



AGENDA

EI SEGUNDO RECREATION & PARKS COMMISSION

AQUATICS SUBCOMMITTEE MEETING

August 21, 2023
10:00 AM
City Council Chambers
City Hall
350 Main Street, El Segundo 90245

The Aquatics Subcommittee, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Any writings or documents given to a majority of Aquatics Subcommittee members 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 Aquatics Subcommittee meetings. Unless otherwise noted in the agenda, the public can only comment on City- related business that is within the jurisdiction of the Aquatics Subcommittee 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. Before speaking to the Aquatics Subcommittee, please state: your name, residence, and organization/group you represent, if desired. Please respect the time limits.

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.

MEETING OF THE EL SEGUNDO AQUATICS SUBCOMMITTEE Monday, August 21, 2023 – 10:00 AM - 11:30 AM

- A. CALL TO ORDER
- B. ROLL CALL
- C. PUBLIC COMMUNICATION - (Related to City Business Only for which the Aquatics Subcommittee is responsible – 5-minute limit per person, 30-minute limit total)
- D. CONSENT CALENDAR - APPROVAL OF MINUTES

E. ORDER OF BUSINESS

1. Standing Plunge Update
2. User Group Success Criteria
3. Aquatic Fee Review
4. Aquatics Manager Job Description
5. Pool Heater Litigation Update

F. MEMBER COMMENTS

Next Meeting: September 18, 2023, 10:00 am.

ADJOURNMENT:

POSTED BY:

Date: 08/16/2023

Time: 10:00 am

By: Brandee Thornton



AQUATICS SUBCOMMITTEE
Meeting Minutes
Monday, July 17, 2023, 10:00 a.m.

A. CALL TO ORDER – The meeting of the Aquatics Subcommittee was called to order by Member Palmer at 10:00 a.m.

B. ROLL CALL

| | |
|-------------------------|---------|
| Chairperson Aly Mancini | Absent |
| Member Lance Giroux | Present |
| Member Kelly Watson | Present |
| Member Lee Davis | Present |
| Member Jeanette Gant | Present |
| Member Joseph Lormans | Present |
| Member Linnea Palmer | Present |

C. PUBLIC COMMUNICATIONS – *(Related to Commission business only and that is within the subject matter under the jurisdiction of the Commission – 5 minutes per person; 30 minutes total. The Brown Act does not all the Commission to act on any item not on the agenda.)*

Clay Evans, Southern California Aquatics (SCAQ) representative, shared the plans for SCAQ after his retirement and offered to answer any questions the City has relating to the future of SCAQ.

D. APPROVAL OF MINIUTES -

Member Palmer motioned to approve the minutes. Seconded by Member Davis.
Motion CARRIED 6-0.

E. ORDER OF BUSINESS

1. Review of the Aquatics Manager job classification and goals

Member Giroux informed that he asked Rebecca Redyk, Human Resources Director, to pause posting the recruitment so the job description can be polished. Member Gant shared that she would prefer to have the Manager hired before filling the Aquatics Supervisor role and that she believes it would be beneficial to have an Aquatics Manager in place during the construction phase of the Plunge renovation. Member Davis and Member Giroux shared that they would prefer to wait until there is a work plan in place for the Aquatics Subcommittee before hiring an Aquatics Manager. The Subcommittee created a goal of hosting one event each month at ESAC that would include the businesses of the City to gain interest and revenue for the aquatics program.

Collectively, the subcommittee agreed that they want the Aquatics Manager to seek out revenue-generating events, focusing on economic development. Member Lormans compared the Aquatics Manager job description to the requests made by Council at the June 6, 2023 meeting and informed that the description, as written does not include revenue generation, commercial application, or execution of a business plan. The subcommittee requested the inclusion of each of the points for the updated job description.

2. Review of Regional Master Swim Clubs

The subcommittee agreed that one of the goals of the work plan should be to analyze the success criteria for all current user groups. The group requested the numbers for resident occupancy in all user groups. It was also requested that staff look into the offering of 501©3 rates at ESAC. Those rates should not be offered to organizations with paid staff. Aquatics fees will be reviewed at the August 21, 2023, meeting.

3. Discuss the Aquatics Subcommittee workplan

The consensus is that the work plan is an evolving list of items that are discussed at each meeting.

F. MEMBER COMMENTS –

Member Giroux requested a timeline update for the Aquatics Manager position, a review of fees, and an audit of the clubs based on the existing success criteria.

Member Watson requested to be more included in the Plunge renovation project.

Member Davis requested the heater situation be addressed before changing any user fees.

Member Gant inquired about sponsorship for the Plunge.

Member Lormans no comments

Member Palmer provided a brief update on the Plunge project.

Chair Mancini – Absent

G. ADJOURNMENT –

Adjourn to the next meeting on August 21, 2023, at 10:00 am.

The meeting adjourned at 11:38 am.

TITLE:

Urho Saari Swim Stadium (“The Plunge”) Project Status Update Regarding the Design, Estimated Construction Costs and Schedule

RECOMMENDATION:

1. Receive and file the Urho Saari Sim Stadium “The Plunge” Update.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Budgeted Amount: \$2,500,000, plus \$2,500,710 (Chevron Contribution - \$500,000, L.A. Chargers Headquarters Agreement - \$2,000,000, \$710 - Interest), for a total of \$5,000,710

Current Balance: \$4,152,672 (\$848,038 has been encumbered for design)

Additional Appropriation: None

Account Number(s): 301-400-8186-8236 (Plunge Rehabilitation 2020) & 702-233-5101-5418 (Trust Fund for Plunge Rehab Reserve)

Approximately \$10.2M is expected to be available for this project in FY 2024-25 as follows:

- \$4,152,672 - Current balance
- \$5,000,000 - City General Fund Budget (\$2,500,000 per year for two years – FY 2023-24 through FY 2024-25)
- \$1,000,000 - L.A. Chargers Headquarters (Ordinance #1631) - \$2,000,000 has been paid to date and is included in the current balance above.

In addition, El Segundo Unified School District will contribute the lesser of \$1,000,000 or 24% of the facilities renovation cost after the project is complete (Agreement # 5586).

Urho Saari Swim Stadium (“The Plunge”) Project

June 20, 2023

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BACKGROUND:

For the conceptual phase in FY 20-21, the City hosted community surveys, a virtual community meeting, and stakeholder meetings with staff and Recreation and Parks Commission members to assist in guiding the conceptual design based on the results of the needs assessment. The Recreation and Parks Commission discussed the needs assessment and conceptual design at its meetings on April 21 and May 19, 2021. On May 19, the Recreation and Parks Commission voted 5-0 to recommend the City Council move forward with the enhanced conceptual design for the Urho Saari Swim Stadium. In June 2021, the conceptual plan was presented to City Council with a consensus to proceed into the design phase of renovating the facility.

On October 18, 2022, the updated design, with a cost estimate of \$11.6M, was presented to City Council with modifications to the June 2021 design as follows:

- Two lifts (elevators) have to be added to meet the American Disability Act (ADA) requirements.
- The restrooms and the entrance lobby on the first floor need to be modified as a result of adding the two lifts.
- The entrance facade of the building needs to be saved due to the historical nature of the facility.
- Fire Alarm System to be added, per Fire Marshall.
- One room needs to be added to accommodate the IT-related components.
- An exit door needs to be added per Fire Marshall.
- The IBI Group is recommending a modified lay-out for the locker rooms/showers/restrooms which would facilitate better circulation.

In the discussion at the October 18, 2022 Council meeting, the City Council directed staff to find elements that could be eliminated from the design to reduce the cost of the project and bring back an updated presentation.

The updated presentation was brought back to the City Council on January 17, 2023, with scope reduced by approximately \$2M by eliminating the following proposed elements:

- The second level community terrace.
- The bleachers near the small pool.
- The redesigned open-concept lobby space.
- HVAC equipment
- Exterior painting of the building

The City Council opted to leave these items in the scope of the project and directed staff

Urho Saari Swim Stadium (“The Plunge”) Project

June 20, 2023

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to promptly proceed with the design.

DISCUSSION:

Since January 2023, several site investigations have been completed to aid in preparing the final design. Investigative work included the following:

- Leak detection of the pool piping
- Ground-penetration radar (GPR) testing of the pool shell
- Roof core
- Storm drain pipe investigation

Additionally, pool mechanical equipment was thoroughly reviewed and selected and the locker room layout was rearranged to provide a private family room. The design of the project is currently 85% complete and is expected to be 100% complete in September 2023. Staff and IBI Group will present the updated design to City Council and provide an updated cost estimate based on the current design. It is anticipated that the bidding for construction of this project will begin in the first quarter of 2024.

Update on Construction Management RFP

In April 2023, City staff released an RFP for the Construction Management Services for the Plunge. On June 6, 2023, the City Clerk’s office received six proposals from construction management firms. City staff, including the City Manager, are reviewing the proposals and will bring a recommendation to the City Council in August for award.

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.

PREPARED BY:

Cheryl Ebert, Senior Civil Engineer

REVIEWED BY:

Elias Sassoon, Public Works Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None

Criteria for Success Aquatics Center Self Assessment

Date Received:

| | |
|--------------------------|--------------------------|
| | |
| Organization Name | Completed By |
| Date | Assessment Period |

| Category-Description | Total Points possible | Self Assigned Points | Comments | Office Use Only |
|---|-----------------------|----------------------|----------|-----------------|
| SELF ASSESSMENT SUBMISSION | | | | |
| 1 Submitted to management by due date | 1 | | | |
| PROFIT/NON-PROFIT STATUS- To qualify as a non-profit user the group must meet all the criteria listed below. The organization must be registered as a not for profit corporation with the State of California, or if not registers with the state must have a constitution, by laws or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature. | | | | |
| 2 Non-Profit Organization | | | | |
| a. If incorporated, submit state incorporation papers and bylaws | 1 | | | |
| If not incorporated submit current constitution and by laws or mission statement | | | | |
| b. Current Financial Statement | 1 | | | |
| c. Current Roster of Officers- One member of the board is an El Segundo Resident-Member at Large is qualifying | 1 | | | |
| d. List of persons authorized to make reservations | 1 | | | |
| e. Annual Meeting dates, Meeting Minutes/Agendas are made available to all members via organizations website | 1 | | | |
| 2A For Profit Organizations | 0 | | | |
| Total for Profit/Non Profit Status | 5 | | | |
| REQUIRED DOCUMENTATION- Organization has provided current insurance information for required liability insurance. | | | | |
| 3 Insurance documentation received | 1 | | | |
| CITIZENSHIP- Organization and its members, coaches, participants and spectators have adhered to a facility procedures and guidelines and remain in good standing. (Select which adequately reflects your standing) | | | | |
| 4 Excellent - No Infractions/Verbal or otherwise | 5 | | | |
| 1 Verbal Notice | 3 | | | |
| More than 1 verbal notice or a written notice | 1 | | | |
| FISCAL RESPONSIBILITY- Organization has made all payments in a timely manner within 14 days of the final adjusted invoice. And has made all cancellations with proper two week notice. (Select which adequately reflects your standing) | | | | |
| 5 All Payments/Cancellations Made on Time | 5 | | | |
| 1 to 2 payments or cancellations late | 3 | | | |
| More than 2 payments or cancellations late | 1 | | | |
| SPACE UTILIZATION- Organization has utilized the lanes in a responsible manner. (Select which adequately reflects your standing) | | | | |
| 6 Excellent- Greater than 3 swimmers/ lane | 5 | | | |
| Average - 2 to 3 swimmers/lane | 3 | | | |
| Minimum Standard less than 2 swimmers/lane | 1 | | | |

ORGANIZATION HAS DOCUMENTED MEASURABLE SUCCESS- The organization is recognized by it's governing body with successes on a team and or program participant level. (Please list recognitions, 1 point given for each)

| | | | | |
|-------------------------------------|---|----------|--|--|
| 7 | 1 | 1 | | |
| | 2 | 1 | | |
| | 3 | 1 | | |
| | 4 | 1 | | |
| | 5 | 1 | | |
| Total for Measurable Success | | 5 | | |

ORGANIZATION HAS MAINTAINED A HIGH CUSTOMER SATISFACTION RATING- The organization will issue satisfaction surveys annually. (Select which adequately reflects your standing)

| | | | | |
|----------|--|---|--|--|
| 8 | Organization has achieved a rating of >95% | 5 | | |
| | 90-94% | 4 | | |
| | 85-89% | 3 | | |
| | 80-84% | 2 | | |
| | 75-79% | 1 | | |

COACHES CERTIFICATION

| | | | | |
|----------|---|---|--|--|
| 9 | Management received list of up to date coaching certifications for all coaching staff | 1 | | |
|----------|---|---|--|--|

QUARTERLY REPORTS SUBMITTED ON TIME- All Quarterly reports are completed and submitted by the deadline.

| | | | | |
|-----------|------------------------------------|---|----------|--|
| 10 | Q1 Report | 1 | | |
| | Q2 Report | 1 | | |
| | Q3 Report | 1 | | |
| | Q4 Report | 1 | | |
| | Total for Quarterly Reports | | 4 | |

ORGANIZATION'S EL SEGUNDO RESIDENT PARTICIPATION- The number of active El Segundo Resident participants with in an organization.(Select which adequately reflects your standing)

| | | | | |
|-----------|--|----|--|--|
| 11 | 75% or greater ES Resident Participation | 10 | | |
| | 60-74% | 8 | | |
| | 40-59% | 6 | | |
| | 20-39% | 4 | | |
| | 10-19% | 2 | | |

BONUS: ORGANIZATION PROVIDES PROGRAMS FOR COMMUNITY BENEFIT- The organization has provided a community benefit. Ie: Collaborative event, free clinic for the community, community based scholarships. Please list event/programs in the space provided below. Examples of Programs would be as follows: Adaptive swim program or water Polo/Splash ball. Senior Splash Ball, Learn to swim collaboration with ESUSD. Examples of events would be: a Swim Clinic for the community, Swim with an olympian for the day, a collaborative water polo tournament or clinic. (This section is out of 0, each event or program is worth a bonus point, maximum 5 points earned)

| | | | | |
|--|---|----------|--|--|
| 12 | 1 | 1 | | |
| | 2 | 1 | | |
| | 3 | 1 | | |
| | 4 | 1 | | |
| | 5 | 1 | | |
| Total for Bonus Programs/Events | | 5 | | |

Total Team Points: 47

I certify that the information is true and correct as of the filing of this report...need some language in here ...

Organization Representative Signature:

Date:

FOR OFFICE USE ONLY:

Date Received:

Received by:

Date Reviewed:

Reviewed by:

Findings:

User Group Resident vs Non- Resident Stats

- Alpha – 67 El Segundo residents/213 members – did not provide Wiseburn residents
- Beach Cities – Did not provide
- Coastal Masters – El Segundo – 7, Wiseburn – 3, Non-Residents – 125
- Tower 26 – Did not provide
- South Bay United – Did not provide
- Trojan – 23 ES did not provide Wiseburn
- SCAQ – “Just over 20%”

| | | |
|--|--|---|
| Youth Aquatics Teams Quarterly Report | | City of El Segundo Aquatics Staff Only (please initial and date when submitted) |
| | | |

| | | | |
|--------------------------------------|--|-----------------------|-----------------|
| Organization's Name: | | | |
| Individual completing report: | | Report Period: | Quarter: |

1. Progress since last Quarterly Report:

Achievements:

Changes/Updates :

2. Current or Upcoming Projects /Events

| Project/Event | Planned Date | Progress/Slippage (with new date and solution) |
|---------------|--------------|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Big Bang Highlight

Example: Something you may want us to share at a future Recreation and Parks Commission or City Council meeting.



| Appendix B | Fee Amount (\$) | Unit |
|---------------------|-----------------|-------------|
| Adult Sports | | |
| Basketball | | |
| Resident | 203.00 | team |
| Non-Resident | 243.00 | team |
| Softball | | |
| Resident | 355.00 | team |
| Non-Resident | 426.00 | team |
| Kickball | | |
| Resident | 304.00 | team |
| Non-Resident | 365.00 | team |
| Soccer | | |
| Resident | 203.00 | team |
| Non-Resident | 345.00 | team |
| Pickleball | | |
| Resident | 350.00 | team |
| Non-Resident | 420.00 | team |
| Youth Sports | | |
| Resident | 51.00 | participant |
| Non-Resident | 75.00 | participant |
| Day Camps | | |
| Sports Camp | | |
| Resident | 51.00 | participant |
| Non-Resident | 68.00 | participant |
| Camp Cowabunga | | |
| Resident | 177.00 | participant |
| Non-Resident | 250.00 | participant |
| Tiny Tots | | |
| Resident | 51.00 | participant |
| Non-Resident | 68.00 | participant |
| Teen Camp | | |
| Resident | 104.00 | participant |
| Non-Resident | 130.00 | participant |
| Spring Break Camp | | |
| Resident | 150.00 | participant |
| Non-Resident | 120.00 | participant |

| Appendix B | Fee Amount (\$) | Unit |
|-------------------------------------|-----------------|-------------|
| Winter Camp Day | | |
| Resident | 100.00 | participant |
| Non-Resident | 125.00 | 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 | 52.00 | participant |
| Non-Resident | 100.00 | participant |
| Teen Center/Afterschool | | |
| GABIT - Spring and Summer | | |
| Resident or Card Holder | 15.00 | per player |
| Non -Resident / Non-Card Holder | 20.00 | per player |
| Snowboard Trip | | |
| Resident | 66.00 | participant |
| Non-Resident | 100.00 | participant |
| Bus only | 30.00 | participant |
| Skate Tournament/Contest | | |
| Resident | 5.00 | participant |
| Non-Resident | 5.00 | participant |
| El Segundo Youth Drama Program | | |
| Production Show - Resident | 250.00 | participant |
| Production Show - Non-Resident | 313.00 | participant |
| Variety Show - Resident | 200.00 | participant |
| Variety Show - Non-Resident | 250.00 | participant |

| Appendix B | Fee Amount (\$) | Unit |
|--------------------------------------|-----------------|------------------------|
| Aquatics Services | | |
| Rec Swim (Hilltop) | | |
| Card Holder | | |
| Resident - Adult | No Fee | participant |
| Resident - Senior/Youth | No Fee | participant |
| Non-Card Holder | | |
| Adult | 6.00 | participant |
| Senior/Youth | 4.00 | participant |
| Camp Participant | 2.00 | participant |
| Non-Resident Season Pass | 110.00 | participant |
| Rec Swim (Aquatics Center) | | |
| Adult - Resident | 4.00 | participant |
| Adult - Non Resident | 6.00 | participant |
| Military - Resident | 2.00 | participant |
| Military - Non-Resident | 4.00 | participant |
| Senior - Resident | 2.00 | participant |
| Senior - Non-Resident | 4.00 | participant |
| Youth - Resident | 2.00 | participant |
| Youth - Non-Resident | 4.00 | participant |
| Special Event Registration | | |
| Resident | 5.00 | participant |
| Non-Resident | 10.00 | participant |
| Group Lessons (All Facilities) | | |
| Resident | 48.00 | participant |
| Non-Resident | 60.00 | participant |
| Private Swim Lessons | | |
| Resident | 80.00 | participant |
| Non-Resident | 125.00 | participant |
| Semi-Private Swim Lessons | | |
| Resident | 70.00 | participant |
| Non-Resident | 87.50 | participant |
| Lifeguard Classes and Certifications | | |
| | 200.00 | participant |
| | No Fee | Staff Re-Certification |
| GIT | | |
| Resident | 51.00 | participant |
| Non-Resident | 65.00 | participant |

| Appendix B | Fee Amount (\$) | Unit |
|---|-----------------|-------------|
| Facility Rentals during Rec Swim | | |
| Resident per hour | 36.00 | participant |
| Non-Resident per hour | 120.00 | participant |
| 30-Day Membership (AC) | | |
| Adult Resident | 40.00 | membership |
| Adult Non-Resident | 60.00 | membership |
| Military Resident | 20.00 | membership |
| Military Non-Resident | 40.00 | membership |
| Senior Resident | 20.00 | membership |
| Senior Non-Resident | 40.00 | membership |
| Family Resident | 80.00 | membership |
| Family Non-Resident | 120.00 | membership |
| Youth Resident | 20.00 | membership |
| Youth Non-Resident | 40.00 | membership |
| 90-Day Membership (AC) | | |
| Adult Resident | 105.00 | membership |
| Adult Non-Resident | 160.00 | membership |
| Military Resident | 55.00 | membership |
| Military Non-Resident | 40.00 | membership |
| Senior Resident | 20.00 | membership |
| Senior Non-Resident | 40.00 | membership |
| Family Resident | 80.00 | membership |
| Family Non-Resident | 120.00 | membership |
| Youth Resident | 20.00 | membership |
| Youth Non-Resident | 40.00 | membership |
| Annual Membership (AC) | | |
| Adult Resident | 400.00 | membership |
| Adult Non-Resident | 600.00 | membership |
| Military Resident | 200.00 | membership |
| Military Non-Resident | 400.00 | membership |
| Senior Resident | 200.00 | membership |
| Senior Non-Resident | 400.00 | membership |
| Family Resident | 800.00 | membership |
| Family Non-Resident | 1,200.00 | membership |
| Youth Resident | 200.00 | membership |
| Youth Non-Resident | 400.00 | membership |

| Appendix B | Fee Amount (\$) | Unit |
|--|-----------------|----------------|
| 10 Punch Pass (AC) | | |
| Adult Resident | 35.00 | membership |
| Adult Non-Resident | 52.00 | membership |
| Military Resident | 18.00 | membership |
| Military Non-Resident | 35.00 | membership |
| Senior Resident | 18.00 | membership |
| Senior Non-Resident | 35.00 | membership |
| Youth Resident | 18.00 | membership |
| Youth Non-Resident | 35.00 | membership |
| 20 Punch Pass (AC) | | |
| Adult Resident | 65.00 | membership |
| Adult Non-Resident | 100.00 | membership |
| Military Resident | 33.00 | membership |
| Military Non-Resident | 65.00 | membership |
| Senior Resident | 33.00 | membership |
| Senior Non-Resident | 65.00 | membership |
| Youth Resident | 33.00 | membership |
| Youth Non-Resident | 65.00 | membership |
| 20 Punch Pass (AC) | | |
| Adult Resident | 90.00 | membership |
| Adult Non-Resident | 135.00 | membership |
| Military Resident | 45.00 | membership |
| Military Non-Resident | 90.00 | membership |
| Senior Resident | 45.00 | membership |
| Senior Non-Resident | 90.00 | membership |
| Youth Resident | 45.00 | membership |
| Youth Non-Resident | 90.00 | membership |
| Rental Fees | Various | See Appendix D |
| Recreation Card Registration | | |
| 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 |



| Appendix C | Fee Amount (\$) | Unit |
|---|-----------------|-----------|
| Recreation Park | | |
| 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) | 12.00 | hour |
| El Segundo for Profit (25+ people) | 24.00 | hour |
| Non-Resident Groups (25+ people) | 36.00 | hour |
| BBQ Area (max capacity 75) | | |
| El Segundo Non-Profit/Individual | 30.50 | hour |
| El Segundo for Profit | 61.00 | hour |
| Non-Resident Groups | 91.00 | hour |
| Fire Circle (max capacity 100) | | |
| El Segundo Non-Profit/Individual | 25.50 | hour |
| El Segundo for Profit | 51.00 | hour |
| Non-Resident Groups | 76.00 | hour |
| Inflatable Bouncer Surcharge | | |
| El Segundo Non-Profit/Individual | 41.00 | per event |
| El Segundo for Profit | 81.00 | per event |
| Non-Resident Groups | 122.00 | per event |
| Grass Area | | |
| El Segundo Non-Profit/Individual | 51.00 | hour |
| El Segundo for Profit | 101.00 | hour |
| Non-Resident Groups | 152.00 | hour |
| Basketball Court | | |
| El Segundo Non-Profit/Individual | 51.00 | hour |
| El Segundo for Profit | 101.00 | hour |
| Non-Resident Groups | 152.00 | hour |
| Volleyball Court | | |
| El Segundo Non-Profit/Individual | 25.50 | hour |
| El Segundo for Profit | 51.00 | hour |
| Non-Resident Groups | 76.00 | hour |
| Roller Hockey Rink | | |
| El Segundo Non-Profit/Individual | 25.50 | hour |
| El Segundo for Profit | 51.00 | hour |
| Non-Resident Groups | 76.00 | hour |

| Appendix C | Fee Amount (\$) | Unit |
|--|------------------------|-------------|
| Recreation Park (continued) | | |
| Skate Park - Facility Rental | | |
| El Segundo Non-Profit/Individual | 25.00 | hour |
| El Segundo for Profit | 50.00 | hour |
| Non-Resident Groups | 75.00 | hour |
| Tennis, Racquetball, Paddle Tennis Courts, Pickleball Courts | | |
| El Segundo Non-Profit/Individual | 5.00 | hour |
| El Segundo for Profit | 10.00 | hour |
| Non-Resident Groups | 15.00 | hour |
| Lawn Bowling Green | | |
| El Segundo Non-Profit/Individual | 5.00 | hour |
| El Segundo for Profit | 10.00 | hour |
| Non-Resident Groups | 15.00 | hour |
| Clubhouse Skate Circle/Amphitheater | | |
| El Segundo Non-Profit/Individual | 10.00 | hour |
| El Segundo for Profit | 20.00 | hour |
| Non-Resident Groups | 30.00 | hour |
| Clubhouse Outdoor Patio | | |
| El Segundo Non-Profit/Individual | 16.00 | hour |
| El Segundo for Profit | 32.00 | hour |
| Non-Resident Groups | 48.00 | hour |
| Athletic Fields | | |
| George Brett Field | | |
| El Segundo Non-Profit/Individual | 30.50 | hour |
| El Segundo for Profit | 61.00 | hour |
| Non-Resident Groups | 91.00 | hour |
| Stevenson Field | | |
| El Segundo Non-Profit/Individual | 30.50 | hour |
| El Segundo for Profit | 61.00 | hour |
| Non-Resident Groups | 91.00 | hour |
| Softball Field | | |
| El Segundo Non-Profit/Individual | 30.50 | hour |
| El Segundo for Profit | 61.00 | hour |
| Non-Resident Groups | 91.00 | hour |

| Appendix C | Fee Amount (\$) | Unit |
|--|------------------------|-------------|
| Richmond Field | | |
| El Segundo Non-Profit/Individual | 30.50 | hour |
| El Segundo for Profit | 61.00 | hour |
| Non-Resident Groups | 91.00 | hour |
| Campus El Segundo (1/2 Field Available) | | |
| El Segundo Non-Profit/Individual | 60.00 | hour |
| El Segundo for Profit | 120.00 | hour |
| Non-Resident Groups | 180.00 | hour |
| Athletic Field Lighting Fee | | |
| El Segundo Non-Profit/Individual | Free | |
| El Segundo for Profit | 20.50 | hour |
| Non-Resident Groups | 20.50 | hour |
| Clubhouse Large Capacity Rooms (Auditorium) | | |
| Large Capacity Room (150) (Joslyn Center Social Hall, Clubhouse Auditorium) | | |
| El Segundo Non-Profit/Individual | 50.00 | hour |
| El Segundo for Profit | 100.00 | hour |
| Non-Resident Groups | 150.00 | 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 | 16.00 | hour |
| El Segundo for Profit | 32.00 | hour |
| Non-Resident Groups | 48.00 | hour |
| Kitchen (Add-On at Joslyn Center or Clubhouse) | | |
| El Segundo Non-Profit/Individual | 11.00 | hour |
| El Segundo for Profit | 22.00 | hour |
| Non-Resident Groups | 33.00 | hour |
| Camp Eucalyptus | | |
| El Segundo Non-Profit/Individual | 50.00 | hour |
| El Segundo for Profit | 100.00 | hour |
| Non-Resident Groups | 150.00 | hour |
| Teen Center | | |
| El Segundo Non-Profit/Individual | 50.00 | hour |
| El Segundo for Profit | 100.00 | hour |
| Non-Resident Groups | 150.00 | hour |

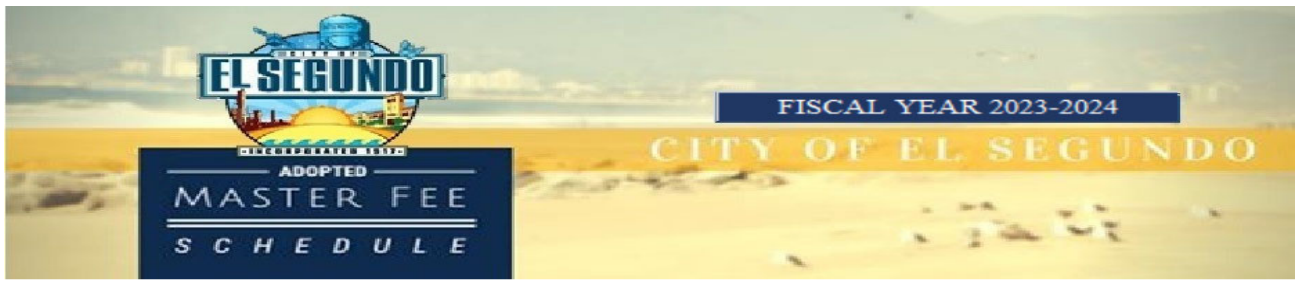
| Appendix C | Fee Amount (\$) | Unit |
|------------|-----------------|------|
|------------|-----------------|------|

Aquatics Facilities

| | | |
|---|--------|------|
| Hilltop Pool (*See below for staff fees) | | |
| El Segundo Non-Profit/Individual | 101.00 | hour |
| El Segundo for Profit | 240.00 | hour |
| Non-Resident Groups | 360.00 | hour |
| Inflatable Obstacle Course and Staff Fee (in addition to facility fee) | | |
| El Segundo Non-Profit/Individual | 100.00 | hour |
| El Segundo for Profit | 180.00 | hour |
| Non-Resident Groups | 216.00 | hour |
| Key Log Roll | | |
| El Segundo Non-Profit/Individual | 50.00 | hour |
| El Segundo for Profit | 90.00 | hour |
| Non-Resident Groups | 108.00 | hour |
| Additional Staffing Fees for Aquatics Facility Rentals (Lifeguard Costs by Group Size) | | |
| 1 to 19 people (1 senior guard, 1 lifeguard) | | |
| El Segundo Non-Profit/Individual | 40.00 | hour |
| El Segundo for Profit | 48.00 | hour |
| Non-Resident Groups | 58.00 | hour |
| 20 to 39 people (1 senior guard, 2 lifeguards) | | |
| El Segundo Non-Profit/Individual | 55.00 | hour |
| El Segundo for Profit | 66.00 | hour |
| Non-Resident Groups | 80.00 | hour |
| 40 to 59 people (1 senior guard, 3 lifeguards) | | |
| El Segundo Non-Profit/Individual | 70.00 | hour |
| El Segundo for Profit | 84.00 | hour |
| Non-Resident Groups | 100.00 | hour |
| 60+ people (1 senior guard, 4 lifeguards) | | |
| El Segundo Non-Profit/Individual | 85.00 | hour |
| El Segundo for Profit | 102.00 | hour |
| Non-Resident Groups | 123.00 | hour |

| Appendix C | Fee Amount (\$) | Unit |
|----------------------------------|------------------------|-------------|
| Neighborhood Parks | | |
| Library Park | | |
| El Segundo Non-Profit/Individual | 51.00 | hour |
| El Segundo for Profit | 101.00 | hour |
| Non-Resident Groups | 152.00 | hour |
| Hilltop Picnic | | |
| El Segundo Non-Profit/Individual | 12.00 | hour |
| El Segundo for Profit | 24.00 | hour |
| Non-Resident Groups | 36.00 | hour |
| Acacia Picnic | | |
| El Segundo Non-Profit/Individual | 12.00 | hour |
| El Segundo for Profit | 24.00 | hour |
| Non-Resident Groups | 36.00 | hour |
| Sycamore Park (max capacity 25) | | |
| El Segundo Non-Profit/Individual | 12.00 | hour |
| El Segundo for Profit | 24.00 | hour |
| Non-Resident Groups | 36.00 | hour |
| Kansas Park (max capacity 25) | | |
| El Segundo Non-Profit/Individual | 12.00 | hour |
| El Segundo for Profit | 24.00 | hour |
| Non-Resident Groups | 36.00 | hour |
| Independence Park (group 25+) | | |
| El Segundo Non-Profit/Individual | 51.00 | hour |
| El Segundo for Profit | 101.00 | hour |
| Non-Resident Groups | 152.00 | hour |
| Constitution Park (group 25+) | | |
| El Segundo Non-Profit/Individual | 51.00 | hour |
| El Segundo for Profit | 101.00 | hour |
| Non-Resident Groups | 152.00 | hour |
| Washington Park (group 25+) | | |
| El Segundo Non-Profit/Individual | 51.00 | hour |
| El Segundo for Profit | 101.00 | hour |
| Non-Resident Groups | 152.00 | hour |
| Freedom Park (group 25+) | | |
| El Segundo Non-Profit/Individual | 51.00 | hour |
| El Segundo for Profit | 101.00 | hour |
| Non-Resident Groups | 152.00 | hour |

| Appendix C | Fee Amount (\$) | Unit |
|--|--|---------------------------|
| Security Deposit | 203.00 | per event |
| Additional Staff Fee (If Necessary) | 25.50 | per hour/per staff person |
| Cancellation Policy | 51.00 | per reservation |
| | Cancelled 10 days or less before scheduled event | |



| Appendix D | Fee Amount (\$) | Unit |
|--|-----------------|----------|
| Competition Pool – Rental | | |
| Short Course – For Profit | | |
| Short Term <10 Hrs/Wk | 25.50 | per hour |
| Long Term > or =10 Hrs/Wk | 20.50 | per hour |
| Long Course – For Profit | | |
| Short Term <10 Hrs/Wk | 46.00 | per hour |
| Long Term > or =10 Hrs/Wk | 35.50 | per hour |
| Short Course – Non-Profit | | |
| Short Term <10 Hrs/Wk | 20.50 | per hour |
| Long Term > or =10 Hrs/Wk | 15.50 | per hour |
| Long Course – Non-Profit | | |
| Short Term <10 Hrs/Wk | 41.00 | per hour |
| Long Term > or =10 Hrs/Wk | 30.50 | per hour |
| Half Pool – Alternate Use - For Profit | | |
| Short Term <10 Hrs/Wk | 106.00 | per hour |
| Long Term > or =10 Hrs/Wk | 86.00 | per hour |
| Full Pool – Alternate Use - For Profit | | |
| Short Term <10 Hrs/Wk | 213.00 | per hour |
| Long Term > or =10 Hrs/Wk | 172.00 | per hour |
| Half Pool – Alternate Use – Non-Profit | | |
| Short Term <10 Hrs/Wk | 86.00 | per hour |
| Long Term > or =10 Hrs/Wk | 66.00 | per hour |
| Full Pool – Alternate Use – Non-Profit | | |
| Short Term <10 Hrs/Wk | 203.00 | per hour |
| Long Term > or =10 Hrs/Wk | 152.00 | per hour |

| Appendix D | Fee Amount (\$) | Unit |
|-------------------------------|-----------------|-----------|
| Teaching Pool – Rental | | |
| For Profit | | |
| Short Term <10 Hrs/Wk | 25.50 | per hour |
| Long Term > or =10 Hrs/Wk | 20.50 | per hour |
| Non-Profit | | |
| Short Term <10 Hrs/Wk | 15.50 | per hour |
| Long Term > or =10 Hrs/Wk | 10.50 | per hour |
| Full Pool – For Profit | | |
| Short Term <10 Hrs/Wk | 101.00 | per hour |
| Long Term > or =10 Hrs/Wk | 81.00 | per hour |
| Full Pool – Non-Profit | | |
| Short Term <10 Hrs/Wk | 61.00 | per hour |
| Long Term > or =10 Hrs/Wk | 41.00 | per hour |
| Event Pricing | | |
| Competition Pool | | |
| Full Day (6+ Hours) | 3,549.00 | per event |
| Half Day (<6 hours) | 1,876.00 | per event |
| Teaching Pool | | |
| Full Day (6+ Hours) | 710.00 | per event |
| Half Day (<6 hours) | 431.00 | per event |
| Lighting Fee (if applicable) | 20.50 | per hour |
| Timing System (if applicable) | 56.00 | per event |
| Extra Staff (if applicable) | 30.00 | per hour |

AQUATICS MANAGER

DEFINITION: Manages, promotes and enhances the image and awareness of the City's comprehensive aquatics programs at multiple aquatic venues, which includes daily operations, facilitating, coordinating, and marketing community programs and activities, overseeing customer service, partnering with permit organizations for facility rentals, leading staff development, and promoting the safety and wellbeing of all patrons and staff.

SUPERVISION RECEIVED AND EXERCISED: Receives administrative supervision from the Director of Recreation, Parks, and Library. Exercises general supervision over administrative and operations staff.

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:

Develops, manages, oversees, and supervises the City's comprehensive aquatics facilities and programs including instruction, recreational classes, and marketing events for the community;

Directs and works collaboratively with aquatics staff to provide and promote a full range of aquatics services and programs;

Oversees general operations and partners with Public Works to facilitate maintenance and upkeep of city facilities that support community aquatic programs;

Develops and implements operation policies, identifies and documents preventative and emergency maintenance needs and future capital improvements;

Determines annual staffing levels and partners with Human Resources to ensure staffing levels are met. ~~Develops and closely monitors annual budget for aquatics programs;~~

Supervises the preparation and administration of program budgets and assists with the preparation and administration of the department budget. Coordinates the preparation of revenue projections. Evaluates appropriateness of fees and charges. Monitors and controls expenditures.

Researches funding sources and implements fundraising efforts. Researches, identifies, and capitalizes on business opportunities (i.e., advertising agencies, filming companies, regional athletic events, conferences, etc.) Oversees the negotiation and administration of joint-use and funding agreements and contracts with other public and/or private agencies.

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Pursues opportunities to increase and maximize aquatic event revenues. Monitors customer preferences to solicit new or continuing business for the city and market opportunities to expand client pool.

Creates and implements systems for reviewing event and program profitability, while monitoring expenses and maximizing revenue.

Oversees development of schedules for permit groups in accordance with the City Council approved Pool Allocation Guidelines;

Develops annual work plans for each aquatics site, including a master calendar of events and special activities. Makes revisions as necessary;

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Monitors and evaluates overall effectiveness of aquatic programs; implements ongoing assessment of aquatic operations and programs; and makes recommendations regarding short and long-term goals and objectives for programs and services.

Analyzes aquatic and recreation trends, and evaluates program requirements, community concerns and resource utilization; coordinates services with other programs, departments and agencies to develop plans to expand and promote aquatics programs.

Analyzes community needs, including capital facilities planning. Develops and monitors standards and service levels.

Oversees execution of marketing and communication strategies developed in collaboration with the department's communications coordinator;

Ensures all aquatic rules and regulations are clearly posted and enforced;

Recommends procedures consistent with department directives, policies and regulations. Ensures appropriate policies and procedures are followed by subordinates and program participants.

Establishes strong relationships with all user groups, neighbors, and community stakeholder groups; develops methods for regular and ongoing communication;

Attends and represents the City at public and community meetings;

Handles sensitive patron complaints in a timely and effective manner;

Conducts studies and user surveys, maintains, and analyzes records and prepares a variety of reports including customer satisfaction reports, and periodic status reports to advisory groups and commissions;

Keeps abreast of and provides regular department updates on changes in state code, and new quality standards in aquatics;

Prepares and presents staff reports;

City of El Segundo
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Attends City Council meetings as needed;

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 modern principles, practices and philosophies for maintaining and operating aquatic facilities

Professional certifications of aquatic service delivery;

Aquatic facility management and operations;

Knowledge of applicable federal, state and local laws, codes and regulations related to aquatics programs and facilities

Curriculum and program development for aquatic programs;

Budget development and management;

Principles and practices of leadership, supervision, and training;

First aid methods and safety precautions used in aquatics;

Principles and practices of supervision and training;

Effective management and leadership techniques;

Principles, practices, and techniques of marketing, public relations, and communications;

Effective customer service techniques; and

Safe work practices.

Skill in:

Planning, organizing, and coordinating the operations of a comprehensive aquatics program at multiple sites;

Preparing and presenting clear and concise oral and written reports and recommendations;

Fostering a strong sense of teamwork and a positive organizational culture of the aquatic staff;

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Addressing and resolving conflicts and disputes with a high degree of responsiveness;

Collaborating with staff and organizations to develop programs and strategies that promote and enhance the image and awareness of the City' aquatics facilities and related offerings;

Communicating effectively both orally and in writing;

Leading, managing, supervising, and training of employees;

Using a personal computer and applicable software applications;

Understanding and following directions and instructions;

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 a variety of stakeholders including City staff and City officials, community groups, boards and commissions, and the public.

Will be required to work weekends, evenings, and extended hours.

QUALIFICATIONS:

Experience: Five (5) years of recent, paid work experience developing, managing, organizing, supervising, and promoting aquatics programs, including two (2) years of supervisory experience is required.

Education: Equivalent to a Bachelor's degree (minimum 120 units) in Recreation, Public, or Business Administration or a related field is required.

Licensing/Certificates:

Due to the performance of some field duties which require the operation of a personal or City vehicle, possession of a valid and appropriate California driver's license and acceptable driving record are required.

Possession of valid American Red Cross or other National/State accredited certifications in Lifeguarding/First Aid/CPR/AED and Water Safety Instructor are required at appointment.

Possession of a valid American Red Cross Lifeguard Training Instructor Certificate or Water Safety Instructor Trainer Certificate and a Certified Pool Operator License within six months of appointment.

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WORKING CONDITIONS:

The work is regularly performed indoors and outdoors in variable weather conditions. May encounter pool chemical odors and first aid related biohazards. Required to work a varied schedule that will include days, evenings, weekends, and holidays. May be required to wear a uniform while on duty. Physical demands may include bending, kneeling, squatting, sitting, running, swimming, standing, water rescue, climbing and lifting moderate weight.

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.

Bargaining Unit: Management and Confidential
Established: June 12, 2023