.00**	**TOTAL COST:**	**$668**
UNIT PROFIT (SUBSIDY):	**$60.00**	**TOTAL PROFIT (SUBSIDY):**	**$60**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**108.98%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$670 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POOL ROOM PERMIT	**PO-009**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE CAPTAIN		0.25	$138.55	1	$139
POLICE ADMIN	POLICE RECORDS SUPV		0.17	$39.13	1	$39
CRIME INVESTIGATION	POLICE SERGEANT		2.00	$490.52	1	$491
		TYPE SUBTOTAL	**2.42**	**$668.20**		**$668**
		TOTALS	**2.42**	**$668.00**		**$668**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TOBACCO PERMIT	**PO-010**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	APPLICATION	Business

DESCRIPTION OF SERVICE

Processing a request to sell tobacco products within the City.

CURRENT FEE STRUCTURE

$263 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$263.00**	**TOTAL REVENUE:**	**$263**
UNIT COST:	**$259.00**	**TOTAL COST:**	**$259**
UNIT PROFIT (SUBSIDY):	**$4.00**	**TOTAL PROFIT (SUBSIDY):**	**$4**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**101.54%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$265 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TOBACCO PERMIT	**PO-010**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BUSINESS SVCS	REVENUE INSP		0.50	$102.49	1	$102
POLICE ADMIN	POLICE SVCS OFFICER 1		0.25	$34.07	1	$34
CRIME INVESTIGATION	POLICE SERGEANT		0.50	$122.63	1	$123
		TYPE SUBTOTAL	**1.25**	**$259.19**		**$259**
		TOTALS	**1.25**	**$259.00**		**$259**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MISC. POLICE BUSINESS PERMIT	**PO-013**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	APPLICATION	Business

DESCRIPTION OF SERVICE

Processing a request to operate a business within the City requiring a police investigation that is not otherwise listed.

CURRENT FEE STRUCTURE

$781 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$781.00**	**TOTAL REVENUE:**	**$781**
UNIT COST:	**$744.00**	**TOTAL COST:**	**$744**
UNIT PROFIT (SUBSIDY):	**$37.00**	**TOTAL PROFIT (SUBSIDY):**	**$37**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**104.97%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$745 per application

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
MISC. POLICE BUSINESS PERMIT	**PO-013**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE CAPTAIN		0.25	$138.55	1	$139
POLICE ADMIN	POLICE RECORDS SUPV		0.50	$115.08	1	$115
CRIME INVESTIGATION	POLICE SERGEANT		2.00	$490.52	1	$491
		TYPE SUBTOTAL	**2.75**	**$744.15**		**$744**
		TOTALS	**2.75**	**$744.00**		**$744**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CONCEALED WEAPONS PERMIT	**PO-014**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	APPLICATION	Resident/Business

DESCRIPTION OF SERVICE

Processing a request for a concealed weapons permit to determine if the permit is warranted and poper, and to qualify the applicant for firearms knowlege and skill.

CURRENT FEE STRUCTURE

Fee is set by State Law:

New application - $100 $25 - renewal application
Amended application - $10
Psychological testing costs are to be added to the above fee up to $150

20% of the fee is collected upon filing of the initial application and is non-refundable. The balance of the fee is collected on issuance of the license.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$100.00**	**TOTAL REVENUE:**	**$100**
UNIT COST:	**$1,281.00**	**TOTAL COST:**	**$1,281**
UNIT PROFIT (SUBSIDY):	**$(1,181.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,181)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**7.81%**

SUGGESTED FEE FOR COST RECOVERY OF: 10%

Fee is set by State Law:

New application - $100 $25 - renewal application
Amended application - $10
Psychological testing costs are to be added to the above fee up to $150

20% of the fee is collected upon filing of the initial application and is non-refundable. The balance of the fee is collected on issuance of the license.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CONCEALED WEAPONS PERMIT	**PO-014**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE CHIEF		0.25	$147.56	1	$148
POLICE ADMIN	POLICE CAPTAIN		0.25	$138.55	1	$139
POLICE ADMIN	POLICE RECORDS SUPV		0.33	$75.95	1	$76
CRIME INVESTIGATION	POLICE SERGEANT		3.00	$735.78	1	$736
TRAFFIC SAFETY	POLICE SERGEANT	Range	0.75	$182.93	1	$183
		TYPE SUBTOTAL	**4.58**	**$1,280.77**		**$1,281**
		TOTALS	**4.58**	**$1,281.00**		**$1,281**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CLEARANCE FORM/LETTER	**PO-015**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	LETTER	Resident/Non-Resident

DESCRIPTION OF SERVICE

Processing a request for an employment/immigration clearance form and letter.

CURRENT FEE STRUCTURE

$28 per letter

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$28.00**	**TOTAL REVENUE:**	**$3,724**
UNIT COST:	**$39.13**	**TOTAL COST:**	**$5,204**
UNIT PROFIT (SUBSIDY):	**$(11.13)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,480)**
TOTAL UNITS:	**133**	**PCT. COST RECOVERY:**	**71.56%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$40 per letter

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CLEARANCE FORM/LETTER	**PO-015**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**133**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE RECORDS SUPV		0.17	$39.13	133	$5,204
		TYPE SUBTOTAL	**0.17**	**$39.13**		**$5,204**
		TOTALS	**0.17**	**$39.13**		**$5,204**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
RECORDS CHECK - LOCAL	**PO-016**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	CHECK	Resident/Non-Resident

DESCRIPTION OF SERVICE

Processing a request for a local police records check.

CURRENT FEE STRUCTURE

$22 per name

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$22.00**	**TOTAL REVENUE:**	**$21,736**
UNIT COST:	**$25.23**	**TOTAL COST:**	**$24,927**
UNIT PROFIT (SUBSIDY):	**$(3.23)**	**TOTAL PROFIT (SUBSIDY):**	**$(3,191)**
TOTAL UNITS:	**988**	**PCT. COST RECOVERY:**	**87.20%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$25 per name

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
RECORDS CHECK - LOCAL	**PO-016**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**988**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE ASSISTANT 1		0.17	$18.33	988	$18,110
POLICE ADMIN	POLICE RECORDS SUPV		0.03	$6.90	988	$6,817
		TYPE SUBTOTAL	**0.20**	**$25.23**		**$24,927**
		TOTALS	**0.20**	**$25.23**		**$24,927**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CITATION SIGN-OFF SERVICE	**PO-017**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	CITATION	Resident/Non-Resident

DESCRIPTION OF SERVICE

Sign off of mechanical non-compliance or other citations issued by the El Segundo Police Department.

CURRENT FEE STRUCTURE

$16 per citation

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$16.00**	**TOTAL REVENUE:**	**$4,768**
UNIT COST:	**$23.17**	**TOTAL COST:**	**$6,905**
UNIT PROFIT (SUBSIDY):	**$(7.17)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,137)**
TOTAL UNITS:	**298**	**PCT. COST RECOVERY:**	**69.05%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$23 per citation

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CITATION SIGN-OFF SERVICE	**PO-017**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**298**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE SVCS OFFICER 1		0.17	$23.17	298	$6,905
		TYPE SUBTOTAL	**0.17**	**$23.17**		**$6,905**
		TOTALS	**0.17**	**$23.17**		**$6,905**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
VEHICLE IMPOUND RELEASE	**PO-018**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	VEHICLE	Resident/Non-Resident

DESCRIPTION OF SERVICE

Collection and release of vehicles impounded by the City.

CURRENT FEE STRUCTURE

Standard Impound - $220 per vehicle
30 Day/DUI Impound - $306 per vehicle

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$236.38**	**TOTAL REVENUE:**	**$263,092**
UNIT COST:	**$246.19**	**TOTAL COST:**	**$274,006**
UNIT PROFIT (SUBSIDY):	**$(9.81)**	**TOTAL PROFIT (SUBSIDY):**	**$(10,914)**
TOTAL UNITS:	**1,113**	**PCT. COST RECOVERY:**	**96.02%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Standard Impound - $240 per vehicle
30 Day/DUI Impound - $280 per vehicle

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
VEHICLE IMPOUND RELEASE	**PO-018**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1,113**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE SVCS OFFICER 1	Standard	0.25	$34.07	901	$30,697
PATROL SERVICES	POLICE OFFICER	Standard - Impound	0.75	$184.55	901	$166,280
CRIME INVESTIGATION	POLICE SERGEANT	Standard	0.08	$19.62	901	$17,678
		TYPE SUBTOTAL	**1.08**	**$238.24**		**$214,654**
POLICE ADMIN	POLICE SVCS OFFICER 1	30 Day	0.25	$34.07	212	$7,223
PATROL SERVICES	POLICE OFFICER	30 Day - Impound	0.75	$184.57	212	$39,129
CRIME INVESTIGATION	POLICE SERGEANT	30 Day	0.25	$61.32	212	$13,000
		TYPE SUBTOTAL	**1.25**	**$279.96**		**$59,352**
		TOTALS	**2.33**	**$246.19**		**$274,006**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POLICE FALSE ALARM RESPONSE/BILLING	**PO-019**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	RESPONSE	Resident/Business

DESCRIPTION OF SERVICE

Responding to an alarm by a Police Officer where the officer can find no evidence of forced entry and it is concluded that the alarm was activated due to a malfunction or user mistake.

CURRENT FEE STRUCTURE

First 3 alarms in a calendar year - No Charge
4th falase alarm - $207
5th false alarm - $312
6th and subsequent false alarm - $415

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$246.06**	**TOTAL COST:**	**$270,666**
UNIT PROFIT (SUBSIDY):	**$(246.06)**	**TOTAL PROFIT (SUBSIDY):**	**$(270,666)**
TOTAL UNITS:	**1,100**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

First 3 alarms in a calendar year - No Charge
4th falase alarm - $250
5th false alarm - $350
6th and subsequent false alarm - $450

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POLICE FALSE ALARM RESPONSE/BILLING	**PO-019**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1,100**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PATROL SERVICES	POLICE OFFICER	30 M/E Of 2	1.00	$246.06	1,100	$270,666
		TYPE SUBTOTAL	**1.00**	**$246.06**		**$270,666**
		TOTALS	**1.00**	**$246.06**		**$270,666**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POLICE ALARM PERMIT	**PO-020**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	ALARM	Resident/Business

DESCRIPTION OF SERVICE

Registering a new intrusion alarm with the Police Department.

CURRENT FEE STRUCTURE

Alarm Permit - No Charge
Violation for non-alarm permit - $172

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**63**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Alarm Permit - No Charge
Violation for non-alarm permit - $175

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POLICE ALARM PERMIT	**PO-020**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**63**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DUI COLLISION RESPONSE	**PO-022**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	RESPONSE	Resident/Non-Resident

DESCRIPTION OF SERVICE

Response to a DUI inscident which results in property damage, injury, or death.

CURRENT FEE STRUCTURE

Charge the fully allocated hourly rates for all responding emergency personnel, not to exceed $12,000 per incident by State law.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$2,127.13**	**TOTAL COST:**	**$63,814**
UNIT PROFIT (SUBSIDY):	**$(2,127.13)**	**TOTAL PROFIT (SUBSIDY):**	**$(63,814)**
TOTAL UNITS:	**30**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charge the fully allocated hourly rates for all responding emergency personnel, not to exceed $12,000 per incident by State law.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DUI COLLISION RESPONSE	**PO-022**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**30**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PATROL SERVICES	POLICE OFFICER		6.00	$1,476.28	30	$44,288
PATROL SERVICES	POLICE SERGEANT		2.00	$650.84	30	$19,525
		TYPE SUBTOTAL	**8.00**	**$2,127.12**		**$63,814**
		TOTALS	**8.00**	**$2,127.13**		**$63,814**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SECOND RESPONSE CALL-BACK	**PO-023**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	RESPONSE	Resident/Business

DESCRIPTION OF SERVICE

Responding to a loud party or similar disturbance of the peace to quiet the activity after an initial warning.

CURRENT FEE STRUCTURE

Charge the fully allocated hourly rates for all responding emergency personnel.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$1,949.64**	**TOTAL COST:**	**$48,741**
UNIT PROFIT (SUBSIDY):	**$(1,949.64)**	**TOTAL PROFIT (SUBSIDY):**	**$(48,741)**
TOTAL UNITS:	**25**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charge the fully allocated hourly rates for all responding emergency personnel.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SECOND RESPONSE CALL-BACK	**PO-023**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**25**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PATROL SERVICES	POLICE OFFICER	1st - 15 M/E Of 2	0.50	$123.05	130	$15,997
		TYPE SUBTOTAL	**0.50**	**$123.05**		**$15,997**
PATROL SERVICES	POLICE OFFICER	2nd - 1 H/E Of 4	4.00	$984.34	25	$24,609
PATROL SERVICES	POLICE SERGEANT	2nd	1.00	$325.42	25	$8,136
		TYPE SUBTOTAL	**5.00**	**$1,309.76**		**$32,744**
		TOTALS	**5.50**	**$1,949.64**		**$48,741**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SPECIAL EVENT POLICE SERVICE	**PO-025**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	HOUR	Business/Comm. Group

DESCRIPTION OF SERVICE

Providing Police services to special events, such as parade, fairs, circuses, athletic events, etc.

CURRENT FEE STRUCTURE

Charge the fully allocated hourly rates for all personnel used.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$200.00**	**TOTAL REVENUE:**	**$200**
UNIT COST:	**$251.00**	**TOTAL COST:**	**$251**
UNIT PROFIT (SUBSIDY):	**$(51.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(51)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**79.68%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charge the fully allocated hourly rates for all personnel used.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SPECIAL EVENT POLICE SERVICE	**PO-025**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PATROL SERVICES	POLICE OFFICER		1.02	$250.98	1	$251
		TYPE SUBTOTAL	**1.02**	**$250.98**		**$251**
		TOTALS	**1.02**	**$251.00**		**$251**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FINGERPRINTING ON REQUEST	**PO-026**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	PRINT	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing fingerprint service on request for employment or personal reasons.

CURRENT FEE STRUCTURE

$38 per application plus any DOJ fees

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$38.00**	**TOTAL REVENUE:**	**$18,544**
UNIT COST:	**$44.97**	**TOTAL COST:**	**$21,945**
UNIT PROFIT (SUBSIDY):	**$(6.97)**	**TOTAL PROFIT (SUBSIDY):**	**$(3,401)**
TOTAL UNITS:	**488**	**PCT. COST RECOVERY:**	**84.50%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$45 per application plus any DOJ fees

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FINGERPRINTING ON REQUEST	**PO-026**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**488**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE SVCS OFFICER 1		0.33	$44.97	488	$21,945
		TYPE SUBTOTAL	**0.33**	**$44.97**		**$21,945**
		TOTALS	**0.33**	**$44.97**		**$21,945**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POLICE REPORT/DOCUMENT REPRODUCTION	**PO-027**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	COPY	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing copies of a crime report, accident report, or other Police documents.

CURRENT FEE STRUCTURE

First 5 copies - No Charge
Each additional copy - $0.20 per copy

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$1.31**	**TOTAL COST:**	**$1,717**
UNIT PROFIT (SUBSIDY):	**$(1.31)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,717)**
TOTAL UNITS:	**1,311**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

First 5 copies - No Charge
Each additional copy - $0.20 per copy

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POLICE REPORT/DOCUMENT REPRODUCTION	**PO-027**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1,311**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE ASSISTANT 2		0.01	$1.31	1,311	$1,717
		TYPE SUBTOTAL	**0.01**	**$1.31**		**$1,717**
		TOTALS	**0.01**	**$1.31**		**$1,717**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POLICE PHOTO REPRODUCTION	**PO-028**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	COPY	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing copies of crime or accident photographs on request.

CURRENT FEE STRUCTURE

$38 per request

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$38.00**	**TOTAL REVENUE:**	**$11,514**
UNIT COST:	**$47.90**	**TOTAL COST:**	**$14,514**
UNIT PROFIT (SUBSIDY):	**$(9.90)**	**TOTAL PROFIT (SUBSIDY):**	**$(3,000)**
TOTAL UNITS:	**303**	**PCT. COST RECOVERY:**	**79.33%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$48 per request for printed copies

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POLICE PHOTO REPRODUCTION	**PO-028**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**303**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CRIME INVESTIGATION	POLICE SVCS OFFICER 2	Printing	0.33	$47.90	303	$14,514
		TYPE SUBTOTAL	**0.33**	**$47.90**		**$14,514**
		TOTALS	**0.33**	**$47.90**		**$14,514**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POLICE DISPATCH TAPE COPY	**PO-029**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	DEVICE	Residnet/Non-Resident

DESCRIPTION OF SERVICE

Providing dispatch tape copies on request.

CURRENT FEE STRUCTURE

$11 per disk

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$11.00**	**TOTAL REVENUE:**	**$2,431**
UNIT COST:	**$59.29**	**TOTAL COST:**	**$13,103**
UNIT PROFIT (SUBSIDY):	**$(48.29)**	**TOTAL PROFIT (SUBSIDY):**	**$(10,672)**
TOTAL UNITS:	**221**	**PCT. COST RECOVERY:**	**18.55%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$11 per device

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POLICE DISPATCH TAPE COPY	**PO-029**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**221**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE RECORDS SUPV		0.08	$18.41	221	$4,069
POLICE ADMIN	POLICE SVCS OFFICER 1		0.30	$40.88	221	$9,034
		TYPE SUBTOTAL	**0.38**	**$59.29**		**$13,103**
		TOTALS	**0.38**	**$59.29**		**$13,103**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POLICE ELECTRONIC FILE COPY	**PO-030**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	DEVICE	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing Police audio or video tape/DVD copies or other electronic files on request.

CURRENT FEE STRUCTURE

$11 per disk

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$11.00**	**TOTAL REVENUE:**	**$3,498**
UNIT COST:	**$72.92**	**TOTAL COST:**	**$23,189**
UNIT PROFIT (SUBSIDY):	**$(61.92)**	**TOTAL PROFIT (SUBSIDY):**	**$(19,691)**
TOTAL UNITS:	**318**	**PCT. COST RECOVERY:**	**15.08%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$11 per device

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
POLICE ELECTRONIC FILE COPY	**PO-030**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**318**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE RECORDS SUPV		0.08	$18.41	318	$5,854
POLICE ADMIN	POLICE SVCS OFFICER 1		0.40	$54.51	318	$17,334
		TYPE SUBTOTAL	**0.48**	**$72.92**		**$23,189**
		TOTALS	**0.48**	**$72.92**		**$23,189**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANIMAL AT-LARGE PICKUP	**PO-040**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	PICKUP	Resident

DESCRIPTION OF SERVICE

Pick up of a stray at-large animal.

CURRENT FEE STRUCTURE

1st offense - $11
2nd offense - $28
3rd and subsequent offense - $43

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$11.00**	**TOTAL REVENUE:**	**$22**
UNIT COST:	**$136.50**	**TOTAL COST:**	**$273**
UNIT PROFIT (SUBSIDY):	**$(125.50)**	**TOTAL PROFIT (SUBSIDY):**	**$(251)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**8.06%**

SUGGESTED FEE FOR COST RECOVERY OF: 10%

1st offense - $11
2nd offense - $28
3rd and subsequent offense - $43

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANIMAL AT-LARGE PICKUP	**PO-040**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE SVCS OFFICER 1		1.00	$136.28	2	$273
		TYPE SUBTOTAL	**1.00**	**$136.28**		**$273**
		TOTALS	**1.00**	**$136.50**		**$273**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
VICIOUS ANIMAL HEARING	**PO-041**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	HEARING	Resident

DESCRIPTION OF SERVICE

Conducting an investigation and hearing to determine if a particular animal should be classified as vicious.

CURRENT FEE STRUCTURE

No Charge

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$3,429.00**	**TOTAL COST:**	**$3,429**
UNIT PROFIT (SUBSIDY):	**$(3,429.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(3,429)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 0%

No Charge

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
VICIOUS ANIMAL HEARING	**PO-041**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
POLICE ADMIN	POLICE CHIEF		0.50	$295.11	1	$295
POLICE ADMIN	POLICE CAPTAIN		0.50	$277.11	1	$277
POLICE ADMIN	POLICE SVCS OFFICER 1		8.50	$1,158.38	1	$1,158
TRAFFIC SAFETY	POLICE LIEUTENANT		2.50	$844.30	1	$844
TRAFFIC SAFETY	POLICE SERGEANT		3.50	$853.65	1	$854
		TYPE SUBTOTAL	**15.50**	**$3,428.55**		**$3,429**
		TOTALS	**15.50**	**$3,429.00**		**$3,429**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANIMAL CONTROL SERVICES	**PO-047**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
POLICE	LICENSE	Resident

DESCRIPTION OF SERVICE

Assuring that dogs and other animals are free of disease, safe, and under control sufficeint not to create a public nuisance or health hazard.

CURRENT FEE STRUCTURE

Dog License:
Spayed/Neutered - $21
Non-Spayed/Neutered - $83
Seniors - $10
Late Fee - $10

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$15.92**	**TOTAL REVENUE:**	**$15,000**
UNIT COST:	**$31.85**	**TOTAL COST:**	**$30,003**
UNIT PROFIT (SUBSIDY):	**$(15.93)**	**TOTAL PROFIT (SUBSIDY):**	**$(15,003)**
TOTAL UNITS:	**942**	**PCT. COST RECOVERY:**	**50.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 50%

Dog License:
Spayed/Neutered - $21
Non-Spayed/Neutered - $83
Seniors - $10
Late Fee - $10

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANIMAL CONTROL SERVICES	**PO-047**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**942**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ANIMAL CONTROL		Prog Exp	0.00	$31.85	942	$30,003
		TYPE SUBTOTAL	**0.00**	**$31.85**		**$30,003**
		TOTALS	**0.00**	**$31.85**		**$30,003**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER SERVICE LATERAL INSPECTION	**PW-001**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WATER	LATERAL	Developer/Resident/Business

DESCRIPTION OF SERVICE

Inspection of the installation of a new or upgraded water service lateral.

CURRENT FEE STRUCTURE

1 1/2" - 2" - $1,194 plus $1,036 refundable deposit
3" - 10" - $1,642 plus $1,554 refundable deposit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,283.60**	**TOTAL REVENUE:**	**$25,672**
UNIT COST:	**$825.35**	**TOTAL COST:**	**$16,507**
UNIT PROFIT (SUBSIDY):	**$458.25**	**TOTAL PROFIT (SUBSIDY):**	**$9,165**
TOTAL UNITS:	**20**	**PCT. COST RECOVERY:**	**155.52%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

1" - 2" - $740 plus $1,000 refundable deposit
3" - 10" - $1,160 plus $1,500 refundable deposit

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER SERVICE LATERAL INSPECTION	**PW-001**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**20**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
WATER OPS	ADMIN TECH SPEC		0.33	$48.43	20	$969
		TYPE SUBTOTAL	**0.33**	**$48.43**		**$969**
WATER OPS	WATER MAINT LEADWORKER	1" - 2"	5.00	$693.70	16	$11,099
		TYPE SUBTOTAL	**5.00**	**$693.70**		**$11,099**
WATER OPS	WATER MAINT LEADWORKER	3" - 10"	8.00	$1,109.92	4	$4,440
		TYPE SUBTOTAL	**8.00**	**$1,109.92**		**$4,440**
		TOTALS	**13.33**	**$825.35**		**$16,507**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER SERVICE PRE-PLAN REVIEW	**PW-001A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WATER	APPLICATION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Pre-planning of a new water service installation.

CURRENT FEE STRUCTURE

$193 per application

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$193.00**	**TOTAL REVENUE:**	**$3,860**
UNIT COST:	**$138.75**	**TOTAL COST:**	**$2,775**
UNIT PROFIT (SUBSIDY):	**$54.25**	**TOTAL PROFIT (SUBSIDY):**	**$1,085**
TOTAL UNITS:	**20**	**PCT. COST RECOVERY:**	**139.10%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$140 per application

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER SERVICE PRE-PLAN REVIEW	**PW-001A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**20**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
WATER OPS	WATER MAINT LEADWORKER		1.00	$138.74	20	$2,775
		TYPE SUBTOTAL	**1.00**	**$138.74**		**$2,775**
		TOTALS	**1.00**	**$138.75**		**$2,775**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER METER UPGRADE	**PW-002**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WATER	METER	Developer/Resident/Business

DESCRIPTION OF SERVICE

Installation of a new larger water meter on request.

CURRENT FEE STRUCTURE

Upgrade up to 1" - $4,551 per meter plus actual cost of meter and materials
Upgrade to over 1" - Charge the fully allocated hourly rates for all personnel used plus any materials or outside costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

This service is no longer provided and should be removed from the fee schedule.

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER METER UPGRADE	**PW-002**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER METER UPGRADE INSPECTION	**PW-002A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WATER	INSPECTION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Inspection of the installation of an upgraded water meter.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$187.20**	**TOTAL COST:**	**$1,872**
UNIT PROFIT (SUBSIDY):	**$(187.20)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,872)**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$185 per inspection

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER METER UPGRADE INSPECTION	**PW-002A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
WATER OPS	ADMIN TECH SPEC		0.33	$48.43	10	$484
WATER OPS	WATER MAINT LEADWORKER		1.00	$138.74	10	$1,387
		TYPE SUBTOTAL	**1.33**	**$187.17**		**$1,872**
		TOTALS	**1.33**	**$187.20**		**$1,872**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER METER ABANDONMENT	**PW-003**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WATER	METER	Developer/Resident/Business

DESCRIPTION OF SERVICE

Removal of an abandoned water meter on request.

CURRENT FEE STRUCTURE

$226 per meter

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**0**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

This service is no longer provided and should be removed from the fee schedule.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER METER ABANDONMENT	**PW-003**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**0**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER METER ABANDONMENT INSPECTION	**PW-003A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WATER	INSPECTION	Developer/Resident/Business

DESCRIPTION OF SERVICE

Inspection of the abandonment of an existing water meter.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$187.20**	**TOTAL COST:**	**$1,872**
UNIT PROFIT (SUBSIDY):	**$(187.20)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,872)**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$185 per inspection

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER METER ABANDONMENT INSPECTION	**PW-003A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
WATER OPS	ADMIN TECH SPEC		0.33	$48.43	10	$484
WATER OPS	WATER MAINT LEADWORKER		1.00	$138.74	10	$1,387
		TYPE SUBTOTAL	**1.33**	**$187.17**		**$1,872**
		TOTALS	**1.33**	**$187.20**		**$1,872**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TEMPORARY CONSTRUCTION METER	**PW-004**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WATER	METER	Developer/Business

DESCRIPTION OF SERVICE

Providing a temporary construction water meter on request.

CURRENT FEE STRUCTURE

Installation - $119
Move - $64

plus refundable deposit to cover the cost of the meter

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$151.00**	**TOTAL REVENUE:**	**$3,020**
UNIT COST:	**$177.45**	**TOTAL COST:**	**$3,549**
UNIT PROFIT (SUBSIDY):	**$(26.45)**	**TOTAL PROFIT (SUBSIDY):**	**$(529)**
TOTAL UNITS:	**20**	**PCT. COST RECOVERY:**	**85.09%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Installation - $145
Move - $70

plus refundable deposit to cover the cost of the meter

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TEMPORARY CONSTRUCTION METER	**PW-004**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**20**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
WATER OPS	ADMIN TECH SPEC	Install	0.50	$73.38	20	$1,468
WATER OPS	WATER MAINT LEADWORKER	Install	0.50	$69.37	20	$1,387
		TYPE SUBTOTAL	**1.00**	**$142.75**		**$2,855**
WATER OPS	WATER MAINT LEADWORKER	Move	0.50	$69.37	10	$694
		TYPE SUBTOTAL	**0.50**	**$69.37**		**$694**
		TOTALS	**1.50**	**$177.45**		**$3,549**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE FLOW TEST WITNESS	**PW-005**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WATER	TEST	Developer/Resident/Business

DESCRIPTION OF SERVICE

Witnessing a fire flow test when required.

CURRENT FEE STRUCTURE

$150 per test

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$150.00**	**TOTAL REVENUE:**	**$2,250**
UNIT COST:	**$177.47**	**TOTAL COST:**	**$2,662**
UNIT PROFIT (SUBSIDY):	**$(27.47)**	**TOTAL PROFIT (SUBSIDY):**	**$(412)**
TOTAL UNITS:	**15**	**PCT. COST RECOVERY:**	**84.52%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$175 per test

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FIRE FLOW TEST WITNESS	**PW-005**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**15**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
WATER OPS	ADMIN TECH SPEC		0.50	$73.38	15	$1,101
WATER OPS	WATER MAINT LEADWORKER		0.75	$104.06	15	$1,561
		TYPE SUBTOTAL	**1.25**	**$177.44**		**$2,662**
		TOTALS	**1.25**	**$177.47**		**$2,662**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DAMAGED METER/SERVICE LINE	**PW-006**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WATER	METER	Resident/Business

DESCRIPTION OF SERVICE

Repairing a damaged water meter when damaged by a customer.

CURRENT FEE STRUCTURE

Charge the fully allocated hourly rates for all personnel used plus any materials or outside costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charge the fully allocated hourly rates for all personnel used plus any materials or outside costs.

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DAMAGED METER/SERVICE LINE	**PW-006**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
WATER OPS	WATER MAINT LEADWORKER	Actual Costs	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANNUAL BACKFLOW DEVICE PROGRAM	**PW-007**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WATER	DEVICE	Resident/Business

DESCRIPTION OF SERVICE

Administration of the backflow devices located within the City to insure that they are functioning properly.

CURRENT FEE STRUCTURE

$64 per device per year

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$64.00**	**TOTAL REVENUE:**	**$65,472**
UNIT COST:	**$134.52**	**TOTAL COST:**	**$137,614**
UNIT PROFIT (SUBSIDY):	**$(70.52)**	**TOTAL PROFIT (SUBSIDY):**	**$(72,142)**
TOTAL UNITS:	**1,023**	**PCT. COST RECOVERY:**	**47.58%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$135 per device per year

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ANNUAL BACKFLOW DEVICE PROGRAM	**PW-007**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1,023**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
WATER OPS	ADMIN SPEC	80%	1.30	$134.52	1,023	$137,614
		TYPE SUBTOTAL	**1.30**	**$134.52**		**$137,614**
		TOTALS	**1.30**	**$134.52**		**$137,614**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW SEWER LATERAL INSPECTION	**PW-010**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
SANITATION	LATERAL	Developer/Resident/Business

DESCRIPTION OF SERVICE

Inspection of the installation of a new wastewater service lateral.

CURRENT FEE STRUCTURE

$226 per lateral

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$226.00**	**TOTAL REVENUE:**	**$2,260**
UNIT COST:	**$283.10**	**TOTAL COST:**	**$2,831**
UNIT PROFIT (SUBSIDY):	**$(57.10)**	**TOTAL PROFIT (SUBSIDY):**	**$(571)**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**79.83%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$285 per lateral

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW SEWER LATERAL INSPECTION	**PW-010**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
WASTEWATER	WASTEWATER SUPV		1.50	$283.11	10	$2,831
		TYPE SUBTOTAL	**1.50**	**$283.11**		**$2,831**
		TOTALS	**1.50**	**$283.10**		**$2,831**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SEWER CAP INSPECTION	**PW-011**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
SANITATION	CAP	Developer/Resident/Business

DESCRIPTION OF SERVICE

Inspection of the closing and capping of an abandoned sewer line.

CURRENT FEE STRUCTURE

$226 per cap

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$226.00**	**TOTAL REVENUE:**	**$2,260**
UNIT COST:	**$283.10**	**TOTAL COST:**	**$2,831**
UNIT PROFIT (SUBSIDY):	**$(57.10)**	**TOTAL PROFIT (SUBSIDY):**	**$(571)**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**79.83%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$285 per cap

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SEWER CAP INSPECTION	**PW-011**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
WASTEWATER	WASTEWATER SUPV		1.50	$283.11	10	$2,831
		TYPE SUBTOTAL	**1.50**	**$283.11**		**$2,831**
		TOTALS	**1.50**	**$283.10**		**$2,831**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SEWAGE SPILL RESPONSE	**PW-012**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
SANITATION	SPILL	Developer/Resident/Business

DESCRIPTION OF SERVICE

Response and clean-up of a sewage spill from private property to the public right-of-way.

CURRENT FEE STRUCTURE

Charge the fully allocated hourly rates for all personnel used plus any materials or outside costs.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Charge the fully allocated hourly rates for all personnel used plus any materials or outside costs.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SEWAGE SPILL RESPONSE	**PW-012**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
WASTEWATER	WASTEWATER SUPV	Actual Cost	0.00	$0.00	1	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW UTILITY ACCOUNT PROCESSING	**PW-015**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WATER	ACCOUNT	Resident/Business

DESCRIPTION OF SERVICE

Processing a new utility account.

CURRENT FEE STRUCTURE

$92 per new account

Deposit:
Residential - $69
Commercial - $268

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$92.00**	**TOTAL REVENUE:**	**$36,064**
UNIT COST:	**$117.22**	**TOTAL COST:**	**$45,950**
UNIT PROFIT (SUBSIDY):	**$(25.22)**	**TOTAL PROFIT (SUBSIDY):**	**$(9,886)**
TOTAL UNITS:	**392**	**PCT. COST RECOVERY:**	**78.49%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$115 per new account

Deposit:
Residential - $70
Commercial - $270

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
NEW UTILITY ACCOUNT PROCESSING	**PW-015**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**392**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
WATER OPS	ADMIN TECH SPEC		0.33	$48.43	392	$18,985
WATER OPS	METER READER/REPAIRER		0.50	$68.79	392	$26,966
		TYPE SUBTOTAL	**0.83**	**$117.22**		**$45,950**
		TOTALS	**0.83**	**$117.22**		**$45,950**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DELINQUENT UTILITY BILLING	**PW-016**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WATER	ACCOUNT	Resident/Business

DESCRIPTION OF SERVICE

Processing delinquent utility bills and notifyig delinquent customer of past due status.

CURRENT FEE STRUCTURE

Delinquent Bill - $14
Red Tag - $31

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$105.82**	**TOTAL COST:**	**$110,053**
UNIT PROFIT (SUBSIDY):	**$(105.82)**	**TOTAL PROFIT (SUBSIDY):**	**$(110,053)**
TOTAL UNITS:	**1,040**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 50%

Delinquent Bill - $14
Red Tag - $31

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DELINQUENT UTILITY BILLING	**PW-016**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1,040**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BUSINESS SVCS	TREAS & CUST SVCS MGR	3 Hrs/Week	0.13	$38.08	1,040	$39,603
BUSINESS SVCS	TREAS & CUST SVCS MGR	Red Tag - 1 Hr/Wk	0.04	$12.71	1,040	$13,218
WATER OPS	ACCOUNTANT	3 Hr/Wk	0.14	$23.81	1,040	$24,762
WATER OPS	ACCOUNTANT	Red Tag - 2 Hr/Wk	0.10	$15.87	1,040	$16,505
WATER OPS	ADMIN TECH SPEC	1.25 Hr/Month	0.01	$2.12	1,040	$2,205
WATER OPS	METER READER/REPAIRER	Red Tag - 2 Hr/Wk	0.10	$13.23	1,040	$13,759
		TYPE SUBTOTAL	**0.52**	**$105.82**		**$110,053**
		TOTALS	**0.52**	**$105.82**		**$110,053**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DELINQUENT UTILITY TURN-OFF/ON	**PW-017**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WATER	TURN-OFF/ON	Resident/Business

DESCRIPTION OF SERVICE

Turn-off off of a water meter due to non-payment, and ensuing turn-on after payment.

CURRENT FEE STRUCTURE

$71 per delinquent shut off
$68 per reconnection

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$164.18**	**TOTAL COST:**	**$12,806**
UNIT PROFIT (SUBSIDY):	**$(164.18)**	**TOTAL PROFIT (SUBSIDY):**	**$(12,806)**
TOTAL UNITS:	**78**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$85 per delinquent shut off
$50 per reconnection for compliance with SB 998.

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DELINQUENT UTILITY TURN-OFF/ON	**PW-017**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**78**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
WATER OPS	ADMIN TECH SPEC	Turn Off	0.25	$36.69	78	$2,862
WATER OPS	ADMIN TECH SPEC	Turn On	0.25	$36.69	78	$2,862
WATER OPS	METER READER/REPAIRER	Turn Off	0.33	$45.40	78	$3,541
WATER OPS	METER READER/REPAIRER	Turn On	0.33	$45.40	78	$3,541
		TYPE SUBTOTAL	**1.16**	**$164.18**		**$12,806**
		TOTALS	**1.16**	**$164.18**		**$12,806**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER METER TEST	**PW-020**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WATER	TEST	Resident/Business

DESCRIPTION OF SERVICE

Check of a water meter due to concerns about the proper functioning of the meter.

CURRENT FEE STRUCTURE

$294 per meter test (refunded if the meter is found to be running fast)

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$294.00**	**TOTAL REVENUE:**	**$1,470**
UNIT COST:	**$358.00**	**TOTAL COST:**	**$1,790**
UNIT PROFIT (SUBSIDY):	**$(64.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(320)**
TOTAL UNITS:	**5**	**PCT. COST RECOVERY:**	**82.12%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$360 per meter test (refunded if the meter is found to be running fast)

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WATER METER TEST	**PW-020**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**5**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
WATER OPS	ADMIN TECH SPEC		0.33	$48.43	5	$242
WATER OPS	METER READER/REPAIRER	Test Meter	1.00	$137.57	5	$688
WATER OPS	METER READER/REPAIRER	Pull Meter	1.00	$137.57	5	$688
WATER OPS	METER READER/REPAIRER	Call Customer	0.25	$34.39	5	$172
		TYPE SUBTOTAL	**2.58**	**$357.96**		**$1,790**
		TOTALS	**2.58**	**$358.00**		**$1,790**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
REFER TO COLLECTION AGENCY	**PW-021**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
WATER	N/A	Resident/Business

DESCRIPTION OF SERVICE

Recovery of the cost of the collection agency due to a referral due to a delinquent account.

CURRENT FEE STRUCTURE

5% of the amount owed to the City

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$0.00**	**TOTAL COST:**	**$0**
UNIT PROFIT (SUBSIDY):	**$0.00**	**TOTAL PROFIT (SUBSIDY):**	**$0**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

5% of the amount owed to the City

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
REFER TO COLLECTION AGENCY	**PW-021**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
			0.00	$0.00	0	$0
		TYPE SUBTOTAL	**0.00**	**$0.00**		**$0**
		TOTALS	**0.00**	**$0.00**		**$0**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
BANNER HANGING	**PW-023**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	BANNER	Comm. Group

DESCRIPTION OF SERVICE

Review and installation of a promotional banner for a community group on request.

CURRENT FEE STRUCTURE

$182 per banner

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$182.00**	**TOTAL REVENUE:**	**$728**
UNIT COST:	**$817.00**	**TOTAL COST:**	**$3,268**
UNIT PROFIT (SUBSIDY):	**$(635.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(2,540)**
TOTAL UNITS:	**4**	**PCT. COST RECOVERY:**	**22.28%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$815 per banner

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
BANNER HANGING	**PW-023**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**4**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	PW INSPECTOR		1.00	$87.52	4	$350
STREET MAINT	STREET MAINT WORKER 1		4.00	$335.20	4	$1,341
STREET MAINT	STREET MAINT WORKER 2		4.00	$394.20	4	$1,577
		TYPE SUBTOTAL	**9.00**	**$816.92**		**$3,268**
		TOTALS	**9.00**	**$817.00**		**$3,268**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
COMMERCIAL HAULER PERMIT	**PW-025**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PERMIT	Business

DESCRIPTION OF SERVICE

Review of a commercial waste hauler operating within the City for compliance with City codes and regulations.

CURRENT FEE STRUCTURE

Full Service - $5,520 per permit
Roll-Off/C&D - $1,891 per permit

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$3,705.50**	**TOTAL REVENUE:**	**$7,411**
UNIT COST:	**$3,884.50**	**TOTAL COST:**	**$7,769**
UNIT PROFIT (SUBSIDY):	**$(179.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(358)**
TOTAL UNITS:	**2**	**PCT. COST RECOVERY:**	**95.39%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Full Service - $6,310 per permit
Roll-Off/C&D - $1.460 per permit

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
COMMERCIAL HAULER PERMIT	**PW-025**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**2**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
ENGINEERING	ENGINEERING TECH	Full Service	0.25	$31.10	1	$31
SOLID WASTE RECYCLI	SR MGMT ANALYST	Full Service	9.00	$1,279.89	1	$1,280
SOLID WASTE RECYCLI		Consult-Full Svc	0.00	$5,000.00	1	$5,000
		TYPE SUBTOTAL	**9.25**	**$6,310.99**		**$6,311**
ENGINEERING	ENGINEERING TECH	Roll-Off/C&D	0.25	$31.10	1	$31
SOLID WASTE RECYCLI	SR MGMT ANALYST	Roll-Off/C&D	3.00	$426.63	1	$427
SOLID WASTE RECYCLI		Consult-Roll Off/C&D	0.00	$1,000.00	1	$1,000
		TYPE SUBTOTAL	**3.25**	**$1,457.73**		**$1,458**
		TOTALS	**12.50**	**$3,884.50**		**$7,769**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SELF HAUL WASTE PERMIT	**PW-026**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
PUBLIC WORKS	PERMIT	Resident

DESCRIPTION OF SERVICE

Review of a request by a resident to self-haul their waste.

CURRENT FEE STRUCTURE

None

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$789.00**	**TOTAL COST:**	**$789**
UNIT PROFIT (SUBSIDY):	**$(789.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(789)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

$790 per permit

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SELF HAUL WASTE PERMIT	**PW-026**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
SOLID WASTE RECYCLI	SR MGMT ANALYST		4.00	$568.84	1	$569
SOLID WASTE RECYCLI		Consultant	0.00	$220.00	1	$220
		TYPE SUBTOTAL	**4.00**	**$788.84**		**$789**
		TOTALS	**4.00**	**$789.00**		**$789**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ADULT SPORTS	**REC-001**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	PARTICIPANT	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing adult sports programs to the community, such as basketball, softball, kickball, and soccer.

CURRENT FEE STRUCTURE

Basketball:
Resident - $203 Non-Resident - $243
Softball:
Resident - $353 Non-Resident - $426
Kickball:
Resident - $304 Non-Resident - $365
Soccer:
Resident - $203 Non-Resident - $243

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$59.98**	**TOTAL REVENUE:**	**$79,895**
UNIT COST:	**$89.43**	**TOTAL COST:**	**$119,121**
UNIT PROFIT (SUBSIDY):	**$(29.45)**	**TOTAL PROFIT (SUBSIDY):**	**$(39,226)**
TOTAL UNITS:	**1,332**	**PCT. COST RECOVERY:**	**67.07%**

SUGGESTED FEE FOR COST RECOVERY OF: 40%

Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses.

The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
ADULT SPORTS	**REC-001**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1,332**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
REC OPERATIONS		Ballfield Maint/Repl	0.00	$13.20	1,332	$17,582
REC-SPORTS	RECREATION SUPV.	10%	0.13	$17.80	1,332	$23,710
REC-SPORTS	TEMP EMPLOYEES	$39,000	1.95	$55.88	1,332	$74,432
REC-SPORTS		Supplies	0.00	$2.55	1,332	$3,397
		TYPE SUBTOTAL	**2.08**	**$89.43**		**$119,121**
		TOTALS	**2.08**	**$89.43**		**$119,121**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DAY CAMPS	**REC-003**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	PARTICIPANT	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing Winter, Summer, and Spring Break Day Camps and sports camps to the community

CURRENT FEE STRUCTURE

Sports Camp: Resident - $51 Non-Resident - $66
Camp Cowabunga Regular Day:
Resident - $177 Non-Resident - $213
Resident Multi-Child - $152 Non-Resident Multi-Child - $183
Camp Cowabunga Extended Day:
Resident - $203 Non-Resident - $243
Resident Multi-Child - $177 Non-Resident Multi-Child - $213
Tiny Tots: Resident - $51 Non-Resident - $66

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$155.29**	**TOTAL REVENUE:**	**$255,297**
UNIT COST:	**$204.03**	**TOTAL COST:**	**$335,425**
UNIT PROFIT (SUBSIDY):	**$(48.74)**	**TOTAL PROFIT (SUBSIDY):**	**$(80,128)**
TOTAL UNITS:	**1,644**	**PCT. COST RECOVERY:**	**76.11%**

SUGGESTED FEE FOR COST RECOVERY OF: 40%

Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses.

The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
DAY CAMPS	**REC-003**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1,644**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
REC OPERATIONS	TEMP EMPLOYEES	$133,331	5.35	$165.61	1,644	$272,263
REC OPERATIONS		Supplies	0.00	$8.52	1,644	$14,007
REC OPERATIONS		Facility Cost	0.00	$3.48	1,644	$5,721
CULTURAL ARTS	RECREATION COORD.	15%	0.15	$16.97	1,644	$27,899
CULTURAL ARTS	RECREATION SUPV.	5%	0.05	$6.41	1,644	$10,538
PROP A REC TRIPS		Transportation	0.00	$3.04	1,644	$4,998
		TYPE SUBTOTAL	**5.56**	**$204.03**		**$335,425**
		TOTALS	**5.56**	**$204.03**		**$335,425**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TEEN CENTER/AFTERSCHOOL	**REC-004**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	N/A	Resident/Non-Resident

DESCRIPTION OF SERVICE

Maintenance of the Teen Center and providing teen services and afterschool program to the community.

CURRENT FEE STRUCTURE

GABIT - Spring and Summer:
Resident - No Charge
Non-Resident - $15 per player
Snowboard Trip - $66 Resident and $81 Non-Resident
Golf Tournament - $51 per golfer
Skate Tournament - $15 - Resident or Non-Resident
Teen Camp: Resident - $100 Non-Residnet - $125

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,808.00**	**TOTAL REVENUE:**	**$1,808**
UNIT COST:	**$423,382.00**	**TOTAL COST:**	**$423,382**
UNIT PROFIT (SUBSIDY):	**$(421,574.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(421,574)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.43%**

SUGGESTED FEE FOR COST RECOVERY OF: 40%

Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses.

The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
TEEN CENTER/AFTERSCHOOL	**REC-004**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
REC OPERATIONS		Facility Cost	0.00	$119,982.90	1	$119,983
CULTURAL ARTS	RECREATION COORD.	50%	834.00	$92,999.34	1	$92,999
TEEN CENTER	TEMP EMPLOYEES	$101,782	7,000.00	$190,400.00	1	$190,400
TEEN CENTER		Prog Exp	0.00	$10,000.00	1	$10,000
FD 702 TEEN CENTER		Prog Exp	0.00	$10,000.00	1	$10,000
		TYPE SUBTOTAL	**7,834.00**	**$423,382.24**		**$423,382**
		TOTALS	**7,834.00**	**$423,382.00**		**$423,382**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
RECREATION CLASSES	**REC-005**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	PARTICIPANT	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing recreation classes to the community.

CURRENT FEE STRUCTURE

The instructor receives 70% of the class fee and the City receives 30% of the class fee.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$104,993.00**	**TOTAL REVENUE:**	**$104,993**
UNIT COST:	**$538,048.00**	**TOTAL COST:**	**$538,048**
UNIT PROFIT (SUBSIDY):	**$(433,055.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(433,055)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**19.51%**

SUGGESTED FEE FOR COST RECOVERY OF: 40%

Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses.

The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
RECREATION CLASSES	**REC-005**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
REC OPERATIONS	TEMP EMPLOYEES	$17,617	1,169.28	$36,165.83	1	$36,166
REC OPERATIONS		Facility Cost	0.00	$258,773.08	1	$258,773
CULTURAL ARTS	RECREATION COORD.	12% - Contract Camps	200.16	$22,319.84	1	$22,320
CULTURAL ARTS	RECREATION SUPV.	25%	417.00	$52,658.76	1	$52,659
CULTURAL ARTS	TEMP EMPLOYEES	$19,549	1,302.18	$40,536.86	1	$40,537
CULTURAL ARTS		Instructors	0.00	$30,000.00	1	$30,000
REC-SPORTS	RECREATION SUPV.	3%	50.04	$7,111.68	1	$7,112
REC-SPORTS	TEMP EMPLOYEES	$21,000	1,400.00	$40,082.00	1	$40,082
REC-SPORTS		Supplies	0.00	$6,400.00	1	$6,400
REC-SPORTS		Prof Services	0.00	$44,000.00	1	$44,000
		TYPE SUBTOTAL	**4,538.66**	**$538,048.05**		**$538,048**
		TOTALS	**4,538.66**	**$538,048.00**		**$538,048**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HILLTOP POOL	**REC-006**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	PARTICIPANT	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing aquatics services at the Hilltop Pool to the community.

CURRENT FEE STRUCTURE

Card Holders - No Charge
Swimnastics or Lap/Rec Swim (Non-Card Holder) - $5.50

Group Lessons: Resident - $48 Non-Resident - $60

Private Lessons: Resident - $80 Non-Resident - $100

Various rental fees

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$20,740.00**	**TOTAL REVENUE:**	**$20,740**
UNIT COST:	**$353,253.00**	**TOTAL COST:**	**$353,253**
UNIT PROFIT (SUBSIDY):	**$(332,513.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(332,513)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**5.87%**

SUGGESTED FEE FOR COST RECOVERY OF: 40%

Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses.

The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
HILLTOP POOL	**REC-006**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
AQUATICS	RECREATION SUPV.	10%	166.80	$26,979.90	1	$26,980
AQUATICS	TEMP EMPLOYEES	$57,468	4,000.00	$160,040.00	1	$160,040
AQUATICS		Facility Maint	0.00	$94,211.78	1	$94,212
AQUATICS		Prog Exp	0.00	$16,000.00	1	$16,000
WISEBURN AQUATICS	RECREATION COORD.	10%	166.80	$16,021.14	1	$16,021
BUILDING REPLACEMEN		Facil Replace	0.00	$40,000.00	1	$40,000
		TYPE SUBTOTAL	**4,333.60**	**$353,252.82**		**$353,253**
		TOTALS	**4,333.60**	**$353,253.00**		**$353,253**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WISEBURN POOL	**REC-006A**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	PARTICIPANT	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing aquatics services at the Wiseburn Aquatics Center to the community.

CURRENT FEE STRUCTURE

Group Lessons: Resident - $48 Non-Resident - $60
Private Lessons: Resident - $80 Non-Resident - $100
Lifeguard Class: Resident - $200 Non-Resident - $240
Guard In-Training: Resident - $51 Non-Resident - $66

Special Events: Resident - $5 Non-Resident - $6

Various rental fees

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$1,142,770.00**	**TOTAL REVENUE:**	**$1,142,770**
UNIT COST:	**$2,176,485.00**	**TOTAL COST:**	**$2,176,485**
UNIT PROFIT (SUBSIDY):	**$(1,033,715.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(1,033,715)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**52.51%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
WISEBURN POOL	**REC-006A**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
AQUATICS	RECREATION SUPV.	90%	1,501.20	$242,819.10	1	$242,819
WISEBURN AQUATICS	RECREATION COORD.	90%	1,501.20	$144,190.26	1	$144,190
WISEBURN AQUATICS	TEMP EMPLOYEES	$852,931	46,054.00	$1,614,653.24	1	$1,614,653
WISEBURN AQUATICS		Facility Maintenance	0.00	$80,672.44	1	$80,672
WISEBURN AQUATICS		Program Expense	0.00	$44,150.00	1	$44,150
BUILDING REPLACEMEN		Heater Replace	0.00	$50,000.00	1	$50,000
		TYPE SUBTOTAL	**49,056.40**	**$2,176,485.04**		**$2,176,485**
		TOTALS	**49,056.40**	**$2,176,485.00**		**$2,176,485**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
RECREATION CARD REGISTRATION	**REC-007**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	CARD	Resident/Non-Resident

DESCRIPTION OF SERVICE

Processing of Recreation Cards that entitles the card bearer to certain benefits.

CURRENT FEE STRUCTURE

Adult - $15
Youth - $10
Senior/Infant - $5

Replacement - $5

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$12.61**	**TOTAL REVENUE:**	**$66,000**
UNIT COST:	**$5.60**	**TOTAL COST:**	**$29,299**
UNIT PROFIT (SUBSIDY):	**$7.01**	**TOTAL PROFIT (SUBSIDY):**	**$36,701**
TOTAL UNITS:	**5,232**	**PCT. COST RECOVERY:**	**225.26%**

SUGGESTED FEE FOR COST RECOVERY OF: 40%

Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses.

The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
RECREATION CARD REGISTRATION	**REC-007**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**5,232**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
REC OPERATIONS	TEMP EMPLOYEES		0.17	$5.26	5,232	$27,520
REC-SPORTS		Supplies	0.00	$0.34	5,232	$1,779
		TYPE SUBTOTAL	**0.17**	**$5.60**		**$29,299**
		TOTALS	**0.17**	**$5.60**		**$29,299**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
YOUTH DRAMA	**REC-008**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	PARTICIPANT	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing a youth drama program to the community.

CURRENT FEE STRUCTURE

various performance ticket prices.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$125.98**	**TOTAL REVENUE:**	**$16,000**
UNIT COST:	**$1,253.33**	**TOTAL COST:**	**$159,173**
UNIT PROFIT (SUBSIDY):	**$(1,127.35)**	**TOTAL PROFIT (SUBSIDY):**	**$(143,173)**
TOTAL UNITS:	**127**	**PCT. COST RECOVERY:**	**10.05%**

SUGGESTED FEE FOR COST RECOVERY OF: 40%

Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses.

The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
YOUTH DRAMA	**REC-008**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**127**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
REC OPERATIONS		Facility Cost	0.00	$660.96	127	$83,942
CULTURAL ARTS	RECREATION SUPV.	15%	1.97	$248.78	127	$31,595
CULTURAL ARTS	TEMP EMPLOYEES	$1,754	0.92	$28.63	127	$3,636
CULTURAL ARTS		Suppl/Contr/Fee	0.00	$314.96	127	$40,000
		TYPE SUBTOTAL	**2.89**	**$1,253.33**		**$159,173**
		TOTALS	**2.89**	**$1,253.33**		**$159,173**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SENIOR SERVICES	**REC-009**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	N/A	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing senior citizen services to the community

CURRENT FEE STRUCTURE

Classes - The instructor receives 70% of the class fee and the City receives 30% of the class fee.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$16,540.00**	**TOTAL REVENUE:**	**$16,540**
UNIT COST:	**$489,144.00**	**TOTAL COST:**	**$489,144**
UNIT PROFIT (SUBSIDY):	**$(472,604.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(472,604)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**3.38%**

SUGGESTED FEE FOR COST RECOVERY OF: 40%

Recreation Programs as a whole are currently recovering 39.6% of their direct costs, which are defined as direct salaries and benefits as well as direct operating expenses.

The goal for Recreation Programs as a whole should be 40% Direct Cost Recovery.

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CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
SENIOR SERVICES	**REC-009**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PARKS MAINT	PARK MAINT WORKER	365 H/Y - Set-Up	365.00	$32,368.20	1	$32,368
SENIOR IN-HOME CARE	TEMP EMPLOYEES	$4,100	200.00	$9,190.00	1	$9,190
SENIOR IN-HOME CARE		Prog Exp	0.00	$20,000.00	1	$20,000
DELIVERED MEALS	TEMP EMPLOYEES	$8,900	600.00	$16,974.00	1	$16,974
DELIVERED MEALS		Prog Exp	0.00	$25,000.00	1	$25,000
COMMUNITY OUTREACI		Prog Exp	0.00	$16,000.00	1	$16,000
REC OPERATIONS		Facility Cost	0.00	$96,088.67	1	$96,089
JOSLYN SR CENTER	RECREATION SUPV.	31%	517.08	$75,121.38	1	$75,121
JOSLYN SR CENTER	TEMP EMPLOYEES	$53,000	3,600.00	$108,972.00	1	$108,972
JOSLYN SR CENTER		Prog Exp	0.00	$49,500.00	1	$49,500
SENIOR HOUSING		CAP Charges	0.00	$9,616.92	1	$9,617
SENIOR HOUSING		Prog Exp	0.00	$15,313.00	1	$15,313
FD 702 JOSLYN SR CEN		Prog Exp	0.00	$15,000.00	1	$15,000
		TYPE SUBTOTAL	**5,282.08**	**$489,144.17**		**$489,144**
		TOTALS	**5,282.08**	**$489,144.00**		**$489,144**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
BLOCK PARTY PERMIT	**REC-010**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	APPLICATION	Resident

DESCRIPTION OF SERVICE

Processing a request for a neighborhood block party on a City street.

CURRENT FEE STRUCTURE

Processing fee - $25

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$25.00**	**TOTAL REVENUE:**	**$250**
UNIT COST:	**$429.40**	**TOTAL COST:**	**$4,294**
UNIT PROFIT (SUBSIDY):	**$(404.40)**	**TOTAL PROFIT (SUBSIDY):**	**$(4,044)**
TOTAL UNITS:	**10**	**PCT. COST RECOVERY:**	**5.82%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Processing fee - $430 for 100% Direct Cost Recovery

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
BLOCK PARTY PERMIT	**REC-010**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**10**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
STREET SVCS	STREET MAINT SUPV		2.00	$307.40	10	$3,074
TRAFFIC SAFETY	POLICE SERGEANT		0.50	$121.95	10	$1,220
		TYPE SUBTOTAL	**2.50**	**$429.35**		**$4,294**
		TOTALS	**2.50**	**$429.40**		**$4,294**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PRIVATE SPEC. EVENT PERMIT/SERVICES	**REC-011**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	APPLICATION	Comm. Group/Business

DESCRIPTION OF SERVICE

Processing a request for a private special event on public property and providing support services on the day of hte event.

CURRENT FEE STRUCTURE

Processing fee - $60

Event Staffing - Actual costs based on fee waiver category

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$860.00**	**TOTAL REVENUE:**	**$17,200**
UNIT COST:	**$2,948.80**	**TOTAL COST:**	**$58,976**
UNIT PROFIT (SUBSIDY):	**$(2,088.80)**	**TOTAL PROFIT (SUBSIDY):**	**$(41,776)**
TOTAL UNITS:	**20**	**PCT. COST RECOVERY:**	**29.16%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Processing fee - $490 for 100% Direct Cost Recovery

Event Staffing - Actual costs based on fee waiver category

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
PRIVATE SPEC. EVENT PERMIT/SERVICES	**REC-011**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**20**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
STREET SVCS	STREET MAINT SUPV		1.00	$153.70	20	$3,074
PARKS MAINT	PARK MAINT SUPT		0.50	$90.84	20	$1,817
TRAFFIC SAFETY	POLICE LIEUTENANT		0.50	$168.86	20	$3,377
FIRE PREVENTION	FIRE PREV SPEC		0.50	$88.16	20	$1,763
		TYPE SUBTOTAL	**2.50**	**$501.56**		**$10,031**
STREET MAINT	STREET MAINT WORKER 1	254 Hr/Yr	12.70	$1,064.43	20	$21,289
STREET MAINT	STREET MAINT WORKER 2	222 Hr/Yr	11.10	$1,093.91	20	$21,878
PARKS MAINT	PARK MAINT SUPV	8 Hr/Yr	0.40	$60.92	20	$1,218
PARKS MAINT	PARK MAINT WORKER	31 Hr/Yr	1.54	$136.83	20	$2,737
PARKS MAINT	TREE MAINT WORKER	20 Hr/Yr	1.00	$91.17	20	$1,823
		TYPE SUBTOTAL	**26.75**	**$2,447.26**		**$48,945**
		TOTALS	**29.25**	**$2,948.80**		**$58,976**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FARMERS MARKET	**REC-012**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	N/A	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing the weekly Farmers Market to the community.

CURRENT FEE STRUCTURE

various vendor fees

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$36,000.00**	**TOTAL REVENUE:**	**$36,000**
UNIT COST:	**$67,441.00**	**TOTAL COST:**	**$67,441**
UNIT PROFIT (SUBSIDY):	**$(31,441.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(31,441)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**53.38%**

SUGGESTED FEE FOR COST RECOVERY OF: 85%

No Change

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
FARMERS MARKET	**REC-012**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PARKS MAINT	PARK MAINT WORKER	48 Hr/Yr	48.00	$4,256.64	1	$4,257
PARKS MAINT	TEMP EMPLOYEES	51 Hr/Yr	74.80	$2,134.79	1	$2,135
FARMERS MARKET	TEMP EMPLOYEES	$25,918	1,800.00	$54,450.00	1	$54,450
FARMERS MARKET		Prog Exp	0.00	$6,600.00	1	$6,600
		TYPE SUBTOTAL	**1,922.80**	**$67,441.43**		**$67,441**
		TOTALS	**1,922.80**	**$67,441.00**		**$67,441**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CITY SPECIAL EVENTS	**REC-013**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	N/A	Resident-Non-Resident

DESCRIPTION OF SERVICE

Providing City-sponsored special events to the community.

CURRENT FEE STRUCTURE

Various vendor and entrance fees

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$5,000.00**	**TOTAL REVENUE:**	**$5,000**
UNIT COST:	**$866,643.00**	**TOTAL COST:**	**$866,643**
UNIT PROFIT (SUBSIDY):	**$(861,643.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(861,643)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.58%**

SUGGESTED FEE FOR COST RECOVERY OF: 15%

No Change

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
CITY SPECIAL EVENTS	**REC-013**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
STREET MAINT	STREET MAINT WORKER 1	261 Hr/Yr	261.00	$21,871.80	1	$21,872
STREET MAINT	STREET MAINT WORKER 2	105 Hr/Yr	105.00	$10,347.75	1	$10,348
STREET MAINT	STREET MAINT SUPV	72 Hr/Yr	72.00	$12,787.20	1	$12,787
PARKS MAINT	PARK MAINT SUPV	20 Hr/Yr	20.00	$3,042.20	1	$3,042
PARKS MAINT	PARK MAINT WORKER	78 Hr/Yr	78.00	$6,917.04	1	$6,917
PARKS MAINT	TEMP EMPLOYEES	10 Hr/Yr	14.67	$418.68	1	$419
PARKS MAINT	TREE MAINT WORKER	23 Hr/Yr	23.00	$2,094.84	1	$2,095
PW TRAFFIC SAFETY	STREET MAINT LEADWORKER	72 Hr/Yr	72.00	$8,174.88	1	$8,175
PW TRAFFIC SAFETY	STREET MAINT WORKER 2	72 Hr/Yr	72.00	$6,565.68	1	$6,566
CULTURAL ARTS	RECREATION COORD.	13%	216.84	$24,179.83	1	$24,180
CULTURAL ARTS	RECREATION SUPV.	13%	216.84	$27,382.56	1	$27,383
REC-SPORTS	RECREATION SUPV.	7%	116.76	$16,593.93	1	$16,594
JOSLYN SR CENTER	RECREATION SUPV.	43%	717.24	$104,200.63	1	$104,201
SPECIAL EVENTS	TEMP EMPLOYEES	$16,200	1,000.00	$41,160.00	1	$41,160
SPECIAL EVENTS		Prog Exp	0.00	$67,700.00	1	$67,700
SPECIAL EVENTS		CAP Liability Charge	0.00	$6,355.77	1	$6,356
NON-DEPT CULTURAL D		Prog Exp	0.00	$506,850.00	1	$506,850
		TYPE SUBTOTAL	**2,985.35**	**$866,642.79**		**$866,643**
		TOTALS	**2,985.35**	**$866,643.00**		**$866,643**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
RECREATION FACILITY RENTAL	**REC-014**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	N/A	Resident/Non-Resident

DESCRIPTION OF SERVICE

Maintnenace and scheduling of the various recreation facilities for private rentals.

CURRENT FEE STRUCTURE

Various fees

Security Deposit - $203
Additional Staffing - $25.50 per hour per staff when necessary
Picnic Area Reservation Cancellation - $51 if cancelled 7 days or less before scheduled event.

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$200,000.00**	**TOTAL REVENUE:**	**$200,000**
UNIT COST:	**$195,521.00**	**TOTAL COST:**	**$195,521**
UNIT PROFIT (SUBSIDY):	**$4,479.00**	**TOTAL PROFIT (SUBSIDY):**	**$4,479**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**102.29%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

No Change

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
RECREATION FACILITY RENTAL	**REC-014**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
REC OPERATIONS		Facility Cost	0.00	$138,593.89	1	$138,594
CULTURAL ARTS	RECREATION COORD.	5% - Reserv.	83.40	$9,299.93	1	$9,300
CULTURAL ARTS	RECREATION SUPV.	5% - Reserv.	83.40	$10,531.75	1	$10,532
CULTURAL ARTS	TEMP EMPLOYEES	$619 - Reserv.	40.92	$1,273.84	1	$1,274
REC-SPORTS	RECREATION SUPV.	10% - Reserv.	166.80	$23,705.62	1	$23,706
JOSLYN SR CENTER	RECREATION SUPV.	5% - Reserv.	83.40	$12,116.35	1	$12,116
		TYPE SUBTOTAL	**457.92**	**$195,521.38**		**$195,521**
		TOTALS	**457.92**	**$195,521.00**		**$195,521**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
BALLFIELD RENTAL	**REC-015**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	N/A	Resident/Non-Resident

DESCRIPTION OF SERVICE

Maintenance and scheduling of the ballfields in the City for private rentals.

CURRENT FEE STRUCTURE

Various fees - See Appendix C for detail

Youth Sports Groups (per participant):
Resident - $10 Non-Resident - $30

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$0.00**	**TOTAL REVENUE:**	**$0**
UNIT COST:	**$246,223.00**	**TOTAL COST:**	**$246,223**
UNIT PROFIT (SUBSIDY):	**$(246,223.00)**	**TOTAL PROFIT (SUBSIDY):**	**$(246,223)**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**0.00%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

No Change

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
BALLFIELD RENTAL	**REC-015**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
REC OPERATIONS		Ballfield Maint/Repl	0.00	$243,949.32	1	$243,949
REC-SPORTS	RECREATION SUPV.	2 Hrs Per League	16.00	$2,273.92	1	$2,274
		TYPE SUBTOTAL	**16.00**	**$246,223.24**		**$246,223**
		TOTALS	**16.00**	**$246,223.00**		**$246,223**

CITY OF EL SEGUNDO
REVENUE AND COST SUMMARY WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
GOLF COURSE	**REC-016**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
RECREATION	N/A	Resident/Non-Resident

DESCRIPTION OF SERVICE

Providing a public golf course to the community.

CURRENT FEE STRUCTURE

Various fees

REVENUE AND COST COMPARISON

UNIT REVENUE:	**$216,000.00**	**TOTAL REVENUE:**	**$216,000**
UNIT COST:	**$92,979.00**	**TOTAL COST:**	**$92,979**
UNIT PROFIT (SUBSIDY):	**$123,021.00**	**TOTAL PROFIT (SUBSIDY):**	**$123,021**
TOTAL UNITS:	**1**	**PCT. COST RECOVERY:**	**232.31%**

SUGGESTED FEE FOR COST RECOVERY OF: 100%

May 24, 2022

CITY OF EL SEGUNDO
COST DETAIL WORKSHEET
FY 2021-22

SERVICE	REFERENCE NO.
GOLF COURSE	**REC-016**
NOTE	**TOTAL UNITS**
Unit Costs are an Average of Total Units	**1**

DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
GOLF COURSE ADMIN		Prog Exp	0.00	$10,000.00	1	$10,000
GOLF COURSE ADMIN		CAP Charges	0.00	$82,978.52	1	$82,979
		TYPE SUBTOTAL	**0.00**	**$92,978.52**		**$92,979**
		TOTALS	**0.00**	**$92,979.00**		**$92,979**

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APPENDIX C

DETAIL OF
BUILDING & SAFETY FEES

CITY OF EL SEGUNDO
BUILDING & SAFETY FEE SCHEDULE
BUILDING PERMIT FEES

SCHEDULE B-1

SERVICE	CURRENT FEE	NEW PROPOSED FEE
Building Permit Issuance	N/A	N/A
SINGLE FAMILY RESIDENTIAL BUILDING PERMITS		
Building Permit Under $500 Valuation	$92	$184
Building Permit $501-$2,000 Valuation	$92 + $4.49 for each $100 over $500	$184 + $3.27 for each $100 over $500
Building Permit $2,001-$25,000 Valuation	$92 + $11.94 for each $1,000 over $2,000	$233 + $23.65 for each $1,000 over $2,000
Building Permit $25,001-$50,000 Valuation	$367 + $9.20 for each $1,000 over $25,000	$777 + $18.16 for each $1,000 over $25,000
Building Permit $50,001-$100,000 Valuation	$597 + $10.08 for each $1,000 over $50,000	$1,231 + $20 for each $1,000 over $50,000
Building Permit $100,001-$500,000 Valuation	$1,101 + $4.13 for each $1,000 over $100,000	$2,231 + $8.17 for each $1,000 over $100,000
Building Permit $500,001-$1,000,000 Valuation	$2,752 + $5.14 for each $1,000 over $500,000	$5,499 + $10.16 for each $1,000 over $500,000
Building Permit Over $1,000,000 Valuation	$5,321 + $2.57 for each $1,000 over $1,000,000	$10,579 + $5.08 for each $1,000 over $1,000,000
SINGLE FAMILY RESIDENTIAL BUILDING PLAN CHECK		
Building Plan Check Under $500 Valuation	$92	$92
Building Plan Check $501-$2,000 Valuation	$92 + $2.83 for each $100 over $500	$92 + $3.67 for each $100 over $500
Building Plan Check $2,001-$25,000 Valuation	$92 + $4.92 for each $1,000 over $2,000	$147 + $10.61 for each $1,000 over $2,000
Building Plan Check $25,001-$50,000 Valuation	$180 + $7.22 for each $1,000 over $25,000	$391 + $15.64 for each $1,000 over $25,000
Building Plan Check $50,001-$100,000 Valuation	$361 + $7.22 for each $1,000 over $50,000	$782 + $3.92 for each $1,000 over $50,000
Building Plan Check $100,001-$500,000 Valuation	$722 + $2.26 for each $1,000 over $100,000	$978 + $4.89 for each $1,000 over $100,000
Building Plan Check $500,001-$1,000,000 Valuation	$1,626 + $3.07 for each $1,000 over $500,000	$2,934 + $5.86 for each $1,000 over $500,000
Building Plan Check Over $1,000,000 Valuation	$3,159 + $1.53 for each $1,000 over $1,000,000	$5,864 + $2.93 for each $1,000 over $1,000,000
SINGLE FAMILY RESIDENTIAL COMBO PERMITS:		
Electrical Permit	10% of the Building Permit Fee	10% of the Building Permit Fee
Plumbing Permit	10% of the Building Permit Fee	10% of the Building Permit Fee
Mechanical Permit	10% of the Building Permit Fee	10% of the Building Permit Fee

SERVICE	CURRENT FEE	NEW PROPOSED FEE
NON-SINGLE FAMILY RESIDENTIAL BUILDING PERMITS		
Building Permit Under $500 Valuation	$92	$184
Building Permit $501-$2,000 Valuation	$92 + $5.94 for each $100 over $500	$184 + $6.27 for each $100 over $500
Building Permit $2,001-$25,000 Valuation	$114 + $12.98 for each $1,000 over $2,000	$278 + $25.65 for each $1,000 over $2,000
Building Permit $25,001-$50,000 Valuation	$413 + $11.03 for each $1,000 over $25,000	$868 + $21.80 for each $1,000 over $25,000
Building Permit $50,001-$100,000 Valuation	$688 + $11.94 for each $1,000 over $50,000	$1,413 + $23.60 for each $1,000 over $50,000
Building Permit $100,001-$500,000 Valuation	$1,285 + $4.58 for each $1,000 over $100,000	$2,593 + $9.08 for each $1,000 over $100,000
Building Permit $500,001-$1,000,000 Valuation	$3,119 + $5.31 for each $1,000 over $500,000	$6,225 + $10.53 for each $1,000 over $500,000
Building Permit Over $1,000,000 Valuation	$5,779 + $2.67 for each $1,000 over $1,000,000	$11,490 + $2.86 for each $1,000 over $1,000,000
NON-SINGLE FAMILY RESIDENTIAL BUILDING PLAN CHECK		
Building Plan Check Under $500 Valuation	$92	$92
Building Plan Check $501-$2,000 Valuation	$92 + $4.35 for each $100 over $500	$92 + $6.93 for each $100 over $500
Building Plan Check $2,001-$25,000 Valuation	$90 + $11.76 for each $1,000 over $2,000	$196 + $17.00 for each $1,000 over $2,000
Building Plan Check $25,001-$50,000 Valuation	$361 + $10.82 for each $1,000 over $25,000	$587 + $7.80 for each $1,000 over $25,000
Building Plan Check $50,001-$100,000 Valuation	$632 + $9.03 for each $1,000 over $50,000	$782 + $3.92 for each $1,000 over $50,000
Building Plan Check $100,001-$500,000 Valuation	$1,083 + $4.51 for each $1,000 over $100,000	$978 + $5.38 for each $1,000 over $100,000
Building Plan Check $500,001-$1,000,000 Valuation	$2,888 + $5.19 for each $1,000 over $500,000	$3,130 + $1.56 for each $1,000 over $500,000
Building Plan Check Over $1,000,000 Valuation	$4,965 + $2.60 for each $1,000 over $1,000,000	$3,910 + $1.00 for each $1,000 over $1,000,000
NON-SINGLE FAMILY RESIDENTIAL COMBO PERMITS:		
Electrical Permit	40% of the Building Permit Fee	40% of the Building Permit Fee
Plumbing Permit	10% of the Building Permit Fee	10% of the Building Permit Fee
Mechanical Permit	20% of the Building Permit Fee	20% of the Building Permit Fee
OTHER DEPARTMENTAL REVIEW	15% of the Building Permit Fee	15% of the Building Permit Fee

SERVICE	CURRENT FEE	NEW PROPOSED FEE
MISCELLANEOUS:		
Demolition Permit	$285	$377
Duplicate Inspection Card	$80	REMOVE THIS FEE
Duplicate Certificate of Occupancy	$22	$26
Temporary Certificate of Occupancy	$576 + $10,000 deposit refunded at time of Final C of O	$694 + $10,000 deposit refunded at time of Final C of O
Other Inspections not specified	$153	$182
Overtime Inspection (4 hour minimum)	OT Hourly Rate	OT Hourly Rate
Additional Plan Review	Hourly Rate	Hourly Rate
Expedited Plan Review in addition to regular Plan Review Fee	OT Hourly Rate	OT Hourly Rate
Pre-Inspection Site Visit	$166	$227
Overtime Hourly Rate is 120% of the Regular Hourly Rate		
GRADING PERMITS		
Grading Permit under $2,000 Valuation	$52	$75
Grading Permit $2,001-$10,000 Valuation	$52 + $19.43 for each $1,000 over $2,000	$75 + $31 for each $1,000 over $2,000
Grading Permit $10,001-$50,000 Valuation	$207 + $8.29 for each $1,000 over $10,000	$323 + $9.08 for each $1,000 over $10,000
Grading Permit $50,001-$100,000 Valuation	$539 + $4.64 for each $1,000 over $50,000	$686 + $5.46 for each $1,000 over $50,000
Grading Permit $100,001-$500,000 Valuation	$771 + $0.87 for each $1,000 over $100,000	$959 + $1.36 for each $1,000 over $100,000
Grading Permit Over $500,000 Valuation	$1,118 + $0.87 for each $1,000 over $500,000	$1,503 + $1.36 for each $1,000 over $500,000
GRADING PLAN CHECK		
Grading Plan Check under $2,000 Valuation	$103	$100
Grading Plan Check $2,001-$10,000 Valuation	$103 + $44.05 for each $1,000 over $2,000	$100 + $36.38 for each $1,000 over $2,000
Grading Plan Check $10,001-$50,000 Valuation	$456 + $11.40 for each $1,000 over $10,000	$391 + $4.90 for each $1,000 over $10,000
Grading Plan Check $50,001-$100,000 Valuation	$912 + $9.12 for each $1,000 over $50,000	$587 + $3.90 for each $1,000 over $50,000
Grading Plan Check $100,001-$500,000 Valuation	$1,367 + $1.90 for each $1,000 over $100,000	$782 + $3.90 for each $1,000 over $100,000
Grading Plan Check Over $500,000 Valuation	$2,125 + $1.90 for each $1,000 over $500,000	$2,342 + $3.90 for each $1,000 over $500,000
EXPEDITED PLAN CHECK SURCHARGE	50% of Plan Check Fees	50% of Plan Check Fees

SERVICE	CURRENT FEE	NEW PROPOSED FEE
PERMIT CENTER SURCHARGE	4% of Plan Check Fees	4% of Plan Check Fees
PLAN RETENTION SURCHARGE	1% of Permit Fees	1% of Permit Fees

CITY OF EL SEGUNDO SCHEDULE B-2
BUILDING & SAFETY FEE SCHEDULE
MECHANICAL, ELECTRICAL, AND PLUMBING PERMIT FEES

	CURRENT	PROPOSED
ELECTRICAL PERMITS		
Permit Issuance	$43	$51
Residential Appliances, up to 5 hp	$71	$136
Non-Residential Appliances, up to 5 hp	$71	$136
Electrical Sign	$108	$151
Motors/Transformers (Ratings in HP, KW, KVA, or KVAR)		
up to 100	$95	$136
100 +	$166	$227
Temporary Power Pole	$83	$121
Services, Switchboards, Control Centers, & Panels		
up to 600 volts		
up to 400 amps		
SFR	$95	$136
Non-SFR	$95	$136
over 400 amps	$134	$182
greater than 600 volts	$172	$227
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	$13	$17
Each item over 10	$3.00	$3.00
Non-SFR:		
First 10 items	$13	$17
Each item over 10	$3.00	$3.00
Pole or Platform Mounted Fixtures, per fixture		
SFR	$45	$76
Non-SFR	$45	$76
Swimming Pool	$191	$227
Meter Reset	$71	$106
Electrical Duct Bank (per 100 lin ft)	$57	$92
Branch Circuits (Temporary or Future)	$57	$92
Miscellaneous Conduits and Conductors (per 100 linear feet)	$57	$91
Inspections not specified	$176	$182
Reinspections	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

CITY OF EL SEGUNDO SCHEDULE B-2
BUILDING & SAFETY FEE SCHEDULE
MECHANICAL, ELECTRICAL, AND PLUMBING PERMIT FEES

	CURRENT	PROPOSED
PLUMBING PERMITS		
Permit Issuance	$43	$51
Plumbing Fixtures and Vents		
SFR	$16	$20
Non-SFR	$16	$27
Repair or Alteration of Drainage or Vent Piping		
SFR	$45	$76
Non-SFR	$57	$91
Grease Interceptor	$134	$182
Piping (per dwelling unit)	$57	$91
Repipe		
Single Family Residential (per dwelling unit)	$57	$91
Multi Family Residential (per dwelling unit)	$86	$137
Lawn Sprinklers, Vacuum Breakers, and Backflow Protection Dev.		
Each Lawn Sprinkler System per Valve	$32	$38
Each Vacuum Breaker or Backflow Protection Device	$32	$38
Backflow Protection Device greater than 6"	$248	$318
Gas System, per system		
SFR		
Less than 2"	$95	$136
2" or more	$95	$136
For Each Outlet over 5	$19	$18
Non-SFR		
Less than 2"	$95	$136
2" or more	$95	$136
For Each Outlet over 5	$19	$18
Water Heater		
SFR	$71	$106
Non-SFR	$71	$106
Solar Water Heating system (Combo)		
SFR	$208	$283
Non-SFR	$208	$283
Piping to a Condesate Pump, piping repair, sump pump	$45	$76
Earthquake Valve	$95	$136
Sewer		
0-25 linear feet	$57	$91
each additional 100 linear feet	$39	$45
Swimming Pool	$191	$227
In-Ground Spa	$95	$136
Pool/Spa Heater	$71	$106
Miscellaneous	$95	$211
Inspections not specified	$176	$182
Reinspections	Hourly Rate	Hourly Rate
After Hours Inspection (4 hour minimum)	OT Hourly Rate	OT Hourly Rate

CITY OF EL SEGUNDO SCHEDULE B-2
BUILDING & SAFETY FEE SCHEDULE
MECHANICAL, ELECTRICAL, AND PLUMBING PERMIT FEES

	CURRENT	PROPOSED
Plan Check - 100% of Permit Fee		
Overtime Hourly Rate is 120% of the Regular Hourly Rate		

CITY OF EL SEGUNDO SCHEDULE B-2
BUILDING & SAFETY FEE SCHEDULE
MECHANICAL, ELECTRICAL, AND PLUMBING PERMIT FEES

	CURRENT	PROPOSED
MECHANICAL PERMITS		
Permit Issuance	$43	$51
Forced-Air or Gravity-Type Furnace or Burner		
SFR	$96	$136
Non-SFR	$96	$136
Floor Furnace - Installation or Relocation	$95	$136
Suspended/Recessed Wall/Floor Mounted Heater - Install/Reloc	$95	$136
Fireplace		
SFR	$95	$136
Non-SFR	$95	$136
Appliance Vents per each Inlet/Outlet		
SFR	$32	$38
Non-SFR	$32	$38
Air Handling Units	$57	$91
Air Inlet/Air Outlet - First 10 vents	$95	$136
Air Inlet/Air Outlet - Each additional vent	$4.00	$3.00
Variable Air Volume Box	$39	$68
Single Register Ventilation Fan	$39	$68
Independent Venting System	$95	$136
Hood served by Mechanical Exhaust	$95	$136
Boilers, Compressors, and Absorption Systems		
0-15 HP or 0-500,000 Btu/h	$95	$136
15-30 HP or 500,001-1,000,000 Btu/h	$159	$212
31-50 HP or 1,000,001-1,750,000 Btu/h	$198	$257
50+ HP or 1,750,001+ Btu/h	$248	$318
Smoke/Fire Damper	$57	$91
Smoke Control Damper	$57	$91
Thermostat	$57	$91
Incinerator/Kiln	$95	$136
Alteration to Duct Work not otherwise noted	$10	$12
Miscellaneous	$95	$211
Inspections not specified	$176	$182
Reinspections	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

CITY OF EL SEGUNDO SCHEDULE B-2
BUILDING & SAFETY FEE SCHEDULE
MECHANICAL, ELECTRICAL, AND PLUMBING PERMIT FEES

	CURRENT	PROPOSED
COMBO PERMITS		
Electric Vehicle Charging System		
Residential	$250	$298
Commercial	$679	$833
Solar Charging System:		
Residential	$554	$582
Commercial	$871	$1,022
Swimming Pool		
Residential	$1,034	$1,267
Commercial	$1,303	$1,592
Generator	$612	$709
Sign	$269	$328

APPENDIX D

DETAIL OF
RECREATION SERVICES

CITY OF EL SEGUNDO
DETAIL OF RECREATION SERVICES
FISCAL YEAR 2021-2022

REF #	SERVICE	DIRECT COSTS PROGRAM COST	DIRECT COSTS FULL TIME COST	DIRECT COSTS TOTAL	FACILITY/ FIELD COST	INDIRECT COSTS	TOTAL COSTS	REVENUES	DIRECT COST RECOVERY	DIRECT/ FACIL/FIELD COST RECOVERY	TOTAL COST RECOVERY
REC-001	Adult Sports	$45,654	$16,031	$61,685	$17,582	$39,854	$119,121	$79,895	129.5%	100.8%	67.1%
REC-003	Day Camps	$163,472	$39,414	$202,886	$5,721	$126,818	$335,425	$255,297	125.8%	122.4%	76.1%
REC-004	Teen Center/Afterschool	$130,283	$66,566	$196,849	$119,983	$106,550	$423,382	$1,808	0.9%	0.6%	0.4%
REC-005	Recreation Classes	$120,670	$83,623	$204,293	$258,773	$74,982	$538,048	$104,993	51.4%	22.7%	19.5%
REC-006	Hilltop Pool	$78,268	$31,235	$109,503	$134,212	$109,538	$353,253	$20,740	18.9%	8.5%	5.9%
REC-006	Wiseburn Pool	$968,318	$253,781	$1,222,099	$130,672	$823,714	$2,176,485	$1,142,770	93.5%	84.5%	52.5%
REC-007	Recreation Card Registration	$16,285	$1,399	$17,684	$0	$11,615	$29,299	$66,000	373.2%	373.2%	225.3%
REC-008	Youth Drama	$41,900	$21,628	$63,528	$83,942	$11,703	$159,173	$16,000	25.2%	10.8%	10.1%
REC-009	Senior Services	$212,325	$66,785	$279,110	$96,089	$113,945	$489,144	$16,540	5.9%	4.4%	3.4%
	SUBTOTAL - PROGRAMS	$1,777,176	$580,461	$2,357,637	$846,974	$1,418,719	$4,623,330	$1,704,043	72.3%	53.2%	36.9%
REC-010	Block Party Permit	$0	$0	$0	$0	$4,294	$4,294	$250	N/A	N/A	5.8%
REC-011	Private Special Event Permit/Services	$0	$0	$0	$0	$58,976	$58,976	$17,200	N/A	N/A	29.2%
REC-012	Farmers Market	$34,683	$3,794	$38,477	$0	$28,964	$67,441	$36,000	93.6%	93.6%	53.4%
REC-013	City Special Events	$592,103	$115,409	$707,512	$0	$159,131	$866,643	$5,000	0.7%	0.7%	0.6%
	SUBTOTAL - SPECIAL EVENTS	$626,786	$119,203	$745,989	$0	$251,365	$997,354	$58,450	7.8%	7.8%	5.9%
REC-014	Recreation Facility Rental	$671	$37,223	$37,894	$138,594	$19,033	$195,521	$200,000	527.8%	113.3%	102.3%
REC-015	Ballfield Rental	$0	$1,494	$1,494	$243,949	$780	$246,223	$0	N/A	0.0%	0.0%
	SUBTOTAL - RENTALS	$671	$38,717	$39,388	$382,543	$19,813	$441,744	$200,000	507.8%	47.4%	45.3%
TAX-30	Prop A/Prop C Transportation	$497,081	$9,834	$506,915	$0	$232,514	$739,429	$562,500	111.0%	111.0%	76.1%
TAX-32	General Ballfield Usage	$0	$0	$0	$224,458	$0	$224,458	$0	0.0%	0.0%	0.0%
TAX-34	ESUSD Ballfield Usage	$0	$0	$0	$46,914	$0	$46,914	$0	0.0%	0.0%	0.0%
	SUBTOTAL - TAX SERVICES	$497,081	$9,834	$506,915	$271,372	$232,514	$1,010,801	$562,500	111.0%	72.3%	55.6%
	GRAND TOTAL	$2,901,713	$748,216	$3,649,929	$1,500,889	$1,922,411	$7,073,229	$2,524,993	69.2%	49.0%	35.7%

PROGRAM COSTS ARE PART TIME COSTS (INCLUDING BENEFITS) AND DIRECT OPERATING EXPENSES

FULL TIME COSTS ARE SALARIES, BENEFITS, AND OTHER OPERATING EXPENSES

INDIRECT COSTS INCLUDES CITY AND DEPT O/H, ISF CHARGES, AND OTHER DEPARTMENTS

City of El Segundo
Master Fee Schedule New and Removed Fees
FY 2022-2023

	REF #	SERVICE	DEPARTMENT	CURRENT FEES	PROPOSED FEES
New	AD-010	GRAPHIC DESIGN/VIDEO PROD. SERVICES	COMMUNICATIONS	None	Charge the fully allocated hourly rates for all personnel used.
New	EN-030	WIRELESS PERMIT - MINISTERIAL	ENGINEERING	None	$875 per site
New	EN-031	WIRELESS PERMIT - ADMINISTRATIVE	ENGINEERING	None	$3,220 per site
New	EN-032	WIRELESS PERMIT - MAJOR	ENGINEERING	None	$7,810 per site plus deposit with actual costs for outside services
New	FR-003L	TENANT IMPROVEMENT LIFE SAFETY P/C	FIRE PREVENTION	None	$175 per plan OR Deposit with charges at actual costs as determined by staff Expedited Plan Check - additional 50% of standard plan check fee
New	FR-003M	FIRE ACCESS PLAN REVIEW	FIRE PREVENTION	None	$440 per plan OR Deposit with charges at actual costs as determined by staff Expedited Plan Check - additional 50% of standard plan check fee
New	FR-009	ALTERNATE MEANS & METHODS REVIEW	FIRE PREVENTION	None	$4,830 per application
New	FR-009A	FIRE PREV. MODIFICATION REQUEST	FIRE PREVENTION	None	$965 per application
New	FR-009B	FIRE PERMIT EXTENSION	FIRE PREVENTION	None	$155 per application
New	FR-010	FIRE SPECIALTY SYSTEM REMINDER PROG	FIRE PREVENTION	None	$20 per system
New	FR-030	ENVIRON SAFETY APPLICATION REVIEW	FIRE ENVIRON SAFETY	None	$425 per application
New	FR-031	METHANE BARRIER PLAN CHECK/INSPECT	FIRE ENVIRON SAFETY	None	First Building - $275 Each Additional Building - $275
New	FR-032	AB1646 OPERATIONS & MAINTENANCE	FIRE ENVIRON SAFETY	None	$9,380 per facility
New	FR-033	PROG 4 CALARP EMERG RESPONSE PUBLIC	FIRE ENVIRON SAFETY	None	$102,615 per facility
New	FR-040	FIRE FALSE ALARM RESPONSE	FIRE	None	First 3 responses in a calendar year - No Charge Fourth Response - $260 Fifth Response - $520 Sixth and Subsequent Responses - $780
New	PL-008	PRE-APPLICATION REVIEW	PLANNING	None	$5,245 per application
New	PW-002A	WATER METER UPGRADE INSPECTION	WATER	None	$185 per inspection
New	PW-003A	WATER METER ABANDONMENT INSPECTION	WATER	None	$185 per inspection
New	PW-026	SELF HAUL WASTE PERMIT	PUBLIC WORKS	None	$790 per permit
Remove	FR-005	ANNUAL BUSINESS FIRE INSPECTION	FIRE PREVENTION	0-1,499 square feet - $87 1,500-9,999 square feet - $119 10,000-24,999 square feet - $208 25,000-99,999 square feet - $402 100,000-499,999 square feet - $1,695 500,000+ square feet - $3,588	This service fee will now be part of the Fire Prevention/Operations Inspection (FR-004A) fee.
Remove	FR-006	ANNUAL BUSINESS FIRE REINSPECTION	FIRE PREVENTION	0-1,499 square feet - $54 1,500-9,999 square feet - $54 10,000-24,999 square feet - $87 25,000-99,999 square feet - $144 100,000-499,999 square feet - $711 500,000+ square feet - $711	This service fee will now be part of the Fire Prevention/Operations Inspection (FR-004A) fee.
Remove	FR-011	SPECIAL FIRE EQUIP INSP/APPROVAL	FIRE PREVENTION	$691 per request plus any outside costs	This service is no longer provided and should be removed from the fee schedule.
Remove	LB-005	OVERDUE LIBRARY ITEM	LIBRARY	Books/Periodicals/Audio Visual - $0.25 per day up to the item cost	These fees will be removed.
Remove	PL-029	PRECISE PLAN MODIFICATION REVIEW	PLANNING	$5,762 per application	This service is no longer provided and should be removed from the fee schedule.
Remove	PW-002	WATER METER UPGRADE	WATER	Upgrade up to 1" - $4,551 per meter plus actual cost of meter and materials Upgrade to over 1" - Charge the fully allocated hourly rates for all personnel used plus any materials or outside costs.	This service is no longer provided and should be removed from the fee schedule.
Remove	PW-003	WATER METER ABANDONMENT	WATER	$226 per meter	This service is no longer provided and should be removed from the fee schedule.

APPENDIX C

DETAIL OF
BUILDING & SAFETY FEES

CITY OF EL SEGUNDO
BUILDING & SAFETY FEE SCHEDULE
BUILDING PERMIT FEES

SCHEDULE B-1

SERVICE	CURRENT FEE	NEW PROPOSED FEE	Current Base	Proposed Base	% Change	Current Valuation	Proposed Valuation	% Change
Building Permit Issuance	N/A	N/A						
SINGLE FAMILY RESIDENTIAL BUILDING PERMITS								
Building Permit Under $500 Valuation	$92	$184	$92	$184	100.0%			
Building Permit $501-$2,000 Valuation	$92 + $4.49 for each $100 over $500	$184 + $3.27 for each $100 over $500	$92	$184	100.0%	$4.49	$3.27	-27.2%
Building Permit $2,001-$25,000 Valuation	$92 + $11.94 for each $1,000 over $2,000	$233 + $23.65 for each $1,000 over $2,000	$92	$233	153.3%	$11.94	$23.65	98.1%
Building Permit $25,001-$50,000 Valuation	$367 + $9.20 for each $1,000 over $25,000	$777 + $18.16 for each $1,000 over $25,000	$367	$777	111.7%	$9.20	$18.16	97.4%
Building Permit $50,001-$100,000 Valuation	$597 + $10.08 for each $1,000 over $50,000	$1,231 + $20 for each $1,000 over $50,000	$597	$1,231	106.2%	$10.08	$20.00	98.4%
Building Permit $100,001-$500,000 Valuation	$1,101 + $4.13 for each $1,000 over $100,000	$2,231 + $8.17 for each $1,000 over $100,000	$1,101	$2,231	102.6%	$4.13	$8.17	97.8%
Building Permit $500,001-$1,000,000 Valuation	$2,752 + $5.14 for each $1,000 over $500,000	$5,499 + $10.16 for each $1,000 over $500,000	$2,752	$5,499	99.8%	$5.14	$10.16	97.7%
Building Permit Over $1,000,000 Valuation	$5,321 + $2.57 for each $1,000 over $1,000,000	$10,579 + $5.08 for each $1,000 over $1,000,000	$5,321	$10,579	98.8%	$2.57	$5.08	97.7%
SINGLE FAMILY RESIDENTIAL BUILDING PLAN CHECK								
Building Plan Check Under $500 Valuation	$92	$92	$92	$92	0.0%			
Building Plan Check $501-$2,000 Valuation	$92 + $2.83 for each $100 over $500	$92 + $3.67 for each $100 over $500	$92	$92	0.0%	$2.83	$3.67	29.7%
Building Plan Check $2,001-$25,000 Valuation	$92 + $4.92 for each $1,000 over $2,000	$147 + $10.61 for each $1,000 over $2,000	$92	$147	59.8%	$4.92	$10.61	115.7%
Building Plan Check $25,001-$50,000 Valuation	$180 + $7.22 for each $1,000 over $25,000	$391 + $15.64 for each $1,000 over $25,000	$180	$391	117.2%	$7.22	$15.64	116.6%
Building Plan Check $50,001-$100,000 Valuation	$361 + $7.22 for each $1,000 over $50,000	$782 + $3.92 for each $1,000 over $50,000	$361	$782	116.6%	$7.22	$3.92	-45.7%
Building Plan Check $100,001-$500,000 Valuation	$722 + $2.26 for each $1,000 over $100,000	$978 + $4.89 for each $1,000 over $100,000	$722	$978	35.5%	$2.26	$4.89	116.4%
Building Plan Check $500,001-$1,000,000 Valuation	$1,626 + $3.07 for each $1,000 over $500,000	$2,934 + $5.86 for each $1,000 over $500,000	$1,626	$2,934	80.4%	$3.07	$5.86	90.9%
Building Plan Check Over $1,000,000 Valuation	$3,159 + $1.53 for each $1,000 over $1,000,000	$5,864 + $2.93 for each $1,000 over $1,000,000	$3,159	$5,864	85.6%	$1.53	$2.93	91.5%
SINGLE FAMILY RESIDENTIAL COMBO PERMITS:								
Electrical Permit	10% of the Building Permit Fee	10% of the Building Permit Fee						
Plumbing Permit	10% of the Building Permit Fee	10% of the Building Permit Fee						
Mechanical Permit	10% of the Building Permit Fee	10% of the Building Permit Fee						
NON-SINGLE FAMILY RESIDENTIAL BUILDING PERMITS								
Building Permit Under $500 Valuation	$92	$184	$92	$184	100.0%			
Building Permit $501-$2,000 Valuation	$92 + $5.94 for each $100 over $500	$184 + $6.27 for each $100 over $500	$92	$184	100.0%	$5.94	$6.27	5.6%
Building Permit $2,001-$25,000 Valuation	$114 + $12.98 for each $1,000 over $2,000	$278 + $25.65 for each $1,000 over $2,000	$114	$278	143.9%	$12.98	$25.65	97.6%
Building Permit $25,001-$50,000 Valuation	$413 + $11.03 for each $1,000 over $25,000	$868 + $21.80 for each $1,000 over $25,000	$413	$868	110.2%	$11.03	$21.80	97.6%
Building Permit $50,001-$100,000 Valuation	$688 + $11.94 for each $1,000 over $50,000	$1,413 + $23.60 for each $1,000 over $50,000	$688	$1,413	105.4%	$11.94	$23.60	97.7%
Building Permit $100,001-$500,000 Valuation	$1,285 + $4.58 for each $1,000 over $100,000	$2,593 + $9.08 for each $1,000 over $100,000	$1,285	$2,593	101.8%	$4.58	$9.08	98.3%
Building Permit $500,001-$1,000,000 Valuation	$3,119 + $5.31 for each $1,000 over $500,000	$6,225 + $10.53 for each $1,000 over $500,000	$3,119	$6,225	99.6%	$5.31	$10.53	98.3%
Building Permit Over $1,000,000 Valuation	$5,779 + $2.67 for each $1,000 over $1,000,000	$11,490 + $2.86 for each $1,000 over $1,000,000	$5,779	$11,490	98.8%	$2.67	$2.86	7.1%
NON-SINGLE FAMILY RESIDENTIAL BUILDING PLAN CHECK								
Building Plan Check Under $500 Valuation	$92	$92	$92	$92	0.0%			
Building Plan Check $501-$2,000 Valuation	$92 + $4.35 for each $100 over $500	$92 + $6.93 for each $100 over $500	$92	$92	0.0%	$4.35	$6.93	59.3%
Building Plan Check $2,001-$25,000 Valuation	$90 + $11.76 for each $1,000 over $2,000	$196 + $17.00 for each $1,000 over $2,000	$90	$196	117.8%	$11.76	$17.00	44.6%
Building Plan Check $25,001-$50,000 Valuation	$361 + $10.82 for each $1,000 over $25,000	$587 + $7.80 for each $1,000 over $25,000	$361	$587	62.6%	$10.82	$7.80	-27.9%
Building Plan Check $50,001-$100,000 Valuation	$632 + $9.03 for each $1,000 over $50,000	$782 + $3.92 for each $1,000 over $50,000	$632	$782	23.7%	$9.03	$3.92	-56.6%
Building Plan Check $100,001-$500,000 Valuation	$1,083 + $4.51 for each $1,000 over $100,000	$978 + $5.38 for each $1,000 over $100,000	$1,083	$978	-9.7%	$4.51	$5.38	19.3%
Building Plan Check $500,001-$1,000,000 Valuation	$2,888 + $5.19 for each $1,000 over $500,000	$3,130 + $1.56 for each $1,000 over $500,000	$2,888	$3,130	8.4%	$5.19	$1.56	-69.9%
Building Plan Check Over $1,000,000 Valuation	$4,965 + $2.60 for each $1,000 over $1,000,000	$3,910 + $1.00 for each $1,000 over $1,000,000	$4,965	$3,910	-21.2%	$2.60	$1.00	-61.5%

CITY OF EL SEGUNDO
BUILDING & SAFETY FEE SCHEDULE
BUILDING PERMIT FEES

SCHEDULE B-1

SERVICE	CURRENT FEE	NEW PROPOSED FEE	Current Base	Proposed Base	% Change	Current Valuation	Proposed Valuation	% Change
NON-SINGLE FAMILY RESIDENTIAL COMBO PERMITS:								
Electrical Permit	40% of the Building Permit Fee	40% of the Building Permit Fee						
Plumbing Permit	10% of the Building Permit Fee	10% of the Building Permit Fee						
Mechanical Permit	20% of the Building Permit Fee	20% of the Building Permit Fee						
OTHER DEPARTMENTAL REVIEW	15% of the Building Permit Fee	15% of the Building Permit Fee						
MISCELLANEOUS:								
Demolition Permit	$285	$377	$285	$377	32.3%			
Duplicate Inspection Card	$80	REMOVE THIS FEE						
Duplicate Certificate of Occupancy	$22	$26	$22	$26	18.2%			
Temporary Certificate of Occupancy	$576 + $10,000 deposit refunded at time of Final C of O	$694 + $10,000 deposit refunded at time of Final C of O	$576	$694	20.5%			
Other Inspections not specified	$153	$182	$153	$182	19.0%			
Overtime Inspection (4 hour minimum)	OT Hourly Rate	OT Hourly Rate						
Additional Plan Review	Hourly Rate	Hourly Rate						
Expedited Plan Review in addition to regular Plan Review Fee	OT Hourly Rate	OT Hourly Rate						
Pre-Inspection Site Visit	$166	$227	$166	$227	36.7%			
Overtime Hourly Rate is 120% of the Regular Hourly Rate								
GRADING PERMITS								
Grading Permit under $2,000 Valuation	$52	$75	$52	$75	44.2%			
Grading Permit $2,001-$10,000 Valuation	$52 + $19.43 for each $1,000 over $2,000	$75 + $31 for each $1,000 over $2,000	$52	$75	44.2%	$19.43	$31.00	59.5%
Grading Permit $10,001-$50,000 Valuation	$207 + $8.29 for each $1,000 over $10,000	$323 + $9.08 for each $1,000 over $10,000	$207	$323	56.0%	$8.29	$9.08	9.5%
Grading Permit $50,001-$100,000 Valuation	$539 + $4.64 for each $1,000 over $50,000	$686 + $5.46 for each $1,000 over $50,000	$539	$686	27.3%	$4.64	$5.46	17.7%
Grading Permit $100,001-$500,000 Valuation	$771 + $0.87 for each $1,000 over $100,000	$959 + $1.36 for each $1,000 over $100,000	$771	$959	24.4%	$0.87	$1.36	56.3%
Grading Permit Over $500,000 Valuation	$1,118 + $0.87 for each $1,000 over $500,000	$1,503 + $1.36 for each $1,000 over $500,000	$1,118	$1,503	34.4%	$0.87	$1.36	56.3%
GRADING PLAN CHECK								
Grading Plan Check under $2,000 Valuation	$103	$100	$103	$100	-2.9%			
Grading Plan Check $2,001-$10,000 Valuation	$103 + $44.05 for each $1,000 over $2,000	$100 + $36.38 for each $1,000 over $2,000	$103	$100	-2.9%	$44.05	$36.38	-17.4%
Grading Plan Check $10,001-$50,000 Valuation	$456 + $11.40 for each $1,000 over $10,000	$391 + $4.90 for each $1,000 over $10,000	$456	$391	-14.3%	$11.40	$4.90	-57.0%
Grading Plan Check $50,001-$100,000 Valuation	$912 + $9.12 for each $1,000 over $50,000	$587 + $3.90 for each $1,000 over $50,000	$912	$587	-35.6%	$9.12	$3.90	-57.2%
Grading Plan Check $100,001-$500,000 Valuation	$1,367 + $1.90 for each $1,000 over $100,000	$782 + $3.90 for each $1,000 over $100,000	$1,367	$782	-42.8%	$1.90	$3.60	89.5%
Grading Plan Check Over $500,000 Valuation	$2,125 + $1.90 for each $1,000 over $500,000	$2,342 + $3.90 for each $1,000 over $500,000	$2,125	$2,342	10.2%	$1.90	$3.90	105.3%
EXPEDITED PLAN CHECK SURCHARGE	50% of Plan Check Fees	50% of Plan Check Fees						
PERMIT CENTER SURCHARGE	4% of Plan Check Fees	4% of Plan Check Fees						
PLAN RETENTION SURCHARGE	1% of Permit Fees	1% of Permit Fees						

CITY OF EL SEGUNDO
BUILDING & SAFETY FEE SCHEDULE
MECHANICAL, ELECTRICAL, AND PLUMBING PERMIT FEES

SCHEDULE B-2

	CURRENT	PROPOSED	%Change
ELECTRICAL PERMITS			
Permit Issuance	$43	$51	18.6%
Residential Appliances, up to 5 hp	$71	$136	91.5%
Non-Residential Appliances, up to 5 hp	$71	$136	91.5%
Electrical Sign	$108	$151	39.8%
Motors/Transformers (Ratings in HP, KW, KVA, or KVAR)			
up to 100	$95	$136	43.2%
100 +	$166	$227	36.7%
Temporary Power Pole	$83	$121	45.8%
Services, Switchboards, Control Centers, & Panels			
up to 600 volts			
up to 400 amps			
SFR	$95	$136	43.2%
Non-SFR	$95	$136	43.2%
over 400 amps	$134	$182	35.8%
greater than 600 volts	$172	$227	32.0%
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	$13	$17	30.8%
Each item over 10	$3.00	$3.00	0.0%
Non-SFR:			
First 10 items	$13	$17	30.8%
Each item over 10	$3.00	$3.00	0.0%
Pole or Platform Mounted Fixtures, per fixture			
SFR	$45	$76	68.9%
Non-SFR	$45	$76	68.9%
Swimming Pool	$191	$227	18.8%
Meter Reset	$71	$106	49.3%
Electrical Duct Bank (per 100 lin ft)	$57	$92	61.4%
Branch Circuits (Temporary or Future)	$57	$92	61.4%
Miscellaneous Conduits and Conductors (per 100 linear feet)	$57	$91	59.6%
Inspections not specified	$176	$182	3.4%
Reinspections	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

CITY OF EL SEGUNDO
BUILDING & SAFETY FEE SCHEDULE
MECHANICAL, ELECTRICAL, AND PLUMBING PERMIT FEES

SCHEDULE B-2

	CURRENT	PROPOSED	%Change
PLUMBING PERMITS			
Permit Issuance	$43	$51	18.6%
Plumbing Fixtures and Vents			
SFR	$16	$20	25.0%
Non-SFR	$16	$27	68.8%
Repair or Alteration of Drainage or Vent Piping			
SFR	$45	$76	68.9%
Non-SFR	$57	$91	59.6%
Grease Interceptor	$134	$182	35.8%
Piping (per dwelling unit)	$57	$91	59.6%
Repipe			
Single Family Residential (per dwelling unit)	$57	$91	59.6%
Multi Family Residential (per dwelling unit)	$86	$137	59.3%
Lawn Sprinklers, Vacuum Breakers, and Backflow Protection Dev.			
Each Lawn Sprinkler System per Valve	$32	$38	18.8%
Each Vacuum Breaker or Backflow Protection Device	$32	$38	18.8%
Backflow Protection Device greater than 6"	$248	$318	28.2%
Gas System, per system			
SFR			
Less than 2"	$95	$136	43.2%
2" or more	$95	$136	43.2%
For Each Outlet over 5	$19	$18	-5.3%
Non-SFR			
Less than 2"	$95	$136	43.2%
2" or more	$95	$136	43.2%
For Each Outlet over 5	$19	$18	-5.3%
Water Heater			
SFR	$71	$106	49.3%
Non-SFR	$71	$106	49.3%
Solar Water Heating system (Combo)			
SFR	$208	$283	36.1%
Non-SFR	$208	$283	36.1%
Piping to a Condesate Pump, piping repair, sump pump	$45	$76	68.9%
Earthquake Valve	$95	$136	43.2%
Sewer			
0-25 linear feet	$57	$91	59.6%
each additional 100 linear feet	$39	$45	15.4%
Swimming Pool	$191	$227	18.8%
In-Ground Spa	$95	$136	43.2%
Pool/Spa Heater	$71	$106	49.3%
Miscellaneous	$95	$211	122.1%
Inspections not specified	$176	$182	3.4%
Reinspections	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

CITY OF EL SEGUNDO
BUILDING & SAFETY FEE SCHEDULE
MECHANICAL, ELECTRICAL, AND PLUMBING PERMIT FEES

SCHEDULE B-2

	CURRENT	PROPOSED	%Change
MECHANICAL PERMITS			
Permit Issuance	$43	$51	18.6%
Forced-Air or Gravity-Type Furnace or Burner			
SFR	$96	$136	41.7%
Non-SFR	$96	$136	41.7%
Floor Furnace - Installation or Relocation	$95	$136	43.2%
Suspended/Recessed Wall/Floor Mounted Heater - Install/Reloc	$95	$136	43.2%
Fireplace			
SFR	$95	$136	43.2%
Non-SFR	$95	$136	43.2%
Appliance Vents per each Inlet/Outlet			
SFR	$32	$38	18.8%
Non-SFR	$32	$38	18.8%
Air Handling Units	$57	$91	59.6%
Air Inlet/Air Outlet - First 10 vents	$95	$136	43.2%
Air Inlet/Air Outlet - Each additional vent	$4.00	$3.00	-25.0%
Variable Air Volume Box	$39	$68	74.4%
Single Register Ventilation Fan	$39	$68	74.4%
Independent Venting System	$95	$136	43.2%
Hood served by Mechanical Exhaust	$95	$136	43.2%
Boilers, Compressors, and Absorption Systems			
0-15 HP or 0-500,000 Btu/h	$95	$136	43.2%
15-30 HP or 500,001-1,000,000 Btu/h	$159	$212	33.3%
31-50 HP or 1,000,001-1,750,000 Btu/h	$198	$257	29.8%
50+ HP or 1,750,001+ Btu/h	$248	$318	28.2%
Smoke/Fire Damper	$57	$91	59.6%
Smoke Control Damper	$57	$91	59.6%
Thermostat	$57	$91	59.6%
Incinerator/Kiln	$95	$136	43.2%
Alteration to Duct Work not otherwise noted	$10	$12	20.0%
Miscellaneous	$95	$211	122.1%
Inspections not specified	$176	$182	3.4%
Reinspections	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

CITY OF EL SEGUNDO
BUILDING & SAFETY FEE SCHEDULE
MECHANICAL, ELECTRICAL, AND PLUMBING PERMIT FEES

SCHEDULE B-2

COMBO PERMITS	CURRENT	PROPOSED	%Change
Electric Vehicle Charging System			
Residential	$250	$298	19.2%
Commercial	$679	$833	22.7%
Solar Charging System:			
Residential	$554	$582	5.1%
Commercial	$871	$1,022	17.3%
Swimming Pool			
Residential	$1,034	$1,267	22.5%
Commercial	$1,303	$1,592	22.2%
Generator	$612	$709	15.8%
Sign	$269	$328	21.9%

APPENDIX D
DETAIL OF RECREATION SERVICES

Proposed Master Fee Schedule 2021-2022 (Recreation Card Registration)				
Activity	**Rate Type**	**20-21 Adopted**	**22-23 Proposed**	**Commentary**
Recreation ID	Adult	$15.00	$15.00	
	Youth	$10.00	$10.00	
	Senior/Infant	$5.00	$5.00	
	Replacement	$5.00	$5.00	

Proposed Master Fee Schedule 2022-2023 (Aquatics Center)				
Activity/Drop Ins	**Rate Type**	**Current**	**22-23 Proposed**	**Commentary/Local Facility Comparisons**
Wiseburn ID Membership (must reside in WUSD)				
	Adult	$15.00	$20.00	
	Senior	$5.00	$15.00	This stays consistent with the El Segundo Recreation ID card fees.
	Youth	$10.00	$10.00	
	Infant	$5.00	$10.00	
Recreation Swim/Lap Swim (Aquatics Center)				Santa Monica (Seniors $2/$4, Adults $4/$8, Youth $1.75/$3.50)
	Adult-Resident	$4.00	$4.00	Culver City (Senior $3, Adult $4, Youth $3)
	Adult- Non-Resident	$6.00	$6.00	Manhattan Beach (All $5/$7)
	Military-Resident	$2.00	$2.00	Hawthorne (Senior $2, Adult $4, Youth $2)
	Military-Non-Resident	$4.00	$4.00	
	Senior- Resident	$2.00	$2.00	
	Senior-Non-Resident	$4.00	$4.00	
	Youth-Resident	$2.00	$2.00	
	Youth-Non-Resident	$4.00	$4.00	
Special Event Registration				This is for our Underwater Eggstravaganza and Pumkin Pool-ooza as they are gaining popularity and supplies are getting more and more expensive.
	Resident	$5.00	$5.00	
	Non-Resident	$6.00	$10.00	
Group Swim Lessons (All Facilities)				
	Resident	$48.00	$48.00	Rates continue to be $6 for residents per class and $7.50 for non-residents per class. These classes last 25 minutes and range from 1 instructor to 5 students or 2 instructors to 15 participants for parent and child classes. The prices for local facilities swim classes per class per 25-30 minute lesson are as follows: Santa Monica $6.60/$13.13, Culver City $5.16/$7.00, Manhattan Beach $7.00/$7.71, and Hawthorne $2.75. If we need to raise prices, I would advise we go to $6.50 per resident per class and $8.13 for non-residents per class.
	Non-Resident	$60.00	$65.00	
Private Swim Lessons				
	Resident	$80.00	$80.00	This was not previously included on the master fee schedule. A 1 on 1 private swim lesson for all ages goes for $20 per 25 minute lesson for residents and $25 per 25 minute lesson for non-residents. The prices for local facilities private swim classes per individual 20-30 minute session are as follows: Santa Monica $27.50, Culver City $54/$7.50, and Manhattan Beach $19.25/$21.12.
	Non-Resident	$100.00	$125.00	
Semi- Private Swim Lessons				
	Resident	No Fee	$70.00	This is a proposal for a new format which allows for 2 on 1 lessons with individuals or families of similar abilities.
	Non-Resident	No Fee	$87.50	
Lifeguard Classes and Certifications				
	Per Participant	$200.00	$200.00	The American Red Cross Increased the cost of lifeguard certification fees from $38-$40 for the 2021 year. Other cities in Los Angeles that offer these classes charge them at the following prices: Santa Monica $221/$259, Burbank $175/$185, and Torrance $234. I would like to propose that a recertification for internal staff be free. If we want to guarantee their employement we could charge them and say that you receive the $40 back once you have worked 100 hours or more. Tied to the new lifeguard program which will be evaluated in 6 months.
	Staff Re-Certification	$40.00	No Fee	
GIT				
	Resident	$51.00	$51.00	This is changing the fee to utilize the 20% resident discount. The price has to be over $50 as the red cross cert fee is $27.
	Non-Resident	$66.00	$65.00	

Contract classes such as Water Aerobics and Swim with Me Adaptive are prices set by the instructor and a 70/30 fee split.
Camps are found on the Camps Sheet.

Proposed Master Fee Schedule 2022-2023 (Hilltop)				
Activity/Drop Ins	**Rate Type**	**Current**	**22-23 Proposed**	**Commentary/Local Facility Comparisons**
Rec Swim (Hilltop)				
	Resident-Adult	No Fee	No Fee	The $5.50 for Non-Resident drop-ins made it difficult for change. Instead of having the fees $5.50 for all non-residents, I would like to keep the rates consistent with that of the Aquatics Center. I would also like to implement a fee for the resident camps that utilize the facilities. Currently, camps such as TLC, St. Anthony's and Hilltop Park utilize the facilities at least once a week throughout the summer for free if the participants are residents. I would like to propose a fee of $2 per camp participant as they are taking space and capacity from public famililies. Almost all the surrounding cities do not allow outside camps to use their facilities. Culver City does, but they just charge the drop in rates for everyone. I also proposed a season pass for the non-resident regulars. We came up with the rate by multiplying the current fee by 25% of days that we are open.
	Resident- Senior/ Youth	No Fee	No Fee	
	Non-Card Holder- Adult	$5.50	$6.00	
	Non-Card Holder- Senior/Youth	$5.50	$4.00	
	Camp Participant	No Fee	$2.00	
	Non-Resident Season Pass	Does not Exist	$110.00	
Group Swim Lessons (All Facilities)				
	Resident	$48.00	$48.00	Rates continue to be $6 for residents per class and $7.50 for non-residents per class. These classes last 25 minutes and range from 1 instructor to 5 students or 2 instructors to 15 participants for parent and child classes. The prices for local facilities swim classes per class per 25-30 minute lesson are as follows: Santa Monica $6.60/$13.13, Culver City $5.16/$7.00, Manhattan Beach $7.00/$7.71, and Hawthorne $2.75. If we need to raise prices, I would advise we go to $6.50 per resident per class and $8.13 for non-residents per class.
	Non-Resident	$60.00	$65.00	
Private Swim Lessons				
	Resident	$80.00	$80.00	This was not previously included on the master fee schedule. A 1 on 1 private swim lesson for all ages goes for $20 per 25 minute lesson for residents and $25 per 25 minute lesson for non-residents. The prices for local facilities private swim classes per individual 20-30 minute session are as follows: Santa Monica $27.50, Culver City $54/$7.50, and Manhattan Beach $19.25/$21.12.
	Non-Resident	$100.00	$125.00	
Facility Rentals during Rec Swim				
	Resident per hour	$36.00	$36.00	This is a new program we are testing this summer, to allow parties to utilize the pool during Recreation Swim Thursday-Sunday. I am proposing raising the resident fee $40 to fall inline with the proposed aquatics staffing fees for Hilltop and Plunge rentals.The non-resident fee is much like other facilities with it being 3x the Resident rate.
	Non-Resident per hour	$108.00	$120.00	
Semi- Private Swim Lessons				
	Resident	No Fee	$70.00	This is a proposal for a new format which allows for 2 on 1 lessons with individuals or families of similar abilities.
	Non-Resident	No Fee	$87.50	
Camps are found on the Camps Sheet.				

Proposed Master Fee Schedule 2021-2022 (Camps)				
Activity	**Rate Type**	**21-22 Adopted**	**22-23 Proposed**	**Commentary**
Staff Led Sports and Speciality Day Camps				
	Resident	$51.00	$51.00	Would like to increase these fees in the next fiscal year to catch up with rising staff costs. These proposed fees maintain the 20% rec ID discount for camps. Fees in this category include recreation staff led camps such as cheerleading camp, football camp, archery, etc.
	Non-Resident	$66.00	$68.00	
Camp Cowabunga				
	Resident	$177.00	$177.00	Although this appears to be a rise in price, the proposed is what was charged in 2019/2020. Staff recommends to raise prices to their old rate (unsure why they were lowered). Costs of tickets for field trips have increased since 2021.
	Non-Resident	$213.00	$250.00	
Camp Cowabunga Extended				
	Resident	$203.00	$203.00	This proposed fee will align with the proposed camp cowabunga fees.
	Non-Resident	$243.00	$300.00	
Tiny Tot Camp				
	Resident	$51.00	$51.00	Although this appears to be a rise in price, the proposed is what was charged in 2019/2020. The proposed fees maintain the 20% rec ID discount.
	Non-Resident	$66.00	$68.00	
Teen Camp				
	Resident	NA	$104.00	This camp was not accounted for in 2021/2022 fees. The proposed is what was charged in 2019/2020. Maintains the 20% RecID discount.
	Non-Resident	NA	$130.00	
Spring Break Camp				
	Resident	NA	$150.00	This camp was not accounted for in 2021/2022 fees. Amount charged in 2019/2020 was $100/$125. Staff recommends increasing prices to account for rising prices in tickets for field trips. Maintains the 20% RecID discount.
	Non-Resident	NA	$120.00	
Winter Camp Day Trips				
	Resident	NA	$48.00	This camp was not accounted for in 2021/2022 fees. The proposed is about $3 more than what was charged in 2019/2020. Maintains the 20% RecID discount.
	Non-Resident	NA	$60.00	
Winter Day Camp				
	Resident	NA	$100.00	Was not included on 2021/2022 fees. Proposed amount mimics spring break camp.
	Non-Resident	NA	$125.00	
Winter Day Camp - Tiny Tot				
	Resident	NA	$53.00	Was not included on 2021/2022 fees. Proposed amount mimics summer tiny tot camp.
	Non-Resident	NA	$68.00	
Fired Up! Day Camp				
	Resident	NA	$25.00	This was a collaboration done with the Fire Dept. The hope was to make it happen annually. In 2022 they did not charge for the program because it was not on the master fees. This is a brand new proposed fee.
	Non-Resident	NA	$32.00	
Contract Day Camps 70/30				
	20% Rec ID Discount from Base Rate			Contract camp pricing varies based on the contract and instructor. Staff recommends coming up with a hourly price point for contract instructors in the future.
Administrative Fee for Camp Refunds		NA	$10.00	Not included in previous fees, but is included in the camp refund policy.
Staff Led Day Camps Aquatics				
	Resident	$52.00	$52.00	This is going back to the price that the camps were offered in 2019.
	Non-Resident	$65.00	$100.00	

Proposed Master Fee Schedule 2021-2022 (Teens/Youth)				
Activity/Drop Ins	**Rate Type**	**21-22 Adopted**	**22-23 Proposed**	**Commentary**
Teen Center Snowboard Trip				
	Resident	$66.00	$66.00	This is a significant increase from 2019/2020 (the last time the trip was offered) and maintains the 20% Rec ID discount. Still not quite up to speed with other Cities' pricing on teen snowboar trips so an additional increase next fiscal year will probably be needed. Note that lift ticket prices have increase significantly over the past 2 years. Addition of bus ride only fee (for those who do not need a lift ticket). Bus only has always been offered, but not included in fee charts in 21-22.
	Non-Resident	$81.00	$100.00	
	Bus Only	NA	$30.00	
SPARK				
	Resident	$152.00	-	Program cut from Community Services Department. Omit from master fees.
	Non-Resident	$254.00	-	
GABIT				
	Resident	Free	$15.00	Spring Break basketball tournament at the teen center. Same fees as 2019-2020.
	Non-Resident	$15.00	$20.00	
Skate Tournament/Contest				
	Resident	$15.50	$5.00	This appears to be a decrease, however, these fees were introduced for the first time in 2020-2021 fiscal year. These fees will be for Teen Center run skateboard contests or tournaments, and will acount for the entry fee of a participant.
	Non-Resident	$15.50	$5.00	
El Segundo Youth Drama Program				
	Production Show - Resident	NA	$250.00	This program has not been included in the master fees in the past. This is what was charged in 2019 which was the last time this program ran. It will be starting up again in June 2022. To meet the goal of 40% cost recovery in this program, this price would need to be raised significantly.
	Production Show - Non Resident	NA	$313.00	
	Variety Show - Resident	NA	$200.00	
	Variety Show - Non Resident	NA	$250.00	
Youth Sports				Full uniform included. Practices 1-4 Grade: Once a week 5-8 Grade: Twice a week, hour long practices.
	Residents	$51.00	$51.00	**Redondo Beach Youth Basketball** (8 game regular season) $225 (no residiency requirements) 1-2 Grade: Once a week (duration not specificed) 3-8 Grade: Twice a week (duration not specificed) Jerseys included
	Non-Residents	$66.00	$75.00	**Santa Monica Family YMCA Youth Basketball League** Practice: Once or twice a week Length of season was not specified Registration (By Age): Rookies (5 to 6), Bantam (7 to 8), Minors (9 to 10), Majors Cost: $130 for YMCA members, $220 for non-members Uniform Fees Members: None if reusing Non-Members: $25

Proposed Master Fee Schedule 2021-2022 (Facilities)

Facility	Rate Type	21-22 Adopted	22-23 Proposed	Commentary
Skate Park				
Skate Park		per hour	per hour	
	El Segundo Non-Profit/Individual	NA	$25.00	Skate Park facility reservation fees were not included in FY 2020-2021. Proposed fee is the same as 2019-2020.
	El Segundo For Profit	NA	$50.00	
	Non-Resident Groups	NA	$75.00	
Clubhouse				
Clubhouse Skate Circle		per hour	per hour	
	El Segundo Non-Profit/Individual	$5.00	$5.00	The skate circle has become a desirable piece of space in the park. Currently being rented out to fitness groups, and a potential relocation for contract instructors. Price increase reflects the demand for the space.
	El Segundo For Profit	$10.00	$20.00	
	Non-Resident Groups	$15.00	$30.00	
Clubhouse Outdoor Patio		per hour	per hour	
	El Segundo Non-Profit/Individual	NA	$16.00	Staff recommends adding the outdoor concrete space just North of the Clubhouse and right outside of the tri-room to be reservable with a cost. This area has not been included on master fees in the past but is being utilized by fitness people daily so this would allow us to recover some cost. It has become a desirable area for people to utilize for programs, rentals, teaching classes etc. This area has not had an official name in the past, staff recommends calling it the Clubhouse Outdoor Patio and adding it to a rentable space for trainers, rentals, etc.
	El Segundo For Profit	NA	$32.00	
	Non-Resident Groups	NA	$48.00	
Clubhouse Large Capacity Rooms (Auditorium)		per hour	per hour	
	El Segundo Non-Profit/Individual	$50.00	$50.00	
	El Segundo For Profit	$100.00	$100.00	
	Non-Resident Groups	$150.00	$150.00	
Clubhouse Meeting Rooms (Tri-Room, Drop-In Room, Classroom A, Classroom B, Classroom C)		per hour	per hour	This minor adjustment will allow both the patron and our staff to accurately calculate the appropriate rate. The current rates would require staff to manually calculate the correct fee. Also requires admin access within CivicRec
	El Segundo Non-Profit/Individual	$15.50	$16.00	
	El Segundo For Profit	$30.50	$32.00	
	Non-Resident Groups	$46.00	$48.00	
Clubhouse Kitchen		per hour	per hour	This minor adjustment will allow both the patron and our staff to accurately calculate the appropriate rate. The current rate would require staff to manually calculate the correct fee. Also requires admin access within CivicRec
	El Segundo Non-Profit/Individual	$10.50	$11.00	
	El Segundo For Profit	$20.50	$22.00	
	Non-Resident Groups	$30.50	$33.00	
Additional Staffing Fees for Rentals Outside Normal Hours		Per hour Per Hour		No changes.
		$25.50	$25.50	
Security Deposit Fee		per reservation	per reservation	No changes.
	Security Deposit	$203.00	$203.00	
Cancellation Fee		per reservation	per reservation	This is the fee for a facility cancellation is made within the 10 day window of a reservation.
	Cancellation Charge	$51.00	$51.00	
Joslyn				
Joslyn Craft room		per hour	per hour	This minor adjustment will allow both the patron and our staff to accurately calculate the appropriate rate. The current rates as of November 2020 would require staff to manually calculate the correct fee. Also requires admin access within CivicRec
	El Segundo Non-Profit/Individual	$15.50	$16.00	
	El Segundo For Profit	$30.50	$32.00	
	Non-Resident Groups	$46.00	$48.00	
Joslyn Kitchen				
	El Segundo Non-Profit/Individual	$10.50	$11.00	This minor adjustment will allow both the patron and our staff to accurately calculate the appropriate rate. The current rates as of November 2020 would require staff to manually calculate the correct fee. Also requires admin access within CivicRec
	El Segundo For Profit	$20.50	$22.00	
	Non-Resident Groups	$30.50	$33.00	
Joslyn Library				This minor adjustment will allow both the patron and our staff to accurately calculate the appropriate rate. The current rates as of November 2020 would require staff to manually calculate the correct fee. Also requires admin access within CivicRec
	El Segundo Non-Profit/Individual	$15.50	$16.00	
	El Segundo For Profit	$30.50	$32.00	
	Non-Resident Groups	$46.00	$48.00	
Joslyn Multi- Purpose Room				This minor adjustment will allow both the patron and our staff to accurately calculate the appropriate rate. The current rates as of November 2020 would require staff to manually calculate the correct fee. Also requires admin access within CivicRec
	El Segundo Non-Profit/Individual	$15.50	$16.00	
	El Segundo For Profit	$30.50	$32.00	
	Non-Resident Groups	$46.00	$48.00	
Joslyn Social Hall				
	El Segundo Non-Profit/Individual	$50.00		
	El Segundo For Profit	$100.00		
	Non-Resident Groups	$150.00		
Aquatics				
Hilltop Pool		per hour	per hour	
	El Segundo Non-Profit/Individual	$101.00	$101.00	This raise increases the fees, but allows for Residents to receive a 50% off per hour discount and non-residents to receive a 50% add on per hour. This makes it more user friendly to get the correct fees through our online system. This keeps it in-line with Plunge fees.
	El Segundo For Profit	$203.00	$240.00	
	Non-Resident Groups	$304.00	$360.00	
Inflatable Obstacle Course and Staff Fee (in addition to facility fee)		per hour	per hour	
	El Segundo Non-Profit/Individual	$100.00	$100.00	This is a very popular rental at the Plunge. It takes about 1 additional hour to set up and 1 additional hour to clean up. There is also an extra staff needed to monitor the obstacle course. The fee for 19-20 was also $150 per hour, so this would be going back to that rate.
	El Segundo For Profit	$100.00	$180.00	
	Non-Resident Groups	$100.00	$216.00	
Key Log Roll		per hour	per hour	
	El Segundo Non-Profit/Individual	$50.00	$50.00	The fee for 19-20 was also $75 per hour, so this would be going back to that rate. This rental takes about 25 minutes to set up and needs at least one employee in the water to monitor.
	El Segundo For Profit	$50.00	$90.00	
	Non-Resident Groups	$50.00	$108.00	
Additional Staffing Fees for Aquatics Facilities Rentals (Lifeguard Costs by Group Size)- Plunge and Hilltop				
1 to 19 people (1 senior guard, 1 lifeguard)				
	El Segundo Non-Profit/Individual	$36.00	$40.00	
	El Segundo For Profit	$36.00	$48.00	
	Non-Resident Groups	$36.00	$58.00	
20 to 39 people (1 senior guard, 2 lifeguards)				
	El Segundo Non-Profit/Individual	$51.00	$55.00	
	El Segundo For Profit	$51.00	$66.00	Lifeguards currently make an average rate of $16.54 per hour. Senior lifeguards make an average rate of $18.90 per hour. Most surrounding cities that rent out their facilities had staff costs worked in to the hourly rate. Renting pool facilities for 2 hours with staff cost this much at nearby cities: Culver City $304/$352, Manhattan Beach $360/$400, Burbank $400, Torrance $360, and Long Beach $270. The city of Santa Monica offers partieis at $180/$228, but that is during a regular recreation swim with a party area.
	Non-Resident Groups	$51.00	$80.00	
40 to 59 people (1 senior guard, 3 lifeguards)				
	El Segundo Non-Profit/Individual	$66.00	$70.00	
	El Segundo For Profit	$66.00	$84.00	
	Non-Resident Groups	$66.00	$100.00	
60+ people (1 senior guard, 4 lifeguards)				
	El Segundo Non-Profit/Individual	$81.00	$85.00	
	El Segundo For Profit	$81.00	$102.00	
	Non-Resident Groups	$81.00	$123.00	
Security Deposit Fee		per reservation	per reservation	The fee was $200 per reservation prior. We would like to clean it up and make it the equivalent of 2 hours for our big facilities.
	Security Deposit	$203.00	$250.00	
Cancellation Fee		per reservation	per reservation	This is the fee for a facility cancellation is made within the 10 day window of a reservation.
	Cancellation Charge		$50.00	
Wiseburn				
Aquatics Center- Competition Pool				
Short Course-For Profit				
	Short Term < 10 Hrs/Week	$25.50	$25.50	
	Long Term > or = 10 Hrs/Week	$20.50	$20.50	
Long Course-For Profit				
	Short Term < 10 Hrs/Week	$46.00	$46.00	
	Long Term > or = 10 Hrs/Week	$35.50	$35.50	
Short Course-Non- Profit				
	Short Term < 10 Hrs/Week	$20.50	$20.50	
	Long Term > or = 10 Hrs/Week	$15.50	$15.50	

Proposed Master Fee Schedule 2021-2022 (Facilities)				
Facility	**Rate Type**	**21-22 Adopted**	**22-23 Proposed**	**Commentary**
	Non-Prime Time	$10.50	-	Proposing to remove this fee as all times are highly sought after at the pool. For night time WP groups, they already receive the alternative use pricing. Based on the Aquatics Fee Study completed in Winter of 2021, the total cost per lane per hour was $16.73.
Long Course-Non- Profit				
	Short Term < 10 Hrs/Week	$41.00	$41.00	
	Long Term > or = 10 Hrs/Week	$30.50	$30.50	
	Non-Prime Time	$20.50	-	Proposing to remove this fee as all times are highly sought after at the pool. For night time WP groups, they already receive the alternative use pricing.
Half Pool-Alternative Use For-Profit				
	Short Term < 10 Hrs/Week	$106.00	$106.00	
	Long Term > or = 10 Hrs/Week	$86.00	$86.00	
Full Pool-Alternative Use For-Profit				
	Short Term < 10 Hrs/Week	$213.00	$213.00	
	Long Term > or = 10 Hrs/Week	$172.00	$172.00	
Half Pool-Alternative Use Non-Profit				
	Short Term < 10 Hrs/Week	$86.00	$86.00	
	Long Term > or = 10 Hrs/Week	$66.00	$66.00	
Full Pool-Alternative Use Non-Profit				
	Short Term < 10 Hrs/Week	$203.00	$203.00	
	Long Term > or = 10 Hrs/Week	$152.00	$152.00	
Aquatics Center-Teaching Pool				
Per Lane For-Profit				
	Short Term < 10 Hrs/Week	$25.50	$25.50	
	Long Term > or = 10 Hrs/Week	$20.50	$20.50	
Per Lane Non-Profit				
	Short Term < 10 Hrs/Week	$15.50	$15.50	
	Long Term > or = 10 Hrs/Week	$10.50	$10.50	
Full Pool-For-Profit				
	Short Term < 10 Hrs/Week	$101.00	$101.00	
	Long Term > or = 10 Hrs/Week	$81.00	$81.00	
Full Pool-Non-Profit				
	Short Term < 10 Hrs/Week	$61.00	$61.00	
	Long Term > or = 10 Hrs/Week	$41.00	$41.00	
Aquatics Center-Event Pricing				
Competition Pool				
	Full Day (6+ Hours)	$3,549.00	$3,549.00	
	Half Day (<6 Hours)	$1,876.00	$1,876.00	
Teaching Pool				
	Full Day (6+ Hours)	$710.00	$710.00	
	Half Day (<6 Hours)	$431.00	$431.00	
Lighting Fee (if applicable)		$20.50	$20.50	
Timing System (if applicable per event)		$56.00	$56.00	
Extra Staff (if applicable)		$25.50	$30.00	

Proposed Master Fee Schedule 2021-2022 (Special Events)				
Activity/Drop Ins	**Rate Type**	**21-22 Adopted**	**22-23 Proposed**	**Commentary**
Tiny Tot Valentine's Tea Party			per wristband	
	Resident	NA	$10.00	This event has not been included on master fees in past. No difference for resident/non-resident price, but there will be priority pruchasing for residents.
	Non-Resident	NA	$12.00	

Proposed Master Fee Schedule 2021-2022 (Adult Sports)				
Activity	**Rate Type**	**20-21 Adopted**	**22-23 Proposed**	**Commentary**
Basketball				**Currently the referee fees are not included in the total price.**
	Resident	$203.00	$203.00	**Torrance (10 game regular season)**
	Non-Resident	$243.00	$243.00	Team Fee: $715
				Referee fees are included
				Santa Monica (approximately 10 regular season games + playoffs)
				Team Registration
				$337 At least 60% players must be residents to be considered a priority one (1) team.
				$382 At least 60% players must be residents and/or people who work in Santa Monica to be considered a priority two (2) team.
				$420 All other teams are considered priority three (3) teams.
				Referee Fees: $40 per game
				Total: $737 (60% residents), $782 (60% residents/people who work in SM), $820 (all other teams)
				City of LA (10 game regular season)
				New Teams: $425
				Returning Team: $265
				Officials Fee: $40 per game
				Totals: $825 (new teams), $665 (returning teams)
Softball				**Manhattan Beach (8 game regular season)**
	Resident	$355.00	$355.00	* Includes potential division vs. division playoff games $485 per team (no residiency requirements) Umpire fees are included
				Torrance (6 games, including playoffs)
				4 teams per league
				Resident Teams: $340
				Non-Resident Teams: $360
				Sunday Afternoon Residents: $300
				Umpire Fees included
				City of LA (12 league games played over 15 weeks)
				$415. per team
				Umpire Fee: $16 per game ($192 total based on 12 games season)
				Total $607
	Non-Resident	$426.00	$426.00	
Kickball				**Manhattan Beach (8 game regular season)**
	Resident	$304.00	$304.00	* Includes potential division vs. division playoff games
				$395 per team (no residiency requirements) umpire fee included
	Non-Resident	$365.00	$365.00	
Soccer				**Manhattan Beach (8 game regular season)**
	Resident	$203.00	$203.00	* Includes potential division vs. division playoff games
				$395 per team (no residiency requirements)
				City of LA (approximately 10 games)
				$250 per team Officals Fee: $30 Forfeit Bond: $120 Total $670
				Santa Monica (10 week season)
				Team Registration
				$506 At least 60% players must be residents to be considered a priority one
				$569.25 At least 60% players must be residents and/or people who work in Santa Monica to be considered a priority two (2) team.
				$632.50 All other teams are considered priority three (3) teams
				Referee Fees: $30 per game
	Non-Resident	$345.00	$345.00	Total: $906 (60% residents), $869.25 (60% residents/people who work in SM), $932.50 (all other teams)
Pickleball				needs to be added to fee schedule
	Resident	$350.00	$350.00	
	Non-Resident			

Exhibit E - Fees with greater than 30% cost increase

REF #	SERVICE	DEPARTMENT	CURRENT FEES	% RECOVERY WITH CURRENT FEE	PROPOSED FEES	% CHANGE
PL-045	LARGE FAMILY DAY CARE PERMIT	PLANNING	417.00	12.5%	3,325.00	697.4%
PL-060	ANIMAL PERMIT APPEAL-NON RESIDENT	PLANNING	2,466.00	18.8%	13,185.00	434.7%
PL-060	ANIMAL PERMIT APPEAL-RESIDENT	PLANNING	1,236.00	9.4%	6,595.00	433.6%
PL-050	APPEAL TO THE PLANNING COMMISSION	PLANNING	1,472.00	11.2%	6,595.00	348.0%
FR-016	HAZARDOUS WASTE GENERATOR PERMIT LARGE	FIRE ENVIRON SAFETY	680.00	37.8%	2,505.00	268.4%
PL-025	ENVIRON. CATEGORICAL EXEMPTION	PLANNING - APPL	151.00	29.8%	505.00	234.4%
FR-018	UNDERGROUND TANK PERMIT-CLOSURE	FIRE ENVIRON SAFETY	1,353.00	35.1%	4,435.00	227.8%
FR-014	HAZARDOUS MATERIALS INSP. PGM Range I	FIRE ENVIRON SAFETY	450.00	31.5%	1,470.00	226.7%
FR-014	HAZARDOUS MATERIALS INSP. PGM Range II	FIRE ENVIRON SAFETY	487.00	31.5%	1,590.00	226.5%
FR-014	HAZARDOUS MATERIALS INSP. PGM Range V	FIRE ENVIRON SAFETY	771.00	31.5%	2,465.00	219.7%
EN-010	FINAL MAP AMENDMENT	ENGINEERING	557.00	31.8%	1,750.00	214.2%
FR-018	UNDERGROUND TANK PERMIT-MAINT	FIRE ENVIRON SAFETY	1,055.00	35.1%	3,295.00	212.3%
FR-018	UNDERGROUND TANK PERMIT-NEW CONSTR	FIRE ENVIRON SAFETY	755.00	35.1%	2,310.00	206.0%
FR-014	HAZARDOUS MATERIALS INSP. PGM Range III	FIRE ENVIRON SAFETY	632.00	31.5%	1,915.00	203.0%
FR-014	HAZARDOUS MATERIALS INSP. PGM Range IV	FIRE ENVIRON SAFETY	680.00	31.5%	2,050.00	201.5%
PL-042	ADMIN DETERMINATION - PC DECISION	PLANNING	2,192.00	34.1%	6,435.00	193.6%
PL-041	ADMIN DETERMINATION - DIR DECISION	PLANNING	1,281.00	34.1%	3,760.00	193.5%
FR-008A	TENT PERMIT	FIRE PREVENTION	81.00	30.6%	235.00	190.1%
FR-019	ABOVE GROUND LIQUID TANK INSPECTION - 1,000,001 OR MORE GALLONS	FIRE ENVIRON SAFETY	2,530.00	55.4%	7,120.00	181.4%
FR-016	HAZARDOUS WASTE GENERATOR PERMIT VERY SMALL	FIRE ENVIRON SAFETY	487.00	37.8%	1,350.00	177.2%
FR-016	HAZARDOUS WASTE GENERATOR PERMIT RCRA LARGE	FIRE ENVIRON SAFETY	904.00	37.8%	2,505.00	177.1%
FR-017	TIERED HAZ WASTE PERMIT PROCESSING - BY RULE	FIRE ENVIRON SAFETY	1,749.00	68.6%	4,070.00	132.7%
FR-016	HAZARDOUS WASTE GENERATOR PERMIT SMALL	FIRE ENVIRON SAFETY	605.00	37.8%	1,350.00	123.1%
EN-009	FINAL MAP CHECK - 1-9 lots	ENGINEERING	1,391.00	46.7%	2,980.00	114.2%
FR-023	CUPA - NEW BUSINESS	FIRE ENVIRON SAFETY	143.00	47.0%	305.00	113.3%
PL-010	OFF-SITE PARKING COVENANT APPL	PLANNING	364.00	47.5%	765.00	110.2%

Exhibit D - Fees with greater than 30% cost increase

REF #	SERVICE	DEPARTMENT	CURRENT FEES	% RECOVERY WITH CURRENT FEE	PROPOSED FEES	% CHANGE
PL-005	VARIANCE REVIEW APPLICATION	PLANNING	7,617.00	48.3%	15,770.00	107.0%
PL-031	TENTATIVE TRACT MAP REVIEW	PLANNING+ACTUAL	5,327.00	65.9%	10,590.00	98.8%
FR-019	ABOVE GROUND LIQUID TANK INSPECTION - 0-10,000 GALLONS	FIRE ENVIRON SAFETY	867.00	55.4%	1,605.00	85.1%
PL-011	PARKING DEMAND/SHARED PARKING STUDY	PLANNING+ACTUAL	1,065.00	54.0%	1,970.00	85.0%
FR-017	TIERED HAZ WASTE PERMIT PROCESSING - CONTIDIONAL AUTH	FIRE ENVIRON SAFETY	1,684.00	68.6%	2,965.00	76.1%
PL-044	MASTER SIGN PROGRAM	PLANNING	653.00	58.7%	1,110.00	70.0%
FR-022	UNIFIED PROGRAM ADMINISTRATION	FIRE ENVIRON SAFETY	112.00	58.4%	190.00	69.6%
FR-027	LATE CERS SUBMITTAL CITATION	FIRE ENVIRON SAFETY	129.00	60.4%	215.00	66.7%
FR-028	LATE CERS SUBMITTAL CORRECTION	FIRE ENVIRON SAFETY	129.00	60.4%	215.00	66.7%
PL-049	TIME EXTENSION REVIEW	PLANNING	420.00	60.6%	695.00	65.5%
FR-019	ABOVE GROUND LIQUID TANK INSPECTION - 10,001 - 1,000,000 GALLONS	FIRE ENVIRON SAFETY	2,167.00	55.4%	3,515.00	62.2%
FR-018	UNDERGROUND TANK PERMIT-TRANSFER	FIRE ENVIRON SAFETY	450.00	35.1%	705.00	56.7%
FR-018	UNDERGROUND TANK PERMIT-ADDENDUM	FIRE ENVIRON SAFETY	300.00	35.1%	470.00	56.7%
FR-018	UNDERGROUND TANK PERMIT-OVERSIGHT	FIRE ENVIRON SAFETY	300.00	35.1%	470.00	56.7%
PL-048	MODIF. TO DISCRETIONARY APPROVAL	PLANNING	6,130.00	67.3%	9,110.00	48.6%
FR-007	ANNUAL FIRE PERMIT	FIRE PREVENTION	81.00	84.5%	120.00	48.1%
FR-004	FIRE PROTECTION TESTING-per system	FIRE PREVENTION	268.00	1.8%	380.00	41.8%
PL-054	TEMPORARY USE PERMIT	PLANNING	1,270.00	70.5%	1,800.00	41.7%
PL-003	CONDITIONAL USE PERMIT APPL	PLANNING	11,690.00	72.8%	16,050.00	37.3%
PO-004	BINGO PERMIT - REMOTE CALLER	POLICE	551.00	7.1%	735.00	33.4%
PL-043	SIGN PROGRAM SIGN PLAN REVIEW	PLANNING	107.00	75.6%	140.00	30.8%

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Public Hearings
Item Number: C.11

TITLE:

Public Hearing for Approval of Proposed FY 2022-2023 Citywide Operating Budget, Capital Improvement Program Budget, and Gann Appropriations Limit and Associated Financial Policies

RECOMMENDATION:

1. Conduct a public hearing;

2. Adopt resolution approving the proposed FY 2022-2023 Citywide operating budget, capital improvement program budget, and Gann appropriations limit; and

3. Approve various financial policies for FY 2022-2023 (general fund reserve policy, economic uncertainty reserve policy, Topgolf revenue allocation policy, unfunded actuarial liability policy, and inter-fund loan policy) as reflected in report exhibits 4 through 8.

FISCAL IMPACT:

Total proposed FY 2022-2023 budget appropriations (for all funds) equal $157,803,535, with off-setting estimated revenues and use of reserves. Of these amounts, proposed general fund appropriations equal $85,361,128, with off-setting estimated revenues and use of reserves. All applicable City financial policies are being fully adhered to.

BACKGROUND:

The proposed FY 2022-2023 Citywide operating and capital improvement program budget for all funds (Attachment 2) reflects the input and direction provided by City Council during the May 17, 2022, budget study session. Please refer to the attached City Manager budget message (Attachment 1) for a comprehensive overview of the proposed FY 2022-2023 budget and related financial issues.

In addition to reviewing and approving the proposed FY 2022-2023 Budget, the City

Council needs to review and approve the City's FY 2022-2023 Gann Appropriations Limit (which is part of Attachment 3). This is a State of California Constitutional requirement. As a prudent practice, the following Financial Policy documents are included for City Council to reaffirm for FY 2022-2023: General Fund Reserve Policy (Attachment 4), Economic Uncertainty Reserve Policy (Attachment 5), Topgolf Revenue Allocation Policy (Attachment 6), Unfunded Actuarial Liability ("UAL") Policy (Attachment 7), and Interfund Transfer Policy (Attachment 8).

It is recommended that these policy documents be reaffirmed and approved prior to the commencement of FY 2022-2023.

The Proposed FY 2022-2023 Citywide master fee schedule will be provided to City Council via another item on the June 21, 2022 City Council meeting agenda.

DISCUSSION:

Staff will provide a comprehensive budget presentation to City Council at the June 21, 2022 City Council meeting and will be available for questions.

NEXT STEPS

If adopted by the City Council, the FY 2022-2023 Citywide budget will go into effect with the beginning of the new fiscal year on July 1, 2022.

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.

PREPARED BY:
Joseph Lillio, Chief Financial Officer
REVIEWED BY:
Joseph Lillio, Chief Financial Officer
APPROVED BY:
Tracy Weaver, City Clerk

ATTACHED SUPPORTING DOCUMENTS:

1. Attachment 1 - City Manager Proposed FY 22-23 Budget Message
2. Attachment 2 - Proposed FY 2022-2023 Citywide Operating & Capital Budget
3. Attachment 3- Resolution Adopting the FY 2022-2023 final Operating & Capital Improvement Budget_Appropriations Limit
4. Attachment 4 - General Fund Balance Policy 2022-2023

5. Attachment 5 - Economic Uncertainty Reserve 2022-2023
6. Attachment 6 - Topgolf Revenue Allocation Policy
7. Attachment 7 - Unfunded Actuarial Liability (UAL) Policy
8. Attachment 8_Inter-fund Loan Policy

City Manager's Office

MEMORANDUM

350 Main Street El Segundo, CA 90245
Phone 310-524-2300 | ww.elsegundo.org

To: Honorable Mayor and Members of City Council

From: Darrell George, Interim City Manager

Date: June 21, 2022

Subject: Proposed FY 2022-2023 Operating & Capital Improvement Program Budget

On behalf of the City organization, it is my pleasure to submit a balanced Operating Budget for Fiscal Year (FY) 2022-2023 as proposed to City Council on June 21, 2022. With this budget, the City will commence using the more traditional 12-month budget cycle from July 1 to June 30.

Executive Summary

City Council, management, and staff in all departments worked diligently to prepare the Adopted FY 2022-2023 Budget. There were a total of 4 public meetings and about 30 interdepartmental meetings over the past year dedicated to preparing this budget. This spending plan will fund service levels which local residents and businesses expect and will provide a quality of life that residents can be proud of. While this is a conservative, bare bones budget, it does represent a plan that is fiscally responsible and responsive to the community's needs. Staff will continuously monitor the City's revenues and expenditures throughout the 12 months of the fiscal year to ensure that any material changes to revenues and/or appropriations are communicated to City Council.

Staff will also take proactive steps to ensure strong financial health for the City during the uncertainties associated with a post COVID-19 economy. With a united front among City Council, management, and our hard-working employees, the City will continue to maintain financial stability, while limiting impacts on core municipal services provided to local residents, businesses, and visitors. Moving forward, the paradigm shift to focus more on long-term financial planning will continue to play an essential role in managing the organization's future.

As directed by City Council during the last two budget workshops on May 3, 2022 and May 17, 2022 you will notice some key changes that were made in various departments. Community Services will be known as Recreation Parks & Library and Development Services has been changed to Community Development. In addition to the department name changes there are a few new staff positions. There will be a Concierge/Receptionist to direct visitors to the correct departments when they enter City Hall. An additional Code Enforcement position was added to the Community Development Department.

The City is fortunate to have professional and dedicated employees performing at highly competent levels. My personal thanks need to be extended to the Executive Team, Finance Department (especially Chief Financial Officer Joseph Lillio), and staff in all the operating departments for the many hours of

outstanding work, interdepartmental cooperation, and commitment to preparing a balanced Adopted Operating and CIP Budget. We will continue to strive for positive labor relations which are a critical component to how the City organization is managed and operated. Finally, it is important to acknowledge City Council for its continued leadership and confidence in the City's team to provide a wide array of municipal services during such unprecedented and challenging times.

Respectfully Submitted,

_____
Darrell George
Interim City Manager

Budget Preparation & Discussion Process

The FY 2022-2023 budget preparation process began at the staff level in late 2021 and included several public meetings with City Council as a whole. From December 2021 through June 2022, there were a total of 34 meetings (public and inter-department) involving the budget. On April 12, 2022 City Council held a Strategic Planning Session followed by the FY 2021-2022 General Fund Mid-Year Budget Update presentation on April 19, 2022. On May 3, 2022, City Council held a FY 2022-2023 Budget Study Session, followed by a second Budget Study Session on May 17, 2022. Based on the best information available at the time of the FY 2021-2022 General Fund Mid-Year Budget Update, minor adjustments were made to accommodate for a minor increase in revenues and appropriations to ensure that FY 2021-2022 ended the year with a balanced budget. This included leaving 22 positions vacant through the end of the fiscal year. On June 21, 2022, City Council adopted the citywide FY 2022-2023 Budget.

Developing a new Citywide Strategic Plan for 2022-2023

At the April 12th Strategic Planning Study Session, City Council requested a few revisions for the (FY 2022-2026) City Strategic Plan which included the following:

Mission Statement (No change)

"Provide a great place to live, work, and visit"

Vision (No change)

"Be a global innovation leader where 'big ideas take off' while maintaining our unique small-town character"

Values and Culture

Values: (New Values are in *Italics*)

El Segundo's values define how we service and manage our City. We practice:

Service. *We work to provide exceptional services and continuously improve our practices and processes.*

Ethics. *We are accountable and responsible for our actions, transparent in our processes, and follow professional standards.*

Collaboration. *We work as "one team" on behalf of our community.*

Culture: (No change)

El Segundo strives to create a working culture of:

- Innovation
- Support and recognition
- Leadership by example
- Proactive action
- Problem-solving – getting to yes
- Engaging the community

Top Ten Priorities (New Priorities are in *italics*)

1. *Enhance our proactive community engagement program to educate and inform the public about City services, programs and issues.*

2. *Conduct an analysis to include a response coverage study to determine the best and most cost-effective model for the Fire Department.*

3. *Address quality of life issues pertaining to homeless, graffiti, noise and other concerns.*

4. *Determine optimal staffing levels required to deliver unparalled City services and ensure Council policies are fully implemented.*

5. *Identify parking solutions throughout the community.*

6. *Implement the capital improvement plan for parks, recreation, City facilities, library and Park Vista Senior Living Facility.*

7. *Encourage progress in the development of Smoky Hollow Business Zone.*

8. *Conduct a long-term financial analysis to identify ways to maximize and enhance fiscal sustainability from a variety of sources to support City services.*

9. *Identify opportunities for new revenues, enhancement of existing revenues, and exploration of potential funding options to support unfunded capital improvements and deferred maintenance to address the aging infrastructure throughout the City.*

10. *Develop a robust approach to connecting business to each other and conducting proactive outreach to grow our business community*.

Five Broad Goals (Goal 5 Activities were revised and are reflected in *italics*)

1. *Enhance Customer Service, Diversity, Equity, Inclusion and Communication*

2. Support Community Safety and Preparedness

3. *Promote a Quality Workforce Through Teamwork and Organizational Efficiencies*

4. Develop and Maintain Quality Infrastructure and Technology

5. Champion Economic Development and Fiscal Sustainability

New Enhance Customer Service, Diversity, Equity, Inclusion and Communication Activities: (*New strategies in italics)*

- *"Enhance our proactive community engagement program to educate and inform the public about City services, programs, and issues."*

- *"Implement the City Council approved recommendations from the Diversity, Equity and Inclusion (DEI) Committee reports to City Council."*

New Support Community Safety and Preparedness:

- *"Clearly define our disaster preparedness program to ensure the City is prepared for a variety of disasters, including our facilities and staff."*

- *"Implement the recommendations approved by the City Council in the Diversity, Equity and Inclusion Committee (DEI) Public Safety Report."*

- *"Conduct an analysis to include a response coverage study to determine the best and most cost-effective response model for the fire department."*

- *"Ensure the police services are provided in a cost-effective manner, including meeting unfunded state mandates."*

- *"Develop a long-term strategy to hold large-scale neighboring municipal operations accountable for environmental violations that place the quality of life and health of residents and businesses at risk."*

- *"Address quality of life issues pertaining to homeless, graffiti, noise and other concerns."*

New Promote a Quality Workforce Through Teamwork and Organizational Efficiencies:

- *"Review and update the key performance indicators (KPI) to ensure the ones being used can be tracked with data and the results used to make improvement decisions."*

- *"Implement the recommendations approved by the City Council in the Diversity, Equity and Inclusion Committee (DEI) Citywide Organization Report."*

- *"Support initiatives designed to improve the overall health, wellness and safety of employees."*

- *"Provide training to employees to ensure they are able to perform their jobs safely, including carrying out their emergency response roles in the event of a disaster."*

- *"Determine optimal staffing levels required to deliver unparalleled City services and ensure Council policies are fully implemented."*

- *"Develop a workplan to institute a records management program and related systems."*

- *"Embrace the use of the Intranet as a one-stop site for employee information and services."*

New Develop and Maintain Quality Infrastructure and Technology:

- *"Initiate a comprehensive update to the General Plan."*
- *"Identify parking solutions throughout the community."*
- *"Implement the capital improvement plan for parks, recreation, City facilities, library, and Park Vista Senior Living Facility."*
- *"Examine options regarding the expansion of the fiber infrastructure within El Segundo for economic development purposes."*
- *"Update the Technology Master Plan with a new prioritized list for funding and implementation."*
- *"Implement a new ERP/HRIS (enterprise resource planning/human resources information system) to improve efficiency and transparency."*
- *"Implement technologies to enhance customer service while maintaining a human connection in the delivery of City services."*
- *"Expand the new agenda management program that will automate processes for Commissions, Committees and Boards (CCBs)."*
- *"Pursue collaboration with the City and County of Los Angeles to beautify the entryways into El Segundo, to include parking lot and beach."*

New Champion Economic Development and Fiscal Sustainability:

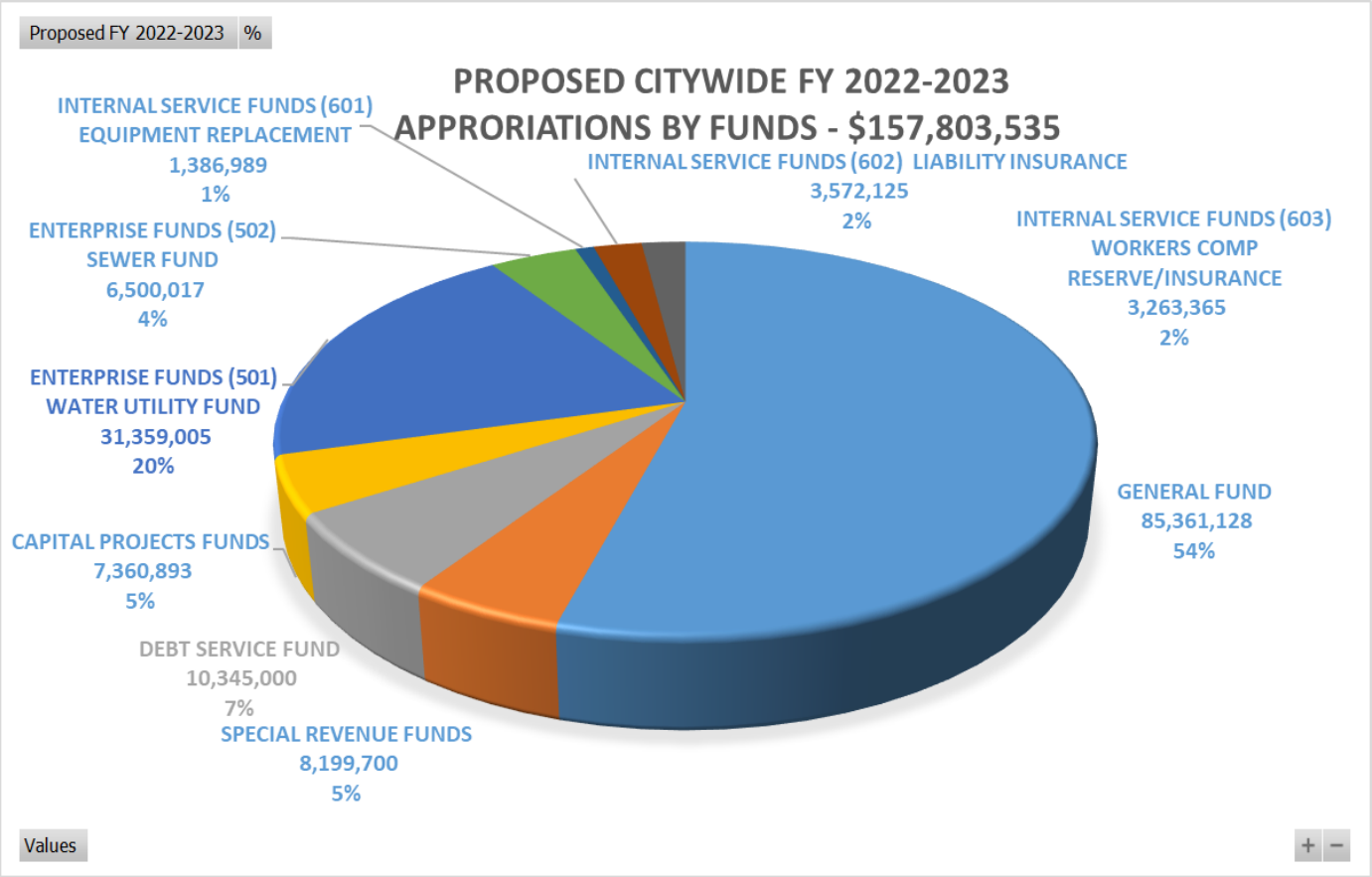
- *"Facilitate the move of the LA Chargers headquarters to El Segundo."*
- *"Encourage progress in the development of the Smoky Hollow Zone."*
- *"Collaborate with South Bay cities to spur innovation, promote problem solving and create cost savings."*
- *"Engage in a dialogue about housing east of Pacific Coast Highway, while preserving the R-1 zone."*
- *"Update land use regulations to encourage development and entitlement projects (including the Downtown Specific Plan, Housing Element and other planning documents)."*
- *"Conduct a long-term financial analysis to identify ways to maximize and enhance fiscal sustainability from a variety of sources to support City services."*
- *"Develop a robust approach to connecting businesses to each other and conducting proactive outreach to grow our business community."*

- *"Sponsor, coordinate and launch a private-public incubator program."*

Overview of Proposed FY 2022-2023 Operating Citywide Budget

Total adopted appropriations (for all funds) for FY 2022-23 are $157,803,535, as follows:

Fund	Adopted FY 2021-2022	%	Proposed FY 2022-2023	%
GENERAL FUND	**79,996,866**	**50.0%**	**85,806,441**	**54.4%**
(001) GENERAL FUND	77,651,553	48.5%	85,361,128	54.1%
(117) HYPERION MITIGATION FUND	100,000	0.1%	100,000	0.1%
(504) SENIOR HOUSING	75,313	0.0%	75,313	0.0%
(505) SOLID WASTE	270,000	0.2%	270,000	0.2%
(708) TRUST FUNDS-PROJECT DEPOSITS NONREFUN	1,900,000	1.2%		0.0%
SPECIAL REVENUE FUNDS	**15,201,230**	**9.5%**	**8,199,700**	**5.2%**
DEBT SERVICE FUND	**10,345,000**	**6.5%**	**10,345,000**	**6.6%**
(202) DEBT SERVICE FUND	545,000	0.3%	545,000	0.3%
(204) PENSION OBLIGATION BONDS	9,800,000	6.1%	9,800,000	6.2%
CAPITAL PROJECTS FUNDS	**5,055,900**	**3.2%**	**7,360,893**	**4.7%**
(301) CAPITAL IMPROVEMENT FUND	5,055,900	3.2%	7,360,893	4.7%
ENTERPRISE FUNDS	**37,844,395**	**23.6%**	**37,869,022**	**24.0%**
(501) WATER UTILITY FUND	31,314,039	19.6%	31,359,005	19.9%
(502) SEWER FUND	6,520,356	4.1%	6,500,017	4.1%
(503) GOLF COURSE	10,000	0.0%	10,000	0.0%
INTERNAL SERVICE FUNDS	**11,585,281**	**7.2%**	**8,222,479**	**5.2%**
(601) EQUIPMENT REPLACEMENT	5,000,000	3.1%	1,386,989	0.9%
(602) LIABILITY INSURANCE	3,094,306	1.9%	3,572,125	2.3%
(603) WORKERS COMP RESERVE/INSURANCE	3,490,975	2.2%	3,263,365	2.1%
Grand Total	**160,028,672**	**100.0%**	**157,803,535**	**100.0%**



The General Fund represents the largest portion of the total Adopted Citywide Budget at $85,361,128 (54.1%). Enterprise Funds represent the second largest group at 24.0%, as follows: Water Fund at $31,359,005 (19.9%); Wastewater Fund at $6,500,017 (4.1%); Solid Waste Fund at $270,000 (0.2%). Internal Service Funds total $8,222,479 (5.2%) as follows: General Liability Fund at $3,572,125 (2.3%); Workers' Compensation Fund at $3,263.365 (2.1%); and Equipment Replacement Fund at $1,386,989 (0.9%).

The General Fund Capital Improvement Program (CIP) Fund totals $7,360,893 (or 4.7% of all funds). This consists of carryover funding from prior fiscal years to support 18 ongoing projects.

The Debt Service funds total $10,345,000 (6.6%). This consist of the new Debt Service Pension Obligation Bonds of $9,800,000 (or 6.2% of all funds) and Douglas Street Gap closure of $545,000 (or 0.3% of all funds).

The remainder of the funds consist of smaller funds dedicated to specific purposes. These include Transportation related funds, the Development Services Trust Fund, Recreation and Parks Fund, Economic Development Fund, Cultural Development Trust Fund, and Park Vista Senior Housing Project Fund.

Proposed FY 2022-2023 General Fund Budget

The General Fund pays for the City's basic operations and services, including the following:

- Public Safety (Police & Fire)
- Public Works (Streets/Engineering/Facilities/Landscaping)
- Community Services (Library/Senior/Teen/Recreation/Cultural Arts)
- Development Services (Planning/Building/Housing)
- Internal Support (City Clerk/City Treasurer/Finance/Human Resources/Information Technology)
- General Governance (City Council/City Manager/City Attorney)

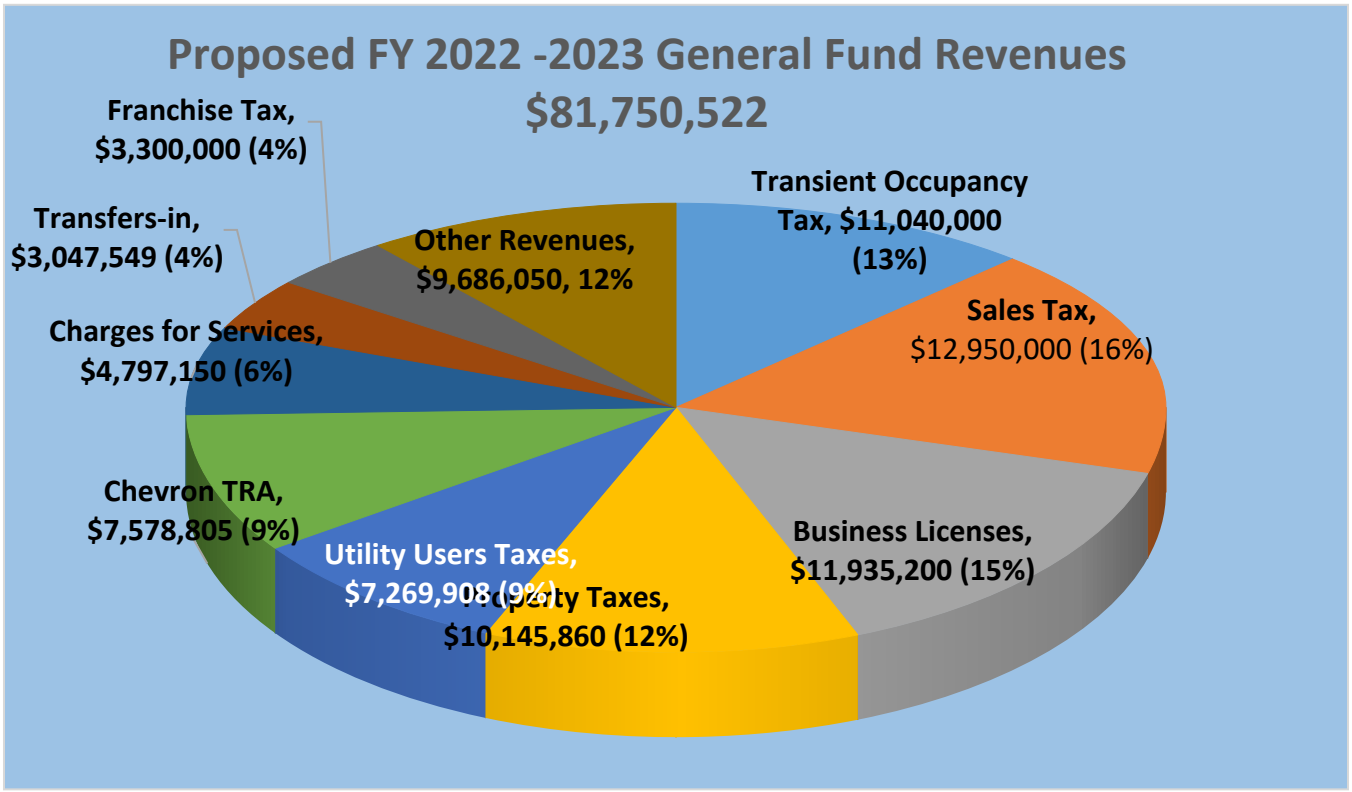
The Adopted FY 2022-2023 General Fund Budget preparation process began with uncertainty due to COVID remaining both a health concern and continuing to have a negative impact on some General Fund revenues, particularly the Transient Occupancy Tax. Staff worked diligently to develop the proposed budget. Through discussions with City Council during the Strategic Planning and Budget Study sessions, the following approach was developed to provide a balanced FY 2022-23 General Fund Budget:

- One-time use of Pension Trust fund: ($1,020,657)
    - Currently the Trust has a balance of approximately $5 million
    - Use of the Trust Fund towards the CalPERS unfunded actuarial liability (UAL) complies with the City's UAL policy
- Utilize a 5% vacancy rate ($2.4 million)
    - Equivalent to 14 vacant full-time equivalent positions
- Reduction to Fire Department Budget of approximately $1 million
    - Brown-out Engine 32 for 6 months in FY 2022-23: Savings of $50,000 in O&M
    - Brown-out a Captain position on all three shifts for 6 months: Approximate savings of $400,000
    - Freeze one Captain position for 6 months in FY 2022-23: Approximate savings of $225,000
    - Freeze Emergency Management Coordinator & O&M for Division: Approximately $364,000 in savings: $128,000 (personnel) + $236,000 (O&M)

General Fund Revenues

Total General Fund revenues for FY 2022-2023 are anticipated to be $81,750,522, as illustrated in the following table and chart:

	Revenue	FY 2021-2022 Adopted Budget	FY 2021-2022 Adopted Budget	Change
1	Sales Tax	$12,250,000	$12,950,000	$700,000
2	Business License Tax	11,750,000	11,935,200	185,200
3	Property Tax	10,432,525	10,145,860	(286,665)
4	Transient Occupancy Tax	8,420,000	11,040,000	2,620,000
5	Chevron Tax Reso Agreement	6,600,000	7,578,805	978,805
6	Utility Users Tax	6,289,500	7,269,908	980,408
7	Charges for Service	4,755,511	4,797,150	41,639
8	Transfers-In	4,013,235	3,047,549	(965,686)
9	Franchise Tax	3,000,000	3,300,000	300,000
10	Other Revenues	2,267,770	2,168,523	(99,247)
11	Intergovernmental Revenues	2,178,909	2,231,761	52,852
12	License & Permits	1,825,000	2,100,000	275,000
13	Interest & Rentals	726,250	2,874,000	2,147,750
14	Fines & Forfeitures	294,000	311,766	17,766
	Total	**$74,802,700**	**$81,750,522**	**$6,947,822**



The Top Six General Fund revenue sources are as follows:

1. Sales Tax -- $12,950,000

This represents an increase of $700,000 from the adopted FY 2021-2022 budget which is due, in part, to the economic recovery since COVID-19, as well as commodity prices increasing causing the City's UUT, Franchise Tax, and Sales Tax (related to sales of gasoline) to increase for FY 2022-2023. It is anticipated that most revenue sources will have incremental increases as the local economy continues to recover from the impacts of COVID-19 and new economic development occurs.

2. Business License Tax -- $11,935,200

This represents an increase of $185,200 from the adopted FY 2021-2022 budget which was based on the current challenging economic conditions brought on as a result of COVID-19 and the possible looming recession. Also, decreased filming productions in FY 2021-22 have impacted Business Film License permits. It is anticipated that this revenue will increase in FY 2022-23 as the Coronavirus vaccine is widely distributed and COVID becomes less of a health concern.

3. Property Tax -- $10,145,860

This represents a decrease of $286,665 from the adopted FY 2021-2022 budget which is attributed to several large commercial/industrial properties applying for a Proposition 8 appeal for decrease in assessed value claim with Los Angeles County Assessor's Office. Several of the Prop. 8 appeals were successful, which resulted in an overall decline in assessed value and a reduced property tax for the City.

It is important to remember that the City of El Segundo is a "very low tax city" and receives a small portion of local Property Tax revenue (about 6 cents for every $1 dollar of Property Tax paid). In total, Property Tax represents approximately 12% of the estimated total General Fund revenues. This is a smaller percentage than most California cities.

4. Transient Occupancy Tax (TOT) - $11,040,000

This represents an increase of $2,620,000 from the adopted FY 2021-2022 budget. The slow recovery to the TOT is largely due to the economic slow-down brought on by COVID-19, which significantly impacted the travel and tourism industry. It is anticipated that this revenue source will increase business travelers begin to return to traveling at pre-pandemic levels. The pre-pandemic occupancy rates were about 90%. The current occupancy rate that has been consistent throughout the past twelve months is about 75%.

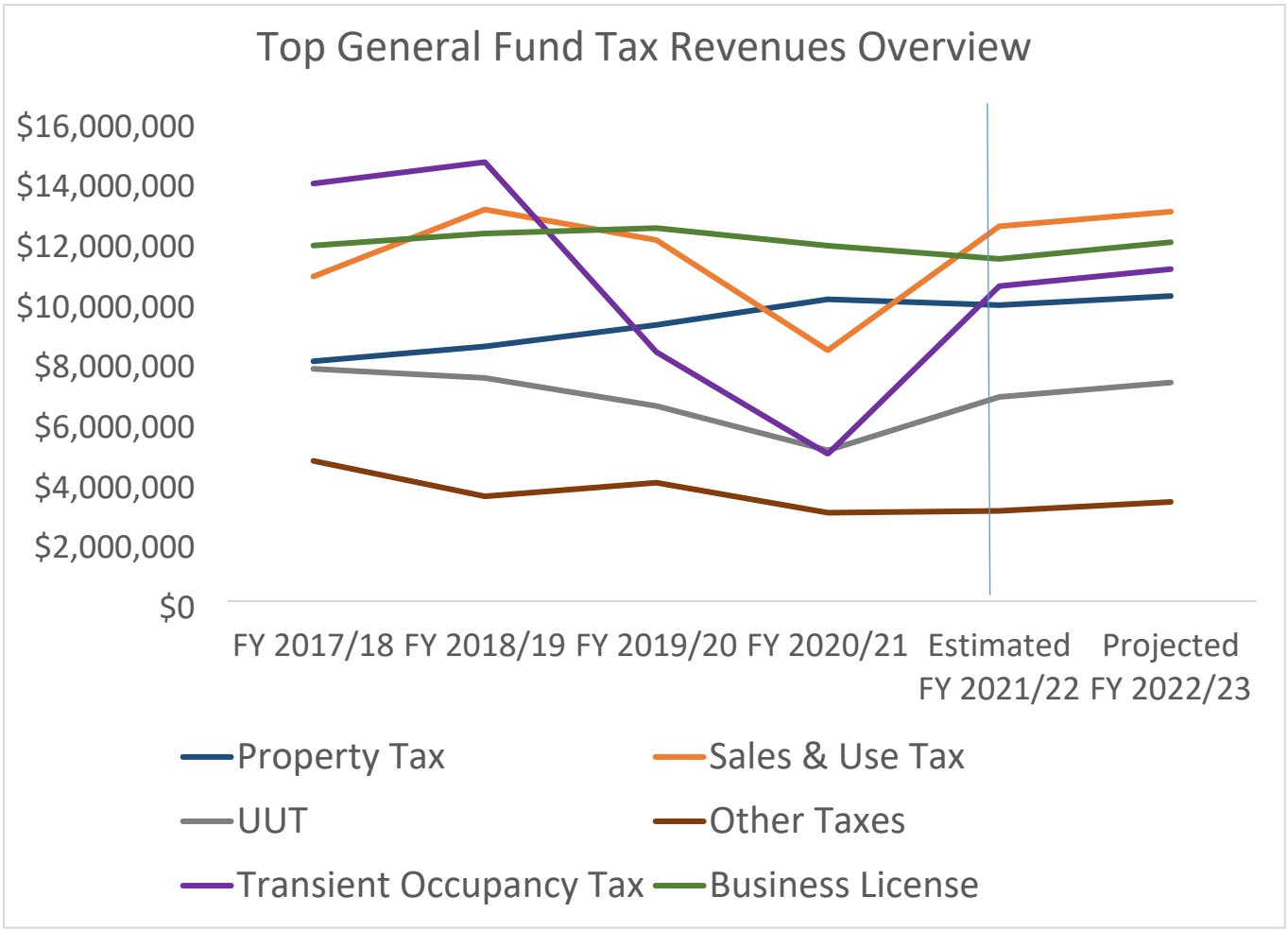
5. Chevron Tax Resolution Agreement (TRA) -- $7,578,805

This represents an increase of $978,805 from the adopted FY 2021-2022 budget. This amount reflects the annual payment from Chevron as an off-setting payment in lieu of the following revenue sources: Gas/COGEN/Water/Electric UUT; Property Tax; Business Tax; and Sales & Use Tax. The sum of these taxes from the current year determines the amount that Chevron makes up to meet the guaranteed amount in the following year per the agreement. There is also an annual consumer price index inflator applied each year.

6. Utility Users Tax (UUT) -- $7,269,908

This revenue source reflects the total of all the Utility Users Taxes from gas, water, telecommunications, cogenerated electric, and electricity (which are applied to non-residential users only) and is estimated to increase $980,408 from the adopted FY 2021-2022 budget. This is primarily due to increases in commodity prices which have a direct impact on the calculation of UUT and businesses reopening with no COVID restrictions in FY 2022-23.

The following graph provides a five-year historical overview of the City's Top Six General Fund revenues:



General Fund Appropriations

Total Proposed General Fund Appropriations for FY 2022-2023 is $85,361,128 is as follows:

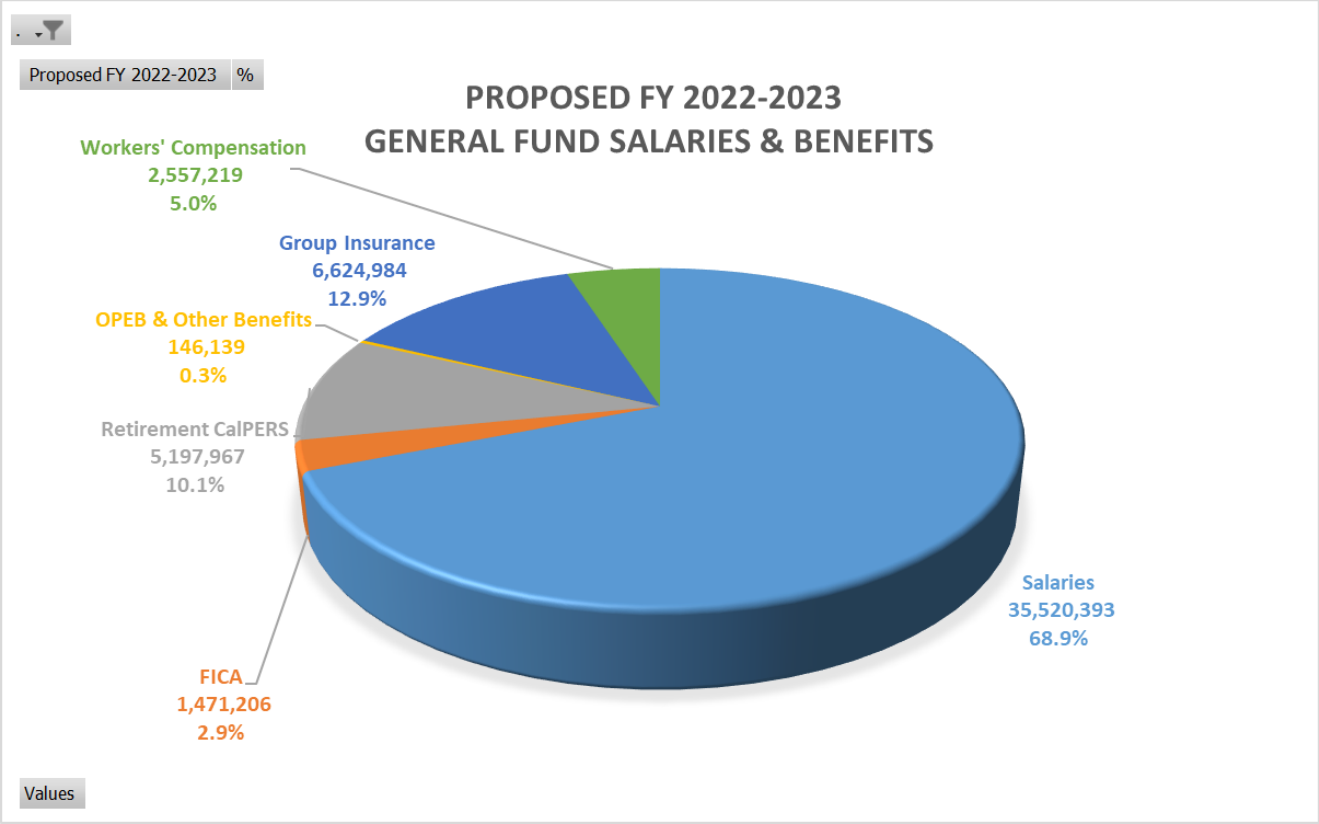
General Fund Appropriations				
Department	**Adopted FY 2021-2022**	**Proposed FY 2022-2023**	**$ Change**	**% Change**
POLICE DEPARTMENT	19,436,175	20,378,246	942,071	4.8%
FIRE DEPARTMENT	13,782,667	13,564,268	(218,399)	-1.6%
TRANSFER	10,538,908	13,475,120	2,936,212	27.9%
RECREATION PARK AND LIBRARY DEPARTMENT	8,184,207	8,675,569	491,362	6.0%
PUBLIC WORKS DEPARTMENT	6,389,428	7,094,856	705,428	11.0%
NON DEPARTMENT	5,904,993	6,128,801	223,808	3.8%
COMMUNITY DEVELOPMENT DEPARTMENT	3,098,785	3,828,987	730,202	23.6%
INFORMATION TECHNOLOGY DEPARTMENT	3,023,930	3,741,130	717,200	23.7%
CITY MANAGER	2,453,282	2,850,000	396,718	16.2%
FINANCE DEPARTMENT	2,412,820	2,576,681	163,861	6.8%
HUMAN RESOURCES DEPARTMENT	977,063	1,492,491	515,428	52.8%
CITY ATTORNEY	561,950	770,450	208,500	37.1%
CITY CLERK	530,749	568,511	37,762	7.1%
CITY COUNCIL	356,596	216,018	(140,578)	-39.4%
Grand Total	**77,651,553**	**85,361,128**	**7,709,575**	**9.9%**

Summary of General Fund Appropriations (Excluding Transfers Out)				
	Adopted FY 2021-2022	**Proposed FY 2022-2023**	**$ Increase**	**% Increase**
Salaries/OT/Other	35,108,184	35,520,393	412,209	1.2%
All Benefits	15,883,433	15,997,514	114,081	0.7%
Subtotal	50,991,617	51,517,907	526,290	1.0%
Maintenance & Operations	16,121,028	20,368,101	4,247,073	26.3%
Grand Total	**67,112,645**	**71,886,008**	**4,773,363**	**7.1%**

The two largest General Fund departments remain Police and Fire. These two departments consume 48% of the total General Fund Budget (including Transfers Out which records the payment on the POBs and just under $4 million transferred to the GF CIP Capital Fund), followed by the Recreation, Parks, and Library Department at 10%. There was a significant drop in the Police and Fire departments pension related costs beginning in FY 2021-2022 due to the issuance of POBs. The appropriation for the Unfunded Actuarial Liability (UAL) payment to CalPERS is no longer recorded directly to the Police and Fire Departments. The issuance of the POBs paid off the UAL to CalPERS and the annual POBs payments are recorded as a transfer out of the General Fund to the Debt Service POBs Fund.

Salaries and Benefits

The General Fund continues to experience rising salary costs (mainly in Police and Fire Departments). In addition, Workers' Compensation costs (mainly among public safety employees) and part-time staff costs due to increased State-mandated minimum wage requirements remain a concern. For FY 2022-2023, budgeted General Fund Salaries and Benefits will total $51.5 million (including the payment towards the POBs) and will equal approximately 72% of the General Fund operating budget. The following pie chart illustrates how General Fund salaries and benefits will be allocated:



As is the case with most California cities, El Segundo has historically budgeted to fill 100% of all budgeted positions. Cities are seldom fully staffed at 100%. For example, the City currently has about 24 vacant General Fund positions. This represents about 9% of the 278 full-time budgeted General Fund positions (excluding elected officials). After careful analysis and discussion with City Council during the FY 2022-23 Budget Planning Study Session, the Adopted FY 2022-23 Budget includes a 5% vacancy rate built into each Departments budget (except for City Clerk and HR due to being departments with 5 full-time staff or less) rather than freezing full-time vacant positions which has been done for the past three fiscal years.

The 5% vacancy rate will result in budgetary savings of approximately $2.4 million. It is anticipated that after the economy is fully open again, with limited restrictions remaining, and as revenues improve, the City will reevaluate this practice and fund 100% of positions in subsequent fiscal years.

As part of the comprehensive long-term Strategic Financial Plan that will be finalized during the year, each department will develop long-term staffing plans and reassess their organizational structure to provide essential services in the most cost-effective manner. Each department will be required to take a closer look at future year staffing levels. Balancing the budget by using a vacancy rate or by freezing positions should be viewed as a temporary measure and not a long-term measure.

Going forward it is anticipated that all City departments, including public safety, will be leaner and more efficient. It is also likely that some departments will be reviewed and possibly restructured during FY 2022-2023.

Maintenance & Operations

The Adopted General Fund Budget includes a 26% increase in Maintenance & Operations costs. This increase is primarily due to contractual increases due to minimum wage increase and inflation.

Chargebacks

Chargebacks consist of services provided by a General Fund department to another Governmental Fund or Enterprise Fund. During the year, the applicable operations will be charged to reflect the cost of receiving these services and reimburse (or charge back) the General Fund. The methodology is based on the City's formal Cost Allocation Plan.

Estimated Fund Balance

Fund balance is the difference between assets and liabilities and is contained within reserved, unreserved, designated, or undesignated categories. City policy is to set the General Fund reserve levels at 20% of appropriations. Based on estimated revenues and adopted appropriations for FY 2022-2023, staff projects the ending General Fund balance on June 30, 2023 to be $20,666,491, which exceeds the 20% reserve policy for FY 2022-2023. This represents about a 24% reserve.

Reserve Levels

Maintaining a reserve of at least 20% is considered a "Best Management Practice" (BMP) by municipal financial advisory firms and bond rating agencies, especially given the COVID-19 pandemic (and not to mention the rise in natural disasters over the years, including fires, floods, and earthquakes). In addition, the possibility of another economic recession during the COVID-19 recovery, continues to raise its head. Further, the City has significant financial exposure associated with its aging and deteriorating public infrastructure which will require unexpected future infusions of cash. Moreover, the reduction in reserve balances also equates to a reduction in interest earnings revenue for the General Fund. The reserve level for FY 2022-2023 at 20% of expenditures is $17,072,225.

It is also recommended that the City maintain an Economic Uncertainty Reserve balance of $1.9 million. The City Economic Uncertainty Reserve Policy is to maintain a balance of $2 million. However, during FY 2020-2021 $923,708 was utilized from this reserve to fund the CIP Budget. The Adopted FY 2021-2022 Budget replenishes $823,708 to the Economic Uncertainty Fund. Going forward, the goal will be to bring this reserve balance back to $2 million, or possibly more. The City also maintains a Section 115 Pension Trust balance of $5.1 million for FY 2021-22. Staff recommends revisiting the City's reserve policies, including adjusting the General Fund reserve above 20%, for subsequent budget years.

Special Revenue Funds

The Proposed FY 2022-2023 Budget for all Special Revenue Funds is $8.2 million, including $4.8 million for capital improvements such as street repairs, sidewalk repairs, Park Place Transportation Project, etc. These funds are dedicated for specific purposes governed by specific laws and regulations. For example, the Gas Tax Fund can be spent only on street-related expenditures. Prop A and Prop C Funds can only be spent on transportation projects. Asset Forfeiture and COPS Funds can be spent only on public safety related activities – as a supplement and not to supplant current appropriations. Federal, State, or County grants can only be spent for the specific grant purpose that it is awarded. Some Special Revenue fund balances are projected to "decrease" as the City appropriated funds for specific purposes that they were intended to be used.

Cultural Development (1% for the Arts) Fund

The Proposed Cultural FY 2022-2023 Development Fund Budget is $326,000. The Cultural Development Program commenced in FY 2019-2020 and is funded via a 1% "Fee for the Arts" on new commercial and

industrial development to promote public art, foster quality economic development, and enhance public space aesthetics. The following new appropriations are proposed for FY 2022-2023:

1. Cultural Arts Coordinator ($105,000) - This represents 75% funding for this full-time position.
2. El Segundo Art Walk ($58,000)
3. Festival of Holidays ($40,000)
4. Visual Artists in Community ($35,000)
5. Arts & Culture Community Engagement Fund ($35,000)
6. 2nd City Talks ($35,000)
7. Operations Account ($10,000)
8. Poet Laureate Program ($8,000)

Total = $326,000

Revenues are anticipated to grow in FY 2022-23 and beyond. As a result, there will be future opportunities to fund even more exciting and impressive public art projects.

Debt Service Fund

The Debt Service Fund records the City's facility lease activity for the Douglas Street Gap Closure Capital Improvement project. Included in the Adopted 2022-2023 Budget is an appropriation of $545,000 for the annual payment of principal and interest on the Douglas Street Gap Closure project.

Also, the City issued Pension Obligation Bonds (POBs) in FY 2021-2022 in the amount of $144,135,000. Included in the Adopted 2022-2023 Budget is an appropriation of $9,800,000 to begin the annual debt service payments for these bonds.

General Fund Capital Improvement Program (CIP) Fund

The Proposed FY 2022-2023 General Fund CIP Fund Budget totals $6,336,420. Of this amount, $2,701,000 represents "carryover" unspent funds from prior fiscal years and the remaining $3,335,420 represents funding for new FY 2022-2023 projects. As delineated in the "Proposed Capital Improvement Program for All Funds," located toward the end of this budget document, there is a total of 12 General Fund CIP projects that will either be active during the fiscal year or will continue to accumulate funding for future activation (such as The Plunge Rehabilitation Project).

Capital improvement projects that are paid for via other funds are located within each fund's budget. Please refer to the attached "Adopted Capital Improvement Program for All Funds," as well as to the CIP section of this budget document for more information about each capital improvement project.

Ideally, a local government will dedicate at least 2% to 5% of its total budget each year to the community's public infrastructure, including public facilities. As the City ages and its infrastructure continues to deteriorate, the City will need to rely heavily on long-term financial planning to better prepare, and re-invest, in this essential aspect of the budget. The longer the City procrastinates and delays properly managing its existing facilities, infrastructure, and assets, it will end up costing both current and subsequent generations significantly more to rebuild and pay for rising future legal claims and

settlements. This poor business practice continues to result in rising recurring operating costs (such as more expensive utilities and security measures) due to relying on inefficient and environmentally antiquated energy systems and safety risks.

Enterprise Funds

Water Fund

Every few years, the City reviews its water and wastewater rates to determine what rates should be adjusted over the next five years to pay for the full cost of providing reliable water and collecting and treating wastewater in an effective and environmentally safe manner. A fundamental policy goal is for the ratepayers to pay for the cost of services provided and for each fund to be self-sustaining.

Water rates were previously last adjusted in 2019. In anticipation of the need to adjust rates for the next five-year period, staff initiated a comprehensive Water and Wastewater "Rate Study" for each enterprise in the fall of 2019. This study was completed in the fall of 2020 and was presented to City Council on December 15, 2020. This study included presenting a series of water and wastewater rate adjustment options for each year from FY 2020-2021 through FY 2024-2025.

On December 15, 2020, City Council directed staff to administer the Proposition 218 majority protest process and set a public hearing for February 16, 2021 to vote on the proposed water and wastewater rate adjustments. On December 30, 2020, protest ballots were mailed out to the owners of each parcel and each water and wastewater customer (ratepayer). This process requires allowing a minimum of 45 days notification prior to the Proposition 218 public hearing. A total of 53,709 water protest ballots and 5,286 wastewater protest ballots were mailed out. For ratepayers to successfully protest the proposed water and wastewater rate increases, a simple majority of property owners and/or water ratepayers (2,686 or more) and wastewater ratepayers (2,644 or more) must return their ballots as instructed.

At its December 15, 2020 meeting, City Council approved the rate study, selected a water rate structure and wastewater rate structure, and reaffirmed policies and procedures adopted by City Council which set forth the procedures required by California State Proposition 218 (the "Right to Vote on Taxes Act" of 1996) to implement new or increased water and wastewater rates for residential and non-residential services. Since a majority vote protesting the proposed rate adjustments did not take place by the February 16, 2021 deadline, the approved rates will remain in place for five years. The City's water rates will be adjusted over the next five years as follows:

Utility	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Water	0%	3.0%	3.0%	3.0%	3.0%

The water rate adjustments will take place on January 1, 2022, January 1, 2023, January 1, 2024, and January 1, 2025. The approved water rate adjustment over the next five years will result in an estimated $5,726,955 that will ensure the long-term fiscal health of the Water Enterprise, as well as ensuring the delivery of safe and reliable water to the City's customers. These rate adjustments are designed to fully cover the associated costs incurred by the Water Fund over the next five years. Without the proposed rate adjustments, Water Fund revenues will not cover the rising cost of imported water purchased from West Basin Municipal Water District, operating expenses, or needed capital expenses.

The Proposed FY 2022-2023 Water Fund Budget is $31.4 million, including $2.3 million in new capital and $1.6 million in carryover from previous fiscal years for capital improvement projects related to Indiana Street water main and Citywide meter replacements. The Water Division operates, maintains, and repairs the City's water distribution system consisting of approximately 65 miles of pipeline, a six-million-gallon reservoir, a three-million-gallon reservoir, and a 200,000 gallon elevated water tank.

The largest budget line-item is the cost of purchasing water ($25 million) and this is projected to steadily increase at an annual rate of 3.5% for the foreseeable future. There is no local source of potable water in the City. As a result, 100% of potable water is purchased from a water wholesaler, West Basin Municipal Water District. The Water Fund is structurally balanced for FY 2022-2023 with the cost of capital, maintenance improvements, and all on-going operations costs paid from on-going revenue.

The Water Fund receives revenue primarily from metered water sales and base charges. FY 2022-23 Water Fund revenues are estimated at $36.7 million. Since the water utility must be self-sufficient, the City remains committed to maintaining critical infrastructure and complying with all applicable laws, rules, and regulations to deliver safe, dependable, and efficient recycled water and water services to all customers. The City strives to maintain affordable water rates while ensuring the long-term integrity of the water distribution system.

Wastewater Fund

Wastewater rates were last adjusted in 2016. Based on the previously mentioned Water and Wastewater "Rate Study," the City's wastewater rates will be adjusted over the next five years as follows:

Utility	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Wastewater	9.0%	9.0%	9.5%	9.5%	9.5%

The wastewater rate adjustments take place on April 2, 2021, January 1, 2022, January 1, 2023, January 1, 2024, and January 1, 2025. The approved wastewater rate adjustments over the next five years will result in an estimated $6,396,262 in new Wastewater Fund revenue to cover rising operating and capital costs associated with maintaining the enterprise.

The Proposed FY 2021-2022 Wastewater Fund Budget is $6.5 million, including $.8 million for capital improvement projects which include pump station, lifts, and sewer main repairs. While the Hyperion and Regional Sanitation District treatment plants are operated by the City of Los Angeles (Hyperion) and Los Angeles County (Los Angeles County Regional Sanitation District), the City of El Segundo operates and maintains the wastewater collection system which consists of nine stations, 18 pumps, and approximately 57 miles of sewer mains. The lift stations run in automatic mode 24 hours per day to convey over half-billion gallons of sewage per year to the Hyperion and Regional Sanitation District treatment plant customers located west of Pacific Coast Highway. Customers east of Pacific Coast Highway have their wastewater treated at the Regional Sanitation District plant.

The Wastewater Fund receives revenue primarily from residential and commercial user and connection fees. FY 2022-23 revenues are estimated at $5.3 million. Since the wastewater utility must be self-sufficient, the City remains committed to maintaining critical infrastructure and complying with all applicable laws, rules, and regulations to deliver safe, dependable, and efficient wastewater services. The City strives to maintain affordable wastewater rates while ensuring the long-term integrity of the wastewater collection system.

Solid Waste Fund

The Solid Waste Fund was set up in June 2019 to account for the General Fund's subsidy of residential refuse collection services provided by the private hauler EDCO. The Proposed FY 2022-2023 Solid Waste Fund Budget is $270,000 and reflects a recurring General Fund 25% subsidy of residential rates. The General Fund will not be able to maintain this subsidy and a plan will be developed to transition to a refuse collection model in which those that consume the service pay for their share of the cost.

Golf Fund

The existing Golf Fund continues to carry a significant negative net position, also referred to as negative retained earnings, due to the outstanding loan balance of approximately $5.6 million that is due to the Equipment Replacement Fund from the Golf Fund. With Topgolf having opened in April 2022, the Golf Fund should finally be able to begin systematically paying down its loan to the Equipment Replacement Fund. Because Topgolf is up and running, this will reverse the past several years of recurring Golf Fund operating losses and General Fund subsides. Based on the approved Management Agreement, the Topgolf project is projected to generate at least $1,900,000 in new recurring General Fund and Golf Fund revenues/investment starting in FY 2022-2023, including the following:

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

As directed by City Council on April 20, 2021, the following Topgolf Revenue Allocation Policy will go into effect starting with FY 2022-2023:

Ground Lease Revenue:

- 60%-70% of revenue generated from driving range ground lease (estimated to start at $1,300,000 per year) will be dedicated to funding City's pension related liabilities. This would result in a starting annual pension contribution of $780,000 to $910,000.
- 30%-40% of revenue generated from driving range ground lease (estimated to start at $1,300,000 per year) will be dedicated to repaying Equipment Replacement Fund. This would result in a starting annual loan repayment of $390,000 to $520,000 until the loan is paid off.
- Once Equipment Replacement Fund loan is paid off, this revenue will be dedicated to City's Capital Improvement Program (public infrastructure) needs

Ground Lease Revenue:

- Annual $200,000 Community Benefit Contribution will be dedicated to Recreation and Park capital improvement projects.

Golf Course and Driving Range Capital Contribution:

- Annual minimum $200,000 Golf Course and Driving Range Capital Contribution to Golf Fund will be made as per Ground Lease and Agreement and Golf Course Management Agreement.
- Annual 3% beverage fee payment from driving range and golf course (with a minimum guarantee of $200,000 from the driving range) will go to General Fund to be used for general

use purposes.

- Annual $20,000 golf course ground lease payment (with a 10% adjustment every five years) will go to General Fund for general use purposes.

Internal Service Funds

These funds are used to account for internal charges to user-departments. For example, the Equipment Replacement Fund is used only to accumulate funds to replace various equipment valued at $5,000 or more (individual value of an item and not grouped items) and vehicles throughout the City. Based on the estimated life of the asset and estimated replacement value after the asset is fully depreciated, the Equipment Replacement Fund charges the department a set amount each year until the asset is fully funded in order to be replaced.

The established charge for FY 2022-23 was funded at a 100%, rather than the 50% that was funded in FY 2021-2022 due to budget deficits. The 50% reduction in funding for FY 2021-2022 was used as budget savings tool for the General Fund. This savings equates to approximately $1.1 million. The funding for FY 2022-23 will be brought back to 100%. Per the established replacement schedule, the Adopted FY 2021-2022 Equipment Replacement Fund Budget is $1.4 million.

The City operates two self-insurance programs, administered by third-party administrators, under the management of the City's Risk Manager. The City belongs to the Independent Cities Risk Management Authority (ICRMA), a joint-powers authority of 18 participating members for the purpose of pooling the City's risk for general liability and workers' compensation losses with those of other member cities. ICRMA covers up to $35,000,000 for general liability claims: The City is responsible for the first $750,000 of claims (Self-Insured Retention). The ICRMA pool covers up to the first $2,000,000 above the City's SIR and the excess coverage is everything from $2,000,000 to $35,000,000. The City also participates in the following insurance programs: crime program, cyber program, property and equipment program, auto physical damage program, and terrorism coverage program.

For the Liability Insurance Fund and Workers' Compensation Fund, the Proposed FY 2022-2023 Budget is $3,572,125 and $3,263,365, respectively. Both these amounts are intended to cover administration costs, premiums, and estimated claims payments within the City's self-insured retention levels ($750,000 for General Liability and $500,000 for Workers' Compensation). Liabilities have increased in the past year for both the Workers' Compensation and the General Liability Funds primarily due to claims associated with Police and Fire. The Approved FY 2021-2022 Budget allocates the increased costs associated with each insurance program to the corresponding City department directly attributable to the increase.

Proposed FY 2022-2023 Citywide Capital Improvement Program (for all funds) Budget

The Proposed FY 2022-23 Capital Improvement Program (CIP) Budget (for all funds) totals $16,205,420, along with another $6,388,000 in carryover funds from prior fiscal years to support 25 separate projects for a total of $22,593,420. Please refer to the "Proposed Capital Improvement Program for All Funds" located toward the end of this budget document for more information about each capital improvement project.

Citywide Staffing

The Proposed FY 2022-2023 Budget includes staffing for 366.67 FTE positions (including part-time positions). In addition, it is anticipated that about 20 percent of City staff retiring over the next one to three years. Although the loss of institutional knowledge will be challenging with the high number of employees eligible for retirement, this presents an opportunity to embrace the ongoing paradigm shift with respect to how the City's finances are managed and to prepare for future needs by providing internal growth opportunities and the flexibility to re-engineer the structure of the organization.

Labor Contracts

The Proposed FY 2022-2023 Budget includes funding for represented labor groups which have contracts in effect for FY 2022-2023. There is no funding for any additional salary or benefit enhancements outside of what is covered in existing contracts. The Police Officer Association (POA) and Firefighters Association (FFA) labor contracts expired on September 30, 2021. The table below lists the represented and unrepresented labor groups, along with their contract expiration dates:

Represented Employee Associations and Unrepresented Units

No.	Employee Unit	Contract Expiration
1	Firefighters Association (FFA)	9/30/2021
2	Police Officers Association (POA)	9/30/2021
3	Police Support Services (PSSEA)	9/30/2022
4	Supervisory & Professional Employees (SPEA)	9/30/2022
5	General Employees Association (CEA)	9/30/2023
6	Management Police (PMA)	9/30/2022
7	Mid-Management & Confidential	N/A
8	Mid-Management & Confidential	N/A
9	Directors/Executives	N/A

Performance Measures

The City will continue to transform its performance measures from static measures to more robust methods that rely on additional meaningful tools. Regular measures, including private sector style recurring "customer transactional surveys" of those who interact with City employees, will be used to highlight areas where the City performs well, as well as those areas in which further evaluation will be warranted. This process will be timely and transparent.

Pensions

After years of rising costs and uncertainty associated with employee pension costs, the City has achieved financial stability and predictability for the next two decades and beyond. Over the last several years, CalPERS has made significant changes to the assumptions used in the calculations of local agencies' pension liabilities. These changes have resulted in:

- Increased overall unfunded pension liability as the discount rate has been reduced from 7.5% to 7.0% (With a further reduction to 6.8% that will go into effect on July 1, 2022)

- Increases in annual payments due to CalPERS in earlier years followed by declining payments in later years due to the method of amortizing Unfunded Actuarial Liability (UAL) payments

The City has three CalPERS plans: 1) Safety Police First Tier Plan; 2) Safety Fire Plan; and, 3) Miscellaneous Employees Plan. Each plan's UAL is comprised of multiple "amortization bases" which

have positive and negative amounts generated each year based on the performance of the CalPERS Investment Fund and changes in actuarial assumptions. Each amortization base has a separate payment schedule over a fixed period of years (up to 30 years for each). Because of the CalPERS methodology, some of the payments continue to increase each year while others drop off. This creates a significant increase in UAL payments the City will owe CalPERS going forward which were previously estimated to range from $10.7 million paid in 2020 to $17.6 million in 2038.

The difficulty for the City, as well as many other local agencies, has been the ability to pay these large payments to CalPERS, while still trying to maintain a structurally balanced budget and providing acceptable public services. Because of the economic impacts of revenue shortfalls due to the COVID-19 pandemic, the City focused on minimizing future payments to CalPERS.

At its July 22, 2020 Strategic Planning Study Session, City Council appointed Mayor Pro Team Chris Pimentel and Councilmember Scot Nicol to serve on the Ad Hoc Pension Committee to review the City's pension obligations, including conducting a review of the City's ability to exit CalPERS pension system and use of alternative retirement options. Since that time, the Committee has met numerous times in 2020 (September 21, October 14, November 16, and November 23) and several times in 2021(February 17, March 3, April 14, April 29, and May 12). Other attendees in these meetings included City Treasurer Matthew Robinson, City Manager Scott Mitnick, Chief Financial Officer Joseph Lillio, and KNN Public Finance Municipal Advisor Mark Young.

On December 1, 2020, a presentation was provided to City Council by City staff and KNN Public Finance (City's municipal advisor) which discussed options for addressing the City's growing UAL payments to ensure future structurally balanced budgets. City Council unanimously provided staff with direction to begin the process to refinance the City's current UAL through the issuance of POBs.

On January 19, 2021, City Council approved the issuance and sale of taxable POBs to refund the City's pension obligations and authorized the execution of a Trust Agreement which then began the judicial validation proceedings relating to the issuance of the POBs. The Los Angeles Superior Court approved the validation in April 2021, setting the stage for the City to ultimately issue the POBs in June 2021.

The City's POB Finance Team (City staff, Municipal Advisor, Underwriters, Bond Counsel, Disclosure Counsel, and Trustee), met with Standard & Poor's (S&P) staff on May 10, 2021 for a bond rating presentation. The meeting was successful and resulted in a strong AA+ bond rating. This is an excellent rating, particularly in today's economic environment and the impact of COVID-19 on bond ratings, still having negative impacts on the economy. S&P provided a write-up of the rating meeting with guidance on how to possibly achieve a AAA rating within the next few years.

On May 18, 2021, City Council formally approved issuing the POBs at 95% of the current UAL with CalPERS. Once in the marketplace, the POBs were 4.5x over-subscribed which helped to lower the POB interest rate to 2.568%. This was the second lowest rate of any POBs issued in the State of California over the last two years, including POBs with a AAA rating. This exceptional interest rate resulted in savings to the City of approximately $82.2 million over the next 19 years.

Through the issuance of pension obligation bonds to prepay the existing UAL, along with a series of other forward-thinking actions taken by City Council over the past few years (including: Reduced "Fresh Start" Amortization Period; Past additional discretionary UAL payments; Prepaid UAL payments; Creation of a Pension Trust Fund; Requiring "Classic " employees to pay their full "employee share," Adoption of formal UAL Policies; and, the Topgolf Revenue Allocation Policy), the City is well-positioned to meet its present and future pension obligations over the next 19 years.

The annual $9.8 million payment on the POBs represents a much lower recurring pension cost to the City than what would have been the case without the POBs. The City now has control over its pension

costs through July 1, 2040. After 2040, the City's pensions will be fully funded and the recurring pension costs should drop significantly. After years of stress and uncertainty, the City now has more clarity and predictability in managing its pension obligations.

Other Post-Employment Benefits

Just as with employee pension costs, the City has achieved financial stability and predictability for its "Other Post-Employment Benefits." The City provides retiree medical insurance to vested employees who retire from the City. This benefit is part of what is referred to as "OPEB." In general, the vesting requirement for retiree medical insurance is employment with the City for five years. In order to set funds aside for this benefit, the City opened a Section 115 Trust Fund account with CalPERS in 2008. The City initially funded the OPEB Trust in the amount of $2,425,000. As of June 1, 2022, the balance has grown to approximately $30 million. This reflects a combination of $17.7 million in contributions, $1 million in withdrawals, and $11.3 million in investment earnings.

The total OPEB liability for the City is $56 million. With $30 million pre-funded in the OPEB Trust, the OPEB unfunded liability is $26 million. This equates to a funded status of 46%. About 75% of municipalities in the State of California that offer retiree medical insurance benefits have a funded ratio of 25% or less. The City of El Segundo is well positioned to be fully funded for its OPEB liability by 2031.

As of the latest actuary report (dated October 2020), the City no longer needs to make additional contributions into the OPEB Trust. The investment earnings over the next ten years are expected to move the OPEB Trust to a 100% funded status within a decade. The annual contribution to the OPEB Trust had been $548,000 for several years. These are General Fund dollars that can be used to balance the budget or dedicated for other City Council strategic goal purposes. Once the OPEB Trust is 100% funded, the City will begin to pull money out of the OPEB Trust to assist in making the monthly medical retiree insurance premium payments.

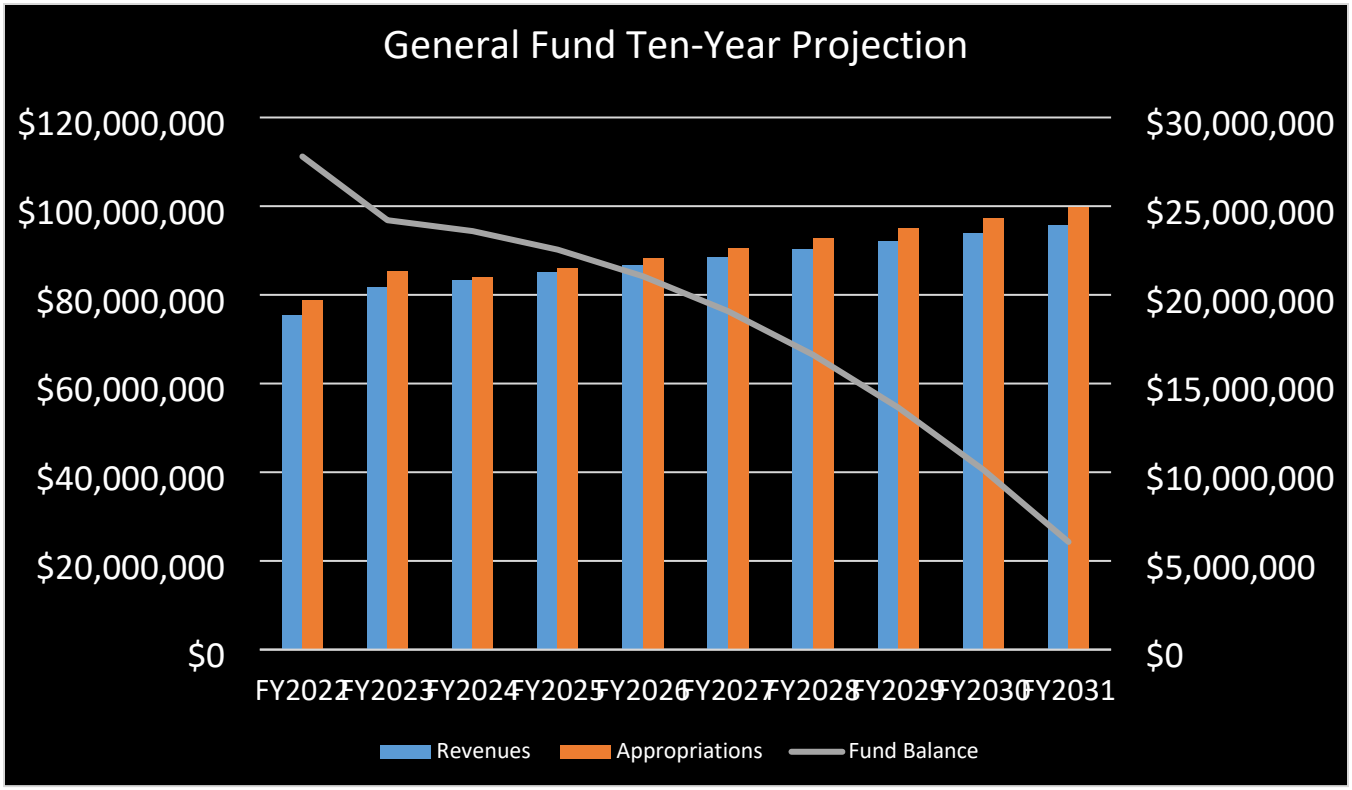
After years of stress and uncertainty, the City now has clarity and predictability in managing its employee pension and retiree medical insurance obligations.

Future Challenges

The City will continue to focus its efforts on keeping our local residents and businesses in a safe environment. While the City has achieved level and stable recurring retirement costs going forward, the City will have to wrestle with rising medical insurance premiums and escalating Workers' Compensation and General Liability Insurance costs within the Police and Fire Departments. As a result, there may be continued financial pressure to reduce City service levels and staffing.

The Proposed FY 2022-2023 Budget reflects a General Fund that continues to subsidize other funds, such as the Solid Waste Fund and the CIP Fund. With added pressure for General Fund resources to be used to support these operations, this will place a further strain on the General Fund's ability to provide traditional local government services, including public safety (Police and Fire). Looking forward, the Solid Waste Fund is projected to draw down additional General Fund reserves and fund balances beyond FY 2022-2023. This is not a good business practice and, as a result, staff will develop both short-term and long-term strategies to more effectively address these challenges to ensure the City remains financially stable over the long-haul.

Even with such pressures, staff remains cautious in projecting City revenues, while at the same time working hard to limit future expenditures. The following graph contains projected General Fund revenues and expenditures over the next ten years, along with the theoretical impact on annual fund balance:



As illustrated above, the General Fund stabilizes due to the reduction in expenditures resulting from the issuance of the Pension Obligation Bonds, as well as the enhancement to revenue from the Topgolf project. However, the City may face a structural budget challenge going forward, if CalPERS investment earnings do not meet their investment return expectations, if future labor contracts result in ongoing additional expenditures, or if there is a future recessionary/high inflationary period. Note that this assumes that the General Fund will spend 100% of its appropriations and that revenue growth will be more conservative (lower) than in the recent past. While the City will likely experience revenue growth at greater levels (based on history), the cost of providing services to the community will likely continue to rise at a faster rate than revenue growth. For example, staff anticipates that over the next four years, revenues will grow an average of 1% to 2% per year while expenditures will grow by 2.5% per year, if not higher. The one potential uncertainty in all this is how long it will take for the local economy to fully rebound from the effects of COVID.

In the years ahead, the City will continue to grapple with the challenges of being a full-service City faced with rising costs and an aging local public infrastructure system that needs restoration. For example, the City's streets and sidewalks infrastructure is estimated to require millions of dollars annually in capital and maintenance expenditures to maintain existing levels of service. The City's facilities are estimated to require at least $2 million in annual contributions for capital and maintenance expenditures.

Historically, the City has not received sufficient transportation related revenues (Gas Tax, Measure R, Measure M, SB-1, etc.), Developer Fees, and grant revenue to maintain City streets and facilities at the required levels which has resulted in increased General Fund subsidies. However, with Gas Tax revenues declining, Developer Fees revenues remaining limited, and limited State/Federal grant opportunities, combined with the City's past practice of deferred maintenance and neglect, going forward the City will need to explore a different approach in obtaining capital improvement funding.

Zero-Based Budget for Police & Fire Departments

At the direction of the full City Council, the proposed FY 2022-2023 General Fund Budget used a "Zero-Based Budget" approach for the Police and Fire Departments. Both departments were required to build their budgets from zero and justify each budget line-item, and position. In essence, both departments were be asked to justify every line item as if they were starting as a new operation.

Future Opportunities

Despite various financial and budget challenges facing the City, there are incredible opportunities associated with our diverse and resilient local economy. There are several exciting new developments in the works that are scheduled to come on-line in FY 2022-2023 and beyond. Examples include:

1. New headquarters office complex, training facility and athletic fields for NFL football team, Los Angeles Chargers that will have 270 employees on a 14-acre site.

2. New mixed-use commercial/residential development Pacific Coast Commons at 475 – 629 N Pacific Coast Highway will include four new buildings consisting of 257 apartment units, 6 townhome condominium units, 11,252 sq. ft. of commercial uses, and parking structures containing 792 parking spaces.

3. New headquarters for ABL Space Systems at the Standard Works Campus located at 140 Oregon St.

These types of major investments reflect the private sector's optimistic view of the local economy and how such companies continue to look in a post COVID-19 era.

Another example of future opportunities is the ongoing update of the 20-year-old Downtown Specific Plan and pending recommendation to select a developer to redevelop the Civic Center site to revitalize and reimagine the future of Downtown El Segundo. There has been considerable interest to simultaneously maintain the existing historic charm of downtown while introducing an exciting series of opportunities to allow local businesses to be ready to thrive in the post COVID-19 economy.

Long-Term Financial Strategic Planning

Staff has begun work on the comprehensive Ten-Year Long-Term Financial Strategic Plan. This plan will help the City remain fiscally prudent and be more prepared for economic downturns, rising employee costs, and other conditions which may result in unanticipated fiscal challenges. Once completed and approved by City Council, staff will rely on this document to guide the City's finances into the future.

CITY OF EL SEGUNDO

CALIFORNIA



ADOPTED OPERATING AND CAPITAL IMPROVEMENT BUDGET

FISCAL YEAR 2022-2023

CITY OF EL SEGUNDO, CALIFORNIA

PROPOSED OPERATING & CAPITAL IMPROVEMENT

BUDGET FISCAL YEAR 2022-2023

CITY COUNCIL

Drew Boyles
Mayor

Chris Pimentel
Mayor Pro Tem

Carol Pirsztuk
Councilmember

Scot Nicol
Councilmember

Lance Giroux
Councilmember

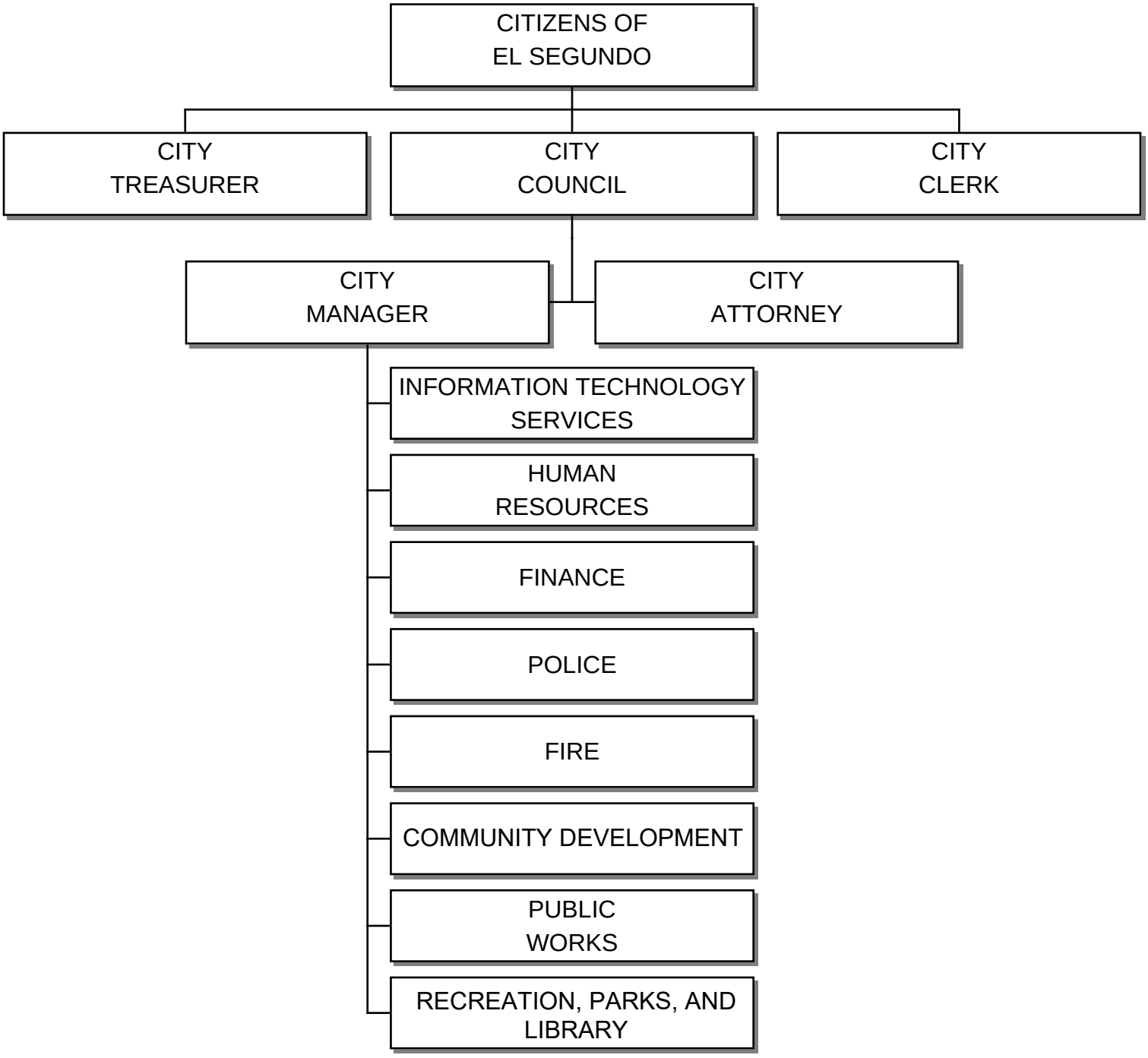
Tracy Weaver
City Clerk

Matthew Robinson
City Treasurer

Darrell George
Interim City Manager

Mark Hensley
City Attorney

CITY OF EL SEGUNDO



CITY OF EL SEGUNDO
LIST OF PUBLIC OFFICIALS
FISCAL YEAR 2022-2023

Darrell George
Interim City Manager

Mark Hensley
City Attorney (Contract)

Tracy Weaver
City Clerk (Elected)

Matthew Robinson
City Treasurer (Elected)

Jaime Bermudez
Police Chief

Deena Lee
Fire Chief

Elias Sassoon
Director of Public Works

Michael Allen
Director of Development Services

Joseph Lillio
Chief Financial Officer

Vacant
Director of Information Technology Services

Vacant
Director of Recreation, Parks and Library

Barbara Voss
Deputy City Manager

Rebecca Redyk
Director of Human Resources

CITY OF EL SEGUNDO
LIST OF COMMITTEES/COMMISSIONS/BOARDS
FISCAL YEAR 2022-2023

Arts & Culture Committee

Capital Improvement Program Advisory Committee

Diversity, Equity, and Inclusion Committee

Public Works Committee Committee

Investment Advisory Committee

Library Board of Trustees

Planning Commission

Recreation & Parks Commission

Senior Citizen Housing Corporation Board

CITY OF EL SEGUNDO
BUDGET CALENDAR - BUDGET PROCESS
FISCAL YEAR 2022-2023

Timelines	Process
January - February	Finance submits mid-year budget performance report to the City Council. Finance develops budget calendar and instructions. Finance holds a budget kick-off meeting; distributes budget instructions and policies as determined by the City Manager. Finance prepares worksheets for departments to use in inputting budget requests. Finance distributes worksheets and personnel budget details for departments' review.
February - March	Departments input their budget requests; send them back to Finance for updates. Finance prepares preliminary revenue projections.
April - May	Finance finalizes departmental requests; holds departmental meetings to review requests; prepares preliminary budget document. Finance calculates appropriations limit. City Manager holds departmental budget hearings; prepares his recommendations for Council's consideration. Public Works submit Capital Improvement Plan to the CIP Advisory Committee and the Planning Commission. City Council holds strategic planning session. City Council holds study session on the proposed budget.
June	City Council holds budget hearings on the proposed budget. City Council approves budget. Finance loads adopted budget into accounting system.
July	Finance produces adopted budget document; posts budget on the City's website.

GOVERNMENTAL FUNDS

Are typically used to account for tax-supported (governmental) activities. The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources.

GENERAL FUND (Fund 101)

The General fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. For the City of El Segundo, the General Fund includes other funds that have been set up to account for special activities as follows: *Hyperion Mitigation Fund (117); Economic Uncertainty Fund (401); Retired Employee Insurance Fund (Fund 701); and Trust Funds/Special Donations (702).* Although these funds were set up as "separate" funds, the actual funding sources are considered General Fund revenues.

Hyperion Mitigation Fund (Fund 117): Accounts for an agreement between the City of El Segundo and the City of Los Angeles in which both cities contribute a specified amount annually to pay for the cost of the Hyperion Mitigation Monitoring Program.

Economic Uncertainty Fund (Fund 002): Accounts for monies transferred from the General Fund to set up a revenue offset for extremely volatile revenues such as Sales Tax and Utility Users' Tax.

Retired Employee Insurance Fund (Fund 701): Accounts for funds used to record payments from retirees who opt to continue certain health benefits and life insurance.

Trust Funds/Special Revenue/Donations (003): Accounts for donations received from private individuals or entities that are to be spent on specific activities or programs not funded by the City.

SPECIAL REVENUE FUNDS:

Are used to account for proceeds of specific sources (other than for major capital projects) that are legally restricted for specific purposes. The following funds are considered Special Revenue Funds:

Traffic & Safety Fund (Fund 104): Accounts for a portion of the Vehicle Code violation fines and penalties collected by the Los Angeles County Municipal Court. By State law, this money must be used for traffic safety related expenditures including traffic enforcement and capital projects.

State Gas Tax Fund (Fund 106): Accounts for a share of revenues derived from the State Highway Users' Tax under Sections 2105, 2106, 2107, and 2107.5. The revenue is derived from a share of the gasoline taxes and is used for the construction and maintenance of the road network system of the City.

Asset Forfeiture Fund (Fund 109): Accounts for receipt and disbursement of narcotic forfeitures received from the County, State, and Federal agencies pursuant to Section 11470 of State Health & Safety Code and Federal Statute 21USC Section 881.

Measure R Fund (Fund 110): Accounts for the one-half (1/2) cent Sales Tax approved by the voters of Los Angeles County to be used for local transportation needs. These revenues are received by the State and a portion is funneled to the City through the Los Angeles Country Metropolitan Transportation Authority. The City of El Segundo uses these funds for street improvements.

Community Development Block Grant (CDBG) Fund (Fund 111): Accounts for revenues received from the Department of Housing & Urban Development (HUD). These revenues must be expended to accomplish one of the following objectives: elimination of slum or blight to low and moderate income persons; or, to meet certain urgent community development needs. The City of El Segundo uses this revenue to fund eligible senior activities such as in-home care; art classes; counseling; and home delivered

meals, administered by the Planning & Building Safety Department. (Note: Beginning in fiscal year 2015-2016, the City decided to fund urgent community development needs such as senior in-home care, delivered meals, etc. from the General Fund and to solely use CDBG funds to build access ramps to comply with the Americans with Disabilities Act (ADA).

Prop "A" Transportation Fund (Fund 112): Accounts for the one-half (1/2) cent Sales Tax approved by the voters of Los Angeles County to be used for local transportation purposes. These revenues are collected by the State and a portion is funneled to the City through the Los Angeles County Transportation Commission. The City of El Segundo uses this fund to participate in CTIP/MAX, a regional commuter service and to provide Dial-a-Ride; beach shuttles; and various transportation services.

Prop "C" Transportation Fund (Fund 114): Accounts for the one-half (1/2) cent Sales Tax approved by the voters of Los Angeles County in November 1990. Collection of the tax began in April 1991. Proceeds are to be used to improve transit services and operations; reduce traffic congestion; improve air quality; operate and improve the condition of the streets and freeways utilized by public transit; and reduce foreign oil dependence.

Air Pollution Reduction Fund (Fund 115): Accounts for the City's share of funds received under the Health & Safety Code Section 44223 (AB 2766) to finance mobile source air pollution reduction programs consistent with the California Clean Air Act of 1988. The fund, derived from additional vehicle registration fee, is used to support the South Coast Air Quality Management District's (SCAQMD) program to reduce air pollution from motor vehicles.

Residential Sound Insulation Program Fund (Fund 116): Accounts for the grants received from the Federal Aviation Administration (FAA) and the City of Los Angeles' Department of World Airports (LADOA). The fund is used to provide acoustical treatment of homes in El Segundo that are within the extreme airport noise impact zone, in order to create a better sound environment inside the home.

TDA Article 3/SB 821 Bikeway Fund (Fund 118): Accounts for the monies the City receives from the Transportation Development Act Article 3 which are to be specifically used for construction or repair of bikeways, sidewalks, or handicapped accesses.

COPS FUND (Fund 120): Accounts for receipt and disbursement of funds received under the State Citizens' Option for Public Safety (COPS) program allocated pursuant to Government Code Section 30061 enacted by AB 3229, Chapter 134 of the 1996 Statues. This fund, also known as the Supplemental Law Enforcement Services Fund (SLESF), is allocated based on population and can only be spent for "front line municipal police services" such as local crime prevention and community-oriented policing, per Government Code Section 30061 (c)(2).

PSAF (Public Safety Augmentation Fund) (Fund 123): Accounts for the one-half (1/2) cent Sales Tax approved by the voters in November 1993 under Prop 172. These revenues must be spent for public safety (police and fire services) purposes only.

Federal Grants Fund (124): Accounts for revenues and expenditures for each Federal grant awarded to the City.

State & County Grants Fund (Fund 125): Accounts for revenues and expenditures for each State or County grant awarded to the City.

Certified United Program Agencies (CUPA Fund 126) Accounts for revenues and expenditures for the Endorsement and Emergency Response Program (EERP), a consolidation of six environmental programs at the local level.

Measure M Fund (Fund 127): Accounts for the one-half (1/2) cent Sales Tax approved by the voters in November 2016. These revenues must be spent to ease traffic congestion.

SB – 1 Fund (Fund 128) Accounts for the revenues and expenditures from the Road Repair and Accountability Act of 2017. These revenues must be spent for local streets and roads.

Certified Access Specialist Program (CASP Fund 129) Authorized by Senate bill (SB) 1186, the fee is to increase disability access and compliance with construction-related accessibility requirements. The first priority is to spend the funds on the training and retention in order to meet the needs of the public in the jurisdiction.

Affordable Housing Fund (Fund 130) Accounts for the revenues and expenditures related to the construction and purchase of affordable housing for the citizens of El Segundo.

County Storm Water Program (Fund 131) Accounts for the revenues and expenditures related to Measure W, the Los Angeles county Safe, Clean Water program.

DEBT SERVICE FUNDS:

Account for accumulation of resources for, and the payment of, general long-term debt including principal and interest. The following funds are considered Debt Service Funds:

Debt Service Fund (Fund 202): Accounts for the lease agreement with the California Infrastructure and Economic Development Bank (CIEDB) whereby CIEDB issued bonds in the amount of $10 million to finance the Douglas Street Gap Closure Project. The City will make rental lease payments over a 30-year period starting February 1, 2006, at an interest rate of 2.87% per annum. Interest payments on the lease obligation are due on February 1 and August 1 of each year. Base rental payments will be mailed to the City reflecting the actual amount owed prior to each base rental payment due date.

Pension Obligation Bonds Fund (Fund 204) Accounts for the payments of interest and principal on the pension obligation bonds issued in June of 2021.

CAPITAL PROJECTS FUNDS:

Account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds). The following is considered Capital Projects Fund:

Capital Improvement Fund (Fund 301): Accounts for the construction of capital facilities typically financed by the City's General Fund and any grant not accounted for in a special revenue fund.

PROPRIETARY FUNDS

Are used to account for a government's "business" type activities. Enterprise Funds and Internal Service Funds are considered proprietary funds.

ENTERPRISE FUNDS: The following are the City's Enterprise Funds:

Water Utility Fund (Fund 501): Accounts for water utility revenues, including service fees and installation charges, and all expenses related to the construction and maintenance of the City's water distribution system.

Sewer Fund (Fund 502): Accounts for revenues and expenses for the City's wastewater collection system, including replacement of sewer facilities. Sewer fees vary throughout the city and are primarily based on usage.

Golf Course Fund (Fund 503): Accounts for revenues from user fees and expenses incurred for the operation and maintenance of "The Lakes at El Segundo" golf facility. Revenues are also used for the repayment of the advance received from the Equipment Replacement fund.

Solid Waste Fund (Fund 505) Accounts for revenues and expenses for the City's solid waste collection system.

INTERNAL SERVICE FUNDS: The following are the City's Internal Service Funds:

Equipment Replacement Fund (Fund 601): Accounts for the proceeds from the sale of surplus equipment and charges to City departments, which are used to purchase replacement of office furniture and equipment; vehicles; and other capital equipment.

Liability Insurance Fund (Fund 602): Accounts for the City's self-insurance program based on charges to departments for their share of claims costs on a 10-year average. A third-party service provider administers the program. The City is a member of ICRMA (Independent Cities Risk Management Association), a joint powers authority composed of 24 participating members. The Authority covers the excess of the City's $750,000 self-insurance retention up to $40,000,000.

Workers' Compensation Fund (Fund 603): Accounts for the City's self-insurance program based on charges to departments, calculated based on the departments' share of personnel costs. The City is a member of ICRMA (Independent Cities Risk Management Association), a joint powers authority composed of 24 participating members. The Authority covers the excess of the City's $500,000 self-insurance retention up to the current statutory amount.

TRUST & AGENCY FUNDS

***Are used to account for assets held by the City in a fiduciary capacity for individuals, government entities, and others. Such funds are operated by carrying out the specifications of trust indentures, statues, ordinances, or other governing regulations*.**

Trust Funds/Project Deposits Fund/Refundable (Fund 703): Accounts for project deposits from developers which may be refundable after the projects are done.

Trust Funds/Cultural Development Fund/ (Fund 704): Accounts for deposits from citizens which may be used for arts and cultural projects in the City.

Trust Funds/Project Deposits Fund/Non-Refundable (Fund 708): Accounts for project deposits from developers which may not be refunded after the projects are done.

CITY OF EL SEGUNDO
DESCRIPTION OF MAJOR REVENUE SOURCES

Property Tax: Is imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property) within the State, based on the property value rather than on a fixed amount or benefit. Properties are distinguished as secured and unsecured (property for which the value of the lien is not sufficient to assure payment of the tax.) Article XIIIA of the State of California limits the real property tax rate to 1% of the property's assessed value plus rates imposed to fund indebtedness approved by the voters. El Segundo's share of the 1% is equivalent to 6.3 cents for every $1 collected from property taxes. With the passage of Prop 13 in 1978, assessed valuations are limited to a 2% increase each year.

Sales & Use Tax: Sales Tax is imposed on retailers for selling tangible personal property in California. The Use Tax is imposed on the user of a product purchased out-of-state and delivered for use in California. The Sales & Use Tax rate for the County of Los Angeles is 9.50% and is broken down as follows:

State General Fund (includes K-12/Community Colleges)	4.1875%
City/County General Fund (Bradley Burns)	1.0000%
Public Safety (Prop 172)	0.5000%
County Realignment (Mental Health/Welfare/Public Safety)	1.5625%
Countywide Transportation Fund	0.2500%
Los Angeles County Transportation Commission (LACT)	0.5000%
Los Angeles County Transportation Commission (LACT)	0.5000%
Los Angeles County Metro Transportation Authority (LAMT)	0.5000%
Los Angeles County Measure M	0.5000%
Total	9.5000%

Franchise Tax: El Segundo grants a franchise to utility companies for the use of City streets and rights of way. Franchises are paid by Southern California Edison; The Gas Company; Time-Warner Cable; Pacific Bell; and a few minor payers. For electric and gas, the rate is 2%; for telecommunications/cable, the rate is 5%; for PEG (Public Education & Government), the rate is 2%.

Transient Occupancy Tax (TOT): Is imposed on persons staying 30 days or less in a hotel, inn, motel, tourists' home, or other lodging facilities. With the passage of Measure B in April 2016, the City's TOT rate rose from 8% to 12%.

Real Property Transfer Tax: Is assessed on all recipients of transferred real property, which is imposed simultaneously by the County of Los Angeles and the City. The tax rate is $1.10 per $1,000 (or a fraction thereof) of property value: $0.55 goes to the County; and $0.55 goes to the City.

Business License Tax: Is imposed for revenue-raising purposes to applicants who conduct businesses within the City. The tax rates are as follows:

Base Tax First 10 Employees & 5,000 Sq. Ft. $ 111.30
Employee Per Employee over 10. $ 137.80
Square Footage Per Square Foot over 5,000. $ 0.27
Home Occupations Flat Fee $ 26.50
Contractors-General $161.90
Contractors-Specialty $ 111.30

Utility Users' Tax (UUT): Is imposed on users of mobile telephone services (MTS); telecommunications (including video/CATV); electricity; gas, and water on commercial and industrial utility accounts only. The UUT rates are as follows: MTS – 1.5%; telecommunications – 2%; electricity, gas, and water - 3%.

Tax Resolution Agreement (TRA): Is an agreement between the City and Chevron whereby Chevron pays a total of $11.1 million (plus an annual CPI increase) to the City in taxes regardless of fluctuation in the national and local economy. The TRA agreed amount (plus CPI) less all the taxes paid for the year determines the TRA amount to be paid the following year. Taxes paid by Chevron include UUT for all the utilities; property tax; business license tax; and sales & use tax.

Vehicle License Fee (VLF): The State assesses and collects the VLF at the rate of 2% of a vehicle's current estimated value and calculated on the basis of the current owner's purchase price. About ¾ of the funds are distributed to local governments which can be used for any spending purposes.

Licenses & Permits: Are issued for regulatory or revenue raising purposes to applicants who conduct business activities within the City. This regulatory authority provides cities the means to protect the overall community interests.

Fines & Forfeitures: Include fines for City Code violations; parking or other vehicle code violations; fines for overdue library books; etc.

Use of Money & Property: Include investment earnings on the City's idle funds; rental or use of City facilities for which a charge has been established. Includes the Topgolf Facility and The Lakes Golf Course ground leases.

Intergovernmental: Include grants received from other governmental agencies; reimbursements for State-mandated costs; and reimbursement from the El Segundo Unified School District for some of the City's Librarians who are assigned to various schools within the District.

Charges for Services: Include fees for users of City service such as zoning and planning fees; participation on various Recreation & Parks programs and classes; fire inspections; etc. Fees & Charges are distinguished from taxes in two principal ways: 1) that the amount of the fee may not exceed the estimated reasonable cost of providing the particular service or facility for which the fee is charged; and 2) that the service or facility for which this fee is charged bears a relationship to the person or entity paying the fee.

SUMMARIES OF FINANCIAL DATA

CITY OF EL SEGUNDO
ESTIMATED FUND BALANCES - ALL FUNDS
FISCAL YEAR 2022 - 2023

Fund/Classification	Estimated Beginning Fund Balance 7/1/2022	Estimated Revenues FY 2022-2023	Operating Budget FY 2022-2023
General Fund			
General Fund (001)	$ 34,317,913	$ -	$ -
Hyperion Mitigation (117)	102,078	100	5,000
Economic Uncertainty (401)	1,076,296	-	-
Total General Fund	**$ 35,496,287**	**$ 100**	**$ 5,000**
Special Revenue Funds			
Traffic Safety 104)	$ 52,356	$ 40,000	$ -
State Gas Tax (106)	236,705	285,000	200,000
Asset Forfeiture (109)	1,170,625	65,000	100,000
Measure "R" (110)	1,027,373	157,000	-
Community Development Block Grant (111)	38,741	-	-
Proposition "A" (112)	1,106,945	227,000	120,000
Proposition "C" (114)	886,768	201,500	25,000
Air Pollution Reduction (AQMD) (115)	119,897	15,500	-
Residential Sound Insulation (RSI) (116)	458,153	1,500	1,000
SB 821/Bikeway (118)	59,320	-	-
MTA (119)	17,197	295,000	-
Citizens Option for Public Safety (COPS) (120)	379,870	100,000	40,000
PSAF Property Tax Public Safety (123)	167,364	20,000	-
Federal Grants (124)	(206,426)	200,000	520,000
State Grants (125)	(98,204)	195,000	200,000
CUPA (126)	316,178	200,000	400,000
Measure M (127)	932,375	166,000	-
SB - 1 (128)	215,985	151,000	-
Certified Access Specialist Program (129)	93,506	20,000	-
Affordable Housing Program (130)	5,323,309	-	50,000
County Storm Water Program (131)	489,820	-	-
Total Special Revenue Funds	**$ 12,787,857**	**$ 2,339,500**	**$ 1,656,000**
Debt Service Funds			
Debt Service (202)	$ 1,620,251	$ 137,000	$ 545,000
Pension Obligation Bonds 204)	$ 4,637	$ -	$ -
Capital Improvement Fund			
Capital Improvement Projects (301)	$ 4,314,909	$ 1,683,000	$ 1,500,000
Total Governmental Funds	**$ 54,223,941**	**$ 4,159,600**	**$ 3,706,000**
Enterprise Funds			
Water (501)	$ 27,176,119	$ 18,285,000	$ 21,000,000
Wastewater (502)	2,891,325	3,110,000	3,400,000
Golf Course (503)	(5,255,167)	785,000	550,000
Solid Waste (505)	(416,385)	-	230,000
Total Enterprise Funds	**$ 24,395,892**	**$ 22,180,000**	**$ 25,180,000**
Internal Service Funds			
Equipment Replacement (601)	$ 15,622,338	$ 1,400,000	$ 400,000
Liability Insurance (602)	(3,348,775)	1,500,000	1,500,000
Workers' Compensation (603)	(5,951,194)	2,500,000	2,000,000
Total Internal Service Funds	**$ 6,322,369**	**$ 5,400,000**	**$ 3,900,000**
Total Proprietary Funds	**$ 30,718,261**	**$ 27,580,000**	**$ 29,080,000**
Component Unit			
Senior Housing (504)	$ 886,493	$ 10,000	$ 50,000
Grand Total - All Funds	**$ 85,828,695**	**$ 31,749,600**	**$ 32,836,000**

CITY OF EL SEGUNDO
ESTIMATED FUND BALANCES - ALL FUNDS
FISCAL YEAR 2022 - 2023

Preliminary Capital Budget FY 2022-2023	Total Preliminary Budget FY 2022-2023	Estimated Revenues Over (Under) FY 2022-2023	Transfers In FY 2022-2023	Transfers Out FY 2022-2023	Estimated Ending Fund Balance 6/30/2023
$ -	$ -	$ -	$ 25,000	$ 472,248	$ 33,870,665
-	5,000	(4,900)	-	-	97,178
-	-	-	-	923,708	152,588
$ -	**$ 5,000**	**$ (4,900)**	**$ 25,000**	**$ 1,395,956**	**$ 34,120,431**
$ -	-	40,000	$ -	$ 25,000	$ 67,356
-	200,000	85,000	-	-	321,705
-	100,000	(35,000)	-	-	1,135,625
50,000	50,000	107,000	-	-	1,134,373
-	-	-	-	-	38,741
-	120,000	107,000	-	-	1,213,945
287,000	312,000	(110,500)	-	-	776,268
-	-	15,500	-	-	135,397
-	1,000	500	-	-	458,653
58,000	58,000	(58,000)	-	-	1,320
295,000	295,000	-	-	-	17,197
-	40,000	60,000	-	-	439,870
-	-	20,000	-	-	187,364
-	520,000	(320,000)	-	-	(526,426)
-	200,000	(5,000)	-	-	(103,204)
-	400,000	(200,000)	-	-	116,178
-	-	166,000	-	-	1,098,375
415,000	415,000	(264,000)	-	-	(48,015)
-	-	20,000	-	-	113,506
-	50,000	(50,000)	-	-	5,273,309
200,000	200,000	(200,000)	-	-	289,820
$ 1,305,000	**$ 2,961,000**	**$ (621,500)**	**$ -**	**$ 25,000**	**$ 12,141,357**
					-
$ -	**$ 545,000**	**$ (408,000)**	$ -	$ -	**$ 1,212,251**
$ -	**$ -**	**$ -**	$ -	$ -	**$ 4,637**
$ -	**$ 1,500,000**	**$ 183,000**	$ -	$ -	**$ 4,497,909**
$ 1,305,000	**$ 5,011,000**	**$ (851,400)**	**$ 25,000**	**$ 1,420,956**	**$ 51,976,585**
$ -	$ 21,000,000	$ (2,715,000)	$ -	$ -	$ 24,461,119
-	3,400,000	(290,000)	-	-	2,601,325
-	550,000	235,000	-	-	(5,020,167)
-	230,000	(230,000)	-	-	(646,385)
$ -	**$ 25,180,000**	**$ (3,000,000)**	**$ -**	**$ -**	**$ 21,395,892**
$ -	$ 400,000	$ 1,000,000	$ -	$ -	$ 16,622,338
-	1,500,000	-	-	-	(3,348,775)
-	2,000,000	500,000	-	-	(5,451,194)
$ -	**$ 3,900,000**	**$ 1,500,000**	**$ -**	**$ -**	**$ 7,822,369**
$ -	**$ 29,080,000**	**$ (1,500,000)**	**$ -**	**$ -**	**$ 29,218,261**
$ -	**$ 50,000**	**$ (40,000)**	$ -	$ -	**$ 846,493**
$ 1,305,000	**$ 34,141,000**	**$ (2,391,400)**	**$ 25,000**	**$ 1,420,956**	**$ 82,041,339**

CITY OF EL SEGUNDO
Proposed Budget Summary By Fund / By Department
All Funds
Fiscal Year 2022-2023

	Actual FY 2019-2020	Actual FY 2020-2021	Adopted FY 2021-2022	YTD 3/31/22	Proposed FY 2022-2023
001 GENERAL FUND	**75,874,902**	**199,343,320**	**77,651,553**	**51,823,572**	**85,361,128**
CITY ATTORNEY	753,433	527,127	561,950	288,917	770,450
CITY CLERK	534,170	1,028,960	530,749	348,888	568,511
CITY COUNCIL	308,625	251,947	356,596	226,533	216,018
CITY MANAGER	2,068,147	4,606,985	2,453,282	1,793,334	2,850,000
COMMUNITY DEVELOPMENT DEPARTMENT	2,961,509	6,457,730	3,098,785	1,929,304	3,828,987
FINANCE DEPARTMENT	2,431,946	6,125,530	2,412,820	1,704,664	2,576,681
FIRE DEPARTMENT	17,388,393	66,123,936	13,782,667	10,238,853	13,564,268
HUMAN RESOURCES DEPARTMENT	1,011,218	2,215,720	977,063	789,074	1,492,491
INFORMATION TECHNOLOGY DEPARTMENT	2,569,352	4,671,538	3,023,930	2,488,660	3,741,130
NON DEPARTMENT	6,836,754	6,351,560	5,904,993	5,399,832	6,128,801
POLICE DEPARTMENT	22,891,192	75,856,361	19,436,175	13,444,658	20,378,246
PUBLIC WORKS DEPARTMENT	7,226,520	10,714,838	6,389,428	5,045,217	7,094,856
RECREATION PARK AND LIBRARY DEPARTMENT	7,644,642	13,015,133	8,184,207	5,029,131	8,675,569
TRANSFER	1,249,000	1,395,956	10,538,908	3,096,508	13,475,120
104 TRAFFIC SAFETY FUND	**140,000**	**25,000**	**25,000**	**25,000**	**45,000**
TRANSFER	140,000	25,000	25,000	25,000	45,000
106 STATE GAS TAX FUND	**149,287**	**208,218**	**752,966**	**643,553**	**752,966**
PUBLIC WORKS DEPARTMENT	149,287	208,218	752,966	643,553	752,966
109 ASSET FORFEITURE FUND	**509,253**	**108,777**	**725,000**	**300,026**	**725,000**
POLICE DEPARTMENT	509,253	108,777	725,000	300,026	725,000
110 MEASURE R	**1,525**	**24,372**	**6,000,000**	**5,994,541**	**600,000**
PUBLIC WORKS DEPARTMENT	1,525	24,372	6,000,000	5,994,541	600,000
111 COMM. DEVEL. BLOCK GRANT	**104,808**	**-**	**125,000**	**1,092**	**75,000**
COMMUNITY DEVELOPMENT DEPARTMENT	104,808	-	125,000	1,092	75,000
112 PROP "A" TRANSPORTATION	**231,840**	**64,135**	**434,043**	**67,426**	**322,165**
RECREATION PARK AND LIBRARY DEPARTMENT	231,840	64,135	434,043	67,426	322,165
114 PROP "C" TRANSPORTATION	**181,686**	**220,525**	**1,550,127**	**1,276,967**	**1,550,127**
PUBLIC WORKS DEPARTMENT	159,053	220,175	1,420,000	1,272,186	1,420,000
RECREATION PARK AND LIBRARY DEPARTMENT	22,632	350	130,127	4,781	130,127
115 AIR POLUTION REDUCTION FUND	**28,797**	**-**	**100,000**	**-**	**100,000**
PUBLIC WORKS DEPARTMENT	28,797	-	100,000	-	100,000
116 RESIDENTIAL SOUND INSULATION PROG. FUND	**466**	**609**	**800**	**707**	**800**
COMMUNITY DEVELOPMENT DEPARTMENT	466	609	800	707	800
117 HYPERION MITIGATION FUND	**6,681**	**5,473**	**100,000**	**3,361**	**100,000**
PUBLIC WORKS DEPARTMENT	6,681	5,473	100,000	3,361	100,000
118 TDA ARTICLE 3 - SB 821 BIKEWAY FUND	**-**	**-**	**55,000**	**58,137**	**15,000**
TRANSFER	-	-	55,000	58,137	15,000
119 MTA GRANT	**-**	**294,218**	**300,000**	**-**	
PUBLIC WORKS DEPARTMENT	-	294,218	300,000	-	
120 C.O.P.S. FUND	**43,471**	**56,583**	**350,000**	**55,515**	**350,000**
POLICE DEPARTMENT	43,471	56,583	350,000	55,515	350,000
123 PSAF PROPERTY TAX PUBLIC SAFETY	**-**	**-**	**150,000**	**-**	**150,000**
FIRE DEPARTMENT	-	-		-	75,000
POLICE DEPARTMENT			150,000	-	75,000
124 FEDERAL GRANTS	**239,795**	**356,979**	**270,000**	**2,621,630**	
FIRE DEPARTMENT	219,840	356,979	270,000	578,067	
POLICE DEPARTMENT	14,873	-		-	
TRANSFER	-	-		1,986,733	
FEDERAL GRANTS	5,083	-		56,830	
125 STATE GRANTS	**67,166**	**206,086**	**200,000**	**92,848**	
COMMUNITY DEVELOPMENT DEPARTMENT	-	-		48,973	
FIRE DEPARTMENT	904	-		2,598	
POLICE DEPARTMENT	3,431	7,070		32,136	
PUBLIC WORKS DEPARTMENT	203	2,787		-	
RECREATION PARK AND LIBRARY DEPARTMENT	43,880	188,087	200,000	-	
STATE GRANTS	18,748	8,142		9,141	
126 CUPA	**608,656**	**471,021**	**577,948**	**404,779**	**557,642**
FIRE DEPARTMENT	608,656	471,021	577,948	404,779	557,642
127 MEASURE M			**800,000**	**250,981**	**1,000,000**
TRANSFER			800,000	250,981	1,000,000
128 SB-1	**1,008**	**700,854**	**350,000**	**217,094**	**600,000**
PUBLIC WORKS DEPARTMENT	-	346,298	-	217,094	
TRANSFER	1,008	354,557	350,000	-	600,000
129 CERTIFIED ACCESS SPECIALIST PROGRAM (CASP)			**80,000**	**-**	**80,000**
TRANSFER			80,000	-	80,000
130 AFFORDABLE HOUSING FUND	**2,250**	**30,584**	**200,000**	**-**	**200,000**
COMMUNITY DEVELOPMENT DEPARTMENT	2,250	30,584	200,000	-	200,000
131 COUNTY STORM WATER PROGRAM	**-**	**122,908**	**550,000**	**328,464**	**750,000**
PUBLIC WORKS DEPARTMENT	-	62,085	-	-	350,000
TRANSFER	-	60,823	550,000	328,464	400,000
202 DEBT SERVICE FUND	**532,173**	**88,655**	**545,000**	**442,540**	**545,000**
TRANSFER	532,173	88,655	545,000	442,540	545,000
204 PENSION OBLIGATION BONDS	**-**	**-**	**9,800,000**	**1,662,800**	**9,800,000**
TRANSFER	-	-	9,800,000	1,662,800	9,800,000
301 CAPITAL IMPROVEMENT FUND	**2,464,726**	**1,647,586**	**5,055,900**	**1,350,731**	**7,360,893**
CAPITAL IMPROVEMENT	2,464,726	1,647,586	5,055,900	1,350,731	7,360,893
401 ECONOMIC UNCERTAINTY	**-**	**923,708**		**-**	
TRANSFER	-	923,708		-	
501 WATER UTILITY FUND	**25,014,971**	**18,520,755**	**31,314,039**	**18,638,317**	**31,359,005**
NON DEPARTMENT	87	-		-	
PUBLIC WORKS DEPARTMENT	25,014,884	18,520,755	31,314,039	18,609,235	31,359,005
TRANSFER	-	-		29,082	
502 SEWER FUND	**4,978,349**	**3,430,721**	**6,520,356**	**3,489,804**	**6,500,017**

CITY OF EL SEGUNDO
Proposed Budget Summary By Fund / By Department
All Funds
Fiscal Year 2022-2023

	Actual FY 2019-2020	Actual FY 2020-2021	Adopted FY 2021-2022	YTD 3/31/22	Proposed FY 2022-2023
NON DEPARTMENT	261	-		-	
PUBLIC WORKS DEPARTMENT	4,978,088	3,430,721	6,520,356	3,470,987	6,500,017
TRANSFER	-	-		18,818	
503 GOLF COURSE	**1,553,161**	**4,678,677**	**10,000**	**46,008**	**10,000**
FINANCE DEPARTMENT	1,553,161	4,678,677	10,000	46,008	10,000
504 SENIOR HOUSING	**78,444**	**96,769**	**75,313**	**48,466**	**75,313**
COMMUNITY DEVELOPMENT DEPARTMENT	78,444	96,769	75,313	48,466	75,313
505 SOLID WASTE	**248,012**	**168,372**	**270,000**	**270,000**	**270,000**
PUBLIC WORKS DEPARTMENT	248,012	168,372	270,000	270,000	270,000
601 EQUIPMENT REPLACEMENT	**1,005,781**	**874,910**	**5,000,000**	**118,835**	**1,386,989**
CITY CLERK			14,438	-	
CITY MANAGER	(12,689)	-	118,359	-	22,629
COMMUNITY DEVELOPMENT DEPARTMENT			8,564	-	6,010
FINANCE DEPARTMENT	-	-	3,673	-	
FIRE DEPARTMENT	(130,358)	-	84,075	-	308,436
INFORMATION TECHNOLOGY DEPARTMENT	37,645	119,200	96,311	34,813	266,798
NON DEPARTMENT	-	-	582,490	44,900	
POLICE DEPARTMENT	228,000	139,650	66,537	39,123	378,554
PUBLIC WORKS DEPARTMENT	29,430	-	2,198,749	-	166,118
RECREATION PARK AND LIBRARY DEPARTMENT	(20,242)	-	1,826,804	-	238,444
TRANSFER	873,996	616,060		-	
602 LIABILITY INSURANCE	**2,742,891**	**4,357,502**	**3,094,306**	**2,306,250**	**3,572,125**
INFORMATION TECHNOLOGY DEPARTMENT	103,112	-		-	
INTERNAL SERVICES	2,639,779	4,357,502	3,094,306	2,306,250	3,572,125
603 WORKERS COMP RESERVE/INSURANCE	**4,579,343**	**4,017,161**	**3,490,975**	**2,124,069**	**3,263,365**
INTERNAL SERVICES	4,579,295	4,017,161	3,490,975	2,124,069	3,263,365
NON DEPARTMENT	48	-		-	
702 TRUST FUNDS - SPECIAL REVENUE/DONATIONS	**185,531**	**175,577**	**1,000,000**	**195,285**	
CITY MANAGER	90,673	127,141	245,000	144,000	
FIRE DEPARTMENT			15,000	3,259	
POLICE DEPARTMENT	-	-	45,000	-	
RECREATION PARK AND LIBRARY DEPARTMENT	94,858	48,436	695,000	48,026	
704 CULTURAL DEVELOPMENT FUND	**-**	**408,819**	**605,346**	**107,378**	**326,000**
RECREATION PARK AND LIBRARY DEPARTMENT	-	408,819	605,346	107,378	326,000
708 TRUST FUNDS-PROJECT DEPOSITS NONREFUNDAB	**29,886**	**125,284**	**1,900,000**	**1,438,149**	
COMMUNITY DEVELOPMENT DEPARTMENT	29,886	125,284	1,900,000	1,438,149	
TRANSFER	-	-		-	
Grand Total	**121,604,858**	**241,754,157**	**160,028,672**	**96,404,323**	**157,803,535**

CITY OF EL SEGUNDO
Proposed Budget Summary By Function
All Fund
Fiscal Year 2022-2023

	Actual FY 2019-2020	Actual FY 2020-2021	Adopted FY 2021-2022	YTD 3/31/22	Proposed FY 2022-2023
General Government	**30,663,345**	**40,287,782**	**52,289,351**	**25,552,116**	**59,191,729**
001 GENERAL FUND	**19,567,812**	**28,517,910**	**28,735,856**	**17,586,014**	**34,310,750**
001 GENERAL FUND	19,567,812	28,517,910	28,735,856	17,586,014	34,310,750
CITY COUNCIL	308,625	251,947	356,596	226,533	216,018
CITY CLERK	534,170	1,028,960	530,749	348,888	568,511
CITY MANAGER	1,516,334	4,051,674	1,794,021	1,261,935	2,093,810
CITY ATTORNEY	753,433	527,127	561,950	288,917	770,450
HUMAN RESOURCES DEPARTMENT	1,011,218	2,215,720	977,063	789,074	1,492,491
FINANCE DEPARTMENT	2,431,946	6,125,530	2,412,820	1,704,664	2,576,681
INFORMATION TECHNOLOGY DEPARTMENT	2,569,352	4,671,538	3,023,930	2,488,660	3,741,130
PUBLIC WORKS DEPARTMENT	3,224,099	2,570,493	3,009,448	2,517,922	3,247,738
NON DEPARTMENT	5,969,635	5,678,966	5,530,371	4,862,913	6,128,801
TRANSFER	1,249,000	1,395,956	10,538,908	3,096,508	13,475,120
Other Funds	**11,095,533**	**11,769,872**	**23,553,495**	**7,966,102**	**24,880,980**
202 DEBT SERVICE FUND	532,173	88,655	545,000	442,540	545,000
TRANSFER	532,173	88,655	545,000	442,540	545,000
204 PENSION OBLIGATION BONDS	-	-	9,800,000	1,662,800	9,800,000
TRANSFER	-	-	9,800,000	1,662,800	9,800,000
301 CAPITAL IMPROVEMENT FUND	2,464,726	1,647,586	5,055,900	1,350,731	7,360,893
CAPITAL IMPROVEMENT	2,464,726	1,647,586	5,055,900	1,350,731	7,360,893
401 ECONOMIC UNCERTAINTY	-	923,708		-	
TRANSFER	-	923,708		-	
601 EQUIPMENT REPLACEMENT	776,447	735,260	1,567,314	79,713	339,597
CITY CLERK			14,438	-	
CITY MANAGER	(12,689)	-	118,359	-	22,629
FINANCE DEPARTMENT	-	-	3,673	-	
INFORMATION TECHNOLOGY DEPARTMENT	37,645	119,200	96,311	34,813	266,798
PUBLIC WORKS DEPARTMENT	(122,504)	-	752,043	-	50,170
NON DEPARTMENT	-	-	582,490	44,900	
TRANSFER	873,996	616,060		-	
602 LIABILITY INSURANCE	2,742,891	4,357,502	3,094,306	2,306,250	3,572,125
INFORMATION TECHNOLOGY DEPARTMENT	103,112	-		-	
INTERNAL SERVICES	2,639,779	4,357,502	3,094,306	2,306,250	3,572,125
603 WORKERS COMP RESERVE/INSURANCE	4,579,295	4,017,161	3,490,975	2,124,069	3,263,365
INTERNAL SERVICES	4,579,295	4,017,161	3,490,975	2,124,069	3,263,365
Public Safety	**44,105,370**	**144,776,451**	**37,447,518**	**29,436,467**	**38,287,896**
001 GENERAL FUND	**42,600,235**	**143,633,060**	**35,163,839**	**25,255,525**	**35,814,948**
001 GENERAL FUND	42,600,235	143,633,060	35,163,839	25,255,525	35,814,948
POLICE DEPARTMENT	22,891,192	75,856,361	19,436,175	13,444,658	20,378,246
FIRE DEPARTMENT	17,388,393	66,123,936	13,782,667	10,238,853	13,564,268
COMMUNITY DEVELOPMENT DEPARTMENT	1,453,530	980,169	1,570,375	1,035,096	1,872,434
NON DEPARTMENT	867,119	672,594	374,622	536,918	
Other Funds	**1,505,136**	**1,143,391**	**2,283,679**	**4,180,942**	**2,472,948**
109 ASSET FORFEITURE FUND	509,253	108,777	725,000	300,026	725,000
POLICE DEPARTMENT	509,253	108,777	725,000	300,026	725,000
120 C.O.P.S. FUND	43,471	56,583	350,000	55,515	350,000
POLICE DEPARTMENT	43,471	56,583	350,000	55,515	350,000
123 PSAF PROPERTY TAX PUBLIC SAFETY	-	-	150,000	-	150,000
POLICE DEPARTMENT			150,000	-	75,000
FIRE DEPARTMENT	-	-		-	75,000
124 FEDERAL GRANTS	239,795	356,979	270,000	2,621,630	
POLICE DEPARTMENT	14,873	-		-	
FIRE DEPARTMENT	219,840	356,979	270,000	578,067	
FEDERAL GRANTS	5,083	-		56,830	
TRANSFER	-	-		1,986,733	
125 STATE GRANTS	6,271	10,382		37,993	
POLICE DEPARTMENT	3,431	7,070		32,136	
FIRE DEPARTMENT	904	-		2,598	
STATE GRANTS	1,937	3,312		3,259	
126 CUPA	608,656	471,021	577,948	404,779	557,642
FIRE DEPARTMENT	608,656	471,021	577,948	404,779	557,642
601 EQUIPMENT REPLACEMENT	97,641	139,650	150,731	39,123	690,306
POLICE DEPARTMENT	228,000	139,650	66,537	39,123	378,554
FIRE DEPARTMENT	(130,358)	-	84,075	-	308,436
COMMUNITY DEVELOPMENT DEPARTMENT			119	-	3,316
603 WORKERS COMP RESERVE/INSURANCE	48	-		-	
NON DEPARTMENT	48	-		-	
702 TRUST FUNDS - SPECIAL REVENUE/DONATIONS	-	-	60,000	3,259	
POLICE DEPARTMENT	-	-	45,000	-	
FIRE DEPARTMENT			15,000	3,259	
708 TRUST FUNDS-PROJECT DEPOSITS NONREFUNDAB	-	-	-	718,617	
COMMUNITY DEVELOPMENT DEPARTMENT	-	-	-	718,617	
Transportation	**4,423,346**	**9,297,422**	**13,898,848**	**10,678,334**	**8,409,929**
001 GENERAL FUND	**3,537,064**	**7,757,313**	**2,927,569**	**2,144,635**	**3,355,211**
001 GENERAL FUND	3,537,064	7,757,313	2,927,569	2,144,635	3,355,211
PUBLIC WORKS DEPARTMENT	3,537,064	7,757,313	2,927,569	2,144,635	3,355,211
Other Funds	**886,281**	**1,540,109**	**10,971,279**	**8,533,699**	**5,054,718**
104 TRAFFIC SAFETY FUND	140,000	25,000	25,000	25,000	45,000
TRANSFER	140,000	25,000	25,000	25,000	45,000
106 STATE GAS TAX FUND	149,287	208,218	752,966	643,553	752,966
PUBLIC WORKS DEPARTMENT	149,287	208,218	752,966	643,553	752,966
110 MEASURE R	1,525	24,372	6,000,000	5,994,541	600,000
PUBLIC WORKS DEPARTMENT	1,525	24,372	6,000,000	5,994,541	600,000
112 PROP "A" TRANSPORTATION	231,840	64,135	434,043	67,426	322,165

CITY OF EL SEGUNDO
Proposed Budget Summary By Function
All Fund
Fiscal Year 2022-2023

	Actual FY 2019-2020	Actual FY 2020-2021	Adopted FY 2021-2022	YTD 3/31/22	Proposed FY 2022-2023
RECREATION PARK AND LIBRARY DEPARTMENT	231,840	64,135	434,043	67,426	322,165
114 PROP "C" TRANSPORTATION	181,686	220,525	1,550,127	1,276,967	1,550,127
PUBLIC WORKS DEPARTMENT	159,053	220,175	1,420,000	1,272,186	1,420,000
RECREATION PARK AND LIBRARY DEPARTMENT	22,632	350	130,127	4,781	130,127
115 AIR POLUTION REDUCTION FUND	28,797	-	100,000	-	100,000
PUBLIC WORKS DEPARTMENT	28,797	-	100,000	-	100,000
118 TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-	-	55,000	58,137	15,000
TRANSFER	-	-	55,000	58,137	15,000
119 MTA GRANT	-	294,218	300,000	-	
PUBLIC WORKS DEPARTMENT	-	294,218	300,000	-	
125 STATE GRANTS	203	2,787		-	
PUBLIC WORKS DEPARTMENT	203	2,787		-	
127 MEASURE M			800,000	250,981	1,000,000
TRANSFER			800,000	250,981	1,000,000
128 SB-1	1,008	700,854	350,000	217,094	600,000
PUBLIC WORKS DEPARTMENT	-	346,298	-	217,094	
TRANSFER	1,008	354,557	350,000	-	600,000
601 EQUIPMENT REPLACEMENT	151,935	-	604,143	-	69,460
PUBLIC WORKS DEPARTMENT	151,935	-	604,143	-	69,460
Community Development	**2,366,319**	**6,413,259**	**4,822,229**	**2,388,375**	**3,146,551**
001 GENERAL FUND	**2,059,792**	**6,032,872**	**2,187,671**	**1,425,607**	**2,712,744**
001 GENERAL FUND	2,059,792	6,032,872	2,187,671	1,425,607	2,712,744
CITY MANAGER	551,813	555,311	659,261	531,399	756,190
COMMUNITY DEVELOPMENT DEPARTMENT	1,507,979	5,477,561	1,528,410	894,208	1,956,553
Other Funds	**306,527**	**380,388**	**2,634,558**	**962,769**	**433,807**
111 COMM. DEVEL. BLOCK GRANT	104,808	-	125,000	1,092	75,000
COMMUNITY DEVELOPMENT DEPARTMENT	104,808	-	125,000	1,092	75,000
116 RESIDENTIAL SOUND INSULATION PROG. FUND	466	609	800	707	800
COMMUNITY DEVELOPMENT DEPARTMENT	466	609	800	707	800
125 STATE GRANTS	-	-		48,973	
COMMUNITY DEVELOPMENT DEPARTMENT	-	-		48,973	
129 CERTIFIED ACCESS SPECIALIST PROGRAM (CASP)			80,000	-	80,000
TRANSFER			80,000	-	80,000
130 AFFORDABLE HOUSING FUND	2,250	30,584	200,000	-	200,000
COMMUNITY DEVELOPMENT DEPARTMENT	2,250	30,584	200,000	-	200,000
504 SENIOR HOUSING	78,444	96,769	75,313	48,466	75,313
COMMUNITY DEVELOPMENT DEPARTMENT	78,444	96,769	75,313	48,466	75,313
601 EQUIPMENT REPLACEMENT			8,445	-	2,694
COMMUNITY DEVELOPMENT DEPARTMENT			8,445	-	2,694
702 TRUST FUNDS - SPECIAL REVENUE/DONATIONS	90,673	127,141	245,000	144,000	
CITY MANAGER	90,673	127,141	245,000	144,000	
708 TRUST FUNDS-PROJECT DEPOSITS NONREFUNDAB	29,886	125,284	1,900,000	719,532	
COMMUNITY DEVELOPMENT DEPARTMENT	29,886	125,284	1,900,000	719,532	
Health	**720,050**	**683,785**	**2,214,974**	**984,485**	**1,658,394**
001 GENERAL FUND	**465,356**	**387,033**	**452,411**	**382,660**	**491,906**
001 GENERAL FUND	465,356	387,033	452,411	382,660	491,906
PUBLIC WORKS DEPARTMENT	465,356	387,033	452,411	382,660	491,906
Other Funds	**254,693**	**296,752**	**1,762,563**	**601,825**	**1,166,488**
117 HYPERION MITIGATION FUND	6,681	5,473	100,000	3,361	100,000
PUBLIC WORKS DEPARTMENT	6,681	5,473	100,000	3,361	100,000
131 COUNTY STORM WATER PROGRAM	-	122,908	550,000	328,464	750,000
PUBLIC WORKS DEPARTMENT	-	62,085	-	-	350,000
TRANSFER	-	60,823	550,000	328,464	400,000
505 SOLID WASTE	248,012	168,372	270,000	270,000	270,000
PUBLIC WORKS DEPARTMENT	248,012	168,372	270,000	270,000	270,000
601 EQUIPMENT REPLACEMENT			842,563	-	46,488
PUBLIC WORKS DEPARTMENT			842,563	-	46,488
Cultural & Leisure	**9,333,110**	**18,343,982**	**11,521,357**	**5,236,425**	**9,250,013**
001 GENERAL FUND	**7,644,642**	**13,015,133**	**8,184,207**	**5,029,131**	**8,675,569**
001 GENERAL FUND	7,644,642	13,015,133	8,184,207	5,029,131	8,675,569
RECREATION PARK AND LIBRARY DEPARTMENT	7,644,642	13,015,133	8,184,207	5,029,131	8,675,569
Other Funds	**1,688,467**	**5,328,849**	**3,337,150**	**207,294**	**574,444**
125 STATE GRANTS	60,692	192,917	200,000	5,882	
RECREATION PARK AND LIBRARY DEPARTMENT	43,880	188,087	200,000	-	
STATE GRANTS	16,811	4,830		5,882	
503 GOLF COURSE	1,553,161	4,678,677	10,000	46,008	10,000
FINANCE DEPARTMENT	1,553,161	4,678,677	10,000	46,008	10,000
601 EQUIPMENT REPLACEMENT	(20,242)	-	1,826,804	-	238,444
RECREATION PARK AND LIBRARY DEPARTMENT	(20,242)	-	1,826,804	-	238,444
702 TRUST FUNDS - SPECIAL REVENUE/DONATIONS	94,858	48,436	695,000	48,026	
RECREATION PARK AND LIBRARY DEPARTMENT	94,858	48,436	695,000	48,026	
704 CULTURAL DEVELOPMENT FUND	-	408,819	605,346	107,378	326,000
RECREATION PARK AND LIBRARY DEPARTMENT	-	408,819	605,346	107,378	326,000
Utilities	**29,993,319**	**21,951,476**	**37,834,395**	**22,128,121**	**37,859,022**
501 WATER UTILITY FUND	**25,014,971**	**18,520,755**	**31,314,039**	**18,638,317**	**31,359,005**
501 WATER UTILITY FUND	25,014,971	18,520,755	31,314,039	18,638,317	31,359,005
PUBLIC WORKS DEPARTMENT	25,014,884	18,520,755	31,314,039	18,609,235	31,359,005
NON DEPARTMENT	87	-		-	
TRANSFER	-	-		29,082	
502 SEWER FUND	**4,978,349**	**3,430,721**	**6,520,356**	**3,489,804**	**6,500,017**
502 SEWER FUND	4,978,349	3,430,721	6,520,356	3,489,804	6,500,017
PUBLIC WORKS DEPARTMENT	4,978,088	3,430,721	6,520,356	3,470,987	6,500,017
NON DEPARTMENT	261	-		-	
TRANSFER	-	-		18,818	

CITY OF EL SEGUNDO
Proposed Budget Summary By Function
All Fund
Fiscal Year 2022-2023

	Actual FY 2019-2020	Actual FY 2020-2021	Adopted FY 2021-2022	YTD 3/31/22	Proposed FY 2022-2023
Grand Total	**121,604,858**	**241,754,157**	**160,028,672**	**96,404,323**	**157,803,535**

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
General Fund
Fiscal Year 2022-2023

.	001 GENERAL FUND				
	Actual FY 2019-2020	Actual FY 2020-2021	Adopted FY 2021-2022	YTD 3/31/22	Proposed FY 2022-2023
Salaries & Benefits	**58,991,871**	**185,358,386**	**50,991,617**	**35,971,517**	**51,517,907**
4101 Salaries Full Time	26,157,433	19,696,734	27,054,478	18,009,353	27,733,930
4102 ESUSD - Salaries Part Time	54,834	196	113,600	27,465	122,721
4102 Salaries Part Time	1,988,712	1,579,487	2,947,315	1,691,338	2,505,236
4103 Overtime	1,607,921	899,017	1,047,079	1,004,285	1,259,229
4105 Holiday Pay	755,160	756,499	789,512	766,579	931,577
4107 FLSA Overtime	523,022	331,944	440,000	326,071	440,000
4108 Vacation Leave Payout	325,274	932,780	350,000	620,135	325,000
4109 Vac/Sick Pay - Termination	631,553	-	575,000	-	550,000
4110 Leave Replacement	1,435,302	1,330,029	1,395,000	1,305,813	1,250,000
4112 Sick Leave Payout	381,566	585,473	250,000	488,404	250,000
4113 Reimbursable LA County - TRAP	17,909	12,620		11,895	
4113 Reimbursable Overtime	170,276	107,521	106,750	89,105	113,750
4116 Standby Pay	29,793	18,483	26,100	18,868	26,100
4117 Opt - Out Payments	28,625	11,361	13,350	11,839	12,850
4118 Replacement Benefit Contributions	-	129,364	75,000	-	85,000
4201 Retirement CalPERS	13,124,033	10,702,510	4,088,736	2,719,868	3,952,151
4202 FICA	1,386,323	1,069,665	1,421,619	988,023	1,471,206
4203 Workers' Compensation	3,209,681	2,410,557	2,645,242	2,128,648	2,557,219
4204 Group Insurance	6,343,294	5,098,695	6,797,629	4,856,800	6,624,984
4205 Uniform Allowance	12,689	7,898	15,425	2,677	22,039
4207 CalPERS UAL	-	110,960,108	610,182	610,162	1,015,816
4207 CalPERS UAL Expense	-	28,538,060		-	
4209 PARS Expense	142,200	1,305	79,000	170,100	145,000
4210 OPEB Expense	509,703	4		-	
4211 401(a) Employer's Contribution	25,460	22,527	27,000	15,743	
4215 Uniform Replacement	100,496	63,547	117,600	99,747	118,100
4217 Early Retirement Incentive	-	25,000		-	
4221 Car Allowance	6,075	4,320	6,000	3,669	6,000
4251 CalPERS Payments	24,538	62,683		4,929	
Maintenance & Operations	**15,618,327**	**12,588,978**	**16,121,028**	**12,755,547**	**20,368,101**
4907 Interest Expense	20	-		-	
4999 Cash Over/Short	99	240		3	
5201 Office Supplies	6,092	2,512	5,000	3,003	5,000
5203 Repair & Maintenance Supplies	57,607	44,774	97,115	82,211	93,313
5204 Operating Supplies	881,160	590,640	810,378	589,654	829,192
5206 Computer Supplies	241,261	40,937	53,300	18,572	58,222
5207 Small Tools & Equipment	28,194	6,125	27,200	8,443	27,200
5211 Photo & Evidence Supplies	6,220	6,210	6,500	29,246	6,500
5212 Prisoner Meals	2,650	1,352		-	
5214 Housing Supplies	11,532	7,603	13,500	5,664	14,380
5215 Vechicle Gasoline Charge	228,582	70,255	190,000	257,519	275,000
5215 Vehicle Gasoline Charge	821	-		-	
5218 Training Materials & Supplies	34,959	37,713	44,252	33,832	46,250
5221 Employee Physicals	-	-	-	25,600	35,250
5222 Wellness			-	-	7,500
5255 CPR Class Supplies	-	-	2,500	-	2,500
5420 Reimbursable Expenditures	(513,482)	(87,437)		(125,535)	
5501 Adult Books & Other Printed Material	-	36,696	45,000	41,110	71,610
5501 Books/Other Printed Material	51,030	-		-	
5503 Author Event/Printed Materials	492	-		-	
5505 Young Peoples Books	19,442	13,828	20,000	17,338	
5507 School Library Material	1,595	5,874	3,200	3,839	
6081 Miscellaneous Computer	24,377	29,755		2,419	75,000
6082 Broadband Fiber	14,520	-		-	
6101 Gas	-	2,270	9,500	7,253	10,000
6101 Gas Utility	70,304	45,830	61,686	37,189	62,800
6102 Electric Utility	948,366	636,587	639,300	515,723	653,900
6103 Water Utility	261,992	188,093	290,300	209,039	330,500
6104 Electricity Charges	44,060	48,324	50,000	43,216	42,500
6105 Aquatics Gas Utilities	58,474	72,196	85,000	69,515	68,000
6106 Covid Vaccinations	-	9,921		702	
6139 Bank Service Charges	73,159	58,326	38,000	14,328	38,000
6201 Advertising/Publishing	144,075	278,961	317,665	233,534	401,565
6201 Advertising/Publishing - Library Admin	1,033	-		-	
6201 Advertising/Publishing-Library Youth Ser	-	-	1,000	1,249	1,050
6203 Copy Machine Charges	101,888	65,127	110,000	95,833	110,000
6205 Other Printing & Binding	20,555	9,193	23,250	14,260	27,550
6206 Contractual Services	3,958,910	3,248,916	4,658,372	3,843,023	5,300,629
6207 Equipment Replacement Charge	1,913,324	926,467	771,023	687,651	1,306,806
6208 Dues & Subscriptions	78,534	72,773	144,210	58,238	156,018
6209 Dump Fees	1,626	-		-	
6210 Hazard Material Disposal Fee	172	473	3,000	-	3,000
6211 Insurance & Bonds	526,000	400,000	1,267,600	375,000	1,667,600
6212 Laundry & Cleaning	28,757	17,792	26,900	19,388	28,500
6213 Meetings & Travel	191,132	77,601	223,390	126,667	247,990

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
General Fund
Fiscal Year 2022-2023

.	001 GENERAL FUND				
	Actual FY 2019-2020	**Actual FY 2020-2021**	**Adopted FY 2021-2022**	**YTD 3/31/22**	**Proposed FY 2022-2023**
6214 Professional & Technical	2,614,604	2,521,354	2,612,020	2,921,081	3,924,883
6215 Repairs & Maintenance	249,430	104,900	180,880	155,280	270,130
6216 Rental Charges	13,750	11,250	16,200	11,737	16,500
6217 Software Maintenance	758,884	783,982	940,756	605,204	1,099,979
6218 Hardware Maintenance	13,395	8,100	8,100	4,635	12,000
6219 Network Operating Charge	(20,595)	(10,254)	(20,600)	-	-
6222 Lease Payment Parking Garage	294,175	221,449	300,000	224,040	300,000
6223 Training & Education	123,125	56,750	220,325	122,216	362,225
6224 Vehicle Operating Charge	132,115	302,195	200,000	319,753	300,000
6225 PD Admin/POST Training & Education	2,374	20,952		5,974	
6244 Other Unclassified Expense	19,697	42,769	5,000	1,719	5,000
6247 Unemployment Compensation	115,429	99,023	50,000	-	20,000
6249 Fees & Licenses	4,757	508	12,250	3,156	14,000
6251 Communication/Mobile Radio	7,209	5,876	34,998	17,547	7,439
6253 Postage	14,684	12,564	20,725	4,958	17,925
6254 Telephone	327,484	274,141	373,308	260,120	367,805
6255 ESMC Recodification	10,741	7,774	12,000	10,000	12,000
6257 Public Education	230	5,550	21,875	3,627	2,000
6259 Breathing Apparatus	3,577	1,666	15,000	-	15,000
6260 Equipment Leasing Costs	17,741	14,567	44,350	19,382	47,200
6262 Testing/Recruitment	20,367	8,819	20,000	23,743	95,690
6263 Commissioners Expense	3,661	2,600	5,500	2,865	5,500
6273 In-Custody Medical Charges	74,174	43,547	52,000	46,164	55,000
6274 Investigations Expense	10,472	4,810	10,000	4,382	10,000
6275 K-9 Dog Care Services	8,848	6,838	9,000	3,662	9,000
6277 Resource Databases	23,577	15,893	25,000	21,596	28,400
6281 Emergency Facilities Maintenance	87,378	59,465	2,000	300	140,000
6282 Emergency Repair	-	2,929	21,250	20,000	21,250
6288 S.W.A.T.Program	12,456	2,563	12,500	3,065	12,500
6289 Education Reimbursement	39,607	12,155	40,000	13,272	40,000
6297 Credit Card Fees	18,243	23,256	15,000	32,300	15,000
6301 Legal Councel	107,225	30,114		8,417	
6301 Legal Counsel	471,999	313,026	378,000	221,228	450,000
6302 Plaintiff/Defense Litigation	226,082	196,842	148,500	638	200,000
6304 Smoky Hollow Parking in Lieu	16,750	-		24,295	
6310 Labor Negotiation	9,465	-	15,000	50,537	100,000
6311 Code Enforcement	45,887	17,259	20,000	8,014	20,000
6401 Community Promotion	16,975	-	3,000	-	3,000
6403 Sister City	-	-	5,000	-	5,000
6405 ESUSD Funding Agreement	59,897	63,071	130,950	130,950	135,950
6406 LAX Master Plan Intervention	52,172	319,038	100,000	78,377	200,000
6407 State and Local Lobbiest	72,100	-		-	
6409 Audiovisual Materials	957	264	2,000	4,261	2,100
6410 E-Books	17,698	15,444	21,000	22,324	22,300
Capital Outlay	**15,704**	**-**		**-**	
8108 Computer Hardware	15,704	-		-	
Transfers Out	**1,249,000**	**1,395,956**	**10,538,908**	**3,096,508**	**13,475,120**
9202 Transfer Out - Debt Service Fund	-	4,637		1,662,800	
9301 Transfer - Capital Improvements	1,249,000	1,376,319	225,500	610,000	3,635,420
9401 Transfer - Economic Uncertainty Fund	-	-	823,708	823,708	100,000
9499 Transfers Out	-	-	9,489,700	-	9,739,700
9601 Transfer - Equipment Replacement	-	15,000		-	
Grand Total	**75,874,902**	**199,343,320**	**77,651,553**	**51,823,572**	**85,361,128**

CITY OF EL SEGUNDO
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT
FROM FY 2019-18 TO FY 2022-23

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
City Council				
City Council**	5.00	5.00	5.00	5.00
Executive Assistant	1.00	1.00	1.00	-
Total City Council	**6.00**	**6.00**	**6.00**	**5.00**
City Clerk				
City Clerk**	1.00	1.00	1.00	1.00
Assistant City Clerk	-	-	-	1.00
Deputy City Clerk	-	-	-	1.00
Deputy City Clerk I	1.00	1.00	1.00	-
Deputy City Clerk II	1.00	1.00	1.00	-
Records Technician	1.00	1.00	1.00	1.00
Sub-total Full-Time	**4.00**	**4.00**	**4.00**	**4.00**
Part-Time FTEs				
Office Specialist I	-	-	-	-
Sub-total Part-Time	**-**	**-**	**-**	**-**
Total City Clerk	**4.00**	**4.00**	**4.00**	**4.00**
**** Elected part-time positions**				
City Manager's Office				
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Economic Development Coordinator	1.00	1.00	1.00	-
Executive Assistant	1.00	1.00	1.00	2.00
Office Assistant	-	-	-	1.00
Community Cable Program Specialist	1.00	1.00	1.00	1.00
Computer Graphics Designer	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	-
Senior Management Analyst	-	-	-	1.00
Media Supervisor	-	1.00	1.00	1.00
Communications & Legislature Affairs Manage	-	1.00	1.00	1.00
PIO / Legislative Affairs Manager	1.00	-	-	-
Sub-total Full-Time	**8.00**	**9.00**	**9.00**	**10.00**
Part-Time FTEs				
Administrative Intern	-	-	-	-
Media Specialist	-	-	-	0.50
Video Technician	2.85	2.85	2.85	-
Senior Video Technician/ II	-	-	-	3.08
Sub-total Part-Time	**2.85**	**2.85**	**2.85**	**3.58**
Total City Manager's Office	**10.85**	**11.85**	**11.85**	**13.58**

CITY OF EL SEGUNDO
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT
FROM FY 2019-18 TO FY 2022-23

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
Information Technology Services				
Information Systems Director	1.00	1.00	1.00	1.00
Information Systems Manager	1.00	1.00	1.00	1.00
Information Systems Specialist	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00	1.00
Senior Network Assistant	1.00	1.00	1.00	1.00
Technical Services Analyst	3.00	3.00	3.00	3.00
Sub-total Full-Time	**9.00**	**9.00**	**9.00**	**9.00**
Part-Time FTEs				
Administrative Intern	0.50	0.50	0.50	0.50
Sub-total Part-Time	**0.50**	**0.50**	**0.50**	**0.50**
Total Information Systems	**9.50**	**9.50**	**9.50**	**9.50**
Human Resources Department				
Director of Human Resources	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Assistant	1.00	1.00	1.00	1.00
Senior Human Resources Analyst	1.00	1.00	1.00	1.00
Sub-total Full-Time	**5.00**	**5.00**	**5.00**	**5.00**
Part-Time FTEs				
Administrative Intern	-	-	-	-
Sub-total Part-Time	**-**	**-**	**-**	**-**
Total Human Resources Department	**5.00**	**5.00**	**5.00**	**5.00**
Finance Department				
Chief Financial Officer	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Treasury & Customer Service Manager	-	1.00	1.00	1.00
Revenue Manager	1.00	-	-	-
Accounting Supervisor	1.00	1.00	1.00	1.00
Accountant	2.00	2.00	2.00	2.00
Accounting Technician	1.00	2.00	2.00	2.00
Administrative Technical Specialist	1.00	1.00	1.00	1.00
License Permit Specialist I/II	2.00	2.00	2.00	2.00
Management Analyst	1.00	1.00	1.00	-
Senior Management Analyst	-	-	-	1.00
Account Specialist I/II	-	-	-	1.00
Office Specialist II	1.00	1.00	1.00	-
Payroll Accountant	1.00	1.00	1.00	1.00
Purchasing Agent	1.00	1.00	1.00	1.00

CITY OF EL SEGUNDO
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT
FROM FY 2019-18 TO FY 2022-23

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
Revenue Inspector	1.00	1.00	1.00	1.00
Risk Manager	-	1.00	1.00	1.00
City Treasurer**	1.00	1.00	1.00	1.00
Deputy City Treasurer I	1.00	1.00	1.00	1.00
Deputy City Treasurer II	1.00	1.00	1.00	1.00
Sub-total Full-Time	**18.00**	**20.00**	**20.00**	**20.00**
Part-Time FTEs				
Administrative Intern	-	0.25	0.25	-
Office Specialist	-	-	-	-
Sub-total Part-Time	**-**	**0.25**	**0.25**	**-**
Total Finance Department	**18.00**	**20.25**	**20.25**	**20.00**
**** Elected part-time positions**				
Police Department				
Chief of Police	1.00	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00	2.00
Police Lieutenant	5.00	5.00	5.00	5.00
Police Sergeant	11.00	11.00	11.00	10.00
Crime Prevention Analyst II	2.00	2.00	2.00	2.00
Crime Scene Investigator II	1.00	1.00	1.00	1.00
Crime Scene Investigator/Property Officer	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Management Analyst	-	1.00	1.00	1.00
Police Assistant I/II	8.00	7.00	6.00	7.00
Police Officer	42.00	42.00	42.00	42.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Services Officer I/II	5.00	5.00	6.00	5.00
Police Trainee	2.00	2.00	2.00	2.00
Sub-total Full-time	**82.00**	**82.00**	**82.00**	**81.00**
Part-Time FTEs				
Police Cadet	7.50	9.00	3.20	6.26
Police Services Officer I/II	1.00	1.00	-	1.00
Sub-total Part-Time	**8.50**	**10.00**	**3.20**	**7.26**
Total Police Department	**90.50**	**92.00**	**85.20**	**88.26**
Fire Department				
Fire Chief	1.00	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00
Fire Captain	9.00	9.00	9.00	7.00
Fire Engineer	9.00	9.00	9.00	9.00
Firefighter/Paramedic	15.00	15.00	15.00	20.00

CITY OF EL SEGUNDO
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT
FROM FY 2019-18 TO FY 2022-23

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
Firefighter	6.00	6.00	6.00	-
Fire Marshal	1.00	1.00	1.00	1.00
Emergency Management Coordinator	1.00	1.00	1.00	-
Environmental Safety Manager	1.00	1.00	1.00	1.00
Principal Environmental Specialist (CUPA)	1.00	1.00	1.00	1.00
Fire Prevention Specialist	2.00	2.00	2.00	1.00
Administrative Specialist	1.00	1.00	1.00	1.00
Management Analyst (CUPA)	1.00	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00
Sub-total Full-time	**52.00**	**52.00**	**52.00**	**47.00**
Part-Time FTEs				
Fire Prevention Specialist P/T	-	-	-	0.50
Sub-total Part-Time	**-**	**-**	**-**	**0.50**
Total Fire Department	**52.00**	**52.00**	**52.00**	**47.50**
Development Services Department				
Director of Development Services	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Building Safety Manager	1.00	1.00	1.00	1.00
Assistant Planner	2.00	2.00	1.00	1.00
Associate Planner	-	-	-	-
Building Inspector I/II	1.00	1.00	1.00	1.00
Code Compliance Inspector	1.00	1.00	1.00	1.00
License Permit Specialist I/II	2.00	2.00	2.00	2.00
Office Specialist II	-	-	-	-
Plan Check Engineer	1.00	1.00	2.00	2.00
Plan Examiner (MEP)	-	-	-	-
Planning Technician	1.00	1.00	1.00	1.00
Principal Planner	2.00	2.00	2.00	2.00
Senior Administrative Specialist	1.00	1.00	1.00	1.00
Senior Building Inspector	2.00	2.00	2.00	2.00
Senior Plan Check Engineer	1.00	1.00	1.00	1.00
Sub-total Full-Time	**17.00**	**17.00**	**17.00**	**17.00**
Development Services (continued)				
Part-Time FTEs				
Administrative Analyst	-	-	0.67	-
Sub-total Part-Time	**-**	**-**	**0.67**	**-**
Total Development Services Department	**17.00**	**17.00**	**17.67**	**17.00**
Public Works Department				

CITY OF EL SEGUNDO
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT
FROM FY 2019-18 TO FY 2022-23

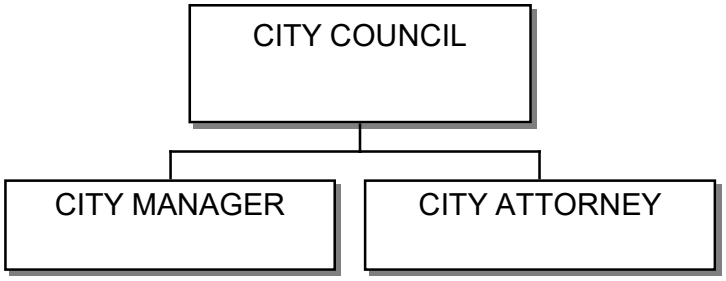
DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
Director of Public Works	1.00	1.00	1.00	1.00
General Services Manager	1.00	1.00	1.00	1.00
Administrative Specialist (Water Fund)	1.00	1.00	1.00	1.00
Administrative Technical Specialist	1.00	1.50	2.00	1.00
City Engineer	1.00	1.00	1.00	1.00
Custodian	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Equipment Mechanic I/II	2.00	2.00	2.00	2.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00
Facilities Systems Mechanic	2.00	3.00	3.00	3.00
Fire Equipment Mechanic	2.00	2.00	2.00	2.00
Maintenance Craftworker	-	1.00	-	-
Pool Maintenance Technician	1.00	1.00	1.00	1.00
Principal Civil Engineer	1.00	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00
Senior Civil Engineer	2.00	2.00	2.00	1.00
Senior Engineer Associate	2.00	2.00	2.00	2.00
Senior Management Analyst	1.00	1.00	1.00	1.00
Street Maintenance Supervisor	1.00	1.00	1.00	1.00
Street Maintenance Leadworker	2.00	2.00	2.00	2.00
Street Maintenance Worker I/II	6.00	6.00	6.00	6.00
Wastewater Supervisor	1.00	1.00	1.00	1.00
Wastewater Maintenance Leadworker	1.00	1.00	1.00	1.00
Wastewater Maintenance Worker I/II	4.00	4.00	6.00	6.00
Water Maintenance Leadworker	2.00	1.00	2.00	2.00
Water Maintenance Worker I/II	6.00	7.00	4.00	4.00
Water Meter Reader/Repairer	1.00	1.00	1.00	1.00
Water Supervisor	1.00	1.00	1.00	1.00
Sub-total Full-Time	**48.00**	**50.50**	**50.00**	**48.00**
Public Works (continued)				
Part-Time FTEs				
Administrative Specialist	0.50	0.50	-	-
Custodian	1.00	1.00	-	-
Park Maintenance Worker	-	-	3.40	-
Facilities Maintenance Worker	-	-	-	-
Street Maintenance Worker I/II	-	-	-	-
Water Maintenance Worker I/II	-	-	0.50	-
Sub-total Part-Time	**1.50**	**1.50**	**3.90**	**-**
Total Public Works Department	**49.50**	**52.00**	**53.90**	**48.00**
Community Services Department				

CITY OF EL SEGUNDO
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT
FROM FY 2019-18 TO FY 2022-23

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
Director of Community Services	-	-	1.00	1.00
Director of Recreation & Parks	1.00	0.50	-	-
Director of Library Services	1.00	1.00	-	-
Library Manager	-	-	1.00	1.00
Recreation Superintendent	1.00	1.00	1.00	1.00
Cultural Arts Coordinator	-	-	1.00	1.00
Executive Assistant	1.00	1.00	1.00	-
Librarian I	2.00	2.00	1.00	1.00
Librarian II	1.00	-	-	-
Library Assistant	3.00	3.00	3.00	3.00
Park Facilities Technician	-	-	1.00	1.00
Park Maintenance Superintendent	-	1.00	1.00	1.00
Park Maintenance Supervisor	-	2.00	2.00	2.00
Park Maintenance Worker II	-	5.00	5.00	5.00
Recreation Coordinator	2.00	2.00	2.00	2.00
Recreation Supervisor	4.00	4.00	4.00	4.00
Senior Administrative Analyst	1.00	1.00	1.00	1.00
Senior Administrative Specialist	1.00	1.00	1.00	1.00
Senior Librarian	2.00	3.00	2.00	2.00
Senior Library Assistant	2.00	2.00	2.00	2.00
Tree Maintenance Worker	2.00	2.00	2.00	2.00
Sub-total Full-Time	**24.00**	**31.50**	**32.00**	**31.00**
Part-Time FTEs				
Park Maintenance Worker I	3.00	3.00	-	2.00
Library Assistant	3.91	2.49	3.80	4.25
Library Clerk I	3.50	3.50	3.50	3.05
Lifeguards	37.00	37.00	38.00	51.50
Recreation Leader	26.00	26.00	25.00	16.75
Video Technician	-	-	-	-
Sub-total Part-Time	**73.41**	**71.99**	**70.30**	**77.55**
Total Community Services Department	**97.41**	**103.49**	**102.30**	**108.55**
Total Full-Time Positions*	273.00	286.00	286.00	277.50
Total Part-Time (FTE's)	86.76	87.09	81.67	88.89
Grand Total	**359.76**	**373.09**	**367.67**	**366.39**

*** Includes 7 part-time elected officials.**

CITY OF EL SEGUNDO
CITY COUNCIL
ORGANIZATIONAL CHART
FISCAL YEAR 2022-2023



CITY OF EL SEGUNDO
CITY COUNCIL
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2019-2020 TO 2022-2023

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
City Council				
City Council**	5.00	5.00	5.00	5.00
Executive Assistant	1.00	1.00	1.00	
Total City Council	**6.00**	**6.00**	**6.00**	**5.00**

**** Elected part-time position**

CITY OF EL SEGUNDO
CITY COUNCIL PROFILE

The five-member City Council is the legislative body of the City. Councilmembers are elected to serve four-year overlapping terms with no term limits; City Council votes on the Mayor to serve a two-year term. The last regular City Council election was held on March 3, 2020. The next regular City Council election will be held November 8, 2022, at which time two City Council seats will be open.

The City Council establishes City policies; adopts ordinances and resolutions; appoints the City Manager, City Attorney, and members that serve on various committees, commissions and boards; adopts an annual budget that establishes City services and service levels; establishes tax rates, license fees, assessments, franchise fees, and other forms of revenue as set forth by the Government Code; sets compensation levels for all City employees, appointed and elected officials; directs the development of the City by adopting a General Plan and supporting Zoning Code; and authorizes contracts and leases, as well as the disposal of City real and personal property.

Major issues facing the City Council in the coming years include ensuring financial stability; representing the City's interests with respect to the LAX Modernization Project (LAMP); maintaining public infrastructure; advocating for business retention/attraction; protecting the local revenue base; and approving land use decisions.

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department	CITY COUNCIL

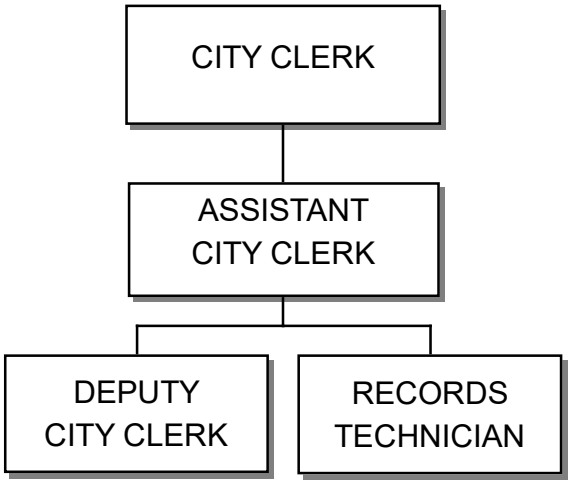
	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**308,625**	**251,947**	**356,596**	**226,533**	**216,018**
(1101) CITY COUNCIL	**308,625**	**251,947**	**356,596**	**226,533**	**216,018**
Salaries & Benefits	277,809	239,723	289,196	209,276	148,618
Maintenance & Operations	30,815	12,224	67,400	17,257	67,400
Grand Total	**308,625**	**251,947**	**356,596**	**226,533**	**216,018**

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	CITY COUNCIL

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**308,625**	**251,947**	**356,596**	**226,533**	**216,018**
(1101) CITY COUNCIL	**308,625**	**251,947**	**356,596**	**226,533**	**216,018**
Salaries & Benefits	277,809	239,723	289,196	209,276	148,618
4101 Salaries Full Time	156,355	119,992	159,780	111,655	54,001
4201 Retirement CalPERS	33,718	23,957	11,689	5,963	975
4202 FICA	11,385	8,773	12,227	8,212	4,131
4203 Workers' Compensation	1,728	1,310	1,120	1,039	378
4204 Group Insurance	72,063	85,691	104,380	82,406	89,132
4210 OPEB Expense	2,560	(0)		-	
Maintenance & Operations	30,815	12,224	67,400	17,257	67,400
5204 Operating Supplies	3,196	572	2,600	1,035	2,600
6201 Advertising/Publishing	1,100	1,100	4,000	-	4,000
6208 Dues & Subscriptions	9,856	3,047	30,000	84	30,000
6213 Meetings & Travel	7,644	1,905	16,700	9,196	16,700
6219 Network Operating Charge	1,700	1,700	1,700	-	1,700
6253 Postage	27	29	400	-	400
6254 Telephone	7,293	3,871	7,000	6,942	7,000
6403 Sister City	-	-	5,000	-	5,000
Grand Total	**308,625**	**251,947**	**356,596**	**226,533**	**216,018**

CITY OF EL SEGUNDO
CITY CLERK
ORGANIZATIONAL CHART
FISCAL YEAR 2022 - 2023



CITY OF EL SEGUNDO
CITY CLERK
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2019-2020 TO 2023-2024

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
City Clerk				
City Clerk*	1.00	1.00	1.00	1.00
Assistant City Clerk	-	-	-	1.00
Deputy City Clerk	-	-	-	1.00
Deputy City Clerk I	1.00	1.00	1.00	-
Deputy City Clerk II	1.00	1.00	1.00	-
Records Technician	1.00	1.00	1.00	1.00
Sub-total Full-Time	**4.00**	**4.00**	**4.00**	**4.00**
Part-Time FTEs				
Office Specialist I	-	-	-	-
Sub-total Part-Time	**-**	**-**	**-**	**-**
Total City Clerk	**4.00**	**4.00**	**4.00**	**4.00**

*** Elected part-time position**

CITY OF EL SEGUNDO
CITY CLERK'S DEPARTMENT PROFILE

MISSION STATEMENT: Serve all residents of the City in a responsive manner that is above reproach; accurately record the legislative body's actions and safeguard the records emanating from these actions; administer open and free elections in accordance with statutory requirements.

The City Clerk is an elected part-time official supported by a Deputy City Clerk II, Deputy City Clerk I and a Records Technician. (The positions held are to be determined, the Clerk's office is currently assessing our processes, procedures, and staffing needs).

The department has two divisions: Administrative and Elections, as described below.

Administrative Division: Administers the City's legislative process and provides a complete, open, accurate, and timely legislative history while safeguarding all official records of the City; assembles, reproduces, and distributes City Council meeting agendas; records official minutes of City Council proceedings; administers all Fair Political Practices Commission (FPPC) filings as required by law for Conflict of Interest code for the Elected Officeholders, all Committees, Commissions and Boards and identified key City Staff; executes and monitors contracts and insurance; processes and records real property documents; conducts bid openings; maintains and updates El Segundo's Municipal Code; monitors and controls all ordinances and resolutions; oversees a records management system that provides for the electronic research and storage of City records, assists and tracks Public Records Act requested from the General Public. Assists and tracks all Claims.

Elections Division: Coordinates the City's consolidated municipal elections with the County of Los Angeles and assists the County of Los Angeles during primary, general, and special elections. Administers all Fair Political Practices Commission (FPPC) filings as required by law, campaign statements for candidates, political action committees (PAC) and applies modern management theories in interpreting public law and policy decisions for the benefit of the community.

ACCOMPLISHMENTS IN FISCAL YEAR 2021-2022:

- Successfully prepared, reproduced, posted to the City website, and distributed City Council meeting agenda packets and recorded official minutes of the City Council meetings.
- Successfully Implemented the Citywide records retention and destruction schedule.
- Successfully managed the City's compliance responsibilities for appropriate establishment, maintenance, and disposition of official City records of the City Council, ordinances, resolutions, code, and other official government documents in accordance with Federal, State, and local regulations and laws.
- Processed City agreements and maintained insurance database to ensure adequate coverage. Assisted staff with agreements and insurance requirements.
- Assisted staff in using the document imaging system and researching projects; worked with all departments to provide efficient and friendly customer service to all residents.
- Successfully processed 438 Public Records Act Requests (PRA) from the General Public.
- Successfully launched a new Agenda Management System for City Council Agendas.
- Successfully launched an FPPC filing system, NetFile for the City's Form 700 fliers.

GOALS AND OBJECTIVES FOR FY 2022-2023:

- Assist County of Los Angeles with the June 7, 2022 & November 8, 2022 Statewide & City Elections.
- Continue to coordinate the implementation of Online FPPC filing system for City Council, City's Committees, Commissions and Boards and City employees.
- Expand knowledge of Laserfiche, the City's document imaging system. Review existing processes, develop a document management process, and expand automation using Laserfiche to support document management.
- Coordinate the Implementation of a Contract Management Systems for all City Departments.
- Establish matrix for response times to Public and City staff inquires.
- Training and education for the City Clerk, Deputy City Clerk and Records Technician.
- Continue the implementation of the Agenda Management System for all the City's Committees, Commissions and Boards.
- Coordinate with all City Departments the organization and clean-up of the City's offsite storage, Iron Mountain, and the City's (Resolution Sound Installation) RSI house.

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department	CITY CLERK

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**534,170**	**1,028,960**	**530,749**	**348,888**	**568,511**
(1301) ADMINISTRATION	**481,127**	**1,028,810**	**465,799**	**336,800**	**490,561**
Salaries & Benefits	428,507	968,004	391,174	257,470	389,733
Maintenance & Operations	52,620	60,807	74,625	79,329	100,828
(1302) ELECTIONS	**53,044**	**150**	**64,950**	**12,088**	**77,950**
Maintenance & Operations	53,044	150	64,950	12,088	77,950
(601) EQUIPMENT REPLACEMENT			**14,438**	**-**	
(1301) ADMINISTRATION			**14,438**	**-**	
Capital Outlay			14,438	-	
Grand Total	**534,170**	**1,028,960**	**545,187**	**348,888**	**568,511**

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2022-2023

Department	001 GENERAL FUND CITY CLERK

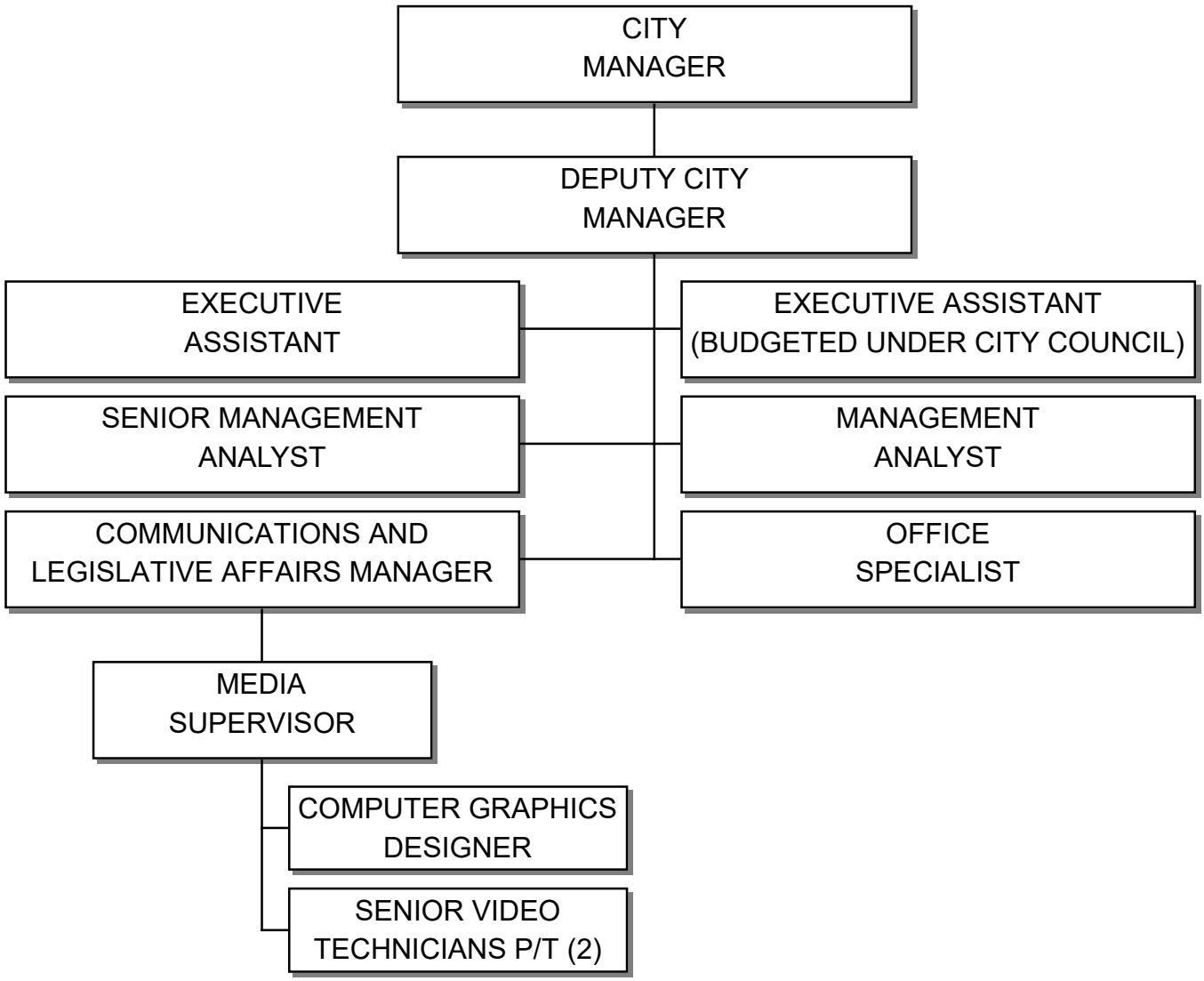
	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**534,170**	**1,028,960**	**530,749**	**348,888**	**568,511**
Salaries & Benefits	**428,507**	**968,004**	**391,174**	**257,470**	**389,733**
4101 Salaries Full Time	292,243	218,594	300,134	174,325	307,429
4102 Salaries Part Time	-	-		18,996	
4103 Overtime	444	198	500	1,642	500
4201 Retirement CalPERS	68,668	50,031	22,313	13,416	20,398
4202 FICA	21,035	15,681	22,960	18,398	22,342
4203 Workers' Compensation	2,576	1,908	2,101	1,362	1,749
4204 Group Insurance	38,982	30,229	43,166	29,331	37,314
4207 CalPERS UAL Expense	-	651,363		-	
4210 OPEB Expense	4,558	(0)		-	
Maintenance & Operations	**105,664**	**60,957**	**139,575**	**91,417**	**178,778**
5204 Operating Supplies	10,902	3,988	10,000	1,591	10,000
6201 Advertising/Publishing	5,628	1,944	9,475	858	9,975
6206 Contractual Services	-	802		-	
6208 Dues & Subscriptions	750	419	2,050	875	2,250
6211 Insurance & Bonds	-	-	1,000	-	1,000
6213 Meetings & Travel	1,448	1,855	10,050	4,900	12,500
6214 Professional & Technical	52,774	30,001	68,700	61,800	103,100
6219 Network Operating Charge	10,300	6,953	10,300	-	6,953
6223 Training & Education	(470)	(1,125)	2,800	40	5,800
6253 Postage	132	87	200	2	200
6254 Telephone	3,921	2,463	4,000	2,114	4,000
6255 ESMC Recodification	10,741	7,774	12,000	10,000	12,000
6260 Equipment Leasing Costs	9,538	5,797	9,000	9,237	11,000
Grand Total	**534,170**	**1,028,960**	**530,749**	**348,888**	**568,511**

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	CITY CLERK

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**534,170**	**1,028,960**	**530,749**	**348,888**	**568,511**
(1301) ADMINISTRATION	**481,127**	**1,028,810**	**465,799**	**336,800**	**490,561**
Salaries & Benefits	428,507	968,004	391,174	257,470	389,733
4101 Salaries Full Time	292,243	218,594	300,134	174,325	307,429
4102 Salaries Part Time	-	-		18,996	
4103 Overtime	444	198	500	1,642	500
4201 Retirement CalPERS	68,668	50,031	22,313	13,416	20,398
4202 FICA	21,035	15,681	22,960	18,398	22,342
4203 Workers' Compensation	2,576	1,908	2,101	1,362	1,749
4204 Group Insurance	38,982	30,229	43,166	29,331	37,314
4207 CalPERS UAL Expense	-	651,363		-	
4210 OPEB Expense	4,558	(0)		-	
Maintenance & Operations	52,620	60,807	74,625	79,329	100,828
5204 Operating Supplies	5,974	3,988	5,000	1,591	5,000
6201 Advertising/Publishing	3,816	1,944	6,975	858	6,975
6206 Contractual Services	-	802		-	
6208 Dues & Subscriptions	750	419	1,800	875	2,000
6211 Insurance & Bonds	-	-	1,000	-	1,000
6213 Meetings & Travel	730	1,855	5,050	-	7,500
6214 Professional & Technical	7,188	30,001	17,700	54,612	39,600
6219 Network Operating Charge	10,300	6,953	10,300	-	6,953
6223 Training & Education	(470)	(1,275)	1,600	40	4,600
6253 Postage	132	87	200	2	200
6254 Telephone	3,921	2,463	4,000	2,114	4,000
6255 ESMC Recodification	10,741	7,774	12,000	10,000	12,000
6260 Equipment Leasing Costs	9,538	5,797	9,000	9,237	11,000
(1302) ELECTIONS	**53,044**	**150**	**64,950**	**12,088**	**77,950**
Maintenance & Operations	53,044	150	64,950	12,088	77,950
5204 Operating Supplies	4,928	-	5,000	-	5,000
6201 Advertising/Publishing	1,812	-	2,500	-	3,000
6208 Dues & Subscriptions			250	-	250
6213 Meetings & Travel	718	-	5,000	4,900	5,000
6214 Professional & Technical	45,586	-	51,000	7,188	63,500
6223 Training & Education	-	150	1,200	-	1,200
(601) EQUIPMENT REPLACEMENT			**14,438**	**-**	
(1301) ADMINISTRATION			**14,438**	**-**	
Capital Outlay			14,438	-	
8104 Equipment			14,438	-	
Grand Total	**534,170**	**1,028,960**	**545,187**	**348,888**	**568,511**

CITY OF EL SEGUNDO
CITY MANAGER
ORGANIZATION CHART
FISCAL YEAR 2022-2023



CITY OF EL SEGUNDO
CITY MANAGER'S DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2019-2020 to 2022-2023

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
City Manager's Office				
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Economic Development Coordinator	1.00	1.00	1.00	-
Executive Assistant	1.00	1.00	1.00	2.00
Office Assistant	-	-	-	1.00
Community Cable Program Specialist	1.00	1.00	1.00	1.00
Computer Graphics Designer	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Senior Management Analyst	-	-	-	1.00
Media Supervisor		1.00	1.00	1.00
Communications & Legislature Affairs Manage	-	1.00	1.00	1.00
PIO / Legislative Affairs Manager	1.00	-	-	-
Sub-total Full-Time	**8.00**	**9.00**	**9.00**	**11.00**
Part-Time FTEs				
Administrative Intern	-	-	-	-
Media Specialist	-	-	-	0.50
Video Technician	2.85	2.85	2.85	-
Senior Video Technician/II	-	-	-	3.08
Sub-total Part-Time	**2.85**	**2.85**	**2.85**	**3.58**
Total City Manager's Office	**10.85**	**11.85**	**11.85**	**14.58**

CITY OF EL SEGUNDO
CITY MANAGER'S OFFICE PROFILE

MISSION STATEMENT: The City Manager's Office provides day to day management and leadership to the organization to implement City Council direction; implements City Council Strategic Plan; ensures operations are conducted within revenue limitations; provides employees with the necessary resources to accomplish the City's goal of delivering high-quality municipal services to its residents, businesses, and visitors; promotes economic growth and diversity to provide job opportunities for residents and sufficient business vitality to maintain and expand local municipal services.

Administration: The City Manager's Office enforces all laws of the City and carries out policies of the City Council. The City Manager oversees the day-to-day operations of all City departments and acts as the: Personnel Officer and directs the administration of the Personnel Merit Ordinance and the rules pertaining thereto; Purchasing Agent; Economic Development Director; and, Civil Defense Director in the event of an emergency or disaster. The City Manager is responsible for the annual budget preparation and its submittal to City Council; exercises general supervision over all public buildings, parks, and other City-owned or controlled property; advises City Council on matters pertaining to City business and makes recommendations for City Council's action; oversees and sets City Council meeting agendas; and, directs projects that are especially sensitive to City Council and the community.

Communications: The Communications Plan, approved by City Council in 2019 and updated in March 2021, identifies opportunities to share the City's messages by utilizing multiple channels to ensure transparency and inclusion with all constituents. The goal of the Communications Program is to improve interaction between all key stakeholders in the City and ensure that communications are consistent, proactive, and collaborative. Clear and timely messaging improves efficiency, trust, understanding, and engagement among residents, visitors, employees, and businesses. City Council identified the need for a centralized Communications Program to support and oversee communications standards, news/media needs, branding, content creation, social media, and marketing-related areas of opportunity. The Communications Team provides strategic marketing, community outreach support, and creative services to departments and, in the process, delivers City information to the public.

El Segundo Media provides original content programming and media services delivered through multiple broadcast and digital channels. El Segundo Media programming supports public engagement through creative content programming, developing promotional and informational videos, broadcasting open civic meetings, transmitting local emergency alerts, and promoting community and City events.

Economic Development: The Economic Development Program maximizes the resources of both public and private sectors to promote business, investment, and economic growth. The Program leads marketing efforts; facilitates relationships between the local business community and the City; and, efficiently dedicates City and community resources to increase economic vitality that will benefit the entire El Segundo community: residents, schools, visitors, the Downtown and Smoky Hollow districts, hotels, retailers, and businesses of all sizes. Economic Development staff works closely with the Economic Development Advisory Council; oversees marketing, public relations, communications, and branding; facilitates industry diversification, job generation, business attraction, retention, and expansion; and promotes the City as a destination for tourism.

Special Projects: The newly formed Special Projects program will provide support and analytical assistance to the City Council and all City departments and serves as the liaison between the City and legislators at local, county, state and federal levels. Support provided includes constituency relations, City Council meeting follow-up, program efficiency and efficacy review, grants coordination, project tracking, inter-agency relations, and a variety of other services.

CITY OF EL SEGUNDO
CITY MANAGER'S OFFICE PROFILE

ACCOMPLISHMENTS IN FISCAL YEAR 2021-2022:

Administration

- Built a strong foundation and platform to accomplish shared goals and future successes by implementing the Strategic Plan and successfully met Key Performance Indicators (KPI) and Work Program deliverables.
- Completed facility needs/condition assessment and recommended priority and funding options.
- Successfully balanced Citywide (all funds) Budget.
- Approved settlement agreement with Los Angeles World Airports (LAWA) and City of Los Angeles for significant improvements to Imperial Highway medians and north parkways (including enhanced stormwater improvements and ongoing maintenance).
- Instituted effective multi-purpose pandemic response.
- Established strong financial positions and policies.
- Worked with the Finance Department for approval of Pension Obligation Bonds.
- Topgolf revenue allocation policy approved.
- Updated the City's 2022 Legislative Platform

Communications

- Responded to 39 requests for communications support, including: writing, editing, video production, and graphic design.
- Managed content and updates for the City's main website homepage and supported subsites and Commuication Committee members.
- Implemented Qualtrics, a survey and analytics platform, to increase community engagement through surveying.
- Implementing SiteImprove software to improve accessibility of all City websites and improve overall accuracy and quality control for the sites.
- Provided communications support for key initiatives such as the Hyperion incident, water/wastewater rate increases, housing element update, Topgolf groundbreaking, Pension Obligation Bonds, and City Manager recruitment.
- Average pageviews of the main City website from July 1, 2021- March 28, 2022 was 45,306/monthly. Total page views were 407,754.
- Distributed 34 Weekly City Manager Updates to City Council and all staff from July 1, 2021 – March 28, 2021.
- Sent 28 bulletins regarding the Hyperion incident and reimbursement program to the community, updated website with most current information regarding the incident.
- Provided training to City staff to encourage the use of GovDelivery email communication tool for citywide internal communications, agendas and other messaging.
- *City News* was distributed monthly to an average of 9,570 subscribers with an engagement rate of 36%.
- Distributed 333 communications bulletins to the community and City staff from July 1, 2021 – March 28, 2022, on a variety of City-related topics to keep the community informed and engaged.
- Managed the NetPromoter process and survey communications to residents and businesses.
- Created 200 "News" stories for the website.
- Curated intranet content for City staff usage and reference for internal communication needs.
- Distributed 13 COVID-19 related bulletins via GovDelivery with information for residents and businesses.
- Continuously updated the City's Coronavirus webpages to include the latest changes to the Health Officer Order and Reopening Protocols.
- Social Media - From July 1, 2021 – March 28, 2022, the City of El Segundo Facebook followers increased 1,994 to 2,182, an increase of 9.42 % and page impressions increase from 326 – 2,172, an increase of 566.25%.

CITY OF EL SEGUNDO
CITY MANAGER'S OFFICE PROFILE

El Segundo Media

- Increased YouTube engagement via viewership and subscriptions from July 1, 2021 – March 28, 2022 more than 4,700 hours of programming watched; 1,037,854 impressions; 86,486 views; 801 likes; 1,973 shares; 216 new subscribers, bringing total to 3,238; 174 new videos uploaded, bringing the total on the channel to 1,999.
- Resumed field production coverage of in-person community events, including summer concerts, holiday gatherings, and fundraisers.
- Partnered with numerous City departments to produce informational videos for key stakeholders.
- Established monthly news program, *El Segundo News*, as flagship show that informs community stakeholders about City-related topics. Produced and distributed eight shows featuring City department initiatives, local business profiles, school district updates, and health and wellness information.
- Established *City Council Recap* as a go-to resource for a concise summary of City Council meetings.
- Completed audio-visual infrastructure upgrades in Council Chamber and several City Hall conference rooms.
- Initiated integration of closed-captioning transcription service for all El Segundo Media programming, including live civic meetings.

Economic Development

- Recognized with four Excellence in Economic Development Awards by the International Economic Development Council (IEDC) for cutting-edge economic development programs and marketing campaigns.
    - **Gold**: *El Segundo Back to Business* & *Reimagine•Reopen•Rediscover* programs in the category of Resiliency, Recovery & Mitigation.
    - **Gold**: Video and Multimedia content to support El Segundo Back to Business & Reimagine•Reopen•Rediscover programs in the category of Multimedia/Video Promotion
    - **Gold**: Champions of Business Celebration in the Special Event category.
    - **Silver**: El Segundo *Business Portfolio* & *Hospitality/Tourism Happenings* newsletters in Newsletter/Magazine category.
- Recognized among the top five finalist cities for Los Angeles Economic Development Corporation's (LAEDC) 2021 *Most Business-Friendly City* award for extraordinary business attraction, retention and expansion.
- Launched a new digital campaign, *Die-Hard Fans, Start Here* to attract football fans to start their vacation in El Segundo and stay overnight the weekend of the 2022 Super Bowl 2022.
- The *Die-Hard Fans, Start Here* campaign performed outstanding bringing over 9,000 new visits to the campaign webpage (Start.DestinationElSegundo.com) and over 880,000 impressions on social media.
- Launched a new segment Business Outlook highlighting economic development news.
- Continued to build and engage with social media audience across platforms. From July 1, 2021 through March 28, 2022:
    - LinkedIn followers increased from 1,300 to 1,566, an increase of 20%.
    - Visit El Segundo Facebook followers increased from 698 to 847; 21% increase.
    - Visit El Segundo Instagram followers increased from 1,500 to 1,616; 7% increase.
- Finalized the City's Unique Value Proposition
- Enhanced and maintained the economic development website – ElSegundoBusiness.com and the hospitality/tourism website – DestinationElSegundo.com
    - Average pageviews of the business website from July 1, 2021- March 28, 2022 was 3,600/monthly. Total page views were 32,900.
    - Average pageviews of the tourism website from July 1, 2021- March 28, 2022 was 4,600/monthly. Total page views were 42,200.
- Continued implementation City's economic development and hospitality/tourism marketing plan, public relations and communications effort.

CITY OF EL SEGUNDO
CITY MANAGER'S OFFICE PROFILE

GOALS & OBJECTIVES FOR FISCAL YEAR 2022-2023:

Administration

- Ensure financial stability by recommending a balanced budget, enhanced reserve levels, and opportunities for stronger and more diversified revenues to address fiscal challenges.
- Provide comprehensive information to City Council and implement City Council policy directives.
- Ensure timely delivery of quality community services and support efforts to streamline service delivery.
- Carry out the objectives of the 2022-2026 Strategic Plan.
- Technology and Capital Improvement Program implementation.
- Develop a strategy to hold Hyperion accountable for violations that place residents/businesses quality of life and health at risk.
- Continue City Hall improvements (West Conference Room, Public Works and Development Services Departments).
- Implement the terms of the City's agreement with LAWA.

Communications

- Continue to build greater awareness of the City of El Segundo.
- Continue to deliver enhanced Citywide communications to a variety of target audiences.
- Provide timely, proactive and accurate information to the public.
- Improve public access to local government.
- Inform the public of policy issues and/or changes with ample lead time.
- Foster a culture of transparency and partnership with the community.
- Promote and communicate a clear understanding of the City's responsibilities, services, programs, and events.
- Foster trust and responsiveness with media outlets to ensure our partnership in providing accurate and timely information.
- Utilize feedback and data garnered from residents through various channels to set future communications goals.
- Uncover new and innovative ways to increase engagement across the City.
- Create and launch a comprehensive intranet for City employee use.
- Continue to roll out branding efforts and guidelines for the City.
- Collaborate closely across all departments to support communication needs.
- Develop deeper stakeholder relations across local businesses and groups.
- Create integrated dashboards for all City social channels; establish social and editorial listening tools to help support and develop key strategies.

El Segundo Media

- Evolve El Segundo Media programming and streamline for more efficiently produced content.
- Increase public knowledge of the functions and responsibilities of City government and its various departments, commissions, committees, and boards through project productions and integrated awareness campaigns.
- Develop strategic production partnerships with outside agencies to promote economic development in the City.
- Complete integration of closed-captioning transcription service for all El Segundo Media programming.
- Upgrade El Segundo Media studio to improve quality of in-studio productions.
- Enhance recruitment efforts to attract highly skilled part-time media professionals.
- Develop internship program and establish El Segundo Media as a talent incubator to cultivate talent.

Economic Development

- Enhance long-term economic stability and employment opportunities through business attraction and industry diversification.
  - Aggressively attract new businesses, and high-quality jobs targeting bioscience and technology-related businesses.
  - Partner with a network of regional economic development and real estate development leaders to identify potential new businesses, provide site-selection assistance, and promote development.
  - Continue media relatoins to build awareness and showcase real estate opportunities in the City to real estate professionals in Southern California.
- Support business retention through pro-active, Citywide economic development assistance.
  - Plan and facilitate quarterly meetings with downtown property owners.
  - Meet quarterly with hoteliers to inform and seek input on hospitality and tourism efforts.
  - Conduct meetings with existing El Segundo businesses to address challenges and introduce business assistance programs and resources.
  - Facilitate streamlined and efficient permit approval process by serving as a liaison between the business community and the City.
  - Work with regional entities to assist with permits external to the City.
- Evolve exciting destination and tourism marketing efforts (hotel, retail, restaurants, arts/culture, and recreation).
- Continue and enhance existing marketing and branding efforts with focus on commercial and industrial business attraction.

Legislative Affairs

- Track Federal and State legislation.
- Annual update to the City's legislative platform.
- Write letters in support or opposition to proposed legislation.

Special Projects

- Provide timely responses to all constituent contacts (from residents, local businesses, special interest groups, etc.).
- Provide constituent follow-up to City Council direction from City Council meetings.
- Coordinate grant writing and submittal.
- Develop Citywide Administrative Procedure Manual.
- Develop a weekly City Council calendar.
- Improve format of City Council agenda staff reports.
- Enhance inter-department coordination.
- Serve as an ombudsman role to address community concerns.

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department	CITY MANAGER

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**2,068,147**	**4,606,985**	**2,453,282**	**1,793,334**	**2,850,000**
(2101) ADMINISTRATION	**913,636**	**3,462,236**	**794,432**	**691,199**	**1,021,516**
Salaries & Benefits	684,514	3,058,287	673,782	564,515	622,016
Maintenance & Operations	229,122	403,950	120,650	126,685	399,500
(2102) COMMUNICATIONS	**24,718**	**589,370**	**549,528**	**536,625**	**813,434**
Salaries & Benefits	-	468,819	201,127	314,519	631,505
Maintenance & Operations	24,718	120,551	348,401	222,105	181,929
(2103) EL SEGUNDO MEDIA	**-**	**67**	**450,061**	**34,111**	**258,860**
Salaries & Benefits	-	67	390,801	20,485	149,595
Maintenance & Operations	-	-	59,260	13,626	109,265
(2401) ECONOMIC DEVELOPMENT	**551,813**	**555,311**	**659,261**	**531,399**	**756,190**
Salaries & Benefits	349,361	270,221	328,196	229,850	341,425
Maintenance & Operations	186,747	285,090	331,065	301,549	414,765
Capital Outlay	15,704	-		-	
(6601) COMMUNITY CABLE	**577,980**	**-**		**-**	
Salaries & Benefits	519,798	-		-	
Maintenance & Operations	58,182	-		-	
(601) EQUIPMENT REPLACEMENT	**(12,689)**	**-**	**118,359**	**-**	**22,629**
(2103) EL SEGUNDO MEDIA			**118,359**	**-**	**22,629**
Capital Outlay			118,359	-	22,629
(6601) COMMUNITY CABLE	**(12,689)**	**-**		**-**	
Capital Outlay	(12,689)	-		-	
(702) TRUST FUNDS - SPECIAL REVENUE/DONATIONS	**90,673**	**127,141**	**245,000**	**144,000**	
(2401) ECONOMIC DEVELOPMENT	**90,673**	**127,141**	**245,000**	**144,000**	
Maintenance & Operations	90,673	127,141	245,000	144,000	
Grand Total	**2,146,130**	**4,734,126**	**2,816,641**	**1,937,334**	**2,872,629**

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2022-2023

Department	001 GENERAL FUND CITY MANAGER

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**2,068,147**	**4,606,985**	**2,453,282**	**1,793,334**	**2,850,000**
Salaries & Benefits	**1,553,673**	**3,797,394**	**1,593,906**	**1,129,370**	**1,744,541**
4101 Salaries Full Time	942,094	741,195	1,066,087	822,255	1,153,627
4102 Salaries Part Time	117,018	65,981	141,548	91,635	225,256
4103 Overtime	13,566	11,243	16,500	9,270	14,000
4117 Opt - Out Payments	1,000	-		-	
4118 Replacement Benefit Contributions	-	37,461	35,000	-	40,000
4201 Retirement CalPERS	266,418	193,202	84,075	54,856	94,142
4202 FICA	70,345	57,752	82,799	58,827	90,297
4203 Workers' Compensation	18,527	15,802	8,454	13,154	23,238
4204 Group Insurance	75,616	60,523	126,443	59,962	97,981
4207 CalPERS UAL Expense	-	2,591,823		-	
4210 OPEB Expense	17,553	0		-	
4211 401(a) Employer's Contribution	25,460	18,091	27,000	15,743	
4221 Car Allowance	6,075	4,320	6,000	3,669	6,000
Maintenance & Operations	**498,769**	**809,591**	**859,376**	**663,965**	**1,105,459**
5201 Office Supplies	-	-		89	
5204 Operating Supplies	29,200	20,392	31,000	20,272	31,000
6201 Advertising/Publishing	97,017	255,988	237,500	214,367	307,500
6205 Other Printing & Binding			1,500	-	6,000
6206 Contractual Services	46,484	24,658	269,750	261,749	238,750
6207 Equipment Replacement Charge	17,950	8,960	13,171	9,878	22,629
6208 Dues & Subscriptions	25,697	41,993	41,955	21,415	45,830
6213 Meetings & Travel	17,819	10,506	37,900	19,302	47,300
6214 Professional & Technical	89,301	103,918	83,500	28,748	164,500
6215 Repairs & Maintenance	21,163	783	1,000	-	1,000
6217 Software Maintenance	7,279	7,039	7,000	4,479	7,000
6219 Network Operating Charge	13,800	10,350	13,800	-	11,650
6223 Training & Education	1,028	402	8,750	-	8,750
6253 Postage	98	29	150	8	150
6254 Telephone	5,687	5,535	6,250	5,278	7,250
6260 Equipment Leasing Costs	-	-	3,150	-	3,150
6401 Community Promotion	1,975	-	3,000	-	3,000
6406 LAX Master Plan Intervention	52,172	319,038	100,000	78,377	200,000
6407 State and Local Lobbiest	72,100	-		-	
Capital Outlay	**15,704**	**-**		**-**	
8108 Computer Hardware	15,704	-		-	
Grand Total	**2,068,147**	**4,606,985**	**2,453,282**	**1,793,334**	**2,850,000**

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

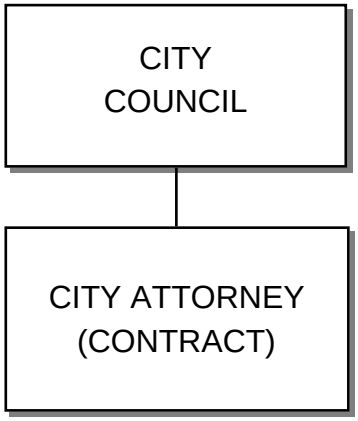
Department	CITY MANAGER

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**2,068,147**	**4,606,985**	**2,453,282**	**1,793,334**	**2,850,000**
(2101) ADMINISTRATION	**913,636**	**3,462,236**	**794,432**	**691,199**	**1,021,516**
Salaries & Benefits	684,514	3,058,287	673,782	564,515	622,016
4101 Salaries Full Time	443,185	276,790	459,384	458,722	474,218
4102 Salaries Part Time	-	-	5,850	7,741	5,850
4103 Overtime	119	-		-	
4118 Replacement Benefit Contributions	-	37,461	35,000	-	40,000
4201 Retirement CalPERS	135,573	89,698	44,588	25,822	34,241
4202 FICA	24,367	18,855	28,436	26,195	28,821
4203 Workers' Compensation	3,954	2,447	3,256	3,291	3,017
4204 Group Insurance	37,500	18,802	64,268	23,332	29,869
4207 CalPERS UAL Expense	-	2,591,823		-	
4210 OPEB Expense	8,281	(0)		-	
4211 401(a) Employer's Contribution	25,460	18,091	27,000	15,743	
4221 Car Allowance	6,075	4,320	6,000	3,669	6,000
Maintenance & Operations	229,122	403,950	120,650	126,685	399,500
5201 Office Supplies	-	-		89	
5204 Operating Supplies	5,969	4,590	8,000	4,792	8,000
5220 Computer Refresh Program Equipment	-	-		-	
6201 Advertising/Publishing	-	-	1,500	-	1,500
6206 Contractual Services	-	13,500		-	
6208 Dues & Subscriptions	17,748	34,405	17,500	8,788	17,500
6213 Meetings & Travel	7,188	2,086	12,000	5,678	12,000
6214 Professional & Technical	42,431	21,095	67,500	24,711	148,500
6215 Repairs & Maintenance	20,136	-		-	
6219 Network Operating Charge	8,600	6,450	8,600	-	6,450
6223 Training & Education	-	402		-	
6253 Postage	98	29	150	8	150
6254 Telephone	2,680	2,354	2,250	1,742	2,250
6260 Equipment Leasing Costs	-	-	3,150	-	3,150
6406 LAX Master Plan Intervention	52,172	319,038		80,877	200,000
6407 State and Local Lobbiest	72,100	-		-	
(2102) COMMUNICATIONS	**24,718**	**589,370**	**549,528**	**536,625**	**813,434**
Salaries & Benefits	-	468,819	201,127	314,519	631,505
4101 Salaries Full Time	-	262,722	142,980	170,490	402,051
4102 Salaries Part Time	-	65,981	25,698	65,613	95,211
4103 Overtime	-	8,992		8,439	
4201 Retirement CalPERS	-	63,886	8,965	17,108	33,851
4202 FICA	-	25,228	12,904	19,065	30,757
4203 Workers' Compensation	-	11,576	1,181	7,755	13,170
4204 Group Insurance	-	30,433	9,399	26,050	56,466
Maintenance & Operations	24,718	120,551	348,401	222,105	181,929
5204 Operating Supplies	1,889	15,770	2,500	3,725	2,500
6201 Advertising/Publishing	-	-	10,000	460	10,000
6205 Other Printing & Binding			1,500	-	3,500
6206 Contractual Services	22,829	6,750	199,750	203,302	118,750
6207 Equipment Replacement Charge	-	8,960	13,171	9,878	22,629
6208 Dues & Subscriptions	-	1,553	1,330	393	3,300
6213 Meetings & Travel	-	140	12,900	1,265	13,000
6214 Professional & Technical	-	74,600	4,000	-	4,000
6215 Repairs & Maintenance	-	783		-	
6217 Software Maintenance	-	7,039		3,920	
6219 Network Operating Charge	-	3,900		-	
6223 Training & Education			2,250	-	2,250
6254 Telephone	-	1,056		1,663	1,000
6401 Community Promotion			1,000	-	1,000
6406 LAX Master Plan Intervention	-	-	100,000	(2,500)	
(2103) EL SEGUNDO MEDIA	**-**	**67**	**450,061**	**34,111**	**258,860**
Salaries & Benefits	-	67	390,801	20,485	149,595
4101 Salaries Full Time			197,479	-	
4102 Salaries Part Time	-	-	110,000	18,280	124,195
4103 Overtime			9,000	-	9,000
4201 Retirement CalPERS	-	-	13,828	53	1,783
4202 FICA	-	-	23,522	1,399	9,501
4203 Workers' Compensation	-	-	2,153	753	5,116
4204 Group Insurance	-	67	34,819	-	-
Maintenance & Operations	-	-	59,260	13,626	109,265
5204 Operating Supplies			19,500	11,149	19,500
6206 Contractual Services			14,000	-	64,000
6208 Dues & Subscriptions			2,060	-	2,065
6213 Meetings & Travel			3,000	-	3,000
6214 Professional & Technical	-	-	2,000	1,600	2,000
6215 Repairs & Maintenance			1,000	-	1,000
6217 Software Maintenance			7,000	560	7,000
6219 Network Operating Charge			5,200	-	5,200
6223 Training & Education			1,500	-	1,500
6254 Telephone	-	-	2,000	317	2,000

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	CITY MANAGER				
	Actual FY 19-20	**Actual FY 20-21**	**Adopted FY 21-22**	**YTD 03/31/22**	**Proposed FY 22-23**
6401 Community Promotion			2,000	-	2,000
(2401) ECONOMIC DEVELOPMENT	**551,813**	**555,311**	**659,261**	**531,399**	**756,190**
Salaries & Benefits	349,361	270,221	328,196	229,850	341,425
4101 Salaries Full Time	249,498	201,683	266,244	193,043	277,358
4103 Overtime	7,032	2,252	7,500	831	5,000
4201 Retirement CalPERS	55,471	39,618	16,694	11,873	24,267
4202 FICA	17,584	13,669	17,937	12,169	21,218
4203 Workers' Compensation	2,257	1,779	1,864	1,355	1,935
4204 Group Insurance	12,822	11,220	17,957	10,580	11,646
4210 OPEB Expense	4,697	0		-	
Maintenance & Operations	186,747	285,090	331,065	301,549	414,765
5204 Operating Supplies	170	32	1,000	606	1,000
6201 Advertising/Publishing	97,017	255,988	226,000	213,907	296,000
6205 Other Printing & Binding				-	2,500
6206 Contractual Services	23,655	4,408	56,000	58,447	56,000
6208 Dues & Subscriptions	7,106	6,034	21,065	12,235	22,965
6213 Meetings & Travel	10,510	8,280	10,000	12,360	19,300
6214 Professional & Technical	45,269	8,223	10,000	2,438	10,000
6223 Training & Education	928	-	5,000	-	5,000
6254 Telephone	2,092	2,126	2,000	1,556	2,000
6401 Community Promotion	-	-		-	
Capital Outlay	15,704	-		-	
8108 Computer Hardware	15,704	-		-	
(6601) COMMUNITY CABLE	**577,980**	**-**		**-**	
Salaries & Benefits	519,798	-		-	
4101 Salaries Full Time	249,412	-		-	
4102 Salaries Part Time	117,018	-		-	
4103 Overtime	6,416	-		-	
4117 Opt - Out Payments	1,000	-		-	
4201 Retirement CalPERS	75,374	-		-	
4202 FICA	28,394	-		-	
4203 Workers' Compensation	12,315	-		-	
4204 Group Insurance	25,294	-		-	
4210 OPEB Expense	4,575	-		-	
Maintenance & Operations	58,182	-		-	
5204 Operating Supplies	21,172	-		-	
6207 Equipment Replacement Charge	17,950	-		-	
6208 Dues & Subscriptions	843	-		-	
6213 Meetings & Travel	121	-		-	
6214 Professional & Technical	1,600	-		-	
6215 Repairs & Maintenance	1,028	-		-	
6217 Software Maintenance	7,279	-		-	
6219 Network Operating Charge	5,200	-		-	
6223 Training & Education	100	-		-	
6254 Telephone	915	-		-	
6401 Community Promotion	1,975	-		-	
(601) EQUIPMENT REPLACEMENT	**(12,689)**	**-**	**118,359**	**-**	**22,629**
(2103) EL SEGUNDO MEDIA			**118,359**	**-**	**22,629**
Capital Outlay			118,359	-	22,629
8104 Equipment			93,359	-	22,629
8105 Automotive			25,000	-	
(6601) COMMUNITY CABLE	**(12,689)**	**-**		**-**	
Capital Outlay	(12,689)	-		-	
8104 Equipment	(12,689)	-		-	
(702) TRUST FUNDS - SPECIAL REVENUE/DONATIONS	**90,673**	**127,141**	**245,000**	**144,000**	
(2401) ECONOMIC DEVELOPMENT	**90,673**	**127,141**	**245,000**	**144,000**	
Maintenance & Operations	90,673	127,141	245,000	144,000	
1281 Economic Development Expenditures	90,345	127,141	200,000	144,000	
2606 EDAC Special Programs & Events	328	-	45,000	-	
Grand Total	**2,146,130**	**4,734,126**	**2,816,641**	**1,937,334**	**2,872,629**

CITY OF EL SEGUNDO
CITY ATTORNEY
ORGANIZATION CHART
FISCAL YEAR 2022-2023



CITY OF EL SEGUNDO
CITY ATTORNEY'S DEPARTMENT PROFILE

The City Attorney's Office is classified as a General Government Support function. It is a contracted service to provide legal services to the City Council, the City Manager, and City management overall.

The City Attorney provides legal counsel and advice during official Council meetings and study sessions; serves as a legal advisor to City staff; prepares and reviews City ordinances, resolutions, contracts, and legal documents; represents the City in civil and criminal litigation; oversees the work of outside private counsel when hired to assist in litigation; and coordinates/reviews claims filed against or for the City with the City's Risk Manager.

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department	CITY ATTORNEY

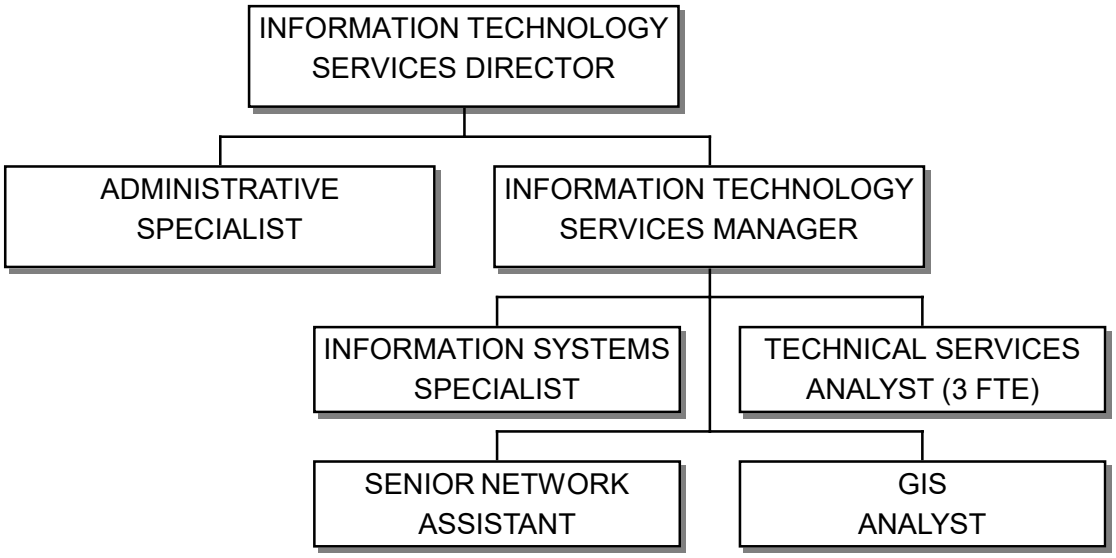
	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**753,433**	**527,127**	**561,950**	**288,917**	**770,450**
(2201) CITY ATTORNEY	**753,433**	**527,127**	**561,950**	**288,917**	**770,450**
Maintenance & Operations	753,433	527,127	561,950	288,917	770,450
Grand Total	**753,433**	**527,127**	**561,950**	**288,917**	**770,450**

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	CITY ATTORNEY

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**753,433**	**527,127**	**561,950**	**288,917**	**770,450**
(2201) CITY ATTORNEY	**753,433**	**527,127**	**561,950**	**288,917**	**770,450**
Maintenance & Operations	753,433	527,127	561,950	288,917	770,450
6214 Professional & Technical	-	-	-	8,500	
6253 Postage			150	-	150
6254 Telephone	-	-	300	-	300
6301 Legal Counsel	471,999	313,026	378,000	221,228	450,000
6302 Plaintiff/Defense Litigation	226,082	196,842	148,500	638	200,000
6310 Labor Negotiation	9,465	-	15,000	50,537	100,000
6311 Code Enforcement	45,887	17,259	20,000	8,014	20,000
Grand Total	**753,433**	**527,127**	**561,950**	**288,917**	**770,450**

CITY OF EL SEGUNDO
INFORMATION TECHNOLOGY SERVICES DEPARTMENT
ORGANIZATIONAL CHART
FISCAL YEAR 2022 - 2023



CITY OF EL SEGUNDO
INFORMATION TECHNOLOGY SERVICES
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2019-2020 TO 2022-2023

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
Information Technology Services				
Information Systems Director	1.00	1.00	1.00	1.00
Information Systems Manager	1.00	1.00	1.00	1.00
Information Systems Developer	-	-	-	-
Information Systems Specialist	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00	1.00
Network Assistant	-	-	-	-
Senior Network Assistant	1.00	1.00	1.00	1.00
Technical Services Analyst	3.00	3.00	3.00	3.00
Sub-total Full-Time	**9.00**	**9.00**	**9.00**	**9.00**
Part-Time FTEs				
Administrative Intern	0.50	0.50	0.50	0.50
Sub-total Part-Time	**0.50**	**0.50**	**0.50**	**0.50**
Total Information Technology Services	**9.50**	**9.50**	**9.50**	**9.50**

CITY OF EL SEGUNDO
INFORMATION TECHNOLOGY SERVICES DEPARTMENT

MISSION STATEMENT:
To provide Superior service to City staff, enabling them to meet or exceed citizen expectations, and reduce cost through effective integration of technology and efficient business processes.

Information Technology Services Department (ITSD) is primarily an internal support organization that works with all departments in the City to help use technology to provide the most efficient and effective services possible to their customers and constituents. The ITSD staff is currently comprised of highly trained and motivated individuals with a broad spectrum of technical skills that include network, database, geographic information systems (GIS), system engineering, and technical support.

ITSD SERVICES:
The City's Information Technology Services Department produces high quality support and structure with strategic planning, system architecture, technical project management, process improvement, an extensive variety of business information, including communication technologies used throughout the City.

The City's communication systems, network of printers and copiers are also supported by ITSD additional to the public facing website. ITSD also provides technical support for more than three hundred devices in numerous facilities throughout the City.

ACCOMPLISHMENTS FISCAL YEAR 2021-2022:
- Replace Building Permitting System
- Perform an Audio-Visual update for the Council Chambers and conference rooms
- Implement an Agenda Management System
- Install integrated Library System
- Revitalize equipment in Council Chambers
- Upgrade City Wi-Fi with expanded coverage and speed for City Hall, FD, and PD
- Provided Web-based policy development system to support PD and FD
- Installed new system for City public radio system
- Implemented City employee Intranet
- Installed Automated License Plate reader system
- Replaced MDC with new vendor
- Installed Lobby AV/Monitor
- Provided Business Licensing Migration to the Cloud
- Transition the library to cloud software with EnvisionWare
- Implemented e-billing and e-payment platform
- Installed Agenda Management System
- Implemented a community engagement survey
- Performed upgrade to West Conference Room's Audio-Visual

GOALS & OBJECTIVES FOR FISICAL YEAR: 2022-2023:

- Security Camera and Door access control
- Research and plan replacement Enterprise Resources Planning (ERP) system
- Optimize the use of existing Human Resources modules
- Study Smokey Hallow area and Internet Service Provider potential
- Acquire additional ITSD staffing for better support coverage
- Construct a new strategic plan for the department
- Complete phone switch for Fire Station 2
- Replace existing Switches
- Install New Firewall
- Implementation of Record Retention Policy
- Add Service Desk Portal
- Install IN Network Core Switch

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department	INFORMATION TECHNOLOGY DEPARTMENT

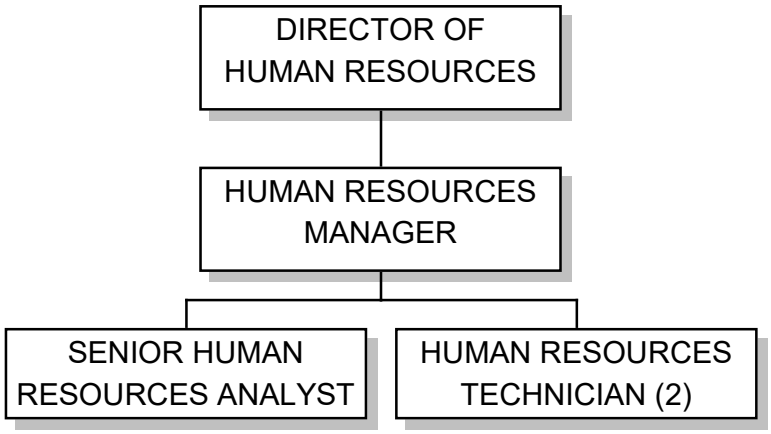
	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**2,569,352**	**4,671,538**	**3,023,930**	**2,488,660**	**3,741,130**
(2505) INFORMATION TECHNOLOGY DEPARTMENT	**2,569,352**	**4,671,538**	**3,023,930**	**2,488,660**	**3,741,130**
Salaries & Benefits	1,178,208	3,101,857	1,273,949	712,638	1,494,588
Maintenance & Operations	1,391,144	1,569,681	1,749,981	1,776,022	2,246,542
(601) EQUIPMENT REPLACEMENT	**37,645**	**119,200**	**96,311**	**34,813**	**266,798**
(2505) INFORMATION TECHNOLOGY DEPARTMENT	**37,645**	**119,200**	**96,311**	**34,813**	**266,798**
Capital Outlay	37,645	119,200	96,311	34,813	266,798
(602) LIABILITY INSURANCE	**103,112**	**-**		**-**	
(2505) INFORMATION TECHNOLOGY DEPARTMENT	**103,112**	**-**		**-**	
Salaries & Benefits	25,943	-		-	
Maintenance & Operations	77,169	-		-	
Grand Total	**2,710,109**	**4,790,738**	**3,120,241**	**2,523,472**	**4,007,928**

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	INFORMATION TECHNOLOGY DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**2,569,352**	**4,671,538**	**3,023,930**	**2,488,660**	**3,741,130**
(2505) INFORMATION TECHNOLOGY DEPARTMENT	**2,569,352**	**4,671,538**	**3,023,930**	**2,488,660**	**3,741,130**
Salaries & Benefits	1,178,208	3,101,857	1,273,949	712,638	1,494,588
4101 Salaries Full Time	794,286	624,925	973,156	563,590	1,123,213
4103 Overtime	11,506	10,580	20,000	6,052	15,000
4201 Retirement CalPERS	212,957	158,908	73,056	40,299	98,712
4202 FICA	58,511	51,264	69,819	39,279	86,589
4203 Workers' Compensation	7,091	5,323	6,812	3,987	8,021
4204 Group Insurance	78,297	57,184	131,106	59,430	163,053
4207 CalPERS UAL Expense	-	2,193,673		-	
4210 OPEB Expense	15,560	0		-	
Maintenance & Operations	1,391,144	1,569,681	1,749,981	1,776,022	2,246,542
5204 Operating Supplies	3,693	2,288	5,000	2,846	5,000
5206 Computer Supplies	36,951	29,869	40,000	16,609	47,000
6081 Miscellaneous Computer	24,377	29,755		2,419	75,000
6203 Copy Machine Charges	101,888	65,127	110,000	95,833	110,000
6206 Contractual Services	40,717	106,694	169,000	129,323	169,000
6207 Equipment Replacement Charge	172,380	222,239	204,664	159,253	266,798
6208 Dues & Subscriptions	-	-	4,000	130	4,000
6213 Meetings & Travel	8,527	1,464	11,500	2,470	16,500
6214 Professional & Technical	811,451	603,609	770,000	741,634	850,000
6215 Repairs & Maintenance	6,281	10,500	17,000	17,000	20,000
6217 Software Maintenance	623,384	746,049	853,717	563,064	1,040,347
6218 Hardware Maintenance	13,395	8,100	8,100	4,635	12,000
6219 Network Operating Charge	(506,000)	(306,791)	(506,000)	-	(432,103)
6223 Training & Education	4,329	4,048	8,000	4,077	8,000
6254 Telephone	49,769	46,669	55,000	36,728	55,000
6260 Equipment Leasing Costs	-	62		-	
(601) EQUIPMENT REPLACEMENT	**37,645**	**119,200**	**96,311**	**34,813**	**266,798**
(2505) INFORMATION TECHNOLOGY DEPARTMENT	**37,645**	**119,200**	**96,311**	**34,813**	**266,798**
Capital Outlay	37,645	119,200	96,311	34,813	266,798
8104 Capital/Equipment	-	-	83,102	-	174,093
8105 Automotive			4,576	-	1,808
8106 Communication			6,695	-	8,253
8108 Computer Hardware	37,645	119,200	1,938	34,813	82,644
(602) LIABILITY INSURANCE	**103,112**	**-**		**-**	
(2505) INFORMATION TECHNOLOGY DEPARTMENT	**103,112**	**-**		**-**	
Salaries & Benefits	25,943	-		-	
4101 Salaries Full Time	16,202	-		-	
4103 Overtime	6,712	-		-	
4201 Retirement CalPERS	-	-		-	
4202 FICA	1,438	-		-	
4203 Workers' Compensation	581	-		-	
4204 Group Insurance	1,010	-		-	
Maintenance & Operations	77,169	-		-	
6214 Professional & Technical	5,401	-		-	
6246 Claims Expense	71,768	-		-	
Grand Total	**2,710,109**	**4,790,738**	**3,120,241**	**2,523,472**	**4,007,928**

CITY OF EL SEGUNDO
HUMAN RESOURCES DEPARTMENT
ORGANIZATION CHART
FISCAL YEAR 2022 - 2023



CITY OF EL SEGUNDO
HUMAN RESOURCES DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2019-2020 TO 2022-2023

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
Human Resources Department				
Director of Human Resources	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Assistant	1.00	1.00	1.00	1.00
Senior Human Resources Analyst	1.00	1.00	1.00	1.00
Sub-total Full-Time	**5.00**	**5.00**	**5.00**	**5.00**
Part-Time FTEs				
Administrative Intern	-	-	-	-
Sub-total Part-Time	**-**	**-**	**-**	**-**
Total Human Resources Department	**5.00**	**5.00**	**5.00**	**5.00**

CITY OF ELSEGUNDO
HUMAN RESOURCES DEPARTMENT PROFILE

MISSION STATEMENT:

To be a strategic partner, providing leadership and operational support to City departments to enhance their ability to recruit and retain a qualified, diverse workforce, effectively manage labor relations, and administer employee benefits.

DEPARTMENT OVERVIEW:

As an internal services department Human Resources works collaboratively with our customer departments to create strategies designed to support the City's overall objectives today and provide a framework for future workforce growth and sustainability.

The Human Resources department is staffed with five full-time positions.

CORE SERVICES:

- Recruitment - Provide the leadership and operational support needed to attract, retain and develop a qualified and diverse workforce so that all City departments can effectively and efficiently meet operational goals while providing essential services to the community with exceptional customer service.
- Benefits & Wellness - Oversee the design, development, implementation, and maintenance of City-sponsored wellness, health, disability, life and other benefit programs for employees.
- Organizational Learning & Development
- Labor & Employee Relations
- Classification & Compensation

ACCOMPLISHMENTS IN FISCAL YEAR 2021-2022

- Implemented tracking systems for recruitments, leaves, and retirements which will provide HR with information to assist departments create data-driven succession plans.
- Improved efficiencies in the tracking and processing of personnel actions by establishing standardized templates for offers of employment, promotions, acting pay, tuition reimbursement, and process improvement for pre-employment onboarding.
- Audited employee and retiree benefit programs and training requirements to ensure compliance with applicable federal, state, and local regulations.
- Addressed gaps in compliance by providing employees and elected officials with virtual harassment training, completing EEO4 and ACA reporting, establishing standardized processes for hiring retired annuitants, timelines for reoccurring notifications to meet AB119 requirements, and maintaining various personnel records in accordance with the Citywide and Human Resources Department records retention schedule.
- Created efficiencies in the administration of retiree & employee benefit programs by retaining the services of a proven benefits broker and implementing the "EASE" benefit administration system. EASE empowers employees to make informed benefit decisions by providing them in-depth information on benefit options and the ability electronically manage their benefit enrollments in real-time.
- Increased transparency and accessibility to information regarding employee benefits by adding benefit summaries to the City's website, producing a comprehensive benefits guide for employees & retirees, and an internal benefit profile of all lines of coverage.
- Interpreted and implemented federal, state, and county mandates associated with the extended COVID-19 emergency orders.
- Worked closely with the City's DEI Committee to learn, understand and shape the organizations stance and response to institutionalized inequities. Implemented a mandatory microaggression training for all City Employees and subscribed to a membership with the Government Alliance on Race and Equity ("GARE").

- Held two wellness challenge events, the second in conjunction with the City of Manhattan Beach, and conducted a Flu Shot clinic for staff and their families.

GOALS & OBJECTIVES FOR FISCAL YEAR 2022-23

- Conclude labor negotiations with Police Officers Association, Firefighters Association, and negotiate successor contracts with Supervisor and Professional Employees Association and Police Support Services Employees.
- Conclude the Employee Engagement Survey and develop a plan to increase job satisfaction.
- Broaden the candidate pool and increase the quality of hires to continue supporting the City's Strategic Plan and overall objectives.
- Conclude implementation of electronic Onboarding, Offboarding and Performance Management programs to enhance the introduction of benefits, policies and procedures and organizational culture for new and existing employees.
- Track time-to-fill metrics to determine the causes impacting hiring and onboarding.
- Create and implement Citywide training and development opportunities to help employees strengthen their skills in preparation for leadership roles; link training to core competencies.
- Research and implement best practices for engaging new talent, retaining high performers and reducing employee turnover; create recruitment video.
- Conduct a Fair Labor Standards Act (FLSA) audit of Management Confidential unrepresented employee group.

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2022-2023

Department	001 GENERAL FUND HUMAN RESOURCES DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**1,011,218**	**2,215,720**	**977,063**	**789,074**	**1,492,491**
Salaries & Benefits	**730,925**	**2,006,627**	**666,197**	**468,216**	**730,175**
4101 Salaries Full Time	501,422	333,372	528,962	351,044	581,645
4102 Salaries Part Time	-	2,786		26,834	7,800
4201 Retirement CalPERS	141,473	99,599	49,298	29,816	45,029
4202 FICA	36,433	28,650	37,515	27,355	45,093
4203 Workers' Compensation	4,422	2,728	3,703	2,645	4,147
4204 Group Insurance	38,277	22,105	46,719	30,522	46,461
4207 CalPERS UAL Expense	-	1,517,385		-	
4210 OPEB Expense	8,899	0		-	
Maintenance & Operations	**280,292**	**209,093**	**310,866**	**320,858**	**762,316**
5204 Operating Supplies	3,749	3,911	4,500	3,471	6,300
5206 Computer Supplies	837	679	1,800	-	3,722
5221 Employee Physicals	-	-	-	25,600	35,250
5222 Wellness			-	-	7,500
6201 Advertising/Publishing	-	4,660	3,500	2,651	8,500
6203 Copy Machine Charges				-	
6205 Other Printing & Binding	41	240	300	203	300
6206 Contractual Services	7,029	-	85,226	40,000	37,500
6208 Dues & Subscriptions	2,318	4,395	1,380	250	6,394
6213 Meetings & Travel	370	-		-	8,000
6214 Professional & Technical	177,327	168,835	145,840	205,937	362,840
6215 Repairs & Maintenance			120	-	120
6217 Software Maintenance	22,970	-		-	
6219 Network Operating Charge	8,600	5,160	8,600	-	8,600
6223 Training & Education	32,939	9,840	33,000	16,406	174,800
6253 Postage	177	307	600	341	800
6254 Telephone	3,569	2,249	3,600	2,255	3,600
6260 Equipment Leasing Costs	-	-	2,400	-	2,400
6262 Testing/Recruitment	20,367	8,819	20,000	23,743	95,690
Grand Total	**1,011,218**	**2,215,720**	**977,063**	**789,074**	**1,492,491**

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department	HUMAN RESOURCES DEPARTMENT

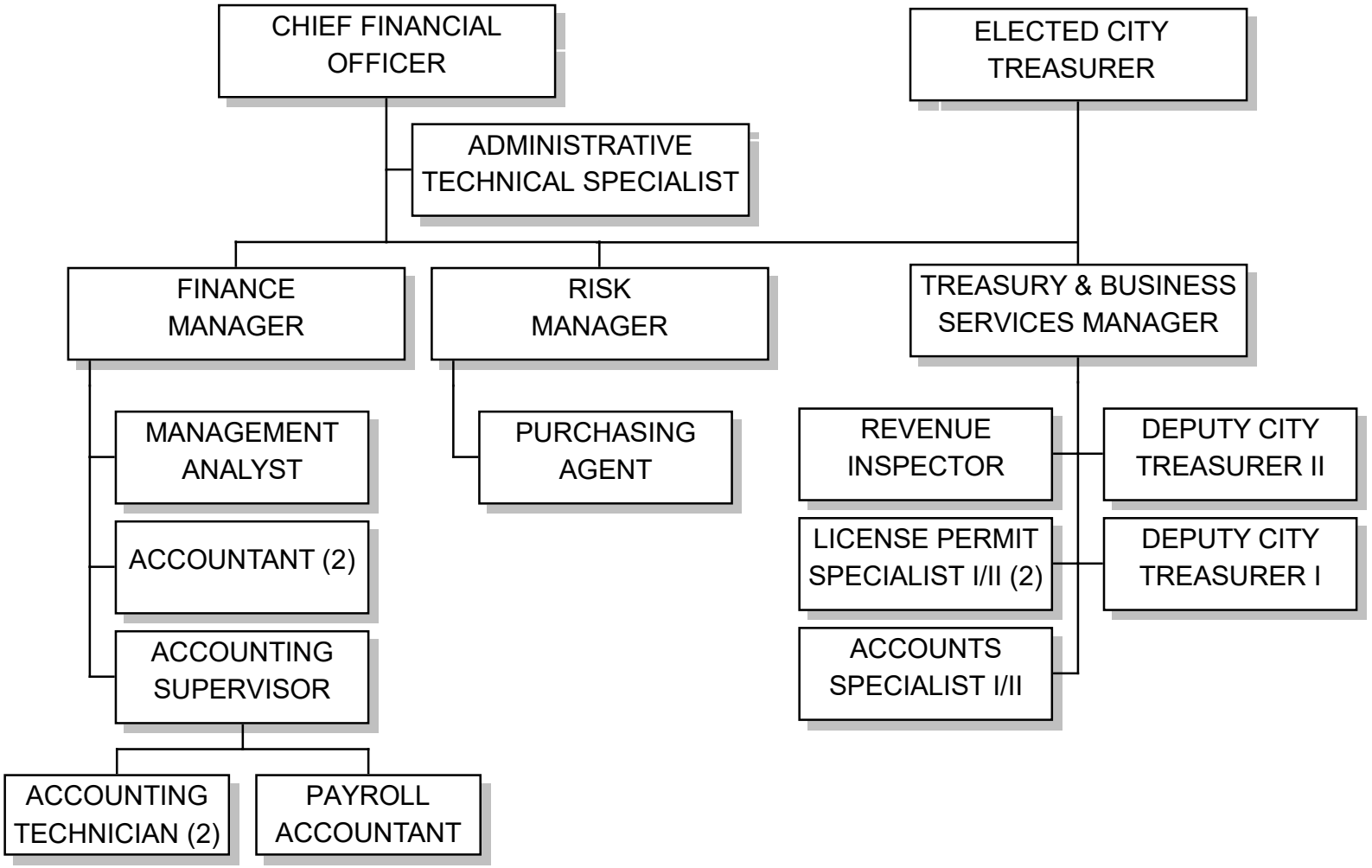
	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**1,011,218**	**2,215,720**	**977,063**	**789,074**	**1,492,491**
(2506) HUMAN RESOURCES DEPARTMENT	**1,011,218**	**2,215,720**	**977,063**	**789,074**	**1,492,491**
Salaries & Benefits	730,925	2,006,627	666,197	468,216	730,175
Maintenance & Operations	280,292	209,093	310,866	320,858	762,316
Grand Total	**1,011,218**	**2,215,720**	**977,063**	**789,074**	**1,492,491**

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	HUMAN RESOURCES DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**1,011,218**	**2,215,720**	**977,063**	**789,074**	**1,492,491**
(2506) HUMAN RESOURCES DEPARTMENT	**1,011,218**	**2,215,720**	**977,063**	**789,074**	**1,492,491**
Salaries & Benefits	730,925	2,006,627	666,197	468,216	730,175
4101 Salaries Full Time	501,422	333,372	528,962	351,044	581,645
4102 Salaries Part Time	-	2,786		26,834	7,800
4201 Retirement CalPERS	141,473	99,599	49,298	29,816	45,029
4202 FICA	36,433	28,650	37,515	27,355	45,093
4203 Workers' Compensation	4,422	2,728	3,703	2,645	4,147
4204 Group Insurance	38,277	22,105	46,719	30,522	46,461
4207 CalPERS UAL Expense	-	1,517,385		-	
4210 OPEB Expense	8,899	0		-	
Maintenance & Operations	280,292	209,093	310,866	320,858	762,316
5204 Operating Supplies	3,749	3,911	4,500	3,471	6,300
5206 Computer Supplies	837	679	1,800	-	3,722
5221 Employee Physicals	-	-	-	25,600	35,250
5222 Wellness			-	-	7,500
6201 Advertising/Publishing	-	4,660	3,500	2,651	8,500
6205 Other Printing & Binding	41	240	300	203	300
6206 Contractual Services	7,029	-	85,226	40,000	37,500
6208 Dues & Subscriptions	2,318	4,395	1,380	250	6,394
6213 Meetings & Travel	370	-		-	8,000
6214 Professional & Technical	177,327	168,835	145,840	205,937	362,840
6215 Repairs & Maintenance			120	-	120
6217 Software Maintenance	22,970	-		-	
6219 Network Operating Charge	8,600	5,160	8,600	-	8,600
6223 Training & Education	32,939	9,840	33,000	16,406	174,800
6253 Postage	177	307	600	341	800
6254 Telephone	3,569	2,249	3,600	2,255	3,600
6260 Equipment Leasing Costs	-	-	2,400	-	2,400
6262 Testing/Recruitment	20,367	8,819	20,000	23,743	95,690
Grand Total	**1,011,218**	**2,215,720**	**977,063**	**789,074**	**1,492,491**

CITY OF EL SEGUNDO
FINANCE DEPARTMENT
ORGANIZATION CHART
FISCAL YEAR 2022 - 2023



CITY OF EL SEGUNDO
FINANCE DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2019-2020 TO 2023-2024

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
Finance Department				
Chief Financial Officer	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Treasury & Customer Service Manager	-	1.00	1.00	1.00
Revenue Manager	1.00	-	-	-
Accounting Supervisor	1.00	1.00	1.00	1.00
Accountant	2.00	2.00	2.00	2.00
Accounting Technician	1.00	2.00	2.00	2.00
Administrative Technical Specialist	1.00	1.00	1.00	1.00
License Permit Specialist I/II	2.00	2.00	2.00	2.00
Management Analyst	1.00	1.00	1.00	-
Senior Management Analyst	-	-	-	1.00
Account Specialist I/II	-	-	-	1.00
Office Specialist II	1.00	1.00	1.00	-
Payroll Accountant	1.00	1.00	1.00	1.00
Purchasing Agent	1.00	1.00	1.00	1.00
Revenue Inspector	1.00	1.00	1.00	1.00
Risk Manager	-	1.00	1.00	1.00
City Treasurer**	1.00	1.00	1.00	1.00
Deputy City Treasurer I	1.00	1.00	1.00	1.00
Deputy City Treasurer II	1.00	1.00	1.00	1.00
Sub-total Full-Time	**18.00**	**20.00**	**20.00**	**20.00**
Part-Time FTEs				
Administrative Intern		0.25	0.25	
Office Specialist	-	-	-	-
Sub-total Part-Time	**-**	**0.25**	**0.25**	**-**
Total Finance Department	**18.00**	**20.25**	**20.25**	**20.00**

**** Elected part-time position**

For fiscal year 20-21, the Treasury Department was merged into the Finance Department.

CITY OF EL SEGUNDO
FINANCE DEPARTMENT PROFILE

MISSION STATEMENT: To provide all City stakeholders with accurate and timely financial information, extraordinary customer service, and ensure long-term financial stability of the City,

The Finance Department has 17 full-time employees. Finance has three divisions with distinct functions as follows:

Administration: Provide overall direction of the department's multi-operations; advise the elected officials and management on fiscal matters; oversee the City's risk-management program; develop strong internal controls through industry best practices; assist in the development of the City's strategic plan; safeguard the City's assets; identify funding for City services; assist in labor negotiations process; and manage the contract for Crossing Guards.

Accounting Services: Develop and provide accurate and timely financial report, including producing the Annual Comprehensive Financial Report (ACFR); coordinate the annual financial audits including other audits required by Federal, State, and County governments; process accounts payable; reconcile bank statements; process journal entries; prepare the Annual State Controller's and the Annual Streets (Gas Tax) report; issue 1099 reports; issue periodic revenue and expenditure reports; process cash receipts. Coordinate the annual budget process including producing the preliminary and adopted budget documents; and manage all payroll activity including issuing the bi-weekly payroll and W-2's.

Business Services: Collect all City revenues; administer the business licensing function; conduct transient occupancy tax (TOT) audits; collaborate with the State Board of Equalization (SBOE) to ensure sellers' permits are properly allocated to the City for sales tax purposes; coordinate with the City's consultants on property tax and sales tax revenues; develop revenue projections during the annual budget process; manage the water-billing and collection functions; and all manage purchasing operations.

ACCOMPLISHMENTS IN FISCAL YEAR 2021-2022:

- Coordinated Strategic Planning Sessions held in 2022 to set long-term goals and objectives.
- Lead discussions with the Finance Committee.
- The department was awarded the Distinguished Budget Presentation Award by the Government Finance Officers Association (GFOA) for the 2020-2021 budget book.
- The City was awarded the Operating Budget Excellence Award by the California Society of Municipal Finance Officers for the 2020-2021 budget book.
- The department was awarded the ACFR Award (Certificate of Achievement for Excellence in Financial Reporting) for FY 2019 – 2020.
- Updated the City's master fee schedule with a cost of living factor (CPI).
- Process is under way to create a long-term financial strategic plan.
- In FY 2018-19 hired a financial advisor to conduct a thorough analysis of the City employees' 457(b) plan fees and investment options, resulting in a 60% reduction in fees to employees and added value by improving the quality of the investment options – saved of over $800,000 to employees in the first year.
- Successfully navigated through the financial challenges brought on by the COVID-19 Pandemic.
- Implemented the water and wastewater fee increase per the approved rate study to support the water and wastewater systems.
- Managed the municipal golf course transitioning to Topgolf for the construction phase.
- Council approved a Topgolf Revenue Allocation Policy that provides policy guidance on how to allocate the new revenues associated with Topgolf.
- Conducted a development impact fee study: set policy objectives, develop new rate structure, and conduct educational outreach with stakeholders.

GOALS & OBJECTIVES FOR FISCAL YEAR 2022-2023:

- Continue on a sustainable financial path, solve future structural deficits, and maintain reserves.
- Continue to monitor unfunded pension liabilities.
- Continue to provide for an annual adjustment of the master fee schedule to consider CPI.
- Enhance existing revenues and look for new revenue sources (grants, economic development, tax measures).
- Restore the department's staffing at full strength with new members fully functioning in their respective divisions.
- Continue to enhance the budget presentation.
- Close the books for the fiscal year in a more timely and effective manner.
- Process accounts payable/payroll/cash receipts with close to 100% accuracy.
- Provide departments more accurate monthly budget performance reports.
- Reconcile bank statements within a month following the month-end close.
- Cross-train staff members to provide back-up in case of unanticipated absences and to prepare them for upward mobility.
- Provide staff opportunities to gain more knowledge and understanding of municipal finance through attendance at various training and educational sessions.
- Begin the research for a new City-wide ERP system.
- Lead the development of a Cannabis Tax Ordinance for City Council approval to be placed on the November 2022 ballot.
- Lead the development of an update to the Business License Tax for City Council approval to be placed on the November 2022 or November 2024 ballot.
- Research possible local revenue measures to bring to the voters for the November 2024 general election.
- Implement upgrades to the utility billing program that will result in enhanced customer service.

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department	FINANCE DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**2,431,946**	**6,125,530**	**2,412,820**	**1,704,664**	**2,576,681**
(2501) ADMINISTRATION	**472,996**	**4,497,984**	**371,604**	**302,473**	**415,698**
Salaries & Benefits	410,523	4,398,383	274,599	229,885	309,993
Maintenance & Operations	62,473	99,600	97,005	72,588	105,705
(2502) ACCOUNTING SERVICES	**1,062,138**	**932,984**	**1,111,590**	**766,277**	**1,095,151**
Salaries & Benefits	888,657	857,596	1,023,640	629,011	1,002,801
Maintenance & Operations	173,480	75,388	87,950	137,266	92,350
(2504) BUSINESS SERVICES	**571,658**	**539,328**	**742,309**	**488,878**	**731,137**
Salaries & Benefits	442,461	413,099	556,659	236,113	543,987
Maintenance & Operations	129,197	126,229	185,650	252,766	187,150
(1201) CITY TREASURER	**325,154**	**155,234**	**187,317**	**147,036**	**334,696**
Salaries & Benefits	309,577	146,256	163,927	140,615	311,306
Maintenance & Operations	15,577	8,977	23,390	6,421	23,390
(503) GOLF COURSE	**1,553,161**	**4,678,677**	**10,000**	**46,008**	**10,000**
(5301) 503 GOLF COURSE FUND - ADMINISTRATION	**368,389**	**4,180,742**	**10,000**	**45,800**	**10,000**
Maintenance & Operations	368,389	4,180,742	10,000	45,800	10,000
(5302) 503 GOLF COURSE FUND - FOOD & BEVERAGE	**162,502**	**2,284**		**208**	
Salaries & Benefits	97,428	573		-	
Maintenance & Operations	65,074	1,711		208	
(5304) 503 GOLF COURSE FUND - PRO SHOP	**156,887**	**80,013**		**-**	
Salaries & Benefits	123,658	40,681		-	
Maintenance & Operations	33,229	39,332		-	
(5305) 503 GOLF COURSE FUND - GOLF COURSE	**239,601**	**141,146**		**-**	
Salaries & Benefits	158,096	112,096		-	
Maintenance & Operations	81,504	29,050		-	
(5306) 503 GOLF COURSE FUND - DRIVING RANGE	**119,003**	**53,072**		**-**	
Salaries & Benefits	48,034	24,724		-	
Maintenance & Operations	70,969	28,347		-	
(5307) 503 GOLF COURSE FUND - GENERAL ADMINISTRATION	**503,974**	**221,421**		**-**	
Salaries & Benefits	196,982	81,072		-	
Maintenance & Operations	306,993	140,349		-	
(5308) 503 GOLF COURSE FUND - GOLF COURSE LESSONS	**2,804**	**-**		**-**	
Maintenance & Operations	2,804	-		-	
(601) EQUIPMENT REPLACEMENT	**-**	**-**	**3,673**	**-**	
(2501) ADMINISTRATION	**-**	**-**	**3,673**	**-**	
Capital Outlay	-	-	3,673	-	
Grand Total	**3,985,106**	**10,804,207**	**2,426,493**	**1,750,672**	**2,586,681**

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2022-2023

Department	001 GENERAL FUND FINANCE DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**2,431,946**	**6,125,530**	**2,412,820**	**1,704,664**	**2,576,681**
Salaries & Benefits	**2,051,218**	**5,815,335**	**2,018,825**	**1,235,624**	**2,168,086**
4101 Salaries Full Time	1,335,127	1,124,877	1,529,722	942,745	1,639,336
4102 Salaries Part Time	10,882	6,221	15,000	452	30,600
4103 Overtime	1,942	2,187	5,000	5,624	5,000
4201 Retirement CalPERS	409,350	303,987	126,124	79,599	134,524
4202 FICA	99,949	86,640	115,015	70,835	127,199
4203 Workers' Compensation	11,878	9,887	11,326	6,677	11,593
4204 Group Insurance	157,703	144,822	216,638	129,691	219,834
4207 CalPERS UAL Expense	-	4,136,714		-	
4210 OPEB Expense	24,389	(0)		-	
Maintenance & Operations	**380,728**	**310,195**	**393,995**	**469,040**	**408,595**
4999 Cash Over/Short	75	-		-	
5204 Operating Supplies	9,333	4,867	11,300	5,924	11,300
6201 Advertising/Publishing	240	-	240	275	240
6205 Other Printing & Binding	2,368	1,558	1,800	1,914	1,800
6206 Contractual Services	6,600	5,845		1,696	
6207 Equipment Replacement Charge	1,720	968	985	739	985
6208 Dues & Subscriptions	3,075	1,565	5,260	2,305	6,060
6213 Meetings & Travel	14,644	1,951	19,640	15,561	30,940
6214 Professional & Technical	284,028	254,671	283,620	427,923	285,620
6217 Software Maintenance	-	-	4,000	840	4,000
6219 Network Operating Charge	37,900	23,775	37,900	-	37,900
6223 Training & Education	5,530	2,041	7,950	1,644	8,450
6253 Postage	4,362	5,166	5,200	1,082	5,200
6254 Telephone	9,950	7,789	10,100	9,137	10,100
6260 Equipment Leasing Costs	904	-	6,000	-	6,000
Grand Total	**2,431,946**	**6,125,530**	**2,412,820**	**1,704,664**	**2,576,681**

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

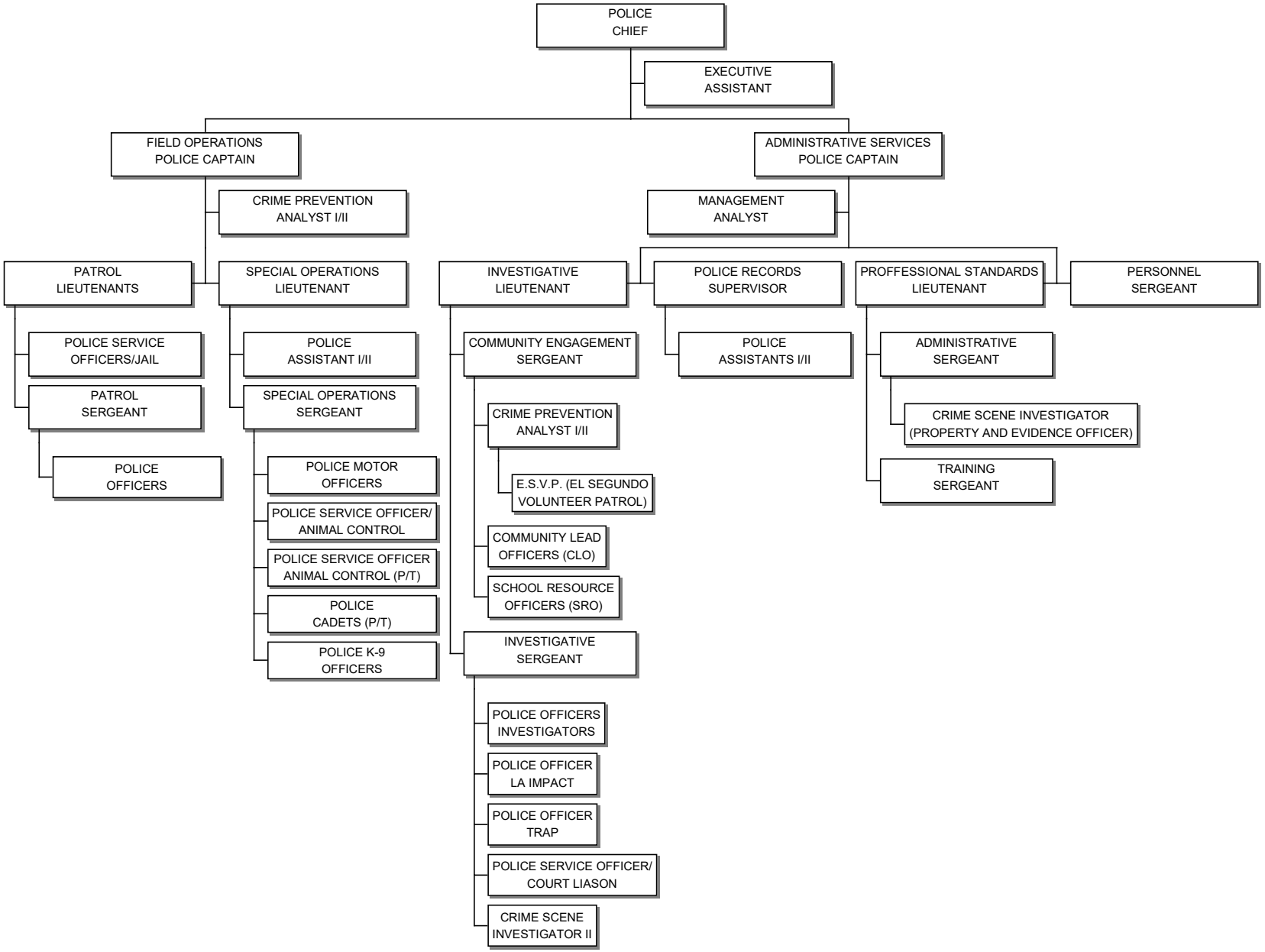
Department	FINANCE DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**2,431,946**	**6,125,530**	**2,412,820**	**1,704,664**	**2,576,681**
(2501) ADMINISTRATION	**472,996**	**4,497,984**	**371,604**	**302,473**	**415,698**
Salaries & Benefits	410,523	4,398,383	274,599	229,885	309,993
4101 Salaries Full Time	270,025	173,193	203,954	177,373	238,211
4102 Salaries Part Time			5,000	-	5,000
4103 Overtime	182	105		-	
4201 Retirement CalPERS	73,833	51,982	21,913	14,803	19,461
4202 FICA	17,877	11,767	13,665	10,590	18,223
4203 Workers' Compensation	2,378	1,510	1,634	1,242	1,663
4204 Group Insurance	40,971	23,112	28,433	25,877	27,434
4207 CalPERS UAL Expense	-	4,136,714		-	
4210 OPEB Expense	5,257	1		-	
Maintenance & Operations	62,473	99,600	97,005	72,588	105,705
5201 Office Supplies	-	-		-	
5204 Operating Supplies	8,065	4,867	10,800	5,817	10,800
6201 Advertising/Publishing	240	-	240	275	240
6205 Other Printing & Binding	2,368	1,558	1,800	1,914	1,800
6207 Equipment Replacement Charge	1,720	968	985	739	985
6208 Dues & Subscriptions	595	525	560	1,010	1,460
6213 Meetings & Travel	1,545	1,201	4,000	5,856	11,800
6214 Professional & Technical	7,635	65,226	31,620	50,305	31,620
6219 Network Operating Charge	31,000	18,600	31,000	-	31,000
6253 Postage	1,108	901	2,700	38	2,700
6254 Telephone	7,294	5,755	7,300	6,634	7,300
6260 Equipment Leasing Costs	904	-	6,000	-	6,000
(2502) ACCOUNTING SERVICES	**1,062,138**	**932,984**	**1,111,590**	**766,277**	**1,095,151**
Salaries & Benefits	888,657	857,596	1,023,640	629,011	1,002,801
4101 Salaries Full Time	582,759	588,245	789,147	481,342	771,453
4102 Salaries Part Time	-	-		452	15,600
4103 Overtime	1,477	209	5,000	4,611	5,000
4201 Retirement CalPERS	178,483	147,753	67,130	40,581	63,141
4202 FICA	44,490	46,901	59,534	37,010	60,210
4203 Workers' Compensation	5,143	5,137	5,524	3,407	5,486
4204 Group Insurance	65,538	69,350	97,305	61,608	81,911
4210 OPEB Expense	10,769	0		-	
Maintenance & Operations	173,480	75,388	87,950	137,266	92,350
6208 Dues & Subscriptions	925	600	2,450	430	2,350
6213 Meetings & Travel	5,575	150	7,500	3,894	9,500
6214 Professional & Technical	163,820	72,847	75,000	131,762	77,000
6223 Training & Education	3,160	1,791	3,000	1,180	3,500
(2504) BUSINESS SERVICES	**571,658**	**539,328**	**742,309**	**488,878**	**731,137**
Salaries & Benefits	442,461	413,099	556,659	236,113	543,987
4101 Salaries Full Time	268,477	272,481	413,201	179,165	388,381
4102 Salaries Part Time	10,882	6,221	10,000	-	10,000
4103 Overtime	283	1,873		1,013	
4201 Retirement CalPERS	105,897	71,583	27,979	15,156	31,903
4202 FICA	21,464	20,984	32,375	14,882	30,308
4203 Workers' Compensation	2,475	2,447	3,304	1,261	2,767
4204 Group Insurance	28,017	37,511	69,800	24,635	80,627
4210 OPEB Expense	4,965	(1)		-	
Maintenance & Operations	129,197	126,229	185,650	252,766	187,150
6206 Contractual Services	6,600	5,845		1,696	
6208 Dues & Subscriptions	380	440	1,150	335	1,150
6213 Meetings & Travel	6,934	600	6,500	4,526	8,000
6214 Professional & Technical	112,572	116,599	177,000	245,857	177,000
6223 Training & Education	1,950	150	1,000	189	1,000
6253 Postage	762	2,595		164	
(1201) CITY TREASURER	**325,154**	**155,234**	**187,317**	**147,036**	**334,696**
Salaries & Benefits	309,577	146,256	163,927	140,615	311,306
4101 Salaries Full Time	213,866	90,960	123,420	104,865	241,290
4201 Retirement CalPERS	51,136	32,668	9,102	9,059	20,019
4202 FICA	16,118	6,988	9,441	8,353	18,459
4203 Workers' Compensation	1,882	793	864	767	1,676
4204 Group Insurance	23,176	14,848	21,100	17,570	29,862
4210 OPEB Expense	3,398	(0)		-	
Maintenance & Operations	15,577	8,977	23,390	6,421	23,390
4999 Cash Over/Short	75	-		-	
5204 Operating Supplies	1,269	-	500	107	500
6208 Dues & Subscriptions	1,175	-	1,100	530	1,100
6213 Meetings & Travel	590	-	1,640	1,286	1,640
6217 Software Maintenance	-	-	4,000	840	4,000
6219 Network Operating Charge	6,900	5,175	6,900	-	6,900
6223 Training & Education	420	100	3,950	275	3,950
6253 Postage	2,493	1,669	2,500	880	2,500
6254 Telephone	2,655	2,034	2,800	2,503	2,800
(503) GOLF COURSE	**1,553,161**	**4,678,677**	**10,000**	**46,008**	**10,000**
(5301) 503 GOLF COURSE FUND - ADMINISTRATION	**368,389**	**4,180,742**	**10,000**	**45,800**	**10,000**
Maintenance & Operations	368,389	4,180,742	10,000	45,800	10,000
6202 Depreciation Expense	204,892	103,015		-	
6214 Professional & Technical	103,965	50,709		45,800	
6501 Right of Way Lease	59,532	4,527	10,000	-	10,000
6700 Loss on Disposition of Assets	-	4,022,492		-	
(5302) 503 GOLF COURSE FUND - FOOD & BEVERAGE	**162,502**	**2,284**		**208**	
Salaries & Benefits	97,428	573		-	
4104 Permanent Contract	66,988	-		-	
4202 FICA	6,749	-		-	
4203 Workers' Compensation	4,693	-		-	
4204 Group Insurance	18,517	573		-	
4205 Unfiorm Allowance	480	-		-	

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	FINANCE DEPARTMENT				
	Actual FY 19-20	**Actual FY 20-21**	**Adopted FY 21-22**	**YTD 03/31/22**	**Proposed FY 22-23**
Maintenance & Operations	65,074	1,711		208	
5201 Office Supplies	-	-		208	
5203 Repair & Maintenance Supplies	2,129	-		-	
5204 Operating Supplies	5,254	-		-	
5213 Replacement of Damaged Goods	2,100	-		-	
6201 Advertising/Publishing	801	-		-	
6215 Repairs & Maintenance	3,230	-		-	
6242 Employee Meals	2,768	-		-	
6249 Fees & Licenses	1,438	148		-	
7550 Cost of Sales	47,355	1,563		-	
(5304) 503 GOLF COURSE FUND - PRO SHOP	**156,887**	**80,013**		**-**	
Salaries & Benefits	123,658	40,681		-	
4104 Permanent Contract	107,018	36,263		-	
4202 FICA	8,768	3,092		-	
4203 Workers' Compensation	7,379	1,235		-	
4204 Group Insurance	421	90		-	
4205 Unfiorm Allowance	72	-		-	
Maintenance & Operations	33,229	39,332		-	
5203 Repair & Maintenance Supplies	-	1,466		-	
5204 Operating Supplies	2,018	2,030		-	
6201 Advertising/Publishing	5,175	1,075		-	
6215 Repairs & Maintenance	38	2,235		-	
6244 Other Unclassified Expense	-	4,253		-	
7600 Hard Goods	15,999	28,022		-	
7602 Soft Goods	8,829	-		-	
7604 Freight	1,171	250		-	
(5305) 503 GOLF COURSE FUND - GOLF COURSE	**239,601**	**141,146**		**-**	
Salaries & Benefits	158,096	112,096		-	
4104 Permanent Contract	124,028	91,847		-	
4202 FICA	10,362	7,736		-	
4203 Workers' Compensation	9,424	2,506		-	
4204 Group Insurance	14,283	10,008		-	
Maintenance & Operations	81,504	29,050		-	
5203 Repair & Maintenance Supplies	41,544	14,770		-	
5204 Operating Supplies	18,794	5,939		-	
6201 Advertising/Publishing	5,175	1,075		-	
6206 Contractual Services	8,000	4,215		-	
6215 Repairs & Maintenance	7,991	3,050		-	
(5306) 503 GOLF COURSE FUND - DRIVING RANGE	**119,003**	**53,072**		**-**	
Salaries & Benefits	48,034	24,724		-	
4104 Permanent Contract	43,760	18,332		-	
4202 FICA	3,498	1,555		-	
4203 Workers' Compensation	776	4,838		-	
Maintenance & Operations	70,969	28,347		-	
5204 Operating Supplies	5,477	9,517		-	
6201 Advertising/Publishing	5,615	1,075		-	
6202 Depreciation Expense	35,157	2,135		-	
6215 Repairs & Maintenance	23,021	15,620		-	
6244 Other Unclassified Expense	1,700	-		-	
(5307) 503 GOLF COURSE FUND - GENERAL ADMINISTRATION	**503,974**	**221,421**		**-**	
Salaries & Benefits	196,982	81,072		-	
4104 Permanent Contract	141,306	62,519		-	
4202 FICA	11,391	5,277		-	
4203 Workers' Compensation	10,682	1,859		-	
4204 Group Insurance	33,603	11,417		-	
Maintenance & Operations	306,993	140,349		-	
5203 Repair & Maintenance Supplies	13,026	3,940		-	
5204 Operating Supplies	4,329	4,215		-	
6101 Gas Utility	2,865	574		-	
6102 Electric Utility	26,464	7,458		-	
6103 Water Utility	112,800	46,553		-	
6139 Bank Service Charges	51,667	30,327		-	
6153 Personnel Prop. Damage	5,978	1,589		-	
6201 Advertising/Publishing	5,207	1,075		-	
6211 Insurance & Bonds	53,220	20,172		-	
6214 Professional & Technical	1,673	-		-	
6215 Repairs & Maintenance	9,703	2,600		-	
6244 Other Unclassified Expense	368	210		-	
6253 Postage	110	385		-	
6254 Telephone	14,820	4,011		-	
6284 Security Costs	4,722	(40)		-	
6301 Legal Counsel	41	17,280		-	
(5308) 503 GOLF COURSE FUND - GOLF COURSE LESSONS	**2,804**	**-**		**-**	
Maintenance & Operations	2,804	-		-	
6093 Junior Camp Expenses	2,804	-		-	
(601) EQUIPMENT REPLACEMENT	**-**	**-**	**3,673**	**-**	
(2501) ADMINISTRATION	**-**	**-**	**3,673**	**-**	
Capital Outlay	-	-	3,673	-	
8104 Equipment	-	-	3,673	-	
Grand Total	**3,985,106**	**10,804,207**	**2,426,493**	**1,750,672**	**2,586,681**

CITY OF EL SEGUNDO
POLICE DEPARTMENT
ORGANIZATION CHART
FISCAL YEAR 2022 - 2023



CITY OF EL SEGUNDO
POLICE DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2019-2020 TO 2022-2023

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
Police Department				
Chief of Police	1.00	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00	2.00
Police Lieutenant	5.00	5.00	5.00	5.00
Police Sergeant	11.00	11.00	11.00	10.00
Crime Prevention Analyst II	2.00	2.00	2.00	2.00
Crime Scene Investigator II	1.00	1.00	1.00	1.00
Crime Scene Investigator/Property Officer	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Management Analyst	-	1.00	1.00	1.00
Police Assistant I/II	8.00	7.00	6.00	7.00
Police Officer	42.00	42.00	42.00	42.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Services Officer I/II	5.00	5.00	6.00	5.00
Police Trainee	2.00	2.00	2.00	2.00
Technical Services Analyst	-	-	-	-
Sub-total Full-Time	**82.00**	**82.00**	**82.00**	**81.00**
Part-Time FTEs				
Police Cadet	7.50	9.00	3.20	6.26
Police Services Officer I/II	1.00	1.00	-	1.00
Sub-total Part-Time	**8.50**	**10.00**	**3.20**	**7.26**
Total Police Department	**90.50**	**92.00**	**85.20**	**88.26**

CITY OF EL SEGUNDO
POLICE DEPARTMENT PROFILE
FISCAL YEAR 2022-2023

MISSION STATEMENT: Our Mission is to provide a safe and secure community while treating all people with dignity and respect.

The Police Department is budgeted for 82 full-time positions: 62 sworn and 20 non-sworn personnel. The Department consists of two bureaus: Administrative Services Bureau and Field Operations Bureau.

ADMINISTRATIVE SERVICES BUREAU: Has jurisdiction over the following:

Investigative Division: Follow-up investigation and assist in the prosecution of all crimes. Utilization of resources to identify and combat crime trends.

Administrative Division: Coordinates the maintenance of department vehicles and equipment; inventory and distribution of supplies and equipment; preparation of the department budget, compliance with custody of official police records; investigation of personnel complaints and compliance with training mandates.

Community Engagement Division: Strengthens relationships with the community; disseminates relevant information; develops crime prevention and awareness programs; coordinates with Community Lead Officers and School Resource Officers and coordinates volunteer programs.

FIELD OPERATIONS BUREAU: Has jurisdiction over the following:

Patrol Division: Patrols the City; enforces penal codes and municipal codes; maintains public order; enforces traffic law; provides public assistance as circumstances require.

Special Operations Division: Ensures safe and efficient movement of traffic in the city through high-visibility enforcement and public education; enforces parking control; coordinates special events and handles animal control calls.

ACCOMPLISHMENTS IN FISCAL YEAR 2021-2022:

- Conducted over 100 contacts with homeless and handled over 31 calls with a mental health clinician regarding people suffering from mental health trauma
- Implemented a Chaplain program that provides comfort, guidance and assistance to department members and citizens during times of crisis
- Worked closely with community members and businesses to strengthen their relationship with the police department and to collaborate to address issues of concern
- Completed the implementation of the City Records Retention Schedule and updated the retention of records under the control of the police department
- Purchased new iPad automated ticket writers and mobile printers for traffic and patrol officers
- Hired four Police Officers, one Police Assistant, and four Police Cadets

GOALS & OBJECTIVES FOR FISCAL YEAR 2022-2023:

- Continue to monitor the homeless population through daily contacts and offering services
- Monitor crime trends and conduct enforcement details to impact crime levels
- Work closely with the Crime Analyst to receive relevant information on current crime trends as well as neighboring cities crime trends
- Provide community training events in areas of public safety and community awareness through Community Lead Officers, Neighborhood Watch meetings, and Active Shooter demonstrations
- Conduct patrol tactics and arrest and control training sessions for all patrol officers on a shift level through briefing and practical applications
- Utilize social media to promote traffic safety, education, and to provide real time information to the public regarding immediate traffic concerns

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department	POLICE DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**22,891,192**	**75,856,361**	**19,436,175**	**13,444,658**	**20,378,246**
(3101) ADMINISTRATION	**5,417,384**	**62,162,965**	**4,910,739**	**3,214,286**	**5,495,912**
Salaries & Benefits	3,651,278	61,079,499	3,252,457	2,222,675	3,506,148
Maintenance & Operations	1,766,107	1,083,466	1,658,282	991,612	1,989,764
(3102) PATROL & SAFETY	**10,682,195**	**8,499,343**	**8,440,724**	**6,296,225**	**8,798,033**
Salaries & Benefits	10,682,195	8,499,343	8,440,724	6,296,225	8,798,033
(3103) CRIME INVESTIGATION	**3,113,231**	**2,292,364**	**2,405,849**	**1,423,674**	**2,209,346**
Salaries & Benefits	3,113,231	2,292,364	2,405,849	1,423,674	2,209,346
(3104) TRAFIC SAFETY	**1,770,460**	**1,060,667**	**1,128,281**	**732,837**	**1,056,428**
Salaries & Benefits	1,770,460	1,060,667	1,128,281	732,837	1,056,428
(3106) COMMUNITY RELATIONS	**292,494**	**474,321**	**513,253**	**376,715**	**628,566**
Salaries & Benefits	292,494	474,321	513,253	376,715	628,566
(3107) COMMUNITY CENTER	**1,549,266**	**1,321,040**	**2,007,079**	**1,360,048**	**2,159,711**
Maintenance & Operations	1,549,266	1,321,040	2,007,079	1,360,048	2,159,711
(3108) ANIMAL CONTROL	**48,253**	**33,041**	**30,250**	**28,977**	**30,250**
Salaries & Benefits	15,224	11,441	250	177	250
Maintenance & Operations	33,028	21,600	30,000	28,800	30,000
(3705) LA COUNTY - TRAP	**17,909**	**12,620**		**11,895**	
Salaries & Benefits	17,909	12,620		11,895	
(109) ASSET FORFEITURE FUND	**509,253**	**108,777**	**725,000**	**300,026**	**725,000**
(3105) ASSET FORFEITURE	**509,253**	**108,777**	**725,000**	**122,332**	**725,000**
Salaries & Benefits	-	18,739		-	
Maintenance & Operations	166,081	87,792	225,000	95,931	225,000
Capital Outlay	343,172	2,246	500,000	26,401	500,000
(3109) ASSET FORFEITURE	**-**	**-**	**-**	**177,694**	
Maintenance & Operations	-	-		8,103	
Capital Outlay	-	-	-	169,591	
(120) C.O.P.S. FUND	**43,471**	**56,583**	**350,000**	**55,515**	**350,000**
(0000) C.O.P.S. FUND	**43,471**	**56,583**	**350,000**	**55,515**	**350,000**
Maintenance & Operations			175,000	-	175,000
Capital Outlay	43,471	56,583	175,000	55,515	175,000
(123) PSAF PROPERTY TAX PUBLIC SAFETY			**150,000**	**-**	**75,000**
(3101) ADMINISTRATION			**150,000**	**-**	**75,000**
Maintenance & Operations			150,000	-	75,000
(124) FEDERAL GRANTS	**14,873**	**-**		**-**	
(3102) PATROL & SAFETY	**14,873**	**-**		**-**	
Maintenance & Operations	14,873	-		-	
(125) STATE GRANTS	**3,431**	**7,070**		**32,136**	
(3101) ADMINISTRATION	**3,431**	**7,070**		**32,136**	
Maintenance & Operations	3,431	7,070		32,136	
(601) EQUIPMENT REPLACEMENT	**228,000**	**139,650**	**66,537**	**39,123**	**378,554**
(3101) ADMINISTRATION	**228,000**	**139,650**	**64,652**	**39,123**	**378,554**
Capital Outlay	228,000	139,650	64,652	39,123	378,554
(3107) COMMUNITY CENTER			**1,885**	**-**	
Capital Outlay			1,885	-	
(702) TRUST FUNDS - SPECIAL REVENUE/DONATIONS	**-**	**-**	**45,000**	**-**	
(3101) ADMINISTRATION			**25,000**	**-**	
Maintenance & Operations			25,000	-	
(3110) POLICE DEPARTMENT	**-**	**-**	**20,000**	**-**	
Maintenance & Operations	-	-	20,000	-	
Grand Total	**23,690,219**	**76,168,441**	**20,772,712**	**13,871,457**	**21,906,800**

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2022-2023

Department	001 GENERAL FUND POLICE DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**22,891,192**	**75,856,361**	**19,436,175**	**13,444,658**	**20,378,246**
Salaries & Benefits	**19,542,791**	**73,430,255**	**15,740,814**	**11,064,198**	**16,198,771**
4101 Salaries Full Time	9,185,136	7,002,453	9,523,963	6,296,386	9,662,285
4102 Salaries Part Time	185,544	132,765	176,230	174,375	281,354
4103 Overtime	811,434	491,189	695,000	635,885	895,000
4105 Holiday Pay	478,999	478,917	506,292	486,165	523,434
4113 Reimbursable LA County - TRAP	17,909	12,620		11,895	
4113 Reimbursable Overtime	65,350	28,897		43,251	
4117 Opt - Out Payments	11,750	2,715		2,035	2,167
4118 Replacement Benefit Contributions	-	48,095		-	
4201 Retirement CalPERS	5,919,720	4,849,950	1,822,259	1,263,138	1,831,685
4202 FICA	277,428	210,776	255,271	188,142	296,825
4203 Workers' Compensation	1,261,334	921,849	1,168,216	840,238	1,113,562
4204 Group Insurance	1,063,139	827,112	1,283,414	822,474	1,167,131
4205 Uniform Allowance	7,890	5,298	10,075	120	10,003
4207 CalPERS UAL	-	58,366,322	228,094	228,094	343,325
4210 OPEB Expense	186,670	0		-	
4211 401(a) Employer's Contribution	-	4,437		-	
4215 Uniform Replacement	70,489	46,860	72,000	71,999	72,000
Maintenance & Operations	**3,348,402**	**2,426,106**	**3,695,361**	**2,380,460**	**4,179,475**
5204 Operating Supplies	59,392	37,188	65,000	51,085	68,000
5206 Computer Supplies	3,278	1,899	3,500	1,801	5,000
5211 Photo & Evidence Supplies	6,220	6,210	6,500	29,246	6,500
5212 Prisoner Meals	2,650	1,352		-	
5215 Vehicle Gasoline Charge	821	-		-	
5218 Training Materials & Supplies	32,647	27,615	33,000	32,574	35,000
6205 Other Printing & Binding	14,106	5,629	14,000	12,001	16,000
6206 Contractual Services	1,852,331	1,652,441	2,185,079	1,547,242	2,377,311
6207 Equipment Replacement Charge	674,578	230,844	267,222	201,189	378,554
6208 Dues & Subscriptions	15,555	7,909	17,210	11,274	10,560
6211 Insurance & Bonds			375,000	-	550,000
6212 Laundry & Cleaning	9,637	4,656	6,000	6,000	6,500
6213 Meetings & Travel	47,392	10,943	50,000	35,239	55,000
6214 Professional & Technical	181,519	124,745	234,050	229,170	215,750
6215 Repairs & Maintenance	4,054	6,134	6,000	3,526	7,000
6216 Rental Charges	13,750	11,250	15,000	11,250	15,000
6219 Network Operating Charge	129,300	87,278	129,300	-	129,300
6223 Training & Education	26,368	9,300	26,000	26,153	35,000
6225 PD Admin/POST Training & Education	2,374	20,952		5,974	
6253 Postage	3,753	3,134	3,500	1,184	3,500
6254 Telephone	123,121	100,200	127,000	96,606	130,000
6260 Equipment Leasing Costs	-	6,511	8,500	8,400	9,000
6273 In-Custody Medical Charges	74,174	43,547	52,000	46,164	55,000
6274 Investigations Expense	10,472	4,810	10,000	4,382	10,000
6275 K-9 Dog Care Services	8,848	6,838	9,000	3,662	9,000
6288 S.W.A.T.Program	12,456	2,563	12,500	3,065	12,500
6289 Education Reimbursement	39,607	12,155	40,000	13,272	40,000
Grand Total	**22,891,192**	**75,856,361**	**19,436,175**	**13,444,658**	**20,378,246**

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	POLICE DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**22,891,192**	**75,856,361**	**19,436,175**	**13,444,658**	**20,378,246**
(3101) ADMINISTRATION	**5,417,384**	**62,162,965**	**4,910,739**	**3,214,286**	**5,495,912**
Salaries & Benefits	3,651,278	61,079,499	3,252,457	2,222,675	3,506,148
4101 Salaries Full Time	1,788,933	1,348,913	1,815,976	1,151,933	1,922,391
4102 Salaries Part Time	100,358	77,485	176,230	126,033	174,130
4103 Overtime	93,020	31,787	70,000	36,876	75,000
4105 Holiday Pay	59,540	71,670	70,139	65,376	77,484
4117 Opt - Out Payments	10,750	2,715		2,035	2,167
4118 Replacement Benefit Contributions	-	48,095		-	
4201 Retirement CalPERS	969,223	691,423	246,033	173,969	275,406
4202 FICA	120,788	89,757	112,397	84,435	142,030
4203 Workers' Compensation	169,098	122,633	170,559	96,296	147,990
4204 Group Insurance	227,743	178,191	285,529	185,509	268,745
4205 Uniform Allowance	5,262	3,649	5,500	120	5,480
4207 CalPERS UAL	-	58,366,322	228,094	228,094	343,325
4210 OPEB Expense	36,074	(0)		-	
4215 Uniform Replacement	70,489	46,860	72,000	71,999	72,000
Maintenance & Operations	1,766,107	1,083,466	1,658,282	991,612	1,989,764
5204 Operating Supplies	59,214	37,188	65,000	51,085	68,000
5206 Computer Supplies	3,278	1,899	3,500	1,801	5,000
5211 Photo & Evidence Supplies	6,220	6,210	6,500	29,246	6,500
5212 Prisoner Meals	2,650	1,352		-	
5215 Vehicle Gasoline Charge	821	-		-	
5218 Training Materials & Supplies	32,647	27,615	33,000	32,574	35,000
6205 Other Printing & Binding	14,106	5,629	14,000	12,001	16,000
6206 Contractual Services	305,923	339,819	188,000	182,717	227,600
6207 Equipment Replacement Charge	674,578	230,844	267,222	201,189	378,554
6208 Dues & Subscriptions	15,555	7,909	17,210	11,274	10,560
6211 Insurance & Bonds			375,000	-	550,000
6212 Laundry & Cleaning	9,637	4,656	6,000	6,000	6,500
6213 Meetings & Travel	47,392	10,943	50,000	35,239	55,000
6214 Professional & Technical	181,519	124,745	234,050	229,170	215,750
6215 Repairs & Maintenance	4,054	6,134	6,000	3,526	7,000
6219 Network Operating Charge	129,300	87,278	129,300	-	129,300
6223 Training & Education	26,368	9,300	26,000	26,153	35,000
6225 PD Admin/POST Training & Education	2,374	20,952		5,974	
6253 Postage	3,753	3,134	3,500	1,184	3,500
6254 Telephone	101,163	81,432	102,000	83,533	105,000
6260 Equipment Leasing Costs	-	6,511	8,500	8,400	9,000
6273 In-Custody Medical Charges	74,174	43,547	52,000	46,164	55,000
6274 Investigations Expense	10,472	4,810	10,000	4,382	10,000
6275 K-9 Dog Care Services	8,848	6,838	9,000	3,662	9,000
6288 S.W.A.T.Program	12,456	2,563	12,500	3,065	12,500
6289 Education Reimbursement	39,607	12,155	40,000	13,272	40,000
(3102) PATROL & SAFETY	**10,682,195**	**8,499,343**	**8,440,724**	**6,296,225**	**8,798,033**
Salaries & Benefits	10,682,195	8,499,343	8,440,724	6,296,225	8,798,033
4101 Salaries Full Time	5,058,848	3,987,126	5,251,872	3,694,611	5,437,437
4103 Overtime	474,129	312,748	380,000	423,434	550,000
4105 Holiday Pay	255,490	284,026	294,342	300,234	324,236
4113 Reimbursable Overtime	74,319	38,255		51,644	
4117 Opt - Out Payments	1,000	-		-	
4201 Retirement CalPERS	3,324,058	2,783,191	1,073,682	776,157	1,098,404
4202 FICA	95,111	79,202	94,309	65,287	95,559
4203 Workers' Compensation	736,722	556,428	679,411	527,984	677,572
4204 Group Insurance	559,766	457,575	664,608	456,874	613,073
4205 Uniform Allowance	1,472	793	2,500	-	1,752
4210 OPEB Expense	101,281	0		-	
(3103) CRIME INVESTIGATION	**3,113,231**	**2,292,364**	**2,405,849**	**1,423,674**	**2,209,346**
Salaries & Benefits	3,113,231	2,292,364	2,405,849	1,423,674	2,209,346
4101 Salaries Full Time	1,473,672	1,046,097	1,469,139	852,544	1,355,408
4103 Overtime	162,075	79,814	130,000	76,688	130,000
4105 Holiday Pay	96,733	83,051	85,951	68,640	71,834
4113 Reimbursable Overtime	(16,382)	(10,196)		(9,404)	
4201 Retirement CalPERS	928,045	783,823	298,740	174,506	267,487
4202 FICA	37,718	26,889	33,444	23,798	31,447
4203 Workers' Compensation	222,698	149,797	190,499	122,538	173,331
4204 Group Insurance	176,745	127,955	197,176	114,364	178,243
4205 Uniform Allowance	877	698	900	-	1,596
4210 OPEB Expense	31,051	1		-	
4211 401(a) Employer's Contribution	-	4,437		-	
(3104) TRAFIC SAFETY	**1,770,460**	**1,060,667**	**1,128,281**	**732,837**	**1,056,428**
Salaries & Benefits	1,770,460	1,060,667	1,128,281	732,837	1,056,428
4101 Salaries Full Time	682,224	394,935	693,529	387,281	567,109
4102 Salaries Part Time	85,187	55,280		48,342	107,224
4103 Overtime	62,742	31,056	45,000	50,986	70,000
4105 Holiday Pay	67,235	24,361	39,146	34,753	32,718
4113 Reimbursable Overtime	5,675	-		1,012	
4201 Retirement CalPERS	646,326	444,200	144,624	95,610	126,726
4202 FICA	20,875	10,896	10,624	10,647	16,900
4203 Workers' Compensation	106,832	58,279	89,752	59,601	74,830
4204 Group Insurance	78,381	41,501	104,931	44,605	60,246
4205 Uniform Allowance	279	159	675	-	675
4210 OPEB Expense	14,705	0		-	

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	POLICE DEPARTMENT

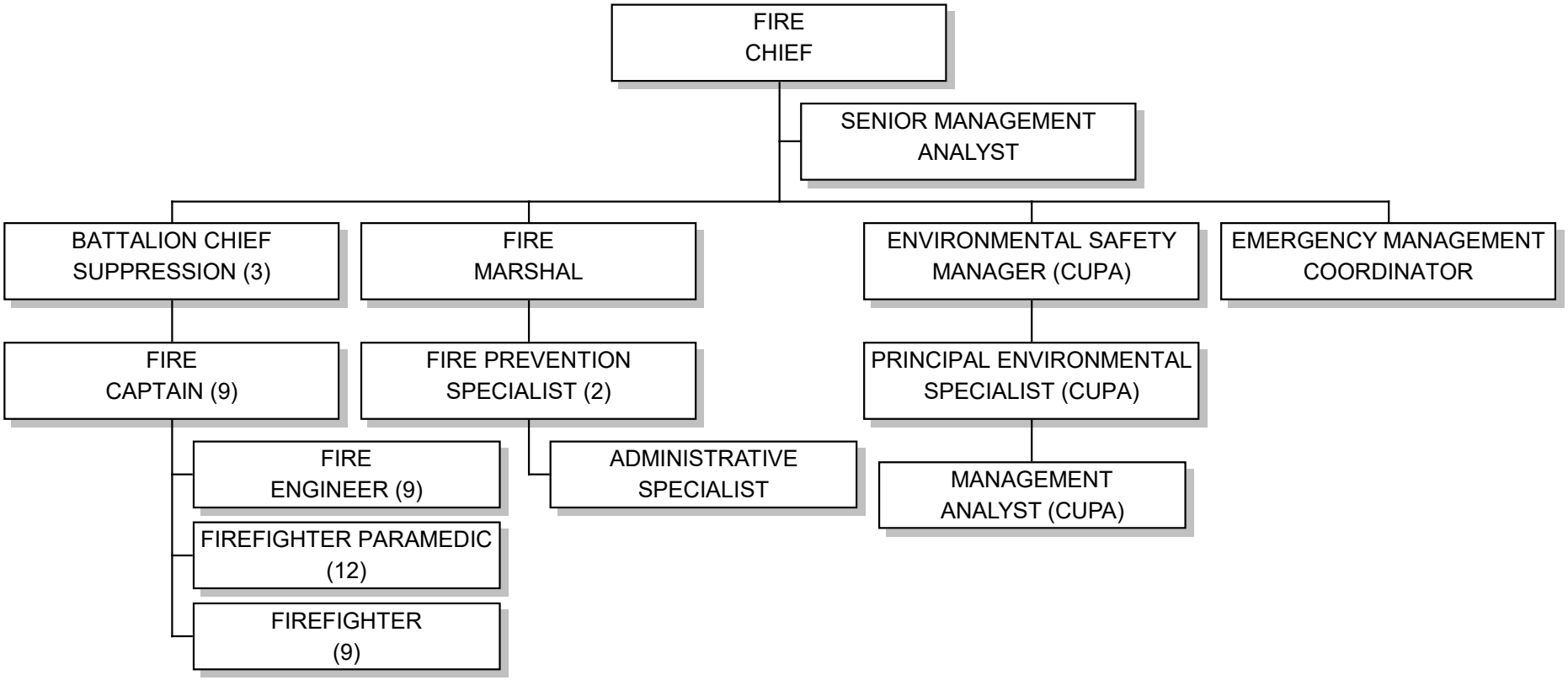
	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(3106) COMMUNITY RELATIONS	**292,494**	**474,321**	**513,253**	**376,715**	**628,566**
Salaries & Benefits	292,494	474,321	513,253	376,715	628,566
4101 Salaries Full Time	181,337	225,038	293,447	209,839	379,941
4103 Overtime	19,468	35,784	70,000	47,901	70,000
4105 Holiday Pay	-	15,809	16,714	17,162	17,162
4113 Reimbursable Overtime	1,738	839		-	
4201 Retirement CalPERS	36,965	136,218	59,180	42,896	63,661
4202 FICA	2,938	4,032	4,497	3,975	10,889
4203 Workers' Compensation	25,984	34,712	37,995	33,819	39,839
4204 Group Insurance	20,504	21,890	31,170	21,123	46,824
4205 Uniform Allowance	-	-	250	-	250
4210 OPEB Expense	3,560	(0)		-	
(3107) COMMUNITY CENTER	**1,549,266**	**1,321,040**	**2,007,079**	**1,360,048**	**2,159,711**
Maintenance & Operations	1,549,266	1,321,040	2,007,079	1,360,048	2,159,711
6206 Contractual Services	1,513,558	1,291,022	1,967,079	1,335,726	2,119,711
6216 Rental Charges	13,750	11,250	15,000	11,250	15,000
6254 Telephone	21,958	18,768	25,000	13,073	25,000
(3108) ANIMAL CONTROL	**48,253**	**33,041**	**30,250**	**28,977**	**30,250**
Salaries & Benefits	15,224	11,441	250	177	250
4101 Salaries Full Time	122	344		177	
4201 Retirement CalPERS	15,103	11,096		-	
4205 Uniform Allowance	-	-	250	-	250
Maintenance & Operations	33,028	21,600	30,000	28,800	30,000
5204 Operating Supplies	178	-		-	
6206 Contractual Services	32,850	21,600	30,000	28,800	30,000
(3705) LA COUNTY - TRAP	**17,909**	**12,620**		**11,895**	
Salaries & Benefits	17,909	12,620		11,895	
4113 Reimbursable LA County - TRAP	17,909	12,620		11,895	
(109) ASSET FORFEITURE FUND	**509,253**	**108,777**	**725,000**	**300,026**	**725,000**
(3105) ASSET FORFEITURE	**509,253**	**108,777**	**725,000**	**122,332**	**725,000**
Salaries & Benefits	-	18,739		-	
4103 Overtime	-	16,441		-	
4202 FICA	-	237		-	
4203 Workers' Compensation	-	2,062		-	
Maintenance & Operations	166,081	87,792	225,000	95,931	225,000
5204 Operating Supplies	31,543	-	10,000	3,650	10,000
5215 Vehicle Gasoline Charge	48	-		-	
6205 Other Printing & Binding	497	-		-	
6208 Dues & Subscriptions			1,500	-	1,500
6213 Meetings & Travel	7,401	37,245	40,000	10,385	40,000
6214 Professional & Technical	92,412	40,741	100,000	63,841	100,000
6223 Training & Education	14,215	-		1,725	
6224 Vehicle Operating Charges	815	-	13,500	6,448	13,500
6296 R.S.V.P. Program	2,202	162	10,000	1,526	10,000
6401 Community Promotion	16,948	9,644	50,000	8,357	50,000
Capital Outlay	343,172	2,246	500,000	26,401	500,000
8104 Equipment	83,641	2,246	200,000	26,401	200,000
8105 Automotive	259,530	-	300,000	-	300,000
(3109) ASSET FORFEITURE	**-**	**-**	**-**	**177,694**	
Maintenance & Operations	-	-		8,103	
6214 Professional & Technical	-	-		8,103	
Capital Outlay	-	-	-	169,591	
8103 Other Improvements	-	-		24,403	
8708 PD Womens Locker Room Upgrade	-	-	-	145,188	
(120) C.O.P.S. FUND	**43,471**	**56,583**	**350,000**	**55,515**	**350,000**
(0000) C.O.P.S. FUND	**43,471**	**56,583**	**350,000**	**55,515**	**350,000**
Maintenance & Operations			175,000	-	175,000
6206 Contractual Services			175,000	-	175,000
Capital Outlay	43,471	56,583	175,000	55,515	175,000
8104 Equipment	43,471	56,583	175,000	55,515	175,000
(123) PSAF PROPERTY TAX PUBLIC SAFETY			**150,000**	**-**	**75,000**
(3101) ADMINISTRATION			**150,000**	**-**	**75,000**
Maintenance & Operations			150,000	-	75,000
5204 Operating Supplies			150,000	-	75,000
(124) FEDERAL GRANTS	**14,873**	**-**		**-**	
(3102) PATROL & SAFETY	**14,873**	**-**		**-**	
Maintenance & Operations	14,873	-		-	
3741 2019 HMEP Grant	14,873	-		-	
(125) STATE GRANTS	**3,431**	**7,070**		**32,136**	
(3101) ADMINISTRATION	**3,431**	**7,070**		**32,136**	
Maintenance & Operations	3,431	7,070		32,136	
3725 2020 Traffic Grant	-	-		24,800	
3764 LA County Homeless Initiative	-	5,486		4,954	
3777 Police Mental Health Grant	1,974	815		24	
3788 Bullet Proof Vest	1,456	769		2,052	
3726 Tobacco Grant 2020-2021				306	
(601) EQUIPMENT REPLACEMENT	**228,000**	**139,650**	**66,537**	**39,123**	**378,554**
(3101) ADMINISTRATION	**228,000**	**139,650**	**64,652**	**39,123**	**378,554**
Capital Outlay	228,000	139,650	64,652	39,123	378,554
8104 Equipment	132,147	139,650	52,104	39,123	115,073
8105 Automotive	95,853	-	6,948	-	166,922
8106 Communications			5,600	-	96,559
8108 Computer Hardware				-	

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	POLICE DEPARTMENT

	Actual FY 19-20	**Actual FY 20-21**	**Adopted FY 21-22**	**YTD 03/31/22**	**Proposed FY 22-23**
(3107) COMMUNITY CENTER			**1,885**	**-**	
Capital Outlay			1,885	-	
8106 Communication			1,885	-	
(702) TRUST FUNDS - SPECIAL REVENUE/DONATIONS	**-**	**-**	**45,000**	**-**	
(3101) ADMINISTRATION			**25,000**	**-**	
Maintenance & Operations			25,000	-	
2584 Police Admin / Inmate Welfare Exp			15,000	-	
6275 K-9 Dog Care Services			10,000	-	
(3110) POLICE DEPARTMENT	**-**	**-**	**20,000**	**-**	
Maintenance & Operations	-	-	20,000	-	
2601 Donations - Dare			20,000	-	
Grand Total	**23,690,219**	**76,168,441**	**20,772,712**	**13,871,457**	**21,906,800**

CITY OF EL SEGUNDO
FIRE DEPARTMENT
ORGANIZATIONAL CHART
FISCAL YEAR 2022 - 2023



CITY OF EL SEGUNDO
FIRE DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2019-2020 TO 2022-2023

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
Fire Department				
Fire Chief	1.00	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00
Fire Captain	9.00	9.00	9.00	7.00
Fire Engineer	9.00	9.00	9.00	9.00
Firefighter/Paramedic	15.00	15.00	15.00	20.00
Firefighter	6.00	6.00	6.00	-
Fire Marshal	1.00	1.00	1.00	1.00
Emergency Management Coordinator	1.00	1.00	1.00	-
Environmental Safety Manager	1.00	1.00	1.00	1.00
Principal Environmental Specialist (CUPA)	1.00	1.00	1.00	1.00
Fire Prevention Specialist	2.00	2.00	2.00	1.00
Administrative Specialist	1.00	1.00	1.00	1.00
Management Analyst (CUPA)	1.00	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00
Sub-total Full time	**52.00**	**52.00**	**52.00**	**47.00**
Part-Time FTEs				
Fire Prevention Specialist P/T	-	-	-	0.50
Sub-total Part-Time	**-**	**-**	**-**	**0.50**
Total Fire Department	**52.00**	**52.00**	**52.00**	**47.50**

FIRE DEPARTMENT BUDGET NARRATIVE

FISCAL YEAR 2022-2023

MISSION & PURPOSE STATEMENT

Through Courtesy and Service, the El Segundo Fire Department is Committed to Protecting Our Community from All Risks with Integrity, Compassion, Dedication, Teamwork and Professionalism.

The fire department has six divisions, each representing a critical fire and life safety service delivery component with distinct functions as follows:

Administration:

Fire Administration is tasked with the overall effectiveness and efficiency of the fire department. It consists of the fire chief and a senior management analyst. Fire administration is responsible for the leadership, management and coordination of all activities within the fire department. Responsibilities include budget management, billing, cashiering, revenue recovery, procurement, planning, and organizational development. Administration supports each division within the department to provide the most effective and efficient service level given available resources. **2 FTEs**

Fire Suppression:

Fire suppression personnel respond to all hazards the community may encounter including: fires, natural disasters, medical aid calls, hazardous materials incidents and specialized technical rescue calls, and non-emergency public assistance. When requested, our personnel respond to provide fire and life safety service to other communities throughout the state of California through the California Master Mutual Aid System. This division also conducts fire prevention inspections, pre-fire planning, training and continuing education, apparatus and station maintenance, communications, and administrative duties and documentation. **30 FTEs**

Emergency Medical Services Division:

The Emergency Medical Services (EMS) Division provides pre-hospital basic and advanced life support and patient stabilization, including ground ambulance transportation to medical facilities as necessary. The most utilized service within the fire department, the EMS Division is positioned to provide efficient, effective life support to the sick and injured, while maintaining mandated continued education requirements to ensure quality assurance for patient care by all EMS personnel. **12 FTEs**

Fire Prevention:

The Fire Prevention Division provides the highest level of fire prevention services through comprehensive inspections, plan review services, public education, fire investigations, public outreach, and preparing, revising, and adopting codes. By providing these services, the division

aims to reduce the risk of fire and injuries to the public. The division's priority is to provide and maintain high-quality customer service, provide consistent interpretation and effective enforcement of fire codes, and sustain effective communication within our community while maintaining a commitment to excellence in an atmosphere of courtesy, integrity, and respect for diversity. **4 FTEs**

Environmental Safety Division:

The Environmental Safety Division is one of only 81 Unified Program Agencies (UPA) certified and approved by the State of California to protect public health and the environment, and to implement environmental programs. The division operates by guidance of state legislation to be self-sufficient and derives revenues through the revenues of business compliance. The Environmental Safety Division, as a Unified Program Agency (UPA), regulates the following programs: Hazardous Materials Business Plan (HMBP), California Accidental Release Prevention (CalARP), Risk Management Plan (RMP), Hazardous Waste Generation (HWG), Treatment of Hazardous Waste (TP), Underground Storage Tank (UST) and Aboveground Petroleum Storage Act (APSA) facilities. The Environmental Safety Division investigates complaints involving hazardous materials. The Division works with the Fire Suppression Division involving hazardous materials emergency incidents in a technical reference role. Environmental Safety Division also serves as the liaison to the local health officer for hazardous materials clean-up. Other responsibilities include inspection and enforcement, public outreach, administration of the CUPA,annual billing of the regulated facilities, issuing annual operating permits and provide data for public inquiries. **3 FTEs**

Emergency Management Division:

The Emergency Management Division is tasked with making the city resilient. The division works with all city departments, city businesses, residents, neighboring jurisdictions, and other stakeholders to mitigate hazards; prepare the city through planning, training, exercising, and equipping; coordinating and supporting response operations; and facilitating recovery to recoup costs and rebuild damage. The division maintains crisis communication systems including a mass notification system and an emergency radio system. The division focuses efforts in two programs- The All-Hazards Incident Management Team which is used to unifynthe fforts of the city in response to hazards when incidents occur and the Disaster Service Worker Program which prepares city employees to serve the city during disasters. The division maintains all disaster and emergency related plans including the Emergency Operations Plan. The division works regularly with residents and businesses to encourage best practices of personal, family, and business preparedness thereby improving overall city readiness. **1 FTE**

ACCOMPLISHMENTS IN FISCAL YEAR 2021-2022

Fire Administration

*Support of AHIMT and COVID 19 response

*Completion of Module 2 of Accreditation (Community Risk Assessment & Standard of Cover)

*Promotion/ Appointment of a fire chief

*Hired a Fire Marshal

*Battalion Chief Recruitment/ Promotional list established

*Continuation of research of shared services with surrounding jurisdictions

*Reassignment of administrative assistant to Fire Prevention Division

*Hosted Girls' Empowerment Camp in Collaboration with Community Services

Fire Suppression/EMS Division

*Hazardous Materials Training (Above the Line/ Below the Line)

*Leadership Training/ Technology Training/ Over 12,000 hours of Operational Training

*Succession Planning/ Task Books created for each rank

*Participated in regional training as part of Urban Search and Rescue Task Force 2

*Completed 2021 EMS Agency Audit with zero deficiencies.

*Administered COVID-19 Booster vaccines to employees

Fire PreventionDivision

*Compliance of new State regulations related to performing and reporting on state mandated inspections surpassing the 90% compliance requirement with the following statistics:

*High Rise- 21 of 21 high rise buildings inspected

*Schools- 7 of 7 inspected

*R-1 Hotels/Motels- 15 of 15 inspected

*Completed all High-Rise Inspections with 100% Compliance

*Continued use and improvements to the paperless fire inspection program

*Collaborated with Planning a& Building Safety on a new paperless permit and inspection system

Environmental Safety Division

*Provided free of charge, Hazardous Materials Business Plan training for Unified Program businesses to promote compliance amongst regulated sites.

*Continued staff participation in leadership roles with outside agency groups such as the Interagency Task Force Group for refinery safety of the Accidental Release Prevention (Program 4)

*Environmental Safety Manager performed as a safety officer for All Hazards Incident Management Team

*Completed over 300 mandatory environmental inspections in all the programs

*Received grant funding from the California Governor's Office of Emergency Services (CalOES) to host HazMat IQ training for ESFD staff

*Initiated three enforcement actions against violators of environmental laws

*Obtained cost recovery from four emergency incidents involving unauthorized release and illegal disposal of hazardous materials and hazardous waste

Emergency Management Division

*All Hazards Incident Management Team successfully mitigated COVID-19 spread in the city by executing operational objectives as discussed in the weekly operational period briefings. Throughout the pandemic, the AHIMT has provided guidance and implementation of all COVID related Cal OSHA ETS, L.A. County Health Orders and Medical Director directives throughout the departments of the city. The AHIMT in coordination with EMS Division vaccinated or assisted with 3,000 vaccinations. Vaccinated hundreds of residents and employees in the city. AHIMT supported city events and civil unrest and Super Bowl safety plan.

*AHIMT has received in excess of 2.5 million dollars in FEMA reimbursement for COVID 19 related expenses.

*Completed comprehensive After Action Report (AAR) and demobilized the AHIMT

*Emergency Management Division provided disaster management and leadership training for city employees

*Received grant funding for crisis communications software

GOALS & OBJECTIVES FOR FISCAL YEAR 2022-2023

*Complete the Accreditation Process

*Develop training standards to benchmark performance of operational procedures

*Increase leadership training and professional development for supervisors

*Recruit and promote to maintain staffing levels

*Improve in diversity, equity, and inclusion through DEI Committee and other programs

*Maintain acceptable response times to emergency incidents

*Increase community outreach programs

*Implement pilot program for battalion chief shared services with neighboring cities

*Study organizational efficiencies within Fire Prevention and Environmental Safety Divisions and move toward a combined Community Risk Reduction Division to improve customer service.

*Increase data collection and metrics for all divisions

*Implement refinery/ community alert system in line with AB1646 mandate

*Complete state mandated fire inspections with 100% compliance

*Revive the community hours program for El Segundo High School students and offer outreach opportunities to ESUSD and Wiseburn students

*Develop a partnership/internship with El Camino College

*Participate in triennial UPA State of California Environmental Program Audit and Evaluation

*Establish citywide methane mitigation requirements

*Complete policies and procedures manuals for all divisions in Lexipol

*Provide a promotional ladder within the fire prevention division by creating a Senior Fire Prevention Specialist position.

*Update the fire prevention fee schedule to create a more fluent billing process

*Obtain funding for fire/ hazmat investigation response vehicles

*Update revise municipal code and guidelines related to fire prevention

*Implement a cloud based rehire/staffing program in collaboration with Information Services Department

*Research fire/EMS response models for efficiency and fiscal responsibility

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department	FIRE DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**17,388,393**	**66,123,936**	**13,782,667**	**10,238,853**	**13,564,268**
(3201) ADMINISTRATION	**909,861**	**53,582,274**	**1,550,081**	**922,462**	**1,587,968**
Salaries & Benefits	706,348	53,415,391	899,267	760,210	966,093
Maintenance & Operations	203,513	166,883	650,814	162,252	621,875
(3202) SUPPRESSION	**11,436,015**	**8,836,128**	**8,392,652**	**6,488,084**	**8,308,971**
Salaries & Benefits	10,797,470	8,565,616	8,087,893	6,249,683	7,788,473
Maintenance & Operations	638,545	270,512	304,759	238,401	520,498
(3203) PARAMEDIC	**4,174,500**	**3,162,136**	**3,105,170**	**2,310,064**	**2,922,572**
Salaries & Benefits	3,900,541	3,013,698	2,791,515	2,103,240	2,563,334
Maintenance & Operations	273,959	148,438	313,655	206,824	359,238
(3204) PREVENTION	**564,837**	**269,066**	**368,150**	**271,121**	**538,284**
Salaries & Benefits	534,383	241,985	284,815	147,415	427,164
Maintenance & Operations	30,454	27,082	83,335	123,707	111,120
(3255) EMERGENCY MANAGEMENT	**303,181**	**274,332**	**366,614**	**247,122**	**206,473**
Salaries & Benefits	211,316	168,798	176,587	156,540	
Maintenance & Operations	91,865	105,533	190,027	90,582	206,473
(123) PSAF PROPERTY TAX PUBLIC SAFETY	**-**	**-**		**-**	**75,000**
(3201) ADMINISTRATION	**-**	**-**		**-**	**75,000**
Maintenance & Operations	-	-		-	75,000
(124) FEDERAL GRANTS	**219,840**	**356,979**	**270,000**	**578,067**	
(3202) SUPPRESSION	**219,840**	**356,979**	**270,000**	**578,067**	
Maintenance & Operations	219,840	356,979	270,000	578,067	
(125) STATE GRANTS	**904**	**-**		**2,598**	
(3205) ENVIRONMENTAL SAFETY	**904**	**-**		**2,598**	
Maintenance & Operations	904	-		2,598	
(126) CUPA	**608,656**	**471,021**	**577,948**	**404,779**	**557,642**
(3205) ENVIRONMENTAL SAFETY	**608,656**	**454,171**	**577,948**	**387,929**	**557,642**
Salaries & Benefits	575,162	440,308	513,437	358,267	511,398
Maintenance & Operations	33,494	13,862	64,511	29,663	46,244
(3206) FIRE DEPARTMENT	**-**	**16,850**		**16,850**	
Maintenance & Operations	-	16,850		16,850	
(601) EQUIPMENT REPLACEMENT	**(130,358)**	**-**	**84,075**	**-**	**308,436**
(3201) ADMINISTRATION			**15,900**	**-**	**5,300**
Capital Outlay			15,900	-	5,300
(3202) SUPPRESSION	**(22,645)**	**-**	**21,651**	**-**	**231,510**
Capital Outlay	(22,645)	-	21,651	-	231,510
(3203) PARAMEDIC	**(12,661)**	**-**	**19,635**	**-**	**50,912**
Capital Outlay	(12,661)	-	19,635	-	50,912
(3204) PREVENTION	**(112,047)**	**-**	**8,049**	**-**	**10,560**
Capital Outlay	(112,047)	-	8,049	-	10,560
(3205) ENVIRONMENTAL SAFETY	**-**	**-**	**6,153**	**-**	**3,292**
Capital Outlay	-	-	6,153	-	3,292
(3255) EMERGENCY MANAGEMENT	**16,994**	**-**	**12,687**	**-**	**6,862**
Capital Outlay	16,994	-	12,687	-	6,862
(702) TRUST FUNDS - SPECIAL REVENUE/DONATIONS			**15,000**	**3,259**	
(3201) ADMINISTRATION			**15,000**	**3,259**	
Maintenance & Operations			15,000	3,259	
Grand Total	**18,087,434**	**66,951,936**	**14,729,690**	**11,227,557**	**14,505,346**

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2022-2023

Department	001 GENERAL FUND FIRE DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**17,388,393**	**66,123,936**	**13,782,667**	**10,238,853**	**13,564,268**
Salaries & Benefits	**16,150,057**	**65,405,488**	**12,240,077**	**9,417,088**	**11,745,064**
4101 Salaries Full Time	6,417,616	4,763,264	6,395,556	4,398,924	6,112,662
4102 Salaries Part Time	39,926	93,501	108,200	135,716	62,400
4103 Overtime	570,989	283,284	241,250	254,010	225,000
4105 Holiday Pay	276,161	277,582	283,220	280,414	408,143
4107 FLSA Overtime	523,022	331,944	440,000	326,071	440,000
4110 Leave Replacement	1,435,302	1,330,029	1,395,000	1,305,813	1,250,000
4113 Reimbursable Overtime	42,873	6,914	33,750	13,485	33,750
4118 Replacement Benefit Contributions	-	43,808	40,000	-	45,000
4201 Retirement CalPERS	4,341,413	3,824,326	1,140,078	823,486	1,086,778
4202 FICA	173,941	133,472	127,682	128,553	126,276
4203 Workers' Compensation	1,378,424	1,059,200	913,764	905,250	842,562
4204 Group Insurance	797,566	646,665	879,692	614,690	764,316
4205 Uniform Allowance	3,799	2,109	4,350	1,804	11,169
4207 CalPERS UAL	-	52,593,786	205,535	205,535	304,508
4210 OPEB Expense	129,574	1		-	
4215 Uniform Replacement	19,452	15,602	32,000	23,336	32,500
Maintenance & Operations	**1,238,336**	**718,448**	**1,542,590**	**821,766**	**1,819,204**
5201 Office Supplies	5,982	2,512	5,000	2,914	5,000
5203 Repair & Maintenance Supplies	2,752	6,352	10,500	2,502	7,500
5204 Operating Supplies	146,896	103,065	210,300	98,433	199,692
5207 Small Tools & Equipment	11,670	2,654	12,500	3,731	12,500
5214 Housing Supplies	11,532	7,603	13,500	5,664	14,380
5218 Training Materials & Supplies	2,313	10,097	11,252	1,259	11,250
5255 CPR Class Supplies	-	-	2,500	-	2,500
6101 Gas Utility	7,136	4,128	7,136	4,520	7,800
6102 Electric Utility	28,318	23,428	29,000	20,812	33,000
6103 Water Utility	9,983	6,244	10,500	6,183	10,500
6201 Advertising/Publishing	1,705	5,771	6,750	2,175	
6205 Other Printing & Binding	2,809	490	3,150	142	950
6207 Equipment Replacement Charge	561,186	212,201	42,473	132,721	304,755
6208 Dues & Subscriptions	7,215	7,690	20,755	8,150	17,234
6211 Insurance & Bonds			375,000	-	350,000
6213 Meetings & Travel	38,514	33,024	52,550	36,055	37,650
6214 Professional & Technical	162,013	162,046	316,399	316,499	537,312
6215 Repairs & Maintenance	45,263	26,794	70,360	26,542	71,110
6217 Software Maintenance	53,156	30,893	74,039	32,924	46,632
6219 Network Operating Charge	55,100	21	55,100	-	10,300
6223 Training & Education	25,133	20,519	81,675	62,025	72,375
6251 Communication/Mobile Radio	7,209	5,876	34,998	17,547	7,439
6253 Postage	1,617	1,065	4,000	1,757	1,000
6254 Telephone	47,027	38,758	56,278	35,584	41,325
6257 Public Education	230	5,550	21,875	3,627	2,000
6259 Breathing Apparatus	3,577	1,666	15,000	-	15,000
Grand Total	**17,388,393**	**66,123,936**	**13,782,667**	**10,238,853**	**13,564,268**

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	FIRE DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**17,388,393**	**66,123,936**	**13,782,667**	**10,238,853**	**13,564,268**
(3201) ADMINISTRATION	**909,861**	**53,582,274**	**1,550,081**	**922,462**	**1,587,968**
Salaries & Benefits	706,348	53,415,391	899,267	760,210	966,093
4101 Salaries Full Time	414,316	357,796	429,132	300,721	398,183
4102 Salaries Part Time	-	68,780	58,200	111,696	62,400
4103 Overtime	-	1,084		-	
4105 Holiday Pay				-	16,157
4110 Leave Replacement	-	3,938		9,885	
4118 Replacement Benefit Contributions	-	43,808	40,000	-	45,000
4201 Retirement CalPERS	189,677	250,593	64,501	42,826	53,932
4202 FICA	17,210	21,910	17,412	23,159	15,568
4203 Workers' Compensation	39,373	42,958	40,575	37,211	32,679
4204 Group Insurance	37,550	30,454	43,112	28,865	37,238
4205 Uniform Allowance	495	283	800	311	429
4207 CalPERS UAL	-	52,593,786	205,535	205,535	304,508
4210 OPEB Expense	7,727	1		-	
Maintenance & Operations	203,513	166,883	650,814	162,252	621,875
5201 Office Supplies	5,982	2,512	5,000	2,914	5,000
5204 Operating Supplies	9,182	6,398	13,400	6,345	13,152
6101 Gas Utility	7,136	4,128	7,136	4,520	7,800
6102 Electric Utility	28,318	23,428	29,000	20,812	33,000
6103 Water Utility	9,983	6,244	10,500	6,183	10,500
6205 Other Printing & Binding	2,809	490	3,150	142	950
6207 Equipment Replacement Charge	8,770	-	2,650	1,987	5,300
6208 Dues & Subscriptions	2,508	2,693	11,280	2,800	10,614
6211 Insurance & Bonds			375,000	-	350,000
6213 Meetings & Travel	11,660	403	12,850	1,402	12,850
6214 Professional & Technical	24,905	72,731	79,740	57,707	100,842
6215 Repairs & Maintenance	6,254	694	3,060	2,042	3,060
6217 Software Maintenance	22,514	8,500	22,300	13,009	16,682
6219 Network Operating Charge	10,300	-	10,300	-	
6223 Training & Education	7,767	1,464	9,800	7,000	9,800
6253 Postage	1,617	1,065	4,000	1,757	1,000
6254 Telephone	43,808	36,133	51,648	33,633	41,325
(3202) SUPPRESSION	**11,436,015**	**8,836,128**	**8,392,652**	**6,488,084**	**8,308,971**
Salaries & Benefits	10,797,470	8,565,616	8,087,893	6,249,683	7,788,473
4101 Salaries Full Time	4,223,291	3,147,007	4,332,829	2,976,925	4,159,833
4103 Overtime	388,385	174,811	150,000	180,134	150,000
4105 Holiday Pay	204,622	203,041	215,058	210,043	305,273
4107 FLSA Overtime	367,845	258,822	275,000	247,030	275,000
4110 Leave Replacement	1,044,242	955,002	975,000	908,822	850,000
4201 Retirement CalPERS	2,889,539	2,567,129	806,679	587,577	793,939
4202 FICA	87,209	68,850	65,946	65,850	68,175
4203 Workers' Compensation	977,402	744,797	657,641	641,360	619,735
4204 Group Insurance	511,845	430,834	582,740	411,102	532,456
4205 Uniform Allowance	1,884	1,270	2,000	890	1,560
4210 OPEB Expense	85,644	0		-	
4215 Uniform Replacement	15,562	14,054	25,000	19,949	32,500
Maintenance & Operations	638,545	270,512	304,759	238,401	520,498
5203 Repair & Maintenance Supplies	2,752	6,352	10,500	2,502	7,500
5204 Operating Supplies	40,531	32,003	67,000	33,690	65,500
5207 Small Tools & Equipment	11,670	2,654	12,500	3,731	12,500
5214 Housing Supplies	11,532	7,603	13,500	5,664	14,380
5218 Training Materials & Supplies	2,313	10,097	11,252	1,259	11,250
5255 CPR Class Supplies	-	-	2,500	-	2,500
6207 Equipment Replacement Charge	465,381	147,291		100,867	231,509
6208 Dues & Subscriptions	-	-	300	-	
6213 Meetings & Travel	12,576	4,330	8,000	3,111	19,000
6214 Professional & Technical	2,034	10,530	2,520	2,682	5,020
6215 Repairs & Maintenance	36,799	24,588	56,300	18,199	57,050
6217 Software Maintenance	21,324	15,312	22,489	11,108	18,950
6219 Network Operating Charge	10,300	-	10,300	-	10,300
6223 Training & Education	13,291	6,060	50,000	44,112	50,000
6251 Communication/Mobile Radio	4,465	2,025	22,598	11,476	39
6259 Breathing Apparatus	3,577	1,666	15,000	-	15,000
(3203) PARAMEDIC	**4,174,500**	**3,162,136**	**3,105,170**	**2,310,064**	**2,922,572**
Salaries & Benefits	3,900,541	3,013,698	2,791,515	2,103,240	2,563,334
4101 Salaries Full Time	1,415,439	1,063,513	1,378,354	949,533	1,252,517
4103 Overtime	139,815	74,549	65,000	47,023	65,000
4105 Holiday Pay	71,539	74,542	68,162	70,371	86,713
4107 FLSA Overtime	155,177	73,122	165,000	79,041	165,000
4110 Leave Replacement	391,059	371,088	420,000	387,106	400,000
4201 Retirement CalPERS	1,122,676	912,039	251,381	175,616	212,118
4202 FICA	31,124	24,364	20,973	23,196	19,419
4203 Workers' Compensation	341,237	260,735	204,681	216,927	177,231
4204 Group Insurance	199,615	158,200	210,964	151,042	177,036
4205 Uniform Allowance				-	8,300
4210 OPEB Expense	28,969	(0)		-	
4215 Uniform Replacement	3,890	1,548	7,000	3,387	
Maintenance & Operations	273,959	148,438	313,655	206,824	359,238
5204 Operating Supplies	82,219	37,536	103,000	54,858	111,040

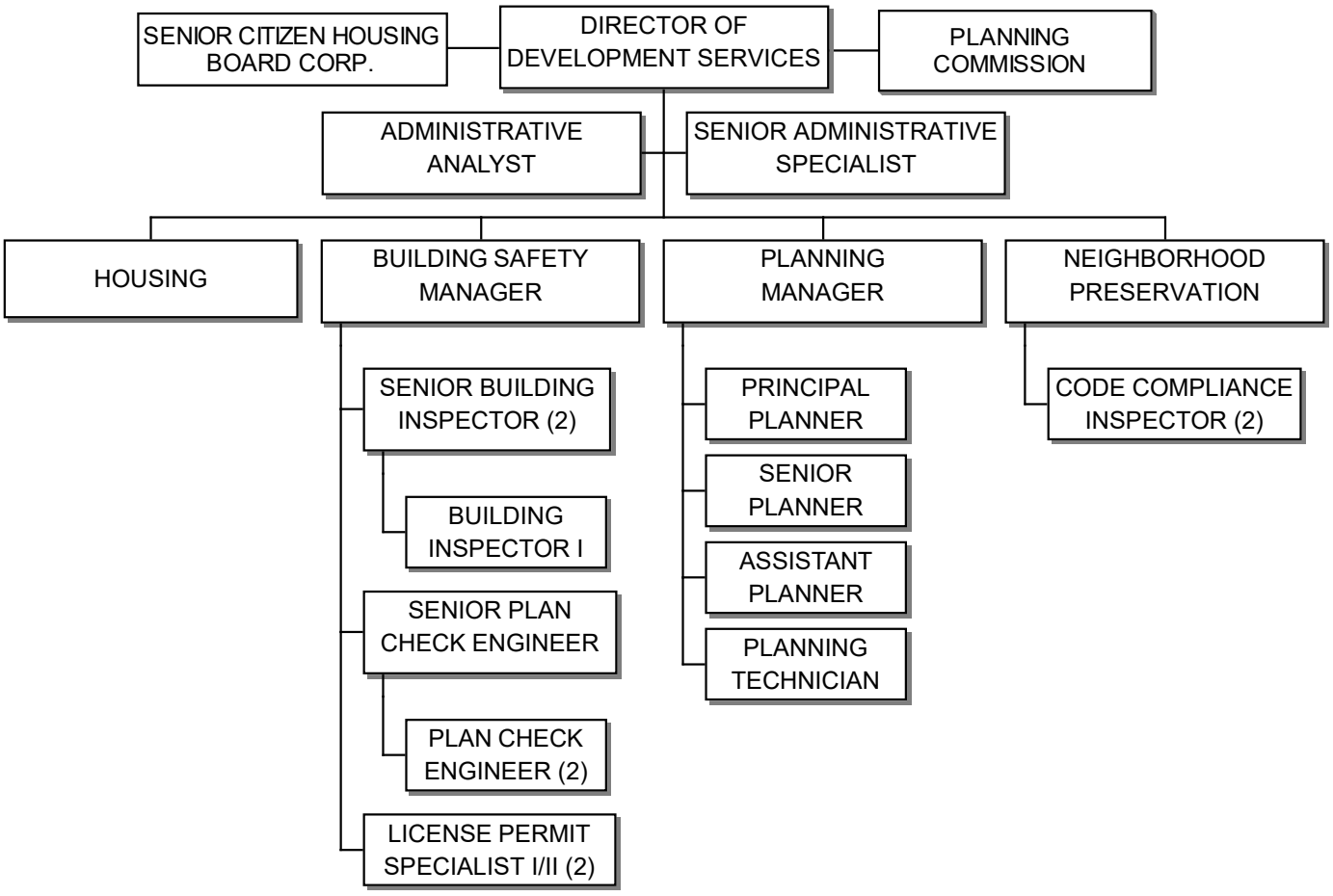
CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	FIRE DEPARTMENT				
	Actual FY 19-20	**Actual FY 20-21**	**Adopted FY 21-22**	**YTD 03/31/22**	**Proposed FY 22-23**
6207 Equipment Replacement Charge	60,091	52,259	30,130	22,597	50,913
6208 Dues & Subscriptions	2,250	3,101	3,750	3,000	3,060
6213 Meetings & Travel	146	-	1,500	-	500
6214 Professional & Technical	117,641	45,529	133,500	107,219	156,450
6215 Repairs & Maintenance	2,210	1,512	11,000	6,301	11,000
6217 Software Maintenance	9,010	6,445	13,000	8,170	11,000
6223 Training & Education	391	-	7,875	1,013	7,875
6251 Communication/Mobile Radio	-	2,056	9,900	3,665	7,400
(3204) PREVENTION	**564,837**	**269,066**	**368,150**	**271,121**	**538,284**
Salaries & Benefits	534,383	241,985	284,815	147,415	427,164
4101 Salaries Full Time	251,895	106,649	137,073	88,445	302,128
4102 Salaries Part Time	39,926	24,721	50,000	24,020	-
4103 Overtime	10,387	2,596	11,250	-	10,000
4113 Reimbursable Overtime	42,873	6,914	33,750	2,488	33,750
4201 Retirement CalPERS	112,611	72,443	10,108	9,946	26,790
4202 FICA	27,330	10,473	14,312	8,816	23,113
4203 Workers' Compensation	14,318	5,815	5,998	4,748	12,916
4204 Group Insurance	29,156	12,104	21,374	8,663	17,586
4205 Uniform Allowance	920	271	950	288	880
4210 OPEB Expense	4,966	0		-	
Maintenance & Operations	30,454	27,082	83,335	123,707	111,120
5204 Operating Supplies	7,524	3,258	8,200	1,262	10,000
6207 Equipment Replacement Charge	8,957	7,458	5,591	4,193	10,560
6208 Dues & Subscriptions	1,566	235	3,400	665	3,560
6213 Meetings & Travel	2,095	-	3,800	-	5,300
6214 Professional & Technical	3,791	14,695	50,639	115,169	75,000
6219 Network Operating Charge	5,200	-	5,200	-	
6223 Training & Education	1,204	1,435	4,000	1,090	4,700
6254 Telephone			630	-	
6257 Public Education	117	-	1,875	1,329	2,000
(3255) EMERGENCY MANAGEMENT	**303,181**	**274,332**	**366,614**	**247,122**	**206,473**
Salaries & Benefits	211,316	168,798	176,587	156,540	
4101 Salaries Full Time	112,675	88,299	118,168	83,299	
4103 Overtime	32,402	30,245	15,000	26,854	
4113 Reimbursable Overtime	-	-		10,998	
4201 Retirement CalPERS	26,910	22,122	7,409	7,521	
4202 FICA	11,067	7,877	9,039	7,532	
4203 Workers' Compensation	6,093	4,896	4,869	5,004	
4204 Group Insurance	19,401	15,073	21,502	15,018	
4205 Uniform Allowance	500	286	600	314	
4210 OPEB Expense	2,268	0		-	
Maintenance & Operations	91,865	105,533	190,027	90,582	206,473
5204 Operating Supplies	7,440	23,869	18,700	2,278	
6201 Advertising/Publishing	1,705	5,771	6,750	2,175	
6207 Equipment Replacement Charge	17,986	5,192	4,102	3,076	6,473
6208 Dues & Subscriptions	891	1,661	2,025	1,685	
6213 Meetings & Travel	12,036	28,291	26,400	31,542	
6214 Professional & Technical	13,642	18,561	50,000	33,723	200,000
6217 Software Maintenance	308	637	16,250	637	
6219 Network Operating Charge	29,300	21	29,300	-	
6223 Training & Education	2,480	11,559	10,000	8,810	
6251 Communication/Mobile Radio	2,744	1,795	2,500	2,406	
6254 Telephone	3,219	2,626	4,000	1,951	
6257 Public Education	113	5,550	20,000	2,299	
(123) PSAF PROPERTY TAX PUBLIC SAFETY	**-**	**-**		**-**	**75,000**
(3201) ADMINISTRATION	**-**	**-**		**-**	**75,000**
Maintenance & Operations	-	-		-	75,000
5204 Operating Supplies	-	-		-	75,000
(124) FEDERAL GRANTS	**219,840**	**356,979**	**270,000**	**578,067**	
(3202) SUPPRESSION	**219,840**	**356,979**	**270,000**	**578,067**	
Maintenance & Operations	219,840	356,979	270,000	578,067	
3766 SHSGP Program Year 2010	128,240	-		-	
3767 2018 HSGP Grant	91,600	320,339		(18,160)	
3768 2016 SHSGP Grant			270,000	-	
3769 2019 HSGP Expenditures	-	36,640		559,427	
3770 2020 HSGP Expenditures	-	-		36,800	
(125) STATE GRANTS	**904**	**-**		**2,598**	
(3205) ENVIRONMENTAL SAFETY	**904**	**-**		**2,598**	
Maintenance & Operations	904	-		2,598	
6213 Fire CUPA Grant	904	-		2,598	
(126) CUPA	**608,656**	**471,021**	**577,948**	**404,779**	**557,642**
(3205) ENVIRONMENTAL SAFETY	**608,656**	**454,171**	**577,948**	**387,929**	**557,642**
Salaries & Benefits	575,162	440,308	513,437	358,267	511,398
4101 Salaries Full Time	365,547	285,427	382,140	270,631	392,360
4103 Overtime	6,533	92		8,919	
4113 Reimbursable Overtime	(281)	-	7,000	-	7,000
4201 Retirement CalPERS	126,800	100,043	33,005	22,969	34,361
4202 FICA	28,518	21,299	28,952	21,005	30,016
4203 Workers' Compensation	12,039	9,200	26,877	8,924	12,339
4204 Group Insurance	28,079	23,676	34,463	25,190	34,456
4205 Unfiorm Allowance	1,000	572	1,000	628	867

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	FIRE DEPARTMENT				
	Actual FY 19-20	**Actual FY 20-21**	**Adopted FY 21-22**	**YTD 03/31/22**	**Proposed FY 22-23**
4210 OPEB Expense	6,928	-		-	
Maintenance & Operations	33,494	13,862	64,511	29,663	46,244
5204 Operating Supplies	9,742	811	6,000	658	6,000
6207 Equipment Replacement Charge	3,875	2,674	4,115	3,086	3,292
6208 Dues & Subscriptions	-	-	1,000	-	500
6213 Meetings & Travel	1,314	-	4,586	531	5,816
6214 Professional & Technical	-	-	22,000	20,000	2,000
6215 Repairs & Maintenance	-	404	2,850	-	3,850
6217 Software Maintenance	10,116	7,525	10,475	2,950	10,851
6219 Network Operating Charge	6,900	-	6,900	-	6,900
6223 Training & Education	489	1,729	4,500	1,300	4,950
6254 Telephone	960	720	960	800	960
6257 Public Education	98	-	1,125	338	1,125
(3206) FIRE DEPARTMENT	**-**	**16,850**		**16,850**	
Maintenance & Operations	-	16,850		16,850	
6223 Training & Education	-	16,850		-	
6299 CUPA Grant Expenditures	-	-		16,850	
(601) EQUIPMENT REPLACEMENT	**(130,358)**	**-**	**84,075**	**-**	**308,436**
(3201) ADMINISTRATION			**15,900**	**-**	**5,300**
Capital Outlay			15,900	-	5,300
8104 Equipment			7,350	-	
8105 Automotive			8,550	-	5,300
(3202) SUPPRESSION	**(22,645)**	**-**	**21,651**	**-**	**231,510**
Capital Outlay	(22,645)	-	21,651	-	231,510
8104 Equipment	(83,192)	-	3,644	-	35,084
8105 Automotive	3,880	-	7,425	-	169,081
8106 Communication	46,469	-	5,417	-	15,473
8108 Computer Hardware	10,198	-	5,165	-	11,872
(3203) PARAMEDIC	**(12,661)**	**-**	**19,635**	**-**	**50,912**
Capital Outlay	(12,661)	-	19,635	-	50,912
8104 Equipment			3,121	-	25,266
8105 Automotive	(12,661)	-	5,514	-	25,646
8106 Communication			11,000	-	
(3204) PREVENTION	**(112,047)**	**-**	**8,049**	**-**	**10,560**
Capital Outlay	(112,047)	-	8,049	-	10,560
8105 Automotive	(112,047)	-	8,049	-	10,560
(3205) ENVIRONMENTAL SAFETY	**-**	**-**	**6,153**	**-**	**3,292**
Capital Outlay	-	-	6,153	-	3,292
8104 Equipment			4,300	-	
8105 Automotive	-	-	1,853	-	3,292
(3255) EMERGENCY MANAGEMENT	**16,994**	**-**	**12,687**	**-**	**6,862**
Capital Outlay	16,994	-	12,687	-	6,862
8104 Equipment			6,020	-	4,704
8106 Communication	16,994	-		-	2,158
8108 Computer Hardware			6,667	-	
(702) TRUST FUNDS - SPECIAL REVENUE/DONATIONS			**15,000**	**3,259**	
(3201) ADMINISTRATION			**15,000**	**3,259**	
Maintenance & Operations			15,000	3,259	
2601 Fire Donations			15,000	3,259	
Grand Total	**18,087,434**	**66,951,936**	**14,729,690**	**11,227,557**	**14,505,346**

CITY OF EL SEGUNDO
DEVELOPMENT SERVICES
ORGANIZATION CHART
FISCAL YEAR 2022-2023



CITY OF EL SEGUNDO
DEVELOPMENT SERVICES DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2019-2020 TO 2022-2023

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
Development Services Department				
Director of Development Services	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Building Safety Manager	1.00	1.00	1.00	1.00
Assistant Planner	2.00	2.00	1.00	1.00
Building Inspector I / II	1.00	1.00	1.00	1.00
Code Compliance Inspector	1.00	1.00	1.00	1.00
License Permit Specialist I/II	2.00	2.00	2.00	2.00
Plan Check Engineer	1.00	1.00	2.00	2.00
Planning Technician	1.00	1.00	1.00	1.00
Principal Planner	2.00	2.00	2.00	2.00
Senior Administrative Specialist	1.00	1.00	1.00	1.00
Senior Building Inspector	2.00	2.00	2.00	2.00
Senior Plan Check Engineer	1.00	1.00	1.00	1.00
Sub-total Full-Time	**17.00**	**17.00**	**17.00**	**17.00**
Part-Time FTEs				
Administrative Analyst	-	-	0.67	-
Sub-total Part-Time	**-**	**-**	**0.67**	**-**
Total Development Services Department	**17.00**	**17.00**	**17.67**	**17.00**

CITY OF EL SEGUNDO
DEVELOPMENT SERVICES DEPARTMENT PROFILE

MISSION STATEMENT: Meet the needs of the community through responsible planning while maintaining a safe built environment for El Segundo's residents, businesses, and visitors.

The Development Services Department has 17 full-time positions spread among two primary divisions.

Administration: Provides the overall administrative direction for the department; provides management and technical oversight of the divisions and administers the CDBG program.

Planning Division: The Planning Division promotes and enhances the well-being of residents, visitors, property owners, and businesses of the City of El Segundo. Long-range planning is accomplished through the General Plan, which serves as the City's road map and guides the overall built form of the City. Division staff develop and implement the General Plan; administers land uses through the zoning, subdivision, and environmental codes; and provides staff support to the Planning Commission.

Building & Safety Division: The Building and Safety Division ensure the health, safety, and welfare of the residents of the City of El Segundo by regulating the construction and occupancy of buildings. Division staff provide development and building services by educating, administering, and enforcing State and local construction regulations to maintain property and protect life, safety, and health of all occupants; conducts plan reviews; issues permits; and provides inspection services in a professional, flexible, and equitable manner.

Neighborhood Preservation: Our neighborhoods are the environment in which we live and raise our families. Blight and nuisances can devalue, detract, and degrade the quality of any neighborhood. Recognizing the importance of protecting this environment, Code Compliance Inspectors work closely with the community to help provide, protect, and preserve public health and safety regulations including environmental, housing, public nuisance, zoning, and building code.

Housing: Many Mansions serves as the City's Affordable Housing Services Provider, providing support services to Department staff in the development and management of affordable housing units, services, and programs. The City's Housing programs are guided by an Affordable Housing Strategic Plan, establishing policy guidance for the creation and management of affordable housing units to meet the needs of low- and moderate-income residents and state-mandated affordable housing goals.

ACCOMPLISHMENTS IN FISCAL YEAR 2021-22:

Completed:

- Affordable Housing Service Provider contract award to Many Mansions
- Completed and adopted 6th Cycle Housing Element
- Completed South Campus Specific Plan Amendment and Chargers National Football team headquarters entitlements
- Completed Smoky Hollow Specific Plan Amendment and Standard Works entitlements
- Completed Pacific Coast Commons Specific Plan adoption and mixed-use development entitlements
- Successfully filled vacant position(s) – Development Services Director, Planning Manager, Planning Technician
- Eliminated dependency on the outside consultants for plan review
- Amended city zoning code – 4 to 6 code sections
- Completed backlog of document imaging and scanning of microfilms into Laserfiche for Building and Safety
- Completed implementation of new permitting system
- Implemented 2-hour window inspection
- Implemented electronic Sign in sheet for the Development Services Center
- Remodeled the Development Services Center to provide a more welcoming environment and to provide a true one stop service
- Initiated monitoring and monthly reporting of Department activities and key performance indicators for each division
- Implemented monthly meetings with all the departments involved in Development Services Center

- Implemented an online Fee Calculator for the applicants to find out the estimated fees for their proposed projects
- Implemented QR Code for several aspects of the Development Services Center
- Implemented electronic approval for different departments involved in plan review and permitting process to reduce the time it takes to issue permits
- Completed SB9 study and development of objective design standards for two-unit development and urban lot splits in the R1 zone

Key Performance Indicators July 2021 – June 2022*		
No. of Counter Customers	2,165	
Plan Checks Processed	1,699	7 Business Days
Planning Division	**# Processed**	**Avg. Processing Time**
Zoning Conformance Letters	20	10 days
Covenants	37	3 days
Sign Permits	23	5 days
Master Sign Programs	2	20 days
Preliminary Plan Review	8	30 days
Temporary Use Permit	9	15 days
Amplified Sound Permit	13	2 days
Administrative Use Permits	5	Alcohol – 3 months Signs – 45 days
Adjustments	1	60 days
Design review	3	Director – 45 days Planning Commission – 3 months
Development Project Entitlements	8	3-6 months
Building and Safety		
Building Permits Issued	1,442	38
Inspections	1,620	Within 24-hours
Building/Project Finals	661	
Address Requests	33	10 working days
Total New Floor Area (sq. ft.)	9,241	
Total New Construction Valuation	$161,534,890	
		Closure Rate
Code Enforcement Cases Initiated	95	
Code Enforcement Cases Closed	80	84%
Administrative Citations Issued	7	

*Data generated July 2021 - May 2022

GOALS & OBJECTIVES FOR FISCAL YEAR 2022-23:

- Conduct Department assessment of performance metrics (plan check processing, entitlement processing, staffing capacity, inspection request window, etc.)
- Identify and implement measures to improve Department Key Performance Indicators
- Initiate Smoky Hollow Specific Plan clean up amendment
- Initiate linkage fee study and development
- Create engaging and informative Department materials regarding Development Services and codes
- Initiate comprehensive Parking Code update
- Initiate comprehensive City-wide parking permit program
- Initiate residential development incentive study

- Initiate implementation of Housing Element goals/policies (overlay zones, text amendments, etc.)
- Complete Downtown Specific Plan Update
- Complete outdoor dining program
- Complete Home Share program study/implementation
- Complete development of Department Standard Operating Procedures
- Issue RFP for Building and Safety on-call plan check services
- Issue RFQ for Contract Planning Services for reimbursable projects/accounts
- Complete Affordable Housing Strategic Plan
- Complete development and implementation of Vehicle Miles Traveled (VMT) model and calculator
- Initiate document imaging and scanning of microfilms into Laserfiche for Planning Division
- Develop and implement Development Services community engagement program
- Complete staffing recruitment to build out Neighborhood Preservation Unit, Management Analyst, and Senior Planner

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department	DEVELOPMENT SERVICES DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**2,961,509**	**6,457,730**	**3,098,785**	**1,929,304**	**3,828,987**
(2404) ADMINISTRATION	**342,914**	**4,710,553**	**302,786**	**266,994**	**486,859**
Salaries & Benefits	263,925	4,652,490	211,586	178,202	265,169
Maintenance & Operations	78,988	58,063	91,200	88,792	221,690
(2402) PLANNING	**1,089,918**	**733,421**	**1,138,539**	**553,414**	**1,382,609**
Salaries & Benefits	1,036,655	583,885	985,602	447,011	898,459
Maintenance & Operations	53,263	149,536	152,937	106,403	484,150
(2403) BUILDING & SAFETY	**1,453,530**	**980,169**	**1,570,375**	**1,035,096**	**1,872,434**
Salaries & Benefits	1,158,693	940,429	1,265,022	816,165	1,446,198
Maintenance & Operations	294,837	39,740	305,353	218,931	426,236
(2743) SENIOR IN-HOME CARE	**17,977**	**-**	**24,442**	**20,000**	**24,442**
Salaries & Benefits	2,373	-	4,442	-	4,442
Maintenance & Operations	15,604	-	20,000	20,000	20,000
(2747) JUVENILE DIVERSION	**9,804**	**9,675**	**12,000**	**12,000**	**12,000**
Maintenance & Operations	9,804	9,675	12,000	12,000	12,000
(2778) DELIVERED MEALS	**37,991**	**17,250**	**34,643**	**25,000**	**34,643**
Salaries & Benefits	14,991	-	9,643	-	9,643
Maintenance & Operations	23,000	17,250	25,000	25,000	25,000
(2779) COMMUNITY OUTREACH ADMINISTRATION	**9,375**	**6,662**	**16,000**	**16,800**	**16,000**
Maintenance & Operations	9,375	6,662	16,000	16,800	16,000
(111) COMM. DEVEL. BLOCK GRANT	**104,808**	**-**	**125,000**	**1,092**	**75,000**
(2781) COMMUNITY DEVELOPMENT DEPARTMENT	**104,808**	**-**	**125,000**	**1,092**	**75,000**
Capital Outlay	104,808	-	125,000	1,092	75,000
(116) RESIDENTIAL SOUND INSULATION PROG. FUND	**466**	**609**	**800**	**707**	**800**
(0000) (116) RESIDENTIAL SOUND INSULATION PROG. FUND	**466**	**609**	**800**	**707**	**800**
Salaries & Benefits	(50)	-		-	
Maintenance & Operations	515	609	800	707	800
(125) STATE GRANTS	**-**	**-**		**48,973**	
(2402) PLANNING	**-**	**-**		**48,973**	
Maintenance & Operations	-	-		48,973	
(130) AFFORDABLE HOUSING FUND	**2,250**	**30,584**	**200,000**	**-**	**200,000**
(0000) (130) AFFORDABLE HOUSING FUND	**2,250**	**30,584**	**200,000**	**-**	**200,000**
Maintenance & Operations	2,250	30,584	200,000	-	200,000
(504) SENIOR HOUSING	**78,444**	**96,769**	**75,313**	**48,466**	**75,313**
(0000) (504) SENIOR HOUSING	**7,113**	**7,599**	**75,313**	**30,535**	**75,313**
Maintenance & Operations	7,113	7,599	15,313	5,535	15,313
Capital Outlay	-	-	60,000	25,000	60,000
(2201) (504) SENIOR HOUSING	**9,148**	**5,914**		**4,706**	
Maintenance & Operations	9,148	5,914		4,706	
(2743) (504) SENIOR HOUSING	**62,183**	**83,256**		**13,225**	
Salaries & Benefits	62,183	83,256		13,225	
(601) EQUIPMENT REPLACEMENT			**8,564**	**-**	**6,010**
(2402) PLANNING			**8,445**	**-**	**2,694**
Capital Outlay			8,445	-	2,694
(2403) BUILDING & SAFETY			**119**	**-**	**3,316**
Capital Outlay			119	-	3,316
(708) TRUST FUNDS-PROJECT DEPOSITS NONREFUNDAB	**29,886**	**125,284**	**1,900,000**	**1,438,149**	
(2402) PLANNING	**29,886**	**125,284**	**1,900,000**	**719,532**	
Capital Outlay	29,886	125,284	1,900,000	719,532	
(2403) BUILDING & SAFETY	**-**	**-**	**-**	**718,617**	
Capital Outlay	-	-	-	718,617	
Grand Total	**3,177,363**	**6,710,976**	**5,408,462**	**3,466,690**	**4,186,110**

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2022-2023

Department	001 GENERAL FUND DEVELOPMENT SERVICES DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**2,961,509**	**6,457,730**	**3,098,785**	**1,929,304**	**3,828,987**
Salaries & Benefits	**2,476,638**	**6,176,805**	**2,476,295**	**1,441,377**	**2,623,911**
4101 Salaries Full Time	1,601,942	1,082,370	1,783,015	1,077,459	1,873,635
4102 Salaries Part Time	15,535	3,868	28,000	13,504	35,800
4103 Overtime	3,811	7,803	11,100	7,144	12,000
4113 Reimbursable Overtime	62,054	71,710	70,000	28,486	80,000
4117 Opt - Out Payments	3,250	-	4,000	-	
4201 Retirement CalPERS	441,612	315,591	134,355	80,890	179,713
4202 FICA	121,956	84,865	137,362	84,966	149,068
4203 Workers' Compensation	48,182	35,131	61,349	33,175	62,206
4204 Group Insurance	146,568	119,526	246,114	114,999	230,622
4205 Uniform Allowance	1,000	491	1,000	753	867
4207 CalPERS UAL Expense	-	4,430,449		-	
4210 OPEB Expense	30,729	1		-	
4217 Early Retirement Incentive	-	25,000		-	
Maintenance & Operations	**484,871**	**280,925**	**622,490**	**487,927**	**1,205,076**
5204 Operating Supplies	14,178	6,816	14,000	19,487	14,000
5206 Computer Supplies	3,355	5,997	6,500	162	
6102 Electric Utility	62	109		77	
6201 Advertising/Publishing	4,908	2,448	7,200	3,717	8,200
6206 Contractual Services	9,375	6,662	16,000	16,800	16,000
6207 Equipment Replacement Charge	17,852	6,526	4,040	5,019	5,416
6208 Dues & Subscriptions	2,448	2,436	5,300	2,767	15,760
6213 Meetings & Travel	2,436	131	7,250	784	5,050
6214 Professional & Technical	358,515	198,983	478,000	423,820	1,057,000
6215 Repairs & Maintenance	-	5,165	1,900	-	1,900
6219 Network Operating Charge	50,000	33,750	50,000	-	47,000
6223 Training & Education	12,833	4,749	14,400	4,143	16,850
6253 Postage	1,076	535	2,900	319	2,900
6254 Telephone	6,072	5,420	6,000	8,267	6,000
6260 Equipment Leasing Costs	-	-	6,000	-	6,000
6263 Commissioners Expense	1,761	1,200	3,000	2,565	3,000
Grand Total	**2,961,509**	**6,457,730**	**3,098,785**	**1,929,304**	**3,828,987**

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	DEVELOPMENT SERVICES DEPARTMENT

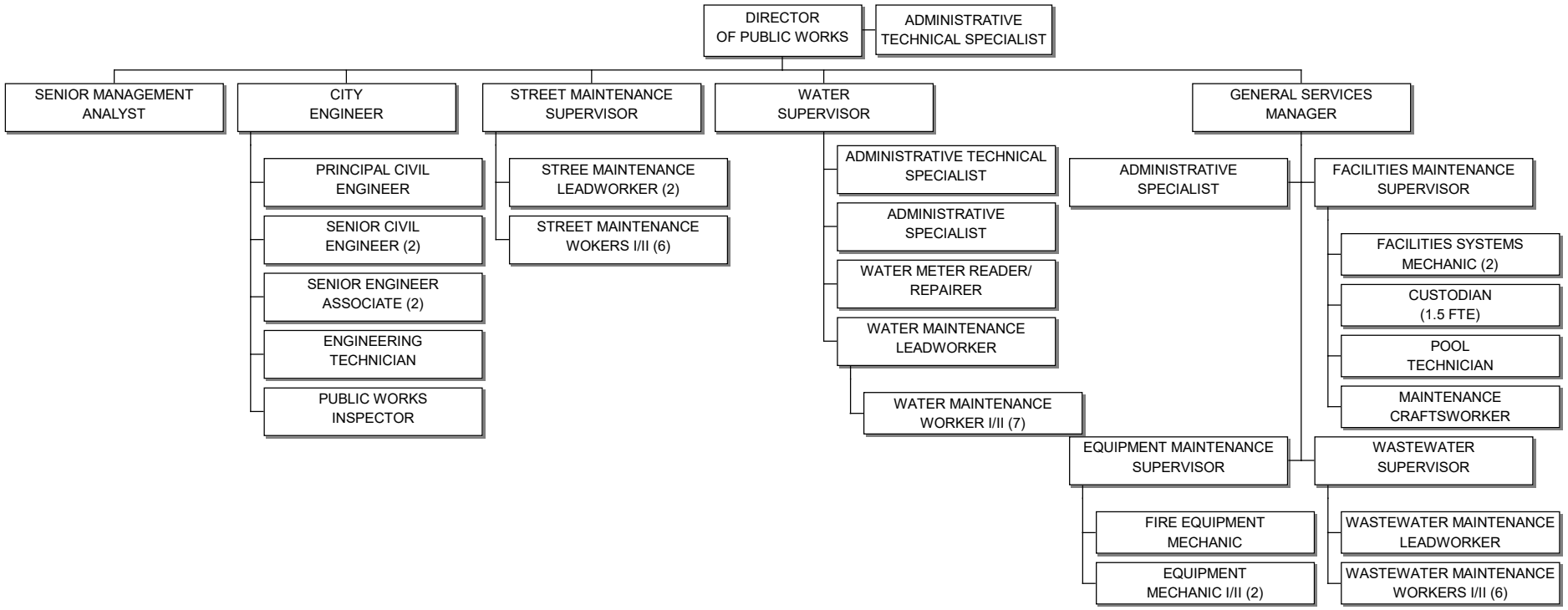
	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**2,961,509**	**6,457,730**	**3,098,785**	**1,929,304**	**3,828,987**
(2404) ADMINISTRATION	**342,914**	**4,710,553**	**302,786**	**266,994**	**486,859**
Salaries & Benefits	263,925	4,652,490	211,586	178,202	265,169
4101 Salaries Full Time	192,847	146,359	164,892	151,539	204,441
4102 Salaries Part Time			15,000	-	15,000
4103 Overtime			1,500	-	1,500
4201 Retirement CalPERS	50,303	37,374	12,944	5,243	17,683
4202 FICA	11,833	9,234	12,481	13,043	15,640
4203 Workers' Compensation	1,697	1,281	1,259	1,111	1,425
4204 Group Insurance	3,653	2,793	3,510	7,265	9,480
4207 CalPERS UAL Expense	-	4,430,449		-	
4210 OPEB Expense	3,592	1		-	
4217 Early Retirement Incentive	-	25,000		-	
Maintenance & Operations	78,988	58,063	91,200	88,792	221,690
5204 Operating Supplies	13,696	6,691	14,000	15,930	14,000
5206 Computer Supplies	3,355	5,997	6,500	79	
6102 Electric Utility	62	109		77	
6208 Dues & Subscriptions	197	317	1,000	888	1,590
6213 Meetings & Travel	775	114	2,500	-	1,300
6214 Professional & Technical	3,316	-		65,217	140,000
6215 Repairs & Maintenance	-	5,165	1,900	-	1,900
6219 Network Operating Charge	50,000	33,750	50,000	-	47,000
6223 Training & Education	1,613	500	2,400	200	3,000
6253 Postage	-	-	900	-	900
6254 Telephone	5,974	5,420	6,000	6,401	6,000
6260 Equipment Leasing Costs	-	-	6,000	-	6,000
(2402) PLANNING	**1,089,918**	**733,421**	**1,138,539**	**553,414**	**1,382,609**
Salaries & Benefits	1,036,655	583,885	985,602	447,011	898,459
4101 Salaries Full Time	672,063	340,810	715,141	328,701	657,189
4102 Salaries Part Time	-	3,868		13,504	7,800
4103 Overtime	1,368	3,355	1,600	1,210	2,500
4113 Reimbursable Overtime	34,161	31,288	30,000	12,245	40,000
4117 Opt - Out Payments	2,750	-	3,000	-	
4201 Retirement CalPERS	190,155	125,162	57,104	26,022	58,353
4202 FICA	51,203	29,063	56,126	25,417	50,872
4203 Workers' Compensation	21,789	13,549	22,797	12,391	22,560
4204 Group Insurance	50,263	36,790	99,834	27,521	59,186
4210 OPEB Expense	12,903	(0)		-	
Maintenance & Operations	53,263	149,536	152,937	106,403	484,150
5204 Operating Supplies	-	-		3,483	
6201 Advertising/Publishing	4,848	2,448	6,500	3,717	7,500
6207 Equipment Replacement Charge	2,725	1,533	1,437	1,675	2,100
6208 Dues & Subscriptions	1,724	1,474	2,000	1,399	11,700
6213 Meetings & Travel	894	16	2,000	-	1,000
6214 Professional & Technical	40,468	140,481	131,000	92,857	450,000
6223 Training & Education	(255)	1,849	5,000	389	6,850
6253 Postage	1,076	535	2,000	319	2,000
6254 Telephone	21	-		-	
6263 Commissioners Expense	1,761	1,200	3,000	2,565	3,000
(2403) BUILDING & SAFETY	**1,453,530**	**980,169**	**1,570,375**	**1,035,096**	**1,872,434**
Salaries & Benefits	1,158,693	940,429	1,265,022	816,165	1,446,198
4101 Salaries Full Time	737,031	595,201	902,982	597,218	1,012,005
4103 Overtime	2,443	4,449	8,000	5,935	8,000
4113 Reimbursable Overtime	27,893	40,421	40,000	16,241	40,000
4117 Opt - Out Payments	500	-	1,000	-	
4201 Retirement CalPERS	201,153	153,055	64,307	49,625	103,677
4202 FICA	57,731	46,568	67,761	46,506	81,563
4203 Workers' Compensation	24,056	20,301	37,202	19,673	38,130
4204 Group Insurance	92,652	79,943	142,770	80,213	161,956
4205 Uniform Allowance	1,000	491	1,000	753	867
4210 OPEB Expense	14,233	0		-	
Maintenance & Operations	294,837	39,740	305,353	218,931	426,236
5204 Operating Supplies	483	125		74	
5206 Computer Supplies	-	-		83	
6201 Advertising/Publishing	60	-	700	-	700
6207 Equipment Replacement Charge	15,127	4,993	2,603	3,345	3,316
6208 Dues & Subscriptions	527	645	2,300	480	2,470
6213 Meetings & Travel	767	-	2,750	784	2,750
6214 Professional & Technical	266,322	31,576	290,000	208,747	410,000
6223 Training & Education	11,475	2,400	7,000	3,554	7,000
6254 Telephone	76	-		1,865	
(2743) SENIOR IN-HOME CARE	**17,977**	**-**	**24,442**	**20,000**	**24,442**
Salaries & Benefits	2,373	-	4,442	-	4,442
4102 Salaries Part Time	2,124	-	4,100	-	4,100
4202 FICA	162	-	313	-	313
4203 Workers' Compensation	87	-	29	-	29
Maintenance & Operations	15,604	-	20,000	20,000	20,000
6214 Professional & Technical	15,604	-	20,000	20,000	20,000
(2747) JUVENILE DIVERSION	**9,804**	**9,675**	**12,000**	**12,000**	**12,000**
Maintenance & Operations	9,804	9,675	12,000	12,000	12,000
6214 Professional & Technical	9,804	9,675	12,000	12,000	12,000
(2778) DELIVERED MEALS	**37,991**	**17,250**	**34,643**	**25,000**	**34,643**
Salaries & Benefits	14,991	-	9,643	-	9,643
4102 Salaries Part Time	13,412	-	8,900	-	8,900
4202 FICA	1,026	-	681	-	681
4203 Workers' Compensation	553	-	62	-	62
Maintenance & Operations	23,000	17,250	25,000	25,000	25,000
6214 Professional & Technical	23,000	17,250	25,000	25,000	25,000
(2779) COMMUNITY OUTREACH ADMINISTRATION	**9,375**	**6,662**	**16,000**	**16,800**	**16,000**
Maintenance & Operations	9,375	6,662	16,000	16,800	16,000
6206 Contractual Services	9,375	6,662	16,000	16,800	16,000
(111) COMM. DEVEL. BLOCK GRANT	**104,808**	**-**	**125,000**	**1,092**	**75,000**
(2781) COMMUNITY DEVELOPMENT DEPARTMENT	**104,808**	**-**	**125,000**	**1,092**	**75,000**
Capital Outlay	104,808	-	125,000	1,092	75,000
8441 Concrete Ramps-ADA Sidewalk Imp. Proj.II	104,808	-		1,092	
8499 Concrete Ramps-ADA Sidewalk Imp.Proj II	-	-	125,000	-	75,000
(116) RESIDENTIAL SOUND INSULATION PROG. FUND	**466**	**609**	**800**	**707**	**800**
(0000) (116) RESIDENTIAL SOUND INSULATION PROG. FUND	**466**	**609**	**800**	**707**	**800**
Salaries & Benefits	(50)	-		-	
4101 Salaries Full-Time	(46)	-		-	

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	DEVELOPMENT SERVICES DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
4202 FICA	(3)	-		-	
4203 Workers' Compensation	(1)	-		-	
Maintenance & Operations	515	609	800	707	800
6102 Electric Utility	-	-	200	-	200
6103 Water Utility	515	609	600	707	600
(125) STATE GRANTS	**-**	**-**		**48,973**	
(2402) PLANNING	**-**	**-**		**48,973**	
Maintenance & Operations	-	-		48,973	
3727 California Housing & Community Dev	-	-		48,973	
(130) AFFORDABLE HOUSING FUND	**2,250**	**30,584**	**200,000**	**-**	**200,000**
(0000) (130) AFFORDABLE HOUSING FUND	**2,250**	**30,584**	**200,000**	**-**	**200,000**
Maintenance & Operations	2,250	30,584	200,000	-	200,000
6214 Professional & Technical	2,250	30,584	200,000	-	200,000
(504) SENIOR HOUSING	**78,444**	**96,769**	**75,313**	**48,466**	**75,313**
(0000) (504) SENIOR HOUSING	**7,113**	**7,599**	**75,313**	**30,535**	**75,313**
Maintenance & Operations	7,113	7,599	15,313	5,535	15,313
6249 Fees & Licenses	-	-		50	
6286 General Admin Charges	7,113	7,599	7,313	5,485	7,313
6301 Legal Councel			8,000	-	8,000
Capital Outlay	-	-	60,000	25,000	60,000
8103 Other Improvements	-	-	60,000	25,000	60,000
(2201) (504) SENIOR HOUSING	**9,148**	**5,914**		**4,706**	
Maintenance & Operations	9,148	5,914		4,706	
6301 Legal Councel	9,148	5,914		4,706	
(2743) (504) SENIOR HOUSING	**62,183**	**83,256**		**13,225**	
Salaries & Benefits	62,183	83,256		13,225	
4102 Salaries Part Time	54,211	72,765		11,832	
4201 Retirement CalPERS	1,591	1,926		-	
4202 FICA	4,147	5,567		905	
4203 Workers' Compensation	2,234	2,998		488	
(601) EQUIPMENT REPLACEMENT			**8,564**	**-**	**6,010**
(2402) PLANNING			**8,445**	**-**	**2,694**
Capital Outlay			8,445	-	2,694
8104 Equipment			8,445	-	2,694
(2403) BUILDING & SAFETY			**119**	**-**	**3,316**
Capital Outlay			119	-	3,316
8105 Automotive			119	-	3,316
(708) TRUST FUNDS-PROJECT DEPOSITS NONREFUNDAB	**29,886**	**125,284**	**1,900,000**	**1,438,149**	
(2402) PLANNING	**29,886**	**125,284**	**1,900,000**	**719,532**	
Capital Outlay	29,886	125,284	1,900,000	719,532	
8220 Downtown Specific Plan	-	-		444,377	
8807 General Plan Maintenance	29,886	125,284	1,900,000	275,155	
(2403) BUILDING & SAFETY	**-**	**-**	**-**	**718,617**	
Capital Outlay	-	-	-	718,617	
8807 Civic Center Maintenance & Repairs	-	-	-	718,617	
Grand Total	**3,177,363**	**6,710,976**	**5,408,462**	**3,466,690**	**4,186,110**

CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
ORGANIZATION CHART
FISCAL YEAR 2022-2023



CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2019-2020 TO 2022-2023

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
Public Works Department				
Director of Public Works	1.00	1.00	1.00	1.00
General Services Manager	1.00	1.00	1.00	1.00
Administrative Specialist (Water Fund)	1.00	1.00	1.00	1.00
Administrative Technical Specialist	1.00	1.50	2.00	1.00
City Engineer	1.00	1.00	1.00	1.00
Custodian	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Equipment Mechanic I/II	2.00	2.00	2.00	2.00
Facilities Maintenance Supervisor	1.00	1.00	1.00	1.00
Facilities Systems Mechanic	2.00	3.00	3.00	3.00
Fire Equipment Mechanic	2.00	2.00	2.00	2.00
Maintenance Craftworker	-	1.00	-	-
Pool Maintenance Technician	1.00	1.00	1.00	1.00
Principal Civil Engineer	1.00	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00
Senior Civil Engineer	2.00	2.00	2.00	1.00
Senior Engineer Associate	2.00	2.00	2.00	2.00
Senior Management Analyst	1.00	1.00	1.00	1.00
Street Maintenance Supervisor	1.00	1.00	1.00	1.00
Street Maintenance Leadworker	2.00	2.00	2.00	2.00
Street Maintenance Worker I/II	6.00	6.00	6.00	6.00
Wastewater Supervisor	1.00	1.00	1.00	1.00
Wastewater Maintenance Leadworker	1.00	1.00	1.00	1.00
Wastewater Maintenance Worker I/II	4.00	4.00	6.00	6.00
Water Maintenance Leadworker	2.00	1.00	2.00	2.00
Water Maintenance Worker I/II	6.00	7.00	4.00	4.00
Water Meter Reader/Repairer	1.00	1.00	1.00	1.00
Water Supervisor	1.00	1.00	1.00	1.00
Sub-total Full-Time	**48.00**	**50.50**	**50.00**	**48.00**
Part-Time FTEs				
Administrative Specialist	0.50	0.50	-	-
Custodian	1.00	1.00	-	-
Park Maintenance Workers	-	-	3.40	-
Facilities Maintenance Worker	-	-	-	-
Street Maintenance Worker	-	-	-	-
Water Maintenance Worker I/II	-	-	0.50	-
Sub-total Part-Time	**1.50**	**1.50**	**3.90**	**-**
Total Public Works Department	**49.50**	**52.00**	**53.90**	**48.00**

For fiscal year 20-21, the park maintenance staff was transferred to the Public Works Department from Recreation and Parks Department.

CITY OF EL SEGUNDO
PUBLIC WORKS DEPARTMENT PROFILE

MISSION STATEMENT: To deliver the highest quality public works services to residents and businesses in the City of El Segundo by providing outstanding public service; diligently maintaining City facilities and public infrastructure; and delivering the projects in the City's Capital Improvement Program (CIP) in a safe, logical, expedient, and cost-effective manner.

The Public Works Department has 50 FTE's spread among four distinct divisions. While a portion of the Department's operating costs are funded by the General Fund, the majority of the Department's operating budget is comprised of the City's Water Enterprise Fund and Wastewater Enterprise Fund.

PUBLIC WORKS ADMINISTRATION:

Provides overall administrative direction; ensures the Department provides the best service to the residents and the businesses in the City; represents the City with regard to regional, inter-agency and outside organization issues; manages the delivery of high profile projects; provides technical support to Planning Commission and various Committees, other City Departments, the City Manager, and City Council.

Solid Waste: Administers the City's Solid Waste Collection Contract for single-family and duplex properties and City-owned facilities; administers the City's Source Reduction and Recycling (SRRE) Program; supports the Environmental Committee, and provides technical assistance and outreach to increase awareness of waste reduction and recycling. It also manages City's Commercial and Multi-Family Solid Waste Collection Permit Program to meet current State-mandated requirements, including AB 341 (Commercial Recycling) and AB 1826 (Organics Recycling), and SB 1383 (Organic Recycling).

GENERAL SERVICES DIVISION:

Government Buildings: Operates and maintains 46 distinct City facilities comprised of over 260,000 square feet of space, including: City Hall; Fire Stations 1 & 2; the Police Station; Library; Maintenance Facility (the "Yard"); Water Plant; Recreation Parks, Parks buildings, the Aquatics Center, and the Plunge.

Wastewater: Operates and maintains the City's wastewater collection system, which consists of nine lift stations, 18 pumps, and approximately 57 miles of sewer mains. The lift stations run in an automatic mode 24 hours per day, 365 days a year to convey flow of over a half-billion gallons of sewage effluent to treatment plants operated by LA City and LA County.

Storm Drains: Operates and maintains the City's storm drain system that consists of approximately 18 miles of underground storm sewer pipes, including 400 catch basins; several drainage basins; three lift stations; and several underground force mains.

Equipment Maintenance: Maintains both motorized and portable equipment for 21 separate Divisions within the Fire, Police, Parks, Planning, Public Works and Library Departments; readies for service new Police and Fire equipment; administers the equipment replacement and vehicle operating budgets; evaluates equipment for replacement; prepares specifications necessary for the acquisition of the equipment; and, determines the disposal of vehicles and equipment to be sold at auction. Equipment Maintenance also coordinates the annual Department of Transportation Smog Program audits, the annual California Highway Patrol inspections, the annual CAL-OSHA crane inspection, and the operation of the fuel storage and monitoring systems.

ENGINEERING DIVISION:

The Engineering Division performs the review, approval, and construction of public and private improvements in the public right-of-way, develops and implements the Capital Improvement Program, reviews and provides approval conditions for private development applications and projects in support of Development Services Department, coordinates with Hyperion regarding the Hyperion Citizen's Advisory Committee, manages the Capital Improvement Program Advisory Committee; and ensures compliance with and participation in various regional programs such as the NPDES Permit and South Bay Cities COG

initiatives and projects. Engineering Division also provides grant oversight and administration; keeps and maintains record drawings of City-owned infrastructure; and provides engineering support to other City Departments and other Divisions within the Public Works Department.

PARKS/TREES DIVISION:

The Parks/Trees Division oversees the landscape maintenance operations of all city parks, Rec Park open space – Imperial Strip, city owned facilities including City Hall Campus, 2 fire stations, the Downtown District, Camp Eucalyptus and Campus El Segundo.

This Division also oversees tree maintenance operations for nearly 6,000 city owned trees including tree trimming, tree removals, new tree plantings and tree staking.

STREETS DIVISION:

Street Services: Administers the street sweeping contract and provides personnel and equipment to transport debris generated by City Departments to a transfer station.

Street Maintenance: Maintains approximately 57 miles of City streets and six (6) miles of alleyways; performs weed abatement and graffiti abatement in public property and public Right-Of-Way; repairs and/or replaces concrete curb, gutter and sidewalk and roadway surfaces; cleans spills of various non-hazardous materials in the public right-of-way; installs community banners; and provides First Responder services to emergencies in coordination with Police and Fire.

Traffic Safety: Manages the street lighting contract with Southern California Edison and coordinates contractual traffic signal maintenance services with the LA County Department of Public Works; maintains all roadway striping, marking and signage, crosswalks, parking stalls, street name signs; and posts temporary signs for community events.

WATER DIVISION: Operates, maintains, and repairs the City's water distribution system consisting of approximately 65 miles of pipe; 5,000 meters; 3 million gallon (MG) and 6 MG reservoirs; and the 200,000-gallon elevated tank and other water related assets. The City's Water Division follows stringent guidelines set by the EPA and the State of California Water Resources Control Board to assure the water delivery to the City's water customers is safe for consumption and meets all water quality and regulatory standards. The Water Division also monitors numerous facets of the City's water related projects stemming from Capital Improvement Projects to renovation projects from private residents and business owners; assuring the integrity of the City's water delivery system. The City's Water Division works closely with water purveyors at West Basin and Metropolitan Water District to ensure City's water customers benefit from water conservation programs and rebates during these times of drought. Water Division also assures accuracy within its water meter reading systems through its "smart" meter reading software to provide the upmost in customer service transparency through its billing system. The Water Division works closely with the City's Finance Department given their partnership in assuring all water related financial responsibilities are met.

ACCOMPLISHMENTS IN FISCAL YEAR 2021-2022:

- Significant efforts regarding the City's response to Coronavirus pandemic. This included both the closing and partial re-opening of all City buildings to the public, additional custodial cleaning and wipe down of high touch areas, installation of plexiglass and protective barriers throughout City buildings, and implementation of monthly replacement of all HVAC air filters. Also included working with other departments in the use of the public right of way for dining and other uses.
- Continuous delivery of an aggressive $10M Capital Improvement Program including Citywide Roadway Resurfacing, City Hall Windows Replacement, Grand Ave. Water Main Replacement, New Sidewalk installation of 400 W. Mariposa Ave. and 300 W. Pine Ave., Library Park Activation

Project, Fire Station #1 and #2 Floor Replacement, Civic Center Maintenance & Repairs, Plunge Replacement Design, Main and Imperial Entryway Project, City Hall Restroom ADA Improvement, Checkout Building Restroom Remodel, PD Women Bathroom Expansion, Sidewalk Repairs, Park Place Extension Design, and others.

- Participated in the "California Green Business Network" program and obtained about $60,000 grant funds from CalEPA for two years. These funds will be used to work with existing businesses in El Segundo and convert them to "Green" businesses by means of meeting with them and help them to take necessary steps to become "Green".
- Tracked tonnage and diversion rate for recyclables, green waste, bulky-items, and various roll-offs for City Facilities through Residential Solid Waste and Recycling Services provider (EDCO).
- Cooperatively improved the City's disposal and recycling programs with CalRecycle to ensure compliance with State laws and maintain compliance with external agency requirements and regulations by enforcing the new commercial and multi-family permit regulations.
- Implemented Ordinance No.1584 amending Title 5, Chapter 2 of the El Segundo Municipal Code (ESMC) to establish comprehensive regulations regarding solid waste management and establishing a permit process for, and regulations governing, providers of solid waste collection and transportation services to commercial premises and multi-family residential dwellings (three or more units), including the requirements of SB 1383.
- Initiated Citywide School District Traffic and Pedestrian Safety Design.
- Maintained and repaired streets, sidewalks, sewer mains, water mains, valves and meters, pump stations, generators, signage, vehicles, and other motorized equipment.
- Managed a compliant stormwater program; cleaned catch basins; and ensured public health and safety during storm events.
- Responded to emergencies in an expeditious manner without any issue.
- Provided support to other departments for City events such as the Farmer's Market and Candy Cane Lane, including traffic control; signage; banners, holiday decorations, and clean-up.
- Administered more than 100 contracts, including large contracts for street sweeping, trash collection, signal maintenance, and custodial services.
- Conducted and continue to conduct extensive cross training within Water Division staff due to the addition of new staff members and continues to recruit for new Water Division staff members
- Continued converting the City's analog water meters to the AMR (automatic meter reading) / "Smart" water meter platform utilizing City staff
- Water Division staff will continue to perform its daily water related duties and seek educational opportunities to assure staff is meeting all water regulatory mandates and compliance matters
- The Tree Division has planted 67 news trees and trimmed nearly 697 trees this fiscal year.

GOALS & OBJECTIVES FOR FISCAL YEAR 2022-2023:

- Continued response to Coronavirus pandemic, prepare for additional use of public right of way, transition to long term solutions
- Develop a "Parklet" program for outside dining.
- Continue providing great level of service to the residents and business of El Segundo, maintain the roads and sidewalks in a safe condition for pedestrians, bicyclists, and motorists.
- Commence the recommended improvements from the Citywide Facilities Condition Assessment and develop a multi-year CIP Programs in cooperation with the Finance Department.
- Maintain and repair the City's equipment and infrastructure as needed, including sewer mains, water mains, streets, sidewalks, curbs, gutters, pump stations, potable water reservoirs, vehicles other motorized equipment, and buildings.
- Deliver the annual Capital Improvement Program as approved by City Council.
- Ensure consistent, effective, efficient maintenance services are provided at the new Aquatics Center, in cooperation with Community Services Department.
- Provide staff support as needed for City events and emergencies, including traffic accidents; sewer overflows; main breaks; and abandoned items in the right-of-way.

- Provide outstanding customer service for all customers – internal and external; continue to represent the City's interests in regional programs and issues; coordinate with and outreach to the general public, residents, developers, contractors, utility companies and other public agencies.
- Effectively administer and oversee City contracts for services and support.
- Continue to cooperatively improve the City's disposal and recycling programs with CalRecycle to ensure compliance with State laws and maintain compliance with external agency requirements and regulations by enforcing the new commercial and multi-family permit regulations.
- Enforce Commercial and Multi-Family Permit Program.
- Improve training and educational opportunities for all Public Works staff.
- Continue to seek and secure grants for a variety of Public Works activities and projects; and to investigate more cost-effective ways to maintain and improve the City's infrastructure.
- Provide water customers with more options to pay water invoices
- Continue to support all City Boards, Commission and Committees.

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department: PUBLIC WORKS DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**7,226,520**	**10,714,838**	**6,389,428**	**5,045,217**	**7,094,856**
(4801) ADMINISTRATION	**132,175**	**5,554,527**	**116,248**	**84,377**	**129,379**
Salaries & Benefits	122,183	5,549,329	104,498	72,558	117,629
Maintenance & Operations	9,992	5,198	11,750	11,819	11,750
(2601) GOVERNMENT BUILDINGS	**2,023,036**	**1,585,668**	**1,822,249**	**1,476,057**	**2,069,064**
Salaries & Benefits	882,097	670,543	797,625	503,158	876,932
Maintenance & Operations	1,140,940	915,126	1,024,624	972,898	1,192,132
(4101) ENGINEERING	**926,624**	**659,249**	**770,474**	**636,979**	**1,055,115**
Salaries & Benefits	578,376	412,178	494,839	319,836	637,360
Maintenance & Operations	348,247	247,071	275,635	317,143	417,755
(4201) STREET SERVICES	**473,813**	**361,646**	**446,585**	**373,274**	**481,161**
Salaries & Benefits	265,407	205,360	217,345	157,365	252,031
Maintenance & Operations	208,406	156,286	229,240	215,908	229,130
(4202) STREET MAINTENANCE	**582,207**	**405,018**	**527,478**	**376,880**	**666,037**
Salaries & Benefits	429,163	307,471	383,650	292,254	494,166
Maintenance & Operations	153,044	97,547	143,828	84,626	171,871
(4205) TRAFFIC SAFETY	**1,023,700**	**613,574**	**829,996**	**483,289**	**845,666**
Salaries & Benefits	283,566	211,381	353,907	179,983	357,275
Maintenance & Operations	740,134	402,192	476,089	303,306	488,391
(4206) SOLID WASTE RECYCLING	**465,356**	**387,033**	**452,411**	**382,660**	**491,906**
Salaries & Benefits	188,091	152,929	156,411	90,660	165,906
Maintenance & Operations	277,265	234,103	296,000	292,000	326,000
(4302) STORM DRAINS	**398,546**	**163,299**	**236,788**	**189,836**	**177,853**
Salaries & Benefits	150,714	114,780	142,288	102,379	82,853
Maintenance & Operations	247,832	48,519	94,500	87,458	95,000
(4601) EQUIPMENT MAINTENANCE	**1,201,063**	**984,825**	**1,187,199**	**1,041,865**	**1,178,674**
Salaries & Benefits	749,233	521,551	677,990	389,471	482,118
Maintenance & Operations	451,830	463,274	509,209	652,394	696,556
(106) STATE GAS TAX FUND	**149,287**	**208,218**	**752,966**	**643,553**	**752,966**
(4202) STREET MAINTENANCE	**140,257**	**205,515**	**502,966**	**568,643**	**502,966**
Salaries & Benefits	140,257	135,877	152,966	92,386	152,966
Maintenance & Operations	-	69,638	350,000	476,257	350,000
(8203) STATE GAS TAX	**-**	**-**	**250,000**	**52,199**	**250,000**
Capital Outlay	-	-	250,000	52,199	250,000
(8206) STATE GAS TAX	**-**	**-**		**20,000**	
Maintenance & Operations	-	-		20,000	
(0000) (106) STATE GAS TAX FUND	**9,031**	**2,702**		**2,711**	
Salaries & Benefits	9,031	-		-	
Maintenance & Operations	-	2,702		2,711	
(110) MEASURE R	**1,525**	**24,372**	**6,000,000**	**5,994,541**	**600,000**
(8203) STATE GAS TAX	**1,525**	**24,372**	**6,000,000**	**5,994,541**	**600,000**
Capital Outlay	1,525	24,372	6,000,000	5,994,541	600,000
(114) PROP "C" TRANSPORTATION	**159,053**	**220,175**	**1,420,000**	**1,272,186**	**1,420,000**
(8203) STATE GAS TAX	**159,053**	**220,175**	**1,420,000**	**1,272,186**	**1,420,000**
Capital Outlay	159,053	220,175	1,420,000	1,272,186	1,420,000
(115) AIR POLUTION REDUCTION FUND	**28,797**	**-**	**100,000**	**-**	**100,000**
(0000) (115) AIR POLUTION REDUCTION FUND	**28,797**	**-**	**100,000**	**-**	**100,000**
Capital Outlay	28,797	-	100,000	-	100,000
(117) HYPERION MITIGATION FUND	**6,681**	**5,473**	**100,000**	**3,361**	**100,000**
(8601) HYPERION LANSCAPING	**6,681**	**5,473**	**97,892**	**3,361**	**97,892**
Maintenance & Operations	6,681	5,473	97,892	3,361	97,892
(8602) HYPERION LANSCAPING			**2,108**	**-**	**2,108**
Maintenance & Operations			2,108	-	2,108
(119) MTA GRANT	**-**	**294,218**	**300,000**	**-**	
(8203) STATE GAS TAX	**-**	**294,218**	**300,000**	**-**	
Capital Outlay	-	294,218	300,000	-	
(125) STATE GRANTS	**203**	**2,787**		**-**	
(4801) ADMINISTRATION	**203**	**2,787**		**-**	
Maintenance & Operations	203	2,787		-	
(128) SB-1	**-**	**346,298**	**-**	**217,094**	
(8203) STATE GAS TAX	**-**	**346,298**	**-**	**217,094**	
Capital Outlay	-	346,298	-	217,094	
(131) COUNTY STORM WATER PROGRAM	**-**	**62,085**	**-**	**-**	**350,000**
(8152) PUBLIC WORKS DEPARTMENT	**-**	**62,085**		**-**	
Capital Outlay	-	62,085		-	
(501) WATER UTILITY FUND	**25,014,884**	**18,520,755**	**31,314,039**	**18,609,235**	**31,359,005**
(7102) WATER-OPERATION	**24,988,458**	**18,349,789**	**27,660,239**	**16,492,180**	**27,705,205**
Salaries & Benefits	2,293,302	892,077	1,653,105	1,001,502	1,653,105
Maintenance & Operations	22,689,323	17,454,212	25,995,134	15,487,178	26,040,100
Capital Outlay	5,833	3,500	12,000	3,500	12,000
(7103) WATER-CAPITAL	**26,425**	**170,966**	**3,460,000**	**2,117,055**	**3,460,000**
Capital Outlay	26,425	170,966	3,460,000	2,117,055	3,460,000
(0000) (501) WATER UTILITY FUND			**193,800**	**-**	**193,800**
Transfers Out			193,800	-	193,800
(502) SEWER FUND	**4,978,088**	**3,430,721**	**6,520,356**	**3,470,987**	**6,500,017**
(4301) WASTEWATER	**4,949,993**	**3,204,776**	**4,966,356**	**3,311,225**	**4,946,017**
Salaries & Benefits	1,418,038	946,576	918,386	696,662	918,386
Maintenance & Operations	3,526,122	2,254,700	4,037,970	2,610,885	4,017,631
Capital Outlay	5,833	3,500	10,000	3,678	10,000
(8204) SANITRY SEWER CIP	**28,094**	**225,945**	**1,437,500**	**159,762**	**1,437,500**
Capital Outlay	28,094	225,945	1,437,500	159,762	1,437,500
(0000) (502) SEWER FUND			**116,500**	**-**	**116,500**
Transfers Out			116,500	-	116,500

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department	PUBLIC WORKS DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(505) SOLID WASTE	**248,012**	**168,372**	**270,000**	**270,000**	**270,000**
(0000) (505) SOLID WASTE	**248,012**	**168,372**	**270,000**	**270,000**	**270,000**
Maintenance & Operations	248,012	168,372	270,000	270,000	270,000
(601) EQUIPMENT REPLACEMENT	**29,430**	**-**	**2,198,749**	**-**	**166,118**
(2601) GOVERNMENT BUILDINGS			**428**	**-**	**22,239**
Capital Outlay			428	-	22,239
(4101) ENGINEERING			**20,899**	**-**	**3,055**
Capital Outlay			20,899	-	3,055
(4201) STREET SERVICES			**560**	**-**	**330**
Capital Outlay			560	-	330
(4202) STREET MAINTENANCE	**151,935**	**-**	**439,125**	**-**	**55,684**
Capital Outlay	151,935	-	439,125	-	55,684
(4205) TRAFFIC SAFETY			**143,559**	**-**	**10,391**
Capital Outlay			143,559	-	10,391
(4301) WASTEWATER			**842,563**	**-**	**46,488**
Capital Outlay			842,563	-	46,488
(4601) EQUIPMENT MAINTENANCE	**(122,504)**	**-**	**116,892**	**-**	**7,906**
Capital Outlay	(122,504)	-	116,892	-	7,906
(7102) WATER-OPERATION			**634,723**	**-**	**20,025**
Capital Outlay			634,723	-	20,025
Grand Total	**37,842,481**	**33,998,311**	**55,365,538**	**35,526,174**	**48,712,962**

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2022-2023

Department	001 GENERAL FUND PUBLIC WORKS DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**7,226,520**	**10,714,838**	**6,389,428**	**5,045,217**	**7,094,856**
Salaries & Benefits	**3,648,830**	**8,145,523**	**3,328,553**	**2,107,664**	**3,466,271**
4101 Salaries Full Time	2,147,882	1,638,961	2,241,898	1,437,708	2,407,068
4102 Salaries Part Time	109,486	41,539	86,713	19,225	46,713
4103 Overtime	64,816	35,555	57,729	39,759	57,729
4116 Standby Pay	29,793	18,483	26,100	16,729	26,100
4117 Opt - Out Payments	4,600	3,001	5,850	3,949	5,850
4201 Retirement CalPERS	568,637	416,017	159,425	117,346	191,077
4202 FICA	180,975	132,096	175,001	117,714	179,037
4203 Workers' Compensation	213,062	156,591	196,215	134,109	207,038
4204 Group Insurance	290,851	241,939	379,622	221,125	345,658
4207 CalPERS UAL Expense	-	5,461,339		-	
4210 OPEB Expense	38,728	2		-	
Maintenance & Operations	**3,577,691**	**2,569,316**	**3,060,875**	**2,937,554**	**3,628,585**
5201 Office Supplies	110	-		-	
5203 Repair & Maintenance Supplies	54,854	38,423	86,615	79,709	85,813
5204 Operating Supplies	214,371	195,232	233,700	203,053	251,700
5206 Computer Supplies	1,514	104	1,500	-	2,500
5207 Small Tools & Equipment	15,874	2,239	12,000	4,711	12,000
5215 Vechicle Gasoline Charge	228,582	70,255	190,000	257,519	275,000
6101 Gas Utility	48,840	28,112	49,400	27,758	49,400
6102 Electric Utility	802,721	522,608	491,300	409,715	491,300
6103 Water Utility	49,387	34,674	75,800	43,133	75,800
6104 Electricity Charges	44,060	48,324	50,000	43,216	42,500
6105 Aquatics Gas Utilities	58,474	72,196	85,000	69,515	68,000
6201 Advertising/Publishing	9,145	3,266	5,000	962	5,000
6205 Other Printing & Binding	-	189		-	
6206 Contractual Services	1,495,238	1,038,503	1,346,349	1,286,421	1,494,700
6207 Equipment Replacement Charge	150,798	77,321	74,845	56,134	99,606
6208 Dues & Subscriptions	3,476	1,806	8,550	5,166	8,850
6209 Dump Fees	1,626	-		-	
6210 Hazard Material Disposal Fee	172	473	3,000	-	3,000
6212 Laundry & Cleaning	12,505	8,795	14,400	6,888	15,000
6213 Meetings & Travel	1,589	850	3,250	504	3,250
6214 Professional & Technical	116	12,982	6,911	27,700	36,911
6215 Repairs & Maintenance	86,431	2,271	13,000	33,147	61,000
6217 Software Maintenance	-	-	2,000	3,897	2,000
6219 Network Operating Charge	32,200	24,150	32,200	-	32,200
6223 Training & Education	10,160	3,270	12,500	-	12,500
6224 Vehicle Operating Charge	132,115	302,195	200,000	319,753	300,000
6253 Postage	420	1,230	1,125	212	1,125
6254 Telephone	18,782	17,454	36,880	13,846	35,880
6260 Equipment Leasing Costs	-	-	2,300	-	2,300
6281 Emergency Facilities Maintenance	87,378	59,465	2,000	300	140,000
6282 Emergency Repair	-	2,929	21,250	20,000	21,250
6304 Smoky Hollow Parking in Lieu	16,750	-		24,295	
Grand Total	**7,226,520**	**10,714,838**	**6,389,428**	**5,045,217**	**7,094,856**

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	PUBLIC WORKS DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**7,226,520**	**10,714,838**	**6,389,428**	**5,045,217**	**7,094,856**
(4801) ADMINISTRATION	**132,175**	**5,554,527**	**116,248**	**84,377**	**129,379**
Salaries & Benefits	122,183	5,549,329	104,498	72,558	117,629
4101 Salaries Full Time	84,602	63,953	85,210	59,564	96,646
4102 Salaries Part Time	2,779	-		-	
4201 Retirement CalPERS	20,264	13,251	5,343	3,589	6,040
4202 FICA	6,411	4,732	5,259	3,325	6,127
4203 Workers' Compensation	2,987	2,276	3,012	2,104	3,092
4204 Group Insurance	3,984	3,778	5,674	3,975	5,724
4207 CalPERS UAL Expense	-	5,461,339		-	
4210 OPEB Expense	1,157	(0)		-	
Maintenance & Operations	9,992	5,198	11,750	11,819	11,750
5204 Operating Supplies	3,606	448	2,500	2,499	2,500
6208 Dues & Subscriptions	-	181	2,750	1,633	2,750
6213 Meetings & Travel	1,328	-	1,550	504	1,550
6214 Professional & Technical	116	320	225	-	225
6217 Software Maintenance	-	-		3,897	
6223 Training & Education	-	-	750	-	750
6253 Postage			375	-	375
6254 Telephone	4,943	4,249	3,600	3,285	3,600
(2601) GOVERNMENT BUILDINGS	**2,023,036**	**1,585,668**	**1,822,249**	**1,476,057**	**2,069,064**
Salaries & Benefits	882,097	670,543	797,625	503,158	876,932
4101 Salaries Full Time	469,382	386,414	480,478	313,236	548,571
4102 Salaries Part Time	62,614	27,280	86,713	19,225	46,713
4103 Overtime	22,554	7,287	6,375	17,355	6,375
4116 Standby Pay	11,201	4,924	5,100	4,822	5,100
4117 Opt - Out Payments	3,250	2,215	4,600	2,035	4,600
4201 Retirement CalPERS	122,729	92,943	35,029	25,962	50,824
4202 FICA	43,621	33,301	42,972	28,671	44,174
4203 Workers' Compensation	74,166	55,813	62,793	46,063	75,632
4204 Group Insurance	62,880	60,365	73,565	45,790	94,942
4210 OPEB Expense	9,699	(0)		-	
Maintenance & Operations	1,140,940	915,126	1,024,624	972,898	1,192,132
5203 Repair & Maintenance Supplies	54,854	38,423	86,615	79,709	85,813
5204 Operating Supplies	103,788	84,987	104,000	112,417	104,000
5207 Small Tools & Equipment	789	-	1,500	-	1,500
6101 Gas Utility	45,014	24,486	40,000	23,909	40,000
6102 Electric Utility	220,148	200,677	149,000	186,942	149,000
6103 Water Utility	41,540	28,184	70,000	37,128	70,000
6104 Electricity Charges	44,060	48,324	50,000	43,216	42,500
6105 Aquatics Gas Utilities	58,474	72,196	85,000	69,515	68,000
6206 Contractual Services	440,493	333,970	404,149	404,779	450,000
6207 Equipment Replacement Charge	33,675	13,376	12,880	9,660	22,239
6212 Laundry & Cleaning	2,178	2,370	3,400	2,885	4,000
6213 Meetings & Travel	-	-	1,700	-	1,700
6219 Network Operating Charge	5,200	3,900	5,200	-	5,200
6223 Training & Education	922	235	4,250	-	4,250
6253 Postage	6	-		121	
6254 Telephone	2,420	4,534	4,930	2,317	3,930
6281 Emergency Facilities Maintenance	87,378	59,465	2,000	300	140,000
(4101) ENGINEERING	**926,624**	**659,249**	**770,474**	**636,979**	**1,055,115**
Salaries & Benefits	578,376	412,178	494,839	319,836	637,360
4101 Salaries Full Time	391,366	285,315	385,696	254,901	508,048
4102 Salaries Part Time	1,429	-		-	
4103 Overtime	-	-		163	
4201 Retirement CalPERS	111,558	75,108	27,210	18,095	36,644
4202 FICA	28,863	20,733	28,652	18,182	37,737
4203 Workers' Compensation	8,620	6,761	8,562	6,042	9,647
4204 Group Insurance	29,575	24,262	44,719	22,454	45,284
4210 OPEB Expense	6,965	(1)		-	
Maintenance & Operations	348,247	247,071	275,635	317,143	417,755
5204 Operating Supplies	3,868	3,275	6,000	3,576	6,000
5206 Computer Supplies	1,514	104	1,500	-	2,500
6201 Advertising/Publishing	-	1,820	3,000	962	3,000
6205 Other Printing & Binding	-	189		-	
6206 Contractual Services	300,828	210,339	240,000	254,394	350,000
6207 Equipment Replacement Charge	5,060	2,334	2,235	1,676	3,055
6208 Dues & Subscriptions	1,700	1,350	1,700	1,530	2,000
6213 Meetings & Travel	123	850		-	
6214 Professional & Technical	-	12,661	600	27,700	30,600
6219 Network Operating Charge	13,800	10,350	13,800	-	13,800
6223 Training & Education	423	-		-	
6253 Postage	414	1,230	750	91	750
6254 Telephone	3,768	2,568	3,750	2,919	3,750
6260 Equipment Leasing Costs	-	-	2,300	-	2,300
6304 Smoky Hollow Parking in Lieu	16,750	-		24,295	
(4201) STREET SERVICES	**473,813**	**361,646**	**446,585**	**373,274**	**481,161**
Salaries & Benefits	265,407	205,360	217,345	157,365	252,031
4101 Salaries Full Time	173,131	134,885	163,334	117,796	192,552
4102 Salaries Part Time	318	-		-	
4103 Overtime	3,633	2,254	2,600	1,470	2,600
4116 Standby Pay	910	583		513	
4117 Opt - Out Payments	188	-		-	
4201 Retirement CalPERS	46,176	36,175	11,837	9,414	14,600

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Department	PUBLIC WORKS DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
4202 FICA	13,385	10,284	12,354	8,914	14,511
4203 Workers' Compensation	7,871	6,227	7,315	5,467	7,742
4204 Group Insurance	16,595	14,953	19,905	13,792	20,026
4210 OPEB Expense	3,201	1		-	
Maintenance & Operations	208,406	156,286	229,240	215,908	229,130
5204 Operating Supplies	-	1,456	12,200	578	12,200
6206 Contractual Services	206,393	153,698	215,000	215,000	215,000
6207 Equipment Replacement Charge	2,013	1,132	440	330	330
6254 Telephone			1,600	-	1,600
(4202) STREET MAINTENANCE	**582,207**	**405,018**	**527,478**	**376,880**	**666,037**
Salaries & Benefits	429,163	307,471	383,650	292,254	494,166
4101 Salaries Full Time	229,636	168,070	224,803	177,649	309,291
4103 Overtime	12,451	9,231	30,500	8,199	30,500
4116 Standby Pay	4,894	3,832	5,500	3,886	5,500
4117 Opt - Out Payments	-	-		1,250	
4201 Retirement CalPERS	68,629	44,749	14,966	16,032	20,718
4202 FICA	19,164	13,855	17,197	14,738	23,659
4203 Workers' Compensation	36,363	26,694	31,427	26,700	43,240
4204 Group Insurance	53,677	41,039	59,257	43,801	61,258
4210 OPEB Expense	4,350	1		-	
Maintenance & Operations	153,044	97,547	143,828	84,626	171,871
5204 Operating Supplies	55,012	33,855	60,000	39,548	78,000
5207 Small Tools & Equipment			500	-	500
6101 Gas Utility	1,604	1,775	2,400	1,818	2,400
6102 Electric Utility	10,040	8,561	11,000	6,700	11,000
6206 Contractual Services	-	-		47	
6207 Equipment Replacement Charge	67,536	46,333	45,642	34,231	55,685
6209 Dump Fees	1,626	-		-	
6212 Laundry & Cleaning	3,491	2,539	7,500	1,982	7,500
6214 Professional & Technical			4,586	-	4,586
6217 Software Maintenance			2,000	-	2,000
6219 Network Operating Charge	5,200	3,900	5,200	-	5,200
6223 Training & Education	7,960	240	5,000	-	5,000
6254 Telephone	574	344		300	
(4205) TRAFFIC SAFETY	**1,023,700**	**613,574**	**829,996**	**483,289**	**845,666**
Salaries & Benefits	283,566	211,381	353,907	179,983	357,275
4101 Salaries Full Time	170,800	128,856	244,367	121,262	245,403
4103 Overtime	5,834	3,831	2,500	4,897	2,500
4116 Standby Pay	2,990	2,375	4,000	1,776	4,000
4201 Retirement CalPERS	46,443	33,775	18,038	10,950	19,718
4202 FICA	14,156	10,774	18,694	10,109	18,773
4203 Workers' Compensation	17,847	13,363	18,912	12,161	19,261
4204 Group Insurance	22,160	18,407	47,396	18,828	47,620
4210 OPEB Expense	3,335	1		-	
Maintenance & Operations	740,134	402,192	476,089	303,306	488,391
5204 Operating Supplies	26,763	16,935	28,000	23,427	28,000
6102 Electric Utility	556,048	300,620	310,000	205,160	310,000
6206 Contractual Services	136,124	76,478	130,000	68,651	140,000
6207 Equipment Replacement Charge	21,199	8,160	8,089	6,067	10,391
(4206) SOLID WASTE RECYCLING	**465,356**	**387,033**	**452,411**	**382,660**	**491,906**
Salaries & Benefits	188,091	152,929	156,411	90,660	165,906
4101 Salaries Full Time	148,145	111,492	123,187	72,398	131,213
4102 Salaries Part Time	318	-		-	
4103 Overtime	127	97		49	
4117 Opt - Out Payments	63	-		-	
4201 Retirement CalPERS	13,956	21,923	7,787	5,547	8,303
4202 FICA	11,112	8,469	9,282	5,831	9,895
4203 Workers' Compensation	1,566	1,169	4,940	700	5,264
4204 Group Insurance	12,200	9,778	11,215	6,135	11,231
4210 OPEB Expense	605	0		-	
Maintenance & Operations	277,265	234,103	296,000	292,000	326,000
5204 Operating Supplies	3,037	5,217	2,000	-	2,000
6201 Advertising/Publishing	9,145	1,446	2,000	-	2,000
6206 Contractual Services	264,944	227,440	292,000	292,000	322,000
6213 Meetings & Travel	138	-		-	
(4302) STORM DRAINS	**398,546**	**163,299**	**236,788**	**189,836**	**177,853**
Salaries & Benefits	150,714	114,780	142,288	102,379	82,853
4101 Salaries Full Time	84,256	66,990	91,904	65,550	50,139
4103 Overtime	6,128	3,867	6,000	3,616	6,000
4116 Standby Pay	4,230	3,607	5,000	3,019	5,000
4117 Opt - Out Payments	600	786	750	664	750
4201 Retirement CalPERS	22,433	15,688	6,605	5,916	4,258
4202 FICA	7,378	5,848	7,030	5,669	3,836
4203 Workers' Compensation	12,091	9,610	11,228	8,900	5,797
4204 Group Insurance	11,953	8,385	13,771	9,045	7,073
4210 OPEB Expense	1,645	(0)		-	
Maintenance & Operations	247,832	48,519	94,500	87,458	95,000
5204 Operating Supplies	1,824	2,990	4,000	3,845	4,000
6101 Gas Utility	1,077	583	5,000	733	5,000
6102 Electric Utility	10,627	7,666	15,000	7,125	15,000
6103 Water Utility	2,474	1,554	2,500	1,993	2,500
6206 Contractual Services	146,456	31,666	55,500	43,582	8,000
6215 Repairs & Maintenance	81,770	1,800	7,000	28,088	55,000
6223 Training & Education	855	180	2,500	-	2,500

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Department	PUBLIC WORKS DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
6254 Telephone	2,750	2,079	3,000	2,092	3,000
(4601) EQUIPMENT MAINTENANCE	**1,201,063**	**984,825**	**1,187,199**	**1,041,865**	**1,178,674**
Salaries & Benefits	749,233	521,551	677,990	389,471	482,118
4101 Salaries Full Time	396,563	292,987	442,919	255,352	325,205
4102 Salaries Part Time	42,028	14,259		-	
4103 Overtime	14,088	8,987	9,754	4,011	9,754
4116 Standby Pay	5,568	3,162	6,500	2,713	6,500
4117 Opt - Out Payments	500	-	500	-	500
4201 Retirement CalPERS	116,450	82,405	32,610	21,841	29,972
4202 FICA	36,886	24,100	33,561	22,275	20,325
4203 Workers' Compensation	51,551	34,678	48,026	25,974	37,363
4204 Group Insurance	77,830	60,973	104,120	57,306	52,500
4210 OPEB Expense	7,769	1		-	
Maintenance & Operations	451,830	463,274	509,209	652,394	696,556
5201 Office Supplies	110	-		-	
5204 Operating Supplies	16,473	46,069	15,000	17,162	15,000
5207 Small Tools & Equipment	15,085	2,239	10,000	4,711	10,000
5215 Vechicle Gasoline Charge	228,582	70,255	190,000	257,519	275,000
6101 Gas Utility	1,146	1,268	2,000	1,298	2,000
6102 Electric Utility	5,858	5,085	6,300	3,787	6,300
6103 Water Utility	5,372	4,937	3,300	4,011	3,300
6206 Contractual Services	-	4,912	9,700	7,968	9,700
6207 Equipment Replacement Charge	21,315	5,985	5,559	4,169	7,906
6208 Dues & Subscriptions	1,776	275	4,100	2,003	4,100
6210 Hazard Material Disposal Fee	172	473	3,000	-	3,000
6212 Laundry & Cleaning	6,836	3,885	3,500	2,021	3,500
6214 Professional & Technical	-	-	1,500	-	1,500
6215 Repairs & Maintenance	4,661	471	6,000	5,059	6,000
6219 Network Operating Charge	8,000	6,000	8,000	-	8,000
6223 Training & Education	-	2,615		-	
6224 Vehicle Operating Charge	132,115	302,195	200,000	319,753	300,000
6254 Telephone	4,328	3,680	20,000	2,932	20,000
6282 Emergency Repair	-	2,929	21,250	20,000	21,250
(106) STATE GAS TAX FUND	**149,287**	**208,218**	**752,966**	**643,553**	**752,966**
(4202) STREET MAINTENANCE	**140,257**	**205,515**	**502,966**	**568,643**	**502,966**
Salaries & Benefits	140,257	135,877	152,966	92,386	152,966
4101 Salaries Full Time	96,397	82,547	108,234	59,635	108,234
4103 Overtime	3,184	3,162		3,782	
4116 Standby Pay	1,001	2,599		2,416	
4117 Opt - Out Payments	3,000	2,215	3,500	785	3,500
4201 Retirement CalPERS	8,590	18,715	6,786	5,311	6,786
4202 FICA	7,918	7,070	8,279	5,216	8,279
4203 Workers' Compensation	13,962	12,323	13,867	8,390	13,867
4204 Group Insurance	4,345	7,246	12,300	6,851	12,300
4210 OPEB Expense	1,859	0		-	
Maintenance & Operations	-	69,638	350,000	476,257	350,000
5202 Furniture and Equipment	-	54,621	100,000	48,253	100,000
6214 Professional & Technical	-	15,017	250,000	428,005	250,000
(8203) STATE GAS TAX	**-**	**-**	**250,000**	**52,199**	**250,000**
Capital Outlay	-	-	250,000	52,199	250,000
8606 New Sidewalk Repair	-	-	250,000	1,092	250,000
8943 Local Streets Rehabilitation Program	-	-	-	51,107	
(8206) STATE GAS TAX	**-**	**-**		**20,000**	
Maintenance & Operations	-	-		20,000	
6206 Contractual Services	-	-		20,000	
(0000) (106) STATE GAS TAX FUND	**9,031**	**2,702**		**2,711**	
Salaries & Benefits	9,031	-		-	
4201 Retirement CalPERS	9,031	-		-	
Maintenance & Operations	-	2,702		2,711	
6206 Contractual Services	-	2,702		2,711	
(110) MEASURE R	**1,525**	**24,372**	**6,000,000**	**5,994,541**	**600,000**
(8203) STATE GAS TAX	**1,525**	**24,372**	**6,000,000**	**5,994,541**	**600,000**
Capital Outlay	1,525	24,372	6,000,000	5,994,541	600,000
8929 Park Place Extension	1,530	24,372		5,994,541	400,000
8943 Local Streets Rehabilitation Program	(5)	-	6,000,000	-	200,000
(114) PROP "C" TRANSPORTATION	**159,053**	**220,175**	**1,420,000**	**1,272,186**	**1,420,000**
(8203) STATE GAS TAX	**159,053**	**220,175**	**1,420,000**	**1,272,186**	**1,420,000**
Capital Outlay	159,053	220,175	1,420,000	1,272,186	1,420,000
8809 El Segundo Blvd.- Design	159,053	220,175	-	112,186	
8929 Park Place Extension	-	-		1,160,000	
8943 Local Streets Rehabilitation Program	-	-	1,420,000	-	1,420,000
(115) AIR POLUTION REDUCTION FUND	**28,797**	**-**	**100,000**	**-**	**100,000**
(0000) (115) AIR POLUTION REDUCTION FUND	**28,797**	**-**	**100,000**	**-**	**100,000**
Capital Outlay	28,797	-	100,000	-	100,000
8105 Automotive	28,797	-	100,000	-	100,000
(117) HYPERION MITIGATION FUND	**6,681**	**5,473**	**100,000**	**3,361**	**100,000**
(8601) HYPERION LANSCAPING	**6,681**	**5,473**	**97,892**	**3,361**	**97,892**
Maintenance & Operations	6,681	5,473	97,892	3,361	97,892
6206 Contractual Services	6,014	4,915	96,892	2,868	96,892
6254 Telephone	667	558	1,000	493	1,000
(8602) HYPERION LANSCAPING			**2,108**	**-**	**2,108**
Maintenance & Operations			2,108	-	2,108
6286 General Admin. Charges			2,108	-	2,108
(119) MTA GRANT	**-**	**294,218**	**300,000**	**-**	

CITY OF EL SEGUNDO
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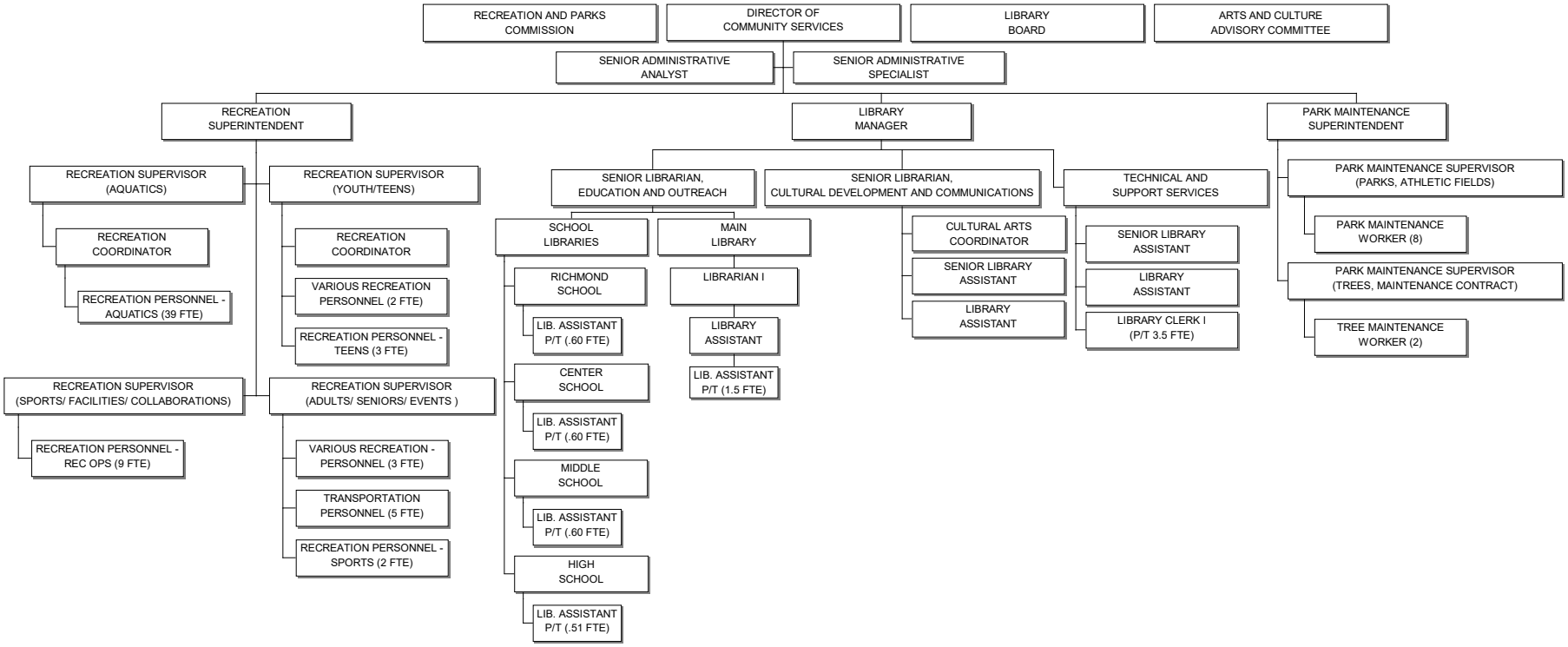
Department	PUBLIC WORKS DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(8203) STATE GAS TAX	**-**	**294,218**	**300,000**	**-**	
Capital Outlay	-	294,218	300,000	-	
8432 FY 20/21 Pavement Rehab Project	-	294,218	300,000	-	
(125) STATE GRANTS	**203**	**2,787**		**-**	
(4801) ADMINISTRATION	**203**	**2,787**		**-**	
Maintenance & Operations	203	2,787		-	
4301 West Basin Grant	203	2,787		-	
(128) SB-1	**-**	**346,298**	**-**	**217,094**	
(8203) STATE GAS TAX	**-**	**346,298**	**-**	**217,094**	
Capital Outlay	-	346,298	-	217,094	
8432 FY 20/21 Pavement Rehab Project	-	346,298	-	217,094	
(131) COUNTY STORM WATER PROGRAM	**-**	**62,085**	**-**	**-**	**350,000**
(8152) PUBLIC WORKS DEPARTMENT	**-**	**62,085**		**-**	
Capital Outlay	-	62,085		-	
8212 Acacia Park Playground	-	62,085		-	
(8205) PUBLIC WORKS DEPARTMENT			**-**	**-**	**350,000**
Capital Outlay			-	-	350,000
8301 California St. Storm Drain Impr 2019			-	-	175,000
8302 Catch Basin Inserts Installations 2020			-	-	175,000
(501) WATER UTILITY FUND	**25,014,884**	**18,520,755**	**31,314,039**	**18,609,235**	**31,359,005**
(7102) WATER-OPERATION	**24,988,458**	**18,349,789**	**27,660,239**	**16,492,180**	**27,705,205**
Salaries & Benefits	2,293,302	892,077	1,653,105	1,001,502	1,653,105
4101 Salaries Full-Time	803,698	740,899	1,012,802	627,700	1,012,802
4102 Salaries Part Time	80,285	19,243	138,450	-	138,450
4103 Overtime	17,353	12,273	15,000	9,489	15,000
4113 Reimbursable Overtime	137	-		-	
4116 Standby Pay	25,615	16,982	30,000	15,375	30,000
4117 Opt - Out Payments	3,038	4,087	5,000	3,663	5,000
4201 Retirement CalPERS	1,074,944	(176,698)	78,417	51,995	78,417
4202 FICA	70,385	62,529	85,902	47,802	85,902
4203 Workers' Compensation	90,163	63,533	86,787	52,107	86,787
4204 Group Insurance	205,366	187,160	199,047	182,991	199,047
4209 PARS Expense	7,900	-		9,450	
4210 OPEB Expense	(87,159)	(39,431)		-	
4215 Uniform Replacement	1,577	1,499	1,700	930	1,700
Maintenance & Operations	22,689,323	17,454,212	25,995,134	15,487,178	26,040,100
5204 Operating Supplies	38,225	25,563	40,000	30,769	40,000
5207 Small Tools & Equipment	47,736	33,505	144,000	22,578	144,000
5215 Vechicle Gasoline Charge	12,490	3,563	12,500	11,834	12,500
6101 Gas Utility	1,227	1,355	1,250	1,512	1,250
6102 Electricity Utility	21,032	13,392	30,000	14,332	30,000
6201 Advertising/Publishing	1,684	130	5,000	-	5,000
6202 Depreciation Expense	187,977	132,643		-	
6205 Other Printing & Binding	-	-	1,875	-	1,875
6206 Contractual Services	113,457	78,069	265,000	235,174	265,000
6207 Equipment Replacement Charge	40,593	21,533	40,840	30,630	20,025
6208 Dues & Subscriptions	4,677	3,744	10,920	1,643	10,920
6211 Insurance & Bonds	996,300	747,225	1,000,000	750,000	1,000,000
6212 Laundry & Cleaning	4,195	5,049	10,000	7,545	10,000
6213 Meetings & Travel	-	-	1,200	-	1,200
6214 Professional & Technical	25,742	41,428	51,330	122,147	51,330
6215 Repairs & Maintenance	6,632	648	32,250	7,130	32,250
6217 Software Maintenance	2,000	-	3,000	2,060	3,000
6219 Network Operating Charge	10,300	7,725	10,300	-	10,300
6223 Training & Education	1,075	300	8,000	5,477	8,000
6224 Vehicle Operating Charge	98,774	18,430	24,000	15,404	24,000
6235 Accrued Vac/Sick Pay	4,659	(31,881)		-	
6253 Postage	8,124	8,834	24,000	7,474	24,000
6254 Telephone	21,727	17,263	24,000	15,431	24,000
6256 Pavement Rehabilitation	-	-	13,500	1,107	13,500
6260 Equipment Leasing Costs	-	-	3,450	-	3,450
6283 Water Purchases - Potable	8,833,479	6,044,854	10,000,000	7,040,039	10,000,000
6285 Water Purchases - Reclaimed Water	11,493,031	9,738,180	13,500,000	6,614,229	13,500,000
6286 General Admin Charges	714,085	542,657	734,219	550,664	800,000
6301 Legal Councel	103	-		-	
6354 Lifeline Expense			4,500	-	4,500
Capital Outlay	5,833	3,500	12,000	3,500	12,000
8108 Computer Hardware			6,000	-	6,000
8109 Computer Software	5,833	3,500	6,000	3,500	6,000
(7103) WATER-CAPITAL	**26,425**	**170,966**	**3,460,000**	**2,117,055**	**3,460,000**
Capital Outlay	26,425	170,966	3,460,000	2,117,055	3,460,000
8206 Water Infrastructure Replacement	16,580	170,966	2,000,000	1,211,844	2,000,000
8207 Water Main Replacement	-	-	1,200,000	755,211	1,200,000
8655 AMR Meters	9,845	-	260,000	150,000	260,000
(0000) (501) WATER UTILITY FUND			**193,800**	**-**	**193,800**
Transfers Out			193,800	-	193,800
9499 Transfers Out			193,800	-	193,800
(502) SEWER FUND	**4,978,088**	**3,430,721**	**6,520,356**	**3,470,987**	**6,500,017**
(4301) WASTEWATER	**4,949,993**	**3,204,776**	**4,966,356**	**3,311,225**	**4,946,017**
Salaries & Benefits	1,418,038	946,576	918,386	696,662	918,386
4101 Salaries Full Time	608,946	484,061	645,847	465,613	645,847
4102 Salaries Part Time	11,611	7,146	15,000	-	15,000
4103 Overtime	18,767	11,080	15,000	7,802	15,000
4116 Standby Pay	17,552	13,709	15,000	14,588	15,000

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	PUBLIC WORKS DEPARTMENT				
	Actual FY 19-20	**Actual FY 20-21**	**Adopted FY 21-22**	**YTD 03/31/22**	**Proposed FY 22-23**
4117 Opt - Out Payments	2,588	3,487	5,000	3,063	5,000
4201 Retirement CalPERS	475,277	289,647	47,138	39,592	47,138
4202 FICA	49,993	38,630	49,163	36,581	49,163
4203 Workers' Compensation	61,526	48,371	59,086	45,578	59,086
4204 Group Insurance	94,249	73,137	67,152	74,395	67,152
4209 PARS Expense	7,900	7,900		9,450	
4210 OPEB Expense	69,630	(30,591)		-	
Maintenance & Operations	3,526,122	2,254,700	4,037,970	2,610,885	4,017,631
5203 Repair & Maintenance Supplies	24,167	-	50,000	-	50,000
5204 Operating Supplies	13,201	9,466	37,800	27,986	37,800
5207 Small Tools & Equipment			1,000	-	1,000
5215 Vechile Gasoline Charge	11,952	2,925	9,000	10,123	9,000
6101 Gas Utility	1,778	1,385	1,000	2,458	1,000
6102 Electric Utility	39,533	29,205	61,100	48,644	61,100
6103 Water Utility	1,061	909	2,900	887	2,900
6202 Depreciation Expense	644,643	358,819		0	
6206 Contractual Services	1,884,461	1,260,247	2,600,000	1,497,208	2,600,000
6207 Equipment Replacement Charge	80,237	33,351	66,827	50,120	46,488
6208 Dues & Subscriptions	-	-	1,000	-	1,000
6211 Insurance & Bonds	308,100	231,075	500,000	375,000	500,000
6212 Laundry & Cleaning	3,788	2,362	4,500	1,939	4,500
6214 Professional & Technical	-	6,706	20,000	20,000	20,000
6215 Repairs & Maintenance	62,166	-	230,000	229,040	230,000
6217 Software Maintenance			2,250	-	2,250
6219 Network Operating Charge	3,400	2,550	3,400	-	3,400
6223 Training & Education	1,829	1,187	2,100	1,809	2,100
6224 Vehicle Operating Charge	22,151	5,528	12,000	23,340	12,000
6235 Accrued Vac/Sick Pay	7,081	(8,679)		-	
6253 Postage	7,196	6,099	15,000	6,611	15,000
6254 Telephone	11,505	9,208	9,000	8,901	9,000
6286 General Admin Charges	397,875	302,358	409,093	306,820	409,093
Capital Outlay	5,833	3,500	10,000	3,678	10,000
8108 Computer Hardware	-	-	5,000	178	5,000
8109 Computer Software	5,833	3,500	5,000	3,500	5,000
(8204) SANITRY SEWER CIP	**28,094**	**225,945**	**1,437,500**	**159,762**	**1,437,500**
Capital Outlay	28,094	225,945	1,437,500	159,762	1,437,500
8212 Acacia Park Playground	-	200,000		-	
8647 Sewer Main Repair (Annual Program)	18,249	25,945	675,000	47,262	675,000
8650 Sewer Pump Station #1			650,000	-	650,000
8655 AMR Meters	9,845	-	112,500	112,500	112,500
(0000) (502) SEWER FUND			**116,500**	**-**	**116,500**
Transfers Out			116,500	-	116,500
9499 Transfers Out			116,500	-	116,500
(505) SOLID WASTE	**248,012**	**168,372**	**270,000**	**270,000**	**270,000**
(0000) (505) SOLID WASTE	**248,012**	**168,372**	**270,000**	**270,000**	**270,000**
Maintenance & Operations	248,012	168,372	270,000	270,000	270,000
6206 Contractual Services	248,012	168,372	270,000	270,000	270,000
(601) EQUIPMENT REPLACEMENT	**29,430**	**-**	**2,198,749**	**-**	**166,118**
(2601) GOVERNMENT BUILDINGS			**428**	**-**	**22,239**
Capital Outlay			428	-	22,239
8104 Capital/Equipment			258	-	677
8105 Capital/Automotive			170	-	21,562
(4101) ENGINEERING			**20,899**	**-**	**3,055**
Capital Outlay			20,899	-	3,055
8104 Equipment			570	-	584
8105 Automotive			20,329	-	2,471
(4201) STREET SERVICES			**560**	**-**	**330**
Capital Outlay			560	-	330
8108 Computer Hardware			560	-	330
(4202) STREET MAINTENANCE	**151,935**	**-**	**439,125**	**-**	**55,684**
Capital Outlay	151,935	-	439,125	-	55,684
8104 Equipment			17,145	-	3,181
8105 Automotive	151,935	-	421,980	-	52,503
(4205) TRAFFIC SAFETY			**143,559**	**-**	**10,391**
Capital Outlay			143,559	-	10,391
8104 Equipment			6,000	-	
8105 Automotive			137,559	-	10,391
(4301) WASTEWATER			**842,563**	**-**	**46,488**
Capital Outlay			842,563	-	46,488
8104 Equipment			167,255	-	12,946
8105 Automotive			656,308	-	33,542
8108 Computer Hardware			19,000	-	-
(4601) EQUIPMENT MAINTENANCE	**(122,504)**	**-**	**116,892**	**-**	**7,906**
Capital Outlay	(122,504)	-	116,892	-	7,906
8105 Automotive	(122,504)	-	76,892	-	6,951
8106 Communication			40,000	-	955
(7102) WATER-OPERATION			**634,723**	**-**	**20,025**
Capital Outlay			634,723	-	20,025
8104 Equipment			39,410	-	-
8105 Automotive			569,713	-	20,025
8108 Computer Hardware			25,600	-	-
Grand Total	**37,842,481**	**33,998,311**	**55,365,538**	**35,526,174**	**48,712,962**

CITY OF EL SEGUNDO
RECREATION, PARKS, AND LIBRARY DEPARTMENT
ORGANIZATION CHART
FISCAL YEAR 2022-2023



CITY OF EL SEGUNDO
RECREATION, PARKS, AND LIBRARY DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
FISCAL YEARS 2019-2020 TO 2022-2023

DEPARTMENT/POSITION TITLE	ADOPTED FY 2019-20	ADOPTED FY 2020-21	ADOPTED FY 2021-22	PROPOSED FY 2022-23
Recreation, Parks, and Library Department				
Director of Recreation, Parks, and Library	-	-	1.00	1.00
Director of Recreation & Parks	1.00	0.50	-	-
Director of Library Services	1.00	1.00	-	-
Library Manager	-	-	1.00	1.00
Recreation Superintendent	1.00	1.00	1.00	1.00
Cultural Arts Coordinator	-	-	1.00	1.00
Executive Assistant	1.00	1.00	1.00	-
Librarian I	2.00	2.00	1.00	1.00
Librarian II	1.00	-	-	-
Library Assistant	3.00	3.00	3.00	3.00
Park Facilities Technician	-	-	1.00	1.00
Park Maintenance Superintendent	-	1.00	1.00	1.00
Park Maintenance Supervisor	-	2.00	2.00	2.00
Park Maintenance Worker II	-	5.00	5.00	5.00
Recreation Coordinator	2.00	2.00	2.00	2.00
Recreation Supervisor	4.00	4.00	4.00	4.00
Senior Administrative Analyst	1.00	1.00	1.00	1.00
Senior Administrative Specialist	1.00	1.00	1.00	1.00
Senior Librarian	2.00	3.00	2.00	2.00
Senior Library Assistant	2.00	2.00	2.00	2.00
Tree Maintenance Worker	2.00	2.00	2.00	2.00
Sub-total Full-Time	**24.00**	**31.50**	**32.00**	**31.00**
Part-Time FTEs				
Park Maintenance Worker I	3.00	3.00	-	-
Library Assistant	3.91	2.49	3.80	-
Library Clerk I	3.50	3.50	3.50	-
Lifeguards	37.00	37.00	38.00	-
Recreation Leader	26.00	26.00	25.00	-
Sub-total Part-Time	**73.41**	**71.99**	**70.30**	**-**
Total Recreation, Parks and Library Dept.	**97.41**	**103.49**	**102.30**	**31.00**

CITY OF EL SEGUNDO
RECREATION, PARKS, AND LIBRARY DEPARTMENT PROFILE

MISSION STATEMENT: The El Segundo Recreation, Parks, and Library Department strives to be the heart of community wellbeing by connecting people of all ages to engaging experiences, information, and new ideas within our libraries, parks, and recreation facilities.

VISION: We Engage…We Inspire…We Play

CORE VALUES: Community • Diversity • Fun • Lifelong Learning • Innovation • Integrity • Quality • Teamwork • Tradition

The Recreation, Parks, and Library Department has 21 full-time positions and 70.41 part-time FTE positions within the Library and Recreation Divisions.

ADMINISTRATION: Provides overall direction and resources for continual improvements in services, programs, and facilities based on community input and in collaboration with the Library Board of Trustees, Recreation and Parks Commission, Arts and Culture Advisory Committee, Friends of the Library, El Segundo Unified School District (ESUSD), Wiseburn Unified School District, developers, and other partners.

LIBRARY AND CULTURAL ARTS: Cultivates the library and community as environments for learning, connections, and vitality by conducting enriching literary and cultural programs for all ages and supporting public art and experiences via the Cultural Development Program. Supports educational development by providing a wide-ranging collection of books and other materials to meet varying needs and interests as well as staff assistance in locating and using print and electronic resources. In coordination with the Friends of the Library, provides access to the History Room Archives and Photograph Collection.

RECREATION: Provides opportunities for people of all ages to participate in a multitude of classes, programs, events and transportation services throughout El Segundo's parks, fields, and facilities. Works in cooperation with residents, community groups and other City departments to be collaborative in service delivery. Facilitates and liaisons with community stakeholders, including the Youth Sports Council, Youth Drama Boosters, and El Segundo Co-Op Nursery School to provide well-balanced community resource distribution.

ACCOMPLISHMENTS IN FISCAL YEAR 2021-2022:

- Reopened all recreational facilities and restored in-person library and recreational programming for all ages, including small- and large-scale events.
- Implemented many of the Cultural Development initiatives recommended by the Arts and Culture Advisory Committee, including poets during outdoor dining, Festival of Holidays and successfully selected an El Segundo poet laureate.
- Created and implemented RecStar, a part-time training program to develop new Recreation professionals.
- Contracted with Lyft and Metro Micro as an alternate transportation service.
- Completed the RFP Process for Transportation Services.
- Completed the RFP Process for El Segundo's Integrated Library System.
- Developed a staff wellness challenge in partnership with Kaiser and the Human Resource Department.
- Completed Hockey Rink Improvements.
- Completed Recreation Parks Needs Assessment to better plan for future improvements to the Teen Center Complex, Joslyn Center, Checkout Building, and Clubhouse to meet the needs of our evolving community.
- Implemented weekly in-person Library programs at Park Vista to address social isolation in older adult residents.
- Restored full services to all four school libraries including reopening Center Street Elementary and High School libraries after facility renovations, and expanded services at the Richmond Street Elementary and High School libraries.
- Received City Council approval for eliminating adult overdue fines, making the Library fine-free.

GOALS AND OBJECTIVES FOR FISCAL YEAR 2022-2023

- Continue the progress towards an Age Friendly City certification, including completing a community needs assessment and developing an Action Plan for City Council approval.
- Continue the progress in the updating of the Athletic Field and Facility Use Allocation Policy in partnership with the Youth Sports Council and Recreation and Parks Commission.
- Complete Checkout Building Restroom Renovation in collaboration with Public Works.
- Review all recreation programming and operations for long-term viability, especially with respect to the Aquatics Center and Plunge.
- Continue to review implementation of a few of the Cultural Development initiatives i.e. development of a TEDx Conference, and expanded cultural arts programming targeting youth.
- Evaluate the RFP for the El Segundo's Integrated Library System and move it forward for approval to the City Council.
- Evaluate the RFP for the El Segundo's Transportation Services and move it forward for approval to the City Council.
- Complete and implement the redesign of the Recreation, Parks, and Library Department website and social media.
- Work in collaboration with various departments to complete the Library Park Learning Garden, and the Checkout Building Restroom renovations.
- Schedule a joint meeting with the City Council and Recreation and Parks Commission to discuss the Recreation Parks Needs Assessment.
- Expand school library offerings to include online resource instruction.

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department	RECREATION PARK AND LIBRARY DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**7,644,642**	**13,015,133**	**8,184,207**	**5,029,131**	**8,675,569**
(4203) PARK MAINTENANCE	**-**	**1,848,258**	**2,305,976**	**1,814,192**	**2,821,684**
Salaries & Benefits	-	1,045,384	1,292,145	923,422	1,425,069
Maintenance & Operations	-	802,874	1,013,831	890,770	1,396,615
(5101) PARKS-ADMINISTRATION	**634,467**	**264,735**	**-**	**-**	
Salaries & Benefits	560,740	219,284	-	-	
Maintenance & Operations	73,728	45,451		-	
(5102) PARKS-OPERATION	**2,559,346**	**3,694**		**-**	
Salaries & Benefits	1,405,260	-		-	
Maintenance & Operations	1,154,087	3,694		-	
(5201) RECREATION-OPERATION	**503,272**	**359,117**	**625,637**	**364,149**	**602,704**
Salaries & Benefits	450,323	344,075	520,679	338,413	514,342
Maintenance & Operations	52,949	15,041	104,958	25,737	88,362
(5202) RECREATION-AQUATICS	**241,881**	**77,405**	**644,042**	**47,999**	**104,738**
Salaries & Benefits	232,552	66,066	612,092	42,003	100,738
Maintenance & Operations	9,329	11,340	31,950	5,995	4,000
(5203) RECREATION-CULTURAL ARTS	**272,979**	**236,594**	**447,903**	**258,825**	**384,656**
Salaries & Benefits	224,595	214,317	335,703	171,223	272,456
Maintenance & Operations	48,383	22,277	112,200	87,601	112,200
(5204) RECREATION-SPORTS	**243,167**	**187,387**	**273,694**	**159,400**	**298,618**
Salaries & Benefits	210,654	184,659	216,194	140,244	228,618
Maintenance & Operations	32,513	2,728	57,500	19,156	70,000
(5205) RECREATION-TEEN CENTER	**78,534**	**31,947**	**107,778**	**52,737**	**65,097**
Salaries & Benefits	68,129	28,109	94,828	43,848	47,147
Maintenance & Operations	10,405	3,839	12,950	8,889	17,950
(5206) RECREATION-JOSLYN CENTER	**224,183**	**115,533**	**281,625**	**143,417**	**289,849**
Salaries & Benefits	197,589	112,011	212,125	126,085	220,249
Maintenance & Operations	26,594	3,522	69,500	17,332	69,600
(5208) FARMERS MARKET	**28,720**	**18,760**	**41,369**	**23,833**	**49,451**
Salaries & Benefits	19,735	17,462	30,969	21,464	37,051
Maintenance & Operations	8,985	1,298	10,400	2,368	12,400
(5210) SPECIAL EVENTS	**45,874**	**34,210**	**137,946**	**76,317**	**191,206**
Salaries & Benefits	5,591	826	70,246	9,773	50,106
Maintenance & Operations	40,283	33,385	67,700	66,543	141,100
(5213) WISEBURN AQUATIC CENTER	**519,918**	**614,106**	**1,072,886**	**579,291**	**1,049,131**
Salaries & Benefits	498,754	569,752	995,036	520,087	903,451
Maintenance & Operations	21,164	44,354	77,850	59,204	145,680
(5214) HILLTOP AQUATIC CENTER	**-**	**-**	**-**	**16,291**	**48,681**
Salaries & Benefits	-	-	-	15,598	43,681
Maintenance & Operations	-	-	-	693	5,000
(5418) CENTENNIAL CELEBRATION	**483**	**161**		**-**	**252,490**
Salaries & Benefits	-	-		-	145,390
Maintenance & Operations	483	161		-	107,100
(6101) LIBRARY - ADMINISTRATION	**673,282**	**7,999,941**	**417,896**	**335,298**	**595,945**
Salaries & Benefits	382,787	7,857,594	362,896	283,286	540,945
Maintenance & Operations	290,495	142,348	55,000	52,012	55,000
(6102) LIBRARY - SUPPORT SERVICES	**534,219**	**434,747**	**922,668**	**404,875**	**761,354**
Salaries & Benefits	514,462	401,099	661,756	329,501	486,368
Maintenance & Operations	19,757	33,648	260,912	75,374	274,986
(6103) LIBRARY - YOUTH SERVICES	**485,697**	**504,939**	**446,081**	**446,009**	**563,308**
Salaries & Benefits	450,913	410,105	319,481	327,934	427,648
Maintenance & Operations	34,784	94,834	126,600	118,076	135,660
(6104) LIBRARY - PUBLIC INFORMATION SERVICES	**537,204**	**283,379**	**331,736**	**275,214**	**459,493**
Salaries & Benefits	437,617	281,031	316,336	269,100	439,743
Maintenance & Operations	99,587	2,348	15,400	6,114	19,750
(6105) LIBRARY - ESUSD SCHOOL SUPPORT	**61,416**	**219**	**126,970**	**31,284**	**137,165**
Salaries & Benefits	61,416	219	126,970	31,284	137,165
(112) PROP "A" TRANSPORTATION	**231,840**	**64,135**	**434,043**	**67,426**	**322,165**
(5292) DIAL-A-RIDE	**218,141**	**64,135**	**299,828**	**65,352**	**286,577**
Salaries & Benefits	42,536	4,925	136,896	-	136,896
Maintenance & Operations	175,605	59,210	162,932	65,352	149,681
(5293) SHUTTLE	**-**	**-**	**100,627**	**-**	**2,000**
Salaries & Benefits	-	-	96,127	-	-
Maintenance & Operations	-	-	4,500	-	2,000
(5294) RECREATION TRIPS	**3,430**	**-**	**28,588**	**2,073**	**28,588**
Salaries & Benefits	651	-	15,588	-	15,588
Maintenance & Operations	2,779	-	13,000	2,073	13,000
(5295) ADMINISTRATION	**9,075**	**-**		**-**	
Salaries & Benefits	9,075	-		-	
(5297) BUY-DOWN	**1,194**	**-**	**5,000**	**-**	**5,000**
Maintenance & Operations	1,194	-	5,000	-	5,000
(114) PROP "C" TRANSPORTATION	**22,632**	**350**	**130,127**	**4,781**	**130,127**
(5293) SHUTTLE	**22,632**	**350**	**130,127**	**4,781**	**130,127**
Salaries & Benefits	16,536	-	96,127	-	96,127
Maintenance & Operations	6,097	350	34,000	4,781	34,000
(125) STATE GRANTS	**43,880**	**188,087**	**200,000**	**-**	
(5102) PARKS-OPERATION	**-**	**188,087**	**200,000**	**-**	
Maintenance & Operations	-	188,087	200,000	-	
(6101) LIBRARY - ADMINISTRATION	**43,880**	**-**		**-**	
Maintenance & Operations	43,880	-		-	
(601) EQUIPMENT REPLACEMENT	**(20,242)**	**-**	**1,826,804**	**-**	**238,444**
(4203) PARK MAINTENANCE			**1,346,772**	**-**	**207,815**
Capital Outlay			1,346,772	-	207,815
(5102) PARKS-OPERATION	**(28,700)**	**-**		**-**	
Capital Outlay	(28,700)	-		-	
(5201) RECREATION-OPERATION			**127,691**	**-**	**9,162**
Capital Outlay			127,691	-	9,162
(5292) DIAL-A-RIDE			**305,827**	**-**	**10,381**
Capital Outlay			305,827	-	10,381
(6101) LIBRARY - ADMINISTRATION	**8,457**	**-**		**-**	
Capital Outlay	8,457	-		-	
(6102) LIBRARY - SUPPORT SERVICES			**46,514**	**-**	**11,086**
Capital Outlay			46,514	-	11,086
(702) TRUST FUNDS - SPECIAL REVENUE/DONATIONS	**94,858**	**48,436**	**695,000**	**48,026**	
(5101) PARKS-ADMINISTRATION	**47,460**	**25,000**	**475,000**	**-**	
Maintenance & Operations	47,460	25,000	475,000	-	
(5102) PARKS-OPERATION	**1,369**	**-**	**177,000**	**-**	
Maintenance & Operations	1,369	-	177,000	-	
(5205) RECREATION-TEEN CENTER	**5,953**	**-**	**10,000**	**-**	
Maintenance & Operations	5,953	-	10,000	-	

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department	RECREATION PARK AND LIBRARY DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(5206) RECREATION-JOSLYN CENTER	**-**	**2,910**	**15,000**	**-**	
Maintenance & Operations	-	2,910	15,000	-	
(5210) SPECIAL EVENTS	**26,211**	**8,832**	**2,000**	**35,483**	
Maintenance & Operations	26,211	8,832	2,000	35,483	
(6101) LIBRARY - ADMINISTRATION	**13,366**	**11,693**	**6,000**	**12,542**	
Maintenance & Operations	13,366	11,693	6,000	12,542	
(5211) RECREATION PARK AND LIBRARY DEPARTMENT	**500**	**-**	**10,000**	**-**	
Maintenance & Operations	500	-	10,000	-	
(704) CULTURAL DEVELOPMENT FUND	**-**	**408,819**	**605,346**	**107,378**	**326,000**
(0000) (704) CULTURAL DEVELOPMENT FUND	**-**	**408,819**	**605,346**	**107,378**	**326,000**
Salaries & Benefits	-	8,361	98,496	57,021	105,000
Maintenance & Operations	-	457	506,850	50,357	221,000
Transfers Out	-	400,000		-	
Grand Total	**8,017,611**	**13,724,959**	**12,075,527**	**5,256,741**	**9,692,305**

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2022-2023

Department	001 GENERAL FUND RECREATION PARK AND LIBRARY DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**7,644,642**	**13,015,133**	**8,184,207**	**5,029,131**	**8,675,569**
Salaries & Benefits	**5,721,115**	**11,751,992**	**6,167,456**	**3,593,266**	**6,020,166**
4101 Salaries Full Time	2,650,369	1,949,353	2,552,205	1,779,520	2,819,029
4102 ESUSD - Salaries Part Time	54,834	196	113,600	27,465	122,721
4102 Salaries Part Time	1,269,781	1,007,315	2,043,624	969,424	1,815,312
4103 Overtime	33,755	30,921		24,096	35,000
4113 Reimbursable Overtime	-	-	3,000	-	
4116 Standby Pay	-	-		2,139	
4117 Opt - Out Payments	8,025	5,645	3,500	5,855	4,833
4201 Retirement CalPERS	791,942	562,315	466,064	165,696	269,117
4202 FICA	311,601	233,356	359,346	221,297	344,348
4203 Workers' Compensation	252,301	186,641	272,182	175,511	282,725
4204 Group Insurance	287,467	219,851	340,335	217,850	313,480
4207 CalPERS UAL Expense	-	7,555,314		-	
4210 OPEB Expense	50,483	(0)		-	
4210 OPEB liability	-	0		-	
4215 Uniform Replacement	10,555	1,085	13,600	4,413	13,600
Maintenance & Operations	**1,923,527**	**1,263,141**	**2,016,751**	**1,435,865**	**2,655,403**
4999 Cash Over/Short	15	240		-	
5204 Operating Supplies	184,290	116,621	222,978	143,454	229,600
5206 Computer Supplies	976	-		-	
5207 Small Tools & Equipment	650	1,232	2,700	-	2,700
5501 Adult Books & Other Printed Material	-	36,696	45,000	41,110	71,610
5501 Books/Other Printed Material	51,030	-		-	
5503 Author Event/Printed Materials	492	-		-	
5505 Young Peoples Books	19,442	13,828	20,000	17,338	
5507 School Library Material	1,595	5,874	3,200	3,839	
6082 Broadband Fiber	14,520	-		-	
6101 Gas	-	2,270	9,500	7,253	10,000
6101 Gas Utility	14,328	13,589	5,150	4,911	5,600
6102 Electric Utility	117,265	90,442	119,000	85,119	129,600
6103 Water Utility	202,622	147,175	204,000	159,724	244,200
6201 Advertising/Publishing	24,331	3,785	44,000	8,530	58,150
6201 Advertising/Publishing - Library Admin	1,033	-		-	
6201 Advertising/Publishing-Library Youth Ser	-	-	1,000	1,249	1,050
6205 Other Printing & Binding	1,231	1,088	2,500	-	2,500
6206 Contractual Services	479,603	387,872	560,700	533,847	941,100
6207 Equipment Replacement Charge	314,504	167,408	163,623	122,718	228,063
6208 Dues & Subscriptions	5,444	1,512	7,750	5,821	9,080
6211 Insurance & Bonds	-	-	16,600	-	16,600
6212 Laundry & Cleaning	6,615	4,340	6,500	6,500	7,000
6213 Meetings & Travel	7,870	290	14,550	1,825	15,100
6214 Professional & Technical	99,243	35,670	209,000	117,441	278,850
6215 Repairs & Maintenance	86,237	53,253	71,500	75,065	108,000
6216 Rental Charges	-	-	1,200	487	1,500
6217 Software Maintenance	52,094	-		-	
6219 Network Operating Charge	137,905	103,400	137,900	-	137,900
6223 Training & Education	5,275	3,708	25,250	7,728	19,700
6249 Fees & Licenses	4,757	508	12,250	3,156	14,000
6253 Postage	271	10	2,500	5	2,500
6254 Telephone	44,114	38,112	50,900	38,985	58,350
6260 Equipment Leasing Costs	1,643	1,216	7,000	1,278	7,350
6263 Commissioners Expense	1,900	1,400	2,500	300	2,500
6277 Resource Databases	23,577	15,893	25,000	21,596	28,400
6409 Audiovisual Materials	957	264	2,000	4,261	2,100
6410 E-Books	17,698	15,444	21,000	22,324	22,300
Grand Total	**7,644,642**	**13,015,133**	**8,184,207**	**5,029,131**	**8,675,569**

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	RECREATION PARK AND LIBRARY DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**7,644,642**	**13,015,133**	**8,184,207**	**5,029,131**	**8,675,569**
(4203) PARK MAINTENANCE	**-**	**1,848,258**	**2,305,976**	**1,814,192**	**2,821,684**
Salaries & Benefits	-	1,045,384	1,292,145	923,422	1,425,069
4101 Salaries Full Time	-	585,246	785,128	556,185	891,794
4102 Salaries Part Time	-	72,954	132,000	71,839	122,000
4103 Overtime	-	871		12,388	5,000
4116 Standby Pay	-	-		2,139	
4117 Opt - Out Payments			500	-	500
4201 Retirement CalPERS	-	150,463	51,885	53,460	59,998
4202 FICA	-	52,509	70,750	51,544	78,396
4203 Workers' Compensation	-	96,942	110,475	89,673	125,376
4204 Group Insurance	-	85,316	137,807	84,758	138,405
4215 Uniform Replacement	-	1,085	3,600	1,436	3,600
Maintenance & Operations	-	802,874	1,013,831	890,770	1,396,615
5204 Operating Supplies	-	55,281	57,000	55,660	75,000
5207 Small Tools & Equipment	-	1,232	2,700	-	2,700
6101 Gas Utility	-	9,092	4,700	4,911	5,600
6102 Electric Utility	-	49,921	67,000	51,814	75,000
6103 Water Utility	-	141,683	200,000	156,873	240,000
6206 Contractual Services	-	337,733	473,000	431,080	693,000
6207 Equipment Replacement Charge	-	159,434	151,431	118,284	207,815
6208 Dues & Subscriptions	-	480	1,000	943	1,500
6212 Laundry & Cleaning	-	4,340	6,500	6,500	7,000
6214 Professional & Technical	-	-	1,000	510	1,000
6215 Repairs & Maintenance	-	36,840	40,000	56,304	75,000
6216 Rental Charges	-	-	700	487	1,000
6223 Training & Education	-	1,225	4,000	1,534	4,000
6254 Telephone	-	5,612	4,800	5,870	8,000
(5101) PARKS-ADMINISTRATION	**634,467**	**264,735**	**-**	**-**	
Salaries & Benefits	560,740	219,284	-	-	
4101 Salaries Full Time	361,198	131,132		-	
4102 Salaries Part Time	13,100	1,433	-	-	
4201 Retirement CalPERS	105,546	62,525		-	
4202 FICA	27,523	11,384		-	
4203 Workers' Compensation	11,709	1,603		-	
4204 Group Insurance	34,774	11,207		-	
4210 OPEB Expense	6,890	(0)		-	
Maintenance & Operations	73,728	45,451		-	
5204 Operating Supplies	18,382	5,081		-	
6206 Contractual Services	-	6,000		-	
6207 Equipment Replacement Charge	11,857	5,725		-	
6208 Dues & Subscriptions	420	165		-	
6213 Meetings & Travel	601	-		-	
6215 Repairs & Maintenance	4,977	-		-	
6219 Network Operating Charge	20,700	15,500		-	
6223 Training & Education	965	650		-	
6253 Postage	197	10		-	
6254 Telephone	13,728	10,920		-	
6263 Commissioners Expense	1,900	1,400		-	
(5102) PARKS-OPERATION	**2,559,346**	**3,694**		**-**	
Salaries & Benefits	1,405,260	-		-	
4101 Salaries Full Time	755,062	-		-	
4102 Salaries Part Time	121,119	-		-	
4103 Overtime	9,721	-		-	
4117 Opt - Out Payments	25	-		-	
4201 Retirement CalPERS	199,068	-		-	
4202 FICA	69,959	-		-	
4203 Workers' Compensation	130,205	-		-	
4204 Group Insurance	104,423	-		-	
4210 OPEB Expense	14,499	-		-	
4215 Uniform Replacement	1,179	-		-	
Maintenance & Operations	1,154,087	3,694		-	
5204 Operating Supplies	71,893	-		-	
5207 Small Tools & Equipment	650	-		-	
6101 Gas Utility	4,685	-		-	
6102 Electric Utility	65,772	-		-	
6103 Water Utility	199,803	3,694		-	
6206 Contractual Services	438,778	-		-	
6207 Equipment Replacement Charge	290,527	-		-	
6208 Dues & Subscriptions	1,246	-		-	
6212 Laundry & Cleaning	6,615	-		-	
6214 Professional & Technical	944	-		-	
6215 Repairs & Maintenance	66,326	-		-	
6219 Network Operating Charge	5	-		-	
6223 Training & Education	1,010	-		-	
6254 Telephone	5,834	-		-	
(5201) RECREATION-OPERATION	**503,272**	**359,117**	**625,637**	**364,149**	**602,704**
Salaries & Benefits	450,323	344,075	520,679	338,413	514,342
4101 Salaries Full Time	140,516	107,328	143,316	102,884	147,274
4102 Salaries Part Time	193,307	157,747	262,000	177,317	275,100
4103 Overtime	-	9		17	
4201 Retirement CalPERS	48,478	34,663	47,700	8,851	19,894
4202 FICA	25,438	20,084	31,063	21,329	26,398
4203 Workers' Compensation	13,754	10,921	16,699	11,545	17,534
4204 Group Insurance	16,922	13,322	9,901	13,492	18,141
4210 OPEB Expense	2,533	(1)		-	
4215 Uniform Replacement	9,376	-	10,000	2,977	10,000
Maintenance & Operations	52,949	15,041	104,958	25,737	88,362
4999 Cash Over/Short	15	240		-	
5204 Operating Supplies	16,452	12,833	29,578	20,950	14,000
6201 Advertising/Publishing	15,182	-	30,000	1,994	30,000
6205 Other Printing & Binding	986	1,051	2,500	-	2,500
6207 Equipment Replacement Charge			6,280	-	9,162
6208 Dues & Subscriptions	185	64	400	207	500
6213 Meetings & Travel	1,483	(41)	3,000	-	3,000
6214 Professional & Technical	6,000	820	7,500	461	
6215 Repairs & Maintenance	11,200	-	1,500	-	1,500
6219 Network Operating Charge			20,700	-	20,700
6223 Training & Education	1,446	74	3,500	986	3,500
6254 Telephone	-	-	-	1,140	3,500

CITY OF EL SEGUNDO
Proposed Budget Summary Details
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Department	RECREATION PARK AND LIBRARY DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(5202) RECREATION-AQUATICS	**241,881**	**77,405**	**644,042**	**47,999**	**104,738**
Salaries & Benefits	232,552	66,066	612,092	42,003	100,738
4101 Salaries Full Time	51,454	2,800	66,012	-	
4102 Salaries Part Time	135,182	48,846	405,806	37,580	75,000
4103 Overtime	2,038	-		-	
4117 Opt - Out Payments	2,250	-		-	
4201 Retirement CalPERS	17,364	8,306	64,139	-	
4202 FICA	14,606	3,974	36,094	2,875	5,738
4203 Workers' Compensation	7,872	2,140	19,439	1,548	20,000
4204 Group Insurance	843	-	20,602	-	
4210 OPEB Expense	943	-		-	
Maintenance & Operations	9,329	11,340	31,950	5,995	4,000
5204 Operating Supplies	4,308	5,067	16,000	1,674	
6101 Gas Utility	185	80	450	-	
6208 Dues & Subscriptions	100	240	500	-	
6214 Professional & Technical	2,576	-	3,000	1,234	
6215 Repairs & Maintenance	686	4,641	2,000	-	
6223 Training & Education	410	150	6,000	2,235	
6254 Telephone	1,064	1,162	4,000	852	4,000
(5203) RECREATION-CULTURAL ARTS	**272,979**	**236,594**	**447,903**	**258,825**	**384,656**
Salaries & Benefits	224,595	214,317	335,703	171,223	272,456
4101 Salaries Full Time	85,563	115,864	154,524	103,785	164,018
4102 Salaries Part Time	77,710	34,806	99,100	31,647	55,495
4103 Overtime	-	-		222	
4117 Opt - Out Payments	2,750	2,215	3,000	1,785	2,167
4201 Retirement CalPERS	34,743	35,687	20,689	9,556	14,615
4202 FICA	13,042	11,696	19,403	10,514	16,793
4203 Workers' Compensation	6,930	6,299	25,685	5,663	9,044
4204 Group Insurance	2,249	7,750	13,302	8,052	10,324
4210 OPEB Expense	1,609	0		-	
Maintenance & Operations	48,383	22,277	112,200	87,601	112,200
5204 Operating Supplies	4,315	2,111	10,000	4,228	10,000
6206 Contractual Services	20,010	18,978	28,000	57,045	28,000
6208 Dues & Subscriptions	100	-	200	-	200
6214 Professional & Technical	22,454	1,953	70,000	26,328	70,000
6249 Fees & Licenses	1,505	(765)	4,000	-	4,000
(5204) RECREATION-SPORTS	**243,167**	**187,387**	**273,694**	**159,400**	**298,618**
Salaries & Benefits	210,654	184,659	216,194	140,244	228,618
4101 Salaries Full Time	98,014	75,055	100,105	70,766	102,022
4102 Salaries Part Time	28,091	30,295	60,000	31,352	78,000
4103 Overtime	15,657	26,075		1,253	
4201 Retirement CalPERS	33,736	22,376	15,858	8,893	9,213
4202 FICA	10,956	10,156	12,249	8,614	13,772
4203 Workers' Compensation	5,856	5,415	6,596	4,259	7,417
4204 Group Insurance	16,414	15,288	21,386	15,106	18,194
4210 OPEB Expense	1,929	(0)		-	
Maintenance & Operations	32,513	2,728	57,500	19,156	70,000
5204 Operating Supplies	16,012	985	18,600	4,730	31,100
6208 Dues & Subscriptions	90	-	800	-	800
6211 Insurance & Bonds			600	-	600
6214 Professional & Technical	16,411	1,743	37,000	14,426	37,000
6249 Fees & Licenses			500	-	500
(5205) RECREATION-TEEN CENTER	**78,534**	**31,947**	**107,778**	**52,737**	**65,097**
Salaries & Benefits	68,129	28,109	94,828	43,848	47,147
4101 Salaries Full Time	53	-		-	
4102 Salaries Part Time	50,872	24,898	75,000	37,928	42,182
4201 Retirement CalPERS	11,210	280	11,000	1,456	-
4202 FICA	3,896	1,905	5,738	2,902	3,227
4203 Workers' Compensation	2,098	1,026	3,090	1,563	1,738
Maintenance & Operations	10,405	3,839	12,950	8,889	17,950
5204 Operating Supplies	8,006	2,401	10,000	7,802	10,000
6208 Dues & Subscriptions	165	-	350	-	350
6214 Professional & Technical				-	5,000
6249 Fees & Licenses	-	-	500	-	500
6254 Telephone	2,234	1,438	2,100	1,087	2,100
(5206) RECREATION-JOSLYN CENTER	**224,183**	**115,533**	**281,625**	**143,417**	**289,849**
Salaries & Benefits	197,589	112,011	212,125	126,085	220,249
4101 Salaries Full Time	85,425	72,193	96,288	68,097	98,206
4102 Salaries Part Time	53,592	2,913	53,000	32,876	58,000
4103 Overtime	5,700	3,402		1,562	
4201 Retirement CalPERS	27,483	19,036	37,559	6,167	38,554
4202 FICA	11,236	6,177	11,421	7,844	11,568
4203 Workers' Compensation	5,962	3,235	6,151	4,225	6,230
4204 Group Insurance	6,413	5,055	7,706	5,313	7,691
4210 OPEB Expense	1,778	1		-	
Maintenance & Operations	26,594	3,522	69,500	17,332	69,600
5204 Operating Supplies	5,598	1,152	15,500	6,649	15,500
6208 Dues & Subscriptions	387	-	500	1,087	600
6214 Professional & Technical	17,248	-	49,000	7,163	49,000
6216 Rental Charges	-	-	500	-	500
6254 Telephone	3,362	2,370	4,000	2,433	4,000
(5208) FARMERS MARKET	**28,720**	**18,760**	**41,369**	**23,833**	**49,451**
Salaries & Benefits	19,735	17,462	30,969	21,464	37,051
4101 Salaries Full Time	6	-		-	
4102 Salaries Part Time	17,275	15,561	25,918	19,204	32,000
4201 Retirement CalPERS	420	69	2,000	-	2,000
4202 FICA	1,322	1,190	1,983	1,469	1,983
4203 Workers' Compensation	712	641	1,068	791	1,068
Maintenance & Operations	8,985	1,298	10,400	2,368	12,400
5204 Operating Supplies	2,099	25	3,800	716	3,800
6201 Advertising/Publishing	1,669	-	2,000	-	4,000
6214 Professional & Technical	1,965	-	1,000	-	1,000
6249 Fees & Licenses	3,252	1,273	3,600	1,652	3,600
(5210) SPECIAL EVENTS	**45,874**	**34,210**	**137,946**	**76,317**	**191,206**
Salaries & Benefits	5,591	826	70,246	9,773	50,106
4101 Salaries Full Time			33,036	-	
4102 Salaries Part Time	4,998	727	16,200	6,713	16,200
4103 Overtime	-	-		2,059	30,000
4201 Retirement CalPERS	5	13	4,071	91	2,000
4202 FICA	382	56	3,766	591	1,239

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	RECREATION PARK AND LIBRARY DEPARTMENT				
	Actual FY 19-20	**Actual FY 20-21**	**Adopted FY 21-22**	**YTD 03/31/22**	**Proposed FY 22-23**
4203 Workers' Compensation	206	30	2,028	319	667
4204 Group Insurance	-	-	11,145	0	
Maintenance & Operations	40,283	33,385	67,700	66,543	141,100
5204 Operating Supplies	13,719	5,639	16,500	8,084	22,100
6201 Advertising/Publishing	6,233	2,745	1,500	4,932	16,000
6206 Contractual Services	20,332	25,000	49,700	41,722	103,000
6214 Professional & Technical	-	-		11,806	
(5213) WISEBURN AQUATIC CENTER	**519,918**	**614,106**	**1,072,886**	**579,291**	**1,049,131**
Salaries & Benefits	498,754	569,752	995,036	520,087	903,451
4101 Salaries Full Time	32,811	65,121	83,172	85,060	148,948
4102 Salaries Part Time	382,828	425,490	720,000	354,779	642,600
4103 Overtime	-	564		6,489	
4117 Opt - Out Payments	-	1,215		2,035	2,167
4201 Retirement CalPERS	27,849	18,130	95,215	9,794	14,961
4202 FICA	32,063	38,057	61,443	34,494	49,472
4203 Workers' Compensation	17,051	20,275	33,091	18,473	34,746
4204 Group Insurance	5,106	899	2,115	8,965	10,557
4210 OPEB Expense	1,045	(0)		-	
Maintenance & Operations	21,164	44,354	77,850	59,204	145,680
5204 Operating Supplies	12,065	14,828	18,000	13,456	20,000
6201 Advertising/Publishing	1,247	1,040	7,500	1,351	5,000
6208 Dues & Subscriptions	100	415	500	704	980
6211 Insurance & Bonds			16,000	-	16,000
6213 Meetings & Travel	1,361	267	6,050	294	6,000
6214 Professional & Technical	4,649	17,678	10,000	35,038	75,000
6215 Repairs & Maintenance	-	8,357	7,000	4,365	10,000
6223 Training & Education	1,444	1,545	6,150	2,261	6,200
6249 Fees & Licenses	-	-	3,650	1,504	5,000
6254 Telephone	298	224	3,000	231	1,500
(5214) HILLTOP AQUATIC CENTER	**-**	**-**	**-**	**16,291**	**48,681**
Salaries & Benefits	-	-	-	15,598	43,681
4102 Salaries Part Time	-	-	-	13,956	39,700
4202 FICA	-	-		1,068	2,481
4203 Workers' Compensation	-	-		575	1,500
Maintenance & Operations	-	-	-	693	5,000
5204 Operating Supplies	-	-	-	383	4,000
6214 Professional & Technical	-	-		310	
6249 Fees & Licenses				-	400
6254 Telephone				-	600
(5418) CENTENNIAL CELEBRATION	**483**	**161**		**-**	**252,490**
Salaries & Benefits	-	-		-	145,390
4102 Salaries Part Time	-	-		-	134,000
4202 FICA	-	-		-	10,251
4203 Workers' Compensation	-	-		-	1,139
Maintenance & Operations	483	161		-	107,100
6206 Contractual Services	483	161		-	107,100
(6101) LIBRARY - ADMINISTRATION	**673,282**	**7,999,941**	**417,896**	**335,298**	**595,945**
Salaries & Benefits	382,787	7,857,594	362,896	283,286	540,945
4101 Salaries Full Time	262,586	208,378	285,746	217,015	431,645
4102 Salaries Part Time	(5,247)	-		5,775	
4201 Retirement CalPERS	77,096	58,604	35,290	18,436	36,729
4202 FICA	19,044	15,577	20,286	19,695	34,759
4203 Workers' Compensation	7,373	5,966	2,000	5,822	9,099
4204 Group Insurance	17,199	13,754	19,574	16,543	28,712
4207 CalPERS UAL Expense	-	7,555,314		-	
4210 OPEB Expense	4,734	(0)		-	
Maintenance & Operations	290,495	142,348	55,000	52,012	55,000
5204 Operating Supplies	4,566	3,552	16,500	7,303	10,000
5206 Computer Supplies	130	-		-	
6082 Broadband Fiber	14,520	-		-	
6101 Gas Utility	9,457	4,418		-	
6102 Electric Utility	51,493	24,577		-	
6103 Water Utility	2,820	1,798		2,851	
6201 Advertising/Publishing - Library Admin	1,033	-		-	
6206 Contractual Services	-	-	10,000	4,000	10,000
6207 Equipment Replacement Charge	12,120	2,250		-	
6208 Dues & Subscriptions	2,651	148	500	2,880	1,000
6213 Meetings & Travel	2,210	64	2,500	1,505	3,000
6214 Professional & Technical	889	-	4,500	-	10,000
6215 Repairs & Maintenance	-	-	16,500	11,550	16,500
6217 Software Maintenance	52,094	-		-	
6219 Network Operating Charge	117,200	87,900		-	
6223 Training & Education	-	39	2,000	-	2,000
6253 Postage	74	-		5	
6254 Telephone	17,594	16,386		20,411	
6260 Equipment Leasing Costs	1,643	1,216		1,207	
6263 Commissioners Expense	-	-	2,500	300	2,500
(6102) LIBRARY - SUPPORT SERVICES	**534,219**	**434,747**	**922,668**	**404,875**	**761,354**
Salaries & Benefits	514,462	401,099	661,756	329,501	486,368
4101 Salaries Full Time	253,238	197,767	389,354	190,827	276,945
4102 Salaries Part Time	121,504	87,829	132,600	75,041	119,514
4103 Overtime	397	-		-	
4201 Retirement CalPERS	70,721	65,472	45,887	16,423	24,038
4202 FICA	28,690	22,726	39,930	20,912	30,329
4203 Workers' Compensation	15,456	11,767	21,506	10,954	16,048
4204 Group Insurance	19,731	15,538	32,479	15,344	19,494
4210 OPEB Expense	4,723	0		-	
Maintenance & Operations	19,757	33,648	260,912	75,374	274,986
5204 Operating Supplies	3,398	2,136	5,000	4,400	5,250
6101 Gas	-	2,270	9,500	7,253	10,000
6102 Electric Utility	-	15,943	52,000	33,305	54,600
6103 Water Utility			4,000	-	4,200
6205 Other Printing & Binding	37	37		-	
6207 Equipment Replacement Charge	-	-	5,912	4,434	11,086
6208 Dues & Subscriptions			3,000	-	3,150
6213 Meetings & Travel	-	-	1,000	-	1,000
6214 Professional & Technical	16,323	13,237	19,000	18,950	22,000
6219 Network Operating Charge			117,200	-	117,200
6223 Training & Education	-	25	1,800	-	2,000
6253 Postage			2,500	-	2,500

CITY OF EL SEGUNDO
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Department	RECREATION PARK AND LIBRARY DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
6254 Telephone	-	-	33,000	6,961	34,650
6260 Equipment Leasing Costs	-	-	7,000	71	7,350
(6103) LIBRARY - YOUTH SERVICES	**485,697**	**504,939**	**446,081**	**446,009**	**563,308**
Salaries & Benefits	450,913	410,105	319,481	327,934	427,648
4101 Salaries Full Time	265,982	194,946	220,056	186,401	273,335
4102 Salaries Part Time	30,891	102,501	12,000	71,160	74,000
4103 Overtime	242	-		-	
4113 Reimbursable Overtime			3,000	-	
4117 Opt - Out Payments	3,000	2,215		2,035	
4201 Retirement CalPERS	71,442	50,908	14,998	16,171	23,495
4202 FICA	26,133	22,924	17,752	19,859	22,823
4203 Workers' Compensation	12,372	12,346	9,561	10,695	12,248
4204 Group Insurance	35,792	24,264	42,114	21,612	21,748
4210 OPEB Expense	5,057	1		-	
Maintenance & Operations	34,784	94,834	126,600	118,076	135,660
5204 Operating Supplies	1,809	3,419	3,000	3,256	3,150
5206 Computer Supplies	448	-		-	
5501 Adult Books & Other Printed Material	-	36,696	45,000	41,110	71,610
5505 Young Peoples Books	19,442	13,828	20,000	17,338	
5507 School Library Material	1,595	5,874	3,200	3,839	
6201 Advertising/Publishing-Library Youth Ser	-	-	1,000	1,249	1,050
6205 Other Printing & Binding	41	-		-	
6213 Meetings & Travel	298	-	1,000	26	1,050
6214 Professional & Technical	6,100	-		-	
6215 Repairs & Maintenance	3,049	3,415	4,500	2,847	5,000
6223 Training & Education	-	-	900	231	1,000
6277 Resource Databases	2,003	15,893	25,000	21,596	28,400
6409 Audiovisual Materials	-	264	2,000	4,261	2,100
6410 E-Books	-	15,444	21,000	22,324	22,300
(6104) LIBRARY - PUBLIC INFORMATION SERVICES	**537,204**	**283,379**	**331,736**	**275,214**	**459,493**
Salaries & Benefits	437,617	281,031	316,336	269,100	439,743
4101 Salaries Full Time	258,346	193,523	195,468	197,975	284,842
4102 Salaries Part Time	44,558	1,315	50,000	2,258	51,520
4103 Overtime	-	-		105	
4201 Retirement CalPERS	66,781	35,782	19,773	16,398	23,620
4202 FICA	23,108	14,926	18,778	15,446	25,732
4203 Workers' Compensation	12,481	8,027	10,113	8,254	13,814
4204 Group Insurance	27,600	27,457	22,204	28,664	40,215
4210 OPEB Expense	4,743	0		-	
Maintenance & Operations	99,587	2,348	15,400	6,114	19,750
5204 Operating Supplies	1,669	2,109	3,500	4,165	5,700
5206 Computer Supplies	399	-		-	
5501 Books/Other Printed Material	51,030	-		-	
5503 Author Event/Printed Materials	492	-		-	
6201 Advertising/Publishing	-	-	3,000	253	3,150
6205 Other Printing & Binding	166	-		-	
6213 Meetings & Travel	1,917	-	1,000	-	1,050
6214 Professional & Technical	3,685	239	7,000	1,216	8,850
6223 Training & Education	-	-	900	481	1,000
6277 Resource Databases	21,574	-		-	
6409 Audiovisual Materials	957	-		-	
6410 E-Books	17,698	-		-	
(6105) LIBRARY - ESUSD SCHOOL SUPPORT	**61,416**	**219**	**126,970**	**31,284**	**137,165**
Salaries & Benefits	61,416	219	126,970	31,284	137,165
4101 Salaries Full Time	114	-		525	
4102 ESUSD - Salaries Part Time	54,834	196	113,600	27,465	122,721
4202 FICA	4,204	15	8,690	2,141	9,388
4203 Workers' Compensation	2,264	8	4,680	1,153	5,056
(112) PROP "A" TRANSPORTATION	**231,840**	**64,135**	**434,043**	**67,426**	**322,165**
(5292) DIAL-A-RIDE	**218,141**	**64,135**	**299,828**	**65,352**	**286,577**
Salaries & Benefits	42,536	4,925	136,896	-	136,896
4102 Salaries Part-Time	37,892	4,411	105,000	-	105,000
4201 Retirement CalPERS	185	-	11,000	-	11,000
4202 FICA	2,899	337	8,033	-	8,033
4203 Workers' Compensation	1,561	177	12,863	-	12,863
Maintenance & Operations	175,605	59,210	162,932	65,352	149,681
5204 Operating Supplies	-	-	500	-	500
5215 Vehicle Gasoline Charge	23,655	568	31,000	499	31,000
6207 Equipment Replacement Charges	51,559	10,355	19,632	14,724	10,381
6211 Insurance & Bonds	54,400	40,000	54,400	40,800	54,400
6214 Professional & Technical	1,335	1,050	10,000	6,482	8,000
6223 Training & Education	-	-	2,000	-	-
6224 Vehicle Operating Charge	44,652	7,237	45,000	2,846	45,000
6254 Telephone	5	-	400	-	400
(5293) SHUTTLE	**-**	**-**	**100,627**	**-**	**2,000**
Salaries & Benefits	-	-	96,127	-	-
4102 Salaries Part-Time	-	-	73,500	-	-
4201 Retirement CalPERS			8,000	-	-
4202 FICA	-	-	5,623	-	-
4203 Workers' Compensation	-	-	9,004	-	-
Maintenance & Operations	-	-	4,500	-	2,000
5204 Operating Supplies	-	-	500	-	500
6201 Advertising/Publishing			500	-	1,500
6214 Professional & Technical	-	-	3,500	-	-
(5294) RECREATION TRIPS	**3,430**	**-**	**28,588**	**2,073**	**28,588**
Salaries & Benefits	651	-	15,588	-	15,588
4102 Salaries Part-Time	576	-	12,000	-	12,000
4201 Retirement CalPERS	8	-	1,200	-	1,200
4202 FICA	44	-	918	-	918
4203 Workers' Compensation	24	-	1,470	-	1,470
Maintenance & Operations	2,779	-	13,000	2,073	13,000
5204 Operating Supplies	80	-		-	
6216 Rental Charges	2,699	-	13,000	2,076	13,000
6413 Lyft Rides Reimbursements	-	-		(3)	
(5295) ADMINISTRATION	**9,075**	**-**		**-**	
Salaries & Benefits	9,075	-		-	
4101 Salaries Full-Time	8,125	-		-	
4202 FICA	614	-		-	
4203 Workers' Compensation	335	-		-	
4204 Group Insurance	2	-		-	

CITY OF EL SEGUNDO
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Department	RECREATION PARK AND LIBRARY DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(5297) BUY-DOWN	**1,194**	**-**	**5,000**	**-**	**5,000**
Maintenance & Operations	1,194	-	5,000	-	5,000
5204 Operating Supplies	1,194	-	5,000	-	5,000
(114) PROP "C" TRANSPORTATION	**22,632**	**350**	**130,127**	**4,781**	**130,127**
(5293) SHUTTLE	**22,632**	**350**	**130,127**	**4,781**	**130,127**
Salaries & Benefits	16,536	-	96,127	-	96,127
4102 Salaries Part Time	14,795	-	73,500	-	73,500
4201 Retirement CalPERS			8,000	-	8,000
4202 FICA	1,132	-	5,623	-	5,623
4203 Workers' Compensation	610	-	9,004	-	9,004
Maintenance & Operations	6,097	350	34,000	4,781	34,000
6206 Beach Cities Transit	6,097	350	30,000	4,781	30,000
6214 Professional & Technical	-	-	4,000	-	4,000
(125) STATE GRANTS	**43,880**	**188,087**	**200,000**	**-**	
(5102) PARKS-OPERATION	**-**	**188,087**	**200,000**	**-**	
Maintenance & Operations	-	188,087	200,000	-	
3620 CA Prop 68 Acacia Park	-	188,087	200,000	-	
(6101) LIBRARY - ADMINISTRATION	**43,880**	**-**		**-**	
Maintenance & Operations	43,880	-		-	
3625 California State Library	10,000	-		-	
6082 CALIFA - Broadband Fiber	33,880	-		-	
(601) EQUIPMENT REPLACEMENT	**(20,242)**	**-**	**1,826,804**	**-**	**238,444**
(4203) PARK MAINTENANCE			**1,346,772**	**-**	**207,815**
Capital Outlay			1,346,772	-	207,815
8104 Equipment			927,788	-	182,462
8105 Automotive			418,984	-	25,353
(5102) PARKS-OPERATION	**(28,700)**	**-**		**-**	
Capital Outlay	(28,700)	-		-	
8104 Equipment	(28,700)	-		-	
(5201) RECREATION-OPERATION			**127,691**	**-**	**9,162**
Capital Outlay			127,691	-	9,162
8104 Equipment			14,984	-	516
8105 Automotive			112,707	-	8,646
(5292) DIAL-A-RIDE			**305,827**	**-**	**10,381**
Capital Outlay			305,827	-	10,381
8105 Automotive			305,827	-	10,381
(6101) LIBRARY - ADMINISTRATION	**8,457**	**-**		**-**	
Capital Outlay	8,457	-		-	
8104 Equipment	8,457	-		-	
8108 Computer Hardware	-	-		-	
(6102) LIBRARY - SUPPORT SERVICES			**46,514**	**-**	**11,086**
Capital Outlay			46,514	-	11,086
8104 Equipment			46,514	-	11,086
(702) TRUST FUNDS - SPECIAL REVENUE/DONATIONS	**94,858**	**48,436**	**695,000**	**48,026**	
(5101) PARKS-ADMINISTRATION	**47,460**	**25,000**	**475,000**	**-**	
Maintenance & Operations	47,460	25,000	475,000	-	
2605 Parks & Recreation Outreach Expenses	613	-	15,000	-	
2608 Park Beautification Expenses	5,261	-	7,000	-	
2609 LA Kings Expenditures	-	25,000	50,000	-	
5418 Plunge Rehabilitation			400,000	-	
5419 Haunted House Expenses	41,586	-	3,000	-	
(5102) PARKS-OPERATION	**1,369**	**-**	**177,000**	**-**	
Maintenance & Operations	1,369	-	177,000	-	
2601 Tree Musketeers Expenses			2,000	-	
2608 Aquatics Expense	1,369	-	175,000	-	
(5205) RECREATION-TEEN CENTER	**5,953**	**-**	**10,000**	**-**	
Maintenance & Operations	5,953	-	10,000	-	
5204 Teen Center Expenses	5,953	-	10,000	-	
(5206) RECREATION-JOSLYN CENTER	**-**	**2,910**	**15,000**	**-**	
Maintenance & Operations	-	2,910	15,000	-	
5204 Joslyn Center Expenses	-	2,910	15,000	-	
(5210) SPECIAL EVENTS	**26,211**	**8,832**	**2,000**	**35,483**	
Maintenance & Operations	26,211	8,832	2,000	35,483	
2601 Recreation Special Events Expenses	26,211	8,832	2,000	35,483	
(6101) LIBRARY - ADMINISTRATION	**13,366**	**11,693**	**6,000**	**12,542**	
Maintenance & Operations	13,366	11,693	6,000	12,542	
2561 Library Administration Expenses	13,366	11,693	6,000	12,542	
(5211) RECREATION PARK AND LIBRARY DEPARTMENT	**500**	**-**	**10,000**	**-**	
Maintenance & Operations	500	-	10,000	-	
2601 Recreation Drama Expenses	500	-	10,000	-	
(704) CULTURAL DEVELOPMENT FUND	**-**	**408,819**	**605,346**	**107,378**	**326,000**
(0000) (704) CULTURAL DEVELOPMENT FUND	**-**	**408,819**	**605,346**	**107,378**	**326,000**
Salaries & Benefits	-	8,361	98,496	57,021	105,000
4101 Salaries Full Time	-	6,740	65,466	43,264	71,970
4103 Overtime	-	-		315	
4201 Retirement CalPERS	-	626	4,105	3,907	4,105
4202 FICA	-	516	5,008	3,303	5,008
4203 Workers' Compensation	-	278	2,697	1,795	2,697
4204 Group Insurance	-	202	21,220	4,437	21,220
Maintenance & Operations	-	457	506,850	50,357	221,000
5204 Operating Supplies	-	457			10,000
6206 Contractual Services	-	-	263,425	47,957	203,000
6214 Professional & Technical	-	-	243,425	2,400	8,000
Transfers Out	-	400,000		-	
9301 Transfer-Capital Improvements	-	400,000		-	
Grand Total	**8,017,611**	**13,724,959**	**12,075,527**	**5,256,741**	**9,692,305**

CITY OF EL SEGUNDO
NON-DEPARTMENTAL PROFILE

The Non-Departmental budget is used to "house" expenditures that are not specifically attributed or allocated to a particular department in the City. Non-Departmental merely serves as a cost-center.

Examples of budgeted expenditures that are housed in the Non-Departmental cost-center are:

Vacation and Sick leave payouts – Since it is unknown which employees may leave the City during the fiscal year, the estimated amount for payouts is temporarily included in Non-Departmental.

Retirement/CalPERS – Previously, this applied to the Retirement Benefit Plan (RBP) which allows for replacement of the annual allowance that exceeds the Internal Revenue Code (IRC) Section 415 dollar limit. CalPERS retirees who became CalPERS members prior to January 1, 2013 and whose combined reportable compensation, benefit factor, retirement contributions, and service credit cause their annual retirement allowance to exceed the Section 415 dollar limits are eligible to participate in the RBP. This expenditure is now captured in the department the former employees retired from.

Group Insurance – Applies to the medical premium paid on behalf of retirees. The current amount approved by the City Council ranges from $585 to $1,650 per month per retiree, depending on the employee group that the employee retired from.

PARS (Public Agency Retirement Services) Expense – Applies to retirement enhancement plan funding for certain active employees and retirees within the Supervisory and Professional Employees Association.

Contractual Service – Accounts for the Pitney Bowes contract for postage meter used Citywide.

Equipment Replacement Charge – Accounts for replacement of other equipment not specifically assigned to a department and used Citywide.

General Liability Insurance – Accounts for the insurance premium paid to the Independent Cities Risk Management Authority (ICRMA) for coverage above the City's self-insured retention (SIR).

Professional/Technical – Accounts for the administrative cost for PARS.

Networking Operating Charge – Under review for all departments for charges from the Information Systems Division.

Unemployment Compensation – Accounts for the reimbursements to the Employment Development Department (EDD) for unemployment benefits claims for employees who did not voluntarily leave the City.

Telephone – Accounts for the general telephone number for City Hall, Police, and Fire.

Credit Card Fees – Accounts for charges for use of credit cards as payments for City services; the City accepts credit card payments for any services provided by the departments.

Community Promotion – Accounts for the annual employee recognition program, which is being moved to the Human Resources Department for FY 2022-2023.

ESUSD Funding Agreement – Accounts for the agreement with El Segundo Unified School District for the City to pay for crossing guards.

Capital Outlay – Accounts for various technology equipment temporarily housed (as listed below) in Non-Departmental until the Technology Committee makes its' recommendations.

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department	NON DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**6,836,754**	**6,351,560**	**5,904,993**	**5,399,832**	**6,128,801**
(2901) NON DEPARTMENT	**5,969,635**	**5,678,966**	**5,530,371**	**4,862,913**	**6,128,801**
Salaries & Benefits	4,731,772	4,129,909	4,430,553	3,977,551	4,787,983
Maintenance & Operations	1,237,863	1,549,057	1,099,818	885,362	1,340,818
(2902) AHIMT	**654,268**	**667,986**	**374,622**	**536,829**	
Salaries & Benefits	307,836	384,868	374,622	357,690	
Maintenance & Operations	346,432	283,118		179,139	
(2903) CIVIL UNREST MAY 2020	**212,851**	**4,608**		**89**	
Salaries & Benefits	192,491	4,608		89	
Maintenance & Operations	20,360	-		-	
(501) WATER UTILITY FUND	**87**	**-**		**-**	
(2903) CIVIL UNREST MAY 2020	**87**	**-**		**-**	
Salaries & Benefits	87	-		-	
(502) SEWER FUND	**261**	**-**		**-**	
(2903) CIVIL UNREST MAY 2020	**261**	**-**		**-**	
Salaries & Benefits	261	-		-	
(601) EQUIPMENT REPLACEMENT	**-**	**-**	**582,490**	**44,900**	
(2901) NON DEPARTMENT	**-**	**-**	**582,490**	**44,900**	
Capital Outlay	-	-	582,490	44,900	
(603) WORKERS COMP RESERVE/INSURANCE	**48**	**-**		**-**	
(2903) CIVIL UNREST MAY 2020	**48**	**-**		**-**	
Salaries & Benefits	48	-		-	
Grand Total	**6,837,150**	**6,351,560**	**6,487,483**	**5,444,732**	**6,128,801**

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	NON DEPARTMENT

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(001) GENERAL FUND	**6,836,754**	**6,351,560**	**5,904,993**	**5,399,832**	**6,128,801**
(2901) NON DEPARTMENT	**5,969,635**	**5,678,966**	**5,530,371**	**4,862,913**	**6,128,801**
Salaries & Benefits	4,731,772	4,129,909	4,430,553	3,977,551	4,787,983
4108 Vacation Leave Payout	325,274	932,780	350,000	620,135	325,000
4109 Vac/Sick Pay - Termination	631,553	-	575,000	-	550,000
4112 Sick Leave Payout	381,566	585,473	250,000	488,404	250,000
4201 Retirement CalPERS	(71,875)	(95,378)		43,132	
4202 FICA	2,000	-		-	
4204 Group Insurance	3,296,515	2,643,047	3,000,000	2,474,317	3,150,000
4207 CalPERS UAL	-	-	176,553	176,533	367,983
4209 PARS Expense	142,200	1,305	79,000	170,100	145,000
4251 CalPERS Payments	24,538	62,683		4,929	
Maintenance & Operations	1,237,863	1,549,057	1,099,818	885,362	1,340,818
4907 Interest Expense	20	-		-	
4999 Cash Over/Short	9	-		3	
5204 Operating Supplies	11	(5)		-	
6139 Bank Service Charges	73,159	58,326	38,000	14,328	38,000
6206 Contractual Services	21,534	23,668	26,268	25,945	26,268
6207 Equipment Replacement Charge	2,357	-		-	
6208 Dues & Subscriptions	2,700	-		-	
6211 Insurance & Bonds	526,000	400,000	500,000	375,000	750,000
6214 Professional & Technical	68,461	610,524	16,000	76,185	33,000
6219 Network Operating Charge	8,600	-	8,600	-	8,600
6222 Lease Payment Parking Garage	294,175	221,449	300,000	224,040	300,000
6244 Other Unclassified Expense	19,697	42,769	5,000	1,719	5,000
6247 Unemployment Compensation	115,429	99,023	50,000	-	20,000
6253 Postage	2,750	973		47	
6254 Telephone	8,180	5,622	10,000	4,378	9,000
6260 Equipment Leasing Costs	1,643	380		467	
6297 Credit Card Fees	18,243	23,256	15,000	32,300	15,000
6401 Community Promotion	15,000	-		-	
6405 ESUSD Funding Agreement	59,897	63,071	130,950	130,950	135,950
(2902) AHIMT	**654,268**	**667,986**	**374,622**	**536,829**	
Salaries & Benefits	307,836	384,868	374,622	357,690	
4101 Salaries Full Time	6,930	96,643		53,715	
4102 Salaries Part Time	240,539	225,509	348,000	241,179	
4103 Overtime	29,197	22,182		20,741	
4113 Reimbursable Overtime	-	-		3,883	
4201 Retirement CalPERS	-	6		2,229	
4202 FICA	20,764	26,342	26,622	24,443	
4203 Workers' Compensation	10,156	14,187		11,500	
4204 Group Insurance	250	-		-	
Maintenance & Operations	346,432	283,118		179,139	
5204 Operating Supplies	181,591	95,706		39,003	
5206 Computer Supplies	194,349	2,389		-	
5420 Reimbursable Expenditures	(513,482)	(87,437)		(125,535)	
6106 Covid Vaccinations	-	9,921		702	
6206 Contractual Services	-	1,771		-	
6213 Meetings & Travel	42,879	14,683		830	
6214 Professional & Technical	329,858	215,371		255,722	
6260 Equipment Leasing Costs	4,012	600		-	
6301 Legal Councel	107,225	30,114		8,417	
(2903) CIVIL UNREST MAY 2020	**212,851**	**4,608**		**89**	
Salaries & Benefits	192,491	4,608		89	
4101 Salaries Full Time	126,032	735		28	
4103 Overtime	66,460	3,873		62	
Maintenance & Operations	20,360	-		-	
5204 Operating Supplies	20,360	-		-	
(501) WATER UTILITY FUND	**87**	**-**		**-**	
(2903) CIVIL UNREST MAY 2020	**87**	**-**		**-**	
Salaries & Benefits	87	-		-	
4101 Salaries Full Time	87	-		-	
(502) SEWER FUND	**261**	**-**		**-**	
(2903) CIVIL UNREST MAY 2020	**261**	**-**		**-**	
Salaries & Benefits	261	-		-	
4101 Salaries Full Time	261	-		-	
(601) EQUIPMENT REPLACEMENT	**-**	**-**	**582,490**	**44,900**	
(2901) NON DEPARTMENT	**-**	**-**	**582,490**	**44,900**	
Capital Outlay	-	-	582,490	44,900	
8104 Equipment	-	-	114,517	-	
8105 Automotive			467,973	-	
8108 Computer Hardware	-	-		44,900	
(603) WORKERS COMP RESERVE/INSURANCE	**48**	**-**		**-**	
(2903) CIVIL UNREST MAY 2020	**48**	**-**		**-**	
Salaries & Benefits	48	-		-	
4101 Salaries Full Time	48	-		-	

Grand Total	**6,837,150**	**6,351,560**	**6,487,483**	**5,444,732**	**6,128,801**

CITY OF EL SEGUNDO
Proposed Budget Summary
Fiscal Year 2022-2023

Department	INTERNAL SERVICES

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(602) LIABILITY INSURANCE	**2,639,779**	**4,357,502**	**3,094,306**	**2,306,250**	**3,572,125**
(0000) INTERNAL SERVICES	**2,639,779**	**4,357,502**	**3,094,306**	**2,306,250**	**3,572,125**
Salaries & Benefits	201,070	107,939	99,306	64,162	97,125
Maintenance & Operations	2,438,708	4,249,563	2,995,000	2,242,088	3,475,000
(603) WORKERS COMP RESERVE/INSURANCE	**4,579,295**	**4,017,161**	**3,490,975**	**2,124,069**	**3,263,365**
(2321) WORKERS COMP RESERVE/INSURANCE	**4,579,295**	**4,016,757**	**3,490,975**	**2,124,029**	**3,263,365**
Salaries & Benefits	262,757	255,012	240,975	135,695	240,975
Maintenance & Operations	4,316,538	3,761,746	3,250,000	1,988,333	3,022,390
(2331) WORKERS COMP RESERVE/INSURANCE	**-**	**404**		**40**	
Maintenance & Operations	-	404		40	
Grand Total	**7,219,074**	**8,374,662**	**6,585,281**	**4,430,319**	**6,835,490**

CITY OF EL SEGUNDO
Proposed Budget Summary Details
Fiscal Year 2022-2023

Department	INTERNAL SERVICES

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
(602) LIABILITY INSURANCE	**2,639,779**	**4,357,502**	**3,094,306**	**2,306,250**	**3,572,125**
(0000) INTERNAL SERVICES	**2,639,779**	**4,357,502**	**3,094,306**	**2,306,250**	**3,572,125**
Salaries & Benefits	201,070	107,939	99,306	64,162	97,125
4101 Salaries Full Time	72,390	38,047	79,751	51,991	78,210
4200 Pension Expense - GASB 68	103,696	53,194		-	
4201 Retirement CalPERS	21,975	14,712	6,712	4,164	6,072
4202 FICA	4,761	2,543	5,696	3,389	5,696
4203 Workers' Compensation	637	330	558	364	558
4204 Group Insurance	4,778	2,552	6,589	4,255	6,589
4210 OPEB Expense	(7,166)	(3,440)		-	
Maintenance & Operations	2,438,708	4,249,563	2,995,000	2,242,088	3,475,000
5204 Operating Supplies	-	-		215	
6211 Insurance & Bonds	1,220,827	874,225	1,150,000	1,361,694	1,530,000
6214 Professional & Technical	27,330	16,675	95,000	-	95,000
6246 Claims Expense (SIR)	1,185,387	3,358,784	1,750,000	880,179	1,850,000
6301 Legal Councel	5,165	(121)		-	
(603) WORKERS COMP RESERVE/INSURANCE	**4,579,295**	**4,017,161**	**3,490,975**	**2,124,069**	**3,263,365**
(2321) WORKERS COMP RESERVE/INSURANCE	**4,579,295**	**4,016,757**	**3,490,975**	**2,124,029**	**3,263,365**
Salaries & Benefits	262,757	255,012	240,975	135,695	240,975
4101 Salaries Full-Time	66,698	66,005	196,119	110,382	196,119
4200 Pension Expense - GASB 68	164,162	164,187		-	
4201 Retirement CalPERS	23,226	18,529	15,801	8,944	15,801
4202 FICA	4,493	5,073	14,269	7,652	14,269
4203 Workers' Compensation	588	550	1,373	773	1,373
4204 Group Insurance	4,886	3,837	13,413	7,944	13,413
4210 OPEB Expense	(1,296)	(3,170)		-	
Maintenance & Operations	4,316,538	3,761,746	3,250,000	1,988,333	3,022,390
5204 Operating Supplies	-	-		129	
6208 Dues & Subscriptions	-	-		118,641	
6211 Insurance & Bonds	1,141,231	966,623	1,250,000	900,129	1,022,390
6214 Professional & Technical	975	1,056		-	
6223 Training & Education	-	-		415	
6246 Claims Expense (SIR)	3,174,064	2,794,067	2,000,000	968,203	2,000,000
6254 Telephone	-	-		816	
6301 Legal Councel	268	-		-	
(2331) WORKERS COMP RESERVE/INSURANCE	**-**	**404**		**40**	
Maintenance & Operations	-	404		40	
5204 Operating Supplies	-	-		40	
6214 Professional & Technical	-	404		-	
Grand Total	**7,219,074**	**8,374,662**	**6,585,281**	**4,430,319**	**6,835,490**

CITY OF EL SEGUNDO
EQUIPMENT REPLACEMENT FUND PROFILE

As an internal service fund, the Equipment Replacement Fund accounts for in-house charges to City departments to accumulate funding for future replacement of equipment used by the departments. The Fund also accounts for the proceeds from sale of surplus equipment.

The Finance Department maintains the Equipment Replacement schedule and works closely with all impacted Departments to ensure accuracy of the schedule. The charges are based on the estimated replacement cost of the equipment using the projected life and an inflationary factors (percentages) depending on the type of equipment. During fiscal year 2017-2018, the threshold of equipment to be added to the schedule was raised to $5,000, which is consistent to the City's capitalization policy.

The adopted budget for fiscal year 2022-2023 includes appropriations for equipment that are scheduled to be replaced based on the current methodology, regardless of whether the equipment will actually be replaced or not in the fiscal year. In addition, if the equipment is being replaced, but has not accumulated full funding, the department has to make a request for additional funding to make up the difference from the General Fund.

For future budgeting, staff will be recommending some procedural changes to more efficiently manage the Fund. These changes include:

- Consider adjusting the estimated replacement cost every year, based on inflationary factors, e.g., CPI, as compared to what have been originally used; note actual cost when the equipment is replaced.

Also, there is an outstanding loan balance from the Equipment Replacement Fund to the enterprise Golf Fund in the amount of approximately $5.7 million. This outstanding inter-fund loan will need to be addressed during FY 2022-23 through a formal loan adoption and repayment scheduled approved by the City Council in compliance with the City's formal inter-fund loan policy. A portion of the revenues generated by the new Topgolf facility will be dedicated towards repayment of the inter-fund loan, in accordance with the Topgolf Revenue Allocation Policy adopted by City Council in May 2021.

CITY OF EL SEGUNDO
Proposed Budget Summary By Account
Fiscal Year 2022-2023

	601 EQUIPMENT REPLACEMENT
Department	INTERNAL SERVICES

	Actual FY 19-20	Actual FY 20-21	Adopted FY 21-22	YTD 03/31/22	Proposed FY 22-23
8104 Capital - Equipment	16,024	139,650	431,802	323,852	591,952
8105 Capital - Automotive	4,454		530,065	397,549	577,752
8106 Capital - Communication	63,463		15,354	11,516	122,442
8108 Capital - Computer	47,843	119,200	59,706	44,780	94,847
Total Capital Outlay	**131,784**	**258,850**	**1,036,927**	**777,695**	**1,386,992**

CITY OF EL SEGUNDO
SCHEDULE OF EQUIPMENT ELIGIBLE FOR REPLACEMENT
Fiscal Year 2022-2023

Classification	Annual Replacement Charge FY 22-23	Capital Outlay Eligible To Be Replaced FY 22-23
CITY CLERK	**-**	**14,438**
(1301) ADMINISTRATION	**-**	**14,438**
8104 Equipment	-	14,438
CITY MANAGER	**22,629**	**240,988**
(2102) COMMUNICATIONS	**22,629**	**240,988**
8104 Equipment	22,629	215,988
8105 Automotive	-	25,000
FIRE DEPARTMENT	**308,436**	**4,810,977**
(3201) ADMINISTRATION	**5,300**	**41,200**
8104 Equipment	-	17,350
8105 Automotive	5,300	23,850
(3202) SUPPRESSION	**231,509**	**4,106,626**
8104 Equipment	35,084	638,728
8105 Automotive	169,081	2,989,971
8106 Communication	15,473	320,890
8108 Computer	11,872	157,037
(3203) PARAMEDIC	**50,913**	**420,547**
8104 Equipment	25,266	198,387
8105 Automotive	25,646	211,160
8106 Communication	-	11,000
(3204) PREVENTION	**10,560**	**58,609**
8105 Automotive	10,560	58,609
(3205) ENVIRONMENTAL SAFETY	**3,292**	**69,445**
8104 Equipment	-	24,300
8105 Automotive	3,292	45,145
(3255) EMERGENCY MANAGEMENT	**6,862**	**114,549**
8104 Equipment	4,704	95,724
8106 Communication	2,158	18,825
INFORMATION TECHNOLOGY DEPARTMENT	**266,798**	**2,018,296**
(2505) INFORMATION TECHNOLOGY DEPARTMENT	**266,798**	**2,018,296**
8104 Equipment	174,093	735,847
8105 Automotive	1,808	16,384
8106 Communication	8,253	54,947
8108 Computer	82,644	1,211,117
NON DEPARTMENT	**-**	**541,263**
(2901) NON DEPARTMENT	**-**	**541,263**
8104 Equipment	-	99,817
8105 Automotive	-	29,000
8108 Computer	-	412,446
POLICE DEPARTMENT	**378,554**	**3,545,252**
(3101) ADMINISTRATION	**378,554**	**3,353,367**
8104 Equipment	115,073	1,022,553
8105 Automotive	166,922	1,099,572
8106 Communication	96,559	1,231,241
(3107) COMMUNITY CENTER	**-**	**191,885**
8106 Communication	-	191,885
PUBLIC WORKS DEPARTMENT	**166,120**	**3,190,868**
(2601) GOVERNMENT BUILDINGS	**22,239**	**618,667**
8104 Equipment	677	66,934
8105 Automotive	21,562	551,732
(4101) ENGINEERING	**3,055**	**39,954**
8104 Equipment	584	17,155
8105 Automotive	2,471	22,800
(4201) STREET SERVICES	**330**	**14,890**
8108 Computer	330	14,890
(4202) STREET MAINTENANCE	**55,685**	**694,810**
8104 Equipment	3,181	20,326
8105 Automotive	52,503	674,484
(4205) TRAFFIC SAFETY	**10,391**	**153,950**

CITY OF EL SEGUNDO
SCHEDULE OF EQUIPMENT ELIGIBLE FOR REPLACEMENT
Fiscal Year 2022-2023

Classification	Annual Replacement Charge FY 22-23	Capital Outlay Eligible To Be Replaced FY 22-23
8104 Equipment	-	6,000
8105 Automotive	10,391	147,950
(4301) WASTEWATER	**46,488**	**889,051**
8104 Equipment	12,946	180,201
8105 Automotive	33,542	689,850
8108 Computer	-	19,000
(4601) EQUIPMENT MAINTENANCE	**7,906**	**124,798**
8104 Equipment	955	4,945
8105 Automotive	6,951	79,853
8106 Communication	-	40,000
(7102) WATER-OPERATION	**20,025**	**654,748**
8104 Equipment	-	39,410
8105 Automotive	20,025	589,738
8108 Computer	-	25,600
RECREATION PARK AND LIBRARY DEPARTMENT	**238,444**	**2,076,255**
(4203) PARK MAINTENANCE	**207,815**	**1,565,593**
8104 Equipment	182,462	1,121,256
8105 Automotive	25,353	444,336
(5201) RECREATION-OPERATION	**9,162**	**136,854**
8104 Equipment	516	15,500
8105 Automotive	8,646	121,354
(5292) DIAL-A-RIDE	**10,381**	**316,209**
8105 Automotive	10,381	316,209
(6102) LIBRARY - SUPPORT SERVICES	**11,086**	**57,600**
8104 Equipment	11,086	57,600
COMMUNITY DEVELOPMENT	**6,010**	**158,574**
(2402) PLANNING	**2,694**	**31,139**
8104 Equipment	2,694	31,139
(2403) BUILDING & SAFETY	**3,316**	**127,435**
8105 Automotive	3,316	127,435
Grand Total	**1,386,992**	**16,596,911**

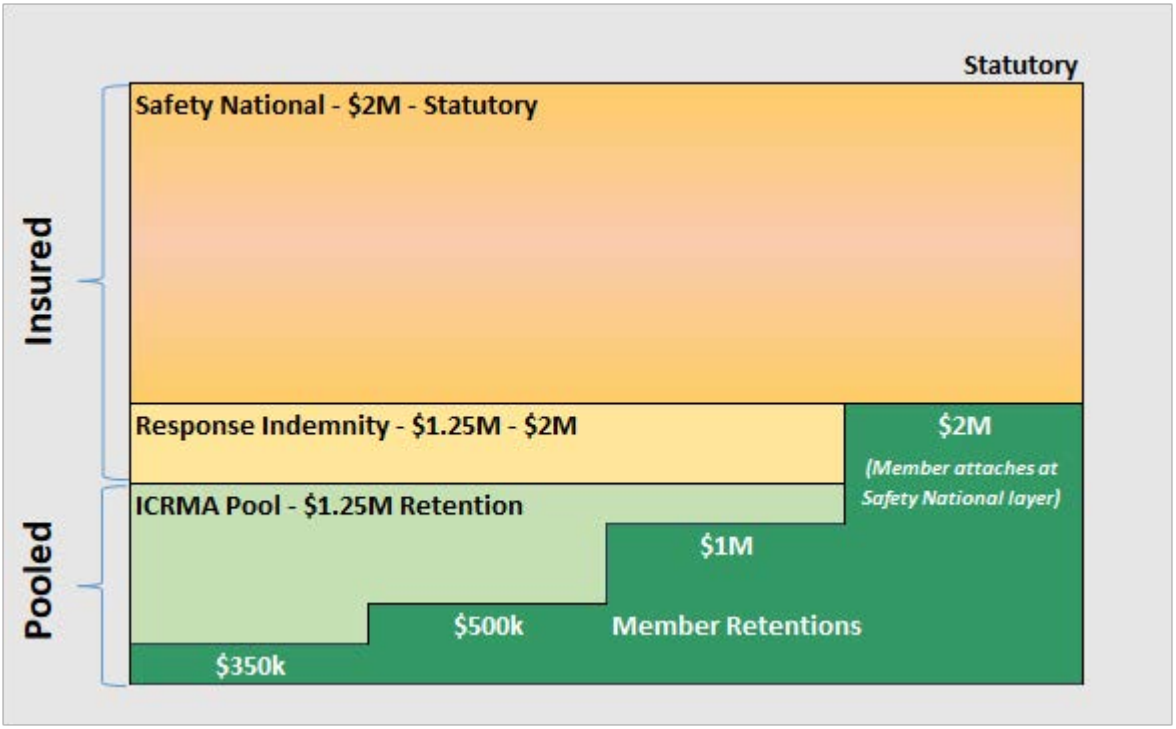
CITY OF EL SEGUNDO
WORKERS' COMPENSATION INSURANCE FUND PROFILE

As an internal service fund, the Workers' Compensation Insurance Fund accounts for charges to the departments for their share of workers' compensation claims and administrative costs of the self-insurance program. The City belongs to the Independent Cities Risk Management Authority (ICRMA), a joint-powers authority of 18 participating members, for the purpose of pooling the City's risk for workers' compensation claims and losses with those member cities. ICRMA pool covers up to the first $1.25 million in workers' compensation claims, of which the City is liable for its self-insured retention (SIR) of $500,000 for FY 2021-22 The member cities fund the pooled layer at a 75% confidence level. Claims above $1.25 million up to the statutory limit are covered by the insurance carriers: Response Indemity covers claims from $1.25 million up to $2 million; and Safety National covers claims above $2 million and up to the statutory limit.

ICRMA provides actuarial assumptions for the City to use in calculating the charges to the operating departments, using a rolling 10-year claims experience. Departments are charged through the payroll system in which employees are assigned a payroll code similar to what's used by the insurance industry in determining the employee's degree of risk. For example, clerical employees would have a lower rate than a safety – i.e., police or fire personnel - or those employees that work outside City Hall such as tree trimmers or street maintenance staff.

A third-party administrator (TPA) administers the program by using a revolving bank account. The administrator processes and issues payments to claimants and routinely, submits the list of payments to the City Treasurer's Office, who in turn, replenishes the bank account.

Included in the Fund's adopted budget for fiscal year 2021-2022 is personnel cost which covers a portion of the following positions: Director of Finance and the staff in the Human Resources Department. The above positions are actually assigned to the Finance and the Human Resources departments, respectively.



City of El Segundo
Proposed Four-Year Capital Improvement Program

No.	By Fund and Project	Prior Years (Carryover)	FY 2022/23	FY 2023/24	FY2024/25	FY 2025/26
Water Fund						
1	Annual Water Main Maintenance		$2,000,000	$2,000,000	$2,000,000	$2,000,000
2	Water Facilities Maintenance	0	0	1,500,000	550,000	0
3	Grand Avenue Water Main Replacement	1,600,000	0	0	0	0
4	Water Division Office and Maintenance Yard Improvements		0	225,000	105,000	110,000
5	Water Valve Replacements	0	300,000	300,000	300,000	300,000
	Total Water Fund	1,600,000	2,300,000	4,025,000	2,955,000	2,410,000
Wastewater Fund						
6	Wastewater Infrastructure Replacement (Annual Program)	300,000	500,000	750,000	750,000	750,000
	Total Wastewater Fund	300,000	500,000	750,000	750,000	750,000
Transportation Funds (Gas Tax/Prop C/SB 1/Measure R/Measure M)						
7	Park Place Extension Transportation Project--Design	600,000	1,200,000	2,600,000	2,600,000	0
8	Roadway Rehabilitation (Annual Program)	0	1,150,000	1,140,000	1,300,000	1,060,000
9	El Segundo Blvd. Improvements	0	6,000,000	0	0	0
10	Sidewalk Maintenance Program (Annual Program)	250,000	200,000	200,000	200,000	200,000
11	Arena Street Improvements		0	100,000	0	0
	Total Transportation Funds	850,000	8,550,000	4,040,000	4,100,000	1,260,000
Storm Water Fund (Measure W)						
12	Alondra Park (Regional project)	200,000	200,000	200,000	200,000	200,000
13	Imperial HWY Median Improvements Collaborating with LAWA &City of LA	0	0	500,000	0	0
14	Infiltration projects	200,000	200,000	200,000	200,000	200,000
15	City Hall Plaza LID Landscpe	0	0	0	175,000	0
	Total Stormwater Fund	400,000	400,000	900,000	575,000	400,000
Special Revenue Funds/Other						
16	Civic Center Remodel (CIP Fund Carryover & Fund 708)		0	350,000	0	0
17	Entryway Projects (1% for the Arts Fee)	300,000	0	0	0	0
18	Park Vista Senior Housing Plumbing (Senior Housing Fund)	30,000	820,000	820,000	40,000	0
19	ADA Improvements - CDBG Funds	122,000	0	0	0	0
20	Fire Stations #1 & #2 Carpet (Development Fees)	85,000	0	0	0	0
21	Fire Station #1 Gym Remodel (Development Fees)	0	0	0	80,000	0
22	PD Elevator (Development Fees)	0	0	210,000	0	0
23	Fire Station #2 Concrete Floor + Painting (Development Fees)	0	0	0	103,000	0
24	Fire Station #1 Interior Paint (Development Fees)	0	0	0	0	30,000
25	Fire Station #1 HVAC Control (Development Fees)	0	0	0	160,000	0
26	Park Vista Senior Housing ADA Compliance (Senior Housing Fund)	0	0	142,000	0	0
27	Park Vista Senior Housing Roof Reflective Coating (Senior Housing Fund)	0	0	0	0	220,000
	Total Special Revenue Funds/Other	537,000	820,000	1,522,000	383,000	250,000
Genenral Fund						
28	Safe Routes to School Projects	0	0	60,000	0	0
29	HVAC (Citywide)	0	750,000	100,000	145,880	69,180
30	Pump Station #17, pumps replacement	0	0	1,300,000	0	0
31	Fire Alarm Panels (Citywide)	0	0	0	60,000	150,000
32	Plumbing (Citywide)	0	135,000	47,600	22,740	18,800
33	Miscellaneous Electrical (Citywide)	0	6,300	101,000	130,000	1,047,000
34	Miscellaneous Equipment (Citywide)	0	0	35,300	115,000	0
35	Exterior Lighting + Miscellaneous Façade	0	29,120	0	0	16,500
36	Fire Sprinklers (Citywide)	0	0	35,000	0	691,500
37	Main Facilities ADA Compliance Projects	75,000	0	750,000	0	0
38	Roofing	0	0	0	130,000	0
39	Library Elevator	0	185,000	0	0	0
40	Library Southwall Waterproofing	0	0	0	125,000	0
41	Joslyn Center ADA Compliance Projects	0	0	400,000	0	0
42	City Maintenance Yard Electrical	0	0	0	38,000	40,000
43	Library Interior Maintenance	0	0	0	0	350,000
44	City Maintenance Yard Interior Maintenance	0	0	0	50,000	0
45	City Maintenance Yard Plumbing	0	30,000	0	17,000	0
46	The Plunge Rehabilitation (Funding Reserve)	1,000,000	1,500,000	1,500,000	1,500,000	1,500,000
47	Recreation Park Projects (to be determined)	750,000	1,000,000	1,000,000	1,000,000	1,000,000
48	Library Park Activation Project	220,000	0	0	0	0
49	Recreation Park Checkout Building Restrooms Rehabilitation	526,000	0	0	0	0
50	Main & Imperial Entryway	130,000	0	0	0	0
	Total General Fund	2,701,000	3,635,420	5,328,900	3,333,620	4,882,980
	TOTAL CIP (51 Projects)	**$6,388,000**	**$16,205,420**	**$16,565,900**	**$12,096,620**	**$9,952,980**

	CIPAC general fund Projects Score sheet											
project#	Rank	Facilities Projects	Budget	Dept.	Max. 10 HS*	Max. 5 SC*	Max. 5 RI*	Max. 3 JL*	Max. 3 CO*	Max. 10 CI*	Max. 38 Total Score	Comments
1	1	Park Vista Senior center ADA	$ 145,000		1	5	1	3	3	7	**20**	Use Fund 504 (Senior Housing Fund) - PV housing fund should be used first
2	2	main facilities ADA City hall, PD Fire, Library	$ 800,000		1	5	1	3	3	6	**19**	Phase 1 for design and construction
3	2	Fire#1+#2 carpet	$ 85,000		3	5	1	0	3	7	**19**	Use Dev. Impact Fees designted for Fire (001-252-0000-1252: $276k available)
4	2	Park Vista Senior center plumbing	$ 1,700,000		5	5	1	0	1	7	**19**	Use $1.2M in Senior Citizens Corp Funds (held by them) and $.5M from Fund 504. No GF subsidy should be used.
5	4	PD women locker room	$ 250,000	PD	1	5	1	3	1	7	**18**	Use Dev. Impact Fees designted for PD (001-254-0000-1254: $105k available) plus asset forfeiture funds.
6	5	Safe Route to School	$ 350,000	PW	3	1	1	3	1	8	**17**	to be funded by Safe Route to school
7	6	500-600 Arena sidewalk/ hardscape Study	$ 30,000		3	5	1	0	1	6	**16**	CIPAC suggest to do study ($20 k to $30 k) first. Score is for study only
8	6	City Hall Interior improvements	$ 800,000		3	3	3	0	1	6	**16**	
9	6	Library wall water proofing	$120,000		3	5	1	0	1	6	**16**	Use Dev. Impact Fees designted for Library (001-253-0000-1253: $60k available) plus $60k from GF CIP Fund Balance (Fund 301).
10	9	Library Elevator	$ 185,000		3	3	1	0	1	7	**15**	look for value engineering to reduce cost. Evaluate most efficient approach.
11	10	PD elevator	$ 210,000		3	3	1	0	1	6	**14**	Use Asset Forfeiture Funds - look for value engineering to reduce cost. Evaluate most efficient approach.
12	11	Fire station #1 Gym building	$ 80,000		1	3	1	0	1	6	**12**	Use Dev. Impact Fees designted for Fire (001-252-0000-1252: $276k available) - budget seems high
13	12	Interior lighting upgrade, City hall, PD Fire, Library	$ 1,700,000		1	3	1	0	1	1	**7**	
14	12	Roofing, Mainenance Yard	$ 100,000		1	3	1	0	1	1	**7**	
15	N/A	Security Camera, City Hall, Fire, PD	TBD	IT/PD								postpone to next year
16	N/A	Joslyn center restroom Improvement	$ 300,000									remove from list due master plan RFP
17	N/A	Concrete Gutter	$ 390,000									removed. Part of road project
18	N/A	HVAC	$ 950,000									CIPAC chose not to rate facility project, suggested City to handle it via reserve/equipment replacement fund.
19	N/A	Fire Alarm panel	$ 210,000									more information is needed
20	N/A	Plumbing	$ 230,000									Skipped, Equipment Replacement Fund
21	N/A	Misc. electrical	$ 325,000									Skipped, Equipment Replacement Fund
22	N/A	misc. equipment	$ 150,000									Skipped, Equipment Replacement Fund
23	N/A	Exterior lighting+misc. façade	$ 63,000									Skipped, Equipment Replacement Fund
24	N/A	Fire sprinkler	$ 725,000									Skipped, Equipment Replacement Fund
25	N/A	City hall Restroom ADA	$ 122,000									removed from list, utilize CBDG fund
26	N/A	fire #2 concrete floor+painting	$ 105,000									this is a maintenance item CIPAC chose to skip
27	N/A	Fire #1 interior paint	$ 30,000									this is a maintenance item CIPAC chose to skip. Investigate contracting out maintenance.
28	N/A	Fire Station#1 HAVC BAS control	$ 160,000									same as HVAV, skipped
29	N/A	Water office +storage upgrade	$ 550,000									skipped, use water enterprise fund
30	N/A	Joslyn center ADA	$ 400,000									skipped, due to master plan RFP
31	N/A	Camp Eucalyptus	$200,000									skipped, due to master plan RFP
32	N/A	Rec. parks clubhouse	$ 350,000									skipped, due to master plan RFP
33	N/A	park vista senior roof	$220,000									skipped, PV
34	N/A	park vista senior electrical, lighting upgrade	$460,000									skipped, PV
35	N/A	Hilltop restroom	$200,000									skipped due to master plan RFP
36	N/A	City M. Yard electrical	$ 80,000									skipped, maintenance item
37	N/A	Library interior	$ 350,000									skipped, maintenance item
38	N/A	City M. Yard interior	$ 50,000									skipped, maintenance item
39	N/A	City M. yard plumbing	$ 50,000									skipped, maintenance item
*Notes:	**HS**	Health and Safety										
	SC	System Condition										
	RI	Return on Investment										
	JL	Joint Agreement/Legal Requirement										
	CO	Coordination Opportunity										
	CI	Community Interest										

CIP Project Sheets for FY 2022-23

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	Annual Water Main Maintenance
REQUESTING DEPARTMENT	Public Works
DESCRIPTION	Repair or replacement of water infrastructure according to greatest need.
GENERAL PLAN REFERENCE	LU7

JUSTIFICATION

The water system is composed of water mains, booster pumps and reservoirs. The City Maintains approximately 57 miles of pipes, many of which date back to the 1930s and later. Potable water pipes typically have a 50-year life. The plan consists of water main replacements annually and ensure the operation and maintenance of pumps and reservoirs. Staff has laid out a plan for replacing the mains based on priority as well as maintaining and/or upgrading the facilities that support the water system infrastructure.



CIPAC COMMENTS

N/A

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Varies, Ave. $2,000,000 Annually			$2,000,000	$2,000,000	$2,000,000	$2,000,000	$2,000,000

CIPAC SCORE

	HS	SC	RI	JL	CO	CI	TOT
Score							N/A

FUNDING SOURCES	COST - BREAKDOWN	
	DESCRIPTION	**ESTIMATED COST**
Water Enterprise Fund	1. DESIGN	
	2. CONSTRUCTION	
	3. MANAGEMENT/INSPECTION	
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	Varies, Ave. $2,000,000 Annually

All costs shown in current dollars — CIPAC FORM 2022 – 2023

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	Water Valve Replacements
REQUESTING DEPARTMENT	Public Works
DESCRIPTION	Replacing Malfunctioned Water Valves
GENERAL PLAN REFERENCE	LU7

JUSTIFICATION

The City is the owner of and responsible for maintaining its water transmission and distribution system. There are roughly 2,000 valves in the City's water system. Ensuring proper operation of these assets is critical to both public safety and water system reliability. Our water valve assessment and replacement program is a multi-year, preventative/predictive maintenance improvement project to upgrade's the City's water distribution system valves, as well as to minimize the potential for failure, which can ultimately cause water main breaks, additional damages and subsequent repairs.



CIPAC COMMENTS

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO Date	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Varies				$300,000	$300,000	$300,000	

CIPAC SCORE

Score	HS	SC	RI	JL	CO	CI	TOT
							N/A

FUNDING SOURCES	COST - BREAKDOWN	
	DESCRIPTION	**ESTIMATED COST**
Water Enterprise Fund	1. DESIGN	
	2. CONSTRUCTION	
	3. MANAGEMENT/INSPECTION	
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	Varies

All costs shown in current dollars CIPAC FORM 2022 – 2023

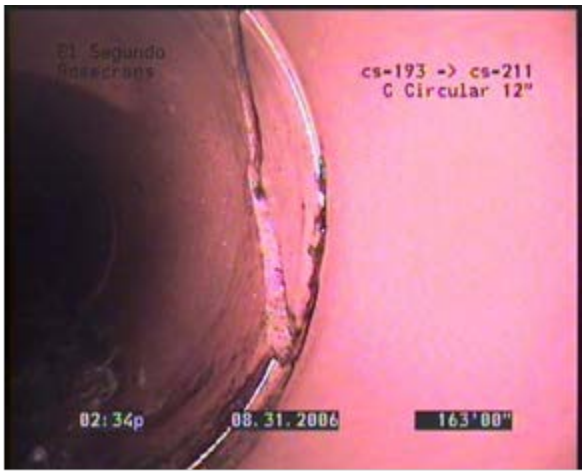
CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	Wastewater Infrastructure Replacement (Annual Program)
REQUESTING DEPARTMENT	Public Works
DESCRIPTION	Repair or replacement of sewer mains according to the greatest need.
GENERAL PLAN REFERENCE	LU7

JUSTIFICATION

The City's wastewater system consists of approximately 50 miles of pipe and 1,050 manholes. The majority of these pipes are constructed of vitrified clay and range in size from 6-inch to 24-inch in diameter. The system was constructed over the years based on the development needs of the City and approximately 60% of the lines are now over 50 years old.

The entire collection system was CCTV inspected in 2011 and scheduled to be CCTV inspected again in summer 2022. Staff selects sewer line segments to be repairs based on the actual, documented condition of the pipe using the CCTV results and ratings. Pipes scoring 5 (worst) and 4 (significantly impacted) are prioritized for repair or replacement. This will also provide for the operation and maintenance of manholes, pumps, lift stations, flow meters and other components of the system.



CIPAC COMMENTS

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Varies			$675,000	$500,000	$750,000	$750,000	$750,000

CIPAC SCORE

	HS	SC	RI	JL	CO	CI	TOT
Score							N/A

FUNDING SOURCES	COST - BREAKDOWN	
	DESCRIPTION	**ESTIMATED COST**
Wastewater Fund	1. DESIGN	
	2. CONSTRUCTION	
	3. MANAGEMENT/INSPECTION	
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	Varies

All costs shown in current dollars CIPAC FORM 2022 – 2023

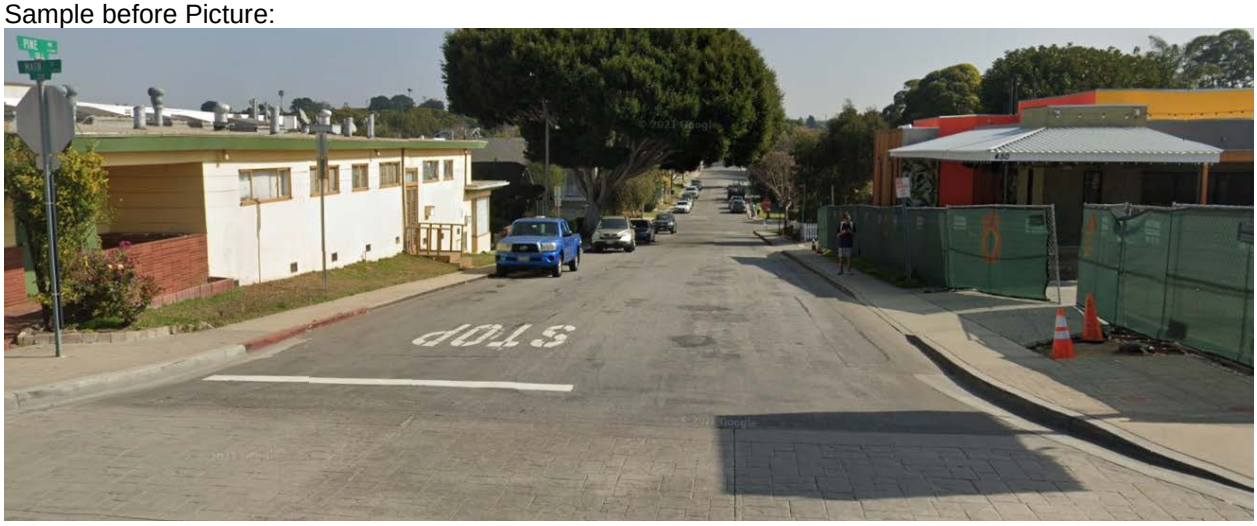
CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	Roadway Rehabilitation (Annual Program)
REQUESTING DEPARTMENT	Public Works
DESCRIPTION	Resurfacing Local and Arterial Streets
GENERAL PLAN REFERENCE	LU 7

JUSTIFICATION

Arterial and local streets area evaluated every three years and rated using a Pavement Condition Index (PCI) rating system ranging from 0-100, with 100 being best. Those streets ranking below 60 require some form of rehabilitation, ranging from pavement grind/cap to full depth reclamation to bring the City's streets overall average rating up to a minimum of 75, which is considered "good".

Sample before Picture:



Sample after Picure:



CIPAC COMMENTS

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Varies			$1,200,000	$1,150,000	$1,140,000	1,300,000	$1,060,000

CIPAC SCORE

Score	HS	SC	RI	JL	CO	CI	**TOT**
							N/A

FUNDING SOURCES	**COST - BREAKDOWN**	
	DESCRIPTION	**ESTIMATED COST**
Transportation Funds (Gas Tax/Prop C/SB 1/Measure R/Measure M)	1. DESIGN	
	2. CONSTRUCTION	
	3. MANAGEMENT/INSPECTION	
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	Varies

All costs shown in current dollars CIPAC FORM 2022 – 2023

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	El Segundo Blvd Improvements
REQUESTING DEPARTMENT	Public Works
DESCRIPTION	Improvements to El Segundo Blvd., from Isis Ave. to Pacific Coast Hwy., include but not limited to pavement rehabilitation, bikeway installation, landscaping improvements, traffic signal improvements, ADA curb ramp and pedestrian crosswalk improvements. Improvements on Nash St., from El Segundo Blvd to Imperial Highway, including pavement resurfacing, bikeway installation and ADA curb ramp improvements
GENERAL PLAN REFERENCE	LU7

JUSTIFICATION

El Segundo Boulevard is a major arterial east/ west six-lane divided arterial from Isis Avenue to Pacific Coast Highway and a four-lane divided arterial from Pacific Coast Highway to Illinois Street. The corridor is mixed with commercial developments and aerospace campuses. The roadway has a varying width from 52-feet curb to curb on the westerly end of the project to 106-feet at the easterly end of the project limits. The existing pavement shows widespread signs of deterioration throughout the corridor with an average Pavement Condition Index (PCI) between 0-40 which constitutes a need for rehabilitation and/ or reconstruction. Existing conditions on El Segundo Boulevard are missing ADA compliant curb ramps, dedicated bicycle facilities including bicycle detection, and adequate pedestrian crossings. These deficiencies and the high volume of vehicles during peak hours create adverse conditions for cyclists and pedestrians crossing the street.

Public works have applied for Measure M grant funding from Metro and anticipate being awarded funding for this project.

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2021/22	FY 2022/2023	FY 2023/24	FY 2024/25	FY 2025/26
$7,000,000			$1,000,000	$6,000,000			

CIPAC SCORE

Score	HS	SC	RI	JL	CO	CI	TOT
							N/A

FUNDING SOURCES	COST - BREAKDOWN	
	DESCRIPTION	**ESTIMATED COST**
Transportation Funds (Gas Tax/Prop C/SB 1/Measure R/Measure M)	1. DESIGN	$550,000
	2. CONSTRUCTION	$6,000,0000
	3. MANAGEMENT/INSPECTION	$450,000
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	$7,000,000

All costs shown in current dollars CIPAC FORM 2022 – 2023

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	Sidewalk Maintenance Program (Annual Program)
REQUESTING DEPARTMENT	Public Works
DESCRIPTION	Repair of City sidewalks and curbs according to the greatest need.
GENERAL PLAN REFERENCE	LU7

JUSTIFICATION

Sidewalks sometimes are displaced by tree roots and other reasons which could potentially create trip hazards. Locations for sidewalks requiring repair are generated throughout the year by field surveys from the Street Maintenance Division and requests from residents.



CIPAC COMMENTS

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Varies			$200,000	$200,000	$200,000	$200,000	$200,000

CIPAC SCORE

	HS	SC	RI	JL	CO	CI	TOT
Score							N/A

FUNDING SOURCES	COST - BREAKDOWN	
	DESCRIPTION	**ESTIMATED COST**
Transportation Funds (Gas Tax/Prop C/SB 1/Measure R/Measure M)	1. DESIGN	
	2. CONSTRUCTION	
	3. MANAGEMENT/INSPECTION	
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	Varies

All costs shown in current dollars CIPAC FORM 2022 – 2023

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	Alondra Park (Regional Project)
REQUESTING DEPARTMENT	Public Works
DESCRIPTION	The Alondra Park project was identified in the Dominguez Channel Enhanced Watershed Management Program (EWMP) as one of the regional stormwater projects to meet water quality objectives. The project will be designed to capture and treat dry-weather and stormwater runoff in an underground infiltration basin with a total capture volume of approximately 44 ac-feet.
GENERAL PLAN REFERENCE	LU7

JUSTIFICATION

As part of the Dominguez Channel Watershed, the Alondra Park Regional project is designed to capture and treat dry-weather and stormwater runoff from a 4,495-acre drainage area (El Segundo is approximately 22% of this tributary area). Although the project mainly consists of providing underground stormwater infrastructure, it also includes nature-based solutions with planting of native and drought-tolerant vegetation and trees, bio-swales, and permeable pavement. The project will also rehabilitate the park facilities at project completion. The County of Los Angeles is managing and constructing the project, in partnership with several neighboring and tributary cities including the City of El Segundo



*Photo from the Alondra Park Regional Stormwater Capture Project website: https://dpw.lacounty.gov/wmd/stwq/AlondraPark.aspx

The design and construction costs are estimated to be $60 million. The project has received funding from the Regional Safe, Clean Water Program ($30 million), from Caltrans ($15 million), and from the Storm Water Grant Program (SWGP) Proposition 1 ($2.1 million), with the remaining costs being funded by municipalities tributary to the project. El Segundo's portion of the cost is estimated to be $1 million.

CIPAC COMMENTS

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
$1,000,000	$0	$0	$200,000	$200,000	$200,000	$200,000	$200,000

CIPAC SCORE

Score	HS	SC	RI	JL	CO	CI	TOT
							N/A

FUNDING SOURCES	COST - BREAKDOWN	
	DESCRIPTION	**ESTIMATED COST**
Stormwater Fund - Measure W	1. DESIGN	
	2. CONSTRUCTION	$1,000,000
	3. MANAGEMENT/INSPECTION	
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	$1,000,000

All costs shown in current dollars — CIPAC FORM 2022 – 2023

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	Infiltration Projects
REQUESTING DEPARTMENT	Public Works
DESCRIPTION	Infiltration projects, including drywells and underground vaults, will be identified, designed, and constructed to attain regional water-quality requirements and recharge groundwater basins.
GENERAL PLAN REFERENCE	LU7

JUSTIFICATION

To meet the waste discharge requirements in the LA RWQCB MS4 Permit, and as outlined in the Dominguez Channel and Santa Monica Bay J2/J3 EWMPs, the City of El Segundo is required to implement control measures to achieve wasteload allocations established in the Regional Board and USEPA TMDLs. The City will be evaluating drywells and underground vaults for use throughout the City to meet these requirements and ultimately reduce pollutants from reaching the Santa Monica Bay and Dominguez Channel receiving waters.



Sycamore Park and Recreation Park have been identified as potential project locations, but the City will be evaluating other cost-effective alternatives that minimize disturbance to public spaces.

CIPAC COMMENTS

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
$1,000,000	$0	$0	$200,000	$200,000	$200,000	$200,000	$200,000

CIPAC SCORE

	HS	SC	RI	JL	CO	CI	TOT
Score							N/A

FUNDING SOURCES	COST - BREAKDOWN	
	DESCRIPTION	**ESTIMATED COST**
Stormwater Fund - Measure W	1. DESIGN	
	2. CONSTRUCTION	$1,000,000
	3. MANAGEMENT/INSPECTION	
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	$1,000,000

All costs shown in current dollars CIPAC FORM 2022 – 2023

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	**HVAC (Citywide)**
REQUESTING DEPARTMENT	Public Works
DESCRIPTION	Mechanical HVAC improvements at the City Hall, Police Station, Fire Station #1, Fire Station #2, Library and City Maintenance Yard
GENERAL PLAN REFERENCE	LU7

JUSTIFICATION

The HVAC at all building facilities needs replacement. The refrigerant is not in compliance with current regulations, the ductwork requires cleaning, the rooftop mechanical units have reached the end of their life cycles and the performance is not what provides a comfortable controllable work environment.

The HVAC improvements needed for the Police Station involve replacing more substantial portions of the HVAC system than in the other facilities. The Police Station will need all its interior air handlers replaced as they are failing and sometimes there are no repair parts readily available due to the age of the components. Additionally, the boiler, chiller, distribution pumps, rooftop exhaust fans, and rooftop packaged HVAC units are all in need of replacement. It is vital that these items are replaced as soon as possible to continue providing clean and circulated air. Due to the extensive replacement of rooftop HVAC equipment, roof patching and repair will be factored into the budget for the Police Station. The majority of HVAC work for the Police Station is scheduled for FY 2022/23 due to high priority.

In 2018, a consultant (EMG) was hired to conduct a comprehensive building assessment to identify immediate maintenance and capital needs. In that report, it was recommended to address the above issues to meet current building and safety standards and that maintenance requirements are not deferred, thereby jeopardizing the value of these assets.



CIPAC COMMENTS

CIPAC chose not to rate facility project, suggested City to handle it via reserve/equipment replacement fund.

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Varies			$ 60,000	$ 750,000	$ 100,000	$145,880	$ 69,180

CIPAC SCORE

Score	HS	SC	RI	JL	CO	CI	**TOT**
							N/A

FUNDING SOURCES	**COST - BREAKDOWN**	
	DESCRIPTION	**ESTIMATED COST**
General Fund	1. DESIGN	
	2. CONSTRUCTION	
	3. MANAGEMENT/INSPECTION	
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	Varies
All costs shown in current dollars		CIPAC FORM 2022 – 2023

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	Citywide Facilities Improvements Project – Park Vista Senior Housing Plumbing
REQUESTING DEPARTMENT	Public Works
DESCRIPTION	Plumbing Replacement and/or Repairs at Park Vista Senior Housing
GENERAL PLAN REFERENCE	LU7

JUSTIFICATION

The Park Vista Senior Housing is an aging facility. Built in the mid 1980s has not had a major plumbing system upgrades since its original construction. Management has reported frequent leak issues with the supply piping at fixture connections throughout the building. There has also been instances of sanitary waste line replacement due to cracks in the pipes. In 2018, a consultant (EMG) was hired to conduct a comprehensive building assessment to identify immediate maintenance and capital needs. In that report, it was recommended for the plumbing systems at Park Vista Senior Housing to be upgraded to meet current building and safety standards and that maintenance requirements are not deferred, thereby jeopardizing the value of these assets.





CIPAC COMMENTS

Use $1.2M in Senior Citizens Corp Funds (held by them) and $.5M from Fund 504. No GF subsidy should be used.

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
$1,680,000				$820,000	$820,000	$40,000	

CIPAC SCORE

Score	HS	SC	RI	JL	CO	CI	TOT
	5	5	1	0	1	7	**19**

FUNDING SOURCES	COST - BREAKDOWN	
	DESCRIPTION	**ESTIMATED COST**
Senior Citizens Corp Fund & Fund 504	1. DESIGN	
	2. CONSTRUCTION	
	3. MANAGEMENT/INSPECTION	
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	$1,680,000

All costs shown in current dollars — CIPAC FORM 2022 – 2023

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	**Plumbing (Citywide)**
REQUESTING DEPARTMENT	Public Works
DESCRIPTION	Replacement of the water heater, copper piping, fixtures, and faucet at the City Hall, Police Station, Fire Station #1, Fire Station #2, Library and City Maintenance Yard
GENERAL PLAN REFERENCE	LU 7

JUSTIFICATION

A majority of the City facilities plumbing infrastructure is original to the construction of the facilities. The plumbing components have reached the end of their life cycle period. The concern is that the fixtures, faucets, equipment, sump pumps, drinking fountains and piping have aged to the point where the piping will begin to fail, and that replacement should be planned rather than a reaction to a problem that will continue to surface throughout the building.

In 2018, a consultant (EMG) was hired to conduct a comprehensive building assessment to identify immediate maintenance and capital needs. In that report, it was recommended to address the above issues to meet current building and safety standards and that maintenance requirements should not be deferred.





CIPAC COMMENTS

Skipped, Equipment Replacement Fund.

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
$228,640			$4,500	$135,000	$47,600	$22,740	$18,800

CIPAC SCORE

Score	HS	SC	RI	JL	CO	CI	TOT

FUNDING SOURCES	COST - BREAKDOWN	
	DESCRIPTION	**ESTIMATED COST**
General Fund	1. DESIGN	
	2. CONSTRUCTION	
	3. MANAGEMENT/INSPECTION	
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	

All costs shown in current dollars — CIPAC FORM 2022 – 2023

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	**Library Elevator Project**
REQUESTING DEPARTMENT	Public Works
DESCRIPTION	Maintenance of the library elevator
GENERAL PLAN REFERENCE	LU 7

JUSTIFICATION

The hydraulic machinery serving the library elevator is reaching the end of its life cycle and is due for replacement. Over the past year, the elevator began experiencing greater than normal problems and mechanical failures. It is vital to upgrade the fatigued mechanical equipment to restore the elevator performance and maintain accessibility to all floors of the library.

In 2018, a consultant (EMG) was hired to conduct a comprehensive building assessment to identify immediate maintenance and capital needs. In that report, it was recommended to address the above issues to meet current building and safety standards and that maintenance requirements are not deferred, thereby jeopardizing the value of these assets.

A Mechanical engineer will evaluate conditions of the elevator and provide an efficient bid package in the next few months.

CIPAC COMMENTS

Look for value engineering to reduce cost. Evaluate most efficient approach.

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
$185,000				$185,000			

CIPAC SCORE

Score	HS	SC	RI	JL	CO	CI	TOT
	3	3	1	0	1	7	**15**

FUNDING SOURCES	COST - BREAKDOWN	
	DESCRIPTION	**ESTIMATED COST**
	1. DESIGN	
	2. CONSTRUCTION	
	3. MANAGEMENT/INSPECTION	
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	$185,000

All costs shown in current dollars CIPAC FORM 2022 – 2023

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	The Plunge
REQUESTING DEPARTMENT	Community Services
DESCRIPTION	The Plunge is approaching its 80-year anniversary and is need of major renovation to bring the mechanical systems into compliance and make the facility more efficient, usable and accessible.
GENERAL PLAN REFERENCE	LU 6, LU 7

JUSTIFICATION

The Urho Saari Sim Stadium ("The Plunge") is named after a highly regarded swim coach who came to El Segundo in 1941 and coached US Olympic water polo and swim teams. Originally built in 1940 by the Works Progress Administration (WPA), the larger pool has eight lanes and is 25 yards. There is also a separate junior pool. The Urho Saari Swim Stadium is typically programmed year-round for recreation swim, lap swim, fitness classes, swim lessons, practices, and competitions.

For the conceptual phase in FY20/21, the City partnered with Mithun Architect consultant, and hosted community surveys, a virtual community meeting, and stakeholder meetings with staff and Recreation and Parks Commission members to assist in guiding the conceptual design based on the results of the needs assessment. The proposed conceptual design identified code compliance issues, ADA requirements that need to be met, mechanical, electrical, and plumbing upgrades, and needed enhancements for CO2 systems and pool system controllers, while incorporating architectural enhancements that assist in approving the overall appearance and feeling of the facility.

The Recreation and Parks Commission discussed the needs assessment and conceptual design at its meetings on April 21 and May 19, 2021. On May 19, the Recreation and Parks Commission voted 5-0 to recommend the City Council move forward with Mithun's enhanced conceptual design for the Urho Saari Swim Stadium. The full presentation of the conceptual design was presented in more detail to City Council on June 1, 2021 and Council authorized staff to negotiate a consultant contract for engineering design services for the renovation of the Urho Saari Swim Stadium. IBI Group was selected as the design firm for the final architect and engineering design via a RFP process and to be awarded the design agreement at the March 15, 2022 Council meeting.

The Recreation & Parks Commission has placed this project as its highest priority for the future, and recommends setting aside funds that can accumulate for the next 2-3 years during the planning process so that the City has the total funds available when the construction commences.



CIPAC COMMENTS

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
				$1,500,000	$1,500,000	$1,500,000	$1,500,000

CIPAC SCORE

Score	HS	SC	RI	JL	CO	CI	TOT
	8	5	3	3	5	10	**34**

FUNDING SOURCES	**COST - BREAKDOWN**	
General fund Plus $4.5 million from the followings: • The lesser of 24% of the facility renovation cost or $1,000,000 regardless of the total facilities renovation cost is provided by ESUSD (Agreement 5586) • $3,000,000 is provided by LA Chargers Headquarters (Ordinance #1631) • $500,000 Chevron contribution as part of community fundraising	**DESCRIPTION**	**ESTIMATED COST**
	1. DESIGN	$840,000
	2. CONSTRUCTION	$5-10 Million
	3. MANAGEMENT/INSPECTION	
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	$

All costs shown in current dollars CIPAC FORM 2022 – 2023

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	Recreation Park Complex Improvements Project
REQUESTING DEPARTMENT	
DESCRIPTION	Comprehensive improvements to the facilities within the Recreation Park Complex
GENERAL PLAN REFERENCE	LU 6,LU7

JUSTIFICATION

El Segundo Recreation Complex buildings were built in phases spanning from 1957 to 1961, 1966, 1970, 1976,1978, 1980 and 1981.

Improvements to the interiors of the buildings are needed to enhance the services that the City currently provides. Many of the buildings have antiquated HVAC components, lack of fire sprinkler systems and outdated fire alarm systems. The electrical equipment is old and outdated. Buildings such as the concessions and scorekeeper's booth do not have adequate heating or cooling systems. The main roof of the elevator building is in poor condition and in need of repair. The scorekeeper's restroom has roof rafters damaged by dry rot.

In 2018, a consultant (EMG) was hired to conduct a comprehensive building assessment to identify immediate maintenance and capital needs. In that report, it was recommended to address the above Recreation Complex issues and upgrade these facilities as soon as possible to meet current building and safety standards and that maintenance requirements are not deferred, thereby jeopardizing the value of these assets.







CIPAC COMMENTS

Skipped. Suggest setting up equipment replacement fund.

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
$4,000,000				$1,000,000	$1,000,000	$1,000,000	$1,000,000

CIPAC SCORE

Score	HS	SC	RI	JL	CO	CI	TOT
							N/A

FUNDING SOURCES	COST - BREAKDOWN	
General Fund	**DESCRIPTION**	**ESTIMATED COST**
	1. DESIGN	
	2. CONSTRUCTION	
	3. MANAGEMENT/INSPECTION	
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	Various
All costs shown in current dollars		CIPAC FORM 2022 – 2023

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	**Miscellaneous Electrical (Citywide)**
REQUESTING DEPARTMENT	Public Works
DESCRIPTION	Selective replacements for panels, switchboards, transformers and other major electrical components at City Hall, Police Station, Fire Station #1, Fire Station #2, Library, City Maintenance Yard, and Water Division Office
GENERAL PLAN REFERENCE	LU7

JUSTIFICATION

Electrical equipment, such as panels, switchboards, and transformers, at all building facilities need replacement. The electrical equipment at the City building facilities is outdated and are all reaching the end of their life cycles. The age of the older equipment is making it difficult for the maintenance staff since some of the replacement parts are no longer readily available. The efficiency of new equipment is significant and will result in reduced energy and maintenance costs.

In 2018, a consultant (EMG) was hired to conduct a comprehensive building assessment to identify immediate maintenance and capital needs. In that report, it was recommended to address the above issues to meet current building and safety standards and that maintenance requirements should not be deferred.









CIPAC COMMENTS

Skipped, Equipment Replacement Fund

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
$1,303,300			$19,000	$6,300	$101,000	$130,000	$1,047,000

CIPAC SCORE

Score	HS	SC	RI	JL	CO	CI	**TOT**
							N/A

FUNDING SOURCES	**COST - BREAKDOWN**	
	DESCRIPTION	**ESTIMATED COST**
General Fund	1. DESIGN	
	2. CONSTRUCTION	
	3. MANAGEMENT/INSPECTION	
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	Varies

All costs shown in current dollars CIPAC FORM 2022 – 2023

CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2022/23

PROJECT TITLE	**Exterior Lighting and Miscellaneous Facade Project**
REQUESTING DEPARTMENT	Public Works
DESCRIPTION	Façade improvements and the replacement of existing exterior lighting with LED and current technology lighting controls at the City Hall, Police Station, Fire Station #1, Fire Station #2 and the Library.
GENERAL PLAN REFERENCE	LU7

JUSTIFICATION

The existing exterior lightings at all City facilities are nearing the end of their lifecycles and are due for replacement. Replacing the existing lighting fixtures with LED lighting fixtures will result in cost savings associated with the utility bills and in maintenance labor costs. Additionally, with the changing to LED fixtures there should be the corresponding use of more current lighting control technology. When planning this replacement work, the utility company will be contacted so that they can identify rebates and 3rd party programs that can be used to offset the costs for removal & replacement with the LED products.

The façades of these City facilities need to be retouched with new paint and resealing of windows where necessary. This will ensure the City facilities remain aesthetically pleasing and not have a “run-down” look.

In 2018, a consultant (EMG) was hired to conduct a comprehensive building assessment to identify immediate maintenance and capital needs. In that report, it was recommended to address the above issues to meet current building and safety standards and that maintenance requirements should not be deferred.







CIPAC COMMENTS

Skipped, Equipment Replacement Fund.

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
$62,620			$17,000	$29,120			$16,500

CIPAC SCORE

Score	HS	SC	RI	JL	CO	CI	**TOT**
							N/A

FUNDING SOURCES	**COST - BREAKDOWN**	
	DESCRIPTION	**ESTIMATED COST**
General Fund	1. DESIGN	
	2. CONSTRUCTION	
	3. MANAGEMENT/INSPECTION	
	4. CONTINGENCIES	
	5. OTHER (LIST) Soils Engineer Rep.	
	Survey	
	TOTAL	Varies

All costs shown in current dollars CIPAC FORM 2022 – 2023

City of El Segundo

Planning Division

MEMORANDUM

TO: Elias Sassoon, Public Works Director
Lifan Xu, City Engineer

FROM: Michael Allen, AICP, Development Services Director

DATE: June 1, 2022

SUBJECT: General Plan Consistency Finding for the FY 2022-23 Capital Improvement Program

Prepared by: Eduardo Schonborn, AICP, Planning Manager

The City's Planning Division is in receipt of the draft FY 2022-23 Capital Improvement Program (CIP). The draft FY 2022-23 CIP includes both core projects (e.g., sewer, water, roadway infrastructure improvements) and new projects proposed by other departments and the general public. The projects are proposed to be funded through Prop C, Gas Tax, Water Enterprise, Sewer Enterprise, Local Grant Funds and the General Fund.

Government Code §§ 65401 and 65103(c) require the City to prepare a coordinated program of proposed public works projects and require that such projects be reviewed by the City planning agency for conformity with the City's General Plan. The following table lists all the proposed CIP projects for Fiscal Year 2022-23 and a list of General Plan goals, objectives and policies they are consistent with.

Project Name & Description	General Plan Consistency
Proposed CIP projects	
1. Annual Water Main Maintenance 2. Water Valve Replacements 3. Wastewater Infrastructure Replacement (Annual Program) 4. Roadway Rehabilitation (Annual Program) 5. El Segundo Blvd. Improvements 6. Sidewalk Maintenance Program (Annual Program) 7. Alondra Park (Regional project)	**Objective LU1-2**: Prevent deterioration and blight throughout the City; **Goal LU6**: Maintain and upgrade the existing excellent parks, recreation, and open space facilities within the City of El Segundo; **Goal LU7:** to provide the highest quality public facilities, services, and

8. Infiltration projects
9. HVAC (Citywide)
10. Park Vista Housing Plumbing
11. Plumbing (Citywide)
12. Library Elevator
13. Plunge
14. Recreation Park Projects
15. Miscellaneous Electrical (Citywide)
16. Exterior Lighting + Miscellaneous Façade

public infrastructure possible to the community;

Policy LU7-1.4: Storm drain and flood control facilities shall be maintained throughout the City to protect residents and structures from an anticipated 50-year flood; and,

Policy LU7-3.1: The City shall continue the identification of need for infrastructure maintenance and replacement, and program that maintenance and replacement through the Capital Improvements Program (CIP), which is tied to the City budget.

Therefore, in accordance with Government Code §§ 65401 and 65103(c), staff has reviewed the list of capital projects identified in the proposed Fiscal Year 2022-23 CIP and finds that the City's CIP is consistent with the goals and policies of the El Segundo General Plan.

CITY OF EL SEGUNDO
FINANCIAL POLICIES/PROCEDURES

General Fund Reserve: Set General Fund Reserve at 20% of the adopted expenditures with a target of achieving up to 25% when funds are available.

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

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

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

Revenue Estimates: Maintain a conservative approach in projecting revenues.

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

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

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

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

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

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

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

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

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

CITY OF EL SEGUNDO
GLOSSARY OF BUDGET TERMS

APPROPRIATION: A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is limited in amount and limited as to the time period in which it may be expended.

ASSESSED VALUATION: A dollar value placed upon real estate or other property, by Los Angeles County, as a basis for levying property taxes.

BOND: A security whereby an issuer borrows money from an investor and agrees or promises, by written contract, to pay a fixed principal sum on a specified date (maturity date) and at a specified rate of interest.

BUDGET MESSAGE: A written discussion of the budget presented by the City Manager to the City Council.

CAPITAL IMPROVEMENT PLAN (CIP): A financial plan of proposed capital improvement projects and the means of financing them, usually prepared for a five year period.

CAPITAL OUTLAY: An operating budget category which accounts for all furniture and equipment with a unit cost of more than $1000 and an estimated useful life of more than one year.

DEBT SERVICE FUNDS: Account for the accumulation of resources set aside for the repayment of City issued debt.

DEPARTMENT: An organizational unit comprised of one or more divisions.

DIVISION: A program or activity, within a department, that furthers the objectives of the City Council by providing services or products.

ENCUMBRANCES: Financial commitments related to unperformed contracts for goods or services for which part of an appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

ENTERPRISE FUND: A type of fund established to account for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprise. These programs are entirely, or predominately, self-supporting.

FISCAL YEAR: The twelve-month period of time to which the operating budget applies. El Segundo's fiscal year is October 1 through September 30.

FUND: An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created. There are four major types of funds: General, Proprietary, Special Revenue, and Trust and Agency.

FUND BALANCE: The amount of financial resources immediately available for use. This generally represents the excess of current assets over current liabilities.

GANN APPROPRIATIONS LIMIT: Article XIIIB of the California Constitution was amended by Proposition 4, "The Gann Initiative," in 1979. This Article limits the growth of governmental spending by multiplying the limit for the prior year tax proceeds by a growth factor. The growth factor is the percentage change in the cost of living (or per capital personal income, whichever is lower) multiplied by the percentage change in population. The 1979 base year limit amount consists of all tax proceeds appropriated in that year.

GENERAL FUND: The primary fund of the City which is used to account for those revenues and expenditures of the City that are not legally restricted as to use.

GRANT: Contributions of cash or other assets from another governmental entity to be used for a specific purpose.

INTERFUND TRANSFERS: Monies transferred from one fund to another in order to reimburse that fund for

expenditures or to finance the operation of that fund.

INTERNAL SERVICE FUNDS: A fund type that accounts for revenues received and expenses incurred for services or commodities provided by that fund to user departments.

MUNICIPAL CODE: A book containing the City Council approved Ordinances currently in effect. The Code defines City policies related to building codes, planning and zoning regulations, sanitation and health standards, traffic violations, etc.

OBJECTIVES: Departmental statements describing significant activities to be accomplished during the fiscal year.

OPERATING BUDGET: A financial and organizational plan for furthering the goals of the City Council through the City departments. The operating budget does not include capital improvement projects.

ORDINANCE: A formal legislative enactment by the City Council. An Ordinance has the full force and effect of law within City boundaries, unless it is in conflict with a higher form of law, such as a State Statute or Constitutional provision. An Ordinance has a higher legal standing than a Resolution.

PROPOSITION 111 LIMIT: On June 5, 1990, California voters approved Proposition 111, to amend Article XIIIB of the California Constitution, relating to the Gann Appropriations Limit Initiative.

REIMBURSEMENTS: Payments remitted by another agency, department, or fund to help defray the costs of a particular service or activity for which some benefit was obtained by the reimbursing party. These amounts are recorded as expenditures, or expenses, in the reimbursing fund and as a reduction of expenditures, or expenses, in the fund that is reimbursed.

RESERVE: An account used to earmark a portion of the fund balance as legally segregated for a specific use.

RESOLUTION: A special order of the City Council that requires less legal formality than an Ordinance in terms of public notice and the number of public readings prior to approval. A Resolution has lower legal standing than an Ordinance. The City's budget is approved by Resolution and requires a majority vote of the Council members present at the time of adoption.

SALARIES AND BENEFITS: An operating budget category which generally accounts for full-time, part-time and temporary salaries, overtime costs and fringe benefits.

SPECIAL REVENUE FUNDS: These are funds that separately account for monies that are restricted as to use by the City Council, the State of California or the Federal Government.

SUBVENTIONS: Revenue collected by the State (or other level of government) which is allocated to the City on a formula basis. The major subventions received from the State of California include Motor Vehicle License Fees and Gasoline Taxes.

SUPPLIES AND SERVICES: An operating budget category accounting for expenditures not related to personnel or capital outlay (e.g. buildings and grounds maintenance, contractual services, equipment maintenance, office and computer supplies, small tool purchases, utility costs, postage, copier costs, etc.).

TRUST AND AGENCY FUND: A type of fund which temporarily holds monies for other agencies or legal entities

CITY OF EL SEGUNDO
ACCOUNT CODE DESCRIPTION

4101 Salaries/Full-Time: Compensation to full-time benefited employees

4102 Salaries/Part-Time: Compensation for part-time non-benefited or partially-benefited employees

4103 Overtime: Compensation to employees for hours worked in excess of regularly- scheduled worked week

4104 Permanent Contract: Compensation to Golf Course employees under contract with the City of El Segundo

4105 Holiday Pay: Compensation to safety employees in-lieu of holiday leave taken

4107 FLSA Overtime: Overtime pay as defined under the Federal Labor Standards Act (FLSA)

4108 Vacation/Sick Leave Buyback: Buyback of a portion of an employee's vacation and sick leave balance as allowed under each bargaining unit's memorandum of understanding (MOU)

4109 Vacation/Sick Leave-Termination: Payout of an employee's vacation and sick leave balance at termination, as allowed under each bargaining unit's MOU

4110 Leave Replacement: Compensation to Fire employees for hours worked to replace open positions due to leave time (vacation/sick)

4112 Compensated Sick Time: Payouts for accrued sick leave which may be optional at end of the year or required if sick leave balance is over the prescribed maximum accumulation.

4113 Reimbursable Overtime: Overtime compensation reimbursed by outside agencies/vendors for specific work performed on behalf of another agency or vendor.

4116 Standby Pay: Compensation to employees who have been released from work but are specifically required by their supervisor to be available to return to work as needed by the City.

4117 Opt-Out Payments: Payments to employees who opt-out of certain benefits.

4118 Replacement Benefit Contributions: Additional Payments to CalPERS to cover the retirement benefits of high earning employees.

4201 PERS Retirement: Employee and employer contributions to the Public Employees Retirement System (PERS)

4202 FICA: Employee and employer contributions to the Federal social security system including Medicare

4203 Workers' Compensation: Contributions to the City of El Segundo's Internal Service Workers' Compensation Fund

4204 Group Insurance: Payment for insurance premiums for health, dental, and vision

4205 Uniform Allowance: Quarterly payments, through payroll, to employees who are required to purchase and maintain prescribed uniform clothing and personal equipment.

4207 CalPERS Unfunded Liability: Payment to CalPERS for the unfunded retirement liability.

4209 PARS (Public Agency Retirement Services): Supplementary retirement system to the California Public Employees Retirement System

4210 OPEB (Other Post-Employment Benefits): GASB 45 liability to fund annual required contribution

4211 401(a) Employer's Contribution: Employers contribution to employees 401(a).

4215 Uniform Replacement: Annual uniform maintenance allowance for employees required to wear a specific work attire including boots

4217 Early Retirement Incentive: Costs associated with the employees who took the early retirement incentive.

4221 Car Allowance: Costs for employees who receive a car allowance.

4251 CalPERS Payments: Payments to CalPERS not associated with employees.

4907 Interest Expense: Interest payments on debt.

4999 Cash Over / Short: Unidentified cash variances in the bank accounts.

5201 Office Supplies: Supplies used in the office such as paper, pens, staples.

5203 Repairs & Maintenance Supplies: Supplies used for repairs and maintenance

5204 Operating Supplies: Business cards, law library books, blueprint paper, pre-printed forms, book covers, and other supplies necessary to support the ongoing operations

5205 Cleaning & Sanitation: Pool maintenance and custodial supplies

5206 Computer Supplies: Computer paper, diskettes, magnetic tapes, printer ribbons, software, and other computer related items

5207 Small Tools & Equipment: Hammers, wrenches, screwdrivers, small hand and power tools

5210 Paper Goods: Napkins, paper towels, cups, and other paper goods used at the Golf Course restaurant

5211 Photo Supplies: Film, flashbulbs, photo processing costs, and other miscellaneous photo supplies

5212 Prisoner Meals: Meals for in-custody prisoners and court commitment program participants

5213 Replacement of Damaged Goods: Replacement of damaged or broken dishes, glasses, utensils, and other items used at the Golf Course restaurant

5214 Housing Supplies: General supplies for Fire Station.

5215 Vehicle Gasoline Charge: Fuel charges for operating City vehicles

5216 Range Balls & Mats: Range balls and mats for the Golf Course

5218 Police Training Materials & Supplies: Training materials and supplies for Police Department

5501 Books & Other Printed Materials: Books, pamphlets, periodicals, etc.

5502 Audio & Video: Books on tape, cassettes, compact discs, and periodical microfiche

5505 Young People's Books: Children's books, pamphlets, magazines, and kits.

5507 School Library Materials: Books and other printed materials for the El Segundo Unified School District's libraries.

5220 Computer Refresh Charges: Annual charge to departments for core workstation hardware and software

5255 CPR Class Operating Supplies: Supplies used in CPR training courses

6093 Junior Camp Expenses: Junior golf camp operating expenses

6101 Gas: Cost of natural gas used at City buildings, parks, and other public facilities

6102 Electricity: Cost of electricity for City buildings, parks, and other public facilities

6103 Water: Cost of water used in City buildings, parks, and other public facilities

6116 Building Lease Charge: RSI office lease charges

6135 Credit Card Expense: Merchant's fees for accepting credit payments throughout the City, including the Golf Course

6139 Bank Service Charges: Bank service charges exceeding earnings allowance on City's checking accounts.

6153 Personal Property Damage: Golf Course personal property damage expenses

6172 NSF Charges: The expense of non-sufficient funds checks deemed uncollectible

6201 Advertising & Publishing: Public notices and job announcements, newsletters, flyers, and other informational or promotional materials distributed by the City

6203 Copy Machine Charges: Charges for copy machine usage, maintenance, and supplies

6205 Other Printing & Binding: Use of outside printers for forms, pamphlets, brochures, and other printing needs

6206 Contractual Services: Contracts with vendors for engineering services, traffic studies, signal maintenance, refuse collection, street sweeping, janitorial services, pump maintenance, and other miscellaneous services.

6207 Equipment Replacement Charges: Charges to departments to accumulate funds necessary to replace old, outdated, and unusable furniture, computers, office equipment, vehicles, and other capital items

6208 Dues & Subscriptions: Dues for memberships in various professional organizations and subscriptions to trade journals, magazines, newspapers, etc.

6209 Dump Fees: Costs to dump debris at local transfer stations

6210 Hazardous Materials Disposal Fees: Costs associated with the disposal of hazardous materials dropped on City streets.

6211 Insurance & Bonds: Property, liability, workers' compensation, and employee bond policies

6212 Laundry Cleaning: Cleaning of uniforms, floor mats, jail linens, beddings, and towels

6213 Meetings & Travel: Attendance at professional meetings and luncheons, and travel costs to attend training seminars and conferences

6214 Professional/Technical: Costs of professional services such as independent auditors, consultants, pre-employment physicals, and recreation class instructors

6215 Repairs & Maintenance: Repairs of buildings and facilities, and maintenance contracts for office equipment, computers, library circulation system, and print shop equipment

6216 Rental Charges: Rental of investigative equipment and miscellaneous equipment for emergency repairs

6217 Software Maintenance: Costs of maintaining the City's financial systems

6218 Hardware Maintenance: Costs associated with maintaining the City's computer network system

6219 Network Operating Charge: A "per computer charge" to each department for costs associated with computer systems network operations

6221 Educational Incentive: Compensation to firefighters who complete approved academic courses

6222 Lease Payment/Parking Garage: 612 Twin Holdings payments for parking garage

6223 Training & Education: Registration at educational seminars and conferences, and also for purchases of training materials

6224 Vehicle Operating Charge: Costs related to the operation, repair, and maintenance of the City's fleet of vehicles

6228 POST TRAINING EDUCATION: Reimbursement to Police Officers for approved training and educational programs under the Police Officers' Standards and Training (POST) program

6237 Water Conservation: Water conservation bulletins and pamphlets, water-saving shower heads, etc.

6245 Employee Recognition: Annual employee service awards luncheon.

6246 Claims Expense: Liability and workers' compensation claims, settlements, and expenses

6247 Unemployment Compensation: Quarterly payments to EDD for unemployment claims reimbursements

6249 Fees & Licenses: Fees and licenses necessary for the operation of "The Lakes at El Segundo" golf course

6250 Volunteer Recognition: Annual picnic for recognition of City volunteers

6251 Communications/Mobile Radios: Maintenance and supplies for the Police and Fire Department mobile radios and pagers

6253 Postage: Costs of mailing City correspondence, notices, water bills, etc.

6254 Telephone: Telephone and cellular communications

6255 ESMC Reproduction: Updating and reproduction of the City's Municipal Code

6256 Pavement Rehabilitation: Expenditures related to pavement repairs

6257 Public Education: Community service programs

6259 Breathing Apparatus: Service, maintenance, and repair of the Fire Department's self-contained breathing apparatus (SCBA)

6260 Equipment Leasing: Leases of copiers and fax machines.

6262 Testing/Recruitment: Employment testing, oral board raters, brochures, and flyers

6263 Commissioners' Expense: Compensation for attendance at Planning Commission meetings and reimbursement of commissioners' expenses

6266 Training Allowance: Special training materials for the golf course pros

6267 Zoning Text Amendments: Costs related to amendments to the zoning codes

6268 General Plan Update: Costs of updating or amending the General Plan

6270 Commissions: Commissions earned by the golf course pros

6271 Animal Regulation: Contract with the SPCA and dog license tags

6272 Court Costs: Meals and auto expenses for off-duty officers attending court proceedings

6273 In-Custody Medical Charges: Medical care and treatment of prisoners

6274 Investigation Expenses: Sheriff custodial charges, fingerprinting costs, blood alcohol and drug testing, and Municipal Code prosecutions

6275 K-9 Dog Care Services: Dog food, veterinary care, and training

6276 Police Reserve Program: Plaques, certificates, and training for Police Reserves

6278 Computer Charges: County upgrades of in-house JDIC system and hardware and software maintenance

6279 Explorer Program: Field trips and monthly meetings for Police Explorers

6280 CAL I.D.: State/County computerized fingerprint system

6281 Emergency Facilities Maintenance: Emergency repairs to city buildings

6282 Emergency Repairs: Charges for repairs to vehicles damaged in accidents

6283 Water Purchases - Potable: Potable water purchases

6284 Security Costs: Golf Course security expenses

6285 Water Purchases - Reclaimed: Cost of purchasing water from the West Basin Municipal Water District

6286 General Administrative Charges: Administrative charges to the Water Fund for services provided by City departments

6288 S.W.A.T. Program: Training equipment, ammunition, and hostage negotiations costs

6289 Education Reimbursement: Police educational reimbursements for eligible classes

6292 Hyperion Issues: City's share of mitigation monitoring costs per contract with the City of Los Angeles

6294 Special Projects: Funds set aside for special projects initiated by the City Council or City Manager

6296 R.S.V.P. PROGRAM: Costs of the Retired Senior Volunteer Program

6301 Legal Counsel: Monthly retainer of City Attorney.

6302 Special Plaintiff & Defense Litigation & Experts: Costs associated with special plaintiff and defense litigation, and expert witnesses

6303 Commercial & Space Marketing: Marketing of vacant commercial space

6310 Labor Negotiation: Attorney fees related to labor negotiations

6311 Code Enforcement Litigation: Attorney fees related to Municipal Code enforcement

6354 Lifeline Expense: Operating expense for qualified customers for a subsidized water rate

6401 Community Promotion: Miscellaneous expenditures to promote community activities

6402 Noise Abatement: Agenda and minute preparation for the Noise Abatement Committee and membership dues in the national organization

6403 Sister City: Program support and travel to Guaymas

6405 ESUSD Funding Agreement: Costs funding agreement with the El Segundo Unified School District for crossing guards

6406 LAX Master Plan Intervention: Attorney fees related to LAX Masterplan Intervention

6407 Washington Lobbyist: Federal advocacy professional services related to LAX Masterplan

6409 Audiovisual Materials audiovisual materials purchase by the Library department

6410 E-Books Electronic books purchased by the Library

6501 Right of Way Lease: Right of Way lease agreement with Southern California Edison

6502 Contribution Expense: Golf Course contribution expense

7550 Cost of Sales: Golf Course cost of food and beverages sales

7600 Hard goods: Golf Course cost of hard goods sales, e.g., golf equipment

7601 Purchase Discount: Golf Course discounts on inventory purchases

7602 Soft Goods: Golf Course cost of soft goods sales, e.g., golf apparel

7604 Freight: Golf Course freight charges on inventory purchases

7606 Teaching Supplies: Golf Course lesson supplies

8103 Capital & Other Improvements: Capital improvements to City buildings and facilities

8104 Capital/Equipment: Capital equipment and furniture

8105 Capital/Automotive: Vehicles and motorized equipment

8106 Capital/Communications: Communications equipment

8108 Capital/Computer Hardware: Computer hardware and related equipment

8109 Capital/Computer Software: Computer software programs

CITY OF ELSEGUNDO
ACRONYMS USED
ADOPTED BUDGET
FISCAL YEAR 2021-2022

ACRONYM	TITLE
AB	Assembly Bill
ABC	Alcoholic Beverage Control
ADA	Americans with Disabilities Act
APSA	Aboveground Petroleum Storage Act
BOD	Board of Directors
CAD	Computer-Aided Dispatch
CalARP	California Accidental Release Prevention
CalPERS	California Public Employees' Retirement System
CASP	California Association of School Psychologists
CDBG	Community Development Block Grant
CDIAC	California Debt & Investment Advisory Commission
CD's	Certificate of Deposit
CERS	California Environmental Reporting System
CERS	California Environmental Reporting System
CERT	Community Emergency Response Team
CES	Campus El Segundo
CIEDB	Californian Infrastructure & Economic Development Bank
CIP	Capital Improvement Project
CMTA	California Municipal Treasurers' Association
COPS	Citizens' Option for Public Safety
CPI	Consumer Price Index
CPR	Cardio Pulmonary Resucitation
CSI	Crime Scene Investigation
CTIP	Coordinated Technology Implementation Program
CUPA	California Unified Program Agencies
DOJ	Department of Justice
DVD	Digital Video Disc
EDAC	Economic Development Advisory Committee
EEO	Equal Employment Opportunity
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EKG	Electrocardiogram
EKPTO	Exceptional Kids Parent Teacher Organization
EMS	Emergency Medical Services
EOC	Emergency Operations Center
ERF	Equipment Replacement Fund
ES	El Segundo
ESMC	El Segundo Municipal Code
ESMoA	El Segundo Museum of Art
ESARG	El Segundo Amateur Radio Group
ESUSD	El Segundo Unified School District
FAA	Federal Aviation Administration

CITY OF ELSEGUNDO
ACRONYMS USED
ADOPTED BUDGET
FISCAL YEAR 2021-2022

ACRONYM	TITLE
FEMA	Federal Emergency Management Agency
FICA	Federal Insurance Contributions Act
FLSA	Federal Labor Standards Act
FPPC	Fair Political Practices Commission
FRO	First Responder Operations
FT	Full Time
FTE	Full Time Equivalent
GASB	Governmental Accounting Standards Board
GIOA	Government Investment Officers' Association
GIS	Geographic Information System
HIPAA	Health Insurance Portability & Accountability Act
HMBP	Hazardous Materials Business Plan
HOX	Home Owners Exemption
HSI	Homeland Security Investigation
HUD	Housing Urban Developmet
HVAC	Heating, Ventilation, Air Conditioning
ICE	Immigration & Customs Enforcement
ICRMA	Independent Cities Risk Management Authority
ICS	Incident Command Center
IRC	Internal Revenue Code
IRS	Internal Revenue Service
ISO	Insurance Services Office or International Stadardization Organization
JAC	Joint Apprentice Committee
JDIC	Justice Data Interface Controller
LA	Los Angeles
LACMTA	Los Angeles County Metropolitan Transportation Commission
LADOA	Los Angeles Department of World Airports
LAEDC	Los Angeles Economic Development Corporation
LAWA	Los Angeles World Airport
LAX	Los Angeles Airport
MAX	Municipal Area Express
MEP	Mechanical, Electrical, Plumbing
MOU	Memorandum of Understanding
NFPA	National Fire Protection Administration
NIMS	National Incident Management System
NSF	No Sufficient Funds
OES	Office of Emergency Services
OPEB	Other Post Employment Benefits
P&BS	Planning & Building Safety
PAC	Political Action Committee
PARS	Public Agency Retirement Services
PD	Police Department
PEG	Public Education & Government

CITY OF ELSEGUNDO
ACRONYMS USED
ADOPTED BUDGET
FISCAL YEAR 2021-2022

ACRONYM	TITLE
PERS	Public Employees' Retirement System
POST	Peace Officers' Standard Training
PSAF	Public Safety Augmentation Fund
PSO	Public Services Officer
PT	Part Time
PW	Public Works
RBP	Retirement Benefit Plan
RFP	Request for Proposal
RMP	Risk Management Plan
RMS	Records Management System
RPOSD	Regional Park & Open Space District
RSI	Residential Sound Insulation
RSVP	Retired Senior Volunteer Program
SB	Senate Bill
SCAQMD	South Coast Air Quality Management District
SCE	Southern California Edison
SEMS	Standardized Emergency Management System
SIR	Self-Insured Retention
SLESF	Supplemental Law Enforcement Services Fund
SLOT	State Local Overtime
SMIP	Strong Motion Instrumentation Program
SPCA	Society for the Prevention of Cruelty to Animals
SPEA	Supervisory & Professional Employee Association
SRRE	Source Reduction & Recycling
STAR	State (of California & Nevada) Television Access Recognition
STC	Standard Training Corrections
SWAT	Special Weapons and Tactics
TDA	Transportation Development Act
TEMS	Tactical Emergency Medical Support
TOT	Transient Occupancy Tax
TRA	Tax Resolution Agreement
TRAP	Taskforce for Regional Autotheft Prevention
TV	Television
UASI	Urban Areas Secuity Initiative
UPA	Unified Program Agency
US	Unitied States
UST	Underground Storage Tank
UUT	Utility Users' Tax
VIP	Very Important Person
VLF	Vehicle License Fee

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE 2022-2023 FINAL OPERATING AND CAPITAL IMPROVEMENT BUDGET AND THE 2022-2023 APPROPRIATIONS LIMIT FOR THE CITY OF EL SEGUNDO.

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 Council has reviewed the proposed final Operating Budget ("Budget") for fiscal year;

B. The Budget is based upon appropriate estimates and financial planning for the City's operations, services, and capital improvements;

C. The City Council conducted a strategic planning session on May 3, 2022; a budget study session on May 17, 2022; and a public hearing on June 21, 2022;

D. All procedural requirements for adopting the City's budget were fulfilled, and the City Council was fully informed regarding the City's current finances, projected revenue, and financial obligations; and

E. It is in the public interest for the City Council to adopt the Budget as proposed by the City Manager.

SECTION 2: **ADOPTION.** The Budget attached to this Resolution, and incorporated by reference, is approved and adopted subject only to the authorizations set forth below. Such approval and adoption includes, without limitation, the Schedule of Positions Full-Time & Full-Time Equivalents by Department, Authorized Positions and Budgeted Positions set forth in the Budget which recognizes Authorized Positions which are authorized but not necessarily budgeted and Budgeted Positions which are authorized and budgeted in the fiscal year.

SECTION 3: **APPROPRIATIONS LIMIT.**

A. Article XIIIB of the California Constitution requires the City to set its Appropriations Limit on an annual basis;

B. The City's Appropriations Limit may be adjusted annually based upon inflation and population growth.

C. The City Council may choose the method of calculating adjustments to the City's Appropriations Limit on an annual basis. For inflation, pursuant to Article XIIIB, § 8(e)(2), adjustments to the Appropriations Limit may be calculated using either the percentage change in per capita personal income from the preceding year or the percentage change in the local assessment roll from the preceding year because of local nonresidential new construction. For population growth, pursuant to Government Code§ 7901(b), the City may either use the percentage growth either in its jurisdiction or from the surrounding county.

D. Pursuant to Article XIII-B of the California Constitution, and those Government Code sections adopted pursuant to Article XIII-B, § 8(f), the City Council chooses to adjust the City's Appropriations Limit by calculating inflation using the percentage change in per capita personal income from the preceding year and calculating population growth by using the percentage change in population in Los Angeles County.

E. As a result of the adjustments made to the City's Appropriations Limit, the City Council sets the Appropriations Limit for the fiscal year at $352,921,760.

SECTION 4: **BUDGET APPROPRIATIONS.** Based upon the Budget, the total General Fund operating budget, including transfers-out, is $85,361,128. The City Manager, or designee, is authorized to implement the following appropriations for City Departments:

Department	Proposed FY 2022-2023
CITY ATTORNEY	770,450
CITY CLERK	568,511
CITY COUNCIL	216,018
CITY MANAGER	2,850,000
COMMUNITY DEVELOPMENT DEPARTMENT	3,828,987
FINANCE DEPARTMENT	2,576,681
FIRE DEPARTMENT	13,564,268
HUMAN RESOURCES DEPARTMENT	1,492,491
INFORMATION TECHNOLOGY DEPARTMENT	3,741,130
NON DEPARTMENT	6,128,801
POLICE DEPARTMENT	20,378,246
PUBLIC WORKS DEPARTMENT	7,094,856
RECREATION PARK AND LIBRARY DEPARTMENT	8,675,569
TRANSFER	13,475,120
Grand Total	**85,361,128**

SECTION 5: **CIP and MISCELLANEOUS APPROPRIATIONS.** The City Manager, or designee, is authorized to implement the following CIP and miscellaneous appropriations, for a total of $72,442,406 with the following funds and amounts:

Fund	Proposed FY 2022-2023
104 TRAFFIC SAFETY FUND	45,000
106 STATE GAS TAX FUND	752,966
109 ASSET FORFEITURE FUND	725,000
110 MEASURE R	600,000
111 COMM. DEVEL. BLOCK GRANT	75,000
112 PROP "A" TRANSPORTATION	322,165
114 PROP "C" TRANSPORTATION	1,550,127
115 AIR POLUTION REDUCTION FUND	100,000
116 RESIDENTIAL SOUND INSULATION PROG. FUND	800
117 HYPERION MITIGATION FUND	100,000
118 TDA ARTICLE 3 - SB 821 BIKEWAY FUND	15,000
120 C.O.P.S. FUND	350,000
123 PSAF PROPERTY TAX PUBLIC SAFETY	150,000
126 CUPA	557,642
127 MEASURE M	1,000,000
128 SB-1	600,000
129 CERTIFIED ACCESS SPECIALIST PROGRAM (CASP)	80,000
130 AFFORDABLE HOUSING FUND	200,000
131 COUNTY STORM WATER PROGRAM	750,000
202 DEBT SERVICE FUND	545,000
204 PENSION OBLIGATION BONDS	9,800,000
301 CAPITAL IMPROVEMENT FUND	7,360,893
501 WATER UTILITY FUND	31,359,005
502 SEWER FUND	6,500,017
503 GOLF COURSE	10,000
504 SENIOR HOUSING	75,313
505 SOLID WASTE	270,000
601 EQUIPMENT REPLACEMENT	1,386,989
602 LIABILITY INSURANCE	3,572,125
603 WORKERS COMP RESERVE/INSURANCE	3,263,365
704 CULTURAL DEVELOPMENT FUND	326,000
Grand Total	**72,442,406**

SECTION 6: **FUND OPERATING RESERVES**. The City Manager, or designee, may appropriate any remaining revenues at the close of Fiscal Year 2021-2022 into the applicable Fund operating reserve on June 30, 2022.

SECTION 7: **APPROPRIATIONS LAPSE**. All appropriations shall lapse at the end of the fiscal year to the extent that they have not been expended or lawfully encumbered unless approved by the City Council.

SECTION 8: **BUDGET ADJUSTMENTS**. The Budget may be subsequently adjusted as follows:

A. By majority vote of the City Council;

B. By the City Manager, or designee, for all appropriation transfers between programs and sections within a City department and between appropriation units (e.g., salaries and benefits, services and supplies, and capital outlay)

within programs;

C. By Department Directors for appropriation transfers between appropriation units within programs;

D. Object code expenditures within appropriation units in a program are not restricted so long as funding is available in the appropriation unit as a whole.

SECTION 9: **CONTRACTING AUTHORITY.**

A. The City Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget.

B. In accordance with the El Segundo Municipal Code ("ESMC"), the City Manager is authorized to execute all contracts awarded for equipment, supplies, and services approved in the Budget.

C. Notwithstanding any dollar limitation set forth in the ESMC, the City Manager is authorized to execute contracts for purchasing equipment and supplies that are individually identified in the Budget regardless of total cost. The City Manager may, but is not required to, seek additional City Council approval for transactions made pursuant to this Section.

D. For all other services, equipment, and supplies, the City Manager is authorized to execute contracts in accordance with the ESMC.

SECTION 10: **DELEGATION OF AUTHORITY.** Pursuant to State of California Code Section 53607, the City Council hereby authorizes the City Treasurer to invest and reinvest the City's funds, to sell or exchange securities so purchased, and to deposit securities for safekeeping in accordance with the Code. The City Treasurer may delegate all, or a portion of the investment authority to subordinates pursuant to State of California Government Code Section 41006. Such delegation by the City Treasurer shall not remove or abridge the Treasurer's investment responsibility. This Delegation of Authority shall be valid for one year unless otherwise revoked; and will be renewed on an annual basis in conjunction with the Budget Adoption.

SECTION 11: 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 the adoption of the Resolution in the City Council's records and the minutes of this meeting.

SECTION 12: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED June 21, 2022.

[SIGNATURES ON NEXT PAGE]

RESOLUTION NO. _____ PASSED AND ADOPTED this 21st day of June 2022

_____
Drew Boyles, Mayor

ATTEST:

_____
Tracy Weaver, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, City Attorney

By: _____
David King
Assistant City Attorney

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

I, Tracy Weaver, 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 21st day of June, 2022, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Tracy Weaver, City Clerk

Attachment 4

General Fund Balance Policy

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

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

1. Beginning with the Fund Balance for Fiscal Year ended June 30, 2023, establish target General Fund Unassigned Fund Balance at a minimum of 20% of General Fund Expenditures.

2. The long-term General Fund reserve policy objective is to increase the target General Fund Unassigned Fund Balance to 25% of General Fund Expenditures.

Balanced Operating Budget

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

Economic Uncertainty (Revenue Offset) Reserve Policy

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

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

1. For Fiscal Year ending June 30, 2023, maintain the Economic Fund Uncertainty Balance at $2,000,000.

2. Thresholds established:

    a. Minimum target balance of $2,000,000 in subsequent years.

    b. The maximum balance shall be any excess reserves as designated by City Council.

3. Once target level is reached, reevaluate the appropriate funding level each fiscal year during the budget adoption process.

Use of Reserves

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

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

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

City of El Segundo

Topgolf Revenue Allocation Policy

Purpose

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

Policy Background

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

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

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

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

- Ensure that all pension funding decisions are structured to protect both current and future taxpayers, ratepayers, and residents of the City;

- Ensure that City debt is consistent with City's strategic planning goals, objectives, capital improvement program, and operating budget; and

- Ensure existing City infrastructure is properly maintained and developed and there is a dedicated funding source to address these needs.

Policy Discussion

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

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

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

- Provides framework to ensure proper management of future liabilities and to minimize effects on operations. Adoption of a funding policy will ensure a disciplined decision-making process, which will contribute to better predictability in funding.

- Having a written summary of the funding policy that is accessible to employees and the public will help improve transparency of funding decisions and increase the understanding of pension and infrastructure funding issues.

Policy Framework

- An annual amount of $200,000 will be dedicated towards recreation infrastructure;

- After the aforementioned $200,000 dedication, 60%-70% of the revenue will be dedicated towards funding pension related liabilities;

- 30%-40% of the revenue will be dedicated towards funding the debt owed to the Equipment Replacement Fund; and

- Once the debt to the Equipment Replacement Fund is paid in full, the 30%-40% will be dedicated towards City infrastructure.

City of El Segundo

Unfunded Actuarial Liability Policy

Purpose

The purpose of this Unfunded Actuarial Liability Policy is to provide guidance on the development and adoption of a funding plan for any Unfunded Actuarial Liabilities (UAL) that are calculated annually by CALPERS, or for any UAL remaining immediately after the issuance of a Pension Obligation Bond. This funding policy should also support the decision making process of the City Council and should be consistent with the overall purpose and goals of the City of El Segundo's pension plan.

The City recognizes that a fiscally prudent policy should:

- Maintain the City's sound financial position
- Ensure the City has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenditures
- Protect the City's creditworthiness
- Ensure that all pension funding decisions are structured to protect both current and future taxpayers, ratepayers and residents of the City
- Ensure that City debt is consistent with City's strategic planning goals, objectives, capital improvement program, and operating budget

Background

A primary goal of funding defined benefit pension plans is to ensure that sufficient assets will be accumulated to deliver promised benefits when they come due and to protect pension benefits in situations that involve employer insolvency or bankruptcy. Establishing sound funding guidelines promotes pension benefit security. The City's overall objective is to fund CALPERS pension plan near 100% of the total actuary liability and no less than 80%, whenever possible.

The City is committed to fiscal sustainability by employing long-term financial planning efforts, maintaining appropriate reserve levels, and employing prudent practices in governance, management, budget administration, and financial reporting. This proposed policy is intended to make all relevant information readily available to decision-makers, City employees, and members of the public to improve the quality of decisions, identify policy goals, and demonstrate a commitment to sound, long-term financial planning.

Adherence to this proposed policy signals to rating agencies and capital markets that the City is well-managed and able to meet its financial obligations in a timely manner.

The purpose of the funding policy is to establish a framework for funding the City of El Segundo's defined benefit pension plan, taking into account factors that are relevant to the plan and the City. These factors include:

- Financial position of the City
- Provide transparency to the cost of City service
- Stability of the plan and/or the affordability of the annual contributions
- Benefit security
- Terms of CALPERS contract for El Segundo, along with any related collective bargaining agreements, which includes employees paying their full pension share
- Minimum funding requirements under State Law

There are several advantages to developing a funding policy to address an unfunded actuarial liability. These advantages include the following:

- Provides framework to ensure proper management of future liabilities and to minimize effects on operations. Adoption of a funding policy will ensure a disciplined decision-making process, which will contribute to better predictability in funding.
- Having a written summary of the funding policy that is accessible to employees and the public will help improve transparency of funding decisions and increase the understanding of pension funding issues.
- The exercise of developing this funding policy improves the identification, understanding, and management of the risk factors that affect the variability of funding requirements and the security of benefits to the employees and retirees.

Remaining Unfunded Actuarial Liability

The City is in the process of considering a pension obligation bond that would generate bond proceeds to deposit with CALPERS up to an amount equal to 100% of the unfunded actuarial liabilities based on the latest actuarial valuation information available to the City. After the deposit of bond proceeds to CALPERS, the City may or may not have a remaining unfunded actuarial liability still owed to CALPERS.

If the City issues a pension obligation bond for less than the full 100% of the unfunded actuarial liability, any remaining unfunded actuarial liability will be accounted for separately, for the purposes of this Policy, from any new increase in the unfunded liability resulting from the annual actuarial valuation report changes.

The City will create a payoff/funding plan that will address this remaining unfunded liability immediately after the issuance of the pension obligation bond. The remaining unfunded liability will be paid off or fully funded within a twenty-year period, and with a focus to fully fund in under twenty years.

New Unfunded Actuarial Liability

Every year, CALPERS completes a new actuarial valuation report based on the CalPERS fiscal year-end, June 30, and recalculates the City of El Segundo's pension liability as of the new valuation date. The annual report is released to member cities by early August. If the value of the funded assets is not equivalent to this new liability amount, the City will incur a new unfunded liability at that point in time. The unfunded actuarial liability may increase or decrease from year to year, due to the following factors:

- Changes in actuarial assumptions and experience changes (e.g., changes in the discount rate, changes in demographic experience, etc.)
- Changes in actuarial gains or losses due to asset returns being higher or lower than the expected rate of return (currently set at 7%) at June 30 each year
- Changes in plan benefits

Due to the possibility of a new pension liability developing, the City of El Segundo desires to create a policy to immediately address any new pension liabilities, or amortization bases, that arise. Any new increase or decrease in the liability resulting from the annual actuarial valuation is identified as a separate line item, or amortization base, on the annual CALPERS actuarial valuation report. The table below lays out the parameters for paying off/funding the unfunded actuarial liability in a designated amount of time, based on the amount of the liability, as follows:

New Unfunded Actuarial Liability	Payoff/Funding Time Period
$0-$5,000,000	Within 1 to 5 Years
$5,000,001-$10,000,000	Within 6 to 10 Years
$10,000,001-$15,000,000	Within 11 to 15 Years
Over $15,000,001	Within 16 to 20 Years

Each year, when the City is provided with the annual valuation report from CALPERS, staff will present to the City Council, as part of the Mid-Year Budget Report, the following:

- The dollar amount of the new liability (new amortization base)
- The number of years that staff is recommending to pay off/fund the liability

- The dollar amount of the annual contribution to be made
- The funding source(s) of the payments
- The short-term and long-term financial impacts on the City's General Fund reserve balance

When a new amortization base results in a credit balance, the credit will be applied, first, to any negative bases during the same period and, secondly, against any prior year bases until the credit is fully exhausted. The remaining outstanding liability will then be recalculated and a new payoff schedule and annual contribution will be determined based on the payoff schedule above. New amortization repayment schedules will be kept within 20 years to help maximize long-term savings.

Prepayment Options

At the beginning of each fiscal year, the City analyzes the costs/benefits of prepaying amounts due CALPERS during that fiscal year. The City strives to continue taking advantage of any prepayment discount that is afforded by CALPERS.

Funding Levels

The City's target funding level will be near 100% of the UAL. The City will strive to achieve this funding level through debt refinancing, allocation of reserves, and/or cost containment measures. The total funding amount will be a combination of the amount on deposit with CALPERS, the funds deposited in the City's Section 115 trust, and any funds reserved by the City that are designated for pension liabilities.

Funding Options

Funding options for the remaining UAL and/or any new UAL may include the use of a Section 115 Trust and/or allocating fund reserves from any allowable fund within the City.

Section 115 Trust

A Section 115 Trust was established in 2017 to transfer funds to a trust to ensure that these funds will only be used for pension related costs. The trust assets can be accessed to pay CALPERS at any time to reduce volatility and offset unexpected pension rate increases. The trust will have funds deposited into it at the discretion of the City Council, based on recommendations made by City staff during the annual budget adoption process. For the calculation of funding levels, monies put in this trust will be treated the same as putting monies on deposit with CALPERS.

Additional Discretionary Payments

Additional Discretionary Payments may be deposited with CALPERS at any time. After completion of the annual audit, all discretionary fund reserve balances will be reviewed by City staff. Based on any budgetary constraints at that time, a determination may be made that it is in the best interest of the City to use any available reserves or one-time savings from the prior fiscal year to make additional discretionary payments. Additional

discretionary payments could be deposited with CALPERS or invested in the City's Section 115 trust.

Any savings realized from the issuance of the 2021 pension obligation bond, as determined by comparing the pension obligation bond level debt service and fiscal year 2020-2021 CALPERS actuarial determined contributions, will be allocated as follows: 30%-60% of the savings will be used to offset any future unfunded actuarial liability that arise and 40%-70% of the savings will be used to offset General Fund operational costs. The POB savings should be invested in the section 115 Pension Trust or towards an additional discretionary payment to CalPERS until such time the UAL is funded at 95% or more, or has an actuarial value of $5 million or less. Also, the maximum recommended funding level for the Section 115 Pension Trust should not exceed 100% of the UAL and/or an amount not to exceed the City-wide ongoing annual Normal Pension costs for a period of five (5) years.

Each year during the budget process, a recommendation for the precise savings allocation for the next fiscal year will be determined based on CALPERS latest year-end investment return. If CALPERS fiscal year-end investment return is below its benchmark, the City will allocate a higher portion of savings to fund future unfunded actuarial liability costs. Alternatively, if CALPERS fiscal year-end investment return is higher than its benchmark, then the City may allocate more of the budgetary savings to offset General Fund operational costs.

Consideration of Future Pension Benefits

The issuance of a pension obligation bond may result in the funding of the City's pension plan with CALPERS up to, and even in excess of 100% of the plan assets necessary to pay all pension liabilities. Even though this situation may occur, the City is still obligated to make annual debt service payments on the bonds. These payments are in lieu of annual unfunded actuarial liability payments that the City would have made to CALPERS.

To the extent that the City is making any annual debt service payments on an issued pension obligation bond, it is fiscally responsible for the City **to not offer** any enhanced pension benefits to the City employees. This will allow the City to focus its financial resources on the current pension obligations due the bondholders and/or CALPERS.

Any new ongoing General Fund revenue source (a new tax or fee that did not exist previously) identified in subsequent fiscal years **should not** be allocated towards enhanced pension benefits. All new ongoing revenue sources should be dedicated (up to 50%) towards pension debt service, paying down new UAL with CalPERS, or funding the section 115 Pension Trust.

Annual Policy Review

The UAL Policy should be reviewed on an annual basis, during the strategic planning session or the budget study session, to ensure compliance and if there needs to be any updates to the policy.

CITY OF EL SEGUNDO INTER-FUND LOAN POLICY

(adopted by the City Council on September 4, 2018)

A. All inter-fund loans, other than short-term inter-fund loans (as defined), require City Council approval by resolution. Any long-term inter-fund loan must be documented by a formal agreement that specifies the following terms and conditions of the loan:

1. Purpose of Inter-fund Loan and Documentation Requirements
   Loan purpose, amount, term, and repayment source will be identified any time a loan is recommended. Loans will be coordinated with the City Attorney's Office to ensure compliance with the Municipal Code and will be approved by the City Council via resolution. Payments made on outstanding loans shall be reflected in the Proposed and Adopted Budget and Annual Financial Report, as applicable. A summary of all outstanding loans will also be included in the annual Proposed and Adopted Operating Budget and the Comprehensive Annual Financial Report (CAFR). The CAFR will also consistently include the loan term, rate of interest, and the interest amount due in its calculation of the total liability associated with the loan.

2. Identification of the source fund
   a. Availability of unrestricted funds in the source fund;
   b. The borrowing fund has the capacity to repay the debt;
   c. The lending fund has the capacity to lend the funds, beyond its own operating and capital needs; and
   d. The loan does not violate any debt covenants, regulatory requirements or other provisions of the borrowing and lending funds.

3. Repayment of Inter-fund Loan
   a. Repayment must have a payment source and funding stream;
   b. Specific repayment schedule (term of the loan);
   c. Interest is imposed at a rate equal to at least investment earnings if loan did not occur;
   d. Interest is to be accrued monthly and paid quarterly;
   e. The interest expense paid on inter-fund loans is to be treated as user fund expense, while the interest income is to be treated as interest revenue to the loaning fund; and
   f. There is no prepayment penalty on an inter-fund loan.

4. Other Considerations
   a. Internal controls to monitor repayment; and
   b. The inter-fund loan is callable by the lending fund if needed to ensure that the lending fund has sufficient operating funds.

B. For purposes of this policy, **"Short-term inter-fund loans"** are defined as those loans made from one City fund to another that will be repaid within less than 12 months. Short-term inter-fund loans may be made for working capital to provide cash for Council-approved reimbursable grants and projects. Short-term inter-fund loans are also permitted for temporary timing differences in cash flows when expenditures are incurred before revenue is collected. Short-term inter-fund loans may be approved by the City Manager or Finance Director and do not require City Council approval.

C. Prohibited Uses:
    1. Inter-fund loans must not be used to solve ongoing structural budget issues; and
    2. Inter-fund loans must not hinder the accomplishment of any function or project for which the lending fund was established.

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Public Hearings
Item Number: C.12

TITLE:

Public Hearing for Adoption of Development Impact Fees for New Development

RECOMMENDATION:

1. Conduct a public hearing.

2. Discuss and consider adoption of the full schedule of development impact fees as determined in the development impact fee study to be effective on September 1, 2022, or phase-in the full schedule of development impact fees over a period of three years: year one - 50% subsidy, year 2 - 25% subsidy, and year 3 - no further subsidy).

3. Adopt a resolution to approve the development fee impact nexus study, modify existing development fees, establish new development impact fees, and find that the actions contemplated in the resolution are exempt from the California Environmental Quality Act as they do not constitute a project per California Code of Regulations title 14, section 15378(b)(4).

FISCAL IMPACT:

No fiscal impact for FY 2021-22. Subsequent fiscal years' impact is estimated to be up to $160 million in impact fees collected over the next 30 years or between $1 million - $5 million in additional development impact fees per year, depending on the development activity in any given fiscal year.

BACKGROUND:

In April of 2021, the City of El Segundo (the "City") retained Revenue & Cost Specialists, LLC, to undertake a comprehensive calculation of future development impact costs for the City. The attached development impact fee report will address each of the City's eleven separate infrastructure systems. The development impact cost calculations are intended to identify the cost of additional infrastructure necessary to accommodate long-term continued development within the City's existing limits in such

a fashion as to not decrease the levels of service currently enjoyed by the City's existing residents and businesses. The development impact cost calculations, if adopted, can be formalized as a set of Development Impact Fee (henceforth referred to as "DIFs") schedules by City Council.

The City recently committed to a major effort to identify all of the City's capital needs through General Plan build-out and calculate a full schedule of DIFs with which to finance the proportional share of development-generated capital needs. The City's inventory of existing infrastructure is important because it determines the limits of the City's service levels for its residents and businesses.

Revenue & Cost Specialists, LLC, was contracted by the City to provide their technical expertise both in the identification of capital projects and acquisitions as well as nexus distribution efforts. These capital additions are necessary in order to preserve the existing Levels of Service (LOS) currently offered to and enjoyed by the existing community from the diminution of those existing LOS due to the addition of new residential and business development in El Segundo, as well as calculate the DIFs necessary to finance those required infrastructure projects.

City Council and staff responsible for providing services to a continually expanding residential and business community, must recognize the magnitude of the DIFs is a direct function of the nearly $293 million cost of City issued capital projects that are identified in the DIF report's infrastructure chapters. Approximately 55%, or $161 million, of the $293 million in identified project costs could be financed by the imposition of these impact fees. Existing DIF fund balance will finance approximately $0.8 million (0.3%) of the total project costs. There remains a shortfall of $132 million (45%) that will need to come from other financial sources such as utility rates, general fund revenues, and grants to finance projects not eligible for Development Impact Fee financing.

The attached DIF report recalculates the three existing DIFs (Police, Fire, and Library) for the City, removes the Parks fee, and adds eight additional infrastructure categories not currently covered by an impact fee: Parkland Facilities, Streets-Signals & Bridges, Storm Drain Facilities, Water Distribution, Wastewater Collection Facilities, General Government Facilities, Public Meeting Facilities, and Aquatic Center Facilities. All are based on the aforementioned changes identified in the DIF report and the City's General Plan.

The adoption of the updated DIFs will enable this City Council, as well as the succeeding Council, to continue to ensure that the City will be able to meet the basic infrastructure needs of new growth without unduly burdening the existing population and business community for these development-generated capital costs.

DISCUSSION:

City staff and the consultant have identified approximately $293 million in needed and planned capital improvement projects required through the City's General Plan build-out, which include both projects related to existing deficiencies and those needed solely to support future growth. Over the next thirty years, it is expected the proposed impact fees will generate approximately $161 million from the DIF schedule applied in the attached report. The table below, also included in the attached report as Table 2-3, indicates the development fee-related capital project costs by infrastructure categories that are expected over the next 30 years:

Infrastructure Type	Total - All DIF Projects
Law Enforcement, Vehicles, and Equipment	$40,491,360
Fire Suppression, Medic Facilities, Vehicles & Equipment	$1,861,500
Circulation (Streets, Signals, Bridges) Facilities	$35,175,000
Storm Drainage Collection Facilities	$3,850,000
Water Supply, Storage & Distribution Infrastructure	$10,316,667
Wastewater Collection System and Treatment	$5,601,250
General Government, Vehicles and Equipment	$1,303,116
Library Collection and Computer Stations	$1,599,183
Public Use/Meeting Facilities	$12,907,305
Aquatics Center Facilities	$2,971,311
Park Land Acquisition and Facilities Improvement	$45,543,761
Sub-total DIF Related Project Costs	**$161,080,453**
Non-Development Generated Projects (not funded by DIFs)	$131,622,862
Total DIF Report Identified Projects	$292,703,315

DIFs for the General City Plan Area

Based on the above referenced costs and the schedules found at the end of each chapter referenced in the attached DIF report, costs attributable to future development were derived on a per unit basis for residential land-uses and on a per square foot of pad basis for business land-uses. Schedule 2-1 found in the attached DIF report in Chapter 2 and included as attached Exhibit B, provides a summary of the recommended DIF schedules for each type of infrastructure and land use category. The total recommended maximum DIFs for each of the seven DIF Land Use Types within the General City area are summarized as follows:

Summary of proposed Development Impact Fees

DIF Land Use Type	Recommended Development Impact Fees
Detached Dwelling Unit	$52,426/unit

Attached dwelling unit	$46,376/unit
Commercial Lodging (Keyed) Unit	$4,802/unit
Retail & Services Uses Square Foot	$10.172/S.F.
Office Uses Square Foot	$5.376/S.F.
Industrial Uses Square Foot	$5.077/S.F.
Institutional Use Square Foot	$6.716/S.F.

The proposed fees are consistent with California Government Code Section 66000 et seq. that enables local agencies to charge a mitigation fee. A mitigation fee, also known as a development impact fee, is a monetary exaction other than a tax or special assessment that is charged by a local agency to the applicant in connection with the approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development project. The fee is applied towards the cost of public infrastructure improvements within the jurisdiction that fall under the various infrastructure categories identified in the DIF report, and is not a tax or special assessment. The fee is to be used to finance only those infrastructure improvements which are related to the type of development that will generate an increase in Levels of Service on the City's infrastructure. As required by the Government Code, the report details the required findings that support the proposed Development Impact Fees.

In California, State legislation sets certain legal and procedural parameters for the charging of these fees. This legislation was passed as AB1600 by the California Legislature and is now codified as California Government Code Sections 66000 through 66009. This State law went into effect on January 1, 1989.

Government Code Section 66000 required documentation of projects to be financed by Development impact Fees prior to their levy and collection, and that the funds collected actually be committed within five years to a project of direct benefit to the development which paid the fees. Specifically, Government Code Section 66000 requires the following process:

- Delineation of the purpose of the fee;
- Determination of the use of the fee;
- Determination of the relationship between the use of the fee and the type of development paying the fee;
- Determination of the relationship between the need for the facility and the type of development project; and
- Determination of the relationship between the amount of the fee and the cost of the portion of the facility attributed to the specific development project.

The attached DIF report, with some additions, utilizes a methodology consistent with the above requirements of Government Code Section 66000.

Fee Implementation
If adopted by City Council on June 21, 2022, the new DIFs will become effective September 1, 2022.

Staff is recommending to phase-in the full DIFs schedule over a period of three years in order to allow development projects already funded to use the existing DIFs if a completed building permit application is submitted prior to September 1, 2022, or a subsidy of the proposed fees after September 1. Year one would provide a 50% subsidy to be effective September 1, 2022. The next phase-in of the fees would be September 1, 2023 (subsidy would reduce to 25%). The final phase-in of assessing 100% of the DIFs (0% subsidy) would be on September 1, 2024. The DIFs would be adjusted on an annual basis by CPI-U (as reported by the U.S. Bureau of Labor Statistics) beginning on July 1, 2024.

In addition to the above phase-in of the full DIF, staff has included the following two provisions:

- In order to promote much needed affordable housing, development impact fees shall not apply to any for-sale or rental housing unit that is restricted to affordable housing for lower income households for a minimum period of 55 years.

- In the interest of equity and ensuring the City continues to meet its regional housing need allocation, any residential development project that has received all required discretionary land use approvals on or before September 1, 2022, will not be subject to any of the new or increased development impact fees adopted by this Resolution. Rather, those previously approved residential projects will be required to pay 150% of the applicable development impact fees that were in effect as of June 1, 2022. For purposes of this section, "approval" does not require the issuance of a building permit.

ENVIRONMENTAL (CEQA) REVIEW

This proposed action is not subject to review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA regulations (14 California Code Regulations §§ 15000, et seq.) because it involves the creation of a government funding mechanism that will not result in direct or indirect physical changes in the environment. Accordingly, this action does not constitute a "project" that requires environmental review (14 CCR § 15378 (b)(4)).

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.

PREPARED BY:
Joseph Lillio, Chief Financial Officer
REVIEWED BY:
Joseph Lillio, Chief Financial Officer
APPROVED BY:
Tracy Weaver, City Clerk

ATTACHED SUPPORTING DOCUMENTS:

1. DIF Resolution_06212022 (CA)_Final
2. Exhibit A - ES Final DIF report
3. Exhibit B - Summary of Development Impact Fees by Type

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO (1) ADOPTING A DEVELOPMENT IMPACT FEE NEXUS STUDY, (2) INCREASING THE EXISTING POLICE, FIRE AND LIBRARY DEVELOPMENT IMPACT FEES, (3) ESTABLISHING THE FOLLOWING NEW DEVELOPMENT IMPACT FEES: A PARK LAND ACQUISITION & FACILITIES IMPROVEMENTS FEE, A CIRCULATION (STREETS, SIGNALS & BRIDGES) FACILITIES FEE, A STORM DRAINAGE COLLECTION SYSTEM FEE, A WATER DISTRIBUTION SYSTEM FEE, A WASTEWATER COLLECTION SYSTEM FEE, A GENERAL GOVERNMENTAL FACILITIES, VEHICLES & EQUIPMENT FEE, A PUBLIC USE (COMMUNITY CENTER) FACILITIES FEE, AND AN AQUATICS FACILITIES FEE FOR NEW DEVELOPMENT WITHIN THE CITY; AND (4) DETERMINING THIS RESOLUTION IS EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

The Council of the City of El Segundo resolves as follows:

SECTION 1. The City Council finds 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") which analyzed the following infrastructure categories: Law Enforcement, Library, Fire Protection Facilities, Park Land Acquisition and Facilities, Streets, Signals & Bridges, Storm Drain Facilities, Water Distribution, Wastewater Collection Facilities, General Government Facilities, Public Meeting Facilities, and Aquatic Center Facilities. Each of these infrastructure categories has been identified through the City General Plan and recent capital project studies as requiring future improvements.

C. The Nexus Study estimated the cost of future improvements needed to ensure each of the infrastructure categories referenced above in 1(B) maintains adequate levels of service, and then allocated those costs against future development in the City taking into consideration fair share payments already contributed by development projects.

D. Based on this analysis, 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.

E. The proposed DIFs are consistent with the California Government Code Section 66000 *et seq*. that enables local agencies to charge mitigation fees.

F. Pursuant to Government Code §§ 6062a, 66016 and 66018, mailed notice of the public hearing regarding the proposed increase of existing DIFs and creation of new DIFs was provided to interested parties on June 8, 2022, and notice of the public hearing was published in the El Segundo Herald newspaper on May 27, 2022, and on June 2, 2022.

G. Pursuant to Government Code § 66016, data and documentation supporting the increase in existing DIFs and establishment of new DIFs was made available to the public for public review on June 8, 2022.

H. 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.

I. With respect to the proposed increases to existing DIFs, the City Council has reviewed the assumptions of the Nexus Study supporting the original fees and has evaluated the amount of fees collected under the original fee.

J. The Nexus Study, incorporated herein by this reference, identifies the purpose of each DIF to be increased or adopted by this Resolution and the use to which each of the fees is to be put.

K. Based upon the evidence set forth in the Nexus Study and the administrative record as a whole, the City Councils finds that there is a reasonable relationship between the proposed use of each DIF and the type of development on which the DIF will be imposed.

L. Based upon the evidence set forth in the Nexus Study and the administrative record as a whole, the City Councils finds that there is a reasonable relationship between 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.

M. Based upon the evidence set forth in the Nexus Study and the administrative record as a whole, the City Councils finds that there is a reasonable relationship between the amount of the DIF and the cost of the public facility or portion of public facility attributable to the development on which the DIF is imposed.

N. The findings set forth herein are based upon the evidence set forth in the Nexus Study, the agenda report, oral reports presented by staff, and the evidence in the administrative record as a whole.

SECTION 2. *Adoption of Impact Fee Nexus Study*. The City Council hereby adopts the May 11, 2022, Development Impact Fee Calculation Nexus Report prepared by Revenue & Cost Specialists LLC and attached hereto as Exhibit A.

SECTION 3. *Adoption of New Development Impact Fees and Approval of Increases to Existing Development Impact Fees*. The City Council hereby approves increases to the existing Law Enforcement Facilities, Vehicles & Equipment Fee (the "Police Fee"), the Fire Suppression/Medic Facilities, Vehicles & Equipment Fee (the "Fire Fee"), and the Library Collection & Computer Stations Fee (the "Library Fee"). The City Council hereby adopts the following eight new development impact fees: (i) the Park Land Acquisition & Facilities Improvements Fee, (ii) the Circulation (Streets, Signals & Bridges) Facilities Fee, (iii) the Storm Drainage Collection System Fee, (iv) the Water Distribution System Fee, (v) the Wastewater Collection System Fee, (vi) the General Governmental Facilities, Vehicles & Equipment Fee, (vii) the Public Use (Community Center) Facilities Fee, and (viii) the Aquatics Facilities Fee The amount of the increased fees and the newly adopted fees are set forth in Exhibit B, incorporated herein by this reference. Each of the development impact fees will be automatically adjusted on an annual basis at the beginning of each fiscal year starting with July 1, 2024, based on the most recent reported March annual percentage of change in the United States Department of Labor, Bureau of Labor Statistics Los Angeles-Long Beach-Anaheim, CA CPI-U. In the event the annual change in the CPI-U is negative for the year, the amount of the impact fees will remain unchanged.

SECTION 4. *Phase-In of Newly Adopted Development Impact Fees*. The eight new DIFs adopted by this Resolution will be phased in over a period of two years as follows: Beginning on September 1, 2022, new developments will be charged 50 percent of the fees set forth in Exhibit B. Beginning on September 1, 2023, new developments will be charged 75 percent of the fees set forth in Exhibit B. Beginning on September 1, 2024, new developments will be charged the full amount of the fees set forth in Exhibit B (including the applicable CPI-U adjustment).

In order to promote much needed affordable housing, development impact fees shall not apply to any for-sale or rental housing unit that is restricted to affordable housing for lower income households for a minimum period of 55 years.

In the interest of equity and ensuring the City continues to meet its regional housing need allocation, any residential development project that has received all required discretionary land use approvals on or before September 1, 2022, will not be subject to any of the new or increased development impact fees adopted by this Resolution. Rather, those previously approved residential projects will be required to pay 150% of the applicable development impact fees that were in effect as of June 1, 2022. For purposes of this section, "approval" does not require the issuance of a building permit

SECTION 5. *Effective Date*: This resolution shall go into effect on September 1, 2022.

SECTION 6. The City Manager is hereby authorized to take any actions that are necessary and appropriate to carry out the purpose and intent of this Resolution.

SECTION 7. All resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

SECTION 8. *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 9: *CEQA*. This Resolution is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and CEQA regulations (14 California Code Regulations §§ 15000, et seq.) because it involves the creation of a government funding mechanism that will not result in direct or indirect physical changes in the environment. Accordingly, this action does not constitute a "project" that requires environmental review (14 CCR § 15378 (b)(4)).

SECTION 10: 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 _____, 2022.

AYES:
NOES:
ABSENT:
ABSTAIN:

PASSED AND ADOPTED this _____ day of June, 2022.

_____
Drew Boyles, Mayor

ATTEST:

_____
Tracy Weaver, City Clerk

APPROVED AS TO FORM:

_____
Mark D. Hensley, City Attorney

Development Impact Fee Calculation Nexus Report

For the

City of El Segundo, California

May 11, 2022



Revenue & Cost Specialists

Serving Local Governments Since 1980

May 11, 2022

Honorable Mayor and City Council
Via Mr. Darrell George, Acting City Manager
City of El Segundo City Hall
350 Main Street
El Segundo, CA 90245

RE: 2021-22 Update to the Development Impact Fee (DIFs) Calculation and Nexus Report

Honorable Mayor, Council and Acting City Manager George:

The City recently committed to a major effort to identify all of the City's capital needs through General Plan build-out and calculate a full schedule of development impact fees (henceforth referred to as *DIFs*) with which to finance the proportional share of development-generated capital needs. The City's inventory of existing infrastructure is important because it determines the limits of the City's service levels to its residents and businesses.

Revenue & Cost Specialists, L.L.C., was contracted to provide their technical expertise both in the identification of capital projects and acquisitions as well as nexus distribution efforts. These capital additions are necessary in order to preserve the existing ***Levels of Service (LOS)*** currently offered to and enjoyed by the existing community from the diminution of those existing LOS due to the addition of new residential and business development in El Segundo and calculate the DIFs necessary to finance those required projects.

City Council and staff, responsible for providing services to a continually expanding residential and business community, must recognize that the magnitude of the DIFs is a direct function of the nearly $292.7 million cost of the capital projects that are identified in the Report's infrastructure chapters. Approximately 54.7%, or $161.1 million, of the $293.3 million in identified project costs could be financed by the imposition of these impact fees. Existing DIF fund balances will finance approximately $0.8 million (0.30%) of the total project costs. There remains a shortfall of $131.6 million (45.0%) that will need to be come from other financial sources such as utility rates, grants and general revenues to finance projects not eligible for Development Impact Fee financing.

The following DIF Report recalculates the three existing DIFs for the City of El Segundo as well as eight additional infrastructures not currently covered by an impact fee. All are based on the aforementioned changes and the City's General Plan and updated land use database and their effect upon requirements for public safety, circulation, storm drainage collection, utilities and the quality of life facilities (public use facilities, parks etc.).

The adoption of the updated DIFs will enable this City Council, as well as succeeding Councils, to continue to ensure that the City will be able to meet the ***basic*** infrastructure needs of new growth, without unduly burdening the existing population and business community for these development-generated capital costs. Adoption of the maximum DIFs contained herein and imposition upon the remaining development opportunities in El Segundo would generate

approximately $160.3 million in a combination of public improvement dedications and revenues limited for use on the many development generated capital expansion projects that could be expected over the General Plan build-out period (estimated to be an approximate 30 years).

A major element in this Report is the *proportional analysis*, or comparison of what is being asked of future residents and businesses, in the form of dedicated public improvements or in lieu impact fee payments, with the replacement cost of the City's existing infrastructure (land, improvement, facilities, and equipment), contributed by the existing population and business community. The dedications, taxes and assessments contributed to date by the existing community over numerous decades of development have generated just over $831.7 million (at current replacement costs) in spine or major infrastructure/capital improvements for the City. Removing land costs of $175.9 million, as they do not depreciate, reduces the total to $655.8 million. Be advised that the list below is limited to spine infrastructure and does not include (I.e. tract) utility pipes which if included, would likely nearly double the $655.8 million in depreciable (exclude land costs) spine streets, storm drainage, water and sewer system improvements for a total capital replacement cost of over $1.3 billion. The following table identifies the existing spine infrastructure capital improvement equity, by infrastructure.

Infrastructure Type	Existing Capital Improvements
Law Enforcement	$27,004,450
Fire Suppression	$34,953,965
Circulation System (1)	$247,839,677
Storm Drainage System (1)	$27,838,853
Water System (1)	$155,960,792
Sewer System (1)	$105,814,626
General Facilities	$26,572,360
Library Collection/Computers	$4,951,278
Public Use Facilities	$42,333,151
Aquatics facilities	$9,742,680
Park Land and Park Improvements	$148,700,364
Total City Spine Assets	$831,712,197

(1) NOTE: These infrastructure totals are limited to backbone systems and do not include "local" improvements.
(2) Some $175.9 million of the $831.7 million is in land assets that do not depreciate leaving roughly $655.8 million in depreciable major assets.

The recommended DIF schedules will not address all of the City's capital needs, as identified on the various schedules in this Report. As per Government Code §66000 et. seq. and fairness, DIFs cannot address existing capital deficiencies. The proposed DIFs will recognize and accommodate the needs generated by the City's growing population and business community. However, with the continued adoption of DIFs, other City discretionary revenue resources that may have been used to meet growth-generated needs for expanded services and facilities will remain available for those accumulating replacement and rehabilitation projects.

The DIFs contained herein calculate only the costs of infrastructure required to support services provided only by the City of El Segundo. They do not include development impact fees imposed by the school district(s) or any other government agency.

The information required to develop the City's capital costs and equity data was generated by the El Segundo staff, without whose help and cooperation, this Report would have been impossible to complete. In addition to the assistance of Joseph Lillio, Chief Financial Officer, in direction and in communicating to staff of the highest priority of this project, we wish to extend our appreciation to the management and technical personnel who were instrumental with RCS to generate the update information and data so critically necessary for the legal support of the DIFs.

Michael Allen - Development Services Director
Daisy Benoit - Accountant
Jaime Bermudez - Police Chief
Mark Hebert - Library Manager
Deena Lee - Fire Chief
Liz Lydic - Management Analyst, Fire
Dino Marsocci - Treasury & Customer Services Manager
Jason Martin - Geographic Information Systems Analyst
Melissa McCullum - Community Service Director (no longer with the City)
Liana Osborne - Administrative Technical Specialist
Nicole Pasqueira - Fire Marshall
James Rice - Associate Engineer
Elias Sassoon - Director, Public Works Department
Eduardo Schonborn, AICP - Planning Manager
Julissa Solano - Management Analyst, Police
Carol Lyn Urner, MPA - Senior Management Analyst, Fire
Lifan Xu - City Engineer

Without their hard work and willingness to provide the best data available, this Report could not have been completed to the degree of accuracy that it has. We would also like to highlight the efforts of Eduardo Schonborn, Planning Manager, in compiling the critical land-use database information and for his responses to RCS's many requests for demographic information. Additionally, the efforts of Jason Martin, GIS Analyst, for the GIS generated land use information and much needed actual police and fire calls-for-service were greatly appreciated and the quality of that information and the resulting calculations were directly improved by his efforts.

This *Development Impact Fee Calculation and Nexus Report* is now submitted for your review and consideration. RCS is prepared to assist in increasing the Council's and community's understanding of this very significant part of the City's revenue structure.

Sincerely,

Scott Thorpe,
Senior Vice President

Gregory Brown
RCS Associate

CITY OF EL SEGUNDO
DEVELOPMENT IMPACT FEE CALCULATION AND NEXUS REPORT

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Commonly Used Report Terms, Acronyms and AKA's

ADU's	Attached Dwelling Unit
Detached Dwelling	AKA Single Family Dwelling
Attached Dwelling	AKA Apartment, Condominium or Duplex
DIF	Development Impact Fee Calculation and Nexus Report
DOF	State Department of Finance
GIS	Geographic Information System
ITE	Institute of Transportation Engineers
KSF	Thousand Square Feet
LOS	Level of Service
Mitigation Fee Act or AB1600	Government Code § 66000
Quimby Act	Government Code 66477

Chapter 1
Background and Introduction

In 2021 the City of El Segundo retained Revenue and Cost Specialists, LLC to undertake a comprehensive calculation of the future development impact costs for the City. This report will address each the City's eleven separate infrastructure systems. The development impact cost calculations are intended to identify the cost of additional infrastructure necessary to accommodate long-term continued development within the City's existing limits in such a fashion as to not decrease the levels of service currently enjoyed by the City's existing residents and businesses. The development impact cost calculations, if adopted, can be formalized as a set of Development Impact Fee (henceforth referred to as DIFs) schedules by City Council.

In light of inflation and other changing development factors, a periodic review and adjustment of the City's DIFs would be appropriate and warranted in order to continue to assure that the City collects sufficient monies to construct the additional infrastructure needed to accommodate the anticipated growth demands of new residents and businesses expected to be developed in the City. Such has been completed with the submission of this *Development Impact Fee Calculation and Nexus Report.* The existing DIF schedules may have served the City well for many years, but only for those limited infrastructures currently with impact fees. However, after cumulative changes of DIF factors, the most significant being the effect of inflation on the older project cost estimates combined with General Plan amendments has combined to require a full update of all development assumptions, estimated demands and capital project costs was prudent. For this and other reasons, the City entered into the intensive effort to recalculate the amount of the existing and new DIFs.

This *Development Impact Fee Calculation and Nexus Report* effort remains consistent with the previous report's intent to quantify development costs. This document includes a greater amount of detail such as a complete list of all 31 proposed projects that may be financed (all or in part) by the proposed DIF schedules, by infrastructure as well as a comparison with the existing commitment of the existing community.

The Importance of Capital Infrastructure. The Levels of Service (LOS) of any one of the City's infrastructure is based upon and (and limited by) the capacity of that infrastructure to support the users, residents or businesses. The design of any municipal project has a finite capacity, such as a four lane road, a 30" storm drainage pipe or a 10,000 square foot library. Each can only meet the needs of a defined number of users. A four-lane street segment can only handle so many vehicles per hour, especially at a speed that makes it worth using for driving over longer distances. A storm drainage pipe that is 30" cannot handle storm flows twice its capacity. A library can hold just so many collection items and serve only so many people. A municipality with 0.40 square feet per resident of library space will be able to serve more residents than a municipality with only a 0.10 square feet standard per resident of library space. The following is a more precise example using law enforcement.

Consider the labor intensive service of law enforcement, regardless of the quality and capabilities of the City's sworn police officers, the Department remains highly dependent upon

its infrastructure capacity. A police station of 11,250 square feet will have capacity to support roughly thirty sworn police officers, at about 375 square feet per officer. If the station size remains the same at 11,250 square feet but the sworn compliment doubles to sixty police officers, the station will become exceedingly dysfunctional at 187.5 square feet per officer. The same holds true for police response vehicles and law enforcement specialty equipment. If a City adds thirty additional officers but cannot add station space, vehicles and specialty equipment, the City has dealt with only half of the service equation. They have achieved little.

Further, if you add 30 police officers:

- But the agency does not add police response vehicles the calls-for-services responses will be very poor.
- But the agency does not create any additional station square foot space the calls-for-services responses will be dysfunctional, and unpredictable.
- But the agency does not provide the sworn officers with the required personal and specialty equipment the calls-for-services responses will be dangerous, certainly for the new police officers.

On the opposite side, if you add all of the above capital needs, but do not add additional sworn officers, the result would probably be limited to a minor improvement in response times.

Good municipal service takes a balance of staff and infrastructure. However, make no mistake about it, the amount of and complexity of any infrastructure defines (in part or all) of the level of service (LOS). This makes the one-time DIF financing of any City's infrastructure that much more important. It takes a balance to accommodate development with the police responses within the desired standard. It will take additional properly equipped officers, law enforcement station space, response and support vehicles and specialty equipment. The importance of having a properly calculated and documented DIF schedule in order to accommodate development-related demands cannot be over-stated. The same concept holds true for the two labor-intensive public safety services and the infrastructure-intensive services such as circulation, storm drainage collection, water distribution et. al. and wastewater collection et. al. Of course, the DIFs can only be used for the capital acquisitions, the ongoing labor staffing costs will need to come from other sources.

PROPORTIONAL ANALYSIS

A helpful component of this Report is the proportional analysis of the infrastructure needs required to accommodate continued development of the City as compared to the existing infrastructure that has been generated through years of taxes and other contributions and currently serves the existing community. This proportional analysis is intended to recognize and reconcile the difference between the City's desired level of service required of new development, per statements in the various General Plan elements, with that of the *de-facto* or actual level of service provided to the existing community. The inclusion of the proportional analysis will assist the City Council in adopting a DIF structure that recognizes inter-generational equity and assists the Council in making the difficult policy decisions regarding the required capital additions needed to accommodate new development by increasing the lay-person's understanding of *fairness*.

The proportional analysis is important, if for no other reason, than for community inter-generational equity, i.e., fairness in the infrastructure investment that has been made by existing residents and businesses with those of new residents and businesses that wish to use the existing infrastructure. As an example, new development may be required to expand the number of arterial and collector lane miles in the City but new development also benefits from the immediate use of Maple Street constructed so many years ago just as an existing citizen can use a newly constructed arterial street segment. In short, previous generations of businesses and residents have contributed to the development of the City infrastructure and this fact should be recognized by future residents and businesses by contributing a similar amount of capacity towards completing the various infrastructure systems.

It is one thing to identify the many public improvement projects needed through build-out. It is an entirely different thing to assume that all of the identified improvements are required to meet the demands of the new development. Clearly, some projects will be *replacements* of the existing infrastructure while others will be *capacity increasing* projects. Within the category of the latter, they may also be further classified into two categories;

1. Projects dealing with existing deficiencies, i.e., projects required regardless of whether there is additional development or not. An example would be a traffic intersection currently controlled by stop signs that would meet demand warrants based upon continued development.

2. Projects required as a result of the need to accommodate future development. An example of this would be a signal that is currently controlled quite adequately by stop signs, but because of development in the near and *downstream* areas will ultimately need to be signalized.

This Report provides the documentation of the City's costs which serve as the basis for calculating DIFs. The updated DIF Schedules and related information can be found in Chapters 3 through 13 and Appendices A, B, C and D of this Report.

RCS staff has worked with Finance, Police, Fire, Planning/GIS, Engineering and Quality of Life infrastructure management staff to generate and review the supporting data which forms the calculation of Development Impact Fee schedules. The results of this review can be found on the schedules located at the end of each Chapter.

Development Impact Fee Structure. The General Plan provides a range of potential densities for residential development, as such, the DIFs for residential uses need to be calculated on a per dwelling unit basis to reflect more accurately the impacts from a specific development. For example, a property zoned as detached dwelling residential development may contain from three to six units per acre. If fees are calculated on an acreage basis, the developer proposing three units per acre would pay the same amount as a developer constructing six units per acre. Similarly, fees are calculated on a square footage basis for business (retail/service, office and industrial, etc.) parcels to reflect the impacts of different building intensities for these types of development. Some of the infrastructures have optional fee structure recommended for unusual developments, such as a parking structure, which in itself does not create demand beyond additional storm drainage runoff, where the structure requiring the additional parking does.

A second reason for the proposed DIF fee structure recommended in this Report involves the issue of building expansion or intensification of retail, office and industrial areas. For example, if a property owner of commercial or industrial property proposes an expansion to his building, the question exists about how to charge this proposed expansion for its impact on the City's streets, storm drainage system, and other infrastructures. A fee calculated on a building square footage (and an average **F**loor **A**rea **R**atio).basis simplifies this calculation.

CALCULATION OF DEVELOPMENT IMPACT FEES

In California, State legislation sets certain legal and procedural parameters for the charging of these fees. This legislation was passed as AB1600 by the California Legislature and is now codified as California Government Code Sections 66000 through 66009. This State law went into effect on January 1, 1989.

Government Code §66000 requires documentation of projects to be financed by Development Impact Fees prior to their levy and collection, and that the monies collected actually be committed within five years to a project of direct benefit to the development which paid the fees. Many states have such controlling statutes. Specifically, Government Code §66000 requires the following process:

1. Delineation of the purpose of the fee.

2. Determination of the use of the fee.

3. Determination of the relationship between the use of the fee and the type of development paying the fee.

4. Determination of the relationship between the need for the facility and the type of development project. **NOTE: Numbers 2 & 4 will be reversed throughout the chapters in this Report because it is apparent that *need* should be identified before *use*.**

5. Determination of the relationship between the amount of the fee and the cost of the portion of the facility attributed to the specific development project.

This Report, with some additions, utilizes the basic methodology consistent with the above requirements of Government Code §66000. Briefly, the following steps were undertaken in the calculation of DIFs for the City:

1. Define the level of service desired within the General Plan area for each project or acquisition identified as necessary. In some areas, certain statistical measures are commonly used to measure or define an acceptable level of service for a category of infrastructure. Street intersections, for instance, are commonly rated based on a Level of Service scale of "A" to "F" developed by transportation engineers. Most agencies adopt a LOS of "C".

2. Review the Land use map and determine the existing mix of land-uses and amount of undeveloped and developed land. The magnitude of growth and its impacts can thus be determined by considering this land use data when planning needed infrastructure. This inventory can be found in Table 2-1 in Chapter 2 and Appendix B.

3. Identify all additions to the capital facilities or equipment inventory necessary to maintain the identified levels of services in the City. Then, determine the cost of those additions. An infrastructure *Master Plan* is the highest form of data.

4. Identify a level of responsibility, identifying, as termed in this Report, the relative need (or as referred to in the accompanying schedules as "PERCENT NEED") for the facility or equipment necessary to accommodate "growth" as defined, and as opposed to current needs.

5. Distribute the costs identified as a result of development growth on a basis of land use. Costs are distributed between each land use based on their relative use, or *nexus,* of the capital system. For example, future street costs were distributed to each land use based on their trip generation characteristics.

OTHER ASSUMPTIONS OF THE REPORT

In addition to the land use assumptions contained in the next Chapter of this Report, other important assumptions of this study include the following:

"Normal" Subdivision Improvements Omitted. "Local" public improvements generally associated with and identified as being the sole responsibility of the developer through the subdivision or development review process are not included in either of the project lists or consequent calculations. This type of "on site" and immediately adjacent improvement would include all such capital construction within the boundaries of any development, such as street lights, curb, gutter, sidewalks, neighborhood streets and all local utility pipes. These improvements would continue to be the direct responsibility of the developer, with or without the addition of DIFs.

Land Acquisition Costs. Land acquisition cost estimates have been developed after discussions with City officials over recent acquisitions, current negotiations or information about parcels similar to what is needed by the City. Arguments for higher or lower costs can be made; however, the herein contained per acre amounts appear to be the most appropriate current figure for the purposes of this study. However, City finance staff has indicated that land acquisition costs will be reviewed from time to time to adjust for any marked swings that can occur to land acquisition costs, as opposed to the more predictable construction costs.

Exclusion/Rejection of Any Type of "Credit" for Undeveloped Land. It has been argued by some that a credit for capital-related revenues, such as gas taxes, should be made against the DIFs calculated or imposed by a city. Using the state gas tax as an example, proponents of a DIF credit argue that a city will receive increased annual gas taxes because of the additional

population generated by future residential development. It is therefore argued that a developer should receive a credit for any associated gas tax revenues collected as a result of the residents or businesses that occupy the new dwellings against any Circulation DIF imposed by the City based on either of two separate arguments.

The first argument for a gas tax credit supposes that the additional gas taxes created by residential development are needed and dedicated for the maintenance of existing streets, which is the responsibility of existing development. Since the new streets constructed via DIFs will not require rehabilitation or reconstruction for another 10 to 20 years, the gas tax generated by new development is therefore a windfall to the City and should be credited against the DIF. What this argument fails to consider is that any new resident or business to the City will begin to contribute immediately to the use and deterioration of all City streets. A cursory review of City finances will reveal that the amount of the State gas tax received by cities falls far short of meeting the City's needed street improvements and repairs in any given year. The gas taxes *generated* by new development simply cannot meet the maintenance costs of either the new streets associated with the development or the existing streets used on a daily basis.

The second argument proposes that the developer pays his full share of constructing new roads when the developer pays the City's Circulation (streets, signals bridges and roadbed protection storm drainage) System Development Impact Fee and that the gas taxes generated by the additional residents in a development are unfairly used to make improvements to the existing street system. It is most cities experience that gas taxes are barely adequate to meet streets-related operational costs, and if they are sufficient to meet these costs, the remainder is used for capital-related maintenance projects.

For these reasons, credits of existing operational tax receipts are not considered for Circulation System DIFs in this Report. A similar discussion can be made for the other fees considered herein, and therefore no credits against any such fees are included in this calculation of development impact costs. Those annual operational tax receipts need to be dedicated to the maintenance of the existing system.

Appropriate Expansion. Debt service is a reasonable cost of construction of many, but not necessarily all, public facilities and infrastructure. The following example illustrates this. DIFs are collected in incremental amounts, but facilities are not expanded in those same incremental amounts. As an example, a community center fee, based upon a standard of 1.2 square feet per detached dwelling residence, may be collected for each residential dwelling in the City, but after collecting the fee for a 100-unit subdivision, it would be impractical to expand the community center 120 S.F. Fees are collected, placed in a separate fund, generating interest until such a time that a 2,000 to 3,000 S. F. expansion is possible. During that build-up time, the community center will experience some temporary overcrowding as the standard drops from 1.2 S.F./dwelling to about 0.9 S.F./dwelling. This "temporary overcapacity" clearly may be an inconvenience, bringing about some crowding and an increased unavailability for rental or reservation until enough DIFs have been collected for a practical expansion to bring the community center facility back up to the original standard. In short, a development of 120 residences may be occupancy approved and bring about a temporary reduction in community center facility standards without endangering the citizen's health and safety.

However, such a *temporary overcapacity* in storm water roadbed protection is not possible without the potential for damage to both private and public property. Capacity for the collection/removal of storm water must be available prior to the construction that increases the impervious surface (and thus storm water runoff) of the parcel. If the local storm collection line is currently at capacity (peak or otherwise), no additional units may be brought on line until additional collection capacity can be created. Again, there is a practical size of an addition to construct and it is not likely practical for developers to wait until there is enough added demand (and fees) to pay for the facility addition. As a result, financing through some type of debt instrument may be the only alternative. Circumstances vary from city to city as to what facility expansions are critical and which can absorb temporary overcapacity for limited periods of time.

OTHER ISSUES

There are those who claim that the addition of DIFs unfairly creates an inflated resale price for existing residences. The argument is that if the public agency adopts a $35,000 to $50,000 development impact fee per detached dwelling, then the price for an existing dwelling is *artificially* increased by the same amount. We will use the example of a detached dwelling detached unit that cost the developer $350,000 to construct and complete to a point that the occupancy permit is approved.

Full Cost of a Residential Dwelling. The $350,000 represents only the above ground costs. The true and actual cost of a new dwelling is the cost of acquiring the parcel, necessary government approvals and permits, construction supplies, labor, debt service on the above, on-site [1] public improvements, and the cost of extending public services to that dwelling.

These public service extension costs include (but are not limited to) [2]:

- The addition of law enforcement personnel requiring the expansion of the police station, response vehicles and specialty equipment.
- The additional fire stations, response vehicles and specialty rescue equipment.
- Widening of road segment of traffic arterials, collectors, bridge and additional signals.
- Additions to water delivery capability, including source, storage and delivery.
- Additions to the wastewater capability including collection lines.
- Additional library, aquatics center, public meeting and developed park space for recreational/social purposes. It must be stated here that these "Quality of Life" existing

[1] On-site improvements include local streets and medians, curbs and gutters, sewer lines, water lines, street lights, storm gutter or drainage pipes, electrical power lines and all of the other requirements of the City's development code on privately-held developments, hence the reference of "On-site". These improvements are not of "General Benefit" to the entire community.

[2] The City does not necessarily provide all of these services, they are only highlighted to make a point about the types of municipal services typically required to support a residential dwelling or business facility.

standards for City of El Segundo are the highest calculated or seen in any of the past 18 cities where RCS has conducted a complete development impact fee calculation study.

Thus while the cost of constructing the above ground portion of a detached dwelling unit may be $350,000, the previously identified "downstream" costs may be in the area of $35,000 to $50,000 per detached dwelling unit or in the area of 10% to 15% of the above ground cost.

If this argument is not clear, picture a 2,800 square foot detached dwelling, costing $350,000 to construct the above ground structure, located in the middle of an empty square mile, no roads, no utility service, no public safety response, no flood control and no recreational facilities. What is the market value of this detached dwelling? Probably not even the $350,000 that it cost to construct the structure. All of a sudden, a $35,000 to $50,000 impact fee for the infrastructure needed to make that one residential unit more marketable seems like a bargain. In short, new development needs an existing system of municipal infrastructure to hook up to, or it is not a viable development. In short, development requires a public agency that provides infrastructure-based system in order for that private development to be viable.

Thus, the true and complete *cost* of a new detached dwelling unit is the cost of constructing the structure and the cost of extending the municipal services to the dwelling regardless of who pays for the actual costs of extending those services. To some degree these service-related infrastructure costs have been recognized, the only question remaining is who should for pay them, existing or new residents?

Effect on Market Price. Again, let us assume that a cumulative $35,000 to $50,000 impact fee imposed upon *new* detached dwelling construction increases the market price of an *existing* detached dwelling unit. Wouldn't this just be the recognition that the existing detached dwelling already has those physical links to the municipal services? A slightly different way of looking at this argument is that the existing family residences each have a "share" in a municipal corporation[3] and the share is valued at the cost of the connection to the various municipal utilities, transportation system, flood protection and public safety. It is a logical step then to require any newly constructed detached dwelling to purchase a "share" at an equal cost.

CHAPTER ORGANIZATION

Within each "hard infrastructure" Chapter (Chapters Three through Nine) there will be a minimum of three fee/cost comparison tables. They will be:

The first schedule, the ***Allocation of Project Cost Estimates*** identifies the projects, their costs and the relationship, in an allocation percentage, to future development. These schedules will begin with the number x.1 as in 3.1, 4.1, 5.1 etc.).

Minimum Needs-based Impact Fee - This schedule will calculate the DIF schedule that would need to be adopted to meet the minimum capital needs identified in the Report (on the second schedule at the end of the Chapter, i.e., 3.2, 4.2, etc.) for that infrastructure but limited to the

[3] Not unlike a private corporation.

General City needs. Strictly speaking this schedule is a calculation of the development impact **costs**, suitable to be adopted as development impact **fees**, by the legislative body, in this case the El Segundo City Council.

With adoption of this level of DIFs, one could claim that new development is occurring without any additional cost to the existing residents and businesses. You could not, however, necessarily claim that new development is paying its fair share.

Existing Community Financial Commitment Comparison This schedule, while not an impact fee calculation, identifies the cost (in current nominal replacement dollar value) of the existing infrastructure, including land, physical improvements and capital equipment. The distribution of this replacement value equity total over the existing developed community is the average amount that has been invested by the current community of residents and businesses and is a good indication, or comparison, with what could be imposed upon new development. This financial commitment will be expressed in terms of the cost to construct or acquire the assets at current replacement costs. Significant differences between this schedule and the Minimum Needs-based DIF rate schedule would certainly be worth additional analysis. These Schedules would be numbered 3.3, 4.3, 5.3, etc.

If the average equity (for a detached dwelling for example) on this *Existing Commitment Financial Commitment Comparison* Table is greater than the average cost on the previous *Minimum Needs-based* Table, then that infrastructure system is front-ended with more of the system, say 80% of it has been constructed while only at 50% of General Plan build-out and it likely has excess capacity at that point in time. The excess capacity is the result of earlier residents and businesses of the community having put more of the system into place than will be necessary by the remaining un-built portions of the community. The existing community has advanced money to build capacity into the infrastructure system to meet the needs of residents and businesses not yet there. This table is intended to be instructive rather than legal.

Distribution of Existing Impact Fee Fund Balance. The existing City-wide DIFs have a combined Fund Balance of $0.78 million and each was created to finance various infrastructure needed as new residents and businesses locate in newly created residential dwellings and buildings. There are no specific restrictions on the monies, beyond the restriction that they be used on improvements within the Fund title and committed within a five-year time frame.

For the Quality of Life Infrastructure impact fees (Chapters 10 through 13) are limited to a one page calculation, also at the end of each Chapter.

END OF CHAPTER TEXT

Chapter 2
Demographics and Findings

This Chapter represents the beginning and end of the DIF calculation process. It begins with an inventory of fully developed, undeveloped and under-developed units and acreage within the City and concludes with a summary of recommended DIF schedules with detailed infrastructure explanations in the following chapters of this Report. El Segundo was incorporated in January of 1917 and has seen a great deal of development during that time. The City is experiencing what RCS has identified as a second General Plan "build-out". RCS staff has noticed that there are (at least) two General Plan "build-outs" a City will experience. The first occurs when most of the City's raw land or fully vacant parcels become developed. The second "build-out" occurs when private property owners look at their developed land and determine if that is their highest and best use of the property. Two examples of this would include (but would not be limited to):

- An owner of an acre-sized industrial zoned property wishes to upsize from an older 5,000 square foot industrial building to the probable maximum allowed 26,136 square foot industrial building allowed by a 0.60 floor area ratio, or FAR. In effect, there is no zone change but the application maximizes the amount of square foot allowed by the City's zoning code. The result is an increase in the demand on all City services.

- That same owner of the 5,000 square foot industrial building applies for a zone change to construct a 15,246 commercial establishment on that same acre. Industrial uses are one of the lowest demand generators of all of the City's land uses, commercial use is one of the highest demand generator land uses. The result is also increased demand on all of City's infrastructures/services. We are concerned about the net delta change in service demand.

The above are but two examples of how, what appears to be like a "built-out city", will continue to experience increases in service demand within each of the City's major infrastructures. Public safety calls-for service will increase, there will be additional daily trip-miles on the City's circulation system, increased water delivery and wastewater collection demand on the utility systems. The slight increase in the population will decrease the existing service levels of the City's existing Quality of Life standards (i.e. the 7.43 library collection items per resident and the 3.437 square feet of public use community center space per resident).

This is not a new concept for the City to accept, it already has recognized the continued development within the City's boundaries. These anticipated changes were highlighted in the City's 1992 adopted General Plan, Section 3 - Land Use Element, stating in part:

Summary of Issues *There are several issues for consideration, based on the trends researched in the Existing Conditions Report; the residential trends include:*

A. Increased multi-family development and reduced new single-family development. This trend is likely to continue under existing designations, increasing the City's density.

B. An increase in the size of single-family homes, both through additions to existing homes and the demolition of existing homes that are replaced with larger new homes. These trends tend to maximize the land values, but they do create some impacts that affect the

streetscape, number of curb cuts in the street, number of street trees, light and air, and private open space.

There are four important non-residential trends that should be addressed in El Segundo. They are:

A. The reduction of manufacturing and heavy industrial uses, not including Chevron.

B. The increase in commercial and professional uses such as hotels and offices.

C. Decreasing availability of vacant land.

D. Increasing commercial uses that serve the daytime population. The Economic Development Element has indicated that these types of uses may have limited potential. Such uses may, therefore, be best located on the ground floor of office buildings. Given the overall effect of these four important trends, the community has considered the possibility of mixed-use development. Mixed-use could mean any mixture of commercial, service-oriented uses, offices, or research and development. By allowing a mix of uses, the City may be able to effectively address solutions to future potential problems such as traffic management, infrastructure constraints, and parking.

This Report recognizes these anticipated changes, and they are reflected in the City's land use database provided by the City that is the basis for future demand calculations contained in this Report. The increased demands are then the basis for the projects required to maintain the City's existing very high levels of service afforded by the infrastructure accumulated since 1917.

LAND USE ASSUMPTIONS

This Report contains an inventory of fully developed, undeveloped and underdeveloped land within the City limits of El Segundo and is based upon the City's most recent General Plan update. The *Undeveloped* and the *Underdeveloped* delta land inventory, identified as *Potential Development,* combine to form the base for the distribution of the estimated costs of the service-expanding capital projects necessary to accommodate that same anticipated development. Without the expansion projects, the City would be unable to accommodate that new development, effectively halting it. The *developed* land inventory forms the base for distributing the replacement cost of the existing infrastructure. This action provides the basis for comparison with the proposed DIF schedules and for the *de facto* identification of the many existing Levels of Service (LOS) currently provided by the City's existing spine infrastructure which is conservatively valued at well above $830 million.

Table 2-1, is the inventory of all private land-uses contained within the current City limits in what is referred to as the **General City** area and is based on the General Plan's land use inventory, a planning staff analysis of privately held parcels in General Plan area (excludes the City's Sphere of Influence).

Table 2-1 consists of multiple horizontal blocks of information from the top to the bottom, they are:

Total - Land-use Database – Total of All Areas - This block of information identifies the amount of developed and undeveloped land in terms of acres and units for the City's entire City limits and is the sum of the two areas identified following.

Land-use Database within the City's General City Area - Net - This block of information identifies the existing development and development opportunities within the General City area of the City in terms of acres and appropriate units. The information in the *Existing Development* column will be used to identify the current investment to compare the proportionality of the proposed DIFs as previously described in Chapter One. The *Potential Development* column will be used as the denominator to distribute the cost of infrastructure improvements needed to accommodate development in the area to those generating the need for those same improvements. The area is the sum of four General City Sub-areas (Appendix B, LUDB - Sections A to C).

A greater level of detail is available in Appendix B – Expanded Land-use Database.

Table 2-1
Detailed Land Use Inventory

Total - Land-use Database Summary of A, B and C Below	Existing Development		Potential Development		Total General Plan Build-out	
	Acres	# of Units	Acres	# of Units	Acres	# of Units
Detached Dwelling Units (+)	1,390.20	3,822	3.64	20	1,393.84	3,842
Detached Dwelling Units (-)	0.00	0	(73.93)	(203)	(73.93)	(203)
Attached Dwelling Units	88.60	490	74.73	1,959	163.33	2,449
Commercial Lodging Units	33.10	2,691	2.00	232	35.10	2,923
Retail & Service Uses (SF) (+)	110.20	1,313,245	137.48	6,887,925	247.68	8,201,170
Retail & Service Uses (SF) (-)	0.00	0	(1.00)	(11,917)	(1.00)	(11,917)
Office Uses (SF)	574.80	9,493,945	85.26	2,985,602	660.06	12,479,547
Industrial Uses (SF) (+)	1,665.20	7,580,266	28.00	731,808	1,693.20	8,312,074
Industrial Uses (SF) (-)	0.00	0	(166.52)	(758,027)	(166.52)	(758,027)
Institutional Use (SF)	17.30	233,797	1.00	13,504	18.30	247,301
Total - All City	3,879.40		90.66		3,970.06	
Private Residences (+)	1,478.80	4,312.00	78.37	1,979	1,557.17	6,291
Private Residences (-)	0.00	0.00	(73.93)	(203)	(73.93)	(203)
Commercial Lodging Rooms	33.10	2,691.00	2.00	232	35.10	2,923
Business Square Feet (+)	2,367.50	18,621,253.00	250.74	10,618,839	2,618.24	29,240,092
Business Square Feet (-)	0.00	0.00	(166.52)	(769,944)	(166.52)	(769,944)
Total for General Facilities DIF	3,879.40		90.66		3,970.06	28,479,159.00

Due to the El Segundo's unique circumstances of likely upsizing of underused parcels the land use database depicted in Table 2-1 includes lines with (+) or (-) indicating a projected increase or decrease in that land-use. As an example, Detached Dwelling Units (+) indicates an additional 20 such units on vacant land but Detached Dwelling Units (-) indicates the removal of 203 detached dwellings, likely to be replaced with attached dwelling units. This recognizes the net reduction of infrastructure service demand from the 203 detached dwelling units being razed with the increased demand of the 20 detached dwellings to be constructed leaving a delta in demand from the net 183 less detached dwellings. In short the Police and Fire Departments will see a reduction in calls-for-service from the removed detached dwellings. Thus any line that is italicized and has a (-) in the tables included in Chapters 3 through 9 are only included to identify the net change in demand but do not calculate the actual impact fee.

DIF Land-use Types Definitions. This Report classifies private development into one of two residential *DIF Land-use Types* or one of five different business-based *DIF Land-use Types.* For purposes of the Report, the term *DIF Land-use Type* will refer to one of the seven broad types under which the City's specifically defined zoning code *land-uses* will fall into. These *DIF Land-use Types* are defined following:

Residential Land-uses:

- **Detached Dwelling Units** - This DIF Land-use Type is generally defined as a detached unit and corresponds to an allowable use within the City's land-use designation of ***Single-Family Residential (R-1), Two-Family Residential (R-2),*** *and* ***540 East Imperial Avenue Specific Plan.*** This category would include the construction of the unusual, detached condominium or townhome and a manufactured unit on an individual lot.

- **Attached Dwelling Units** - This larger category consists of apartments, townhomes, condominiums or any other living unit that is attached to any other unit. It generally corresponds to an allowable land-use designation of ***Two-Family Residential (R-2), Multi-Family Residential (R-3), Neighborhood Commercial (C-2), Downtown Commercial (C-RS), Smoky Hollow Mixed-Use, and 540 East Imperial Avenue Specific Plan.***

Business/Commerce Land-uses:

- **Commercial Lodging** (keyed) **Units** - This *DIF Land-use Type* is found in the **General Commercial (C-3), Corporate Office (CO), Urban Mixed-Use North (MU-N), Urban Mixed-Use South (MU-S),** and **199 North Continental Boulevard Specific Plan** zones.

- **Retail/Service/Office Uses** - As utilized in this Report, Commercial uses include the general type of retail services and thus includes outlets ranging from restaurants to auto repair shops to shopping centers. This category includes the **Neighborhood Commercial (C-2), Downtown Commercial (C-RS), Corporate Office (CO), Commercial Center (C-4), Urban Mixed-Use North (MU-N), Urban Mixed-Use South (MU-S), Downtown Specific Plan, Corporate Campus Specific Plan,** and **El Segundo South Campus Specific Plan** zones.

- **Industrial/Manufacturing Uses** - This *DIF Land-use Type* contains all businesses engaged in heavy to light manufacturing or industrial development. This category includes the **Light Industrial (M-1), Heavy Industrial (M-2), Smoky Hollow Mixed-Use, Urban Mixed Use-North (MU-N), Urban Mixed-Use South (MU-S), 124th Street Specific Plan, Aviation Specific Plan,** and **222 Kansas Street Specific Plan** zones.

- **Institutional Uses** - This *DIF Land-use Type*, based upon the specific use, may be approved in just about any of the City's previously mentioned zones. It consists of private schools, private meeting places, places of worship and similar private facilities and could be located within many of the land use categories.

Definitions of DIF Application Categories Status. For each of the DIF land-use categories detailed on Table 2-1, acreage is categorized as either *Existing Development* or *Potential Development*. Definitions regarding the status of each land use are as follows:

Existing Development - Acres/Units - This column title reference identifies land in the City which is developed or land which has received a building permit but may not yet be constructed. Acreage in this category may include non-conforming use areas of the City which contain extensive development prior to an annexation or before any changes to the General Plan.

Potential Development - Acres/Units - Refers to all non-public vacant acreage located within the City. This category also includes any fully vacant parcel and those that can be upsized in the future is it contains some remaining development potential on it.

POPULATION PROJECTIONS

A second component in determining the magnitude of impact of future development and the necessary facilities needed to mitigate that impact is a realistic assessment of the build-out population of the City. Many of the facilities contained in this Report are sized according to either the estimated population at theoretical "build-out" or upon service levels which are based in part upon an estimation of the population to be served. Library facilities, parks and recreation facilities and community center facilities and equipment are examples of cost areas which rely heavily on population projections to determine space and facility needs. Park standards are usually stated in terms of the number of acres of park land per 1,000 persons, for instance.

There are at least two generally accepted methods for projecting future population levels in a City: (A) past growth trends projected forward and (B) population holding capacity based on the General Plan land-use element. Each of these methods can be useful even though both possess certain limitations.

There are several serious flaws in projecting the build-out population of a community using the past growth trends methodology. While this method is relatively simple and therefore easy for the general public to understand, it does not give consideration to when an area is actually built out. Eventually there comes a point in time where the amount of available land to build on is negligible. This technique does not help explain when that point is reached.

Also, the past growth trends approach is not sensitive to policy changes made by Council or land use issues contained in the City's General Plan. For these reasons, this technique is more useful in projecting short-term population levels and should not be used to forecast the built-out population of an area.

This Report relies on the methodology of ***holding-capacity*** (described in the following section) to project future service levels and facility requirements.

Holding Capacity Analysis. The methodology used in this Report to forecast the built-out population of El Segundo is the current holding capacity approach. This method calculates the sum of existing development and potential development allowable under current land use regulations, using average densities found in the City.
The first step in projecting the City's population using the holding capacity approach is to inventory the remaining undeveloped acres within the City limits, which was previously accomplished in Tables 2-1 and 2-2 of this Chapter. The next step is to estimate the potential dwelling units allowed per acre and then multiply the potential number of units by the average number of residents per unit.

The number of persons per unit for new residential units is based on the 2000 U.S. Census and ranges from 3.025 and 2.876 persons for detached dwellings and attached dwelling respectively. The 2000 Census data was selected over the recently released 2020 Census due to a change in reporting the resulting data by eliminating the data.

Based on these 2000 Census dwelling density data, future residential development can be expected to generate somewhere from 4,794 and 5,080 additional residents[4] to the City of El Segundo, joining the 16,660 citizens already living in City, resulting in a total estimated population at build-out (based upon the inclusion of existing City limits) of approximately 21,740 residents. The higher number is based upon full occupancy of all new dwelling units and the lower figure is based upon the historical occupancy levels at the time of the census count. The 21,597 is the average of the two.

Table 2-2, following, uses the additional housing projected in the Land-use Database and estimates the additional potential population for the City of El Segundo through build-out. The number of potential new dwelling units was calculated by multiplying the amount of vacant acreage for each land use zone by the average densities (i.e., number of units allowed per acre) indicated in the City's General Plan.

The estimated GP build-out population of 21,597 (average between high and low) or more residents using this holding capacity approach is typically lower than the population forecasts based on the mathematical models previously described. This implies that either the City's period of residential build-out will actually take 25 to 30 years or that the City's growth rate will increase from recent historical levels. As the residentially zoned land remaining to be developed continues to be built on during the next thirty years, the City is likely to see the number of new dwelling units developed decrease each year.

4 Depending upon the vacancy factor based upon the average of 96.05% for all residences.

Table 2-2
City of El Segundo
Average Dwelling Occupancy, by Type
(2000 United States Census Data)

Existing Residential	Total Units	Vacant Units	Occupied Units	Total Number of Occupants	Average Occupancy	Percentage Occupied
Detached Dwelling Units						
Detached Dwellings	7,211	171	7,040	21,299	3.025	97.63%
Attached Dwelling Units						
Attached Dwelling Units	1,044	24	1,020	3,007	2.948	97.70%
Duplex to Quadplex Units	1,860	80	1,780	5,167	2.903	95.70%
Five to Forty-nine Units	2,173	165	2,008	5,652	2.815	92.41%
Fifty or More Units	397	7	390	790	2.026	98.24%
Average	5,077	269	4,808	13,826	2.876	94.70%
Other Dwelling Units						
Other Dwelling Units	43	14	29	32	1.103	67.44%

Existing - State Department of Finance 01/01/21 Population, excludes prison population	16,660
Existing - State Department of Finance 01/01/21 Prison Population	0
Existing - State Department of Finance 01/01/21 Population, excludes prison population	16,660

G.P. Build-out Population At Historic Occupancy Rates	*Anticipated Net Units*	*Occupancy Rate*	*Probable Occupancy*	*Dwelling Density*	*Anticipated Population*	
Potential Detached Dwellings (-)	(183)	97.63%	(179)	3.025	(541)	
Potential Attached Dwellings (+)	1,959	94.70%	1,855	2.876	5,335	
Population to be Added Via Development at Historic Occupancy Rates					4,794	4,794
Current State of California Department of Finance Population						16,660
Potential "Build-out" Population, at Historic Vacancy Rates.						21,454

G.P. Build-out Population At 100% Occupancy Rate	*Anticipated Net Units*	*Occupancy Rate*	*Probable Occupancy*	*Dwelling Density*	*Anticipated Population*	
Potential Detached Dwellings	(183)	100.00%	(183)	3.025	(554)	
Potential Attached Dwellings	1,959	100.00%	1,959	2.876	5,634	
Population to be Added Via Development at 100% Occupancy					5,080	5,080
Current State of California Department of Finance Population						16,660
Potential Maximum "Build-out" Population.						21,740

Population at General Plan Build-out @ Low per Dwelling Resident Densities	21,454
Population at General Plan Build-out @ High per Dwelling Resident Densities	21,740
Average Population at General Plan Build-out	21,597

SUMMARY OF FINDINGS

City staff and RCS have identified over $292.7 in needed and identified and planned capital improvement projects required through the City's General Plan build-out including both projects related to existing deficiencies and those needed solely to support future growth. Roughly 56.3% of the total project list can be financed with DIF receipts imposed upon new development. The proposed impact fees will generate just over $164.9 million from the DIF schedule applied Existing impact fee fund balances will support $0.78 million or 0.30% of the total. The remaining $127.0 million in project costs do not qualify for impact fee financing and will need to be financed from other sources. Table 2-3 indicates the development fee-related capital project costs by infrastructure.

Table 2-3
Total City-wide General Plan Build-out
Capital Requirements

Infrastructure Type	Total – All DIF Projects
Law Enforcement, Vehicles and Equipment	$40,491,360
Fire Suppression/Medic Facilities, Vehicles & Equipment	$1,861,500
Circulation (Streets, Signals, Bridges) Facilities	$35,175,000
Storm Drainage Collection Facilities	$3,850,000
Water Supply, Storage & Distribution Infrastructure	$10,316,667
Wastewater Collection System and Treatment	$5,601,250
General Government, Vehicles and Equipment	$1,303,116
Library Collection and Computer Stations	$1,599,183
Public Use (Community Center) Facilities	$12,907,305
Aquatics Center Facilities	$2,971,311
Park Land Acquisition & Facilities Improvement	$45,543,761
Sub-total DIF Related Project Costs	$161,080,453
Non-Development Generated Projects	$131,622,862
Total – Report Identified Projects	$292,703,315

DIFs for the General City Plan Area. Based on these costs and the schedules found at the end of each of the remaining chapters of this Report, costs attributable to future development were derived on a per unit basis for residential land-uses and on a per square foot of pad basis for business land-uses. Schedule 2.1, found at the end of this Chapter, provides a summary of the recommended DIF schedules for each type of infrastructure and land use category. The total recommended maximum DIFs for each of the seven DIF Land Use Types within General City area are summarized following.

Table 2-4
Summary of Proposed Development Impact Fees
for the City's Existing General Plan Area

DIF Land Use Type	Recommended Development Impact Fees
Detached Dwelling Unit	$52,426/Unit
Attached Dwelling Unit	$46,376/Unit
Commercial Lodging (Keyed) Unit	$4,802/Unit
Retail & Service Uses Square Foot	$10.172/S.F.
Office Uses Square Foot	$5.376/S.F.
Industrial Uses Square Foot	$5.077/S.F.
Institutional Use Square Foot	$6.716/S.F.

Specific DIF schedule rates for each land use can be found at the end of each chapter relating to each infrastructure. Schedule 2.1 at the end of this Chapter also identifies the probable development impact fee revenue of these proposed new development impact fees, the estimated capital cost total and the difference, by individual infrastructure type (e.g. fire).

Schedule 2.1 requires two pages to summarize the many infrastructures, identify the individual Infrastructure DIFs and combined DIFs by DIF Land-use Type and provide a calculation of the potential collection through build-out at the proposed *Minimum Needs*-based *DIF* schedules and the cost of the total infrastructure needs.

FORMAT OF THIS REPORT

The following chapters of this Report contain the detailed information relative to the calculation of DIFs recommended by RCS for the entire City. Appropriate textual explanations are contained in a specific chapter devoted to each of the eleven sets of differing infrastructure cost schedules for City boundaries. The infrastructure chapters are listed following along with four appendices, one of which contains a summary of DIF recommendations.

CHAPTER 3 - Law Enforcement Facilities, Vehicles, and Equipment
CHAPTER 4 - Fire Suppression/Medic Facilities, Vehicles & Equipment
CHAPTER 5 - Circulation (Streets, Signals and Bridges) Facilities
CHAPTER 6 - Storm Drainage Collection System
CHAPTER 7 - Water Distribution System
CHAPTER 8 - Wastewater Collection System
CHAPTER 9 - General Facilities, Vehicles & Equipment

CHAPTER 10 - Library Collection & Computer Stations
CHAPTER 11 - Public Use (Community Center) Facilities
CHAPTER 12 – Aquatics Facilities
CHAPTER 13 - Park Land Acquisition and Facilities Improvements

APPENDIX A - Summary of Recommendations.
APPENDIX B - Expanded Land-use Database.
APPENDIX C - Detailed Park Infrastructure Cost Schedule.
APPENDIX D - Application of Accessory Dwelling Units as a Function of a Detached Dwelling.

NOTE REGARDING TEXTUAL MATHEMATICS: It is important to note that the use of a computer provides for calculations to a large number extending over a large number of decimal points. Such data, when included in text and supporting textual tables, has often been rounded to usually no more than two or three decimals for clarity and thus may not be replicated to the necessary degree of accuracy as the spreadsheet schedules at the end of each chapter. If questions arise between the tables and schedules, the schedules at the end of each chapter will prevail as the more accurate. The schedules at the end of the Chapter are instructive to the recommendations. The tables within the chapters are text summaries of the schedules at the end of the chapter and are illustrative.

END OF CHAPTER TEXT

Schedule 2.1

City of El Segundo General Plan Maintenance Costs (Non-entitled Parcels)
Summary of Development Impact Fees By Type of Fee (continued on next page)
(Costs/Fees per Residential Type Dwelling Unit, or Business Type Square Foot)

Land-use Category	Law Enforcement Facilities	Fire Protection Facilities	Streets, Signals and Bridges	Storm Drainage Facilities (1)	Water Distribution Facilities	Wastewater Collection Facilities	General Government Facilities
	Schedule 3.2	Schedule 4.2	Schedule 5.2	Schedule 6.4	Schedule 7.2	Schedule 8.2	Schedule 9.1
Calculated Development Impact Costs							
Detached Dwelling Units (+)	$964	$115	$1,893	$2,482	$6,405	$3,001	$201
Detached Dwelling Units (-)	*$964*	*$115*	*$1,893*	*$2,482*	*$6,405*	*$3,001*	*$201*
Attached Dwelling Units	$970	$276	$1,263	$1,297	$4,377	$2,625	$44
Commercial Lodging Units	$104	$52	$998	$89	$1,765	$1,750	$44
Retail & Service Uses (SF) (+)	$5.014	$0.133	$3.823	$0.340	$0.517	$0.225	$0.120
Retail & Service Uses (SF) (-)	*$5.014*	*$0.133*	*$3.823*	*$0.340*	*$0.517*	*$0.225*	*$0.120*
Office Uses (SF)	$1.375	$0.027	$2.185	$0.502	$0.739	$0.428	$0.120
Industrial Uses (SF) (+)	$0.327	$0.000	$1.172	$1.793	$0.900	$0.765	$0.120
Industrial Uses (SF) (-)	*$0.327*	*$0.000*	*$1.172*	*$1.793*	*$0.900*	*$0.765*	*$0.120*
Institutional Use (SF)	$0.199	$0.000	$2.495	$0.599	$1.916	$1.387	$0.120
Potential Collection with Recommended Impact Fee Schedule							
Detached Dwelling Units (+)	$19,280	$2,300	$37,860	$49,640	$128,100	$60,020	$4,020
Detached Dwelling Units (-)	*-$195,692*	*-$23,345*	*-$384,279*	*$59,568*	*-$1,300,215*	*-$609,203*	*-$40,803*
Attached Dwelling Units	$1,900,230	$540,684	$2,474,217	$31,128	$8,574,543	$5,142,375	$86,196
Commercial Lodging Units	$24,128	$12,064	$231,536	$10,324	$409,480	$406,000	$10,208
Retail & Service Uses (SF) (+)	$34,536,056	$916,094	$26,332,537	$923,132	$3,561,057	$1,549,783	$826,551
Retail & Service Uses (SF) (-)	-$59,752	-$1,585	-$45,559	$28,140	-$6,161	-$2,681	-$1,430
Office Uses (SF)	$4,105,203	$80,611	$6,523,540	$41,548	$2,206,360	$1,277,838	$358,272
Industrial Uses (SF) (+)	$239,301	$0	$857,679	$1,312,132	$658,627	$559,833	$87,817
Industrial Uses (SF) (-)	*-$247,875*	*$0*	*-$888,408*	*$24,213*	*-$682,224*	*-$579,891*	*-$90,963*
Institutional Use (SF)	$2,687	$0	$33,692	$8,089	$25,874	$18,730	$1,620
Total	$40,323,566	$1,526,823	$35,172,815	$2,487,914	$13,575,441	$7,822,804	$1,241,488
Potential DIF Receipts	$40,323,566	$1,526,823	$35,172,815	$2,487,914	$13,575,441	$7,822,804	$1,241,488
Fund Balance and Other Revenues	$174,372	$333,588	$0	$0	$0	$0	$0
Total - Other Resources	$40,497,938	$1,860,411	$35,172,815	$2,487,914	$13,575,441	$7,822,804	$1,241,488
Required Capital Total	$40,491,360	$1,861,500	$130,175,000	$15,200,000	$30,150,000	$10,175,000	$1,628,895
Over or (Under) Collection	$6,578	-$1,089	-$95,002,185	-$12,712,086	-$16,574,559	-$2,352,196	-$387,407

Schedule 2.1

City of El Segundo General Plan Maintenance Costs (Non-entitled Parcels)
Summary of Development Impact Fees By Type of Fee
(Costs/Fees per Residential Type Dwelling Unit, or Business Type Square Foot)

Land-use Category	Library Collection/ Computers Schedule 10.1	Public Meeting Facilities Schedule 11.1	Aquatics Center Facilities Schedule 12.1	Parkland Facilities Development Schedule 13.1	Development Impact Fee Total Per Unit or Square Feet
Calculated Development Impact Costs					
Detached Dwelling Units (+)	$907	$7,686	$1,769	$27,003	$52,426 per Unit
Detached Dwelling Units (-)	*$907*	*$7,686*	*$1,769*	*$27,003*	*$52,426 per Unit*
Attached Dwelling Units	$863	$7,307	$1,682	$25,672	$46,376 per Unit
Commercial Lodging Units	No Fee	No Fee	No Fee	No Fee	$4,802 per Unit
Retail & Service Uses (SF) (+)	No Fee	No Fee	No Fee	No Fee	$10.172 per S.F.
Retail & Service Uses (SF) (-)	*No Fee*	*No Fee*	*No Fee*	*No Fee*	*$10.172 per S.F.*
Office Uses (SF)	No Fee	No Fee	No Fee	No Fee	$5.376 per S.F.
Industrial Uses (SF) (+)	No Fee	No Fee	No Fee	No Fee	$5.077 per S.F.
Industrial Uses (SF) (-)	*No Fee*	*No Fee*	*No Fee*	*No Fee*	*$5.077 per S.F.*
Institutional Use (SF)	No Fee	No Fee	No Fee	No Fee	$6.716 per S.F.
Potential Collection with Recommended Impact Fee Schedule					
Detached Dwelling Units (+)	$18,140	$153,720	$35,380	$540,060	$1,048,520
Detached Dwelling Units (-)	*-$184,121*	*-$1,560,258*	*-$359,107*	*-$5,481,609*	*-$10,079,064*
Attached Dwelling Units	$1,690,617	$14,314,413	$3,295,038	$50,291,448	$88,340,889
Commercial Lodging Units	$0	$0	$0	$0	$1,103,740
Retail & Service Uses (SF) (+)	$0	$0	$0	$0	$68,645,210
Retail & Service Uses (SF) (-)	$0	$0	$0	$0	-$89,028
Office Uses (SF)	$0	$0	$0	$0	$14,593,372
Industrial Uses (SF) (+)	$0	$0	$0	$0	$3,715,389
Industrial Uses (SF) (-)	*$0*	*$0*	*$0*	*$0*	*-$2,465,148*
Institutional Use (SF)	$0	$0	$0	$0	$90,692
Total	$1,524,636	$12,907,875	$2,971,311	$45,349,899	$164,904,572
Potential DIF Receipts	$1,524,636	$12,907,875	$2,971,311	$45,349,899	$164,904,572
Fund Balance/Other Revenues	$75,235	$0	$0	$193,862	$777,057
Total - Other Resources	$1,599,871	$12,907,875	$2,971,311	$45,543,761	$165,681,629
Required Capital Total	$1,599,183	$12,907,305	$2,971,311	$45,543,761	$292,703,315
Over or (Under) Collection	$688	$570	$0	$0	-$127,021,686

Chapter 3
Law Enforcement Facilities, Vehicles, and Equipment

The Existing System of Law Enforcement Assets or infrastructure. The El Segundo Police Department currently operates out of 28,338 square foot facility on roughly a third of an acre at 348 Main Street. The building has an additional 6,000 square feet but that portion of the Police Station is leased to a different but cooperating law enforcement agency thus has not been included in this impact fee calculation.

The Department also has a significant inventory of:

- Vehicles (official and undercover) some with various added extra equipment;
- Assigned officer equipment such as various leathers, armament, clothing, and safety apparel; and,
- Specialty and computer equipment.

Demand Upon Infrastructure Created by the Development of Underdeveloped or Vacant Parcels. Residents and businesses benefit from law enforcement services in three ways: directly, indirectly and through standby availability. Direct services are those where a resident or business owner requires a direct response, usually as a result of being the victim of a crime. Direct service results in the form of a law enforcement officer contacting the victim. Indirect benefits, such as crime prevention programs, free patrol time and other law enforcement services that serve all businesses, citizens and visitors, are impossible to calculate for a specific beneficiary. An example of indirect benefit would be the apprehension of a burglar in your neighbor's residence or business yesterday. Had the burglar not been arrested he/she may have broken into your dwelling unit or business tomorrow. Most residents and businesses may go for many years before ever requiring a call-for-service. However, these fortunate residents and businesses still benefit from law enforcement services, if in no other way than by the knowledge that a law enforcement officer is available, through adequate planned stand-by, to respond if required. Lastly, residents and businesses also benefit from the stand-by capability, the ability to respond a police officer should you need service.

The addition of new residential units and new businesses will increase the demand upon the law enforcement service level by creating more direct calls-for-service, more areas requiring preventive patrol, and in general, more opportunities for crimes to be committed.

The development of vacant or underutilized parcels into residential or business units will also generate more calls. The residents and business owners occupying those residences and businesses will create the increase in law enforcement calls-for-service. More residences and businesses will mean more responses to the burglaries, domestic disputes, noise complaints, shoplifting and miscellaneous incidents that will occur in the new residences and businesses. If the law enforcement force capabilities (the base) are not expanded, then the increasing number of calls-for-service (the rate) will reduce the amount of "free" hours available for preventative patrol. This inability to expand the capabilities would ultimately drive the Department into a reactionary mode. The additional calls-for-service would limit the amount of time for training, planning, pro-active crime prevention and other non-direct services.

The Purpose of the Fee. Additional law enforcement calls-for-service are expected, and the cost of adding sworn officers necessary to respond to those calls can be determined. Those new costs can be translated to a fee, or an amount, necessary to be collected to offset the added costs of the required additional staffing. These costs include equipping and housing the additional officers. Providing that the fee is adopted and imposed, new development will finance its proportional capital costs of expansion of the Police Station. The continued costs of the annual salary and benefits for those additional officers will need to come from increases in property and sales tax generated by the new residences and businesses and their occupants.

The Use of the Fee. The revenues raised from a properly calculated and legally-supported Law Enforcement Impact Fee would be limited to capital costs related to that growth. The fees would be used to expand the law enforcement station, increase the number of responses and investigator's vehicles and properly equip additional officers. Conversely, the Law Enforcement DIF receipts cannot be used to replace existing vehicles or replace normal vacancies. The required projects/capital includes:

LE-001, Additional Police Station Space/Upgrades - The existing station will need to be expanded by 42,884 to meet the space needs of the 71 additional officers (at 604 square feet per officer) needed to meet the addition calls-for-service generated by new development.

LE-002, Additional Patrol/Detectives/Specialty/Staff Vehicles - This project is the acquisition of 67 law enforcement vehicles in order to maintain the existing 0.94 vehicles/officer standard.

LE-003, Additional Police Officer Assigned Equipment - Officers in the field will require personally-assigned equipment consisting of radios/electronic devices leathers, handgun, helmet, and assorted protection as well as the costly recruitment costs of a background check and other required exams. These costs have been included at $14,266 per additional officer but are only included for successful candidates.

LE-004, Additional Specialty Equipment - This project is the acquisition of specialty equipment such as advanced electronics, computer information sharing systems, special weapons and tactics equipment, and other unique equipment.

The Relationship Between the Need for *The Fee* and *The Type* of Development Project. Department records were used to demonstrate that differing land-uses generate differing numbers of calls. Police staff provided extremely accurate calls-for-service data by over-laying the Department's computerized response records with the City's zoning map thus allowing 100% of the private sector calls-for-service to be categorized. Table 3-1, following, summarizes an analysis of the calls-for-service received by the Police Department over a recent twelve month period. The breakdown of calls into the land-uses that generated them, divided by the number of developed units (during the same period) generating a *calls-for-service* nexus.

[This space left vacant in order to place the following table on a single page].

Table 3-1
Law Enforcement Calls-for-Service Generated by DIF Land-use Type
(Over a 12 Month Period)

DIF Land-use Type	Developed Dwellings or Square Feet	Actual Calls For Service Over 12 Months	Total Calls per Dwelling or 1,000 SF (KSF)
Detached Dwelling Units	3,822	2,372	0.621/Unit
Attached Dwelling Units	490	296	0.604/Unit
Commercial Lodging Units	2,691	170	0.063/Unit
Retail & Service Uses	1,313,245	4,101	3.123/KSF
Office Uses	9,493,945	8,128	0.856/KSF
Industrial Uses	7,580,266	1,547	0.204/KSF
Institutional Uses	233,797	29	0.124/KSF

As an example, there were approximately 2,372 calls-for-service that generated a response to one of the 3,382 detached dwelling units in the City. The result indicates that, on average, each dwelling will generate just over 0.621 calls per year. The same analysis was undertaken for most land-uses. Since these calls-for-service by land use are an average, they were used to project the number of additional calls that could be expected by multiplying the calls per residential unit or business acre by the number of anticipated number of new residential dwellings or business acres. To determine the number of additional officers necessary to meet this increase from future developments, the number of increased calls resulting from new development was then divided by the average number of calls that an officer responds to.

These calls-for-service rates are then applied to (multiplied by) all of the undeveloped land-use database anticipated units to determine the number of calls-for-service in the future. The additional calls-for-service, in this case 25,110 per year, were then divided by the number of calls-for-service that a single officer can absorb.

The existing complement of 47 sworn officers currently absorbs the 16,643 annual calls-for-service to privately held residences and businesses by responding to just over 354 calls-for-service each to privately-owned and developed parcels annually. Based upon the addition of these 25,110 calls-for-service, the City will need to successfully recruit 71 additional officers to maintain the same response capabilities that are currently provided by the existing 47 officers now. This is not to imply that the existing level of services or the ratio of officers to calls-for-service is the desired level of service, it merely is the ***current*** level of service. To adequately mobilize the 71 new sworn officers, the City will need to add 67 response vehicles at a total cost of $3,581,622 to maintain the existing ratio of 0.94 vehicles per sworn officer (44 vehicles divided by 47 officers) and for the personnel recruitment/officer-assigned equipment at a combined cost of $1,012,886 (71 officers X $24,266 in assigned equipment costs).

The Relationship Between the *Use of the Fee* and the *Type of Development* Paying the Fee. Again, *use of the fee* is a similar argument to the *need for the fee*. As the development occurs,

the impact is generated, and the impact fee would be collected as the development occurs. The collected DIF receipts would be put to use to acquire equipment for additional officers, vehicles and additional building space necessary to respond to those additional calls, *without reducing the capability of responding to calls from the existing community.*

The Relationship Between the *Amount of the Fee* and the *Cost of the Portion* of the Facility Attributed to the Development Project. The Police Station size at 28,383 square feet, along with the 42,844 additional square feet proposed in LE-001 will meet the needs for operations space (and location) through General Plan build-out and the land-use database depicted in Table 2-1. The build-out complement of 118 sworn officers, (47 current and 71 projected) will allow for the maintenance of the average of about 600 square feet per officer.

Minimum Needs-based Fees. Table 3-2, following, summarizes the resulting DIFs (from Schedule 3.2) for development to contribute $40,316,988 towards the expansion of the Law Enforcement capabilities of the City in order to allow the City to extend the same level of service to the City's newest citizens and businesses.

Table 3-2
Minimum Needs-based Law Enforcement Facilities, Vehicles and Equipment Development Impact Costs by DIF Land-use Type

DIF land-use Type	Allocation of Development Costs	Development Impact Cost Per Unit or Square Foot
Detached Dwelling Units (+)	$19,268	$964/Unit
Detached Dwelling Units (-)	*($202,310)*	
Attached Dwelling Units	$1,899,467	$970/Unit
Mobil Home Dwelling Units	$24,085	$104/Unit
Retail & Service Uses (+)	$34,538,828	$5.014/S.F.
Retail & Service Uses (-)	*($59,409)*	
Office Uses	$4,104,005	$1.375/S.F.
Industrial Uses (+)	$239,240	$0.327/S.F.
Industrial Uses (-)	*($248,874)*	
Institutional Uses	$2,689	$0.199/S.F.

Existing Financial Commitment Comparison Costs. The City invested, at current dollars, about $22.1 million in the existing police station, or stated a slightly different way it would cost $22.1 million to replace the existing building. The Department staff uses 44 assorted vehicles with various added extra equipment costing a total of $2,387,748 for an average cost of about $54,267 per vehicle. The existing 47 sworn officers each have assigned equipment such as personally-assigned radio and communication equipment, various leathers, armament, clothing and safety apparel costing some $14,266 per sworn officer or a combined $670,502. Lastly,

there is $1,655,383 invested specialty equipment, computer capability and other electronic equipment. There is also an existing positive Law Enforcement Impact Fee Fund balance of $174,372. Combined, the City has invested, at current replacement costs, some $27,004,450 into the law enforcement assets.

When this combined replacement financial commitment cost figure is distributed over the entire current community (via Table 3-3 following and Schedule 3.3), we find that the existing financial commitment is quite similar to that of the calculated Law Enforcement Minimum Needs-based DIFs (or cost), indicating that the existing community has invested nearly what be required from future development. It also occurs due the straight line extension of the existing level of service.

Table 3-3
Existing Law Enforcement
Community Financial Commitment Comparison Data

DIF Land-use Type	Allocation of Development Costs	Development Impact Cost Per Unit or Square Foot
Detached Dwelling Units	$3,848,739	$1,007/Unit
Attached Dwelling Units	$480,281	$980/Unit
Commercial Lodging Units	$275,837	$103/Unit
Retail & Service Uses	$6,654,164	$5.067/S.F.
Office Uses	$13,188,258	$1.389/S.F.
Industrial Uses	$2,510,117	$0.331/S.F.
Institutional Uses	$47,055	$0.021/S.F.

RECOMMENDED DEVELOPMENT IMPACT FEES

Since the *Minimum Needs-based Impact Costs (*necessary for expansion indicating the City's investment in law enforcement capabilities) is nearly the same as the *Existing Community Financial Commitment Comparison*, the *Existing Community Financial Commitment Development Impact Fee* schedule identified in Table 3-2 and Schedule 3.2 would be the most equitable DIF schedule to adopt.

RECAP OF RECOMMENDED LAW ENFORCEMENT DEVELOPMENT IMPACT FEES

1. General City - Adopt Schedule 3.2.

END OF CHAPTER TEXT

Schedule 3.1

City of El Segundo
2021-22 Development Impact Cost Calculation
Allocation of Project Cost Estimates
Law Enforcement Facilities, Vehicles and Equipment

Line #	Project Title	Estimated Cost	Construction Needs Supported by Other Resources		Construction Needs Generated by New Development	
			Percent Need	Apportioned Dollar Cost	Percent Need	Apportioned Dollar Cost
LE-001	Additional Police Station Space/Upgrades	$33,396,167	0.00%	$0	100.00%	$33,396,167
LE-002	Additional Patrol/Detective/Specialty/Staff Vehicles	$3,581,622	0.00%	$0	100.00%	$3,581,622
LE-003	Additional Officer Assigned Equipment	$1,012,886	0.00%	$0	100.00%	$1,012,886
LE-004	Additional Specialty Equipment	$2,500,685	0.00%	$0	100.00%	$2,500,685
	Sub-Total General Plan Total New Project Costs	$40,491,360	0.00%	$0	100.00%	$40,491,360
	LESS:					
	Development Impact Fee Fund Balance	$174,372	0.00%	$0	100.00%	$174,372
	Total General Plan Total New Project Costs	$40,316,988	0.00%	$0	100.00%	$40,316,988
					Forward to Schedule 3.2	

NOTES:
1. Costs distributed based upon recent actual twelve month El Segundo Police Department "Calls-for-Service" statistics.

Schedule 3.2

City of El Segundo
2021-22 Development Impact Cost Calculation
Minimum Capital Needs-based Impact Costs
Law Enforcement Facilities, Vehicles and Equipment

DIF Land-use Type	Undeveloped Acres	Undeveloped Units	Call Generation Rate	Expected New Calls for Service	Percentage of Additional Service Calls	Allocation of Expansion Costs	Cost Distribution Per Acre	Average Units or Square Feet/Acre	Development Impact Fee per Unit or Square Foot
Detached Dwelling Units (+)	3.64	20	0.621	12	0.05%	$19,268	$5,293	5.49	***$964 per Unit***
Detached Dwelling Units (-)	(73.93)	(203)	0.621	(126)	-0.50%	-$202,310			
Attached Dwelling Units	74.73	1,959	0.604	1,183	4.71%	$1,899,467	$25,418	26.21	***$970 per Unit***
Commercial Lodging Units	2.00	232	0.063	15	0.06%	$24,085	$12,043	116.00	***$104 per Unit***
Retail & Service Uses (SF) (+	137.48	6,887,925	3.123	21,511	85.67%	$34,538,828	$251,228	50,101	***$5.014 per S.F.***
Retail & Service Uses (SF) (-	(1.00)	(11,917)	3.123	(37)	-0.15%	-$59,409			
Office Uses (SF)	85.26	2,985,602	0.856	2,556	10.18%	$4,104,005	$48,135	35,018	***$1.375 per S.F.***
Industrial Uses (SF) (+)	28.00	731,808	0.204	149	0.59%	$239,240	$8,544	26,136	***$0.327 per S.F.***
Industrial Uses (SF) (-)	(166.52)	(758,027)	0.204	(155)	-0.62%	-$248,874			
Institutional Use (SF)	1.00	13,504	0.124	2	0.01%	$2,689	$2,689	13,504	***$0.199 per S.F.***
TOTAL	**90.66**	--	--	**25,110**	**100.00%**	**$40,316,988 in Law Enforcment Development-related GP Projects**			

Schedule 3.3

City of El Segundo
2021-22 Development Impact Cost Calculation
Existing Community Financial Commitment Comparison
Law Enforcement Facilities, Vehicles and Equipment

DIF Land-use Type	Developed		Call Generation Rate	Existing Calls for Service	Percentage of Existing Service Calls	Allocation of Infrastructure "Equity"	Distribution of "Equity" per Acre	Average Units or Square Feet/Acre	Current Financial Commitment per Unit or Square Foot
	Acres	Units							
Detached Dwelling Units	1,390.20	3,822	0.621	2,372	14.25%	$3,848,739	$2,768	2.75	*$1,007 per Unit*
Attached Dwelling Units	88.60	490	0.604	296	1.78%	$480,281	$5,421	5.53	*$980 per Unit*
Commercial Lodging Units	33.10	2,691	0.063	170	1.02%	$275,837	$8,333	81.30	*$103 per Unit*
Retail & Service Uses (SF)	110.20	1,313,245	3.123	4,101	24.64%	$6,654,164	$60,383	11,917	*$5.067 per S.F.*
Office Uses (SF)	574.80	9,493,945	0.856	8,128	48.84%	$13,188,258	$22,944	16,517	*$1.389 per S.F.*
Industrial Uses (SF)	1,665.20	7,580,266	0.204	1,547	9.30%	$2,510,117	$1,507	4,552	*$0.331 per S.F.*
Institutional Use (SF)	17.30	233,797	0.124	29	0.17%	$47,055	$2,720	13,514	*$0.201 per S.F.*
TOTAL	**3,879.40**	--	--	**16,643**	**100.00%**	**$27,004,450**	**Total Law Enforcement System Capital Assets**		

$22,116,445	**in Law Enforcement Facility Assets**
$2,387,748	**in Law Enforcement Vehicles Assets**
$670,502	**in Law Enforcement Officer Equipment Assets**
$1,655,383	**in Specialty Equipment Assets**
$174,372	**in Existing Law Enforcement DIF Fund Balance**

Chapter 4
Fire Suppression Facilities, Vehicles, and Equipment

The Existing System. The City has invested in a system of fire facilities, response vehicles and specialty equipment. The Fire Department responds to calls-for-service from two existing stations. The Department has specific equipment and training for calls-for-service consisting of fire suppression, emergency medical calls, vehicle extrication, high-angle rescue, trench and collapse rescue, swift water rescue, confined space rescue as well as and hazardous materials response. The Department is also available to handle other non-anticipated emergency calls-for-service. The City has invested in a significantly asset rich system of fire suppression/rescue system.

The fire station facilities are detailed as follows:

Fire Station #31/Headquarters is 13,355 square foot, four bays wide by two vehicles deep facility and is located on a 52,750 square foot parcel at 314 Main Street.

Fire Station #32 is a 13,687 square foot four bay wide by two vehicle deep fire station on a 37,750 square foot parcel at 2261 East Mariposa Avenue. There are also 975 square feet of storage structures on the parcel.

Both stations are the high end of number of bays/spaces (four bays wide by two vehicles deep) with most cities having maybe one such large station with the reminder at two bays wide by two vehicle deep stations. As such the City retains a great deal of response capacity. However, the anticipated 75% increase in calls-for-service may require an increase in staffing somewhere into the future

The land and replacement construction costs of the existing stations and training facilities is approximately $24,487,179. Not surprisingly, the City also has a sizable fleet of equipped City-owned response and prevention units consisting of:

- Three Type I response engines;
- Two aerial ladder vehicles;
- Two Command Vehicles (Chief and Battalion Chief);
- Two USAR vehicles (REMS/USAR);
- Four paramedic Vehicles;
- Two environmental vehicles;
- Three Fire Prevention vehicles; and,
- Five miscellaneous, administrative sedans and utility trucks.

The total investment in the 23 vehicle compliment is about $9,255,722. State or County vehicles and equipment are not included in the financial commitment figure. The City's fire-fighter assigned equipment and successful psychological/back-ground checks, at $14,820 per fire-fighter, is approximately $622,400 total for the existing staff of 42 fire fighters. The specialty equipment made up of Urban Search and Rescue, hazardous materials/mass casualty, confined space equipment, as well as major communications equipment, reserve hose and

appurtenances total some $255,018. Lastly, the Fire Suppression Facility, Vehicle and Equipment Impact Fee fund balance is $333,588.

The current financial commitment or investment, in fire stations, training facilities, response fleet, specialty and communications equipment and fund balance is a sizable $34,953,965. This figure represents what it would cost to establish the existing Department response capability at current vehicle, equipment, land acquisition and construction costs. The relevance of this figure will be established later in this Chapter.

Demand Upon Infrastructure Created by the Development of Underdeveloped or Vacant Parcels. While it can be said that numerous factors are considered when determining the number and location of fire stations in any city, it can be stated without fear of contradiction that all new private development in the City will have an effect on the City's current ability to respond to fire, rescue and emergency calls-for-service. The affect, simplified but not trivialized, is twofold. Initially, each new residential and business development will create, on average, more calls-for-service increasing the likelihood of simultaneous (and thus competing) calls-for-service. Additionally, as development spreads further from any existing station or stations, as large-scale development is often likely to do, the distances (and thus response times) will increase, taking the existing fire companies out-of-service for greater periods of time.

The capacity of any fire station is finite and will reach practical limits (through call *frequency* and *total time*). When that capacity is exceeded, the level of service afforded to existing development will be greatly reduced. Or stated in another way, if development continues without the addition of fire station capacity to respond, the existing stations could be overwhelmed in terms of calls-for-service, making a timely response for emergency service a virtual coin flip. That is, will the existing fire companies be available to respond to your needs or will they possibly be out-of-service on a call in a different part of the community?

The Purpose of the Fee. The City staff has determined there is no need for the additional fire station in order to continue to be able to respond to an ever-increasing number of expected additional service demands calls, now and in the future. The two four bays wide by two vehicles deep facilities have the capacity to absorb the additional calls-for-service anticipated from future upsizing development, but only in terms of equipment and facilities space. Having the right type, size, and number of fire stations in the right locations enables policy makers, the Chief and City Council to house fire fighters, apparatus, and equipment in a rational way for maximum use of capital resources at the lowest annual operations cost as is the case in El Segundo. While having a two large fire stations and a base of response vehicles and specialty equipment, the City may need to look at staffing at some point in the future.

Conversely, the penalties are high and extremely visible for poor fire station location or a lack of one. Adverse effects are felt by the City staff, the council, and possibly by the existing taxpayers. With poor location or no additional locations, response times via great distance or out-of-service due to a previous call can become excessive, and if a tragedy occurs, the incident would be well publicized.

Often, response time is mistakenly referred to for only the first-in unit, and this can be a grave error. Instead, response time must consider *all* the forces necessary to place the incident under control. If the first unit arrives within five minutes but cannot provide the necessary water flow or

perform the needed functions due to a lack of staffing, the five minute response becomes insignificant and irrelevant. Thus, an increase in the number and type of response vehicles is also necessary to match and equip the needed additional staff. The following sections identify the manner in which the City plans to meet the demands of additional calls-for-service.

The Use of the Fee. The revenues generated from a properly calculated and legally-supported Fire Suppression Facilities, Vehicles and Equipment Impact Fee would be limited to capital costs related to that growth. The collected fees would only be used to acquire the projects identified following and on Schedule 4.1. Conversely, the Fire Suppression Facilities DIF receipts would not be used to repair any existing fire stations or replace any existing emergency response vehicles. Additional equipment and facilities are planned to come on-line, as needed, as development creates additional demands beyond the capability (volume or calls and distance) of the existing stations. The capital acquisitions include:

FS-001, Acquire an Additional Standard Type I Engine/Pumper - Given the additional calls-for service expected in the future, the Department would likely require one additional fully-equipped response engine at approximately $888,117 plus an additional 20% necessary to fully equip it with basic specialty equipment.

FS-002, Medic Response Vehicle - Acquire a fully equipped medic response vehicle. Given the additional 2,640 additional calls-for-service in the future, most of which will likely be medic calls, an additional medic response vehicle (and staff) will likely be required.

FS-003, Additional Training Facilities/Props - Acquire some additional props for improvements to the City's training capacity.

FS-004, Fire Suppression/Rescue Specialty Equipment - The list would include tools, expanded trench shoring devices, electronic and technological advancements, practice ladders and other similar costly items. Additional devices for advanced training would be included.

FS-005, Traffic Signal Preemption System Additions - Apply and install state-of-the-art signal preemption devices on the City's remaining non-preempted traffic signals in order to allow for unfettered fire/medic and rescue calls-for-service. The City's anticipated 125% increase in fire/medic/rescue calls-for-service will directly clash with the anticipated 75% increase in daily traffic trip-miles. All efforts must be made to improve the Fire Department's ability to maintain the NFIRS recommended five minute response @ 35 MPH by improving the Departments' ability to control all major traffic signals during a response.

FS-006, Fire Standards of Service Study - Given the unusual generation of additional future calls-for-service, i.e. significant upsizing of existing residences and business square feet, the Department would benefit from an El Segundo specific Fire Standards of Services Study. Such a study is equivalent to circulation, storm drainage or utilities Master Plan.

The proposed projects and costs of $1,861,500 are identified on Schedule 4.1. The total cost of completing the fire infrastructure system is a net $1,527,912 after subtracting the existing $333,588 in current Fire Suppression Facilities DIF Fund balance from the total capital needs.

The Relationship Between the Need for The Fee and The Type of Development Project. Fire service response standards extended to new development should be consistent with the fire response currently enjoyed by the City's existing citizens and business community by constructing new facilities, or else the result will be in the deterioration of the level of service (LOS) provided both to the existing residents and future citizens and businesses within the City of El Segundo. It follows that it is appropriate to assess future development to contribute additional fire facilities.

To project the impact of future development on fire services, it was first necessary to quantify the current impact on services from each of the City's land-uses. Then, a determination of the costs of future capital facilities necessary to meet this increased demand was made. The following section illustrates the relative impact from each land use on fire services and facilities.

While the majority of these requests for service were made by El Segundo citizens from their residences, a large percentage of requests were generated from new commercial and industrial uses within the City. A survey of each land use and its existing effect on requests for calls-for-service was conducted to project the impact of future development on fire services. The calls-for-service survey was undertaken in a similar manner and concurrently with the process used to determine law enforcement demand (specifically described in Chapter 3, Law Enforcement et al.). Only requests for fire and medic/rescue services to privately held property were counted. Requests for service to public property, such as City parks and public right-of-way or intersections, were excluded thus distributing these calls pro-rata through the requests for service from privately held property. This is based upon the argument that all public land serves privately held land in some manner.

Table 4-1, The following table identifies the number of calls-for-service received by the Fire Department during the past calendar year by the previously identified DIF categories. The number of requests for service received by the Department during the year was then divided by either the developed (1,000) square feet, or the existing number of units, to determine the number of requests generated per business square foot, per dwelling unit or commercial lodging unit.

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Table 4-1
Fire Suppression Calls-for-Service Generated by Land Use
(Over a 12 Month Period)

DIF Land-use Type	Developed Dwellings or Square Feet	Actual Calls For Service Over 12 Months	Total Calls per Dwelling or 1,000 SF (KSF)
Detached Dwelling Units	3,822	790	0.207/Unit
Attached Dwelling Units	490	235	0.480/Unit
Commercial Lodging Units	2,691	240	0.089/Unit
Retail & Service Uses	1,313,245	304	0.231/KSF
Office Uses	9,493,945	446	0.047/KSF
Industrial Uses	7,580,266	70	0.009/KSF
Institutional Uses	233,797	12	0.051/KSF

Of residential land-uses, an attached welling unit is more likely to require an emergency fire service response at 0.480 annual responses *per unit* than a detached dwelling unit at 0.207 annual responses per unit. Retail use development is shown to generate the highest business use demand at 0.231 responses per 1,000 square foot of building space, while industrial development generates the least demand at 0.009 calls per 1,000 square feet. The lower demand by industrial uses should be expected given the greater density of employees and patrons in an office use establishment when compared to an industrial business of similar square feet. However, it should be noted that while there are fewer calls for industrial properties, significant training is required to be prepared for industrial responses, (i.e., trenching response and hazardous materials training).

Based upon these calls-for-service and the anticipated development, future demands in the City will increase from the 2,097 annual calls-for-service to private development by 2,641 to 4,738 calls-for-service per year. Continued development will benefit from the existence of the current two large capacity stations and the fact that they a great deal of existing capacity.

Resulting General City Area DIF Schedule. The collection of the resulting DIFs through build-out would allow the City to acquire or construct almost all of the proposed development-related expansions and required equipment. Table 4-2, following, indicates the development impact fee necessary to finance the cost to the additional stations, response equipment and fire-fighter equipment.

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Table 4-2
Minimum Needs-based Fire Suppression Facilities, Vehicles and Equipment Development Impact Costs by DIF Land-use Type

DIF Land-use Type	Allocation of Development Costs	Development Impact Cost Per Unit or Square Foot
Detached Dwelling Units (+)	$2,292	$115/Unit
Detached Dwelling Units (-)	*($24,141)*	
Attached Dwelling Units	$541,492	$276/Unit
Commercial Lodging Units	$12,071	$52/Unit
Retail & Service Uses (+)	$916,442	$0.133/S.F.
Retail & Service Uses (-)	*($1,681)*	
Office Uses	$80,674	(1) $0.027/S.F.
Industrial Uses (+)	$3,973	(1) $0.000/S.F.
Industrial Uses (-)	*($3,820)*	
Institutional Uses	$611	(1) $0.000/S.F.

(1) Allocated costs to these land uses are less than a tenth of a mil and thus truncate to zero.

The Relationship Between the Use of the Fee and the Type of Development Paying the Fee. The *use of the fee* is similar to the *need for the fee.* The DIF would be collected as the development occurs (generally at building permit or some predetermined point in the process). As the development occurs, the impact is generated. The collected DIF receipts would be put to use to acquire the capital acquisition identified previously or on Schedule 4.1, without reducing the capability of responding to calls from the existing community.

The Relationship Between the Amount of the Fee and the Cost of the Portion of the Facility Attributed to the Development Project. Detail regarding the full acquisition cost of the existing project has been previously described.

The current community's commitment has been to establish the existing two-station capability paid for via past General Fund receipts. To allow future residents to benefit by use of all of the capital needs without contributing additional assets, would be clearly unfair to the existing residents and would reduce their current level of service. Table 4-3, following, summarizes the distribution of the $34,953,965 in replacement costs of the existing assets to the existing residents and business owners (Schedule 4.3 details this distribution).

The replacement value of the existing fire infrastructure (stations, response fleet and related safety equipment) of $34,953,965 represents the current equity investment or community *financial commitment* towards fire suppression capability by the existing community. When this figure is distributed over the existing community in the same manner as the future costs, by the land use demands, an investment, or financial "commitment" (or equity for that matter) per unit

can be determined. As an example, each attached dwelling unit has invested about $3,445 into fire suppression capital while the proposed DIF is a far lesser amount at $276 that could be imposed upon newly developed attached dwelling units.

Table 4-3
Existing Fire Suppression Community
Financial Commitment Comparison Data

DIF Land-use Type	Allocation of Development Costs	Asset/Equity Investment Per Unit or Square Foot
Detached Dwelling Units	$13,168,160	$3,445/Unit
Attached Dwelling Units	$3,917,111	$7,994/Unit
Commercial Lodging Units	$4,000,454	$1,487/Unit
Retail & Service Uses	$5,067,241	$3.859/S.F.
Office Uses	$7,434,177	$0.783/S.F.
Industrial Uses	$1,166,799	$0.154/S.F.
Institutional Uses	$200,023	$0.856/S.F.

RECOMMENDED IMPACT FEES

The Existing Community Financial Commitment Comparison (Schedule 4.3) is just slightly greater than the Minimum Needs-based Impact Costs (Schedule 4.2), which are necessary and sufficient to maintain the established fire suppressions system in that area. Schedule 4.2 would be a reasonable fee schedule to adopt for this infrastructure.

RECAP OF RECOMMENDED FIRE SUPPRESSION IMPACT FEES

1. General City Area- Adopt Schedule 4.2.

END OF CHAPTER TEXT

Schedule 4.1

City of El Segundo
2021-22 Development Impact Cost Calculation
Allocation of Project Cost Estimates
Fire Suppression/Rescue Facilities, Vehicles and Equipment

Line #	Project Title	Estimated Cost	Construction Needs Supported by Other Other Resources/Future: Percent Need	Construction Needs Supported by Other Other Resources/Future: Apportioned Dollar Cost	Construction Needs Generated by New Development: Percent Need	Construction Needs Generated by New Development: Apportioned Dollar Cost
FS-001	Standard Engine/Pumper, Fully Equipped	$1,050,000	0.00%	$0	100.00%	$1,050,000
FS-002	Medic Response Vehicle, Fully Equipped	$91,500	0.00%	$0	100.00%	$91,500
FS-003	Additional Training Facilities/Props	$250,000	0.00%	$0	100.00%	$250,000
FS-004	Fire Suppression/Rescue Specialty Equipment	$150,000	0.00%	$0	100.00%	$150,000
FS-005	Traffic Signal Preemption System Additions	$225,000	0.00%	$0	100.00%	$225,000
FS-006	Fire Standards of Service Study	$95,000	0.00%	$0	100.00%	$95,000
	Sub-Total General Plan Total New Project Costs	$1,861,500	0.00%	$0	100.00%	$1,861,500
	LESS:					
	Development Impact Fee Fund Balance	$333,588	0.00%	$0	100.00%	$333,588
	Total General Plan Total New Project Costs	$1,527,912	0.00%	$0	100.00%	$1,527,912
						Forward to Schedule 4.2

NOTES:
1. Costs distribution based upon the City of El Segundo Fire Department "Calls-for-Service" statistics.

Schedule 4.2

City of El Segundo
2021-22 Development Impact Cost Calculation
Minimum Capital Needs-based Impact Costs
Fire Suppression/Rescue Facilities, Vehicles and Equipment

Proposed Land Use	Undeveloped Acres	Undeveloped Units	Call Generation Rate	Anticipated New Calls for Service	Percentage of Additional Service Calls	Allocation of Expansion Costs	Cost Distribution Per Acre	Average Units or Square Feet/Acre	Development Impact Fee per Unit or Square Foot
Detached Dwelling Units (+)	3.64	20	0.207	4	0.15%	$2,292	$630	5.49	***$115 per Unit***
Detached Dwelling Units (-)	(73.93)	(203)	0.207	(42)	-1.58%	-$24,141			
Attached Dwelling Units	74.73	1,959	0.480	940	35.44%	$541,492	$7,246	26.21	***$276 per Unit***
Commercial Lodging Units	2.00	232	0.089	21	0.79%	$12,071	$6,035	116.00	***$52 per Unit***
Retail & Service Uses (SF) (+)	137.48	6,887,925	0.231	1,591	59.98%	$916,442	$6,666	50,101	***$0.133 per S.F.***
Retail & Service Uses (SF) (-)	(1.00)	(11,917)	0.231	(3)	-0.11%	-$1,681			
Office Uses (SF)	85.26	2,985,602	0.047	140	5.28%	$80,674	$946	35,018	***$0.027 per S.F.***
Industrial Uses (SF) (+)	28.00	731,808	0.009	7	0.26%	$3,973	$142	26,136	***$0.000 per S.F.***
Industrial Uses (SF) (-)	(166.52)	(758,027)	0.009	(7)	-0.25%	-$3,820			
Institutional Use (SF)	1.00	13,504	0.051	1	0.04%	$611	$611	13,504	***$0.000 per S.F.***
TOTAL	**90.66**	--	--	**2,652**	**100.00%**	**$1,527,912**	**in Fire Suppression Development-related GP Projects**		

Schedule 4.3

City of El Segundo
2021-22 Development Impact Cost Calculation
Existing Community Financial Commitment Comparison
Fire Suppression/Rescue Facilities, Vehicles and Equipment

Proposed Land Use	Developed Acres	Developed Units	Call Generation Rate	Existing Calls for Service	Percentage of Existing Service Calls	Allocation of Infrastructure "Equity"	Distribution of "Equity" per Acre	Average Units or Square Feet/Acre	Current Financial Commitment per Unit or Square Foot
Detached Dwelling Units	1,390.20	3,822	0.207	790	37.67%	$13,168,160	$9,472	2.75	***$3,445 per Unit***
Attached Dwelling Units	88.60	490	0.480	235	11.21%	$3,917,111	$44,211	5.53	***$7,994 per Unit***
Commercial Lodging Units	33.10	2,691	0.089	240	11.44%	$4,000,454	$120,860	81.30	***$1,487 per Unit***
Retail & Service Uses (SF)	110.20	1,313,245	0.231	304	14.50%	$5,067,241	$45,982	11,917	***$3.859 per S.F.***
Office Uses (SF)	574.80	9,493,945	0.047	446	21.27%	$7,434,177	$12,934	16,517	***$0.783 per S.F.***
Industrial Uses (SF)	1,665.20	7,580,266	0.009	70	3.34%	$1,166,799	$701	4,552	***$0.154 per S.F.***
Institutional Use (SF)	17.30	233,797	0.051	12	0.57%	$200,023	$11,562	13,514	***$0.856 per S.F.***
TOTAL	**3,879.40**	--	--	**2,097**	**100.00%**	**$34,953,965**	**Total Existing Fire Suppression System Assets**		

$24,487,179	**in Fire Suppression Facilities Assets**
$9,255,722	**in Fire Suppression Vehicles Assets**
$622,458	**in Fire Fighter Assigned Equipment Assets**
$255,018	**in Specialty Response Equipment Assets**
$333,588	**in Fire Suppression et. al. DIF Fund Balance**

Chapter 5
Circulation (Streets, Signals and Bridges) System

The following Chapter will discuss the Circulation System capital improvements consisting of major street segments, traffic signals and bridges required for the City through build-out of the existing City General Plan as identified in the Land-use Database Table in Chapter 2. Initially, RCS recommends continuation of the calculation of a comprehensive DIF schedule covering all components of the circulation system within the General Plan area, those three components consisting of major street segments, signals, bridge improvements and roadbed protecting drainage improvements. The reasons are practical in that combining this infrastructure will provide greater flexibility in establishing priorities in what is essentially a singular transportation issue with a common nexus, a combination of trip-end [5] generation and average trip distance. It is not uncommon that a single transportation capital project involves both a street improvement and signal improvement.

The Existing System. The City currently has and maintains an extensive system of roadways available for transportation of goods and services, as well as for educational, recreational, and social purposes. Streets that fall under the jurisdiction of the City of El Segundo are classified as one of three types of roadways for the purposes of this Report. [6] The types of roadways are defined in the El Segundo General Plan Circulation Element.

Major Arterials
Major arterials function to connect traffic from collectors to the major freeway system as well as to provide access to adjacent land uses. They move large volumes of automobiles, trucks and buses, and link the principal elements within the City to other adjacent regions. These facilities handle inter-city and intra-city vehicular trips in the magnitude of 40,000 to 75,000 vehicles per day (vpd). They should be planned for eight lanes of through traffic. In the majority of cases in El Segundo, curb parking will be prohibited during peak periods. Bicycle traffic would travel with vehicular flow or be separated by a path behind the curb. Raised medians can be used to separate opposing flows of vehicular traffic as necessary. Access points, (i.e., driveways and minor intersecting streets) should be minimized.

Separate left-turn lanes at major signalized intersections would be mandatory with double left-turn lanes the rule rather than the exception. Separate right-turn lanes which also serve as bus loading areas would be considered at locations indicating high turn volumes. At some intersections up to three left turn and up to two right turn lanes may be provided, if needed, and if acquisition of additional right-of-way is practical.

Secondary Arterials
Secondary arterials are similar to major arterials in function. They connect traffic from collectors to the major freeway system. They move large volumes of automobiles, trucks and buses, and link the principal elements within the City to other adjacent regions.

[5] A *trip* is defined as a series of one or more trip-ends. A trip-end is a single stop in a trip. As an example, a drive from home to work is a trip. Each individual stop along the way along the way to drop children off at a school, buy gas, get a lunch, drop off laundry and the ultimate arrival at work or home is a trip-end. The term *trip* has no effect on the calculation and only means *a drive*.
[6] Alleys are a part of the City's Circulation System but are not included in this list.

These streets handle intra-city trips in the magnitude of 25,000 to 55,000 vpd and are not as continuous in length as major arterials. At least six through lanes should be provided to handle these needs along with single or double left-turn lanes (the latter preferably) at major signalized intersections. Curb parking would be prohibited during peak periods. Bicycle traffic would have to use paths behind the curb, separate bicycle lanes, or travel in the street with autos, trucks, and buses.

Collector Streets

The collector street is intended to serve as an intermediate route to handle traffic between local streets and arterials. In addition, collector streets provide access to abutting property. Collector streets are anticipated to carry traffic volumes between 15,000 to 40,000 vpd and serve important internal functions within the community. A collector street may have one through lane per direction; but more realistically, it should have a minimum of two through lanes (at least during peak periods). In some cases, a 4-lane collector may have a median divider. Curb parking can be accommodated if abutting property owners have insufficient off-street parking. The function of the collector, however, is to "collect" vehicles from the local street system and transport them to the arterial system as efficiently as possible.

Signalization of collector/local street intersections should be timed to permit the majority of the traffic flow on the collector while allowing local street access. Restriction of free flow along collectors due to unwarranted STOP controls should be discouraged.

Local Streets

Local streets principally provide vehicular, pedestrian, and bicycle access to property abutting the public right-of-way. Cross sections of local streets vary, depending on the abutting land uses, parking requirements, street trees, and other considerations. Where both sides of the street are served equally in residential areas, the common right-of-way width for a local street is 60 feet with a 36-foot pavement width.

In multi-family areas where there is continuous parking throughout the day, a minimum of 40 feet of pavement may be required to provide room for two moving lanes of traffic in addition to street parking on both sides. In commercial and industrial areas, a minimum pavement width of 40 feet is considered necessary. In industrial areas, consideration of the predominant type of trucking, and whether or not maneuvering of trailers must be provided, may require a pavement width of more than 44 feet.

When pavement widths exceed 40 feet on local streets, rights-of-way should be increased above 60 feet. Each parkway width should be 12 feet, including landscaped area and sidewalk. Sidewalk width should be 4 feet in residential areas and 5 feet in commercial or industrial areas.

The overall system design of local streets can greatly affect traffic. Unduly long streets build up traffic volumes and act as collectors. Cross streets and intersections with acute angles are likely to contribute to accidents. Good practice precludes carrying local streets into arterials since such intersections create unnecessary friction points and cause related congestion on the arterials. A far better approach is to bring local streets into collectors which then feed into arterials.

In general, construction of local streets is the responsibility of the developer who then dedicates the completed street to the City. The City will accept these local street improvements and the responsibility to maintain them if they meet the City's requirements. For these reasons and the

fact that local streets do not exhibit City-wide benefits to all circulation system users, the cost of all "local" streets are not included in the Circulation System financial commitment calculation or the proportionality test.

GENERAL CITY DEVELOPMENT IMPACT FEES

Demand Upon Infrastructure Created by the Development of Undeveloped Parcels. Undeveloped parcels create few trip-ends beyond an occasional visit to the site for weed abatement purposes, planning purposes or to consider a sale or development of the vacant parcel. None of these trip-ends are on a routine basis. However, a developed parcel will generate a statistically predictable amount of trip-ends and trip-miles, depending upon the specific land use of the development. Thus, it can be stated that a vacant parcel, when developed into a specific use, i.e., residential or business, will generate more traffic than it did when it was vacant. Similarly, a change in the use of the property may increase or decrease the number of trip-ends, i.e., the demolition of a low trip-generating insurance office into reconstruction as a new a high trip generating fast-food restaurant.

All new development contributes to cumulative traffic impacts, which are difficult to measure and mitigate on a project-by-project basis, but which have significant and widespread cumulative impacts on the City's existing road system. Factors that will increase the competition for existing major street segment lane miles existing in General City area include the following:

- The construction of just under 9.8 million square feet of private business uses on the under or undeveloped acres will generate 599,861 additional daily trip-miles or about 93.2% of the total new trip-miles expected at GP build-out. This figure could vary significantly depending upon the type of commercial uses constructed and possible zoning changes or conditional use permits issued.

- An increase in the City's General Plan full-time population through the construction of about 1,776 additional dwelling units contributing approximately 38,914 new daily trip-miles or just 6.7% of the newly expected daily trip-miles.

- The addition of about 232 commercial lodging units will generate about 4,231 daily trip-miles, or about 0.7% percent of the total new trip-miles.

When all (or most) of the available vacant land within the City's limits is developed, the City can expect an additional 643,006 daily trip-miles. For perspective, the City currently experiences roughly estimated 836,628 daily trip-miles from/to the existing residences and businesses. The roughly 643,006 newly anticipated, development generated trip-miles represent about a 77% increase over the current 836,628 daily trip-miles.

The Purpose of the Fee. In the City, most of the planned arterials and collectors exist in some form, perhaps not yet fully widened to allow for the full number of lanes. Stated another way, there are few opportunities to construct any completely new arterial/collector lane miles. Thus the collection of Circulation System DIF receipts becomes imperative as a revenue source to finish off any existing, but, limited or incomplete, or not yet maximized roads. Additionally, the fees would be used to complete the system of signals that insures the smooth movement of

vehicles through intersections. Efficient signalization (i.e. turn pockets and fully actuated left-turn signals) is also important to keep vehicular traffic moving at the optimum efficiency through major intersections.

Included are transportation projects needed to alter existing arterials, connectors or collectors that currently exist, but due to additional trip-ends are becoming ineffective at moving vehicles.

The City anticipates approximate net increase of 2.9 million square feet of office uses to be built at GP build-out and approximately 6.8 million additional square feet of retail uses (these include retail and service uses). The result of these actions alone will generate an additional 601,781 additional trip miles within the City generated from commercial uses alone. When combined with the additional 1,776 anticipated residential units, the total increase of trip miles within the City will be a net 643,006. This significant increase in trip miles will likewise increase the demand for limited lane miles throughout the circulation system. The proper funding of circulation projects is critical to maintaining the current LOS for the citizens and business community of the City. New arterials/collectors, traffic signals, and road additions will help preserve the current LOS, while DIFs should be used to protect the general fund.

Traffic planners have long known that the critical constraint in a typical roadway network is the intersections. While the street capacity may be theoretically adequate to carry traffic volumes at GP build-out, motorists may experience congestion and even gridlock at the intersections of the street. While the City of El Segundo will certainly undertake any remaining major street widening projects, an equally important component of traffic circulation is the installation of traffic signals and lane reconfiguration at critical intersections in the City. However, as previously stated, there are extremely limited opportunities to expand major road lane miles.

The importance of traffic signals is two-fold. First, the City can build only so many major collector/arterial streets and there are limits as to how many extra lanes they will have. Second, north-south collectors will, by definition, intersect with east-west collectors assuring that *someone* will have to stop, either at a stop sign or a traffic signal. The traffic carrying capacity of each collector can only be maximized by assuring orderly flow of traffic by signalizing those intersecting collectors.

The collection of Circulation System DIFs is not intended to eliminate the time-honored practice of the developer constructing the full width roadway and being reimbursed for the portion of costs greater than would otherwise be required of the developer in the calculated simple impact fee amount. This impact fee calculation and resulting fee collection would simply improve the City's capability for such reimbursements.

Schedule 5.1 identifies $130,175,000 in capacity increasing circulation improvements. Roughly 27.0% of this amount, or $35,175,000, has been identified as the responsibility of development as these projects will increase the capacity of the circulation system. The remainder, 73.0% or $95,000,000 are projects that are not development-generated and will require non-DIF revenue sources. The individual projects and costs are identified on Schedule 5.1 at the end of the Chapter.

The Use of the Fee. The collection of Circulation System DIF schedule receipts would be used to construct the projects (or portions of projects) identified in Schedule 5.1 at the conclusion of

this Chapter's text. The collected fees will be used to create traffic signals, road additions, and roadway reconfigurations with which to accommodate the additional 643,006 daily trip-miles expected from further development of the City.

ST-001, Park Place Extension Grade Separation Project - Construct a 1,000 linear foot overpass to connect Park Place from a point 950' east of Pacific Coast Highway to Park Place at a point 875 feet north of Rosecrans. The overpass is necessary to connect the two separate Park Place segments over several railroad lines.

ST-002, New Pedestrian, Bike Lane, Slow Vehicle Network Improvements - Construct additional, construct additional Class I, II III and IV bike lanes throughout the City. Additional bike lanes will make the roadway safer for cyclists and vehicle transit alike. CALTRANS defines the four Bike Lanes Classes as follows:

> Bike Route Class I bikeways, also known as bike paths or shared-use paths, are facilities with exclusive right of way for bicyclists and pedestrians, away from the roadway and with cross flows by motor traffic minimized. Some systems provide separate pedestrian facilities. Class I facilities support both recreational and commuting opportunities. Common applications include along rivers, shorelines, canals, utility rights-of-way, railroad rights-of-way, within school campuses, or within and between parks.
>
> Bike Lane Class II bikeways are bike lanes established along streets and are defined by pavement striping and signage to delineate a portion of a roadway for bicycle travel. Bike lanes are one-way facilities, typically striped adjacent to motor traffic travelling in the same direction. Contraflow bike lanes can be provided on one-way streets for bicyclists travelling in the opposite direction.
>
> Bike Route Class III bikeways, or bike routes, designate a preferred route for bicyclists on streets shared with motor traffic not served by dedicated bikeways to provide continuity to the bikeway network. Bike routes are generally not appropriate for roadways with higher motor traffic speeds or volumes. Bike routes are established by placing bike route signs and optional shared roadway markings (sharrow) along roadways.
>
> Bicycle Boulevard, A Bicycle Boulevard is a shared roadway intended to prioritize bicycle travel for people of all ages and abilities. Bicycle Boulevards are typically sited on streets without large truck or transit vehicles, and where traffic volumes and speeds are already low, or can be further reduced through traffic calming.;
>
> Buffered Bike Lane, A buffered bike lane provides greater separation from an adjacent traffic lane and/or between the bike lane and on-street parking by using chevron or diagonal markings. Greater separation can be especially useful on streets with higher motor traffic speeds or volumes.
>
> Separated Bikeway/Cycle Track, A Class IV separated bikeway, often referred to as a cycle track or protected bike lane, is for the exclusive use of bicycles, physically separated from motor traffic with a vertical feature. The separation may include, but is not limited to, grade separation, flexible posts, inflexible barriers, or on-street parking. Separated bikeways can provide for one-way or two-way travel. By providing physical separation from motor traffic, Class IV bikeways can reduce the level of stress, improve comfort for more types of bicyclists, and contribute to an increase in bicycle volumes and mode share.

ST-003, Roadway Maintenance Due to New Development Use - While future development will indeed increase wear and tear on the City's many arterials and collectors, maintenance costs are not valid uses of impact fees. It is merely use of an existing asset. Thus the City will need to find other revenue sources for general maintenance of the street system.

ST-004, Circulation Master Plan – Undertake a Circulation Master Plan study to determine the effect of new and significant up-sizing development upon the City's existing circulation system and determine state-of-art solutions to the new demands. The result could alter many of the projects described herein.

The Relationship Between the Need for the Fee and The Type of Development Project. Schedule 5.1 identifies the additional traffic to be generated by new development, by type of development. The technical volume, *Trip Generation (Manual)* 7th Edition, produced by the Institute of Traffic Engineers, has been used to identify the *nexus*, or relationship between the type of development and the projected number of trips that development will generate.

A 150-unit attached dwelling development would generate about 3,465 daily trip-miles and a one-acre retail/service development would generate a similar 3,501 daily trip-miles. Each would pay its proportionate share of the total 643,006 newly created daily trip-miles expected in the City's limits at GP build-out. In the case of the detached dwelling residential development, the daily trip-miles generated by the 150 new residences represents about 0.5% of the total 643,006 new trip-miles anticipated at build-out, thus they would be required to pay or construct projects on the list to an amount equal to 0.5% of the total development-related project costs. The three acre retail/service/office development, also representing 0.5% of the total new daily trip-miles, would also finance 0.5% of the development-related project list.

Circulation System Cost Distribution by Average Land-use Trip Frequency/Distance

New Trip Adjustment for *Pass-by* or *Diverted* Trips. Schedule 5.2 contains a sub-schedule that identifies adjustments to new total ***trip-ends***. As an example, an acre of general retail/service/office uses (with a 0.40 FAR) would be expected, on average, to generate about 3,347 trip-ends daily. However, approximately 15% of those trip-ends, or about 562 trip-ends per day, are ***pass-by trip-ends.*** The ***trip-end*** is not truly an ***end*** but is actually one in a series of stops, i.e. at various commercial establishments, with a different location such as a residence as the final ***trip-end*** or destination of the series of ***trip-ends***. In order to be considered a pass-by trip, the location of the stop must be contiguous to the ***generator*** route [7], i.e. the route that would have been used even if the temporary stop had not been made. The Institute of Transportation Engineers (ITE) indicates that:

> Thus when forecasted trips based upon the trip generation rates are distributed to the adjacent streets, some reduction is made to account for those trips already there that will be attracted to the proposed development.[8]

[7] An example of a diverted trip-end would be a single trip-end where along the way from work, a motorists evening drive deviates from the normal route taken home at perhaps a preferred grocery store, mail drop, or to pick up a child from a piano lesson before continuing home. Each of these three stops would be considered *diverted* trip-ends.
[8] Trip Generation, Institute of Transportation Engineers, 1099 14th Street, Suite 300 West, Washington D.C. 20005-3438. Definition of terms, page 147.

Pass-by trip-ends are fully adjusted (reduced at 100%) from the average trip-ends (per day) generated by the seven land-uses identified in Schedules 5.2 and 5.3.

A *diverted* trip is similar to a *pass-by* trip-end in that it is an extra stop between, as an example, a motorists' work site and his or her residence. The *diverted* trip differs slightly from the *pass-by* trip in that it requires a minor deviation from the normal ***generator*** route and the temporary stop. In short, a *diverted* trip creates a separate side trip using additional (and different) lane miles from that of the normal route from the motorist's place of employment and his or her residence.[6] Using our example of one acre of general retail/service/office uses, roughly 1,499 of the expected trips would involve a diversion to that basic planned trip. We could expect these trips to increase the traffic volume of the generator route, but only for brief distances. The ITE states that diverted trips:

> are produced from traffic volume on roadways within the vicinity of the generator (route) and require a diversion from that roadway to another roadway with access to the site. These roadways could include streets or freeways adjacent to the generator but without access to the generator.[9]

These *diverted* trips will be adjusted (reduced at 50%) from the full trip count for each of the land-uses identified in Chapter 2.

Again, the sub-schedule at the bottom of Schedule 5.2 indicates the total trip-ends and the reduction due to the number pass-by trips (at 100%) and diverted trips (at 50%). The trip pass-by and diversion percentages were generated and are supported by a study conducted by the San Diego Association of Governments (SANDAG) in conjunction with various U.S. and California government agencies [10].

Additionally, the same SANDAG data schedule referenced above provides information for a trip distance factor component to the nexus. Based upon that data, a trip to an industrial work-site has the greatest distance at 9.0 miles. A trip to an office averages 8.8 miles, residential trips average 7.9 miles, a trip from a hotel or motel (once in residence) averages 7.6 miles, and an average trip to a retail/service site is the shortest at 4.3 miles. This indicates that drivers generally appear willing travel further distances to work and for treatment at medical offices than they are to shop. Both frequency (trip-ends) and distance (average miles per trip) have been combined into the nexus by multiplying average trip frequency by average trip distance. Trip-mile rates have been calculated for the seven DIF land-use categories. They are demonstrated at the bottom of schedule 5.2 at the end of the Chapter.

The Relationship Between the Use of the Fee and the Type of Development Paying the Fee. There is very little difference between this and the above category. The fee collected will be based on the projected number of trip-ends the proposed development will generate in

[9] Institute of Transportation Engineers, 1099 14th Street NW, Suite 300 west, Washington D.C. 2005-3438, Definition of Terms, page 146.
[10] *Traffic Generators*, San Diego Association of Governments, 401 B Street, Suite 800, San Diego, CA 92101. Brief Guide to Traffic Generators Rates. Compiled in conjunction with the U.S. Department of Housing and Urban Development. U.S. Department of Transportation, The California Department of Transportation and the U.S. Environmental Protection Agency, July 1995.

relationship to the total 643,006 net additional projected trip-miles at build-out. Any amount imposed as a Circulation System DIF will be placed in a separate fund (collecting interest) and is to be used only on the projects identified on Schedule 5.1 as development related.

From time to time the City may require an applicant for a private project to construct a street or signal improvement (or portion thereof) that is on the list of required improvements at the end of this Chapter. This method is often undertaken to expedite the project at the request of the applicant/developer. The developer should receive a credit for any monies expended on this required improvement against their Circulation System DIF.

The Relationship Between the Amount of the Fee and the Cost of the Portion of the Facility Attributed to the Development Project. The calculation of the Circulation System DIFs is based upon the recognition that differing types of developments generate differing amounts of trip-miles. The fee is based upon the projected number of trips generated by the proposed private development project. Circulation DIF receipts will be accumulated until they reach the amount that could construct a meaningful project to alleviate or mitigate the demands of those new developments. Table 5-1 (summarized from Schedule 5.2) on the following page identifies the Minimum Needs-based Circulation System DIF schedule for the City of El Segundo's General Plan area.

Table 5-1
City of El Segundo's General Plan Area
Minimum Needs-based Circulation System
Development Impact Costs
by DIF Land-use Type

DIF Land-use Type	Allocation of Development Costs	Development Impact Cost Per Unit or Square Foot
Detached Dwelling Units (+)	$37,855	$1,893/Unit
Detached Dwelling Units (-)	*($384,077)*	
Attached Dwelling Units	$2,474,973	$1,263/Unit
Commercial Lodging Units	$231,453	$968/Unit
Retail/Service/Office Uses (+)	$26,333,575	$3.823/Unit
Retail/Service/Office Uses (-)	*($45,568)*	
Office Uses	$6,523,835	$2.185/S.F.
Industrial Uses (+)	$857,430	$1.172/S.F.
Industrial Uses (-)	*($888,174)*	
Institutional Uses	$33,698	$2.495/S.F.

This set of proposed fees would generate the Minimum needs amount of revenue necessary to construct the needed street, signal, and roadway reconfiguration projects. These figures then need to be compared to the financial commitment demonstrated by the existing community.

Alternative Cost Methodology. A more precise calculation of costs for specific types of land-uses (i.e., banks, hospitals, convalescent residences, etc.) can be determined by multiplying the average cost per trip of $54.70 by the applicable daily trip-mile rate. An example of this calculation can be found at the bottom of Schedule 5.2 and applied to Table 5-2, on the following page. These tables list trip rates and costs for various residential, resort, industrial and commercial developments. A fee system based on a lengthy schedule of trip rates theoretically provides more accuracy and therefore financial commitment in determining specific uses' impact on the City's circulation system, but at the same time may increase the City's costs to administer the fee. A more extensive listing of traffic generators by land use is available in *Trip Generation* as published by the Institute of Transportation Engineers, New York, NY.

[This space left vacant to place the following table on a single page].

Table 5-2
Detail of Circulation System Minimum Needs-based Development (rounded) Impact Fees for Specific General City Area Commercial/Service/Office Uses

Land Use Category	Adjusted Trip-ends	Average Distance	Trip-end to Trip	Additional Trip-miles	Cost per Trip-mile	Cost per 1,000 Square Feet or Dwelling Unit
RESORT/TOURIST (per Unit or Entry Door):						
Hotel (multi-story)	6.29	7.6	0.5	23.9	$54.70	$1,307.33 /Room
All Suites Hotel	3.77	7.6	0.5	14.3	$54.70	$782.21 /Room
Motel	4.34	7.6	0.5	16.5	$54.70	$902.55 /Room
INDUSTRIAL (per 1,000 SF):						
General Light Industrial	6.17	9.0	0.5	27.8	$54.70	$1,520.66 /KSF
Heavy Industrial	5.97	9.0	0.5	26.9	$54.70	$1,471.43 /KSF
Manufacturing	2.73	9.0	0.5	12.3	$54.70	$672.81 /KSF
Warehousing	4.39	9.0	0.5	19.8	$54.70	$1,083.06 /KSF
MISCELLANEOUS BUSINESS USES (per 1,000 SF):						
Office Park	9.08	8.8	0.5	40.0	$54.70	$2,188.00 /KSF
Research Park	7.18	8.8	0.5	31.6	$54.70	$1,728.52 /KSF
Business Park (Specific)	11.29	8.8	0.5	49.7	$54.70	$2,718.59 /KSF
RETAIL/SERVICE USES (per 1,000 SF):						
Building Material Store	29.35	4.3	0.5	63.1	$54.70	$3,451.57 /KSF
Garden Center	23.45	4.3	0.5	50.4	$54.70	$2,756.88 /KSF
Movie Theater	2.47	4.3	0.5	5.3	$54.70	$289.91 /KSF
Church	5.92	4.3	0.5	12.7	$54.70	$694.69 /KSF
Medical-Dental Office	22.21	8.8	0.5	97.7	$54.70	$5,344.19 /KSF
General Office Building	7.16	8.8	0.5	31.5	$54.70	$1,723.05 /KSF
Shopping Center	30.20	4.3	0.5	64.9	$54.70	$3,550.03 /KSF
Hospital	11.42	4.3	0.5	24.6	$54.70	$1,345.62 /KSF
Discount Center	62.93	4.3	0.5	135.3	$54.70	$7,400.91 /KSF
High-Turnover Restaurant	8.90	4.3	0.5	19.1	$54.70	$1,044.77 /KSF
Convenience Market	43.57	4.3	0.5	93.7	$54.70	$5,125.39 /KSF
Walk-in Bank	13.97	4.3	0.5	30.0	$54.70	$1,641.00 /KSF
Other: (not available "per KSF")						
Cemetary (per acre)	3.07	4.3	0.5	6.6	$54.70	$361.02 /Acre
Service Station/Market (avg	107.69	4.3	0.5	231.5	$54.70	$12,663.05 /FP/Day
Service Station/Car Wash	99.35	4.3	0.5	213.6	$54.70	$11,683.92 /FP/Day

Table 5-3 following, (and summarized from Schedule 5.3) identifies the assets of the City's existing circulation system (at current replacement costs). The total system costs $247,839,677 consists of the existing circulation plan arterial and collector lanes at $123,600,000, major roadways right-of-way at $43,535,377, traffic signals and major intersections at $69,125,000, directional and street signs at $3,069,300, and $8,510,000 in street lighting. When these existing assets are distributed over the existing community, using the same nexus factor (e.g. trip-miles) used for distribution of future costs, the existing community has contributed the following, on average, by land use:

Table 5-3
Existing Circulation System Community
Financial Commitment
Comparison Data

DIF Land-use Category	Allocation of Development Costs	Development Impact Cost Per Unit or Square Foot
Detached Dwelling Units	$39,161,565	$10,246/Unit
Attached Dwelling Units	$3,352,507	$6,842/Unit
Commercial Lodging Units	$14,539,283	$5,403/Unit
Retail/Service/Office Uses	$27,188,578	$20.703/Unit
Office Uses	$112,340,550	$11.833/S.F.
Industrial Uses	$48,096,648	$6.345/S.F.
Institutional Uses	$3,160,546	$13.518/S.F.

It should be noted that the existing community has contributed, on average, significantly more than would be required of future development to meet the minimum needs for build-out and all users. While there is clearly excess capacity in the existing system, it is usually the result of the existing community absorbing the initial street construction costs including the costly right-of-way acquisition, the later part of the community often finances only the smaller segment length widening's which maximize the street segments capacity.

Recommended Circulation System DIF Schedule. The adoption of Schedule 5.2 at the end of the chapter (and as summarized in table 5-1), as the Circulation System DIF Schedule would generate enough capital to construct the facilities needed by the new development. In addition, the City should adopt the application of the *per trip-mile fee* from the bottom of Schedule 5.2 and multiplied by the specific use Table 5-2 or the more extensive listing of traffic generation by land use available in *Trip Generation* as published by the Institute of Transportation Engineers, New York, N.Y.

Construction Responsibility vs. DIF Payment. This DIF assumes that each developer, contiguous to a planned Major Street would:

- Dedicate the needed right-of-way and would be responsible for last lane of asphalt concrete or PCC;
- Construct the parkway landscaping; and,
- Construct the curb, gutter, sidewalk, striping and street lights.

However, construction of the extra lanes would be financed by the Circulation System DIF, contributed to by all development within the City limits, thereby leveling the playing field between privately held parcels contiguous to a four lane collector as opposed to those privately held parcels contiguous to a two lane minor arterial. A given developer may undertake the actual construction of the *extra* lanes at the same time that they construct the *first* lane, but they would receive a reimbursement for construction of those *extra* lanes. However, it is important to note that if the developer constructs all or a portion of a road, signal or other circulation system improvement, and that project is not listed on Schedule 5.1, that project is assumed to be a condition of approval and not subject to a reimbursement or credit from the City from this DIF Fund. In short, the City cannot give a credit for a project that is not partially financed through this calculation.

The DIF Adoption Ordinance should contain the necessary language for identifying the process for calculating the reimbursement amount for the construction of *extra* lanes.

RECAP OF RECOMMENDED CIRCULATION SYSTEM DEVELOPMENT IMPACT FEES

1. Create a DIF Fund titled *Circulation System Impact Fee Fund.*

2. Adopt Schedule 5.2 for most land-uses and the $54.70 per trip-end rate on Schedule 5.2 to be used in conjunction with the most current edition of ITE manual (and the trip frequency/length figures (via SANDAG) at the bottom of Schedule 5.2) as well as Table 5-2 for unusual land-uses.

END OF CHAPTER TEXT

Schedule 5.1

City of El Segundo
2021-22 Development Impact Cost Calculation
Allocation of Project Cost Estimates
Circulation (Streets, Signals and Bridges) System

Line #	Project Title	Estimated Cost	Construction Needs Supported by Other Resources: Percent Need	Construction Needs Supported by Other Resources: Apportioned Dollar Cost	Construction Needs Generated by New Development: Percent Need	Construction Needs Generated by New Development: Apportioned Dollar Cost
ST-001	Park Place Extension Grade Separation Project	$100,000,000	75.00%	$75,000,000	25.00%	$25,000,000
ST-002	New Pedestrian, Bike Lane, Slow Vehicle Network Improvements	$20,000,000	50.00%	$10,000,000	50.00%	$10,000,000
ST-003	Roadway Maintenance Due to New Development Use	$10,000,000	100.00%	$10,000,000	0.00%	$0
ST-004	Circulation Master Plan	$175,000	0.00%	$0	100.00%	$175,000
	Sub-Total General Plan Total New Projects	$130,175,000	72.98%	$95,000,000	27.02%	$35,175,000
	LESS:					
	Circulation Development Impact Fee Fund Balance (none)	$0	100.00%	$0	0.00%	$0
	Other:	$0	100.00%	$0	0.00%	$0
	Other:	$0	100.00%	$0	0.00%	$0
	Development Impact Fee Fund Balance Total	$0	0.00%	$0	0.00%	$0
	Total Net General Plan Project Costs	$130,175,000	72.98%	$95,000,000	27.02%	$35,175,000
						Forward to Schedule 5.3

NOTES:
1. Costs distribution based upon a frequency and distance factor.

Schedule 5.2

City of El Segundo
2021-22 Development Impact Cost Calculation
Minimum Capital Needs-based Impact Costs
Circulation (Streets, Signals and Bridges) System

Proposed Land Use	*Undeveloped*		*Trip-end and Length Factor*	*Total GC Additional Trip-miles*	*Percentage of Additional Trip-miles*	*Allocation of Expansion Costs*	*Cost Distribution Per Acre*	*Average Units or Square Feet/Acre*	*Development Impact Fee per Unit or Square Foot*
	Acres	*Units*							
Detached Dwelling Units (+)	3.64	20	34.588	692	0.11%	$37,855	$10,400	5.495	*$1,893 per Unit*
Detached Dwelling Units (-)	(73.93)	(203)	34.588	(7,021)	-1.09%	-$384,077			
Attached Dwelling Units	74.73	1,959	23.095	45,243	7.04%	$2,474,973	$33,119	26.214	*$1,263 per Unit*
Commercial Lodging Units	2.00	232	18.239	4,231	0.66%	$231,453	$115,726	116.00	*$998 per Unit*
Retail & Service Uses (SF) (+	137.48	6,887,925	69.888	481,383	74.86%	$26,333,575	$191,545	50,101	*$3.823 per S.F.*
Retail & Service Uses (SF) (-	(1.00)	(11,917)	69.888	(833)	-0.13%	-$45,568			
Office Uses (SF)	85.26	2,985,602	39.944	119,257	18.55%	$6,523,835	$76,517	35,018	*$2.185 per S.F.*
Industrial Uses (SF) (+)	28.00	731,808	21.419	15,674	2.44%	$857,430	$30,623	26,136	*$1.172 per S.F.*
Industrial Uses (SF) (-)	(166.52)	(758,027)	21.419	(16,236)	-2.53%	-$888,174			
Institutional Use (SF)	1.00	13,504	45.634	616	0.10%	$33,698	$33,698	13,504	*$2.495 per S.F.*
TOTAL	**90.66**	--	--	**643,006**	**100.00%**	**$35,175,000**	**in Development-related Circulation General Plan Projects**		
ALTERNATIVE FEE METHODOLOGY				***643,006***		***$35,175,000***	***$54.70 per Daily Trip-mile***		

Trip-ends Adjustment Calculation Land Use Title	Daily Total Trip-ends	Percent of Diverted Trips	Diverted Trip-end % Adjustment	Diverted Trip-end Percent	Percent of Pass-by Trips	Combined Diverted and Pass-by	Remaining Trip % as Adjustment %	Adjusted Trip Rate, Adjustment % X Total trips	*Average Trip Length*	*Trip-ends X Length X 50%*
Detached Dwelling Units (+)	9.57	11	0.50	5.5	3.0	**8.5**	**91.5%**	8.76	***7.9***	***34.588***
Attached Dwelling Units	6.39	11	0.50	5.5	3.0	**8.5**	**91.5%**	5.85	***7.9***	***23.095***
Commercial Lodging Units	6.23	38	0.50	19.0	4.0	**23.0**	**77.0%**	4.80	***7.6***	***18.239***
Retail & Service Uses (SF) (+	50.01	40	0.50	20.0	15.0	**35.0**	**65.0%**	32.51	***4.3***	***69.888***
Office Uses (SF)	10.50	19	0.50	9.5	4.0	**13.5**	**86.5%**	9.08	***8.8***	***39.944***
Industrial Uses (SF) (+)	5.38	19	0.50	9.5	2.0	**11.5**	**88.5%**	4.76	***9.0***	***21.419***
Institutional Use (SF)	11.99	19	0.50	9.5	4.0	**13.5**	**86.5%**	10.37	***8.8***	***45.634***

Schedule 5.3

City of El Segundo
2021-22 Development Impact Cost Calculation
Existing Community Financial Commitment Comparison
Circulation (Streets, Signals and Bridges) System

Proposed Land Use	Undeveloped Acres	Undeveloped Units	Trip-end and Length Factor	Existing GC Trip-miles	Percentage of Additional Trip-miles	Allocation of Expansion Costs	Cost Distribution Per Acre	Average Units or Square Feet/Acre	Development Impact Fee per Unit or Square Foot
Detached Dwelling Units	1,390.20	3,822	34.588	132,197	15.80%	$39,161,565	$28,170	2.75	*$10,246 per Unit*
Attached Dwelling Units	88.60	490	23.095	11,317	1.35%	$3,352,507	$37,839	5.53	*$6,842 per Unit*
Commercial Lodging Units	33.10	2,691	18.239	49,080	5.87%	$14,539,283	$439,253	81.30	*$5,403 per Unit*
Retail & Services Uses (SF)	110.20	1,313,245	69.888	91,780	10.97%	$27,188,578	$246,720	11,917	*$20.703 per S.F.*
Office Uses (SF)	574.80	9,493,945	39.944	379,226	45.33%	$112,340,550	$195,443	16,517	*$11.833 per S.F.*
Industrial Uses (SF)	1,665.20	7,580,266	21.419	162,359	19.41%	$48,096,648	$28,883	4,552	*$6.345 per S.F.*
Institutional Use (SF)	17.30	233,797	45.634	10,669	1.28%	$3,160,546	$182,691	13,514	*$13.518 per S.F.*
TOTAL	**3,879.40**	--	--	**836,628**	**100.00%**	**$247,839,677**	**Total Circulation System Capital Assets**		

$123,600,000	**in General Plan Major Streets/Bike Paths Assets**
$43,535,377	**in General Plan Streets Rights of Way Assets**
$69,125,000	**in General Plan Traffic Signalized Intersections**
$3,069,300	**in General Plan Street Signs**
$8,510,000	**in General Plan Street Lights**
$0	**in Circulation System Related DIF Fund Balance**

Chapter 6
Storm Drainage Collection System

The City's existing storm drainage network is composed of street gutter facilities, inlets and a network of storm drain pipe-lines which convey runoff to larger pipelines, washes and creeks located throughout the City. However, as the City continues to develop vacant parcels with rooftops, parking lots and driveways, the existing City-owned storm drainage lines will reach capacity and the ability of the existing drainage lines to collect additional runoff from developing areas will diminish regardless of the availability of a good system of wash channels. Additionally, there are areas in the City, such as near safety facilities such as the Police Station (existing and future) and numerous fire stations that require storm drainage improvements to ensure adequate safety response times to a few large vacant areas to be developed. City records indicate that there are roughly 84,161 linear feet of reinforced concrete pipe sized averaging about 36", requiring 190 inlet boxes, 120 manholes and 50 junction boxes (based upon average storm pipe construction).

Property-based Benefit Reasoning. Initially, the use of separate zones was reconsidered for each drainage basin within the City because each area has its own capital needs for storm-water collection. Storm-water runoff from Main Street may not directly impact the homeowner on Kansas Street; similarly, a small debris detention basin near East Grand Avenue required to handle runoff from the businesses in that area may provide little direct benefit to a business on North Nash Street. In each case, there can be some distinct property-related areas of benefit for each drainage basin. However, the owners and users of all developed and undeveloped parcels benefit, directly and indirectly, from all City-wide existing and future storm drainage improvements. As the various systems within the greater community of the City of El Segundo develop, concurrent with development of private property, the benefits are generally recognized as:

1. Proposed development projects can only be approved by the City when precautions, generally in the form of infrastructure improvements, have been made that assure that developed and undeveloped downstream parcels will not be adversely affected (i.e., inundated, flooded, cut off from access in and out), by storm water from the project being proposed. The avoidance of downstream or down-zone damage from the development of an upstream parcel may not be a major concern to a developer, but the City must concern itself with such issues when approving private development proposals.

2. The private development being assessed a DIF will receive the same storm-water protection from other development projects upstream or up-zone from its own development.

3. Storm water must be adequately controlled and removed to large scale flood control channels or creeks to assure access by public safety vehicles to all parts of the City, regardless of which zone a call-for-service is in. Fire and other rescue calls, as well as law enforcement and public works responses, cannot wait during heavy rainstorms. To the contrary, emergency calls-for-service probably increase during such storm events and the City's public safety and maintenance units must be able to respond to all zones.

4. The City of El Segundo's citizens and business owners/employees must also be able to travel safely (and send/receive goods and services) in heavy rain through one zone to another. An adequate and sufficient storm drainage system will provide such protection.

5. Storm drainage collection pipes protect the integrity of the roadbed of the very important arterials and collectors.

Demand Upon Infrastructure Created by the Development of Underdeveloped or Undeveloped Parcels. The construction of flood control and storm drainage facilities is essential to the preservation of private property, public streets, curbs and other facilities. The county or a regional level of government is generally responsible for flood control[11], and cities are generally responsible for storm drainage. The building of new residences and businesses on presently undeveloped land will increase the amount of runoff and thus accelerate the need for additional storm drainage facilities to handle increased runoff from these developing areas. As the vacant land is developed and bare dirt or turf is replaced with impervious rooftop, parking lots, driveways, pools, and sidewalks, greater amounts of the rainfall runs off of the developed parcel.

The amount of the runoff varies with differing types of development (i.e. land-use) and the varying amounts are referred to as the runoff coefficients. Approximately 0.775 (or 77.5%) of rainfall that falls on a parcel developed with detached dwelling residences, exits that developed parcel. The rate for an attached dwelling runoff is not much higher than a detached dwelling at 0.810 (81.0%). Most business uses such as lodging, retail/service, office, industrial and institutional have a runoff coefficient in excess of 0.900 or 90.0% with the exception of Business Park at a slightly lesser 0.875 or 87.5%.

Clearly, rainfall runoff increases with development. The cumulative effects of additional runoff must be managed with the appropriate capital facilities. These costs of the new storm drainage (and flood control revenue shortages) will be distributed by the coefficients of drainage, i.e., the percentage of property that will end up with impervious coverage such as asphalt or cement-based concrete drives or parking lots, rooftops, pools and any other hard surface that does not allow any absorption into the soil.

The Purpose of the Fee. The costs of extending the same level of storm drainage protection to the newly developing residences and businesses as is provided to the existing community (that has largely paid for the existing system) can be calculated, a fee imposed and collected. The Fee revenues can then be used to expand the storm drainage facilities necessary to extend the same level of services. The City staff has identified a total of $15,200,000 in storm drainage projects required to fully complete the City's network of pipes and small channels.

Of that figure, $3,850,000, or 25.33% of the storm drainage/quality projects, have been identified as being able to be funded by DIFs. The remaining $11,350,000 do not qualify for DIF funding and will need to be constructed using other resources.

[11] Projects of major importance generally involving the control of large quantities of flood water through numerous cities and unincorporated areas.

The Use of the Fee. The construction of flood and storm drainage facilities in the City of El Segundo is essential to the preservation of public and private property. The building of new residences and businesses on presently undeveloped land will require the installation of additional storm drains of sufficient capacity with an adequate number of inlets to handle increased rainwater runoff from these areas where development reduces natural absorption opportunities. This Chapter reviews the costs of storm drainage and flood control facilities needed to serve future development.

The revenues raised from a properly calculated and supported Storm Drainage Collection System DIF would be limited to the capitalized costs related to that growth. The fees would be used to construct the additional or parallel storm drainage lines necessary to increase the drainage capacity of the system to accommodate the additional rainwater runoff generated by the continued development. Conversely, the Storm Drainage Collection System DIF receipts would not be used to repair, replace or rehabilitate any existing storm drainage lines. The limited exceptions would be if the replacement or rehabilitation project creates additional capacity, in which case that proportional amount of additional capacity could be included as a DIF cost.

SD-001, Infiltration and Storm Water Quality Improvements - Construct a number of storm water improvements intended to: (1) direct water to more permeable areas or detain water to allow infiltration by intercepting and holding rainwater, and; (2) construct National Pollutant Discharge Elimination System (NPDES) stormwater capture/treatment requirements from development required by the Federal Clean Water Act. Pollutants to be captured include but are not limited to: rock, sand, dirt, other aggregates and agricultural, industrial, and other municipal waste.

SD-002, Storm Drainage Master Plan - Undertake a Storm Drainage Master Plan study to determine the effect of new and significant up-sizing development upon the City's existing circulation system and determine state-of-art solutions to the new demands. The result could alter many of the projects described herein.

The Relationship Between the Need for The Fee and The Type of Development Project. Upon the identification of the costs of storm drainage facilities generated by future development, costs must be further distributed for each of the land uses (i.e., business and residential uses) based on their estimated rainwater runoff. Residential detached dwelling development leaves the greatest remaining turf percentage per parcel and thus the greatest percolation, and conversely the least runoff of rainwater. As such, the detached dwelling residential land use should not bear the same cost as the institutional or industrial development, which generally have little or no turf area (or stated another way, a higher percentage of impervious area) and therefore generates a higher amount of rainwater runoff. For this Report, costs were distributed between land uses on established runoff coefficients. A listing of these runoff coefficients is provided in Table 6-1[12] following.

[This space left vacant in order to place the following table on a single page].

[12] *San Bernardino Hydrology Manual* (1986). Williamson and Schmidt, Irvine, CA, Figure C-4.

Table 6-1
Storm Drainage Runoff Coefficients (By Acre)

DIF Land-Use Type	Runoff Coefficient
Detached Dwelling Units	0.740
Attached Dwelling Units	0.800
Commercial Lodging Units	0.800
Retail/Service/Office Uses (in SF)	0.900
Office Uses	0.900
Industrial Uses (in SF)	0.950
Institutional Uses (in SF)	0.900

As stated earlier, the El Segundo area requires $3,850,000 storm drainage projects. Table 6-2, following, demonstrates the DIF schedule that would need to be imposed to fully fund the completion of the Category A storm drainage system's collection of pipes and channels identified in the Master Plan of Drainage necessary for the City. It would not be unreasonable to require development, those generating greater amounts of rainwater runoff, to finance some portion of the identified storm drainage needs providing there is no violation of the proportionality requirement. Table 6-2 indicates the resulting fees required to fully fund DIF funded storm drainage projects. Please note that the DIF, by land use, is in terms of units such as residential dwellings or business square feet of building pad (adjusted for multiple floors).

Table 6-2
Minimal Needs-based Storm Drainage System
Development Impact Costs by DIF Land-use Type

DIF Land-Use Type	Allocation of Development Costs	Development Impact Cost Per Unit or Square Foot
Detached Dwelling Units	$125,946	$6,302/Unit
Attached Dwelling Units	$29,965	$1,249/Unit
Commercial Lodging Units	$37,456	$323/Room
Retail/Services/office Uses (in SF)	$2,284,811	$0.842/S.F.
Office Uses	$84,276	$1.018/S.F.
Industrial Uses (in SF)	$1,245,409	$1.702/S.F.
Institutional Uses (in SF)	$42,138	$3.120/S.F.

The Relationship Between the Use of the Fee and the Type of Development Paying the Fee. The Storm Drainage DIFs that are imposed and collected will be used to mitigate the storm water runoff generated by the type of development. If the development is a commercial or industrial property generating a significant amount of runoff, the fee collected will be proportionally higher and will be enough to construct the required additions to the storm drainage system downstream from this development.

From time to time the City may require an applicant of a private project to construct an improvement (or portion thereof) that is on the list of required improvements at the end of this Chapter. This is often done to expedite the project for the applicant/developer. The developer should receive a credit for any money expended on this required improvement against their calculated storm drainage impact fee.

The Relationship Between the Amount of the Fee and the Cost of the Portion of the Facility Attributed to the Development Project. Similar to the section above, the relationship is based upon the projected amount of storm water that will need to be collected and safely transported to flood control channels or rivers. The downstream collection lines (lines further down from the proposed project but prior to the outfall into a river or flood control channel) need to be sized to handle all the stormwater collected upstream. Stormwater that is collected in one location accumulates with feeder lines along the way and thus the downstream system must be built increasingly larger (at increasing higher material and construction costs) the farther it gets away from its source.

Table 6-3, following, distributes the total equity replacement value of the existing storm drainage system at $27,838,853 over the existing developed community. The total consists of the actual existing storm drainage pipe and channel systems at $25,613,853, and storm drainage detention basin at $2,225,000. The development impact costs figures represent the long-term financial commitment contributed by the existing community through dedications (from the developers of these established developments) and tax contributions.

Table 6-3
Existing Storm Drainage Community
Financial Commitment Comparison Data

DIF Land-Use Type	Allocation of Development Costs	Development Impact Cost Per Unit or Square Foot
Detached Dwelling Units	$10,376,733	$2,714/Unit
Attached Dwelling Units	$1,483,359	$2,936/Unit
Commercial Lodging Units	$7,899,967	$2,936/Unit
Retail/Services/office Uses (in SF)	$363,259	$0.277/Room
Office Uses	$1,897,020	$0.200/S.F.
Industrial Uses (in SF)	$5,804,806	$0.766/S.F.
Institutional Uses (in SF)	$58,709	$0.251/S.F.

Table 6-4, following, combines the total development-generated capital needs of $3,850,000 with the existing $27,838,853 asset replacement value of the existing storm drainage system to form the General Plan build-out storm drainage collection system total cost. In short it is the final storm drainage collection system that needs to be in place at General Plan build-out for protection of the street system and travel. Given that most of the development upsizing opportunities most likely have impervious surface consistent with the Runoff coefficients in Table 6-1 and will not likely create any additional storm water runoff it sets a unfair burden upon the remaining roughly 80 acres of truly vacant (or raw) land to finance the remaining storm drainage needs. This a fairer method would be recognize a fair share at build-out methodology. This is done by combining the existing $27,838,853 investment in the existing system with the $3,850,000 in future storm drainage needs. The combined $31,688,853 is then distributed over the General Plan Build-out land-use database (or the combination of Schedules 6.2 and 6.3). The resulting impact costs are identified in table 6-4 following.

Table 6-4
General Plan Build-out Proportional Storm Drainage System
Development Impact Costs
by DIF Land-use Type

DIF Land-use Type	Allocation of Development Costs	Development Impact Cost Per Unit or Square Foot
Detached Dwelling Units	$9,547,401	$2,482/Unit
Attached Dwelling Units	$666,744	$1,297/Unit
Commercial Lodging Units	$250,029	$89/Unit
Retail & Service Uses	$1,370,529	$0.340/S.F.
Office Uses	$4,806,112	$0.502/S.F.
Industrial Uses	$14,899,873	$1.793/S.F.
Institutional Uses	$148,165	$0.599/S.F.

Of note is the fact that in Table 6-3, the investment "equity" of the current community is significantly high. DIFs identified in Table 6-4, indicate that the existing community has invested $23 million is far more than what is being asked of future development. Additionally, the City is including NPDES requirements on all future development falling within the NPDES guidelines. As such, it would be appropriate to require the undeveloped parcels to finance (via Table 6-4 and Schedule 6.4) the remainder of the Stormwater runoff collection system needs for the City.

Recommended General City Storm Drainage Development Impact Fee Schedule. The adoption of Schedule 6.4 and summarized in Table 6-4 as the Storm Drainage Collection System DIF schedule would generate capital to construct approximately 87% the facilities needed by the new development in the GC.

It is also recommended that the City calculate a separate NPDES in-lieu fee for the Clean Water Act storm water quality requires placed upon all projects required, new and expansions to separate it from ordinary storm collection pipe.

RECAP OF RECOMMENDED STORM DRAINAGE IMPROVEMENTS DIFS

1. Create a DIF Fund titled *Storm Drainage System Impact Fee Fund.*

2. Adopt Schedule 6.4 for the seven land-uses and the Cost Distribution per Acre figure (from the third column from the right side of the Schedule 6.2) for developments that do not involve a building pad, (e.g. additional asphalt parking area).

3. Separately, calculate and adopt National Pollutant Discharge Elimination System (*NPDES*) In-lieu fee, via the Clean Water Act, for future development, additions or private rehabilitations.

End of Chapter Text

Schedule 6.1

City of El Segundo
2021-22 Development Impact Cost Calculation
Storm Drainage Collection System Facilities
Allocation of Project Cost Estimates

Line #	Project Title	Estimated Cost	Construction Needs Supported by Other Resources: Percent Need	Construction Needs Supported by Other Resources: Apportioned Dollar Cost	Construction Needs Generated by New City-wide Development: Percent Need	Construction Needs Generated by New City-wide Development: Apportioned Dollar Cost
SD-001	Infiltration and Storm Water Quality (NPDES) Improvement Projects	$15,000,000	75.00%	$11,250,000	25.00%	$3,750,000
SD-002	Storm Drainage Master Plan	$200,000	50.00%	$100,000	50.00%	$100,000
	Sub-Total General Plan Total New Projects	$15,200,000	74.67%	$11,350,000	25.33%	$3,850,000
	LESS:					
	Development Impact Fee Fund Balance	$0	0.00%	$0	100.00%	$0
	Other Mitigating Revenue Sources	$0	0.00%	$0	100.00%	$0
	Development Impact Fee Fund Balance Total	$0	0.00%	$0	0.00%	$0
	Total Net General Plan Project Costs	$15,200,000	74.67%	$11,350,000	25.33%	$3,850,000
						Forward to Schedule 6.2

Schedule 6.2

City of El Segundo
Storm Drainage Collection System Facilities
2021-22 Development Impact Cost Calculation
Minimum Capital Needs-based Impact Costs

Proposed Land Use	Undeveloped Acres	Undeveloped Units	Run-off Coefficient Index Rate	Total Future Impervious Acres	Run-off Coefficient Percentage	Allocation of Expansion Costs	Cost Distribution Per Acre	Average Units or Square Feet/Acre	Development Impact Fee per Unit or Square Foot
Detached Dwelling Units	3.64	20	0.740	2.69	3.27%	$125,946	$34,601	5.49	*$6,302 per Unit*
Attached Dwelling Units	0.80	24	0.800	0.64	0.78%	$29,965	$37,456	30.00	*$1,249 per Unit*
Commercial Lodging Units	1.00	116	0.800	0.80	0.97%	$37,456	$37,456	116.00	*$323 per Unit*
Retail & Service Uses (SF)	54.22	2,715,095	0.900	48.80	59.35%	$2,284,811	$42,140	50,076	*$0.842 per S.F.*
Office Uses (SF)	2.00	82,764	0.900	1.80	2.19%	$84,276	$42,138	41,382	*$1.018 per S.F.*
Industrial Uses (SF)	28.00	731,808	0.950	26.60	32.35%	$1,245,409	$44,479	26,136	*$1.702 per S.F.*
Institutional Use (SF)	1.00	13,504	0.900	0.90	1.09%	$42,138	$42,138	13,504	*$3.120 per S.F.*
TOTAL	**90.66**	--	--	**82.23**	**100.00%**	**$3,850,000**	**in Total Storm Drainage System General Plan Projects**		
ALTERNATE FEE METHODOLOGY				**82.23**		**$3,850,000**			

Schedule 6.3

City of El Segundo
2021-22 Development Impact Cost Calculation
Storm Drainage Collection System Facilities
Existing Community Financial Commitment Comparison

Existing Land Use	Undeveloped Acres	Undeveloped Units	Run-off Coefficient Index Rate	Total Existing Impervious Acres	Run-off Coefficient Percentage	Allocation of ExistingSystem Costs	Cost Distribution Per Acre	Average Units or Square Feet/Acre	Development Impact Fee per Unit or Square Foot
Detached Dwelling Units	1,390.20	3,822	0.740	1,029	30.81%	$8,576,701	$6,169	2.75	*$2,243 per Unit*
Attached Dwelling Units	88.60	490	0.800	71	2.13%	$591,784	$6,679	5.53	*$1,208 per Unit*
Commercial Lodging Units	33.10	2,691	0.800	26	0.78%	$216,710	$6,547	81.30	*$81 per Unit*
Retail & Service Uses (SF)	110.20	1,313,245	0.900	99	2.96%	$825,164	$7,488	11,917	*$0.628 per S.F.*
Office Uses (SF)	574.80	9,493,945	0.900	517	15.48%	$4,309,188	$7,497	16,517	*$0.454 per S.F.*
Industrial Uses (SF)	1,665.20	7,580,266	0.950	1,582	47.37%	$13,185,948	$7,919	4,552	*$1.740 per S.F.*
Institutional Use (SF)	17.30	233,797	0.900	16	0.48%	$133,360	$7,709	13,514	*$0.570 per S.F.*
TOTAL	**3,879.40**	–	–	**3,340**	**100.00%**	**$27,838,853**	**Total Existing Storm Drainage Ssytem Assets**		

$25,613,853	**in Storm Drainage Collection System Assets**
$2,225,000	**in Storm Drainage Detention/Retention Basins**
$0	**in Storm Drainage System DIF Fund Balance (none)**

Schedule 6.4

2021-22 Development Impact Cost Calculation
Storm Drainage Collection System Facilities
General Plan Build-out (Combined Existing and Future Development0

Existing Land Use	*Undeveloped*		*Run-off Coefficient Index Rate*	*Total Existing Impervious Acres*	*Run-off Coefficient Percentage*	*Allocation of ExistingSystem Costs*	*Cost Distribution Per Acre*	*Average Units or Square Feet/Acre*	*Development Impact Fee per Unit or Square Foot*
	Acres	*Units*							
Detached Dwelling Units	1,393.84	3,842	0.740	1,031	30.13%	$9,547,401	$6,850	2.76	*$2,482 per Unit*
Attached Dwelling Units	89.40	514	0.800	72	2.10%	$666,744	$7,458	5.75	*$1,297 per Unit*
Commercial Lodging Units	34.10	2,807	0.800	27	0.79%	$250,029	$7,332	82.32	*$89 per Unit*
Retail & Service Uses (SF)	164.42	4,028,340	0.900	148	4.32%	$1,370,529	$8,336	24,500	*$0.340 per S.F.*
Office Uses (SF)	576.80	9,576,709	0.900	519	15.17%	$4,806,112	$8,332	16,603	*$0.502 per S.F.*
Industrial Uses (SF)	1,693.20	8,312,074	0.950	1,609	47.02%	$14,899,873	$8,800	4,909	*$1.793 per S.F.*
Institutional Use (SF)	18.30	247,301	0.900	16	0.47%	$148,165	$8,096	13,514	*$0.599 per S.F.*
TOTAL	**3,970.06**	--	--	**3,422**	**100.00%**	**$31,688,853**	**Total Existing Storm Drainage Ssytem Assets**		

Chapter 7
Water Distribution Infrastructure

Assuming that an adequate water supply is available, the next critical components needed to accommodate development are treatment facilities, water storage and distribution system. The City's water source, as presently constituted, can be fully expected to completely support the City's existing and future population. However, in order to meet all future water demands, the City will need to collect sufficient monies to increase well capacity as well as new storage reservoirs capacity.

Existing System. In addition to the City's distribution system and major water lines with a replacement value of $135,933,272, the City has water pumping stations with a replacement value of $4,924,800, and a 9.2 million gallon reservoir capacity with a replacement value of $15,102,720. There is no existing impact fee fund thus there is no fund balance.

The Purpose of the Fee. As additional businesses and residential structures are constructed, each one will generate a greater demand on the existing water system infrastructure. The existing system of distribution pipe, reservoirs, pumping stations and the source of water itself, will prove inadequate to meet all the anticipated water demands. The impact fee is based upon the additional capital additions necessary to accommodate the water demands of individual units of development outlined on Table 7-1.

Impact fees are necessary for the construction of the remainder of the water system for one significant reason. Initially, the storage and delivery of water has, for many years, been recognized by most public agencies as a utility. Utilities differ from general tax-supported services in that they are similar to private sector utility businesses. Water rates are elastic, within reason, and can be set to meet water delivery costs whereas taxes cannot. Therefore, general taxes must be protected and reserved for services that do not have any such elastic revenue source. These services include public safety, park maintenance storm drainage, and others.

The use of water (consumer benefit) can be measured, unlike many City services, water rates can, and should be, set to meet the Council's priorities and policies in terms of water use. As a result of the above, the use of general taxes, where no relationship between the rate of taxation and benefit exists, in support of any utility service would be inappropriate.

The Use of the Fee. The revenues collected from the potentially adopted impact fees outlined and supported in this Chapter will be used to construct or acquire the list of projects identified on Schedule 7.1. A stronger statement would be that they are limited to the projects identified on that Schedule.

WT-001, New Water Reservoir - Construct a 5.0 to 7.0 Million Gallon Reservoir. Construct a 5.0 to 7.0 million gallon water reservoir or combination of reservoirs to increase the City's current standard and have future development maintain that standard. While nearly 75% of the project cost is necessary to increase the reservoir capacity for the existing water users, the remaining 25% is necessary for future water users.

WT-002, New Major Water Distribution Pipelines – The City staff, given the magnitude of the potential long-range development demands, has recognized the need to upsize the water delivery system capacity and has identified $10.0 million in water pipelines needed to accommodate the increased demand generated by future development. However, because most new development will be done by upsizing, citing the specific pipeline widths and lengths needed to accommodate new development's needs is not possible at this time. A master plan will be able to help identify the specific widths and lengths of pipelines needed. City Engineering staff has cited that 50% of the $10 million needed for new pipelines to be the responsibility of future development.

WT-003, Water Master Plan – Undertake a Water System Master Plan study to determine the effect of new and significant up-sizing development upon the City's existing circulation system and determine state-of-art solutions to the new demands. The result could alter many of the projects described herein.

The Relationship Between the Need for the Fee and the Type of Development Project. Daily water demands will vary by category/type of development, however, use within a category/type tends to meet averages, thus making projection fairly accurate. The seven land-uses identified for separate impact fees are used along with averages for each of those types of land-uses. The service to be provided to the new users will mirror that of the existing level of service. Water use, for residential users was calculated (and planned for) on either a gallon per dwelling unit per day (GPD) basis for residential uses or gallons per acre per day (GPAD) basis for business uses. Table 7-1 following, indicates the DIF Land-use Type averages that were used as the nexus in the DIF distribution model. Since the City does not have a regional recycled water program in the area for the watering of common areas, the capital-needs costs will be distributed over new development based upon potable water demands at the meter and will not include any distributed recycled water demands. The following water demands are from the Master Plan of a similar sized public agency.

Table 7-1
General City Water Average Demand by DIF Land Use Type
Demand in GPD or GPAD

DIF Land-use Type	Gallons (per Unit) per Day	Gallons per Acre per Day
Detached Dwelling Units	544	
Attached Dwelling Units	372	
Commercial Lodging Units	150	
Retail/Service/Office Uses		2,200
Office Uses		2,200
Industrial Uses		2,000
Institutional Uses		2,200

The Relationship Between the Use of the Fee and the Type of Development Paying the Fee. The *use of the fee* is similar to the *need for the fee*. The impact fee would be collected as the development occurs. As the development occurs, the impact is generated. The collected fee would be put to use to acquire additional water generation, storage and distribution facilities, and additional equipment necessary to respond to those additional water demands, without reducing the capability of providing water to the existing community.

Based upon Table 7-2 and the land-use database, the City currently (on average) delivers about 7.5 million gallons/day to private water users. This does not include the water demands from public institutions, other non-private uses and system loss. Obviously, this is an annual average and seasonal factors could be expected to affect use. Table 7-2, on the following page, indicates the demand for water (on average) for existing development within the City water delivery area.

Table 7-2
Existing Community Water Demand
in Gallons per Day (GPD rounded)

DIF Land-use Type	Existing Residential Units	Existing Business Acres	Water Demand in GPD or GPAD	Projected GPD Water Demand
Detached Dwellings	3,822		544/Unit	2,079,168
Attached Dwellings	490		372/Unit	182,280
Commercial Lodging Units	2,691		150/Unit	403,650
Retail/Service/Office Uses		110.20	2,200/Unit	242,440
Office Uses		574.80	2,200/Acre	1,264,560
Industrial Uses		1,665.20	2,200/Acre	3,330,400
Institutional Uses		17.30	2,200/Acre	38,060
Total Gallons per Day	- - -	- - -	- - -	**7,540,558**

`Again using the GPD demand data from Table 7-1 and the land-use database, the City will be asked to deliver an additional net 876,984 gallons per day (average) to new users. Table 7-3, following, indicates the demand for water (on average) for future development within the City's water delivery boundaries. The 876,984 gallons daily figure results in a slightly lower actual daily total water demand due to the use of Master Plan land-use demand averages applied to the narrower seven DIF Land-use Types as opposed to the actual broad variety of business uses. This will hold true for Tables 7-2, 7-3 and 7-4. Each of these tables **Total Gallons per Day** will be slightly understated when compared to the Water Master Plan (if any) totals.

[This space required to place the following table on a single page].

Table 7-3
Development-generated Additional Water Demand
in Gallons per Day (rounded)

DIF land-use Type	Potential Residential Units	Potential Business Acres	Water Demand in GPD of GPAD	Projected GPD Water Demand
Detached Dwellings (+)	20		544/Unit	10,880
Detached Dwellings (-)	(203)		544/Unit	(110,432)
Attached Dwellings	1,959		372/Unit	728,748
Commercial Lodging Units	232		150/Unit	34,800
Retail/Service Uses (+)		137.48	2,200/Acre	302,456
Retail/Service Uses (-)		(1)	2,200/Acre	(2,200)
Office Space		85.26	2,200/Acre	187,752
Industrial Uses (+)		28.00	2,200/Acre	56,000
Industrial Uses (-)		(166.52)	2,200/Acre	(333,040)
Institutional Uses		1	2,200/Acre	2,200
Total Gallons per Day	- - -	- - -	- - -	**876,984**

The total projected average daily demand from all El Segundo privately held acreage at GP build-out is about 8.4 million gallons daily. Although encouraged, widespread conservation efforts are not currently mandated in the City.

PROJECTS NEEDED FOR PROPER WATER DISTRIBUTION

Utility infrastructure such as water is unique among all City infrastructures. Water demand expansion simply cannot be ignored for long periods of time as can be police, fire, streets, and park levels of service (LOS). Residents could be asked to allow the number of officers to remain static, or wait a little longer for fire fighters, or even put up with the more congested traffic or more crowded parks. However, a delivered water supply must be in evidence to even *consider* additional growth. Even though Table 7-4 applies average daily use rates and creates a total demand difficult to imagine, it is apparent that additional water pumping and storage capability is necessary to allow for additional growth. Without adequate water distribution capabilities, development will grind to a stop. It is a prerequisite system.

Since a water distribution system is a prerequisite to development (i.e. there is no development without water), it tends to be a somewhat "front-ended" system, that is, the system develops earlier and the existing community tends to have built more of the system at any point in time than does the remainder of development. That is precisely the case with El Segundo's water utility, the water system appears to have been front-ended by the existing community.

The Relationship Between the Amount of the Fee and the Cost of the Portion of the Facility Attributed to the Development Project. Schedule 7.1 identifies the water distribution system improvements needed to insure the continued adequate flow of water as needed to proposed development projects. There are three capital projects necessary for extending service to new development ($6.9 million) or maintaining service to existing water users ($23.3 million) for a total of $30.2 million. The $6.9 million figure was used to calculate the DIF schedule.

CALCULATION OF IMPACT COSTS

This Report identifies two methods of calculating potable water system delivery DIFs and imposing said fees. They are:

- *Standard (Average) DIF Land-use Type DIFs, similar to the other fees in this Report.*
- *An impact fee based upon the meter size needed to serve a development, if needed.*

Standard Use Category DIFs. Table 7-5, following, lists the seven major land-uses based upon average water usage statistics, (see Schedule 7.2). The City will require $30.2 million in new or replacement water capital expansion to properly accommodate the additional demand by new development. Of the $30.2 million needed in water capital improvement projects, 34.2% (or $10,316,667) has been identified as being able to be funded by new development. The remaining 65.8% (or $19,833,333) has been identified as being non development related and not able to be funded by DIFs. The $10.3 million is distributed pro-rata over the remaining under-built and totally vacant acreage (with negations for the eliminated demands from razed parcels) in the City's General City area as demonstrated in Table 7-5 following.

Table 7-5
Minimum Needs-based Water Distribution System
Development Impact Costs
by DIF Land-use Type

DIF Land-use Type	Allocation of Development Costs	Development Impact Cost Per Unit or Square Foot
Detached Dwelling (+)	$127,990	$6,405/Unit
Detached Dwelling (-)	*($1,299,100)*	
Attached Dwelling Units	$8,572,848	$4,377/Unit
Commercial Lodging Units	$409,380	$1,765/Unit
Retail & Service Uses (+)	$3,558,033	$0.517/Unit
Retail & Service Uses (-)	*($25,880)*	
Office Uses	$2,206,560	$0.739/S.F.
Industrial Uses (+)	$658,773	$0.900/S.F.
Industrial Uses (-)	*($3,917,817)*	
Institutional Uses	$25,880	$1.916/S.F.

Cost and Financing of the Existing System. Typically, a water system is the oldest service provided by any City. The City's engineering staff has identified the cost of the existing "spine" system, consisting of distribution pipe, wells, valves, and reservoirs to be $155,960,792. This figure does not include local (tract) lines and connections, estimated conservatively to be in the area of an additional $62,398,374. It also does not include the value of any shares of water rights. The system has been constructed from four sources, water user rates (more commonly known as monthly water bills), exactions, DIFs, and requirements of development approval.

When this net $155.9 million in infrastructure contributions is distributed to the existing community based upon the same nexus used to distribute future costs by land use, (see Schedule 7.3) the results indicate that a detached dwelling has contributed, on average, an astounding $11,248 towards the water system. This distributed equity is clearly greater than the distributed - *Minimum Capital Needs-based Impact Costs* exemplified in Table 7-5 (and Schedule 7.2) indicating there are no proportionality issues. Table 7-6 following demonstrates the distribution of existing assets.

Table 7-6
General Plan Build-out Proportional Water Distribution System
Development Impact Costs by DIF Land-use Type

DIF Land-use Type	Allocation of Development Costs	Development Impact Cost Per Unit or Square Foot
Detached Dwelling Units	$43,003,275	$11,248/Unit
Attached Dwelling Units	$3,770,083	$7,695/Unit
Commercial Lodging Units	$8,348,662	$3,102/Unit
Retail/Service/Office Uses	$5,014,368	$3.818/Unit
Office Uses	$26,154,799	$2.755/S.F.
Industrial Uses	$68,882,412	$9.087/S.F.
Institutional Uses	$787,192	$3.367/S.F.

Necessity of DIF Financing. DIFs are necessary for the construction of the remainder of the water system for one significant reason. Initially, the storage and delivery of water has, for many years, been recognized by most public agencies as a utility. Utilities differ from general tax-supported services in that they are similar to private sector utility businesses. Potable water rates are elastic, within reason, and can be set to meet water delivery costs whereas taxes cannot. Therefore, general taxes must be protected and reserved for services that do not have any such an elastic revenue source such as public safety, park maintenance, storm drainage, and others.

The use of water (consumer benefit) can be measured, unlike many of the City's other municipal services. Water rates can, and should be, set to meet the Council's priorities and policies in terms of water use. As a result of the above, the use of general taxes, where no relationship

between the rate of taxation and benefit exists, in support of any utility service would be inappropriate.

Recommended DIF Schedule. The adoption of Table 7-5, based upon Schedule 7.2 at the end of the chapter, as the water distribution DIFs would generate enough capital to construct the facilities needed by the new development. The DIFs contained on Schedule 7.2 also contain amounts less than the *Existing Community Financial Commitment Comparison* identified in Schedule 7.3 thus do not violate any proportionate requirements.

CREDITS AGAINST DEVELOPMENT IMPACT FEES

The City does not charge *stand-by* water rates. Vacant parcels are not charged water rates and therefore they have not contributed to the capital development of the water system. As a result there can be no credit for previous contributions to capital from vacant parcels, simply because there were none made. Additionally, there have been no General Fund expenditures on water projects.

Credit for Developer Constructed Improvements. Similar to roadway and storm drainage construction, it will likely be advantageous to have the developer construct certain public improvements contiguous to the private development. The adoption of the DIF schedules encourages such agreements. It is recommended that the City continue the process of agreeing to allow developers to construct water system capital improvements, identified within the DIF calculation and then calculating a credit for that project contribution amount. The net DIF would be the amount per the adopted schedules less the credit for the capital constructed by the developer. Credits can only be given for private construction of any project that is listed on Schedule 7.1. Thus any improvements that are project specific in nature and benefit will likely be imposed as conditions of approval.

ALTERNATIVE DEVELOPMENT IMPACT FEE METHODOLOGIES

There are two alternatives to the seven Minimum Needs-based area DIF categories. They are primarily applicable to the more specific demands by the multitude of differing business uses.

Equivalent EDU Based on Meter Size. The standard detached dwelling residence has a 3/4" meter at 15 gallons per minute normal (minimum-maximum) flow[13] which is defined as the **E**quivalent **D**welling **U**nit, or EDU. Schedule 7.2 indicates that the smallest meter size at 3/4" would cost $6,405 per connection, at the Minimum Needs based DIF schedule rate. The following Table 7-7 indicates the cost for larger meters based upon the normal flow demands, with again, the detached dwelling (detached) residence as the standard. A one inch meter is rated at 25 gallons per minute, which is 1.67 times larger than the 15 gallons per minute than is afforded by a 3/4" meter. Thus the one inch meter fee would be 1.67 times higher ($7,605) than the $6,405 for the 3/4" meter. Other meter sizes are as follows:

[13] *Meter Flow Ranges,* based upon *Minimum Maximum Continuous Flow Rates*, American Water Works Association.

Table 7-7
Equivalent Water Meter Size Calculation
Based upon Minimum Needs-based Impact Fees

Water Meter Size	Normal Water Flow (GPM)	Water Demand Factor	Cost per E.D.U (3/4" Meter)	DIF Cost per Meter Size
¾" Meter	15	1.000	$6,405	$6,405
1' Meter	25	1.667	$6,405	$10,677
1 & ½" Meter	50	3.333	$6,405	$21,348
2" Meter	80	5.333	$6,405	$34,158
3" Meter	240	16.000	$6,405	$102,480
4" Meter	420	28.000	$6,405	$179,340
6" Meter	920	61.333	$6,405	$392,838
8" Meter	1,600	106.667	$6,405	$683,202
10" Meter	2,500	166.667	$6,405	$1,067,502
12" Meter	3,300	220.000	$6,405	$1,409,100

RECAP OF RECOMMENDED WATER SYSTEM IMPROVEMENTS IMPACT FEES

1. Create a DIF Fund titled *Water Distribution System Impact Fee Fund.*
2. Adopt Schedule 7.2 for the seven land-uses
3. Adopt Table 7-7, Equivalent Water Meter Size Calculation Based upon *Minimum Needs-based Development Impact Fees.*

END OF CHAPTER TEXT

Schedule 7.1

City of El Segundo
2021-22 Development Impact Cost Calculation
Allocation of Project Cost Estimates
Water Distribution System

Line #	Project Title	Estimated Cost	Construction Needs Supported by Other Resources: Percent Need	Construction Needs Supported by Other Resources: Apportioned Dollar Cost	Construction Needs Generated by New Development: Percent Need	Construction Needs Generated by New Development: Apportioned Dollar Cost
WT-001	New Water 5.0 to 7.0 Million Gallon Reservoir	$20,000,000	74.17%	$14,833,333	25.83%	$5,166,667
WT-002	New Major Distributution Pipelines	$10,000,000	50.00%	$5,000,000	50.00%	$5,000,000
WT-003	Water Master Plan	$150,000	0.00%	$0	100.00%	$150,000
	Sub-Total General Plan Total New Projects	$30,150,000	65.78%	$19,833,333	34.22%	$10,316,667
	LESS:					
	Development Impact Fee Fund Balance (none)	$0.00	0.00%	$0.00	100.00%	$0
	Other Off-setting Revenues	$0.00	0.00%	$0.00	0.00%	$0
	Development Impact Fee Fund Balance Total	$0.00	0.00%	$0.00	0.00%	$0
	Total Net General Plan Project Costs	30,150,000.00	65.78%	$19,833,333	34.22%	$10,316,667
						Forward to Schedule 7.2

Schedule 7.2

City of El Segundo
2021-22 Development Impact Cost Calculation
Minimum Capital Needs-based Impact Costs
Water Distribution System

Proposed Land Use	Undeveloped Acres	Undeveloped Units	Water Allocation Rate GPD (1)	Cumulative New Water Allocation	Percentage of Added Water Allocation	Allocation of Expansion Costs	Cost Distribution Per Acre	Average Units or Square Feet/Acre	Development Impact Fee per Unit or Square Foot
Detached Dwelling Units (+)	3.64	20	544	10,880	1.24%	$127,990	$35,162	5.49	*$6,405 per Unit*
Detached Dwelling Units (-)	(73.93)	(203)	544	(110,432)	-12.59%	-$1,299,100	$17,572		
Attached Dwelling Units	74.73	1,959	372	728,748	83.10%	$8,572,848	$114,718	26.21	*$4,377 per Unit*
Commercial Lodging Units	2.00	232	150	34,800	3.97%	$409,380	$204,690	116.00	*$1,765 per Unit*
Retail & Service Uses (SF) (+)	137.48	6,887,925	2,200	302,456	34.49%	$3,558,033	$25,880	50,101	*$0.517 per S.F.*
Retail & Service Uses (SF) (-)	(1.00)	(11,917)	2,200	(2,200)	-0.25%	-$25,880	$25,880		
Office Uses (SF)	85.26	2,985,602	2,200	187,572	21.39%	$2,206,560	$25,880	35,018	*$0.739 per S.F.*
Industrial Uses (SF) (+)	28.00	731,808	2,000	56,000	6.39%	$658,773	$23,528	26,136	*$0.900 per S.F.*
Industrial Uses (SF) (-)	(166.52)	(758,027)	2,000	(333,040)	-37.98%	-$3,917,817	$23,528		
Institutional Use (SF)	1.00	13,504	2,200	2,200	0.25%	$25,880	$25,880	13,504	*$1.916 per S.F.*
TOTAL	**90.66**	--	--	**876,984**	**100.00%**	**$10,316,667**	**in Total Water System Development-related Projects**		
ALTERNATE FEE METHODOLOGY				**876,984**		**$10,316,667**	**$11.764 Per Gallon Demand**		

Schedule 7.3

City of El Segundo
2021-22 Development Impact Cost Calculation
Existing Community Financial Commitment Comparison
Water Distribution System

Proposed Land Use	*Undeveloped* *Acres*	*Units*	*GC Water Allocation Rate GPD (1)*	*Cumulative Existing Water Allocation*	*Percentage of Existing Water Allocation*	*Allocation of Existing System Costs*	*Cost Distribution Per Acre*	*Average Units or Square Feet/Acre*	*Development Impact Fee per Unit or Square Foot*
Detached Dwelling Units	1,390.20	3,822	544	2,079,168	27.57%	$43,003,275	$30,933	2.75	*$11,248 per Unit*
Attached Dwelling Units	88.60	490	372	182,280	2.42%	$3,770,083	$42,552	5.53	*$7,695 per Unit*
Commercial Lodging Units	33.10	2,691	150	403,650	5.35%	$8,348,662	$252,225	81.30	*$3,102 per Unit*
Retail & Service Uses (SF)	110.20	1,313,245	2,200	242,440	3.22%	$5,014,368	$45,502	11,917	*$3.818 per S.F.*
Office Uses (SF)	574.80	9,493,945	2,200	1,264,560	16.77%	$26,154,799	$45,502	16,517	*$2.755 per S.F.*
Industrial Uses (SF)	1,665.20	7,580,266	2,000	3,330,400	44.17%	$68,882,412	$41,366	4,552	*$9.087 per S.F.*
Institutional Use (SF)	17.30	233,797	2,200	38,060	0.50%	$787,192	$45,502	13,514	*$3.367 per S.F.*
TOTAL	**3,879.40**	--	--	**7,540,558**	**100.00%**	**$155,960,792**	**Total Existing Water System Inventory**		
						$135,933,272	**in Water Distribution System Assets**		
						$4,924,800	**In Water Well/Pumping Assets**		
						$15,102,720	**in Water Storage Reservoir Assets**		
						$0	**in Water System DIF Fund Balance**		

Chapter 8
Wastewater Collection System

As was mentioned in the prior chapter and will be reiterated here, a city or public agency experiencing dramatic growth may put off the construction of needed parks, roads storm drainage projects and the like and still function, perhaps minimally. However, nothing stops development in its tracks any faster than the lack of a water distribution system and a sewage collection system. These two systems were some of the earliest calculated DIFs, although they were generally called *hook-up* fees[14]. In short, a residence or business cannot exist without these important connections.

It should be noted that the City owns all wastewater collection assets, but the processing of the wastewater is performed at either the Hyperion Wastewater Treatment Plant or the West Basin Wastewater Treatment Plant. The City does not own or manage either of these facilities and therefore these facilities have not been included in the calculation of the wastewater DIF.

The Purpose of the Fee. The City has adequate and sufficient existing wastewater treatment capacity. Additionally, the spine (or major) collection system is also largely completed. However, some of the existing sewer pipes throughout the collection system will need to be upsized to accommodate the additional wastewater demands from new development. It is a commonly accepted principle in both water and wastewater expansion that DIF receipts can finance the expansions as needed and required. If a development wanted to connect and there were no close-by lines, the developer would finance the expansion with perhaps a reimbursement agreement if appropriate.

The principle remains the same with these DIFs. This Chapter will calculate a fee schedule that represents the proportional expense per unit of growth by DIF Land-use Type, i.e., a detached dwelling unit, a commercial lodging unit or 1,000 square feet of business space.

The Use of the Fee. The revenues generated from a properly calculated and legally supported Wastewater Collection Facilities System Development Impact Fee would be limited to capital costs related to the additional residential and business-related growth anticipated in the City's General Plan as depicted in Schedule 6.1. The impact fees would be used to construct additional spine wastewater collection lines or upsize existing ones to provide collection capacity for the additional demands from development that exceeds the capacity of the existing system. Conversely, the Wastewater Collection and Treatment Facilities system DIF receipts would not be used to repair or replace any existing line (unless up-sizing is required).

The City has a total of 289,694 linear feet of wastewater collection lines, roughly 146,040 linear feet of which is spine system and not located within the footprint within any privately-owned development footprint. The remaining 143,654 linear feet are considered "locals" and serve smaller portions of the City.

SW-001, Additional Sewer Pipe and Sewer Pipe Upgrades – The City has recognized the need to upsize and has identified $10 million in wastewater pipelines needed to accommodate

[14] Not to be confused with a "connection" fee which is a reimbursement for the actual costs of having a city-worker either set the water meter or connect the privately owned sewer pipe from the home to the City's later sewer pipe.

the increased demand generated by future development. However, because most new development will be done by upsizing, citing the specific pipeline widths and lengths needed to accommodate new development's needs is not possible at this time. A master plan will be able to help identify the specific widths and lengths of the wastewater pipelines needed. The City has cited only 50% of the 10 million needed for new pipelines to be the responsibility of future development.

SW-002, Wastewater Master Plan - Undertake a Wastewater Master Plan study to determine the effect of new and significant up-sizing development upon the City's existing circulation system and determine state-of-art solutions to the new demands. The result could alter many of the projects described herein.

Similar to the circulation/storm drainage and water DIFs, wastewater system infrastructure will require a separate DIF schedule in order to insure that existing users are not placed in the position of subsidizing private development.

EXISTING WASTEWATER COLLECTION SYSTEM

The City's major line wastewater collection system currently consists of an identified 289,694 linear feet of various sized (8" to 27") reinforced concrete pipe with over 148 junctions and various backfill, road base and asphalt. The current cost of duplicating the entire system of locals and collectors, would be approximately $172,029,560. There are also nine lift stations with a replacement value $4,559,625. As is the case with Circulation Facilities and Water Supply Infrastructure, local wastewater lines are typically the responsibility of the individual developer and not included in the final figure. When the $70,774,558 cost of local waste lines is removed the net system investment is $105,814,626.

GENERAL CITY WASTEWATER COLLECTION SYSTEM DEVELOPMENT IMPACT FEES

The Relationship Between the Need for the Facility (improvement) and the Type of Development Project. Schedule 8.1 identifies two capital projects costing $10,175,000. Of the $10.1 million needed in wastewater capital improvement projects, 49.74% ($5,061,250) has been identified as being able to be funded by new development. The remaining 50.26% ($5,113,750) has been identified as being non development related and not able to be funded by DIFs.

The Relationship Between the Use of the Fees and the Type of Development Paying the Fee. The project costs related to growth needs were then distributed to the development categories within the system design flows, or gallons per day/acre flow rates (GPAD) for business development or gallons per day (GPD) for residential construction. The wastewater design flow rates are based upon general engineering standard flow rates from a similar public agency and are as follows in Table 8-1:

Table 8-1
General City Wastewater Flow Rate
Demand by Land Use
Demand in GPD or GPAD

DIF Land-use Type	Gallons (per Unit) per Day	Gallons per Acre per Day
Detached Dwelling Units	240	
Attached Dwelling Units	210	
Commercial Lodging Units	140	
Retail/Service/Office Uses		900
Office Uses		1,200
Industrial Uses		1,600
Institutional Uses		1,600

DISTRIBUTION OF CAPTAL COSTS

The Relationship Between the Amount of the Fee and the Cost of the Portion of the Facility Attributed to the Development Project. Table 8-2, following, is extracted from Schedule 8.2 and demonstrates the results of distributing the $5,061,250 in wastewater system development-related expansion costs over the remaining private sector development opportunities.

Table 8-2
Minimum Needs-based Wastewater Collection System
Development Impact Costs
by DIF Land-use Type

DIF Land-use Type	Allocation of Development Costs	Development Impact Cost Per Unit or Square Foot
Detached Dwelling Units (+)	$59,976	$3,001/Unit
Detached Dwelling Units (-)	*($608,919)*	
Attached Dwelling Units	$5,141,572	$2,625/Unit
Commercial Lodging Units	$405,693	$1,750/Unit
Retail & Service Uses (+)	$1,546,414	$0.235/Unit
Retail & Service Uses (-)	*($11,236)*	
Office Uses	$1,278,725	$0.427/S.F.
Industrial Uses (+)	$559,926	$0.765/S.F.
Industrial Uses (-)	($3,329,898)	
Institutional Uses	$18,727	$1.387/S.F.

The results indicate that the varying types of residential dwellings will need to contribute anywhere from a low of $2,625 for an attached dwelling unit to a high of $3,001 for a detached dwelling unit in either DIF payments or in contributed capital in the form of off-site wastewater lines (to the same amount).

Existing Contribution. Table 8-3, on the following page, distributes the current replacement value of the existing system distributed over those who have contributed to the existing wastewater system, the current users and rate payers. This has been done in the same manner as the future costs were distributed against the future users, by the same average demand statistics used for modeling master plans. The results indicate that the average attached dwelling unit has contributed $4,559 per unit and a detached dwelling unit has contributed about $5,207 per unit.

Table 8-3
Existing Wastewater Collection System Community
Financial Commitment Comparison Data

DIF Land-use Type	Allocation of Development Costs	Development Impact Cost Per Unit or Square Foot
Detached Dwelling Units	$19,905,848	$5,207/Unit
Attached Dwelling Units	$2,232,689	$4,559/Unit
Commercial Lodging Units	$8,175,238	$3,038/Unit
Retail/Service/Office Uses	$2,152,270	$1.639/Unit
Office Uses	$14,968,537	$1.577/S.F.
Industrial Uses	$57,817,112	$7.628/S.F.
Institutional Uses	$562,934	$2.408S.F.

PROPORTIONATE SHARE ANALYSIS

Necessity for DIFs. DIFs are necessary and appropriate for the construction of the remainder of the wastewater collection system for one significant reason. Similar to the distribution of water, the collection and treatment of sewage has long since been recognized by most public agencies as a utility. Utilities differ from general tax-supported services in that they are similar to private sector utility businesses and are financed by utility rates. Wastewater collection rates are relatively elastic, within reason, and can be set to meet sewage collection costs whereas taxes for general municipal services cannot. As a result, general taxes must be protected and reserved for services that do not have any such an elastic revenue source such as public safety, park maintenance, storm drainage, and others. Additionally, as long as the existing wastewater users have an adequate system for their needs, they would have little interest in having wastewater rates rise for any reason other than operating costs as opposed to meeting the cost of adding new users. Clearly, the cost of adding to the system infrastructure to accommodate additional private development demands should be imposed upon that same private development.

The contribution to the wastewater collection system (benefit) can be measured, unlike many of the City's services. Wastewater rates can, and should be, set to meet the Council's priorities and policies in terms of the wastewater system use. The use of general taxes, where no relationship between the rate of taxation and benefit exists, in support of any utility service would be inappropriate.

Recommended DIF Schedule. The adoption of Schedule 8.2 at the end of the Chapter text (as summarized in table 8-2), as the Wastewater Collection and Treatment Facilities system DIF schedule is both reasonable and would generate enough capital to construct or pay for the infrastructure facilities needed by the new development as well as a proportional amount of the debt service that created the excess capacity. The DIFs contained in Schedules 8.2 also contain amounts lesser than the significant financial commitment costs identified in Schedule 8.3 thus Schedule 8.2 does not violate any proportionate requirements.

CREDITS AGAINST DEVELOPMENT IMPACT FEES

Like the water utility, there are no *stand-by* wastewater collection rates. Vacant parcels are not charged wastewater rates and therefore they have not contributed to the capital development of the wastewater system. As a result, there can be no credit for previous contributions to capital from vacant parcels, simply because there were none. Additionally, there has been no General Fund expenditures on wastewater projects.

Credit for Developer Constructed Improvements Contained Within the City's MFP and Impact Fee Calculation. Similar to other infrastructure construction, it may be advantageous to have the developer construct certain public improvements contiguous to the private development. The adoption of DIFs should not preclude such agreements. Thus, it is recommended that the City continue the process of agreeing to allow developers to make wastewater system capital improvements that are identified within this report and that are part of the impact fee calculation, and receive a credit for that constructed amount. The net DIF would be the amount per the adopted schedules less the credit for the capital constructed by the developer.

RECAP OF RECOMMENDED WASTEWATER SYSTEM IMPROVEMENTS IMPACT FEES

1. Create a DIF Fund titled *Wastewater Collection System Impact Fee Fund.*
2. Adopt Schedule 8.2 for the seven land-uses.

END OF CHAPTER TEXT

Schedule 8.1

City of El Segundo
2021-22 Development Impact Cost Calculation
Allocation of Project Cost Estimates
Wastewater Collection System

Line #	Project Title	Estimated Cost	Construction Needs Supported by Other Resources: Percent Need	Construction Needs Supported by Other Resources: Apportioned Dollar Cost	Construction Needs Generated by New Development: Percent Need	Construction Needs Generated by New Development: Apportioned Dollar Cost
WW-001	Additional Sewer Collection Pipe or Sewer Pipe Upgrapdes	$10,000,000	50.00%	$5,000,000	50.00%	$5,000,000
WW-002	Wastewater Master Plan	$175,000	65.00%	$113,750	35.00%	$61,250
	Sub-Total General Plan Total New Projects	$10,175,000	50.26%	$5,113,750	49.74%	$5,061,250
	LESS:					
	Development Impact Fee Fund Balance (none)	$0	100.00%	$0	0.00%	$0
	Other Off-setting Revenues	$0	0.00%	$0	100.00%	$0
	Development Impact Fee Fund Balance Total	$0	0.00%	$0	0.00%	$0
	Total Net General Plan Project Costs	$10,175,000	50.26%	$5,113,750	49.74%	$5,061,250
					Forward to Schedule 8.2	

Schedule 8.2

City of El Segundo
2021-22 Development Impact Cost Calculation
Minimum Capital Needs-based Impact Costs
Wastewater Collection System

Proposed Land Use	Undeveloped Acres	Undeveloped Units	Gallons per Day Sewer Demand Rate	Cumulative New Sewer Demand	Percentage of Additional Sewer Demand	Allocation of Expansion Costs	Cost Distribution Per Acre	Average Units or Square Feet/Acre	Development Impact Fee per Unit or Square Foot
Detached Dwelling Units (+)	3.6	20	240	4,800	1.19%	$59,976	$16,477	5.49	*$3,001 per Unit*
Detached Dwelling Units (-)	*(73.9)*	*(203)*	*240*	*(48,720)*	*-12.03%*	*-$608,919*			
Attached Dwelling Units	74.7	1,959	210	411,390	101.59%	$5,141,572	$68,802	26.21	*$2,625 per Unit*
Commercial Lodging Units	2.0	232	140	32,480	8.02%	$405,963	$202,982	116.00	*$1,750 per Unit*
Retail & Service Uses (SF) (+	137.5	6,887,925	900	123,732	30.55%	$1,546,414	$11,248	50,101	*$0.225 per S.F.*
Retail & Service Uses (SF) (-	*(1.0)*	*(11,917)*	*900*	*(900)*	*-0.22%*	*-$11,236*			
Office Uses (SF)	85.3	2,985,602	1,200	102,312	25.27%	$1,278,725	$14,998	35,018	*$0.428 per S.F.*
Industrial Uses (SF) (+)	28.0	731,808	1,600	44,800	11.06%	$559,926	$19,997	26,136	*$0.765 per S.F.*
Industrial Uses (SF) (-)	*(166.5)*	*(758,027)*	*1,600*	*(266,432)*	*-65.79%*	*-$3,329,898*			
Institutional Use (SF)	1.0	13,504	1,500	1,500	0.37%	$18,727	$18,727	13,504	*$1.387 per S.F.*
TOTAL	**90.66**	**--**	**--**	**404,962**	**100.00%**	**$5,061,250 in Total Wastewater Development-related GP Projects**			

Schedule 8.3

City of El Segundo
2021-22 Development Impact Cost Calculation
Existing Community Financial Commitment Comparison
Wastewater Collection System

Proposed Land Use	Undeveloped Acres	Undeveloped Units	Gallons per Day Sewer Demand Rate	Cumulative Existing Sewer Demand	Percentage of Existing Sewer Demand	Allocation of Expansion Costs	Cost Distribution Per Acre	Average Units or Square Feet/Acre	Development Impact Fee per Unit or Square Foot
Detached Dwelling Units	1,390.20	3,822	240	917,280	18.81%	$19,905,848	$14,319	2.75	***$5,207 per Unit***
Attached Dwelling Units	88.60	490	210	102,900	2.11%	$2,232,689	$25,200	5.53	***$4,559 per Unit***
Commercial Lodging Units	33.10	2,691	140	376,740	7.73%	$8,175,238	$246,986	81.30	***$3,038 per Unit***
Retail & Service Uses (SF)	110.20	1,313,245	900	99,180	2.03%	$2,152,270	$19,531	11,917	***$1.639 per S.F.***
Office Uses (SF)	574.80	9,493,945	1,200	689,760	14.15%	$14,968,537	$26,041	16,517	***$1.577 per S.F.***
Industrial Uses (SF)	1,665.20	7,580,266	1,600	2,664,320	54.64%	$57,817,112	$34,721	4,552	***$7.628 per S.F.***
Institutional Use (SF)	17.30	233,797	1,500	25,950	0.53%	$562,934	$32,540	13,514	***$2.408 per S.F.***
TOTAL	**3,879.40**	--	--	**4,876,130**	**100.00%**	**$105,814,626 Total Wastewater Capital Needs to Finish System**			
						$101,255,001 in Wastewater Collection System Assets			
						$4,559,625 in Wastewater Collection Lift Station Assets			
						$0 in Wastewater System DIF Fund Balance (none)			

Chapter 9
General Facilities, Vehicles and Equipment

The Existing System. General Facilities are generally limited to general office or work buildings and equipment used by City staff to undertake their daily duties. The replacement costs totaling $26,572,360 are as follows:

City Hall Facilities	$25,297,360
Computer and Miscellaneous Electronic Equipment	$1,200,000
General Fund Pool Cars	$75,000
General Facilities Impact Fee Fund Balance (None)	$0

Demand Upon Infrastructure Created by the Development of Underdeveloped or Undeveloped Parcels. As the City increases in both population and additional business ventures, the City Hall will typically become overcrowded with a growing staff, even if major efforts are made to keep the number of municipal workers to a minimum. The City of El Segundo current City Hall is 28,646 square feet.

City pool vehicles are generally made available to general employees assigned with general code enforcement, intra-city mail delivery, planning and engineering field inspection projects and other issues. These tasks often require on-site inspection or review. Other demand upon pool cars is travel by employees that do not have assigned City vehicles, which will be checked-out on an increasing basis requiring a minor fleet addition.

Lastly, the City's centralized and personal desktop computer processing capability and storage space will also be impacted with greater amounts of data necessary to manage a larger city.

The Purpose of the Fee. The costs of extending the same level of service to the newly developing community as is provided to the existing community that has largely paid for the existing facilities can be calculated, a fee imposed and collected, and the fee used to expand the facilities necessary to extend that same level of services.

The Use of the Fee. The revenues that are raised from a properly calculated and supported General Facilities, Vehicles and Equipment Impact Fee would be limited to capitalized costs related to that growth. The fees would be used to construct additional general facilities. Conversely, the General Facilities, Vehicles and Equipment DIF receipts would not be used to repair any existing general building with the exception of remodeling City Hall to increase capability and capacity, which would be far less expensive than constructing a building addition. The improvements necessary to contend with increased demand resulting from additional residents and businesses would include the following:

- City Hall floor plan remodel to increase use.
- Expansion of the administrative pool car fleet.
- Up-sizing of the existing centralized computer system capacity.

GF-001, City Hall Remodel for City Staff Use - Remodel City Hall complex space to maximize use by City staff as the City's population and business community expands.

GF-002, Expansion of Administrative Pool Car Fleet - Additional inspections such as in business license and code enforcement can be expected so some pool vehicle expansion would be expected.

GF-003, General Use Computer Hardware/Software - This project consists of minor computer and software expansions needed to accommodate new users.

The Relationship Between the Need for The Fee and The Type of Development Project. The need is based upon the recognition that additional developed parcels in the City will create the need for more building space and specialty equipment, largely within the arena of overhead space, i.e., administrative management, personnel, record keeping, financial accounting, etc. The costs are distributed on an equal acreage basis as the most direct index of demand relating to central management services.

The Relationship Between the use of the Fee and the Type of Development Paying the Fee. General management of the City and General Plan issues transcend type of land use and the use of the fee, as well as the need for the fee. Distribution of new demand will be based upon an equal benefit in terms of general management of the City.

Relationship Between the Amount of the Fee and the Cost of the Portion of the Facility Attributed to the Development Project. The fee would be based upon the size of the development. A fee has been determined for individual units, either residential dwelling units or business square feet. A development of twelve residential units would have to pay a fee twelve times larger than a single unit. No developer will be required to construct any portion of any general facility as a condition of development.

Resulting DIF Schedule. Table 9-1 following, summarizes the Minimum Needs-based General Facilities DIFs. The fees identified following represent the fees necessary to construct or acquire the facilities identified on Schedule 9.1.

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Table 9-1
City of El Segundo's Entire City Area
Minimum Needs-based General Facilities, Vehicles and Equipment
Development Impact Costs
by DIF Land-use Type

DIF Land-use Type	Allocation of Development Costs	Development Impact Cost Per Unit or Square Foot
Private Residential Units (+)	$397,096	$201/Unit
Private Residential Units (-)	($374,599)	
Commercial Lodging Units	$10,134	$44/Unit
Business Uses (+)	$1,270,485	$0.120/S.F.
Business Uses (-)	$843,747	

It must be restated that the existing community has established the City Hall, general pool fleet, and inventory of computer/electronic equipment. In short, the current community has created more than adequate staff facilities for which future development attains immediate benefit from. Table 9-2, following, identifies the average investment by residential dwelling units, commercial lodging units and business square feet.

Table 9-2
Existing General Facilities, Vehicles and Equipment
Community Financial Commitment Comparison

DIF Land-use Type	Allocation of Development Costs	Development Impact Cost Per Unit or Square Foot
Residential Dwelling Units	$10,129,197	$2,349/Unit
Commercial Lodging Units	$226,722	$84/Unit
Business Uses	$16,216,441	$0.871/S.F.

RECOMMENDED IMPACT FEES

The *Minimum Needs-based Impact Costs* should be adopted for the two broad land-uses, per Schedule 9.2 and summarized in table 9-3. The *Existing Community Financial Commitment* indicates that the existing community has generated a great deal more infrastructure than will be asked of future development.

RECAP OF RECOMMENDED GENERAL FACILITIES ET. AL. IMPACT FEES

1. Create a DIF Fund titled *General Facilities Impact Fee Fund.*
2. Adopt Schedule 9.2 for the three common land-uses

END OF CHAPTER TEXT

Schedule 9.1

City of El Segundo
2021-22 Development Impact Cost Calculation
Allocation of Project Cost Estimates
General Facilities, Vehicles and Equipment

Line #	Project Title	Estimated Cost	Construction Needs Supported by Other Resources		Construction Needs Generated by New Development	
			Percent Need	Apportioned Dollar Cost	Percent Need	Apportioned Dollar Cost
GF-001	City Hall Reconfiguration/Expansion	$1,358,895	20.00%	$271,779	80.00%	$1,087,116
GF-002	Expansion Of Administrative Pool Car Fleet	$45,000	20.00%	$9,000	80.00%	$36,000
GF-003	Electronic Specialty Equipment/Computer Hardware/Software	$225,000	20.00%	$45,000	80.00%	$180,000
	Sub-Total General Plan Total New Project Costs	$1,628,895	20.00%	$325,779	80.00%	$1,303,116
	LESS:					
	Development Impact Fee Fund Balance	$0	0.00%	$0	100.00%	$0
	Total General Plan Total New Project Costs	$1,628,895	20.00%	$325,779	80.00%	$1,303,116
					Forward to Schedule 9.2	

Schedule 9.2

City of El Segundo
2021-22 Development Impact Cost Calculation
Minimum Needs-based Impact Costs
General Facilities, Vehicles and Equipment

Proposed Land Use	Undeveloped Acres	Undeveloped Units	Acre Distribution Factor	Acre Demand Factor	Percentage of Additional Demand	Allocation of Expansion Costs	Cost Distribution Per Acre	Average Units or Square Feet/Acre	Development Impact Fee per Unit or Square Foot
Private Residences (+)	78.37	1,979	1.000	78.37	30.47%	$397,096	$5,067	25.25	*$201 per Unit*
Private Residences (-)	(73.93)	(203)	1.000	(73.93)	-28.75%	-$374,599			
Commercial Lodging Room	2.00	232	1.000	2.00	0.78%	$10,134	$5,067	116.00	*$44 per Unit*
Business Square Feet (+)	250.74	10,618,839	1.000	250.74	97.50%	$1,270,485	$5,067	42,350	*$0.120 per S.F.*
Business Square Feet (-)	(166.52)	(769,944)	1.000	(166.52)	-64.75%	-$843,747			
TOTAL	**257.18**	--	--	**257.18**	**100.00%**	**$1,303,116**	**in Total General Facilities Development-related GP Projects**		

Schedule 9.3

City of El Segundo
2021-22 Development Impact Cost Calculation
Existing Community Financial Commitment Comparison
General Facilities, Vehicles and Equipment

Proposed Land Use	Developed Acres	Developed Units	Acre Distribution Factor	Acre Demand Service	Percentage of Existing Service Calls	Allocation of Infrastructure "Equity"	Distribution of "Equity" per Acre	Average Units or Square Feet/Acre	Current Financial Commitment per Unit or Square Foot
Private Residences	1,478.80	4,312	1.000	1,478.80	38.12%	$10,129,197	$6,850	2.92	***$2,349 per Unit***
Commercial Lodging Rooms	33.10	2,691	1.000	33.10	0.85%	$226,722	$6,850	81.30	***$84 per Unit***
Business Square Feet	2,367.50	18,621,253	1.000	2,367.50	61.03%	$16,216,441	$6,850	7,865	***$0.871 per S.F.***
TOTAL	**3,879.40**	--	--	**3,879.40**	**100.00%**	**$26,572,360**	**in Total Existing General Facilities Capital Assets**		

$25,297,360	**in City Hall Land/Facilities**
$1,200,000	**in Equity in Existing Computer/Electronic Equipment**
$75,000	**in General Fund Pool Vehicles**
$0	**in Existing General Facilities Impact Fee Fund Balance.**

Chapter 10
Library Collection Items and Dedicated Public Use Computer Stations

The Existing System. The City's residents are served by the City-owned El Segundo Public Library. The facility provides access to a broad inventory of books, tapes, electronic books, subscriptions called a *collection* of volumes and a number of dedicated public use computer stations available to the public. Table 10-1, following, identifies the current inventory of library offerings enjoyed by the City's residents.

Table 10-1
Identification of Current Library Inventories and Calculation of Collection Items and Computer Stations per Resident Standards

	Collection Items	Computer Stations
Existing Collection Items	121,918	19
Collection Items Available Within Fund Balance	1,864	0.29
Total Collection Items/Public Computers	123,782	19.29
Current City Population	16,660	16,660
Current Standard per Resident	7.430	0.0012

The Purpose of the Fee. The purpose of the fee is to enable the City to add collection items and additional computer stations to ensure that its citizens the same access to the collection items and computer stations they do now. Table 10-2, following, indicates that the remaining residential development and typical number of persons per type of residential dwelling will generate a need for an additional 37,748 collection items in order to maintain the existing local library collection facility standard of 7.430 collection items per person and six dedicated public use computer stations to maintain the existing standard of 0.0012 stations per resident.

Table 10-2
Collection Items Required to Maintain Existing Library Collection Items Standard

Residential DIF Land Use Type	Number of Units Anticipated	Persons per Dwelling	Population Generated
Detached Dwelling Units	(183)	3.025	(554)
Attached Dwelling Units	1,959	2.876	5,634
Additional City Residents from Added Dwelling Units			5,080
Collection Items per Person Existing Standard			7.430
Collection Items Required to Maintain Standard			**37,748**

Table 10-3, following, indicates the additional number of residents (5,080) to be served by the existing nineteen computer stations and the number of computer stations required (six) to maintain the existing standard of 0.0012 computer stations per person in light of the additional 5,080 residents at build-out.

Table 10-3
Collection Items Required to Maintain Existing
Library Dedicated Public Access Computer Stations Standard

Residential DIF Land Use Type	Number of Units Anticipated	Persons per Dwelling	Population Generated
Detached Dwelling Units	(183)	3.025	(554)
Attached Dwelling Units	1,959	2.876	5,634
Additional City Residents from Added Dwelling Units			5080
Existing Computer Stations per Person Standard			0.0012
Computer Stations Required to Maintain Standard			**6**

The Use of the Fee. The fee, if adopted, imposed and collected would be limited to acquiring additional library collection items and dedicated public use computer stations, but not on the replacement of either. The preservation of the existing Library standards must be maintained.

LB-001, Library Collection Expansion – Expand the Library collection by 37,748 collection items in order to maintain the existing standard of 7.430 collection items per City resident. Were the City unable to expand the current collection the standard would be reduced to 5.69 collection items per resident.

LB-002, Library Computer Stations – Expand the Library's inventory of public access computers by six (from nineteen) in order to maintain the existing standard of 0.0012 computers per 1,000 City residents. Were the City unable to expand the current computer standard would be reduced to 0.266 computer items per 1,000 residents. The computers could be any variety of internet accessible items.

The Relationship Between the Need for The Fee and The Type of Development Project. The development of any acreage zoned for residential uses, increases the demand on the finite amount of library collection items and dedicated public use computer stations. Thus, those residential land-uses that generate higher amounts of residents (i.e., detached dwelling unit) will be charged a proportionally higher amount. There is no information available demonstrating a significant link or nexus between library use by local businesses.

The Relationship Between the Use of the Fee and the Type of Development Paying the Fee. Additional collection items and dedicated public-use computer stations will be acquired with the impact fee receipts collected from residential development.

The Relationship Between the Amount of the Fee and the Cost of the Portion of the Facility Attributed to the Development Project. The cost of acquiring additional volumes, called the accession process,[15] is $40.00 per item per Schedule 10.1. The accession process cost has been decreased steadily over recent years due to the contracting out this time-intensive process. When the 123,782 collection items inventory is divided by the 16,660 existing citizens establishes a standard of 7.430 collection items per resident. The standard of 7.430 collection items standard is multiplied by the $40.00 per item a charge of $297.20 per additional City resident is determined.

Table 10-4
Establishment of the Library Collection Standard and Cost per Person to Maintain the Standard

Library Collection Items	123,782
Current Population	16,660
Collection Items per Resident	7.430
Acquisition Cost of Collection Item	$40.00
Cost per Additional Resident	**$297.20**

The cost of acquiring a single computer station (per Schedule 10.1) is estimated to be $2,300 per computer, monitor, software license, workstation and installation. The nineteen existing computer stations used by El Segundo residents, when divided by the 16,660 net existing residents create a standard of 0.0012 dedicated public use computer stations per City resident. The standard of 0.0012 collection items multiplied by the $2,300 per public computer station results in a cost of $2.76 per additional City resident, in order to maintain the existing standard. Table 10-5 identifies this:

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[15] The accession process includes: need research, ordering, receipt, preparation, entering it into the computer and actual placement on the shelves.

Table 10-5
Establishment of the Library Dedicated Public Use Computer Station Standard and Cost per Person to Maintain the Standard

Dedicated Public Use Computer Stations	19
Current Population	16,660
Collection Items per Resident	0.0012
Accessions Cost per Collection Item	$2,300
Cost per Additional Resident	**$2.76**

Library Collection Items and Computer Station DIF Schedule. The combined cost per new resident is $299.96 ($297.20 for 7.430 collection items and $2.67 for 0.0012 additional computer stations). Table 10-6, following, indicates the amount required for pro-rata expansion of the library space per Schedule 10.1. If adopted and imposed on the remaining development, it would collect enough to acquire an additional 37,748 library collection volumes and sixteen dedicated public use computer stations.

Table 10-6
Summary of Collection Items and Computer Stations Impact Costs

DIF Land Use Type	Residents Per Dwelling	Cost per Resident	Impact Cost per Dwelling
Detached Dwelling Units	3.025	$299.96	$907.00
Attached Dwelling Units	2.876	$299.96	$863.00

RECAP OF RECOMMENDED LIBRARY AND COLLECTION VOLUMES IMPACT FEES

1. Create a DIF Fund titled *Library Collection/Computers Impact Fee Fund.*
2. Adopt Schedule 10.1 for the two differing residential land-uses

END OF CHAPTER TEXT

Schedule 10.1

City of El Segundo
2021-22 Development Impact Cost Calculation
Library Collection Items/Dedicated Public Use Computers

	Collection Items	Computer Stations	Total Resources
Existing Number of Collection Items	121,918		
Existing Number of Dedicated Public Computer Stations		19.00	
Library Items/Stations Represented by Existing Fund Balance	1,864	0.29	
Total Library Components Status	123,782	19.29	
Current Net City Population	16,660	16,660	
Collection Items per Resident	7.430		
Computer Stations per Resident		0.0012	
Accessions Cost per Collection Item	$40.00		
Cost per Computer Station with Licenses, Installed		$2,300.00	
Collection Item Cost per Resident	$297.20		
Collection Item Cost per Resident		$2.76	

Cost per Land Use Residential Dwelling Unit	Density per Dwelling Unit	Collection Items	Computer Stations	Total Resources
Detached Dwelling Unit	3.025	$899	$8	$907
Attached Dwelling Unit	2.876	$855	$8	$863

Chapter 11
Public Use (Community Center) Facilities

This important component of the City's offerings to its citizens is distinct from the Park Land and Park Improvements DIF as a separate DIF infrastructure category. This was undertaken for three reasons.

First, few parks contain a community public use center. Secondly, it is difficult to ensure that the cost for such a facility is properly included in the average park development cost per acre. Lastly and perhaps most importantly, it has been the experience of RCS staff, that when the cost for community centers is included as a cost of park development, these facilities simply do not get built. This is because the park impact fee revenues get used on the costly demand for turfed park acres with sports or passive-use park improvements.

The Existing System. The City has some facilities currently dedicated for public use. Such facilities are available to community groups for meetings, classes, sports activities, and other civic functions. This category of buildings differs from General Facilities which are those used by the City staff to undertake their municipal service duties (City Hall and the City Corporation Yards as good examples).

The City owns some facilities dedicated to a specific use, such as the George E. Gordon Clubhouse and Joslyn Senior Center. Table 11-1 shows the City's existing public meeting facilities.

Table 11-1
Inventory of Existing (Owned) Public Meeting Facilities

Public Use Meeting Facility	Square Feet
Camp Eucalyptus Building	1,210
Check-Out Building	1,000
George E. Gordon Clubhouse	7,500
Joslyn Senior Center	10,800
City Library	31,275
Teen Center	5,480
Total Public Use Square Feet	**57,267**

Based upon an existing population of 16,660, the 57,265 square feet creates an impressive standard of 3.437 square feet per resident. This standard indicates that the City maintains a substantial commitment to providing a community center or recreation space for public groups and individuals. It should also be noted that the standard of 3.437 is not only impressive but one of the highest standards RCS staff has seen in years. Table 11-2, following, demonstrates the calculation establishing the square foot standard:

Table 11-2
Calculation of Public Use Facilities
Square Foot Standard

Existing Public Use Facilities Space Square Feet	57,267
Current City Population	16,660
Square Foot per Resident Standard	3.437

Demand Upon Infrastructure Created by the Development of Underdeveloped or Undeveloped Parcels. Simply stated, additional residential dwelling units will increase the population, placing greater demands for use of the existing community centers. The construction of a detached dwelling unit will create, on average, 3.025 potential new community center users. The addition of a new attached dwelling will create on average 2.876 potential new users.

The Purpose of the Fee. The purpose of the fee is to determine the cost of expanding the community center and public use type facilities by some 17,460 square feet to meet the added demands created by the construction of additional residential dwelling units. It should be noted that 17,460 square feet of public use facilities may not fully meet the needs of the build-out community and that square feet may be desired by the community. The reference to the 17,460 square feet indicates that is the amount of additional public use facilities square feet that could be financed by DIFs.

Table 11-3, following, demonstrates the calculation of the number of additional square feet required to maintain the existing Public Use facilities standard:

Table 11-3
Square Feet of Community Center Space
Required to Maintain Existing Standard

Residential DIF land-use Type	Number of Units Anticipated	Persons per Dwelling	Population Generated
Detached Dwelling Units	(183)	3.025	(554)
Attached Dwelling Units	1,959	2.876	5,634
Additional City Residents from Added Dwelling Units			5,080
Square Foot per Person Existing Standard			3.437
Public Use Facilities (SF) Required to Maintain Standard			**17,460**

The **Use** of the Fee. The fee, if adopted, would be imposed, collected, and spent on the construction of additional community center space that benefits City of El Segundo residents, not rehabilitation of any existing public use facility.

PF-001, Public Use Facilities Expansion – Construct up to 17,460 square feet of general purpose public use facilities. Public Use Facilities include, but are not limited to, gymnasiums, senior or teen centers, general purpose community centers, libraries, galleries etc. The 17,460 square foot figure is the amount of space would need to be added to the City's public use inventory to maintain the existing standard of 3.437 square foot per resident standard at GP build-out. Were the City unable to expand the existing public use facility inventory the standard would decrease from the existing 3.437 square foot per City resident to 2.634 square foot per City resident.

The Relationship Between the Need for The Fee and The Type of Development Project. Different types of residential dwellings generally have differing amounts of people dwelling in them. Census data indicates the following occupancy statistics for the City:

Detached Dwelling Units ..... 3.025 Persons/Unit
Attached Dwelling Units ..... 2.876 Persons/Unit

The Relationship Between the Use of the Fee and the Type of Development Paying the Fee. The fee will be used to expand the amount of community center square feet in proportions consistent with the average persons per dwelling. Community centers would be expanded in the following amounts following, by type of residential dwelling:

Detached Dwelling Unit.... 3.025 Persons per Unit X 3.437 Square Feet = 10.397 Square Feet
Attached Dwelling Unit..... 2.876 Persons per Unit X 3.437 Square Feet = 9.885 Square Feet

The Relationship Between the Amount of the Fee and the Cost of the Portion of the Facility Attributed to the Development Project. The cost of adding 3.437 square feet of building space per person is roughly $2,540.80 based upon a $695 per square foot for construction, $13.50 for parcel hardscape improvements based upon a $4.50 per square foot cost and a floor area ratio of 0.333) and land acquisition cost of $30.75 per square foot. A detached dwelling unit with 3.025 persons would require 10.396 square feet of public meeting space at a cost of $7,686 (10.396 square feet X $739.24 per square foot, rounded). An attached dwelling unit requires 9.829 square feet of public meeting space at a cost of about $7,307 (9.884 square feet X $739.24 per square foot).

Resulting DIFs. Table 11-4, following, indicates the proposed Public Use Facilities DIF.

Table 11-4
Summary of Public Use Facilities Impact Fee

DIF Land-use Type	Impact Fee Per Unit
Detached Dwelling Unit	$7,686
Attached Dwelling Unit	$7,307

RECAP OF RECOMMENDED PUBLIC USE FACILITIES IMPACT FEES

1. Create a DIF Fund titled *Public Use Facilities Impact fee Fund.*
2. Adopt Schedule 11.1 for the two differing residential land-uses

END OF CHAPTER TEXT

Schedule 11.1

City of El Segundo
2021-22 Development Impact Cost Calculation
Public Use Facilities

	Buidling Square Feet
Camp Eucalyptus Building	1,210
Check-out Building	1,000
George E. Gordon Clubhouse	7,500
Joslyn Senior Center	10,800
City Library	31,275
Teen Center	5,480
Facilities Represented in Existing DIF Fund Balance (no existing DIF))	0
Existing City-owned Public Use Facilities Square Feet	57,265

Current Population	16,660
Square Foot per Resident Standard	3.437
Average Public Use Facility Construction Cost per Square Foot	$695.00
Parcel Hardscape Improvements, $4.50 S.F. and 0.333 Floor Area Ratio	$13.50
Land Acquisition/Grading Cost @ $10.25 per square foot X 0.333 FAR	$30.75
Total Cost for a Single Square Foot of Public Use Space	$739.25
Total Cost for one Square Foot of Public Use Space	$739.25
Square Foot per Resident Standard	3.437
Cost per New Resident	$2,540.80

Cost per Land Use Residential Dwelling Unit	Density per Dwelling Unit	Total Resources
Detached Dwelling Unit	3.025	$7,686
Attached Dwelling Unit	2.876	$7,307

Chapter 12
Aquatics Facilities

This component of City infrastructure is also separated from the Park Land Acquisition and DIF for the same reasons described in the previous Chapter regarding Public Use (community center) Facilities.

The Existing System. The City owns and operates two impressive aquatics centers/pools consisting of a total of 24,372 square feet of swimming pool surface and 1,794 square feet of combination locker/utilities/office buildings. The existing facilities are available to individuals and organized groups represented by the existing 16,660 residents for leisure, competition and general fitness uses. Table 12-1 following, details the size of the four aquatic pools and building structure. There is no existing fund balance.

Table 12-1
Existing City Pools/Utility Buildings

Pool Facility	Pool Surface Capacity in SF	Pool Support Facilities in SF
Aquatic Center – Competition Pool	15,808	
Aquatic Center – Practice Pool	3,053	
Urho Saari Swim Stadium – Plunge	4,534	
Uhro Saari Swim Stadium – Junior Pool	977	
Aquatics Center		1,794
Total Square Feet	**24,372**	**1,794**

Demand Upon Infrastructure Created by the Development of Underdeveloped or Undeveloped Parcels. Simply stated, additional residential dwelling units will increase the population placing greater demands upon the City's existing aquatics centers. The construction of detached dwelling and attached dwellings will create, on average, 3.025 and 2.876 potential new potential pool users, respectively. The current *de-facto* standards are 0.1077 square feet of locker/office/maintenance building per person and 1.4629 square feet of pool surface per person in the City.

The **Purpose** of the Fee. The purpose of the fee is to generate DIF revenue with which to expand the aquatics centers capacity to meet the added demands created by the construction of additional residential dwelling units.

The **Use** of the Fee. The fee, if adopted, would be imposed, collected, and spent on the construction of additional aquatics centers that would benefit City of El Segundo residents, but would not be spent on rehabilitation of the existing aquatic center.

The Relationship Between the Need for The Fee and The Type of Development Project. Different types of residential dwellings generally have differing numbers of people dwelling in them. United States Census 2000 data (see Table 2-2. page 16) was used to determine the occupancy density statistics for the City. They are summarized as follows:

Detached Dwelling Units ..... 3.025 Persons/Dwelling Unit
Attached Dwelling Units ..... 2.876 Persons/Dwelling Unit

The Relationship Between the Use of the Fee and the Type of Development Paying the Fee. The fee will be used to expand the pool surface space and support building in proportions consistent with the average persons per dwelling. The aquatic center pools and locker/utility buildings would be expanded in the amounts on the following page, by type of residential dwelling:

Detached Dwelling Units... 0.326 S.F. of locker space and 4.425 S.F. of pool surface
Attached Dwelling Units.... 0.310 S.F. of locker space and 4.207 S.F. of pool surface

The Relationship Between the Amount of the Fee and the Cost of the Portion of the Facility Attributed to the Development Project. Schedule 12.1 indicates the pool and locker building cost calculations. The pool construction costs are also based upon past pool construction costs received from previous agencies.

The two separate square foot costs above total about $526.64 per person for the pool expansion ($360/S.F. X 1.4629 S.F per resident = $526.64 per person) and locker building expansion ($540/S.F. X 0.1077 S.F. per resident = $58.16 per person) or $584.80 per person for both construction components. Thus, a detached dwelling detached unit would incur impact costs of $1,769/dwelling, (3.025 persons X $584.80, rounded). An attached dwelling unit would generate impact costs of about $1,682/dwelling, (2.876 persons X $584.80, rounded).

Resulting DIF Schedule. Schedule 12.1, as summarized by Table 12-2 following, indicates the proposed Aquatics Facilities DIF schedule.

Table 12-2
Summary of Aquatics Facilities Impact Fee

Residential Dwelling Type	Impact Fee Per Dwelling Unit
Detached Dwelling Unit	$1,769
Attached Dwelling Unit	$1,682

[This space left vacant in order to place the Chapter recommendations on a single page].

RECAP OF RECOMMENDED AQUATICS FACILITIES IMPACT FEES

1. Create a DIF Fund titled *Aquatics Facilities Impact Fee Fund.*
2. Adopt Schedule 12.1 for the two residential land-uses

END OF CHAPTER TEXT

Schedule 12.1

City of El Segundo
2021-22 Development Impact Cost Calculation
Aquatics Facilities

	Pool Capacity in Surface Square Feet	Support Facilities in Building Square Feet
Aquatic Center - Competition Pool	15,808	
Aquatic Center - Practice Pool	3,053	
Aquatic Center Lockers/Shower/Restroom Buildings		1,794
Urho Saari Swim Stadium - Plunge	4,534	
Urho Saari Swim Stadium - Junior Pool	977	
Facilities Represented in Existing DIF Fund Balance	0	0
Current Pool Size (Surface Square Feet):	24,372	
Current Aquatics Building (Square Feet):		1,794
Current Population (1)	16,660	16,660
Existing Standards:		
Square Feet of Surface /Resident	1.4629	
Square Foot of Locker Building/Person		0.1077
Construction Costs		
Pool Cost per Surface Square Foot	$360.00	
Facilities Construction/Square Foot		$540.00
Existing Standards per Resident	1.4629	0.1077
Adjusted Pool Cost per Resident	$526.64	
Adjusted Facilities Cost per Resident		$58.16

Cost per Land Use Residential Dwelling Unit	Density per Dwelling Unit	Pool Surface	Support Facilities	Total Cost
Total Cost per Added Resident		$526.64	$58.16	$584.80
Detached Dwelling Unit	3.025	$1,593	$176	**$1,769**
Attached Dwelling Unit	2.876	$1,515	$167	**$1,682**

Chapter 13
Park Land Acquisition and Park Infrastructure Development

This Chapter summarizes the City's existing inventory of parks and identifies the ratio of park land per resident allowable under the Quimby Act (§66477 of the Government Code) [16] for residential developments involving the subdivision of land and the Mitigation Fee Act (§66000 of the Government Code) for the construction of residential developments not involving the subdivision of land. The existing per capita standard is then utilized to calculate the park dedication requirement for future residential development.

EXISTING PARKS AND RECREATION SYSTEM

Intensive parks and park recreational facilities constitute one of the City of El Segundo's greatest challenges both with respect to facilities for both current residents and future citizens. The provision of a well-planned park system, with a variation in the size and nature of facilities offered, is an important amenity to residents of any city, the City of El Segundo included. A mixture of passive and active uses and facilities and programs which appeal to a broad spectrum of potential park users is considered optimal in most urban cities. A city's park system and inventory of open space is often a major factor in selection of a place to live. The current acres dedicated to park use will serve well to meet the City's current needs. However, if the number of improved active/passive park acres remains static at 62.47 acres, they will not continue to meet recreational demands in light of the increase to the City's population.

Future residential development, by increasing the City's population, will impact the City's park system by requiring additional baseball fields and adequate space for various athletic activities. Given the magnitude of growth projected in this and other reports, the challenge facing the City will be to provide new facilities and park land to serve the recreational needs of these new residents. Without additional park land acquisition and continued development of currently owned but underutilized park land during the next twenty to thirty years, the City's parks will become overcrowded and overused, with the ultimate result becoming a negative experience for park users.

Existing Parks. Currently, the City owns approximately 62.47 acres of park land, most of it developed. Recreation, Campus El Segundo Fields, Civic Center Courtyard, Imperial Parkway and Washington Parks are the City's largest developed parks, representing over 63% of the park system acreage (when only traditional improved parks are considered) and provide the greatest variety of sports and passive uses. Raytheon Employee Park and Richmond Field are not owned by the City and while often enjoyed by City residents they are not included in the calculation of the City-owned Parks standard of acres per 1,000 residents.

Table 13-1, on the following page, is an inventory of the existing park acreage.

16 Adoption of a Quimby Act Fee requires a park "plan".

Table 13-1
Inventory of Owned and Developed Park Land

Park or Space Name	Owned Park Acres	Developed Park Acres
Acacia Park	0.54	0.54
Camp Eucalyptus	0.31	0.31
Campus El Segundo Fields	5.00	5.00
Candy Lane Park	0.31	0.31
Civic Center Courtyard/Park	4.55	4.55
Clutters Park	0.90	0.90
Constitution Park (1)	1.13	1.13
El Segundo Dog Park	1.96	1.96
Freedom Park (1)	3.25	3.25
Hilltop Park	1.22	1.22
Holly Valley Park	0.21	0.21
Imperial Parkway (2)	4.88	0.00
Imperial Strip/Memory Row (2)	7.75	0.00
Independence Park (1)	0.72	0.72
Kansas City Park	0.40	0.40
Library Park	3.44	3.44
Raytheon Employee Park	0.00	0.00
Recreation Park (includes Stevenson Field)	20.42	20.42
Richmond Field (School District Property)	0.00	0.00
Sycamore Park	0.84	0.84
Washington Park (1)	4.56	2.74
Total Park Acres	**62.47**	**48.01**

City De Facto Park Standard. Table 13-2 following is a comparison of the acreage of parks to the City of El Segundo's current population and indicates that the City presently possesses a total standard of 3.750 acres of owned park land per 1,000 residents, (62.47 acres ÷ [16,660 residents ÷ 1,000], rounded). This average is significantly higher than the benchmark of 3.0 acres per 1,000 persons contained in Section 66477 of the California Government Code relating to dedication of parks. It should also be noted that the park average for the City is not only high when compared to the 3.0 standard set by Section 66477, but is the second highest when compared to the last 18 cities RCS has worked with. The City should be commended for this achievement.

Table 13-2
Calculation of Actual City-owned Improved Park Acres Standard

	City Owned Acres	Developed Acres
Total Park Acres	62.47	48.01
Current City Population	16,660	16,660
Population Divided by 1,000	16.660	16.660
Park Acres per 1,000 Population	3.750	2.882

However, the Quimby Act, to be discussed later, allows a minimum standard of 3.0 acres per thousand residents even if the City does not reach that standard. The Quimby minimum of 3.0 acres per 1,000 residents has been exceeded by the 3.750 acres per 1,000 residents and thus the Quimby allowable minimum of 3.0 acres per 1,000 will not be used in the remainder of the Chapter for park *construction*. The 3.750 acres per 1,000 residents will be the standard used to calculate the park land acquisition and park improvements development impact fee. Though not relevant to the City of El Segundo, the Quimby Act has a cap of 5.0 acres per thousand residents (Government Code §66447 (a) (2).

Planned Park Improvements. In addition to the on-going improvement of the existing 62.47 acres [17], the City will need to acquire 19.05 park acres, per Table 13-3, and develop these new parks to serve the additional 4,241 residents anticipated to live in City.

Table 13-3
Calculation of Required
Park Acres per Allowable Standard

General Plan Anticipated Population Increase	5,080
Additional Population Divided by 1,000	5.080
Allowable Standard in Acres/1,000	3.750
Park Acres required to Maintain Standard	19.05

These general improvements are outlined below:

PK-001 Park Land Acquisition and Improvements – Acquire land for and make improvements to a composite of 19.05 acres of parkland. The parkland could be any type of park, community, sports, neighborhood, historical, etc. Should the City be unable to finance any additional parkland by GP build-out of the net 1,776 anticipated residential dwelling units, the

17 The Quimby Act does allow for the use of receipts raised by the adoption of a Quimby Act park Impact Fee to be used for rehabilitation of existing park configurations.

standard would drop from 3.750 acres per 1,000 residents to 2.87 acres per 1,000 residents, or a 23.4% decrease from the existing level of service (LOS).

The City may also consider adopting a park standard of 3.0 and maintaining this standard until G.P. Build-out. If the City were to take this approach the total needed acres to maintain this standard would be 65.22 total acres for the entire City at G.P. build-out (21,740 G.P. Build-out Population ÷ 1,000 = 21.74 X 3.0 Park Standard = 65.22 Acres). If this approach is used the City would only need to acquire 2.75 acres of park land to maintain a 3.0 standard.

PK-002, Existing Park Fund Balance Projects – This represents the use of the $193,862 in the existing Park Fund Impact Fee balance.

The 19.05 acres could be constructed in any of the following configurations:

Mini or "Pocket" Parks - This the smallest of the parks designations and though generally not planned due to higher maintenance costs, usually are the result of acquiring an unusual parcel of land sometimes with historical significance. The City's Camp Eucalyptus, Candy Lane and Holly Valley Parks best demonstrate this category.

Local or Neighborhood Parks - These parks are generally five to ten acres and serve local (1/4 mile walk-in distance) users. Not surprisingly, the City has a number of these parks. Campus El Segundo Fields, Imperial Parkway, and Imperial Strip/Memory Row Park are good examples of this category.

Community or Sport Parks - These parks are most functional when they are twenty acres or larger and are designed to meet the needs of the entire community. Often, ten to twenty acre parks are forced to act as community or sports parks. These needs include youth and adult sports organizations, clubs or associations and large scale community events such as 4th of July celebrations or festivals. Recreation Park is a perfect example of the community or sport park.

The park and recreation improvements that could be contained within the almost 19.05 needed acres and the existing standard (Table 13-1) are both consistent with the City's Park and Recreation Element of the General Plan. The City's 3.750 acres per 1,000 population standard speaks well for the City as a three acre per 1,000 population standard is a common minimum, but frequently unmet, target of municipalities and recreation/park special districts throughout Southern California.

CALCULATION OF PARK DEDICATION STANDARD

Unlike the other facilities discussed in this Report, the California Government Code contains enabling legislation for the acquisition and development of community and neighborhood parks by a City. This legislation, codified as Section 66477 of the Government Code and known commonly as the "Quimby Act", establishes criteria for charging new development for park facilities based on specific park standards. This Report will recommend the adoption of Quimby-style park fees over an AB 1600-style DIF for developments requiring the subdivision of land and an AB 1600 fee for non-subdivided land.

Allowable Park Standard As stated earlier, under §66477 of the Government Code, the City may charge new residential development based on a standard of 3.0 acres per 1,000 residents even if the City does not presently possess a ratio of 3.0 acres per 1,000 for the existing population. The Government Code also enables a city to charge development based on a standard higher than 3.0 acres (to a maximum of 5.0 acres) if the City currently exceeds the minimum benchmark ratio of 3.0 acres per 1,000 residents.

The law states that "if the amount of existing neighborhood and community park area ... exceeds the [3 acres of park area per 1,000 person] limit ... the legislative body may adopt the calculated amount as a higher standard not to exceed 5 acres per 1,000 persons" [18]. Park fees may be required by the City provided that the City meets certain conditions including:

- The amount and location of land to be dedicated or the fees to be paid shall bear a reasonable relationship to the use of the park by the future inhabitants of the subdivision.
- The legislative body has adopted a general plan containing a recreational element, and the park and recreational facilities are in accordance with definite principles and standards contained therein.
- The city ... shall develop a schedule specifying how, when, and where it will use the land or fees, or both, to develop park or recreational facilities ... Any fees collected under the ordinance shall be committed within five years after the payment of such fees.

Determination of a Park Standard. As previously identified, the City currently has a demonstrated 3.750 acres of owned and developed park acres/1,000 residents and will be used in the calculation. The Quimby Act allows the City to adopt a standard of 3.0 acres per thousand as the low-end threshold. However, the 3.0 acres per 1,000 residents standard is the highest standard that can be adopted under the Quimby Act, without actually maintaining a standard higher than 3.0 acres/1,000.

CALCULATION OF IMPACT COSTS

Once a per capita standard for parks is determined, the cost of residential development's impact on the City's park system can be computed as follows.

Park Land Acquisition Costs. Land costs will vary significantly from one park to another. The park land to be acquired must be suitable for park construction and is conservatively estimated at approximately $2,000,000 per acre which is used in the park DIF calculation. However, the use of this figure could be criticized if a developer can show that the cost of the residential land they are developing is currently valued at less than the $2,000,000/acre acquisition figure. The fee recommendation at the end of the Chapter will recognize this challenge.

Park Improvements Construction Costs. Park improvement construction costs are based upon a schedule (Appendix C) of common park improvements by size of park and costs from various

18 California Government Code, Title 7, Division 2, Section 66447 (b).

construction bids received by other clients as the City does not have any more recent full park construction history. Again, public use facilities were not included in the cost calculation (see Chapters 11 and 12).

Average Park Acquisition, Development and Maintenance Vehicles and Facilities Cost per Capita. The combined park land acquisition, park improvements development and support facilities cost is $2,037,500 per acre ($2,000,000/acre for land acquisition, $37,500 per acre for grading and contiguous infrastructure). If the City were to charge development for the maximum allowable amount of park acreage as allowed in the Quimby Act and, then the City would need to acquire 3.750 acres of new park land for every potential 1,000 new residents to the City. The 3.750 acres of land acquisition and development per 1,000 persons would be $8,926,451 or about $8,926.46 per new resident. Schedule 14.1 calculates the cost to develop 3.750 acres, which again represents the required park land cost for 1,000 persons.

Average Cost per Dwelling Unit. Schedule 13.1 further calculates the cost per dwelling unit based on the per person park land acquisition and improvement costs of $8,926.46 (Schedule 13.1) and the average number of persons per unit for each category of housing. Detached dwelling residential housing has the highest number of persons per dwelling unit (@ 3.025 per unit) and consequently carries the highest impact fee, $27,003 per unit ($8,926.46 X 3.025 persons per unit, rounded). Attached dwelling units have an average of 2.876 persons per unit and would need to be assessed $25,672 ($8,926.46 X 2.876 rounded). Table 13-4, following, summarizes the calculated and recommended fees for each of these three residential categories. Schedule 13.1 provides greater park calculation detail and a complete schedule of Park Land Acquisition and Park Improvements DIFs for each of the three dwelling unit types.

Table 13-4
Summary of Park Development Fees for
Residential Dwelling Construction

DIF Land-use Type	Development Impact Cost
Detached Dwelling Unit	$27,003/Unit
Attached Dwelling Unit	$25,672/Unit

The DIFs for detached dwelling residential development involving the subdivision of land, as identified in Table 13-4, should be adopted under the auspices of the Quimby Act and the Fee Mitigation Act. The Residential dwelling units not requiring the sub-division of a privately-owned parcel will need to be adopted as a Government Code § 66000 supported DIF [19].

Land Acquisition Cost Adjustment Challenge. As mentioned previously, the use of $2,000,000 as the park land cost is based upon the assumption that park acreage would likely be close in proximity and thus similar in cost to residential land value of the project the park is intended to

19. This is required because the Quimby Act is referenced in the State Subdivision Code.

serve. However, if the developer or contractor of a dwelling can provide evidence (acceptable to the City) in the form of a recent appraisal of the property they will be developing that the current land value is worth less than the pre-graded $2,000,000/acre or $46/square foot cost, the DIF could be adjusted downward accordingly by placing the actual cost of land acquisition into the calculation identified in Schedule 13.1. Again, if the City wishes to adopt such an adjustment, the terms under which the challenge may be made and proved should be included in the Impact Fee Ordinance.

RECAP OF RECOMMENDED PARK LAND ACQUISITION AND PARK INFRASTRUCTURE DEVELOPMENT IMPACT FEES

1. Residential Housing - Adopt Schedule 13.1 for Park Land and Park Improvements for the two basic residential land-uses.

END OF CHAPTER TEXT

Schedule 13.1

City of El Segundo
2021-22 Development Impact Cost Calculation
Park Land and Open Space Acquisition and Park Improvements
(both Quimby and Mitigation Fee Act Calculations)

Park Name	Existing Park Acres	Improved/ Constructed Park Acres
Acacia Park	0.54	0.54
Camp Eucalyptus	0.31	0.31
Campus El Segundo Fields	5.00	5.00
Candy Lane Park	0.31	0.31
Civic Center Courtyard/Park	4.55	4.55
Clutters Park	0.90	0.90
Constitution Park	1.13	1.13
El Segundo Dog Park	1.96	1.96
Freedom Park	3.25	3.25
Hilltop Park	1.22	1.22
Holly Valley Park	0.21	0.21
Imperial Parkway	4.88	0.00
Imperial Strip/Memory Row	7.75	0.00
Independence Park	0.72	0.72
Kansas Park	0.40	0.40
Library Park	3.44	3.44
Raytheon Employee Park (privately owned)	0.00	0.00
Recreation Park (includes Stevenson Field)	20.42	20.42
Richmond Field (School District Property)	0.00	0.00
Sycamore Park	0.84	0.84
Washington Park	4.56	2.74
Park/OS Equivalent in Fund Balance	0.08	0.08
Total Acres (Owned/Developed)	62.47	48.01
Current Population	16,660	16,660
Population/1,000	16.66	16.66
Current Standard	3.750	2.882
Minimum Acres/1,000 Population Standard	3.750	2.882
Construction Cost per Acre		$446,158
Land Acquisition Cost per Acre	$2,000,000	
Grading/Contiguous Infrastructure	$37,500	
Total Cost per Acre	$2,037,500	$446,158
Cost X 3.0 Acre/1,000 Residents Standard	$7,640,625	$1,285,826
Population Served by Standard	1,000.00	1,000.00
Acquisition/Construction Cost per Resident	$7,640.63	$1,285.83

	Occupants/ Dwelling	Land Acquisition	Park Construction	Total Park Costs
Cost per Additional Resident		$7,640.63	$1,285.83	$8,926.46
Detached Dwelling Unit	3.025	$23,113	$3,890	$27,003
Attached Dwelling Unit	2.876	$21,974	$3,698	$25,672

Appendix A

Summary of Recommendations

SUMMARY OF RECOMMENDATIONS

Chapter 3 - Law Enforcement Facilities and Equipment

- Adopt Schedule 3.2, page 28, *General City – Minimum Capital Needs-based Impact Costs*

Chapter 4 - Fire Suppression Facilities, Vehicles and Equipment

- Adopt Schedule 4.2, page 38, *Minimum Capital Needs-based Impact Costs.*

Chapter 5 – Circulation (Streets, Signals and Bridges) System

- Create a DIF Fund titled *Circulation System Impact Fee Fund.*

- Adopt Schedule 5.2, page 53, - *Minimum Capital Needs-based Impact Costs, and the ALTERNATIVE COST METHODOLOGY, per single trip-end cost from Schedule 5.2 to apply to Table 5-2 and the more specific ITE Trip Calculation.*

Chapter 6 - Storm Drainage Collection Facilities

- Create a DIF Fund titled *Storm Drainage Collection System Impact Fee Fund.*

- Adopt Schedule 6.4, page 65, for the seven land-uses and the Cost Distribution per Acre figure (from the third column from the right side of the Schedule 6.2) for developments that do not involve a building pad, (e.g. additional asphalt parking area).

- Separately, calculate and adopt a *National Pollutant Discharge Elimination System (NPDES)* In-lieu fee, via the Clean Water Act, for future development, additions or private rehabilitations.

Chapter 7 - Water Distribution Facilities

- Create a DIF Fund titled *Water Distribution System Impact Fee Fund*

- Adopt Schedule 7.2, page 75, - *Minimum Capital Needs-based Impact Costs, Table 7-7,* p. 71, and *Equivalent Water meter Size calculation based Upon Minimum Needs- based Impact Fees.*

Chapter 8 - Wastewater Collection Facilities

- Create a DIF Fund titled *Wastewater System Impact Fee Fund*

- Adopt Schedule 8.2, page 83, - *Minimum Capital Needs-based Impact Costs.*

Chapter 9 - General Facilities, Vehicles and Equipment

- Create a DIF Fund titled *General Facilities Impact Fee Fund*
- Adopt Schedule 9.2, page 90, Minimum Needs-based Impact Costs.

Chapter 10 - Library Collection Items and Computer Stations

- Create a DIF Fund titled *Library Collection/Computers Impact Fee Fund*
- Adopt Schedule 10.1, p. 96.

Chapter 11 - Public Use (Community Centers) Facilities

- Create a DIF Fund titled *Public Use Facilities Impact Fee Fund*
- Adopt Schedule 11.1 page 101.

Chapter 12 – Aquatics Facilities

- Create a DIF Fund titled *Aquatics Facilities Impact Fee Fund*
- Adopt Schedule 12.1, p.105.

Chapter 13- Park Land Acquisition and Park Infrastructure Development

- Create Quimby Act Park land Acquisition and DIF Fund, Note (1).
- /OR - Adopt Schedule 13.1, page 113, for residential uses requiring the sub-division of land for Quimby Act application.
- /OR - Adopt Schedule 13.1, page 113, for residential uses not requiring the sub-division of land for AB1600 application.

Appendix B

Expanded Land-use Database

Total - Land-use Database Summary of A, B and C Below	Existing Development		Potential Development		Total General Plan Build-out	
	Acres	# of Units	Acres	# of Units	Acres	# of Units
Detached Dwelling Units (+)	1,390.20	3,822	3.64	20	1,393.84	3,842
Detached Dwelling Units (-)	0.00	0	(73.93)	(203)	(73.93)	(203)
Attached Dwelling Units	88.60	490	74.73	1,959	163.33	2,449
Commercial Lodging Units	33.10	2,691	2.00	232	35.10	2,923
Retail & Service Uses (SF) (+)	110.20	1,313,245	137.48	6,887,925	247.68	8,201,170
Retail & Service Uses (SF) (-)	0.00	0	(1.00)	(11,917)	(1.00)	(11,917)
Office Uses (SF)	574.80	9,493,945	85.26	2,985,602	660.06	12,479,547
Industrial Uses (SF) (+)	1,665.20	7,580,266	28.00	731,808	1,693.20	8,312,074
Industrial Uses (SF) (-)	0.00	0	(166.52)	(758,027)	(166.52)	(758,027)
Institutional Use (SF)	17.30	233,797	1.00	13,504	18.30	247,301
Total - All City	3,879.40		90.66		3,970.06	
Private Residences (+)	1,478.80	4,312.00	78.37	1,979	1,557.17	6,291
Private Residences (-)	0.00	0.00	(73.93)	(203)	(73.93)	(203)
Commercial Lodging Rooms	33.10	2,691.00	2.00	232	35.10	2,923
Business Square Feet (+)	2,367.50	18,621,253.00	250.74	10,618,839	2,618.24	29,240,092
Business Square Feet (-)	0.00	0.00	(166.52)	(769,944)	(166.52)	(769,944)
Total for General Facilities DIF	3,879.40		90.66		3,970.06	28,479,159.00

A. Development Opportunities from Vacant Land	Existing Development		Potential Development		Total General Plan Build-out	
	Acres	# of Units	Acres	# of Units	Acres	# of Units
Detached Dwelling Units	1,390.2	3,822	3.64	20	1,393.84	3,842
Attached Dwelling Units	88.6	490	0.80	24	89.40	514
Commercial Lodging Units	33.1	2,691	1.00	116	34.10	2,807
Retail & Service Uses (SF)	110.2	1,313,245	54.22	2,715,095	164.42	4,028,340
Office Uses (SF)	574.8	9,493,945	2.00	82,764	576.80	9,576,709
Industrial Uses (SF)	1,665.2	7,580,266	28.00	731,808	1,693.20	8,312,074
Institutional Use (SF)	17.3	233,797	1.00	13,504	18.30	247,301
Sub-total - Vacant Land	3,879.40		90.66		3,970.06	

B. Development Opportunities from Upsizing from Existing	Existing Development		Potential Development		Total General Plan Build-out	
	Acres	# of Units	Acres	# of Units	Acres	# of Units
Detached Dwelling Units			0.00	0	0.00	0
Attached Dwelling Units			73.93	1,935	73.93	1,935
Commercial Lodging Units			1.00	116	1.00	116
Retail & Service Uses (SF)			83.26	4,172,830	83.26	4,172,830
Office Uses (SF)			83.26	2,902,838	83.26	2,902,838
Industrial Uses (SF)			0.00	0	0.00	0
Institutional Use (SF)			0.00	0	0.00	0
Sub-total - Upsizing	0.00		241.45		241.45	

C. Parcels Being Upsized from Undersized Development	Existing Development		Potential Demolition		Total General Plan Build-out	
	Acres	# of Units	Acres	# of Units	Acres	# of Units
Detached Dwelling Units (-)			-73.93	-203	(73.93)	(203)
Attached Dwelling Units			0.00	0	0.00	0
Commercial Lodging Units			0.00	0	0.00	0
Retail & Service Uses (SF) (-)			-1.00	-11,917	(1.00)	(11,917)
Office Uses (SF)			0.00	0	0.00	0
Industrial Uses (SF) (-)			-166.52	-758,027	(166.52)	(758,027)
Institutional Use (SF)			0.00	0	0.00	0
Sub-total - Razed Uses	0.00		(241.45)		(241.45)	

Appendix C

Park Construction Cost Schedule

Appendix C
Detailed Park Improvements - Unit Costs/Average Cost per Acre Calculation

ENR at January 2001	6281
Used ENR Construction Cost Index	9516
ENR Percent Increase	151.50%

	2003	Unit	ENR %	Current Cost	Unit	5 Acre Neighborhood	
Public Imps, Road/curb, gutter, etc.	$121	Linear Foot	151.5%	$183.32	Linear Foot	1,680	$307,978
Large Park Grading/Irrigation/Turf	$25,500	Acre	151.5%	$38,630	Acre	0	$0
Small Park Grading/Irrigation/Turf	$30,600	Acre	151.5%	$46,360	Acre	5	$231,800
Plant Material:							
Trees-5, 24 Gallon Box/Acre	$200.00	Each	151.5%	$303.01	Each	25	$7,575
Trees-15, 15 Gallon/Acre	$100.00	Each	151.5%	$151.50	Each	75	$11,363
Shrubs-10, Five Gallon	$19.00	Each	151.5%	$28.79	Each	50	$1,440
Shrubs-30, One Gallon	$7.00	Each	151.5%	$10.61	Each	150	$1,592
Play apparatus							
Play Apparatus - Large	$120,000	Lot	151.5%	$181,810	Lot	0	$0
Large Apparatus Curbing, 450'	$18.50	Linear Foot	151.5%	$28.03	Linear Foot	0	$0
Play Apparatus - Medium	$80,000	Lot	151.5%	$121,200	Lot	1	$121,200
M'edium Apparatus Curbing, 375'	$18.50	Linear Foot	151.5%	$28.03	Linear Foot	375	$10,511
Play Apparatus - Small	$40,000	Lot	151.5%	$60,600	Lot	0	$0
Small Aparatus Curbing, 225'	$18.50	Linear Foot	151.5%	$28.03	Linear Foot	0	$0
Apparatus Safety Surface	$2.50	Square Foot	151.5%	$3.79	Square Foot	8,789	$33,310
Buildings:							
Restroom - Small	$60,450	Each	151.5%	$91,580	Each	0	$0
Restroom - Large	$102,300	Each	151.5%	$154,990	Each	0	$0
Electrical Service Extension	$15,000	Each	151.5%	$22,730	Each	0	$0
Equipment Storage Facility	$55,800	Each	151.5%	$84,540	Each	0	$0
Combined Restroom/Concession	$167,400	Each	151.5%	$253,620	Each	0	$0
Parking Lot							
Parking Space 4" A.C. W/6" Rock base	$1,627.50	Space	151.5%	$2,465.74	Square foot	8	$19,726
V-gutter	$7.44	Linear Foot	151.5%	$11.27	Linear Foot	96	$1,082
Drain Inlet	$744	Each	151.5%	$1,127.19	Each	1	$1,127
Drain Inlet Connector	$1,209	Each	151.5%	$1,831.69	Each	1	$1,832
Storm Drainage Collection Line	$18.00	Linear Foot	151.5%	$27.27	Linear Foot	144	$3,927
Drive Approach	$1,674	Each	151.5%	$2,536.00	Each	1	$2,536
Perimeter Curbing	$9.30	Linear Foot	151.5%	$14.09	Linear Foot	490	$6,904
Parking Lot Striping	$0.28	Linear Foot	151.5%	$0.42	Linear Foot	80	$34
Exterior Street Lighting Standards	$1,674	Each	151.5%	$2,536.00	Each	4	$10,144
Lot Signage	$186	Lot	151.5%	$281.80	Lot	1	$282
Storm Drainage Facilities (in park)							

Appendix C
Detailed Park Improvements - Unit Costs/Average Cost per Acre Calculation

ENR at January 2001	6281
Used ENR Construction Cost Index	9516
ENR Percent Increase	151.50%

	2003	Unit	ENR %	Current Cost	Unit	5 Acre Neighborhood	
Inlets	$744	Each	151.5%	$1,130	Each	2	$2,260
Connections	$1,209	Each	151.5%	$1,830	Each	2	$3,660
Lateral (to arterial)	$18.00	Linear Foot	151.5%	$27.27	Linear Foot	1,050	$28,634
Sewer Facilities							
Connection to Arterial	$1,860	Lot	151.5%	$2,820	Lot	0	$0
Line in Street	$14.50	Linear Foot	151.5%	$21.97	Linear Foot	0	$0
Line in Park	$12.50	Linear Foot	151.5%	$18.94	Linear Foot	0	$0
Fire Hydrant	$2,790	Each	151.5%	$4,230	Each	1	$4,230
Park Lighting							
Walkway Lighting Standards	$1,256	Each	151.5%	$1,900	Each	0	$0
Duct Work/Wiring	$767	Each	151.5%	$1,160	Each	3	$3,480
Walkway Electical Wiring	$15	Linear Foot	151.5%	$20	Each	0	$0
Water Facilities							
3" Meter	$1,860	Each	151.5%	$2,820	Each	1	$2,820
#" Backflow Device	$2,325	Each	151.5%	$3,520	Each	1	$3,520
Line in Street	$11.16	Linear Foot	151.5%	$20	Linear Foot	1,320	$26,400
Water Fountains	$651.00	Each	151.5%	$990	Each	1	$990
Fountain Lines in Park	$11.16	Linear Foot	151.5%	$20	Linear Foot	200	$4,000
Benches/Tables							
Concrete Picnic Tables	$750	Each	151.5%	$1,140	Each	4	$4,560
7' x 10' Cement Table Pads	$1,050	Each	151.5%	$1,590	Each	4	$6,360
Individual BBQ Grills	$326	Each	151.5%	$493.90	Each	2	$988
Concrete Benches	$325	Each	151.5%	$492.39	Each	4	$1,970
3' x 6' Concrete Bench Pads	$270	Each	151.5%	$409.06	Each	4	$1,636
Bleachers	$3,255	Each	151.5%	$4,930	Each	0	$0
Large Covered Picnic Ramada	$57,660	Each	151.5%	$87,360	Each	0	$0
Individual Covered Picnic Pad	$13,950	Each	151.5%	$21,130	Each	4	$84,520
User Electrical Service	$9,300	Each	151.5%	$14,090	Each	0	$0
Electrical Service per Group area	$1,163	Each	151.5%	$1,760	Each	1	$1,760
Game Courts	$75,600						
Basketball Courts	$50,350	Each	151.5%	$76,280	Each	0	$0
Basketball Court Lighting	$32,550	Each	151.5%	$49,310	Each	0	$0
Fenced Tennis Courts	$55,800	Each	151.5%	$84,540	Each	0	$0
Tennis Court Lighting	$32,550	Each	151.5%	$49,310	Each	0	$0

Appendix C
Detailed Park Improvements - Unit Costs/Average Cost per Acre Calculation

ENR at January 2001	6281
Used ENR Construction Cost Index	9516
ENR Percent Increase	151.50%

	2003	Unit	ENR %	Current Cost	Unit	5 Acre Neighborhood	
Baseball Field - Competitive	$46,500	Each	151.5%	$70,450	Each	0	$0
Ballfield Lighting	$186,000	Per two fields	151.5%	$281,800	Per two fields	0	$0
Baseball Field - Recreational	$13,950	Each	151.5%	$21,130	Each	1	$21,130
Soccer Field (crowned)	$16,740	Each	151.5%	$25,360	Each	0	$0
Skatepark	$17.50	Square Foot	151.5%	$26.50	Each	0	$0
Pedestrian Walkway							
5' wide	$75.00	Linear Foot	151.5%	$113.63	Linear Foot	1,680	$190,898
6' wide	$81.00	Linear Foot	151.5%	$122.72	Linear Foot	1,680	$206,170
9' wide	$108.00	Linear Foot	151.5%	$163.62	Linear Foot	0	$0
Miscellaneous Flatwork	$15.00	Square Foot	151.5%	$22.73	Linear Foot	500	$11,365
Small Park Signage	$4,650	Lot	151.5%	$7,040	Lot	1	$7,040
Large Park Signage	$15,000	Lot	151.5%	$22,730	Lot	0	$0
Bike Rack/Pad	$1,395	Each	151.5%	$2,110	Each	2	$4,220
Natural Element Improvement (Lake, etc)	$375,000	Each	151.5%	$568,140	Each	0	$0
Small concrete stage	$29,060	Each	151.5%	$44,030	Each	1	$44,030
Medium Ampitheater/bandshell	$139,500	Each	151.5%	$211,350	Each	0	$0

	Total Cost	$1,441,004
	Total Acres	5
	Average Cost per Acre	$288,201
Total Cost per Park		$1,441,004
Number of Parks	15.00	9
Total Cost of Parks	$66,923,649	$12,969,036
Total Improved Park Acres	150.00	45
Average Construction Cost per Park Acre	$446,157.66	

Appendix C
Detailed Park Improvements - Unit Costs/Av

ENR at January 2001
Used ENR Construction Cost Index
ENR Percent Increase

	15 Acre Community Park		20 Acre Sports Park	
Public Imps, Road/curb, gutter, etc.	3,360	$615,955	3,780	$692,950
Large Park Grading/Irrigation/Turf	15	$579,450	20	$772,600
Small Park Grading/Irrigation/Turf	0	$0	0	$0
Plant Material:				
Trees-5, 24 Gallon Box/Acre	75	$22,726	50	$15,151
Trees-15, 15 Gallon/Acre	225	$34,088	300	$45,450
Shrubs-10, Five Gallon	150	$4,319	100	$2,879
Shrubs-30, One Gallon	450	$4,775	300	$3,183
Play apparatus				
Play Apparatus - Large	1	$181,810	1	$181,810
Large Apparatus Curbing, 450'	450	$12,614	450	$12,614
Play Apparatus - Medium	2	$242,400	1	$121,200
M'edium Apparatus Curbing, 375'	750	$21,023	375	$10,511
Play Apparatus - Small	2	$121,200	1	$60,600
Small Aparatus Curbing, 225'	450	$12,614	225	$6,307
Apparatus Safety Surface	36,562	$138,570	24,609	$93,268
Buildings:				
Restroom - Small	1	$91,580	1	$91,580
Restroom - Large	1	$154,990	1	$154,990
Electrical Service Extension	2	$45,460	2	$45,460
Equipment Storage Facility	0	$0	1	$84,540
Combined Restroom/Concession	1	$253,620	2	$507,240
Parking Lot				
Parking Space 4" A.C. W/6" Rock base	150	$369,861	400	$986,296
V-gutter	1,800	$20,286	4,800	$54,096
Drain Inlet	8	$8,454	20	$22,544
Drain Inlet Connector	8	$13,738	20	$36,634
Storm Drainage Collection Line	2,700	$73,629	7,200	$196,344
Drive Approach	4	$10,144	6	$15,216
Perimeter Curbing	3,600	$50,724	9,600	$135,264
Parking Lot Striping	1,500	$630	4,000	$1,680
Exterior Street Lighting Standards	18	$45,648	20	$50,720
Lot Signage	3	$845	3	$845
Storm Drainage Facilities (in park)				

Appendix C
Detailed Park Improvements - Unit Costs/Av

ENR at January 2001	
Used ENR Construction Cost Index	
ENR Percent Increase	

	15 Acre Community Park		20 Acre Sports Park	
Inlets	30	$33,900	40	$45,200
Connections	6	$10,980	8	$14,640
Lateral (to arterial)	4,725	$128,851	6,300	$171,801
Sewer Facilities				
Connection to Arterial	2	$5,640	2	$5,640
Line in Street	120	$2,636	120	$2,636
Line in Park	630	$11,932	630	$11,932
Fire Hydrant	4	$16,920	5	$21,150
Park Lighting				
Walkway Lighting Standards	252	$478,800	235	$446,880
Duct Work/Wiring	12	$13,920	5	$5,800
Walkway Electical Wiring	13,120	$262,400	8,830	$176,600
Water Facilities				
3" Meter	1	$2,820	1	$2,820
#" Backflow Device	1	$3,520	1	$3,520
Line in Street	120	$2,400	120	$2,400
Water Fountains	8	$7,920	12	$11,880
Fountain Lines in Park	1,000	$20,000	1,000	$20,000
Benches/Tables				
Concrete Picnic Tables	60	$68,400	30	$34,200
7' x 10' Cement Table Pads	60	$95,400	30	$47,700
Individual BBQ Grills	30	$14,817	10	$4,939
Concrete Benches	30	$14,772	15	$7,386
3' x 6' Concrete Bench Pads	30	$12,272	15	$6,136
Bleachers	0	$0	14	$69,020
Large Covered Picnic Ramada	2	$174,720	0	$0
Individual Covered Picnic Pad	20	$422,600	4	$84,520
User Electrical Service	2	$28,180	1	$14,090
Electrical Service per Group area	6	$10,560	4	$7,040
Game Courts				
Basketball Courts	2	$152,560	4	$305,120
Basketball Court Lighting	0	$0	4	$197,240
Fenced Tennis Courts	2	$169,080	6	$507,240
Tennis Court Lighting	0	$0	6	$295,860

Appendix C
Detailed Park Improvements - Unit Costs/Av

ENR at January 2001
Used ENR Construction Cost Index
ENR Percent Increase

	15 Acre Community Park		20 Acre Sports Park	
Baseball Field - Competitive	0	$0	6	$422,700
Ballfield Lighting	0	$0	4	$1,127,200
Baseball Field - Recreational	6	$126,780	0	$0
Soccer Field (crowned)	0	$0	4	$101,440
Skatepark	14,400	$381,600	21,600	$572,400
Pedestrian Walkway				
5' wide	1,680	$190,898	1,050	$119,312
6' wide	1,680	$206,170	1,050	$128,856
9' wide	2,940	$481,043	3,780	$618,484
Miscellaneous Flatwork	8,500	$193,205	4,000	$90,920
Small Park Signage	0	$0	0	$0
Large Park Signage	1	$22,730	1	$22,730
Bike Rack/Pad	9	$18,990	12	$25,320
Natural Element Improvement (Lake, etc)	1	$568,140	0	$0
Small concrete stage	2	$88,060	1	$44,030
Medium Ampitheater/bandshell	1	$211,350	0	$0

$7,786,119	$10,198,752
15	20
$519,075	$509,938
$7,786,119	$10,198,752
3	3
$23,358,357	$30,596,256
45	60

Appendix D

Calculation of ADUs as a Function of Detached Dwellings

Application of Development Impact Fee on Accessory Dwelling Units

The approach that is recommended for the calculation of DIFs for application to the construction of ADUs is to make it a function of the demand of one detached dwelling unit as is consistent with current State statutes. One can assume that the State identified them as function of a detached dwelling DIF as they more closely resemble detached dwellings, albeit smaller in size, as they are largely located within detached dwelling neighborhoods and will likely function as such.

The application of an ADU DIF as a function of a Detached Dwelling is consistent with the recently Chaptered Government Code, Title 7, Division 1, Chapter 4, Article 2 (attached as Attachments A to E). Section 65852.2, (f) (1).

> (3) (A) A local agency, special district, or water corporation shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 square feet. *Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.*

The following Table is an example of a proposed 750 square foot accessory dwelling unit to be constructed behind a 3,000 square foot primary dwelling unit. The 550 square feet ADU represents 25.0% of the 3,000 square foot primary unit (750 SF/3,000 SF = 25.0%). The City will also receive a spreadsheet application enabling staff to make other such calculations depending upon the facts presented within the ADU application.

Existing Mitigation Fee Act Findings. The five required Government Code §66000 findings within each chapter would apply to the imposition/collection of ADU DIFs. The fees collected would be used to finance the same projects limited for use in that DIF-defined area in each corresponding infrastructure chapter in the *2021-22 Development Impact Fee Calculation and Nexus Report*.

Square Feet of Attached Dwelling Unit (ADU)	750
Square Feet of Primary Dwelling Unit	3,000
Ratio of ADU to Primary Unit	25.0%
Adopted Detached Dwelling Unit Impact Fee	$56,246
ADU Impact Fee	$14,161.50

End of Report

EXHIBIT B:
CITY OF EL SEGUNDO
SUMMARY OF DEVELOPMENT IMPACT FEES BY TYPE
EFFECTIVE SEPTEMBER 1, 2022

LAND USE	LAW ENFORCEMENT FACILITIES	FIRE PROTECTION FACILITIES	STREETS, SIGNALS & BRIDGES	STORM DRAINAGE FACILITIES	WATER DISRIBUTION FACILITIES	WASTEWATER COLLECTION FACILITIES	GENERAL GOVERNMENT FACILITIES	LIBRARY	PUBLIC MEETING FACILITIES	AQUATICS CENTER FACILITIES	PARKLAND FACILITIES	DEVELOPMENT IMPACT FEE TOTAL	
Detached Dwelling Units	$964	$115	$1,893	$2,482	$6,405	$3,001	$201	$907	$7,686	$1,769	$27,003	**$52,426**	**PER UNIT**
Attached Dwelling Units	$970	$276	$1,263	$1,297	$4,377	$2,625	$44	$863	$7,307	$1,682	$25,672	**$46,376**	**PER UNIT**
Commercial Lodging Units	$104	$52	$998	$89	$1,765	$1,750	$44	No Fee	No Fee	No Fee	No Fee	**$4,802**	**PER UNIT**
Retail & Service Uses (SF)	$5.014	$0.133	$3.823	$0.340	$0.517	$0.225	$0.120	No Fee	No Fee	No Fee	No Fee	**$10.172**	**PER S.F.**
Office Uses (SF)	$1.375	$0.027	$2.185	$0.502	$0.739	$0.428	$0.120	No Fee	No Fee	No Fee	No Fee	**$5.376**	**PER S.F.**
Industrial Uses (SF)	$0.327	$0.00	$1.172	$1.793	$0.900	$0.765	$0.120	No Fee	No Fee	No Fee	No Fee	**$5.077**	**PER S.F.**
Institutional Use (SF)	$0.199	$0.00	$2.495	$0.599	$1.916	$1.387	$0.120	No Fee	No Fee	No Fee	No Fee	**$6.716**	**PER S.F.**

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Staff Presentations
Item Number: D.13

TITLE:

Resolution Approving the City's Participation in the "Imperial Highway Green Infrastructure Project" Initiated by the City of Los Angeles and Approving up to $500,000 from Measure W Funds toward this Project

RECOMMENDATION:

1. Adopt a resolution approving the City's participation in the "Imperial Highway Green Infrastructure Project," in collaboration with the City of Los Angeles and Los Angeles World Airport and Approving up to $500,000 from the City's future Measure W funds for this project.

FISCAL IMPACT:

$500,000 in future Measure W funds in FY2026-27.

Amount Budgeted: $500,000 to be budgeted in FY2026-27
Additional Appropriation:
Account Number(s): 131-400-8205-8XXX (Measure W account to be assigned by Finance in the future)

BACKGROUND:

Los Angeles County voters overwhelmingly approved Measure W, a special parcel tax funding the Los Angeles County Safe Clean Water Program ("LA County SCWP") in November 2018 with the support of public health, environmental groups, cities, business, labor, and community-based organizations. The LA County SCWP's goals are to implement a new plan for our region's water system to:

1. Help capture the billions of gallons of water lost each year;
2. Help protect our coastal waters and beaches from the trash and contaminants in stormwater that make people sick and threaten marine life;
3. Modernize our region's 100 year-old stormwater system infrastructure, using a combination of nature, science, and new technology;

4. Help protect public health, ensuring safer, greener, healthier, and more livable spaces for all;
5. Prepare our region for the effects of a changing climate — including recurring cycles of drought, wildfire, and flooding; and
6. Require strict community oversight and independent auditing to ensure local monies raised would stay local.

A total of 50% of the LA County SCWP annual revenues (an estimated $142 million) are allocated to fund regional multi-benefit stormwater projects, programs, and studies in the nine Los Angeles County watersheds. Applicants seeking funding from the LA County SCWP's Regional Program are required to submit project funding proposals to Los Angeles County through an annual Regional Call for Projects process through which applications are reviewed by Los Angeles County Flood Control District ("LACFCD") staff, evaluated through a public process and included in annual Stormwater Investment Plans, which are approved by the Los Angeles County Board of Supervisors.

Staff have been working with the City of LA and Los Angeles World Airport ("LAWA") staff to develop this project. This is a multi-benefit stormwater capture project for the Imperial Highway between California Street and Vista Del Mar. The improvements include:

1. Beautification of the Imperial Highway median with habitat enhancements and the incorporation of nature-based solutions, resulting in enhanced water quality benefits;
2. Capturing, reusing and recycling stormwater runoff from the adjacent neighborhoods, and removing stormwater pollutants, including sediments, metals (zinc, copper and lead), bacteria and trash before reaching Dockweiler State Beach;
3. Providing for increased permeability and infiltration of stormwater through the replacement of approximately 13,000 square feet of paved median with bioswales that will include California native vegetation, hedges, trees and landscaping.
4. Filtering of stormwater through the new bioswales in the median, resulting in the removal of pollutants and replenishment of groundwater;
5. Reducing the heat island effect and improving air quality through the addition of new street trees and bioswale vegetation along the median;
6. Reducing flooding potential at the intersection of Imperial Highway and Main Street by infiltrating stormwater through the installation of new dry wells;
7. New landscaping within the median which will create a visual and physical impediment to discourage pedestrians from jaywalking and an irrigation system which will utilize recycled water;

8. New "no crossing" and "wayfinding" signage along Imperial Highway which will direct pedestrians to safe crossing locations between the LAX on the north side of Imperial Highway and the City of El Segundo on the south side of Imperial Highway;
9. Adding protected bike lanes along this portion of Imperial Highway to increase safety for cyclists, pedestrians and motorists; and
10. Enhancement of recreational opportunities, connectivity and access to Dockweiler State Beach and the Marvin Braude Bike Trail by extending the bike lane to the beach.

DISCUSSION:

The estimated cost of this project is $10M, and the LA Sanitation will be submitting the Imperial Highway Green Infrastructure Project for Fiscal Year 23-24 Regional Measure W funding to pay 50% of the cost of this project during the current LA County SCWP Regional Program Call for Projects which is due by July 31, 2022. Further, LAWA will contribute $4M toward this project, which is part of the approved settlement agreement between the City of El Segundo and LAWA. The City Staff have been working with LAWA staff, and the Federal Aviation Administration ("FAA") has already indicated that they have no objection to appropriating LAWA's $4M contribution toward this project. The remaining $1M will be split evenly between the LA Sanitation and the City of El Segundo. To be considered for funding for Measure W, the Imperial Highway Green Infrastructure Project must demonstrate water quality improvements, water supply resilience, provide community investment benefits, and implement nature-based solutions.

This project will provide significant community beautification, safety, sustainability, regulatory compliance, and recreational benefits for residents and visitors to the City of El Segundo. The City Staff have been working with LA Sanitation, LAWA and LA Department of Transportation ("LADOT") regarding the Imperial Highway Green Infrastructure Project and is conducting outreach with these agencies and community stakeholders. A well publicized Environmental Committee meeting was held in the City of El Segundo on June 3, 2022 and LA Sanitation staff provided a PowerPoint presentation at this meeting regarding this project. The LA Sanitation will continue to work closely with the City of El Segundo during the project lifecycle and will conduct additional outreach and engagement to seek input on project design from the local community. Additionally, El Segundo Unified School District ("ESUSD") and the El Segundo Chamber of Commerce have provided letters of support for this project (see attachments).

City staff prepared the attached proposed resolution requesting the approval of support for this project and appropriating up to $500,000 from the City local Measure W funds toward this project. Subsequent to the City Council's approval and adoption of the

resolution, the City staff will work closely with all involved agencies to secure the needed funds for this project. Subsequently, staff will work with LA Sanitation on the design efforts and finally, towards advertising the project for construction. Assuming the full funding for this project is secured, the construction of this project is anticipated to start in FY 2026-27.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Engagement, and Communication; Embrace Diversity, Equity, and Inclusion

Objective 1A: El Segundo provides unparalleled service to internal and external customers.
Objective 1 B: El Segundo's engagement with the community ensures excellence.

Goal 2: Support Community Safety and Preparedness

Objective: El Segundo is a safe and prepared city.

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo's physical infrastructure supports an appealing, safe and effective community.

PREPARED BY:
Elias Sassoon, Public Works Director
REVIEWED BY:
Elias Sassoon, Public Works Director
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Resolution Supporting the Imperial Highway Green Infrastructure Project
2. ESUSD Letter of Support
3. El Segundo Chamber of Commerce Letter of Support

RESOLUTION NO. _____

A RESOLUTION APPROVING THE CITY'S PARTICIPATION IN THE "IMPERIAL HIGHWAY GREEN INFRASTRUCTURE PROJECT" INITIATED BY LA SANITATION AND APPROVING UP TO $500,000 FROM MEASURE W TOWARD THIS PROJECT.

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

SECTION 1. *Findings.* The City Council finds:

A. Los Angeles County ("County") voters overwhelmingly approved Measure W, a special parcel tax funding the Los Angeles County Safe Clean Water Program ("LA County SCWP"), in November 2018 with the support of public health, environmental groups, cities, business, labor, and community-based organizations;

B. The LA County SCWP's goals are to implement a new plan for our region's water system to:

1. Help capture the billions of gallons of water lost each year;

2. Help protect our coastal waters and beaches from the trash and contaminants in stormwater that make people sick and threaten marine life;

3. Modernize our region's 100 year-old water system infrastructure, using a combination of nature, science, and new technology;

4. Help protect public health, ensuring safer, greener, healthier, and more livable spaces for all;

5. Prepare our region for the effects of a changing climate — including recurring cycles of drought, wildfire, and flooding; and

6. Require strict community oversight and independent auditing to ensure local monies raised would stay local;

C. A total of 50% of the LA County SCWP annual revenues (an estimated $142 million) are allocated to fund regional multi-benefit stormwater projects, programs, and studies in the nine County watersheds;

D. Applicants seeking funding from the LA County SCWP's Regional Program are required to submit project funding proposals to Los Angeles County through an annual Regional Call for Projects process through which applications are reviewed by Los Angeles County Flood Control District ("LACFCD") staff, evaluated through a public process and included in annual Stormwater Investment Plans, which are approved by the County Board of Supervisors;

E. The LA County SCWP's current Call for Projects deadline is July 31, 2022;

F. An Enhanced Watershed Management Program (“EWMP”) is a document that provides a road map for municipalities throughout Los Angeles County to simultaneously comply with federal water quality mandates, improve the quality of our rivers, creeks and beaches, and address current and future regional water supply challenges;

G. The City of El Segundo ("El Segundo”) and the portion of the City of Los Angeles ("Los Angeles”) in the vicinity of the Los Angeles International Airport (“LAX”) are within an area covered by the Santa Monica Bay (“SMB”) Jurisdictional Groups 2 and 3 (JG2/JG3) EWMP;

H. The SMB EWMP was developed by the Santa Monica Bay Watershed Management Area Group (“SMB WMA Group”) comprised of the El Segundo, Los Angeles, City of Santa Monica, County of Los Angeles, and the LACFCD;

I. The SMB JG2/JG3 EWMP includes recommendations for multi-benefit regional projects that retain the stormwater volume from the 85th percentile, 24-hour storm from the drainage area tributary to the regional projects;

J. The Los Angeles Sanitation and Environment (“LA Sanitation”) is responsible for managing Los Angeles stormwater/watershed management and water quality compliance programs;

K. LA Sanitation has been designated by the Los Angeles City Council as Los Angeles’ lead agency to work with County staff to support the LA County SCWP watershed area steering committee activities/efforts associated with Central Santa Monica Bay, South Santa Monica Bay and Upper Los Angeles River watersheds;

L. Los Angeles owns a 1.7-mile stretch of median on Imperial Highway (Imperial Highway median) between California Street to Vista del Mar, which is bounded on the north by LAX and on the south by El Segundo;

M. LA Sanitation is proposing the Imperial Highway Green Infrastructure Project, a multi-benefit stormwater capture project along the 1.7-stretch of median on Imperial Highway between California Street and Vista del Mar in collaboration with El Segundo, Los Angeles World Airports (“LAWA”) and the City of Los Angeles Department of Transportation (“LADOT”);

N. The Imperial Highway Green Infrastructure Project will beautify the Imperial Highway median with habitat enhancements and the incorporation of nature-based solutions, resulting in enhanced water quality benefits to El Segundo and Los Angeles;

O. The Imperial Highway Green Infrastructure Project will capture, reuse and recycle stormwater runoff from the adjacent neighborhoods, and remove stormwater pollutants, including sediments, metals (zinc, copper and lead), bacteria and trash before reaching Dockweiler State Beach;

P. The Imperial Highway Green Infrastructure Project will provide for increased permeability and infiltration for stormwater through the

replacement of approximately 13,000 square feet of paved median with bioswales that will include California native vegetation, hedges, trees and landscaping;

Q. Stormwater will be filtered through the new bioswales in the median, resulting in the removal of pollutants and replenishment of groundwater;

R. The Imperial Highway Green Infrastructure Project will reduce the heat island effect and improve air quality through the addition of new street trees and bioswale vegetation along the median;

S. The Imperial Highway Green Infrastructure Project will reduce flooding potential at the intersection of Imperial Highway and Main Street by infiltrating stormwater through the installation of new dry wells;

T. Proposed hedges in the landscaping within the medians will create a visual and physical impediment to discourage pedestrians from jaywalking;

U. New No Crossing and wayfinding signage along the Imperial Highway Green Infrastructure Project route will direct pedestrians to safe crossing locations between the LAX on the north side of Imperial Highway and the City of El Segundo on the south side of Imperial Highway;

V. The Imperial Highway Green Infrastructure Project involves coordination with LADOT to add protected bike lanes along this portion of Imperial Highway to increase safety for cyclists, pedestrians and motorists;

W. The Imperial Highway Green Infrastructure Project, through coordination with LADOT, will provide for enhanced recreational opportunities, connectivity and access to Dockweiler State Beach and the Marvin Braude Bike Trail by extending the bike lane to the beach.

X. The Imperial Highway Green Infrastructure Project presents opportunities for educational displays for the community to learn about the LA County SCWP, sustainability and the environment;

Y. The Imperial Highway Green Infrastructure Project will contribute to the pollutant load reduction objectives within the SMB JG2/JG3 EWMP;

Z. The Imperial Highway Green Infrastructure Project will assist El Segundo and Los Angeles in meeting the Los Angeles County Municipal Separate Storm Sewer System (MS4) Permit and Total Maximum Daily Loads (TMDLs) regulatory compliance requirements set forth by the Regional Water Quality Control Board-Los Angeles for the SMB Watershed.

AA. LA Sanitation has consulted with El Segundo, LAWA and LADOT regarding the Imperial Highway Green Infrastructure Project and is conducting outreach with these agencies and community stakeholders;

BB. LA Sanitation will continue to work closely with El Segundo during the project lifecycle and will conduct additional outreach and engagement to seek input on project design from the local community;

CC. LA Sanitation will be submitting the Imperial Highway Green Infrastructure Project for Fiscal Year 23-24 funding consideration during the current LA County SCWP Regional Program Call for Projects due on July 31, 2022;

DD. To be considered for funding, the Imperial Highway Green Infrastructure Project must demonstrate water quality improvements, water supply resilience, provide community investment benefits, implement nature-based solutions, consider leveraging of funds, and demonstrate strong local community outreach and support; and

EE. The Imperial Highway Green Infrastructure Project will provide significant community beautification, safety, sustainability, regulatory compliance, and recreational benefits to residents and visitors to El Segundo.

SECTION 2. *Approval*. The City Council approves the commitment of $500,000 in El Segundo Measure W funds as a funding component of LA Sanitation's submission of the Imperial Highway Green Infrastructure Project for LA County SCWP Regional Program Call for Projects due on July 31, 2022 for fiscal year 2023-24 funding.

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

SECTION 7. *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 _____, 2022.

_____
Drew Boyles, Mayor

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS

CITY OF EL SEGUNDO)

I, Tracy Weaver, 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 ____ 2022, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Tracy Weaver, City Clerk

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

_____
Joaquin Vazquez, Deputy City Attorney

El Segundo Unified School District

641 Sheldon Street El Segundo, CA 90245 • (310) 615-2650
www.elsegundousd.net

SUPERINTENDENT
Melissa S. Moore, Ed.D.

BOARD OF EDUCATION
Paulette B. Caudill
Emilee M. Layne
Tracey I. Miller-Zarneke
Michael D. Wagner
Dieema A. Wheaton

June 13, 2022

To: Los Angeles County Safe Clean Water Program

Attention: Central Santa Monica Bay Watershed Area Committee
Scoring Committee, Regional Oversight Committee

Subject: Imperial Highway Green Infrastructure Project Clean Water Program - Fiscal Year 24 - 25 Stormwater Investment Plan Consideration

Dear Safe Clean Water Committee Members,

On behalf of El Segundo Unified School District, I am writing to express our support for Los Angeles Sanitation and Environment's (LA Sanitation) proposed Imperial Highway Green Infrastructure Project for the Safe Clean Water Program's Regional Infrastructure Program Fiscal Year 24 - 25 Stormwater Investment Plan (SIP).

The Project area extends along Imperial Highway from California Street to Vista del Mar in Westchester and is bounded on the north by the Los Angeles International Airport (LAX) and on the south by the City of El Segundo. The Imperial Highway Green Infrastructure Project will provide multiple benefits to the community and will help protect our beaches from contaminants that can make people sick and threaten marine life, consistent with the water quality goals outlined in the Safe Clean Water Program.

The project presents numerous public health, safety and community investment benefits for the residents of the cities of Los Angeles and El Segundo; visitors to Dockweiler State Beach; and employees and visitors accessing the south side of LAX.

It is critical that the Imperial Highway Green Infrastructure Project be approved for Safe Clean Water Program funding to address community concerns. The Imperial Highway Green Infrastructure Project will substantially enhance the experience for members in the community. Improving the bike path experience will further encourage mobility, connectivity between communities, and local sustainability. Improvements to the median will enhance pedestrian safety and accessibility. Furthermore, bioswales and drywells placed throughout the median will alleviate any localized flooding in the area.

As we look at how City of Los Angeles can move forward, we must assure that we can create healthier, resilient and more sustainable communities and protect our residents. Essential to this effort is ensuring our local communities have clean waterways and water supplies that meet water quality and public health standards. The Imperial Highway Green Infrastructure Project can play a vital role in achieving this objective.

The Imperial Highway Green Infrastructure Project is an ideal example of a multi-benefit project meeting the criteria, vision and mission of the Safe Clean Water Program. We are proud to lend our support.

Thank you for your consideration.

Sincerely,

Melissa Moore, Ed.D, Superintendent
El Segundo Unified School District

June 13, 2022

To: Los Angeles County Safe Clean Water Program

Attention: Central Santa Monica Bay Watershed Area Committee Scoring Committee, Regional Oversight Committee

Subject: Imperial Highway Green Infrastructure Project Clean Water Program - Fiscal Year 24 - 25 Stormwater Investment Plan Consideration

Dear Safe Clean Water Committee Members,

On behalf of the El Segundo Chamber of Commerce, I am writing to express our support for Los Angeles Sanitation and Environment's (LA Sanitation) proposed Imperial Highway Green Infrastructure Project for the Safe Clean Water Program's Regional Infrastructure Program Fiscal Year 24 - 25 Stormwater Investment Plan (SIP).

The Project area extends along Imperial Highway from California Street to Vista del Mar in Westchester and is bounded on the north by the Los Angeles International Airport (LAX) and on the south by the City of El Segundo. The Imperial Highway Green Infrastructure Project will provide multiple benefits to the community and will help protect our beaches from contaminants that can make people ill and threaten marine life, consistent with the water quality goals outlined in the Safe Clean Water Program.

The project presents numerous public health, safety and community investment benefits for the residents of the cities of Los Angeles and El Segundo; visitors to Dockweiler State Beach; and employees and visitors accessing the south side of LAX.

It is critical that the Imperial Highway Green Infrastructure Project be approved for Safe Clean Water Program funding to address community concerns. The Imperial Highway Green Infrastructure Project will substantially enhance the experience for members in the community. Improving the bike path experience will further encourage mobility, connectivity between communities, and local sustainability. Improvements to the median will enhance pedestrian safety and accessibility. Furthermore, bioswales and drywells placed throughout the median will alleviate any localized flooding in the area.

As we look at how City of Los Angeles can move forward, we must assure that we can create healthier, resilient, and more sustainable communities as well as protect our residents. Essential to this effort is ensuring our local communities have clean waterways and water supplies that meet water quality and public health standards. The Imperial Highway Green Infrastructure Project can play a vital role in achieving this objective.

The Imperial Highway Green Infrastructure Project is an ideal example of a multi-benefit project meeting the criteria, vision and mission of the Safe Clean Water Program. We are proud to lend our support.

Thank you for your consideration. Please contact me at 310-322-1220 or director@elsegundochamber.org if further information is needed.

Best regards,

Marsha Hansen

Marsha Hansen
CEO/President
El Segundo Chamber of Commerce

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Staff Presentations
Item Number: D.14

TITLE:

Approval of Modification of City Manager Annual Salary Classification and Employment Agreement to Appoint Darrell George as City Manager with a $270,000 Base Salary, Potential Performance Bonus of 15% of Base Salary, and Various Fringe Benefits, Including Retiree Medical Benefits

RECOMMENDATION:

1. Adopt a resolution modifying the annual salary for the City Manager job classification.

2. Approve the attached employment agreement between the City and Darrell George setting forth the terms and conditions of employment for the appointment to the position of City Manager as of July 1, 2022.

FISCAL IMPACT:

The City Manager position is currently funded in the FY 2022-2023 budget with the existing salary and benefits package for a CalPERS “Classic” member. The annual base salary advertised in the recruitment process for this position was adjusted from $259,700 to $270,000 while all other benefits remained unchanged. As Mr. George is a “Classic” CalPERS member reinstating from retirement, he will now be classified as a “PEPRA” member. This reclassification of membership results in a lower employer-required contribution to CalPERS which offsets the $10,300 differential in annual base salary. Thus, there is no fiscal impact related to this item.

BACKGROUND:

In February the City engaged Ralph Andersen & Associates to conduct an executive recruitment for a successor City Manager. On March 1, 2022, the City Council approved the appointment of retired CalPERS annuitant Darrell George to the Interim City Manager position while the recruitment process was conducted. Mr. George has been serving in this interim role since March 2, 2022.

DISCUSSION:

The City Manager recruitment opened on February 28, 2022, on the City's website with a link referring candidates to the Ralph Andersen & Associates website to view the recruitment video and brochure, and to apply by April 8, 2022, for consideration. Ralph Andersen & Associates received 40 resumes.

On April 25, 2022, the City Council conducted a special closed session with Ms. Heather Renschler, President of Ralph Andersen & Associates to review candidates for the City Manager position, including Interim City Manager George.

On May 3, 2022, the City Council conducted an interview of Interim City Manager George for the permanent position during closed session. Following this interview, the City Council directed City Attorney Mark Hensley to engage in discussions with Mr. George for an employment agreement for the role.

The resulting proposed employment agreement for Council consideration has the following key elements:

Term:"At-Will" employment for two year term from July 1, 2022 through June 30, 2024, with the option to extend for one additional year.

Base Salary: $270,000 annually.

Work Schedule: 9/80 schedule.

Deferred Compensation Plan: City contribution of 10% base salary to 401(a) plan.

Annual Performance Bonus: Up to 15% base salary based on City Council's performance review.

Auto Allowance: $500 per month.

Health Benefits: A monthly contribution of $1,650 is provided ($932 per month for medical and $718 per month for flex dollars). Dental and vision plans paid for employee and eligible dependents.

Leave Benefits: Vacation leave earned at a rate of 7.7 hours per pay period. The City will place 80hours of vacation leave in his bank on July 1, 2022 with an additional 40 hours added to his leave bank if the agreement is extended. Sick leave is earned at 8 hours per month.

Executive Leave: 80 hours per calendar year. There is no cash value to this leave.

Holidays: 12 paid holidays including one floating holiday which is added to the leave

bank on January 1 every year.

Retirement: Tier 3 CalPERS retirement 2% at 62. Employee-required contribution of 6.75% of pensionable income.

Social Security & Medicare: Employee required contribution of 6.2% of salary, up to the annual maximum, to the plan. Employee required Medicare contribution of 1.45% of salary.

Life Insurance: City paid policy of $500,000.

Cell Phone Stipend: $120 per month or City phone provided.

Flexible Spending & Dependent Care Accounts: Optional participation.

457 Deferred Compensation Plan: Optional participation.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 3: Develop as a Choice Employer and Workforce

Objective: El Segundo is a city employer of choice and consistently hires for the future, with a workforce that is inspired, world-class and engaged, demonstrating increasing stability and innovation.

PREPARED BY:
Rebecca Redyk, Human Resources Director
REVIEWED BY:
Mark Hensley, City Attorney
APPROVED BY:
Joaquin Vasquez, Assistant City Attorney

ATTACHED SUPPORTING DOCUMENTS:

1. Resolution Modifying the Annual Salary for the City Manager
2. City Manager Employment Agreement
3. Exhibit B to City Manager Employment Agreement

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO, CALIFORNIA, MODIFYING THE ANNUAL SALARY FOR THE CITY MANAGER JOB CLASSIFICATION.

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

SECTION 1: The City Council approves the following basic salary:

Classification	Annual Salary
City Manager	$270,000

SECTION 2: *Authority.* The City Manager's designee is authorized to take any steps necessary in order to effectuate this Resolution.

SECTION 3: *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 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 5: 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 6: This Resolution is effective upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 21st day of June, 2022.

_____
Drew Boyles,
Mayor

ATTEST:

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

I, Tracy Weaver, 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 _____, 2022, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Tracy Weaver, City Clerk

APPROVED AS TO FORM:

_____
Mark D. Hensley, City Attorney

EMPLOYMENT AGREEMENT BETWEEN
CITY OF EL SEGUNDO
AND
CITY MANAGER

This Employment Agreement ("Agreement") is entered into on this 1st day of July 2022 ("effective Date") between City of El Segundo ("City") and Darrell George ("City Manager").

RECITALS

A. City desires to employ services of Darrell George to serve as its City Manager.

B. City desires to establish certain conditions and of employment, provide certain compensation and benefits, and set working conditions for such employment, as authorized by El Segundo City Council.

C. Darrell George desires to accept such employment on terms, as set forth herein.

AGREEMENT

The parties agree as follows:

Section 1. Duties – Exclusive Employment

City agrees to employ Darrell George as city manager to serve as the City's chief executive officer and to perform the duties and functions specified in: A) California state law; B) El Segundo Municipal Code (including having the authority to interview, hire, and dismiss employees, and to direct City work force in accordance with applicable state laws, the El Segundo Municipal Code and applicable personnel rules and bargaining unit agreements); C) Applicable City ordinances, resolutions, rules, and policies; D) Current City job specifications; and, E) Other legally permissible duties and functions as City Council may direct from time to time.

City Manager agrees that he will, at all times, be employed exclusively by City to perform all duties and obligations required either expressly or implicitly by this Agreement and may not be employed in any other capacity while employed by City without prior written consent of City Council. City Manager shall focus his professional time, ability, and attention to City business during time in which this Agreement is in force.

City Manager shall not engage in any other business duties or pursuits whatsoever or, directly or indirectly, render any services of a business, commercial, or professional nature to any other person or organization, whether provided compensation or otherwise, without prior consent of City Council. Notwithstanding the foregoing, the expenditure of reasonable amounts of time not in conflict with City's needs and interests

for educational, charitable, community, and/or professional activities shall not be deemed a breach of this Agreement and shall not require prior consent.

Section 2. Term and At-Will City Manager Status

The term of this Agreement shall be for a period of two (2) years, from July 1, 2022 to June 30, 2024, and may be extended for a period of up to one year through June 30, 2025. Unless either the City Manager or City Council provide written notice at least sixty (60) days prior to June 30, 2024, stating that the agreement won't be extended through June 30, 2025, the Agreement shall be extended through June 30, 2025, subject to all of the conditions set forth in this Agreement. Any other amendment to this Agreement must be made in writing and signed and approved by the City Manager and the City Council. In the event the Agreement is not renewed but the City Manager continues to be employed by the City, all terms of the Agreement shall remain in effect until terminated as provided under this Agreement except City Manager shall not be entitled to any Severance Payment pursuant to Section 3.F. of this Agreement.

City Manager serves as an "at will" employee (as defined in California Labor Code Section 2922) as while this agreement has a potential term of three years there is no specified or guaranteed term of employment for the City Manager pursuant to this Agreement, serving at the pleasure of City Council, and nothing in this Agreement shall require cause for removal, or prevent, limit, or otherwise interfere with the right of City Council to terminate the services of City Manager at any time, subject only to the provisions set forth in Section 3 of this Agreement. In addition, nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of City Manager to resign at any time from his position with City, subject only to the provisions set forth in Section 3 of this Agreement.

Section 3. Termination of Agreement

This Agreement shall become effective on the Effective Date and may thereafter be terminated in any of the following ways:

A. By mutual written agreement of the parties.

B. The City may terminate this Agreement for Cause or without Cause. For purposes of this Agreement, "Cause" shall mean: (1) City Manager's commission of an act of fraud, embezzlement or misappropriation or a crime of moral turpitude; (2) City Manager's continuing or willful misconduct or failure, refusal or neglect to perform his job functions, adhere to the lawful direction of the City consistent with his position, or adhere to the lawful policies and practices of the City, or (3) City Manager engaging in acts involving an "Abuse of office or position" as defined in Government Code Section 53243.4.

C. Termination by City Manager. City Manager may terminate this Agreement for any reason upon thirty (30) days' notice.

D. Death/Disability of City Manager. This Agreement shall terminate automatically upon City Manager's death. The City may terminate This Agreement upon City Manager's Disability. For purposes of this Agreement, "Disability" means that City Manager has become "disabled" within the meaning of Section 409A of the Internal Revenue Code of 1986, as amended. If the City Manager becomes disabled within the meaning of Government Code Section 20027, then the City will place the City Manager on an unpaid leave of absence and apply for a disability retirement.

E. In the event City terminates the Agreement without cause, City shall pay City Manager an amount equal to the lessor of the base salary for the unexpired term of this Agreement or fifty percent (six months) of the City Manager's then Base Salary ("Severance Payment"), less applicable taxes and withholdings, and the City shall pay for City Manager's City health, dental vision and other group insurance benefits for the same period of time after the date of termination, to the extent permitted by the then applicable insurance plans and benefit programs; if city manager within thirty (30) days after receipt of the Settlement Agreement and Release ("Release" - form attached as Exhibit B) executes such and returns it to the City and it becomes effective. City shall make the Severance Payment, at the option of City Manager, in any of the following manners: (1) A lump sum within ten (10) days of the Release becoming effective; (2) A lump sum on January 1 of the following year; (3) On the same schedule as the City's normal payroll cycle once the Release have become effective, but not as an employee of the City; or, (4) Any combination of previous three options, as directed by City Manager.

F. In the event that City, and any time during the period in which this Agreement is in force, reduces the salary and/or other benefits of City Manager in a greater percentage than applicable to an across-the-board reduction for executive management employees of the City, City Manager may, at his option, deem the salary reduction a termination without cause, entitling City Manager to the Severance Payment and Insurance Payment (if applicable) as set forth in section 3(F) above.

Section 4: Salary

City agrees to pay City Manager for his services rendered an initial base annual salary of $270,000.00 ("Base Salary"), effective July 1, 2022, payable in the normal payroll installments at the same time as other executive management employees of City are paid. City Council shall review City Manager's salary annually as part of his performance evaluation, as set forth in Section 6, and may provide adjustments as it determines appropriate. City Council may take into consideration annual cost of living and/or merit salary adjustments provided to other executive management employees.

Section 5: Annual Performance Bonus

City Manager shall be eligible to receive an "Annual Performance Bonus" of up to 15% of the City Manager's Base Salary per year based on City Council's annual performance review. Such bonus, if provided, may be received by the City Manager as regular pay, converted to deferred compensation (401a Plan, 457 Plan, HSA, or other allowed City plan to the extent allowed by law), and/or some other mechanism mutually agreed to by City Council and City Manager.

Section 6: Performance Evaluation

City Council shall conduct a performance review of City Manager within thirty (30) days of his employment to establish the City Manager's performance goals and objectives. City Council will conduct its first initial performance review of City Manager after the completion of his first six months. City Council shall provide input with respect to City Manager's initial performance and alignment with City Council goals and objectives. An adjustment to compensation at this time will be at City Council's discretion.

Commencing with the completion of the City Manager's first full year with the City, City Council shall annually review and evaluate his performance and compensation in closed session. If possible, this annual review should take place in July of each year to allow for timely evaluation and payment of the annual salary adjustment and/or one-time performance bonus, if City Council determines in its discretion that City Manager is eligible for either. Said review and evaluation shall be in accordance with specific performance measures and rating criteria mutually agreed to by City Council and City Manager.

Section 7: Hours of Work & Designation of "Acting City Manager"

It is recognized that City Manager must devote the time necessary even outside City's normal operating hours, and to that end, City Manager may take leave as he deems appropriate. During any such leave, City Manager may designate an "Acting City Manager" to oversee operation of the City in his absence, in compliance with El Segundo Municipal Code.

Section 8: Benefits

Benefits provided to City Manager are addressed in Exhibit A.

Section 9: Professional Development & General Business Expenses

A. City agrees to budget and pay for professional dues, fees, subscriptions, and related expenditures on behalf of City Manager which are necessary for continuation and full participation in international, national, state, regional, and local associations and organizations necessary and desirable for City Manager's continued professional growth and development, and for the good of the City.

B. Subject to approval of a budget by the City Council, City agrees to pay for travel and City's normal per diem or expenses of City Manager for professional and official travel, meetings, and occasions necessary to continue the professional development of City Manager and to adequately pursue official and other functions of the City, including but not limited to the International City/County Management Association (ICMA), National League of Cities, League of California Cities, and other such international national, state, regional, and local governmental and professional groups and committees which City and/or City Manager serves as a member.

C. Subject to approval of a budget by the City Council, City agrees to pay for the travel and City's normal per diem or expenses of City Manager for multi-day courses, institutes, training, and seminars that are necessary for professional development and for the good of the City, as determined by City Manager. City Manager shall not be entitled to receive reimbursement for mileage so long as the City Manager receives a car allowance pursuant to this Agreement.

D. Subject to approval of a budget the City Council, City agrees to pay for one-time and recurring costs of office furniture, equipment, supplies, etc. as City Manager deems necessary to carry out his duties for the City. The City must provide City Manager with the necessary office space, furniture, equipment and supplies necessary and customarily provided to perform the duties of a City Manger

Section 10: Other Terms and Conditions of Employment

City Manager shall be initially entitled to receive all employee benefits provided to executive management employees not specifically addressed herein. Thereafter, with the exception of medical, dental and vision care, all benefits will be adjusted only if agreed upon in an amendment to this Agreement.

Section 11: Notices

Any notice required by this Agreement shall be in writing and delivered either personally, via overnight courier, or U.S. First Class Mail. The notice address for the City is: El Segundo City Council, c/o City Attorney, 350 Main Street, El Segundo, CA 90245. The notice address for the City Manager is the address supplied by City Manager and on file with the City. The notice address for the City Manager is: 1753 E. Ocean Blvd. #9, Long Beach, CA 90802. Either part may specify an alternate address in accordance with this notice section. Notice shall be effective upon receipt.

Section 12. Mediation/Arbitration

Any and all disputes of whatever kind or nature arising out of or related to this Agreement or City Manger's employment or separation from the City shall be resolved through mediation and then binding arbitration, if necessary, utilizing Judicial Arbitration and Mediation Services ("JAMS") and shall be conducted in JAMS Century City or downtown Los Angeles offices or such other location mutually agreed upon by the

parties. JAMS mediation and arbitration procedures and rules shall be utilized for purposes of conducting the mediation and arbitration. JAMS shall randomly provide the parties with a list of three mediators or arbitrators, depending on which process is being utilized, and each party shall have the right to reject one of the mediators or arbitrators. In the event that more than one mediator or arbitrator is left after the parties have each had the opportunity to reject one of the mediators or arbitrators, JAMS shall randomly select the mediator or arbitrator to mediate or arbitrate the dispute(s). The City will pay the arbitrator's fees and arbitration expenses and any other costs unique to the arbitration, recognizing that each side bears its own deposition, witness, expert and attorney's fees and expenses to the same extent as if the matter were being heard in court. If, however, any party prevails on a statutory claim, which affords the prevailing party attorney's fees and costs, then arbitrator may award reasonable fees and costs to the prevailing party. Any dispute as to who is the prevailing party and/or the reasonableness of any fee or cost shall be resolved by the arbitrator.

Section 13. ASSEMBLY BILL 1344 COMPLIANCE.

To the extent CITY provides: (i) paid leave to EMPLOYEE pending an investigation; (ii) funds for the legal criminal defense of the EMPLOYEE; and/or (iii) a cash settlement to EMPLOYEE related to the termination of the EMPLOYEE, pursuant to this AGREEMENT and Government Code Section 53243 et seq., EMPLOYEE shall fully reimburse the City for any and all amounts paid by the City which fall within subsections (i) through (iii) in the event that the EMPLOYEE is convicted of a crime involving the abuse of his office or position.

Section 14: General Provisions

A. All of City Manager's writings, reports, and other documentation generated as part of his day-to-day duties during his employment with the City are the property of the City.

B. This Agreement is for professional services that are personal to the City, and the Agreement is not assignable by City Manager.

C. The provisions of this Agreement shall be construed as a whole according to its common meaning or purpose of providing a public benefit and not strictly for or against any party. It shall be construed consistent with the provisions hereof, in order to achieve the objectives and purposes of the parties. Wherever required by the context, the singular shall include the plural and vice versa, and the masculine gender shall include the feminine or neutral genders or vice versa.

D. This Agreement and the rights and obligations of the parties shall be governed and interpreted in accordance with the laws of the State of California.

E. The text herein shall constitute the entire Agreement between the parties and supersedes any other agreements, either oral or in writing, between the parties hereto with respect to rendering these services, compensation matters, or

benefits. Any modification of this Agreement shall be effective only if it is in writing and signed by both parties.

F. This Agreement shall inure to the benefit of the heir at law and executor(s) of City Manager.

G. The captions or headings in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provision or section of this Agreement.

H. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable by a Court, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

I. Each part of this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein, and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party.

J. The parties acknowledge and agree that the terms and provisions of this Agreement have been negotiated and discussed between the parties, and this Agreement reflects their mutual agreement with respect to the subject matter of this Agreement. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any party to be the drafter of this Agreement. Therefore, no presumption for or against validity or as to any interpretation hereof, based upon the identity of the drafter, shall be applicable in interpreting or enforcing this Agreement.

K. Both parties have had sufficient time and opportunity to consult with legal counsel of their own choosing regarding the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

City of El Segundo

_____ _____

Drew Boyles, Mayor. Date

Darrell George

_____ _____

Darrell George, City Manager Date

Attest:

By:_____ _____

Tracy Weaver, City Clerk Date

Approved as to form:

By:_____ _____

Mark Hensley, City Attorney Date

EXHIBIT A

CITY OF EL SEGUNDO
CITY MANAGER BENEFITS

Benefits shall be provided as follows:

1. Medical, Dental, and Vision Insurance:

City Manager shall be eligible to participate in the health, dental, and vision insurance plans provided to City employees, including the current health plans provided through CalPERS on the same terms and conditions as employees of the executive management group.

2. Retirement:

If City Manager's employment is concurrently terminated at the same as retiring from CalPERS, he shall be immediately entitled to City-paid post-retirement medical insurance benefits on the same terms and conditions as the executive management group.

3. Deferred Compensation:

Effective July 1, 2022, each pay period City agrees to pay an amount equal to ten (10) percent of City Manager's monthly Base Salary into applicable City Internal Revenue Code Section 401a and/or Section 457 deferred compensation plan(s). City Manager is also eligible to participate in City's 401a Plan, 457 Plan, Health Savings Plan, Retiree Health Savings Plan, and/or related plans.

4. Life Insurance:

City shall provide City Manager with a term life insurance policy in the amount of $500,000, with a separate travel life insurance provision (as per the City's regular policy provisions). City Manager shall be eligible to participate in City's Supplemental Life Insurance Program at his own expense.

5. Long-Term Disability:

City shall provide long-term disability income insurance pursuant to the provisions of the City's Executive LTD Plan.

6. Vacation Leave:

City Manager shall be entitled to a starting balance of eighty (80) hours of Vacation Leave on the effective date of this Agreement. Annual hours shall accrue at the same rate used for executive management City employees based on City Manager's total

lifetime years of PERS service, which is currently 200 hours per year. City Manager shall receive same annual cash conversion option as executive management employees. If the Agreement is extended through June 30, 2025, then another forty (40) hours of Vacation Leave will be added to City Manager's vacation leave accrual.

City and City Manager shall mutually agree to all vacation periods and such time should be scheduled at least thirty (30) days in advance of the vacation date, unless otherwise allowed by City Council. Upon termination or separation of employment from City, City Manager shall have the option to be paid for unused Vacation Leave hours, to covert the hours to deferred compensation to the extent permitted by law (401a Plan, 457 Plan, HSA, or other allowed plan), and/or to use for other allowed uses for executive management employees.

7. Sick Leave:

City Manager shall be entitled to a starting advance of forty (40) hours of Sick Leave on the effective date of this Agreement which shall be advanced from his first five months of employment with the City. Annual hours shall accrue at the same rate used for executive management employees, which is currently 8 hours per month. Upon termination or separation of employment from City, City Manager shall on the same terms and conditions as executive management employees (except his years of service shall be based upon his lifetime years of PERS service) have the option to be paid for unused Sick Leave hours, to covert the hours to deferred compensation (401a Plan, 457 Plan, HSA, or other allowed plan), and/or to other allowed uses for executive management employees.

8. Executive Leave:

City Manager shall be entitled to 80 hours of Executive Leave per year. Leave cannot be cashed in or otherwise be transferred or converted for value.

9. Holidays & Other Leave:

City Manager shall receive the same paid holidays, bereavement leave, etc. as executive management employees.

10. Automobile Allowance:

City Manager's duties require that he shall have the unrestricted use, at all times during his employment with City, of an automobile. In lieu of using a City provided automobile, City Manager shall receive a City-provided monthly automobile allowance of $500.00 starting on the effective date of this Agreement. Annual inflation adjustments to this amount shall be provided as per the then current United States Internal Revenue Service (IRS) Standard Mileage Rate for Business Use and will take place at the beginning on July 1st of each year. City Manager shall at all times keep on file with the City Clerk's Office proof of current automobile insurance with a minimum of three hundred thousand dollars ($300,000.00) of liability coverage.

11. Section 125 Flex Plan:

City Manager shall be eligible to enroll in City's Section 125 Plan for payment of employee-paid insurance, medical treatment, etc. with pre-tax dollars to the extent permitted by law. City shall pay any administrative fee(s).

12. Employee Assistance Program:

City shall pay for the full cost of Employee Assistance Program for City Manager and dependents.

EXHIBIT B

SEPARATION AND RELEASE AGREEMENT

1. PARTIES

This Separation, Severance and General Release Agreement ("AGREEMENT") is made and executed as of _____, by and between Darrell George ("EMPLOYEE") and the CITY OF EL SEGUNDO ("CITY").

2. RECITALS

2.1 EMPLOYEE commenced employment with the CITY as city manager on or about July 1, 2022, pursuant to that EMPLOYMENT AGREEMENT effective as of the same date.

2.2 This AGREEMENT is made to amicably resolve all matters between EMPLOYEE and the CITY regarding EMPLOYEE's employment and the cessation of said employment.

2.3 The parties understand and agree that a material purpose of this AGREEMENT is to resolve any disputes and CLAIMS arising from or relating to EMPLOYEE's employment with CITY, if any, and provide for a separation payment for EMPLOYEE.

3. CONSIDERATION

3.1 In exchange for EMPLOYEE's execution, faithful performance and compliance with this AGREEMENT, including without limitation the granting of the releases set forth herein, and in full satisfaction and settlement of EMPLOYEE's CLAIMS, if any, the CITY shall pay EMPLOYEE the sum of $_____ [amount equivalent to six month base pay or amount of time left on contract, whichever is less plus medical/dental/vision for the same period of time as specified in the EMPLOYMENT AGREEMENT] ("SEVERANCE PAYMENT") in the form of a check made payable to _____, to be in accordance with the schedule the EMPLOYEE chooses from the options set forth in the EMPLOYMENT AGREEMENT. Required tax withholdings and deductions will be made from the SEVERANCE PAYMENT.

3.2 Respecting the SEVERANCE PAYMENT referenced in paragraphs 3.1 above, EMPLOYEE understands and agrees that EMPLOYEE's portion of any federal, state or local taxes, if any, that may be owed or payable on the sums caused to be paid hereunder by the CITY are the sole and exclusive responsibility of EMPLOYEE.

3.3 EMPLOYEE and the CITY shall otherwise each bear their own attorney fees and costs incurred in connection with any disputes and this AGREEMENT.

3.4 Except as set forth in this Paragraph 3, the parties agree that no other monies or benefits are due, owing or unpaid by reason of EMPLOYEE's employment or association with CITY and that no other monies or benefits will be paid or maintained by CITY to/for EMPLOYEE, in EMPLOYEE's name, or on EMPLOYEE's behalf. EMPLOYEE expressly agrees that the SEVERANCE PAYMENT described in Paragraph 3 supersede and are in substitution for any payments or benefits under any employment agreement(s), business agreement(s) or arrangement(s), oral or written promises, or severance policy or plan respecting or regarding his employment or association with CITY.

4. Specific Acknowledgement of Waiver of Claims under ADEA and OWBPA

The Age Discrimination in Employment Act of 1967 (29 U.S.C. § 626, *et. seq.*; "ADEA") makes it illegal for an employer to discharge any individual or otherwise discriminate with respect to the nature and privileges of an individual's employment on the basis that the individual is age forty (40) or older. The Older Workers Benefit Protection Act ("OWBPA," Pub. L. 101-433, 104 Stat. 978 (1990)) further augments the ADEA and prohibits the waiver of any right or claim under the ADEA, unless the waiver is knowing and voluntary. By entering into this AGREEMENT, EMPLOYEE acknowledges that he knowingly and voluntarily, for just compensation, waives and releases any rights he may have under the ADEA and/or OWBPA. EMPLOYEE further acknowledges that he has been advised and understands, pursuant to the provisions of the ADEA and OWBPA, that:

(a) This waiver/release is written in a manner understood by EMPLOYEE;

(b) EMPLOYEE is aware of, and/or has been advised of, his rights under the ADEA and OWBPA, and of the legal significance of his waiver of any possible claims he currently may have under the ADEA, OWBPA and/or similar age discrimination laws;

(c) EMPLOYEE is entitled to a reasonable time of at least twenty-one (21) days within which to review and consider this AGREEMENT and the waiver and release of any rights he may have under the ADEA, the OWBPA and similar age discrimination laws; but may, in the exercise of his own discretion, sign or reject this AGREEMENT at any time before the expiration of the twenty-one (21) days;

(d) The waivers and releases set forth in this AGREEMENT shall not apply to any rights or claims that may arise under the ADEA and/or OWBPA **after** the EFFECTIVE DATE of this AGREEMENT;

(e) EMPLOYEE has been advised by this writing that he should consult with an attorney **before** executing this AGREEMENT;

(f) EMPLOYEE has discussed, or had the opportunity to discuss, this waiver and release with, and been advised with respect thereto by, his counsel of choice, and that he does not need any additional time within which to review and consider this AGREEMENT;

(g) EMPLOYEE has **seven (7) days following his execution** of this AGREEMENT to revoke the AGREEMENT;

(h) Notice of revocation within the seven (7) day revocation period must be provided, in writing, to the CITY pursuant to this paragraph and must state, "I hereby revoke my acceptance of our 'Separation and Release Agreement'"; and

(i) This AGREEMENT shall not be effective until all parties have signed the AGREEMENT and ten (10) days have passed since EMPLOYEE's execution of the AGREEMENT (the "EFFECTIVE DATE").

5. <u>RELEASE</u>

In exchange for the SEVERANCE PAYMENT, representations and covenants made herein, and except only as to such rights or claims as may be created by this AGREEMENT, EMPLOYEE hereby, and for his heirs, representatives, successors, and assigns, releases, acquits, and forever discharges the CITY, and all of its agents, officers, current and former elected and appointed officials, current and former employees, representatives, insurers, attorneys, and all persons acting by, through, under, or in concert with any of them, and each of them, from any and all claims (including without limitation all claims for workers compensation benefits, if any), charges, complaints, liabilities, obligations, promises, benefits, agreements, controversies, costs, losses, debts, expenses, damages, actions, causes of action, suits, rights, and demands of any nature whatsoever, known or unknown, suspected or unsuspected, which EMPLOYEE now has or may acquire in the future, which relate to or arise out of any act, omission, occurrence, condition, event, transaction, or thing which was done, omitted to be done, occurred (including without limitation any circumstance(s) giving rise to liability for workers compensation benefits) or was in effect at any time from the beginning of time up to and including the EFFECTIVE DATE of this AGREEMENT ("CLAIMS"), without regard to whether such CLAIMS arise under the federal, state or local constitutions, statutes, rules, ordinances or regulations, workers compensation statutes or the common law. EMPLOYEE expressly acknowledges that the CLAIMS forever barred by this AGREEMENT specifically include, but are not limited to, claims related to the DISPUTES, his employment with the CITY and its cessation, any claims for wages, overtime or benefits (including without limitation workers compensation benefits), any alleged breach of any duty, any alleged employment discrimination, harassment, retaliation or unlawful discriminatory act, any alleged breach of any express or implied employment contract, breach of any duty arising out of contract, statute, regulation, ordinance or tort, constructive discharge,

wrongful termination or constructive discharge in violation of public policy, or any claim or cause of action including, but not limited to, any and all claims whether arising under any federal, state or local law prohibiting or respecting wrongful termination, breach of employment contract, or employment discrimination, employee injury, death, workers compensation, wrongful hiring, harassment or retaliation based upon sex, race, age, color, religion, handicap or disability, national origin or any other protected category or characteristic, including but not limited to the Federal Fair Labor Standards Act, the California Fair Employment and Housing Act, the Americans With Disabilities Act, Title VII of the Civil Rights Act of 1964, and any other federal, state, or local human rights, civil rights, or employment discrimination or employee rights statute, rule, regulation, ordinance or decisional law.

Additionally, the CITY hereby agrees not to initiate, or proceed with any actions, causes of action, claims, etc., that could be or that have been asserted against EMPLOYEE arising out of EMPLOYEE's employment with the CITY, in any forum, whatsoever. To the extent that any such actions, causes of action, claims, etc., are, or become pending in any forum whatsoever, the CITY agrees to execute all documents necessary for the withdrawal of such actions, causes of action, claims, with prejudice, forthwith.

6. UNKNOWN CLAIMS

6.1 EMPLOYEE on the one hand, and the CITY, on the other hand, each hereby waive and release any rights which the other and its successors, heirs, executives, administrators, may have directly or indirectly, if any, jointly or severally, directly or indirectly, under the provisions of California Civil Code § 1542, and any similar state or federal statute, which reads in sum, substance or substantial part as follows:

> "A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party."

6.2 EMPLOYEE and the CITY acknowledge that the facts with respect to which each gives this GENERAL RELEASE may turn out to be different from the facts they now believe to be true. EMPLOYEE and the CITY hereby assume the risk of the facts turning out to be different, and agree that this AGREEMENT shall in all respects be effective and not subject to termination or rescission because of any such difference in facts.

7. WAIVER OF ADDITIONAL CLAIMS

EMPLOYEE and the CITY hereby waive any provisions of state or federal law that might require a more detailed specification of the claims being released pursuant hereto.

8. REPRESENTATIONS AND WARRANTIES

Each of the parties to this AGREEMENT represent and warrant and agree with each other party as follows:

8.1 No Other Claims: EMPLOYEE and the CITY hereby represent and warrant that EMPLOYEE nor the CITY has not filed, nor will they file in the future, any complaint, charge, claim, legal action, or proceeding arising out of EMPLOYEE' employment with the CITY, the DISPUTES or the CLAIMS released hereby or in any way related to his employment with the CITY or separation therefrom with any court, agency, board, hearing officer or tribunal against the CITY or any of its agents, officers, current and former elected or appointed officials, current and former employees, representatives, insurers, attorneys, and all persons acting by, through, under, or in concert with any of them. EMPLOYEE retains his right to request indemnification from the City pursuant to California Government Code § 825 *et seq*. with respect to any action brought against EMPLOYEE in his capacity as an employee.

8.2 Advice of Counsel: Each party has received, or has had the opportunity to receive, independent legal advice from their respective attorney(s) with respect to the advisability of making the settlement and releases provided herein, with respect to the advisability of executing this AGREEMENT, and with respect to the meaning of California Civil Code § 1542.

8.3 No Fraud in Inducement: No party (nor any officer, agent, employee, representative, or attorney of or for any party) has made any statement or representation or failed to make any statement or representation to any other party regarding any fact relied upon in entering into this AGREEMENT, and neither party relies upon any statement, representation, omission or promise of any other party (or of any officer, agent, employee, representative, or attorney of or for any party) in executing this AGREEMENT, or in making the settlement provided for herein, except as expressly stated in this AGREEMENT.

8.4 Independent Investigation: Each party to this AGREEMENT has made such investigation of the facts pertaining to this severance and settlement and this AGREEMENT and all the matters pertaining hereto as it deems necessary.

8.5 Comprehension and Authority: Each party or responsible officer thereof has read this AGREEMENT and understands the contents hereof. Any of the officers executing this AGREEMENT on behalf of the CITY are empowered to do so and thereby bind the entity.

8.6 Mistake Waived: In entering into this AGREEMENT and the severance and settlement provided for herein, each party assumes the risk of any misrepresentation, concealment or mistake. If any party should subsequently discover that any fact relied upon by it in entering into this AGREEMENT was untrue, or that any fact was concealed from it, or that its understanding of the facts

or of the law was incorrect, such party shall not be entitled to rescind or set aside the AGREEMENT. This AGREEMENT is intended to be and is final and binding between the parties, regardless of any claims of misrepresentation, promise made without the intent to perform, concealment of fact, mistake of fact or law, or any other circumstance whatsoever.

8.7 Later Discovery: EMPLOYEE and the CITY are aware that they may hereafter discover claims or facts in addition to or different from those they now know or believe to be true with respect to the matters related herein. Nevertheless, it is both parties' intention to fully, finally and forever settle and release all such matters, and all claims relative hereto, which do now exist, may exist or have previously existed between both parties. In furtherance of such intention, the releases given here shall be and remain in effect as full and complete releases of all such matters, notwithstanding the discovery or existence of any additional or different claims or facts relative thereto.

8.8 Ownership of Claims: EMPLOYEE represents and warrants as a material term of this AGREEMENT that he has not heretofore assigned, transferred, released or granted, or purported to assign, transfer, release or grant, any of the CLAIMS disposed of by this AGREEMENT. In executing this AGREEMENT, EMPLOYEE further represents and warrants that none of the CLAIMS released by his hereunder will in the future be assigned, conveyed, or transferred in any fashion to any other person and/or entity.

8.9 Future Cooperation: The parties will execute all such further and additional documents as shall be reasonable or necessary to carry out the provisions of this AGREEMENT.

9. MISCELLANEOUS

9.1 No Admission: Nothing contained herein shall be construed as an admission by the parties of any liability of any kind. The parties each deny any liability in connection with any claim or wrongdoing. Each party also intends hereby solely to amicably resolve all matters between the parties.

9.2 Governing Law: This AGREEMENT and the rights and obligations of the parties shall be construed and enforced in accordance with, and governed by, the laws of the State of California. The venue for any dispute arising out of or relating to this AGREEMENT shall be the Los Angeles Superior Court.

9.3 Full Integration: This AGREEMENT is the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous oral and written agreements and discussions. This AGREEMENT may be amended only by a further agreement in writing, signed by the parties hereto.

9.4 Continuing Benefit: This AGREEMENT is binding upon and shall inure to the benefit of the parties hereto, their respective agents, employees, representatives, officers, and officials.

9.5 Joint Drafting: Each party has cooperated in the drafting and preparation of this AGREEMENT. Hence, in any construction to be made of this AGREEMENT, the same shall not be construed against any party.

9.6 Severability: In the event that any term, covenant, condition, provision or agreement contained in this AGREEMENT is held to be invalid or void by any court of competent jurisdiction, the invalidity of any such term, covenant, condition, provision or agreement shall in no way affect any other term, covenant, condition, provision or agreement and the remainder of this AGREEMENT shall still be in full force and effect.

9.7 Titles: The titles included in this AGREEMENT are for reference only and are not part of the terms of this AGREEMENT, nor do they in any way modify the terms of this AGREEMENT.

9.8 Counterparts: This AGREEMENT may be executed in counterparts, and by facsimile and when each party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterparts, shall constitute one AGREEMENT, which shall be binding upon and effective as to all parties.

9.9 Executed Copy: All parties shall receive a fully executed copy of this AGREEMENT.

9.10 Notice: Any and all notices given to any party under this AGREEMENT shall be given as provided in this paragraph. All notices given to either party shall be made by certified or registered United States mail, or personal delivery, at the noticing party's discretion, and addressed to the parties as set forth below. Notices shall be deemed, for all purposes, to have been given on the date of personal service or three (3) consecutive calendar days following deposit of the same in the United States mail.

As to EMPLOYEE:

Name
Address
Address

As to the CITY:

Attn: City Clerk
350 Main Street
El Segundo, CA 90245

WHEREFORE, the parties hereto have read all of the foregoing, understand the same, and agree to all of the provisions contained herein.

DATED: _____

CITY OF EL SEGUNDO

By:_____
Mayor

DATED: _____

EMPLOYEE

By:_____
Darrell George

ATTEST:

By:_____
City Clerk

APPROVED AS TO FORM:

By:_____
City Attorney

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Staff Presentations
Item Number: D.15

TITLE:

Resolution Submitting a City Cannabis Tax Initiative to the Voters per Elections Code § 9222

RECOMMENDATION:

1. Adopt a resolution, by at least two-thirds vote, submitting a City cannabis business tax initiative ballot measure to the voters at the November 8, 2022 election per Elections Code § 9215 and finding such tax initiative to not constitute a project per CEQA Guidelines § 15378(b)(4) and, therefore, exempt from CEQA pursuant to CEQA Guidelines § 15060.

2. If desired, authorize one or more members of the City Council to file a written argument for the City tax initiative on behalf of the City Council or authorize one or more members of the Council to file one or more arguments regarding the measure as individuals.

3. If desired, direct the City Attorney to prepare an impartial analysis of the City tax initiative.

FISCAL IMPACT:

No fiscal impact for FY 2021/22. If approved by voters, approximately $600,000 to $1,500,000 in annual revenue during the period that the cannabis tax is implemented. There will be election costs of approximately $5,000 ($2,513 for the County election and about $2,487 for City Attorney and staff time) associated with each ballot measure included in the November 2022 election; sufficient funds will be included in the FY 2022-23 Budget. Additional comparable costs would be associated with the City Regulatory Initiative.

BACKGROUND:

On June 7, 2022, City staff presented the attached staff report regarding the proposed submission of a commercial cannabis tax "Cannabis Business Tax" to the City's voters

at the City's November 8, 2022 general municipal election. Following staff presentation and related City Council deliberation, the City Council directed that the Cannabis Business Tax item return at the next regular City Council meeting following refinement of the City Business Tax's ballot label question.

DISCUSSION:

The City Attorney's Office worked with Mayor Pro Tem Pimintel and Council Member Giroux to clarify that a "yes" vote for the tax measure is not a vote to legalize commercial cannabis uses in El Segundo.

The updated, proposed ballot label language reads as follows:

Shall an ordinance (a “yes” vote taxing cannabis does “not” make cannabis businesses legal in El Segundo; it creates a tax in case a cannabis business ever becomes legal) funding general municipal expenses such as police, fire, streets, and parks, by establishing taxes upon cannabis businesses not to exceed $20 per square foot for cultivation and 10% of gross receipts for other cannabis businesses, until ended by voters, generating approximately $600,000 to $1,500,000 annually, be adopted?	**YES** **NO**

The attached Resolution would: submit the City Business Tax to the voters in the form of the question indicated; request the County to provide certain election services; and set priorities and deadlines for the filing of written arguments for the measure. Procedures for rebuttals would be subject to the City Council rebuttal procedures adopted for the City's cannabis regulatory measure via Resolution No. 5340, in accordance with Elections Code § 9285(b).

Elections Code § 9282(b) authorizes the following to submit an argument for or against the measure:

- The City Council;
- A member or members of the Council authorized by the City Council;
- An individual voter who is eligible to vote on the measure;
- A bona fide association of citizens or a combination of voters and associations

Staff requests that the City Council determine if it seeks to file an argument regarding the measure, and, if so: (1) designate at least one member of the City Council to file a written argument regarding the measure on behalf of the entire City Council; or (2) authorize one or more members of the Council to file one or more arguments regarding the measure as individuals. The nature of the argument, i.e., in favor or against the

measure should be specified. Arguments from the City Council or members of the Council receive priority for inclusion on the ballot over others that may file arguments. If the City declines to file an argument, such priority would go to arguments filed by individual voters or others qualified to submit an argument.

If directed by the City Council, the City Attorney must prepare an impartial analysis of the measure that would be included in the ballot materials (Elec. Code, § 9280.) Staff requests that the City Council determine if it seeks to direct the City Attorney to prepare such an analysis.

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.

PREPARED BY:
Joseph Lillio, Chief Financial Officer
REVIEWED BY:
Joseph Lillio, Chief Financial Officer
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. El Segundo Tax Ordinance 06.07.22
2. El Segundo Cannabis Business Tax Ballot Resolution 06.07.22

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO SUBMITTING TO THE CITY VOTERS A BALLOT MEASURE TO ESTABLISH A BUSINESS TAX ON BUSINESSES WHICH SELL, DISTRIBUTE, MANUFACTURE, AND CULTIVATE CANNABIS INCLUDING INDUSTRIAL HEMP AND HEMP PRODUCTS, REQUESTING LOS ANGELES COUNTY TO PROVIDE SPECIFIC ELECTION SERVICES, AND SETTING REQUIREMENTS FOR FILING WRITTEN ARGUMENTS, AND DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS.

WHEREAS, Sections 37101 and 37100.5 of the California Government Code authorize the City to levy a license tax, for revenue purposes, upon business transacted in the City; and

WHEREAS, as a result of recent voter-approved changes to state law and new state regulations being implemented, there has been a very strong interest by cannabis businesses to open in the City; and

WHEREAS, the California Industrial Hemp Farming Act, (Government Code Section 81600 et seq. and related regulations) authorize the commercial production of Industrial Hemp in California; and

WHEREAS, the City Council will consider enactment of a cannabis and hemp regulatory ordinance; and

WHEREAS, if cannabis and hemp businesses are authorized, they are likely to create demands upon City services, and the City's current tax system does not currently impose any taxes on cultivation, manufacturing, distribution, testing lab and retail cannabis businesses, aside from generally applicable municipal taxes; and

WHEREAS, the City Council desires to adopt a tax ordinance in order to impose the tax upon cannabis and hemp businesses, to be known as the "Cannabis Business Tax"; and

WHEREAS, proceeds of the Cannabis Business Tax will be used to offset demands on City service and to augment the City's General Fund; and

WHEREAS, the Cannabis Business Tax cannot be imposed without majority voter approval; and

WHEREAS, the City Council desires to submit a Cannabis Business Tax measure to the voters of the City at a General Municipal Election to be held on Tuesday, November 8, 2022, and to be consolidated with the general municipal election and the statewide election to be held on that date.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL SEGUNDO RESOLVES AS FOLLOWS:

Section 1. Recitals. The City Council hereby finds and determines that the foregoing recitals are true and correct and incorporated herein by reference.

Section 2. Proposal. The City Council hereby proposes that the voters adopt an ordinance (hereafter also referenced as "measure") establishing a Cannabis Business Tax. The proposed ordinance submitted to the voters is entitled "An Ordinance of the City of El Segundo, California Adding Chapter 17 (Cannabis Business Tax) to Title 4 of the El Segundo Municipal Code Establishing a Tax on Cannabis and Hemp Business Activities within the City." The full text of the ordinance is attached to this Resolution as Exhibit "A" and incorporated by reference. The full text of the proposed ordinance is not required to be printed in the Sample Ballot and Voters Pamphlet. However, the full text shall be made available to the public and to any voter at the County Registrar Recorder/County Clerk Officed and the El Segundo City Clerk.

Section 3. Election and Consolidation.

A. The City Council adopted Resolution No. ____ to call and give notice of the City's general municipal election (the "City Election") to take place on November 8, 2022.

B. The City Council adopted Resolution No. ____ requesting Los Angeles County (the "County") to consolidate the City Election with the County-administered general election to also be held on November 8, 2022.

C. The City Council requests that the County's consolidation of the City Election include the ballot measure proposed in this Resolution for all relevant purposes.

Section 4. Ballot Question. The question submitted by Section 4 of this Resolution shall appear on the ballot as follows:

Shall an ordinance (a "yes" vote taxing cannabis does "not" make cannabis businesses legal in El Segundo; it creates a tax in case a cannabis business ever becomes legal) funding general municipal expenses such as police, fire, streets, and parks, by establishing taxes upon cannabis businesses not to exceed $20 per square foot for cultivation and 10% of gross receipts for other cannabis businesses, until ended by voters, generating approximately $600,000 to $1,500,000 annually, be adopted?	**YES**
	NO

Section 5. Publication of Measure. The City Clerk is directed to publish a synopsis of the measure at least one time not later than one week before the election in accordance with Section 12111 of the Elections Code.

Section 6. Approval. Under Article XIII C of the Constitution, the vote requirement for this measure to pass shall be a majority of those casting ballots on the measure (50% plus 1).

Section 7.California Environmental Quality Act. The City Council hereby finds and determines that this resolution is exempt from the California Environmental Quality Act, Public Resources Code Sections 21000 et seq. ("CEQA") and 14 Cal. Code Re. Sections 15000 et seq. ("CEQA Guidelines"). The calling and noticing of an election for the submission of a ballot measure to voters is not a project within the meaning of CEQA Guidelines 15378. The tax submitted to the voters is a general tax that can be used for any governmental purpose; it is not a commitment to any particular action or actions.

As such, under CEQA Guidelines Section 15378 (b)(4), the tax is not a project within the meaning of CEQA because it creates a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. If revenue generated by the tax were used for a purpose that would have such an effect, the City of El Segundo would undertake the required CEQA review for that particular project. Therefore, pursuant to CEQA Guideline Section 15060 CEQA analysis is not required.

Section 8. Canvass. The Board of Supervisors is authorized to canvass the returns of the Election pursuant to Section 10411 of the Elections Code.

Section 9. Conduct of Election. Pursuant to Section 10002 of the Elections Code, the Board of Supervisors is requested to permit the County Clerk to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the City agrees to reimburse the County, in accordance with current County pro-rations and allocation procedures.

Section 10. Filing with County. The City Clerk shall file a certified copy of this Resolution with the County Registrar Recorder/County Clerk Office.

Section 11. Ballot Arguments and Rebuttals.

A. All arguments and rebuttals for the ballot measure must comply with Elections Code § 9280 et seq., including, without limitation, the following requirements:

1. Ballot arguments must not exceed 300 words in length;

2. Ballot arguments cannot be accepted unless accompanied by the printed name and signature or printed names and signatures of the author or authoirs submitting it, or if submitted on behalf of an

organization, the name of the organization and the printed name and signature of at least one of its principal officers who is the author of the argument.

3. No more than five signatures may appear with any ballot argument submitted.

B. Pursuant to Elections Code § 9282(b), the City Council authorizes _____ to file a written argument for the ballot measure on behalf of the City Council.

C. Pursuant to Elections Code § 9282(b), an indivdual voter who is eligible to vote on the ballot measure, or a bonafide association of citizens, or a combination of voters and associations may file a written argument for or against the ballot measure.

D. Ballot arguments must be submitted to the City Clerk on or before August 19, 2022.

E. Pursuant to Elections Code § 9285(a), the City Clerk will send a copy of the selected arguments for and against the ballot measure to the necessary parties.

F. The City Council's procedures regarding rebuttals adopted via Resolution No. ____ will apply to the ballot measure contemplated in this Resolution, including, without limitation, the following: the authors of arguments for or against the ballot measure may prepare and submit a rebuttal argument or authorize, in writing, nother person or persons to prepare, submit, or sign the rebuttal; the authors of arguments for or against the ballot measure must submit any rebuttal to the City Clerk on or before August 29, 2022; andt rebuttals may not exceed 250 words in length.

Section 12. City Attorney Impartial Analysis. The City Council directs the City Clerk to deliver a copy of the City Initiative ballot measure to the City Attorney who will prepare an impartial analysis of the proposed measure pursuant to Elections Code § 9280. The City Attorney must file the impartial analysis with the City Clerk on or before August 19, 2022 and may not exceed 500 words in length.

Section 13. Implementation. The City Clerk and City Manager are authorized to take all actions as necessary to effectuate the purposes of this resolution and the election. The City Clerk and City Attorney are authorized to make any typographical, clerical, and non-substantive corrections to this resolution as may be deemed necessary by the Los Angeles County Registrar Recorder/County Clerk.

Section 14. Effective Date. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this ___ day of _____, 2022.

_____
Drew Boyles, Mayor

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, hereby certify that the whole number of members of the City Council of the 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 _____, 2022, and the same was so passed and adopted by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

_____
Tracy Weaver, City Clerk

APPROVED AS TO FORM:
MARK HENSLEY, CITY ATTORNEY

_____
Joaquin Vazquez, Deputy City Attorney

EXHIBIT “A”
CANNABIS BUSINESS TAX

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO SUBMITTING TO THE CITY VOTERS A BALLOT MEASURE TO ESTABLISH A BUSINESS TAX ON BUSINESSES WHICH SELL, DISTRIBUTE, MANUFACTURE, AND CULTIVATE CANNABIS INCLUDING INDUSTRIAL HEMP AND HEMP PRODUCTS, REQUESTING LOS ANGELES COUNTY TO PROVIDE SPECIFIC ELECTION SERVICES, AND SETTING REQUIREMENTS FOR FILING WRITTEN ARGUMENTS, AND DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS.

WHEREAS, Sections 37101 and 37100.5 of the California Government Code authorize the City to levy a license tax, for revenue purposes, upon business transacted in the City; and

WHEREAS, as a result of recent voter-approved changes to state law and new state regulations being implemented, there has been a very strong interest by cannabis businesses to open in the City; and

WHEREAS, the California Industrial Hemp Farming Act, (Government Code Section 81600 et seq. and related regulations) authorize the commercial production of Industrial Hemp in California; and

WHEREAS, the City Council will consider enactment of a cannabis and hemp regulatory ordinance; and

WHEREAS, if cannabis and hemp businesses are authorized, they are likely to create demands upon City services, and the City's current tax system does not currently impose any taxes on cultivation, manufacturing, distribution, testing lab and retail cannabis businesses, aside from generally applicable municipal taxes; and

WHEREAS, the City Council desires to adopt a tax ordinance in order to impose the tax upon cannabis and hemp businesses, to be known as the "Cannabis Business Tax"; and

WHEREAS, proceeds of the Cannabis Business Tax will be used to offset demands on City service and to augment the City's General Fund; and

WHEREAS, the Cannabis Business Tax cannot be imposed without majority voter approval; and

WHEREAS, the City Council desires to submit a Cannabis Business Tax measure to the voters of the City at a General Municipal Election to be held on Tuesday, November 8, 2022, and to be consolidated with the general municipal election and the statewide election to be held on that date.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL SEGUNDO RESOLVES AS FOLLOWS:

Section 1. Recitals. The City Council hereby finds and determines that the foregoing recitals are true and correct and incorporated herein by reference.

Section 2. Proposal. The City Council hereby proposes that the voters adopt an ordinance (hereafter also referenced as "measure") establishing a Cannabis Business Tax. The proposed ordinance submitted to the voters is entitled "An Ordinance of the City of El Segundo, California Adding Chapter 17 (Cannabis Business Tax) to Title 4 of the El Segundo Municipal Code Establishing a Tax on Cannabis and Hemp Business Activities within the City." The full text of the ordinance is attached to this Resolution as Exhibit "A" and incorporated by reference. The full text of the proposed ordinance is not required to be printed in the Sample Ballot and Voters Pamphlet. However, the full text shall be made available to the public and to any voter at the County Registrar Recorder/County Clerk Officed and the El Segundo City Clerk.

Section 3. Election and Consolidation.

A. The City Council adopted Resolution No. 5337 to call and give notice of the City's general municipal election (the "City Election") to take place on November 8, 2022.

B. The City Council adopted Resolution No. 5338 requesting Los Angeles County (the "County") to consolidate the City Election with the County-administered general election to also be held on November 8, 2022.

C. The City Council requests that the County's consolidation of the City Election include the ballot measure proposed in this Resolution for all relevant purposes.

Section 4. Ballot Question. The question submitted by Section 4 of this Resolution shall appear on the ballot as follows:

Shall an ordinance (a "yes" vote taxing cannabis does "not" make cannabis businesses legal in El Segundo; it creates a tax in case a cannabis business ever becomes legal) funding general municipal expenses such as police, fire, streets, and parks, by establishing taxes upon cannabis businesses not to exceed $20 per square foot for cultivation and 10% of gross receipts for other cannabis businesses, until ended by voters, generating approximately $600,000 to $1,500,000 annually, be adopted?	**YES**
	NO

Section 5. Publication of Measure. The City Clerk is directed to publish a synopsis of the measure at least one time not later than one week before the election in accordance with Section 12111 of the Elections Code.

Section 6. Approval. Under Article XIII C of the Constitution, the vote requirement for this measure to pass shall be a majority of those casting ballots on the measure (50% plus 1).

Section 7.California Environmental Quality Act. The City Council hereby finds and determines that this resolution is exempt from the California Environmental Quality Act, Public Resources Code Sections 21000 et seq. ("CEQA") and 14 Cal. Code Re. Sections 15000 et seq. ("CEQA Guidelines"). The calling and noticing of an election for the submission of a ballot measure to voters is not a project within the meaning of CEQA Guidelines 15378. The tax submitted to the voters is a general tax that can be used for any governmental purpose; it is not a commitment to any particular action or actions.

As such, under CEQA Guidelines Section 15378 (b)(4), the tax is not a project within the meaning of CEQA because it creates a government funding mechanism that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. If revenue generated by the tax were used for a purpose that would have such an effect, the City of El Segundo would undertake the required CEQA review for that particular project. Therefore, pursuant to CEQA Guideline Section 15060 CEQA analysis is not required.

Section 8. Canvass. The Board of Supervisors is authorized to canvass the returns of the Election pursuant to Section 10411 of the Elections Code.

Section 9. Conduct of Election. Pursuant to Section 10002 of the Elections Code, the Board of Supervisors is requested to permit the County Clerk to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the City agrees to reimburse the County, in accordance with current County pro-rations and allocation procedures.

Section 10. Filing with County. The City Clerk shall file a certified copy of this Resolution with the County Registrar Recorder/County Clerk Office.

Section 11. Ballot Arguments and Rebuttals.

A. All arguments and rebuttals for the ballot measure must comply with Elections Code § 9280 et seq., including, without limitation, the following requirements:

1. Ballot arguments must not exceed 300 words in length;

2. Ballot arguments cannot be accepted unless accompanied by the printed name and signature or printed names and signatures of the author or authoirs submitting it, or if submitted on behalf of an

organization, the name of the organization and the printed name and signature of at least one of its principal officers who is the author of the argument.

3. No more than five signatures may appear with any ballot argument submitted.

B. Pursuant to Elections Code § 9282(b), the City Council authorizes _____ to file a written argument for the ballot measure on behalf of the City Council.

C. Pursuant to Elections Code § 9282(b), an indivdual voter who is eligible to vote on the ballot measure, or a bonafide association of citizens, or a combination of voters and associations may file a written argument for or against the ballot measure.

D. Ballot arguments must be submitted to the City Clerk on or before August 19, 2022.

E. Pursuant to Elections Code § 9285(a), the City Clerk will send a copy of the selected arguments for and against the ballot measure to the necessary parties.

F. The City Council's procedures regarding rebuttals adopted via Resolution No. 5340 will apply to the ballot measure contemplated in this Resolution, including, without limitation, the following: the authors of arguments for or against the ballot measure may prepare and submit a rebuttal argument or authorize, in writing; no other person or persons to prepare, submit, or sign the rebuttal; the authors of arguments for or against the ballot measure must submit any rebuttal to the City Clerk on or before August 29, 2022; andt rebuttals may not exceed 250 words in length.

Section 12. City Attorney Impartial Analysis. The City Council directs the City Clerk to deliver a copy of the City Initiative ballot measure to the City Attorney who will prepare an impartial analysis of the proposed measure pursuant to Elections Code § 9280. The City Attorney must file the impartial analysis with the City Clerk on or before August 19, 2022 and may not exceed 500 words in length.

Section 13. Implementation. The City Clerk and City Manager are authorized to take all actions as necessary to effectuate the purposes of this resolution and the election. The City Clerk and City Attorney are authorized to make any typographical, clerical, and non-substantive corrections to this resolution as may be deemed necessary by the Los Angeles County Registrar Recorder/County Clerk.

Section 14. Effective Date. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this ___ day of _____, 2022.

_____
Drew Boyles, Mayor

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

I, Tracy Weaver, City Clerk of the City of El Segundo, California, hereby certify that the whole number of members of the City Council of the 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 _____, 2022, and the same was so passed and adopted by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

_____
Tracy Weaver, City Clerk

APPROVED AS TO FORM:
MARK HENSLEY, CITY ATTORNEY

_____
Joaquin Vazquez, Deputy City Attorney

EXHIBIT “A”
CANNABIS BUSINESS TAX

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Staff Presentations
Item Number: D.16

TITLE:

Resolution to Amend the City's Administrative Code for Management Confidential Series Benefits

RECOMMENDATION:

1. Adopt a resolution modifying benefits for Management-Confidential employees and to Chapter 1A2 (Management-Confidential Series) of the El Segundo Administrative Code.

FISCAL IMPACT:

The fiscal impact over a 12-month period to implement the benefit changes outlined in this report is approximately $48,818. The proposed FY 2022-2023 General Fund Budget which will be submitted to City Council on June 21, 2022, will include sufficient funding for these benefit changes.

BACKGROUND:

The City has six labor agreements with represented employee groups which set terms and conditions of employment, including salaries and benefits. The Management Confidential Series includes Executive Management, Mid-Management, and Confidential positions which are unrepresented and do not engage in the collective bargaining process. Salaries and benefits for this group are covered under Chapter 1A2 of the City's Administrative Code. Changes are enacted only when brought forward by the City Manager or Human Resources in a resolution for the City Council's consideration. Over time, provisions in the Administrative Code require an update to assist with recruitment and retention of employees, align with best practices, and to comply with CalPERS retirement law provisions.

The Council appointed an ad hoc committee to address salary and benefit issues for the unrepresented Management Confidential Series employees. The committee met and developed recommendations that were discussed as part of the closed session regarding labor negotiations for employee organizations on June 7, 2022. Set forth are

the proposed changes to the benefits for this unrepresented employee group for the City Council's consideration and approval.

DISCUSSION:

The following are highlights of proposed changes to Chapter 1A2 of the City's Administrative Code as listed in the attached Resolution:

Executive Leave

All positions covered under the Management Confidential Series receive Executive Leave, although not all positions in this group are classified as "Executive." This type of leave is more commonly referred to as "Administrative Leave." It is recommended that Executive Leave be renamed "Administrative Leave" to more accurately reflect the types of positions that receive this leave.

Currently, employees are automatically granted leave in the amount of 80 hours for Executive Management and 56 hours for Mid-Management and Confidential per calendar year. All employees in this group are classified as "Exempt" under the Fair Labor Standards Act ("FLSA") and are ineligible for overtime pay. The purpose of this yearly leave is to offset the overtime worked. Providing a process in which the annual amount of leave granted would require a recommendation and approval would ensure that employees are more fairly compensated based on the amount of time spent outside normal work hours.

It is recommended that Administrative Leave be provided up to 80 hours per calendar year for Executives upon approval of the City Manager and up to 56 hours for Mid-Management and Confidential upon recommendation of the Department Director and approval of the City Manager. This leave has no cash value and cannot be carried over. Restructuring of this leave program may result in minimal savings as the full amount of hours may not be awarded.

Exceptional Leave

This program provides for up to 80 hours to be awarded, "where sizable amounts of time are expended outside of the normal business hours and beyond the normal requirements of the job." Additionally, this leave can be cashed out and was originally intended to increase the employees' retirement benefits.

This leave was also seen as a type of bonus program, but the language is written in such a manner that it seems to be duplicative of the Executive Leave program, with the exception that this type of leave is not automatically granted. This section of the Administrative Code was last amended in September 2009 and does not meet the current definition or requirements of a bonus program to be reported as compensation earnable for retirement purposes. For these reasons, it is recommended that the

Exceptional Leave Program for all Management Confidential employees covered under the Administrative Code be eliminated. This will result in a savings of approximately $50,000 per year.

Retiree Medical Insurance Contribution

All represented labor groups provide the same health contribution for active and retired employees through CalPERS subject to the Public Employee's Medical and Hospital Care Act (PEMHCA). This contribution is $1,650 per month for five of the represented labor groups and $1,550 per month for the City Employees' Group (CEA) group.

The active employee health contribution for the unrepresented Management and Confidential group includes a PEMHCA plus a Flexible Dollars amount to equal $1,650 per month. The retiree medical insurance contribution is structured based on retirement date. Currently, employees hired July 1, 2007, through June 30, 2016, receive a PEMHCA amount supplemented up to $1,200 per month. Those hired after July 1, 2016, are eligible for the PEMHCA amount only ($932 or $735). This means that an unrepresented employee retiring today would receive between $718 to $915 less per month for a retiree medical insurance contribution than a represented employee.

Providing a retiree medical insurance contribution significantly less for unrepresented employees is a disincentive to promote to management level positions. Equalizing the contribution between the represented and unrepresented groups provides parity and promotes succession planning. Additionally, this benefit can be a successful recruitment and retention tool in the challenging labor market. The cost for this item is de minimis in FY 2022-23. As more eligible employees retire and utilize this benefit in subsequent fiscal years, the cost is approximately $8,616 per year per for Executive and $10,980 per year for Mid-Management and Confidential. The actual cost depends on the number of retirements and the medical plan coverage selected.

It is recommended that the "Retiree Medical Insurance Contribution" be amended to provide benefits as listed in the chart below:

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	PEMHCA amount only. Currently $932 for Executives and $735 for Mid-Management & Confidential
Service retire concurrently from CalPERS and the City of El Segundo after a minimum of five 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 provided to represented groups. Currently, this amount shall not exceed $1,650.

Deferred Compensation Plan

The City of El Segundo participates in Social Security, coordinated with CalPERS for miscellaneous employees (police and fire employees are exempted). This means that the City and the employees make required contributions to both retirement plans. Social Security required contributions are 6.2% of base salary, up to an adjusted yearly maximum. In our group of ten survey cities used for comparison (including El Segundo), only three other cities (Culver City, Torrance, and Redondo Beach) participate in Social Security. Employees in Executive Management tend to possess a long career in government and typically have not participated in Social Security. In order to realize a Social Security retirement benefit, yearly earnings are averaged over a thirty (30) year period. If there are no taxable Social Security earnings for the year, then “zero” will be used in the average, thus significantly reducing the level of potential retirement benefit.

A deferred compensation contribution or employer match is a common benefit provided to executives and eight of our ten survey agencies have such a program. Establishing a 401(a) Defined Contribution Plan for Executive Management employees would be a non-PERSable item to offset the 6.2% required employee payroll tax contribution to Social Security. By offsetting this required contribution, we could potentially increase the pool of interested candidates who may have been dissuaded from applying because of the City’s participation in Social Security.

It is recommended that the City contribute 6.2% of base salary per pay period, up to the annual Social Security taxable maximum to a 401(a) account for Executives. For earnings in 2022, this base is $147,000. The 401(a) Defined Contribution provision would 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 also be ineligible for this benefit. The cost of this benefit over a twelve-month period is $64,723.

Auto Allowance

An auto allowance is intended to cover the wear and tear, gas and insurance costs associated with using a personal vehicle for business purposes. Seven of the ten survey agencies provide executives with this benefit in amounts up to $446 per month.

It is recommended that the City establish an Auto Allowance for Executive Management positions that are not provided a City vehicle in the amount of $400 per month. Employees provided an auto allowance or a city vehicle would be ineligible for mileage reimbursement. The Elected City Clerk and Treasurer positions shall also be ineligible for this benefit. The cost of this benefit over a twelve-month period is $34,087.

The above recommended amendments to the Administrative Code for the Management Confidential Series align with best practices, comply with CalPERS regulations, and support Strategic Plan Goal 3 of developing as an Employer of Choice. Offering a more competitive benefits package will also assist with recruitment and retention of employees in a tight labor market. If approved, Human Resources will work with Finance to implement these changes to the Management Confidential Series compensation plan.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 3: Develop as a Choice Employer and Workforce

Objective: El Segundo is a city employer of choice and consistently hires for the future, with a workforce that is inspired, world-class and engaged, demonstrating increasing stability and innovation.

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 for Benefit Changes to Chapter 1A2 Management-Confidential Series - FINAL to TW 22-0616

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF EL SEGUNDO, CALIFORNIA AMENDING THE CITY'S ADMINISTRATIVE CODE TO UPDATE BENEFITS 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: Section 1A2.000 of the El Segundo Administrative Code, entitled, "Schedule of Classes by Series," is amended in its entirety to read as follows:

"The following is a list of classifications which are covered under this Chapter IA-2. Salaries for authorized positions are identified in Section 1A2.010, below.

Executive Management (At-Will)
Chief of Police
Fire Chief
Chief Financial Officer
Community Services Director
Development Services Director
Deputy City Manager
Director of Human Resources
Director of Public Works
Information Technology Services Director

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

Confidential
Accountant
Executive Assistant
Human Resources Analyst
Human Resources Technician
Management Analyst
Payroll Accountant
Principal Civil Engineer
Senior Civil Engineer (At-Will)
Senior Executive Assistant (At-Will)
Senior Human Resources Analyst
Senior Management Analyst"

SECTION 2: Section 1A2.100 of the El Segundo Administrative Code, entitled, "Executive Leave," is renamed and amended in its entirety as follows:

"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."

SECTION 3: Section 1A2.101 of the El Segundo Administrative Code, entitled, "Exceptional Leave Program," is be repealed in its entirety and deleted.

SECTION 4: Section 1A2.107 of the El Segundo Administrative Code, entitled, "Retiree Medical Insurance Contribution," is amended in its entirety as follows:

"Employees appointed to positions after July 1, 2007 who concurrently service retire from CalPERS and the City of El Segundo after a minimum of five full-time years of service with the City of El Segundo are eligible to receive a City provided retiree medical insurance contribution."

SECTION 5: Section 1A2.108 of the El Segundo Administrative Code, entitled, "Insurance Benefits- Retiree Medical – City Contribution," is amended in its entirety to read as follows as follows:

"Executive, Mid-Management, and Confidential employees hired before June 1, 2016, who are 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 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 filed by the City with CalPERS.

Executive Management, Mid Management, and Confidential employees service retiring concurrently from CalPERS and the City of El Segundo after a minimum of five 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 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 Confidential Series. For 2022, this total monthly 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 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

SECTION 6: Section 1A2.120 of the El Segundo Administrative Code, entitled, “Deferred Compensation Plan,” is amended in its entirety to read as follows:

“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.

As soon as feasible following adoption of Resolution No. ____, the City shall establish a 401(a) Defined Contribution Plan for Executive Management employees 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 2022, this base is $147,000 with a $9,114 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."

SECTION 7: The El Segundo Administrative Code is amended by the addition of a new Section 1A2.154, entitled, "Auto Allowance," which will read as follows:

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.

SECTION 8: *Authority.* The City Manager or his designee is authorized to take any steps necessary in order to effectuate this Resolution.

SECTION 9: *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 10: *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 11: 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 12: This Resolution is effective upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 21st day of June, 2022.

_____

Drew Boyles,
Mayor

ATTEST:

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

I, Tracy Weaver, 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 _____, 2022, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Tracy Weaver, City Clerk

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

_____
Joaquin Vazquez, City Attorney

EXHIBIT “A”
BASIC SALARY SCHEDULE

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Staff Presentations
Item Number: D.17

TITLE:

Consideration and Direction Regarding the Draft El Segundo Affordable Housing Strategic Plan

RECOMMENDATION:

1. Receive and file the draft Affordable Housing Strategic Plan.

2. Provide feedback and direction to staff and consultants regarding affordable housing program recommendations and next steps.

FISCAL IMPACT:

There is no fiscal impact in the development of the City's Affordable Housing Strategic Plan.

BACKGROUND:

On September 01, 2020, the City released a Request for Qualifications ("RFQ") seeking an affordable housing services provider to assist in the development and management of affordable housing units and services within the City, as well as the fulfillment of the City's Regional Housing Needs Assessment ("RHNA") for affordable housing production goals.

On February 16, 2021, the City Council agreed to enter into an Exclusive Negotiating Agreement with Many Mansions to serve as the City's affordable housing services provider. On October 5, 2021, the City Council entered into a Professional Services Agreement with Many Mansions; the agreed upon services included the development of an Affordable Housing Strategic Plan ("AHSP"), to be presented to City Council by June 2022, with an emphasis on fulfilling the 6th cycle RHNA goals.

A joint public workshop and study session with the City's Planning Commission was held on March 24, 2022, to provide an opportunity for the Commission and the public to provide input on the AHSP prior to the completion of a draft for additional public

hearings.

The list of initiatives to encourage affordable housing set forth in the draft AHSP support, augment, and effectuate the Housing Programs identified in the City's Housing Element Update, which was adopted on February 1, 2022, by the City Council. This AHSP also aligns with the Housing Goals and Policies articulated in the Housing Element.

DISCUSSION:

Many Mansions has worked with City staff and held a study session with the Planning Commission to develop the draft AHSP. The list of initiatives to encourage affordable housing set forth in the draft AHSP support, augment, and effectuate the Housing Programs identified in the City's Housing Element Update, which was adopted on February 1, 2022, by the City Council. This AHSP also aligns with the Housing Goals and Policies articulated in the Housing Element.

City Council is being asked to review the attached draft AHSP attached and provide feedback to staff and Many Mansions on existing and proposed affordable housing programs. Feedback will be incorporated into the final draft AHSP and brought back before City Council for formal adoption.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5. Champion Economic Development and Fiscal Sustainability

Objective 5A: El Segundo promotes economic growth and vitality for businesses and the community.

PREPARED BY:
Michael Allen, AICP, Development Services Director
REVIEWED BY:
Michael Allen, AICP, Development Services Director
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. El Segundo Affordable Housing Strategic Plan- Draft
2. Affordable Housing Strategic Plan Presentation



Affordable Housing Strategic Plan

June 13, 2022

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City's Affordable Housing Consultant

Many Mansions, a California Non-Profit Corporation
Contact: Alexander Russell, Executive Vice President/COO
(805) 496-4948 ext. 220 / alex@manymansions.org
1259 E. Thousand Oaks Blvd., Thousand Oaks, CA 91362
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Summary

The City of El Segundo ("City") has a State-mandated goal to build 390 units of affordable housing for low- and moderate-income residents, of which approximately 40% of residents would qualify. The City Council approved the El Segundo, January 2022 Housing Element Update on February 1, 2022. This document identifies certain steps that the City must take in order to meet these State-mandated housing goals. However, it is extremely rare for a City to meet these State housing goals, so the City Council decided to hire a consultant, Many Mansions, to create an Affordable Housing Strategic Plan ("AHSP"). This AHSP outlines fifteen opportunities that are consistent with the Housing Element and further the creation of affordable housing in the City.

Background[1]

The projected housing needs for each city and county in the Southern California region are identified by the Southern California Association of Governments (SCAG) through a process known as the Regional Housing Needs Assessment (RHNA). The City has a RHNA obligation of creating 521 units; with 207 of those units reserved for extremely/very low-income households (less than 30%/50% of the Area Median Income or AMI, respectively), and 99 units reserved for low-income households (less than 80% of the AMI); these figures include carryover from the previous (5th) RHNA cycle.

Income Category	5th Cycle Carryover	6th Cycle RHNA	Total RHNA	Percent
Extremely/Very Low Income*	18	189	207	39.7%
Low Income*	11	88	99	19.0%
Moderate Income	0	84	84	16.1%
Above Moderate Income	0	131	131	25.1%
Total	**29**	**492**	**521**	**100.0%**

Note: The City has a RHNA allocation of 207 very low income units (inclusive of extremely low income units). Pursuant to State law (AB 2634), the City must project the number of extremely low income housing needs based on Census income distribution or assume 50% of the very low income units as extremely low. Assuming an even split, the City's RHNA allocation of 207 very low income units may be divided into 104 very low and 103 extremely low income units. However, for purposes of identifying adequate sites for the RHNA allocation, State law does not mandate the separate accounting for the extremely low income category.
* Includes the 5th Cycle Housing Element shortfall of 18 extremely/very low and 11 low income units.
Source: Southern California Association of Governments (SCAG), 6th Cycle Final RHNA Allocation Plan, 2021.

[1] All figures in this section are from the City of El Segundo, January 2022 Housing Element Update approved by City Council on February 1, 2022.

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Meeting these RHNA goals will be challenging as no deed-restricted affordable housing units currently exist in the City [(per Gov. Code § 65583 (A) (8)), Park Vista, the senior living complex owned by the City, does not meet this strict definition and therefore does not qualify as affordable housing] and just 53 total housing units have been created since 2010.

Making substantial progress towards meeting the RHNA goals is important for several reasons. First, California's Housing and Community Development Department (HCD) launched a Housing Accountability Unit (HAU) in 2021, which is "empowered to take escalating enforcement steps to bring municipalities into compliance with their RHNA goals in the event of persistent noncompliance."[2] This includes fines and loss of local control over housing decisions.

Another reason the City desires to create more affordable housing is because about forty percent of the total households in the City earn moderate incomes (less than 120% of the AMI), of which twenty-five percent of total households earn lower incomes (less than 80% of the AMI). Further, 7.8% (1,306) of the City's residents are living in poverty, while 7.8% (1,306) are disabled, and 0.3% (>50 people) are homeless. Yet housing options for this substantial segment of El Segundo's population are limited. The median sale price of condos, single-family homes, and new homes in El Segundo is about $1,466,000, well beyond the maximum affordable purchase price of $359,325 for households qualifying as moderate income. Naturally occurring affordable housing is scarce and unreliable, as these often are or may become dilapidated, overcrowded, or lost to market forces. These factors point to the need for a thoughtful, coordinated, and strategic approach beyond the Hosing Element to create and environment conducive to increasing the stock of decent, safe, and high-quality affordable housing for all of the City's residents.

History of the Affordable Housing Strategic Plan (AHSP)

On September 01, 2020, the City released a Request for Qualifications (RFQ) seeking an affordable housing services provider to assist in the development and management of affordable housing units and services within the City, as well as the fulfillment of the City's RHNA affordable housing production goals.

[2] Governor Newsom Signs Legislation to Increase Affordable Housing Supply and Strengthen Accountability, Highlights Comprehensive Strategy to Tackle Housing Crisis, *Office of Governor Gavin Newsom*, September 28, 2021.

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On February 16, 2021, the City Council agreed to enter into an Exclusive Negotiating Agreement with Many Mansions to serve as the City's affordable housing services provider. On October 5, 2021, the City Council entered into a Professional Services Agreement with Many Mansions; the agreed upon services included the development of an Affordable Housing Strategic Plan (AHSP) with an emphasis on fulfilling the 6th cycle RHNA goals.

A joint public workshop and study session with the City's Planning Commission was held on March 24, 2022, to provide an opportunity for the Commission and the public to provide input on the AHSP prior to the completion of a draft for additional public hearings.

The list of initiatives to encourage affordable housing set forth in this AHSP support, augment, and effectuate the Housing Programs identified in the City's Housing Element Update, which was adopted on February 1, 2022, by the City Council. This AHSP also aligns with the Housing Goals and Policies articulated in the Housing Element.

Overview of Affordable Housing

Affordable housing is generally defined by the U.S. Department of Housing and Urban Development as "housing in which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities."[3]

The populations served by the development of affordable housing include the following "special needs groups" identified in the 2021 – 2029 Housing Element of the City's General Plan:

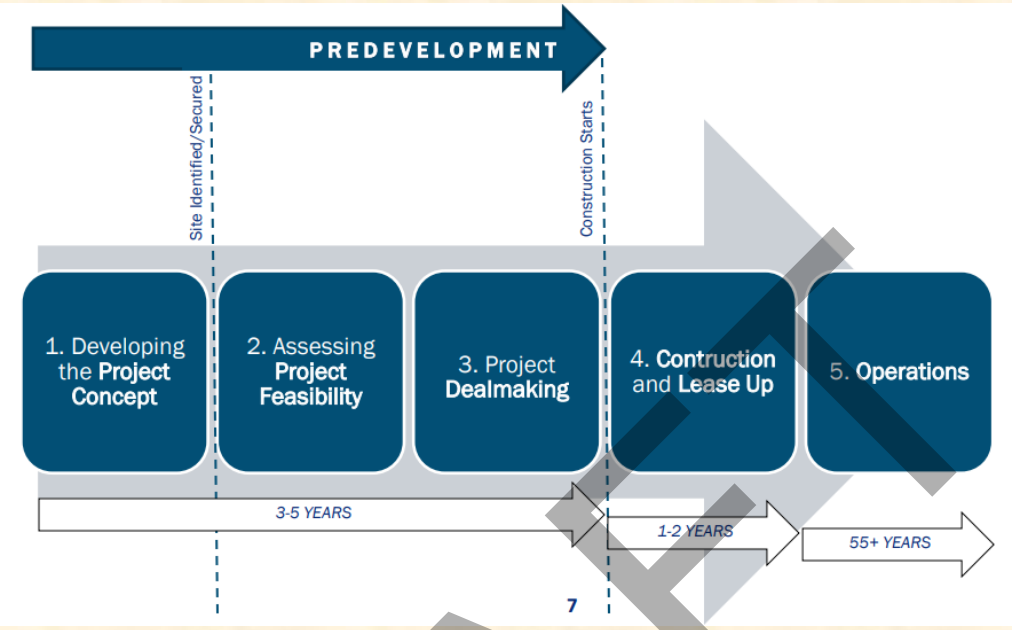
- Seniors
- Large households
- The homeless
- Military veterans
- Farmworkers
- Persons with disabilities

Occupants of affordable housing units often include essential workers, at-risk young adults, and survivors of domestic violence and human trafficking.

[3] Glossary of Terms to Affordable Housing, *U.S. Department of Housing and Urban Development*, August 18, 2011

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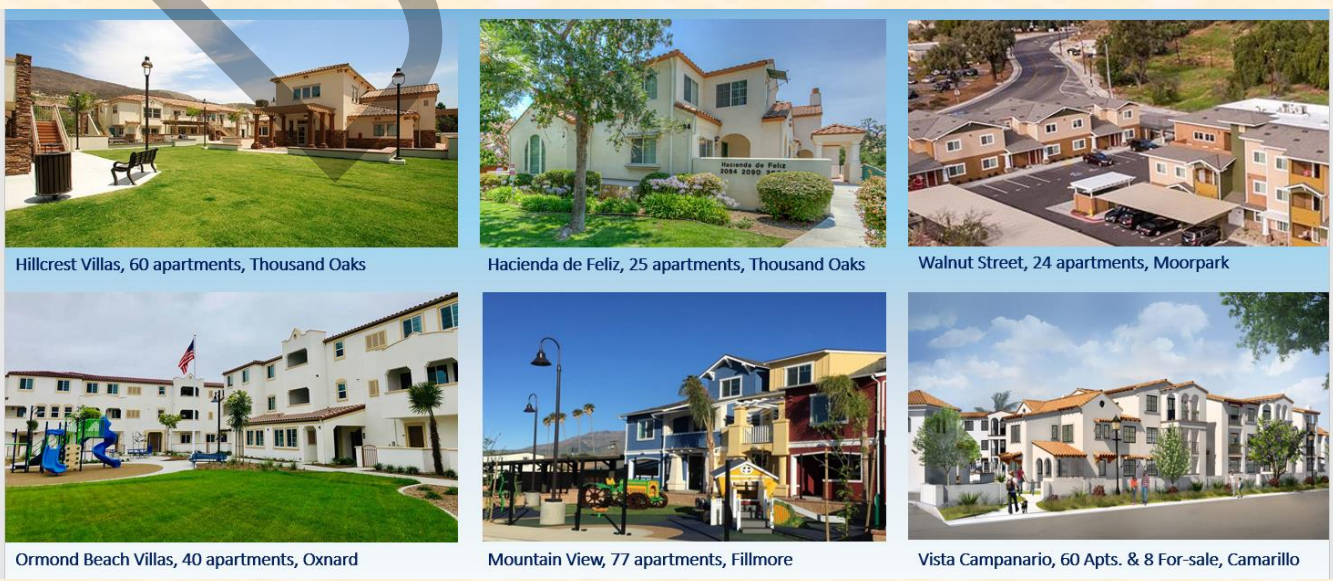
Affordable housing development is a multi-year process involving multiple phases, stakeholders and funding sources. It can be summarized with the following graphic:



Source: The Affordable Housing Process, LISC Bay Area, Summer 2019

Affordable housing is generally built by nonprofits, such as Many Mansions, or civically minded for-profit developers. Public-private partnerships established with entities including local housing authorities as well as the state and federal government, produce the funding and other resources necessary for the developer to build the affordable housing communities.

The design, quality, and amenities of affordable housing developments meet or exceed market-rate developments. See the following examples of what affordable housing looks like:



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In addition, affordable housing developments often offer on-site services to residents free of charge. These may include:

- Children's homework tutoring programs
- Children's summer camps
- Life skills workshops on topics including money management, nutrition, and health care
- Job skills workshops
- Supportive services for homeless residents including case management, mental health services, and substance abuse treatment services

Such services may be provided by the developer and/or a partnering organization(s), and provide opportunities for residents to build the knowledge and skills needed to support independent living.

Benefits of affordable housing include:

- Allows lower-income persons, seniors, and children to continue to reside in the communities they grew up in
- Improves educational outcomes of lower-income adults and children
- Reduces incarceration and recidivism
- Improves health outcomes by reducing overcrowding, improving living conditions, and enabling more disposable income to be spent on healthcare costs
- Boosts local economic activity by adding construction-related employment and enabling more disposable income to be spent on consumer goods and services
- Improves employers' ability to attract and retain employees, allowing them to remain competitive in the global economy
- For the homeless population, produces significant savings on public health and safety systems, such as police and fire departments.

The benefits of Los Angeles County's 105,397 affordable homes include 312,110 jobs supported per year, $12,052,000,000 in wages and business income generated per year, and $361,000,000 per year in pediatric health savings from living in a lower poverty community. This data points

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to the positive impact affordable housing developments have on the wider community/locality in which they are based.[4]

Housing-Related Public Outreach and Engagement

City staff and consultants have implemented multiple outreach initiatives to date with the goal of gathering community input to shape its housing initiatives. The following is a summary of outreach activities:

- Community meeting on April 13, 2021
- Development of a City webpage for the Housing Element Update
- Community survey
- YouTube video regarding Housing Element Update
- Social media (Facebook, Twitter, City's website, etc.)
- Postcards to agencies, local business, non-profits, & religious facilities
- Notices published in El Segundo Herald on April 8, May 13, & June 10, 2021
- Joint Planning Commission/City Council meeting on June 14, 2021
- Planning Commission review of Housing Element on September 30, 2021 & January 13, 2022
- City Council review & adoption of the Housing Element on February 1, 2022
- Planning Commission study session on the Affordable Housing Strategic Plan on March 24, 2022

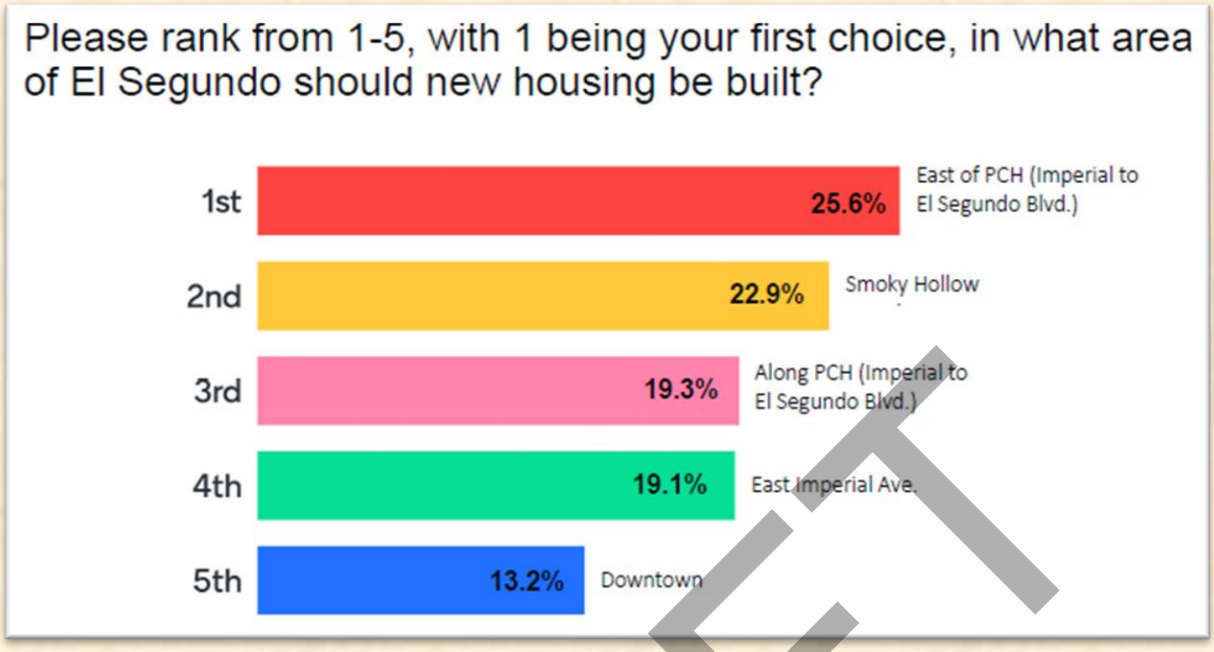
Community Housing Survey

Respondents of the Community Housing Survey (over 1,000 survey participants) administered by CSG Consultants between April 1 and May 17, 2021, indicated the following:

- Preference for new housing to be built east of Pacific Coast Highway (25.6%), in Smoky Hollow (22.9%), along Pacific Coast Highway (19.3%), or East Imperial Ave. (19.1%):

[4] Affordable Housing Map & Benefits Calculator, *California Housing Partnership*, data last updated October 25, 2021.

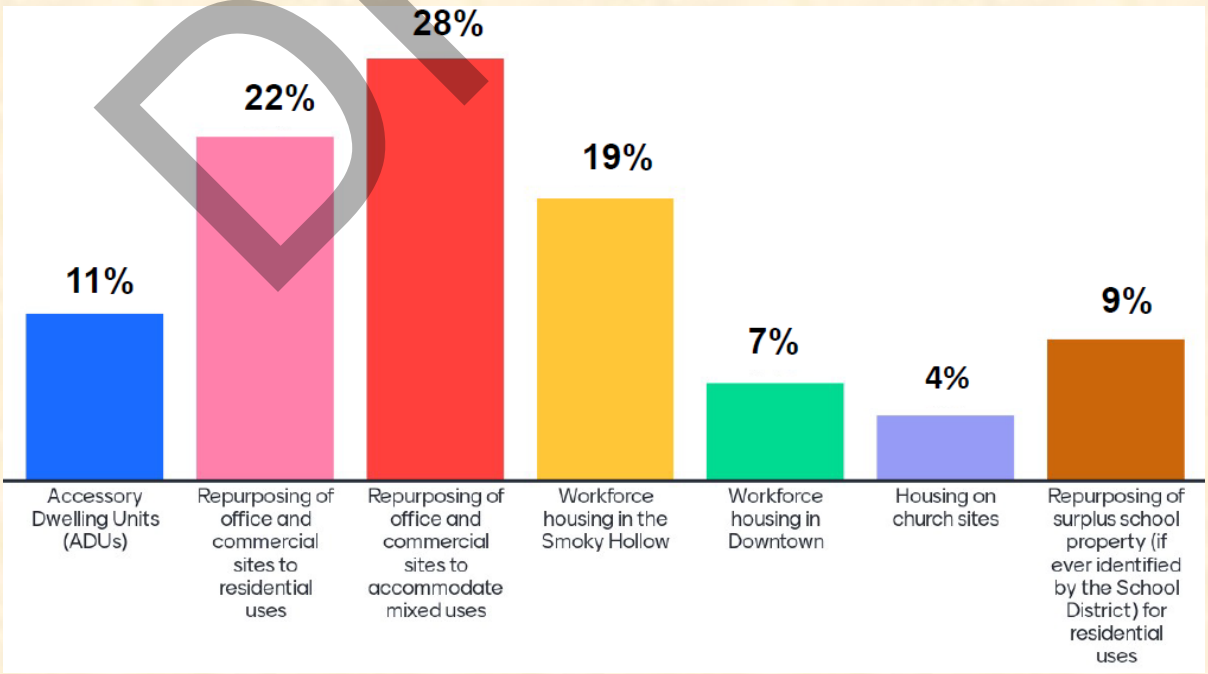
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Source: June 14, 2021, El Segundo Housing Element Update Joint City Council/Planning Commission Study Session.

- A desire to see more of the following housing types in the City: repurposing of office and commercial sites to accommodate mixed uses (28%), repurposing of office and commercial sites to residential uses (22%), and workforce housing in the Smoky Hollow (19%).

In your opinion, what housing types would you like to see more of in El Segundo?

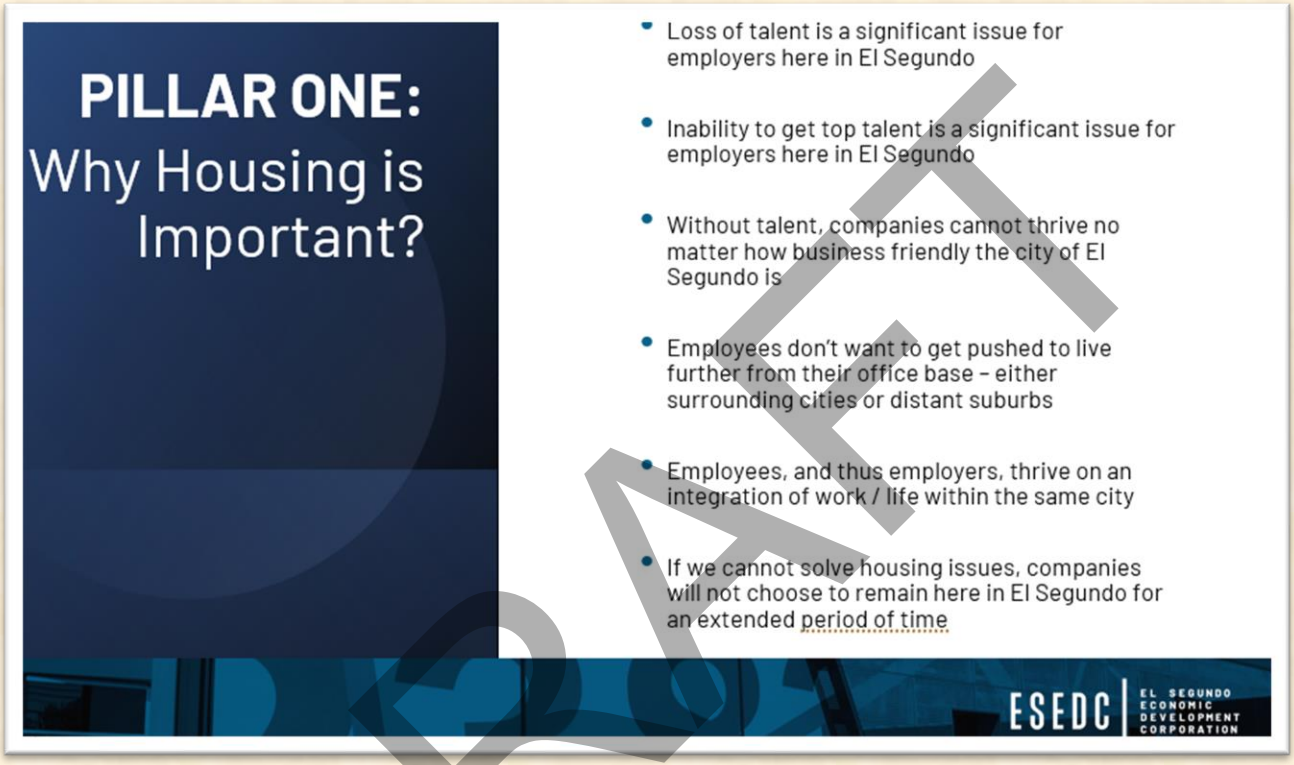


Source: June 14, 2021, El Segundo Housing Element Update Joint City Council/Planning Commission Study Session.

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Business Community Input

The El Segundo Economic Development Corporation (ESEDC) articulated the need for more housing opportunities that enable younger professionals to reside in the City, noting that employees thrive on integration of work/life (e.g. housing) within the same city. The consensus was that more housing is needed in the City for the business community to thrive.



Source: January 18, 2022 El Segundo City Council Strategic Planning Updates.

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Housing Efforts Underway

The Housing Programs in the El Segundo Housing Element for the 6th Cycle, are a good start in addressing the City's unmet housing needs. Four of these Programs (3, 4, 5, and 8) in particular, have the capacity to further the City's affordable housing production efforts. Each of the Housing Programs are effectuated by action-oriented objectives bound to assigned deadlines, located in the "Objectives and Timeline" subsection of each Program. In the table below, the collective objectives of Housing Programs 3, 4, 5, and 8 are sorted by deadline in order to create a conceptualization of the City's "action plan" for affordable housing.

Deadline	Objective	Program
2022	In 2022, update City website to provide information of ADU resources, such as grants available to homeowners for ADU construction from the California Housing Finance Agency (CalHFA).	Program 3: Accessory Dwelling Units (ADU) (Bullet #2)
June 2022	By June 2022, complete ESMC revisions to address density bonus, SRO, and transitional housing as part of the City's SB 2 grant efforts.	Program 8: El Segundo Municipal Code (ESMC) Amendments
June 30, 2022	Develop Affordable Housing Strategic Plan by June 30, 2022, and implement the Affordable Housing Strategic Plan utilizing the services of Many Mansions.	Program 4: Inclusionary Housing Ordinance and Affordable Housing Strategy
Summer 2022	Establish the Inclusionary Housing program by summer 2022.	Program 4: Inclusionary Housing Ordinance and Affordable Housing Strategy
October 15, 2022	➢ By October 15, 2022, rezone adequate sites to accommodate the 29-unit RHNA shortfall carry over from the 5th cycle Housing Element. ➢ By October 15, 2022, amend the ESMC to provide by right approval of projects on rezoned sites for lower income RHNA if the project provides 20 percent of the units as affordable housing for lower income households. ➢ By October 15, 2022, develop objective design standards for residential development consistent with SB 330.	Program 5: Provision of Adequate Sites
By the end of 2022	Establish written procedures to streamline affordable housing pursuant to SB 35 by the end of 2022.	Program 4: Inclusionary Housing Ordinance and Affordable Housing Strategy

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Beginning in 2022 and annually thereafter	Beginning in 2022 and annually thereafter, pursue available funding to facilitate ADU construction, including affordable ADUs.	Program 3: Accessory Dwelling Units (ADU)
End of 2023	➢ Develop incentives and tools to facilitate ADU construction by the end of 2023, with the goal of achieving 80 ADUs in eight years. ➢ By the end of 2023, complete ESMC revisions to address provisions for residential care facilities (for seven or more persons), emergency shelters, low barrier navigation centers, supportive housing, employee housing, and reasonable accommodation. ➢ By the end of 2023, consider an administrative subdivision process for projects with ≤10 units.	Program 3: Accessory Dwelling Units (ADU) (Bullet #1) Program 8: El Segundo Municipal Code (ESMC) Amendments (Bullets #2 and #3)
2024	Monitor ADU construction trends in 2024 to determine if adjustments to incentives and tools are necessary to meet the City's projected goal. Make necessary adjustments to incentives and tools within six months.	Program 3: Accessory Dwelling Units (ADU)
October 15, 2024	➢ By October 15, 2024, rezone adequate sites for the 6th cycle RHNA shortfall (193 very low income, 65 low income, 79 moderate income, and 100 above moderate income units). ➢ By October 15, 2024, update Downtown Specific Plan to include additional opportunities for residential development.	Program 5: Provision of Adequate Sites
Ongoing	Continue to facilitate affordable housing development through incentives and technical assistance.	Program 4: Inclusionary Housing Ordinance and Affordable Housing Strategy

Additional efforts are needed to encourage the development of affordable housing as the Programs listed in the Housing Element are unlikely to produce sufficient units to meet the City's RHNA goals. Specifically, …

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- The Site Inventory properties identified in the Housing Element (HE) are privately owned, and its owners may not be willing to sell at a feasible price
- The City is primarily built out, and many existing parcels are too small (even if assembled) to be feasible
  - Based on land costs, escalating construction costs, rising interest rates, & governmental funding requirements that favor larger projects, it is necessary to build > 30 units (really 50+ units) for feasibility as an affordable housing development.
  - Aside from the approved Pacific Coast Commons (PCC) project, a minimal number of site(s) identified in the HE can accommodate >30 units.
- It is very unlikely that market-rate developments will be able to meet the city's RHNA goals, especially the very low-income units. For example, despite being the first apartment project approved in 30+ years, being larger than the capacity of all other rezoning sites, and denser and taller than allowed in any zone (e.g. 90 units/acre vs. the 30/50 units/acre for the rezoning sites), the PCC project will only create 32 affordable housing units (including just 3 very low-income units). Therefore, it would take 3.41 PCC projects to meet the City's low-income RHNA goals and 69 PCC projects to meet the very low-income goals.

Therefore, additional measures as outlined in this Affordable Housing Strategic Plan need to be taken to meet the City's needs.

Opportunities to Create/Preserve Affordable Housing

The recommendations in this Affordable Housing Strategic Plan focus on unlocking land, reducing unnecessary regulation, reducing risk, fostering innovation, and ensuring adequate and affordable capital to create more affordable housing. Furthermore, these fifteen opportunities will effectuate many of the housing policies identified in the 2022 Housing Element Update (approved on February 1, 2022 by the City Council) with tried-and-true industry initiatives. The following is a list of recommendations (in no particular order):

1. ***Use of the Affordable Housing ("AH") Fund (~$5.3 million) to encourage affordable housing development***
   i. *Provide financial assistance to affordable housing developers* - If suitable site(s) are readily available, providing financial assistance to affordable housing developers to

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build affordable housing units on the site(s) allows the developer to leverage those initial funds with various state and federal resources, stretching those dollars and maximizing the amount of affordable units.

ii. *Land Banking* - Land banking is the process by which a city buys a site it believes to be suitable for future development. Following the purchase, the City may undergo a Request for Proposal process to procure a developer or implement another strategy to encourage the development of affordable housing on that site.

iii. *Pay developers to add and/or maintain affordable housing units* - Cities may exercise the option of paying market-rate developers or homeowners to deed restrict units. For example, cities may encourage developers, who are building market-rate units without an inclusionary housing requirement, to either purchase restricted units or maintain units that are at-risk of converting to market rate.

2. ***Further explore the creation of Inclusionary Housing Guidelines.*** Opportunities exist for market-rate developers to assist in the creation of additional affordable housing units in El Segundo. An alternative to an Inclusionary Housing Ordinance is the development of inclusionary housing guidelines, in the form of a guidance document, that provides clarity to developers about expected development agreement terms but also allows flexibility for the City to negotiate development agreements on a deal-by-deal basis.

3. ***Explore restructuring Park Vista to obtain RHNA credit.*** This recommendation requires collaboration with El Segundo's Senior Housing Commission. Park Vista does not qualify as affordable housing as defined in Gov. Code § 65583 (A) (8)). Refinancing this property using a government funding source that will deed-restrict the property as low-income housing can allow the property to count towards RHNA credit. Additionally, refinancing this property may generate funds for any desired rehabilitation of Park Vista. This process would not displace any existing residents nor raise rents for any of the tenants.

4. ***Focus affordable housing efforts between Imperial, El Segundo Blvd., and PCH.*** This part of the city is in a Highest Resource area, which makes a project much more competitive for tax-exempt bonds and low-income housing tax credits, which are the most important funding sources to build affordable housing. Therefore, it unlikely that any non-inclusionary affordable housing units will be created in other parts of the city. This area includes Smokey Hollow (the #2 neighborhood for housing to be built from the community survey), the west side of PCH between Imperial and El Segundo Blvd. (the #3

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neighborhood from the survey), E. Imperial Ave. (the #4 location per the survey), and downtown El Segundo (along Main Street) (the #5 neighborhood for housing to be built from the community survey). Also, this area is in close proximity to amenities, which is consistent with government funding and the community survey results. Finally, the community survey also identified housing types found in this area. For example, "repurposing office and commercial sites to mixed uses" was the #1 housing type at 28% and "repurposing office and commercial sites to residential uses" was the #2 housing type at 22%, and workforce housing in smokey hollow was the #3 housing type from the community survey.

5. ***Encourage multifamily residential consistent with the RHNA MU-O zone in the Downtown Specific Plan as walkable developments reduce traffic, increase consumerism, and help attract younger professionals.*** Consistent with the above focus area and the El Segundo Economic Development Corporation (ESEDC) notation that employees thrive on integration of work/life within the same city, the drafting of the Downtown Specific Plan presents an opportunity for the City to explore, with assistance from stakeholders including the ESEDC as well as the City's own Economic Development staff, downtown-based housing opportunities that attract and retain talented young professionals in El Segundo.
6. ***Consider designating a Civic Center property as surplus land & open the opportunity for affordable housing.*** A local government may own "properties that include buildings that are underutilized, vacant, or no longer useful for their original purpose."[5] Building on surplus city-owned land provided by cities to affordable housing developers (for example, as a result of compliance with the California Surplus Land Act) generally reduces the risk profile of affordable housing and facilitates key phases of the development process such as solicitation of community feedback. The El Segundo Civic Center is one example of a property that the City may consider re-envisioning as an affordable housing opportunity.
7. ***Allow multifamily residential consistent with the RHNA MU-O zone in all commercial zones.*** A number of jurisdictions allow residential development in their commercial zones. This allows housing near jobs, transportation, and other important community amenities while providing customers and workers for nearby businesses. This has become

[5] Use of Publicly Owned Property for Affordable Housing, *Local Housing Solutions*.

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increasingly prevalent as brick-and-mortar commercial centers have struggled from online shopping and remote working.

8. ***Explore a religious institution overlay.*** Of the sites listed in the Housing Element's Site Inventory, a few church sites demonstrated high development opportunity. Many faith-based organizations not only have underutilized land, they have both "mission-oriented and financial reasons for using their land assets."[6] The City of Pasadena is an example of a jurisdiction exploring residential development on this type of land: Pasadena is proposing a Religious Facility Housing zoning code amendment that would allow mixed-income housing on properties owned by religious and faith-based institutions.[7] El Segundo's Housing Element has identified two church sites (Site 6 at 205 Lomita and Site 8 at 361 Richmond Street) as candidate sites for rezoning to mixed-use overlay. This type of religious institution overlay would expand the pool of potential religious properties that could be redeveloped.

9. ***Explore the use of Enhanced Infrastructure Financing Districts (EIFDs) to raise funds for the AH fund.*** EIFDs are tools to fund economic development projects within a geographic boundary utilizing tax increment financing.[8] All housing that is developed must be affordable. There are several approved EIFDs in California; while several jurisdictions in the state are in process of creating their own EIFDs.[9]

10. ***Explore obtaining a State Pro-Housing Designation—City and projects more competitive for State housing funding.*** Local governments can apply to receive a pro-housing designation awarded by the California Department of Housing and Community Development (HCD). Jurisdictions that have been awarded pro-housing designations receive an advantage such as priority processing or funding points when applying for competitive affordable housing development state funding.[10] The City of Sacramento is the only jurisdiction that has been awarded this designation to date; actions taken by the City of Sacramento to help attain the pro-housing designation included "waiving fees for affordable housing construction, allowing housing by right in commercial corridors, speeding approvals for accessory dwelling units, and reducing or eliminating parking

[6] David Garcia and Eddie Sun, *Mapping the Potential and Identifying the Barriers to Faith-Based Housing Development*, Terner Center for Housing Innovation, May 2020.

[7] Proposed Zoning Code Amendment: Religious Facility Housing, *City of Pasadena*, 2022.

[8] Enhanced Infrastructure Financing Districts (EIFDs), *State of California*, 2022.

[9] Enhanced Infrastructure Financing District (EIFD), *Southern California Association of Governments*, 2022.

[10] Prohousing Designation Program, *California Department of Housing and Community Development*, 2021.

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requirements for new housing."[11] The City of El Segundo may apply to attain this designation following implementation of the types of affordable housing initiatives outlined in this Strategic Plan.

11. ***Explore mechanism(s) that enable consistent contributions to the City's Affordable Housing (AH) Fund.*** Such mechanisms may include commercial linkage fees and other in-lieu fees for new developments. Commercial linkage fees may be charged to developers of new, non-residential buildings including office, retail, industrial, and manufacturing facilities[12] to generate revenue for the City's Affordable Housing Fund. The City of El Segundo may also wish to consider charging in-lieu fees, such as the in-lieu fee of $5.3 million charged by the City in 2017 to the developer of a former school site who ultimately did not provide 6 affordable units in accordance with the permits issued for the project (the $5.3 million now comprises the entirety of the City's Affordable Housing Fund).
12. ***Waive or defer development fees for affordable housing.*** The Housing Element confirms that the City collects fees from developers based on land use to "cover the costs of processing permits and providing necessary services and infrastructure" (48-49). It also collects planning fees (49). The affordable housing process involves considerable financial risk:[13] the financing process consists of applying for multiple different funding sources (which include highly competitive state and federal loans). Waiver or deferment of development-related fees is a measure that cities can undertake to encourage affordable housing production by reducing affordable housing developers' cost burden and improving competitiveness of certain affordable housing funding sources.
13. ***Create a Local Housing Trust Fund to assist in the financing of affordable housing.*** Many cities have successfully applied to the State's Local Housing Trust Fund Program as it provides matching funds to local housing trust funds dedicated to the creation of affordable housing.[14]
14. ***Establish a live/work preference, as a supplemental element to newly created housing policies.*** Live/work preferences can be incorporated into new ordinances implemented by the City or in new development agreements. Establishing an equal preference for people

[11] Sacramento First City in California to Win State Prohousing Designation for Housing-Friendly Policies, *Sacramento City Express*, February 24, 2022.
[12] Linkage Fees/Affordable Housing Impact Fees, *Local Housing Solutions*.

[13] The Affordable Housing Process, *LISC Bay Area*, Summer 2019.
[14] *Local Housing Trust Fund Program*, *California Department of Housing and Community Development*, May 12, 2021.

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that live or work in the City helps ensure that new housing that is created benefits households that are already participating the economic vitality of the City.

15. ***Make new affordable housing developments available to low- and moderate-income residents in perpetuity, as a supplemental element to newly created pro-housing policies.*** Many jurisdictions place 30 or 55-year affordability restrictions on their affordable housing development(s), after which time those units return to market rate. It is recommended that any new pro-housing policies or development agreements include language restricting the affordable units in perpetuity. This ensures preservation of the affordable housing stock created, and negates the possibility of the units being lost to market forces while affordability needs are growing.[15]

Conclusion

The opportunities identified in this Affordable Housing Strategic Plan are consistent with the Housing Element, public input, and the other housing efforts currently underway in the City. While there is no one size fits all approach to the creation of affordable housing, this AHSP provides opportunities that create an environment conducive to the creation of more affordable housing in the City. Like all Strategic Plans, it is up to the user to follow through with action items that move all or some of these opportunities forward.

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[15] Affordability Preservation, *Inclusionary Housing*, 2019.

Appendix A: Commonly Used Terms in Affordable Housing

Affordable Housing - Housing on which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities.

Affordable Housing Developer – An individual or organization, usually a nonprofit or a civically-minded for-profit, that performs professional housing development work to provide affordable housing to low-income groups including individuals with disabilities, seniors, military veterans, farmworkers, at-risk youth, and people experiencing homelessness. The Affordable Housing Developer takes on the lead role in managing the development process by identifying sites, evaluating project feasibility, securing financing, supervising construction, and more.

Area Median Income (AMI) - The household income for the median or middle household in a region. Each of the three low-income categories are measured by a range of the Area Median Income (AMI): low-income (50-80% of AMI), very low-income (30-50% of AMI), and extremely low-income (below 30% of AMI).[16]

HCD- California's Housing and Community Development Department. Tasked, among other duties, with increasing and preserving California's supply of affordable housing, HCD administers programs that provide grants and loans used by developers to create affordable housing. In addition, HCD works with each of California's regions to determine their housing needs, and reviews each city or county's housing element to determine whether or not their housing plan complies with state law.[17]

Market-Rate Housing – Residential units that are sold or rented at market rates and are not restricted by income

Regional Housing Needs Assessment (RHNA) – Mandated by State Housing Law as part of the periodic process of updating local housing elements of the General Plan. RHNA quantifies the need for housing within each jurisdiction during specified planning periods. Allocations for Southern California are prepared every eight years by the Southern California Association of Governments (SCAG).[18]

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[16] Housing Affordability in California, *Housing California*, 2022.
[17] Our Mission and What We Do, *California Department of Housing and Community Development*, 2021.
[18] Housing, *Southern California Association of Governments*, 2022.

Supportive Services – Typically provided to formerly homeless individuals or families residing in affordable housing units to help them stay housed, including individuals with substance abuse problems, individuals with mental illness, domestic-violence survivors, veterans, and/or people with AIDS/HIV.[19] Supportive services may include but are not limited to case management, mental health services, and substance abuse treatment services. Participation in supportive services is encouraged, but is not a condition of living in the housing.[20]

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[19] People Experiencing Homelessness, *California Department of Housing and Community Development*, 2021.
[20] Supportive Housing, *United States Interagency Council on Homelessness*, August 15, 2018.

Affordable Housing Strategic Plan Overview

June 21, 2022

Background

- September 1, 2020: RFQ released for Affordable Housing Development & Administrative Services Provider
- February 16, 2021: ENA with Many Mansions (MM) to be the City's Affordable Housing Services Provider
- October 5, 2021: Executed a Professional Services Agreement with MM to provide an Affordable Housing Strategic Plan (AHSP)
  - Emphasis on meeting Regional Housing Needs Assessment (RHNA) goals
- MM worked with city staff/consultants to review the Housing Element (HE); Pacific Coast Commons Development Agreement; & participate in various pro-housing strategies
- March 24, 2022: Reviewed AHSP options at Planning Commission study session
- AHSP will augment and effectuate the Housing Programs identified in the HE

A Snapshot of Many Mansions…

- Nonprofit Affordable Housing Builder, Property Manager & Service Provider
- 43 years of experience
- 70+ staff members and volunteer Board of Directors
- Owner/property manager of 17 affordable housing apartment communities in Southern California
  - Over 650 apartment homes
  - 1,500+ low-, very low- and extremely-low income residents served
  - Leader in Supportive Housing
- 4 developments (>200 apartments) in construction & another 400+ affordable apartments in development
- Provide free, life enriching service programs for residents
- Affordable Housing Developer of Year (2020)



Hillcrest Villas - *60 apartments for families, Thousand Oaks*

City Requirements (RHNA)

Regional Housing Needs Assessment (RHNA) 2021-2029				
Income Category	5th Cycle Carryover	6th Cycle RHNA	Total RHNA	Percent
Extremely/Very Low Income (ELI/VLI)	18	189	207	39.7%
Low Income (LI)	11	88	99	19.0%
Moderate Income	0	84	84	16.1%
Above Moderate Income	0	131	131	25.1%
Total	29	492	521	100.0%

Note: The City has a RHNA allocation of 207 very low income units (inclusive of extremely low income units). Pursuant to State law (AB 2634), the City must project the number of ELI housing needs based on Census income distribution or assume 50% of the VLI units as extremely low. Assuming an even split, the City's RHNA allocation of 207 VLI units may be divided into 104 very low and 103 ELI units. However, for purposes of identifying adequate sites for the RHNA allocation, State law doesn't mandate the separate accounting for the ELI category.

Source: Southern California Association of Governments (SCAG), 6th Cycle Final RHNA Allocation Plan, 2021.

Consequences of Noncompliance

Risk of litigation (AB 72, AB 101)

1. *HCD monitors for noncompliance and reports to Attorney General (AG)*
2. *Court can impose fines of up to $100,000/month*
3. *Huntington Beach sued by AG for continued inaction and settled*
4. *Pleasanton sued by AG and was suspended from issuing building permits for over one year*
5. *Pomona and San Clemente sued by nonprofits*

Ineligibility for State grants

1. *SB 2 grant*
2. *Other infrastructure/transportation funds being considered*

What is Affordable Housing?

- Deed restricted housing for moderate-income (≤$153,240), low-income (≤$94,560), or very low-income (≤$59,100) households based on family size & median income level for L.A. County
- Includes housing for many of our essential workers
- Residents pay ~30% of the monthly household income for rent & utilities
- Applicants undergo a more vigorous qualification process (e.g. criminal history check) than market-rate developments
  - ❖ *MM will help monitor the City's affordable housing units*
- Often built by nonprofits or civically-minded for-profits
- Design, quality, and amenities meet or exceed market-rate developments
- Often have "free" on-site services



Ormond Beach Villas- *40 apartments for veterans, Oxnard*

What Affordable Housing Looks Like



Hillcrest Villas - 60 family apartments, Thousand Oaks



Hacienda de Feliz - 25 family apts., Thousand Oaks



Walnut Street - 24 family apartments, Moorpark



Ormond Beach Villas - 40 veterans' apartments, Oxnard



Mountain View - 77 family apartments, Fillmore



Rancho Sierra - 50 senior apartments, near Camarillo

Why Do We Need More Affordable Housing?

- No apartments built in the City over the past 40 years
- Zero affordable housing units per Gov. Code § 65583 (A) (8)
- Naturally occurring affordable housing often is or becomes dilapidated, overcrowded, or lost to market forces
- 40% of residents are moderate-income (includes 25% that are low-income)
- 7.8% (1,306) of residents are living in poverty, 7.8% (1,306) are disabled, & 0.3% (>50 people) are homeless
- Median sales price for a SFH is ~$1.5 million
- At a maximum affordable purchase price of $359,325, it is unlikely that a moderate-income household could afford even a small condominium

Benefits of Affordable Housing

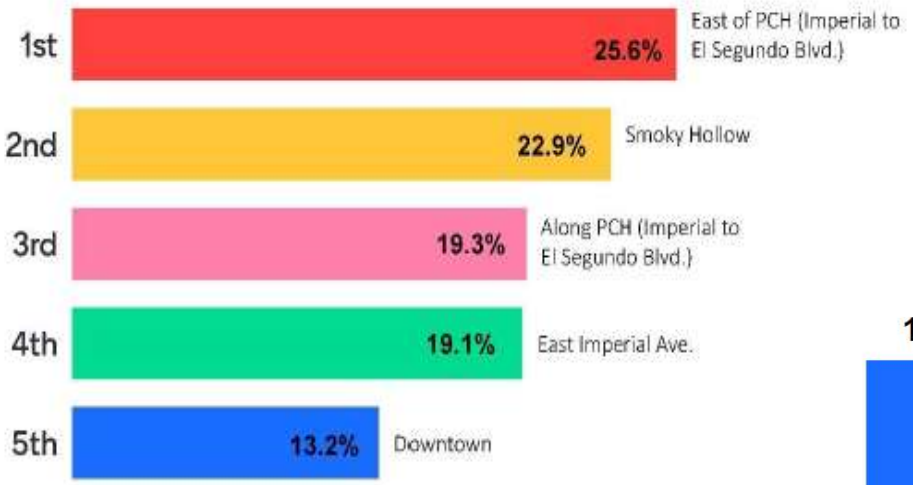
1. Allows lower-income persons, seniors, and children who grew up in El Segundo to stay in their community
2. Improves educational outcomes of lower-income adults and children
3. Reduces incarceration and recidivism
4. Improves health outcomes
5. Permanent supportive housing for the homeless produces significant savings on healthcare and public safety systems (police/fire)
6. Boosts local economic activity via construction-related employment, plus ongoing jobs and consumer-driven jobs in the local economy
7. Access to affordable housing improves an employer's ability to attract and retain employees and remain competitive the in global economy

Housing-Related Public Outreach Efforts

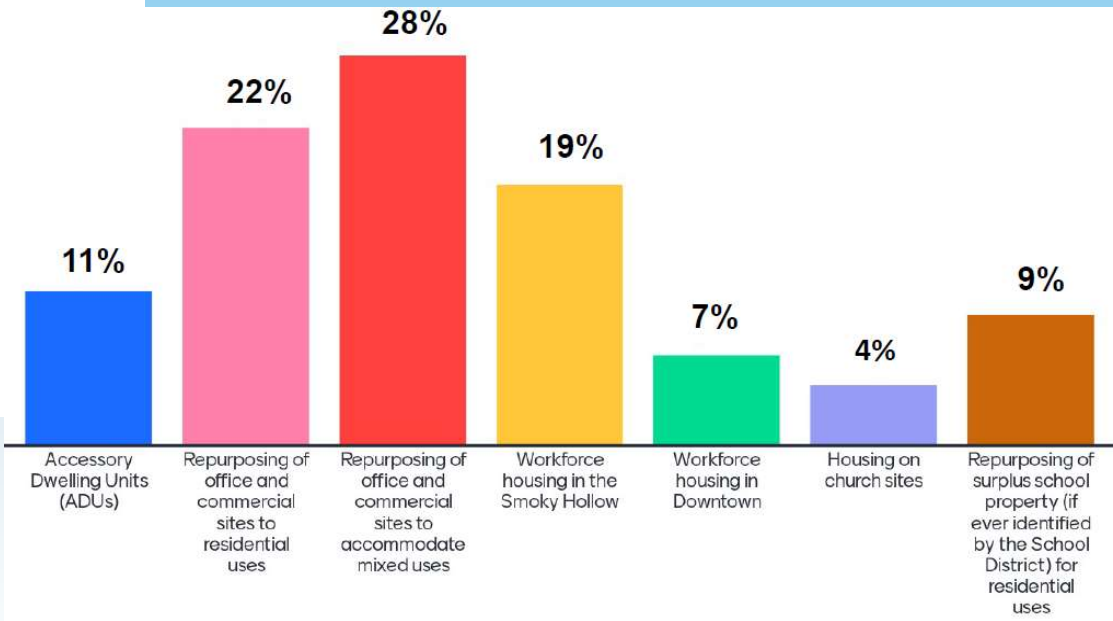
- Community meeting on April 13, 2021
- Development of a city webpage for the HE Update
- Community survey - over 500 survey participants
- YouTube video regarding HE Update
- Social media (Facebook, Twitter, City's website, etc.)
- Postcards to agencies, local businesses, nonprofits, and religious facilities
- Notices published in El Segundo Herald on April 8, May 13, and June 10, 2021
- Joint Planning Commission/City Council meeting on June 14, 2021
- Planning Commission review of Housing Element on September 30, 2021 and January 13, 2022
- City Council review and adoption of the Housing Element on February 1, 2022
- Planning Commission study session on the AHSP on March 24, 2022

Highlights of Community Housing Survey

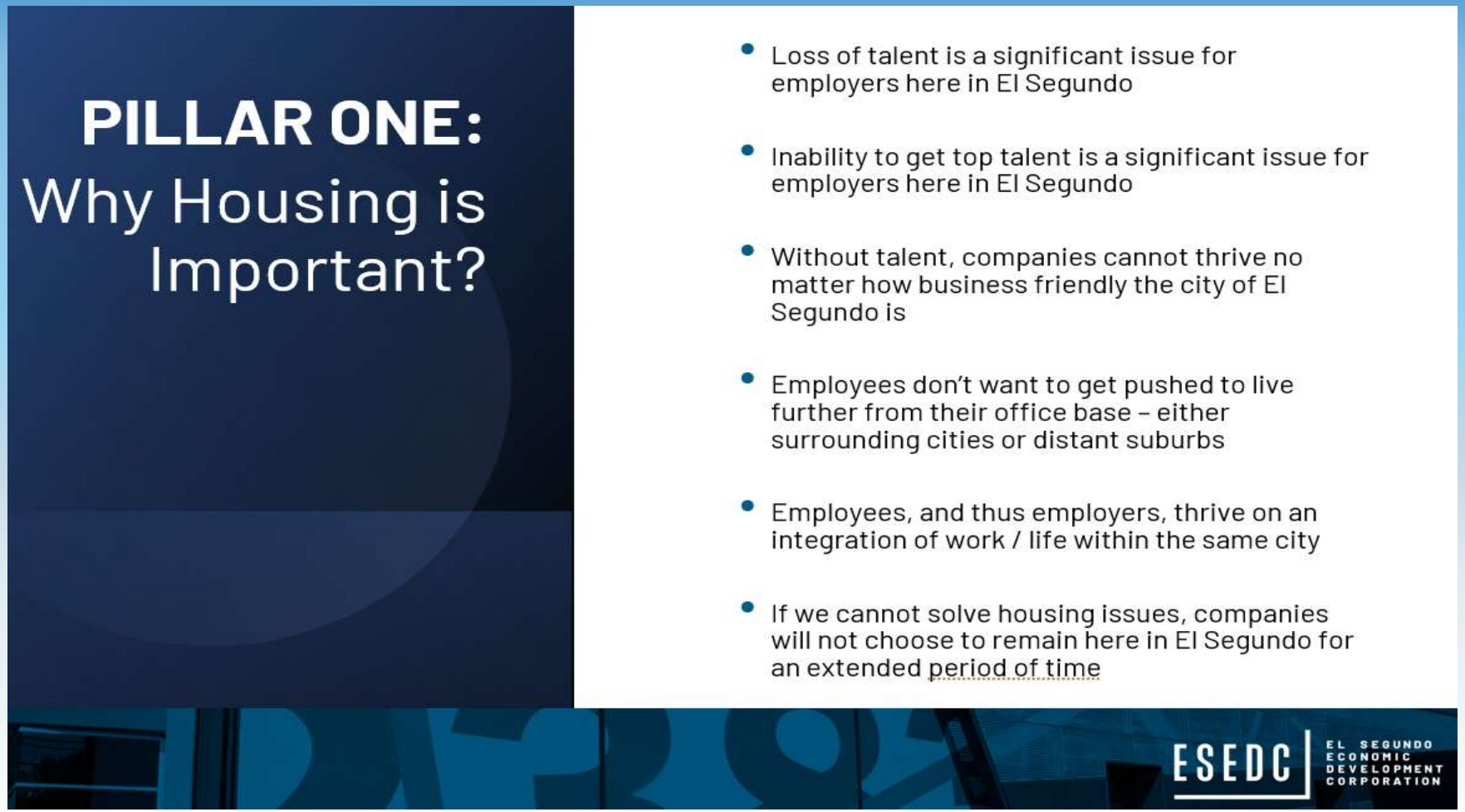
Please rank from 1-5, with 1 being your first choice, in what area of El Segundo should new housing be built?



In your opinion, what housing types would you like to see more of in El Segundo?



Business Community Input



Summary of Housing Efforts Underway

Housing Element Programs

- Accessory Dwelling Units (ADU) – Program 3
  - Develop incentives/tools to facilitate ADU construction by 12/31/23 (goal of 80 ADUs in 8 yrs.)
  - In 2022, update City website with more ADU resources, such as grants for homeowners to build ADUs
  - Beginning in 2022, pursue available funding to facilitate ADU construction, including affordable ADUs
  - Monitor ADU const. trends in 2024 & make necessary adjustments to incentives/tools w/in 6 months
- Inclusionary Housing Ordinance and Affordable Housing Strategy – Program 4
  - *A study session with the City Council was conducted on 3/1/22 & an Inclusionary Housing Policy has been deferred for further study.*
  - Other considerations to encourage affordable housing: *streamlined processing of permit applications; waive or defer development fees; consider reducing certain development standards (such as parking requirements); and/or provide financial assistance to nonprofit developers to the extent possible*
  - Develop Affordable Housing Strategic Plan by June 30, 2022

Summary of Housing Efforts Underway

Housing Element Programs (Continued)

- **Upzoning Identified Sites in HE - Program 5**
  - By 10/15/22, rezone sites for 29-unit RHNA shortfall from the last Housing Element, amend ESMC to provide by right approval if project provides ≥20% LI units, develop objective design standards for residential dev. consistent with SB 330, & rezone sites for the current RHNA shortfall
  - By October 15, 2024, rezone adequate sites to address RHNA shortfall and update Downtown Specific Plan to include additional opportunities for residential development.
- **Lot Consolidation – Program 7 -** Develop strategies to encourage the development & consolidation of small lots, especially for affordable housing (by 10/15/24)
- **Program 8 - ESMC Amendments**
  - By 6/22 complete ESMC revisions to address density bonus (AB1763 & AB2345), SRO (Micro Units), and transitional housing as part of the City's SB 2 grant efforts.
  - By 12/23 complete ESMC revisions to address provisions for SH & consider an administrative subdivision process for projects with ≤10 units.

More is Needed to Encourage Affordable Housing

The HE is well done and a great start, but it is not enough to produce sufficient units to meet the City's RHNA goals. Why?

- The Site Inventory properties are privately owned, and the owners may not be willing to sell at a feasible price.
- The City is primarily built out and many existing parcels are too small (even if assembled) to be feasible.
  - Based on land costs, escalating construction costs, rising interest rates, and governmental funding requirements that favor larger projects, it is necessary to build > 30 units (really 50+ units) for feasibility as an affordable housing development.
  - Apart from the approved PCC project, only a few sites can accommodate more than 30 units. Thus, AH via the HE up-zoning will have to accommodate most of the lower-income units.

Table 5-5: Lot Consolidation and Income Level Distribution

Consol.	Parcel Number	Acres	Address	Lower Income	Moderate Income	Above Moderate Income	Total Capacity
1	4135-017-900	0.6	210 Penn St	9	10	0	19
2	4135-022-025	0.3	817 E Franklin Ave	3	6	0	9
	4135-022-026	0.2	Maryland St/ Franklin Ave	4	0	0	4
	4135-022-027	0.2	Maryland St/ Franklin Ave	4	0	0	4
	4135-022-028	0.2	Maryland St/ Franklin Ave	4	0	0	4
3	4135-022-035	2.8	205 Lomita	75	38	0	113
4	4135-023-023	0.5	717 E Grand Ave	16	3	0	19
5	4136-017-046	0.6	361 Richmond St	10	0	12	22
6	4139-017-004	0.3	1755 E Sycamore Ave	10	0	0	10
	4139-017-040	1.8	835 N Pacific Coast Highway	57	0	15	72
7	4139-017-043	0.9	1804 E Sycamore Ave	14	20	0	34
8	4139-018-001	0.7	703 N Pacific Coast Highway	11	10	7	28
	4139-018-002	0.3	739 N Pacific Coast Highway	13	0	0	13
	4139-018-003	0.3	755 N PCH	7	6	0	13
9	4139-025-075	0.2	PCH/ Holly Ave	3	0	5	8
	4139-025-073	0.6	Indiana St / E Holly Ave	4	0	19	23
	4139-025-074	0.4	Indiana St /E Holly Ave	4	0	30	34
	4139-025-076	0.3	E Holly Ave / N PCH	4	0	19	23
	4139-024-057	0.7	E Mariposa/ N PCH	6	0	48	54
	4139-024-058	1.1	E Mariposa/ N PCH	11	0	78	89
Total		14.0		264	93	233	590



More is Needed to Encourage Affordable Housing

Case Study: Pacific Coast Commons

- The first apartment project approved in 30+ years
- Risky/costly - needed a specific plan, general plan amendment, zone change, zone text amendment, etc.
- Large (263 units is > than 2X the amount in all the rezoning sites)
- Dense (90 Units/Acre vs. the 30/50 Units/Acre for the rezoning sites)
- Tall (up to 6 stories vs 32 ft./2 stories in all residential zones)
- Only able to accommodate 12% of the total units as LI (including just 1% or 3 units as VLI) vs. the 20% LI needed for by right approval of the rezoning sites.
  - After the PCC, the City will still need to facilitate the creation of 204 VLI units & 70 LI units
  - Very low-income (VLI) units rarely created by voluntary market forces & need government incentivizes

Conclusion: *It's very unlikely that market-rate developers will be able to meet the city's RHNA goals, especially the VLI units. So, more must be done if the city wants to achieve its RHNA goals and avoid future penalties or loss of control from the State.*



Opportunities to Create/Preserve Affordable Housing

1. Use of the City's Affordable Housing (AH) Fund (~$5.3 million) to encourage affordable housing development
   - ➢ Provide financial assistance to nonprofit developers
   - ➢ Land Banking
   - ➢ Pay developers to add and/or maintain affordable housing units
2. Explore the creation of Inclusionary Housing Guidelines
3. Explore restructuring Park Vista to obtain RHNA credit (via deed restrictions, reg. agreement)
4. Encourage multifamily residential consistent with the RHNA MU-O zone in the Downtown Specific Plan as walkable developments reduce traffic, increase consumerism, and help attract younger professionals
5. Consider designating a Civic Center property as surplus and open opportunity for affordable housing

Opportunities to Create/Preserve Affordable Housing

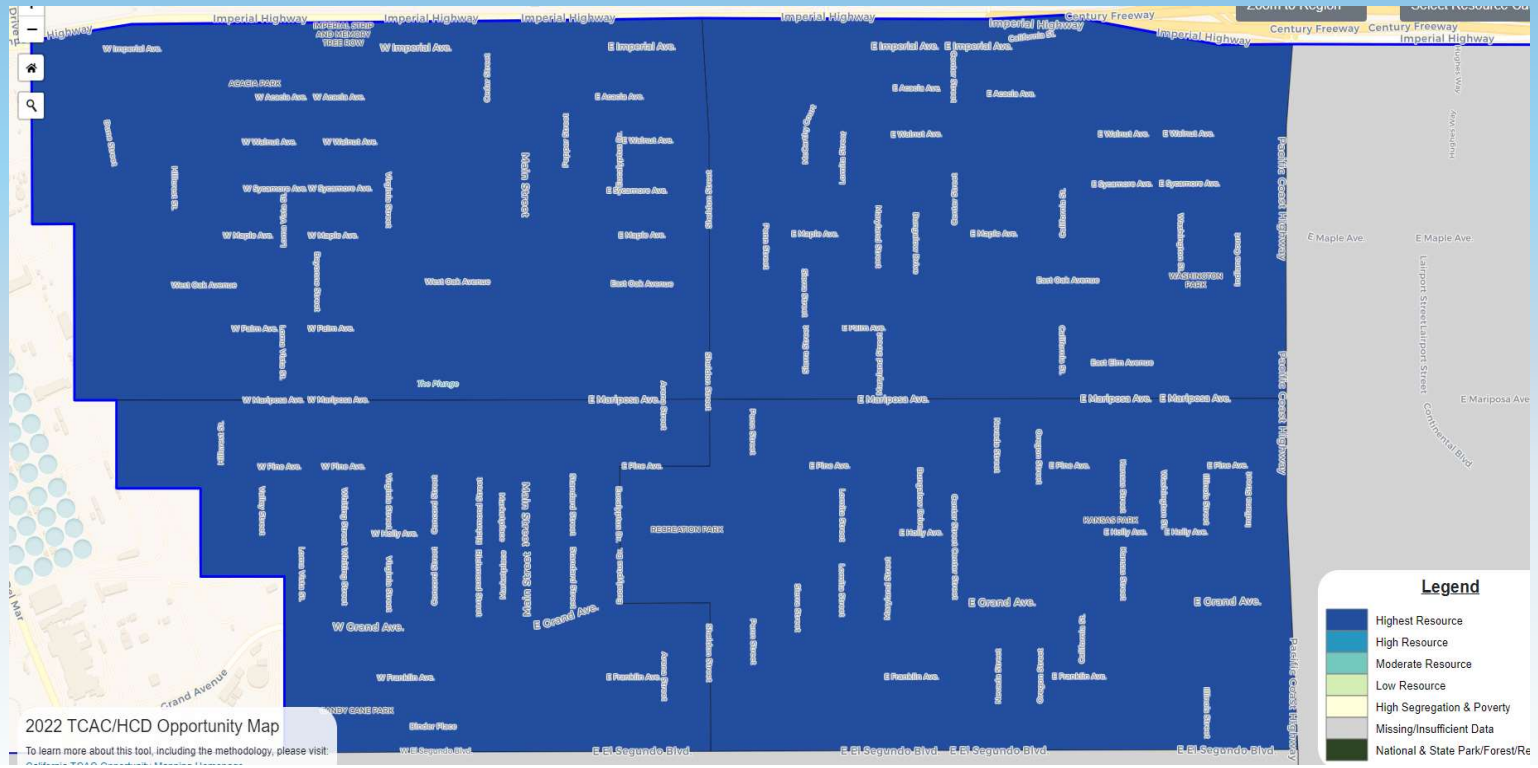
6. Allow multifamily residential consistent with the RHNA MU-O zone in all commercial zones
7. Explore a religious institution overlay
8. Explore the use of Enhanced Infrastructure Financing Districts (EIFDs) to raise funds for the AH Fund
9. Explore obtaining a State Pro-Housing Designation
10. Explore mechanism(s) that enable consistent contributions to the AH Fund Such mechanisms may include commercial linkage fees and other in-lieu fees for new developments

Opportunities to Create/Preserve Affordable Housing

11. Waive or defer development fees for affordable housing
12. Create a Local Housing Trust Fund to assist in the financing of affordable housing
13. Establish a live/work preference (as part of new housing policies)
14. Make new affordable housing developments available to low- and moderate-income residents in perpetuity (as part of new housing policies)

Opportunities to Create/Preserve Affordable Housing

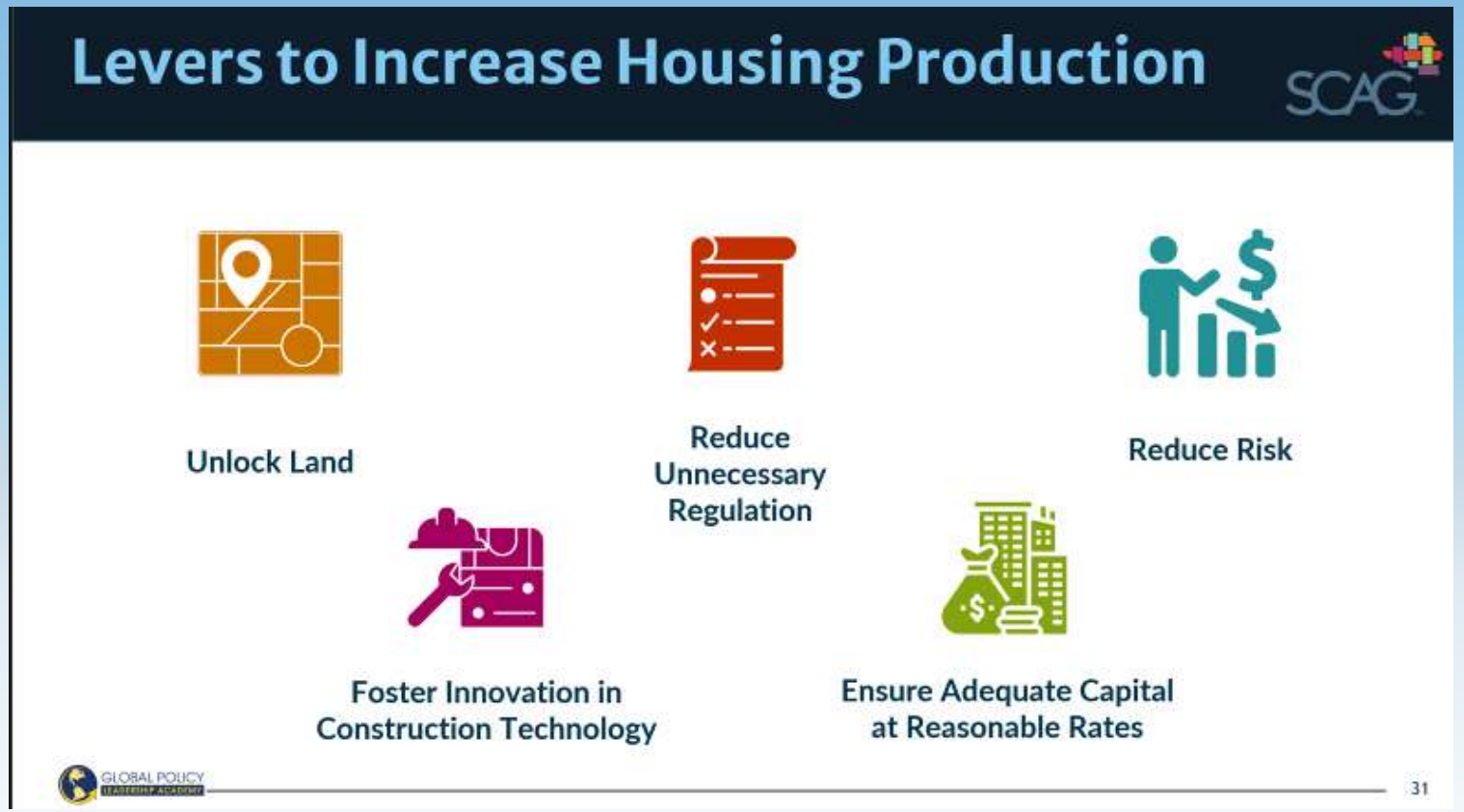
15. Focus affordable housing efforts between Imperial, El Segundo Blvd., and PCH based on the Housing Element, community feedback, and Many Mansions' expertise



Next Steps

- Revise the Affordable Housing Strategic Plan (AHSP), if needed
- Publish the final AHSP by July 31st, 2022
- City Council to direct staff to implement elements of the AHSP throughout the 6th Cycle of the Housing Element (2021-2029)

Questions & Answers



City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Staff Presentations
Item Number: D.18

TITLE:

Presentation, Consideration of Support of Legislation, and Direction Regarding South Bay Regional Housing Trust Fund

RECOMMENDATION:

1. Receive and file a report on the creation of a South Bay Regional Housing Trust that would facilitate the construction of affordable housing in participating cities.

2. Authorize the Mayor to sign a letter of support for SB 1444.

3. Provide direction as to whether the City Council is interested, with no commitment at this time, in becoming a charter member of the South Bay Regional Housing Trust if it is created.

FISCAL IMPACT:

There is no fiscal impact to the City's General Fund in the establishment of the South Bay Regional Housing Trust Fund. However, should El Segundo participate as a participating city in the trust fund, there may be future financial commitments through annual dues, to be determined at a later time.

BACKGROUND:

The ongoing housing affordability and homelessness crises have led many cities and regions to consider housing trusts as one method to increase the supply of affordable housing. A regional housing trust is a voluntary multi-jurisdictional joint powers authority that would provide local officials a way to create affordable housing strategies tailored to the unique needs, conditions, and political culture of their community. Through low interest, short-term loans, the trust would be able to develop new construction as well as preserve or rehabilitate existing affordable housing, provide homeless housing services, and more, and would provide an opportunity to meet a city’s regional housing needs assessment ("RHNA") requirements.

Since late 2021 and upon direction from its Board of Directors, the South Bay Cities Council of Governments ("SBCCOG") has been exploring the feasibility of creating a South Bay Regional Housing Trust ("SBRHT") that would be able to access federal and state earmarks and grants to help fund the lending program and potentially offset administrative costs. After evaluating numerous variations of housing trusts from throughout the state, the SBCCOG identified the San Gabriel Valley's Regional Housing Trust as an appropriate local model as it creates a sustainable housing trust through its lending process and has been successful in accessing state funding. The San Gabriel Valley's trust was also formed via legislation two years ago and received $20M in state budget funding in 2021. They are expected to request upwards of $100M this year. Their trust has also been successful in accessing federal funding, LA County Measure H homelessness funding, and Regional Early Action Planning funds from Southern California Association of Governments. Thus far, four projects either completed or in process have developed nearly 250 affordable housing units in the San Gabriel Valley, with an additional 14 projects containing 800 additional units in the pipeline.

The SBRHT would be governed by a Board of Directors, selected by the SBCCOG Board, and would consist of Mayors/Councilmembers and two housing or homeless policy experts from participating cities. The SBRHT Board would ultimately select projects and award funding, based on adopted criteria. It is important to note that a project would only receive funding if it is supported by the city council in which it would be built. The SBCCOG also envisions the SBRHT to address the sustainability of housing by encouraging opportunities to promote walking, biking, and zero-emission local use vehicles.

Administration of the SBRHT would likely be funded through a dues structure paid by participating cities. However, the exact structure and amount is still to be determined. It is likely that state and federal earmarks or grants could offset some of those costs.

DISCUSSION:

Currently, the SBCCOG is working to pass SB 1444, authored by Senator Ben Allen and co-authored by Assemblymember Al Muratsuchi. This bill would create the SBRHT joint powers authority. The SBCCOG is also working to secure seed funding for the SBRHT via a state budget earmark.

Subsequently, the SBCCOG will work with its legal counsel to draft the joint-powers agreement, by-laws, and other administrative procedures. Upon completion of these items and evaluation by cities, the SBCCOG will solicit charter members.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5A: El Segundo promotes economic growth and vitality for businesses and the community.

PREPARED BY:
Michael Allen, AICP, Development Services Director
REVIEWED BY:
Michael Allen, AICP, Development Services Director
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Attachment 1 - SBRHT brief overview presentation
2. Attachment 2 - SBRHT Frequently Asked Questions
3. Attachment 3 - RHT pros-cons
4. Attachment 4 - SB 1444
5. Attachment 5 - Template SB 1444 support letter

Exploring the Creation of a South Bay Regional Housing Trust

What is a regional housing trust?



It's a **voluntary** multi-jurisdictional joint powers authority (JPA) that provides local officials a way to fashion affordable housing strategies tailored to the community's unique needs, conditions, and political culture



Could be used for new construction, preservation/rehabilitation of existing affordable housing, homeless housing services, and more, to provide an opportunity to meet RHNA requirements



Access federal/state budget funding (earmarks) and grants



No projects would be funded by the trust that have not been approved by the city first

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

Examples of other California regional housing trust JPAs

Orange County
(24 city members)

San Gabriel Valley
(22 city members)

San Mateo County
(20 city members)

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

Implementation Steps

Support State legislation and budget request

- Legislation to form the JPA is being evaluated (SB 1444)
- $50M state budget request to seed the trust is being considered
  - San Gabriel Valley received $20M in FY21-22 and is expected to request $100M in FY22-23

→

Provide indication of initial city interest in participating (not a commitment)

→

Draft JPA documents, by-laws, and other administrative documents

→

Request final commitment on participation from cities after evaluation and due diligence

What is Today's Request?

- Support SB 1444 (Allen) to form the JPA
- Support the request for state budget funding
- Indicate whether your city would **<u>consider</u>** joining a regional housing trust, understanding there is no commitment to participation at this time

Questions?

Contacts

- SBCCOG Board Member & Hermosa Beach Councilmember Stacey Armato: sarmato@hermosabeach.gov

- SBCCOG Staff:
  - Jacki Bacharach, Executive Director: jacki@southbaycities.org
  - David Leger: davidl@southbaycities.org

South Bay Regional Housing Trust Frequently Asked Questions:

Question: Would moving forward with the formation legislation commit a city to participating in the SBRHT?
Answer: No. Moving forward with formation legislation is the first step. Seeking official members would be a subsequent process facilitated by the SBCCOG.

Question: Would participation in the SBRHT be voluntary?
Answer: Yes. A separate Joint Powers Authority would be created and membership to the SBCCOG does not require membership to the SBRHT.

Question: Who would operate the SBRHT?
Answers: The SBRHT would be governed by a Board of Directors consisting of Mayors/Councilmembers from participating cities and 2 local experts with experience in housing and/or homelessness. The SBCCOG board would determine the appropriate size of the SBRHT board and would appoint members to the SBRHT board. In terms of day-to-day operations, it is likely that the SBRHT would contract with the SBCCOG for staffing. The San Gabriel Valley RHT contracts with the San Gabriel Valley COG and it has been a successful model.

Question: Does it cost anything to be part of the SBRHT?
Answer: There will likely be a dues structure to ensure administrative operations of the RHT. The exact structure and amount a city would pay would be determined at a later date. State/federal earmarks and grants can be used in part for administration, so there may be opportunities to offset some costs.

Question: Do other areas have RHTs formed by legislation?
Answer: Although legislation is not required, several do because legislation could possibly facilitate the eventual state funding. The San Gabriel Valley COG, Western Riverside COG, and Orange County have all formed their RHTs via legislation. Gateway Cities COG and the cities of Burbank/Glendale/Pasadena have begun the process as well.

Question: What would the SBRHT do?
Answer: The SBRHT would fund and finance the planning and construction of homeless housing, and extremely low, very low, and low-income housing projects. SBHRT funding would make the construction of affordable housing more appealing to developers. The trust would only consider a development that had city approval. The trust could also address the "sustainability" of the housing –encouraging opportunities to promote walking, cycling, and travel using zero-emission local use vehicles.

Question: If a city participates in the SBRHT, can they city get RHNA credit for a project funded through the SBRHT but built in a different city?
Answer: No. At this time, state law does not allow for RHNA credit sharing.

Question: How would the SBRHT be funded?
Answer: Through state/federal budget requests/"earmarks", state/federal grants, and other opportunities that may arise.

Question: Since we are considering a lending model, how would the funds be paid back?
Answer: The SBRHT, through loan professionals, would provide funding to a proposed housing project via lower interest loans than the developer would receive through traditional banks or lending organizations. Funds would be repaid to the SBRHT over the term of those loans, which is often less than 5 years.

Question: Are there strings attached to the funds from the state/federal government?
Answer: State budget earmarks do not have any requirements beyond a timeframe in which the funds should be spent (2yrs). Federal earmarks and federal/state grants may come with additional requirements based on the individual funding agencies and grant programs. An evaluation of the grant and its requirements would be made prior to submittal of an application.

Question: Why would a city want to participate?
Answer: Cities would have a say in the process and would be able to leverage funding to build affordable housing within their city, allowing people to live closer to work, increasing quality of life, while also reducing GHG emissions. Cities would also be able to work together to build affordable supportive housing for the region's most vulnerable populations.

Question: Can a city join later or at any time?
Answer: As long as there are cities that are interested initially, cities will be able to join at any time. However, joining later will mean that they will not be part of the creation of initial policies such as determining any administrative fees, project selection criteria, etc.

PROS AND CONS OF CREATING A REGIONAL HOUSING TRUST

Pros:

- Work Force Housing! Work Force Housing! Work Force Housing!
    - Here's a partial list of essential workers that could benefit from more affordable housing in our region:
        - Teachers
        - Police/Fire
        - Nurses/Medical Assistants/Hospice care
        - Hospitality industry employees
        - Grocery/Retail workers
        - Administrative assistants
        - City staff
    - These workers are priced out of many areas of our region. With the economic development going on in the Inglewood/Hawthorne area, housing affordability is only going to get worse.
    - Counterintuitive – not building enough affordable housing will make traffic worse. Workers will need to commute into our area. This is bad for quality of life of the workers and residents, and is bad for the environment. Adding more cars on the road runs counter to SBCCOG's sustainability objectives.
- Funds can also be used to build affordable supportive housing for the region's most vulnerable populations
- Cities gain control of development in their area. A city could build workforce housing which may be an easier sell to constituents than having private developers build more market rate housing.
    - Regional housing trust projects can increase community engagement
        - For example, affordable housing projects could seek community artists to commission a mural or a sculpture garden.
        - Cities could have a say in the aesthetics of the project, architecture, and inclusion of locally-serving amenities such as green space and community gardens.
        - Cities could dedicate the naming of the project to honor a local dignitary, or hold visioning sessions that empower the community to choose the project's name.
        - Cities could ensure community members take the lead in guiding the direction and development of this locally-serving workforce housing.
- Regional housing trusts can take advantage of billions of dollars of Federal/State and private funding.
    - Federal and State Housing Trust Fund Grants
        - Several regional housing trusts in near-by areas have received multi-million-dollar earmarks from Federal and State budgets.
        - California HCD's Local Housing Trust Fund Program provides dollar for dollar matching grants.
    - Billions of dollars of ESG funding raised by banks – Citigroup, Bank of America, JP Morgan, etc.
- A trust can structure payments as loans as opposed to grants. Once the loans are paid back, those funds could be lent to other projects, eventually having projects in all participating cities.

- Administrative costs could be paid out of grants or loans; potentially making city contributions minimal.
- Other sources of funding could include: affordable housing development fees for market rate developers and local bond initiatives.
- Projects can be mixed use if zoning permits – returning sales taxes to the city.

Cons:

- Opposition to new affordable housing could be directed at the new regional housing trust, its associated member agencies, and SBCCOG – we'll need to be ready for potential oppositional reaction.
- Not every city may see an immediate dividend from participating. Development of projects may take 1-2+ years.
- Increased administration and oversight needed for a new organization. Depending on structure and funding mechanisms, cities may need to contribute administrative funding. Requires administrative oversight to set policies, issue RFPs, underwrite loans and grants, and monitor awarded funds.
- <u>At present, the creation of affordable housing units by a regional housing trust will only satisfy the RHNA requirement for the city in which the housing is located.</u>

AMENDED IN ASSEMBLY MAY 17, 2022

AMENDED IN SENATE APRIL 18, 2022

AMENDED IN SENATE MARCH 15, 2022

SENATE BILL No. 1444

Introduced by Senator Allen
(Principal coauthor: Assembly Member Muratsuchi)

February 18, 2022

An act to ~~amend Section 10095.5 of the Insurance Code,~~ *add Section 6539.9 to the Government Code,* relating to ~~the FAIR Plan.~~ *joint powers.*

LEGISLATIVE COUNSEL'S DIGEST

SB 1444, as amended, Allen. ~~California FAIR Plan.~~ *Joint powers authorities: South Bay Regional Housing Trust.*

The Joint Exercise of Powers Act authorizes 2 or more public agencies, by agreement, to form a joint powers authority to exercise any power common to the contracting parties, as specified. The act authorizes the agreement to set forth the manner by which the joint powers authority will be governed. The act specifically authorizes the establishment of specified joint powers authorities, including the San Gabriel Valley Regional Housing Trust, for the purposes of funding housing specifically assisting the homeless population and persons and families of extremely low, very low, and low income, as specified.

This bill would similarly authorize the establishment of the South Bay Regional Housing Trust, a joint powers authority, by the County of Los Angeles and any or all of the cities within the jurisdiction of the South Bay Cities Council of Governments, with the stated purpose of funding housing to assist the homeless population and persons and families of extremely low, very low, and low income within the South Bay. The bill

would authorize the South Bay Regional Housing Trust to fund the planning and construction of housing, receive public and private financing and funds, and authorize and issue bonds. The bill would require that the joint powers agreement establishing the South Bay Regional Housing Trust incorporate specified annual financial reporting and auditing requirements.

This bill would make legislative findings and declarations as to the necessity of a special statute for the South Bay Cities region of the County of Los Angeles.

~~Existing law creates the California FAIR Plan Association, a joint reinsurance association formed by insurers licensed to write and engaged in writing basic property insurance within this state, to assist persons in securing basic property insurance and to formulate and administer a program for the equitable apportionment among insurers of basic property insurance. Existing law defines "basic property insurance" for these purposes. Existing law also requires the association to establish and maintain an internet website and a toll-free telephone number through which a person may receive assistance in applying for basic property insurance.~~

~~This bill would require the association's internet website to include information about, and a hyperlink to, the California Home Insurance Finder internet website.~~

Vote: majority. Appropriation: no. Fiscal committee: no. State-mandated local program: no.

The people of the State of California do enact as follows:

SECTION 1. The Legislature finds and declares the following:

(a) California has an affordable housing crisis, which is especially acute in the South Bay Cities region of the County of Los Angeles due to the high cost of housing in that area, even in formerly affordable communities.

(b) The establishment of the South Bay Regional Housing Trust to receive available public and private funds could help finance affordable housing projects for homeless and low-income populations.

SEC. 2. Section 6539.9 is added to the Government Code, to read:

6539.9. (a) (1) Notwithstanding any other law, the County of Los Angeles and any or all of the cities within the jurisdiction of

the South Bay Cities Council of Governments may enter into a joint powers agreement pursuant to this chapter to create and operate a joint powers agency to fund housing to assist the homeless population and persons and families of extremely low, very low, and low income, as defined in Section 50093 of the Health and Safety Code, within the South Bay Cities region.

(2) The joint powers agency created pursuant to this section shall be known as the South Bay Regional Housing Trust and shall operate in accordance with this section.

(b) (1) The South Bay Regional Housing Trust shall be governed by a board of directors consisting of an appropriate number of directors to be determined by the governing board of the South Bay Cities Council of Governments.

(2) (A) The board of directors shall be appointed by the governing board of the South Bay Cities Council of Governments and shall include mayors, council members, or County of Los Angeles supervisors that represent either of the following:

(i) A city that is a party to the joint powers agreement.

(ii) A County of Los Angeles Board of Supervisors district that is located wholly or partially within the territory of the South Bay Cities Council of Governments, if the county is a party to the joint powers agreement.

(B) Two members of the board of directors shall be experts in homeless or housing policy.

(3) The board of directors shall elect a chairperson and a vice chairperson from among its members at the first meeting held in each calendar year.

(4) (A) Members of the board of directors shall serve without compensation.

(B) Members of the board of directors may be reimbursed for actual expenses subject to the approval of the governing board of the South Bay Regional Housing Trust. Actual expenses shall be approved before they are incurred.

(5) If a vacancy occurs on the board of directors, the governing board of the South Bay Cities Council of Governments shall appoint a qualified individual to fill the vacancy within 60 days of the vacancy.

(c) Notwithstanding any other law, the South Bay Regional Housing Trust may do any of the following:

(1) Fund the planning and construction of housing of all types and tenures for the homeless population and persons and families of extremely low, very low, and low income, as defined in Section 50093 of the Health and Safety Code, including, but not limited to, permanent supportive housing.

(2) Receive public and private financing and funds.

(3) Authorize and issue bonds, certificates of participation, or any other debt instrument repayable from funds and financing received pursuant to paragraph (2) and pledged by the South Bay Regional Housing Trust.

(d) The South Bay Regional Housing Trust shall incorporate into its joint powers agreement annual financial reporting and auditing requirements that shall maximize transparency and public information as to the receipt and use of funds by the agency. The annual financial report shall show how the funds have furthered the purposes of the South Bay Regional Housing Trust.

(e) The South Bay Regional Housing Trust shall comply with the regulatory guidelines of each specific state funding source received.

SEC. 3. The Legislature finds and declares that a special statute is necessary and that a general statute cannot be made applicable within the meaning of Section 16 of Article IV of the California Constitution because of the unique circumstances, described in Section 1 of this act, in the South Bay Cities region of the County of Los Angeles.

~~SECTION 1. Section 10095.5 of the Insurance Code is amended to read:~~

~~10095.5. (a) The association shall establish and maintain an internet website, which contains information about the California Home Insurance Finder internet website and a hyperlink to that resource, and a statewide toll-free telephone number through which a person may receive information and assistance in applying for insurance through the plan. The association shall cause the toll-free telephone number to be published in all general distribution telephone directories in the state and shall include the toll-free telephone number and internet website address on all communications with an applicant or insured.~~

~~(b) An insurance agent or broker transacting basic property insurance shall assist a person seeking their help in obtaining basic property insurance coverage by any one of the following methods:~~

~~(1) Making an application for insurance through the plan by submitting an application at the person's request.~~

~~(2) Providing the person with the California FAIR Plan's internet website address and the toll-free telephone number.~~

~~(3) Making an application for insurance, at the person's request, and placing that person with or through an insurer that offers, or a surplus line broker that procures, basic property insurance coverage.~~

REVISIONS:

Heading—Line 2.

O

<CITY LETTERHEAD>

<DATE>

The Honorable Ben Allen
Senator, 26th District
1021 O Street, Suite 6610
Sacramento, CA 95814

The Honorable Al Muratsuchi
Assemblymember, 66th District
1021 O Street, Suite 5610
Sacramento, CA 95814

RE: SB 1444 (Allen) Joint powers authorities: South Bay Regional Housing Trust. – SUPPORT

Dear Senator Allen and Assemblymember Muratsuchi:

On behalf of the <CITY>, I am writing to express our support for SB 1444 (Allen) which would create the South Bay Regional Housing Trust. We appreciate your authorship of this bill.

The <CITY> is exploring methods to increase affordable housing development in the South Bay with the South Bay Cities Council of Governments (SBCCOG). One concept is the creation of a regional housing trust. SB 1444 would authorize the establishment of the South Bay Regional Housing Trust within the jurisdiction of the SBCCOG. The South Bay Regional Housing Trust could be used to fund the development of affordable housing to assist homeless populations and people and families of extremely low, very low, and low income within the South Bay. As the SBCCOG continues to work with its member cities on the development of the South Bay Regional Housing Trust, SB 1444 is critical step in the process.

The <CITY> agrees that housing affordability and homelessness continue to be among the most critical issues facing California cities. Affordably priced homes are out of reach for many people living in the state. We are committed to being part of the solution to the housing shortfall across all income levels and will continue to work collaboratively with the SBCCOG, the Legislature, and League of California Cities to spur much needed housing construction while maintaining local control and helping the State promote more sustainable development.

For these reasons, the <CITY> supports SB 1444.

Sincerely,

<SIGNATORY>
<TITLE>
<CITY>

cc. Jacki Bacharach, SBCCOG Executive Director

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Staff Presentations
Item Number: D.19

TITLE:

Discussion and Direction on Potential City Sales Tax or Business License Tax Ballot Measures

RECOMMENDATION:

1. Receive presentation from staff regarding potential City sales tax or business license tax ballot measures.

2. Provide feedback and direction regarding presentation of a City sales tax ballot measure to voters at the November 8, 2022 election or subsequent election.

3. Provide feedback and direction regarding presentation of a City business license tax ballot measure to voters at the November 8, 2022 election or subsequent election.

FISCAL IMPACT:

No fiscal impact for FY 2021-22. Significant City staff and City Attorney time, as well as costs associated with Los Angeles County to place the initiative on the November ballot ($5,000 per initiative). Additional costs may be incurred for additional Council meetings needed to approve any final ballot measure text proposed.

BACKGROUND:

In order for staff to pursue another ballot initiative for November 8, 2022, the following time-sensitive procedures apply;

- Two-thirds majority approval by the Council (i.e., four votes) is required to approve a resolution submitting the measure to the voters (Gov. Code, § 53724, subd. (b).)August 12, 2022 is the last day to file an approved resolution with the County placing a ballot measure on the ballot. Note that this is the hard, legal deadline, but the County has expressed a preference to receive any ballot measure by July 31, 2022.

- If there is a consensus of the Council to seek an additional ballot measure, one or more Council meetings would be necessary to refine the direction and approve the resolution for the measure.
- If the Council approves an extension of the AB 361 hybrid teleconferencing allowance, this would allow for easier remote participation through July 21, 2022. Since some officials may be out of town later this month and July, the AB 361 hybrid teleconferencing allowance would have to be extended on or before July 21, 2022 to facilitate easier remote participation without following the more onerous teleconferencing requirements under the Brown Act (e.g., requiring quorum present in person, access to public at remote location, noticing remote location on agenda, etc.)

DISCUSSION:

POTENTIAL SALES TAX (potential General Fund Revenue of $3M - $9M per year)

The sales tax in El Segundo is 9.5%. The legal maximum rate for sales taxes in Los Angeles County is currently 10.25%. Consequently, there is a maximum of 0.75% (or ¾ cent) of Sales Tax that may be imposed in El Segundo as a local transaction and use tax (local sales tax). The county may impose taxes both within unincorporated areas and cities. If, however, a city already collects a local Use & Transaction Tax up to the maximum of 0.75% for a total rate of 10.25%, County regional tax cannot be collected within that city.

On April 10, 2018, Measure C was approved by 84.97% of El Segundo voters. This measure raises revenue for general city purposes by authorizing a ¾ cent transfer and use tax (“sales tax.”) within El Segundo. The tax is paid by purchasers of goods in El Segundo that are subject to sales tax. The tax, however, will only be collected if the County places a County-wide sales tax measure on a ballot and would only continue to be collected if the County’s sales tax measure was legally approved by a majority of County voters. Under current law, Measure C prevents the County from imposing a sales tax within El Segundo and instead results in the City collecting available sales tax revenues.

A revenue enhancement option is to bring Measure C back to the voters and request immediate application of the tax increase to the City of El Segundo, which would generate approximately $9 million in annual City sales tax revenues. All tax revenue would stay local and be guaranteed for use by the City to pay for much needed unfunded infrastructure and general City operations and services. Each 1/4-cent increment would generate approximately $3 million per year for the City's General Fund.

Los Angeles County has 88 incorporated cities. There are about 55 cities in Los Angeles County, or 63%, that have voter-approved ballot measures that authorize a

local use and transaction tax. The City of Torrance successfully passed a 3/4-cent sales tax in June 2022. The City of Hermosa Beach is placing a local sales tax measure on the November 2022 ballot. The number of cities in Los Angeles County who have a local sales tax is increasing each election.

If City Council were to direct staff to place a measure on the November 2022 ballot to modify Measure C to immediately apply a sales tax rate between 1/4-cent and up to 3/4-cent, the effort to draft such an initiative would be very efficient due to the frame work of Measure C already in place.

POTENTIAL BUSINESS LICENSE TAX (potential additional General Fund Revenue of $1.5M - $2M annually)

1. Update and Consolidation of Business Types and Increase on Base Rate

The City of El Segundo's current business license tax program is detailed in Title 4 of the El Segundo Municipal Code. Most of the current language in Title 4 was developed in the 1960s and 70s, with revisions taking place by Ordinance in 1988, 1996, and 2000.

The City's current Business License Tax program classifies businesses in 35 business categories, including a "Business General- catch all" classification for business types that cannot be categorized in any of the thirty-five descriptions.

The City's Business License Tax program has not been updated to capture the new businesses and service models that exist in today's new economy. By updating the City's code, these new economic business models will become more appropriately identified in the code, better serviced, and more effectively assessed.

In order to remedy this issue, staff will need to draft a revision and update the business classifications, as well as propose a more simplified tax rate by creating fewer categories and allowing for tax exemption incentives for civic engagement activities and small-sized residential-based businesses. An example of this would be a creation of a small business exemption for businesses with annual gross income of $25,000 or less.

The current base rate for FY 2021-22 is at $111.30. A change to the base rate would be part of the BLT update. A proposed base rate increase to $150 would be reasonable.

2. Sales Tax Credit (STC) Reduction

In addition to the tax structure, the City currently offers a sales and use tax credit to businesses to offset the cost of the Business License Tax. In 2010, Measure N passed (1587/769) and the Sales Tax Credit was reduced from 50% to 40% (Ordinance 1439).This credit was implemented as a business attraction tool. The current structure

of this credit permits businesses to utilize this credit each year without a sunset date. This credit is based solely on the 1% local sales and use tax allocated to the City and is calculated on the actual amount of sales and use tax received by the City that was generated by the business. The STC may offset up to 100% of the Business License Tax owed by a business.

Staff performed a fiscal impact analysis on the current STC from 2014 to 2021 and determined that businesses utilize an average of $1.25 million in sales tax credit to offset their Business License Tax payment each year. This represents about 10% of the total business license revenue or the equivalent of 1.5% of the total general fund revenues, which is not collected each year. Staff recommends updating the STC to sunset for every business after three years from first opening operations in El Segundo. In other words, a business would have three years to potentially claim a STC to offset their BLT and then would no longer be eligible for the STC in the fourth year. This would still provide a business attraction tool for the City.

Any significant rewrite or change from employee count and square footage to gross receipts, or making a lot of changes to tax calculations to the current metrics would be a major change and would likely be too complex to try to do this quickly. This is something that would take a minimum of six months to research, review, draft, and then educate the business community. The business community may not appreciate it if the City springs something on them with virtually no notice.
If the direction by at least four out of five Councilmembers is to keep the proposed changes to the BLT simple (modify the Sales Tax Credit, update the business categories to modernize and simplify, and to make minor changes to the current tax methodology), staff will be able to draft a proposed tax measure within the five week window remaining to file the measure with Los Angeles County. It is prudent to point out that there may be ballot fatigue by adding too many measures to the November election.

Staff is seeking direction from Council on whether to pursue a BLT and/or Sales Tax Ballot Measure for the November 2022 general election.

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.

PREPARED BY:
Joseph Lillio, Chief Financial Officer
REVIEWED BY:
Joseph Lillio, Chief Financial Officer

APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None

City Council Agenda Statement

Meeting Date: June 21, 2022
Agenda Heading: Committees, Commissions and Boards Presentations
Item Number: E.20

TITLE:

Appointments to the Library Board of Trustees and Senior Citizen Housing Corporation Board

RECOMMENDATION:

1. Announce appointees to the Library Board of Trustees and Senior Citizen Housing Corporation Board.

FISCAL IMPACT:

None

BACKGROUND:

The Library Board acts in an advisory capacity to the City Council in all matters pertaining to the Library and cooperates with other governmental agencies and civic groups in the advancement of sound planning and programming. The board considers, reviews, edits, and issues policy recommendations on library service, recommends the adoption of standards pertaining to library services and programs and makes recommendations for the provision of adequate library services consistent with community needs. The board may administer any trust declared or created for the Library and approves the Library's Annual Report to the State Librarian.

The Senior Housing Board is a non-profit corporation formed in 1984 for the construction of the low-income housing facility for seniors, referred to as “Park Vista.” The Board was established in 1986 to actively oversee the management, operation, maintenance, and finances of Park Vista. The Board enters into an operating agreement with the City Council, and enlists a management company to operate the facility.

DISCUSSION:

The Library Board of Trustee's five members must be residents of El Segundo for at

least one year and serve without compensation. Trustees serve for three-year terms without term limits.

The Senior Citizen Housing Board's five members must be residents of El Segundo (per revised bylaws July 7, 2015) and serve without compensation. Board members serve for four-year terms, without term limits.

Committee/Commission and Board	Number of Openings	Appointee(s)	Term Expiration
Library Board of Trustees	Three	Eric Hoffman	Partial Term Expires June 30, 2024
Library Board of Trustees		Janice Merva	Full Term Expires June 30, 2025
Library Board of Trustees		Carol Ericson	Full Term Expires June 30, 2025
Senior Citizen Housing Corp. Board	One	Paula Rotolo	Full Term Expires June 30, 2026

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance customer service and engagement.

Objective A: El Segundo’s engagement with the community ensures excellence.

PREPARED BY:
Mishia Jennings, Executive Assistant to City Council
REVIEWED BY:
Barbara Voss, Deputy City Manager, Darrell George, Interim City Manager
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None