AGENDA

EL SEGUNDO CITY COUNCIL
REGULAR MEETING
TUESDAY, MAY 7, 2024

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

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

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

Tracy Weaver, City Clerk
Matthew Robinson, City Treasurer

Executive Team

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

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

MISSION STATEMENT:
"Provide a great place to live, work, and visit."

VISION STATEMENT:
"Be a global innovation leader where big ideas take off while maintaining our unique small-town character."

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

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

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

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

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

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

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

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

SPECIAL ORDERS OF BUSINESS

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

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GOV'T CODE §54956.9(D)(1): -2- MATTER(S)

1. Orr-Ryals v. City of El Segundo, Los Angeles Superior Court Case.

2. Fire Engineer, Edan Douek Workers Compensation Claim (WCAB) No. 19-140611.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

1. Government Tort Claim by Keith Puckett.

PUBLIC EMPLOYMENT (GOV'T CODE § 54957) -0- MATTER(S)

CONFERENCE WITH CITY'S LABOR NEGOTIATOR (GOV'T CODE §54957.6): -7- MATTER(S)

1. Employee Organizations; Police Officers' Association (POA), Fire Fighters' Association (FFA), Supervisory Professional Employee Association (SPEA), Professional Support Services Employee Association (PSSEA), Classified Employees' Association (CEA), Police Management Association (PMA), and Management Confidential (unrepresented).

Representative: City Manager, Darrell George, Human Resources Director, Rebecca Redyk, Laura Drottz Kalty, and Alex Volberding.

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

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

PLEDGE OF ALLEGIANCE – Mayor Pro Tem Pimentel

SPECIAL PRESENTATIONS

1. Municipal Clerk Week Proclamation
2. Older American's Month Proclamation

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

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

A. PROCEDURAL MOTIONS

Read All Ordinances and Resolutions on the Agenda by Title Only

Recommendation -

Approval

B. CONSENT

3. **City Council Meeting Minutes**

Recommendation -

1. Approve regular City Council meeting minutes of April 16, 2024.

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

4. **Warrant Demand Register for April 1, 2024 through April 21, 2024**

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 19B, 20A, and 20B: warrant numbers 3050025 through 3050314, and 9003131 through 9003145.

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

5. **Second Reading and Adoption of Ordinance implementing Housing Element Program No. 6 (Provision of Adequate Sites) and Program No. 9 (El Segundo Municipal Code Amendments)**

Recommendation -

1. Waive second reading of Ordinance and title and adopt an Ordinance approving Zone Change No. ZC 23-01 and Zone Text Amendment No. ZTA 23-01 implementing Housing Element Program No. 6 (Provision of Adequate Sites) and Program No. 9 (El Segundo Municipal Code Amendments).

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

6. **Second Reading and Adoption of Ordinance Amending the Driveway and Curb Cut Standards in El Segundo Municipal Code Title 15**

Recommendation -

1. Waive second reading of Ordinance and its title and adopt an Ordinance amending the driveway and curb cut standards in El Segundo Municipal Code (ESMC) Title 15 and find that the proposed amendments are exempt under the California Environmental Quality Act pursuant to CEQA Guidelines §15061(b)(3) because they do not approve any particular development project, they consist only of minor revisions to existing zoning regulations and related procedures, and they do not have the potential for causing a significant effect on the environment.

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

7. **Second Reading and Adoption of an Ordinance Amending the El Segundo South Campus Specific Plan for Vesting Tentative Tract Map No. 83236**

Recommendation -

1. Waive second reading of the Ordinance and its title and adopt an Ordinance for Environmental Assessment No. 1348 for Vesting Tentative Tract Map No. 83236, amending the El Segundo South Campus Specific Plan for permitted uses, setback requirements, and parking requirements; and find that the proposed amendments are exempt from further environmental review pursuant to CEQA Guidelines § 15162.

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

8. **Agreement Termination for Park Place Roadway Extension and Grade Separation Project**

Recommendation -

1. Authorize and Confirm the City Manager to terminate the Professional Services Agreement with Moffatt & Nichol for the Engineering Design of the Park Place Roadway Extension and Grade Separation project.

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

9. **Agreement with Sharp Business Systems to Provide Copier Equipment, Supplies, Maintenance, and Support**

Recommendation -

1. Authorize the City Manager to execute a four-year agreement with Sharp Business Systems to provide copier equipment, supplies, maintenance, and support for $6,665.06 a month, totaling $319,922.88 over the four-year term.

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

10. **Resolution Adopting Updated Records Retention Schedule**

Recommendation -

1. Adopt a Resolution updating the City's records retention schedule.

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

C. PUBLIC HEARINGS

11. **Public Hearing for Downtown Specific Plan Update, Environmental Impact Report Certification, Downtown Outdoor Dining Guidelines, Application Fee, and Renewal Fee**

Recommendation -

1. Conduct a public hearing for the Downtown Specific Plan update, environmental impact report certification, downtown outdoor dining guidelines, application fee, and renewal fee.

2. Adopt a Resolution certifying an Environmental Impact Report (Environmental Assessment No. EA 1311) pursuant to CEQA Guidelines § 15090 and approving General Plan Amendment No. GPA 21-01 for the Downtown Specific Plan Update project.

3. Waive the first reading and introduce an Ordinance adopting Specific Plan Amendment No. SPA 21-01, Zone Change No. ZC 21-01, and Zone Text Amendment No. 23-01.

4. Schedule a second reading for said Ordinance for the May 21, 2024, City Council meeting, or as soon thereafter feasible.

5. Adopt a Resolution updating the payment procedures for the parking in-lieu fee areas identified in El Segundo Municipal Code Chapter 15-33 (Parking In-lieu Fees).

6. Approve the Downtown Outdoor Dining Guidelines.

7. Adopt a Resolution establishing the Downtown Outdoor Dining Application and Renewal Fees.

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

12. **Public Hearing for Adoption of Fiscal Year 2024-2025 Master Fee Schedule**

Recommendation -

1. Conduct a public hearing on the proposed fee adjustments and adoption of new fees for the City's Master Fee Schedule.

2. Adopt a resolution approving the updated City's Master Fee Schedule.

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

13. **Public Hearing for Ordinance Adopting the 2022 Edition of California Fire Code with Certain Appendices and Amendments**

Recommendation -

1. Conduct a public hearing to consider adoption of the proposed Ordinance.

2. Waive second reading of the Ordinance, find that the Ordinance is exempt from further environmental review pursuant to California Environmental Quality Act Guidelines § 15308, and adopt the Ordinance.

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

D. STAFF PRESENTATIONS

14. **Initiative No. 21-0042A1, The Taxpayer Protection and Government Accountability Act**

Recommendation -

1. Adopt a resolution opposing Initiative No. 21-0042A1, the Taxpayer Protection and Government Accountability Act.

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

15. **A Proactive Approach to E-Bike Safety in the Community**

Recommendation -

1. Receive and file El Segundo Police Department's presentation updating its strategies concerning e-bikes.

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

16. **Adoption of Revised Classification Specifications for Lifeguard, Swim Instructor and Senior Lifeguard, and Accompanying Resolution to Establish Basic Salary Ranges**

Recommendation -

1. Adopt the revised classification specifications for Lifeguard, Swim Instructor, and Senior Lifeguard positions.

2. Adopt a resolution establishing the basic salary range for the Lifeguard Trainee, Lifeguard, Swim Instructor, and Senior Lifeguard job classifications.

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

17. **Changes to City Job Classifications Including the Establishment of a Code Compliance Inspector Classification (Part-Time) and Accompanying Basic Hourly Salary Range and Revisions to the Geographic Information System Analyst Classification Specification**

Recommendation -

1. Approve establishment of the Code Compliance Inspector (Part-Time).

2. Approve the revised Code Compliance Inspector classification specification.

3. Adopt a resolution establishing the basic hourly salary range for the Code Compliance Inspector (Part-Time).

4. Approve the revised Geographic Information System Analyst classification specification.

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

18. **Adoption of a Side Letter Agreement Between the City of El Segundo and the El Segundo Firefighters' Association Changing Hiring Practices and Hiring New Employees at the Fire Paramedic Rank as the Entry-level position in the Fire Department and Accompanying Revisions to the Fire Paramedic Classification Specification and Examination Plan**

Recommendation -

1. Adopt the Side Letter Agreement Between the City of El Segundo and the El Segundo Firefighters' Association, IAFF, Local 3682.

2. Adopt the revised classification specification and examination plan for Fire Paramedic.

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

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS

19. **Arts and Culture Advisory Committee and Cultural Development Fund Fiscal Year 2024–25 Initiatives**

Recommendation -

1. Provide direction on recommendations for the Cultural Development Fund initiatives for Fiscal Year 2024-25.

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

F. REPORTS - CITY CLERK

G. REPORTS - CITY TREASURER

H. REPORTS - COUNCIL MEMBERS

COUNCIL MEMBER BALDINO

COUNCIL MEMBER GIROUX

COUNCIL MEMBER 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: May 2, 2024
TIME: 10:00 AM
BY: Tracy Weaver, City Clerk

Proclamation
City of El Segundo, California

WHEREAS, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, The Office of the Municipal Clerk is the oldest among public servants; and

WHEREAS, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

WHEREAS, The Municipal Clerk serves as the information center on functions of local government and community; and

WHEREAS, Municipal Clerk continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meeting of their state, provincial, county and international professional organizations; and

WHEREAS, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

NOW, THEREFORE, the Mayor and Members of the City Council do hereby proclaim May 5 through May 11, 2024 as "Municipal Clerk Week" in El Segundo and further extend appreciation to our Municipal Clerk Tracy Weaver, Deputy City Clerk Lili Sandoval, Patricia Harada, Records Technician and to all Municipal Clerks for the vital service they perform and their exemplary dedication to the communities they represent.

Chris Pimentel
Mayor Pro Tem

Drew Boyles
Mayor

Carol Pirsztuk
Councilmember

Lance Giroux
Councilmember

Ryan Baldino
Councilmember

Proclamation
City of El Segundo, California

WHEREAS, May 2024 is National Older Americans Month, a time set aside annually to commemorate and celebrate the significant contributions older Americans have made to the community of El Segundo; and

WHEREAS, El Segundo is committed to valuing all individuals and recognizing their ongoing life achievements; and

WHEREAS, Older Americans possess and share a wealth of experience, background and history, making them one of the City's most treasured and enduring resources; and

WHEREAS, Older Americans are available, capable and enthusiastic to provide volunteer services that contribute to a coordinated community-based system of social, emotional, physical well-being of not only other seniors but the community at large thus an important part of the ties that bind both family and community; and

WHEREAS, Recognizing the successes of community elders encourages their ongoing participation and further accomplishments; and

WHEREAS, Val Smith was nominated by her peers as the 2024 El Segundo Older American of the Year, a recognition which identifies, inspires and promotes community involvement and a spirit of giving back to others through volunteerism and community engagement.

NOW, THEREFORE, on this 7th day of May, 2024, the Mayor and Members of the City Council of the City of El Segundo, California, do hereby proclaim the month of May, 2024,

OLDER AMERICANS MONTH 2024

Val Smith
2024 El Segundo Older American of the Year

And hereby recognize the Elderfest Celebration Saturday, May 25th, 2024, from 11:00 a.m. to 1:00 p.m., at the Joslyn Center to recognize all senior citizens who have given generously of their time and talent to improve the quality of life for all in El Segundo.

Drew Boyles
Mayor

Chris Pimentel
Mayor Pro Tem

Carol Pirsztuk
Councilmember

Lance Giroux
Councilmember

Ryan Baldino
Councilmember

MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, APRIL 16, 2024

CLOSED SESSION – Mayor Boyles called the meeting to order at 5:00 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 Giroux	-	Present
Council Member Baldino	-	Present

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

SPECIAL ORDER OF BUSINESS:

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

CONFERENCE WITH LEGHAL COUNSEL – EXISTING LITIGATION (GOV'T CODE §54956.9(D)(1): -1- MATTER(S)

1. Orr-Ryals v. City of El Segundo, Los Angeles Superior Court Case.

CONFERENCE WITH CITY'S LABOR NEGOTIATOR (Government Code §54957.6): -2- MATTER(S)

1. Employee Organizations: Fire Fighter Association (FFA) and City Employee Association (CEA).

Representative: City Manager, Darrell George, Human Resources Director, Rebecca Redyk, Laura Drottz Kalty, and Alex Volberding.

Adjourned at 5:50 PM

OPEN SESSION – Mayor Boyles called to order at 6:04 PM

ROLL CALL

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

INVOCATION – Rabbi Dovid Lisbon, Community Jewish Center

PLEDGE OF ALLEGIANCE – Council Member Giroux

SPECIAL PRESENTATIONS:

1. Proclamation read by Council Member Pirsztuk proclaiming April 27, 2024 as “El Segundo Big 5 PTA Run 4 Education Day” and presented to Tara Lee Gerson.

2. Council recognized Alexandria Taylor on her finish in the 2024 Los Angeles Marathon.

3. Council recognized El Segundo Youth Cheer on their Quest National Championship.

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5-minute limit per person, 30-minute limit total)
Chris Johnson, resident, commented on crime that has occurred in town and his personal experience with a break-in at his home.
Todd Wilson, resident, concerned about the flat rate residents are being charged monthly on their water bills for sewage system.

CITY MANAGER FOLLOW-UP COMMENTS:

Darrell George, City Manager introduced El Segundo’s new Police Chief, Saul Rodriguez.

- Pulled item B#15 to a future meeting.
- Requested item E#21 move forward on the agenda
- Gave a Hyperion Water Reclamation Plant update

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

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

B. CONSENT:

4. PULLED BY COUNCIL MEMBER BALDINO

5. Approve warrants demand register for March 4, 2024 through March 31, 2024, numbers 17B, 18A, 18B and 19A: warrant numbers 3049628 through 3050024, and 9003111 through 9003130. Ratify Payroll and employee benefit Checks; Checks released early due to contracts or agreement; Emergency disbursements and/or adjustments; and, Wire transfers.
(Fiscal Impact: $7,415,528.56 ($3,291,304.36 in check warrants and $4,124,224.20 in wire warrants))

6. Approve the waiver of competitive bidding requirements pursuant to El Segundo Municipal Code § 1-7-9(C) and authorize the City Manager to execute the purchase of two new portable emergency generators by cooperative purchase agreement and appropriate $179,000 from Sewer Enterprise Fund to account #502-400-4301-6206.
(Fiscal Impact: $179,000 from the Sewer Enterprise Fund)

7. PULLED BY COUNCIL MEMBER PIRSZTUK

8. Authorize the City Manager to execute a Standard Public Works Construction Contract No. 6905 with Palp, Inc. DBA Excel Paving Company for $172,959 for the award of the Center Street Storm Drain Improvements Project and authorize an additional $17,296 contingency for potential unforeseen conditions and waive its bid irregularity as immaterial pursuant to Section 14.2 of the bid specifications.
(Fiscal Impact: $190,255 included in adopted FY 2023-24 budget)

9. Receive and file information regarding selecting CliftonLarsonAllen to audit the City's financial statements and to perform other financial audits for the three fiscal years ending June 30, 2024, 2025, and 2026, with the option of two subsequent fiscal years, pursuant to a Request for Proposals for professional audit services for the City of El Segundo and authorize the City Manager to sign the Professional Services Agreement No. 6906 for auditing services with CliftonLarsonAllen. The agreement is for three years for a total of $213,915 with an option to renew the agreement for another two years for a total of $155,104.
(Fiscal Impacts: $71,270 for fiscal year 2025, $73,760 for fiscal year 2026, $76,230 for fiscal year 2027, and $78,874 for fiscal year 2028)

10. Adopt Resolution No. 5473 identifying the street rehabilitation project to be funded utilizing Senate Bill 1, "Road Repair and Accountability Act" funds for FY 2024-25.
(Fiscal Impact: $2,800,000 included in the proposed adopted FY 2024-25 budget)

11. Accept the Pavement Rehabilitation Project by DASH Construction Company, Inc. and authorize the City Clerk to file Notice of Completion with the County Recorder's Office. (Project No. PW 22-01)
(Fiscal Impact: $1,200,000; $333,550 from 128-400-0000-8383 (SB 1 Expenditure), $200,000 from 110-400-8203-8943 (Measure R Local Streets), and $666,450 from 127-400-0000-8382 (Measure M Expenditure) included in the FY 2023-24 budget)

12. Accept the George Brett Field Restroom Improvements Project No. PW 23-10 by GEM Construction, Inc. and authorize the City Clerk to file Notice of Completion with the County Recorder's Office.
(Fiscal Impact: $266,002.42, included in the FY 2023-24 budget)

13. Waive bidding requirements pursuant to El Segundo Municipal Code § 1- 7- 9(A) and authorize the City Manager to enter into Agreement No. XXX, in a form approved by the City Attorney, directly with an auto dealership for the purchase of one new Ford Transit cargo van for the Media Division within the City Manager's Office.
(Fiscal Impact: Not to exceed $65,000, included in the FY 2023-24 budget)

14. PULLED BY MAYOR PRO TEM PIMENTEL

15. Waive Bidding Requirements to Purchase Fire Command Vehicle
(PULLED TO A FUTURE CITY COUNCIL MEETING)

MOTION by Council Member Giroux, SECONDED by Council Member Pirsztuk, approving Consent items 5, 6, 8, 9, 10, 11, 12, and 13. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 5/0

PULLED ITEMS:

4. City Council Meeting Minutes
(Fiscal Impact: None)

Council Member Baldino corrected a motion on page 8 of the March 19, 2023 minutes. The motion was made by Mayor Pro Tem Pimentel, not Council Member Pirsztuk, the minutes will be updated to reflect the correction.

MOTION by Council Member Pirsztuk, SECONDED by Mayor Pro Tem Pimentel adopting the March 19, 2024 regular City Council meeting minutes as amended. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 5/0

7. Amendment to Contract with DownStream Services, Inc. for On-Call Pump Station Repair Services
(Fiscal Impact: $200,000 included in adopted FY 2023-24 budget)

Council Member Pirsztuk questioned as to why the pump station wasn't being replaced vs. being repaired. Elias Sassoon, Public Works Director stated repairs are the best option at this time.

MOTION by Council Member Pirsztuk, SECONDED by Council Member Baldino authorizing the City Manager to execute a third amendment to Contract No. 5841C with DownStream Services, Inc. for an additional $200,000 for on-call pump station repair services. MOTION PASSED BY A UNANIMOUS VOICE VOTE. 5/0

14. Agreement with Sharp Business Systems to Provide Copier Equipment, Supplies, Maintenance, and Support
(Fiscal Impact: The annual lease and maintenance costs will be $79,980.72 per year, totaling $319,922.88 over the four-year lease agreement. The new lease cost with Sharp is in line with our current expiring lease with Kyocera Document

Solutions, staff is not anticipating an overall cost increase. The lease agreement will begin in July 2024, and the costs will be included in the FY 2024-25 proposed budget account 001-400-2505-6203 (copier machine charges) and 001-400-2901-6216 (GASB 87 Lease Account). The costs for the subsequent years will be requested in future budgets)

Mayor Pro Tem Pimentel asked why the city requires a copier for each office.

Jose Calderon, IT Director stated it's what the departments have asked for.

Mayor asked for a motion, Council Member Baldino made a motion, no second was made. The item failed.

Moved forward on the agenda at the request of the City Manager

E. COMMITTEES, COMISSIONS AND BOARDS PRESENTATIONS:

21. Aquatics Subcommittee Update
(Fiscal Impact: None)

Jeanette Gant, Aquatics Subcommittee Chairperson gave the update.

Council Consensus to receive and file the update.

PUBLIC HEARING:

16. Resolution for an addendum to Previously Certified General Plan Environmental Impact Report and Ordinance for General Plan Amendment, Zone Change, and Zone Text Amendment for the Implementation of Housing Element Program No. 6 (Provision of Adequate Sites) and Program No. 9 (El Segundo Municipal Code Amendments), to Increase the Allowable Density and Adopt New Objective Development Standards in the R3 Zone and Housing Element Sites Inventory Sites

Mayor Boyles stated this was the time and place conduct a public hearing regarding A Resolution for addendum to previously certified General Plan Environmental Impact Report and Ordinance for General Plan Amendment, Zone Change, and Zone Text Amendment for the implementation of Housing Element Program No. 6 (Provision of Adequate Sites) and Program No. 9 (El Segundo Municipal Code Amendments), to increase the Allowable Density and Adopt New Objective Development Standards in the R3 Zone and Housing Element Sites Inventory Sites

Deputy Clerk Sandoval stated that proper notice had been given in a timely manner and that written communication had been received.

Michael Allen, Community Development Director introduced the item.

Paul Samaras, Planning AICP, Principal Planner gave a presentation.

Public Input:

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

Council discussion

Joaquin Vazquez, Assistant City Attorney read by title only:

RESOLUTION NO. 5474

A RESOLUTION ADOPTING AN ADDENDUM TO THE PREVIOUSLY CERTIFIED EIR FOR THE EL SEGUNDO GENERAL PLAN AND APPROVING A GENERAL PLAN AMENDMENT FOR THE IMPLEMENTATION OF HOUSING ELEMENT PROGRAM NO. 6 (PROVISION OF ADEQUATE SITES) AND PROGRAM NO. 9 (EL SEGUNDO MUNICIPAL CODE AMENDMENTS) (Environmental Assessment No. EA-1344 and General Plan Amendment No. GPA 23-01)

MOTION by Council Member Pirsztuk, SECONDED by Mayor Pro Tem Pimentel adopting Resolution No. 5474. MOTION PASSED BY A UNANIMOUS VOTE. 5/0

Joaquin Vazquez, Assistant City Attorney read by title only:

ORDINANCE NO. 1657

AN ORDINANCE APPROVING ZONE CHANGE NO. ZC 23-01 AND ZONE TEXT AMENDMENT NO. ZTA 23-01 IMPLEMENTING HOUSING ELEMENT PROGRAM NO. 6 (PROVISION OF ADEQUATE SITES) AND PROGRAM NO. 9 (EL SEGUNDO MUNICIPAL CODE AMENDMENTS)

Council Member Baldino introduced the Ordinance as amended. Second reading and possible adoption will be at the regular City Council meeting of May 7th, 2024.

- Modified the language on the ordinance from 600 sq. ft to “at least” 600 sq. ft. under 15-7D-2: Development Standards – Section F.

17. Amendment to the El Segundo South Campus Specific Plan for Vesting Tentative Tract Map No. 83236
(Fiscal Impact: None)

Mayor Boyles stated this was the time and place conduct a public hearing regarding amending El Segundo South Campus Specific Plan for permitted uses, setback requirements, and parking requirements; and find that the proposed amendments are exempt under the California Environmental Quality Act pursuant to CEQA Guidelines § 15162 because the previously environmental impact report for the Specific Plan, certified on December 15, 2015, contemplated development of the project site and none

of the proposed minor amendments would trigger conditions set forth in § 15162 necessitating the preparation of a subsequent or supplemental environmental impact have occurred.

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

Michael Allen, Community Development Director introduced the item.

Jazmin Farias, Planning Technician gave a presentation.

Public Input: None

MOTION by Council Member Baldino, SECONDED by Council Member Pirsztuk to close the public hearing. MOTION PASSED BY A UNANIMOUS VOTE. 5/0

Lionel Uhry, Acquisitions & Development Manager at Mar Ventures, Inc. answered Council's questions.

Council discussion

Joaquin Vazquez, Assistant City Attorney read by title only:

ORDINANCE NO. 1658

AN ORDINANCE AMENDING THE EL SEGUNDO SOUTH CAMPUS SPECIFIC PLAN (ESSCSP) TO MODIFY PERMITTED USES, SETBACK REQUIREMENTS, AND DEVELOMENT STANDARDS REGARDING PARKING AND LOADING FOR PHASE 1 IN THE ESSCSP AREA. (Environmental Assessment No. EA-1348 and Specific Plan Amendment No. ASP 23-01).

Council Member Baldino introduced the Ordinance. Second reading and possible adoption will be at the regular City Council meeting of May 7th, 2024.

18. Ordinance Amending the Driveway and Curb Cut Standards in El Segundo Municipal Code Chapter 15-15
(Fiscal Impact: None)

Mayor Boyles stated this was the time and place conduct a public hearing regarding waiving the first reading and introducing an Ordinance amending the minimum required distance between driveway curb cuts on the same property in El Segundo Municipal Code Section 15-15-5(N) and find that the proposed amendments are exempt under the California Environmental Quality Act pursuant to CEQA Guidelines §15061(b)(3) because they do not approve any particular development project, they consist only of minor revisions to existing zoning regulations and related procedures, and they do not have the potential for causing a significant effect on the environment.

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

Paul Samaras, Planning AICP, Principal Planner gave a presentation.

Public Input: None

MOTION by Council Member Pirsztuk, SECONDED by Council Member Giroux to close the public hearing. MOTION PASSED BY A UNANIMOUS VOTE. 5/0

Council discussion

Joaquin Vazquez, Assistant City Attorney read by title only:

ORDINANCE NO. 1659

AN ORDINANCE AMENDING SECTION 15-15-5(N) OF THE EL SEGUNDO MUNICIPAL CODE TITLE 15 REGARDING DRIVEWAY AND CURB CUT STANDARDS AND FINDING SUCH AMENDMENT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES § 15061(b)(3)).

Council Member Baldino introduced the Ordinance. Second reading and possible adoption will be at the regular City Council meeting of May 7th, 2024.

STAFF PRESENTAIONS:

19. Results of 2024 Resident and Business Survey Regarding Satisfaction with City Services
(Fiscal Impact: Included in the adopted FY24 Budget. The city utilizes a cloud-based software service "Qualtrics" to conduct the surveys and data analysis, as well as other City surveys throughout the year, for an annual fee of $20,789)

Barbara Voss, Deputy City Manager introduced the item.

Diane Chaban, Communications Manager gave a presentation.

Council Discussion

Council consensus to receive and file the presentation.

20. Ordinance Adopting the 2022 Edition of California Fire Code with Certain Appendices and Amendments and Resolution Making Supporting Findings
(Fiscal Impact: None)

George Avery, Fire Chief reported on the item.

Council Discussion

Joaquin Vazquez, Assistant City Attorney read by title only:

ORDINANCE NO. 1660

AN ORDINANCE ADOPTING THE 2022 EDITION OF PART 9 OF TITLE 24 OF THE CALIFORNIA CODE OF REGULATIONS (FIRE CODE) WITH CERTAIN ADDITIONAL APPENDICES AND AMENDMENTS.

Council Member Baldino introduced the item. Second reading and possible adoption of the Ordinance is scheduled for the May 5, 2024 Regular Council Meeting.

Joaquin Vazquez, Assistant City Attorney read by title only:

RESOLUTION NO. 5475

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

MOTION by Council Member Giroux, SECONDED by Council Member Pirsztuk adopting Resolution No. 5475. MOTION PASSED BY A UNANIMOUS VOTE. 5/0

F. REPORTS – CITY CLERK – No report

G. REPORTS – CITY TREASURER – Not present

H. REPORTS – COUNCIL MEMBERS

Council Member Baldino – Grateful for Kiwanis and the Chilipolooza that occurred this past weekend.

Council Member Giroux – No report

Council Member Pirsztuk – Asked Council if there is an interest to look at 2 items: possibly sell the parking lot between El Gringo and Fantastic Café and use the funds to possibly build a parking structure on the corner of Main and Grand, next to the Fire Station. Asked staff to reach out and ask the County Health Department how they can help/assist/what their roll is for the city.

Mayor Pro Tem Pimentel – Complete review of Measure R projects coming to the Transportation Committee in the next few months, the Local Travel Network has a capacity issue; golf carts can't run on Vista Del Mar due to the speed limit. Mentioned a Federal funding proposal for the use of unused railroad beds into parks. Sanitation Committee is still reviewing fees for the next four years.

Change of command is taking place at the El Segundo Air Force Base. LA Chargers tryouts take place next week.

Mayor Boyles – Toured with reporters around town, two hack-athon's occurred, met with Holly Mitchell last week to discuss Hyperion and other topics, also mentioned new legislation allowing cities to enforce retention for those experiencing homelessness and/or drug abuse. Mayor asked for briefing on this new legislation at the next meeting. Attended Council of Governments General Assembly and attended the Chilipolooza.

I. REPORTS – ASSISTANT CITY ATTORNEY – No report

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

MEMORIAL – None

Adjourned at 8:22 PM

_____
Tracy Weaver, City Clerk

City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Consent
Item Number: B.4

TITLE:

Warrant Demand Register for April 1, 2024 through April 21, 2024

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 19B, 20A, and 20B: warrant numbers 3050025 through 3050314, and 9003131 through 9003145.

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

FISCAL IMPACT:

The warrants presented were drawn in payment of demands included within the FY 2023-2024 Adopted Budget. The total of $5,986,925.65 ($2,317,417.60 in check warrants and $3,669,508.05 in wire warrants) are for demands drawn on the FY 2023-2024 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:
Liz Lydic, Management Analyst
REVIEWED BY:
Wei Cao, CPA, CPFO, Finance Manager
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Register 19b- revised - summary
2. Register 20a - summary
3. Register 20b - summary

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3050025 - 3050091
9003131 - 9003134

DATE OF APPROVAL: AS OF 4/16/24

REGISTER #19b

001	GENERAL FUND	183,726.07
003	EXPENDABLE TRUST FUND - OTHER	7,000.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	4,141.93
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	185.37
124	FEDERAL GRANTS	-
125	STATE GRANT	14,427.00
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	2,559.42
127	MEAURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	13,687.50
302	INFRASTRUCTURE REPLACEMENT FUND	-
311	DEVELOPER IMPACT FEES - GENERAL GOVERNME	-
312	DEVELOPER IMPACT FEES - LAW ENFORCEMENT	-
313	DEVELOPER IMPACT FEES - FIRE PROTECTION	-
314	DEVELOPER IMPACT FEES - STORM DRAINAGE	-
315	DEVELOPER IMPACT FEES - WATER DISTRIBUTI	-
316	DEVELOPER IMPACT FEES - WASTEWATER COLLE	-
317	DEVELOPER IMPACT FEES - LIBRARY	-
318	DEVELOPER IMPACT FEES - PUBLIC MEETING	-
319	DEVELOPER IMPACT FEES - AQUATICS CENTER	-
320	DEVELOPER IMPACT FEES - PARKLAND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	3,605.71
502	WASTEWATER FUND	19,366.03
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	169,837.75
602	LIABILITY INSURANCE	5,522.00
603	WORKERS COMP. RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	262.60
704	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	424,341.38

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

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

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

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

CODES:

NOTES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER

DATE: 4/8/24

CITY MANAGER

DATE: 4-9-24

CITY OF EL SEGUNDO
WARRANTS TOTALS BY DEPARTMENT
AS OF 4/16/24
REGISTER #19b

DEPT#	NAME	TOTAL
	GENERAL FUND DEPARTMENTAL EXPENDITURES	
	GENERAL GOVERNMENT	
1101	City Council	512.52
1201	City Treasurer	625.00
1300	City Clerk	19.64
2101	City Manager	4,354.70
2102	Communications	594.93
2103	El Segundo Media	
2201	City Attorney	1,894.07
2401	Economic Development	149.96
2402	Planning	1,248.28
2405	Human and Health Services	
2500	Administrative Services	20,697.71
2601	Government Buildings	15,478.44
2900	Nondepartmental	17,815.89
6100	Library	4,784.60
		68,175.74
	PUBLIC SAFETY	
3100	Police	28,203.88
3200	Fire	8,129.79
2403	Building Safety	
2404	Plng/Bldg Sfty Administration	193.47
		36,527.14
	PUBLIC WORKS	
4101	Engineering	
4200	Streets	40,855.19
4300	Wastewater	
4601	Equipment Maintenance	11,495.09
4801	Administration	134.99
		52,485.27
	COMMUNITY DEVELOPMENT	
5100,5200	Recreation & Parks	21,801.89
5400	Centennial	1,997.03
		23,798.92
	EXPENDITURES	
	CAPITAL IMPROVEMENT	
	ALL OTHER ACCOUNTS	243,354.31
	TOTAL WARRANTS	424,341.38

CITY OF EL SEGUNDO
PAYMENTS BY WIRE TRANSFER
04/01/24 THROUGH 04/07/24

Date	Payee		Description
4/1/2024	Unum	124.50	Long Term Care Premium - April 2024
4/2/2024	Credit Card Fees	2,836.91	Credit Card Fees - March 2024
4/3/2024	Cal Pers	55,847.01	EFT Retirement Safety Police Classic - 1st Tier 28
4/3/2024	Cal Pers	63,715.98	EFT Retirement Misc - PEPRA New 26013
4/3/2024	Cal Pers	55,093.60	EFT Retirement Safety Fire- Classic 30168
4/3/2024	Cal Pers	41,614.13	EFT Retirement Safety-Police-PEPRA New 25021
4/3/2024	Cal Pers	34,940.44	EFT Retirement Misc - Classic 27
4/3/2024	Cal Pers	20,504.54	EFT Retirement Safety-Fire-PEPRA New 25020
4/3/2024	Cal Pers	12,495.68	EFT Retirement Sfty Police Classic-2nd Tier 30169
4/4/2024	Credit Card Fees	10.00	Credit Card Fees - March 2024
03/25/24-03/31/24	Workers Comp Activity	23,775.68	SCRMA checks issued/(voided)
03/25/24-03/31/24	Liability Trust - Claims	150,000.00	Claim checks issued/(voided)
03/25/24-03/31/24	Retiree Health Insurance	11,438.60	Health Reimbursment checks issued
		472,397.07	

DATE OF RATIFICATION: 04/08/24
TOTAL PAYMENTS BY WIRE: **472,397.07**

Certified as to the accuracy of the wire transfers by:

Treasury & Customer Services Manager — Date 4/8/24

Chief Financial Officer — Date 4/8/24

City Manager — Date 4-9-24

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 FUND

3050092 - 3050215
9003135 - 9003144

DATE OF APPROVAL: **AS OF 5/7/24**

REGISTER #20a

001	GENERAL FUND	340,777.19
003	EXPENDABLE TRUST FUND - OTHER	-
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	3,750.00
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	3,940.00
3050091	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	210.00
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	246.83
127	MEAURE "M"	568,671.10
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	98.97
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUND	-
311	DEVELOPER IMPACT FEES - GENERAL GOVERNME	-
312	DEVELOPER IMPACT FEES - LAW ENFORCEMENT	-
313	DEVELOPER IMPACT FEES - FIRE PROTECTION	-
314	DEVELOPER IMPACT FEES - STORM DRAINAGE	-
315	DEVELOPER IMPACT FEES - WATER DISTRIBUTI	-
316	DEVELOPER IMPACT FEES - WASTEWATER COLLE	-
317	DEVELOPER IMPACT FEES - LIBRARY	-
318	DEVELOPER IMPACT FEES - PUBLIC MEETING	-
319	DEVELOPER IMPACT FEES - AQUATICS CENTER	-
320	DEVELOPER IMPACT FEES - PARKLAND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	3,707.28
502	WASTEWATER FUND	102,923.61
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	510.57
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	-
704	EXPENDABLE TRUST FUND - OTHER	-
708	OUTSIDE SERVICES TRUST	175,237.95
	TOTAL WARRANTS	1,200,073.50

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

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

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

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

CODES:

NOTES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER

DATE: 4/15/24

CITY MANAGER

DATE: 4-16-24

CITY OF EL SEGUNDO
WARRANTS TOTALS BY DEPARTMENT
AS OF 5/7/24
REGISTER #20a

DEPT#	NAME	TOTAL
	GENERAL FUND DEPARTMENTAL EXPENDITURES	
	GENERAL GOVERNMENT	
1101	City Council	108.71
1201	City Treasurer	
1300	City Clerk	
2101	City Manager	3,483.70
2102	Communications	7,226.49
2103	El Segundo Media	
2201	City Attorney	
2401	Economic Development	7,551.21
2402	Planning	504.00
2405	Human and Health Services	80.00
2500	Administrative Services	36,836.46
2601	Government Buildings	29,547.63
2900	Nondepartmental	1,850.75
6100	Library	4,061.60
		91,250.55
	PUBLIC SAFETY	
3100	Police	65,699.66
3200	Fire	24,254.54
2403	Building Safety	
2404	Plng/Bldg Sfty Administration	237.48
		90,191.68
	PUBLIC WORKS	
4101	Engineering	35,254.23
4200	Streets	31,086.10
4300	Wastewater	591.96
4601	Equipment Maintenance	7,655.03
4801	Administration	
		74,587.32
	COMMUNITY DEVELOPMENT	
5100,5200	Recreation & Parks	52,359.65
5400	Centennial	59.50
		52,419.15
	EXPENDITURES	
	CAPITAL IMPROVEMENT	
	ALL OTHER ACCOUNTS	891,624.80
	TOTAL WARRANTS	1,200,073.50

CITY OF EL SEGUNDO
PAYMENTS BY WIRE TRANSFER
04/08/24 THROUGH 04/14/24

Date	Payee		Description
4/10/2024	Cal Pers	677,653.33	EFT Health Insurance Payment
4/10/2024	West Basin	1,722,201.06	H2O payment
4/12/2024	Mission Square	91,206.48	457 payment Vantagepoint
4/12/2024	Mission Square	1,080.00	401(a) payment Vantagepoint
4/12/2024	Mission Square	3,048.85	401(a) payment Vantagepoint
4/12/2024	Mission Square	100.00	IRA payment Vantagepoint
4/12/2024	ExpertPay	2,365.29	EFT Child support payment
04/01/24-04/07/24	Workers Comp Activity	27,511.43	SCRMA checks issued/(voided)
04/01/24-04/07/24	Liability Trust - Claims	(45.00)	Claim checks issued/(voided)
04/01/24-04/07/24	Retiree Health Insurance	-	Health Reimbursment checks issued
		2,525,121.44	

DATE OF RATIFICATION: 04/10/24
TOTAL PAYMENTS BY WIRE: **2,525,121.44**

Certified as to the accuracy of the wire transfers by:

Treasury & Customer Services Manager	4/16/24 Date
Chief Financial Officer	4/15/24 Date
City Manager	4-16-24 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 FUND

3050216 - 3050314
9003145 - 9003145

DATE OF APPROVAL: AS OF 5/7/24

REGISTER #20b

001	GENERAL FUND	498,700.61
003	EXPENDABLE TRUST FUND - OTHER	5,000.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	180.38
3050091	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	6,123.41
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
121	FEMA	-
120	C.O.P.S. FUND	125,486.07
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	3,857.40
124	FEDERAL GRANTS	-
125	STATE GRANT	1,652.36
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	60.73
127	MEAURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
132	MEASURE "B"	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUND	-
311	DEVELOPER IMPACT FEES - GENERAL GOVERNME	-
312	DEVELOPER IMPACT FEES - LAW ENFORCEMENT	-
313	DEVELOPER IMPACT FEES - FIRE PROTECTION	-
314	DEVELOPER IMPACT FEES - STORM DRAINAGE	-
315	DEVELOPER IMPACT FEES - WATER DISTRIBUTI	-
316	DEVELOPER IMPACT FEES - WASTEWATER COLLE	-
317	DEVELOPER IMPACT FEES - LIBRARY	-
318	DEVELOPER IMPACT FEES - PUBLIC MEETING	-
319	DEVELOPER IMPACT FEES - AQUATICS CENTER	-
320	DEVELOPER IMPACT FEES - PARKLAND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	9,267.11
502	WASTEWATER FUND	1,976.42
503	GOLF COURSE FUND	-
504	SENIOR HOUSING CITY ATTORNEY	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	40,661.25
602	LIABILITY INSURANCE	13.37
603	WORKERS COMP. RESERVE/INSURANCE	22.72
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	-
704	EXPENDABLE TRUST FUND - OTHER	0.89
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	693,002.72

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

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

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

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

CODES:

NOTES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER

DATE: 4/22/24

CITY MANAGER

DATE: 4-22-24

CITY OF EL SEGUNDO
WARRANTS TOTALS BY DEPARTMENT
AS OF 5/7/24
REGISTER #20b

DEPT#	NAME	TOTAL
	GENERAL FUND DEPARTMENTAL EXPENDITURES	
	GENERAL GOVERNMENT	
1101	City Council	500.00
1201	City Treasurer	46.53
1300	City Clerk	
2101	City Manager	
2102	Communications	
2103	El Segundo Media	
2201	City Attorney	1,522.50
2401	Economic Development	82,619.22
2402	Planning	588.00
2405	Human and Health Services	3,308.50
2500	Administrative Services	262,806.46
2601	Government Buildings	18,624.40
2900	Nondepartmental	10,647.99
6100	Library	1,825.02
		382,488.62
	PUBLIC SAFETY	
3100	Police	22,748.96
3200	Fire	28,693.72
2403	Building Safety	
2404	Plng/Bldg Sfty Administration	11,010.28
		62,452.96
	PUBLIC WORKS	
4101	Engineering	544.54
4200	Streets	25,493.33
4300	Wastewater	
4601	Equipment Maintenance	2,738.25
4801	Administration	
		28,776.12
	COMMUNITY DEVELOPMENT	
5100,5200	Recreation & Parks	10,620.12
5400	CAMPS	
		10,620.12
	EXPENDITURES	
	CAPITAL IMPROVEMENT	
	ALL OTHER ACCOUNTS	208,664.90
	TOTAL WARRANTS	693,002.72

CITY OF EL SEGUNDO
PAYMENTS BY WIRE TRANSFER
04/15/24 THROUGH 04/21/24

Date	Payee		Description
4/15/2024	IRS	264,556.87	Federal 941 Deposit
4/15/2024	Employment Development	5,046.63	State SDI payment
4/15/2024	Employment Development	60,183.68	State PIT Withholding
4/17/2024	Cal Pers	52,669.62	EFT Retirement Safety Police Classic - 1st Tier 28
4/17/2024	Cal Pers	64,574.80	EFT Retirement Misc - PEPRA New 26013
4/17/2024	Cal Pers	55,000.22	EFT Retirement Safety Fire- Classic 30168
4/17/2024	Cal Pers	38,808.41	EFT Retirement Safety-Police-PEPRA New 25021
4/17/2024	Cal Pers	34,941.12	EFT Retirement Misc - Classic 27
4/17/2024	Cal Pers	20,644.14	EFT Retirement Safety-Fire-PEPRA New 25020
4/17/2024	Cal Pers	12,996.88	EFT Retirement Sfty Police Classic-2nd Tier 30169
04/08/24-04/14/24	Workers Comp Activity	15,942.17	SCRMA checks issued/(voided)
04/08/24-04/14/24	Liability Trust - Claims	46,625.00	Claim checks issued/(voided)
04/08/24-04/14/24	Retiree Health Insurance	-	Health Reimbursment checks issued
		671,989.54	

DATE OF RATIFICATION: 04/22/24
TOTAL PAYMENTS BY WIRE: **671,989.54**

Certified as to the accuracy of the wire transfers by:

Treasury & Customer Services Manager — Date 4/22/24

Chief Financial Officer — Date 4/22/24

City Manager — Date 4-22-24

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

City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Consent
Item Number: B.5

TITLE:

Second Reading and Adoption of Ordinance implementing Housing Element Program No. 6 (Provision of Adequate Sites) and Program No. 9 (El Segundo Municipal Code Amendments)

RECOMMENDATION:

1. Waive second reading of Ordinance and title and adopt an Ordinance approving Zone Change No. ZC 23-01 and Zone Text Amendment No. ZTA 23-01 implementing Housing Element Program No. 6 (Provision of Adequate Sites) and Program No. 9 (El Segundo Municipal Code Amendments).

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

FISCAL IMPACT:

The proposed amendments are not anticipated to have any fiscal impact.

BACKGROUND:

On March 28, 2024, the Planning Commission held a duly noticed public hearing and discussion; and recommended that City Council approve the Addendum to the El Segundo General Plan certified Final Environmental Impact Report, approve the General Plan Amendment, and adopt the Zone Change and Zone Text Amendment, without any modifications

On April 16, 2024, the City Council considered a draft ordinance approving Zone Change No. ZC 23-01 and Zone Text Amendment No. ZTA 23-01 implementing Housing Element Program No. 6 (Provision of Adequate Sites) and Program No. 9 (El Segundo Municipal Code Amendments). At the conclusion of the public hearing, the City Council introduced the ordinance for first reading. The City Council approved a Resolution adopting addendum (Environmental Assessment No. EA 1344) to the Certified Environmental Impact Report for the previously certified General Plan for General Plan Amendment No. GPA 23-01, Zone Change No. ZC 23-01, and Zone Text

Amendment No. 2301 pursuant to CEQA Guidelines § 15162.

DISCUSSION:

The Council may waive the second reading of the Ordinance and title and adopt it. If adopted on May 7, 2024, the effective date of the ordinance will be June 6, 2024.

The subject item includes the discretionary applications described below:

General Plan Amendment:

- To create descriptions for a new Mixed-Use Overlay (MU-O) designation and a new Housing Overlay (H-O) designation in the General Plan Land Use Element
- To change the description of the Multi-Family Residential Land Use designation to increase the maximum permitted density in the R3 Zone
- To update the General Plan Build-out projections exhibit to reflect the additional residential development anticipated by the proposed overlay districts
- To change the General Plan Land Use map to show the new overlay districts (Figure No. 1 and No. 2) as "H-O" and "MU-O"

Zone Change

- To rezone certain properties from "General Commercial (C-3)," "Corporate Office (CO)," "Parking (P)," and "Multi-Family Residential (R-3)" to "Mixed-Use Overlay (MU-O)," "Housing Overlay (H-O)," and adopt an accompanying Zoning Map change (Figure No. 1 and No. 2).

Zone Text Amendment

- Adding a "Mixed-Use Overlay (MU-O)" and a "Housing Overlay (H-O)" to ESMC Section 15-3-1
- Amending ESMC Article 15-4D Multi-Family Residential (R-3) Zone, to change the maximum permitted density to 30 dwelling units per acre and update other development standards in the R-3 Zone
- Add new ESMC Article 15-7(C) Mixed Use Overlay (MU-O), including development standards for higher density (up to 75 dwelling units per acre) mixed-use commercial and residential projects
- Add new ESMC Article 15-7(D) Housing Overlay (H-O), including development standards for higher density (up to 65 dwelling units per acre) residential projects
- Amend ESMC Section 15-25-4 (Site Plan Review Findings) to streamline and ensure approval of multi-family residential projects
- Amend ESMC Title 14 (Subdivisions) to permit subdivisions involving up to 10-lots or units ministerially, without discretion or public hearings, consistent with

newly adopted state legislation

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:
Paul Samaras, AICP, Principal Planner
REVIEWED BY:
Michael Allen, Community Development Director
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Ordinance

ORDINANCE NO. ____

AN ORDINANCE APPROVING ZONE CHANGE NO. ZC 23-01 AND ZONE TEXT AMENDMENT NO. ZTA 23-01 IMPLEMENTING HOUSING ELEMENT PROGRAM NO. 6 (PROVISION OF ADEQUATE SITES) AND PROGRAM NO. 9 (EL SEGUNDO MUNICIPAL CODE AMENDMENTS).

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

SECTION 1: The Council finds and declares as follows:

A. On November 15, 2022, the City Council adopted a general plan amendment approving the City's updated 2021-2029 Housing Element;

B. On January 17, 2023 the Department of Housing and Community Development ("HCD") indicated in correspondence to the City that the Housing Element was consistent with State Housing Law, however, it conditioned certification of the Housing Element on completion of the rezoning identified in Program No. 6 (Provision of Adequate Sites) and on making sufficient progress on the implementation of all other Housing Element programs;

C. On March 22, 2023, the City initiated an application for Environmental Assessment No. EA 1344, General Plan Amendment No. GPA 23-01, Zone Change No. ZC 23-01, and Zone Text Amendment No. ZTA 23-01 to adopt an addendum to the previously certified environmental impact report ("EIR") for the El Segundo General Plan, approve a general plan amendment, and adopt a zone change and zone text amendment implementing Housing Element Program No. 6 (Provision Of Adequate Sites) and Program No. 9 (El Segundo Municipal Code ("ESMC") (Amendments);

D. The City reviewed the project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA"), the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, *et seq.*, the "CEQA Guidelines");

E. The Community Development Department completed its review and scheduled a public hearing regarding the application before the Planning Commission for March 28, 2024;

F. On March 14, 2024, notice of a public hearing on the proposed amendments to ESMC Title 14 (Subdivision), ESMC Title 15, the General Plan Land Use Element, the General Plan Land Use Map, and the Zoning Map was published in the *El Segundo Herald* and mailed to all property owners within 300 feet of the proposed overlay districts;

G. On March 28, 2024, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the application including, without limitation, information provided to the Planning Commission by city staff; and, adopted Resolution No. 2935 recommending that the City Council approve the proposed amendments set forth in this Ordinance;

H. On April 4, 2024, notice of a public hearing on the proposed amendments to ESMC Title 14 (Subdivision), ESMC Title 15 (Zoning), the General Plan Land Use Element, the General Plan Land Use Map, and the Zoning Map was published in the *El Segundo Herald* and mailed to all property owners within 300 feet of the proposed overlay districts;

I. On April 16, 2024, the City Council held a public hearing and considered the information provided by City staff and public testimony regarding this Ordinance; and

J. This Ordinance and its findings are made based upon the entire administrative record including, without limitation, testimony and evidence presented to the City Council at its April 16, 2024 hearing and the staff report submitted by the Community Development Department.

SECTION 2: *Factual Findings and Conclusions*. The City Council finds as follows:

A. Government Code Section 65583 establishes the required contents and analysis in the General Plan Housing Elements in local jurisdictions;

B. Government Code Section 65584 mandates HCD to provide a determination of a region's existing and projected housing needs. It also mandates the Southern California Association of Governments ("SCAG") to allocate the housing needs among local jurisdictions in the SCAG region in the Regional Housing Needs Assessment ("RHNA") process;

C. The RHNA allocation for El Segundo during the 2021-2029 period is 521 dwelling units that are affordable to households of different income levels, including 131 units at above moderate income, 84 at moderate income, 99 at low income, and 207 at very low income;

D. Program 6 (Provision of Adequate Sites) of the 2021-2029 Housing Element calls for specific rezoning actions, the establishment of objective development standards, and streamlining of residential development projects containing affordable units, to help the City meet its RHNA allocation goal;

E. Program 9 (ESMC Amendments) calls for specific amendments to the municipal code that will remove constraints from and incentivize the construction of housing, including transitional and supportive housing, micro-unit housing, residential care facilities, emergency shelters, low barrier navigation centers, employee housing senior housing, and housing for individuals with disabilities. The program also calls for increasing the maximum permitted density in the R-3 zone and revising the site plan review application findings to make them objective and provide more certainty in application outcomes;

F. The proposed General Plan Amendment will create a new Mixed-Use Overlay designation that applies to four sites covering 4.47 acres. The overlay applies over—and in addition to— the existing Corporate Office, General Commercial, and Parking land use designations for the sites (Exhibit B). The maximum permitted density in the Mixed-Use Overlay designation is 75 dwelling units per acre and will result in the construction of up to 335 additional dwelling units (Exhibit D);

G. The proposed General Plan Amendment will create a new Housing Overlay designation that applies to five sites covering 5.56 acres. The overlay applies over—and in addition to—the existing Multi-Family Residential land use designation for the sites. The maximum permitted density in the Mixed-Use Overlay designation is 65 dwelling units per acre and will result in the construction of up to 193 additional dwelling units (Exhibit D);

H. The proposed General Plan Amendment will change the maximum permitted density in the Multi-Family Residential land use designation from 27 dwelling units per acre to 30 dwelling units per acre;

I. The proposed Zone Change will apply a new Mixed-Use Overlay to four sites covering 4.47 acres. The overlay will apply over—-and in addition to—the existing Corporate Office (CO), General Commercial (C-3), and Parking (P) zoning for the sites (Exhibit F);

J. The proposed Zone Change will apply a new Housing Overlay to five sites covering 5.56 acres. The overlay will apply over—and in addition to—the existing Multi-Family Residential (R-3) zoning for the sites (Exhibit F);

K. The proposed Zone Text Amendment will:

1. add the Mixed-Use Overlay (MU-O) and Housing Overlay (HO) to ESMC Section 15-3-1 (Designation of Zone Names);

2. amend ESMC Article 15-4D Multi-Family Residential (R-3) zone to change the maximum permitted density to 30 dwelling units per acre and update other development standards in the R-3 zone.

3. add a new ESMC Article 15-7(C) Mixed Use Overlay (MU-O) incorporating development standards for higher density mixed-use commercial and residential projects;

4. add a new ESMC Article 15-7(D) Housing Overlay (H-O) incorporating development standards for higher density residential projects;

5. amend ESMC Section 15-25-4 Site Plan Review Findings to streamline and ensure approval of multi-family residential projects; and

6. amend ESMC Title 14 (Subdivisions) to permit subdivisions involving up to 10-lots or units ministerially, without discretion or public hearings.

SECTION 3: *Zone Change Findings.* As required under ESMC § 15-27-3 and based on the findings set forth in Section 2, the City Council finds:

A. The amendment is consistent with the General Plan.

The proposed zoning amendment is consistent with General Plan Land Use Element Goal LU1: Maintenance of El Segundo's "Small Town" Atmosphere in that it preserves and maintains the City's low-medium density residential nature, with low building height profile and character, and minimum development standards. The proposed amendment will increase the density and permitted height only on a limited number of properties in the proposed Mixed-Use and Housing overlays, thereby preserving the medium density and low building profile on the vast majority of properties in the northwest quadrant of the City.

The proposed amendment is also consistent with General Plan Land Use Element Goal LU3: Proper Distribution of Residential Land Uses, in that it will preserve and protect existing Single-Family Residential uses. The proposed amendment does not alter the zoning of any existing Single-Family Residential (R-1) properties; it affects only properties zoned Commercial or Multi-Family Residential (R-3).

The proposed general plan amendment is consistent with General Plan Housing Element Goal 3: Provide Opportunities for New Housing Construction in a Variety of Locations and Variety of Densities, in that the proposed amendment directly implements Program No. 6: Provision of Adequate Sites. Specifically, the proposed amendment implements the Mixed-Use Overlay and the Housing Overlay, which effectively rezone nine sites to allow high density residential development. The number of sites and proposed densities are adequate to meet the City's 6th cycle RHNA

requirement of 279 units, including 184 very low income, 18 low income, and 77 moderate income units.

Further, the proposed amendment is consistent with and directly implements Program No. 11: Fair Housing Program, which requires the City to undertake a number actions to affirmatively further fair housing. The proposed amendment direct implements the Fair Housing Program objective to rezone adequate sites to allow high density residential development and meet the City's 6th cycle RHNA requirement of 279 units, including 184 very low income, 18 low income, and 77 moderate income units.

B. The amendment is necessary to serve the public health, safety, and general welfare.

The proposed amendment is necessary to serve the public health, safety, and general welfare in that it consists of planning for the orderly use of the City's land resources. The proposed amendment establishes two new zoning overlays that allow high density residential development on nine specific sites. Four of those sites currently have a commercial zoning designation and will allow high density residential uses in combination with other permitted commercial uses. Five of the sites are currently zoned Multi-Family Residential (R-3) and will allow high density residential uses in a manner that is compatible with surrounding uses.

Further, proposed amendment will directly facilitate and increase the opportunities for the construction of new housing to satisfy the housing needs of all segments of the community as described in General Plan Housing Element Program 6: Provision of Adequate Sites. The proposed amendment will rezone an adequate number of sites to meet the 6th cycle RHNA requirement for 279 affordable housing units, including 184 very low income, 18 low income, and 77 moderate income units.

Finally, the potential environmental impacts generated by the proposed amendment were analyzed consistent with the requirements of CEQA. It was determined that the proposed amendments will not result in greater impacts than the impacts analyzed in the previously certified EIR for the General Plan.

C. There are changed conditions since the existing zoning became effective to warrant other or additional zoning.

There are changed conditions since the existing zoning became effective to warrant the addition of the proposed Mixed-Use and Housing Overlays. In 2019, the California enacted the Housing Crisis Act of 2019 (SB 330), which declared a housing crisis in California. This and other laws adopted recently

imposed obligations on cities to facilitate housing production, including strict requirements on local housing elements. For the 6th cycle RHNA, El Segundo's allocation is 521 housing units, including 279 affordable housing units. The City conducted an analysis of the feasibility of facilitating construction of 521 under existing zoning and determined that it would infeasible. Consequently, on November 15, 2022, the City adopted its 2021-2029 Housing Element, which includes Program No. 6 to rezone an adequate number of sites allow high density residential development. The proposed amendment directly implements Housing Element Program No. 6, which is critical in meeting the City's RHNA obligations.

D. The benefits of the proposed change of zone will clearly outweigh any potential adverse effects to adjoining property or the area.

The proposed zone change will help the City meets its General Plan Housing Element Goal No. 3 to provide opportunities for new housing construction in a variety of locations and a variety of densities. The proposed Mixed-Use and Housing overlays provide an opportunity and variety of locations for the construction of new housing units at high densities. The City provides existing locations that permit construction of single-family, low density residential developments in its Single-Family Residential (R-1) and Two-Family Residential (R-2) zones. It also provides locations that permit construction of multi-family, medium density residential developments in its Multi-Family Residential (R-3) zone. Thus, the proposed overlays will address the need for high density residential locations in the City.

The proposed zone change directly implements Housing Element Program No. 6 to provide adequate sites to meet the assigned RHNA of 521 housing units, including 279 affordable housing units at the moderate, low, and very low income categories. In addition, the zone change helps address the need for housing for various population groups, which is identified in the Housing Element.

Further, the proposed zone change directly addresses an HCD requirement that will result in full certification of City's Housing Element, with all the accompanying benefits of certification, such as the ability to qualify for HCD and other State grant funding.

There is no evidence in the record to suggest that there will be significant adverse effects as a result of the proposed zone change.

Finally, the potential environmental impacts generated by the proposed amendment were analyzed consistent with the requirements of CEQA. It was determined that the proposed amendments will not result in greater impacts than the impacts analyzed in the previously certified EIR for the General Plan.

SECTION 4: *Zone Text Amendment Findings*. As required under ESMC § 15-27-3 and based on the findings set forth in Section 2, the City Council finds:

A. The amendment is consistent with the General Plan.

The proposed general plan amendment is consistent with General Plan Land Use Element Goal LU1: Maintenance of El Segundo's "Small Town" Atmosphere in that it preserves and maintains the City's low-medium density residential nature, with low building height profile and character, and minimum development standards. The proposed amendment will establish density, height, and other standards, to facilitate high density residential developments only on a limited number of properties in the proposed Mixed-Use and Housing overlays, thereby preserving the medium density and low building profile on vast majority of properties in the northwest quadrant of the City.

The proposed amendment is also consistent with General Plan Land Use Element Goal LU3: Proper Distribution of Residential Land Uses, in that it will preserve and protect existing Single-Family Residential uses. The proposed amendment does not alter the standards or designation of any existing Single-Family Residential properties; it affects only properties designated as Commercial or Multi-Family Residential.

The proposed zone text amendment is consistent with General Plan Housing Element Goal 3: Provide Opportunities for New Housing Construction in a Variety of Locations and Variety of Densities, in that the proposed amendment directly implements Program No. 6: Provision of Adequate Sites. Specifically, the proposed amendment implements the Mixed-Use Overlay and the Housing Overlay, which effectively rezone nine sites to allow high density residential development. The number of sites and proposed densities are adequate to meet the City's 6th cycle RHNA requirement of 279 units, including 184 very low income, 18 low income, and 77 moderate income units. The proposed amendment also amends 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.

In addition, the proposed amendment is consistent with Housing Element Program No. 9: El Segundo Municipal Code Amendments (ESMC). The proposed amendment will increase the permitted maximum density in the

Multi-Family Residential (R-3) zone to 30 dwelling units per acre, which is adequate pursuant to Government Code section 65583.2(c)(3) to facilitate the development of low-and very low-income housing. The proposed amendment will also revise the findings for site plan review applications to ensure that the findings are objective and provide certainty in outcomes, which will help streamline and encourage construction of new housing.

Further, the proposed amendment is consistent with and directly implements Program No. 11: Fair Housing Program, which requires the City to undertake a number actions to affirmatively further fair housing. The proposed amendment directly implements the Fair Housing Program objective to rezone adequate sites and establish standards for high density residential development to meet the City's 6th cycle RHNA requirement of 279 units, including 184 very low income, 18 low income, and 77 moderate income units.

B. The amendment is necessary to serve the public health, safety, and general welfare.

The proposed amendment is necessary to serve the public health, safety, and general welfare in that it consists of planning for the orderly use of the City's land resources. The proposed amendment establishes two new overlays in the ESMC that allow high density residential development. The amendment establishes development standards for the two new overlays that will allow high density residential uses designed in a manner that is compatible with surrounding uses.

In addition, the proposed amendment will increase the permitted maximum density in the Multi-Family Residential (R-3) zone to 30 dwelling units per acre, which helps focus the increased density in the City's multi-family residential neighborhoods and preserves the character of those areas zoned Single-Family Residential (R-1).

Further, proposed amendment will directly facilitate and increase the opportunities for the construction of new housing to satisfy the housing needs of all segments of the community as described in General Plan Housing Element Program 6: Provision of Adequate Sites. The proposed amendment will help establish two new high density residential overlays on an adequate number of sites and it will streamline the Site Plan Review process to meet the 6th cycle RHNA requirement for 279 affordable housing units, including 184 very low income, 18 low income, and 77 moderate income units.

The proposed amendment is also necessary in that it is a requirement for the City to comply with State Housing Element Law and to maintain a certified Housing Element.

Finally, the potential environmental impacts generated by the proposed amendment were analyzed consistent with the requirements of the California Environmental Quality Act (CEQA). It was determined that the proposed amendments will have no greater impacts than the impacts analyzed in the Environmental Impact Report (EIR) for the General Plan.

SECTION 5: *Environmental Assessment.* The proposed project was analyzed for its environmental impacts and an Addendum to the previously certified EIR for the General Plan was prepared pursuant to CEQA Guidelines Section 15164. Under CEQA, an Addendum to a previously certified EIR is appropriate if minor changes or additions to the EIR are necessary to reflect the proposed modifications to the project in the environmental analysis and none of the conditions described in Section 15162 of the CEQA Guidelines calling for the preparation of a subsequent EIR or negative declaration have occurred (CEQA Guidelines §15164). Generally, the conditions described in Section 15162 have not occurred if the proposed modifications do not result in any new significant impacts or a substantial increase in the severity of previously identified significant impacts. The Addendum need not be circulated for public review (CEQA Guidelines §15164(c)); however, an addendum must be considered by the decision-making body before making a decision on the project (CEQA Guidelines §15164(d)).

This Addendum to the previously-certified EIR demonstrates that the environmental analysis, impacts, and mitigation measures identified in the 1992 EIR for the General Plan remain substantively unchanged despite the proposed project revisions. It supports the finding that the proposed project does not raise any new issues and does not exceed the significance level of impacts identified in the previously certified EIR. The mitigation measures listed in the certified EIR for the General Plan, are sufficient to reduce the identified environmental impacts to a less than significant level.

To evaluate the potential environmental impacts of the actions proposed in this Ordinance and the need for additional environmental review, the City conducted an initial study. Based on the findings of the initial study, an addendum was prepared. The Initial Study/Addendum dated March 2024, is incorporated herein by this reference, as though fully set forth.

Based on the findings and information yielded by the initial study/addendum:

1. There are no substantial changes proposed for the project that will require preparation of a subsequent or supplemental EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects.

   The proposed amendments would approve minor changes and additions described and analyzed in the previously certified final EIR ("FEIR"). There are no substantial changes resulting from the Ordinance that require major revisions to the FEIR. As detailed in the Initial Study/Addendum, the

Ordinance will not result in any new or increased environmental effects beyond those that were previously identified in the FEIR. In addition, all applicable mitigation measures set forth in the FEIR would continue to be implemented.

2. No substantial changes have occurred with respect to the circumstances under which the project is undertaken that would require preparation of a subsequent or supplemental EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects.

   There are no substantial changes to the facts, data, and mitigation measures included in the FEIR. The proposed amendments will not result in a General Plan that is substantially different from the plan evaluated in the FEIR, and the environmental circumstances applicable to the city have not changed substantially.

3. There is no new information of substantial importance, which was not known and could not have been known with the exercise of reasonable diligence at the time the previous FEIR was certified as complete, that shows any of the following: (i) The project will have one or more significant effects not discussed in the previous FEIR; (ii) Significant effects previously examined will be substantially more severe than shown in the previous FEIR; (iii) Mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the project, but the project proponents decline to adopt the mitigation measure or alternative; or (iv) Mitigation measures or alternatives which are considerably different from those analyzed in the previous FEIR would substantially reduce one or more significant effects on the environment, but the project proponents decline to adopt the mitigation measure or alternative.

No subsequent environmental review is required pursuant to Section 15162 of the CEQA Guidelines. Therefore, the proposed amendments to the Zoning Map and Zoning Code contemplated herein are within the scope of the project covered by the General Plan EIR and, pursuant to Section 15168(c)(2) of the CEQA Guidelines, no further environmental review is required.

In addition, the proposed zone text amendments to the Subdivision, Site Plan Review, and certain affordable housing application procedures are exempt from the requirements of CEQA, pursuant to the “common sense” exemption in CEQA Guidelines Section 15061(b)(3), because they consist only of minor revisions to existing zoning regulations and related procedures and do not have the potential for causing a significant effect on the environment.

SECTION 6: ESMC Section 14-1-4 is amended to add the following subsection E:

* * *

E. Residential 10-lot subdivision: Notwithstanding the above, residential subdivision requests for up to 10 lots must be approved by the Community Development Director if said subdivision requests comply with the provisions and applicable requirements specified in ESMC Chapter 15-4 (Residential Zones) and Government Code section 66499.41. No public hearing or public hearing notification shall be required.

SECTION 7: ESMC Section 15-3-1 (Designation of Zone Names) is amended in its entirety to read as follows:

15-3-1: DESIGNATION OF ZONE NAMES:

In order to classify, regulate, restrict and segregate the uses of lands and buildings, to regulate and restrict the height and bulk of buildings, to regulate the area of yards and other open spaces about buildings, and to regulate the density of population, the classes of use zones are by this title established, to be known as follows:

R-1	Single-Family Residential Zone
R-2	Two-Family Residential Zone
R-3	Multi-Family Residential Zone
C-RS	Downtown Commercial Zone
C-2	Neighborhood Commercial Zone
C-3	General Commercial Zone
CO	Corporate Office Zone
MU-N	Urban Mixed Use North Zone
MU-S	Urban Mixed Use South Zone
C-4	Commercial Center Zone
M-1	Light Industrial Zone
M-2	Heavy Industrial Zone
MDR	Medium Density Residential Overlay Zone
MMO	Multimedia Overlay District
MU-O	Mixed-Use Overlay
H-O	Housing Overlay
O-S	Open Space Zone
P	Automobile Parking Zone
P-F	Public Facilities Zone

SECTION 8: ESMC Section 15-4D-3 (R-3 zone Site Development Standards) is amended as follows:

15-4D-3: SITE DEVELOPMENT STANDARDS:

* * *

F. Minimum Unit Size ~~and Density~~: The minimum dwelling unit size shall be 250 square feet ~~and the density shall be as follows:~~

~~1. On property of 15,000 square feet or less in size, one unit for every 1,613 square feet of lot area is allowed. A fraction of a lot greater than 1,075 square feet will allow an additional unit.~~

~~2. On property greater than 15,000 square feet in size, one unit for every 2,420 square feet of lot area is allowed. A fraction of a lot greater than 1,613 square feet will allow an additional unit~~.

G. Density: The maximum permitted density shall be 30 dwelling units per acre.

~~G~~H. Placement of buildings and structures:

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

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

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

90 degrees - 25 feet
75 degrees - 21 feet
60 degrees - 18 feet
45 degrees - 15 feet

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

c. Notwithstanding the above, a detached accessory dwelling unit must be set back at least four feet from interior side and rear property lines.

~~H~~I. Lot Coverage: All buildings, including detached accessory buildings, shall not cover more than 53 percent of the area of the lot.

~~I~~J. Open space and recreation requirements: The following minimum open space and recreational facilities must be provided:

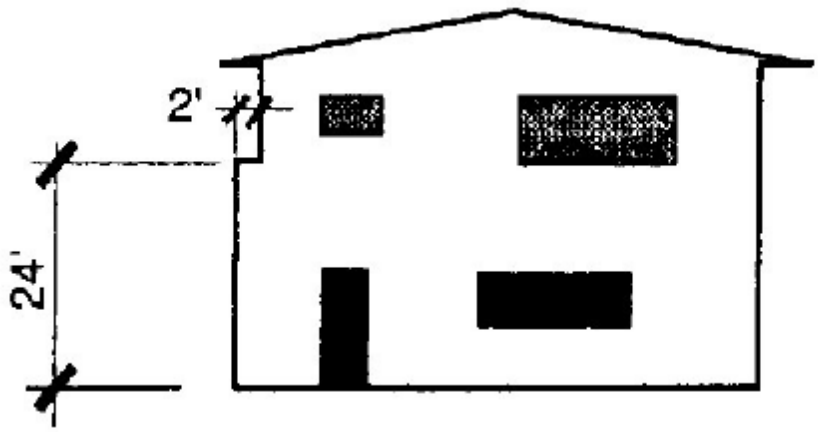
Number Of Units	Private Open Space Per Unit	Common Open Space Per Unit	Recreational Facilities Per Unit
4 or fewer	50 square feet	150 square feet	
5 - 9	50 square feet	200 square feet	
10 - 20	50 square feet	250 square feet	
21 and above	50 square feet	250 square feet	50 square feet

All required open space and recreational facilities are in addition to the required front and street side setbacks. Interior side and rear setbacks may be considered as required open spaces and recreation facilities. All required common open space must: 1) be ~~physically or visually~~ accessible to ~~the~~all residents, 2) be a minimum of five feet in both length and width, and 3) include a minimum of 50 percent of softscape landscaping.

1. Adjustments: The Director may approve adjustments from the minimum open space dimensions and landscaping percentage standards as provided in Chapters 22 and 23 of this Title.

~~J~~K. Building Wall Modulation: No plane of a building wall facing a property line shall exceed 24 feet in height or length without at least a two-foot offset for a minimum length of six feet in the wall plane. When expanding or adding onto the height or length of an existing building wall, only the expansion or addition shall not exceed 24 feet without wall modulation. Below is an example of wall modulation for walls up to 30 feet:

Total wall length or height (in feet)	Maximum length of unbroken wall plane (in feet)	Minimum length of 2-foot offset (in feet)
24	24	0
25	24	1
26	24	2
27	24	3
28	24	4
29	24	5
30	24	6



L. Landscaping:

1. Except where not allowed per the placement of existing utilities, one deciduous or evergreen on-site tree must be provided per 25 feet of street-facing frontage length along the front-yard, rear-yard, and street-facing side-yard setbacks.

a. Trees must be planted within a maximum of ten feet of the property line.

2. Those setback areas fronting upon a public street must incorporate a minimum of 50 percent softscape and a maximum of 50 percent hardscape in the landscape, except for those portions devoted to vehicular parking. In addition, those portions of the property which abut a different zoning classification must be landscaped with trees and shrubs to provide an effective buffer from adjoining property.

3. The setback areas may contain artificial turf or synthetic grass in the side and rear yards only, provided that it: 1) is not harmful to the environment (such as containing lead based or other hazardous materials); 2) includes a pervious surface to address percolation, drainage, runoff, and stormwater detention requirements; and 3) is incorporated into a comprehensive landscaping design and site plan.

4. Drought-tolerant plants must be utilized in the landscape.

~~K~~M. Condominium Conversions: Condominiums and stock cooperatives converted from multiple-family dwellings shall meet all the requirements for condominiums in effect at the time they were originally constructed. If there were no condominium standards in effect at the time of construction, the conversion shall comply with the condominium standards of ordinance 898, adopted January 20, 1976.

~~L~~N. Detached Accessory Buildings:

1. Unless permitted as an accessory dwelling unit pursuant to article 15-4E of this title, buildings shall not contain a kitchen or kitchen facilities, a bathtub or shower and shall not be used for sleeping purposes.

2. Detached accessory buildings, except detached accessory dwelling units, shall not be rented or used as a separate dwelling unit or as an "R" occupancy, as defined by the California Building Code, except that they may contain a sink and a toilet.

3. Prior to issuance of a building permit for a detached accessory structure, except a detached accessory dwelling unit, the Director shall require the recording of a covenant to run with the land, which states that the accessory structure shall not be used as a dwelling unit or used in violation of this subsection.

SECTION 9: A new Article C (Mixed Use Overlay (MU-O) Zone) is added to Chapter 7 of Title 15 of the EMSC to read as follows:

ARTICLE C. MIXED-USE OVERLAY (MU-O) ZONE

SECTION:

15-7C-1: Purpose

15-7C-2: Development Standards

15-7C-3: Landscape

15-7C-4: Off Street Parking and Loading Spaces

15-7C-5: Signs

15-7C-6: Vehicular Access

15-7C-7: Affordable Housing Developments

15-7C-1: PURPOSE:

The purpose of this zone is to provide consistency with and implement policies related to those locations which are designated Mixed-Use Overlay on the General Plan land use map and in the General Plan text. This overlay permits multiple dwelling units at high densities in combination with permitted commercial uses to facilitate meeting the City's Regional Housing Needs Assessment (RHNA) allocation and Housing Element goals.

15-7C-2: DEVELOPMENT STANDARDS:

A. General Provisions:

1. As provided by chapter 2 of this title.

2. New dwelling units must be internally integrated and connected.

3. An addition to, or extension of, a dwelling unit, except a garage, must share a common wall and be internally integrated and connected to the existing dwelling unit.

B. Lot Area: A minimum of 7,000 square feet.

C. Height:

1. The height of all buildings or structures with a pitched roof shall not exceed 58 feet and four stories. Buildings or structures with a flat roof must not exceed 52 feet and four stories.

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

3. See section 15-2-3 of this title for exceptions to building height.

D. Setbacks:

1. Front Yard: Structures must maintain a minimum setback of 15 feet with the exception of structures fronting Franklin Avenue, where no setback is required. Entry gates for vehicular access must maintain a minimum setback of 20 feet.

a. Porches, verandas, courtyards, raised decks, or pergolas may encroach into the front-yard setback a maximum of six feet.

2. Side yard facing a side street: Ten percent of the width of the lot, but shall never be less than three feet and need not be more than five feet, except if parking garages or covered parking spaces face a street, then the setback shall be 20 feet.

3. Side yard facing an adjacent lot: Ten percent of the width of the lot on each side of the lot, but shall never be less than three feet and need not be more than five feet. Detached accessory structures, located in the rear one-third of the lot, are allowed zero setback on one interior side lot line.

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

5. Rear Yard: A minimum of 10 feet.

6. Rear Yard: Detached accessory structures are allowed zero setback on the rear property line and on one interior lot side line in the rear one-third of the lot.

E. Lot Width: A minimum of 50 feet.

F. Unit size:

1. The minimum unit size per dwelling unit shall be 250 square feet.

2. The average unit size for all dwelling units shall be at least 600 square feet.

G. Density: The maximum permitted density shall be 75 dwelling units per acre.

H. Placement Of Buildings And Structures:

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

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

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

i. 90 degrees – 25 feet

ii. 75 degrees – 21 feet

iii. 60 degrees – 18 feet

iv. 45 degrees – 18 feet

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

c. Notwithstanding the above, a detached accessory dwelling unit must be set back at least four feet from interior side and rear property lines.

I. Lot Coverage: All buildings, including detached accessory buildings, may cover 100 percent of the lot area, except for any required setback and/or open space areas

J. Common Recreation Facility Requirements: A minimum of 50 square feet of common recreational facility space is required per unit for buildings with 21 or more units.

K. Building Frontage: No plane of a building wall facing a property line shall exceed 140 feet in width.

1. Developments that include more than one building shall maintain a minimum 25 feet open-to-the-sky separation to allow for landscape, courtyards, and passageways.

L. Massing Modulation: The top story of all new developments must be a maximum 70 percent of the largest floor area of the building.

1. If more than ten percent of the total number of dwelling units in a building are three or more-bedroom units, the top story must be a maximum of 90 percent of the largest floor area of the building.

M. Building Wall Modulation: No plane of a building wall facing a property line shall exceed 36 feet in height or length without at least a two-foot offset for a minimum length of six feet in the wall plane. When expanding or adding onto the height or length of an existing building wall, only the expansion or addition shall not exceed 36 feet without wall modulation. Below is an example of wall modulation for walls up to 43 feet:

Total Wall Length Or Height	**Maximum Length Of Unbroken Wall Plane**	**Minimum Length Of 2 Foot Offset**
36 feet	36 feet	0 feet
37 feet	36 feet	1 foot
38 feet	36 feet	2 feet
39 feet	36 feet	3 feet
40 feet	36 feet	4 feet
41 feet	36 feet	5 feet
42 feet	36 feet	6 feet

1. Buildings are exempt from the above wall modulation standard if at least one of the following components are integrated into the building design:

a. Windows that are recessed or projected at least three inches from the wall plane.

b. Three feet of landscaped building setback on street-facing sides in addition to the existing setback standards.

c. Two or more materials on street-facing facades.

N. Balconies: External Balconies facing R-1 zoned neighborhoods are prohibited.

O. Condominium Conversions: Condominiums and stock cooperatives converted from multiple-family dwellings shall meet all the requirements for condominiums in effect at the time they were originally constructed. If there were no condominium standards in effect at the time of construction, the conversion shall comply with the condominium standards of ordinance 898, adopted January 20, 1976.

P. Detached Accessory Buildings:

1. Unless permitted as an accessory dwelling unit pursuant to article 15-4E of this title, detached accessory buildings shall not contain a kitchen or kitchen facilities, a bathtub or shower and shall not be used for sleeping purposes. Each multi-family lot is permitted no more than two detached accessory dwelling units.

2. Detached accessory buildings, except detached accessory dwelling units, shall not be rented or used as a separate dwelling unit or as an "R" occupancy, as defined by the California Building Code, except that they may contain a sink and a toilet.

3. Prior to issuance of a building permit for a detached accessory structure, except a detached accessory dwelling unit, the Director shall require the recording of a covenant to run with the land, which states that the accessory structure shall not be used in violation of this subsection.

Q. Parking:

1. A minimum of one parking space per bedroom is required. No more than two parking spaces are required per unit.

2. See Section 15-15-6 for number of required commercial parking spaces.

3. Tandem and mechanical parking shall be permitted for two or more-bedroom units.

4. Notwithstanding the standards in this section, see Section 15-5-5 for additional parking area design standards.

15-7C-3: LANDSCAPING:

5. Except where not allowed per the placement of existing utilities, one deciduous or evergreen on-site tree must be provided per 25 feet of street-facing frontage length along the front-yard, rear-yard, and street-facing side-yard setbacks.

a. Trees must be planted within a maximum of ten feet of the property line.

6. Those setback areas fronting upon a public street must incorporate a minimum of 50 percent softscape and a maximum of 50 percent hardscape in the landscape, except for those portions devoted to vehicular parking. In addition, those portions of the property which abut a different zoning classification must be landscaped with trees and shrubs to provide an effective buffer from adjoining property.

7. The setback areas may contain artificial turf or synthetic grass in the side and rear yards only, provided that it: 1) is not harmful to the environment (such as containing lead based or other hazardous materials); 2) includes a pervious surface to address percolation, drainage, runoff, and stormwater detention requirements; and 3) is incorporated into a comprehensive landscaping design and site plan.

8. Drought-tolerant plants must be utilized in the landscape.

15-7C-4: OFF STREET PARKING AND LOADING SPACES:

Off-street parking shall be provided as required by Chapter 15 of this title.

15-7C-5: SIGNS:

Signs in the Mixed-Use Overlay Zone shall comply with the requirements of chapter 18 of this title.

15-7C-6: VEHICULAR ACCESS:

Where a Mixed-Used Overlay lot abuts an alley, vehicular access to the lot must be from the alley. Curb cuts and driveways must be installed in conformance with section 15-15-5 of this title.

15-7C-7: AFFORDABLE HOUSING DEVELOPMENTS

Mixed-use developments in which at least 20 percent of residential units are affordable to lower-income households shall be considered a by right use as defined in Government Code Section 65583.2.

SECTION 10: A new Article D (Housing Overlay (H-O) Zone) is added to Chapter 7 of Title 15 of the ESMC to read as follows:

ARTICLE D. HOUSING OVERLAY (H-O) ZONE

SECTION:

15-7D-1: Purpose

15-7D-2: Development Standards

15-7D-3: Landscape

15-7D-4: Off Street Parking and Loading Spaces

15-7D-5: Signs

15-7D-6: Vehicular Access

15-7D-7: Affordable Housing Developments

15-7D-1: PURPOSE:

The purpose of this zone is to provide consistency with and implement policies related to those locations which are designated Housing Overlay on the General Plan land use map and in the General Plan text. This overlay permits multiple dwelling units at high densities to facilitate meeting the City's Regional Housing Needs Assessment (RHNA) allocation and Housing Element goals.

15-7D-2: DEVELOPMENT STANDARDS:

The following development standards apply to the Housing Overlay parcels located in these four neighborhoods.

A. General Provisions:

1. As provided by chapter 2 of this title.

2. New dwelling units must be internally integrated and connected.

3. An addition to, or extension of, a dwelling unit, except a garage, must share a common wall and be internally integrated and connected to the existing dwelling unit.

B. Lot Area: A minimum of 7,000 square feet.

C. Height:

1. The height of all buildings or structures with a pitched roof shall not exceed 47 feet and three stories. Buildings or structures with a flat roof must not exceed 41 feet and three stories.

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

3. See section 15-2-3 of this title for exceptions to building height.

D. Setbacks:

1. Front Yard: Structures must maintain a minimum setback of 15 feet with the exception of structures fronting Franklin Avenue, where no setback is required. Entry gates for vehicular access must maintain a minimum setback of 20 feet.

a. Porches, verandas, courtyards, raised decks, or pergolas may encroach into the front-yard setback a maximum of six feet.

2. Side yard facing a side street: Ten percent of the width of the lot, but shall never be less than three feet and need not be more than five feet, except if parking garages or covered parking spaces face a street, then the setback shall be 20 feet.

3. Side yard facing an adjacent lot: Ten percent of the width of the lot on each side of the lot, but shall never be less than three feet and need not be more than five feet. Detached accessory structures, located in the rear one-third of the lot, are allowed zero setback on one interior side lot line.

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

5. Rear Yard: A minimum of 10 feet.

6. Rear Yard: Detached accessory structures are allowed zero setback on the rear property line and on one interior lot side line in the rear one-third of the lot.

E. Lot Width: A minimum of 50 feet.

F. Unit size:

1. The minimum unit size per dwelling unit shall be 250 square feet.

2. The average unit size for all dwelling units shall be at least 600 square feet.

G. Density: The maximum permitted density shall be 65 dwelling units per acre.

H. Placement Of Buildings And Structures:

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

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

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

i. 90 degrees – 25 feet

ii. 75 degrees – 21 feet

iii. 60 degrees – 18 feet

iv. 45 degrees – 18 feet

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

c. Notwithstanding the above, a detached accessory dwelling unit must be set back at least four feet from interior side and rear property lines.

I. Lot Coverage: All buildings, including detached accessory buildings, may cover 100 percent of the lot area, except for any required setback and/or open space areas.

J. Common Recreation Facility Requirements: A minimum of 50 square feet of common recreational facility space is required per unit for buildings with 21 or more units.

K. Building Frontage: No plane of a building wall facing a property line shall exceed 140 feet in width.

1. Developments that include more than one building shall maintain a minimum 25 feet open-to-the-sky separation to allow for landscape, courtyards, and passageways.

L. Massing Modulation: The top story of all new developments must be a maximum 70 percent of the largest floor area of the building.

1. If more than ten percent of the total number of dwelling units in a building are three or more-bedroom units, the top story must be a maximum of 90 percent of the largest floor area of the building.

M. Building Wall Modulation: No plane of a building wall facing a property line shall exceed 36 feet in height or length without at least a two-foot offset for a minimum length of six feet in the wall plane. When expanding or adding onto the height or length of an existing building wall, only the expansion or addition shall not exceed 36 feet without wall modulation. Below is an example of wall modulation for walls up to 43 feet:

Total Wall Length Or Height	**Maximum Length Of Unbroken Wall Plane**	**Minimum Length Of 2 Foot Offset**
36 feet	36 feet	0 feet
37 feet	36 feet	1 foot
38 feet	36 feet	2 feet
39 feet	36 feet	3 feet
40 feet	36 feet	4 feet
41 feet	36 feet	5 feet
42 feet	36 feet	6 feet

1. Buildings are exempt from the above wall modulation standard if at least one of the following components are integrated into the building design:

a. Windows that are recessed or projected at least three inches from the wall plane.

b. Three feet of landscaped building setback on street-facing sides in addition to the existing setback standards.

c. Two or more materials on street-facing facades.

N. Balconies: External Balconies facing R-1 zoned neighborhoods are prohibited.

O. Condominium Conversions: Condominiums and stock cooperatives converted from multiple-family dwellings shall meet all the requirements for condominiums in effect at the time they were originally constructed. If there were no condominium standards in effect at the time of construction, the conversion shall comply with the condominium standards of ordinance 898, adopted January 20, 1976.

P. Detached Accessory Buildings:

1. Unless permitted as an accessory dwelling unit pursuant to article 15-4E of this title, detached accessory buildings shall not contain a kitchen or kitchen facilities, a bathtub or shower and shall not be used for sleeping purposes. Each multi-family lot is permitted no more than two detached accessory dwelling units.

2. Detached accessory buildings, except detached accessory dwelling units, shall not be rented or used as a separate dwelling unit or as an "R" occupancy, as defined by the California Building Code, except that they may contain a sink and a toilet.

3. Prior to issuance of a building permit for a detached accessory structure, except a detached accessory dwelling unit, the Director shall require the recording of a covenant to run with the land, which states that the accessory structure shall not be used in violation of this subsection.

Q. Parking:

1. A minimum of one parking space per bedroom is required. No more than two parking spaces are required per unit.

2. Standard residential parking dimensions in the Housing Overlay shall be 8.5’ W X 18’ L.

3. Tandem and mechanical parking shall be permitted for two or more-bedroom units.

4. Notwithstanding the standards in this section, see Section 15-5-5 for additional parking area design standards.

15-7D-3: LANDSCAPING:

A. Except where not allowed per the placement of existing utilities, one deciduous or evergreen on-site tree must be provided per 25 feet of street-facing frontage length along the front-yard, rear-yard, and street-facing side-yard setbacks.

1. Trees must be planted within a maximum of ten feet of the property line.

B. Those setback areas fronting upon a public street must incorporate a minimum of 50 percent softscape and a maximum of 50 percent hardscape in the landscape, except for those portions devoted to vehicular parking. In addition, those portions of the property which abut a different zoning classification must be landscaped with trees and shrubs to provide an effective buffer from adjoining property.

C. The setback areas may contain artificial turf or synthetic grass in the side and rear yards only, provided that it: 1) is not harmful to the environment (such as containing lead based or other hazardous materials); 2) includes a pervious surface to address percolation, drainage, runoff, and stormwater detention requirements; and 3) is incorporated into a comprehensive landscaping design and site plan.

D. Drought-tolerant plants must be utilized in the landscape.

15-7D-4: OFF STREET PARKING AND LOADING SPACES:

Off street parking shall be provided as required by Chapter 15 of this title.

15-7D-5: SIGNS:

Signs in the Housing Overlay Zone shall comply with the requirements of chapter 18 of this title.

15-7D-6: VEHICULAR ACCESS:

Where a Housing Overlay lot abuts an alley, vehicular access to the lot must be from the alley. Curb cuts and driveways must be installed in conformance with section 15-15-5 of this title.

15-7D-6: AFFORDABLE HOUSING DEVELOPMENTS

Housing developments in which at least 20 percent of residential units are affordable to lower-income households shall be considered a by right use as defined in Government Code Section 65583.2.

SECTION 11: ESMC Section 15-25-4 (Site Plan Review Findings) is amended to read as follows:

15-25-4: FINDINGS:

In order to approve or conditionally approve the site plan, the approval authority shall make the following findings:

~~A. The proposed development, including the general uses and the physical design of the development, is consistent with the General Plan;~~

~~B. The proposed development, including the general uses and the physical design of the development, is consistent with the intent and general purpose of the provisions of this Code and any applicable development agreement; and~~

~~C. The proposed development, including the general uses and the physical design of the development, will not adversely affect the orderly and harmonious development of the area and the general welfare of the City.~~

A. The physical location, size, massing, setbacks, and placement of proposed structures on the site and the location of proposed uses within the project are consistent with applicable development standards and objective design standards in the subject specific plan, zone, and/or overlay district;

B. The project is consistent with the General Plan goals, objectives, and policies and provisions of any applicable development agreement;

C. The project has no specific adverse impact on public health or safety;

D. A consistent architectural style is used on all sides of the building or structure, including roofing, materials, windows, doors, openings, textures, and colors; and

E. The existing or proposed public infrastructure (e.g., utilities, sewers, parkways, sidewalks, storm drains, street lights, traffic control devices, and the width and pavement of adjoining streets and alleys) and health and safety services (e.g., police and fire) are sufficient to accommodate the new development.

If such findings cannot be made, the site plan shall be denied.

SECTION 12: *Actions*. The City Council approves Zone Change No. ZC 23-01 as set forth in Exhibit "A," which is incorporated into this Ordinance by reference and Zone Text Amendment No. ZTA 23, as set forth above, to implement Housing Element Program No. 6 (Provision of Adequate Sites) and Program No. 9 (El Segundo Municipal Code Amendments).

SECTION 13: *CONSTRUCTION*. This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 14: *ENFORCEABILITY*. Repeal of any provision of the ESMC does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 15: *VALIDITY OF PREVIOUS CODE SECTIONS*. If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the ESMC or other city ordinance by this Ordinance will be rendered void and cause such previous ESMC provision or other the city ordinance to remain in full force and effect for all purposes.

SECTION 16: *SEVERABILITY.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 17: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause a summary thereof to be published or posted in accordance with California law.

SECTION 18: This Ordinance shall take effect 30 days after its passage and adoption.

PASSED AND ADOPTED this ___ day of _____, 2024.

_____
Drew Boyles, Mayor

APPROVED AS TO FORM:

By: _____
Mark D. Hensley, City Attorney

ATTEST:

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

I, 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 Ordinance No. _____ was duly introduced by said City Council at a regular meeting held on the ___ day of _____ 2024, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ___ day of _____, 2024, and the same was so passed and adopted by the following vote:

AYES:

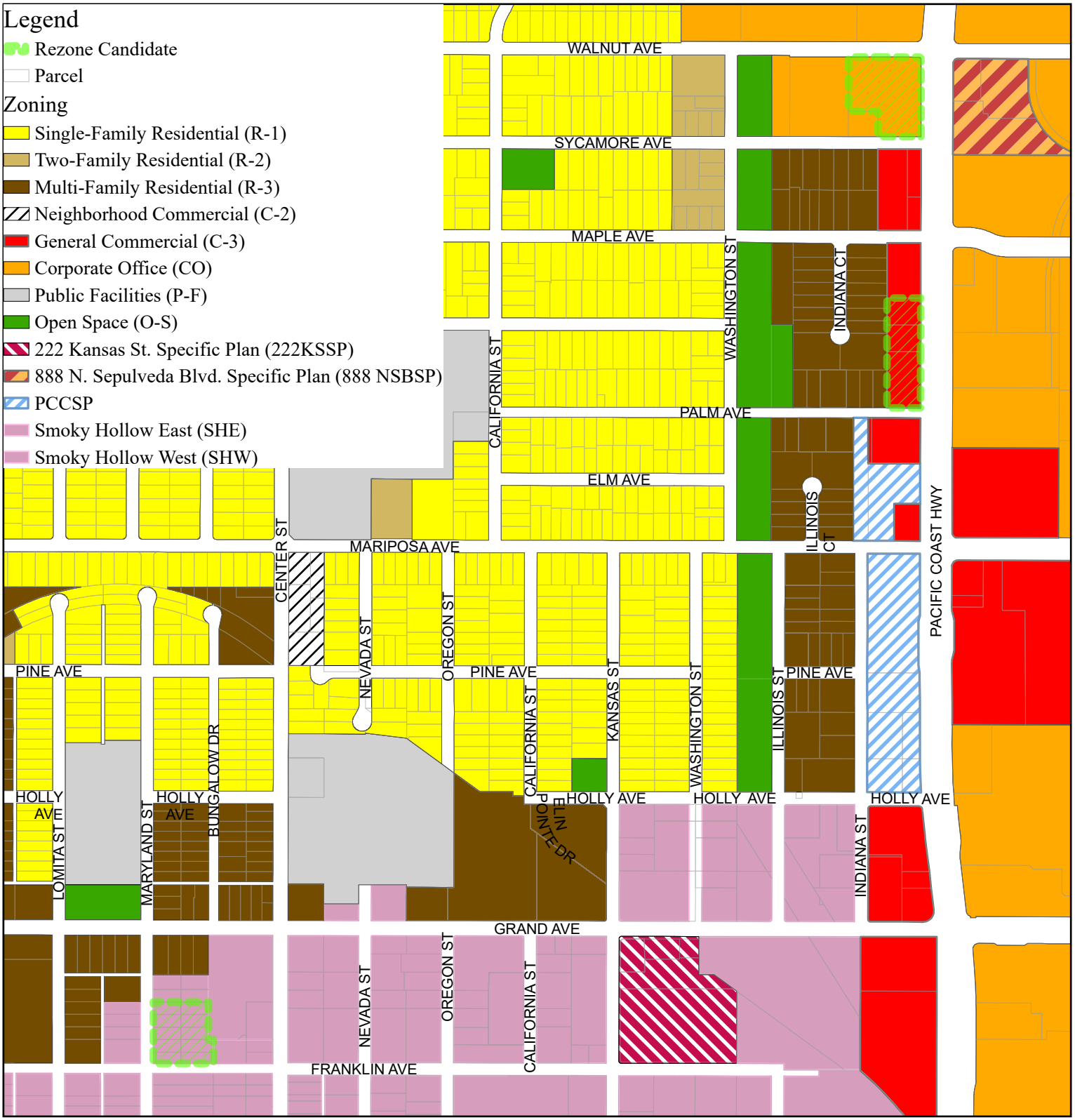
NOES:

ABSENT:

ABSTAIN:

_____
Tracy Weaver, City Clerk

Exhibit "A"



City of El Segundo

Proposed Mixed-Use Overlay Over Existing Zoning

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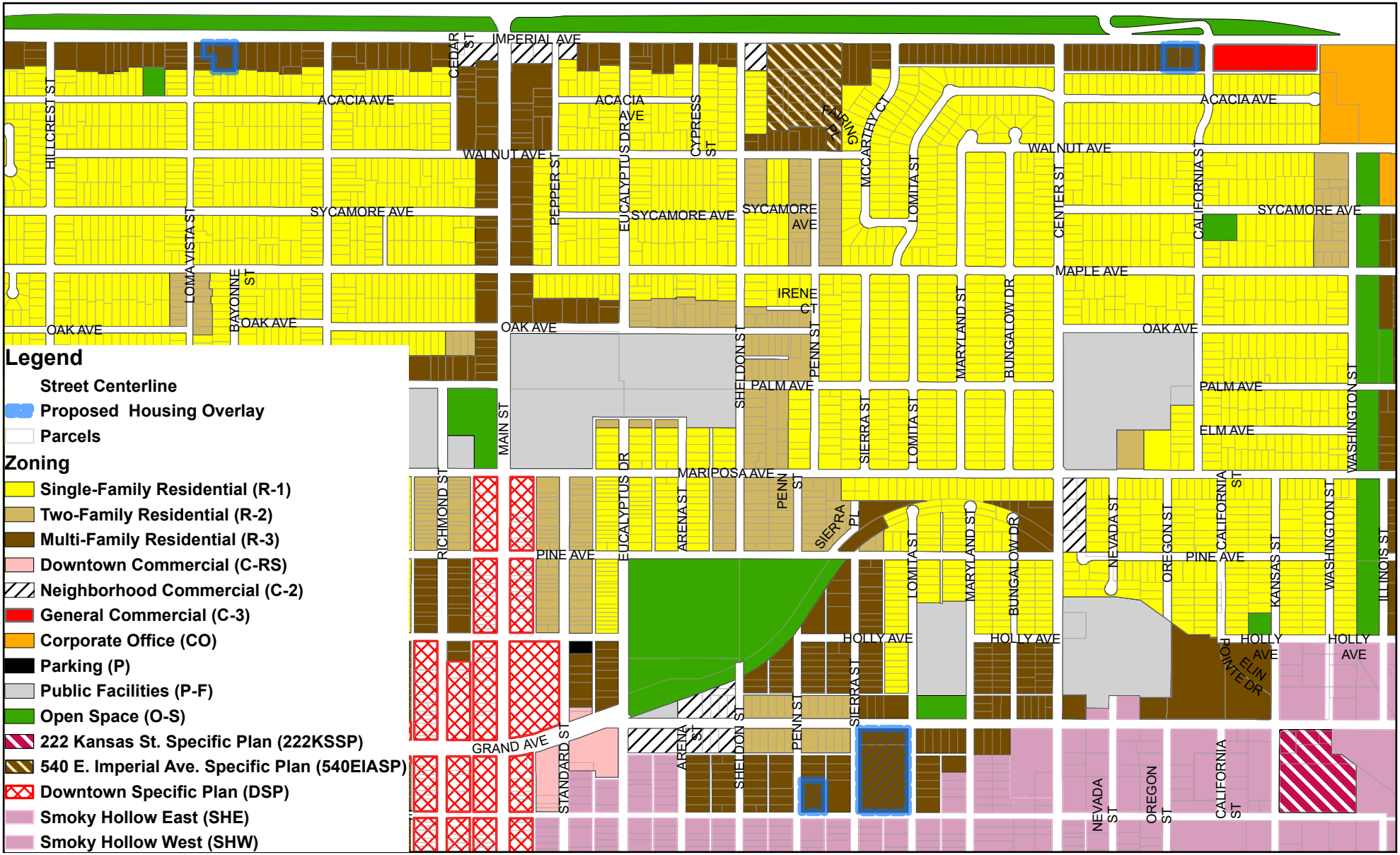
Exhibit "A"



Legend

- Street Centerline
- Proposed Housing Overlay
- Parcels

Zoning

- Single-Family Residential (R-1)
- Two-Family Residential (R-2)
- Multi-Family Residential (R-3)
- Downtown Commercial (C-RS)
- Neighborhood Commercial (C-2)
- General Commercial (C-3)
- Corporate Office (CO)
- Parking (P)
- Public Facilities (P-F)
- Open Space (O-S)
- 222 Kansas St. Specific Plan (222KSSP)
- 540 E. Imperial Ave. Specific Plan (540EIASP)
- Downtown Specific Plan (DSP)
- Smoky Hollow East (SHE)
- Smoky Hollow West (SHW)

City of El Segundo

Proposed Housing Overlay
over the Existing Zoning

N W E S

City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Consent
Item Number: B.6

TITLE:

Second Reading and Adoption of Ordinance Amending the Driveway and Curb Cut Standards in El Segundo Municipal Code Title 15

RECOMMENDATION:

1. Waive second reading of Ordinance and its title and adopt an Ordinance amending the driveway and curb cut standards in El Segundo Municipal Code (ESMC) Title 15 and find that the proposed amendments are exempt under the California Environmental Quality Act pursuant to CEQA Guidelines §15061(b)(3) because they do not approve any particular development project, they consist only of minor revisions to existing zoning regulations and related procedures, and they do not have the potential for causing a significant effect on the environment.

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

FISCAL IMPACT:

The proposed amendment is not anticipated to have any fiscal impact.

BACKGROUND:

On March 14, 2024, the Planning Commission held a duly noticed public hearing and discussion, recommending City Council approve the proposed amendment (Environmental Assessment No. EA 1358 and Zone Text Amendment No. ZTA 24-01).

On April 16, 2024, the City Council considered a draft ordinance amending the driveway and curb cut standards in ESMC Chapter 15-15. At the conclusion of the public hearing the City Council introduced the ordinance for first reading.

DISCUSSION:

The Council may waive the second reading of the Ordinance and its title and adopt it.If

adopted on May 7, 2024, the effective date of the ordinance will be June 6, 2024.

The proposed ordinance will amend the minimum required distance between driveway curb cuts on the same property pursuant to El Segundo Municipal Code ("ESMC") § 15-15-5(N). This section currently requires a minimum distance of 24 feet between curb cuts on the same property in nonresidential zones. The requested amendment proposes a reduction in that distance from 24 feet to 10 feet when it is for a signalized driveway along a major or secondary arterial street (as identified in the City's General Plan Circulation Element), subject to approval of the Community Development Director and City Engineer.

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:
Paul Samaras, AICP, Principal Planner
REVIEWED BY:
Michael Allen, Community Development Director
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Ordinance

ORDINANCE NO. ____

AN ORDINANCE AMENDING SECTION 15-15-5(N) OF THE EL SEGUNDO MUNICIPAL CODE TITLE 15 REGARDING DRIVEWAY AND CURB CUT STANDARDS AND FINDING SUCH AMENDMENT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES § 15061(b)(3)).

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

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

A. On January 12, 2024, RSP4, LLC initiated the process to amend the El Segundo Municipal Code ("ESMC") Title 15 ("Zoning Code") to reduce the required distance between curb cuts on the same property from 24 to 10 feet on streets designated as arterial streets;

B. The proposed amendment was reviewed by the City's Community Development Department for, in part, consistency with the General Plan and conformity with the ESMC;

C. The City reviewed the project's environmental impacts under the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the "CEQA Guidelines");

D. On March 14, 2024, the Planning Commission held a public hearing to receive public testimony and other evidence regarding the Ordinance and adopted Resolution No. 2949 recommending that the City Council introduce and adopt an Ordinance amending the ESMC curb cut standards.

E. On April 16, 2024, the City Council held a duly noticed public hearing and considered the information provided by City staff and public testimony regarding the Ordinance; and

F. This Ordinance and its findings are made based upon the entire administrative record including, without limitation, testimony and evidence presented to the City Council at its April 16, 2024 hearing and the staff report submitted by the Community Development Department.

SECTION 2: *Factual Findings and Conclusions*. The City Council finds, without limitation, that:

A. Introducing and adopting the Ordinance will amend ESMC Section 15-15-5(N) (Driveway and Curb Cuts) to reduce the minimum distance between driveway curb cuts on nonresidential properties from 24 to 10 feet for properties:

1. located along major or secondary arterial streets identified in the El Segundo General Plan Circulation Element,

2. where the subject driveways' intersection with the arterial street is signalized, and

3. where the driveways provide a safe crossing passage for pedestrians, subject to approval of the Community Development Director and City Engineer;

B. Most streets designated as major or secondary arterial streets in the General Plan Circulation Element do not currently permit on-street parking;

C. Signalized intersections between commercial property driveways and arterial streets effectively separate and eliminate conflicts between traffic moving in opposite direction;

D. A 10-foot separation between driveway curb cuts on commercial properties in combination with a traffic signal adequately control and reduce on-site vehicle circulation conflicts; and

E. A 10-foot separation between driveway curb cuts on commercial properties can provide a safe crossing passage for pedestrians.

SECTION 3: *Zone Text Amendment Findings*. In accordance with ESMC § 15-27-3, the City Council finds that:

A. The amendment is consistent with the General Plan.

The amendment is consistent with Circulation Element Goal C1 to provide a safe, convenient and cost-effective circulation system. The proposed amendment reduces the distance requirement at signalized intersections between driveways and arterial streets. Signalization reduces vehicular circulation conflicts on and off street and provides a safe crossing passage for pedestrians.

In addition, the amendment is consistent with Economic Development Goal ED1 to create in El Segundo a strong, healthy economic community in which all diverse stakeholders may benefit. The proposed amendment allows more flexibility in the design of driveways in non-residential zones. A strong, healthy economic community exists, and diverse stakeholders benefit when regulations are reviewed and updated to allow business flexibility to pursue, design, construct, and implement improved, safer, more efficient options in the course of their endeavors.

Furthermore, the amendment is consistent with Economic Development Goal ED2 to provide a supportive and economically profitable environment as the foundation of a strong local business community. The proposed amendment provides opportunities for improvements that accommodate existing and future circulation needs in a manner that preserves the City's goals to improve traffic and pedestrian safety and access to onsite vehicle circulation and parking. The amendment represents a reasonable modification to the existing regulation to allow for flexibility. Its approval is a consistent and supportive action to promote, maintain, and further an economically profitable environment and a strong local business community.

B. The amendment is necessary to serve the public health, safety, and general welfare.

The proposed amendment is necessary to serve the public health, safety, and general welfare, because it removes an unnecessary restriction on the design of driveways. ESMC Section 15-15-5(N) requires a minimum separation of 24 feet between driveways, in part to "preserve on street parking spaces." However, this intent is not applicable or necessary on major and secondary arterial streets in the City, because on-street parking is prohibited on major and secondary arterial streets, with few exceptions. The high traffic volumes and speeds along arterial streets necessitate more through vehicle lanes, rather than on-street parking lanes, to facilitate better traffic flow. In addition, on-street parking near access driveways on high-speed streets can create visibility and traffic safety problems. Therefore, the proposed amendment to allow a separation of 10 feet between driveways along arterial streets does not conflict with the goal of preserving on-street parking, which is more applicable to lower-volume streets, such as collector and local streets.

The proposed amendment is also necessary to serve the public health, safety, and general welfare by furthering the goals of the Driveway and Curb Cuts standards of ESMC Section 15-15-5(N) to "improve traffic safety" and "improve on site vehicle circulation."

The ESMC currently limits the maximum driveway width in non-residential zones to 30 feet and requires a minimum of 24 feet between driveways on the same property. The amendment allows flexibility, when certain criteria are met, for driveway designs that better meet the listed ESMC goals of improving traffic safety and on-site vehicle circulation.

Decreasing the minimum distance required between curb cuts allows designs that provide adequate, safe crossings for pedestrians and safe access for vehicles entering and exiting a site. Access driveways on an arterial street with a minimum 10-foot median for separation, in combination

with a traffic signal, control and separate conflicting vehicle movements, and thus improve traffic safety and on-site circulation. In addition, the shorter separation provides more safety for pedestrians crossing such driveways than the current 24-foot separation, because it reduces the overall distance pedestrians must cross. Further, the signalization also improves pedestrian safety, because it separates pedestrian movements from vehicular movements, and thus reduces conflicts. The safety benefits of the proposed amendment are also supported by the fact that signalized driveways already exist on arterial streets and function safely without negative impacts on traffic safety and on-site vehicle circulation.

Finally, the proposed amendment creates an approval pathway for improved, high-quality driveway designs appropriate to the environment in which they will be located, which would also be necessary to serve the public health, safety. Such a pathway would not interfere with or be detrimental to the public health, safety, and orderly development of the City.

SECTION 4: *Environmental Assessment.* Based on the facts set forth in Section 2, the City Council finds that the Ordinance is exempt from the California Environmental Quality Act ("CEQA") (Pub. Resources Code, § 21000 et seq.) pursuant to CEQA Guidelines § 15061(b)(3)), because it consists only of minor revisions to existing zoning regulations and related procedures, and, therefore, it can be seen with certainty that there is no possibility that the Ordinance may have a significant effect on the environment. Furthermore, the Ordinance does not approve any specific project, and City staff will conduct discrete environmental review for any project proposed under this Ordinance's provisions.

SECTION 5: Subsection (N) of ESMC Section 15-15-5 regarding Driveway and Curb Cuts is amended in its entirety to read as follows:

"N. Driveway and Curb Cuts: All curb cuts and driveways must lead directly to required parking. Curb cuts not leading to parking, must be removed whenever new buildings are constructed or additions are made to existing buildings. The location and design of all driveway entrances and exits must comply with the standards listed below. The goal of these standards is to: 1) preserve on street parking spaces, where applicable, 2) improve traffic safety, and 3) improve on site vehicle circulation.

1. Driveway and Curb Cut Width:

Zone	Curb Cut Width (in feet)[1*]		**Driveway Width (in feet)**	
	Minimum	**Maximum**	**Minimum**	**Maximum**
R-1 and R-2 - lots less than 50 feet wide	10	20	10	20
R-1 and R-2 - lots at least 50 feet wide	10	25	10	28
R-3 - serving 12 or fewer parking spaces or one-way	12	30	12	30
R-3 - serving 13 or more parking spaces or two-way	18	30	18	30
Nonresidential - one-way	12	30	12	30
Nonresidential - two-way	18	30	18	30

Note: ~~1.~~ *Curb cut width excludes the width of aprons.

2. Curb Cut Locations:

Zone	Minimum Distance Between Curb Cuts On The Same Property	Minimum Distance From Curb Cuts To Street Corners	Minimum Distance From Curb Cuts To Property Lines
Residential	24 feet	20 feet	5 feet
Nonresidential	24 feet*	50 feet	5 feet

*For a signalized driveway on a major or secondary arterial street as defined in the General Plan Circulation Element that provides safe passage for pedestrians crossing the driveway, a minimum distance of 10 feet between curb cuts on the same property is permitted, subject to approval of the Community Development Director and City Engineer."

SECTION 6: *Electronic Signatures*. This Ordinance may be executed with electronic signatures in accordance with Government Code § 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

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

SECTION 8: *Severability.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 9: *Recordation.* The City Clerk, or designee, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 10: *Effective Date.* This Ordinance will become effective 30 days following its passage and adoption.

PASSED AND ADOPTED this ___ day of _____, 2024.

_____
Drew Boyles, Mayor

APPROVED AS TO FORM:

_____
Mark D. Hensley, City Attorney

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 Ordinance No. _____ was duly introduced by said City Council at a regular meeting held on the ___ day of _____ 2024, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ___ day of _____, 2024, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Tracy Weaver, City Clerk

City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Consent
Item Number: B.7

TITLE:

Second Reading and Adoption of an Ordinance Amending the El Segundo South Campus Specific Plan for Vesting Tentative Tract Map No. 83236

RECOMMENDATION:

1. Waive second reading of the Ordinance and its title and adopt an Ordinance for Environmental Assessment No. 1348 for Vesting Tentative Tract Map No. 83236, amending the El Segundo South Campus Specific Plan for permitted uses, setback requirements, and parking requirements; and find that the proposed amendments are exempt from further environmental review pursuant to CEQA Guidelines § 15162.

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

FISCAL IMPACT:

The proposed amendment is not anticipated to have any fiscal impact.

BACKGROUND:

On March 14, 2024, the Planning Commission held a duly noticed public hearing and discussion; and recommended that City Council approve the proposed ordinance to modify the El Segundo South Campus Specific Plan ("ESSCSP") permitted uses table, setback requirements, and parking requirements for the Phase 1 (Raytheon Campus) area.

On April 16, 2024, City Council conducted a public hearing on an ordinance amending the ESSCSP permitted uses, setback requirements, and parking requirements. After discussing the item, City Council introduced the ordinance for first reading.

DISCUSSION:

City Council may waive second reading of the Ordinance and its title and adopt it, as

introduced on April 16, 2024. If the Ordinance is adopted by City Council at its May 7, 2024 meeting, the effective date of the Ordinance will be June 6, 2024, which is 30 says from the adoption date.

The proposed project amends the ESSCSP development standards by modifying permitted uses, setback requirements, and paring requirements for the Phase 1 (Raytheon Campus) area.

CITY STRATEGIC PLAN COMPLIANCE:

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

Objective 1B: El Segundo's engagement with the community ensures excellence.

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5A: El Segundo promotes economic growth and vitality for businesses and the community.

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

PREPARED BY:
Jazmin Farias, Planning Technician
REVIEWED BY:
Michael Allen, Community Development Director
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. El Segundo South Campus Specific Plan Amendment Ordinance

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE EL SEGUNDO SOUTH CAMPUS SPECIFIC PLAN (ESSCSP) TO MODIFY PERMITTED USES, SETBACK REQUIREMENTS, AND DEVELOMENT STANDARDS REGARDING PARKING AND LOADING FOR PHASE 1 IN THE ESSCSP AREA. (Environmental Assessment No. EA-1348 and Specific Plan Amendment No. ASP 23-01).

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

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

A. On June 28, 2023, the City processed an application for Environmental Assessment No. EA 1348 and Specific Plan Amendment No. ASP 23-01 to amend the El Segundo South Campus Specific Plan (ESSCSP) updating permitted uses, setback requirements, and parking requirements;

B. The City reviewed the project's environmental impacts under 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");

C. On February 5, 2024, 45 public notices were mailed to all property owners within a 300-foot radius from the project site, providing a 10-day time period for the submittal of comments in accordance with ESMC Section 15-28-6(A);

D. On February 5, 2024, 117 public notices were mailed to all occupants within a 300-foot radius from the project site, providing a 10-day time period for the submittal of comments in accordance with ESMC Section 15-28-6(A);

E. On February 8, 2024, a public notice was published in the El Segundo Herald newspaper, providing a 10-day time period for the submittal of comments in accordance with ESMC Section 15-28-6(A);

F. On March 14, 2024, the Planning Commission held a duly noticed public hearing to receive public testimony and other evidence regarding the Ordinance and adopted Resolution No. 2947 recommending that the City Council introduce and adopt this Ordinance;

G. On April 1, 2024, 45 public notices were mailed to all property owners within a 300-foot radius from the project site, providing a 10-day time period for the submittal of comments in accordance with ESMC Section 15-28-6(A);

H. On April 1, 2024, 117 public notices were mailed to all occupants within a 300-foot radius from the project site, providing a 10-day time period for the submittal of comments in accordance with ESMC Section 15-28-6(A);

I. On April 4, 2024, a public notice was published in the El Segundo Herald newspaper, providing a 10-day time period for the submittal of comments in accordance with ESMC Section 15-28-6(A);

J. On April 16, 2024, the City Council held a duly noticed public hearing and considered the information provided by City staff and public testimony regarding the Ordinance; and

K. This Ordinance and its findings are made based upon the entire administrative record including, without limitation, testimony and evidence presented to the City Council at its April 16, 2024 hearing and the staff report submitted by the Community Development Department.

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

A. Amend Table IV-1 Allowable Uses of the ESSCSP, adding surface parking lots as a permitted use as it corresponds to the Phase 1 area of the Commercial/Office Mixed Use (CMU) District;

B. Amend Subsection B.3 (Setback Development Standards) of Section VI Development Standards, adding setback standards for lots with frontage on the portion of El Segundo Boulevard located east of the future extension of Continental Boulevard and west of the future extension of Nash Street;

C. Amend Subsection D.3 (Parking and Loading Standards), adding language to exclude Phase 1 area from the 20% threshold standard to meet required parking via off-site parking lots or structures;

D. Add Subsection D.4 (Parking and Loading Standards), adding required parking and off-site parking standards for Phase 1 area,

E. Amend Subsection D.5 (Parking and Loading Standards), allowing parking lots to service multiple lots or buildings with a retail and restaurant use in ESSCSP Phase 1 area within the CMU district subject to the recordation of reciprocal parking and access easements or covenants in conjunction with final map.

SECTION 3: *Specific Plan Amendment Findings*. As required under Government Code § 65854 and ESMC § 15-27-3 and based on the findings set forth in Section 2, the City Council finds as follows:

A. That the amendment is consistent with the General Plan.

The ESCSP serves as the General Plan document for the El Segundo South Campus area. The ESSCSP was found to be consistent with the City's General Plan when originally adopted, and the proposed specific plan amendment is consistent with the Specific Plan's vision, goal, and objectives. The specific plan amendment is consistent with and implements the primary ESCSP goal to create, maintain, and implement a business climate that fosters a strong economic community, develop a strategic plan that will result in business retention and attraction, provide an effective level of City services to all elements of the community, and maintain the quality of life that has characterized El Segundo for more than nine decades.

Specifically, the proposed amendments are consistent with General Plan's Economic Development Element Objective ED1-2 which seeks to "Center diversification efforts on targeted industries that meet the City's criteria for job creation, growth potential, fiscal impact, and fit with local resources" because the existing uses within the Campus will continue to create job opportunities and seek balance between growth, local resources, and infrastructure capacity. The Project site will continue to physically be suitable for the existing buildings and structures as the proposed amendments do not create any non-conformities with the existing Commercial Development; which will continue to meet the General Plan Land Use Element Objective LU4-4 which seeks to "Provide areas where development has the flexibility to mix uses, in an effort to provide synergistic relationships which have the potential to maximize economic benefit, reduce traffic impacts, and encourage pedestrian environments." The proposed Specific Plan amendments will continue to help guide the existing commercial development activities within the CMU district and ensure landscaping in parking areas and around the buildings are permanently maintained through the recordation of covenants, conditions, and restrictions.

The existing development allowed under the Specific Plan will continue to provide a basis for a positive contribution to the maintenance and expansion of El Segundo's economic base as development typically increases the City's business license taxes, increases the City's utility user taxes, increases the City's property taxes, and increases the City's sales taxes which enhances the General Plan Economic Development Element policy ED1-2.1 as it seeks to "expand El Segundo's retail and commercial base so that the diverse needs of the City's business and residential communities are met." An increased economic base will provide the City with resources to provide high-quality services to its residents and daytime population.

B. The amendment is necessary to serve the public health, safety, and general welfare.

The specific plan amendments will help achieve the primary ESCSP goal to facilitate the revitalization of commercial areas by making them viable,

attractive, and people-oriented commercial districts. The Amendments provide development standards tailored for Phase 1 area of the ESSCSP and the proposed modifications do not interfere with the existing commercial center development at the site which will continue to provide an aesthetically pleasing and attractive commercial district and comply with General Plan Circulation Element Policy C2-1.6 as its design will continue to ease pedestrian access. Thus, the amendments will continue to transform the Campus into an economic force, which is consistent with and necessary to serve the public health, safety, and general welfare. In addition, there is no evidence indicating that any of the proposed amendments will have a detrimental impact on public health, safety, and general welfare.

SECTION 4: *Environmental Assessment.* The City Council finds and determines as follows:

A. An Environmental Impact Report was prepared for the El Segundo South Campus Specific Plan (ESSCSP) (EA-905) pursuant to 14 California Code of Regulations, § 15063 ("CEQA") and was certified on December 15, 2015. Pursuant to 14 California Code of Regulations, § 15162 ("CEQA"), no subsequent EIR shall be prepared for the project for the following reasons: (1) the proposed amendments do not propose any new development and no changes will occur to the existing Phase 1 development; 2) since no development is proposed with the amendments, there will be no new environmental impacts beyond what the previous certified EIR identified; and, 3) the amendments to the Specific Plan will not result in or allow additional development beyond what was previously approved at the site. Therefore, it can be seen with certainty that there is no possibility the amendments may have a significant effect on the environment.

B. As detailed in Section 3, the proposed Ordinance amending the ESSCSP includes minor modifications to use regulations, setback regulations, and parking regulations.

C. There are no substantial changes proposed for the project that will require preparation of a subsequent or supplemental EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified effects.

D. The proposed Ordinance will not result in a Specific Plan that is substantially different from the plan evaluated in the EIR, and the environmental circumstances applicable to the Specific Plan area have not changed.

SECTION 5: Table IV-1 Allowable Uses in Section VI. Development Standards A. Permitted Uses of the ESSCSP is amended as follows:

Section VI. Table IV-1-Allowable Uses

Use	CMU	O/I MU	REC/OS
Alternative fuel stations	P	P	--
Cafes	P	P	--
Data Centers	C	P	--
Financial institutions	P	P	--
General Offices, including medical and dental	P	P	--
General storage and warehousing	--	P	--
General storage and warehousing (Raytheon Company only)	P	P	
Health Clubs	P	P	--
High and medium bay labs	--	P	--
High and medium bay labs (Raytheon Company only)	P	P	
Light Industrial uses	--	P	--
Light Industrial uses (Raytheon Company only)	P	P	
Movie and Entertainment Facilities	P	P	--
Multimedia Related Offices	P	P	--
Postproduction Facilities	P	P	--
Public facilities, including, but not limited to, fire and police facilities, post offices, and libraries.	P	P	--
Public Utilities	P	P	P
Recreation Facilities (public and private)	P	P	P
Research and Development, including scientific research and experimental development laboratories	P	P	--
Restaurants, full service	P	P	--
Restaurants, fast food	P	P	--
Retail uses (excluding off site sale alcohol sales)	P	P	--
Special Effects Studios	P	P	--
Studio/sound stage(s) and other support facilities	P	P	--
Trade and vocational schools for adults	P	P	--
Any use customarily incidental to a permitted use, including the storage of hazardous materials associated with any allowable use.	A	A	A
Drive-through or walk-up services related to financial operations.	A	A	--
The on-site sale and consumption of alcohol at restaurants and cafes.	AUP	AUP	--
The off-site sale of alcohol at retail establishments.	AUP	AUP	--
Drive-through restaurants	C	C	C
Helicopter landing facilities subject to the provisions of El Segundo Municipal Code §15-2-13.	C	C	C
Hotels (provided that the existing deed restriction is removed)	C	C	C

Section VI. Table IV-1-Allowable Uses (continued)

Use	CMU	O/I MU	REC/OS
Outdoor dining, exempting outdoor dining at restaurants where outdoor dining comprises 20% or less of the total dining area of the restaurant, but not exceeding two hundred (200) square feet of floor area.	C	C	C
Laser/optical targets	A/AUP	A/AUP	--
Parking structures and surface parking lots	A [1]	P/A	P/A
Radar towers	A/AUP	A/AUP	A/AUP
Video arcades, defined as any business with three or more video or arcade machines.	C	C	C
All uses that are not permitted, conditionally permitted, or determined to be similar uses as specified above.	--	--	--
All uses that are involved with the storage of waste materials as the primary business	--	--	--
Freight Forwarding	--	--	--
Gasoline and Diesel Service Stations	--	--	--
Mini-storage	--	--	--
Residential Uses	--	--	--
AUP Administrative Use Permit A Permitted Accessory Use C Conditional Use P Permitted Use -- Not Permitted			
Note: Pursuant to the ESMC, uses of a similar nature which are unlisted in Table IV-1 may be considered by the Director of Planning and Building Safety, subject to appeal to the Planning Commission. [1] Surface Parking Lots is a permitted (P) use within Phase 1 CMU District subject to ESSCSP Section VI. Development Standards: D. Parking and Loading			

SECTION 6: Section VI. Development Standards: 1. Setbacks (subsection B.3) of the ESSCSP is amended as follows:

* * *

b. Building and structure setbacks within the interior of the Specific Plan must be a minimum of fifteen feet (15') from each lot line. **For lots with frontage on the portion of El Segundo Boulevard located east of the future extension of Continental Boulevard and west of the future extension of Nash Street, buildings and structures must be setback a minimum of five feet (5').** Actual required setbacks may vary depending

on Building Code requirements that relate to type and height of the structure.

* * *

SECTION 7: Section VI. Development Standards: D. Parking and Loading (subsection D.3, D.4, and D.5) of the ESSCSP is amended as follows:

* * *

3. For retail and restaurant uses within the CMU District **excluding the Phase 1 area**, up to 20% of the required parking for an individual lot in may be provided off-site with approval by the Director of Planning and Building Safety, subject to the following performance standards:

4. For retail and restaurant uses in Phase 1 within the CMU District, up to 100% of the required parking for an individual lot may be provided off-site, with approval by the Director of Community Development, subject to the following performance standards:

a. Off-site parking must be contained within the CMU District Phase 1 lots.

b. Parking must be located within 150 feet of the lot it serves.

c. Pedestrian pathways must be provided connecting parking lots or structures with the buildings they serve. Where off-site parking is across a project roadway, a crosswalk must be provided.

d. Other conditions may be applied by the Director as part of site plan approval.

5. For retail and restaurant uses within the CMU District **including Phase 1**, parking lots may service multiple lots or buildings subject to the following standards:

a. Reciprocal parking and access easements or covenants must be recorded before issuance of a building permit **and or in conjunction with a final map as required by the Community Development Director** and must be shown or noted on the applicable site plans.

* * *

SECTION 8: *Action.* The City Council hereby approves and adopts the El Segundo South Campus Specific Plan as set forth in attached Exhibit "A," which is incorporated into this Ordinance by reference.

SECTION 9: *Electronic Signatures*. This Ordinance may be executed with electronic signatures in accordance with Government Code § 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 10: *Construction*. This Ordinance must be broadly construed to achieve the purposes stated in this Ordinance. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 11: *Severability.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 12: *Recordation.* The City Clerk, or designee, is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 13: *Effective Date.* This Ordinance will become effective 30 days following its passage and adoption.

PASSED AND ADOPTED this 16th day of April, 2024.

_____
Drew Boyles, Mayor

APPROVED AS TO FORM:

_____
Mark D. Hensley, City Attorney

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 Ordinance No. _____ was duly introduced by said City Council at a regular meeting held on the ___ day of _____ 2024, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ___ day of _____, 2024, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Tracy Weaver, City Clerk

City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Consent
Item Number: B.8

TITLE:

Agreement Termination for Park Place Roadway Extension and Grade Separation Project

RECOMMENDATION:

1. Authorize and Confirm the City Manager to terminate the Professional Services Agreement with Moffatt & Nichol for the Engineering Design of the Park Place Roadway Extension and Grade Separation project.

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

FISCAL IMPACT:

Included in the adopted FY 2023-24 Budget - $5,791,625.73
Account Number(s):
110-400-8203-8929 (Measure R) - $5,489,185.50
114-400-8203-8929 (Prop C) - $302,440.23

Additional Appropriation in FY 23-24: None

The total amount budgeted for this project: $7,420,000, where $1,421,063.09 has been spent to date with the following breakdown:
110-400-8203-8929 (Measure R) - $561,207.19
114-400-8203-8929 (Prop C) - $859,855.90

BACKGROUND:

On December 21, 2021, the City Council authorized the City Manager to execute a professional service agreement ("PSA") with Moffatt & Nichol for the engineering design of the Park Place extension and grade separation project for an amount of $7,285,367. A copy of this PSA is attached. The scope of work included in this PSA is as follows:

- A new railroad bridge for the Union Pacific railroad tracks.

- A new railroad bridge for the Burlington Northern Santa-Fe railroad tracks.
- Connecting the existing segments of Park Place at grade to provide a continuous 4-lane roadway from Douglas Street to Pacific Coast Highway, including a roundabout, needed underground storm drainage system, and extension of all utilities.
- Identifying the needed ROW parcels for implementation of this project, and acquisition of the parcels.
- Design for all the necessary environmental remediation work.

This connection would provide some traffic relief to Rosecrans and would provide direct access from Pacific Coast Highway to the Douglas/105 Freeway. Consequently, on January 19, 2021, the City Council approved a Measure R funding agreement amendment with the Los Angeles County Metropolitan Transportation Authority ("Metro") to receive an additional $5,000,000 to fund the engineering of this project. Design work started in February 2022, and almost 20% of the design work has been done to date.

DISCUSSION:

This project was re-evaluated by staff, and it has been determined that the project is not financially feasible. Consequently, staff respectfully recommends the City Council to authorize and confirm the termination of this PSA. The staff has contacted the consultant firm regarding this termination, and the firm has no objection. Upon approval of the recommendation by the City Council, the City will officially terminate this PSA with Moffatt & Nichol, and subsequently will officially inform Metro regarding this PSA termination.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 4: Develop and Maintain Quality Infrastructure and Technology

Objective 4A: El Segundo’s physical infrastructure supports an inviting and safe community.

Goal 5: Champion Economic Development and Fiscal Sustainability

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

PREPARED BY:
Lifan Xu, City Engineer

REVIEWED BY:
Elias Sassoon, Public Works Director
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Park Place PSA with Moffatt & Nichol
2. Park Place Extension Vicinity map
3. Park Place Extension Location Map

PROFESSIONAL SERVICES AGREEMENT FOR DESIGN SERVICES BETWEEN THE CITY OF EL SEGUNDO AND MOFFATT & NICHOL

This AGREEMENT is entered into this 10th day of January, 2022, by and between the CITY OF EL SEGUNDO, a municipal corporation and general law city ("CITY") and Moffatt & Nichol, a California corporation ("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 Seven Million Two Hundred Eighty-Five Thousand Three Hundred Sixty-Seven dollar ($7,285,367.00) 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 "1," which is incorporated by reference.

2. **SCOPE OF SERVICES**.

   A. CONSULTANT will perform services listed in the attached Exhibit "1," 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 "1") 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. **ADDITIONAL WORK.** N/A.

7. **FAMILIARITY WITH WORK.** By executing this Agreement, CONSULTANT agrees that it has:

A. Carefully investigated and considered the scope of services to be performed;
B. Carefully considered how the services should be performed; and
C. Understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.

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.

8. **TERM**. The term of this Agreement will be from January 16, 2022 to January 15, 2025, unless otherwise terminated pursuant to Section 15.

9. **TIME FOR PERFORMANCE**.

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

i. CONSULTANT furnishes proof of insurance as required under Section 23 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.

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 1: Proposal.

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 upon thirty days' written notice.

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.** This Agreement contemplates that CONSULTANT will act as a design professional (as defined by Civil Code § 2782.8). Accordingly, CONSULTANT agrees to provide indemnification as follows:

A. **CONSULTANT must save harmless, indemnify and defend CITY and all its officers, 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 arising from, pertaining to, or relating to the negligence, recklessness, or willful misconduct of CONSULTANT or any of CONSULTANT's officers, agents, employees, or representatives.** CONSULTANT's duty to defend consists of reimbursement of defense costs incurred by CITY in direct proportion to the CONSULTANT's proportionate percentage of fault. CONSULTANT's percentage of fault will be determined, as applicable, by a court of law, jury or arbitrator. In the event any loss, liability or damage is incurred by way of settlement or resolution without a court, jury or arbitrator having made a determination of the CONSULTANT's percentage of fault, the parties agree to mediation to determine the CONSULTANT's proportionate percentage of fault for purposes of determining the amount of indemnity and defense cost reimbursement owed to the CITY; CONSULTANT and CITY must each pay half the mediator's fees. Notwithstanding the above, in the event one or more defendants to a Claim is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, the CONSULTANT must meet and confer with the CITY regarding unpaid defense costs.

B. *Defense For liabilities other than those arising out of the performance of Design Professional Services.* Notwithstanding the foregoing and without diminishing any rights of the CITY under subsection A, for any liability, claim, demand, allegation against CITY arising out of, related to, or pertaining to any act or omission of CONSULTANT, but which is not a design professional service, CONSULTANT must defend, indemnify, and hold harmless Indemnitees from and against any and all damages, costs, expenses (including reasonable attorneys' fees and expert witness fees), judgments, settlements, and/or arbitration awards, whether for personal or bodily injury, property damage, or economic injury, to the extent that they arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONSULTANT.

C. For purposes of this section "CITY" includes CITY's officers, officials, employees, agents, representatives, and certified volunteers.

D. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

The insurance coverage to be maintained by CONSULTANT as required by Section 23, will not limit the liability of CONSULTANT hereunder. The provisions of this section will survive the expiration or earlier termination of this Agreement.

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 ISO-CGL Form No. CG 00 01 11 85 or 88, or equivalent. 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. CITY's additional insured status will apply with respect to liability and defense of suits arising out of CONSULTANT's acts or omissions. 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 valid Certificates of Insurance evidencing maintenance of the insurance required under this Agreement, a copy of an Additional Insured endorsement confirming CITY has been given Insured status under the CONSULTANT's General Liability policy, 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 15.

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:

4225 E. Conant St. Long Beach, CA 90808 (657)261-2640 Attention: Keith Gillfillan	City of El Segundo 350 Main Street El Segundo, Ca 90245 Attention: Lifan Xu

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 Exhibits, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written. There are one Exhibit to this Agreement. 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. CITY's executive manager, or designee, may execute any such amendment on behalf of CITY.

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 shall perform the services under the Agreement in a compliance with the standards set forth in Section 3. 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

Barbara Voss (for SM)

Scott Mitnick,
City Manager

Moffatt & Nichol

By: Jim McCluskie
Its: Vice President

ATTEST:

for

Tracy Weaver,
City Clerk

Taxpayer ID No. 95-1951343

APPROVED AS TO FORM:

Joaquin Vazquez for

Mark D. Hensley,
City Attorney

Insurance Approved by: _____

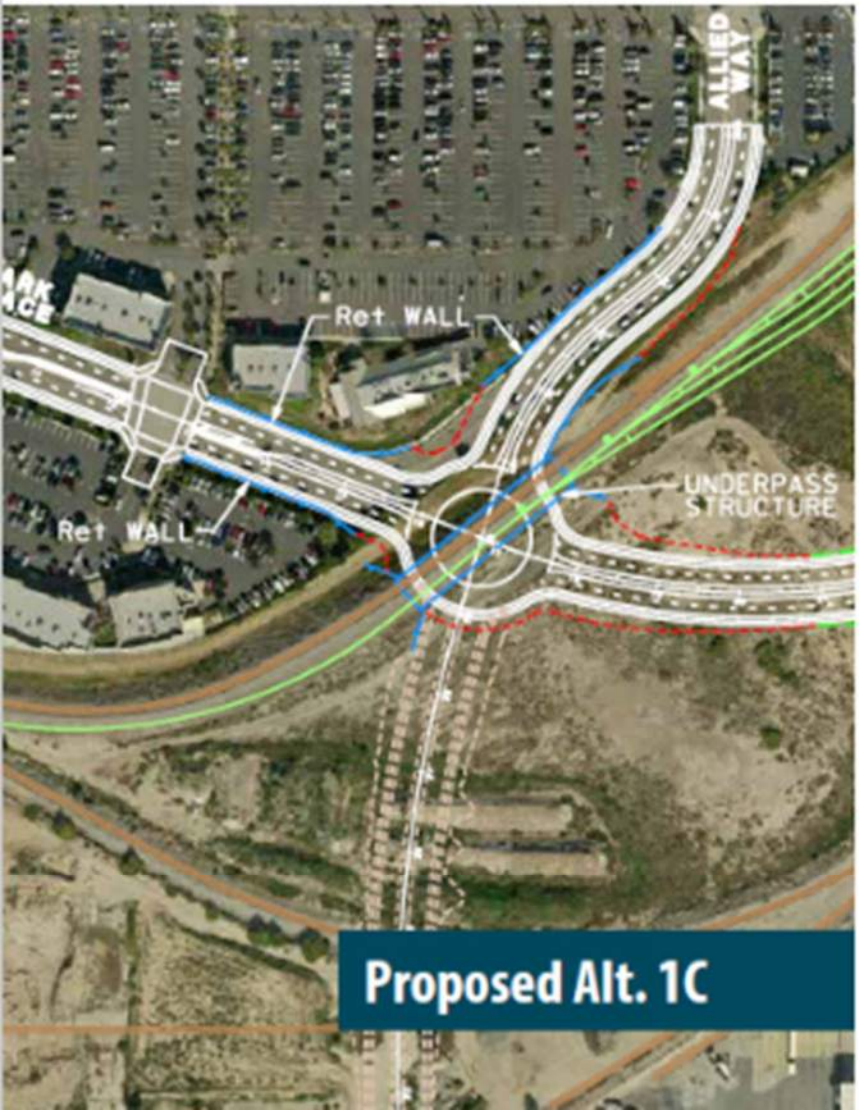
Hank Lu,
Risk Manager

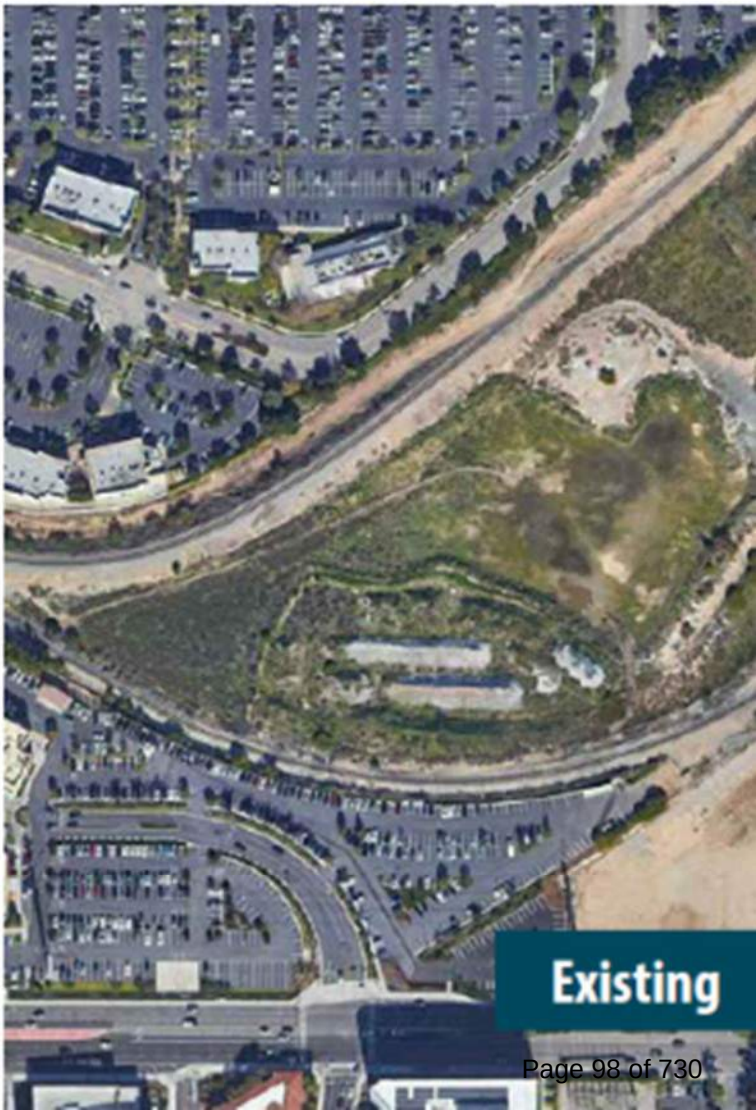
EXHIBIT 1

REQUEST FOR PROPOSAL | No. ENG 20-21
Produced for City of El Segundo

moffatt & nichol

EL SEGUNDO
PARK PLACE EXTENSION
FINAL ENGINEERING & DESIGN SERVICE
Scope of Work & Detailed Cost Proposal





SCOPE OF WORK
(Core & Optional)

CITY OF EL SEGUNDO

PARK PLACE EXTENSION FINAL ENGINEERING AND DESIGN SERVICES

RFP NO. ENG 20-21

SCOPE OF WORK

November 2, 2021

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City of El Segundo
Park Place Extension Final Engineering and Design Services
November 2, 2021

SECTION 3 STATEMENT OF WORK

3.1 TASK 1 – PROJECT MANAGEMENT/ COORDINATION/ ADMINISTRATION

This task covers project management services including the requirements for meetings, schedules, progress reports, invoicing, and administration of CONSULTANT's work.

Duration: This Final Design Phase is scheduled to be completed in 36 calendar months from CONSULTANT's receipt of Notice-to-Proceed for this Task Order. The following scope of work for administration, coordination, meetings, stakeholder plan reviews and etc. incorporates this duration into the level of effort and associated budget for the respective tasks and activities.

3.1-1 Project Management Plan

CONSULTANT shall prepare a Project Management Executive Summary Plan (PMESP) to communicate the scope of work, constraints, and technical requirements to all project participants. The plan shall identify the procedures and technical requirements that are to be followed in developing the PS&E packages. .

At a minimum, the following items should be included in the PMESP :

- Project description
- Project map
- Scope of work and task listing
- Project organization
- Key project staff names and responsibilities
- Project schedule
- Applicable design standards and codes listing
- Applicable computer software programs
- Communications procedures

A copy of the Project Management Executive Summary Plan (PMESP) should be given to each project participant at the beginning of the project and a meeting should be held with all participants to explain all project requirements.

CONSULTANT Deliverables:

- Draft PMESP – 1 electronic pdf file
- Final PMESP - 1 electronic pdf file , 1 MS Word file

3.1-2 Coordination/Meetings / Administration

3.1-2a Coordination and Meetings

Meetings with affected parties shall be held to discuss issues pertinent to analysis, design, and effects of the Project. During these meetings, the City, UPRR and BNSF may provide direction for development of the PS&E.

CONSULTANT shall participate in the following meetings:

- *Regular Project Development Team (PDT) Meetings* with the City, UPRR and BNSF shall be held as to select preferred grade separation design. CONSULTANT shall bring progress plans as appropriate. No special presentation materials shall be required.
- *Agency Coordination/Technical Workshop Meetings* shall be held to discuss technical issues with specific agencies. CONSULTANT shall participate in the quantity and type of meetings as shown in Table 1 below. The quantity listed in the table is intended to serve as a guideline. Should it be anticipated that the quantity of meetings will increase significantly, CONSULTANT will inform the City and a mutual resolution of the projected quantity and associated budget adjustment will be agreed to in advance.
- CONSULTANT shall coordinate the review and approval of the preliminary bridge type, bridge appearance, and details with the City, UPRR and BNSF. Collateral material may be black and white.
- *UPRR and BNSF Meetings*. CONSULTANT will meet with the City, UPRR and BNSF staff to review Project progress. See task 3.2-2 for Workshop session with UPRR & BNSF.

The following Table 1 lists the type and budgeted number of meetings the CONSULTANT's team will attend/participate in during this phase of the project:

Table 1

Attendees:	PDT	Tech Coord. Mtg.	Bi-Weekly Telecon
Prime Consultant	30	20	35
MN Rail / Structures Staff	10	8	15
Other Sub Consultants	8	10	10

CONSULTANT Deliverables:

Following are the meeting materials that CONSULTANT will be responsible for preparing and providing:

- Notices (via e-mail)
- Agendas (pdf)
- Handouts (hard copy at meeting with pdf attached to meeting minutes)
- Minutes (pdf)
- Progress plans (hard copy at meeting)

3.1-2b Administration

Following are administrative duties, which shall be performed by CONSULTANT:

- Supervise subconsultants, coordinate, and monitor work for conformance with set standards and policies.
- Apply for and obtain City and railroad encroachment permits necessary for CONSULTANT to be on the jobsite. City permits will be provided at No cost to CONSULTANT.
- Apply for and obtain City approvals and permits as required. City permits will be provided at No cost to CONSULTANT.
- Prepare, circulate, and file correspondence and memoranda as appropriate.
- Maintain Project files.
- Within twenty (20) working days of Notice to Proceed, CONSULTANT shall submit a Design Schedule to the City Project Manager. Section 3.1-3 contains a description of the Master Schedule.

CONSULTANT Deliverables:

- Copies of all required insurance and safety credentials for all field personnel, including those of all subconsultants.
- City permit application materials.
- Permit support material

3.1-3 Schedules

CONSULTANT shall submit an initial Design Schedule in a Microsoft Project format to the City within twenty (20) working days following Notice to Proceed. The City will provide the CONSULTANT with key milestone dates that the Design Schedule must meet.

The following elements must be included by CONSULTANT in the Schedule:

- Work items and deliverables identified in accordance with a Work Breakdown Structure (WBS) as developed by CONSULTANT and approved by the City.
- Work items of agencies and other third parties that may affect or be affected by CONSULTANT's activities
- Identification of critical path elements. The order, sequence, and interdependence of all work items shall be reflected on the Design Schedule. Major tasks should be broken down into subtasks as warranted.

Monthly schedule updates will be part of the Progress Report and will be in accordance with the requirements shown in Section 3.1-4.

CONSULTANT Deliverables:

- Design Schedule – 2 copies plus one electronic version in a Microsoft Project format.
- Monthly updates to the Design Schedule included in Progress Report – 1 copy, a pdf file.

3.1-4 Progress Reports

CONSULTANT shall report the progress of the work on a monthly basis. Progress will be an executive summary of the activities performed during the billing cycle. . Progress payments will be based upon percent complete of the tasks identified.

CONSULTANT shall submit one copy of a monthly Progress Report to the City's Project Manager consisting of a brief written narrative. . The narrative portion of the monthly Progress Report shall describe overall progress of the work.

Should, during the course of the work, CONSULTANT fall behind in overall performance in accordance with the current schedule, a project management meeting will be called to determine the cause. If cause is found to be due to CONSULTANT's performance, payment to CONSULTANT may be withheld pending the submittal of an action plan outlining the steps, which will be taken to correct the identified delay(s).

The initial Design Schedule, referenced in Section 3.1-3, as agreed to by the City shall become the project target.

The Progress Report shall be provided by CONSULTANT with the monthly progress payment request.

CONSULTANT Deliverables:

- Monthly progress reports with updated schedule. Schedule shall be provided on a quarterly basis as a hard copy /pdf file as part of the monthly progress report.

3.1-5 Quality Assurance / Quality Control (QA / QC) Plan

CONSULTANT shall maintain a Quality Assurance / Quality Control Plan throughout performance of the services under this Agreement. The QA/QC Plan is intended to ensure that reports, plans, studies, estimates, and other documents submitted under the Agreement are complete, accurate, checked, conform to standards, and proofread to meet professional engineering practices in effect at the time of execution of the Agreement, and of a quality acceptable to the City.

The following quality control elements are required by CONSULTANT throughout the preparation of PS&E for the project:

1. Provide independent checking and verification of all calculations.
2. Provide independent checking, correction, and back checking for all plans. Plans shall be marked clearly as being checked, signifying that the preparation of the material followed the QA/QC Plan established for the project.
3. Route pertinent project related correspondence and memoranda to affected personnel and bind in appropriate project files.
4. Establish appropriate means to avoid conflicts and misalignments between both new and existing improvements, particularly where several drawings show different elements of work in the same area.
5. CONSULTANT shall identify critical QA reviews within the Project Master Schedule.

6. CONSULTANT shall conform to the City's independent quality surveillance, monitoring and audits. Such quality surveillance, monitoring and audits will be performed by the City Quality Manager and may be scheduled or ad hoc.

Within 30 days of receiving the Notice to Proceed, CONSULTANT shall submit a complete copy of the QA / QC Plan to the City Project Manager for review.

CONSULTANT Deliverables:

- Draft QA/QC Plan - 2 copies plus one pdf (electronic version).
- Final QA /QC Plan - 1 copy plus one pdf (electronic version).

3.1-6 Public Outreach Program

CONSULTANT may be tasked to assist the City in the community outreach effort during the project development stage. CONSULTANT shall have the ability to assist the City with educating residents, businesses, merchants, and the motoring public, as well as elected and City officials in regard to the project.

The following table list the number of Public / City Council meetings anticipated to attend during this phase of the project: The quantity listed in the table is intended to serve as a guideline. Should it be anticipated that the quantity of Public Outreach / City Council meetings will increase significantly, CONSULTANT will inform the City and a mutual resolution of the projected quantity and associated budget adjustment will be agreed to in advance.

Attendees	Public Meetings	City Council /AD-Hoc/ Staff
Prime Consultant ……..	4	……. 4
Other Sub Consultant ……..	2	……. 2

CONSULTANT Deliverables:

- Presentation Exhibits
- Meeting notes of City Council & Street Ad-Hoc meetings (pdf files), City staff will be responsible to prepare formal meeting minutes.

3.2 TASK 2 – ENVIRONMENTAL DOCUMENT VERIFICATION / SUPPLEMENTAL ENVIRONMENTAL DOCUMENT SUPPORT / RIGHT OF WAY IMPACTS SUPPORT

3.2-1 Data Collection

Included in Task 3.1-2a, CONSULTANT will meet with the City, UPRR and BNSF staff to review the project, including field review to determine status and quality of prior project analyses conducted.

CONSULTANT shall obtain existing study reports, topographic maps, as-built drawings, reports, and other available materials from the City.

CONSULTANT shall review previous project utility research documents and processes to determine if additional utility research is required.

CONSULTANT Deliverables:

- Copy of additional data and research needed - pdf files

3.2-2 Workshops

CONSULTANT will conduct a workshop with UPRR, BNSF, and City staff to review the project, and report its findings of previous studies. The workshop shall establish the stage of the project at which the CONSULTANT may start design and the procedures to be followed in reviewing the project with the City and UPRR/BNSF during various stages of the project. The CONSULTANT shall obtain design criteria from meeting with the City and UPRR.

CONSULTANT Deliverables:

- Presentation Exhibits
- Meeting minutes - pdf

3.2-3 Supplemental Environmental Document/Funding Application Process/Right of Way Impacts

CONSULTANT will assist in compliance with the mitigation measures identified in the approved Final EIR/EA that need to be completed during final design (including rare plant surveys, burrowing owl surveys, and preparation of the Paleontological Mitigation Plan) and construction (via input into the plans and specifications).

CONSULTANT may be required to assist the City in fully preparing a Benefit Cost Analysis (BCA) and filling out the funding application in order to assist the City in applying for various grants available to the City. A more detailed scope of work and budget will be prepared at the time grant funding is identified and services will be performed as an additional service.

Scope of work for this task, CONSULTANT shall provide engineering support for minimizing right of way and property impacts as required. This may include exhibits, graphics and other documents to present to the public.

CONSULTANT Deliverables:

- Update the Environmental Commitment Record (Appendix F in the Final EIR/EA) indicating when compliance with measures are obtained.
- Preparation of Paleontological Mitigation Plan
- Burrowing Owl Surveys
- Rare plant surveys
- Presentation Exhibits, renderings & other support material for public meetings

3.3 TASK 3 – SITE INVESTIGATION/MAPPING/REPORTS/PHASE II SITE CHARACTERIZATION/UPRR AND BNSF CONCEPT PLAN SUBMITTAL

3.3-1 Field Exploration / Potholing

CONSULTANT shall conduct a thorough independent field investigation of the project site to identifying pre-existing site conditions and physical constraints of the project areas. CONSULTANT shall obtain applicable encroachment permits prior to beginning any field investigation.

Potholing – (See Exhibit "A")

CONSULTANT shall prepare utility investigation plan(s) indicating subsurface utilities to be investigated through geophysical and pothole methods. CONSULTANT shall perform subsurface utility investigation for the positive identification of existing utilities to verify location and depth where potential conflicts with proposed project elements exist. Utility investigation methods shall consist of geophysical investigation (non-invasive) methods such as radio and electro-magnetics (line locating). For exposing utilities where positive identification is required, potholing shall be conducted utilizing a vacuum excavation (soft dig) method. Horizontal position of the utility located shall be marked with surface paint markings for geophysical investigation and with a nail/disk or stake from pothole investigation for accurate identification during survey.

CONSULTANT shall prepare a railroad work plan when utility investigation work is required within the existing BNSF or UPRR railroad right of way. Railroad work plans shall be submitted to and approved by the associated railroad.

CONSULTANT plans to perform potholing as shown on Exhibit A to verify the horizontal and vertical locations. CONSULTANT shall prepare and submit for review and approval to the City a pothole work plan. Following approval, field potholing and surveying will be conducted. Data base plans, utility maps and records will be updated to reflect the field conditions.

Per Exhibit "A" (attached) – Twenty-Five (25) potholes have been budgeted for this phase of the project.

CONSULTANT Deliverables:

- Copies of all data collected - pdf files
- Utility Investigation plan(s) suitable for permitting with required agencies – 2 copies plus pdf file
- A pothole data sheet will be provided for each pothole completed for utility investigation. The data sheet will include notes, depth to top of utility from existing grade, material and size of utility – 2 copies plus pdf file.

3.3-2 Mapping (See Exhibit B)

CONSULTANT will prepare and provide orthographic aerial photography and topographic mapping as described below. CAD files line types, line colors and symbols shall conform to the approved CAD Standards for the project

Final aerial mapping will consist of 40-scale with contours at 1-foot intervals. Digital orthophotos will not be pixelated at 1" = 20'. Photogrammetric mapping will be delivered in English units for the project limits.

Aerial photography flight limits for the project will be flown to cover the needs of the project. Softcopy aerotriangulation will be performed from scanned and collected visible planimetric detail within the delineated boundary per the limits shown on Exhibit "B". Digital Terrain Model (DTM) data, consisting of break lines and mass points will be collected at a density that will be sufficient to meet or exceed industry standards. The project alignment will be flown to produce topographic mapping as within the anticipated below described Project limits:

- 200' West of Sepulveda Blvd; 200' South of Rosecrans Avenue; 200' East of Douglas Street and 4,110' North of Rosecrans Avenue south boundary limit.

If additional aerial topographic mapping is needed for project, it will be prepared from the aerial photography flight limits performed for the project.

Aerial topographic mapping limits are as shown on Exhibit "B" (attached).

CONSULTANT Deliverables:

- Aerial Photographs and Topographic Mapping – digital format acceptable to the City.
- A Digital Terrain Model (DTM) of the existing ground withing the topographic mapping footprint in a digital format acceptable to the City.
- Oblique aerial photograph of project area – 1 hard copy, mounted for display purposes, (size to be coordinated with the City prior to mounting), and in a digital format acceptable to the City.

3.3-3 Design Surveys

DESIGN SURVEY - GENERAL

CONSULTANT shall establish a site-wide network of horizontal/vertical control to serve as the basis for any subsequent boundary, topographic, or construction staking surveys that may be required throughout the course of the project. All horizontal control established for this project will be based on Project approved vertical and horizontal datums.

CONSULTANT shall perform design surveys including mapping and mapping updates, necessary to complete a constructible PS&E. This includes horizontal and vertical control, drainage surveys, topographical surveys, cross sections, grid grades, open-ended traverses, profile data sheets and required documentation. Surveys performed by Consultant shall conform to the requirements of the Land Surveyors Act and per Authority's direction. In accordance with the Act, "responsible charge" for the work shall reside with a Registered Civil Engineer registered prior to January 1, 1982, or a Licensed Land Surveyor, in the State of California.

CONSULTANT will provide photogrammetric mapping in English units for their respective grade separation project including limits of continuous railroad shooflies for the Project. Any additional survey work or mapping performed prior to receiving the required approval will be at CONSULTANT's risk and expense.

CONSULTANT shall designate a Survey Manager who will coordinate the surveying operations.

CONSULTANT shall obtain all survey record information, including benchmarks and monuments from respective agencies who retain said records. All survey shall be performed in accordance with accepted professional standards. Consultant will conduct a thorough independent field investigation of the project site to identify pre-existing site conditions and physical constraints of the project area.

CONSULTANT will recover, locate, re-establish and tie out street and railroad centerlines. Right-of-ways and pertinent private property boundary lines will be plotted based upon record cadastral information and coordinated with the found monuments to support the right-of-way engineering requirements for the project as a backbone product. Establishment of Private property lines will be based on record information, found monuments and the "best fit" of record vs. field conditions. The data will be compiled & delineated in a Project LandNet.

CONSULTANT will complete and file for record a "Before Conditions" Record of Survey with the City & County to record pre-existing monuments located at the project site.

CONSULTANT shall identify CONSULTANT- established monuments with the license or registration number of the Engineer or Surveyor who is in "responsible charge" of the work. The monument shall be in accordance with County Standards.

CONSULTANT shall prepare Right of Way base mapping for the existing right of way conditions.

CONSULTANT shall establish centerline control of existing streets. Select survey elevations will be collected on private properties / driveways where critical gradient changes are anticipated and in areas of critical joins/conforms.

CONSULTANT shall obtain applicable encroachment permits prior to beginning any field investigation. Additionally, if a traffic control plan is required, CONSULTANT shall prepare the plan. Such documents shall be forwarded to the City for review and concurrence prior to beginning any field investigation.

CONSULTANT shall provide for and budget three (3) days of supplemental / as-needed field surveying during the duration of the project.

CONSULTANT topographic survey work shall include:

- Dip all storm drain inlets and sanitary sewer manholes and provide pipe invert elevations, top of grates, top of manhole cover, top of curb, and curb flowline, outlet pipe size & inverts and culvert pipe size & inverts
- Provide survey at tops and bottoms of ditches of sufficient density to capture changes in section, grade and flow direction
- Provide as-built topographic survey of the outlet pipe from the City's detention basin.
- Provide survey of utility appurtenances, poles, and markers, indicate utility owner or facility type where known. Where poles are located, the diameter of the pole should be indicated and the point should be clarified if at calculated center or multiple point should be provided at sides of pole to determine placement of pole
- Where exists, provide survey of guy wires and anchors with a sketch.

- At the beginning of 65% level project design, CONSULTANT will perform offsite topographic field surveys of project joins to existing improved parcels and roadways to assist in restoration of any impacted improvements. Topo survey will be from right-of-way to right of way and will pick up all man made and natural features along the alignment stationing determined at time of the survey.

DESIGN SURVEY – Potholing

CONSULTANT will stake locations for utility investigation (potholes/slot trenches) and for the survey tie - out of the results of the utility investigation pothole work.

CONSULTANT shall coordinate the use of field survey crews to locate potholed utilities by coordinates and elevations based on the project's survey controls as depicted in Exhibit "A".

DESIGN SURVEY – UPRR & BNSF

CONSULTANT shall obtain necessary training including applicable rail safety program prior to performing field investigations all said training shall be at the sole cost of the CONSULTANT and at no additional cost to the City.

CONSULTANT shall research project locations, research of existing railroad Valuation maps, Track Charts, Track Plans and coordinating with the railroad to acquire field topographic survey within the project limits.

CONSULTANT shall perform necessary internal coordination and reporting to satisfy any UPRR & BNSF requirements.

For this phase of the project, CONSULTANT will perform the following survey work within the UPRR and BNSF rights-of- way:

Collect field data on the top of centerline rail along the existing mainline, siding, and any industry tracks located within the project limits Right of Way to Right of Way; Since the centerline of track is the basis for surveying and drawing railroads, the centerline horizontal and vertical alignment must be established in the survey. In curves the low rail top of rail elevation must be profiled, and the existing superelevation of the track provided. The existing spirals length should be also provided.

Surveys will be tied into an existing UPRR and BNSF Valuation Station and milepost.

Surveys will also be performed as follows:

- On tangents, at an approximate maximum 100-foot interval
- On curves, at an approximate maximum 50-foot interval
- For short horizontal curves, the point interval should be reduced so that at least 3 points are taken on the circular portion of the curve.
- Track join point locations (STA are project stationing) are:
  - From join point 500' of existing track should be surveyed to determine the existing geometry to tie in.
  - JOIN LOCATION #1 - BEG PROPOSED BNSF TRACK 1- JOIN EXIST. BNSF TRACK -"BNSF TRACK 1" STA 100+00

- JOIN LOCATION #2 - PROPOSED UPRR TRACK2 - JOIN Exist UPRR TRACK -"UPRR Trk 2" STA 100+00 - 22.00' RT "BNSF Trk1" STA 101+39.87
- JOIN LOCATION #3 - PROPOSED UPRR TRACK2 -JOIN Exist UPRR TRACK - "UPRR Trk 2" sta 109+00 -22.00' RT "BNSF Trk1" STA 110+63.24
- JOIN LOCATION #4 - END PROPOSED BNSF TRACK 1 -JOIN EXIST. BNSF TRACK - "BNSF TRACK 1" STA 137+74.29
- JOIN LOCATION #5 - PROPOSED BNSF WYE TRACK - "BNSF WYE" STA 1019+70.89
- JOIN LOCATION #6 - PROPOSED BNSF TEAM TRACK -"BNSF TEAM TRACK" STA 406+00
- At turnouts, typically 9 shots are needed: at switch points (PS – 2 shots), at ½" point of frog (PF – 3 shots), and at the center of the last long tie (LLT – 4 shots), and the Point of intersection of the Turnout PITO.
- Turnout sizes should be measured and determined in the field, then noted in the point descriptions for switch point shots (example description: PS #15)
- All shots along turnouts should be taken on the common rails.

The following Track Equipment/Infrastructure features will be surveyed:

- Location and type of compromise joints, Rail Lubricators, Derails, Insulated Joints, Concrete Crossings, Crossing Warning Gates, Crossing Warning Equipment, Signals Houses, Railroad Signals, Railroad Signs, PTC power components, Onsite Monitoring Wells;

The following permanent obstructions within the UPRR & BNSF Right-of-Way will be surveyed:

- Manholes, Vaults, Retaining Walls, Overhead Wires, Fences, Underground Utility Markers, Utility Markings, Utility Features, Headwalls and Drainage Structures & Pipes (type, size, inverts).

- Topographic survey of the Green Line Overhead structure crossing the UPRR and BNSF rights-of-way locating column sizes, horizontal locations and clearances to the bottom of the structure.
- The City will obtain right-of-entries for access to private properties other than the UPRR and BNSF rights-of-way.

CONSULTANT Deliverables:

Design Surveys - General:

- Design survey shall be provided in DWG with 3D points, break lines, and survey notes.
- Design survey points shall be provided in ASCII text file with northing, easting, elevation, notes
- Design survey surface shall be provided in AutoCAD Civil 3D DWG format for roadway and utilities (City submittals) and MicroStation format for the railroad plans (Railroad submittals)
- All files shall be checked for accuracy and free of errors prior to sending

- Design survey points, lines, and monuments shall be established, marked, identified and referenced, as required to complete this work and in accordance with the requirement herein.
- Survey notes, drawings, calculations, and other survey documents/materials shall be completed as required to complete the work and in accordance with the requirements herein.
- A copy of all original survey documents resulting from this Scope of Work (including original field notes, adjustment calculations, final results and appropriate intermediate documents) shall be delivered to the City. Said documents shall then become the property of the appropriate jurisdiction. The original survey documents shall be retained by CONSULTANT for future reference.
- When survey is performed with a Total Station Survey System, the original field notes shall be a legible hard copy listing of the data (observations) as originally collected and submitted by the survey party. CONSULTANT's party chief shall sign the listing.
- The final results of all surveys, as required, shall be delivered to City in the format specified below:

    1. Horizontal Control Alpha/numeric hard copy point listing with adjusted California Coordination System northing's and easting's, and appropriate descriptions based on NAD '83 datum.

    2. Vertical Control shall be based upon City of El Segundo Benchmark BM Y-8304, Description: L&BR in South CB C/L Median 1.2M S/O C/L Rosecrans C/L Oak Ave, Dated: 02/01/01, Elevation: 165.964

Design Survey – UPRR & BNSF:

- Survey points and data listed herein will be compiled on drawings and into a database and
- Inroads DTM surface of the project site and the soffit of the Green Line Overhead structure crossing the UPRR and BNSF tracks, existing track alignment horizontal and vertical should be created of the existing top of rails (verifying the track plans Value Maps/Track Chart existing geometry and stationing to be used.)
- CADD files following the UPRR and BNSF CADD standards Legend and abbreviation should be provided, in MicroStation Inroads and Bentley Power Rail TrackV8i (SELECT series 2)
- CADD files for preparation of PS&E documents will be provided to the design team in AutoCAD 2018 / Civil 3D 2018 file formats.

3.3-4 Materials/Foundation Reports or Geotechnical Requirements

CONSULTANT will conduct a site visit to observe the topography and visualize the proposed improvements at the project location. CONSULTANT will review available subsurface data from nearby structures or published geologic maps, to determine general subsurface conditions at the project site. In addition to this, CONSULTANT will utilize relevant data from Sepulveda Boulevard Widening Project which was successfully completed by CONSULTANTS geotechnical consultants. Geotechnical borings required for the proposed improvements shall be performed by CONSULTANT.

CONSULTANT will provide geotechnical, geologic, seismic, and pavement thickness recommendations.

CONSULTANT will provide preliminary and final geotechnical and foundation recommendations for roadway, bridge, retaining walls, railroad embankments, and underground utilities. It is understood that project improvements within the ROW includes engineering design of two two-span railroad bridges for UPRR and BNSF and relocation of approximately 3,000-feet long BNSF tracks, construction of approximately 1,500-feet of retaining walls, approximately 4,175-feet of roadway and utility improvements.

CONSULTANT will provide preliminary geotechnical, materials and bridge foundation recommendations with information gathered during the site visit, review of existing subsurface data, proposed geotechnical borings per task 3.3-5, results obtained from the alternative analysis and the preliminary bridges and retaining walls foundation data. Response to one set of review comments and finalize the reports.

CONSULTANT Deliverables (2 copies plus electronic of each):

- Draft and Final Preliminary Pavement Structural Section Memorandum, Structures Preliminary Geotechnical Report (SPGR), and Preliminary Geotechnical Design Report to support prior to 35% submittal phase.

3.3-5 Geotechnical Exploration Plan (See Exhibit "C")

CONSULTANT will prepare and submit a geotechnical exploration plan (GEP) for the City review. This GEP will consist of planned geotechnical exploration, laboratory testing and a summary of analysis and planned geotechnical submittals. CONSULTANT will assist the City in obtaining right-of-entry permits prior to subsurface exploration. CONSULTANT will conduct subsurface exploration and evaluate the results in accordance with specified laboratory testing. CONSULTANT will analyze the results and present them in the respective geotechnical reports. The geotechnical reports will be prepared to include recommendations for design and construction of bridge foundations, earth retaining structures, cut and fill slopes, pavement, underground utilities and drainage facilities.

The geotechnical exploration is depicted in Exhibit "C" and summarized below:

- Drilling 3 borings each to approximately 200 feet for bridges, two at abutments and one at bents.
- Drilling 5 borings to a depth ranging from approximately 20 to 50 feet for new retaining walls.
- Drilling 8 borings each to depths ranging approximately 20 to 40 feet for BNSF railroad tracks/embankments.
- Drilling 1 borings to approximately 20 feet for UPRR railroad tracks.
- Drilling 4 borings each to approximately 20 feet for recycled waterline, storm drain, and pavement design.
- Drilling 2 borings each to approximately 15 feet on Park Place for pavement design and utilities

CONSULTANT Deliverables:

- Geotechnical Exploration Plan (GEP) – 4 copies plus electronic

3.3-6 Draft Hydrology/Hydraulics Report – (*INCLUDED IN TASK 3.4-6)*

NO EFFORT & DELIVERABLES ASSOCIATED with this Sub Task

3.3-7 Phase I & Phase II Environmental Site Assessment (See Exhibits D & E)

CONSULTANT shall retain a Phase I Environmental Site Assessment (ESA) Specialist during the Plans, Specifications, and Estimates (PS&E) stage to conduct a Phase I ESA of the Metropolitan Transit Authority (MTA) parcel (AIN: 4138-012-814). The Phase I ESA will be performed in general accordance with the ASTM International (ASTM) Standard Practice for ESAs on Commercial Real Estate E1527-13 and the United States Environmental Protection Agency (EPA) Standards and Practices for All Appropriate Inquiries, the objective of the Phase I ESA is to evaluate for recognized environmental conditions (RECs). The term recognized environmental conditions means "the presence or likely presence of any hazardous substances or petroleum products in, on, or at a property: (1) due to any release to the environment; (2) under conditions indicative of a release to the environment; or (3) under conditions that pose a material threat of a future release to the environment. De minimis conditions are not recognized environmental conditions."

CONSULTANT shall conduct a Phase II ESA in accordance to the Environmental Impact Report that includes but is not limited to the followings:

CONSULTANT shall retain a Phase II ESA/Site Characterization Specialist during the Plans, Specifications, and Estimates (PS&E) stage to define the extent of on-site contamination and recommend appropriate coordination with other off-site properties owners and remediation, as necessary, for implementation of the proposed project.

The Phase II ESA proposed boring locations are depicted in Exhibit "D" and summarized below:

- Drilling 20 borings to a depth of approximately 5 feet below ground surface (bgs) for railroad areas.
- Drilling 5 borings to a depth of approximately 15 feet bgs for road and pipeline areas.
- Drilling 1 boring to approximately 90 feet bgs for proposed road area.

Soil Management Plan: The CONSULTANT shall retain a Phase II ESA/Site Characterization Specialist during the PS&E stage to review available files, recorded covenants and deed restrictions pertaining to hazardous materials for the project site as well as coordinate with the Los Angeles Regional Water Quality Control Board (RWQCB) regarding proposed construction activities within the former Honeywell and the H. Kramer & Company properties. Based on review of available documents, the Specialist shall prepare a Soil Management Plan (SMP) that identifies necessary sampling efforts, necessary actions to satisfy covenant and deed restrictions, and soil management practices necessary during site disturbance (including safety precautions to assist worker safety). The SMP shall also consider necessary sampling efforts, management of soils, and proper disposal of waste materials during demolition within railroad right-of-way (ROW) as well as expected necessary work within the vicinity of a petroleum pipeline. The handling and/or disposal of contaminated soils shall comply with federal, state, and local laws and regulations.

On-Site Monitoring Wells: The CONSULTANT shall retain a Phase II ESA / Site Characterization Specialist during the PS&E stage based on a desktop review of available documents to identify and evaluate seven (7) existing on-site monitoring wells. Five (5) wells are located within the H. Kramer & Company property and two (2) wells are located within the Federal Real Estate Investment Trust properties that require relocation (see Exhibit D attached). The relocation of these wells will be the responsibility of the well owner. CONSULTANT will provide review and coordination with Mars Ventures property holdings for compatibility with their monitoring well abandonment / relocation work plan that includes six wells near the proposed Park Place Road extension and Nash Street intersection.

On-Site Petroleum Pipelines: The CONSULTANT shall retain a Phase II ESA / Site Characterization Specialist during the PS&E stage based only on review of available documents and site reconnaissance, to assist in identifying the location of on-site petroleum pipelines. Any site disturbance activities within any easements for petroleum pipelines shall be conducted in coordination with the pipeline owner. The pipeline owner is responsible for all fuel line relocations.

Note:

- Conducting a Phase II ESA geophysical survey to assist in borehole clearance of subsurface utilities during the Phase II ESA and to assist in locating on-site petroleum pipelines will be performed as part of this task's scope of services.
- Performing a Phase II ESA for the 8-inch petroleum line (Exhibits "D" & "E"– Torrance Logistics/ PBF Energy) will be performed by the pipeline owner.

PCB: The CONSULTANT shall identify transformers based on review of available documents and site reconnaissance to be relocated/removed during site disturbance activities. Transformer removal and relocation shall be conducted by the transformer owner to identify property-handling procedures regarding PCBs.

Unknown Hazardous Materials: The CONSULTANT shall prepare a Construction Contingency Plan (CCP) in accordance with the California Department of Transportation's (Caltrans) Unknown Hazards Procedures for Construction. The CCP shall include provisions for emergency response in the event that unidentified hazardous materials, petroleum hydrocarbons, or hazardous or solid wastes are discovered during construction activities. The CCP shall address field screening, contaminant materials testing methods, mitigation and contaminate management requirements, and health and safety requirements for construction workers, including limiting exposure to potential residual contamination in on-site surface soils. The CCP shall be prepared in consideration of the Phase II ESA / Site Characterization Specialists' SMP.

CONSULTANT Deliverables:

- Phase I ESA report for MTA parcel.
- Sampling & Analysis Plan for investigation along railroad ROW
- Health and Safety Plan
- Phase II ESA/Site Characterization Report
- Soil Management Plan
- Construction Contingency Plan

3.3-8 Concept Plans - UPRR and BNSF Concept Plan (Rail 10% & Rail Bridge / Retaining Wall Type Selection) SUBMITTAL PACKAGE

- CONSULTANT shall prepare a concept (10%) submittal package as required under UPRR and BNSF Guidelines for Railroad Grade Separation Projects. Concept plans will strictly be based upon the roadway and rail alignment and configuration depicted in Exhibit H – Alternative 1C & Exhibit I – Proposed Modified Bridges. Of specific detail is the bridge width of 22 ft. depicted in Exhibit I (page 2 of 2) for each separate bridge without accommodating the width needed for a maintenance access road. Also, proposed railroad concepts shall maintain existing yard storage capacity and refine the current PSR Alternative 1C concept plans to ensure compliance with UPRR and BNSF Engineering Design Standards.

- Additional requests by the railroads and Chevron for additional storage capacity, reconfiguration of the yard layout and track alignments, and any other requests would be evaluated on a case-by-case basis in close coordination with the City Engineer. However, it is assumed the rail bridge and rail main line and shoofly designs will not deviate from Alternative 1C as shown in Exhibits H & I.

The submittal package shall include:

- The proposed plan, elevation, and typical sections of the proposed grade separation showing bridge width and location within the UPRR and BNSF right of way.
- Existing and proposed mainline tracks and yard lay-outs and any proposed shooflies and construction phasing that will impact UPRR's and BNSF's facilities or operations.
- A photo log with pictures of the proposed project location shall be prepared.

CONSULTANT Deliverables – 4 copies plus electronic

- One (1) set of UPRR & BNSF 10% Concept Plans (existing and proposed track and yard lay-outs, proposed shooflies and construction phasing)
- Photo log

3.4 TASK 4 – PRELIMINARY & 35% ROADWAY / RETAINING WALL - 25% RAIL & 30% BRIDGE PS&E

3.4-1 Data Collection (*INCLUDED IN SUB TASK 3.2-1 DATA COLLECTION)*

NO EFFORT & DELIVERABLES ASSOCIATED with this Sub Task.

3.4-2 Design Standards Exceptions Memorandum

CONSULTANT will prepare and submit to the City a Design Standards Exception report identifying and evaluating the non-standard design features for the project in accordance with acceptable agencies' criteria, as applicable, for the selected Alternative 1C shown in Exhibits H & I.

CONSULTANT Deliverables:

- Draft Design Standards Exception Memorandum – 4 copies plus electronic
- Final Design Standards Exception Memorandum – 4 copies plus electronic

3.4-3 Roadway Preliminary Plans – Geometric Drawings

CONSULTANT shall refine the selected alternative (Exhibit H & Exhibit I Alt. 1C) from the previous preliminary engineering phase and prepare a preliminary set of plans that include geometric base maps, structure site data, drainage and utilities layouts, initial right of way maps including temporary and permanent easements, and project limits and coordinates layouts. Such plans will be reviewed and approved by the City to be the basis of the PS&E development.

Preliminary roadway plans will strictly be based upon the roadway alignment and configuration depicted in Exhibit H – Alternative 1C & Exhibit I – Proposed Modified Bridges. Of specific detail is the alignment and connection of the railroad maintenance access road depicted in Exhibit H (page 2 of 2) to the Park Place round-a-about. The alignment and connection of the railroad maintenance access road to Park Place will be shown on the civil grading / roadway plans.

CONSULTANT Deliverables:

- Refined Alt. 1C Prelim. Plan set – 4 copies plus electronic.

3.4-4 Traffic Study

CONSULTANT shall prepare a traffic study for the project area and vicinity. This study shall include review of existing volumes, traffic forecasts for the year 2040, performance of intersection level of service calculations for key arterials and intersections in the area and traffic operations analyses of the recommended alternative to determine geometric requirements.

CONSULTANT will analyze the following intersections:

- Sepulveda Boulevard & El Segundo Boulevard
- Sepulveda Boulevard & Hughes Way
- Sepulveda Boulevard & Park Place
- Sepulveda Boulevard & Rosecrans Avenue
- Plaza El Segundo & Park Place
- Village Drive & Rosecrans Avenue
- Continental Boulevard & El Segundo Boulevard
- Allied Way & Hughes Way
- Nash Street & Sepulveda Boulevard
- Nash Street & Park Place
- Nash Street/Park Way & Rosecrans Avenue
- Apollo Street & Park Place
- Apollo Street/Market Place & Rosecrans Avenue
- Douglas Street & El Segundo Boulevard
- Douglas Street & Transit Center
- Douglas Street & Park Place
- Redondo Avenue & Rosecrans Avenue
- [future condition only] Allied Way & Park Place

Existing traffic counts in the area will be required and if unavailable from existing sources, may need to be collected including the setup and data collection of video counts of trains, trucks (separated with HAZMAT), buses, pedestrians and vehicles counts at the existing Sepulveda Blvd at grade crossing. Therefore, CONSULTANT will reach out to the cities of El Segundo, Hawthorne, and Manhattan Beach, to obtain their most recent traffic counts. In addition, CONSULTANT will purchase historic traffic counts available from multiple traffic counting firms as available. Since the lasting effects of the COVID-19 situation may linger into late 2021, CONSULTANT will perform AM and PM weekday peak period counts at other intersections to supplement locations without recent counts, and include at least two (2) control locations with existing counts in order to calculate adjustment factors. This methodology is consistent with Caltrans Traffic Operations Policy (TOPD) Directive 20-04, which provides a best-practices guide to establishing traffic baselines during the COVID-19 situation. For purposes of budgeting, CONSULTANT has assumed supplemental counts would be required at up to nine (9) locations.

Upon review of the Traffic Impact Analysis in the project Environmental Impact Report, it appears that very little traffic was calculated to divert to the new Park Place extension. The result was that the proposed traffic signal at Nash Street and Park Place has not been warranted. We believe that the study should consider that if the intersections were to be signalized, traffic along Park Place would experience significantly less delay. This would result in more traffic diverting to Park Place, relieving the heavily saturated corridors of Sepulveda Avenue and Rosecrans Avenue. CONSULTANT will also coordinate with El Segundo and adjacent cities to reassess projects anticipated to be constructed, which will provide an updated cumulative traffic operations analysis. The property being vacated as a result of the railroad realignment will open up additional development opportunities which will also be considered.

CONSULTANT will take the above additional steps, along with a more robust signal warrant analysis that includes 24-hour counts and resulting traffic distributions, with the goal that the results at the Nash Street and Apollo Street intersections along Park Place will warrant a traffic signal. The traffic study will report ICU Level of Service, HCM 6 Level of Service and delay, and anticipated 95th percentile queue lengths, which will be used to refine design parameters such as length of turn bays, study the effect of restriping Park Place as 2 continuous through lanes between Sepulveda Boulevard and Douglas Street, and provide the City with initial signal timings to be input into signal controllers. Lastly, the Traffic Study will be structured in such a way that the City can use the conclusions and potential mitigations identified (e.g., signalizing intersections) as a nexus for future Capital Improvement projects, which can consequentially be used to identify Conditional Use Permit (CUP) requirements for future nearby developments.

CONSULTANT will provide analyses of the potential traffic impacts of various alternatives to grade-separate railroad tracks. Where current data is not available, CONSULTANT will coordinate with the City to obtain the needed information. A field reconnaissance will be conducted to verify existing traffic control, geometry, traffic patterns and traffic operating conditions.

CONSULTANT Deliverables (2 copies plus electronic – each):

- Traffic Scoping Memorandum
- Draft Traffic Study
- Draft Final Traffic Study
- Final Traffic Study

3.4-5 Roadway Plans (35%)

CONSULTANT will prepare 35 percent level preliminary plans for the grade separation, including removals, grading, cross sections, staging, utilities, drainage facilities, and other necessary improvements for the project. The design will be based on the selected Alterative 1C developed from the previous preliminary engineering studies including geometric concepts and refinements investigated with the project development team during the prior phase.

CONSULTANT Deliverables:

- 35% Roadway Plans - 4 sets plus electronic

3.4-6 Hydraulics and Hydrology Report

(INCLUDES & SUPERSEDES Sub Task 3.3-6)

CONSULTANT will prepare a Draft Hydraulics and Hydrology Report to address existing and proposed drainage conditions and any changes caused by the proposed design including mitigation. CONSULTANT will investigate hydrologic and hydraulic features of the site as necessary to accommodate the grade separation.

CONSULTANT will perform hydrologic analyses in accordance with the Los Angeles County Hydrology Manual and will perform hydraulic analyses of storm drain lines with WSPG software.

Report will also address drainage within Railroad Right-of-Ways existing, proposed and construction phasing.

CONSULTANT Deliverables:

- Drainage Report – 4 copies plus electronic

3.4-7 Rail Bridge (30%) & Retaining Wall (35%) Design

CONSULTANT will prepare the Structures Memorandum bridge type selection report and the bridge general plan to comply with the most current UPRR, BNSF, AREMA, and CPUC guidelines. The memorandum will state recommendations for retaining wall types, as required.

CONSULTANT will submit to the City, UPRR, and BNSF for review and approval. The bridge type selection report will include a discussion of foundation and falsework requirements, seismic and aesthetic considerations, traffic handling requirements and alternatives, and construction cost and staging. In addition, CONSULTANT will develop an order-of-magnitude construction cost estimate in a format to be specified by the City. Anticipated construction methods will be identified in the Type Selection process and coordinated with the project geometry.

CONSULTANT will submit Type Selection documents to the City, UPRR, and BNSF for review and approval. CONSULTANT will discuss, review, and coordinate the bridge type and retaining wall type selections with the City, UPRR, and BNSF. These discussions will include pros and cons for each structure type being considered, including construction costs, schedule, constructability issues, maintenance, and aesthetics.

CONSULTANT will submit railroad bridge 30% Concept plans to UPRR and BNSF via the City for review and approval.

CONSULTANT Deliverables:

- Structures Memorandum – 4 copies plus electronic
- 30% Rail Bridge & 35% Retaining Wall Plans – 4 copies plus electronic.
- One Preliminary Foundation Report (PFR) for both bridges at 35% submittal phase as part of the type selection process.

3.4-8 Railroad Main Lines, Rail Yards & Shoofly Plans (UPRR 25% & BNSF 30%)

Upon approval by the BNSF & UPRR of the previously submitted 10% Concept Plans, CONSULTANT will advance the railroad mainline track, rail yards and shoofly plans to UPRR 25% and BNSF 30% level of completion and submittal. Plans will include table of contents, abbreviations, symbols & general notes, preliminary track plans, profiles, limits of grading, geometry tables, typical sections, earthwork cross sections (cut/fill end areas), phasing plans, details, retaining and crash walls if necessary and structural details within the Project's railroad limits as specified.

Assumptions:

- Only one (1) submittal will be furnished and submitted to both railroads for review and comments during this phase
- One (1) technical workshop with each railroad is assumed for comment resolution during this phase.

CONSULTANT Deliverables include:

One (1) Set of Preliminary Railroad Plans: UPRR 25% Plans & BNSF 30% Plans - 4 copies plus electronic

3.4-9 Project Cost & Specifications

CONSULTANT shall prepare a preliminary cost estimate based upon the plans prepared in the foregoing Task 4. Throughout development of the PS&E, CONSULTANT will update this estimate using the City's cost estimate format with the final estimate due with the plans and specifications. If this cost estimate, or any of the updates, exceeds the Project Cost Budget as provided by the City's project manager, CONSULTANT shall recommend and implement alternatives for reducing the project costs to within the budget.

CONSULTANT Deliverables:

- Preliminary Cost Estimate – 1 hard copy plus electronic
- Specification Outline

3.4-10 A Utility Improvements (Relocate Existing Utilities, Coordinate Location of New Utilities to Serve Future Developments Adjacent to the Project Area.) (See Exhibit E)

CONSULTANT shall prepare a utility study for the project area and vicinity. This study shall include review of existing utilities and identify future utilities need in the area for year 2040. The City will provide utility (sewer, gas, water, electric, telecom & etc.) requirements for future developments.

CONSULTANT shall determine all utilities within the project area and impacted by the Project, including utilities in UPRR and BNSF ROW, and determine their design and relocation requirements (see Exhibit E attached). CONSULTANT shall identify existing utilities to be removed/abandoned, relocated, or protected in place, and future utilities to be constructed on a utility matrix.

CONSULTANT shall prepare a utility plan of the proposed utilities crossing under the railroad tracks and the proposed bridge. CONSULTANT shall accurately identify all existing and proposed utilities on the roadway plans. CONSULTANT shall identify existing facilities to be removed, abandoned, relocated or protected in-place, and future facilities to be built.

CONSULTANT will design relocations and new construction of City owned utility (water, sewer, and storm drain). CONSULTANT shall perform the necessary coordination to define the Cities' utility relocation requirements.

CONSULTANT to support the City's efforts to make arrangements with the affected utilities with prior rights, to coordinate the relocation of their facilities as required. CONSULTANT to coordinate design of relocations and new construction of Non-City owned utilities.

CONSULTANT will review previous layout/concept of Non-City owned utility relocations and verify with latest project design to determine if layout/concept is still valid.

CONSULTANT will review owner relocation designs to ensure compliance with the requirements of the project, UPRR and BNSF railroad, as well as the American Railway Engineering and Maintenance-of-Way Association (AREMA).

CONSULTANT will support the City's efforts in coordinating with utility owners to review utility conflicts and to determine a design solution for conflict resolution or protect in place options.

CONSULTANT shall design utility relocations in accordance with agency standards and specifications, as well as all federal, state, and local guidelines and requirements.

CONSULTANT will review and revise the conceptual utility relocations taking into consideration the following:

- Traffic control plan requirements - Coordinate with team members and the City to determine constraints for utility construction and roadway lane closures during construction.
- Clearance requirements for potable water lines. Review all agency and local requirements.
- Utility construction staging and phasing. Location of utility relocations may determine scheduling of construction.
- Idle and abandoned utilities - determine extent of removals required for the Project.
- Protect in place options – review protect in place options for utilities to potentially remain in place where there is no direct conflict with the project.

CONSULTANT Deliverables (4 copies plus pdf):

- Utility base maps and plans
- Utility Matrix
- Temporary and proposed utility relocation strip map
- Utility relocation feasibility study, if needed

3.4-10 B (8", 16" and 20") Petroleum Line Relocation (Exhibit E)

CONSULTANT shall prepare a utility plan of the proposed petroleum lines (8" Torrance Logistics (PBF Energy), 16" & 20" Plains All American) crossing under and parallel to the railroad tracks and the proposed round-about and the proposed railroad bridge as depicted in Exhibit E.

CONSULTANT will review previous conceptual relocations and options, and finalize or develop new options for review and approval by Project and respective owner(s).

CONSULTANT will conduct a geophysical survey to assist in identifying subsurface petroleum pipelines

CONSULTANT will coordinate with utility owners to review utility conflicts and to determine a design solution for conflict resolution or protect in place options.

CONSULTANT will design relocations and new construction of Non City owned utility petroleum lines (8", 16" & 20"). CONSULTANT shall perform the necessary coordination to define the non Cities' utility relocation requirements with respective owner(s).

CONSULTANT will complete relocation designs to ensure compliance with the requirements of the utility owner, UPRR and BNSF railroad, as well as the American Railway Engineering and Maintenance-of-Way Association (AREMA).

CONSULTANT shall design utility relocations in accordance with agency standards and specifications, as well as all federal, state, and local guidelines and requirements.

CONSULTANT will prepare drawings and submit for permit to the City of El Segundo, UPRR, and BNSF as required.

CONSULTANT will prepare cost estimate and specifications if required.

CONSULTANT Deliverables (4 copies plus pdf):

- 35% Design (Conceptual)
- 65% Design
- 100% Design
- Final Camera Ready Design
- Cost Estimate & Specifications

Assumptions & Exclusions (specific for this Task):

- Scope of work assumes that petroleum pipeline relocations would occur after relocation of proposed railroad tracks and therefore engineered shoring would not be required. Scope does not include engineered shoring for petroleum pipeline relocations, but if required, can be performed as additional services.
- Scope of work does not include right of way or real estate services. Right of way and real estate services shall be by others.
- Costs for Hazardous Waste generated if any is excluded and will be provided at time of disposal.

3.4-11 Water Quality Management Plan & BMP Plans (WQMP)

CONSULTANT will prepare a Water Quality Management Plan (WQMP) for the project as required under the provisions of the Los Angeles County Waste Discharge Requirements for urban runoff from municipal separate storm sewer systems (MS4 permit). The scope of the WQMP will include recommendations for post-construction permanent best management practices (BMPs), including source control (structural and non-structural) and treatment BMPs.

Recommendations for BMPs will be incorporated into the project's PS&E.

CONSULTANT will prepare Storm Water Pollution Control Plans and incorporate into the project's PS&E/Contractor will be responsible for preparing and submitting the Notice of Intent (NOI).

CONSULTANT Deliverables include:

- Water Quality Management Plan (WQMP) - 3 copies plus one CD
- Draft Storm Water Pollution Control plans – 3 sets plus one CD
- Draft Storm Water BMP plans – 3 sets plus one CD

3.4-12 Pump Station Plans (EXCLUDED)

EXCLUDED – NO PUMPS STATION ANTICIPATED –hence no scope of work.

3.4-13 Valuation Analysis Study (EXCLUDED)

EXCLUDED – NO VALUATION ANALYSIS ANTICIPATED –hence no scope of work.

3.4-14 Phase II Environmental Site Assessment (INCLUDED IN TASK 3.3-7)

NO EFFORT & DELIVERABLES ASSOCIATED with this Sub Task.

3.4-15 35% Roadway / Retaining Wall - UPRR and BNSF 25% Rail & 30% Rail Bridge SUBMITTAL PACKAGE

CONSULTANT shall prepare a submittal package that includes the following:

- 35% Roadway plans per City guidelines
- 25% Rail plans per UPRR and BNSF Guidelines for Railroad Grade Separation Projects.
- Responses to UPRR's and BNSF's comments on the Concept Plan (10%) submittal.

- Drainage Report addressing drainage within Rail ROW
- 30% Rail Bridge plans per UPRR and BNSF Guidelines for Railroad Grade Separation Projects
- Responses to UPRR's and BNSF's comments to the structure type selection report

CONSULTANT Deliverables – 5 copies plus electronic of each plan set

- Plan sets per above.
  - Structure type selection report.
  - Response to comments

3.5 TASK 5 – 65% ROADWAY / RETAINING WALL - 30% RAIL & 60% RAIL BRIDGE PS&E

3.5-1 Roadway Plans

CONSULTANT will incorporate all reviewing agency and the City independent third-party plan checker comments into the roadway plans as a result of the 35% PS&E review. Where it is not possible or desirable to incorporate certain comments, CONSULTANT will provide a written explanation and meet with appropriate agencies as required.

CONSULTANT Deliverables (4 copies plus electronic)

- Title Sheet
- Project Survey Control Plan
- General Notes, Abbreviations, and Symbols
- Construction Notes
- Typical Cross Sections
- Roadway Horizontal Control Plans
- Roadway Improvement Plans
- Intersection Details if required
- Roadway Profiles
- Construction Details
- Contour Grading
- Quantities & Special and Technical Provisions (included in Project Cost & Specifications Task)

3.5-2 Drainage Plans

CONSULTANT will update the drainage report prepared in Section 3.4-6 to be compatible with the 65% plans.

CONSULTANT will prepare drainage plans, profiles, and quantities based on the drainage report.

CONSULTANT shall also prepare temporary drainage plans where needed.

CONSULTANT Deliverables (4 sets plus electronic):

- Drainage Report
- Drainage Plans, Profiles, Details, and Quantities
- Storm Water BMP plans
- Temporary Drainage Plans - if needed
- Quantities & Special and Technical Provisions (included in Project Cost & Specifications Task)

3.5-3 Utility Plans

In the previous phase of work, CONSULTANT identified all existing and future utilities within the project area including all utilities within the railroad ROW and determined their design and relocation requirements (refer to Section 3.4-10 Utility Improvements).

CONSULTANT shall update and complete the 65% utility composite plans based on continuing field investigations, pot holing, and further study. CONSULTANT shall continue and complete design of City owned utility relocations and design of proposed new City owned utilities as required to accommodate the project schedule. If advanced utility relocation work prior to the main construction contract is required for timely completion of the Project, CONSULTANT shall coordinate all such required design work with the City as appropriate to meet the project schedule. If, temporary (or interim) utility relocations are also necessary for the Project, CONSULTANT in coordination with City staff shall perform the required coordination to define the utility owners' and Cities' utility relocation requirements for all temporary and permanent utility relocation work.

CONSULTANT shall support the City's effort to coordinate with NON-City utility owners to acquire design layouts for utility relocations and incorporate into the utility composite plans as appropriate. City's coordination with NON-City utility owners include West Basin Municipal District, SCE, Gas, Qwest Fiber Optic (Including MCI Dark Fiber) and Chevron Petroleum

CONSULTANT Deliverables include (4 copies plus electronic):

- Utility Composite Plans
- Sewer, and Water Relocation Plans, Profiles, and Details
- Coordination of wet and dry utility improvements to support Future developments including points of connections if required by the design. Future Development utility requirements to be provided by the City.
- Quantities & Special and Technical Provisions (included in Project Cost & Specifications Task)

3.5-4 Pump Station Plans (EXCLUDED*)*

NO PUMPS STATION ANTICIPATED – Hence no level of effort.

3.5-5 Stage Construction, Traffic Handling, Detour Plans, and Transportation Management Plan (TMP)

The objective of the TMP is to provide continuous traffic circulation and access, with adequate space for safe and efficient construction. The TMP will be coordinated with the City, UPRR, BNSF, and other stakeholders. Stage Construction and Detour Plans will include construction detour routes.

CONSULTANT together with the City will coordinate review and approval of preliminary rail re-alignment and shoofly design with UPRR and BNSF, as required to implement the Project.

The TMP will utilize traffic counts and diversions as calculated in the Traffic Study and assumes up to two (2) major stages of construction. The TMP will also be used as a tool to inform the stage construction design and City on the scope of public outreach that will be needed to construct the project with minimal impact to the travelling public, adjacent property openers, and customers/employees.

NOTE: The TMP will not address the impacts of the Haul Route. Haul Rote rehabilitation and impact will be addressed as an Optional Service.

CONSULTANT Deliverables (4 sets plus electronic):

- Transportation Management Plan
- Stage construction and traffic handling/detour plans
- Detour layouts, profiles, and super elevation diagrams - as required
- Construction area signs
- Quantities & Special and Technical Provisions (included in Project Cost & Specifications Task)

3.5-6 Pavement Delineation and Haul Route Rehabilitation Plans (EXCLUDED)

EXCLUDED – Services will be performed by the Contactor. CONSULTANT will provide requirements in the project Specifications under the Core Services scope of work.

3.5-7 Sign Plans

CONSULTANT will prepare Sign Plans to show existing and proposed new signs. The plans will include sign details and quantity sheets.

The limits of work are as follows.

1. Park Place – 200’ West of Plaza El Segundo to 300’ East of Nash Street – 2,200’
2. Allied Way – Park Place to Sepulveda Blvd – 700’
3. Intersections:
    - Plaza El Segundo and Park Place – Existing Signalized Intersection
    - Allied Way and Park Place – Proposed Roundabout
    - Nash Street and Park Place – Proposed Signalized Intersection

CONSULTANT Deliverables (4 sets plus electronic):

- Sign Plans
- Sign Details
- Quantity Sheets
- Quantities & Special and Technical Provisions (included in Project Cost & Specifications Task)

3.5-8 Traffic, Signaling, and Street Lighting

CONSULTANT will prepare as required all traffic signal, and signal interconnect plans as well as street lighting plans; CONSULTANT shall coordinate railroad signalization plans, as required, with UPRR and BNSF Railroad.

The limits of work for street lighting are as follows.

1. Park Place – 200' West of Plaza El Segundo to 300' East of Nash Street – 2,200'
2. Allied Way – Park Place to Sepulveda Blvd – 700'
3. Intersections:
   - Plaza El Segundo and Park Place – Existing Signalized Intersection
   - Allied Way and Park Place – Proposed Roundabout

Traffic signal plans for the following intersections:

1. Plaza El Segundo and Park Place – Existing Signalized Intersection
2. Nash Street and Park Place – EXCLUDED - Proposed Future Signalized Intersection by development.3. Douglas Drive and Park Place – Proposed Signalized Intersection

NOTE: SCE points of connections, coordination thereof and cost of associated permits will be responsibility of the City.

CONSULTANT Deliverables (4 sets plus electronic):

- Traffic Signal Plans and Details
- Lighting Plans and Details
- Electrical Plans and Details
- Quantities & Special and Technical Provisions (included in Project Cost & Specifications Task)

3.5-9 Planting and Irrigation Plans (See Exhibit G)

CONSULTANT will prepare landscaping and irrigation plans and details to applicable requirements and the approximate limits specified in attached Exhibit "G".

NOTE: Locating and coordinating, Points of Connection and associated permits will be the responsibility of City.

CONSULTANT Deliverables (4 sets plus electronic):

- Planting and Irrigation Plans
- Quantities & Special and Technical Provisions (included in Project Cost & Specifications Task)

3.5-10 Right-of-Way (R/W) Engineering Service

1. Record Data Search

CONSULTANT shall perform research of available public maps & deeds adjacent to or affecting the Project site.

CONSULTANT shall research information necessary to secure the information, clearances, and/or plan review services required to identify, locate, and accurately depict existing street centerlines, Railroad ROW, and project adjacent private property lines.

CONSULTANT shall research and review previous work performed to date in the Project vicinity that will aid in delineating the project Right-of-Way limits.

2. Review Title Reports

CONSULTANT research includes, but is not limited to:

- Right-of-way mapping, ownership records as delineated in City or City Right of Way Agent's provided Title Reports
- City/other agency ROW engineering standards, codes, and plan processing procedures
- Cadastral research will be conducted at the County Surveyor's Office and the City to obtain copies of any available City & County field notes and record maps, including Assessors Maps, Tract Maps, Parcel Maps, Records of Survey, Centerline Ties and Benchmark Data.

CONSULTANT will locate key centerline monuments will be located along the street segments and calculate the centerline and record right-of-way alignments of the same. The centerline will be established from a combination of found monuments, centerline ties, and record data obtained during the data collection phase. Street and railroad rights-of-way and adjoining parcel lines will be established from record cadastral research and assessor data where applicable.

3. Perform Land Net Recovery

4. Prepare Land Net Map

CONSULTANT will perform and assist the City in preparing and providing support which may include exhibits and forms in order to obtain Right of Way certification, including:

- The Consultant shall prepare right-of-way base maps in accordance with City requirements. Base maps shall show existing features consisting of lots adjacent to project limits with all right-of-way and easement areas, assessor's parcel numbers, property lines, easements and other encumbrances shall be identified and plotted on the Right-of-Way Base Map (per available information listed within the subject Title Reports and record Maps).
- Perform Land Net Recovery and Field Ties

Field and related survey effort necessary to search, recover, describe, and tie-in controlling land survey monuments.

- Prepare Land Net Map - "Before Condition" Record of Survey This activity is required by the Professional Land Surveyors Act and involves the production and filing of the "Before Condition" Record of Survey.

5. Perform Monument Perpetuation Surveys

CONSULTANT shall fully assist the City with managing future project Contractor in delivering Monument Perpetuation Surveys within the project limits.

This activity is required by the Professional Land Surveyors Act and includes:

- Preparation of lists of monuments threatened with destruction.
- Referencing threatened monuments with tie-outs for perpetuation through construction.
- Setting replacement monuments after construction to effect said perpetuation.

CONSULTANT will provide the City and the future Contractor with the CONSULTANT's "Before Condition" Record of Survey which shall be the instrument on which tie-outs are documented prior to construction. In the cases where swing ties or tangent over ties are the method of tie-out, each monument tied out using these methods shall clearly be shown as a separate "Detail" on the "Before Condition" Record of Survey.

6. Prepare Right of Way Maps

7. Prepare Resolution of Necessity Plats

CONSULTANT shall assist the City with developing necessary Right of Way Maps as dictated by the project needs and may include, but is not limited to:

- Resolution of Necessity Map
- Property Transfer Deed Map
- Relinquishment Map
- Vacation Map
- Transfer Control and Possession Map
- Right of Way Record/Certification Map

8. Prepare Property, Part Take, Easement … Legals & Plats

CONSULTANT shall prepare Property, Part Take, Easement, and Temporary Easement Legal Description and Plats Prepare required legal descriptions and attendant maps or plats.

9. Prepare Utility Legals & Plats

CONSULTANT shall prepare Utility Legal Description and Plat Prepare legal description and plat to fulfill contract obligations with utility entities including Joint Use Agreement and Consent to Common Use Agreement.

10. Final Monumentation

CONSULTANT shall assist the City with managing future Contractor in conducting field survey and related activity to monument new R/W boundaries. Monument type shall vary depending on the surface character at the point as follows:

- In dirt - 2-inch diameter galvanized iron pipe at least 24 inches in length with bronze disk cemented in top. The pipe and disk should be countersunk no more than 2 inches and no less than 1 inch from the dirt surface.
- In concrete structure or surface - bronze disk cemented into concrete. Disk shall be countersunk so that top of disk is flush with the concrete surface.
- In asphalt surface - Galvanized iron spike at least 6 inches in length collared with a brass identification tag. Immediately underneath the brass tag shall be a stiff metal washer to prevent the brass tag from becoming deformed when the point is set. Spike and tag shall be countersunk flush with the surface. The use of "gear spikes" or "gin spikes" is expressly prohibited. All bronze disks shall be at least 2-1/4 inches in diameter. All disks and spikes set shall have a clear and unambiguous punch mark defining the point. Each disk or brass tag set shall be clearly and permanently labeled with the license number of the professional in responsible charge of the work. If the license number is rendered illegible in the process of setting the point, the point shall be remonumented so as to make the license number legible.

Applicable Law

CONSULTANT shall complete all Right of Way Mapping tasks in compliance with all applicable State law and regulation, and all applicable local ordinance and regulation.

CONSULTANT Deliverables:

- AutoCAD files of the Project Right of Way Base Mapping
- PDFs of researched record maps & deeds
- “Before Condition” Record of Survey filed with the County
- Necessary Right-of-Way Mapping
- Assisting the City with assuring project Contractor deliver Monument Perpetuations for the project
- A copy of all original survey documents resulting from this Scope of Work (including original field notes, adjustment calculations, final results and appropriate intermediate documents) shall be delivered to the City. Said documents shall then become the property of the appropriate jurisdiction. The original survey documents shall be retained by CONSULTANT for future reference.

3.5-11 Geotechnical Design and Foundation Reports

CONSULTANT will perform geotechnical investigation as stated in GEP in Task 3.3-5. The investigation includes marking of borings in the field, clearing for utilities, drilling, and performing geotechnical analyses. Traffic control services will be provided, where needed, in the City ROW.

3.5-11a Geotechnical Design Report (GDR)

CONSULTANT will prepare a report discussing the geotechnical design basis of the project and recommendations for design and construction of earth retaining structures, cut, and fill slopes, pavement, and drainage facilities. This report will be submitted to the City, UPRR, BNSF, and other affected agencies for review. CONSULTANT will address any comments stemming from this review and prepare a final draft. All calculations supporting the design recommendations will be included as an appendix to the GDR.

3.5-11b Foundation Reports for Bridges and Retaining Walls

CONSULTANT will prepare a Foundation Report based upon Type Selection comments and additional information from the GDR analyses. Logs of test borings will be included as 11-inch by 17-inch plans. Provide response to one set of agency review comments on the drafts and finalize the reports.

CONSULTANT will update FR to address any design refinements for 100% submittal package.

CONSULTANT Deliverables:

- Draft/Final Geotechnical Design Reports – 4 copies plus electronic
- Draft / Final Foundation Report – 4 copies plus electronic

3.5-12 Rail Bridge Plans (60%)

CONSULTANT will prepare layout plans and structural details including aesthetic details for the new construction of Rail Bridges.

CONSULTANT will also prepare draft technical special provisions for the bridges as part of the Specification Task. Bridge design will be in accordance with specified criteria per UPRR, BNSF and other applicable Standards. Details and construction specifications will be prepared in accordance with City Standard Plans, Standard Specifications, and Standard Special Provisions. CONSULTANT will update the bridge General Plan estimate as part of the project cost estimate task to verify its ongoing validity.

Architectural Treatment

In conjunction with the retaining wall architectural treatment, CONSULTANT will prepare a combined aesthetic concept memo which will contain a maximum of two (2) “form liner” concepts which may incorporate the City name/logo at appropriate locations compatible with the new retaining wall architectural treatment for review and selection of a preferred aesthetic treatment. The selected architectural treatment will be incorporated into the 60% plans.

After submittal of the 60% and before advancing the design to the next level of completion, CONSULTANT shall perform an Independent Review of the 60% rail bridge design and provide a copy of all calculation comments.

CONSULTANT Deliverables (4 copies plus electronic):

- Draft Aesthetic Concept Memo (combined with Retaining Wall)
- Final Aesthetic Concept Memo (combined with Retaining Wall)
- Updated Bridge General Plan
- Updated Typical Sections
- Bridge Structural Plans and Detail Sheets
- Abutment Details
- Center Bent Details
- Bridge Foundation Plans
- Bridge Phase Construction Plans
- Shoring Requirements
- Independent Review of Calculations Comments
- Log of Borings
- Quantities & Special and Technical Provisions (included in Project Cost & Specifications Task)

3.5-13 Retaining Wall Plans (65%)

CONSULTANT will prepare layout plans and structural details as necessary, including aesthetic details, for the walls specified along the project limits, which include retaining walls, community/ property walls, and soundwalls. Although permanent soundwalls are not anticipated and the EIR stipulates that only temporary sound barriers may be needed during construction which are to be used for stationary construction equipment, the use of temporary sound barriers can be incorporated into the specifications to be used during construction. If the City desires permanent soundwalls to be included in the design, CONSULTANT will provide permanent sound wall design as additional services optional and services.

Architectural Treatment

In conjunction with the rail bridge architectural treatment, CONSULTANT will prepare a combined aesthetic concept memo which will contain a maximum of two (2) "form liner" concepts which may incorporate the City name/logo at appropriate locations compatible with the new rail bridge architectural treatment for review and selection of a preferred aesthetic treatment. The selected architectural treatment will be incorporated into the 65% plans.

CONSULTANT will prepare draft technical special provisions for the retaining walls as part of the Specification Task.

CONSULTANT Deliverables (4 sets plus electronic):

- Unchecked structure plans
- Draft Aesthetic Concept Memo (combined with Rail Bridge)
- Final Aesthetic Concept Memo (combined with Rail Bridge)
- Quantities & Wall Cross-Section Sheets

- Wall Detail Sheets
- Architectural Treatment Sheets
- Shoring Requirements
- Log of Borings
- Special and Technical Provisions (included in Project Cost & Specifications Task)

3.5-14 Railroad Main Line, Rail Yard & Shoofly Plans (UPRR 30% & BNSF 60%)

CONSULTANT shall update the plan and profile of the railroad track alignments and finalize railroad track shoofly and rail yard design and construction staging plans as necessary.

CONSULTANT will review comments from previous phase, provide responses, and advance design based on mutual understanding and consensus between the city, railroads, and stakeholders

CONSULTANT will prepare draft technical special provisions for the track work as part of the specifications task.

Assumptions:

- Only one (1) submittal will be furnished and submitted to both railroads for review and comments during this phase
- One (1) technical workshop with each railroad is assumed for comment resolution during this phase

All signal work will be performed by the railroads.

CONSULTANT Deliverables include (4 copies plus electronic):

- One (1) set of UPRR 30% & BNSF 60% Railroad Mainline, Rail yard, and Shoofly Plans including, plan and profile, geometry tables, typical cross sections, grading and drainage plans, earthwork cross-sections, and removal/relocation of UPRR/BNSF Facilities)
- Temporary and permanent retaining wall plans as necessary
- Coordination of Rail Signalization Plans with UPRR &BNSF
- Quantities & Special and Technical Provisions (included in Project Cost & Specifications Task)

3.5-15 Water Quality Management Plan & BMP Plans (WQMP)

CONSULTANT shall update the Water Quality Management Plan for the Project developed under Section 3.4-11 WQMP as required to obtain agency approval in accordance with the project schedule. Recommendations in the WQMP (i.e. – for BMPs, etc.) will be incorporated into the project's PS&E.

Minimum requirements for Construction Site BMPs will be incorporated into the project specifications to meet the requirements of the Construction Activities Storm Water General Permit. The specifications will require that the Construction Contractor prepare a Storm Water Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI) to cover proposed construction-related activities.

CONSULTANT Deliverables include (4 sets plus electronic):

- Water Quality Management Plan (WQMP)
- Storm Water Pollution Control plans
- Storm Water BMP plans
- Quantities & Special and Technical Provisions (included in Project Cost & Specifications Task)

3.5-16 Permit Applications, Agreements and CPUC Application

PERMITS

CONSULTANT will prepare and submit encroachment permit applications for surveying, and geotechnical investigations. Possible permits required for this Project includes:

- UPRR and BNSF Encroachment Permit
- City Encroachment Permit
- County Encroachment Permit
- Regional Water Quality Control Board
- South Coast Air Quality Management District
- Facility Relocation Permits
- Any Biological and Water Resource permits as identified in the Environmental document.

CONSULTANT Deliverables:

- Prepare Permit Applications
  Secure required permits.

AGREEMENTS & CPUC APPLICATION

CONSULTANT shall assist the City with the following:

- CPUC Application:
  - Facilitate, coordinate, and conduct a Field Diagnostic meeting with CPUC, City, BNSF, UPRR, Chevron and other stakeholders.
  - Assist City in completing, preparing scoping memo and submitting formal application
  - Prepare the following Exhibits:
    - Exhibit A – vicinity map
    - Exhibit B – plans of crossing
    - Exhibit C – legal descriptions
  - Assist City in preparing "Order to Construct" for PUC authorization.
  - Assist City to coordinate the final review and approval process.

- Agreements
  - Assist City in preparing Construction, Operation and Maintenance Agreement between the City / BNSF, City / UPRR and City / Chevron (if required).
  - Assist City in preparing Shared Use Agreements between rail operators.
  - Assist City in preparing agreements for property acquisitions, utility easements and/or license agreements

CONSULTANT shall prepare:

- ROW Impact Map for Construction, Operations, and Maintenance Agreement.
- Theoretical Structure Exhibit and cost as required by the railroads.
- Exhibits A, B & C described above.
- CPUC Field Diagnostic Meeting Minutes.

NOTE: The CONSULTANT's support and assistance role will be limited to providing guidance, recommendations, and samples from other similar projects which the CONSULTANT prepared applications / agreements. City will be responsible for completing the applications and agreements including, packaging and submittals.

CONSULTANT Deliverables:

Support documents and samples for preparation of Construction and Maintenance Agreement, "Order to Construct" and Rail Corridor Shared Use agreements, as applicable.

3.5-17 Project Cost & Specifications (Update)

CONSULTANT shall prepare a Project updated cost estimate and special and technical specifications at 65% completion.

Throughout development of the PS&E, CONSULTANT will update this estimate using the City's cost estimate format with the final estimate due with the plans and specifications. If this cost estimate, or any of the updates, exceeds the Project Cost Budget as provided by the City's project manager, CONSULTANT shall recommend and implement alternatives for reducing the project costs to within the budget.

CONSULTANT shall prepare a bid tab, special and technical specifications in accordance with City's specification format. Civil and Roadway specification will reference the current edition Greenbook Standard Specifications and/or current edition UPRR / BNSF Standard Specifications as appropriate. Structural specifications will reference current edition Caltrans Standard Specifications and Standard Special Provisions and/or current edition UPRR / BNSF Standard Specifications as appropriate.

CONSULTANT Deliverables:

- Updated Quantity and Cost Estimate - 2 copies plus pdf and Excel files
- Bid Tab, Special & Technical Specifications – 2 copies plus pdf and Word files

3.5-18 Phase II Environmental Site Assessment (INCLUDED IN TASK 3.3-7)

NO EFFORT & DELIVERABLES ASSOCIATED with this Sub Task

3.5-19 65% Roadway / Retaining Wall - UPRR and BNSF 30% Rail & 60% Rail Bridge SUBMITTAL PACKAGE

CONSULTANT shall prepare a 65% Roadway / Retaining Wall - UPRR 30% Rail & 60% Rail Bridge submittal package as required by the City and under UPRR and BNSF Guidelines for Railroad Grade Separation Projects. The submittal package shall include responses to City, UPRR's and BNSF's comments on the previous Plan Submittal package, design plans and calculations including superstructure and substructure details, bearing details, deck and waterproofing details, complete set of structural calculations, geotechnical reports, draft project specifications and special provisions, UPRR and BNSF right of way drainage report, shoofly design plans and alignment data, and detailed construction phasing plans.

CONSULTANT Deliverables – 5 copies plus electronic

- Set of 65% Roadway / Retaining Wall and Construction phasing design plans and associated calculations.
- Set of 60% Rail Bridge design plans and calculations including superstructure and substructure details, bearing details, deck and waterproofing details.
- Set of 30% mainline & shoofly design plans and alignment data
- Structural calculation
- Geotechnical & Foundation reports
- Phase II Environmental Site Assessment Report
- Draft project specifications and special provisions
- Project H &H Report which includes UPRR and BNSF right of way drainage report.

3.6 TASK 6 – 100% ROADWAY / RETAINING WALL / 90% RAIL & RAIL BRIDGE PS&E

3.6-1 Roadway & Etc. (100 %)

This submittal will include comments, reviews, coordination efforts, and updated information. CONSULTANT will update Roadway Plans including Drainage Plans, Utility Plans, BMP Plans, , Stage Construction/Traffic Handling Plans, Signing and Striping Plans, Traffic Signal Improvement Plans, Planting and Irrigation Plans, Railroad Mainline & Shoofly Plans, Quantity Sheets, Special and Technical Provisions and a Project cost estimate.

CONSULTANT Deliverables include:

- 100 percent Roadway plans - 5 copies plus electronic
- Updated Quantity and Cost Estimate - 2 copies plus pdf and Excel files
- Updated Bid Tab, Technical Specifications – 2 copies plus pdf and Word files.

3.6-2 Retaining Wall Plans (100%)

Once the 100% plans are near completion, CONSULTANT will perform an independently review of the unchecked plans, draft special/technical provisions, quantities, and construction cost estimate for the Retaining Wall and other structures as required. CONSULTANT's independent review team will analyze the structures, verify member capacities, review the specifications, and prepare independent quantity calculations. All issues raised by the checkers will be resolved with the structural designers. The 100% submittal will reflect agreement among the designers and independent checkers.

CONSULTANT will reach consensus on the Independent Review and advance the plans to final 100% level of completion for submittal.

CONSULTANT Deliverables (5 sets plus electronic):

- 100 % structure plans, reduced size
- Edited structures special provisions
- Design calculations
- Design check calculations
- Final Foundation Reports

3.6-3 Construction Schedule

CONSULTANT shall prepare CPM construction schedule utilizing Microsoft Project format in consultation with the City Project Manager, Construction Manager, UPRR, BNSF and major utilities based on the estimated required working days for project construction.

CONSULTANT Deliverables (2 copies plus electronic):

- CPM Schedule

3.6-4 Utility Easements and ROW Update

CONSULTANT will verify and update utility easements and ROW engineering data as needed.

Changes in right of way including acquisition and utility easements shall be reflected appropriately in the drawings, maps and associated reports per final revisions to any acquisitions and easements required for the project.

CONSULTANT Deliverables:

- Report containing all updated utility and ROW engineering data with changes clearly identified.

3.6-5 UPRR and BNSF Rail & Rail Bridge Plans (90%)

CONSULTANT shall prepare a UPRR and BNSF 90% submittal package as required under UPRR and BNSF Guidelines for Railroad Grade Separation Projects. The submittal package shall include responses to UPRR's and BNSF's comments on the previous Plan Submittal packages, final design plans and calculations, geotechnical reports, project specifications and special provisions, final UPRR and BNSF right of way drainage report, final mainline, rail yard, shoofly design plans and alignment data, and final detailed construction phasing plans.

Assumptions:

- Only one (1) submittal will be furnished and submitted to both railroads for review and comments during this phase
- One (1) technical workshop with each railroad is assumed for comment resolution during this phase
- One (1) constructability review meeting is assumed during this phase

CONSULTANT Deliverables – 4 copies plus electronic:

- Set of 90% Mainline & Shoofly design plans and alignment data
- Set of 90% construction phasing plans
- Set of 90% Rail Bridge design plans and calculations
- Final Geotechnical & Foundation reports
- Final Phase II Environmental Site Assessment Report
- Project specifications and special provisions
- Final UPRR and BNSF right of way drainage report

3.6-5a 100% Roadway / Retaining Wall – UPRR & BNSF 90% Rail & Rail Bridge PS&E SUBMITTAL PACKAGE

CONSULTANT shall compile the 100% Roadway / Retaining Wall - UPRR & BNSF 90% Rail & Rail Bridge plans prepare a submittal package as required by the City and under UPRR and BNSF Guidelines for Railroad Grade Separation Projects. The submittal package shall include responses to City, UPRR's and BNSF's comments on the previous Plan Submittal package, design plans and calculations including superstructure and substructure details, bearing details, deck and waterproofing details, complete set of structural calculations, geotechnical reports, draft project specifications and special provisions, UPRR and BNSF right of way drainage report, shoofly design plans and alignment data, and detailed construction phasing plans.

CONSULTANT Deliverables – 4 copies plus electronic:

- Responses to City, UPRR's and BNSF's comments on the previous Plan Submittal package
  - Set of 100% Roadway / Retaining Wall and Construction phasing design plans and associated calculations and detailed construction phasing plans.
  - Set of 90% Rail Bridge design plans and calculations including superstructure and substructure details, bearing details, deck and waterproofing details.
  - Set of 90% mainline, railyard, shoofly design plans and alignment data
- Final Geotechnical & Foundation Reports
- Final Project, UPRR and BNSF drainage report
- Specifications and Special Provisions, UPRR and BNSF right of way drainage report, shoofly design plans and alignment data, and detailed construction phasing plans.

3.6-6 FINAL (Camera Ready) ROADWAY / RETAINING WALL– UPRR & BNSF 100% PS&E Documents & SUBMITTAL PACKAGE

CONSULTANT will respond to comments received from the previous submittal and advance the plans to Final PS&E (UPRR & BNSF 100%)

CONSULTANT will submit the Final (UPRR & BNSF 100%) PS&E package to the City for final approval.

CONSULTANT Deliverables (4 copies plus electronic):

- Final Structures, Roadway & Rail (100%) PS&E
- Full-size reproducible final structure plans
- Final structures special provisions
- Prints of final cost estimates.
- Working day schedules
- Original/checked quantity calculations.

3.6-7 Construction Manager File

CONSULTANT will meet with the City Project Manager, Construction Manager and functional units and provide the following information for the Construction Manager file. This list is not comprehensive, and CONSULTANT shall provide additional information as appropriate:

- Permits
- Surveying Notes
- Geotechnical (GDR) and Foundation (FDR) Reports
- Hydrology/Hydraulics Report and calculations
- Relevant correspondence and memoranda
- Engineering calculations (horizontal and vertical alignments, earthwork quantities, etc.)
- Environmental Agreements and Reports

- Summary and discussion of Environmental issues
- Traffic Management Plan and supplements
- Water Quality Management Plan (WQMP)
- Right-of-Way Maps & Agreements
- List of Project Personnel
- Cooperative Agreements
- Pre-construction Record of Survey ("Before Condition")

CONSULTANT Deliverables:

- Construction Manager file – 2 sets plus electronic

3.7 TASK 7 – OPTIONAL SERVICES

3.7-1 NEPA Services

CONSULTANT may be required to prepare supplemental documents needed in support of the environmental clearance effort for the Project. The California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA)/ Final Environmental Impact Report (EIR)/Environmental Assessment (EA) was approved on April 4, 2019, with the City being the CEQA Lead Agency and Caltrans as the NEPA Lead Agency. A CEQA EIR Addendum, which addresses the change in scope of two bridges instead of one bridge, is currently being prepared by a consultant in a separate contract and it is expected to be completed/approved by the City around the same time the design contract is awarded.

The anticipated National Environmental Policy Act (NEPA) Environmental Re-evaluation (per 23 CFR 771.129) for the two bridges is not currently anticipated by the City; however, this section is reserved in the event that additional NEPA documentation is required. Per NEPA Assignment regulations, Caltrans requires a three-page NEPA Environmental Re-validation Form when the project moves to the next major federal approval. The purpose of this Form is to review the approved environmental document and review the final design to identify if any changes have occurred and if additional NEPA documentation is needed by answering six questions. If the NEPA Re-validation Form indicates that additional NEPA documentation is needed, such as a NEPA Environmental Re-evaluation document to analyze from a NEPA perspective two bridges instead of one bridge, this would be included as an additional optional scope item.

CONSULTANT Deliverables (4 copies plus electronic):

- Draft NEPA Re-evaluation Form
- Final NEPA Re-evaluation Form
- Draft NEPA Re-evaluation

3.7-2 (8", 16" and 20") Petroleum Line Relocation (Exhibit E) (INCLUDED IN TASK 3.4-10B)

NO EFFORT & DELIVERABLES ASSOCIATED with this Sub Task

3.7-3 Potholing – (See Exhibit A)

CONSULTANT plans to perform potholing as shown on Exhibit A to verify the horizontal and vertical locations. CONSULTANT shall prepare and submit for review and approval to the City a pothole work plan. Following approval, field potholing and surveying will be conducted. Data base plans, utility maps and records will be updated to reflect the field conditions.

Per Exhibit "A" (attached) – Five (5) potholes have been budgeted for this phase of the project.

CONSULTANT Deliverables:

- Copies of all data collected - pdf files
- A pothole data sheet will be provided for each pothole completed for utility investigation. The data sheet will include notes, depth to top of utility from existing grade, material and size of utility – 2 copies plus pdf file.
- Utility Investigation plan(s) suitable for permitting with required agencies – 2 copies plus pdf file

3.7-4 Qwest Fiber Optic Line Relocation (Exhibit E)

CONSULTANT shall prepare a utility plan of the proposed Qwest Fiber Optic Line crossing under and are parallel to the railroad tracks and the proposed round-about and the proposed railroad bridge as depicted in Exhibit E.

CONSULTANT will design relocations and new construction of Non City owned utility Qwest Fiber Optic Line. CONSULTANT shall perform the necessary coordination to define the non Cities' utility relocation requirements with respective owner(s).

CONSULTANT to make arrangements with the affected utilities with any prior rights, to coordinate the relocation of their facilities as required.

CONSULTANT will review previous layout/concept of Non-City owned utility relocations and verify with latest project design to determine if layout/concept is still valid.

CONSULTANT will review owner relocation designs to ensure compliance with the requirements of the project, UPRR and BNSF railroad, as well as the American Railway Engineering and Maintenance-of-Way Association (AREMA).

CONSULTANT will coordinate with utility owners to review utility conflicts and to determine a design solution for conflict resolution or protect in place options.

CONSULTANT shall design utility relocations in accordance with agency standards and specifications, as well as all federal, state, and local guidelines and requirements.

CONSULTANT will prepare cost estimate and specifications if required.

CONSULTANT Deliverables (4 copies plus pdf):

- 35% Design (Conceptual)
- 65% Design
- 100% Design
- Final Camera Ready Design
- Cost Estimate & Specifications

3.7-5 (42") Reclaimed Water Line Relocation (Exhibit E) (EXCLUDED)

Design services and relocations will be responsibility of reclaimed water line owner.

3.7-6 Relocation of Monitoring Wells (Exhibit D)

The CONSULTANT understands the project Environmental Impact Report (EIR) indicates that there are currently three monitoring wells situated on-site, MW4, MW10, and MW12, within the northern portion of the project site (H. Kramer & Co.). However, our review of field monitoring points on the State Water Resources Control Board's GeoTracker website indicated that seven (7) on-site monitoring wells are located near the proposed road extension, railroads or subsurface utilities and could be affected by the planned project improvements. Five (5) wells are located within the H. Kramer & Company property and two (2) wells are located within the Federal Real Estate Investment Trust properties. In addition, six (6) other wells are located in the future Park Place Road extension near the Nash Street intersection (see Exhibit D attached). The relocation of these thirteen (13) wells and associated remediation equipment will be the responsibility of the well owner.

For the Honeywell/CDC properties, the CONSULTANT will provide a review and comment on the rough order of magnitude (ROM) cost provided by the well owners for the affected (monitoring and remediation) wells to be relocated for independent verification but will not perform the actual cost estimate and relocation services.

CONSULTANT will perform site reconnaissance, coordination and meetings with the Regional Water Quality Control Board (RWQCB) and well owners, review consultant's well relocation reports, prepare a work plan, and provide other necessary services to, on behalf of the City, prepare a set of Bid Documents so the City can advertise and solicit bids to select a Contractor to physically abandon and relocate the 13 affected wells.

Assumptions & Exclusions (specific for this Task):

- Minimal coordination/interaction with RWQCB and well owners.
- Up to seven (7) wells; five on the H. Kramer and two on the Federal Real Estate Investment Trust properties will be abandoned and relocated by the well owner at their cost.
- In addition, up to six (6) other wells in the proposed Park Place Road extension near the Nash Street intersection will be abandoned and relocated by the well owner at their cost.
- Site access and agreements for each affected property will be provided at no cost.
- Contractor performing well abandonment and relocation is responsible for their own health and safety
- Contractor performing the well abandonment and relocation will prepare reports documenting these activities for our review.

- Abandonment and relocation of wells on the Mars Ventures properties are not included and will be performed by Mars Ventures.
- Land surveys of relocated wells are the responsibility of the well owner.

Deliverables:

- Correspondence with well owners, Regional Water Quality Control Board and the City
- Work Plan for relocation of the thirteen (13) affected wells.
- Bid document for abandonment and relocation of the thirteen (13) affected wells.
- Letter report of our review of contractor's well relocation reports.

3.7-7 Hazardous Waste Disposal Phase II ESA (Exhibits D & E)

If hazardous material is encountered when performing subsurface exploration such as geotechnical and environmental borings and is determined to be classified as RCRA material requiring disposal at a certified landfill facility, CONSULTANT will provide coordination, identification of temporary storage location, perform profiling of the material, provide coordination for transport, support documentation and City signature of manifest.

All waste generated from field activities will be classified as non-hazardous for disposal. Costs for additional testing required for profiling waste that is considered hazardous will be additional and justification will be provided after test results are available.

It is anticipated that approximately 130 DOT drums (55 gallons each) of geotechnical and Phase II investigation non-hazardous waste will be generated during the exploration activities for the project.

CONSULTANT Deliverables:

- Copies of waste manifests will be provided in the Environmental Phase II ESA report.

3.7-8 Pavement Delineation and Haul Route Rehabilitation Plans (Exhibit F) (EXCLUDED)

Services will be performed by the Contactor. CONSULTANT will provide requirements in the project Specifications under the Core Services scope of work.

3.7-9 Agreements and CPUC Application (INCLUDED IN TASK 3.5-16)

Services to be performed as part of Core Services and included in Task 3.5-16 Agreement.

3.7-10 Funding Assistance, Gatto Act, EIFD (Enhanced Infrastructure Financing District), Community Facilities District (CFD) & Senate Infrastructure Investment and Jobs Act (IIJA) Support

CONSULTANT shall research various funding opportunities, perform evaluations, analysis and provide recommendations for which funding sources to pursue.

The primary intent of the CONSULTANT's efforts for this phase of the scope of services is to perform a review and due diligence of the various funding opportunities and provide recommendations and an approach / outline of the steps to be taken to apply for and procure funding. The actual completing and submitting of funding applications / procurement of funding will be addressed as a future scope of services.

CONSULTANT shall research, evaluate, and analyze but not be limited to the following funding sources:

- **Grants (Federal & State)**

  CONSULTANT will take the lead role to identify, provide technical support, evaluate availability and eligibility of applicable federal, state, regional and private grants and other relevant funding sources.

  CONSULTANT will also advise and inform the City of the process and availability of funding backstop and federal loan guarantee programs such as TIFA.

  CONSULTANT will coordinate with the City's Real Estate / Finance advisor (Kosmont Companies / Kosmont Transaction Services) for input, collaboration, and concurrence.

- **California Gatto Act (Assembly Bill (AB) 440 (Chapter 558, Statutes of 2013) & EIFD (Enhanced Infrastructure Financing District) and/or Community Facilities District (CFD) Support**

  In a support role to the City's Real Estate / Finance consultant (Kosmont Companies / Kosmont Transaction Services), CONSULTANT will provide technical support, including project phasing alternatives, regulatory timelines, cost estimates, and other elements to aid the City's consultant (Kosmont Companies / Kosmont Transaction Services) in preparing a memorandum outlining / summarizing the benefits and challenges of implementing Gatto Act and / or an EIFD / CFD over all or a portion of the project footprint.

- **Senate Infrastructure Investment and Jobs Act (IIJA) – (Pending Approval)**

  CONSULTANT will take the lead role to identify, provide technical support, evaluate availability and eligibility of applicable funding opportunities included in the yet to be authorized Senate Infrastructure Investment and Jobs Act.

  CONSULTANT will coordinate with the City's Real Estate / Finance advisor (Kosmont Companies / Kosmont Transaction Services) for input, collaboration, and concurrence.

  CONSULTANT will prepare a memorandum outlining / summarizing the funding opportunities included in the Senate Infrastructure Investment and Jobs Act.

CONSULTANT Deliverables:

- Copies of applicable research and data base materials.
- A list of applicable opportunities for each funding source.
- Memorandum / letter report outlining, summarizing and recommending the opportunities for each funding source and the associated action steps.
- DRAFT outline of CONSULTANT's scope of services based upon the above letter report to submit appropriate funding applications on behalf of the City.

ASSUMPTIONS & EXCLUSIONS

ASSUMPTIONS:

General

1. The foregoing scope of work and associated budget assumes the preferred project is Alternative 1C as shown in Exhibit H as recommended in the Project Study Report Equivalent dated January 27,2015 and has been accepted by the City and all other stakeholders and no other alternatives will be evaluated. Alternative 1C will be advanced to final design without significant modifications and changes. In addition, the design of the two separate railroad bridges is based on the concept plan as shown in the Addendum to the Final EIR dated May 2021and in Exhibit I included herein and made a part of this scope of services.
2. The foregoing scope of work assumes the project will not have federal funding and no services to support federal funding is included. Should the City desire to pursue federal funding, CONSULTANT services to provide services related to obtaining federal funding will be performed as additional services.
3. The foregoing scope of work and associated budget assumes this Final Design Phase will be completed in 36 calendar months from CONSULTANT's receipt of Notice-to-Proceed. Should the project duration extend beyond 36 calendar months, the CITY and CONSULTANT will reach agreement on a revised completion date and the associated adjustment for budget to accommodate the extension.
4. Attendance in UPRR & BNSF coordination meetings at their respective office locations that exceed a 4-hour drive are not anticipated, excluded and if required will be attended as an additional service.
5. The project will be designed and implemented as one construction bid package and not separated into multiple bid packages or construction phases.
6. Camera Ready plan submittal will include electronic CADD files in AutoCAD format.
7. Any design changes that will be required as a result of the findings of the Phase II ESA/ Site Investigation will be addressed as Contract Change Orders and are not included in the foregoing scope.

Engineering / Utilities / Pump Station

1. ADA Ramps and Various other Concrete Improvements – The removal and design of new ADA Ramps compliant with current ADA standards (ADA ramps, Sidewalks, and Traffic Signal Modifications) is excluded from this scope of services. It is assumed any ADA ramp and sidewalks and traffic signal modification will be addressed/mitigated as a separate City project. However, if an inventory of ramps, sidewalks, and traffic signals is requested by the city for the Consultant to perform the design this work can be performed as an additional service. Various other concrete improvements such as Curb and Gutter and cross gutters is excluded from this scope of services. It is assumed that only pavement will be replaced in kind and no concrete improvements will be replaced or modified. At grade railroad crossing improvements on Sepulveda Blvd are also excluded from this scope.
2. The design of temporary utilities is excluded from the foregoing scope of work, but if required can be performed as an additional service.

3. Relocation of existing and/or design of new Fiber Optics lines is not anticipated within the project footprint therefore the design of proposed / relocation of fiber optic lines is excluded from the foregoing scope of work, but if required can be performed as an additional service.
4. A pump station is not anticipated to be required for the project therefore the design of a pumps station is excluded from the foregoing scope of work, but if required can be performed as an additional service.
5. Design for utility relocations assumes that proposed utilities can be installed in alignments similar to existing conditions with respect to utility distance from existing railroads. It is also assumed that if required clearances cannot be achieved, that the associated railroad agency will provide an exemption.

Environmental

1. Phase II ESA/Site Characterization services do not include evaluation along the current BNSF ROW that is to be relocated.
2. Phase II ESA/Site Characterization services may need to be modified based on review of environmental documents available to CONSULTANT and after initial field reconnaissance is completed.
3. Phase II ESA/Site Characterization lab analysis will be performed on shallow soil sample and will place remaining deeper samples on hold pending result of the shallow sample. Analysis of deeper soil samples will be performed as an optional service. Delineation of impacted soil or groundwater will be performed as an optional service.
4. The fees exclude translocation, handling or relocation of common or special status species.
5. Fees exclude preparation of a relocation and management plan for Burrowing Owl. Nor do they include owl eviction / passive relocation or active relocation.
6. It is assumed that two administrative drafts and one final version of all deliverables will be provided via email.
7. Fees exclude any formal wetland or waterway delineation, Federal or California Endangered Species Act consultation.
8. Proposal assumes no special status species (defined as either threatened or endangered under the Federal Endangered Species Act or California Endangered Species Act) will be detected during surveys within or adjacent to Project limits.
9. Proposal excludes monitoring special status species and nesting birds, nor does it include establishment of non-disturbance buffer zone surrounding the aforementioned species.
10. Fees exclude completion of California Natural Diversity Data Base (CNDDB) forms for the observation of any sensitive species (threatened, endangered, candidate, fully protected, species of special concern, etc.).
11. Services to be performed will be conducted in a manner consistent with that level of care and skill ordinarily exercised by other professional consultants under similar circumstances. No other representations are either expressed or implied, and no warranty or guarantee is included or intended; despite the use of due professional care.

Funding

1. It is assumed that the project will not receive Federal funding and any additional grant funding has not been identified and hence preparing a Benefit Cost Analysis (BCA) and assisting the City in obtaining additional funding will be performed as an additional service at the time funding is identified.

Geotechnical / Hazardous Material Disposal

1. TI (traffic Index) and asphalt pavement design life to be provided by the City.
2. Lifecycle cost analyses for pavement is not included.
3. Traffic control for field investigation is anticipated to be performed in general accordance with MUTCD manual. If requested location specific traffic control plans will be provided as an additional service.
4. Borings shall be backfilled with soil cuttings 5 feet above groundwater, and cement bentonite slurry below. Top 12 inches will be colored concrete at a minimum and match existing pavement grade.
5. Investigation derived waste (IDW) including excess soil cuttings will be temporarily stored in DOT approved 55-gallon drums at a designated location within the project site temporarily. Environmental laboratory testing will be performed by others on the IDW samples for characterization for disposal purposes only. Upon characterization the IDW will be disposed of by others.. If the IDW is determined as RCRA hazardous, then it should be disposed of as RCRA waste. Manifest will be signed by either owner or the City.
6. All waste generated from field activities will be classified as non-hazardous for disposal. Costs for additional testing required for profiling waste that is considered hazardous will be additional and justification will be provided after test results are available.
7. Prepare and submit encroachment permit applications for geotechnical investigations to UPRR, BNSF, and City of El Segundo, as wells as coordination for access to private property. Required well permits will be obtained from the County Environmental Health.
8. Encroachment permits will not be obtained from South Coast Air Quality management district, facility relocation permits, any biological and water resources permit, assist on preparation of construction and maintenance agreement between the city and UPRR and BNSF, order to construct for PUC authorization.
9. Assumed a maximum of 10 days for flaggers for the work along the UPRR and a maximum of 4 days for the work along BNSF ROW.
10. Field explorations should be completed prior to start of preparation of GDR/FR.
11. Geophysical survey, traffic control, drilling, and laboratory testing services will be provided by outside independent subconsultants/subcontractors.
12. All underground utilities are shown correctly on one set of plans described in Task 3.3-5. Note that sewer and storm drains are not included in the USA inventory. A master utility file will be provided to DYA prior to preparation of geotechnical exploration plan (GEP).
13. The site is accessible to truck-mounted field equipment during non-overtime hours
14. Prevailing wage rules apply to Geotechnical subcontractor’s field work.
15. Pavement structural sections will be included in the GDR and a separate materials report will not be provided.
16. The scope of services specifically excludes any exploration needed to evaluate the presence or absence of hazardous or toxic materials, including mold, at the site in the soil, surface water, or groundwater.

Landscape and Irrigation

1. Flatwork, site furnishings/amenities and landscape lighting design are not included in the scope.
2. Major existing irrigation equipment will be limited to the coordination of points of connection only. CONSULTANT makes no acknowledgement to the serviceability of the system. Should a pump be required, CONSULTANT will provide pump design information to the engineer for use in design.
3. CONSULTANT shall recommend and design and City will approve all water and electrical points of connections.
4. Points of connection and available psi from the civil plans are required for the irrigation. The controller requires a 120-volt outlet, which will need to be located as required by maintenance.

Permits / Fees

1. The cost and procurement of all City encroachment and access permits will be provided at no cost to the CONSULTANT.
2. An encroachment permit with LA County is not anticipated for this task order and is therefore excluded.
3. Drilling permits from LA County are included in the optional additional services scope of work.
4. All direct costs for actual permit associated with said jurisdiction will be paid by the City as Other Direct Cost item, which have been estimated, but may not reflect the actual costs, which will be determined by the associated jurisdiction.
5. All Plan check review fees by BNSF, UPRR, LACDWP, LACFCD, Caltrans, FAA and other 3rd party reviewing agencies will paid by the City and at no cost to the CONSULTANT.
6. Cost for obtaining "As-Built" / Record Drawings will be the responsibility of the City and provided to CONSULTANT.

Potholing

1. Removal of USA markings if required by the City are excluded from the scope of work but can be performed as additional services.
2. Permits for potholing from other agencies is not anticipated and hence excluded from this scope of services but can be performed as additional services.
3. Potholes for utility investigation shall be approximately 10 inches in diameter by up to 8 feet in depth. Potholes can be performed to a greater depth if required as additional services.
4. Traffic control for utility investigation pothole work is anticipated to be performed in general accordance with the Manual on Uniform Traffic Control Devices (MUTCD). If requested, location specific traffic control plans will be provided as an additional service.
5. Pavement repair is based upon the City allowing permanent colored concrete to match existing pavement If requested, hot patch can be performed as additional services.
6. Utility locations identified for potholing are based on the available utility documentation. There is no guarantee that utilities will be located from geophysical investigation (line locating) or pothole investigation.

7. Potholes shall be backfilled with native material to a point 12" from the surface, the last 12" will be filled with the same material as the existing surface material or a colored slurry/concrete.
8. Scope does not include soil sampling or disposal of contaminated soil. Pothole work assumes non-contaminated soil. If requested disposal of contaminated soil will be performed as additional / optional services.

Railroad

1. Railroad flagging for potholing, surveying and Geotechnical activities are anticipated during this phase. CONSULTANT will hire a UPRR / BNSF approved company to perform the flagging and invoice as an Other Direct Cost item.
2. The foregoing railroad scope of work and associated budget assumes the UPRR / BNSF will accept the preferred project Alternative 1C as submitted per the Project Study Report Equivalent dated January 27,2015. The Mainlines and shooflies alignments will be advanced to final design without significant modifications and changes.
3. UPRR / BNSF railroad signal design is assumed to be performed by each respective railroad and excluded from the foregoing scope of work.
4. Design submittals will follow BNSF Guidelines for Track Design Submittals (10%, 30%, 60%, 90%, 100%), and UPRR Public Projects-Plan Submittal Guidelines (10%, 25%, 30%. 90%, 100%).
5. The City will obtain all necessary railroad right-of entry permits.

Surveying and ROW

1. An "After Condition" Record of Survey (ROS) and/or Parcel Maps are excluded from the scope of work and will be performed by the future project Contractor.
2. Monument preservation will be the responsibility of the Contractor as stipulated in the project specifications.
3. ALTA surveys are excluded from the scope of work but can be performed as additional services.
4. Title reports and the various underlying documents listed within the Title Reports will be provided by City or the City's Right-of-way Consultant at no cost to CONSULTANT.
5. Any new monuments & the costs associated with constructing these monuments will be performed by the future project Contractor.
6. Should any land surveying fall within private properties, Right-of-entry to private properties shall be obtained by the City or the City's Right-of-way Consultant.
7. Complex traffic control and traffic calming devices beyond the use of arrow boards, traffic cones and advanced warning signage are not anticipated and are not included. Complex traffic control items include, but are not limited to:
    - Message Boards
    - Police Officers
    - Attenuators
    - Traffic Barrels
    - Concrete Barricades
    - Flaggers (BNSF Flagmen included under railroad permitting costs)

Structures

1. An Independent Check of Structures performed per Caltrans guidelines is excluded from this scope of work. This scope of work proposes an Independent Review and comment of the structures plans and calculations.
2. Incorporation of art and / or architectural treatment for the bridge and retaining wall structure(s) is excluded from this scope of services. The architectural treatment included in this scope of work is limited to the use of standard / typical "form liner" applications and will incorporate City approved treatment.
3. Design of temporary shoring within the UPRR right-of-way is excluded and is assumed to be provided by the Contractor.
4. The design of the two separate railroad bridges is based on the concept plan as shown in the Addendum to the Final EIR dated May 2021and in Exhibit I included herein and made a part of this scope of services. As shown in Exhibit I (page 2 of 2), the width of each separate railroad bridges is 22 ft. in width and does not accommodate a railroad maintenance road. Also as shown in Exhibit H (page 2 of 2) – Alternative 1C the maintenance access roads connects at-grade to the Park Place round-a-about and will be a part of the civil/grading plans.

Traffic

1. Preparation of short-term traffic control plans including but not limited to traffic control plans for daily closures are not included in the scope of work. It is assumed the contractor will be responsible for preparing the short-term traffic control plans compatible with the Staged Construction plans that are described herein.
2. Scope of work includes preparation of traffic handling and detour plans only for stage 3 of construction, when Park Place and Allied Way will be closed from west of Plaza El Segundo to Sepulveda Blvd
3. Preparation of interim / temporary traffic signal and/or Interim Street lighting plans to accommodate the traffic control plans prepared by the Contractor are not included in the scope of work.
4. Striping plans for the haul route rehabilitation shall be prepared by the Contractor and are not included in the scope of work.
5. Scope work does not include conducting any intersection and/or roadway segment Level of Service (LOS) analysis as part of the Transportation Management Plan (TMP).
6. Scope does not include traffic control plans for optional petroleum pipeline (8", 16", and 20") relocations or 42" as it is assumed that traffic control plans will not be required.

Value Analysis

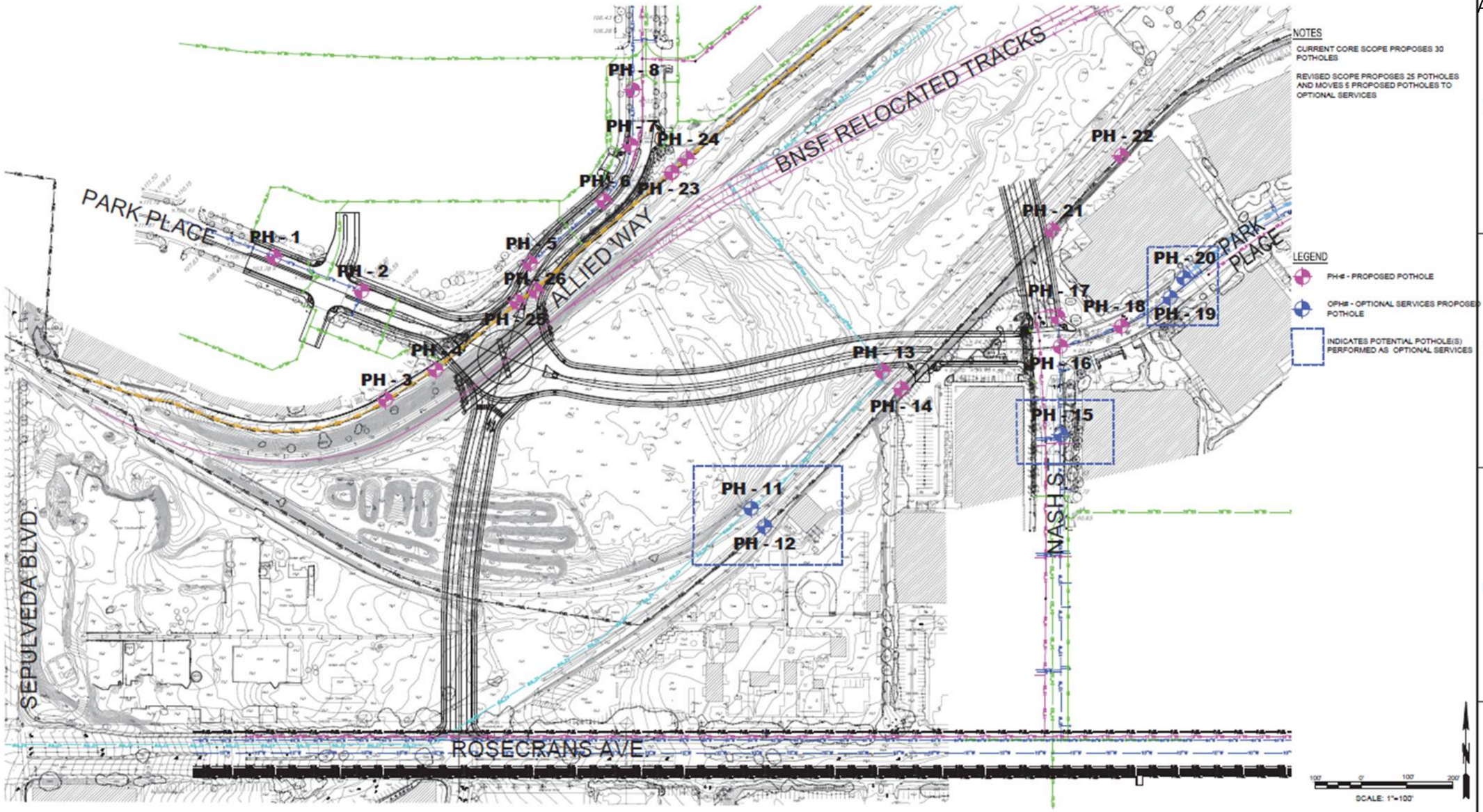
1. A Value Analysis Study is excluded from this scope of services.

Water Quality Management

1. Contractor will be responsible for preparing and submitting the Notice of Intent (NOI).

Exhibits

Exhibit A- Utility Potholes



PLAN - PROPOSED POTHOLING LOCATIONS

SCALE: 1" = 100'

moffatt & nichol

BkF

CITY OF EL SEGUNDO
PROPOSED PARK PLACE EXTENSION
PROPOSED POTHOLING LOCATIONS

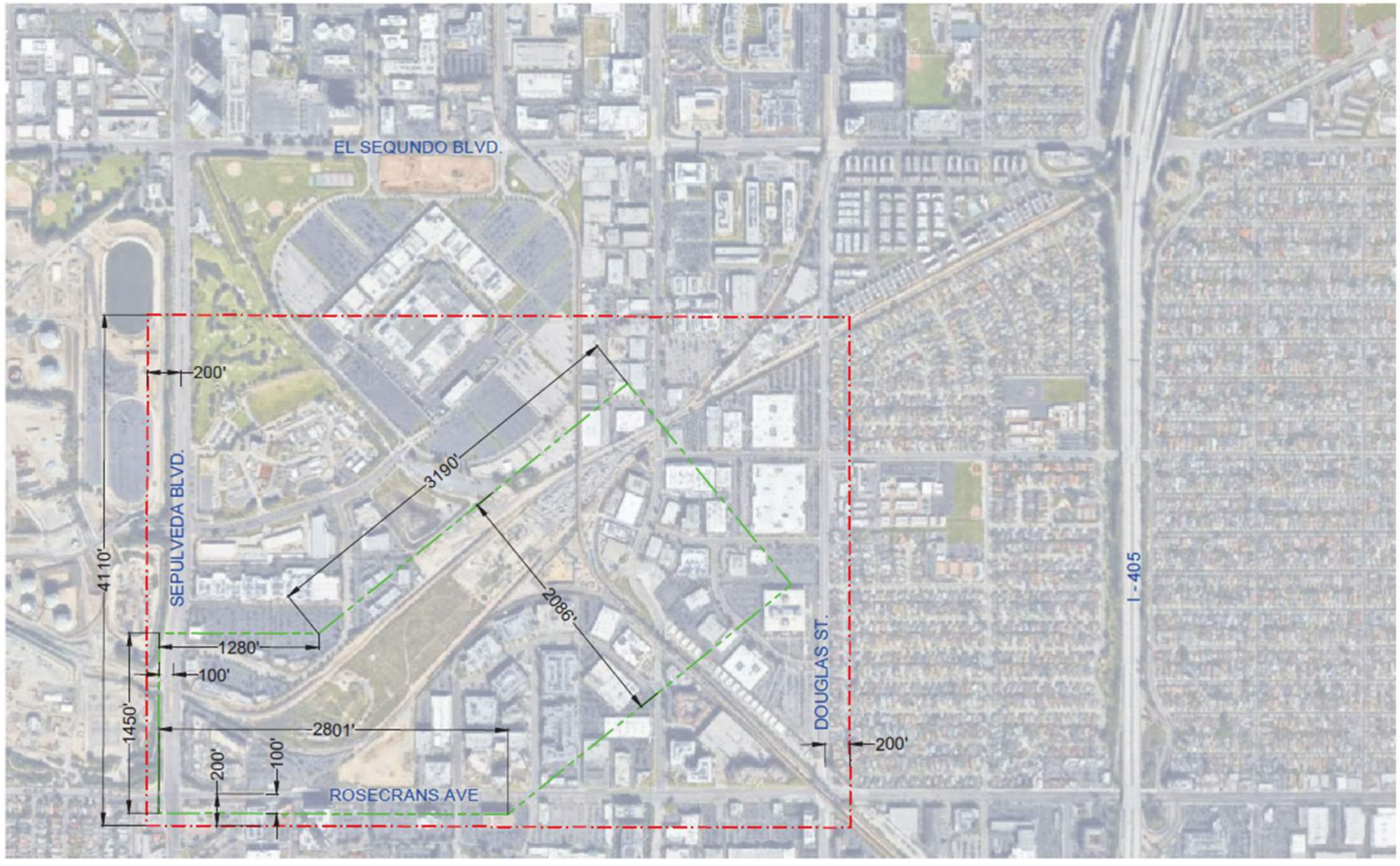
DATE: 08/09/2021

EXHIBIT
A

SHEET 1 OF 7

G:\LB\P200746\CADD\Working\RButler\POTHOLES\Exh_A_Util_Potholes-v7.dwg

Exhibit B - Aerial Mapping & Survey Limits

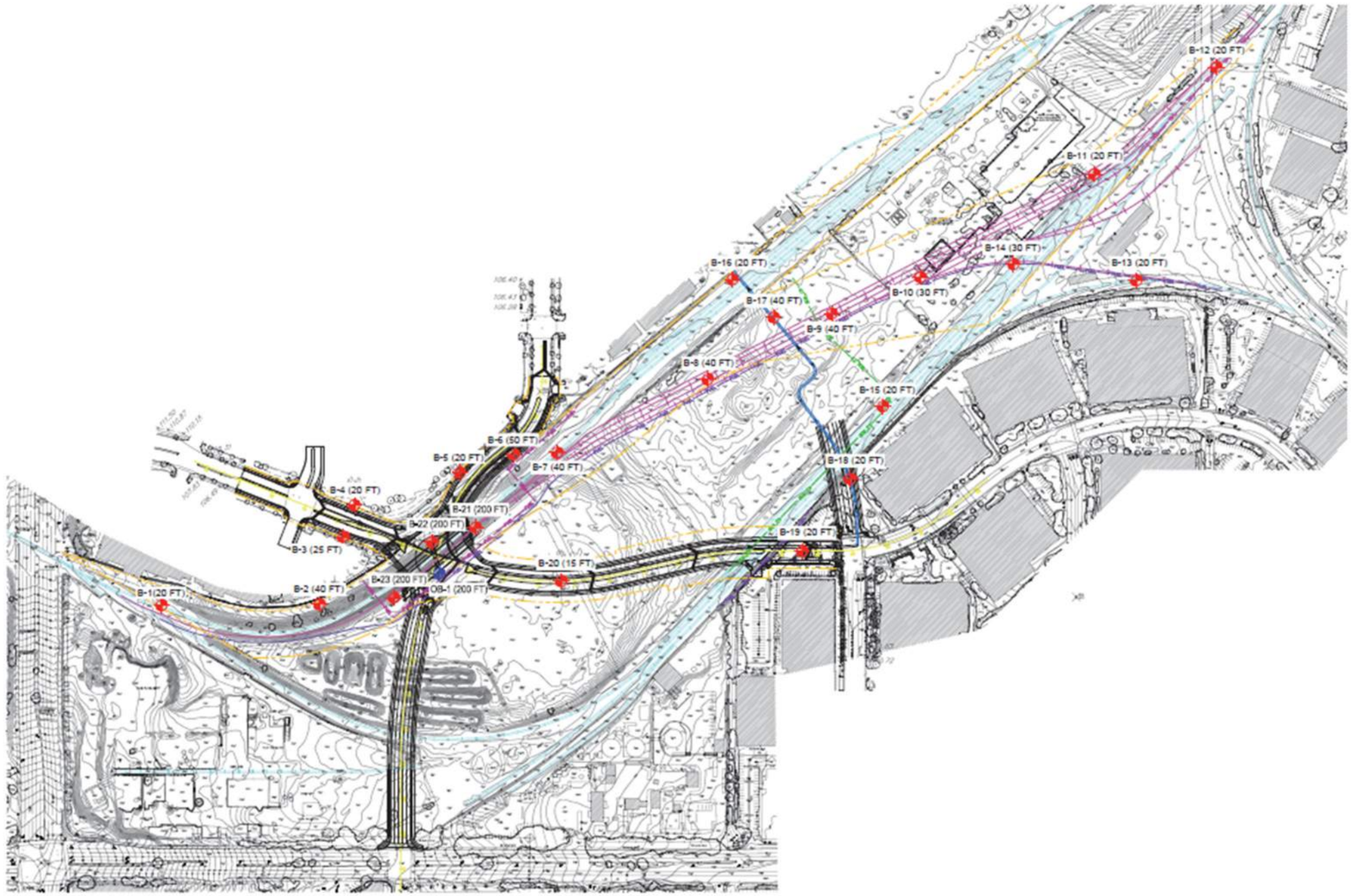


PLAN - AERIAL PHOTO & TOPO LIMITS
SCALE: 1" = 400'

mattatt & nichol / BkF	CITY OF EL SEGUNDO	CITY OF EL SEGUNDO PROPOSED PARK PLACE EXTENSION AERIAL MAPPING & SURVEY LIMITS DATE: 07/27/2021	EXHIBIT B SHEET 2 OF 7

G:\LB\P0007481\CADD\Working\Butler\Survey_Mapping\Exh_B_Aerial_limits_v4-1.dwg

Exhibit C – Geotechnical Borings



LEGEND

B-# - BORING - (DEPTH IN FT)

OB-# - OPTIONAL BORING - (DEPTH IN FT)

BORINGS BY DEPTH	
BORING DEPTH (FT)	NUMBER OF BORINGS
15	1
20	10
25	1
30	2
40	5
50	1
200	3

TOTAL BORINGS =	23

OPTIONAL BORINGS BY DEPTH	
BORING DEPTH (FT)	NUMBER OF BORINGS
200	1

TOTAL OPTIONAL BORINGS =	1

PLAN - GEOTECHNICAL BORING LOCATIONS

SCALE" 1" = 160'

160' 0' 160' 320'

SCALE: 1"=160'

N

moffatt & nichol

BkF

CITY OF EL SEGUNDO

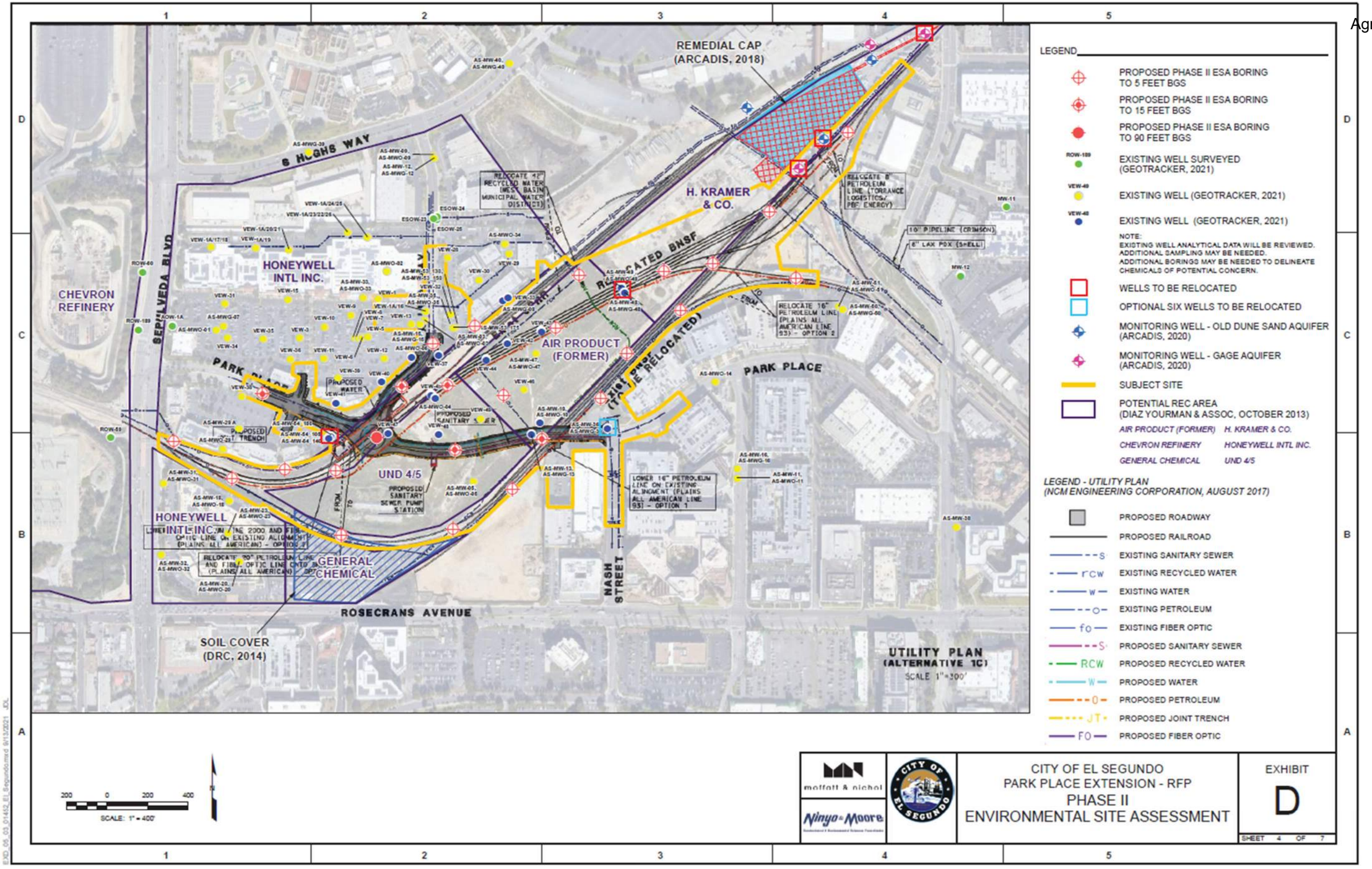
CITY OF EL SEGUNDO
PROPOSED PARK PLACE EXTENSION
GEOTECHNICAL BORING LOCATIONS

DATE: 07/27/2021

EXHIBIT C

SHEET 3 OF 7

Exhibit D – Phase II – Haz Mat Borings



LEGEND

- PROPOSED PHASE II ESA BORING TO 5 FEET BGS
- PROPOSED PHASE II ESA BORING TO 15 FEET BGS
- PROPOSED PHASE II ESA BORING TO 90 FEET BGS
- EXISTING WELL SURVEYED (GEOTRACKER, 2021)
- EXISTING WELL (GEOTRACKER, 2021)
- EXISTING WELL (GEOTRACKER, 2021)

NOTE:
EXISTING WELL ANALYTICAL DATA WILL BE REVIEWED. ADDITIONAL SAMPLING MAY BE NEEDED. ADDITIONAL BORINGS MAY BE NEEDED TO DELINEATE CHEMICALS OF POTENTIAL CONCERN.

- WELLS TO BE RELOCATED
- OPTIONAL SIX WELLS TO BE RELOCATED
- MONITORING WELL - OLD DUNE SAND AQUIFER (ARCADIS, 2020)
- MONITORING WELL - GAGE AQUIFER (ARCADIS, 2020)
- SUBJECT SITE
- POTENTIAL REC AREA (DIAZ YOURMAN & ASSOC, OCTOBER 2013)

AIR PRODUCT (FORMER) *H. KRAMER & CO.*
CHEVRON REFINERY *HONEYWELL INTL INC.*
GENERAL CHEMICAL *UND 4/5*

LEGEND - UTILITY PLAN
(NCM ENGINEERING CORPORATION, AUGUST 2017)

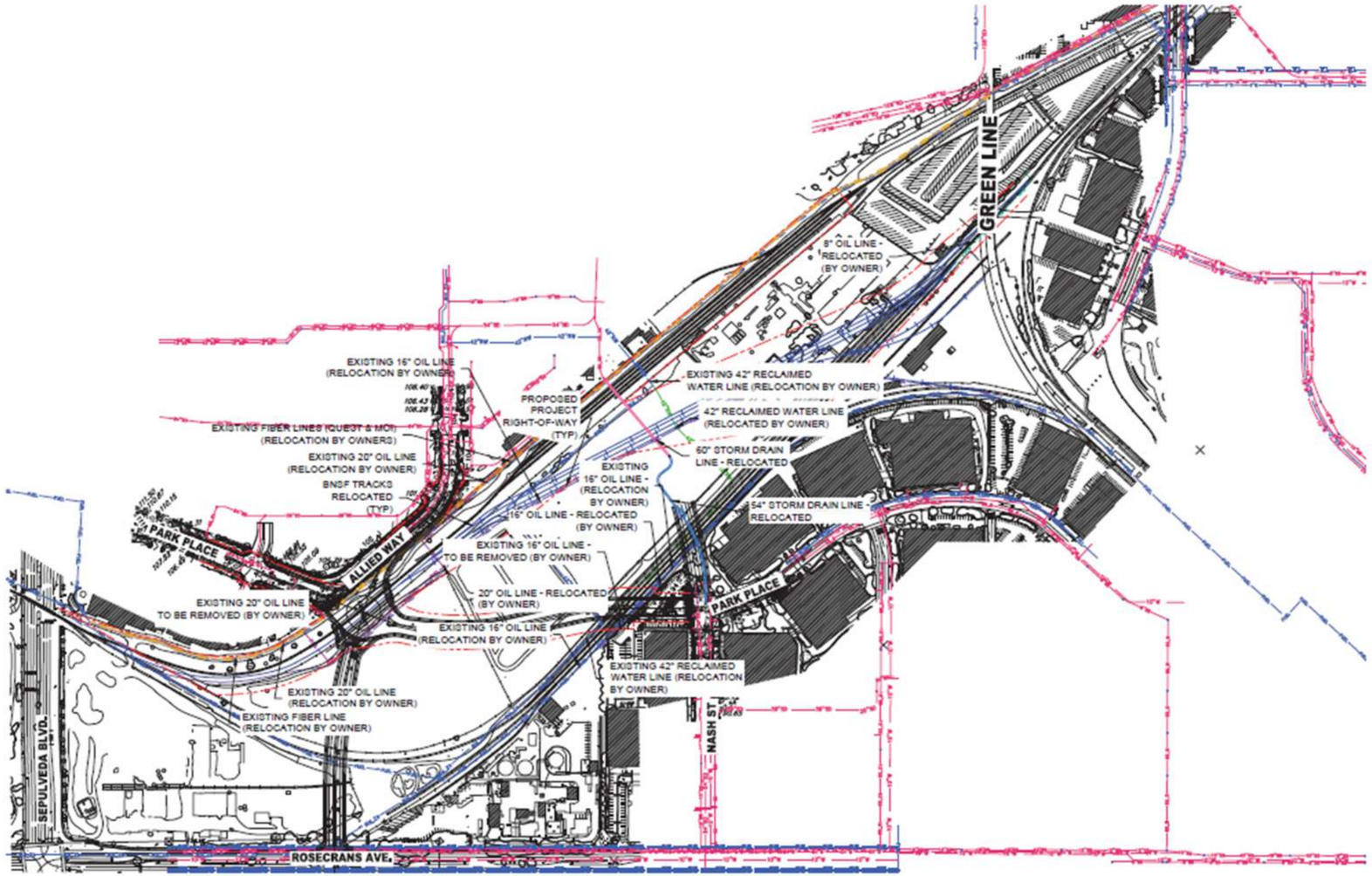
- PROPOSED ROADWAY
- PROPOSED RAILROAD
- EXISTING SANITARY SEWER
- EXISTING RECYCLED WATER
- EXISTING WATER
- EXISTING PETROLEUM
- EXISTING FIBER OPTIC
- PROPOSED SANITARY SEWER
- PROPOSED RECYCLED WATER
- PROPOSED WATER
- PROPOSED PETROLEUM
- PROPOSED JOINT TRENCH
- PROPOSED FIBER OPTIC

moffatt & nichol
Ninyo & Moore

CITY OF EL SEGUNDO
PARK PLACE EXTENSION - RFP
PHASE II
ENVIRONMENTAL SITE ASSESSMENT

EXHIBIT
D
SHEET 4 OF 7

Exhibit E – Utility Relocation



LEGEND

CITY FACILITIES

- EXISTING WATER LINE (SIZE ON PLAN)
- EXISTING SEWER LINE (SIZE ON PLAN)
- EXISTING STORM DRAIN (SIZE ON PLAN)

NON - CITY FACILITIES	OWNER
EXISTING PETROLEUM LINE (SIZE ON PLAN)	PLAINS - ALL AMERICAN
EXISTING TELEPHONE	TBD
EXISTING RECLAIMED WATER (SIZE ON PLAN)	WEST BASIN MUNI WATER DISTRICT
EXISTING FIBER OPTIC CONDUITS	QUEST & MCI
PROPOSED 20" PETROLEUM LINE	PLAINS - ALL AMERICAN
PROPOSED 16" PETROLEUM LINE	PLAINS - ALL AMERICAN
PROPOSED 42" RECLAIMED WATER	WEST BASIN MUNI WATER DISTRICT

PLAN - UTILITY RELOCATION LIMITS & PROPOSED OFFSITE UTILITIES

SCALE: 1" = 200'

200' 0' 200' 400'
SCALE: 1"=200'

moffatt & nichol

BkF

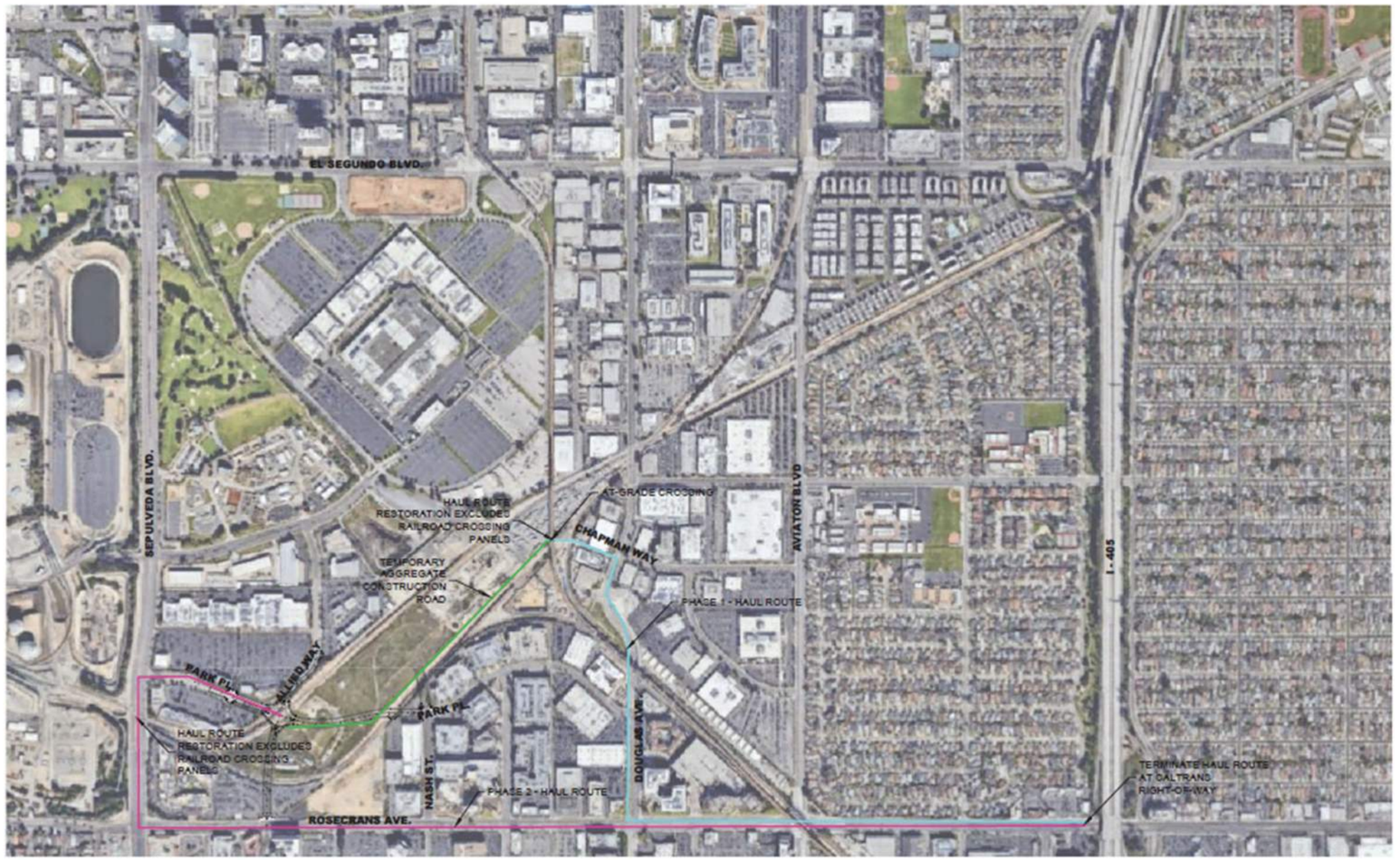
CITY OF EL SEGUNDO
PROPOSED PARK PLACE EXTENSION
UTILITY RELOCATION LIMITS &
PROPOSED OFFSITE UTILITIES

DATE: 08/03/21

EXHIBIT
E

SHEET 5 OF 7

Exhibit F – Haul Route Designation



PLAN - HAUL ROUTE

SCALE: 1" = 400'

moffatt & nichol

BKF

CITY OF EL SEGUNDO

PROPOSED PARK PLACE EXTENSION
CONCEPTUAL HAUL ROUTE & PAVEMENT
REHABILITATION PLAN - NOT A PART OF SCOPE -
SERVICES TO BE PERFORMED BY CONTRACTOR

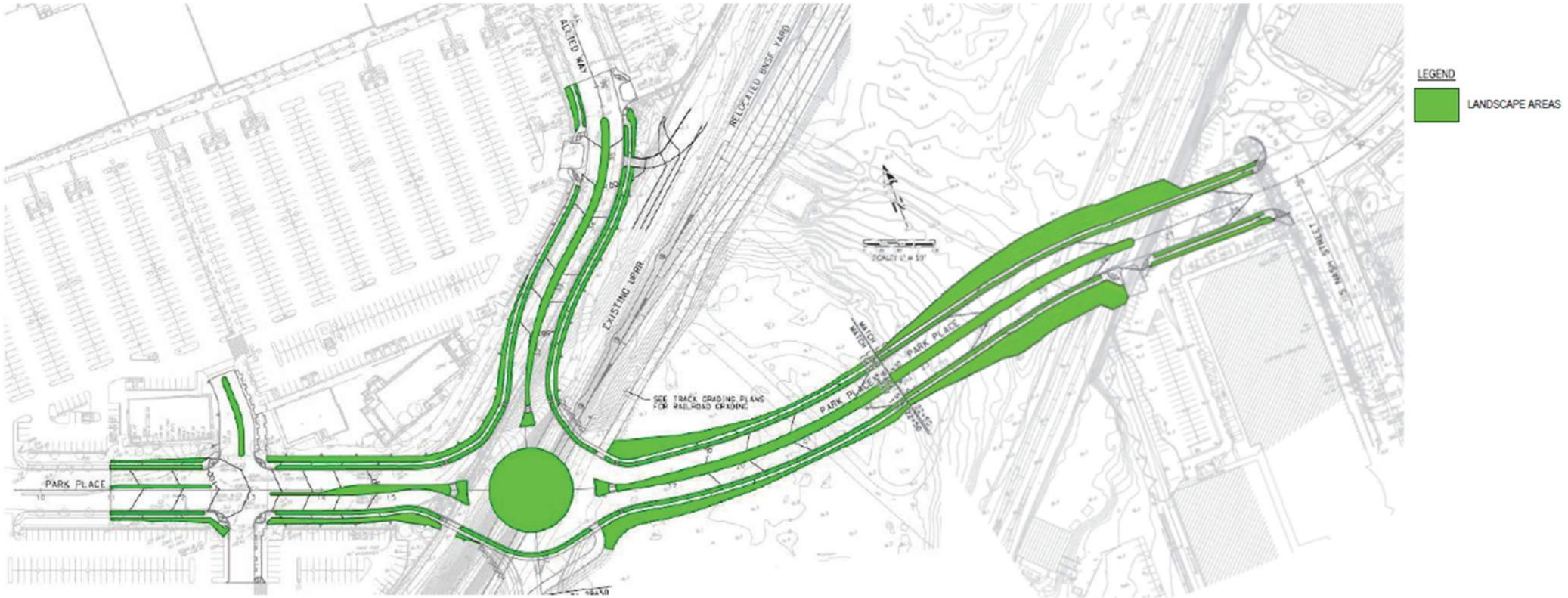
DATE: 06/03/2021

EXHIBIT

F

SHEET 6 OF 7

Exhibit G- Landscaping Limits



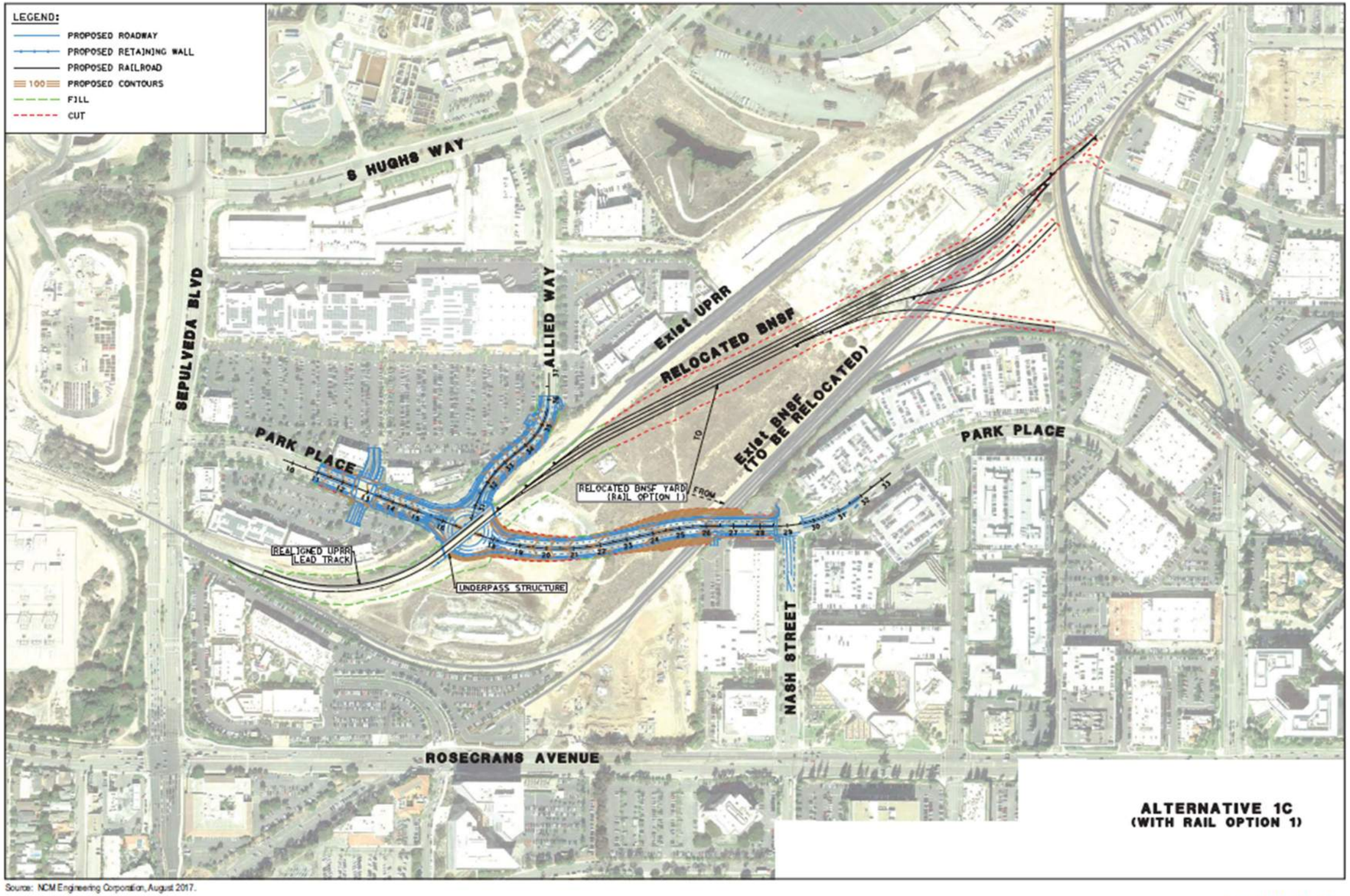
moffatt & nichol

CITY OF EL SEGUNDO
PARK PLACE EXTENSION - RFP
LANDSCAPE AREA EXHIBIT

EXHIBIT
G

SHEET 7 OF 7

Exhibit H- Alternative 1C (Figure 1-5 & 1-6)



Source: NCM Engineering Corporation, August 2017.

NOT TO SCALE

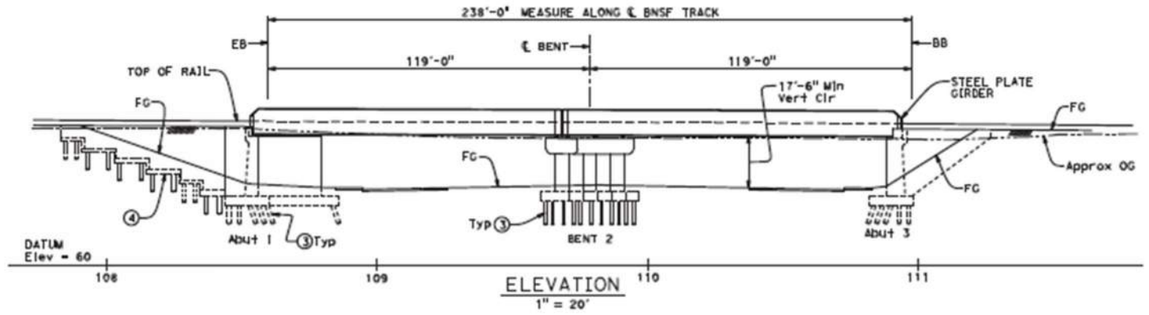
08/18 | JN 14503 0

Exhibit H

PARK PLACE EXTENSION AND GRADE SEPARATION PROJECT
ENVIRONMENTAL IMPACT REPORT/ENVIRONMENTAL ASSESSMENT (EIR/EA)

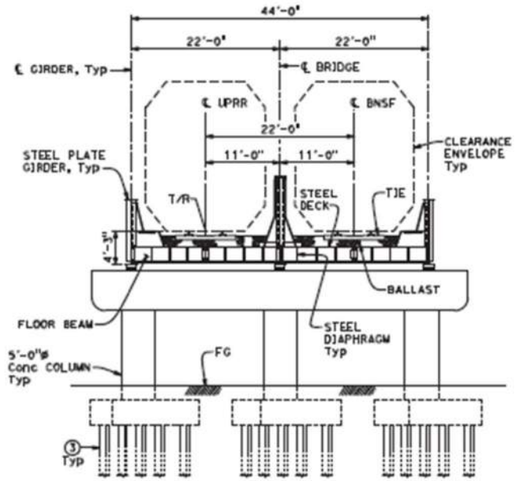
Alternative 1C Conceptual Site Plan

Page 1 of 2 **Figure 1-5**

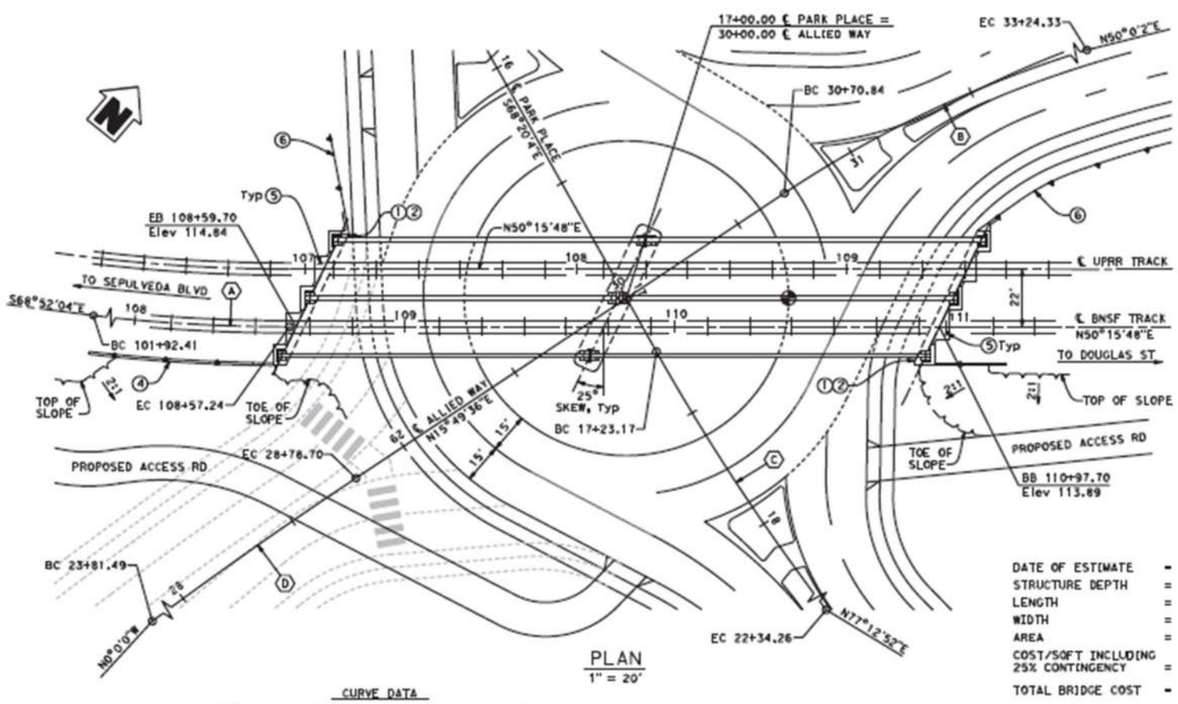


ELEVATION
1" = 20'

NOTES:
1. Paint "Br No."
2. Paint "Bridge Name"
3. Driven Steel HP Pile
4. Retaining Wall
5. Structure Approach Slab
6. Retaining Wall, See "Road Plans"
- Point of minimum vertical clearance



TYPICAL SECTION
1/8" = 1'-0"



PLAN
1" = 20'

CURVE DATA

Ⓐ	Ⓑ	Ⓒ	Ⓓ
R = 625.80	R = 425.00	R = 850.00	R = 1800.00
Δ = 60°52'07"	Δ = 34°10'26"	Δ = 34°27'04"	Δ = 15°49'36"
T = 367.66	T = 130.64	T = 263.53	T = 250.20
L = 664.83	L = 253.49	L = 511.09	L = 497.21

DATE OF ESTIMATE	=	8/10/2017
STRUCTURE DEPTH	=	9'-0" Min & Var
LENGTH	=	238'-0"
WIDTH	=	44'-0"
AREA	=	10,472 SQFT
COST/SQFT INCLUDING 25% CONTINGENCY	=	$750
TOTAL BRIDGE COST	=	$7,850,000

DIG ALERT
CALL TOLL FREE 2-800-227-2600 AT LEAST TWO WORKING DAYS BEFORE YOU DIG

GENERAL PLAN
ALTERNATIVE 1C
PARK PLACE UNDERPASS

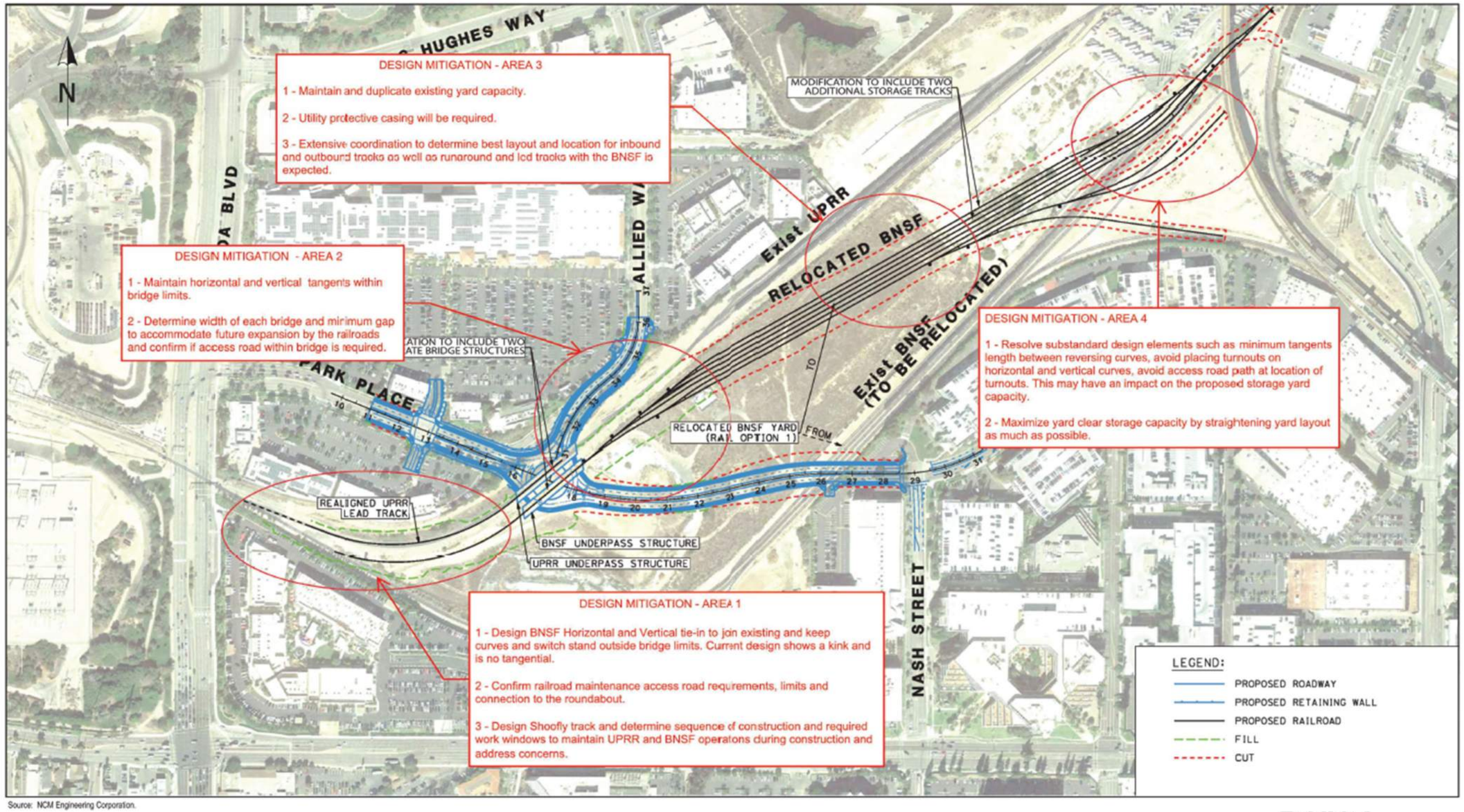
Source: NCM Engineering Corporation, August 2017.

Exhibit H

PARK PLACE EXTENSION AND GRADE SEPARATION PROJECT
ENVIRONMENTAL IMPACT REPORT/ENVIRONMENTAL ASSESSMENT (EIR/EA)

Alternative 1C Conceptual Bridge Plan

Exhibit I- Proposed Modified Bridges (Figure 3 & 4)

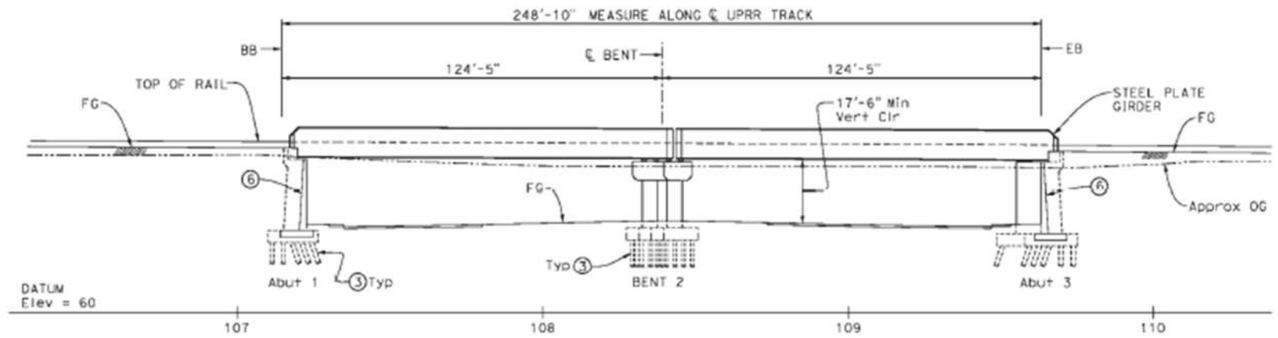


Source: NCM Engineering Corporation.

Exhibit I

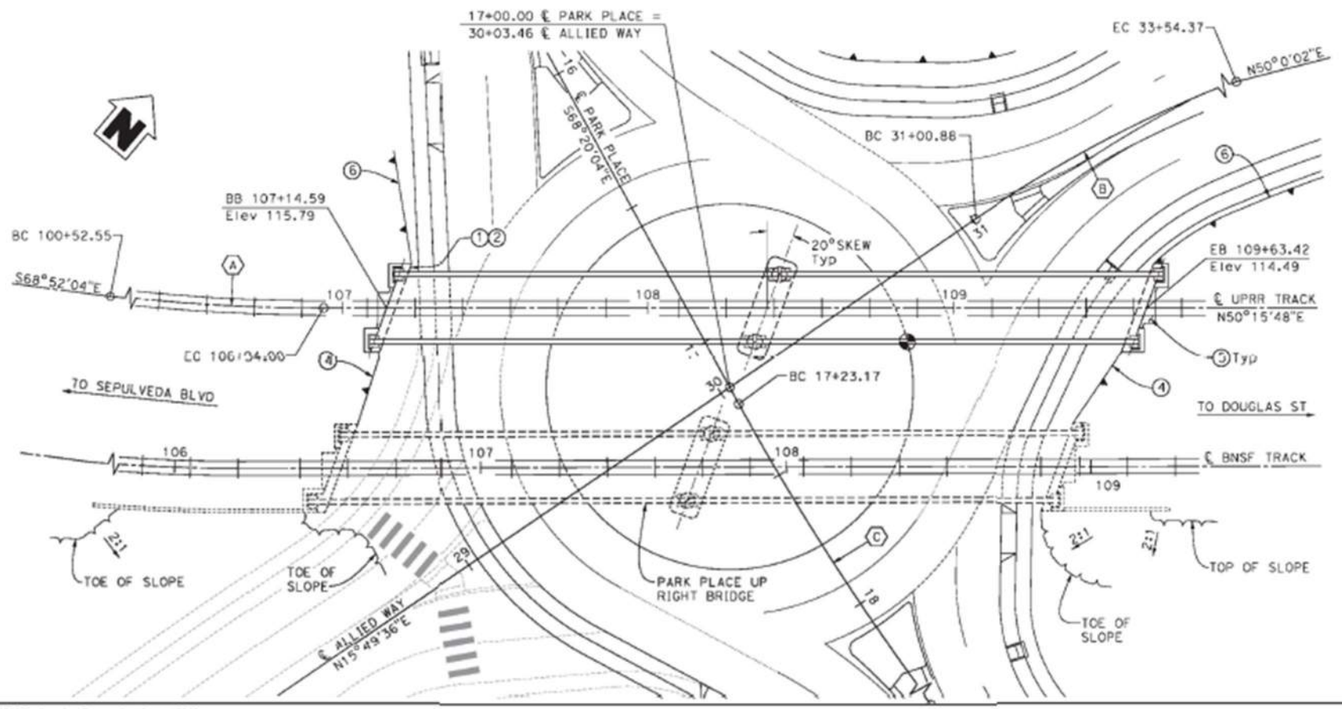
PARK PLACE EXTENSION AND GRADE SEPARATION PROJECT
ADDENDUM TO THE FINAL ENVIRONMENTAL IMPACT REPORT (EIR)

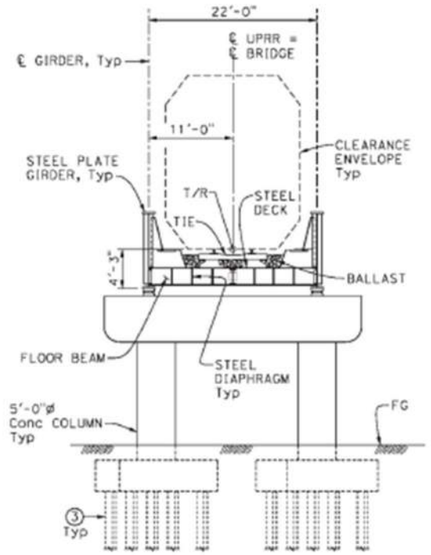
Proposed Modified Project



MIRROR ELEVATION
1" = 20'

DATE OF ESTIMATE	=	8/15/2019
STRUCTURE DEPTH	=	9'-0" Min & Var
LENGTH	=	248'-10"
WIDTH	=	22'-0"
AREA	=	5,475 SQFT
COST/SQFT INCLUDING 25% CONTINGENCY	=	$ 875
TOTAL BRIDGE COST	=	$ 4,800,00





TYPICAL SECTION
1/8" = 1'-0"

NOTES:
① Paint "Br No."
② Paint "Bridge Name"
③ Driven Steel HP Pile
④ Retaining Wall
⑤ Structure Approach Slab
⑥ Retaining Wall, See "Road Plans"
◔ Point of minimum vertical clearance

Source: NCM Engineering Corporation, August 2019.

Exhibit I

PARK PLACE EXTENSION AND GRADE SEPARATION PROJECT
ADDENDUM TO THE FINAL ENVIRONMENTAL IMPACT REPORT (EIR)
Proposed Modified Bridge Plan

02/21 | JN 181452

Page 2 of 2 Figure 4

CORE COST PROPOSAL

Summary

ATTACHMENT A

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
CONSULTANT: Moffatt & Nichol

			Moffatt & Nichol														Sub consultant labor ($)										
Task	Labor Classifications		Principal-in-Charge	Project Manager	Supervisory Engineer/ Scientist	Senior Engineer/ Scientist	Engineer/ Scientist III	Engineer/ Scientist II	Engineer/ Scientist I	Staff Engineer/ Scientist	Senior Technician	Designer	CADD II	CADD I	Project Controls/ Word Processing	General Clerical	Subtotal	Total ($) sub consultants	BKF Engineers - Survey/ROW Engineering	Costone - Paleontological Mitigation	Diaz Yourman & Associates - Geotechnical	LIN Consulting, Inc. - Traffic	Lynn Capouya, Inc. - Landscaping	Ninyo & Moore - HazMat	NOREAS - Environmental Documentation	SPEC Services - Utilities/ Potholing	Total ($) by Task	Total Amount (incl. Subs)
	Hourly Billing Rates		**$282.00**	**$282.00**	**$260.00**	**$235.00**	**$225.00**	**$195.00**	**$175.00**	**$135.00**	**$200.00**	**$183.00**	**$162.00**	**$120.00**	**$105.00**	**$94.00**												
3.1	**TASK 1 PROJECT MANAGEMENT/COORDINATION/ADMINISTRATION**																										
3.1	**PROJECT MGMT/COORDINATION & ADMIN.**		**68**	**676**	**48**	**314**	**446**	**0**	**66**	**60**	**0**	**0**	**0**	**86**	**544**	**0**	**$483,518**	**$127,093**	**$22,452**	**$0**	**$0**	**$0**	**$24,320**	**$64,578**	**$0**	**$15,743**	**$127,093**	**$610,611**
3.1-1	Project Mgmt & PM Executive Summary Plan (PMESP)		24	240	0	0	160	0	0	0	0	0	0	0	200	0	$131,448	$2,570	$0	$0	$0	$0	$0	$2,570	$0	$0	$2,570	**$134,018**
	Kramer & Federal Properties		*0*	*2*	*0*	*0*	*6*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*8*	*0*	*$2,754*	*$514*	*$0*	*$0*	*$0*	*$0*	*$0*	*$514*	*$0*	*$0*	*$514*	***$3,268***
	Nash & Park Place		*0*	*2*	*0*	*0*	*6*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*12*	*0*	*$3,174*	*$514*	*$0*	*$0*	*$0*	*$0*	*$0*	*$514*	*$0*	*$0*	*$514*	***$3,688***
3.1-2	Coordination/Meetings/Administration		16	260	0	180	180	0	0	0	0	0	0	0	160	0	$177,432	$48,531	$0	$0	$0	$0	$12,920	$23,328	$0	$12,283	$48,531	**$225,963**
	Kramer & Federal Properties		*0*	*4*	*0*	*6*	*6*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*8*	*0*	*$4,728*	*$3,400*	*$0*	*$0*	*$0*	*$0*	*$0*	*$3,400*	*$0*	*$0*	*$3,400*	***$8,128***
	Nash & Park Place		*0*	*6*	*0*	*8*	*8*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*12*	*0*	*$6,632*	*$3,400*	*$0*	*$0*	*$0*	*$0*	*$0*	*$3,400*	*$0*	*$0*	*$3,400*	***$10,032***
3.1-3	Schedules		0	40	0	0	60	0	0	60	0	0	0	0	0	0	$32,880	$10,068	$0	$0	$0	$0	$0	$7,728	$0	$2,340	$10,068	**$42,948**
	Kramer & Federal Properties		*0*	*2*	*0*	*0*	*8*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*$2,364*	*$336*	*$0*	*$0*	*$0*	*$0*	*$0*	*$336*	*$0*	*$0*	*$336*	***$2,700***
	Nash & Park Place		*0*	*2*	*0*	*0*	*12*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*$3,264*	*$336*	*$0*	*$0*	*$0*	*$0*	*$0*	*$336*	*$0*	*$0*	*$336*	***$3,600***
3.1-4	Progress Reports		8	40	0	72	0	0	0	0	0	0	0	0	48	0	$35,496	$30,292	$22,452	$0	$0	$0	$0	$6,720	$0	$1,120	$30,292	**$65,788**
	Kramer & Federal Properties		*0*	*2*	*0*	*8*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*8*	*0*	*$3,284*	*$1,344*	*$0*	*$0*	*$0*	*$0*	*$0*	*$1,344*	*$0*	*$0*	*$1,344*	***$4,628***
	Nash & Park Place		*0*	*4*	*0*	*10*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*12*	*0*	*$4,738*	*$1,344*	*$0*	*$0*	*$0*	*$0*	*$0*	*$1,344*	*$0*	*$0*	*$1,344*	***$6,082***
3.1-5	Quality Assurance/Quality Control (QA/QC) Plan		12	40	40	0	0	0	0	0	0	0	0	0	40	0	$29,264	$3,084	$0	$0	$0	$0	$0	$3,084	$0	$0	$3,084	**$32,348**
	Kramer & Federal Properties		*2*	*4*	*8*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*8*	*0*	*$4,612*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	***$4,612***
3.1-6	Public Outreach Program		6	28	0	30	0	0	66	0	0	0	0	86	28	0	$41,448	$21,360	$0	$0	$0	$0	$11,400	$9,960	$0	$0	$21,360	**$62,808**
3.2	**TASK 2 ENVIRONMENTAL DOCUMENT VERIFICATION/SUPPLEMENTAL ENVIRONMENTAL DOCUMENT SUPPORT/RIGHT OF WAY IMPACTS SUPPORT**																										
3.2	**ENVIRON DOC VERIFICATION/ SUPPLMENTAL ENVIRON DOC SUPPORT/ ROW IMPACTS SUPPORT**		**4**	**48**	**106**	**0**	**152**	**0**	**0**	**72**	**0**	**40**	**80**	**40**	**56**	**0**	**$117,104**	**$39,788**	**$0**	**$4,346**	**$0**	**$0**	**$0**	**$22,802**	**$12,640**	**$0**	**$39,788**	**$156,892**
3.2-1	Data Collection		0	8	24	0	40	0	0	40	0	0	0	0	24	0	$25,416	$18,176	$0	$0	$0	$0	$0	$18,176	$0	$0	$18,176	**$43,592**
3.2-2	Workshops		4	24	24	0	32	0	0	32	0	0	40	40	32	0	$40,296	$4,626	$0	$0	$0	$0	$0	$4,626	$0	$0	$4,626	**$44,922**
3.2-3	Supplemental Environmental Document/ Funding Application Process/Right of Way Impacts		0	16	58	0	80	0	0	0	0	40	40	0	0	0	$51,392	$16,986	$0	$4,346	$0	$0	$0	$0	$12,640	$0	$16,986	**$68,378**
3.3	**TASK 3 SITE INVESTIGATION/MAPPING/REPORTS/PHASE II SITE CHARACTERIZATION/UPRR AND BNSF CONCEPT SUBMITTAL**																										
3.3	**SITE INVESTIGATION/MAPPING/REPORTS/ PHASE II SITE CHARACTERIZATION/ UPPR & BNSF CONCEPT SUBMITTAL**		**0**	**122**	**200**	**96**	**72**	**220**	**0**	**16**	**0**	**80**	**280**	**0**	**40**	**0**	**$234,424**	**$477,649**	**$116,388**	**$0**	**$58,296**	**$0**	**$0**	**$295,759**	**$0**	**$7,206**	**$477,649**	**$712,073**
3.3-1	Field Exploration/Potholing		0	4	24	24	0	0	0	0	0	0	32	0	4	0	$18,612	$15,856	$8,650	$0	$0	$0	$0	$0	$0	$7,206	$15,856	$34,468
3.3-2	Mapping (See Exhibit "B")		0	2	24	0	24	0	0	0	0	40	0	0	0	0	$19,524	$17,642	$17,642	$0	$0	$0	$0	$0	$0	$0	$17,642	**$37,166**
3.3-3	Design Surveys		0	6	0	0	24	0	0	0	0	40	0	0	0	0	$14,412	$90,096	$90,096	$0	$0	$0	$0	$0	$0	$0	$90,096	$104,508
3.3-4	Materials/Foundation Reports or Geotechnical Requirements		0	2	16	24	0	0	0	0	0	0	8	0	4	0	$12,080	$53,926	$0	$0	$53,926	$0	$0	$0	$0	$0	$53,926	$66,006
3.3-5	Geotechnical Exploration Plan (See Exhibit "C")		0	2	12	20	0	0	0	16	0	0	8	0	4	0	$12,260	$4,370	$0	$0	$4,370	$0	$0	$0	$0	$0	$4,370	$16,630
3.3-6	**Draft Hydrology/Hydraulics Report – INCLUDED IN SUBTASK 3.4-6 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUB TASK - NO HOURS BUDGETED**																										
3.3-7	Phase I and Phase II Environmental Site Assessment (ESA) (See Exhibits "D" and "E")		0	18	0	28	0	0	0	0	0	0	0	0	28	0	$14,596	$295,759	$0	$0	$0	$0	$0	$295,759	$0	$0	$295,759	$310,355
•	*Phase I & Phase II Environmental Site Assessments*		*0*	*18*	*0*	*28*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*28*	*0*	*$14,596*	*$295,759*	*$0*	*$0*	*$0*	*$0*	*$0*	*$295,759*	*$0*	*$0*	*$295,759*	*$310,355*
	Geophysical Survey for Phase II - See ODC for Breadown		*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*	*$0*
3.3-8	**Concept Plans UPRR and BNSF (Rail 10% & Rail Bridge/Retaining Wall Type Selection) SUBMITTAL PACKAGE**		**0**	**88**	**124**	**0**	**24**	**220**	**0**	**0**	**0**	**0**	**232**	**0**	**0**	**0**	**$142,940**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$142,940**
•	Main Line, Shoofly & Yard Concept – 10 %		0	84	112	0	12	220	0	0	0	0	216	0	0	0	$133,400	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$133,400
•	Rail Bridge & Walls – Type Selection Report		0	4	12	0	12	0	0	0	0	0	16	0	0	0	$9,540	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$9,540

ATTACHMENT A

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
CONSULTANT: Moffatt & Nichol

			Moffatt & Nichol														Sub consultant labor ($)										
Task	Labor Classifications		Principal-in-Charge	Project Manager	Supervisory Engineer/ Scientist	Senior Engineer/ Scientist	Engineer/ Scientist III	Engineer/ Scientist II	Engineer/ Scientist I	Staff Engineer/ Scientist	Senior Technician	Designer	CADD II	CADD I	Project Controls/ Word Processing	General Clerical	Subtotal	Total ($) sub consultants	BKF Engineers - Survey/ROW Engineering	Costone - Paleontological Mitigation	Diaz Yourman & Associates - Geotechnical	LIN Consulting, Inc. - Traffic	Lynn Capouya, Inc. - Landscaping	Ninyo & Moore - HazMat	NOREAS - Environmental Documentation	SPEC Services - Utilities/ Potholing	Total ($) by Task	Total Amount (incl. Subs)
	Hourly Billing Rates		$282.00	$282.00	$260.00	$235.00	$225.00	$195.00	$175.00	$135.00	$200.00	$183.00	$162.00	$120.00	$105.00	$94.00												
3.4	**TASK 4 – Preliminary & 35% Roadway/Retaining Wall PS&E - 25% Rail - 30% Rail Bridge PS&E**																											
3.4	**Prelim & 35% ROADWAY/RETAINING WALL PS&E - 25% RAIL - 30% RAIL BRIDGE**		**0**	**321**	**626**	**260**	**270**	**1,072**	**420**	**320**	**172**	**316**	**1,140**	**484**	**100**	**80**	**$1,047,312**	**$292,200**	**$22,456**	**$0**	**$12,388**	**$68,790**	**$20,040**	**$29,998**	**$0**	**$138,528**	**$292,200**	**$1,339,512**
3.4-1	**Data Collection – INCLUDED IN SUBTASK 3.2-1 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																											
3.4-2	Design Standards Exceptions Memorandum		0	12	16	24	0	40	0	0	0	0	40	0	16	0	$29,144	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$29,144
3.4-3	Roadway Preliminary Plans – Geometric Drawings		0	8	24	32	60	0	0	80	0	120	0	0	0	0	$62,276	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$62,276
3.4-4	Traffic Study		0	4	16	0	0	32	0	0	0	0	24	0	8	0	$16,256	$68,790	$0	$0	$0	$68,790	$0	$0	$0	$0	$68,790	$85,046
3.4-5	Roadway, Staging, Utilities, Drainage Plans (35%)		0	28	40	60	24	40	140	0	160	0	160	0	0	60	$133,656	$16,040	$0	$0	$0	$0	$16,040	$0	$0	$0	$16,040	$149,696
3.4-6	**Hydraulics and Hydrology Report – INCLUDES & SUPERSEDES SUBTASK 3.3-6**		**0**	**8**	**0**	**8**	**40**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$13,136**	**$15,780**	**$15,780**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$15,780**	**$28,916**
	• Roadway Drainage (Review BKF)		0	4	0	4	20	0	0	0	0	0	0	0	0	0	$6,568	$10,384	$10,384	$0	$0	$0	$0	$0	$0	$0	$10,384	$16,952
	• Railroad Drainage (Review BKF)		0	4	0	4	20	0	0	0	0	0	0	0	0	0	$6,568	$5,396	$5,396	$0	$0	$0	$0	$0	$0	$0	$5,396	$11,964
3.4-7	Rail Bridge (30%) & Retaining Wall (35%) Design		0	8	148	0	86	148	200	240	12	0	360	460	0	0	$272,266	$12,388	$0	$0	$12,388	$0	$0	$0	$0	$0	$12,388	$284,654
3.4-8	Railroad Main Line, Rail yards & Shoofly Plans (UPRR 25% & BNSF 30%)		0	164	208	0	0	460	0	0	0	0	320	0	0	0	$241,868	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$241,868
3.4-9	Project Cost & Specifications		0	5	28	24	0	44	0	0	0	12	0	0	16	0	$26,786	$4,000	$0	$0	$0	$0	$4,000	$0	$0	$0	$4,000	$30,786
3.4-10A	**Utility Improvements (Relocate existing utilities, coordinate location of new utilities to serve future developments adjacent to the project area.) (See Exhibit "E")**		**0**	**32**	**72**	**88**	**0**	**204**	**0**	**0**	**0**	**120**	**144**	**0**	**48**	**0**	**$138,532**	**$19,516**	**$6,676**	**$0**	**$0**	**$0**	**$0**	**$4,072**	**$0**	**$8,768**	**$19,516**	**$158,048**
	• Utility Study & Matrix		0	8	24	0	0	0	0	0	0	0	40	0	0	0	$14,976	$3,400	$0	$0	$0	$0	$0	$2,036	$0	$1,364	$3,400	$18,376
	• City Owned Utilities (water, sewer & storm drain)		0	16	32	64	0	140	0	0	0	80	80	0	24	0	$85,292	$8,712	$6,676	$0	$0	$0	$0	$2,036	$0	$0	$8,712	$94,004
	• Coordinate Non-City Owned		0	8	16	24	0	64	0	0	0	40	24	0	24	0	$38,264	$7,404	$0	$0	$0	$0	$0	$0	$0	$7,404	$7,404	$45,668
3.4-10B	**(8", 16" and 20") Petroleum Line Relocation (Exhibit E)**		**0**	**18**	**42**	**0**	**0**	**60**	**0**	**0**	**0**	**0**	**52**	**0**	**0**	**12**	**$37,248**	**$150,230**	**$0**	**$0**	**$0**	**$0**	**$0**	**$20,470**	**$0**	**$129,760**	**$150,230**	**$187,478**
	• 35% Design (Conceptual)		0	6	10	0	0	16	0	0	0	0	16	0	0	0	$10,004	$36,418	$0	$0	$0	$0	$0	$1,866	$0	$34,552	$36,418	$46,422
	• 65% Design		0	4	8	0	0	16	0	0	0	0	16	0	0	0	$8,920	$44,174	$0	$0	$0	$0	$0	$1,866	$0	$42,308	$44,174	$53,094
	• 100% Design		0	2	8	0	0	12	0	0	0	0	12	0	0	0	$6,928	$32,924	$0	$0	$0	$0	$0	$0	$0	$32,924	$32,924	$39,852
	• Final Camera-Ready Design		0	2	6	0	0	8	0	0	0	0	8	0	0	0	$4,980	$5,490	$0	$0	$0	$0	$0	$0	$0	$5,490	$5,490	$10,470
	• Cost Estimate & Specifications		0	2	6	0	0	8	0	0	0	0	0	0	0	12	$4,812	$15,660	$0	$0	$0	$0	$0	$1,174	$0	$14,486	$15,660	$20,472
	• Geophysical Survey of Petroleum Pipelines		0	2	4	0	0	0	0	0	0	0	0	0	0	0	$1,604	$15,564	$0	$0	$0	$0	$0	$15,564	$0	$0	$15,564	$17,168
3.4-11	**Water Quality Management Plan & BMP Plans (WQMP)**		**0**	**14**	**0**	**0**	**40**	**0**	**64**	**0**	**0**	**40**	**0**	**0**	**12**	**0**	**$32,728**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$32,728**
	• Update WQMP Report		0	8	0	0	24	0	40	0	0	16	0	0	12	0	$18,844	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$18,844
	• Update Storm Water Pollution Control/BMP Plans		0	6	0	0	16	0	24	0	0	24	0	0	0	0	$13,884	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$13,884
3.4-12	**Pump Station Plans – EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																											
3.4-13	**Valuation Analysis Study - EXCLUDED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																											
3.4-14	**INCLUDED in TASK 3.3-7 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																											
3.4-15	**35% Roadway / Retaining Wall – UPRR & BNSF 25% Rail 30% Rail Bridge PS&E SUBMITTAL PACKAGE**		**0**	**16**	**32**	**20**	**0**	**44**	**16**	**0**	**0**	**24**	**40**	**24**	**0**	**8**	**$43,416**	**$5,456**	**$0**	**$0**	**$0**	**$0**	**$0**	**$5,456**	**$0**	**$0**	**$5,456**	**$48,872**
	• Plan Submittal Package		0	8	24	20	0	36	16	0	0	24	40	24	0	8	$37,520	$5,456	$0	$0	$0	$0	$0	$5,456	$0	$0	$5,456	$42,976
	• Field Review Meeting		0	8	8	0	0	8	0	0	0	0	0	0	0	0	$5,896	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$5,896

ATTACHMENT A

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
CONSULTANT: Moffatt & Nichol

			Moffatt & Nichol														Sub consultant labor ($)										
Task	Labor Classifications		Principal-in-Charge	Project Manager	Supervisory Engineer/ Scientist	Senior Engineer/ Scientist	Engineer/ Scientist III	Engineer/ Scientist II	Engineer/ Scientist I	Staff Engineer/ Scientist	Senior Technician	Designer	CADD II	CADD I	Project Controls/ Word Processing	General Clerical	Subtotal	Total ($) sub consultants	BKF Engineers - Survey/ROW Engineering	Costone - Paleontological Mitigation	Diaz Yourman & Associates - Geotechnical	LIN Consulting, Inc. - Traffic	Lynn Capouya, Inc. - Landscaping	Ninyo & Moore - HazMat	NOREAS - Environmental Documentation	SPEC Services - Utilities/ Potholing	Total ($) by Task	Total Amount (incl. Subs)
	Hourly Billing Rates		$282.00	$282.00	$260.00	$235.00	$225.00	$195.00	$175.00	$135.00	$200.00	$183.00	$162.00	$120.00	$105.00	$94.00												
3.5	**TASK 5 – 65% ROADWAY/RETAINING WALL 30% RAIL & 60% RAIL BRIDGE PS&E**																											
3.5	**65 % ROADWAY/RETAINING WALL - 30% RAIL & 60% RAIL BRIDGE PS&E**		**0**	**456**	**742**	**544**	**476**	**1,312**	**924**	**808**	**0**	**544**	**1,064**	**840**	**152**	**132**	**$1,484,160**	**$502,673**	**$146,100**	**$0**	**$124,805**	**$101,790**	**$34,090**	**$90,432**	**$0**	**$5,456**	**$502,673**	**$1,986,833**
3.5-1	Roadway Plans		0	40	60	80	100	0	240	320	0	260	260	0	0	124	$254,736	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$254,736
3.5-2	**Drainage Plans**		**0**	**16**	**0**	**40**	**64**	**0**	**120**	**0**	**0**	**0**	**0**	**0**	**12**	**0**	**$50,572**	**$5,396**	**$5,396**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$5,396**	**$55,968**
•	Update H&H Report (Review by M&N)		0	4	0	16	24	0	0	0	0	0	0	0	12	0	$11,548	$5,396	$5,396	$0	$0	$0	$0	$0	$0	$0	$5,396	$16,944
•	Drainage Plans (Local Street Drainage)		0	12	0	24	40	0	120	0	0	0	0	0	0	0	$39,024	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$39,024
3.5-3	**Utility Plans**		**0**	**40**	**0**	**120**	**0**	**160**	**0**	**0**	**0**	**140**	**0**	**0**	**16**	**0**	**$97,980**	**$16,252**	**$7,396**	**$0**	**$0**	**$0**	**$0**	**$3,400**	**$0**	**$5,456**	**$16,252**	**$114,232**
•	City Owned Utilities (water, sewer & storm. drain)		0	24	0	80	0	160	0	0	0	120	0	0	0	0	$78,728	$10,796	$7,396	$0	$0	$0	$0	$3,400	$0	$0	$10,796	$89,524
•	Coordinate Non-City Owned		0	16	0	40	0	0	0	0	0	20	0	0	16	0	$19,252	$5,456	$0	$0	$0	$0	$0	$0	$0	$5,456	$5,456	$24,708
3.5-4	**Pump Station Plans EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																											
3.5-5	Stage Construction, Traffic Handling, Detour Plans, and Transportation Management Plan (TMP)		0	4	16	40	0	60	0	0	0	60	0	60	0	0	$44,568	$59,295	$0	$0	$0	$59,295	$0	$0	$0	$0	$59,295	$103,863
3.5-6	**Pavement Delineation and Haul Route Plans EXCLUDED - SEE OPTIONAL SERVICES TASK 3.7-8 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																											
3.5-7	Sign Plans		0	2	6	0	0	12	0	0	0	16	0	24	0	0	$10,272	$10,630	$0	$0	$0	$10,630	$0	$0	$0	$0	$10,630	$20,902
3.5-8	Traffic, Signaling, and Street Lighting		0	2	8	0	16	0	0	0	0	16	0	0	0	0	$9,172	$23,585	$0	$0	$0	$23,585	$0	$0	$0	$0	$23,585	$32,757
3.5-9	Planting and Irrigation Plans (See Exhibit "G")		0	2	8	16	0	0	0	0	0	8	0	16	0	0	$9,788	$30,090	$0	$0	$0	$0	$30,090	$0	$0	$0	$30,090	$39,878
3.5-10	**Right-of-Way (R/W) Engineering Service**		**0**	**24**	**40**	**16**	**0**	**0**	**0**	**0**	**0**	**32**	**48**	**0**	**8**	**0**	**$35,400**	**$133,308**	**$133,308**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$133,308**	**$168,708**
•	Perform Land Net Recovery and Field Ties		0	2	0	0	0	0	0	0	0	8	0	0	0	0	$2,028	$36,028	$36,028	$0	$0	$0	$0	$0	$0	$0	$36,028	$38,056
•	Prepare Land Net Map "Before Condition" Record of Survey		0	2	0	0	0	0	0	0	0	0	0	0	0	0	$2,028	$20,764	$20,764	$0	$0	$0	$0	$0	$0	$0	$20,764	$22,792
•	Perform Monument Perpetuation Surveys		0	0	0	0	0	0	0	0	0	8	0	0	0	0	$1,464	$24,732	$24,732	$0	$0	$0	$0	$0	$0	$0	$24,732	$26,196
•	Prepare Right of Way Maps		0	4	12	0	0	0	0	0	0	8	0	0	0	0	$5,712	$25,692	$25,692	$0	$0	$0	$0	$0	$0	$0	$25,692	$31,404
•	Prepare Permanent Easement, and Temporary Easement Legal Description and Plats		0	8	12	16	0	0	0	0	0	0	24	0	0	0	$13,024	$13,440	$13,440	$0	$0	$0	$0	$0	$0	$0	$13,440	$26,464
•	Prepare Utility Legal Description and Plats		0	8	16	0	0	0	0	0	0	0	24	0	8	0	$11,144	$12,652	$12,652	$0	$0	$0	$0	$0	$0	$0	$12,652	$23,796
3.5-11	**Geotechnical and Foundation Reports**		**0**	**4**	**16**	**24**	**0**	**32**	**0**	**0**	**0**	**0**	**0**	**8**	**0**	**0**	**$18,008**	**$115,662**	**$0**	**$0**	**$115,662**	**$0**	**$0**	**$0**	**$0**	**$0**	**$115,662**	**$133,670**
•	Geotechnical Design Report (GDR)		0	2	8	12	0	16	0	0	0	0	0	4	0	0	$9,004	$45,101	$0	$0	$45,101	$0	$0	$0	$0	$0	$45,101	$54,105
•	Foundation Report (FDR)		0	2	8	12	0	16	0	0	0	0	0	4	0	0	$9,004	$70,561	$0	$0	$70,561	$0	$0	$0	$0	$0	$70,561	$79,565
3.5-12	**Rail Bridge Plans (60%)**		**0**	**0**	**160**	**140**	**0**	**300**	**280**	**320**	**0**	**0**	**160**	**400**	**0**	**0**	**$299,120**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$299,120**
•	Bridge Plans		0	0	160	80	0	240	240	320	0	0	160	400	0	0	$266,320	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$266,320
•	Independent Review		0	0	0	60	0	60	40	0	0	0	0	0	0	0	$32,800	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$32,800
3.5-13	**Retaining Wall Plans (65%)**		**0**	**0**	**44**	**12**	**40**	**104**	**164**	**168**	**0**	**0**	**120**	**220**	**0**	**0**	**$140,760**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$140,760**
•	Wall Plans		0	0	36	12	32	80	140	168	0	0	120	220	0	0	$128,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$128,000
•	Independent Review		0	0	8	0	8	24	24	0	0	0	0	0	0	0	$12,760	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$12,760
3.5-14	**Railroad Main Line, Shoofly & Yard Plans (UPRR 30% & BNSF 60%)**		**0**	**160**	**160**	**0**	**0**	**420**	**0**	**0**	**0**	**0**	**420**	**0**	**0**	**0**	**$236,660**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$236,660**
•	Main Line Plans		0	160	160	0	0	420	0	0	0	0	420	0	0	0	$236,660	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$236,660
3.5-15	**Water Quality Management Plan & BMP Plans (WQMP)**		**0**	**10**	**0**	**0**	**64**	**0**	**120**	**0**	**0**	**0**	**0**	**0**	**16**	**0**	**$39,900**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$39,900**
•	Update WQMP Report		0	8	0	0	40	0	80	0	0	0	0	0	16	0	$26,936	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$26,936
•	Update Storm Water Pollution Control/BMP Plans		0	2	0	0	24	0	40	0	0	0	0	0	0	0	$12,964	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$12,964
3.5-16	**Permit Applications, Agreements and CPUC Application**		**0**	**132**	**148**	**0**	**80**	**200**	**0**	**0**	**0**	**0**	**0**	**120**	**60**	**0**	**153,404**	**85,039**	**0**	**0**	**9,143**	**0**	**0**	**75,896**	**0**	**0**	**$85,039**	**$238,443**
•	UPRR and BNSF Encroachment Permit		0	2	8	0	16	0	0	0	0	0	0	0	16	0	$7,924	$16,845	$0	$0	$5,709	$0	$0	$11,136	$0	$0	$16,845	$24,769
•	City Encroachment Permit		0	2	8	0	16	0	0	0	0	0	0	0	8	0	$7,084	$1,717	$0	$0	$1,717	$0	$0	$0	$0	$0	$1,717	$8,801
•	County Encroachment Permit		0	2	8	0	16	0	0	0	0	0	0	0	8	0	$7,084	$12,853	$0	$0	$1,717	$0	$0	$11,136	$0	$0	$12,853	$19,937
•	Regional Water Quality Control Board		0	2	8	0	16	0	0	0	0	0	0	0	16	0	$7,924	$20,216	$0	$0	$0	$0	$0	$20,216	$0	$0	$20,216	$28,140
•	"Order to Construct" for PUC Authorization		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	$11,136	$0	$0	$0	$0	$0	$11,136	$0	$0	$11,136	$11,136
•	Other Permits		0	4	16	0	16	0	0	0	0	0	0	0	12	0	$10,148	$11,136	$0	$0	$0	$0	$0	$11,136	$0	$0	$11,136	$21,284
•	Support Preparation of Construction and Maintenance Agreement		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	$11,136	$0	$0	$0	$0	$0	$11,136	$0	$0	$11,136	$11,136
•	CPUC Coordination and Application Assistance		0	40	60	0	0	120	0	0	0	0	0	80	0	0	$59,880	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$59,880
•	Agreements Assistance (BNSF, UPRR [Chevron if needed])		0	80	40	0	0	80	0	0	0	0	0	40	0	0	$53,360	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$53,360
3.5-17	Project Cost & Specifications (Update)		0	16	46	32	76	0	0	0	0	0	0	0	32	8	$45,204	$23,416	$0	$0	$0	$8,280	$4,000	$11,136	$0	$0	$23,416	$68,620
3.5-18	**Phase II Environmental Site Assessment INCLUDED in TASK 3.3-7 NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																											
3.5-19	**65% Roadway / Retaining Wall 30% Rail & 60% Rail Bridge PS&E SUBMITTAL PACKAGE**		**0**	**4**	**30**	**24**	**36**	**24**	**0**	**0**	**0**	**12**	**56**	**0**	**0**	**0**	**$38,616**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$38,616**
•	Bridge plans and calculations including superstructure and substructure details, bearing details, deck and waterproofing details		0	4	26	24	36	16	0	0	0	12	44	0	0	0	$34,072	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$34,072
•	Shoofly & yard design plans and alignment data		0	0	1	0	0	2	0	0	0	0	4	0	0	0	$1,298	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,298
•	Main Line design plans and alignment data		0	0	1	0	0	2	0	0	0	0	4	0	0	0	$1,298	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,298
•	Construction phasing plans		0	0	2	0	0	4	0	0	0	0	4	0	0	0	$1,948	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,948

ATTACHMENT A

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
CONSULTANT: Moffatt & Nichol

			Moffatt & Nichol														Sub consultant labor ($)										
Task	Labor Classifications		Principal-in-Charge	Project Manager	Supervisory Engineer/ Scientist	Senior Engineer/ Scientist	Engineer/ Scientist III	Engineer/ Scientist II	Engineer/ Scientist I	Staff Engineer/ Scientist	Senior Technician	Designer	CADD II	CADD I	Project Controls/ Word Processing	General Clerical	Subtotal	Total ($) sub consultants	BKF Engineers - Survey/ROW Engineering	Costone - Paleontological Mitigation	Diaz Yourman & Associates - Geotechnical	LIN Consulting, Inc. - Traffic	Lynn Capouya, Inc. - Landscaping	Ninyo & Moore - HazMat	NOREAS - Environmental Documentation	SPEC Services - Utilities/ Potholing	Total ($) by Task	Total Amount (incl. Subs)
	Hourly Billing Rates		$282.00	$282.00	$260.00	$235.00	$225.00	$195.00	$175.00	$135.00	$200.00	$183.00	$162.00	$120.00	$105.00	$94.00												
3.6	TASK 6 - 100% Roadway/Retaining Wall - 90% Rail & Rail Bridge PS&E																											
3.6	100 % ROADWAY/RETAINING WALL/RAIL & 90% RAIL BRIDGE PS&E		0	246	684	374	408	1,192	820	660	140	268	1,516	920	188	0	$1,344,718	$126,747	$9,888	$0	$12,141	$68,498	$36,220	$0	$0	$0	$126,747	$1,471,465
3.6-1	**Roadway & etc. (100%)**		**0**	**64**	**92**	**184**	**224**	**80**	**340**	**0**	**80**	**220**	**332**	**120**	**92**	**0**	**$344,812**	**$77,247**	**$5,584**	**$0**	**$0**	**$45,443**	**$26,220**	**$0**	**$0**	**$0**	**$77,247**	**$422,059**
	• Roadway		0	16	40	72	80	0	120	0	0	160	200	120	60	0	$153,212	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$153,212
	• Utilities (sewer, water, drainage etc.)		0	24	16	56	60	80	140	0	80	60	60	0	0	0	$114,388	$5,584	$5,584	$0	$0	$0	$0	$0	$0	$0	$5,584	$119,972
	• Traffic		0	8	12	12	12	0	0	0	0	0	24	0	0	0	$14,784	$39,233	$0	$0	$0	$39,233	$0	$0	$0	$0	$39,233	$54,017
	• Landscape & Irrigation		0	8	12	12	12	0	0	0	0	0	16	0	0	0	$13,488	$22,820	$0	$0	$0	$0	$22,820	$0	$0	$0	$22,820	$36,308
	• Cost Estimate & Specs		0	8	12	32	60	0	80	0	0	0	32	0	32	0	$48,940	$9,610	$0	$0	$0	$6,210	$3,400	$0	$0	$0	$9,610	$58,550
3.6-2	**Retaining Wall Plans (100%)**		**0**	**0**	**44**	**44**	**0**	**80**	**120**	**224**	**0**	**0**	**160**	**200**	**0**	**0**	**$138,540**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$138,540**
	• Wall Plans		0	0	32	32	0	80	120	200	0	0	160	200	0	0	$129,360	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$129,360
	• Cost Estimate & Specs		0	0	12	12	0	0	0	24	0	0	0	0	0	0	$9,180	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$9,180
3.6-3	Construction Schedule		0	12	40	40	0	0	0	0	0	0	0	0	16	0	$24,864	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$24,864
3.6-4	Utility Easements and ROW Update		0	4	12	0	16	0	0	0	0	16	0	0	0	0	$10,776	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$10,776
3.6-5	**UPRR and BNSF Rail & Bridge Plans (90%)**		**0**	**96**	**268**	**40**	**80**	**692**	**240**	**320**	**0**	**0**	**640**	**400**	**0**	**0**	**$495,972**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$495,972**
	• Main Line & Shoofly & Yard Plans		0	80	120	0	0	400	0	0	0	0	480	0	0	0	$209,520	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$209,520
	• Bridge Plans		0	0	120	40	80	240	240	320	0	0	160	400	0	0	$264,520	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$264,520
	• Cost Estimate & Specs		0	16	28	0	0	52	0	0	0	0	0	0	0	0	$21,932	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$21,932
3.6-5a	**100% Roadway / Retaining Wall – UPRR & BNSF 90% Rail & Rail Bridge PS&E SUBMITTAL PACKAGE**		**0**	**6**	**12**	**12**	**0**	**8**	**0**	**12**	**0**	**0**	**28**	**0**	**16**	**0**	**$17,028**	**$12,141**	**$0**	**$0**	**$12,141**	**$0**	**$0**	**$0**	**$0**	**$0**	**$12,141**	**$29,169**
	• Compile & Submit		0	6	12	12	0	8	0	12	0	0	28	0	16	0	$17,028	$12,141	$0	$0	$12,141	$0	$0	$0	$0	$0	$12,141	$29,169
3.6-6	**Final (Camera Ready) Roadway/Retaining Wall – UPRR & BNSF 100% PS&E Documents & SUBMITTAL PACKAGE**		**0**	**52**	**194**	**38**	**48**	**308**	**120**	**104**	**60**	**32**	**356**	**200**	**24**	**0**	**$281,982**	**$37,359**	**$4,304**	**$0**	**$0**	**$23,055**	**$10,000**	**$0**	**$0**	**$0**	**$37,359**	**$319,341**
	• Roadway		0	2	12	12	24	0	32	0	60	0	40	0	24	0	$38,504	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$38,504
	• Utilities (sewer, water, drainage etc.)		0	8	6	18	8	32	48	0	0	32	12	0	0	0	$32,286	$4,304	$4,304	$0	$0	$0	$0	$0	$0	$0	$4,304	$36,590
	• Traffic		0	2	4	4	0	0	8	0	0	0	12	0	0	0	$5,888	$19,950	$0	$0	$0	$19,950	$0	$0	$0	$0	$19,950	$25,838
	• Landscape & Irrigation		0	2	4	4	0	0	8	0	0	0	12	0	0	0	$5,888	$10,000	$0	$0	$0	$0	$10,000	$0	$0	$0	$10,000	$15,888
	• Main Line, Shoofly & Yard Plans		0	30	80	0	0	140	0	0	0	0	200	0	0	0	$88,960	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$88,960
	• Bridge Plans		0	0	48	0	16	96	24	104	0	0	80	200	0	0	$90,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$90,000
	• Cost Estimate & Specs		0	8	40	0	0	40	0	0	0	0	0	0	0	0	$20,456	$3,105	$0	$0	$0	$3,105	$0	$0	$0	$0	$3,105	$23,561
3.6-7	Construction Manager File		0	12	22	16	40	24	0	0	0	0	0	0	40	0	$30,744	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$30,744
	Total Hours		72	1,869	2,406	1,588	1,824	3,796	2,230	1,936	312	1,248	4,080	2,370	1,080	212	$4,711,236											
	Loaded Billing Rates ($/hr.)		$282.00	$282.00	$260.00	$235.00	$225.00	$195.00	$175.00	$135.00	$200.00	$183.00	$162.00	$120.00	$105.00	$94.00												
	Extended Amounts		$20,304	$527,058	$625,560	$373,180	$410,400	$740,220	$390,250	$261,360	$62,400	$228,384	$660,960	$284,400	$113,400	$19,928	$4,711,236	$1,566,150	$317,284	$4,346	$207,630	$239,078	$114,670	$503,569	$12,640	$166,933	$	6,277,386

		ODCs				
Attachment A - Core Services	Labor	General	Kramer & Federal Specific	Nash & Park Place Specific	TOTAL	Percent
MOFFATT & NICHOL	$4,711,236	$27,364	$0	$0	$4,738,600	68.88%
Sub consultants:						
BKF Engineers Survey/ROW Engineering	$317,284	$88,488	$0	$0	$405,772	5.90%
Cogstone Paleontological Mitigation	$4,346	$0	$0	$0	$4,346	0.06%
Diaz-Yourman Geotech	$207,630	$204,842	$0	$0	$412,472	6.00%
LIN Consulting Traffic	$239,078	$6,500	$0	$0	$245,578	3.57%
Capouya Landscape	$114,670	$5,000	$0	$0	$119,670	1.74%
Ninyo & Moore HazMat	$503,569	$210,948	$1,736	$1,736	$717,989	10.44%
NOREAS	$12,640	$0	$0	$0	$12,640	0.18%
Spec Services	$166,933	$55,515	$0	$0	$222,448	3.23%
Subtotal Attachment A - Core Services	**$6,277,386**	**$598,657**	**$1,736**	**$1,736**	**$6,879,514**	**100.00%**
Subtotal Attachment B - Optional Services*	**$239,230**	**$152,427**	**$7,098**	**$7,098**	**$405,853**	
TOTAL ATTACHMENTS A & B	**$6,516,616**	**$751,084**	**$8,834**	**$8,834**	**$7,285,367**	

**See Attachment B for detailed fees*

Detailed Back-Up

CITY OF EL SEGUNDO
ATTACHMENT "A"
Moffatt & Nichol
Detailed ODCs

Park Place Extension - Final Engineering & Design Services

	Estimate	units	$/unit	Total
Printing/Graphics				
Color Plots - outside service	500	sheets	$ 10.00	$5,000.00
Graphics for reports	37	LS	$ 200.00	$7,400.00
Color Xerox	1,700	sheets	$ 1.00	$1,700.00
Printing of Reports (8.5x11)	12,500	sheets	$ 0.10	$1,250.00
Printing of Reports (11x17)	1,800	sheets	$ 0.20	$360.00
Special Prints (Full size mylars)	200	drawings	$ 5.00	$1,000.00
Misc. Outside Printing/Plotting	1	LS	$ 1,434.00	$1,434.00
Other (SPECIFY):				**$9,220.00**
Railroad Protective Insurance	1	LS	$ 7,000.00	$7,000.00
e-rail Saftey Training	6	EA	$ 370.00	$2,220.00
			TOTAL ODC =	**$27,364.00**

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: BKF Engineers

			BKF Engineers														
Task	**Labor Classifications**		**Surveying Principal**	**Surveying Associate**	**Survey Manager**	**Project Surveyor**	**Staff Surveyor**	**Drafter 2**	**Party Chief (field)**	**Chainman (field)**	**Engineering Principal**	**Sr. Project Engineer**	**Project Engineer**	**Design Engineer**			**Subtotal**
	Hourly Billing Rates		**$251**	**$219**	**$197**	**$160**	**$140**	**$114**	**$182**	**$117**	**$251**	**$218**	**$160**	**$140**			
3.1	**TASK 1 PROJECT MANAGEMENT/COORDINATION/ADMINISTRATION**																
3.1	**PROJECT MGMT/COORDINATION & ADMIN.**		**12**	**24**	**72**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**			**$22,452**
3.1-1	Project Management Plan																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-2	Coordination/Meetings/Administration																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-3	Schedules																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-4	Progress Reports		12	24	72												$22,452
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-5	Quality Assurance/Quality Control (QA/QC) Plan																
	Kramer & Federal Properties																
3.1-6	Public Outreach Program																
	Kramer & Federal Properties																
3.2	**TASK 2 ENVIRONMENTAL DOCUMENT VERIFICATION/SUPPLEMENTAL ENVIRONMENTAL DOCUMENT SUPPORT/RIGHT OF WAY IMPACTS SUPPORT**																
3.2	**ENVIRON DOC VERIFICATION/ SUPPLMENTAL ENVIRON DOC SUPPORT/ ROW IMPACTS SUPPORT**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**			**$0**
3.2-1	Data Collection																
3.2-2	Workshops																
3.2-3	Supplemental Environmental Document/ Funding Application Process/Right of Way Impacts																
3.3	**TASK 3 SITE INVESTIGATION/MAPPING/REPORTS/PHASE II SITE CHARACTERIZATION/UPRR AND BNSF CONCEPT SUBMITTAL**																
3.3	**SITE INVESTIGATION/MAPPING/REPORTS/ PHASE II SITE CHARACTERIZATION/ UPPR & BNSF CONCEPT SUBMITTAL**		**12**	**20**	**48**	**72**	**40**	**104**	**236**	**236**	**0**	**0**	**0**	**0**			**$116,388**
3.3-1	Field Exploration/Potholing		2	4	8			8	16	16							$8,650
3.3-2	Mapping		2	4	8	32			32	32							$17,642
3.3-3	Design Surveys		8	12	32	40	40	96	188	188							$90,096
3.3-4	Materials/Foundation Reports or Geotechnical Requirements																
3.3-5	Geotechnical Exploration Plan																
3.3-6	**Draft Hydrology/Hydraulics Report – INCLUDED IN SUBTASK 3.4-6 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUB TASK - NO HOURS BUDGETED**																
3.3-7	Phase I and Phase II Environmental Site Assessment (ESA) (See Exhibits "D" and "E")																
	Kramer & Federal Properties																
	Nash & Park Place																
	Geophysical Survey for Phase II - See ODC for Breadown																
3.3-8	**Concept Plans UPRR and BNSF (Rail 10% & Rail Bridge/Retaining Wall Type Selection) SUBMITTAL**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**			
	• Main Line, Shoofly & Yard Concept – 10 %																
	• Rail Bridge & Walls – Type Selection Report																
3.4	**TASK 4 – Preliminary & 35% Roadway/Retaining Wall PS&E - 25% Rail - 30% Rail Bridge PS&E**																
3.4	**Prelim & 35% ROADWAY/RETAINING WALL PS&E - 25% RAIL - 30% RAIL BRIDGE**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**12**	**96**	**32**			**$22,456**
3.4-1	**Data Collection – INCLUDED IN SUBTASK 3.2-1 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-2	Design Standards Exceptions Memorandum																
3.4-3	Roadway Preliminary Plans – Geometric Drawings																
3.4-4	Traffic Study																
3.4-5	Roadway, Staging, Utilities, Drainage Plans (35%)																
3.4-6	**Hydraulics and Hydrology Report – INCLUDES & SUPERSEDES SUBTASK 3.3-6**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**10**	**64**	**24**			**$15,780**
	• Roadway Drainage											8	40	16			$10,384
	• Railroad Drainage											2	24	8			$5,396
3.4-7	Rail Bridge (30%) & Retaining Wall (35%) Design																
3.4-8	Railroad Main Line, Shoofly Plans & Yard (25%)																
3.4-9	Project Cost & Specifications																
3.4-10A	**Utility Improvements (Relocate existing utilities, design or coordinate design of new utilities to serve the project area.)**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**32**	**8**			**$6,676**
	• Utility Study & Matrix																
	• City Owned Utilities (water, sewer & storm drain)											2	32	8			$6,676
	• Coordinate Non-City Owned																
3.4-10B	**(8", 16" and 20") Petroleum Line Relocation (Exhibit E)**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**			
	• 35% Design (Conceptual)																
	• 65% Design																
	• 100% Design																
	• Final Camera-Ready Design																
	• Cost Estimate & Specifications																
	• Geophysical Survey of Petroleum Pipelines																

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: BKF Engineers

			BKF Engineers													
Task	Labor Classifications		Surveying Principal	Surveying Associate	Survey Manager	Project Surveyor	Staff Surveyor	Drafter 2	Party Chief (field)	Chainman (field)	Engineering Principal	Sr. Project Engineer	Project Engineer	Design Engineer			Subtotal
	Hourly Billing Rates		$251	$219	$197	$160	$140	$114	$182	$117	$251	$218	$160	$140			
3.4-11	**Water Quality Management Plan & BMP Plans (WQMP)**		0	0	0	0	0	0	0	0	0	0	0	0			
	• Update WQMP Report																
	• Update Storm Water Pollution Control/BMP Plans																
3.4-12	**Pump Station Plans – EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-13	Valuation Analysis Study																
3.4-14	**Phase II Environmental Site Assessment INCLUDED in TASK 3.3-7 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-15	**35% Roadway / Retaining Wall – UPRR & BNSF 25% Rail – 30% Rail Bridge PS&E SUBMITTAL PACKAGE**		0	0	0	0	0	0	0	0	0	0	0	0			
	• Plan Submittal Package																
	• Field Review Meeting																
3.5	**TASK 5 – 65% ROADWAY/RETAINING WALL 30% RAIL & 60% RAIL BRIDGE PS&E**																
3.5	**65 % ROADWAY/RETAINING WALL - 30% RAIL & 60% RAIL BRIDGE PS&E**		32	56	100	148	224	0	128	128	0	4	64	12			$146,100
3.5-1	Roadway Plans																
3.5-2	**Drainage Plans**		0	0	0	0	0	0	0	0	0	2	24	8			$5,396
	• Update H&H Report											2	24	8			$5,396
	• Drainage Plans																
3.5-3	**Utility Plans**		0	0	0	0	0	0	0	0	0	2	40	4			$7,396
	• City Owned Utilities (water, sewer & storm. drain)											2	40	4			$7,396
	• Coordinate Non-City Owned																
3.5-4	**Pump Station Plans EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-5	Stage Construction, Traffic Handling, Detour Plans, and Transportation Management Plan (TMP)																
3.5-6	**Pavement Delineation and Haul Route Plans EXCLUDED - SEE OPTIONAL SERVICES TASK 3.7-8 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-7	Sign Plans																
3.5-8	Traffic, Signaling, and Street Lighting																
3.5-9	Planting and Irrigation Plans																
3.5-10	**Right-of-Way (R/W) Engineering Service**		32	56	100	148	224	0	128	128	0	0	0	0			$133,308
	• Perform Land Net Recovery and Field Ties		8	12	24	20	48	0	56	56							$36,028
	• Prepare Land Net Map "Before Condition" Record of Survey		4	8	16	20	32	0	24	24							$20,764
	• Perform Monument Perpetuation Surveys		4	8	24	20	32	0	32	32							$24,732
	• Prepare Right of Way Maps		8	12	16	40	48	0	16	16							$25,692
	• Prepare Permanent Easement, and Temporary Easement Legal Description and Plats		4	8	12	24	32	0	0	0							$13,440
	• Prepare Utility Legal Description and Plats		4	8	8	24	32		0	0							$12,652
3.5-11	**Geotechnical and Foundation Reports**		0	0	0	0	0	0	0	0	0	0	0	0			
	• Geotechnical Design Report (GDR)																
	• Foundation Report (FDR)																
3.5-12	**Rail Bridge Plans (60%)**		0	0	0	0	0	0	0	0	0	0	0	0			
	• Bridge Plans																
	• Independent Review																
3.5-13	**Retaining Wall Plans (65%)**		0	0	0	0	0	0	0	0	0	0	0	0			
	• Wall Plans																
	• Independent Review																
3.5-14	**Railroad Main Line, Shoofly & Yard Plans (30%)**		0	0	0	0	0	0	0	0	0	0	0	0			
	• Shoofly & Yard Plans																
	• Main Line Plans																
3.5-15	**Water Quality Management Plan & BMP Plans (WQMP)**		0	0	0	0	0	0	0	0	0	0	0	0			
	• Update WQMP Report																
	• Update Storm Water Pollution Control/BMP Plans																
3.5-16	**Permit Applications, Agreements and CPUC Application**		0	0	0	0	0	0	0	0	0	0	0	0			
	• UPRR and BNSF Encroachment Permit																
	• City Encroachment Permit																
	• County Encroachment Permit																
	• Regional Water Quality Control Board																
	• "Order to Construct" for PUC Authorization																
	• Other Permits																
	• Support Preparation of Construction and Maintenance Agreement																
	• CPUC Coordination and Application Assistance																
	• Agreements Assistance (BNSF, UPRR [Chevron if needed])																
3.5-17	Project Cost & Specifications (Update)																
3.5-18	**Phase II Environmental Site Assessment INCLUDED**																
3.5-19	**65% Roadway / Retaining Wall 30% Rail & 60% Rail Bridge PS&E SUBMITTAL PACKAGE**		0	0	0	0	0	0	0	0	0	0	0	0			$0
	• Bridge plans and calculations including superstructure and substructure details, bearing details, deck and waterproofing details																
	• Structural calculation																
	• UPRR and BNSF right of way drainage report																
	• Shoofly & yard design plans and alignment data																
	• Main Line design plans and alignment data																
	• Construction phasing plans																

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: BKF Engineers

			BKF Engineers													
Task	Labor Classifications		Surveying Principal	Surveying Associate	Survey Manager	Project Surveyor	Staff Surveyor	Drafter 2	Party Chief (field)	Chainman (field)	Engineering Principal	Sr. Project Engineer	Project Engineer	Design Engineer			Subtotal
	Hourly Billing Rates		$251	$219	$197	$160	$140	$114	$182	$117	$251	$218	$160	$140			
3.6	TASK 6 - 100% Roadway/Retaining Wall - 90% Rail & Rail Bridge PS&E																
3.6	100 % ROADWAY/RETAINING WALL/RAIL & 90% RAIL BRIDGE PS&E		0	0	0	0	0	0	0	0	0	16	40	0			$9,888
3.6-1	**Roadway & etc.**		0	0	0	0	0	0	0	0	0	8	24	0			$5,584
	• Roadway																
	• Utilities (sewer, water, drainage etc.)											8	24				$5,584
	• Traffic																
	• Landscape & Irrigation																
	• Cost Estimate & Specs																
3.6-2	**Retaining Wall Plans**		0	0	0	0	0	0	0	0	0	0	0	0			
	• Wall Plans																
	• Design Calculations																
	• Cost Estimate & Specs																
3.6-3	Construction Schedule																
3.6-4	ROW Update																
3.6-5	**UPRR and BNSF Rail & Bridge Plans (90%)**		0	0	0	0	0	0	0	0	0	0	0	0			
	• Main Line & Shoofly & Yard Plans																
	• Bridge Plans																
	• Cost Estimate & Specs																
3.6-5a	**100% Roadway / Retaining Wall – UPRR & BNSF 90% Rail & Rail Bridge PS&E SUBMITTAL**		0	0	0	0	0	0	0	0	0	0	0	0			
	• Compile & Submit																
3.6-6	**Final (Camera Ready) Roadway/Retaining Wall – UPRR & BNSF 100% PS&E Documents & SUBMITTAL PACKAGE**		0	0	0	0	0	0	0	0	0	8	16	0			$4,304
	• Roadway																
	• Utilities (sewer, water, drainage etc.)											8	16				$4,304
	• Traffic																
	• Landscape & Irrigation																
	• Main Line, Shoofly & Yard Plans																
	• Bridge Plans																
	• Cost Estimate & Specs																
3.6-7	Construction Manager File																
	Total Hours		56	100	220	220	264	104	364	364	0	32	200	44			
	Loaded Billing Rates ($/hr.)		251.00	219.00	197.00	160.00	140.00	114.00	182.00	117.00	251.00	218.00	160.00	140.00			
	Extended Amounts / ck		$14,056	$21,900	$43,340	$35,200	$36,960	$11,856	$66,248	$42,588	$0	$6,976	$32,000	$6,160			**$317,284**

	Labor	ODC	TOTAL
Grand Total	$317,284.00	$88,487.50	$405,771.50

CITY OF EL SEGUNDO
ATTACHMENT "A"
BKF Engineers
Detailed ODCs

Park Place Extension - Final Engineering & Design Services

	Estimate	units		$/unit	Total
Printing/Graphics					
Printing of Reports (8.5x11)	600	sheets	$	0.10	$60.00
Printing of Reports (11x17)	300	sheets	$	0.20	$60.00
Blue line (22 x 34)	80	drawings	$	1.00	$80.00
Special Prints (Full size mylars)	10	drawings	$	5.00	$50.00
Misc. Outside Printing/Plotting	1	LS	$	537.50	$537.50
Other (SPECIFY):					**$87,700.00**
Aerial Consultant	1		$	21,300.00	$21,300.00
Rail Safety - Flagmen	10		$	1,300.00	$13,000.00
SiteScan - GPR Utility Locating	10		$	3,000.00	$30,000.00
SiteScan Potholes (6 per day)	5		$	3,000.00	$15,000.00
County of San Bernardino filing/recording fees	1		$	3,600.00	$3,600.00
Rail Safety Training	4		$	1,200.00	$4,800.00
				TOTAL ODC =	**$88,487.50**

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: Cogstone (Paleontological Mitigation Plan)

			Cogstone														
Task	**Labor Classifications**		**Task Manager QA/QC**	**Principal Investigator for Paleontology**	**Supervisor**	**GIS Supervisor**	**Technical Editor**										**Subtotal**
	Hourly Billing Rates		**$120**	**$105**	**$86**	**$80**	**$86**										
3.1	**TASK 1 PROJECT MANAGEMENT/COORDINATION/ADMINISTRATION**																
3.1	**PROJECT MGMT/COORDINATION & ADMIN.**		**0**	**0**	**0**	**0**	**0**										**$0**
3.1-1	Project Management Plan																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-2	Coordination/Meetings/Administration																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-3	Schedules																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-4	Progress Reports																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-5	Quality Assurance/Quality Control (QA/QC) Plan																
	Kramer & Federal Properties																
3.1-6	Public Outreach Program																
	Kramer & Federal Properties																
3.2	**TASK 2 ENVIRONMENTAL DOCUMENT VERIFICATION/SUPPLEMENTAL ENVIRONMENTAL DOCUMENT SUPPORT/RIGHT OF WAY IMPACTS SUPPORT**																
3.2	**ENVIRON DOC VERIFICATION/ SUPPLMENTAL ENVIRON DOC SUPPORT/ ROW IMPACTS SUPPORT**		**7**	**6**	**24**	**8**	**2**										**$4,346**
3.2-1	Data Collection																
3.2-2	Workshops																
3.2-3	Supplemental Environmental Document/ Funding Application Process/Right of Way Impacts		7	6	24	8	2										$4,346
3.3	**TASK 3 SITE INVESTIGATION/MAPPING/REPORTS/PHASE II SITE CHARACTERIZATION/UPRR AND BNSF CONCEPT SUBMITTAL**																
3.3	**SITE INVESTIGATION/MAPPING/REPORTS/ PHASE II SITE CHARACTERIZATION/ UPPR & BNSF CONCEPT SUBMITTAL**		**0**	**0**	**0**	**0**	**0**										**$0**
3.3-1	Field Exploration/Potholing																
3.3-2	Mapping (See Exhibit "B")																
3.3-3	Design Surveys																
3.3-4	Materials/Foundation Reports or Geotechnical Requirements																
3.3-5	Geotechnical Exploration Plan (See Exhibit "C")																
3.3-6	**Draft Hydrology/Hydraulics Report – INCLUDED IN SUBTASK 3.4-6 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUB TASK - NO HOURS BUDGETED**																
3.3-7	Phase I and Phase II Environmental Site Assessment (ESA) (See Exhibits "D" and "E")																
	Kramer & Federal Properties																
	Nash & Park Place																
	Geophysical Survey for Phase II - See ODC for Breadown																
3.3-8	**Concept Plans UPRR and BNSF (Rail 10% & Rail Bridge/Retaining Wall Type Selection) SUBMITTAL PACKAGE**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$0**
	• Main Line, Shoofly & Yard Concept – 10 %																
	• Rail Bridge & Walls – Type Selection Report																
3.4	**TASK 4 – Preliminary & 35% Roadway/Retaining Wall PS&E - 25% Rail - 30% Rail Bridge PS&E**																
3.4	**Prelim & 35% ROADWAY/RETAINING WALL PS&E - 25% RAIL - 30% RAIL BRIDGE**		**0**	**0**	**0**	**0**	**0**										**$0**
3.4-1	**Data Collection – INCLUDED IN SUBTASK 3.2-1 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-2	Design Standards Exceptions Memorandum																
3.4-3	Roadway Preliminary Plans – Geometric Drawings																
3.4-4	Traffic Study																
3.4-5	Roadway, Staging, Utilities, Drainage Plans (35%)																
3.4-6	**Hydraulics and Hydrology Report – INCLUDES & SUPERSEDES SUBTASK 3.3-6**		**0**	**0**	**0**	**0**	**0**										**$0**
	• Roadway Drainage																
	• Railroad Drainage																
3.4-7	Rail Bridge (30%) & Retaining Wall (35%) Design																
3.4-8	Railroad Main Line, Shoofly Plans & Yard (25%)																
3.4-9	Project Cost & Specifications																
3.4-10A	**Utility Improvements (Relocate existing utilities, design or coordinate design of new utilities to serve the project area.) (See Exhibit "E")**		**0**	**0**	**0**	**0**	**0**										**$0**
	• Utility Study & Matrix																
	• City Owned Utilities (water, sewer & storm drain)																
	• Coordinate Non-City Owned																
3.4-10B	**(8", 16" and 20") Petroleum Line Relocation (Exhibit E)**		**0**	**0**	**0**	**0**	**0**										**$0**
	• 35% Design (Conceptual)																
	• 65% Design																
	• 100% Design																
	• Final Camera-Ready Design																
	• Cost Estimate & Specifications																
	• Geophysical Survey of Petroleum Pipelines																

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: Cogstone (Paleontological Mitigation Plan)

			Cogstone														
Task	Labor Classifications		Task Manager QA/QC	Principal Investigator for Paleontology	Supervisor	GIS Supervisor	Technical Editor										Subtotal
	Hourly Billing Rates		$120	$105	$86	$80	$86										
3.4-11	**Water Quality Management Plan & BMP Plans (WQMP)**		0	0	0	0	0										$0
	• Update WQMP Report																
	• Update Storm Water Pollution Control/BMP Plans																
3.4-12	**Pump Station Plans – EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-13	Valuation Analysis Study																$0
3.4-14	**Phase II Environmental Site Assessment INCLUDED in TASK 3.3-7 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-15	**35% Roadway / Retaining Wall – UPRR & BNSF 25% Rail – 30% Rail Bridge PS&E SUBMITTAL PACKAGE**		0	0	0	0	0										$0
	• Plan Submittal Package																
	• Field Review Meeting																
3.5	**TASK 5 – 65% ROADWAY/RETAINING WALL 30% RAIL & 60% RAIL BRIDGE PS&E**																
3.5	**65 % ROADWAY/RETAINING WALL - 30% RAIL & 60% RAIL BRIDGE PS&E**		0	0	0	0	0										$0
3.5-1	Roadway Plans																
3.5-2	**Drainage Plans**		0	0	0	0	0										$0
	• Update H&H Report																
	• Drainage Plans																
3.5-3	**Utility Plans**		0	0	0	0	0										$0
	• City Owned Utilities (water, sewer & storm. drain)																
	• Coordinate Non-City Owned																
3.5-4	**Pump Station Plans EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-5	Stage Construction, Traffic Handling, Detour Plans, and Transportation Management Plan (TMP)																
3.5-6	**Pavement Delineation and Haul Route Plans EXCLUDED - SEE OPTIONAL SERVICES TASK 3.7-8 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-7	Sign Plans																
3.5-8	Traffic, Signaling, and Street Lighting																
3.5-9	Planting and Irrigation Plans																
3.5-10	**Right-of-Way (R/W) Engineering Service**		0	0	0	0	0										$0
	• Perform Land Net Recovery and Field Ties																
	• Prepare Land Net Map "Before Condition" Record of Survey																
	• Perform Monument Perpetuation Surveys																
	• Prepare Right of Way Maps																
	• Prepare Permanent Easement, and Temporary Easement Legal Description and Plats																
	• Prepare Utility Legal Description and Plats																
3.5-11	**Geotechnical and Foundation Reports**		0	0	0	0	0										$0
	• Geotechnical Design Report (GDR)																
	• Foundation Report (FDR)																
3.5-12	**Rail Bridge Plans (60%)**		0	0	0	0	0										$0
	• Bridge Plans																
	• Independent Review																
3.5-13	**Retaining Wall Plans (65%)**		0	0	0	0	0										$0
	• Wall Plans																
	• Independent Review																
3.5-14	**Railroad Main Line, Shoofly & Yard Plans (30%)**		0	0	0	0	0										$0
	• Shoofly & Yard Plans																
	• Main Line Plans																
3.5-15	**Water Quality Management Plan & BMP Plans (WQMP)**		0	0	0	0	0										$0
	• Update WQMP Report																
	• Update Storm Water Pollution Control/BMP Plans																
3.5-16	**Permit Applications, Agreements and CPUC Application**		0	0	0	0	0										$0
	• UPRR and BNSF Encroachment Permit																
	• City Encroachment Permit																
	• County Encroachment Permit																
	• Regional Water Quality Control Board																
	• "Order to Construct" for PUC Authorization																
	• Other Permits																
	• Support Preparation of Construction and Maintenance Agreement																
	• CPUC Coordination and Application Assistance																
	• Agreements Assistance (BNSF, UPRR [Chevron if needed])																
3.5-17	Project Cost & Specifications (Update)																$0
3.5-18	**Phase II Environmental Site Assessment INCLUDED in TASK 3.3-7 NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-19	**65% Roadway / Retaining Wall 30% Rail & 60% Rail Bridge PS&E SUBMITTAL PACKAGE**		0	0	0	0	0										$0
	• Bridge plans and calculations including superstructure and substructure details, bearing details, deck and waterproofing details																
	• Structural calculation																
	• UPRR and BNSF right of way drainage report																
	• Shoofly & yard design plans and alignment data																
	• Main Line design plans and alignment data																
	• Construction phasing plans																

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: Cogstone (Paleontological Mitigation Plan)

			Cogstone														
Task	Labor Classifications		Task Manager QA/QC	Principal Investigator for Paleontology	Supervisor	GIS Supervisor	Technical Editor										Subtotal
	Hourly Billing Rates		$120	$105	$86	$80	$86										
3.6	TASK 6 - 100% Roadway/Retaining Wall - 90% Rail & Rail Bridge PS&E																
3.6	100 % ROADWAY/RETAINING WALL/RAIL & 90% RAIL BRIDGE PS&E		0	0	0	0	0										$0
3.6-1	**Roadway & etc.**		0	0	0	0	0										$0
	• Roadway																
	• Utilities (sewer, water, drainage etc.)																
	• Traffic																
	• Landscape & Irrigation																
	• Cost Estimate & Specs																
3.6-2	**Retaining Wall Plans**		0	0	0	0	0										$0
	• Wall Plans																
	• Design Calculations																
	• Cost Estimate & Specs																
3.6-3	Construction Schedule																
3.6-4	ROW Update																
3.6-5	**UPRR and BNSF Rail & Bridge Plans (90%)**		0	0	0	0	0										$0
	• Main Line & Shoofly & Yard Plans																
	• Bridge Plans																
	• Cost Estimate & Specs																
3.6-5a	**100% Roadway / Retaining Wall – UPRR & BNSF 90% Rail & Rail Bridge PS&E SUBMITTAL**		0	0	0	0	0										$0
	• Compile & Submit																
3.6-6	**Final (Camera Ready) Roadway/Retaining Wall – UPRR & BNSF 100% PS&E Documents & SUBMITTAL PACKAGE**		0	0	0	0	0										$0
	• Roadway																
	• Utilities (sewer, water, drainage etc.)																
	• Traffic																
	• Landscape & Irrigation																
	• Main Line, Shoofly & Yard Plans																
	• Bridge Plans																
	• Cost Estimate & Specs																
3.6-7	Construction Manager File																
	Total Hours		7	6	24	8	2										
	Loaded Billing Rates ($/hr.)		120.00	105.00	86.00	80.00	86.00										
	Extended Amounts / ck		$840	$630	$2,064	$640	$172										$4,346

	Labor	ODC	TOTAL
Grand Total	$4,346.00	$0.00	$4,346.00

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: Diaz Yourman Associates

			Diaz Yourman Associates														
Task	Labor Classifications		Principal	Associate II	Associate I	Senior	Project II	Project I	Staff II	Staff I	Prevailing Wage I	Prevailing Wage II	CADD	Word Processor	Technical Editor		Subtotal
	Hourly Billing Rates		$283				$147	$134		$101	$180	$229	$84	$98	$130		
3.1	TASK 1 PROJECT MANAGEMENT/COORDINATION/ADMINISTRATION																
3.1	PROJECT MGMT/COORDINATION & ADMIN.		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
3.1-1	Project Management Plan																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-2	Coordination/Meetings/Administration																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-3	Schedules																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-4	Progress Reports																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-5	Quality Assurance/Quality Control (QA/QC) Plan																
	Kramer & Federal Properties																
3.1-6	Public Outreach Program																
	Kramer & Federal Properties																
3.2	TASK 2 ENVIRONMENTAL DOCUMENT VERIFICATION/SUPPLEMENTAL ENVIRONMENTAL DOCUMENT SUPPORT/RIGHT OF WAY IMPACTS SUPPORT																
3.2	ENVIRON DOC VERIFICATION/ SUPPLMENTAL ENVIRON DOC SUPPORT/ ROW IMPACTS SUPPORT		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
3.2-1	Data Collection																
3.2-2	Workshops																
3.2-3	Supplemental Environmental Document/ Funding Application Process/Right of Way Impacts																
3.3	TASK 3 SITE INVESTIGATION/MAPPING/REPORTS/PHASE II SITE CHARACTERIZATION/UPRR AND BNSF CONCEPT SUBMITTAL																
3.3	SITE INVESTIGATION/MAPPING/REPORTS/ PHASE II SITE CHARACTERIZATION/ UPPR & BNSF CONCEPT SUBMITTAL		63	0	0	0	69	132	0	40	0	0	24	30	28		$58,296
3.3-1	Field Exploration/Potholing																
3.3-2	Mapping																
3.3-3	Design Surveys																
3.3-4	Materials/Foundation Reports or Geotechnical Requirements		61				53	132		40			16	30	22		$53,926
3.3-5	Geotechnical Exploration Plan		2				16						8		6		$4,370
3.3-6	**Draft Hydrology/Hydraulics Report – INCLUDED IN SUBTASK 3.4-6 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUB TASK - NO HOURS BUDGETED**																
3.3-7	Phase I and Phase II Environmental Site Assessment (ESA) (See Exhibits "D" and "E")																
	Kramer & Federal Properties																
	Nash & Park Place																
	Geophysical Survey for Phase II - See ODC for Breadown																
3.3-8	**Concept Plans UPRR and BNSF (Rail 10% & Rail Bridge/Retaining Wall Type Selection) SUBMITTAL**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• Main Line, Shoofly & Yard Concept – 10 %																
	• Rail Bridge & Walls – Type Selection Report																
3.4	TASK 4 – Preliminary & 35% Roadway/Retaining Wall PS&E - 25% Rail - 30% Rail Bridge PS&E																
3.4	Prelim & 35% ROADWAY/RETAINING WALL PS&E - 25% RAIL - 30% RAIL BRIDGE		4	0	0	0	0	36	0	48	0	0	8	4	4		$12,388
3.4-1	**Data Collection – INCLUDED IN SUBTASK 3.2-1 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-2	Design Standards Exceptions Memorandum																
3.4-3	Roadway Preliminary Plans – Geometric Drawings																
3.4-4	Traffic Study																
3.4-5	Roadway, Staging, Utilities, Drainage Plans (35%)																
3.4-6	**Hydraulics and Hydrology Report – INCLUDES & SUPERSEDES SUBTASK 3.3-6**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• Roadway Drainage																
	• Railroad Drainage																
3.4-7	Rail Bridge (30%) & Retaining Wall (35%) Design		4					36		48			8	4	4		$12,388
3.4-8	Railroad Main Line, Shoofly Plans & Yard (25%)																
3.4-9	Project Cost & Specifications																
3.4-10A	**Utility Improvements (Relocate existing utilities, design or coordinate design of new utilities to serve the project area.)**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• Utility Study & Matrix																
	• City Owned Utilities (water, sewer & storm drain)																
	• Coordinate Non-City Owned																
3.4-10B	**(8", 16" and 20") Petroleum Line Relocation (Exhibit E)**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• 35% Design (Conceptual)																
	• 65% Design																
	• 100% Design																
	• Final Camera-Ready Design																
	• Cost Estimate & Specifications																
	• Geophysical Survey of Petroleum Pipelines																

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: Diaz Yourman Associates

			Diaz Yourman Associates														
Task	Labor Classifications		Principal	Associate II	Associate I	Senior	Project II	Project I	Staff II	Staff I	Prevailing Wage I	Prevailing Wage II	CADD	Word Processor	Technical Editor		Subtotal
	Hourly Billing Rates		$283				$147	$134		$101	$180	$229	$84	$98	$130		
3.4-11	**Water Quality Management Plan & BMP Plans (WQMP)**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• Update WQMP Report																
	• Update Storm Water Pollution Control/BMP Plans																
3.4-12	**Pump Station Plans – EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-13	Valuation Analysis Study																$0
3.4-14	**Phase II Environmental Site Assessment INCLUDED in TASK 3.3-7 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-15	**35% Roadway / Retaining Wall – UPRR & BNSF 25% Rail – 30% Rail Bridge PS&E SUBMITTAL PACKAGE**		0	0	0	0	0	0	0	0	0	0	0	0	0		0
	• Plan Submittal Package																
	• Field Review Meeting																
3.5	**TASK 5 – 65% ROADWAY/RETAINING WALL 30% RAIL & 60% RAIL BRIDGE PS&E**																
3.5	**65 % ROADWAY/RETAINING WALL - 30% RAIL & 60% RAIL BRIDGE PS&E**		60	0	0	0	138	140	0	329	128	0	40	35	44		$124,805
3.5-1	Roadway Plans																
3.5-2	**Drainage Plans**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• Update H&H Report																
	• Drainage Plans																
3.5-3	**Utility Plans**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• City Owned Utilities (water, sewer & storm. drain)																
	• Coordinate Non-City Owned																
3.5-4	**Pump Station Plans EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-5	Stage Construction, Traffic Handling, Detour Plans, and Transportation Management Plan (TMP)																
3.5-6	**Pavement Delineation and Haul Route Plans EXCLUDED - SEE OPTIONAL SERVICES TASK 3.7-8 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-7	Sign Plans																
3.5-8	Traffic, Signaling, and Street Lighting																
3.5-9	Planting and Irrigation Plans																
3.5-10	**Right-of-Way (R/W) Engineering Service**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• Perform Land Net Recovery and Field Ties																
	• Prepare Land Net Map "Before Condition" Record of Survey																
	• Perform Monument Perpetuation Surveys																
	• Prepare Right of Way Maps																
	• Prepare Permanent Easement, and Temporary Easement Legal Description and Plats																
	• Prepare Utility Legal Description and Plats																
3.5-11	**Geotechnical and Foundation Reports**		58	0	0	0	138	128	0	260	128	0	40	35	44		$115,662
	• Geotechnical Design Report (GDR)		14				58	58		101	72		20				$45,101
	• Foundation Report (FDR)		44				80	70		159	56		20	35	44		$70,561
3.5-12	**Rail Bridge Plans (60%)**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• Bridge Plans																
	• Independent Review																
3.5-13	**Retaining Wall Plans (65%)**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• Wall Plans																
	• Independent Review																
3.5-14	**Railroad Main Line, Shoofly & Yard Plans (30%)**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• Shoofly & Yard Plans																
	• Main Line Plans																
3.5-15	**Water Quality Management Plan & BMP Plans (WQMP)**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• Update WQMP Report																
	• Update Storm Water Pollution Control/BMP Plans																
3.5-16	**Permit Applications, Agreements and CPUC Application**		2	0	0	0	0	12	0	69	0	0	0	0	0		$9,143
	• UPRR and BNSF Encroachment Permit		2					12		35							$5,709
	• City Encroachment Permit									17							$1,717
	• County Encroachment Permit									17							$1,717
	• Regional Water Quality Control Board																
	• "Order to Construct" for PUC Authorization																
	• Other Permits																
	• Support Preparation of Construction and Maintenance Agreement																
	• CPUC Coordination and Application Assistance																
	• Agreements Assistance (BNSF, UPRR [Chevron if needed])																
3.5-17	Project Cost & Specifications (Update)																
3.5-18	**Phase II Environmental Site Assessment INCLUDED in TASK 3.3-7 NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																$0
3.5-19	**65% Roadway / Retaining Wall 30% Rail & 60% Rail Bridge PS&E SUBMITTAL PACKAGE**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• Bridge plans and calculations including superstructure and substructure details, bearing details, deck and waterproofing details																
	• Structural calculation																
	• UPRR and BNSF right of way drainage report																
	• Shoofly & yard design plans and alignment data																
	• Main Line design plans and alignment data																
	• Construction phasing plans																

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: Diaz Yourman Associates

			Diaz Yourman Associates														
Task	Labor Classifications		Principal	Associate II	Associate I	Senior	Project II	Project I	Staff II	Staff I	Prevailing Wage I	Prevailing Wage II	CADD	Word Processor	Technical Editor		Subtotal
	Hourly Billing Rates		$283				$147	$134		$101	$180	$229	$84	$98	$130		
3.6	TASK 6 - 100% Roadway/Retaining Wall - 90% Rail & Rail Bridge PS&E																
3.6	100 % ROADWAY/RETAINING WALL/RAIL & 90% RAIL BRIDGE PS&E		4	0	0	0	36	12	0	17	0	0	6	6	10		$12,141
3.6-1	**Roadway & etc.**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• Roadway																
	• Utilities (sewer, water, drainage etc.)																
	• Traffic																
	• Landscape & Irrigation																
	• Cost Estimate & Specs																
3.6-2	**Retaining Wall Plans**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• Wall Plans																
	• Design Calculations																
	• Cost Estimate & Specs																
3.6-3	Construction Schedule																
3.6-4	ROW Update																
3.6-5	**UPRR and BNSF Rail & Bridge Plans (90%)**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• Main Line & Shoofly & Yard Plans																
	• Bridge Plans																
	• Cost Estimate & Specs																
3.6-5a	**100% Roadway / Retaining Wall – UPRR & BNSF 90% Rail & Rail Bridge PS&E SUBMITTAL**		4	0	0	0	36	12	0	17	0	0	6	6	10		$12,141
	• Compile & Submit		4				36	12		17			6	6	10		$12,141
3.6-6	**Final (Camera Ready) Roadway/Retaining Wall – UPRR & BNSF 100% PS&E Documents & SUBMITTAL PACKAGE**		0	0	0	0	0	0	0	0	0	0	0	0	0		$0
	• Roadway																
	• Utilities (sewer, water, drainage etc.)																
	• Traffic																
	• Landscape & Irrigation																
	• Main Line, Shoofly & Yard Plans																
	• Bridge Plans																
	• Cost Estimate & Specs																
3.6-7	Construction Manager File																
	Total Hours		131	0	0	0	243	320	0	434	128	0	78	75	86		
	Loaded Billing Rates ($/hr.)		283.00	-	-	-	147.00	134.00	-	101.00	180.00	229.00	84.00	98.00	130.00		
	Extended Amounts / ck		$37,073	$0	$0	$0	$35,721	$42,880	$0	$43,834	$23,040	$0	$6,552	$7,350	$11,180		**$207,630**

	Labor	ODC	TOTAL
Grand Total	$207,630.00	$204,842.00	$412,472.00

CITY OF EL SEGUNDO
ATTACHMENT "A"
Diaz Yourman Associates
Detailed ODCs

Park Place Extension - Final Engineering & Design Services

	Estimate	units		$/unit	Total
Permits & Insurance	1	LS	$	9,500	$9,500
Geophysics for marking borings	1	LS	$	9,852	$9,852
Drillers - Hollow Stem	1	LS	$	40,500	$40,500
Drillers- Rotary Wash	1	LS	$	76,700	$76,700
Geotech Lab Testing	1	LS	$	36,200	$36,200
Truck	1	LS	$	3,200	$3,200
Flaggers (UPRR and BNSF)	1	LS	$	20,490	$20,490
Traffic Control for Geophysics	1	LS	$	3,450	$3,450
Traffic Control for Drilling	1	LS	$	4,950	$4,950
			TOTAL ODC =		**$204,842.00**

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: LIN Consulting, Inc.

			LIN Consulting, Inc.														
Task	**Labor Classifications**		**Principal**	**Senior Project Manager**	**Project Manager**	**Senior Engineer**	**Assistant Project Manager**	**Project Engineer**	**Assistant Engineer**	**Technical Support**	**Administrative Support**						**Subtotal**
	Hourly Billing Rates		**$205**	**$195**	**$185**	**$175**	**$165**	**$140**	**$115**	**$95**	**$55**						
3.1	**TASK 1 PROJECT MANAGEMENT/COORDINATION/ADMINISTRATION**																
3.1	**PROJECT MGMT/COORDINATION & ADMIN.**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**						**$0**
3.1-1	Project Management Plan																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-2	Coordination/Meetings/Administration																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-3	Schedules																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-4	Progress Reports																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-5	Quality Assurance/Quality Control (QA/QC) Plan																
	Kramer & Federal Properties																
3.1-6	Public Outreach Program																
	Kramer & Federal Properties																
3.2	**TASK 2 ENVIRONMENTAL DOCUMENT VERIFICATION/SUPPLEMENTAL ENVIRONMENTAL DOCUMENT SUPPORT/RIGHT OF WAY IMPACTS SUPPORT**																
3.2	**ENVIRON DOC VERIFICATION/ SUPPLMENTAL ENVIRON DOC SUPPORT/ ROW IMPACTS SUPPORT**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**						**$0**
3.2-1	Data Collection																
3.2-2	Workshops																
3.2-3	Supplemental Environmental Document/ Funding Application Process/Right of Way Impacts																
3.3	**TASK 3 SITE INVESTIGATION/MAPPING/REPORTS/PHASE II SITE CHARACTERIZATION/UPRR AND BNSF CONCEPT SUBMITTAL**																
3.3	**SITE INVESTIGATION/MAPPING/REPORTS/ PHASE II SITE CHARACTERIZATION/ UPPR & BNSF CONCEPT SUBMITTAL**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**						**$0**
3.3-1	Field Exploration/Potholing																
3.3-2	Mapping																
3.3-3	Design Surveys																
3.3-4	Materials/Foundation Reports or Geotechnical Requirements																
3.3-5	Geotechnical Exploration Plan																
3.3-6	**Draft Hydrology/Hydraulics Report – INCLUDED IN SUBTASK 3.4-6 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUB TASK - NO HOURS BUDGETED**																
3.3-7	Phase I and Phase II Environmental Site Assessment (ESA) (See Exhibits "D" and "E")																
	Kramer & Federal Properties																
	Nash & Park Place																
	Geophysical Survey for Phase II - See ODC for Breadown																
3.3-8	**Concept Plans UPRR and BNSF (Rail 10% & Rail Bridge/Retaining Wall Type Selection) SUBMITTAL**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**						**$0**
	• Main Line, Shoofly & Yard Concept – 10 %																
	• Rail Bridge & Walls – Type Selection Report																
3.4	**TASK 4 – Preliminary & 35% Roadway/Retaining Wall PS&E - 25% Rail - 30% Rail Bridge PS&E**																
3.4	**Prelim & 35% ROADWAY/RETAINING WALL PS&E - 25% RAIL - 30% RAIL BRIDGE**		**36**	**134**	**0**	**0**	**0**	**252**	**0**	**0**	**0**						**$68,790**
3.4-1	**Data Collection – INCLUDED IN SUBTASK 3.2-1 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-2	Design Standards Exceptions Memorandum																
3.4-3	Roadway Preliminary Plans – Geometric Drawings																
3.4-4	Traffic Study		36	134				252									$68,790
3.4-5	Roadway, Staging, Utilities, Drainage Plans (35%)																
3.4-6	**Hydraulics and Hydrology Report – INCLUDES & SUPERSEDES SUBTASK 3.3-6**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**						**$0**
	• Roadway Drainage																
	• Railroad Drainage																
3.4-7	Rail Bridge (30%) & Retaining Wall (35%) Design																
3.4-8	Railroad Main Line, Shoofly Plans & Yard (25%)																
3.4-9	Project Cost & Specifications																
3.4-10A	**Utility Improvements (Relocate existing utilities, design or coordinate design of new utilities to serve the project area.)**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**						**$0**
	• Utility Study & Matrix																
	• City Owned Utilities (water, sewer & storm drain)																
	• Coordinate Non-City Owned																
3.4-10B	**(8", 16" and 20") Petroleum Line Relocation (Exhibit E)**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**						**$0**
	• 35% Design (Conceptual)																
	• 65% Design																
	• 100% Design																
	• Final Camera-Ready Design																
	• Cost Estimate & Specifications																
	• Geophysical Survey of Petroleum Pipelines																

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: LIN Consulting, Inc.

			LIN Consulting, Inc.														
Task	Labor Classifications		Principal	Senior Project Manager	Project Manager	Senior Engineer	Assistant Project Manager	Project Engineer	Assistant Engineer	Technical Support	Administrative Support						Subtotal
	Hourly Billing Rates		$205	$195	$185	$175	$165	$140	$115	$95	$55						
3.4-11	**Water Quality Management Plan & BMP Plans (WQMP)**		0	0	0	0	0	0	0	0	0						$0
	• Update WQMP Report																
	• Update Storm Water Pollution Control/BMP Plans																
3.4-12	**Pump Station Plans – EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-13	Valuation Analysis Study																
3.4-14	**Phase II Environmental Site Assessment INCLUDED in TASK 3.3-7 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-15	**35% Roadway / Retaining Wall – UPRR & BNSF 25% Rail – 30% Rail Bridge PS&E SUBMITTAL PACKAGE**		0	0	0	0	0	0	0	0	0						0
	• Plan Submittal Package																
	• Field Review Meeting																
3.5	**TASK 5 – 65% ROADWAY/RETAINING WALL 30% RAIL & 60% RAIL BRIDGE PS&E**																
3.5	**65 % ROADWAY/RETAINING WALL - 30% RAIL & 60% RAIL BRIDGE PS&E**		46	203	0	0	67	298	0	0	0						$101,790
3.5-1	Roadway Plans																
3.5-2	**Drainage Plans**		0	0	0	0	0	0	0	0	0						$0
	• Update H&H Report																
	• Drainage Plans																
3.5-3	**Utility Plans**		0	0	0	0	0	0	0	0	0						$0
	• City Owned Utilities (water, sewer & storm. drain)																
	• Coordinate Non-City Owned																
3.5-4	**Pump Station Plans EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-5	Stage Construction, Traffic Handling, Detour Plans, and Transportation Management Plan (TMP)		42	114			7	195									$59,295
3.5-6	**Pavement Delineation and Haul Route Plans EXCLUDED - SEE OPTIONAL SERVICES TASK 3.7-8 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-7	Sign Plans			21			15	29									$10,630
3.5-8	Traffic, Signaling, and Street Lighting			48			37	58									$23,585
3.5-9	Planting and Irrigation Plans																
3.5-10	**Right-of-Way (R/W) Engineering Service**		0	0	0	0	0	0	0	0	0						$0
	• Perform Land Net Recovery and Field Ties																
	• Prepare Land Net Map "Before Condition" Record of Survey																
	• Perform Monument Perpetuation Surveys																
	• Prepare Right of Way Maps																
	• Prepare Permanent Easement, and Temporary Easement Legal Description and Plats																
	• Prepare Utility Legal Description and Plats																
3.5-11	**Geotechnical and Foundation Reports**		0	0	0	0	0	0	0	0	0						$0
	• Geotechnical Design Report (GDR)																
	• Foundation Report (FDR)																
3.5-12	**Rail Bridge Plans (60%)**		0	0	0	0	0	0	0	0	0						$0
	• Bridge Plans																
	• Independent Review																
3.5-13	**Retaining Wall Plans (65%)**		0	0	0	0	0	0	0	0	0						$0
	• Wall Plans																
	• Independent Review																
3.5-14	**Railroad Main Line, Shoofly & Yard Plans (30%)**		0	0	0	0	0	0	0	0	0						$0
	• Shoofly & Yard Plans																
	• Main Line Plans																
3.5-15	**Water Quality Management Plan & BMP Plans (WQMP)**		0	0	0	0	0	0	0	0	0						$0
	• Update WQMP Report																
	• Update Storm Water Pollution Control/BMP Plans																
3.5-16	**Permit Applications, Agreements and CPUC Application**		0	0	0	0	0	0	0	0	0						$0
	• UPRR and BNSF Encroachment Permit																
	• City Encroachment Permit																
	• County Encroachment Permit																
	• Regional Water Quality Control Board																
	• "Order to Construct" for PUC Authorization																
	• Other Permits																
	• Support Preparation of Construction and Maintenance Agreement																
	• CPUC Coordination and Application Assistance																
	• Agreements Assistance (BNSF, UPRR [Chevron if needed])																
3.5-17	Project Cost & Specifications (Update)		4	20			8	16									$8,280
3.5-18	**Phase II Environmental Site Assessment INCLUDED in TASK 3.3-7 NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-19	**65% Roadway / Retaining Wall 30% Rail & 60% Rail Bridge PS&E SUBMITTAL PACKAGE**		0	0	0	0	0	0	0	0	0						$0
	• Bridge plans and calculations including superstructure and substructure details, bearing details, deck and waterproofing details																
	• Structural calculation																
	• UPRR and BNSF right of way drainage report																
	• Shoofly & yard design plans and alignment data																
	• Main Line design plans and alignment data																
	• Construction phasing plans																

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: LIN Consulting, Inc.

			LIN Consulting, Inc.														
Task	**Labor Classifications**		**Principal**	**Senior Project Manager**	**Project Manager**	**Senior Engineer**	**Assistant Project Manager**	**Project Engineer**	**Assistant Engineer**	**Technical Support**	**Administrative Support**						**Subtotal**
	Hourly Billing Rates		**$205**	**$195**	**$185**	**$175**	**$165**	**$140**	**$115**	**$95**	**$55**						
3.6	**TASK 6 - 100% Roadway/Retaining Wall - 90% Rail & Rail Bridge PS&E**																
3.6	**100 % ROADWAY/RETAINING WALL/RAIL & 90% RAIL BRIDGE PS&E**		**5**	**146**	**0**	**0**	**93**	**171**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$68,498**
3.6-1	**Roadway & etc.**		**3**	**96**	**0**	**0**	**62**	**114**	**0**	**0**	**0**						**$45,443**
	• Roadway																
	• Utilities (sewer, water, drainage etc.)																
	• Traffic			81			55.5	102									$39,233
	• Landscape & Irrigation																
	• Cost Estimate & Specs		3	15			6	12									$6,210
3.6-2	**Retaining Wall Plans**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**						**$0**
	• Wall Plans																
	• Design Calculations																
	• Cost Estimate & Specs																
3.6-3	Construction Schedule																
3.6-4	ROW Update																
3.6-5	**UPRR and BNSF Rail & Bridge Plans (90%)**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**						**$0**
	• Main Line & Shoofly & Yard Plans																
	• Bridge Plans																
	• Cost Estimate & Specs																
3.6-5a	**100% Roadway / Retaining Wall – UPRR & BNSF 90% Rail & Rail Bridge PS&E SUBMITTAL**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**						**$0**
	• Compile & Submit																
3.6-6	**Final (Camera Ready) Roadway/Retaining Wall – UPRR & BNSF 100% PS&E Documents & SUBMITTAL PACKAGE**		**2**	**50**	**0**	**0**	**31**	**57**	**0**	**0**	**0**						**$23,055**
	• Roadway																
	• Utilities (sewer, water, drainage etc.)																
	• Traffic			42			28	51									$19,950
	• Landscape & Irrigation																
	• Main Line, Shoofly & Yard Plans																
	• Bridge Plans																
	• Cost Estimate & Specs		1.5	7.5			3	6									$3,105
3.6-7	Construction Manager File																
	Total Hours		**87**	**483**	**0**	**0**	**160**	**721**	**0**	**0**	**0**						
	Loaded Billing Rates ($/hr.)		205.00	195.00	185.00	175.00	165.00	140.00	115.00	95.00	55.00						
	Extended Amounts / ck		$17,733	$94,088	$0	$0	$26,318	$100,940	$0	$0	$0						**$239,078**

	Labor	ODC	TOTAL
Grand Total	$239,077.50	$6,500.00	$245,577.50

CITY OF EL SEGUNDO
ATTACHMENT "A"
LIN Consulting, Inc.
Detailed ODCs

Park Place Extension - Final Engineering & Design Services

	Estimate	units	$/unit	Total
Traffic Study - Traffic counts/Mileage	1		$ 6,500.00	$6,500.00
			TOTAL ODC =	**$6,500.00**

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: Lynn Capouya, Inc.

			Lynn Capouya, Inc.														
Task	**Labor Classifications**		**Principal**	**Project Manager**	**Certified Irrigation Designer**	**Job Captain**	**Design Staff II**										**Subtotal**
	Hourly Billing Rates		**$250**	**$160**	**$160**	**$150**	**$110**										
3.1	**TASK 1 PROJECT MANAGEMENT/COORDINATION/ADMINISTRATION**																
3.1	**PROJECT MGMT/COORDINATION & ADMIN.**		**24**	**86**	**12**	**0**	**24**										**$24,320**
3.1-1	Project Management Plan																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-2	Coordination/Meetings/Administration		12	50	12												$12,920
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-3	Schedules																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-4	Progress Reports																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-5	Quality Assurance/Quality Control (QA/QC) Plan																
	Kramer & Federal Properties																
3.1-6	Public Outreach Program		12	36			24										$11,400
	Kramer & Federal Properties																
3.2	**TASK 2 ENVIRONMENTAL DOCUMENT VERIFICATION/SUPPLEMENTAL ENVIRONMENTAL DOCUMENT SUPPORT/RIGHT OF WAY IMPACTS SUPPORT**																
3.2	**ENVIRON DOC VERIFICATION/ SUPPLMENTAL ENVIRON DOC SUPPORT/ ROW IMPACTS SUPPORT**		**0**	**0**	**0**	**0**	**0**										**$0**
3.2-1	Data Collection																
3.2-2	Workshops																
3.2-3	Supplemental Environmental Document/ Funding Application Process/Right of Way Impacts																
3.3	**TASK 3 SITE INVESTIGATION/MAPPING/REPORTS/PHASE II SITE CHARACTERIZATION/UPRR AND BNSF CONCEPT SUBMITTAL**																
3.3	**SITE INVESTIGATION/MAPPING/REPORTS/ PHASE II SITE CHARACTERIZATION/ UPPR & BNSF CONCEPT SUBMITTAL**		**0**	**0**	**0**	**0**	**0**										**$0**
3.3-1	Field Exploration/Potholing																
3.3-2	Mapping																
3.3-3	Design Surveys																
3.3-4	Materials/Foundation Reports or Geotechnical Requirements																
3.3-5	Geotechnical Exploration Plan																
3.3-6	**Draft Hydrology/Hydraulics Report – INCLUDED IN SUBTASK 3.4-6 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUB TASK - NO HOURS BUDGETED**																
3.3-7	Phase I and Phase II Environmental Site Assessment (ESA) (See Exhibits "D" and "E")																
	Kramer & Federal Properties																
	Nash & Park Place																
	Geophysical Survey for Phase II - See ODC for Breadown																
3.3-8	**Concept Plans UPRR and BNSF (Rail 10% & Rail Bridge/Retaining Wall Type Selection) SUBMITTAL**		**0**	**0**	**0**	**0**	**0**										**$0**
	• Main Line, Shoofly & Yard Concept – 10 %																
	• Rail Bridge & Walls – Type Selection Report																
3.4	**TASK 4 – Preliminary & 35% Roadway/Retaining Wall PS&E - 25% Rail - 30% Rail Bridge PS&E**																
3.4	**Prelim & 35% ROADWAY/RETAINING WALL PS&E - 25% RAIL - 30% RAIL BRIDGE**		**8**	**46**	**14**	**24**	**44**										**$20,040**
3.4-1	**Data Collection – INCLUDED IN SUBTASK 3.2-1 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-2	Design Standards Exceptions Memorandum																
3.4-3	Roadway Preliminary Plans – Geometric Drawings																
3.4-4	Traffic Study																
3.4-5	Roadway, Staging, Utilities, Drainage Plans (35%)		8	40	8	16	36										$16,040
3.4-6	**Hydraulics and Hydrology Report – INCLUDES & SUPERSEDES SUBTASK 3.3-6**		**0**	**0**	**0**	**0**	**0**										**$0**
	• Roadway Drainage																
	• Railroad Drainage																
3.4-7	Rail Bridge (30%) & Retaining Wall (35%) Design																
3.4-8	Railroad Main Line, Shoofly Plans & Yard (25%)																
3.4-9	Project Cost & Specifications			6	6	8	8										$4,000
3.4-10A	**Utility Improvements (Relocate existing utilities, design or coordinate design of new utilities to serve the project area.)**		**0**	**0**	**0**	**0**	**0**										**$0**
	• Utility Study & Matrix																
	• City Owned Utilities (water, sewer & storm drain)																
	• Coordinate Non-City Owned																
3.4-10B	**(8", 16" and 20") Petroleum Line Relocation (Exhibit E)**		**0**	**0**	**0**	**0**	**0**										**$0**
	• 35% Design (Conceptual)																
	• 65% Design																
	• 100% Design																
	• Final Camera-Ready Design																
	• Cost Estimate & Specifications																
	• Geophysical Survey of Petroleum Pipelines																

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: Lynn Capouya, Inc.

			Lynn Capouya, Inc.														
Task	Labor Classifications		Principal	Project Manager	Certified Irrigation Designer	Job Captain	Design Staff II										Subtotal
	Hourly Billing Rates		$250	$160	$160	$150	$110										
3.4-11	**Water Quality Management Plan & BMP Plans (WQMP)**		0	0	0	0	0										$0
	• Update WQMP Report																
	• Update Storm Water Pollution Control/BMP Plans																
3.4-12	**Pump Station Plans – EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-13	Valuation Analysis Study																
3.4-14	**Phase II Environmental Site Assessment INCLUDED in TASK 3.3-7 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-15	**35% Roadway / Retaining Wall – UPRR & BNSF 25% Rail – 30% Rail Bridge PS&E SUBMITTAL PACKAGE**		0	0	0	0	0										0
	• Plan Submittal Package																
	• Field Review Meeting																
3.5	**TASK 5 – 65% ROADWAY/RETAINING WALL 30% RAIL & 60% RAIL BRIDGE PS&E**																
3.5	**65 % ROADWAY/RETAINING WALL - 30% RAIL & 60% RAIL BRIDGE PS&E**		7	60	58	12	106										$34,090
3.5-1	Roadway Plans																
3.5-2	**Drainage Plans**		0	0	0	0	0										$0
	• Update H&H Report																
	• Drainage Plans																
3.5-3	**Utility Plans**		0	0	0	0	0										$0
	• City Owned Utilities (water, sewer & storm. drain)																
	• Coordinate Non-City Owned																
3.5-4	**Pump Station Plans EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-5	Stage Construction, Traffic Handling, Detour Plans, and Transportation Management Plan (TMP)																
3.5-6	**Pavement Delineation and Haul Route Plans EXCLUDED - SEE OPTIONAL SERVICES TASK 3.7-8 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-7	Sign Plans																
3.5-8	Traffic, Signaling, and Street Lighting																
3.5-9	Planting and Irrigation Plans		7	54	52	4	98										$30,090
3.5-10	**Right-of-Way (R/W) Engineering Service**		0	0	0	0	0										$0
	• Perform Land Net Recovery and Field Ties																
	• Prepare Land Net Map "Before Condition" Record of Survey																
	• Perform Monument Perpetuation Surveys																
	• Prepare Right of Way Maps																
	• Prepare Permanent Easement, and Temporary Easement Legal Description and Plats																
	• Prepare Utility Legal Description and Plats																
3.5-11	**Geotechnical and Foundation Reports**		0	0	0	0	0										$0
	• Geotechnical Design Report (GDR)																
	• Foundation Report (FDR)																
3.5-12	**Rail Bridge Plans (60%)**		0	0	0	0	0										$0
	• Bridge Plans																
	• Independent Review																
3.5-13	**Retaining Wall Plans (65%)**		0	0	0	0	0										$0
	• Wall Plans																
	• Independent Review																
3.5-14	**Railroad Main Line, Shoofly & Yard Plans (30%)**		0	0	0	0	0										$0
	• Shoofly & Yard Plans																
	• Main Line Plans																
3.5-15	**Water Quality Management Plan & BMP Plans (WQMP)**		0	0	0	0	0										$0
	• Update WQMP Report																
	• Update Storm Water Pollution Control/BMP Plans																
3.5-16	**Permit Applications, Agreements and CPUC Application**		0	0	0	0	0										$0
	• UPRR and BNSF Encroachment Permit																
	• City Encroachment Permit																
	• County Encroachment Permit																
	• Regional Water Quality Control Board																
	• "Order to Construct" for PUC Authorization																
	• Other Permits																
	• Support Preparation of Construction and Maintenance Agreement																
	• CPUC Coordination and Application Assistance																
	• Agreements Assistance (BNSF, UPRR [Chevron if needed])																
3.5-17	Project Cost & Specifications (Update)			6	6	8	8										$4,000
3.5-18	**Phase II Environmental Site Assessment INCLUDED in TASK 3.3-7 NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-19	**65% Roadway / Retaining Wall 30% Rail & 60% Rail Bridge PS&E SUBMITTAL PACKAGE**		0	0	0	0	0										$0
	• Bridge plans and calculations including superstructure and substructure details, bearing details, deck and waterproofing details																
	• Structural calculation																
	• UPRR and BNSF right of way drainage report																
	• Shoofly & yard design plans and alignment data																
	• Main Line design plans and alignment data																
	• Construction phasing plans																

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: Lynn Capouya, Inc.

			Lynn Capouya, Inc.														
Task	**Labor Classifications**		**Principal**	**Project Manager**	**Certified Irrigation Designer**	**Job Captain**	**Design Staff II**										**Subtotal**
	Hourly Billing Rates		**$250**	**$160**	**$160**	**$150**	**$110**										
3.6	**TASK 6 - 100% Roadway/Retaining Wall - 90% Rail & Rail Bridge PS&E**																
3.6	**100 % ROADWAY/RETAINING WALL/RAIL & 90% RAIL BRIDGE PS&E**		**4**	**59**	**73**	**6**	**120**										**$36,220**
3.6-1	**Roadway & etc.**		**2**	**42**	**60**	**4**	**80**										**$26,220**
	• Roadway																
	• Utilities (sewer, water, drainage etc.)																
	• Traffic																
	• Landscape & Irrigation		2	36	54		72										$22,820
	• Cost Estimate & Specs			6	6	4	8										$3,400
3.6-2	**Retaining Wall Plans**		**0**	**0**	**0**	**0**	**0**										**$0**
	• Wall Plans																
	• Design Calculations																
	• Cost Estimate & Specs																
3.6-3	Construction Schedule																
3.6-4	ROW Update																
3.6-5	**UPRR and BNSF Rail & Bridge Plans (90%)**		**0**	**0**	**0**	**0**	**0**										**$0**
	• Main Line & Shoofly & Yard Plans																
	• Bridge Plans																
	• Cost Estimate & Specs																
3.6-5a	**100% Roadway / Retaining Wall – UPRR & BNSF 90% Rail & Rail Bridge PS&E SUBMITTAL**		**0**	**0**	**0**	**0**	**0**										**$0**
	• Compile & Submit																
3.6-6	**Final (Camera Ready) Roadway/Retaining Wall – UPRR & BNSF 100% PS&E Documents & SUBMITTAL PACKAGE**		**2**	**17**	**13**	**2**	**40**										**$10,000**
	• Roadway																
	• Utilities (sewer, water, drainage etc.)																
	• Traffic																
	• Landscape & Irrigation		2	17	13	2	40										$10,000
	• Main Line, Shoofly & Yard Plans																
	• Bridge Plans																
	• Cost Estimate & Specs																
3.6-7	Construction Manager File																
	Total Hours		**43**	**251**	**157**	**42**	**294**										
	Loaded Billing Rates ($/hr.)		250.00	160.00	160.00	150.00	110.00										
	Extended Amounts / ck		$10,750	$40,160	$25,120	$6,300	$32,340										**$114,670**

	Labor	ODC	TOTAL
Grand Total	$114,670.00	$5,000.00	$119,670.00

CITY OF EL SEGUNDO
ATTACHMENT "A"
Lynn Capouya, Inc.
Detailed ODCs

Park Place Extension - Final Engineering & Design Services

	Estimate	units	$/unit	Total
Agronomic Soils Testing - Wallace Labs	1		$ 5,000.00	$5,000.00
			TOTAL ODC =	**$5,000.00**

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: Ninyo & Moore

Task	Labor Classifications		Ninyo & Moore: Principal Engineer/Geologist/Environmental Scientist	Senior Engineer/Geologist/Environmental Scientist	Senior Project Engineer/Geologist/Environmental Scientist	Project Engineer/Geologist/Environmental Scientist	Senior Staff Engineer/Geologist/Environmental Scientist	Staff Engineer/Geologist/Environmental Scientist	GIS Analyst	Technical Illustrator/CAD Operator	Information Specialist	Data Processor	Field Operations Manager	Supervisory Technician	Senior Technician	Technician	Subtotal
	Hourly Billing Rates		**$178**	**$168**	**$163**	**$156**	**$142**	**$126**	**$116**	**$92**	**$78**	**$73**	**$112**	**$98**	**$97**	**$92**	
3.1	**TASK 1 PROJECT MANAGEMENT/COORDINATION/ADMINISTRATION**																
3.1	**PROJECT MGMT/COORDINATION & ADMIN.**		**79**	**272**	**0**	**0**	**20**	**0**	**0**	**12**	**0**	**12**	**0**	**0**	**0**	**0**	**$64,578**
3.1-1	Project Management Plan		5	10													$2,570
	Kramer & Federal Properties		1	2	0												$514
	Nash & Park Place		1	2													$514
3.1-2	Coordination/Meetings/Administration		48	88													$23,328
	Kramer & Federal Properties		4	16													$3,400
	Nash & Park Place		4	16													$3,400
3.1-3	Schedules			46													$7,728
	Kramer & Federal Properties			2													$336
	Nash & Park Place			2													$336
3.1-4	Progress Reports			40													$6,720
	Kramer & Federal Properties			8													$1,344
	Nash & Park Place			8													$1,344
3.1-5	Quality Assurance/Quality Control (QA/QC) Pla		6	12													$3,084
	Kramer & Federal Properties																
3.1-6	Public Outreach Program		10	20	0	0	20	0	0	12	0	12					$9,960
	Kramer & Federal Properties																
3.2	**TASK 2 ENVIRONMENTAL DOCUMENT VERIFICATION/SUPPLEMENTAL ENVIRONMENTAL DOCUMENT SUPPORT/RIGHT OF WAY IMPACTS SUPPORT**																
3.2	**ENVIRON DOC VERIFICATION/ SUPPLEMENTAL ENVIRON DOC SUPPORT/ ROW IMPACTS SUPPORT**		**17**	**58**	**0**	**0**	**60**	**0**	**8**	**0**	**0**	**8**	**0**	**0**	**0**	**0**	**$22,802**
3.2-1	Data Collection		8	40	0	0	60	0	8	0	0	8	0	0	0	0	$18,176
3.2-2	Workshops		9	18	0	0	0	0	0	0	0	0	0	0	0	0	$4,626
3.2-3	Supplemental Environmental Document/ Funding Application Process/Right of Way Impacts		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.3	**TASK 3 SITE INVESTIGATION/MAPPING/REPORTS/PHASE II SITE CHARACTERIZATION/UPRR AND BNSF CONCEPT SUBMITTAL**																
3.3	**SITE INVESTIGATION/MAPPING/REPORTS/ PHASE II SITE CHARACTERIZATION/ UPPR & BNSF CONCEPT SUBMITTAL**		**124**	**464**	**0**	**0**	**692**	**625**	**88**	**60**	**0**	**41**	**0**	**0**	**0**	**0**	**$295,759**
3.3-1	Field Exploration/Potholing		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.3-2	Mapping		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.3-3	Design Surveys		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.3-4	Materials/Foundation Reports or Geotechnical Requirements		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.3-5	Geotechnical Exploration Plan		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.3-6	**Draft Hydrology/Hydraulics Report – INCLUDED IN SUBTASK 3.4-6 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUB TASK - NO HOURS BUDGETED**																
3.3-7	**Phase I & Phase II Environmental Site Assessments**																**$295,759**
•	Phase I & Phase II Environmental Site Assessments		124	464	0	0	692	625	88	60	0	41	0	0	0	0	$295,759
	Geophysical Survey for Phase II - See ODC for Breadown																
3.3-8	**Concept Plans UPRR and BNSF (Rail 10% & Rail Bridge/Retaining Wall Type Selection) SUBMITTAL**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$0**
•	Main Line, Shoofly & Yard Concept – 10 %		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Rail Bridge & Walls – Type Selection Report		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.4	**TASK 4 – Preliminary & 35% Roadway/Retaining Wall PS&E - 25% Rail - 30% Rail Bridge PS&E**																
3.4	**Prelim & 35% ROADWAY/RETAINING WALL PS&E - 25% RAIL 30% RAIL BRIDGE**		**24**	**66**	**0**	**0**	**100**	**0**	**0**	**0**	**0**	**6**	**0**	**0**	**0**	**0**	**$29,998**
3.4-1	**Data Collection – INCLUDED IN SUBTASK 3.2-1 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-2	Design Standards Exceptions Memorandum		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.4-3	Roadway Preliminary Plans – Geometric Drawings		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.4-4	Traffic Study		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.4-5	Roadway, Staging, Utilities, Drainage Plans (35%)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.4-6	**Hydraulics and Hydrology Report – INCLUDES & SUPERSEDES SUBTASK 3.3-6**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$0**
•	Roadway Drainage		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Railroad Drainage		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.4-7	Rail Bridge (30%) & Retaining Wall (35%) Design		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.4-8	Railroad Main Line, Shoofly Plans & Yard (25%)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.4-9	Project Cost & Specifications		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.4-10A	**Utility Improvements (Relocate existing utilities, design or coordinate design of new utilities to serve the project area.)**		**4**	**20**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$4,072**
•	Utility Study & Matrix		2	10	0	0	0	0	0	0	0	0	0	0	0	0	$2,036
•	City Owned Utilities (water, sewer & storm drain)		2	10	0	0	0	0	0	0	0	0	0	0	0	0	$2,036
•	Coordinate Non-City Owned		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
3.4-10B	**(8", 16" and 20") Petroleum Line Relocation (Exhibit E)**		**12**	**22**	**0**	**0**	**100**	**0**	**0**	**0**	**0**	**6**	**0**	**0**	**0**	**0**	**$20,470**
•	35% Design (Conceptual)		4	6	0	0	0	0	0	0	0	2					$1,866
•	65% Design		4	6	0	0	0	0	0	0	0	2					$1,866
•	100% Design		0	0	0	0	0	0	0	0	0	0					
•	Final Camera-Ready Design		0	0	0	0	0	0	0	0	0	0					
•	Cost Estimate & Specifications		2	4	0	0	0	0	0	0	0	2					$1,174
•	Geophysical Survey of Petroleum Pipelines		2	6			100										$15,564
3.4-11	**Water Quality Management Plan & BMP Plans (WQMP)**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$0**
•	Update WQMP Report		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Update Storm Water Pollution Control/BMP Plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.4-12	**Pump Station Plans – EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-13	Valuation Analysis Study		0														
3.4-14	**Phase II Environmental Site Assessment INCLUDED in TASK 3.3-7 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-15	**35% Roadway / Retaining Wall – UPRR & BNSF 25% Rail – 30% Rail Bridge PS&E SUBMITTAL PACKAGE**		**8**	**24**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$5,456**
•	Plan Submittal Package		8	24	0	0	0	0	0	0	0	0	0	0	0	0	$5,456
•	Field Review Meeting		0	0	0	0	0	0	0	0	0	0	0	0	0	0	

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: Ninyo & Moore

			Ninyo & Moore														
Task	Labor Classifications		Principal Engineer/Geologist/Environmental Scientist	Senior Engineer/Geologist/Environmental Scientist	Senior Project Engineer/Geologist/Environmental Scientist	Project Engineer/Geologist/Environmental Scientist	Senior Staff Engineer/Geologist/Environmental Scientist	Staff Engineer/Geologist/Environmental Scientist	GIS Analyst	Technical Illustrator/CAD Operator	Information Specialist	Data Processor	Field Operations Manager	Supervisory Technician	Senior Technician	Technician	Subtotal
	Hourly Billing Rates		$178	$168	$163	$156	$142	$126	$116	$92	$78	$73	$112	$98	$97	$92	
3.5	**TASK 5 – 65% ROADWAY/RETAINING WALL 30% RAIL & 60% RAIL BRIDGE PS&E**																
3.5	**65 % ROADWAY/RETAINING WALL - 30% RAIL & 60% RAIL BRIDGE PS&E**		64	200	0	0	320	0	0	0	0	0	0	0	0	0	$90,432
3.5-1	Roadway Plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.5-2	**Drainage Plans**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
•	Update H&H Report		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Drainage Plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.5-3	**Utility Plans**		4	16	0	0	0	0	0	0	0	0	0	0	0	0	$3,400
•	City Owned Utilities (water, sewer & storm. drain)		4	16	0	0	0	0	0	0	0	0	0	0	0	0	$3,400
•	Coordinate Non-City Owned		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.5-4	**Pump Station Plans EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-5	Stage Construction, Traffic Handling, Detour Plans, and Transportation Management Plan (TMP)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.5-6	**Pavement Delineation and Haul Route Plans EXCLUDED - SEE OPTIONAL SERVICES TASK 3.7-8 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-7	Sign Plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.5-8	Traffic, Signaling, and Street Lighting		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.5-9	Planting and Irrigation Plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.5-10	**Right-of-Way (R/W) Engineering Service**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
•	Perform Land Net Recovery and Field Ties		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Prepare Land Net Map "Before Condition" Record of Survey		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Perform Monument Perpetuation Surveys		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Prepare Right of Way Maps		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Prepare Permanent Easement, and Temporary Easement Legal Description and Plats		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Prepare Utility Legal Description and Plats		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.5-11	**Geotechnical and Foundation Reports**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
•	Geotechnical Design Report (GDR)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Foundation Report (FDR)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.5-12	**Rail Bridge Plans (60%)**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
•	Bridge Plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Independent Review		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.5-13	**Retaining Wall Plans (65%)**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
•	Wall Plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Independent Review		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.5-14	**Railroad Main Line, Shoofly & Yard Plans (30%**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
•	Shoofly & Yard Plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Main Line Plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.5-15	**Water Quality Management Plan & BMP Plans (WQMP)**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
•	Update WQMP Report		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Update Storm Water Pollution Control/BMP Plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.5-16	**Permit Applications, Agreements and CPUC Application**		52	160	0	0	280	0	0	0	0	0	0	0	0	0	$75,896
•	UPRR and BNSF Encroachment Permit		8	24	0	0	40	0	0	0	0	0	0	0	0	0	$11,136
•	City Encroachment Permit		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
•	County Encroachment Permit		8	24	0	0	40	0	0	0	0	0	0	0	0	0	$11,136
•	Regional Water Quality Control Board		12	40	0	0	80	0	0	0	0	0	0	0	0	0	$20,216
•	"Order to Construct" for PUC Authorization		8	24	0	0	40	0	0	0	0	0	0	0	0	0	$11,136
•	Other Permits		8	24	0	0	40	0	0	0	0	0	0	0	0	0	$11,136
•	Support Preparation of Construction and Maintenance Agreement		8	24	0	0	40	0	0	0	0	0	0	0	0	0	$11,136
•	CPUC Coordination and Application Assistance																
•	Agreements Assistance (BNSF, UPRR [Chevron if needed])																
3.5-17	Project Cost & Specifications (Update)		8	24	0	0	40	0	0	0	0	0	0	0	0	0	$11,136
3.5-18	**Phase II Environmental Site Assessment INCLUDED in TASK 3.3-7 NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-19	**65% Roadway / Retaining Wall 30% Rail & 60% Rail Bridge PS&E SUBMITTAL PACKAGE**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
•	Bridge plans and calculations including superstructure and substructure details, bearing details, deck and waterproofing details		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Structural calculation		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	UPRR and BNSF right of way drainage report		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Shoofly & yard design plans and alignment data		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Main Line design plans and alignment data		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Construction phasing plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: Ninyo & Moore

			Ninyo & Moore														
Task	Labor Classifications		Principal Engineer/Geologist/Environmental Scientist	Senior Engineer/Geologist/Environmental Scientist	Senior Project Engineer/Geologist/Environmental Scientist	Project Engineer/Geologist/Environmental Scientist	Senior Staff Engineer/Geologist/Environmental Scientist	Staff Engineer/Geologist/Environmental Scientist	GIS Analyst	Technical Illustrator/CAD Operator	Information Specialist	Data Processor	Field Operations Manager	Supervisory Technician	Senior Technician	Technician	Subtotal
	Hourly Billing Rates		**$178**	**$168**	**$163**	**$156**	**$142**	**$126**	**$116**	**$92**	**$78**	**$73**	**$112**	**$98**	**$97**	**$92**	
3.6	**TASK 6 - 100% Roadway/Retaining Wall - 90% Rail & Rail Bridge PS&E**																
3.6	**100 % ROADWAY/RETAINING WALL/RAIL & 90% RAIL BRIDGE PS&E**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$0**
3.6-1	**Roadway & etc.**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$0**
•	Roadway		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Utilities (sewer, water, drainage etc.)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Traffic		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Landscape & Irrigation		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Cost Estimate & Specs		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.6-2	**Retaining Wall Plans**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$0**
•	Wall Plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Design Calculations		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Cost Estimate & Specs		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.6-3	Construction Schedule		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.6-4	ROW Update		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.6-5	**UPRR and BNSF Rail & Bridge Plans (90%)**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$0**
•	Main Line & Shoofly & Yard Plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Bridge Plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Cost Estimate & Specs		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.6-5a	**100% Roadway / Retaining Wall – UPRR & BNSF 90% Rail & Rail Bridge PS&E SUBMITTAL**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$0**
•	Compile & Submit		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.6-6	**Final (Camera Ready) Roadway/Retaining Wall – UPRR & BNSF 100% PS&E Documents & SUBMITTAL PACKAGE**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$0**
•	Roadway		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Utilities (sewer, water, drainage etc.)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Traffic		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Landscape & Irrigation		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Main Line, Shoofly & Yard Plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Bridge Plans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
•	Cost Estimate & Specs		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3.6-7	Construction Manager File		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total Hours		**308**	**1,060**	**0**	**0**	**1,192**	**625**	**96**	**72**	**0**	**67**	**0**	**0**	**0**	**0**	
	Loaded Billing Rates ($/hr.)		178.00	168.00	163.00	156.00	142.00	126.00	116.00	92.00	78.00	73.00	112.00	98.00	97.00	92.00	
	Extended Amounts / ck		$54,824	$178,080	$0	$0	$169,264	$78,750	$11,136	$6,624	$0	$4,891	$0	$0	$0	$0	**$503,569**

	Labor	General ODCs	Kramer & Federal Specific ODCs	Nash & Park Place Specific ODCs	TOTAL
Grand Total	$503,569.00	$210,948.00	$1,736.00	$1,736.00	$717,989.00

OF EL

ATTACHMENT "A" - CORE SERVICES ODC's

Ninyo & Moore

Park Place Extension - Final Engineering & Design Services

Detailed ODCs - General

	Estimate	units		$/unit	Total
Printing/Graphics					
Printing of Reports (8.5x11)	1,000	sheets	$	0.10	$100.00
Printing of Reports (11x17)	100	sheets	$	0.20	$20.00
Blue line (22 x 34)	100	drawings	$	1.00	$100.00
Misc. Outside Printing/Plotting	2	LS	$	538.00	$1,076.00
Other (SPECIFY):					**$174,540.00**
Phase I EDR documents	1	each	$	500.00	$500.00
Drillers; DP 5 days + HSA 1 day	1	each	$	59,400.00	$59,400.00
Analytical Laboratory	1	each	$	25,124.00	$25,124.00
Traffic Plan & Traffic Control; 15 days	1	each	$	22,000.00	$22,000.00
Railroad Safety Training	2	each	$	1,100.00	$2,200.00
Railroad Insurance	2	each	$	5,500.00	$11,000.00
BNSF Railroad Flagman Services; BNSF $1,800 per day	1	each	$	7,920.00	$7,920.00
UPRR Railroad Flagman Services; UPRR $1,200 per day	1	each	$	13,200.00	$13,200.00
BNSF Right of Entry Permits; $800 per application	1	each	$	880.00	$880.00
UPRR Right of Entry Permits; $1,045 per application	1	each	$	1,149.50	$1,149.50
General Right of Entry Permits	1	each	$	16,500.00	$16,500.00
General Right of Entry Insurance	1	each	$	5,500.00	$5,500.00
LACDPH Boring Permits; $406 for 5+ exploration holes	1	each	$	446.50	$446.50
Field Vehicle	360	hr	$	15.00	$5,400.00
PID Equipment	4	wk	$	200.00	$800.00
Level D PPE	36	day	$	20.00	$720.00
Field-Related Expenses	36	day	$	50.00	$1,800.00
General TOTAL ODC =					**$175,836.00**

Detailed ODCs - Kramer & Federal Properties

	Estimate	units		$/unit	Total
Printing/Graphics					
Printing of Reports (8.5x11)	1,000	sheets	$	0.10	$100.00
Printing of Reports (11x17)	100	sheets	$	0.20	$20.00
Blue line (22 x 34)	100	drawings	$	1.00	$100.00
Misc. Outside Printing/Plotting	2	LS	$	538.00	$1,076.00
Other (SPECIFY):					**$440.00**
Field Vehicle	20	hr	$	15.00	$300.00
Level D PPE	2	day	$	20.00	$40.00
Field-Related Expenses	2	day	$	50.00	$100.00
Kramer & Federal TOTAL ODC =					**$1,736.00**

Detailed ODCs - Nash Street & Park Pl. Intersection

	Estimate	units		$/unit	Total
Printing/Graphics					
Printing of Reports (8.5x11)	1,000	sheets	$	0.10	$100.00
Printing of Reports (11x17)	100	sheets	$	0.20	$20.00
Blue line (22 x 34)	100	drawings	$	1.00	$100.00
Misc. Outside Printing/Plotting	2	LS	$	538.00	$1,076.00
Other (SPECIFY):					**$440.00**
Field Vehicle	20	hr	$	15.00	$300.00
Level D PPE	2	day	$	20.00	$40.00
Field-Related Expenses	2	day	$	50.00	$100.00
Nash Street & Park Pl. Inter. TOTAL ODC =					**$1,736.00**

Geopyhsical Surveys

Task 3.3-7 Geophysical Survey Contractor - Phase II	1	each	$	6,600.00	**$6,600.00**
Task 3.4-10B Geophysical Survey Contractor - Petroleum Lines	1	each	$	28,512.00	**$28,512.00**
				TOTAL ODC =	**$214,420.00**

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: NOREAS

			NOREAS														
Task	Labor Classifications		Lenny Malo, MS	Lincoln Hulse, BS	Matthew South, BS	Jordan Zylstra, BS	Vir McCoy, BS										Subtotal
	Hourly Billing Rates		$130	$115	$110	$100	$90										
3.1	TASK 1 PROJECT MANAGEMENT/COORDINATION/ADMINISTRATION																
3.1	PROJECT MGMT/COORDINATION & ADMIN.		0	0	0	0	0										$0
3.1-1	Project Management Plan																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-2	Coordination/Meetings/Administration																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-3	Schedules																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-4	Progress Reports																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-5	Quality Assurance/Quality Control (QA/QC) Plan																
	Kramer & Federal Properties																
3.1-6	Public Outreach Program																
	Kramer & Federal Properties																
3.2	TASK 2 ENVIRONMENTAL DOCUMENT VERIFICATION/SUPPLEMENTAL ENVIRONMENTAL DOCUMENT SUPPORT/RIGHT OF WAY IMPACTS SUPPORT																
3.2	ENVIRON DOC VERIFICATION/ SUPPLMENTAL ENVIRON DOC SUPPORT/ ROW IMPACTS SUPPORT		4	24	16	40	40										$12,640
3.2-1	Data Collection																
3.2-2	Workshops																
3.2-3	Supplemental Environmental Document/ Funding Application Process/Right of Way Impacts		4	24	16	40	40										$12,640
3.3	TASK 3 SITE INVESTIGATION/MAPPING/REPORTS/PHASE II SITE CHARACTERIZATION/UPRR AND BNSF CONCEPT SUBMITTAL																
3.3	SITE INVESTIGATION/MAPPING/REPORTS/ PHASE II SITE CHARACTERIZATION/ UPPR & BNSF CONCEPT SUBMITTAL		0	0	0	0	0										$0
3.3-1	Field Exploration/Potholing																
3.3-2	Mapping																
3.3-3	Design Surveys																
3.3-4	Materials/Foundation Reports or Geotechnical Requirements																
3.3-5	Geotechnical Exploration Plan																
3.3-6	**Draft Hydrology/Hydraulics Report – INCLUDED IN SUBTASK 3.4-6 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUB TASK - NO HOURS BUDGETED**																
3.3-7	Phase I and Phase II Environmental Site Assessment (ESA) (See Exhibits "D" and "E")																
	Kramer & Federal Properties																
	Nash & Park Place																
	Geophysical Survey for Phase II - See ODC for Breadown																
3.3-8	**Concept Plans UPRR and BNSF (Rail 10% & Rail Bridge/Retaining Wall Type Selection) SUBMITTAL**		0	0	0	0	0										$0
	• Main Line, Shoofly & Yard Concept – 10 %																
	• Rail Bridge & Walls – Type Selection Report																
3.4	TASK 4 – Preliminary & 35% Roadway/Retaining Wall PS&E - 25% Rail - 30% Rail Bridge PS&E																
3.4	Prelim & 35% ROADWAY/RETAINING WALL PS&E - 25% RAIL - 30% RAIL BRIDGE		0	0	0	0	0										$0
3.4-1	**Data Collection – INCLUDED IN SUBTASK 3.2-1 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																$0
3.4-2	Design Standards Exceptions Memorandum																
3.4-3	Roadway Preliminary Plans – Geometric Drawings																
3.4-4	Traffic Study																
3.4-5	Roadway, Staging, Utilities, Drainage Plans (35%)																
3.4-6	**Hydraulics and Hydrology Report – INCLUDES & SUPERSEDES SUBTASK 3.3-6**		0	0	0	0	0										$0
	• Roadway Drainage																
	• Railroad Drainage																
3.4-7	Rail Bridge (30%) & Retaining Wall (35%) Design																
3.4-8	Railroad Main Line, Shoofly Plans & Yard (25%)																
3.4-9	Project Cost & Specifications																
3.4-10A	**Utility Improvements (Relocate existing utilities, design or coordinate design of new utilities to serve the project area.)**		0	0	0	0	0										$0
	• Utility Study & Matrix																
	• City Owned Utilities (water, sewer & storm drain)																
	• Coordinate Non-City Owned																
3.4-10B	**(8", 16" and 20") Petroleum Line Relocation (Exhibit E)**		0	0	0	0	0										$0
	• 35% Design (Conceptual)																
	• 65% Design																
	• 100% Design																
	• Final Camera-Ready Design																
	• Cost Estimate & Specifications																
	• Geophysical Survey of Petroleum Pipelines																

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: NOREAS

			NOREAS														
Task	Labor Classifications		Lenny Malo, MS	Lincoln Hulse, BS	Matthew South, BS	Jordan Zylstra, BS	Vir McCoy, BS										Subtotal
	Hourly Billing Rates		$130	$115	$110	$100	$90										
3.4-11	**Water Quality Management Plan & BMP Plans (WQMP)**		0	0	0	0	0										$0
	• Update WQMP Report																
	• Update Storm Water Pollution Control/BMP Plans																
3.4-12	**Pump Station Plans – EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-13	Valuation Analysis Study																
3.4-14	**Phase II Environmental Site Assessment INCLUDED in TASK 3.3-7 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-15	**35% Roadway / Retaining Wall – UPRR & BNSF 25% Rail – 30% Rail Bridge PS&E SUBMITTAL PACKAGE**		0	0	0	0	0										0
	• Plan Submittal Package																
	• Field Review Meeting																
3.5	**TASK 5 – 65% ROADWAY/RETAINING WALL 30% RAIL & 60% RAIL BRIDGE PS&E**																
3.5	**65 % ROADWAY/RETAINING WALL - 30% RAIL & 60% RAIL BRIDGE PS&E**		0	0	0	0	0										$0
3.5-1	Roadway Plans																
3.5-2	**Drainage Plans**		0	0	0	0	0										$0
	• Update H&H Report																
	• Drainage Plans																
3.5-3	**Utility Plans**		0	0	0	0	0										$0
	• City Owned Utilities (water, sewer & storm. drain)																
	• Coordinate Non-City Owned																
3.5-4	**Pump Station Plans EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																$0
3.5-5	Stage Construction, Traffic Handling, Detour Plans, and Transportation Management Plan (TMP)																
3.5-6	**Pavement Delineation and Haul Route Plans EXCLUDED - SEE OPTIONAL SERVICES TASK 3.7-8 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-7	Sign Plans																
3.5-8	Traffic, Signaling, and Street Lighting																
3.5-9	Planting and Irrigation Plans																
3.5-10	**Right-of-Way (R/W) Engineering Service**		0	0	0	0	0										$0
	• Perform Land Net Recovery and Field Ties																
	• Prepare Land Net Map "Before Condition" Record of Survey																
	• Perform Monument Perpetuation Surveys																
	• Prepare Right of Way Maps																
	• Prepare Permanent Easement, and Temporary Easement Legal Description and Plats																
	• Prepare Utility Legal Description and Plats																
3.5-11	**Geotechnical and Foundation Reports**		0	0	0	0	0										$0
	• Geotechnical Design Report (GDR)																
	• Foundation Report (FDR)																
3.5-12	**Rail Bridge Plans (60%)**		0	0	0	0	0										$0
	• Bridge Plans																
	• Independent Review																
3.5-13	**Retaining Wall Plans (65%)**		0	0	0	0	0										$0
	• Wall Plans																
	• Independent Review																
3.5-14	**Railroad Main Line, Shoofly & Yard Plans (30%)**		0	0	0	0	0										$0
	• Shoofly & Yard Plans																
	• Main Line Plans																
3.5-15	**Water Quality Management Plan & BMP Plans (WQMP)**		0	0	0	0	0										$0
	• Update WQMP Report																
	• Update Storm Water Pollution Control/BMP Plans																
3.5-16	**Permit Applications, Agreements and CPUC Application**		0	0	0	0	0										$0
	• UPRR and BNSF Encroachment Permit																
	• City Encroachment Permit																
	• County Encroachment Permit																
	• Regional Water Quality Control Board																
	• "Order to Construct" for PUC Authorization																
	• Other Permits																
	• Support Preparation of Construction and Maintenance Agreement																
	• CPUC Coordination and Application Assistance																
	• Agreements Assistance (BNSF, UPRR [Chevron if needed])																
3.5-17	Project Cost & Specifications (Update)																
3.5-18	**Phase II Environmental Site Assessment INCLUDED in TASK 3.3-7 NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																$0
3.5-19	**65% Roadway / Retaining Wall 30% Rail & 60% Rail Bridge PS&E SUBMITTAL PACKAGE**		0	0	0	0	0										$0
	• Bridge plans and calculations including superstructure and substructure details, bearing details, deck and waterproofing details																
	• Structural calculation																
	• UPRR and BNSF right of way drainage report																
	• Shoofly & yard design plans and alignment data																
	• Main Line design plans and alignment data																
	• Construction phasing plans																

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: NOREAS

			NOREAS														
Task	Labor Classifications		Lenny Malo, MS	Lincoln Hulse, BS	Matthew South, BS	Jordan Zylstra, BS	Vir McCoy, BS										Subtotal
	Hourly Billing Rates		$130	$115	$110	$100	$90										
3.6	TASK 6 - 100% Roadway/Retaining Wall - 90% Rail & Rail Bridge PS&E																
3.6	100 % ROADWAY/RETAINING WALL/RAIL & 90% RAIL BRIDGE PS&E		0	0	0	0	0										$0
3.6-1	**Roadway & etc.**		0	0	0	0	0										$0
	• Roadway																
	• Utilities (sewer, water, drainage etc.)																
	• Traffic																
	• Landscape & Irrigation																
	• Cost Estimate & Specs																
3.6-2	**Retaining Wall Plans**		0	0	0	0	0										$0
	• Wall Plans																
	• Design Calculations																
	• Cost Estimate & Specs																
3.6-3	Construction Schedule																
3.6-4	ROW Update																
3.6-5	**UPRR and BNSF Rail & Bridge Plans (90%)**		0	0	0	0	0										$0
	• Main Line & Shoofly & Yard Plans																
	• Bridge Plans																
	• Cost Estimate & Specs																
3.6-5a	**100% Roadway / Retaining Wall – UPRR & BNSF 90% Rail & Rail Bridge PS&E SUBMITTAL**		0	0	0	0	0										$0
	• Compile & Submit																
3.6-6	**Final (Camera Ready) Roadway/Retaining Wall – UPRR & BNSF 100% PS&E Documents & SUBMITTAL PACKAGE**		0	0	0	0	0										$0
	• Roadway																
	• Utilities (sewer, water, drainage etc.)																
	• Traffic																
	• Landscape & Irrigation																
	• Main Line, Shoofly & Yard Plans																
	• Bridge Plans																
	• Cost Estimate & Specs																
3.6-7	Construction Manager File																
	Total Hours		4	24	16	40	40										
	Loaded Billing Rates ($/hr.)		130.00	115.00	110.00	100.00	90.00										
	Extended Amounts / ck		$520	$2,760	$1,760	$4,000	$3,600										$12,640

	Labor	ODC	TOTAL
Grand Total	$12,640.00	$0.00	$12,640.00

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: SPEC Services

			SPEC Services														
Task	Labor Classifications		PrincipalProject Manager	Senior Project Manager	Project Manager	Project Controls Specialist 2	Senior PrincipalDesigner	PrincipalDesigner	Lead Designer	Designer 2	Senior Procurement Agent	Senior Project Engineer	Project Engineer	Design Engineer	Project Administrative Assistant	Survey Party Chief	Subtotal
	Hourly Billing Rates		$195	$173	$152	$140	$146	$136	$126	$104	$129	$152	$135	$117	$69	$130	
3.1	**TASK 1 PROJECT MANAGEMENT/COORDINATION/ADMINISTRATION**																
3.1	**PROJECT MGMT/COORDINATION & ADMIN.**		64	0	0	16	3	0	3	0	0	0	0	0	3	0	$15,743
3.1-1	Project Management Plan																
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-2	Coordination/Meetings/Administration		52			8	3		3						3		$12,283
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-3	Schedules		12														$2,340
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-4	Progress Reports					8											$1,120
	Kramer & Federal Properties																
	Nash & Park Place																
3.1-5	Quality Assurance/Quality Control (QA/QC) Plan																
	Kramer & Federal Properties																
3.1-6	Public Outreach Program																
	Kramer & Federal Properties																
3.2	**TASK 2 ENVIRONMENTAL DOCUMENT VERIFICATION/SUPPLEMENTAL ENVIRONMENTAL DOCUMENT SUPPORT/RIGHT OF WAY IMPACTS SUPPORT**																
3.2	**ENVIRON DOC VERIFICATION/ SUPPLMENTAL ENVIRON DOC SUPPORT/ ROW IMPACTS SUPPORT**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
3.2-1	Data Collection																
3.2-2	Workshops																
3.2-3	Supplemental Environmental Document/ Funding Application Process/Right of Way Impacts																
3.3	**TASK 3 SITE INVESTIGATION/MAPPING/REPORTS/PHASE II SITE CHARACTERIZATION/UPRR AND BNSF CONCEPT SUBMITTAL**																
3.3	**SITE INVESTIGATION/MAPPING/REPORTS/ PHASE II SITE CHARACTERIZATION/ UPPR & BNSF CONCEPT SUBMITTAL**		6	0	0	0	12	0	34	0	0	0	0	0	0	0	$7,206
3.3-1	Field Exploration/Potholing		6				12		34								$7,206
3.3-2	Mapping																
3.3-3	Design Surveys																
3.3-4	Materials/Foundation Reports or Geotechnical Requirements																
3.3-5	Geotechnical Exploration Plan																
3.3-6	**Draft Hydrology/Hydraulics Report – INCLUDED IN SUBTASK 3.4-6 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUB TASK - NO HOURS BUDGETED**																
3.3-7	Phase I and Phase II Environmental Site Assessment (ESA) (See Exhibits "D" and "E")																
	Kramer & Federal Properties																
	Nash & Park Place																
	Geophysical Survey for Phase II - See ODC for Breadown																
3.3-8	**Concept Plans UPRR and BNSF (Rail 10% & Rail Bridge/Retaining Wall Type Selection) SUBMITTAL**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Main Line, Shoofly & Yard Concept – 10 %																
	• Rail Bridge & Walls – Type Selection Report																
3.4	**TASK 4 – Preliminary & 35% Roadway/Retaining Wall PS&E - 25% Rail - 30% Rail Bridge PS&E**																
3.4	**Prelim & 35% ROADWAY/RETAINING WALL PS&E - 25% RAIL - 30% RAIL BRIDGE**		172	0	0	10	174	412	60	0	0	96	0	0	0	0	$138,528
3.4-1	**Data Collection – INCLUDED IN SUBTASK 3.2-1 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-2	Design Standards Exceptions Memorandum																
3.4-3	Roadway Preliminary Plans – Geometric Drawings																
3.4-4	Traffic Study																
3.4-5	Roadway, Staging, Utilities, Drainage Plans (35%)																
3.4-6	**Hydraulics and Hydrology Report – INCLUDES & SUPERSEDES SUBTASK 3.3-6**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Roadway Drainage																
	• Railroad Drainage																
3.4-7	Rail Bridge (30%) & Retaining Wall (35%) Design																
3.4-8	Railroad Main Line, Shoofly Plans & Yard (25%)																
3.4-9	Project Cost & Specifications																
3.4-10A	**Utility Improvements (Relocate existing utilities, design or coordinate design of new utilities to serve the project area.)**		24	0	0	0	28	0	0	0	0	0	0	0	0	0	$8,768
	• Utility Study & Matrix		4				4										$1,364
	• City Owned Utilities (water, sewer & storm drain)																
	• Coordinate Non-City Owned		20				24										$7,404
3.4-10B	**(8", 16" and 20") Petroleum Line Relocation (Exhibit E)**		148	0	0	10	146	412	60	0	0	96	0	0	0	0	$129,760
	• 35% Design (Conceptual)		28			3	48	128				28					$34,552
	• 65% Design		32			3	44	128	60			28					$42,308
	• 100% Design		32			3	44	128				16					$32,924
	• Final Camera-Ready Design		6			1	10	20									$5,490
	• Cost Estimate & Specifications		50					8				24					$14,486
	• Geophysical Survey of Petroleum Pipelines																$0

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: SPEC Services

			SPEC Services														
Task	Labor Classifications		PrincipalProject Manager	Senior Project Manager	Project Manager	Project Controls Specialist 2	Senior PrincipalDesigner	PrincipalDesigner	Lead Designer	Designer 2	Senior Procurement Agent	Senior Project Engineer	Project Engineer	Design Engineer	Project Administrative Assistant	Survey Party Chief	Subtotal
	Hourly Billing Rates		$195	$173	$152	$140	$146	$136	$126	$104	$129	$152	$135	$117	$69	$130	
3.4-11	**Water Quality Management Plan & BMP Plans (WQMP)**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Update WQMP Report																
	• Update Storm Water Pollution Control/BMP Plans																
3.4-12	**Pump Station Plans – EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.4-13	Valuation Analysis Study																
3.4-14	**Phase II Environmental Site Assessment INCLUDED**																
3.4-15	**35% Roadway / Retaining Wall – UPRR & BNSF 25% Rail – 30% Rail Bridge PS&E SUBMITTAL PACKAGE**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	• Plan Submittal Package																
	• Field Review Meeting																
3.5	**TASK 5 – 65% ROADWAY/RETAINING WALL 30% RAIL & 60% RAIL BRIDGE PS&E**																
3.5	**65 % ROADWAY/RETAINING WALL - 30% RAIL & 60% RAIL BRIDGE PS&E**		16	0	0	0	16	0	0	0	0	0	0	0	0	0	$5,456
3.5-1	Roadway Plans																
3.5-2	**Drainage Plans**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	• Update H&H Report																
	• Drainage Plans																
3.5-3	**Utility Plans**		16	0	0	0	16	0	0	0	0	0	0	0	0	0	$5,456
	• City Owned Utilities (water, sewer & storm. drain)																
	• Coordinate Non-City Owned		16				16										$5,456
3.5-4	**Pump Station Plans EXCLUDED – NO PUMPS STATION ANTICIPATED - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-5	Stage Construction, Traffic Handling, Detour Plans, and Transportation Management Plan (TMP)																
3.5-6	**Pavement Delineation and Haul Route Plans EXCLUDED - SEE OPTIONAL SERVICES TASK 3.7-8 - NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																
3.5-7	Sign Plans																
3.5-8	Traffic, Signaling, and Street Lighting																
3.5-9	Planting and Irrigation Plans																
3.5-10	**Right-of-Way (R/W) Engineering Service**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Perform Land Net Recovery and Field Ties																
	• Prepare Land Net Map "Before Condition" Record of Survey																
	• Perform Monument Perpetuation Surveys																
	• Prepare Right of Way Maps																
	• Prepare Permanent Easement, and Temporary Easement Legal Description and Plats																
	• Prepare Utility Legal Description and Plats																
3.5-11	**Geotechnical and Foundation Reports**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Geotechnical Design Report (GDR)																
	• Foundation Report (FDR)																
3.5-12	**Rail Bridge Plans (60%)**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Bridge Plans																
	• Independent Review																
3.5-13	**Retaining Wall Plans (65%)**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Wall Plans																
	• Independent Review																
3.5-14	**Railroad Main Line, Shoofly & Yard Plans (30%)**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Shoofly & Yard Plans																
	• Main Line Plans																
3.5-15	**Water Quality Management Plan & BMP Plans (WQMP)**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Update WQMP Report																
	• Update Storm Water Pollution Control/BMP Plans																
3.5-16	**Permit Applications, Agreements and CPUC Application**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• UPRR and BNSF Encroachment Permit																
	• City Encroachment Permit																
	• County Encroachment Permit																
	• Regional Water Quality Control Board																
	• "Order to Construct" for PUC Authorization																
	• Other Permits																
	• Support Preparation of Construction and Maintenance Agreement																
	• CPUC Coordination and Application Assistance																
	• Agreements Assistance (BNSF, UPRR [Chevron if needed])																
3.5-17	Project Cost & Specifications (Update)																
3.5-18	**Phase II Environmental Site Assessment INCLUDED in TASK 3.3-7 NO EFFORT/HOURS ASSOCIATED WITH THIS SUBTASK - NO HOURS BUDGETED**																$0
3.5-19	**65% Roadway / Retaining Wall 30% Rail & 60% Rail Bridge PS&E SUBMITTAL PACKAGE**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Bridge plans and calculations including superstructure and substructure details, bearing details, deck and waterproofing details																
	• Structural calculation																
	• UPRR and BNSF right of way drainage report																
	• Shoofly & yard design plans and alignment data																
	• Main Line design plans and alignment data																
	• Construction phasing plans																

ATTACHMENT "A"

Park Place Extension - Final Engineering & Design Services
RFP NO. ENG 20-21
City of El Segundo
SUBCONSULTANT: SPEC Services

			SPEC Services														
Task	Labor Classifications		PrincipalProject Manager	Senior Project Manager	Project Manager	Project Controls Specialist 2	Senior PrincipalDesigner	PrincipalDesigner	Lead Designer	Designer 2	Senior Procurement Agent	Senior Project Engineer	Project Engineer	Design Engineer	Project Administrative Assistant	Survey Party Chief	Subtotal
	Hourly Billing Rates		$195	$173	$152	$140	$146	$136	$126	$104	$129	$152	$135	$117	$69	$130	
3.6	TASK 6 - 100% Roadway/Retaining Wall - 90% Rail & Rail Bridge PS&E																
3.6	100 % ROADWAY/RETAINING WALL/RAIL & 90% RAIL BRIDGE PS&E		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
3.6-1	**Roadway & etc.**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Roadway																
	• Utilities (sewer, water, drainage etc.)																
	• Traffic																
	• Landscape & Irrigation																
	• Cost Estimate & Specs																
3.6-2	**Retaining Wall Plans**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Wall Plans																
	• Design Calculations																
	• Cost Estimate & Specs																
3.6-3	Construction Schedule																
3.6-4	ROW Update																
3.6-5	**UPRR and BNSF Rail & Bridge Plans (90%)**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Main Line & Shoofly & Yard Plans																
	• Bridge Plans																
	• Cost Estimate & Specs																
3.6-5a	**100% Roadway / Retaining Wall – UPRR & BNSF 90% Rail & Rail Bridge PS&E SUBMITTAL**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Compile & Submit																
3.6-6	**Final (Camera Ready) Roadway/Retaining Wall – UPRR & BNSF 100% PS&E Documents & SUBMITTAL PACKAGE**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Roadway																
	• Utilities (sewer, water, drainage etc.)																
	• Traffic																
	• Landscape & Irrigation																
	• Main Line, Shoofly & Yard Plans																
	• Bridge Plans																
	• Cost Estimate & Specs																
3.6-7	Construction Manager File																
	Total Hours		258	0	0	26	205	412	97	0	0	96	0	0	3	0	
	Loaded Billing Rates ($/hr.)		195.00	173.00	152.00	140.00	146.00	136.00	126.00	104.00	129.00	152.00	135.00	117.00	69.00	130.00	
	Extended Amounts / ck		$50,310	$0	$0	$3,640	$29,930	$56,032	$12,222	$0	$0	$14,592	$0	$0	$207	$0	**$166,933**

	Labor	ODC	TOTAL
Grand Total	$166,933.00	$55,515.00	$222,448.00

CITY OF EL SEGUNDO
ATTACHMENT "A"
SPEC Services
Detailed ODCs

Park Place Extension - Final Engineering & Design Services

	Estimate	units	$/unit	Total
Printing/Graphics				
Printing of Reports (11x17)	50	sheets	$ 0.20	$10.00
Other (SPECIFY):				**$55,505.00**
Pothole Contractor	25	potholes	$ 1,110.00	$27,750.00
Pothole Traffic Control Plans - Stamped	9	sheets	$ 700.00	$6,300.00
Pothole Maintenance of Traffic Setups	3	days	$ 1,500.00	$4,500.00
Pothole Work Railroad Flagger*	2	days	$ 1,200.00	$2,400.00
Pothole Work Permit - BNSF*	1	ea	$ 3,055.00	$3,055.00
Pothole Work Permit - UPRR*	1	ea	$ 11,500.00	$11,500.00

* Estimated cost. Actual cost will come from Railroads. Includes permit fees, license fees, and insurance premiums.
** Estimated cost. Actual cost is dependant on soil analytical results and volume of soil.

TOTAL ODC = $55,515.00

OPTIONAL COST PROPOSAL

Summary

ATTACHMENT "B" - OPTIONAL SERVICES

Park Place Extension - Final Engineering & Design Services

RFP NO. ENG 20-21
City of El Segundo
CONSULTANT: Moffatt & Nichol

			Moffatt & Nichol														Sub consultant labor ($)			
Task	Labor Classifications		Principal-in-Charge	Project Manager	Supervisory Engineer/ Scientist	Senior Engineer/ Scientist	Engineer/ Scientist III	Engineer/ Scientist II	Engineer/ Scientist I	Staff Engineer/ Scientist	Senior Technician	Designer	CADD II	CADD I	Project Controls/ Word Processing	General Clerical	Subtotal	Ninyo & Moore - HazMat	SPEC Services - Utilities/ Potholing	Total ($) by Task	Total Amount (incl. Subs)
	Hourly Billing Rates		$282.00	$282.00	$260.00	$235.00	$225.00	$195.00	$175.00	$135.00	$200.00	$183.00	$162.00	$120.00	$105.00	$94.00					
3.7	OPTIONAL SERVICES																				
3.7-1	**NEPA Services**		0	0	26	0	0	0	140	0	0	0	0	0	0	0	$31,260	$4,696	$0	$4,696	$35,956
•	Draft NEPA Re-evaluation		0	0	15	0	0	0	90	0	0	0	0	0	0	0	$19,650	$2,348	$0	$2,348	$21,998
•	Final NEPA Re-evaluation		0	0	5	0	0	0	30	0	0	0	0	0	0	0	$6,550	$2,348	$0	$2,348	$8,898
•	Activity C		0	0	4	0	0	0	16	0	0	0	0	0	0	0	$3,840	$0	$0	$0	$3,840
•	Activity D		0	0	2	0	0	0	4	0	0	0	0	0	0	0	$1,220	$0	$0	$0	$1,220
3.7-2	**(8", 16" and 20") Petroleum Line Relocation (Exhibit E) - EXCLUDED - INCLUDED IN CORE TASK 3.4-10B**																				
3.7-3	**Potholing (See Exhibit "A")**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	$0	$1,982	$1,982	$1,982
3.7-4	**Qwest Fiber Optic Line Relocation (Exhibit E)**		0	10	0	38	0	92	0	0	0	0	0	0	18	0	$31,580	$4,906	$0	$4,906	$36,486
•	Prepare Utility Plan		0	2	0	4	0	16	0	0	0	0	0	0	0	0	$4,624	$0	$0	$0	$4,624
•	35% Design (Conceptual)		0	2	0	6	0	16	0	0	0	0	0	0	2	0	$5,304	$1,866	$0	$1,866	$7,170
•	65% Design		0	2	0	6	0	16	0	0	0	0	0	0	2	0	$5,304	$1,866	$0	$1,866	$7,170
•	100% Design		0	2	0	6	0	16	0	0	0	0	0	0	2	0	$5,304	$0	$0	$0	$5,304
•	Final Camera-Ready Design		0	1	0	4	0	8	0	0	0	0	0	0	0	0	$2,782	$0	$0	$0	$2,782
•	Cost Estimate & Specifications		0	1	0	12	0	20	0	0	0	0	0	0	12	0	$8,262	$1,174	$0	$1,174	$9,436
3.7-5	**(42") Reclaimed Water Line Relocation (Exhibit E) EXCLUDED - RESPONSIBILITY OF OWNER**																				
3.7-6	**Relocation of Monitoring Wells (Exhibit D)**																				
3.7-6A	**Kramer & Federal Properties (7 Wells)**		0	11	0	11	0	0	0	0	0	0	0	0	0	8	$6,439	$28,124	$0	$28,124	$34,563
•	Correspondence/coordination with well owners and LARWQCB,		0	6	0	6	0	0	0	0	0	0	0	0	0	4	$3,478	$9,882	$0	$9,882	$13,360
•	Work Plan for abandonment & relocation of 7 affected wells:		0	2	0	2	0	0	0	0	0	0	0	0	0	2	$1,222	$8,724	$0	$8,724	$9,946
•	Health & Safety Plan		0	1	0	1	0	0	0	0	0	0	0	0	0	0	$517	$1,366	$0	$1,366	$1,883
•	Review contractor reports detailing abandonment & replacement		0	2	0	2	0	0	0	0	0	0	0	0	0	2	$1,222	$8,152	$0	$8,152	$9,374
3.7-6B	**Nash Street & Park Place Intersection (6 Wells)**		0	11	0	11	0	0	0	0	0	0	0	0	0	8	$6,439	$24,226	$0	$24,226	$30,665
•	Correspondence/coordination with well owners and LARWQCB, including one on-site meeting		0	6	0	6	0	0	0	0	0	0	0	0	0	4	$3,478	$8,412	$0	$8,412	$11,890
•	Work Plan for abandonment & relocation of 6 affected wells: 6 (Nash St & Park Pl. int.)		0	2	0	2	0	0	0	0	0	0	0	0	0	2	$1,222	$7,536	$0	$7,536	$8,758
•	Health & Safety Plan		0	1	0	1	0	0	0	0	0	0	0	0	0	0	$517	$1,366	$0	$1,366	$1,883
•	Review contractor reports detailing abandonment & replacement of affected wells (including analytical reports as necessary and land survey information)		0	2	0	2	0	0	0	0	0	0	0	0	0	2	$1,222	$6,912	$0	$6,912	$8,134
3.7-7	**Hazardous Waste Disposal Phase II ESA (Exhibits "D" and "E")**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	$18,634	$0	$18,634	$18,634
•	Permits & Coordination		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0	$18,634	$0	$18,634	$18,634
3.7-8	**Pavement Delineation and Haul Route Plans EXCLUDED - RESPONSIBILITY OF OWNER**																				
3.7-9	**Agreements and CPUC Application - SERVICES TO BE PERFORMED AS PART OF CORE SERVICES AND INCLUDED IN TASK 3.5-16 AGREEMENT**																				
3.7-10	**Funding Assistance, Gatto Act, EIFD (Enhanced Infrastructure Financing District), Community Facilities District (CFD) & Senate Infrastructure and Investment Jobs Act (IIJA) Support**		76	36	0	104	0	0	104	0	0	0	0	0	64	0	$80,944	$0	$0	$0	$80,944
•	Grants (Federal & State)		24	8	0	40	0	0	40	0	0	0	0	0	24	0	$27,944				
•	California Gatto Act (Assembly Bill (AB) 440 (Chapter 558, Statutes of 2013) & EIFD (Enhanced Infrastructure Financing District) and/ or Community Facilities District (CFD) Support		20	12	0	24	0	0	24	0	0	0	0	0	16	0	$20,544				
•	Senate Infrastructure Investment and Jobs Act		32	16	0	40	0	0	40	0	0	0	0	0	24	0	$32,456				
	Total Hours		76	68	26	164	0	92	244	0	0	0	0	0	82	16					
	Loaded Billing Rates ($/hr.)		282.00	282.00	260.00	235.00	225.00	195.00	175.00	135.00	200.00	183.00	162.00	120.00	105.00	94.00					
	Extended Amounts / ck		$21,432	$19,176	$6,760	$38,540	$0	$17,940	$42,700	$0	$0	$0	$0	$0	$8,610	$1,504	$156,662	$80,586	$1,982	$82,568	$ 239,230

		ODCs				
	Labor	General	Task 3.7-6A: Kramer & Federal	Task 3.7-6B: Nash & Park Place	TOTAL	Percent
MOFFATT & NICHOL	$156,662.00	$83,600.00	$0.00	$0.00	$240,262.00	59.20%
Sub consultants:						
Ninyo & Moore HazMat	$80,586.00	$33,822.00	$7,098.00	$7,098.00	$128,604.00	31.69%
Spec Services	$1,982.00	$35,005.00	$0.00	$0.00	$36,987.00	9.11%
TOTAL	**$239,230.00**	**$152,427.00**	**$7,098.00**	**$7,098.00**	**$405,853.00**	**100.00%**

Detailed Back-Up

CITY OF EL SEGUNDO
ATTACHMENT "B" - OPTIONAL SERVICES
Moffatt & Nichol
Detailed ODCs

Park Place Extension - Final Engineering & Design Services

	Estimate	units		$/unit	Total
Printing/Graphics					
Graphics for reports	1	LS	$	200.00	$200.00
Misc. Outside Printing/Plotting	1	LS	$	240.00	$240.00
Other (SPECIFY):					
Communication Relocations (Mountain Top Communication Srvcs)	1	LS	$	83,160.00	$83,160.00
				TOTAL ODC =	**$83,600.00**

ATTACHMENT "B" - OPTIONAL SERVICES

Park Place Extension - Final Engineering & Design Services

RFP NO. ENG 20-21
City of El Segundo
CONSULTANT: Ninyo & Moore

			Ninyo & Moore														
Task	Labor Classifications		Principal Engineer/ Geologist/ Environmental Scientist	Senior Engineer/Geologist/E nvironmental Scientist	Senior Project Engineer/Geologist/E nvironmental Scientist	Project Engineer/Geologist/E nvironmental Scientist	Senior Staff Engineer/Geologist/E nvironmental Scientist	Staff Engineer/Geologist/E nvironmental Scientist	GIS Analyst	Technical Illustrator/CAD Operator	Information Specialist	Data Processor	Field Operations Manager	Supervisory Technician	Senior Technician	Technician	Subtotal
	Hourly Billing Rates		$178	$168	$163	$156	$142	$126	$116	$92	$78	$73	$112	$98	$97	$92	
3.7	**OPTIONAL SERVICES**																
3.7-1	**Prepare NEPA Re-evaluation**		8	16	0	0	0	0	0	0	0	8	0	0	0	0	$4,696
•	Draft NEPA Re-evaluation		4	8	0	0	0	0	0	0	0	4	0	0	0	0	$2,348
•	Final NEPA Re-evaluation		4	8	0	0	0	0	0	0	0	4	0	0	0	0	$2,348
3.7-2	**(8", 16" and 20") Petroleum Line Relocation (Exhibit E) - EXCLUDED - INCLUDED IN CORE TASK 3.4-10B**																
3.7-3	**Potholing**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
3.7-4	**Qwest Fiber Optic Line Relocation (Exhibit E) EXCLUDED**		10	16	0	0	0	0	0	0	0	6	0	0	0	0	$4,906
•	35% Design (Conceptual)		4	6	0	0	0	0	0	0	0	2	0	0	0	0	$1,866
•	65% Design		4	6	0	0	0	0	0	0	0	2	0	0	0	0	$1,866
•	Cost Estimate & Specifications		2	4	0	0	0	0	0	0	0	2	0	0	0	0	$1,174
3.7-5	**(42") Reclaimed Water Line Relocation (Exhibit E) EXCLUDED - RESPONSIBILITY OF OWNER**																
3.7-6	**Relocation of Monitoring Wells (Exhibit D) EXCLUDED - RESPONSIBILITY OF OWNER**																
3.7-6A	**Kramer & Federal Properties (7 Wells)**		12	82	0	0	86	0	0	0	0	0	0	0	0	0	$28,124
•	Correspondence/coordination with well owners and		5	40			16										$9,882
•	Work Plan for abandonment & relocation of 7 affected wells:		2	16			40										$8,724
•	Health & Safety Plan		1	2			6										$1,366
•	Review contractor reports detailing abandonment &		4	24			24										$8,152
3.7-6B	**Nash Street & Park Place Intersection (6 Wells)**		11	70	0	0	74	0	0	0	0	0	0	0	0	0	$24,226
•	Correspondence/coordination with well owners and LARWQCB, including one on-site meeting		4	34			14										$8,412
•	Work Plan for abandonment & relocation of 6 affected wells: 6 (Nash St & Park Pl. int.)		2	14			34										$7,536
•	Health & Safety Plan		1	2			6										$1,366
•	Review contractor reports detailing abandonment & replacement of affected wells (including analytical reports as necessary and land survey information)		4	20			20										$6,912
3.7-7	**Hazardous Waste Disposal**		10	24	0	0	40	40	8	8	0	6	0	0	0	0	$18,634
•	Permits & Coordination		10	24	0	0	40	40	8	8	0	6	0	0	0	0	$18,634
3.7-8	**Pavement Delineation and Haul Route Plans EXCLUDED - RESPONSIBILITY OF OWNER**																
3.7-9	**Agreements and CPUC Application - SERVICES TO BE PERFORMED AS PART OF CORE SERVICES AND INCLUDED IN TASK 3.5-16 AGREEMENT**																
3.7-10	**Funding Assistance, Gatto Act, EIFD (Enhanced Infrastructure Financing District), Community Facilities District (CFD) & Senate Infrastructure and Investment Jobs Act (IIJA) Support**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
•	Grants (Federal & State)																
•	California Gatto Act (Assembly Bill (AB) 440 (Chapter 558, Statutes of 2013) & EIFD (Enhanced Infrastructure Financing District) and/ or Community Facilities District (CFD) Support																
•	Senate Infrastructure Investment and Jobs Act																
	Total Hours		51	208	0	0	200	40	8	8	0	20	0	0	0	0	
	Loaded Billing Rates ($/hr.)		178.00	168.00	163.00	156.00	142.00	126.00	116.00	92.00	78.00	73.00	112.00	98.00	97.00	92.00	
	Extended Amounts / ck		$9,078	$34,944	$0	$0	$28,400	$5,040	$928	$736	$0	$1,460	$0	$0	$0	$0	$80,586

		ODCs		
	Labor	General	Kramer & Federal	Nash & Park Place	TOTAL
Grand Total	$80,586.00	$33,822.00	$7,098.00	$7,098.00	$128,604.00

CITY OF EL SEGUNDO

ATTACHMENT "B" - OPTIONAL SERVICES - ODC's

Ninyo & Moore

Park Place Extension - Final Engineering & Design Services

Detailed ODCs - General

	Estimate	units		$/unit	Total
Other (SPECIFY):					
Well Abandonment/Replacement IDW Disposal ~150 drums non-haz	1	each	$	32,942.00	$32,942.00
Field Vehicle	40	each	$	15.00	$600.00
Level D PPE	4	each	$	20.00	$80.00
Field-Related Expenses	4	each	$	50.00	$200.00
				General TOTAL ODC =	**$33,822.00**

Detailed ODCs - Kramer & Federal Properties

	Estimate	units		$/unit	Total
Printing/Graphics					
Printing of Reports (8.5x11)	1,000	sheets	$	0.10	$100.00
Printing of Reports (11x17)	100	sheets	$	0.20	$20.00
Blue line (22 x 34)	100	drawings	$	1.00	$100.00
Misc. Outside Printing/Plotting	1	LS	$	538.00	$538.00
Other (SPECIFY):					
General Right of Entry Permits	1	each	$	5,000.00	$5,000.00
Field Vehicle	20	hr	$	15.00	$300.00
Level D PPE	2	day	$	20.00	$40.00
Field-Related Expenses	20	day	$	50.00	$1,000.00
				Kramer & Federal TOTAL ODC =	**$7,098.00**

Detailed ODCs - Nash Street & Park Pl. Intersection

	Estimate	units		$/unit	Total
Printing/Graphics					
Printing of Reports (8.5x11)	1,000	sheets	$	0.10	$100.00
Printing of Reports (11x17)	100	sheets	$	0.20	$20.00
Blue line (22 x 34)	100	drawings	$	1.00	$100.00
Misc. Outside Printing/Plotting	1	LS	$	538.00	$538.00
Other (SPECIFY):					
General Right of Entry Permits	1	each	$	5,000.00	$5,000.00
Field Vehicle	20	hr	$	15.00	$300.00
Level D PPE	2	day	$	20.00	$40.00
Field-Related Expenses	20	day	$	50.00	$1,000.00
				Nash Street & Park Pl. Inter. TOTAL ODC =	**$7,098.00**

ATTACHMENT "B" - OPTIONAL SERVICES

Park Place Extension - Final Engineering & Design Services

RFP NO. ENG 20-21
City of El Segundo
CONSULTANT: SPEC Services

			SPEC Services														
Task	Labor Classifications		Principal Project Manager	Senior Project Manager	Project Manager	Project Controls Specialist 2	Senior Principal Designer	Principal Designer	Lead Designer	Designer 2	Senior Procurement Agent	Senior Project Engineer	Project Engineer	Design Engineer	Project Administrative Assistant	Survey Party Chief	Subtotal
	Hourly Billing Rates		$195	$173	$152	$140	$146	$136	$126	$104	$129	$152	$135	$117	$69	$130	
3.7	**OPTIONAL SERVICES**																
3.7-1	**Prepare NEPA Re-evaluation**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
3.7-2	**(8", 16" and 20") Petroleum Line Relocation (Exhibit E) - EXCLUDED - INCLUDED IN CORE TASK 3.4-10B**																
3.7-3	**Potholing**		2	0	0	0	4	0	8	0	0	0	0	0	0	0	$1,982
3.7-4	**Qwest Fiber Optic Line Relocation (Exhibit E)**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
3.7-5	**(42") Reclaimed Water Line Relocation (Exhibit E) EXCLUDED - RESPONSIBILITY OF OWNER**																
3.7-6	**Relocation of Monitoring Wells (Exhibit D)**																
3.7-6A	**Kramer & Federal Properties (7 Wells)**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Correspondence/coordination with well owners and LARWQCB, including one on-site meeting																
	• Work Plan for abandonment & relocation of 7 affected wells: 5 (Kramer), 2 (Federal)																
	• Health & Safety Plan																
	• Review contractor reports detailing abandonment & replacement of affected wells (including analytical reports as necessary and land survey information)																
3.7-6B	**Nash Street & Park Place Intersection (6 Wells)**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Correspondence/coordination with well owners and LARWQCB, including one on-site meeting																
	• Work Plan for abandonment & relocation of 6 affected wells: 6 (Nash St & Park Pl. int.)																
	• Health & Safety Plan																
	• Review contractor reports detailing abandonment & replacement of affected wells (including analytical reports as necessary and land survey information)		3	20			20										
3.7-7	**Hazardous Waste Disposal**																
3.7-8	**Pavement Delineation and Haul Route Plans EXCLUDED - RESPONSIBILITY OF OWNER**																
3.7-9	**Agreements and CPUC Application - SERVICES TO BE PERFORMED AS PART OF CORE SERVICES AND INCLUDED IN TASK 3.5-16 AGREEMENT**																
3.7-10	**Funding Assistance, Gatto Act, EIFD (Enhanced Infrastructure Financing District), Community Facilities District (CFD) & Senate Infrastructure and Investment Jobs Act (IIJA) Support**		0	0	0	0	0	0	0	0	0	0	0	0	0	0	$0
	• Grants (Federal & State)																
	• California Gatto Act (Assembly Bill (AB) 440 (Chapter 558, Statutes of 2013) & EIFD (Enhanced Infrastructure Financing District) and/ or Community Facilities District (CFD) Support																
	• Senate Infrastructure Investment and Jobs Act																
	Total Hours		2	0	0	0	4	0	8	0	0	0	0	0	0	0	
	Loaded Billing Rates ($/hr.)		195.00	173.00	152.00	140.00	146.00	136.00	126.00	104.00	129.00	152.00	135.00	117.00	69.00	130.00	
	Extended Amounts / ck		$390	$0	$0	$0	$584	$0	$1,008	$0	$0	$0	$0	$0	$0	$0	$1,982

	Labor	General ODCs	TOTAL
Grand Total	$1,982.00	$35,005.00	$36,987.00

CITY OF EL SEGUNDO

ATTACHMENT "B" - OPTIONAL SERVICES

SPEC Services

Detailed ODCs

Park Place Extension - Final Engineering & Design Services

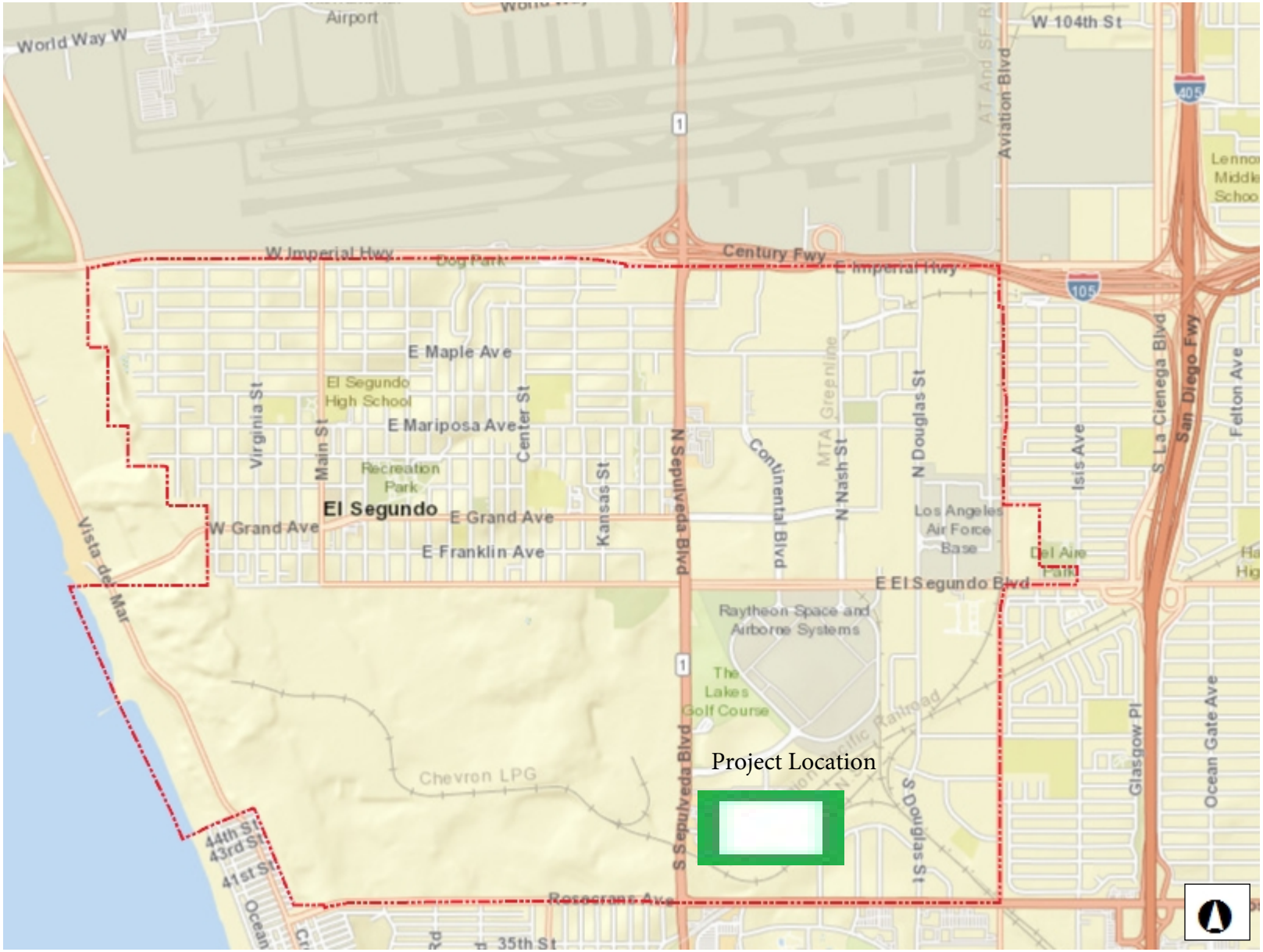
	Estimate	units	$/unit	Total
Other (SPECIFY):				
8" Oil Line Permit Fee: BNSF*	1	ea	$ 3,055.00	$3,055.00
16" Oil Line Permit Fee: UPRR*	1	ea	$ 11,500.00	$11,500.00
20" Oil Line Permit Fee: UPRR*	1	ea	$ 11,500.00	$11,500.00
Pothole Contractor	5	potholes	$ 1,110.00	$5,550.00
Pothole Traffic Control Plans - Stamped	1	sheets	$ 700.00	$700.00
Pothole Maintenance of Traffic Setups	1	days	$ 1,500.00	$1,500.00
Pothole Work Railroad Flagger**	1	days	$ 1,200.00	$1,200.00
* Estimated cost. Actual cost will come from Railroads.				
** Estimated cost. Actual cost will come from Railroads. Includes permit fees, license fees, and insurance premiums.			**TOTAL ODC =**	**$35,005.00**

moffatt & nichol

Contact:
Moffatt & Nichol
4225 E. Conant St.
Long Beach, CA 90808
1 562-590-6500

moffattnichol.com

Vicinity Map
Park Place Extension Project



6,018.7 0 3,009.33 6,018.7 Feet

WGS_1984_Web_Mercator_Auxiliary_Sphere

DISCLAIMER: The information shown on this map was compiled from different GIS sources. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. The City of El Segundo will not be held responsible for any claims, losses or damages resulting from the use of this map.

Park Place Extension Location Map

City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Consent
Item Number: B.9

TITLE:

Agreement with Sharp Business Systems to Provide Copier Equipment, Supplies, Maintenance, and Support

RECOMMENDATION:

1. Authorize the City Manager to execute a four-year agreement with Sharp Business Systems to provide copier equipment, supplies, maintenance, and support for $6,665.06 a month, totaling $319,922.88 over the four-year term.

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

FISCAL IMPACT:

The annual lease and maintenance costs will be $79,980.72 per year, totaling $319,922.88 over the four-year lease agreement. The lease agreement will begin in July 2024, and the costs will be included in the FY 2024-25 proposed budget account 001-400-2505-6203 (copier machine charges) and 001-400-2901-6216 (GASB 87 Lease Account). The costs for the subsequent years will be requested in future budgets.

The lease with Sharp Business Systems will introduce a savings of $24,000 a year when compared against the expiring lease with Kyocera Document Solutions. This is a savings of $96,000 over the course of the four-year lease agreement.

BACKGROUND:

On February 14, 2019, the City Council authorized the City Manager to enter into a five-year lease agreement with Kyocera Document Solutions for a fleet of multi-function printers ("MFPs") for $516,454. The term of this contract was from April 1, 2019 through April 1, 2024. Despite the expiration of the initial term, the City continues to use the MFPs on a month-to-month contract until replacement hardware is procured. The useful life of an MFP is estimated to be between three and five years.

As the City's fleet of MFPs has aged, the amount of maintenance required to keep them

running reliably has increased. This increased maintenance has introduced a disruption to business operations in the City, forcing staff to spend additional time clearing paper jams and resolving error messages. To identify replacement hardware that would properly serve all city departments, the Information Technology Services Department ("ITSD") issued a request for proposals ("RFP") and identified a representative from each department to create a review panel ("Panel").

DISCUSSION:

On February 12, 2024, ITSD issued an RFP for a fleet of 27 MFPs, including supplies, maintenance, and support, for a lease term of four years. ITSD determined the quantity of MFPs based on a review of usage trends (print/copy/scan), and feedback from each department on current and future needs. In addition, the quantity of MFPs and their deployment/location throughout city buildings was strategic to provide staff centralized access to print/scan/copy functionality. This approach also reduces the number of individual printers and scanners that would otherwise have been deployed.

The City published the RFP on its website and sent the RFP to 10 registered MFP vendors with the City. The following vendors were notified: ADV Copy/Print Co, AIS, Allied Network Solutions, Canon Solutions America, Inc., CBE Office Solutions, Complete Document Solutions, Inc., Kyocera Document Solutions, Image Source, Ricoh USA Inc., and Zones LLC.

The RFP review process consisted of two steps. The first step was a scoring method which narrowed vendor responses down to two finalists. The second step consisted of a site visit, where the Panel would be able to view a demo and test the equipment in person.

The scheduled timeline that was included in the RFP is below:

- RFP Published on February 12, 2024
- Questions from Proposers Due by 5:00 P.M. on February 20, 2024
- Response to Question Posted by February 26, 2024
- Proposals Due No Later Than 11:00 A.M. on March 4, 2024
- Review of Proposals by Panel: March 12, 2024
- Announcement of Two Finalists: March 13, 2024
- Site Visit(s) of Finalists Completed by March 29, 2024
- Proposed Council Award Date: April 16, 2024

A total of three proposals were received by the March 4, 2024 11:00 a.m. deadline. The panel reviewed each proposal and scored them according to the following criteria and weighted percentages:

- Qualifications and Experience (20%): Qualifications and experience of the

Vendor related to the services described in this RFP. Include a history of successfully completing contracts similar to this scope and size, meeting and maintaining expected deadlines, as well as experience providing related services to comparable municipalities.

- Completeness & Comprehensiveness (20%): Completeness of all required submitted information contained in the RFP package and any supplemental information provided by the vendor to demonstrate the quality of services and the ability to meet all requirements of the RFP.
- Technical Approach (25%): The vendor's ability to meet the minimum technical specifications outlined in the RFP. Documentation of the specific copiers to be provided and their functionality demonstrates specifications set out in the RFP.
- Management & Approach (20%): The Vendor's management and approach that demonstrates the understanding of the Scope of Services and the potential to implement effectively as stated in the RFP. A proposed project scheduling detailing deployment schedule and resources onsite to deploy.
- Total Cost (15%): Proposed project cost for all four (4) years.

Based on the scoring method, the two finalists with the highest scores were Sharp Business Systems ("Sharp") and Canon Solutions America ("Canon"). ITSD notified Sharp and Canon by e-mail on March 12, 2024, and requested their response to clarifying questions in preparation for a site visit. Both Sharp and Canon provided their response by the deadline.

A site visit was scheduled with Sharp on March 27, 2024, and with Canon on March 28, 2024. Both vendors provided a presentation, as well as a demo of their recommended MFPs. The panel took the opportunity to test the MFPs in-person and to ask questions.

On April 1, 2024, the Panel met to discuss the site visits for Sharp and Canon. After extensive discussion, and by majority vote, the Panel selected Sharp to be awarded the RFP. While Sharp and Canon had comparable technical qualifications, experience, and levels of support, the Panel majority selected Sharp for the following considerations:

- Sharp's proposal cost less and would save the City approximately $34,600 over the four-year contract.
- Sharp meets the City's technical requirement for MFPs to have a specific paper tray capacity and a configuration to have letter, legal, and ledger-size paper always on standby for printing. This reduces staff time to re-configure the MFP when printing different-sized documents. Canon was able to meet either the paper tray capacity or the paper tray configuration, but not both.
- Sharp and Canon would provide replacements in the event an MFP malfunctions and cannot be repaired. The Panel preferred Sharp's proposal to replace after three service calls in a 30-day period. Canon's proposal was to troubleshoot the issue, escalate the issue through the appropriate chain, and after determining a replacement is appropriate, provide a replacement.

ITSD had further discussions with each department after the April 16th City Council meeting and identified 2 locations where the MFPs could be consolidated without impact to workflow. Accordingly, the four-year contract with Sharp will include the following 25 MFPs each of which will be configured with accessories to match specific department needs, services, and Sharp's environmental commitment:

Copiers

- 45 PPM Sharp - Aquatics Center - Recreation Park
- 45 PPM Sharp - Checkout Building - Recreation Park
- 65 PPM Sharp - City Hall – City Manager's Office
- 80 PPM Sharp - City Hall - Community Development
- 45 PPM Sharp - City Hall - Finance Department
- 45 PPM Sharp - City Hall - HR Department
- 45 PPM Sharp - City Hall - Media Team
- 45 PPM Sharp - City Hall - Mailroom
- 65 PPM Sharp - City Hall - Public Works
- 45 PPM Sharp - City Hall - West Garden Basement
- 45 PPM Sharp - Club House - Recreation Park
- 45 PPM Sharp - Facilities
- 45 PPM Sharp - Fire Station 1
- 45 PPM Sharp - Joslyn Center - Recreation Park
- 45 PPM Sharp - Library (A)
- 45 PPM Sharp - Library (B)
- 45 PPM Sharp - PD - Detective Offices
- 65 PPM Sharp - PD - Briefing Room
- 45 PPM Sharp - PD - Copy Room
- 80 PPM Sharp - PD - Records 1
- 80 PPM Sharp - PD - Records 2

Desktop Printers (Reduced from 6 to 4)

- 47 PPM Color - Water Department
- 47 PPM Color - Fire Station 2
- 57 PPM B/W - Fire Station 2
- 57 PPM B/W - PD - Jail

Equipment and Supply Summary

- 15 full-size color MFPs with a 45 pages per minute (PPM) printing speed

- 3 full-size color MFP with a 65ppm printing speed
- 3 full-size color MFP with a 80ppm printing speed
- 2 B&W desktop MFP with a 57ppm printing speed
- 2 color desktop MFP with a 42ppm printing speed
- Supplies, services, and maintenance support for the MFP fleet are based on a 70,000 B&W and a 70,000 color print volume. This includes, but is not limited to, toner and printer supplies (excluding paper and staples), PaperCut software, MFP fleet management software, user training, routine maintenance, service calls, on-site technician support to troubleshoot issues, and loaner/replacement units.
- As part of Sharp's environmental commitment, printer consumables are recyclable and Sharp offers zero waste toner recycling with free shipping. Sharp MFPs have environmentally friendly features such as staple-less stapling, supporting recycled paper, and energy-saving modes to reduce power consumption. Sharp offers detailed reporting on MFP usage and printing to help the City track print usage. The City has recently deployed digital solutions, such as HR on-boarding through Neo-Gov and the E-Z Permit Hub through OpenGov, which will contribute to a reduction in print usage.

See the attached pricing summary and Sharp's proposal for more details. Staff recommends authorizing the City Manager to execute a four-year agreement with Sharp in the total contract amount of $319,922.88 to replace, support, and maintain the City's MFP fleet.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 4: Develop and Maintain Quality Infrastructure and Technology

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

PREPARED BY:
Jose Calderon, Information Technology Services Director
REVIEWED BY:
Jose Calderon, Information Technology Services Director
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Sharp - City of El Segundo Cost Summary Sheet
2. City of El Segundo - Sharp Model Details
3. RFP 24-05 Copier and Printers - Sharp Proposal

SHARP

City of El Segundo Cost Summary

Date: 3/14/24

Description	Cost
Total Cost Per Month To Lease Entire Fleet for 48 Months (including badge/card readers)	$3,783.49
Total cost per month to provide maintenance for entire fleet (based on 70,000 B/W and 70,000 color images per month)	$2,695.00
Overage charge for each page over the 70,000 monthly limit for B/W	$0.0037
Overage charge for each page over the 70,000 monthly limit for color	$0.035
Cost per month to retain PaperCut software for 48 Months with Maintenance & Support	$186.57

City of El Segundo Pricing Proposal RFP #24-05 Copiers Printers

SHARP PROPOSED MODEL MINIMUM BASE UNIT SPECIFICATIONS	PROPOSED MODEL	48 MONTH LEASE PRICE	QTY	TOTAL	SERVICE CPC
45ppm, 320 Sheet Dual Scan Document Feeder, Staple Detection for Document Processor, Dual 550 Sheet Tray, Mailbox Included	Sharp BP-70C45 45PPM Digital Color MFP	$102.48	15.00	$1,537.20	.0037 B/W .035 Color
Tandem Paper Tray	BP-DE15	$13.17	15.00	$197.55	
Hole Punch	MXPN15B	$5.50	15.00	$82.50	
4,000 Sheet Booklet Stapling Finisher	BP-FN16	$44.36	2.00	$88.72	
1,000 Sheet Stapling Finisher	BP-FN13	$18.56	13.00	$241.28	
Card Reader	T4DT-FB2BAC-PI	$3.74	15.00	$56.10	
PaperCut w/ 4 years of Maintenance/Support	AMS-4	$6.91	15.00	$103.65	
Total Payment with all requested features				**$2,307.00**	

City of El Segundo Pricing Proposal RFP #24-05 Copiers Printers

SHARP PROPOSED MODEL MINIMUM BASE UNIT SPECIFICATIONS	PROPOSED MODEL	48 MONTH LEASE PRICE	QTY	TOTAL	SERVICE CPC
65ppm, 320 Sheet Dual Scan Document Feeder, Staple Detection for Document Processor, Dual 550 Sheet Tray, Mailbox Included	Sharp BP-70C65 65PPM Digital Color MFP	$131.49	3.00	$394.46	.0037 B/W .035 Color
Tandem Paper Tray	BP-DE15	$13.17	3.00	$39.51	
Hole Punch	MXPN15B	$5.50	3.00	$16.50	
4,000 Sheet Booklet Stapling Finisher	BP-FN16	$44.36		$0.00	
1,000 Sheet Stapling Finisher	BP-FN13	$18.56	3.00	$55.68	
Card Reader	T4DT-FB2BAC-PI	$3.74	3.00	$11.22	
PaperCut w/ 4 years of Maintenance/Support	AMS-4	$6.91	3.00	$20.73	
Total Payment with all requested features				**$538.10**	

SHARP PROPOSED MODEL MINIMUM BASE UNIT SPECIFICATIONS	PROPOSED MODEL	48 MONTH LEASE PRICE	QTY	TOTAL	SERVICE CPC
80ppm, 320 Sheet Dual Scan Document Feeder, Staple Detection for Document Processor, 3,200 Sheet Paper Storage, Mailbox Included	Sharp MX-8081 Digital Color Light Production MFP	$186.11	3.00	$558.33	.0037 B/W .035 Color
3,500 Sheet Side Deck Large Capacity Tray	MX-LC12	$8.85	3.00	$26.55	
Hole Punch	MXPN16B	$5.50	3.00	$16.50	
4,000 Sheet Booklet Stapling Finisher	MX-FN22	$67.08	1.00	$67.08	
3,000 Sheet Stapling Finisher	MX-FN34	$21.76	2.00	$43.52	
Card Reader	T4DT-FB2BAC-PI	$3.74	3.00	$11.22	
PaperCut w/ 4 years of Maintenance/Support	AMS-4	$6.91	3.00	$20.73	
Total Payment with all requested features				**$743.93**	

SHARP PROPOSED MODEL MINIMUM BASE UNIT SPECIFICATIONS	PROPOSED MODEL	48 MONTH LEASE PRICE	QTY	TOTAL	SERVICE CPC
57ppm, 100 Sheet Dual Scan Document Feeder, 550 Sheet Paper Tray, 100 Sheet Multi-Purpose Tray	Sharp BP-B550WD 55PPM Digital B/W MFP	$41.81	3.00	$125.43	.0037 B/W .035 Color
Additional 600 Sheet Tray	BP-CS12	$2.00	4.00	$8.00	
Card Reader	T4DT-FB2BAC-PI	$3.74	3.00	$11.22	
PaperCut w/ 4 years of Maintenance/Support	AMS-4	$6.91	3.00	$20.73	
Total Payment with all requested features				**$165.38**	

City of El Segundo Pricing Proposal RFP #24-05 Copiers Printers

SHARP PROPOSED MODEL MINIMUM BASE UNIT SPECIFICATIONS	PROPOSED MODEL	48 MONTH LEASE PRICE	QTY	TOTAL	SERVICE CPC
52ppm, 100 Sheet Dual Scan Document Feeder, 550 Sheet Paper Tray, 100 Sheet Multi-Purpose Tray	Sharp MX-C528F 52PPM Digital Color MFP	$58.57	3.00	$175.71	.0037 B/W .035 Color
Additional 600 Sheet Tray	BP-CS12	$2.00	4.00	$8.00	
Card Reader	T4DT-FB2BAC-PI	$3.74	3.00	$11.22	
PaperCut w/ 4 years of Maintenance/Support	AMS-4	$6.91	3.00	$20.73	
Total Payment with all requested features				**$215.66**	

Total 48 Month Cost for All Equipment	**$3,970.07**

SHARP BUSINESS SYSTEMS

March 4, 2024

Request for Proposal Response for:

City of El Segundo
Proposal # 24-05
Copiers and Printers

INFORMATIONAL TECHNOLOGY SERVICES DEPARTMENT ("ITSD")
350 Main Street
El Segundo, CA 90245

Prepared by:

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Sharp Business Systems

12985 Los Nietos Blvd.
Santa Fe Springs, CA 90670
Phone: 888-258-2802/Fax: 619-258-1406

www.sharpusa.com

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COVER LETTER

Jose Calderon, ITSD Director
City of El Segundo – ITSD Department
350 Main Street
El Segundo, CA 90245

Dear Jose,

It is with great pleasure to submit this proposal to the City of El Segundo. Sharp Business Systems (SBS) is the direct arm of Sharp Electronics in North America. Sharp has offices nationwide, including four in Southern California, ready to provide superior service and deliver award-winning technology.

We service a wide range of institutions, as you can see from our list of references. Sharp has an entire team of dedicated specialists with extensive knowledge and experience upgrading, installing, and swapping fleets for higher education organizations. Our team will work hand in hand with the City of El Segundo to assess each site and make recommendations to optimize technology that makes financial sense. Our team will seamlessly replace your fleet of existing MFPs with new Sharp devices with minimal impact on your staff and end users. Our own fleet of Sharp trucks and a dedicated Sharp delivery team is ready to deliver.

Key items to note in our response:

- Sharp is confident our team will meet your delivery timeline. We will deliver your entire fleet, set up, network, and train your staff with minimum disruption to the end users.
- This proposal will remain valid for a period of not less than 120 calendar days from the date of submittal, meets the terms and conditions outlined I the RFP, and is compliant with all labor laws.
- We have currently serviced many accounts in Southern CA and have several very experienced technicians ready to service the City of El Segundo should we be lucky enough to win this RFP.
- Sharp is an official Papercut partner and the required licenses and maintenance have been included. We have many Papercut installations at like size clients throughout Southern California. We also have our own team of Software Engineers in Southern California. These engineers will be onsite at the City of Redondo Beach during deployment and address any issues that may arise throughout the term of the contract.
- Sharp's MICAS software will monitor your entire fleet 24/7 and provide Just in Time Automated Toner Replenishment as a complementary service.
- Sharp agrees that the materials, equipment, and services offered will be new and meet all the requirements of the specifications/scope of services in this RFP.

We have the expertise, staff, and facilities to provide the City of El Segundo with state-of-the-art equipment and exceptional service. Our dedication will ensure a successful partnership.

Sincerely,

Sarah Razi, Branch Sales Manager
SHARP ELECTRONICS CORPORATION, established 1962
12985 Los Nietos Blvd.
Santa Fe Springs, CA 90670
949-326-3946

EXECUTIVE SUMMARY

Sharp has an Enterprise Business Group that specifically works on bids and RFPs for City and State municipality clients such as the City of El Segundo. This team knows how to design custom solutions for every major account based on their specific needs. Our market approach is to offer a tailored solution at the best possible price. We believe t Sharp offers best-in-class products. You have a winning combination when you combine Sharp products and pricing with unparalleled flexibility. Above all, our level of commitment and follow-through is what we believe impacts our incredible success at winning bids and maintaining long-term relationships with satisfied customers. Every company has a market approach for RFPs, but not every company is committed to the client for the life of the contract. We are committed to giving you the same attention and level of service in month 1, month 13, or month 60 of the agreement. We know what it takes to put together an informative RFP and what it takes to manage an account properly throughout the partnership.

Our Competitive Advantage

We believe our competitive advantage is our people. Sharp has account managers, service technicians, and management who have been with the company for 10, 15, 20 years, and in some cases even longer. This type of experience and product line knowledge is unheard of in our industry. Our experienced staff offer the best pricing, value, and service levels to our clients. The account manager who starts the contract with you will also be who will end it with you. We will not rotate new account managers every year due to turnover. The City of El Segundo will have two account managers with a combined 30+ year tenure at Sharp with values you won't find elsewhere in our industry.

What We Offer

- Four large state-of-the-art facilities in Southern California, anchored by a headquarters with $1M + available parts and supplies.
- Local company, Live local dispatch and helpdesk for personalized service and support
- Global technology leader with global resources, national coverage, and a wide network of branches and dealers ready to serve you.
- Fortune 250, financially stable, serving Southern California for over 50 years.
- Innovative technology and value-added services
- Robust list of clients throughout Southern California. More references can be provided upon request.

Who We Are

Sharp Business Systems is the direct sales organization of Sharp Electronics Corporation, a $26+ billion global technology innovator that employs over 40,000 + people worldwide. We have been serving Southern California for over 50 years. We currently have 130 employees in Southern California with over 5,000 clients, including a variety of municipalities and academic institutions: school cities and universities.

What We Do and How We Do It

Sharp provides comprehensive, flexible, state-of-the-art technology to our business partners specifically tailored to their needs.

It's not what we do, but how we do it that makes Sharp different. First, we build strong trusting and long-lasting relationships. We believe business is still people doing business with people and it's our people that set us apart from our competition.

Local Support - SBS provides your business with world-class Sharp products and first-rate services while giving you access to local management and account support in the areas of service, IT, billing, sales, product training and more.

National Support - SBS can support your organization on a national level with 36 locations in the U.S. augmented by a nationwide network of 400 plus authorized Sharp service providers. Our local management and nationwide support enable SBS to be an outstanding provider for nationwide installations.

Stability

There has been unpredictability in our industry with dealers and distributors regularly changing manufacturers. Our stability, as the manufacturer, gives clients peace of mind knowing they are dealing with an organization that can take care of them now and into the future.

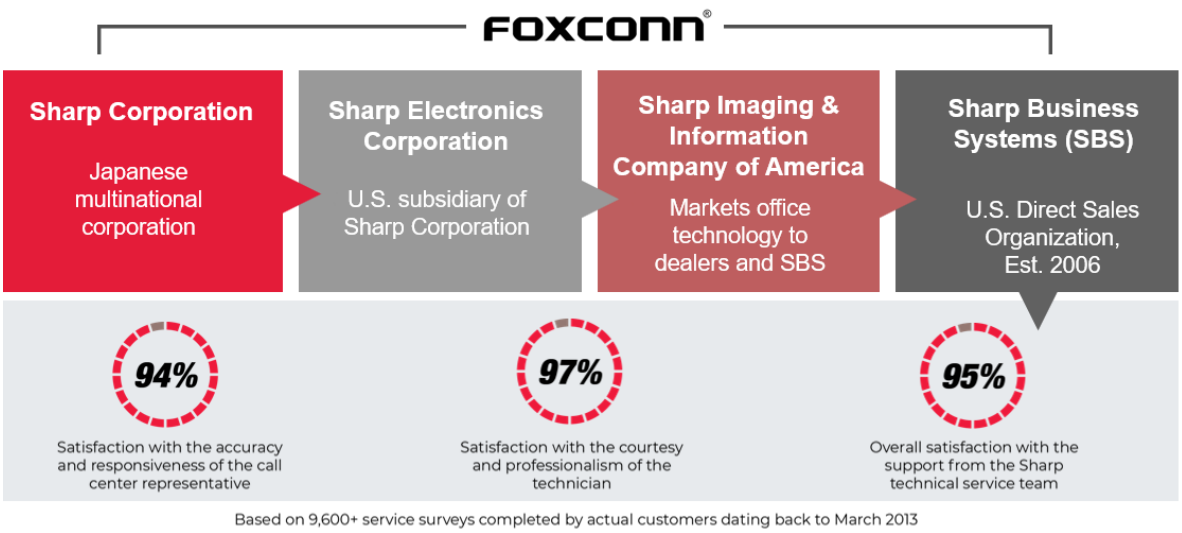
The Results

By establishing mutually beneficial relationships with our clients, we have been able to provide millions of dollars in savings by efficiently implementing optimal technology, creative solutions, and innovative ideas at the right time. SBS prides itself on maintaining a strong customer retention rate and continually establishing new business relationships through client referrals.

Sharp is dedicated to improving people's lives with advanced technology, a strong commitment to innovation, quality, value, and design. We invite you to learn more about the numerous awards won by our innovative products, the value we place upon Corporate Social Responsibility, and our on-going commitment to strong business ethics.

Global company. Local support.

SHARP



Based on 9,600+ service surveys completed by actual customers dating back to March 2013

Sharp Business Systems (SBS) is a direct sales division of Sharp Electronics Corporation. Our Irvine branch combines the resources of a multi-billion-dollar corporation and the value of local representation and management. We are proud of our local community relationships, most notably the Santa Ana Chamber of Commerce and Irvine Chamber of Commerce. As a technology partner, providing friendly, local support is our specialty through our best-in-class products, solutions, and support. Our experienced technology specialists evaluate your current technology environment – from copiers to IT services – to help you create a Simply Smarter Office environment.

Our experienced business technology specialists evaluate your current technology environment and document workflow to help improve your company's efficiency, security and bottom-line with our best-in-class products, solutions, and support.

- Local accountability and access
- 40,000 + square feet of facilities
- Roughly $1M parts and supply inventory
- On Base Diamond Support Partner
- HP, Kyocera and Lexmark authorized dealer
- Personalized client relations
- Live Dispatch
- Less than 4-hour response time
- Proactive maintenance
- Diverse client portfolio

Award-winning Sharp MFP's	**Aquos Board Interactive Display Systems**
Sharp OSA Technology	**Digital Signage and Video Wall Systems**
Enterprise Content Management	**Managed Network Services IT support**
Managed Print Services	**Facilities Management**

We help simplify your work experience.

SHARP

Security
Proactive IT support and security-first products to prevent unauthorized access and data loss.

Efficiency
Optimize your print environment to curb expenses; digitize paperwork to improve file access and processes.

Safety
Automate health screening and limit staff exposure with smart and hands-free technology.

Collaboration
Improve the way you communicate and share information, in or away from the office.

A technology company on the rise.

111th ANNIVERSARY

Proud to celebrate 111 years of innovation

Sharp's Employee Training

All new hires take part in a full week of "on-boarding" training classes designed to teach employees how to perform and succeed in both client and company environments. We have a strong culture of customer service. Sharp offers extensive training to every employee as well as tuition reimbursement. All technicians are factory certified on every machine we offer. In additional, Network technicians must obtain various levels of Microsoft certifications, such as Net+ and A+. Sales staff obtain various certifications based on hardware and software product awareness and functionality. In addition to our product and technical training, Sharp requires all employees and managers to participate in various company mandated HR, IT Security and Finance related training courses to ensure compliance with state and national regulations.

Sharp's History

- Founded In 1912
- Fortune 250 Public Company
- Annual R & D Expense: $1.95 Billion
- 40,000+ employees worldwide

Since its founding in 1912, our corporation has endeavored to pioneer new fields and develop original products. Our founder, Tokuji Hayakawa coined the phrase "Make products that others want to imitate" to embody the management concept. In 1912, he invented the Snap belt buckle and three years later brought the mechanical pencil to the market. Since then, Sharp has been on the cutting edge of technology, consistently innovating new appliances, industrial equipment, and office solutions, and changing the lives of people around the world.

Beginning with the invention of the Mechanical Pencil, from which the company name is derived, Sharp has introduced a succession of innovative world firsts including the all-transistor desktop calculator, the long-life laser diode, the 14" color TFT LCD unit and the LCD Viewcam. In addition, Sharp developed and manufactured Japan's first radio, television, and microwave oven, electronic calculator with LCD display, solar cell, and electronic organizer and LCD video projector.

Sharp's commitment to the United States marketplace began in 1962. Sharp Electronics provides one of the broadest and most innovative lines of business products, electronic components, consumer electronics and services worldwide.

In 1972, Sharp entered what was then called the photocopier business. This has grown to include multifunction print devices, desktop printers, Audio/Visual and related imaging equipment, business solutions, accessories, supplies, and services. Sharp continues to redefine document technology by offering products that are easy to use, customizable and secure. Sharp aims to always realize its business philosophy. Possessing a "gene of creativity" since its foundation, Sharp will continue to offer one-of-a-kind products as a corporation trusted around the world.

Outstanding Service

Sharp provides a very personalized level of technical and customer service to our clients in the areas of B/W copiers/ printers, data center solutions, full color copier/printers, high-speed copy center solutions, LCD screens and interactive whiteboards, and postage and staffing services. We also provide network print accounting, network scanning solutions, network and IT management services, and document management solutions to improve business processes and increase staff productivity. We currently provide complete facilities management services to clients in our marketplace.

Our Southern California team has 130 local employees. Our team personnel are divided as follows from a role or responsibility perspective:

- 23% Sales
- 37% Service
- 28% Customer Support
- 12% Administration/Operations

Experienced Professionals

Sharp's team of professionals are dedicated to finding ways to improve your business. The City of El Segundo's dedicated Sharp team brings over 100 years of combined experience in the traditional "copier" arena. Sharp Corporation adds the experience that only a manufacturer can to workgroup multifunction devices, managed print services, custom data reporting and conversion.

Philosophy & Guiding Principles

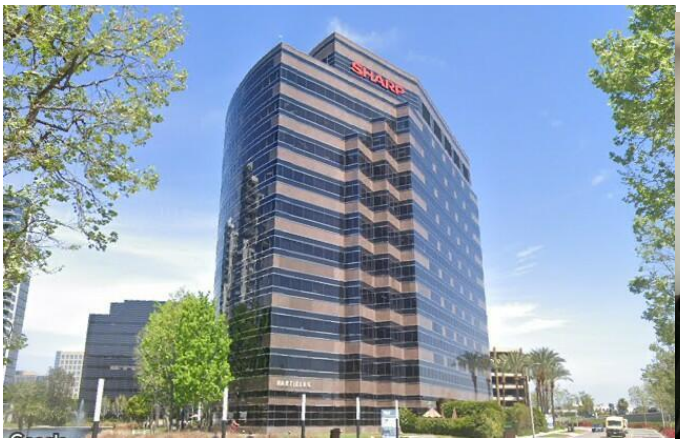
Sharp seeks first to serve, and we operate our business in a way that would make our parents proud. If we commit to something, we follow through; each staff member is empowered to make decisions to benefit our clients. We value long-term relationships and will gladly forfeit any short-term gain that may have a negative impact on the best interests of our clients. In addition, we generously give back to our community, we understand it's the right thing to do.

Diversity and Public Presence

Sharp Corporation is an equal opportunity employer with a commitment to affirmative action and welcomes applications from all qualified candidates. We make special efforts to recruit females, minority groups, and persons with disabilities, disabled veterans, and veterans of the Vietnam Era for managerial, professional, technical, administrative, and sales positions. It is the intention of our corporation to grow together with our employees, encouraging and assisting them to reach their full potential. With pride, we provide our employees with an outstanding benefits package that includes low-cost medical, dental, prescription and vision care insurance, life insurance-, short- and long-term disability insurance, flexible spending accounts, a company-matched 401K, tuition reimbursement, a company discount on our products, paid holidays, and paid time off (vacation and personal days).

On a local level, Sharp contributes and participates in numerous employee volunteering, fund raising and awareness events throughout the year. Annually, every employee is allowed one paid day to volunteer at a charitable event of their choice. Sharp employees donate time to give back to our local community by volunteering at San Diego Food Bank, Jacob & Cushman Food Bank, the Lee Denim Day Breast Cancer Awareness campaign fundraiser, and sponsors blood drives from our facilities to benefit the San Diego Blood Bank. Our organization also participates in serving Marine Toys for Tots and the One Warm Coat campaign by setting up collection centers within our facilities to ensure the homeless have warm clothes to wear during the cold season.

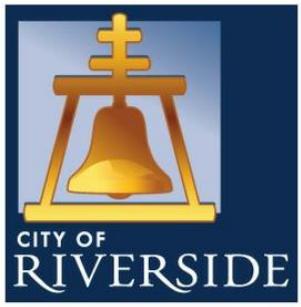
Direct with a personalized client relationship



- Established in 1969
- May 2007: Sharp acquired; becomes the flagship branch in Southern California
- 130 employees servicing Southern California for over 50 years.
- OnBase Support Partner
- HP & Lexmark dealer and service provider
- 40,000 + sq. ft. + of local facilities
- Roughly $1M in parts and supplies in inventory
- Fully staffed vehicle fleet and delivery team
- Built on the concept that businesses prefer to work with local companies.
- Our business model promotes personalized client relationships.
- Local accountability and decision making

- ✓ Local access to management
- ✓ Speak to real life, local account support reps
- ✓ Local live dispatch
- ✓ Service and supplies are available near you
- ✓ Contract/billing is managed at the local level
- ✓ Accountability and decision making at branch level
- ✓ Resources of a multi-billion-dollar corporation

DIVERSE CLIENT PORTFOLIO – A COMPLETE LIST OF MUNICIPALITIES SBS CURRENTLY SERVICES



SHARP SUPPORT TEAM

Sales & Support	888-258-2802
Sarah Razi – Director (Contact person during period of proposal evalution)	
Stephen Ortiz – Branch Sales Manager (Assigned Account Manager)	
Kevin McElheny – Senior Account Executive (Assigned Account Manager)	
Zach Froisland – Senior Account Executive	
Anne Beck - Managed Print Services Analyst	
Kris Sumner – Head Trainer & Customer Service Support Specialist	

Service & Operations	877-686-5277
Ryan Erlandson- Branch Service Manager	
Cherie Wright – Regional Operations Manager	
Andrea Valentin - Contracts Manager	
Ashley McNutt – Regional Logistics Manager	
Travis Reagan - Network Technician, MICAS Specialist	
Mario Rivera – Lead Service Technician & Field Manager	
James Robinson – Manager of Applications and Software (PaperCut Certified)	
Dwayne Rosette - Delivery Driver	

SHARP SUPPORT TEAM

Southern California Sales & Support Biographies

Dale Wedge, President – dale.wedge@sharpusa.com Dale leads the business with 42 years of dedicated industry experience. Dale co-owned Aztec Imaging and has been President of Sharp Business Systems since Sharp acquired Aztec in 2007. Dale understands the business needs of our customers and has successfully positioned Sharp as one of Southern California's top value-added solution providers.

Sarah Razi, Director – Enterprise Business Group – Sarah.Razi@sharpusa.com Sarah has been with Sharp for 15 years as the Director of the Enterprise Business Group. Sarah coordinates all MPS, ECM, A/V, and hardware installations for major accounts in Southern California. His number one goal is to connect with each client to ensure Sharp consistently provides an unsurpassed customer experience. Major accounts include, but are not limited to: City of Long Beach, City of San Diego, City of Riverside, San Diego Unified School District, Los Angeles World Airports, Los Angeles Department of Water & Power, Southern CA Edison, and Superior Court of Orange County.

Kevin McElheny, Senior Account Executive – kevin.mcelheny@sharpusa.com
Kevin offers 14+ years of diversified experience including provisioning, deploying, and supporting various customer environments. Excellent communication and problem-solving skills, with strengths in troubleshooting and project management. Strong and methodical aptitude with an innate ability to analyze, coordinate and synthesize data. Specialties: Dedicated to achieving customer satisfaction as well as meeting or surpassing company expectations. Able to focus on projects, develop strategies and meet or exceed deadlines. Strong rapport with personnel, customers, and associates based on knowledge, professionalism, and integrity.

Steve Ortiz Branch Sales Manager – Steve Has over 18 years of industry experience. Steve has been managing Major accounts for the last 16 years focusing on building relationships with key people for the best pre and post implementation of Sharp products into your environment. This results in the best experience for Sharps clients going through the contract term exceeding their expectations.

Ryan Erlandson, Branch Service Manager – ryan.erlandson@sharpusa.com Ryan has been a lead technician with Sharp Business Systems, formerly Aztec Imaging, since 2007. He has recently been promoted to Branch Service Manager, a wonderful leader with intimate knowledge of the entire Sharp product line. Ryan excels at helping our team solve the most challenging issues the first time, ensuring our customers always have minimal down time.

Andy Agredano, Branch Service Manager – andy.agredano@sharpusa.com
Andy has been in the Document Imaging Industry since 2005. After Sharp's acquisition of his previous company in 2017, Andy was promoted from delivery driver to a network installer and then to a filed technician. Andy has been through Sharp's MFP core competency courses and is factory trained on Sharp's newest BP line of MFP. Andy also holds a CompTIA A+ certification. Andy is very verse with the hardware components of the Sharp MFPs as well as network connectivity. Andy resides in the city of Palmdale and services all our clients in the northern LA County.

Mario Rivera, Branch Service Manager – mario.rivera@sharpusa.com
Mario has been in the Document Imaging Industry since 2003 and with Sharp Electronics since 2013. For the past 10 years he has held the position of Field Supervisor for Los Angels County. Mario is responsible for the service delivery of all our clients in LA County as well as the performance of our technicians. Mario is fully trained on the Sharp product line.

Kristopher Sumner, Customer Service Representative and Field Trainer – kristopher.sumner@sharpusa.com Kris has worked as an Account Executive and Field Trainer in the Los Angeles and Orange County area for the past 7 years. He has demonstrated both one on one and large group training courses on Sharp's full product catalog. Kris is also responsible for developing Quarterly Business Reviews and customized reports.

Anne Beck, MPS Analyst - anne.beck@sharpusa.com Anne works with Major Accounts specializing in customer care and retention, RFI's, RFP's, account management, and business reporting. Her integral role involves implementing managed print services, value-added services, technical support, and data analytics. Anne has been with Sharp Electronics for 13 years.

James Robinson, Software Solutions Manager – james.robinson@sharpusa.com
James has been a Pre-Sales Solution Engineer for 8 years, 7 years at Sharp. He started as a network copier tech, while acting as the level 3 network server support tech, starting in 2000 and worked his way up to Pre-Sales Engineers/ Network sales engineer in 2012. His background is in IT services. Project management and break fix. He is a problem solver and provides technical information to better help with the right solution.

Shaun Borja, Software Solutions Manager – shaun.borja@sharpusa.com
Shaun has over 15 years of industry experience and has held several different roles during his tenure. Having experience as a Product Specialist & Trainer, Network tech support, Production Print Specialist and now as an Application Specialist, Shaun has a strong understanding of how systems integrate and can provide valuable support in any stage of the project.

SCOPE OF WORK/METHODOLOGY

The following implementation plan is based on our experience transitioning municipalities. Sharp will make final recommendations after consulting City of El Segundo's IT/Security and Procurement Departments. Sharp guarantees meeting the timeline and objectives mutually agreed upon.

Objectives include:

- Completing implementation on schedule according to the project plan developed by Sharp's Project team and the City of El Segundo's decision makers.
- Ensure user satisfaction upon installation, throughout implementation, training, and support services.
- Provide comprehensive training to minimize calls to City of El Segundo's help desk and/or administrators, Procurement, or IT Help Desk.
- Remove existing equipment per the City of El Segundo's guidelines and security process, then deploy replacement equipment in a timely manner and minimize downtime for end-users. The current vendor may be required or choose to remove existing equipment.

Deployment transition planning

Sharp will prepare a detailed plan to address each step of the project as outlined in the RFP document. Our intent will be to provide a "turnkey", step by step process to minimize disruption on campus while meeting all project objectives.

Detailed project planning

Sharp will communicate the entire Deployment Transition Plan in advance. The plan will include project objectives, milestones, deliverables, processes, roles and responsibilities and targeted outcomes. Sharp will continually update the City of El Segundo via weekly status reports.

Project and resource management

Sharp's Project Manager will have the full support of the Enterprise Business Group. Resources will be made available for each phase and deliverable of the project. Sharp's PM will schedule, coordinate, and allocate resources as needed throughout the project.

Weekly progress reporting

Sharp's Project Manager will provide weekly updates via mutually agreed upon reporting methods.

Current floor equipment configuration planning /mapping

Sharp's Project Management Team will schedule a meeting with the City of El Segundo's Administrators, IT, or Procurement Professionals to discuss and align on:

a. Delivery schedule - With proper deployment, communication, and preparation we can deliver all new equipment and remove old equipment over the course of roughly 48 business days based on history and the new total number of prospective units.

b. Communication content and distribution methods will be outlined.

1. Sharp will work with the Copier Program administrators, IT, or Procurement to create a list of known assets per building. The list can include the following fields:

    a. Device name
    b. Make, model
    c. Device type
    d. Serial number
    e. MAC address
    f. IP address
    g. Networked or local
    h. Monochrome or color
    i. Average monthly volume
    j. Phone number applicable

    The new equipment will be set up in a designated staging area, already configured for each specific location. This process allows Sharp to minimize the downtime while swapping devices. Typically, our downtime is 15 minutes or less.

Equipment Preparation

1. Sharp already has all site locations and related equipment information including IP addresses. Sharp will coordinate any IP changes or additions as received. All new data and repeat data will be entered into the system prior to equipment leaving our warehouse.

2. Sharp will proactively configure equipment with the appropriate network information to ensure all devices delivered will be ready to print, scan and fax immediately.

3. Sharp will have a network technician at the Sharp onsite command center validating network connectivity as the delivery team delivers, installs, and connects devices.

Pre-configuring equipment prior to delivery minimizes installation time and on-site disruption to the end users. Sharp's goal is to manage time as efficiently as possible.

Proposing New Equipment

Sharp will collaborate with City of El Segundo's Administrators and utilize information provided to ensure each department has the correct equipment for their needs. You may simply choose a like for like swap based on specific features and print requirements, or opt for an assessment to address following factors such as:

a. Print volume
b. Need for color
c. Need for finishing
d. Need for 11 x 17
e. Space limitations

Sharp Equipment removal and disposal process (end of lease)

Remove and return assets based on an agreed upon arrangement with Sharp, IT Security, Administrators, and Shipping/Receiving Departments for HDD disposal process. The HDD disposal process will take place after the new equipment is operational to minimize downtime. Sharp will acknowledge City of El Segundo's security requirements and will follow all necessary steps required by the City of El Segundo. Sharp will not touch the hard drive of another manufacturer's equipment unless owned outright by City of El Segundo and directed to do so. Sharp is committed to adhering to these guidelines for upgrades and/or removing Sharp equipment placed by Sharp as part of this agreement.

The City of El Segundo Commitments

For the successful completion of this project, Sharp will depend on City of El Segundo to meet the following commitments:

- Distribute communication media to all relevant departments and personnel.
- Provide space and dates to deliver equipment.
- Attend all meetings, or teleconferences as scheduled.
- City of El Segundo's failure to meet any of these commitments can negatively impact the success of the project and may relieve Sharp from any financial penalties for noncompliance.

Task	Status & Schedule	Responsible Party
Develop Equipment Configuration Spreadsheet		
Walkthrough- Discuss Appropriate Configurations-	Start TBD Assessment period – 1-2 days	City of El Segundo
Sign Lease/PO Documentation	TBD	City of El Segundo
Configuration & Clone File	Based on results of trial & testing period	City of El Segundo
Equipment Delivery / Removal / Installation		
Sharp Equipment Installation	TBD	Sharp
Pick up and Removal of existing Equipment	In line with installation	Sharp
Network set up and Test connectivity	Upon install	City of El Segundo
Training		
Identify training requirements by site	TBD	City of El Segundo
Identify end users to receive training	TBD	City of El Segundo
Notify end users that training will be provided	TBD	City of El Segundo
Schedule Training	TBD	City of El Segundo
Conduct Training	TBD	Sharp
Post Installation		
Provide return shipping instructions to Sharp	TBD	City of El Segundo
Follow up training as needed	TBD	Sharp

Change Management

Sharp's extensive experience deploying and managing large equipment fleets has provided invaluable insights and best practices to strategize a well-designed and thoughtful implementation plan. Execution must involve efficient installation, training, as well as post-delivery support. Sharp would like to ensure the best possible experience for all participants. To gain the maximum benefits, and cause as little disruption as possible during the transition process we suggest the following guidelines:

Advance communication to everyone involved, of upcoming changes, why the changes are occurring and the anticipated benefits for those involved.

Sharp will work with the City of El Segundo to draft a letter/email/bulletin board notice to communicate what, why, when, who, how and outline the benefits of the program. Sharp will work with the City of El Segundo to itemize a list of benefits (what's in it for the user) as it relates to the new program.

Communication notices can be customized for relevance to reach specific audiences e.g., Users, IT staff, Procurement staff, Accounts Payables staff, Key Operators, etc.

Implementing change while being sensitive to organizational objectives, perceptions and feelings of the faculty and staff can be accomplished by providing a.) employee support as they manage transition and b.) a mechanism to communicate their opinions and suggestions.

Prior to a large-scale implementation of the new program, Sharp is willing to deliver systems to selected training sites to conduct pre-installation training on selected systems.

Sharp will communicate equipment network set up and delivery schedules in advance so faculty and staff can anticipate delivery and allocate resources accordingly.

Sharp will provide pre-scheduled, initial on-site training and will also conduct additional complementary training classes as needed upon request.

Sharp will provide 24/7 access to a customized, web-based training resource called MY Sharp Training. Users will be able to access a wide variety of machine demonstrations and instructions to commonly used features.

Once delivery, installation and first round of training of your new fleet is complete, Sharp would like, with your permission, to conduct a post installation survey of all or selected departments to address concerns, isolate possible trouble areas and/or identify people in need of additional instruction.

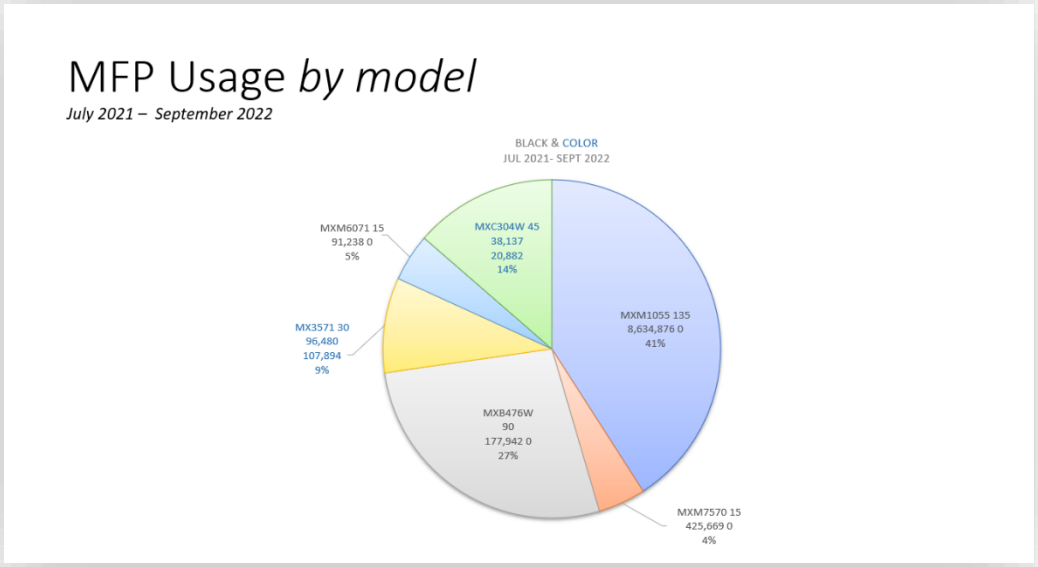
QUALITY CONTROL & ACCOUNT REPORTING PROCESS

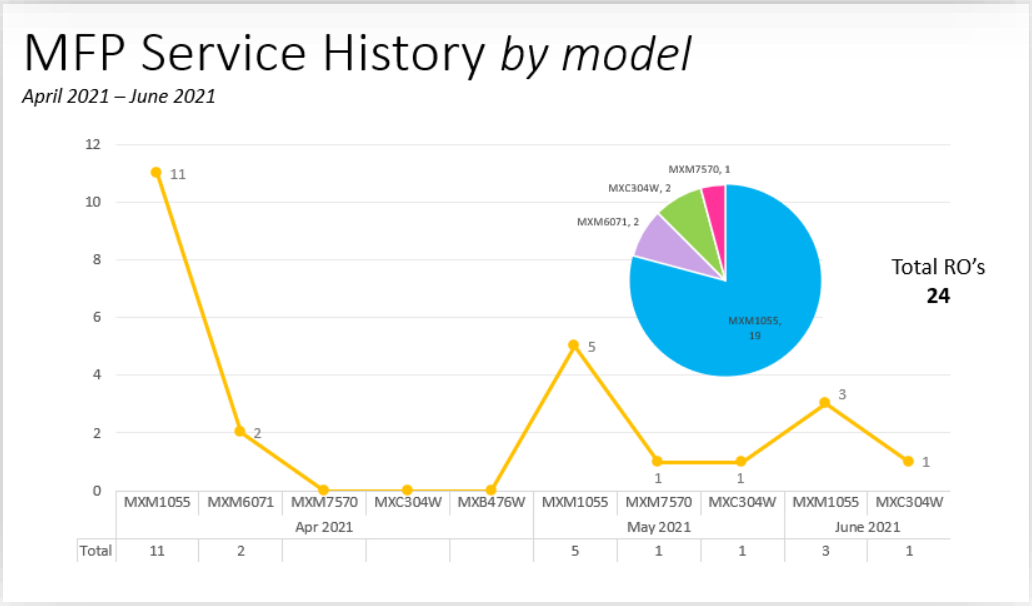
Sharp Business Systems helps customers maximize efficiency, cut down on wasteful printing and maintain a pulse on overall print volume and service performance.

With these goals in mind, Sharp's MPS program offers a variety of solutions targeted to review networked print volumes as a part of Sharp's Review system. Sharp Reviews allow customers to better understand print behavior by identifying over and underutilized devices, troubled devices, and training needs on demand and in more depth during quarterly reviews with a Sharp account executive.

Sharp in partnership with the City of Redondo Beach, as needed, can use the data collected to right-size fleets, consolidate, move, and upgrade devices as well as provide follow up training to help maximize the user experience and maintain an efficient low-cost print environment.

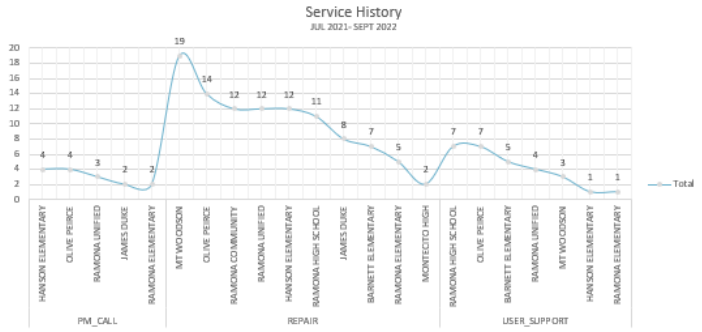
Sample Quarterly Report – *Fleet Usage Overview*





MFP Service History *by location*

July 2021 – September 2022



PM Calls	Repair Orders	User Support	Supply Orders
15	**102**	**28**	**112**

MFP Service Detail

July 2021 – December 2021

MX3571	.CLEANED MACHINE, DONE MEMORY CLEARED, RESET COPIER.
	.GEN CLEAN.
MXB476W	.NEED BETTER INFORMATION FROM CUS
	.UNABLE TO RECREATE MESSAGE ISSUE, WILL FOLLOW-UP LATER VIA
	.PARTS ORDERED FOR CONSTANT PAPER JAM
	.REPLACED DAMAGED ACTUATOR, TESTED OK.
	.WRONG MACHINE
	.CLEANED AND CALIBRATED.
	.REPLACED SEP TIRE IN TRAY 1.

MXM7570	.REMOVED PEN FROM PAPER EXIT PATH BETWEEN PRINTER AND FINISH
	.INSTALLED FOAM STRIP TO AVOID STUFF DROPPING IN BETWEEN BOD
	.REINSTALLED WHITE FINGER GUIDE ON FUSER UNIT, REPLACED ROLL
	.CLEANED 2X ROLLERS.
	.CLEARED ERROR CODE, CLEARED PAPER JAM ON FUSER UNIT..PART T
	.REPLACED BROKEN PAWL.

MFP Uptime & AVG Response Time

April 2021 – June 2021

AVG Uptime
99.51%

AVG Response Time
2.41 hours

Facility	(EQ) Model	Avg. Response Hrs	Total Hrs	Uptime %
BARNETT ELEMENTARY SCHOOL	MXM1055	1.3966667	558	99.87680678
HANSON ELEMENTARY SCHOOL	MXM1055	2.764323232	558	98.2931601
MONTECITO HIGH SCHOOL	MXM6071	3.4765387	558	99.29157706
MT WOODSON ELEMENTARY SCHOOL	MXM1055	2.567555556	558	99.68679809
OLIVE PEIRCE MIDDLE SCHOOL	MXM1055	2.444666667	558	99.09459379
OLIVE PEIRCE MIDDLE SCHOOL	MXM7570	2.601333333	558	99.48772401
RAMONA COMMUNITY MONTESSORI SCHOOL	MXM1055	3.53475	558	98.43148148
RAMONA ELEMENTARY SCHOOL	MXM1055	1.352	558	99.50113501
RAMONA HIGH SCHOOL	MXM1055	3.322333333	558	97.94130824
RAMONA UNIFIED SCHOOL	MXC304W	1.608666667	558	99.38061529
RAMONA UNIFIED SCHOOL	MXC304W	2.482333333	558	98.95268817
RAMONA UNIFIED SCHOOL	MXM1055	1.47	558	99.40356
				99.11178734
	Average Response time	2.418430627	*Average Uptime*	99.51552036

ENVIORNMENTALLY FRIENDLY OFFICE

Sharp's Recycle Policy

Sharp is very passionate about environmental conservation. All of our factories are working to eliminate waste and greenhouse gases, and achieve other environmental targets in 21 key areas.Saving Energy. Saving Resources.Maximizing Recycling. Minimizing Hazardous Materials.

As a part of Sharp's commitment to the environment, Sharp offers our customers a zero waste toner recycling for all consumables, including: cartridges, bottles, toner collection containers and drum units.

STOP, DROP, RECYCLE RECYCLING PROGRAM

- It's free & easy to ship your recyclables in bulk
- We provide all collection and shipping materials
- We provide all shipping and recycling costs
- We further reduce our carbon footprint by more efficiently shipping in bulk (box fits up to 10 cartridges)
- All consumables are 100% recycled with ZERO waste to a landfill

High Volume Recycling	Low Volume Option
• 3 Pre-Addressed, Pre-Paid Cartridge Collection / Shipping Boxes • 3 Clear plastic liners • 3 Zip ties **Fed Ex Pick up:** use existing service or call **1-800-GO-FEDEX (3399)** and say "ground pick-up"	• Drop off at any Staples location, Staples will take care of recycling the cartridge at no cost to you. Visit: *storelocator.staples.com* to find a location near you. • Contact our Dealer for more information about their toner consolidation procedure

At Sharp Electronics Corporation ("Sharp"), we're very passionate about environmental conservation. Our business products and appliances are among the industry's most energy efficient and our parent company in Japan, Sharp Corporation ("Sharp Corporation"), has long been a world leader in solar cell production. Furthermore, Sharp Corporation factories are working to eliminate waste and greenhouse gases and achieve other environmental targets.
We are an environmentally conscious company
Since 2004, Sharp Corporation's core philosophy has been to become an environmentally advanced company. Since then, the company has demonstrated these are not empty words.

In the past years, hundreds of Sharp products have received international awards for their outstanding eco-friendly design, demonstrating our commitment to producing environmentally friendly products which in turn enable us to achieve our aim of becoming an environmentally advanced company.

This is Sharp's commitment to the environment & society.

Positive action. Real investment.

From early product design to manufacturing, right through to end-of-life disposal, every area in which we directly or indirectly affect the environment is under constant scrutiny.

Sharp Corporation's factories meet the ISO 14001 standard: a framework that sets out the requirements for environmental management systems. And we actively encourage environmental management and green awareness initiatives throughout our entire organization.

Sharp Corporation engineers are continually developing innovative ecological technologies and we place a firm focus on manufacturing high quality, environmentally advanced products.

Sharp Corporation's Eco Vision 2050 Long-Term Environmental Vision
The international community has recognized the urgent need to address increasingly serious environmental problems, such as climate change, resource depletion, and plastic pollution. This awareness is accelerating global action to solve these social problems, including efforts associated with the achievement of Sharp's Sustainable Development Goals (SDGs).

In 2019, Sharp Corporation formulated SHARP Eco Vision 2050, a long-term environmental vision based on its Basic Environmental Policy of "Creating an Environmentally Conscious Company with Sincerity and Creativity," which was established in 1992. Sharp is working toward realizing a sustainable global environment by pursuing long-term goals set in three fields of action with 2050 as the target year: climate change, resource recycling, and safety and security; thus, building a circular economy and realizing a recycling-oriented society.

Long-Term Environmental Goals

To bring about SHARP Eco Vision 2050, Sharp Corporation has stipulated long-term goals in three fields of action. In pursuing these goals, we will strive to create more clean energy than the total amount of energy consumed in Sharp's entire supply chain, while minimizing the environmental impact of our business activities.

Sharp Corporation strives to use less energy in its business activities and to make products that are increasingly more energy efficient, to reduce the amount of energy consumed by households and society as a whole.

We began developing solar cells after founder Tokuji Hayakawa said, "All the products we make use electricity. As our company grows, we will need more electricity, so why don't we make electricity ourselves?" Since then, we have spent more than half a century working to spread solar power generation. It is precisely because Sharp makes products that use electricity that we have a responsibility to reduce the environmental impacts resulting from this electricity use.

Safety and Security

As well as complying with current international standards, Sharp Corporation has established its own even stricter in-house standards. Under these far-sighted standards, Sharp Corporation aims to thoroughly manage relevant chemicals with the goal of eliminating any negative effects that chemicals may have on people's health, the natural environment, or ecosystems.

Sharp Corporate 2023 Sustainability Report at www.global.sharp/corporate/eco/report

Programs:

EPEAT
ENERGY STAR
MRM RECYCLING
CALL 2 RECYCLE
SHARP TONER RECYCLING
MERCURY EDUCATION
ENVIRONMENTALLY CONCIOUS PRODUCT DESIGN
ISO CERTIFICATIONS

ABOUT THE EQUIPMENT

Sharp Color BP-70C45

The New B&W Advanced Series from Sharp. Taking organizations to the future of business communication by helping them work simply smarter. Designed to fit today's diverse workstyles, the new Advanced Series monochrome document systems enable workers to collaborate and share information seamlessly and securely throughout their office environment. Enhanced cloud services such as Microsoft Teams makes it easy to streamline communication and boost productivity with hybrid workers.

Replacement Model
BP-70C45
• 45 page per minute Full Color digital MFP system • Large 10.1" high resolution touchscreen display and fully customizable home screen • 300 Sheet Single Pass Duplexing Document Feeder • Scan speed up to 280 ipm in color or black & white • Quarterly Volume Output up to 375,000 images • First-time Copy Speed of 7.6 sec b&w/5.6 sec color • Total sheet capacity of paper drawers (as configured) is 1,100 • Maximum Paper Supply with options up to 6,300 sheets • Flexible paper handling system feeds media up to 300 gsm thru paper drawers and bypass tray • Built in OCR to create editable PDFs and Microsoft files • Standard Full-size Retractable Keyboard • Walk up motion sensor • 1.6 GHz multi-processing CPU • 256 GB Solid State Drive • 5 GB standard memory • Network ready PCL®6 and true Adobe® PostScript®3™ printing systems with direct print function • 1200 x 1200 dpi printing provides clear, crisp images even on jobs with fine detail • Standard Mobile Device Printing • Standard Wireless LAN supports 5 GHz Wi-Fi for stable, high speed network communication • Supports native Universal Print from Microsoft • Standard Cloud Connect feature for access to popular cloud services, such as Google Drive, Dropbox, SharePoint OneDrive • Standard Multi-Layered Security Features provide enhanced protection of data, network intrusions and includes a convenient End-of-Lease feature • Secure access control that supports the Active Directory® service, which lets you use the machine's log-on credentials for internal network folders. System administrators can easily keep track of user credentials, which makes for an efficient and highly secure operational environment

Sharp Color BP-70C65

The New Color Advanced Series from Sharp. Taking organizations to the future of business communication by helping them work simply smarter. Designed to fit today's diverse workstyles, the new Advanced Series color document systems enable workers to collaborate and share information seamlessly and securely throughout their office environment. Enhanced cloud services such as Microsoft Teams makes it easy to streamline communication and boost productivity with hybrid workers.
*Bitdefender antivirus option available summer 2022.

Replacement Model
BP-70C65
• 65 page per minute Full Color digital MFP system • Large 10.1" high resolution touchscreen display and fully customizable home screen • 300 Sheet Single Pass Duplexing Document Feeder • Scan speed up to 280 ipm in color or black & white • Quarterly Volume Output up to 600,000 images • First-time Copy Speed of 4.8 sec b&w/3.7 sec color • Total sheet capacity of paper drawers (as configured) is 1,100 • Maximum Paper Supply with options up to 6,300 sheets • Flexible paper handling system feeds media up to 300 gsm thru paper drawers and bypass tray • Built in OCR to create editable PDFs and Microsoft files • Standard Full-size Retractable Keyboard • Walk up motion sensor • 1.6 GHz multi-processing CPU • 256 GB Solid State Drive • 5 GB standard memory • Network ready PCL®6 and true Adobe® PostScript®3™ printing systems with direct print function • 1200 x 1200 dpi printing provides clear, crisp images even on jobs with fine detail • Standard Mobile Device Printing • Standard Wireless LAN supports 5 GHz Wi-Fi for stable, high speed network communication • Supports native Universal Print from Microsoft • Standard Cloud Connect feature for access to popular cloud services, such as Google Drive, Dropbox, SharePoint and OneDrive • Standard Multi-Layered Security Features provide enhanced protection of data, network intrusions and includes a convenient End-of-Lease feature Secure access control that supports the Active Directory® service, which lets you use the machine's log-on credentials for internal network folders. System administrators can easily keep track of user credentials, which makes for an efficient and highly secure operational environment

Sharp Color MX-8081

The Pro Series color document systems offer proven technology, award-winning features, exceptional 2,400 x 2,400 dpi image quality and precision media handling at speeds up to 80 ppm. With performance engineering, completing time-critical short-run print jobs quickly and on budget, is second to none. Organizations, large and small, will benefit from the versatility of the available input and output options. e jobs in-house, saving time and money.

Replacement Model
MX-8081
• 80 page per minute Full Color digital MFP system • Large 10.1" high resolution touchscreen display and fully customizable home screen • 320 Sheet Single Pass Duplexing Document Feeder • Scan speed up to 280 ipm in color or black & white • Full-Bleed Edge to Edge Printing • Quarterly Volume Output up to 1,050,000 images • First-time Copy Speed of 4.6 sec b&w/3.5 sec color • Total sheet capacity of paper drawers (as configured) is 6,300 • Maximum Paper Supply with options up to 13,500 sheets • Flexible paper handling system feeds media up to 360 gsm thru paper drawers and bypass tray • Built in OCR to create editable PDFs and Microsoft files • Standard Full-size Retractable Keyboard • 256 GB Solid State Drive • 6 GB standard memory • Network ready PCL®6 and true Adobe® PostScript®3™ printing systems with direct print function • 2400 x 2400 dpi printing provides clear, crisp images even on jobs with fine detail • Standard Mobile Device Printing • Standard Wireless LAN supports 5 GHz Wi-Fi for stable, high speed network communication • Supports native Universal Print from Microsoft • Standard Cloud Connect feature for access to popular cloud services, such as Google Drive, Dropbox, SharePoint and OneDrive • Standard Multi-Layered Security Features provide enhanced protection of data, network intrusions and includes a convenient End-of-Lease feature Secure access control that supports the Active Directory® service, which lets you use the machine's log-on credentials for internal network folders. System administrators can easily keep track of user credentials, which makes for an efficient and highly secure operational environment

Sharp B/W BP-B550WD

The Sharp BP-B550WD monochrome MFP delivers an intuitive user experience and the confidence of knowing their jobs will come out right the first time, every time. Designed with high-performance features typically found on larger machines, this duplexing single pass feeder MFP delivers the productivity and security needed.

Designed to fit today's diverse workstyles, the compact multifunction printer (MFP) enables workers to collaborate and share information seamlessly and securely throughout the office environment. Enhanced cloud services such as Microsoft Teams make it easy to streamline communication and boost productivity with hybrid workers.

Replacement Model
Sharp BP-B550WD
• Standard copy, print, scan, fax and wireless capability. • 100-sheet duplexing document feeder on the BP-B550WD scans both sides of a document in a single pass. This enhances productivity while maintaining the integrity of original copies and minimizing wear on the feeder. • Built-in optical character recognition (OCR) function can convert scanned documents to text-searchable PDF, Microsoft® Office file formats and more. • The compact PDF feature reduces file sizes of most scanned color documents and decreases network traffic and storage. • Access popular cloud services, including Microsoft OneDrive® for Business, Microsoft Teams, SharePoint® Online, Box.com, Google Drive™, Dropbox and more with the Cloud Connect feature and Sharp Application Portal. • Direct print from Microsoft Word, PowerPoint® and Excel® files with thumb drives, cloud applications, network folders and more. • 7" (diagonal) customizable touchscreen display enables easy access to features and functions when setting up jobs. • Offers up to five paper sources with available 2,350-sheet maximum paper capacity. • Network ready PCL®6 and PostScript® 3™ printing systems deliver up to 40 and 50 pages per minute. • Supports popular mobile technologies, enabling users to easily print files from smartphones, tablets and notebook computers. •

Sharp Color MX-C528F

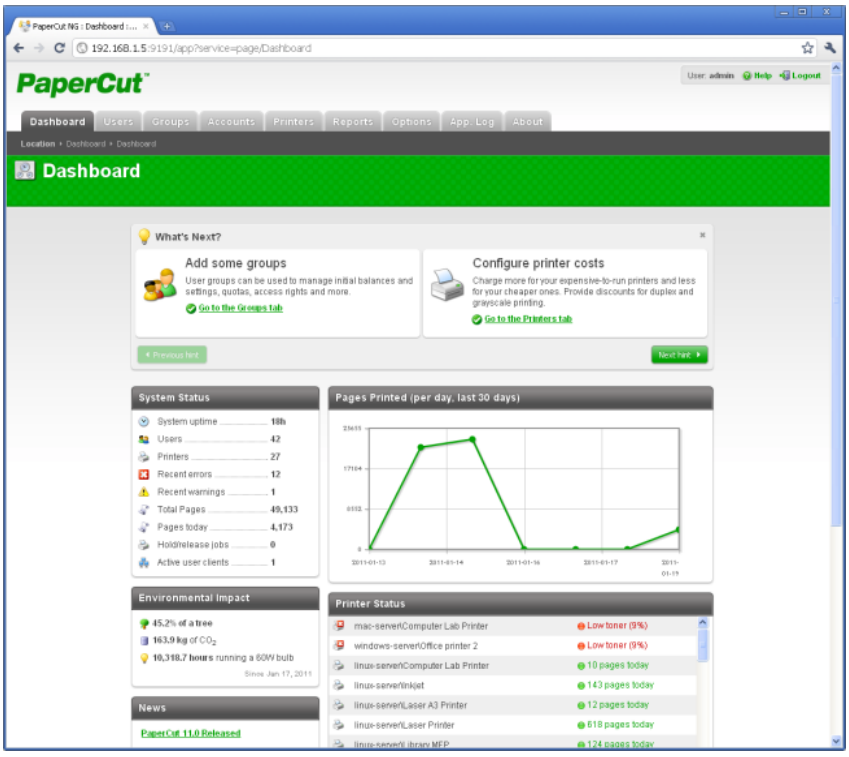
The MX-C528F 52 page per minute color multifunction printer is designed to fulfill today's diverse business needs. The optional Cloud Connector app seamlessly allows users to collaborate with colleagues when working remotely, businesses gain access to popular cloud services including Microsoft OneDrive for Business, Google Drive, and others. Innovative features like the capacitive 10" (diagonal) touchscreen, duplex feeder, double feed detection, and an optional convenience stapler enable users to easily manage their workflows.

Replacement Model
Sharp MX-C528F
• Productive printing speeds of up to 52 (MX-C528F) pages per minute. • Supports letter size, legal size and envelopes through the standard paper drawer or bypass tray. • Offers up to six paper sources with available 2,850-sheet maximum paper capacity. • Print popular file formats such as PDF, Word, Excel and PowerPoint directly from USB drives. • MX-C528F 7" (diagonal) and MX-C528F 10" (diagonal) capacitive color touchscreen with adjustable viewing angle offers smooth, tablet-style interaction. • Built-in optical character recognition (OCR) on the MX-C528F allows users to convert a scanned document into a searchable format. • Supports popular mobile technologies, enabling users to easily print files from smartphones, tablets, laptops and Apple AirPrint. • 100-sheet duplexing single-pass feeder with double feed detection standard on the MX-C528F. • True 1,200 x 1,200 dpi resolution produces razor sharp documents. • Standard PCL®6 and PostScript® 3™ compatible printing delivers clear, crisp professional output. • ENERGY STAR® certified and offers among the lowest standby power consumption in the category.

PAPERCUT SOFTWARE

PaperCut includes a wealth of functionality for tracking and controlling printing. Many sites start with simple goals and will leverage the more advanced features as time goes on. Some features regularly used by education sites include: Advanced scripting: Free printing during class time.

- Advanced scripting: Teacher approval of color jobs.
- Advanced scripting: Enforce duplex printing.
- Automatic Active Directory synchronization:
  - make use of existing year level and department groups/OUs.
- Customizable web interface: easily integrate with CCCD's existing intranet site
- Monitor and Control Usage



PaperCut MF

Complete control over

Print, copy, scan and fax.

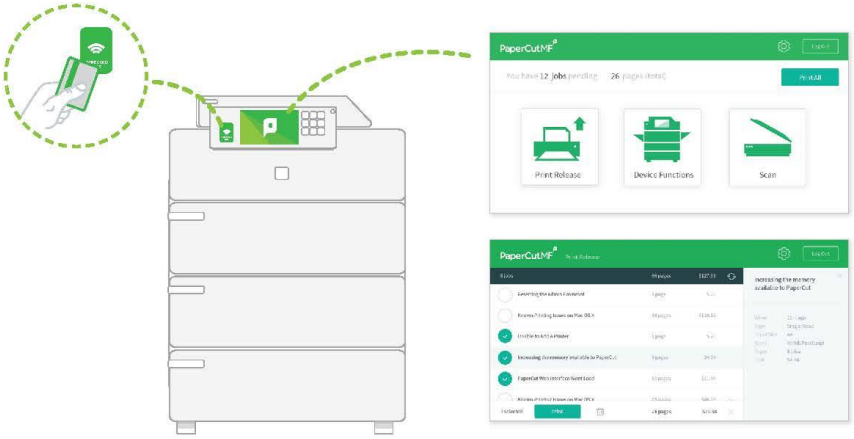
PaperCut MF is a simple, low cost software application that lets you take control and manage your printers, copiers and multi-function devices.

Eliminate waste, encourage responsible behavior and make users and departments accountable for their print usage.

PaperCut MF includes embedded software that runs on your copier/ MFD to enable tracking, control and secure print release directly from the device's panel.

PaperCut MF is suitable for sites of any size, with a cross-platform and vendor-neutral approach to technology and device support. PaperCut's solutions are currently in use in over 50,000 sites worldwide and translated into 20 languages, making PaperCut MF a product you can trust with a high return-on-investment.

- Track all MFDs / Printers
- Secure Print Release
- Control and Report Use
- Recover Costs
- Enforce Print Policy
- Minimize Waste
- Enable BYOD Printing



Intuitive & Easy to use

PaperCut MF is regarded as the simplest system of its type to deploy and manage. System administrators have full access to administration and configuration via a familiar web interface. It offers:

- User directory (eg. Active Directory and others) integration and automatic user account creation
- Secure print release and Find-Me printing
- Administrator dashboard with real-time status updates
- Print Archiving: Review job content visually
- Optional client and account billing
- Ability to encourage responsible use via popup notifications

Powerful Job Scripting

Advanced scripting can be used to define and finely tune your printing policy, and support your organization in eliminating waste and changing user behavior.

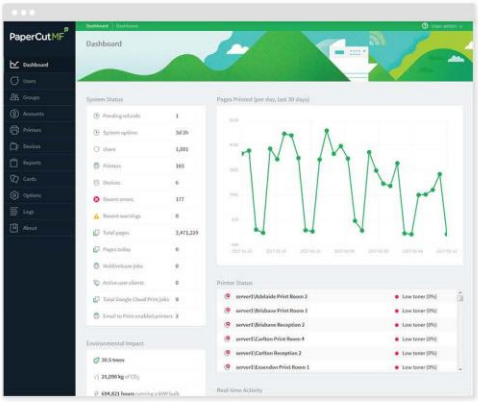
With PaperCut you can:

- Automatically route large jobs to detected high volume printers
- Discourage printing of emails via popup print policy warnings
- Convert jobs to grayscale and duplex
- Discourage or disable color printing by user group
- Least cost routing (suggest more cost effective devices based on conditions)
- Allow free printing (e.g. during class times)
- Define action by job attribute, user / group, period of day, device feature / type.

Web Based Administration

PaperCut MF provides "out of the box" browser-based administration access from any network location enabling centralized management of every user and device. Web technologies make cross-platform support easy as there is no need for additional software to be installed and no web server configuration.

A key feature of the administration interface is the dashboard tab – an easy-to-read single page view of the printing environment for administrators. The Dashboard page utilizes a number of gadgets to present key real time information such as system activity and status updates, along with trend information and statistics from past activity such as number of pages printed and environmental impact measures.



Detailed Reporting

PaperCut includes over 80 one-click reports available for online viewing, printing or export. Reports address all areas ranging from detailed page logs to summaries by user, department, device or environmental impact. Administrators can create ad-hoc reports by applying filter conditions and reports can be emailed to specified people on a regular schedule.

More information is at **www.papercut.com/tour/report/**

'Find-me' Printing

PaperCut's Find-Me printing feature enables users to print to a global virtual queue. Jobs are paused and only printed when the user releases the job at any compatible MFD/printer:

- Improved document security and convenience.
- Reduce IT administrators need to manage multiple print drivers and queues for both workstations and notebooks.
- Find-Me printing minimizes waste and has been shown to reduce printing output by up to 20% in busy office environments.
- Support for multiple release methods ranging from auto release on authentication to active release job-by-job.

Secure Print Release

Today's MFDs are smarter. They have touch screens and the ability to run software directly on the device's panel. PaperCut leverages this technology to bring new features to each device.

One of the key features is user authentication – only allowing device access to authorized users. At the simplest level users can authenticate with network username and password via an onscreen keyboard. In addition many environments will implement ID card authentication. Card numbers can be extracted from your network's user directory or a database (e.g. door access control system), alternatively users can self-associate their card on first-use.

Card types include magnetic stripe, proximity (HID, Mifare & Legic) and bar codes, and PaperCut supports many brands of USB card readers including RFIdeas, Elatec and OmniKey. Off the shelf standard USB and network card readers are available from leading suppliers. PaperCut have a global network of hardware experts (Authorized Solutions Centers) should you require technical assistance, advice or onsite support of both software and hardware.

Print Archiving & Watermarking

PaperCut administrators can utilise these features to ensure users are answerable to their printing.

PaperCut's Print Archiving empowers approved administrators to browse and review the content of print activity within their environment. Alongside the powerful tracking and reporting functionality built into PaperCut, this gives system administrators a wide range of auditing functions.

Watermarking can automatically add a username or other metadata to the bottom of every page e.g. to indicate the document owner. Watermarking may include a unique digital signature which allows you to track document origin to enhance security and encourage responsible printing.

Solve mobile and BYOD printing

Managing printing is getting hard! As more and more mobile devices enter the market, people's desire to print from these continues to increase. PaperCut has a range of simple solutions to allow users to print from whatever BYOD or mobile device at their disposal. No matter the operating system, their location, the file format or the brand of printer our solutions can manage it.

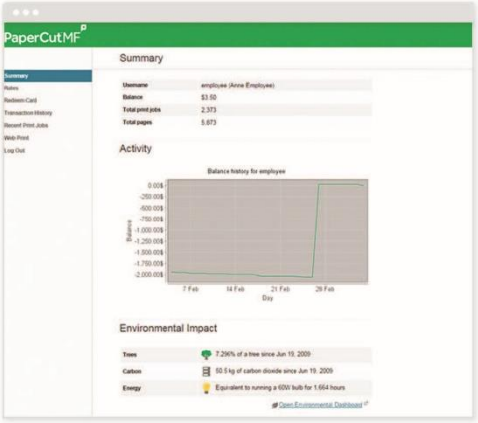
Our latest offering Mobility Print allows users to quickly discover and print to any printer, without requiring any assistance. It takes away the complexities when working across different platforms and devices, while still providing the benefits of PaperCut's standard print charging/accounting/quota process.

Managing Quotas

Users can operate in either credit or debit, with defined account rules including how and how often an account is credited. Use network groups to define how additional quota/credit is assigned. Use network groups to define how additional quota/credit is assigned; for example, allow a specific group of users to accumulate their quota while others operate on a "use it or lose it" basis.

User Web Interface

End users have access to a set of web tools to track their own activity in real-time, query their account balances, and view their transactions – without the need for intervention from administrators. The end user interface is fully customizable, so you can design a look and feel to match your website or intranet pages.

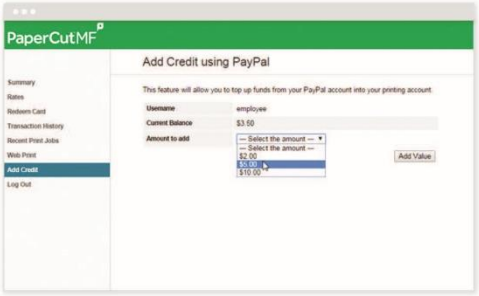


Pre-Paid / Top-Up Cards

PaperCut MF comes with a simple to implement voucher system for purchasing additional print credit. Administrators can print out a batch of single-use cards with a pre-defined value. Users redeem cards by entering the card's unique code on a web page.

Payment Gateways

Give end users the ability to make payments into their PaperCut account using payment gateways. Payment gateways allow third party systems to connect to PaperCut in a supported manner. Common gateways include leading providers like PayPal and Authorize.Net which allow real-time online payments via credit card. PaperCut also supports closed or internal payment systems such as a main college funds account. Hardware gateways are available to support a range of cash loaders, self-service kiosks and bill and coin boxes. For hardware, please refer to a PaperCut MF Authorized Solution Center.



End users can easily manage their account balances and add credit via online and onsite methods

State of the Art Technology

Optimum Device Management

In today's business world, an immense amount of business information is still communicated on paper. This information must be printed, copied, and scanned as a part of the document process. As a result, uninterrupted uptime of MFPs and printers is important to keep up with the speed of business communications. The Sharp device management suite delivers unparalleled control over the administration of Sharp MFPs through intelligent tools. All MFPs and printers in your network are effortlessly managed and monitored so that device uptime can be maximized to ensure the continuous flow of important business communications.

Sharp MFP Home Pages

The Sharp MFP Home Page is an embedded device configuration site that makes it easy for users and IT managers to administer the MFP through a standard web browser. Once authenticated, users can change their profiles and document filing folder settings, as well as maintain their one-touch address keys to quickly distribute scanned documents. From anywhere on the network, IT managers can log in and access the device's status, system, security, and network settings, as well as maintain user accounts, specify diagnostic e-mail alerts, clone settings and more. Administrator access can be protected via complex passwords.

Sharp Remote Front Panel (RFP)

Sharp RFP is a powerful tool that enables users and support staff to remotely view the MFP's operation panel and control its features and functions from anywhere via a network. IT managers can see the same exact screen that the end user is viewing, allowing them to quickly understand issues and take the appropriate actions to solve them. Since IT managers can control the device remotely, this capability helps eliminate a trip to the device to support users, thereby reducing users' wait time.

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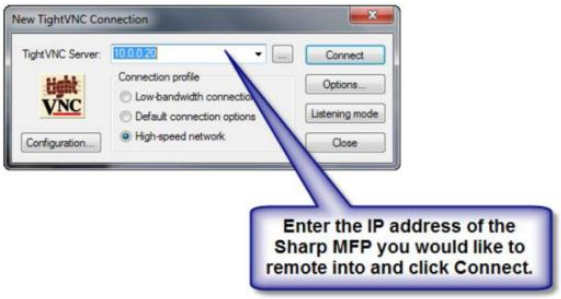

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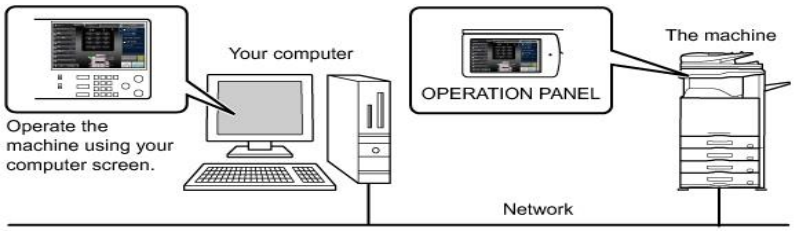
Sharp Remote Device Manager (SRDM)

SRDM is a device management and monitoring tool to facilitate centralized management of sharp MFPs and printers as well as SNMP-compliant printers. From the console, IT managers can view detailed information on each device, such as network connectivity, consumable levels, and impression counts. The direct access to remote front panel enables support staff to view and control the LCD panel from anywhere on the network, as well as the ability to review service logs and update firmware. For more intuitive views, and to expedite trouble shooting, devices can be grouped together in the utility by model, department, location, network status, IP address and more. Rapid deployment of MFPs can also be accomplished by distributing print drivers to network clients and cloning the settings of a reference device to other similar models all at the click of a button. Toner level is monitored in 5% increments on select models.



Key features include but are not limited to:

- Manual or automated device discovery
- Remote device monitoring on status and consumables
- Remote device security, network, and system configurations
- Remote access to device's front panel to provide quick user assistance
- Driver distribution to reduce IT support time
- Firmware updates to minimize deployment time
- Device setting and cloning for fast device set up
- E-mail notifications to keep IT administrators aware of critical is

Empowered Communications

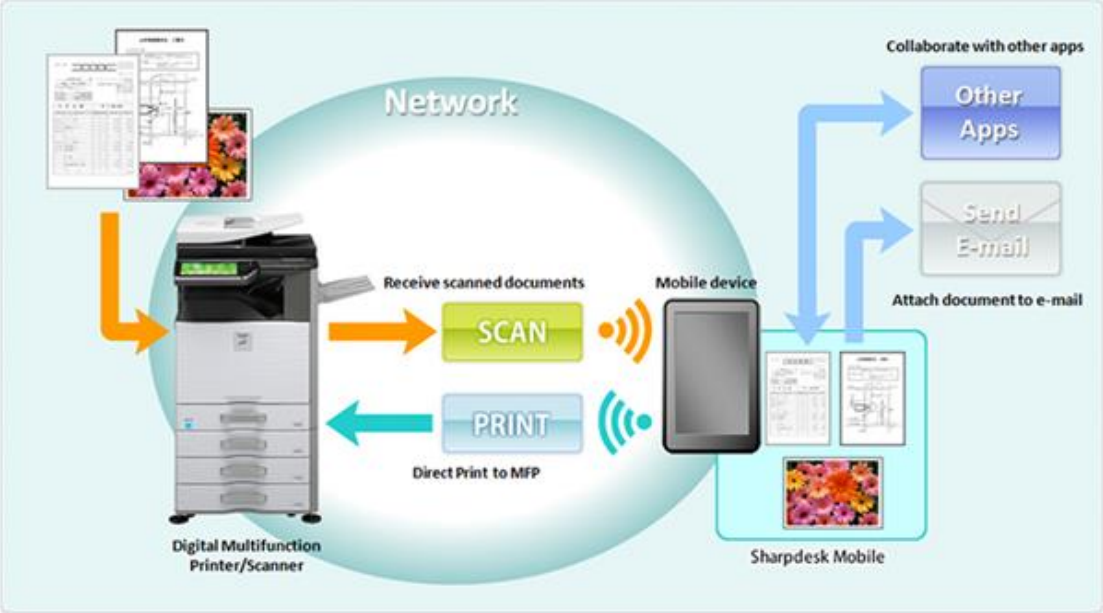
Highly featured smart phones and tablets are increasingly popular communication tools in the business world. According to research conducted by IDC, workers who communicate using mobile devices will account for 37% of the worldwide workforce and three-quarters of the workforce in the United States by 2015 (Mobile Printing Landscape: Transition to Early Adopters, August 2012). Recognizing such rapid adoption of mobile devices in the workplace, Sharp offers applications and options to seamlessly connect mobile workers with their daily business processes. Sharp approaches these solutions with IT professionals in mind, ensuring security and interoperability while maintaining productivity.

Mobile Printing and Scanning

Sharpdesk Mobile enables Windows® 8, Windows® RT, Apple® iOS® and Google® Android™ users to easily print documents from their smartphones or tablets to a Sharp MFP. Users can also scan hardcopy documents from a Sharp MFP directly to their mobile devices for flexible storage and sharing. Scanned files can be shared with other applications or sent as E-mail attachments. Sharpdesk Mobile is available at no cost on the Windows Store for Windows users, Apple App Store for iOS users or Google Play Store for Android users.

Key features include, but are not limited to:

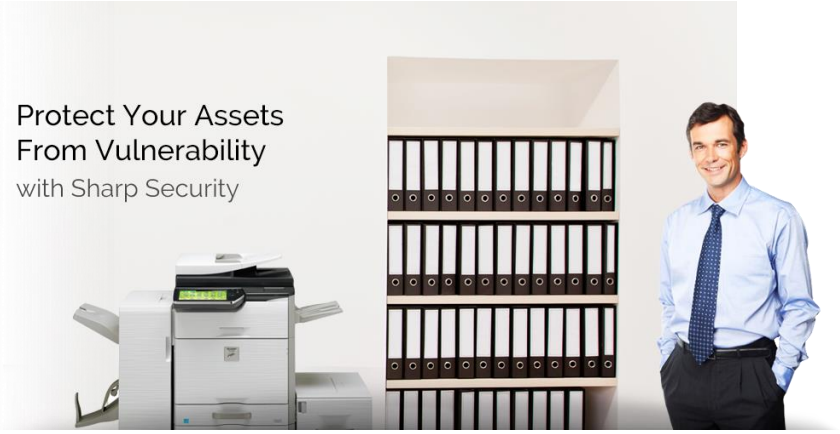
- Print directly to select Sharp MFPs from Sharpdesk mobile applications
- Print from and send documents to other applications such as Evernote®, Cloud Portal Office, and Dropbox®
- Print Web pages and E-mails
- Send documents to others via E-mail
- Store and manage scanned or imported files
- User authentication for printing and scanning to meet IT security measures and track user activities



Sharp Security

Proven protection for confidential data, device access and network guards

As MFPs and printers become parts of organizations' integrated document workflows and business processes, security becomes a serious concern. Securely managing business and user data is critical for corporations to be successful. Sharp addresses these concerns by providing a suite of integrated security features designed to help protect your information and document assets.



Sharp Secure Network Interface

Sharp MFPs use unique embedded firmware that is not subject to the same virus vulnerability as Microsoft® and Linux® operating systems. Sharp's unique architecture provides no user interface and cannot execute downloaded files or commands sent by an attacker to compromise the system. Our MFPs feature an intelligent network interface that can limit access to specific computers on a network by IP or MAC address, and selectively enable or disable any protocol or service port on each device.

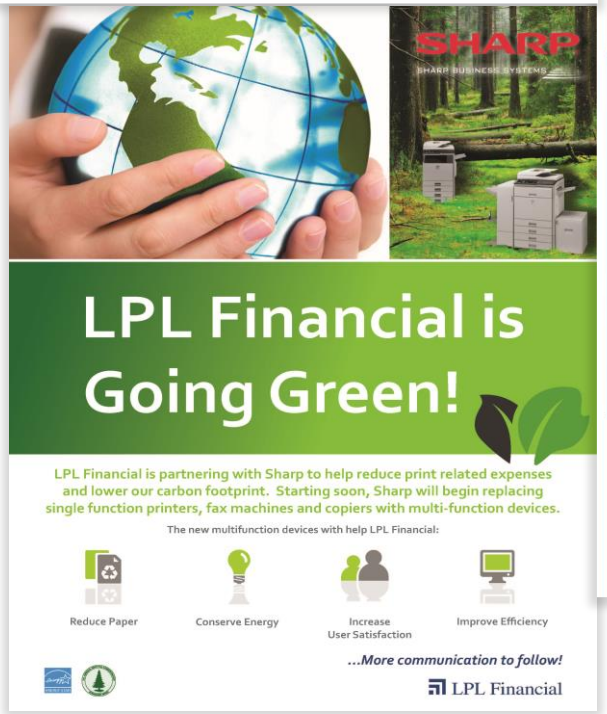
Sharp Security Suite

Protect your organization's critical and confidential data assets with Sharp's multi-layered approach to security that includes an extensive set of standard security features and optional Data Security Kits (DSKs). Standard MFP security coupled with optional DSK security protects and controls the major MFP systems and subsystems (print, copy, scan, fax jobs, network settings, memory components, local user interface). The Sharp data encryption method uses the 256*-bit Advanced Encryption Standard (AES) algorithm on all data before it is written to RAM and the hard disk drive. It also provides overwriting routines (up to 7-times overwrite) to ensure that all information is virtually irretrievable by unauthorized users. In addition, an End-Of-Lease feature ensures that all data is erased before returning, or relinquishing control of the MFP. Sharp MFPs' intelligent network interface provides an extensive set of access and network control security features designed to prevent these threats as well as improper device access.

USER TRAINNING

The section below illustrates tools used by Sharp to inform the city staff about training that we offer.

- Training will be provided from Day 1 of device installations and ongoing.
- Training can be conducted in small groups at an MFD or in large classroom settings
- Customized Training Flyers are designed to increase end-user communication and participation



My Sharp

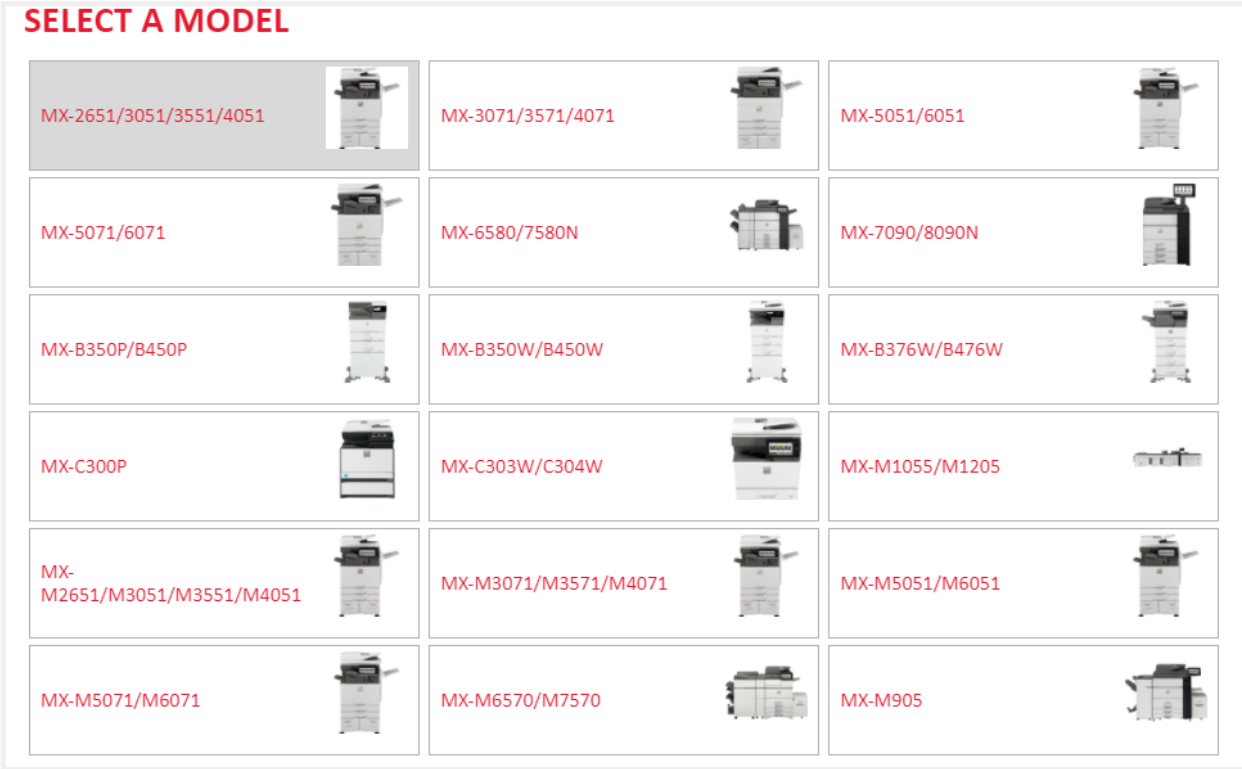
The industry's most innovative on-line support tool, My Sharp, is your personal companion website for product orientation and demonstrations. It offers high-level support in an easy-to-use format. My Sharp features helpful demonstrations on how to use the scan, copy, print and fax capabilities of your Sharp office products, related software applications and the replacement of supplies for those products. Tailored just for you, we customize each My Sharp website to reflect the Sharp products in your office and to suit your organization's current needs and when your organization's needs evolve, My Sharp provides the flexibility to grow.

Benefits

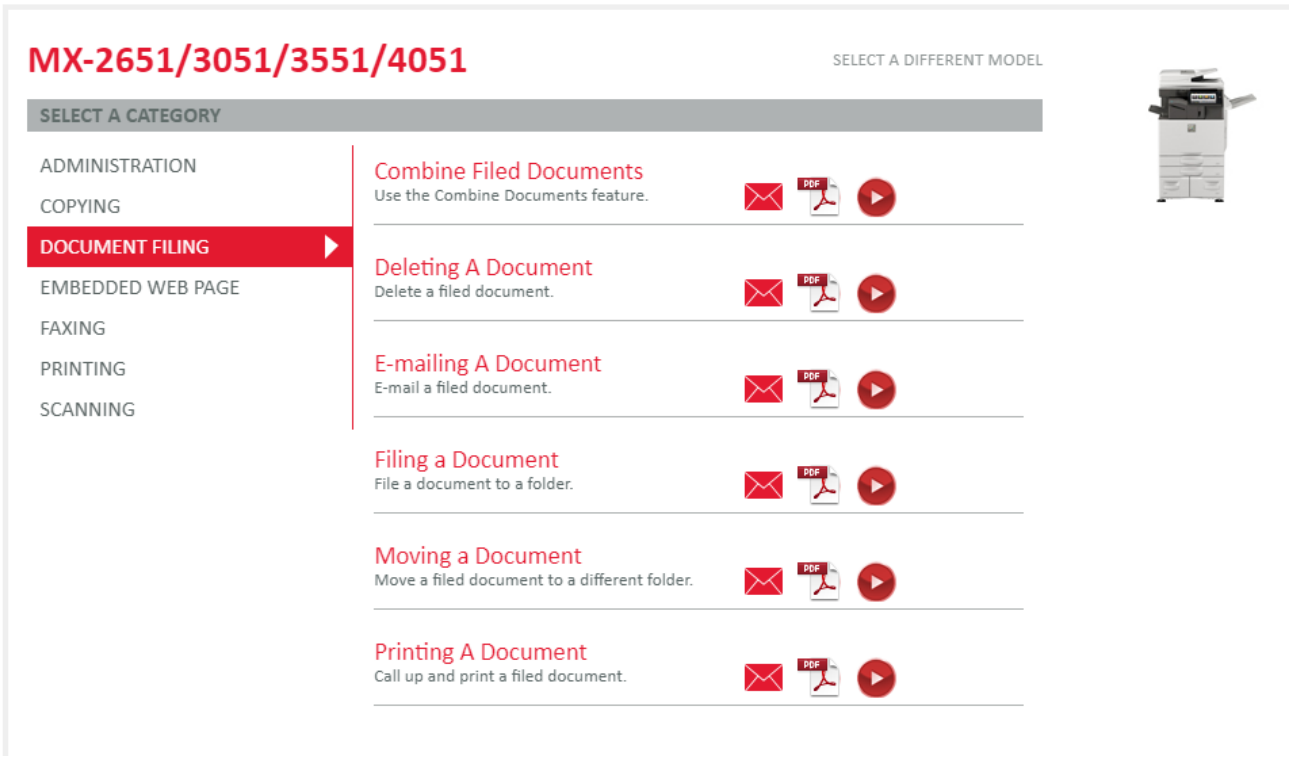
- User friendly demonstrations on how to use your equipment and technology
- You will automatically receive demonstration updates on new functions as they are released.
- Access My Sharp online anytime, anywhere
- Train new employees on office products quickly and effectively
- Product features are grouped by category such as Administration, Copying, Document Filing, Embedded Web Page, Faxing, Printing and Scanning

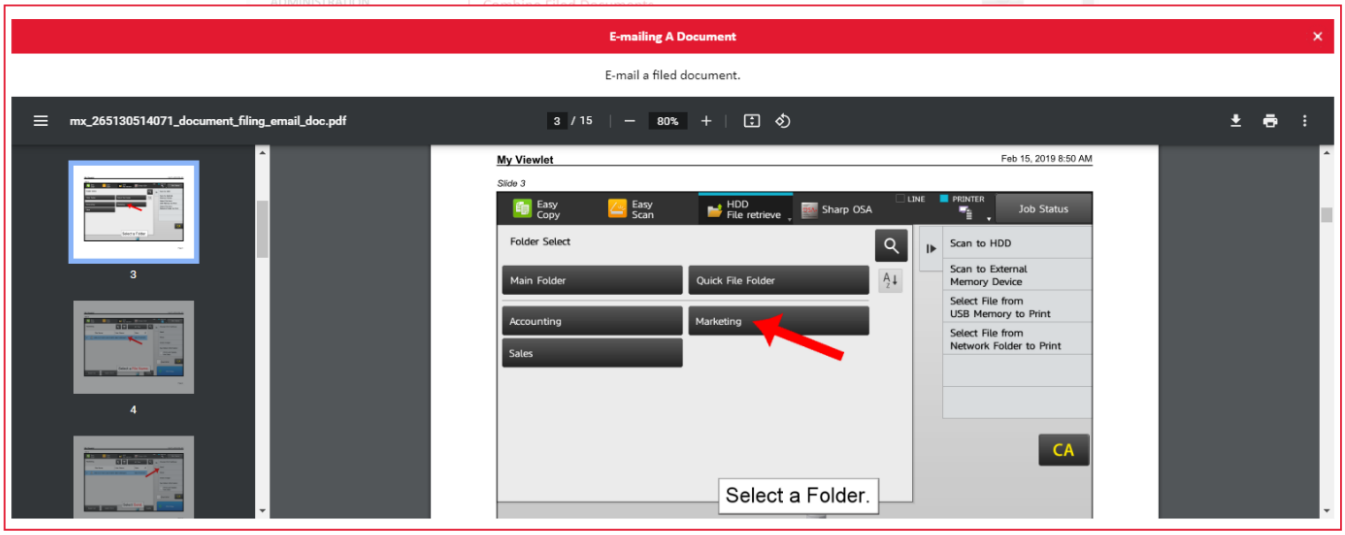
My Sharp Online

https://my.sharpamericas.com/sbssharp.mysharp.aspx



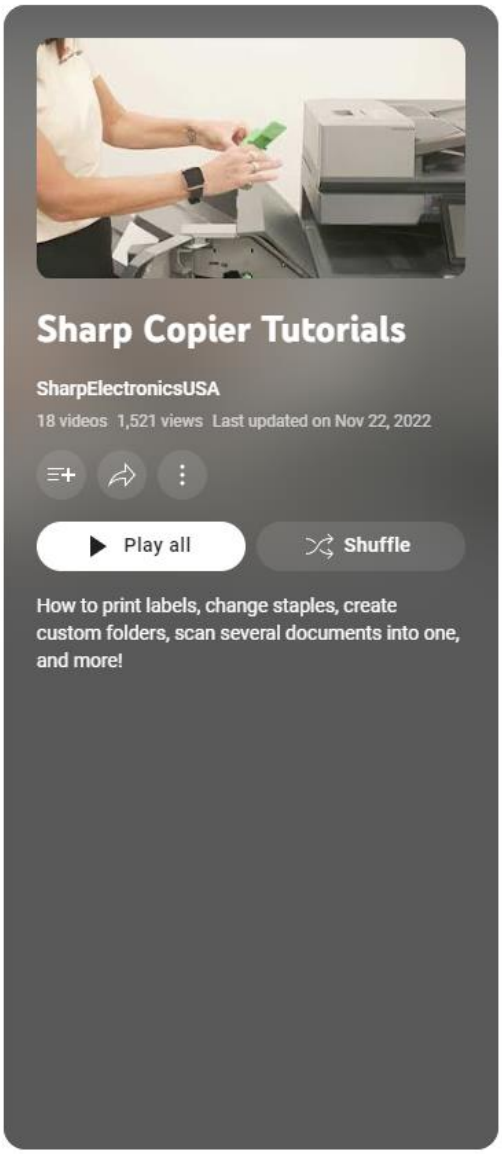
Step by Step Tutorials





Training Videos

Find training videos on You Tube **click here!**
Link: https://youtube.com/playlist?list=PLFJdgJNR3BC-xLdxGJPDQx-IiEGSu4PA6



1 Changing Staples
SharpElectronicsUSA • 221 views • 2 months ago

2 Creating Custom Folders
SharpElectronicsUSA • 110 views • 2 months ago

3 Document Filing
SharpElectronicsUSA • 216 views • 2 months ago

4 Folding
SharpElectronicsUSA • 154 views • 2 months ago

5 How to Print Labels
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6 Job Build
SharpElectronicsUSA • 142 views • 2 months ago

7 Manual Stapling
SharpElectronicsUSA • 109 views • 2 months ago

8 Multi-crop Scanning
SharpElectronicsUSA • 128 views • 2 months ago

OTHER SOLUTIONS & SERVICES

MICAS SOFTWARE & AUTOMATED TONER DELIVERY

MICAS Features

Product Diagnostics

Review a range of specific device data that includes:

- *Model/Serial/Machine ID/Location*: Device info by Model, Serial Number, Machine ID or Location
- *Firmware Version*: List of the latest versions of firmware that your device is using
- *Toner Usage*: Summary of current toner levels
- *Toner Forecasting:* Forecasts toner end dates by page or date to assist in ordering toner
- *Device Installed Options*: List of current hardware options installed to work with your device
- *All Meters*: Summary of toner, meter and various usage counts (i.e. copy/scan/fax)
- *Maintenance Counters:* Summary of device scan, tray and installed options usage counts (i.e. scans, stapling, jams, fusing, etc.)
- *Historic Event Logs:* List of all device's trouble/jam codes history by date/time and paper count
- *Historic Service Alerts*: List of device's trouble/jam code alerts data
- *Transaction History*: List of the device's activity
- *MFP Visual Report:* Data collected from registered MFPs including visual image of the life status of key MFP engine components

Viewer

Interactive panel for technicians to address and troubleshoot any issue using available assets assigned to the device's specific maintenance alert, jam or trouble code.

Dashboard

MICAS online location allowing a dealership to view your device or entire fleet's status as well as data on meters, toner, alerts, agents and reports.

MICAS

Device Management Simplified

Assessment Process

The information collected during the assessment is used to create a baseline for measuring cost savings during the life of the new managed service. It is also used to shape the future print policy, designed to enable quality output and staff productivity. The assessment also contributes towards planning the hardware rollout and ensuring that this can be completed in a seamless manner, and with minimal disruption for the users. We use a systematic approach to assess your print and document workflow environment.

Data is collected by surveying each site and fully auditing all output devices present across all sites. The assessment is completed using a combination of electronic auditing tools and manual processes, to verify how print gets produced across the organization. A data collection agent which runs across multiple subnets can provide a rapid assessment of the current print output devices. Information from all devices (including wide format) across every site gets recorded. This includes device specific information:

- Serial number/IP address
- Device location
- Age
- Current print volumes

Prior to the site visits, communication is key to your employees so they are aware that we will be walking around, asking questions, and possibly taking photos. Photos would be taken to show redundancy of assets, paper left in trays, toner closets, etc.

- Example Email:

At 8:30 a.m. Sally Smith, Bill Brown, and Joe Johnson from Sharp will arrive at your location at 123 Main St. We plan on speaking with Jane Doe, Office Manager, and need 30 minutes with her. We will need any invoices or bills for the last 18 months that have toner cartridges or outsourcing on them. We will be making copies of these. Once done with our meeting we will deploy our team and we will be gathering from each print/copy device:

- *Configuration pages*
- *Status pages*
- *Supply pages*
- *We may be taking photos*
- *Interview end users*
- *Likes & dislikes of the device*
- *How many times do they think they change the toner/ink per year?*
- *Questions to understand configurations of the device and for what it is being used.*

Once the data has been collected, an analysis can be completed to provide a complete Total Cost of Ownership (TCO) for the current hardware state, but it also allows us to remodel the fleet to create an optimized future hardware state which will help to:

- *Reduce cost*
- *Create greater efficiency*
- *Deliver the key functionality requirements*

A secondary aspect to the assessment is to assist with planning the hardware roll-out program. Valuable information gathered as part of the site visits enables us to begin creating a “blueprint” for each site, which will ensure that the transition can be managed with the minimum levels of downtime and disruption to the end-users. Assessment & Optimization

Total Cost of Ownership (TCO)

When it comes to your Document space, what you don't know can hurt you. Monthly equipment lease payments, print-happy employees, supply orders, maintenance on overworked devices and downtime can chip away at your bottom line. Printed documents can also create significant security concerns because they offer little to no tracking ability for critical business information.
Our aim is to paint a clear picture of your organization's total cost of ownership (TCO) and security exposure. To do so, we perform an in-depth analysis to uncover monthly print volume, inventory of all output devices and the overhead to maintain those devices. Interviews with key employees let us determine if current devices are in line with each department's workload. Your TCO serves as the starting point for us to begin optimizing your document fleet so we can help you:

- *Improve paper processes via multifunctional printers (MFPs) and printers*
- *Match the pace of your workforce with a right-sized fleet*
- *Strategically place devices to reduce redundancy*
- *Lower print-related costs by curbing excessive printing*
- *Reduce security and compliance risks by safeguarding information, devices and data*
- *Increase uptime with proactive device support and maintenance*

Sample Device Map

B&W Devices	Color Devices	Total Devices
22	4	26

Before - Unmanaged Print Environment

B&W Devices	Color Devices	Total Devices
0	10	10

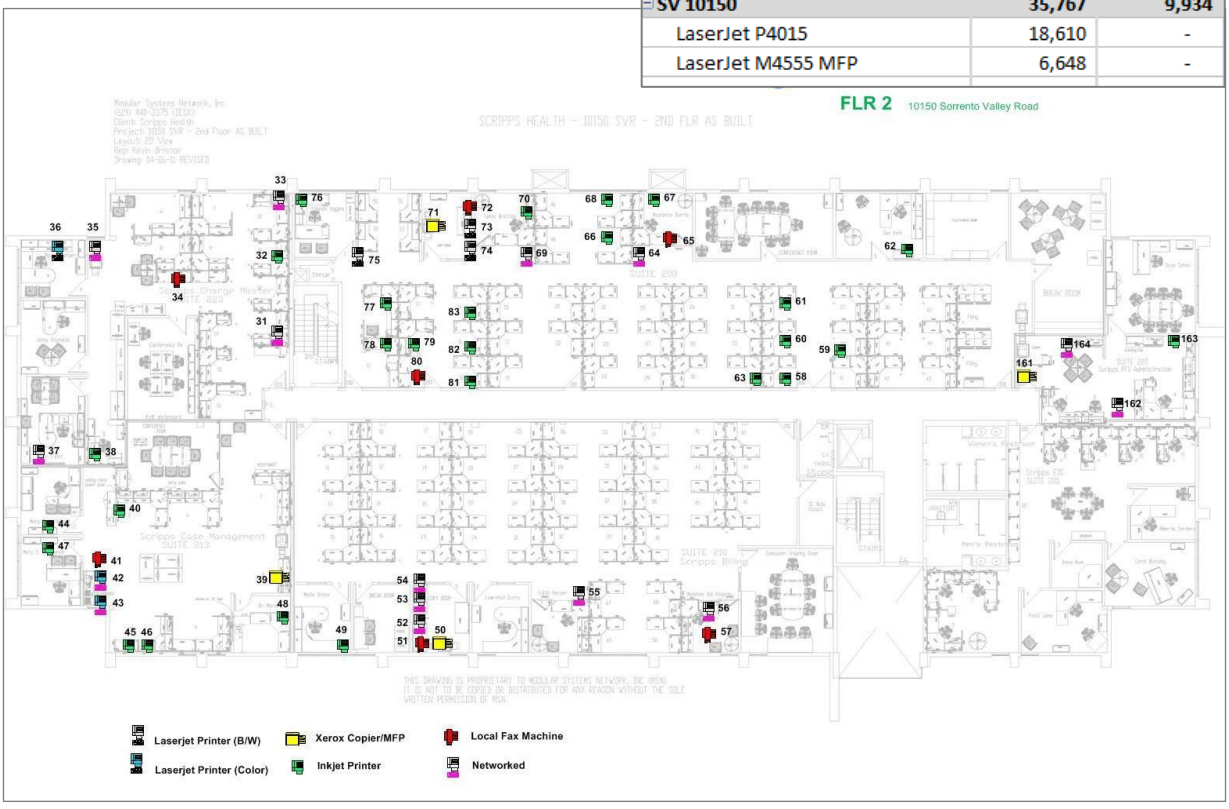
After – Optimized, Right-Sized Fleet

Analysis

Sharp will work with the City of El Segundo, a consultant, or utilize our own diagnostic software to collect usage information. The data collected in conjunction with device maps reveal redundancies and highlight print behaviors. The discoveries help us right-size a fleet and design a cost saving, productive and efficient print environment.

Locations	HP Devices	SHARP Devices	Total Devices
Campus Point	251	122	373
SV Clinic 10170	34	8	42
SV 10150	24	12	36
CP Annex	13	13	26
SV 10130-A/B	9	1	10
SV 10110-A	4	3	7
SV 10110-B	5	2	7
SV 10130-C	3	3	6
SV 10110 Health Lab	2	1	3
Total Devices	**345**	**165**	**510**

JSAGE	Avg monthly MONO	Avg monthly COLOR
Campus Point	**796,064**	**25,127**
LaserJet P4015	421,198	-
LaserJet 600 M602	159,645	-
LaserJet 4250	149,793	-
LaserJet 4200	23,430	-
LaserJet 400 colorMFP M475dw	11,463	2,800
Color LaserJet 4700	6,269	8,577
LaserJet M605	5,946	-
LaserJet 500 MFP M525	4,400	-
Color LaserJet CP4020 Series	3,820	4,768
LaserJet 500 color MFP M575	3,611	3,959
LaserJet 4300	1,835	-
Color LaserJet MFP M476dn	1,608	1,564
Color LaserJet CM4730 MFP	989	739
LaserJet 4050 Series	810	-
LaserJet 400 colorMFP M475dn	527	890
Color LaserJet CM4540 MFP	521	1,166
Color LaserJet 3800	201	666
SV 10150	**35,767**	**9,934**
LaserJet P4015	18,610	-
LaserJet M4555 MFP	6,648	-



Sharp's Recycle Policy

Sharp is very passionate about environmental conservation. All of our factories are working to eliminate waste and greenhouse gases, and achieve other environmental targets in 21 key areas. Saving Energy. Saving Resources.Maximizing Recycling. Minimizing Hazardous Materials.

As a part of Sharp's commitment to the environment, Sharp offers our customers a zero waste toner recycling for all consumables, including: cartridges, bottles, toner collection containers and drum units.

STOP, DROP, RECYCLE RECYCLING PROGRAM

- Boxes may be placed in central locations at the City of El Segundo
- It's free & easy to ship your recyclables in bulk
- We provide all collection and shipping materials
- We provide all shipping and recycling costs
- We further reduce our carbon footprint by more efficiently shipping in bulk (box fits up to 10 cartridges)
- All consumables are 100% recycled with ZERO waste to a landfill

High Volume Recycling	Low Volume Option
• 3 Pre-Addressed, Pre-Paid Cartridge Collection / Shipping Boxes • 3 Clear plastic liners • 3 Zip ties **Fed Ex Pick up:** use existing service or call **1-800-GO-FEDEX (3399)** and say "ground pick-up"	• Drop off at any Staples location, Staples will take care of recycling the cartridge at no cost to you. Visit: *storelocator.staples.com* to find a location near you. • Contact our Dealer for more information about their toner consolidation procedure

REFERENCES

Reference #1	
Organization/Customer Name	Los Angeles Department of Water & Power
Name, Title & Contact information for organization contact	Jorge Coldivar - 213-864-2047 coldivar.jorge@ladwp.com
Organization/Customer Size - number of locations	100+ locations – 9,400 employees
Number of copiers installed	640 Sharp MFP's
Installation Date	June 2017

Reference #2	
Organization/Customer Name	City of Long Beach
Name, Title & Contact information for organization contact	Jeff Kotch – (562)-570-5102 Jeffrey.kotch@longbeach.gov
Organization/Customer Size - number of locations	5,000+ Employees
Number of copiers installed	550 Sharp MFP's, 350 Printers, PaperCut User
Installation Date	June 2019

Reference #3	
Organization/Customer Name	City of Riverside
Name, Title & Contact information for organization contact	Rosalinda Acosta, Innovation and Technology Officer Client Services 951-826-5150 rcosta@riversideca.gov
Organization/Customer Size - number of locations	2,626 employees
Number of copiers installed	150
Installation Date	Jan 2019

Reference #4	
Organization/Customer Name	Orange County Superior Court System
Name, Title & Contact information for organization contact	Vicente Lopez – 657-622-7766 vlopez@occourts.org
Organization/Customer Size - number of locations	8 locations – 1,500 employees
Number of copiers installed	122 Sharp MFP's and 100 printers
Installation Date	November 2013

Reference #5	
Organization/Customer Name	City of San Diego
Name, Title & Contact information for organization contact	Veronica Valenzuela - 619-533-4504 vvalenzuela@sandiego.gov
Organization/Customer Size - number of locations	11,000 employees over 50 locations
Number of copiers installed	610
Installation Date	Dec 2011

REQUIRED STATEMENTS

a. Sharp Business Systems states that all charges for services will be a “Not-To-Exceed” fee, as submitted with, and made part of said Vendor’s quote.

b. Sharp Business Systems hourly rate schedule for extra work incurred that is not part of the scope of work outlined in the RFP is $175 per hour. See implementation plan and Scope of Work/Methodology section for all that is included in Sharp Business Systems services offered. In the rare occasion that the City needs additional services outside of the scope of work outlined, Sharp is willing to work with the City on an as needed basis.

c. Sharp Business Systems states that all federal laws and regulations must be adhered to notwithstanding any state or local laws and regulations. In case of conflict between federal, state, or local laws or regulations, the strictest will be adhered to.

d. Sharp Business Systems will allow all authorized federal, state, county, and the City officials access to place of work, books, documents, papers, fiscal, payroll materials, and other relevant contract records pertinent to this project. All relevant records will be retained for at least three (3) years and for the length of your contract with SBS

e. Sharp Business Systems will not discriminate against any employee or applicant for employment in connection with the performance thereof, because of race, religion, color, age, sex, national origin or physical handicap; and shall act to ensure that our clients and employees are treated, without regard to their race, sex, religion, color, age, national origin or physical handicap.

f. Sharp Business Systems will comply with the California Labor Code, pursuant to said regulations entitled: Federal Labor Standards provisions; Federal Prevailing Wage Decision; and State of California Prevailing Wage Rates, respectively.

g. Sharp Business Systems will comply with the Copeland Anti-kickback Act (18 USC 874 C) and the implementation regulation (29 CFR 3) issued pursuant thereto, and any amendments thereof.

SHARP ELECTRONICS CORPORATION
EXCEPTIONS AND CONDITIONS TO REQUEST FOR PROPOSAL for
City of El Segundo – RFP #24-05 (the "RFP")

GENERAL CONDITIONS

Sharp Electronics Corporation ("Sharp"), as part of its response to the City of El Segundo (the "City"), submits the following conditions and/or exceptions with respect to the above referenced RFP.

Sharp understands that the terms of any final agreement may be subject to further negotiations and edits by both parties, and is willing to discuss the matters, as well as any other proposed agreement terms, if the City proposes to award a contract to Sharp pursuant to the RFP.

SPECIFIC CONDITIONS AND EXCEPTIONS

Without in any way limiting the generality of the foregoing, Sharp's response to the RFP is subject to the following specific conditions or exceptions.

K. Agreement for Equipment Lease and Ongoing Services, Supply and Maintenance Support:

Paragraph 5. Sharp requests the deletion of this language in its entirety and same to be replaced with the following:

"If a specific piece of Equipment is not performing up to specifications, the Customer will notify SBS by written notice of the issue and machine location. SBS will have the option to either repair or replace the machine within 30 days of receipt of the notice. If the equipment cannot be repaired or replaced within that 30 days, the Customer may terminate the Agreement solely related to that piece of Equipment. The Agreement may not be cancelled in its entirety."

Paragraph 6. Sharp requests the deletion of this language in its entirety and same to be replaced with the following:

"If a specific piece of Equipment is not performing up to specifications, the Customer will notify SBS by written notice of the issue and machine location. SBS will have the option to either repair or replace the machine within 30 days of receipt of the notice. If the equipment cannot be repaired or replaced within that 30 days, the Customer may terminate the Agreement solely related to that piece of Equipment. The Agreement may not be cancelled in its entirety."

Paragraph 7a and 7b.

Sharp requests this language be mutual and limited to third-party claims.

Sharp requests the deletion of "arising out of this Agreement, or its performance."

Sharp requests the deletion of "volunteers."

I. Deliverables

Paragraph 5. Required Statements

5(d) Sharp requests the deletion of "payroll materials." Sharp can agree to a review of the relevant documents relevant to the contract pertaining to this project.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/27/2023

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PRODUCER MARSH USA LLC. Japan Client Services 1166 Avenue of the Americas, 36th Floor New York, NY 10036 Attn: NewYork.Certs@marsh.com Fax: 212-948-0500	**CONTACT NAME:** **PHONE (A/C, No, Ext):** **FAX (A/C, No):** **E-MAIL ADDRESS:**
INSURED Sharp Electronics Corporation 100 Paragon Drive Montvale, NJ 07645	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Sompo America Insurance Company — 11126 **INSURER B :** Travelers Property Casualty Company of America — 25674 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** NYC-010718600-39 **REVISION NUMBER:** 13

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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: X POLICY [ ] PRO-JECT [ ] LOC OTHER:			TGL30045390100	10/01/2023	10/01/2024	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 $ 15,000 $ 1,000,000 $ 1,000,000 $ 3,000,000
A	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY			TAL30011561002	10/01/2023	10/01/2024	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 $ 0			CPU40752A0	10/01/2023	10/01/2024	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [N] N/A **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below			UB6W7505572314E	06/01/2023	06/01/2024	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)

Evidence of Coverage

CERTIFICATE HOLDER

Sharp Electronics Corporation
100 Paragon Drive
Montvale, NJ 07645

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

Marsh USA LLC

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PRODUCER
MARSH USA LLC.
Japan Client Services
1166 Avenue of the Americas, 36th Floor
New York, NY 10036
Attn: NewYork.Certs@marsh.com Fax: 212-948-0500

CONTACT NAME:
PHONE (A/C, No, Ext): **FAX (A/C, No):**
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Sompo America Insurance Company	11126
INSURER B : Travelers Property Casualty Company of America	25674
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Sharp Electronics Corporation
100 Paragon Drive
Montvale, NJ 07645

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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**			TGL30045390100	10/01/2023	10/01/2024	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 1,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
A	**AUTOMOBILE LIABILITY**			TAL30011561002	10/01/2023	10/01/2024	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X 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)	$
								$
A	X **UMBRELLA LIAB** X OCCUR			CPU40752A0	10/01/2023	10/01/2024	EACH OCCURRENCE	$ 1,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 1,000,000
	DED RETENTION $ 0							$
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N			UB6W7505572314E	06/01/2023	06/01/2024	X PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

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

CERTIFICATE HOLDER

Sharp Electronics Corporation
100 Paragon Drive
Montvale, NJ 07645

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AUTHORIZED REPRESENTATIVE

Marsh USA LLC

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PRODUCER MARSH USA LLC. Japan Client Services 1166 Avenue of the Americas, 36th Floor New York, NY 10036 Attn: NewYork.Certs@marsh.com Fax: 212-948-0500	**CONTACT NAME:** **PHONE (A/C, No, Ext):** **FAX (A/C, No):** **E-MAIL ADDRESS:**
INSURED Sharp Electronics Corporation 100 Paragon Drive Montvale, NJ 07645	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Sompo America Insurance Company — 11126 **INSURER B :** Travelers Property Casualty Company of America — 25674 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

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A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			TGL30045390100	10/01/2023	10/01/2024	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 $ 15,000 $ 1,000,000 $ 1,000,000 $ 3,000,000
A	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY			TAL30011561002	10/01/2023	10/01/2024	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 $ 0			CPU40752A0	10/01/2023	10/01/2024	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N / N/A **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below			UB6W7505572314E	06/01/2023	06/01/2024	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)

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Montvale, NJ 07645

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AUTHORIZED REPRESENTATIVE

Marsh USA LLC

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A	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY			TAL30011561002	10/01/2023	10/01/2024	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 $ 0			CPU40752A0	10/01/2023	10/01/2024	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
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							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 1,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
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	X 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)	$
								$
A	X **UMBRELLA LIAB** X OCCUR			CPU40752A0	10/01/2023	10/01/2024	EACH OCCURRENCE	$ 1,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 1,000,000
	DED RETENTION $ 0							$
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N			UB6W7505572314E	06/01/2023	06/01/2024	X PER STATUTE OTH-ER	
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	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
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								$
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CITY OF EL SEGUNDO
350 Main Street
El Segundo, CA 90245

ADDENDUM NO. 1 TO
REQUEST FOR PROPOSAL 24-05

Date: February 26, 2024

To: All Prospective Vendors

This Addendum No. 1 to Request for Proposal ("RFP") 24-05 is to answer questions received regarding RFP 24-05 and to modify the RFP. This Addendum is posted to the City of El Segundo's website at https://www.elsegundo.org/government/departments/city-clerk/bid-rfp and is made available to all prospective vendors. This Addendum No. 1 and all information, clarification, and modifications provided herein shall be incorporated and considered part of RFP 24-05.

To acknowledge receipt of this Addendum No. 1 and to evidence that Vendor has read this Addendum No. 1, Vendor shall designate an authorized individual to sign below. Failure to include a signed Addendum with Vendor's proposal may subject the proposal to immediate rejection.

Signature: _____ Date: _____

Print Name: _____

Title: _____

Vendor: _____

ANSWERS TO QUESTIONS RECEIVED REGARDING RFP 24-05

The questions and corresponding answers are listed in numerical order for ease of reference only. Where possible, identical (or near identical) questions are grouped together.

1. **Question:** Can you please specify which of the 21 copiers will need color capabilities in section 1.A if any?

Question: For the 21 Copiers are you requesting a Color or BW model?

Question: For the 40, 60 & 80 PPM categories is the city considering B&W, Color Devices or is there no preference?

Question: Scope of Work Section 1A: Is the City looking for all color copiers in this section? If no, can the city please indicate which models vendors should price out as BW copiers and which models should be priced out as Color copiers?

Answer: All twenty-one (21) copiers need to be color.

2. **Question:** Regarding the specifications for the 21-multifunction printer (MFP) copiers, does the city have any specific preferences for color printing capabilities and the inclusion of fax kits in these models?

Answer: All twenty-one (21) copiers need to be color. Fax is preferred.

3. **Question:** Do the copiers need a Fax option?

Answer: Fax is preferred for all copiers and printers.

4. **Question:** Does the City require faxing on any of the copiers or desktop devices?

Answer: Fax is preferred for all copiers and printers.

5. **Question:** How does the city currently send / receive faxes?

Answer: The City uses Concord Technologies cloud fax services and faxing through the copiers.

6. **Questions:** Scope of Work Section 1B. Please confirm that the City is looking for a BW Desktop MFP here. Please confirm that the City is looking for a Color Desktop MFP here

   Answer: Three (3) 57PPM black and white desktop copier and scanners. Three (3) 47 PPM color desktop copiers and scanners. Current models include: ECOSYS M3655idn, ECOSYS M6535cidn, and ECOSYS M6635cidn.

7. **Question:** Can you provide a list of your current equipment?

   Answer: The City currently has 27 copiers and printers. The range of models are:
   - ECOSYS M3655idn
   - ECOSYS M6535cidn
   - ECOSYS M6635cidn
   - TASKalfa 3553ci
   - TASKalfa 4053ci
   - TASKalfa 4551ci
   - TASKalfa 5053ci
   - TASKalfa 6054ci
   - TASKalfa 7052ci
   - TASKalfa 7551ci
   - TASKalfa 8052ci

8. **Question:** Do you have an on-site print shop? If so, which device(s) are located in the shop?

   Answer: No.

9. **Question:** Is the City utilizing any MPS program with the incumbent?

   Answer: Printers are managed by Kyocera Document Solutions using their Kyocera Fleet Services software.

10. **Question:** Are you using FMAudit?

    Answer: No.

11. **Question:** For device management tools, does the City have preference on on-premise or Cloud software solutions?

    Answer: No preference.

12. **Question:** Is the City utilizing any Cloud applications such as DropBox, OneDrive, Sharepoint, and/or Google Drive?

Answer: Citrix Sharefile and looking to expand use of OneDrive.

13. **Question:** How many locations does the City have?

Answer: Eleven (11) locations within an approximate two (2) mile radius. Of which, eight (8) locations are within an approximate 0.5-mile radius.

14. **Question:** Of the 27 devices, approximately how many of the installations will require stair climbing (where no elevator/lift is available)?

Answer: Approximately one (1) device.

15. **Question:** Will the City's internal IT Department offer installation support of print drivers on all workstations. If not, is the vendor expected to be entirely responsible for this and would like this cost factored into the pricing?

Answer: The City has a virtual desktop infrastructure with two (2) print servers. The City's Information Technology Services Department (ITSD) will install the drivers on the print servers.

16. **Question**: Is Hole Punch necessary on all A3 products? What item(s) is it that they are all producing?

Answer: As stated in Paragraph H, Scope of Work (p. 2), the requirements listed must be included at a minimum in the proposal. Vendor can suggest modifications and/or additions if Vendor feel they are warranted. In which case, the Vendor must provide a brief reason why.

17. **Question**: For the 40 ppm offerings, can the 1,000 sheet Finisher be replaced with a 500 sheet Inner Finisher? Would this be acceptable without penalty for non-compliance? It would be more cost effective and take up less floor space.

Answer: As stated in Paragraph H, Scope of Work (p. 2), the requirements listed must be included at a minimum in the proposal. Vendor can suggest modifications and/or additions if Vendor feel they are warranted. In which case, the Vendor must provide a brief reason why.

Proposals will be scored as outlined in Paragraph J, Administrative Elements. Note the "Technical Approach" category.

18. **Question:** In regard to "320 Sheet Dual Scan Document Processor", is this 320 sheets simplex or duplex?

Answer: 320 sheet capacity capable of scanning double-sided documents in one (1) pass.

19. **Question:** In regard to "Dual 1,500 Sheet Trays", will the City only utilize 8.5x11 in these trays?

Answer: Yes.

20. **Question:** Do any of the copiers require 11 x 17 printing?

Question: Please confirm that all (21) copiers in Section 1A need to have 11*17 printing capability?

Answer: In addition to standard 8 by 11 inch (letter) size paper, all twenty-one (21) copiers need to print 8 by 14 inch (legal) and 11 by 17 inch size papers. All three (3) size paper needs to print from a dedicated tray.

Vendor can have one (1) dedicated tray to print both 8 by 14 inch (legal) and 11 by 17 inch size paper, separate dedicated trays for each size, OR other configuration provided it is consistent with the City's requirements.

21. **Question:** Will the City accept + or – 10 ppm machines for the 3 copier speed categories? Example - If Xerox only has a 70 ppm model versus a 80 ppm model.

Question: Can vendors recommend devices that are +/- 10 ppm for the (3) copiers speeds? Or per 1C, to provide the closest speed to the current PPM per the manufacturer?

Answer: As stated in Paragraph H, Scope of Work (p. 2), the requirements listed must be included at a minimum in the proposal. Vendor can suggest modifications and/or additions if Vendor feel they are warranted. In which case, the Vendor must provide a brief reason why.

22. **Question:** Is there a preference between a stapling capability of 50 pages or 100 pages?

Answer: 50 pages for 1,000 sheet finisher and 100 pages for 4,000 sheet finisher.

23. **Question:** Will a document feeder capacity of 300-sheets rather than 320 meet the City's requirements?

Answer: As stated in Paragraph H, Scope of Work (p. 2), the requirements listed must be included at a minimum in the proposal. Vendor can suggest modifications and/or additions if Vendor feel they are warranted. In which case, the Vendor must provide a brief reason why.

24. **Question:** For the accessories listed here in the grid, should vendors provide the closest accessory listed- example if a vendor has a finisher with 3,000 sheet stapling but not a 4,000-sheet stapler?

Answer: As stated in Paragraph H, Scope of Work (p. 2), the requirements listed must be included at a minimum in the proposal. Vendor can suggest modifications and/or additions if Vendor feel they are warranted. In which case, the Vendor must provide a brief reason why.

25. **Question:** Regarding the specifications for the booklet maker, would a capacity of 20 sheets per booklet meet your requirements?

Answer: The City routinely prints 32-page booklets. Vendor's proposal should include copiers with booklet maker that can handle that page count.

26. **Question:** Do you currently have an existing secured print solution or is that something you would like the vendor to propose?

Answer: Our current vendor provides Private Print and PaperCut. Please include a solution in the submitted proposal.

27. **Question:** Do you have additional scanning requirements beyond basic scan to email and scan to folder?

Answer: Feature to scan to cloud storage such as OneDrive or Sharefile.

28. **Question:** Just to clarify, does the preference for a mailbox imply the need for scan-to-email capabilities?

Answer: The mailbox is a physical accessory feature to sort printed documents. Please refer to chart on page 3 of the RFP 24-05 for which printers will need a mailbox. All twenty-one (21) copiers should have scan-to-email capabilities.

29. **Question:** Do you have Card authentication today? Or do you require Card authentication tomorrow?

Answer: City employees are provided a badge identification card. The current card is 26mghz RFID cards. Employees scan the card to log-in and access the copier. The City is looking to transition in the near future to HID iClass SEOS cards. Only the twenty (21) copiers listed under H, Scope of Work, 1A (see page 2) need to have card access compatible with both standards.

30. **Question:** Do the printers need to be RFID/HID compatible?

Answer: City employees are provided a badge identification card. The current card is 26mghz RFID cards. Employees scan the card to log-in and access the copier. The City is looking to transition in the near future to HID iClass SEOS cards. Only the twenty (21) copiers listed under H, Scope of Work, 1A (see page 2) need to have card access compatible with both standards.

31. **Question:** Is the City requiring card readers for these devices? If yes, is it a requirement for all (27) devices?

Answer: Yes. City employees are provided a badge identification card. The current card is 26mghz RFID cards. Employees scan the card to log-in and access the copier. The City is looking to transition in the near future to HID iClass SEOS cards. Only the twenty (21) copiers listed under H, Scope of Work, 1A (see page 2) need to have card access compatible with both standards.

32. **Question:** Does the City have a print management system currently that requires end user to authenticate at the device? If yes, what are the other functions of the print management system and should vendors price the card readers and software separately?

Answer: Yes. City employees are provided a badge identification card. The current card is 26mghz RFID cards. Employees scan the card to log-in and access the copier. The City is looking to transition in the near future to HID iClass SEOS cards. Vendor should include in pricing the card readers and any proposed software.

33. **Question:** Is the current incumbent providing automatic service calls and toner replenishment?

Answer: Yes.

34. **Question:** Please clarify the requirement for auto service and repair notification. Is the desired solution to have the equipment notify the vendor when maintenance service or supplies are required?

Answer: Yes. Vendor should be notified of the following types of events: printer errors, malfunctions, paper jams, and low supplies (*e.g.*, toner). Supplies should auto-ship to each printer location with clear identification which printer the supplies are for. Depending on severity of printer errors, malfunctions, and paper jams, Vendor should auto-schedule a technician to appear on-site to troubleshoot.

35. **Question:** Has the city previously utilized PaperCut MF for its reporting capabilities, and would there be interest in receiving pricing for this print management software?

Answer: City is currently using PaperCut MF.

36. **Question:** What type of device and usage reporting are you looking for?

Answer: Usage metric such as pages printed per device, total pages printed for fleet, supplies used, replacement of parts, date and time of malfunctions, dates serviced, and service call reports. Reports should be detailed to allow City and Vendor to identify trend such as increased wear and tear (from greater usage and increased parts replacement).

37. **Question:** Regarding the Scope of Work in Section (3)(f), could you provide further details on the specific types of sample reports you are requesting? For example, are you looking for service call reports, post-installation reports, periodic account reviews or installation preparation reports?

Answer: Usage metric such as pages printed per device, total pages printed for fleet, supplies used, replacement of parts, date and time of malfunctions, dates serviced, and service call reports. Reports should be detailed to allow City and Vendor to identify trend such as increased wear and tear (from greater usage and increased parts replacement).

38. **Question:** What analytics, if any, are you performing to quantify the impact of paper-laden processes on your business today?

Answer: Currently, none. Vendors are welcome to include suggestions for analytics in their submitted proposal.

39. **Question:** Can the City provide the volume for the 6 printers requested?

Answer: The City currently has three (3) "desktop" copiers with a three (3) month average print volume total of 6,000 for black and white and 3,000 for color.

40. **Question:** Can the City please provide the BW average monthly volume and Color monthly volume per device?

Answer: The approximate quarterly average for the City's current 21 copiers and printers is 45,000 for black and white and 50,000 for color.

41. **Question:** Of the 50,000 monthly volumes, how much is B&W and how much is color?

Answer: The City has modified the monthly print volume – see below for details. The City is now looking for a 70,000 monthly print volume for black and white and a 70,000 monthly print volume for color.

42. **Question:** Page 4 4-A. States a volume of 50,000 pages monthly. Please clarify is that 50,000 pages total for all devices and of the 50,000 pages, how many are mono versus color?

Answer: The City has modified the monthly print volume – see below for details. The City is now looking for a 70,000 monthly print volume for black and white and a 70,000 monthly print volume for color. Monthly print volume is for all 27 copiers and printers.

43. **Question:** Please confirm that it's 50,000 for black & white and 50,000 for color totaling 100,000 in volume.
Scope of Work 4 -A. Vendor will provide on-call maintenance, including toner, parts, labor, overage charges based on 50,000 monthly volumes for black & white and color printing. The City will be responsible for the purchase of paper and staples.

Answer: The City has modified the monthly print volume – see below for details. The City is now looking for a 70,000 monthly print volume for black and white and a 70,000 monthly print volume for color.

44. **Question:** Section 4A has a request for a monthly allowance of 50,000. Is the City looking for a "one rate" allowance for the copier and printers? If no, is the City looking for a service and supply plan for the copiers and then a separate plan for the printers?

Answer: The City is looking for on-call maintenance, including toner, parts, labor, overage charges for the entire 27 printer and copier fleet. Per modifications to the RFP, the City is looking for a 70,000 monthly print volume for black and white and a 70,000 monthly print volume for color.

45. **Question:** As for the 50,000 monthly volume, does the city have any specific preferences for how the print allotment should be distributed across the print fleet?

Answer: No specific preference for print allotment across the print fleet. The City has modified the monthly print volume – see below for details.

46. **Question:** Is the City requiring 1 service/supply contract to include all 27 units?

Answer: Vendor and the City will need to agree on the form of the agreement(s) for the equipment lease and maintenance-services-supplies.

47. **Question:** Will the City accept 2 separate service/supply contracts- 1 for the 21 copier and 1 for the 6 printers?

Answer: Vendor and the City will need to agree on the form of the agreement(s) for the equipment lease and maintenance-services-supplies.

48. **Question:** In section K.5 - can you please clarify if this pertains to termination of equipment lease and service agreement?

Answer: The termination rights in Section K, Paragraph 5 (p. 9) will pertain to the agreement(s) between Vendor and the City for the leased equipment and maintenance-services-supplies.

49. **Question:** Regarding Section K 5 ***"City may terminate the agreement with or without cause with 30 days' written notice to Vendor."*** Can this request be negotiated if contract is awarded to us?

Answer: City reserves the right to add, modify, and/or waive terms to agreement(s) as it deem appropriate.

50. **Question:** Section K: Agreement for Equipment Lease and Ongoing Services #5 – "City may terminate the agreement with or without cause with 30 days' notice to Vendor". We would need to take exception to that as the Lease itself with the designated financial institution is a fiduciary responsibility and commitment and is out of the Vendor's control. Would not participating in the "cancellation for no cause" be a reason for dismissal and rejection of our submitted RFP?

Answer: City reserves the right to add, modify, and/or waive terms to agreement(s) as it deem appropriate. Vendor must include a requested written statement with the submitted proposal stating their willingness (or not) to accept terms listed and provide a brief reason why not.

51. **Question:** Leases are typically binding through the leasing companies. Is this question referring to the service component of the agreement?
Agreement for Equipment Lease and Ongoing Services, Supply, and Maintenance Support:
5. City may terminate the agreement with or without cause with 30 days' written notice to Vendor

Answer: The termination rights in Section K, Paragraph 5 (p. 9) will pertain to the agreement(s) between Vendor and the City for the leased equipment and the maintenance-services-supplies.

City reserves the right to add, modify, and/or waive terms to agreement(s) as it deem appropriate. Vendor must include a requested written statement with the submitted proposal stating their willingness (or not) to accept terms listed and provide a brief reason why not.

52. **Question:** Section K #5: Due to leases being non-cancellable with the exception of non-appropriations, is this termination without cause within 30 days for service only?

Answer: The termination rights in Section K, Paragraph 5 (p. 9) will pertain to the agreement(s) between Vendor and the City for the leased equipment and the maintenance-services-supplies.

53. **Question:** In regard to "Please review and then provide the City with a written statement of Vendor's willingness to accept the terms. Please identify any term Vendor is unwilling to accept, in whole or in part, and the reason why." Is this to be completed during the process or as a part of our response?

Answer: Vendor must include the written statement with the submitted proposal.

54. **Question:** Please elaborate on quality control as it relates to this RFP.
Deliverables 3 - e. Provide a detailed description and/or examples of your quality control procedures that ensures all work products delivered to the City (i.e., drafts and final versions) are of high quality, accurate and have been thoroughly reviewed prior to delivery to the City.

Answer: Describe any material or reference used to prepare the proposal. Discuss generally the steps taken to prepare the proposal, *e.g.*, which department created the proposal, who approved. Discuss when the recommended printer model was introduced, years in service, and any recent hardware updates. Describe any organization changes within the last three (3) years that allowed Vendor to meaningfully improve its ability to serve its customers.

55. **Question:** Please define nuisance.
Scope of Work 4 -D. In the event a printer becomes a consistent nuisance or ceases function, Vendor shall replace the printer, at no cost to the City, with a printer with all the same functionality.

Answer: The City and its employees is dependent on working copiers and printers to serve the public. A nuisance is the interruption of the working functionality of the copiers and printers impacting that mission. A *consistent* nuisance is the continued, unabated interruption of the working functionality of the copiers and printers despite reasonable attempts – as defined by reference to industry standard – to remedy.

56. **Question:** Is there a specific pricing format required?

Answer: No.

57. **Question:** Does the City have any required pricing pages, or should vendors provide their own?

Answer: No required pricing pages.

58. **Question:** Can the City confirm if they want pricing based on base devices in grey and accessories priced out separately?

Answer: Pricing should include the device and any accessories/features.

59. **Question:** Please define and elaborate on "not to exceed."
Required Statements
a. A statement that all charges for services will be a "Not-To-Exceed" fee, as submitted with and made part of said Vendor's quote.

Answer: Vendor must include a total price that includes all costs associated with the project. The total cost and each line item – including any recurring monthly charge such as maintenance-services-supplies and equipment lease - must be a not to exceed amount. Vendor should note in the written statement if Vendor is unable to and the reason why.

60. **Question:** Will the City be posting the questions/answers for the various vendors?

Question: Will all vendors questions be shared with each other?

Answer: Yes, answers will be posted as an addendum to the RFP.

61. **Question:** Will the City consider an time extension for this RFP?

Answer: There is no current plan for a time extension.

62. **Question:** Is the city open to considering responses for a 5-year term, given that the total cost of ownership is generally lower with a 60-month lease?

Answer: A four (4) year term only.

63. **Question:** Will electronically signed forms be accepted?

Answer: Wet signature preferred, but e-signature will be accepted.

MODIFICATIONS TO RFP 24-05

The following modifications are made to RFP 24-05:

Section H – Scope of Work, Paragraph 4(A) is revised to read as follows:

> "A. Vendor will provide on-call maintenance, including toner, parts, labor, overage charges for the 27 copier and printer fleet based on ~~50,000 monthly volumes~~ a 70,000 monthly print volume for black & white and a 70,000 monthly print volume for color ~~printing~~. The City will be responsible for the purchase of paper and staples."

Section J – Administrative Elements 5, Paragraph 2 is revised to read as follows:

> "2. Vendor must provide all necessary personnel, instruments, equipment, and materials to perform the described services. Please note that all work performed on-premise for the City of El Segundo's Police Department will require a valid identification card, a police escort through the building, and a warrant check. Without limiting the foregoing, this would include installation and subsequent maintenance of printers and copiers for the Police Department.

Section K – Agreement for Equipment Lease and Ongoing Services, Supply, and Maintenance Support is revised to read as follows:

> "The City and Vendor will need to enter into ~~an~~one (1) or more agreement for the leased equipment and the ongoing services, supply, and maintenance support. The City reserves the right to determine and negotiate the form of the agreement(s) and to add, modify, and/or waive terms to agreement(s) as it deems appropriate and with consideration to Vendor's written statement. ~~The form of the agreement will be negotiated and the City reserves the right to determine the form of the agreement and to add/delete terms as it deems necessary. Notwithstanding the foregoing, the agreement must~~ The agreement(s) will incorporate the following terms:
>
> 1. All requirements regarding scope of work and technification specifications outlined in this RFP and/or addressed in Vendor's accepted proposal.
>
> 2. A four (4) year term.
>
> 3. Vendor will represent and agree that it can performed the work outlined in generally accepted professional standards of practice.
>
> 4. A fifteen (15) day cure period upon notification of any deficiencies.

5. City may terminate the agreement with or without cause with 30 days' written notice to Vendor.

6. Vendor may terminate the agreement with cause with 90 days' written notice to City.

7. Vendor will agree to the following indemnification:

   a. *Indemnification for Professional Services*. VENDOR 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 VENDOR or any of VENDOR's officers, agents, employees, or representatives, in the performance of this Agreement.

   b. *Indemnification for other Damages*. VENDOR 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. 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, VENDOR 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.

8. Vendor will maintain the following insurance policies and limits throughout the term of the agreement:

   a. Commercial general liability: $ 1,000,000

   b. Professional Liability $ 1,000,000

   c. Business automobile liability $ 1,000,000

   d. Workers compensation Statutory requirement

9. Vendor will maintain a current business license with the City throughout the term of the agreement.

Please review and then provide the City with a written statement of Vendor's willingness to accept the terms. **Please identify any term Vendor is unwilling to accept, in whole or in part, and the reason why.**"

END OF MODIFICATIONS

Except as modified, all other information in RFP 24-05 is unchanged.

SHARP®

ADVANCED SERIES COLOR DOCUMENT SYSTEMS

simply smarter

BP-70C55
BP-70C65

The Color Advanced Series from Sharp.

Taking organizations to the future of business communication by helping them work simply smarter.

Designed to fit today's diverse workstyles, the Advanced Series color document systems enable workers to collaborate and share information seamlessly and securely throughout their office environment. Enhanced cloud services such as Microsoft Teams makes it easy to streamline communication and boost productivity with hybrid workers.

Easy-to-use Touchscreen

The easy-to-use Sharp touchscreen display is built on an award-winning design and delivers an accurate, responsive user experience, imperative for today's sophisticated workflows.

Technology Focused on Efficiency

The Advanced Series leverages the latest technology to help users get their work done with ease and efficiency. Innovative features like multi-feed scan detection and enhanced auto skew correction ensure jobs come out right the first time, every time.

Versatile Application Integration

Maximize productivity and collaboration with easy access to expanded cloud services, quickly connect with mobile devices to print and scan files, even utilize touchless operation with the Sharp Synappx Go app.

Leading Security

In today's hybrid working environments its vital to protect endpoint devices from security threats, that is why the Advanced Series uses the latest security technology to help ensure your data remains safe.

Flexible Sleek Design

Elegant cabinet design with easy-roll casters, soft-close paper drawers and contemporary color scheme make the Advanced Series a perfect fit for any office environment.

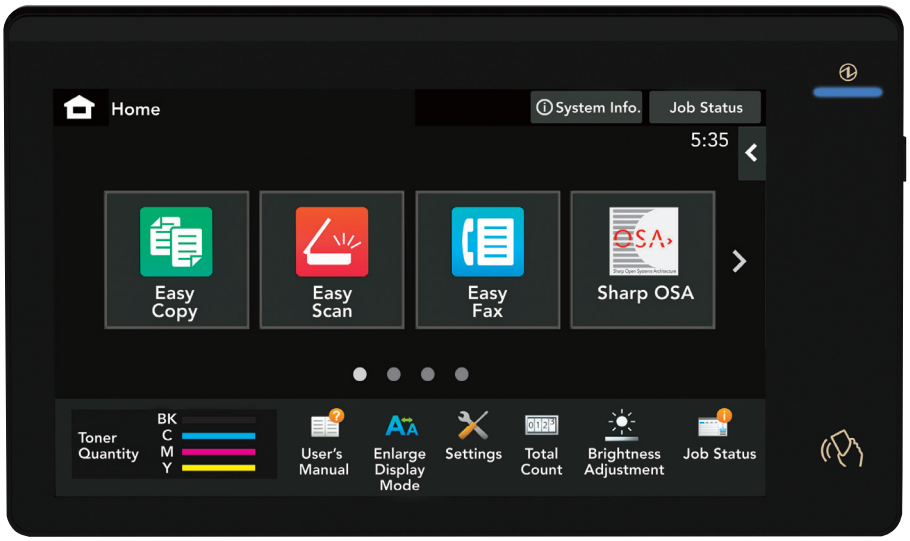
Smart features that enhance productivity and efficiency.

Streamlined workflows that are safe, secure and fit today's diverse work styles.

Work more efficiently

Collaborate better with colleagues

Secure your document workflows



10.1" (diagonally measured) customizable touchscreen display.

BP-70C65 shown with Inner Folding Unit, Right Side Exit Tray and 2-drawer Paper Deck.

Built-in retractable keyboard for convenient data entry.

- **300-sheet duplexing** single-pass feeder offers double feed detection and scans up to 280 images per minute.
- Flexible paper handling supports **media up to 300 gsm**, allowing users to print on a wide variety of paper stock or media.
- New Inner Folding Unit option offers a **variety of fold patterns**, including tri-fold, z-fold and others.
- **Smart controller design** ensures MFP firmware is up to date by periodically checking for updates.
- Built-in **walk-up motion sensor** automatically detects approaching users immediately wakes the machine, making it ready for use within seconds.
- **ENERGY STAR® 3.0 certified** and offers among the lowest standby power consumption in the category.
- Built-in **retractable keyboard** simplifies email address and subject line entries.
- **Enhanced touchscreen** delivers an accurate, responsive user experience and provides easy access to features.
- Collaborate with hybrid workers using **popular cloud services**, such as Microsoft Teams, Google Drive™, Dropbox and others.
- Strong, **multi-layered security** such as system integrity check at startup, firmware attack prevention and optional Bitdefender antivirus to help protect your data.
- Supports native **Universal Print from Microsoft**, enabling businesses to easily adapt to this popular cloud service.
- Wireless LAN supports 5 GHz Wi-Fi for stable, **high-speed network communication**.
- **Sharp OSA® Technology** provides a secure and intuitive user experience for integrated workflows.

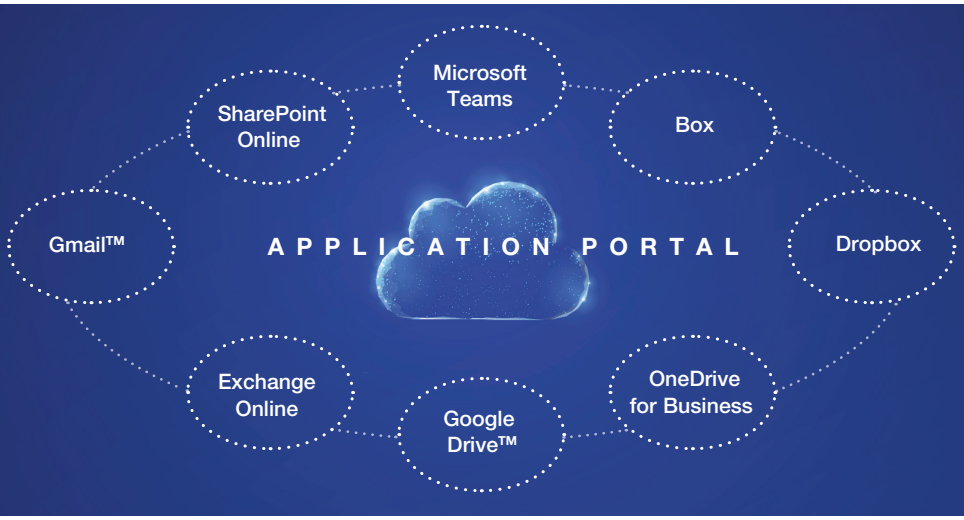
Designed for today's individual workstyles.

From media handling to workflow and collaboration, the Advanced Series delivers the features businesses need to get the job done.

Sharp makes it easy for businesses to execute jobs quickly, leaving more time for the actual business at hand. Scan large documents at up to 280 ipm using the 300-sheet duplexing single pass feeder that offers optional double feed detection. Image processing technology and Artificial Intelligence (AI) can automatically adjust resolution, compression as well as detect original size and adjust for skewed documents when scanning. The award-winning, tablet style touchscreen delivers an accurate, responsive experience, while menu-driven Easy Modes offer fast, simple operation enabling users to get their copying and scanning tasks done in less time.

Print and Share Documents Easily

Seamlessly collaborate with colleagues even when they are working remotely. With **Cloud Connect**, businesses gain access to popular cloud services including Microsoft Teams, Google Drive, and others. The Sharp Application Portal makes it easy for administrators to add new apps and update existing apps right from the MFP touchscreen.



Integrate with Email Applications

In addition to native capability, the **Email Connect** feature enables seamless scan-to-email integration with Microsoft Exchange/365 and Gmail™ user accounts, making it easy to identify the sender of scanned files.

Intelligent Image Processing

Scan documents to popular file formats including Microsoft Word, PowerPoint and Excel, as well as Searchable PDF, Encrypted PDF and others. Direct Print the same file types from thumb drives, cloud applications and mobile devices.* **Adobe Embedded Print Engine** direct prints PDF files with greater speed and rendering accuracy.

Flexible Printing Solutions

PCL 6 and Adobe PostScript 3 printing helps users speed through their work. The 256 GB solid state drive processes jobs quickly. **Serverless Print Release** enables users to print a job and release it from up to eight supported models. Native Universal Print from Microsoft eliminates the need for on-premises infrastructure, and enables IT to manage printers directly through a centralized portal.

*This function is enabled via Qualcomm DirectOffice technology.

Smart · Connected · Secure

Integrating technology and functionality.

The Color Advanced Series document systems provide unsurpassed performance that simply adapts to your business needs.

Duplexing Single Pass Feeder (DSPF)
300-sheet document feeder scans both sides of a document in a single pass and scans up to 280 images per minute.

Smart Scan
Image processing technology and AI can automatically adjust resolution, compression, as well as detect original size and adjust for skew.

Smart Touchscreen
Enhanced touchscreen is easy to use and delivers the responsiveness and accuracy users expect.

Walk-up Motion Sensor
Detects walk-up users and wakes the machine from sleep mode, making it ready for use within seconds.

Built-in Retractable Keyboard
Full-size QWERTY keyboard enables easy data entry.

Touchless Operation
Scan, Copy and Print Release with award-winning Synappx Go app.

Exceptional Image Quality
1,200 x 1,200 dpi resolution delivers razor-sharp text and graphics.

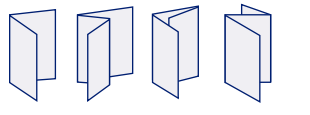
Advanced Multi-layer Security
Leading security features plus optional Bitdefender antivirus provide enhanced protection against network intrusions.

Microsoft Friendly
Native integration with Universal Print and Microsoft Teams simplifies workflow and enhances collaboration.

Easy Access to Cloud Services
Print and scan documents to popular cloud applications.

Wireless Networking
5 GHz Wi-Fi technology and WPA3™ encryption deliver fast, reliable data that helps provide strong protection from hackers.

Advanced Finishing
Sharp gives you a variety of high-performance finishers to choose from to help complete the job on time. New inner folding unit option offers four popular folding patterns.



Sharp Color Consistency System
Advanced auto-calibration helps ensure color output is always at peak performance.

Flexible Paper Handling
Feed up to 300 gsm media through the paper drawers and supports up to 12" x 18" output size.

Large Capacity Cassette
Available large capacity cassette offers an additional 3,000-sheet capacity for a maximum on-line paper capacity of 6,300 sheets.

Collaborate on-the-go with quick access to mobile devices.

The Advanced Series makes it easy to share data with tablets and smartphones even in busy office environments.

Print with Popular Mobile Technologies

The Advanced Series supports printing using popular mobile technologies such as Apple AirPrint and Android printing with the Sharp Print Service plug-in.

Advanced Wireless Networking

Print directly to the MFP from mobile devices without interfering with the corporate network! 5 GHz technology and WPA3™ Encryption deliver fast, reliable data that is well protected from malicious intruders.

Touchless Operation with Synappx Go

With the Synappx Go app, its easy to email or copy documents remotely. Simply tap the touchscreen with your smartphone. Get extended remote features such as print release, scan/print from cloud services, and display collaboration by upgrading to a subscription version.

Scan and Print with Sharpdesk Mobile

With Sharpdesk Mobile, a free downloadable app for most mobile devices, users can quickly scan and print files from tablets and smartphones.[1]

Centralized device management helps ensure optimal uptime.

Seamlessly connect technology and drive collaboration with easy access solutions.

Seamless Device Management

On premises, Sharp Remote Device Manager (SRDM) simplifies device monitoring and management. Event-driven alerts help maximize uptime. SRDM also offers centrally managed security settings, pre-configured driver distribution, energy save settings and more. SRDM is available as a free download.[1]

Unified Cloud-based Monitoring and Management

Synappx Manage cloud service enables IT administrators and service providers to remotely manage Sharp MFPs and displays from a single portal.[2] Proactive monitoring and remediation helps minimize administrator burden, as well as provide insight for optimized investments.

[1] *Go to www.sharpusa.com for a list of supported equipment and operating systems.*

[2] *Synappx Manage available 2024.*

Multi-layer security features to help businesses stay a step ahead of hackers.

The Advanced Series utilizes leading security technology to help organizations protect their data and meet regulatory requirements.

BIOS Integrity Check at Startup
Helps protect system files from malware attacks.

Trusted Platform Module (TPM 2.0)
Provides an added layer of protection to safeguard your data.

Firmware Attack Prevention
Checks for abnormal firmware at startup and can restore the original.

End-of-Lease Data Erase
Can protect privacy by deleting all data and personal information at trade-in time.

Application Whitelisting
Prevents unauthorized files and applications from being loaded.

TLS 1.3 Encryption
Prevents eavesdropping while data is in transit.

Real-time Intrusion Detection
Detects abnormal connection requests and denies access.

Optional Bitdefender Antivirus
Provides comprehensive protection from virus threats.

- **Active Directory (AD) Integration** Enables the MFP to join the network domain as a computer, making it a trusted device.
- **Supports AD Group Policy** Allows administrators to centrally manage select security settings and enforce their own policy.
- **256-bit AES Encryption** Ensures data that resides on the local drive is protected.
- **Protects Access to the Device** IP/MAC address filtering, 802.1x authentication and port control protect access to the device.
- **Protects Data in Transit** IPsec and SMB 3.1.1 protocols, as well as TLS 1.3 use data encryption to protect data.
- **WPA3™ Wi-Fi Encryption** Supports the latest data encryption standard for wireless networking security.
- **Authority Groups** Enables administrators to define various groups for different users, which can limit or restrict access to specific features.
- **Optional Data Security Kit** Offers expanded security functions and restricted access features for highly sensitive environments.

Environmental Commitment

Sharp is committed to environmental sustainability and corporate responsibility.

A Responsible Approach to Design

Sharp MFPs adhere to the Sharp Corporation Green Products Guidelines, which requires designing products that consume less power, use recycled materials and reduce materials used in packaging.

Toner Recycling Program

Sharp offers zero-waste-to-landfill recycling for Sharp consumables at no cost to our customers and encourages them to recycle their Sharp toner cartridges by providing them with a pre-paid recycling kit for return to our facility.

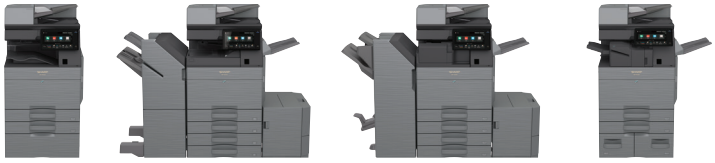
Environmental Commitment

The Sharp Advanced Series models are ENERGY STAR® 3.0 qualified and RoHS compliant. These products also have one of the lowest TEC values in their category as well as one of the lowest stand-by power consumption ratings. Sharp MFPs are EPEAT® registered.

For more information about Sharp environmental leadership including information about energy efficient products, electronics, or toner cartridge recycling, please visit **www.sharpusa.com/environment**.

The Color Advanced Series. Simply Smarter.

Designed to fit todays hybrid workstyles, offering intelligent features and connectivity that enable office workers to collaborate with colleagues seamlessly and securely even when they are working remotely. To learn more, visit www.sharpusa.com.



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OSA Sharp Open Systems Architecture · SHARP · SYNAPPX · AirPrint · Qualcomm® DirectOffice™ · epeat GOLD · ENERGY STAR

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SHARP

BP-70C55 BP-70C65

ADVANCED SERIES COLOR DOCUMENT SYSTEMS simply smarter

Designed for today's individual workstyles.

From media handling to workflow and collaboration, the Advanced Series delivers the features businesses need to get the job done.

The Advanced Series color document systems enable workers to collaborate and share information seamlessly and securely. Enhanced cloud services such as Microsoft Teams makes it easy to streamline communication and enhance productivity with hybrid workers.

Easy-to-use Touchscreen Award-winning design that delivers an accurate, responsive user experience, imperative for today's sophisticated workflows.

Technology Focused on Efficiency Innovative features like optional double-feed scan detection and enhanced auto skew correction ensure jobs come out right the first time, every time.

Versatile Application Integration Easy access to expanded cloud services, quickly connect with mobile devices, including touchless operation with the Sharp Synappx Go app.

Leading Security The Advanced Series uses the latest security technology in today's hybrid working environments to protect endpoint devices from security threats.

10.1" (diagonally measured) customizable touchscreen display.

***Built-in retractable keyboard** simplifies email address and subject line entries.*

***New Inner Folding Unit option** offers a variety of fold patterns, including tri-fold, z-fold and others.*

***High capacity 300-sheet DSPF** scans documents at up to 280 images per minute.*

- **300-sheet duplexing** single-pass feeder offers double feed-detection (optional) and scans up to 280 images per minute.
- Flexible paper handling supports **media up to 300 gsm**, allowing users to print on a wide variety of paper stock or media.
- **Smart controller design** ensures MFP firmware is up to date by periodically checking for updates.
- Built-in **walk-up motion sensor** automatically detects approaching users immediately wakes the machine, making it ready for use within seconds.
- **Energy Star 3.0 certified** offers among the lowest standby power consumption in the category.
- **Enhanced touchscreen** delivers an accurate, responsive user experience and provides easy access to features.
- Collaborate with hybrid workers using **popular cloud services**, such as Microsoft Teams, Google Drive™ and Dropbox.
- Strong, **multi-layered security** includes system integrity check at startup, firmware attack prevention and optional Bitdefender antivirus help protect your data.
- Supports native **Universal Print from Microsoft**, enabling businesses to easily adapt to this popular cloud service.
- Wireless LAN supports 5 GHz Wi-Fi for stable, **high-speed network communication**.
- **Sharp OSA® Technology** provides a secure and intuitive user experience for integrated workflows.

SPECIFICATIONS BP-70C55/70C65

Main Specifications	
BP-70C55/70C65	Base models include multitasking controller, 300-sheet DSPF, PCL® 6 and Adobe PostScript 3 printing systems, network scanning, auto duplexing, 1 x 550-sheet paper drawer, 100-sheet bypass tray. Black and color developer is included.
Type	Color multi-function digital document system
Display	10.1" (diagonally measured) color dot matrix high-resolution touch panel tilting display. 1,024 x 600 dots (W-SVGA)
Functions	Copy, print, network print, network scan, document filing and fax[1]
Copy System	Dry electrostatic transfer/Dual component developer/ Magnetic brush development/OPC drums/Pad fusing/White LED exposure
Originals	Sheets and bound documents
Max. Original Size	11" x 17"
Output Size	Min. 5½" x 8½", Max. 12" x 18"
Copy Speed	55/65 ppm Mono/Color (8½" x 11")
Multiple Copy	Max. 9,999 copies
First Copy Time (In Seconds)[2]	Platen Glass: Mono 3.7, Color 4.8 DSPF: Mono 6.2, Color 8.1
Warm Up Time	27 seconds (from main power switch on), 15 seconds (from [Power] button on)
Magnification	25% to 400% in 1% increments (with DSPF 25%-200%)
Original Feed	300-sheet DSPF with original size detection
Scan Speed	Copy: Up to 280 ipm (Mono/Color) Scan: Up to 280 ipm (Mono/Color)
Original Sizes	5½" x 8½", 8½" x 11", 8½" x 11" R, 8½" x 14", 11" x 17"
Paper Capacity	Standard: 650 Sheets/Maximum: 6,300 Sheets
Paper Feed System	Standard: (1) paper drawer 550 sheets (letter/legal/ledger/stmt. size) or up to 50 envelopes (max. height: 25 mm), 100-sheet (or 20 envelope) bypass tray. Optional: Single, double, or triple paper drawer(s) (550, 1,100, or 1,650 sheets), split tandem paper drawers 2,100 sheets (letter) + (1) 550-sheet paper drawer (letter/legal/ledger/ statement size).
Paper Weights and Types	Paper drawers: 18 lb. bond to 110 lb. cover. Drawer 1: 20-24 lb. bond or Monarch/Com-9 envelopes. Split Tandem Drawers: 18 lb. bond to 28 lb. bond or plain, pre-printed, recycled, pre-punched, letterhead and color paper. Bypass tray: 16-28 lb. bond (plain paper), 13-16 lb. bond (thin paper), 28 lb. bond-110 lb. cover (heavy paper), tab paper (letter) and Monarch/Com-10 envelopes. Also label, gloss, preprinted, recycled, pre-punched, letterhead and color paper or OHP film.
Duplexing	Standard automatic duplex copying and printing
CPU	Up to 1.6 GHz Intel processor
Interface	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0: 1 host port (front), USB 3.0: 2 host ports (rear), wireless 802.11 a/b/g/n/ac
Memory	Standard 5 GB copy/print (shared)
Solid State Drive	256 GB, 512 GB (option)
Copy Resolution	Scan: 600 x 600 dpi (Mono/Color). Output: Up to 1,200 x 1,200 dpi (Mono), up to 600 x 600 dpi (Color)
Color Modes	Auto Color Selection (ACS), Full Color Mode, Monochrome (B/W)
Exposure Control Modes	Automatic, Text, Text/Photo, Text/Printed-Photo, Printed-Photo, Photo, Map, Pale-Color Document. Settings: Auto or 9 step manual
Halftone	256 gradations/2 levels (monochrome)
Copy Features	Scan-Once Print-Many, electronic sorting, offset-stacking, Auto Color Selection (ACS), Auto Paper Selection (APS), Auto Magnification Selection (AMS), Auto Tray Switching (ATS), black-white reversal, blank page skip, book copy, book divide, card shot, center erase, centering, cover pages, dual page copy, edge erase, image edit, image preview, insert pages, job build, job programs, margin shift, mirror image, mixed size original, multi-page enlargement, original count, pamphlet style, proof copy, repeat layout, reserve copy, rotated copy, stamp, stamp custom image, suppress background, tab copy, tab-paper insertion, tandem copy, toner save mode, transparency inserts, watermark, 2-in-1 / 4-in-1 / 8-in-1 multi shot
Account Control	Up to 1,000 users. Supports user-number authentication via local, LDAP and Active Directory for copy, print, scan and document management

Main Specifications *(continued)*	
Output Tray Capacity	Center Exit Tray (Main): 400 sheets (face down) Job Separator (Upper Tray): 100 sheets (face down) Right Side Exit Tray: 120 sheets (face down)
Cloud Supported Services	Google Drive, Box, OneDrive for Business, SharePoint Online, Dropbox, Gmail™, Microsoft Teams, MFP Voice
Network Protocols	TCP/IP (IPv4, IPv6, IPsec), HTTP/HTTPS, IPP/IPP-SSL/TLS, FTP/FTPS, SNMPv3, SMTP/SMTP-SSL, POP3/POP3-SSL, LDAP/LDAP-SSL, 802.1x for Windows and Unix.
Network and Data Security	Includes IP/MAC address filtering, protocol filtering, port control, user authentication, (local/LDAP/Active Directory), WPA3 wireless, TLS 1.3 Encryption, Kerberos support
Firmware Management	Flash ROM with local (USB), network update capability and firmware update 1 to N with Sharp Remote Device Manager (available for download)
Device Setup	Web-based management with user/admin level login
Service/Functions	Remote Front Panel, remote access to service logs and click counts
Accessibility Features	Free stop tilting front panel, adjustment of key touch sound and speed, document feeder free stop, job programs, remote front panel, universal grip for paper trays, disable screen timeout and voice interaction
Environmental Standards	International Energy Star Program Ver. 3.0, European RoHS, Blue Angel (RAL-UZ205), EPEAT Gold
Power Source	110-127 V AC, 60 Hz, 20 A Receptacle
Power Consumption	1.92 kW or less
Weight	Approx. 192 lbs.
Dimensions	Approx. 24" (w) x 26" (d) 34" (h)

Network Printing System	
PDL	Standard PCL 6, Adobe PostScript 3
Resolution	1,200 x 1,200 dpi
Print Speed	55/65 pages per minute (8½" x 11")
Print Drivers	Windows 8.1, Windows 10, Windows 11, Windows Server 2012/2016/2019, Windows PPD, Mac® OS (including 10.10 to 12), UNIX®, Linux®, Universal Print (native)
Mobile Printing[1]	Android™ printing framework (Sharp Print Service Plugin), Sharpdesk Mobile, AirPrint®
Print Features	Auto configuration, serverless print release, chapter inserts, confidential print, continuous printing, custom image registration, document control, document filing, duplex printing, electronic sorting, form overlay, hidden pattern print, image rotation, job bypass print, job retention, layout print, margin shift, multiple pamphlet, network tandem print, N-up printing, offset stacking, page interleave, pamphlet style, poster print, proof print, print and send, tab paper print, tab printing, transparency inserts, tray status, user authentication single sign-on, watermarks, zoom print
Direct Printing	File Types: TIFF, JPEG, PCL, PRN, TXT, PNG, PDF, Compact PDF, Encrypted PDF, PS, DOCX, XLSX and PPTX. Methods: FTP, SMB, Web page, Email and USB memory. Adobe Embedded Print Engine support for PDF file formats.
Resident Fonts	80 outline fonts (PCL), 139 fonts (PS)
Interface	RJ-45 Ethernet 10/100/1000 Base-T, USB 2.0/3.0, Wireless 2.4/5 GHz
Operating Systems and Environments	Windows 8.1, Windows 10, Windows 11, Windows Server 2012/2016/2019, Chrome OS™, OS X 10.10 - macOS 12, Unix®, Linux®, Citrix®, and SAP device types[1]
Printing Protocols	LPR, IPP, IPPS, Raw TCP (port 9100), FTP, POP3, POP3S, HTTP, HTTPS, and LPR and LPD for Unix

Network Scanning System	
Scan Modes	Standard: Color, monochrome, grayscale
Max. Original Size	11" x 17"
Optical Resolution	600 dpi
Output Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
Image Compression	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR) Color/Grayscale: JPEG (high, middle, low) Internet Fax mode: MH/MMR (option)

Network Scanning System *(continued)*	
Image Formats	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Color/Grayscale: TIFF, JPEG, PDF, PDF/A, Compact PDF, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Internet Fax: TIFF-FX, TIFF-F, TIFF-S[1]
Scan Destinations	Email, Desktop, FTP, Folder (SMB), USB, Internet fax (option), Super G3 fax (option), Teams Folder, OneDrive, Box, Dropbox
One-touch Destinations	Up to 2,000 (combined scan destinations)
Group Destinations	Up to 500
Programs	48 (combined)
Max. Jobs	Up to 100
Enhanced Email Integration	Standard Gmail connector, standard Exchange connector
Scanning Protocols	HTTP/HTTPS, FTP/FTPS, SMTP/SMTP-SSL/ESMTP, SMB, POP3, LDAP, S/MIME
Software[1]	Sharpdesk Mobile (download), Synappx (download)

Optional Equipment	
BP-70ABD	Deluxe Copier Cabinet Base (available summer 2022)
BP-DE12	Stand/1 x 550-sheet Paper Drawer
BP-DE13	Stand/2 x 550-sheet Paper Drawers
BP-DE14	Stand/3 x 550-sheet Paper Drawers
BP-DE15	Stand/1 x 550 + 2,100-sheet Split Tandem Paper Drawers
BP-LC10	3,000-sheet Large Capacity Cassette (letter, requires BP-DE12/DE13/DE14/DE15)
BP-DD10	Double Feed Detection Kit
MX-LT10	Long Paper Feeding Tray
BP-FN11	50-sheet Staple Inner Finisher (for 31/36/45/55 ppm models)
BP-FN12	50-sheet Staple Inner Finisher (for 65 ppm model)
BP-FN13	1K Stacking 50-sheet Staple Finisher
BP-FN14	1K Stacking 50-sheet Staple/Saddle Stitch Finisher
BP-FN15	3K Stacking 65-sheet Staple Finisher
BP-FN16	3K Stacking 65-sheet Staple/Saddle Stitch Finisher
BP-FD10	Inner Folding Unit
BP-RB10	Paper Pass Unit (required for BP-FN13/14/15/16)
MX-PN14B	3-Hole Punch Unit (requires BP-FN11/12)
MX-PN15B	3-Hole Punch Unit (requires BP-FN13/14)
MX-PN16B	3-Hole Punch Unit (requires BP-FN15/16)
MX-SCX1	Staple Cartridge for BP-FN11/12/13
AR-SC2	Saddle-stitch Staple Cartridge for BP-FN14
MX-SC11	Staple Cartridge for BP-FN15/16
MX-SC12	Saddle-stitch Staple Cartridge for BP-FN16
BP-TR12	Right Side Exit Tray
MX-TR20N	Job Separator Tray
BP-TU10	Center Exit Tray
BP-UT10	Utility Table
BP-FX11	Fax Expansion Kit
MX-FWX1L	Internet Fax Expansion Kit
MX-PF10	Bar Code Font Kit
MX-AMX1L	Application Integration Module
BP-SD10	High Capacity SSD (512 GB)
BP-VD10L	Virus Detection Kit
BP-FR12UL	Data Security Kit
DVENDFSV	Generic Vendor Interface Kit

Supplies	
BP-NT70BA	Black Toner Cartridge
BP-NT70CA	Cyan Toner Cartridge
BP-NT70MA	Magenta Toner Cartridge
BP-NT70YA	Yellow Toner Cartridge
BP-NV70BA	Black Developer
BP-NV70SA	Cyan/Magenta/Yellow Developer
BP-DR70SA	Drum

[1] Some features require optional equipment. See your local dealer.

[2] May vary depending on product configuration, machine settings and operating and/or environmental conditions.

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SHARP

BP-70C31 BP-70C36 BP-70C45

ADVANCED SERIES COLOR DOCUMENT SYSTEMS simply smarter

Designed for today's individual workstyles.

From media handling to workflow and collaboration, the Advanced Series delivers the features businesses need to get the job done.

The Advanced Series color document systems enable workers to collaborate and share information seamlessly and securely. Enhanced cloud services such as Microsoft Teams makes it easy to streamline communication and enhance productivity with hybrid workers.

Easy-to-use Touchscreen Award-winning design that delivers an accurate, responsive user experience, imperative for today's sophisticated workflows.

Technology Focused on Efficiency Innovative features like optional double-feed scan detection and enhanced auto skew correction ensure jobs come out right the first time, every time.

Versatile Application Integration Easy access to expanded cloud services, quickly connect with mobile devices, including touchless operation with the Sharp Synappx Go app.

Leading Security The Advanced Series uses the latest security technology in today's hybrid working environments to protect endpoint devices from security threats.

10.1" (diagonally measured) customizable touchscreen display.

***Built-in retractable keyboard** simplifies email address and subject line entries.*

***New Inner Folding Unit option** offers a variety of fold patterns, including tri-fold, z-fold and others.*

***High capacity 300-sheet DSPF** scans documents at up to 280 images per minute.*

- **300-sheet duplexing** single-pass feeder offers double feed-detection (optional) and scans up to 280 images per minute.
- Flexible paper handling supports **media up to 300 gsm**, allowing users to print on a wide variety of paper stock or media.
- **Smart controller design** ensures MFP firmware is up to date by periodically checking for updates.
- Built-in **walk-up motion sensor** automatically detects approaching users immediately wakes the machine, making it ready for use within seconds.
- **Energy Star 3.0 certified** offers among the lowest standby power consumption in the category.
- **Enhanced touchscreen** delivers an accurate, responsive user experience and provides easy access to features.
- Collaborate with hybrid workers using **popular cloud services**, such as Microsoft Teams, Google Drive™ and Dropbox.
- Strong, **multi-layered security** includes system integrity check at startup, firmware attack prevention and optional Bitdefender antivirus help protect your data.
- Supports native **Universal Print from Microsoft**, enabling businesses to easily adapt to this popular cloud service.
- Wireless LAN supports 5 GHz Wi-Fi for stable, **high-speed network communication**.
- **Sharp OSA® Technology** provides a secure and intuitive user experience for integrated workflows.

SPECIFICATIONS BP-70C31/70C36/70C45

Main Specifications

BP-70C31/70C36/70C45	Base models include multitasking controller, 300-sheet DSPF, PCL® 6 and Adobe PostScript 3 printing systems, network scanning, auto duplexing, 1 x 550-sheet paper drawer, 100-sheet bypass tray. Black and color developer is included.
Type	Color multi-function digital document system
Display	10.1" (diagonally measured) color dot matrix high-resolution touch panel tilting display. 1,024 x 600 dots (W-SVGA)
Functions	Copy, print, network print, network scan, document filing and fax[1]
Copy System	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Pad fusing/White LED exposure
Originals	Sheets and bound documents
Max. Original Size	11" x 17"
Output Size	Min. 5½" x 8½", Max. 12" x 18"
Copy Speed	31/36/45 ppm Mono/Color (8½" x 11")
Multiple Copy	Max. 9,999 copies
First Copy Time (In Seconds)[2]	BP-70C31: Mono / Color; BP-70C36/70C45: Mono / Color Platen Glass: 5.6 / 7.6; 4.6 / 6.5 DSPF: 7.3 / 10.4; 7.3 / 10
Warm Up Time	29 seconds (from main power switch on), 18 seconds (from [Power] button on)
Magnification	25% to 400% in 1% increments (with DSPF 25%-200%)
Original Feed	300-sheet DSPF with original size detection
Scan Speed	Copy: Up to 280 ipm (Mono/Color) Scan: Up to 280 ipm (Mono/Color)
Original Sizes	5½" x 8½", 8½" x 11", 8½" x 11" R, 8½" x 14", 11" x 17"
Paper Capacity	Standard: 650 Sheets/Maximum: 6,300 Sheets
Paper Feed System	Standard: (1) paper drawer 550 sheets (letter/legal/ledger/stmt. size) or up to 50 envelopes (max. height: 25 mm), 100-sheet (or 20 envelope) bypass tray. Optional: Single, double, or triple paper drawer(s) (550, 1,100, or 1,650 sheets), split tandem paper drawers 2,100 sheets (letter) + (1) 550-sheet paper drawer (letter/legal/ledger/ statement size).
Paper Weights and Types	Paper drawers: 18 lb. bond to 110 lb. cover. Drawer 1: 20-24 lb. bond or Monarch/Com-9 envelopes. Split Tandem Drawers: 18 lb. bond to 28 lb. bond or plain, pre-printed, recycled, pre-punched, letterhead and color paper. Bypass tray: 16-28 lb. bond (plain paper), 13-16 lb. bond (thin paper), 28 lb. bond-110 lb. cover (heavy paper), tab paper (letter) and Monarch/Com-10 envelopes. Also label, gloss, preprinted, recycled, pre-punched, letterhead and color paper or OHP film.
Duplexing	Standard automatic duplex copying and printing
CPU	Up to 1.6 GHz Intel processor
Interface	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0: 1 host port (front), USB 3.0: 2 host ports (rear), wireless 802.11 a/b/g/n/ac
Memory	Standard 5 GB copy/print (shared)
Solid State Drive	256 GB, 512 GB (option)
Copy Resolution	Scan: 600 x 600 dpi (Mono/Color). Output: Up to 1,200 x 1,200 dpi (Mono), up to 600 x 600 dpi (Color)
Color Modes	Auto Color Selection (ACS), Full Color Mode, Monochrome (B/W)
Exposure Control Modes	Automatic, Text, Text/Photo, Text/Printed-Photo, Printed-Photo, Photo, Map, Pale-Color Document. Settings: Auto or 9 step manual
Halftone	256 gradations/2 levels (monochrome)
Copy Features	Scan-Once Print-Many, electronic sorting, offset-stacking, Auto Color Selection (ACS), Auto Paper Selection (APS), Auto Magnification Selection (AMS), Auto Tray Switching (ATS), black-white reversal, blank page skip, book copy, book divide, card shot, center erase, centering, cover pages, dual page copy, edge erase, image edit, image preview, insert pages, job build, job programs, margin shift, mirror image, mixed size original, multi-page enlargement, original count, pamphlet style, proof copy, repeat layout, reserve copy, rotated copy, stamp, stamp custom image, suppress background, tab copy, tab-paper insertion, tandem copy, toner save mode, transparency inserts, watermark, 2-in-1 / 4-in-1 / 8-in-1 multi shot
Account Control	Up to 1,000 users. Supports user-number authentication via local, LDAP and Active Directory for copy, print, scan and document management

Main Specifications *(continued)*

Output Tray Capacity	Center Exit Tray (Main): 400 sheets (face down) Job Separator (Upper Tray): 100 sheets (face down) Right Side Exit Tray: 120 sheets (face down)
Cloud Supported Services	Google Drive, Box, OneDrive for Business, SharePoint Online, Dropbox, Gmail™, Microsoft Teams, MFP Voice
Network Protocols	TCP/IP (IPv4, IPv6, IPsec), HTTP/HTTPS, IPP/IPP-SSL/TLS, FTP/FTPS, SNMPv3, SMTP/SMTP-SSL, POP3/POP3-SSL, LDAP/LDAP-SSL, 802.1x for Windows and Unix.
Network and Data Security	Includes IP/MAC address filtering, protocol filtering, port control, user authentication, (local/LDAP/Active Directory), WPA3 wireless, TLS 1.3 Encryption, Kerberos support
Firmware Management	Flash ROM with local (USB), network update capability and firmware update 1 to N with Sharp Remote Device Manager (available for download)
Device Setup	Web-based management with user/admin level login
Service/Functions	Remote Front Panel, remote access to service logs and click counts
Accessibility Features	Free stop tilting front panel, adjustment of key touch sound and speed, document feeder free stop, job programs, remote front panel, universal grip for paper trays, disable screen timeout and voice interaction
Environmental Standards	International Energy Star Program Ver. 3.0, European RoHS, Blue Angel (RAL-UZ205), EPEAT Gold
Power Source	110-127 V AC, 60 Hz, 15 A Receptacle
Power Consumption	1.5 kW or less
Weight	Approx. 187 lbs.
Dimensions	Approx. 24" (w) x 26" (d) 34" (h)

Network Printing System

PDL	Standard PCL 6, Adobe PostScript 3
Resolution	1,200 x 1,200 dpi
Print Speed	31/36/45 pages per minute (8½" x 11")
Print Drivers	Windows 8.1, Windows 10, Windows 11, Windows Server 2012/2016/2019, Windows PPD, Mac® OS (including 10.10 to 12), UNIX®, Linux®, Universal Print (native)
Mobile Printing[1]	Android™ printing framework (Sharp Print Service Plugin), Sharpdesk Mobile, AirPrint®
Print Features	Auto configuration, serverless print release, chapter inserts, confidential print, continuous printing, custom image registration, document control, document filing, duplex printing, electronic sorting, form overlay, hidden pattern print, image rotation, job bypass print, job retention, layout print, margin shift, multiple pamphlet, network tandem print, N-up printing, offset stacking, page interleave, pamphlet style, poster print, proof print, print and send, tab paper print, tab printing, transparency inserts, tray status, user authentication single sign-on, watermarks, zoom print
Direct Printing	File Types: TIFF, JPEG, PCL, PRN, TXT, PNG, PDF, Compact PDF, Encrypted PDF, PS, DOCX, XLSX and PPTX. Methods: FTP, SMB, Web page, Email and USB memory. Adobe Embedded Print Engine support for PDF file formats.
Resident Fonts	80 outline fonts (PCL), 139 fonts (PS)
Interface	RJ-45 Ethernet 10/100/1000 Base-T, USB 2.0/3.0, Wireless 2.4/5 GHz
Operating Systems and Environments	Windows 8.1, Windows 10, Windows 11, Windows Server 2012/2016/2019, Chrome OS™, OS X 10.10 - macOS 12, Unix®, Linux®, Citrix®, and SAP device types[1]
Printing Protocols	LPR, IPP, IPPS, Raw TCP (port 9100), FTP, POP3, POP3S, HTTP, HTTPS, and LPR and LPD for Unix

Network Scanning System

Scan Modes	Standard: Color, monochrome, grayscale
Max. Original Size	11" x 17"
Optical Resolution	600 dpi
Output Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
Image Compression	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR) Color/Grayscale: JPEG (high, middle, low) Internet Fax mode: MH/MMR (option)

Network Scanning System *(continued)*

Image Formats	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Color/Grayscale: TIFF, JPEG, PDF, PDF/A, Compact PDF, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Internet Fax: TIFF-FX, TIFF-F, TIFF-S[1]
Scan Destinations	Email, Desktop, FTP, Folder (SMB), USB, Internet fax (option), Super G3 fax (option), Teams Folder, OneDrive, Box, Dropbox
One-touch Destinations	Up to 2,000 (combined scan destinations)
Group Destinations	Up to 500
Programs	48 (combined)
Max. Jobs	Up to 100
Enhanced Email Integration	Standard Gmail connector, standard Exchange connector
Scanning Protocols	HTTP/HTTPS, FTP/FTPS, SMTP/SMTP-SSL/ESMTP, SMB, POP3, LDAP, S/MIME
Software[1]	Sharpdesk Mobile (download), Synappx (download)

Optional Equipment

BP-70ABD	Deluxe Copier Cabinet Base (available summer 2022)
BP-DE12	Stand/1 x 550-sheet Paper Drawer
BP-DE13	Stand/2 x 550-sheet Paper Drawers
BP-DE14	Stand/3 x 550-sheet Paper Drawers
BP-DE15	Stand/1 x 550 + 2,100-sheet Split Tandem Paper Drawers
BP-LC10	3,000-sheet Large Capacity Cassette (letter, requires BP-DE12/DE13/DE14/DE15)
BP-DD10	Double Feed Detection Kit
MX-LT10	Long Paper Feeding Tray
BP-FN11	50-sheet Staple Inner Finisher
BP-FN13	1K Stacking 50-sheet Staple Finisher
BP-FN14	1K Stacking 50-sheet Staple/Saddle Stitch Finisher
BP-FN15	3K Stacking 65-sheet Staple Finisher
BP-FN16	3K Stacking 65-sheet Staple/Saddle Stitch Finisher
BP-FD10	Inner Folding Unit
BP-RB10	Paper Pass Unit (required for BP-FN13/14/15/16)
MX-PN14B	3-Hole Punch Unit (requires BP-FN11)
MX-PN15B	3-Hole Punch Unit (requires BP-FN13/14)
MX-PN16B	3-Hole Punch Unit (requires BP-FN15/16)
MX-SCX1	Staple Cartridge for BP-FN11/13
AR-SC2	Saddle-stitch Staple Cartridge for BP-FN14
MX-SC11	Staple Cartridge for BP-FN15/16
MX-SC12	Saddle-stitch Staple Cartridge for BP-FN16
BP-TR12	Right Side Exit Tray
MX-TR20N	Job Separator Tray
BP-TU10	Center Exit Tray
BP-UT10	Utility Table
BP-FX11	Fax Expansion Kit
MX-FWX1L	Internet Fax Expansion Kit
MX-PF10	Bar Code Font Kit
MX-AMX1L	Application Integration Module
BP-SD10	High Capacity SSD (512 GB)
BP-VD10L	Virus Detection Kit
BP-FR12UL	Data Security Kit
DVENDFSV	Generic Vendor Interface Kit

Supplies

BP-NT70BA	Black Toner Cartridge
BP-NT70CA	Cyan Toner Cartridge
BP-NT70MA	Magenta Toner Cartridge
BP-NT70YA	Yellow Toner Cartridge
BP-NV70BA	Black Developer
BP-NV70SA	Cyan/Magenta/Yellow Developer
BP-DR70SA	Drum

[1] Some features require optional equipment. See your local dealer.

[2] May vary depending on product configuration, machine settings and operating and/or environmental conditions.

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COLOR MULTIFUNCTION PRINTERS simply smarter

Combining Technology and Functionality

Designed to fulfill the needs of today's diverse work styles.

The Sharp color MX-C428F and MX-C528F document systems enable workers to collaborate and share information seamlessly and securely throughout the office environment. Enhance your office's output of professional-quality color content that gets the attention of your audience while saving time and money!

Ease of Use The MX-C428F 7" (diagonal) and MX-C528F 10" (diagonal) capacitive touchscreen display offer a user-friendly graphical interface with simplified customizable screens.

Productivity Intuitive and customizable interface offers copy, print, scan and fax capabilities standard plus optional wireless connectivity enables users to easily manage their workflow from PCs, smartphones and tablets.

Hybrid Workplace Seamlessly collaborate with colleagues when they are working remotely. With CloudConnect, businesses gain access to popular cloud services including Microsoft OneDrive for Business, Google Drive and others. The Cloud Connector app makes it easy for administrators to add new cloud connectivity options securely.

Standard configuration shown.

10" (diagonally measured) customizable touchscreen display: MX-C528F only.

100-sheet duplexing single-pass feeder.

A compact design with advanced workflow features for virtually any size office.

- Productive printing speeds of up to **42** (MX-C428F) **and 52** (MX-C528F) **pages per minute**.
- Supports **letter size, legal size** and **envelopes** through the standard paper drawer or bypass tray.
- Offers up to **six paper sources** with available 2,850-sheet maximum paper capacity.
- **Print popular file formats** such as PDF, Word, Excel and PowerPoint directly from USB drives.
- MX-C428F **7" (diagonal)** and MX-C528F **10" (diagonal)** capacitive **color touchscreen** with adjustable viewing angle offers smooth, tablet-style interaction.
- Built-in optical **character recognition** (OCR) on the MX-C528F allows users to convert a scanned document into a searchable format.
- **Supports popular mobile technologies** enabling users to easily print files from smartphones, tablets, laptops and Apple AirPrint.
- 100-sheet duplexing single-pass feeder with **double feed detection** standard on the MX-C528F.
- True **1,200 x 1,200 dpi** resolution produces razor sharp documents.
- Standard **PCL®6 and PostScript®3™** compatible printing delivers clear, crisp professional output.
- **ENERGY STAR® certified** and offers among the lowest standby power consumption in the category.

SPECIFICATIONS MX-C428F/C528F

Main Specifications	
MX-C428F/C528F	Base model includes 100-sheet DSPF, PCL 6 and PostScript® 3™ compatible printing systems, network scanning, auto duplexing, 1 x 550-sheet paper drawer, 100-sheet bypass tray. Imaging Kits and starter toner (5K) is included.
Type	Desktop color multi-function printer
Display	MX-C528F: 10" (diagonal) color LCD touchscreen MX-C428F: 7" (diagonal) color LCD touchscreen
Functions	Copy, print, network print, network scan and color fax
Originals	Sheets and bound documents
Max. Original Size	8½" x 14"
Output Size	Min. 5½" x 8½", Max. 8½" x 14"
Copy Speed	MX-C528F: 52 ppm MX-C428F: 42ppm
First Copy Time (In Seconds)[2]	MX-C528F / MX-C428F Platen Glass: M 5.5/C 6.1 / M 6.5/C 7.1 Doc Feeder: M 5.7/C 6.3 / M 6.7/C 7.3
Magnification	25% to 400% in 1% increments
Original Feed	100-sheet duplex single pass feeder (MX-C528F only - double feed detection)
Scan Speed	MX-C528F: 104 images per minute MX-C428F: 84 images per minute
Original Sizes	5½" x 8½", 8½" x 11", 8½" x 14", 2" x 3½" business card
Paper Capacity	Standard 650 sheets/ Max. 2,850 sheets
Paper Feed System	Standard: (1) 550-sheet paper drawers (letter/legal/statement / envelope size) System and 100-sheet bypass tray (letter/ legal/statement/envelope size). Optional: (4) 550-sheet paper drawers (letter/legal/statement/envelope size)
Paper Weights and Types	Standard and optional paper drawers: Plain paper 16-58 lb bond, Heavy paper 26 lb bond-90 lb cover. Other paper types include plain, recycled, pre-punched, letterhead, pre-printed, color, gloss, cardstock, 24 lb. bond envelopes (up to 50) and 58 lb. bond labels. Bypass tray: 16-58 lb. bond (thin paper), 20 lb. bond (plain paper), 24 lb. bond, cardstock, and envelopes (up to 10).
Duplexing	Standard automatic duplex copying and printing
CPU	Up to 1.2 GHz Quad Core design
Interface[1]	RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0: 2 host, 1 high speed ports (front), wireless LAN optional (IEEE 802.11 a/b/g/n/ac
Memory	Standard 2 GB, Max. 2 GB
Storage	MX-C528F: std. 128GB ISD, opt. 500GB HDD MX-C428F: opt. 128GB ISD, 500GB HDD
Copy Resolution	Up to 600 x 600 dpi
Copy Features	Scan-once print many, electronic sorting, Auto Paper Selection (APS), Auto Magnification (AMS), darkness, save as shortcut, auto center, background removal, contrast, mirror image, negative image, scan edge-to-edge, shadow detail, sharpness, job build (with ISD/HDD), cover page setup, edge erase, header/ footer, margin shift, overlay, separator sheets.
Account Control	Supports user authentication via user-number
Output Tray Capacity	Center Exit Tray (Main): 300 sheets plain paper/50 envelopes
Cloud Supported Services[3]	Google Drive, OneDrive for Business, SharePoint Online, Box, Dropbox
Network Protocols	TCP/IP (IPv4, IPv6, TCP X, UDP X, IPSEC w/ IPv4 X, IPSEC w/ IPv6 X, ICMP X, IGMP X, 802.1x)

Main Specifications *(continued)*	
Network and Data Security	Includes IP address filtering, protocol filtering, port control, TLS Encryption, Kerberos, AES 256-bit data encryption, data overwrite
Firmware Management	Flash ROM with local (USB), network update capability
Device Setup	Web-based management/cloning with user/administrator level login
Service/Functions	Remote Front Panel, remote access to service logs and click counts
Accessibility Features	Large high-contrast icons, focus cursor and voice prompts
Environmental Standards	International ENERGY STAR Program Ver. 3.2, European RoHS
Power	110-127V AC, 60 HZ, 12 A receptacle
Power Consumption	MX-C528F: 0.69 kW MX-C428F: 0.55 kW
Weight	MX-C528F: Approx. 87.08 lbs. MX-C428F: Approx. 85.98 lbs.
Dimensions	18.85" (w) x 20.9" (d) x 24.4" (h)

Network Printing System	
PDL	Standard PCL® 6 and PostScript® 3™ compatible
Resolution	1,200 x 1,200 dpi
Print Speed	MX-C528F: 52 ppm (8½" x 11") MX-C428F: 42 ppm (8½" x 11")
Print Drivers	Windows 8.1, Windows 10, Windows 11, Windows Server 2012, Windows Server 2016, Windows Server 2019, Windows Server 2022, Windows PPD, MAC OSX® (including 10.15-12), all MAC PPD, UNIX®, Linux® PPD
Mobile Printing	AirPrint
Print Features	Auto configuration, bar code font printing, confidential print, different cover page/last page/other page, document filing, duplex printing, electronic sorting, form overlay, image rotation, image stamp, image type, job retention, layout print, N-up printing, page interleave, pamphlet style, proof print, tray status, user authentication, watermarks, zoom print.
Direct Printing	File Types: BMP, DCX, DOC/DOCX, GIF, JPEG, PCX, PDF, PNG, PPT/PPTX, TIFF, XLS/XLSX, XPS. Methods: FTP, SMB, Web page and USB memory
Resident Fonts	94 outline fonts (PCL), 163 fonts (PS)
Operating Systems and Environments	Windows 8.1 and Windows 10, Windows 11, Windows Server 2012, Windows Server 2016, Windows Server 2019, Windows Server 2022, Citrix®, Linux, UNIX
Printing Protocols	LPR, IPP, IPPS, PAP, Raw TCP (port 9100), FTP, POP3, HTTP, LPD and LPR for Unix

Network Scanning System	
Scan Modes	Standard: color, monochrome and grayscale
Max. Original Size	8½" x 14"
Optical Resolution	600 dpi
Output Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 75 dpi
Image Compression	Color Scanning: Uncompressed, G3 (MH), G4 (MR/MMR) Color/Grayscale: JPEG (high, middle, low)
Image Formats	JPEG, PDF, PDF/A-1a/1b, compact PDF, searchable PDF, encrypted PDF, TIFF, XPS, DOCX, CSV, TXT, RTF, XLSX (OCR MX-C528F Only)

Network Scanning System *(continued)*	
Scan Destinations	Email, FTP, Folder (SMB), USB, Super G3 fax
Scanning Protocols	HTTP/HTTPS,FTP/FTPS, SMTP/SMTP/SMTP-SSL/ESMTP, POP3, LDAP, S/MIME
Software	Optional third party applications

Super G3 Facsimile Function	
Communication Line	Public Switched Telephone Network (PSTN) or Analog PABX (RJ-11)
Transmission Mode	Super G3, G3
Modem Speed	Maximum 33.6 KBPS with auto fallback
Compression	JBIG, JBIG2, JPEG, MMR, MR, MH
Scanning Method	Sheet fed or manual feed from platen glass
Transmit Resolution	600 x 600 dpi (ultra-fine), 300 x 300 dpi (super-fine), 200 x 200 dpi (fine), 200 x 100 (standard)
Transmit Speed	Approx. 3 seconds per page in Super G3 mode
Auto Dialing	Up to 500 destinations (combined)
Group Dialing	Up to 400 locations
Inbound Fax Routing	To email address, FTP or Forward to Network Folder,also Document Administration function can send fax transmission logs, forward to Sharp eSF app and receptions to an administrator email address.
Max. Original Length	Up to 14"
Memory	MX-C528F: std. 1GB MX-C428F: std. 18MB
Features	Color Fax, Transaction Reports, Activity Reports, PC Fax, Quick On-line Transmission, Inbound Fax Routing, Fax Server, Fax Release, Out-of-Paper Memory Reception, Auto Redial, Auto Exposure, Delay Send, Duplex Reception, Fax Forwarding, Cover Page, and Scan Preview (with ISD/HDD).

Optional Equipment	
MX-CS17	550-sheet Paper Feed Unit
40C2300	Adjustable Stand
47C4500	Convenience Stapler
35S8500	Staple Cartridge Refill (5-pack) 1000 Staples
27X0400	500GB Hard Drive
57X0070	Removable Hard Disk Enclosure Kit
57X9528	Intelligent Storage Device (ISD) (MX-C428F)
27X6430	MarkNet N8450 Wireless Card (internal installation)
27X6410	MarkNet N8372 Wireless Module (front installation)
57X0295	Trusted Platform Module
57X0300	Contact Authentication Device
57X0301	Contactless Authentication Device
37X6350	Analog Fax Card

Supplies	
MX-C52TB	Black Toner Cartridge
MX-C52TC	Cyan Toner Cartridge
MX-C52TM	Magenta Toner Cartridge
MX-C52TY	Yellow Toner Cartridge
MX-C52DU-BS	Black Imaging Kit (includes drum/developer)
MX-C52DU-SS	Black/Cyan/Magenta/Yellow (includes drum/developer)

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ENERGY STAR

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SHARP

BP-B540WR BP-B550WD

VERSATILE MONOCHROME MULTIFUNCTION PRINTERS simply smarter

A Higher Standard of Functionality

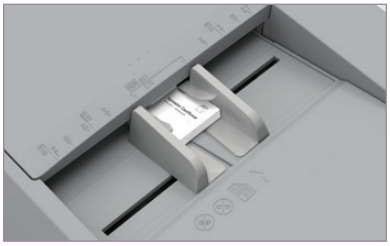
Adaptable and simplified printers that deliver safe and secure features.

The simply smarter BP-B540WR and BP-B550WD compact monochrome document systems deliver advanced security and collaborative functionality with high-quality output. These models provide users with an intuitive user experience and the confidence of knowing their jobs will come out right the first time, every time. Designed with high-performance features typically found on larger multifunction printers, both models deliver the user experience needed to meet the requirements of today's hybrid work environment.

Easy-to-use Touchscreen The easy-to-use Sharp touchscreen display is designed to deliver an accurate responsive user experience.

Built-in Security In today's ever changing work environments, it's vital to protect endpoint devices from security threats, which is why Sharp uses the latest technology to help ensure your data remains safe.

Versatile Application Integration Maximize productivity and collaboration with easy access to expanded cloud services, quickly connect with mobile devices to print and scan files and even utilize touchless operation with the Sharp Synappx Go app.



Easily scan business cards and checks using the high resolution scanner.

Easy touch display with customizable menus.

Optional compact inner finisher offers stapling, offset stacking and sorting.

Compact designs with advanced workflow features for virtually any size office.

- Standard **copy, print, scan, fax** and **wireless** capability.
- **100-sheet duplexing document feeder** on the BP-B550WD scans both sides of a document in a single pass. This enhances productivity while maintaining the integrity of original copies and minimizing wear on the feeder.
- Both models can feed **letter, legal, statement** and **business card** sized original documents.
- Built-in **optical character recognition** (OCR) function can convert scanned documents to text-searchable PDF, Microsoft® Office file formats and more.
- The compact PDF feature reduces file sizes of most scanned color documents and **decreases network traffic** and storage.
- **Access popular cloud services**, including Microsoft OneDrive® for Business, Microsoft Teams, SharePoint® Online, Box.com, Google Drive™, Dropbox and more with the Cloud Connect feature and Sharp Application Portal.
- **Direct print** from Microsoft Word, PowerPoint® and Excel® files with thumb drives, cloud applications, network folders and more.
- 7" (diagonal) c**ustomizable touchscreen display** enables easy access to features and functions when setting up jobs.
- Offers up to **five paper sources** with available 2,350-sheet maximum paper capacity.
- Network ready **PCL® 6 and Adobe® PostScript®3™** printing systems deliver up to 40 and 50 pages per minute.
- **Supports popular mobile technologies**, enabling users to easily print files from smartphones, tablets and notebook computers.
- Strong, **multi-layered security** such as system integrity check, intrusion detection, and optional Bitdefender antivirus help protect your data.

SPECIFICATIONS BP-B540WR/B550WD

Main Specifications

BP-B540WR/ BP-B550WD	Base models include multitasking controller, 50-sheet RSPF (BP-B540WR)/100-sheet DSPF (BP-B550WD), PCL 6 and Adobe PostScript® 3™ printing systems, network scanning, auto duplexing, 1 x 500-sheet paper drawer, 50-sheet bypass tray. Black developer is included.
Type	Desktop monochrome multi-function printer
Display	7" (diagonal) color dot matrix high-resolution touch panel tilting display. 1,024 x 600 dots (W-SVGA)
Functions	Copy, print, network print, network scan, document filing and fax
Copy System	Dry electrostatic transfer/Dual component developer/Magnetic brush development/OPC drums/Roller fusing/White LED exposure
Originals	Sheets and bound documents
Max. Original Size	8½" x 14"
Output Size	Min. 5½" x 8½", Max. 8½" x 14"
Copy Speed	40/50 ppm
Multiple Copy	Max. 9,999 copies
First Copy Time (in seconds)[2]	BP-B540WR / BP-B550WD Platen Glass 5.3 / 3.7 Doc. Feeder 7.3 / 5.5
Warm Up Time	20 seconds (from main switch on)
Magnification	25% to 400% in 1% increments (with document feeder 25%-200%)
Original Feed	BP-B540WR: 50-sheet RSPF BP-B550WD: 100-sheet DSPF
Scan Speed	BP-B540WR: up to 40 ipm BP-B550WD: up to 130 ipm
Original Sizes	5½" x 8½", 8½" x 11", 8½" x 14", 2" x 3½" business card
Paper Capacity	Standard: 550 Sheets/Maximum: 2,350 Sheets
Paper Feed System	Standard: (1) 500-sheet paper drawer (letter/statement size) and 50-sheet bypass tray (letter/legal/statement/envelope size). 50-enevelope capacity with standard paper cassette. Optional: up to 3 additional 600-sheet paper drawers (letter/legal/statement).
Paper Weights and Types	Paper drawers: 16 lb. bond to 28 lb. bond other paper types include plain, pre-printed, recycled, pre-punched, letterhead and color paper, bypass tray: 16-28 lb. bond (plain paper), 13-16 lb. bond (thin paper), 28 lb. bond-80 lb. cover (heavy paper), 20-24 lb. bond (Monarch/Com-10 envelope); label paper, gloss paper, pre-printed, recycled, pre-punched, letterhead, color paper and OHP film.
Duplexing	Standard automatic duplex copying and printing
CPU	1.6 GHz multi-processor design
Interface	RJ-45 Ethernet (10/100/1000 Base-T), USB3.0: 1 port (rear), USB2.0: 1 port (front) 1 device port (rear), Wireless 802.11 a/b/g/n/ac
Memory	Standard 5 GB copy/print (shared)
Solid State Drive	128 GB
Copy Resolution	Up to 600 x 600 dpi
Exposure Control	Modes: Automatic, Text, Text/Photo, Text/Printed-Photo, Printed-Photo, Photo, Map, Light Original
Halftone	256 gradations/2 levels (monochrome)
Copy Features	Scan-Once Print-Many, Auto Paper Selection (APS), Auto Magnification Selection (AMS), Auto Tray Switching (ATS), electronic sorting, black-white reversal, blank page skip, card shot, center erase, centering, cover pages, edge erase, image edit, image preview, insert pages, job build, job programs, margin shift, mirror image, mixed size original, original count, pamphlet style, proof copy, repeat layout, stamp, stamp custom image, suppress background, toner save mode, transparency inserts, watermark, 2-in-1 / 4-in-1 / 8-in-1 multi shot
Account Control	Up to 1,000 users. Supports user authentication via user-number, local login name/password, LDAP or Active Directory® for all modes
Output Tray Capacity	Center Exit Tray (Main): 250 sheets (face down) Inner Finisher: 280 sheets (face down)
Cloud Supported Services	OneDrive for Business, Google Drive, Box, Dropbox, Sharepoint Online, Microsoft Teams, Gmail, Exchange Online

Main Specifications *(continued)*

Network Protocols	TCP/IP (IPv4, IPv6, IPsec), HTTP/HTTPS, IPP/IPP-SSL, FTP/FTPS, SNMPv3, SMTP/SMTP-SSL, POP3/POP3-SSL, LDAP/LDAP-SSL, 802.1x for Windows and Unix.
Network and Data Security	Includes IP/MAC address filtering, Protocol filtering, Port control, TLS 1.3 Encryption, WPA3, Kerberos, Active Directory integration, AES 256 bit data encryption, Secure data erase, End-of-Lease feature
Firmware Management	Flash ROM with local (USB), network update capability and firmware update 1 to N with SRDM (Sharp Remote Device Manager)
Device Setup	Web-based management/cloning with user/administrator level login
Service/Functions	Remote Front Panel, remote access to service logs and click counts
Accessibility Features	Free stop tilting front panel, adjustment of key touch sound and speed, document feeder free stop, job programs, remote front panel, universal grip for paper trays and disable screen timeout
Environmental Standards	International ENERGY STAR Program Ver. 3.2, European RoHS, Blue Angel DE-UZ219
Power	AC 120 VAC, 60 HZ, 15 A receptacle
Power Consumption	1.44 kW or less
Weight	Approx. 63lbs (BP-B540WR)/68lbs (BP-B550WD)
Dimensions	Approx. 19-3/8" (W), 21-5/8" (D), 22" (H) (BP-B540WR) Approx. 19-3/8" (W), 21-5/8" (D), 24" (H) (BP-B550WD)

Network Printing System

PDL	Standard PCL 6, Adobe PostScript 3
Resolution	600 x 600 dpi
Print Speed	40/50 ppm (8½" x 11")
Print Drivers	Windows 10, Windows 11, Windows Server 2016/2019/2022, Windows PPD, OS X 10.10 - macOS 13, UNIX®, Linux®, Universal Print (native)
Mobile Printing	AirPrint, Android printing framework (Sharp Print Service Plugin), Sharpdesk Mobile
Print Features	Auto configuration, serverless print release, bar code font printing, carbon copy print, chapter inserts, confidential print, custom image registration, different cover page/last page/other page, document control, document filing, duplex printing, electronic sorting, form overlay, hidden pattern print, image rotation, image stamp, image type, job retention, layout print, margin shift, network tandem print, N-up printing, page interleave, pamphlet style, proof print, print and send, stapling, toner save mode, transparency inserts, tray status, user authentication, watermarks, zoom print.[1]
Direct Printing	File Types: TIFF, JPEG, PCL, PRN, TXT, PNG, PDF, Compact PDF, Encrypted PDF, PostScript, DOCX, XLSX and PPTX. Methods: FTP, SMB, Web page, Email and USB memory. Adobe Embedded Print Engine support for PDF file formats.
Resident Fonts	80 outline fonts (PCL), 139 fonts (PS)
Operating Systems and Environments	Windows 8.1, Windows 10, Windows 11, Windows Server 2016/2019/2022, Chrome OS™, OS X 10.10 - macOS 13, Unix®, Linux®, Citrix®, and SAP device types[1]
Printing Protocols	LPR, IPP, IPPS, Raw TCP (port 9100), FTP, POP3, POP3S, HTTP, HTTPS, and LPR and LPD for Unix

Network Scanning System

Scan Modes	Standard: Color, monochrome, grayscale
Max. Original Size	8½" x 14"
Optical Resolution	600 dpi
Output Modes	600 dpi, 400 dpi, 300 dpi, 200 dpi, 150 dpi, 100 dpi
Image Compression	Monochrome Scanning: Uncompressed, G3 (MH), G4 (MR/MMR) Color/Grayscale: JPEG (high, medium, low) Internet Fax mode: MH/MMR (option)[1]
Image Formats	Monochrome: TIFF, PDF, PDF/A, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Color/Grayscale: TIFF, JPEG, PDF, PDF/A, Compact PDF, Encrypted PDF, XPS, Searchable PDF, DOCX, XLSX, PPTX, TXT, and RTF. Internet Fax: TIFF-FX, TIFF-F, TIFF-S[1]

Network Scanning System *(continued)*

Scan Destinations	Email, Desktop, FTP, Folder (SMB), USB, Internet fax (option), Super G3 fax, Teams Folder, OneDrive, Box, Dropbox
One-touch Destinations	Up to 2,000 (combined scan destinations)
Group Destinations	Up to 500
Programs	48 (combined)
Max. Jobs	Up to 100
Enhanced Email Integration	Standard Gmail connector, standard Exchange connector (on-premise and online)
Scanning Protocols	HTTP/HTTPS,FTP/FTPS, SMTP/SMTP/SMTP-SSL/ESMTP, POP3, LDAP, S/MIME
Software	Sharpdesk Mobile (download), Synappx (download)

Super G3 Facsimile Function

Communication Line	Public Switched Telephone Network (PSTN)
Transmission Mode	Super G3, G3
Modem Speed	Maximum 33.6 KBPS with auto fallback
Compression	JBIG, MMR, MR, MH
Scanning Method	Sheet fed or manual feed from platen glass
Transmit Resolution	400 x 400 dpi (ultra-fine), 200 x 400 dpi (super-fine), 200 x 200 dpi (fine), 200 x 100 (standard)
Halftones	256 levels
Transmit Speed	Approx. 2 seconds per page in Super G3 mode
Auto Dialing	Up to 1000 destinations (combined)
Group Dialing	Up to 500 groups
Inbound Fax Routing	To email address, FTP or SMB using Transmit Terminal Identification (TTI), also Document Administration function can send blind copy of transmissions and receptions to an administrator email address, FTP or SMB location.
Max. Original Length	Up to 19.5"
Programs	48 (combined)
Memory	4 GB (shared)
Features	Transaction Reports, Activity Reports, PC Fax, F-Code communication, Memory Transmission, Quick On-line Transmission, Inbound Fax Routing, Anti-junk Fax Reception, Secure Fax Release, Out-of-Paper Memory Reception, Auto Redial, Auto Exposure, Chain Dialing, Polling Reception, Duplex Reception and ITU-T.37 Internet Fax Option.

Optional Equipment

BP-DS14	High Stand
BP-DS15	Low Stand
BP-CS12	600-sheet Paper Feed Unit
BP-FN17	30-sheet Staple Inner Finisher
MX-SCX1	Staple Cartridge for BP-FN17
MX-FWX1L	Internet Fax Kit
MX-PF10	Bar Code Font Kit
MX-AMX1L	Application Integration Module
DVENDFSV	External Vendor Interface Kit
BP-FR12UL	Data Security Kit
BP-VD10L	Virus Detection Kit (powered by Bitdefender)
BP-SD10	High Capacity SSD (512GB)

Supplies

BP-B50NTA	Toner Cartridge
BP-B50NV	Developer
MX-B45DU	Drum

[1] Some features require optional equipment. See your local dealer.
[2] May vary depending on product configuration, machine settings and operating and/or environmental conditions.

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City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Consent
Item Number: B.10

TITLE:

Resolution Adopting Updated Records Retention Schedule

RECOMMENDATION:

1. Adopt a Resolution updating the City's records retention schedule.

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

FISCAL IMPACT:

Over time, the City will realize General Fund operational savings in reduced storage expenses and improved operational efficiency. The amount of budgetary savings related to reduced storage expense is to be determined, but could be in the range of $500 - $1,200 per month.

BACKGROUND:

The City Clerk's office, in consultation with its consultant Gladwell Governmental Services, Inc. ("Gladwell"), prepared a comprehensive update to the City's records retention schedule ("Retention Schedule"), which determines how long the City must keep electronic or physical copies of City documents. Different schedules are outlined with respect to each City department. The City Council approved the updated Retention Schedule, with significant revisions, upon its adoption of Resolution No. 5284 on November 16, 2021. The City Clerk has annually presented minor adjustments to this schedule for City Council review and approval.

DISCUSSION:

To ensure ongoing legal compliance of the City's Retention Schedule, staff, in consultation with Gladwell, conducted an annual review and identified necessary updates in accordance with state law.

The following departments' retention schedules were updated and/or modified, to ensure ongoing legal compliance:

- Finance
- Fire
- Human Resources
- Information Technology Systems Department (ITSD)
- Community Development
- Police
- City-wide Standards

In addition to the above changes, the following updates were made to all retention schedules;

- Schedules with databases, minimum retention has been added (if it was not already provided for). This is what needs to be retained (or converted) if software is changed.
- Schedules with Statewide Guidelines have been removed from the comments. Also removed is reference to published articles in the comments, due to the fact these articles have no substantive impact on the legal analysis.
- Schedules with the phrase, “When No Longer Required” have been removed if it was combined with a minimum retention. This makes for fewer errors and simpler understanding of the schedules.

The underlying policy approach for approving and destroying records following the expiration of a retention requirement will remain the same, i.e., the City Clerk may dispose of records based on the intervals listed in the Retention Schedule, upon City Manager's request and written City Attorney authorization.

The proposed resolution would adopt the updated retention schedule and authorize the City Clerk to make minor updates to the City's Retention Schedule, in consultation with the City Attorney.

CITY STRATEGIC PLAN COMPLIANCE:

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

Objective 1A: El Segundo provides unparalleled service to all customers.

PREPARED BY:
Tracy Weaver, City Clerk
REVIEWED BY:
Tracy Weaver, City Clerk
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. 2024 Records Retention Resolution
2. El Segundo - Retention Schedule (with changes)
3. El Segundo - Retention Schedule (without changes)
4. How to Use Retention Legend - FY 23-24

RESOLUTION NO.

A RESOLUTION ADOPTING A CITYWIDE RECORDS RETENTION SCHEDULE FOR CITY DOCUMENTS.

BE IT RESOLVED by the Council of the City of El Segundo as follows

SECTION 1. The City Council finds as follows

A. Keeping and maintaining public records that are unnecessary or duplicative results in the consumption of public resources including money, time, and space,

B. Government Code §§ 34090, *et seq* establish methods by which the City may approve the destruction of unneeded documents,

C. It is in the public interest to reduce the City's cost for storing documents while, at the same time, ensuring that the City preserves those records that are required to conduct City business.

SECTION 2 As used in this Resolution; "record" has the same definition as set forth in Government Code § 6252.

SECTION 3 Pursuant to Government Code § 34090, the City Council approves the Citywide records retention schedule in attached Exhibit "A," which is incorporated by reference, and authorizes the City Clerk to dispose of records according to the time intervals listed in that schedule upon the request of the City Manager, or designee, and the written approval of the City Attorney.

SECTION 4 Notwithstanding the records retention schedule adopted by this Resolution, the City Clerk may, upon complying with the provisions of Government Code § 34090.5, dispose of documents in any legal manner without the further approval of the City Council or City Attorney.

SECTION 5 Upon destroying any documents in accord with this Resolution, the City Clerk is directed to complete a certificate verifying the destruction of such records and file the certificate with the City's official records.

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

SECTION 7 The City Clerk is authorized to make periodic updates to Exhibit "A" in consultation with the City Attorney, however, the City Council must approve major modifications to the records retention policy.

SECTION 8 This Resolution will become effective immediately upon adoption and remain in effect until repealed or superseded. Resolution No. 5392 and any other Resolution adopting a records retention schedule is repealed and superseded by this Resolution.

PASSED AND ADOPTED this 7th day of May, 2024.

_____
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, herby 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 Major of said City, and attested to by the City Clerk of said City, all at a regular meeting of said Council held on the 7th day of May, 2024, 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

By _____
Mark D. Hensley, City Attorney

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
FINANCE / MANAGEMENT										
Finance / Mgmt.	FIN-001	Audit Reports / ~~Comprehensive~~ Annual Comprehensive Financial Report (ACFR)	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Standard within the profession; GC §34090
Finance / Mgmt.	FIN-002	Audit Work Papers / Audit Schedules	2 years	3 years	5 years		Mag, Ppr			Meets municipal government auditing standards; GC §34090
Finance / Mgmt.	FIN-002.5	Bank Statements, Fiscal Agent Statements, Trustee Statements, Investment Account Statements, Pars Statements, Bank Reconciliations, etc.	5 years		5 years		Mag, Ppr			Meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337
Finance / Mgmt.	FIN-003	Bonds: **Debt** Official Statements / Certificates of Participations (COPs)	Cancellat., Redemption or Maturity	1 years	Cancellat., Redemption or Maturity + 10 years	Yes: Until Maturity	Mag, Ppr			Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)&(b); 26 CFR 1.6001-1(e):337.5(a); GC §§34090, 43900 et seq.
Finance / Mgmt.	FIN-004	Budgets - Adopted / Final	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Must be filed with County Auditor; GC §34090, 40802, 53901
Finance / Mgmt.	FIN-005	Financial Services **Database**	Indefinite - Minimum 7 years		Indefinite - Minimum 7 years	Yes	Mag			Data Fields / Records are interrelated; Grant-funded invoices are 7 years; meets municipal government auditing standards; GC §34090

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***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
Finance / Mgmt.	FIN-006	Golf Course Subcommittee **AGENDAS, AGENDA PACKETS**	~~When No Longer Required~~ Minimum 2 years		~~When No Longer Required~~ Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Finance / Mgmt.	FIN-007	Golf Course Subcommittee **MINUTES, BYLAWS**	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
Finance / Mgmt.	FIN-008	Journal Entries / Back Up Documents / Budget Adjustments	5 years		5 years		Mag, Ppr			Meets municipal government auditing standards; Statute of Limitations is 4 years; GC §34090, CCP § 337
Finance / Mgmt.	FIN-009	Management Audit Letters	5 years		5 years		Mag, Ppr			Meets auditing requirements; GC §34090
Finance / Mgmt.	FIN-010	Management Reports / Measure "A" / Single Audits	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing requirements; GC §34090
Finance / Mgmt.	FIN-011	Reports / Finance Reports created from Database / Registers - Balance Sheet, Revenue, Expenditure. Trial Balance, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts (the database is the original); GC §34090 et seq.
Finance / Mgmt.	FIN-012	Reports: Annual State or Federal: State Controller's Report, Street Report, etc.	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Finance / Mgmt.	FIN-013	Reports: Year-end General Ledger	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
FINANCE/ ACCOUNTS PAYABLE										
Finance / Accounts Payable	FIN-014	1099's, ~~Issued /~~ 1096, DE542 (California Report of Independent Contractors)	5 years		5 years		Mag, Ppr			IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR 31.6001-1, R&T §19530, GC §34090
Finance / Accounts Payable	FIN-015	GRANT-FUNDED Vendor File / Accounts Payable / Check Copies / Invoices and Backup / Credit Card Statements / Credit Card Receipts / Travel Reimbursement	2 years	5 years	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090
Finance / Accounts Payable	FIN-016	NOT GRANT FUNDED Vendor File / Accounts Payable / Check Copies / Invoices and Backup / Credit Card Statements / Credit Card Receipts / Travel Reimbursement	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090
Finance / Accounts Payable	FIN-017	W-9s	Vendor Inactive + 3 years		Vendor Inactive + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS Auditing Standards; GC §34090
Finance / Accounts Payable	FIN-018	Warrant (Check) Register (Detail) - Includes Grant Funded and Non-Grant Funded	2 years	5 years	7 years		Mag, Ppr			Department preference; GC §34090

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
FINANCE / BUSINESS SERVICES										
Finance / Business Services	FIN-019	Accounts Receivable (Cash Receipts Paramedic Billing, TOT, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Ppr			Department preference; GC §34090
Finance / Business Services	FIN-020	Accounts Receivable Write-Offs (due to non-payment)	5 years		5 years		Mag, Ppr			Meets Municipal Government auditing standards (negative information remains on credit ratings for 7 years); GC §34090
Finance / Business Services	FIN-021	Business License Applications, Licenses and Renewals, Letters	5 years		5 years		Mag, Ppr			Meets auditing standards; GC §34090 et seq.
Finance / Business Services	FIN-022	Business License Database	Indefinite - Minimum 7 years		Indefinite - Minimum 7 years	Yes	Mag			Data Fields / Records are interrelated; Grant-funded invoices are 7 years; meets municipal government auditing standards; GC §34090
Finance / Business Services	FIN-023	Collection Agency Assignments	5 years		5 years		Mag, Ppr			Department Preference (negative information remains on credit reports for 7 years); GC §34090 et seq.

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
FINANCE / PAYROLL										
Finance / Payroll	FIN-024	Batch Activity Reports / Payroll Processing File	2 years	3 years	5 years		Mag, Ppr			Department preference; meets municipal government auditing standards; GC §34090
Finance / Payroll	FIN-025	Checks / Warrants (Payroll Only) / Cancelled Checks	2 years	3 years	5 years		Mag, Ppr			Department preference; meets municipal government auditing standards; GC §34090
Finance / Payroll	FIN-026	DE-6, DE-7, DE-9, DE-34, DE-43, W-3 & DE-166, 941 Forms, PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	3 years	5 years	Yes Current Year	Mag, Ppr			Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090 26CFR31.6001-1
Finance / Payroll	FIN-027	Payroll Employee File: Benefit Deduction Authorizations, Garnishments, etc.	Separation + 5 years		Separation + 5 years		Mag, Ppr			Department preference; IRS Regulations for W-4s: four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31.6001-1 GC §60201 GC §34090
Finance / Payroll	FIN-028	Payroll Processing Report / Payroll Registers / Payroll Check Registers / Earnings Register	2 years	3 years	5 years		Mag, Ppr			Department preference; meets municipal government auditing standards; GC §34090

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If the record is not listed here, refer to the Retention for City-Wide Standards										
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***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
Finance / Payroll	FIN-029	PERS Report - Retirement Reports (CalPERS)	2 years	3 years	5 years		Mag, Ppr			Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Payroll	FIN-030	Timecards / Timesheets	2 years	3 years	5 years		Mag, Ppr			Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090 26CFR31.6001-1
Finance / Payroll	FIN-031	W-2's	2 years	3 years	5 years		Mag, Ppr			Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR 31.6001-1, R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Payroll	FIN-032	W-4s	No Longer in Effect + 4 years		No Longer in Effect + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1 GC §60201

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
PURCHASING										
Finance / Purchasing	FIN-033	Informal Bids & Quotes from Vendors (Quotes may be submitted by the Department)	2 years	3 years	5 years		Mag, Ppr			Department preference for grant auditing purposes; GC §34090
Finance / Purchasing	FIN-034	Purchase Orders, Requisitions, Quotes, Change Orders	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090
Finance / Purchasing	FIN-035	Surplus Property Disposal / Sale	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090
Finance / Purchasing	FIN-036	Vendor List	When No Longer Required		When No Longer Required		Mag, Ppr			Transitory / preliminary drafts; GC §34090

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
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UTILITY BILLING										
Finance / Utility Billing	FIN-037	Bankruptcies (Where City does not pursue a claim)	5 years		5 years		Mag, Ppr			Department preference; GC §34090
Finance / Utility Billing	FIN-038	Billing Registers / Reports, Daily Update, Bank Draft, Adjustment Posting, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Transitory records not retained in the ordinary course of business; Financial system qualifies as a trusted system and can re-create reports accurately; GC §34090
Finance / Utility Billing	FIN-039	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Follow Bank Instructions		Mag, Ppr			These are bank instruments, and not City records; per bank agreement.
Finance / Utility Billing	FIN-040	Collection Agency Assignments / Write Offs	5 years		5 years		Mag, Ppr			Department Preference (negative information remains on credit reports for 7 years); GC §34090 et seq.
Finance / Utility Billing	FIN-041	Payment Stubs (mailed) / Utility Receipts	4 months		4 months		Mag, Ppr			Transitory records not retained in the ordinary course of business; GC §34090
Finance / Utility Billing	FIN-042	Prop 218 Notices: Master Mailing List	2 years		2 years		Ppr			GC §34090
Finance / Utility Billing	FIN-043	Prop 218 Notices: Undeliverable Mail	3 months		3 months		Ppr			Transitory records not retained in the ordinary course of business; GC §34090

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Finance / Utility Billing	FIN-044	Returned Checks (NSF, etc.)	5 years		5 years	Yes: Until Paid	Mag, Ppr			Meets municipal government auditing standards; GC §34090
Finance / Utility Billing	FIN-045	Service Applications	5 years		5 years		Mag, Ppr			Department preference; GC §34090
Finance / Utility Billing	FIN-046	Utility Billing **Database**	Indefinite - Minimum 7 years		Indefinite - Minimum 7 years	Yes	Mag			Data Fields / Records are interrelated; Grant-funded invoices are 7 years; meets municipal government auditing standards; GC §34090
Finance / Utility Billing	FIN-047	Utility Users Tax Exemptions (Low Income / Senior / Disabled)	Close + 5 years		Close + 5 years		Mag, Ppr			Department preference; GC §34090
Finance / Utility Billing	FIN-048	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Utility Billing	FIN-049	Water Billing: Auto-Billing Authorizations	2 years		2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	GC §34090
Finance / Utility Billing	FIN-050	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Utility Billing	FIN-051	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908

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Finance / Utility Billing	FIN-052	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Expiration or Completion of Payment Plan		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910
Finance / Utility Billing	FIN-053	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years		When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Finance / Utility Billing	FIN-054	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090
Finance / Utility Billing	FIN-055	Water Turn On / Turn Offs (includes Work Orders)	5 years		5 years		Mag, Ppr			City preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342; GC §34090

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FIRE / EMERGENCY MEDICAL SERVICES										
Fire / EMS	FR-000	Controlled Substance Logs, Inventories / Ambulance Inventory Logs	2 years		2 years		Mag, Ppr			Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04; GC §34090
Fire / EMS	FR-001	EMS / Paramedic Training Records / Continuing Education	4 years		4 years		Mag, Ppr			22 CCR 100395, GC §34090
Fire / EMS	FR-002	EMS Complaints	3 years		3 years		Mag, Ppr			Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, GC §34090
Fire / EMS	FR-003	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Superseded + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	45 CFR 164.530(j)

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Fire / EMS	FR-004	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): **ADULTS** Includes e-PCR Database / Electronic Patient Care Report Database	7 years		7 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; law requires 7 years for clinics, health facilities, hospitals, adult day health care centers, and in-home skilled nursing services, and is actually based upon "if the licensee ceases operations"; 10 years is recommended by AHIMA for "healthcare providers"; California Healthcare Association recommends Acute Care Facilities retain adult records for ten years following discharge; Juvenile records are required until patient becomes 18 years old; Statute of Limitations for health providers is 3 years; Federal law requires 3 years, ~~statewide guidelines propose 3 years;~~ HIPAA provides privacy regulations for patient's health records; 13 CFR 1100.7, CCP §340.5, GC §34090; H&S §123145

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Fire / EMS	FR-005	Patient Care Reports / PCRs / Paramedic Release Forms (EMS transportation): **MINORS / JUVENILES** Includes e-PCR Database / Electronic Patient Care Report Database	20 years		20 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; law requires 7 years for clinics, health facilities, hospitals, adult day health care centers, and in-home skilled nursing services, and is actually based upon "if the licensee ceases operations"; 10 years is recommended by AHIMA for "healthcare providers"; California Healthcare Association recommends Acute Care Facilities retain adult records for ten years following discharge; Juvenile records are required until patient becomes 18 years old; Statute of Limitations for health providers is 3 years; Federal law requires 3 years, ~~statewide guidelines propose 3 years;~~ HIPAA provides privacy regulations for patient's health records; 13 CFR 1100.7, CCP §340.5, GC §34090; H&S §123145

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FIRE ADMINISTRATION										
Fire / Admin.	FR-006	All-Hazards Incident Management Team (AHIMT) Partially Funded by FEMA / OES	10 years		10 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7
Fire / Admin.	FR-007	Background Packets - **UNSUCCESSFUL Applicants** (Successful Applicants are sent to Human Resources)	4 ~~3~~ years		4 ~~3~~ years		Mag, Ppr			Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 ~~2 3~~ years; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Fire / Admin.	FR-008	Billing: Alarms, Annual Inspections, Life & Safety Inspections, Sprinkler Testing, etc.	5 years		5 years		Mag, Ppr			Department preference (meets municipal government auditing standards); GC §34090
Fire / Admin.	FR-009	Citizen's Emergency Response Training / Neighborhood Training Disaster Service Worker Certification, Roster, etc.	5 years		5 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; GC §34090

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Fire / Admin.	FR-010	Department Safety Committee Minutes	5 years		5 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; OSHA requires 5 years for safety records; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090
Fire / Admin.	FR-011	Emergency Plans / Disaster Preparedness Manuals, etc.	When Superseded - **Minimum 2 years**		When Superseded **Minimum 2 years**		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; GC §34090
Fire / Admin.	FR-012	FEMA Reports / FEMA Reimbursements / EOC Activations / Cal OES Strike Team Reimbursements	3 years After Reimburse-ment, **Minimum 10 years**		3 years After Reimburse-ment, **Minimum 10 years**		Mag, Ppr			Department preference to allow for FEMA audits (up to 6 years & 3 months from the date of the final inspection report); Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; (Also See Grants on City-wide); GC §34090 et seq.
Fire / Admin.	FR-013	Fire RMS Incident **Database**	Indefinite - Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Indefinite - Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer	Yes	Mag			Data is interrelated; If used for Inspections, California Fire Code requires 5 years or Life of the Structure or Activity for Approvals, Inspections, Fires, Modification / Alternative Methods or Materials; CFC §§ 104.6 – 104.6.4; GC §34090

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Fire / Admin. OR Fire Prevention or Police (for Arson)	FR-014	Fire Incident Reports	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr			Department preference; data is in RMS database; GC §34090 et seq.
Fire / Admin.	FR-015	ISO Insurance Ratings	15 years		15 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference (rated every 10 years); GC §34090
City Clerk	FR-016	Memoranda of Understanding (MOUs) / Mutual Aid Agreements / Joint Power Authorities	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr			Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7
Fire / Admin.	FR-017	Programs and Projects	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-018	Requests for Copies of Incident Reports	2 years		2 years		Ppr			GC §34090
Human Resources	FR-019	Respiratory Fit Tests for Breathing Apparatus	Send to Human Resources		Send to Human Resources		Mag, Ppr			Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Fire / Admin.	FR-020	Staff Meeting Minutes	2 years		2 years	Yes	Ppr			GC §34090
FIRE / Environmental Safety - CUPA (Certified Unified Program Agencies)										

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Fire / Environ. Safety	FR-021	Business Inspections	P		P		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department preference for environmental contamination investigations; Reporting is required for 5 years, enforcement actions for 3 years after resolved; GC §26202, 34090; 27 CCR 15188(a)
Fire / Environ. Safety	FR-022	Chemical Inventory Reporting / New Construction, Site Assessments	~~When No Longer Required~~ Minimum 3 years		~~When No Longer Required~~ Minimum 3 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; GC §34090
Fire / Environ. Safety	FR-023	CUPA Self-Audit, State Summary Report	5 years		5 years		Mag, Ppr			GC §§26202, 60201 et seq.; 27 CCR 15188(a), 15280(a)(2)
Fire / Environ. Safety	FR-024	Enforcement Files / Notice of Violation / Compliance History / Enforcement Actions / Hazardous Materials Enforcement Actions / Hazardous Waste Enforcement Actions (Except UST Violations Resulting in a Release - see Site Mitigation)	5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; GC §34090
Fire / Environ. Safety	FR-025	Hazardous Materials Disclosures / Business Emergency Plans	Indefinite - Permanent		Indefinite - Permanent	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Fire / Environ. Safety	FR-026	Hazardous Materials Notifications / Hazardous Waste Treatment Notifications	P		P		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; GC §34090

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Fire / Environ. Safety & Fire Marshal / Fire Prevention	FR-027	Hazardous Materials Responses	P		P		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Fire / Environ. Safety	FR-028	Lab Data / Sampling Data (by address)	P		P		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
Fire / Environ. Safety	FR-029	Site Assessments / Mitigations (Contaminated Soil, UST Closures / Violations Resulting in a Release, Site Assessment and Remedial Action Records, etc.)	P		P	Yes	Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
FIRE MARSHAL / FIRE PREVENTION										
Commun. Develop. / Building	FR-030	Alarm Plans and Sprinkler Plans (large format drawings)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; GC §34090.7
Fire / Fire Marshal & Fire Prevention	FR-031	Annual Fire Inspections / Business Inspection Files / Annual Inspections, Life & Safety Inspections (Approvals, Inspections, Fires, Modification / Alternative Methods or Materials)	Until Building Demolished - **Minimum 5 years**		Until Building Demolished - **Minimum 5 years**		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Required for the Life of the Structure or Activity, or Minimum 5 years CFC §§ 104.6 – 104.6.4

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Fire / Fire Marshal & Fire Prevention	FR-032	Citations / Notice of Violations (Fire Department)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department preference; GC §34090
Fire / CUPA & Fire Marshal & Fire Prevention	FR-033	Hazardous Materials Responses	P		P		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Fire / Fire Marshal & Fire Prevention	FR-034	Fire Code Permits / Film Permits, Special Event Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.)	Expiration + 2 years		Expiration + 2 years	Yes: Before Event	Mag, Ppr			GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-035	Investigation Reports - **Capital Crimes & Suspected Capital Crimes (Arson, etc.)**	P		P		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference (no statute of limitations on these incidents/crimes); California Fire Code requires 3 years; CFC §§ 104.6 – 104.6.4, GC §34090
Fire / Fire Marshal & Fire Prevention	FR-036	Investigation Reports - **Criminal & Citations (Administrative, Infraction, or Misdemeanor), Service Requests**	5 years		5 years		Mag, Ppr			Department Preference; California Fire Code requires 3 years; CFC §§ 104.6 – 104.6.4, GC §34090
Community Develop / Building	FR-037	Plan Checks / Conditions of Approval	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies; GC §34090.7

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Fire / Fire Marshal & Fire Prevention	FR-038	Public Information / Education (when produced internally)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Community Develop / Building	FR-039	Record Drawings ("As-Builts") and CAD drawings of buildings	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Copies; GC §34090.7
OPERATIONS / SUPPRESSION										
Fire / Operations	FR-040	Apparatus & Equipment (LARGE) Records & Testing Ladder, Hose, Pump Testing	Disposal + 2 years		Disposal + 2 years		Mag, Ppr			Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5 GC §34090
Human Resources	FR-041	Personnel **Training File** - Tests, Bulletins, Certificates, Field Training, etc.	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S / i	Yes: After QC & OD	Department Preference; OSHA requires 5 years for safety records; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090
Fire / Operations	FR-042	Pre-Fire Plans	When Superseded		When Superseded		Mag, Ppr			GC §34090 et seq.
Fire / Operations	FR-043	Self-contained Breathing Apparatus (SCBA) and Bottles	Expiration of Certificate - **Minimum 2 years**		Expiration of Certificate - **Minimum 2 years**		Mag, Ppr			Certificates are issued for 3-5 years; GC §34090 et. seq.

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Fire / Operations	FR-044	Station Log Books (Incidents - kept at Fire Stations)	2 years	P	P		Mag, Mfr, OD, Ppr	S/I	No	Retained for historical and administrative value; GC §34090
Lead Dept.	FR-045	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			GC §34090

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RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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HUMAN RESOURCES										
Human Resources	HR-001	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Minimum 3 years		Mag, Ppr			Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Human Resources	HR-002	Classification Specifications / Job Descriptions	Minimum Superseded + 4 ~~3~~ years		Minimum Superseded + 4 ~~3~~ years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 ~~2 3~~ years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090
Human Resources	HR-004	Compensation Surveys & Studies	3 years		3 years		Mag, Ppr			Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(2), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090

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Human Resources	HR-005	Confidential Investigations	Separation + 6 years		Separation + 6 years	Yes: Until Separation	Mag, Ppr			Department Preference to match Personnel Files; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 ~~2 3~~ years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090; 29 USC 1113, LC 1174
~~Human Resources~~	~~HR-006~~	~~COVID-19 Notifications to Employees~~	~~3 years~~		~~3 years~~		~~Mag, Ppr~~			~~LC §6409.6(k), GC §34090~~
Human Resources	HR-007	DMV - Addition, Deletion Form	2 years		2 years		Mag, Ppr			GC §34090
Human Resources	HR-008	DMV-Pull Notices, Waivers for Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag Ppr			Department preference; Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090

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Human Resources	HR-009	Drug Testing Program / DOT Testing - Eligible Pool Lists, Drug & Alcohol Test Results, Training, BIT Inspections, etc.	2 years	3 years	5 years		Mag Ppr			D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc., 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.
Human Resources	HR-010	Equal Opportunity Employment - Complaints / California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Minimum Separation + 4 ~~3~~ years		Minimum Separation + 4 ~~3~~ years		Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 4 ~~2~~ years after "fully and finally disposed"; 2 CCR 1101(c); GC §§12946, 12960, 34090
Human Resources	HR-011	Equal Opportunity Employment - EEOC Reports (EEO-4 Reports); EDD Reports	3 years		3 years		Mag, Ppr			29 CFR 1602.30; 29 CFR 1602.31, 29 CFR 1602.32; GC §34090
Human Resources	HR-012	Grievances	Separation + 6 years		Separation + 6 years	Yes: Until Separation	Mag, Ppr			Department Preference to match Personnel Files; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 ~~2 3~~ years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090; 29 USC 1113, LC 1174

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Human Resources	HR-013	I-9s	Separation + 3 years		Separation + 3 years		Mag, Mfr, OD, Ppr	S / i	Yes:–After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090; INA 274A(b)(3); INS Rule 274a.1(b)(2)
Human Resources	HR-014	LiveScan Fingerprint Clearance Forms - for Employees, Contractors, Volunteers, Interns	Separation + 4 ~~3~~ years		Separation + 4 ~~3~~ years		Mag, Ppr			Department preference (protects City in the event of past employee misconduct); State law requires 4 years after a personnel action; DOJ allows retention for legitimate business needs; must be maintained in a secure and confidential file; DOJ Information Bulletin No. 02-17-BCII; GC §§12946, 12960, 34090,
Human Resources	HR-015	Negotiation Binders / Notes, Side Letters, Correspondence, etc.	10 years		10 years	Yes while current	Mag, Ppr			Department preference; GC §34090

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Human Resources	HR-017	Personnel Files - **All Employees** (Part-time employee's files are forwarded to Human Resources when they are Separated)	Separation + 1 year	5 years	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / i	Yes:–After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 ~~2-3~~ years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC 1198.5
Human Resources	HR-018	Personnel Files - **Fire Department Background Files (Successful Applicants)**	Separation + 1 year	5 years	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / i	Yes:–After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 ~~2-3~~ years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC 1198.5
Human Resources	HR-019	Personnel Files - **Medical** Records (all employees) Includes Breathing Apparatus Fit Tests & LiveScan Log	Separation + 1 year	29 years, OR Termination of Benefits + 5 years (whichever is longer)	Separation + 30 years, OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / i	Yes:–After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090

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Human Resources	HR-020	Recruitment Database - NeoGov	4 ~~3~~ years		4 ~~3~~ years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 ~~2 - 3~~ years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c); 8 CCR §11040(7.(c)), GC §§12946, 12960, 34090
Human Resources	HR-021	Recruitment Files - Full-time Employees (Includes Applications (Unsuccessful), Advertisements, Job Brochures, Test Data, Rating Sheets, Questions, Eligible Lists, Reference Checks, Background Checks from Fire or PD, etc.)	Minimum 4 ~~3~~ years		Minimum 4 ~~3~~ years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 4 ~~2 - 3~~ years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c); 8 CCR §11040(7.(c)), GC §§12946, 12960, 34090
Human Resources	HR-022	Studies & Surveys Conducted on Behalf of the City (Attrition, Benefits, Succession Planning, etc.)	Minimum 3 years		Minimum 3 years		Mag, Ppr			Department preference; GC §34090

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Human Resources	HR-023	Training - Harassment Prevention and Violence in the Workplace (for others, see the City-wide Schedule) (Attendance Rosters, Outlines and Materials)	5 years		5 years		Mag, Mfr, OD, Ppr	S / i	Yes:–After QC & OD	Department Preference; OSHA requires 5 years for safety records;-Calif. Labor Division is required to keep their OSHA records 7 years; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 ~~2 3~~ years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b)
Human Resources	HR-023.5	Verifications of Employment, Child Support, etc. (From lenders or other outside companies)	When No Longer Required		When No Longer Required		Mag Ppr			Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq
Human Resources	HR-024	Workers' Compensation or Disability Claims / Employee or Volunteer Accident Reports Includes all Employee Accident, Incident, or Injury Reports, Refusal of Medical Treatment of an Industrial Accident	Until Closed	29 years, OR Termination of Benefits + 5 years (whichever is longer)	Separation + 30 years, OR Termination of Benefits + 5 years (whichever is longer)		Mag, Mfr, OD, Ppr	S / i	Yes:–After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; Claims are required for five years after the end of compensation, or injury, whichever is longer8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090

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INFORMATION TECHNOLOGY SERVICES DEPARTMENT										
Information Technology Services	ITS-001	Backups / Computer Backups (ALL Disaster Recovery Computer Backups) ~~Tapes / Disks - **Daily**~~	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
~~Information Technology Services~~	~~ITS-002~~	~~Backup Tapes / Disks - **Weekly**~~		~~When No Longer Required~~	~~When No Longer Required~~	~~Yes~~	~~Mag.~~			~~Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; stored off site; GC §34090 et seq.~~
Information Technology Services	ITS-003	Enterprise System Catalogue (posted on line)	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Information Technology Services	ITS-004	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology Services	ITS-005	Software Licenses, Warrantees, Installation Media	When No Longer Used		When No Longer Used		Mag.			Department preference; GC §34090 et seq.
Information Technology Services	ITS-006	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP / (WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes		P	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq

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BUILDING SAFETY										
Develop. Services / Building Safety	DS-001	Building Permit **Database**	Indefinite - Permanent		Indefinite - Permanent	Yes (all)	Mag			Department Preference - Data is interrelated; Permits are Required for the Life of the Structure; GC §34090; H&S §19850
Develop. Services / Building Safety	DS-002	Building Permits / Building Address Files - Permanent Documents Permits & Attachments, Certificate of Occupancy, Geotechnical / Geological Reports, Grading Permits, Lab Test Reports, Structural Observation Reports, Sile Plans Special Inspection Reports, Soils Reports, Structural Observation Reports, Final Inspection Reports	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090; H&S §19850
Develop. Services / Building Safety	DS-003	Building Plans - Expired	Expiration + 6 months		Expiration + 6 months		Mag, Ppr			Preliminary draft not retained in the ordinary course of business; GC §34090 et seq.
Develop. Services / Building Safety	DS-004	Building Plans - Withdrawn	Upon Withdrawal		Upon Withdrawal		Mag, Ppr			Preliminary draft not retained in the ordinary course of business; GC §34090 et seq.

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Develop. Services / Building Safety	DS-005	Building Plans and Construction Documents - **Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES**	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; plans are not required to be submitted for these projects, but if they are, the CBC requires they be retained for at least completion + 180 days; H&S§19850; CBC §§104.7 & 107.5; GC §34090
Develop. Services / Building Safety	DS-006	Building Plans and Construction Documents - **Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS, PRODUCTION HOMES**	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial only; ~~—~~ CBC §§104.7 & 107.5; H&S§19850, GC §34090
Develop. Services / Building Safety	DS-007	California Building Codes (CBC, etc.)	Minimum While Ordinance is in Force		Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
Develop. Services / Building Safety	DS-008	Complaints (Written correspondence received or sent)	~~When No Longer Required -~~ **Minimum Close + 2 years**		~~When No Longer Required -~~ **Minimum Close + 2 years**		Mag, Ppr			GC §34090
Develop. Services / Building Safety	DS-009	Covenants	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)

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Develop. Services / Building Safety	DS-010	**Inspection Construction Notices / Inspection Notices** (correction notices, compliance orders, stop work notices, etc.)	Until Cleared or Project Completion		Until Cleared or Project Completion		Mag, Ppr			Department Preference (preliminary documents); GC §34090
Develop. Services / Building Safety	DS-011	Modification Approvals / Deviations from Code Requirements	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Develop. Services / Building Safety	DS-012	Plan Check Review / Plan Review / Extension of Time for Permit or Plans	Project Completion or Upon Expiration		Project Completion or Upon Expiration	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090; H&S §19850
Develop. Services / Building Safety	DS-013	Requests & Permissions to Receive Copies of Plans (to and from architects)	2 years		2 years		Mag, Ppr			GC §34090

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CODE ENFORCEMENT										
Develop. Services / Code Enforce.	DS-014	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters)	Minimum Close + 2 years		Minimum Close + 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Case is open until satisfactorily resolved (some cases are not resolved); City Clerk maintains original staff reports and resolutions that are presented to Council; GC §34090
Develop. Services / Code Enforce.	DS-015	Code Enforcement / Abatement Case Files **Liens & Releases**	P		P	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
DEVELOPMENT / PRIVATE DEVELOPMENT										
Develop. / Private Develop.	DS-016	Private Development Projects / Job Files: **Administration File** Construction Inspections, Photos, Private Lab Verifications, Testing Lab Final Reports *Examples: CUPs, Lot Line Adjustments, Specific Plans, Split Lots, TPMs, TSMs*	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; -CCP §337 et. seq., GC §34090

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Develop. / Private Develop.	DS-017	Private Development Projects / Job Files: **Permanent Files** Drainage, Encroachments, Rights of Way, Soils Reports, Stormwater, etc. Copies of Deeds, Dedications, Easements, Abandonments (City Clerk is OFR) *Examples: CUPs, Lot Line Adjustments, Specific Plans, Split Lots, TPMs, TSMs*	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
HOUSING AND SENIOR HOUSING (PARK VISTA)										
Develop. Services / Housing	DS-018	Five Year Consolidated Action Plan and the related Action Plans / PHA Plans	Expiration of Plan + 5 year		Expiration of Plan + 5 years		Mag, Ppr			Consolidated Plan Requirement; GC §34090

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Develop. Services / Housing	DS-019	Housing Programs: All, including Home Repair, Low-Mod, CalHome, CDBG & HOME **WITH Recapture or Resale Restrictions**	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)(c)(2); 29 CFR 97.42, GC §34090
Develop. Services / Housing	DS-020	Housing Programs: All, including Home Repair, Low-Mod, CalHome, CDBG & HOME **NO RECAPTURE / RESALE RESTRICTIONS**	Loan Pay-off + 5 years		Loan Pay-off + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)(c)(2); 29 CFR 97.42, GC §34090
Develop. Services / Housing	DS-021	HUD Reports (ALL Reports to HUD)	5 years		5 years		Mag, Ppr			Department preference; ; GC §34090

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Develop. Services / Housing	DS-022	Senior Housing / Park Vista Apartments (Property Management / Tenant Records, Income Verifications, etc. are Contracted)	5 years		5 years		Mag, Ppr			Department preference; ; GC §34090
Develop. Services / Housing	DS-023	Senior Housing Board (Park Vista) **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Develop. Services / Housing	DS-024	Senior Housing Board (Park Vista) **MINUTES, BYLAWS**	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
PLANNING										
Develop. Services / Planning & City Clerk	DS-025	Annexations / Boundaries / Consolidations / LAFCO	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Develop. Services / Planning	DS-026	Congestion Management Plan.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Develop. Services / Planning	DS-027	Director Hearings / Adjustments	2 years		2 years		Mag, Ppr			The final decision is filed in the Project Entitlement Folder; GC §34090
Develop. Services / Planning	DS-028	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) **Inside City Boundaries**	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090

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Develop. Services / Planning	DS-029	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) **Outside City Boundaries**	When No Longer Required		When No Longer Required		Ppr, OD			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Develop. Services / Planning	DS-030	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA / NEPA **Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project ~~submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action~~**	Project Approval or Denial + 2 years ~~Completion of CEQA Process~~		Project Approval or Denial + 2 years ~~Completion of CEQA Process~~		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167,6 GC §34090
Develop. Services / Planning	DS-031	General Plan Working Papers	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090
Develop. Services / Planning	DS-032	General Plan, Elements and Amendments	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Develop. Services / Planning	DS-033	Land Use Studies / Plans / Reports	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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Develop. Services / Planning	DS-034	Master Plans, Specific Plans, Bikeway Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Develop. Services / Planning	DS-035	Miscellaneous Planning Research Projects (by property address)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference GC §34090 et seq.
Develop. Services / Planning	DS-036	Planning Commission **Agenda Packets**	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference - Copies (the original Staff Reports are filed in the Project Entitlement Folder); GC §34090.7
Develop. Services / Planning	DS-037	Planning Commission **Minutes & Bylaws**	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
Develop. Services / Planning	DS-038	Planning Commission **Resolutions**	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090 et seq.

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Develop. Services / Planning	DS-039	**Planning Project Files - Permanent Entitlements (All)** (Includes Associated Conditions of Approval, Environmental Determinations, Staff Reports, Plans & Maps, copies of Resolutions and Ordinances) Examples: Conditional Use Permits (CUPs), Design Review, Lot Line Adjustments, Parcel Maps, Site Plans, Tentative Subdivisions, Variances, Zone Changes, Zone Text Amendments, etc.	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Department maintains complete files for administrative purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Develop. Services / Planning	DS-039.5	Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing & Community Development	5 years		5 years		Mag, Ppr			Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §34090,
Develop. Services / Planning	DS-040	Preliminary Review File (No Final Application)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference; Preliminary Documents (no application submitted); GC §34090
Develop. Services / Planning	DS-041	Project Log Index / Spreadsheet / Binders of Historic Actions	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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Develop. Services / Planning	DS-042	Regional Organizational Studies & Programs where other Agencies are the Lead (e.g. Air Quality Studies, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records; GC §34090 et seq.
Develop. Services / Planning	DS-043	Special Studies (Not related to a specific project)	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Develop. Services / Planning	DS-044	Temporary Use Permits / Special Use Permits / Temporary Entitlements: **Christmas Tree Lots**, Ambient Sound, Banners, Pumpkin Lots, Outdoor Events, etc.	2 years		2 years	Yes: During Event	Mag, Ppr			Temporary uses; Department maintains complete files for administrative purposes; GC§§34090
City Clerk	DS-045	Zoning Amendments, Zoning Text Amendments	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies; GC §34090.7
Develop. Services / Planning	DS-046	Zoning Conformance	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Develop. Services / Planning	DS-047	Zoning Maps of Significant Historical Value	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City Clerk Maintains originals of all documents that were presented to Council; GC §34090.7
RESIDENTIAL SOUND INSULATION										
Airport	DS-048	Airport Noise Documents	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records

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Develop. Services / Residential Sound Insulation	DS-049	Contractor Correspondence / Project Administration	10 years		10 years		Mag, Ppr			Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Develop. Services / Residential Sound Insulation	DS-050	FAA Financial Information / Grant Funding	2 years	After FAA Audit, if Required - **Minimum 5 years**	After FAA Audit, if required - **Minimum 5 years**		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7
Develop. Services / Residential Sound Insulation	DS-051	List of Projects (Historical Excel File)	P		P		Mag, Ppr			Department preference; GC §34090

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Develop. Services / Residential Sound Insulation	DS-052	Residential Sound Insulation Homeowner File / RSI Homeowner File (for each property) / Window & Door Replacements	Project Completion + 10 years		Project Completion + 10 years		Mag, Ppr			Department preference; covers all warrantee periods; CCP §337 et. seq., GC §34090
Develop. Services / Residential Sound Insulation	DS-053	Standard Specifications Used for Residential Sound Insulation / RSI projects (provided by the City to Contractors)	P		P		Mag, Ppr			Department preference; GC §34090

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RECORDS RETENTION SCHEDULE: POLICE

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POLICE ADMINISTRATION / CHIEF / INTERNAL INVESTIGATIONS / SUPPORT SERVICES										
Police / Admin	PD-001	Concealed Weapon Permits (CCW) - Civilians / Retirees	Expiration + 2 years		Expiration + 2 years		Ppr			DOJ manages the sale and transfer of firearms; Non-records (State is OFR); most agencies retain for 2 years; GC §34090, ~~PC §12070 et seq.~~
Police / Admin	PD-002	Crime Statistics / Uniform Crime Reporting (UCR): ANNUAL	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Historical Value; GC §34090
Police / Admin	PD-003	Crime Statistics / Uniform Crime Reporting (UCR), NIBRS Statistical Reporting: PERIODIC (Monthly, Bi-monthly, etc.)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin	PD-004	Homeless Services: Supportive Housing, Outreach, Rapid Re-housing, Continuing Care Grants, etc.	5 years		5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), 29 CFR 97.42; GC §34090; 24 CFR 982.158

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Police / Admin	PD-005	Internal Investigations: Sustained **WITHOUT Sustained Finding of Misconduct as defined in PC §832.7**, Not Sustained and Officer Involved Shootings	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			Department Preference; State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC §1045(b)(1), GC §§12946, 34090, PC §§801.5, 803(c), 832.5, VC §2547
Police / Admin	PD-005.1	Internal Investigations: Sustained **WITH Sustained Finding of Misconduct as defined in PC §832.7**	Final Disposition + 15 years		Final Disposition + 15 years		Mag, Ppr			PC §832.7; GC §34090
Police / Admin	PD-006	Light Duty Reports	2 years		2 years		Ppr			Original Workers Compensation part of Personnel file; GC §34090 et seq.
Police / Admin	PD-007	POST Data, Files and Printouts (Training Courses)	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Claims can be made for 30 years for toxic substance exposure; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

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Police / Admin	PD-007.5	Report to the State Commission on Peace Officer Standards and Training (POST Commission) of peace officer employment, compliant, finding, disposition, or judgement pursuant to §PC 13510.9	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Admin	PD-008	Work Assignments (Schedules)	7 years		7 years	Yes: Current Schedule only	Ppr			Department Preference; EEOC's basic requirement is 1 year after action; Bureau of National Affairs recommends 2 years for work schedules; 29 CFR 516.6(1), 29 CFR 1602.14, GC § 34090

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ANIMAL REGULATION										
Police / Animal Reg.	PD-009	Animal Licenses	2 years		2 years		Mag, Ppr			GC §34090
Police / Animal Reg.	PD-010	Animal Control County Reports / Lists	2 years		2 years		Mag, Ppr			GC §34090
Police / Animal Reg.	PD-010.1	Animals - Record of All Efforts to Contact Owner and/or Microchip's Primary Registrant	2 years		2 years		Mag, Ppr			FA §§31108.3 and 31752.1; GC §34090
INVESTIGATIONS (ALL)										
Police / Investig.	PD-011	Background Checks for Business Licenses: Bingo, Massage Technicians & Parlors, Peddlers, Taxi, etc.	Expiration of License + 2 years		Expiration of License + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Police / Investig.	PD-012	Background Files - CCW, Employees, Volunteers & Reservists	Separation + 30 years		Separation + 30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained for administrative value; GC §34090
Police / Investig.	PD-013	Background Files - U Visas, T-Visas with INS Letters / Victims of Crime	4 years		4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Per Immigration; GC §34090
Police / Investig.	PD-014	Background Files - Unsuccessful Applicants (Not Hired)	5 years		5 years					Department Preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 4 ~~2 - 3~~ years; 29 CFR 1627.3(a)(5) and (6), 8 CCR §11040.7(c), GC §§12946, 34090

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Police / Investig.	PD-015	Field Interview Cards (may include photos)	1 year		1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes destroyed in the regular course of business; GC §34090 et seq.
Police / Investig.	PD-016	Guns: Dealers Record of Sale	When No Longer Required		When No Longer Required		Mag, Ppr			Based on DOJ Inventory Requirements; Some dealers have an automated link to DOJ; GC §34090
Police / Investig.	PD-017	Intelligence Reports	5 years		5 years		Mag, Ppr			Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
RECORDS and PROPERTY										
Police / Records & Prop.	PD-018	Arrest Reports (LA County Booking #)	Follows Retention of Crime Report		Follows Retention of Crime Report	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance	PD-019	Auction Receipts & Records (Evidence)	4 years		4 years		Ppr			Consistent with auditing standards; GC §34090
Police / Investig.	PD-020	Background Clearance Letters (Not Employees)	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Police / Records & Prop.	PD-021	Citations: Marijuana Citations or Reports (less than 28.5 grams)	2 years		2 years		Mag, Ppr			GC §34090, H&S §11361.5

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Police / Records & Prop.	PD-022	Citations: Misdemeanor Traffic, Parking, or Criminal	2 years		2 years		Mag, Ppr			Statute of Limitations is up to two years; Also See Crime Reports; GC §34090, PC §802
Police / Records & Prop.	PD-023	Crime Reports: **Felonies and Misdemeanors - ALL** except those otherwise specifically mentioned in this retention schedule	7 years or upon DOJ Notification		7 years or upon DOJ Notification	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Provided there are no outstanding warrants, unrecovered weapons, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, PC §802, PC §§187, 800 et seq.
Police / Records & Prop.	PD-024	Crime Reports: **Homicide,** Falsification of Public Records, Kidnapping, Unsolved Child or Elder Abuse, Sexual Assault & Neglect, Rape, Misuse of Public Funds, Train-wrecking, Treason, Suicide, Officer Involved shootings (Crimes Subject to Death Penalty or without statute of Limitations)	P		P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Most have no limitations on commencement of action; PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, and 799
Police / Records & Prop.	PD-025	Crime Reports: **Marijuana** less than 28.5 grams	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., GC§3409

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Police / Records & Prop.	PD-026	Crime Reports: **Misdemeanor Marijuana** §11357(e) - **Juvenile on School Grounds during School Hours** (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Records & Prop.	PD-027	Crime Reports: **Missing Person** Reports (unsolved)	2 years or Until Located	P	P	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Dept. Preference; Also see Crime Reports; GC §34090
Police / Records & Prop.	PD-028	Crime Reports: **Public Assist** and other Non-Criminal Police Contact Reports	2 years		2 years		Mag, Mfr, OD, Ppr			Also see Crime Reports; GC §34090
Police / Records & Prop.	PD-029	Crime Reports: **Sealed Cases ("Factual Innocence")**	Date of Arrest + 3 years		Date of Arrest + 3 years		Mag, Mfr, OD, Ppr			"shall" destroy; Individual petitions District Attorney; PD concurs that person is factually innocent, then seals record; GC §34090; PC §851.8(a)
Police / Records & Prop.	PD-030	Crime Reports: **Sealed Cases (e.g. Juveniles)** Except those with Childhood Sexual Assault, Child Abuse or Severe Neglect, (Substantiated),outstanding stolen property, including firearms, or lost firearms	Sealing date + 5 years (or Court Order)		Sealing date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr			Statute of Limitations runs up to age 22, or within five years of date of discovery of injury / illness occurring after age of majority, whichever is later ~~of majority + 8 years;~~ Sealing for Juveniles and Wards of the Court retained for 5 years; CCP §§340.1, GC §34090; W&I §781(d)
Police / Records & Prop.	PD-030.1	Crime Reports: **Sealed Juvenile and Ward Cases** - Childhood Sexual Assault	Age of Majority + 22 years		Age of Majority + 22 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr			CCP §§340.1, GC §34090

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Police / Records & Prop.	PD-030.5	Crime Reports: **Vacatur Relief Granted by Court - Victim of Human Trafficking (Nonviolent Crimes)**	Court Order + 1 year		Court Order + 1 year		Mag, Mfr, OD, Ppr			Individual petitions Court ("Shall" Destroy); GC §34090; PC §§236.14(k); 236.15(k)
Police / Records & Prop.	PD-031	Department of Justice Validation Lists	2 years		2 years		Mag, Ppr			Information received by DOJ; GC §34090
Police / Records & Prop.	PD-032	Drug Registrants (maintained in RMS)	5 years		5 years		Mag, Ppr			Department Preference (follows crime report retention); Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Records & Prop.	PD-033	Evidence Sheets (Property cards and records)	(Criminal Report Retention)		(Criminal Report Retention)		Ppr			Statute of Limitations is 1 year for property seized by officers; CCP §340(d); GC §34090
Police / Records & Prop.	PD-034	Evidence Sheets: Found Property Lawfully disposed (over $10,000)	2 years	P	P		Mag, Ppr			If artifact over $10,000, artifact is permanent - Statute of Limitations is up to 3 years (recovery from seized property by police is 1 year); CCP §338(c), 340(4), 341(a); GC §34090
Police / Records & Prop.	PD-035	Evidence Sheets: Found Property Lawfully disposed (under $10,000)	2 years		2 years		Mag, Ppr			If artifact over $10,000, artifact is permanent - Statute of Limitations is up to 3 years (recovery from seized property by police is 1 year); CCP §338(c), 340(4), 341(a); GC §34090

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Police / Records	PD-035.2	Gang Registrants: **Adults & Juveniles**	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (registration pursuant to PC 186.3(a)); GC §34090
Police / Records & Prop.	PD-036	Officer Recordings: Body-Worn Cameras – **LOGS of Access or Deletion of Data**	P		P		Mag,			PC§ 832.18(b)(5)(E); GC §34090.6 et seq.
Police / Records & Prop.	PD-037	Officer Recordings: Body-Worn Cameras - that **ARE evidence, Officer Involved Shootings / Detention or Arrest / Complaints**	Follows retention for Evidence, Minimum 2 years		Follows retention for Evidence, Minimum 2 years		Mag,			PC§ 832.18(b)(5)(B)&(C); GC §34090.6 et seq.
Police / Records & Prop.	PD-038	Officer Recordings: Body-Worn Cameras - that are **NOT evidence**	60 days		60 days		Mag,			PC§ 832.18(b)(5)(A); GC §34090.6 et seq.
Police / Records & Prop.	PD-039	Officer Recordings: Mobile Audio/Video Recordings that are **not** evidence	1 year		1 year		Mag			Department preference; Recordings that become evidence are stored with evidence; consistent with Lexipol requirements; GC §34090.6(a)
Police / Records & Prop.	PD-039.5	Officer Recordings: Drone (Unmanned Aerial Vehicle) Recordings	When No Longer Required		When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq.
Police / Records & Prop.	PD-040	Pawn Slips / Secondhand	2 years		2 years		Ppr			Department Preference; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090

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Police / Records & Prop.	PD-041	Photos: Crime Scenes	Follows Retention of Crime Report		Follows Retention of Crime Report		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	See appropriate Crime Report
Police / Records & Prop.	PD-042	Photos: Mug Shots	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained for administrative value; GC §34090
Police / Records & Prop.	PD-043	Photos: Request Forms	2 years		2 years		Ppr			Department Preference; GC §34090
Police / Records & Prop.	PD-044	Restraining Orders	Expiration of Order		Expiration of Order		Ppr			Department Preference; Non-records (Court is OFR); GC §34090
Police / Records & Prop.	PD-045	Search Warrants	Follows Retention of Crime Report		Follows Retention of Crime Report		Mag, Ppr			Copies; Court is OFR; GC §34090
Police / Records & Prop.	PD-046	Sex Offender Registrations	10 years	P or Death of Registrant	P or Death of Registrant		Mag, Ppr			Pursuant to PC §290 et seq.; If released from CAY, records are destroyed after age 25 or sealing pursuant to W&I §781;
Police / Records & Prop.	PD-046.1	STOP Source Data, Audit Log / Racial and Identity Profiling Act (RIPA) Annual Report	3 years		3 years		Ppr			11 CCR 999.228; 11 CCR 999.229; GC §34090
Police / Records & Prop.	PD-047	Subpoenas and Subpoena Logs	When No Longer Required		When No Longer Required		Ppr			Transitory Non-Record; Courts are OFR; GC §34090

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Police / Records & Prop.	PD-048	Taxi Permits (Backgrounds)	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			GC §34090
Police / Records & Prop.	PD-049	Video Interviews	(Follows evidence retention)		Follows evidence retention)		Mag			Department Preference; GC §34090
Police / Records & Prop.	PD-050	Weapons, Lost / Stolen, Serialized, if no activity from date of report and CLETS purge	Until Found		Until Found		Ppr			Department Preference (Based on DOJ Inventory and ATF History Report); GC §34090
POLICE INFORMATION TECHNOLOGY										
Police / IT	PD-051	Backup Tapes / Disks - **Daily**	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery purposes only; Consistent with City MIS; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Police / IT	PD-052	Backup Tapes / Disks - **Weekly**		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery purposes only; Consistent with City MIS; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Police / IT	PD-053	Daily Crime Report No. Log: Case Numbers (Maintained by MIS)	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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Police / IT	PD-054	Recordings of Telephone Calls - Front Desk and Watch Commander	100 days		100 days		Mag			Department preference; (legally mandated for 100 days); GC §§34090, 34090.6
Police / IT	PD-055	Video Recordings - **Employees / City Operations / Holding Cell**	1 year		1 year		Mag			1 year is required when video recording regular ongoing operations of the City; GC §34090.6(a)
Police / IT	PD-056	Video Recordings - **Public Areas** (Streets, Sidewalks, Lobbies, Hallways, etc.)	When No Longer Required		When No Longer Required		Mag			Does not record regular ongoing operations of the City (preliminary drafts); GC §34090 etc.

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CITY WIDE (Used by all Departments)										
Lead Dept.	CW-001	Accident Report / Injury Reports / Incident Reports: **PUBLIC** (Send Employee Reports to Human Resources)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CW-002	Agreements & Contracts - **ALL ~~APPROVED BY CITY COUNCIL~~** **Send ALL Originals to the City Clerk**	Copies - When No Longer Required ~~Send Originals to the City Clerk~~		Copies - When No Longer Required ~~Send Originals to the City Clerk~~		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090.7
Lead Dept.	CW-003	Agreements & Contracts - **ADMINISTRATION RECORDS** Project Schedules, Correspondence with Vendor, etc.	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Lead Dept.	CW-004	Appeals	The Retention of the Appealed Record Series		The Retention of the Appealed Record Series		Mag, Ppr			Department preference (Appeals usually are retained as part of an Agenda Packet); GC §34090 et seq.

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Staffing Dept.	CW-005	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Staffing Dept.	CW-006	Boards, Commissions, & Committees: Citizens Advisory Bodies Formed by CITY COUNCIL **MINUTES, BYLAWS**	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
	CW-007	Boards, Commissions, & Committees: **External** Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
Lead Dept.	CW-008	City Council Subcommittees / Ad-Hoc City Council Subcommittees	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-009	Committees **Internal - Attended by employees:** All Records (e.g. Records Management Committee, In-House Task Forces, etc.)	2 years		2 years		Mag, Ppr			GC §34090

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Lead **(Responding)** Dept.	CW-010	Complaints / Concerns from Citizens **(operational)**	Minimum 2 years		Minimum 2 years		Mag Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342; GC §34090
	CW-011	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that **Authors** Document or Receives the City's Original Document	CW-012	Correspondence - **ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business)** (e.g. Administrative, Chronological Files, e-mail, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading Files, Working Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		2 years		Mag, Ppr			Retained 2 years ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017; GC §34090

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Dept. that **Authors** Document or Receives the City's Original Document	CW-013	Correspondence - **TRANSITORY / PRELIMINARY DRAFTS,** Interagency and Intraagency Memoranda not retained in the ordinary course of business **Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference** (e.g. calendars, checklists, e-mail or social media postings, instant messaging, ~~,~~ invitations, instant messaging, logs, mailing lists, meeting room registrations, speaker slips, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and retained based upon the **CONTENT** of the record. Records where **either the Content relates in a substantive way to the conduct of the public's business,** or ARE made or retained for the purpose of preserving the informational content for future reference **are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period**. If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary draft. GC §§34090, 7927.500, 7928.705. ~~6252, 6254(a)~~; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017

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Lead Dept.	CW-014	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, ~~6252, 6254(a)~~ 7927.500, 7928.705
Lead Dept.	CW-015	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-016	Grants (**UNSUCCESSFUL** Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090

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Lead Dept.	CW-017	Grants / CDBG / Reimbursable Claims / Subventions / FEMA Claims / OES Claims **(SUCCESSFUL** Reports, other records required to pass the funding agency's audit, if required) Send Grant Financial Reports to Finance Applications (successful), program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - **Minimum 5 years**	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133.320(g); GC §34090; GC §8546.7
Lead Dept.	CW-018	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-019	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §34090
Human Resources	CW-020	Personnel Files (Full-time and Part-time)	Upon Separation or Transfer, Send to Human Resources		Upon Separation or Transfer, Send to Human Resources		Mag, Ppr			Human Resources is OFR; GC §34090.7

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Lead Dept.	CW-021	Personnel Supervisory Files **(Supervisor's Notes)**	(After Incorp. In Performance Evaluation)		(After Incorp. In Performance Evaluation)	Before Annual Performance Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-022	Personnel Work Schedules	When No Longer Required		When No Longer Required		Mag, Ppr			Time Cards are the final (these are preliminary drafts); GC §34090
Lead Dept.	CW-023	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			Considered preliminary drafts; GC §34090
Lead Dept.	CW-024	Public Hearing Notices (Mailed)	2 years		2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090
Lead Dept. (Who Ordered the Appraisal)	CW-025	Real Estate Appraisal Reports (Acquisition or Sale): Property **NOT** purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; ~~Statewide Guidelines show 2 years~~; GC §§34090, ~~6254(h)~~ 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-026	Real Estate Appraisal Reports (Acquisition or Sale): **Purchased** Property, Funded Loans	2 years	~~When No Longer Required -~~ Minimum 3 years	~~When No Longer Required -~~ Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets municipal government auditing standards; ~~Statewide Guidelines show 2 years;~~ GC §§34090, ~~6254(h)~~ 7928.705

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Lead Dept.	CW-027	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by **YOUR Department**	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Lead Dept.	CW-028	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters & Reports: Produced by **OTHER Departments**	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7
	CW-029	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters, & Reports: Produced by **OUTSIDE ORGANIZATIONS** (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-030	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-031	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	5 years		5 years		Mag, Ppr			Department preference; Information is outdated after 5 years; GC §34090

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Lead Dept.	CW-032	SDS (Safety Data Sheets) / MSDS (Material Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		30 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Previous MSDS may be obtained from a service; **SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years**; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3), GC §34090
Lead Dept.	CW-033	Speaker Cards (submitted at public meetings)	When No Longer Required		When No Longer Required		Ppr			Transitory records not retained in the ordinary course of business (used to accurately produce minutes); GC §§34090 et seq.,
Lead Dept.	CW-034	Special Event Permits	Expiration + 2 years		Expiration + 2 years	Yes: During Class or Program	Mag, Ppr			GC §34090
Lead Dept.	CW-035	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years		Mag, Ppr			GC §34090

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Lead Dept.	CW-036	Training - ALL **COURSE** RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety training)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; OSHA requires 5 years for safety records; Calif. Labor Division is required to keep their OSHA records 7 years; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 ~~2 3~~ years; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b)

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RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record	Classification OR File Number	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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CITY ATTORNEY										
City Attorney	CA-001	Advice Files / Subject Files (Advice provided to the City on a variety of subjects)	When No Longer Required		When No Longer Required		Mag, Ppr			Reference materials and copies of documents generated by other departments pertaining to various topics required by Attorney staff; GC §34090 et seq.
City Attorney	CA-002	Citations and Complaints (All are misdemeanors. Includes inspections, warrants, etc.)	3 years		3 years		Mag, Ppr			Provided there are no outstanding warrants, do not involve identifiable items which have not been recovered, GC §34090
City Attorney	CA-003	City Attorney Opinions	5 years	P	P	Yes	Mag, Mfr, OD, Ppr	S/I	No	Department preference; GC §34090
City Attorney & Finance / Risk Manag.	CA-004	Claims - **Not Juveniles**	Settle + 5 years		Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
City Attorney & Finance / Risk Manag.	CA-005	Claims - **Juveniles**	Age of Majority (minimum Settle + 5 years)		Age of Majority (minimum Settle + 5 years)	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5

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***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
City Attorney & City Clerk	CA-006	Closed Session Materials	2 years		2 years		Mag, Ppr			GC §34090
AS Human Resources	CA-007	Grievances (Escalated from Human Resources)	Return to Human Resources		Return to Human Resources	Yes: Before Disposition	Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960, 34090
City Attorney	CA-008	Litigation Files / Legal Case Files Send Final Settlement Agreements to the City Clerk	Settle + 1 year	Settle + 4 years	Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Inactive	Statute of Limitations runs 6 months - 5 years; for contracts is 4 years; wrongful death for construction is completion + 5 years; Civil Courts retain their records for 10 years; CCP §§ 337 et seq.; GC §§ 945, 34090, 34090.6, 68150; PC §832.5

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RECORDS RETENTION SCHEDULE: CITY CLERK

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***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
CITY CLERK										
City Clerk & Public Works / Engineering	CC-001	Abandonments / Vacations (Streets) / Rights of Way	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090 et seq.
City Clerk	CC-002	Agenda Staff Reports	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CC-003	Agenda Packets	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
~~City Clerk~~	~~CC-004~~	~~Agreements & Contracts Approved by Council: Mutual Aid, Joint Powers Authorities (JPAs)~~	~~Superseded + 2 years~~	~~P~~	~~P~~	~~Yes: Before Expiration~~	~~Mag, Mfr, OD, Ppr~~	~~S / I~~	~~Yes: After QC & OD~~	~~Administrative & legal value (Emergency Preparedness), GC §34090~~

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***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
City Clerk	CC-005	Agreements & Contracts ~~Approved by Council~~: **ALL** **INFRASTRUCTURE OR IMAGED:** Includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal) and insurance certificates **Examples of Infrastructure:** Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.	Completion + 2 years	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All infrastructure, JPAs, & Mutual Aid contracts are permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703

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City Clerk	CC-006	Agreements & Contracts ~~Approved by Council:~~ **ALL NON-INFRASTRUCTURE (NOT IMAGED)**: Includes all contractual obligations (e.g. Amendments, Scope of Work or Successful Proposal) and insurance certificates **Examples of NON-Infrastructure:** Consulting, grants, disposal, franchises, housing, leases, legal services, loans, paving, painting, professional services, slurry seals, tree trimming, etc.	Completion + 2 years	8 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations is 10 years for Errors & Omissions; Statute of Limitations for contracts is 4 years; CCP §§337., 337.1(a), 337.15 GC §34090
City Clerk	CC-007	Agreements & Contracts Approved by Council: Retirement Agreements (PERS)	2 years	P	P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); GC §§12946, 12960, 34090
City Clerk	CC-008	Agreements & Contracts Approved by Council: Subdivision, LLA's (Lot Line Adjustments), & LSA's (Lot Split Agreements)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
City Clerk	CC-009	Agreements & Contracts Approved by Council: Title Insurance, Land Records	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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City Clerk	CC-010	Agreements & Contracts Approved by Council: MOUs - Memorandas of Understanding	5 years	Expiration + 5 years	Expiration + 5 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / FLSA requires 3 years for MOUs; State requires 2 years; 29 CFR 516.5, GC §§12946, 12960, 34090
City Clerk	CC-012	Annexations	P		P		Mag, Mfr, OD, Ppr	S/I	No	GC § 34090
City Clerk	CC-012	Bid Submittals - Formal Bids Only: Specification / RFP and Responses, Unsuccessful Bids and Proposals, etc.	Bid Opening + 2 years		Bid Opening + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
City Clerk	CC-015	Certificates of Insurance (Normally filed with Agreement)	2 years	9 years	11 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Longest Statute of Limitations is 10 years; CCP §337 et seq.; GC §34090
City Clerk	CC-016	Chronological History of Mayors and City Council	2 years	P	P		Mag, Ppr			Historical Value; GC §34090
City Clerk	CC-018	City Incorporation, Logo, City Seal	P		P		Mag, Ppr			GC §§34090
City Clerk	CC-019	City Clerk - Notary Public	Expiration of Term + 10 years		Expiration of Term + 10 years		Mag, Mfr, OD, Ppr	S	No	Statute of Limitations for Errors and Omissions is 10 years; CCP §337 et seq.; GC §34090
Risk Manag.	CC-020	Claims Forms	2 years		2 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Risk Management is Office of Record for the Claim File; GC §§34090

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City Clerk	CC-023	Deeds: Property owned by City (property acquisition files)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-024	Easements	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
ELECTIONS - CONSOLIDATED										
City Clerk	CC-025	Campaign Disclosure Statements (**FPPC 400** Series Forms, 501 Form): **SUCCESSFUL CANDIDATES** (Elected Officials) All, whether filed electronically or not	2 years	P	P		Mfr, OD, Ppr	S	After 2 years	Data that has been maintained for at least 10 years may then be archived in a secure format; Paper must be retained for at least 2 years; GC §81009(b)&(g); GC §84615(i)
City Clerk	CC-026	Campaign Disclosure Statements (**FPPC 400** Series Forms, 501 Form): **UNSUCCESSFUL CANDIDATES** Includes Unsuccessful Candidates Without Committees that Don't File Electronically	5 years		5 years		Ppr			Candidates without committees are not required to file their statements , reports or copies online or electronically; Paper must be retained for at least 2 years; GC §81009(b)&(g); GC §84615
City Clerk	CC-027	Campaign Disclosure Statements (FPPC 400 Series Forms, 501 Form): **UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH or WITHOUT** Committees	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Statements filed electronically are required for 10 years; GC §81009(b)&(g); GC §84615

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City Clerk	CC-028	Elections - Campaign Reports (FPPC 400 Series Forms): **OTHER COMMITTEES (PACS** - not candidate-controlled)	7 years		7 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(b)(g)
City Clerk	CC-029	Elections - Campaign Reports (FPPC 400 Series Forms): **THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK** (copies)	4 years		4 years		Mfr, OD, Ppr	S	After 2 years	Paper must be retained for at least 2 years; GC §81009(f)
City Clerk	CC-030	Elections - Candidate Statements (to be printed in the sample ballot)	Duration of Office + 4 years		Duration of Office + 4 years		Ppr	S / M / I	After 2 years	Department Preference; No specific legal requirement; GC § 34090
City Clerk	CC-031	Elections - Certificates of Election	Duration of Office + 4 years		Duration of Office + 4 years		Ppr	S / I	Yes: After QC & OD	Department Preference; No specific legal requirement; GC § 34090
City Clerk	CC-032	**WORKING or ADMINISTRATION Election** File (Correspondence to candidates or FPPC, Applications for vacancies on the Council, Master of Candidate's Packet, etc.)	2 years		2 years		Mag, Ppr			Used for a model for the next election, GC §34090
City Clerk	CC-033	Elections - **HISTORICAL File** (Sample ballot, all Resolutions (calling the election, canvass, etc.), election summary)	8 years	P	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk	CC-034	Elections - Nomination Papers: **SUCCESSFUL CANDIDATES**	Duration of Office + 4 years		Duration of Office + 4 years		Mag, Mfr, OD, Ppr			Department Preference; CA law states term of office and 4 years after the expiration of term; EC §17100

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City Clerk	CC-035	Elections - Nomination Papers: **UNSUCCESSFUL CANDIDATES**	Election + 4 years		Election + 4 years		Mag, Mfr, OD, Ppr			CA law states term of office and 4 years after the expiration of term; EC §17100
City Clerk	CC-036	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Results + 8 months or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk	CC-037	Elections - Precinct Maps	2 years		2 years		Mag, Ppr			No specific legal requirement; EC §17501, GC §34090
ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections … records series are not repeated)										
City Clerk	CC-038	Elections - Vote-by-Mail Applications / Absentee Applications, Roster of Absentee Applications		6 mo.	6 mo.		Ppr			EC §17505
City Clerk	CC-039	Elections - Vote-by-Mail Identification Envelopes / Absentee Identification Envelopes		6 mo.	6 mo.		Ppr			EC §17302
City Clerk	CC-040	Elections - Ballots - After Election		6 mo.	6 mo.		Ppr			EC §17302
City Clerk	CC-041	Elections - Ballots - After Recount		6 mo.	6 mo.		Ppr			EC §17306
City Clerk	CC-042	Elections - Assessment District Ballots - Prop. 218 proceedings		2 years	2 years		Ppr			GC §53753(c)(2)

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City Clerk	CC-043	Elections - Challenged & Assisted Voters List		6 mo.	6 mo.		Ppr			If uncontested, EC §17304
City Clerk	CC-044	Elections - Inspector Receipts for Ballots		6 mo.	6 mo.		Ppr			EC 17302, 17306
City Clerk	CC-045	Elections - Precinct Officer Appointments		6 mo.	6 mo.		Ppr			EC §17503
City Clerk	CC-046	Elections - Roster of Voters		5 years	5 years		Mag, Mfr, OD, Ppr			EC §17300
City Clerk	CC-047	Elections - Tally Sheets		6 mo.	6 mo.		Ppr			EC §17304
City Clerk	CC-048	Elections - Voter Index Copies used as the Voting Record at Polling Places		6 mo.	6 mo.		Ppr			EC §17304
City Clerk	CC-049	Elections - Voter Index Original		5 years	5 years		Ppr			EC §17001
(End of Elections Section)										
City Clerk	CC-051	Ethics Training Certificates	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53235.2(b)
City Clerk	CC-052	FPPC 700 Series Forms (Statement of Economic Interests): **DESIGNATED EMPLOYEES** (specified in the City's Conflict of Interest code)	3 years	4 years	7 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	City maintains original statements; GC §81009(e) & (g)

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City Clerk	CC-053	FPPC 700 Series Forms (Statement of Economic Interests): **PUBLIC OFFICIALS** (elected & not elected. Includes City Council Members, Planning Commission Members, City Manager, City Treasurer & City Attorney)	3 years	4 years	7 years		Mfr, OD, Ppr	S	Yes: After 2 years	Department preference; City maintains copies only and the mandate is 4 years; original statements are filed with FPPC; GC §81009(f) & (g)
City Clerk	CC-054	FPPC Form 801 (Gift to Agency Report)	7 4-years		7 4-years		Mag, Ppr			Must post on website; GC §81009(e)
City Clerk	CC-055	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		7 years		Mag, Ppr			Must post on website for 4 years; GC §81009(e)
City Clerk	CC-056	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr			FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-057	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr			Must post on website; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
City Clerk	CC-058	Franchise Agreements - **Unsuccessful bids** (e.g. Cable TV, Electric, Gas, etc.)	Bid Opening + 2 years		Bid Opening + 2 years		Ppr			GC § 34090
City Clerk	CC-061	Historical Records	P		P		Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090

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City Clerk	CC-065	Minutes: City Council	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090
City Clerk	CC-066	Municipal Code Administration, Distribution, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts (transmittals to Codifier and departments); GC § 34090
City Clerk	CC-067	Municipal Code Supplement Books	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts (transmittals to Codifier and departments); GC § 34090
City Clerk	CC-068	Oaths of Office - City Council and Volunteers (required of all "City Officers", Elected and Boards & Commissions)	Separation + 6 years		Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	CC-069	Ordinances	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	CC-071	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions	2 years		2 years		Ppr			Department preference; Law requires 1 year for petitions; GC §50115

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(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
City Clerk	CC-072	Property Deeds / Offers of Dedication: Processed (presented to Council)	P		P		Mag, Mfr, OD, Ppr	S / I	No	City Clerk is OFR and maintains them permanently; GC §34090
City Clerk	CC-073	Publications issued by the City - Historically Significant	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk determines historical significance; GC §34090
City Clerk	CC-074	Real Estate Surplus Property Sales	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-075	Records Management: Destruction Lists / Retention Schedule	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et. seq.
City Clerk	CC-076	Resolutions - City Council	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	GC §34090 et. seq.
City Clerk	CC-077	Revocable Lease Agreements or Licenses / Encroachments (see Public Works for utility encroachments, wide load permits, etc.)	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all Encroachment permits are submitted to Council; GC § 34090
City Clerk	CC-078	Scan Logs	P		P		Mag, Ppr	S	Yes: After 1 year	Department Preference; GC §34090

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City Clerk	CC-079	Streets: Vacations	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-080	Subpoenas (Miscellaneous), Requests for Public Records, Miscellaneous	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-081	Title Reports: Property owned by City	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-082	Utilities Administration (Correspondence with PUC, etc.)	2 years		2 years		Mag, Ppr			GC § 34090
City Clerk	CC-083	Vehicle Titles / Pink Slips	Transfer to New Owner		Transfer to New Owner		Mag, Mfr, OD, Ppr	S	No	GC §34090

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RECORDS RETENTION SCHEDULE: CITY MANAGER

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***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
CITY MANAGER & CITY COUNCIL OFFICE										
City Clerk	CM-001	Agenda Packets / Staff Reports: City Council	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	GC §34090.7
City Manager & City Council Office	CM-002	Awards & Certificates to the City	2 years		2 years		Mag, Ppr			GC §34090
City Manager & City Council Office	CM-003	City Council Correspondence (directly to and from Council Members)	2 years		2 years		Mag, Ppr			GC §34090
City Manager & City Council Office	CM-004	City Manager's Correspondence	2 years		2 years		Mag, Ppr			GC §34090
City Manager & City Council Office	CM-005	Department Files	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; GC §34090

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If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
City Manager & City Council Office	CM-006	Diversity, Equity and Inclusion Committee **Agendas, Agenda Packets**	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Manager & City Council Office	CM-007	Diversity, Equity and Inclusion Committee **Minutes**	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
City Manager & City Council Office	CM-008	Economic Development Advisory Commission **Agendas, Agenda Packets**	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
City Manager & City Council Office	CM-009	Economic Development Advisory Commission **Minutes**	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
City Manager & City Council Office	CM-010	Maddy Act List (Board and Commission Vacancies)	2 years		2 years		Mag, Ppr			GC §34090
City Manager & City Council Office	CM-011	Proclamations / Commendations / Certificates / Recognitions (includes requests)	2 years		2 years		Mag, Ppr			GC §34090

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City Manager & City Council Office	CM-012	Project / Program Working Files	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager & City Council Office	CM-013	Public Relations - City Produced Publications, Press Releases, Photos	Minimum 2 years		Minimum 2 years		Mag, Ppr			Review for historical significance. Transfer historical documents to SMC Historical Association; Department Policy; GC §34090
City Manager & City Council Office	CM-014	Recruitments for Boards and Commissions, Advisory Boards: Applications, Interview Notes, etc.	2 years		2 years		Mag, Ppr			GC §34090
City Manager & City Council Office	CM-015	Speeches / PowerPoint Presentations	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.
MEDIA and COMMUNICATIONS										
City Manager / Media & Commun.	CW-016	Boards, Commissions, & Committees: **AUDIO RECORDINGS or VIDEO RECORDINGS** of Meetings / Audio Tapes	4 years		4 years		Tape (Mag)			Department preference; State law only requires for 30 days for audio recordings, 90 days for video recordings; GC §§54953.5(b), 34090.7

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(OFR)			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
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***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
City Manager / Media & Commun.	CW-017	City Council **AUDIO RECORDINGS or VIDEO RECORDINGS** of Meetings / Audio Tapes	4 years		4 years		Tape (Mag)			Department preference; State law only requires for 30 days for audio recordings, 90 days for video recordings; GC §§54953.5(b), 34090.7
City Manager / Media & Commun.	CW-018	Community Cable Advisory Council **Agenda Packets**	Minimum 2 years		Minimum 2 years	Yes (all)	Mag, Ppr			Department preference; GC §34090
City Manager / Media & Commun.	CW-019	Community Cable Advisory Council **Minutes & Bylaws**	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Manager / Media & Commun.	CW-020	Community Programming / Government Access Channel / Cable TV Programming	2 years		2 years		Mag, Ppr			Department Preference; GC §§34090 et seq., 34090.6 and 34090.7
City Manager / Media & Commun.	CW-021	Legislation (Correspondence from the City Supporting or Opposing proposed Legislation)	2 years		2 years		Mag, Ppr			GC §34090
City Manager / Media & Commun.	CW-022	Press Releases	2 years		2 years		Mag, Ppr			GC §34090

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RECORDS RETENTION SCHEDULE: CITY TREASURER

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(OFR)			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
CITY TREASURER										
City Treasurer	CT-001	Bank Statements	7 years		7 years		Mag, Ppr			Department preference; GC §34090, 26 CFR 31.6001-1
City Treasurer	CT-002	Checks - Cashed (maintained by the bank)	7 years		7 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Meets municipal government auditing standards; GC §34090, CCP § 337
City Treasurer	CT-003	Historical Treasurers Records (samples of old Leather-bound books, etc.)	P		P		Mag, Mfr, OD, Ppr	S	No	Department preference; GC §34090
City Treasurer	CT-004	Investment Committee **Agenda Packets**	~~When No Longer Required~~ Minimum 2 years		~~When No Longer Required~~ Minimum 2 years	Yes (all)	Mag, Ppr			Department preference; GC §34090
City Treasurer	CT-005	Investment Committee **Minutes & Bylaws**	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Treasurer	CT-006	Investments / Certificates of Deposit (CDs) / Advisor Reports and Statements / Trade Tickets / LAIF (Local Agency Investment Fund)	7 years		7 years	Yes: Until Paid	Mag, Ppr			Department preference; Meets municipal government auditing standards; GC §34090, CCP § 337
City Treasurer	CT-007	Receipts (Citations, Outside Firm Collections, Property Tax, Sales Tax, Utility Tax, etc.)	7 years		7 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Meets municipal government auditing standards; GC §34090, CCP § 337

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City Treasurer	CT-008	Treasurer's Report (Also in City Council Agenda Packet)	7 years		7 years		Mag, Ppr			Department preference; Meets municipal government auditing standards; GC §34090, CCP § 337
City Treasurer	CT-009	Voided Checks	7 years		7 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Meets municipal government auditing standards; GC §34090, CCP § 337

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RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES - LIBRARY AND RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
LIBRARY										
Community Services / Library	CS-001	Arts & Culture Advisory Committee **Agendas, Agenda Packets**	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Community Services / Library	CS-002	Arts & Culture Advisory Committee **Minutes**	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Community Services / Library	CS-003	Disruptive Patrons / Patron Complaints / Incident Reports	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I		Department Preference; GC §34090
Finance	CS-004	El Segundo Unified School District School Libraries Management Invoices, Backups and Copies of Checks	2 years		2 years		Mag. Ppr			Department preference for auditing purposes; GC §34090.7
Community Services / Library	CS-005	Gifts to Library	2 years	3 years	5 years		Mag. Ppr			Department preference; meets municipal government auditing standards; GC §34090

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Community Services / Library	CS-006	Grants: **LSCA** (Library Services and Construction), **LSTA** (Library Services and Technology), **SLRC** (State Literacy Resource Centers), **CLLS** (California Library Literacy Services); **CLSA** (California Library Services Act) and **PLF** (Public Library Foundation) **ONLY.** For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Finance	Final Expenditure + 5 years		Final Expenditure + 5 years		Mag, Mfr, OD, Ppr	S		Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Community Services / Library	CS-007	Historical Records of Significant Historical Value	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090
Community Services / Library	CS-008	Inter-Library Loan Records - Reports to the State Library (for reimbursement)	5 years		5 years		Mag, Ppr			Department preference to ensure reimbursements; GC §34090
Community Services / Library	CS-009	Internet User Statistics	2 years		2 years		Mag, Ppr			GC §34090
Community Services / Library	CS-010	Library Board of Trustees **Agendas, Agenda Packets**	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

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Community Services / Library	CS-011	Library Board of Trustees **Minutes**	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Community Services / Library	CS-012	Library Management System / Database	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years	Yes	Mag, Ppr			Data Fields / Records are interrelated; GC §34090
Community Services / Library	CS-013	Patron Applications for Library Cards	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary / Transitory documents not retained in the ordinary course of business (entered into database); GC §34090
Community Services / Library	CS-014	Program Sign Ups (e.g. Summer Reading)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary / Transitory documents not retained in the ordinary course of business; GC §34090
Community Services / Library	CS-015	Release Forms (Photos of Children, etc.)	2 years		2 years	Yes: Before Event	Mag, Ppr			GC §34090
Lead Division	CS-016	Volunteer Applications & Agreements / Reserves - Successful Applicants	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 34090

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Lead Division	CS-017	Volunteer Applications & Agreements / Reserves - Unsuccessful Applicants	3 years		3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 34090
RECREATION										
Community Services / Recreation	CS-018	Activity Guide / Class Schedules	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference for historical value; GC §34090
Community Services / Recreation	CS-019	Class Registration / Trip Permits / Fee & Charge / Liability Waiver Forms / Release of Liability Forms / Permissions / Sign-in Sheets etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years		Mag, Ppr			GC §34090
Community Services / Recreation	CS-020	Daily Vehicle Inspections	2 years		2 years		Ppr			GC §34090

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Community Services / Recreation	CS-021	Facility Use Permits and Equipment Applications, Books, Alcoholic Beverage Applications Includes Certificates of Insurance	2 years		2 years	Yes: Before Event	Mag, Ppr			GC §34090
Community Services / Recreation	CS-022	Lifeguard Certifications	Termination + 3 years		Termination + 3 years		Mag, Ppr			Department Preference; GC §34090
Community Services / Recreation	CS-023	Outreach / Community Referrals / Correspondence	2 years		2 years		Ppr			GC §34090
Community Services / Recreation	CS-024	Privilege Suspension Record (Difficult Participants)	Minimum 2 years		Minimum 2 years		Mag, Ppr			GC §34090
Community Services / Recreation	CS-025	Receipts / Daily Deposits (Detail Backup)	2 years		2 years		Mag, Ppr			The detail is NOT forwarded to Finance; GC §34090 et seq.
Community Services / Recreation	CS-026	Recreation & Parks Commission **MINUTES, BYLAWS**	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
Community Services / Recreation	CS-027	Recreation & Parks Commission **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Community Services / Recreation	CS-028	Recreation Database	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years		Mag			Department Preference; data is interrelated; GC §34090

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Community Services / Recreation	CS-029	Special Event Permits	2 years		2 years		Ppr			GC §34090
Community Services / Recreation	CS-030	Sports - Rosters, Waivers, Applications, Ejection Letters, etc.,	2 years		2 years		Mag, Ppr			GC §34090
Community Services / Recreation	CS-031	Surveys / Evaluations (Program Feedback or Evaluations)	2 years		2 years		Mag, Ppr			Preliminary Drafts / Transitory records not retained in the ordinary course of business; GC §34090
Community Services / Recreation OR Public Works / Government Buildings	CS-032	Swimming Pool Chemical Readings & Additions	5 years		5 years		Mag, Ppr			Health Department regulations; 8 CCR §3195.12; GC §34090
Community Services / Recreation	CS-033	Swimming Pool Incidents	5 years		5 years		Mag, Ppr			Health Department regulations; 8 CCR §3195.12; GC §34090
Community Services / Recreation	CS-034	Transportation Dial-A-Ride Applications	5 years		5 years		Mag, Ppr			Department Preference for grant funding audits; GC §34090
Community Services / Recreation	CS-035	Transportation Dial-A-Ride Monthly Reports - Transit	5 years		5 years		Mag, Ppr			Department Preference for grant funding audits; GC §34090

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RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES - LIBRARY AND RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive Storage (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Community Services / Recreation	CS-036	Transportation Dial-A-Ride Vehicle & Equipment History Files	Disposal of Vehicle + 2 years		Disposal of Vehicle + 2 years		Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §34090
Community Services / Recreation	CS-037	Transportation Dial-A-Ride Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks / CHP Inspections / Pre-Trip Inspections	2 years		2 years		Ppr			13 CCR 1234(c); GC§34090
Community Services / Recreation	CS-038	Transportation Shuttles: Beach, Lunchtime, etc. - Daily Logs, Passenger Counts, etc.	5 years		5 years		Ppr			Department Preference for grant funding audits; GC §34090
Community Services / Recreation	CS-039	Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks / CHP Inspections / Pre-Trip Inspections	2 years		2 years		Ppr			13 CCR 1234(c); GC§34090

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Lead Division	CS-040	Volunteer Applications & Agreements / Reserves - Successful Applicants	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 34090
Lead Division	CS-041	Volunteer Applications & Agreements / Reserves - Unsuccessful Applicants	3 years		3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 12960, 34090
Community Services / Recreation	CS-042	Youth Sports Council - All Records (Comprised of representatives from various sports organizations)	2 years		2 years		Ppr			GC §34090

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PUBLIC WORKS / ENGINEERING										
City Clerk & Public Works / Engineering	PW-001	Abandonments / Vacations (Streets) / Survey File	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090 et seq.
Public Works / Engineering	PW-002	Assessment Districts / Sewer Districts / Maintenance Districts / Landscape & Lighting / Street Improvement Districts **(FORMATION, BOUNDARIES, ENGINEERS REPORTS)**	P		P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Statute of Limitations is 4 - 10 years (for Errors & Omissions); CCP §§337. 337.1(a), 337.15, 343; GC §34090.7
Public Works / Engineering	PW-003	Capital Improvement Projects (CIP): **Administration File** Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Insurance Certificates, Meeting Minutes, Project Schedules, Progress meetings, Real Estate Appraisals, RFIs & Responses, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

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Public Works / Engineering	PW-004	Capital Improvement Projects (CIP): **Permanent File** Plans, Specifications, Successful Proposal, Change Orders, Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
Public Works / Engineering	PW-005	Capital Improvement Projects (CIP): **Unsuccessful Proposals**	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Engineering	PW-006	Capital Improvement Projects (CIP): **Where City is NOT the Lead Agency (Grade Separation, etc.)**	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records (another agency is the lead)
Public Works / Engineering	PW-007	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings **(all lines)**	10 years		10 years		Mag			Department Preference; GC §34090 et seq.
Public Works / Engineering	PW-008	Correspondence - **Regulatory Agencies**	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090

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Public Works / Engineering	PW-009	Design & Construction Standards	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	PW-010	Easements	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (copies); GC §34090.7
Public Works / Engineering	PW-011	Encroachment Permits - **Permanent Encroachments**	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-012	Engineering Studies / Surveys - Preliminary Studies / Project Assessments (**Not Acquired or Developed**)	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-013	Engineering Studies / Surveys (City Built Projects)	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-014	Geotechnical and Soils Reports	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-015	Grading Permits & Plans	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-016	Maps, Plans and Record Drawings (Capital Improvement Project "As-Builts", Record Drawings, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7

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Public Works / Engineering	PW-017	NPDES Permits - Stormwater	Expiration + 5 years		Expiration + 5 years	Yes: Until Expiration	Mag, Ppr			Department preference; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41, 122.44
Public Works / Engineering	PW-018	NPDES Reporting and Monitoring - Stormwater	5 years		5 years	Yes: Until Expiration	Mag, Ppr			Department preference; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41, 122.44
Public Works / Engineering	PW-019	Pretreatment Annual / Quarterly Reports Industrial Pre-Treatment	5 years		5 years		Mag, Ppr			Department Preference; NPDES Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12; GC §34090
City Clerk & Public Works / Engineering	PW-020	Rights of Way	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference (copies); GC §34090.7
Public Works / Engineering	PW-021	Standard Construction Drawings / Details / Plans	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-022	Subdivisions	P		P		Mag, Ppr			Official record held by City Clerk; GC §34090.7

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Public Works / Engineering	PW-023	Underground Service Alerts (USA's) / Dig Alerts-- City	3 years		3years		Ppr			Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(ed), 34090
Public Works / Engineering	PW-024	Urban Water Management Plans (UWMP)	10 years		10 years	Yes	Mag, Ppr			Department Preference; GC §34090
Public Works / Engineering	PW-025	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment	When Superseded - **Minimum 2 years**		When Superseded - **Minimum 2 years**		Mag, Ppr			Confidential; GC §34090
Public Works / Engineering	PW-026	Wastewater / Sewer System Management Plans (SSMP) and Audits, Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	10 years		10 years		Mag, Ppr			Department preference; SSMPs are required to be updated every 6 5 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & 2022-0103-DWQ; GC §34090
ENGINEERING - PRIVATE DEVELOPMENT										
Public Works / Engineering / Private Develop.	PW-027	Maps, Plans and Record Drawings (Final Maps, Parcel Maps, Right of Way, Tract Maps, etc.)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
ENGINEERING - TRAFFIC & TRANSPORTATION										

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Public Works / Engineering / Traffic & Trans.	PW-028	Master Plans - Transportation	Superseded + 5 years		Superseded + 5 years	Yes (all)	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering / Traffic & Trans.	PW-029	Newsrack Permits	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Engineering / Traffic & Trans.	PW-030	Residential Parking Permits	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Engineering / Traffic & Trans.	PW-031	Studies - Transportation	Minimum 5 years		Minimum 5 years		Mag Ppr			Department Preference; GC §34090
Public Works / Engineering / Traffic & Trans.	PW-032	Traffic Calming Requests	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering / Traffic & Trans.	PW-033	Traffic Commission **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Engineering / Traffic & Trans.	PW-034	Traffic Commission **MINUTES, BYLAWS**	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090

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Public Works / Engineering / Traffic & Trans.	PW-035	Traffic Speed Surveys	10 years		10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering / Traffic & Trans.	PW-036	Traffic Studies / Traffic Counts	10 years		10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
GENERAL SERVICES / EQUIPMENT MAINTENANCE & FLEET										
Lead Depart.	PW-037	AQMD Permits (Generators, etc.)	5 years		5 years		Mag, Ppr			40 CFR 70.6; GC §34090
Public Works / Fleet	PW-038	Fleet Management Database	Indefinite - Minimum Life of the Vehicle		Indefinite - Minimum Life of the Vehicle		Mag, Ppr			Department preference (data is inter-related); If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et seq., GC §34090
Lead Depart.	PW-039	Generator Operation Logs / Inspections	5 years		5 years		Mag, Ppr			AQMD Rule 1470; Form 400–E–13a instructions; GC §34090
Lead Depart.	PW-040	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Ppr			Department preference; GC §34090
Public Works / Fleet	PW-041	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Current + 2 Previous Certificates		Current + 2 Previous Certificates		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090 et. seq.

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Lead Depart.	PW-042	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			13 CCR 1234(c); GC§34090
Public Works / Fleet	PW-043	Used Oil Disposal	3 years		3 years		Mag, Ppr			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Division **Providing** Service / Work	PW-044	Work Orders / Service Requests / Service Tracker **CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Public Works / Division **Providing** Service / Work	PW-045	Work Orders / Service Requests / Service Tracker - **All Information Entered in CMMS Database**	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Public Works / Division **Providing** Service / Work	PW-046	Work Orders / Service Requests / Service Tracker - **NOT entered in CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag Ppr			City preference; CCP §§338 et seq., 340 et seq., 342, GC §34090

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GENERAL SERVICES / GOVERNMENT BUILDINGS										
Public Works / Government Buildings	PW-047	Elevator Permits	When Superseded		When Superseded		Mag, Ppr			GC §34090
Lead Depart.	PW-048	Hazardous Materials Manifests	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40; GC §34090
Lead Depart.	PW-049	Hazardous Materials Manifests - State Reports	10 years		10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Lead Depart.	PW-050	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Ppr			Department preference; GC §34090
Community Services / Recreation OR Public Works / Government Buildings	PW-051	Swimming Pool Chemical Readings & Additions	5 years		5 years		Mag, Ppr			Health Department regulations; 8 CCR §3195.12; GC §34090
Public Works / Division **Providing** Service / Work	PW-052	Work Orders / Service Requests / Service Tracker **CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090

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Public Works / Division **Providing** Service / Work	PW-053	Work Orders / Service Requests / Service Tracker - **All Information Entered in CMMS Database**	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
GENERAL SERVICES / STORMWATER										
Public Works / Division **Providing** Service / Work	PW-054	Work Orders / Service Requests / Service Tracker / Inspections / Maintenance / Spills and Responses / Repairs / Mitigations - **CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Public Works / Division **Providing** Service / Work	PW-055	Work Orders / Service Requests / Service Tracker / Spills and Responses / Repairs / Mitigations - **All Information Entered in CMMS Database**	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
GENERAL SERVICES / WASTEWATER										
Public Works / General Services / Wastewater	PW-056	CCTV Collection Line Inspection Tapes / Video Inspections / Video Tapes or Digital Recordings & Reports **(all lines)**	When Superseded		When Superseded		Mag			Department Preference (preliminary drafts not retained in the ordinary course of business); GC §34090 et seq.

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Public Works / General Services / Wastewater	PW-057	Correspondence - **Regulatory Agencies**	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Public Works / General Services / Wastewater	PW-058	Daily Vehicle & Equipment Safety Checks / DMV Reports / Daily Work Reports / Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			GC §34090
Public Works / General Services / Wastewater	PW-059	Flow Measurements	5 years		5 years		Mag, Ppr			Department preference; GC §34090
Public Works / General Services / Wastewater	PW-060	FOG (Fats, Oil & Grease) / Hot Spots	5 years		5 years		Mag, Ppr			Department Preference; NPDES Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12; GC §34090
Public Works / General Services / Wastewater	PW-061	Lift Station - Inspections, Maintenance, Repairs, Service Requests, Alarm Recording, Logs, Charts, Flow Monitoring, Voltage Readings, Permits	5 years		5 years		Mag, Ppr			Department Policy (sewage sludge is required for 5 years); WC §13263.2(b) et seq.; 40 CFR 122.41(j)(2)GC §34090
Public Works / General Services / Wastewater	PW-062	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Ppr			Department preference; GC §34090

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Public Works / General Services / Wastewater	PW-063	Pumping Station Logs / Sewer Lift Station Logs / Motor Logs, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / General Services / Wastewater	PW-064	Sanitary Sewer Overflows (SSOs)	5 years		5 years		Mag, Ppr			Required for a minimum of 5 years; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / General Services / Wastewater	PW-065	Waste Discharge Monitoring Reports	5 years		5 years		Mag, Ppr			Department preference; Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Public Works / Division **Providing** Service / Work	PW-066	Work Orders / Service Requests / Service Tracker **CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Public Works / Division **Providing** Service / Work	PW-067	Work Orders / Service Requests / Service Tracker - **All Information Entered in CMMS Database**	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090

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***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
Public Works / Division **Providing** Service / Work	PW-068	Work Orders / Service Requests / Service Tracker - **NOT entered in CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag Ppr			City preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
PARK MAINTENANCE										
Public Works / Park Maint.	PW-069	Memory Trees / Memory Benches	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Lead Depart.	PW-070	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Ppr			Department preference; GC §34090
Public Works / Park Maint.	PW-071	Pesticide Application / Use	2 years		2 years		Ppr			Department Preference (agricultural pesticide records are required for 2 years); GC §26202; 3 CCR 6623(c), ~~40 CFR 171.11 et seq.~~; GC §34090
Public Works / Park Maint.	PW-072	Playground Inspections / Playground Maintenance	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Park Maint.	PW-073	Tree Crew Schedule / City Tree Trimming	10 years		10 years		Mag, Ppr			Department Preference; GC §34090

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Public Works / Park Maint.	PW-074	Tree Maintenance Database (West Coast Arborist)	Minimum 10 years		Minimum 10 years		Mag, Ppr			Department Preference; GC §34090
SOLID WASTE										
Public Works / Solid Waste	PW-075	AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) / Solid Waste Tonnage Reports	10 years		10 years		Mag, Ppr			Department preference; SB 1383 compliance is required for 5 years; Low-Carbon Fuel Standard regulations credits can be received for 10 years, and are eligible for an extension; 14 CCR § 18995;.2 H&S §39730.7;GC §34090
Public Works / Solid Waste	PW-076	Environmental Committee **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Solid Waste	PW-077	Environmental Committee **MINUTES, BYLAWS**	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
Public Works / Solid Waste	PW-078	Environmental Programs / Conservation Programs: Beach Cleanups, etc.	5 years		5 years		Mag, Ppr			Department preference to meet any grants or subventions; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41, 122.44
Public Works / Solid Waste	PW-079	Environmental Work Plan	Superseded + 5 years		Superseded + 5 years		Mag, Ppr			Department Preference; GC §34090

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Public Works / Solid Waste	PW-080	Exemptions from Mandatory Trash Services	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Solid Waste	PW-081	Haulers, Trash Company, Solid Waste Vendor Permits and Applications	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Solid Waste	PW-082	Hazardous Materials Manifests	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Solid Waste	PW-083	Hazardous Materials Manifests - State Reports	10 years		10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Solid Waste	PW-084	Solid Waste - Recycling - SRRE (Source Reduction and Recycling Element)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Solid Waste	PW-085	Solid Waste Enforcement Letters	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
STREETS										
Public Works / Streets	PW-086	Graffiti Removal / Weed Abatement	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Streets	PW-087	Inspections (Contractor's work in Right-of-Way)	3 years		3 years		Mag, Ppr			Department preference; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41, 122.44
Public Works / Streets	PW-088	Sidewalk Inspections & Repairs: Bicycle Ways, Curbs, Sidewalks, etc.	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Streets	PW-089	Street Signal Outages & Maintenance	2 years		2 years		Mag, Ppr			GC §34090

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Public Works / Streets	PW-090	Street Sweeping	3 years		3 years		Mag, Ppr			Department preference; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41, 122.44
Public Works / Division **Providing** Service / Work	PW-091	Work Orders / Service Requests / Service Tracker **CMMS DATABASE** (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §34090
Public Works / Division **Providing** Service / Work	PW-092	Work Orders / Service Requests / Service Tracker - **All Information Entered in CMMS Database**	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Public Works / Division **Providing** Service / Work	PW-093	Work Orders / Service Requests / Service Tracker - **NOT entered in CMMS Database** (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag Ppr			City preference; CCP §§338 et seq., 340 et seq., 342, GC §34090
WATER DISTRIBUTION										

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***HOLDS:** Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).*										
Public Works / Water Dist.	PW-094	Backflow: Cross-Connection Backflow Device Inspections and Maintenance	5 years		5 years		Mag, Ppr			Department Preference; Meets California Department of Public Health requirements (3 years); GC §34090; 17 CCR 7605(f)
Lead Depart.	PW-095	Confined Space Entries	3 years		3 years		Mag, Ppr			8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §34090
Public Works / Water Dist.	PW-096	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (regarding Potable Water)	5 years		5 years		Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Public Works / Water Dist.	PW-097	Environmental Agencies / Regulatory Agencies (EPA, DHS, etc.)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Public Works / Water Dist.	PW-098	Fire Flow Test Applications and Witness to Test	10 years		10 years		Mag, Ppr			Department Preference; Meets California Department of Public Health requirements (3 years); GC §34090; 17 CCR 7605
Public Works / Water Dist.	PW-099	Hydrant Inspections / Flushing / Turning Sheets / Valve Exercises / Valve Activations	10 years		10 years		Mag, Ppr			Department preference; GC §34090 et seq.
Lead Depart.	PW-100	Lockout-Blockout / Lockout-Tagout	2 years		2 years		Mag, Ppr			GC §34090

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Public Works / Water Dist.	PW-101	Meter Change Cards / Replacement Cards	Upon Disposal of Meter		Upon Disposal of Meter		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Water Dist.	PW-102	Metropolitan Information	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records
Public Works / Lead Div.	PW-103	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Ppr			Department preference; GC §34090
Public Works / Water Dist.	PW-104	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Public Works / Water Dist.	PW-105	Temporary Hydrant Meters - Rentals (Pools, Construction)	End of Rental		End of Rental		Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Lead Depart.	PW-106	Underground Service Alerts (USA's) / Dig Alerts-- City	3 years		3 years		Ppr			Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e~~d~~), 34090
Public Works / Water Dist.	PW-107	Videos - Reservoirs, Tanks, etc.	P		P		Mag			Department preference; GC §34090
Public Works / Water Dist.	PW-108	Water Analysis & Sampling: **Bacteriological & Organics**	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 141.33(a); 22 CCR §64470

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Public Works / Water Dist.	PW-109	Water Analysis & Sampling: **Chemical**	2 years	8 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 141.33(a); 22 CCR §64470
Public Works / Water Dist.	PW-110	Water Analysis & Sampling: **Lead & Copper**	2 years	10 years	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Lead and Copper are required for 12 years or 2 compliance cycles (some compliance cycles are nine years); 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Public Works / Water Dist.	PW-111	Water Pressure Charts	5 years		5 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Public Works / Water Dist.	PW-112	Water Quality Reports / Consumer Confidence Reports	12 years		12 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	department preference; Required for 12 years or 2 compliance cycles; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91; GC §34090
City Clerk	PW-113	Water Supply Agreements	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090.7
Public Works / Water Dist.	PW-114	Water Usage Reports	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Public Works / Water Dist.	PW-115	Well History / Well Decommissions or Abandonments	P		P		Mag, Mfr, OD, Ppr			Department Preference; GC §34090 et seq.

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RECORDS RETENTION SCHEDULE: RISK MANAGEMENT

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RISK MANAGEMENT										
City Attorney & Finance / Risk Manag.	RM-001	Claims - **Juveniles**	Age of Majority (minimum Settle + 5 years)		Age of Majority (minimum Settle + 5 years)	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Juveniles may have additional legal recourses; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
City Attorney & Finance / Risk Manag.	RM-002	Claims - **Not Juveniles** Tort Claims / Liability Claims	Settle + 5 years		Settle + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945, 34090, 34090.6; PC §832.5
Risk Manage.	RM-003	Claims Against Others (Damage to City Property, etc.)	Final Settlement	5 years	Final Settlement + 5 years	Yes: Until Resolution	Mag, Ppr			Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
Risk Manage.	RM-004	Insurance Policies & Certificates (City-owned - NOT liability insurance): Fire, Flood, etc.	Completion + 5 years		Completion + 5 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with Agreement retention; CCP §§337; GC §34090
Risk Manage.	RM-005	Insurance Policies & Certificates (City-owned): ICMA, Self-insurance & Liability (General & Public), Workers Compensation	P		P	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For protection from litigation; CCP §§337. GC §34090

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Risk Manage.	RM-006	OSHA Inspections & Citations, Log 200 and Log 300, 301, 301A, etc.	2 years	3 years	5 years		Ppr			Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090; LC §6429(c)
Risk Manage.	RM-007	Safety Committee Minutes	5 years		5 years		Mag, Mfr, OD, Ppr	S / i	Yes:–After QC & OD	Department Preference; OSHA requires 5 years for safety records; 8 CCR §3203 et seq., 8 CCR 14300.33(a); 29 CFR 1627.3(b)(2), 29 CFR 1904.33, 29 CFR 1904.44; LC §6429(c); GC §§12946, 12960, 34090

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RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or "record copy") record for its retention period, then authorizes destruction. Usually it is the department that originates the record.

Records Description: The record series (a group of like records).

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active: How long the file remains in the immediate office area (*guideline*)
Inactive: How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)
Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.
P = Permanent
Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) – the form of the record:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

Scan / Import (*guideline*)**:**
"S" indicates the record should be scanned into the document imaging system;
"I" indicates the record should be electronically imported into the document imaging system;
"M" indicates the record was microfilmed

Destroy Paper after Imaged & QC'd (quality checked) / Trustworthy Electronic Record: "Yes" means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF (legal requirements)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM**, **or microfilmed**) which is **stored in a safe & separate location**. Employees are required to Quality Check ("QC'd") both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes,** and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)
B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC Public Resources Code
USC: United States Code (US)
CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen..: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Public Hearings
Item Number: C.11

TITLE:

Public Hearing for Downtown Specific Plan Update, Environmental Impact Report Certification, Downtown Outdoor Dining Guidelines, Application Fee, and Renewal Fee

RECOMMENDATION:

1. Conduct a public hearing for the Downtown Specific Plan update, environmental impact report certification, downtown outdoor dining guidelines, application fee, and renewal fee.

2. Adopt a Resolution certifying an Environmental Impact Report (Environmental Assessment No. EA 1311) pursuant to CEQA Guidelines § 15090 and approving General Plan Amendment No. GPA 21-01 for the Downtown Specific Plan Update project.

3. Waive the first reading and introduce an Ordinance adopting Specific Plan Amendment No. SPA 21-01, Zone Change No. ZC 21-01, and Zone Text Amendment No. 23-01.

4. Schedule a second reading for said Ordinance for the May 21, 2024, City Council meeting, or as soon thereafter feasible.

5. Adopt a Resolution updating the payment procedures for the parking in-lieu fee areas identified in El Segundo Municipal Code Chapter 15-33 (Parking In-lieu Fees).

6. Approve the Downtown Outdoor Dining Guidelines.

7. Adopt a Resolution establishing the Downtown Outdoor Dining Application and Renewal Fees.

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

FISCAL IMPACT:

The proposed amendments are not anticipated to have any fiscal impact.

BACKGROUND:

In 2021, the City initiated the Downtown Specific Plan Update intended to help its businesses, provide more housing, and provide additional parking solutions, while maintaining the general feel and character of downtown. In May 2021, the City entered into an agreement with a consultant team led by RRM Design Group to overhaul the existing Downtown Specific Plan. The purpose of this overhaul was to replace the existing Specific Plan, establish a new vision for the downtown, and establish new regulations and plans to realize that vision.

Downtown Specific Plan Development

Community Outreach

After completing an evaluation of the existing conditions in the Downtown, in 2022, staff and the consultant team engaged in an ambitious community outreach effort despite the COVID-19 restrictions. The community outreach effort included the following:

- Stakeholder interviews (March & June 2022)
- Online questionnaire and interactive mapping tool (May-July 2022)
- Community meeting (June 2022)
- Planning Commission study session #1 (November 2022)
- Rotary Club presentation (November 2022)
- Planning Commission study session #2 (June 2023)
- City Council study session #1 (September 2023)
- Email and social media campaign (ongoing)
- Farmers' market booth (ongoing)
- El Segundo Unified School District - flier distribution to families
- Advertisements in the El Segundo Herald
- Public notices mailed to Downtown property owners and occupants

Input received during the community outreach process formed the basis for developing a new vision for the Downtown and the outline of the draft Downtown Specific Plan update. The following includes some of the key themes and desired outcomes repeated by residents and Downtown stakeholders during the outreach efforts:

- Outdoor gathering and dining areas
- Street-scape improvements
- Enhanced Downtown entryways
- Improved walkability and bike access

- Improved building appearance
- Increased office and retail uses with affordable residential above
- More entertainment options
- Improvements at the Civic Center
- Richmond Street closure
- Increased building heights more acceptable on Grand Avenue

Development Concepts
Based on input from the community, City staff and the consultant team prepared an initial outline and the development concepts for the Downtown Specific Plan. The outline and development concepts included new zoning districts for the plan area, changes to the permitted uses and development standards, and design options for improvements to public spaces and streets.

At the November 2022 Planning Commission study session/community meeting, the Planning Commission gave the City team further direction related to the development concepts within the four new zoning districts to inform the draft Specific Plan update.

Draft Specific Plan and Environmental Impact Report ("EIR")
In May 2023, the City and consultant team completed a draft of the Downtown Specific Plan Draft Specific Plan and released it for public review. In addition, the team began to work on the draft EIR for the Specific Plan update. After the release of the draft Specific Plan, the City held two more study sessions in June and September 2023, with the Planning Commission and with City Council respectively. At the September study session, the City Council gave its final feedback and direction to staff on the draft Specific Plan. In November 2023, staff and the consultant team completed a final draft of the Downtown Specific Plan (Exhibit No. 1F) and on February 2, 2024, released a draft EIR for public review and comment. The Draft EIR was available for public review for a 45-day period until March 18, 2024. Comments received during this period have been incorporated and addressed in the Final EIR, which is attached to this report (Attachment No. 1).

Planning Commission Action

On April 25, 2024, the Planning Commission held a public hearing to consider the Downtown Specific Plan Draft document. During the public hearing, the Planning Commission heard public testimony in favor of permitting museums in all Downtown Specific Plan districts; the current Draft Specific Plan permits museums only in the Richmond Street and Civic Center districts. During the discussion, the Planning Commission agreed to recommend that museums be permitted in all Specific Plan districts because this use will continue to activate the Downtown and draw visitors to it.

In addition, the Commission heard public testimony in favor of permitting limited dance and/or nightclubs; the current Draft Specific Plan prohibits nightclubs in all Specific Plan

districts. The Planning Commission agreed that an entertainment/dance club should be permitted at least in the Grand Avenue district because the areas immediately surrounding this district are primarily developed with nonresidential land uses. Notwithstanding, the Commission agreed that nightclubs should be subject to approval of a discretionary permit, such as an administrative use permit or conditional use permit. Further, the Planning Commission agreed that there should be operational standards and restrictions on this use to minimize potential impacts, such as excessive noise. Among the restrictions considered by the Planning Commission were:

- Limits to the maximum size of the business space
- Limits to the size of the dance floor area in relation to the overall business space
- Limits to the hours of operation
- Limits to sound levels
- Limits to the outdoor queuing space
- Limits to the occupancy

At the conclusion of the public hearing, the Planning Commission adopted Resolution No. 2950 on a 3-0 vote (Commissioner Maggay absent, and Commissioner Newman recused), recommending City Council approve the proposed project including allowing museum and nightclub uses as described above. The public testimony and Planning Commission comments are described in more detail in the attached draft Planning Commission meeting minutes (See Attachment No. 4).

Downtown Outdoor Dining Program Guidelines

The Downtown Specific Plan includes several action items in order to implement its vision, informed by feedback provided by the community, Planning Commission, and City Council. Although not formally adopted yet, in preparation for adoption of the updated Specific Plan, staff concurrently prepared the Downtown Outdoor Dining Program Guidelines in order to provide formal permitting (post Covid-19 relaxed orders) of outdoor dining in the Public Right-of-Way (sidewalk and in the parking lane) in the downtown area. Draft guidelines were presented to City Council at the March 19, 2024 City Council meeting. Feedback has been incorporated as described below, and is presented for final adoption along with the Specific Plan, and corresponding outdoor dining application fees and annual renewal fees.

DISCUSSION:

Required Discretionary Applications

Implementation of the proposed Downtown Specific Plan update project requires approval of certain discretionary applications. A short description of each application type is provided below.

General Plan Amendment
A general plan amendment is necessary to:

1. Update the Downtown Specific Plan land use designation
2. Remove the Downtown Commercial land use designation
3. Update the description of the City's northwest quadrant in the land use plan
4. Update the Specific Plan and City build-out projections, and
5. Update the General Plan Land Use map to reflect the revised boundaries of the Specific Plan and land use designations around the Specific Plan

Specific Plan Amendment
A specific plan amendment is necessary to comprehensively update the existing Downtown Specific Plan.

Zone Change
A zone change is necessary to reflect the revised boundaries of the Specific Plan and eliminate the Downtown Commercial (C-RS) zone on the zoning map.

Zone Text Amendment
A zone text amendment is necessary to eliminate the El Segundo Municipal Code ("ESMC") provisions related to the Downtown Commercial (C-RS) zone, to update the Downtown Specific Plan district names, and to update the parking in-lieu fee area maps. Table No. 1 below indicates the relevant ESMC sections affected by the zone text amendment.

Table No. 1 - ESMC Amendments

ESMC Chapter/Section	Subject	Amended/Deleted
Section 15-3-1	Designation of Zone Names	Delete C-RS from list of zones
Section 15-3-2	Specific Plan Zones	Amend the Downtown Specific Plan zoning district names
Article 15-5B	Downtown Commercial (C-RS) Zone	Delete entire article
Chapter 15-27	Parking in-lieu Fees	Amend parking in-lieu fee area maps

Specific Plan Contents

The draft Specific Plan contains seven chapters that are summarized below. Following the summary is a description of the major Specific Plan provisions and updates.

Chapter 1: Introduction and Vision
The introduction discusses the purpose and organization of this document and the Specific Plan area boundary. This section describes the community's vision for the Specific Plan area, informed by the community engagement process and public hearings. In addition, this chapter discusses the Specific Plan's relationship to the City's General Plan and other pertinent City documents and policies.

Chapter 2: Private Realm - Land Use and Development Standards
The Specific Plan uses a district-based approach governing land uses and development standards. This chapter sets forth general provisions for development within the Specific Plan area and details the permitted land uses and development standards which are customized for each district. The regulations within this chapter will guide growth and development in the Specific Plan area to accommodate a desired mix of uses with guidelines and standards included to create a development form and composition that supports a vibrant, active Downtown shopping district and neighborhood.

Chapter 3: Public Realm - Multimodal Mobility
This chapter provides direction for public mobility improvements for the entire Specific Plan area. Topics include mobility improvements for all modes of travel to promote an efficient and clear path of travel providing connectivity to and within the Specific Plan area and includes recommendations for parking improvements.

Chapter 4: Public Realm - Placemaking and Beautification
This chapter provides direction for public place-making and beautification improvements for the entire Specific Plan area. Topics include public plazas and gathering areas, street furnishings, landscape concepts, and gateway signage.

Chapter 5: Infrastructure and Public Facilities
This chapter addresses essential infrastructure requirements for future development within the Specific Plan area, including water, sewer, storm water, solid waste, dry utilities, schools, police, fire, parks, and other public services.

Chapter 6: Implementation
This chapter provides implementation strategies and direction for achieving the goals set forth within the Specific Plan. It identifies key future implementation programs and improvements, as well as priority, phasing, and primary responsible parties for each.

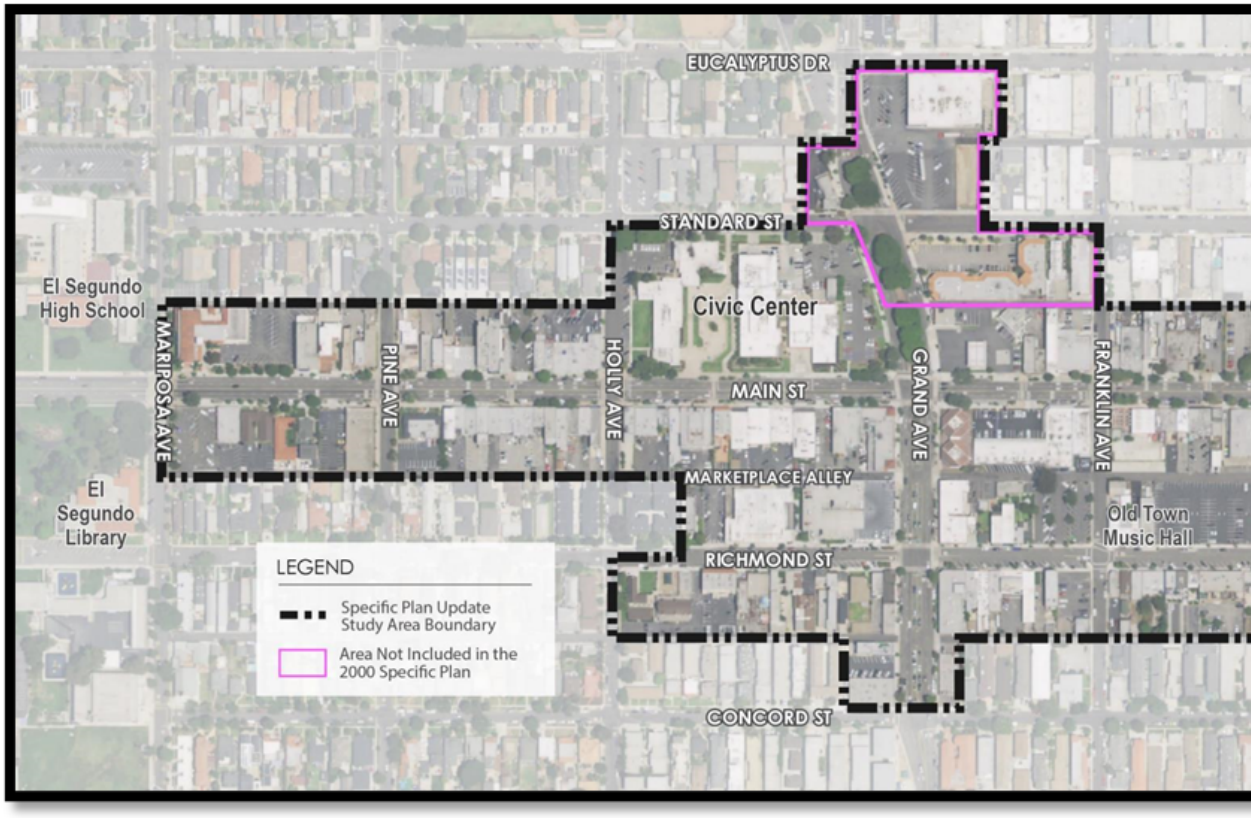
Chapter 7: Administration
This section describes the authority of the Specific Plan, project review procedures, and the administrative procedures required for amendments and/or modifications to the Specific Plan.

Major Provisions and Updates

Boundary Changes

The draft Specific Plan expands the area's boundaries to the east by approximately 8.8 acres and moves the east boundary of the Specific Plan to Eucalyptus Drive (shown in purple outline in Figure No. 1 below). This expansion will include several parcels that currently have a General Plan Land Use designation of Downtown Commercial and are zoned Downtown Commercial (C-RS). The Rite Aid property contains a large parking lot and represents an opportunity for new development in the Downtown neighborhood. The property will be incorporated in the proposed Grand Avenue district, where the proposed development standards will facilitate larger-scale development, including higher-density residential development. Figure No. 1 below shows the extent of the proposed expansion.

Figure No. 1 - Specific Plan Boundary Changes



New Zoning Districts

The proposed Specific Plan includes four districts within the Specific Plan area, which is a reduction in the number of districts and simplifies the regulatory framework for the Downtown. The four new districts are shown in Exhibit No. 2 and briefly described below:

1. Main Street. This district focuses on serving residents, employees, and visitors within a more pedestrian-oriented environment. As such, the permitted uses emphasize retail and restaurant uses and the development standards aim to

enhance the pedestrian experience.

2. Richmond Street. This district is like Main Street, although it allows more flexibility with a broader mix of commercial uses and focuses more on entertainment uses, professional offices, and residential uses.

3. Grand Avenue. This district serves as a major gateway to the Downtown from the southeast. Some of the parcels in the district are larger and underutilized, thus providing an opportunity for redevelopment. The permitted uses and development standards facilitate larger scale development, including both office and residential development.

4. Civic Center. The existing plaza and open spaces at the Civic Center complex offer opportunities to activate and reinvigorate this area as a central public gathering hub and add vibrancy to the north end of Main Street. The district standards aim to improve its open spaces while also contemplating a potential future parking structure.

Figure No. 2 - Downtown Specific Plan District Map

Permitted uses

1. Main Street offices and financial institutions. The draft Specific Plan permits these uses above or behind the primary street-facing ground-floor uses. This new restriction is intended to support retail and restaurant uses on Main Street. Any existing uses on the ground-floor can continue, but will be considered legal nonconforming.

2. Multiple-family residential. The draft Specific Plan permits multiple family residential uses in all three commercial/mixed-use districts. An important distinction is that the draft Specific Plan permits multiple family residential uses in the Richmond Street and Grand Avenue districts on the ground level.

Development Standards

1. Density. The current Specific Plan permits a maximum residential density of 1

unit per 3,500 square feet of lot area and a maximum commercial floor area ratio (FAR) of 1.0. The draft Specific Plan removes the density and FAR limits, in favor of a more "form-based" approach where the effective density is controlled by the height, setback, and other standards that affect the building form.

2. Height. The current Specific Plan permits a maximum height of 30 feet (and two stories) in the front and a maximum height of 45 feet (and three stories) starting 25 feet behind the front property line. The draft Specific Plan maintains the same height limits for the Main Street District, but reduces the required step-back from 25 to 10 feet. In the Richmond Street district, the height limit will be a maximum of 45 feet anywhere on the property. In the Grand Avenue district, the height limit increases to 60 feet, except for properties with frontage on Main Street that will have the same limit as the Main Street district. The major change to the height limit in the Grand Avenue district is intended to incentivize redevelopment on the larger underutilized lots facing Grand Avenue.

3. Parking. The draft Specific Plan will substantially reduce the parking requirements for commercial uses on private property. In addition, there will be no parking required for converting existing buildings from one permitted use to another. The reduced parking and conversion exemption for commercial uses will reduce construction costs, incentivize new development, and help attract new businesses to the Downtown. In addition to incentivizing new construction and conversions, the reduced parking rates are part of the overall parking and mobility strategy for the Downtown area discussed later in this report. For illustrative purposes, Table No. 2 below shows the proposed parking rates for some common Downtown commercial uses in comparison with the current parking rates.

4. Outdoor Dining Design. The draft Specific Plan introduces specific design standards for outdoor dining areas to improve their quality, in contrast to the pandemic experience when outdoor dining patios were erected haphazardly and without attention to design quality. The new standards cover the following topics:

- Barriers. Materials, dimensions, colors and location of dining area enclosures.
- Furniture and Fixtures. Materials, colors, and overall quality and design.
- Shade structures and umbrellas. Materials, colors, dimensions, and overall quality.
- Lighting. Location, brightness, and safety.
- Pedestrian access. Maintaining adequate access around the dining area.

Table No. 2 - Parking Requirement Comparison

Use Category	Current requirement	Proposed requirement*

Retail	1 space per 300 s.f.	1 space per 667 s.f.
Restaurants Dining area Non-dining area	1 space per 75 s.f. 1 space per 250 s.f.	1 space per 667 s.f.
Office - Professional	1 space per 300 s.f.	1 space per 500 s.f. (Buildings up to 10,000 s.f.) 1 space per 333 s.f. (Buildings over 10,000 s.f.)
Office - Medical	1 space per 200 s.f.	1 space per 500 s.f.
Outdoor Dining	0 spaces for areas up to 200 s.f.	0 spaces for areas up to 500 s.f.
Outdoor Dining	1 space per 75 s.f. for dining areas over 200 s.f.	1 space per 300 s.f. for dining areas over 500 s.f.

*Staff also compared the proposed parking requirements to those of neighboring cities and found them to be substantially lower

Parking and Mobility Strategy

The draft Specific Plan will enhance mobility opportunities for walking, bicycling, and transit in addition to driving in Downtown. Chapter 3 (Public Realm – Multimodal Mobility) recommends general improvements for all modes of transportation, which are briefly described below.

Pedestrian improvements:
The Specific Plan contains recommendations to provide a more comfortable pedestrian experience. Those recommendations include sidewalk improvements, pedestrian mid-block crossings, street intersections, and other passages.

Bicycle improvements:
The Specific Plan recommends improvements to wayfinding signage, adding decorative bike racks, as well as other bicycle facilities.

Public Transit recommendations:

- Coordination with Beach Cities Transit (BCT) to maintain and potentially increase service frequency in the Downtown

- Continued operation of the Beach Shuttle
- Expansion of the Lunch-time shuttle operations and hours to include early mornings and evenings
- Conducting a mass transit study to increase ridership on BCT buses and other City transit services
- Improvements to transit infrastructure, such as bus stop shelters and amenities

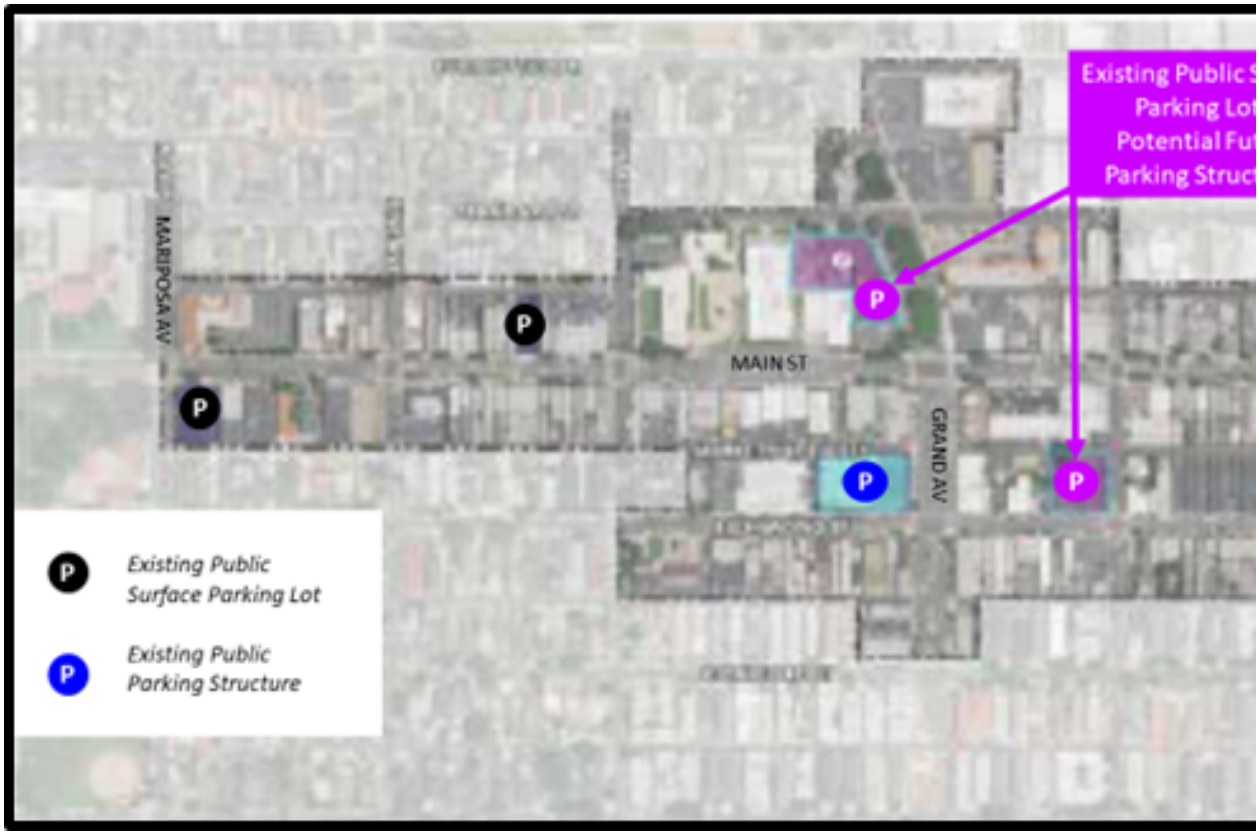
Vehicle Circulation improvements:

- Main Street. The Specific Plan proposes a reduction of the vehicle lanes from two in each direction to one, conversion of the existing bicycle route into a dedicated Class II bike lane and widening of the sidewalks on both sides of the street.
- Grand Avenue. Similarly, the Specific Plan proposes a reduction of the vehicle lanes from two in each direction to one, eliminating the parallel parking along the median, conversion of the parallel parking along the sidewalks to angled parking, and widening the sidewalks on both sides.
- Richmond Street. For the segment between Grand and Franklin Avenues, the Specific Plan proposes to maintain one vehicle travel lane in each direction and to eliminate the on-street parking and widen the sidewalks to 19 feet.

The above-described improvements are the preferred designs, but the Specific Plan includes additional alternatives for future consideration. The overall intent of the improvements are consistent in order to implement the overall mobility and parking strategy for the Downtown, which is to improve the pedestrian environment and increase walking, cycling, and transit in the Downtown.

Public Parking:
The Specific Plan area contains several parking lots and one parking structure (See Figure No. 3) in addition to the on-street parking. Based on the parking demand analysis conducted for the Downtown, currently there is a surplus of public parking that can adequately accommodate the existing Downtown users.

Figure No. 3 - Existing and Potential Parking Facilities



The proposed reductions in parking requirements and increase in permitted density is anticipated to encourage additional development in the Downtown, which will generate additional demand for parking. Initially, the increased parking demand will be managed through:

- Better management of the existing on-street and off-street parking (including signage and time limitations).
- Encouraging shared parking between businesses that have different peak demand times.
- Pedestrian, cycling, and transit improvements described above.

In the long term, if the parking demand approaches or exceeds the current supply and parking management strategies, the City may invest in new parking structures (See Figure No. 3) to accommodate the additional demand.
More information on public mobility improvements and public parking strategies is provided in Chapter 3 (Public Realm - Multimodal Mobility) of the draft Specific Plan.

Findings

Implementation of the new Downtown Specific Plan requires approval of a General Plan Amendment, Specific Plan Amendment, Zone Change, and Zone Text Amendments. To recommend approval of the proposed amendments, the Planning Commission must make the findings below.

General Plan Amendment and Specific Plan Amendment

1. *The amendment must be consistent with the General Plan.*
   The proposed general plan amendment is consistent with General Plan Land Use Element Goal LU1: Maintenance of El Segundo's "Small Town" Atmosphere and provides an attractive place to live and work in that it preserves and maintains the City's low-medium density residential nature, with low building height profile and character, and minimum development standards. The proposed amendment will increase the density and permitted height only on properties in the proposed Downtown Specific Plan area, thereby preserving the medium density and low building profile on the vast majority of properties in the northwest quadrant of the City. In addition, the stated vision of the proposed Downtown Specific Plan is to expand the existing neighborhood serving commercial and residential uses, while maintaining the "small-town" atmosphere. Further, the Specific Plan includes design standards for buildings on private property and outdoor dining areas, and improvements to public sidewalks, open spaces and landscaping that aim to make the Downtown area an attractive place for residents, employees, and visitors.

   The proposed specific plan amendment is also consistent with General Plan Land Use Goal LU2: Preservation and Enhancement of El Segundo's Cultural and Historic Resources, and Objective LU2-2 which encourages preservation and enhancement of the Downtown's cultural and historical resources. Chapters 2 and 4 of the proposed Downtown Specific Plan include goals and development standards that encourage the preservation and enhancement of potential historical buildings in this area, and ensure new development and improvements are compatible with the historic character of Downtown. In addition, Chapter 7 (Administration) requires a discretionary demolition permit for properties identified as potential historic resources or contributing to a potential historic district to ensure that any demolition does not cause a substantial adverse change in the significance of a historical resource.

   The proposed general plan amendment is also consistent with General Plan Land Use Element Goal LU3: Proper Distribution of Residential Land Uses, in that it preserves and protects existing Single-Family Residential uses. The proposed amendment does not alter the designation of any existing Single-Family Residential properties; it affects only properties designated as Commercial or Downtown Specific Plan. In addition, the proposed specific plan amendment includes development, design, and open space standards that help maintain a medium density character in most of the Downtown area. Furthermore, the proposed specific plan amendment includes standards that improve the design quality of multifamily residential developments.

The proposed general plan amendment is consistent with Land Use Element Goal LU 4: Provision of a Stable Tax Base for El Segundo Through Commercial Uses. The proposed re-designation of 8.8 acres of Downtown Commercial to Downtown Specific Plan and the incorporation of multifamily residential uses in the Downtown Specific Plan land use designation provides the opportunity to enhance and further stabilize the existing Downtown tax base within a mixed-use environment. In addition, the proposed specific plan amendment establishes a vision to create an economically prosperous Downtown with an appropriate balance of uses to reach its optimal potential. The proposed Specific Plan also addresses provisions for adequate parking, pedestrian-oriented architecture, and evaluation and mitigation of traffic impacts. Furthermore, the proposed Specific Plan includes permitted uses and development standards that will encourage the potential development of an additional 130,000 square feet of retail and restaurant uses, 200,000 square feet of professional office uses, 24,000 square feet of medical office uses, and 300 residential units, which will increase the City's tax base within a mixed-use environment.

The proposed specific plan amendment is consistent with Land Use Element Goal LU 5 to maintain and upgrade the existing excellent parks, recreation, and open space facilities. The proposed Downtown Specific Plan Chapter 4 (Public Realm – Place-making and Beautification) contains design guidelines for improving all the public spaces in the Downtown and developing the Civic Center Plaza as a focal recreational point for the community with activities for all ages.

The proposed specific plan amendment is consistent with General Plan Land Use Element Goal LU7: Provision of Quality Infrastructure by providing for quality infrastructure, including improved sidewalks, streets, street lighting, and other streetscape infrastructure improvements. The proposed Downtown Specific Plan Chapters 3 (Public Realm – Multimodal Mobility) and 4 (Public Realm – Place-making and Beautification) include design guidelines and improvement recommendations for the public right-of-way, including the sidewalks, streets, and alleys, and for all Downtown public open spaces and parking areas.

The proposed general plan amendment is consistent with the Economic Development Element Goal ED3 to preserve and improve the business environment and image of Downtown El Segundo, in that it will enable adoption of the proposed Specific Plan, which strives to preserve and improve the business environment, stabilize the economic viability of the Downtown, improve the appearance of Downtown, improve vehicular circulation, parking, and streetscape, and enhance the pedestrian environment while providing the opportunity for a mix of commercial services. In addition, the proposed Specific Plan permitted uses include a range of commercial and entertainment uses and the proposed development standards include more relaxed limits on density and height, as well as reduced parking compared to current standards, which, in combination, will stimulate new

development, business activity, and pedestrian traffic in the Downtown. Furthermore, the Specific Plan contains design standards for private property and design guidelines for the public right-of-way and public open spaces to improve the appearance of private and public spaces in the Downtown.

The proposed specific plan amendment is consistent with General Plan Circulation Element Goal C1: Provision for a Safe, Convenient and Cost-Effective Circulation System in that the proposed Specific Plan provides for a circulation system in the Downtown area that is safe, convenient, and cost-effective. The sidewalk, cycling, transit and roadway improvements planned for Main Street, Grand Avenue, and Richmond Street have been evaluated and can accommodate the circulation needs, and the Specific Plan area will continue to provide emergency vehicle access.

The proposed specific plan amendment is consistent with General Plan Circulation Goal C2: Provision for Alternative Modes of Transportation in that the Specific Plan enhances the pedestrian-oriented environment through widened sidewalks, pedestrian crosswalk improvements, alley improvements; expands bicycle facilities through provision of dedicated Class II Bike Lanes and related bicycle amenities; and improves the transit system access through improvements to physical infrastructure, such as bus shelters, benches, and bus stop zones.

The proposed general plan amendment is consistent with General Plan Housing Element Goal HE3: Provide Opportunities for New Housing Construction in a Variety of Locations and Variety of Densities, in that the proposed amendment directly implements Program No. 6: Provision of Adequate Sites by including multifamily residential to the mix of uses permitted in the Downtown Specific Plan Lan Use Designation. In addition, the proposed specific plan amendment is consistent with Goal HE3 and Program No. 6, in that the Downtown Specific Plan update increases the permitted residential density and establishes other standards that are estimated to result in 300 additional residential units within the Plan area.

The proposed specific plan amendment is consistent with the objectives and policies in the Open Space and Recreational Element in that the proposed Downtown Specific Plan Chapter No. 4 provides for the development of open space areas such as plazas and courtyards that activate the Downtown.

The proposed specific plan amendment is consistent with Conservation Element Goal CN4: El Segundo Blue Butterfly, in that the Downtown Specific Plan Chapters 2 and 4 contain policies to protect and enhance the quality of the urban landscape of the Downtown and designate habitat areas for the El Segundo Blue Butterfly.

2. *The amendment is necessary to serve the public health, safety, and general welfare.* The proposed general plan amendment is necessary to serve the public health, safety, and general welfare in that it consists of planning for the orderly use of the City's land resources. The proposed amendment changes the Land Use Designation

of three sites from Downtown Commercial to Downtown Specific Plan to ensure consistency with the proposed Downtown Specific Plan's land use regulations.

The proposed specific plan amendment increases the permitted maximum density for residential developments only in the City's Downtown mixed-use environment, thereby preserving those areas throughout the City with a Single-Family Residential Land Use designation.

Further, staff believes the proposed general amendment will add multifamily residential uses to the permitted uses in the Downtown Specific Plan Land Use designation and, thus, directly facilitate and increase the opportunities for construction of new housing to satisfy the housing needs of all segments of the community as described in General Plan Housing Element Program 6: Provision of Adequate Sites.

The proposed specific plan amendment will substantially increase the permitted density for residential uses in the Specific Plan area and, thus directly facilitate and increase the opportunities for construction of new housing to satisfy the housing needs of all segments of the community as described in General Plan Housing Element Program 6: Provision of Adequate Sites.

Finally, the potential environmental impacts generated by the proposed amendments were analyzed consistent with the requirements of the California Environmental Quality Act ("CEQA"). It was determined that the proposed amendments will have less than significant impacts with mitigation as analyzed in the EIR for the Downtown Specific Plan update project.

Zone Change

1. *The amendment must be consistent with the General Plan.*
   The proposed amendment is consistent with General Plan Land Use Element Goal LU1: Maintenance of El Segundo's "Small Town" Atmosphere and provide an attractive place to live and work in that it preserves and maintains the City's low-medium density residential nature, with low building height profile and character, and minimum development standards. The proposed amendment will increase the density and permitted height only on properties in the proposed Downtown Specific Plan area, thereby preserving the medium density and low building profile on the vast majority of properties in the northwest quadrant of the City. In addition, the stated vision of the proposed Downtown Specific Plan is to expand the existing neighborhood serving commercial and residential uses, while maintaining the "small-town" atmosphere. Furthermore, the Specific Plan includes design standards for buildings on private property and outdoor dining areas, and improvements to public sidewalks, open spaces and landscaping, which aim to make the Downtown area an attractive place for residents, employees, and visitors.

The proposed amendment is also consistent with General Plan Land Use Goal LU2: Preservation and Enhancement of El Segundo's Cultural and Historic Resources, and Objective LU2-2 which encourages preservation and enhancement of the Downtown's cultural and historical resources. Chapters 2 and 4 of the Specific Plan include goals and development standards to encourage the preservation and enhancement of potential historical buildings in this area, and to ensure new development and improvements are compatible with the historic character of Downtown. In addition, Chapter 7 (Administration) requires a discretionary demolition permit for properties identified as potential historic resources or contributing to a potential historic district to ensure that any demolition does not cause a substantial adverse change in the significance of a historical resource.

The proposed amendment is also consistent with General Plan Land Use Element Goal LU3: Proper Distribution of Residential Land Uses, in that it will preserve and protect existing Single-Family Residential uses. The proposed amendment does not alter the designation of any existing Single-Family Residential properties; it affects only properties designated as Commercial or Downtown Specific Plan. In addition, the proposed Downtown Specific Plan includes development, design, and open space standards that help maintain a medium density character in most of the Downtown area, and also improves the design quality of multifamily residential developments.

The proposed amendment is consistent with Land Use Element Goal LU 4: Provision of a Stable Tax Base for El Segundo Through Commercial Uses. The Specific Plan provides the opportunity to enhance and further stabilize the existing Downtown tax base within a mixed-use environment. The Plan strives to create Downtown as the focal point of the community, enhancing the aesthetic environment and upgrading public spaces for Downtown activities. The Specific Plan addresses provisions for adequate parking, pedestrian-oriented architecture, and evaluation and mitigation of traffic impacts. Furthermore, the Specific Plan includes permitted uses and development standards that will encourage the potential development of an additional 130,000 square feet of retail and restaurant uses, 200,000 square feet of professional office uses, 24,000 square feet of medical office uses, and 300 residential units, which will increase the City's tax base within a mixed-use environment.

The proposed amendment is consistent with Land Use Element Goal LU 5 to maintain and upgrade the existing excellent parks, recreation, and open space facilities. The proposed Downtown Specific Plan Chapter 4 (Public Realm – Place-making and Beautification) contains design guidelines for improving all the public spaces in the Downtown and developing the Civic Center Plaza as a focal recreational point for the community with activities for all ages.

The proposed amendment is consistent with General Plan Land Use Element Goal LU7: Provision of Quality Infrastructure by providing for quality infrastructure,

including improved sidewalks, streets, street lighting, and other streetscape infrastructure improvements. The proposed Downtown Specific Plan Chapters 3 (Public Realm – Multimodal Mobility) and 4 (Public Realm – Place-making and Beautification) include design guidelines and improvement recommendations for the public right-of-way, including the sidewalks, streets, and alleys, as well as all Downtown public open spaces and parking areas.

The proposed amendment is consistent with the Economic Development Element Goal ED3 to preserve and improve the business environment and image of Downtown El Segundo, in that the proposed Specific Plan strives to preserve and improve the business environment, stabilize the economic viability of the Downtown, improve the appearance of Downtown, improve vehicular circulation, parking, and streetscape, and enhance the pedestrian environment while providing the opportunity for a mix of commercial services. In addition, the proposed Specific Plan permitted uses include a range of commercial and entertainment uses and the proposed development standards include more relaxed limits on density and height, as well as reduced parking compared to current standards, which, in combination, will stimulate new development, business activity, and pedestrian traffic in the Downtown. Furthermore, the Specific Plan contains design standards for private property and design guidelines for the public right-of-way and public open spaces that will improve the appearance of private and public spaces in the Downtown.

The proposed amendment is consistent with General Plan Circulation Element Goal C1: Provision for a Safe, Convenient and Cost-Effective Circulation System in that the proposed Specific Plan provides for a circulation system in the Downtown area that is safe, convenient, and cost-effective. The sidewalk, cycling, transit and roadway improvements planned for Main Street, Grand Avenue, and Richmond Street have been evaluated and can accommodate the circulation needs, and the Specific Plan area will continue to provide emergency vehicle access.

The proposed amendment is consistent with General Plan Circulation Goal C2: Provision for Alternative Modes of Transportation in that the Specific Plan enhances the pedestrian-oriented environment through widened sidewalks, pedestrian crosswalk improvements, alley improvements; expands bicycle facilities through provision of dedicated Class II Bike Lanes and related bicycle amenities; and improves the transit system access through improvements to physical infrastructure, such as bus shelters, benches, and bus stop zones.

The proposed amendment is consistent with General Plan Housing Element Goal HE3: Provide Opportunities for New Housing Construction in a Variety of Locations and Variety of Densities, in that the proposed amendment directly implements Program No. 6: Provision of Adequate Sites. Specifically, the proposed amendment implements the Downtown Specific Plan update, which increases the permitted residential density and establishes other standards that are estimated to result in 300 additional residential units within the Plan area.

The proposed amendment is consistent with the objectives and policies in the Open Space and Recreational Element in that the Plan provides for the development of open space areas such as plazas and courtyards that activate the Downtown.

The proposed amendment is consistent with Conservation Element Goal CN4: El Segundo Blue Butterfly, in that the Plan protects and enhances the quality of the urban landscape of the Downtown and designates habitat areas for the El Segundo Blue Butterfly.

2. *The amendment is necessary to serve the public health, safety, and general welfare.*
The proposed amendment is necessary to serve the public health, safety, and general welfare in that it consists of planning for the orderly use of the City's land resources. The proposed amendment changes the Land Use Designation of three sites from Downtown Commercial to Downtown Specific Plan to ensure consistency with the proposed Downtown Specific Plan's land use regulations.

In addition, the proposed amendment will increase the permitted maximum density for residential developments, which helps focus the increased density in the City's Downtown mixed-use environment and preserves those areas with a Single-Family Residential Land Use designation.

Further, the proposed amendment will directly facilitate and increase the opportunities for the construction of new housing to satisfy the housing needs of all segments of the community as described in General Plan Housing Element Program 6: Provision of Adequate Sites.

Finally, the potential environmental impacts generated by the proposed amendment were analyzed consistent with the requirements of the CEQA. It was determined that the proposed amendment will have less than significant impacts with mitigation as analyzed in the EIR for the Downtown Specific Plan update.

3. *There are changed conditions since the existing zoning became effective to warrant other or additional zoning.*
There are changed conditions since the existing zoning became effective to warrant the addition of three sites totaling approximately 8.8 acres and currently zoned Downtown Commercial (C-RS) to the proposed Downtown Specific Plan. In 2019, the State of California enacted the Housing Crisis Act of 2019 (SB 330), which declared a housing crisis in California. This and other laws adopted recently imposed obligations on cities to facilitate housing production, including strict requirements on local housing elements. For the 6th cycle Regional Housing Needs Assessment ("RHNA"), El Segundo's allocation is 521 housing units, including 279 affordable housing units. The City conducted an analysis of the feasibility of facilitating construction of 521 units under existing zoning and determined that it would be infeasible. Consequently, on November 15, 2022, the City adopted its 2021-2029

Housing Element, which includes Program No. 6 to rezone an adequate number of sites to allow higher density residential development. The proposed amendment directly implements Housing Element Program No. 6, which is critical in meeting the City's RHNA obligations.

4. *The benefits of the proposed change of zone will clearly outweigh any potential adverse effects to adjoining property or the area*.

The proposed zone change will help the City meet its General Plan Housing Element Goal No. 3 to provide opportunities for new housing construction in a variety of locations and a variety of densities. The proposed rezoning of three sites totaling approximately 8.8 acres from Downtown Commercial (C-RS) to the proposed Downtown Specific Plan provides an opportunity and variety of locations for the construction of new housing units at high densities. The City provides existing locations that permit construction of single-family, low density residential developments in its Single-Family Residential (R-1) and Two-Family Residential (R-2) zones. It also provides locations that permit construction of multifamily, medium density residential developments in its Multi-Family Residential (R-3) zone. Thus, the proposed rezoning will address the need for high-density residential locations in the City.

The proposed zone change directly implements Housing Element Program No. 6 to provide adequate sites to meet the assigned RHNA of 521 housing units, including 279 affordable housing units at the moderate, low, and very low income categories. In addition, the zone change helps address the need for housing for various population groups, which is identified in the Housing Element.

Further, the proposed zone change directly addresses a Department of Housing and Community Development ("HCD") requirement that will result in full certification of City's Housing Element, with all the accompanying benefits of certification, such as the ability to qualify for HCD and other State grant funding.

There is no evidence in the record to suggest that there will be significant adverse effects as a result of the proposed zone change.

Finally, the potential environmental impacts generated by the proposed amendment were analyzed consistent with the requirements of the CEQA. It was determined that the proposed amendment will have less than significant impacts with mitigation as analyzed in the EIR for the Downtown Specific Plan update.

<u>Zone Text Amendment</u>

1. *The amendment must be consistent with the General Plan.*

The proposed zone text amendment is consistent with General Plan Land Use Element Land Use Designation descriptions in that it eliminates ESMC provisions related to the Downtown Commercial Land Use Designation, which is proposed to be

eliminated by the Downtown Specific Plan Update project.

In addition, the proposed amendment changes the Downtown Specific Plan zoning district names in the ESMC to ensure consistency with the proposed Downtown Specific Plan update.

Further, the proposed amendment creates a new parking in-lieu fee area in ESMC Chapter 15-27 to ensure consistency with the parking provisions of the proposed Downtown Specific Plan and enable the implementation of a parking in-lieu fee program in the proposed Downtown Specific Plan.

2. *The amendment is necessary to serve the public health, safety, and general welfare.* The proposed amendment is necessary to serve the public health, safety, and general welfare in that it consists of planning for the orderly use of the City's land resources. The proposed amendment changes the Land Use Designation of three sites from Downtown Commercial to Downtown Specific Plan to ensure consistency with the proposed Downtown Specific Plan's land use regulations.

   In addition, the proposed amendment is necessary to ensure consistency between ESMC Title 15 (Zoning Code) and the proposed changes to the City's Zoning Map.

   Further, the proposed amendment will establish a parking in-lieu fee area for the Downtown Specific Plan area in ESMC Chapter 15-27, which is necessary to implement the parking in-lieu fee program, a component of the overall parking and mobility strategy in the proposed Downtown Specific Plan.

   Finally, the potential environmental impacts generated by the proposed amendment were analyzed consistent with the requirements of the CEQA. It was determined that the proposed amendment will have less than significant impacts with mitigation as analyzed in the EIR for the Downtown Specific Plan update.

Environmental Review

Notice of Preparation

Pursuant to the requirements of CEQA and based on staff's review of the project and discussion with the applicant, City staff concluded that the project necessitated the preparation of an EIR. As such, on January 12, 2023, the City distributed a Notice of Preparation ("NOP") for an EIR, initiating a 30-day public scoping period that concluded on February 13, 2023. The purpose of the NOP was to indicate formally that the City was preparing a Draft EIR for the Downtown Specific Plan Update project and, as Lead Agency, to solicit input regarding the scope and content of the Draft EIR. The City held a public scoping session on February 2, 2023 to provide the public with an opportunity to learn more about the PCC Project before submitting any written comments. The NOP was distributed to all Responsible Agencies and interested parties, published in

the El Segundo Herald, and posted on the City's website.

Draft EIR

After the NOP comment period ended, the Draft EIR was prepared taking into account and addressing the various comments received during the NOP phase. After completing the Draft EIR, the document was made available to the public on February 2, 2024 for a 45-day public comment and circulation period that concluded on March 18, 2024. The purpose of this circulation period is to allow the public and agencies to provide input on the content and analysis contained in the Draft EIR.

The Draft EIR analysis determined that the project would have less than significant impacts in the following topical issues: Aesthetics, Agriculture and Forestry Resources, Air Quality, Biological Resources, Air Quality, Energy, Greenhouse Gas Emissions, Hydrology and Water Quality, Land Use, Mineral Resources, Noise, Population and Housing, Transportation, Utilities and Services Systems, and Wildfire. In addition, the analysis determined that the project would have less than significant impacts with mitigation incorporated in the following issues: Cultural Resources, Geology and Soils, Hazards and Hazardous Materials, Public Services and Recreation, and Tribal Cultural Resources. The impacts and mitigation measures related to these environmental factors are summarized in the Final EIR Executive Summary.

Final EIR

As a result of circulating the Draft EIR, the City received four comment letters. The Final EIR document contains a section titled "Response to Comments," which contains each written comment submitted, responses to each comment, and a section containing the mitigation measures identified in the EIR document to reduce impacts to a less than significant level. As a result of the comment and circulation periods associated with the NOP, no new impacts have been identified to warrant recirculation of the document or significant amendments to the analysis.

Downtown Outdoor Dining Program Guidelines and Related Fees

Staff is asking the City Council to consider the proposed regulations and process that would apply to restaurants wishing to establish outdoor dining in the downtown. The proposed regulations (attached) aim to strike a balance between supporting vibrant outdoor dining spaces and maintaining urban aesthetics.

Design standards:
Outdoor dining applications are to be evaluated against the building development standards unique to each of the respective proposed districts in the Downtown Specific Plan, including Main St. District, Richmond St. District, Grand Avenue District, and the Civic Center District. Administrative review of outdoor dining design would be intended

to ensure continuity of design, materials, and aesthetics consistent within the respective district, and enhance the street scape oriented toward the street. Other standards outlined include location requirements, and size limitations.

Overall application process:
Outlined starting on page 3 of the attached draft guidelines, the review and permitting process is designed to take between 2 - 4 weeks, requiring a meeting with City staff, several exhibits providing location and design specifications to be prepared by the applicant, barrier details ensuring protection of life and property, and site inspections to ensure compliance with the standards and maintenance of the outdoor dining area.

Fee structure:
Staff surveyed surrounding cities to find that most outdoor dining programs require the payment of a fee for the use of public rights-of-way. Other fees such as a sewer fee assessed per seat, wastewater fees, security deposits, and encroachment permit fees were also applied. The fee is typically charged monthly and ranges between $2 to $4 per square foot (detailed breakdown in the attached). In almost all instances, a one-time application fee is also required based on cost recovery for staff time, ranging from $1,239 to $3,208.

Based on evaluation of staff time necessary to review and permit outdoor dining, 100% cost recovery results in the following proposed application and renewal fees, outlined further in Exhibit A of the fee resolution:

Proposed One-Time Application Fee: $3,796.73

Proposed Annual Renewal Fee: $1,026.25

<u>City's Rights within the Right-of-Way</u>
El Segundo's street segments along 1) Main Street between El Segundo Boulevard and Pine Avenue; 2) Grand Avenue between Richmond Street and Standard Street; 3) Standard Street between Grand Avenue and Franklin Avenue; and 4) Richmond Street between Franklin Avenue and Grand Avenue, are held through a right-of-way easement (an easement for public road and highway purposes). Unlike a private easement, the use rights of a public right-of-way easement are vested equally in each member of the public.

Any future use of the subject street segments must continue to serve as a means for the transport or transmission of people, commodities, waste products or information, or serve public safety; serve either the public interest or public use rights; and not interfere with the use of any abutting properties. Appropriate language will be included in any agreement to preserve this purpose and use of the right-of-way. This means that the outdoor dining areas will need to be open to the public, regardless of whether the individuals are patrons or the restaurant or not. The City does not have the legal right to restrict access to these areas for private businesses.

Existing establishments currently utilizing the right-of-way for outdoor dining will be provided a 30-day notice to remove their current outdoor dining utilizing the City's temporary k-rail barricades, and begin the application process for the new Downtown Outdoor Dining Program.

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

PREPARED BY:
Paul Samaras, AICP, Principal Planner
REVIEWED BY:
Michael Allen, Community Development Director
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Draft Resolution (EA 1311 and GPA 21-01)
2. Draft Resolution (Parking in-lieu fee procedures)
3. Draft Ordinance
4. Draft Planning Commission Meeting Minutes
5. Downtown Outdoor Dining Program Guidelines
6. Outdoor Dining Fee Resolution

RESOLUTION NO. ____

A RESOLUTION CERTIFYING AN ENVIRONMENTAL IMPACT REPORT (EIR) AND APPROVING A GENERAL PLAN AMENDMENT FOR THE COMPREHENSIVE UPDATE OF THE DOWNTOWN SPECIFIC PLAN (Environmental Assessment No. EA 1311 and General Plan Amendment No. GPA 21-01).

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

SECTION 1: The City Council finds and declares that:

A. On August 1, 2000, the City Council adopted the Downtown Specific Plan;

B. On August 16, 2021, the City initiated the process to update the Downtown Specific Plan with the goals of helping its businesses, providing more housing, and finding parking solutions, while maintaining its general feel and character;

C. On May 25, 2023, the City and consultant team completed a draft of the Downtown Specific Plan Draft Specific Plan and released it for public review;

D. The City reviewed the project's environmental impacts under 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");

E. On November 2023, the City staff and consultant team completed a final draft of the Downtown Specific Plan (Attachment No. F) and, on February 2, 2024, released a draft EIR (Attachment A) for public review and comment;

F. On April 11, 2024, the Planning Commission held a duly-noticed public hearing at the conclusion of which the Planning Commission adopted Resolution 2950 recommending the City Council certify the EIR and approve the proposed amendments;

G. On April 25, 2024, a notice of a public hearing on the proposed amendments was published in the *El Segundo Herald* and mailed to all property owners within 300 feet and all occupants within 150 feet of the proposed Downtown Specific Plan;

H. On May 7, 2024, the City Council held a duly-noticed public hearing to review and consider the Project, receive public testimony, and review all of the evidence in the administrative record; and

I. This Resolution and its findings are made based upon the evidence presented to the City Council at its May 7, 2024, hearing including, without limitation, the staff report submitted by the Community Development Department and the totality of the evidence in the administrative record.

SECTION 2: *Factual Findings and Conclusions*. The City Council finds, without limitation, the following regarding the proposed General Plan Amendment:

A. Government Code Section 65583 establishes the required contents and analysis in the General Plan Housing Elements in local jurisdictions;

B. Government Code Section 65584 mandates HCD to provide a determination of a region's existing and projected housing needs. It also mandates the Southern California Association of Governments (SCAG) to allocate the housing needs among local jurisdictions in the SCAG region in the Regional Housing Needs Assessment (RHNA) process;

C. The RHNA allocation for El Segundo during the 2021-2029 period is 521 dwelling units that are affordable to households of different income levels, including 131 units at above moderate income, 84 at moderate income, 99 at low income, and 207 at very low income;

D. On November 15, 2022, the City adopted its General Plan 2021-2029 Housing Element;

E. Program 6 (Provision of Adequate Sites) of the 2021-2029 Housing Element calls for specific rezoning actions, including completing a comprehensive Downtown Specific Plan update, to help the City meet its RHNA allocation goal;

F. The proposed Specific Plan update will expand by approximately 8.8 acres and move the east boundary of the Specific Plan to Eucalyptus Drive. This expansion will include several parcels that currently have a General Plan Land Use designation of Downtown Commercial and are zoned Downtown Commercial (C-RS);

G. The proposed General Plan amendment will:

1. Change the land use map designation for three sites totaling 8.8 acres from Downtown Commercial to Downtown Specific Plan;
2. Update the Downtown Specific Plan land use designation description;

3. Remove the Downtown Commercial land use designation description;
4. Update the description of the City's northwest quadrant in the land use plan; and
5. Update the Downtown Specific Plan area and city build-out projections.

H. The proposed Specific Plan update increases the permitted density and building height and reduces parking requirements to incentivize new development within the Specific Plan are. It is anticipated that the Specific Plan update will potentially result in new development, including up to 300 residential units, 200,000 square feet of office uses, 130,000 square feet of retail and restaurant uses, and 24,0000 of medical office uses. In addition, for the conversion of existing buildings from one permitted use to another, there will be no additional parking requirement. The reduced parking and conversion exemption for commercial uses will reduce construction cost, incentivize new development, and help attract new businesses to the Downtown.

I. The proposed amendment will increase the permitted density and height only on properties in the proposed Downtown Specific Plan, thereby preserving the medium density and low building profile on the vast majority of properties in the northwest quadrant of the City;

J. The proposed amendment is also consistent with General Plan Land Use Element Goal LU3: Proper Distribution of Residential Land Uses, in that it will preserve and protect existing Single-Family Residential uses. The proposed amendment does not alter the designation of any existing Single-Family Residential properties; it affects only properties designated as Downtown Commercial or Downtown Specific Plan;

K. The proposed roadway improvements on Main Street, Grand Avenue, and Richmond Street have been evaluated and can accommodate the circulation needs, and the Specific Plan area will continue to provide emergency vehicle access;

L. The proposed Specific Plan includes street improvements to maintain acceptable levels of service, transit improvements to increase ridership, and parking improvements and programs to address future parking demand. It proposes enhancements to alternative transportation, including widened sidewalks, pedestrian and bicycle facilities, and other streetscape infrastructure, which will further enhance the pedestrian environment and alternative transportation activity;

M. The Plan provides design guidelines for the development of open space areas such as plazas and courtyards that activate the Downtown, increase the use of landscaping, and designates habitat areas for the El Segundo Blue Butterfly;

N. The proposed Zone Text Amendment will:

1. Amend ESMC Section 15-3-1 (Designation of Zone Names) to delete the Downtown Commercial (C-RS) zone;

2. Amend ESMC Section 15-3-2 (Specific Plan Zones) to amend the Downtown Specific Plan zoning district names;

3. Delete ESMC Article 15-5B (Downtown Commercial (C-RS) Zone);

4. Amend ESMC Chapter 15-33 (Parking In-lieu Fees) to update the Downtown Specific Plan and Smoky Hollow Specific Plan parking in-lieu fee area maps.

SECTION 3: *General Plan Amendment Findings*. As required under Government Code § 65454 and ESMC § 15-27-3 and based on the findings set forth in Section 2, the City Council finds:

A. That the amendment is consistent with the General Plan.

The proposed general plan amendment is consistent with General Plan Land Use Element Goal LU1: Maintenance of El Segundo's "Small Town" Atmosphere and provide an attractive place to live and work in that it preserves and maintains the City's low-medium density residential nature, with low building height profile and character, and minimum development standards. The proposed amendment will increase the density and permitted height only on properties in the proposed Downtown Specific Plan area, thereby preserving the medium density and low building profile on the vast majority of properties in the northwest quadrant of the City. In addition, the stated vision of the proposed Downtown Specific Plan is to expand the existing neighborhood serving commercial and residential uses, while maintaining the "small-town" atmosphere. Further, the Specific Plan contains design standards for buildings on private property and outdoor dining areas, and improvements to public sidewalks, open spaces and landscaping that aim to make the Downtown area an attractive place for residents, employees, and visitors.

The proposed amendment is also consistent with General Plan Land Use Goal LU2: Preservation and Enhancement of El Segundo's Cultural and Historic Resources, and Objective LU2-2 which encourages preservation

and enhancement of the Downtown's cultural and historical resources. Chapters 2 and 4 of the proposed Downtown Specific Plan include goals and development standards that encourage the preservation and enhancement of potential historical buildings in this area, and ensure new development and improvements are compatible with the historic character of Downtown. In addition, Chapter 7 (Administration) requires a discretionary demolition permit for properties identified as potential historic resources or contributing to a potential historic district to ensure that any demolition does not cause a substantial adverse change in the significance of a historical resource.

The proposed general plan amendment is also consistent with General Plan Land Use Element Goal LU3: Proper Distribution of Residential Land Uses, in that it preserves and protects existing Single-Family Residential uses. The proposed amendment does not alter the designation of any existing Single-Family Residential properties; it affects only properties designated as Commercial or Downtown Specific Plan. In addition, the proposed specific plan includes development, design, and open space standards that help maintain a medium density character in most of the Downtown area. Furthermore, the proposed specific plan includes standards that improve design quality of multi-family residential developments.

The proposed general plan amendment is consistent with Land Use Element Goal LU 4: Provision of a Stable Tax Base for El Segundo Through Commercial Uses. The proposed redesignation of 8.8 acres of Downtown Commercial to Downtown Specific Plan and the incorporation of multi-family residential uses in the Downtown Specific Plan land use designation provides the opportunity to enhance and further stabilize the existing Downtown tax base within a mixed-use environment. In addition, the proposed specific plan establishes a vision to create an economically prosperous Downtown with an appropriate balance of uses to reach its optimal potential. The proposed Specific Plan also addresses provisions for adequate parking, pedestrian-oriented architecture, and evaluation and mitigation of traffic impacts. Furthermore, the proposed Specific Plan includes permitted uses and development standards that will encourage the potential development of an additional 130,000 square feet of retail and restaurant uses, 200,000 square feet of professional office uses, 24,000 square feet of medical office uses, and 300 residential units, which will increase the City's tax base within a mixed-use environment.

The proposed general plan amendment is consistent with Land Use Element Goal LU 5 to maintain and upgrade the existing excellent parks, recreation, and open space facilities. The proposed Downtown Specific Plan Chapter 4 (Public Realm – Placemaking and Beautification) contains design guidelines for improving all the public spaces in the Downtown and

developing the Civic Center Plaza as a focal recreational point for the community with activities for all ages.

The proposed general plan amendment is consistent with General Plan Land Use Element Goal LU7: Provision of Quality Infrastructure by providing for quality infrastructure, including improved sidewalks, streets, street lighting, and other streetscape infrastructure improvements. The proposed Downtown Specific Plan Chapters 3 (Public Realm – Multimodal Mobility) and 4 (Public Realm – Placemaking and Beautification) include design guidelines and improvement recommendations for the public right-of-way, including the sidewalks, streets, and alleys, and for all Downtown public open spaces and parking areas.

The proposed general plan amendment is consistent with the Economic Development Element Goal ED3 to preserve and improve the business environment and image of Downtown El Segundo, in that it will enable adoption of the proposed Specific Plan, which strives to preserve and improve the business environment, stabilize the economic viability of the Downtown, improve the appearance of Downtown, improve vehicular circulation, parking, and streetscape, and enhance the pedestrian environment while providing the opportunity for a mix of commercial services. In addition, the proposed Specific Plan permitted uses include a range of commercial and entertainment uses and the proposed development standards include more relaxed limits on density and height, as well as reduced parking compared to current standards, which, in combination, will stimulate new development, business activity, and pedestrian traffic in the Downtown. Furthermore, the Specific Plan contains design standards for private property and design guidelines for the public right-of-way and public open spaces to improve the appearance of private and public spaces in the Downtown.

The proposed general plan amendment is consistent with General Plan Circulation Element Goal C1: Provision for a Safe, Convenient and Cost-Effective Circulation System in that the proposed Specific Plan provides for a circulation system in the Downtown area that is safe, convenient, and cost-effective. The sidewalk, cycling, transit and roadway improvements planned for Main Street, Grand Avenue, and Richmond Street have been evaluated and can accommodate the circulation needs, and the Specific Plan area will continue to provide emergency vehicle access.

The proposed general plan amendment is consistent with General Plan Circulation Goal C2: Provision for Alternative Modes of Transportation in that the Specific Plan enhances the pedestrian-oriented environment through widened sidewalks, pedestrian crosswalk improvements, alley improvements; expands bicycle facilities through provision of dedicated

Class II Bike Lanes and related bicycle amenities; and improves the transit system access through improvements to physical infrastructure, such as bus shelters, benches, and bus stop zones.

The proposed general plan amendment is consistent with General Plan Housing Element Goal HE3: Provide Opportunities for New Housing Construction in a Variety of Locations and Variety of Densities, in that the proposed amendment directly implements Program No. 6: Provision of Adequate Sites by including multi-family residential to the mix of uses permitted in the Downtown Specific Plan Lan Use Designation. In addition, the proposed amendment is consistent with Goal HE3 and Program No. 6, in that the Downtown Specific Plan update increases the permitted residential density and establishes other standards that are estimated to result in 300 additional residential units within the Plan area.

The proposed general plan amendment is consistent with the objectives and policies in the Open Space and Recreational Element in that the proposed Downtown Specific Plan Chapter No. 4 provides for the development of open space areas such as plazas and courtyards that activate the Downtown.

The proposed general plan amendment is consistent with Conservation Element Goal CN4: El Segundo Blue Butterfly, in that the Downtown Specific Plan Chapters 2 and 4 contain policies to protect and enhance the quality of the urban landscape of the Downtown and designate habitat areas for the El Segundo Blue Butterfly.

B. The amendment is necessary to serve the public health, safety, and general welfare.

The proposed general plan amendment is necessary to serve the public health, safety, and general welfare in that it consists of planning for the orderly use of the City's land resources. The proposed amendment changes the Land Use Designation of three sites from Downtown Commercial to Downtown Specific Plan to ensure consistency with the proposed Downtown Specific Plan's land use regulations.

The proposed general plan amendment increases the permitted maximum density for residential developments only in the City's Downtown mixed-use environment, thereby preserving those areas throughout the City with a Single-Family Residential Land Use designation.

Further, staff believes the proposed general amendment will add multi-family residential uses to the permitted uses in the Downtown Specific Plan Land Use designation and, thus, directly facilitate and increase the opportunities for construction of new housing to satisfy the housing needs of all segments of the community as described in General Plan Housing Element Program 6: Provision of Adequate Sites.

The proposed general plan amendment will substantially increase the permitted density for residential uses in the Specific Plan area and, thus directly facilitate and increase the opportunities for construction of new housing to satisfy the housing needs of all segments of the community as described in General Plan Housing Element Program 6: Provision of Adequate Sites.

Finally, the potential environmental impacts generated by the proposed amendments were analyzed consistent with the requirements of the California Environmental Quality Act (CEQA). It was determined that the proposed amendments will have less than significant impacts with mitigation as analyzed in the Environmental Impact Report (EIR) for the Downtown Specific Plan update project.

SECTION 4: *Environmental Assessment*. The City Council makes the following environmental findings based on the whole of the administrative record:

A. The City completed a Draft EIR for this project. A noticed Public Scoping meeting was held on February 2, 2023, pursuant to CEQA Guidelines §15083. A Notice of Preparation of the DEIR was circulated for public review from January 12, 2023, to February 13, 2023, pursuant to CEQA Guidelines §15082. A Notice of Completion for the DEIR was filed with the State Office of Planning and Research on January 31, 2024, pursuant to CEQA Guidelines §15085. The public comment and review period for the DEIR was open between February 2, 2024, and March 18, 2024 in compliance with CEQA Guidelines §15087. ;

B. The DEIR, attached hereto as Exhibit A and incorporated by reference, was presented to the City Council and each councilmember has independently reviewed and considered the DEIR and its appendices prior to making a recommendation on the Project. Furthermore, each councilmember has reviewed and considered the testimony and other additional evidence presented at or prior to the public hearing on May 7, 2024;

C. The DEIR is an accurate and complete statement of the potential environmental impacts of the project and is in compliance with CEQA and the CEQA Guidelines. The EIR was prepared under the City's direction and reflects its independent judgment and good faith analysis of the potential environmental impacts and includes substantive and thorough responses to comments received during the public review period;

D. In response to comments from the public and other public agencies, some other minor changes have been made to the Draft EIR, which is attached as Exhibit A. In accordance with CEQA, the City Council finds as follows:

1. Factual corrections and minor changes have been set forth as clarifications and modifications to the Draft EIR;

2. The factual corrections and minor changes to the Draft EIR are not substantial changes in the Draft EIR that would deprive the public of a meaningful opportunity to comment on a substantial adverse environmental effect of the project, a feasible way to mitigate or avoid such an effect, or a feasible project alternative;

3. The factual corrections and minor changes to the Draft EIR will not result in new significant environmental effects or substantially increase the severity of the previously identified significant effects disclosed in the Draft EIR;

4. The factual corrections and minor changes to the Draft EIR do not involve mitigation measures or alternatives that are considerably different from those analyzed in the Draft EIR that would substantially reduce one or more significant effect on the environment; and

5. The factual corrections and minor changes to the Draft EIR do not render the Draft EIR so fundamentally inadequate and conclusory in nature that meaningful public review and comment would be precluded.

Therefore, none of the conditions set forth in CEQA requiring recirculation of a Draft EIR have been met. Incorporation of the factual corrections and minor changes to the Draft EIR into the Final EIR does not require the EIR to be recirculated for public comment.

E. Based on the foregoing, and on the evidence in the record as a whole, the City Council hereby finds that all potentially significant environmental impacts resulting from the project have been eliminated or mitigated to a less than significant level.

SECTION 5: *Approvals*. Based upon the foregoing and the evidence in the record as a whole, the City Council takes the following actions:

A. The City Council certifies a Final EIR and adopts a Mitigation Monitoring and Reporting Program (MMRP) for the Downtown Specific Plan Update project as set forth in Exhibit A;

B. The City Council approves General Plan Amendment No. GPA 21-01 as set forth in Exhibits B-E below:

Exhibit B: General Plan Land Use Designation Descriptions
Exhibit C: General Plan Land Use Plan Excerpts (NW Quadrant)
Exhibit D: General Plan Land Use Plan Existing Trends Buildout
Exhibit E: General Plan Map Changes; and

SECTION 6: *Reliance on Record.* Each and every one of the findings and determination in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 7: *Limitations*. The City Council's analysis and evaluation of the project is based on information available at the time of the decision. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. In all instances, best efforts have been made to form accurate assumptions.

SECTION 8. *Summaries of Information*. All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 9: This Resolution will take effect immediately and remain effective until superseded by a subsequent resolution.

SECTION 10: The City Clerk is directed to certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this ____ day of _____ 2024.

_____
Drew Boyles, Mayor

APPROVED AS TO FORM:

_____
Mark D. Hensley, City Attorney

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, approved, and adopted by said City Council, at a regular meeting of said Council held on the ____ day of _____, 2024, approved and signed by the Mayor, and attested to by the City Clerk, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Tracy Weaver, City Clerk

Resolution ____ Exhibit “A”:

Downtown Specific Plan Environmental Impact Report

Can be found on the City Downtown Specific Plan Update website and the following links:

1. Draft EIR
2. Draft EIR Appendices
3. Final EIR

RESOLUTION NO. ____
EXHIBIT "B"

El Segundo General Plan Land Use Element Excerpts - Page 3-6

Modify the following text on pages 3-6 through 3-8

Commercial Designations

Neighborhood Commercial
Permits neighborhood-serving retail, neighborhood-serving office, and limited residential on a single floor above the commercial ground floor. Residential uses are limited to a maximum density of 10 dwelling units per acre. This designation is intended to provide integrated neighborhood-serving commercial areas adjacent to the residential neighborhoods. The maximum floor area ratio (FAR) is 0.5.

~~**Downtown Commercial**~~
~~Permits community serving retail, community serving office, and residential on the floor above street level only if commercial is on the street level. Residential uses are limited to a maximum density of 10 dwelling units per acre. This designation is intended to provide an integrated community serving commercial area downtown. The maximum floor area ratio (FAR) allowed is 1.0.~~

General Commercial
Permits all retail uses, including hotel uses, and major medical facilities, at a maximum floor area ratio (FAR) of 1.0. Office uses are not permitted except for those providing personal services not exceeding 5,000 square feet such as travel and insurance agents.

Corporate Office
Permits a mixture of office and food-serving uses in single-tenant or multi-tenant buildings with limited retail uses permitted in the lobby area. Research and development uses are permitted east of Pacific Coast Highway. Hotels and motels are permitted east of ~~Sepulveda~~Pacific Coast Highway and west of Aviation Boulevard~~s~~ with a discretionary application. The maximum allowed floor area ratio (FAR) is 0.8. Office worker-oriented service uses are permitted, provided they are not located along Pacific Coast Highway or El Segundo Boulevard. A maximum FAR of 1.086 is permitted for the property commonly referred to as 888 North Pacific Coast Highway (Assessor's Parcel Number 4138-005-055), pursuant to Development

Agreement No. 00-2. (Reso. 4361, GPA 03-3, 2/3/04; Reso. 5090, GPA 18-01 6/19/2018).

Commercial Center
Permits a mixture of community-serving retail, restaurants and other commercial service uses in an integrated shopping center design. This designation is intended to serve a broad cross section of the City and surrounding area The maximum floor area ratio (FAR) is limited to 0.275. (Reso. 4415, GPA 03-4, GPA 03-5, 3/1/05).

Smoky Hollow Specific Plan
Permits a range of incubator businesses, small and medium size industrial uses, research and development, and creative office uses. The specific plan also permits public facilities, parking facilities, and limited restaurant and retail uses. The maximum floor area ratio (FAR) for the specific plan is 0.75 in the western part (west of the alley between Lomita Street and Maryland Street) and 1.0 for the eastern part. Additional FAR may be granted to development projects that provide public benefits, such as public parking and public open space. (Reso. 4306, GPA 2-03, 4/15/03; Reso. 5099, GPA 13-01, 9/18/18).

Urban Mixed-Use North
Permits a mixture of office, research and development, retail, and hotel uses. Light industrial uses conducted within a fully enclosed building shall be permitted if approved with a discretionary application. The maximum floor area ratio (FAR) is limited to 1.3.
(Ord. 1272, GPA 97-1, 6/17/97).

Urban Mixed-Use South
Permits a mixture of office, research and development, retail, and hotel uses. Light industrial uses conducted within a fully enclosed building and adult-oriented businesses shall be permitted if approved with a discretionary application. The maximum floor area ratio (FAR) is limited to 1.3. (Ord. 1272, GPA 97-1, 6/17/97).

Parking
Permits areas for parking automobiles, motorcycles, and bicycles in surface or structured parking. Specific properties have been designated as parking to insure that adequate long-term parking space will be available.

124th Street Specific Plan
Permits warehousing and mini-storage uses (with an appurtenant custodial convenience unit). Also permits a Water Facility. The maximum FAR is 0.47:1 (with the Water Facility) and 0.54:1 (without the Water Facility). (Ord. 1309, GPA 99-1, 8/17/99)

Aviation Specific Plan
Permits warehouse a mini-storage and storage uses with limited ancillary and support uses. The maximum floor area ratio (FAR) is limited to 0.22. (Ord. 1314, GPA 97-4, 12/7/99)

Downtown Specific Plan
Permits community serving retail and service uses, multiple-family residential and offices in a pedestrian-oriented environment. Also includes the Civic Center.
(Ord. 1319, GPA 99-2, 8/1/00)

RESOLUTION NO. ____
EXHIBIT "C"

General Plan Land Use Plan Excerpt Pages 3-10 thru 3-12

Modify the following text on pages 3-10 and 3-12:

Proposed Land Use Plan

"The following is a discussion of the 1992 Land Use Plan, which indicates future land uses for the entire City. For ease of discussion, the City is divided into four quadrants and the proposedland use designations within that quadrant are discussed. To knowwhat is allowed under each designation, please reference the land use definitions listed above.

Northwest Quadrant

The northwest quadrant of the City has the most varied mix of uses within the City. All of the City's residential units, the Downtown area, the Civic Center, and the older industrial area of SmokyHollow, are located in this quadrant. The 1992 Plan retains the three residential designations found on the old Plan: single-family, two-family, and multi-family, the 540 East Imperial Avenue Specific Plan (2012), and the Pacific Coast Commons Specific Plan (2022), which is a mixed-use, high-density residential and commercial designation. In addition, this quadrant contains two high-density overlay designations added in 2024: the Mixed-Use Overlay and the Housing Overlay. These two designations occupy 4.47 and 5.56 acres respectively and apply over the existing multi-family and commercial designations. The overlay designations are projected to generate approximately 678 additional dwelling units to help meet the 2021-2029 Housing Element Regional Housing Needs Allocation (RHNA) goals. The Plan shows 357.2 acres of single-family, 57.4 acres of two-family, 126.74 acres of multi- family, 5.65 acres of 540 East Imperial Avenue Specific Plan, and 6.38 acres of Pacific Coast Commons Specific Plan. The total number of dwelling units projected by the Plan is 8,767. One of the major goals of the 1992 Plan is to preserve the residential neighborhoods.

The Smoky Hollow area, which houses many of the City's older industrial uses, has been designated Smoky Hollow Specific Plan. The Specific Plan allows a combination of office, industrial, research and development, public facilities, parking facilities, and limited retail and restaurant uses. The Smoky Hollow area is approximately 94.3 acres.

The 222 Kansas Street Specific Plan (222 KSSP) consists of 4.83 acres, which were previously a part of the Smoky Hollow area. The 222 Kansas Street Specific Plan permits primarily office, light industrial, manufacturing, and research and development uses. The southerly portion may be used for governmental purposessubject to a development agreement. Commercial retail and restaurant uses are prohibited.

The Downtown area is designated as ~~Downtown Commercial (8.4acres) and~~ Downtown Specific Plan (~~26.3~~35.1 acres), where existing uses are already of a community-serving nature. There are also 7.0 acres designated for Neighborhood Commercial uses along Grand and Imperial Avenues and at Mariposa and Center Streets. These have been designated only where there are existing neighborhood-serving commercial uses.

The public schools, private schools, Library, and other public uses are all shown as Public Facilities. The Civic Center is included in the Downtown Specific Plan area. In addition, each of the existing public parks are designated as such. The open space areas under utility transmission corridors and the preserve for the Blue Butterfly are designated as Open Space.

The areas designated for parking on the Plan include public- and privately-owned lots which are necessary to serve existing businesses and the Downtown area.

The southwest corner of Pacific Coast Highway and Imperial Avenue is designated Corporate Office (17.8 ac) allowing a mix of office uses, similar to what exists there now, with retail in the lobby.

There are General Commercial uses indicated along Pacific Coast Highway, where there are existing commercial uses. There is also one General Commercial area along Imperial Avenue, where the Crown Sterling Suites Hotel now exists."

RESOLUTION NO. ____
EXHIBIT "D"
GENERAL PLAN LAND USE PLAN EXISTING TRENDS BUILDOUT

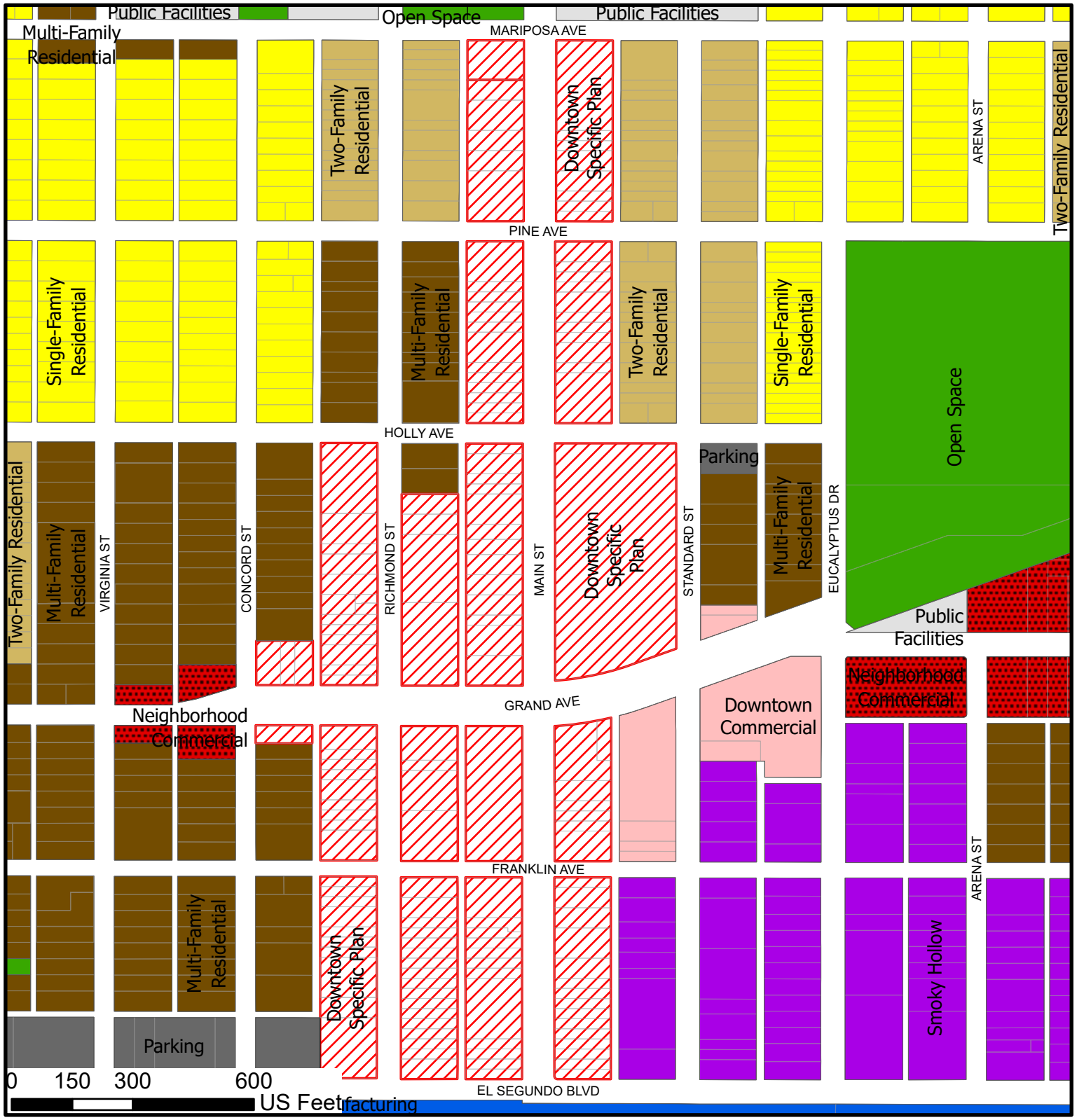
1992 General Plan Summary of Existing Trends Buildout			
Land Use Category	Acres	Dwelling Units	Square Footage
Single-Family Residential	357.2	2,858	-
Two-Family Residential	57.4	934	-
540 East Imperial Avenue Specific Plan	-	-	-
	5.65	58	-
Multi-Family Residential	119.7	3,531	-
Pacific Coast Commons Specific Plan	6.38	263	293,650
Mixed-Use Overlay[3]**[2]**	-	335	-
Housing Overlay[3]**[2]**	-	195	-
Neighborhood Commercial	6.6	85[1]	89,110
~~Downtown Commercial~~	~~8.8~~	~~18~~[1]	~~383,328~~
General Commercial	32.62	-	1,421,093
Corporate Office	213.62	-	12,461,324
Commercial Center	85.8	-	850,000
Smoky Hollow Specific Plan	94.3	126	2,973,010
Urban Mixed-Use North	232.5	-	13,166,010
Urban Mixed-Use South	70.6	-	3,997,936
124th Street Specific Plan	3.9	1	73,530
Aviation Specific Plan	5.4	-	66,000
Downtown Specific Plan	~~26.3~~**35.1**	~~232~~[1]**383**	~~1,145,628~~**1,534,970**
Corporate Campus Specific Plan	46.5	-	2,550,000
199 North Continental Boulevard	-	-	-
Specific Plan	1.75	-	70,132
222 Kansas Street Specific Plan	4.65	-	121,532
888 No. Sepulveda Boulevard		-	
Specific Plan	2.98	-	206,710
El Segundo South Campus	-	-	-
Specific Plan	142.28	-	4,231,547
Parking	9.95	-	-
Light Industrial	213.82	-	16,190,266
Heavy Industrial	1001	-	-~~2~~**1**
Public Facilities	87.9	-	-
Federal Government	90.6	-	-
Open Space	77.0	-	-
Parks	50		-
Street and Railroad R.O.W	442.6	-	-
Totals	3,497	~~8,617~~**8,768**	~~60,290,806~~**60,296,820**
Population Projection	17,287		

~~1 Existing construction and recently constructed, renovated commercial centers and legal non-conforming residential uses at densities that are currently higher than allowed by the land use designations in this plan will not realistically be converted to mixed commercial/residential uses and these buildings are expected to remain for the life of the Plan.~~

~~2~~ **1** The heavy industrial shown on this plan includes the Chevron Refinery and former Southern California Edison Generation Station. These facilities have processing equipment and tanks rather than buildings and are expected to remain for the life of the Plan. Therefore, no estimated building square footage is shown.

~~3~~ **2** The Mixed-Use Overlay and the Housing Overlay apply to nine sites over (and in addition to) the existing multi-family and commercial land use designations. The projected number of dwelling units within the overlays are in addition to any existing dwelling units on the applicable sites.

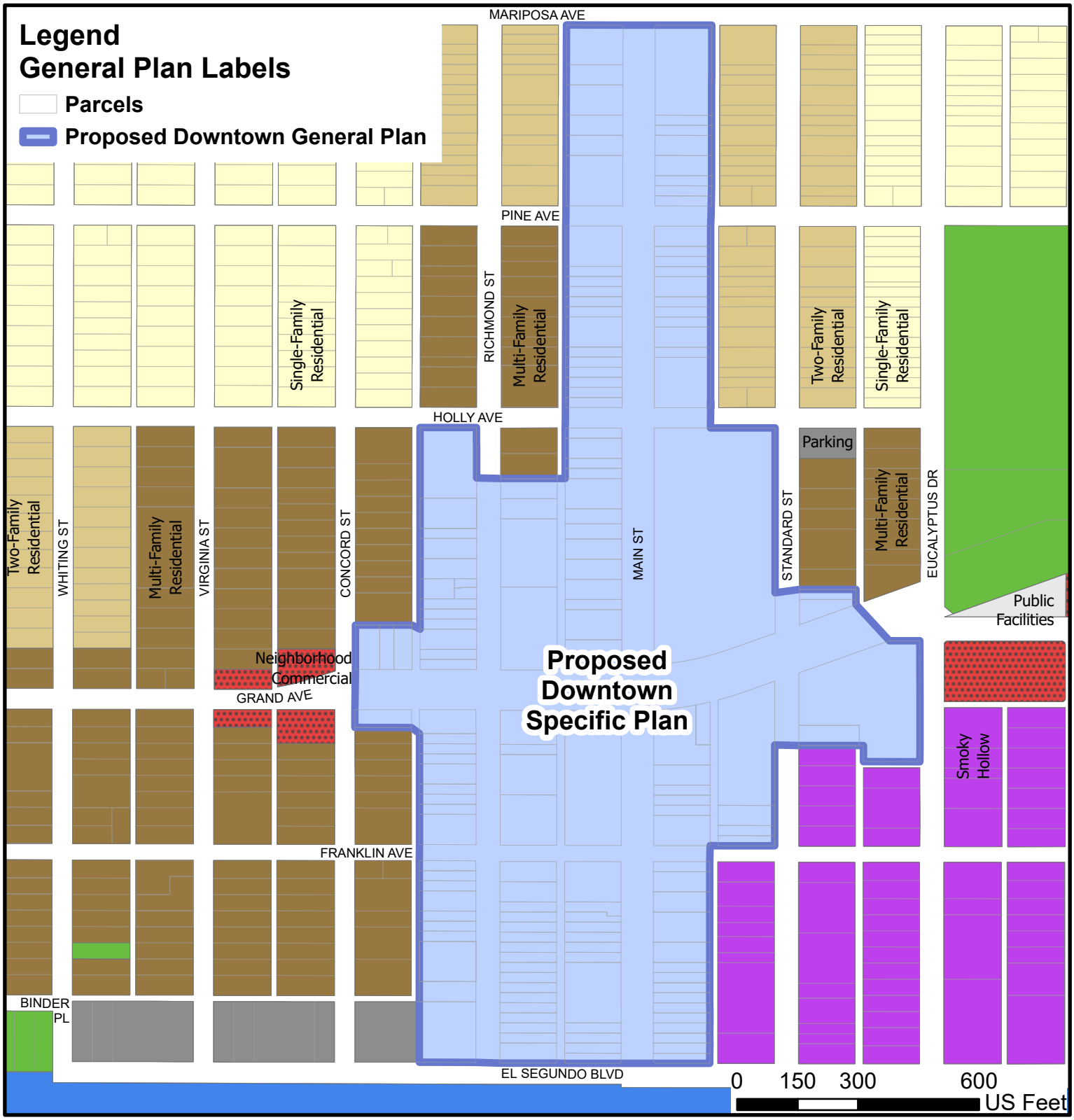
Downtown El Segundo EXHIBIT "E"



City of El Segundo Current General Plan

N W E S

Downtown El Segundo



City of El Segundo Proposed General Plan

N W E S

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO ESTABLISHING PARKING IN-LIEU FEE PAYMENT PROCEDURES

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

SECTION 1: The City Council does hereby finds and declares that:

A. El Segundo Municipal Code ("ESMC") Chapter 15-33 (Parking In-Lieu Fees) establishes fees "in lieu of providing on-site parking spaces within designated parking in-lieu fee areas," and ESMC § 15-33-3 (Payment) authorizes the payment of in-lieu fees over a period of time pursuant to an approving City Council resolution.

B. In 2003, the City Council established a parking in-lieu fee to allow any property owner of a property located within the Downtown Specific Plan area to pay a fee in lieu of providing required on-site parking spaces. Subsequently, the City Council adopted Resolution No. 4599 establishing procedures for payment of the parking in-lieu fee, including making payments over time;

C. In 2018, the City Council established a parking in-lieu fee to allow any property owner of a property located within the Smoky Hollow Specific Plan area to also pay a fee in lieu of providing required on-site parking spaces. At the same time, the City Council adopted Resolution No. 5100 establishing procedures for payment of the parking in-lieu fee in Smoky Hollow;

D. The intent of both programs is to allow the payment of a fee as an alternative method of meeting the City's parking requirements for private development and to provide additional shared public parking on-street and off-street in public parking structures;

E. The in-lieu fee payment procedures in the Downtown Specific Plan and the Smoky Hollow Specific Plan areas are currently inconsistent. To improve customer service and efficiency, the City intends to establish a common set of simple payment procedures for all parking in-lieu fee areas identified in ESMC Chapter 15-33 (Parking In-lieu Fees);

F. The City reviewed the project's environmental impacts under 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");

G. The City Council of the City of El Segundo held a duly noticed public hearing on May 7, 2024, to review and consider the staff report prepared for the proposed parking in-lieu fee payment procedures, receive public testimony, and review all related correspondence; and

H. This Resolution, and its findings, are made, in part, based upon the evidence presented to the City Council at its May 7, 2024, public hearing including, the staff report submitted by the Community Development Department.

SECTION 2: *Parking In-lieu Fee Amount*. The amount of parking in-lieu fee for the Parking In-lieu Fee Areas established in ESMC Chapter 15-33 shall be as set forth in the City Fee Schedule in effect at the time a development permit is issued, and as amended by City Council.

SECTION 3: *Timing of Payment*. Except as provided in paragraph C, the property owner may choose at the owner's discretion between the following two options:

A. Parking in-lieu fee must be paid in full before the City issues a Certificate of Occupancy or provides formal approval of a project that does not require a Certificate of Occupancy.

B. Alternatively, a property owner may pay a down payment of at least 50% of the full amount before the City issues a Certificate of Occupancy or provides formal approval of a project that does not require a Certificate of Occupancy, provided the property owner enters into a written repayment agreement with the City to pay the remaining amount. The remaining balance must be paid with annual payments over a period of time not to exceed 10 years from the date the City issues a Final Certificate of Occupancy. The property owner must execute and record: (i) a promissory note in favor of the City; (ii) a deed of trust in favor of the City to secure the promissory note; (iii) a covenant against the real property; and (iv) any other document required by the City Manager, upon recommendation by the City Attorney.

C. Notwithstanding the foregoing, when a property owner proposes to pay an in-lieu fee for more than 50% of the required parking for the property, then the in-lieu fee amount must be paid in full before the City issues a Certificate of Occupancy or provides formal approval of a project that does not require a Certificate of Occupancy.

SECTION 4: *Authorization.* The City Manager or designee is authorized to take any actions necessary to effectuate this resolution, including but not limited to, promulgation of administrative policies and procedures.

SECTION 5: This Resolution supersedes all prior resolutions related to parking in-lieu fee payment procedures, including, but not limited to, Resolution No. 4599 and Resolution No. 5100.

SECTION 6: *Environmental Assessment*. The proposed parking in-lieu fee payment procedures are exempt from further environmental review under the California Environmental Quality Act (California Public Resources Code §§ 21000, *et seq*., "CEQA") and CEQA Guidelines (14 California Code of Regulations §§ 15000, *et seq*.) because it is for general policies and procedure-making. It does not authorize any new development entitlements, but simply establishes policies and procedures for allowing the previously

approved project to be constructed. Any proposed project that will utilize the changes set forth in this Resolution will be subject to CEQA review as part of the entitlement review of the project. The proposed parking in-lieu fee payment procedures will not adversely impact the environment and is therefore exempt from the provisions of CEQA.

SECTION 7: *Reliance On Record.* Each and every one of the findings and determination in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 8: *Limitations*. The City Council's analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the City Council's lack of knowledge of future events. In all instances, best efforts have been made to form accurate assumptions. Somewhat related to this are the limitations on the city's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 9: *Summaries of Information.* All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 10: This Resolution will take effect immediately and remain effective until superseded by a subsequent resolution.

SECTION 11: The City Clerk is directed to certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this ____ day of _____ 2024.

_____
Drew Boyles, Mayor

APPROVED AS TO FORM:

_____
Mark D. Hensley, City Attorney

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, approved, and adopted by said City Council, at a regular meeting of said Council held on the ____ day of _____, 2024, approved and signed by the Mayor, and attested to by the City Clerk, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Tracy Weaver, City Clerk

ORDINANCE NO. ____

AN ORDINANCE APPROVING SPECIFIC PLAN AMENDMENT NO. 21-01, ZONE CHANGE NO. ZC 21-01, AND ZONE TEXT AMENDMENT NO. ZTA 21-07 IMPLEMENTING THE DOWNTOWN SPECIFIC PLAN UPDATE PROEJCT

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

SECTION 1: The Council finds and declares as follows:

A. On August 1, 2000, the City Council adopted the Downtown Specific Plan;

B. On August 16, 2021, the City initiated the process to update the Downtown Specific Plan with the goals of helping its businesses, providing more housing, and finding parking solutions, while maintaining its general feel and character;

C. On May 25, 2023, the City and consultant team completed a draft of the Downtown Specific Plan Draft Specific Plan and released it for public review;

D. The City reviewed the project's environmental impacts under 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");

E. An Environmental Impact Report (EIR) was prepared pursuant to the requirements of CEQA and the CEQA Guidelines;

F. On April 11, 2024, the Planning Commission held a duly noticed public hearing to receive public testimony and other evidence regarding the proposed ordinance, including, without limitation, information provided to the Planning Commission by City staff and public testimony;

G. After the close of the public hearing, the Planning Commission adopted Resolution No. 2950 recommending that the City Council approve the Downtown Specific Plan Update project including, without limitation, adopting this Ordinance;

H. On April 25, 2024, notice of a public hearing on the proposed Downtown Specific Plan Update project was published in the *El Segundo Herald* and mailed to all property owners within 300 feet and all occupants within 150 feet of the proposed Downtown Specific Plan;

I. On May 7, 2024, the City Council held a public hearing and considered the information provided by City staff and public testimony regarding the proposed Downtown Specific Plan Update project and this Ordinance; and

J. This Ordinance and its findings are made based upon the entire administrative record including, without limitation, testimony and evidence presented to the City Council at its May 7, 2024 hearing and the staff report submitted by the Community Development Department.

SECTION 2: *Environmental Assessment.* Prior to adopting this Ordinance, the City Council adopted Resolution No. ____ certifying a Final Environmental Impact Report (FEIR) and adopting a mitigation monitoring and reporting program (MMRP) for this Project which, among other things, properly assesses the environmental impact of this Ordinance, and the Project, in accordance with CEQA. This Ordinance incorporates by reference the environmental findings and analysis set forth in Resolution No. ____.

SECTION 3: *General Plan Amendment.* Prior to adopting this Ordinance, the City Council adopted Resolution No. ____ approving General Plan Amendment No. GPA 21-01 to:

A. Change the land use map designation for three sites (including seven parcels) totaling 8.8 acres from Downtown Commercial to Downtown Specific Plan;

B. Update the Downtown Specific Plan land use designation description;

C. Remove the Downtown Commercial land use designation description;

D. Update the description of the City's northwest quadrant in the land use plan; and

E. Update the Downtown Specific Plan area and city build-out projections.

SECTION 4: *Factual Findings and Conclusions*. The City Council finds as follows:

A. Government Code Section 65583 establishes the required contents and analysis in the General Plan Housing Elements in local jurisdictions;

B. Government Code Section 65584 mandates HCD to provide a determination of a region's existing and projected housing needs. It also mandates the Southern California Association of Governments (SCAG) to allocate the housing needs among local jurisdictions in the SCAG region in the Regional Housing Needs Assessment (RHNA) process;

C. The RHNA allocation for El Segundo during the 2021-2029 period is 521 dwelling units that are affordable to households of different income levels,

including 131 units at above moderate income, 84 at moderate income, 99 at low income, and 207 at very low income;

D. On November 15, 2022, the City adopted its General Plan 2021-2029 Housing Element;

E. Program 6 (Provision of Adequate Sites) of the 2021-2029 Housing Element calls for specific rezoning actions, including completing a comprehensive Downtown Specific Plan update, to help the City meet its RHNA allocation goal;

F. The proposed Specific Plan will expand by approximately 8.8 acres and move the east boundary of the Specific Plan to Eucalyptus Drive. This expansion will include several parcels that currently have a General Plan Land Use designation of Downtown Commercial and are zoned Downtown Commercial (C-RS);

G. The proposed General Plan amendment will:

1. Change the land use map designation for three sites totaling 8.8 acres from Downtown Commercial to Downtown Specific Plan;

2. Update the Downtown Specific Plan land use designation description;

3. Remove the Downtown Commercial land use designation description;

4. Update the description of the City's northwest quadrant in the land use plan; and

5. Update the Downtown Specific Plan area and city build-out projections.

H. The proposed Specific Plan update increases the permitted density and building height and reduces parking requirements to incentivize new development within the Specific Plan are. It is anticipated that the Specific Plan update will potentially result in new development, including up to 300 residential units, 200,000 square feet of office uses, 130,000 square feet of retail and restaurant uses, and 24,0000 of medical office uses. In addition, for the conversion of existing buildings from one permitted use to another, there will be no additional parking requirement. The reduced parking and conversion exemption for commercial uses will reduce construction cost, incentivize new development, and help attract new businesses to the Downtown.

I. The proposed amendment will increase the permitted density and height only on properties in the proposed Downtown Specific Plan, thereby preserving the medium density and low building profile on the vast majority of properties in the northwest quadrant of the City;

J. The proposed amendment is also consistent with General Plan Land Use Element Goal LU3: Proper Distribution of Residential Land Uses, in that it will preserve and protect existing Single-Family Residential uses. The proposed amendment does not alter the designation of any existing Single-Family Residential properties; it affects only properties designated as Downtown Commercial or Downtown Specific Plan;

K. The proposed roadway improvements on Main Street, Grand Avenue, and Richmond Street have been evaluated and can accommodate the circulation needs, and the Specific Plan area will continue to provide emergency vehicle access;

L. The proposed Specific Plan includes street improvements to maintain acceptable levels of service, transit improvements to increase ridership, and parking improvements and programs to address future parking demand. It proposes enhancements to alternative transportation, including widened sidewalks, pedestrian and bicycle facilities, and other streetscape infrastructure, which will further enhance the pedestrian environment and alternative transportation activity;

M. The Plan provides design guidelines for the development of open space areas such as plazas and courtyards that activate the Downtown, increase the use of landscaping, and designates habitat areas for the El Segundo Blue Butterfly;

N. The proposed Zone Text Amendment will:

1. Amend ESMC Section 15-3-1 (Designation of Zone Names) to delete the Downtown Commercial (C-RS) zone;

2. Amend ESMC Section 15-3-2 (Specific Plan Zones) to amend the Downtown Specific Plan zoning district names;

3. Delete ESMC Article 15-5B (Downtown Commercial (C-RS) Zone);

4. Amend ESMC Chapter 15-33 (Parking In-lieu Fees) to update the Downtown Specific Plan and Smoky Hollow Specific Plan parking in-lieu fee area maps.

SECTION 5: *Specific Plan Amendment Findings.* As required under ESMC § 15-27-3 and based on the findings set forth in Sections 2, 3, and 4 the City Council finds:

A. That the amendment is consistent with the General Plan.

The proposed specific plan amendment is consistent with General Plan Land Use Element Goal LU1: Maintenance of El Segundo's "Small Town" Atmosphere and provide an attractive place to live and work in that it preserves and maintains the City's low-medium density residential nature, with low building height profile and character, and minimum development standards. The proposed amendment will increase the density and permitted height only on properties in the proposed Downtown Specific Plan area, thereby preserving the medium density and low building profile on the vast majority of properties in the northwest quadrant of the City. In addition, the stated vision of the proposed Downtown Specific Plan is to expand the existing neighborhood serving commercial and residential uses, while maintaining the "small-town" atmosphere. Further, the Specific Plan contains design standards for buildings on private property and outdoor dining areas, and improvements to public sidewalks, open spaces and landscaping that aim to make the Downtown area an attractive place for residents, employees, and visitors.

The proposed specific plan amendment is also consistent with General Plan Land Use Goal LU2: Preservation and Enhancement of El Segundo's Cultural and Historic Resources, and Objective LU2-2 which encourages preservation and enhancement of the Downtown's cultural and historical resources. Chapters 2 and 4 of the proposed Downtown Specific Plan include goals and development standards that encourage the preservation and enhancement of potential historical buildings in this area, and ensure new development and improvements are compatible with the historic character of Downtown. In addition, Specific Plan Chapter 7 (Administration) requires a discretionary demolition permit for properties identified as potential historic resources or contributing to a potential historic district to ensure that any demolition does not cause a substantial adverse change in the significance of a historical resource.

The proposed specific plan amendment is also consistent with General Plan Land Use Element Goal LU3: Proper Distribution of Residential Land Uses, in that it preserves and protects existing Single-Family Residential uses. The proposed amendment does not alter the designation of any existing Single-Family Residential properties; it affects only properties designated as Commercial or Downtown Specific Plan.

In addition, the proposed specific plan amendment includes development, design, and open space standards that help maintain a medium density character in most of the Downtown area. Furthermore, the proposed specific plan amendment includes standards that improve design quality of multi-family residential developments.

The proposed specific plan amendment is consistent with Land Use Element Goal LU 4: Provision of a Stable Tax Base for El Segundo Through Commercial Uses. The proposed Downtown Specific Plan provides an opportunity to enhance and further stabilize the existing Downtown tax base within a mixed-use environment. In addition, the proposed specific plan amendment establishes a vision to create an economically prosperous Downtown with an appropriate balance of uses to reach its optimal potential. The proposed Specific Plan also addresses provisions for adequate parking, pedestrian-oriented architecture, and evaluation and mitigation of traffic impacts. Furthermore, the proposed Specific Plan includes permitted uses and development standards that will encourage the potential development of an additional 130,000 square feet of retail and restaurant uses, 200,000 square feet of professional office uses, 24,000 square feet of medical office uses, and 300 residential units, which will increase the City's tax base within a mixed-use environment.

The proposed specific plan amendment is consistent with Land Use Element Goal LU 5 to maintain and upgrade the existing excellent parks, recreation, and open space facilities. The proposed Downtown Specific Plan Chapter 4 (Public Realm – Placemaking and Beautification) contains design guidelines for improving all the public spaces in the Downtown and developing the Civic Center Plaza as a focal recreational point for the community with activities for all ages.

The proposed specific plan amendment is consistent with General Plan Land Use Element Goal LU7: Provision of Quality Infrastructure by providing for quality infrastructure, including improved sidewalks, streets, street lighting, and other streetscape infrastructure improvements. The proposed Downtown Specific Plan Chapters 3 (Public Realm – Multimodal Mobility) and 4 (Public Realm – Placemaking and Beautification) include design guidelines and improvement recommendations for the public right-of-way, including the sidewalks, streets, and alleys, and for all Downtown public open spaces and parking areas.

The proposed specific plan amendment is consistent with the Economic Development Element Goal ED3 to preserve and improve the business environment and image of Downtown El Segundo, in that the proposed Specific Plan strives to preserve and improve the business environment, stabilize the economic viability of the Downtown, improve the appearance of Downtown, improve vehicular circulation, parking, and streetscape, and

enhance the pedestrian environment while providing the opportunity for a mix of commercial services. In addition, the proposed Specific Plan permitted uses include a range of commercial and entertainment uses and the proposed development standards include more relaxed limits on density and height, as well as reduced parking compared to current standards, which, in combination, will stimulate new development, business activity, and pedestrian traffic in the Downtown. Furthermore, the Specific Plan contains design standards for private property and design guidelines for the public right-of-way and public open spaces to improve the appearance of private and public spaces in the Downtown.

The proposed specific plan amendment is consistent with General Plan Circulation Element Goal C1: Provision for a Safe, Convenient and Cost-Effective Circulation System in that the proposed Specific Plan provides for a circulation system in the Downtown area that is safe, convenient, and cost-effective. The sidewalk, cycling, transit and roadway improvements planned for Main Street, Grand Avenue, and Richmond Street have been evaluated and can accommodate the circulation needs, and the Specific Plan area will continue to provide emergency vehicle access.

The proposed specific plan amendment is consistent with General Plan Circulation Goal C2: Provision for Alternative Modes of Transportation in that the Specific Plan enhances the pedestrian-oriented environment through widened sidewalks, pedestrian crosswalk improvements, alley improvements; expands bicycle facilities through provision of dedicated Class II Bike Lanes and related bicycle amenities; and improves the transit system access through improvements to physical infrastructure, such as bus shelters, benches, and bus stop zones.

The proposed specific plan amendment is consistent with General Plan Housing Element Goal HE3: Provide Opportunities for New Housing Construction in a Variety of Locations and Variety of Densities, in that the proposed amendment directly implements Program No. 6: Provision of Adequate Sites by increasing the permitted residential density and establishing other standards that are estimated to result in 300 additional residential units within the Plan area.

The proposed specific plan amendment is consistent with the objectives and policies in the Open Space and Recreational Element in that the proposed Downtown Specific Plan Chapter No. 4 provides for the development of open space areas such as plazas and courtyards that activate the Downtown.

The proposed specific plan amendment is consistent with Conservation Element Goal CN4: El Segundo Blue Butterfly, in that the Downtown Specific Plan Chapters 2 and 4 contain policies to protect and enhance the quality of the urban landscape of the Downtown and designate habitat areas for the El Segundo Blue Butterfly.

B. The amendment is necessary to serve the public health, safety, and general welfare.

The proposed specific plan amendment is necessary to serve the public health, safety, and general welfare in that it consists of planning for the orderly use of the City's land resources. The proposed amendment establishes land use regulations for a 35.1-acre Downtown Specific Plan area including permitted uses, development and design standards, as well as public improvements for the purpose of creating an economically prosperous Downtown while serving the public health, safety, and general welfare.

The proposed specific plan amendment increases the permitted maximum density for residential developments only in the City's Downtown mixed-use environment, thereby preserving those areas throughout the City with a Single-Family Residential Land Use designation.

The proposed specific plan amendment will substantially increase the permitted density for residential uses in the Specific Plan area and, thus directly facilitate and increase the opportunities for construction of new housing to satisfy the housing needs of all segments of the community as described in General Plan Housing Element Program 6: Provision of Adequate Sites.

Finally, the potential environmental impacts generated by the proposed amendment were analyzed consistent with the requirements of the California Environmental Quality Act (CEQA). It was determined that the proposed amendment will have less than significant impacts with mitigation as analyzed in the Environmental Impact Report (EIR) for the Downtown Specific Plan update project.

SECTION 6: *Zone Change Findings.* As required under ESMC § 15-27-3 and based on the findings set forth in Sections 2, 3, 4 the City Council finds:

A. The amendment is consistent with the General Plan.

The proposed amendment is consistent with General Plan Land Use Element Goal LU1: Maintenance of El Segundo's "Small Town" Atmosphere and provide an attractive place to live and work in that it preserves and maintains the City's low-medium density residential nature, with low building

height profile and character, and minimum development standards. The proposed amendment will increase the density and permitted height only on properties in the proposed Downtown Specific Plan area, thereby preserving the medium density and low building profile on the vast majority of properties in the northwest quadrant of the City. In addition, the stated vision of the proposed Downtown Specific Plan is to expand the existing neighborhood serving commercial and residential uses, while maintaining the "small-town" atmosphere. The Specific Plan contains design standards for buildings on private property and outdoor dining areas, and improvements to public sidewalks, open spaces and landscaping that aim to make the Downtown area an attractive place for residents, employees, and visitors.

The proposed amendment is also consistent with General Plan Land Use Goal LU2: Preservation and Enhancement of El Segundo's Cultural and Historic Resources, and Objective LU2-2 which encourages preservation and enhancement of the Downtown's cultural and historical resources. Chapters 2 and 4 of the Specific Plan include goals and development standards that encourage the preservation and enhancement of potential historical buildings in this area, and ensure new development and improvements are compatible with the historic character of Downtown. In addition, Chapter 7 (Administration) requires a discretionary demolition permit for properties identified as potential historic resources or contributing to a potential historic district to ensure that any demolition does not cause a substantial adverse change in the significance of a historical resource.

The proposed amendment is also consistent with General Plan Land Use Element Goal LU3: Proper Distribution of Residential Land Uses, in that it preserves and protects existing Single-Family Residential uses. The proposed amendment does not alter the designation of any existing Single-Family Residential properties; it affects only properties designated as Commercial or Downtown Specific Plan. In addition, the proposed Downtown Specific Plan includes development, design, and open space standards that help maintain a medium density character in most of the Downtown area, and includes standards that improve design quality of multi-family residential developments.

The proposed amendment is consistent with Land Use Element Goal LU 4: Provision of a Stable Tax Base for El Segundo Through Commercial Uses. The Specific Plan provides the opportunity to enhance and further stabilize the existing Downtown tax base within a mixed-use environment. The Plan strives to create Downtown as the focal point of the community, enhancing the aesthetic environment and upgrading public spaces for Downtown activities. The Specific Plan addresses provisions for adequate parking, pedestrian-oriented architecture, and evaluation and mitigation of traffic impacts.

Furthermore, the Specific Plan includes permitted uses and development standards that will encourage the potential development of an additional 130,000 square feet of retail and restaurant uses, 200,000 square feet of professional office uses, 24,000 square feet of medical office uses, and 300 residential units, which will increase the City's tax base within a mixed-use environment.

The proposed amendment is consistent with Land Use Element Goal LU 5 to maintain and upgrade the existing excellent parks, recreation, and open space facilities. The proposed Downtown Specific Plan Chapter 4 (Public Realm – Placemaking and Beautification) contains design guidelines for improving all the public spaces in the Downtown and developing the Civic Center Plaza as a focal recreational point for the community with activities for all ages.

The proposed amendment is consistent with General Plan Land Use Element Goal LU7: Provision of Quality Infrastructure by providing for quality infrastructure, including improved sidewalks, streets, street lighting, and other streetscape infrastructure improvements. The proposed Downtown Specific Plan Chapters 3 (Public Realm – Multimodal Mobility) and 4 (Public Realm – Placemaking and Beautification) include design guidelines and improvement recommendations for the public right-of-way, including the sidewalks, streets, and alleys, and for all Downtown public open spaces and parking areas.

The proposed general plan amendment is consistent with the Economic Development Element Goal ED3 to preserve and improve the business environment and image of Downtown El Segundo, in that the proposed Specific Plan strives to preserve and improve the business environment, stabilize the economic viability of the Downtown, improve the appearance of Downtown, improve vehicular circulation, parking, and streetscape, and enhance the pedestrian environment while providing the opportunity for a mix of commercial services. In addition, the proposed Specific Plan permitted uses include a range of commercial and entertainment uses and the proposed development standards include more relaxed limits on density and height, as well as reduced parking compared to current standards, which, in combination, will stimulate new development, business activity, and pedestrian traffic in the Downtown. Furthermore, the Specific Plan contains design standards for private property and design guidelines for the public right-of-way and public open spaces to improve the appearance of private and public spaces in the Downtown.

The proposed general plan amendment is consistent with General Plan Circulation Element Goal C1: Provision for a Safe, Convenient and Cost-Effective Circulation System in that the proposed Specific Plan provides for a circulation system in the Downtown area that is safe, convenient, and

cost-effective. The sidewalk, cycling, transit and roadway improvements planned for Main Street, Grand Avenue, and Richmond Street have been evaluated and can accommodate the circulation needs, and the Specific Plan area will continue to provide emergency vehicle access.

The proposed general plan amendment is consistent with General Plan Circulation Goal C2: Provision for Alternative Modes of Transportation in that the Specific Plan enhances the pedestrian-oriented environment through widened sidewalks, pedestrian crosswalk improvements, alley improvements; expands bicycle facilities through provision of dedicated Class II Bike Lanes and related bicycle amenities; and improves the transit system access through improvements to physical infrastructure, such as bus shelters, benches, and bus stop zones.

The proposed general plan amendment is consistent with General Plan Housing Element Goal HE3: Provide Opportunities for New Housing Construction in a Variety of Locations and Variety of Densities, in that the proposed amendment directly implements Program No. 6: Provision of Adequate Sites. Specifically, the proposed amendment implements the Downtown Specific Plan update, which increases the permitted residential density and establishes other standards that are estimated to result in 300 additional residential units within the Plan area.

The proposed amendment is consistent with the objectives and policies in the Open Space and Recreational Element in that the Plan provides for the development of open space areas such as plazas and courtyards that activate the Downtown.

The proposed amendment is consistent with Conservation Element Goal CN4: El Segundo Blue Butterfly, in that the Plan protects and enhances the quality of the urban landscape of the Downtown and designates habitat areas for the El Segundo Blue Butterfly.

B. The amendment is necessary to serve the public health, safety, and general welfare.

The proposed amendment is necessary to serve the public health, safety, and general welfare in that it consists of planning for the orderly use of the City's land resources. The proposed amendment changes the Land Use Designation of three sites from Downtown Commercial to Downtown Specific Plan to ensure consistency with the proposed Downtown Specific Plan's land use regulations.

In addition, the proposed amendment will increase the permitted maximum density for residential developments, which helps focus the increased density in the City's Downtown mixed-use environment and preserves those areas with a Single-Family Residential Land Use designation.

Further, proposed amendment will directly facilitate and increase the opportunities for the construction of new housing to satisfy the housing needs of all segments of the community as described in General Plan Housing Element Program 6: Provision of Adequate Sites.

Finally, the potential environmental impacts generated by the proposed amendment were analyzed consistent with the requirements of the California Environmental Quality Act (CEQA). It was determined that the proposed amendment will have less than significant impacts with mitigation as analyzed in the Environmental Impact Report (EIR) for the Downtown Specific Plan update.

C. *There are changed conditions since the existing zoning became effective to warrant other or additional zoning.*

There are changed conditions since the existing zoning became effective to warrant the addition of three sites totaling approximately 8.8 acres and currently zoned Downtown Commercial (C-RS) to the proposed Downtown Specific Plan. In 2019, the California enacted the Housing Crisis Act of 2019 (SB 330), which declared a housing crisis in California. This and other laws adopted recently imposed obligations on cities to facilitate housing production, including strict requirements on local housing elements. For the 6th cycle Regional Housing Needs Assessment (RHNA), El Segundo's allocation is 521 housing units, including 279 affordable housing units. The City conducted an analysis of the feasibility of facilitating construction of 521 units under existing zoning and determined that it would infeasible. Consequently, on November 15, 2022, the City adopted its 2021-2029 Housing Element, which includes Program No. 6 to rezone an adequate number of sites to allow higher density residential development. The proposed amendment directly implements Housing Element Program No. 6, which is critical in meeting the City's RHNA obligations.

D. *The benefits of the proposed change of zone will clearly outweigh any potential adverse effects to adjoining property or the area.*

The proposed zone change will help the City meets its General Plan Housing Element Goal No. 3 to provide opportunities for new housing construction in a variety of locations and a variety of densities. The proposed rezoning of three sites totaling approximately 8.8 acres from Downtown Commercial (C-RS) to the proposed Downtown Specific Plan provides an opportunity and variety of locations for the construction of new

housing units at high densities. The City provides existing locations that permit construction of single-family, low density residential developments in its Single-Family Residential (R-1) and Two-Family Residential (R-2) zones. It also provides locations that permit construction of multi-family, medium density residential developments in its Multi-Family Residential (R-3) zone. Thus, the proposed rezoning will address the need for high density residential locations in the City.

The proposed zone change directly implements Housing Element Program No. 6 to provide adequate sites to meet the assigned RHNA of 521 housing units, including 279 affordable housing units at the moderate, low, and very low income categories. In addition, the zone change helps address the need for housing for various population groups, which is identified in the Housing Element.

Further, the proposed zone change directly addresses a Department of Housing and Community Development (HCD) requirement that will result in full certification of City's Housing Element, with all the accompanying benefits of certification, such as the ability to qualify for HCD and other State grant funding.

There is no evidence in the record to suggest that there will be significant adverse effects as a result of the proposed zone change.

Finally, the potential environmental impacts generated by the proposed amendment were analyzed consistent with the requirements of the California Environmental Quality Act (CEQA). It was determined that the proposed amendment will have less than significant impacts with mitigation as analyzed in the Environmental Impact Report (EIR) for the Downtown Specific Plan update.

SECTION 7: *Zone Text Amendment Findings*. As required under ESMC § 15-27-3 and based on the findings set forth in Section 2, 3, and 4 the City Council finds:

A. The amendment is consistent with the General Plan.

The proposed zone text amendment is consistent with General Plan Land Use Element Land Use Designation descriptions in that it eliminates ESMC provisions related to the Downtown Commercial Land Use Designation, which is proposed to be eliminated by the Downtown Specific Plan Update project.

In addition, the proposed amendment changes the Downtown Specific Plan zoning district names in the ESMC to ensure consistency with the proposed Downtown Specific Plan update.

Further, the proposed amendment creates a new parking in-lieu fee area in ESMC Chapter 15-27 to ensure consistency with the parking provisions of the proposed Downtown Specific Plan and enable the implementation of a parking in-lieu fee program in the proposed Downtown Specific Plan.

B. The amendment is necessary to serve the public health, safety, and general welfare.

The proposed amendment is necessary to serve the public health, safety, and general welfare in that it consists of planning for the orderly use of the City's land resources. The proposed amendment changes the Land Use Designation of three sites from Downtown Commercial to Downtown Specific Plan to ensure consistency with the proposed Downtown Specific Plan's land use regulations.

In addition, the proposed amendment is necessary ensure consistency between ESMC Title 15 (Zoning Code) and the proposed changes to the City's Zoning Map.

Further, the proposed amendment will establish a parking in-lieu fee area for the Downtown Specific Plan area in ESMC Chapter 15-27, which is necessary to implement the parking in-lieu fee program, a component of the overall parking and mobility strategy in the proposed Downtown Specific Plan.

Finally, the potential environmental impacts generated by the proposed amendment were analyzed consistent with the requirements of the California Environmental Quality Act (CEQA). It was determined that the proposed amendment will have less than significant impacts with mitigation as analyzed in the Environmental Impact Report (EIR) for the Downtown Specific Plan update.

SECTION 8: ESMC Section 15-3-1 (Designation of Zone Names) is amended to read as follows:

15-3-1: DESIGNATION OF ZONE NAMES:

In order to classify, regulate, restrict and segregate the uses of lands and buildings, to regulate and restrict the height and bulk of buildings, to regulate the area of yards and other open spaces about buildings, and to regulate the density of population, the classes of use zones are by this title established, to be known as follows:

R-1	Single-Family Residential Zone
R-2	Two-Family Residential Zone
R-3	Multi-Family Residential Zone

~~C-RS~~	~~Downtown Commercial Zone~~
C-2	Neighborhood Commercial Zone
C-3	General Commercial Zone
CO	Corporate Office Zone
MU-N	Urban Mixed Use North Zone
MU-S	Urban Mixed Use South Zone
C-4	Commercial Center Zone
M-1	Light Industrial Zone
M-2	Heavy Industrial Zone
MDR	Medium Density Residential Overlay Zone
MMO	Multimedia Overlay District
MU-O	Mixed-Use Overlay
H-O	Housing Overlay
O-S	Open Space Zone
P	Automobile Parking Zone
P-F	Public Facilities Zone

SECTION 9: ESMC Section 15-3-2 (Specific Plan Zones) is amended to read as follows:

15-3-2: SPECIFIC PLAN ZONES:

A. In order to classify, regulate, restrict and segregate the uses of lands and buildings, to regulate and restrict the height and bulk of buildings, to regulate the area of yards and other open spaces about buildings and to regulate the density of population, the City has adopted the following specific plan areas which function as the Zoning Code for specific areas:

1. Smoky Hollow Specific Plan: There are four (4) classes of use zones intended to be used within the boundaries of the Smoky Hollow specific plan. These zones include:

SH-W - Smoky Hollow West Zoning District
SH-E - Smoky Hollow East Zoning District
P-F - Public Facilities Zoning District
P - Automobile Parking Zoning District

2. 124th Street Specific Plan: There is one zone intended to be used within the boundaries of the 124th Street specific plan. This zone is:

124th Street SP - 124th Street Specific Plan

3. Aviation Specific Plan: There is one use zone intended to be used within the boundaries of the aviation specific plan. This zone is:

ASP - Aviation Specific Plan Zone

4. Downtown Specific Plan: There are ~~six (6)~~**four** classes of use districts intended to be used within the boundaries of the downtown specific plan. These districts include:

~~MSD - Main Street District~~
~~MSTD - Main Street Transitional District~~
~~NRSD - North Richmond Street District~~
~~RSD - Richmond Street District~~
~~GAD - Grand Avenue District~~
~~WGATD - West Grand Avenue Transitional District~~

MSD – Main Street District
RSD – Richmond Street District
GAD – Grand Avenue District
CCD – Civic Center District

5. Corporate Campus Specific Plan: There is one use zone intended to be used within the boundaries of the corporate campus specific plan. This zone is:

CCSP - Corporate Campus Specific Plan Zone

6. 199 North Continental Boulevard Specific Plan: There is one zone intended to be used within the boundaries of the 199 North Continental Boulevard specific plan. This zone is:

NCBSP - 199 North Continental Boulevard Specific Plan

7. 540 East Imperial Avenue Specific Plan: There is one zone intended to be used within the boundaries of the 540 East Imperial Avenue specific plan. The zone is:

EIASP - East Imperial Avenue Specific Plan

8. 222 Kansas Street Specific Plan: There is one zone intended to be used within the boundaries of the 222 Kansas Street specific plan:

222 KSSP - 222 Kansas Street Specific Plan

9. 888 North Sepulveda Boulevard Specific Plan: There is one zone intended to be used within the boundaries of the 888 North Sepulveda Boulevard specific plan. The zone is:

888 NSBSP - 888 North Sepulveda Boulevard Specific Plan

10. El Segundo South Campus Specific Plan: There is one zone intended to be used within the boundaries of the El Segundo south campus specific plan. The zone is:

ESSCSP - El Segundo South Campus Specific Plan

11. The Lakes Specific Plan: There is one zone intended to be used within the boundaries of the Lake Specific Plan. The zone is:

TLSP - The Lakes Specific Plan

Further, the Lakes Specific Plan area is comprised of two subareas identified as PR/OS (Public Recreation/Open Space) and CR/OS (Commercial Recreation/Open Space).

C. The foregoing zones are separate zones and cannot be deemed to be more restrictive or less restrictive than any other zone, but are limited to the uses permitted in the specified zone.

~~D. Amendments to the downtown specific plan cannot occur more than once every two (2) years beginning November 15, 2005.~~

SECTION 10: ESMC Article 15-5A (Permitted Uses in Commercial Zones) is amended as follows:

ARTICLE A: PERMITTED USES IN COMMERCIAL ZONES

SECTION:

15-5A-1 Permitted Uses

15-5A-1: PERMITTED USES:

Table No. 1 below contains the uses permitted in the ~~CR-S,~~ C-2, C-3, C-4, CO, MU-N, ~~AND~~**and** MU-S zones, including uses permitted by right, accessory uses, uses subject to a**n** administrative use permit, and uses subject to a conditional use permit.

Table No. 1 – Permitted uses in commercial zones

Uses	Zones[1]						
	~~CR-S~~	C-2	C-3	C-4	CO	MU-N	MU-S
Eating and drinking establishments							
Alcohol - Off-site sale at retail establishments.	~~AUP~~	AUP	AUP	AUP	AUP	AUP	AUP
Alcohol - On site sale and consumption at bars.	~~CUP~~	CUP	CUP	CUP	CUP	CUP	CUP
Alcohol On-site sale and consumption at restaurants and hotels	~~AUP~~	AUP	AUP	AUP	AUP	AUP	AUP
Cafés	~~A~~	A	A	A	A	A	A
Drive-through restaurants			CUP[2]		CUP[2]	CUP[2]	CUP[2]
Micro-brewery with tasting room and/or dining				CUP		CUP	CUP
Outdoor dining areas, per ESMC Chapter 15-2	~~A~~	A	A	A	A	A	A
Restaurants, delicatessens, and cafés	~~P~~	P	P	P	P	P	P
General Commercial uses							
Adult-oriented businesses per ESMC Chapter 15-13							P
Animal hospitals (and veterinary services)		P	P	P			
Billiard/pool rooms and bowling alleys	~~P~~	P	P	P			
Business and consumer support services	~~P~~		P			P	P
Car rental agencies		CUP	CUP				
Catering services and flight kitchens						CUP	CUP
Farmers' market				P			
Financial institutions	~~P~~			P		P	P
Fitness centers		P	P	P[3]	P	P	P
General offices	~~P~~	P	P[4]	P	P	P	P
Indoor sale of automobiles, motorcycles, and motor scooters				P			
Massage establishments, per ESMC Chapter 4-10				CUP			CUP
Medical-dental offices	~~P~~	P	P	P	P	P	P
Medical-dental laboratories	~~A~~	A	P	A	A	P	P
Motion picture/television production facilities (indoor)[8]						P	P
Motion picture/television production facilities (outdoor)[8]						CUP	CUP
Multi-media offices			P	P	P	P	P

Uses	Zones[1]						
	~~CR-S~~	C-2	C-3	C-4	CO	MU-N	MU-S
Office worker-oriented services, not located on Pacific Coast Highway or El Segundo Boulevard					P		
Personal services	~~P~~	P	P	P		P	P
Retail sales	~~P~~	P	P	P		P	P
Service stations	~~CUP~~[6]		CUP[6]		CUP[6]	CUP[6]	CUP[6]
Group care and hospitality uses							
Bed and breakfast inns		CUP					
Daycare centers	~~P~~	P	P	P	P	P	P
Hospitals						CUP	CUP
Hotels and motels			P		CUP[5]	P	P
Industrial							
Freight forwarding	~~N~~	N	N	N	N	N	N
Light industrial uses						AUP	AUP
Research and development uses					P[7]	P[7]	P[7]
Waste material transfer and storage	~~N~~	N	N	N	N	N	N
Wholesale uses						P	P
Institutional							
Government buildings/public uses	~~P~~	P	P		P		
Museums					CUP		
Schools	~~P~~						
Miscellaneous uses							
Any use customarily incidental to a permitted use	~~A~~	A	A	A	A	A	A
Assembly halls	~~CUP~~			P		CUP	CUP
Data centers						P	P
Drive-through or walk-up services, excluding drive-through restaurants	~~A~~	A	A	A	A	A	A
Employee recreational facilities and play areas	~~A~~	A	A	A	A	A	A
Helicopter landing facilities per ESMC Section 15-2-13			CUP		CUP	CUP	CUP

Uses	Zones[1]						
	~~CR-S~~	C-2	C-3	C-4	CO	MU-N	MU-S
Open storage of commodities sold or utilized on the premises	~~A~~	A	A	A	A	A	A
Commercial Parking facilities, including park and ride lots						CUP	CUP
Parking structures and surface parking lots	~~A~~	A	A	A	A	A	A
Permitted uses conducted in a trailer, shipping container or similar structure				AUP			
Recreational facilities (public and private)		P	P	P	P	CUP	CUP
Residential uses	~~A~~	A					
Shared mobility parking facilities	~~A~~	A	A	A	A	A	A
Solar energy systems - Small and medium-scale ground-mounted	~~A~~	A	A	A	A	A	A
Solar energy systems - Roof-mounted	~~A~~	A	A	A	A	A	A
Other similar uses approved by the Director, per ESMC Chapter 15-22	~~P, A, AUP, CUP~~	P, A, AUP, CUP	P, A, AUP, CUP	P, A, AUP, CUP	P, A, AUP, CUP	P, A, AUP, CUP	P, A, AUP, CUP

Notes:

1. P = Permitted use, A = Accessory use, AUP = Use subject to an administrative use permit (Per ESMC Chapters 22 and 23), CUP = Use subject to a conditional use permit (per ESMC Chapters 24 and 28), N = prohibited
2. Drive-through restaurants are permitted with a CUP only east of Pacific Coast Highway.
3. Fitness centers in the C-4 zone are only permitted indoors
4. General offices in the C-3 zone are limited to a maximum gross area of 5,000 square feet
5. Hotels in the CO zone are not permitted west of Pacific Coast highway
6. Service stations are permitted with a CUP only when located at least 500 feet from any residential zoned property. This distance restriction does not apply to properties east of Pacific Coast Highway
7. Research and development uses in commercial zones are permitted only east of Pacific Coast Highway
8. See ESMC Article 15-7B regarding the Multimedia Overlay (MMO) District and its permitted uses

SECTION 11: ESMC Article 15-5B (Downtown Commercial (C-RS) zone) is deleted.

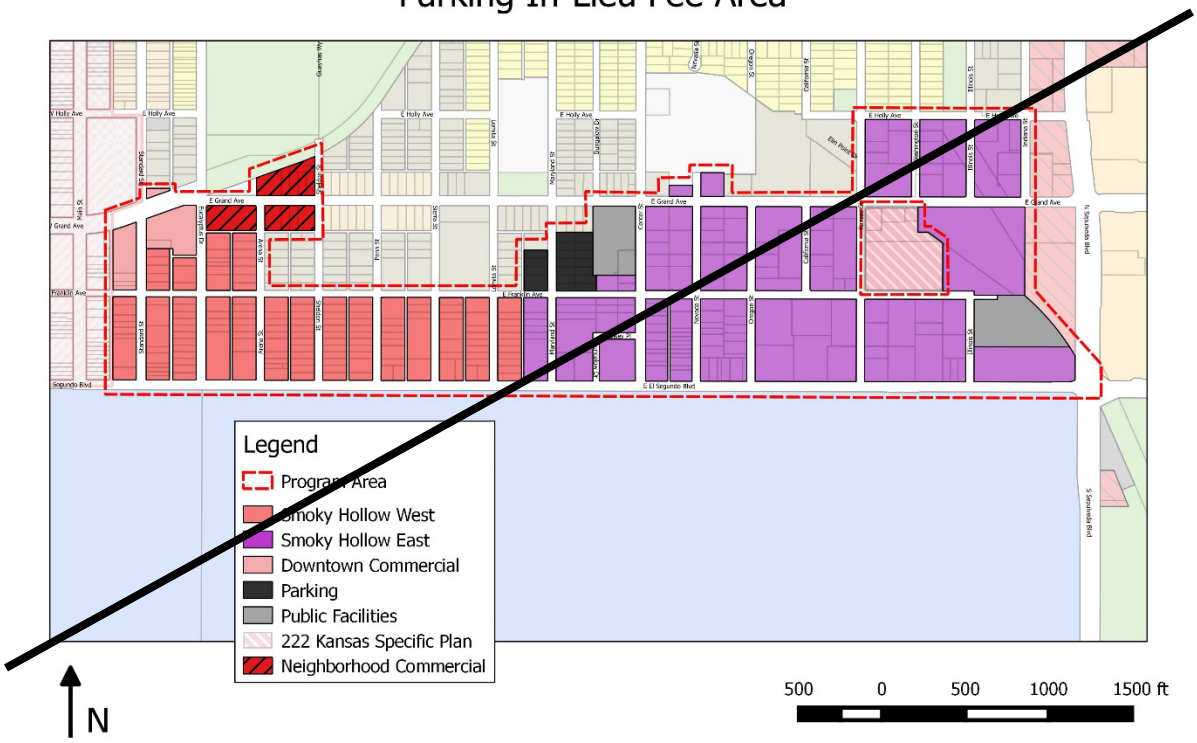
SECTION 12: ESMC Section 15-33-2 (Parking In-lieu Fee Areas) is amended as follows:

15-33-2: PARKING IN-LIEU FEE AREAS:

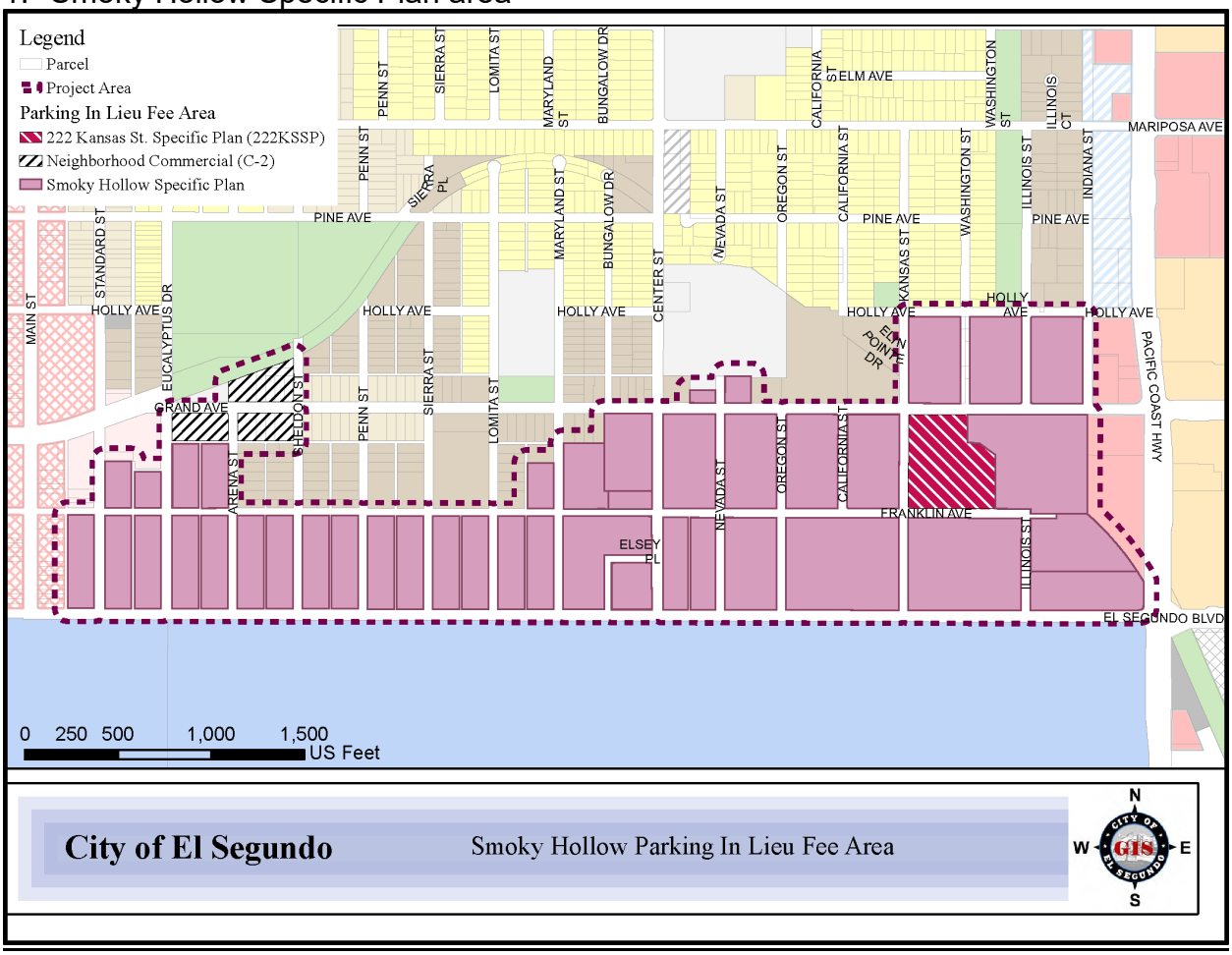
Any property owner of a property located within ~~the area enclosed by a bold dashed line on the parking in-lieu fee area map~~**a parking in-lieu fee area identified below** may pay parking in-lieu fees as established by the City Council, in lieu of providing required on-site parking spaces as outlined in section 15-15-6 of this title or applicable specific plans.

PARKING IN-LIEU FEE AREA**S**

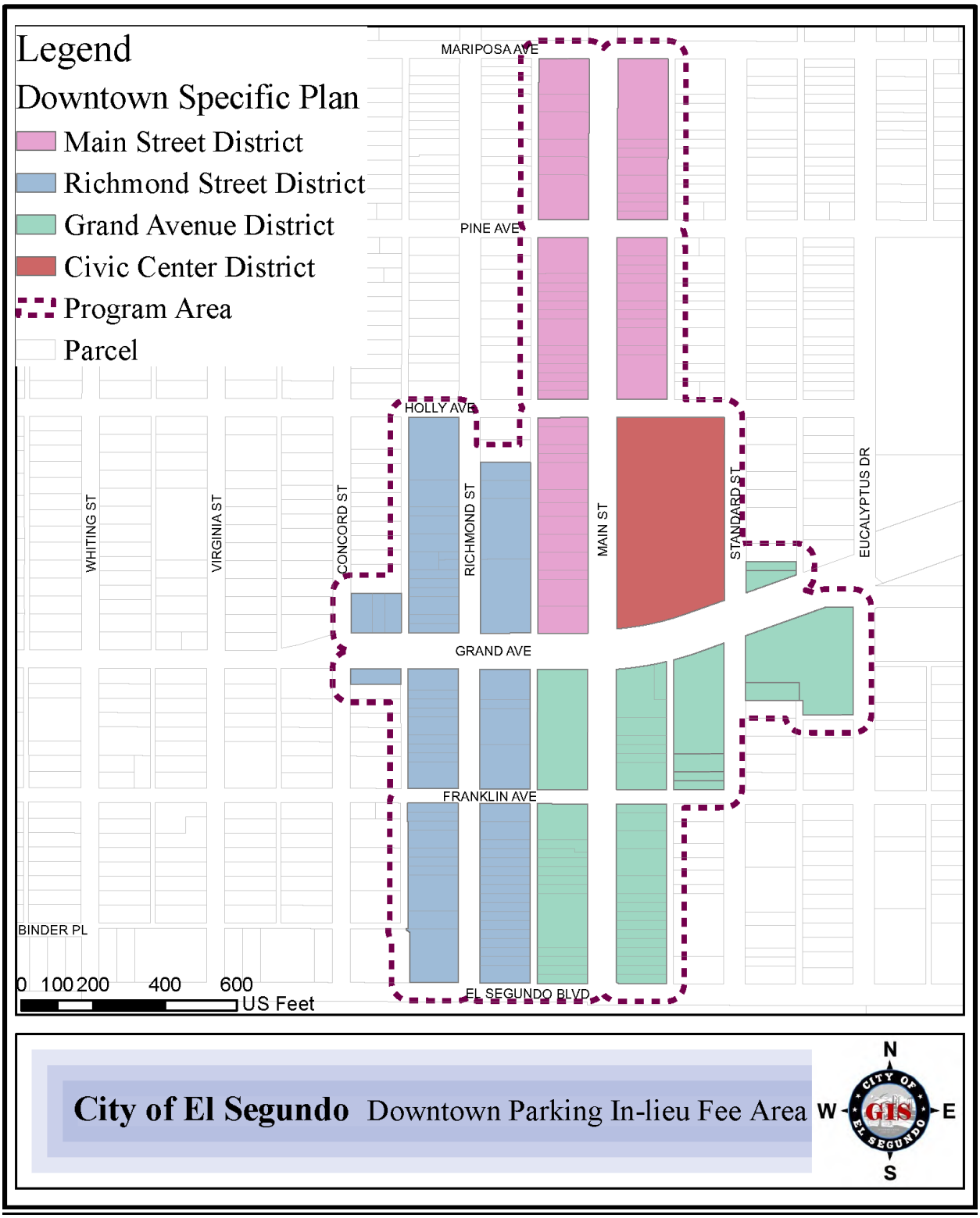
~~Parking In-Lieu Fee Area~~



1. Smoky Hollow Specific Plan area



2. Downtown Specific Plan area



SECTION 13: ESMC Section 15-33-5 (Director Approval Required) is amended to read as follows:

15-33-5: DIRECTOR APPROVAL REQUIRED:

Requests to pay parking in-lieu fees for more than ~~fifty~~**50** percent ~~(50%)~~ of the required parking spaces for a property or project as outlined in section 15-15-6 of this title or applicable specific plans must be approved by the Director at his or her discretion. The Director must consider potential impacts to the surrounding area when deciding whether to approve such a request. The Director's decision may be appealed to the Planning Commission pursuant to section ~~15-25-2~~**15-29-2** of this title.

SECTION 14: *Actions*.

A. The City Council approves Zone Change No. ZC 21-01 as set forth in Exhibit "A," which is incorporated into this Ordinance by reference.

B. The City Council approves Specific Plan Amendment No. SPA 21-01 and adopts the updated Downtown Specific Plan as set forth in Exhibit "B," which is incorporated into this Ordinance by reference.

SECTION 15: *CONSTRUCTION*. This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 16: *ENFORCEABILITY*. Repeal of any provision of the ESMC does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 17: *VALIDITY OF PREVIOUS CODE SECTIONS*. If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the ESMC or other city ordinance by this Ordinance will be rendered void and cause such previous ESMC provision or other the city ordinance to remain in full force and effect for all purposes.

SECTION 18: *SEVERABILITY.* If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 19: The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and,

within fifteen (15) days after the passage and adoption of this Ordinance, cause a summary thereof to be published or posted in accordance with California law.

SECTION 20: This Ordinance shall take effect 30 days after its passage and adoption.

PASSED AND ADOPTED this ___ day of _____, 2024.

_____
Drew Boyles, Mayor

APPROVED AS TO FORM:

By: _____
Mark D. Hensley, City Attorney

ATTEST:

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

I, 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 Ordinance No. _____ was duly introduced by said City Council at a regular meeting held on the ___ day of _____ 2024, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ___ day of _____, 2024, and the same was so passed and adopted by the following vote:

AYES:

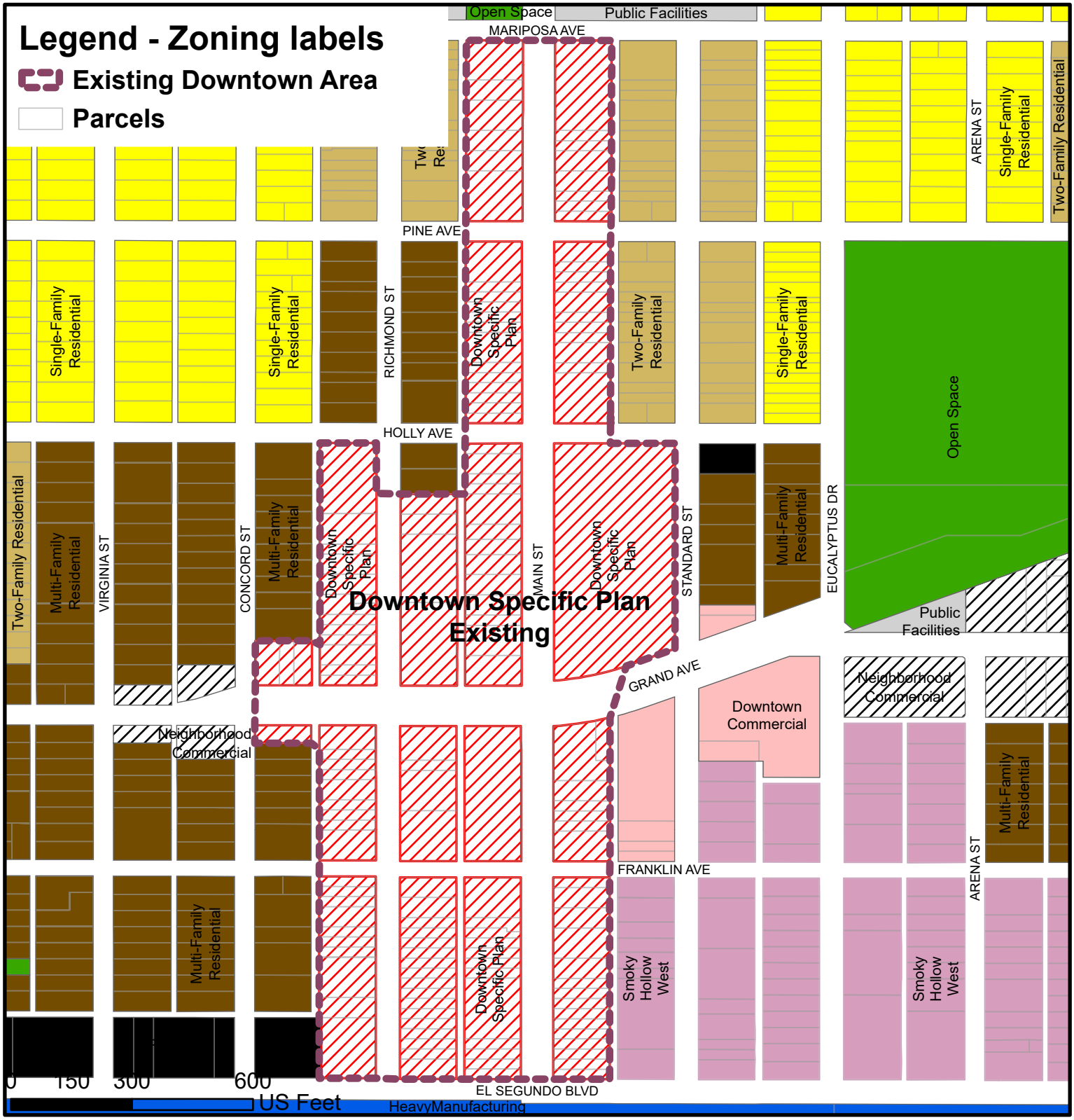
NOES:

ABSENT:

ABSTAIN:

_____
Tracy Weaver, City Clerk

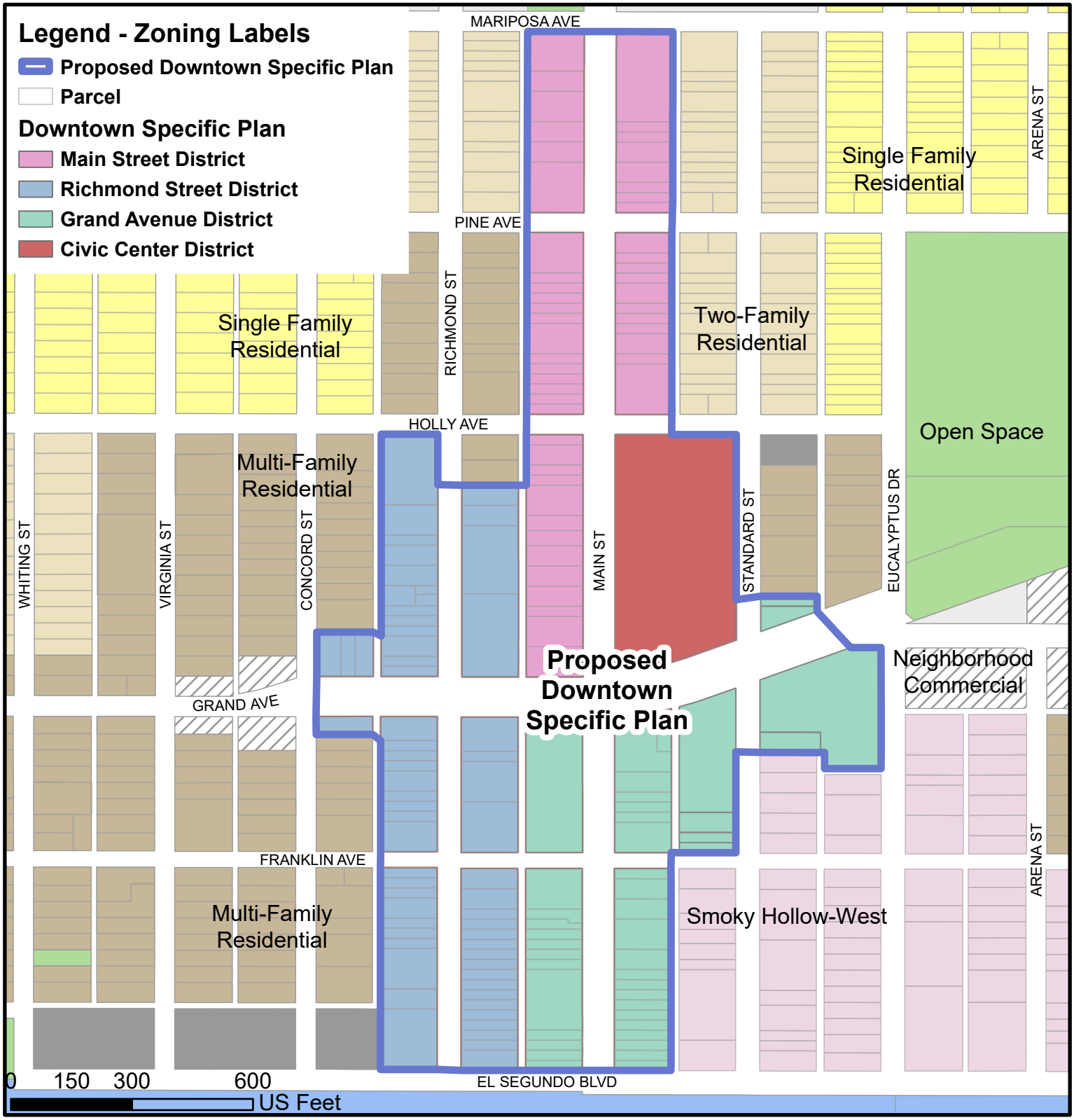
Downtown El Segundo EXHIBIT "A"



City of El Segundo Existing Zoning

N W E S

Downtown El Segundo



City of El Segundo Proposed Zoning

N W E S

Draft Ordinance

Exhibit “B”:

Downtown Specific Plan Update

This exhibit can be found on the City Downtown Specific Plan Update website and at the following link:

https://www.elsegundo.org/home/showpublisheddocument/8079/638421191995830000

MINUTES OF THE
EL SEGUNDO PLANNING COMMISSION
Regularly Scheduled Meeting

April 25, 2024

A. Call to Order

Chair Keldorf called the meeting to order at 5:37 p.m.

B. Pledge of Allegiance

Chair Keldorf led the pledge.

C. Roll Call

Present: Chair Keldorf
Present: Vice Chair Hoeschler
Present: Commissioner Newman
Present: Commissioner Inga
Absent: Commissioner Maggay

Also present: Michael Allen, AICP, Community Development Director
Also present: Eduardo Schonborn, AICP, Planning Manager
Also present: Joaquin Vazquez, City Attorney
Also present: Paul Samaras, AICP, Principal Planner
Also present: Jazmin Farias, Planning Technician

D. Public Communications

- Mary Roy and Scott Doodling introduced a “club/night entertainment” land use concept that they would like to see in the Downtown El Segundo area. They highlighted the economic impacts the proposed land use would have for the local economy.
- Property owner, Brian Sweeney, expressed his support for the Downtown Specific Plan update and suggested two changes to the land use table for item G.2 of the agenda packet. Suggested modifications include adding the land use “museum” as a permitted use in the Grand Avenue District and adding “night clubs” as a permitted use.
- City Attorney Joaquin Vasquez stated that the public communications before the Commission are regarding Item G.2 of the agenda packet and further discussion from the dais can occur at the time of the public hearing.

E. Written Communications (other than what is included in Agenda packets)

None.

F. Consent Calendar

1. Approval of Planning Commission Meeting Minutes:

- March 28, 2024

MOTION: Approve the minutes.

Moved by Vice Chair Hoeschler, second by Commissioner Newman. Motion carried, 4-0, by the following vote:
Ayes: Keldorf, Hoeschler, Newman, and Inga.

G. Continued Business—Public Hearing

2. Downtown Specific Plan Comprehensive Update. (PS)

- Commissioner Newman recused herself as she owns a business and a property within the Downtown Specific Plan. She added that on March 23, 2024, she attended a meeting with Brian Sweeney where they discussed land use topics that will be addressed during the public hearing.
- Vice Chair Hoeschler disclosed that he too met with the Sweeney's.
- Chair Keldorf disclosed that she had a phone conversation with Mr. Sweeney on March 24, 2024.

Principal Planner Paul Samaras presented the staff report that addressed the proposed modifications for the Downtown Specific Plan. Specifically, the presentation primarily covered chapters 2 and 3 focusing on the major changes and improvements of the specific plan which came from the feedback received during the last two study sessions such as height, density, allowable uses, new zoning districts, boundary changes, parking regulations and strategy, and street improvements, amongst other changes.

Planning Commission Discussion:

- Chair Keldorf inquired if there are minimum unit requirements to ensure they do not become Micro-units or SROs. Paul advised that there are minimum size requirements in the Specific Plan as well as state requirements units need to comply with to be considered a residential unit.
- Vice Chair Hoeschler inquired whether the lane-reduction program during covid triggered any negative feedback as the concept proposed for Main Street is similar. He also pointed out that the lane-reductions were successful in encouraging outdoor dining and pedestrian activity. Paul advised that he did not hear negative feedback.
- Chair Keldorf inquired if the Main Street preferred concept for bike lanes is secure. Paul added that the proposed design includes a wider bike lane

than the minimum requirement to allow for extra space to help protect cyclists.

- Vice Chair Hoeschler expressed his concern with the Grand Avenue preferred concept as it involves angled parking and a shared lane for drivers and cyclist. Paul explained that due to the short length of Grand Avenue within the Specific Plan, the Commission had previously opted not to support a dedicated bike lane or bike path along Grand Avenue. However, the Specific Plan contained other alternative designs that include a bike lane, which can be considered in the future.
- Vice Chair Hoeschler inquired what triggers the actual implementation of the street improvements the specific plan calls out. Paul advised that the factors are time and money; if there is funding then staff at the direction of Council would prepare designs that would be reviewed by Council before making any formal decisions. Typically, before any construction occurs adjacent property owners are notified.
- Commissioner Inga asked if the parking lot garage on Grand Avenue is utilized. Paul stated that the study shows it is not fully utilized. The area most utilized is the surface parking lot at Frankling and Richmond Street.
- Commissioner Inga suggested that the surface level parking lot on Main and Grand Avenue could be open to the public earlier than 6 p.m.
- Chair Keldor inquired what the thought process was for not allowing museums as an allowed use the proposed land use table since it was previously allowed. Paul advised that assembly type of uses is allowed, and some uses related to museums are allowed. He highlighted that at the time the current specific plan was proposed the existing “museum” was not categorized as a museum use as it was closer to a commercial use like an art gallery. Planning Manager Eduardo Schonborn clarified that a museum is allowed in 2 of the 4 proposed districts. The Planning Commission discussed and reached consensus on adding museums to the permitted uses in all districts as it creates public infrastructure and activates pedestrian traffic.
- Planning Commissioners inquired what the main distinguishing factor is for a nightclub; does it involve a cover charge, serving alcohol, dancing, is it open late and questioned how Purple Orchid is any different. Paul advised that the primary distinction between a restaurant and a bar is the food service. He highlighted that businesses are allowed to have entertainment such as having bands and DJ’s subject to an entertainment permit and Purple Orchid predates the current Specific Plan. Jay Hoeschler stated that a small dancing area such as what Mary and Scott are proposing seems very different than a “dance club.”

Chair Keldorf opened public communications.

- Mary Roy and Scott Doodling mentioned that their intention is not to call the business venture a nightclub as they don’t intend to be loud or attract a certain crowd. They are proposing a small dance floor area less than 300

square feet, low amplified sound such as 90 decibels, not laser driven, and a “live performer” who plays music. They do not want to put in a kitchen but want to serve things that are refrigerated such as charcuterie boards. The venue will hold space for youth events to occur only on specific nights with no sale of alcohol and an early closure time.

- City Attorney Joaquin Vasquez reminded the commissioners that there is no formal submittal for such proposed business that is being discussed.
- Planning Manager Eduardo Schonborn mentioned that one of the things the commission perhaps can recommend is for the “nightclub” use to be allowed via a CUP whether it be in one specific district or all, and highlighted that the use would not only apply to this business venture but would open the door similar uses in the future.
- Community Development Director stated that perhaps the commission explore a different term and use entirely and give staff the parameters of what they believe would be appropriate such as cover charge, size, hours, and a location; specifically focusing on what their concerns are. Staff seeks direction, so they could formulate a recommendation to council. The more specific we can get the more comfort level there is with an AUP being the mechanism and if it is vague, it becomes more difficult for staff as there is less reliance on being consistent.
- Vice Chair Hoeschler asked if there is another venue in Los Angeles with a similar concept and how do you ensure it does not become a nuisance. Scott stated that there is not and all you need to do is turn the music down just how a Church does it; loud enough to be inspired.

Chair Keldorf closed public communications.

Further discussion from Planning Commissioners:

- Chair Keldorf stated that she is not in favor of a blanket approval for nightclubs for the entire Downtown Specific Plan area and would be open to adjusting the definition of nightclub to something more compatible with and conducive to the neighborhood and limiting it to the Grand Avenue district and possibly the Main Street district. She suggested making this an administrative approval at the discretion of the Director.
- Planning Commission provided direction for staff to investigate the following parameters:
  - Decibel levels: limit to around 90 dBA
  - Dance floor size in proportion to the building and overall size
  - Lighting: Consider limitations on lighting (light/laser shows)
  - Queuing limitations: Limit queuing to the business frontage width.
  - Use: Allow a mixture of bar, dance, lounge, music, and potentially event venue.
  - Permit process: Allow subject to an administrative discretionary permit.
  - Location: permit in Grand District as it is the farthest from residential.

MOTION: Adopt Resolution No. 2950 recommending City Council approve Environmental Assessment No. EA-1311 to certify the EIR, General Plan Amendment No. GPA 21-01, Zone Change No. ZC 21-01, Specific Plan Amendment No. SPA 21-01, and Zone Text Amendment No. ZTA 21-07 for the comprehensive Downtown Specific Plan update with the amendment of adding the museum land use in the permitted uses in all districts and recommending that he City Council add an entertainment/music bar use catering to dancing within certain parameters (listed above) and directing staff some to draft a more detailed proposal for City Council consideration.

Moved by Vice Chair Hoeschler, second by Commissioner Inga.
Motion carried, 3-0, by the following vote:
Ayes: Keldorf, Hoeschler, and Inga.

H. New Public Hearings

- Commissioner Newman returned to the meeting.

3. Administrative Use Permit to Allow the Sale of Beer and Wine for On-site Consumption at a Restaurant Operating in Conjunction with a New Membership Only Health and Wellness Fitness Center ("Love.Life") at 740 South Pacific Coast Highway. (Environmental Assessment No. Ea-1362 and Administrative Use Permit No. 24-01). (MB)

Planning Manager Eduardo Schonborn requested the item be continued to the next scheduled Planning Commission meeting of May 9, 2024.

MOTION: Continue the item to the next scheduled Planning Commission meeting of May 9, 2024.

Moved by Commissioner Newman, second by Vice Chair Hoeschler.
Motion carried, 4-0, by the following vote:
Ayes: Keldorf, Hoeschler, Newman, and Inga.

I. New Business

4. Selection of a Planning Commission Member to Deliver a Presentation to the City Council on the Planning Commission's Work. (ES)

Community Development Director Michael Allen and Planning Manager Eduardo Schonborn provided a brief description of what type of "report" City Council is seeking and advised that Planning Staff would aid in gathering information. Dais provided consensus to appoint Chair Keldorf and Vice Chair Hoeschler to deliver the presentation to City Council.

J. Report from Community Development Director or designee

5. Update/discussion on Affordable Housing and the Affordable Housing Strategic Plan. (MA)

- Community Development Director Michael Allen provided a brief update on the Affordable Housing Fund and the Affordable Housing Strategic Plan. He stated that the funds are there, but have not been used, and they are intended to help produce affordable housing whether via a program, subsidizing permit fees, and/or partnering with developers. The Affordable Housing Strategic Plan touches up on ways this fund can be used.
- Michael advised that the schedule for the welcome sign at Main and Imperial has not been created yet but once available it will be shared with the commissioners.
- Staff congratulated Commissioner Newman for being in business in the city for 40 years.

K. Report from City Attorney's Office

None.

L. Planning Commissioners' Comments

- Thanked staff for the Downtown Specific Plan update.
- Chair Keldorf inquired how the golf cart parking spots came to be. Michael advised that it is a one-year pilot program implemented by South Bay Cities COG which received state funding for this purpose. The Public Works Department took the lead on it as it is a streets project. They will go back to Council to report findings and observational feedback has been received during the pilot period.

M. Adjournment—the meeting adjourned at 7:18pm.
The next meeting is scheduled for May 9, 2024, at 5:30 pm.

_____
Michael Allen, Community Development Director

_____
Michelle Keldorf, Planning Commission Chair

DOWNTOWN OUTDOOR DINING PROGRAM GUIDELINES

V.1.2024

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OVERVIEW OF PERMITTING PROCESS

Establishing outdoor dining on public property involves a three-part process: (1) Conducting a feasibility review of the proposed outdoor dining area; (2) Applying for an outdoor dining use permit and navigating the license agreement process; (3) Reviewing the permit application and issuing permits accordingly. Applicants can expect to spend a week or two assembling and submitting the application form and exhibits and paying the initial fee. Initial application review typically takes about two weeks. The entire review and approval process will depend on the applicant's timely completion of additional steps and payment of all fees, as well as submission of any requested revisions and/or additional materials. The Administrative and Planning Commission review process for outdoor dining can also be viewed in Chapter 7: Administration of the Downtown Specific Plan.

Step 1. Feasibility Review of the Proposed Outdoor Dining in Public Property

Parklets and Sidewalk Dining (collectively referred to as "outdoor dining") are permitted through an Outdoor Dining Use Permit and License Agreement process involving the following steps:

PRE-APPLICATION REQUIREMENTS (NO FEE)

A pre-application meeting is required with a Public Works and Community Development staff member. Applicant shall provide preliminary details and conceptual plans to help illustrate their proposal to determine the feasibility of the proposed outdoor dining location and design The proposed dining structure must not obstruct the view of neighboring businesses, including their signage, address numbers, or any other important business advertisements. The pre-application submittal shall include the following information:

A. Location map - Mapping/Aerial photo of the property and adjacent improvements.

B. Photographs of Existing Site Conditions - Document the existing conditions of the sidewalks, curb conditions, nearby utilities, nearest crosswalks, streetscape, traffic signs, street trees, bike racks, etc.

C. Design Concept - Provide a rough sketch or photographs of similar outdoor dining that portray the intended design of the proposed outdoor dining.

Step 2. Application for Outdoor Dining Use Permit and License Agreement Process

Provided the pre-application meeting establishes that the proposed location is feasible, then the Applicant shall complete the applicable application forms.

1. Start a project on the City's online permitting system, EZ Permit Hub. Plans will be concurrently routed to all necessary Departments for review. Website link is:

https://elsegundoca.portal.opengov.com/

2. Upload Exhibits A thru D online
    - Exhibit A – Site Plan for your proposed outdoor dining installation
    - Exhibit B – Proposed Barrier Details and/or Front View
    - Exhibit C – Manufacturers' Cut Sheet and/or Photographs of proposed materials used
    - Exhibit D – Proposed Furniture and Equipment Inventory
3. Upload a copy of your current and valid City of El Segundo Business License
4. Upload a copy of your current and valid liability insurance
5. Once all requirements are complete, submit your application
6. Pay the associated fees. Weblink for payment is: EZ Permit Hub

Step 3. Permit Application Review and Issuance

A. Review of Application

The site plan, elevations, and construction drawings will be routed through the City Departments for review and approval. If insufficient to approve, the applicant will be notified along with comments identifying necessary changes to obtain approval. A staff member may contact you by email to:

- Request additional information or materials and answer any questions.
- Send invoices for any remaining fees.
- Let you now once the application has been approved.

B. Outdoor Dining Review

All outdoor dining is subject to design review. This process includes the notification of immediate neighboring properties and review decisions by the City's Planning Commission. For more details on this part of the process can be found in the Downtown Specific Plan Chapter 7: Administration.

C. Approval

If approved, the process to obtain a permit is as follows:

1. Applicant pays the prorated annual license fee for the remainder of the calendar year along with a maintenance deposit and other fees as applicable.
2. City will issue an annual Outdoor Dining Use Permit and License Agreement for the applicant to sign and return
3. City will issue requirements for the annual renewal of the Outdoor Dining Use Permit and License Agreement, including a schedule of annual fees.
4. Applicant will notify the Public Works at 310-524-2360 at least 72 Business hours prior to installation of the outdoor dining. This will allow time for staff to place no-parking signs in the affected space(s) if applicable.
5. Applicant shall set in the field traffic control devices per the approved traffic control plan and notify Public Works in advance of commencing construction.

6. Upon completion of construction, the applicant will request a final inspection by calling 310-524-2360. The Public Works Inspector will ensure compliance with the approved construction plans and if not, will provide a list of changes to be made to bring the outdoor dining into compliance.

Permits for approved applications will only be issued after completion of additional steps and payment of all fees. Approved permits will then be issued.

OUTDOOR DINING GUIDELINES

The City of El Segundo (City) has established a program for the development and operation of outdoor dining in downtown El Segundo, where certain conditions for eligibility are met. The program is intended to encourage the activation of the public right-of-way, provide increased business opportunities for businesses and restaurants, and increase opportunities for outdoor dining and other uses. The following Guidelines and related fees shall govern the design, permitting, and operation. The City may modify these Guidelines from time to time to ensure compliance with applicable state laws, local codes, and safety regulations.

ELIGIBILITY:

A. ELIGIBLE APPLICANTS: Restaurants, retailers, and other businesses may apply for the temporary closure and use of one or more parking space(s) that are located immediately in front of their property limits for outdoor dining or other business uses ("Parklet"). Restaurants, retailers, and other businesses may apply for the temporary use of the sidewalk located immediately in front of their property limits for outdoor dining or other business uses ("Sidewalk Dining").

   Where the applicant does not own the property in which their restaurant or business is located, then the property owner's approval is required.

   Eligible applicants must submit an Outdoor Dining Petition, signed and approved by 100% of the adjacent property owners and business owners that are located on the same side of the street within 100' of both sides of the proposed parking space(s) or sidewalk use, or to the end of the block (whichever is less).

   The proposed dining structure must not obstruct the view of neighboring businesses, including their signage, address numbers, or any other important business advertisements.

   Eligible applicants shall remit a license fee equivalent to the City's Outdoor Dining rate

established by the City Council. Applicants are required to remit a fee to process their application. Upon issuance of a permit, applicants shall provide a prorated license fee for the remainder of the calendar year in advance, and provide a one-time maintenance deposit that is refunded upon termination of the permit provided the applicant removes the outdoor dining improvements and restores the right of way to its original condition.

Other than the placement of one ancillary sandwich board sign, Parklets and Sidewalk Dining are to be used only to place tables, chairs, a platform with railings/enclosure, landscaping, lighting, speakers, planter boxes, a roof or other equipment and devices necessary for creating open space for public use, a small garden, to create a customer waiting area, a stage for acoustic musicians to perform, or for serving food to outdoor dining customers. Outdoor dining may not be used to display or conduct retail product sales, or to render personal or other services.

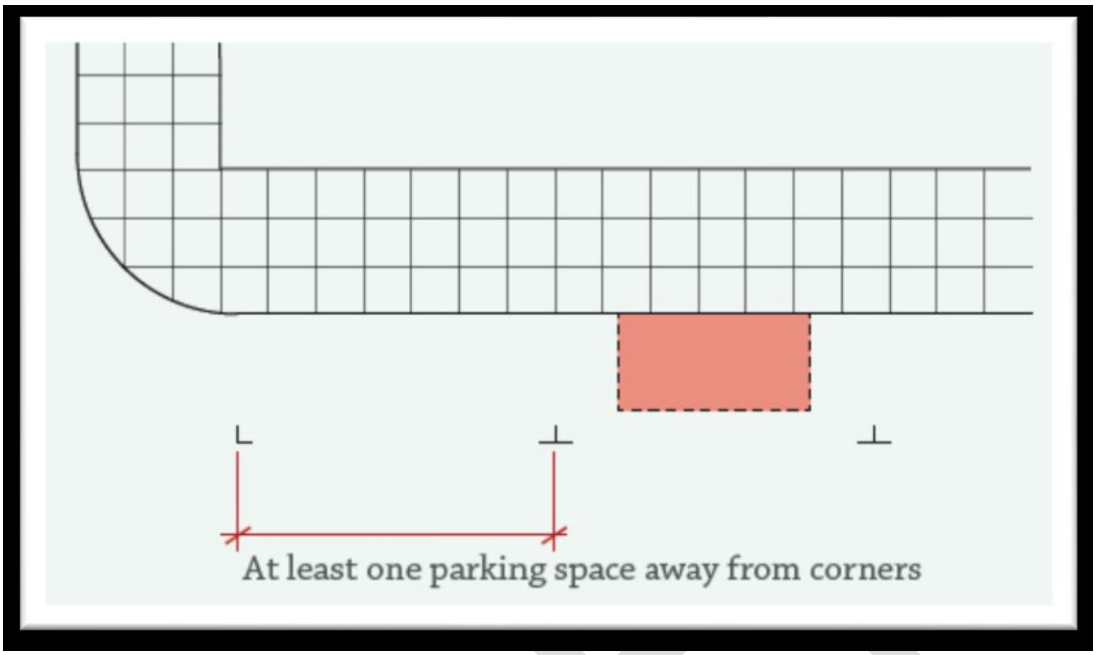
B. ELIGIBLE STREETS: Parklets are permitted on streets with speed limits of 25 mph or lower, which include a dedicated on-street parking lane. Parklets on streets with speed limits over 25 mph will be considered on a case-by-case basis. Sidewalk Dining is permitted where through access and path of travel may be maintained along the right-of-way.

C. PARKLET SIZE: A Parklet may occupy a maximum of three adjacent parking spaces or up to the length of a business frontage, whichever is less. Larger Parklets will be considered on a case-by-case basis based on site constraints or limitations to maximize the use of space within three adjacent parking stalls or the length of a business frontage.

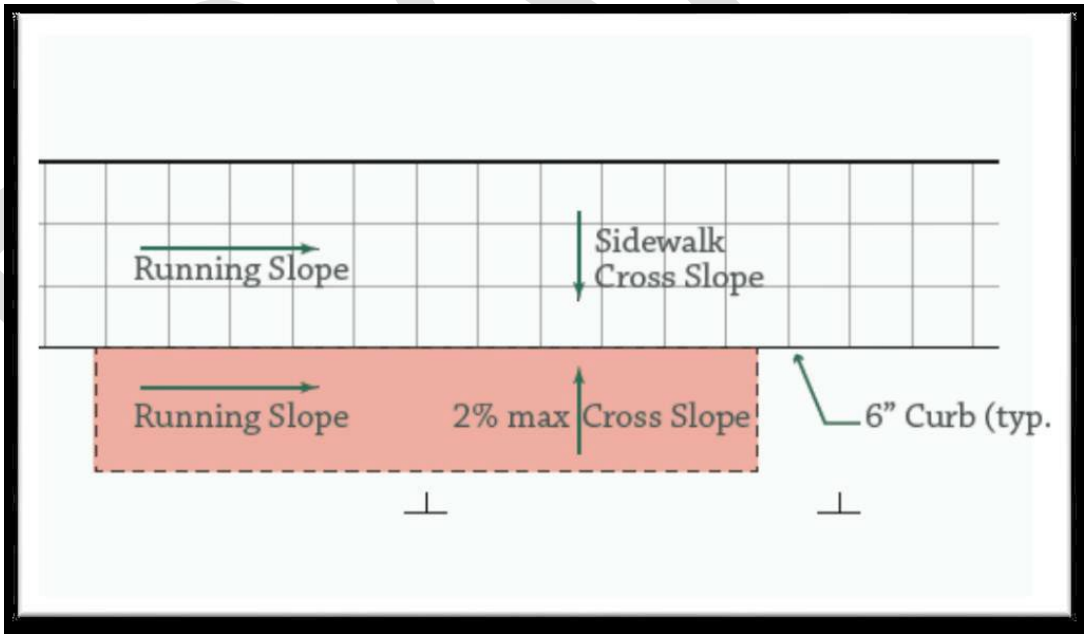
SIDEWALK DINING SIZE: Sidewalk Dining may occupy a maximum of the length of a business frontage.

D. OUTDOOR DINING LOCATION: Outdoor dining will be reviewed to determine whether its proposed location will interfere with view preservations of historic buildings and landmarks, public art, and to determine if the architectural design of the structure(s), and their materials and colors, are compatible with the scale and character of surrounding development and other improvements on the site, consistent with the Downtown Specific Plan.

Parklets may be placed in non-restricted on-street parking spaces in commercially zoned areas and may not be placed within a blue, green, red, yellow, or white-painted curb. To improve driver visibility Parklets may not be located within a minimum of one parking space (approximately 20 feet) from an intersection with a crossing road or crosswalk. The allowable distance is subject to review by City staff considering the type of intersection, type of control, crosswalk, and other pavement markings, etc. Parklets may not be located within designated turn lanes, tapers, or bike lanes.



E. RUNNING SLOPE: Parklets are generally permitted on streets with a running slope (grade) of five percent (5%) or less, with a maximum cross slope of two percent (2%) or less.



F. UTILITIES: Outdoor Dining areas are not permitted in front of, or within 15 feet of a fire hydrant or over a fire hydrant shut-off valve. Parklets and Sidewalk Dining constructed with irremovable materials may not be constructed over any utility access covers. Applicants are required to photograph and take a thorough inventory of any utility access

covers in the proposed Parklet area to ensure none are present, which may require looking under parked cars.

Momentary access must be provided to any City staff or other public utility company from time to time that has underground conduits running beneath the Parklet or Sidewalk Dining area. Applicants understand and agree that City crew roadway restriping, resurfacing, and utility company access may require the temporary removal of all, or a portion of the constructed Parklet or Sidewalk Dining to provide access. Accurate reinstatement of the outdoor dining or its components will be the responsibility of the applicant.

APPLICATION SUBMITTAL REQUIREMENTS:

Parklets and Sidewalk Dining are permitted through an Outdoor Dining Use Permit and License Agreement. The application must be accompanied with the following exhibits and attachments:

Exhibit A: Site Plan for your proposed outdoor dining installation.

Requirements:

- All plan pages should be labeled "Exhibit A"
- Plan document should be sized 11” x 17”
- Completed plan document must be converted to pdf
- Plan requirements:
    1. Plan document must include a north arrow, street names, business address, and business name.
    2. Plan must include a signature block.
    3. Plan should be accurate, dimensioned, using legibly-sized font.
    4. Plan should list the total square footage (not including the entryway area)
    5. Plan drawing must show all features located within 100 feet of the proposed outdoor dining area and at a minimum contain the following:
        a) Applicant business storefront with property lines
        b) Storefronts adjacent to the business with business name and address
        c) Adjacent streets and distance to closest crosswalks and/or intersection
        d) Full sidewalk
        e) Trees, fire hydrants, electrical boxes, sign poles, and other permanent installations
        f) Current street parking spots
        g) At-grade roadway markings (colored curbs, lane striping, parking stall markings, etc.)
        h) At-grade utilities (panels, storm drains, sewer maintenance holes, electric covers, etc.)
        i) Tables, chairs, planter boxes, and other furnishings.

Exhibit B: Barrier Detail and/or Front View.

Provide a map/sketch of any physical barriers that will be installed, or if no barrier, then show a front view of the venue showing table locations. Photographs of manufacturers' cut sheets depicting any physical barriers, design, planters, bollards, lighting, speakers, wheel stops, etc., which will be used in the dining area.

Requirements:

- All pages should be labeled "Exhibit B"
- Copies and images must be converted to pdf and should be combined when possible
- Pdfs should be sized 11" x 17" or 8.5" x 11"

Exhibit C: Manufacturers' Cut Sheets and/or Photographs.

Provide copies of manufacturers' cut sheets and/or color photographs of all furniture and equipment to be used in area.

Requirements:

- All pages should be labeled "Exhibit C"
- Copies and images must be converted to pdf and should be combined when possible
- Pdfs should be sized 11" x 17" or 8.5" x 11"
- Design must meet design requirements as provided in the Downtown Specific Plan

Exhibit D: Furniture and Equipment Inventory

Provide an inventory list of all furniture and equipment to be installed in the exterior space. Front, left, and right-side detailed elevation drawings depicting placement of the items listed above including the Parklet platform, wheel stops, bollards, planters, seating, lighting, speakers, and furniture placement. The elevations shall include dimensions.

Requirements:

- All pages should be labeled "Exhibit C"
- Copies and images must be converted to pdf and should be combined when possible
- Pdfs should be sized 11" x 17" or 8.5" x 11"
- Design must meet design requirements as provided in the Downtown Specific Plan

Attachments:

I. Submit a summary description of the business operation and the intended use of the Parklet or Sidewalk Dining.
II. Pay the application fees.
III. Submit a traffic control plan consistent with provisions of the CA Manual on

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Uniform Traffic Control Devices for review and approval prior to pursuing project construction.

IV. Submit a petition agreeing to the Parklet installation that is signed by 100% of the adjacent property owners and business owners located on the same side of the street within 100’ of both sides of the proposed dining area or to the end of the block (whichever is less).

V. Applicant submits evidence of required insurance.

VI. Applicant submits a copy of their active El Segundo business license

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EXHIBIT A EXAMPLE

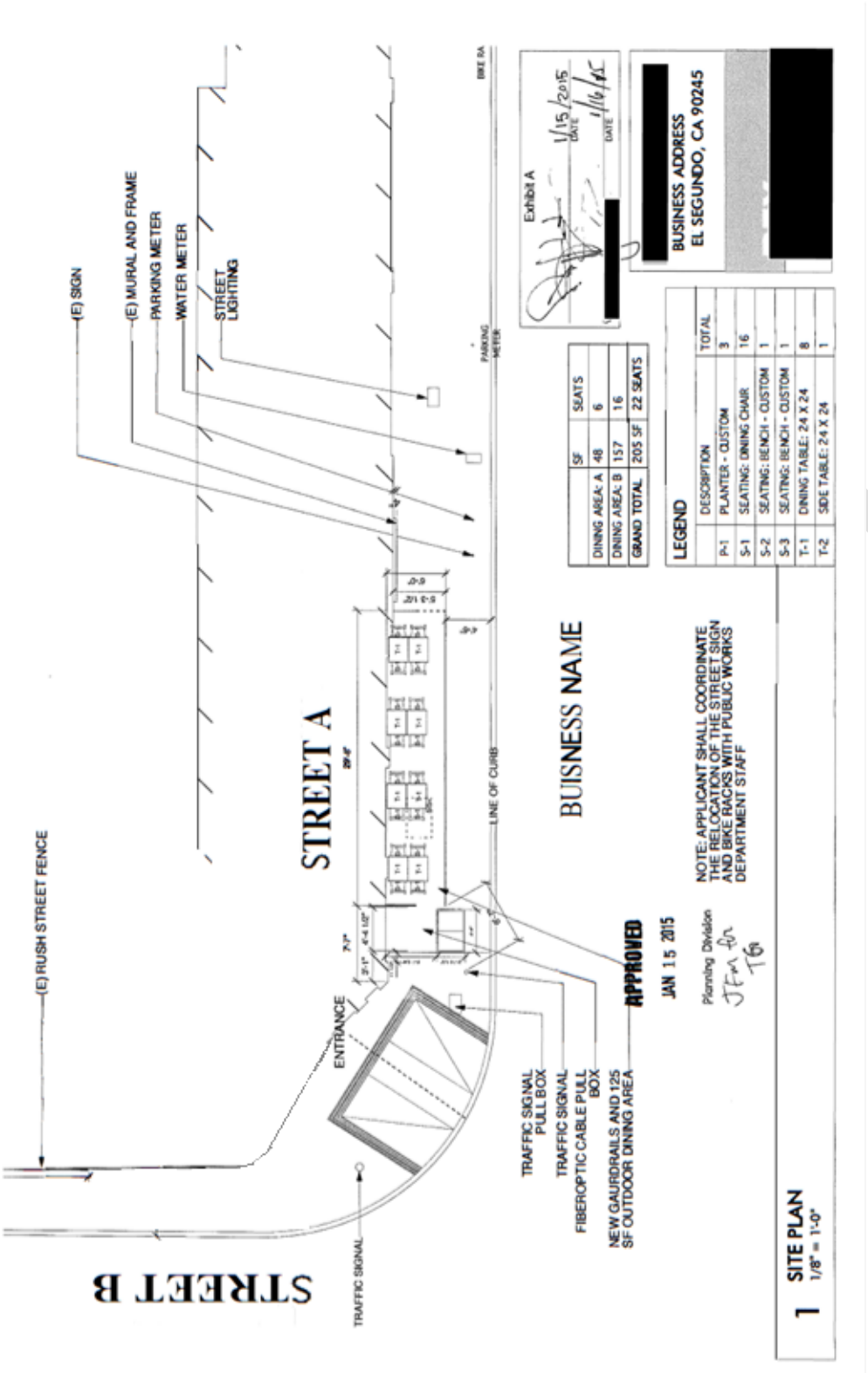


EXHIBIT B EXAMPLE

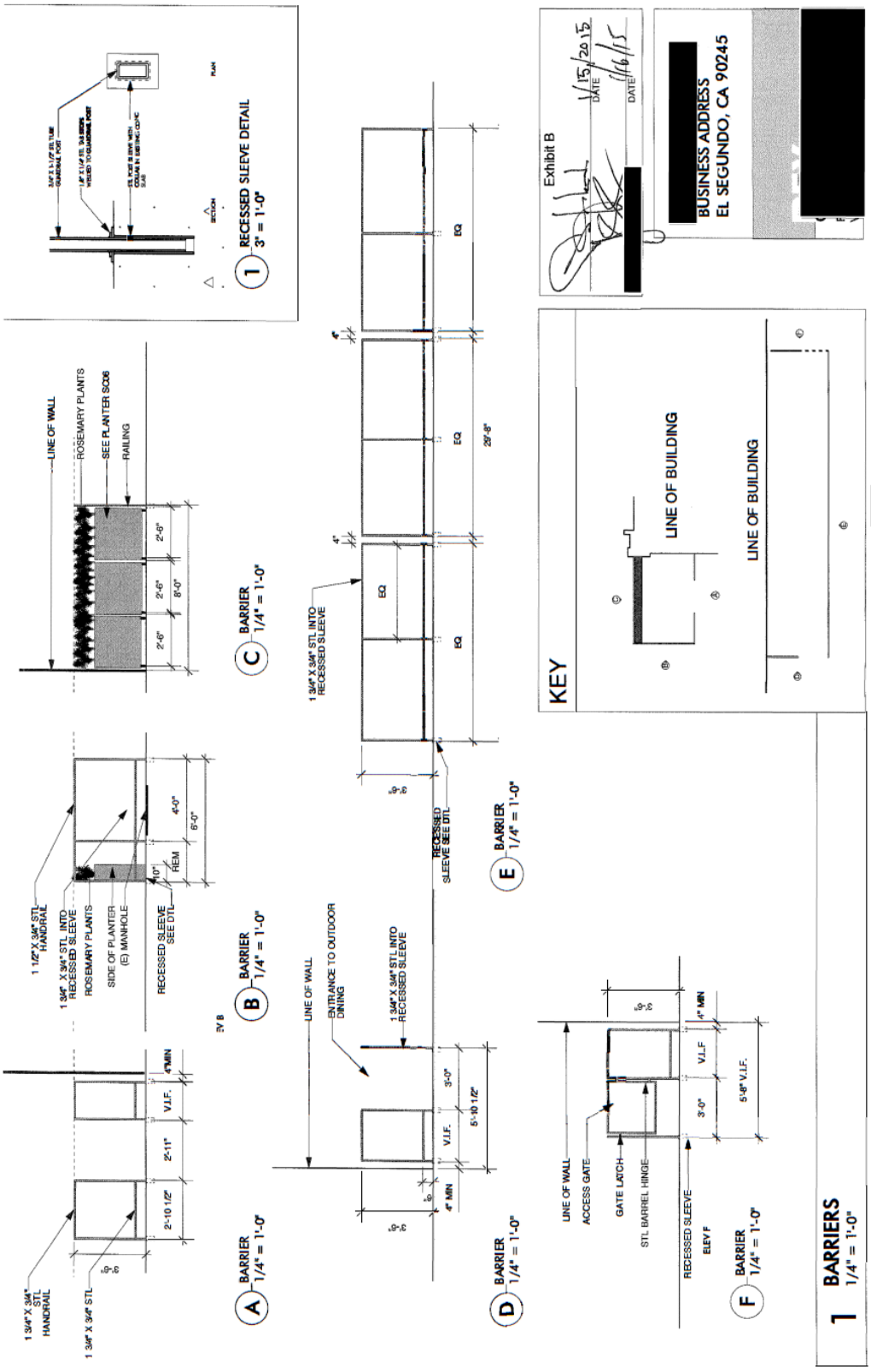


EXHIBIT C EXAMPLE

REVIEW AND APPROVAL PROCESS:

The site plan, elevations, and construction drawings will be routed through the City Departments for review and approval. If insufficient to approve, the applicant will be notified along with comments identifying necessary changes to obtain approval. If approved, the process to obtain a permit continues as follows:

I. The applicant submits evidence of required insurance. Provide evidence of:
   - Workers' compensation coverage as required by State law
   - Comprehensive general liability coverage with minimum $2,000,000 per occurrence and minimum $2,000,000 aggregate
   - Named additional insured as follows: "The City of El Segundo, members if its City Council, boards and commissions, officers, agents, and its employees."
   - Further requirements enumerated below.

II. Applicant submits a copy of their active El Segundo business license.

Learn more about obtaining an El Segundo City Business License

III. Applicant pays the prorated annual license fee for the remainder of the calendar year along with a maintenance deposit and other fees as applicable.

IV. The City will issue an annual Use Permit and License Agreement for the applicant to sign and return.

V. The City will issue requirements for the annual renewal of the Use Permit and License Agreement, including a schedule of annual fees.

VI. The applicant will notify the Public Works at 310-524-2360 at least 72 Business hours prior to installation of the Parklet. This will allow time for staff to place no-parking signs in the affected space(s).

VII. The applicant shall set in the field traffic control devices per the approved traffic control plan and notify Public Works in advance of commencing construction.

VIII. Upon completion of construction, the applicant will request a final inspection by calling 310-524-2360. The Public Works Inspector will ensure compliance with the approved construction plans and if not, will provide a list of changes to be made to bring the Parklet or Sidewalk Dining into compliance.

Additional Considerations

Additional measures may be required of applicant businesses depending on case-by-case circumstances. El Segundo must balance the needs of competing uses of the public right-of-way and consider the safety of everyone in the vicinity. For example, businesses must comply with American Disability Act (ADA) requirements, including a minimum 48" unobstructed path of

travel on public sidewalks and into and out of dining areas for wheelchair access, however, more space may be required depending on pedestrian traffic. Examples of other issues considered by Public Works:

- Existing sloped sidewalk surfaces available
- Sidewalk drainage
- Available lighting
- Necessity, cost, impact, and feasibility of installing k-rail or water-filled barriers
- Impacts of added proposed enhancements, such as planters and shade protection
- Adequate fire clearance
- Trash and utility services access
- Applicants' conformance with the prior permits and ongoing entitlements
- Contiguous allocations of street areas
- Area traffic patterns, turn lanes, bike access, pedestrian flow, and other mobility issues
- Impacts on local parking supply

DESIGN GUIDELINES:

a. Downtown Specific Plan Compliance: The Downtown Specific Plan includes Building Development Standards unique to each of the respective Districts, including the Main St. District, Richmond Street District, Grand Avenue District, and Civic Center District. In order to ensure continuity of design and aesthetics, and enhance the streetscape oriented toward the street, all outdoor dining enhancements, materials, and design must be consistent with the applicable Building Development Standards and Supplemental Area-Wide Standards and Guidelines found in the Downtown Specific Plan.

b. Parking: Consistent with the Downtown Specific Plan, replacement parking for converted on-street parking stalls and sidewalk dining area is not required for outdoor dining up to 500 square feet. Any portion of outdoor dining in excess of 500 square feet shall provide additional off-street parking at the ratio of 1 space/300 square feet.

c. Parklet footprint: Most Parklets are the size and length of one, two, or three adjacent parking spaces including the required buffer areas. The City will consider larger Parklets depending on the existing site conditions, which requests will be evaluated on a case-by-case basis.

   All Parklets are required to include a minimum 4' setback on either end to buffer the Parklet from adjacent on-street parking spaces and a minimum 1' buffer adjacent to the auto or bike travel lane. Parallel parking spaces typically range between 18 to 20 feet in length. With a standard 4-foot setback on both ends and a 20-foot typical parking space length, Parklet lengths would be as follows:

Equivalent Parking Spaces (20')	*Setbacks (2x 4' = 8')*	*Parklet length*
1 Parking Space	**8 feet**	**12 feet**
2 Parking Spaces	**8 feet**	**32 feet**
3 Parking Spaces	**8 feet**	**52 feet**

d. Adjacent parking: Parklets may not use any part of an adjacent parking space. In areas where parking is not striped, the Parklet shall not leave an "orphaned" space that is too small to park a full-sized passenger vehicle.

e. Wheel Stops: For Parklets located within parallel parking spaces, a four-foot-long concrete, rubber, or metal wheel stop shall be installed at least one foot from the curb at the 4' edge of each perimeter parking space. When Parklets are installed adjacent to parallel parking spaces, wheel stops should be setback four feet from the Parklet structure. For angled parking spaces and Parklets located adjacent to driveways, the City will work with the applicant to determine the appropriate location for the placement of wheel stops.

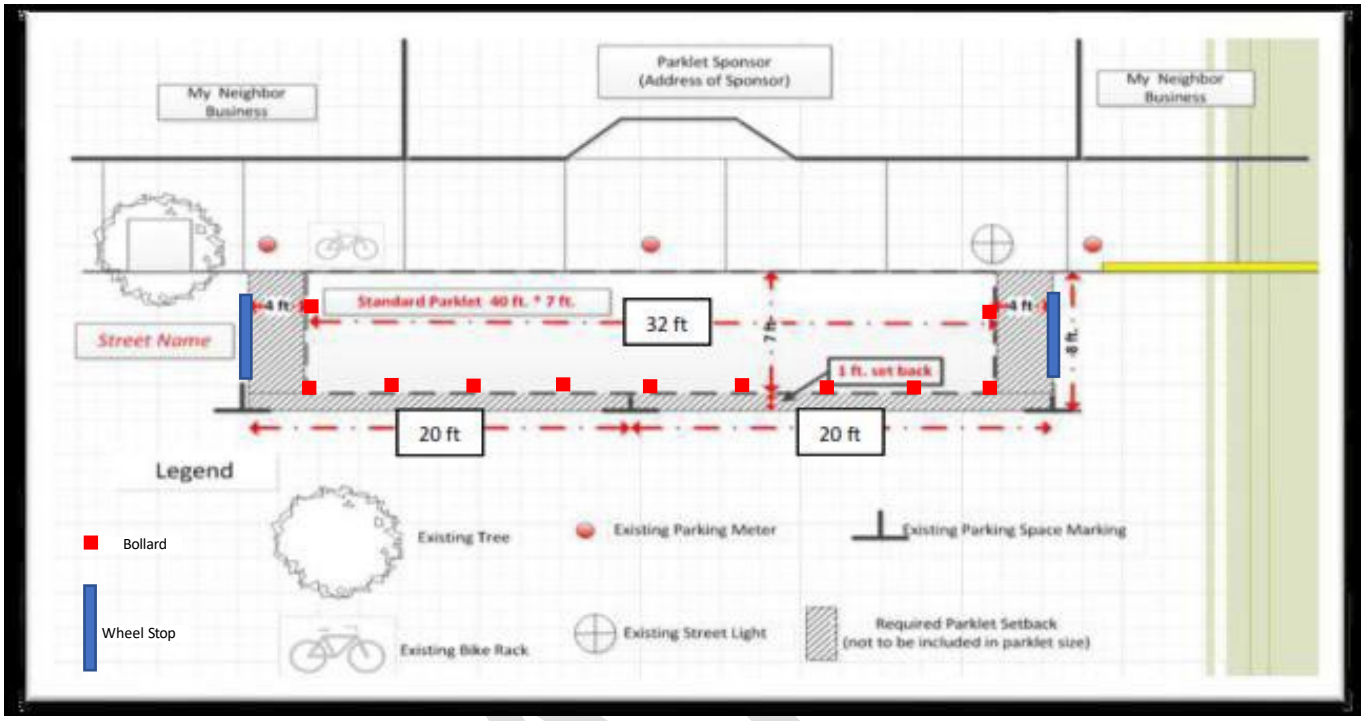
f. Vehicle Barrier Systems: One of the following may be used to satisfy required vehicle barrier systems.

   i. Bollards: Six foot long concrete bollards containing a 1/2-inch steel sheath that are placed four feet above grade and buried two feet below grade are to be placed 4' apart from one another along the perimeter of the Parklet and a maximum of 2' away from any corner.

      Performance Standard: All vehicle impact protection devices shall be engineered and determined to be in compliance with the low-speed vehicle impact testing standards F3016 (S20 or S30) prescribed by ASTM International. Compliance with the ASTM F3016 S20 or S30 standard shall be confirmed and certified by a bollard manufacturer or licensed professional engineer. If the vehicle protection device is not S-rated, an analysis of the site conditions, approach routes, topography, and type of proposed vehicle impact protection device(s), including size and depth of footings, shall be submitted showing the vehicle impact device(s) to be equivalent to an S20 or S30 standard.

   ii. Vehicle Barrier Systems (i.e. K-rail): Loads on Vehicle Barrier Systems. Vehicle barrier systems for passenger vehicles shall be designed to resist a single load of 6,000 lb. (26.70kN) applied horizontally in any direction to the barrier system and shall have anchorages or attachments capable of transferring this load to the structure. For the design of the system, the load shall be assumed to act at heights between 1 ft 6 in. (460 mm) and 2 ft 3 in. (686 mm) above the floor or ramp surface, selected to produce the maximum load effect. The load shall be applied on an area not to exceed 12 inches by 12 inches (305 mm by 305 mm), and located as to produce the maximum load effects.

SETBACK AND BUFFER STANDARDS FIGURE



g. Enclosure: The tops of Parklet or Sidewalk Dining walls shall not be higher than 36" above the ground however, narrow support pillars or posts may be built above 36" to support a roof or to mount lighting fixtures, lighting strings, or speakers, provided the roof is no lower than 7½' high and provided the roof sustains a minimum wind speed of 110 mph. The height of the Parklet or Sidewalk Dining structure may be increased with clear plexiglass or other material that does not obstruct visibility.

h. Lighting: Applicants interested in lighting should consider solar-powered lighting that use a rechargeable battery. Parklets and Sidewalk Dining however, may have lighting fixtures or lighting strings installed on poles with or without a roof provided they are rated for outdoor use and their power cord is plugged into an enclosed Ground Fault Circuit Interrupter outlet located on the face or roof of the building. Running conduits or extension cords along the ground to the dining area from the building to provide electrical power is prohibited and can be a tripping hazard.

i. Speakers: Outdoor dining may have speakers mounted within them provided they are rated for outdoor use and their cords are connected in an aerial fashion to equipment located inside or outside of the building that is owned or occupied by the Applicant. Alternatively, speakers may be mounted directly upon the face of the building that is owned or occupied by the Applicant. Running conduits or speaker wire along the ground to the outdoor dining from any building is prohibited.

j. Music Operation: Unamplified acoustic musical instruments and electric sound reproduction systems will require an Amplified Sound Permit, and shall be operated at sufficiently low volumes so as not to create a public nuisance or unduly intrude on neighboring businesses,

residents, or users of the public right-of-way beyond the dining area.

k. Width: Parklets should be a minimum width of 6 feet (or the width of the existing parking lane including the minimum 1' buffer). Parklets generally entail the conversion of one or more parallel parking spaces, but may vary according to the site, context, and desired character of the installation.

l. Reflectivity: Reflective elements/devices are required at the outside corners of all Parklets. Soft-hit posts equipped with reflective surfaces are a typical solution deployed along the perimeter; however, the City will consider other reflective elements incorporated into the Parklet design to enhance the visibility of the structure including at night.

m. Driveways: Parklets and Sidewalk Dining located adjacent to driveways must be set back twenty feet from the outside edge of the driveway apron. The City may consider shorter separation requirements for smaller driveways.

n. Easy Removal: Since Parklets and Sidewalk Dining are temporary and will be placed atop critical infrastructure and utilities such as gas lines, sewer and water mains, they must be designed for easy removal in case emergency access is required. No outdoor dining component may weigh more than 200 pounds per square foot.

o. Advertising/Signs: With the exception of one menu sandwich board, advertising, marketing, promotional activities or any other signage is prohibited in the Parklet or Sidewalk Dining.

p. ADA Compliance: If other areas of the business do not achieve minimum ADA accessibility requirements, then the Parklet or Sidewalk Dining design shall be accessible to the disabled in accordance with ADA standards. Access shall adhere to the Uniform Building Code and Title 24 (California Building Standards Code) of the California Code of Regulations and include:

    i. This includes the use of slip-resistant surface materials, maximum allowable slopes, and other provisions.
    ii. The ability for wheelchair users to access the dining area.

q. The Platform Deck: Each Parklet requires a platform that is flush with the curb. Construction drawings must be submitted for the seating deck so that the City can review the structural base for the Parklet. In designing the deck, the following provisions apply:

    i. The Parklet base should be a freestanding structural foundation that rests on the street surface. This frame should not be permanently attached to the street, curb or adjacent planting strip. The applicant may, however, use pin bolts to attach the Parklet to the curb and street below.
    ii. Bolting: Parklets may include buried bollards and bolted platforms to the existing curb, provided the curb and roadway are restored to their original condition upon their removal.
    iii. Non-slip platform surface: The surface of the Parklet platform shall be fabricated from

durable, non-reflective, slip-resistant, aesthetically pleasing materials designed to withstand outdoor conditions. Surface materials shall not be prone to corrosion and shall be able to withstand power-washing when needed.

iv. Access: Parklets may not be built over existing utility access points unless the utility agrees, in writing, that the creation of a hinged door on the platform to access them is acceptable.

v. Surface materials: With the exception of soil contained inside planter boxes, loose particles, such as sand, gravel or loose stone are not permitted in the Parklet.

vi. Drainage: The Parklet cannot impede the flow of curbside drainage on all sides and underneath the platform directly over the gutter. Designers are required to cover openings at either end of the Parklet with screens to prevent blockage from debris while allowing water to flow along the gutter and into the storm drain. The platform shall contain a minimum 4" high X 1' long unobstructed

cutout along the entire length of the gutter to provide unimpeded stormwater flow to the storm drain.

vii. Platform cross slope: The Parklet platform cannot exceed two percent cross slopes.

viii. The Platform Edge: The platform requires a positive edge or railing along the open sides of the deck surface that is parallel to the vehicular traffic lane, to inhibit people who, while lingering, may inadvertently wander into vehicular traffic.

A positive edge along vehicular traffic lane and parking space may be achieved by providing a railing of no less than 36 inches in height with openings of no more than 4 inches, or by other means as described in the next paragraph.

Railing structural capacities:
Handrails, guardrails, and their supports must be designed for 50 lbs. per linear foot, applied in any direction at the top of the top rail, and a concentrated load of 250 lbs. applied in any direction at any location along the top of the top rail. Guardrail infill and bottom rails are to be designed for 100 lbs. acting on a projected area of 1 sq. ft, including the open space between components.

Where required, guardrail height must be a minimum of 36 inches above the leading edge of the tread or walking surface. Opening limitations: open guards shall have balusters or ornamental patterns such that a 4-inch diameter sphere cannot pass through any opening up to a height of 36 inches.

Other means for achieving this positive edge may include raised planters no less than 24 inches high and 12 inches deep, built-in seating or other built-in furnishings no less than 24 inches high and no less than 12 inches deep, dense plantings that visually enclose the space and discourage pass through, or some other such similar means. In some instances, such as residential streets, alleys, shared public ways or other non-arterial streets, other barriers may be considered on a case-by-case basis.

In other areas, for example, where the edge is perpendicular to the vehicle traffic lane, where any portion of the deck surface's perimeter is ½" or more above the street, curb, or sidewalk level, the edge shall be positively marked by a vertical element or barrier

that is 24 inches minimum in height. These vertical elements shall have visual contrast with the Deck Surface material: either light on dark or dark on light.

FEE SCHEDULE:

You will be invoiced for all fees and the invoice will include instructions on payment process

Application Fee

$XXXX one-time fee

Charged immediately following the submission of the permit application (with exhibits).
Must be paid before application will be reviewed.
Application fee will not be refunded if permit application is denied.

Annual Outdoor Dining Fee

$XXXX /sq ft reoccurring fee

Initial annual fees paid mid-year will be prorated.
Renewal fees are invoiced annually.

MAINTENANCE

I. The Parklet and Sidewalk Dining is required to be well maintained and in good condition as outlined in the terms and conditions of the Use Permit and License Agreement. Parklet and Sidewalk Dining owners are required to develop a maintenance plan for keeping the dining area free from debris, grime, and graffiti, and to ensure any plants remain in good health and not grown in a manner that would obstruct visibility of the adjacent travel lane and/or intersections. Graffiti must be removed within 24-hours.
II. Restaurants are required to sweep the sidewalk and roadway area immediately surrounding the Parklet and to keep it litter-free as City street sweepers are unable to do so.
III. The area beneath the Parklet platform shall be cleaned and rinsed out at least once a month.

PERMIT RENEWAL:

The Use Permit and License Agreement will be renewed upon payment of the annual license fee, submittal of a renewed certificate of insurance, and prior year performance review by Public Works.

CHANGE of OWNERSHIP:

If the applicant's business changes ownership or ceases to operate, the permit will be automatically terminated and the platform, bollards, wheel stops, etc. shall be removed by the applicant (unless the applicant is a tenant on the premises and the property owner of these premises agrees, in writing, to assume the responsibility of removing the Parklet if the new tenant of these premises or

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new owner of applicant's business does not wish to use the Parklet), and the parking space(s), bike rack(s), and any other impacted road elements will be restored. However, the existing outdoor dining permit may transfer to a new tenant or new operator of the applicant's business with an updated License Agreement from the City.

REMOVAL

I. Self-initiated removal: If the applicant decides to no longer use the Parklet or Sidewalk Dining, or the permit has expired, the applicant is responsible for removing all related elements and restoring the public right-of-way to its original condition. Removal and restoration of the area requires an additional permit, which may be obtained from the Department of Public Works/Engineering Division at: 310-524-2360. Failure to remove the outdoor dining elements and restore the right-of-way will result in forfeiting the maintenance deposit. Applicants shall reimburse the City for any costs to remove the outdoor dining elements and/or restore the right-of-way that exceeds the amount of their maintenance deposit.

II. Streetscape maintenance and improvements: In some instances, such as street repaving or utility work, the City may require the applicant to remove their Parklet temporarily. The City or utility will provide adequate notification to permit holders that a Parklet will need to be temporarily removed for repaving, utility, or other street work. In these situations, you may need to store your Parklet off-site during these construction activities. Parklet removal and reinstallation shall be performed at the sole cost of the permit holder.

III. Emergencies. Because Parklets may be placed atop utilities there may be instances where the Parklet will require immediate removal with little notice (such as a gas leak, water main break, sewage pipe break, etc.). During these emergencies, the City or other public utility may remove the Parklet or Sidewalk Dining with little or no notice.

INSURANCE

The Applicant (Permitee) shall obtain and maintain in force during the life of the Parklet or Sidewalk Dining Use Permit and License Agreement comprehensive general liability, automotive, and workers compensation insurance in amounts and coverage as determined by the City Attorney and specified in the Use Permit and License Agreement. Failure to maintain active insurance policies is grounds for revocation of the permit.

MINIMUM INSURANCE REQUIREMENTS FOR OUTDOOR DINING

Insurance: Without limiting its obligations pursuant to the Hold Harmless Section of this Permit, the Permittee shall procure and maintain, at Permittee's own cost and expense and for the duration of this Permit, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Permittee's operations within the City.

A. Prior to commencing operations pursuant to this Permit, Permittee shall submit duly executed certificates of insurance for the following:

1. An occurrence-based Comprehensive General Liability ("CGL") policy, at least as broad as ISO Form CG 001, in the minimum amount of two million dollars ($2,000,000) each occurrence, with not less than two million dollars ($2,000,000) in annual aggregate coverage. City reserves the right however, to require Permittee to increase the coverage amount of their policy to four million ($2,000,000) in the aggregate at any time in the future at its sole and absolute discretion. The CGL policy shall meet the following requirements:

   a. The policy shall provide coverage for personal injury, bodily injury, advertising injury, death, accident and property damage, as those terms are understood in the context of a CGL policy;

   b. The policy shall provide coverage for owned, hired and non-owned automobile liability;

   c. The policy shall include coverage for liability undertaken by contract covering, to the maximum extent permitted by law, Permittee's obligation, under the Hold Harmless Section of this Permit, to indemnify the City of El Segundo, members of its City Council, boards and commissions, as well as its officers, agents and employees;

   d. The policy shall not exclude coverage for Completed Operations Hazards or Athletic or Sports Participants; and,

   e. The City of El Segundo, members of its City Council, boards and commissions, officers, agents and its employees will be named as additional insured in an endorsement to the policy, which shall be provided to the City and approved by the City's City Attorney prior to the issuance of this Permit.

2. Business Automobile Liability Insurance in the minimum amount of one million dollars ($1,000,000) each occurrence, with not less than two million dollars ($2,000,000) in annual aggregate coverage.

3. Workers' Compensation limits as required by the Labor Code of the State of California with Employers' Liability limits of one million dollars ($1,000,000) per accident.

B. The City may waive one or more of the coverages listed in this section. This waiver must be express and in writing and will only be made upon a showing by the Permittee that its operations in and with respect to the City are not such as to impose liability within the scope of that particular coverage.

C. Additional insurance requirements:

1. All insurance listed in this section shall be issued by companies licensed to do business in the State of California, with a claims paying ability rating of "BBB" or better by S&P (or the equivalent by any other rating agency) and a rating of A: VII or better in the current Best's Insurance Reports;

2. Permittee shall provide the City with at least thirty (30) days prior written notice of any modification, reduction, or cancellation of any of the policies required in by this section;

2. Upon 30-day written notice to the Permittee, the City, in its sole discretion, may increase the scope or dollar amount of coverage required under any of the policies described above or may require different or additional coverages, including but not limited to increasing the CGL insurance annual aggregate.

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CITY OF EL SEGUNDO

RESOLUTION NO. _____

A RESOLUTION AMENDING A REGULATORY FEE TO RECOVER CITY COSTS INCURRED FOR CERTAIN REGULATORY PERMITTING PROCESS FOR OUTDOOR DINING APPLICATION AND ANNUAL RENEWAL FEE.

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. California Constitution article XIIIC, § 1(e)(3) exempts from the definition of a "tax," municipal fees imposed to recover the City's regulatory activities costs that is party of a regulatory program. *California Farm Bureau Federation v. State Water Resources Control Board* (2011) 51 Cal.4th 421, 438. Here, the City Council has adopted an ordinance establishing a regulatory, false fire alarm program that enables the City's imposition of a cost-recovery fee via resolution, pursuant to El Segundo Municipal Code ("ESMC") § 13-22-5. This fee allows the City to recover its costs incurred by the El Segundo Community Development Department as part of such regulatory program.

B. The City Council may establish fees for services under various provisions of California law including, without limitation, Business & Professions Code § 16000; Government Code §§ 54344, 65104, 65909.5, 65943, 66013, 66014, 66451.2; and Health & Safety Code §§ 17951, 17980.1, and 19852.

C. Pursuant to Government Code § 66016, the City made data available regarding the cost, or estimated cost, of providing certain municipal services for the proposed.

D. On May 07, 2024, the City Council heard public testimony and considered evidence in a public hearing held and noticed in accordance with Government Code §§ 66016 and 66018.

E. After careful consideration, including a review of the documentary and testimonial evidence submitted during the public hearing, the City Council finds that the user fees adopted by this Resolution are in the public interest to recover the City's costs for certain municipal services.

SECTION 2. *Approval; Master Fee Schedule; Regulations.*

A. The City Council approves the regulatory, cost-recovery fee based upon the cost information set forth in Exhibit "A," which is attached and incorporated by reference.

B. Unless otherwise revised, the fees established by this Resolution will be automatically adjusted by the City Manager on an annual basis on July 1 of each year by applying the percent change of the Los Angeles Area of Consumer Price Index for All Urban Consumers for the prior 12-month period ending on April 30 to the City's fees. The first fee adjustment cannot be made before a minimum of ten months after the effective date of this Resolution.

C. The City Manager, or designee, may establish policies and procedures as necessary to carry out this Resolution's provisions.

SECTION 3. *Environmental Review.* Pursuant to the California Environmental Quality Act ("CEQA") and the CEQA Guidelines, the actions proposed in this Resolution are not subject to further review under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq*.;

"CEQA") for the following reasons: (1) they will not result in a direct or reasonably foreseeable indirect physical change in the environment (14 Cal. Code Regs. § 15060(c)(2)); and (2) there is no possibility that the actions may have a significant effect on the environment (14 Cal. Code Regs. § 15061(b)(3)).

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. *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 upon adoption the effective date 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 _____, 2024.

_____
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 ____ 2024, 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

EXHIBIT “A”
FEE INFORMATION

CITY OF EL SEGUNDO

REVENUE AND COST SUMMARY

WORKSHEET FY 2024-25

SERVICE	REFERENCE NO.
El Segundo Outdoor Dining Application and Annual Renewal Fee	**ITEM #**

PRIMARY DEPARTMENT	UNIT OF SERVICE	SERVICE RECIPIENT
	APPLICATION/RENEWAL	Developer/Resident/Business

DESCRIPTION OF SERVICE

Establishment of an outdoor dining application and annual renewal fee.

FEE STRUCTURE

Outdoor Dining Application

Department	Projected Total Cost
PUBLIC WORKS DEPARTMENT	$2,904.62
COMMUNITY DEVELOPMENT DEPARTMENT	$578.91
CITY MANAGER	$131.86
FIRE DEPARTMENT	$181.34
	Total: $3,796.73

Annual Renewal

Department	Projected Total Cost
PUBLIC WORKS DEPARTMENT	$628.88
COMMUNITY DEVELOPMENT DEPARTMENT	$397.37
	Total: $1,026.25

SUGGESTED FEE FOR COST RECOVERY OF: 100%

Outdoor Dining Application: $3,796.73

Annual Outdoor Dining Renewal: $1,026.25

CITY OF EL SEGUNDO

COST DETAIL WORKSHEET
FY 2024-25

SERVICE	REFERENCE NO.
El Segundo Outdoor Dining Application and Annual Renewal Fee	**ITEM #**

FEE STRUCTURE

Outdoor Dining Application

Department	Position	Hour(s)	Fully Burdened Cost	Total
Public Works	Administrative Specialist	1	$104.21	$104.21
Public Works	Senior Associate Engineers	8	$228.3	$1,826.40
Public Works	Senior Associate Engineers	3	$228.3	$684.90
Public Works	City Engineer	0.5	$314.44	$157.22
Public Works	Public Works Director	0.5	$263.77	$131.89
Building & Safety	Senior Building Inspector	1	$194.15	$194.15
Building & Safety	Plan Checker	1	$181.54	$181.54
Planning	Assistant Planner	1	$203.22	$203.22
City Manager	Deputy City Manager	0.5	$263.73	$131.87
Fire	Fire Marshal	0.5	$204.69	$102.35
Fire	Inspector	0.5	$157.98	$78.99
			Total	**$3,796.73**

Annual Renewal

Department	Position	Hour(s)	Fully Burdened Cost	Total
Building and Safety	Senior Building Inspector	1	$194.15	$194.15
Planning	Assistant Planner	1	$203.22	$203.22
Public Works	City Engineer	2	$314.44	$628.88
			Total	**$1,026.25**

City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Public Hearings
Item Number: C.12

TITLE:

Public Hearing for Adoption of Fiscal Year 2024-2025 Master Fee Schedule

RECOMMENDATION:

1. Conduct a public hearing on the proposed fee adjustments and adoption of new fees for the City's Master Fee Schedule.

2. Adopt a resolution approving the updated City's Master Fee Schedule.

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

FISCAL IMPACT:

If City's Master Fee Schedule is approved per staff's recommendation, the additional revenue for FY 2024-2025 will be approximately $300,000, primarily for the General 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 2024-2025 Master Fee Schedule establishes the fees charged for City services. All fees are reviewed from time to time in order to ensure that the fees charged are aligned with the estimated cost to provide the services, and that all fees are in compliance with the California Government Code §§ 66016 and 66018.

User fees and charges are collected to recover some or all costs incurred in providing a

specific service from which one or more individuals obtain a benefit. It is best practice for cities to perform a comprehensive update of their cost allocation plans at least every five years and review user fees and charges schedules annually. The last full study was conducted in FY 2021-22. One of the Council's priority focus areas is to enhance the City's long-term financial stability. Adopting a fee methodology and resulting fee adjustments realigns user fees to more efficiently utilize general revenues for services and programs such as public safety, infrastructure maintenance, and economic development.

Furthermore, the California Constitution (Propositions 13, 218 and 26) and various state laws have placed both substantive and procedural limits on cities' ability to impose fees and charges. Proposition 26 contains a more general articulation of the cost of service principle and includes a requirement that the local government bear the burden of proof that:

1. "a levy, charge, or other exaction is not a tax;
2. that the amount is no more than necessary to recover the reasonable costs of the government activity; and
3. that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burden on, or benefits received from, the governmental activity." (Cal. Const. art. XIII C, § (e).)

It is important to note that rental charges for rooms or facilities, fines, penalties and late charges are not technically user fees and are not required to be based on actual costs. Instead, these types of charges are more typically governed by market rates, reasonableness and other policy-driven factors and can legally exceed the cost.

The last full study and recommended fee updates of the Master Fee Schedule was adopted in June 2022. The Master Fee Schedule, unless otherwise revised, is automatically adjusted on an annual basis. The recommended adjustment for FY 2024-2025 is based off CPI-U of 3.48% (December 2023 annual CPI-U). Prospectively, staff will continue with the City Council direction to adjust the Master Fee Schedule on an annual basis by an inflationary factor. Development Impact Fees are added to the Master Fee Schedule this year. The updated DIF fees were phased in starting on 9/1/22 at 50% of the calculated total fee, increasing to 75% of the total fee on 9/1/23, and increasing to 100%, plus a CPI of 3.11% from the March 2024 annual average change on 9/1/24. These fees will increase by CPI every July 1st going forward.

The Recreation, Parks, and Aquatics fees and services were adopted by Council on December 19, 2023 and are presented here with the same fees for FY 2024-2025. These fees will be subject to a CPI increase for the FY 2025-2026 Master Fee Schedule.

The attached Exhibit A is the proposed FY 2024-2025 Master Fee Schedule which

contains all fees with the proposed changes. Staff recommends implementing these fees as presented

In addition to the fee adjustments referenced above, staff reviewed City operational needs and proposes including changes to the Master Fee Schedule which are noted in Exhibit B as Fees Added, Fees Changed and Fees Removed.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

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

PREPARED BY:
Dino Marsocci, Revenue Manager/Deputy Treasurer
REVIEWED BY:
Paul Chung, Chief Financial Officer
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. FY 24-25 Master Fee Schedule - Proposed Amendments update - Exhibit A
2. FY 24-25 Master Fee Schedule - Proposed Amendments update - Exhibit B
3. Proposed Master Fee Schedule Resolution FY24-25

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
AD-001	**SHORT TERM RENTAL REGISTRATION**			
	NEW	371.00	384.00	PER APPLICATION
	RENEWAL	188.00	195.00	PER RENEWAL
AD-002	**FILM PERMIT PROCESSING**			
	PERMIT APPLICATION FEE (NON - REFUNDABLE)	1,563.00	1,618.00	
	DAILY FILM PERMIT FEE	124.00	128.00	PER DAY
	REVISION/RIDER	269.00	278.00	EACH
	PUBLIC RIGHT-OF-WAY USAGE	860.00	890.00	PER DAY PER LOCATION
	POLICE PERSONNEL	ACTUAL COSTS	ACTUAL COSTS	
	FIRE PERSONNEL	ACTUAL COSTS	ACTUAL COSTS	
	PUBLIC WORKS PERSONNEL	ACTUAL COSTS	ACTUAL COSTS	
	FILM LOCATION FEES	SEE APPENDIX E	SEE APPENDIX E	PER DAY PER LOCATION
AD-003	**NSF CHECK PROCESSING**			
	FIRST NSF CHECK	59.00	61.00	
	EACH SUBSEQUENT NSF CHECK	118.00	122.00	
AD-004	**CREDIT CARD PROCESSING**			
	PROCESSING FEE	2.90%	Up to 2.99% + $0.99/transaction	OF AMOUNT CHARGED , depending on payment system
AD-004A	**One Stop Permit Center Surcharge**			
	PROCESSING FEE		3.50%	OF AMOUNT CHARGED
AD-005	**COPY SERVICE**			
	FIRST 5 COPIES	NO CHARGE	NO CHARGE	
	EACH ADDITIONAL COPY	0.20	0.20	PER COPY
	FPPC COPIES	0.10	0.10	PER COPY
AD-006	**DOCUMENT CERTIFICATION**			
	CERTIFICATION FEE	4.00	4.00	PER DOCUMENT
AD-007	**VIDEO/AUDIO COPYING**			
	COPYING FEE	12.00	12.00	PER TAPE/DISK
AD-008	**INITIATIVE PROCESSING**			
	APPLICATION FEE	200.00	200.00	PER APPLICATION
AD-010	**GRAPHIC DESIGN / VIDEO PRODUCTION SERVICES**			
	FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL USED	ACTUAL COSTS	ACTUAL COSTS	
BL-001	**BUILDING PLAN CHECK SERVICES**	See Appendix A	SEE APPENDIX A	
BL-002	**BUILDING INSPECTION SERVICES**	See Appendix A	SEE APPENDIX A	

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
BL-003	**MAP/PLAN/FILE SCANNING SERVICES**			
	8 1/2" X 11"	2.00	2.00	PER SHEET
	LARGER	2.00	2.00	PER SHEET
BL-004	**DRAINAGE STUDY REVIEW**	DEPOSIT DETERMINDED BY STAFF	DEPOSIT DETERMINDED BY STAFF	
EN-001	**ENCROACHMENT PERMIT**			
	PERMIT ISSUANCE	167.00	172.00	
	INSPECTION	4.00	4.00	per lin. ft. with a min. of $165.00 per location
	PLAN REVIEW	3.00	3.00	per lin. ft. with a min. of $110.00 per location
	USA	1.00	1.00	per lin. ft. of excavation/trench with a min. of $50.00
	PLUS PERORMANCE BOND AT A LEVEL DETERMINED BY CITY STAFF			
EN-004	**LONG TERM ENCROACHMENT AGREEMENT**	DEPOSIT DETERMINED BY STAFF	DEPOSIT DETERMINED BY STAFF	DEPOSIT DETERMINED BY STAFF
EN-005	**TRAFFIC CONTROL PLAN REVIEW**			
	MINOR	199.00	206.00	PER APPLICATION
	ARTERIAL LANE CLOSURE	1,166.00	1,206.00	PER APPLICATION
	MAJOR ARTERIAL LANE CLOSURE	2,697.00	2,791.00	PER APPLICATION OR DEPOSIT DETERMINED BY STAFF
EN-006	**TRAFFIC CONTROL INSPECTION**			
	PERMIT ISSUANCE	64.00	67.00	
	INSPECTION:			
	FIRST DAY	188.00	195.00	
	EACH ADDITIONAL DAY	48.00	50.00	
EN-007	**NEWSRACK PERMIT**			
	NEW	145.00	150.00	PER NEWSRACK
	ANNUAL RENEWAL	54.00	56.00	PER NEWSRACK
EN-008	**NEWSRACK IMPOUNDMENT**			
	IMPOUNDMENT FEE	97.00	100.00	PER NEWSRACK
		6.00	7.00	PER DAY FOR STORAGE
EN-009	**FINAL MAP CHECK**			
	1-9 LOTS	3,202.00	3,313.00	PER MAP PLUST ACTUAL COSTS FOR CONTRACT SURVEYOR
	10+ LOTS	DEPOSIT WITH ACTUAL COST	DEPOSIT WITH ACTUAL COST	DEPOSIT DETERMINED BY STAFF
	(ANY COUNTY PROCESSING FEES ARE PAID DIRECTLY TO THE COUNTY BY THE APPLICANT)			

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
EN-010	**FINAL MAP AMENDMENT**			
	APPLICATION FEE	1,880.00	1,946.00	PER MAP PLUST ACTUAL COSTS FOR CONTRACT SURVEYOR
EN-011	**PUBLIC IMPROVEMENT PLAN CHECK**			
	PERCENT OF CONSTRUCTION VALUATION			
	$0 - $100,000	3%	3%	
	$100,001 - $500,000	2%	2%	
	$500,001 +	1%	1%	
EN-014	**RECORD OF SURVEY PLAN CHECK**	199.00	206.00	PER PLAN PLUS ACTUAL COSTS FOR CONTRACT SURVERYOR
EN-015	**EASEMENT PROCESSING**	DEPOSIT DETERMINED BY STAFF	DEPOSIT DETERMINED BY STAFF	DEPOSIT DETERMINED BY STAFF
EN-018	**MINOR PLAN CHECK REVISION**	403.00	417.00	PER SHEET
EN-019	**STREET NAME CHANGE**	DEPOSIT DETERMINED BY STAFF	DEPOSIT DETERMINED BY STAFF	DEPOSIT DETERMINED BY STAFF
EN-020	**ALLEY/STREET VACATION REVIEW**	DEPOSIT DETERMINED BY STAFF	DEPOSIT DETERMINED BY STAFF	DEPSOSIT DETERMINED BY STAFF
EN-021	**ASSESS. DISTRICT FORMATION RESEARCH**	DEPOSIT DETERMINED BY STAFF	DEPOSIT DETERMINED BY STAFF	DEPOSIT DETERMINED BY STAFF
EN-022	**CITY PROPERTY ACQUISITON PROC.**	DEPOSIT DETERMINED BY STAFF	DEPOSIT DETERMINED BY STAFF	DEPOSIT DETERMINED BY STAFF
EN-025	**NEW INDUSTRIAL WASTE PERMIT/INSPECT**			
	NEW PERMIT APPLICATION:			
	SEWER	391.00	405.00	
	OFF-SITE	391.00	405.00	
	ON-SITE	736.00	762.00	
	NEW SEWER PLAN:			
	1/2	477.00	494.00	
	3/4	650.00	673.00	
	5/6	995.00	1030.00	
	NEW ON-SITE PLAN:			
	1/2	592.00	613.00	
	3/4	805.00	833.00	
	5/6	1,236.00	1,279.00	
	NEW OFF-SITE PLAN:			
	1/2	517.00	535.00	
	3/4	702.00	726.00	
	5/6	1,081.00	1,119.00	
	CLOSURE INSPECTION	908.00	940.00	
	WASTEWATER SAMPLING	564.00	584.00	PLUS ACTUAL LAB COSTS
	SITE REMEDIATION	ACTUAL COSTS	ACTUAL COSTS	
	SPECIAL INSPECTION AND OFF-HOURS INSPECTION	ACTUAL COSTS	ACTUAL COSTS	
	ADDITIONAL PLAN REVIEW	ACTUAL COSTS	ACTUAL COSTS	

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
EN-026	**REVISED INDUSTRIAL WASTE PERMIT/INS**			
	REVISED PERMIT APPLICATION	218.00	226.00	
	REVISED SEWER PLAN:			
	1/2	373.00	386.00	
	3/4	506.00	524.00	
	5/6	764.00	791.00	
	REVISED ON-SITE PLAN:			
	1/2	460.00	476.00	
	3/4	620.00	642.00	
	5/6	937.00	970.00	
	REVISED OFF-SITE PLAN:			
	1/2	373.00	386.00	
	3/4	506.00	524.00	
	5/6	764.00	791.00	
EN-027	**INDUSTRIAL WASTE ANNUAL INSPECTION**			
	CLASS 1	391.00	405.00	
	CLASS 2	736.00	762.00	
	CLASS 3	1,081.00	1,119.00	
	CLASS 4	1,426.00	1,475.00	
	CLASS 5	2,115.00	2,188.00	
	CLASSS 12	4,183.00	4,329.00	
	CLASS X	564.00	584.00	
EN-028	**STORMWATER INSPECTION**			
	RESTAURANT	269.00	278.00	
	AUTOMOTIVE	269.00	278.00	
	1 ACRE	365.00	378.00	
	2-5 ACRES	457.00	473.00	
	MORE THAN 5 ACRES	693.00	717.00	
	STORMWATER VIOLATION FINES:			
	1ST VIOLATION	107.00	111.00	
	2ND VIOLATION	537.00	556.00	
	3RD VIOLATION	1,612.00	1,668.00	
	SUBSEQUENT VIOLATIONS	Fines Determined by City	Finds Determined by City	
EN-030	**WIRELESS PERMIT - MINISTERIAL**			
		940.00	973.00	PER SITE

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
EN-031	**WIRELESS PERMIT - ADMINISTRATIVE**			
		3,460.00	3,580.00	PER SITE
EN-032	**WIRELESS PERMIT - MAJOR**			
		8,392.00	8,684.00	PER SITE
FR-001	**NEW COMMERCIAL FIRE SPRINKLER PLAN CHECK**			
	1-25 HEADS	285.00	295.00	
	26-50 HEADS	333.00	345.00	
	51-100 HEADS	381.00	395.00	
	101-200 HEADS	424.00	439.00	
	201-300 HEADS	473.00	489.00	
	301-500 HEADS	521.00	539.00	
	501-1,000 HEADS	569.00	589.00	
	1,001 - 2,000 HEADS	661.00	684.00	
	2,001 - 3,000 HEADS	709.00	734.00	
	3,001 - 4,000 HEADS	758.00	784.00	
	4,001 - 5000 HEADS	854.00	884.00	
	5,001 - 6,000 HEADS	897.00	928.00	
	EACH ADDITIONAL 100 HEADS OVER 6,000	188.00	195.00	OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-001A	**NEW SFR/DUPLEX FIRE SPRINKLER PLAN CHECK**			
		188.00	195.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-001B	**NEW MFR FIRE SPRINKLER PLAN CHECK**			
		381.00	395.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
FR-001C	**TEN IMPR. FIRE SPRINKLER PLAN CHECK**			
	1-20 HEADS	97.00	100.00	
	26-50 HEADS	140.00	145.00	
	51-100 HEADS	285.00	295.00	OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED
	EACH ADDITIONAL 100 HEADS OVER 100	188.00	195.00	BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-001D	**UNDERGROUND WATER SYSTEM PLAN CHECK**			
	1-4 BUILDING/SYSTEMS	381.00	395.00	PER PLAN
	5 OR MORE BUILDING/SYSTEMS	758.00	784.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			BY STAFF
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-001E	**FIRE PUMP PLAN CHECK**			
		946.00	978.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			BY STAFF
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-001F	**WATER TANK PLAN CHECK**			
		381.00	395.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			BY STAFF
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-002	**FIRE ALARM SYSTEM PLAN CHECK**			
	1-25 HEADS	381.00	395.00	
	26-100 HEADS	569.00	589.00	
	100-200 HEADS	758.00	784.00	
	201-500 HEADS	946.00	978.00	
	501-750 HEADS	1,139.00	1,179.00	
	751-1,000 HEADS	1,327.00	1,373.00	
	EACH ADDITIONAL 100 HEADS OVER 100	188.00	195.00	
				OR DEPOSIT WITH CHARGES AT ACTUAL
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			COSTS AS DETERMINED BY STAFF

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
FR-003	**FIRE EXTINGUISHING SYSTEM PLAN CHECK**			
	HOOD & DUCT	381.00	395.00	
	DRY CHEMICAL	381.00	395.00	
	CARBON DIOXIDE	381.00	395.00	
	FOAM/LIQUID SYSTEM	381.00	395.00	
	INERT GAS/HALON	381.00	395.00	
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-003A	**EMERGENCY GENERATOR PLAN CHECK**			
		381.00	395.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-003B	**SPARY BOOTH PLAN CHECK**			
		569.00	589.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-003C	**INDUSTRIAL OVER PLAN CHECK**			
		381.00	395.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-003D	**VAPOR RECOVERY PLAN CHECK**			
		381.00	395.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
FR-003E	**DUST COLLECTION PLAN CHECK**			
		381.00	395.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-003F	**REFRIGERATION PLAN CHECK**			
		381.00	395.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-003G	**MEDICAL GAS PLAN CHECK**			
		381.00	395.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-003H	**INDUSTRIAL GAS PLAN CHECK**			
		381.00	395.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-003I	**SYSTEM PIPING / MANIFOLD PLAN CHECK**			
		381.00	395.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-003J	**SMOKE CONTROL PLAN CHECK**			
		946.00	978.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
FR-003K	**HIGH-PILED STORAGE PLAN CHECK**			
	0-10,000 SQ FT	661.00	684.00	
	10,001-25,000 SQ FT	854.00	884.00	
	25,001-100,000 SQ FT	1,042.00	1,079.00	
	100,000+ SQ FT	1,230.00	1,273.00	
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-003L	**TENANT IMPROVEMENT LIFE PLAN CHECK**			
		188.00	195.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-003M	**FIRE ACCESS PLAN REVIEW**			
		473.00	489.00	PER PLAN
				OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
	EXPEDITED PLAN CHECK - ADDITIONAL 50% OF STANDARD PLAN CHECK FEE			
FR-004	**FIRE PROTECTION TESTING**			
	TEST FEE	408.00	423.00	PER SYSTEM
FR-004A	**FIRE PREVENTION / OPERATIONS INSPECTION**			
	CHARGE FULLY ALLOCATED HOURLY RATE FOR ALL PERSONNEL USED PLUS ANY OUTSIDE COSTS			
FR-007	**ANNUAL FIRE PERMIT**			
	PERMIT FEE	129.00	133.00	PER PERMIT
FR-008	**SPECIAL EVENT PERMIT**			
	PERMIT FEE	312.00	322.00	PER PERMIT
FR-008A	**TENT PERMIT**			
	PERMIT FEE	253.00	261.00	PER PERMIT
FR-009	**ALTERNATE MEANS & METHODS REVIEW**			
		5,190.00	537.00	PER APPLICATION
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
FR-009A	**FIRE PREVENTION MODIFICATION REQUEST**			
		1,037.00	537.00	PER APPLICATION
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF
FR-009B	**FIRE PERMIT EXTENSION**			
		167.00	172.00	PER APPLICATION
	PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED			
FR-010	**FIRE SPECIALTY SYSTEM REMINDER PROGRAM**	21.00	22.00	PER SYSTEM
FR-012	**FIRE RE-INSPECTION**			
	CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
FR-013	**AFTER-HOURS FIRE INSPECTION**			
	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			
FR-014	**HAZARDOUS MATERIALS INSP. PROGRAM**			
	RANGE I	1,580.00	1,634.00	
	RANGE II	1,708.00	1,768.00	
	RANGE III	2,058.00	2,129.00	
	RANGE IV	2,203.00	2,279.00	
	RANGE V	2,649.00	2,741.00	
FR-015	**CHEMICAL ACCIDENT RELEASE PREV PROG**			
	PROGRAM 1	4,330.00	4,481.00	
	PROGRAM 2	6,415.00	6,638.00	
	PROGRAM 3	12,367.00	12,798.00	
	PROGRAM 4	126,727.00	131,137.00	
FR-016	**HAZARDOUS WASTE GENERATOR PERMIT**			
	VERY SMALL QUANTITY GENERATOR	1,451.00	1,501.00	
	SMALL QUANTITY GENERATOR	1,451.00	1,501.00	
	LARGE QUANTITY GENERATOR	2,692.00	2,785.00	
	RCRA LARGE QUANTITY GENERATOR	2,692.00	2,785.00	
FR-017	**TIERED HAZ WASTE PERMIT PROCESSING**			
	PERMIT BY RULE	4,373.00	4,525.00	
	CONDITIONAL AUTHORIZATION	3,186.00	3,297.00	
	CONDITIONALLY EXEMPT	1,993.00	2,063.00	
FR-018	**UNDERGROUND TANK PERMIT**			
	ANNUAL PERMIT MAINTENANCE	3,540.00	3,664.00	PLUS
	EACH ADDITIONAL TANK	253.00	261.00	PER ADD'L
	OPERATING PERMIT TRANSFER	758.00	784.00	

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
	NEW CONSTRUCTION PLAN CLEARANCE	2,482.00	2,568.00	PLUS
	EACH ADDITIONAL TANK	253.00	261.00	PER ADD'L
	CLOSURE APPLICATION	4,765.00	4,931.00	PLUS
	EACH ADDITIONAL TANK	253.00	261.00	PER ADD'L
	COLD-START PLAN CHECK CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
	COMPLEX SITE INVESTIGATION	Deposit with actual costs	Deposit with actual costs	
	PERMIT ADDENDUM	505.00	523.00	
	VOLUNTARY CLEANUP OVERSIGHT	Deposit with actual costs	Deposit with actual costs	
	SECONDARY CONTAINMENT TESTING OVERSIGHT	505.00	523.00	PLUS 590.00 PER TANK PLUS 590.00 FOR EACH RE-INSPECTION PER TANK AFTER THE FIRST 2 INSPECTIONS
FR-019	**ABOVE GROUND LIQUID TANK INSPECTION**			
	0-10,000 GALLONS	1,725.00	1,785.00	PER FACILITY
	10,001-1,000,000 GALLONS	3,777.00	3,908.00	PER FACILITY
	1,000,001 OR MORE GALLONS	7,650.00	7,917.00	PER FACILITY
FR-020	**HAZARDOUS MATERIALS RESPONSE** CHARGE THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
FR-021	**ENVIRON SAFETY ENFORCE INSPECTION** CHARGE THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
FR-022	**UNIFIED PROGRAM FACILITY PERMIT BASE FEE**			
		204.00	211.00	PER FACILITY/BUSINESS
FR-023	**CUPA - NEW BUSINESS FEE**			
		328.00	339.00	PER FACILITY/BUSINESS
FR-024	**CERS CONSULTATION/SERVICE FEE**			
	RANGE I	129.00	133.00	
	RANGE II	253.00	261.00	
	RANGE III	505.00	523.00	
	RANGE IV	1,193.00	1,234.00	
	RANGE V	1,193.00	1,234.00	

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
FR-025	**HMBP REGULATORY RE-INSPECTION**			
	RANGE I	129.00	133.00	
	RANGE II	188.00	195.00	
	RANGE III	253.00	261.00	
	RANGE IV	446.00	461.00	
	RANGE V	596.00	617.00	
FR-025A	**CALARP REGULATORY RE-INSPECTION**			
	PROGRAM 1	295.00	306.00	
	PROGRAM 2	596.00	617.00	
	PROGRAM 3	1,193.00	1,234.00	
	PROGRAM 4	1,789.00	1,851.00	
FR-025B	**HWG REGULATORY RE-INSPECTION**			
	VERY SMALL QUANTITY GENERATOR	129.00	133.00	
	SMALL QUANTITY GENERATOR	188.00	195.00	
	LARGE QUANTITY GENERATOR	295.00	306.00	
	RCRA LARGE QUANTITY GENERATOR	446.00	461.00	
FR-025C	**TP REGULATORY RE-INSPECTION**			
	PERMIT BY RULE	596.00	617.00	
	CONDITIONAL AUTHORIZATION	295.00	306.00	
	CONDITIONALLY EXEMPT	150.00	156.00	
FR-025D	**UST REGULATORY RE-INSPECTION**			
	ANNUAL PERMIT	253.00	261.00	
	ADDITIONAL TANK	253.00	261.00	
FR-025E	**ASPA REGULATORY RE-INSPECTION**			
	0-10,000 GALLONS	253.00	261.00	
	10,001-1,000,000 GALLONS	446.00	461.00	
	1,00,001+ GALLONS	596.00	617.00	
FR-026	**FAILURE TO OBTAIN INITIAL PERMIT**			
	ORIGINAL FEE + 50%			
FR-027	**LATE CERS SUBMITTAL CITATION**			
		231.00	239.00	PER CITATION
FR-028	**LATE CERS SUBMITTAL CORRECTIONS CITATION**			
		231.00	239.00	PER CITATION
FR-029	**CUPA - LATE PAYMENT PENALTY**			
	10% PENALTY			

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
FR-030	**ENVIRONMENTAL SAFETY PLAN REVIEW**			
		457.00	473.00	PER APPLICATION
	EXPEDITED PLAN REVIEW - ADDITIONAL 50% OF STANDARD ENVIRONMENTAL PLAN REVIEW FEE			
FR-031	**METHANE BARRIER PLAN CHECK/INSPECTION**			
	FIRST BUILDING	295.00	306.00	
	EACH ADDITIONAL BUILDING	295.00	306.00	
FR-032	**AB1646 OPERATIONS & MAINTENANCE**			
		10,079.00	10,430.00	PER FACILITY
FR-033	**PROGRAM 4 CALARP EMERGENCY RESPONSE PUBLIC**			
		110,260.00	114,097.00	PER FACILITY
FR-040	**FIRE FALSE ALARM RESPONSE**			
	FIRST 3 RESPONSES IN CALENDAR YEQAR	NO CHARGE	NO CHARGE	
	4TH RESPONSE	279.00	289.00	
	5TH RESPONSE	559.00	578.00	
	6TH AND SUBSEQUENT RESPONSES	838.00	867.00	
LB-001	**NEW LIBRARY CARD PROCESSING**			
	CALIFORNIA RESIDENT	NO CHARGE	NO CHARGE	
	OUT-OF-STATE, NON-RESIDENT	43.00	44.00	PER YEAR
LB-002	**LIBRARY CARD REPLACEMENT**			
	REPLACEMENT FEE	3.10	3.10	PER CARD
LB-003	**INTER - LIBRARY LOAN**			
		1.00	1.00	PER ITEM
LB-006	**LOST/DAMAGED LIBRARY ITEM REPLACE**			
	LOST OR DAMAGED ITEM	11.00	11.00	PER ITEM PLUS REPLACEMENT COST
	DAMAGED MATERIAL FEES:			
	BOOK/BINDERY REPAIRS	11.00	11.00	MAXIMUM
	PERIODICALS	2.05	2.05	PER ITEM PLUS REPLACEMENT COST
	PAMPHLETS/PAPERBACKS	1.05	1.05	PER ITEM PLUS REPLACEMENT COST
LB-007	**LIBRARY PRINTING**			
	BLACK AND WHITE	0.20	0.20	PER PAGE
	COLOR	1.00	1.00	PER PAGE
LB-008	**LIBRARY FACILITY RENTAL**			
	RESIDENT NON-PROFIT ORGANIZATION	17.00	18.00	PER HOUR
	RESIDENT FOR-PROFIT ORGANIZATION	34.00	36.00	PER HOUR
	NON-RESIDENT NON-PROFIT ORGANIZATION	52.00	53.00	PER HOUR
	NON-RESIDENT FOR PROFIT ORGANIZATION	52.00	53.00	PER HOUR
	KITCHEN	40.00	41.00	REFUNDABLE DEPOSIT

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
PL-001	**ADMINISTRATIVE USE PERMIT**			
	PERMIT FEE	3,014.00	3,119.00	PER APPLICATION
PL-003	**CONDITIONAL USE PERMIT**			
	PERMIT FEE	17,246.00	17,846.00	PER APPLICATION
PL-004	**DOWNTOWN DESIGN REVIEW**			
	STAFF REVIEW	322.00	334.00	PER APPLICATION
	DIRECTOR REVIEW	2,031.00	2,101.00	PER APPLICATION
	PLANNING COMMISSION REVIEW	5,818.00	6,021.00	PER APPLICATION
PL-005	**VARIANCE REVIEW**			
	REVIEW FEE	16,945.00	17,535.00	PER APPLICATION
PL-006	**ADJUSTMENT REVIEW**			
	REVIEW FEE	2,256.00	2,335.00	PER APPLICATION
PL-007	**ZONE TEXT AMENDMENT/ZONE CHANGE**			
	DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
PL-008	**PRE-APPLICATION REVIEW**			
	REVIEW FEE	5,636.00	5,832.00	PER APPLICATION
PL-009	**TRAFFIC STUDY REVIEW**			
	DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
PL-010	**OFF-SITE PARKING COVENANT**			
	COVENANT FEE	822.00	851.00	PER APPLICATION
PL-011	**PARKING DEMAND/SHARED PARKING STUDY**			
	STUDY FEE	2,117.00	2,190.00	PER STUDY PLUS ACTUAL COSTS FOR TRAFFIC ENGINEER
PL-012	**GENERAL PLAN AMENDMENT REVIEW**			
	DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
PL-013	**SPECIFIC PLAN REVIEW**			
	DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
PL-014	**SPECIFIC PLAN AMENDMENT REVIEW**			
	DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
PL-018	**DEVELOPMENT AGREEMENT REVIEW**			
	DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
PL-019	**COASTAL DEVELOPMENT PERMIT**			
	DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
PL-020A	**SITE PLAN REVIEW (NEW SERVICE)**			
	DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
PL-024	**DENSITY BONUS AGREEMENT REVIEW**			
	DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
PL-025	**ENVIRON. CATEGORICAL EXEMPTION**			
	EXEMPTION FEE	543.00	562.00	PER APPLICATION
PL-026	**ENVIRON INITIAL STUDY/NEG DEC/RECIR**			
	DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
PL-027	**ENVIRONMENTAL IMPACT REPORT REVIEW**			
	DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
PL-028	**MITIGATION MONITORING**			
	DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
PL-030	**TENTATIVE PARCEL MAP REVIEW**			
	REVIEW FEE	6,871.00	7,111.00	PER MAP PLUS 1,500.00 DEPOSIT WITH CHARGES AT ACTUAL COSTS FOR CONTRACT SURVEYOR
	(ANY COUNTY PROCESSING FEES ARE PAID DIRECTLY TO THE COUNTY BY THE APPLICANT)			
PL-031	**TENTATIVE TRACT MAP REVIEW**			
	REVIEW FEE	11,379.00	11,775.00	PER MAP PLUS 1,500.00 DEPOSIT WITH CHARGES AT ACTUAL COSTS FOR CONTRACT SURVEYOR
	(ANY COUNTY PROCESSING FEES ARE PAID DIRECTLY TO THE COUNTY BY THE APPLICANT)			
PL-033	**RESUBMITTED MAP REVIEW**			
	REVIEW FEE	784.00	812.00	PER MAP

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
PL-034	**LOT LINE ADJUSTMENT**			
	ADJUSTMENT FEE	1,805.00	1,868.00	PER MAP PLUS 1,500.00 DEPOSIT WITH CHARGES AT ACTUAL COSTS FOR CONTRACT SURVEYOR
PL-035	**LOT MERGER**			
	MERGER FEE	1,805.00	1,868.00	PER MAP PLUS 1,500.00 DEPOSIT WITH CHARGES AT ACTUAL COSTS FOR CONTRACT SURVEYOR
PL-035A	**LOT TIE COVENANT (NEW SERVICE)**			
	LOT TIE COVENANT FEE	843.00	873.00	PER APPLICATION
PL-037	**CERTIFICATE OF COMPLIANCE REVIEW**			
	REVIEW FEE	1,907.00	1,974.00	PER MAP PLUS 1,500.00 DEPOSIT WITH CHARGES AT ACTUAL COSTS FOR CONTRACT SURVEYOR
PL-038	**RECIPROCAL ACCESS EASEMENT**			
	EASEMENT FEE	758.00	784.00	PER APPLICATION PLUS ACTUAL COSTS FOR CITY ATTORNEY
PL-039	**CC&R REVIEW**			
	REVIEW FEE			ACTUAL COSTS FOR CITY STAFF AND CITY ATTORNEY
PL-040	**HISTORIC RESOURCE NOMINATION REVIEW**			
	DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
PL-041	**ADMIN DETERMINATION - DIR DECISION**			
	DETERMINATION FEE	4,040.00	4,181.00	PER APPLICATION
PL-042	**ADMIN DETERMINATION - PC DECISION**			
	DETERMINATION FEE	6,914.00	7,155.00	PER APPLICATION
PL-042A	**TEMPORARY SIGN PERMIT (NEW SERVICE)**			
	SIGN FEE	150.00	156.00	PER APPLICATION
PL-043	**SIGN PROGRAM SIGN PLAN REVIEW**			
	REVIEW FEE	150.00	156.00	PER APPLICATION
PL-044	**MASTER SIGN PROGRAM**			
	PROGRAM FEE	1,193.00	1,234.00	PER APPLICATION OR DEPOSIT DETERMINED BY STAFF
PL-047	**ZONING CONFORMANCE LETTER/REVIEW**			
	REVIEW FEE	908.00	940.00	PER LETTER
PL-048	**MODIF. TO DISCRETIONARY APPROVAL**			
	DISCRETIONARY APPROVAL FEE	9,789.00	10,129.00	PER APPLICATION

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
PL-049	**TIME EXTENSION REVIEW**			
	REVIEW FEE	747.00	773.00	PER APPLICATION
PL-050	**APPEAL TO THE PLANNING COMMISSION**			
	APPEAL FEE	7,086.00	7,333.00	PER APPEAL
PL-051	**APPEAL TO THE CITY COUNCIL**			
	APPEAL FEE	6,280.00	6,499.00	PER APPEAL FOR 50% COST RECOVERY
	INSIDE THE COASTAL APPEAL ZONE			
PL-052	**STREET ADDRESS CHANGE/ISSUANCE**			
	CHANGE FEE	500.00	517.00	PER APPLICATION
PL-052A	**NEW ADDRESS PROCESSING (NEW SERVICE)**			
	ADDRESS FEE	500.00	517.00	PER APPLICATION
PL-053	**GENERAL PLAN MAINTENANCE**			
	MAINTENANCE FEE	10%	10%	OF ALL BUILDING & SAFETY PERMIT FEES
PL-054	**TEMPORARY USE PERMIT**			
	PERMIT FEE	500.00	517.00	PER APPLICATION
PL-055	**ENTERTAINMENT PERMIT**			
	NEW PERMIT FEE	64.00	67.00	PER APPLICATION
	RENEWAL	75.00	78.00	PER APPLICATION
PL-056	**ADULT USE PLANNING PERMIT**			
	DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
PL-057	**AMPLIFIED SOUND PERMIT**			
	PERMIT FEE	204.00	211.00	PER APPLICATION
PL-058	**ANIMAL PERMIT**			
	PERMIT FEE	145.00	150.00	PER APPLICATION
PL-059	**ANIMAL PERMIT RENEWAL**			
	RENEWAL FEE	75.00	78.00	PER RENEWAL
PL-060	**ANIMAL PERMIT APPEAL**			
	RESIDENT	7,086.00	7,333.00	PER APPEAL FOR 50% COST RECOVERY
	NON RESIDENT	14,167.00	14,660.00	PER APPEAL FOR 100% COST RECOVERY
PL-061	**BUSINESS ZONING CLEARANCE**	75.00	78.00	PER APPLICATION
PL-061A	**HOME OCCUPATION ZONING CLEARANCE**	75.00	78.00	PER APPLICATION
PL-062	**PUBLIC NOTICING**			
	ACTUAL COSTS CHARGE BY PUBLICATION			

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
PL -063	**DOWNTOWN PARKING IN LIEU**	19,486.00	20,164.00	
	PARKING IN LIEU FEE			
PL - 064	**SMOKY HOLLOW PARKING IN LIEU**	31,179.00	32,264.00	
	PARKING IN LIEU FEE			
PL - 065	**MODIFICATION OF PREVIOUS DISCRETIONARY APPROVAL**			
	DEPOSIT DETERMINED BY STAFF WITH CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			
PO-001	**FIREARMS DEALER PERMIT**			
	PERMIT FEE	1,064.00	1,101.00	PER APPLICATION
PO-002	**FORTUNETELLER PERMIT**			
	PERMIT FEE	736.00	762.00	PER APPLICATION
PO-003	**SECONDHAND DEALER PERMIT**			
	PERMIT FEE	381.00	395.00	PER APPLICATION
PO-003A	**PAWNSHOP PERMIT**			
	PERMIT FEE	1,064.00	1,101.00	PER APPLICATION
PO-004	**BINGO PERMIT**			
	ANNUAL APPLICATION	54.00	56.00	PER APPLICATION PLUS DEPT. OF JUSTICE FEE
	FEE IS SET BY PENAL CODE SECTION 326.5(I)(1)			
	REMOTE CALLER GAME	790.00	817.00	
PO-006	**POLICE MASSAGE ESTABLISHMENT PERMIT**			
	PERMIT FEE	720.00	745.00	PER APPLICATION
PO-007	**MASSAGE THERAPIST PERMIT**			
	PERMIT FEE	193.00	200.00	PER APPLICATION PLUS COUNTY TESTING FEE
PO-008	**AUCTION HOUSE PERMIT**			
	PERMIT FEE	736.00	762.00	PER APPLICATION
PO-009	**POOL ROOM PERMIT**			
	PERMIT FEE	720.00	745.00	PER APPLICATION

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
PO-010	**TOBACCO PERMIT**			
	PERMIT FEE	285.00	295.00	PER APPLICATION
PO-013	**MISC. POLICE BUSINESS PERMIT**			
	PERMIT FEE	801.00	828.00	PER APPLICATION
PO-014	**CONCEALED WEAPONS PERMIT**			
	FEE IS SET BY STATE LAW:			
	NEW APPLICATION	100.00	100.00	PER APPLICATION
	RENEWAL APPLICATION	25.00	25.00	PER RENEWAL
	AMENDED APPLICATION	10.00	10.00	PER APPLICATION
	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			
PO-015	**CLEARANCE FORM/LETTER**			
	SERVICE FEE	43.00	44.00	PER LETTER
PO-016	**RECORDS CHECK - LOCAL**			
	SERVICE FEE	27.00	28.00	PER NAME
PO-017	**CITATION SIGN-OFF SERVICE**			
	SERVICE FEE	25.00	26.00	PER CITATION
PO-018	**VEHICLE IMPOUND RELEASE**			
	STANDARD IMPOUND	258.00	267.00	PER VEHICLE
	30 DAY/DUI IMPOUND	301.00	311.00	PER VEHICLE
PO-019	**POLICE FALSE ALARM RESPONSE/BILLING**			
	FIRST 3 ALARMS IN A CALANDAR YEAR	NO CHARGE	NO CHARGE	
	4TH FALSE ALARM	269.00	278.00	
	5TH FALSE ALARM	376.00	389.00	
	6TH AND SUBSEQUENT FALSE ALRM	484.00	500.00	
PO-020	**POLICE ALARM PERMIT**			
	ALARM PERMIT	NO CHARGE	NO CHARGE	
	VIOLATION FOR NON-ALARM PERMIT	188.00	195.00	
PO-022	**DUI COLLISION RESPONSE**			
	CHARGED AT FULLY ALLOCATED HOURLY RATES FOR ALL RESPONDING EMERGENCY PERSONNEL, NOT TO EXCEED $12,000 PER INCIDENT BY STATE LAW			
PO-023	**SECOND RESPONSE CALL-BACK**			
	CHARGED AT FULLY ALLOCATED HOURLY RATES FOR ALL RESPONDING EMERGENCY PERSONNEL			
PO-024	**MISDEMEANOR BOOKING SERVICE**			
	BOOKING FEE	283.00	292.00	

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
PO-024A	**DUI ARREST**			
	ARREST FEE	846.00	875.00	COLLECTED UPON CONVICTION
PO-025	**SPECIAL EVENT POLICE SERVICE**			
	CHARGED AT FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL USED			
PO-026	**FINGERPRINTING ON REQUEST**			
	SERVICE FEE	48.00	50.00	PER APPLICATION PLUS DOJ FEES
PO-027	**POLICE REPORT/DOCUMENT REPRODUCTION**			
	FIRST 5 COPIES	No Charge	No CHARGE	
	EACH ADDITIONAL COPY	0.20	0.20	PER COPY
PO-028	**POLICE PHOTO REPRODUCTION**			
	REPRODUCTION FEE	52.00	53.00	PER REQUEST
PO-029	**POLICE DISPATCH TAPE COPY**			
	COPY FEE	12.00	12.00	PER COPY
PO-030	**POLICE AUDIO/VIDEO TAPE COPY**			
	COPY FEE	12.00	12.00	PER COPY
PO-040	**ANIMAL AT-LARGE PICKUP**			
	1ST OFFENSE	12.00	12.00	
	2ND OFFENSE	30.00	31.00	
	3RD AND SUBSEQUENT OFFENSE	46.00	48.00	
PO-041	**VICIOUS ANIMAL HEARING**			
		NO CHARGE	NO CHARGE	
PO-047	**ANIMAL CONTROL SERVICES**			
	DOG LICENSE:			
	SPAYED/NEUTERED	21.00	22.00	
	NON-SPAYED/NEUTERED	83.00	86.00	
	SENIORS	10.00	10.00	
	LATE FEE	10.00	10.00	
	REPLACEMENT TAG FEE		5.00	NEW
PW-001	**WATER SERVICE LATERAL INSPECTION**			
	1" - 2"	795.00	823.00	PLUS REFUNDABLE DEPOSIT 1,000.00
	3" - 10"	1,246.00	1,290.00	PLUS REFUNDABLE DEPOSIT 1,500.00
PW-001A	**WATER SERVICE PRE-PLAN REVIEW**			
	REVIEW FEE	150.00	156.00	PER APPLICATION

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
PW-002A	**WATER METER UPGRADE INSPECTION**			
	REVIEW FEE	199.00	206.00	PER APPLICATION
PW-003A	**WATER METER ABANDONMENT INSPECTION**			
	SERVICE FEE	199.00	206.00	PER METER
PW-004	**TEMPORARY CONSTRUCTION METER**			
	INSTALLATION	156.00	161.00	
	MOVE	75.00	78.00	
				PLUS REFUNDABLE DEPOSIT TO COVER THE COST OF THE METER
PW-005	**FIRE FLOW TEST WITNESS**			
	TEST FEE	188.00	195.00	PER TEST
PW-006	**DAMAGED METER/SERVICE LINE**			
	CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL USED PLUS ANY MATERIALS OR OUTSIDE COSTS			
PW-007	**ANNUAL BACKFLOW DEVICE PROGRAM**			
	PROGRAM FEE	145.00	150.00	PER DEVICE PER YEAR
PW-010	**NEW SEWER LATERAL INSPECTION**			
	INSPECTION FEE	306.00	317.00	PER LATERAL
PW-011	**SEWER CAP INSPECTION**			
	INSPECTION FEE	306.00	317.00	PER CAP
PW-012	**SEWAGE SPILL RESPONSE**			
	CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL USED PLUS ANY MATERIALS OR OUTSIDE COSTS			
PW-015	**NEW UTILITY ACCOUNT PROCESSING**			
	PROCESSING FEE	124.00	128.00	PER NEW ACCOUNT
	DEPOSIT:			
	RESIDENTIAL	75.00	78.00	
	COMMERCIAL	290.00	300.00	
PW-016	**DELINQUENT UTILITY BILLING**			
	DELINQUENT BILL	15.00	16.00	
	RED TAG	33.00	34.00	
PW-017	**DELINQUENT UTILITY TURN-OFF/ON**			
	SHUT-OFF FEE	91.00	95.00	PER DELINQUENT SHUT-OFF
	RECONNECTION FEE (SB 998 LIMITS FOR LOW-INCOME CUSTOMERS)	54.00	56.00	PER RECONNECTION

REF #	SERVICE	Current FY 23-24	Proposed FY 24-25	Comment
PW-020	**WATER METER TEST**			
	TEST FEE	387.00	400.00	PER METER TEST (REFUNDED IF THE METER IS FOUND TO BE RUNNING FAST)
PW-021	**REFER TO COLLECTION AGENCY**	5%	5%	OF THE AMOUNT OWED TO THE CITY
PW-023	**BANNER FEE**	32.00	33.00	PER BANNER
PW-025	**COMMERCIAL HAULER PERMIT**			
	FULL SERVICE	6,780.00	7,016.00	
	ROLL OFF	1,569.00	1,623.00	
PW-026	**SELF HAUL WASTER PERMIT**	849.00	878.00	PER PERMIT
REC-001	**ADULT SPORTS**	Appendix B	Appendix B	
REC-002	**YOUTH SPORTS**	Appendix B	Appendix B	
REC-003	**DAY CAMPS**	Appendix B	Appendix B	
REC-004	**TEEN CENTER/AFTERSCHOOL**	Appendix B	Appendix B	
REC-005	**RECREATION CLASSES**	Appendix B	Appendix B	
REC-006	**AQUATICS SERVICES**	Appendix B	Appendix B	
REC-007	**RECREATION CARD REGISTRATION**	Appendix B	Appendix B	
REC-008	**YOUTH DRAMA**	Appendix B	Appendix B	
REC-009	**SENIOR SERVICES**	Appendix B	Appendix B	
REC-010	**BLOCK PARTY PERMIT**	30.00	31.00	per application
REC-011	**PRIVATE SPEC. EVENT PERMIT/SERVICES**	490.00	507.00	per application/ fee waiver applicable
REC-012	**FARMERS MARKET**	Appendix C	Appendix C	
REC-013	**CITY SPECIAL EVENTS**	Appendix C	Appendix C	
REC-014	**RECREATION FACILITY RENTAL**	Appendix C	Appendix C	
REC-015	**BALLFIELD RENTAL**	Appendix C	Appendix C	
REC-017	**YOUTH SPORTS ORGANIZATIONS PER PLAYER FEE**			
	RESIDENT	10.00	10.00	
	NON-RESIDENT	30.00	31.00	
REC-018	**COMPETITION POOL - RENTAL - HOURLY RATES**	Appendix D	Appendix D	
REC -019	**TEACHING POOL**	Appendix D	Appendix D	
REC - 020	**EVENT PRICING**	Appendix D	Appendix D	
REC - 021	**MEMORY ROW TREE/BENCH DONATION PROGRAM**			
	TREE	500.00	517.00	includes 24" box tree, customized plaque
	BENCH	1,400.00	1449.00	includes 5' recycled plastic bench, customized plaque

Schedule A-1

BUILDING PERMIT FEES

	SERVICE	CURRENT FY 23/24
SINGLE FAMILY RESIDENTIAL BUILDING PERMITS		
	Building Permit Under $500 Valuation	$198
	Building Permit $501-$2,000 Valuation	$198 + $3.51 for each $100 over $500
	Building Permit $2,001-$25,000 Valuation	$250 + $25.41 for each $1,000 over $2,000
	Building Permit $25,001-$50,000 Valuation	$835 + $19.51 for each $1,000 over $25,000
	Building Permit $50,001-$100,000 Valuation	$1323 + $21.49 for each $1,000 over $50,000
	Building Permit $100,001-$500,000 Valuation	$2,397 + $8.78 for each $1,000 over $100,000
	Building Permit $500,001-$1,000,000 Valuation	$5,909 + $10.92 for each $1,000 over $500,000
	Building Permit Over $1,000,000 Valuation	$11,367 + $5.46 for each $1,000 over $1,000,000
SINGLE FAMILY RESIDENTIAL BUILDING PLAN CHECK		
	Building Plan Check Under $500 Valuation	$99
	Building Plan Check $501-$2,000 Valuation	$99 + $3.94 for each $100 over $500
	Building Plan Check $2,001-$25,000 Valuation	$158 + $11.40 for each $1,000 over $2,000
	Building Plan Check $25,001-$50,000 Valuation	$420 + $16.81 for each $1,000 over $25,000
	Building Plan Check $50,001-$100,000 Valuation	$840 + $4.21 for each $1,000 over $50,000
	Building Plan Check $100,001-$500,000 Valuation	$1,051 + $5.25 for each $1,000 over $100,000
	Building Plan Check $500,001-$1,000,000 Valuation	$3,153 + $6.30 for each $1,000 over $500,000
	Building Plan Check Over $1,000,000 Valuation	$6,301 + $3.15 for each $1,000 over $1,000,000
SINGLE FAMILY RESIDENTIAL COMBO PERMITS:		
	Electrical Permit	10% of the Building Permit Fee
	Plumbing Permit	10% of the Building Permit Fee
	Mechanical Permit	10% of the Building Permit Fee
NON-SINGLE FAMILY RESIDENTIAL BUILDING PERMITS		
	Building Permit Under $500 Valuation	$198
	Building Permit $501-$2,000 Valuation	$198 + $6.74 for each $100 over $500
	Building Permit $2,001-$25,000 Valuation	$299 + $27.56 for each $1,000 over $2,000
	Building Permit $25,001-$50,000 Valuation	$933 + $23.42 for each $1,000 over $25,000
	Building Permit $50,001-$100,000 Valuation	$1,518 + $25.36 for each $1,000 over $50,000
	Building Permit $100,001-$500,000 Valuation	$2,786 + $9.76 for each $1,000 over $100,000
	Building Permit $500,001-$1,000,000 Valuation	$6,689 + $11.31 for each $1,000 over $500,000
	Building Permit Over $1,000,000 Valuation	$12,346 + $3.07 for each $1,000 over $1,000,000

APPENDIX A

Schedule A-1

BUILDING PERMIT FEES

	SERVICE	CURRENT FY 23/24
NON-SINGLE FAMILY RESIDENTIAL BUILDING PLAN CHECK		
	Building Plan Check Under $500 Valuation	$99
	Building Plan Check $501-$2,000 Valuation	$99 + $7.45 for each $100 over $500
	Building Plan Check $2,001-$25,000 Valuation	$211 + $18.27 for each $1,000 over $2,000
	Building Plan Check $25,001-$50,000 Valuation	$631 + $8.38 for each $1,000 over $25,000
	Building Plan Check $50,001-$100,000 Valuation	$840 + $4.21 for each $1,000 over $50,000
	Building Plan Check $100,001-$500,000 Valuation	$1,051 + $5.78 for each $1,000 over $100,000
	Building Plan Check $500,001-$1,000,000 Valuation	$3,363 + $1.68 for each $1,000 over $500,000
	Building Plan Check Over $1,000,000 Valuation	$4,201+ $1.07 for each $1,000 over $1,000,000
NON-SIGNLE FAMILY RESIDENTIAL COMBO PERMITS:		
	Electrical Permit	40% of the Building Permit Fee
	Plumbing Permit	10% of the Building Permit Fee
	Mechanical Permit	20% of the Building Permit Fee
OTHER DEPARTMENTAL REVIEW		15% of the Building Permit Fee
MISCELLANEOUS:		
	Demolition Permit	$405
	Duplicate Certificate of Occupancy	$28
	Temporary Certificate of Occupancy	$746 + $10,000 deposit refunded at time of Final C of O
	Other Inspections not specified	$196
	Overtime Inspection (4 hour minimum)	OT Hourly Rate
	Additional Plan Review	Hourly Rate
	Expedited Plan Review in addition to regular Plan Review Fee	OT Hourly Rate
	Pre-Inspection Site Visit	$244
	Overtime Hourly Rate is 120% of the Regular Hourly Rate	
GRADING PERMITS		
	Grading Permit under $2,000 Valuation	$81
	Grading Permit $2,001-$10,000 Valuation	$81 + $33.31 for each $1,000 over $2,000
	Grading Permit $10,001-$50,000 Valuation	$347 + $9.76 for each $1,000 over $10,000
	Grading Permit $50,001-$100,000 Valuation	$737 + $5.87 for each $1,000 over $50,000
	Grading Permit $100,001-$500,000 Valuation	$1,030 + $1.46 for each $1,000 over $100,000
	Grading Permit Over $500,000 Valuation	$1,615 + $1.46 for each $1,000 over $500,000

Schedule A-1

BUILDING PERMIT FEES

	SERVICE	CURRENT FY 23/24
GRADING PLAN CHECK		
	Grading Plan Check under $2,000 Valuation	$107
	Grading Plan Check $2,001-$10,000 Valuation	$107 + $39.09 for each $1,000 over $2,000
	Grading Plan Check $10,001-$50,000 Valuation	$420 + $5.27 for each $1,000 over $10,000
	Grading Plan Check $50,001-$100,000 Valuation	$631 + $4.19 for each $1,000 over $50,000
	Grading Plan Check $100,001-$500,000 Valuation	$840 + $4.19 for each $1,000 over $100,000
	Grading Plan Check Over $500,000 Valuation	$2,516 + $4.19 for each $1,000 over $500,000
EXPEDITED PLAN CHECK SURCHARGE		50% of Plan Check Fees
PLAN RETENTION SURCHARGE		1% of Permit Fees

Schedule A-2	**CURRENT FY 23/24**
Electrical Permits	
Permit Issuance	$55.00
Residential Appliances, up to 5 hp	$146.00
Non-Residential Appliances, up to 5 hp	$146.00
Electrical Sign	$162.00
Motors/Transformers (Ratings in HP, KW, KVA, or KVAR)	
up to 100	$146.00
100 +	$244.00
Temporary Power Pole	$130.00
Services, Switchboards, Control Centers, & Panels	
up to 600 volts	
up to 400 amps	
SFR	$146.00
Non-SFR	$146.00
over 400 amps	$196.00
greater than 600 volts	$244.00
Switchboards	
First Section Standing Panel	N/A
Additional Sections	N/A
Fire Warning Communication Control Panel	N/A
Fire Warning Communication Control Panel - over 600 volts	N/A
Fire Warning Communication Control Panel - add'l sections	N/A
Recept, Switch, Lighting Outlet, and Lighting Fixture, per fixture	
SFR:	
First 10 items	$18.00
Each item over 10	$3.00
Non-SFR:	
First 10 items	$18.00
Each item over 10	$3.00
Pole or Platform Mounted Fixtures, per fixture	
SFR	$82.00
Non-SFR	$82.00
Swimming Pool	$244.00
Meter Reset	$114.00
Electrical Duct Bank (per 100 lin ft)	$99.00
Branch Circuits (Temporary or Future)	$99.00
Miscellaneous Conduits and Conductors (per 100 linear feet)	$98.00
Inspections not specified	$196.00
Reinspection's	Hourly Rate
After Hours Inspection (4 hour minimum)	OT Hourly Rate

Plan Check - 100% of Permit Fee

Overtime Hourly Rate is 120% of the Regular Hourly Rate

Schedule A-2	**CURRENT FY 23/24**
Plumbing Permits	
Permit Issuance	$55.00
Plumbing Fixtures and Vents	
SFR	$21.00
Non-SFR	$29.00
Repair or Alteration of Drainage or Vent Piping	
SFR	$82.00
Non-SFR	$98.00
Grease Interceptor	$196.00
Piping (per dwelling unit)	$98.00
Repipe	
Single Family Residential (per dwelling unit)	$98.00
Multi Family Residential (per dwelling unit)	$147.00
Lawn Sprinklers, Vacuum Breakers, and Backflow Protection Dev.	
Each Lawn Sprinkler System per Valve	$41.00
Each Vacuum Breaker or Backflow Protection Device	$41.00
Backflow Protection Device greater than 6"	$342.00
Gas System, per system	
SFR	
Less than 2"	$146.00
2" or more	$146.00
For Each Outlet over 5	$19.00
Non-SFR	
Less than 2"	$146.00
2" or more	$146.00
For Each Outlet over 5	$19.00
Water Heater	
SFR	$114.00
Non-SFR	$114.00
Solar Water Heating system (Combo)	
SFR	$304.00
Non-SFR	$304.00
Piping to a Condesate Pump, piping repair, sump pump	$82.00
Earthquake Valve	$146.00
Sewer	
0-25 linear feet	$98.00
each additional 100 linear feet	$48.00
Swimming Pool	$244.00
In-Ground Spa	$146.00
Pool/Spa Heater	$114.00
Miscellaneous	$227.00
Inspections not specified	$196.00
Reinspection's	Hourly Rate
After Hours Inspection (4 hour minimum)	OT Hourly Rate

Schedule A-2	**CURRENT FY 23/24**
Plan Check - 100% of Permit Fee	
Overtime Hourly Rate is 120% of the Regular Hourly Rate	
Mechanical Permits	
Permit Issuance	$55.00
Forced-Air or Gravity-Type Furnace or Burner	
SFR	$146.00
Non-SFR	$146.00
Floor Furnace - Installation or Relocation	$146.00
Suspended/Recessed Wall/Floor Mounted Heater - Install/Reloc	$146.00
Fireplace	
SFR	$146.00
Non-SFR	$146.00
Appliance Vents per each Inlet/Outlet	
SFR	$41.00
Non-SFR	$41.00
Air Handling Units	$98.00
Air Inlet/Air Outlet - First 10 vents	$146.00
Air Inlet/Air Outlet - Each additional vent	$3.00
Variable Air Volume Box	$73.00
Single Register Ventilation Fan	$73.00
Independent Venting System	$146.00
Hood served by Mechanical Exhaust	$146.00
Boilers, Compressors, and Absorption Systems	
0-15 HP or 0-500,000 Btu/h	$146.00
15-30 HP or 500,001-1,000,000 Btu/h	$228.00
31-50 HP or 1,000,001-1,750,000 Btu/h	$276.00
50+ HP or 1,750,001+ Btu/h	$342.00
Smoke/Fire Damper	$98.00
Smoke Control Damper	$98.00
Thermostat	$98.00
Incinerator/Kiln	$146.00
Alteration to Duct Work not otherwise noted	$13.00
Miscellaneous	$227.00
Inspections not specified	$196.00
Reinspection's	Hourly Rate
After Hours Inspection (4 hour minimum)	OT Hourly Rate

Schedule A-2	**CURRENT FY 23/24**
Plan Check - 100% of Permit Fee	
Overtime Hourly Rate is 120% of the Regular Hourly Rate	
Combo Permits	
Electric Vehicle Charging System	
Residential	$320.00
Commercial	$895.00
Solar Charging System:	
Residential	$625.00
Commercial	$1,098.00
Swimming Pool	
Residential	$1,361.00
Commercial	$1,711.00
Generator	$762.00
Sign	$352.00

	Adopted 12/19/23 FY 24-25		Comment
Adult Sports			
Basketball			
Resident	220.00	team	
Non-Resident	265.00	team	
Softball			
Resident	380.00	team	
Non-Resident	460.00	team	
Kickball			
Resident	325.00	team	
Non-Resident	390.00	team	
Soccer			
Resident	220.00	team	
Non-Resident	265.00	team	
Pickleball			
Resident	375.00	team	
Non-Resident	450.00	team	
Pickleball (Half League)			
Resident	187.50	team	
Non-Resident	225.00	team	
Day Camps			
Sports Camp			
Resident	60.00	participant	
Non-Resident	80.00	participant	
Camp Cowabunga			
Resident	225.00	participant	
Non-Resident	320.00	participant	
Tiny Tots			
Resident	60.00	participant	
Non-Resident	80.00	participant	
Teen Camp			
Resident	115.00	participant	
Non-Resident	145.00	participant	

	Adopted 12/19/23 FY 24-25	Comment
Spring Break Camp		
Resident	140.00	participant
Non-Resident	180.00	participant
Winter Camp Day		
Resident	115.00	participant
Non-Resident	145.00	participant
Fired Up! Day Camp		
Resident	25.00	participant
Non-Resident	32.00	participant
Contract Day Camps 70/30		
20% Rec ID discount from base rate		participant
Administrative Fee for Camp Refunds	10.00	participant
Staff Led Day Camps Aquatics		
Resident	60.00	participant
Non-Resident	80.00	participant
Teen Center/Afterschool		
GABIT - Spring and Summer		
Resident or Non-Resident	0.00	per player
Non-Resident/Non-Card Holder	5.00	per player
Snowboard Trip		
Resident	Market -20%	participant
Non-Resident	Market	participant
Bus Only	30.00	participant
Skate Tournament		
Resident	5.00	participant
Non-Resident	7.00	participant
Youth Basketball		
Resident	100.00	participant
Non-Resident	125.00	participant

	Adopted 12/19/23 FY 24-25	Comment
El Segundo Youth Drama Program		
Junior Production - Resident	250.00	participant
Junior Production - Non-Resident	313.00	participant
Senior Production - Resident	300.00	participant
Senior Production - Non-Resident	375.00	participant
Variety Show - Resident	200.00	participant
Variety Show - Non-Resident	250.00	participant
Private Instructor Permit Fee NEW	15.00	Hourly
Aquatics Services		
Rec Swim (Hilltop)		
Resident	No Fee	participant
Adult-Non-Resident	7.00	participant
Senior/Youth Non-Res	5.00	participant
Camp Participant	3.00	participant
Rec Swim & Lap Swim (Aquatics Center)		
Adult - Resident	5.00	participant
Adult - Non-Resident	7.00	participant
Military - Resident	3.00	participant
Military - Non-Resident	5.00	participant
Senior - Resident	3.00	participant
Senior - Non-Resident	5.00	participant
Youth - Resident	3.00	participant
Youth - Non-Resident	5.00	participant
Special Event Registration		
Resident	5.00	participant
Non-Resident	11.00	participant
Group Lessons (All Facilities)		
Resident	50.00	participant
Non-Resident	90.00	participant
Private Swim Lessons		
Resident	100.00	participant
Non-Resident	150.00	participant

	Adopted 12/19/23 FY 24-25	Comment
Semi-Private Swim Lessons		
Resident	80.00	participant
Non-Resident	100.00	participant
Lifeguard Classes and Certifications		
	214.00	participant
	No Fee	Staff Re-Certification
GIT		
Resident	55.00	participant
Non-Resident	70.00	participant
Facility Rentals during Rec Swim		
Resident per hour	39.00	participant
Non-Resident per hour	128.00	participant
Annual Membership (AC)		
Adult Resident	500.00	membership
Adult Non-Resident	700.00	membership
Military Resident	300.00	membership
Military Non-Resident	500.00	membership
Senior Resident	300.00	membership
Senior Non-Resident	500.00	membership
Family Resident	1,000.00	membership
Family Non-Resident	1,400.00	membership
Youth Resident	300.00	membership
Youth Non-Resident	500.00	membership
10 Punch Pass (AC)		
Adult Resident	44.00	membership
Adult Non-Resident	61.00	membership
Military Resident	27.00	membership
Military Non-Resident	44.00	membership
Senior Resident	27.00	membership
Senior Non-Resident	44.00	membership
Youth Resident	27.00	membership
Youth Non-Resident	44.00	membership

	Adopted 12/19/23 FY 24-25	Comment
20 Punch Pass (AC)		
Adult Resident	82.00	membership
Adult Non-Resident	117.00	membership
Military Resident	50.00	membership
Military Non-Resident	82.00	membership
Senior Resident	50.00	membership
Senior Non-Resident	82.00	membership
Youth Resident	50.00	membership
Youth Non-Resident	82.00	membership
30 Punch Pass (AC)		
Adult Resident	113.00	membership
Adult Non-Resident	158.00	membership
Military Resident	56.00	membership
Military Non-Resident	113.00	membership
Senior Resident	56.00	membership
Senior Non-Resident	113.00	membership
Youth Resident	56.00	membership
Youth Non-Resident	113.00	membership
Rental Fees	Various	See Appendix D
Recreation Card Registration (Annual)		
Adult	15.00	card
Youth	10.00	card
Senior/Infant	5.00	card
Replacement	5.00	card
Wiseburn Card Registration (Annual) (AC Only)		
Adult	15.00	card
Youth	10.00	card
Senior/Infant	5.00	card
Replacement	5.00	card

	Adopted 12/19/23		
Recreation Park Picnic Reservations	**FY 24-25**		**Comment**
Picnic Area - Each Area (4 tables, max capacity 50)			
Less Than 25 People (First-come, first- served)	Free		
El Segundo Non-Profit/Individual (25+ people)	13.00	hour	
El Segundo for Profit (25+ people)	26.00	hour	
Non-Resident Groups (25+ people)	39.00	hour	
BBQ Area (max capacity 75)			
El Segundo Non-Profit/Individual	33.00	hour	
El Segundo for Profit	65.00	hour	
Non-Resident Groups	97.00	hour	
Fire Circle (max capacity 100)			
*Pending fire Marshall Approval			
El Segundo Non-Profit/Individual	44.00	hour	
El Segundo for Profit	87.00	hour	
Non-Resident Groups	131.00	hour	
Inflatable Bouncer Surcharge			
El Segundo Non-Profit/Individual	27.00	per event	
El Segundo for Profit	55.00	per event	
Non-Resident Groups	81.00	per event	
Recreation Park Outdoor Amenities			
Grass Area			
El Segundo Non-Profit/Individual	55.00	hour	
El Segundo for Profit	108.00	hour	
Non-Resident Groups	163.00	hour	
Basketball Court			
El Segundo Non-Profit/Individual	55.00	hour	
El Segundo for Profit	108.00	hour	
Non-Resident Groups	163.00	hour	
Volleyball Court			
El Segundo Non-Profit/Individual	27.00	hour	
El Segundo for Profit	55.00	hour	
Non-Resident Groups	81.00	hour	
Roller Hockey Rink			
El Segundo Non-Profit/Individual	27.00	hour	
El Segundo for Profit	55.00	hour	
Non-Resident Groups	81.00	hour	
Skate Park - Facility Rental			*Rental Agreement Only

		Adopted 12/19/23	
Recreation Park Picnic Reservations		**FY 24-25**	**Comment**
Lawn Bowling Green			*Rental Agreement Only
Clubhouse Amphitheatre			*Rental Agreement Only
Clubhouse Outdoor Patio			
El Segundo Non-Profit/Individual		17.00	hour
El Segundo for Profit		34.00	hour
Non-Resident Groups		51.00	hour
Recreation Park Sport Amenities			
Tennis, Racquetball, Paddle Tennis, Pickleball Courts			
El Segundo Non-Profit/Individual/Profit		10.00	hour
Non-Resident Groups		20.00	hour
Batting Cage			
El Segundo Non-Profit/Individual/Profit	NEW	10.00	hour
Non-Resident Groups	NEW	20.00	hour
Athletic Fields			
George Brett Field			
El Segundo Non-Profit/Individual		33.00	hour
El Segundo for Profit		65.00	hour
Non-Resident Groups		97.00	hour
Stevenson Field			
El Segundo Non-Profit/Individual		33.00	hour
El Segundo for Profit		65.00	hour
Non-Resident Groups		97.00	hour
Softball Field			
El Segundo Non-Profit/Individual		33.00	hour
El Segundo for Profit		65.00	hour
Non-Resident Groups		97.00	hour

	Adopted 12/19/23 FY 24-25		Comment
Recreation Park Picnic Reservations			
Richmond Field			
El Segundo Non-Profit/Individual	33.00	hour	
El Segundo for Profit	65.00	hour	
Non-Resident Groups	97.00	hour	
Campus El Segundo (1/2 Field Available)			
El Segundo Non-Profit/Individual	64.00	hour	
El Segundo for Profit	128.00	hour	
Non-Resident Groups	193.00	hour	
Athletic Field Lighting Fee			
El Segundo Non-Profit/Individual	No fee		
El Segundo for Profit	22.00	hour	
Non-Resident Groups	22.00	hour	
Clubhouse Large Capacity Rooms (Auditorium)			
Large Capacity Room (150) (Joslyn Center Social Hall, Clubhouse Auditorium)			
El Segundo Non-Profit/Individual	54.00	hour	
El Segundo for Profit	107.00	hour	
Non-Resident Groups	161.00	hour	
Meeting Room (max capacity 50) (Joslyn Center Multi-purpose Room, Joslyn Center Craft Room, Joslyn Center Library, Clubhouse Tri-Room, Clubhouse Drop-In Room)			
El Segundo Non-Profit/Individual	17.00	hour	
El Segundo for Profit	34.00	hour	
Non-Resident Groups	51.00	hour	
Kitchen (Add-On at Joslyn Center or Clubhouse)			
El Segundo Non-Profit/Individual	12.00	hour	
El Segundo for Profit	24.00	hour	
Non-Resident Groups	35.00	hour	
Camp Eucalyptus			*Rental Agreement Only
Teen Center			*Rental Agreement Only
Aquatics Facilities			
Hilltop Pool (*See below for staff fees)			
El Segundo Non-Profit/Individual	108.00	hour	
El Segundo for Profit	257.00	hour	
Non-Resident Groups	385.00	hour	

	Adopted 12/19/23 FY 24-25		Comment
Recreation Park Picnic Reservations			
Inflatable Obstacle Course and Staff Fee (in addition to facility fee)			
El Segundo Non-Profit/Individual	107.00	hour	
El Segundo for Profit	193.00	hour	
Non-Resident Groups	231.00	hour	
Key Log Roll			
El Segundo Non-Profit/Individual	54.00	hour	
El Segundo for Profit	96.00	hour	
Non-Resident Groups	116.00	hour	
Additional Staffing Fees for Aquatics Facility Rentals (Lifeguard Costs by Group Size)			
One to 19 people (1 senior guard, 1 lifeguard)			
El Segundo Non-Profit/Individual	43.00	hour	
El Segundo for Profit	51.00	hour	
Non-Resident Groups	62.00	hour	
20 to 39 people (1 senior guard, 2 lifeguards)			
El Segundo Non-Profit/Individual	59.00	hour	
El Segundo for Profit	71.00	hour	
Non-Resident Groups	86.00	hour	
40 to 59 people (1 senior guard, 3 lifeguards)			
El Segundo Non-Profit/Individual	75.00	hour	
El Segundo for Profit	90.00	hour	
Non-Resident Groups	107.00	hour	
60+ people (1 senior guard, 4 lifeguards)			
El Segundo Non-Profit/Individual	91.00	hour	
El Segundo for Profit	109.00	hour	
Non-Resident Groups	132.00	hour	
Neighborhood Parks			
Library Park (Open Space up to 100 people)			
El Segundo Non-Profit/Individual	55.00	hour	
El Segundo for Profit	108.00	hour	
Non-Resident Groups	163.00	hour	
Hilltop Park Picnic Area (max capacity 25)			
El Segundo Non-Profit/Individual	13.00	hour	
El Segundo for Profit	26.00	hour	
Non-Resident Groups	39.00	hour	
Acacia Picnic Area (max capacity 25)			
El Segundo Non-Profit/Individual	13.00	hour	
El Segundo for Profit	26.00	hour	
Non-Resident Groups	39.00	hour	

	Adopted 12/19/23		
Recreation Park Picnic Reservations	**FY 24-25**		**Comment**
Sycamore Park Picnic Area (max capacity 25)			
El Segundo Non-Profit/Individual	13.00	hour	
El Segundo for Profit	26.00	hour	
Non-Resident Groups	39.00	hour	
Kansas Park Picnic Area (max capacity 25)			
El Segundo Non-Profit/Individual	13.00	hour	
El Segundo for Profit	26.00	hour	
Non-Resident Groups	39.00	hour	
Independence Park (group 25+)			*Rental Agreement Only
Constitution Park Picnic Area (max capacity 25)			
El Segundo Non-Profit/Individual	55.00	hour	
El Segundo for Profit	108.00	hour	
Non-Resident Groups	163.00	hour	
Washington Park Picnic Area (max capacity 25)			
El Segundo Non-Profit/Individual	55.00	hour	
El Segundo for Profit	108.00	hour	
Non-Resident Groups	163.00	hour	
Freedom Park (group 25+)			*Rental Agreement Only
Security Deposit	203.00	per event	
Additional Staff Fee (If Necessary)	25.50	per hour/per staff person	
Cancellation Policy	51.00		

Adopted 12/19/23

FY 24-25

REC-018 COMPETITION POOL - RENTAL - HOURLY RATES

SHORT COURSE - SHORT TERM RENTAL <10HRS/WK	23.00	hour
SHORT COURSE - LONG TERM RENTAL > OR = 10HRS/WK	18.00	hour
LONG COURSE - SHORT TERM RENTAL <10HRS/WK	46.00	hour
LONG COURSE - LONG TERM RENTAL > OR = 10HRS/WK	36.00	hour
HALF POOL - ALTERNATE USE - SHORT TERM RENTAL <10HRS/WK	119.00	hour
HALF POOL - ALTERNATE USE - LONG TERM RENTAL > OR = 10HRS/WK	98.00	hour

REC -019 TEACHING POOL - RENTAL - HOURLY RATES

PER LANE - SHORT TERM RENTAL <10HRS/WK	18.00	hour
PER LANE - LONG TERM RENTAL > OR = 10HRS/WK	12.00	hour
FULL POOL - SHORT TERM RENTAL <10RS/WK	114.00	hour
FULL POOL - LONG TERM RENTAL > OR = 10HRS/WK	91.00	hour

REC - 020 EVENT PRICING

FULL DAY COMPETITION POOL (6+ HOURS)	3,549.00	event
HALF DAY COMPETITION POOL (< 6 HOURS)	1,876.00	event
FULL DAY TEACHING POOL (6+ HOURS)	710.00	event
HALFDAY TEACHING POOL (< 6 HOURS)	431.00	event
LIGHTING FEE (IF APPLICABLE)	20.50	hour
TIMING SYSTEM (IF APPLICABLE)	56.00	event
EXTRA STAFF (IF APPLICABLE)	30.00	hour

	Current	Proposed	
	FY 23-24	FY 23-24	Comment
AD-002 FILM PERMIT PROCESSING			
FILM LOCATION FEES			
UNLESS OTHERWISE STATED, LOCATION FEES ARE PER HOUR WITH A FOUR HOUR MINIMUM. STAFF FEES ARE NOT INCLUDED IN THESE RATES AND WILL BE ADDED WHERE APPLICABLE.			
RECREATION PARK			
PICNIC AREA	60.00	62.00	
BBQ AREA	140.00	145.00	
FIRE CIRCLE	240.00	248.00	
VOLLEYBALL COURT	120.00	124.00	
ROLLER HOCKEY RINK	240.00	248.00	
SKATE PARK	240.00	248.00	
TENNIS, RACQUETBALL, PADDLE TENNIS COURTS	240.00	248.00	
GRASS AREA	240.00	248.00	
BASKETBALL COURT	240.00	248.00	
INFLATABLES SURCHARGE (PER EVENT)	200.00	207.00	
ATHLETIC FIELDS			
GEORGE BRETT FIELD	240.00	248.00	
STEVENSON FIELD	240.00	248.00	
SOFTBALL FIELD	240.00	248.00	
RICHMOND FIELD	240.00	248.00	
CAMPUS EL SEGUNDO (PER FIELD)	320.00	331.00	
ATHLETIC FIELD LIGHTING FEE	50.00	52.00	
COMMUNITY CENTERS			
JOSLYN CENTER MULTI-PURPOSE ROOM	100.00	103.00	
JOSLYN CENTER CRAFT ROOM	100.00	103.00	
JOSLYN CENTER LIBRARY	100.00	103.00	
CLUBHOUSE TRI-ROOM	100.00	103.00	
CLUBHOUSE DROP-IN ROOM	100.00	103.00	
KITCHEN ADD-ON AT JOSLYN OR CLUBHOUSE	100.00	103.00	
CAMP EUCALYPTUS	200.00	207.00	
TEEN CENTER JOSLYN CENTER SOCIAL HALL	200.00	207.00	
CLUBHOUSE AUDITORIUM	200.00	207.00	
AQUATICS FACILITIES			
HILLTOP POOL	330.00	341.00	PLUS STAFF FEES
COMPETITION POOL (6+ HOURS)	3,813.00	3,946.00	PLUS STAFF FEES
COMPETITION POOL (<6 HOURS)	2,016.00	2,086.00	PLUS STAFF FEES
INSTRUCTIONAL POOL (6+ HOURS)	763.00	790.00	PLUS STAFF FEES
INSTRUCTIONAL POOL (<6 HOURS)	463.00	479.00	PLUS STAFF FEES

	Current	Proposed	
	FY 23-24	FY 23-24	Comment
NEIGHBORHOOD PARKS			
LIBRARY PARK	240.00	248.00	
INDEPENDENCE PARK	240.00	248.00	
CONSTITUTION PARK	240.00	248.00	
WASHINGTON PARK	240.00	248.00	
FREEDOM PARK	240.00	248.00	
HILLTOP PICNIC	60.00	62.00	
ACACIA PICNIC	60.00	62.00	
SYCAMORE PARK (MAX CAPACITY 25)	60.00	62.00	
KANSAS PARK (MAX CAPACITY 25)	60.00	62.00	
CITY OWNED BUILDINGS			
THE USE OF CITY OWNED BUILDINGS FOR FILMING WILL BE CONSIDERED ON A CASE BY CASE BASIS. FEES WILL BE DETERMINED BY THE CITY MANAGER OR CITY MANAGER'S DESIGNEE.			
PARKING LOT	30.00	31.00	or
AMOUNT PER PARKING SPACE	3.00	3.00	per hour

*WORKING AROUND THEIR NORMAL SCHEDULE, POLICE AND FIRE PERSONNEL WORK FILM DETAILS ON AN OVERTIME BASIS. DUE TO POSSIBLE CONFLICTS WITH WORK SCHEDULES, FILM COMPANIES SHOULD ATTEMPT TO SCHEDULE WORK HOURS 7 DAYS IN ADVANCE. THE POLICE DEPARTMENT MAY REQUIRE SUPERVISORS TO WORK IF MORE THAN 3 OFICERS ARE WORKING AT THE SAME TIME. WORK SCHEDULE CANCELLATIONS BY THE PRODUCTION COMPANY WITHIN 24 HOURS OF THE SCHEDULED FILMING HOURS WILL INCUR A 4-HOUR MINIMUM CHARGE FOR EACH OFFICER INVOLVED (TO BE DEDUCTED FROM THE PERMIT FEES).

THE NUMBER OF OFFICERS REQUIRED IS DETERMINED BY THE POLICE DEPARTMENT. ALL POLICE PERSONNEL SCHEDULING WILL ALSO BE COORDINATED THROUGH THE POLICE DEPARTMENT.

FEES ARE ESTIMATED IN ADVANCE AND ACUAL COSTS WILL BE CALCULATED WHEN THE PROJECT IS COMPLETED.

APPENDIX F

LAND USE CATEGORY	DETACHED DWELING UNITS	ATTACHED DWELLING UNITS	COMMERCIAL LODGING UNITS	RETAIL & SERVICE USES (SF)	OFFICE USES (SF)	INDUSTRIAL USES (SF)	INSTITUTIONAL USES (SF)
Tyler Code	DIF-1	DIF-2	DIF-3	DIF-4	DIF-5	DIF-6	DIF-7
LAW ENFORCEMENT	993.98	1,000.17	107.23	5.170	1.418	0.337	0.205
FIRE PROTECTION	118.58	284.58	53.62	0.137	0.028	-	-
STREETS, SIGNALS & BRIDGES	1,951.87	1,302.28	1,029.04	3.942	2.253	1.208	2.573
STORM DRAINAGE	2,559.19	1,337.34	91.77	0.351	0.518	1.849	0.618
WATER DISTRIBUTION	6,604.20	4,513.12	1,819.89	0.533	0.762	0.928	1.976
WASTEWATER COLLECTION	3,094.33	2,706.64	1,804.43	0.232	0.441	0.789	1.430
GENERAL GOVERNMENT	207.25	45.37	45.37	0.124	0.124	0.124	0.124
LIBRARY	935.21	889.84	NO FEE	NO FEE	NO FEE	NO FEE	NO FEE
PUBLIC MEETING	7,925.03	7,534.25	NO FEE	NO FEE	NO FEE	NO FEE	NO FEE
AQUATICS CENTER	1,824.02	1,734.31	NO FEE	NO FEE	NO FEE	NO FEE	NO FEE
PARKLAND	27,842.79	26,470.40	NO FEE	NO FEE	NO FEE	NO FEE	NO FEE
DIF TOTAL	54,056.45	47,818.29	4,951.34	10.4883	5.5432	5.2349	6.9249

EXHIBIT B

FEES ADDED:

		Was	Now	Notes
FR-018	**COLD-START PLAN CHECK**			NEW - requested by Fire Dept. Environmental Safety Division
	CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ALL PERSONNEL INVOLVED PLUS ANY OUTSIDE OR CONTRACT COSTS			

		Was	Now	Notes
AD-004A	**One Stop Permit Center Surcharge**		3.50%	Replaced 4% Permit Center Surcharge (Approved by Council 11/7/23)

FR-001 thru FR-003M plus FR-009 thru FR-009B - verbiage added PLUS: CHARGES AT THE FULLY ALLOCATED HOURLY RATES FOR ADMINISTRATIVE PERSONNELL INVOLVED

To collect fees for Administrative time incurred

	Was	Now	Notes
Pickleball (Half League)			
Resident		187.50	team
Non-Resident		225.00	team

FEES CHANGED:

		Was	Now	Notes
AD-004	**CREDIT CARD PROCESSING**			
	PROCESSING FEE	2.90%	Up to 2.99% + $0.99/transaction	OF AMOUNT CHARGED , depending on payment system Increased to accommodate STRIPE charges Plan to keep other payment methods the same

		Was	Now	Notes
FR-009	**ALTERNATE MEANS & METHODS REVIEW**	5,370.00	537.00 PER APPLICATION OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF	Originally based on 20 hours, should be 2 hours

		Was	Now	Notes
FR-009A	**FIRE PREVENTION MODIFICATION REQUEST**	1,037.00	537.00 PER APPLICATION OR DEPOSIT WITH CHARGES AT ACTUAL COSTS AS DETERMINED BY STAFF	Originally based on 4 hours, should be 2 hours

	Was	Now	Notes
GABIT - Spring and Summer			
Resident or Non-Resident	15.00	0.00	per player - reduced to increase participation
Non-Resident/Non-Card Holder	20.00	5.00	per player - reduced to increase participation

FEES REMOVED:

PERMIT CENTER SURCHARGE	4% of Permit and Plan Check Fees		replaced by AD-004A - 3.5% permit center surcharge (Approved by Council 11/7/23)

			Was	Now	Notes
EN-023	**WIDE & OVERLOAD PERMIT**				
		DAILY	16.00	16.00	City no longer issues these permits
		ANNUAL	90.00	90.00	City no longer issues these permits

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF EL SEGUNDO ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR RECOVERING COSTS INCURRED FROM PROVIDING VARIOUS CITY SERVICES.

The Council of the City of El Segundo resolves as follows:

SECTION 1. The City Council finds as follows:

A. The City Council may establish fees for services under various provisions of California law including, without limitation, Business & Professions Code § 16000; Government Code §§ 36936.1, 43000, 54344, 65104, 65456, 65874, 65909.5, 65943, 66013, 66014, 66451.2; and Health & Safety Code §§ 510, 17951, 17980.1, and 19852;

B. Pursuant to Government Code § 66016, the City made data available regarding the cost, or estimated cost, of providing services for various fees ten (10) days before the public hearing held on May 7, 2024.

C. On May 7 2024, City Council heard public testimony and considered evidence in a public hearing held and noticed in accordance with Government Code § 66016;

D. At the recommendation of the City's Departments and the City Manager, the City Council believes that it is in the public interest to establish the recommended fees to recover the costs of public services.

SECTION 2. *The Fee Schedule Adoption*: The schedule of fees and charges attached as Exhibit “A” and incorporated into this Resolution as if fully set forth herein, are approved and adopted.

SECTION 3. *Separate Fee for Each Process*: All fees set by this Resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per-unit of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

SECTION 4. *Added Fees and Refunds*: Where additional fees need to be charged and collected for completed staff work, or where a refund of excess deposited monies is due, and where such charge or refund is $15.00 or less, a charge or refund need not be made, pursuant to California Government Code § 50055 and amendments thereto.

SECTION 5. *New Fees*: Any fees for new services established throughout the year shall

be incorporated into the City's fee structure and collected with recovery percent consistent with similar services.

SECTION 6. *Interpretation*: This Resolution may be interpreted by the several City Department Heads in consultation with the City Manager, and should there be a conflict between two fees, then the lower in dollar amount of the two shall be applied.

SECTION 7. *Intent*: It is the intention of the City Council to review the fees and charges as determined and set out herein, based on the City's next Annual Budget and all of the City's costs reasonably borne as established at that time and, if warranted, to revise such fees and charges based thereon.

SECTION 8. Unless otherwise revised, the fees established by this Resolution will be automatically adjusted on an annual basis at the beginning of each fiscal year based on the most recent reported December average annual percentage of change in the United States Department of Labor, Bureau of Labor Statistics' Los Angeles-Long Beach-Anaheim CPI-U for the calendar year.

The first fee adjustment 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. Building and Planning related fees will go into effect July 8, 2024, Development Impact Fees will go into effect September 1, 2024, while all other fees will become effective on July 1, 2024 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 _____, 2023.

AYES:
NOES:
ABSENT:
ABSTAIN:

PASSED AND ADOPTED this _____ day of April, 2023.

_____
Drew Boyles, Mayor

ATTEST:

_____
Tracy Weaver, City Clerk

APPROVED AS TO FORM:

_____
Mark D. Hensley, City Attorney

City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Public Hearings
Item Number: C.13

TITLE:

Public Hearing for Ordinance Adopting the 2022 Edition of California Fire Code with Certain Appendices and Amendments

RECOMMENDATION:

1. Conduct a public hearing to consider adoption of the proposed Ordinance.

2. Waive second reading of the Ordinance, find that the Ordinance is exempt from further environmental review pursuant to California Environmental Quality Act Guidelines § 15308, and adopt the Ordinance.

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

FISCAL IMPACT:

The proposed actions would have no significant fiscal impact.

BACKGROUND:

Government Code § 50022.9 authorizes the City to adopt, by reference, codes from another governmental entity as the City's own. The California Building Standards Codes (the "California Building Codes"), set forth in California Code of Regulations Title 24, constitute statewide codes and regulations for building construction and fire safety and are published every three years by order of the California Legislature.

The 2022 California Building Codes are based upon the International Code Council's 2021 International Building Code, were published on July 1, 2022, and became effective on January 1, 2023.

California Health & Safety Code §§ 17958.5 and 18941.5 authorize cities and counties to modify the California Building Code by adopting more restrictive standards and modifications if such standards and modifications are accompanied by express findings

that they are reasonably necessary because of local climatic, geological or topographical conditions.

DISCUSSION:

On November 15, 2022, the City Council adopted Ordinance No. 1641 to adopt the 2022 edition of the California Building Code, including Part 9 of Title 24 of the California Building Codes (the "Fire Code"), with certain appendices and amendments, as justified via Resolution No. 5373.

The City Council seeks to enforce additional appendices of the Fire Code to maximize its regulatory capacity and ensure public health, safety, and welfare. A local agency's adopting ordinance must identify specific California Building Codes appendices to adopt and enforce them. Accordingly, the proposed Ordinance would authorize the City to enforce Fire Code Appendices B, C, O, BB, and CC and Sections 503, 510.3, 808.5 and 1103.2, which concern issues such as fire-flow access for buildings, fire access roads, and emergency responder communications in existing buildings.

On April 16, 2024, the City Council introduced the proposed Ordinance, adopted a Resolution to establish supportive findings, and set a public hearing for this Ordinance pursuant to Government Code § 50022.3. Staff duly noticed the public hearing in accordance with Government Code § 6066.

The proposed actions are exempt from further review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, et seq., the "CEQA Guidelines") because they consist only of minor revisions and clarifications to an existing code of construction-related regulations and specification of related procedures. These will not have the effect of deleting or substantially changing any regulatory standards or findings. Accordingly, the Ordinance (by itself) does not have the potential to cause significant effects on the environment. This Ordinance is also an action being taken for enhanced protection of the environment and is exempt from further review under CEQA Guidelines § 15308.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 2: Support Community Safety and Preparedness

Objective 2A: El Segundo is a safe and prepared community.

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5A: El Segundo promotes economic growth and vitality for businesses and the community.

PREPARED BY:
Vanessa Arias, Senior Management Analyst
REVIEWED BY:
George Avery, Fire Chief
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. ES - Ordinance Consolidated Title 24 Fire Code 2024 (1)

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE 2022 EDITION OF PART 9 OF TITLE 24 OF THE CALIFORNIA CODE OF REGULATIONS (FIRE CODE) WITH CERTAIN ADDITIONAL APPENDICES AND AMENDMENTS.

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

SECTION 1. *Findings*.

A. Government Code § 50022.9 authorizes the City of El Segundo (the "City") to adopt, by reference, codes from another governmental entity as the City's own.

B. The California Building Standards Codes (the "California Building Codes"), set forth in California Code of Regulations Title 24, constitute statewide codes and regulations for building construction and fire safety and are published every three years by order of the California Legislature.

C. The 2022 California Building Codes are based upon the International Code Council's 2021 International Building Code; and

D. The 2022 California Building Codes were published on July 1, 2022 and became effective on January 1, 2023.

E. California Health & Safety Code §§ 17958.5 and 18941.5 authorize cities and counties to modify the California Building Code by adopting more restrictive standards and modifications if such standards and modifications are accompanied by express findings that they are reasonably necessary because of local climatic, geological or topographical conditions.

F. On November 15, 2022, the City Council adopted Ordinance No. 1641 to adopt the 2022 edition of the California Building Code, including Part 9 of Title 24 of the California Building Codes (the "Fire Code"), with certain appendices and amendments, as justified via Resolution No. 5373.

G. The City Council seeks to enforce additional appendices and sections of the Fire Code to maximize its regulatory capacity and ensure public health, safety, and welfare. A local agency's adopting ordinance must identify specific California Building Codes appendices and sections to adopt and enforce them.

SECTION 2. Sections 13-9-1 of Chapter 9 of Title 13 of the El Segundo Municipal Code ("ESMC") is amended in its entirety to read as follows:

"13-9-1: ADOPTION OF CALIFORNIA FIRE CODE, 2022 EDITION.

Pursuant to California Government Code sections 50022.1 to 50022.8, the California Fire Code ("CFC"), 2022 Edition, published as Title 24, Part 9, of the California Code of Regulations, including Appendices B, C, O, BB, and CC, and Sections 503, 510.3, 808.5, and 1103.2, is adopted by reference, subject to the amendments, additions and deletions set forth below. One true copy of the CFC is on file in the office of the Building Official and is available for public inspection as required by law."

SECTION 3. Section 511.6.1 of Section 13-9-2 of Chapter 9 of Title 13 of the ESMC is amended as follows:

511.6.1 General. An on-site standby power system conforming to the City of El Segundo Electrical Code must be provided. In the event of failure of the normal power source, the standby power system must provide an alternate source of electrical power to serve at least the designated loads as set forth in Section ~~915.6.2~~ **511.6.2** at full power. The system may consist of an on-site generator or a system of batteries, or both. The installation must be in accordance with this code, nationally recognized standards, and any policies of the fire code official

SECTION 4. Section 13-9-2 of Chapter 9 of Title 13 of the ESMC is amended to add the following section 503 which will be appropriately numerically ordered therein and read as follows:

Section 503 Fire Apparatus Access Roads

503.1 Where required. Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3.

503.1.1. Buildings and facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (45270 mm) of all portions of the facility and all portions of the exterior walls of the first story of a building as measured by an approved route around the exterior of the building or facility.

Exceptions:

1. The fire code official is authorized to increase the dimension of 150 feet (45720 mm) where any of the following conditions occur:
   1.1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.1.1, 903.3 or 903.1.3.
   1.2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire

protection is provided.

1.3. There are not more than two Group R-3 or Group U occupancies.

2. Where approved by the fire code official, fire apparatus access roads shall be permitted to be exempted or modified for solar photovoltaic power generation facilities.

503.1.2. Additional access. The fire code official is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

503.1.3. High-piled storage. Fire department vehicle access to buildings used for high-piled combustible storage shall comply with the applicable provisions of Chapter 32.

503.2 Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Sections 503.2.1 through 503.2.8. Per California Code of Regulations, Title 19, Division 1, §3.05(a) Fire Department Access and Egress, required access roads form every building to a public street shall be all-weather hard-surfaced (suitable for use by fire apparatus) right-of-way not less than 20 feet in width. Such right-of-way shall be unobstructed and maintained only as access to the public street.

Exception: The enforcing agency may waive or modify this requirement if in his opinion such all-weather hard-surfaced condition is not necessary in the interest of public safety and welfare.

503.2.1. Dimensions. Fire apparatus roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

503.2.2 Authority. The fire code official shall have the authority to require or permit modifications to the required access widths where they are inadequate for fire or rescue operations or where necessary to meet the public safety objectives of the jurisdiction.

503.2.3 Surface. Fire apparatus roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

503.2.4 Turning radius. The required turning radius of a fire apparatus access road shall be determined by the fire code official.

503.2.5 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45720 mm) in length shall be provided with an approved area for turning around fire apparatus.

503.2.6 Bridges and elevated surfaces. Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges where required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces that are not designed or such use, approved barriers, approved signs or both shall be installed and maintained where required by the fire code official.

503.2.7 Grade. The grade of the fire apparatus access road shall be within the limits established by the fire code official based on the fire department's apparatus.

503.2.8 Angles of approach and departure. The angles of approach and departure for fire apparatus access roads shall be within the limits established by the fire code official based on the fire department's apparatus.

503.3 Marking. Where required by the fire code official, approved signs or other approved notices or markings that include the words "NO PARKING—FIRE LANE" shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

503.4 Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including eh parking of vehicles. The minimum widths and clearances established in Sections 503.2.1 and 503.2.2 shall be maintained at all times.

503.4.1 Traffic calming devices. Traffic calming devices shall be prohibited unless approved by the fire code official.

503.5 Required gates or barricades. The fire code official is authorized to require the installation and maintenance of gates or other approved barricades across fire apparatus access roads, trails or other accessways, not including public streets, alleys or highways. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

503.5.1 Secured gates and barricades. Where required, gates and barricades shall be secured in an approved manner. Roads, trails and other accessways that have been closed and obstructed in the manner prescribed in Section 503.5 shall not be trespassed on or used unless authorized by the

owner and the fire code official.

Exception: The restriction on use shall not apply to public officers acting within the scope of duty.

503.5.2 Fence and gates. School grounds may be fenced and gates therein may be equipped with locks, provided that safe dispersal areas based on 3 square feet (0.28 m²) per occupant are located between the school and the fence. Such required safe dispersal areas shall not be located less than 50 feet (15240 mm) from school buildings. Every public and private school shall conform with Section 32020 of the Education Code.

503.6 Security gates. The installation of security gates across a fire apparatus access road shall be approved by the fire code official. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. Electric gate operators, where provided, shall be listed in accordance with ULA 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F2200.

SECTION 5. Section 13-9-2 of Chapter 9 of Title 13 of the ESMC is amended to add the following section 503 which will be appropriately numerically ordered therein and read as follows:

Section 510.3 Permit Required. A construction permit for the installation of or modification to in-building, two-way emergency responder communication coverage systems and related equipment is required as specified in Section 105.6.4. Maintenance performed in accordance with this code is not considered a modification and does not require a permit.

SECTION 6. Section 13-9-2 of Chapter 9 of Title 13 of the ESMC is amended to add the following section 808.5 which will be appropriately numerically ordered therein and read as follows:

Section 808.5. Play Structures Added to Existing Buildings. Where play structures that exceed 10 feet (3048 mm) in height or 150 square feet (14 m²) in area are added inside an existing building, they shall comply with Section 424 of the California Building Code.

SECTION 7. Section 13-9-2 of Chapter 9 of Title 13 of the ESMC is amended to add the following section 1103.2 which will be appropriately numerically ordered therein and read as follows:

Section 1103.2. Emergency Responder Communication Coverage in Existing Buildings. Existing buildings other than Group R-3, that do not have approved in-building, two-way emergency response communication coverage for emergency responders in the building based on existing coverage levels of public safety

communication systems, shall be equipped with such coverage according to one of the following:

1. Where an existing wired communication system cannot be repaired or is being replaced, or where not approved in accordance with Section 510.1, Exception 1.
2. Within a time frame established by the adopting authority.

Exception: Where it is determined by the fire code official that the in-building, two-way emergency responder communication coverage system is not needed.

SECTION 8. *Consistency*. Prior City ordinances in conflict with this Ordinance, in whole or in part, are superseded and expressly repealed.

SECTION 9. *Environmental Assessment.* The City Council determines that this Ordinance is exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq., "CEQA") and the regulations promulgated thereunder (14 California Code of Regulations §§ 15000, *et seq.*, the "CEQA Guidelines") because it consists only of minor revisions and clarifications to an existing code of construction-related regulations and specification of procedures related thereto and will not have the effect of deleting or substantially changing any regulatory standards or findings required therefor, and therefore does not have the potential to cause significant effects on the environment. In addition, this Ordinance is an action being taken for enhanced protection of the environment and is exempt from further review under CEQA Guidelines § 15308. Also, there is no possibility that the Ordinance may have a significant effect on the environment (14 Cal. Code Regs. § 15061(b)(3), and it will not result in a direct or reasonably foreseeable indirect physical change in the environment (14 Cal. Code Regs. § 15060(c)(2)).

SECTION 10. *Construction.* This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the City Council's intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 11. *Savings Clause*. Repeal of any provision of the ESMC or any other city ordinance herein will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 12. *Severability*. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the city council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 13. *Publication.* The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen 15 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 14. *Effective Date*. This Ordinance will become effective 30 days after adoption.

SECTION 15. *Filing with Building Standards Commission.* The City Clerk must file a certified copy of this Ordinance with the California Building Standards Commission.

PASSED AND ADOPTED this ____ day of _____, 2024.

_____
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 certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. was duly introduced by said City Council at a regular meeting held on the _____ day of _____, 2024, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the _____ day of_____, 2024, 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

City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Staff Presentations
Item Number: D.14

TITLE:

Initiative No. 21-0042A1, The Taxpayer Protection and Government Accountability Act

RECOMMENDATION:

1. Adopt a resolution opposing Initiative No. 21-0042A1, the Taxpayer Protection and Government Accountability Act.

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

FISCAL IMPACT:

Local tax measures that were approved in 2022, such as Measure BT, which updated and increased the City's business license tax, will likely not comply with the provisions of the initiative, resulting in a loss of approximately $3 million of annual revenue. Additional impacts on City fees and charges are anticipated if this initiative is approved, which would reduce funding for essential City services.

BACKGROUND:

On Jan. 4, 2022, the California Business Roundtable filed the “Taxpayer Protection and Government Accountability Act” or AG# 21-0042A1. On Feb. 1, 2023, the measure qualified for the November 2024 ballot. The League of California Cities, along with a broad coalition of local governments, labor and public safety leaders, infrastructure advocates, and businesses, strongly opposes this initiative. Local government revenue-raising authority is currently substantially restricted by state statute and constitutional provisions, including the voter approved provisions of Proposition 13 of 1978, Proposition 218 of 1996, and Proposition 26 of 2010. The Taxpayer Protection and Government Accountability Act expands restrictions on voters and local government tax and fee authority.

The Taxpayer Protection and Government Accountability Act would revise the California Constitution with provisions that limit voters’ authority and input, adopt new and stricter rules for raising taxes and fees, and may make it more difficult to impose fines and

penalties for violation of state and local laws. The measure puts billions of local government tax and fee revenues at risk statewide with related core public service impacts. The measure could have significant negative impacts on the City of El Segundo's operations and core service delivery. The full text of the Taxpayer Protection and Government Accountability Act can be found here: https://oag.ca.gov/system/files/initiatives/pdfs/21-0042A1%20%28Taxes%29.pdf

DISCUSSION:

Jeff Kiernan, Public Affairs Manager for the League of California Cities, will present this item along with a detailed PowerPoint presentation. The major provisions of the Taxpayer Protection and Government Accountibility Act are as follows:

Fees and Charges

- Except for licensing and other regulatory fees, fees and charges may not exceed the “actual cost” of providing the product or service for which the fee is charged. “Actual cost” is the “minimum amount necessary.” The burden to prove the fee or charge does not exceed “actual cost” is changed to “clear and convincing” evidence.
- Requires fees and charges paid for the use of local and state government property and the amount paid to purchase or rent government property to be “reasonable.” These fees and charges are currently allowed to be market-based. Whether the amount is “reasonable” (introducing a new legal standard aiming to force below market fee and charge amounts) must be proved by “clear and convincing evidence.” The standard may significantly reduce the amount large companies (e.g., oil, utilities, gas, railroads, garbage/refuse, cable, and other corporations) will pay for the use of local public property.
- Prohibits fees on new development based on vehicle miles traveled.

Taxes

- Taxes and fees adopted after Jan. 1, 2022, that do not comply with the new rules are void unless reenacted.
- Invalidates Upland decision that allows a majority of local voters to pass special taxes. The measure specifies that taxes proposed by the initiative are subject to the same rules as taxes placed on the ballot by a city council.
- Expressly prohibits local advisory measures which allow local voters to express a preference for how local general tax dollars should be spent.
- Requires voter approval to expand existing taxes (e.g., Utility, Transient Occupancy) to new territory (e.g., annexations) or to expand the tax base (e.g., new utility service).
- New taxes can only be imposed for a specific time period.
- City charters may not be amended to include a tax or fee.

- All state taxes require majority voter approval.

Fines and Penalties

- May require voter approval of fines, penalties, and levies for corporations and property owners that violate state and local laws unless a new, undefined adjudicatory process is used to impose the fines and penalties.

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:
Barbara Voss, Deputy City Manager
REVIEWED BY:
Darrell George, City Manager
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Resolution to Oppose Initiative No. 21-0042A1

RESOLUTION NO. _____

A RESOLUTION OF THE EL SEGUNDO CITY COUNCIL DECLARING ITS OPPOSITION TO STATE INITIATIVE NO. 21-0042A1 AND INTENT TO JOIN THE "STOP THE TAXPAYER DECEPTION ACT" COALITION.

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

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

A. The California Business Roundtable filed the "Taxpayer Protection and Government Accountability Act" (Initiative No. 21-0042A1, hereinafter, the "Measure"), which is currently eligible for the November 2024 statewide ballot.

B. The Measure threatens billions of dollars every year in local government funding for services like fire and emergency response, law enforcement, affordable housing, services to support homeless residents, mental health services, and more.

C. The Measure has retroactive provisions, which if found to be legal, would require voter reapproval of local tax measures approved since 2022 at a higher two-thirds majority approval threshold.

D. If legal, these retroactive provisions of the Measure would specifically impact the El Segundo voter's 2022 approval of Measure BT, which updated and increased the City's business license tax, will likely not comply, resulting in a loss of nearly $3 million of annual revenue to the City. Additional impacts on City fees and charges are anticipated if this initiative is approved, which would reduce funding for essential City services.

E. The Measure contains intentionally restrictive language that will encourage hundreds of frivolous lawsuits against cities and local governments – costing taxpayers many millions and stopping investments in vital local services.

F. The Measure would make it much more difficult for state and local regulators to issue fines and levies on corporations that violate laws intended to protect our environment, public health and safety, and our neighborhoods.

G. Hundreds of local governments, teachers, firefighters, working families and local elected officials oppose the Measure.

SECTION 2. *Actions.*

A. The City Council declares its opposition to the Measure.

SECTION 3. *Severability*. If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity

will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

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

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

SECTION 6. *City Clerk Direction*. The City Clerk will certify to the passage and adoption of this Resolution, enter it in the City's book of original Resolutions, and make a record of this action in the meeting's minutes. The City Clerk is further directed to email a copy of this Resolution to the League of California Cities at ballotmeasures@calcities.org.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2024.

City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Staff Presentations
Item Number: D.15

TITLE:

A Proactive Approach to E-Bike Safety in the Community

RECOMMENDATION:

1. Receive and file El Segundo Police Department's presentation updating its strategies concerning e-bikes.

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

FISCAL IMPACT:

None

BACKGROUND:

In the last few years, the production and popularity of e-bikes has increased, while the costs have decreased, making e-bikes easier to purchase. Due to the popularity and increased affordability to purchase an e-bike, the El Segundo Police Department has seen a significant increase in its usage throughout the community. This increase in e-bike usage has become an ever-increasing public safety concern in the South Bay and the greater Southern California region. The City of El Segundo has not been immune.

Since 2022, the El Segundo Police Department has seen a significant increase in community member complaints and traffic crashes involving e-bikes. Of the traffic crashes involving e-bikes, there has also been an increase in serious injuries associated with those crashes, with some involving juveniles. The Department has also seen an increase in daily calls for service regarding e-bikes, including illegal e-bikes, unlawful operation, and safety concerns on public roadways.

Based on the above, the Department recognized the unsafe usage of e-bikes in the community as a critical issue and has taken multiple steps to address this problem.

DISCUSSION:

To mitigate the hazards associated with the rapid increase in e-bike usage within the community, the Department has taken a proactive approach to making the community aware of the concerns and laws associated with e-bikes and e-bike usage. Also discussed during the presentation will be the Department's three-prong approach to awareness, education, and enforcement.

Awareness: Over the past two years, the Department has disseminated numerous social media posts and pamphlets informing the public of those issues and the laws currently in place that pertain to e-bikes and their usage on our public roadways.

Education: The department has emphasized education of the community on e-bikes by having informational booths at many of our recent community events. The Department has also contracted with E-Bike Sense to provide a recurring e-bike course to teach juvenile riders and their parent(s)/guardian(s) about e-bike laws and safety. This course provides the students with a classroom portion that goes over the laws associated with e-bikes and a practical portion that goes over safe e-bike usage and operation. The Department has also taken a proactive approach to educating its officers by providing multiple training bulletins.

Enforcement: The Department's approach to enforcing e-bike violations has been to deploy officers on multiple saturation patrol details in which the officers focus their attention on e-bike violations. When a violation occurs in the officer's presence, the officer(s) use discretion on whether a warning citation or traditional citation applies based on the spirit of the law violated. When an officer contacts a juvenile e-bike violator, regardless of whether the juvenile is issued a citation or warning, the officer makes every attempt to contact the juvenile's parent(s) or guardian to inform them of the contact and what further actions, if any, need to be taken.

Lastly, staff will discuss its plan to partner with the middle school and high schools in our community to roll out a bike registration program that requires each student who wishes to bring their e-bike to school to complete the e-bike course. Another program staff will discuss is a juvenile diversion program. The diversion program will allow for the option for the offender's first offense to be dismissed if the juvenile completes the e-bike course or its equivalent.

The Police Department is anticipating implementing the partnership with the schools by the start of the 2024-2025 school year and the juvenile e-bike citation diversion program upon approval by the Chief of Police.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 2: Support Community Safety and Preparedness

Objective: El Segundo is a safe and prepared community

PREPARED BY:
Cory McEnroe, Police Lieutenant
REVIEWED BY:
Saul Rodriguez, Police Chief
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None

City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Staff Presentations
Item Number: D.16

TITLE:

Adoption of Revised Classification Specifications for Lifeguard, Swim Instructor and Senior Lifeguard, and Accompanying Resolution to Establish Basic Salary Ranges

RECOMMENDATION:

1. Adopt the revised classification specifications for Lifeguard, Swim Instructor, and Senior Lifeguard positions.

2. Adopt a resolution establishing the basic salary range for the Lifeguard Trainee, Lifeguard, Swim Instructor, and Senior Lifeguard job classifications.

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

FISCAL IMPACT:

The annual fiscal impact of adopting the recommended salary ranges is dependent on the City's ability to hire staff to work all projected budgeted hours. Assuming all 35,106 budgeted hours are worked, the total annual maximum fiscal impact is $204,773. The total includes the following: Lifeguard Trainee Program- $7,510, Lifeguard- $151,453, Swim Instructor- $3,333, Senior Lifeguard- $28,050, and the conversation of the two Aquatics Recreation Specialist positions to Senior Lifeguards- $14,427.

The projected fiscal impact for the remainder of FY 2023-24 is approximately $15,750, which represents the two full pay periods left in the year. This cost can be absorbed within the current Recreation, Parks and Library ("RPL") department budget. No additional appropriation is required for FY 2023-24. The proposed FY 2023-24 will include the annual cost of $204,773 in the RPL departmental budget.

BACKGROUND:

Classification specifications and salary ranges for the Lifeguard, Swim Instructor, and Senior Lifeguard were established at the June 5, 2018 City Council meeting. Resolution No. 5331 adopted on May 17, 2022 established the Lifeguard Trainee position.

Salaries for the Lifeguard, Swim Instructor, and Senior Lifeguard were last adjusted by Resolution No. 5243 on December 17, 2020. The Lifeguard Trainee salary was updated by Resolution No. 5381 on December 6, 2022 to reflect a change in the minimum wage.

The Recreation Specialist is the highest-level classification in the part-time recreation series. These positions work up to thirty-five (35) hours per week and perform duties that include functional and technical supervision of other part-time staff. Aquatics utilizes two of these positions to perform lifeguard services and other administrative duties.

DISCUSSION:

The Human Resources Department is committed to improving and enhancing recruitment, selection, and retention initiatives with best practices. Attracting candidates and retaining staff are essential to providing uninterrupted service for our Aquatics programs.

The El Segundo Wiseburn Aquatics Center requires staff 5:00 a.m. to 10:00 p.m. Monday through Friday and 5:00 a.m. to 4:00 p.m. on the weekends. The City has been experiencing difficulty in recruiting experienced Lifeguards with year-round and day-time availability to work during these extended operating hours. High school students are typically available for night and weekend shifts. While many of the lifeguards hired are residents and high school students, we need to attract other candidates to be able to fill the shifts needed to maintain operations.

Salaries for these positions are impacted by a number of factors. Aquatics part-time position salaries have not been adjusted since December 2020 while the California minimum wage has continued to increase. The first and second salary step of the Lifeguard classification falls below the current minimum wage of $16 and cannot be utilized. Additionally, competition for qualified Lifeguards and Swim Instructors in the market has been impacted by the nationwide lifeguard shortage, higher paying positions at surrounding cities and Los Angeles County, and the implementation of a $20 minimum wage for some workers who chose employment in other industries.

On April 25, 2024, the Human Resources Director provided a comprehensive presentation to the Aquatics Subcommittee regarding the challenges identified above and provided recommendations to address them including the following: utilization of the Lifeguard Trainee program established in 2022, compression of salaries from a six-step range to a one-step rate, adjusting the Lifeguard salary to the median of survey agencies and providing a corresponding ten percent (10%) differential between classifications, and reclassifying the two Recreation Specialist positions to Senior Lifeguards. The Aquatics Subcommittee responded positively to the above recommendations.

The Lifeguard Trainee program provides candidates without the required certifications the ability to receive the necessary training while earning minimum wage. For candidates seeking immediate employment, the time and expense in obtaining these certifications can be a factor in their decision to apply. In addition to the American Red Cross coursework, candidates complete a Recreation Division orientation and work shifts alongside experienced staff to provide on-the-job training. As candidates progress through the program and become more confident in their skills, they may be appointed to the position of Lifeguard.

Compressing salaries from a six-step range to a one-step rate will provide parity among all incumbents in the position. These positions are typically occupied by high school and college students with competing interests and tend to have a limited tenure in the position. The salary step range is intended to provide progression in earnings based on merit and time in rank. Revisiting the salaries annually for competitiveness and adjusting as necessary accomplishes this same intent. This one-step approach is common within our salary survey agencies.

One-step rates for these positions provide an opportunity for advancement for qualified candidates and recognizes the additional responsibilities of the higher-level roles. Currently, the City has two incumbents in the Swim Instructor positions who only teach lessons. These positions tend to work less hours than a Lifeguard and are required to work a certain schedule to accommodate the class schedule. Candidates seeking more work hours or a schedule with more flexibility prefer to work as a Lifeguard instead. Additionally, possession of the Water Safety Instructor certification has limited the number of qualified candidates. To attract additional Swim Instructors, the City may consider offering instructional hours to existing Lifeguard staff to attain the Water Safety Instructor ("WSI") certification required for this position. After successful completion of the certification, employees would be able to occupy both a Lifeguard and Swim Instructor position simultaneously and would be compensated at the corresponding rate for the duties being performed. Because of the difficulties in finding qualified candidates with the WSI certification, it is common for the Lifeguard/Swim Instructor to be a combined position.

A salary survey was conducted of established comparison agencies which include Culver City, Gardena, Hawthorne, Inglewood, Manhattan Beach, Redondo Beach, Santa Monica, and Torrance. The current top step salary rate, median, and recommended one-step rate are displayed in the chart below:

Position	Current Rate	Median	Proposed Rate
Lifeguard Trainee	$15.50	-	$16.00
Lifeguard	$19.14	$20.58	$21.00
Swim Instructor	$21.06	$21.39	$23.16
Senior Lifeguard	$22.97	$24.00	$25.48

The City’s salaries are below the median for the Lifeguard, Swim Instructor and Senior

Lifeguard. Setting the entrance to the classification series just slightly above median and higher than the new $20 minimum wage for some workers will place the City in competitive position to attract candidates with more availability to work. Maintaining a ten percent differential between the classifications provides an incentive for appointment to the higher-level positions that require additional certification and more responsibility.

This report outlines a comprehensive solution-based strategy that addresses the qualifications gap, reinstates the City's competitiveness in the labor market, and provides a progression through the Lifeguard classification series for motivated candidates. It also supports the foundation needed to maintain aquatics services at the El Segundo Wiseburn Aquatics Center while preparing for the future re-opening of the Urho Saari Swim Stadium.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 3: Promote a Quality Workforce Through Teamwork and Organizational Efficiencies

Objective 3A: El Segundo is an employer of choice and consistently hires for the future, with a workforce that is inspired, world-class, engaged and innovative.

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. Lifeguard Classification Specification CLEAN
2. Lifeguard Classification Specification REDLINE
3. Swim Instructor Classification Specification CLEAN
4. Swim Instructor Classification Specification REDLINE
5. Senior Lifeguard Classification Specification CLEAN
6. Senior Lifeguard Classification Specification REDLINE
7. Resolution Establishing Basic Hourly Salary Ranges

LIFEGUARD

DEFINITION: This is a part-time, non-benefitted, at-will position exempt from the classified service. Provides safety and protection to pool patrons by explaining and enforcing rules to prevent accidents, and when required, makes rescues and performs emergency care. The lifeguard is required to work morning, day, and evening hours, including weekends.

SUPERVISION RECEIVED AND EXERCISED: Receives direct supervision from the Aquatics Manager, Aquatics Recreation Supervisor, Aquatics Recreation Coordinator or Senior Lifeguard.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Characteristic Duties and Responsibilities:

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Protects the life and well-being of each and every patron by implementing the latest safety procedures, policies, rules, regulations and ordinances set forth by both the American Red Cross and City of El Segundo;

Prevents patron accidents;

Rescues swimmers in danger of drowning and administers cardiopulmonary resuscitation and emergency first aid as needed;

Enforces safety rules and ordinances. In an emergency, the Lifeguard must think quickly and clearly, in some cases taking personal risks and exerting considerable physical effort;

May conduct beginning to advanced swim level courses;

Assists in the basic maintenance and upkeep of the pool and facility;

Attends all in-service trainings;

Follows oral and written instructions;

Regularly and predictably attends work; and

Performs related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

Lifesaving methods and application of first aid;

Pool safety and procedures;

Methods and practices of pool cleaning and maintenance;

Teaching principles and practices, swimming instruction techniques and methods; and

Safe work practices.

Skill in:

Performing a wide variety of swimming and diving skills;

Effectively enforcing safety and health regulations relating to aquatics programs;

Rescuing distressed swimmers and performing emergency care;

Possessing sufficient strength, agility, hearing, and vision to perform the duties of a Lifeguard;

Maintaining presence of mind in emergency situations;

Using safety equipment;

Communicating verbally in a clear and concise manner;

Promoting a positive, friendly and energetic work environment;

Regularly and predictably attending work;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism; and

Establishing and maintaining effective working relationships with employees, supervisors, participants, instructors, and the general public.

QUALIFICATIONS:

A combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the knowledge and skills would be:

Experience: Must be at least 15 ½ years of age. Previous aquatic work experience, strong leadership skills and athletic background are highly desirable.

City of El Segundo
Lifeguard
Class Code:

Education: Completion of formal or informal education at a level that provides the ability to read and write at a level required by the job.

Licensing/Certificates: Current American Red Cross certification in the following: First Aid, CPR & AED for the Professional Rescuer, Lifeguard Training at the time of application.

Working conditions: The work is regularly performed indoors and outdoors in variable weather conditions. Must be able to work in an outdoor public pool environment. May be required to work a varied schedule, which may include days, evenings, weekends and holidays. Will be required to wear uniform while on duty.

Supplemental information: Individuals in this classification are required to successfully pass a background check that complies with Public Resources Code section 5164, which mandates that a city that hires a person to work at a park, playground, recreational center or beach, in a position having supervisory or disciplinary authority over a minor, shall complete an application that inquires whether that individual has been convicted of specified criminal offenses.

Disaster Service Worker: In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

Part-Time, Non-Benefited, At-Will (Unrepresented)
Revision Date: May 7, 2024

LIFEGUARD

DEFINITION: This is a ~~seasonal,~~ part-time, non-benefitted, at-will ~~hourly~~ position exempt from the classified service. ~~performs~~, Provides safety and protection to pool patrons by explaining and enforcing rules to prevent accidents, and when required, makes rescues and performs emergency care. The lifeguard is required to work morning, day, and evening hours, including weekends. ~~routine public contact and safety work, performs emergency care, observes swimmers, and enforces regulations in serving as a Lifeguard.working under the~~

SUPERVISION RECEIED AND EXERCISED: Receives direct~~ion~~ supervision from ~~of~~ the Aquatics Manager, Aquatics Recreation Supervisor, Aquatics Recreation Coordinator or ~~and~~ Senior Lifeguard~~s~~.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ~~ONLY, and~~ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Characteristic Duties and Responsibilities:

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Protects the life and well-being of each and every patron by implementing the latest safety procedures, policies, rules, regulations and ordinances set forth by both the American Red Cross and City of El Segundo;

~~The primary responsibility of the lifeguard is the safety and protection of pool patrons by preventing accidents, and when required, making rescues.~~

Prevents patron accidents;

Rescues swimmers in danger of drowning and administers cardiopulmonary resuscitation and emergency first aid as needed;

~~The lifeguard must be alert and take action in enforcing~~ Enforces safety rules and ordinances. In an emergency, the L~~l~~ifeguard must think quickly and clearly, in some cases taking personal risks and exerting considerable physical effort. ~~The lifeguard is required to work day and evening hours including weekends.~~

~~Duties include, but are not limited to:~~

~~Assist and protect the life and well-being of each and every patron by implementing the latest safety procedures, policies, rules, regulations and ordinances set forth by both the American Red Cross and City of El Segundo;~~

~~Survey a public swimming pool;~~

~~Rescue swimmers in distress~~ and administers respiration and first aid as needed~~;~~

May c~~C~~onduct beginning to advanced swim level courses;

Assists in the basic maintenance and upkeep of the pool and facility;

Attends all in-service trainings;

Follows oral and written instructions;

Regularly and predictably attends work; and

~~Enforce regulations and codes;~~

~~Work and communicate effectively with children, the general public and other staff members;~~

~~Promote a positive, friendly and energetic attitude;~~

~~Follow oral and written instructions;~~
~~and~~

Performs other related duties, as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

~~Life saving~~Lifesaving methods and application of first aid;

Pool safety and procedures;

Methods and practices of pool cleaning and maintenance;

Teaching principles and practices, swimming instruction techniques and methods; and~~.~~

Safe work practices.

Skill in:

Performing a wide variety of swimming and diving skills;

Effectively enforcing safety and health regulations relating to aquatics programs;

Rescuing distressed swimmers and performing emergency care;

Possessing sufficient strength, agility, hearing, and vision to perform the duties of a Lifeguard;

Maintaining presence of mind in emergency situations;

Using safety equipment;

Communicating verbally ~~and~~ in a clear and concise manner; ~~and~~

Promoting a positive, friendly and energetic work environment;

Regularly and predictably attending work;

~~Effectively enforcing safety and health regulations relating to aquatics programs;~~
~~Use of safety equipment;~~
~~Giving and understanding oral instructions.~~

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism; and

Establishing and maintaining effective working relationships with employees, supervisors, participants, instructors, and the general public.~~;~~

~~Communicating verbally and in a clear and concise manner; and~~
~~Giving and understanding oral instructions.~~

QUALIFICATIONS:

A combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the knowledge and skills would be:

Experience: Must be at least 15 ½ ~~16~~ years of age. Previous aquatic work experience, strong leadership skills and athletic background are highly desirable. ~~Must be at least 16 years of age.~~

Education: Completion of formal or informal education at a level that provides the ability to read and write at a level required by the job.

~~**License/certification**~~**: Licensing/Certificates:** Current American Red Cross certification in the following: First Aid, CPR & AED for the Professional Rescuer, Lifeguard Training at the time of application. ~~Previous aquatic work experience, strong leadership skills and athletic background highly desirable. As a condition of employment, a lifeguard must attend all in-service trainings.~~

Working conditions: The work is regularly performed indoors and outdoors in variable weather conditions. Must be able to work in an outdoor public pool environment. May be required to work

a varied schedule, which may include days, evenings, weekends and holidays. Will be required to wear uniform while on duty.

Supplemental information:
Individuals in this classification are required to successfully pass a background check that complies with Public Resources Code section 5164, which mandates that a city that hires a person to work at a park, playground, recreational center or beach, in a position having supervisory or disciplinary authority over a minor, shall complete an application that inquires whether that individual has been convicted of specified criminal offenses.

~~**Working conditions:** The work is regularly performed indoors and outdoors in variable weather conditions. Must be able to work in an outdoor public pool environment. May be required to work a varied schedule, which may include days, evenings, weekends and holidays. Will be required to wear uniform while on duty.~~
Disaster Service Worker: In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

Part-Time, Non-Benefited, At-Will (Unrepresented)
Revision Date: May 7, 2024

~~**AGE**: 15 years of age.~~

~~**MEDICAL**: City medical exam required after successful completion of the swim test and interview.~~

~~**DOCUMENTS**: All new city employees must show satisfactory proof of identity and a legal right to work in the United States.~~

~~**APPLICATION & EXAMINATION PROCEDURES**~~
~~***Application:***~~
~~ONLY online applications will be accepted. Attach a copy of all certifications required. Failure to attach a copy of your certifications will result in the rejection of your application.~~

~~You will NOT be allowed to continue in the examination process if you do not meet the minimum requirements and attach a copy of your certifications to the electronic application on or before the application closing date.~~

~~***The examination process for this recruitment will consist of the following:***~~

~~**TESTING PROCESS**: A screening of the applicant's training, background, and experience, oral interview, swim test and rescue technique skills test. As a condition of employment, candidates must pass a fingerprint check and provide proof of successfully passing a screening exam for tuberculosis.~~

City of El Segundo
Lifeguard
Class Code:

~~Only the most highly qualified candidates will be invited to continue to the oral interview.~~

~~AN EQUAL OPPORTUNITY EMPLOYER~~

~~The City of El Segundo does not discriminate on the basis of race, religion, color, national origin, ancestry, disability, marital status, age, sex or sexual orientation. The City of El Segundo maintains and enforces a zero-tolerance policy relating to substance abuse and maintains a smoke-free workplace.~~

SWIM INSTRUCTOR

DEFINITION This is a part-time, non-benefited, at-will position exempt from the classified service. Provides swimming instruction for all ages and abilities, oversees pool patron safety by explaining and enforcing rules to prevent accidents, and when required, makes rescues. The Swim Instructor is required to work day and evening hours including weekends.

SUPERVISION RECEIVED AND EXERCISED: Receives direct supervision from the Aquatics Manager, Aquatics Recreation Supervisor, Aquatics Recreation Coordinator or Senior Lifeguard.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Characteristic Duties and Responsibilities:

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Provides all levels of instruction and swimming lessons to individuals of all ages; Assumes responsibility for the safety of all class participants;

Protects the life and well-being of each and every patron by implementing the latest safety procedures, policies, rules, regulations and ordinances set forth by both the American Red Cross and City of El Segundo;

Observes pool activity and enforces and carries out all applicable rules and regulations;

Prevents patron accidents;

Rescues swimmers in danger of drowning and administers cardiopulmonary resuscitation and emergency first aid as needed;

Oversees facility operation and activities and ensures the safety of all patrons participating in a wide variety of aquatic programs and events;

Assists in the basic maintenance and upkeep of the pool and facility;

Attends all in-service trainings;

Follows oral and written instructions;

Regularly and predictably attends work; and

Performs related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

To perform this job successfully, an individual must be able to perform each essential function.

City of El Segundo
Swim Instructor
Class Code:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

American Red Cross Learn to Swim program including proper instruction for each level of the program;

Effective instructional techniques;

Lifesaving methods and application of first aid;

Pool safety and procedures;

Methods and practices of pool cleaning and maintenance; and

Safe work practices.

Skill in:

Conducting and facilitating swim instruction;

Rescuing distressed swimmers and performing emergency care;

Possessing sufficient strength, agility, hearing, and vision to perform the duties of a Lifeguard;

Maintaining presence of mind in emergency situations;

Tactfully enforcing pool rules of conduct and safety;

Communicating verbally in a clear and concise manner;

Promoting a positive, friendly and energetic work environment;

Regularly and predictably attending work;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism;

Establishing and maintaining cooperative working relationships with those contacted in the course of work including employees, supervisors, participants, instructors, and the general public.

QUALIFICATIONS:

A combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the knowledge and skills would be:

City of El Segundo
Swim Instructor
Class Code:

Experience: Must be at least 16 years of age. Previous aquatic or lifeguard work experience is highly desirable.

Education: Completion of formal or informal education at a level that provides the ability to read and write at a level required by the job.

Licensing/Certificates: Water Safety Instructor Certification (WSI), Current American Red Cross certification in the following: Lifeguard Training, First Aid, Infant/Child and Adult Cardiopulmonary Resuscitation (CPR) or Community CPR, and Basic Life Support for the Professional Rescuer (BLS) at the time of application.

Working conditions: The work is regularly performed indoors and outdoors in variable weather conditions. Must be able to work in an outdoor public pool environment. May be required to work a varied schedule, which may include days, evenings, weekends and holidays. Will be required to wear uniform while on duty.

Supplemental information: Individuals in this classification are required to successfully pass a background check that complies with Public Resources Code section 5164, which mandates that a city that hires a person to work at a park, playground, recreational center or beach, in a position having supervisory or disciplinary authority over a minor, shall complete an application that inquires whether that individual has been convicted of specified criminal offenses.

Disaster Service Worker: In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

Part-Time, Non-Benefited, At-Will (Unrepresented)
Revision Date: May 7, 2024

SWIM INSTRUCTOR

DEFINITION: This is a part-time, non-benefited, at-will position exempt from the classified service. Under the general direction, oversees the activities of swimmers in and around the pool; teach swim lessons to children and adults; teach special aquatics classes; performs rescues; administer first aid; facilitate special events; and perform related work as assigned. Provides swimming instruction for all ages and abilities, oversees pool patron safety by explaining and enforcing rules to prevent accidents, and when required, makes rescues. The Swim Instructor is required to work day and evening hours including weekends.

SUPERVISION RECEIVED AND EXERCISED: Receives direct supervision from of the Aquatics Manager, Aquatics Recreation Supervisor, Aquatics Recreation Coordinator or and Senior Lifeguard.s, the Lifeguard/Swim Instructor is required to perform the following job duties:

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Characteristic Duties and Responsibilities:

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Teaches basic swim strokes and skills to students in group setting;.
Provides all levels of instruction and swimming lessons to individuals of all ages;

Assumes Responsible responsibility for the safety of all class participants;.

Communicating effectively with children, the general public and other staff members;.

Promote a positive, friendly and energetic attitude;.

Follow oral and written instructions;.

Have the ability to assist and protect Protects the life and well-being of each and every patron by implementing the latest safety procedures, policies, rules, regulations and ordinances set forth by both the American Red Cross and City of El Segundo;.

Observes pool activity and enforces and carries out all applicable rules and regulations;
Surveys a public swimming pool.

Prevents patron accidents;.

Rescues swimmers in danger of drowning and administersapplies cardiopulmonary resuscitation and emergency first aid as needed;
Rescues swimmers in distress.

City of El Segundo
Swim Instructor
Class Code:

Oversees facility operation and activities and ensures the safety of all patrons participating in a wide variety of aquatic programs and events;

~~Provides all levels of instruction and swimming lessons to individuals of all ages;~~
~~Conducts beginning to advanced swim level courses~~

Assists in the basic maintenance and upkeep of the pool and facility;

~~As a condition of employment, a lifeguard must a~~Attends all in-service trainings;~~.~~

Follows oral and written instructions;

Regularly and predictably attends work; and

Performs related duties as assigned.

~~Enforces regulations and codes.~~

~~The primary responsibility of the lifeguard is the safety and protection of pool patrons by preventing accidents, and when required, making rescues. The lifeguard must be alert and take action in enforcing safety rules and ordinances. In an emergency, the lifeguard must think quickly and clearly, in some cases taking personal risks and exerting considerable physical effort. The lifeguard is required to work day and evening hours including weekends.~~

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

American Red Cross Learn to Swim program including proper instruction for each level of the program;

Effective instructional techniques;

Lifesaving methods and application of first aid;

Pool safety and procedures; ~~and personal judgment, tact and maturity to enforce pool rules of conduct and safety;~~

~~Safety and pool procedures; and~~

~~Backboard drills and CPR~~

Methods and practices of pool cleaning and maintenance; and

City of El Segundo
Swim Instructor
Class Code:

Safe work practices.~~.~~

Skill in:

Conducting and facilitating swim instruction;

Rescuing distressed swimmers and performing emergency care;

Possessing sufficient strength, agility, hearing, and vision to perform the duties of a Lifeguard;

Maintaining presence of mind in emergency situations;

Tactfully enforcing pool rules of conduct and safety;

Communicating verbally ~~and~~ in a clear and concise manner;

Promoting a positive, friendly and energetic work environment;

Regularly and predictably attending work;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism;

Establishing and maintaining Cooperative ~~effective~~ working relationships with those conracted in the course of work including employees, supervisors,
participants, instructors, and the general public.

QUALIFICATIONS:

A combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the knowledge and skills would be:

Experience: Previous aquatic or lifeguard work experience is highly desirable. ~~As a condition of employment, a lifeguard must attend all in-service trainings.~~

Must be at least 16 years of age.

~~**EDUCATION/EXPERIENCE:**~~
~~Entry level. Previous aquatic work experience, strong leadership skills and athletic background highly desirable. As a condition of employment, a lifeguard must attend all in-service trainings.~~

~~**license/certification:**~~
Licensing/Certificates: Water Safety Instructor Certification (WSI), Current American Red

City of El Segundo
Swim Instructor
Class Code:

Cross certification in the following: Lifeguard Training, First Aid, Infant/Child and Adult Cardiopulmonary Resuscitation (CPR) or Community CPR, and Basic Life Support for the Professional Rescuer (BLS) at the time of application.~~First Aid, CPR & AED for the Professional Rescuer, Lifeguard Training.~~

WORKING CONDITIONS: The work is regularly performed indoors and outdoors in variable weather conditions. Must be able to work in an outdoor public pool environment. May be required to work a varied schedule, which may include days, evenings, weekends and holidays. Will be required to wear uniform while on duty.

SUPPLEMENTAL INFORMATION: Individuals in this classification are required to successfully pass a background check that complies with Public Resources Code section 5164, which mandates that a city that hires a person to work at a park, playground, recreational center or beach, in a position having supervisory or disciplinary authority over a minor, shall complete an application that inquires whether that individual has been convicted of specified criminal offenses.

Disaster Service Worker: In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

Part-Time, Non-Benefited, At-Will (Unrepresented)
Revision Date: May 7, 2024

SENIOR LIFEGUARD

DEFINITION: This is a seasonal, part-time, non-benefitted, at-will position exempt from the classified service. Provides safety and protection to pool patrons by explaining and enforcing rules to prevent accidents, and when required, makes rescues and performs emergency care, oversees other part-time Aquatics staff and performs basic pool and facility maintenance and administrative functions. The Senior Lifeguard is required to work day and evening hours including weekends.

SUPERVISION RECEIVED AND EXERCISED: Receives direct supervision from the Aquatics Manager, Aquatics Recreation Supervisor, or Aquatics Recreation Coordinator. Provides functional and technical direction to Lifeguards and Swim Instructors.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Characteristic Duties and Responsibilities:

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Acts as a lead to other part-time Aquatics staff, providing functional and technical direction to Lifeguards and Swim Instructors;

Protects the life and well-being of each and every patron by implementing the latest safety procedures, policies, rules, regulations and ordinances set forth by both the American Red Cross and City of El Segundo to assist and protect the life and well-being of each and every patron;

Prevents patron accidents;

Rescues swimmers in danger of drowning and administers respiration and first aid as needed;

Enforces safety rules and ordinances. In an emergency, the Senior Lifeguard must think quickly and clearly, in some cases taking personal risks and exerting considerable physical effort;

May conduct beginning to advanced swim level courses;

Performs basic pool maintenance and upkeep of the pool and facility; Monitors pool chemistry every two hours;

Ensures that the pool, decks, and dressing rooms are safe, clean and orderly;

Completes various forms and paperwork pertinent to the day-to-day operation of an aquatic facility; May coordinate daily staff schedules;

Assists with coordination various aquatic activities;

Attends all in-service trainings;

Follows oral and written instructions;

Regularly and predictably attends work; and

Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

Lifesaving methods and application of first aid;

Pool safety and procedures;

Basic recordkeeping principles and practices;

Effective customer service techniques;

Methods and practices of pool cleaning and maintenance;

Teaching principles and practices, swimming instruction techniques and methods; and

Safe work practices.

Skill in:

Performing a wide variety of swimming and diving skills;

Possessing sufficient strength, agility, hearing and vision to perform the duties of a Senior Lifeguard;

Handling stressful situations with tact and diplomacy;

Using safety equipment;

Communicate clearly and concisely, both orally and in writing;

Promoting a positive, friendly and energetic work environment;

Regularly and predictably attending work;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism; and

Establishing and maintaining cooperative working relationships with those contacted in the course of work including employees, supervisors, participants, instructors, and the general public.

QUALIFICATIONS:

A combination of experience and training that would likely provide the required knowledge, skills and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Must be at least 16 years of age. One (1) year of recent, paid lifeguard experience or two (2) summer seasons of experience as a lifeguard, which must include experience teaching organized swim lessons and experience working with the public. Strong leadership skills and athletic background are highly desirable.

Licensing/Certificates: Current American Red Cross certification in the following: First Aid, CPR & AED for the Professional Rescuer, Lifeguard Training at the time of application. American Red Cross Lifeguard Instructor and Water Safety Instructor certifications preferred but not required.

Supplemental information: Individuals in this classification are required to successfully pass a background check that complies with Public Resources Code Section 5164, which mandates that a city that hires a person to work at a park, playground, recreational center or beach, in a position having supervisory or disciplinary authority over a minor, shall complete an application that inquires whether that individual has been convicted of specified criminal offenses.

Working Conditions: Work is regularly performed indoors and outdoors in variable weather conditions. May be required to work a varied schedule, including days, evenings, weekends, and holidays. Required to wear a uniform while on duty.

Disaster Service Worker: In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity Equity and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

Part-Time, Non-Benefited, At-Will (Unrepresented)
Revision Date: May 7, 2024

SENIOR LIFEGUARD

DEFINITION: This is a seasonal, part-time, non-benefitted, at-will ~~hourly~~ position exempt from the classified service.~~.~~ ~~working~~ Uunder ~~the general direction, performs routine public contact and safety work in teaching swimming lessons, performs emergency car, observes swimmers, and enforces regulations in serving as a senior pool lifeguard.~~ Provides safety and protection to pool patrons by explaining and enforcing rules to prevent accidents, and when required, makes rescues and performs emergency care, oversees other part-time Aquatics staff and performs basic pool and facility maintenance and administrative functions. The Senior Lifeguard is required to workday and evening hours including weekends.

~~coordinates the work activities of Pool Lifeguards and instructs swim lessons as assigned.~~

SUPERVISION RECEIVED AND EXERCISED: ~~of~~ Receives direct supervision from the Aquatics Manager, ~~the~~ Aquatics Recreation Supervisor, ~~and~~ or Aquatics Recreation Coordinator. ~~This position monitors and~~ Provides functional and technical direction to Lifeguards and Swim Instructors.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Characteristic Duties and Responsibilities:

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Acts as a lead to other part-time Aquatics staff, providing functional and technical direction to Lifeguards and Swim Instructors;

Protects the life and well-being of each and every patron by ~~i~~implementing the latest safety procedures, policies, rules, regulations and ordinances set forth by both the American Red Cross and City of El Segundo to assist and protect the life and well-being of each and every patron;

Prevents patron accidents;

Rescues~~ing~~ swimmers in danger of drowning ~~istress~~ and administers respiration and first aid as needed;

Enforces safety rules and ordinances. In an emergency, the Senior Lifeguard must think quickly and clearly, in some cases taking personal risks and exerting considerable physical effort;

May conduct ~~Teaching~~ beginning to advanced swim level courses;

Performs~~ing~~ basic pool maintenance and ~~cleaning~~ upkeep of the pool and ~~;~~facility; Monitors pool chemistry every two hours;

Ensures that the pool, decks, and dressing rooms are safe, clean and orderly;

City of El Segundo
Senior Lifeguard
Class Code:

Completesing various forms and paperwork pertinent to the day-to-day operation of an aquatic facility; May coordinate daily staff schedules;

AssistiAssistsng with coordination various aquatic activities;

Attends all in-service trainings;

Working and communicating effectively with children, the public and other staff members;
Promoting a positive, friendly and energetic attitude;
FollowiFollowsng oral and written instructions;
Implementing the latest safety procedures, policies, rules, regulations and ordinances set forth by both the American Red Cross and City of El Segundo to assist and protect the life and well-being of each and every patron;
Surveying a public swimming pool;
Preventing patron accidents;
Rescuing swimmers in distress and administers respiration and first aid as needed;
Teaching beginning to advanced swim level courses;
Enforcing regulations and codes; and performs related work;
Assisting with coordination various aquatic activities;
Performing basic pool maintenance and cleaning;
Monitoring pool chemistry every two hours;
Completing various forms and paperwork pertinent to the day-to-day operation of an aquatic facility;
Performing minor facility clean up and maintenance
Ensuring that the pool, decks, and dressing rooms are safe, clean and orderly;

Regularly and predictably attends work; andand

Performsing other related duties as assigned., ass assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

Lifesaving methods and application of first aid;

Pool safety and procedures;

Water safety practices, bBasic recordkeeping procedures;

and eEffective customer service techniques;.

Methods and practices of pool cleaning and maintenance;

Teaching principles and practices, swimming instruction techniques and methods;

Basic record keeping principles and practices; and

Safe work practices.

~~Teaching principles and practices, swimming instruction techniques and methods; and~~

~~Water safety practices, basic recordkeeping procedures and effective customer service techniques.~~

Skill in:

Perform a wide variety of swimming and diving skills;

Possessing sufficient strength, agility, hearing and vision to perform the duties of a Senior ~~lifeguard~~Lifeguard;

~~Handle stressful situations with tact and diplomacy;~~
Handling stressful situations with tact and diplomacy;

Using safety equipment;

Communicate clearly and concisely, both orally and in writing;

Promoting a positive, friendly and energetic work environment;

Regularly and predictably attending work;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism; and

Establishing and maintaining cooperative working relationships with those contacted in the course of work including employees, supervisors, participants, instructors, and the general public.

QUALIFICATIONS:

~~EXPERIENCE & EDUCATION AND LICENSE/CERTIFICATE:~~ A combination of experience and training that would likely provide the required knowledge, skills and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Minimum one (1) year of recent, paid lifeguard experience or two (2) summer seasons of experience as a lifeguard, which must include experience teaching organized swim

lessons and experience working with the public. Strong leadership skills and athletic background are highly desirable. Must be 16~~5~~ years of age.

~~**Training:** As a condition of employment, a lifeguard must attend all in-service trainings.~~

Licensing/Certificates: Current American Red Cross certification in the following: First Aid, CPR & AED for the Professional Rescuer, Lifeguard Training at the time of application. American Red Cross Lifeguard Instructor and Water Safety Instructor certifications preferred but not required.

Supplemental information:
~~**Please Note:**~~ Individuals in this classification are required to successfully pass a background check that complies with Public Resources Code Section 5164, which mandates that a city that hires a person to work at a park, playground, recreational center or beach, in a position having supervisory or disciplinary authority over a minor, shall complete an application that inquires whether that individual has been convicted of specified criminal offenses.

Working Conditions: Work is regularly performed indoors and outdoors in variable weather conditions. May be required to work a varied schedule, including days, evenings, weekends, and holidays. Required to wear a uniform while on duty.

Disaster Service Worker: In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity Equity and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

Part-Time, Non-Benefited, At-Will (Unrepresented)
Revision Date: May 7, 2024

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING BASIC HOURLY SALARY RANGE FOR VARIOUS PART TIME JOB CLASSIFICATIONS

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

SECTION 1: The City Council approves the following basic salary range:

Classification	Salary Range
Lifeguard Trainee	$16.00 Hourly
Lifeguard	$21.00 Hourly
Swim Instructor	$23.16 Hourly
Senior Lifeguard	$25.48 Hourly

SECTION 2: *Authority.* The City Manager or his 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 Ordinance 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 Ordinance 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 May 7, 2024 and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 7th day of May, 2024.

_____
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 _____, 2024, 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

City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Staff Presentations
Item Number: D.17

TITLE:

Changes to City Job Classifications Including the Establishment of a Code Compliance Inspector Classification (Part-Time) and Accompanying Basic Hourly Salary Range and Revisions to the Geographic Information System Analyst Classification Specification

RECOMMENDATION:

1. Approve establishment of the Code Compliance Inspector (Part-Time).
2. Approve the revised Code Compliance Inspector classification specification.
3. Adopt a resolution establishing the basic hourly salary range for the Code Compliance Inspector (Part-Time).
4. Approve the revised Geographic Information System Analyst classification specification.
5. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

There is no fiscal impact. Funding for the Code Compliance Inspector (Part-Time) and Geographic Information System ("GIS") Analyst classifications are already included in the FY 2023-24 budget.

BACKGROUND:

The Code Compliance Inspector position is represented by the City Employee's Association ("CEA") and is currently a single-incumbent full-time position. In the prior budget year, City Council authorized an additional 1.0 full-time equivalent ("FTE") Code Compliance Inspector. Under the Meyers-Milias Brown Act ("MMBA"), the City is required to notify CEA of the intent to establish this part-time position which is represented in the full-time capacity and also provide an opportunity to meet and confer on the effects or impacts of the City's decision.

The GIS Analyst position is represented by the Supervisory and Professional Employees' Association ("SPEA"). This full-time position has been temporarily occupied by consulting staff working a limited number of hours based on the requests received for GIS work. Prior to conducting a recruitment to fill the position on a permanent basis, Human Resources worked with the Information Technology Department to review the classification specification. The Department recognized that this position could assist with Help Desk duties during times in which there may be limited GIS work to perform. The City is required to meet and confer with represented employee groups regarding terms and conditions of employment which includes the essential duties and requirements for classification specifications.

DISCUSSION:

On April 10, 2024, the City's labor negotiator, Human Resources Director, and Community Development Director met with the CEA representative and executive board to discuss the effects and impacts of the City's decision to add the part-time Code Compliance Inspector position to the bargaining unit. While the incumbent in the full-time position has worked a temporarily adjusted schedule to accommodate weekend and special event coverage, the establishment of a part-time classification will provide additional coverage to maintain the City's neighborhood preservation standards. Staff intends to conduct a recruitment for part-time staff to work a schedule that includes nights, weekends, holidays, and special events. CEA agreed to add the part-time Code Compliance Inspector classification to the bargaining unit. In FY 2022-23, the City Council authorized 1.0 FTE and in FY 2023-24, this was reduced to 0.5 FTE. The Community Development Department will be requesting reinstatement of the original approval of 1.0 FTE for FY 2024-25.

Human Resources works closely with the employee labor groups and departments to continually review and update classification specifications prior to opening a recruitment. This review may result in recommended changes to essential duties, knowledge, skills or qualifications. When revised, the classifications are also converted to a standardized format which includes language regarding the Disaster Service Worker requirement and the City's commitment to being an Equal Opportunity Employer.

On April 18, 2024, the updated Code Compliance Inspector classification specification was sent to CEA for review. On April 23, 2024, CEA provided their concurrence with the changes.

On April 2, 2024, the City sent an updated classification specification for the GIS Analyst to the SPEA representative and executive board to review. On April 15, 2024, the Human Resources Director and Information Technology Director met with SPEA to discuss the proposed revisions to the classification specification. Staff explained that historically, this position has had a varied workload of GIS tickets to complete and that it

would benefit the organization as a whole to add essential duty statements regarding the performance of help desk duties on an as-needed basis. As currently written, the classification specification included supervisory responsibilities which were not accurate. After a short and productive discussion, minor revisions were made to the draft classification specification. SPEA provided their concurrence with the updated classification specification on April 16, 2024.

The establishment of the part-time Code Compliance Inspector and revision of the GIS Analyst will provide the City with more flexibility in filling staffing gaps and the ability to supplement the needs of the Information Technology help desk are both initiatives that support Strategic Plan Goal 3 to, “Promote a Quality Workforce Through Teamwork and Organizational Efficiencies.”

CITY STRATEGIC PLAN COMPLIANCE:

Goal 3: Promote a Quality Workforce Through Teamwork and Organizational Efficiencies

Objective 3A: El Segundo is an employer of choice and consistently hires for the future, with a workforce that is inspired, world-class, engaged and innovative.

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 Establishing Basic Salary Range for Code Compliance Inspector (Part-Time)
2. Code Compliance Inpsector Job Specification- Clean
3. Code Compliance Inspector Job Specification- Redline
4. GIS Analyst Job Specification- Clean
5. GIS Analyst Job Specification- Redline

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING BASIC SALARY RANGE FOR A PART TIME 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 range:

Classification	Salary Range
Code Compliance Inspector (Part-Time)	$38.52 - $46.83 Hourly

SECTION 2: *Authority.* The City Manager or his 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 Ordinance 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 Ordinance 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 May 7, 2024 and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 7th day of May, 2024

_____
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 _____, 2024, 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

CODE COMPLIANCE INSPECTOR

DEFINITION: Under general supervision, inspects properties to ensure compliance with building, zoning, parking, codes, ordinances, standards and procedures; interact with residents, builders, public and other departments and agencies to investigate, respond to, and resolve complaints and violations.

SUPERVISION RECEIVED AND EXERCISED: Receives direct supervision from the Community Development Director.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Characteristics Duties and Responsibilities:

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Receives, records, and investigates complaints from the public and staff regarding violations of municipal codes, ordinances, standards, and health and safety regulations; documents violations by securing photographs and other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred;

Initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; initiates abatement of dangerous properties and vector control issues of vacant properties; provides confirmation to public by telephone and in person regarding code regulations;

Prepares notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violation; as appropriate, affixes a notice of violation on property to abate fire and public safety hazards and public nuisances;

Meets with City planning, building, engineering, fire, sheriff, public works staff and legal counsel regarding complaints; coordinates activities with other staff and code compliance personnel;

Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; assists in the preparation of noncompliance cases for legal action; presents testimony at nuisance abatement hearings;

Coordinates the removal of illegal encampments;

Coordinates and enforces the City's vegetation management program, including identification of properties in violation, notification to property owners, and follow-up inspections and recordkeeping;

Makes drive-by or on-site inspections of residential, industrial, and/or commercial areas; notes possible violations at other property sites during the course of field investigations;

Provides information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances; respond to questions, complaints, and inquiries;

Maintains files and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence;

Performs duties of the Building Inspector as needed;

Regularly and predictably attends work; and

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

Principles, practices, methods, and techniques of code violation investigation and compliance;

Basic requirements of zoning, building, and related codes, ordinances, and regulations;

Grading and Standard Urban Stormwater Mitigation Plan (SUSMP), environmental laws and habitat;

Federal, State, and local laws, codes, and regulations, including administrative and departmental policies; and

Safe work practices

Skill in:

Researching and reporting methods, techniques, and procedures;

Technical report writing and preparation of correspondence utilizing appropriate;

Operating computer equipment and related software;

Performing mathematical calculations applicable to construction;

Communicating effectively, both orally and in writing;

Appearing for work on time;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism; and

Establishing and maintaining effective working relationships with staff, other City employees, the public, vendors, contractors and outside agencies.

QUALIFICATIONS:

A combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the knowledge and skills would be:

Experience: Two (2) years of experience within a public agency performing construction, construction management, enforcing municipal, zoning, and/or building codes with a public agency, inspection, or related experience.

Education: Graduation from High School or GED supplemented by specialized training in construction management, construction technology, architecture, engineering, planning, zoning, inspection preferred.

Licensing/Certification: Due to the performance of some field duties which requires the operation of a personal or City vehicle, valid and appropriate California driver's license and acceptable driving record are required.

Possession of, or ability to obtain within six months of appointment, a California PC832 certificate.

Possession of, or ability to obtain within one year of appointment, ICC/AACE Code Enforcement Officer Certification Property Maintenance, Zoning Inspector.

Working Conditions: The employee regularly works outdoors and may be exposed to various weather conditions. Regularly requires climbing ladders and scaffolds, walking on roofs and crawling under houses. Occasional potential exposure to hazardous conditions when inspecting commercial/industrial locations.

Disaster Service Worker: In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

City Employees' Association (CEA)
Revision Date: September 2015
Revision Date: May 7, 2024

CODE COMPLIANCE INSPECTOR

DEFINITION: Under general supervision, inspects properties to ensure compliance with building, zoning, parking, codes, ordinances, standards and procedures; interact with residents, builders, public and other departments and agencies to investigate, respond to, and resolve complaints and violations.

SUPERVISION RECEIVED AND EXERCISED: Receives direct supervision from the Community Development Director.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Characteristics Duties and Responsibilities:

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Receives, records, and investigates complaints from the public and staff regarding violations of municipal codes, ordinances, standards, and health and safety regulations; documents violations by securing photographs and other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.

Initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; initiates abatement of dangerous properties and vector control issues of vacant properties; provides confirmation to public by telephone and in person regarding code regulations.

Prepares notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violation; as appropriate, affixes a notice of violation on property to abate fire and public safety hazards and public nuisances.

Meets with City planning, building, engineering, fire, sheriff, public works staff and legal counsel regarding complaints; coordinates activities with other staff and code compliance personnel.

Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; assists in the preparation of noncompliance cases for legal action; presents testimony at nuisance abatement hearings.

Coordinates the removal of illegal encampments.

Coordinates and enforces the City's vegetation management program, including identification of properties in violation, notification to property owners, and follow-up inspections and recordkeeping.

City of El Segundo
Code Compliance Inspector
Job Class Code:

Makes drive-by or on-site inspections of residential, industrial, and/or commercial areas; notes possible violations at other property sites during the course of field investigations.

Provides information to violators, the general public, business community, and other government agencies regarding codes, laws, and ordinances; respond to questions, complaints, and inquiries.

Maintains files and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence.

Performs duties of the Bbuilding ~~inspector~~ Inspector as needed.

Regularly and predictably attends work; and

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

~~principles~~Principles, practices, methods, and techniques of code violation investigation and compliance;

~~Knowledge of basic~~ Basic requirements of zoning, building, and related codes, ordinances, and regulations;

~~grading~~ Grading and Standard Urban Stormwater Mitigation Plan (SUSMP), environmental laws and habitat;

~~Knowledge of applicable~~ Federal, State, and local laws, codes, and regulations, including administrative and departmental policies; and

Safe work practices

Skill in:

~~researching~~ Researching and reporting methods, techniques, and procedures;

~~Skill in technical~~ Technical report writing and preparation of correspondence utilizing appropriate;

~~Skill in~~ Operating computer equipment and related software;

~~Skill in~~ Performing mathematical calculations ~~cs~~ applicable to construction;

~~Skill in communicating~~ Communicating effectively, both orally and in writing;

Appearing for work on time;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism;

~~Skill in establishing~~ Establishing and maintaining effective working relationships with ~~other department~~ staff, other City employees, the public, vendors, contractors and outside agencies.

~~Minimum~~ QUALIFICATIONS:

A combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the knowledge and skills would be:

Experience: ~~Graduation from high school or GED and t~~Two (2) years of experience within a public agency performing construction, construction management, enforcing municipal, zoning, and/or building codes with a public agency, inspection, or related experience.

Education: Graduation from High School or GED ~~S~~supplemented~~al~~ by specialized training in construction management, construction technology, architecture, engineering, planning, zoning, inspection preferred.

Licensing/Certification ~~Requirements~~: Due to the performance of some field duties which requires the operation of a personal or City vehicle, valid and appropriate California driver's license and acceptable driving record are required.

~~Valid California class C driver's license with satisfactory driving record, required.~~

Possession of, or ability to obtain within six months of appointment, a California PC832 certificate.

Possession of, or ability to obtain within one year of appointment, ICC/AACE Code Enforcement Officer Certification Property Maintenance, Zoning Inspector.

Working Conditions:

The employee regularly works outdoors and may be exposed to various weather conditions. Regularly requires climbing ladders and scaffolds, walking on roofs and crawling under houses. Occasional potential exposure to hazardous conditions when inspecting commercial/industrial locations.

~~**Licensing/Certification Requirements:**~~

~~Valid California class C driver's license with satisfactory driving record, required.~~

~~Possession of, or ability to obtain within six months of appointment, a California PC832 certificate.~~

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City of El Segundo
Code Compliance Inspector
Job Class Code:

~~Possession of, or ability to obtain within one year of appointment, ICC/AACE Code Enforcement Officer Certification Property Maintenance, Zoning Inspector.~~

~~**Minimum Qualifications:**~~

~~Graduation from high school or GED and two (2) years of experience within a public agency performing construction, construction management, enforcing municipal, zoning, and/or building codes with a public agency, inspection, or related experience.~~

~~Supplemental specialized training in construction management, construction technology, architecture, engineering, planning, zoning, inspection preferred.~~

Disaster Service Worker: In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

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City Employees' Association (CEA)
Revision Date: September 2015
Revision Date: May 7, 2024

GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST

DEFINITION: Under general supervision, provides analysis and recommendation on GIS; provides professional computer mapping and database preparation and analysis; creates and maintains Windows-based and Internet-based mapping and data applications; assists all departments with operations and maintenance of geographical and data systems.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from the Information Systems Manager.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Characteristic Duties and Responsibilities:

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Performs administrative and other related duties in support of Information Systems Division management; designs and produces high-quality cartographic output suitable for publication and public display;

Translates GIS related needs of various City departments into specifications and develops solutions and applications using GIS and other tools; performs maintenance, analysis and manipulation of databases to support a variety of city operations;

Develops and maintains Windows-based and Internet-based GIS applications and equipment; acquires, maintains and edits geographic and tabular data;

As needed, provides demonstrations and training to staff and other agencies on GIS and GIS related applications;

Troubleshoots GIS applications; uses GPS unit for collection of data and trains others on GPS use; maintains both hard copy and digital land base for the City;

Prepares reports and correspondence; may prepare Council agenda items; may assist departments with their Web pages, Internet applications and SQL data analysis; provides generalized computer support and performs related duties as required;

As needed, assists in maintaining the daily operations of the City computer systems at various sites within the City, including the duties of regular data tape backup functions, periodic upgrades, troubleshooting system failures, reporting other equipment and software problems to higher level staff and follow up to verify satisfactory solutions;

Maintains and supports City-wide technology standards;

Regularly and predictably attends work; and

Performs related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

GIS principles, including topology and geodatabases; principles of statistics and geography; general programming principles, including Internet applications; usage of global positioning system (GPS); ArcGIS, ArcIMS SQL, and other GIS related software;

Digital mapping, data conversion, graphic display and cartographic techniques;

City organization, operations, policies and objectives;

Basic training principles;

Personal computer software and hardware; office practices and procedures; general record keeping practices; research, statistical and analytical methods; effective methods of report presentation; and

Safe work practices

Skill in:

Monitoring a land-based database system; use plotters, digitizers, scanners and cameras; review and analyze GIS computer needs;

Communicating complex ideas, clearly and concisely both orally and in writing;

Maintaining accurate records and in preparing clear and concise reports;

Identifying and analyzing problems and take effective corrective action;

Compiling, analyzing and evaluating data;

Making effective oral presentations;

Operating computers and related software;

Appearing for work on time;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism; and

Establishing and maintaining effective working relationships with staff, other City employees and the public.

QUALIFICATIONS:

A combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the knowledge and skills would be:

Experience: Three (3) years of full-time, paid experience in geographic information systems.

Education: Equivalent to a Bachelor's degree (120 units) in geography, engineering/computer science or related field from an accredited college or university.

Licensing/Certificates: Due to the performance of some field duties which requires the operation of a personal or City vehicle, valid and appropriate California driver's license and acceptable driving record are required.

Working Conditions:

Positions in this job classification normally require vision (which may be corrected) to read small print; perform work which is primarily sedentary; require the mobility to stand, stoop, reach and bend; require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; is subject to inside environmental conditions; may be required to work at a computer terminal for prolonged periods; may be required to attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings; may be required to use city and/or personal vehicle in the course of employment; may be required to work evenings or weekends.

Disaster Service Worker: In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

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Supervisory & Professional Employees Association (SPEA)
Revision Date: September 2007
Revision Date: May 7, 2024

GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST

DEFINITION: Under general supervision, provides analysis and recommendation on GIS; provides professional computer mapping and database preparation and analysis; creates and maintains Windows-based and Internet-based mapping and data applications; assists all departments with operations and maintenance of geographical and data systems.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from the Information Systems Manager.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Characteristic Duties and Responsibilities:

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Performs administrative and other related duties in support of Information Systems Division management; designs and produces high-quality cartographic output suitable for publication and public display.

Translates GIS related needs of various City departments into specifications and develops solutions and applications using GIS and other tools; performs maintenance, analysis and manipulation of databases to support a variety of city operations.

Develops and maintains Windows-based and Internet-based GIS applications and equipment; acquires, maintains and edits geographic and tabular data.

Trains and supervises interns and staff on GIS and GIS related applications; assists in demonstrations of GIS for city departments and other agencies.

Troubleshoots GIS applications; uses GPS unit for collection of data and trains others on GPS use; maintains both hard copy and digital land base for the City.

Prepares reports and correspondence; may prepare Council agenda items; may assist departments with their Web pages, Internet applications and SQL data analysis; provides generalized computer support and performs related duties as required.

Maintains the daily operations of the City computer systems at various sites within the City, including the duties of regular data tape backup functions, periodic upgrades, troubleshoot

system failures, report other equipment and software problems to higher level staff and follow up to verify satisfactory solutions.

Maintains and supports City-wide technology standards.

Regularly and predictably attends work; and

Performs related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

~~Knowledge of~~ GIS principles, including topology and geodatabases; principles of statistics and geography; general programming principles, including Internet applications; usage of global positioning system (GPS); ArcGIS, ArcIMS SQL, and other GIS related software.

~~Knowledge of digital~~ Digital mapping, data conversion, graphic display and cartographic techniques;

~~Knowledge of~~ City organization, operations, policies and objectives;

~~Knowledge of basic~~ Basic training ~~and supervision~~ principles;

~~Knowledge of personal~~ Personal computer software and hardware; office practices and procedures; general record keeping practices; research, statistical and analytical methods; effective methods of report presentation; and

Safe work practices~~.~~

Skill in:

~~Skill in monitoring~~ Monitoring a land-based database system; use plotters, digitizers, scanners and cameras; review and analyze GIS computer needs;

~~Skill in effectively communicating in orally and in writing.~~Communicating complex ideas, clearly and concisely both orally and in writing;

~~Skill maintaining~~ Maintaining accurate records and in preparing clear and concise reports;~~.~~

~~Skill in identifying~~ Identifying and analyzing problems and take effective corrective action;~~.~~

~~Skill compiling~~Compiling, analyzing and evaluating data;~~.~~

Making effective oral presentations;

Operating computers and related software;

Appearing for work on time;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism;

~~Skill in establishing~~ Establishing and maintaining effective working relationships with staff, other City employees and the public;~~s~~.

~~Skill in making effective oral presentations.~~
~~Skill in operating computers and related software~~
~~.~~

~~Licensing/Certification Requirements:~~

~~Possession of or ability to obtain a Class C California driver's license, and a satisfactory driving record.~~

~~Working Conditions:~~
~~Qualifications:~~

~~Positions in this job classification normally require vision (which may be corrected) to read small print; perform work which is primarily sedentary; require the mobility to stand, stoop, reach and bend; require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; is subject to inside environmental conditions; may be required to work at a computer terminal for prolonged periods; may be required to attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings; may be required to use city and/or personal vehicle in the course of employment; may be required to work evenings or weekends.~~

QUALIFICATIONS:

A combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the knowledge and skills would be:

Experience: Three (3) years of full-time, paid experience in geographic information systems.

City of El Segundo
GIS Analyst
Job Class Code:

Education: ~~A~~ Equivalent to a Bachelor's degree (120 units) in geography, engineering/computer science or related field from an accredited college or university.

~~and three (3) years of full-time, paid experience in geographic information systems; experience and/or education in a related field may be substituted on a year for year basis; or an equivalent combination of education and experience.~~

Licensing/Certificates: Due to the performance of some field duties which requires the operation of a personal or City vehicle, valid and appropriate California driver's license and acceptable driving record are required.

Working Conditions:

Positions in this job classification normally require vision (which may be corrected) to read small print; perform work which is primarily sedentary; require the mobility to stand, stoop, reach and bend; require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; is subject to inside environmental conditions; may be required to work at a computer terminal for prolonged periods; may be required to attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings; may be required to use city and/or personal vehicle in the course of employment; may be required to work evenings or weekends.

Disaster Service Worker: In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

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Supervisory & Professional Employees Association (SPEA)
Revision Date: September 2007
Revision Date: May 7, 2024

City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Staff Presentations
Item Number: D.18

TITLE:

Adoption of a Side Letter Agreement Between the City of El Segundo and the El Segundo Firefighters' Association Changing Hiring Practices and Hiring New Employees at the Fire Paramedic Rank as the Entry-level position in the Fire Department and Accompanying Revisions to the Fire Paramedic Classification Specification and Examination Plan

RECOMMENDATION:

1. Adopt the Side Letter Agreement Between the City of El Segundo and the El Segundo Firefighters' Association, IAFF, Local 3682.

2. Adopt the revised classification specification and examination plan for Fire Paramedic.

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

FISCAL IMPACT:

There are currently two Fire Paramedic and two Firefighter vacancies in the Fire Department. After completion of a promotional process for Fire Paramedic, there is expected to be one Fire Paramedic and three Firefighter vacancies. Conversion of the remaining three Firefighter vacancies will have an annual fiscal impact of approximately $40,500 for each vacancy or $121,500 for salary and benefits.

An "open and competitive" recruitment and candidate background investigations are required to fill these positions. These processes are anticipated to be completed early into FY 2024-25, therefore is no fiscal impact for FY 2023-24. If the City Council approves staff recommendation, the budget will be included with the FY 2024-25 Proposed Budget.

BACKGROUND:

The City has hired at the Firefighter rank externally (from outside El Segundo) as an

“open competitive” recruitment as the entry-level position in the Fire Department and has then selected current City of El Segundo Firefighters to attend Paramedic school. Once these Firefighters have successfully completed Paramedic school, the City has conducted a “closed promotional” recruitment process to promote them into the rank of Fire Paramedic rank.

The City continues to experience an increase in medical related calls for service and is interested in converting budgeted Firefighter positions to Fire Paramedic positions and hiring at the rank of Fire Paramedic as the entry-level position into the Fire Department to enhance the City’s ability to provide services to the community. Transitioning to only hiring Fire Paramedics instead of Firefighters will require the City to supplement the “closed promotional” recruitment process with an “open competitive” or “open and promotional” recruitment process for Fire Paramedic. This change in hiring practices will not impact current employees in the Firefighter rank as they may choose to maintain their current position or compete in a promotional recruitment process to attain a higher classification.

The City and the El Segundo Firefighters’ Association, IAFF, Local 3682 ("ESFA") are interested in starting the expanded recruitment process while they negotiate a successor memorandum of understanding ("MOU") and have signed the Attached Side Letter for City Council’s consideration.

DISCUSSION:

Revised Classification Specification and Exam Plan

The Fire Chief and the Human Resources Director met with the Executive Board of the ESFA on April 24, 2024 to discuss potential revisions to the Fire Paramedic classification specification. The current specification’s qualifications and exam plan have been utilized to accomplish two objectives: to select individuals to send to Paramedic school and to promote Firefighters to Fire Paramedic. The position requires certification as an Emergency Medical Technician ("EMT"), Cardiopulmonary Resuscitation ("CPR"), and State Fire Marshal Firefighter I at the time of application; and Emergency Medical Technician Paramedic ("EMT-P") and Los Angeles County Paramedic Accreditation at the time of appointment. The current exam plan consists of a written exam weighted at 20% and a structured technical interview weighted at 80%.

As the classification specification is currently written, at the time of application, employees would likely not meet the qualifications to perform the duties of a licensed Paramedic in Los Angeles County and could be unsuccessful in passing the examination plan elements required to attain list eligibility (i.e.- a candidate could successfully complete Paramedic school and then fail the City’s written exam or interview to be placed in the position.)

The classification specification is used to describe the essential duties and related

qualifications required in order to perform those duties while in the position. Typically, a process to select employees to attend Paramedic school is an internal departmental one and should be based on a multitude of factors including the employees' ability to learn and be successful in obtaining EMT-P licensure. The recruitment and/or promotional process is conducted by Human Resources and would require the candidate to meet the requirements of the position at time of application, not at the time of appointment (this eliminates a scenario where a candidate could successfully compete in the City's process, but not ultimately pass Paramedic school to qualify for the position).

Paramedic school is traditionally a full-time program of 1,200 to 1,800 hours of training lasting six to twelve months in duration that includes lectures, skills, clinical internship, and many written exams. Upon completion of Paramedic school, candidates must take and pass the National Registry examination to obtain EMT-P licensure. To obtain Los Angeles County Accreditation, another exam is required. The City's Paramedic exam plan that included another written exam seems redundant for a candidate that has already been rigorously tested. A skills test evaluated as pass or fail and a structured technical interview weighted at 100% are more appropriate with the revised classification specification. ESFA agreed with the revised classification and examination plan.

Changing Hiring Practices and Paramedic Shortage

The discussion with ESFA also considered the increased need for trained personnel to provide medical services and the costs associated with hiring Firefighters for the entry-level position in the Department and then sending them to Paramedic school. Many departments have eliminated this practice and have combined the Firefighter and Paramedic into one position requiring candidates to have the ability to perform the duties of both roles. El Segundo Firefighters have to successfully complete a one-year probationary period prior to being selected to attend Paramedic school. During the minimum six months training period, they only attend school and do not work "on the floor" as a Firefighter. Their position is covered ("backfilled") by other personnel during this time usually on an overtime basis. This model can result in an expense of approximately $212,0000 to send one individual to Paramedic school and is becoming an unsustainable practice.

In reimagining a future service delivery model that provides increased services and considers budget constraints, it is apparent that the City needs to pivot and hire personnel that can perform dual roles. In order to accomplish this, the City needs to expand the candidate pool and hire Fire Paramedics from the outside that already possess their EMT-P licensure. With this new practice, the City would no longer only hire Firefighters. Employees currently in a Firefighter position may choose to remain in that rank or may test to be promoted to a higher-level position. The City has the discretion to sponsor current Firefighters to attend Paramedic school in order to qualify for promotion to the Fire Paramedic rank. The City retains the right to modify this

decision if needed in the future, subject to meet and confer on the impacts of the decision.

Currently, the Fire Department is budgeted for nine Firefighter positions, or three personnel per shift. Conversion of three vacant positions provides an additional six positions to be converted in the future. At this time, the Department is planning to send two personnel to a Hybrid Paramedic School which begins in May 2024 This model is significantly less expensive than the traditional Paramedic School and costs approximately $90,500 per Firefighter. While attending, personnel will have the ability to continue working up to 70% of their shifts on the floor. The two personnel are expected to complete this Hybrid Paramedic School Program at the end of April 2025 and would then qualify for promotion to Fire Paramedic. For the two months remaining in FY24-25, this results in an additional fiscal impact of $13,500. It is unknown when the remaining four Firefighter positions would be converted to Fire Paramedic as the incumbents could chose to remain in the Firefighter rank, promote to another rank, or separate from the City.

With the revised classification specification, qualified candidates for Fire Paramedic will be required to possess education equivalent to graduation from high school or a general education diploma (GED), a current EMT-P Paramedic license with the State of California, and Basic Life Support ("CPR") for the Healthcare Provider at the time of application. Within three (3) months of hire, Los Angeles County Paramedic County Paramedic accreditation must be obtained. Successful completion of a California State Fire Marshal accredited academy is also required within the first six (6) months of hire. These requirements provide the flexibility needed to hire someone without Basic Fire Academy training and expand the candidate pool during this time in which there is a Paramedic shortage.

Candidates hired without the California State Fire Marshal accredited academy will be hired at the entrance to the salary range (Step A) and sponsored to attend an academy selected by the City. After six (6) months and successful completion of the Fire Academy, employees may be placed at Step B of the salary range. Candidates possessing all requirements at the time of appointment will be hired at Step B of the salary range and may be eligible for a merit increase to Step C after one year in the position.

If needed, the cost of sponsoring a Fire Paramedic to attend an accredited Basic Fire Academy is significantly lower than sending current personnel to Paramedic school. The Basic Fire Academy is a 540-hour program that provides basic firefighter skills and knowledge with the emphasis on “hands-on” skill development (Paramedic school is a 1,200 to 1,800 hour program). Due to the changing business practices among agencies in hiring Firefighter Paramedics, there is a need to provide Basic Fire Academy training. Discussions with other South Bay cities to establish an in-house accredited Fire Academy instead of sending to an outside Fire Academy is ongoing and likely to be launched soon. If a candidate is hired without completion of the Basic Fire Academy,

sending them to training is much less expensive and time consuming.

Discussions with the ESFA on this topic have been cooperative, productive, and timely to arrive at a solution for City Council's consideration. Changing our hiring practices and updating the Fire Paramedic classification specification and examination plan will provide flexibility in hiring and imagines a future service delivery model and considers fiscal sustainability. This recommendation aligns with City Strategic Plan Goal 2, "Support Community Safety and Preparedness" and Goal 3 to, "Promote a Quality Workforce Through Teamwork and Organizational Efficiencies."

CITY STRATEGIC PLAN COMPLIANCE:

Goal 2: Support Community Safety and Preparedness

Objective 2A: El Segundo is a safe and prepared community.

Goal 3: Promote a Quality Workforce Through Teamwork and Organizational Efficiencies

Objective 3A: El Segundo is an employer of choice and consistently hires for the future, with a workforce that is inspired, world-class, engaged and innovative.

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. Side Letter Agreement Between the City of El Segundo and ESFA
2. Fire Paramedic Classification Specification- CLEAN
3. Fire Paramedic Classification Specification- REDLINE
4. Fire Paramedic Exam Plan

SIDE LETTER AGREEMENT BETWEEN THE CITY OF EL SEGUNDO AND THE EL SEGUNDO FIREFIGHTERS' ASSOCIATION, IAFF, LOCAL 3682 (ESFA)

This Side Letter of Agreement ("Agreement") between the City of El Segundo ("City") and the El Segundo Firefighters' Association ("ESFA") (hereinafter referred to as the "Parties") is entered into with respect to the following:

WHEREAS, the Parties are currently parties to a Terms and Conditions of Employment effective 20, 2024; and

WHEREAS, the City has had a practice of hiring at the Firefighter rank from the outside as an "open competitive" recruitment as the entry-level position in the Fire Department and has then selected current City of El Segundo Firefighters to attend Paramedic school;

WHEREAS, Once these Firefighters have successfully completed Paramedic school, the City has conducted a "closed promotional" recruitment process to promote them into the rank of Fire Paramedic rank;

WHEREAS, the City continues to experience an increase in medical related calls for service and is interested in converting budgeted Firefighter positions to Fire Paramedic positions and hiring at the rank of Fire Paramedic instead of Firefighter as the entry-level position into the Fire Department to enhance the City's ability to provide services to the community;

WHEREAS, transitioning to only hiring Fire Paramedics instead of Firefighters will require the City to supplement the "closed promotional" recruitment process with an "open competitive" or "open and promotional" recruitment process for Fire Paramedic;

WHEREAS, this change in hiring practices will not impact current employees in the Firefighter rank as they may choose to maintain their current position or compete in a promotional recruitment process to attain a higher classification;

WHEREAS, the Parties are interested in starting the expanded recruitment process while they negotiate a successor MOU.

WHEREAS, the following sets forth the Parties' Agreement:

The City will end its practice of hiring at the Firefighter rank and will instead hire at the Fire Paramedic rank as the entry-level position in the Fire Department. Employees currently in a Firefighter position may choose to remain in that rank or may test to be promoted to a higher level position. The City has the discretion to sponsor current Firefighters to attend Paramedic school in order to qualify for promotion to the Fire Paramedic rank. The City no longer intends to hire at the Firefighter rank, but retains the right to modify this decision if needed in the future, subject to meet and confer on the impacts of the decision.

Qualified candidates for Fire Paramedic will be required to possess education equivalent to graduation from high school or a general education diploma (GED), a current EMT-P Paramedic license with the State of California, and Basic Life Support (CPR) for the Healthcare Provider at the time of application. Within three (3) months of hire, Los Angeles County Paramedic County Paramedic accreditation must be obtained. Successful completion of a California State Fire Marshal accredited academy is also required within the fire six (6) months of hire.

Candidates hired without the California State Fire Marshal accredited academy will be hired at the entrance to the Fire Paramedic salary range (Step A) and sponsored to attend an academy selected by the City. After six (6) months and successful completion of the Fire Academy, employees may be placed at Step B of the salary range. Candidates possessing all requirements at the time of appointment will be hired at Step B of the salary range and may be eligible for a merit increase to Step C after one year in the position.

This agreement between the Parties will become effective the pay period after approval and adoption by the City Council of the City of El Segundo.

FOR THE CITY OF EL SEGUNDO

Darrell George, City Manager — Date: 4-25-24

George Avery, Fire Chief — Date: 4/25/24

Rebecca Redyk
Director of Human Resources — Date: 4/25/2024

FOR THE EL SEGUNDO FIREFIGHTER'S ASSOCIATION

Geoff Gerry, President — Date: April 25, 2024

Curt Crowson, Vice President — Date: April 25, 2024

FIRE PARAMEDIC

DEFINITION: Under general supervision, fights fires; mitigates hazardous materials emergencies; performs medical, rescue work, other non-fire emergency response work; participates in fire prevention inspections, station maintenance, and training activities; performs the duties of a paramedic; performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED: Receives supervision from a Fire Captain. Medical compliance is provided by the EMS Battalion Chief.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Characteristic Duties and Responsibilities:

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

Responds to fire calls and participates in fire extinguishment, ventilation, salvage, rescue, and other operations; operates various firefighting/control equipment such as pumps, hoses, ladders, and extinguishers; lays hose lines and directs water streams onto fires;

Provides emergency medical aid to individuals in need of such care; depending on qualifications, provides care consistent with standards and permitted procedures established for emergency medical treatment;

Inspects, cleans, services, drives and operates various firefighting equipment and apparatus; performs routine and preventative maintenance on equipment as necessary; assists in maintaining clean and orderly conditions in and about the fire station;

Attends and participates in special drills and other training activities;

Conducts inspections of public and commercial buildings for fire prevention and target hazard identification and review;

May participate in special projects, develop and/or conduct training, and perform work assignments while serving on various committees; responds as required when calling in from off-duty;

Responds to and may direct others at medical emergencies; treats and transports patients; administers lifesaving/support techniques and systems; communicates with medical personnel regarding patient and/or procedural status; prepares related reports; inspects and maintains specialized equipment and supplies related to paramedic activity;

Regularly and predictably attends work; and

Performs related Fire Paramedic duties as assigned.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

Basic and advanced emergency medical care practices;

Safe emergency vehicle driving and operating practices;

Los Angeles County and State of California laws, ordinances, treatment guidelines, policies and procedures relating to prehospital care and transportation of the sick and injured;

Basic fire prevention and suppression techniques and practices; and

Principles and practices of public education and customer relations.

Skill in:

Learning and applying firefighting principles and techniques;

Thinking and acting quickly and efficiently in emergency situations;

Understanding and applying mechanical and physical principles related to fire suppression;

Safely operate department tools and medical equipment;

Performing physically demanding work for potentially extended periods of time under difficult, dangerous and stressful situations;

Maintaining confidentiality of medical and other privileged information;

Maintaining Paramedic licensure and continuing education in compliance with State and local regulations;

Communicating clearly and concisely, both orally and in writing;

Regularly and predictably attending work;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism; and

Establishing and maintaining effective working relationships with staff, other City employees and the public.

QUALIFICATIONS:

City of El Segundo
Fire Paramedic
Class Code

A combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the knowledge and skills would be:

Experience: Must be at least eighteen (18) years of age.

Education: Graduation from High School or GED equivalency successful completion of a California State Fire Marshal Accredited Academy and possession of a State Firefighter I certificate are required within six (6) months of appointment.

Licensing/Certificates:

Must possess a current EMT-P Paramedic license with the State of California and Basic Life Support (CPR) for the Healthcare Provider at the time of application.

Must obtain Los Angeles County Paramedic accreditation within three (3) months of appointment.

Due to the performance of some field duties which requires the operation of a personal or City vehicle, valid and appropriate California driver's license and acceptable driving record are required.

Disaster Service Worker: In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

Firefighters' Association (ESFA)
November 28, 2015
Revision Date: May 7, 2024

~~CITY OF EL SEGUNDO~~

FIRE PARAMEDIC

DEFINITION: Under general supervision, fights fires; mitigates hazardous materials emergencies; performs medical, rescue work, other non-fire emergency response work; participates in fire prevention inspections, station maintenance, and training activities; performs the duties of a paramedic; performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED: Receives supervision from a Fire Captain. Medical compliance is provided by the EMS Battalion Chief.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Characteristic Duties and Responsibilities:

Positions in this classification typically perform a full range of duties at a level of complexity represented by the following types of responsibilities:

~~**EXAMPLES OF DUTIES**~~

~~Duties may include, but are not limited to, the following:~~

~~1.~~ Responds to fire calls and participates in fire extinguishment, ventilation, salvage, rescue, and other operations; operates various firefighting/control equipment such as pumps, hoses, ladders, and extinguishers; lays hose lines and directs water streams onto fires.

~~2.~~ Provides emergency medical aid to individuals in need of such care; depending on qualifications, provides care consistent with standards and permitted procedures established for emergency medical treatment.

~~3.~~2. Inspects, cleans, services, drives and operates various firefighting equipment and apparatus; performs routine and preventative maintenance on equipment as necessary; assists in maintaining clean and orderly conditions in and about the fire station.

~~4.~~ Attends and participates in special drills and other training activities; ~~may perform duties of a Fire Engineer in a training or relief capacity.~~

~~5.~~ Conducts inspections of public and commercial buildings for fire prevention and target hazard identification and review.

~~6.~~ May participate in special projects, develop and/or conduct training, and perform work assignments while serving on various committees; responds as required when calling in from off-duty.

Responds to and may direct others at medical emergencies; treats and transports patients;

administers lifesaving/support techniques and systems; communicates with medical personnel regarding patient and/or procedural status; prepares related reports; inspects and maintains specialized equipment and supplies related to paramedic activity.

Regularly and predictably attends work; and

Performs related Fire Paramedic duties as assigned.
~~7.~~

~~QUALIFICATION GUIDELINES~~

~~Education and/or Experience~~

~~Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent.~~

KNOWLEDGE, SKILLS, AND ~~ABILITIES~~ OTHER CHARACTERISTICS

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

Basic and advanced emergency medical care practices;

Safe emergency vehicle driving and operating practices;

Los Angeles County and State of California ~~Working knowledge of fire safety~~ laws, ~~and~~ ordinances, treatment guidelines, policies and procedures relating to prehospital care and transportation of the sick and injured;

B~~b~~asic fire prevention and suppression techniques and practices; and

Principles and practices of public education and customer relations.~~.~~

Skill in:

~~Ability to learn~~ Learning and applying firefighting principles and techniques;

T~~t~~hinking and acting quickly and efficiently in emergency situations;

~~understand~~ Understanding and applying mechanical and physical principles related to fire suppression;

Safely operate department tools and medical equipment;

~~learn and apply fire code provisions and arson/ fire investigation techniques;~~
~~work effectively and cooperatively with others;~~
~~understand and follow verbal and written directions.~~

Performing physically demanding work for potentially extended periods of time under difficult, dangerous and stressful situations;

Maintaining confidentiality of medical and other privileged information;

Maintaining Paramedic licensure and continuing education in compliance with State and local regulations;

Communicating clearly and concisely, both orally and in writing;

Regularly and predictably attending work;

Following directions from a supervisor;

Understanding and following posted work rules and procedures;

Accepting constructive criticism;

Establishing and maintaining effective working relationships with staff, other City employees and the public.

~~**Special Requirements**~~

QUALIFICATIONS:

Experience: Must be at least eighteen (18) years of age.

Education: Graduation from High School or GED equivalency, ~~Successful~~ successful completion of a California State Fire Marshal Accredited ~~Certified~~ Academy~~.~~ and possession of a State Firefighter I certificate are required within six (6) months of appointment.

~~Possession of or ability to obtain a valid California Class C driver's license, and a satisfactory driving record.~~

~~Eighteen years of age.~~

~~Possession of a current EMT and CPR certification.~~

~~Possession of a State Firefighter I certificate~~

Licensing/Certificates:

Must possess a current EMT-P Paramedic license ~~as a paramedic~~ with the State of California and Basic Life Support (CPR) for the Healthcare Provider at the time of ~~application appointment~~,

Must obtain ~~including~~ Los Angeles County Paramedic accreditation within three (3) months of appointment.

Due to the performance of some field duties which requires the operation of a personal or City vehicle, valid and appropriate California driver's license and acceptable driving record are required.

Disaster Service Worker: In accordance with Government Code Section 3100, City of El Segundo employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity, Equity, and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.

Firefighters' Association (FFA)
November 28, 2015
Revision Date: May 7, 2024

Skills Test **weighted pass/fail**

Candidates must achieve a passing score of 70% or higher on the Skills Test in order to continue in the examination process. This component is weighted pass/fail.

Structured Technical Interview **weighted 100%**

Candidates must achieve a passing score of 70% or higher on the Structured Technical Interview. This component is weighted 100%.

Overall Score and Eligibility List: Combining scores from all portions of the examination, a candidate must achieve a final overall raw score of 70% or higher in order to receive a final weighted score and be placed on to the final eligibility list.

Approved April 21, 2020
Revised May 7, 2024

City Council Agenda Statement

Meeting Date: May 7, 2024
Agenda Heading: Committees, Commissions and Boards Presentations
Item Number: E.19

TITLE:

Arts and Culture Advisory Committee and Cultural Development Fund Fiscal Year 2024–25 Initiatives

RECOMMENDATION:

1. Provide direction on recommendations for the Cultural Development Fund initiatives for Fiscal Year 2024-25.

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

FISCAL IMPACT:

The anticipated fund balance for Fiscal Year 2024-25 is $465,296. The ACC's recommended initiatives for Fiscal Year 2024-25 total $314,000. Formal budget appropriations will be brought back to City Council during the FY 2024-25 budget adoption in June 2024.

BACKGROUND:

On November 19, 2019, the City Council approved Ordinance 1594, establishing a Public Art or In-Lieu Fee Requirement and a Cultural Development Program Fund. The requirement applies to certain commercial and industrial developments with a project cost at $2,000,000 and above. Developers have the option of commissioning public artwork on-site equal to 1% of the project cost or paying 1% to the City's Cultural Development Fund in-lieu of commissioning artwork.

The El Segundo Cultural Development Program helps provide residential and business community members with public spaces, structures, and experiences that enhance the character of the City through the inclusion of art. Artistic and cultural services provided by the program create additional public access to the arts, help drive tourism and revenue to local businesses, contribute towards realizing cultural equity and inclusion, create opportunities for artists and art organizations in the community, and help grow the creative economy.

DISCUSSION:

SUMMARY OF THE CULTURAL DEVELOPMENT PROGRAM'S ON-SITE PUBLIC ART

For Fiscal Year 2023-24, two developers chose to commission art on-site for their respective campuses. The combined valuation of the two artworks totals $145,169. The on-site projects that are still in development are as follows:

Embassy Suites LAX: *Butterfly Mosaic Installation, mural and series of paintings*, $125,169
Hilton Garden Inn: *Untitled Sculpture*, $20,000

The valuation of each artwork was determined by a qualified art consulting firm not involved with the developments.

SUMMARY OF APPROVED ART INITIATIVES FOR FISCAL YEAR 2023-2024

On May 2, 2023, the City Council approved the following Cultural Development Fund allocations for Fiscal Year 2023-24: Literary Arts Fund ($10,000), Operating Fund ($10,000), Visual Arts in Community Program ($25,000), Arts and Culture Community Engagement Fund ($25,000), Festival of Holidays ($25,000), El Segundo Art Walk ($71,000), Cultural Arts Coordinator ($115,000). The total budget request was $316,000.

The Arts and Culture Advisory Committee (ACC) and City staff successfully implemented several of the City Council approved Art Initiatives over the course of this past year. Due to the vacancy of the Cultural Arts Coordinator position from July 2023 – March 2024, the full list of approved initiatives was unable to be fully implemented. A detailed summary of FY 2023–24 initiatives can be found in the Recap of Fiscal Year 2023-2024 Allocated Projects. (Attachment A)

PROPOSED RENEWAL AND NEW INITIATIVES FOR FISCAL YEAR 2024-25

With the success of the past year's initiatives, the ACC is presenting the following initiatives for City Council's review and direction for the Fiscal Year 2024-2025. These seven (7) initiatives are detailed below. With the direction of City Council, the ACC's will bring back to the City Council these recommendations and corresponding budgets for Fiscal Year 2024-25 at a later date. The Recreation, Parks and Library Division's Cultural Arts Coordinator will continue to oversee the execution of the recommended projects during the upcoming year if they are approved.

RENEWAL OF APPROVED 2023–24 INITIATIVES FOR FISCAL YEAR 2024-25:

1**.** Operating Fund: Requesting $10,000 to be transferred into this already established subaccount within the Cultural Development Fund.

Types of Art Services needed:

- Collections management such as documentation, record keeping, maintenance and conservation/restoration
- Physical supplies supporting approved art and cultural programs (art supplies, framing, matting, exhibition preparation supplies, paints, etc.)
- Marketing/promotion of art and cultural programs (printing expenses, advertisement, etc.)

Outcomes benefiting El Segundo:

- Establish collections management policy and practices
- Develop a digital archive of art collections and cultural programs (database, archiving digital assets, etc.)

2. Festival of Holidays: Requesting $25,000. A one-day community event activating El Segundo's City Hall Plaza that celebrates winter cultural holidays through food, music, crafts, performances and hands-on workshops.

3. Arts and Culture Community Engagement Fund: Requesting $30,000. An initiative to implement short-term, smaller-scaled art and cultural experiences with community engagement and participation. (The programs will be overseen by the Cultural Arts Coordinator; experiences are to be vetted by City staff and ACC, approved by the City Manager and the Recreation, Parks and Library Director)

Types of Art and Cultural Experiences:

- Performing arts including Songwriters in the Round, Summer Concerts, AAPI performers and Native American performers
- Social and Cultural celebrations, including the LGBTQIA+ Pride Celebration, Juneteenth Celebration, and Hometown Fair
- Arts education including Cultural Excursions for the senior community, artist talks and presentations
- Other programs and activities as opportunities arise

Outcomes benefiting El Segundo:

- Educate and enrich the lives of the city's residents and visitors
- Encourage community participation and engagement (people of all ages)

- Activate City-owned locations (e.g., City Hall Plaza, Library Park), City-approved activities at the Thursday Farmers Market, and private businesses such as Old Town Music Hall, Main and Richmond Streets eateries, etc.
- Foster diversity, equity, and inclusion

4. Over the last few years, the ACC has recommended funding to support the El Segundo Art Walk (ESAW). The ESAW would like to continue the strong collaboration/partnership with the City staff and ACC. For ESAW 2024, the ACC recommends the following proposal from El Segundo Art Walk. The total request is $56,000.

4a. El Segundo Art Walk: Requesting $44,000

- Operating budget to produce and implement programming for the one-and-a-half-day event, this includes a Friday evening opening event and a full day event on Saturday, August 24, 2024.
- Duration of Saturday Art Walk: either 3:00 PM to 9:00 PM or 12:00 PM to 9:00 PM (depending on business)

4b. El Segundo Art Walk: Requesting $12,000

- Augmented Reality expansion for the El Segundo Art Map, which launched in 2023. This includes adding AR features to two (2) additional existing public artworks in the city.

5. Literary Arts Fund: Requesting $13,000

- The Literary Arts Fund is used to implement the City's Poet Laureate initiative. The Poet Laureate acts as a visible advocate for poetry, language and the arts while actively inspiring and promoting civic pride.
- A new Poet Laureate will be appointed in September 2024. The new Poet Laureate will create an outline of public programs to implement during their two (2) year term ending August 2026.

6. Cultural Arts Coordinator: Requesting $110,000

NEW INITIATIVES FOR 2024-25:

7. Arts & Culture Master Plan: Requesting $30,000

City staff and the ACC recommend making a modest investment in planning for the Cultural Arts Program. Through the development of a Master Plan, the City will be able to deliver a more defined vision for the program and provide greater impact through arts and cultural services. The purpose of this plan is to:

- Identify the Program's priorities and achievable long-term goals
- Provide a framework to develop programming
- Enhance the public art process
- Building a quality public art collection
- Foster more community engagement
- Improve collaboration with developers
- Promote growth through the creative economy in El Segundo

ACC'S FY 2024–25 CONTRIBUTIONS TO CAPITAL IMPROVEMENT PROJECTS

8. Downtown Beautification Project: Light Art Installation - $40,000

CITY STRATEGIC PLAN COMPLIANCE:

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

Objective 1B: El Segundo's engagement with the community ensures excellence.

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5A: El Segundo promotes economic growth and vitality for businesses and the community.

PREPARED BY:
Randy Niessen, Cultural Arts Coordinator
REVIEWED BY:
Aly Mancini, Recreation, Parks and Library Director
APPROVED BY:
Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. ACC Presentation FY 2024-25
2. Attachment A - Recap FY2023-2024 - AllocatedProjects
3. ESAW 2023 Recap
4. ESAW 2024 Projected Expenses
5. ESAW 2024 Projected Revenue
6. ACC Budget

Arts & Culture Advisory Committee

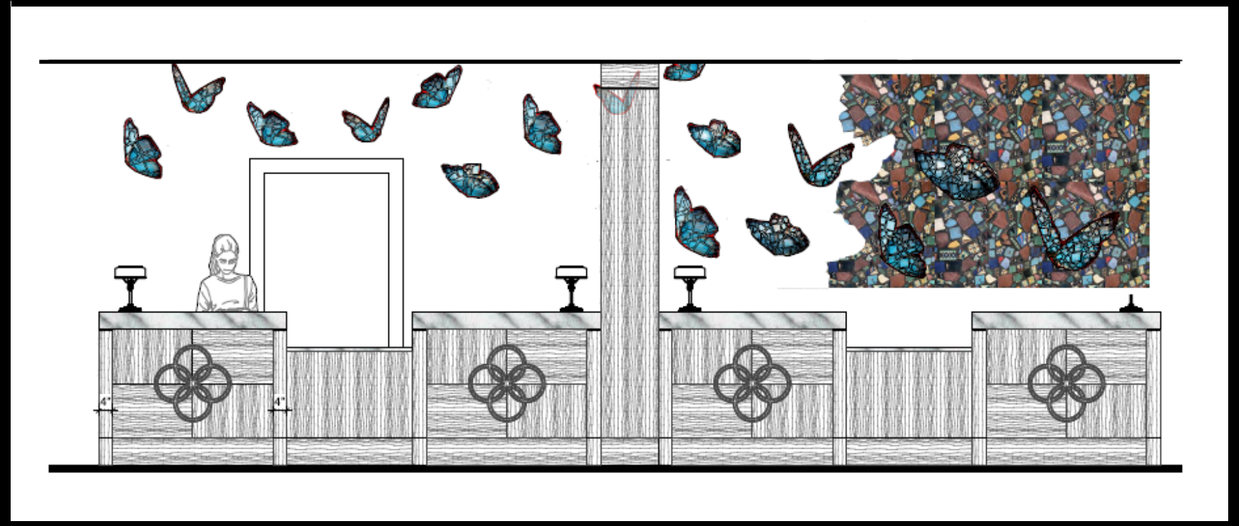
FY 2023-2024 Updates

and

Budget Proposal for FY 2024-2025

Public Art On-Site 2023-2024

Supporting the City's Strategic Plan Goals 1, 4 and 5



In Development:

Embassy Suites LAX
Hilton Garden Inn

Total Valuation of Public Art On-Site FY 2023-2024: $145,169

Cultural Development Fund

FY 2023-2024 Revenue

Joy Around the World Vendor Fees:	$320.00
Developer In-Lieu Fee Payments:	$75,000.00
	$92,000.00
TOTAL:	$167,320.00

FY 2023-2024 Initiative Updates

Literary Arts
FY 2023-24 Spend: $1,644

- Community poets contributed poems to our first poetry anthology titled “Wordmongers” as a culmination of their work through Poet Laureate Hope Anita Smith’s poetry workshops.
- Hosted a series of public programs including Poets in Conversation with Jacqueline Woodson and Hope Anita Smith on Oct 11, 2023, weekly Poetry Workshops, and a Poetry and Bookmaking Workshop with Hope Anita Smith and Natalie Strong for National Poetry Month 2024

Community Engagement Fund
FY 2023-24 Spend: $8,731

- Support provided to cover the cost of performers for Black in Mayberry’s First Annual Juneteenth Festival held in Rec Park
- Presented a jazz performance by Itty Bitty Big Band on August 26, 2023 in El Segundo Park
- Halloween Frolic featured an artist lead craft activity for children
- A Cultural Excursion for Adults 55 or Older to both The Getty Center and The Broad

FY 2023-2024 Initiative Updates

Festival of Holidays
FY 2023-24 Spend: $19,152

- A celebration of the holidays that included the annual Christmas Tree Lighting with other winter holidays, including Diwali, Hanukkah, Kwanzaa, Nocehbuena, and Omisoka on Main Street
- Engaged 2000+ community members through diverse cultural entertainment and food.
- The celebration hosted 22 craft vendors, performances by Leela Dance Collective, El Segundo Co-op Nursery School, Shiho Tendou, Kelly Irish Dance, Carol Wells Tappers and Sabor De Mexico, a Polar Express Ride and the Mattel Santa Meet-and-Greet

Visual Artists in Community
FY 2023-24 Spend: $4,367

- Artist Lindsay Carron installed her mural “The Garden of El Segundo” in the Library. It is accompanied by a draft of the “Field Guide to El Segundo Native Species” featuring original sketches, facts and activities based on native species to El Segundo to be published next FY.
- Artist Soo Kim met with members of the community in a round-table discussion to inform her creative vision for her “I Remember.../I Wish” banner series, installed on Grand Avenue during the 2023 Art Walk

FY 2023-2024 Initiative Updates

El Segundo Art Walk 2023
FY 2023-24 Spend: $71,000

- The Art Walk took place on August 26, 2023 with a kickoff concert happening the Friday evening prior
- The 2023 Art Walk welcomed 8,500 visitors and engaged 39 businesses, over 85 artists and 12 musical acts to participate in the event
- The City of El Segundo and The El Segundo Art Walk, in collaboration with Snap Inc. launched the interactive El Segundo Art Map. The map highlights current public art in the city and features 4 new augmented reality installations, including an ESAR Map, City Hall Plaza AR Installation, “The Fox” mural at Sweet Spot Media, and “Moving Forward” mural at Labib Funk
- To date, the audience impressions for the El Segundo Art Map includes 167,911 views, 473 shares, and 162,167 plays

FY 2024-2025 Initiative Recommendations

Supporting the City’s Strategic Plan Goals 1, 2, 3, 4 and 5

Fiscal Impact for 2024-2025

- The Arts and Culture Advisory Committee’s recommendations for FY 2024-2025 total $314,000
- Expected fund balance for FY 2024-2025 is $465,296

ACC Proposed Initiatives for 2024-2025

Supporting the City's Strategic Plan Goals 1, 3, 4 and 5

Renewal of Approved 2023-2024 Initiatives for FY 2023-2024

1. Operating Fund
2. Festival of Holidays 2024
3. Arts and Culture Community Engagement Fund
4. El Segundo Art Walk
5. Literary Arts Fund

Staff Salary Allocation

6. Cultural Arts Coordinator

New Initiative for FY 2024-2025

7. Arts & Culture Master Plan

ACC Contributions to Capital Improvement Projects for 2024-2025

Downtown Beautification Project: $40,000

- Light Art Installation - north end of Main Street

Anticipated Developer Projects for 2024-2025

Art On-Site or In-Lieu Payments

1. 141 Eucalystus Drive - CDP Valuation: $44,933
2. Hyundai Motor America, 2221 Park Place - CDP Valuation: $29,680
3. LA Times, 2304 E Imperial Ave - CDP Valuation: $110,000

Operating Account Fund 2024-2025

Recommended by City's CFO

Estimated Cost: $10,000 to be transferred into already established subaccount within Cultural Development Fund, as recommended by City's CFO

Timeframe: July 2024 - June 2025

Types of Art Services Needed:

- Physical supplies supporting approved arts and culture programs (art supplies, framing, matting, exhibition preparation supplies, etc.
- Collection management such as documentation, record keeping, maintenance and conservation/restoration
- Marketing/promotion of arts and culture programs (printing expenses, purchased advertising, etc.)

Benefits to El Segundo:

- Implement approved arts and culture programs with appropriate supplies
- Establish collections management policy and practices
- Develop a digital archive of art collection and cultural programs (database, archiving digital assets, strengthening the promotion of events through purchased ads in local newspapers, magazines, etc.)

Festival of Holidays 2024

Supporting the City’s Strategic Plan Goals 1 and 5

Estimated Cost: $25,000

Timeframe: December 2024

A one-day community event activating El Segundo’s City Hall Plaza that celebrates winter cultural holidays through food, music, crafts, performances and hands-on workshops

- **Holidays:** Five curated winter holidays to feature at the event, including Hanukkah, Kwanzaa, Diwali, Nochebuena, and Omisoka, providing an accessible experience of diverse cultures fostering diversity, equity and inclusion.
- **Layout:** Presented in the City Hall Plaza and on Main Street, this event will include food and craft booths, lighting and a stage.
- **Food and Drink:** The event will feature a variety of vendors offering crafts, food and drinks representative of the highlighted cultures.
- **Music and Dance:** A program of professional and local performaning groups will be featured

Arts & Culture Community Engagement Fund

Supporting the City's Strategic Plan Goals 1 and 5

A fund to implement short-term art and cultural experiences that focus on community engagement and participation. The programs will be vetted by City staff and approved by Recreation, Parks and Library Director and City Manager.

Estimated Cost: $30,000

Types of Art and Cultural Experiences:

- Performing arts including Songwriters in the Round, Summer Concerts, AAPI performers and Native American performers
- Social and Cultural celebrations including LGBTQIA+ Pride Celebration, Juneteenth Celebration, Hometown Fair
- Arts education including Cultural Excursions for senior community, artist talks and presentations

Benefits to El Segundo:

- Encourage community particiaption and engagement for people of all ages
- Promote collaboration and partnerships with existing El Segundo cultural groups
- Activate City-owned locations such as City Hall Plaza and Library
- Provide accessibility to the arts and cultural experiences, promote arts education, promote diversity, equity and inclusion through arts and culture

Art Walk 2024

Mission: To improve the local community, inspire culture and creat economic opportunities for artists, galleries and businesses in El Segundo

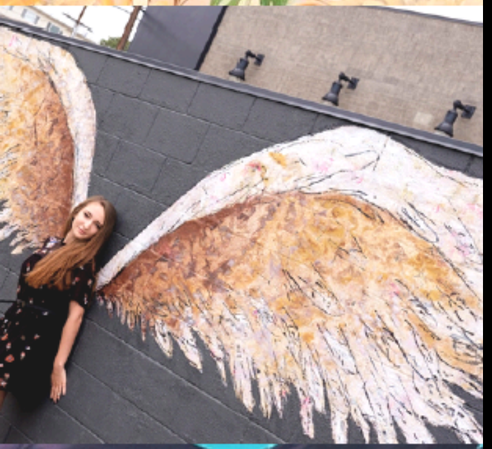
El Segundo Art Walk 2024: Funding Request $44,000

- Operating budget to produce and implement programming for the event which will kick off the evening of Friday, August 23 and run the full day of Saturday, August 24, 2024

El Segundo Art Map: Funding Request $12,000

- Expand the on the Augmented Reality installations offered on the Art Map which launched in 2023. The funding will support 2 additional existing public artworks to incorporate an AR feature.

Total Funding Request: $56,000



Cultural Arts Coordinator

Supporting the City's Strategic Plan Goals 1, 4 and 5

Budgeted $110,000 (75% funding for FT position)

- Manages the Cultural Development Program
- Designated liaison to Arts & Culture Committee
- Facilitates the 1% for Arts Program with developers (art on-site and in-lieu fee payment options)
- Drafts and issues Calls to Artists, RFPs/RFQs for projects and opportunities issued through the Cultural Development Program
- Plans and implements programs and projects
- Establishes standards for collections management and oversees maintenance of visual art collection
- Applies for grants and other funding opportunities as appropriate
- Engages the community through arts and culture experiences

Literary Arts Fund

Supporting the City's Strategic Plan Goal 1

The Literary Arts Fund is used to implement the City's Poet Laureate initiative. The Poet Laureate acts as a visible advocate for poetry, language and the arts while actively inspiring and promoting civic pride. Related public programs will be established by the new Poet Laureate who will be appointed September, 2024.

Estimated Cost: $13,000

Timeframe: September 2024 - August 2026

Engage the Community:

- Explore the city of El Segundo and get to know community members
- Read original poetry at city-wide public events
- Lead writing workshops for community members

Inspire the Community:

- Work with City staff and ACC to prepare media communications that encourage interest and excitement around poetry, literacy, literary events and related subjects

Celebrate the City:

- Write at least one commemorative poem about El Segundo
- Partner with the Library and History Committee to tell our story

Arts & Culture Master Plan

Supporting the City's Strategic Plan Goals 1, 3, 4 and 5

The Arts & Culture Master Plan will provide a vision and strategy to achieve long-term priorities and goals for the Program. Informed by research, expertise, and community engagement, this essential plan will guide the City's decision-making and approach to providing arts and culture services.

Estimated Cost: $30,000

Timeframe: July 2024 - June 2025

Approach:

- Create a plan that is relevant and responsive to the needs of El Segundo and scaled to the resources available to the Cultural Development Program
- Gather information and understanding through extensive community engagement with artists, residents and businesses
- Form a Working Group with key stakeholders including ACC representatives, cross-department City staff, Council members and other subject matter experts.
- Aligned with the City of El Segundo Strategic Plan and responsive to the Cultural Development Program Ordinance, Administrative Guidelines, and the City of El Segundo Creative Economy Report
- Analyze current practices and trends within the sector of arts and culture and adopt a model of best practice

Outcome:

- Provide clarity on the role and purpose of the Cultural Development Program and create more structure the administration of the Program
- Create a framework for the City to develop impactful arts & culture programming, enhance our public art process for both developer and City-managed commissions, build a quality public art collection, foster more community engagement and collaborative relationships with developers, identify a strategy towards greater financial stability, and promote growth in the creative economy.

ARTS AND CULTURE ADVISORY COMMITTEE REPORT
ATTACHMENT A - RECAP OF FISCAL YEAR 2023-2024 ALLOCATED PROJECTS:

- Poet Laureate: FY 2023-2024 Spend $5,344
    - Award winning poet Hope Anita Smith completes her contract as the inaugural El Segundo Poet Laureate (total contract value of $11,700)
    - Community poets contributed poems to our first poetry anthology titled "Wordmongers" as a culmination of their work through Poet Laureate Hope Anita Smith's poetry workshops.
    - Hosted a series of public programs including Poets in Conversation with Jacqueline Woodson and Hope Anita Smith on Oct 11, 2023, weekly Poetry Workshops, and a Poetry and Bookmaking Workshop with Hope Anita Smith and Natalie Strong for National Poetry Month 2024

- El Segundo Community Engagement Fund: FY 2023-2024 Spend $8,731
    - Support provided to cover the cost of performers for Black in Mayberry's First Annual Juneteenth Festival held in Rec Park
    - Presented a jazz performance by Itty Bitty Big Band on August 26, 2023 in El Segundo Park
    - Halloween Frolic featured an artist lead craft activity for children
    - A Cultural Excursion for Adults 55 or Older to both The Getty Center and The Broad

- El Segundo Visual Artists in Community Program: FY 2023-2024 Spend $4,367
    - Supported outstanding projects from FY 2022-2023

- Festival of Holidays: FY 2023-2024 Spend $19,152
    - A celebration of the holidays that included the annual Christmas Tree Lighting with other winter holidays, including Diwali, Hanukkah, Kwanzaa, Nocehbuena, and Omisoka on Main Street
    - Engaged 2000+ community members through diverse cultural entertainment and food.
    - The celebration hosted 22 craft vendors, performances by Leela Dance Collective, El Segundo Co-op Nursery School, Shiho Tendou, Kelly Irish Dance, Carol Wells Tappers and Sabor De Mexico, a Polar Express Ride and the Mattel Santa Meet-and-Greet

- El Segundo Art Walk 2023: FY 2023-2024 Spend $71,000
    - The Art Walk took place on August 26, 2023 with a kickoff concert happening the Friday evening prior
    - The 2023 Art Walk welcomed 8,500 visitors and engaged 39 businesses, over 85 artists and 12 musical acts to participate in the event
    - The City of El Segundo and The El Segundo Art Walk, in collaboration with Snap Inc. launched the interactive El Segundo Art Map. The map highlights current

public art in the city and features 4 new augmented reality installations, including an ESAR Map, City Hall Plaza AR Installation, “The Fox” mural at Sweet Spot Media, and “Moving Forward” mural at Labib Funk
- To date, the audience impressions for the El Segundo Art Map includes 167,911 views, 473 shares, and 162,167 plays

Unused FY 2023-2024 initiative funding remains in the Cultural Development Program Fund. City staff recommends maintaining a 20% fund balance reserve.

Proposal
brought to you by

el segundo
art walk

Reality Experience Design

City of El Segundo

Augmented Reality (AR) Public Arts Initiative

For Optimal Presentation,
Click Link Below

Online Presentation

Click Here

VIDEO RECAP | ESAW 2023

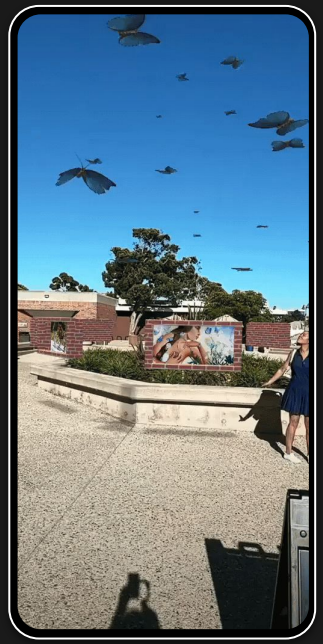
The City of El Segundo and The El Segundo Art Walk, in collaboration with Snap Inc. launched an ambitious new interactive initiative: El Segundo Art Map.

The program brought together artists and local AR design company Reality Experience Design to highlight the current public art in El Segundo.

The El Segundo Art Map debuted 4 new augmented reality (AR) installations:

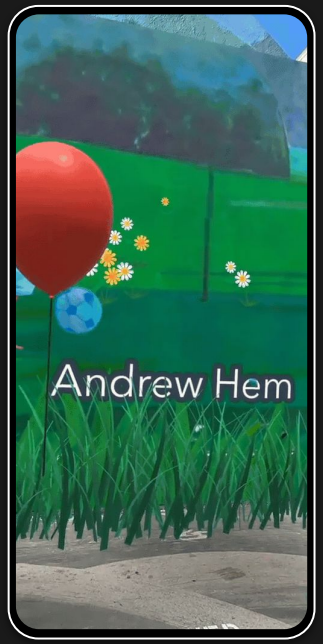
- ESAR Map
- City Hall Plaza AR Installation
- ‘The Fox’ Mural at Sweet Spot Media
- ‘Moving Forward' Mural at Labib Funk

El Segundo Art Walk | Examples of murals and interactive map

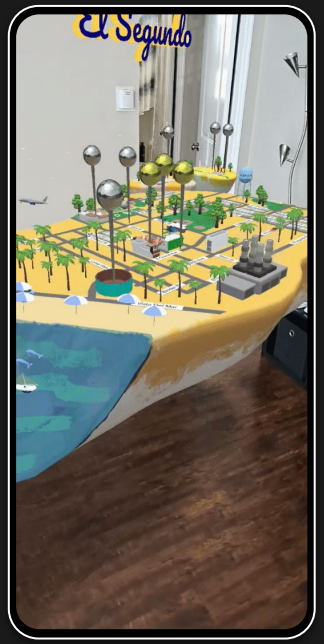


“Butterfly Lands”

“The Fox” mural



“Moving Forward” mural



ESAR Map

RESULTS | 2023 INTERACTIONS

Views: 167,911

Shares: 473

Plays: 162,167

Featured Panels: 10+

GOALS | El Segundo Art Map

- Bring El Segundo's public art to one discoverable place
- Increase public awareness and foster interaction of the current public art pieces

EL SEGUNDO AR | 2024 & BEYOND

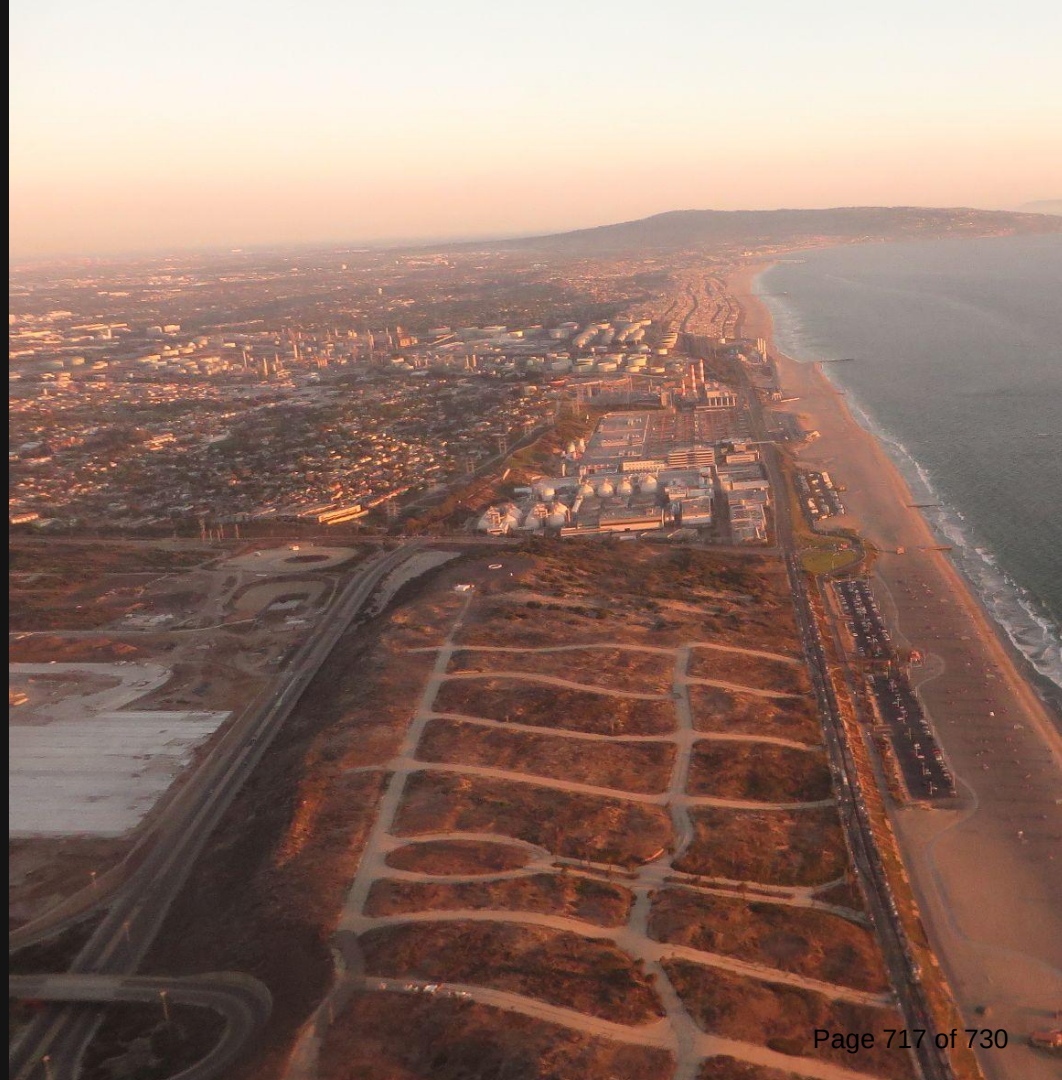
Next Steps

1. Launch ES Art Map for web use
   - Snap Development

2. Add additional AR pieces
   - To be determined by ACC

3. Amplify overall usage
   - New city signage
   - Joint Press Release
   - Launch at 2024 ESAW

4. Feature AR Projects
   - L'Oreal
   - LA Rams
   - Beyond Meat



Schedule | Requirements and Timeline

Requirements

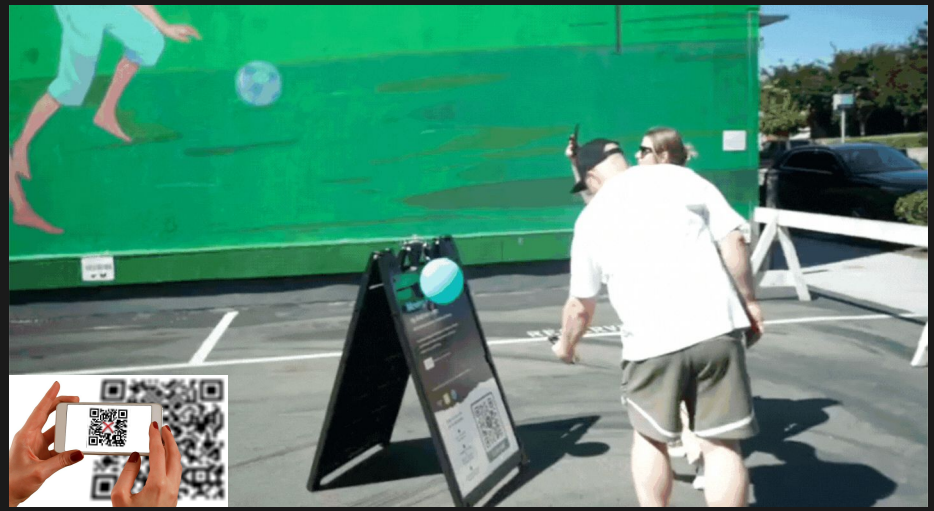
- 3D modeling / texturing asset
- Coding & Scripting
- 2D Modeling Asset Creation & Animation
- Maintenance & Iteration x (3)
- Audio Engineering
- User Experience Testing
- Mural Lens Creations with tech requirements (3)

Timeline

Augmented Reality (AR) | What is it?

What is Augmented Reality (AR) in Public Arts, and how do you use it?

An interactive experience that uses computer-generated visual elements, sounds, and other sensory stimuli to enhance the real world. All through just the use of the camera of any mobile phone device.

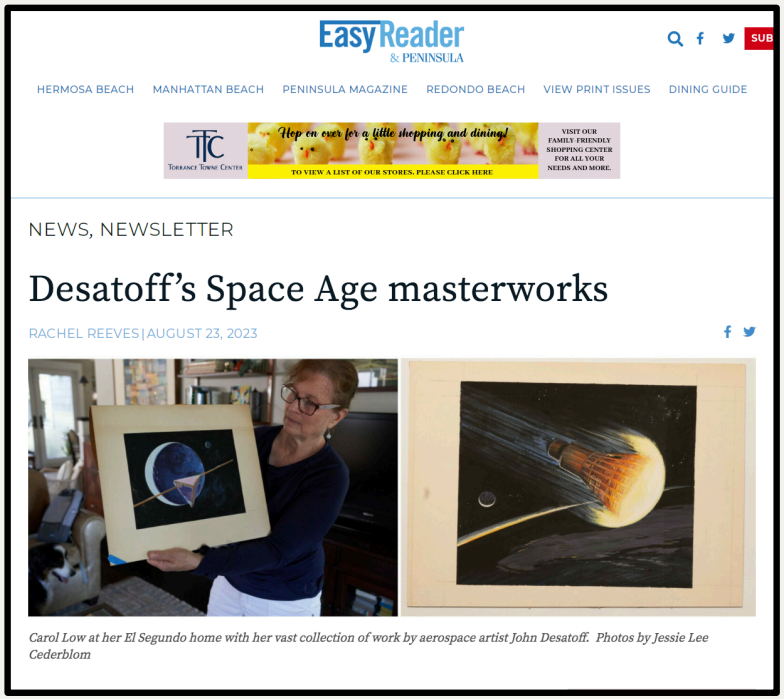


Step 1: Scan QR Code **Step 2:** Point camera towards Mural

EASY READER ARTICLES

FEATURED ARTICLES

70,000+ CIRCULATION



Easy Reader & Peninsula

HERMOSA BEACH MANHATTAN BEACH PENINSULA MAGAZINE REDONDO BEACH VIEW PRINT ISSUES DINING GUIDE

Hop on over for a little shopping and dining!
TO VIEW A LIST OF OUR STORES, PLEASE CLICK HERE
VISIT OUR FAMILY-FRIENDLY SHOPPING CENTER FOR ALL YOUR NEEDS AND MORE.

NEWS, NEWSLETTER

Desatoff's Space Age masterworks

RACHEL REEVES | AUGUST 23, 2023

Carol Low at her El Segundo home with her vast collection of work by aerospace artist John Desatoff. Photos by Jessie Lee Cederblom

Easy Reader & Peninsula

HERMOSA BEACH MANHATTAN BEACH PENINSULA MAGAZINE REDONDO BEACH VIEW PRINT ISSUES DINING GUIDE

NEWS, NEWSLETTER

A visionary at play: How Augmented Reality designer Christian Enriquez, in partnership with Snap and ESAW, is reimagining public art

MARK MCDERMOTT | AUGUST 24, 2023

El Segundo Art Walk creative director George Renfro, AR designer Christian Enriquez, and ESAU event producer John McCullough with "The Fox," from Bunnie Reiss's mural. Photo by Jessie Lee Cederblom, augmented by Reality Experience Design

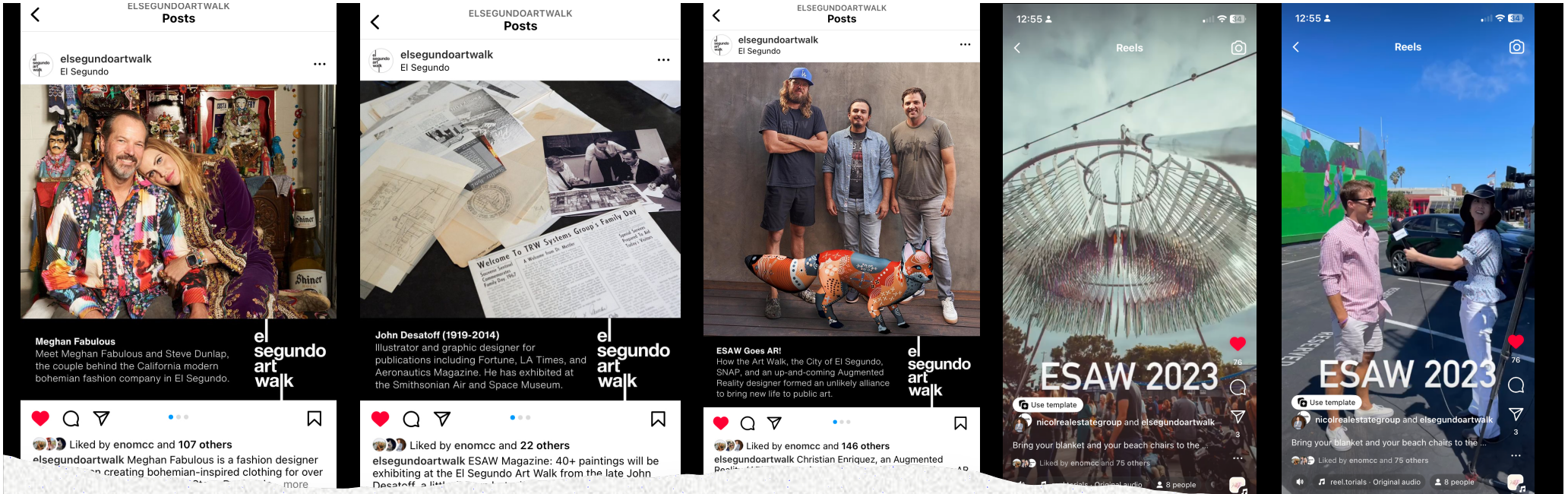
Easy Reader & PENINSULA

PALOS VERDES

HERMOSA BEACH

REDONDO BEACH

MANHATTAN BEACH



INSTAGRAM IMPRESSIONS

77,000+

FACEBOOK AD IMPRESSIONS

294,000+

El Segundo Email Campaign

10,400 Sent + 48% Open Rate 4500 Clicks

Proposed Budget: El Segundo Art Walk

			2024Aug
Production / Event	*August totals:*	*Vendor*	$32,550
	Tent + Event Rentals	Signiture Events	$22,000
	Stage Platform Parking Lot	Signiture Events	INC
	Fencing	Signiture Events	INC
	Bathroom Rental (Friday + Saturday)	Diamond Envionmental	$2,000
	Sound + Engineer	Bell Events	$7,800
	Trash Dumpster		$750
Entertainment	*August totals:*		$4,950
	Live Music	(10) bands:	
	Headliner - Saturday		$800
	Support - Saturday		$300
	Headliner - Satrurday		$1,200
	Support FS + Main - Saturday		$600
	Support FS - Friday		$550
	Support Main - Saturday		$350
	Support FS - Saturday		$450
	Support FS - Saturday		-
	Support Saturday		$400
	Support Band		$300
Art Install	*August totals:*		$18,700
	Augmented Reality Install		
	AR Deposit	Due 5/15	$6,000
	AR Deposit #2	Due 7/15	$6,000
	AR Payment #3	Due 8/24	$6,000
	Live Art (Friday)		$300
	Live Art (Saturday)		$400
Staffing	*August totals:*		$5,490
	Production Assistant (Saturday)		$1,100
	Production Assistant		$400
	Event Security (Saturday)	First Team Security	$2,240
	Event Photographer (Saturday)		$550
	Transportation (Swoop)		NOT INC
	Cleaning Crew (Saturday)		$1,200
Marketing	*August totals:*		$5,782
	Paid Media Marketing		$1,000
	Banner Advertisement	City of El Segundo	$182
	Social Media + META Advertising		$2,000
	ESAW Magazine	Writer / Advertising / Online Magazine	$2,100
	Digialt Design / Flyer Artwork / Content	Boundary Digital	INC
	Additional Photographer		$500
Printing	*August totals:*		$2,411
	ESAW Poster Print		$232

Proposed Budget: El Segundo Art Walk

			2024Aug
	Flyer Print		$51
	LA Sign Factory		$882
	Fed Ex		$15
	Signage (Murals)		$681
Permits / Insurance	***August totals:***		$2,795
	ABC License (5 permits)	City of Los Angeles	$460
	City Special Event Parks And Rec	City of El Segundo	$321
	City Special Event Permit Sound	City of El Segundo	$210
	City Fire Department	ESFD	$260
	City Business Fee		$33
	Event Insurance	Krouse Insurance	$1,486
	Wire Fee	Chase Bank	$25
Production Materials + Meals	***Monthly totals:***		$588
	Wristbands	Wristband Supply	$258
	FEDEX		$14
	Supplies	Boxes	$206
	Supplies	Supplies	$110
Production Management			-
	El Segundo Art Walk Planning + Development	ESAW LLC	NOT INC
Web Development			-
	ESAW Web Development	Boundary Digital	NOT INC
Cost of Goods			-
	Food & Beverage & Bar Supplies		NOT INC
	Staffing + Labor		NOT INC
			-
TOTAL CITY COST			$73,265
Costs of Goods			$6,500
	Food + Beverage + Cups + Supplies		
Staffing			$5,491
	Additional Bar Staffing + Catering		
Business Servies			$1,400
	Annual Filings + Permits		
TOTAL NON CITY COSTS			$13,391
TOTAL 2024 COST			$86,656

Proposed Budget: El Segundo Art Walk

2024Aug

Income: Projections

Sponsorships	***Event totals:***	$10,900
	Other Event Sponsorships	$4,900
	Embassay Suites AR	$6,000
Food + Beverage	***Event totals:***	$30,750
	Friday Night Concert	$0
	ESAW Saturday Event	$29,000
	ESAW Event Entry Fees	$1,750
City Sponsorship	***Event totals:***	$56,000
	Art Project	$12,000
	Event Sponsorship	$44,000
TOTAL REVENUE	***Event totals:***	$97,650

ACC-Operational Expenses and Revenue Generated for Fiscal Year 19/20

FUND STARTING BALANCE				$	-
TOTAL REVENUE					
IN-LIEU FEE					
Payments into Fund	Boeing	$	25,850.00		
	Raytheon	$	61,000.00		
	Kite Pharma	$	400,000.00		
	TechStyle	$	42,205.50		
TOTAL REVENUE		$	529,055.50		
CURRENT ENDING FUND BALANCE				**$**	**529,055.50**

ACC- Operational Expenses and Revenue Generated for Fiscal Year 20/21

FUND STARTING BALANCE					**$ 529,055.50**
TOTAL EXPENSES				Budget	Actual
Personnel Expenses					$ 8,361.44
	Personnel		Salaries		$ 6,740.03
			Benefits		$ 1,621.41
Operating Expenses					$ 457.44
	Operations	Operating Supplies			$ 457.44
Contractual Services & Professional Technical					$ -
		Contractual Services		$ 243,425.00	
		Prefessional & Technical		$ 243,425.00	
Capital Improvements					$ 400,000.00
TOTAL EXPENSES				**$ 486,850.00**	**$ 408,818.88**
TOTAL REVENUE					
IN-LIEU FEE					$ -
	Payments into Fund	Cedar Sinai		$ 44,572.00	
		Cedar Sinai		$ 21,797.75	
		Rivian		$ 25,000.00	
TOTAL REVENUE				**$ 91,369.75**	
CURRENT ENDING FUND BALANCE					**$ 211,606.37**

ACC-Operational Expenses and Revenue Generated for Fiscal Year 21/22

FUND STARTING BALANCE				$	211,606.37
TOTAL EXPENSES			Budget		Actual
Personnel Expenses			$ 98,496.00	$	85,458.37
Personnel		Salaries	$ 65,466.00	$	63,030.58
		Benefits	$ 33,030.00	$	22,427.79
Operating Expenses				$	-
Operations					
Contractual Services & Professional Technical			$ 193,000.00	$	57,343.77
Initiatives	Outdoor Dining Enhancement		$ 55,000.00	$	3,600.00
	Festival of Holidays		$ 60,000.00	$	25,743.77
	TedX		$ 50,000.00		
	Poet Laureate		$ 8,000.00	$	8,000.00
	Art Walk		$ 20,000.00	$	20,000.00
TOTAL EXPENSES			**$ 291,496.00**	**$**	**142,802.14**
TOTAL REVENUE					
IN-LIEU FEE					
Payments into Fund	Continental		$ 58,000.00		
	Belkin		$ 37,007.75		
	Nash DC		$ 100,000.00		
	Festival of Holidays		$ 2,068.93		
	Chargers + National Vetrinary Ass		$ 689,519.80		
	202 Nash St.		$ 38,000.00		
	2320 Alaska Ave.		$ 20,602.64		
TOTAL REVENUE			**$ 945,199.12**		
CURRENT ENDING FUND BALANCE				**$**	**1,014,003.35**

ACC-Operational Expenses and Revenue Generated for Fiscal Year 22/23

FUND STARTING BALANCE				$ 1,014,003.35
TOTAL EXPENSES			Budget	Expenses
Personnel Expenses			$ 105,000.00	$ 97,656.40
Personnel		Salaries	$ 71,970.00	$ 67,217.81
		Benefits	$ 33,030.00	$ 30,438.59
Operating Expenses			$ 10,000.00	$ 1,730.10
Operating		Operating Supplies	$ 8,000.00	$ -
		Legal Council	$ 2,000.00	$ 1,730.10
Contractual Services & Professional Technical			$ 211,000.00	$ 162,402.61
Initiatives		Poet Laureate	$ 8,000.00	$ 5,275.00
		Festival of Holidays	$ 40,000.00	$ 48,909.49
		Visual Artists in Community	$ 35,000.00	$ 31,613.00
		Community Engagement Fund	$ 35,000.00	$ 12,682.54
		Second City Talks	$ 35,000.00	
		Art Walk	$ 58,000.00	$ 58,000.00
TOTAL EXPENSES			**$ 326,000.00**	**$ 261,789.11**
TOTAL REVENUE			Estimate	Current
TOTAL REVENUE				
CURRENT ENDING FUND BALANCE				**$ 752,214.24**

ACC-Expenditure Projections for Fiscal Year 23/24

EXPECTED FUND STARTING BALANCE			$	752,214.24
TOTAL EXPENSES			Budget	Expenses
Personnel Expenses			$ 110,000.00	$ 4,866.76
Personnel	**Salaries**		$ 75,000.00	$ 2,123.57
	Benefits		$ 35,000.00	$ 2,743.19
Operating Expenses			$ 10,000.00	$ 474.75
Operating	**Operating Supplies**		$ 10,000.00	$ 474.75
		Dia De Los Muertos Signage		$ 146.18
		Shrine Stand Supplies		$ 328.57
Contractual Services & Professional Technical			$ 156,000.00	$ 104,896.11
Initiatives	**Literary Arts Fund***		$ 10,000.00	$ 1,644.58
		Poetry Reception Supplies		$ 306.27
		Poetry book printing		$ 1,338.31
	Festival of Holidays		$ 25,000.00	$ 19,152.85
		Signage		$ 186.16
		Craft Bazaar Rentals		$ 4,850.57
		Stage Rental		$ 1,695.00
		Sound System		$ 2,400.00
		Porta Potties (2 years worth)		$ 1,975.32
		Crafts, passport, decorations,and others		$ 7,480.80
		Performers (Shiho Tendou & Irene Hernandez)		$ 565.00
	Visual Artists in Community		$ 25,000.00	$ 4,367.00
		Mounting Supplies		$ 308.40
		Art Installation		$ 4,058.60
	Community Engagement Fund		$ 25,000.00	$ 8,731.68
		Jazz Performance		$ 1,800.00
		Halloween Frolic Craft		$ 931.68
		Juneteenth		$ 6,000.00
	Art Walk		$ 41,000.00	$ 41,000.00
	Snap Map		$ 30,000.00	$ 30,000.00
Capital Improvements			$ 40,000.00	
TOTAL EXPENSES			$ 316,000.00	$ 110,237.62

TOTAL REVENUE				
Revenue				
Joy Around the World Craft Vendor Fee				$ 320.00
Cultural Development Fee Payment				$ 75,000.00
				$ 92,000.00
TOTAL REVENUE			$ -	$ 167,320.00
EXPECTED FUND BALANCE			$ 603,534.24	$ 809,296.62

ACC-Expenditure Projections for Fiscal Year 24/25

EXPECTED FUND STARTING BALANCE			$	779,296.62
			^Included estimated staff expenses for remainder of FY 23/24	
TOTAL EXPENSES			FY 24/25 Requested	Finalized Request
Personnel Expenses			$ 110,000.00	
Personnel		Salaries	$ 75,000.00	
		Benefits	$ 35,000.00	
Operating Expenses			$ 10,000.00	
Operating		Operating Supplies	$ 10,000.00	
Contractual Services			$ 124,000.00	
Initiatives		Literary Arts Fund	$ 13,000.00	
		Festival of Holidays	$ 25,000.00	
		Community Engagement Fund	$ 30,000.00	
		Art Walk	$ 44,000.00	
		Art Map Additions	$ 12,000.00	
Capital Improvements			$ 40,000.00	
Professional & Technical			$ 30,000.00	
		Arts & Culture Master Plan	$ 30,000.00	
TOTAL EXPENSES			$ 314,000.00	$ -
EXPECTED REVENUE			Unfunded	Unfunded
Revenue				
TOTAL REVENUE			$ -	$ -
EXPECTED FUND BALANCE			$ 465,296.62	