



# AGENDA

EL SEGUNDO CITY COUNCIL  
REGULAR MEETING  
TUESDAY, MAY 6, 2025

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

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

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

Susan Truax, City Clerk

## Executive Team

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

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

## MISSION STATEMENT:

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

## VISION STATEMENT:

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

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

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

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

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

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

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

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

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

#### **SPECIAL ORDERS OF BUSINESS**

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

#### **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

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

#### **CONFERENCE WITH CITY’S LABOR NEGOTIATOR (GOV’T CODE §54957.6): -3-MATTER(S)**

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

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

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

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

**PLEDGE OF ALLEGIANCE** – Council Member Keldorf

#### **SPECIAL PRESENTATIONS**

1. National Public Works Week
2. Older Americans Month 2025
3. El Segundo Unified School District - Superintendent Report

**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**

**4. City Council Meeting Minutes**

Recommendation -

1. Approve Special and Regular City Council Meeting minutes from the April 15, 2025, meeting.
2. Alternatively, discuss and take other action related to this item.

**5. Warrant Demand Register for March 24, 2025 through April 6, 2025**

Recommendation -

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

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

Recommendation -

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

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

**7. Resolution Approving Plans and Specifications for the Construction of the Community Development Block Grant American Disability Act Curb Ramp Improvements Project No. 602744-24/PW 24-13**

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Recommendation -

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

2. Authorize staff to advertise the project for construction bidding.

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

**8. Resolution to Utilize Senate Bill 1 Road Repair and Accountability Act Funding for the FY 2025-26 Pavement Rehabilitation Project No. PW 25-07**

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Recommendation -

1. Adopt the attached resolution authorizing SB 1 funding for FY 2025-26 Pavement Rehabilitation Project No. PW 25-07.

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

**9. Extension of License Agreement with El Segundo Co-Op Nursery School**

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Recommendation -

1. Authorize the City Manager to execute the seventh amendment with the El Segundo Co-Op Nursery School to extend the agreement's term for three years through September 30, 2028 and increase the annual license fee by \$83 for the first year, and \$50 per year for the next two (2) years.

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

**10. Notice of Completion for the Main Street / Imperial Highway Monument Entry Feature Sign Project**

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Recommendation -

1. Accept the Main Street / Imperial Highway Monument Entry Feature Sign Project, Project No. PW 23-04, by Square Signs LLC dba Front Signs as complete.

2. Authorize the Clerk to file a Notice of Completion with the County Recorder's Office.

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

**11. Resolution Ratifying the Five-Year General Services Agreement Between the City of El Segundo and the County of Los Angeles**

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Recommendation -

1. Adopt the proposed resolution ratifying the General Services Agreement between the City of El Segundo and the County of Los Angeles and authorize the City Manager to execute the agreement.
2. Alternatively, discuss and take other action related to this item.

**12. Revisions to the Fire Engineer Classification Specification**

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Recommendation -

1. Adopt the revised classification specification for the Fire Engineer position.
2. Alternatively, discuss and take other action related to this item.

**C. PUBLIC HEARINGS**

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

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Recommendation -

1. Open and conduct a public hearing to solicit public testimony.
2. Introduce and waive the first reading of an ordinance amending El Segundo Municipal Code Title 15 to amend the development standards for the Single-Family Residential (R-1) Zone, including standards applicable to two-unit residential developments and urban lot splits, and finding that the ordinance is exempt from the requirements of the California Environmental Quality Act pursuant to Guidelines section 15061(b)(3).
3. Schedule the ordinance's second reading for the May 20, 2025 regular City Council meeting or as soon thereafter may be heard.
4. Alternatively, discuss and take other action related to this item.

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

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Recommendation -

1. Open and conduct a public hearing to solicit public testimony.
2. Introduce and waive the first reading of an ordinance amending El Segundo Municipal Code Title 15, Chapter 32 (Development Impact Fees) regarding the timing of when Development Impact Fees are paid and finding that the ordinance is exempt from the requirements of the California Environmental Quality Act pursuant to Guidelines section 15061(b)(3).
3. Adopt a resolution establishing a fee deferral program to adjust the deadline of certain building permit fee payments to prior to issuance of a certificate of occupancy or final inspection.
4. Schedule the ordinance's second reading for the May 20, 2025 regular City Council meeting or as soon thereafter it may be heard.
5. Alternatively, discuss and take other action related to this item.

**D. STAFF PRESENTATIONS**

**15. Results of 2025 Resident and Business Survey Regarding Satisfaction with City Services**

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Recommendation -

1. Receive and file the results of the 2025 resident and business survey.
2. Direct staff to conduct the 2026 resident and business survey in FY2025-26.
3. Alternatively, discuss other action related to this item.

**16. Proposed City After-School Program "Club Cowabunga" and Associated Budget**

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Recommendation -

1. Approve new after-school program and related budget for FY 2025-2026.
2. Alternatively, discuss or take other action related to this item.

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

**F. REPORTS - CITY CLERK**

**G. REPORTS - COUNCIL MEMBERS**

Council Member Keldorf

**17. Ad Hoc Major Events Subcommittee**

**18. Phase 1 Recreation Park Renovation Project Update - Teen Center/Teen Plaza/Ballfields**

Council Member Giroux

Council Member Boyles

Mayor Pro Tem Baldino

Mayor Pimentel

**H. REPORTS - CITY ATTORNEY**

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

**CLOSED SESSION**

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

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

**MEMORIALS**

**ADJOURNMENT**

POSTED:

DATE: April 30, 2025

TIME: 4:15 PM

BY: Susan Truax, City Clerk

# Proclamation

City of El Segundo, California



**WHEREAS,** Public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of El Segundo; and

**WHEREAS,** These infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, drainage systems, water supply and water treatment and distribution system, sanitary sewer collection system, solid waste collection system, maintenance of public buildings, and other structures and facilities essential for our citizens; and

**WHEREAS,** It is in the public interest for the citizens, civic leaders and children in City of El Segundo to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and

**WHEREAS,** The year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now.

**NOW, THEREFORE,** the Mayor and members of the City Council of the City of El Segundo, California, hereby designate the week of May 18 – 24, 2025 as "**National Public Works Week**" and urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protect our national health, safety, and quality of life.

Ryan Baldino  
Mayor Pro Tem

Chris Pimentel  
Mayor

Drew Boyles  
Councilmember

Lance Giroux  
Councilmember

Michelle Keldorf  
Councilmember

# Proclamation

City of El Segundo, California



- WHEREAS,** May 2025 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,** Bob Motta was nominated by her peers as the 2025 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 6<sup>th</sup> day of May, 2025, the Mayor and Members of the City Council of the City of El Segundo, California, do hereby proclaim the month of May, 2025,

## OLDER AMERICANS MONTH 2025

**Bob Motta**

**the**

**2025 El Segundo Older American of the Year**

And hereby recognize the Elderfest Celebration Saturday, May 17, 2025, 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.

Ryan Baldino  
Mayor Pro Tem

Chris Pimentel  
Mayor

Drew Boyles  
Councilmember

Lance Giroux  
Councilmember

Michelle Keldorf  
Councilmember

SPECIAL MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, APRIL 15, 2025

CLOSED SESSION – Council Member Boyles called the meeting to order at 5:02 PM simultaneously with the regular closed session meeting.

ROLL CALL

|                        |   |         |
|------------------------|---|---------|
| Mayor Pimentel         | - | 5:04 PM |
| Mayor Pro Tem Baldino  | - | 5:03 PM |
| Council Member Boyles  | - | Present |
| Council Member Giroux  | - | Present |
| Council Member Keldorf | - | Present |

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

SPECIAL ORDER OF BUSINESS:

Mayor Pimentel announced that Council would be meeting in the executive conference room pursuant to the item listed on the agenda.

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

Employee Organizations: Police Officers' Association (POA), Fire Fighters' Association (FFA) Agency Designated Representative: Laura Drottz Kalty; City Manager, Darrell George, and Human Resources Director, Rebecca Redy  
Adjourned at X:XX PM

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Susan Truax, City Clerk

MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL  
TUESDAY, APRIL 15, 2025

CLOSED SESSION – Council Member Boyles called the meeting to order at 5:02 PM

ROLL CALL

|                        |   |         |
|------------------------|---|---------|
| Mayor Pimentel         | - | 5:04 PM |
| Mayor Pro Tem Baldino  | - | 5:03 PM |
| Council Member Boyles  | - | Present |
| Council Member Giroux  | - | Present |
| Council Member Keldorf | - | Present |

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

SPECIAL ORDER OF BUSINESS:

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

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

1. Employee Organizations: Police Officers' Association (POA).

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

Adjourned at 5:54 PM

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

OPEN SESSION – Mayor Pimentel called the meeting to order at 6:03 PM

ROLL CALL

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

INVOCATION – Pastor Rob McKenna, The Bridge

PLEDGE OF ALLEGIANCE – Council Member Giroux

## SPECIAL PRESENTATIONS:

1. AYSO Region 92 Boys 10U Premier All Stars – Coach Jordan Stewart
2. Asian American Pacific Islander Heritage Month Proclamation – Christibelle Villena, chairman of the Diversity, Equity and Inclusion Committee
3. El Segundo Big 5 PTA Run 4 Education Day Proclamation – Tara Gerson
4. Professional Municipal Clerk Week Proclamation – Clerk Staff

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

Nicolette Aubourg, resident, spoke in favor of having a laser show as an alternative to the July 4 fireworks display due to the environmental impact of fireworks and their potential to cause structure fires.

## CITY MANAGER FOLLOW-UP COMMENTS:

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

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

MOTION PASSED 5/0

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

NOES: None

ABSTAIN: None

ABSENT: None

- B. CONSENT:

5. PULLED BY MAYOR PRO TEM BALDINO

6. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and wire transfers. Approve Warrant Demand Register number 18B: warrant numbers 3054761 through 3054898, and 9003328 through 9003329.

(Fiscal Impact: The warrants presented were drawn in payment of demands included within the FY 2024-2025 Adopted Budget. The total of \$2,236,313.47 (\$1,822,687.71 in check warrants and \$413,625.76 in wire warrants) are for demands drawn on the FY 2024-2025 Budget.)

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

(Fiscal Impact: The estimated total cost for the permanent repair of the Aquatics Center

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

The budget request is as follows:

Amount Budgeted in FY 2024-25: \$0

Additional Appropriation: \$700,000

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

Establish Transfer Out Budget: \$700,000

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

Establish Transfer In Budget: \$700,000

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

Set Revenue budget: \$300,000

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

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

8. Authorize the City Manager to approve the second amendment to Agreement No. 6904B with Temporary Staffing Professionals Inc. for an additional \$120,000 to increase the FY 2024-25 not-to-exceed compensation to \$420,000 (total compensation cap to \$470,000) for on-call temporary staffing for all City departments.

(Fiscal Impact: No additional funding is required. Various departments with temporary staffing needs will utilize funds from budgeted vacancies' salary savings included in the adopted FY 2024-2025 budget.)

MOTION by Mayor Pro Tem Baldino, SECONDED by Council Member Giroux, to approve Consent items 6, 7, and 8.

MOTION PASSED 5/0

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

NOES: None

ABSTAIN: None

ABSENT: None

PULLED ITEM:

5. Approve Regular City Council meeting minutes of April 1, 2025.  
(Fiscal Impact: None)

Mayor Pro Tem Baldino made a correction to the April 15, 2025 general meeting minutes, stating that not he, but Mayor Pimentel had pulled Consent Item 13 from the Agenda.

#### Council Discussion

MOTION by Mayor Pro Tem Baldino, SECONDED by Mayor Pimentel, to approve the minutes as corrected.

MOTION PASSED 5/0

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

NOES: None

ABSTAIN: None

ABSENT: None

C. PUBLIC HEARING: None

D. STAFF PRESENTATIONS:

9. Reimpose \$0.57 of the originally suspended \$5.00 (now \$5.30 due to Consumer Price Index (CPI) increases less prior year adjustment), effective 5/1/25, to increase the resident portion of the bill to account for the 5/1/25 CPI increase. Approve the reduction of the City's subsidy for collection of solid waste over five years from 29.42% to 20% effective 5/1/2025, 15% effective 5/1/2026, 10% effective 5/1/2027, 5% effective 5/1/28 and 0% effective 5/1/29, with no changes to Lifeline Assistance Program accounts. If approved, reimpose \$3.08 of the originally suspended \$5.00 (now \$5.30 due to CPI increases, less prior year adjustment in item #1).

(Fiscal Impact: If City Council approves the proposed reduction of the City's subsidy, the potential savings will be approximately \$94,000 in FY 2025-26, \$150,000 in FY 2026-27, \$209,000 in FY 2027-28, \$272,000 in FY 2028-29 and \$340,000 annually starting in FY 2029-30. Staff anticipate the City will save approximately \$2.9 million over the next ten years. If the City continues to subsidize the Solid Waste fee, it would cost the City approximately \$3.6 million over the next ten years. **Attachment A** in the agenda packet provides detailed analysis regarding the financial impact of the proposed reduction of the City's subsidy. Lowering and eventually zeroing out the City's Solid Waste fee subsidy will provide additional General Fund funding to be programmed for future services or capital investment for the community.)

Paul Chung, CFO and City Treasurer presented the item.

#### Council Discussion

MOTION by Council Member Giroux, SECONDED by Council Member Boyles, to reimpose \$0.57 of the originally suspended \$5.00 and approve the reduction of the City's subsidy for collection of solid waste over five years.

MOTION PASSED 4/1

AYES: Baldino, Boyles, Giroux, and Keldorf

NOES: Pimentel  
ABSTAIN: None  
ABSENT: None

10. Receive and file an update on the aquatics user group evaluation and Aquatics Division strategic planning.

(Fiscal Impact: There is no immediate fiscal impact associated with this report. Strategic planning process with aquatics planning and design firm Councilman-Hunsaker is already funded.)

Joe Lormans, Aquatics Supervisor, presented the item.

#### Council Discussion

Council consensus to receive and file the aquatics evaluation and strategic plan.

11. Receive and file the 2024 revenue and use analysis of the sport courts at Recreation Park.

(Fiscal Impact: No fiscal impact as revenues were included in the adopted FY 2023-24 and 2024-25 operating budget.)

Linnea Palmer, Recreation, Parks, and Library Senior Analyst presented the item.

#### Council Discussion

Council consensus to receive and file the revenue use analysis.

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS: None

F. REPORTS – CITY CLERK – April is Records and Information Management Month

G. REPORTS – COUNCIL MEMBERS

Council Member Keldorf – Requested an update from Recreation, Parks, and Library staff on the status of Phase 1 of the Recreation Park renovation project.

Council Member Giroux – No report

Council Member Boyles – Attended a SCAG (Southern California Association of Governments) meeting and reported that elections were held for chairman and vice chairman of the Community Economic Housing Development Committee; a presentation was given by staff from Altadena and Pacific Palisades on the Regional Recovery and Resilience Policy developed following the historic fires in January to encourage a Fire Wise-Smart Wise approach to municipal and private property maintenance; during the regional meeting they adopted the 2025 federal legislative platform and approved the 2025 Active Transportation Program; a

presentation was given on the use and advances of hydrogen and electric vehicle technology.

Mayor Pro Tem Baldino – Thanked Recreation, Parks and Library Director Aly Mancini for assisting with and serving as a judge for Design Week at El Segundo Middle School. He attended a SCAG legislative update session which focused on potential changes to California’s housing density requirements and asked to add to next the agenda the creation of an ad hoc committee of two council members to review and report on senate and assembly housing density bills to select which pending legislation the City may wish to oppose or support.

Mayor Pimentel – Received praise from an officer from a nearby department for the El Segundo Police Department and its professional and swift handling of a felony stop. He announced the City’s grant applications had been unanimously approved. He met with representatives from Aerospace Corporation, which is planning to put \$100 million into their El Segundo campus and has been hiring an average of 40 PhDs every six months, highlighting the strength of that sector of the economy. Requested to add an item on Hyperion’s inefficient billing practices to the May 20 agenda that would form an agreement to require Hyperion to be responsible for its own customer billing, rather than the City, as is current practice. Council Member Boyles requested to include in the agenda item direction to follow up with the public request to Hyperion and Los Angeles Mayor Karen Bass regarding the efforts to hire a general manager for the facility, a position that has been vacant for some time.

- I. REPORTS – CITY ATTORNEY – No Report
- J. REPORTS/FOLLOW-UP – CITY MANAGER – Reported the AQMD received 48 recent odor complaints for the Hyperion Plant and one notice of violation for public nuisance was issued on April 10; reported that its bioenergy facility generates all of the electricity used at Hyperion; and they performed regular cleaning of a battery tank on April 11-14.

MEMORIAL – None

Adjourned at 7:44 PM

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Susan Truax, City Clerk



## City Council Agenda Statement

Meeting Date: May 6, 2025

Agenda Heading: Consent

Item Number: B.5

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### **TITLE:**

Warrant Demand Register for March 24, 2025 through April 6, 2025

### **RECOMMENDATION:**

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

### **FISCAL IMPACT:**

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

### **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

## **Warrant Demand Register**

**May 6, 2025**

**Page 2 of 2**

refund.

### **DISCUSSION:**

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

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

Goal 5: Champion Economic Development and Fiscal Sustainability

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

### **PREPARED BY:**

Liz Lydic, Management Analyst

### **REVIEWED BY:**

Wei Cao, CPA, CPFO, Finance Manager

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Register 19a - summary
2. Register 19b - summary

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3054899 - 3054985  
9003330 - 9003333

DATE OF APPROVAL: AS OF 4/15/25

REGISTER # 19a

|                       |                                          |                     |
|-----------------------|------------------------------------------|---------------------|
| 001                   | GENERAL FUND                             | 216,578.24          |
| 003                   | EXPENDABLE TRUST FUND - OTHER            | -                   |
| 104                   | TRAFFIC SAFETY FUND                      | -                   |
| 106                   | STATE GAS TAX FUND                       | 3,000.00            |
| 108                   | ASSOCIATED RECREATION ACTIVITIES FUND    | -                   |
| 109                   | ASSET FORFEITURE FUND                    | -                   |
| 110                   | MEASURE "R"                              | -                   |
| 111                   | COMM. DEVEL. BLOCK GRANT                 | -                   |
| 112                   | PROP "A" TRANSPORTATION                  | 11,762.06           |
| 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      | 4,200.90            |
| 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     | 38.01               |
| 127                   | MEASURE "M"                              | -                   |
| 128                   | SB-1                                     | -                   |
| 129                   | CERTIFIED ACCESS SPECIALIST PROGRAM      | -                   |
| 130                   | AFFORDABLE HOUSING                       | -                   |
| 131                   | COUNTY STORM WATER PROGRAM               | -                   |
| 132                   | MEASURE "B"                              | -                   |
| 202                   | ASSESSMENT DISTRICT #73                  | -                   |
| 301                   | CAPITAL IMPROVEMENT FUND                 | 702,088.31          |
| 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                       | 301.32              |
| 502                   | WASTEWATER FUND                          | 3,514.59            |
| 503                   | GOLF COURSE FUND                         | -                   |
| 504                   | SENIOR HOUSING CITY ATTORNEY             | -                   |
| 505                   | SOLID WASTE FUND                         | -                   |
| 601                   | EQUIPMENT REPLACEMENT                    | 74,094.21           |
| 602                   | LIABILITY INSURANCE                      | -                   |
| 603                   | WORKERS COMP. RESERVE/INSURANCE          | -                   |
| 701                   | RETIRED EMP. INSURANCE                   | -                   |
| 702                   | EXPENDABLE TRUST FUND - DEVELOPER FEES   | 545.33              |
| 703                   | EXPENDABLE TRUST FUND - OTHER            | -                   |
| 704                   | EXPENDABLE TRUST FUND - OTHER            | -                   |
| 708                   | OUTSIDE SERVICES TRUST                   | -                   |
| <b>TOTAL WARRANTS</b> |                                          | <b>1,016,122.97</b> |

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

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

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

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

CODES:

NOTES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER:

CITY MANAGER:

DATE:

DATE:

*[Handwritten signature]* 4/11/25

*[Handwritten signature]* 4/11/25

**CITY OF EL SEGUNDO**  
**PAYMENTS BY WIRE TRANSFER**  
**03/24/25 THROUGH 03/30/25**

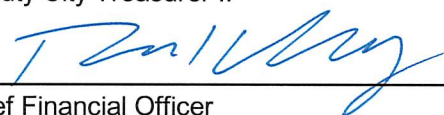
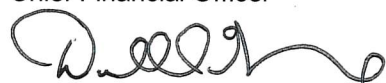
| <u>Date</u>       | <u>Payee</u>             |                   | <u>Description</u>                                 |
|-------------------|--------------------------|-------------------|----------------------------------------------------|
| 3/27/2025         | Cal Pers                 | 46,526.75         | FY2024-2025 Unfunded Acc'd Liab-Police 1st Tier 28 |
| 3/27/2025         | Cal Pers                 | 39,781.42         | FY2024-2025 Unfunded Acc'd Liab-Fire Classic 30168 |
| 3/27/2025         | Cal Pers                 | 30,991.00         | FY2024-2025 Unfunded Acc'd Liab-Misc Classic 27    |
| 3/28/2025         | Mission Square           | 67,272.92         | 457 payment Vantagepoint                           |
| 3/28/2025         | Mission Square           | 1,123.20          | 401(a) payment Vantagepoint                        |
| 3/28/2025         | Mission Square           | 3,048.85          | 401(a) payment Vantagepoint                        |
| 3/28/2025         | Mission Square           | 1,153.65          | IRA payment Vantagepoint                           |
| 3/28/2025         | ExpertPay                | 2,936.21          | EFT Child support payment                          |
| 03/17/25-03/23/25 | Workers Comp Activity    | 31,529.34         | Corvel checks issued/(voided)                      |
| 03/17/25-03/23/25 | Liability Trust - Claims | 2,374.19          | Claim checks issued/(voided)                       |
| 03/17/25-03/23/25 | Retiree Health Insurance | -                 | Health Reimbursement checks issued                 |
|                   |                          | <u>226,737.53</u> |                                                    |

**DATE OF RATIFICATION: 03/21/25**

**TOTAL PAYMENTS BY WIRE:**

226,737.53

Certified as to the accuracy of the wire transfers by:

|                                                                                     |                |
|-------------------------------------------------------------------------------------|----------------|
|   | <u>3/28/25</u> |
| Deputy City Treasurer II                                                            | Date           |
|  | <u>3/31/25</u> |
| Chief Financial Officer                                                             | Date           |
|  | <u>3-31-25</u> |
| City Manager                                                                        | Date           |

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY DEPARTMENT  
AS OF 4/15/25  
REGISTER # 19a

| DEPT#                                  | NAME                          | TOTAL                    |
|----------------------------------------|-------------------------------|--------------------------|
| GENERAL FUND DEPARTMENTAL EXPENDITURES |                               |                          |
| GENERAL GOVERNMENT                     |                               |                          |
| 1101                                   | City Council                  | 49.57                    |
| 1201                                   | City Treasurer                | 90.16                    |
| 1300                                   | City Clerk                    | 614.84                   |
| 2101                                   | City Manager                  | 230.65                   |
| 2102                                   | Communications                |                          |
| 2103                                   | El Segundo Media              |                          |
| 2201                                   | City Attorney                 |                          |
| 2401                                   | Economic Development          | 190.73                   |
| 2402                                   | Planning                      |                          |
| 2405                                   | Human and Health Services     |                          |
| 2500                                   | Administrative Services       | 7,661.82                 |
| 2601                                   | Government Buildings          | 35,949.58                |
| 2900                                   | Nondepartmental               | 25,746.97                |
| 6100                                   | Library                       | 1,702.16                 |
|                                        |                               | <hr/> 72,236.48          |
| PUBLIC SAFETY                          |                               |                          |
| 3100                                   | Police                        | 67,842.81                |
| 3200                                   | Fire                          | 639.13                   |
| 2403                                   | Building Safety               |                          |
| 2404                                   | Plng/Bldg Sfty Administration |                          |
|                                        |                               | <hr/> 68,481.94          |
| PUBLIC WORKS                           |                               |                          |
| 4101                                   | Engineering                   | 16,528.92                |
| 4200                                   | Streets                       | 11,334.40                |
| 4300                                   | Wastewater                    | 219.74                   |
| 4601                                   | Equipment Maintenance         | 4,490.17                 |
| 4801                                   | Administration                | 420.00                   |
|                                        |                               | <hr/> 32,993.23          |
| COMMUNITY DEVELOPMENT                  |                               |                          |
| 5100,5200                              | Recreation & Parks            | 5,997.06                 |
| 5400                                   | CAMPS                         |                          |
|                                        |                               | <hr/> 5,997.06           |
| EXPENDITURES                           |                               |                          |
| CAPITAL IMPROVEMENT                    |                               | 702,088.31               |
| ALL OTHER ACCOUNTS                     |                               | 134,325.95               |
| TOTAL WARRANTS                         |                               | <hr/> <hr/> 1,016,122.97 |

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY FUND

3054986 - 3055060  
9003334 - 9003341

DATE OF APPROVAL: AS OF 4/15/25

REGISTER # 19b

|                       |                                          |                   |
|-----------------------|------------------------------------------|-------------------|
| 001                   | GENERAL FUND                             | 295,825.71        |
| 003                   | EXPENDABLE TRUST FUND - OTHER            | 3,500.00          |
| 104                   | TRAFFIC SAFETY FUND                      | -                 |
| 106                   | STATE GAS TAX FUND                       | 6.60              |
| 108                   | ASSOCIATED RECREATION ACTIVITIES FUND    | -                 |
| 109                   | ASSET FORFEITURE FUND                    | 6,023.89          |
| 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                            | 11,920.00         |
| 122                   | L.A.W.A. FUND                            | -                 |
| 123                   | PSAF PROPERTY TAX PUBLIC SAFETY          | -                 |
| 124                   | FEDERAL GRANTS                           | -                 |
| 125                   | STATE GRANT                              | -                 |
| 126                   | A/P CUPA PROGRAM OVERSIGHT SURCHARGE     | 165.93            |
| 127                   | MEASURE "M"                              | -                 |
| 128                   | SB-1                                     | -                 |
| 129                   | CERTIFIED ACCESS SPECIALIST PROGRAM      | -                 |
| 130                   | AFFORDABLE HOUSING                       | 5,093.75          |
| 131                   | COUNTY STORM WATER PROGRAM               | -                 |
| 132                   | MEASURE "B"                              | -                 |
| 202                   | ASSESSMENT DISTRICT #73                  | -                 |
| 301                   | CAPITAL IMPROVEMENT FUND                 | 191.25            |
| 302                   | INFRASTRUCTURE REPLACEMENT FUND          | -                 |
| 311                   | DEVELOPER IMPACT FEES - GENERAL GOVERNME | -                 |
| 312                   | DEVELOPER IMPACT FEES - LAW ENFORCEMENT  | -                 |
| 313                   | DEVELOPER IMPACT FEES - FIRE PROTECTION  | -                 |
| 314                   | DEVELOPER IMPACT FEES - STORM DRAINAGE   | -                 |
| 315                   | DEVELOPER IMPACT FEES - WATER DISTRIBUTI | -                 |
| 316                   | DEVELOPER IMPACT FEES - WASTEWATER COLLE | -                 |
| 317                   | DEVELOPER IMPACT FEES - LIBRARY          | -                 |
| 318                   | DEVELOPER IMPACT FEES - PUBLIC MEETING   | -                 |
| 319                   | DEVELOPER IMPACT FEES - AQUATICS CENTER  | -                 |
| 320                   | DEVELOPER IMPACT FEES - PARKLAND         | -                 |
| 405                   | FACILITIES MAINTENANCE                   | -                 |
| 501                   | WATER UTILITY FUND                       | 44,286.37         |
| 502                   | WASTEWATER FUND                          | 801.35            |
| 503                   | GOLF COURSE FUND                         | -                 |
| 504                   | SENIOR HOUSING CITY ATTORNEY             | -                 |
| 505                   | SOLID WASTE FUND                         | -                 |
| 601                   | EQUIPMENT REPLACEMENT                    | 6,400.00          |
| 602                   | LIABILITY INSURANCE                      | 17.42             |
| 603                   | WORKERS COMP. RESERVE/INSURANCE          | 21.97             |
| 701                   | RETIRED EMP. INSURANCE                   | -                 |
| 702                   | EXPENDABLE TRUST FUND - DEVELOPER FEES   | 14,388.61         |
| 703                   | EXPENDABLE TRUST FUND - OTHER            | -                 |
| 704                   | EXPENDABLE TRUST FUND - OTHER            | 6.47              |
| 708                   | OUTSIDE SERVICES TRUST                   | -                 |
| <b>TOTAL WARRANTS</b> |                                          | <b>388,649.32</b> |

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

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

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

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

CODES:

NOTES:

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

For Ratification:

A = Payroll and Employee Benefit checks

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

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

CHIEF FINANCIAL OFFICER:

CITY MANAGER:

DATE:

DATE:

*[Handwritten Signature]*  
4/14/25

*[Handwritten Signature]*  
4-14-25

**CITY OF EL SEGUNDO**  
**PAYMENTS BY WIRE TRANSFER**  
**03/31/25 THROUGH 04/06/25**

| <u>Date</u>       | <u>Payee</u>             |                   | <u>Description</u>                   |
|-------------------|--------------------------|-------------------|--------------------------------------|
| 3/31/2025         | IRS                      | 287,410.65        | Federal 941 Deposit                  |
| 3/31/2025         | Employment Development   | 5,475.30          | State SDI payment                    |
| 3/31/2025         | Employment Development   | 65,530.94         | State PIT Withholding                |
| 4/1/2025          | Unum                     | 149.80            | Long Term Care Premium - March, 2025 |
| 03/24/25-03/30/25 | Workers Comp Activity    | 16,847.84         | Corvel checks issued/(voided)        |
| 03/24/25-03/30/25 | Liability Trust - Claims | 238.98            | Claim checks issued/(voided)         |
| 03/24/25-03/30/25 | Retiree Health Insurance | 15,757.54         | Health Reimbursement checks issued   |
|                   |                          | <u>391,411.05</u> |                                      |

**DATE OF RATIFICATION: 04/08/25**

**TOTAL PAYMENTS BY WIRE:**

391,411.05

Certified as to the accuracy of the wire transfers by:

  
 Deputy City Treasurer II      4/8/25  
 Date

  
 Chief Financial Officer      4/14/25  
 Date

  
 City Manager      4-14-25  
 Date

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

CITY OF EL SEGUNDO  
WARRANTS TOTALS BY DEPARTMENT  
AS OF 4/15/25  
REGISTER # 19b

| DEPT#                                  | NAME                          | TOTAL                  |
|----------------------------------------|-------------------------------|------------------------|
| GENERAL FUND DEPARTMENTAL EXPENDITURES |                               |                        |
| GENERAL GOVERNMENT                     |                               |                        |
| 1101                                   | City Council                  | 7,919.45               |
| 1201                                   | City Treasurer                | 1,322.91               |
| 1300                                   | City Clerk                    |                        |
| 2101                                   | City Manager                  | 2,062.41               |
| 2102                                   | Communications                | 80.00                  |
| 2103                                   | El Segundo Media              | 6,196.83               |
| 2201                                   | City Attorney                 | 16.35                  |
| 2401                                   | Economic Development          | 22,199.33              |
| 2402                                   | Planning                      | 6,672.39               |
| 2405                                   | Human and Health Services     |                        |
| 2500                                   | Administrative Services       | 21,667.65              |
| 2601                                   | Government Buildings          | 20,889.14              |
| 2900                                   | Nondepartmental               | 1,173.45               |
| 6100                                   | Library                       | 20,083.12              |
|                                        |                               | <hr/> 110,283.03       |
| PUBLIC SAFETY                          |                               |                        |
| 3100                                   | Police                        | 70,989.37              |
| 3200                                   | Fire                          | 24,549.57              |
| 2403                                   | Building Safety               | 9,747.20               |
| 2404                                   | Plng/Bldg Sfty Administration |                        |
|                                        |                               | <hr/> 105,286.14       |
| PUBLIC WORKS                           |                               |                        |
| 4101                                   | Engineering                   | 2,401.60               |
| 4200                                   | Streets                       | 1,408.17               |
| 4300                                   | Wastewater                    | 781.33                 |
| 4601                                   | Equipment Maintenance         | 3,156.54               |
| 4801                                   | Administration                | 350.56                 |
|                                        |                               | <hr/> 8,098.20         |
| COMMUNITY DEVELOPMENT                  |                               |                        |
| 5100,5200                              | Recreation & Parks            | 23,487.76              |
| 5400                                   | CAMPS                         | 1,259.33               |
|                                        |                               | <hr/> 24,747.09        |
| EXPENDITURES                           |                               |                        |
| CAPITAL IMPROVEMENT                    |                               | 371.31                 |
| ALL OTHER ACCOUNTS                     |                               | 139,863.55             |
| TOTAL WARRANTS                         |                               | <hr/> <hr/> 388,649.32 |



## **City Council Agenda Statement**

**Meeting Date:** May 6, 2025

**Agenda Heading:** Consent

**Item Number:** B.6

---

### **TITLE:**

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

### **RECOMMENDATION:**

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

### **FISCAL IMPACT:**

As described on the November 5, 2024 Council agenda:

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

The budget request is as follows:

Amount Budgeted in FY 2024-25: \$0

Additional Appropriation: \$700,000

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

Establish Transfer Out Budget: \$700,000

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

Establish Transfer In Budget: \$700,000

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

**May 6, 2025**

**Page 2 of 3**

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

Set Revenue budget: \$300,000

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

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

### **BACKGROUND:**

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

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

### **DISCUSSION:**

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

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

Goal 1: Develop and Maintain Quality Infrastructure and Technology

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

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

Goal 2: Optimize Community Safety and Preparedness

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

**May 6, 2025**

**Page 3 of 3**

**PREPARED BY:**

Cheryl Ebert, City Engineer

**REVIEWED BY:**

Elias Sassoon, Public Works Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

None



## City Council Agenda Statement

Meeting Date: May 6, 2025

Agenda Heading: Consent

Item Number: B.7

---

### **TITLE:**

Resolution Approving Plans and Specifications for the Construction of the Community Development Block Grant American Disability Act Curb Ramp Improvements Project No. 602744-24/PW 24-13

### **RECOMMENDATION:**

1. Adopt a resolution approving plans and construction specifications for construction of the Community Development Block Grant American Disability Act Curb Ramp Improvements Project No. 602744-24/PW 24-13 to avail the City of Government Code § 830.6 immunities and establishing a project payment amount.
2. Authorize staff to advertise the project for construction bidding.
3. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

Amount Budgeted in FY2024-25: \$55,500

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

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

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

Additional Appropriation: None.

Account Number(s):

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

### **BACKGROUND:**

Each year, the City of El Segundo applies for Federal Community Development Block Grant (CDBG) funding from the County of Los Angeles Community Development

## **CDBG ADA Curb Ramp Improvements Project**

**May 6, 2025**

**Page 2 of 3**

Authority (LACDA). This funding is available for community development projects that meet national objectives, including the American Disability Act (ADA) requirements. Currently, \$94,609 is available, with an additional \$61,214 becoming available after July 1, 2025.

### **DISCUSSION:**

The ADA Curb Ramp Improvements Project meets federal Community Development Block Grant funding criteria and proposes reconstruction of existing non-compliant curb ramps to remove accessibility barriers (please see the attachment). The ADA-related improvements meeting the CDBG funding criteria are:

1. Removing and replacing curb ramps and adjacent street pavement to provide ADA-compliant ramps.
2. Installation of yellow detectable truncated domes on existing otherwise compliant curb ramps where applicable.
3. Removing and replacing sidewalks next to new curb ramps, if needed, to address non-ADA-compliant slopes and any elevation differences.
4. Removing and replacing curb next to new ADA ramps, if needed to address any elevation differences.

The construction plans and specifications for the project have been completed and are ready for adoption and advertisement. The construction cost estimate is \$143,000 which is within the \$155,823 CDBG funding that will be available in July 2025. With the City Council's authorization, the anticipated schedule is as follows:

May – Advertise and Bid  
July – Award Contract  
Aug – Complete Contract Documents  
September – Begin Construction  
November – Complete Project

Staff respectfully recommends that the City Council adopt the proposed Resolution to approve the plans and specifications for the Community Development Block Grant (CDBG) ADA Curb Ramp Improvements Project, Project No. 602744-24/PW 24-13, and authorize advertising the project for construction.

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

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy A: Seek opportunities to implement and expedite the projects in the Capital Improvement Program and ensure that City-owned infrastructure is well maintained,

**CDBG ADA Curb Ramp Improvements Project**

**May 6, 2025**

**Page 3 of 3**

including streets, entryways, and facilities.

**PREPARED BY:**

Floriza Rivera, Principal Civil Engineer

**REVIEWED BY:**

Elias Sassoon, Public Works Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Resolution CDBG Curb Ramp Installation PW 24-13
2. Vicinity Map PW 24-13
3. Location Map PW 24-13

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

**A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR THE CONSTRUCTION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADA CURB RAMP IMPROVEMENTS PROJECT, PROJECT NO. 602744-24/PW 24-13, PURSUANT TO GOVERNMENT CODE SECTION 830.6 AND ESTABLISHING A PROJECT PAYMENT ACCOUNT.**

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

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

- A. The City Engineer prepared plans and specifications for the Community Development Block Grant (CDBG) ADA Curb Ramp Improvements Project, Project No. 602744-24/PW 24-13, ("Project"); These plans and specifications are complete and construction of the Project may begin;
- B. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans and construction of the Project.

SECTION 2: Design Immunity; Authorization.

- A. The design and plans for the Project are determined to be consistent with the City's standards and are approved.
- B. The design approval set forth in this Resolution occurred before actual work on the Project construction commenced.
- C. The approval granted by this Resolution conforms with the City's General Plan.
- D. The City Engineer, or designee, is authorized to act on the City's behalf in approving any alterations or modifications of the design and plans approved by this Resolution.
- E. The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

SECTION 3: Project Payment Account. For purposes of the Contract Documents administering the Project, the City Council directs the City Manager, or designee, to establish a fund containing sufficient monies from the current fiscal year budget to pay for the Project ("Project Payment Account") following receipt of construction bids. The Project Payment Account will be the sole source of funds available for the Contract Sum, as defined in the Contract Document administering the Project.

SECTION 4: Bidding. The Public Works Director, or designee, is directed to advertise the Project for construction.

SECTION 5: The City Clerk is directed to certify the adoption of this Resolution.

SECTION 6: This Resolution will become effective immediately upon adoption.

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

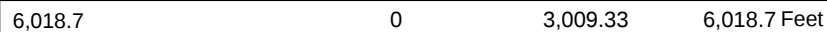
\_\_\_\_\_  
Chris Pimentel, Mayor

ATTEST:

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

APPROVED AS TO FORM:  
MARK D. HENSLEY, City Attorney

By: \_\_\_\_\_  
Joaquin Vazquez, Assistant City Attorney



*DISCLAIMER: The information shown on this map was compiled from different GIS sources. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. The City of El Segundo will not be held responsible for any claims, losses or damages resulting from the use of this map.*



# Location Map

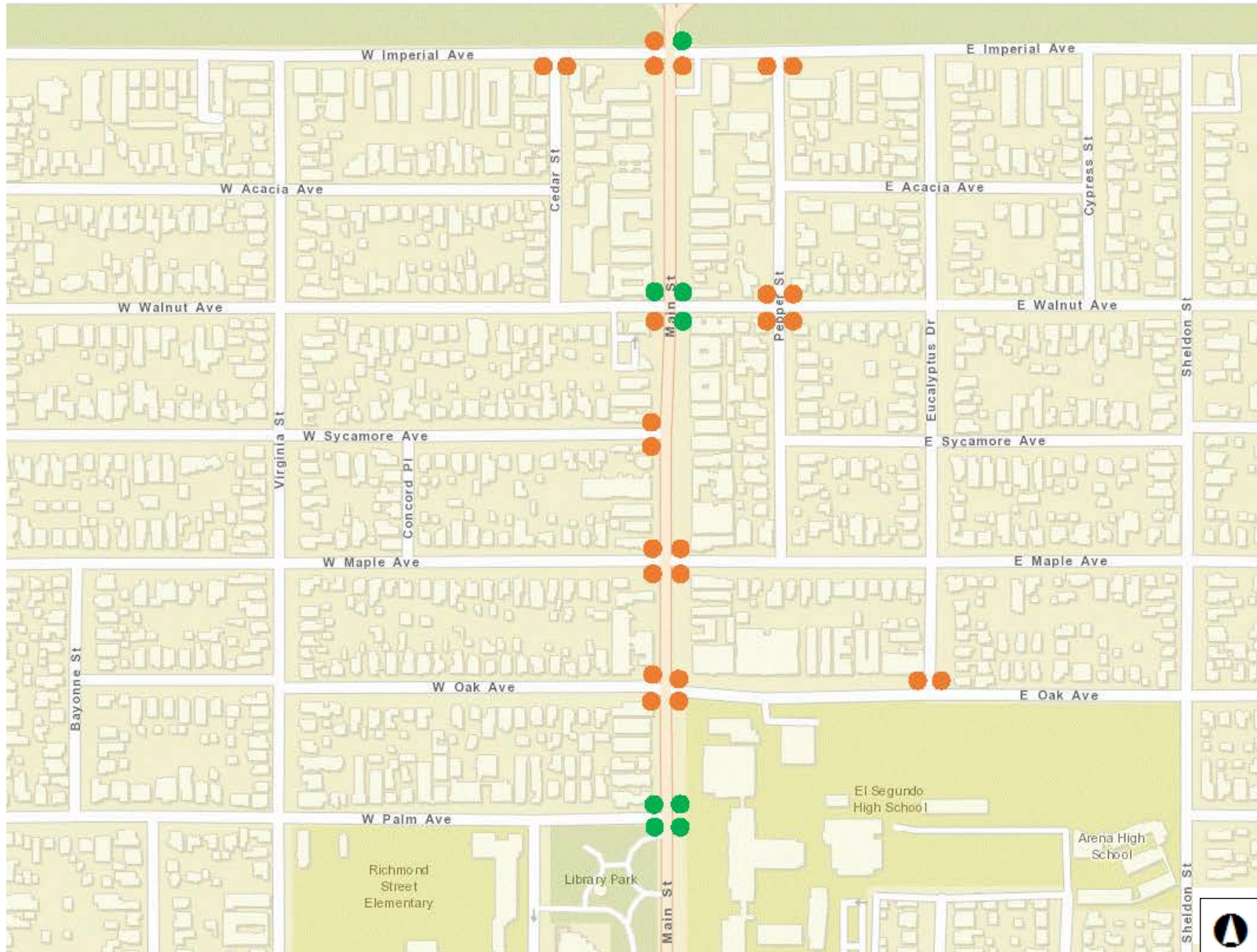
## CDBG ADA Curb Ramp Improvements Project

### Project No. 602744-24/PW 24-13



#### Legend

- City boundary
- Construct ADA-compliant curb ramp
- Alternative curb ramp construction location



No Scale

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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#### Notes



## City Council Agenda Statement

Meeting Date: May 6, 2025

Agenda Heading: Consent

Item Number: B.8

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### TITLE:

Resolution to Utilize Senate Bill 1 Road Repair and Accountability Act Funding for the FY 2025-26 Pavement Rehabilitation Project No. PW 25-07

### RECOMMENDATION:

1. Adopt the attached resolution authorizing SB 1 funding for FY 2025-26 Pavement Rehabilitation Project No. PW 25-07.
2. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

To be included in the proposed FY 2025-26 Budget.

Amount Budgeted: \$1,000,000

Additional Appropriation: None.

Account Numbers:

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

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

Prop C and Measure R funds, as needed

### BACKGROUND:

The Public Works Department administers a forecasted five-year (2023-2028) Pavement Management Program (PMP) to ensure public health and safety, and to effectively manage the integrity of the City's roadway system. Based on existing records, conditions, and field verification, the PMP assigns a Pavement Condition Index (PCI) to all city roadway segments on a scale of 0-100, with 100 representing a surface condition similar to new pavement.

Roadway segments with scores below 75 require some type of preventive maintenance. This maintenance action can range from slurry sealing, overlay resurfacing, or complete

## **Resolution, Pavement Rehabilitation SB-1 Funding**

**May 6, 2025**

**Page 2 of 3**

reconstruction, depending on the roadway condition. The goal is to increase the citywide average PCI score from 73 at the beginning of FY 2023-24 to 75 at the end of FY 2027-28, given the limitations of available funding.

Senate Bill 1 (SB 1), the "Road Repair and Accountability Act" signed into law on April 28, 2017, provides funding to repair roads, freeways and bridges in California communities, with the funding split equally between the state and local governments. The SB 1 "Road Maintenance and Rehabilitation Account" (RMRA) funds are provided by voter-approved increases in gasoline and diesel excise taxes, the diesel sales tax, and vehicle fees, which went into effect on November 1, 2017.

Prior to receiving the City's portion of RMRA funds from the State Controller in FY 2025-26 in the estimated amount of \$454,237, the City must submit to the California Transportation Commission (CTC) a list of projects which would utilize RMRA funds pursuant to an adopted City resolution by July 1, 2025. This list must include a description and the location of each proposed project, a proposed schedule for each project's completion, and the estimated useful life of the improvement. The RMRA funds shall be used to subsequently pay invoices for the adopted project(s). An expenditure report must also be submitted to the CTC for their records and auditing purposes.

### **DISCUSSION:**

Staff identified the following areas where the roadways can be rehabilitated with FY 2025-26 RMRA funds as part of the Pavement Rehabilitation Project No. PW 25-07 for such fiscal year period:

1. Roadways within the southwest residential quadrant of the City, bordered by Mariposa Avenue to the north, El Segundo Boulevard to the south, the City Boundary to the west, and Sheldon Street to the east. Rehabilitation of roadways within this quadrant will consist of a 2-inch grind and overlay for some streets, while other roadway segments within the area will be slurry sealed. The slurry sealing process consists of the application of a thin asphalt slurry layer on existing asphalt pavement to prevent water intrusion.
2. 118th St. from Aviation Boulevard to Hornet Way will undergo a 2-inch grind and overlay.

Staff estimate the following timeline for the project:

May 2025 - Advertise and Bid Project  
July - Award Contract  
September - Complete Contract Documents  
October - Begin Construction  
December - Complete Construction

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy A: Seek opportunities to implement and expedite the projects in the Capital Improvement Program and ensure that City-owned infrastructure is well maintained, including streets, entryways, and facilities.

**PREPARED BY:**

Floriza Rivera, Principal Civil Engineer

**REVIEWED BY:**

Elias Sassoon, Public Works Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Resolution Pavement Rehabilitation PW 25-07
2. Vicinity Map PW 25-07
3. Location Map PW 25-07

**RESOLUTION NO. #####**

**RESOLUTION TO ADOPT PROJECT PW 25-07, PAVEMENT REHABILITATION IN THE SOUTHWEST RESIDENTIAL QUADRANT BORDERED BY MARIPOSA AVENUE TO THE NORTH, EL SEGUNDO BOULEVARD TO THE SOUTH, THE CITY BOUNDARY TO THE WEST, AND SHELDON STREET TO THE EAST. PAVEMENT REHABILITATION TO BE FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017.**

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

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

- A. Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and
- B. SB 1 includes accountability and transparency provisions that will ensure the residents of City of El Segundo are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and
- C. The City of El Segundo must adopt a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1 by resolution, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and
- D. The City of El Segundo will receive an estimated \$454,237 in RMRA funding in Fiscal Year 2025-26 from SB 1; and
- E. Receiving SB 1 funding will enable the City of El Segundo to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and
- F. The City of El Segundo has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and
- G. The City of El Segundo used a Pavement Management Program to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and
- H. The funding from SB 1 will help the City of El Segundo maintain and rehabilitate

RESOLUTION #####

Page 1 of 4

roadways in the southwest residential quadrant of the City, bordered by Mariposa Avenue, El Segundo Boulevard, the western City Boundary, and Sheldon; as well as 118<sup>th</sup> Street from Aviation Boulevard to Hornet Way; and

- I. The 2023 California Statewide Local Streets and Roads Needs Assessment found that the City of El Segundo streets and roads are in a fair condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a good condition; and
- J. The SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

SECTION 2: The City Council finds that the foregoing recitals and true and correct and adopts the following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2025-26 Road Maintenance and Rehabilitation Account revenues:

**The southwest residential quadrant of the City, bordered by Mariposa Ave., El Segundo Blvd., the western City Boundary, and Sheldon St. Pavement Rehabilitation Project** consists of 2-inch grind and overlay as well as slurry sealing treatment of the asphalt concrete for specific streets.

**The resurfacing improvement for 118th Street from Aviation Boulevard to Hornet Way** consists of 2-inch grind and overlay.

The project is anticipated to start in October, 2025, be complete in December, 2025, and is expected to extend pavement life for at least six years.

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 will become effective immediately and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 6th day of May, 2025.

---

Chris Pimentel,  
Mayor

ATTEST:

---

Susan Truax, City Clerk

APPROVED AS TO FORM:

---

Mark D. Hensley, City Attorney

## CERTIFICATION

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

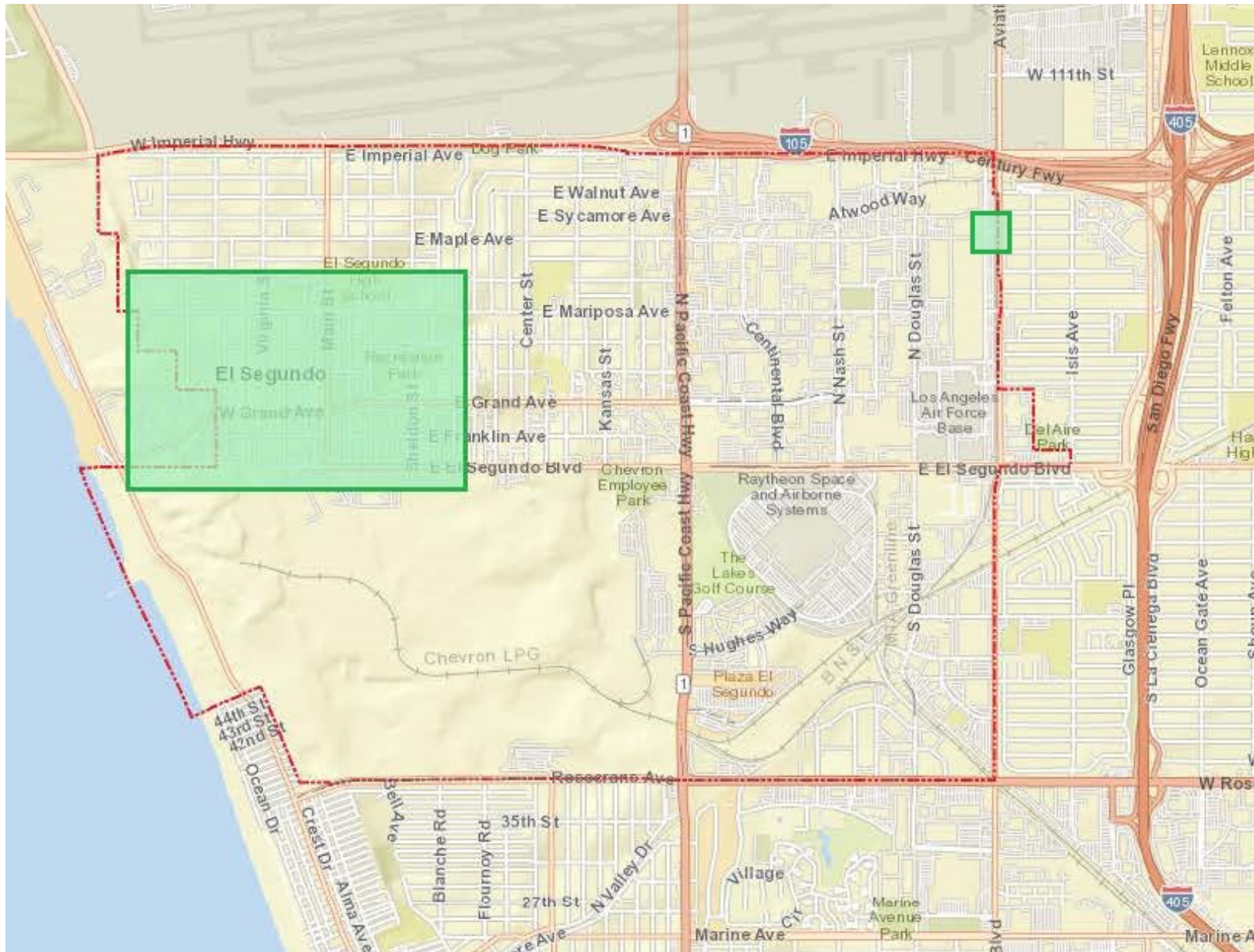
APPROVED AS TO FORM:

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



# Vicinity Map

## PW 25-07: Pavement Rehabilitation Project



6,018.7 0 3,009.33 6,018.7 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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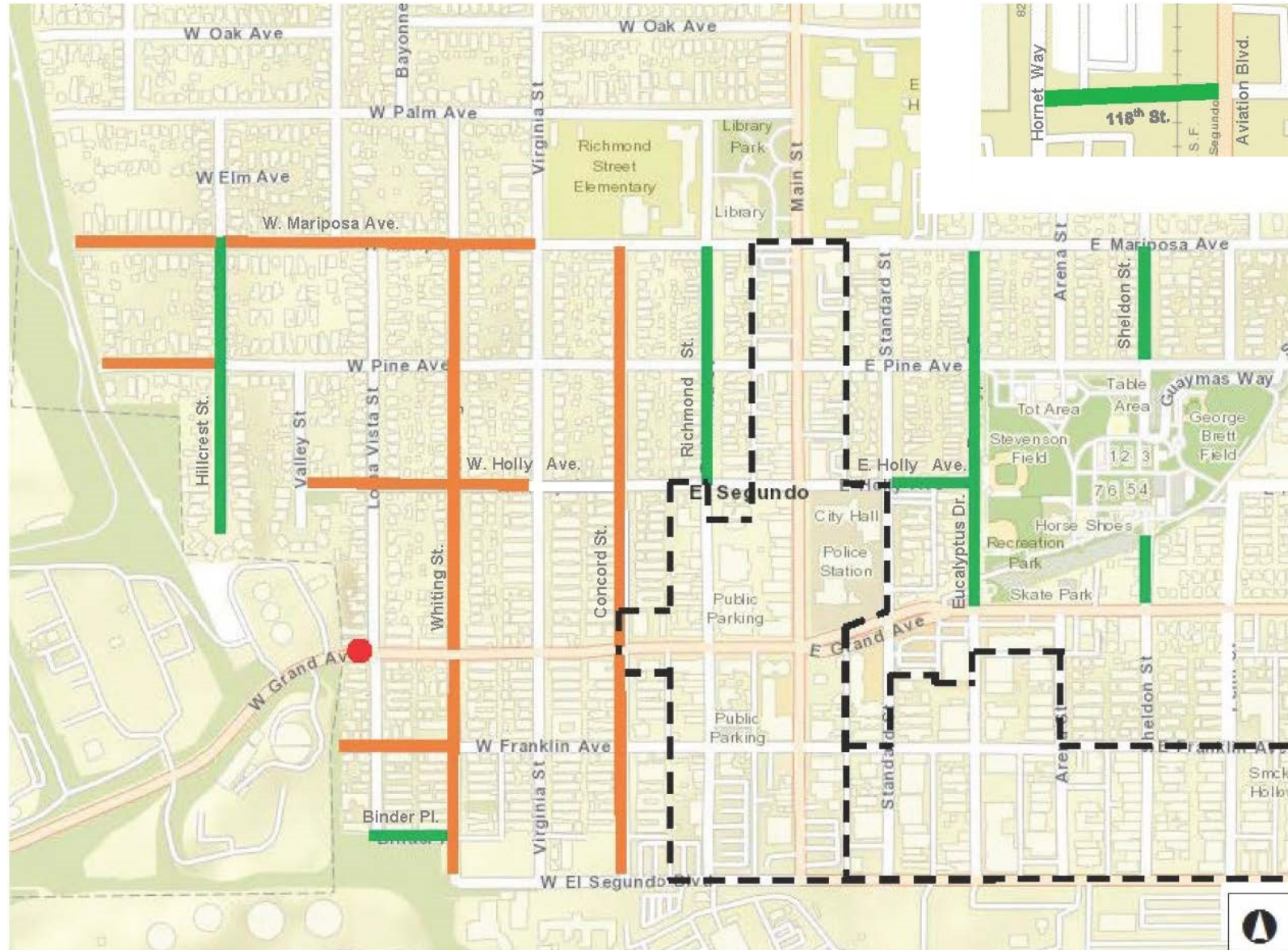


# Location Map

## PW 25-07: Pavement Rehabilitation Project Areas

### in Southwest Residential Quadrant and on 118th St. West of Aviation Blvd.

#### Southwest Residential Quadrant



#### 118th St. west of Aviation Blvd.



#### Legend

- City boundary
- Overlay resurfacing
- Slurry seal resurfacing
- Downtown or Smoky Hollow area boundaries
- Asphalt repair area, Grand Ave. west of Loma Vista

#### Notes

No Scale

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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## City Council Agenda Statement

Meeting Date: May 6, 2025

Agenda Heading: Consent

Item Number: B.9

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### TITLE:

Extension of License Agreement with El Segundo Co-Op Nursery School

### RECOMMENDATION:

1. Authorize the City Manager to execute the seventh amendment with the El Segundo Co-Op Nursery School to extend the agreement's term for three years through September 30, 2028 and increase the annual license fee by \$83 for the first year, and \$50 per year for the next two (2) years.
2. Alternatively, discuss and take other action related to this item.

### FISCAL IMPACT:

Total annual revenue from the License Agreement will be \$2,000 for FY 2025-26, \$2,050 for FY 2026-27, and \$2,100 for FY 2027-28.

Total of \$6,150 over three years.

### BACKGROUND:

The El Segundo Co-Op Nursery School ("Co-Op") has been operating a non-profit preschool in El Segundo since 1947. Since the early 1950s, the school has been located in the Clubhouse building in Recreation Park. During this time, it has served the community by offering a low-cost program to El Segundo residents. Utilizing one to two part-time staff members and parent volunteers to run the program, the preschool serves 19 students per academic year.

In October 2014, the City and Co-Op entered into an agreement for a term of three years that provided a discounted license fee to the school over the three years as follows: \$750 for FY 2014-15, \$1,500 for FY 2015-16, and \$3,000 for FY 2016-17. However, on June 21, 2016, the Co-Op requested a modification to the agreement and the City Council approved a license fee of \$12.00 (\$1.00 per month) for FY 2016-17. The Co-Op also revealed a plan to design and fund a mural outside the Clubhouse. The

## **License Agreement with El Segundo Co-Op Nursery School**

**May 6, 2025**

**Page 2 of 3**

school requested that this mural donation be in lieu of rental fees for the subsequent FY 2017-18 school year. Staff agreed and recommended that an amendment to the agreement be executed from October 1, 2017–September 30, 2018 with no associated license fee. City Council approved the staff's recommendation.

In 2018, City staff and the Co-Op met to discuss and agree upon new terms for FY 2018-19. The group agreed to establish a three-year contract for use of the rooms at the Clubhouse. Due to staffing, utilities, and maintenance costs, City staff felt some cost-recovery was important. Staff recommended an amendment to the agreement with the Co-Op from October 1, 2018– September 30, 2021 with a \$600 per year license fee. The City Council approved this recommendation.

In January 2021, the Co-Op resumed their operations after a hiatus because of the COVID-19 pandemic. In 2021, staff recommended amending the Co-Op's agreement to end on September 30, 2022, at the same cost of \$600 per year, which aligned the agreement with the City's new fiscal year. The City Council approved this recommendation.

In April 2022, City staff and the Co-Op met to discuss and agree upon new terms for FY 22-23 through FY 24-25. Staff requested to continue the partnership and continue to move in the direction of recovering costs for staff time, rental fees, maintenance, and utilities which are specifically linked to this program. Staff and the Co-Op were agreeable to establishing a \$50 increase each year, over the next three years, to continue fulfilling the need for cost recovery. In May 2022, Staff recommended an amendment to the agreement with the Co-Op that included an annual license fee of \$1,050 for FY 2022-23, \$1,100 for FY 2023-24, and \$1,150 for FY 2024-25.

In July 2024, City staff and the Co-Op amended the last year of their current contract to increase from three days a week to five days a week. The increase in days/hours increased FY 24-25 payment of \$115 per month to \$191.70 per month, or \$1,917 as the total annual license fee.

### **DISCUSSION:**

El Segundo Co-Op Nursery School currently operates five days a week, Monday through Friday, from 8:30 a.m.-12:30 p.m., from late August through mid-June. Annually, the City Council approves a fee schedule for recreation facilities, including the George E. Gordon Clubhouse meeting rooms. The school operates out of the Clubhouse's Room A, Room B, and Drop-In Room. Applying the standard room rental rate of \$17.00 per hour for an El Segundo non-profit organization to the Co-Op's approximate 2,160 hours of facility use per year would equate to \$36,720 per year.

Staff recommends increasing the current \$1,917 license fee by \$83 for FY 2025-26, \$50 for FY 2026-27, and \$50 for FY 2027-28, which would result in annual license fees as follows: \$2,000 for FY 2025-26, \$2,050 for FY 2026-27, and \$2,100 for FY 2027-28 for a

## **License Agreement with El Segundo Co-Op Nursery School**

**May 6, 2025**

**Page 3 of 3**

total three-year sum of \$6,150.

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

Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

Strategy A: Enhance proactive community engagement program to educate and inform the public about City services, programs, and issues.

Strategy B: Implement Diversity, Equity, and Inclusion (DEI) initiatives to cultivate representation and opportunities for all the members of the community.

Goal 5: Champion Economic Development and Fiscal Sustainability

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

### **PREPARED BY:**

Linnea Palmer, Recreation Manager

### **REVIEWED BY:**

Aly Mancini, Recreation, Parks and Library Director

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

None



## **City Council Agenda Statement**

**Meeting Date:** May 6, 2025

**Agenda Heading:** Consent

**Item Number:** B.10

---

### **TITLE:**

Notice of Completion for the Main Street / Imperial Highway Monument Entry Feature Sign Project

### **RECOMMENDATION:**

1. Accept the Main Street / Imperial Highway Monument Entry Feature Sign Project, Project No. PW 23-04, by Square Signs LLC dba Front Signs as complete.
2. Authorize the Clerk to file a Notice of Completion with the County Recorder's Office.
3. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

Amount Budgeted: \$417,489.25

Additional Appropriation: None

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

### **BACKGROUND:**

On January 18, 2022, City Council authorized staff to execute a Professional Services Agreement with Hirsch & Associates, Inc. ("Consultant") to prepare the design of the Main Street / Imperial Highway Monument Entry Feature Sign Project (the "Project") and authorized staff to remove the existing signage at the Main Street and Imperial Highway intersection. By the end of January 2022, Public Works staff had removed the sign at the site intersection. Additionally, the Consultant investigated the site and prepared two concepts for this entry feature. The Consultant was asked to provide a design that is reflective of El Segundo's small-town charm, beach orientation, ties into the evolving nature of the Downtown area, and connects to the historic El Segundo High School, Library Park, and Library Park sites.

At the September 6, 2022, and September 20, 2022, City Council meetings, the

**Notice of Completion for the Main Street / Imperial Highway Monument Entry  
Feature Sign Project  
May 6, 2025  
Page 2 of 3**

Consultant presented two conceptual options: the Character of El Segundo concept and the Old Time Postcard Inspiration concept. City Council provided feedback on the two presented options and selected the second option, the Old Time Postcard Inspiration conceptual design. This concept was inspired by the creative tourist industry marketing of the past. This bold, clean, and modern design would be a stand-out statement-piece in the landscape, inviting visitors to explore all that the City has to offer. The estimated construction cost for this option was \$420,000.

On March 7, 2023, the City Council adopted the plans and specifications for this project and authorized staff to advertise this project for construction.

On March 5, 2024, the City Council awarded a Public Works Construction Contract to Square Signs LLC dba Front Signs in the amount of \$347,489.25 for the construction of the Main Street/Imperial Highway Monument Entry Feature Sign Project, Project No. PW 23-04, and authorized additional funding of \$70,000 for construction-related contingencies.

**DISCUSSION:**

Construction began on November 14, 2024 and was substantially completed by Square Signs LLC dba Front Signs in December 2024. However, the connection to the Southern California Edison meter delayed the project from being fully complete until March 2025. Three change orders were issued on the project for adding color-changing electrical lighting in the sign, installing an irrigation controller, revising the shape of the letter "O", and for installing sod in lieu of seed. The total costs for change orders are \$69,721.48, bringing the total construction costs to \$417,210.73.

Staff respectfully recommends that Council accept the work performed by Square Signs LLC dba Front Signs and authorize the City Clerk to file a Notice of Completion with the County Recorder's Office.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy A: Seek opportunities to implement and expedite the projects in the Capital Improvement Program and ensure that City-owned infrastructure is well maintained, including streets, entryways, and facilities.

**PREPARED BY:**

Cheryl Ebert, City Engineer

**REVIEWED BY:**

Elias Sassoon, Public Works Director

**Notice of Completion for the Main Street / Imperial Highway Monument Entry  
Feature Sign Project**

**May 6, 2025**

**Page 3 of 3**

**APPROVED BY:**

Barbara Voss, Deputy City Manager

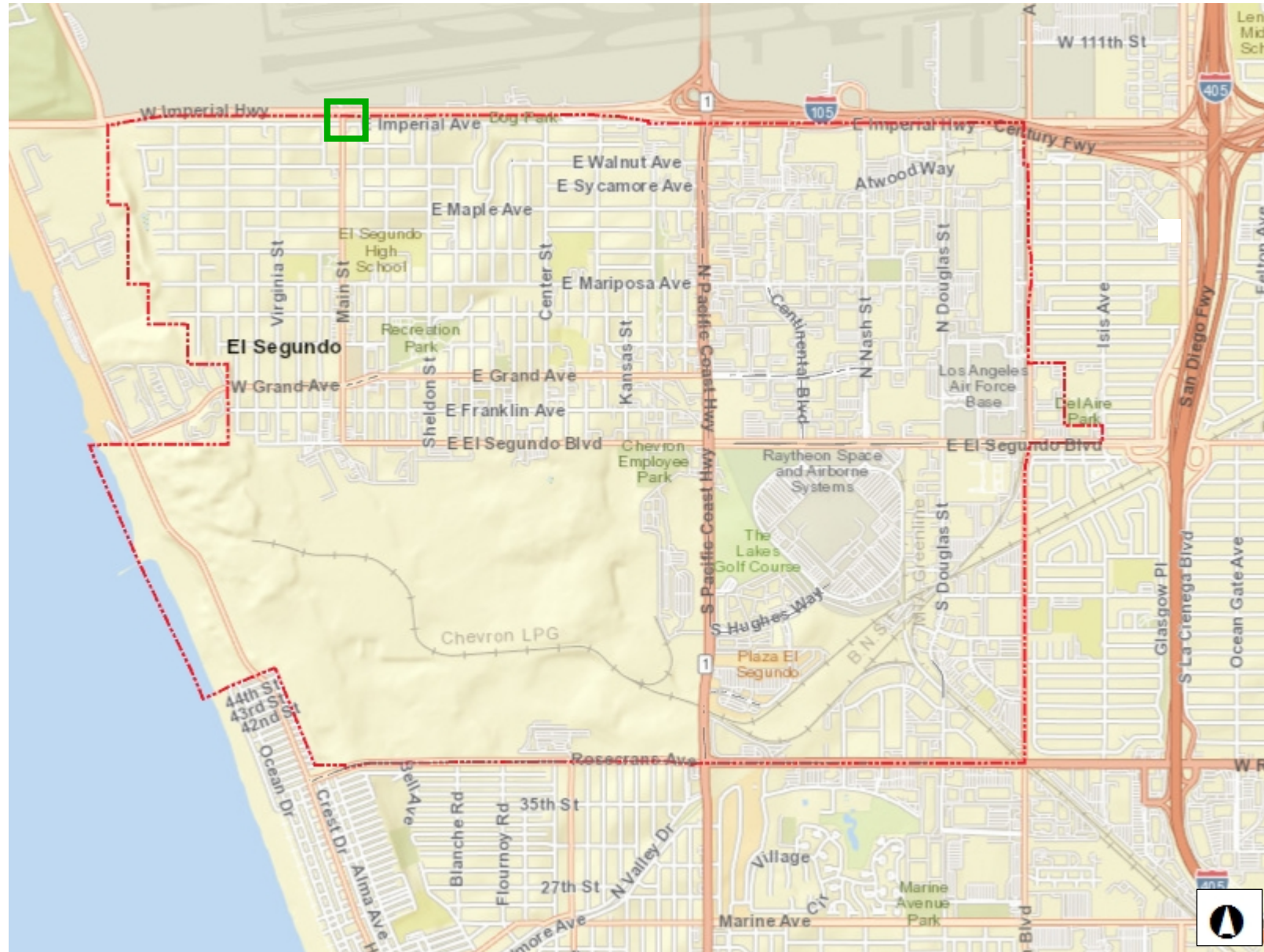
**ATTACHED SUPPORTING DOCUMENTS:**

1. PW 23-04 Notice of Completion
2. PW 23-04 Vicinity Map
3. PW 23-04 Location Map
4. PW 23-04 Monument Sign Rendering
5. PW 23-04 Pictures

**City Clerk, City Hall  
350 Main Street  
El Segundo, CA 90245**



# Main Street / Imperial Highway Monument Feature Project Vicinity Map



6,018.7 0 3,009.33 6,018.7 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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# Main Street / Imperial Highway Monument Feature Project Location Map



188.1 0 94.04 188.1 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

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Google Earth

© 2022 Google

8.93 ft

PW 23-04 – Main St / Imperial Highway Monument Entry Feature Sign Project - Pictures





## **City Council Agenda Statement**

**Meeting Date:** May 6, 2025

**Agenda Heading:** Consent

**Item Number:** B.11

---

### **TITLE:**

Resolution Ratifying the Five-Year General Services Agreement Between the City of El Segundo and the County of Los Angeles

### **RECOMMENDATION:**

1. Adopt the proposed resolution ratifying the General Services Agreement between the City of El Segundo and the County of Los Angeles and authorize the City Manager to execute the agreement.
2. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

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

### **BACKGROUND:**

The County of Los Angeles (County) provides services on behalf of the City of El Segundo on an "as -needed" basis. The primary example of such services is the City's ongoing service agreement with the County for traffic signal maintenance and the availability to access County road crews should the need ever arise for emergency street repairs. To facilitate the City's ability to access such services, the City and County have entered into a General Services Agreement (GSA), each with five-year terms, that ensure that the City has access to County-provided services whenever necessary. The standard GSA provides the legal mechanism and framework whereby the City has access to County services on an "as-needed" basis.

### **DISCUSSION:**

In July 2020, the City Council adopted Resolution No. 5224 approving the GSA between the City of El Segundo and Los Angeles County which is set to expire June 30, 2025. To maintain the ability to receive services from the County, the City ratify the proposed

**General Services Agreement between the City of El Segundo and the County of Los Angeles**  
**May 6, 2025**  
**Page 2 of 2**

GSA for a five-year period, commencing on July 1, 2025 through June 30, 2030. The proposed resolution would ratify the GSA and authorize the City Manager's execution of the agreement.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 1: Develop and Maintain Quality Infrastructure and Technology

Strategy A: Seek opportunities to implement and expedite the projects in the Capital Improvement Program and ensure that City-owned infrastructure is well maintained, including streets, entryways, and facilities.

Strategy D: Improve mobility and transportation throughout the City.

**PREPARED BY:**

Cheryl Ebert, City Engineer

**REVIEWED BY:**

Elias Sassoon, Public Works Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. EXHIBIT A TO RESOLUTION 2025-2030 GSA - City of El Segundo
2. Resolution for GSA

## **GENERAL SERVICES AGREEMENT**

THIS GENERAL SERVICES AGREEMENT ("Agreement"), dated for purposes of reference only, July 1, 2025, is made by and between the County of Los Angeles, hereinafter referred to as the "County," and the City of El Segundo, hereinafter referred to as the "City."

### RECITALS:

(a) The City is desirous of contracting with the County for the performance by its appropriate officers and employees of City functions.

(b) The County is agreeable to performing such services on the terms and conditions hereinafter set forth.

(c) Such contracts are authorized and provided for by the provisions of Section 56½ of the Charter of the County of Los Angeles and Section 51300, *et seq.*, of the Government Code.

### THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. The County agrees, through its officers, agents and employees, to perform those City functions, which are hereinafter provided for.

2. The City shall pay for such services as are provided under this Agreement at rates to be determined by the County Auditor-Controller in accordance with the policies and procedures established by the Board of Supervisors.

These rates shall be readjusted by the County Auditor-Controller annually effective the first day of July of each year to reflect the cost of such service in accordance with the policies and procedures for the determination of such rates as adopted by the Board of Supervisors of County.

3. No County agent, officer or department shall perform for said City any

function not coming within the scope of the duties of such agent, officer or department in performing services for the County.

4. No service shall be performed hereunder unless the City shall have available funds previously appropriated to cover the cost thereof.

5. No function or service shall be performed hereunder by any County agent, officer or department unless such function or service shall have been requested in writing by the City on order of the City Council thereof or such officer as it may designate and approved by the Board of Supervisors of the County, or such officer as it may designate, and each such service or function shall be performed at the times and under circumstances which do not interfere with the performance of regular County operations.

6. Whenever the County and City mutually agree as to the necessity for any such County agent, officer or department to maintain administrative headquarters in the City, the City shall furnish at its own cost and expense all necessary office space, furniture, and furnishings, office supplies, janitorial service, telephone, light, water, and other utilities. In all instances where special supplies, stationery, notices, forms and the like must be issued in the name of the City, the same shall be supplied by the City at its expense.

It is expressly understood that in the event a local administrative office is maintained in the City for any such County agent, officer or department, such quarters may be used by the County agent, officer or department in connection with the performance of its duties in territory outside the City and adjacent thereto provided, however, that the performance of such outside duties shall not be at any additional cost to the City.

7. All persons employed in the performance of such services and functions for

the City shall be County agents, officers or employees, and no City employee as such shall be taken over by the County, and no person employed hereunder shall have any City pension, civil service, or other status or right.

For the purpose of performing such services and functions, and for the purpose of giving official status to the performance hereof, every County agent, officer and employee engaged in performing any such service or function shall be deemed to be an agent, officer or employee of said City while performing service for the City within the scope of this agreement.

8. The City shall not be called upon to assume any liability for the direct payment of any salary, wages or other compensation to any County personnel performing services hereunder for the City, or any liability other than that provided for in this agreement.

Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his or her employment.

9. The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977 and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this agreement as set out in full herein. In the event that the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

10. Each County agent, officer or department performing any service for the

City provided for herein shall keep reasonably itemized and in detail work or job records covering the cost of all services performed, including salary, wages and other compensation for labor, supervision and planning, plus overhead, the reasonable rental value of all County-owned machinery and equipment, rental paid for all rented machinery or equipment, together with the cost of an operator thereof when furnished with said machinery or equipment, the cost of all machinery and supplies furnished by the County, reasonable handling charges, and all additional items of expense incidental to the performance of such function or service.

11. All work done hereunder is subject to the limitations of the provisions of Section 23008 of the Government Code, and in accordance therewith, before any work is done or services rendered pursuant hereto, an amount equal to the cost or an amount 10% in excess of the estimated cost must be reserved by the City from its funds to ensure payment for work, services or materials provided hereunder.

12. The County shall render to the City at the close of each calendar month an itemized invoice which covers all services performed during said month, and the City shall pay County therefore within thirty (30) days after date of said invoice.

If such payment is not delivered to the County office which is described on said invoice within thirty (30) days after the date of the invoice, the County is entitled to recover interest thereon. Said interest shall be at the rate of seven (7) percent per annum or any portion thereof calculated from the last day of the month in which the services were performed.

13. Notwithstanding the provisions of Government Code Section 907, if such payment is not delivered to the County office which is described on said invoice within thirty (30) days after the date of the invoice, the County may satisfy such indebtedness,

including interest thereon, from any funds of any such City on deposit with the County without giving further notice to said City of County's intention to do so.

14. This Agreement shall become effective on the date herein-above first mentioned and shall run for a period ending June 30, 2030, and at the option of the City Council of the City, with the consent of the Board of Supervisors of County, shall be renewable thereafter for an additional period of not to exceed five (5) years.

15. In the event the City desires to renew this Agreement for said five-year period, the City Council shall not later than the last day of May 2030, notify the Board of Supervisors of County that it wishes to renew the same, whereupon the Board of Supervisors, not later than the last day of June 2030, shall notify the City Council in writing of its willingness to accept such renewal. Otherwise, such Agreement shall finally terminate at the end of the aforescribed period.

Notwithstanding the provisions of this paragraph herein-above set forth, the County may terminate this Agreement at any time by giving thirty (30) days' prior written notice to the City. The City may terminate this Agreement as of the first day of July of any year upon thirty (30) days' prior written notice to the County.

16. This Agreement is designed to cover miscellaneous and sundry services which may be supplied by the County of Los Angeles and the various departments thereof. In the event there now exists or there is hereafter adopted a specific contract between the City and the County with respect to specific services, such contract with respect to specific services shall be controlling as to the duties and obligations of the parties anything herein to the contrary notwithstanding, unless such special contract adopts the provisions hereof by reference.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

The City of El Segundo,

By \_\_\_\_\_  
Mayor

ATTEST:

City Clerk

**THE COUNTY OF LOS ANGELES**

By \_\_\_\_\_

By \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:

EDWARD YEN  
Executive Officer/Clerk  
of the Board of Supervisors

By \_\_\_\_\_  
Deputy

APPROVED AS TO FORM:

DAWYN R. HARRISON  
County Counsel

By \_\_\_\_\_  
Senior Deputy

**RESOLUTION NO. #####**

**RESOLUTION TO APPROVE THE GENERAL SERVICES AGREEMENT  
BETWEEN THE CITY OF EL SEGUNDO AND THE COUNTY OF LOS  
ANGELES TO EXTEND SERVICES FOR ANOTHER FIVE YEARS  
THROUGH JUNE 30, 2030 AND AUTHORIZING THE CITY MANAGER'S  
EXECUTION THEREOF**

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

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

- A. The County of Los Angeles (the "County") periodically provides miscellaneous services on behalf of the City of El Segundo on an "as-needed" basis. Examples of such services include the City's ongoing service agreement with the County for traffic signal maintenance and the ability to access County road crews.
- B. The City and County entered into the Assumption of Liability Agreement dated November 14, 1977.
- C. Since then, the City and County have entered into a General Services Agreement ("GSA"), each with five-year terms, that ensure that the City has access to County-provided services whenever necessary. The standard GSA provides the legal mechanism and framework whereby the City has access to County services on an "as-needed" basis.
- D. The existing General Services Agreement between the City of El Segundo and the County will expire on June 30, 2025.
- E. To maintain services for an additional five years, through June 30, 2030, the City Council seeks to ratify the GSA and authorize its execution by the City Manager.

**SECTION 2:** *Approval.* The City Council approves the GSA, dated July 1, 2025, which is attached to this Resolution as Exhibit "A" and authorizes the City Manager to execute the GSA.

**SECTION 3:** *Authorization.* The City Council hereby directs the City Clerk to transmit a copy of this resolution to the County of Los Angeles.

**SECTION 4:** 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 5:** This Resolution will become effective immediately and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 6th day of May, 2025.

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

ATTEST:

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

APPROVED AS TO FORM:

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

**EXHIBIT “A’**  
**GSA FOR JULY 1, 2025 – JUNE 30, 2030**



## **City Council Agenda Statement**

**Meeting Date:** May 6, 2025

**Agenda Heading:** Consent

**Item Number:** B.12

---

### **TITLE:**

Revisions to the Fire Engineer Classification Specification

### **RECOMMENDATION:**

1. Adopt the revised classification specification for the Fire Engineer position.
2. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

None.

### **BACKGROUND:**

The classification specification and exam plan for the Fire Engineer were last revised on June 20, 2023. As staff prepares for an upcoming promotional examination for the one (1) vacancy at the rank of Fire Engineer, the classification specification and accompanying examination plan were reviewed. At this time, additional updates to the classification specification regarding education and licenses requirements are recommended. While there are no proposed changes to the exam plan, it is included with this report for best practice.

### **DISCUSSION:**

The Fire Engineer is primarily responsible for driving the fire apparatus which include the Fire Engine, Ladder Truck, and the Urban Search and Rescue ("USAR") while also ensuring that appropriate equipment and water are delivered during an emergency incident.

The first proposed change to the classification specification is a revision to the requirement to possess a Class A endorsement from the El Segundo Fire Department (ESFD) at the time of appointment instead of at the time of application. The Class A endorsement is required to drive the USAR while the California Class C driver's license

## **Revisions to the Fire Engineer Classification Specification**

**May 6, 2025**

**Page 2 of 2**

with a firefighter endorsement is required for driving the other apparatus. Currently, there are multiple personnel that are in the process of obtaining the Class A endorsement from ESFD but may be unable to complete the process prior to the close of the recruitment. With the proposed change, candidates without the Class A can apply and test for the position but would not be appointed unless and until they possess the Class A endorsement.

The second proposed revision to the classification specification eliminates the California State Firefighter II certificate. This certificate is beneficial for firefighters working on wildland fires. These types of incidents are less frequent in El Segundo and not all Fire Engineer otherwise qualified candidates possess this certification. Eliminating this requirement expands the internal candidate pool.

While there is currently one (1) Fire Engineer vacancy, the ESFD expects to have other future vacancies for the duration of the eligible list. It is desirable to have multiple candidates on the eligible list for promotion. Human Resources met and conferred with the El Segundo Firefighters' Association on all revisions, and they agree with the two proposed changes to the classification specification.

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

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

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

#### **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. Fire Engineer Classification Specification- REDLINE
2. Fire Engineer Classification Specification- CLEAN
3. Fire Engineer Exam Plan

# FIRE ENGINEER

**DEFINITION:** Under general supervision, drives, operates, and maintains firefighting apparatus and related equipment; responds to fire and other emergency calls; fights fire, mitigates hazardous materials emergencies, and provides other services; performs related duties as required.

**SUPERVISION RECEIVED AND EXERCISED:** Receives general supervision from the Fire Captain. May provide technical direction to Firefighters.

**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:**

Inspects fire vehicles to ensure presence of appropriate equipment and operational efficiency; cleans and performs minor maintenance; drives firefighting apparatus and other units to emergency sites in a safe and efficient manner; locates hydrants, attaches hoses, and operates pumps at proper pressures; evaluates adequacy of water system and available water supply;

Participates in fire extinguishment, ventilation, salvage, rescue, and other operations; operates various firefighting, control, and rescue equipment such as pumps, ladders, air chisel, and extrication tools; lays hose lines and directs water streams into fires;

Provides emergency medical services to individuals in need of such care; provides care consistent with standards and permitted procedures established for patient care;

Inspects and cleans various firefighting equipment and apparatus; performs routine and preventive maintenance on equipment as necessary; assists in maintaining clean and orderly conditions in and about the fire station;

Participates in inspections of public and commercial buildings for fire prevention and target hazard identification and review;

Participates in training and development activities to maintain current knowledge of technological advancements; geographical layout of streets and addresses; operation of all fire apparatus; and other relevant information;

Interacts with and represents the Department to the community and the public at large;

May participate in special projects, develop and/or conduct training, maintain records, prepare reports, and perform work assignments while serving on various committees;

May provide direction and training to Firefighter personnel and serve as acting Captain as required;

When assigned to the truck, perform ventilation on various roof and construction types including cut sequences as outlined in the ESFD ventilation manual;

May perform Breathing Apparatus Repair;

May be required to be an examiner in the Department's DMV Employer Testing Program;

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:**

Fire safety laws and ordinances;

Firefighting methods and techniques;

Operation and maintenance of pumping engines and ladder trucks; practical/ applied hydraulics;

Location of hydrants and water mains;

Traffic regulations and City geography;

Principles and practices observed in rendering emergency medical services;

Firefighting strategy and tactics;

Incident Command System;

Alarm assignment responses;

Ventilation practices and cut sequences; and

Safe work practices.

**Skill in:**

Driving and operating firefighting equipment skillfully under a variety of conditions;

Calculating engine and nozzle pressures;

Acting effectively and quickly in emergency situations;

Preparing manual drawings of locations to scale;

City of El Segundo  
Fire Engineer  
Class Code: XXX

Reading electrical, gas, water, and propane valves;

Understanding and following verbal and written directions.

Communicating clearly and concisely, 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, and the 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:** Two (2) years experience as a full-time firefighter with the El Segundo Fire Department.

**Education:** Possession of a California State Firefighter I ~~and II~~ certificates ~~are~~ is required at the time of application.

Supplemental specialized training in fire technology, in the areas of fire hydraulics, apparatus, equipment, and tactics and strategy are desirable.

Completion of the following California State Fire Marshal Training and Education courses are desirable: in the areas of Fire Command 1A, Fire Command 1B, Fire Prevention 1A, Fire Apparatus Driver/Operator 1A, and Fire Apparatus Driver/Operator 1B ~~are desirable~~.

### **License/Certificates:**

Possession of a valid ~~Commercial Class A California driver's license or a~~ California Class C driver's license with a firefighter endorsement is required at the time of application; a Class A endorsement issued by the El Segundo Fire Department is required at the time of appointment, and qualified to operate a Class A and B vehicle by El Segundo Fire Department standards and an An acceptable driving record is ~~are~~ required.

~~Must have a satisfactory driving record with e~~Current and valid EMT and CPR certifications are also required at the time of application.

**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.

City of El Segundo  
Fire Engineer  
Class Code: XXX

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)  
April 19, 2011  
Revision Date: June 20, 2023  
Revision Date: May 6, 2025

# FIRE ENGINEER

**DEFINITION:** Under general supervision, drives, operates, and maintains firefighting apparatus and related equipment; responds to fire and other emergency calls; fights fire, mitigates hazardous materials emergencies, and provides other services; performs related duties as required.

**SUPERVISION RECEIVED AND EXERCISED:** Receives general supervision from the Fire Captain. May provide technical direction to Firefighters.

**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:**

Inspects fire vehicles to ensure presence of appropriate equipment and operational efficiency; cleans and performs minor maintenance; drives firefighting apparatus and other units to emergency sites in a safe and efficient manner; locates hydrants, attaches hoses, and operates pumps at proper pressures; evaluates adequacy of water system and available water supply;

Participates in fire extinguishment, ventilation, salvage, rescue, and other operations; operates various firefighting, control, and rescue equipment such as pumps, ladders, air chisel, and extrication tools; lays hose lines and directs water streams into fires;

Provides emergency medical services to individuals in need of such care; provides care consistent with standards and permitted procedures established for patient care;

Inspects and cleans various firefighting equipment and apparatus; performs routine and preventive maintenance on equipment as necessary; assists in maintaining clean and orderly conditions in and about the fire station;

Participates in inspections of public and commercial buildings for fire prevention and target hazard identification and review;

Participates in training and development activities to maintain current knowledge of technological advancements; geographical layout of streets and addresses; operation of all fire apparatus; and other relevant information;

Interacts with and represents the Department to the community and the public at large;

May participate in special projects, develop and/or conduct training, maintain records, prepare reports, and perform work assignments while serving on various committees;

May provide direction and training to Firefighter personnel and serve as acting Captain as required;

When assigned to the truck, perform ventilation on various roof and construction types including cut sequences as outlined in the ESFD ventilation manual;

May perform Breathing Apparatus Repair;

May be required to be an examiner in the Department's DMV Employer Testing Program;

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:**

Fire safety laws and ordinances;

Firefighting methods and techniques;

Operation and maintenance of pumping engines and ladder trucks; practical/ applied hydraulics;

Location of hydrants and water mains;

Traffic regulations and City geography;

Principles and practices observed in rendering emergency medical services;

Firefighting strategy and tactics;

Incident Command System;

Alarm assignment responses;

Ventilation practices and cut sequences; and

Safe work practices.

**Skill in:**

Driving and operating firefighting equipment skillfully under a variety of conditions;

Calculating engine and nozzle pressures;

Acting effectively and quickly in emergency situations;

Preparing manual drawings of locations to scale;

City of El Segundo  
Fire Engineer  
Class Code: XXX

Reading electrical, gas, water, and propane valves;

Understanding and following verbal and written directions.

Communicating clearly and concisely, 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, and the 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:** Two (2) years experience as a full-time firefighter with the El Segundo Fire Department.

**Education:** Possession of a California State Firefighter I certificate is required at the time of application. Supplemental specialized training in fire technology, in the areas of fire hydraulics, apparatus, equipment, and tactics and strategy are desirable.

Completion of the following California State Fire Marshal Training and Education courses are desirable: Fire Command 1A, Fire Command 1B, Fire Prevention 1A, Fire Apparatus Driver/Operator 1A, and Fire Apparatus Driver/Operator 1B.

### **License/Certificates:**

Possession of a valid California Class C driver's license with a firefighter endorsement is required at the time of application; a Class A endorsement issued by the El Segundo Fire Department is required at the time of appointment. An acceptable driving record is required.

Current and valid EMT and CPR certifications are also required at the time of application.

**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 of El Segundo  
Fire Engineer  
Class Code: XXX

Firefighters' Association (FFA)  
April 19, 2011  
Revision Date: June 20, 2023  
Revision Date: May 6, 2025

# Examination Plan

## **Fire Engineer**

Closed-Promotional

Written Examination

Pass/Fail

Candidates must achieve a passing score of 70% or above on the written exam to continue in the examination process.

| Practical Examination    | Weight |
|--------------------------|--------|
| Pre-trip Inspection      | 10%    |
| Street Driving           | 20%    |
| Rodeo Driving            | 10%    |
| Pumping Operations       | 30%    |
| Aerial Ladder Operations | 30%    |

Candidates must achieve a passing score of 70% or above in each component of the practical examination to receive a final weighted score and to be placed on the eligibility list.



## **City Council Agenda Statement**

**Meeting Date:** May 6, 2025

**Agenda Heading:** Public Hearings

**Item Number:** C.13

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### **TITLE:**

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

### **RECOMMENDATION:**

1. Open and conduct a public hearing to solicit public testimony.
2. Introduce and waive the first reading of an ordinance amending El Segundo Municipal Code Title 15 to amend the development standards for the Single-Family Residential (R-1) Zone, including standards applicable to two-unit residential developments and urban lot splits, and finding that the ordinance is exempt from the requirements of the California Environmental Quality Act pursuant to Guidelines section 15061(b)(3).
3. Schedule the ordinance's second reading for the May 20, 2025 regular City Council meeting or as soon thereafter may be heard.
4. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

None.

### **BACKGROUND:**

On September 19, 2024, California Governor Newsom signed into law Senate Bill No. 450 (SB 450), which amended the provisions of SB 9 to further streamline and facilitate Two-Unit Residential Developments and Urban Lot Splits in R-1 zones. Specifically, SB 450 prohibits cities from imposing objective standards for Two-Unit Residential Developments and Urban Lot Splits that do not apply universally to all development in

**Zone Text Amendment No. ZTA 24-04**  
**Urban Lot Split & Two-Family Residential Developments**  
**May 6, 2025**  
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R-1 zones, except when those standards are less restrictive than the standards that apply to all other developments in R-1 zones (See Attachment No. 3 - Senate Bill No. 450).

On March 27, 2025, the Planning Commission held a public hearing to consider an ordinance amending the ESMC development standards in the Single-Family Residential (R-1) zone, including the standards for Two-Family Residential Developments and Urban Lot Splits to bring the ESMC into compliance with SB 450. After discussing the proposed amendments, the Planning Commission adopted Resolution No. 2963 on a 3-0 vote (Chair Maggay and Commissioner Christian absent) recommending City Council approve an Ordinance amending the residential development standards to ensure compliance with SB 450.

**DISCUSSION:**

The current ESMC standards for Urban Lot Splits and Two-Unit Residential Developments were designed to facilitate the subdivision of single-family residential lots and the development of up to two residential units on each new lot, while ensuring the additional density is physically compatible with the existing low-density character of the City's R-1 neighborhoods. Some of the standards, including building mass limitations, architectural design, landscaping, etc., are more restrictive than the development standards that generally apply in the R-1 zone and are, therefore, no longer consistent with State Law.

**Planning Commission Study Session**

On December 12, 2024, the Planning Commission held a study session and considered options for amending the ESMC to ensure its consistency with State Law (SB 450). During the study session, staff presented a list of current Urban Lot Split development standards that are inconsistent with the R-1 development standards. The Planning Commission discussed the standards and gave staff direction for preparing a draft ordinance. Table No. 1 below presents those development standards and how they are addressed in the draft ordinance based on the Planning Commission's direction.

**Table No. 1: Major Ordinance Provisions**

| Standard          | Urban Lot Split                                                 | R-1 Zone       | Proposed Ordinance                                                                                                               |
|-------------------|-----------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------|
| Entry Orientation | Entry doors must face and be visible from the adjoining street. | Not addressed. | Applies the Urban Lot Split Standard uniformly, but allows entry doors with access from a front porch/veranda to face side yard. |

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|                               |                                                                                                                                                                                              |                                                                                                                                              |                                                                                                                                                                                                        |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mass and bulk of second floor | Second floor area must be 90 percent or less of first floor (Lots over 25 feet wide).                                                                                                        | Second floor area must be 25 percent or less than lot area (Lots over 25 feet wide).                                                         | Applies the R-1 Zone standard uniformly.                                                                                                                                                               |
| Mass and bulk - Garage Offset | The garage must be offset a minimum of three feet from the front facade plane.                                                                                                               | The garage must be set back a minimum of two feet from the front facade plane, except when a residence has a front porch.                    | Applies the R-1 Zone standard uniformly.                                                                                                                                                               |
| Building Height               | Maximum height of 26 feet or two stories, whichever is less.                                                                                                                                 | Maximum height of 32 feet for pitched roofs, 26 feet for flat roofs, and a maximum of two stories.                                           | Applies the R-1 Zone standard uniformly.                                                                                                                                                               |
| Front porch or veranda        | A porch or veranda must be provided along the street-facing facade. (Lots up to 25 feet wide).                                                                                               | A porch or veranda is permitted to encroach into the front yard, but it is not required. (All lots).                                         | Applies the R-1 Zone standard uniformly.                                                                                                                                                               |
| Landscaping                   | Must provide a minimum of two 24-inch box trees in the front yard. (Lots over 25 feet wide)<br>Must provide a minimum of one 24-inch box tree in the front yard. (Lots 25 feet wide or less) | Must provide a minimum front yard landscaping area: 25 percent on lots less than 50 feet wide or 35 percent on lots 50 feet wide or greater. | Must provide minimum front yard landscaping area: 25 percent on lots less than 50 feet wide or 35 percent on lots 50 feet wide or greater, and must plant a minimum of one 24-inch box tree (All lots) |
| Floor area maximum            | Maximum overall floor area ratio of 0.60 and maximum unit size of 1,050 square feet. (Lots over 25 feet wide)                                                                                | Maximum overall floor area ratio of 0.60 and no per unit maximum. (Lots over 25 feet wide)<br>Maximum lot coverage of 40-47 percent and      | Maintain a maximum floor area ratio of 0.60 and eliminate maximum unit size limits. (Lots over 25 feet wide)                                                                                           |

**Zone Text Amendment No. ZTA 24-04**  
**Urban Lot Split & Two-Family Residential Developments**  
**May 6, 2025**  
**Page 4 of 5**

|                     |                                                                                                             |                                                                                                                                                                            |                                                                                                                                                                                                                                      |
|---------------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | No maximum overall floor area ratio and maximum unit size of 850 square feet. (Lots 25 feet wide or less)   | no per unit maximum. (Lots 25 feet wide or less)                                                                                                                           | Maximum lot coverage of 47 percent in R-1 and no maximum lot coverage or floor area and eliminate maximum unit size for Urban Lot Splits. (Lots 25 feet wide or less)                                                                |
| Side yard setback   | Minimum of four feet.                                                                                       | Minimum of 10 percent of lot width, with a minimum of three feet and a maximum of six feet. (Lots over 25 feet wide)<br>Minimum of three feet. (Lots 25 feet wide or less) | Maintains the R-1 Zone standard and amends Urban Lot Splits standard to: 10 percent of lot width, with a minimum of three and a maximum of four feet. (Lots over 25 feet wide)<br>Minimum of three feet. (Lots 25 feet wide or less) |
| Building Separation | No minimum distance. (Lots over 25 feet wide)<br>Minimum distance of four feet. (Lots 25 feet wide or less) | Minimum distance of three feet. (All lots)                                                                                                                                 | Applies the R-1 Zone standard uniformly.                                                                                                                                                                                             |
| Affordability       | One unit in each two-unit development must be affordable at moderate, low or very low income levels.        | No affordability requirement.                                                                                                                                              | Applies the R-1 Zone standard uniformly.                                                                                                                                                                                             |

Generally, the draft ordinance maintains all the current R-1 development standards in place, with the exceptions described in Table No. 1 above. The ordinance amends most of the current Urban Lot Split development standards to match the existing R-1 standards, except for cases where a less restrictive standard is prescribed by State Law. The updated standards seek to preserve and enhance the character of R-1 neighborhoods with the addition of objective design standards for entry orientation and

**Zone Text Amendment No. ZTA 24-04**  
**Urban Lot Split & Two-Family Residential Developments**  
**May 6, 2025**  
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landscaping in the front yard, while further streamlining the development standards for Urban Lot Splits and Two-Unit Residential Developments in the R-1 zone.

**PLANNING COMMISSION ACTION**

On March 27, 2025, the Planning Commission considered a draft ordinance amending the R-1 zone standards, including the standards for Urban Lot Splits and Two-Unit Residential Developments. At the conclusion of the public hearing, the Planning Commission voted unanimously to recommend approval of the subject ordinance by the City Council.

**CITY STRATEGIC PLAN COMPLIANCE:**

Goal 5: Champion Economic Development and Fiscal Sustainability

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

**PREPARED BY:**

Paul Samaras, AICP, Principal Planner

**REVIEWED BY:**

Michael Allen, Community Development Director

**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

1. Draft Ordinance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**SECTION:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**A. General Provisions:**

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

**B. Height:**

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

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

D. Setbacks:

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

a. Permitted front yard setback encroachments:

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

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

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

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

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

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

3. Setbacks for detached accessory structures:

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

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

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

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

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

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

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

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

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

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

E. Lot Width: A minimum of 50 feet.

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

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

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

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

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

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

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

- a. Basements as defined in section [15-1-6](#) of this title;
- b. Up to 500 square feet of interior floor area of an attached or detached garage;
- c. Detached accessory structures measuring not more than 120 square feet;
- d. First floor decks, verandas and porches under 30 inches in height (as measured from adjacent grade to the walking surface).
- e. Up to 500 square feet cumulative of first floor decks, verandas and porches, covered or uncovered, attached or detached, and at least 30 inches in height (as measured from adjacent grade to the walking surface), provided that the deck, veranda or porch is at least 50 percent open on the sides.
- f. Second floor balconies and decks that are not covered.
- g. Up to 12 square feet of second floor decks and balconies that are covered by a roof, lattice or trellis.
- h. The area of decks, balconies, verandas or porches covered by eave projections up to 18 inches.

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

G. Placement of buildings and structures:

1. A minimum distance of three feet must be maintained between buildings.
2. A detached single-story accessory structure in the rear third of the lot may be located as described in the requirements for setbacks in subsection D of this section, unless one of the following conditions exists:
  - a. Where the lot abuts an alley and the vehicular entrance to the detached accessory structure is from the alley, such detached accessory structure must be set back a distance measured from the opposite side of the alley that will provide a turning radius as follows:

90 degrees - 25 feet

75 degrees - 21 feet

60 degrees - 18 feet

45 degrees - 15 feet

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

D. Setbacks:

1. Front yard: A minimum of 22 feet.

a. Permitted front yard setback encroachments:

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

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

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

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

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

2. Side yard: A minimum of three feet.

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

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

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

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

E. Lot Width: A minimum of 50 feet.

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

G. Placement of buildings and structures:

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

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

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

90 degrees - 25 feet

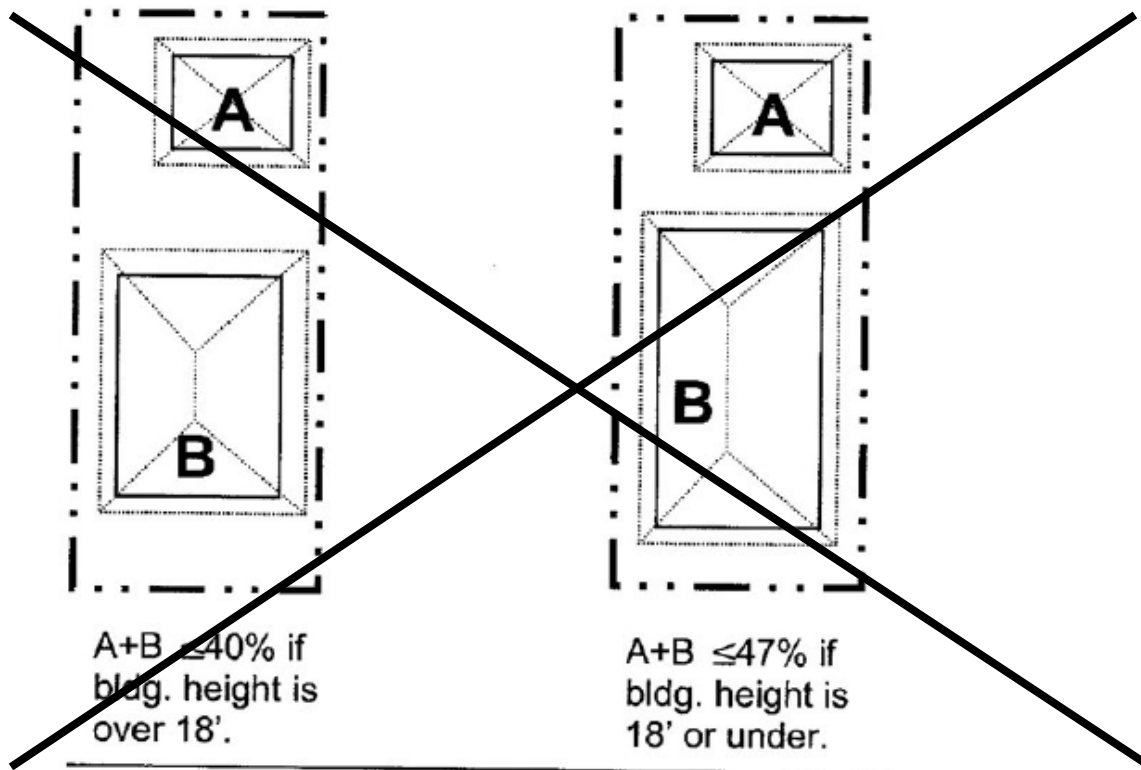
75 degrees - 21 feet

60 degrees - 18 feet

45 degrees - 15 feet

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

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



**H. Entry Orientation:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

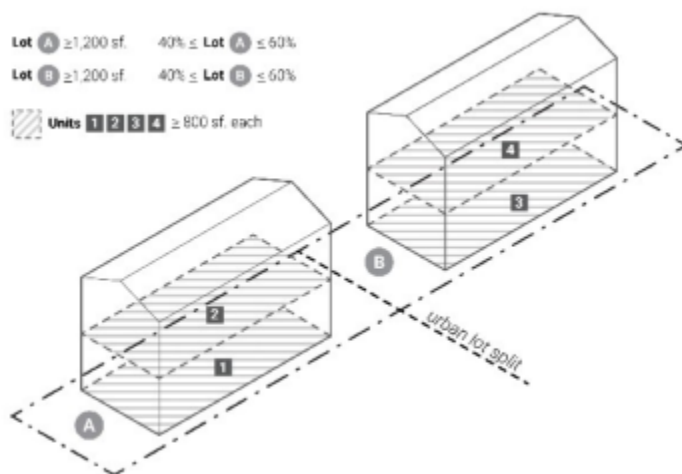


Figure 4G-1

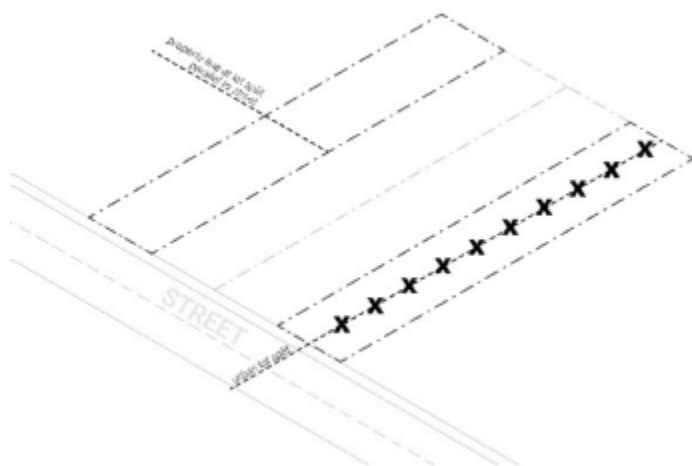


Figure 4G-2

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

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

A. General Provisions:

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

B. Height:

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

C. Lot Area:

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

D. Setbacks:

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

a. Permitted front yard setback encroachments:

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

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

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

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

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

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

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

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

4. Setbacks for detached accessory structures:

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

E. Lot Width:

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

F. Minimum Unit Size:

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

G. Floor Area Ratio:

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

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

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

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

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

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

- a. Basements as defined in section [15-1-6](#) of this title;
- b. Up to 500 square feet of interior floor area of an attached or detached garage;
- c. Detached accessory structures measuring not more than 120 square feet;
- d. First floor decks, verandas and porches under 30 inches in height (as measured from adjacent grade to the walking surface).
- e. Up to 500 square feet cumulative of first floor decks, verandas and porches, covered or uncovered, attached or detached, and at least 30 inches in height (as measured from adjacent grade to the walking surface), provided that the deck, veranda or porch is at least 50 percent open on the sides.
- f. Second floor balconies and decks that are not covered.
- g. Up to 12 square feet of second floor decks and balconies that are covered by roof, lattice or trellis.
- h. The area of decks, balconies, verandas or porches covered by eave projections up to 18 inches.

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

H. Placement of buildings and structures:

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

I. Entry Orientation

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

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

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

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

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

**A. General Provisions:**

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

**B. Height:**

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

**C. Lot area:**

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

**D. Setbacks:**

**1. Front Yard: A minimum of 22 feet.**

**a. Permitted front yard setback encroachments:**

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

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

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

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

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

**2. Side Yard: A minimum of three feet.**

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

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

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

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

**E. Lot Width:**

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

**F. Minimum Unit Size:**

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

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

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

**H. Entry Orientation:**

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

**I. Building Wall Modulation:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 14: Effectiveness. This Ordinance will go into effect and be in full force and effect on the thirty-first (31st) day after its passage and adoption. If SB 9 is repealed in whole or in part, the corresponding ESMC chapter and/or sections will also be deemed repealed.

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

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

ATTEST:

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

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

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



## **City Council Agenda Statement**

**Meeting Date:** May 6, 2025

**Agenda Heading:** Public Hearings

**Item Number:** C.14

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### **TITLE:**

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

### **RECOMMENDATION:**

1. Open and conduct a public hearing to solicit public testimony.
2. Introduce and waive the first reading of an ordinance amending El Segundo Municipal Code Title 15, Chapter 32 (Development Impact Fees) regarding the timing of when Development Impact Fees are paid and finding that the ordinance is exempt from the requirements of the California Environmental Quality Act pursuant to Guidelines section 15061(b)(3).
3. Adopt a resolution establishing a fee deferral program to adjust the deadline of certain building permit fee payments to prior to issuance of a certificate of occupancy or final inspection.
4. Schedule the ordinance's second reading for the May 20, 2025 regular City Council meeting or as soon thereafter it may be heard.
5. Alternatively, discuss and take other action related to this item.

### **FISCAL IMPACT:**

The recommended ordinance and resolution will defer payment of Development Impact Fees (DIFs) and certain building permit fees, respectively, and does not waive any fees.

### **BACKGROUND:**

## **An Ordinance Amending El Segundo Municipal Code Title 15, Chapter 35 (Development Impact Fees)**

**May 6, 2025**

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Building permit fees and Development Impact Fees (DIFs) are one-time charges imposed on developers during the construction of new development or physical improvements to existing buildings (commonly referred to as "tenant improvements"). Building permit fees are designed to recover costs directly associated with staff time and resources necessary to review and process a building permit. This includes fees to cover administrative staff time to maintain and process active permits, inspections during a project build-out, and various surcharge fees to cover existing infrastructure costs to maintain the City's development services (e.g. online permit system, land use regulations, and equipment), as well as state-mandated fees related to seismic safety and compliance with the American Disability Act. DIFs are intended to mitigate future impacts of development by providing a funding source to support future infrastructure, and service improvements and enhancements required to address increased demand (e.g. street, sewer, park, city facilities, public safety services, etc.).

On June 21, 2022, City Council approved the updated and newly established fee schedule including the DIF. The DIF was phased in over three years: 50% of the total fee was implemented in 2022, 75% in 2023, and the full 100% took effect on July 1, 2024. Additionally, the fees are subject to automatic annual adjustments based on the most recent Consumer Price Index for All Urban Consumers (CPI-U).

DIFs are generally collected at one of three key stages of the development process:

Entitlement Application Stage: At this initial stage, developers submit their project applications to the City for review, typically one to two years before construction is completed. While most DIFs are not collected at this stage, other building permit fees, such as those related to staff review time, are commonly paid upon application submission.

Building Permit Stage: Building permits are required before construction can commence and are typically issued three to six months after the entitlements are approved, depending on the size and complexity of the project. The majority of DIFs are collected at this stage.

Certificate of Occupancy Stage: This certificate is issued prior to occupancy, usually around the time the building is ready for use. Payment of any remaining fees is required at this final stage.

El Segundo Municipal Code (ESMC) Section 15-32-6 stipulates that all DIFs be collected prior to approval of a tentative or final subdivision map, parcel map, grading permit, building permit, final inspection, or certificate of occupancy. Several other one-time administrative or regulatory building permit fees are collected at this phase, including but not limited to:

- Building Standards Administrative Fee - special revenue fund to support code

## **An Ordinance Amending El Segundo Municipal Code Title 15, Chapter 35 (Development Impact Fees)**

**May 6, 2025**

**Page 3 of 6**

cycle updates.

- General Plan Maintenance Fee - special revenue fund to support updates to land use regulations which development is a benefactor.
- Page Retention Fee - special revenue fund to support the maintenance of digitized records.
- Permit Center Surcharge Fee - special revenue fund to support the ongoing implementation of the online permit center.
- Strong Motion Instrumentation Program Fee - assessed/collected to be passed along to the relative state agency for the implementation of the California Strong Motion Instrumentation Program.

Additionally, one-time building permit fees include the respective residential, commercial, mechanical, electrical, and plumbing fees, which cover the cost of corresponding inspections and follow-up staff time required during the life of the active permit.

In an effort to reduce the upfront burden, and build additional flexibility into the implementation of the Cultural Development Program, at the January 21, 2025 City Council meeting, City Council directed staff to proceed with an amendment to the Cultural Development Ordinance to adjust the timing of in-lieu payments. The proposed amendment would permit an applicant to defer the applicable in-lieu fee of 1% of the project cost to the Certificate of Occupancy or final inspection. The subject amendment was subsequently brought before the Planning Commission in February 2025 for recommendation, and approved by City Council at the March 18, 2025 City Council meeting.

With similar intent accomplished by the modifications to the Cultural Development Ordinance, at the February 18, 2025 City Council Meeting, staff proposed to City Council additional strategies to encourage or facilitate development, specific to DIFs and building permit fees. City Council directed staff to further explore a deferral option for DIFs and building permit fees for commercial projects.

On March 27, 2025, the Planning Commission reviewed and recommended City Council approve the proposed ordinance, allowing the deferral of DIFs, and expressed support for the allowance to defer one-time building permit fees that do not cover the costs of immediate services provided (i.e. inspections, administration, etc.).

## **An Ordinance Amending El Segundo Municipal Code Title 15, Chapter 35 (Development Impact Fees)**

**May 6, 2025**

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### **DISCUSSION:**

In an environment characterized by volatile economic conditions - such as fluctuating interest rates, inflationary pressures, and variable development costs (e.g., land prices, labor, and material supplies) - budgetary assumptions become increasingly complex for development. Deferring certain development fees offers a strategic approach to alleviating the upfront financial burden on developers during the initial construction phase.

By deferring certain fees, developers can reduce carrying costs associated with upfront payments, decreasing the amount or need for early-stage borrowing. Reducing the carrying cost can mitigate the accumulation of interest over time, and enables access to more favorable financing options later in the project lifecycle, ultimately minimizing overall development financing costs, and consequently reducing costs that are otherwise passed on to end-users. Limiting upfront fees to only cover the actual costs of immediate services provided (i.e. administrative, staff review, and inspection costs) in lieu of covering all associated fees may provide a financial path forward for a potential development that may otherwise be infeasible if these costs are not deferred.

Staff is proposing to modify the DIF ordinance, and policy related to the timing of certain building permit fees that are not directly related to immediate services provided or staff time to process the permit. Application review fees and inspection-related permit fees (residential, commercial, mechanical, electrical, and plumbing fees) will remain unchanged. Development impact fees, general plan maintenance fees, retention fees, and other special revenue fund fees outlined above, which are typically associated with future or ongoing costs post-construction may be deferred should an applicant choose. The building permit fee deferral may not be advantageous to most projects with permit fees less than \$100,000. However, as outlined in the below theoretical scenario, a project with building permit fees greater than \$100,000 can see real benefit from deferring certain costs.

#### Case Study

Development projects span from small residential renovations to massive commercial complexes. There are financing options for everything between a single-family home renovation needing a few thousand dollars and a large commercial development requiring hundreds of millions of dollars. There are also several strategies for funding projects, from self-financing to bank or private lenders. With so many variables and circumstances, there is insufficient data to determine a specific point one might consider financing. However, for illustrative purposes only, staff provide the following assumptions: typical construction loans are intended for 6 - 36 months, 8.8% interest paid on the amount borrowed during construction (average range between 6.125 and 11.5% as of 2025), with financing options beginning at \$100,000 or more.

Since the implementation of the City's new permitting software, in the last 21 months,

## **An Ordinance Amending El Segundo Municipal Code Title 15, Chapter 35 (Development Impact Fees)**

**May 6, 2025**

**Page 5 of 6**

two projects have triggered DIFs exceeding \$100,000, with construction valuations ranging from \$2,301,478 - \$45,120,804. For these two projects, one-time building permit fees unrelated to immediate costs and the DIFs averaged approximately \$126,146 (not including the 1% Cultural Development Program fee).

Provided the above assumptions, the additional carry cost of accrued interest on \$126,146, is as follows:

- 6 Month Project: \$5,550.42
- 12 Month Project: \$11,100.85
- 18 Month Project: \$16,651.27
- 24 Month Project: \$22,201.70
- 30 Month Project: \$27,752.12
- 36 Month Project: \$33,302.54

Where market and financing constraints otherwise delay development, easing immediate financial pressures through deferred payment schedules while ensuring the City retains its ability to collect necessary revenue in a timely manner supports development initiatives and may encourage and facilitate development.

Staff recommends a similar administrative process as adopted by the state legislature for housing developments, requiring an agreement be executed outlining the terms of the fee deferral. If fees are not paid, final inspections would not occur, and corresponding certificates of occupancy would not be awarded, and may result in a lien recorded against the property, to be removed upon payment of fees.

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

Goal 1: Develop and Maintain Quality Infrastructure and Technology

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

Goal 5: Champion Economic Development and Fiscal Sustainability

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

### **PREPARED BY:**

Agnes Ho, Administrative Analyst

### **REVIEWED BY:**

Michael Allen, Community Development Director

**An Ordinance Amending El Segundo Municipal Code Title 15, Chapter 35  
(Development Impact Fees)**

**May 6, 2025**

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**APPROVED BY:**

Barbara Voss, Deputy City Manager

**ATTACHED SUPPORTING DOCUMENTS:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPROVED AS TO FORM:

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

ATTEST:

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPROVED AS TO FORM:

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

ATTEST:

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

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

AYES:

NOES:

ABSENT:

ABSTAIN:

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



## **City Council Agenda Statement**

**Meeting Date:** May 6, 2025

**Agenda Heading:** Staff Presentations

**Item Number:** D.15

---

### **TITLE:**

Results of 2025 Resident and Business Survey Regarding Satisfaction with City Services

### **RECOMMENDATION:**

1. Receive and file the results of the 2025 resident and business survey.
2. Direct staff to conduct the 2026 resident and business survey in FY2025-26.
3. Alternatively, discuss other action related to this item.

### **FISCAL IMPACT:**

None.

### **BACKGROUND:**

In accordance with the third goal of the City's Strategic Plan, "Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion," City Council directed staff to conduct resident and business satisfaction surveys using the Net Promoter Score (NPS) methodology. This is the eighth NPS/Community survey. The goal of this annual survey is to measure the City's customer service performance, identify areas of success and areas that need improvement, and take the necessary actions to improve.

#### **Net Promoter Question**

To calculate the City's NPS, survey respondents are asked the following NPS question. In addition, several questions were asked regarding various attributes of City services.

## 2025 Resident and Business Survey Results

May 6, 2025

Page 2 of 6

### Resident Survey NPS Question

On a scale of 0 to 10, where 10 is very likely, 5 is neutral and 0 is very unlikely, based on your personal experiences, how likely would you recommend the City of El Segundo to a friend or family member considering moving to the area?

### Business Survey NPS Question

On a scale of 0 to 10, where 10 is very likely, 5 is neutral and 0 is very unlikely, based on your company's experience, how likely would you recommend the City of El Segundo to a business associate or colleague?

### Respondents are grouped as follows:

- **Promoters** (score 9-10) are loyal enthusiasts who will keep engaging and refer to others, fueling possible growth.
- **Passives** (score 7-8) are satisfied but unenthusiastic customers who are vulnerable to alternative offerings.
- **Detractors** (score 0-6) are unhappy customers who can damage the City's reputation and impede growth through negative word-of-mouth.

Subtracting the percentage of detractors from the percentage of promoters yields the "Net Promoter Score", which can range from a low of -100 (if every customer is a detractor) to a high of 100 (if every customer is a promoter).

### Attributes Rankings

In addition to the Net Promoter question, respondents were asked to rate how satisfied they were with various attributes of City services. These questions were asked to solicit resident perceptions on particular areas of City operations, including: police, fire, recreation & parks, public library services, City infrastructure, utility billing, and City Council. Respondents were asked to rank, on a five-point scale, their level of satisfaction as follows: Very Dissatisfied (1), Dissatisfied (2), Neutral (3), Satisfied (4) or Very Satisfied (5).

Business respondents were asked to rate their satisfaction with the City on the following attributes:

- Responsiveness, knowledge and competency of working with the Community Development Department for plan checks, permits, or inspection services
- City zoning policies
- Business development and attraction policies

## **2025 Resident and Business Survey Results**

**May 6, 2025**

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- Availability and responsiveness of Police Department services
- Responsiveness, knowledge and competency of Fire Department & Field Inspection services
- Business license renewal process

Residents were asked to rate their satisfaction with the City on the following attributes:

- Maintenance and upkeep of recreation and park facilities
- Quality of recreation and parks programs offered
- Resources and services provided by the Public Library
- Responsiveness, knowledge and competency of fire & paramedic services
- Availability and responsiveness of Police Department services
- Condition of City infrastructure: streets, sidewalks and public facilities
- Water and sewer billing department customer service
- Responsiveness and overall vision of City Council

The Likert scale methodology was utilized to analyze the results:

- A mean score of 4.2 or greater = “very satisfied”
- A mean score of 3.41-4.2 = “satisfied”
- A mean score of 2.61-3.4 = “neutral”
- A mean score of 1.81-2.6 = “dissatisfied”
- A mean score under 1.8 = “very dissatisfied”

### **Overall City Improvement Ranking**

Lastly, respondents were asked to rate, on a five-point scale, how the City has improved over the last year. The Likert scale methodology was also utilized to analyze the results.

### **DISCUSSION:**

A total of 6,431 surveys were sent to residents and businesses. The total response rate for both surveys was 19.9% (1,277), a 2% increase in responses from the 2024 survey. Online surveys were sent via email to 2,975 business contacts and 2,595 residents. In addition to online surveys, traditional paper surveys were sent via the U.S. postal service to 861 residents for whom email addresses were not available.

### **Resident Survey Results and Key Findings**

3,456 surveys were sent to residents and 873 responses were received for a response rate of 25.3%, which is a 0.5% increase from the 24.8% response rate in 2024. 86% of

## **2025 Resident and Business Survey Results**

**May 6, 2025**

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all respondents are either "Promoters" (60%) or "Passives" (26%), while 14% are "Detractors." When comparing the results of the 2024 survey (45.64) with this year's results, the NPS increased slightly (.41) to 46.05.

The primary concerns among detractors were:

- Issues related to odor/air quality (overwhelmingly Hyperion, some mention of Chevron and LAX noise)
- Public Safety (e-bike and traffic safety enforcement, theft, homelessness)
- High cost of living (trash and water too expensive)
- Better services for seniors
- Parking

### **Attribute Ranking Results**

The attribute rankings described above were analyzed based on the mean score for each response. The following areas are viewed as strengths falling in the range of "very satisfied": (4.2 to 5):

- Responsiveness, knowledge, and competency of fire & paramedic services (4.45)
- Availability & responsiveness of the Police Department (4.23)

The following were identified as areas of modest concern due to mean scores in the "satisfied range" (3.41 to 4.2):

- Resources and services provided by the Public Library (4.06)
- Maintenance and upkeep of recreation and parks facilities (4.05)
- Quality of recreation and parks programs offered (3.98)
- Condition of City Infrastructure: streets, sidewalks and public facilities (3.77)
- Water and sewer billing department customer service (3.76)
- Responsiveness and overall vision of City Council (3.48)

### **Overall City Improvement**

The final question asked respondents to rank the City's overall improvement over the last year. The results showed that on average, residents are neutral on this topic, giving a mean score of 3.31 on the five-point Likert scale, which is a "neutral" ranking. A neutral ranking is viewed as an area of improvement because these residents are at risk of moving to the dissatisfied range if perceptions are not improved.

## **2025 Resident and Business Survey Results**

**May 6, 2025**

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### **Business Survey Results and Key Findings**

2,975 surveys were sent to businesses and 404 responses were received for a response rate of 13.6%, which is a 1.6% increase from the 12% response rate in 2024. A total of 89% of all respondents are either "Promoters" (66%) or "Passives" (22%), while 12% are "Detractors". When comparing the results of the 2024 survey with this year's results, the NPS increased by 2 points from 52 to 54.

The primary concerns among detractors were:

- Maintenance of public grounds and infrastructure within the vicinity of businesses
- Support for struggling businesses - business license tax and other fees are too high
- Insurance requirements (commercial auto insurance for teachers)
- Police presence (concerns about crime and homelessness in the area)
- Parking

The attribute rankings described above were analyzed based on the mean score for each response. The following areas are viewed as strengths falling in the range of "very satisfied":(4.2 to 5):

- Business license renewal process (4.31)
- Availability and responsiveness of Police Department services (4.28)
- Responsiveness, knowledge, and competency of Fire Department & Field Inspection services (4.26)

The following were identified as areas of modest concern due to mean scores in the "satisfied range" (3.41 to 4.2):

- Business development and attraction policies (3.92)
- Responsiveness, knowledge, and competency of working with the Community Development Department for plan checks, permits, or inspection services (3.84)
- City zoning policies (3.69)

### **Overall City Improvement**

The final question asked business respondents to rank overall City improvement over the last year. The results showed that, on average, business respondents feel that the City has made some improvement over the last year, giving a mean score of 3.53 on the five-point Likert scale.

## **2025 Resident and Business Survey Results**

**May 6, 2025**

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

Goal 1: Develop and Maintain Quality Infrastructure and Technology

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

Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

Strategy A: Enhance proactive community engagement program to educate and inform the public about City services, programs, and issues.

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

Strategy B: Improve organizational excellence by implementing processes and tools that facilitate data collection and analysis while promoting data-driven decision-making.

#### **PREPARED BY:**

Barbara Voss, Deputy City Manager

#### **REVIEWED BY:**

Barbara Voss, Deputy City Manager

#### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. 2025 Resident and Business Survey Presentation



# Resident and Business Survey Results Satisfaction with City Services

May 2025

# PURPOSE

- Align with the City's Strategic Plan - Goal 3:  
  
Deliver Solution-Oriented Customer Service,  
Communication, Diversity, Equity, and Inclusion
- Use the feedback from this survey to inform strategic planning decisions in advance of the annual strategic planning session.

# OBJECTIVES

- Determine overall satisfaction with City services
- Assess customer (residents and businesses) loyalty based on the Net Promoter Score
- Assess customer satisfaction with multiple attributes
- Utilize feedback to improve City services

# DISTRIBUTION AND RESPONSE RATES

## Overall

- **6,431** surveys sent to residents and businesses
- **1,277** completed responses = response rate of **19.9%** (2% increase from 2024)

## Resident Survey

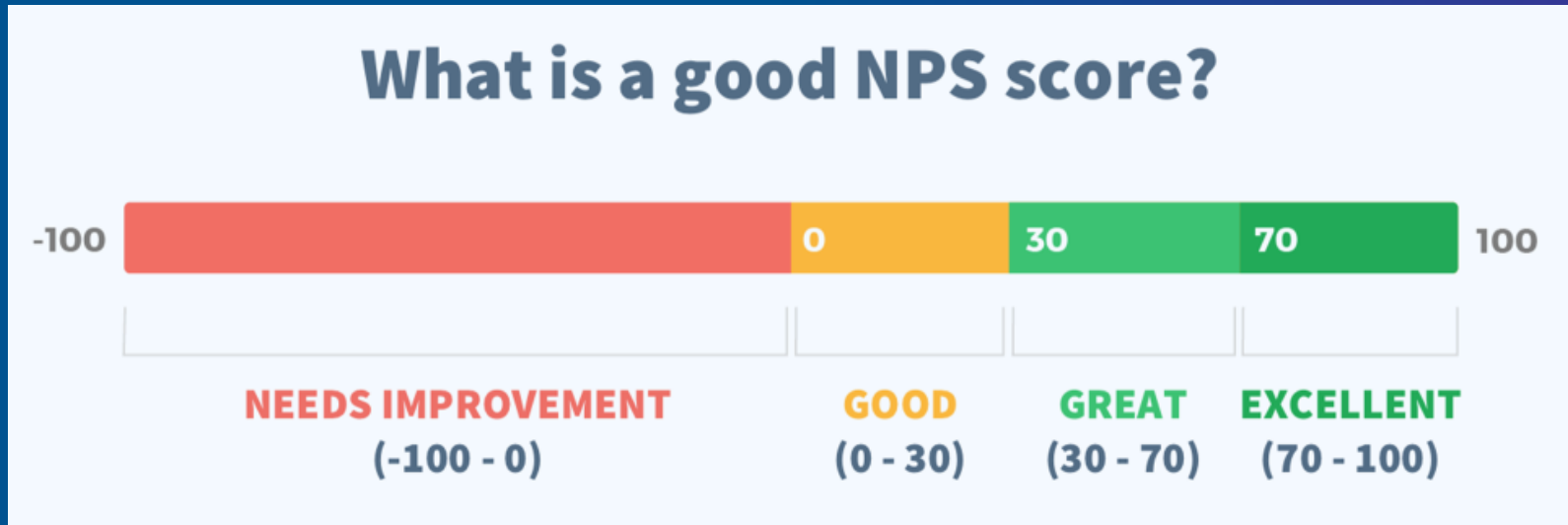
- **3,456** surveys were sent to residents (email and mail)
- **873** completed responses = response rate of **25.3%** (0.5% increase from 2024)

## Business Survey

- **2,975** surveys were sent out to businesses (via email)
- **404** completed responses = response rate of **13.6%** (0.4% increase from 2024)

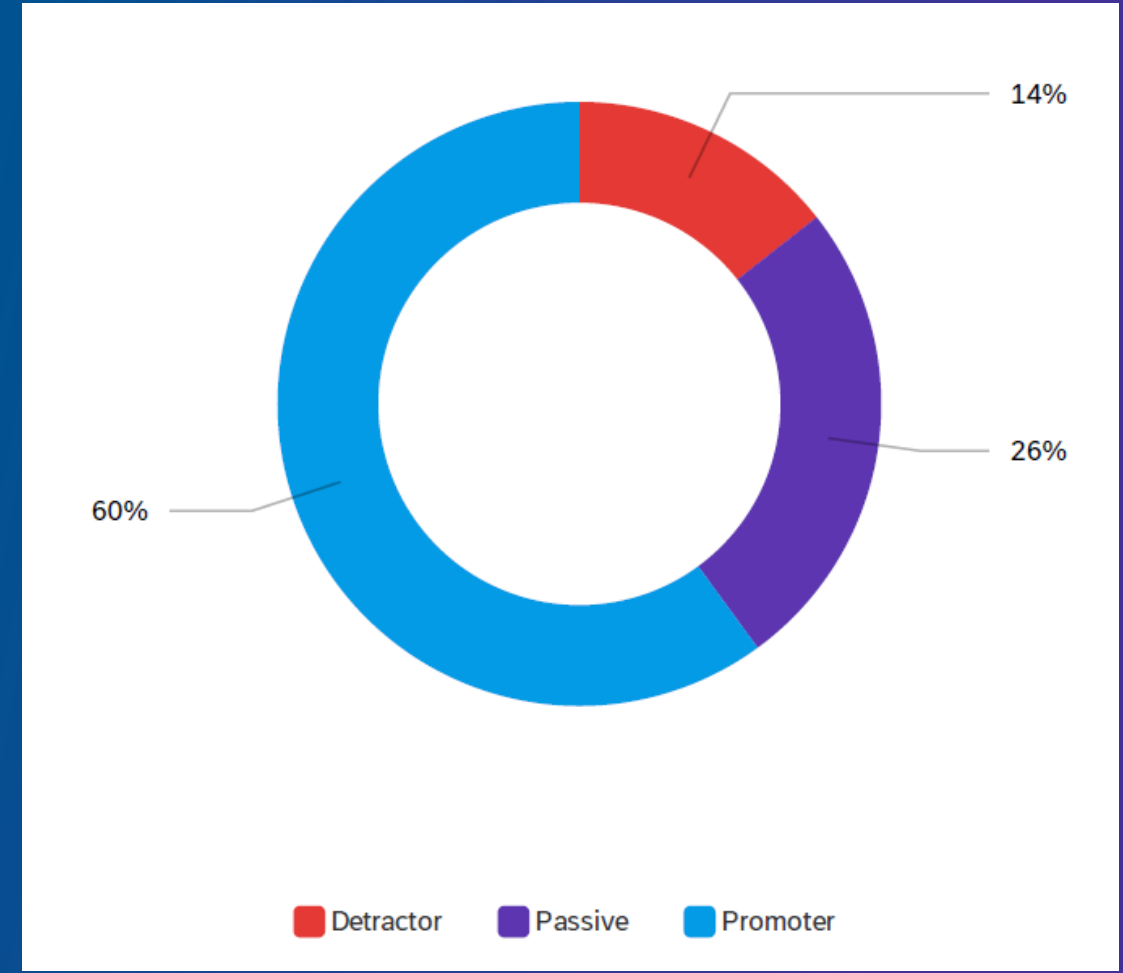
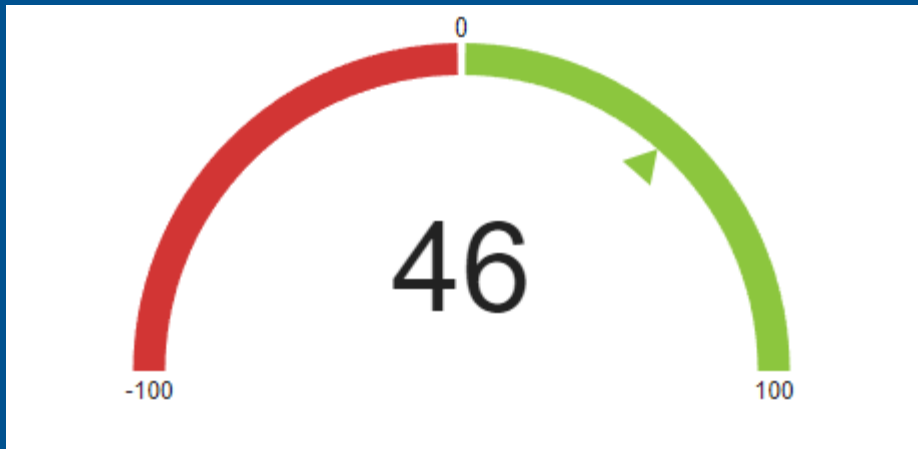
# NET PROMOTER SCORE

- The Net Promoter Score is calculated by subtracting the percentage of detractors from the percentage of promoters.
- Promoters = score of 9 or 10
- Passives = score of 7 or 8
- Detractors = score of 6 or below

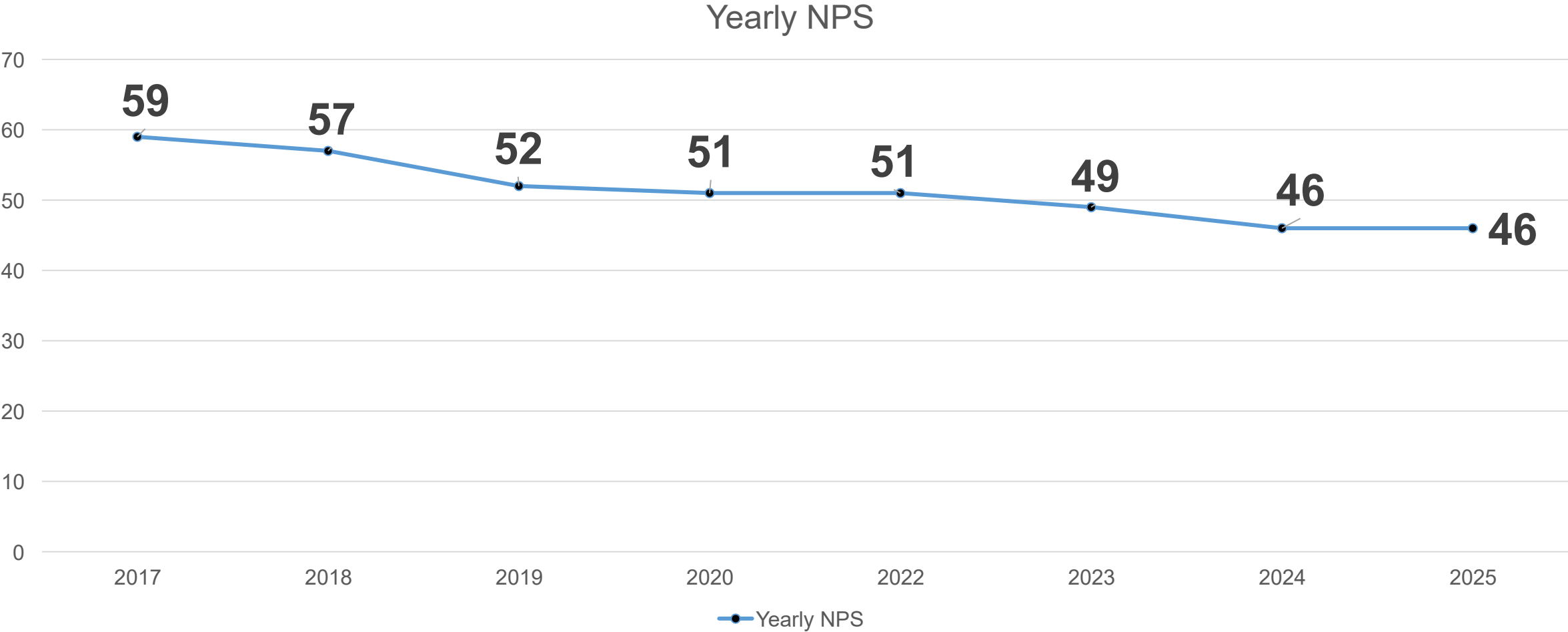


# RESIDENT NET PROMOTER SCORE

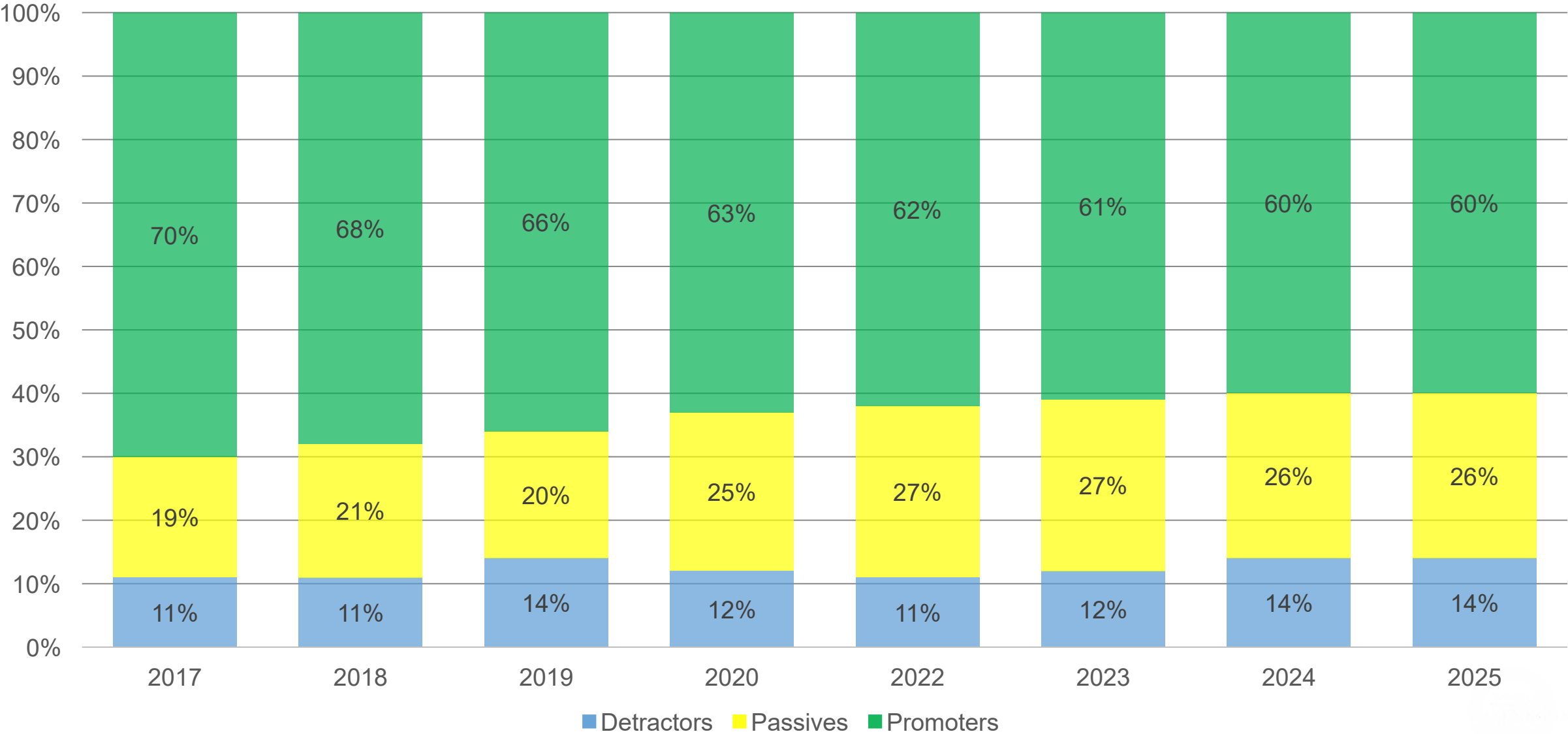
- 60% Promoters
- 14% Detractors
- NPS of 46
  - No change from 2024 (46).
  - This falls in the “great” range of 30-70



# Resident NPS Eight-Year Comparison



# Resident NPS Eight-Year Comparison



# RESIDENT DETRACTOR CONCERNS

The primary concerns among detractors (those giving scores of 6 or less):

- Issues related to odor/air quality (overwhelmingly Hyperion, some mention of Chevron and LAX noise)
- High cost of living (services)
- Better social outreach for seniors (not social media)
- Parking



# RESIDENT POSITIVE COMMENTS

- *The environment in ES is on the best in the states and its citizens as well, our City government always listens to its people.*
- *It is a safe community with outstanding parks and rec options. The friendliness of the people and business owners is amazing. I think the City is well-maintained with road repairs, tree trimming and infrastructures.*
- *Small town atmosphere; superb neighbors; safe neighborhood, effective police; love the art murals and the new entrance sign at night.*
- *Great community. Quick police response and EMS. Clean. Great schools. Great local businesses.*
- *I feel very safe here. It's a totally walkable city.*



A word cloud of green text on a white background. The words are arranged in a circular pattern. The largest word is 'city', which is in the center. Other large words include 'safe', 'community', 'great', 'town', 'school', 'park', 'family', 'friendly', 'clean', 'safety', 'service', 'feel', 'small', and 'police'.

clean family friendly  
safety park feel  
school city great  
service town safe small  
community  
police

# RESIDENT ATTRIBUTE RANKINGS

Residents were asked to rate, on a five-point scale, how satisfied they were with City on the following attributes:

- Maintenance and upkeep of Recreation and Park facilities
- Quality of Recreation and Parks programs offered
- Resources and services provided by the Public Library
- Responsiveness, knowledge and competency of fire & paramedic services
- Availability and responsiveness of Police Department services
- Condition of City infrastructure: streets, sidewalks and public facilities
- Water and Sewer billing department customer service
- Responsiveness and overall vision of City Council

# ATTRIBUTE RANKING SCALE

Attribute Rankings Measurement Scale:

5 = very satisfied, 4 = satisfied, 3 = neutral, 2 = dissatisfied, 1 = very dissatisfied

Likert scale methodology was utilized to analyze the results:

A mean score of 4.2 or greater = “very satisfied”

A mean score of 3.41-4.2 = “satisfied”

A mean score of 2.61-3.4 = “neutral”

A mean score of 1.81-2.6 = “dissatisfied”

A mean score under 1.8 = “very dissatisfied”

Very Satisfied

Satisfied

Neutral

# RESIDENT ATTRIBUTE RANKINGS (Eight-Year Comparison)

|                                                                            | 2017 | 2018 | 2019 | 2020 | 2022 | 2023 | 2024 | 2025 |
|----------------------------------------------------------------------------|------|------|------|------|------|------|------|------|
| Responsiveness, knowledge and competency of Fire & Paramedic services      | 4.59 | 4.48 | 4.54 | 4.60 | 4.48 | 4.52 | 4.46 | 4.45 |
| Availability and responsiveness of Police Department services              | 4.42 | 4.37 | 4.00 | 4.52 | 4.36 | 4.31 | 4.25 | 4.23 |
| Maintenance and upkeep of Recreation and Park facilities                   | 4.08 | 4.15 | 4.08 | 4.32 | 4.25 | 4.19 | 4.16 | 4.05 |
| Resources and services provided by the Public Library                      | 4.18 | 4.14 | 4.00 | 4.18 | 4.14 | 4.15 | 4.15 | 4.06 |
| Quality of Recreation and Parks programs offered                           | 4.13 | 4.10 | 4.00 | 4.13 | 4.10 | 4.10 | 4.08 | 3.97 |
| Condition of City infrastructure: streets, sidewalks and public facilities | 3.55 | 3.71 | 4.00 | 3.88 | 3.85 | 3.80 | 3.86 | 3.77 |
| Water and Sewer Billing Department customer service                        | 3.71 | 3.70 | 3.72 | 3.87 | 3.75 | 3.78 | 3.85 | 3.75 |
| Responsiveness and overall vision of City Council                          | 3.29 | 3.55 | 3.00 | 3.68 | 3.56 | 3.48 | 3.47 | 3.48 |

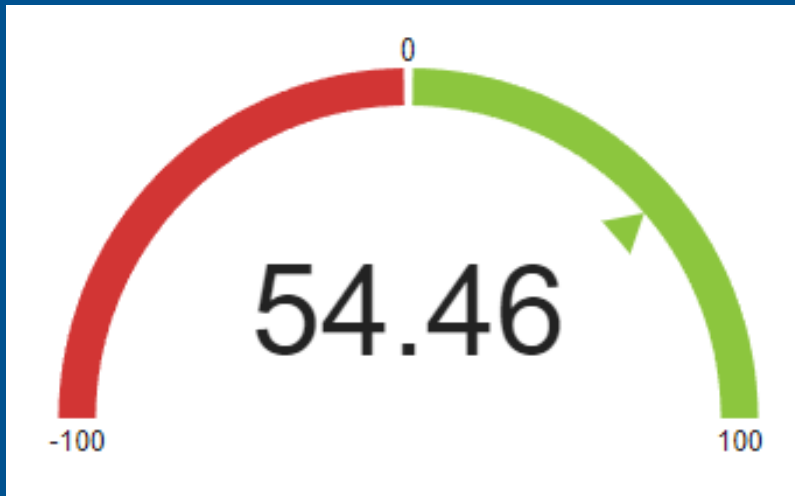
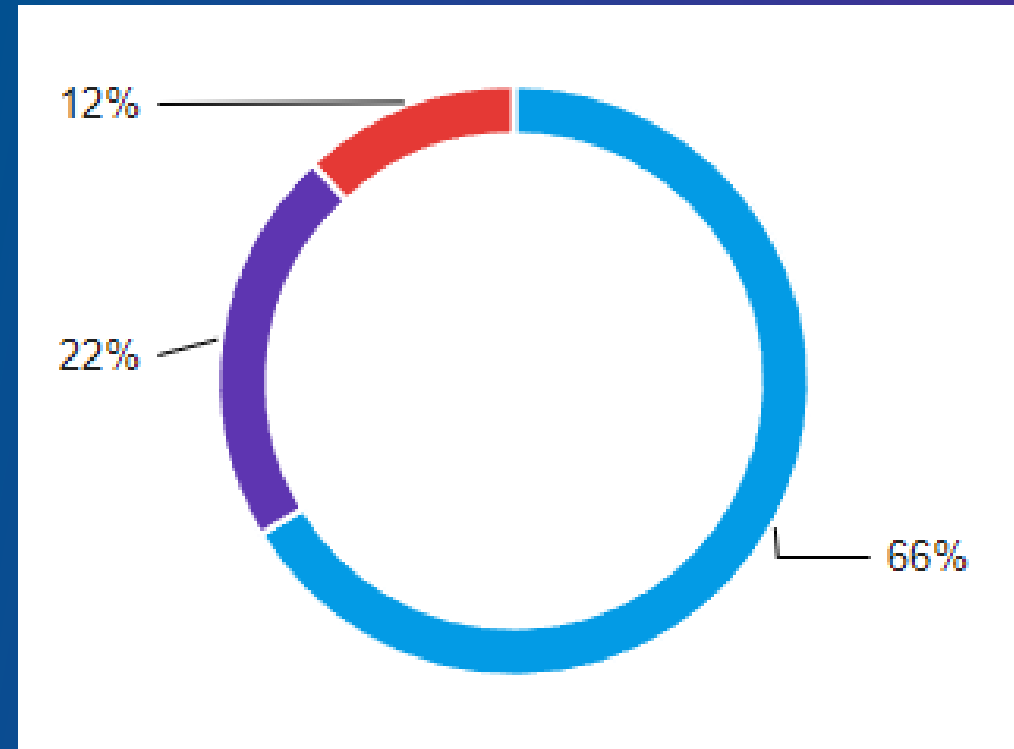
# CITY IMPROVEMENT - RESIDENTS



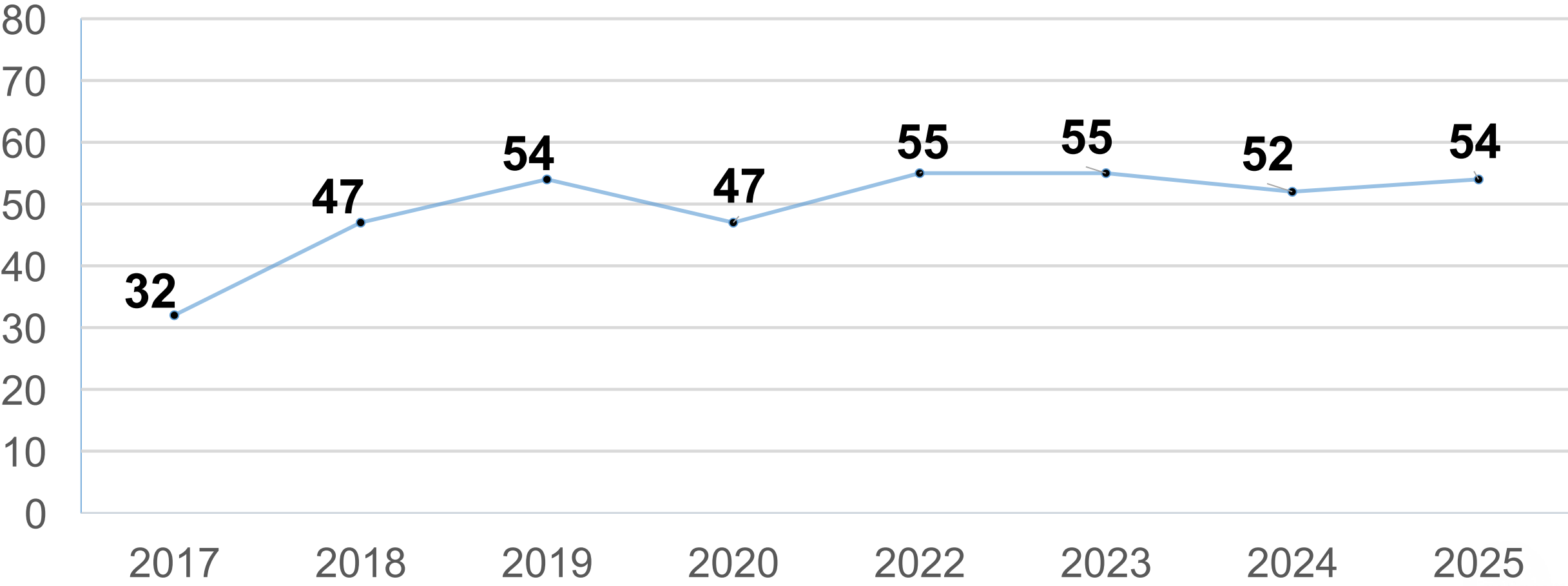
- Residents were asked to rate, on a five-point scale, how the City has improved over the last year.
- Based on the Likert scale methodology, the City's mean score of **3.31** neutral “no improvement – about the same” range.

# BUSINESS NET PROMOTRER SCORE

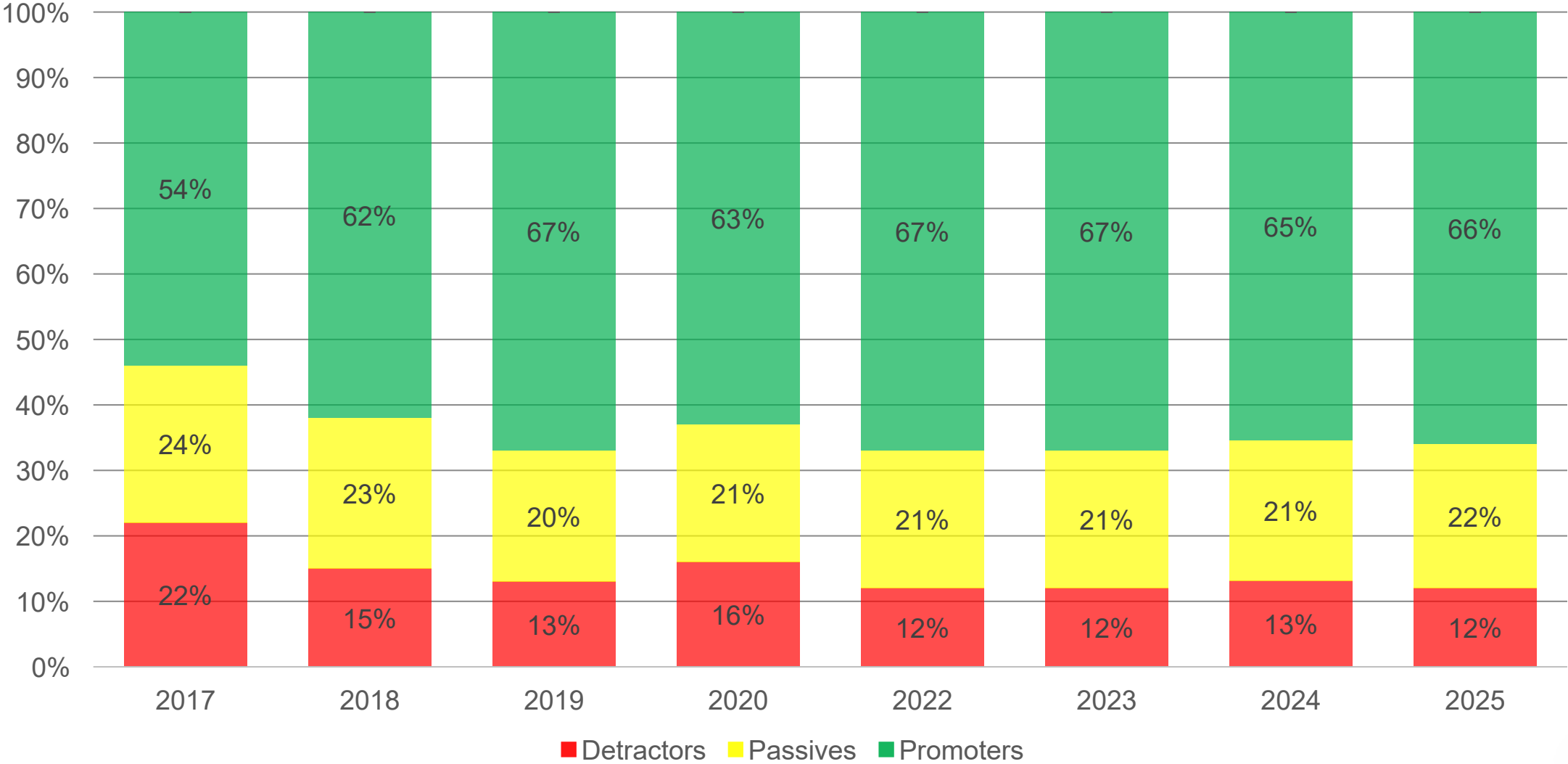
- **66% Promoters**
- **11% Detractors**
- **NPS of 54**
  - Increase of 2 from 2024 (52).
  - This falls in the “great” range of 30-70



# Business NPS Eight-Year Comparison



# Business NPS Eight-Year Comparison



# BUSINESS DETRACTOR CONCERNS

The primary concerns among detractors (those giving scores of 6 or less) were:

- Communication with property owners that do not live in El Segundo
- Maintenance of public grounds and infrastructure within the vicinity of businesses
- Support for struggling businesses (late fees)
- Insurance requirements (commercial auto insurance for teachers)
- Police presence (concerns about crime and homelessness in the area)
- Parking

# BUSINESS POSITIVE COMMENTS

- *Really fast response on phone and in the field for police calls.*
- *Great business climate, customer service and website!*
- *Just a great city with great atmosphere, great families, great people.*
- *The City has dedicated employees that know their business! It has been very important to us as property owners.*
- *Good business environment, easy permitting for construction, great public services, and a safe city with engaged police.*
- *Good city that promotes diversified business.*
- *I love El Segundo, love living here and operating my business here because it's safe, walkable and has great restaurants and coffee places. Clients want to come here for meetings.*
- *El Segundo has proven to be a safe community to do business in. It offers a clean, vibrant downtown that is family friendly which is important to my clientele. The families that frequent my business also enjoy the excellent public library, especially the children's section.*

A word cloud of positive feedback about El Segundo, California. The words are arranged in a roughly circular shape, with 'business' and 'city' being the largest and most prominent. Other words include 'friendly', 'safe', 'great', 'community', 'work', 'service', 'town', 'easy', 'love', 'environment', 'nice', 'place', 'live', 'lot', 'tax', 'police', 'small', 'feel', 'license', 'safety', 'helpful', 'clean', and 'good'.

friendly easy. love town nice place  
helpful clean live city service  
good safe lot tax work  
business  
police great small  
license safety community

# BUSINESS ATTRIBUTE RANKINGS

Customers were asked to rate, on a five-point scale, how satisfied they were with the City of El Segundo on the following attributes:

- Responsiveness, knowledge and competency of working with the Community Development Department for plan checks, permits, or inspection services
- City zoning policies
- Business development and attraction policies
- Availability and responsiveness of Police Department services
- Responsiveness, knowledge and competency of Fire Department & Field Inspection services
- Business license renewal process

# ATTRIBUTE RANKING SCALE

Attribute Rankings Measurement Scale:

5 = very satisfied, 4 = satisfied, 3 = neutral, 2 = dissatisfied, 1 = very dissatisfied

Likert scale methodology was utilized to analyze the results:

A mean score of 4.2 or greater = “very satisfied”

A mean score of 3.41-4.2 = “satisfied”

A mean score of 2.61-3.4 = “neutral”

A mean score of 1.81-2.6 = “dissatisfied”

A mean score under 1.8 = “very dissatisfied”

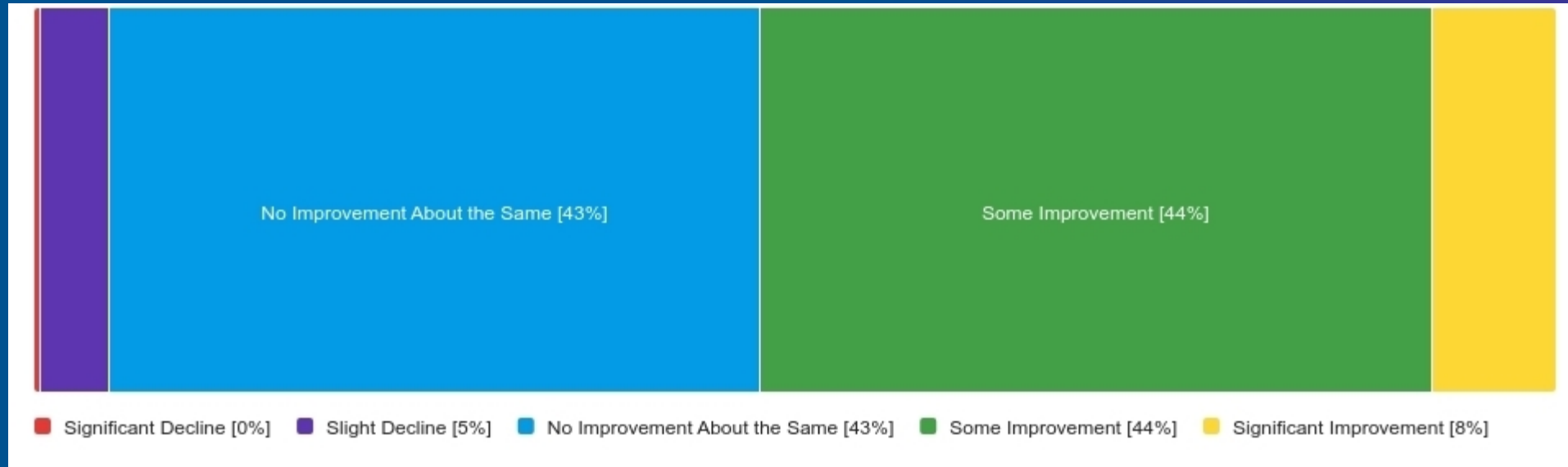
|                |
|----------------|
| Very Satisfied |
| Satisfied      |
| Neutral        |

# BUSINESS ATTRIBUTE RANKINGS

## (Eight-Year Comparison)

|                                                                                               | 2017 | 2018 | 2019 | 2020 | 2022 | 2023 | 2024 | 2025 |
|-----------------------------------------------------------------------------------------------|------|------|------|------|------|------|------|------|
| Business license renewal process                                                              | 4.15 | 4.24 | 4.35 | 4.31 | 4.39 | 4.48 | 4.33 | 4.31 |
| Responsiveness, knowledge and competency of Fire Department & Field Inspection services       | 4.18 | 4.27 | 4.22 | 4.22 | 4.18 | 4.06 | 4.15 | 4.26 |
| Availability and responsiveness of Police Department services                                 | 4.24 | 4.25 | 4.22 | 4.26 | 4.21 | 4.03 | 4.14 | 4.28 |
| Responsiveness, knowledge and competency of working with the Community Development Department | 3.58 | 3.66 | 3.64 | 3.68 | 3.81 | 3.90 | 3.98 | 3.84 |
| Business development and attraction policies                                                  | 3.67 | 3.69 | 4.23 | 3.78 | 3.90 | 3.86 | 3.87 | 3.92 |
| City zoning policies                                                                          | 3.49 | 3.52 | 3.83 | 3.64 | 3.71 | 3.72 | 3.79 | 3.69 |

# CITY IMPROVEMENT – BUSINESSES



- Customers were asked to rate, on a five-point scale, how the City has improved over the last year.
- Based on the Likert scale methodology, the City's mean score of **3.53** shows that businesses feel that the City has made some improvement over the past year.

# Conclusions

- Resident NPS stayed the same, while business NPS increased by 2 points.
- The business license renewal process and the responsiveness, knowledge and competency of Fire and Paramedic services remained the highest scoring attributes for businesses and residents, respectively.
- Improve parking; business license taxes, fees, and water costs too high; and public safety are concerns for the business community.
- Air quality/odor, noise, and parking are concerns for residents.
- Overall, businesses felt that the City had some improvement over the last year, while residents were neutral and ranked the City as “no improvement – about the same.”



# Questions?



## **City Council Agenda Statement**

**Meeting Date:** May 6, 2025

**Agenda Heading:** Staff Presentations

**Item Number:** D.16

---

### **TITLE:**

Proposed City After-School Program "Club Cowabunga" and Associated Budget

### **RECOMMENDATION:**

1. Approve new after-school program and related budget for FY 2025-2026.
2. Alternatively, discuss or take other action related to this item.

### **FISCAL IMPACT:**

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

### **BACKGROUND:**

The City of El Segundo has been hosting successful out-of-school programs for many years. Summer day camps, winter break day camps, spring break day camps and one-day camps have historically been provided by Recreation, Parks and Library staff and have been well attended by El Segundo residents. With many households in El Segundo having two working parents, the need for out-of-school childcare continues to be a priority for residents. Currently, there are multiple out-of-school care service providers offering after-school programs such as the El Segundo Unified School District ("District"), New City Church and Hilltop Church. Despite these services, staff believe there remains a need for additional out-of-school care options for working parents.

In the summer of 2022, Recreation, Parks and Library Director, Aly Mancini, was contacted by a resident who informed her that her 4th grade child had been on a wait list for the El Segundo Unified District's after-school program since she was in 1st grade. The resident shared that many residents were on wait lists for after-school programs and were relying on babysitters or extended family members to provide care for young children while parents worked out of the home. Staff began discussing a

## **Proposed After-School Program**

**May 6, 2025**

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potential program at that time, but due to other priorities, it was put on hold.

In the summer of 2024, Director Mancini received another call from a resident asking if the City would be offering any out-of-school care programs. Director Mancini engaged the community in an informal survey to determine if residents desired additional after-school program options for families. Residents responded that they would like to see more options and would be interested in a City sponsored program. Staff then began developing a program proposal for the City Council's review.

Staff then began developing a program proposal for the City Council's review.

### **DISCUSSION:**

Camp Cowabunga is a City staff-run day camp program serving children between three to 17 years old. The program continues to grow in size annually with 725 youth participating during Summer 2024. The Camp Cowabunga brand is familiar to El Segundo residents and has a reputation of being a safe and enriching program for children during out-of-school time. Most Camp Cowabunga staff have grown up in El Segundo and gone through the camps themselves, which adds to the sense of community that exists within the program.

The proposed program, Club Cowabunga, would operate during the school year and match the District's calendar, providing care to youth from school dismissal until 6:00 pm on all days that school is in session. There would not be a before-school care component.

With the addition of the Club Cowabunga after-school program, the residents of El Segundo would have a consistent childcare program service to meet their needs year round.

### **Programming Details**

Club Cowabunga would be a recreational after-school program focusing on providing a safe environment for kids while offering a variety of sports, games, arts and crafts and other activities. The program would not feature a homework or tutoring component due to the belief that Recreation staff are not positioned to properly supervise children doing school work or ensure that work is completed correctly. It is also challenging to maintain a quiet environment appropriate for homework completion in a bustling community center with a variety of active programs taking place adjacent to the Club Cowabunga classroom.

The program would operate out of the Gordon Clubhouse Tri-room which is adequately equipped for an after-school program. The room features tables, chairs, and storage space. There is also a kitchen, an auditorium, restrooms and playgrounds located in close proximity to the classroom.

## Proposed After-School Program

May 6, 2025

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Recreation Leaders and a Recreation Specialist would provide day-to-day supervision for the program. The Recreation Coordinator and Recreation Supervisor would function as administrative support and interface with parents as needed. The Recreation Manager and Director of Recreation, Parks and Library would provide high-level guidance for program development as needed.

Staff would meet students daily at predetermined meeting spots at both Center Street School and Richmond Street Elementary. Staff and students would then walk to the Clubhouse together. Parents would pick up children each day at the Clubhouse before 6:00 p.m.

A sample schedule of daily activities is shown below:

| Time         | Monday                                                                                   | Tuesday                                                                             |
|--------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 2:30-3:00 pm | Arrival and Group Welcome                                                                | Arrival and Group Welcome                                                           |
| 3:00-3:30    | Snack and Free Play Outdoors                                                             | Snack and Free Play Outdoors                                                        |
| 3:30-4:15    | Club Time:<br>Club One: Pottery in the Ceramics Studio<br>Club Two: Basketball Scrimmage | Club Time:<br>Club One: Baking in the Kitchen<br>Club Two: Pickleball on the Courts |
| 4:15-4:30    | Break and Transition                                                                     | Break and Transition                                                                |
| 4:30-5:15    | All Club Activity:<br>Rec Park Scavenger Hunt                                            | All Club Activity:<br>Relay Races on Stevenson Field                                |
| 5:15-6:00    | Free Play Indoors                                                                        | Free Play Indoors                                                                   |

## Fees and Payments

Staff recommend the following fees:

| Fee              | Resident     | Non-Resident |
|------------------|--------------|--------------|
| Registration Fee | \$100        | \$120        |
| Monthly Fee      | \$450        | \$550        |
| Late payment Fee | \$10 per day | \$20 per day |

## **Proposed After-School Program**

**May 6, 2025**

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The monthly fee would be due by the 1st day of each month. Payments received on the 2nd, 3rd or 4th of the month would be assessed a \$10 late fee per day. Parents who do not pay fees by the 4th will be unenrolled from the program effective on the 5th and will not be permitted to re-enroll until the following month if spots are available. Any parents who are unenrolled will be required to re-register and pay the registration fee again. Parents who are unenrolled will not be guaranteed a spot in the program and will bump to the bottom of any wait list that is established.

### **Estimated Program Budget**

The proposed annual budget is detailed in Attachment A. Staff provided budget scenarios based on 20-50 participants but believes that within two years the attendance numbers may be up to 80 participants, similar to Camp Cowabunga registration numbers.

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

Goal 3: Deliver Solution-Oriented Customer Service, Communication, Diversity, Equity, and Inclusion

Goal 5: Champion Economic Development and Fiscal Sustainability

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

### **PREPARED BY:**

Aly Mancini, Recreation, Parks and Library Director

### **REVIEWED BY:**

Aly Mancini, Recreation, Parks and Library Director

### **APPROVED BY:**

Barbara Voss, Deputy City Manager

### **ATTACHED SUPPORTING DOCUMENTS:**

1. Club Cowabunga Budget Estimate

|                                                                |                            |      |                              |                        |
|----------------------------------------------------------------|----------------------------|------|------------------------------|------------------------|
| Club Cowabunga Afterschool Program                             |                            |      |                              |                        |
|                                                                |                            |      |                              |                        |
| Program Information                                            |                            |      |                              |                        |
| Monday through Friday                                          |                            |      |                              |                        |
| School dismissal until 6:00 p.m.                               |                            |      |                              |                        |
| K-5th Grade                                                    |                            |      |                              |                        |
| Staff to student ratio: 1/10                                   |                            |      |                              |                        |
| Program activities: Homework time, sports and arts and crafts  |                            |      |                              |                        |
| Location: Clubhouse (Students walked over from RSS and Center) |                            |      |                              |                        |
| Cost:                                                          | \$25 per day -Resident     |      | \$4500 per student,annually  |                        |
|                                                                | \$30 per day- Non-Resident |      | \$5500 per student, annually |                        |
| Revenue (At Resident rate)                                     |                            |      |                              |                        |
| Students                                                       | 50                         |      |                              | \$225,000              |
|                                                                | 40                         |      |                              | \$180,000              |
|                                                                | 30                         |      |                              | \$135,000              |
|                                                                | 20                         |      |                              | \$90,000               |
|                                                                |                            |      |                              |                        |
| Staffing Costs                                                 |                            |      |                              |                        |
| Rec Leaders                                                    | Hours Per day              | Rate | Hours Per Year               |                        |
| 1                                                              | 4.25                       | \$23 | 765                          | \$17,595               |
|                                                                |                            |      |                              |                        |
| Rec Specialist                                                 |                            |      |                              |                        |
| 1                                                              | 4.25                       | \$25 | 765                          | \$19,125               |
|                                                                |                            |      |                              |                        |
| Staffing                                                       |                            |      |                              |                        |
| 50 students                                                    |                            |      | 4 leaders, 1 specialist      | \$89,505               |
| 40 students                                                    |                            |      | 3 leaders, 1 specialist      | \$71,910               |
| 30 students                                                    |                            |      | 2 leaders, 1 specialist      | \$54,315               |
| 20 students                                                    |                            |      | 1 leader, 1 specialist       | \$36,720               |
|                                                                |                            |      |                              |                        |
| Operating Costs                                                |                            |      |                              |                        |
| Supplies and Equipment                                         |                            |      |                              | \$15,000               |
|                                                                |                            |      |                              |                        |
|                                                                |                            |      |                              |                        |
|                                                                |                            |      | Total                        | Plus Registration Fees |
| Net                                                            | 50                         |      | \$120,495                    | \$125,495              |
| Net                                                            | 40                         |      | \$93,090                     | \$97,090               |
| Net                                                            | 30                         |      | \$65,685                     | \$67,685               |
| Net                                                            | 20                         |      | \$38,280                     | \$40,280               |